

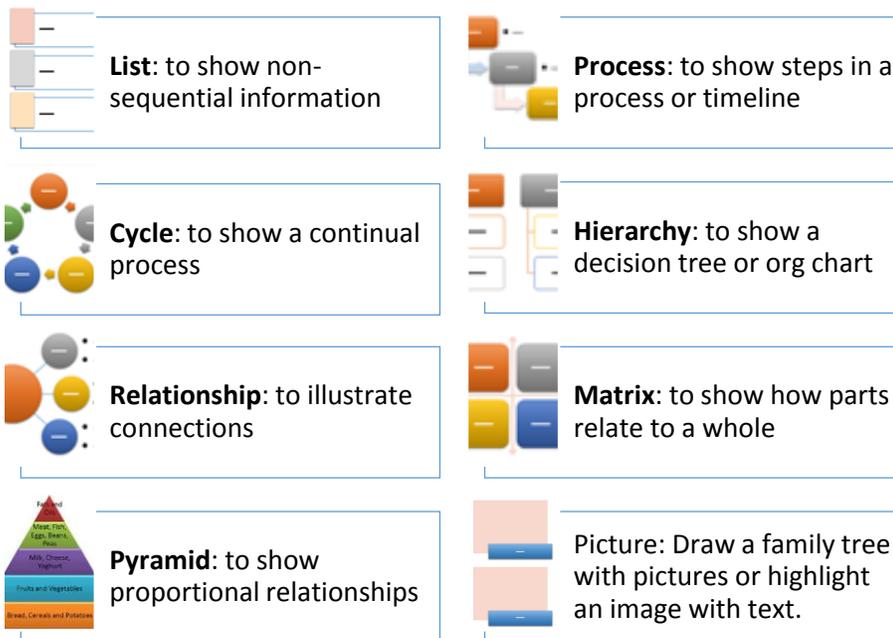
# SmartArt Graphics

## *When can you use SmartArt graphics?*

Whenever a visual representation might reinforce or clarify your ideas. You can use them in Microsoft PowerPoint, Excel, Word, and Outlook.

SmartArt Graphics make it easy to add text to a pre-formatted shape or image; they are flexible and easy to change, so try various layouts and types of graphics until you find one that best illustrates your message in a way that's clear and easy to follow.

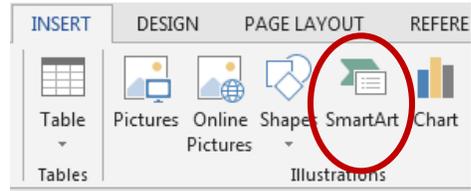
Here are a few types of SmartArt graphics and their purposes. Use this as a starting point...



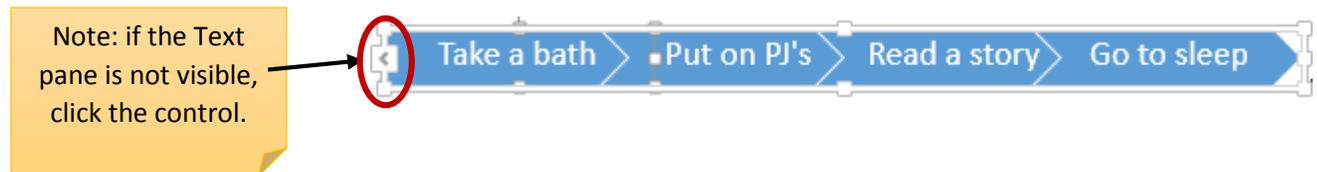
Note: This SmartArt Graphic is a 'Picture Strip.' It allows you to combine an image and text.

### How to create a SmartArt graphic and add text to it:

1. On the **Insert** tab, click **SmartArt**



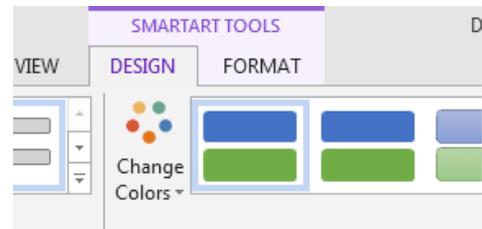
2. In the **Choose a SmartArt Graphic** dialog box, click the type and layout you want.
3. Enter your **text** by doing one of the following:
  - Click [Text] in the Text pane, and then type your text, or
  - Copy text from another location, click [Text] in the Text pane, and paste your text.



### How to edit your SmartArt graphics:

When you click your SmartArt graphic, notice the **SmartArt Tools** that appear in the Ribbon:

Here you can edit the type, layout, and appearance of the graphic, as well as the colors and formatting of the text.



For more information, see the [SmartArt articles](http://support.office.com) at support.office.com.