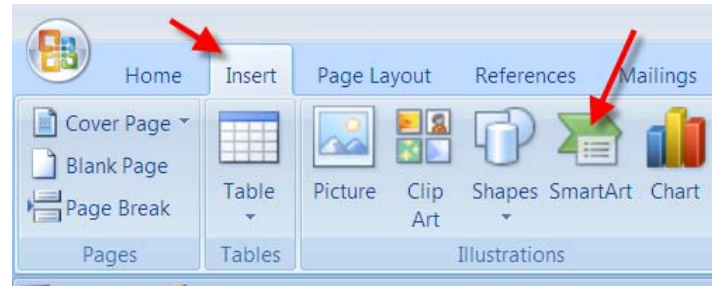


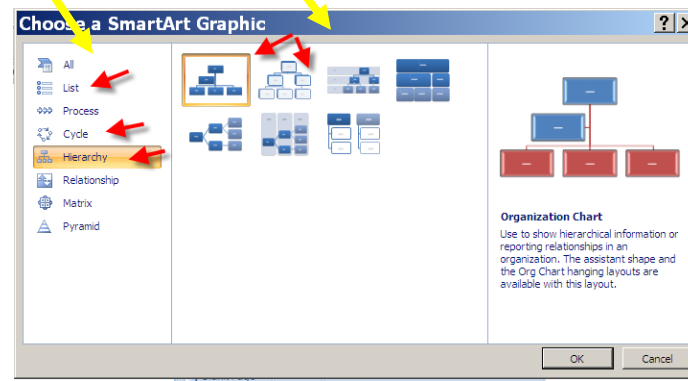
AT Quick Guide

Using Smart Art Shapes to Create Digital PreWriting Organizers

1. On the MSWord ribbon, click on the “Insert” tab. Select the SmartArt button



2. On the left side of the popup window, select the type of graphic organizer. Then in the center of the popup window, click on the style of the organizer.



Suggested types of graphic organizers that support writing tasks.

- “List”(linear list of ideas),
- “Cycle” (circular process)
- “Hierarchy” (similar to an Inspiration software diagram).

3. Once you have selected the type and style of the graphic organizer, you can use the tools on the ribbon to add shapes, change layouts or styles, or change color combinations.

