Create a flow chart with 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.
   - Copy text from another location or program, click `[Text]` in the Text pane, and then paste your text.

*Note* If the Text pane is not visible, click the control.

   - 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 or delete boxes in your flow chart**

**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. Under **SmartArt Tools**, on the **Design** tab, in the **Create Graphic** group, click the arrow under **Add Shape**.

If you don't see the **SmartArt Tools** or **Design** tabs, 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**.
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 colours of your flow chart

You can apply colour combinations that are derived from the theme colours to the boxes in your SmartArt graphic.

1. Click the SmartArt graphic whose colour you want to change.
2. Under SmartArt Tools, on the Design tab, in the SmartArt Styles group, click Change Colours.

If you don't see the SmartArt Tools or Design tabs, make sure that you've selected a SmartArt graphic.

3. Click the colour combination that you want.

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

Change the line colour or style of a box’s border

1. In the SmartArt graphic, right-click the border of the box you want to change, and then click Format Shape.
2. To change the colour of the box's border, click Line Colour, click Colour, and then click the colour that you want.
3. To change the style of the box’s border, click Line Style, and then choose the line styles you want.

Change the background colour of a box in your flow chart

1. Right-click the border of a box, and then click Format Shape.
2. Click the Fill pane, and then click Solid fill.
3. Click Colour, and then click the colour that you want.
4. To specify how much you can see through the background colour, 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).