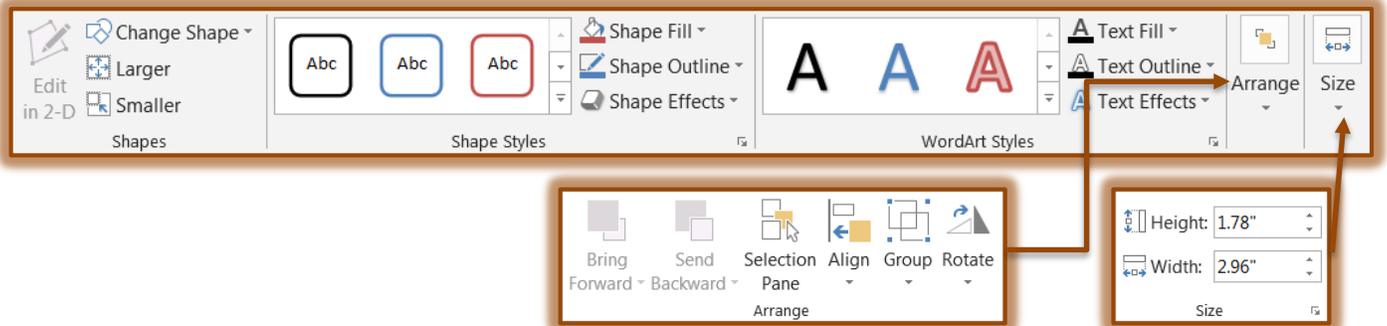


Smart Art Graphics Format Tab

After a graphic has been created, it is possible to make format changes. This is done by using the Smart Art Tools Format tabs. What buttons are shown in each group are determined by the width of the computer screen. The table below provides a description of each of the groups and buttons on the Format Tab.



Group/Button	Description
Shapes Group	
Edit in 2-D	Click this button to edit a 3-D graphic in 2-D. This feature is only available if a 3-D style has been applied to the graphic.
Change Shape	This button is used to change the shape in a graphic. The shape must be selected before this feature will activate.
Larger	To increase the size of a selected shape, click this button.
Smaller	Click this button to decrease the size of a shape.
Shape Styles Group	
Styles Gallery	To change the style of a selected shape, click this button. If the shape is not selected, this option will not be available.
Shape Fill	Click this button to fill the selected shape with a solid color, gradient, picture, or texture.
Shape Outline	To change the line color, width, and line style click this button.
Shape Effects	This button is used to apply a visual effect such as a shadow, glow, reflection, or 3-D rotation to a selected shape.
Format Shape Task Pane	Select this option to add fine tune adjustments to the shape. This button is located in the lower-right corner of the Shapes Gallery.
WordArt Styles	
Styles Gallery	To apply a new style to the selected text in a shape, click this button.
Text Fill	Click this button to fill the selected text with a different color, gradient, picture, or texture. The text must be selected for this option to work.
Text Outline	To change the line color, width, and line style of the selected text click this button.
Text Effects	This button is used to apply a visual effect such as a shadow, glow, reflection, or 3-D rotation to the text. The text must be selected for this option to work.

Group/Button	Description
Format Text Effects Task Pane	To add additional effects to a WordArt shape click this button. It is located in the lower right corner of the WordArt Gallery.
Arrange	
Bring Forward	Use this button when an image is behind another image and needs to be brought to the front. Click the list arrow to the right of the button to select from Bring Forward or Bring to Front.
Send Backward	When an image appears on top of another image and needs to be sent to the back of the image or further back in a group of images, click this button. Click the list arrow to select from Send Backward or Send to Back.
Selection Pane	Select this option to open the Selection Pane. This pane is used to help select individual objects and change their order and visibility.
Align	In order to align a group of images at the top, bottom, right, or left, click this option. If only one image is selected, the image will be arranged to the specified location on the page.
Group	This option is used to combine a group of images so they can be formatted as one image.
Rotate	Click this button to rotate the image to a different orientation. It is possible to specify the degree of rotation.
Size	
Shape Height	To change the height of the image, put a size in the box or click the spinner arrows to change the height.
Shape Width	To change the width of the image, put a size in the box or click the spinner arrows to change the width.
Size and Position	This button is located in the lower right corner of the Size Group. It is used to launch the Size and Position Task Pane.