

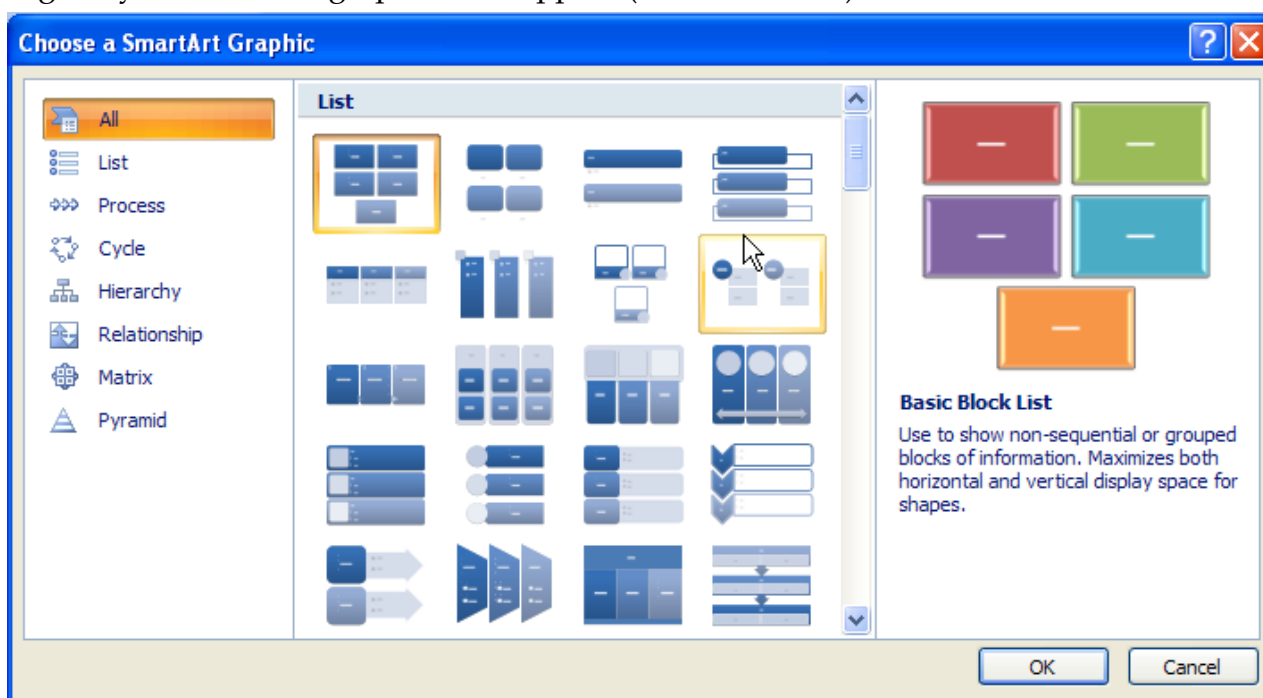
Smart Art

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).

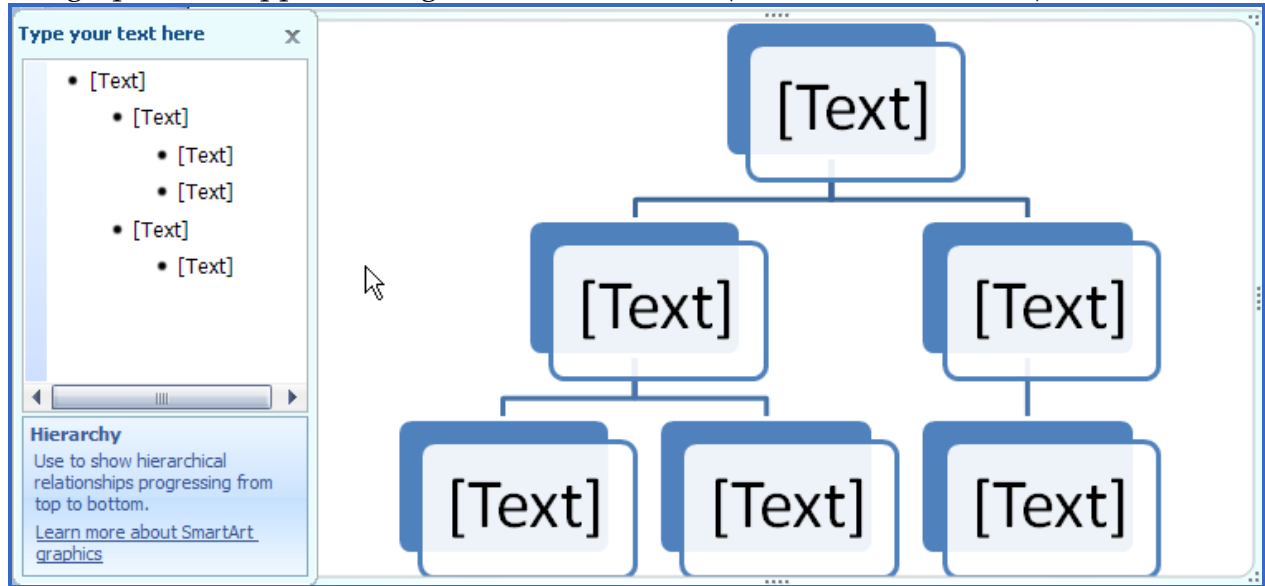


- + The table below provides a description of each of the graphic types.

Graphic Type	Purpose of Graphic
All	This option provides a gallery of all the Smart Art graphics that are available.
List	This type of graphic is used to show non-sequential information.
Process	Choose this graphic type to show steps in a process or timeline.
Cycle	To show a continual process, choose this graphic type.
Hierarchy	Use this graphic type to show a decision tree or to create an organizational chart.
Relationship	To illustrate connections, choose this type of graphic.

Graphic Type	Purpose of Graphic
Matrix	This type of graphic is used to show how parts relate to a whole.
Pyramid	Choose this type of graphic to show the proportional relationships with the largest component on the top or bottom.

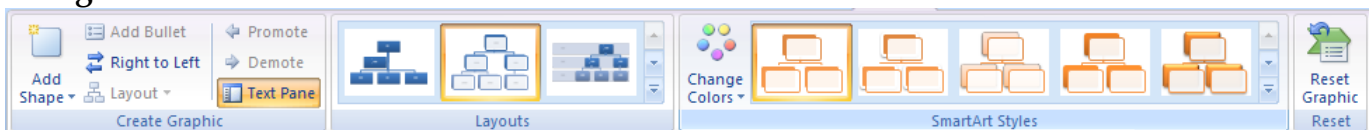
- + Click one of the **Categories** in the left frame to select it.
- + Click one of the **Graphics** in the middle frame to select it.
- + A diagram of the graphic will appear in the right frame.
- + Click **OK** to insert the graphic into the document.
- + The graphic will appear, along with the **Text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



- + In the **Text Pane** in the left frame, click the first 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.

SMART ART GRAPHICS DESIGN TAB

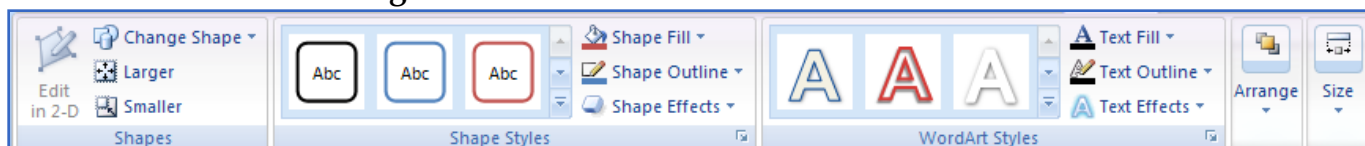
After a graphic has been created, it is possible to make format changes. This is done by using the **Smart Art Tools** tab. In this area, it is possible to choose from **Design** and **Format**. The table below provides a description of each the groups and buttons on the **Design Tab**.



Group/Button	Description
Create Graphic Group	
Add Shape	Click this button to add a new shape to the document. When the button alone is clicked, a new shape will be added below the selected box
Add Bullet	To add a bullet to the graphic, click this button. This feature is only available if the graphic supports the use of bullets.
Right to Left	Use this button to switch the orientation of the graphic from right to left and left to right.
Layout	Click this button to change the branch layout for the graphic. This feature is only available when an organization chart is created.
Promote	This button is used to change the level of the selected bullet or shape.
Demote	Use this button to change the level of the selected bullet or shape.
Text Pane	To toggle between displaying the Text Pane and not displaying the Text Pane, click this bullet.
Layouts Group	
Layout Gallery	Click this button to change the layout for the graphic. The arrows at the end of the gallery are used to move between rows.
More Button	This button is used to show additional layouts for the graphic. It appears at the bottom of the arrows on the right side of the gallery.
Smart Art Styles Group	
Change Colors	To change the color of the shapes in the graphic, click this button. A gallery of different options that are available for the chosen theme will appear. Move the mouse pointer over each of the items to see a Live Preview of the color.
Styles Gallery	To select a different style for the graphic, click one of the styles in the gallery. To see additional styles, click the top and bottom arrow on the right side of the gallery.
More Button	Click this button to display all the styles at one time. Move the mouse pointer over each one to see a Live Preview of each style.
Reset Group	
Reset Graphic	When this button is clicked, all the changes that were made to the Smart Art graphic will be discarded. The graphic is returned to the original format.

SMART ART GRAPHICS FORMAT TAB

After a graphic has been created, it is possible to make format changes. This is done by using the **Smart Art Tools** tab. The table below provides a description of each the groups and buttons on the **Design Tab**.



Group/Button	Description
Shapes Group	
Edit in 2-D	Click this button to edit a 3-D graphic in 2-D. This feature is only available if a 3-D style has been applied to the graphic.
Change Shape	This button is used to change the shape in a graphic. The shape must be selected before this feature will activate.
Larger	To increase the size of a selected shape, click this button.
Smaller	Click this button to decrease the size of a shape.
Shape Styles Group	
Styles Gallery	To change the style of a selected shape, click this button. If the shape is not selected, this option will not be available.
Shape Fill	Click this button to fill the selected shape with a solid color, gradient, picture, or texture.
Shape Outline	To change the line color, width, and line style; click this button.
Shape Effects	This button is used to apply a visual effect such as a shadow, glow, reflection, or 3-D rotation to a selected shape.
WordArt Styles	
Styles Gallery	To apply a new style to the selected text in a shape, click this button.
Text Fill	Click this button to fill the selected text with a different color, gradient, picture, or texture. The text must be selected for this option to work.
Text Outline	To change the line color, width, and line style of the selected text, click this button.
Text Effects	This button is used to apply a visual effect such as a shadow, glow, reflection, or 3-D rotation to the text. The text must be selected for this option to work.
Arrange	This group is used to apply options such as Text Wrapping to a graphic. When the list arrow is selected, a ribbon of commands will appear.
Size	To change the height and width of the graphic, click this button.