



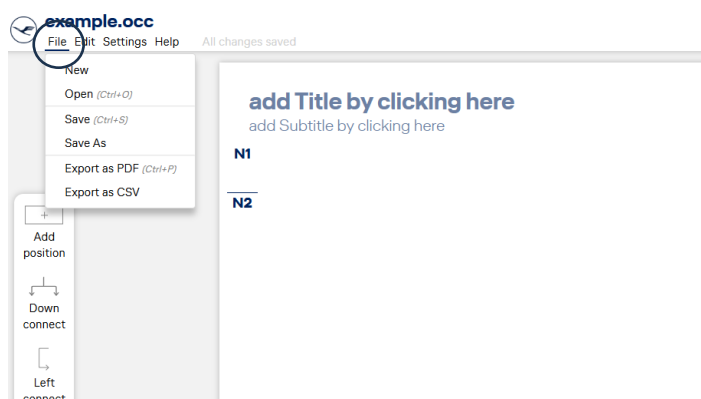
User Guid

ORG CHART CREATOR

1. Create/Save a File

The Organization Chart is saved in a OCC (Org Chart creator) file. It can be opened or saved via the menu or keyboard Shortcuts. TIP: Use keyboard shortcuts Ctrl + s / Ctrl + o

Menu > File



2. Undo/Redo

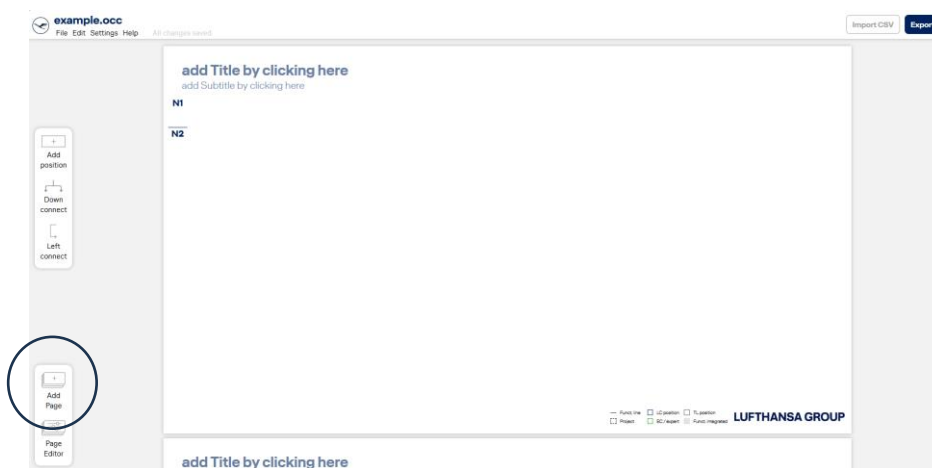
The Undo Redo features can be triggered in the edit menu or by the default keyboard shortcuts. The Undo saves the edit history for 50 changes. TIP: Use keyboard shortcuts Ctrl + z / Ctrl + y

Menu > Edit > Undo/Redo

3. Add Pages

Via the Button on the lower toolbar a new page can be added at the end of the Pages. A new Position gets added to the currently opened page in the top middle.

Toolbar > Add Page





4. Delete or Reorder Pages

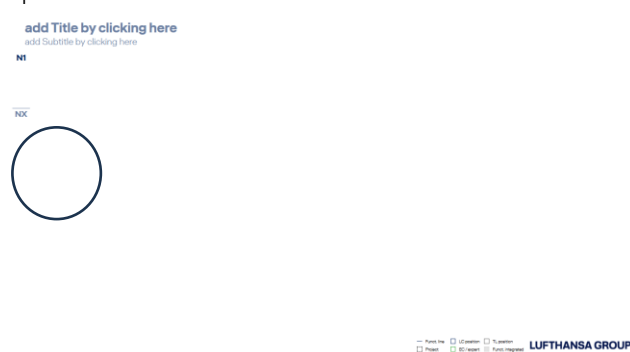
Open the Page Editor. In the Popup pages can then be moved by dragging them to the right position and deleted by clicking on the small delete icon on the top right corner of the page. TIP: By pressing shift while clicking on the delete icon the conformation popup can be skipped.

Toolbar > Page Editor



5. Edit page content

Title and Subtitle of a page can be changed just by clicking on it. The level indicators can be toggled by clicking on the left side of the page. The first Indicator is counting to start with a specific level. The indicators after that are counted automatically.

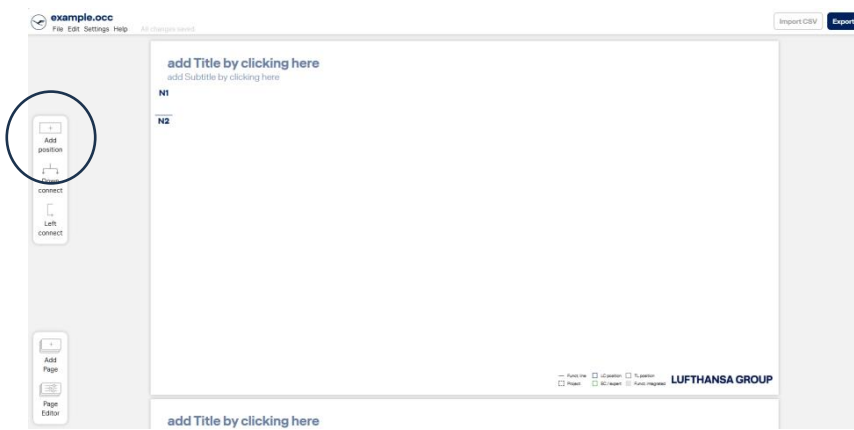




6. Add Positions

To add a Position, use the button on the left toolbar.

Toolbar > Add Position



7. Edit Positions

After adding Positions, the text in it can be changed by clicking. The attributes of the position can be changed in the menu that pops up when the position is clicked. There a position can be deleted.

add Title by clicking here
add Subtitle by clicking here

N1

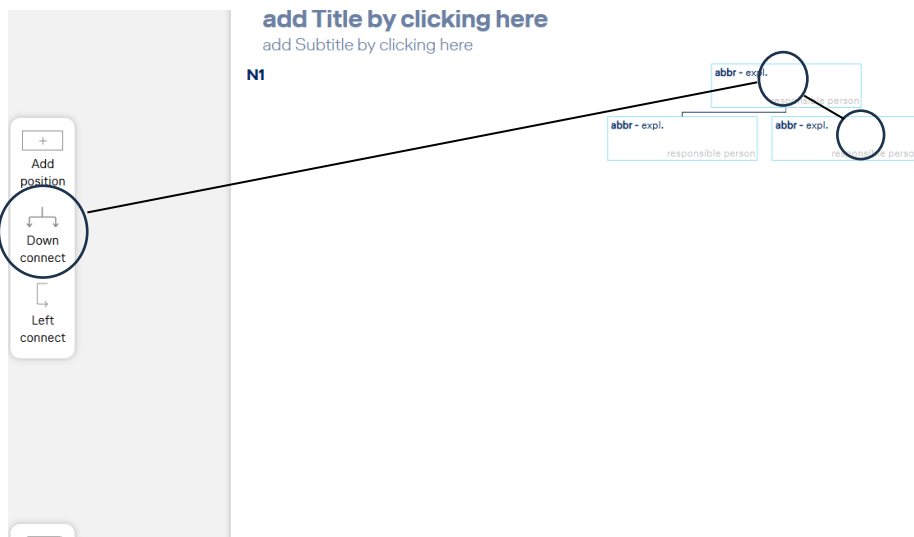




8. Connect Positions

To connect 2 Positions, choose the Tools in the left toolbar. Then Choose the Positions to connect them or click outside to cancel. There are 2 types of connections: the down connection and the left connection these describe from where the connection is started. To delete a connection connect them again. TIP: Use keyboard shortcut Ctrl + arrow down / arrow left

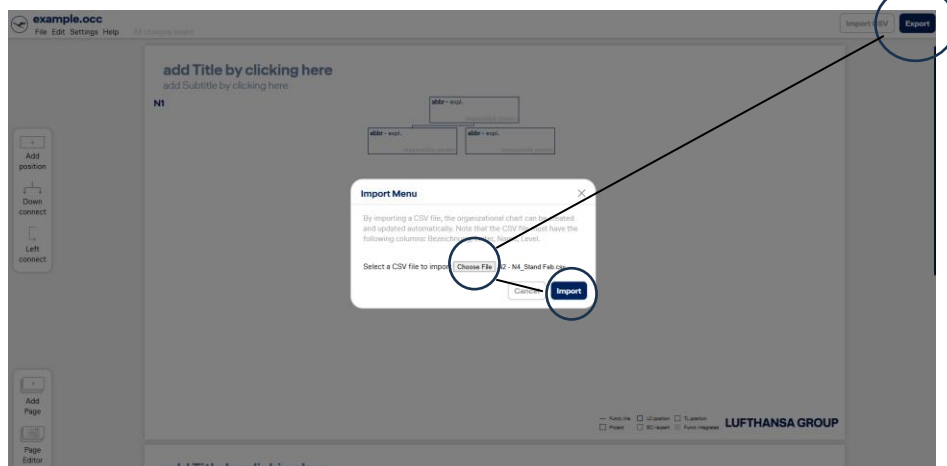
Toolbar > Add Connection



9. Import and Automatic creation of Organizational Charts

To create a chart automatically open the Import menu and choose a csv file with the columns: Bezeichnung, Leiter, Name, Level

Menu > Edit > Import CSV | Import CSV button in the Header

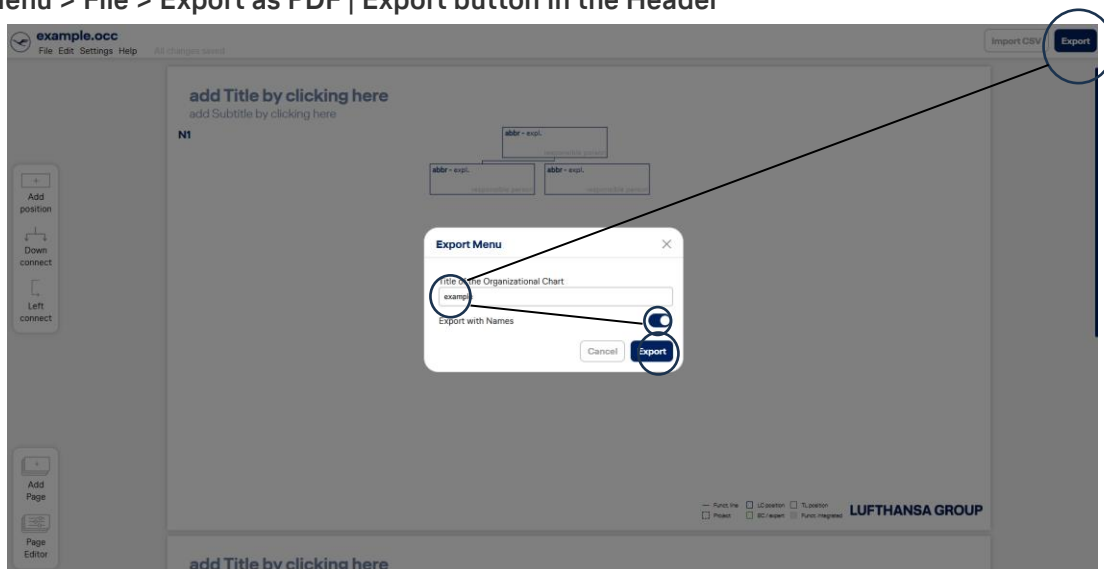




10. Export to PDF

To export the chart, open the export menu. Add a title (this is the title that is displayed on the title slide). Choose whether the names are on the exported PDF. TIP: Use keyboard shortcut Ctrl + p

Menu > File > Export as PDF | Export button in the Header



11. Export to CSV

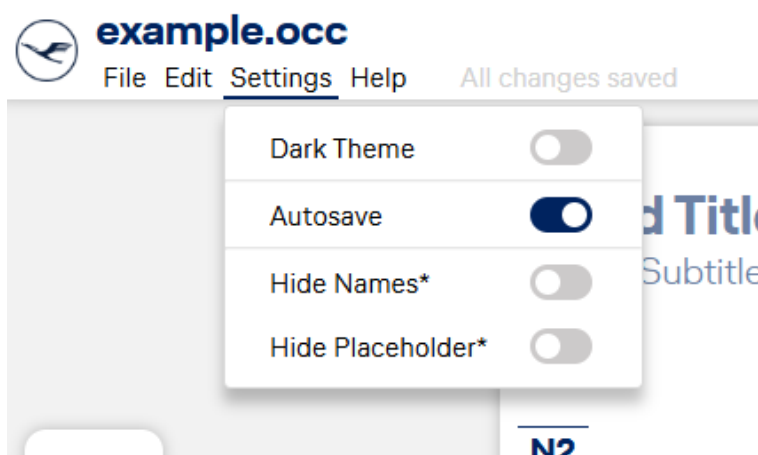
To export the chart to a CSV File choose the Export as CSV option in the menu

Menu > File > Export as CSV

12. Settings

To change Settings, use the toggle in the menu. The Dark Theme and Autosave settings are stored in the storage and will stay the same. The settings with a * are temporary and will reset on reload. The autosave feature is recommended on.

Menu > Settings





13. Problem/Error Solving

Problem with saving the Chart?

Make sure to give the Browser correct Permissions to change files. Try it by using the Save As function.