ORGANIZATIONAL CHARTS

INSTRUCTION GUIDE

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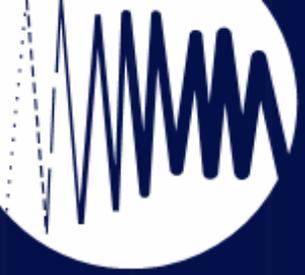
BEFORE YOU BEGIN:
PLEASE FOLLOW THE INSTRUCTIONS BELOW ONLY IF THERE HAS BEEN AN ERROR ON THE ORGANIZATIONAL CHART TEMPLATE. IF YOU ARE SIMPLY EDITING FROM THE TEMPLATE, PLEASE SKIP TO STEP 2 (PAGE 4).

01 Creating SmartArt

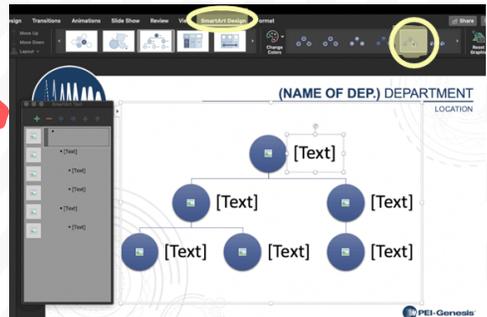Click the insert tab, then the SmartArt icon.

Click on the Hierarchy Tab, select the **circle picture hierarchy** (4th Option).

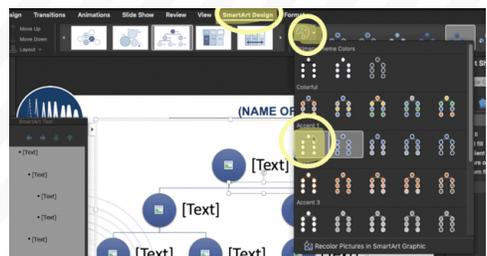## 02 Customizing SmartArt

Once you've inserted the chart, click SmartArt Tools > Design Tab, and change the design to Intense Effect (5th Option).

03 Customizing SmartArt

Select Change Color, and choose Colored Outline:Accent1.

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01 Photos:

Right click on the user icon and select Change Graphic > Select from File. You can upload the employee photos right from Dropbox.

02 Text:

You can type within the text box or you can click the small arrow to the left of the chart to edit the text.
Please make sure that the First and Last Name is always on one line.
You can change the size of the text box, by dragging the corners or the sides in or out.
Tip: it is easier to delete the extra text and just start with one facet.
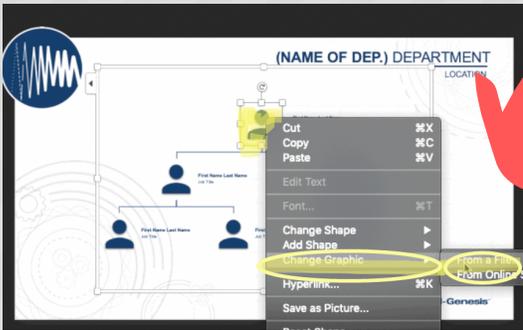
03 Enter VS. Tab:

Enter: When you hit enter it will add a facet next to the current.
This is great when there are two sets of people managing two different groups within your division.

Tab: When you hit tab, it will add a facet below the current.
This is great if you have a manager managing people below them.

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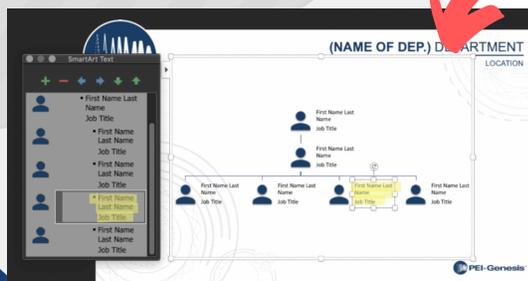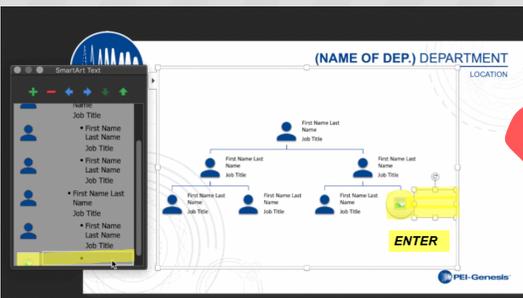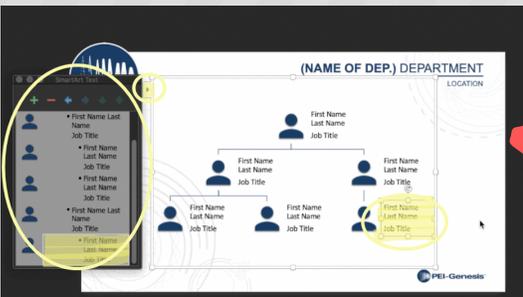
Department Title:

- **Size:** 28
- **Color:** Dark Blue- **RBG: 0,75,141**
- **Font:** Arial and all caps. (Only bold for the name of the department)
- **Position:**
  - The position may vary, based on the length, but please ensure that the last letter of "Department" lines up with the line divider below it.

SALES DEPARTMENT
PHILADELPHIA

Names and Job Titles:

Name Formatting:
  - **Size:** 9
  - **Color:** Dark Blue- **RBG: 0,75,141**
  - **Font:** Arial and Bold
  - **Positioning:**
    - Please try to keep the name on one line. You can better format it by changing the spacing between the pictures.
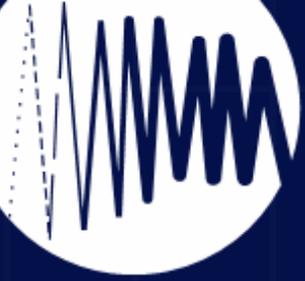
Job Title Formatting:
  - **Size:** 8
  - **Color:** Dark Blue-**RBG: 0,75,141**
  - **Font:** Arial
  - **Position:**
    - This will vary based on length, but make sure it lines up with the pictures and the rest of the text boxes.

First & Last Name
Job Title

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Employee Picture:

Size:

H: 0.9-1 pt

W: 0.8-1 pt

0.8-1 pt

0.8-1 pt

FOR THE SIZING OF THE PICTURES, THE ACTUAL SIZE WILL VARY BASED ON HOW LARGE OR SMALL YOUR SMART ART CHART IS ! THESE SIZES ARE SIMPLY A GOOD STARTING POINT

Border:

Add a border to your picture by double clicking the picture

> Picture Tools/Format > Picture Border > Border > More Lines:

- *Color: RBG: 0,75,141*
- *Width: 2.25 pt.*

Color: Colored Outline- Accent 1
Design: Intense Effect

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