

Full Word tutorial 2016 (Part 26): Create SmartArt graphics

SmartArt allows you to communicate information graphically instead of just using text. There are many types to choose from, you can use to illustrate many different types of ideas in Word 2016.

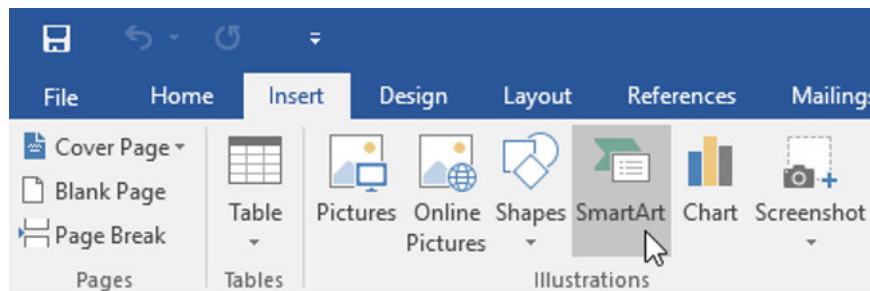
Check out the video below to learn more about **how to create SmartArt graphics in Word 2016** :

Instructions for creating SmartArt graphics in Word 2016:

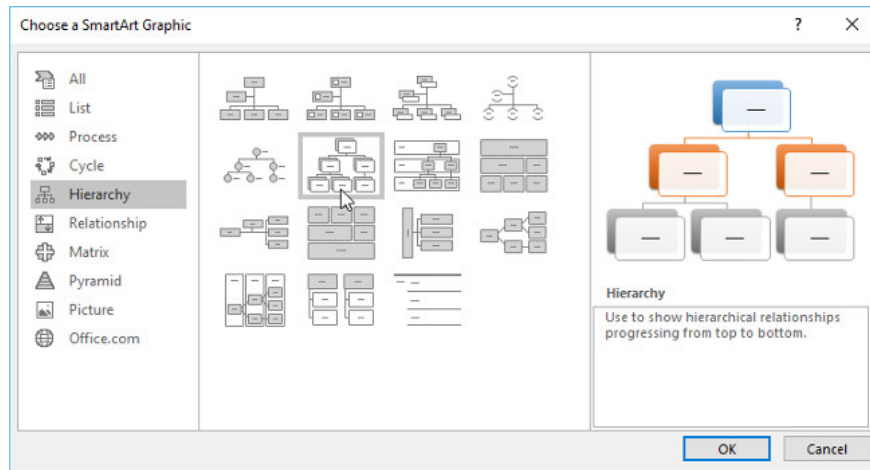
1. I. Create SmartArt graphics
2. II. Add text to SmartArt graphics
3. III. Rearrange, add and delete shapes
4. IV. SmartArt organization from the Design tab
5. V. Customize SmartArt
6. VI. Change SmartArt layout:

I. Create SmartArt graphics

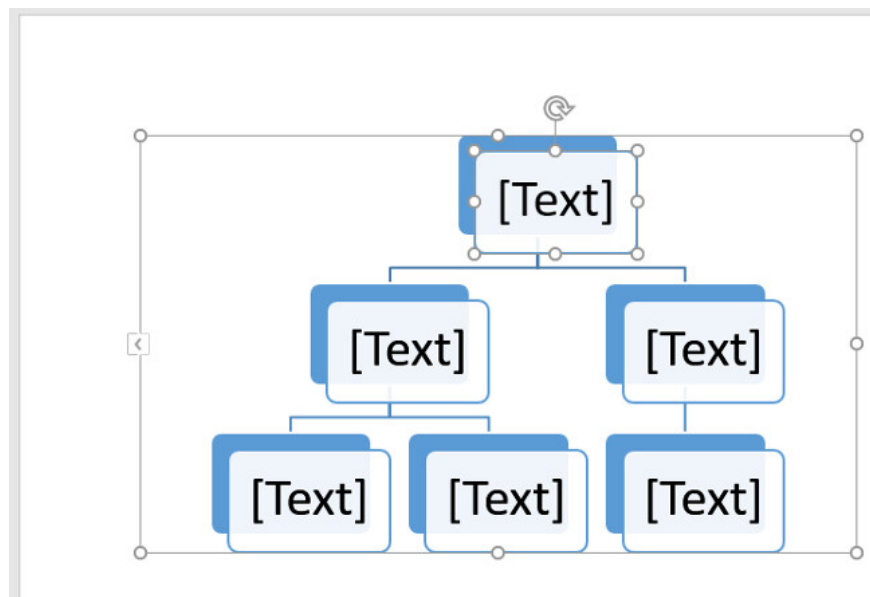
1. Place the insertion point in the document where you want the SmartArt graphic to appear.
2. From the **Insert** tab, select the **SmartArt** command in the **Illustrations** group.



3. A dialog box will appear. Select a category on the left, select the **SmartArt graphic** you want, then press **OK**



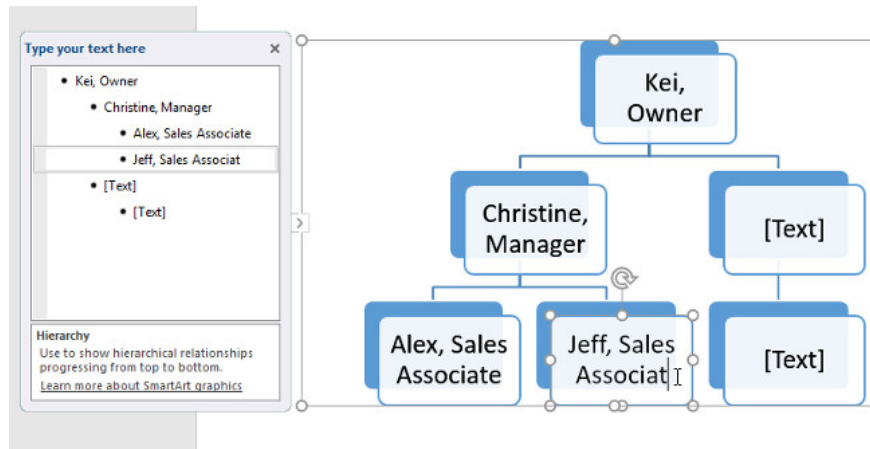
4. SmartArt graphics will appear in your document.



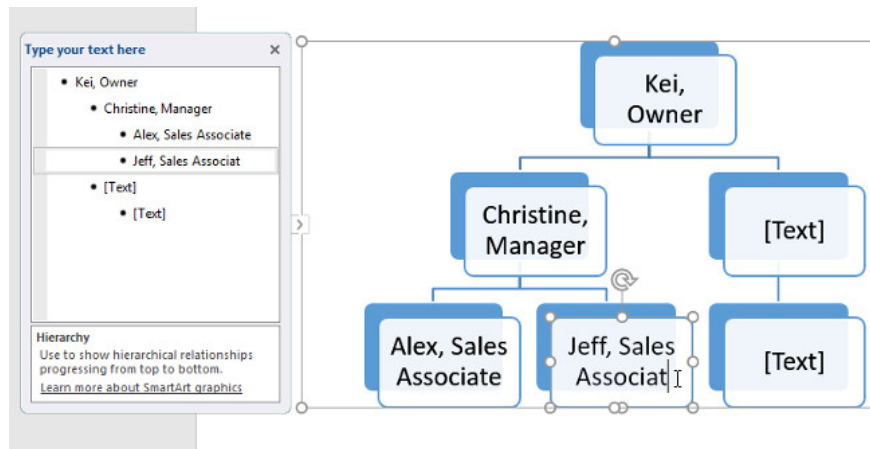
II. Add text to SmartArt graphics

1. Select SmartArt graphics. The text frame will appear on the left.

2. Enter the text next to each bullet line in the text box. Text will appear in the corresponding shape. It will automatically resize to fit inside text.



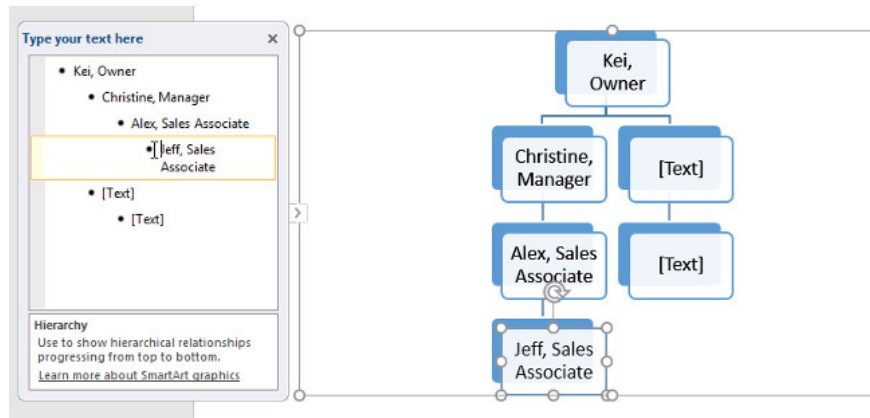
1. In addition, you can also add text by **clicking on the desired shape** and then typing the text. This will work well in case you just need to add text to a few shapes. However, for more complex SmartArt graphics, typing text directly in the text box is often faster and easier.



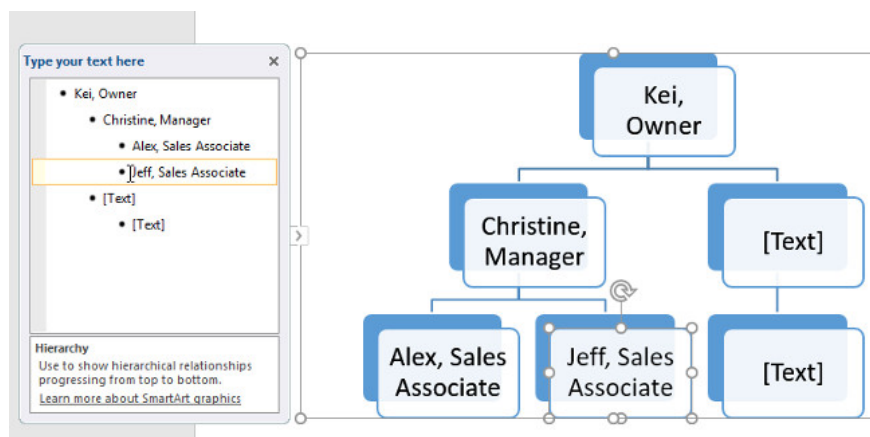
III. Rearrange, add and delete shapes

It's easy to add new shapes, change order and even delete shapes from your SmartArt graphics. You can do all this in the text frame and it's like creating a sketch with a **multilevel list** . For more information on multilevel lists, you can review our List article.

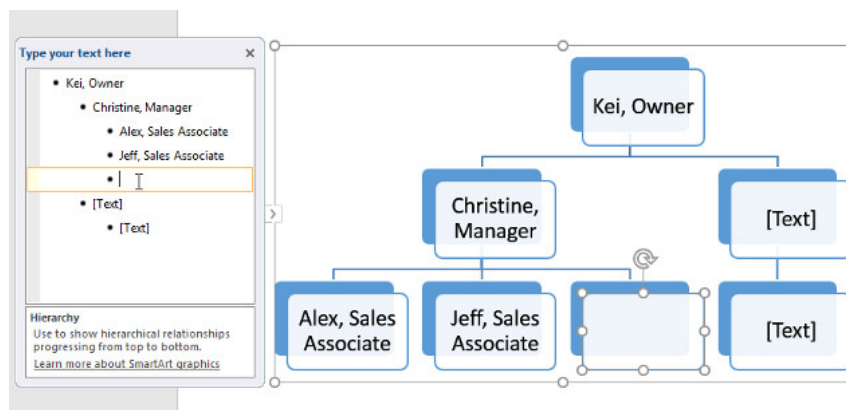
1. **To delete an image from the SmartArt graphic** , select the image bullet you want, then press the **Tab** key. Bullet will move right and the shape will move down one level.



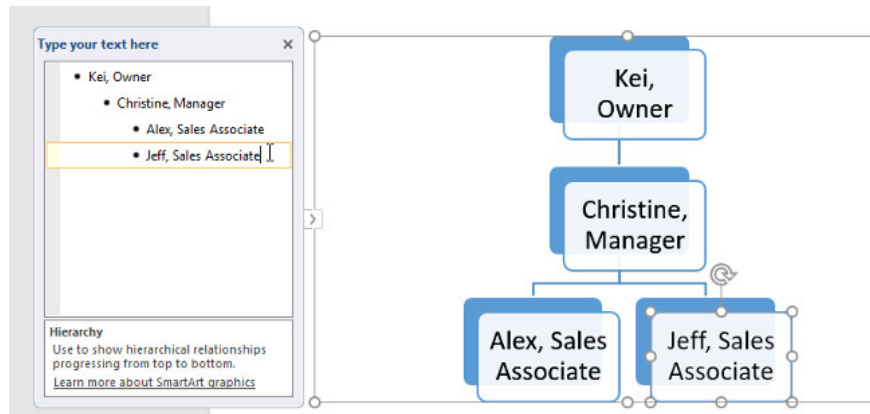
1. **To add a shape from the text pane** , select the bullet you want, then press the **Backspace** key (or Shift + Tab). Bullet will move to the left and the shape will move up one level.



1. **To add a shape from the text pane** , move the cursor before or after the text you want to add the shape to and then press **Enter** . A new bullet will appear in the text box and a new shape will appear in the graphic.



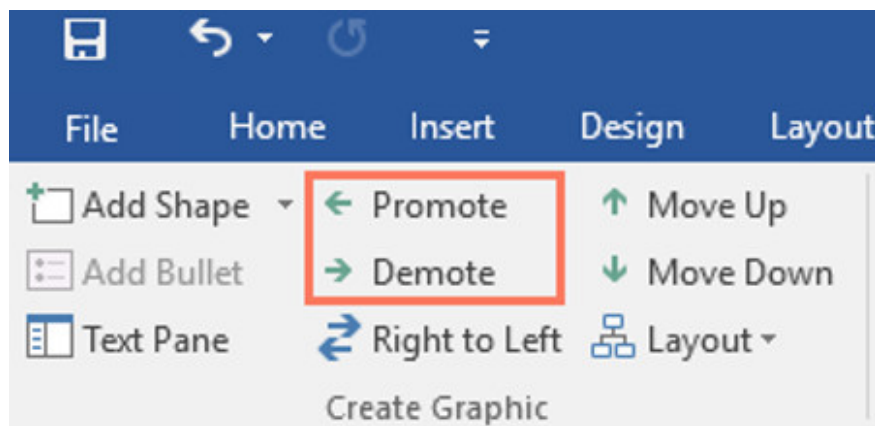
1. **To remove a shape from the SmartArt graphic** , hold the Backspace key until the bullet is removed. The shape will then be removed. In the example, we will delete all shapes without text.



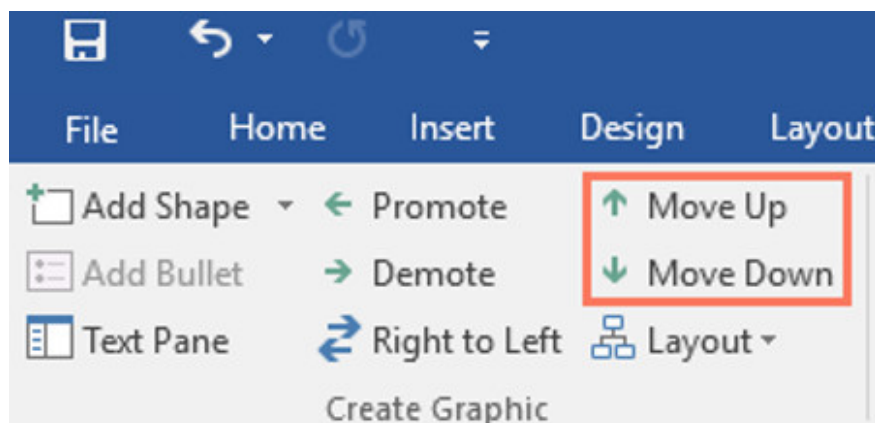
IV. SmartArt organization from the Design tab

If you do not want to use text frames to organize your SmartArt, you can use commands on the **Design** tab in the **Create Graphic** group. Just select the image you want to modify, then select the desired command.

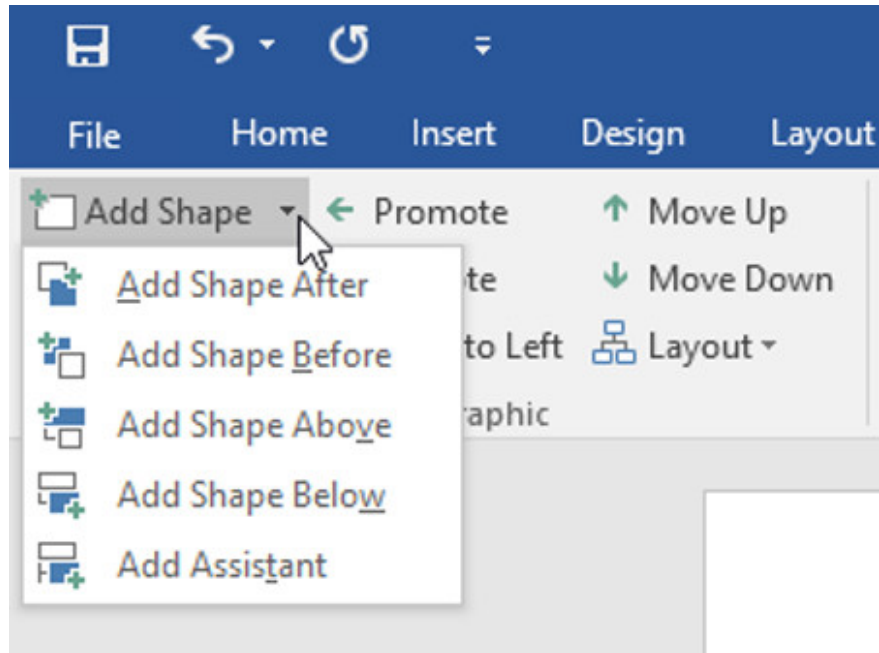
1. **Promote** and **Demote** : Use these commands to move a shape up or down between levels.



1. **Move up** (Move up) and **Move Down** : Use these commands to change the order of shapes on the same level.



1. **Add Shape** : Use this command to add a new shape to your graphic. You can also click the drop-down arrow to get more accurate location options.

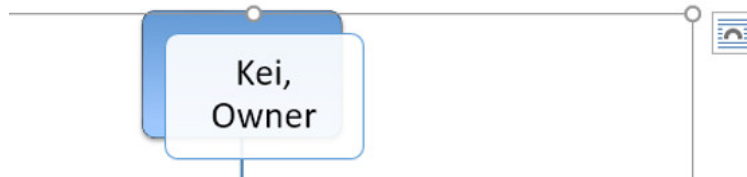
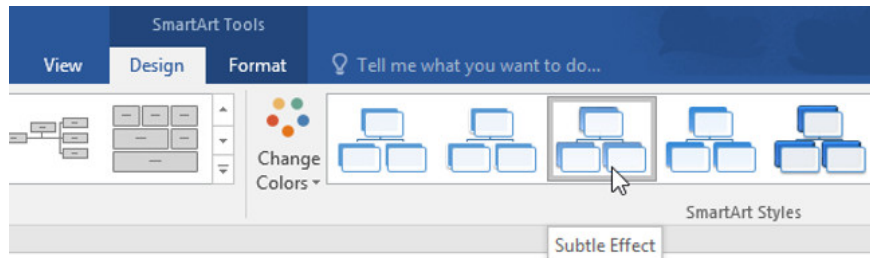


1. In the example, we organized a graphic with a **hierarchical** layout. Not all SmartArt graphics use this type of layout, so keep in mind that these commands can operate differently (or not entirely) on the layout of the graphic.

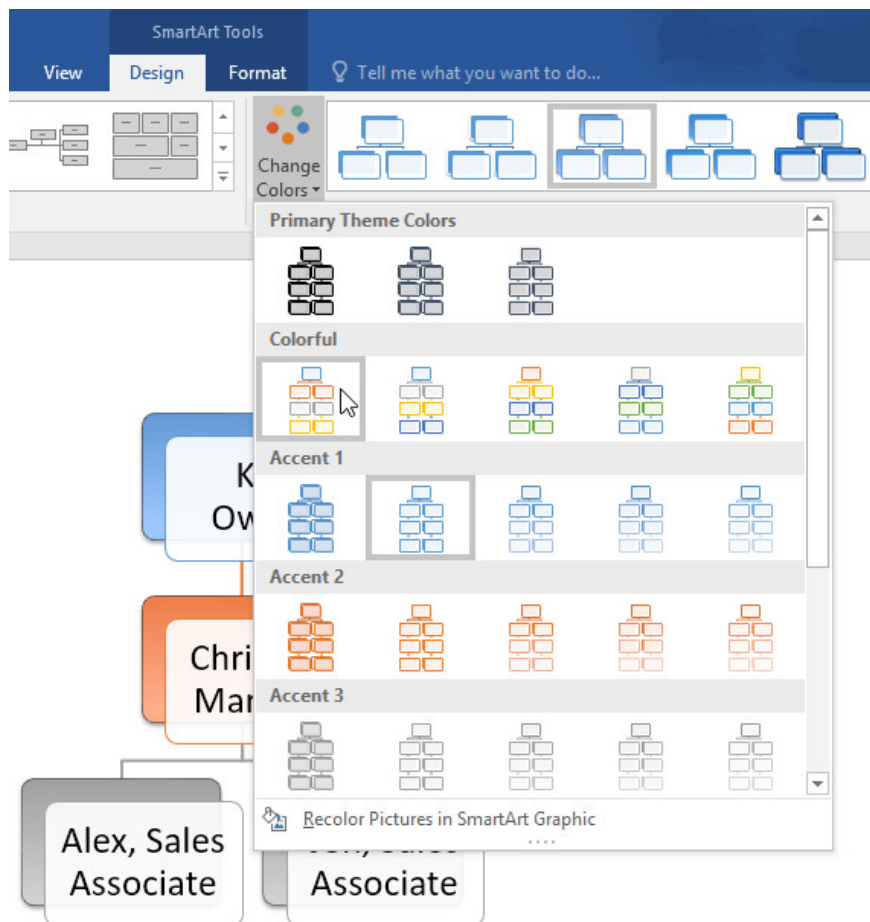
V. Customize SmartArt

After inserting **SmartArt** , there are a few things you may want to change about its appearance. Whenever you select a SmartArt graphic, the **Design** and **Format** tabs appear on the right side of the Ribbon toolbar. From there, you can easily edit the style and layout of SmartArt graphics.

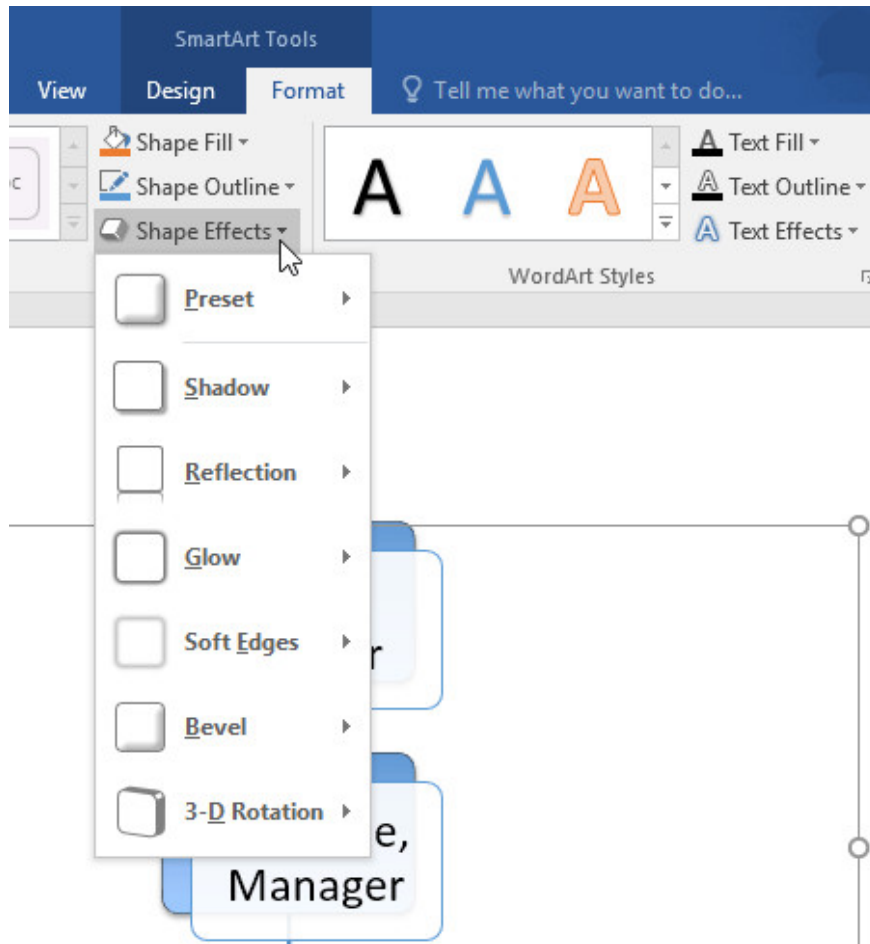
1. There are several types of SmartArt, allowing you to quickly modify your SmartArt interface. To change the style, select the style you want from the **SmartArt styles** group.



1. There are many colors for you to use with SmartArt. To change the color, click the **Change Colors** command (change the color) and select the desired option from the drop down menu.



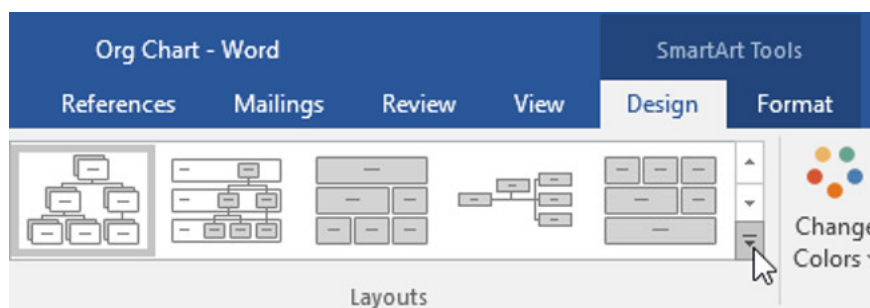
1. In addition, you can also customize each shape independently. Just select any shape in the graphic, then select the desired option from the **Format** tab.



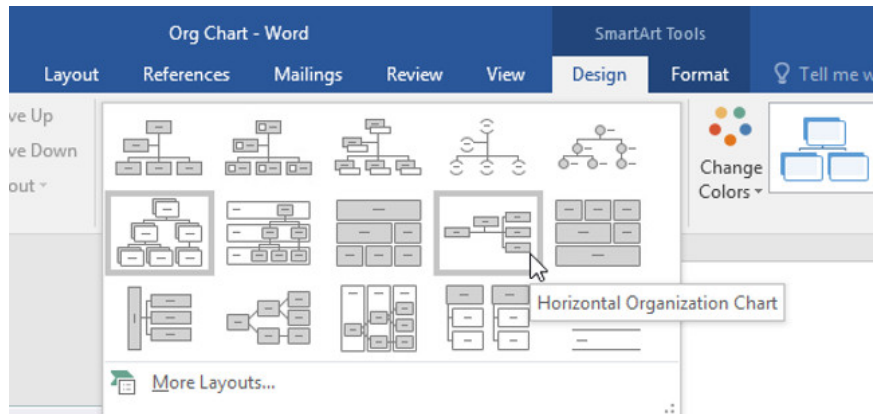
VI. Change SmartArt layout:

If you don't like how your information is organized in SmartArt graphics, you can always change the layout to better suit your content.

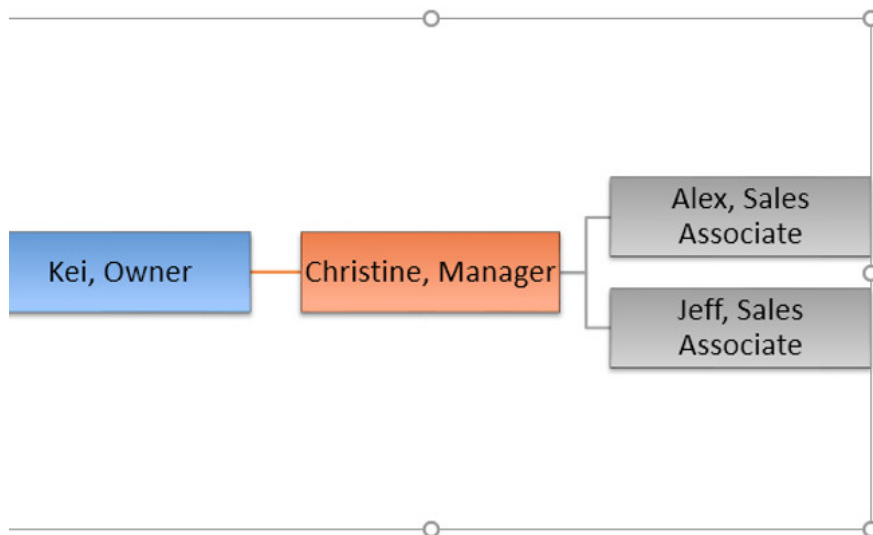
1. From the **Design** tab, click the **More** drop-down arrow in the **Layouts** group.



2. Choose the desired layout or click **More Layouts** to see more options.



3. The selected layout will appear.



1. If the new layout is too different from the original, some of your text may not appear. Before deciding on a new layout, be careful to check that no important information will be lost.

Having fun!

You finished reading the article "**Full Word tutorial 2016 (Part 26): Create SmartArt graphics**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.