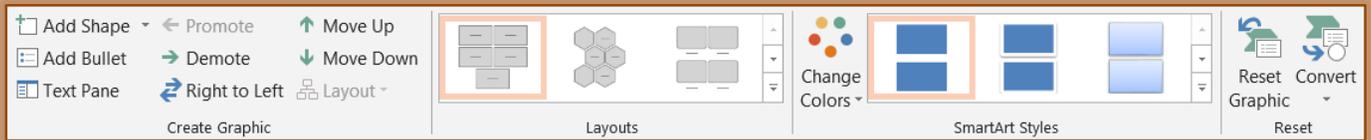# Smart Art Graphics Design Tab

After a graphic has been created, it is possible to make format changes. This is done by using the Smart Art Tools tabs. In this area, it is possible to choose from Design and Format. The table below provides a description of each the groups and buttons on the Design Tab.

Group/Button	Description
Create Graphic Group	
Add Shape	Click this button to add a new shape to the graphic. When the button alone is clicked, a new shape will be added below the selected box.
Add Bullet	To add a bullet to the graphic, click this button. This feature is only available if the graphic supports the use of bullets.
Text Pane	To toggle between displaying the Text Pane and not displaying the Text Pane, click this bullet.
Promote	This button is used to change the level of the selected bullet or shape.
Demote	Use this button to change the level of the selected bullet or shape.
Right to Left	This button is used to switch the orientation of the graphic from right to left or left to right.
Move Up	To move the current selection forward in the sequence, click this button.
Move Down	This button is used to move the current selection backward in the sequence.
Layout	Click this button to change the branch layout for the graphic. This feature is only available when an organization chart is created.
Layouts Group	
Layout Gallery	Click this button to change the layout for the graphic. The arrows at the end of the gallery are used to move between rows.
More Button	This button is used to show additional layouts for the graphic. It appears at the bottom of the arrows on the right side of the gallery.
Smart Art Styles Group	
Change Colors	To change the color of the shapes in the graphic, click this button. A gallery of different options that are available for the chosen theme will appear. Move the mouse pointer over each of the items to see a Live Preview of the color.
Styles Gallery	To select a different style for the graphic, click one of the styles in the gallery. To see additional styles, click the top and bottom arrow on the right side of the gallery.
More Button	Click this button to display all the styles at one time. Move the mouse pointer over each one to see a Live Preview of each style.

Group/Button	Description
Reset Group	
Reset Graphic	When this button is clicked, all the changes that were made to the Smart Art graphic will be discarded. The graphic is returned to the original format.
Convert	This button is used to change the SmartArt Graphic to a shape so each shape can be moved, deleted, resized independently of the remaining shapes. It is also used to change the SmartArt Graphic to text to remove all the shapes and create a bulleted list.