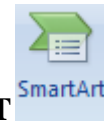


Working with SmartArt

Adding *SmartArt* to your slide show can enhance its effect on your audience. *SmartArt* graphics group related information and make it easier to explain through visual cues. *SmartArt* graphics are easily animated, and have dynamic animation options built in corresponding to the shape you are using.

Inserting SmartArt

You can create *SmartArt* in the *Normal* view. To create and insert *SmartArt*, use the following steps:



1. From the *Insert* tab, in the *Illustrations* group, click **SMARTART** the *Choose a SmartArt Graphic* dialog box appears.
2. From the category list, select *All*
OR
From the category list, select a category of *SmartArt*
3. From the gallery, select a *SmartArt* graphic
NOTES:
The display pane at the right contains explanations of the currently selected *SmartArt* graphic.
For more information about *SmartArt* and the selection process, refer to *Working with SmartArt: An Overview*.
4. Click **OK**
the graphic appears on the slide.
The *SmartArt* canvas appears.

Adding Text to SmartArt Using the Text Pane

The *SmartArt* canvas also provides a text pane that organizes all of your *SmartArt* graphic's text for you, and allows for easy text editing without the worry of accidentally altering your graphic.

Considerations

Depending on the graphic, pressing [**Enter**], [**Delete**], and [**Tab**] in the text pane affect the shapes in the graphic differently. Depending on the text, you have selected, or where you place your cursor, these keys will alter the presentation in the following ways:

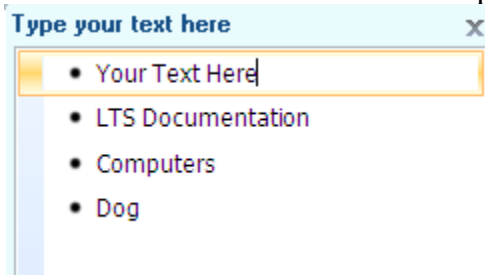
- [Enter] almost always adds text and a corresponding object at the same level as the currently selected text/object
- [Tab] almost always subordinates the currently selected text and corresponding object
- [Delete] almost always deletes the currently selected text and corresponding object

To add text to your SmartArt graphic

1. If the *Text* pane is not visible, click the flyout button on the border of the *SmartArt* canvas
The *Text* pane appears.




2. From the text pane, select a text box and type the desired text
NOTE: The text will fill in the corresponding spot in the canvas.



3. To close the text pane, click the **X** in the upper right corner of the pane

Adding Images to SmartArt

Some of the *SmartArt* graphics are designed to hold pictures as well as text. Use the steps below to insert images into your *SmartArt* graphic. When you use the pre-designed *SmartArt* graphics for use with pictures, you will be adding existing images. To add an image from the Internet, you will need to save it to your computer or a disk first. For more information on capturing images, refer to Capturing Images, Sounds, and Movies.

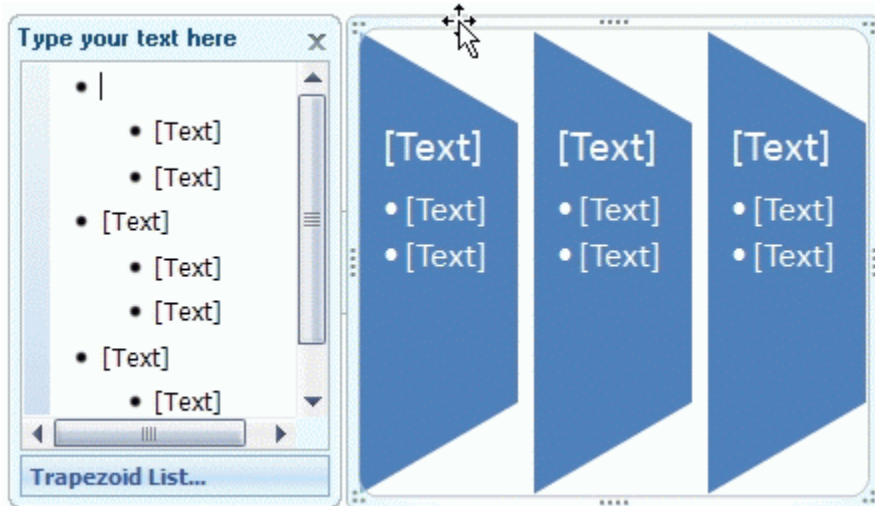
1. On the *SmartArt* canvas, in the desired image area, click the *Insert Picture* button 
The *Insert Picture* dialog box appears.
2. From the *Look in* pull-down list, locate and select the desired image
3. Click **INSERT** your picture is inserted.

Moving SmartArt

After inserting a *SmartArt* graphic, you may wish to move the graphic on your slide. Follow these steps to position your graphic within your presentation.

1. Select the *SmartArt* graphic you want to move
The *SmartArt* canvas appear.

2. Position the mouse over the border of the *SmartArt* canvas the cursor becomes a four-sided arrow.



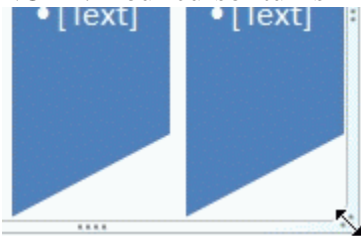
3. Click and drag the graphic to the desired location
4. Release the mouse button
The *SmartArt* graphic is moved.

Resizing SmartArt

You may wish to manipulate the dimensions of your *SmartArt* graphic after positioning it on your slide. You can resize the entire graphic as a whole, and you can resize individual pieces inside the canvas. These steps will help you in resizing your *SmartArt*.

Resizing SmartArt: Mouse Option

1. Select the *SmartArt* graphic you want to resize
The *SmartArt* canvas appears.
2. Move your pointer over one of the handles on the border of the canvas
NOTE: Your cursor turns into a double arrow when it is in the correct place.

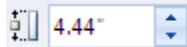


3. Click and drag the canvas until it is the desired size
4. Release the mouse button the graphic has been resized.

Resizing SmartArt: Ribbon Option

1. Select the *SmartArt* graphic you want to resize
The *SmartArt* canvas appears.

2. To select the desired height, from the *Format* tab, in the *Size* group, in the *Shape Height* text box, type the desired height



3. To select the desired width, from the *Format* tab, in the *Size* group, in the *Shape Width* text box, type the desired width

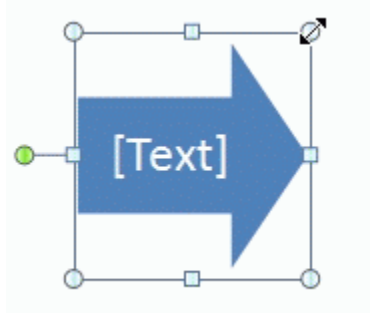


Customizing SmartArt in the Canvas

SmartArt graphics can be customized just like ordinary text and shapes in PowerPoint, with some added features. When working with *SmartArt*, the shapes and text are locked inside the *SmartArt* canvas. This means that the objects and text can only be worked with inside the borders of the canvas. The canvas keeps everything within it visible by dynamically resizing and reshaping as you work. For example, if you resize one shape to be very wide, the other shapes will automatically become thin proportionately in order to remain visible.

Resizing Shapes in the Canvas

1. Select the *SmartArt* graphic you want to change
The *SmartArt* canvas appears.
2. In the *SmartArt* canvas, select the object you want to resize
3. Place your pointer on one of the eight handles surrounding it
NOTE: Your cursor turns into a double arrow when it is in the correct place.

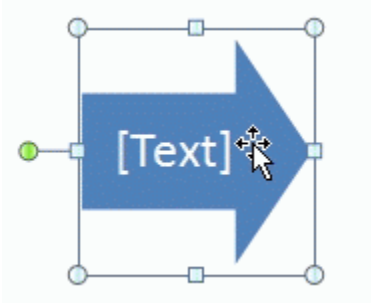


4. Click and hold the mouse button
5. Drag the mouse until the object is the desired size
6. Release the mouse the object is resized.

Moving Shapes in the Canvas

1. Select the *SmartArt* graphic you want to change
The *SmartArt* canvas appears.
2. In the *SmartArt* canvas, select the object you want to move

3. Place your pointer over the object you wish to move until it becomes a four-sided arrow



4. Click and hold the mouse button
5. Drag the object to the desired place
6. Release the mouse the object is moved.

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