

Organization Chart Wizard Template

Opening the Organization Chart Wizard Template starts the Organization Chart Wizard. This wizard generates an organization chart from a data file in Microsoft Excel (.xls), Org Plus (.txt), or comma- or tab-delimited text (.txt) format, or from a database created in an ODBC-compliant application. You can also use the wizard to quickly format and choose styles for position boxes, text, and connectors in an organization chart you draw.

If you have already opened a template, you can run the Organization Chart Wizard by choosing Tools > Macro > Business Diagram > Organization Chart Wizard.

To run the wizard to quickly format an organization chart:

1. Start the Organization Chart Wizard. On the first screen, click Next.
2. On the second screen, choose No Data (Set Up Styles Only), then click Next. Follow instructions on the wizard screens.

See also:

[Organization Chart Template](#)

Creating an organization chart from a data file

The wizard analyzes a data file using certain column headings that tell it how to interpret the data. It's most efficient to create your data file in one of the data-file templates Visio provides because the heading structure is already established. All you need to do is enter data.

The data-file templates are called Org Chart Data Template.txt and Org Chart Data Template.xlt, They are located in the Visio Solutions > Business Diagram folder.

If your data file already exists, change your column headings to match the headings in the templates.

See also:

[Creating organization charts from data files](#)

