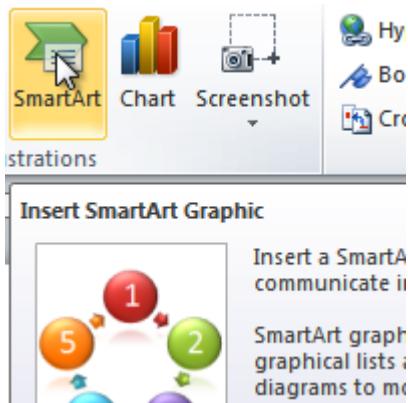


SmartArt Graphics

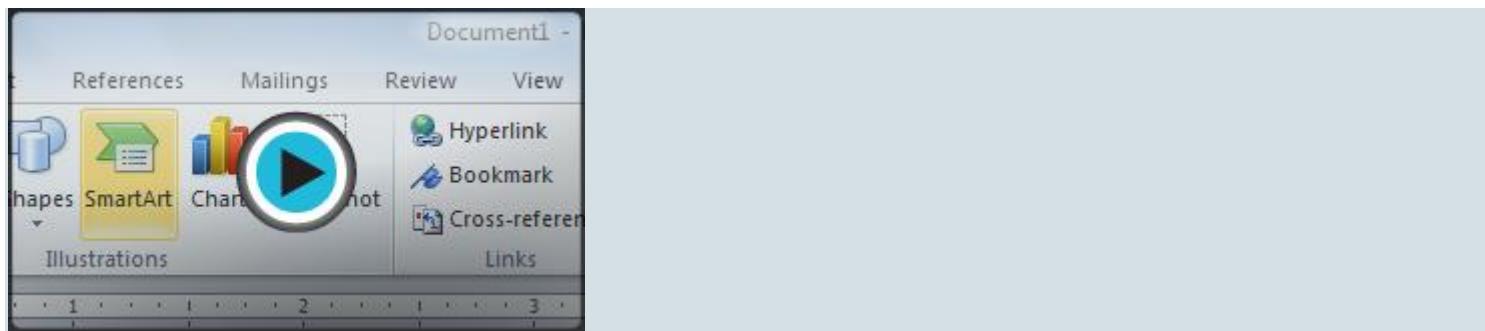
Introduction



SmartArt allows you to **visually communicate information** rather than simply using text. Illustrations can enhance your document, and SmartArt makes using graphics especially easy. In this lesson, you will learn how to **insert a SmartArt graphic**, modify the **color** and **effects**, and change the **organization** of the graphic.

SmartArt graphics

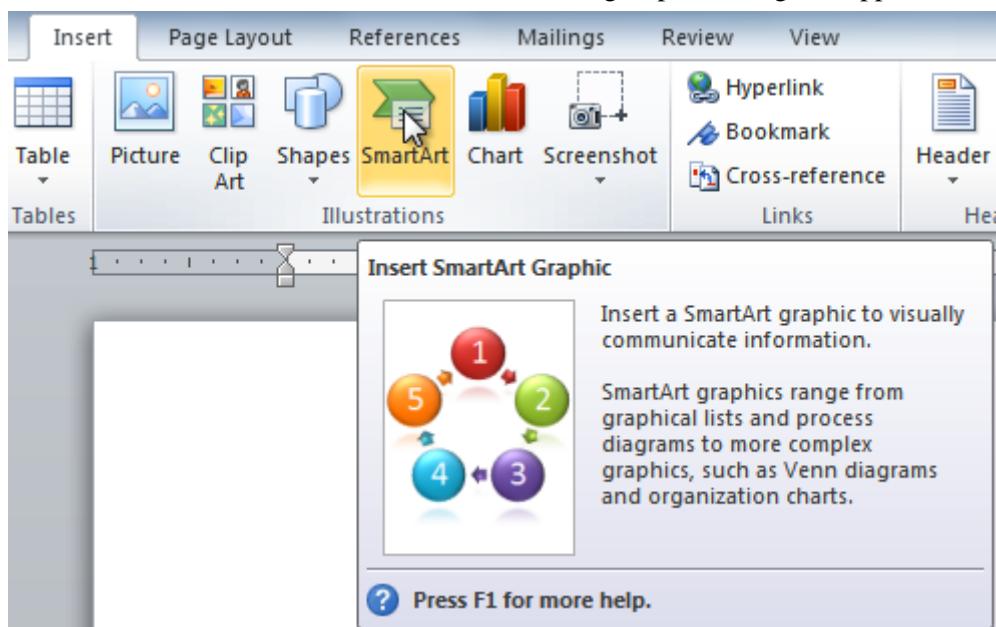
Video: SmartArt Graphics in Word 2010



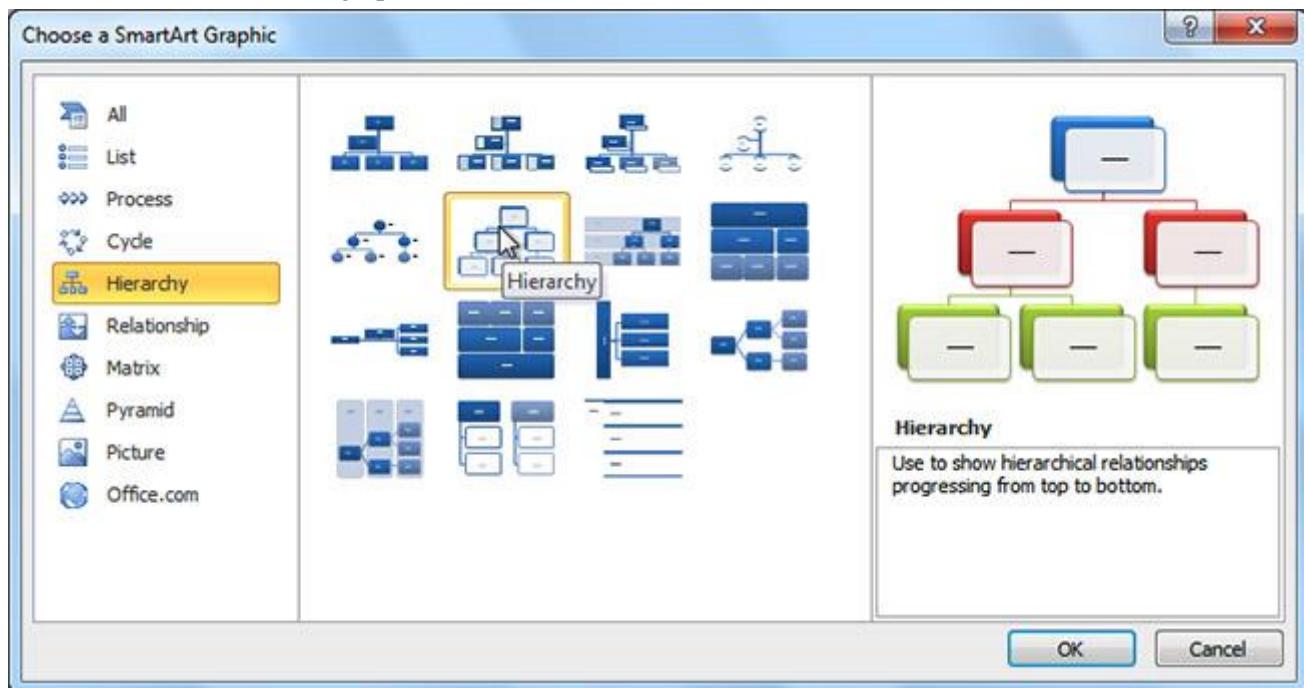
Word has a variety of **SmartArt** graphics you can use to illustrate and organize many different types of ideas. To get the most out of SmartArt, you'll need to know how to **insert a SmartArt graphic**, modify the **color** and **effects**, and change the **organization** of the graphic.

To insert a SmartArt illustration:

1. Place the insertion point in the document where you want the graphic to appear.
2. Select the **Insert** tab.
3. Select the **SmartArt** command in the Illustrations group. A dialog box appears.



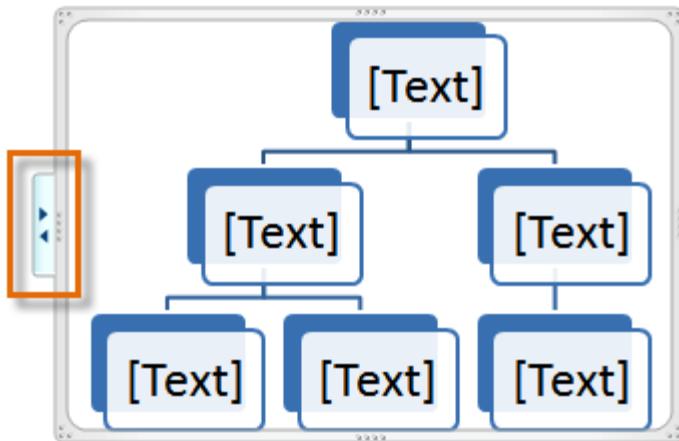
4. Select a **category** to the left of the dialog box, and review the SmartArt graphics that appear in the **center**.
5. Select the desired SmartArt graphic, then click **OK**.



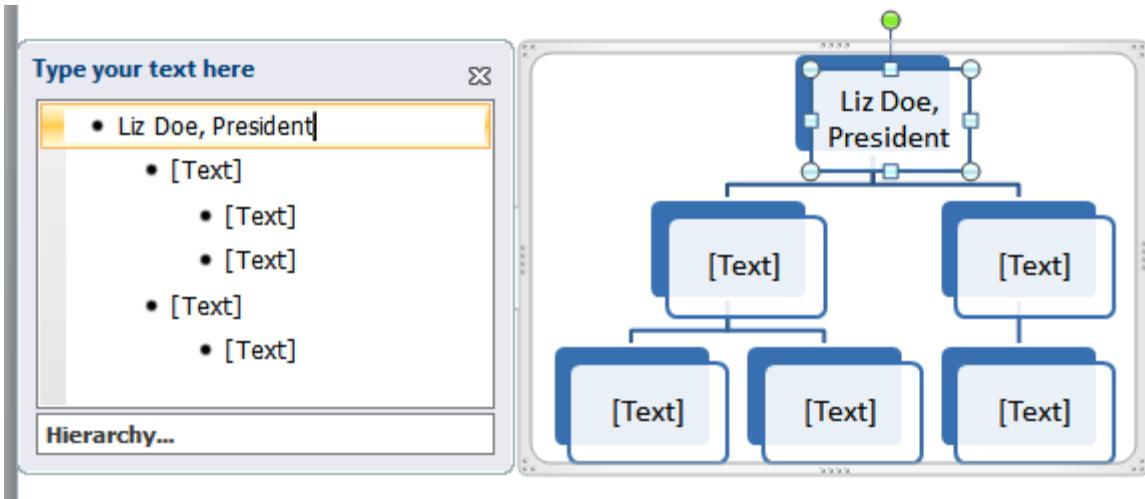
To see more details about a graphic, click any image and a larger preview of the graphic with **additional text details** will appear on the **right side** of the dialog box.

To add text to a SmartArt graphic:

1. Select the graphic. A border will appear around it with an **arrow** on the left side.
2. Click the **arrow** on the left side of the graphic to open the task pane.



3. Enter text next to each bullet in the task pane. The information will appear in the graphic and will resize to fit inside of the shape.



4. To add a new shape, press **Enter**. A new bullet will appear in the task pane, and a new shape will appear in the graphic.

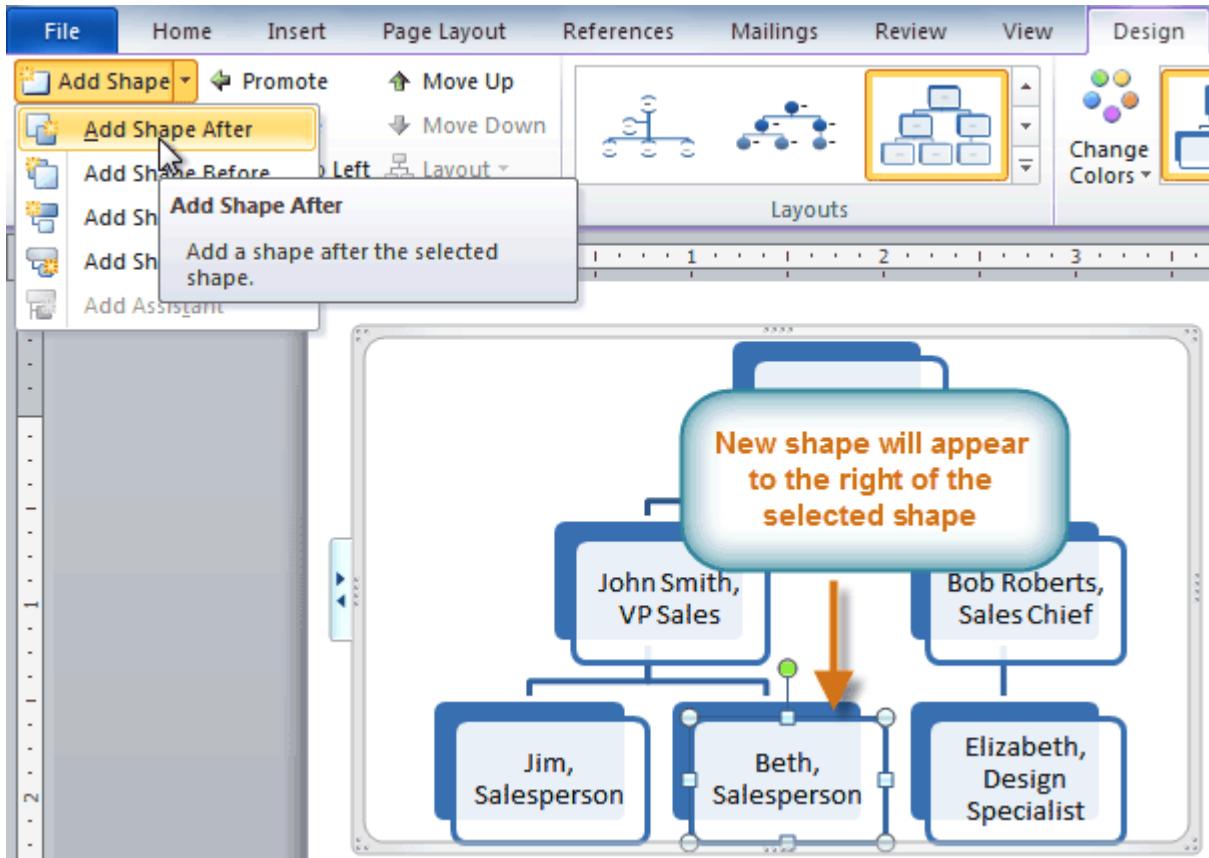
You can also add text by clicking the desired shape and typing your text. This works well if you only need to add text to a **few shapes**. However, for more complex SmartArt graphics working in the **task pane** is often faster.

You can change the layout of a SmartArt graphic even after you've added text. However, if the new layout is different from the old one, some of your text may not show up. Experiment with different layouts to see how they display your text differently.

Changing the organization of a SmartArt graphic

To add a shape to a graphic:

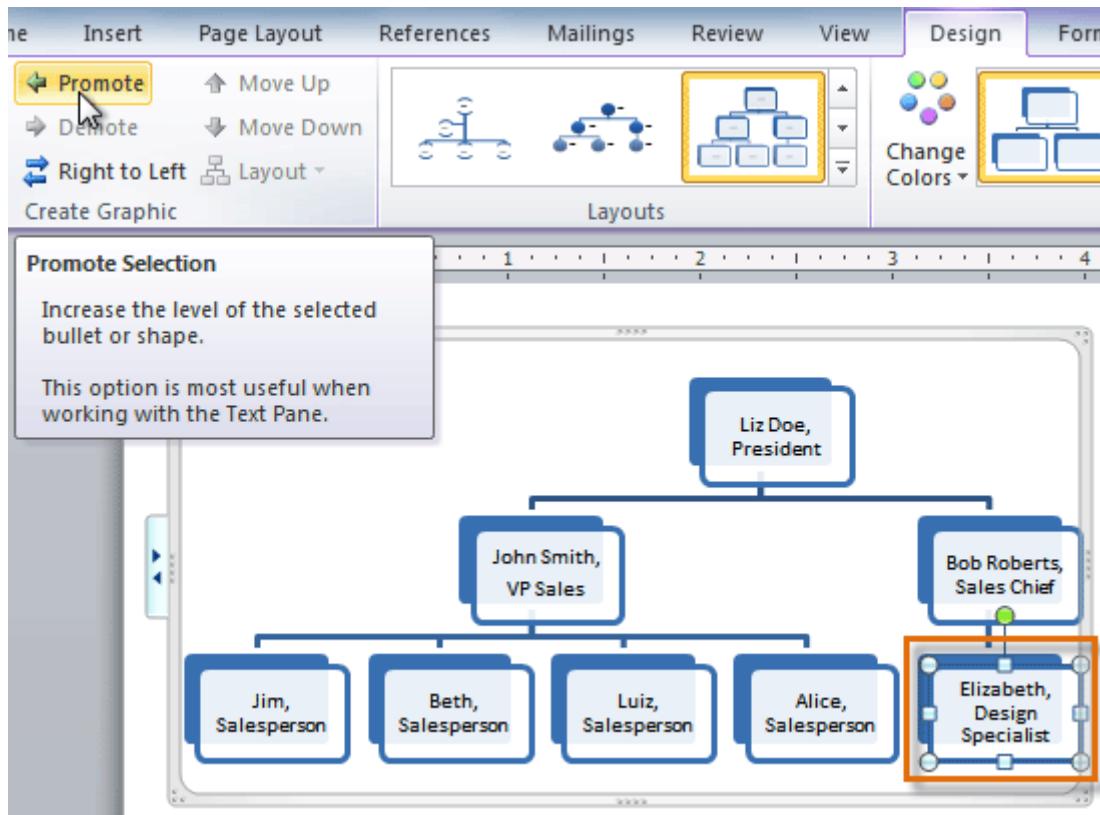
1. Select the graphic. The **Design** and **Format** tabs appear on the Ribbon.
2. Select the **Design** tab.
3. Click the **Add Shape** command in the **Graphics** group.
4. Decide where you want the **new shape** to appear, and select one of the shapes nearby the desired location.
5. Select **Add Shape Before** or **Add Shape After**. If you want to add a superior or a subordinate, select the **Add Shape Above** or **Add Shape Below** options.



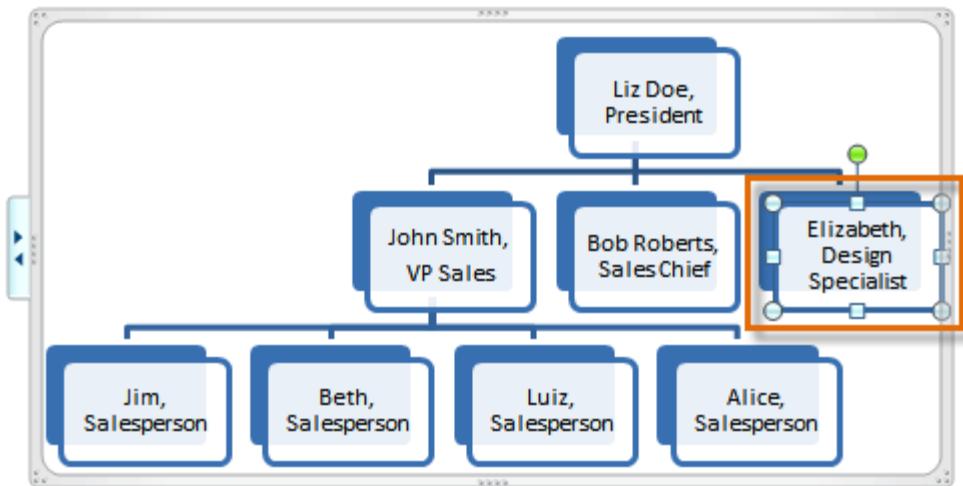
You can change the layout of a SmartArt graphic even after you've added text. However, if the new layout is different from the old one some of your text may not show up. Experiment with different layouts to see how they display your text differently.

To move shapes using the Promote and Demote commands:

1. Select the graphic. The **Design** and **Format** tabs appear on the Ribbon.
2. Select the **Design** tab.
3. Select the **shape** you want to move.
4. Click the **Promote** or **Demote** command in the Create Graphic group.



5. The shape will move up or down by one level.

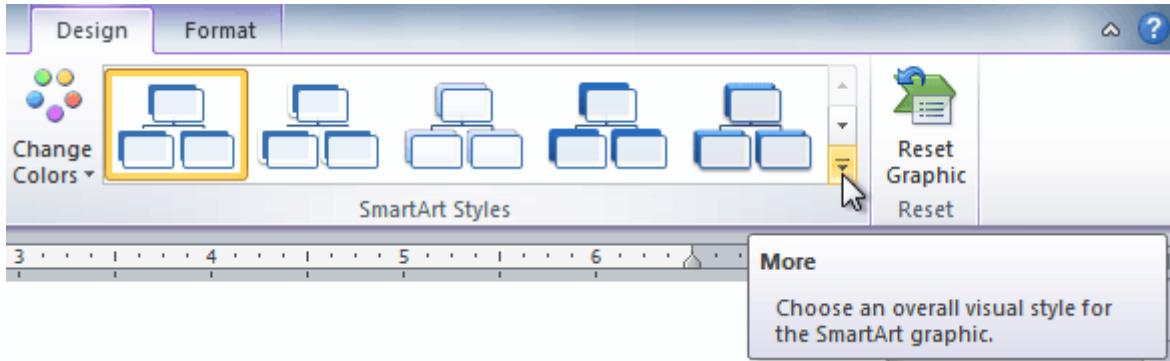


You can also demote and promote shapes from within the **task pane**. With the **insertion point** in the task pane, press the **Tab** key to demote a shape. Press the **Backspace** key (or **Shift+Tab**) to promote a shape. It's a lot like creating an outline with a **multilevel list**. For more information, you may want to review our [Working with Lists](#) lesson.

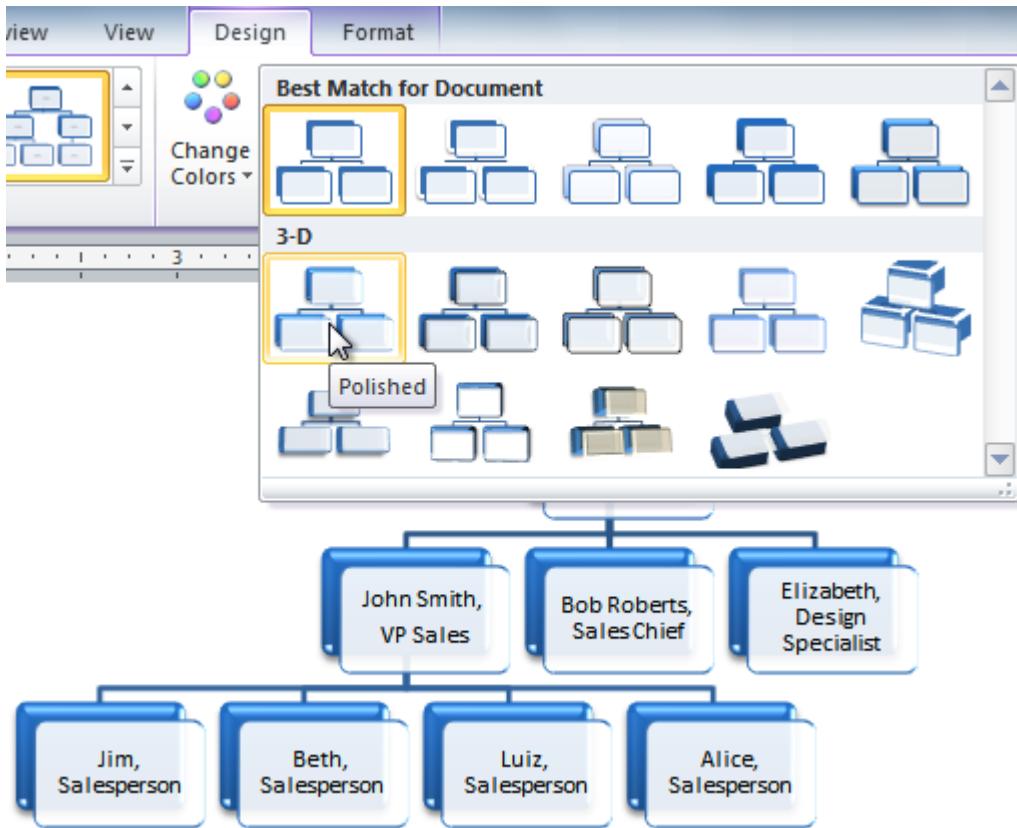
Modifying the SmartArt graphic's appearance

To change the SmartArt style:

1. Select the graphic. The **Design** and **Format** tabs appear on the Ribbon.
2. Click the **Design** tab.
3. In the **SmartArt Styles** group, click the **More** drop-down arrow to view all of the styles.



4. Hover your mouse over each style to see a live preview.

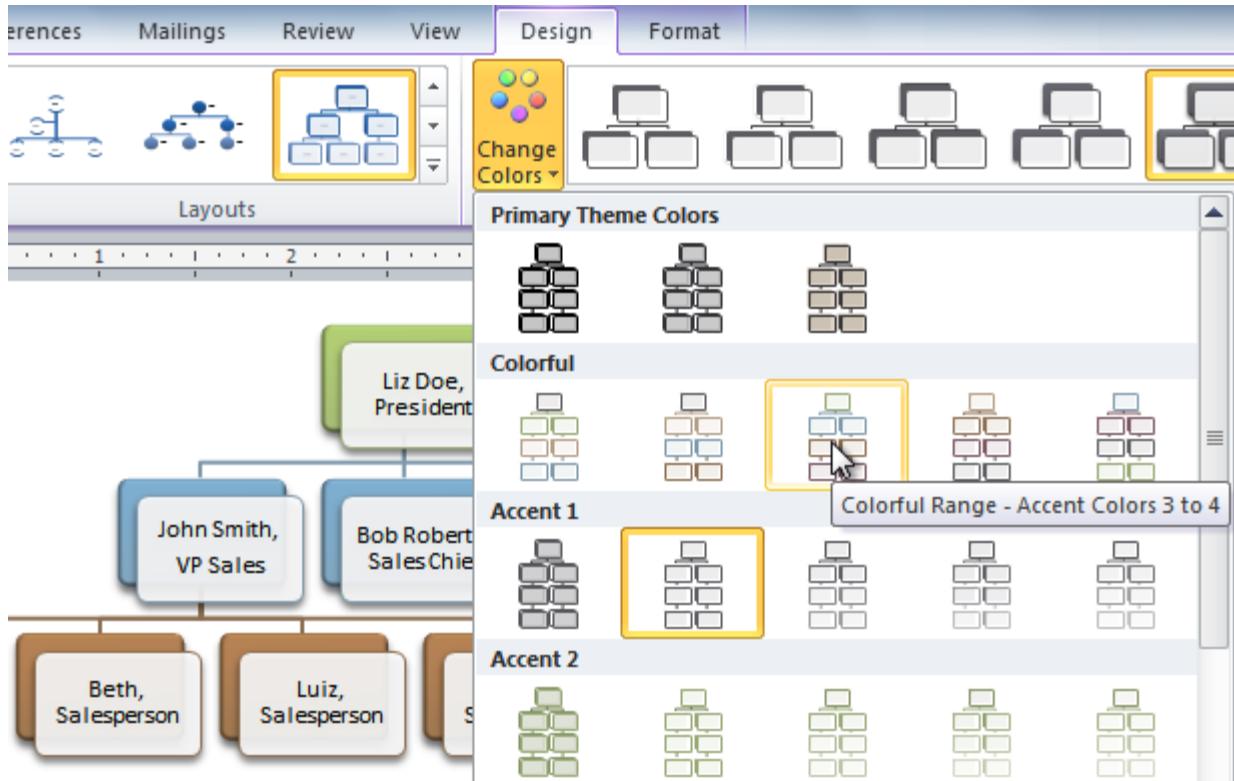


5. Select the desired style.

To change color scheme:

Word provides a variety of **color schemes** to use with SmartArt. The color schemes use **theme colors**, so they will vary depending on which **theme** you are using.

1. Select the graphic. The **Design** and **Format** tabs appear on the Ribbon.
2. Select the **Design** tab.
3. Click the **Change Colors** command. A drop-down menu appears, showing various color schemes.
4. Select the desired color scheme.



If you want to change the appearance of a **single shape** within the SmartArt graphic, select the shape, then click the **Format** tab. You can then modify the **shape style**, **color**, **effects**, and other settings for that shape.

Challenge!

1. Create a **new** document.
2. Insert a **SmartArt graphic**.
3. Enter **text** into the graphic.
4. Change the **SmartArt style**.
5. Change the **color scheme**.