

ORG PLUS[®]

For Windows[™]

The #1 Selling Organization Chart Maker

Windows Version

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ORG PLUS[®]

For Windows[™]

USER'S TUTORIAL & REFERENCE MANUAL

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Fremont, California**

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First Edition (October 1991)

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Chapter 1: Introduction

Thank you for buying Org Plus for Windows.

This chapter introduces you to the basic features of Org Plus and gives a summary of the information in this manual.

About this program

Org Plus helps you create professional looking organization charts quickly and easily. You can also use Org Plus to create almost any type of tree diagram, such as a work breakdown or a parts explosion. Check the sample charts on your Org Plus disk for some examples.

Fast chart creation

Click a box tool at the top of the chart window, then click where you want the boxes. Org Plus automatically draws them, spaces them evenly, and precisely lays out the connecting lines. See Figure 1-1.

Click the Subordinate box tool 4 times...

...then click the manager's box once...

...to create 4 subordinate boxes

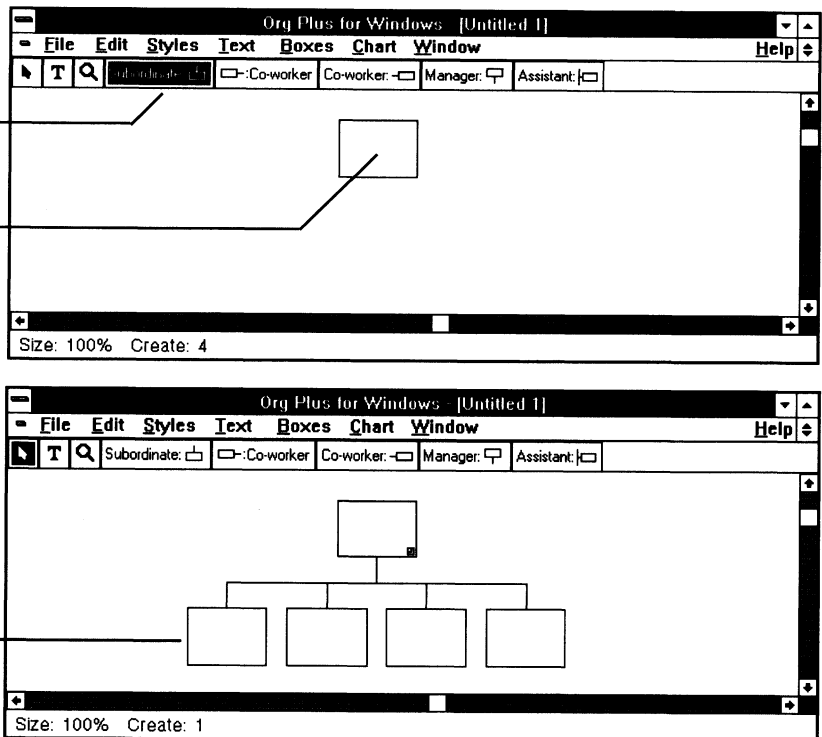


Figure 1-1. Creating boxes and lines

To enter your data, you click in the boxes and type. Org Plus automatically positions the text and grows or shrinks your boxes as you type — you don't have to worry about resizing them, as you would with a general purpose drawing program.

You can also change box borders, apply shadows, and change the thickness and style of lines with simple menu selections. Give text, boxes, and lines any one of a variety of colors.

Flexible, automatic formatting

Rearrange any group of boxes instantly with a single menu selection. Select the boxes you want to rearrange, then choose a style from the Styles menu. Any group of boxes can have any style (see Figure 1-2).

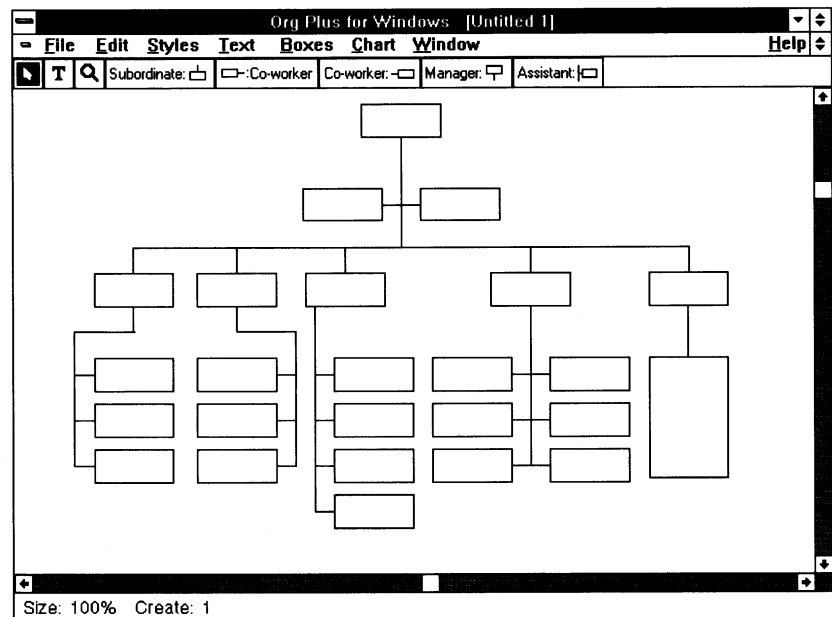
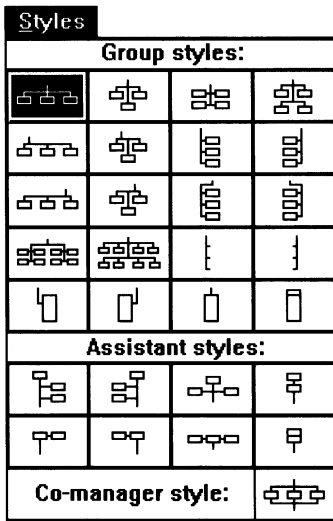


Figure 1-2. Arrange boxes however you want

You can even create your own styles by using the hidden boxes feature. You have control over virtually every aspect of your chart's appearance.

Fast updating

Charts are easily updated to keep pace with changing organizations. You can cut and paste boxes anywhere in your chart. You can also drag them to any location.

You can easily rearrange the information, too. For example, you can place name above title when you create your chart, then later decide you want title above name. Simply reverse the order of the labels in the Label Setup dialog box (Figure 1-3), click OK, and the order is reversed throughout the entire chart.

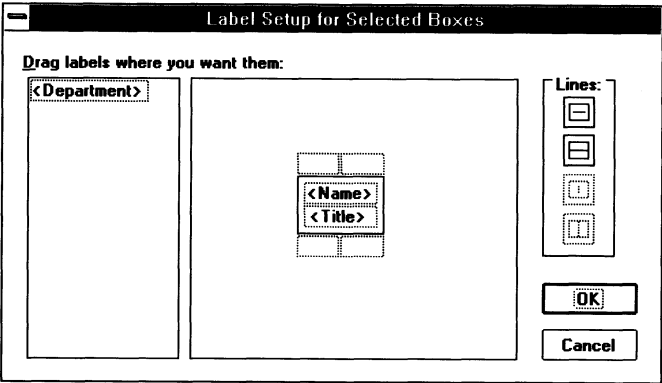


Figure 1-3. The Label Setup dialog box

No matter what changes you make, Org Plus automatically preserves uniform sizing and spacing. And you always see exactly what the chart will look like when printed!

Compact charts

Chart	
Make Fit...	Ctrl+F
Size to Window	Ctrl+R
50% of Actual	Ctrl+J
✓ Actual Size	Ctrl+K
Show Hidden Text	
Background Color	►
Hide Page Lines	
Hide Symbols	
Show Draw Tools	Ctrl+T
Center Up/Down	
✓ Center Left/Right	

Most people want to see as much of an organization on one page as possible. Compact charts are also much easier to copy and distribute.

Org Plus arranges boxes to save as much space as possible. It even has a special feature, the Make Fit command, that can make your chart fit on one page in a single operation.

Tell Org Plus how many pages on which to fit your chart and Org Plus does the rest automatically. And if Org Plus *can't* make it fit, it tells you precisely how much you need to reduce it to make it fit. If you have a PostScript® printer, Org Plus can reduce the chart directly on the printer; if not, you can print it first and then reduce it on a photocopy machine.

Custom touches

Some charting effects can't be created automatically, even by Org Plus. For example, you might want to include your company logo in the upper corner, or create a special boxed legend, or draw extra lines to separate different groups within the company. Org Plus provides a special set of drawing tools so that you can get precisely the effect you want.

Paste in your company's logo

Draw lines, boxes, and type text anywhere you want

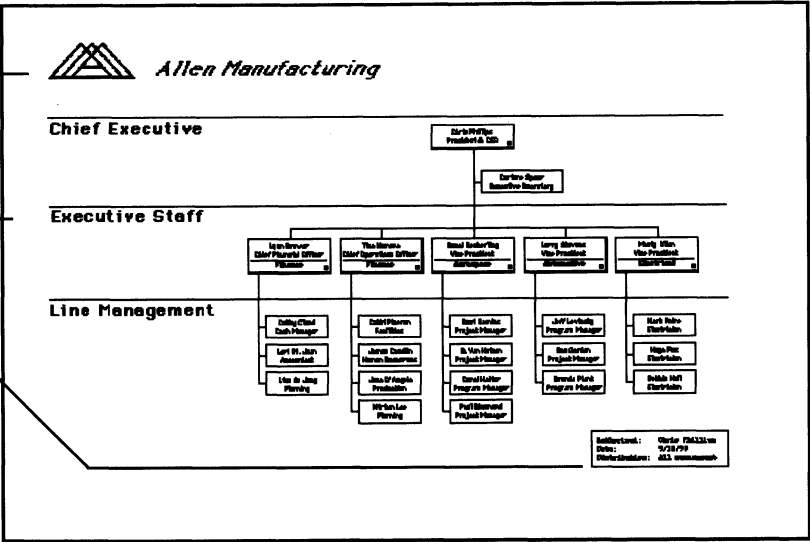


Figure 1-4. Chart with custom touches

For more information about the special drawing tools, see “Special effects through manual drawing,” page 141. See also the unique Picture Index at the back of this manual (page 221).

What's in this manual

This manual contains the information you need to create professional looking organization charts using Org Plus. The following table presents an overview of the major sections of the manual. Use it to help you find the information that is most important to you.

To do this...	Turn to this section...
Find out what this program can do for you	About this program, page 1
Find out what you need to do to start using the program	Getting Started, page 7
Learn the basics	Tutorial, page 15
Get step-by-step instructions for each command	Using Org Plus, page 61
Get a brief description of every menu command, icon, or other object that you see on the screen	Reference, page 167
Get answers to a range of questions such as how to create professional looking charts, how to use the keyboard to save time, and so on	Appendixes A-E, pages 201-220
Find definitions for the most commonly used terms	Glossary, page 197
Look at examples of special effects that you can create with Org Plus	Picture Index, page 221
Find any particular item of information in the manual	Index, page 231

Chapter 2: Getting Started

This chapter takes you through the steps necessary to start working with Org Plus.

What you should know

This manual assumes you're familiar with basic Windows techniques such as *selecting*, *dragging*, and *double-clicking*. If you aren't, please refer to your Windows User's Guide before continuing.

You'll see the word "application" throughout this manual. You can think of it as a synonym for "software program."

If something goes wrong

We want your first experience with Org Plus to be a successful one, so it's important that you follow the installation steps carefully.

In the event that you run into a problem and can't figure out what to do, please call our Technical Support department:

510-794-6850 (ask for Technical Support)

A trained technician will help you.

Installation

This section takes you through the five steps necessary to start working with Org Plus.

Step 1:

Check the system requirements

The following is the minimum hardware and system software you must have in order to use Org Plus:

- An IBM or compatible personal computer using an 80286 or higher processor
- At least 1 megabyte of random-access memory (RAM)

- A hard disk with at least 1.5 megabytes of free disk space
- DOS version 3.1 or later and Microsoft Windows version 3.0 or later
- A Microsoft Windows compatible mouse

Your system must meet the above minimum requirements in order for Org Plus to install and operate properly.

Step 2:

Check your package contents

This package should contain:

- Two Org Plus disks
- A registration card
- The Org Plus User's Manual (you're looking at it now)

If anything is missing, contact your dealer for a replacement package.

Step 3:

Complete and mail your registration card

Please fill out and return the Registration Card now! Registration entitles you to the following benefits:

- Free telephone support on using Org Plus
- Notification of program updates
- Special discounts on upgrades and other products
- Notice of future products and services from Banner Blue

About mailing lists

We currently do *not* provide our mailing list to other companies, and have no intention of doing so. You can rest assured that your name and address will be kept confidential and used only by Banner Blue.

Step 4:

Make a working copy of the program

You must install Org Plus on your hard disk in order to use it. You cannot run Org Plus directly from your original Org Plus floppy disks.

Your original Org Plus disks have been write-protected to protect the files on them from accidental erasure. You should leave them write-protected. You can reinstall Org Plus from them if the Org Plus files on your hard disk are damaged or deleted.

To install Org Plus on your hard disk, do the following:

- 1. Start Microsoft Windows.**
- 2. Open the Program Manager window.**
- 3. Insert the Org Plus disk into drive A.**

If necessary, you can insert it into a different floppy drive.

- 4. Choose Run from the File menu.**
- 5. Type `a:setup`**

The “a” stands for drive A. If the Org Plus disk is in a different drive, type the letter for the drive containing the Org Plus disk.

- 6. Press Enter to continue.**

A dialog box appears.

- 7. Follow the instructions on the screen.**

When the Org Plus files have been copied to your hard disk, Org Plus will open a window containing last minute information that is not included in the manual. *Read this information before continuing.*

- 8. Choose Exit from the File menu.**

You have now installed Org Plus on your hard disk.

What's on your disk

Here's a list of the files in the Org Plus directory, and the purpose of each:

OPW.EXE is the Org Plus program file. This file and **OPWFEN.DLL** (see next item) are the only files you need to run Org Plus, unless you want to use the Org Plus on-line help feature.

OPWFEN.DLL is a special utility file that is used by **OPW.EXE**.

OPW.HLP contains the text used by the Org Plus on-line help feature. For more information about this feature, see page 11.

README.TXT contains last minute information that couldn't be included in the manual.

TUTOR1.OPW and **TUTOR2.OPW** are charts used in the tutorial — Chapter 3 of this manual. You use these charts if you take the tutorial.

SAMPLE1, **SAMPLE2**, and so on, are sample charts which illustrate some of the features of Org Plus.

In addition to these files, Org Plus maintains two more files in the Windows System subdirectory on your hard disk:

OPWPREFS.FEN contains your preferences and preset options.

OPWCLIP.FEN contains the last information you cut or copied to the clipboard.

Step 5:

Store your original disks safely

Store your original Org Plus disks in a safe place. You can use them to reinstall Org Plus if the Org Plus files on your hard disk are damaged or deleted.

That's all, folks!

That completes the installation. You're now ready to start using Org Plus to create your own organization charts. Take a look at the rest of this chapter for other sources of help, then decide where to go from there.

How to get help

In addition to this manual, you have three sources of help for using Org Plus:

- Org Plus's on-line help feature
- Helpful prompts and messages
- Banner Blue's telephone support

On-line help

On-line help gives you help on the screen for almost anything you may want to do. It's like having a manual on the screen.

You can get help in two ways — by making a choice from the Help menu or by pressing the F1 key.

The Help menu

The Help menu gives you access to an index of topics, a summary of keystroke commands, and instructions on how to use the help feature.

F1: instant help

To get help about a particular menu command, pull-down the menu, highlight the command, and then press F1.

To get help about a particular dialog box, choose the menu command that brings up the dialog box and press F1. All menu commands followed by three dots (...) bring up a dialog box.

You can drag the Help window to the side so you can consult it while you work on your chart.

Helpful prompts and messages

Ever get frustrated because a menu command that you needed was dim and couldn't be selected? Whenever possible, Org Plus lets you make the selection, and, if necessary, tells you what you need to do to make the command work.

Feel free to experiment. Org Plus's plentiful prompts and messages often tell you exactly what you need to know in order to do what you want.

Customer assistance

If you have problems that you aren't able to solve by using the on-line help feature and by checking the index to this manual, call Banner Blue Technical Support. Our hours are Monday through Friday, 8:00 AM to 5:00 PM, Pacific time. Our telephone number is:

510-794-6850 (ask for Technical Support)

We can help you best if you call while you're at your computer. Please have ready the following:

- Your Org Plus User's Manual
- The product name and version number of the applications you're using at the same time as Org Plus
- A description of your computer hardware and system software configuration, including the version number of your copy of Microsoft Windows

Thank you

All of us at Banner Blue hope that Org Plus will become your favorite Windows application. Please write us to let us know how we can make it better. Our address is:

Banner Blue
Technical Support
P.O. Box 7865
Fremont, CA 94537

Where to go from here

At this point, you're ready to start using Org Plus. You can plunge right in and start making your own chart. If you get stuck, use the on-line help feature (page 11) or refer back to this manual.

However, we recommend the following:

- **Go through the tutorial (page 15). This introduction to the program takes you through the basic steps necessary to create a chart. The tutorial requires anywhere from 30 to 60 minutes, depending on your familiarity with Windows.**
- **Browse through Chapter 5 to get an overview of the Org Plus menus and dialog boxes.**
- **Take a quick look at some of the sample charts.**
- **Start making your own chart. If you get stuck, use the on-line help feature (page 11) or refer to Chapter 4 for step-by-step instructions.**

Happy charting!

Starting Org Plus

To start Org Plus and begin working on a chart, do the following:

1. **Start Microsoft Windows and open the Program Manager window.**
2. **Double-click the Org Plus group icon.**

If you can't find the Org Plus group icon, choose Org Plus from the Window menu.

If you moved the Org Plus icon to another group, open that group.

3. **Double-click the Org Plus icon to start Org Plus.**

You will see the Open Chart dialog box (Figure 2-1).

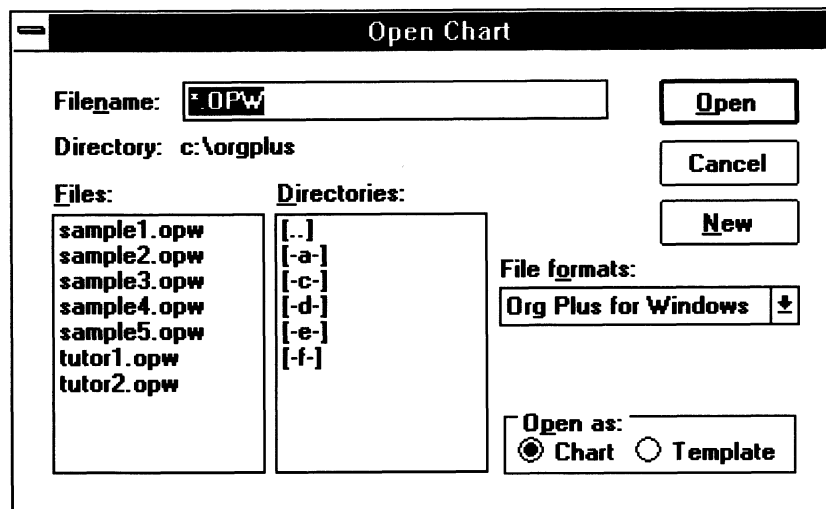


Figure 2-1. The Open Chart dialog box

4. **Select the chart you want to open and click the Open button, or click the New button to create a new chart.**

If the chart you want to open does not appear in the Files list, double-click in the Directories list to select the drive or directory containing the file.

Chapter 3: Learning Org Plus

This tutorial takes you step by step through the process of creating and updating an organization chart. You'll learn many of the Org Plus commands and options as you go.

The tutorial is divided into three parts:


- In Part I you'll create the boxes and lines for a mythical company: Allen Manufacturing.
- In Part II you'll enter some information and finish the chart.
- In Part III you'll update the chart to show changes in the organization.

Each part takes about 20 minutes to complete. You can do them in one sitting, or at different times. When you've finished, you'll be ready to make your own charts.

Before you start

This chapter assumes a few things:

- You know basic Windows skills — how to click, drag, cut and paste, and use the menus. (If not, review your Windows User's Guide before continuing.)
- Org Plus is already installed on your computer. (If not, see Chapter 2, page 7.)
- Org Plus has been started. (If not, see "Starting Org Plus," page 14.)

 Depending on your Windows setup and printer, the figures in the tutorial may vary from what you see on your screen. To make your screen match the figures as closely as possible, install the HP LaserJet III printer driver on your system and make it the default printer. See your Windows User's Guide for help if you want to do this.

Part I: Creating a chart

In this part of the tutorial you'll create the chart shown in Figure 3-1. You'll learn how to:

- Create and delete boxes and lines
- Change the way boxes are arranged
- See the entire chart in the window

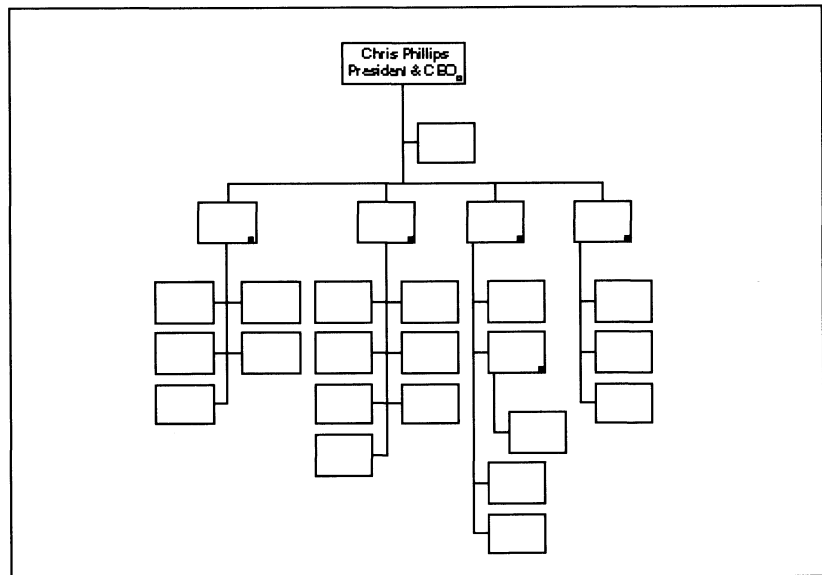


Figure 3-1. What you'll create in Part I

Creating a new chart

If you have just completed the installation and started Org Plus, your computer screen should show the Open Chart dialog box, shown in Figure 3-2 on page 17. If not, start Org Plus now. (See “Starting Org Plus,” page 14.)

If Org Plus is already started but you don't see the Open Chart dialog box (Figure 3-2), exit Org Plus and restart, according to the instructions in “Starting Org Plus,” page 14. When you see the Open Chart dialog, return to this page and continue. To exit Org Plus, choose Exit from the File menu.

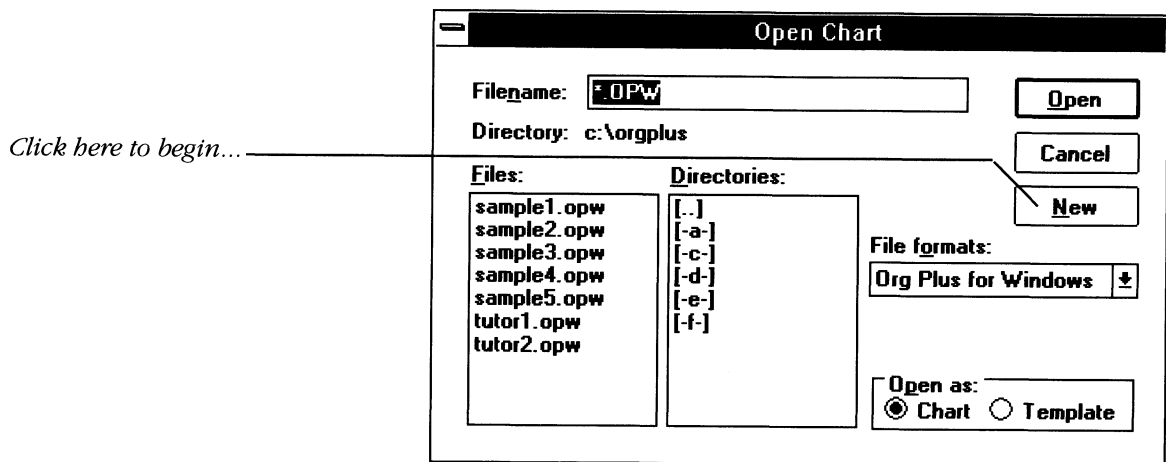


Figure 3-2. The Open Chart dialog box

When you see the Open Chart dialog box (Figure 3-2) you're ready to begin:

1. **Click the New button in the Open Chart dialog box, as shown in Figure 3-2.**

The New Chart dialog box appears (Figure 3-3).

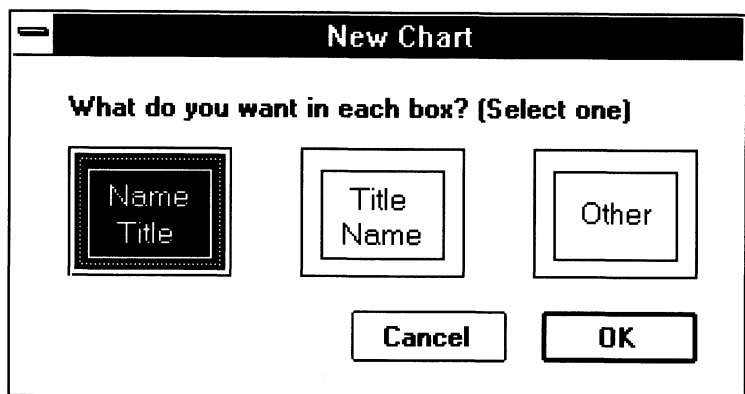


Figure 3-3. The New Chart dialog box

This dialog box lets you choose one of two different layouts (Name above Title, or Title above Name). You can select the third choice to create your own layout.

In this part of the tutorial, you'll use the first layout. You'll change it in Part II.

2. **Click the OK button.**

The dialog box goes away and you're ready to start typing.



The single box you see is the **topmost box**. All other boxes in the chart are subordinate to this box.

As you do the next step, watch the screen. You can press the Backspace key to back up on a line and correct mistakes. The Backspace key is located a couple rows above the Enter key.

3. **Type Chris Phillips.**

As you can see, the box grows automatically to accommodate the text as you type.

In general, you don't have to worry about changing the size of boxes. Org Plus takes care of it for you automatically.

4. **Press Tab to highlight the next item — Title.**

5. **Type President & CEO.**



The topmost box should now appear as shown in the figure to the left. If not, use the Tab key to move between the two text values and the Delete key to make corrections.

Creating boxes

You've now finished entering information in the topmost box. You enter information in other boxes in the same way. You'll enter a little more information in Part II of the tutorial.

In this section you'll see how to create all the boxes that you need for the chart.

When you create your own chart: Although you can enter information for each box as you create it, you might find it easier to create the boxes first, then enter information later. That's what you'll do in this part of the tutorial.

Creating the assistant box

First, you'll create the box for the President's assistant:

1. **Click the Assistant box tool once, as shown in Figure 3-4.**

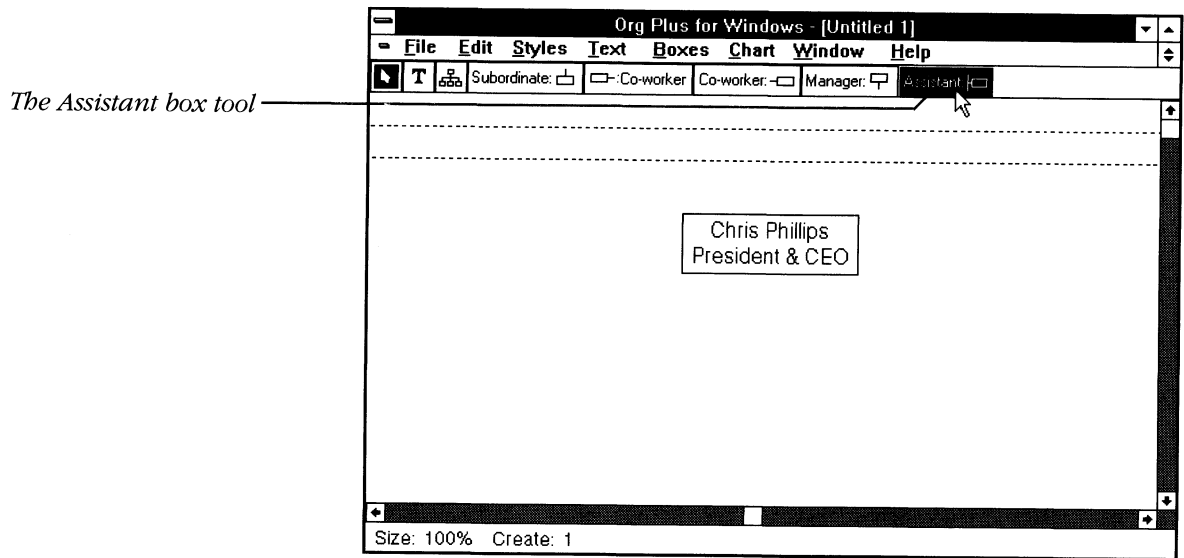


Figure 3-4. Clicking the Assistant box tool

2. **Click the President's box.**

The assistant is an assistant *to* the President, so you click the President's box.

If your chart doesn't look like the one in Figure 3-5 on page 20, choose Undo from the Edit menu and repeat steps 1 and 2.

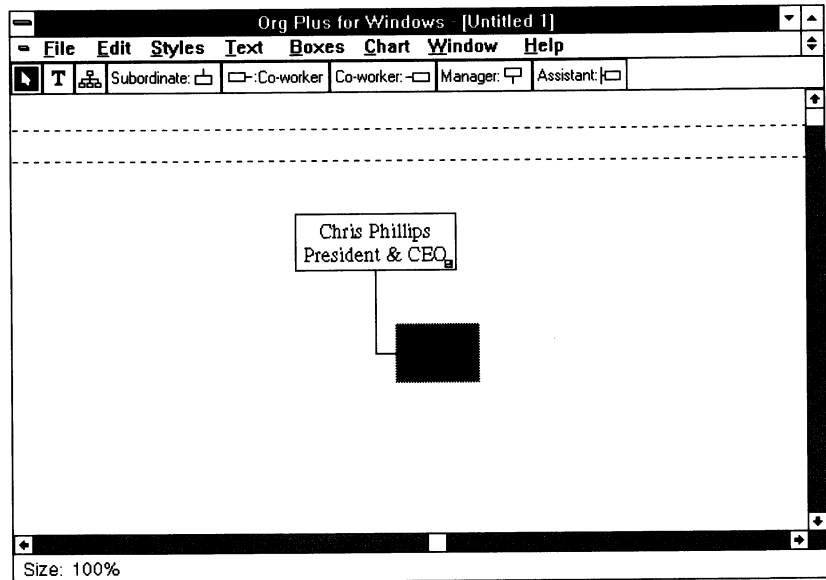


Figure 3-5. After creating the assistant

As you can see, Org Plus draws the assistant box and the connecting lines automatically.



Key concept: Each box is *attached to* another box. When you create a box, you have to *click the box to which you want it attached*.

Creating other boxes

In addition to his assistant, the President has an executive team of four people — called **subordinates**. You'll create their boxes next.

1. **Click the Subordinate box tool once, as shown in Figure 3-6.**
2. **Click the President's box.**

Your chart should look like the one shown in Figure 3-7. If not, choose Undo from the Edit menu and repeat steps 1 and 2.

Next, you'll create the other three executive level boxes.

The Subordinate box tool

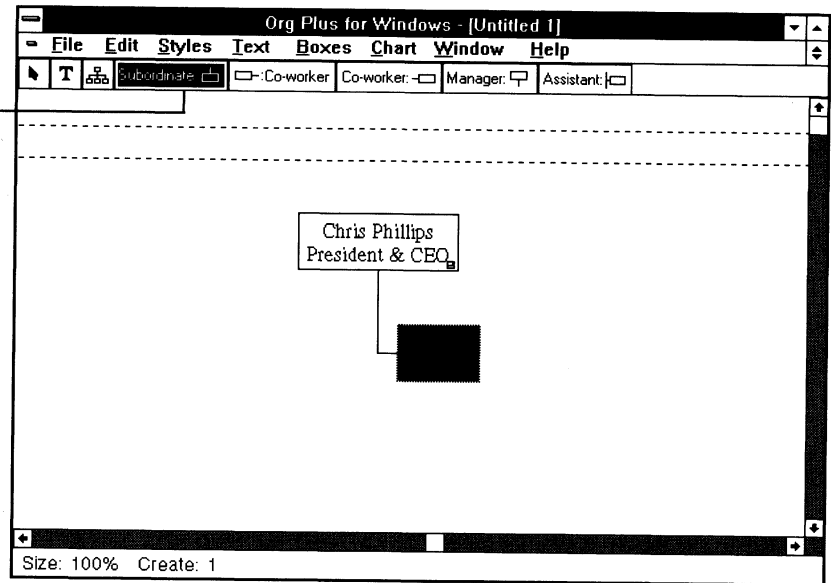


Figure 3-6. Clicking the Subordinate box tool

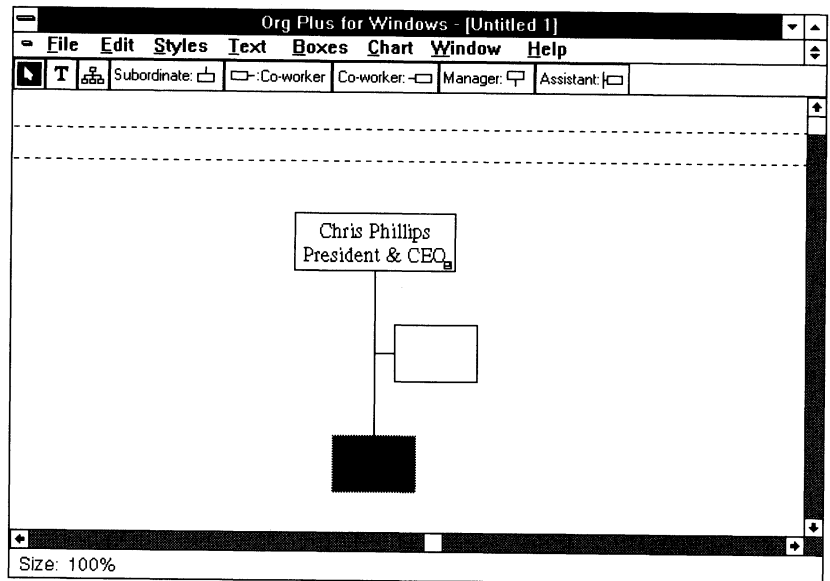


Figure 3-7. After creating the first subordinate

3. Click the second Co-worker box tool three (3) times.

The Co-Worker box tool is pictured in Figure 3-8.

The status area in the lower left corner of the window displays how many boxes you will create. If you click too many times, click the Selection Arrow tool in the upper left corner of the window, then repeat step 3.

4. Click the highlighted box.

Your chart should appear as shown in Figure 3-8. If it doesn't, choose Undo from the Edit menu and repeat steps 3 and 4.

*The Co-worker After
box tool*

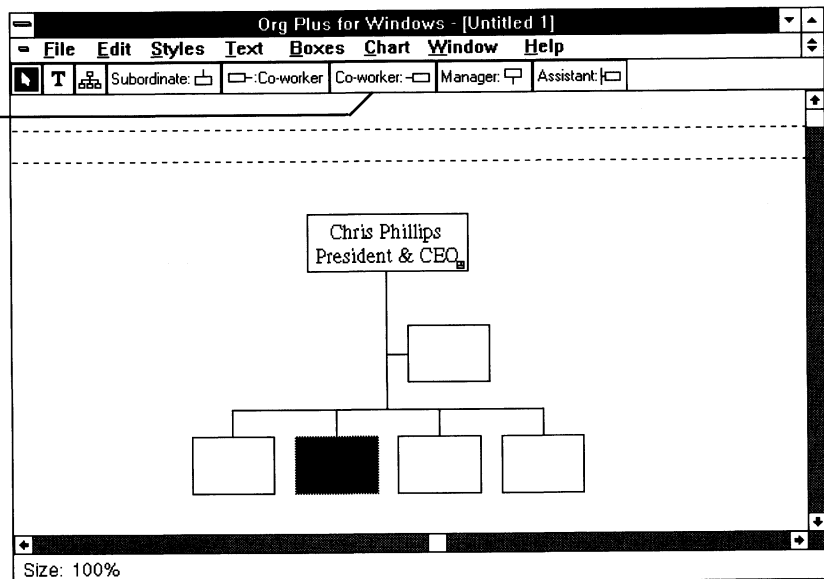


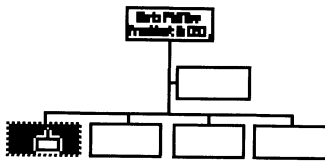
Figure 3-8. After creating the other three subordinate boxes

The highlight moves to the first of the newly created boxes.

Each of the four executives has subordinates. You'll create their boxes next.

5. Click the Subordinate box tool seven (7) times.

If you click too many times, click the Selection Arrow tool in the upper left corner of the window to clear your clicks, then repeat step 5.



6. Click the left-most subordinate's box, as shown in the figure to the left.

Your chart should appear as shown in Figure 3-9. If it doesn't, choose Undo from the Edit menu and repeat steps 5 and 6.

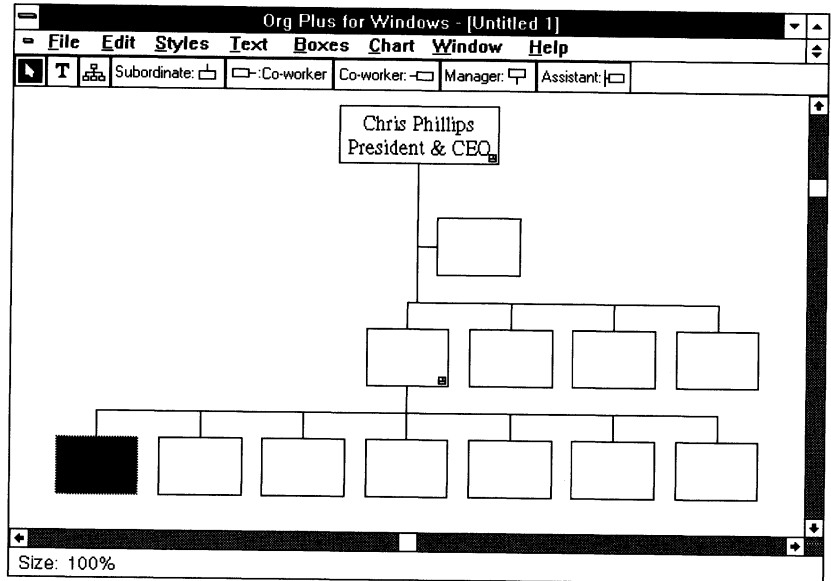
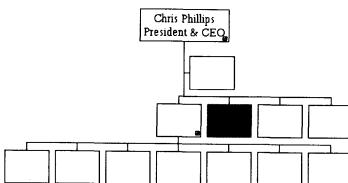


Figure 3-9. After creating the seven subordinates

7. Click the Subordinate box tool eight (8) times.

If you click too many times, click the Selection Arrow tool in the upper left corner of the window to clear your clicks, then repeat step 7.

8. Click the second executive's box, shown highlighted in the figure to the left.



Your chart should appear as shown in Figure 3-10 on page 24. If it doesn't, choose Undo from the Edit menu and repeat steps 7 and 8.

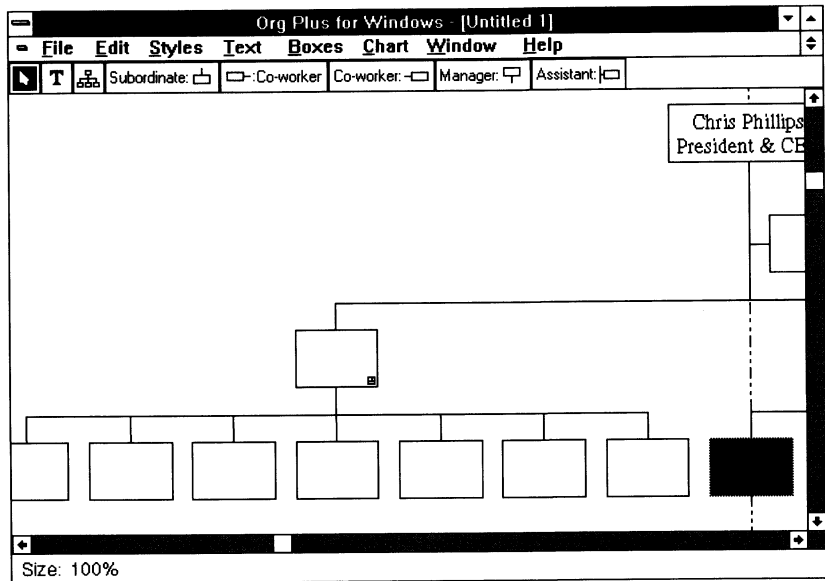


Figure 3-10. Chart no longer fits in window

The chart is now too big to fit in the window. You can make your entire chart fit in the window.

9. Choose Size to Window from the Chart menu.

This command makes your chart fit in the window, but doesn't change the actual size of the chart. When you print your chart, it will appear at full size.

Notice that the new boxes — called a **group** — are arranged horizontally. You can arrange groups in 20 different ways, called **group styles**.

Charts get very wide if all the groups are arranged horizontally, as shown in your chart. Depending on your printer setup, the chart may now be a little too large to fit on a single page, as shown in Figure 3-11. The page border line in Figure 3-11 shows that the chart spans two separate, side-by-side pages. The status area shows that you're seeing the chart at 28% of its actual size. The actual amount may vary depending on your Windows setup.

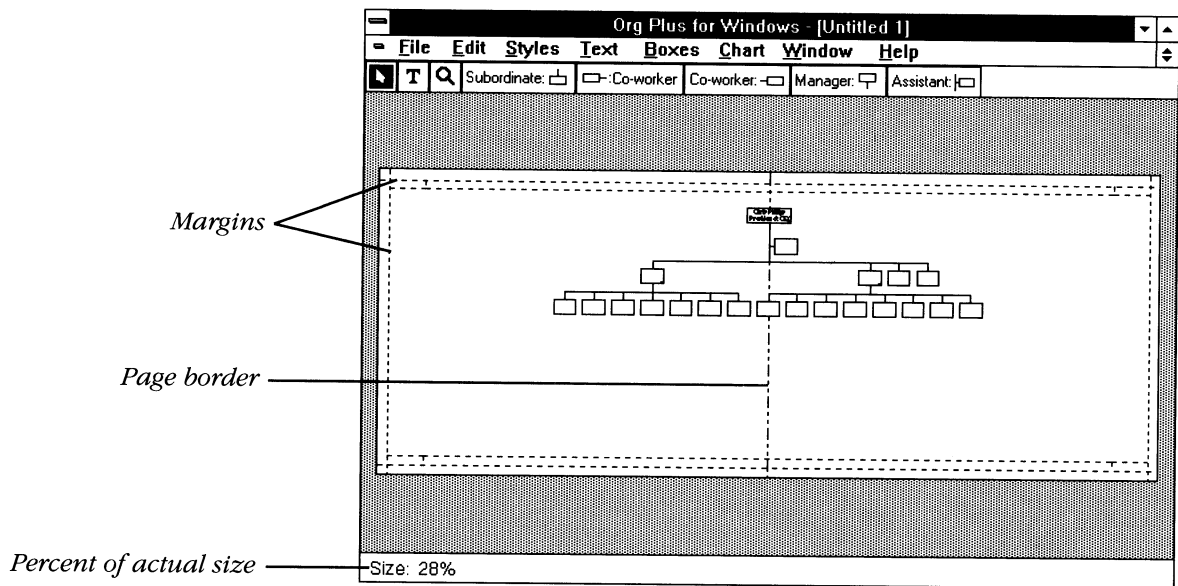


Figure 3-11. When your chart spans more than one page

Changing group styles

In this section you'll learn how to change group styles. You'll also learn how to create a group with the style of your choice.

You'll start by changing the style of the newly created groups so that the boxes are arranged vertically instead of horizontally.

1. **Double-click any of the boxes in the lower, leftmost group, as shown in Figure 3-12.**

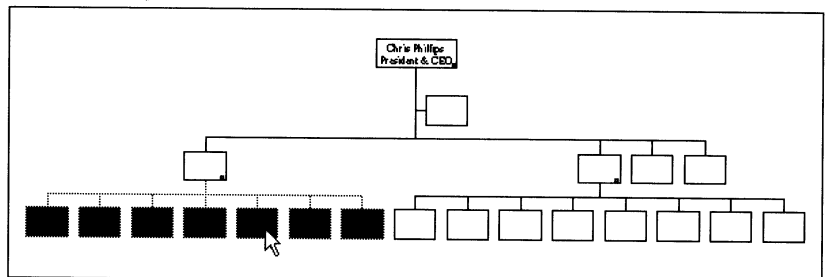
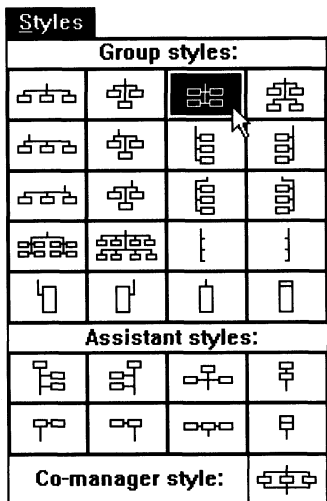


Figure 3-12. Selecting a group of boxes

This should highlight — that is, **select** — the entire group of seven boxes. If it doesn't, click any box once and then press and hold the Ctrl key while you type *G*, for “Group”.



About double-clicking: Some people find double-clicking very tricky. If double-clicking doesn't work well for you, use the Ctrl+G keystroke combination (described in the previous paragraph) to select groups of boxes.



2. **Choose the two column group style from the Styles menu shown in the figure to the left.**

The precise number of boxes in each square of the Styles menu doesn't matter. They are shown only to illustrate the basic style.

Your chart should look like the one shown in Figure 3-13. If it doesn't, choose Undo from the Edit menu and repeat steps 1 and 2.

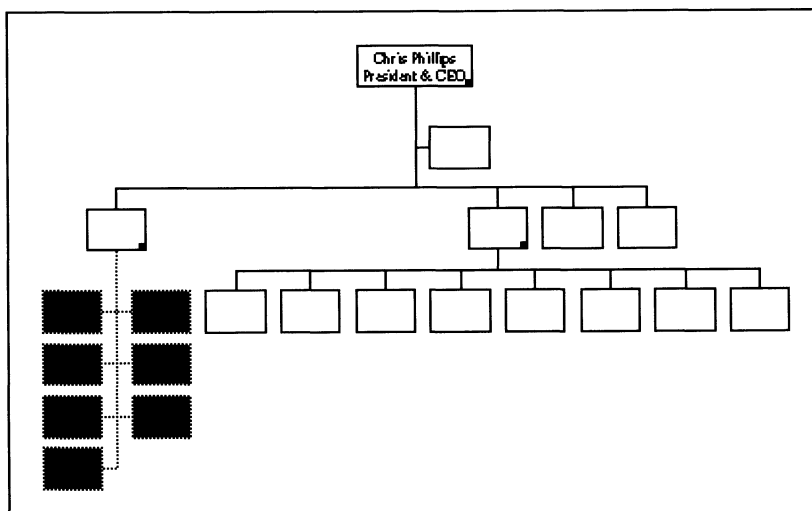


Figure 3-13. After changing the group style of the bottom left group

3. **Double-click any of the boxes in the lower, rightmost group and choose the same group style from the Styles menu.**

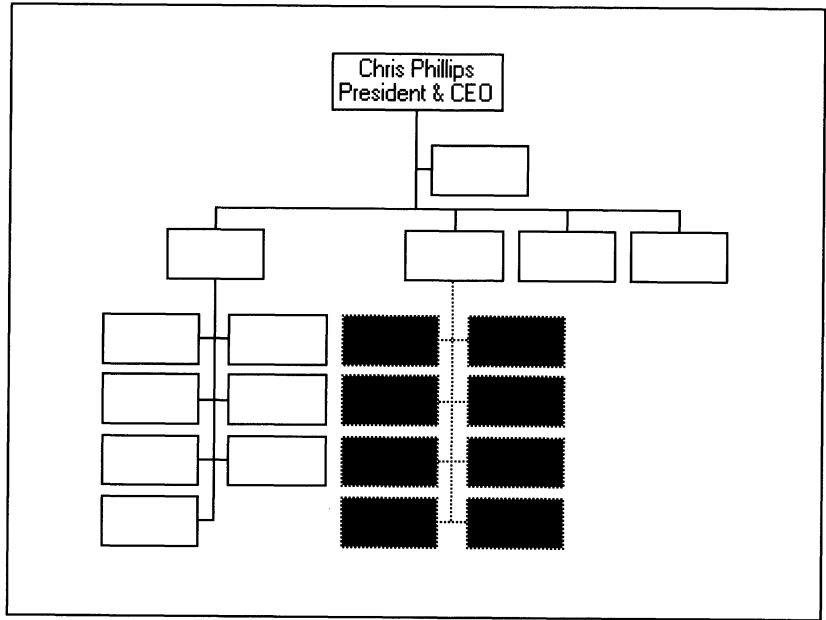


Figure 3-14. After changing the group style of the bottom right group

Your chart should look like the one shown in Figure 3-14. If it doesn't, choose Undo from the Edit menu and repeat step 3.

Depending on your Windows setup and current printer, your chart may once again fit on a single page.

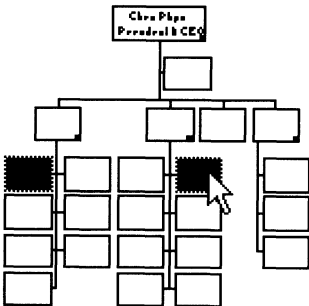
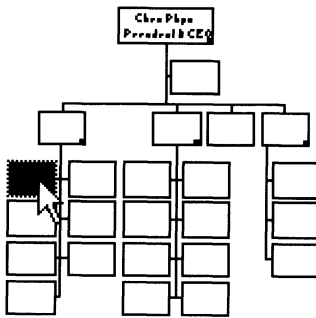
You never have to worry about adding or deleting pages: Org Plus automatically creates only as many pages as necessary to contain your chart.

Now you'll create the next group, but you'll choose a group style *before* creating the boxes in the chart.

4. **Click the Subordinate box tool three (3) times.**

If you click too many times, click the Selection Arrow tool in the top left corner of the window, then click the Subordinate box tool again.

Deleting boxes



This section shows you how to delete unwanted boxes. In this example, you'll delete two boxes.

1. **Click the first subordinate box of the first executive level box, as shown in the figure to the left.**
2. **Press and hold the Shift key while you click the second subordinate box of the second executive level box, as shown in the second figure on the left.**

This selection technique is called **Shift-clicking**. You can Shift-click to select boxes scattered throughout your chart.

3. **Press the Delete key.**

You can also use the Backspace key.

Your chart should appear as shown in Figure 3-16. If it doesn't, choose Undo from the Edit menu and repeat steps 1 through 3.

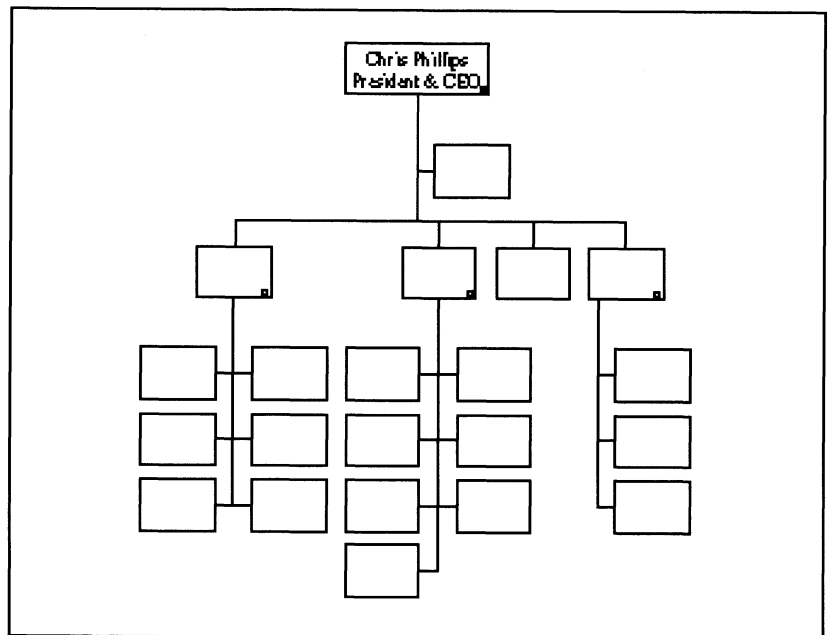


Figure 3-16. After deleting the two boxes

Notice that when the box is deleted, Org Plus redraws the group so that there isn't a gap left where the deleted boxes were located.

Finishing the chart

In this part of the tutorial, you've learned the commands and techniques necessary to create a basic chart design:

- *Create boxes* by clicking once or multiple times on a box tool, then clicking on the box in the chart to which you want to attach the new box or boxes.
- *Change group styles* by selecting the group, then choosing a group style from the Styles menu. To select a group, double-click any box in the group, or click any box in the group and press Ctrl+G.
- *Delete boxes* by clicking on the box or boxes you want to delete, then pressing the Delete key.

Use the skills you learned in this part of the tutorial to make your chart look like the one shown in Figure 3-17.

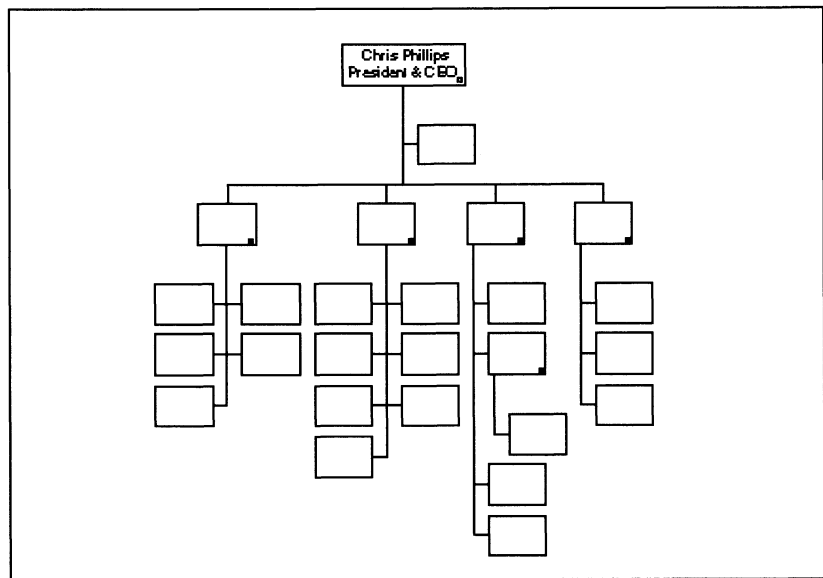


Figure 3-17. The finished chart

End of Part I

You've now completed the first part of this tutorial.

To get ready for Part II, do the following:

1. Choose Close from the File menu.

Org Plus asks you if you want to save your chart, as shown in Figure 3-18.

2. Click the No button, as shown in Figure 3-18.

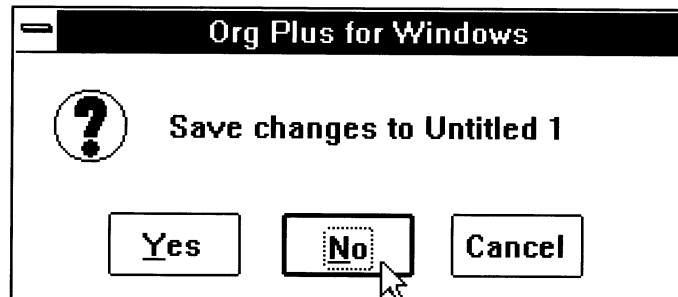


Figure 3-18. Close your chart without saving it

You don't need to save what you've done in order to do the next part.

If you want to quit now and do Part II later, you can choose Exit from the File menu. If not, keep reading.

Part II: Completing a chart

In this part of the tutorial you'll complete the chart for Allen Manufacturing (Figure 3-19). You'll learn:

- How to change box shadows
- How to create new labels
- How to show different information in different boxes
- How to draw dividing lines inside boxes
- How to change type styles
- How to add a title to your chart

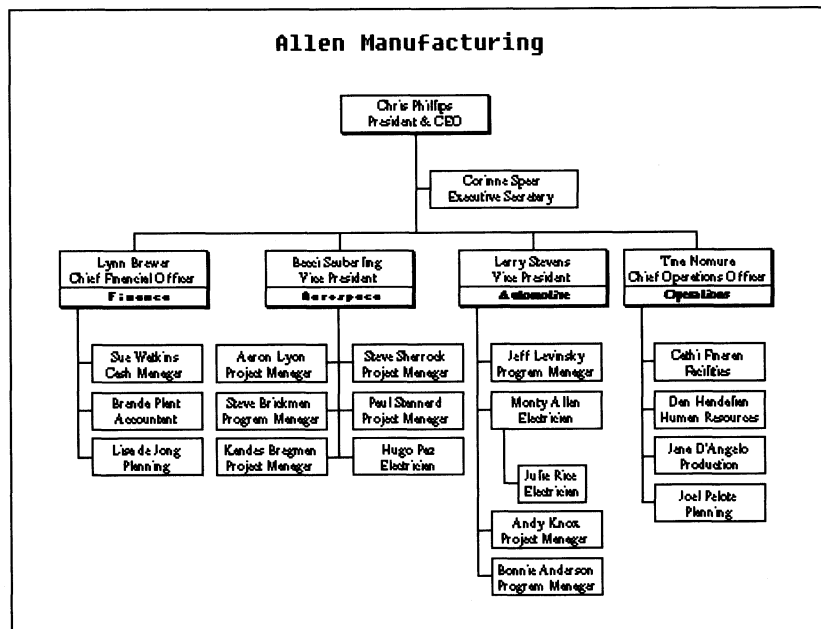


Figure 3-19. What you'll create in Part II

If Org Plus isn't started, start it now. Click the Cancel button in the dialog box that appears, and continue with step 1 below.

Getting started

You'll start with a chart in your Org Plus directory.

1. Choose Open from the File menu.

The Open Chart dialog box appears, as shown in Figure 3-20.

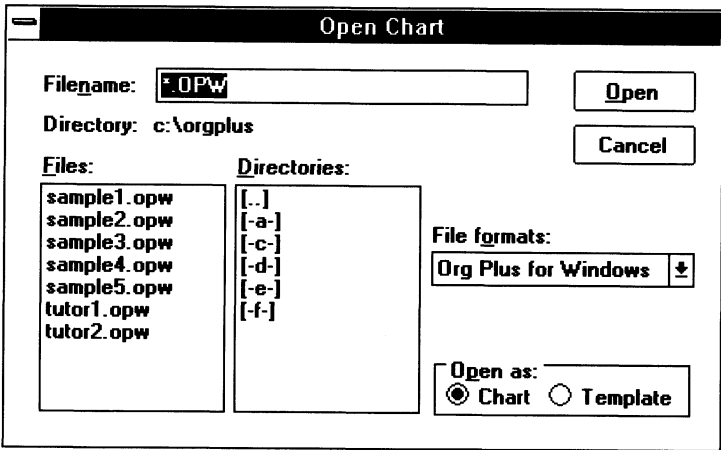


Figure 3-20. The Open Chart dialog box

Files:

sample1.opw
sample2.opw
sample3.opw
sample4.opw
sample5.opw
tutor1.opw
tutor2.opw

2. Double-click the chart "TUTOR1.OPW".

You'll see a chart like the one you started in Part I, with the names and titles for all the individuals in the company filled in (Figure 3-21).

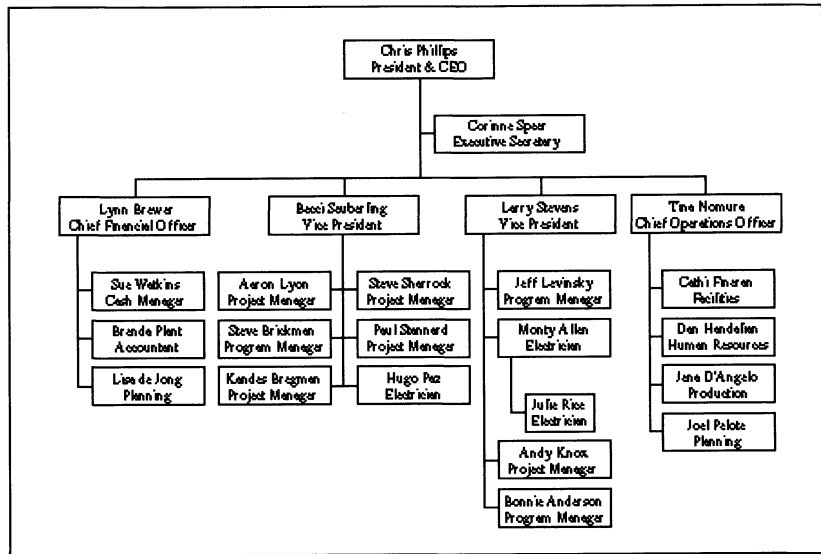


Figure 3-21. Allen Manufacturing with names and titles

Changing box styles



As it appears, the chart is very plain. To make it more interesting, start by emphasizing the boxes of the President and his executive team:

1. **Click the Reduce/Enlarge tool in the upper left area of the window, as shown in the figure to the left.**

You use the Reduce/Enlarge tool to magnify the chart when it is shown reduced, or to reduce it when it is shown at actual size – the size it will appear when printed.

2. **Click the President's box to magnify it.**

The President's box should be clearly visible, as shown in Figure 3-22.

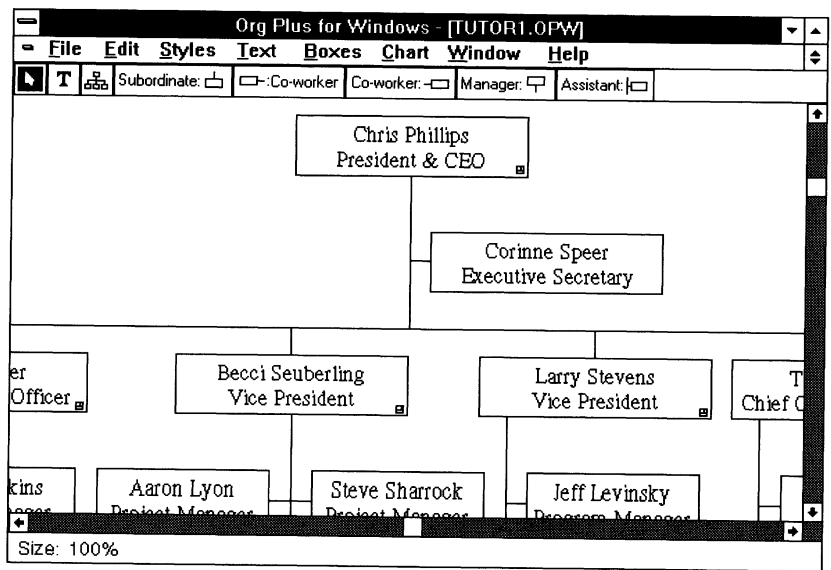


Figure 3-22. Magnifying the President's box

Now you'll apply a box shadow to the President and his executive team.



3. **Click the President's box to select it.**
4. **While you hold the Shift key, double-click Becci Seuberling's box.**

If you have trouble double-clicking, then click Becci's box once while you hold the Shift key and then press Ctrl+G. Either technique selects all the executive boxes.

Your chart should appear as shown in Figure 3-23 on page 36.

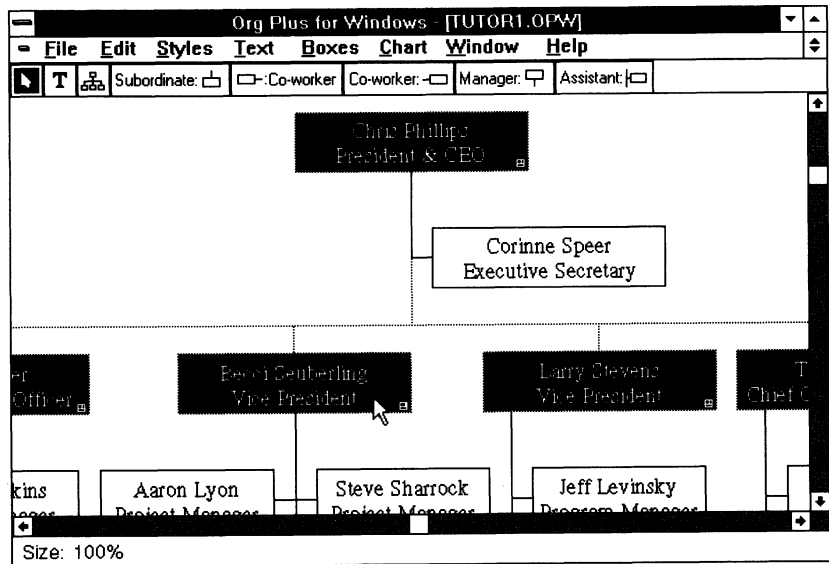


Figure 3-23. Selecting the President and his subordinates

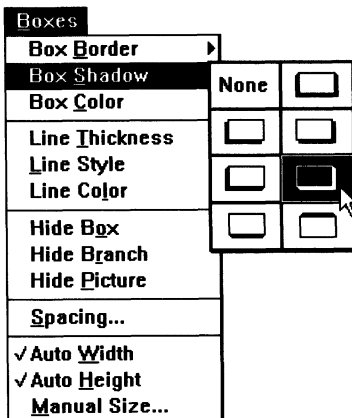
5. Choose Box Shadow from the Boxes menu.

The Box Shadow submenu appears.

6. Choose the third style down on the right, as shown in the figure to the left.

7. Click in the background of the chart to better see the effect of your selection.

Your chart should appear as shown in Figure 3-24. If it doesn't, repeat steps 3 through 7 above.



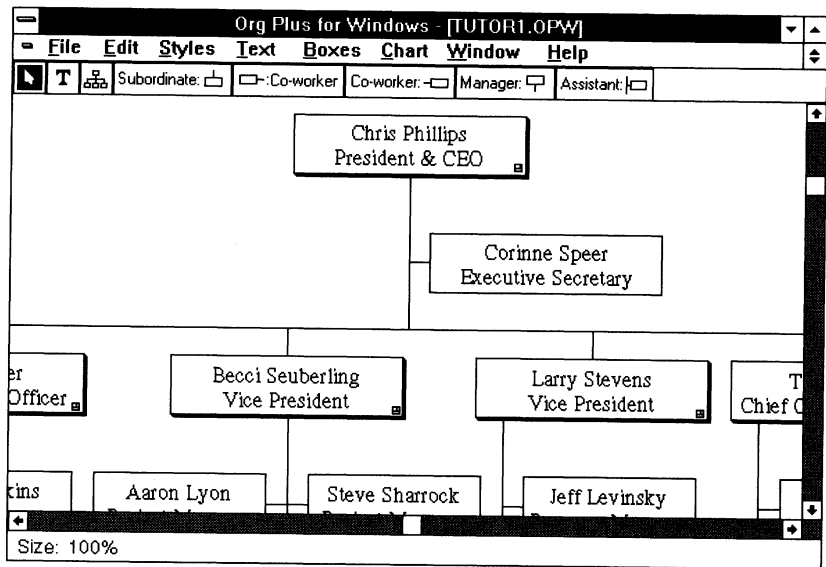
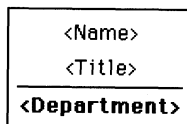
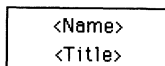


Figure 3-24. After adding box shadows

You can change the shadow, border, or color of any box in your chart. (Take a look at the Box Border and Box Color submenus, also located in the Boxes menu). You can also change the thickness, style, and color of connecting lines.

Enhancements such as these can give your chart a more professional appearance.

Changing the label setup for selected boxes



The way labels are arranged in boxes is called the **label setup**. The label setup is like a blueprint for the information you want in each box.

The label setup for the Allen Manufacturing chart is shown to the left. Name appears above Title. You can have different label setups for different boxes in your chart.

In this section you'll create a label called "Department" and add it to the label setup of the President's executive team, as shown in the figure to the left. This will allow you to enter their department names. You'll also make the Department label bold and draw a line above it to give it emphasis.

Creating a new label for the chart

The first step is to create the Department label. Currently, your chart has only Name and Title labels.

1. Choose Define Labels from the Edit menu.

The Define Labels dialog box appears (Figure 3-25).

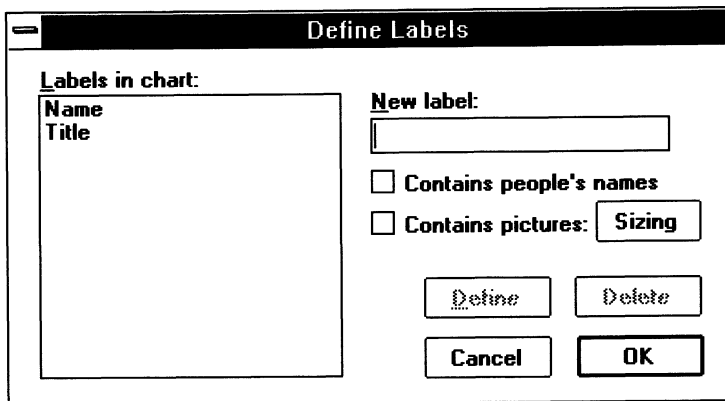


Figure 3-25. The Define Labels dialog box

2. Type Department.

3. Click Define.

Org Plus adds the label to the list of labels in the chart.

4. Click OK to close the dialog box.

Org Plus asks you if you want to add the label to the label setup of all the boxes in the chart (Figure 3-26).

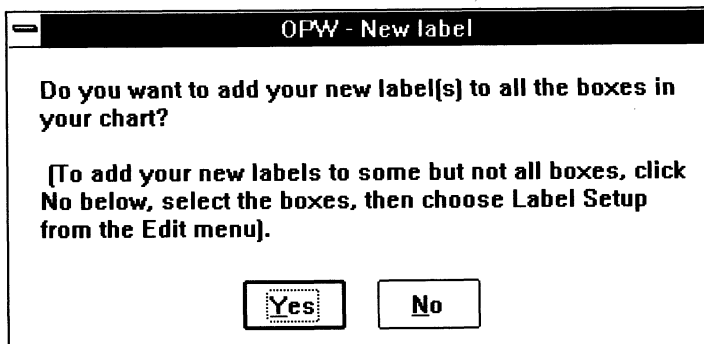


Figure 3-26. What to do with the new label

Since you are going to add this particular label to the executive teams' boxes only, respond "No" to the question.

5. Click No.

Adding the label to the label setup

You can change the label setup at the Label Setup dialog box. You start by selecting the boxes whose setup you want to change.

1. Double-click Becci Seuberling's box.

Or, click Becci's box once, and then press Ctrl+G.

Either technique selects all the executive teams' boxes.

2. Choose Label Setup from the Edit menu.

Org Plus displays the label setup for the selected boxes, as shown in Figure 3-27.

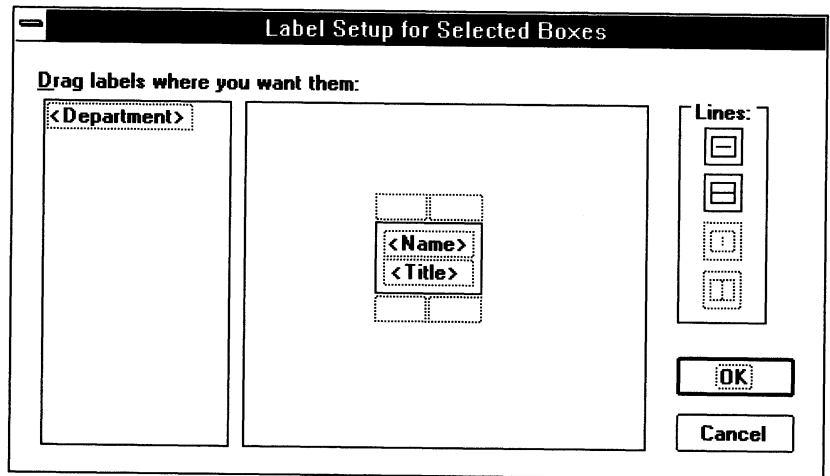
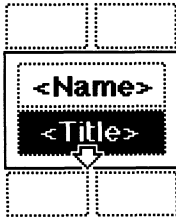
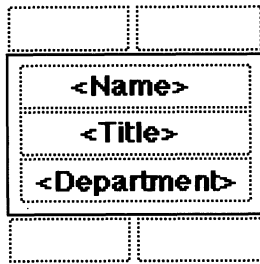


Figure 3-27. The Label Setup dialog box

The label setup for the selected boxes appears in the middle of the dialog box. The newly created label, Department, appears on the left. This is where all unused labels appear. Next you'll drag the Department label into the label setup.



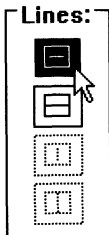
3. **Position the arrow pointer over the Department label.**
4. **Press and hold the mouse button while you drag the Department label over the center bottom of the Title label.**



5. **When a downward pointing white arrow appears, release the mouse button.**

The Department label is moved below the Title label, as shown in the figure to the left.

Adding a dividing line



Next you'll add a dividing line above the department.

6. **Click the first divider icon, as shown in the figure to the left.**
7. **Click between Title and Department**

Look carefully. You now have a dividing line *between* the two labels.

8. **Click OK.**

Org Plus warns you that other boxes had the same setup as the ones whose setup you just changed.

9. **Click No.**

Your chart should appear as shown in Figure 3-28. If not, choose Undo from the Edit menu and repeat steps 1 through 9 above.

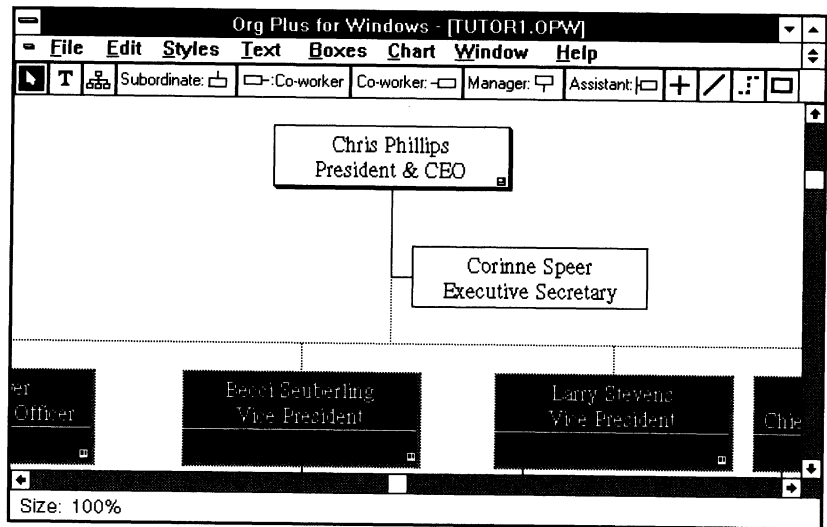


Figure 3-28. After changing the label setup

Notice that there is now room for you to type in department names.

Entering information

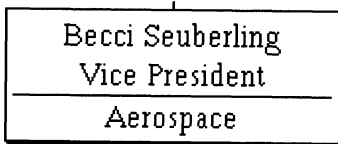
This section shows you how to enter the department names and make them bold. You will be able to make all the department names bold in a single operation.

1. Click below the words **Vice President** in Becci Seuberling's box.

You'll see the Department label you just created.

2. Type **Aerospace**.

Becci's box should appear as shown in the figure to the left.



Making the Departments bold

We want all the department names to appear bold. The following steps show you how to do this.

1. **Press Ctrl+G to select Becci's group.**

You can also choose Group from the Select submenu, located in the Edit menu.

2. **Choose Set Text from the Text menu.**

The Set Text dialog box appears (Figure 3-29).

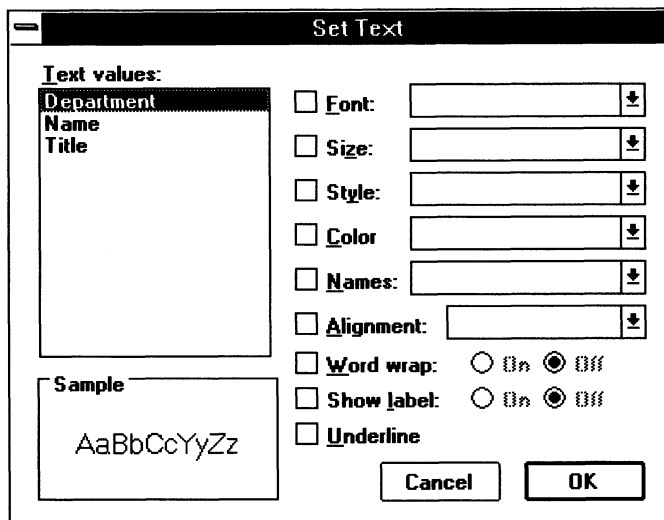


Figure 3-29. The Set Text dialog box

The labels for this chart appear in the list on the left.

3. **Click Department if it is not already highlighted.**
4. **Click the Style check box.**
5. **Choose Bold from the Style pull-down menu.**
6. **Click OK.**

Click in the background of the chart to see the effect of the last operation. Becci's department now appears bold.

7. **Click Larry Stevens' box.**

8. Click below the words ***Vice President*** in Larry Steven's box.

You'll see the Department label.

9. Type **Automotive**.

Larry's department name now appears in bold, due to the selection you made at the Set Text dialog box. If you were to enter the departments for the other executives, you'd find that they would be bold also. However, there's no need to do that now.

Annotating the chart

You're almost finished. All you have to do is give the chart a title.

First, you need to move to the top center of the chart.

1. Press **PgUp** to scroll the window all the way to the top of your chart.

Next, you'll make the top title area visible.

2. Choose **Show Page Lines** from the **Chart** menu.

Your chart should appear as shown in Figure 3-30.

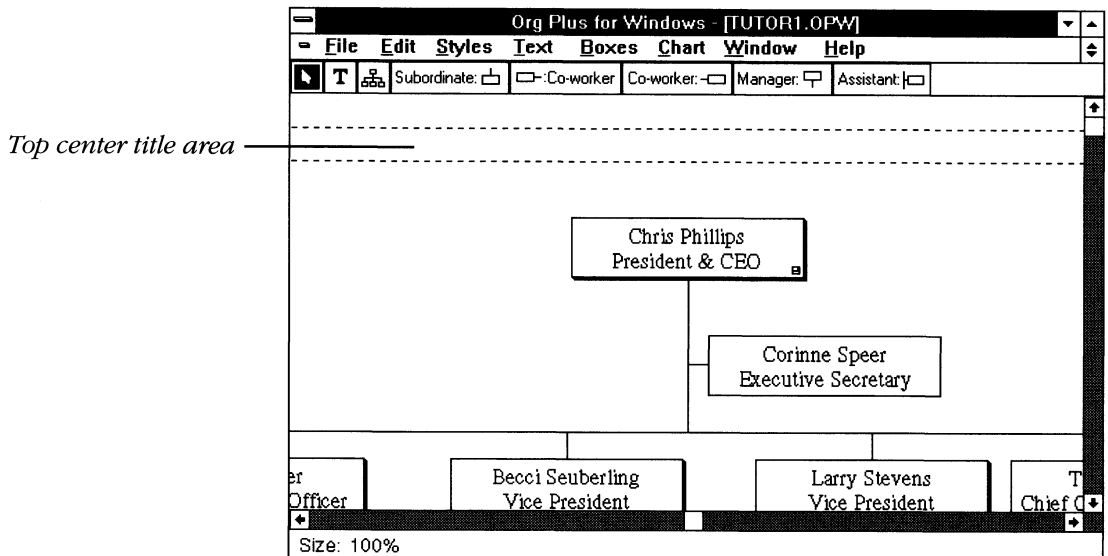


Figure 3-30. Showing page lines

3. Click in the title area at the top of the window (see Figure 3-30).
4. Choose **Bold** from the Style submenu, located in the Text menu.
5. Choose **18** from the Size menu, located in the Text menu.
If 18 is dim, choose the largest available point size.
6. Type **Allen Manufacturing**.
7. Choose **Hide Page Lines** from the Chart menu.
8. Choose **Size to Window** from the Chart menu.

Your chart should appear as shown in Figure 3-31.

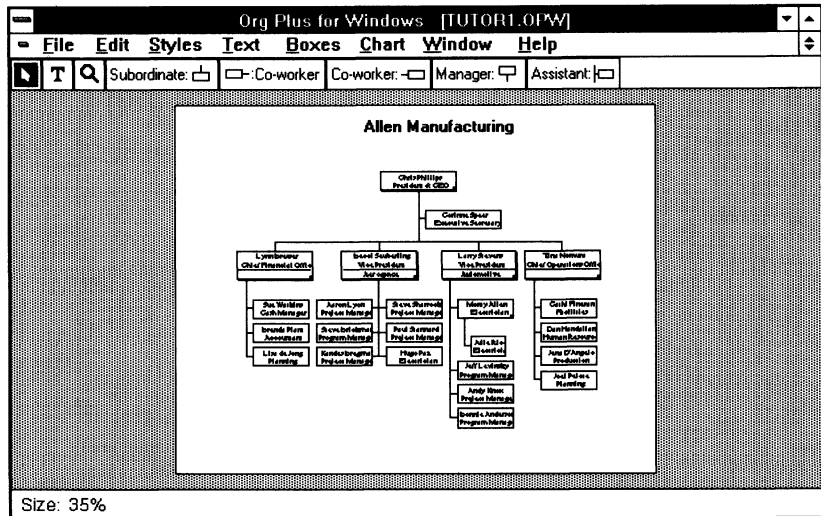


Figure 3-31. Creating a title

As you can see, Org Plus automatically centers the title above your chart.

If you wanted, you could type additional information in other title areas, as well as on the background of the chart. See “Annotating your chart,” page 149, for more information when you have finished the tutorial.

End of Part II

In this part of the tutorial, you've learned several commands and techniques for changing the appearance of text and boxes in your chart:

- *Change box shadows* by selecting the boxes you want to change, then choosing a shadow from the Box Shadow submenu. You can also change box borders, box color, line thickness, line styles, and line color by making choices from the appropriate submenus in the Boxes menu.
- *Create a new label* by choosing Define Labels from the Edit menu and entering the label name.
- *Change the label setup* by selecting the boxes whose setup you want to change, then choosing Label Setup from the Edit menu.



Key concept: Whatever you do to the labels in the Label Setup dialog box, Org Plus does to the information in the selected boxes of your chart.

- *Make text bold* by selecting the boxes whose text you want to make bold and choosing Set Text from the Text menu.



Key concept: Whatever you do to the labels in the Set Text dialog box, Org Plus does to the information with those labels in the selected boxes of your chart.

- *Title your chart* by showing the chart's page lines and entering the titles into the title areas.

To get ready for Part III, do the following:

1. Choose Close from the File menu.

Org Plus asks you if you want to save the chart.

2. Click No.

You don't need to save what you've done so far in order to do the next part.

If you want to quit now and do Part III later, you can choose Exit from the File menu. If not, keep reading.

Part III: Updating a chart

In this part of the tutorial you'll update the chart to reflect changes in Allen Manufacturing's organization. You'll learn:

- How to move boxes by dragging
- How to move boxes by cutting and pasting
- How to create special groupings called subgroups
- How to make the chart fit on one page

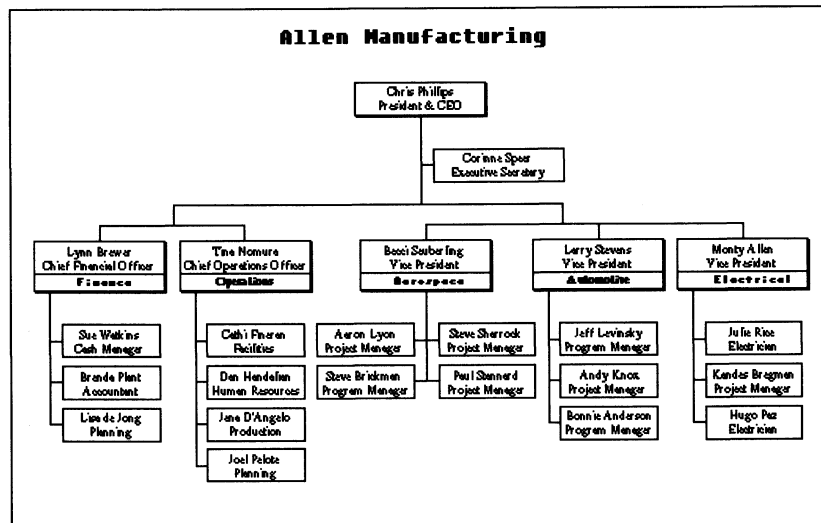


Figure 3-32. What you'll create in Part III

Getting started

If Org Plus isn't started, start it now. Click the Cancel button in the dialog box that appears, and continue with step 1 below.

You'll begin with a chart in your Org Plus directory.

1. Choose Open from the File menu.

The Open Chart dialog box appears (Figure 3-33).

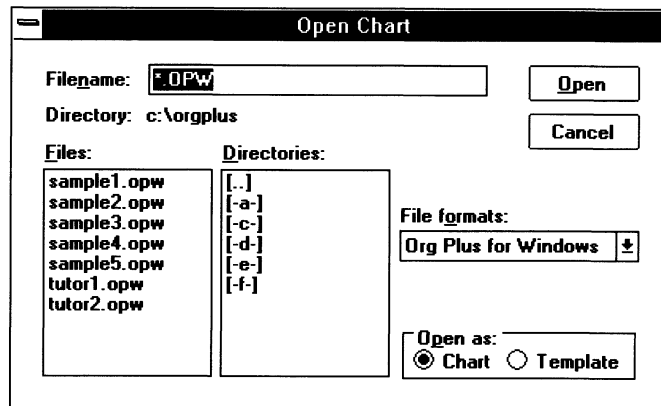


Figure 3-33. The Open Chart dialog box

2. Double-click the file "TUTOR2.OPW" to open it.

You'll see a chart like the one that you created in Part II (Figure 3-34 on page 48).

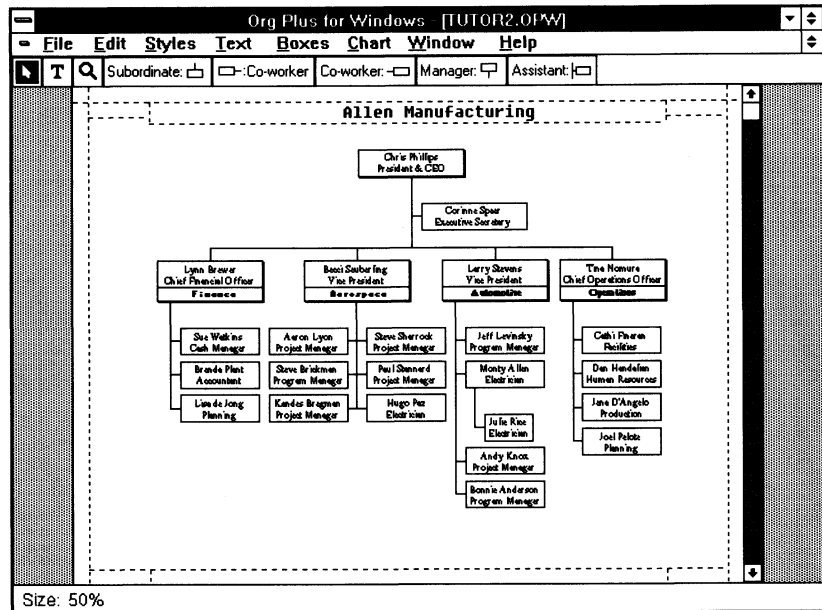


Figure 3-34. Allen Manufacturing

Moving boxes

In this section, you'll make several changes to the Allen Manufacturing chart:

- Move one of the subordinates up to the level of the executive team
- Move two boxes at one time by cutting and pasting
- Change the left-to-right order of the executives

First you'll create a new division, Electrical, with Monty Allen as its head.

1. **Position the arrow pointer over Monty Allen's box.**

Monty's box is shown highlighted in Figure 3-35.

2. **Press and hold the mouse button while you drag Monty's box over the right half of Tina Nomura's box. Release the button when you see a right pointing arrow, as shown in Figure 3-35.**

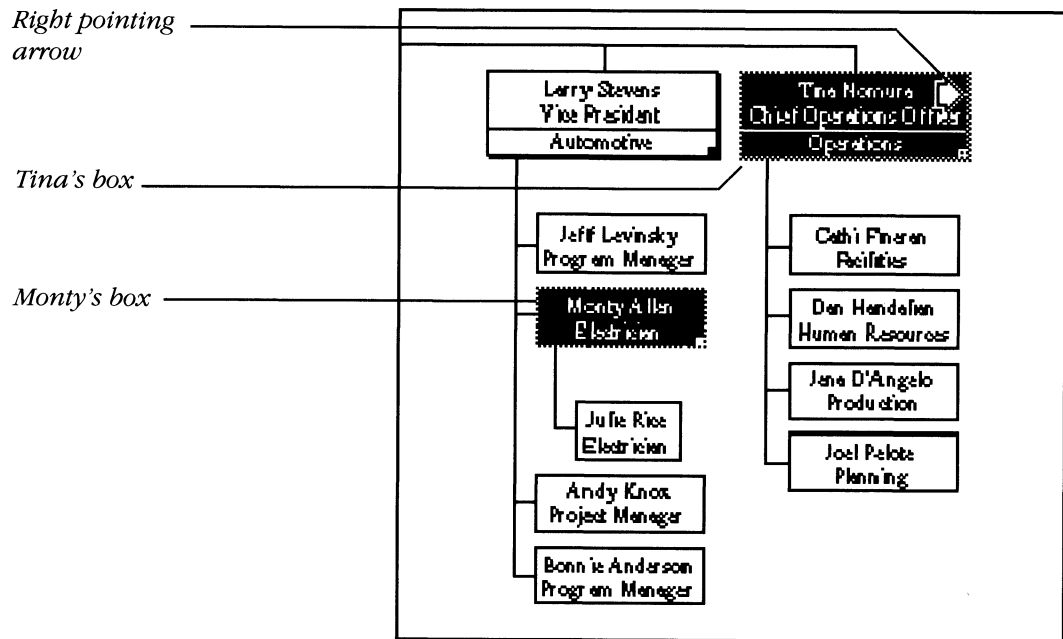


Figure 3-35. Dragging Monty's box over Tina's box

The right arrow signifies that Monty's box will be placed to the *right* of Tina's.

Monty and his subordinate should now appear next to Tina and her subordinates, as shown in Figure 3-36 on page 50. If not, choose Undo from the Edit menu and repeat steps 1 and 2.

Monty Allen's box...

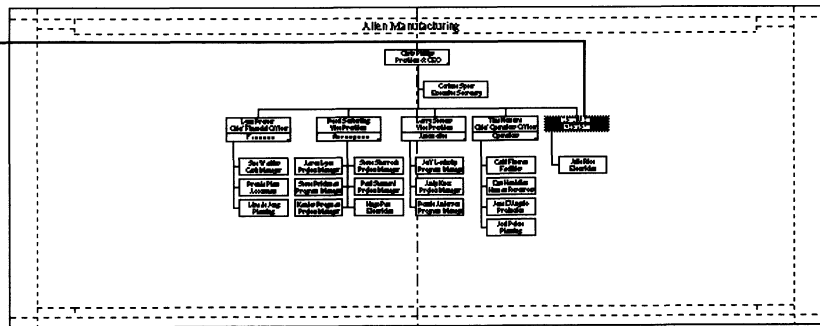


Figure 3-36. After moving Monty

After moving Monty, you may find that your chart is too large to fit on a single page, depending on your Windows setup and current printer. Later in this tutorial, you will learn how to make the chart more compact.

Now you need to move two other employees into Monty's organization: Kandes Bregman and Hugo Paz. Both employees currently report to Becci Seuberling.

You could move them one at a time, as you moved Monty. But you can move them both at the same time by cutting and pasting.

3. **Click Hugo's box (see Figure 3-37 on page 51).**
4. **Press and hold the Shift key while you click Kandes' box, immediately to Hugo's left.**

Their boxes are now both highlighted, as shown in Figure 3-37 on page 51.

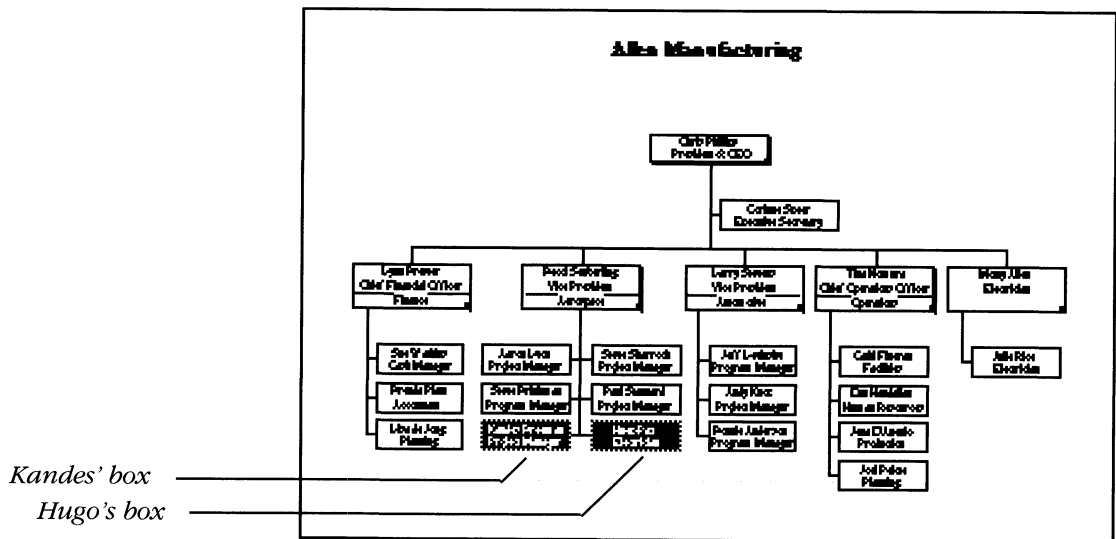


Figure 3-37. Hugo and Kandes' boxes selected

5. Choose Cut from the Edit menu.

Org Plus removes Kandes and Hugo's boxes from the chart and puts them on the Clipboard. (The Clipboard is a temporary storage place in Windows.)

6. Click Monty's box.

7. Choose Paste Boxes from the Edit menu.

Boxes on the Clipboard are pasted as subordinates to the selected box — Monty's box, in this case.

Figure 3-38 on page 52 shows what your chart should look like. If not, you may need to start Part III over again. Take care to follow the instructions exactly as written here. To start over again, choose Close from the File menu. Click No when Org Plus asks if you want to save the chart, then start with step 1 on page 47.

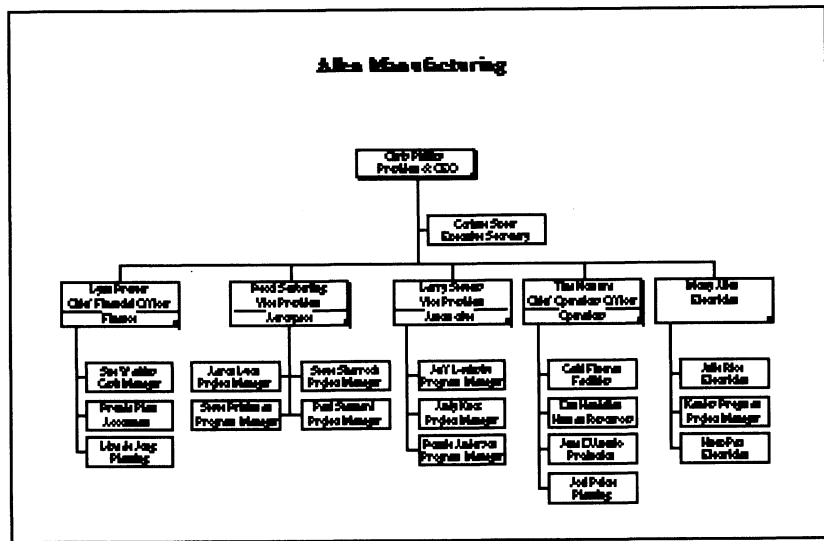
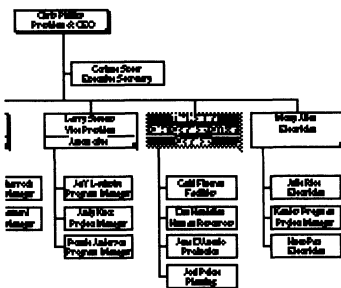


Figure 3-38. After pasting Hugo and Kandes

Changing the label setup

Monty still has his old label setup — Name above Title. In this section you'll use a special copy command to give him the same label setup as the other executives.



1. Click the Reduce/Enlarge tool in the upper left corner of the window, as shown in the figure to the left.
2. Click Tina's box with the magnifier to magnify it.

Tina's box is shown highlighted in the figure to the left.
3. Click Tina Nomura's box again to select it.
4. Choose Copy Setup from the Edit menu, as shown in Figure 3-39.

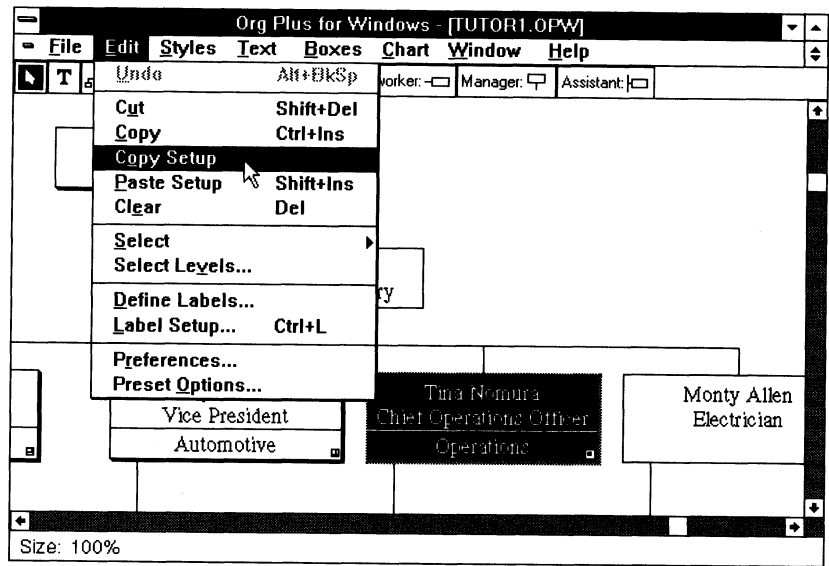


Figure 3-39. Copying the label setup from Tina's box

Tina's label setup — the way her information is arranged, including the dividing line — is placed on the Clipboard.

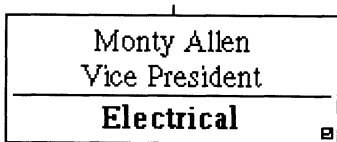
5. **Click Monty's box.**
6. **Choose Paste Setup from the Edit menu.**

Tina's label setup is pasted onto Monty's box, giving him the same setup.

Updating information

To enter Monty's new title and department name, follow the steps in this section. This section doesn't teach anything new, however. If you'd like to skip ahead, continue with "Creating subgroups" on page 54.

1. **Press Enter to edit the information in Monty's box.**
2. **Press Tab to highlight his title.**
3. **Type Vice President.**
4. **Press Tab to highlight his department.**
5. **Type Electrical.**



Monty's box should appear as shown in the figure to the left.

6. Choose Size to Window from the Chart menu.

Monty's box should look like those of the other executives.

Creating subgroups

The President of Allen Manufacturing likes to distinguish between the chief officers and the vice presidents. There are now two chief officers and three vice presidents.

In this section you'll move the chief officers next to each other and give them a separate group style.

1. **Drag Tina's box over the left half of Becci's box. Release the mouse button when Becci's box is highlighted and a left pointing arrow appears, as shown in Figure 3-40.**

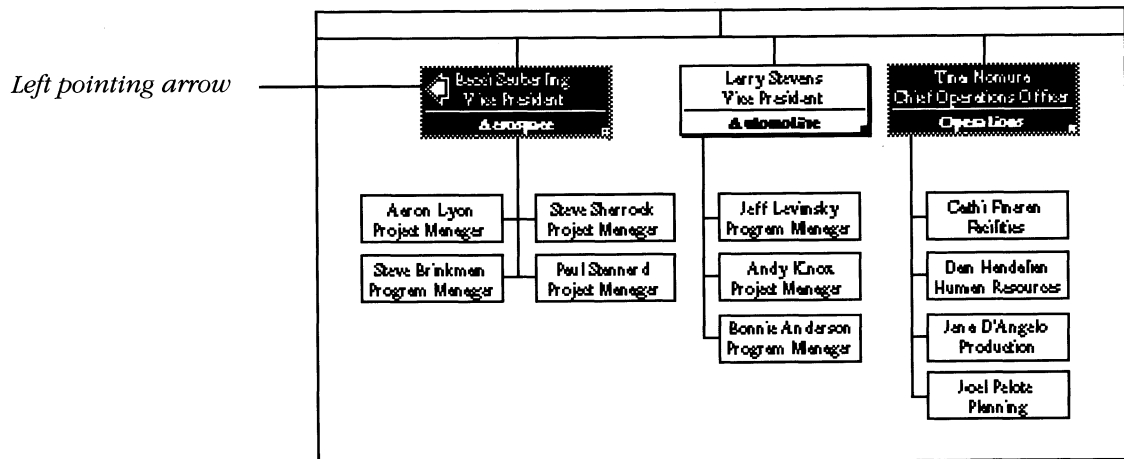


Figure 3-40. Dragging Tina's box over Becci's box

Tina's box should now be to the left of Becci's, as shown in Figure 3-41. If not, choose Undo from the Edit menu and repeat step 1.

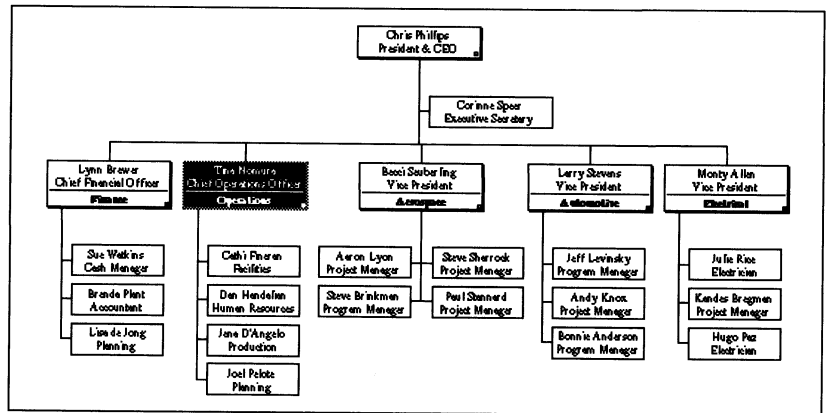
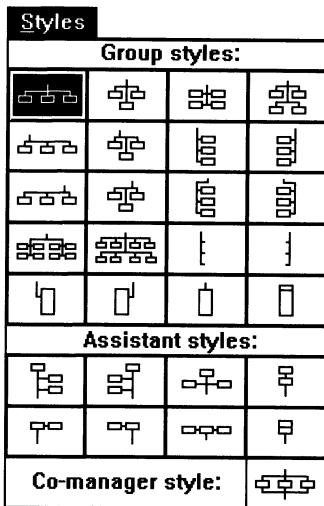


Figure 3-41. After dragging Tina's box

2. Press and hold the Shift key while you click Lynn's box, immediately to Tina's left.
3. Choose the first horizontal group style in the Styles menu, as shown in the figure to the left.



Lynn and Tina's boxes should be drawn as shown in Figure 3-42 on page 56. If not, choose Undo from the Edit menu and repeat steps 2 and 3.

Subgroupings

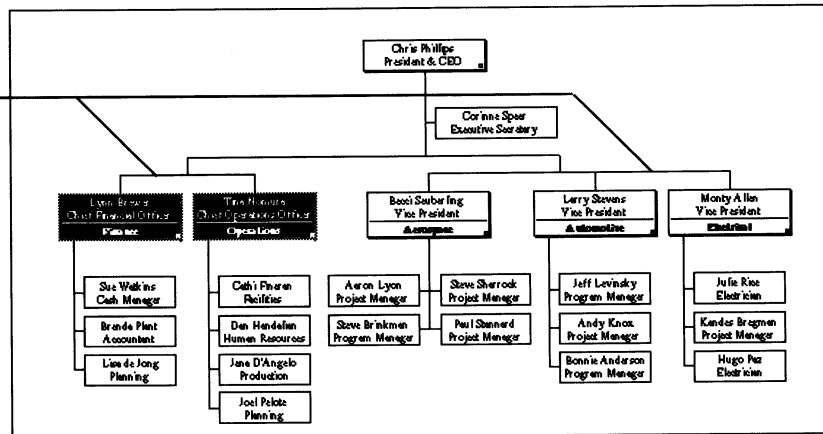


Figure 3-42. Showing subgroups

The chief officers are put in a special group — called a **subgroup** — by themselves. Notice that the vice presidents are now in their own subgroup also. A subgroup is a natural division of boxes within a larger group, as in the example.

Making it fit on one page

At this point, your chart should look something like the one shown in Figure 3-43. Depending on your Windows setup and current printer, your chart probably spans two pages, as indicated by a vertical dotted page line down the middle of the chart.

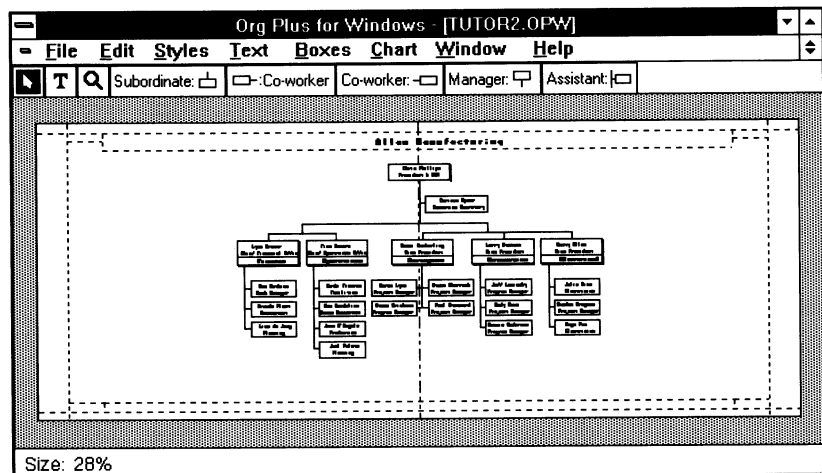


Figure 3-43. A two page chart

Most people want their charts to fit on as few pages as possible; ideally on one page. One page charts are much easier to photocopy and distribute. Depending on the size of your chart, this may not always be possible, but there are several things you can do to make your chart as compact as possible:

- Use more compact chart styles
- Reduce the spacing between boxes
- Abbreviate information in your chart
- Use smaller fonts
- Use minimum margins

Most of these space-saving changes can be made in a single operation by using a unique command: Make Fit.

Using the Make Fit command

In this section you'll use the Make Fit command to make your chart much more compact.

1. Choose Make Fit from the Chart menu.

The Make Fit dialog box appears (Figure 3-44).

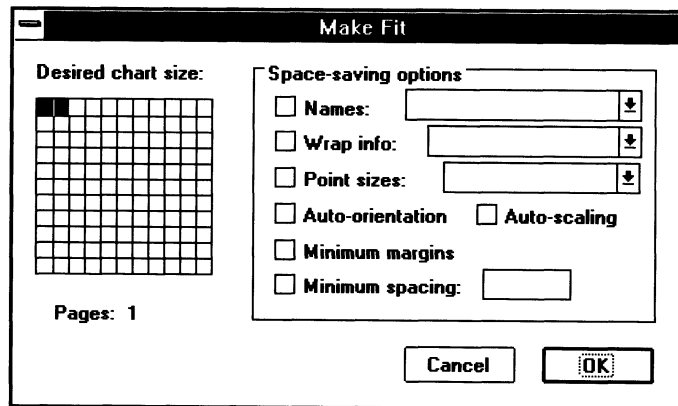
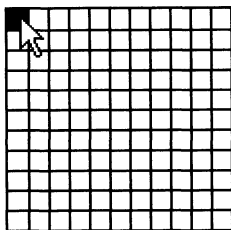


Figure 3-44. The Make Fit dialog box

The two black squares in the grid on the left indicate the chart currently fits on two pages.

Desired chart size:



2. Click the top left square.

This sets the desired chart size to one page.

Next, you'll tell Org Plus which space-saving options to use to make your chart as compact as possible.

3. Click the check box labeled "Auto-orientation."

This selection tells Org Plus to change your printer's page orientation from Portrait to Landscape, or vice versa, if by so doing it can make your chart fit on fewer pages.

4. Click the check box labeled "Auto-scaling."

If your printer supports scaling, this selection tells Org Plus to scale your chart proportionally to fit on the page. In most cases, this selection guarantees that your chart will fit in the desired number of pages. If your printer doesn't support scaling, this selection has no effect.

5. Click the check box labeled "Minimum margins."

This selection tells Org Plus to set your chart's margins to the minimum allowable for your printer.

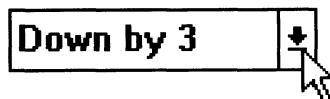
6. Click the check box labeled "Minimum spacing."

7. Type .1 in the box next to the "Minimum spacing" label.

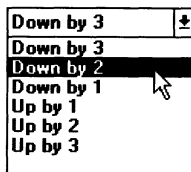
This choice tells Org Plus to reduce the spacing between boxes in your chart to as little as one-tenth of an inch.

8. Click the check box labeled "Point sizes."

9. Click the downward pointing arrow to the right of the text "Down by 3," as shown in the figure to the left.



☒ Point sizes:



10. **Select Down by 2 from the Point Sizes pull-down menu as shown in the figure to the left.**

This selection tells Org Plus to reduce the point size of the text in the boxes by two available point sizes. For example, 12 point text will become 9 point (if there is a 10 point size in between).

11. **Click the OK button in the Make Fit dialog box.**

Org Plus performs the requested actions, then redraws the chart. Depending on your Windows setup and your current printer, this will probably have been enough to make your chart fit on a single page, as shown in Figure 3-45.

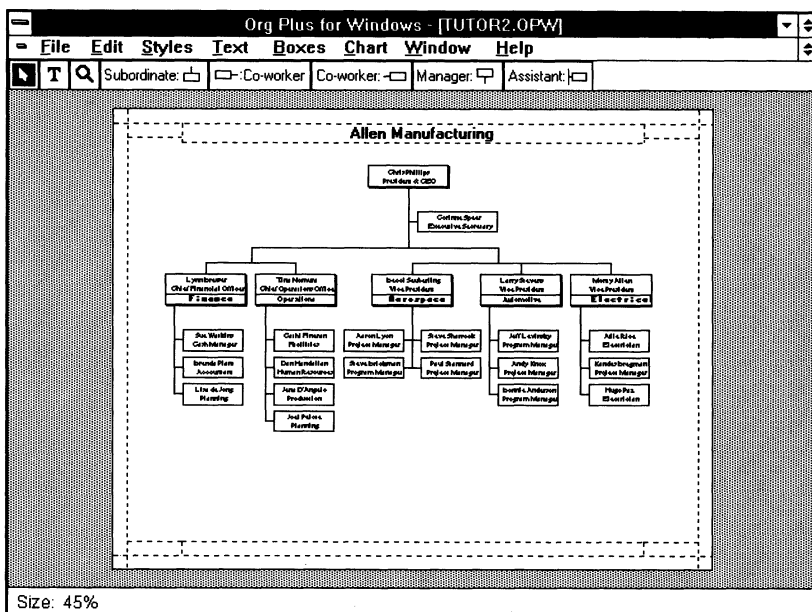


Figure 3-45. Allen Manufacturing's chart on one page

If Org Plus was not able to make your chart fit on one page, it would have displayed a message telling you how much more to reduce the chart to make it fit. You could then print the chart and reduce it on a photo-copy machine by the amount shown.

End of Part III

In this part of the tutorial, you've learned several commands and techniques for updating your chart:

- *Move boxes and their subordinates* by dragging them over the box you want to move them next to.
- *Move scattered boxes* by cutting them and then pasting them onto their new manager.
- *Create subgroups* by selecting the boxes in the subgroup, and then choosing a group style from the Styles menu.
- *Make the chart fit on one page* by using the Make Fit command.

To leave the tutorial charts ready for someone else to use, do the following:

1. Choose Close from the File menu.

Org Plus asks you if you want to save the chart.

Don't save the Allen Manufacturing chart under its current name. That would make it hard for other people to do this tutorial.

2. Click No.

What to do next

Org Plus has many more commands and capabilities not covered by the tutorial. Before starting your own chart, you might browse through Chapter 5, "Reference". It contains a quick overview of the Org Plus menu commands and dialog boxes. Then create your own chart. Refer to Chapter 4, "Using Org Plus," for step by step instructions as needed.

Chapter 4: Using Org Plus

This chapter gives you step by step instructions for creating and customizing a chart. The following table summarizes the things you can do:

Overview	To find out about...	Turn to page...
	Creating a new chart	62
	Creating and deleting boxes	67
	Entering information into your chart	73
	Selecting boxes and lines	76
	Viewing and moving around	81
	Creating and changing labels	84
	Changing the label setup	90
	Rearranging boxes in your chart	98
	Moving boxes in your chart	103
	Changing the distance between boxes	107
	Making boxes larger or smaller	110
	Changing text, line, and box styles	113
	Making your chart more compact	120
	Working with multiple charts	131
	Creating special effects through showing and hiding	137
	Creating special effects through manual drawing	141
	Annotating your chart	149
	Placing pictures into your chart	153
	Printing your chart	158
	Customizing Org Plus	160
	Changing your chart margins	164

Creating a new chart

You can create a chart from scratch or open an existing chart as a template for a new one.

Creating a chart from scratch

To create a new chart, do the following:

1. **Choose New from the File menu.**

The New Chart dialog box appears (Figure 4-1).

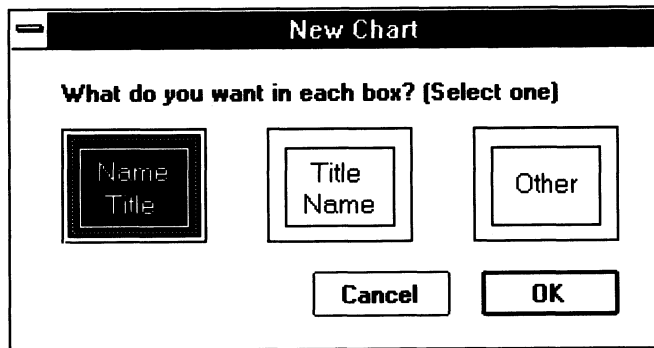


Figure 4-1. The New Chart dialog box

The information that you enter into each box in your chart must have a label. Org Plus can create a chart with the predefined labels Name and Title, or you can create your own labels.

The labels for the information in your chart and the way they are arranged is called the **label setup**.

2. **Click the label setup that best suits your needs and then click the OK button.**



The New Chart dialog box doesn't appear if you have previously elected to use the topmost box of an existing chart as a template for new boxes in new charts. See "Changing the preset options for new charts," page 160.

Using a predefined label setup

If you only need to enter names and titles, choose the first or second label setup in the New Chart dialog box. Org Plus starts your new chart with a single box and the label setup you selected (see Figure 4-2).

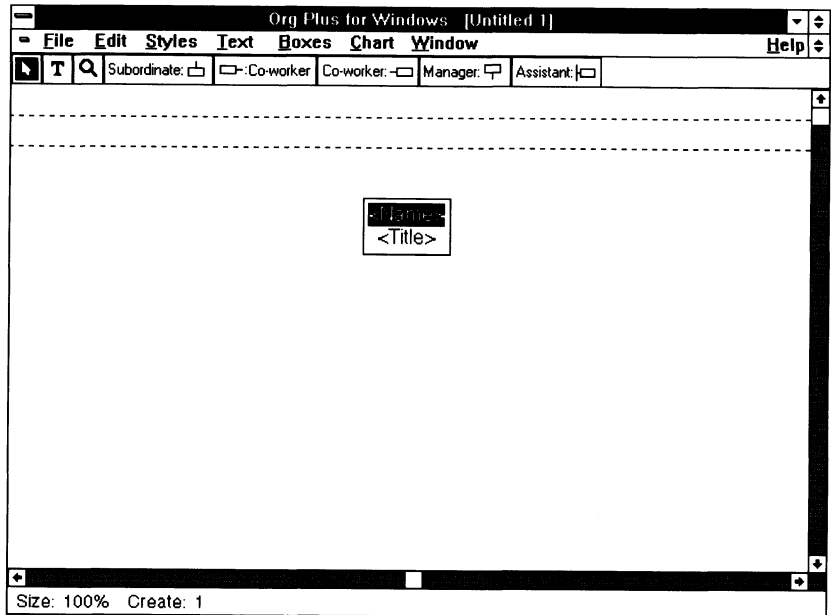


Figure 4-2. A new chart with a predefined label setup

You can then start entering information. See “Entering information,” page 73. You can create additional labels or change the way they are arranged later, if necessary. See “Creating and changing labels,” page 84 and “Changing the label setup,” page 90 for more information.

You can create your own predefined label setup and have Org Plus select it automatically for every new chart you create. See “Changing the preset options for new charts,” page 160.

Creating your own labels

If you need to enter more or different information, choose the third label setup. The Define Labels dialog box appears (Figure 4-3).

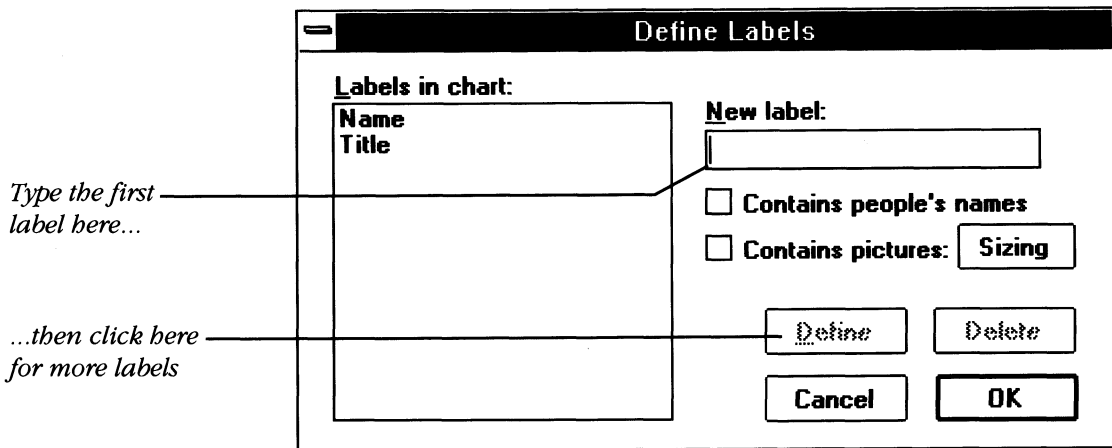


Figure 4-3. The Define Labels dialog box

In this dialog box you can create your own labels for the information you want in each box.

To delete either the Name or Title label, click it then click the Delete button.

To create your own labels, do the following:

1. **Type the label for an item of information you want to include in your chart.**
2. **Click the Define button.**
3. **Repeat steps 1 and 2 for each additional label you want to create.**
4. **Click the OK button when you are finished creating labels.**

Org Plus starts your new chart with the labels you created, arranged one above the other, and ready for you to start entering your information. You can change the way they are arranged later (see “Changing the label setup,” page 90).

Opening a chart as a template

Any chart can become a template for a new chart. When you open a chart as a template, you preserve all the formatting and annotations of the original, but with none of the data. The boxes are empty so that you can type in a different set of names, titles, and so on. You can then save the new chart with a different name of your choosing.

To open an existing chart as a template for a new one, do the following:

1. **Choose Open from the File menu.**

The Open Chart dialog box appears (Figure 4-4).

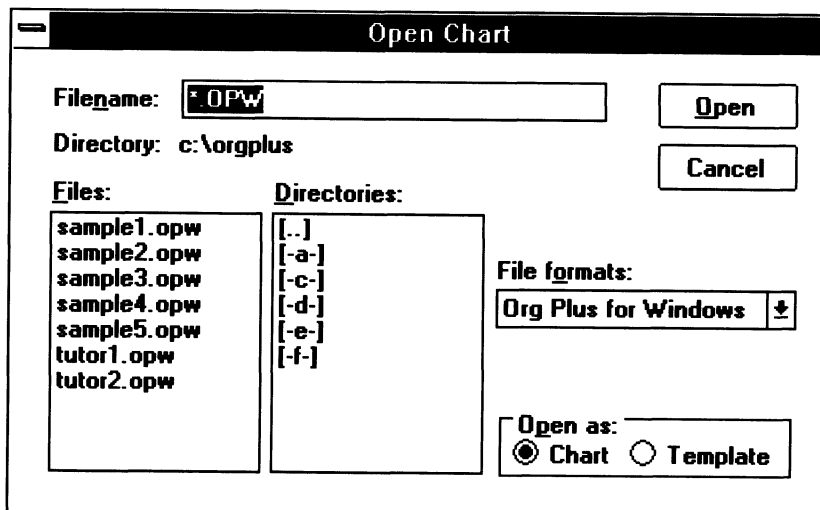


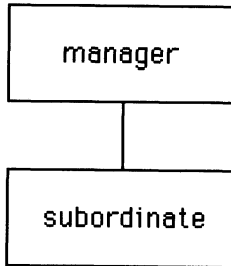
Figure 4-4. The Open Chart dialog box

2. **Click the chart in the Files list that you want to use as a template.**
3. **Click "Template" in the lower right corner of the dialog box.**

4. Click Open.

Org Plus creates a new, untitled chart based on the chart you selected as a template. You can then enter information into the chart or modify it to suit your needs.

Creating and deleting boxes



You create a *new* box by clicking on an *existing* box with a box tool (see Figure 4-5 on page 69). Org Plus automatically draws the box in the right place and lays out the lines connecting it to the existing box. All boxes are *subordinates to, co-workers of, assistants of, or managers to* existing boxes.

For example, you create a new subordinate to an existing manager by first clicking the Subordinate box tool, and then clicking the manager's box. Org Plus draws a new subordinate box below the manager's box with a line connecting it back to the manager.

The table below summarizes the various ways to create and delete boxes. For more complete instructions, turn to the indicated pages.

Summary

To do this...

Do this...

Create a box of any type

Click the tool for the type of box you want to create, then, in the chart, click the box to which you want to attach it, page 68

Create multiple boxes of the same type

Click a box tool multiple times, or press and hold the Shift key when you click a box tool, page 68

Insert a box between subordinates and their manager

Select the boxes for which you want to create a new manager, then press and hold down the Ctrl key while you click the Manager box tool, page 70

Convert a box from one type to another

Drag the box so that it attaches to another box as a co-worker or subordinate, page 70

Delete boxes

Select and cut the boxes you want to delete, page 72

Creating any type of box

The basic steps for creating a box of any type are the same:

1. **Click the box tool icon for the type of box you want to create.**

The box tools are located in the icon bar. See Figure 4-5. See “The icon bar,” page 168 for more information.

Your pointer changes to a symbol for the type of box you want to create.

2. **Click the box in your chart to which you want to attach the new box.**

Org Plus creates the desired type of box and reformats your chart (see Figure 4-5).

Creating multiple boxes of the same type

Ordinarily, you use a box tool to create one box at a time. To save time, there are two different shortcuts you can use to create multiple boxes of the same type.

#1: Click a box tool multiple times

Click a box tool multiple times, once for each box you want to create, *then* click a box in your chart. For example, to create six subordinates for a particular manager, click the Subordinate box tool 6 times, *then* click the manager's box.



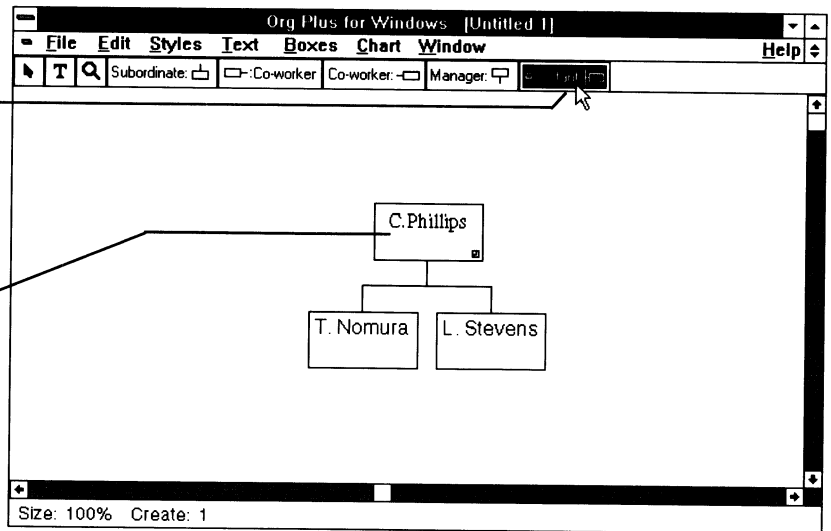
The status area in the lower left corner of the window shows the number of boxes that will be created as you click a box tool.

#2: Use the Shift key

Hold down the Shift key when you click a box tool. You can then create boxes without having to click the box tool each time you want to create a new box. When you are done creating boxes, click the Selection Arrow tool in the top left corner of the window.

Click the tool for the type of box you want to create (an assistant in this example)...

...then click the box to which you want to attach the new box



Org Plus draws the box and the connecting lines

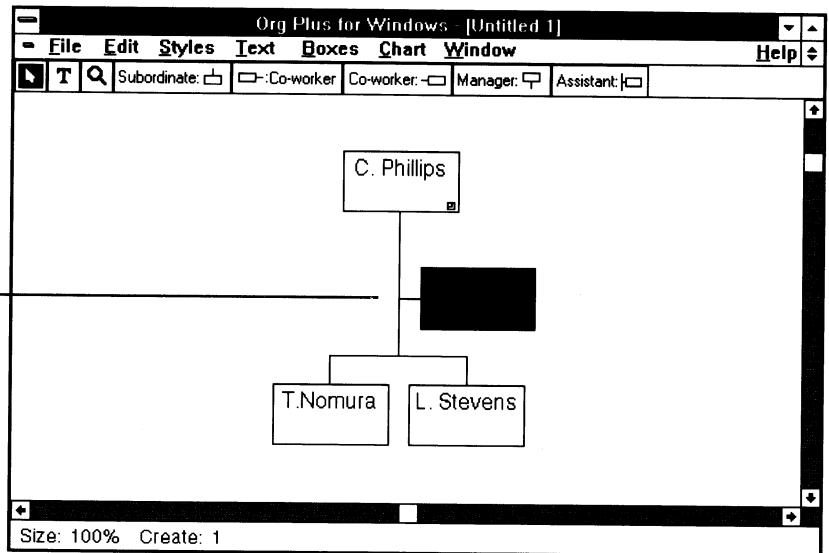


Figure 4-5. Creating boxes

Inserting managers

To insert a new manager between one or more co-workers and their current manager, do the following:

1. **Select the boxes for which you want to create a new manager.**

The boxes you select must belong to the same group and be located next to each other. If not, you can move them next to each other first. See “Moving boxes,” page 103 for information.

2. **Press and hold the Ctrl key while you click the Manager box tool.**

Converting boxes from one type to another

To convert a box from one type to another, you can drag it from its current location and reattach it to another box in your chart as a co-worker before, co-worker after, or subordinate. For example, to convert an assistant box to a regular subordinate box, drag the assistant box over a non-assistant box so that it becomes a co-worker to that non-assistant box. For more information, see “Moving boxes in your chart,” page 103.

To convert a non-assistant box to an assistant box, select it and choose an assistant style. See “Changing assistant styles,” page 101, for additional information.

Alternate ways to create boxes

In addition to the techniques for creating boxes described earlier in this chapter, you can create boxes by selecting an existing box first, *then* clicking a box tool or pressing a function key:

1. **Click the box to which you want to attach a new box.**
2. **Press and hold the Ctrl key while you click a box tool.**

OR...

Press a function key for the type of box you want to create:

To do this...	Press this...
Create a subordinate to the selected box	F2
Create a co-worker before (to the left or above) the selected box	F3
Create a co-worker after (to the right or below) the selected box	F4
Create a manager for the selected box	F5
Create an assistant to the selected box	F6

Org Plus creates the type of box you want and reformats your chart.

Deleting boxes

To delete one or more boxes, select the boxes you want to delete and choose Cut from the Edit menu.

Boxes that you cut are put in a special storage place called the **Clipboard** so that you can then paste them someplace else if you want. If you don't want to cut them to the Clipboard, you can choose Clear from the Edit menu, press Backspace, or press Delete.

When you delete a box, its subordinates, if any, are automatically promoted. If you don't want this to happen, delete the text inside the box, not the box itself.

Entering information

To enter information into a box, click the box once to select it, then a second time to enter information.

To enter information associated with a particular box, but not visible in the chart, see “Seeing and editing information not shown in your chart,” page 75.

To enter information *not* associated with a particular box, such as the title for your chart or other annotations, see “Annotating your chart,” page 149.

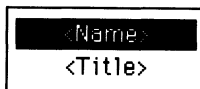
To change the way information is arranged in a box, see “Changing the label setup,” page 90.

Entering new information

Follow these steps to enter information into an empty box:

1. **Click once on the box whose information you want to enter.**

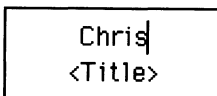
Org Plus highlights the box. The arrow pointer changes to a Text pointer when moved over an area where you can enter text.



2. **Click a second time in the box to activate it for editing.**

You can also press Enter.

Org Plus shows the box with labels for the information you can enter.



3. **Start typing.**

The label goes away and your text appears.

4. **Click any other label for which you want to enter information, and then type the information.**



Pay attention to the labels: Be sure to enter the information called for by the label. That way you can easily move or change the information later by moving or changing the labels. See “Changing the label setup,” page 90.

Editing existing information



The text pointer: 

To edit existing information, click the box whose information you want to edit, then click with the text pointer in the text you want to edit.

To make changes to text throughout your chart, press and hold the Shift key while you click the Text tool in the top left corner of the window. This gives you a text pointer until you click the Selection Arrow tool (next to the Text tool). You can then click directly on any text you want to edit.

Editing shortcuts

The following table summarizes the keystrokes that help you enter information:

To do this...	Press this...
Select the next text item in the box	Tab, Enter, Right Arrow, Down Arrow
Select the previous text item in the box	Shift+Tab, Left Arrow, Up Arrow
Enter information in a box to the right	Ctrl+Right Arrow
Enter information in a box to the left	Ctrl+Left Arrow
Enter information in a box above	Ctrl+Up Arrow
Enter information in a box below	Ctrl+Down Arrow

Entering people's names

When entering people's names, always type the person's complete name. Org Plus has special commands for abbreviating or formatting names any way you want, provided it knows the complete name to begin with. See "Formatting people's names," page 87, for instructions.

**Seeing and editing
information not
shown in your chart**

If you have hidden some of the information in your chart, you can temporarily see and edit it by choosing Show Hidden Text from the Chart menu. Org Plus adds the hidden information to the bottom of each box in the chart. A check mark appears next to this command when hidden text is visible in your chart.

When you are finished editing the hidden information, choose Show Hidden Text a second time to hide it.

To find out how to hide information in your chart, see “Hiding information by changing the label setup,” page 94.

Selecting boxes and lines

In order to change a box or line, you must first select it. The following table summarizes the various ways you can select things. For more complete instructions, turn to the indicated pages:

Summary

To do this...

Do this...

Select a single object (box, line, text, and so on)

Click with the arrow pointer, page 76

Select multiple objects

Shift-click* with the arrow pointer, page 77, **OR...**

Drag an outline around the objects, page 77

Select all objects of the same type

Choose a command from the Select submenu, located in the Edit menu, page 78

Select a group

Double-click any box in the group, page 78, **OR...**

Select a box in the group and press Ctrl+G, page 78

Select a branch

Select the topmost box in the branch and press Ctrl+B, page 78

Select all boxes in one or more levels

Choose Select Levels from the Edit menu and type in the levels you want, page 79

Select all boxes

Choose All Boxes from the Select submenu located in the Edit menu, or press Ctrl+A, page 80

* To "Shift-click," hold the Shift key while you click with the mouse.

Selecting a single object

You can select any single object in your chart by placing the arrow pointer over it and clicking.

Selecting multiple objects

To select multiple objects, Shift-click them or drag an outline around them with the arrow pointer (see Figure 4-6).

By Shift-clicking

To select objects in scattered locations, press and hold the Shift key while you click them. To remove any individual item from the selection, click the selected object a second time while keeping the Shift key pressed down.

By dragging an outline

To select objects located next to each other, drag an outline around them (see Figure 4-6).

Click the Selection Arrow tool to get the arrow pointer...

...position the pointer over one corner and press the mouse button...

...drag to the opposite corner and release the mouse button

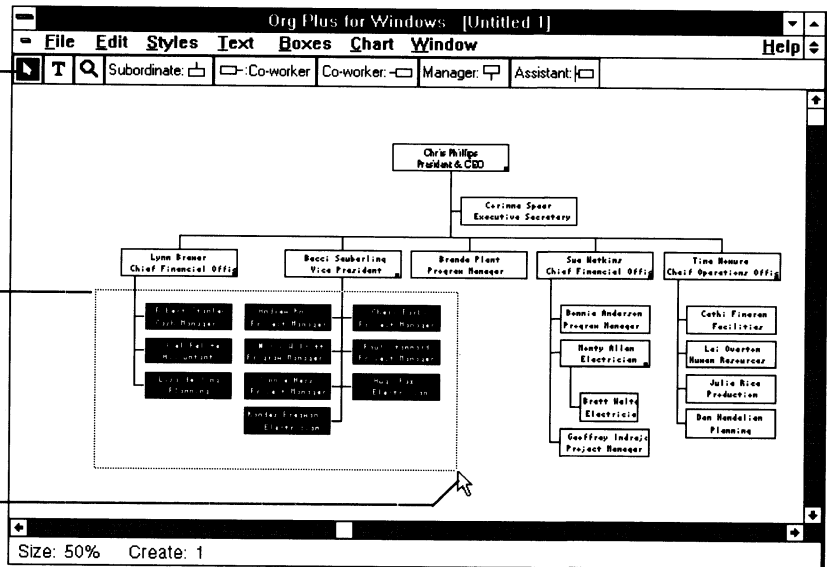


Figure 4-6. Selection by dragging an outline around objects

Objects are selected when they are *completely* within the outline, as shown in Figure 4-6.

To remove a box, line, or other unwanted object from the selection, Shift-click it. (See "By Shift-clicking" above.)

Selecting all objects of the same type

To select all objects of the same type, make a selection from the Select submenu, located in the Edit menu (Figure 4-7).

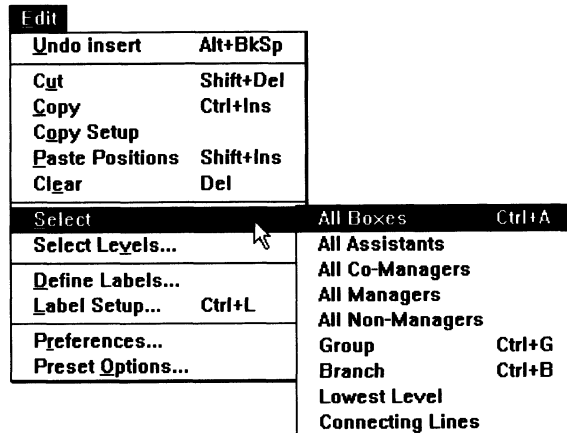



Figure 4-7. The Select submenu

 *Why would I want to select all objects of the same type?* You might want to select all manager boxes in order to give them a shadow.

Selecting a group

To select a **group** — all boxes reporting to the same manager — double-click any box within the group.

You can also select any box within the group, then choose Group from the Select submenu or press Ctrl+G.

Selecting a branch

To select a **branch** — a manager box and all its subordinates — first select the manager box then choose Branch from the Select submenu or press Ctrl+B.

Selecting all boxes at the same level

The topmost box in your chart is at level 1. The boxes reporting directly to it are at level 2. The boxes reporting to them are at level 3, and so on. The black boxes in Figure 4-8 are at level 4.

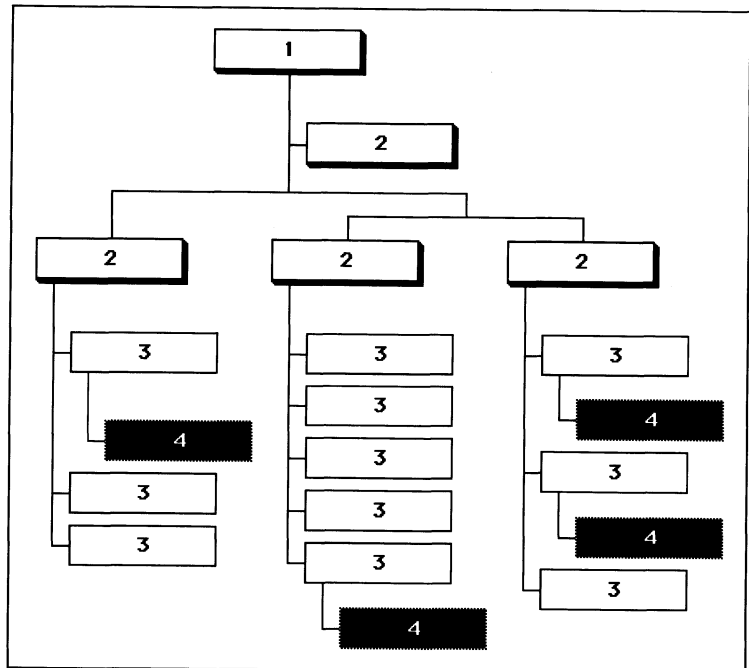


Figure 4-8. Levels in a chart

To select all boxes at the same level, choose Select Levels from the Edit menu. Org Plus displays the Select Levels dialog box, pictured in Figure 4-9.

Select Levels

Select all boxes at levels: 4 through: 4

Cancel OK

Figure 4-9. The Select Levels dialog box

Enter the levels of the boxes you want to select and click the OK button. For example, to select all the boxes at level 4, as shown in Figure 4-9, you would enter "4" in both places in the dialog box and click the OK button.



Why select all boxes at the same level? Boxes at the same level in an organization generally have the same status. To show this, give them the same visual features such as fonts, borders, and label setups.

See “Changing the label setup,” page 90, and “Changing text, lines, and box styles,” page 113 for ways to change the visual characteristics of boxes.

Selecting all boxes

To select all the boxes in your chart, choose All Boxes from the Select submenu, or press Ctrl+A.

Keyboard shortcuts for selecting boxes

When a box is selected, you can use any of the following keystroke combinations to select neighboring boxes:

To do this...	Press this...
Select all boxes and lines	Ctrl+A
Select a group	Select a box in the group, then press Ctrl+G
Select a branch	Select the topmost box in the branch, then press Ctrl+B
Select the next box to the left	Ctrl+Left Arrow
Select the next box to the right	Ctrl+Right Arrow
Select the next box up	Ctrl+Up Arrow
Select the next box down	Ctrl+Down Arrow

Org Plus has many other keyboard and mouse shortcuts for common operations. See Appendix C, “Keyboard and Mouse Shortcuts,” page 207.

Viewing and moving around your chart

This section describes how you can view your chart and quickly move around in it. You can use the scroll bars, or any of the Org Plus special commands for this. You may find that the easiest way to move around your chart is with the Reduce/Enlarge tool. See “Using the Reduce/Enlarge tool,” page 82.

The following table summarizes the various ways you can view your chart and move around in it. For more complete instructions, turn to the indicated pages:

Summary	To do this...	Do this...
	View your entire chart in the window, at actual size, or at 50% of actual size	Make a choice from the Chart menu, page 81
	Switch between reduced and actual size views of your chart	Use the Reduce/Enlarge tool, page 82
	Move to the left, right, up, or down in your chart	Use the scroll bars, OR ... Use a keyboard shortcut, page 83
	See any box in your chart at actual size	Press Shift+Ctrl while you click the box you want to magnify, page 82

Viewing your chart at actual and reduced sizes

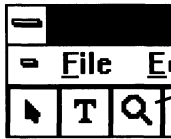
- To change how much of your chart you can see at any one time, make a choice from the Chart menu.
- To get a bird’s eye view of your chart, choose Size to Window.
 - To see as much as possible while keeping the text as legible as possible, choose 50% of Actual.
 - To see how any part of your chart will look when printed, choose Actual Size.

You can also press the Ctrl key shortcuts shown in the chart menu.

When you choose Size to Window, the status area (in the lower left corner of the window) shows the percent of actual size. For example, “67%” means that the chart has been reduced to 67% of its actual size in order to fit in the window. No matter what percent is shown, however, your chart always prints at its full size.

- Depending on the size of your screen and of your chart, there may be little or no difference between Size to Window and 50% of Actual.

Using the Reduce/Enlarge tool



The Reduce/Enlarge tool is the third tool from the left in the top left corner of your window. It shows either a magnifier or a little chart symbol depending on the current level of magnification.

If your chart is shown at 50% of actual or sized to the window, you'll see a magnifier (see the figure to the left).



If your chart is shown at actual size, you'll see a little chart (see the figure to the left).

You can use the Reduce/Enlarge tool to switch between Size to Window and Actual Size. Click the tool, then click in the area of your chart you want to reduce or enlarge.

If your chart is at actual size, a click shows the entire chart.

If your chart is reduced, a click magnifies the area under your magnifier.

See any box in your chart

You don't have to click the Reduce/Enlarge tool. You can also press Shift+Ctrl. This gives you a convenient way to see any box in your chart:

If you can see the entire chart: press Shift+Ctrl and click the box you want to see more closely.

If you can't see the entire chart: press Shift+Ctrl and click anywhere in your chart. You'll see the entire chart. With Shift+Ctrl still down, click the box you want to see more closely.

**Moving left, right, up,
or down**

You can use the standard Windows scroll bars to scroll through your chart. If you don't know how to use the scroll bars, see your Windows User's Guide.

**Keyboard shortcuts for
viewing and moving**

The following table summarizes the keystrokes that let you view and move around in your chart.

To do this...	On any keyboard
See your entire chart in the window (size it to fit in your window)	Ctrl+R
See your chart at 50% of actual size	Ctrl+J
See your chart at actual (printing) size	Ctrl+K
See the part of your chart above the window	PgUp
See the part of your chart below the window	PgDn
See the part of your chart to the left of the window	Ctrl+PgUp
See the part of your chart to the right of the window	Ctrl+PgDn
See the topmost box in your chart	Home
See boxes at the bottom of your chart	End

Org Plus has many other keyboard and mouse shortcuts for common operations. See Appendix C, "Keyboard & Mouse Shortcuts," page 207.

Creating and changing labels

You must create labels for the information that you want to enter into the boxes in your chart. You can create up to 30 different labels for your chart. Each box can contain any of those labels.

You create, delete, rename, and make other changes to labels at the Define Labels dialog (Figure 4-10 on page 85). To see the Define Labels dialog, choose Define Labels from the Edit menu.

The following table summarizes the ways you can create and change labels. For complete instructions, turn to the indicated pages:

Summary	To do this...	Do this...
	Create a label for the information in each box in your chart	Type the new label in the Define Labels dialog box and click the Define button, page 85
	Delete a label and the information that has that label	Click the label in the Define Labels dialog box and click the Delete button, page 86
	Rename a label	Click the label in the Define Labels dialog box then type the new name, page 86
	Define a label for people's names	Click the label in the Define Labels dialog box then select "Contains people's names," page 87
	Define a label for pictures	Click the label in the Define Labels dialog box then select "Contains pictures," page 88

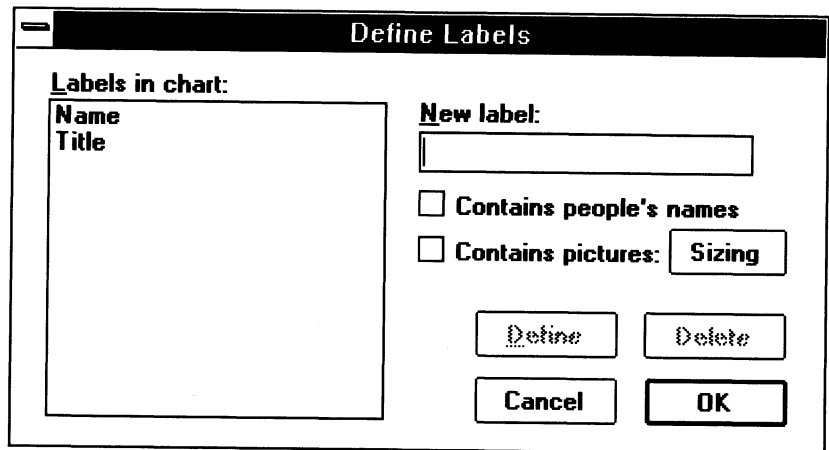


Figure 4-10. The Define Labels dialog

Creating labels

You must create labels for new information before you can enter it into the boxes in your chart. For example, if you want to enter department names, you must create a “Department” label.

To create a label, do the following:

1. **Choose Define Labels from the Edit menu.**
2. **Type the new label.**
3. **Click the Define button.**
4. **Repeat steps 2 and 3 for each new label you want to create.**
5. **Click OK to close the Define Labels dialog box.**

Org Plus asks you if you want to add the newly defined labels to each box in your chart.

6. **Click Yes or No.**

If you answer *Yes*, Org Plus puts the labels inside each box, on the bottom row of the box. If you answer *No*, the labels will not be added to each box. However, you can add those labels to any or all boxes later by selecting the boxes in the chart and choosing Label Setup from the Edit menu. See “Changing the label setup,” page 90, for more information.

Deleting labels

When you delete a label, Org Plus deletes all the information that has that label. For example, if you delete the Department label, Org Plus deletes all the departments in your chart. Deleting a label is a quick way to delete information in the boxes in your chart.

To delete a label, do the following:

1. **Choose Define Labels from the Edit menu.**
2. **Click the label you want to delete.**
3. **Click the Delete button.**

Org Plus asks you if you really want to delete the label.

4. **Click Yes.**
5. **Click OK to close the Define Labels dialog box.**

If necessary, you can undo the deletion immediately after closing the Define Labels dialog by choosing Undo from the Edit menu.

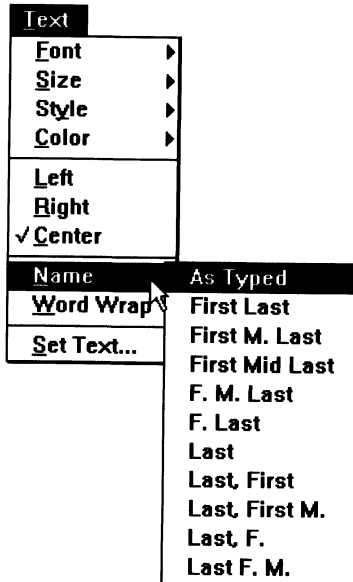
Renaming labels

To rename a label, do the following:

1. **Choose Define Labels from the Edit menu.**
2. **Click the label you want to rename.**
3. **Type the new name for the label.**
4. **Click the Define button.**
5. **Click OK to close the Define Labels dialog box.**

If necessary, you can undo this operation immediately after closing the Define Labels dialog by choosing Undo from the Edit menu.

Formatting people's names



Org Plus has special commands for formatting people's names. These commands are in the Name submenu in the Text menu.


If you have people's names in your chart, you can format them in any of the ways shown in the Name submenu (see figure to the left).

To format names automatically, Org Plus needs to know which label you use for people's names. (This is usually the label called "Name," but you might have created a label called "Employee" or "Prospect" or anything else for that matter.)

To tell Org Plus that a label refers to people's names, do the following:

1. **Choose Define Labels from the Edit menu.**
2. **Click the label that is used for people's names.**
3. **Select "Contains people's names."**
4. **Click the Define button.**
5. **Click OK to close the Define Labels dialog box.**

From then on, you can select any box in your chart with a name in it, and then choose any name formatting command from the Name submenu to reformat the name automatically. See "Changing people's name formats," page 115, for more information.

 *When entering people's names in your chart, it's useful to type at least the complete first and last names.* The more complete the names, the more flexibility you have later when choosing name formats. For example, if you enter complete names, you can later choose a name format that abbreviates people's names. However, if you don't enter complete names, you can't choose a complete name format such as "First Mid Last."

Every label that is used for people's names takes up *two* of the 30 total available labels you can have in your chart.

Creating labels for pictures

You must create a label for pictures that you want to place in the boxes of your chart. For example, if you want to include pictures of your employees along with their names and titles, you must create a label for the picture, just as you created one label for their names and another for their titles. You might call it “Photo.”

To create a label for pictures, do the following:


1. **Choose Define Labels from the Edit menu.**
2. **Type a label for the pictures.**
3. **Select “Contains pictures.”**

If you want to specify a uniform sizing for your pictures, see “Giving your pictures a uniform size,” below.

4. **Click the Define button.**
5. **Click OK to close the Define Labels dialog box.**

From then on, you can select any box in your chart, select the label for the picture, and then place a picture at the location of the label. See “Placing pictures in your chart,” page 153, for more information.

To change the location of the picture label in some or all boxes, see “Changing the label setup,” page 90.

-  You don’t have to create a label for pictures that you place in the background of your chart.

Changing the preset sizing options

Ordinarily, Org Plus shows your pictures at their full size. However, pictures with varying sizes can give your chart an irregular appearance. You can minimize this effect by forcing all your pictures to fit in a given area.

To make your pictures fit in a given area, do the following:

1. **Choose Define Labels from the Edit menu.**
2. **Select the label for pictures.**
3. **Click the Sizing button.**

The Picture Sizing dialog box appears (Figure 4-11 on page 89).

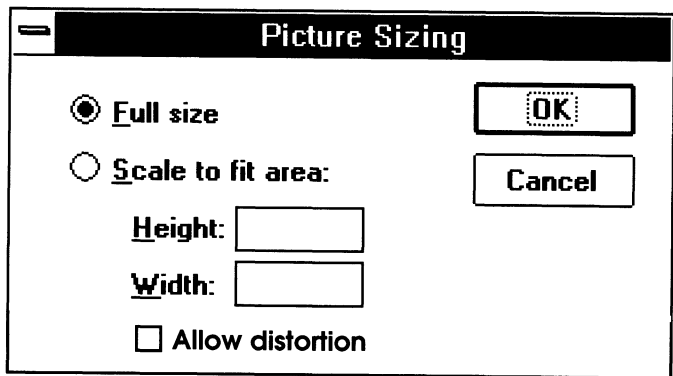



Figure 4-11. The Picture Sizing dialog box

4. **Select “Scale to fit area.”**
5. **Enter the dimensions of the area in which you want your pictures to fit.**

Org Plus will scale your pictures proportionally to fit within the specified area. If you don't want your pictures to scale proportionally, select “Allow distortion.” Org Plus will then give your pictures the precise dimensions you type in.

6. **Click the OK button.**
7. **Click the Define button.**
8. **Click OK to close the Define Labels dialog box.**

 Most pictures lose quality when you resize them. For best results, don't create pictures with the idea that you can resize them later. Make them the size at which you will display and print them. Make all of them the same size.

Changing the label setup

The way labels are arranged in the boxes in your chart is called the **label setup**. The label setup is like a blueprint for where you want the information in each box. You change the label setup to change the way the information in the boxes of your chart is arranged.

For example, to move the titles above the names in your chart, you move the title label above the name label in the label setup. Or, to move a picture above a name, move the picture label above the name label in the label setup.

You can change the label setup at the Label Setup dialog box (Figure 4-12 on page 91).

Every box in your chart can have its own label setup, or all boxes can have the same label setup — it's up to you. You can copy the label setup from one box to another.

The following table summarizes the ways you can change the label setup. For complete instructions, turn to the indicated pages:

Summary	To do this...	Do this...
	Rearrange information in the boxes of your chart	Rearrange labels in the label setup, page 91
	Hide information in your chart	Move labels out of the label setup, page 94
	Show hidden information in your chart	Choose "Show Hidden Text" from the Chart menu, page 95
	Create dividing lines	Click the dividing line button, then click where you want the line, page 96
	Change margins within a box	Drag the edges of the label setup box, page 97
	Copy the label setup from one box to other boxes	Select the box whose setup you want to copy, choose Copy Setup from the Edit menu, then paste it into the boxes you want to change, page 97

List of labels which have been defined for this chart but are not included in the label setup for the currently selected boxes

The label setup for the currently selected boxes

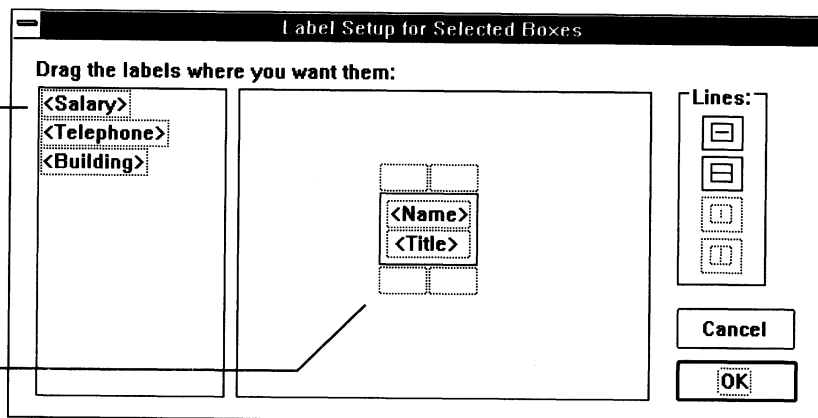


Figure 4-12. The Label Setup dialog box

Rearranging information by moving labels

You can rearrange the information in the boxes of your chart by moving labels in the label setup. The information appears wherever you put its label in the label setup.

To move a label, do the following:

1. **Select the boxes whose label setup you want to change.**

If you want to change the label setup for all boxes, press Ctrl+A.

2. **Choose Label Setup from the Edit menu.**

The Label Setup dialog box appears. It contains all the labels created for the chart. The list on the left contains the labels that are not used in the label setup for the currently selected boxes.

3. **Decide which label you want to move.**

You can move any label that appears in the Label Setup dialog box, including labels for pictures.

4. Decide where you want to move the label.

You can move a label from the list on the left into the label setup, or from the label setup back into the list on the left.

You can move a label into any outside corner of the label setup as well as inside it.

You can move a label next to, above, or below any label inside the label setup.

5. Drag the label where you want to put it.



To move a label into an empty label area, drag it over the empty label area. When the cursor changes to a bulls-eye, release the mouse button.



To move a label to the left of an existing label, drag it over the left edge of the existing label. When a left pointing arrow appears, release the mouse button.



To move a label to the right of an existing label, drag it over the right edge of the existing label. When a right pointing arrow appears, release the mouse button.



To move a label above an existing label, drag it over the top center of the existing label. When an up pointing arrow appears, release the mouse button.



To move a label below an existing label, drag it over the bottom center of the existing label. When a down pointing arrow appears, release the mouse button.

6. Repeat steps 3 through 5 for as many labels as you want to move.

7. Click OK to close the dialog box.

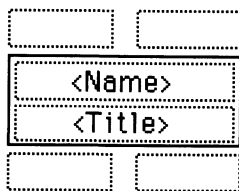
Org Plus rearranges the information in the selected boxes to match the labels in the label setup.

An example

For example, suppose your chart shows names above titles, as shown in Figure 4-13. To move the titles above the names in your chart, do the following:

1. **Press Ctrl+A to Select all the boxes in your chart.**
2. **Choose Label Setup from the Edit menu.**
3. **Drag the Name label over the Title label until you see the down arrow, then release.**
4. **Click OK.**

Presto! — the information is reversed in your chart, as shown in Figure 4-14.



Reverse the order of the labels in the label setup...

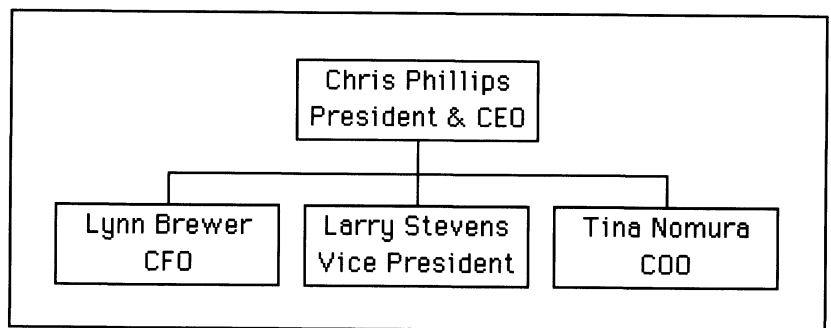
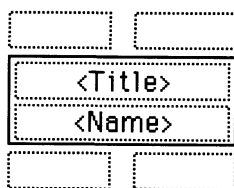


Figure 4-13. Name above title



...to reverse the order of the information in the chart

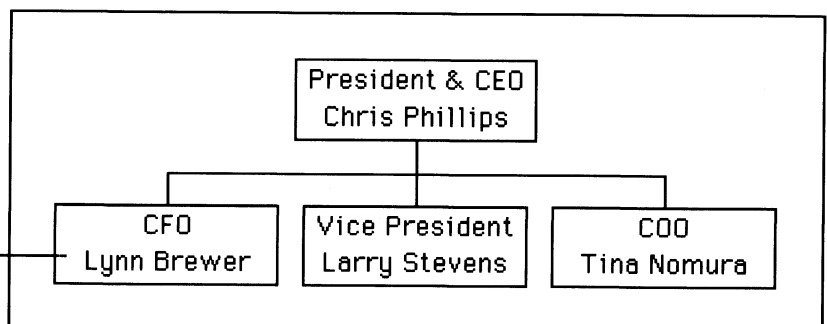


Figure 4-14. Title above name

Complex label setups

By moving labels next to, above, or below each other you can create almost any conceivable arrangement of labels (see Figure 4-15). You can create label setups with multiple columns, or multiple rows for the exterior label areas.

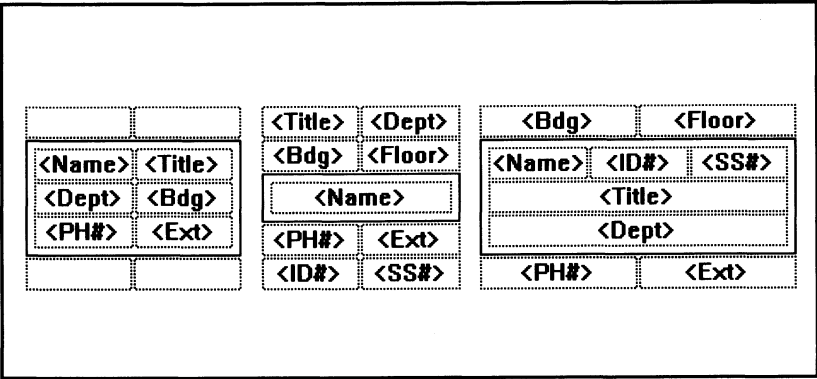


Figure 4-15. Examples of complex label setups

Hiding information by changing the label setup

Sometimes you may not want to show certain information in your chart. For example, you might want to show grade level information for some employees but not for others. Or perhaps you want to print your chart *with* salary information for the President of the company, and *without* salary information for everyone else.

To hide information in your chart, do the following:

1. **Select the boxes with information you want to hide.**
2. **Choose Label Setup from the Edit menu.**
3. **Drag the labels for the information you want to hide out of the label setup and into the list on the left.**
4. **Click OK to close the dialog box.**

Org Plus redraws your chart with the hidden information no longer visible.

Figure 4-16 on page 95 shows a chart before and after hiding the Salary label.

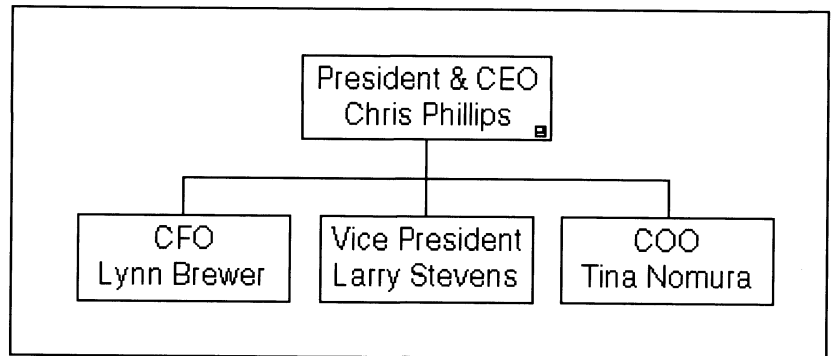
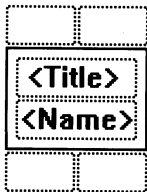
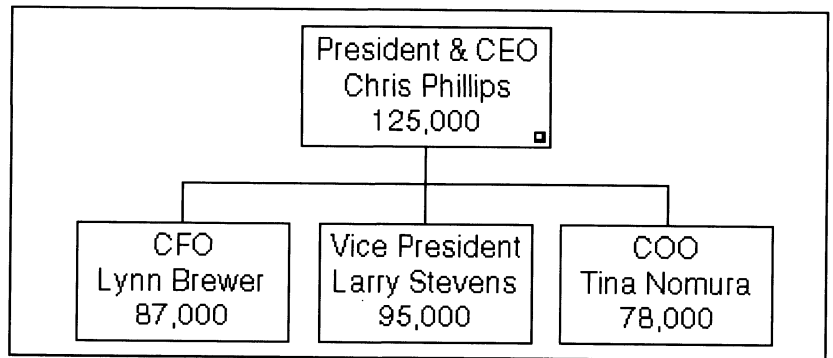


Figure 4-16. Hiding salary information

Showing hidden information

When you have hidden information in your chart, you sometimes need to see and edit it without changing the label setup for each box in your chart. To do this, choose Show Hidden Text from the Chart menu. Org Plus adds the hidden information to the bottom of each box in the chart. A check mark appears next to this command when hidden text is visible in your chart.

When you are finished editing the hidden information, choose Show Hidden Text a second time to hide it.

Creating dividing lines

You can draw horizontal and vertical dividing lines within a box to separate information. Figure 4-17 shows boxes with horizontal dividing lines between names and titles.

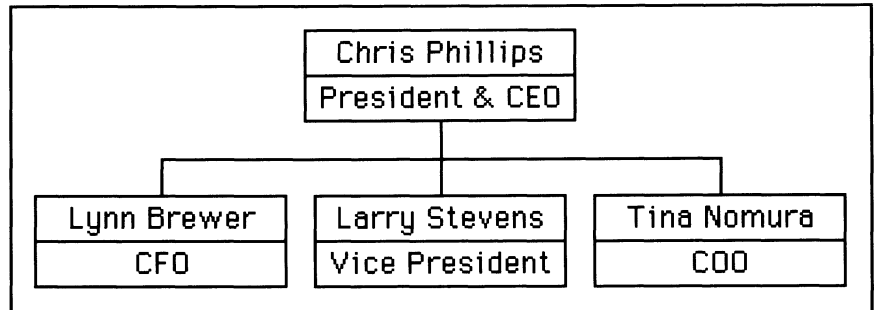


Figure 4-17. Dividing lines

To draw dividing lines, do the following:

1. **Select the boxes in which you want to draw dividing lines.**
2. **Choose Label Setup from the Edit menu.**
3. **Click the button for the type of dividing line you want to create.**

See the figure to the left.

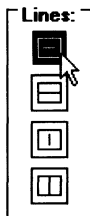
4. **Click inside the label setup at the place where you want the dividing line.**

You cannot draw dividing lines outside the label setup box.

To create horizontal dividing lines, you must have at least two rows of label areas inside the box. To create vertical dividing lines, you must have at least two columns of label areas inside the box.

5. **Click OK to close the dialog box.**

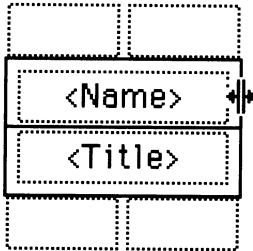
To remove a dividing line, click on the dividing line button, then click on the dividing line in the label setup.



Changing margins within a box

Box margins are the amount of space between the box border and the labels within the box. To change box margins:

1. **Select the boxes in which you want to change margins.**
2. **Choose Label Setup from the Edit menu.**
3. **Position your pointer over the edge of the box next to the margin you want to change.**



A special pointer appears automatically, as shown in the figure to the left.

4. **Drag the edge of the box left or right, up or down.**

When you release the mouse button, the margin is set.

5. **Click OK to close the dialog box.**

You can change top, bottom, left, and right margins. The margins are preset to .05".

Copying the label setup

You can copy the label setup from one box to any other box:

1. **Select the box whose setup you want to copy.**
2. **Choose Copy Setup from the Edit menu.**
3. **Select the box or boxes to which you want to give the same setup.**
4. **Choose Paste Setup from the Edit menu.**

Org Plus copies the label setup along with the box border and box shadow, if any.

Rearranging boxes in your chart

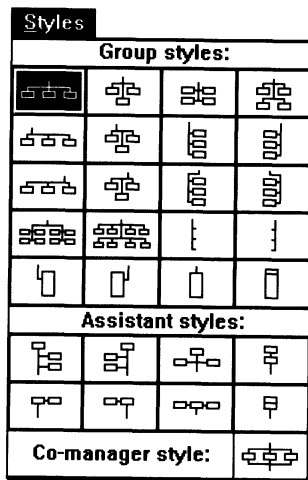
All boxes belong to a **group**. A group consists of all the boxes having the same manager, excluding assistant boxes. A chart is usually made up of many groups.

To rearrange a group of boxes, select the group you want to rearrange and choose a group style from the Styles menu. You can also create and rearrange subgroups and assistants.

The following table summarizes the various ways you can rearrange boxes. For more complete instructions, turn to the indicated pages:

Summary	To do this...	Do this...
	Rearrange the boxes in a group	Select the group and choose a group style from the Styles menu, page 99
	Create and arrange a subgroup	Select the boxes in the subgroup and choose a group style, page 99
	Rearrange a subgroup	Select the subgroup and choose a group style, page 100
	Merge separate subgroups back into a single group	Select all the boxes in the subgroups and select a group style, page 100
	Change the way assistants are arranged	Select the assistants and choose an assistant style, page 101
	Create a co-manager relationship	Select the co-manager boxes, then choose the co-manager style, page 102

Changing group styles



You can arrange groups in 20 different ways, called **group styles** (see figure to the left). Every group in a chart can have its own style.

To change the style for any group in your chart, double-click any box in the group to select the group and choose a group style from the Styles menu.

You can also select a group by clicking one box in the group and pressing Ctrl+G.

Org Plus reformats your chart automatically.

You can change the style of multiple groups simultaneously: press and hold the Shift key while double-clicking on boxes in different groups to select them; then choose a group style from the Styles menu.

Creating subgroups

A **subgroup** is a grouping of boxes within a larger group. Figure 4-18 shows two subgroups.

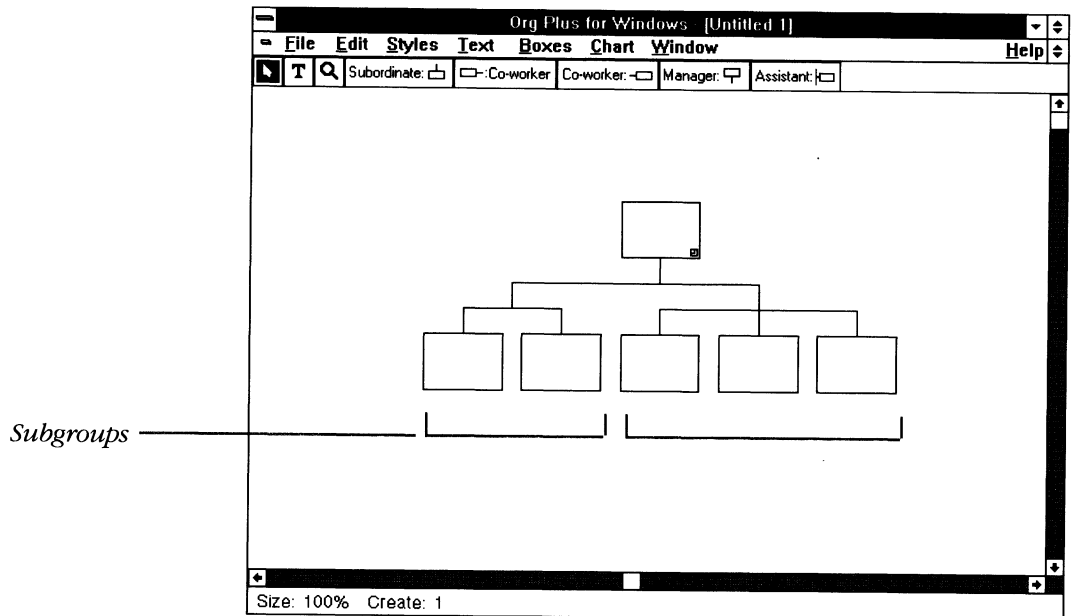


Figure 4-18. Subgroups

The boxes in both subgroups belong to the same group because they have the same manager.

Subgroups can have their own group styles (see Figure 4-19).

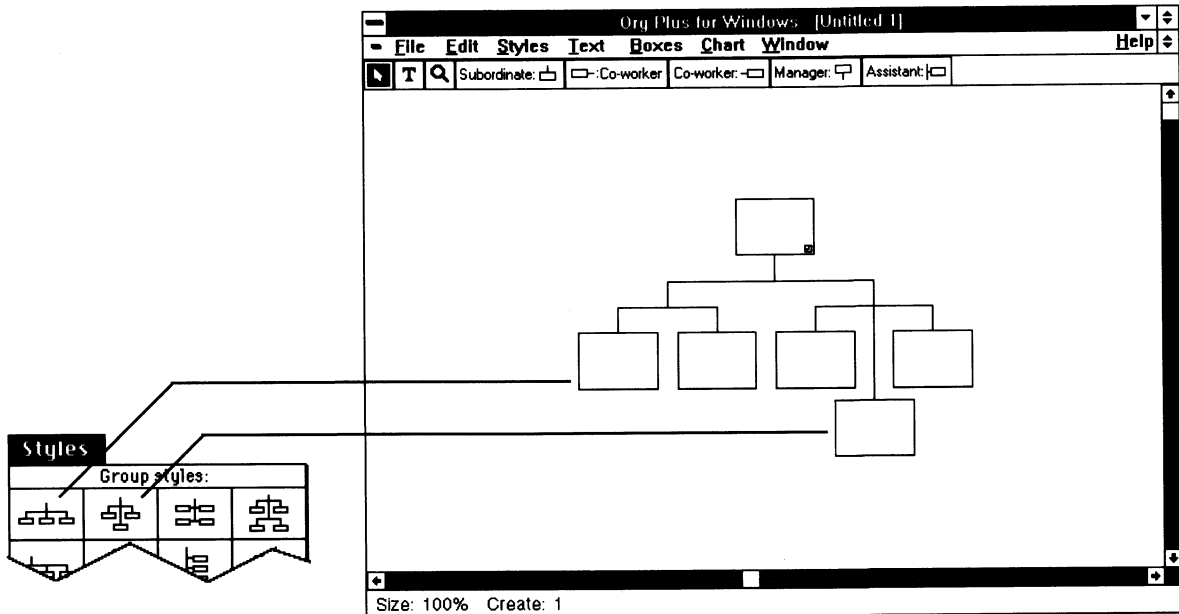


Figure 4-19. Subgroups with different group styles

To create a subgroup, select all the boxes that belong to the same subgroup and choose a group style from the Styles menu.

You must put the boxes next to each other before you can make them into a subgroup. They must have the same manager. See "Moving boxes," page 103 for instructions.

Changing subgroup styles

You change a subgroup's style in the same way you change the style for a regular group:

Double-click any box in the subgroup to select it, then choose a group style from the Styles menu.

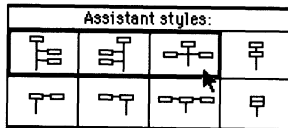
Merging subgroups

Some time after dividing a group into subgroups, you may want to merge the subgroups back into a single group.

To merge subgroups into a single group, select all the boxes in all the subgroups that you want to merge, and then choose a group style from the Styles menu.

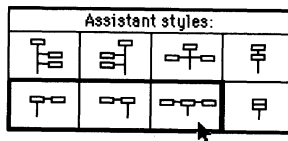
If the subgroups have different managers, you must move the subgroups under the same manager. To put boxes from different groups or subgroups into a single group, see “Gathering scattered boxes under a single manager,” page 105.

Changing assistant styles

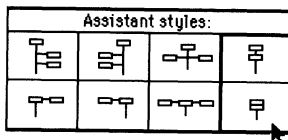


An **assistant** provides administrative assistance, advice, or even managerial assistance to its *manager*. Org Plus provides 8 different ways for you to represent the role of an assistant, available in the Styles menu.

The first three styles (see the figure to the left) are often used to show assistants who provide administrative support, such as secretaries.



The bottom three styles are often used to show assistants who provide advice, such as advisors. You can also use these styles to show a board of directors.




The last two styles are often used for assistants who assume managerial responsibility in the absence of the manager.

When you create an assistant using the Assistant box tool, it is automatically given the preset style for assistants (see note below). You can change the assistant’s style as follows:

1. **Select the assistant whose style you want to change.**
2. **Decide which style best communicates the role of the assistant (your choice).**
3. **Choose the desired assistant style from the Styles menu.**

You can also apply an assistant style to a non-assistant box. This converts it to an assistant.

 *Changing the preset option:* Starting out, the preset assistant style is the top left one in the set of assistant styles. To change the preset style, click in the background of the chart, then choose the assistant style you want from the Styles menu. See “Changing preset options for new charts,” page 160.

Creating co-managers

Co-managers are boxes who share responsibility for the same group of subordinate boxes (Figure 4-20).

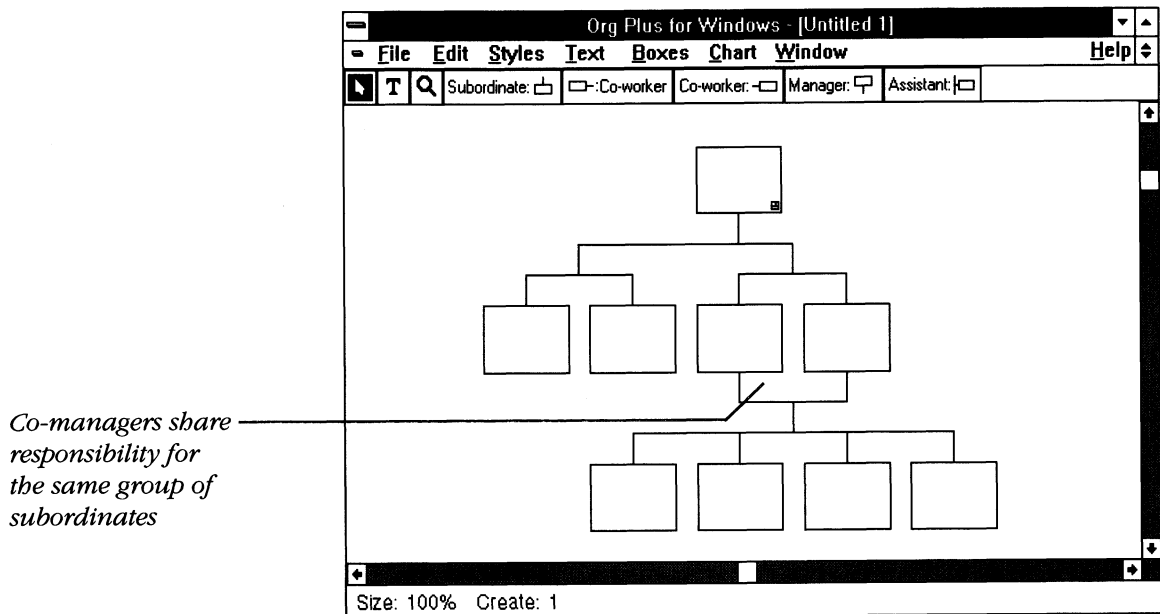



Figure 4-20. Co-managers

Co-manager style: 

To show that two or more boxes are co-managers, select the boxes and choose the co-manager style from the Styles menu.

You must move the co-managers next to each other before you can give them the co-manager style. They must have the same manager. See "Moving boxes," page 103 for instructions.

Moving boxes in your chart

To move boxes, you can drag them or cut and paste them.

The following table summarizes the ways you can move boxes. For more complete instructions, turn to the indicated pages:

Summary	To do this...	Do this...
	Move a manager along with its subordinates	Drag the manager box over its new neighbor, page 103
	Move a manager but leave his subordinates where they were	Press and hold the Ctrl key while you drag the manager over its new neighbor, page 104
	Gather scattered boxes under a single manager	Cut the boxes you want to move, then paste them onto their new manager, page 105
	Move the entire chart	Drag the topmost box, page 106
	Center the chart	Choose Center Up/Down or Center Left/Right from the Chart menu, page 106

Moving boxes

You can move boxes in your chart simply by dragging them from one place to another with the arrow pointer. You must drag a box *over* the box that will be its new co-worker or manager:

1. **If you don't have an arrow pointer, click the Selection Arrow tool, located in the top left corner of the window.**
2. **Decide which box will be the new co-worker or manager of the box you're moving.**
3. **Drag the box you want to move over its new co-worker or manager.**

You must attach it to another box in your chart. You can't simply drop it next to another box because Org Plus then doesn't know whether you want it to be a co-worker or subordinate of the box you drop it next to.

Org Plus scrolls the window automatically as you drag, if necessary.

4. **Move the pointer until the arrow points to where you want the box moved:**

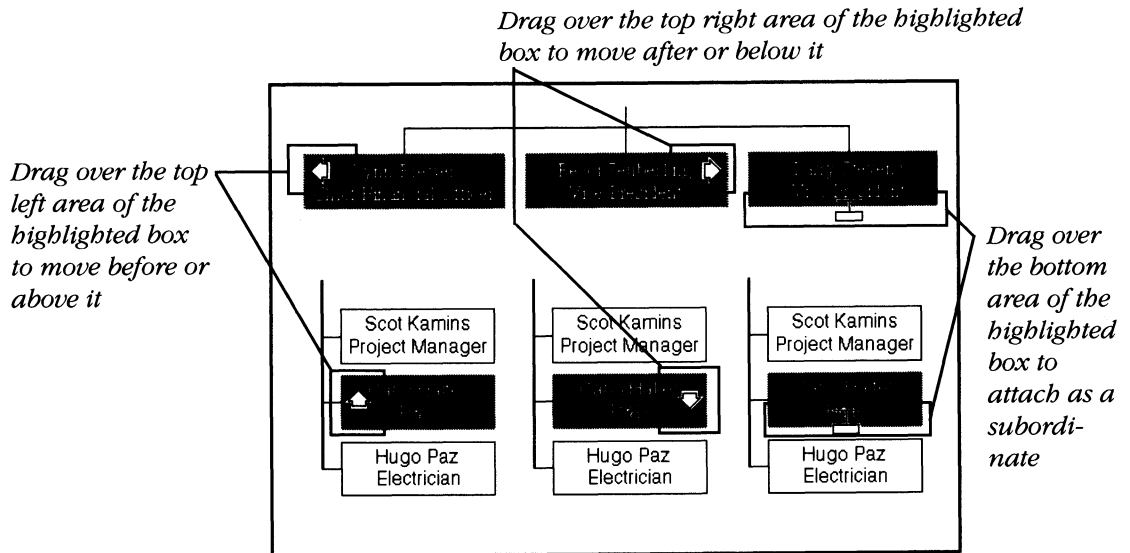


Figure 4-21. Moving boxes

5. **Release the mouse button.**

Org Plus moves the box or boxes and reformats your chart automatically. If you make a mistake or don't like the result, choose Undo from the Edit menu immediately.

- ☞ **Moving a box without moving its subordinates:** If you don't want to move the subordinates, press and hold the Ctrl key while you click and drag.

Gathering scattered boxes under a single manager

You can cut and paste to move boxes from one place in your chart to another. This is the most convenient way to gather selected boxes from scattered locations under a single manager.

You can also use this technique to cut or copy boxes from one chart to another. See “Cutting and pasting between charts,” page 131.

The basic steps are:

- 1. If you don't have an arrow pointer, click the Selection Arrow tool, located in the top left corner of the window.**

- 2. Select the box or boxes you want to move.**

To select multiple boxes, either (a) hold down the Shift key then click the boxes you want, or (b) drag an outline around the boxes you want to select, provided the boxes are next to each other. See “Selecting boxes and lines,” page 76.

- 3. Choose Cut from the Edit menu.**

You can also press Shift+Del.

The subordinates of cut boxes are automatically promoted a level. This may cause your chart to look quite different when the operation is finished! If you want to move a box without promoting its subordinates, drag the box while you press and hold the Ctrl key.

- 4. Decide where you want to paste the selected box or boxes.**

You can make them subordinates of any box in any other chart.

- 5. Select their new manager's box.**

- 6. Choose Paste from the Edit menu.**

You can also press Shift+Ins.

Individual boxes are pasted as subordinates of the selected box.

Moving and centering your chart

You can move the entire chart anywhere on the page (or pages) just by dragging the topmost box. This can be handy if you want to move your chart off center.

To center your chart horizontally between left and right margins, choose Center Left/Right from the Chart menu.

To center your chart vertically between top and bottom margins, choose Center Up/Down from the Chart menu.



Keeping your chart centered: Once you have selected either horizontal or vertical centering, your chart remains that way until you turn centering off or move the topmost box. To turn either type of centering off, choose the centering command a second time.

Changing the distance between boxes

You can change the distance between boxes in all or selected groups at the Spacing dialog box (Figure 4-22).

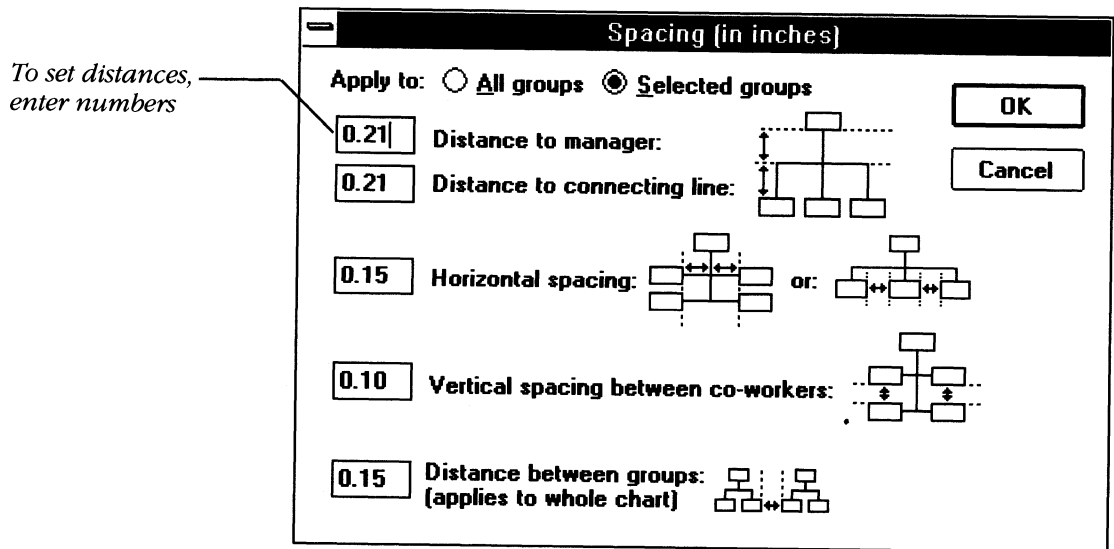


Figure 4-22. The Spacing dialog box

You can also change the distance between boxes in horizontally arranged groups by dragging individual boxes left or right (see “Changing distances by dragging,” page 108).

Using the Spacing dialog box

The Spacing dialog box lets you change the distance between the boxes in all or selected groups in a single operation. You can change:

- The distance between boxes in some or all groups
- The distance between some or all groups and their managers
- The distance between all groups in your chart

To change the distance between two individual boxes in a group, see “Changing distances by dragging,” page 108.

Here's how to use the Spacing dialog box:

1. **Select the group or groups whose spacing you want to change.**

The easiest way to select a group is to double-click any box in the group. You can also click one box and press Ctrl+G.



If you don't select any groups, Org Plus assumes you want to change the spacing between boxes in *all* groups in your chart.

2. **Choose Spacing from the Boxes menu.**

The Spacing dialog box appears (Figure 4-22 on page 107).

3. **Type the desired distances in the boxes.**

If your computer screen is large enough, you can move the dialog box to see your chart.

4. **Click the OK button.**

Org Plus automatically adjusts the spacing as requested.

Changing the length of connecting lines

When you change the spacing between boxes as described in the previous section, Org Plus automatically lengthens or shortens their connecting lines. You don't change the length of the lines directly, except by dragging boxes (see immediately below).

Changing distances by dragging

You can change the distance between any group and its manager by holding down the Shift key while you drag any box in the group up or down. This technique is mostly used to make a chart more compact. See "Drag groups down," page 123, for more information.

You can also change the distance between boxes in horizontally arranged groups by holding down the Shift key and dragging individual boxes left or right. For example, to increase the distance between Mary and Jane's boxes in the top part of Figure 4-23, press and hold the Shift key while you drag Jane's box to the right. A dotted rectangle surrounds the boxes that will be moved.

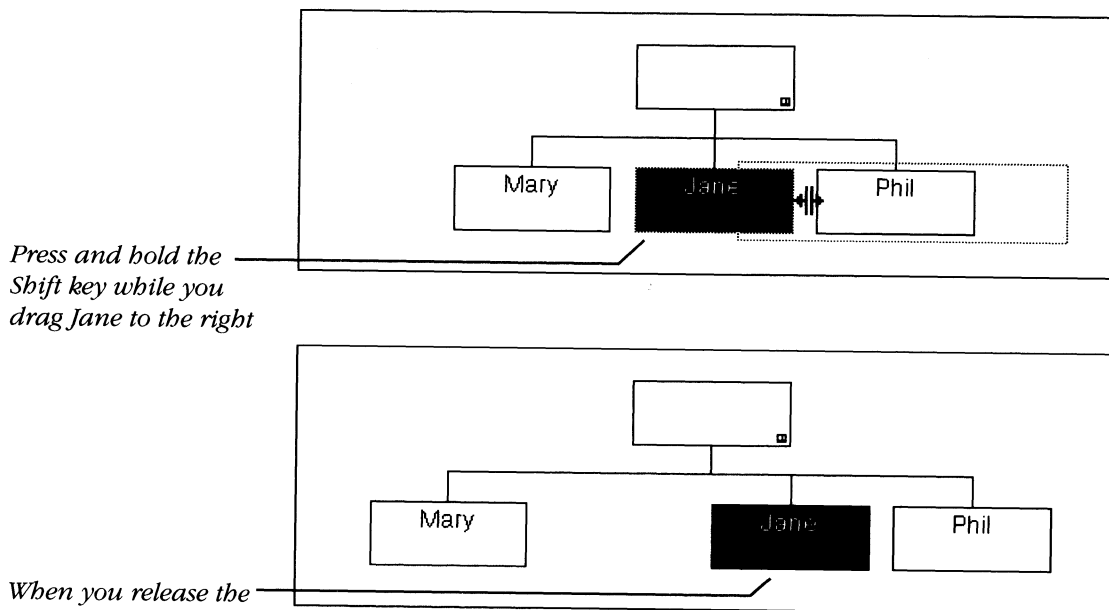


Figure 4-23. Dragging boxes to move them

When you release the mouse button, the boxes are moved. Don't worry about boxes overlapping — Org Plus will reformat everything for you.

Making boxes larger or smaller

Org Plus automatically makes all boxes at the same level the same width and height. No box is wider than its manager's box. This is called **automatic sizing**.

In general, automatic sizing ensures a nice balance between uniform box sizes and compactness. Boxes toward the top of the chart tend to be less numerous and wider. Boxes toward the bottom are more numerous and narrower. If necessary, however, you can make any box in your chart virtually any size.

The following table summarizes the ways to make boxes larger or smaller. For more complete instructions, turn to the indicated pages:

Summary	To do this...	Do this...
	Make boxes as narrow as possible	Select the box or boxes which you want to make as narrow as possible, then deselect Auto Width in the Boxes menu, page 111
	Make boxes as short as possible	Select the box or boxes which you want to make as short as possible, then deselect Auto Height in the Boxes menu, page 111
	Make boxes as small as possible	Select the box or boxes you want to change and deselect both Auto Height and Auto Width in the Boxes menu, page 111
	Give a box a fixed size	Select the box you want to change, then choose Manual Size from the Boxes menu, page 111
	Restore automatic sizing	Select the boxes you want sized automatically, then choose Auto Height and Auto Width from the Boxes menu, page 112

Making boxes as narrow as possible

To make a box as narrow as possible, select the box, then deselect the Auto Width command in the Boxes menu.

If the box doesn't get narrower, then it is already the preset minimum width (5/8"). In this case, choose Manual Size from the Boxes menu and enter a narrower width. See "Giving a box a fixed size," below.

Making boxes as short as possible

To make a box as short as possible, select the box then deselect the Auto Height command in the Boxes menu.

If the box doesn't get shorter, then it is already the preset minimum height (1/8"). In this case, choose Manual Size from the Boxes menu and enter a smaller height. See "Giving a box a fixed size," below.

Making boxes as small as possible

To make a box as small as possible, select the box then deselect both the Auto Width and Auto Height commands in the Boxes menu.

If the box doesn't get smaller, then it is already the preset minimum size (5/8" wide by 1/8" high). In this case, choose Manual Size from the Boxes menu and enter a smaller width and height. See "Giving a box a fixed size," below.



Org Plus doesn't let you make a box smaller than needed to show its information.

Giving a box a fixed size

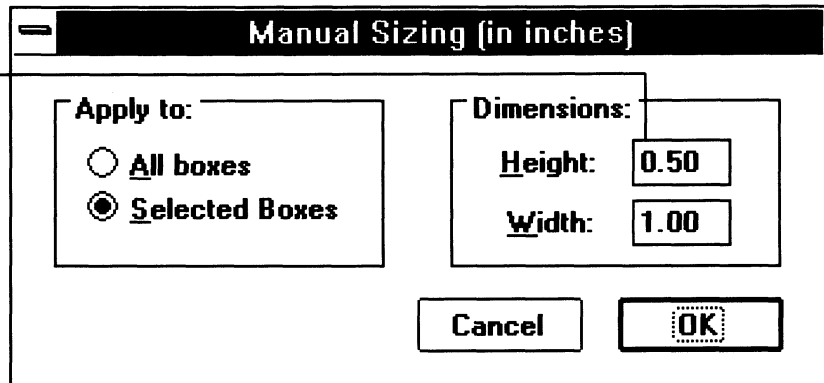
You can make a box whatever size you want. However, Org Plus doesn't let you make the box smaller than needed to show its information. If you add more information to the box, it may grow larger than the size you specify at the Manual Size dialog box.

To give a box a fixed size, do the following:

1. **Select the box or boxes whose size you want to manually set.**
2. **Choose Manual Size from the Boxes menu.**

Org Plus displays the Manual Size dialog box, shown in Figure 4-24.

Enter box dimensions...



The dialog box is titled "Manual Sizing (in inches)". It contains two main sections. The first section, labeled "Apply to:", has two radio button options: "All boxes" and "Selected Boxes", with "Selected Boxes" being the selected option. The second section, labeled "Dimensions:", contains two input fields: "Height" with the value "0.50" and "Width" with the value "1.00". At the bottom right, there are two buttons: "Cancel" and "OK".

Figure 4-24. The Manual Size dialog box

3. **Type the height and width you want for the selected boxes.**

The minimum allowable width is .25". The minimum allowable height is .125". The maximum box size is 120" by 120".

4. **Click the OK button.**

Restoring automatic sizing

To restore automatic sizing to boxes from which it has been removed, select the boxes and choose both Auto Width and Auto Height from the Boxes menu. There should be a check mark in front of each command when you're done.

Changing text, lines, and box styles

This section describes how you change the appearance of text, lines, and boxes in your chart. The following table summarizes how to do this. For complete instructions, turn to the indicated pages:

Summary

To do this...

Change the font, size, style, alignment, or color of text

Make text wrap across multiple lines, as in a word processor

Change the way people's names are formatted

Change the characteristics of some, but not all, information in multiple boxes

Change box borders, shadows, and colors

Change line thickness, style, and color

Do this...

Select the text, then choose a font, style, size, alignment, or color command from the Text menu, page 114

Click in the text you want to wrap, then choose Word Wrap from the Text menu, page 115

Select the boxes containing the names you want to reformat, then choose a name format from the Name submenu in the Text menu, page 115

Use the Set Text command, page 116

Select the boxes you want to change, then choose a border, shadow, or color from the Boxes menu, page 119

Select the lines you want to change, then choose a thickness, style, or color from the Boxes menu, page 119

Changing text fonts, styles, sizes, and color

To change the font, style, size of text, or color, select the text, then choose a font, style, size, or color from the Text menu.

You can save time if you first select *all* the text you want to change — everywhere in your chart — *then* chose a font, style, size, or color:

- To select all the text in a box, click the box once.
- To select all the text in multiple boxes, Shift-click the boxes, or drag an outline around them.

See “Selecting all objects of the same type,” page 78, for more information.

To change the font, size, style, or color of some but not all information in multiple boxes, use the Set Text command (see “Using the Set Text command,” page 116).

Changing text alignment

To change the alignment of text, select the text, then choose Left, Right, or Center from the Text menu.

You can save time if you first select *all* the text whose alignment you want to change — everywhere in your chart — *then* choose Left, Right, or Center:

- To select all the text in a box, click the box once.
- To select all the text in multiple boxes, Shift-click the boxes, or drag an outline around them.

See “Selecting all objects of the same type,” on page 78, for more information.

To change the alignment of some but not all text in multiple boxes, use the Set Text command (see “Using the Set Text command,” page 116).

Wrapping text across lines

Most information in your chart, such as names or titles, is usually kept together on a single line. Some information, such as a job description or general comments, may look better if **wrapped** — or split — across multiple lines, as shown below.

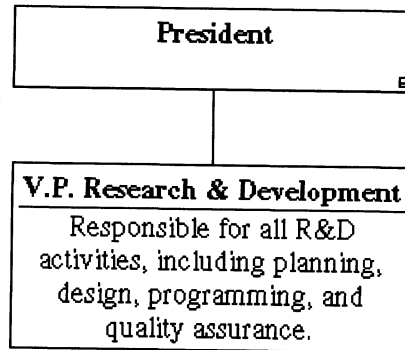


Figure 4-25. Wrapping long text items across lines

To wrap text, select the text, then choose Word Wrap from the Text menu.

You can save time if you first select *all* the text items you want to wrap, *then* wrap them:

- To wrap *all* the text in a box, click the box once, then choose Word Wrap.
- To wrap *all* the text in multiple boxes, press and hold the Shift key while you click the boxes, or drag an outline around them, then choose Word Wrap.

To wrap some but not all information in multiple boxes, use the Set Text command (see “Using the Set Text command,” page 116).

Changing people's name formats

To change the way all people's names are formatted in your chart, press Ctrl+A to select all the boxes, then choose a name format from the Name submenu. The Name submenu is in the Text menu.

To change the format of the people's names in *some* boxes, select the boxes whose names you want to reformat, then choose a desired name format from the Name submenu.

If you have multiple names in multiple boxes and want to change the format of some of the names — but not all — use the Set Text command. (See “Using the Set Text command,” below.)

Moving text

You can move text in boxes by moving labels in the Label Setup dialog box. See “Rearranging information by moving labels,” page 91, for more information.

Using the Set Text command

You can use the Set Text command to change the characteristics of selected information in selected boxes of your chart.

For example, you can use the Set Text dialog box to make all the titles in Figure 4-26 bold and italic, as shown in Figure 4-27.

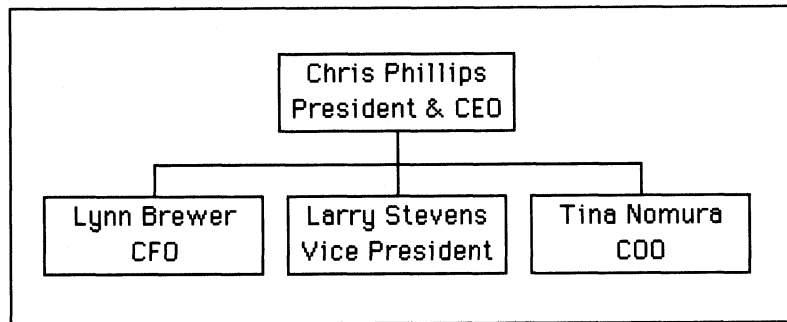


Figure 4-26. Before changing titles

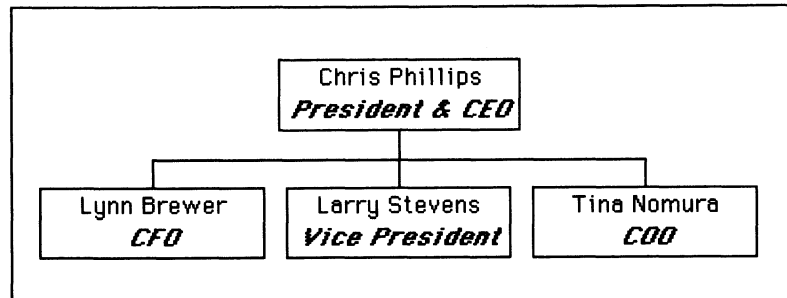


Figure 4-27. After changing titles

You could get the same result by manually selecting and changing each title, but by using the Set Text command you can do this in a single operation.

To use the Set Text command, do the following:

1. **Select the boxes containing information you want to change.**
2. **Choose Set Text from the Text menu.**

The Set Text dialog box appears (Figure 4-28).

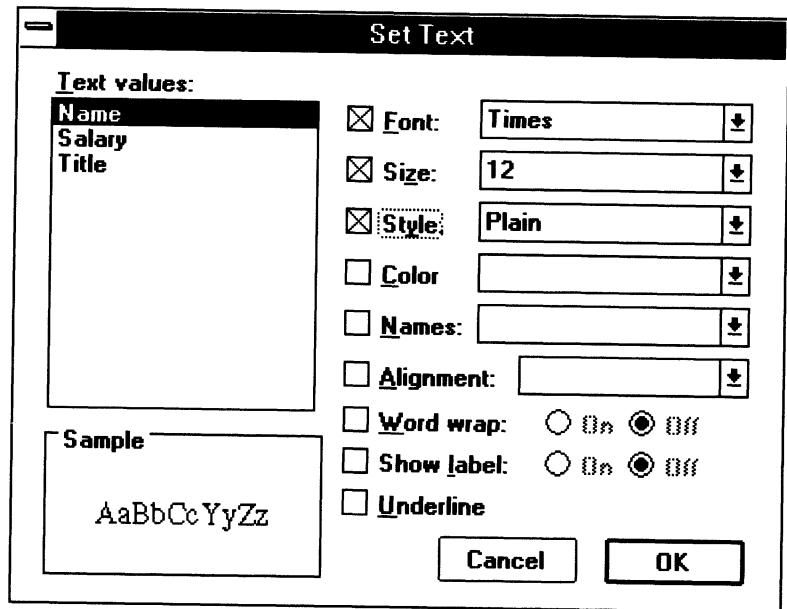


Figure 4-28. The Set Text dialog box

The list on the left shows the labels that have been created for your chart. When selected, the controls on the right show the settings for the currently selected label.

3. **Click the label whose settings you want to change.**

For example, to change the title style, click the Title label.

4. **Click the check box for the text attributes you want to change.**

For example, to make titles bold and italic, click the Style check box.

5. Make the appropriate choices from the pull-down menus and radio buttons on the right.

For example, to make titles bold and italic, choose Bold Italic from the Style pull-down menu.

You can change the font, style, size, color, and alignment of selected information.

You can change the way people's names are formatted.

You can choose Word Wrap to change the wrapping behavior of the information. For more information about word wrap, see "Wrapping text across lines," page 115.

You can show labels in the chart. See "Showing labels in the chart," below, for more information.

6. Repeat steps 3 through 5 for each label you want to change.

7. Click OK to apply your changes to the selected information.

Showing labels in your chart

<Name>
<Age>

Tom Jones
25

Tom Jones
Age: 25

When you click twice on an empty box in your chart, labels appear in the box to show you what to type, as shown in the first figure to the left.

Ordinarily, the labels disappear as soon as you have typed the information.

In some cases, however, you may want to see the label along with the information. For example, numbers are usually not self-explanatory, as in the second box to the left. You can tell Org Plus to show the label *before* the information, as shown in the third figure to the left.

To show labels in the chart, select the label you want to show in the Set Text dialog box, then turn "Show label" on.



Remember: Showing labels in your chart may make your chart clearer to others, but it may make the boxes — and therefore the chart — wider as well.

Changing box borders, shadows, and colors

You can choose from 12 box border styles, 8 shadow styles, and 16 colors.

To change box borders, shadows, or colors, select the box or boxes whose border, shadow, or color you want to change and then choose what you want from the Box Border, Box Shadow, or Box Color submenu in the Boxes menu.

A **hairline** border is the thinnest border your printer can draw. It appears thicker on your computer screen than it will when it's printed.

For more information about box border and shadow styles, see "Box Border," page 185, and "Box Shadow," page 186.

Changing line thickness, style, and color

Connecting lines connect the boxes in your chart.

To change their thickness, pattern, or color, select the lines you want to change and choose a line thickness, style, or color from the Line Thickness, Line Style, or Line Color submenu in the Boxes menu.

To change the color of a box border, select the boxes whose borders you want to change and choose a color from the Line Color submenu in the Boxes menu.

Making your chart more compact

This section describes techniques you can use to make your chart more compact. If all else fails, you can reduce your chart on a laser printer or a copier. The Make Fit command in Org Plus tells you exactly how much you need to reduce it to make it fit on any size paper.

Keep in mind that virtually everything you do has an effect on either the width or height of your chart. With a few exceptions, changes that make your chart shorter make it wider, while changes that make it narrower make it taller. The goal is to find the optimum set of changes which produce the most compact chart.

The table on page 121 summarizes the things you can do to reduce the size of your chart, and the effect they have on your chart's height or width. Refer to the indicated pages for more information.

Summary

To do this...

Make your chart narrower

Make your chart shorter

Make your chart narrower *and*
shorter

Do this...

Use a vertical group style,
page 122

Offset groups beneath their
manager, page 122

Increase the distance between a
group and its manager, page 123

Wrap comments or other long
text values, page 124

Abbreviate names, page 124

Use a horizontal group style,
page 125

Rearrange information within
boxes, page 125

Use smaller font sizes, page 126

Use minimum chart margins,
page 129

Reduce spacing between boxes,
page 126

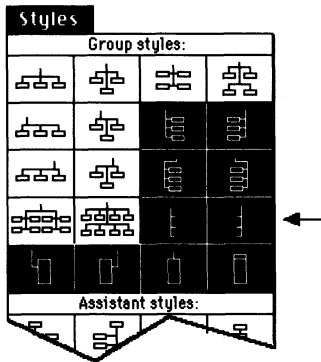
Use the Make Fit command,
page 127

Making your chart narrower

If your chart is too wide, use some or all of the following techniques to make it narrower.

Use vertical group styles

In general, you get the most compact chart by using horizontal styles for groups at the top of your chart, and vertical chart styles for groups at the bottom of your chart.



The figure to the left highlights the narrow group styles. The narrowest styles are the two list styles, indicated by the arrow.

To change group styles, select the group whose style you want to change, then choose a narrow style from the Styles menu. See "Changing group styles," page 99 for more information.

Start with groups at the bottom of your chart and work your way up, using the narrowest vertical styles at the bottom, and wider, horizontal ones at the top.

Offset groups beneath their manager

In some cases, you can shift a horizontally arranged group of subordinates to save space. The four styles highlighted in the figure to the left show the offsetting group styles. Figure 4-29 shows the effect of using one of these styles.

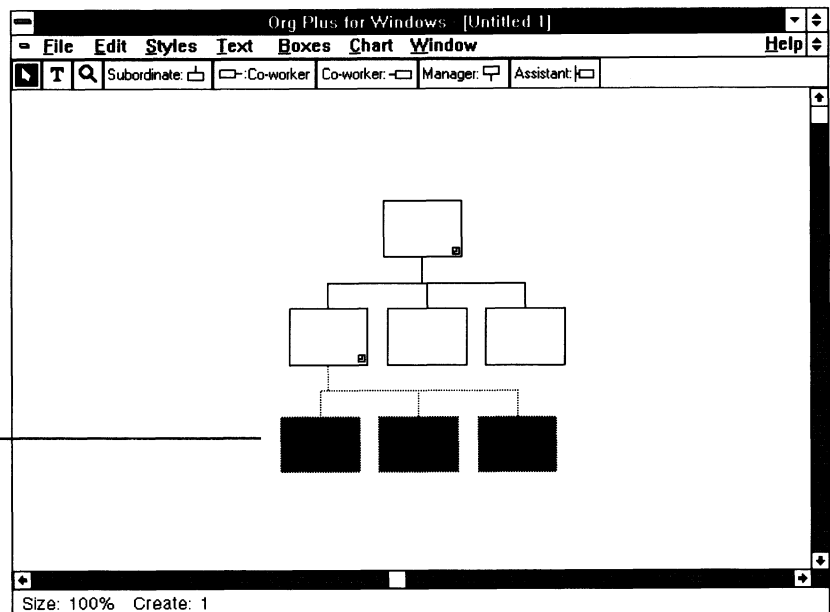
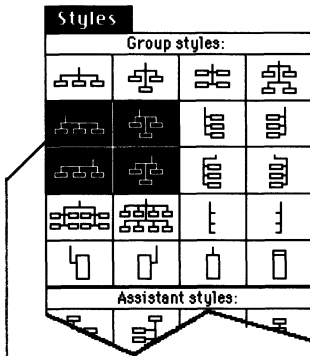


Figure 4-29. Offsetting a group

To change the offset of a horizontal group beneath its manager, double-click any box in the group and choose the appropriate style from the Styles menu.

Drag groups down

You can sometimes make a dramatic difference in the width of your chart if you increase the distance between a group and its manager.

Figure 4-30 shows the difference this technique can make. In the bottom chart, the highlighted groups have been dragged down to get a more compact chart.

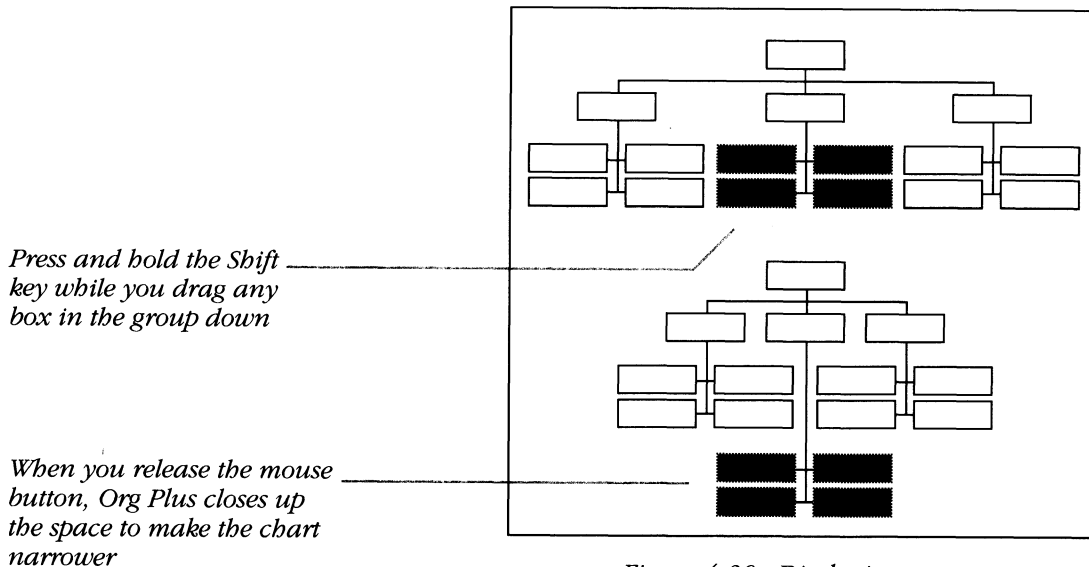



Figure 4-30. Displacing groups

To increase the distance between a group and its manager:

- 1. Press and hold the Shift key while you drag any member of the group downwards.**
- 2. Release the mouse button to see the effect of the move.**
- 3. Repeat steps 1 and 2 as many times as desired in order to get the maximum compactness.**

 This technique can make your chart more compact but it also makes the reporting relationships somewhat harder to see. It can also give an inaccurate sense of status.

Wrap text

Wide text items, such as job descriptions, will make your chart very wide. You can make your chart narrower by wrapping extra-wide text values across multiple lines.

For information about how to wrap text, see “Wrapping text across lines,” page 115. See also “Using the Make Fit command,” page 127.

Abbreviate names and titles

Abbreviate all information that doesn't need to be spelled out. This can significantly reduce the width of your chart, as shown in Figure 4-31.

Abbreviating names and titles can make your chart much narrower

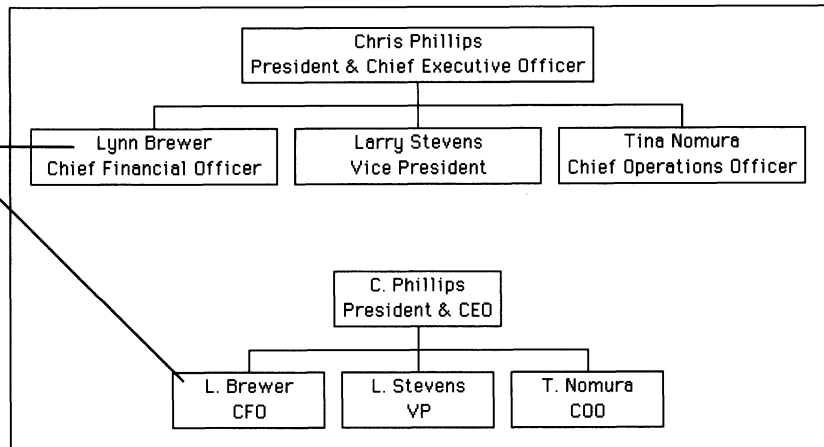


Figure 4-31. Abbreviating names and titles

To abbreviate names, select the boxes whose names you want to abbreviate, then choose a style of abbreviation from the Names submenu, located in the Text menu. See “Formatting people's names,” page 87, for more information. See also “Using the Make Fit command,” page 127.

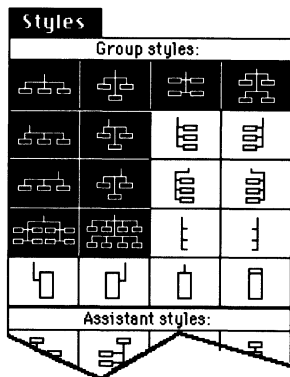
Org Plus doesn't automatically abbreviate other kinds of information, such as titles. You must do this manually.

Making your chart shorter

Your choice of group styles has a major effect on the height of your chart.

Use horizontal group styles

You can make your chart shorter by using the shorter (but wider) group styles.



The figure to the left highlights the shortest group styles. The shortest is the standard horizontal style — the top left style in the menu.

To change group styles, select the group whose style you want to change, then choose a wider style from the Styles menu. See “Changing group styles,” page 99 for more information.

Start with groups at the top of your chart and work your way down, using the wider styles at the top and the narrower styles at the bottom.

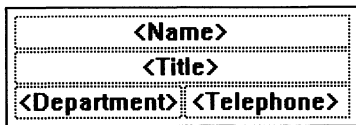
Making your chart narrower and shorter

The following techniques reduce both the width and the height of your chart.

Rearrange information

You can rearrange information in and outside a box to make your chart narrower or shorter, depending on your need.

To make a chart shorter, arrange information horizontally. To make a chart narrower, arrange information vertically. See Figure 4-32 on page 126.



Stack labels in the label setup to make the chart narrower

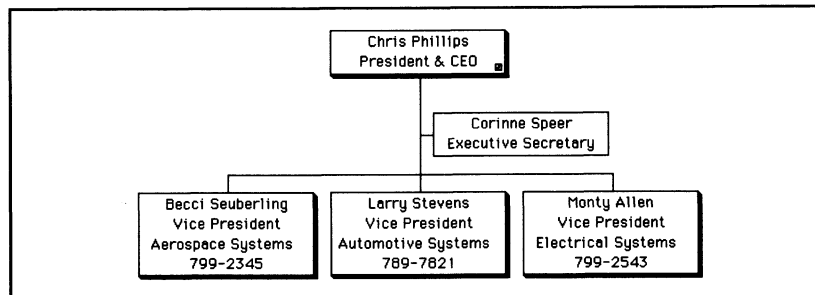
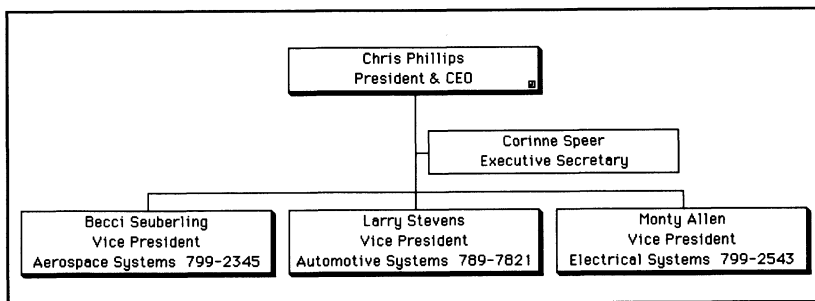
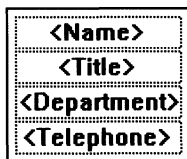


Figure 4-32. Rearranging information

To make a chart both narrower and shorter, avoid placing information outside the boxes in your chart.

You can rearrange the information by rearranging the labels in the Label Setup dialog box. See "Changing the label setup," page 90.

Use smaller fonts

The point size of the fonts in your chart affect both the height and the width of your chart. By using smaller fonts, you decrease both.

To make your text smaller, select the boxes whose text you want to reduce, then choose a smaller size from the Text menu.

See also "Using the Make Fit command," on the next page.

Reduce spacing between boxes

You can reduce the amount of space between boxes at the Spacing dialog box. See "Changing the distance between boxes," page 107, for instructions.

Using the Make Fit command

There are two basic ways to make your chart fit in a desired number of pages. One way is to make your chart smaller by using any or all of the methods described earlier in this section. Another way is to reduce the chart image by some percent, as you might on a photo-copy machine. The Make Fit command helps you do both.

To use the Make Fit command, do the following:

1. **Choose Make Fit from the Chart menu.**

Org Plus opens the Make Fit dialog box (Figure 4-33).

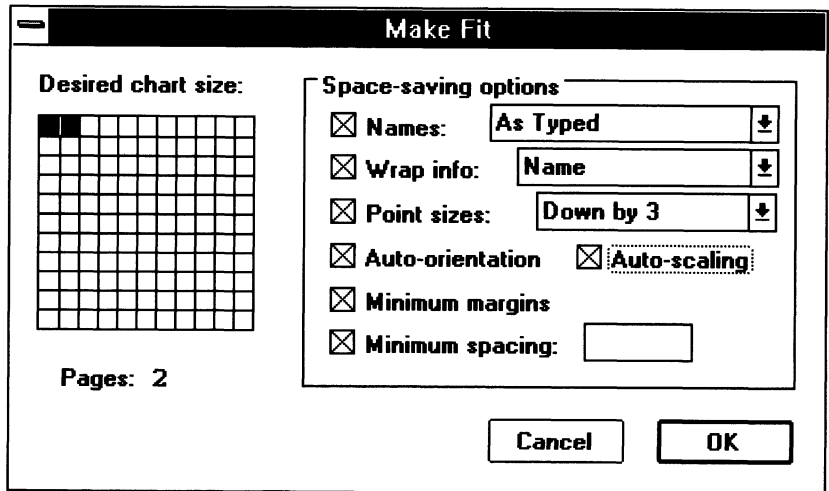


Figure 4-33. The Make Fit dialog box

The grid shows a maximum chart area of 10 pages by 10 pages. Each square represents a page. The pages currently occupied by your chart are shown by black squares. Figure 4-33 shows how the Make Fit dialog box would appear for a chart which spans two pages.

2. **Click in the square that indicates where you want the lower right corner of your chart to be.**

For example, if you want your chart to fit on one page, then click the top left square. If you want your chart to fit on four pages (two pages by two pages), position your arrow two squares over and two squares down, then click. Org Plus highlights all the rectangles above and to the left of the rectangle in which you click.

3. Select whatever space-saving options you want.

See “Selecting space-saving options” on page 129 for more information.

4. Click OK to make your chart fit.

If Org Plus can’t make your chart fit in the desired number of pages, you’ll see the alert box shown in Figure 4-34.

You can make your chart fit by reducing it to the size shown here at the Page Setup dialog box

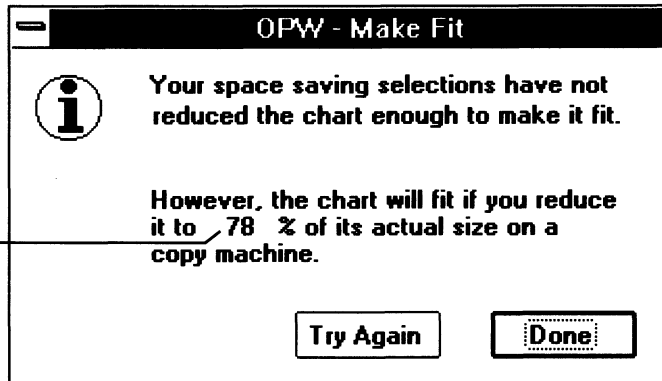


Figure 4-34. Make Fit message box

At this point, you can:

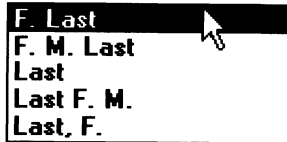
- Click the Try Again button to return to the Make Fit dialog box and change your space-saving options (see “Selecting space-saving options,” page 129), **OR...**
- Click the Done button to exit the Make Fit command

Selecting the space-saving options

The Make Fit dialog box contains several space-saving options. Org Plus puts them into effect when you press the OK button at the Make Fit dialog box.

Abbreviating names

Sometimes, you can make your chart significantly smaller by abbreviating people's names.

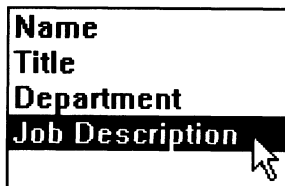


To abbreviate people's names, select "Names," then choose the style of abbreviation you want from the pull-down menu.

This feature affects only labels that have been marked for automatic name formatting. See "Formatting people's names," page 87, for more information.

Wrapping text

You can make a chart much narrower (but taller) by **wrapping** text. Wrapped text flows from one line to the next, like the text in this paragraph. Many people don't want information such as names to wrap. But some information, such as a job description or comments, looks better that way.

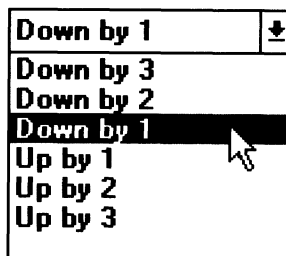


To wrap some or all of the information in your chart, select "Wrap info," then choose the label for the information you want to wrap. Repeat this step to choose other labels, if you want.

See "Wrapping text across lines," page 115, for more information about wrapping.

Using smaller fonts

Using smaller fonts can make your chart much smaller.



To choose a smaller font size for the information in your chart, select "Point sizes," then choose the amount by which you want to reduce or increase the size of the text.

Many fonts are available in the following point sizes: 9, 10, 12, 14, 18, and so on. If you choose "Down by 1," all text is resized to the next smallest available point size. For example, 18 point text changes to 14 point, 14 point text changes to 12 point, and so on. Text with the smallest available point size is reduced by the number in the menu command. For example, if you choose "Down by 2" and 9 point is the smallest available size, 9 point text will be reduced to 7 points.

The point sizes available for your chart depend on your printer and its fonts. To see which sizes your printer supports or doesn't support, choose Size from the Text menu. Org Plus dims the sizes that are not available for the currently selected printer font. You can only choose font sizes that the printer supports.

Changing the page orientation

Some charts will fit on fewer pages if you use a different page orientation. Depending on your printer, Org Plus can automatically change the page orientation for your chart if doing so will make it fit in the desired number of pages. Select "Auto-orientation" if you want Org Plus to do this. If your printer does not support this feature, you cannot select "Auto-orientation."

Auto-scaling

If you have a Postscript printer, Org Plus may be able to resize your chart to fit in the desired number of pages. Select "Auto-scaling" if you want Org Plus to do this. If you don't have a Postscript printer, you cannot select "Auto-scaling." Org Plus will only change scaling if it makes your chart fit in the desired number of pages.



Org Plus will not reduce a chart to less than 25% of actual size. Reducing to less than 50% of actual size can make your text unreadable, depending on the fonts in your chart. You can't tell what effect auto scaling has until you print your chart. If you don't like the effect, deselect "Auto-scaling" to restore your chart to 100% of actual size.

Using minimum margins

Select "Minimum margins" to set your chart's margins to the minimum permissible on the currently selected printer. Org Plus will only use minimum margins if it makes your chart fit in the desired number of pages. Minimum margins are the non-printing area on laser printers, and at least 1/8th inch on dot matrix printers.

Using minimum spacing

Select "Minimum spacing" to enter a minimum amount of space between boxes.

Working with multiple charts

You can cut and paste to copy or move boxes from one chart to another. You can also cut and paste to split larger charts into multiple smaller charts, or merge smaller charts into single, larger charts.

If you're creating charts for a large organization, you can create a chart template for your organization, then use it to create all the charts for your organization.

The following table summarizes these procedures. For more complete instructions, turn to the indicated pages:

Summary

To do this...	Do this...
Transfer boxes from one chart to another	Cut boxes from one chart and paste them onto their manager in another chart, page 131
Merge smaller charts into a single, larger one, or break larger charts into several smaller ones	Cut and paste branches from one chart to another, page 131
Create a standard chart for your organization	Create a chart template, page 134

Cutting and pasting between charts

To move boxes — including entire branches — from one chart to another, do the following:

1. Select the boxes you want to transfer to another chart.

To select an entire branch, click the topmost box in the branch, then choose Branch from the Select submenu, located in the Edit menu. You can also press Ctrl+B.

2. Choose Cut or Copy from the Edit menu.

The selected boxes, including their information and their labels, are copied to the Clipboard (a temporary storage place in Windows).

3. Open the chart to which you want to move the boxes.

If the chart is already open, choose it from the bottom of the Window menu.

4. Click the new manager for the boxes on the Clipboard.

5. Choose Paste from the Edit menu.

Boxes are pasted as *subordinates* of the selected manager.

If the labels in one chart do not match the labels in the other chart, the Match Information dialog box appears. See “Matching labels in different charts,” immediately below, for instructions.

Matching labels in different charts

The Match Information dialog box (Figure 4-35) lets you match the labels for the information on the Clipboard with the labels in the chart you’re pasting to.

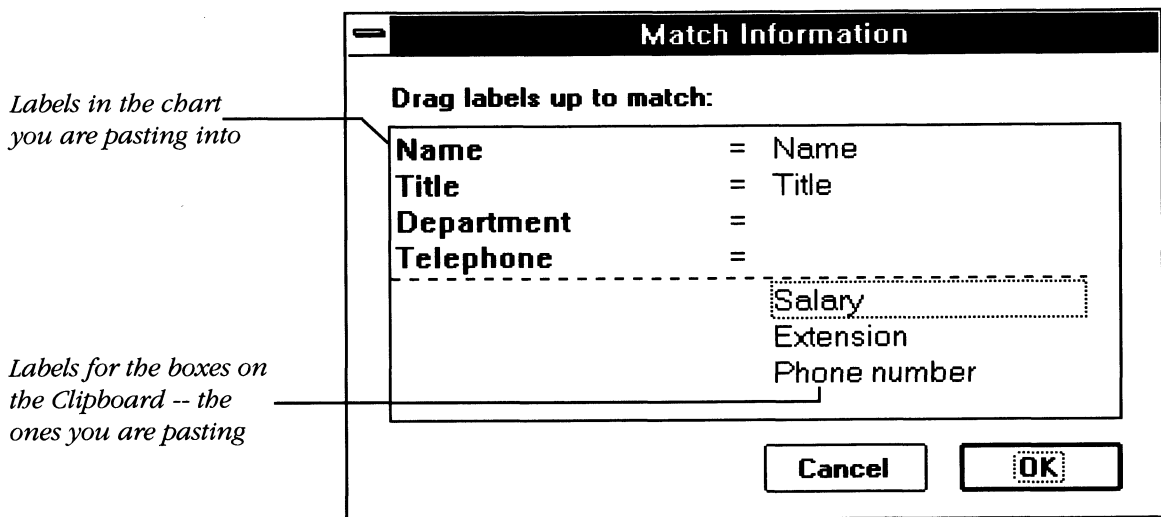


Figure 4-35. The Match Information dialog box

The labels for the chart you’re pasting to appear on the left side of the dialog box. The labels for the information on the Clipboard appear on the right. Org Plus automatically matches equivalent labels. Labels that do not match appear on the right, below the dotted line.

In the example (Figure 4-35), both charts have Name and Title, but the chart has Telephone while the Clipboard has Phone number and Extension. In addition, the Clipboard has Salary, while the chart has Department.

To match the labels, drag each label up until it is opposite its equivalent label, then click OK.

Figure 4-36 below shows how you could match up the labels shown in Figure 4-35 on page 132.

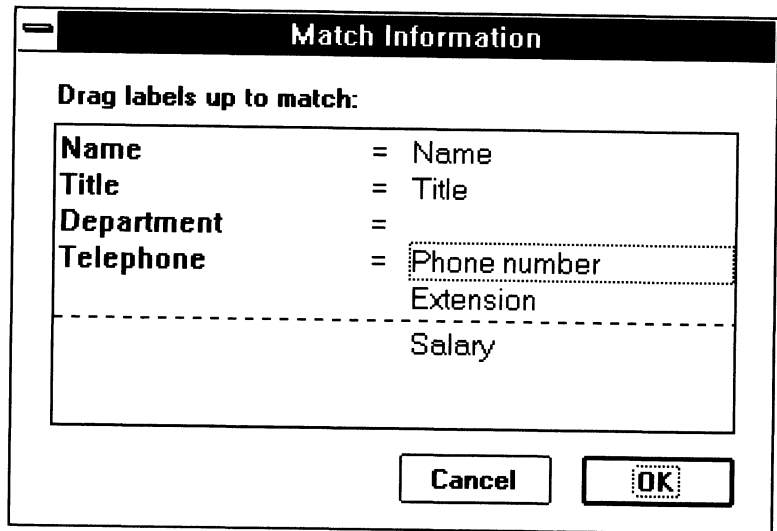


Figure 4-36. After matching labels

In the example, you would drag Phone Number up opposite Telephone.

On Clipboard:

Tom Jones
794-6850
x1125

After pasting:

Tom Jones
794-6850 x1125

You can drag multiple labels up so that they are opposite a single label. In Figure 4-36, Phone number and Extension have been dragged up opposite Telephone. The telephone and extension numbers, which are separate in the Clipboard's boxes, will be joined together when pasted, as shown in the figure to the left.

To paste information that doesn't have an equivalent label, such as Salary in the example, you must first create an equivalent label in the chart you're pasting to. See "Creating labels," page 85, for instructions.

You only have to match labels for the information that you want to paste. You don't have to paste all the information on the Clipboard. Leave labels for information you don't care about below the dotted line.

Creating a chart template

A **chart template** is a chart that serves as a template, or boilerplate, for all your organization's charts. Typically, a chart template contains the basic design and settings used routinely by you or your company. Figure 4-37 shows the chart template for the fictional Allen Manufacturing Company.

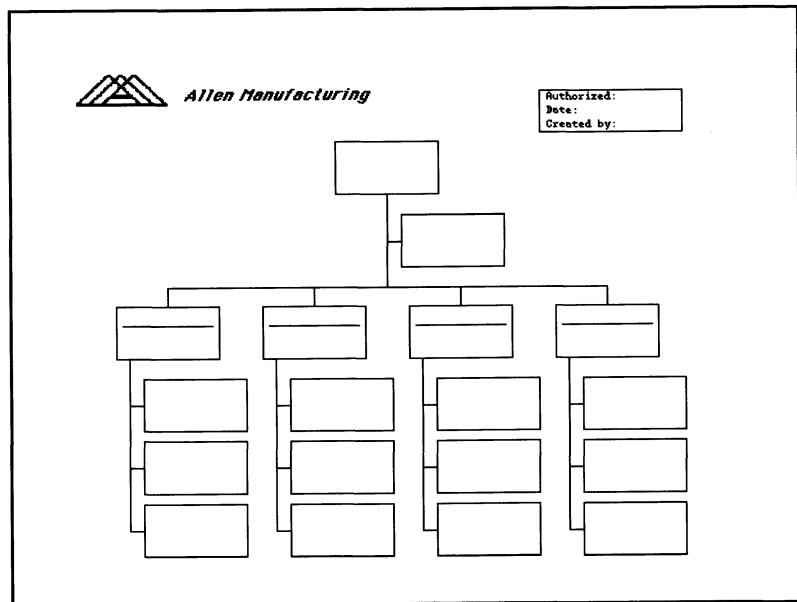


Figure 4-37. Chart template for Allen Manufacturing

You create the basic chart template once and save it as an ordinary chart. Each department or division uses that chart as a template when they need to create a new chart. They can then type in information that is unique to their new chart without having to redo the elements that are standard to all charts. This helps ensure a common look to all the charts created for your organization.

Although any chart can serve as a template for new charts, you may want to create a chart that is used solely for this purpose.

To create a chart template, do the following:

1. Choose New from the File menu.

2. Choose a label setup.

See “Creating a new chart,” page 62, for more information.

3. Define additional labels and add them to the label setup for the topmost box as needed.

See “Creating and changing labels,” page 84, and “Changing the label setup,” page 90, for more information.

4. Create a chart for a typical department.

You can enter individual names, titles, and so on. When you later use a chart as a template, Org Plus automatically strips out information about particular individuals so that you can enter information for a new group of individuals. (See “Using the chart template, page 136.)

5. Add pictures, text, and other elements that are common to all the charts that you intend to create.

See “Placing pictures into your chart,” page 153, and “Special effects through manual drawing,” page 142, and “Annotating your chart,” page 149, for more information.

6. Change the margins, dialog box settings, and menu settings to those you like to use.

7. Choose Save from the File menu.

8. Type a name for the chart template.

We recommend you name your chart “Template.”

9. Click OK.

Your chart template is like any other chart. To use it as a template, see “Using the chart template,” below.

Using a chart template

To create a new chart from a chart template, do the following:

1. **Choose Open from the File menu.**
2. **Locate your chart template.**
3. **Click your chart template's name.**
4. **Click "Template" in the lower right corner of the dialog box.**
5. **Click Open.**

Org Plus creates a new, untitled copy of the chart template. You can now change this chart just like any other chart. When you are finished, save it with a name of your choosing.

Special effects through showing and hiding

You can produce special effects by selectively showing or hiding boxes and branches in your chart. You can also preview your chart as it will appear when printed by hiding all non-printing screen elements.

The following table summarizes how to get these special effects. For more complete instructions, turn to the indicated pages:

Summary	To do this...	Do this...
	Create custom group styles	Create a hidden manager box, page 137
	Show one group while hiding others	Hide the branches you don't want in your chart, page 138
	Preview your chart as it will appear when printed	Hide branch symbols, page 193, and page lines, page 140

Showing/hiding boxes

You can create and then hide a box in order to create special group styles. Some sample styles created by this technique are shown in Figure 4-38 on page 138.

To hide a box, select the box you want to hide and then choose Hide Box from the Boxes menu.

Hidden boxes are just like other boxes, except that they don't appear in your chart. You can select them, type into them, change their styles, and anything else that you could do with visible boxes — except print them.

To show a hidden box, click it, or drag a rectangle around the general area where you know it's located, and then choose Show Box from the Boxes menu.

Red boxes show the location of some of the hidden boxes

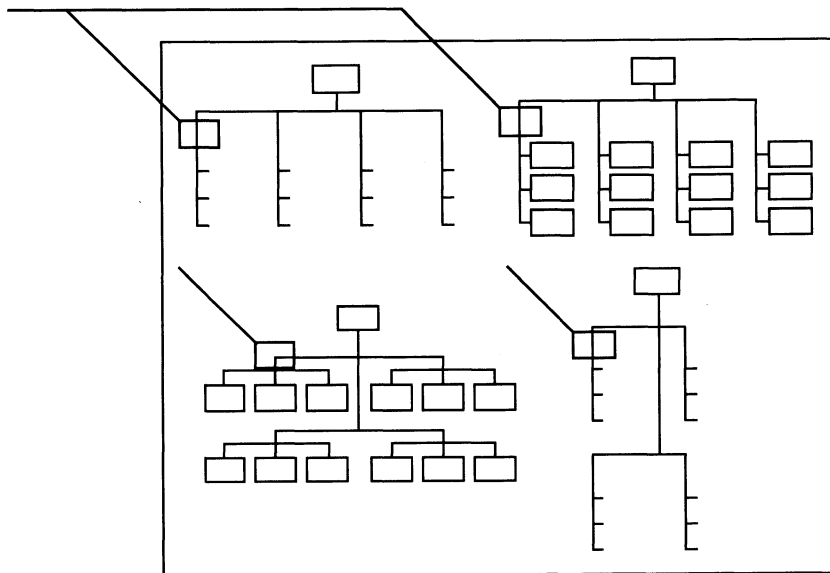


Figure 4-38. Sample group styles created by means of hidden boxes

Showing/hiding branches

You can show or hide any branch in your chart. Figure 4-41 shows a chart with all branches hidden except Tina Nomura's. You can hide all the branches except the ones you're interested in. This makes it easier to focus on them. Hiding branches can also save you time. See "Time saving measures" on page 205.

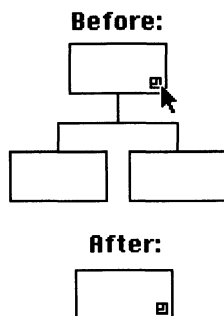
To hide a branch, select the topmost box in the branch and then choose Hide Branch from the Boxes menu.

Org Plus hides all of the subordinates of the selected box and reformats your chart.

To show a hidden branch, select the topmost box in the branch and then choose Show Branch from the Boxes menu.

You can also click the branch symbol in the lower right corner of the topmost box, as shown in the figure to the left. If the branch symbol isn't visible, choose Show Symbols from the Chart menu.

Click the branch symbol once to hide the branch, a second time to show it again.



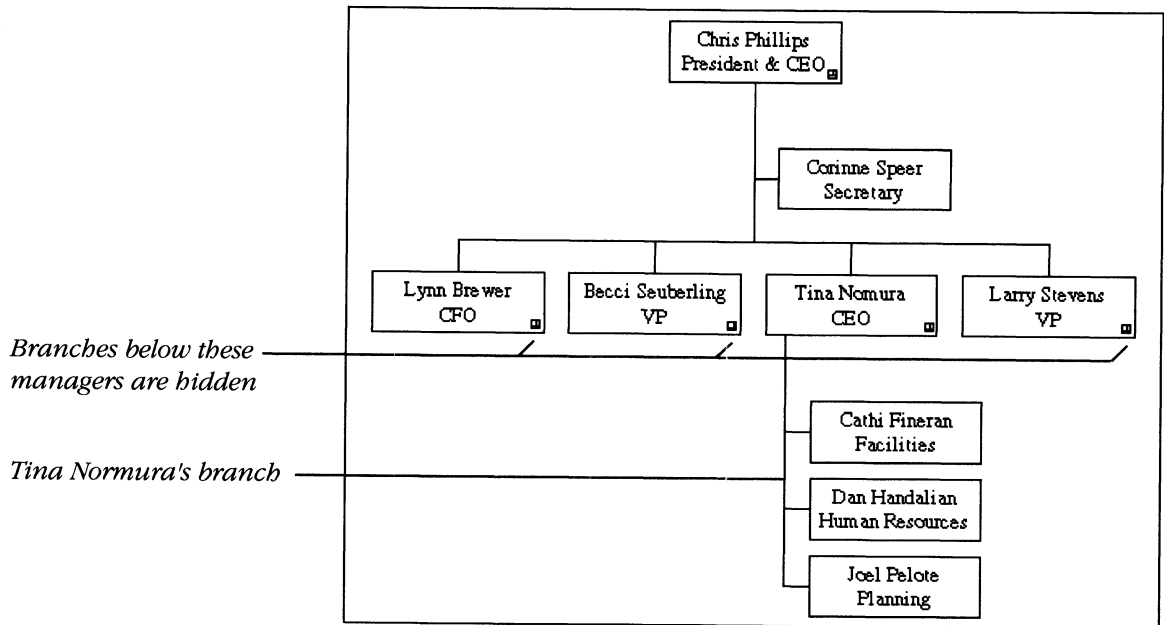
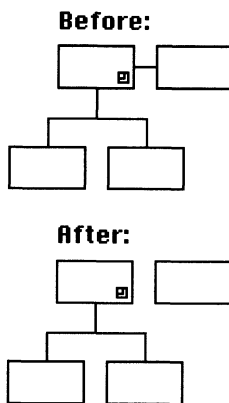


Figure 4-39. Chart with hidden branches

The branch symbol never prints — it is only there to let you show or hide the branch.

Showing/hiding connecting lines



By hiding connecting lines, you can make boxes seem to float by themselves — unattached to the rest of your chart, as shown in the figure to the left.

To hide connecting lines, Shift-click the line segments you want to hide and then choose None from the Line Thickness submenu, located in the Boxes menu.

You can also drag an outline around the group of line segments you want to hide.

To show a hidden line, drag an outline around the area containing the line and then choose any line thickness other than None from the Line Thickness submenu.

Showing/hiding page lines

Page lines give you additional information about your chart.

To show or hide page lines, choose Show (or Hide) Page Lines from the Chart menu.

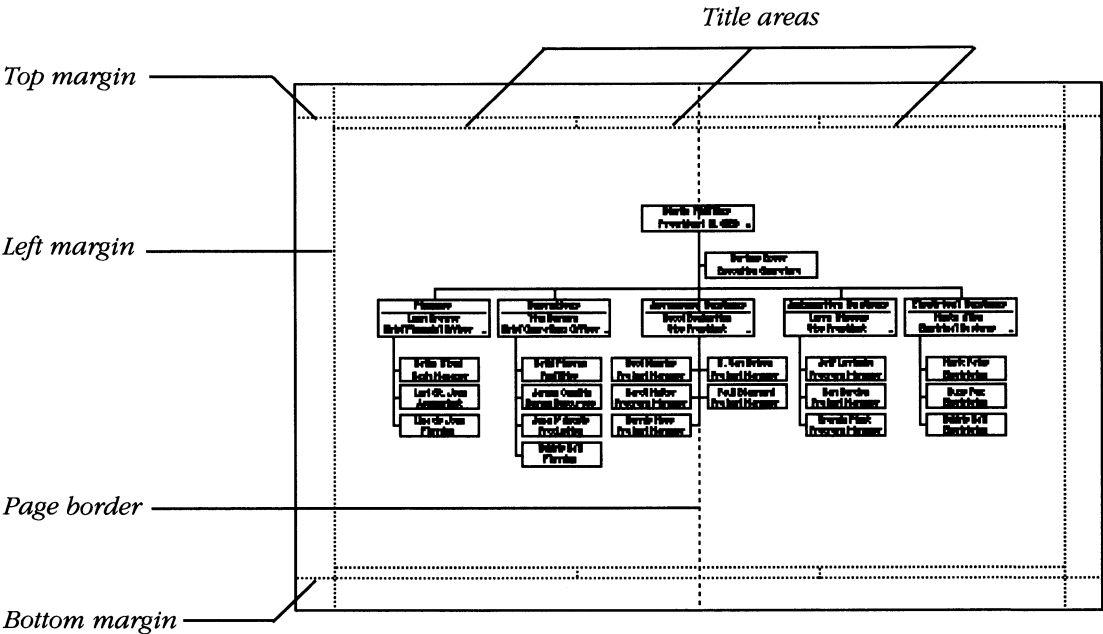


Figure 4-40. Page lines

Margin lines appear around the outer edges of the **chart page area**. You can drag them to change the margins. See “Changing your chart margins,” page 164.

Title area lines show special areas where you can type chart titles. See “Creating titles,” page 150.

Page border lines show you where your chart crosses pages. They also show you at a glance how many pages are needed to print your chart.

Previewing your chart

Hide page lines (and symbols) for a true preview of your chart as it will appear when printed. Even when they are shown, however, page lines and branch symbols are never printed — they only appear on your computer screen.

Special effects through manual drawing

Org Plus has four special draw tools that you can use to create effects not otherwise possible with the standard box tools.

The following table lists some of the special effects you might want to create. You might think of additional ones, as well. For complete instructions, turn to the indicated pages:

Summary	To do this...	Do this...
	Draw a border around your chart	Use the Rectangle tool, page 143
	Draw a rectangle around a group of boxes	Use the Rectangle tool, page 143
	Draw lines to separate groups of boxes in your chart	Use the Perpendicular Line tool, page 144
	Draw lines to point to things in your chart	Use the Diagonal Line tool, page 145
	Draw connecting lines between two boxes in separate groups (to show “dotted line” relationships)	Use the Connecting Line tool, page 146

Displaying the drawing tools

Starting out, the drawing tools are not displayed along with the other tools. They should only be used for creating special effects like those described in this section.

To show the drawing tools, choose Show Draw Tools from the Chart menu. The drawing tools appear in the upper right corner of your window (see Figure 4-41).

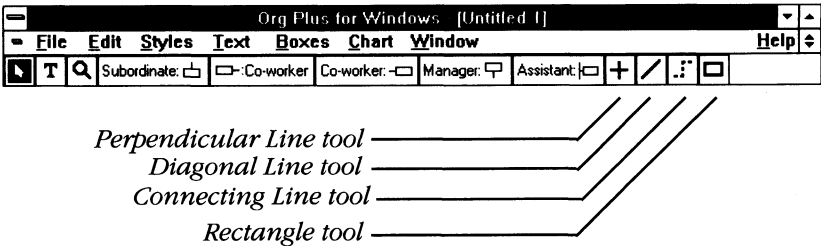


Figure 4-41. The special drawing tools

To hide the tools when you're finished with them, choose Hide Draw Tools from the Chart menu.

About the drawing tools

Imagine that there is a transparency lying on top of your chart. When you hand-draw objects with the special drawing tools, you draw them on this transparency, *not* on the chart itself. To the eye, there is only one drawing, but you really have *two* drawings: your chart, which is drawn automatically by Org Plus, and a second, transparent overlay containing your hand-drawn objects.

The two drawings are independent of each other. Org Plus moves the boxes in your chart as you create or delete them, but your hand-drawn objects stay where you draw them. Depending on how your chart changes, it is entirely possible that its boxes and lines may end up *overlapping* your hand-drawn objects.

You can move your hand-drawn objects if necessary, but you can avoid the overlapping problem if you always use the special drawing tools as *the last step before printing your chart*.

Using the Rectangle tool

The Rectangle tool lets you draw rectangles (boxes) that are not drawn automatically by Org Plus. The rectangles you create with the Rectangle tool are transparent — you can see what is underneath them.

Figure 4-42 shows a couple special effects you can create with the Rectangle tool.

*Draw a border
around your chart*

*Draw a rectangle
around a special
group*

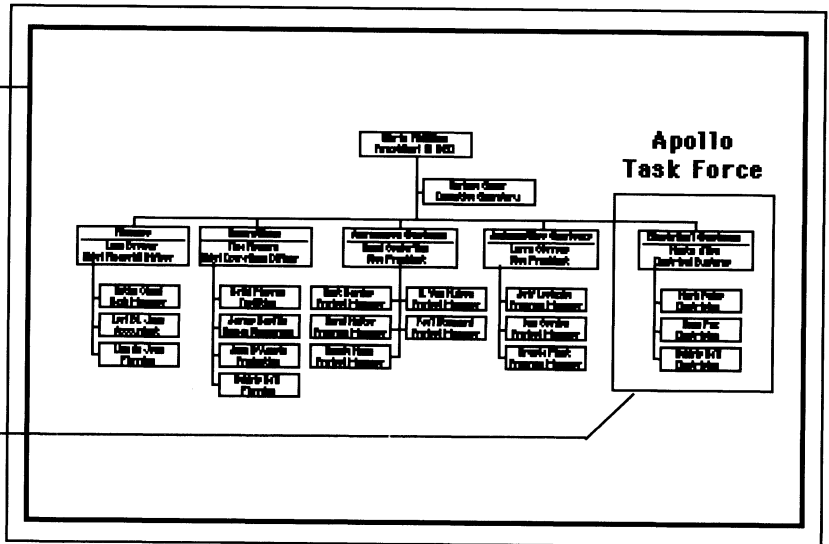
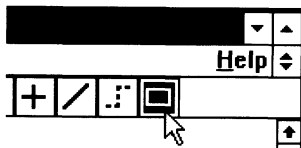


Figure 4-42. Creating extra boxes

You can draw rectangles anywhere in your chart:

1. Choose **Show Draw Tools** from the **Chart** menu to display the draw tools.




2. Click the **Rectangle** tool, as shown in the figure to the left.

Your pointer changes to a crosshair (like a plus sign).

3. Position the pointer over the exact place where you want the top left corner of the rectangle to appear.
4. Press and hold the mouse button while you drag to the opposite corner of the rectangle, then release the mouse button.

Org Plus draws the rectangle.

You can change the border, shadow, or color of any rectangle by selecting the rectangle, then choosing a border, shadow, or color from the Box Border, Box Shadow, or Box color submenus, located in the Boxes menu. You can also change the style or color of the rectangle border by selecting the rectangle and choosing a style from the Line Style submenu or a color from the Line Color submenu. Both submenus are located in the Boxes menu.

 *To select a rectangle, you must click on the rectangle border.*

Using the Perpendicular Line tool

The Perpendicular Line tool lets you draw vertical or horizontal lines that are not drawn automatically by Org Plus. Figure 4-45 shows a sample of how you can draw extra horizontal lines and text to make your chart clearer to people.

Draw extra lines to clarify groupings of boxes

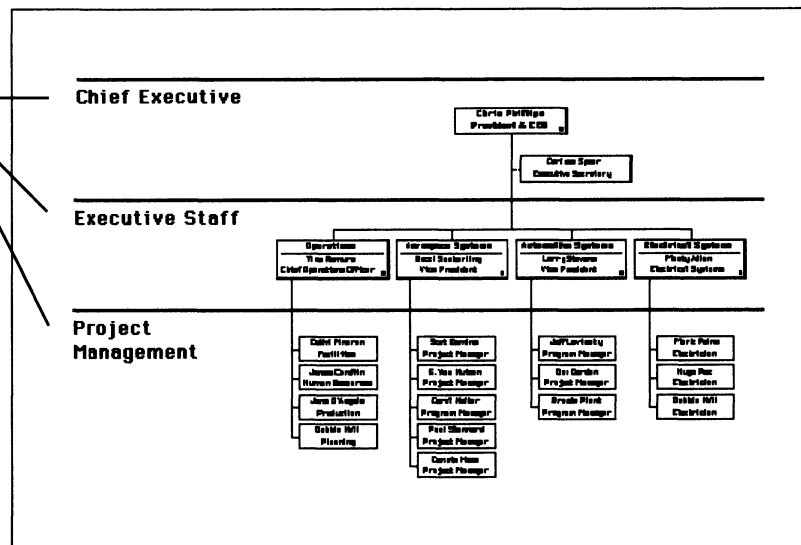
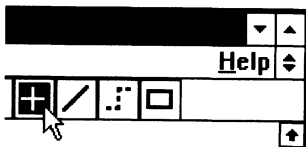


Figure 4-43. Using extra lines and text

See “Annotating your chart,” page 149, for information about creating extra text, as shown in Figure 4-43.

To draw a vertical or horizontal line, do the following:

1. **Choose Show Draw Tools from the Chart menu to display the draw tools.**



2. **Click the Perpendicular Line tool, as shown in the figure to the left.**

The pointer changes to a crosshair (like a plus sign).

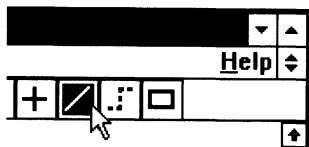
3. **Position the pointer over the exact place where you want the line to begin.**
4. **Press and hold the mouse button while you drag to where the line should end, then release the mouse button.**

Drag up or down to create a vertical line; left or right to create a horizontal line.

You can change the thickness, style, or color of any line by selecting the line, then choosing a line thickness, style, or color from the Line Thickness, Line Style, or Line Color submenus, located in the Boxes menu.

Using the Diagonal Line tool

Use the Diagonal Line tool to draw diagonal lines in your chart. You can use diagonal lines to draw the chart viewer's attention to some object in your chart, or to draw a polygon such as a diamond.



1. **Choose Show Draw Tools from the Chart menu to display the draw tools.**
 2. **Click the Diagonal Line tool, as shown in the figure to the left.**
- The pointer changes to a crosshair (like a plus sign).
3. **Position the pointer over the exact place where you want the line to begin.**
 4. **Press and hold the mouse button while you drag to where the line should end, then release the mouse button.**

You can change the thickness, style, or color of any line by selecting the line, then choosing a line thickness, style, or color from the Line Thickness, Line Style, or Line Color submenus, located in the Boxes menu.

Using the Connecting Line tool

Use the Connecting Line tool to draw a connecting line between any two boxes in your chart. You might do this to show a dotted line relationship, as shown in Figure 4-44.

Draw connecting lines to show special reporting relationships

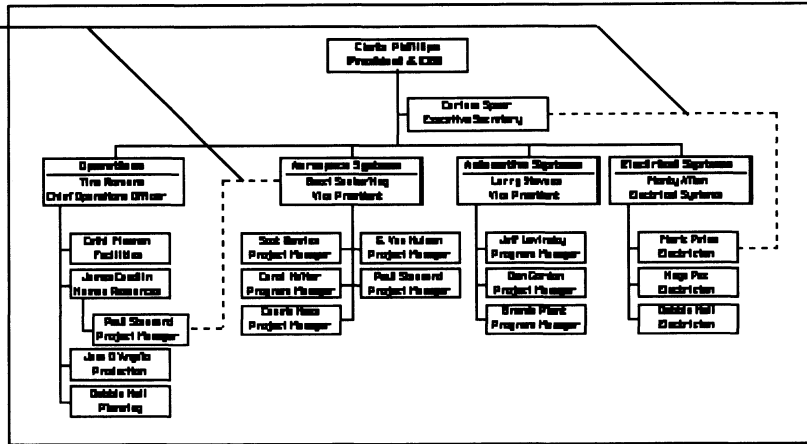
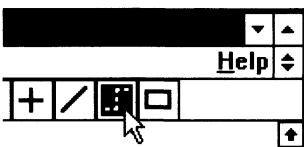


Figure 4-44. Dotted line relationships

In general, you should rearrange your chart to position boxes with connecting lines as close to each other as possible. This makes your chart look less complicated, and reduces the chance the lines and boxes will overlap. See “Rearranging boxes in your chart,” page 98, and “Moving boxes,” page 103, for more information.

1. **Choose Show Draw Tools from the Chart menu to display the draw tools.**
2. **Click the Connecting Line tool, as shown in the figure to the left.**
3. **Position the pointer over the edge of the box from which the line should extend.**
4. **Press and hold the mouse button while you drag the pointer over the edge of the box you want to connect the first box to, then release the mouse button.**



The Connecting Line tool can draw lines with a maximum of four angles. This is enough to connect any two sides of any two boxes in your chart.

Adjusting connecting lines

You may need to adjust connecting lines to prevent them from overlapping boxes in your chart. Overlapping may occur when you first create the line, or after Org Plus redraws the underlying chart.

- ☞ You can only adjust connecting lines that have three or more segments.

To adjust a connecting line with three or more segments, do the following (see the example in Figure 4-45):

1. **Position the pointer over the line segment which needs adjusting.**

You can't adjust the lines which come out of a box.

2. **Press and hold the mouse button while you drag the line segment left/right or up/down.**

The direction in which you can drag depends on whether the line is vertical or horizontal. In Figure 4-45, the line is vertical, so you can drag left or right.

3. **Release the mouse button.**

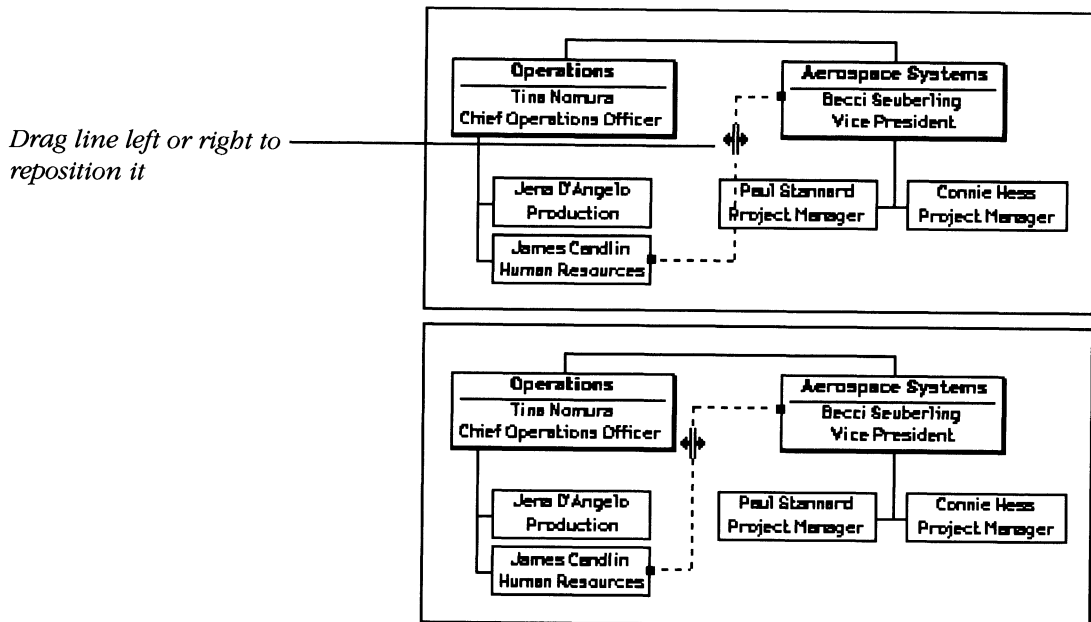
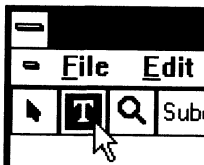


Figure 4-45. Dragging a connecting line

You can change the thickness, style, and color of any line drawn with the Connecting Line tool. Select the line, then choose a line thickness, style, or color from the Line Thickness, Line Style, or Line Color submenus, located in the Boxes menu.

Annotating your chart



Annotations are extra text that you add to your chart to make it clearer to the people who look at it. To create annotations, use Org Plus's Text tool, located in the upper left corner of the chart window (see figure to the left).

The following table summarizes the techniques you can use to annotate your chart. For more complete instructions, turn to the indicated pages:

Summary

To do this...	Do this...
Create standard titles	Enter text in the title areas, page 150
Create miscellaneous annotations such as explanatory captions	Use the Text tool, page 151
Draw boxes around text annotations	Select the text and choose a box border or shadow, page 152

You can put annotations anywhere on your chart using the Text tool. You should enter titles in the special **title areas**.

Creating titles

Title areas appear within dotted lines below the top margin and above the bottom margin, as pictured in Figure 4-46. If the dotted lines do not appear in your chart, choose Show Page Lines from the Chart menu.

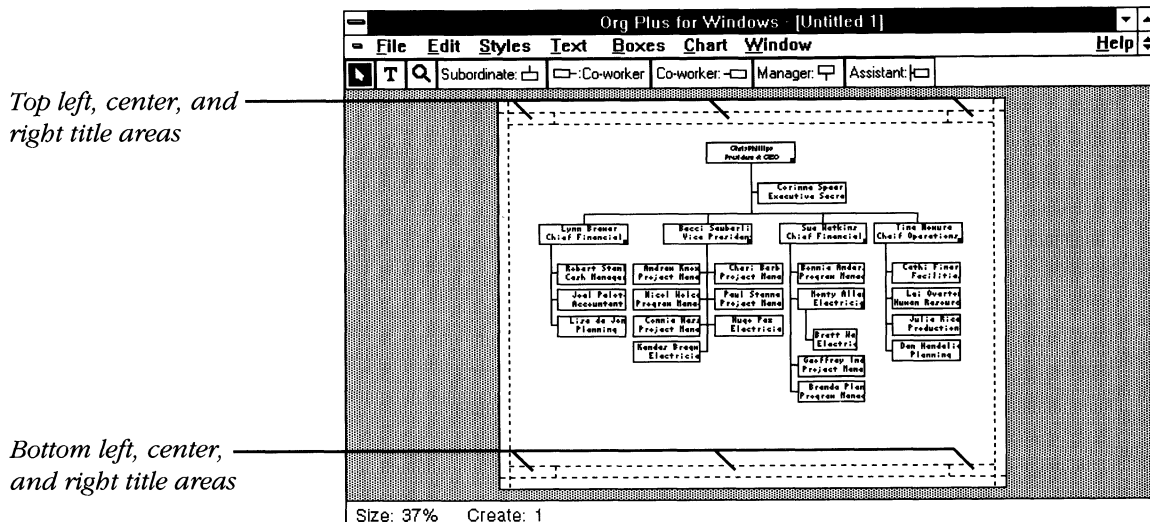


Figure 4-46. Title areas

There are six title areas:

- Top left
- Top center
- Top right
- Bottom left
- Bottom center
- Bottom right

To enter text into any title area, do the following:

1. **Choose Show Page Lines from the Chart menu.**
2. **Click in the area where you want to type.**

Org Plus automatically aligns titles to the left in the top left and bottom left areas; aligns titles to the right in the top right and bottom right title areas; and centers titles in the top center and bottom center title areas. You can change a title's alignment by

clicking in the title area and choosing Left, Right, or Center from the Text menu.

You can apply any font, size, style, or color to text in title areas. You can resize title areas by dragging the vertical dotted line between title areas left or right.

Why use title areas?

Although you can enter text anywhere in your chart (as explained in “Creating annotations,” below), the title areas are special:

- Title areas expand and contract as your chart expands and contracts; so the location of the titles relative to your chart always remains the same.
- The top center title area and the chart never overlap, no matter what you do.


Creating annotations

■ Authorized by: John Smith ■

You can place annotations anywhere in your chart: click the Text tool, then click where you want to type and start typing.

When you click off of the annotation, handles appear at all four corners of the area occupied by the annotation. You can resize that area by dragging the handles. See “Resizing annotation areas,” immediately below. You can also draw a box around that area. See “Drawing boxes around annotations,” page 152.

You can apply any font, size, style, or color to any annotation.

 *Always create annotations as the last step before printing your chart:* Imagine that there is a transparency lying on top of your chart. When you type text in any area *other than* the title areas and the boxes of the chart, you are typing onto this transparency. If Org Plus has to redraw your chart, the location of the annotation you type relative to the rest of the chart may be different. You can avoid this problem altogether if you always enter annotations as *the last step before printing your chart*.

Resizing annotation areas

To resize an annotation area:

1. **Click the Selection Arrow tool in the upper left corner of the window.**

2. **Click anywhere on the annotation area you want to resize.**

Handles appear at the four corners of the annotation area.

3. **Drag the handles to resize the annotation area.**

You can make the annotation area larger or smaller. Org Plus rearranges the annotation to make it fit in the annotation area.

Drawing boxes around annotations

To draw a box around an annotation area:

1. **Click the Selection Arrow tool in the upper left corner of the window.**
2. **Click the annotation you want to draw a box around.**
3. **Choose a box border from the Box Border submenu, located in the Boxes menu.**

Org Plus draws a box around the selected annotation area.

You can also choose box shadows from the Box Shadow submenu, a line style from the Line Style submenu, or a line color from the Line Color submenu. These submenus are located in the Boxes menu.

For more information about box border and shadow styles, see “Box Border,” page 185, and “Box Shadow,” page 186.

For more information about line styles, see “Line Style,” page 187.

Placing pictures into your chart

You can place pictures into the boxes of your chart or into the chart background. For example, you can place pictures of people into the boxes of your chart. Or, you can place a company logo anywhere on the chart.

You must first create the picture in another application, then copy it to the Clipboard or save it as a Windows bitmap file. A bitmap is a standard Windows picture format.

The following table summarizes how to place and manage pictures in your chart. For more complete instructions, turn to the indicated pages.

Summary

To do this...	Do this...
Place pictures into the boxes in your chart	Select the label for the picture in a box of your chart, then choose Import Picture from the File menu or Paste from the Edit menu, page 154
Place pictures into the background of your chart	Click in the background of your chart, then choose Import Picture from the File menu or Paste from the Edit menu, page 155
Resize pictures after they have been placed	Double-click the picture to see the Picture Sizing dialog box, page 156
Show or hide pictures in the boxes of your chart	Select the boxes containing the pictures and choose Show Picture or Hide Picture from the Boxes menu, page 157

Placing pictures in boxes

To place pictures in the boxes of your chart, you must first create a label for the pictures, then include that label in the label setup for the boxes in which you want to place pictures. See “Creating labels for pictures,” page 88, and “Changing the label setup,” page 90 for instructions. Once you have completed those tasks, proceed with the steps below:

1. **In another application, copy your picture to the Clipboard or save it to disk as a Windows bitmap file.**
2. **In Org Plus, select the box in which you want to place the picture.**
3. **Select the label for the picture.**
4. **If your picture is on the Clipboard, choose Paste from the Edit menu.**

Org Plus pastes the picture into your box. To resize a picture in a box, see “Resizing pictures” on page 156. Stop here.

If your picture is in a file on disk, proceed with step 5.

5. **Choose Import Picture from the File menu.**

The Import Picture dialog box appears.

6. **Select the file containing the picture you want to import into the selected box in your chart.**
7. **Click the Import button.**

To resize a picture in a box, see “Resizing pictures” on page 156.

Placing pictures in the background of your chart

To place a picture in the background of your chart:

1. **In another application, copy your picture to the Clipboard or save it to disk as a Windows bitmap file.**
2. **In Org Plus, click in the background of your chart.**
3. **If your picture is on the Clipboard, choose Paste from the Edit menu.**

Org Plus pastes the picture into your chart.

If your picture is in a file on disk, proceed with step 4.

4. **Choose Import Picture from the File menu.**

The Import Picture dialog box appears.

5. **Select the file containing the picture you want to import.**
6. **Click the Import button.**

The picture appears in the chart window. You can then drag it where you want. To resize it, see "A sizing shortcut," page 157.

Resizing pictures

You can resize a picture after you have placed it in a box or in your chart's background:

1. Double-click the picture.

To double-click a picture in a box, you must first click the box to select it, then double-click the picture.

The Picture Sizing dialog box appears (Figure 4-47).

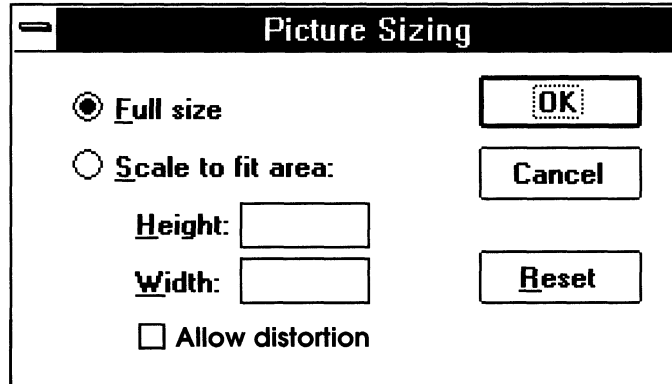


Figure 4-47. The Picture Sizing dialog box

2. Choose the sizing options you want.

To let the picture appear at its full size, select “Full size.”

To make the picture fit within a given area, select “Scale to fit area,” then enter the dimensions of the area in which you want the picture to fit. Org Plus scales the picture proportionally until it fits within the specified area. Select “Allow distortion” if you don't want it to scale proportionally.

To restore the picture to its preset size, click the Reset button. You can change the preset size at the Define Labels dialog box. See “Creating labels for pictures,” page 88.



Most pictures lose quality when you resize them. For best results, don't create pictures with the idea that you can resize them later. Make them the size at which you will display and print them.

3. Click the OK button.

A sizing shortcut

You can resize pictures in your chart's background without using the Picture Sizing dialog box.

1. Click the picture.

Little black squares, called handles, appear at each corner of the picture.

2. Drag any handle to resize the picture.

When you release the mouse button, Org Plus scales the picture proportionally.

Showing/hiding pictures

It takes time for your computer to draw pictures on the screen, and it has to redraw them every time you scroll the window or make a change to your chart. You can save time by hiding the pictures until you need to see or print them.

To hide a picture, select the box containing the picture and choose Hide Picture from the Boxes menu. To hide *all* the pictures in *all* the boxes of your chart, press Ctrl+A to select all the boxes, and then choose Hide Picture.

To show a picture, select the box containing the picture and choose Show Picture from the Boxes menu. To show *all* the pictures in *all* the boxes of your chart, press Ctrl+A to select all the boxes, and then choose Show Picture.



The Show/Hide Picture command does not affect pictures in the background of your chart.

Printing your chart

To print a chart, do the following:

1. Choose Print from the File menu.

The Print Chart dialog box appears (Figure 4-48).

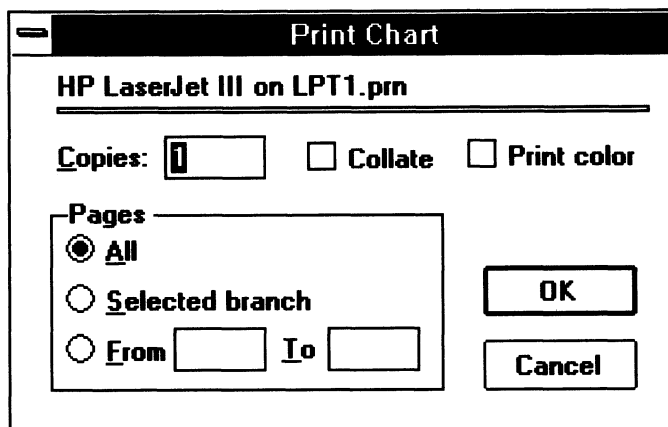


Figure 4-48. The Print Chart dialog box

The Print Chart dialog box may vary depending on your printer or your version of Windows.

2. Select the print options you want.

Enter the number of copies you want.

If you are going to print more than one copy and if your chart spans multiple pages, you can select “Collate” to collate the pages as they print. If you don’t select collation, the first page for all the copies is printed first, then the second page for all the copies, and so on until the entire chart is printed.

If you want to print in color, select “Print color.”

If your chart spans more than one page, you can print a range of pages. Pages print in the following order: left to right, then top to bottom. For example, page 2 is to the right of page 1.

3. Click OK to begin the print operation.

Once you click OK at the Print Chart dialog box, printing is managed by the Windows Print Manager unless you turn the Print Manager off. You must use the Print Manager to cancel printing. See your Windows User's Guide for more information about the features of the Windows Print Manager.

Printing a branch

You can print any individual branch in your chart independently of the rest of the chart.

To print a branch in your chart, do the following:

- 1. Select the topmost box in the branch.**
- 2. Choose Branch from the Select submenu, located in the Edit menu.**

You can also press Ctrl+B.

- 3. Choose Print from the File menu.**
- 4. Select "Selected branch" at the Print dialog box.**
- 5. Click OK to begin the print operation.**



Org Plus centers the selected branch on the page, and prints the titles for the full chart. It does not print objects in the chart background, such as annotations or pictures. To print a branch with different titles or with background objects, copy the branch and selected objects to a new chart, place the objects where you want, enter new titles, then print the chart. See "Cutting and pasting between charts," page 131.

Customizing Org Plus

You can change the preset options for all charts you may create in the future. You can also change preferences for the current session and all future sessions with Org Plus. This section tells you how.

Changing preset options for new charts

Preset options are the initial menu, dialog, and other settings used by Org Plus when you create a new chart.

To change the preset options, follow these basic steps:

1. **Prepare a chart that has the settings you want all your new charts to have.**

See Table 4-1 on page 161 for a list of the settings you can change and how to change them.

2. **Choose Preset Options from the Edit menu.**

The Preset Options dialog box appears (Figure 4-49).

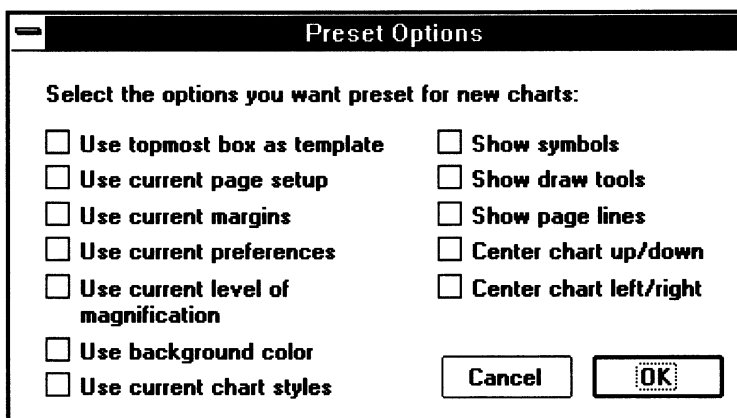


Figure 4-49. The Preset Options dialog box

3. **Verify that each preset option is the way you want it.**

If you select "Use topmost box as template," the New Chart dialog box (see Figure 4-1 on page 62) will not be displayed when you create a new chart. Instead, Org Plus will use the topmost box in your current chart as a template for all the boxes in your new chart. The boxes in your new chart will

have the same labels, label setup, fonts, sizes, styles, alignment, border, and shadow as the topmost box in your current chart.

Settings	How to change them
Topmost box	Make the topmost box look the way you want all your boxes to look, including the label setup, fonts, sizes, styles, border, shadow, and colors
Page setup	Choose Page Setup (File menu) and select the desired options
Chart margins	Drag the margins where you want them. See "Changing chart margins," page 164, for more information
Preferences	Choose Preferences (Edit menu) and select the desired options
Level of magnification	Choose the desired level of magnification (Chart menu)
Background color	Choose a color from the Background Color submenu (Chart menu)
Chart styles	Click in the chart background, then choose a group style (Styles menu). Repeat to choose an assistant style
Symbols	Choose Show or Hide Symbols (Chart menu)
Draw tools	Choose Show or Hide Draw Tools (Chart menu)
Page lines	Choose Show or Hide Page Lines (Chart menu)
Centering	Choose Center Up/Down or Center Left/Right (Chart menu)

Table 4-1. The Preset Options

4. **Click OK to confirm the settings and close the dialog box.**

Changing the preferences

Preferences are general purpose settings which affect all charts.

To change preferences, do the following:

1. **Choose Preferences from the Edit menu.**

The Preferences dialog appears (Figure 4-50).

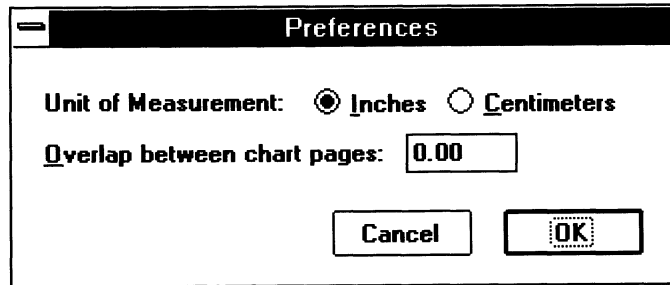


Figure 4-50. The Preferences dialog

2. **Select a unit of measurement.**

The “Unit of measurement” setting determines whether margins or box dimensions are measured in inches or in centimeters.

3. **Enter an amount of overlap.**

The “Overlap between chart pages” setting applies only when your chart spans more than one page. It determines how much overlap — or duplication of your chart — appears at the edges of the pages when your chart is printed, as illustrated in Figure 4-51.

Overlap printing makes it easier to tape together a chart printed on multiple pages. It is valid only when your chart spans multiple pages. If your chart spans multiple pages horizontally, Org Plus duplicates the right edge of one page on the left edge of the following page. If your chart spans multiple pages vertically, Org Plus duplicates the bottom edge of the upper page on the upper edge of the lower page. The overlap

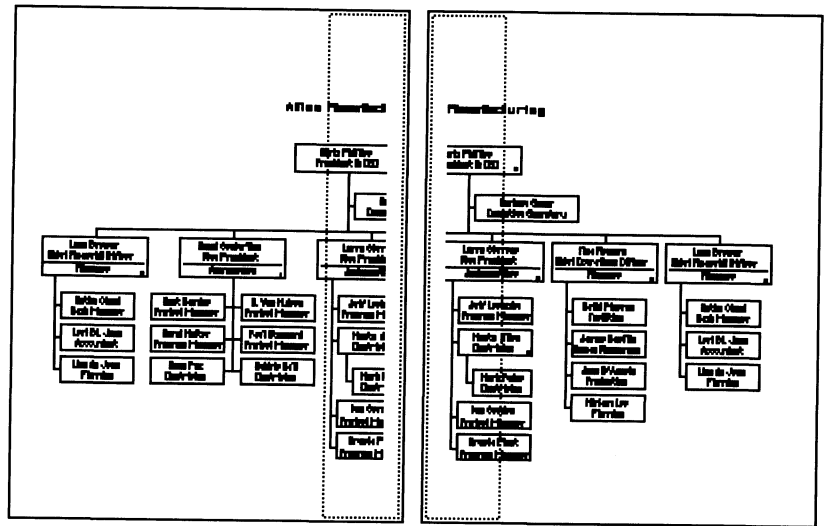


Figure 4-51. Overlap printing

amount is the same in both directions. The number 0.00 indicates that there is no overlap printing. Figure 4-51 shows about an inch of overlap printing.

4. **Click OK to close the Preferences dialog box.**

Your changes are stored on disk and used again the next time you start Org Plus.

Changing your chart margins

Org Plus's preset margins are set to an absolute minimum in order to permit drawing on as much of the page as possible.

In general, you probably won't need to change these margins; but if you do, here's how:

1. Choose Size to Window from the Chart menu.

This step is optional. It allows you to see *all* the margins at the same time. However, you can see portions of the margins and still change them.

2. If the margin lines aren't visible, choose Show Page Lines from the Chart menu.

You have to make page lines visible in order to see and change the margins.

3. Click and drag any margin line to where you want it.

There are four margin lines, one for each margin, as pictured in Figure 4-52 on page 165. When you move the pointer over any of these lines, the pointer changes automatically to show you the direction in which you can drag. As you drag, Org Plus shows the actual width of the margin at the bottom of the window.

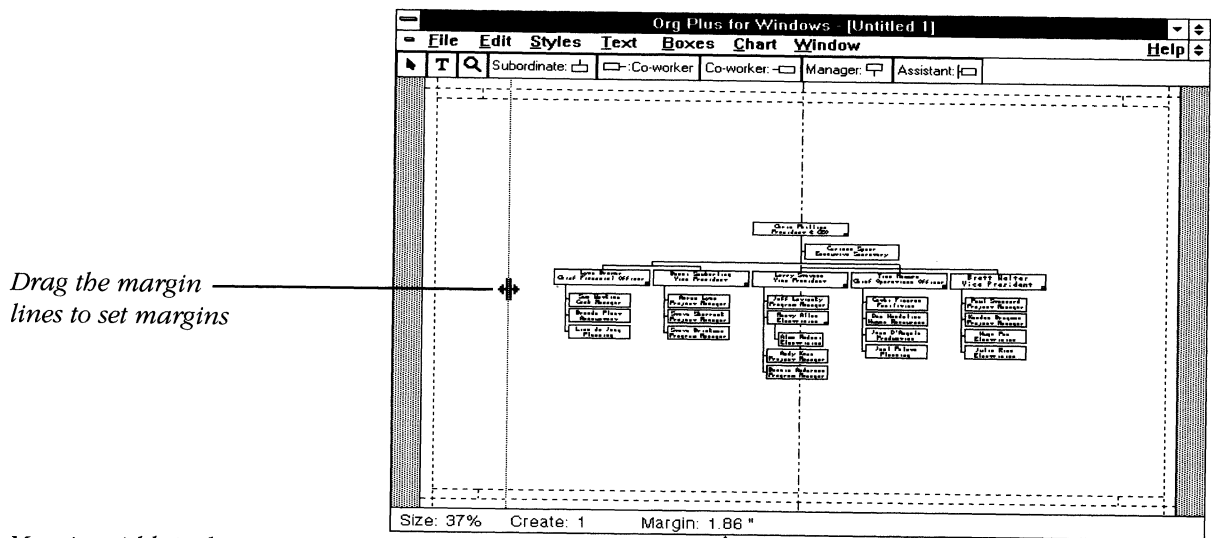


Figure 4-52. Changing margin lines

- ☛ *If you own a laser printer:* Laser printers can't print within .25" (roughly) of any edge of the paper. This is a limitation of the printer hardware, not of Org Plus. That unprintable border determines the minimum margin for Org Plus charts.

Chapter 5: Reference

This chapter provides a description of every icon, control, and menu command in Org Plus.

For step-by-step instructions on how to do basic chart operations, see Chapter 4, "Using Org Plus," page 61.

The Chart window

The Chart window appears when you create a new chart or open an existing one (Figure 5-1). You can open up to 8 charts at one time, depending on how much memory your system has, and how many other non-Org Plus windows are open.

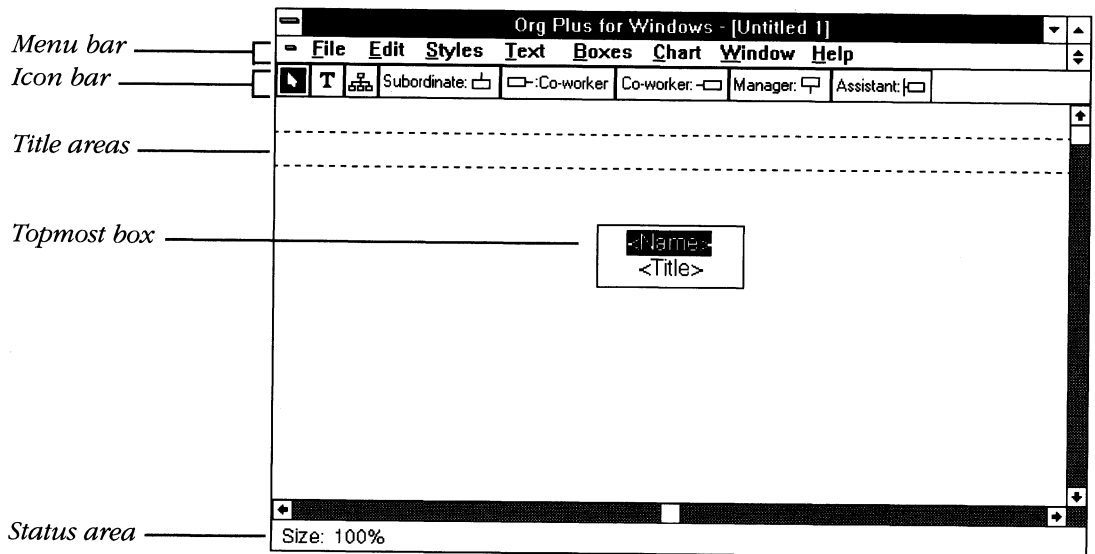


Figure 5-1. The Chart window for a new chart

The menu bar and the icon bar contain all the commands and tools you need to create and update your charts.

You can enter chart titles in the title areas.

The status area, located in the lower left corner of your window, ordinarily shows the current level of chart magnification. In Figure 5-1, the chart is shown at actual size — the size it will appear when printed.

The other controls you see are standard Windows items. See your Windows User's Guide for more information.

The icon bar

The icon bar contains tools that you use to change your chart.

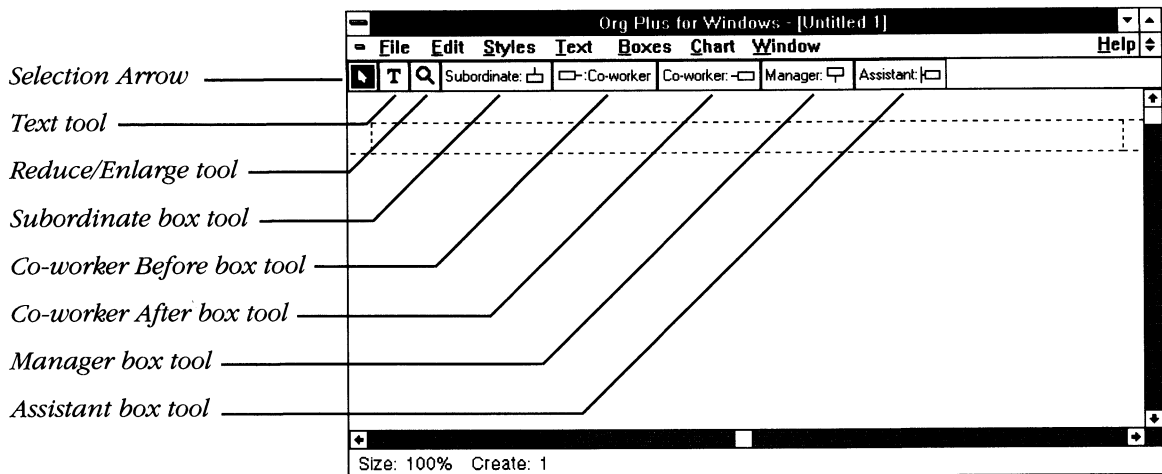
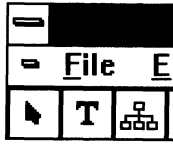
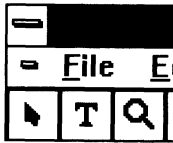


Figure 5-2. The icon bar

The icon bar has eight tools:

- The **Selection Arrow** tool for selecting and dragging objects, choosing menu commands, and clicking window and dialog box controls.
- The **Text** tool for typing text into boxes and other areas of your chart. The arrow pointer automatically changes to a text pointer when you move it over text in a selected box.



- The **Reduce/Enlarge** tool for reducing your chart so that it fits in the window, or for magnifying any part of your chart. A magnifier appears if your chart is reduced. A chart symbol appears if your chart is already at actual size. (See the figures to the left).
- The **Subordinate** box tool for creating a subordinate to an existing box.
- The **Co-worker Before** box tool for creating a co-worker above or to the left of an existing box. Whether the box appears to the left or above depends on the group style.
- The **Co-worker After** box tool for creating a co-worker below or to the right of an existing box. Whether the box appears to the right or below depends on the group style.
- The **Manager** box tool for creating a manager to an existing box.
- The **Assistant** box tool for creating an assistant to an existing box.

To learn how to use the tools, see “Creating and deleting boxes,” page 67, and “Viewing your chart at actual and reduced sizes,” page 81.

File	
N ew...	Ctrl+N
O pen...	Ctrl+O
C lose	Ctrl+W
S ave	Ctrl+S
S ave As...	
R ever...	
I mport Picture...	
P age Setup...	
P rinter Setup...	
P rint...	Ctrl+P
E xit	Alt+F4
SAMPLE1.OPW	
SAMPLE2.OPW	

The File menu

The File menu contains standard commands for creating, opening, saving, and printing charts, and for ending a session with Org Plus. These commands do the same things as in most other Windows applications.

New Ctrl+N

Creates a new chart and displays the New Label Setup dialog box, shown in Figure 5-3. You can also press Ctrl+N.

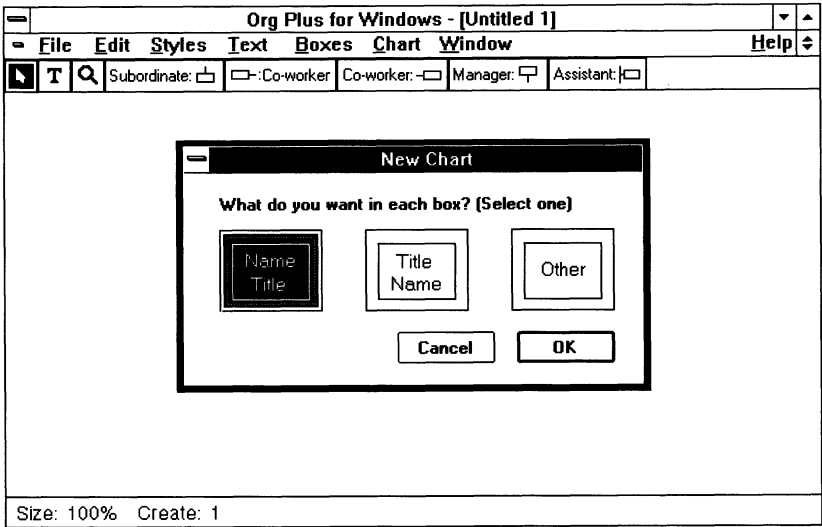


Figure 5-3. A new chart, with New Label Setup dialog box

The New Label Setup dialog box lets you choose or define the labels for the information you want to enter in each box.

See "Creating a new chart," page 62 for more information.

Open...
Ctrl+O

Displays the Open Chart dialog box, shown in Figure 5-4, from which you can retrieve a chart from disk and display it in a window. You can also press Ctrl+O.

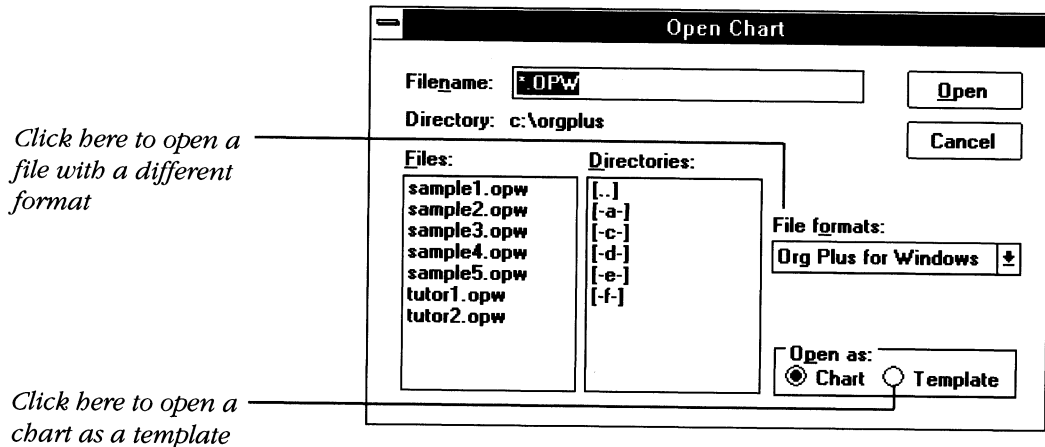


Figure 5-4. The Open Chart dialog box

At the Open Chart dialog box, you can:

- *Change directories or drives* by choosing a directory or drive from the Directories list (see figure above).
- *Open an Org Plus chart* by clicking the chart name in the Files list then clicking the Open button, or by double-clicking the chart name.
- *Open a document created by another application* by choosing a file format from the pull-down menu located below the Cancel button (see figure above), then finding and opening the document.
- *Open an Org Plus chart as a template* by clicking the chart, clicking “Template,” and then clicking the Open button. (See “Creating a chart template,” page 134.)

Close**Ctrl+W**


Closes the current (frontmost) chart without exiting from Org Plus. You can also press Ctrl+W.

Save**Ctrl+S**

Saves the current chart on your disk. You can also press Ctrl+S.

While you save a chart, Org Plus shows the percent saved in the status area (the lower left corner) of the window.

When you save a chart for the first time, Org Plus displays the Save Chart dialog box so that you can give the chart a name. (See Figure 5-5.) Thereafter, the chart is always saved with that name unless you choose Save As from the File menu. See "Save as..." below.

 *Save your chart frequently!* Your chart is stored in the computer's electronic memory while you're working on it. If you should lose power while working on a chart, all changes you have made since you last saved it will be lost.

Save As...

Displays a dialog box that lets you save the current chart under a different name. It also lets you save the chart with a different file format so that it can be used by other applications.

Click here to save your chart with a different file format

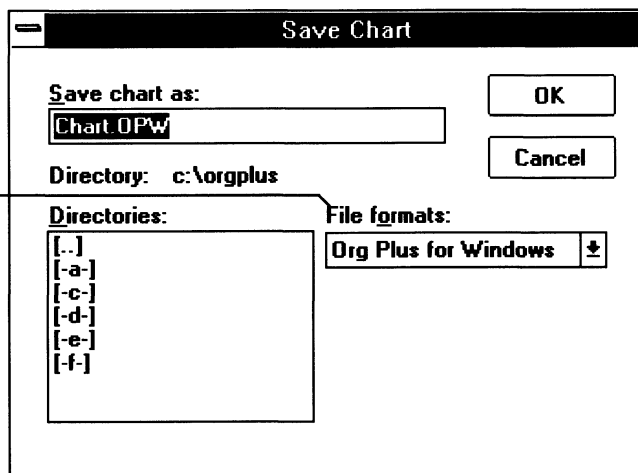


Figure 5-5. The Save Chart dialog box

At the Save Chart dialog you can:

- *Save the current chart under a different name* by typing the name and clicking the OK button.
- *Save the current chart with a different file format* by choosing a format from the “File formats” pull-down menu, then clicking the OK button.
- *Save to a different directory or disk* by double-clicking the directory or drive name in the Directories list, then clicking the OK button.

Revert...

Throws away all the changes you've made since you last saved your chart.

Org Plus asks if this is really what you want to do before it does it.

Import Picture...

Displays a dialog box that lets you select a file containing the picture you want to bring into your chart.

You can paste a picture into a box in your chart or into the chart background. See “Placing pictures into your chart,” page 153, for more information.

Page Setup...

Displays a dialog box that lets you change the page size, orientation, and special printing effects for your chart.

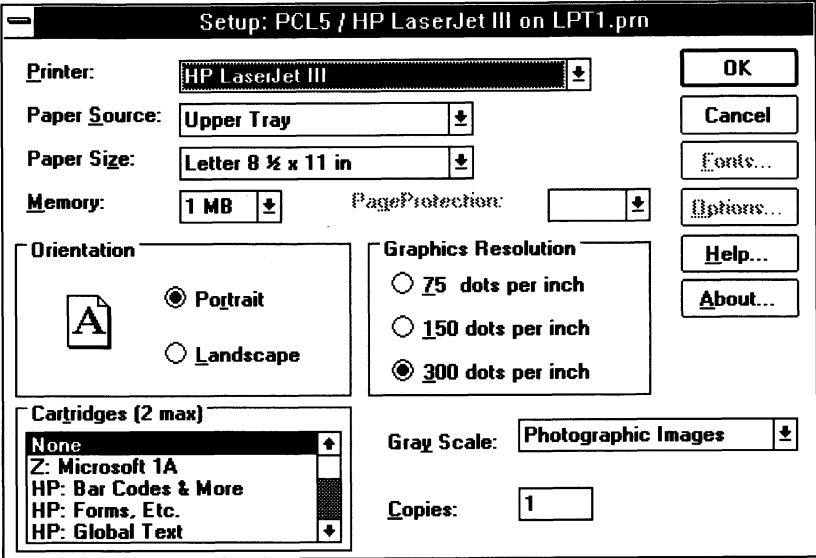



Figure 5-6. The Page Setup dialog box for the HP LaserJet III

 The Page Setup dialog box varies for different printers. See your Windows User's Guide or the manual that came with your printer for more information about the page setup options for your particular printer.

Printer Setup...

Displays the Printer Setup dialog box, from which you can select the printer on which to print your chart.

Print...**Ctrl+P**

Displays the Print dialog box, from which you can print the current chart. You can also press Ctrl+P to see this dialog box.

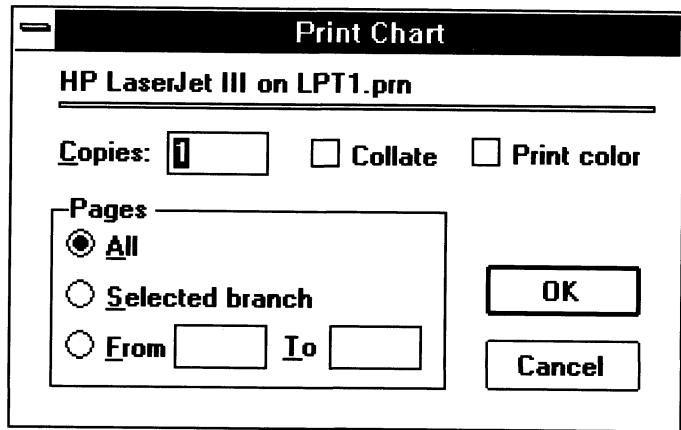


Figure 5-7. The Print Chart dialog box

Exit**Ctrl+Q**

Closes all open charts and exits from Org Plus. You can also press Ctrl+Q. If you've made changes to any charts since you last saved them, Org Plus gives you an opportunity to save the changes.

Filenames

The bottom of the File menu shows the names of the last charts you used. Choose a filename to open it directly.

Edit	
<u>U</u> ndo	Alt+BkSp
C <u>u</u> t	Shift+Del
<u>C</u> opy	Ctrl+Ins
<u>C</u> opy Setup	
<u>P</u> aste	Shift+Ins
<u>C</u> lear	Del
<u>S</u> elect	
<u>S</u> elect Levels...	
<u>D</u> efine Labels...	
<u>L</u> abel Setup...	Ctrl+L
<u>P</u> references...	
<u>P</u> reset <u>O</u> ptions...	

The Edit menu

The Edit menu contains standard commands for undoing your last operation, and cutting, copying, pasting, or clearing objects in your chart. It also contains commands for selecting objects in your chart, defining labels, changing the way labels are arranged, and changing preferences and preset options.

Undo

Alt+BkSp
Ctrl+Z

Undoes, or reverses, your last operation. You can also press Alt+BkSp or Ctrl+Z. Words are added to “Undo” to tell you exactly what will be undone: for example, “Undo cut”.

To undo an operation, you must choose Undo before you do anything else.

Cut

Shift+Del
Ctrl+X

Deletes whatever is selected and places it on the Clipboard. You can also press Shift+Del or Ctrl+X.

When an object is cut to the Clipboard, it replaces whatever was there before it. So if you want to paste from the Clipboard, you should do so before you cut something else.

Your chart is usually reformatted when you cut text or boxes.

Copy

Ctrl+Ins
Ctrl+C

Creates a copy of whatever is selected and puts it on the Clipboard. You can also press Ctrl+Ins or Ctrl+C.

When an object is put on the Clipboard, it replaces whatever was there before it. So if you want to paste from the Clipboard, you should do so before you copy something else.

Copy Setup

Creates a copy of the label setup for the current box and places it on the Clipboard. You can then paste that setup onto other boxes to give them the same setup. Copy Setup also copies the box border, shadow, and color for the current box.

When a label setup is cut or copied to the Clipboard, it replaces whatever was there before it. So if you want to paste from the Clipboard, you should do so before you cut or copy something else.

See “Changing the label setup,” page 90, for more information.

Paste
Shift+Ins
Ctrl+V

Places a copy of whatever is on the Clipboard into your chart. You can also press Shift+Ins or Ctrl+V.

Text objects are pasted at the insertion point.

To paste boxes, you must first select the manager of the boxes on the Clipboard, *then* paste. Boxes are pasted as *subordinates* to the selected box.

To paste pictures into boxes, you must first select the label for the picture. To paste pictures into the chart background, you must first click in the chart background. See “Placing pictures into your chart,” page 153.

When you paste a label setup, Org Plus pastes the label setup plus the box border and shadow.

Clear
Del

Deletes the selected objects from your chart. You can also press Del. Cleared objects are *not* placed on the Clipboard. If you change your mind about clearing an object, choose Undo from the Edit menu *immediately*.

Select

Displays a submenu from which you can select a variety of objects in your chart (Figure 5-8). See “Selecting boxes and lines,” page 76, for more information.

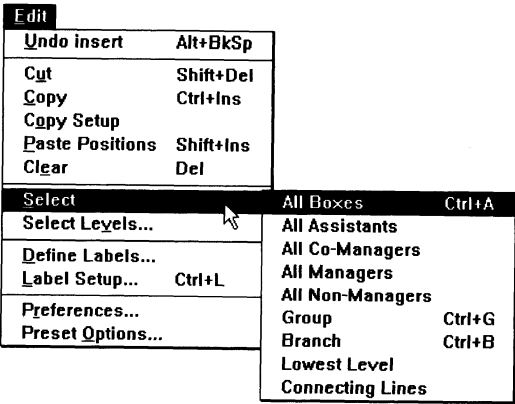


Figure 5-8. The Select submenu

Select Levels...

Displays a dialog box from which you can select all the boxes in a range of levels.

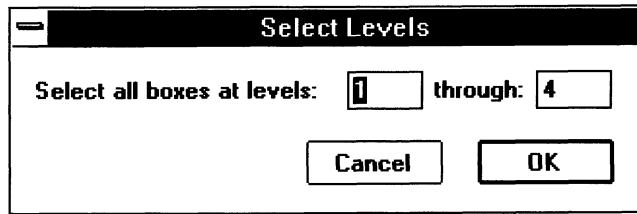


Figure 5-9. The Select Levels dialog box

The topmost box in your chart is at level 1. The boxes reporting directly to it are at level 2. The boxes reporting to them are at level 3, and so on.

See “Selecting all boxes at the same level,” page 79, for more information.

Define Labels...

Displays a dialog box at which you can define labels for the information in your chart (Figure 5-10).

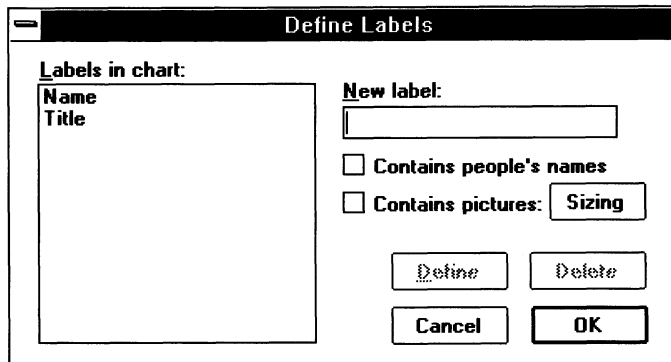


Figure 5-10. The Define Labels dialog box

At the Define Labels dialog box, you can:

- Create new labels for new information in your chart, page 85
- Rename labels, page 86

- Delete labels and their associated information, page 86
- Indicate which labels are used for people's names, page 87
- Indicate which labels are used for pictures, page 88

Label Setup...

Ctrl+L

Displays a dialog box at which you can change the way information is arranged in the selected boxes. You can also press Ctrl+L.

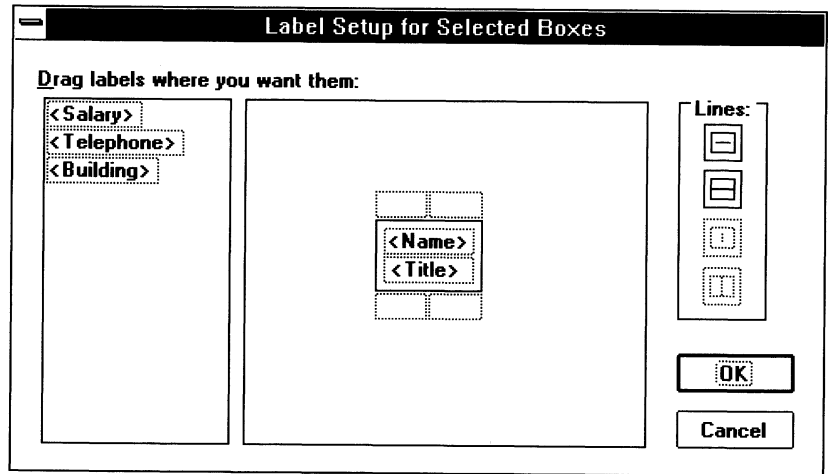


Figure 5-11. The Label Setup dialog box

At the Label Setup dialog box, you can:

- Move labels, page 91
- Hide or show labels, page 94
- Create dividing lines, page 96
- Change margins within a box, page 97

Preferences...

Displays a dialog box at which you can change your preferences.

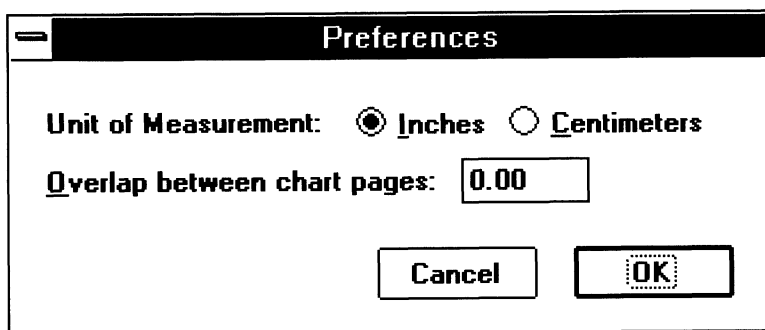


Figure 5-12. The Preferences dialog box

From this dialog box, you can change the current unit of measurement and the amount of overlap when printing multi-page charts. See “Changing the preferences,” page 162.

Preset Options...

Displays a dialog box from which you can change the preset options for new charts.

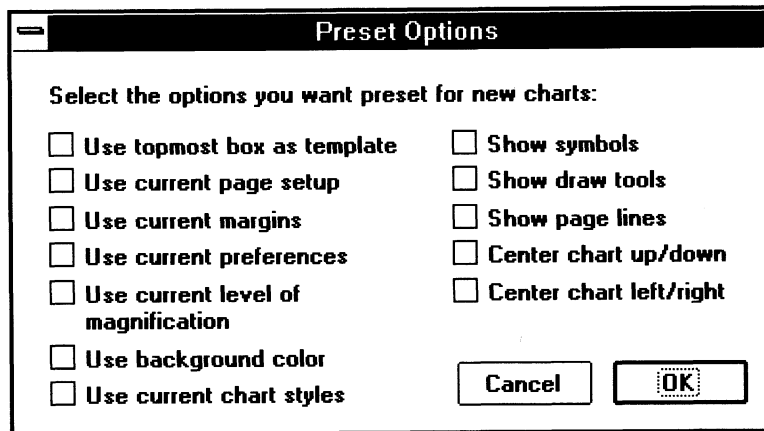


Figure 5-13. The Preset Options dialog box

See “Changing preset options for new charts,” page 160, for more information.

Styles				
Group styles:				
Assistant styles:				
Co-manager style:				

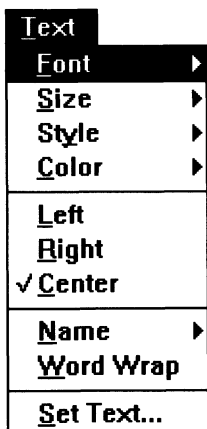
The Styles menu

The Styles menu lets you change the arrangement of boxes in your chart.

The top set of styles lets you change the arrangement of boxes in a group. Select the group, then choose a style. See “Changing group styles,” page 99, for more information.

The bottom set of styles lets you change the arrangement of assistant boxes with respect to their manager. Select an assistant box, then choose one of these styles. See “Changing assistant styles,” page 101, for more information.

Use the last style in the Styles menu to show **co-managers** — managers who share responsibility for the same group of subordinates.



The Text menu

The Text menu contains commands that let you change the appearance and behavior of text in your chart.

Font

The Font command displays a submenu from which you can choose any of the fonts available for your printer.

Size

The Size command displays a submenu from which you can select a size for the selected text. You can give any character, word, or phrase in your chart any one of various sizes, depending on your printer's fonts.

Style

The Style command displays a submenu from which you can select a style for the selected text. You can give any character, word, or phrase in your chart any one of the various styles, depending on your printer's fonts.

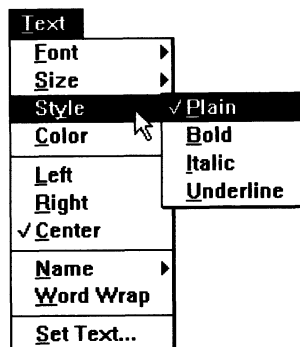


Figure 5-14. The Style submenu

Color

The Color command displays a submenu from which you can choose a color for the selected text. You can give any character, word, or phrase in your chart any one of 16 different colors.

Left, Right, and Center

Centers the selected text, aligns it to the left, or aligns it to the right.

See “Changing text alignment,” page 114, for more information.

Name

Displays a submenu from which you can choose a way to format the people’s names in your chart (Figure 5-15).

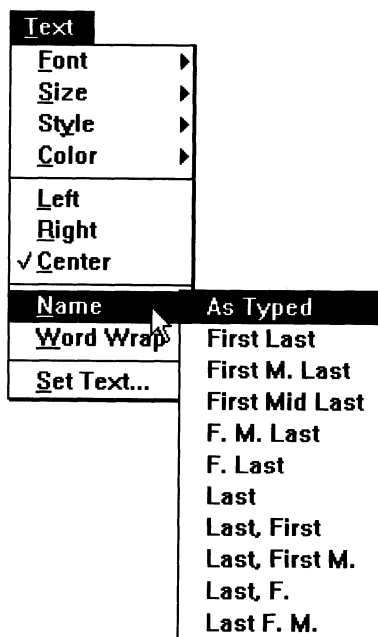


Figure 5-15. TheName submenu

As typed shows the selected names as you originally typed them.

See “Formatting people’s names,” page 87, and “Changing people’s name formats,” page 115, for more information.

Word Wrap

Wraps — or splits — selected text across multiple lines. (The text in this paragraph is wrapped across two lines.)

See “Wrapping text across lines,” page 115, for more information.

Set Text...

Displays a dialog box from which you can change the characteristics of selected text in multiple boxes in a single operation.

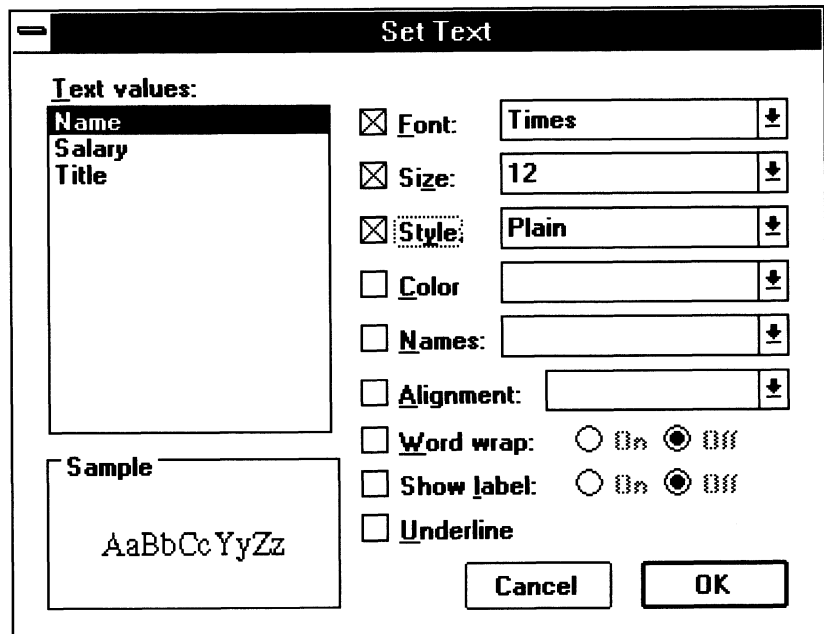


Figure 5-16. The Set Text dialog box

At the Set Text dialog box you can choose a label, then choose the settings you want – font, size, style, etc. – for information with that label. When you click OK, Org Plus gives all the information with that label the chosen settings.

See “Using the Set Text command,” page 116, for more information.

Boxes	
Box <u>B</u> order	▶
Box <u>S</u> hadow	▶
Box <u>C</u> olor	▶
Line <u>T</u> hickness	▶
Line <u>S</u> tyl <u>e</u>	▶
Line <u>C</u> olor	▶
Hide <u>B</u> ox	
Hide <u>B</u> ranch	
Hide <u>P</u> icture	
<u>S</u> pac <u>i</u> ng...	
✓ Auto <u>W</u> idth	
✓ Auto <u>H</u> eigh <u>t</u>	
<u>M</u> anual Size...	

The Boxes menu

The Boxes menu contains commands that let you change the size, spacing, and appearance of boxes and lines in your chart. It also contains commands to hide and show boxes, branches, and pictures.

Box Border

Displays a submenu (Figure 5-17) from which you can choose a border for the currently selected boxes.

Boxes	
Box <u>B</u> order	▶
Box <u>S</u> hadow	▶
Box <u>C</u> olor	▶
Line <u>T</u> hickness	▶
Line <u>S</u> tyl <u>e</u>	▶
Line <u>C</u> olor	▶
Hide <u>B</u> ox	
Hide <u>B</u> ranch	
Hide <u>P</u> icture	
<u>S</u> pac <u>i</u> ng...	
✓ Auto <u>W</u> idth	
✓ Auto <u>H</u> eigh <u>t</u>	
<u>M</u> anual Size...	











None	Hair-line
	
	
	
	
	

Figure 5-17. The Box Border submenu

None hides the box border completely.

Hairline produces the finest line your printer can draw.

Box Shadow

Displays a submenu (Figure 5-18) from which you can choose a shadow for the currently selected boxes.

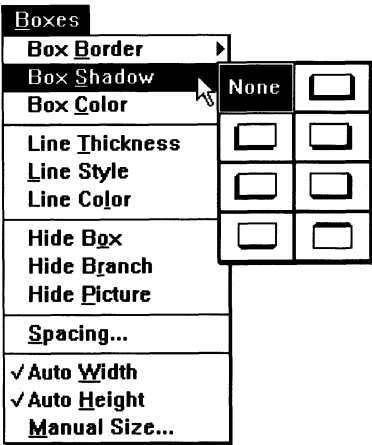


Figure 5-18. The Box Shadow submenu

Box Color

Displays a submenu from which you can choose a color for the inside of the currently selected boxes.

Line Thickness

Displays a submenu (Figure 5-19) from which you can choose a thickness for the currently selected lines.

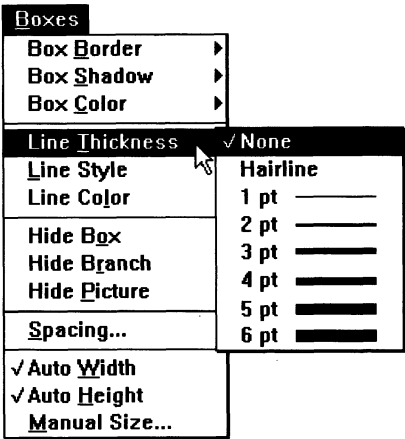


Figure 5-19. The Line Thickness submenu

None hides the selected lines completely. *Hairline* produces the finest line your printer can draw.

Line Style

Displays a submenu (Figure 5-20) from which you can choose a style for the currently selected lines:

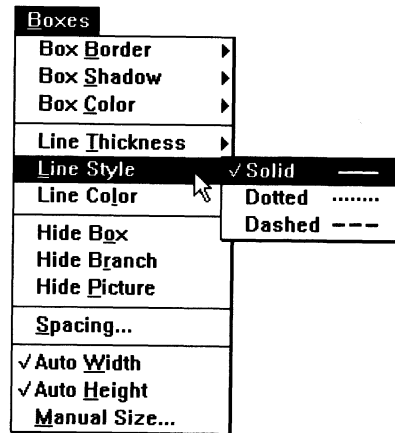


Figure 5-20. The Line Style submenu

Line Color

Displays a submenu from which you can choose a color for the currently selected lines and box borders.

Show/Hide Box

Lets you hide the currently selected boxes or make them visible again. Org Plus automatically redraws connecting lines so that no gaps are left in your chart.

Hiding boxes lets you create special drawing effects. See “Showing/hiding boxes,” page 137, for more information.

Show/Hide Branch

Lets you hide the branches of the selected managers or make them visible again. You can also hide an individual manager’s branch by clicking the branch symbol — a little zoom box — in the lower right corner of the box.

Hiding all branches except the ones you’re working on improves performance and allows you to keep your chart simple and uncluttered while you work. You can show all the hidden branches when you’re ready to print, or just print the visible branches.

See “Showing/hiding branches,” page 138, for more information. Also see “Time saving measures” on page 205.

Show/Hide Picture

Lets you show or hide the pictures in the currently selected boxes or make them visible again. See “Placing pictures into your chart,” page 153, for more information.

Spacing...

Displays the Spacing dialog box, from which you can change the distance between boxes in all or selected groups.

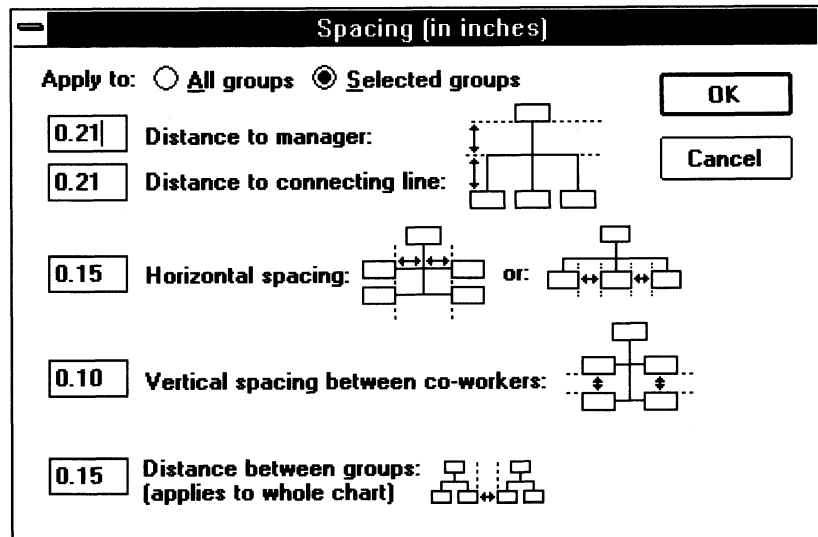


Figure 5-21. The Spacing dialog box

See “Changing the distance between boxes,” page 107, for more information.

Auto Width

Lets you turn automatic width sizing on or off for the selected boxes. A check mark appears next to the command if automatic sizing is in effect for the selected box.

Starting out, all boxes at the same level have the same width. No box is wider than its manager's box.

Automatic width sizing gives boxes with the same status the same width. If, however, you need to make a box as narrow as possible, select the box and choose this command to turn off automatic width sizing. To turn it back on, select the box and choose the command again. See “Making boxes larger or smaller,” page 110, for instructions.

Auto Height

Lets you turn automatic height sizing on or off for the selected boxes. A check mark appears next to the command if automatic height sizing is in effect for the selected box.

Starting out, all boxes at the same level have the same height.

Automatic height sizing gives boxes with the same status the same height. If you need to make a box as short as possible, select the box and choose this command to turn off automatic height sizing. To turn it back on, select the box and choose the command again.

See “Making boxes larger or smaller,” page 110, for instructions.

Manual Size...

Displays a dialog box at which you can give the selected boxes a fixed size.

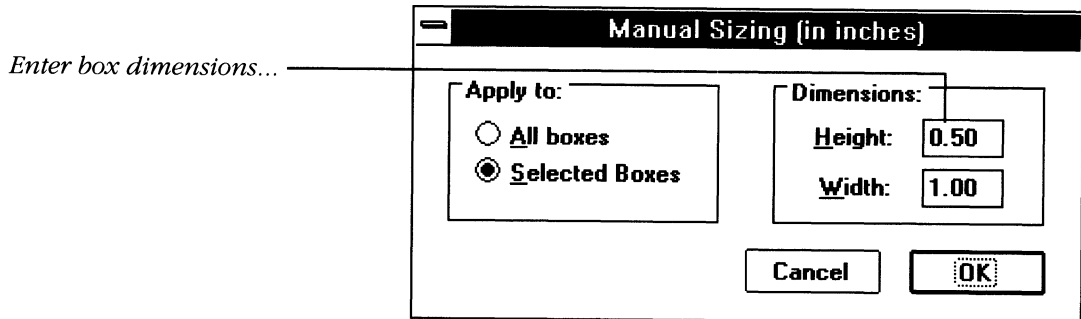


Figure 5-22. The Manual Size dialog box

At this dialog box you can change the size of all or selected boxes by typing in their height and width.

See “Giving a box a fixed size,” page 111, for instructions.

Chart		
M ake Fit...		Ctrl+F
S ize to Window		Ctrl+R
5 0% of Actual		Ctrl+J
✓ A ctual Size		Ctrl+K
Sho w H idden Text		
Backgrou n d C olor		▶
Hide P age Lines		
Hide S ymbols		
Sho w D raw Tools		Ctrl+T
Center U p/Down		
✓ Center L eft/Right		

The Chart menu

The Chart menu contains commands that affect the size and appearance of your chart.

Make Fit...

Ctrl+M

Displays a dialog box from which you can select space-saving options and find out how much to reduce your chart in order to make it fit in a specified number of pages. You can also press Ctrl+M.

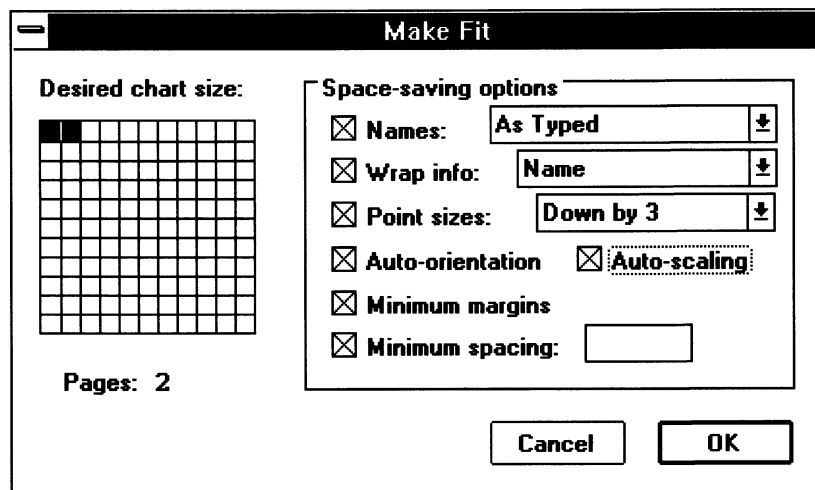


Figure 5-23. The Make Fit dialog box

At the Make Fit dialog box you can:

- Select the number of pages you want your chart to fit on by clicking one of the squares.
- Switch page orientation automatically to get the best fit by selecting the “Auto-orientation” option.

- *Scale your chart to make it fit* by selecting the “Auto-scaling” option (available with PostScript printers only).
- *Reduce margins to the minimum* by selecting the “Minimum margins” option.
- *Abbreviate people’s names in your chart* by choosing a style of abbreviation from the pull-down Names menu.
- *Wrap (split) selected information (such as comments) across several lines* by choosing the label for the information from the pull-down Wrap Info menu.
- *Make all the text in the boxes of your chart larger or smaller* by choosing an item in the pull-down Point Sizes menu.

When you click OK at the Make Fit dialog box, Org Plus implements your space-saving options and, if they aren’t enough to make your chart fit, tells you how much to reduce your chart, if requested (Figure 5-24).

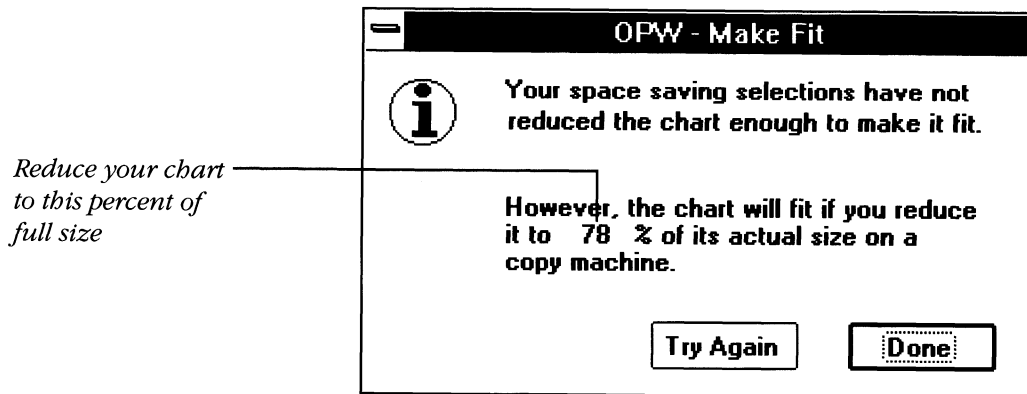


Figure 5-24. The How to Fit message

See “Using the Make Fit command,” page 127, for more information.

Size to Window**Ctrl+R**

Displays the entire chart in the current window. You can also press Ctrl+R, or use the Reduce/Enlarge tool in the icon bar.

See “Viewing your chart at actual and reduced sizes,” page 81, for more information.

50% of Actual**Ctrl+J**

Displays your chart at 50% of its actual size. You can also press Ctrl+J.

See “Viewing your chart at actual and reduced sizes,” page 81, for more information.

Actual Size**Ctrl+K**

Displays your chart at actual size — the size at which it will print. You can also press Ctrl+K, or use the Reduce/Enlarge tool in the tool palette.

See “Viewing your chart at actual and reduced sizes,” page 81, for more information.

Show Hidden Text

Temporarily shows hidden text in the boxes of your chart. See “Hiding information by changing the label setup,” page 94, for more information.

Background Color

Displays a submenu from which you can choose a color for the background of your chart.

Show/Hide Page Lines

Shows or hides the margins, title area lines, and page borders in your chart. Choose Show Page Lines in order to change margins, enter titles in the title areas, or see how many pages your chart covers.

See “Changing your chart margins,” page 164, for more information.

Show/Hide Symbols

Shows or hides the manager’s branch symbol. Choose Hide Symbols and Hide Page Lines to see exactly what your chart will look like when printed.

Show/Hide Draw Tools
Ctrl+T

Shows or hides the draw tools (Figure 5-25). You can also press Ctrl+T.

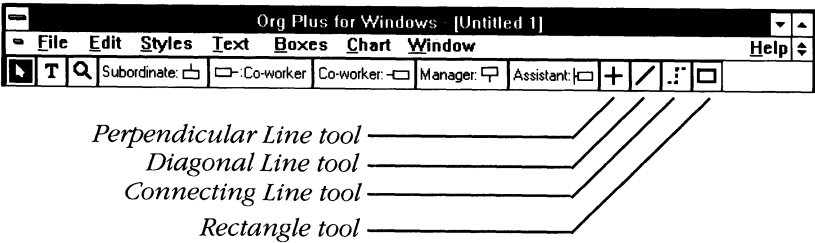


Figure 5-25. The draw tools

Use these tools to create custom lines and boxes in your chart.

See “Special effects through manual drawing,” page 141, for more information.

Center Up/Down

Keeps your chart centered between top and bottom margins, no matter what changes you make to your chart.

Choose the command to activate it; choose it a second time to deactivate it. A check mark appears next to it when it is activated.

See “Moving and centering your chart,” page 106, for more information.

Center Left/Right

Keeps your chart centered between left and right margins, no matter what changes you make to your chart.

Choose the command to activate it; choose it a second time to deactivate it. A check mark appears next to it when it is activated.

See “Moving and centering your chart,” page 106, for more information.

Window
Cascade Windows
Tile Windows
Arrange Icons
✓ 1 Untitled 1

The Window menu

The Window menu contains standard Windows commands for arranging chart windows inside the Org Plus window.

The bottom of the menu shows the names of the currently open charts. A check mark appears next to the name of the current chart — the one whose window is in front. You can go directly to any open chart by choosing its name from the bottom of this menu.

Cascade Windows

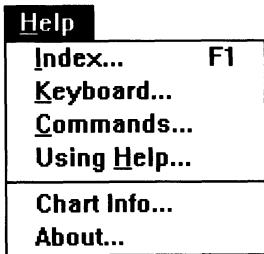
Causes the chart windows to overlap so that each title bar is visible. This lets you easily select any chart window.

Tile Windows

Arranges the chart windows in smaller sizes to fit in the Org Plus window. This lets you see a little of each chart.

Arrange Icons

Rearranges the icons for minimized charts across the bottom of the Org Plus window.



The Help menu

The Help menu commands open a window to give you help on using Org Plus. For more information about the Org Plus on-line help feature, see “On-line help,” page 11.

Index...

Displays the Help Index, at which you can locate the subject for which you need help.

Keyboard...

Displays a list of keys and their actions.

Commands...

Displays information about the menu commands and window icons.

Using Help...

Displays information about how to use help.

Chart Info...

Displays information about your chart, including the total number of boxes, and the level and style of the selected box.

About...

Displays a dialog containing information about Org Plus.

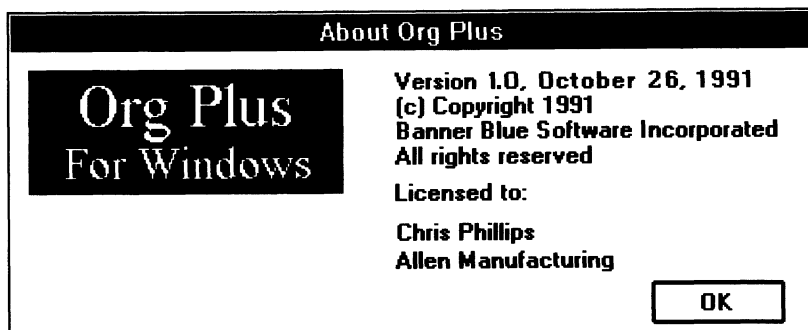


Figure 5-26. The About Org Plus dialog box

Glossary

Terms shown in *italics* are defined elsewhere in the Glossary.

Annotation

Miscellaneous text entered into your chart for the purposes of labeling, clarifying, or explaining the elements in your chart.

Assistant

A box that provides administrative assistance, advice, or even managerial assistance to its *manager* (sometimes referred to as “staff” boxes). Some assistants, such as secretaries, provide administrative assistance only. Other assistants may actually operate in the place of their managers when the manager isn’t present. Different *assistant styles* are available to show the particular type of relationship between the assistant and its manager. See “Changing assistant styles,” page 101.

Assistant style

A way to represent the *assistant-manager* relationship graphically. Assistant styles are available from the Styles menu.

Automatic sizing

The feature which ensures that the boxes in your chart have uniform sizes.

BMP

A standard graphic image format. Org Plus can copy BMP images to and from the Clipboard. It can also paste any visible portion of your chart to the Clipboard in this format. See “Placing pictures into your chart,” page 153, and “Copying and pasting between applications,” page 220.

Branch

A *box* and all the boxes that report to it.

Branch symbol

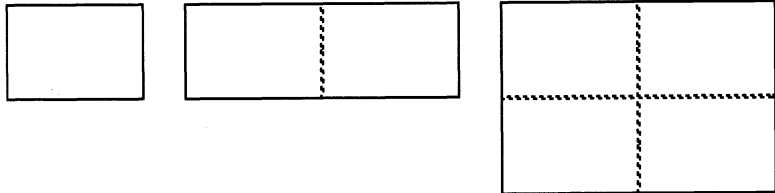
A little box appearing in the lower right corner of manager boxes. It indicates that the box has subordinate boxes. You can click the branch symbol to show or hide the branch. See “Showing/hiding branches,” page 138, for more information.

Chart

A graphic representation of an organization; the type of document that Org Plus creates.

Chart page area

The area occupied by the chart. This area consists of a single page or a number of pages placed side by side to produce a larger rectangular area. For example:

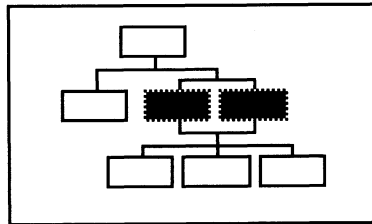


Candystripes show the borders between two adjacent pages.

Org Plus automatically adds and subtracts pages to the chart's page area as needed to contain the chart. It preserves the basic page orientation specified at the Page Setup dialog box.

Co-managers

One or more boxes that share responsibility for a group of subordinates. The highlighted boxes in the figure below are co-managers.



You can show the co-manager relationship with the co-manager style in the Styles menu. See "Creating co-managers," page 102.

Connecting lines

The lines that connect the various *boxes* in the chart.

Co-workers

Boxes with the same manager. Co-workers form a *group*.

Dotted-line relationship

A special reporting relationship between a single box in one group to its own manager or to the manager of a separate group. A dotted line usually indicates that the manager has some measure of authority over

the subordinate, but the exact nature of that authority isn't usually indicated in the chart. You can draw dotted-line relationships with the Connecting Line tool. See "Using the Connecting Line tool," page 147 for more information.

Group

All the boxes reporting to the same manager, excluding assistant boxes. The group is the basic building block of all Org Plus charts. It consists of *co-workers*.

Group style

The particular arrangement of *boxes* in a *group*. Separate groups can have different group styles. Group styles are located in the Styles menu. See "Changing group styles," page 99.

Label setup

The way labels are arranged in the boxes in your chart. Different boxes can have different label setups. See "Changing the label setup" on page 90 for more information.

Level

The topmost box in your chart is at level 1. The boxes directly reporting to it are at level 2. The boxes reporting to them are at level 3, and so on. The black boxes in Figure G-1 are at level 4. Org Plus supports up to 50 levels in a chart.

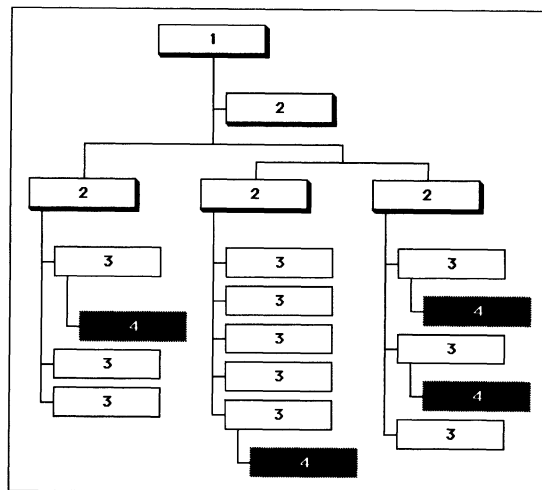


Figure G-1. Levels in a chart

Manager

A box that has other boxes — its *subordinates* — reporting to it.

Metafile

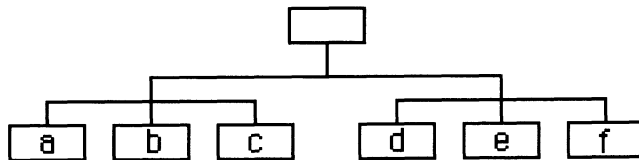
A standard graphic image file format.

Page lines

Lines that show you the location of margins, title areas, and page borders.

Subgroup

A grouping of boxes within a larger group. In the figure below, *a*, *b*, and *c* belong to the same subgroup; *d*, *e*, and *f* belong to a separate subgroup. All belong to the same *group* because they have the same manager.

**Subordinate**

A box that reports to a *manager* box.

Template

A chart containing a basic chart design. A chart template is like a pad of preprinted charts with empty boxes. When you open a chart as a template, you “tear off” a chart from the pad.

Topmost box

The topmost box in the chart. The head honcho. The big cheese.

Wrapping

Allowing a phrase or sentence to split — or “wrap” — from one line to the next, as opposed to requiring it to fit on a single line. This paragraph is wrapped across three lines.

Appendix A: The Art of Charting

This appendix offers guidelines to help you create effective and professional looking organization charts.

The secret to creating effective organization charts is to remember their purpose: *to graphically communicate the basic structure of an organization*. Your chart should make it easy to determine who reports to whom and what relationship one box or group of boxes bears to another.

Well-designed charts convey this information quickly and accurately. Poorly designed charts take a long time to figure out and can confuse or mislead the viewer.

Some of the following guidelines have been adapted from “Charting the Company Organization Structure,” National Industrial Conference Board, Inc., New York, N.Y., 1959.

Keep your chart simple

The best use of an organization chart is to show how the organization is structured — the basic organizational units and the chain of command.

An organization chart is *not* a very good tool for showing the many indirect, informal relationships that exist in most organizations. In practice, most organizations are extremely complex. Attempting to show that complexity in the chart often produces complex and unintelligible charts.

Keep your chart uncluttered

In general, the more information on the page, the more confusing the chart.

Use extra lines or text sparingly. Use white space — empty space on the page — rather than boxes or lines to show separations between groups.

Keep your chart small

A reader can understand a smaller, less cluttered chart much more quickly than a larger chart. You can communicate the essence of the organization much more quickly. A smaller chart also has the important advantage of fitting on a single page.

If you have a large organization chart, break it up into separate charts by division or department. For instructions, see “Working with multiple charts,” page 131.

Sometimes you want the entire chart to fit on a single page, even if that makes it look crowded. See “Making your chart more compact,” page 120, for ideas on how to make your chart more compact without compromising readability.

Be consistent

Think of your chart as an arrangement of groups of boxes. Treat boxes with equal status in an equal and consistent way.

This rule applies to many elements of the chart design, as described below.

Box sizes

Use the same size box, especially for boxes at the same level or in the same group. The more box sizes vary, especially within a group, the more uneven your chart appears.

In general the following rules work best:

Make all boxes at the same level the same height and width. Let no box be wider than its manager's box.

Org Plus automatically sizes boxes according to these rules unless you disable automatic sizing or manually change the size of the boxes. (See “Making boxes larger or smaller,” page 110.)

Spacing between boxes

Use consistent spacing throughout your chart.

Starting out, the preset options in the Spacing dialog box ensure that the distances between boxes are consistent. If you change the settings, change them for *all* boxes in your chart. (See “Changing the distance between boxes,” page 107 for more information.)

Font/Sizes/Styles

If possible, limit yourself to one font and no more than three sizes for all information in your chart. Use larger point sizes toward the top of your chart and smaller ones toward the bottom. Use text styles (boldface, italics, and so on) sparingly and consistently. (See “Changing text, line, and box styles,” page 113.)

Label setups

Arrange information the same way in each box. If necessary you can show less information the lower you go in your chart. That also helps keep your chart as compact as possible. (See “Changing the label setup,” page 90.)

Group styles

Use the same or similar group styles for groups with the same status. Sequence boxes of equal status according to some impersonal rule, such as alphabetic order. (See “Changing group styles,” page 99.)

Chart designs

If you create many charts for your company, use a chart template to ensure a consistent design. (See “Creating a chart template,” page 134). Use the same group styles for equivalent divisions or departments whenever possible. Place titles and other annotations in the same place in each chart.

Label your chart clearly

If you label and date your charts, you’ll have a clear record of how the organization has changed over time. People will more quickly understand what your charts actually show.

Most companies prefer to place the title in the top right or top center of the page.

If your chart shows a single unit of the total organization, the title should make clear the relationship of that unit to the rest of the company. To do this, you might include:

- The name of the company
- The name of the main organizational group (e.g., Finance)
- The name of the organizational unit depicted in the chart (for instance, Accounting)

Date your chart

Since organization charts present a snapshot of the organization at a particular point in time, a date is very important. Dates give the viewer a sense of the chart’s currency, and suggest when updates are necessary. Many companies include the date below or near the title; others place it in a corner of the chart.

Authorized by:	Chris Phillips
Created by:	Corinne Speer
Date:	Sept 9, 1990

Some companies also include authorization data — the name of the individual who *authorized and approved* the chart — as well as the name or initials of the person who *made* the chart. This establishes authority and accountability, and helps control the creation and distribution of charts.

Appendix B: Time Saving Measures

This appendix reviews some of the features and techniques you can use to shorten the time it takes to create and update a chart.

Use chart templates

If you create multiple charts for your organization, use chart templates whenever possible.

When you use a chart template, you only have to create your company's basic chart once. The chart template is like a pad of business forms. When you open a chart as a template, you "tear off" a standard chart from the pad. You then type in the information that is unique to your new chart without having to redo the elements that are standard to all charts. This not only saves time, but ensures that your charts have a uniform appearance.

See "Creating a chart template," page 134, for more information.

Use keyboard shortcuts instead of the mouse

Org Plus has many keyboard shortcuts for operations that otherwise must be done with the mouse. Many people find that it's faster to use the keyboard than the mouse.

See Appendix C, page 207 for a summary of the Org Plus keyboard and mouse shortcuts.

Use the Reduce/Enlarge tool

The fastest way to move around a large chart is to use the Reduce/Enlarge tool. (Scrolling with the scroll bar is perhaps the slowest way!) See "See any box in your chart," page 82, for instructions.

Minimize formatting time

Org Plus automatically calculates, formats, and draws your chart every time you change the number, size, or placement of boxes. With most charts, such changes usually involve thousands of calculations and operations. On slower machines such as an IBM AT or compatible, this can take several seconds. Use the methods described below to save time.

Hide branches you don't need

Hide branches that you aren't working with until you're ready to print. Org Plus doesn't reformat hidden branches. See "Showing/hiding branches," page 138.

Create multiple boxes at a time

Org Plus reformats your chart every time you create a box. It takes just as much time to reformat your chart for one new box as it does for multiple boxes. See "Creating multiple boxes of the same type," page 68.

Create boxes in actual size

Create boxes with your chart shown at actual size. Org Plus only redraws the visible portion of your chart, and Actual Size displays the smallest area of your chart. The less that is visible, the faster the process.

Hide pictures in boxes

It takes time for your computer to draw pictures on the screen. You can save time by hiding the pictures in the boxes of your chart until you need to see or print them. See "Showing/Hiding pictures," page 157.

Appendix C: Keyboard & Mouse Shortcuts

In addition to the Ctrl keys listed in the menus, Org Plus has many other keyboard and mouse shortcuts.

Creating boxes

To create boxes by means of the keyboard, you can first select the box to which the new box will be attached, then press the function keys shown in the following table:

To do this...	Press this...
Create a subordinate	F2
Create a co-worker before (to the left or above the current box, depending on the group style)	F3
Create a co-worker after (to the right or below the current box, depending on the group style)	F4
Create a manager	F5
Create an assistant	F6

You can also create boxes by selecting a box in your chart, pressing and holding the Ctrl key, then clicking a box tool.

Entering information

To edit the first item of information in a selected box, select the box and press Enter. You can also select a box and start typing. What you type will replace the first text item in the box, if any.

Viewing your chart

The table below summarizes the keystrokes that let you view your chart.

To do this...	Press this...
See your entire chart in the window (size it to fit in your window)	Ctrl+R
See your chart reduced to 50% of actual size	Ctrl+J
See your chart at actual (printing) size	Ctrl+K
See the part of your chart above the window	PgUp
See the part of your chart below the window	PgDn
See the part of your chart to the left of the window	Ctrl+PgUp
See the part of your chart to the right of the window	Ctrl+PgDn
See the topmost box in your chart	Home
See boxes at the bottom of your chart	End

Selecting and editing boxes

To select boxes next to a currently selected box, use the following keystroke combinations:

To do this...	Press this...
Select the next box to the left in the chart	Ctrl+Left Arrow
Select the next box to the right in the chart	Ctrl+Right Arrow
Select the next box up in the chart	Ctrl+Up Arrow
Select the next box down in the chart	Ctrl+Down Arrow
Edit the currently selected box	Enter

Editing text

Use the following keys to edit text:

To do this...	Press this...
If no text is selected, delete the character to the right of the insertion point. If text is selected, delete the selected text.	Del
If no text is selected, delete the character to the left of the insertion point. If text is selected, delete the selected text.	Backspace
Move left one character	Left Arrow
Move right one character	Right Arrow
Extend the selection one character to the left	Shift+Left Arrow
Extend the selection one character to the right	Shift+Right Arrow
Move to the beginning of the line	Home
Move to the end of the line	End
Extend selection to the beginning of the line	Shift+Home
Extend selection to the end of the line	Shift+End

**Using the modifier
keys with the mouse**

You can use the Shift and Ctrl keys to modify many mouse operations, as follows:

To do this...	Press & hold...	While you...
Temporarily get the Reduce/Enlarge tool pointer	Shift+Ctrl	Click in the chart
Move a box without moving its subordinates	Ctrl	Drag a box to its new location
Temporarily keep a tool in the icon bar active	Shift	Click a tool and use it
Drag any group up or down, or drag a horizontal group left or right	Shift	Drag any box in the group
Create a box next to the currently selected box in your chart	Ctrl	Click a box tool in the top palette
Copy a rectangular area of your chart to the Clipboard in order to paste it to another application	Ctrl	Click in the chart background and drag a selection rectangle around the portion of the chart you want to paste

Appendix D: Operating Limitations

Minimum hardware	An IBM or compatible personal computer using an 80286 or higher processor
Minimum disk configuration	Hard disk with 1.5 megabytes of available space
Minimum memory (RAM) required	1 megabyte
Minimum system software	DOS version 3.1 or later and Microsoft Windows version 3.0 or later
Maximum charts open at one time	8 (depending on your system's configuration)
Maximum boxes per chart	Up to 32,000, depending on amount of memory available
Maximum number of levels	50
Maximum number of labels	30
Maximum number of characters per item of information	Up to 25,000
Maximum number of characters per box	25,000
Maximum number of boxes per group	100
Minimum box size	.25" wide by .128" high
Maximum box size	120" X 120"
Maximum chart size	120" X 120"

Appendix E: Using Org Plus with Other Applications

This appendix presents detailed instructions on opening and closing files created with other applications. It also includes instructions for using the Clipboard to paste Org Plus charts into other applications (such as a word processor).

Org Plus for Windows can open files created by all IBM® and Macintosh® versions of Org Plus. It can also open text files created by other applications, such as database or word processing applications.

Opening Org Plus for DOS files

Org Plus for Windows can open files created by all versions of Org Plus and Org Plus Advanced version 3.1 and above. To open an Org Plus or Org Plus Advanced chart, do the following:

1. Choose Open from the File menu.

The Open Chart dialog box appears.

2. Choose Org Plus for DOS from the “File formats” pull-down menu.

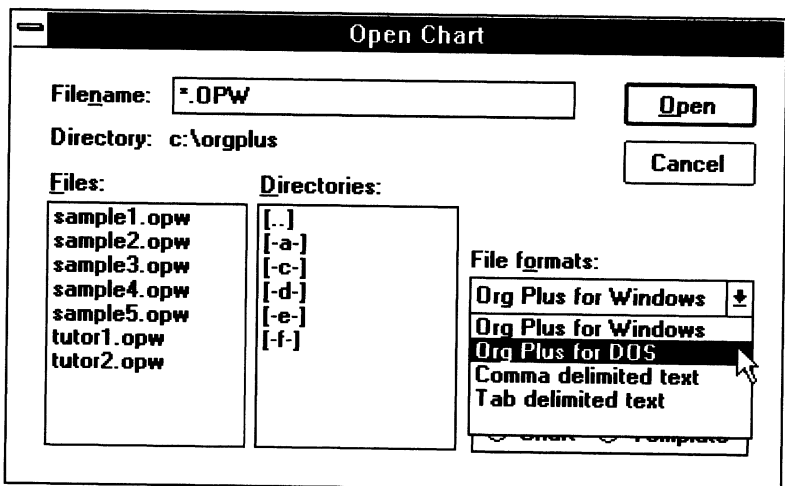


Figure E-1. Opening an Org Plus for DOS file

3. Locate and open the Org Plus or Org Plus Advanced file.

Org Plus for Windows creates a new, untitled chart containing the information in your Org Plus for DOS file. All data and most chart formatting options are copied to your new chart.

You can change and save your new Org Plus chart as you can any other Org Plus for Windows chart. Your original Org Plus for DOS file isn't affected in any way.

Differences between DOS and Windows versions

There are a couple differences between Org Plus for Windows and Org Plus for DOS.

- You can enter much more information into the boxes of your chart with Org Plus for Windows. See Appendix D, page 211, for details.
- Org Plus for Windows gives you much more control over the appearance of your chart. Any group can have any chart style.
- Org Plus for Windows is more sophisticated about the way it arranges boxes on the page. It can create much more compact charts than Org Plus for DOS.

Saving as Org Plus for DOS

Org Plus for Windows can save charts in a file format that can be read directly by the following DOS versions of Org Plus and Org Plus Advanced:

- Org Plus version 3.1
- Org Plus Advanced version 4.0
- Org Plus Advanced version 5.0
- Org Plus Advanced version 6.0

To save your Org Plus for Windows chart in a format readable by any of these versions, do the following:

- 1. Choose Save As from the File menu.**
- 2. Choose Org Plus for DOS from the “File formats” pull-down menu.**

See Figure E-2 on page 215.

Type a name for
your Org Plus for
DOS file...

...and choose the
Org Plus for DOS
file format

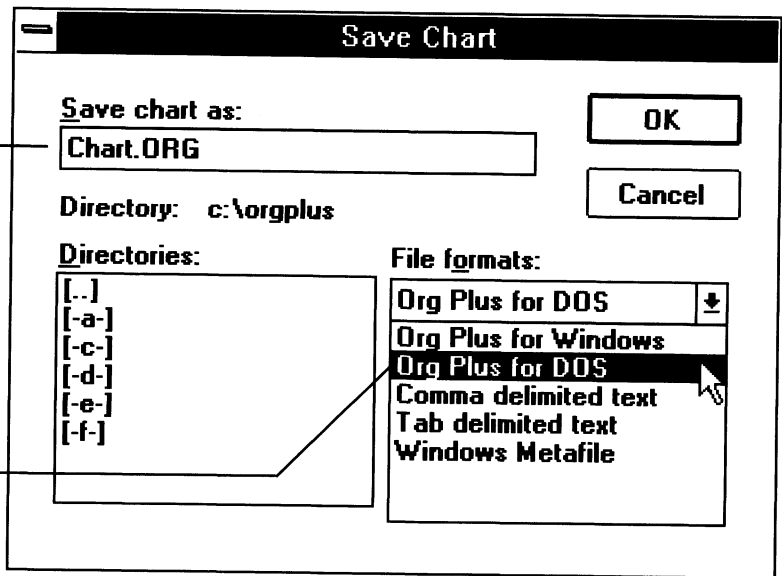


Figure E-2. Saving as an Org Plus for DOS file

3. Type a name for your file in the text box.
4. Click the OK button.

You can then open your chart with your DOS version of Org Plus or Org Plus Advanced.

Opening Org Plus for Macintosh files

To open an Org Plus for Macintosh® chart, you must save the chart with the Org Plus for IBM file format, then transfer the file to your IBM or compatible computer. You can transfer files on some types of networks. In addition, if your Macintosh is equipped with the Apple SuperDrive™, you can use the Apple File Exchange utility to transfer Macintosh documents to 3.5-inch IBM formatted disks. Consult your Macintosh owner's manual and your Org Plus for Macintosh User's Manual for further instructions.

Opening Text files

Org Plus can open any text file that is saved in a tab or comma delimited ASCII file format. “ASCII” stands for “American Standard Code for Information Interchange.” It is a standard file format which is supported by many applications. “Tab delimited” means that there is a tab between each text value, date, or number. “Comma delimited” means that there is a comma between each separate text value, date, or number. In addition:

- Text values such as names and titles must be enclosed within double quotes (in the comma delimited format only)
- Each **record** — each row — in your text file must have the same information in the same order

If your data records contain the name of the employee’s manager, Org Plus can preserve the reporting relationships of the people in your organization. If not, Org Plus creates arbitrary reporting relationships that you can then change by moving the boxes around. (See “Moving boxes in your chart,” page 103.)

For example, if your text file appears as shown in the top window of Figure E-3, your chart will appear as shown in the lower window. If, however, your text file appears as shown in the top window of Figure E-4, the chart will appear differently.

To open a text file, do the following:

1. **Choose Open from the File menu.**

The Open Chart dialog box appears.

2. **Choose “Tab delimited text” or “Comma delimited text” from the “File formats” pull-down menu (located in the lower right corner of the Open Chart dialog box).**

3. **Locate and open the text file.**

A dialog box appears asking whether the text file contains the name of each record’s manager.

If the text file doesn’t contain the name of the manager, click No, and stop here. You don’t need to read further.

Org Plus creates a new, untitled chart, that you can change and save as you would any other Org Plus chart.

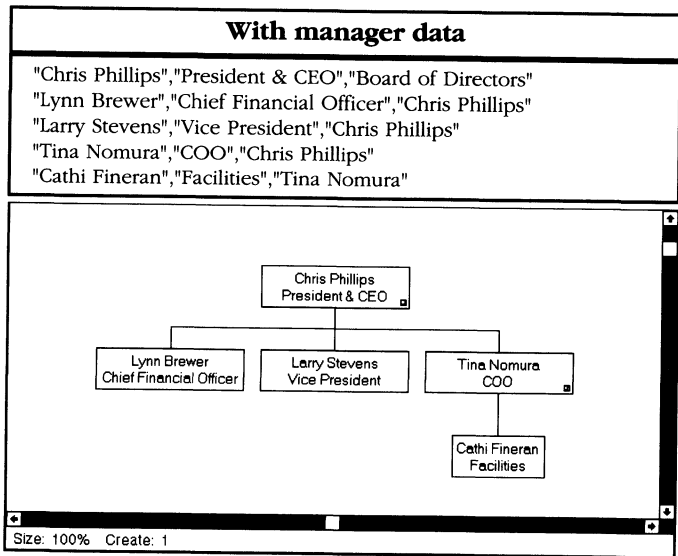


Figure E-3. Preserving the reporting relationship

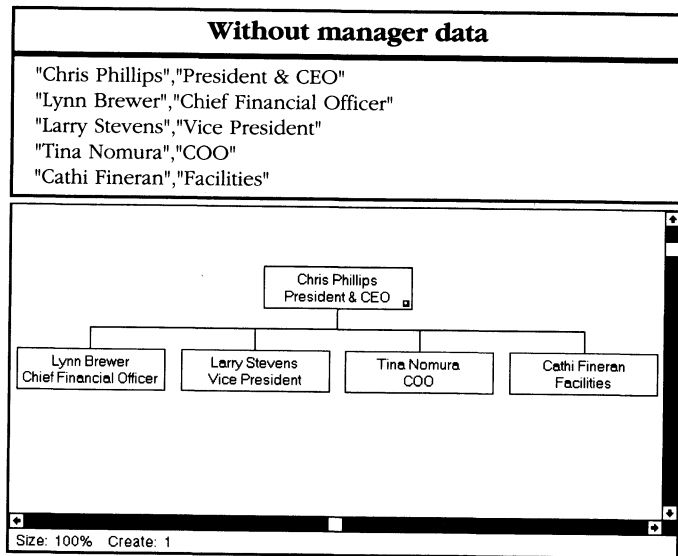


Figure E-4. An arbitrary reporting relationship

If the text file does contain manager data, click Yes.

The Text Import dialog box appears, as shown in Figure E-5 on page 218.

Use the horizontal
scroll bar to see
other records in the
text file

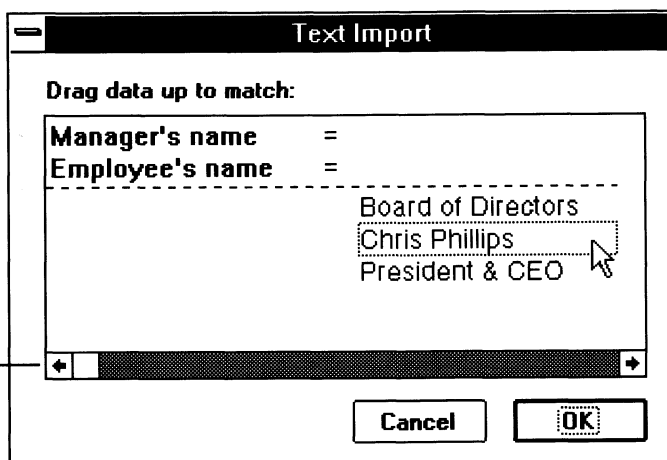


Figure E-5. The Text Import dialog box

The data in the first record of the text file appears in a column at the lower right. If there is more data than can be displayed at one time, a scroll bar appears on the right side of the dialog box. Scroll down to see all of the data for the current record if it's not currently visible.

You can also scroll to the right to see the data for other records in the text file.

4. **Drag up the manager's name until it appears after the first equal sign (see Figure E-6 on page 219).**
5. **Drag up the employee's name until it appears after the second equal sign (see Figure E-6 on page 219).**

= Chris
A.
Phillips

If your text file has the name broken up into separate parts (first name, middle name, last name), the name parts will appear on different rows in the Text Import dialog box. Drag all the name parts up so that they are stacked up to the right of and below the equal sign (see figure to left). Make sure you put them in the right order (first name above middle name, middle name above last name).

When steps 5 and 6 are complete, you should have a data value opposite the two equal signs, as shown in Figure E-6. There may be some data below the dotted line — ignore it.

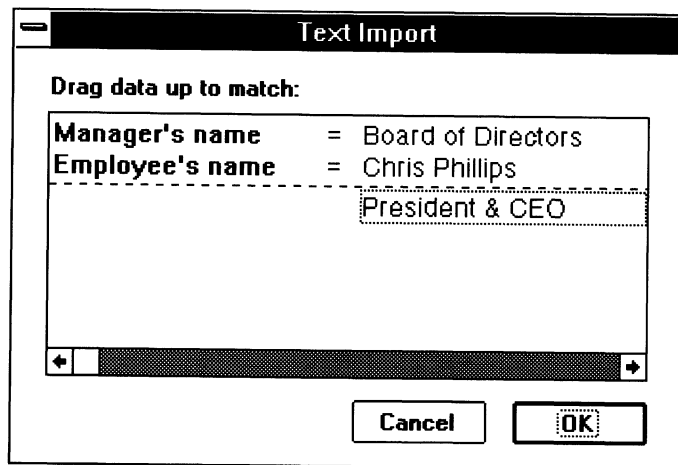


Figure E-6. Matching the data values

If each data record has the same data in the same order, the match up will be correct for all records in the text file. You can verify this by clicking the left and right arrows of the horizontal scroll bar to view the other data records in the text file.

6. Click the OK button.

Org Plus creates a new, untitled chart that you can change and save as you would any other Org Plus chart.

Saving as a Text file

To save an Org Plus chart as a text file, do the following:

- 1. Choose Save As from the File menu.**
- 2. Choose “Tab delimited text” or “Comma delimited text” from the “File formats” pull-down menu.**
- 3. Type a name for your text file in the text box.**
- 4. Click the OK button.**

Org Plus creates a text file containing all the data that you have typed for each box in the chart, including the name of the manager. Many applications have the ability to read files with data saved in either text format.

Copying and pasting between applications

You can copy text from most Windows applications to the Clipboard and then paste it into your chart wherever you enter an insertion point (the blinking vertical bar).

You can copy pictures in many Windows applications directly to the Clipboard and then, in Org Plus, paste them directly into your chart. See "Placing pictures into your chart," page 153, for details.

You can also copy and paste a rectangular portion of your chart to the Clipboard and then paste it into an application that accepts Windows Bitmap (BMP) pictures. BMP is a standard Windows format for graphic images.

- 1. Choose the level of magnification you want from the Chart menu.**

What you see in the chart window is exactly what you can copy to the Clipboard.

To copy an image of the entire chart, choose Size to Window from the Chart menu.

- 2. Press and hold Ctrl while you drag a rectangle around the portion of your chart you want to copy to another application.**

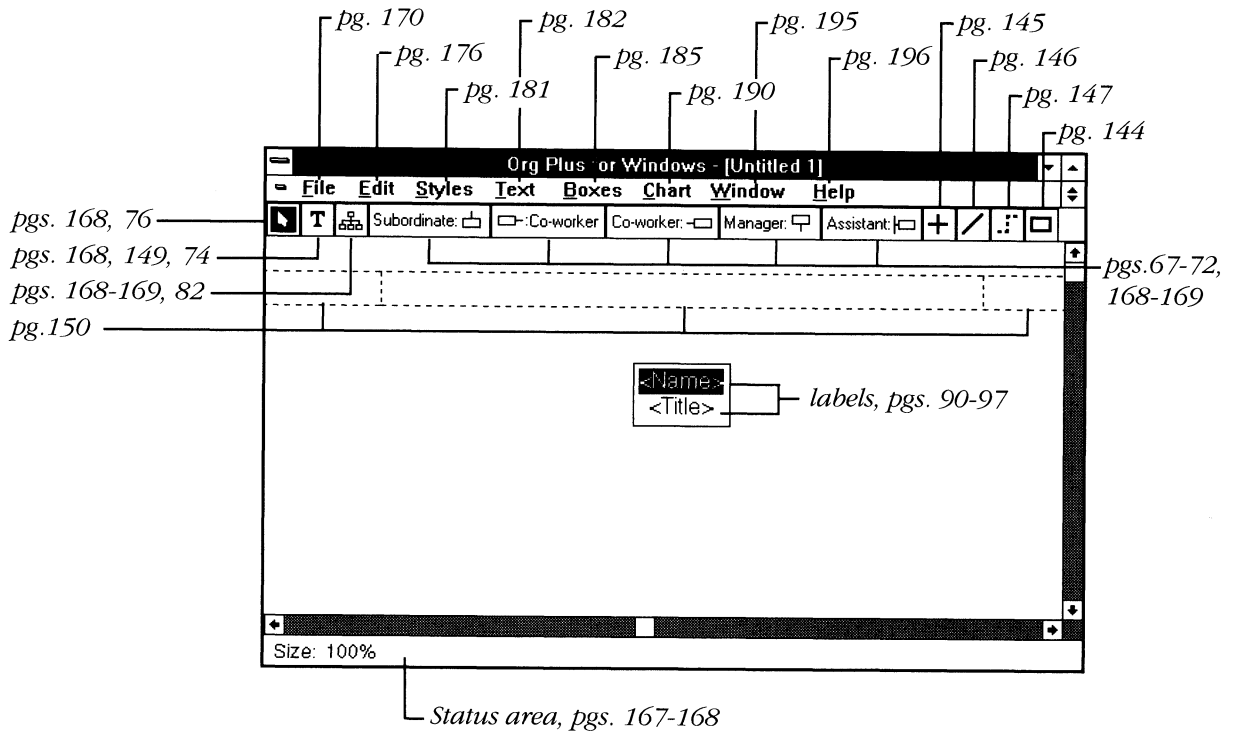
When you release the mouse button, the contents of the rectangular area you defined are copied to the Clipboard as a graphic image.

- 3. Switch to the window in the other application where you want to paste the chart image.**

- 4. Click or position the insertion point where you want to paste the graphic image.**






























- 5. Choose Paste from the Edit menu.**

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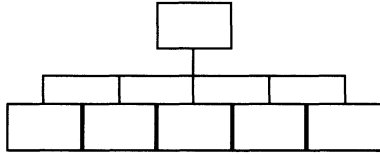
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Continuous boxes 1

Eliminate space between boxes to create “continuous box” effects.



Select the group, then choose Spacing from the Boxes menu. Set horizontal spacing to 0.00" at the Spacing dialog box. See “Changing the distance between boxes,” page 107, for more information.

Spacing [in inches]

Apply to: ☐ All groups ☒ Selected groups

0.21 Distance to manager:

0.21 Distance to connecting line:

0.00 Horizontal spacing:

0.15 Vertical spacing between co-workers:

0.60 Distance between groups: (applies to whole chart)

OK Cancel

Continuous boxes 2

1. Select the connecting line and set it to 2 points (see “Changing line thickness, style, and color,” page 119)

Boxes

Box Border
Box Shadow
Box Color

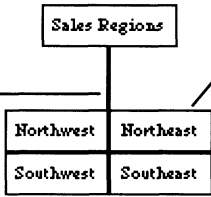
Line Thickness: None, 1 pt, 2 pt, 3 pt, 4 pt, 5 pt, 6 pt

Line Style
Line Color

Hide Box
Hide Branch
Hide Picture

Spacing...

Auto Width
Auto Height
Manual Size...



Styles

Group styles:

Assistant styles:

Co-manager style:

2. Select the group and choose the two column group style shown above (see “Changing group styles,” page 99)

3. Select the group and choose Spacing from the Boxes menu. Set Horizontal and Vertical spacing to 0.00". See “Changing the distance between boxes,” page 107, for more information.

Spacing [in inches]

Apply to: ☐ All groups ☒ Selected groups

0.21 Distance to manager:

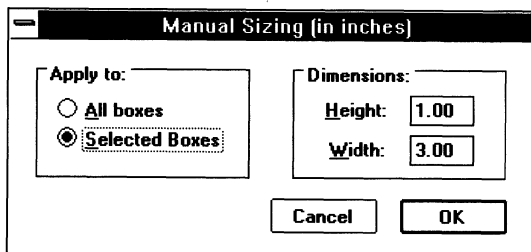
0.21 Distance to connecting line:

0.00 Horizontal spacing:

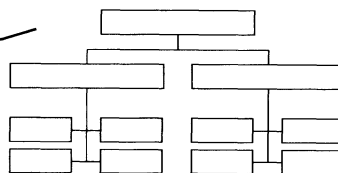
0.00 Vertical spacing between co-workers:

0.60 Distance between groups: (applies to whole chart)

OK Cancel



Extra wide manager boxes



1. Select the topmost boxes, then choose *Manual Size* from the *Boxes* menu. Set the size for the topmost boxes at the *Manual Sizing* dialog box (see "Giving a box a fixed size," pages 124-125)

Modified co-manager style

The Co-manager style is usually drawn as shown in Figure B below. You can make it look like Figure C as follows:

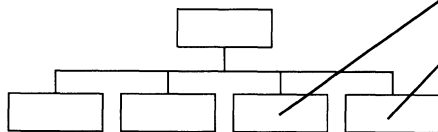


Figure A

1. Select the co-manager boxes

2. Choose the Co-manager style from the *Styles* menu

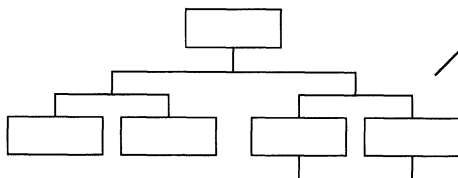
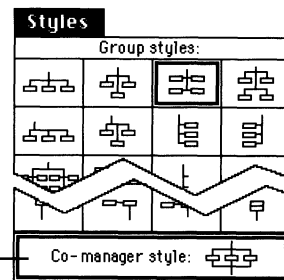


Figure B

3. Select all four subordinates, choose *Spacing* from the *Boxes* menu, and set the *Distance to manager* to 0.00" (see "Changing the distance between boxes," page 107)

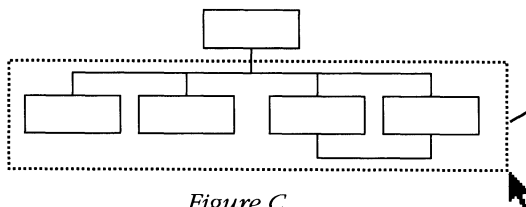
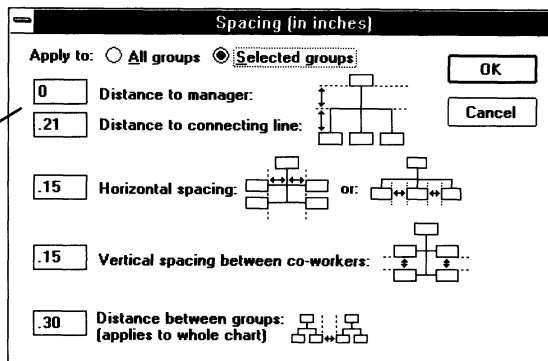
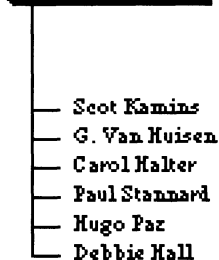


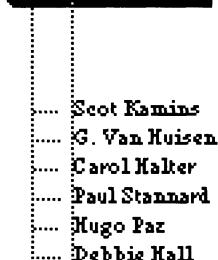
Figure C



Becci Seuberling
Vice President
Aerospace



Becci Seuberling
Vice President
Aerospace




Becci Seuberling
Vice President
Aerospace






To stack names below a box (Figure C), select Becci's subordinates and give them the list group style (Figure A). Select the connecting lines (Figure B) and give them a line thickness of None. Select Becci's subordinates, choose Spacing from the Boxes menu, and set the indicated distances to 0.00".


Spacing (in inches)


Apply to: ☐ All groups ☒ Selected groups

Distance to manager: 

Distance to connecting line: 

Horizontal spacing:  or 

Vertical spacing between co-workers: 

Distance between groups: (applies to whole chart) 

OK **Cancel**

```

graph TD
    A[Fossiliferous] --> B[Invertebrate]
    A --> C[Vertebrate]
    B --> D[Mollusca]
    B --> E[Arthropoda]
    B --> F[Echinodermata]
    B --> G[Cnidaria]
  
```

```

graph TD
    Incident[Incident] --- Penalties[Penalties]
    Penalties --- P1[Penalties]
    Penalties --- P2[Penalties]
    Penalties --- P3[Penalties]
    Penalties --- P4[Penalties]
  
```

```

graph TD
    BD[Board of Directors] --- P[President]
    P --- A[Assistant]
    P --- VP1[Vice President]
    P --- VP2[Vice President]
    P --- VP3[Vice President]
    P --- VP4[Vice President]

```

Figure C

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Modified assistant style

Figure A shows an assistant style which doesn't appear in the Styles menu. The trick is to make B an assistant to A. Assistant A is drawn in the Sidearm Right style; Assistant B is drawn in the Top Right style. See "Changing assistant styles," page 101, for more information.

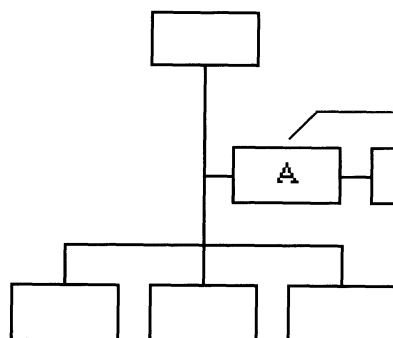


Figure A

Styles			
Group styles:			
Assistant styles:			
Co-manager style:			

Multiple topmost boxes

A chart can have as multiple topmost boxes, as shown in Figure D.

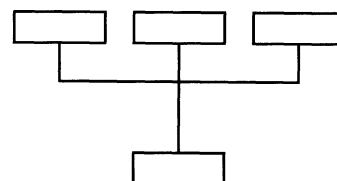


Figure D

1. Create multiple co-workers to the topmost position (see "Creating and deleting boxes," page 67)

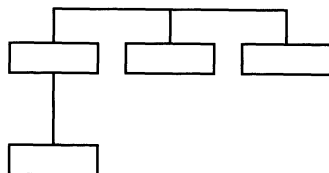


Figure A

2. Select the topmost group and apply the co-manager style to them (Figure B)

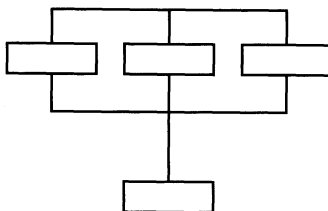


Figure B

3. Select the topmost lines and choose None from the Line Thickness submenu (Figure C)

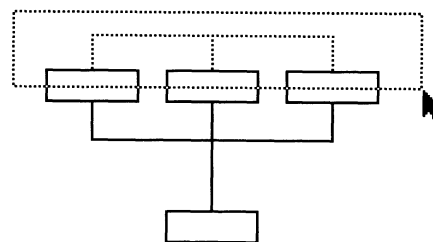


Figure C

Employees listed by function

The effect shown in Figure A can be created by creating two manager boxes containing the department name only, both of them reporting to Chris Phillips, then applying the indicated boxed group style to their subordinates. See "Creating and deleting boxes," page 67, and "Changing the label setup," page 90.

Styles

Group styles:			
Assistant styles:			
Co-manager style:			

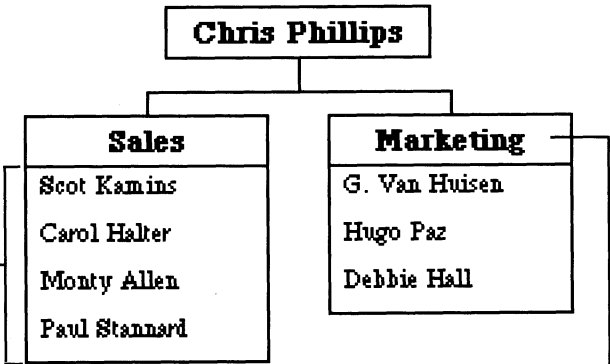


Figure A

Label Setup for Selected Boxes

Drag the labels where you want them:

<Name>
<Title>

<Department>

Lines:

Cancel
OK

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NOTE: Look on your master diskette for the
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Change of Address Form

If you have changed your address lately, please fill out this form and mail it to: Banner Blue Software, P.O. Box 7865, Fremont, CA 94537. You won't want to miss getting information on future products and enhancements.

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Name _____
Company _____
Address/Mail Stop _____
City/State/Zip _____ Country _____
Area Code/Phone _____

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Company _____
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City/State/Zip _____ Country _____
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Org Plus® For Windows™ lets you create professional organization charts automatically.

If you create organization charts with a word processor, drawing program, or by hand—you know there must be a better way. Org Plus, the #1 selling organization chart maker, is the fastest and most complete solution for quick, professional-looking charts. Chosen by over 400 of the Fortune 500 companies, and with over 250,000 copies sold, Org Plus is the most widely used org chart maker in the world. Here's why:

Fast Chart Creation — No Drawing Required

Simply select a box tool at the top of the window and click on the chart to add boxes. Org Plus automatically draws and spaces the boxes and precisely lays out the connecting lines. Click a box tool multiple times to create an entire department. Then type names, titles, and other information directly into the boxes in your chart. Org Plus automatically expands or shrinks boxes to fit perfectly. Sound easy? It is! Sound fast? Only if you're using Org Plus! Performance comparisons show that Org Plus For Windows is 3-4 times faster than its competitors for chart operations, such as inserting and deleting boxes.

Powerful Formatting — Show Any Organization

Only Org Plus can show the wide variety of relationships found in businesses today, including co-managers, subgroups, and multiple topmost boxes. Only Org Plus lets you enter job descriptions into the boxes of your chart or paste pictures of your employees directly into each box. No other program gives you as many ways to arrange boxes. And with Org Plus, there are virtually no limits to the way you can format your text.

Updating Charts is a Snap

Even simple updates can cause a chain reaction that drastically changes the entire chart. For example, merely choosing a smaller font may require all boxes to shrink in size and change location. Org Plus maintains a uniform box size and even spacing automatically, no matter what changes you make! And changes are easy. With a few mouse clicks, you can add, delete, rearrange, or move boxes, even entire departments. Org Plus reformats your chart instantly, right before your eyes! The time savings are tremendous. Professional results are guaranteed.

Compact Charts Show Lots of Information

Experienced org charters know the toughest job is to make their charts as compact as possible—preferably fitting on one page. Org Plus finds the most compact arrangement of boxes with no performance penalty. Use the FREE, small-sized laser printer fonts included with this package. Or use the unique Make Fit command to apply a number of space-saving changes automatically. Just tell Org Plus how small you want your chart to be, and let Org Plus do all the work. If the changes aren't enough, Org Plus tells you exactly how much to reduce it on a copy machine or printer to make it fit.

Personalize, Customize Your Charts

Add your company logo, type notations anywhere in your chart, or call out special relationships with custom lines and boxes. A complete set of drawing tools lets you get any special effect you can't get automatically.

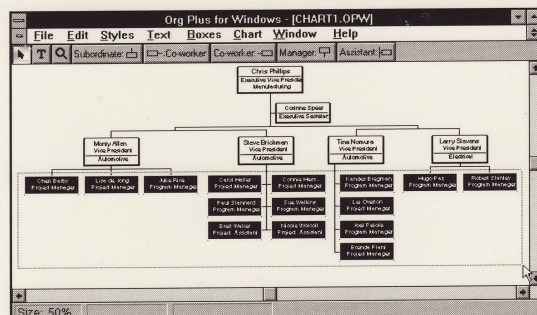
The Only Solution for Your Entire Company

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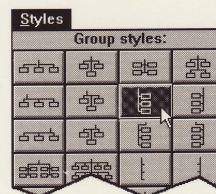
Easy to use and FREE support

The world-class manual comes full of figures, tables, an extensive index, and even a unique picture index. Add to this over 100 pages worth of on-line help, designed to give you exactly the information you need in five mouse clicks or less!

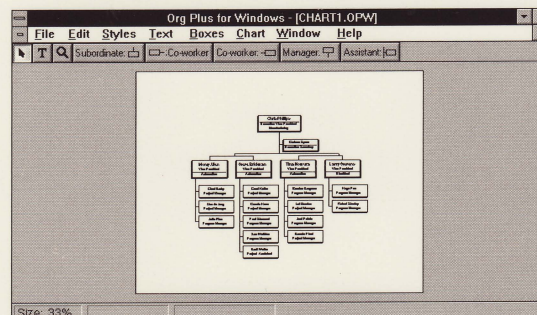
Banner Blue provides free technical support by phone and fax.



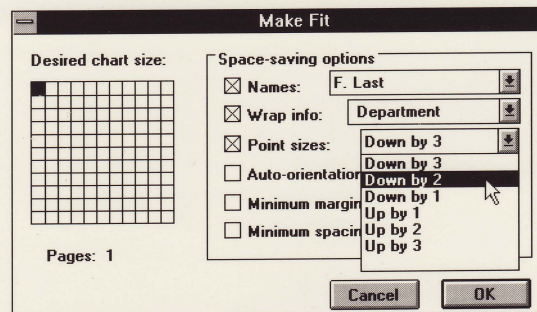
1. Select the boxes you want to reformat.



2. Choose the style you want from the Styles menu.



3. Org Plus redraws your chart automatically.



4. Fit your chart on a desired number of pages with the Make Fit command.

ORG PLUS
For Windows™

Chart specifications

- Maximum charts open at once: 8
- Maximum boxes per chart: 32,000
- Maximum number of levels: 50
- Maximum number of text fields: 30
- Maximum chart size: 120" x 120"

Banner Blue
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P.O. Box 7865, Fremont, CA 94537, 510-794-6850

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