



ORGANIZATION CHART

Template Instructions

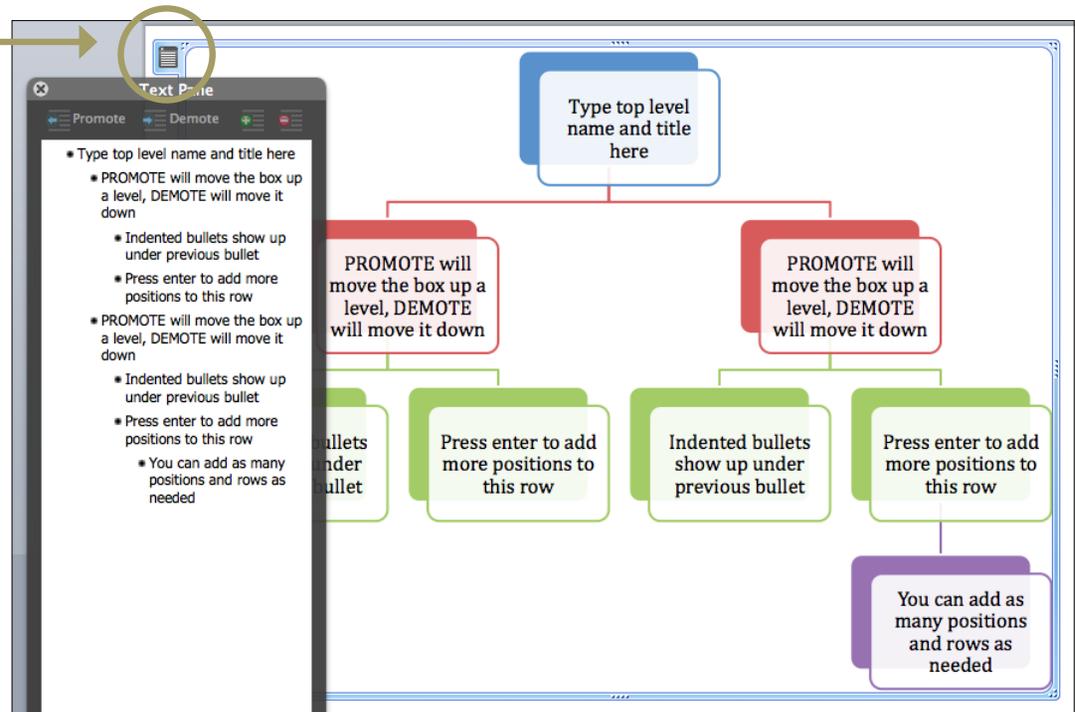
When it comes to structuring your business, organization charts are an essential tool. To get the best results, try using the included Word 2007 template. If you're still using Word 2003, you're in luck; simply follow the instructions on page 3 to design a customized org chart. On the last page, you'll also find an online org chart resource that can be viewed and edited by anyone with internet access.

Regardless of which tool you choose, remember that org charts are only limited by your imagination. Think outside the box, and experiment with different structures. Slot different employees into different roles. Organize your company not just to meet today's needs, but with an eye toward the future of your business, including its long-term goals and strategic direction.

Instructions Using SMART ART Objects in WORD 2007 (or newer)

1. Open the template – [download](#)
2. Click on the chart to display the TEXT PANE. If the text pane doesn't automatically display, click this icon. 
3. Type business information in the text pane. Use the PROMOTE and DEMOTE icons to customize your organizational chart.

NOTE: If using the 2010 version of WORD, once in the document, it may be helpful to click on the SmartArt Tools tab to find the PROMOTE and DEMOTE icons.



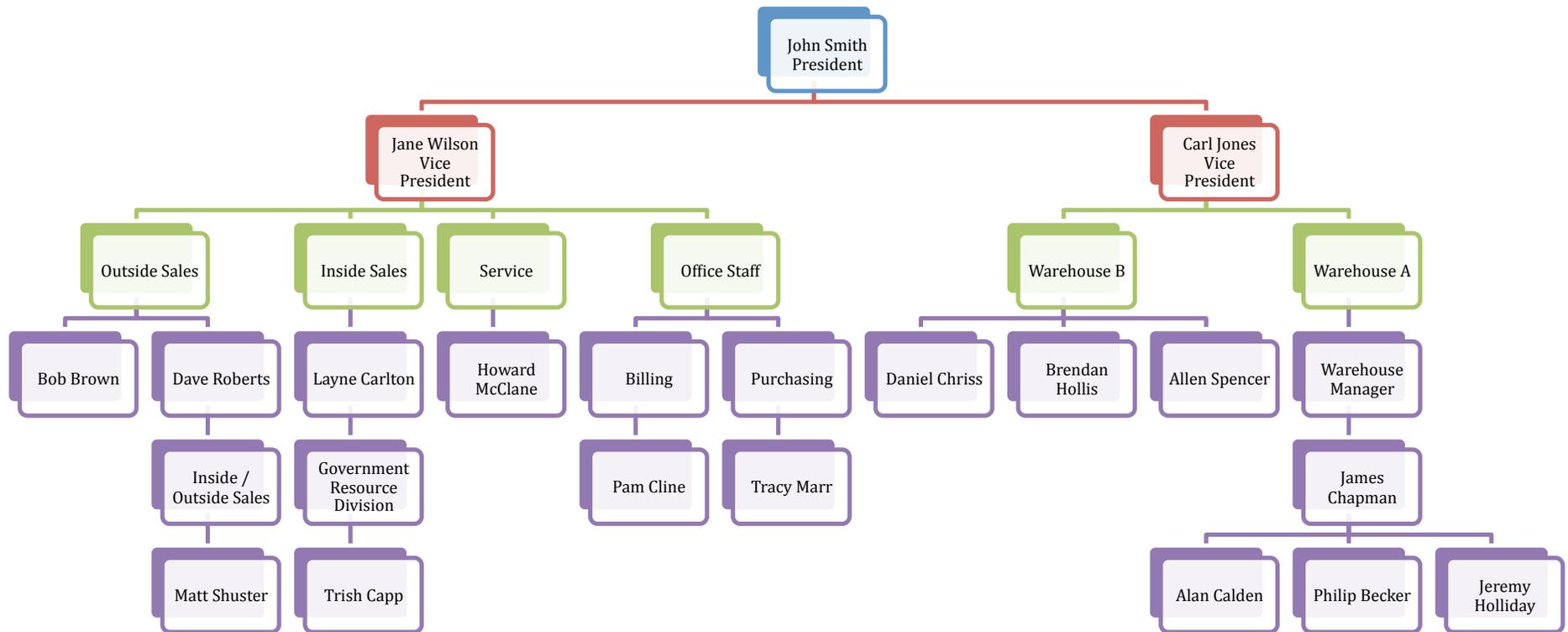
[DOWNLOAD TEMPLATE](#)

Instructions Using AUTO SHAPES in WORD 2003 (or older)

1. Open a new blank Word document. If you are using Word 2003 or earlier, click “AutoShapes” on the “Drawing” toolbar.
2. Point to “Flowchart” in Word 2003, and click on the first shape that you want in your flow chart.
3. Click on the blank page where you want to apply the first shape. Drag the shape into the size you require. Choose and apply more shapes onto the page until you have all of the shapes you need for your flow chart.
4. Add connectors between the shapes to show your flow. Go back to the “AutoShapes” menu in the Word 2003 “Drawing” toolbar. Click on a connector, line, or arrow, and apply it to the page between the first and second shape. Repeat with the remaining shapes, connecting all of the required shapes to show the process flow.
5. Add color to your flow chart shapes. Click on the shape to select it, right-click and choose “Format Shape.” Choose the color or fill effect you want to use.
6. Right-click the first shape and click on “Add Text.” Type the text you want in the first box and press “Enter.” Repeat with the remaining shapes. Save your flow chart and print it out if desired.

[DOWNLOAD TEMPLATE](#)

Example Using Word



ABC INDUSTRIES, INC.

Online Resource – gliffy.com

- Gliffy.com has a library, consisting of a variety of shapes, that can be used to create your org chart – just drag and drop. You can also upload images for a photo org chart.
- Share and collaborate on an org chart with anyone.
- Print or export multiple file formats.
- Gliffy online is a **free** organization chart software, so anyone can see and edit the org chart without installing anything. The organization chart freeware lets others edit the org chart themselves, saving time.

