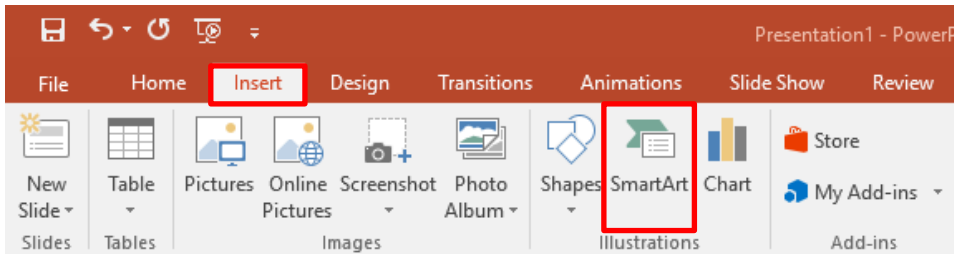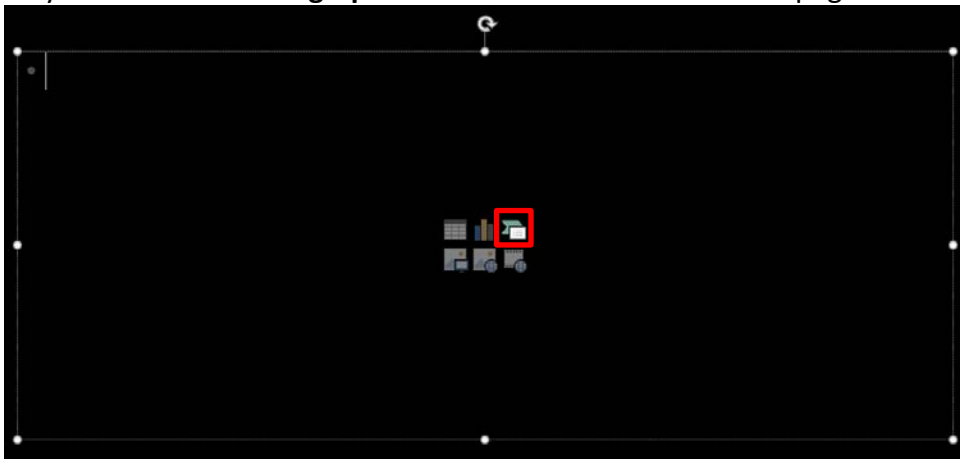# SmartArt

SmartArt is a tool that can be used to insert graphics and diagrams into your presentation.

Select the slide you are going to put the SmartArt on
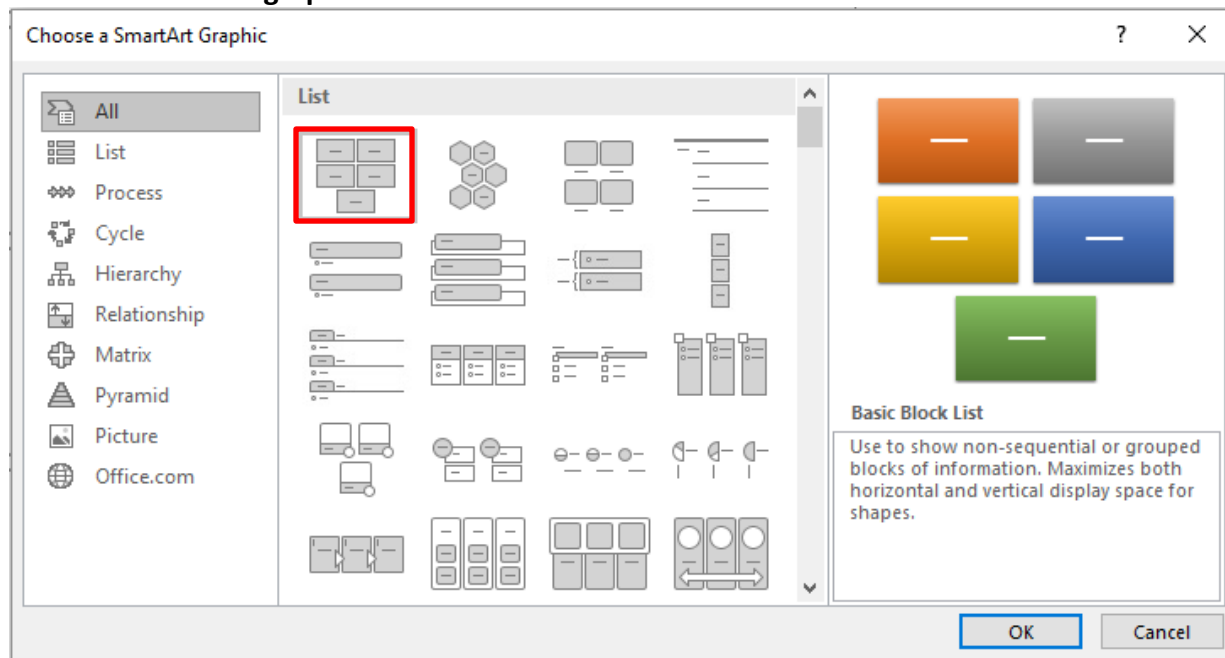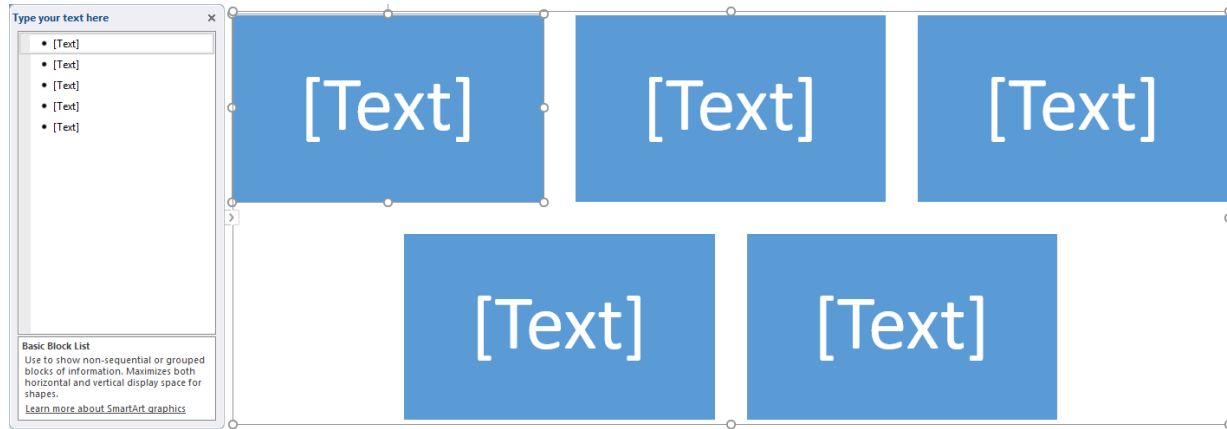
Choose **Insert** << **SmartArt**

Or you can **click** on the **graph icon** inside the text box on the page.
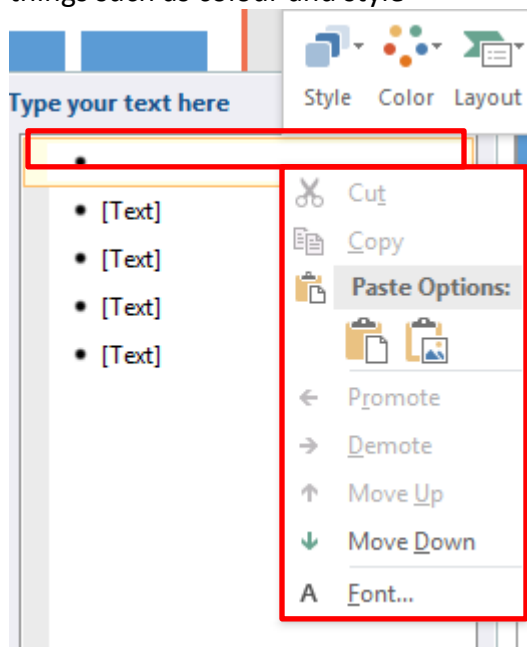

Choose a **SmartArt graphic** << **OK**

Click on the objects within the SmartArt graphic to **edit** them or click on them in the **Type your text here** box to edit the content.

Right click on the objects in the **Type your text here** box to change their properties, and customise things such as colour and style

Or use the **Design** and **Format** tabs under **SmartArt Tools** in the **ribbon** to further customise the SmartArt.