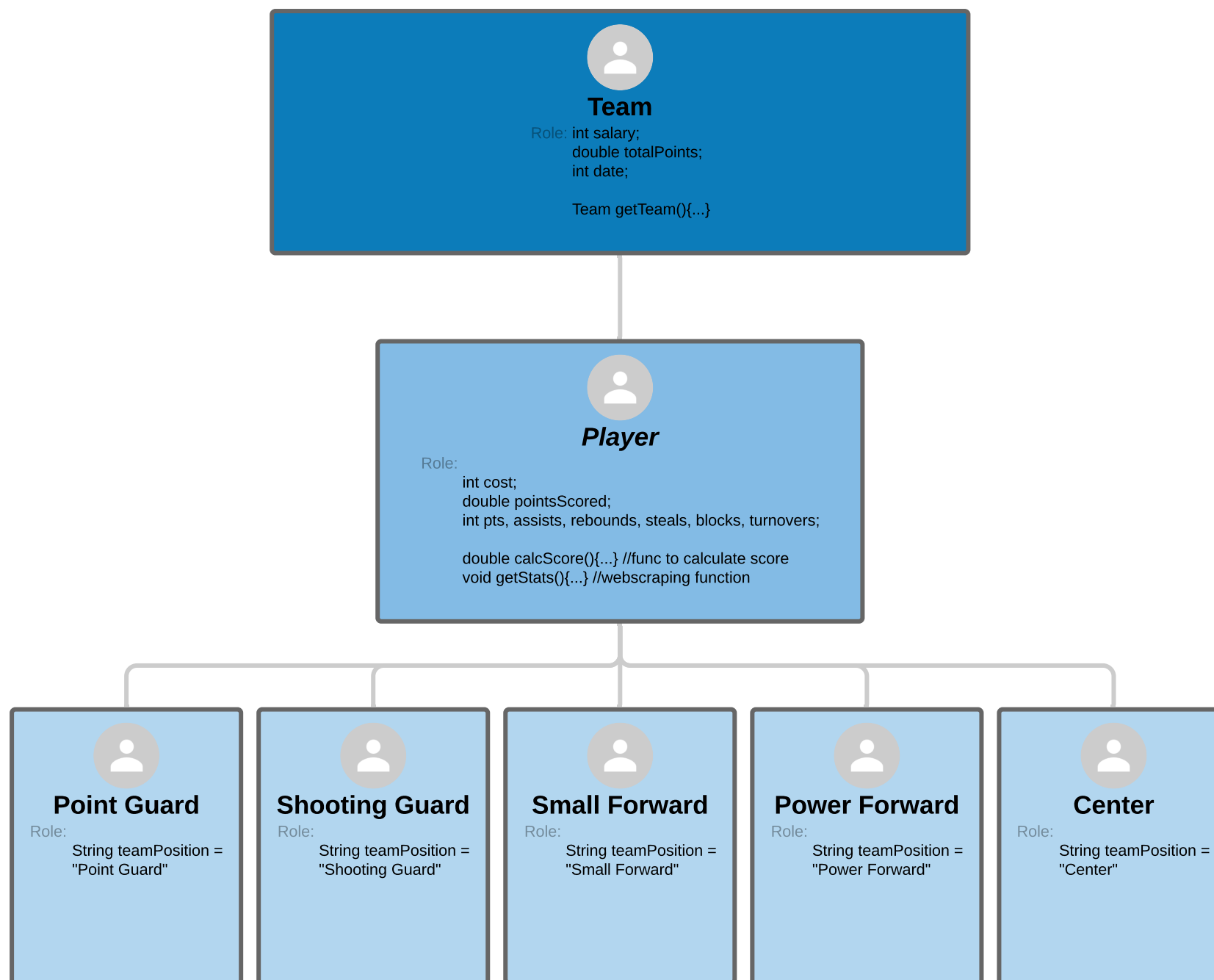
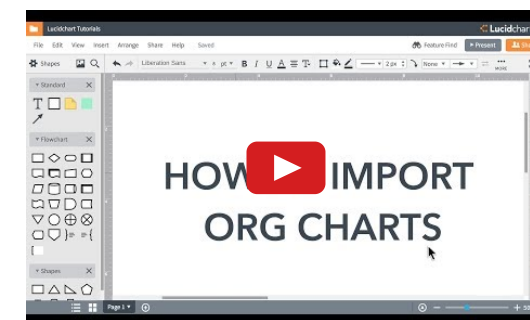


Org chart

Jordan K | February 9, 2022



****To watch the tutorial video, click "Present" in the top right menu bar.****



<https://www.youtube.com/watch?v=dU9rJgQ4EOY>

Learn about this template

Organizational charts are intended to organize and manage hierarchies within companies, institutions, and departments.

To customize this org chart, double-click any shape, and then:

1. Click the button that appears on any side of a shape to add a new one.
2. Click on a shape and type in the information you'd like to include.
 - a. To add new/delete current employee fields (ex: role, location, etc.), click on Shapes" and select which employee fields you'd like to include on each shape.
3. Select a shape and drag and drop it to your desired layout.

To automatically generate an org chart using your own data set:

1. Click the " Import Data" button in the Org Chart shape library.
2. Follow the instructions.

Pro tip: To show/hide employee field labels, click on Shapes", and then hover over an employee field and click the three dots . Choose to either show or hide labels.

Org chart tutorials

(Hold Shift + or Ctrl, then click)

Watch a tutorial on how to format your org chart

Read more on how to edit org charts