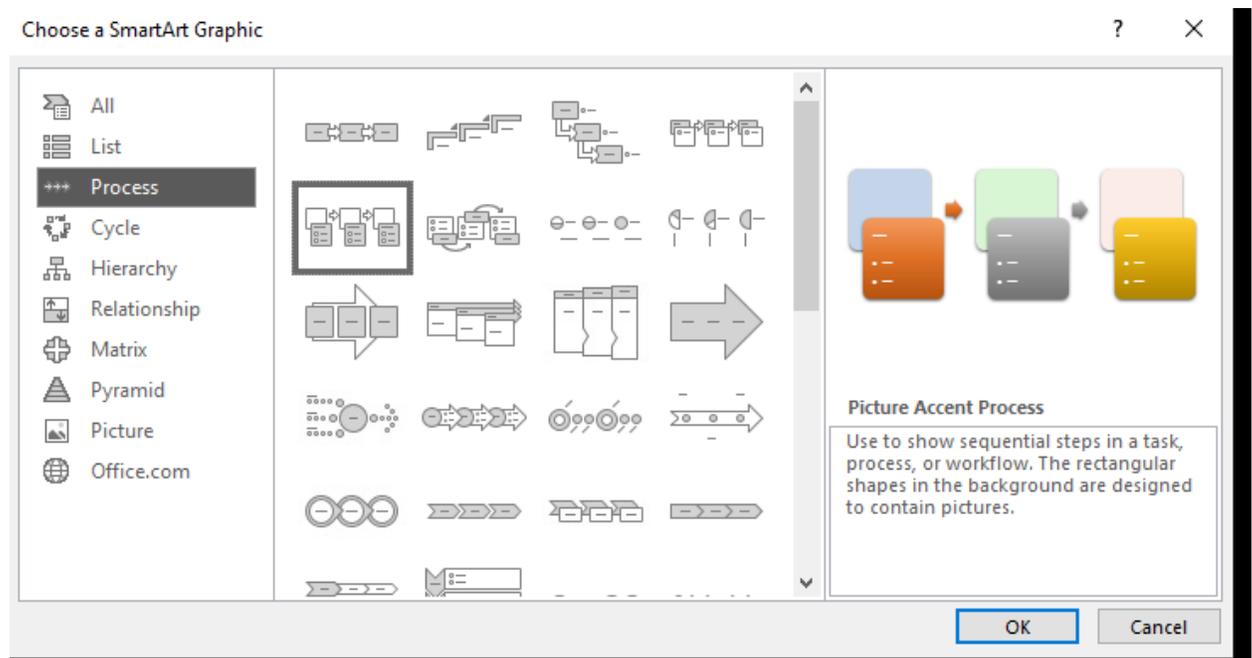


## “DJ, how do I create a flow chart in Word?”

A flow chart shows sequential steps in a task or process. There are many different SmartArt layouts that you can use to illustrate the steps in a process, including layouts that can contain pictures.

1. On the **Insert** tab, in the **Illustrations** group, click **SmartArt**.
2. In the **Choose a SmartArt Graphic** gallery, click **Process**, and then double-click **Picture Accent Process**.



3. To add a picture, in the box you want to add it to, click the picture icon, select the picture you want to display in the chart, and then click **Insert**.
4. To enter text, do one of the following:
  - Click **[Text]** in the Text pane, and then type your text.

**Note:** If the Text pane is not visible, on the **Design** tab, click **Text Pane**.

- Copy text from another location or program, click **[Text]** in the Text pane, and then paste your text.
- Click in a box in the SmartArt graphic, and then type your text.

**Note:** For best results, use this option after you add all of the boxes that you want.

### Add a box

1. Click the SmartArt graphic that you want to add a box to.
2. Click the existing box that is located closest to where you want to add the new box.
3. On the **Design** tab, in the **Create Graphic** group, click the arrow next to **Add Shape**.

*Note:* If you don't see the **Design** tab, make sure that you've selected the SmartArt graphic.

4. Do one of the following:

- To insert a box at the same level as the selected box but following it, click **Add Shape After**.
- To insert a box at the same level as the selected box but before it, click **Add Shape Before**.

When you need to add a box to your flow chart, experiment with adding the box before or after the selected box to get the placement you want for the new box.

### **Add a box from the Text pane**

1. Place your cursor at the beginning of the text where you want to add a box.
2. Type the text that you want in your new box, press ENTER, and then to indent the new box, press TAB, or to negative indent, press SHIFT+TAB.

### **Delete a box**

- To delete a box, click the border of the box you want to delete, and then press DELETE.

### **Move a box in your flow chart**

- To move a box, click the box, and then drag it to its new location.
- To move a box in very small increments, hold down CTRL while you press the arrow keys on your keyboard.

### **Change the colors of your flow chart**

To quickly add a designer-quality look and polish to your SmartArt graphic, you can change the colors or apply a SmartArt Style to your flow chart. You can also add effects, such as glows, soft edges, or 3-D effects. And in PowerPoint presentations, you can animate your flow chart.

### **Apply theme colors**

1. Click the SmartArt graphic whose color you want to change.
2. On the **Design** tab, in the **SmartArt Styles** group, click **Change Colors**.

If you don't see the **Design** tab, make sure that you've selected a SmartArt graphic.

3. Click the color combination that you want.

**Tip:** When you place your pointer over a thumbnail, you can see how the colors affect your SmartArt graphic.

## Change the background style or color of a box in your flow chart

1. In the SmartArt graphic, right-click in the box you want to change, and then click **Format Shape**.
2. To change the fill style, in the **Format Shape** pane, click the arrow next to **Fill** to expand the list, and then choose from the following options:
  - No fill
  - Solid fill
  - Gradient fill
  - Picture or texture fill
  - Pattern fill
3. Click **Color**, and then select a color from the gallery.
4. To specify how much you can see through the background color, move the **Transparency** slider, or enter a number in the box next to the slider. You can vary the percentage of transparency from 0% (fully opaque, the default setting) to 100% (fully transparent).

## Change the style or color of a box's border

1. In the SmartArt graphic, right-click in the box you want to change, and then click **Format Shape**.
2. To change the color of the box's border, in the **Format Shape** pane, click the arrow next to **Line** to expand the list, and then choose from the following options:
  - No line, solid line, or gradient line
  - Color
  - Transparency (use the Transparency slide control or enter a percentage)
  - Width (in pixels)
  - Compound type
  - Dash type
  - Cap type

## Apply a SmartArt Style to your flow chart

A SmartArt Style is a combination of various effects, such as line style, bevel, or 3-D, that you can apply to the boxes in your SmartArt graphic to create a unique and professionally designed look.

1. Click the SmartArt graphic whose SmartArt Style you want to change.
2. On the **Design** tab, in the **SmartArt Styles** group, click the style that you want.

To see more SmartArt Styles, click the **More** button