Microsoft SmartArt

University Information Technology Services

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A SmartArt graphic is a visual representation of your information and ideas. When you choose a layout for your SmartArt graphic, ask yourself what you want to convey and whether you want your information to appear a certain way. Experimentation is sometimes the best way to determine which graphic is best suited for your information.

1. Inserting a SmartArt Graphic

1. Click the **Insert** tab.
2. In the **Illustrations** group, click **SmartArt**.
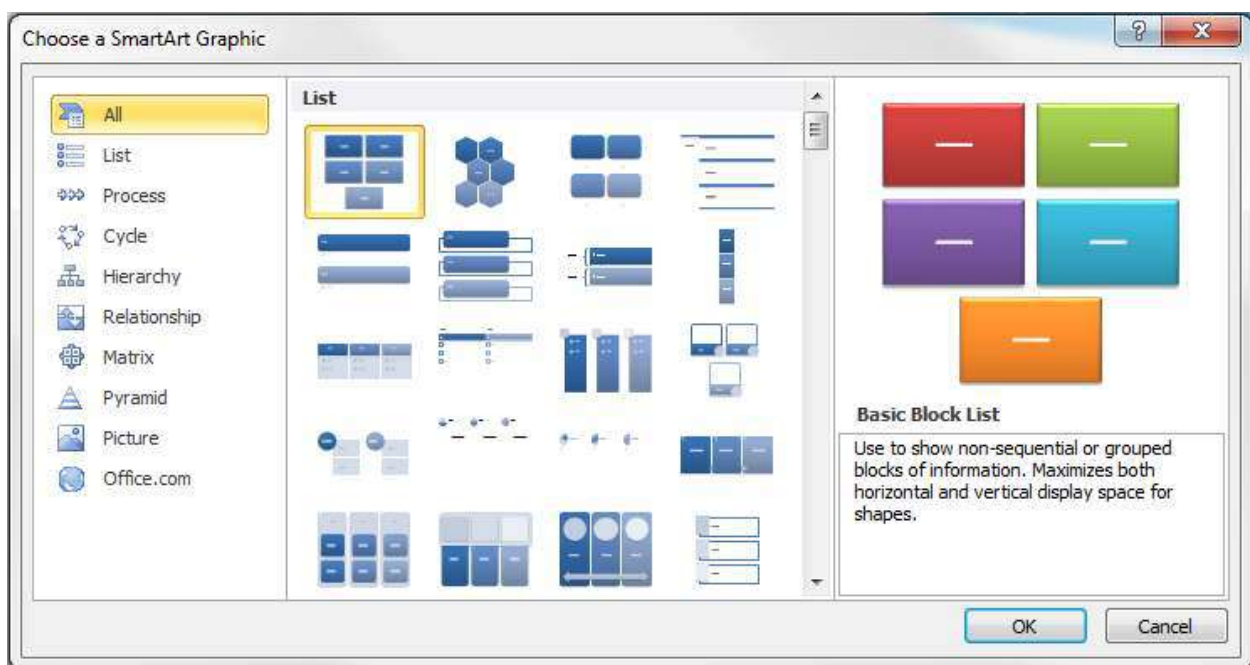
SmartArt Graphics Layouts

3. Select the category of SmartArt that will best represent your information from the list on the left side of the **Choose a SmartArt Graphic** dialog box. Then, select the specific type of diagram that you want by clicking on the icon that represents that type.
4. Click the **OK** button. The graphic appears on the slide and the **SmartArt Tools** contextual tab appears on the Ribbon.
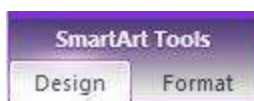
SmartArt Tools Tab

Within the SmartArt Tools tab are the Design and Format tabs. Clicking on these tabs changes the SmartArt Tools visible on the Office Ribbon.

2. Modifying a SmartArt Graphic
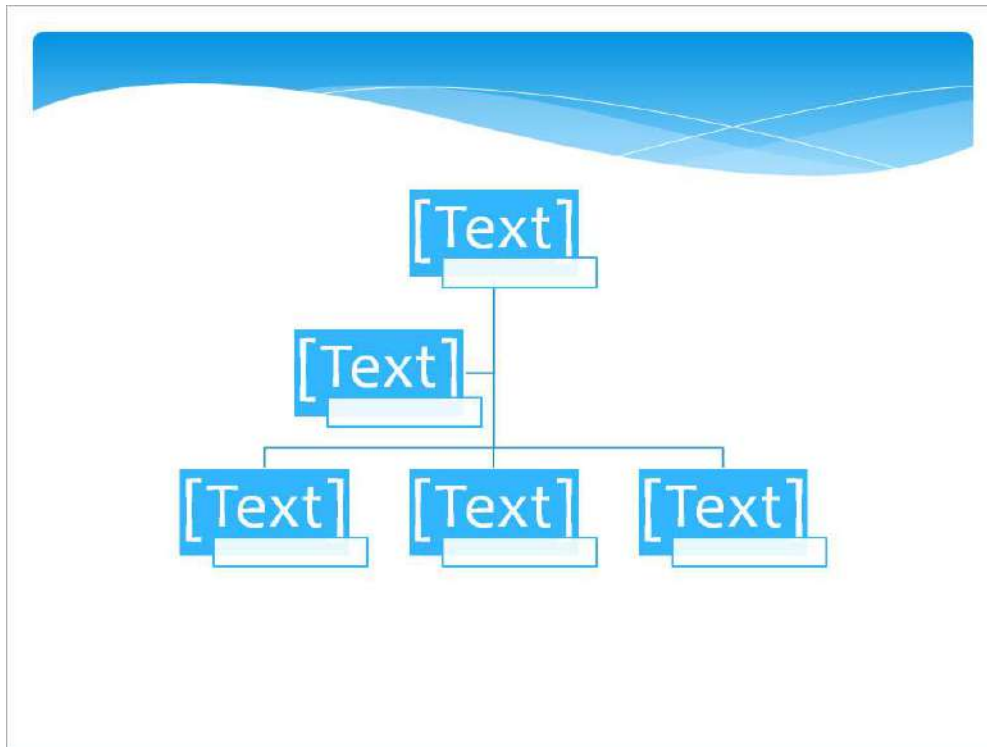
SmartArt Organizational Chart

Every SmartArt graphic contains text labels where you will enter the information items that you want to represent in the graphic. The graphic above shows an organizational chart. The "[Text]" areas are where you would enter the names and titles of the members of the organization.

2.1 Changing the Colors

1. Click on the graphic.
2. In **SmartArt Tools**, click on the **Design** tab.
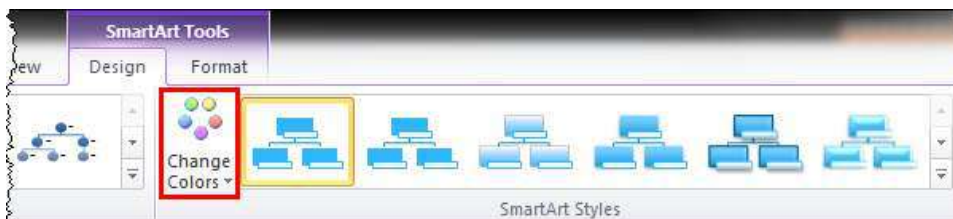
3. Click on **Change Colors**.
4. Select another color scheme.

2.2 Changing the Style

1. Click on the graphic.
2. In the **SmartArt Tools**, click on the **Design** tab.
3. Select another style from the **SmartArt Styles** group.

2.3 Changing the Layout

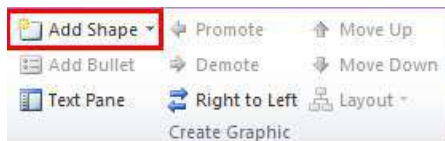1. Click on the graphic.
2. In the **SmartArt Tools**, click on the **Design** tab.
3. Select another layout from the **Layouts** group.

2.4 Adding a Shape

The initial graphic that is generated from the layout that you select may not contain enough shapes to represent all the information that you need to show. You can add more shapes if you need to.

1. Click on the graphic.
2. In the **SmartArt Tools**, click on the **Design** tab.
3. Click on the shape in the graphic to which you want to add the new shape.
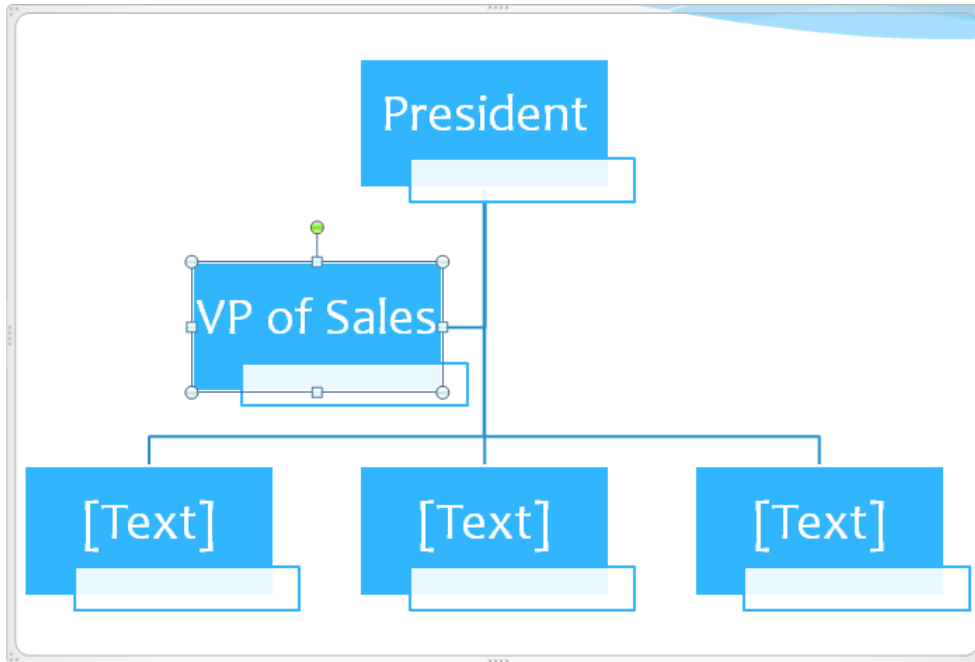

4. Click the arrow on the **Add Shape** button in the **Create Graphic** group.
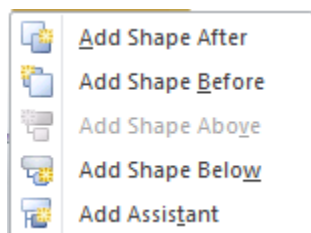
5. Select a location for the new shape in relation to the shape that you selected in Step 3.
   You might need to experiment to see which menu choice gives you the best results for your purpose.

2.5 Moving a Shape

1. Click on the graphic.
2. In the **SmartArt Tools**, click on the **Design** tab.

3. Click on the shape that you want to move.
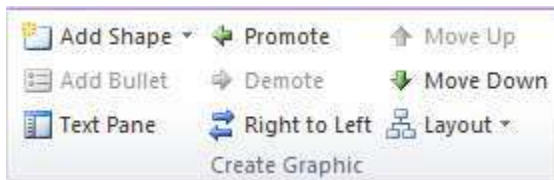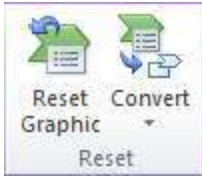

4. In the **Create Graphic** group, click the appropriate "move" option. *Depending on the layout of your graphic, an option might not produce a result, even though the icon is available*.

2.6 Resetting a Graphic

If you want to remove all the changes you've made to a graphic without having to use "Undo", you can simply reset the graphic.

1. Click the **Design** tab.

2. In the **Reset** group, click **Reset Graphic**.

2.7 Adding Text to a Shape

Even though some shapes are labeled with a "[Text]" indicator, you can add text to any shape simply by clicking the shape and typing. As you type, the size of the text will automatically reduce to fit inside the shape.

2.8 Formatting Text

1. Click on the graphic.
2. If you want to format the text for an individual shape within a graphic, click on the shape(s) that you want to format; otherwise, all text within the graphic will be affected by the formatting.
3. In **SmartArt Tools**, click on the **Format** tab.
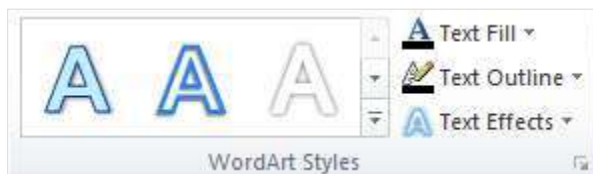
4. In the **WordArt Styles** group, select the WordArt style or text formatting options of your choice.
   - To change the fill color of text, click **Text Fill** and select a new fill color.
   - To change the outline color of text, click **Text Outline** and select a new outline color.
   - To change the text effect, click **Text Effects** and select the effect that you want to apply.

2.9 Formatting Shapes

1. Click on the graphic.
2. If you want to format an individual shape within a graphic, click on the shape(s) that you want to format; otherwise, all shapes within the graphic will be affected by the formatting.

3. In the **SmartArt Tools**, click on the **Format** tab.
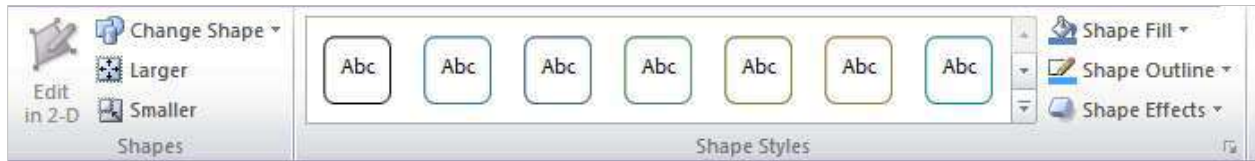
4. In the **Shape Styles** group, select the shape style or formatting options of your choice.

- To change the style of the shape, select a new style from the gallery in the **Shape Styles** group.
- To change the fill color of a shape, click **Shape Fill** in the **Shape Styles** group and select a new fill color.
- To change the outline color of a shape, click **Shape Outline** in the **Shape Styles** group and select a new outline color.
- To change the shape effect, click **Shape Effects** in the **Shape Styles** group and select the effect that you want to apply.

2.10 Changing Shape and Shape Size
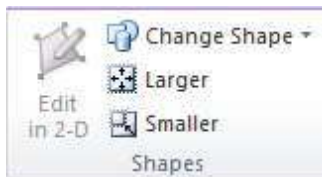
- To change the shape, select the shape or shapes, click **Change Shape** in the **Shapes** group and select a new shape.
- To change the size of the shape, select the shape or shapes, and click either **Larger** or **Smaller** in the **Shapes** group.