

# Organizational Charts Sizes

Organizational charts are graphs used by companies to visually represent the internal structure of their organization. It enables team members to easily understand the flow of how information is designated and circulated, which depends on the organizational chart sizes and structures.



## Organizational Charts Sizes Standard

Organizational charts are diagrams that visualize a company's hierarchical structure used by businesses and follow two standard paper sizes for printing which are letter and A4 papers.

### Letter

The letter paper size is one of the commonly used paper sizes and is considered the standard size by businesses for their official documents. It measures 8.5 × 11 in or 215.9 × 279.4 mm.

## **A4**

Companies also use A4-sized papers for their organizational charts as well as for their legal documents such as letters and forms. It measures 8.3 × 11.7 in or 210 × 297 mm.

# Organizational Charts Sizes for Print

Organizational charts can be printed on letter and A4 paper sizes. The letter paper size measures 21.59 × 27.94 cm while A4 measures 21 × 29.7 cm, which can be further enhanced by modifying its content with additional information as well as its structure with the use of images, clipart, or a graphic design.

**Organizational Charts Sizes for Print**

**LETTER PAPPER**  
21.59 cm

27.94 cm

**A4**  
21 cm

29.7 cm

TEMPLATE.NET

# Organizational Charts Sizes for MS Word

MS Word provides the letter (8.5 × 11 in) and A4 (8.3 × 11.7 in) paper sizes which can be used to print an organizational chart. You can also add clipart, headshot, or a box to visualize each team member's roles in a company or department.

## Organizational Charts Sizes for MS Word





11 inches  
and A4 11.7 in

8.5 inches and A4 8.3 inches

# Organizational Charts Sizes for Apple Pages

Organizational chart sizes available in the Apple Pages include the letter paper size which measures 215.9 × 279.4 mm and the A4 paper size which measures 210 × 297 mm. You can also add creative art designs for better visualization and presentation of each employee's responsibilities.



# Organizational Charts Sizes for Google Docs

Organizational Charts can also be created or edited with the use of Google Docs which offers both the letter (8.5 × 11 in) and A4 (8.3 × 11.7 in) paper sizes. A business usually uses an organizational chart in the form of a flowchart to better represent its employees' hierarchy.

**Organizational Charts  
Sizes for Google Docs**

**TEMPLATE.NET**

11 inches  
or 11.7 inches

8.5 inches and A4 8.3 inches

## **FAQs**

### **What are the rules for formatting an organizational chart?**

The format commonly used in designing an organizational chart is the combined arrangement of the horizontal positioning of boxes at the top and vertical below to fit as many boxes as possible.

### **What is the recommended size for an organizational chart?**

The two standard paper sizes used in printing an organizational chart are the letter (21.59 × 27.94 cm) and the A4 (21 × 29.7 cm) paper sizes, which businesses use for their formal documents, as well as letters and forms.

### **What makes a good organizational chart?**

Using shapes and colors consistently enables people to understand the flow of information that your organizational chart wants to convey.

### **What is the width size of an organizational chart?**

An organizational chart printed on the letter paper size has a width size of 8.5 inches while the A4 paper has a width size of 8.3 inches.

### **What are the dimensions of an organizational chart?**

An organizational chart has two dimensions which are the horizontal dimension that contains the number of direct subordinates a manager handles and the vertical dimension that has the number of levels that are under the management of a department head.

### **How to reduce file size for organizational charts?**

To reduce the file size of an organizational chart, simply remove unnecessary images or reduce the file size of the images before they are used in the organizational chart.

## **What should be the font size for organizational charts?**

Most documents use 12 pt for their font size but you can alter it to a lower or higher point depending on how crowded your organizational chart is.

## **What mind maps are used for organizational charts?**

The most commonly used mind maps for organizational charts are library mind maps, which are used to visually organize information; presentation mind maps, which are used to show the progression of ideas; and tunnel timeline mind maps which are used to plan and organize a project.

## **What are the shapes used in creating organizational charts?**

Organizational charts use shapes such as rectangles to represent a corporate or limited liability entity, triangles for partnerships, pentagons for trusts, and trapezoids for US corporations as well as boxes for other job positions.

## **What is the layout size included in organizational charts?**

There are no definite layout sizes in making an organizational chart as you can always adjust the colors, font, and shape sizes to fit as much information as possible in the chart.

## **What art is used for an organizational chart?**

The SmartArt feature offered by the Office programs allows you to create art designs you can use to further enhance the presentation of your organizational chart.

## **How do you measure the size of an organizational Chart?**

To measure the size of an organizational chart, you first need to determine how much information you have to include such as job descriptions, designations, name of the employee, and other important details.

## **What is a circular organizational chart?**

A circular organizational chart is an alternative to the standard hierarchical chart that also provides visualized presentation of who reports to whom and to which departments each team member belongs.

## **What are the boards used for organizational charts?**

In an organizational chart, the board of directors is the ones who are required to demonstrate the success and progress of the organization.

## **How do you create an organizational chart structure?**

To better display the internal structure of an organization, the positions of every employee should be represented by boxes or other shapes, as well as photos, contact information, email and page links, icons, and illustrations.