Microsoft Word 2011: SmartArt

SmartArt is a great option that lets you quickly create editable diagrams that make your document shine! Take that document and bring it to life with colorful details and add pictures. This tutorial will help you explore working within the SmartArt graphics in Word 2011.

Adding SmartArt

To add Smart Art have your cursor in the location in your document that you want it to appear and click on Insert, SmartArt Graphic. Various SmartArt choices appear. Click on the drop down arrow to show more for each type. Click on the one you want to insert it.

Showing and Hiding the Text Pane

When a Smart Art graphic is inserted on the document, you may or may not see the Text Pane. If you don't see the Text Pane, select the SmartArt graphic so that you can see the Text Pane icon, as highlighted in red in below.
Click this icon to make the Text Pane visible on the left side of the SmartArt graphic, shown below.

![SmartArt graphic with Text Pane]

**Tip:** At any point of time, you can close the Text Pane by clicking the x button on the top left corner of the Text Pane (highlighted above).

**Working within the Text Pane**

Within the Text Pane, start typing to add the text, as shown in below. You can also replace existing text. Whatever you type in the Text Pane is also reflected within the SmartArt graphic.

![Text Pane with Add or Edit text]

Add or edit text in the Text Pane shown on left.

To create a new line of bulleted text in the Text Pane, just press the **Return/Enter** key. Type the text, and you'll see that your SmartArt graphic has a new shape representing what you added, as shown in below.
New bullet in Text Pane inserts a new shape in SmartArt graphic show above.

If you want to format the text in the Text Pane, first select the text to be edited. Then, carefully right-click to view the context menu shown below. Right click by holding down the Control Key.

Note that the context menu includes the options to **cut**, **copy** and **paste** the selected text.

Select the **Font** option (highlighted in red in the context menu above) to make changes to font attributes. This will open the **Format Text** dialog box with **Font** tab active shown below. Here you can change the font, font color, etc. of the selected text within the **Text Pane** (and also within the SmartArt graphic). The **Character Spacing** tab enables you to adjust the spacing and placement of the same text.
The Text Pane also includes six handy icons that allow you to change the hierarchy and position of the selected text to previous or next bullet levels (highlighted in red in below). Do note that these icons may be grayed out in some instances -- their availability in the Text Pane depends upon what type of SmartArt graphic variant you are working with.

These six icons function as explained (from left to right) below:

- **Add**: This icon with a green plus sign adds a new bullet to the hierarchy relative to the shape that was selected before clicking the Add icon.
• **Delete:** This icon with a red minus sign removes selected bullet from the hierarchy.

• **Decrease Indent:** The left arrow icon takes the selected text to one level up. For example, if Decrease Indent is applied to a Bullet Level 2 text, it will be converted to Bullet Level 1 text.

• **Increase Indent:** The right arrow icon increases the indent (or reduces the hierarchy by one level) of the selected text to the lower level, applying that level's style and formatting. For example, Bullet Level 1 text will be changed to Bullet Level 2.

• **Move Up:** The up arrow icon moves the selected text up so that it appears before previous item. The text is moved up without making any changes to its hierarchy though.

• **Move Down:** The down arrow moves the selected text down so that it appears after next item. Again, the text is moved down without making any changes to its hierarchy.

As mentioned above, some of the above icons might be grayed out depending upon the SmartArt graphic variant being used. For example you cannot add a new bullet level, or even a demoted level to the **Basic Matrix** SmartArt graphic once you hit the limit of 4 first level bullets, **Add** has been grayed out). Even if you try to add a new bullet by pressing **Return** key, you will see a cross mark in red as shown in below indicating that the new bullet cannot be added.

![Basic Matrix doesn't allow adding a 5th level bullet](image)

Some SmartArt graphic variants though let you add more bullets / shapes and are not as constrained as the **Basic Matrix** variant - the **Diverging Radial** for instance lets you add many more bullets/shapes to an existing SmartArt graphic as shown below.
Two variants of the Diverging Radial SmartArt graphic are showing the effect of adding more bullets/shapes.