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SmartArt

A SmartArt Graphic is a visual representation of your information that you can quickly and easily create, choosing from many layouts, to effectively communicate your message. You can create SmartArt Graphics in Word, Excel, PowerPoint, or in an Outlook e-mail message.

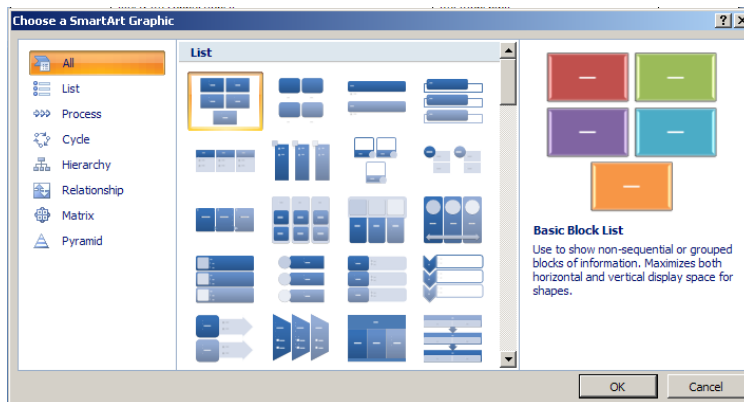
Per Microsoft Help, this is a chart that may help you determine what type of SmartArt graphic to utilize in a particular situation.

Purpose of Graphic	Graphic Type
Show non-sequential information	List
Show steps in a process or timeline	Process
Show a continual process	Cycle
Show a decision tree	Hierarchy
Create an organization chart	Hierarchy
Illustrate connections	Relationship
Show how parts relate to a whole	Matrix
Show proportional relationships with the largest component on the top or bottom	Pyramid

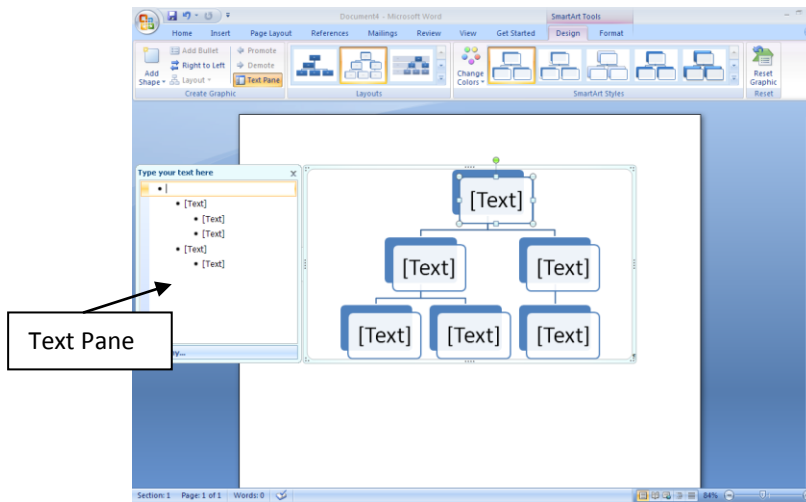
Create a New SmartArt Graphic



1. Put the cursor, in the document, where you want to insert the SmartArt graphic.
2. Go to the Insert tab, and in the Illustrations group, click on the **SmartArt** button.

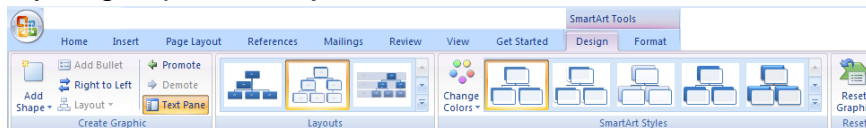


3. Locate the type of SmartArt diagram that you want to insert, using the Graphic Type grouping in the left frame, as necessary.

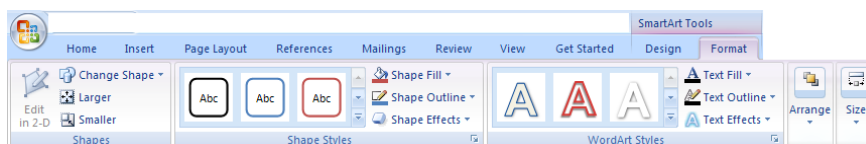
4. Click on the **OK** button.5. You can enter text by using the **Text Pane** or by clicking inside the shapes of the SmartArt diagram and typing text in the non-printing placeholders. To open or close the Text Pane, click on the Text Pane button in the Create Group on the Design tab.

6. There are two contextual tabs available for use when working with SmartArt diagrams. There is the Design tab and the Format tab.

- The Design tab will allow you to add shapes open or close the Text pane, change the layout and style of SmartArt by using the Layouts and SmartArt Styles groups, and adjust the overall color theme of the item.



- The Format tab will allow you to change the shapes in a SmartArt diagram, make shapes larger or smaller, change the color of shapes, change the style of a shape, and adjust the overall size of the SmartArt graphic. When using most of the tools on this tab, be sure to select all shapes in the object to apply formatting. You can quickly select all objects by clicking the SmartArt to active it and then using **Ctrl + A**.




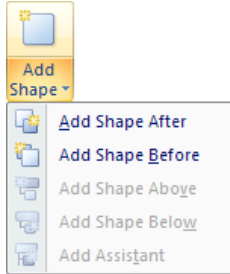
7. After working with the SmartArt graphic, click outside of the SmartArt diagram to return working in the document.

Formatting SmartArt




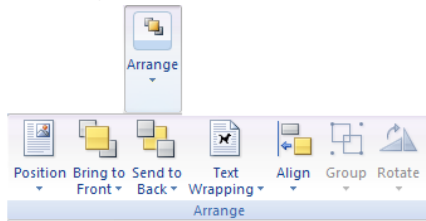
1. To add shapes, click on the shape that the new item will have a relationship to. You will be able to add a new shape after, before, above, or below the active

shape. On the Design tab, click on the **Add Shape**  button. Make the appropriate selection from the list.



2. To remove shapes from the diagram, select the shape and press the **Delete** key.
3. To align or move the SmartArt diagram, use the Format tab, and then the

Arrange  button. From the **Arrange** button you can use the Position, Text Wrapping, and Align options to help you move the item to the desired location on the page.



4. You can also format SmartArt object by selecting the object and right-clicking with the mouse. This will provide a menu with common formatting options.

