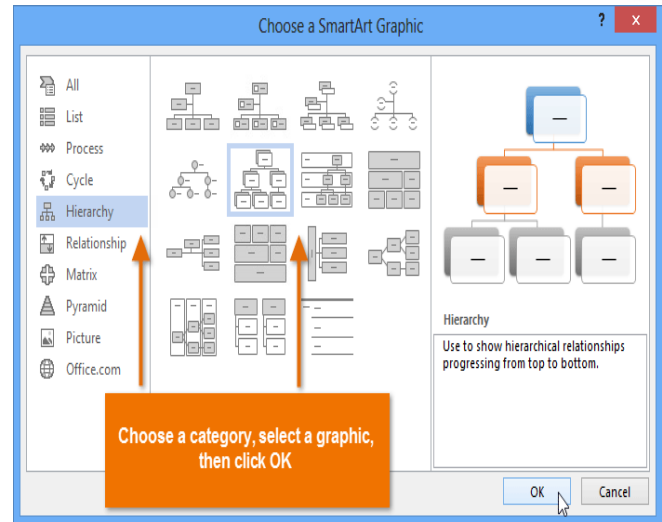


## SMART ART Introduction

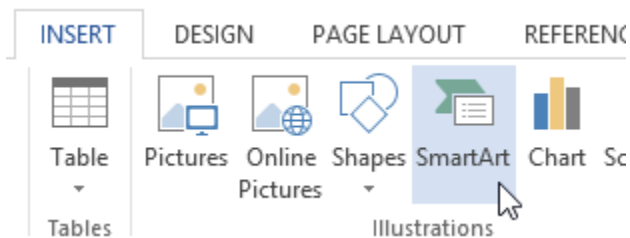
SmartArt allows you to communicate information with **graphics** instead of just using text. There are a variety of styles to choose from, which you can use to illustrate many different types of ideas.



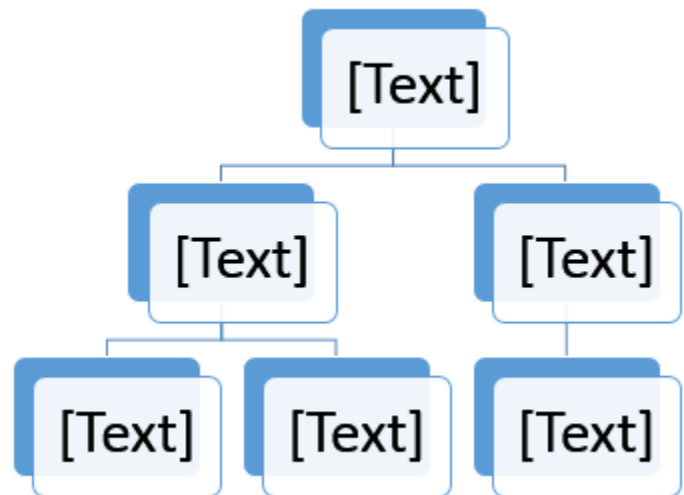
- The SmartArt graphic will appear in your document.

## To insert a SmartArt graphic:

- Place the insertion point in the document where you want the SmartArt graphic to appear.
- From the **Insert** tab, select the **SmartArt** command in the **Illustrations** group.

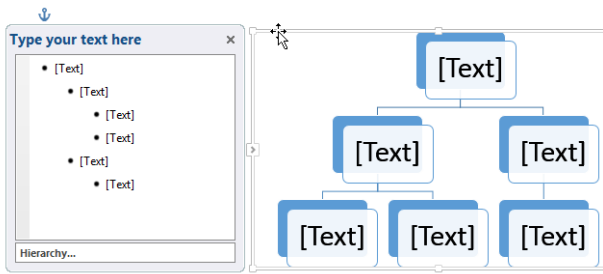


- A dialog box will appear. Select a **category** on the left, choose the desired SmartArt graphic, then click **OK**.



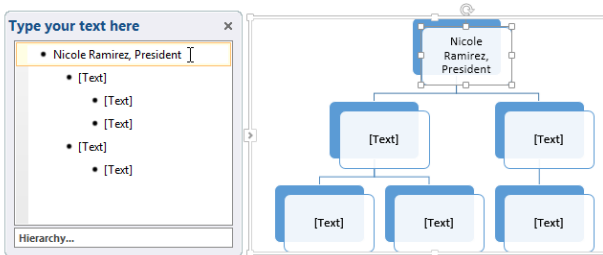
## To add text to a SmartArt graphic:

- Select the SmartArt graphic. The **SmartArt task pane** will appear to the left.



SmartArt graphics, working in the task pane is often faster.

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

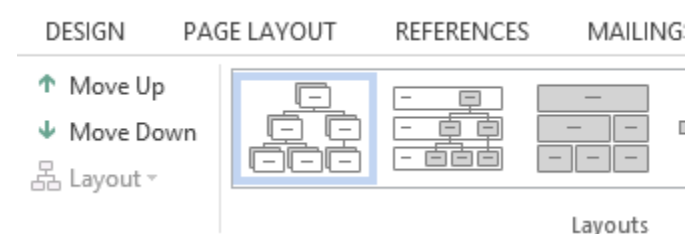


3. To add a new shape, press **Enter**. A new bullet will appear in the task pane, and a new shape will appear in the graphic. You can delete any bullets you're not using to remove the shapes.

## Changing the SmartArt organization

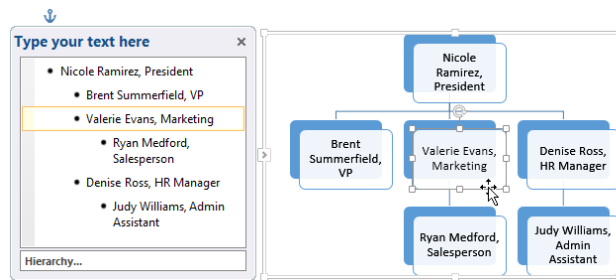
To add a shape:

1. Select the SmartArt graphic, then click the **Design** tab on the right side of the Ribbon.

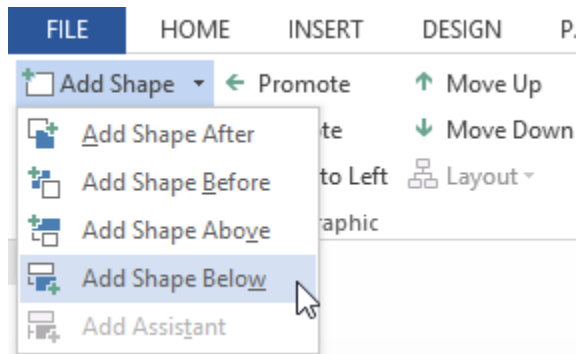


You can also add text by clicking on the desired shape and then typing. This works well if you only need to add text to a **few shapes**. However, for more complex

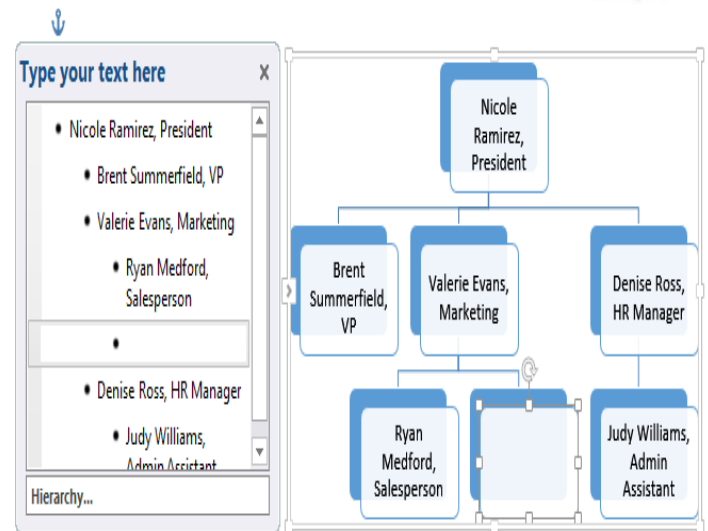
- Decide where you want the **new shape** to appear, and select an **adjacent shape**.



- Click the **Add Shape** command in the **Graphics** group. A drop-down menu will appear.
- Select **Add Shape Before** or **Add Shape After** to add a shape on the same level as the selected shape. Select **Add Shape Above** or **Add Shape Below** to add a shape above or below the selected shape.

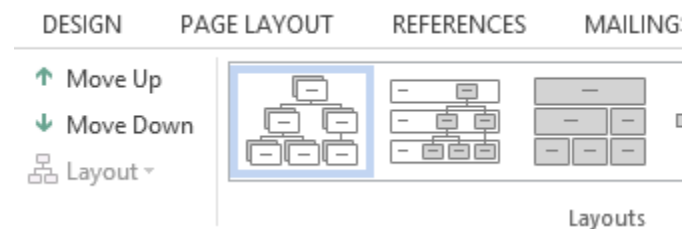


- The new shape will appear.

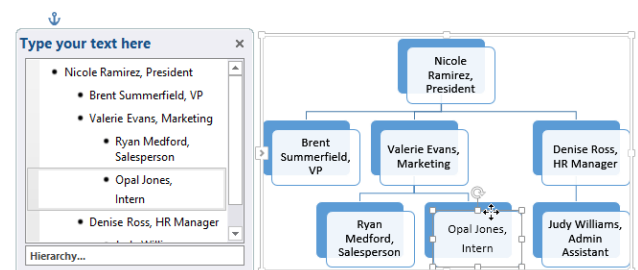


## To promote or demote shapes:

- Select the SmartArt graphic, then click the **Design** tab on the right side of the Ribbon.

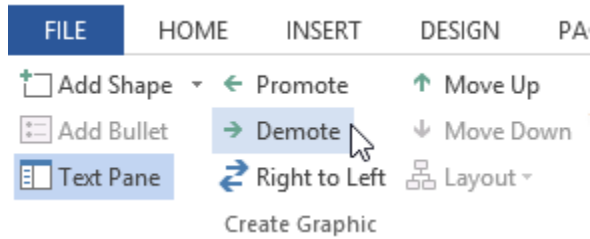


- Select the **shape** you would like to promote or demote. In our example, we'll **demote** a shape.

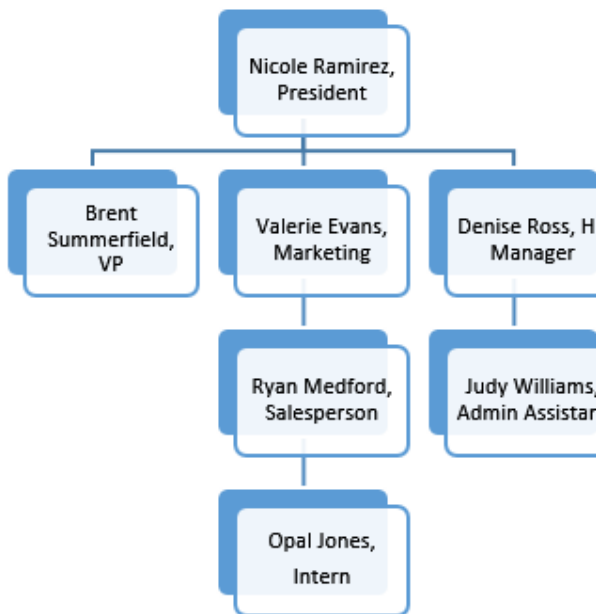


- To move the shape to a higher level, click the **Promote** command in

the **Create Graphic** group.  
To move it to a lower level,  
click **Demote**.



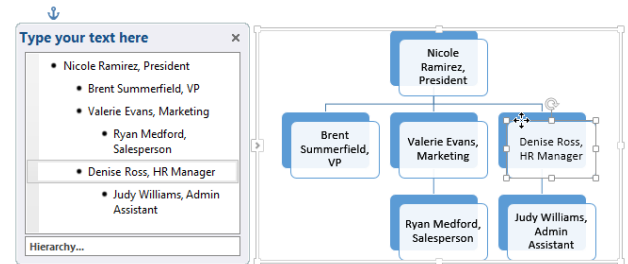
- The shape will move one level higher or lower.



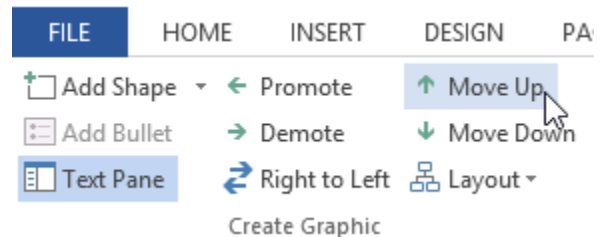
You can also demote and promote shapes from within the **task pane**.  
With the **insertion point** in the task pane, press the **Tab** key to demote a shape. Press the **Backspace** key (or **Shift+Tab**) to promote a shape. It's a lot like creating an outline with a **multilevel list**. For more information,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

To rearrange shapes on the same level:

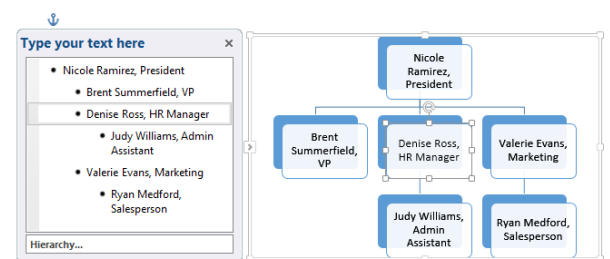
- Select the SmartArt graphic, then click the **Design** tab.
- Select the **shape** you would like to move.



- In the **Create Graphic** group, click **Move Up** or **Move Down**.

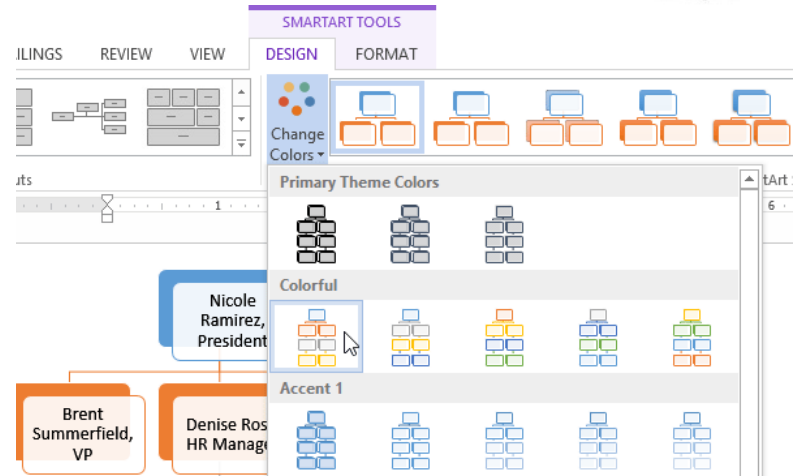


- The shape will move to a new location on the same level, and any shapes nested below it will also move.



# Customizing SmartArt

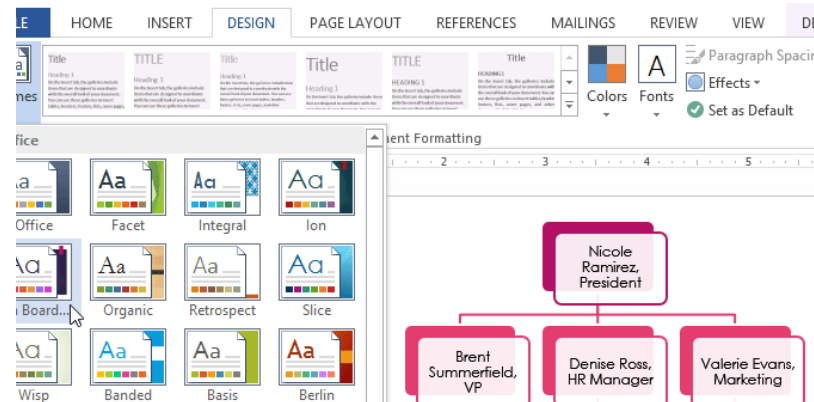
After inserting SmartArt, there are several things you might want to change about its appearance. Whenever you select a SmartArt graphic, the **Design** and **Format** tabs will appear on the right side of the Ribbon. From there, it's easy to edit the **style** and **layout** of a SmartArt graphic.



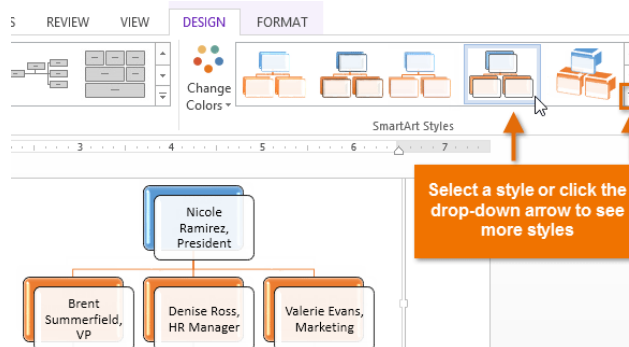
- Color schemes use **Theme Colors**, so they will vary depending on which **Theme** you are using. Visit our lesson on [Themes](#) to learn more about changing and customizing themes in Word 2013.

## To customize SmartArt

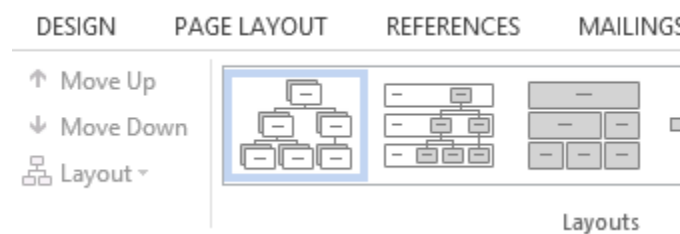
- Word provides a variety of **color schemes** to use with SmartArt. To change the colors, simply select the SmartArt, click the **Change Colors** command, and choose the desired colors from the drop-down menu.



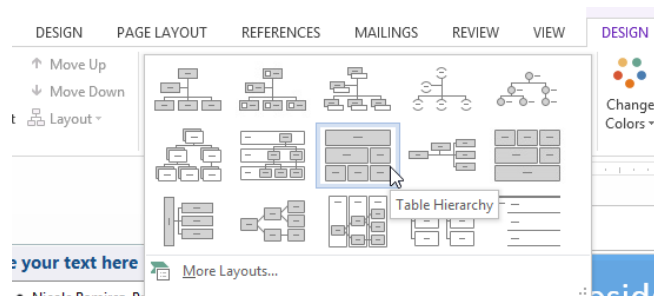
- Word also includes several different **SmartArt styles**, which allow you to quickly modify the look and feel of your SmartArt. To change the style, select the **desired style** from the **SmartArt styles** group.



- You can add **shape effects** to your SmartArt, such as **beveling** and **3D rotation**. Select the entire SmartArt graphic by clicking the border, selecting the **Format** tab, then choosing the desired **Shape Effects**. You can also click on an individual shape to customize it separately.



- Select the desired layout, or click **More Layouts...** to see even more SmartArt options.



- The selected layout will appear.

**Nicole Ramirez, President**

**Brent Summerfield, VP**

**Denise Ross, HR Manager**

**Valerie Evans, Marketing**

**Judy Williams, Admin Assistant**

**Ryan Medford, Salesperson**

To change the SmartArt layout:

If you don't like the way your information is organized within a SmartArt graphic, you can always change its **layout** to better fit your content.

- Select the SmartArt graphic, then select the **Design** tab.
- In the **Layouts** group, click the **More** drop-down arrow.