

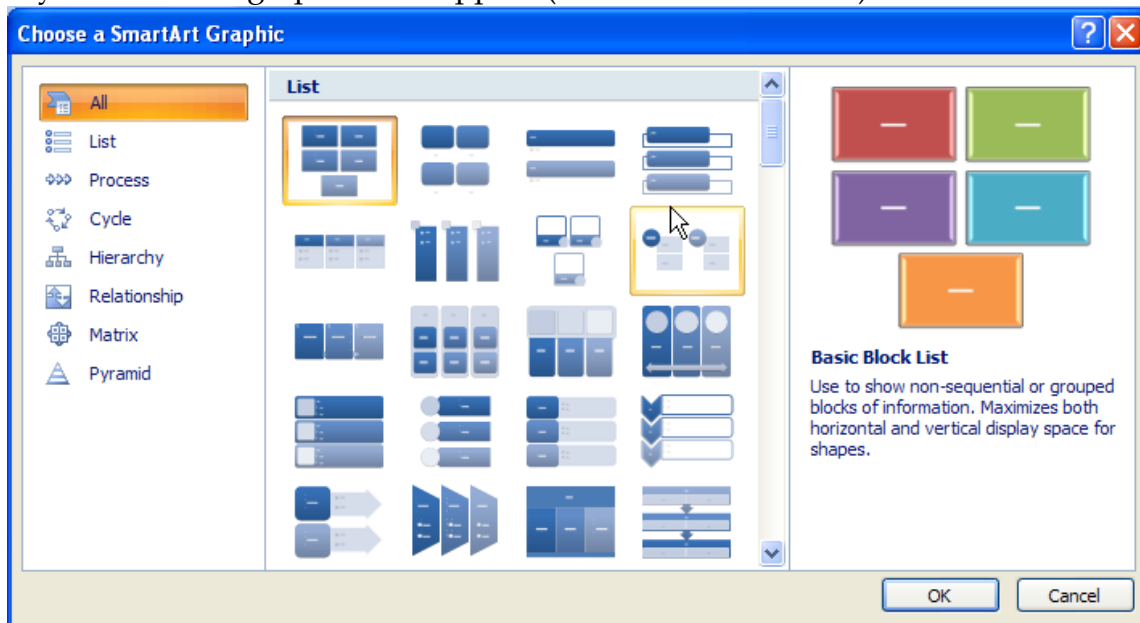
## INSERT SMART ART GRAPHIC

This type of graphic is a visual representation of information that can be created quickly and easily. Smart Art can be created using Word 2007, Excel 2007, PowerPoint 2007, and in an Outlook 2007 e-mail message. Smart Art graphics can be copied and pasted into the other Office 2007 release programs. However, they cannot be created in the other programs.

When a Smart Art graphic is created, a prompt asking for the type of graphic to create appears. A type is similar to a category of graphics. Within each of these types, there are several different layouts. After a layout is chosen, it is possible to change the layout. Most of the text and other content, such as colors, styles, and text formatting, are automatically carried over to the new layout. These features can also be changed for each graphic.

### Create Smart Art Graphic

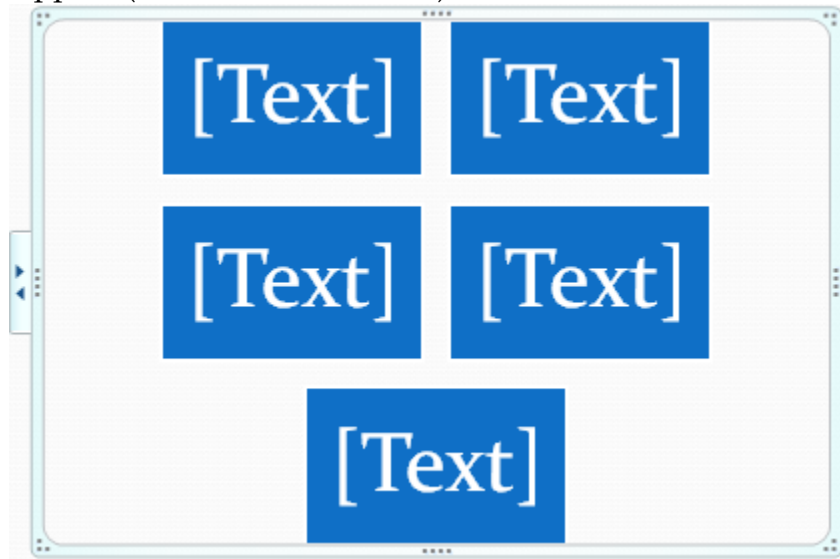
- ✦ Click the **Insert Tab**.
- ✦ In the **Illustrations Group**, click the **Smart Art** button.
- ✦ A gallery of Smart Art graphics will appear (see illustration below).



- ✦ The table below provides a description of each of the graphic types.

Graphic Type	Purpose of Graphic
<b>All</b>	This option provides a gallery of all the Smart Art graphics that are available.
<b>List</b>	This type of graphic is used to show non-sequential information.
<b>Process</b>	Choose this graphic type to show steps in a process or timeline.
<b>Cycle</b>	To show a continual process, choose this graphic type.
<b>Hierarchy</b>	Use this graphic type to show a decision tree or to create an organizational chart.
<b>Relationship</b>	To illustrate connections, choose this type of graphic.
<b>Matrix</b>	This type of graphic is used to show how parts relate to a whole.
<b>Pyramid</b>	Choose this type of graphic to show the proportional relationships with the largest component on the top or bottom.

- ✦ Click one of the **Categories** in the left frame to select it.
- ✦ Click one of the **Graphics** in the middle frame to select it.
- ✦ A diagram of the graphic will appear in the right frame.
- ✦ Click **OK** to insert the graphic into the document.
- ✦ The graphic will appear (see illustration below).



- ✦ Click the box with the arrows on the left side of the graphic.
- ✦ A text box will appear with bulleted items
- ✦ Click beside the first bullet in the text box.
- ✦ Input the information that should go into the first box.
- ✦ Click each of the text boxes to input the appropriate information.
- ✦ To add additional boxes, press the **Enter** key on the keyboard.
- ✦ To change the level, do one of the following:
  - ✦ To move in one level, press the **Tab** key.
  - ✦ To move back one level, hold down the **Shift** key and then press the **Tab** key.
- ✦ As text is entered into the **Text Pane**, the text will appear in the graphic.
- ✦ The size of the text will change to accommodate the entry.