

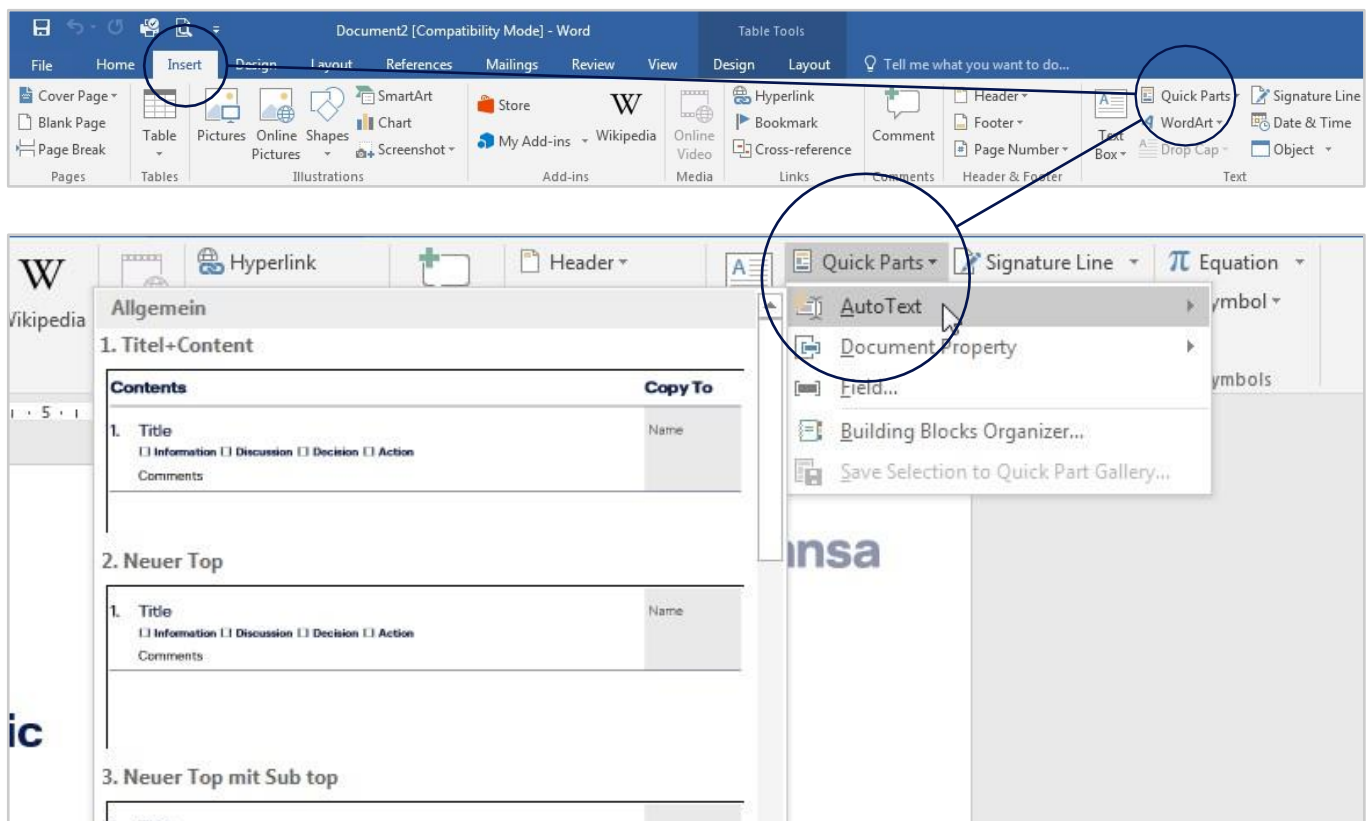


# User Guid

## ORG CHART CREATOR

### 1. Quick Parts

To create and edit the Agenda and Minutes templates quickly and professionally, use the integrated quick parts in the templates. Go to **Insert > Quick Parts > Autotext**.



The quick parts are inserted at the text cursor's position. Therefore, please make sure that the text cursor is **located above or below, but not within** an existing quick part.



## 2. Tables

Tables in the header area can also be edited and supplemented. To do this, select the table and click on **Table Tools > Layout**. Now use the buttons **Add** or **Delete** to edit the table. Please note that the corresponding line has to be marked to be removed or supplemented.

