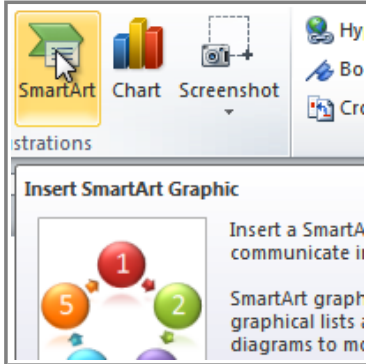**Word 2010**
SmartArt Graphics

Introduction

SmartArt allows you to **visually communicate information** rather than simply using text. Illustrations can really 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.
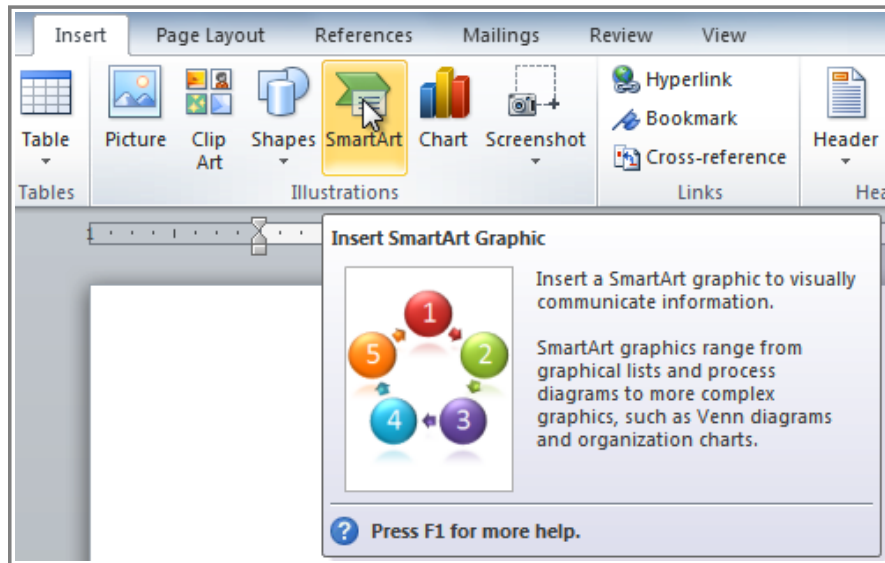
SmartArt Graphics

Watch the video to learn about using SmartArt Graphics.
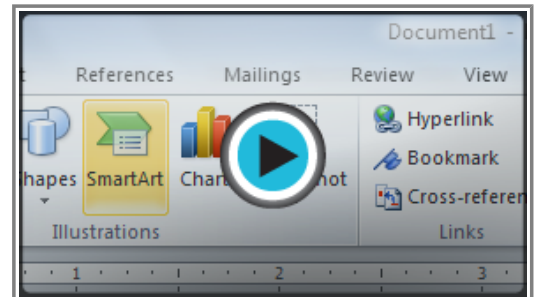
Watch the video (3:52). [Need help?](#)

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.

The SmartArt command

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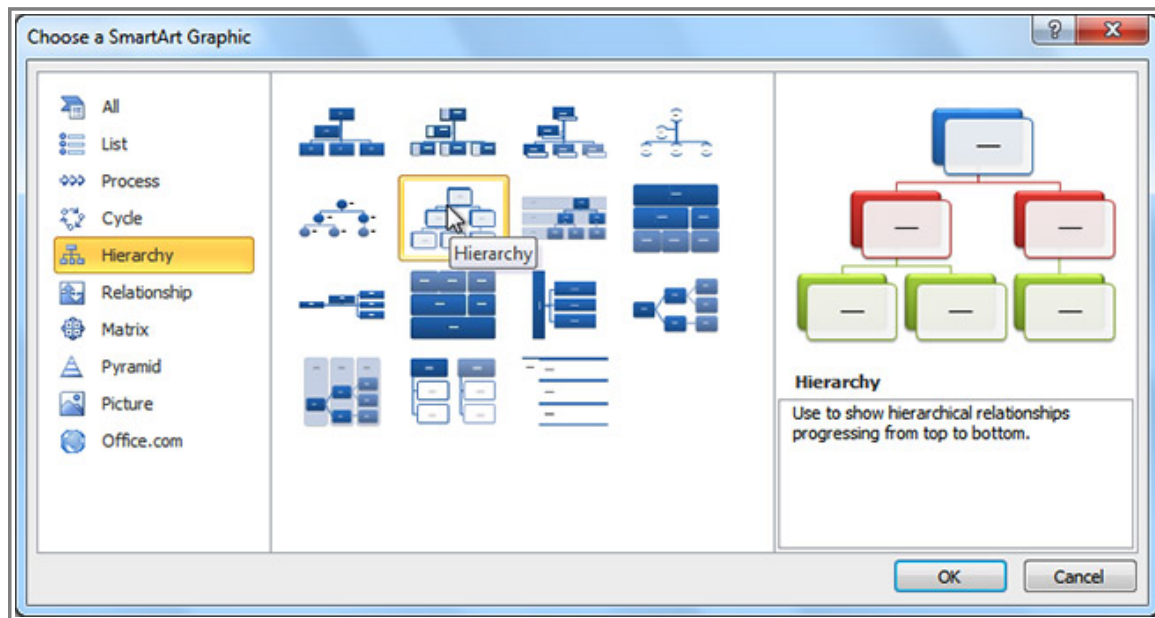
Selecting a SmartArt graphic

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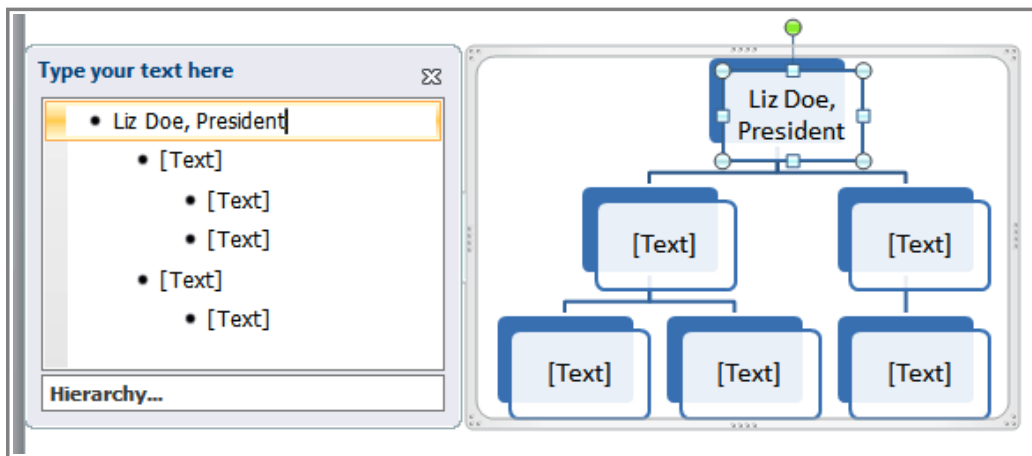
To Add Text to a SmartArt Graphic:

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.
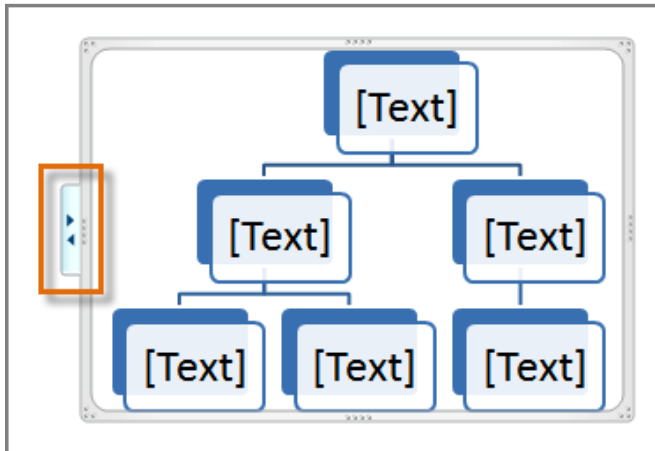
The arrow to open the task pane

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

Typing text into the task pane

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 on the desired shape and then 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 very 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 we wanted to add a superior or a subordinate, we could select the **Add Shape Above** or **Add Shape Below** options.
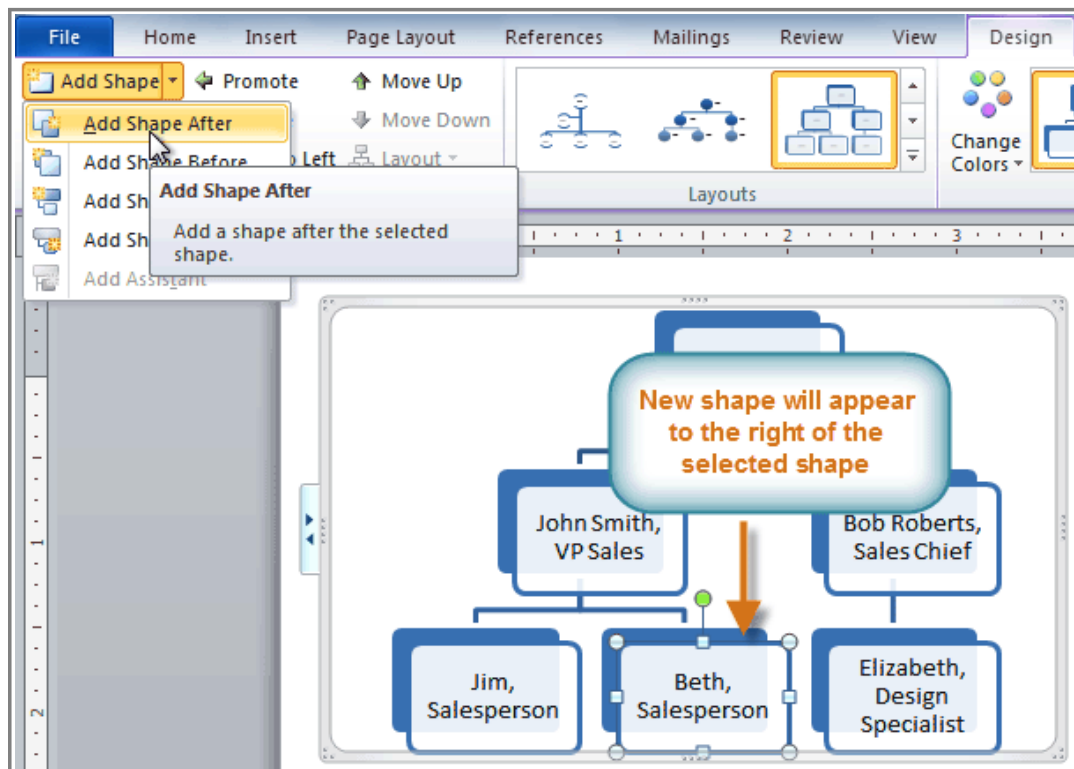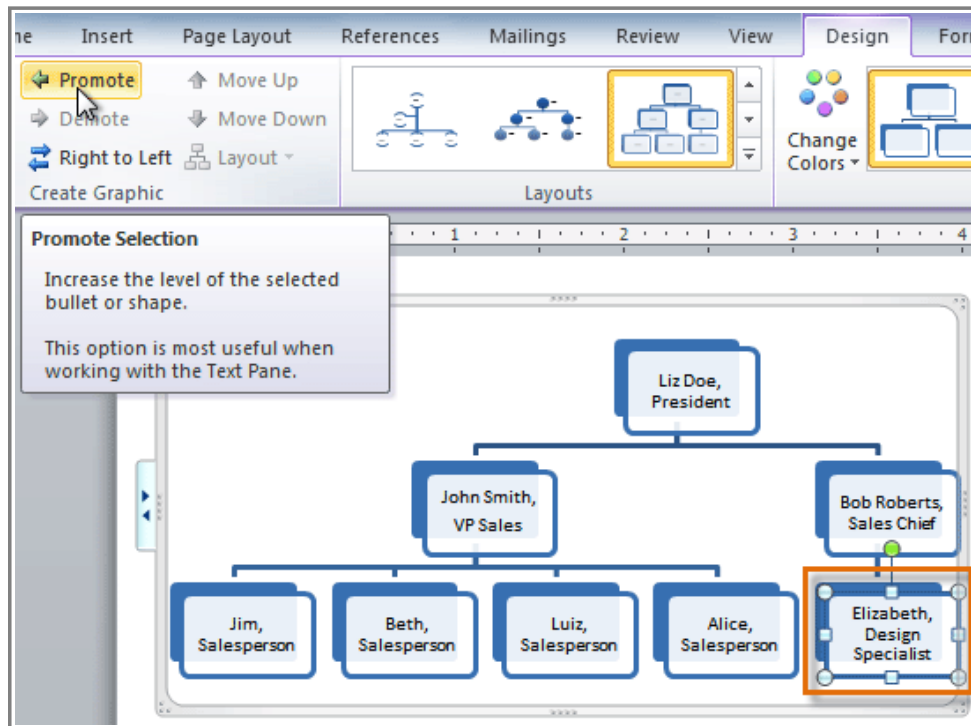

Adding a shape

You can change the layout of a SmartArt graphic even after you've added text. However, if the new layout is very 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.
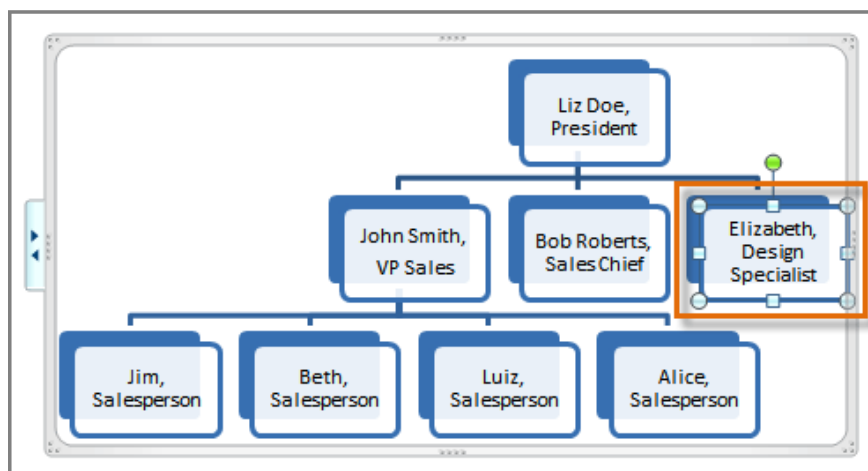
To Move Shapes Using the Promote or Demote Commands:

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

Promoting a shape

5. The shape will move up one level.


The promoted shape

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 the Working with Lists lesson.
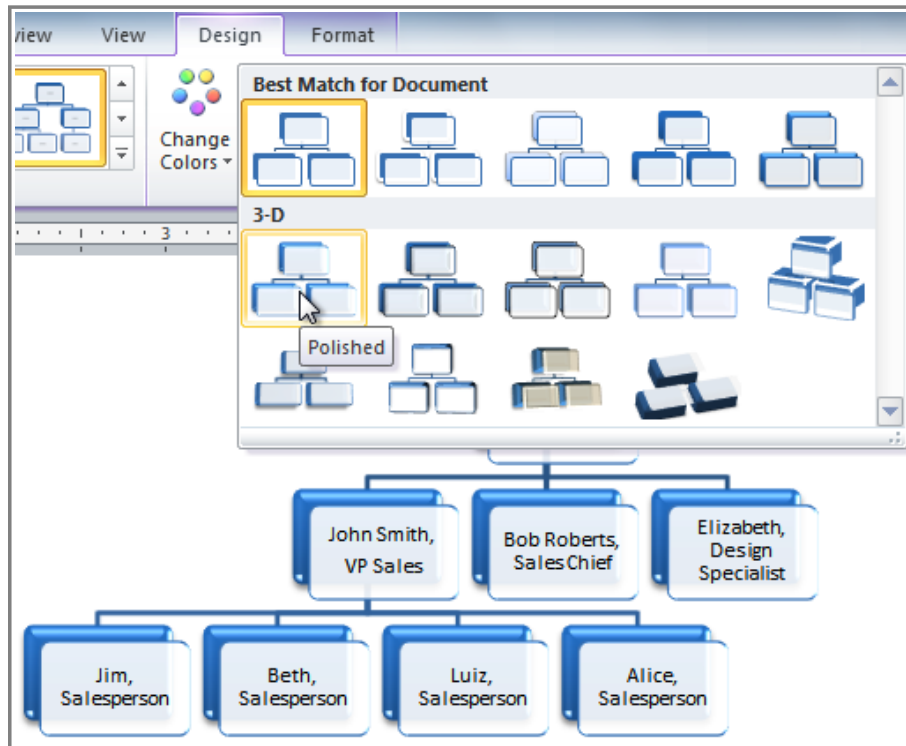
Modifying the SmartArt Graphic's Appearance

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.
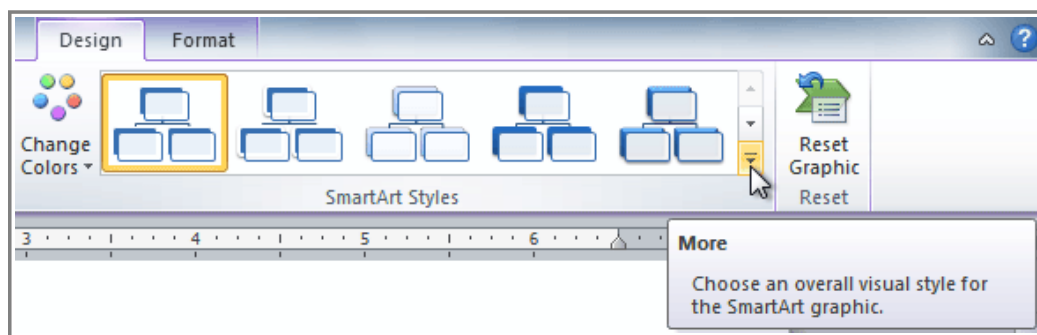
Viewing the SmartArt Styles

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

Selecting a SmartArt Style

5. Select the desired style.

To Change the 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.
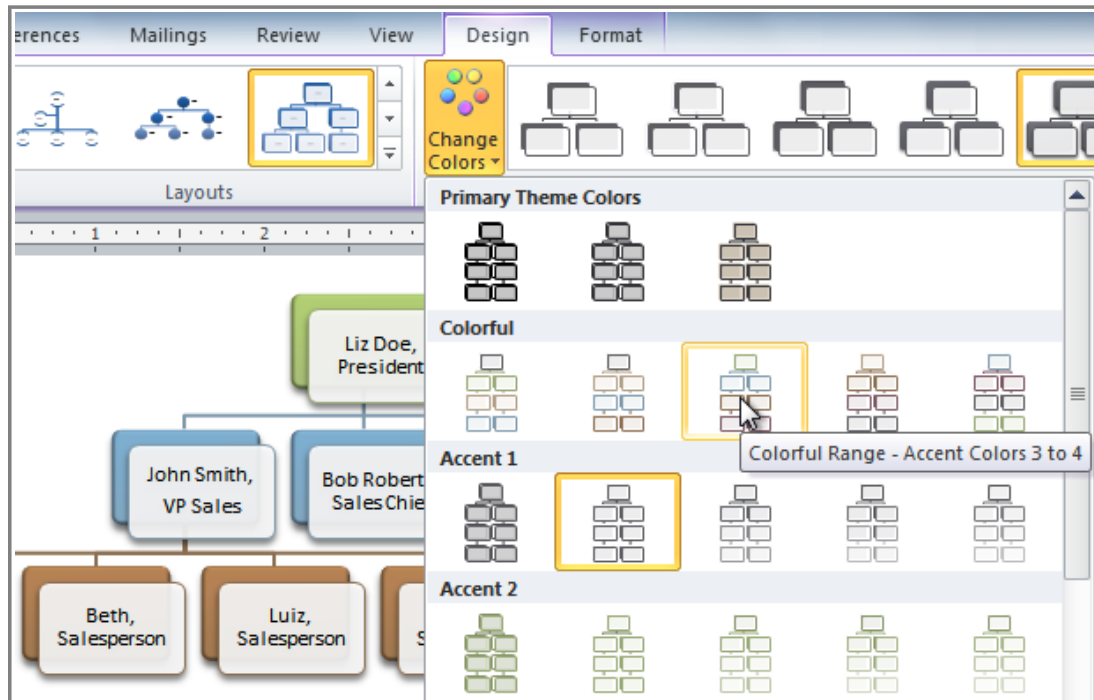
Selecting a new color scheme

If you want to change the appearance of a **single shape** within the SmartArt graphic, select the shape and click the **Format** tab. You can then modify the **Shape Style**, **color**, **effects** or 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**.