

Import Data



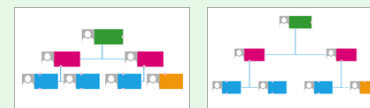
Use data from sources such as Excel or Exchange to create more complex Org Charts. On the Org Chart tab, select Import.

Create Hierarchy



To instantly create teams, drag employees' shapes onto their manager's shape.

Spacing



Feeling crowded? Use the Spacing options on the Org Chart tab.

Finished with these tips?
Select the Tip Pane and press Delete