**Creating Driver Diagrams in Power Point Smart Art**

1. Open PowerPoint
2. Click on the “***Insert”*** tab at the top of the page and click SmartArt
3. Under the “***Choose a SmartArt Graphic***” dialog box, click on “***Hierarchy***” under the list of options provided
4. Select the “***Horizontal Hierarchy***” template, or the template that best suits your purpose
5. Once you have selected your graphic, you may now enter text. You can enter text in your driver diagram by doing the following:

* Click [Text] in the text box, and then type your text OR
* Copy and paste your text from another location

1. To add more boxes to your diagram, complete the following steps:

* Right click the text box you wish to expand
* Go to “***Add Shape***” and select the position of your new text box in relation to the one you just right-clicked on

Tip: You can also change the shape of any 1 graphic box by right clicking it and selecting “***change shape***”