

Organization Chart Template

About this template

This template contains three organization charts, one on each of the following pages. The charts were created using different methods.

- The chart on page 2 was created in Microsoft Office PowerPoint 2003 and pasted into Microsoft Office Publisher 2003 as a picture. Use this chart if you do not have PowerPoint or Word installed. You can make changes to this chart directly in Publisher 2002 or 2003.
- The chart on page 3 was created in PowerPoint, and then pasted into Publisher as an embedded object. Use this chart if you have PowerPoint 2002 or 2003 installed.
- The chart on page 4 was created in Microsoft Office Word 2003, and then pasted into Publisher as an embedded object. Use this chart if you have Word 2002 or 2003 installed.

Using this template

To use this template, click the page on the page sorter that contains the chart you want to use. (The page sorter is located on the left side of the Publisher status bar.) Modify the organization chart and delete the charts you don't want. You can also move the page you want into another publication, and then modify it.

Editing the charts in this template

- **Page 2: Publisher Organization Chart**
To edit the organization chart on this page, use Publisher's AutoShape drawing tools to create new boxes and lines. To add a new connector, on the **Objects** toolbar, click **AutoShapes**, point to **Connectors**, and then click the connector you want. To add a new shape, on the **Objects** toolbar, click **AutoShapes**, point to **Basic Shapes**, and then click the shape you want. You can also use the color schemes and font schemes to customize the way this chart looks.
- **Page 3: Embedded PowerPoint Organization Chart**
Double-click anywhere on the chart to edit it as an embedded PowerPoint object. Click on the chart to display the Organization Chart toolbar. Use the Organization Chart toolbar to make the changes you want, and then click outside of the chart to close it.
- **Page 4: Embedded Word Organization Chart**
Double-click anywhere on the chart to edit it as an embedded Word object. Click on the chart to display the Organization Chart toolbar. Use the Organization Chart toolbar to make the changes you want, and then click outside the chart to close it.

Breathitt County School District Organizational Chart

