

Working with SmartArt: An Overview

SmartArt graphics can be added to your presentation to help with relating ideas and information aesthetically. The *SmartArt* designs are built with this purpose in mind, and cover a number of graphical representations for your data, including organization charts, flow charts, pyramids, Venn diagrams, and more. Additionally, many of the *SmartArt* graphics have animation features built in, to help you make your presentation visually connected. For example, you can set up a Venn diagram with three circles, and have each circle fade in one at a time to punctuate your presentation. Different *SmartArt* designs may also include spots for pictures or movies within the graphic. This overview covers the following subjects:

- The SmartArt Canvas
- Types of SmartArt
- Sizing SmartArt
- Formatting SmartArt
- Animating SmartArt

The SmartArt 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 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. The *Text* pane, another added feature, is a pane connected to the canvas, which organizes all of the text boxes in the *SmartArt* and allows you to easily enter and edit text.

Types of SmartArt

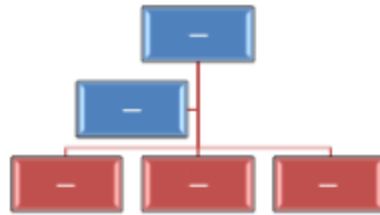
There are seven categories of *SmartArt* graphics. Each category is built to be used in different situations offering a number of graphics to choose.

Cycle: Shows a process, especially one that is cyclical.

Hierarchy: Shows a ranking relationship between data.



Pyramid: Shows a building relationship.



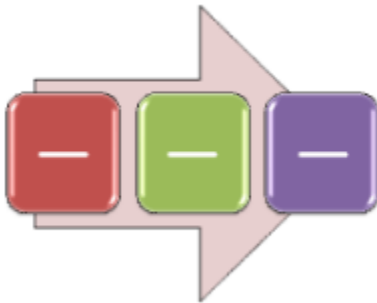
Matrix: Shows how various elements relate to a central idea.



Process: Shows a progression of items or data.

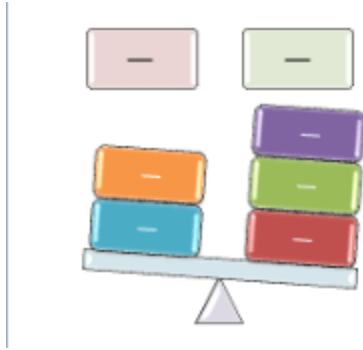


List: Shows a general list of related items.



Relationship: Shows a variety of relationship types. (E.g. sequence, interconnected, balance, etc.)





Sizing SmartArt

When you add or change a *SmartArt* graphic, it appears in the *SmartArt* canvas. You can use sizing commands to make the canvas larger so you have more room to work. The *SmartArt* canvas is a dynamic work area that works with you to make sure all the parts of your graphic are visible when you resize particular elements. For more information about sizing, refer to Resizing SmartArt.

Formatting SmartArt

Once you have chosen a *SmartArt* graphic, you can format the entire graphic with preset styles, or you can format pieces of it just as you format shapes. You can add text, color, fills textures, and backgrounds as well as change line weight and style. For more information, refer to SmartArt Formatting Options.

Animating SmartArt

Along with sizing and formatting, you can also animate your *SmartArt* to direct the audience's attention to different parts of the graphic being presented. With animation, you can control the flow of the information during the presentation. For more information, refer to Animating SmartArt.

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