Class Description
This class is intended for those who are comfortable with the fundamentals of word processing. It covers the use of various types of graphics to improve or clarify or just beautify the word processing document. The emphasis is on Microsoft Word, but similar functions in Google Docs will also be covered.

Class Length
One and one-half (1½) hours

Introduction
As the old saying goes: ‘A picture is worth a thousand words.’ The addition of graphics to a document to illustrate a point can frequently save pages of text, especially for readers who are more visually-oriented. It can convey a point more quickly. And, of course, graphics can make a document more visually appealing: line after line and page after page of text without much white space often seems more laborious to a reader.

Objectives
- Learn how to insert graphics
- Learn how to manipulate graphics
- Have an understanding of different types of text wrapping
- How to insert lines and shapes
- Learn the special keys for use with lines and shapes
- Learn how to use Text Boxes
- Learn how to use Word Art
- Learn how to insert a Chart into a document
- (time permitting) Learn how to insert a screenshot
- (time permitting) Learn how to insert SmartArt

This manual is a handout for you to keep. Please feel free to use it for taking notes.
Inserting an Image

If you have copied an image to your clipboard, perhaps from a web page, you can use the word processor’s paste function to put it in your document. But sometimes, you want to use an image stored on your computer or ‘in the cloud’ and don’t want to have to open it and copy it to your clipboard before pasting it. Both Google Docs and Microsoft Word have ways to do this.

**Google Docs**

From the menu, click on **Insert** then **Image** to open the **Insert Image** dialog box:

From here, you can use the **Upload** function one of two ways: (1) drag an image into the large box, usually from your file manager, but some web browsers will permit you to drag an image even from a browser page onto the document; or (2) click on the blue box ‘Choose an image to upload’ which will open your file manager and allow you to select the image you wish to insert.

The **Take a snapshot** function requires a camera. (Not covered here.)

The **By URL** function allows you to supply the location of an image and have it transferred into your document.

The **Your albums** function allows you to insert images you have posted on your Google+ account. The **Google Drive** function allows you to insert images you have saved on your Google Drive or have been shared with you. The **Search** function takes you into Google’s Image Search engine.

**Tip:** Images must be .png or .jpg or .gif format and less than 2 MB. (Google says animated .gif files are not accepted, but they may work; files larger than 2 MB often work also. If in doubt, try it!)

**Terminology:** In Google Docs you insert an ‘Image’ or ‘Drawing’, whereas in Microsoft Word you insert a ‘Picture’, ‘Online Picture’, ‘Shapes’, ‘Screenshot’, ‘Text Box’, or ‘WordArt’ — but, no matter what they are labelled, they are all graphics and manipulated in similar ways (even a Text Box).
From the *Illustrations* group of the *INSERT* ribbon, click on the *Pictures* icon. This will open the Insert Picture dialog box:

From here, you can locate the picture you want and either double-click on its icon or name, or single click to highlight (select) it and then click the *Insert* button.

If you already have your file manager open to the picture you want, you can drag it on to your document, skipping the ribbon and dialog box altogether.

To the right of the *Pictures* icon is the *Online Pictures* icon. (It replaces the ‘Clip Art’ in previous versions of Word.) When you click the icon, it opens a dialog box to insert keywords to send to a Bing Image Search:

**Tip:** If you are dealing with a very large graphic and plan to reduce its size in your document, consider using a graphics editor to scale the image to the intended size and inserting the smaller graphic. It will reduce the size of your document.

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**Manipulating Graphics**

Once you have any type of graphic inserted into your document, you’ll want to be able to manipulate it: resizing, repositioning, and making text ‘flow’ around the image are the most basic, but some word processors can do much more.

If an image is too large to fit the page, a word processor will automatically scale it to fit the document’s margins – which may still be too large. Both Google Docs and Microsoft Word place eight controls around a selected image (four corners and four midpoints on each side) [see top of next page].

These controls can be dragged with a mouse to resize the picture. The corner controls affect both sides of the image to which they are adjacent and will resize the image proportionately. The controls on the sides only affect that side of the picture and will distort the picture.

**Important:** The techniques in this section apply to all kinds of graphics. There are slight differences in the way Google Docs manipulates graphics from the way Microsoft Word does it, but once you learn how a word processing application manipulates one type of graphic, it will be the same for other types of graphics.
Even after the image has been resized (see below), only a tiny bit of text displays along one or both sides. And trying to reposition an image, especially in Microsoft Word, can be difficult. This is because, by default, most word processors insert an image in **in line**. It is necessary to change this so you can more easily manipulate the image.

When a graphic is treated as **In Line**, it is positioned on the page as if it were a character on the page, no matter its size. If you think of it as one letter in a word in a huge font, it will be easier to understand why the only way to move it is to add or remove characters ahead of it or to drag it to a new location. And just as if one letter in a word were made a much larger font size, the word processor adjusts line spacing to accommodate the space the graphic needs. The solution: wrapping text (around the graphic).

Pretty ugly, isn’t it? That’s the way graphics are handled by default!
Microsoft Word

When an image is first inserted into a document in Microsoft Word using the Insert Picture dialog box, Microsoft Word switches to the PICTURE TOOLS ribbon with the image selected. If you have deselected the image (usually by clicking elsewhere in the document) or have used a different method to insert the picture, the PICTURE TOOLS ribbon may not be visible until you select the image. A single click on the image will make the PICTURE TOOLS ribbon visible, but might not switch to it. A double-click on the image should always switch you to the PICTURE TOOLS ribbon.

From the PICTURE TOOLS ribbon there are multiple ways to do this.

In the Arrange group, you can select the Wrap Text icon and choose one of the options shown here...

... or select ‘More Layout Options’ to open the Layout dialog box (next page), or ...

Tip: Once you have text wrapping around a graphic, the ‘Fix Position on Page’ item becomes available. This can be used when you prevent a graphic from moving as you work with text.

... in the Arrange group, you can select the Position icon and choose one of the nine options shown here which will ‘lock’ the graphic to the page and flow the text around it using the ‘Square’ option of wrapping text ...

... or select ‘More Layout Options’ to open the Layout dialog box (next page), or ...

... right-click on an image to open the Context Menu for graphics, then click on ‘Size and Position...’ to open the Layout dialog box (next page) ...

... or click on the tiny arrow icon in the lower-right of the Size group of the PICTURE TOOLS FORMAT ribbon to open the Layout dialog box (next page).

The Layout dialog box (next page) has three tabs: ‘Position’ is the default selection when ‘More Layout Options’ is chosen from the Position icon; ‘Text Wrapping’ is the default selection when ‘More Layout Options’ is chosen from the Wrap Text icon; ‘Size’ is the default selection in response to a click on the tiny arrow in the lower-right corner or when ‘Size and Position’ is chosen from the Context Menu.
The **Layout** dialog box provides all the tools needed for very precise formatting of a graphic’s size, position, and text-wrapping options.

(When there is no text wrapping (i.e., ‘Wrapping style’ is set to ‘In line with text’), the options on the ‘Position’ tab are greyed-out.)

**Tip:** Microsoft Word has a ninth control tool when an image is selected: a circle connected by a thin line to the size control at the center of the top border. When the mouse hovers over this control, the mouse pointer becomes a circular arrow pointing clockwise around the circle. Dragging the circle will rotate the image. That is how the image has been turned here!

Here are the wrapping text options in Microsoft Word (the graphic is selected so the edge of the graphic’s outline is visible):

**In Line with Text** (default; not actually text wrapping)

This is the default manner of handling graphics. It treats the graphic like a single character on the page.

Word 2013 has a new option at the bottom of the **Wrap Text** menu: ‘Set as Default Layout’. If you consistently use one wrapping style, you can select it for a graphic and then return to the menu and choose this option to make it the default wrapping style for all future graphics.
Square

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and footer. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design pictures, charts, and SmartArt graphics change to match your new theme. When you change your document's theme, the graphic changes too. Click Design, and then choose the style, your headings, and borders that show up on a table, a chart, or a graphic. (For this option to work differently than the ‘Square’ option, the graphic must have transparent area(s).)

The most common image formats which can have transparent areas are ‘gif’ files and ‘png’ files.)

The text will wrap around the image, but will not be placed in transparent areas between non-transparent areas such as those marked here.

This keeps all text outside the edges of the graphic.

Tight

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and footer. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design pictures, charts, and SmartArt graphics change to match your new theme. When you change your document’s theme, the graphic changes too. Click Design, and then choose the style, your headings, and borders that show up on a table, a chart, or a graphic. (For this option to work differently than the ‘Square’ option, the graphic must have transparent area(s).

The text will wrap around the image, but will not be placed in transparent areas between non-transparent areas such as those marked here.

This option also requires transparent area(s). It is similar to the previous style, but this will use all transparent areas of the graphic for text.

(Note: this can be very difficult to read.)

Through

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and footer. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design pictures, charts, and SmartArt graphics change to match your new theme. When you change your document’s theme, the graphic changes too. Click Design, and then choose the style, your headings, and borders that show up on a table, a chart, or a graphic. (For this option to work differently than the ‘Square’ option, the graphic must have transparent area(s).

This keeps text above and below; with nothing on either side of the graphic.

Behind Text

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and footer. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up in your document, click at a button for layout options, and then click here.

Reading is easier, too, in the new tight parts of the document and want. If you need to stop reading Word remembers where you left device.

Video provides a powerful way to help you online the coded for the video that best fits your document. (For this option to work differently than the ‘Square’ option, the graphic must have transparent area(s).

This means the graphic is behind the text of the document. If the graphic is sufficiently pale and the text provides sufficient contrast, the text remains readable. This can be used for creating a background image or watermark-effect.

Top and Bottom

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and footer. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up in your document, click at a button for layout options, and then click here.

This keeps text above and below; with nothing on either side of the graphic.
**In Front of Text**

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and footer. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that allow you to change the layout of your document. Click the Design ribbon and choose from the new options. Click Align and then choose the option you want to use. When you are done, click the OK button.

Reading is easier, too, in the new reading view. Click the View tab and then choose the reading view you want. If you need to stop reading before you reach the end of the text, click the Reading View button again.

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

**Google Docs**

As you might expect, Google Docs does not have as many options. It has ‘In Line’ (the default and the equivalent of Microsoft Word’s ‘In Line with Text’, ‘Wrap text’ (equivalent to Microsoft Word’s ‘Square’), and ‘Break text’ (equivalent to Microsoft Word’s ‘Top and Bottom’).

Google Docs makes wrapping text around a graphic easy: when a graphic is selected, a box is displayed just beneath the image at center:

Click on **Wrap text** and the text will flow around the image. Clicking on **Break text** will preserve white space to the left and right of the image, but will allow the image to be moved to a different position with the mouse. When either **Wrap text** (the equivalent of ‘Square’ in Microsoft Word) or **Break text** (the equivalent of ‘Top and Bottom’ in Microsoft Word) have been selected, an additional option will appear which allows you to select the desired amount of padding around the image. In **Break text** it sets the space both before and after the image. In **Wrap text** it sets the space for all four sides of the image. The margin options are limited to seven sizes: \(\frac{1}{16}\), \(\frac{1}{8}\), \(\frac{1}{4}\), \(\frac{1}{2}\), \(\frac{3}{4}\), and 1”.

This means the **graphic** is in front of the text of the document. Regardless of the shade of the graphic, it will block out text. This makes the text the background.
Inserting Lines and Shapes

Here is a comparison of the terminological differences between Google Docs and Microsoft Word.

<table>
<thead>
<tr>
<th>Google Docs</th>
<th>Microsoft Word</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lines</strong></td>
<td><strong>Lines</strong></td>
</tr>
<tr>
<td>Arrows</td>
<td></td>
</tr>
<tr>
<td>Curves</td>
<td></td>
</tr>
<tr>
<td>Polyline</td>
<td></td>
</tr>
<tr>
<td>Arc</td>
<td></td>
</tr>
<tr>
<td>Scribble</td>
<td></td>
</tr>
<tr>
<td><strong>Rectangles</strong></td>
<td>From the INSERT ribbon, the Illustrations group, the Shapes icon</td>
</tr>
<tr>
<td><strong>Shapes</strong></td>
<td>Basic Shapes</td>
</tr>
<tr>
<td>Flowchart</td>
<td></td>
</tr>
<tr>
<td><strong>Arrows</strong></td>
<td>Block Arrows</td>
</tr>
<tr>
<td>Callouts</td>
<td>Stars and Banners</td>
</tr>
<tr>
<td>Equation</td>
<td>Equation Shapes</td>
</tr>
</tbody>
</table>

**Google Docs**

From the menu, click on Insert then Drawing to open the Drawing window:

The icons available in the Drawing window change depending on what you have drawn and what is selected. For instance, the Actions icon (shown already opened) will initially have many options greyed-out. To the right of the Actions icon are the Undo and Redo icons, then the Zoom icon which offers options you would expect — and one or two you might not.
(Zooming out is useful to see the overall picture of your drawing; zooming in is useful for working on fine details.)

To the right of the Zoom icon is the Select icon which is used to stop drawing lines and shapes and to choose a different shape previously drawn.

The next icon to the right is an icon which offers six choices:

Initially, it is labelled Line, but it changes to Arrow or Curve or Polyline or Arc or Scribble based on which was last used.

These are used by holding the left mouse button whilst dragging the mouse. (The ‘Curve’ can be used with or without holding the left mouse button down.)

The next icon to the right is the Shape icon which offers ...

- Shapes,
- Arrows,
- Callouts,
- and Equation.

Click on the shape you want, position the mouse pointer where you want the shape to be located, press and hold down the left mouse button, and drag it to the size and shape you want. You can make additional adjustments later.

The last two icons displayed in the above images are Text Box (next section) and Image (which functions like the Insert Image we looked at on page 2).
Microsoft Word

Lines and shapes are combined and available under the **Shapes** icon in the *Illustrations* group of the **INSERT** ribbon:

From here, you can select any line or shape. Many can be inserted with a single mouse click, but holding the left mouse button whilst moving the mouse tends to give more accurate sizing and positioning. For shapes where symmetry is desired (e.g. squares, circles, stars, etc.), a single click will always create a symmetrical figure.

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**Special Keys to Control Sizing**

Both Google Docs and Microsoft Word provide the ability to keep shapes symmetrical whilst sizing:

- **H**

  Simply hold one of the Shift keys down whilst dragging a corner of the shape and the symmetry will be preserved. When used with a line, Microsoft Word will force the line to be vertical (0°), ±45°, or ±90° (horizontal). When used with a line, Google Docs will force the line to be vertical (0°), ±15°, ±30°, ±45°, ±60°, ±75°, or ±90° (horizontal).

  Microsoft Word also has a key for making shapes grow from the center whilst dragging with the mouse (instead of the more usual from an edge):

  - **F**

  In Microsoft Word you can use both special keys simultaneously.
Text Boxes

Text Boxes allow text to be set apart from the body of text using different formatting of the text and special formatting of the text’s container (usually a box), including spacing around it. Although the container has text within, the container itself is a graphic and is treated as such by a word processor.

**Google Docs**

From the menu, click on **Insert** then **Drawing** to open the **Drawing** window:

Inserting text into the box is as simple as clicking inside the box and typing. Formatting can be controlled from the available icons:

1. Fill color;
2. Line color;
3. Line weight (1px, 2px 3px, 4px, 8px, 12px, 16px, 24px);
4. Line dash (solid, dots, dashes, alternating dashes & dots, long dashes, alternating long dashes & dots);
5. Font;
6. Font size;
7. More—which leads to
   8. **Bold**;
   9. **Italics**;
   10. **Underline**;
   11. **Text color**;
   12. **Align** ([horizontal:] left, center, right, justify; [vertical:] top, middle, bottom);
   13. **Line spacing** (Single, 1.15, 1.5, Double, Add space before paragraph, Add space after paragraph; Custom spacing...);
   14. **Numbered list**;
   15. **Bulleted list**;
   16. **Decrease indent**;
   17. **Increase indent**; and
   18. **Clear formatting** — the same formatting options available in Google Docs’ regular icon bar.

After entering text, resize the box to fit the contents. (The box does not automatically change size to fit the amount of text.) Once the box is resized to fit the text, the box with the text can be dragged to a different position.
Microsoft Word

From the **INSERT** ribbon, in the **Text** group, click on the **Text Box** icon.

At the bottom of the listings is the ‘Draw Text Box’ option which works very much like the Text Box in Google Docs, with the exception that, no matter how much vertical space you draw, it might snap back to a single line of text and then automatically expand as text is entered (it depends on settings for text boxes).

Note this menu has a vertical scroll bar to the right: there are more than just the nine pre-formatted text boxes – a lot more. You might find something perfect for your needs, or at least close to what you want; saving a lot of time formatting. For example, the text box at the left has some gradient shadings that would require a moderate amount of time to create from scratch.

[Sidebar Title]

[Sidebars are great for calling out important points from your text or adding additional info for quick reference, such as a schedule.]

They are typically placed on the left, right, top or bottom of the page. But you can easily drag them to any position you prefer.

When you’re ready to add your content, just click here and start typing.]

(This is the ‘Whisp Sidebar’)

These are decorative text boxes, even the one named ‘Simple Text Box’. The truly simple text box is created from the **Shapes** icon in the **Illustrations** group of the **INSERT** ribbon. It is the first item in the ‘Basic Shapes’ section of the menu.)
**WordArt**

WordArt is a special kind of text box. Typically, the text itself is transformed in a way which makes the text itself art.

The letters are a starting point for color and some basic decorative embellishments. Once selected, a box with ‘Your text here’ is placed in the document from where it can be manipulated. The ribbon will automatically switch to ...

... the **Drawing Tools – Format** ribbon, which is divided into the following groups:

- **Insert Shapes**
- **Shape Styles**
- **WordArt Styles**
- **Text**
- **Arrange**
- **Size**

Note: the lower-left corner of the menu has three small dots. Moving the mouse pointer over these dots allows a click-and-drag with the mouse to expand the menu.
The *Insert Shapes* group is used for adding shapes or drawing a text box into the WordArt and for using *Edit Shape* for changing the shape of the WordArt box (initially a rectangle) into something more interesting:

The *Shape Styles* group has a ‘tight menu’ ('Previous Row', 'Next Row', and a drop-down menu stacked vertically). This menu offers pre-formatted styles for the shape containing the WordArt. To its right are icons for the fill color (*Shape Fill*), border color (*Shape Outline*), and various transformations of the container (*Shape Effects*).
The WordArt Styles group appears and functions much like the Shapes Styles group. It also has the tight menu which stacks icons for ‘Previous Row’, ‘Next Row’, and drop-down menu, offering pre-formatted styles for the WordArt text (the same choices which are available when first creating WordArt from the INSERT ribbon). It also has individual icons for Text Fill, Text Outline, and various transformations (Text Effects). Note: these options only affect text selected inside the text box.

The Text group also has icons for Text Direction (Horizontal, Rotated 90°, or Rotated 270°), Align Text (when Text direction is Horizontal the choices are ‘Top’, ‘Middle’, and ‘Bottom’; when text is rotated 90° or 270°, the choices are ‘Right’, ‘Center’, and ‘Left’), and a Create Link icon for joining one WordArt container to another (or any text box to another text box).

The Arrange group has several icons for arranging the container (not the text).

The Size group has two icons, Shape Height and Shape Width, for adjusting the size of the container.
**Google Docs**

From the menu, click on **Insert** then **Drawing** to open the **Drawing** window:

Once the text is entered and the **J** pressed to save, a box with the text will appear in the Drawing area: the dot at the top can be dragged to rotate the box, the eight controls at the corners and mid-points of the sides can be used to stretch and squeeze the text.

Using the Drawing area’s icon bar:

the font can be changed, the text can be made **bold** and/or **italicized**, the **Fill color** icon used to change the text’s fill color (not the fill color of the container), the **Line color** icon used to change the text’s outline color (not the border of the container), the **Line weight** icon used to change the size of the text’s outline, and the **Line dash** icon used to change the style of the text’s outline. (There does not seem to be a way to give Google Docs’ Word art containers a border of any sort or to fill them with a color.)

When done, click the blue Save & Close box in the upper-right corner and your Word art will be inserted into your document (where you can do more stretching and squeezing!).
Inserting a Chart (time permitting)

Under most circumstances, inserting a chart into a document is best done by creating a chart in the spreadsheet containing the source data. If the data will be changing, this can be—and should be—accomplished by using a link from the spreadsheet to the document. This can be easily accomplished between Microsoft Excel and Microsoft Word. For data that is fixed, the chart can be copied from the spreadsheet and pasted into a document. This can be easily done with both Microsoft Word and Google Docs.

**Microsoft Word**

Besides the Copy & Paste option, you might want to consider this feature if you need a quick chart which contains very little data: Go to **INSERT** ribbon, in the **Illustrations** group, and click on the **Chart** icon:

Microsoft Word will produce a chart of the desired type, switch to the **CHART TOOLS – FORMAT** ribbon (and add a **CHART TOOLS – DESIGN** ribbon) and open a small Microsoft Excel window where you can make changes to the data and have those changes reflected in the chart in Microsoft Word.

When you first click the **Chart** icon, a menu of Chart styles will appear. Double-click on the desired chart type (or single-click on it and then click the OK button).

When finished, close the Microsoft Excel window.

**Tip**: Using this method does not create an Excel workbook. The data is stored in the Microsoft Word document.
In Google Docs, you must first create the chart in Google Sheets. Then, from the ‘Advanced edit’ option in the chart, select ‘Copy chart’ (or, from the menu, select ‘Edit’, then ‘Copy’; or, use $\text{F}+\text{C}$).

Once the chart is copied, go to your Google Drive Document, position the insertion point where you want the chart to be placed, and from the menu select ‘Edit’, then ‘Paste’ (or use $\text{F}+\text{V}$).

The chart will appear in your Google Doc and can be manipulated like any other graphic.
Insert Screenshot (Microsoft Word only) — time permitting

Using the **INSERT** ribbon, in the **Illustrations** group, click on the **Screenshot** icon. You will see thumbnails of other open windows — except those minimized. It does not matter if they are covered by other windows. Here, we have (*left-to-right; top-to-bottom*) two other Microsoft Word documents, two Windows Explorer (*‘File Explorer’ in Windows 8.x and later*) windows, a browser (active tab is the only option) window, and a graphics editor window.

Select the window whose screenshot you want to insert into your document by clicking on its thumbnail in the drop-down list. If you prefer, you can click the ‘Screen Clipping’ option to minimize the current window and activate Window’s ‘Snipping Tool’.

Once the screenshot has been inserted into Microsoft Word, it can be manipulated like any other graphic.
Insert SmartArt (Microsoft Word only) — time permitting

Using the INSERT ribbon, in the Illustrations group, click on the SmartArt icon.

This opens a dialog box, **Choose a SmartArt Graphic**:

The left section provides a filter; the middle section displays a thumbnail of the SmartArt graphic in grey; the right section displays a preview of the SmartArt graphic in color with information on how it might be used.

The information may be sufficiently long to require a scroll bar as here with the ‘Basic Venn’.

When the desired SmartArt graphic has been selected, click the **OK** button.

Having selected the ‘Basic Venn’, the graphic has been inserted and the Text Pane (labelled ‘You’re your text here’) opened alongside it.

There are three ways to close the Text Pane: (1) the Text Pane toggle switch, (2) the small × in the upper-right corner of the Text Pane, and (3) the toggle switch on the left edge of the SmartArt graphic midway between top and bottom.
As you enter text, the font size will change automatically, scaling the content to fit into the available space.

The longer the text, the smaller the font.

To add an additional line for an item, press G+J.

If you press just the J key, Microsoft Word will add an additional item (you can use f to undo):

To move to the next or previous item (without creating a new item), use the b and d keys.

Entries are automatically word-wrapped.

When in a SmartArt graphic, there are two additional ribbons available, SMARTART TOOLS DESIGN and SMARTART TOOLS FORMAT:

Tip: If you want to change the order of items in the Text Pane, you can use the Move Up and Move Down icons. In some SmartArt graphics (e.g. those with a hierarchical structure), you can use the Promote and Demote icons. The effect of Add Shape and Add Bullet depend on the Layout.

These ribbons — especially the SMARTART TOOLS FORMAT ribbon — are similar to other impermanent ribbons used for graphics in Microsoft Word.
The **Layouts** group of the **SMART ART TOOLS** **DESIGN** ribbon has the ‘tight menu’ with icons stacked (top-to-bottom) for ‘Previous Row’, ‘Next Row’, and to open all in a drop-down menu.

As you move the mouse over a layout, the SmartArt graphic will change, providing a preview. Clicking one of the choices will apply that Layout to the SmartArt graphic. The choices are only a portion of what is available in the **Choose a SmartArt Graphic** dialog box. You can return to the dialog box to choose from among all the available options by clicking on ‘More Layouts’ at the bottom.

The **Change Colors** icon in the **SmartArt Styles** group opens a drop-down menu (note the scroll bar to access more choices). As you mouse over a color combination, the SmartArt graphic will change, providing a preview. Clicking one of the choices will apply that color combination to the SmartArt graphic.

In the same group is the **SmartArt Styles** (again, with the ‘tight menu’ of icons for ‘Previous Row’, ‘Next Row’, and a drop-down menu of all choices). As before, as you mouse over the choices, the SmartArt graphic changes in a preview. Clicking on a choice applies that Style to the SmartArt graphic.
Individual items, such as a circle, can be formatted individually with things like fill color, border color, text alignment, text fill color, text border color, etc. They can also be re-sized and re-positioned.

Additional items can be added, such as additional text boxes (but they aren’t a part of the SmartArt graphic — selecting the SmartArt graphic and performing an operation (e.g. copy, cut, re-size, move) will only be performed on the SmartArt graphic. Below, four text boxes with no fill color, no outline color, and using white for the font color, have been added to the SmartArt graphic.

There is a wide range of things which SmartArt graphics can illustrate. Experiment!

Questions? Feel free to contact Ross Valentine at rvalentine@gpld.org or call the library at 630.232.0780