Category: *Groups*
Layout: *Accent*
Design: *Transparent*

When to Use

The **Accent** layout is best used when you want to highlight categories of information and you don't have more than two or three lines of sub-points describing the categories.

How to Structure Your Document

In Microsoft Word, begin each accented point at the left margin. For each sub-point, press <ENTER> and then press <TAB> to indent. To begin the next accented point, press <ENTER>. When you're finished, highlight the text, and double-click the **Accent** layout in the ActiveOffice gallery.

Example:

```
Coal
      Cheap energy
      Difficult to find
      Not environmentally friendly
Gas
      Cheap energy
      Readily available
Electricity
      Most expensive option
      Readily available
      Nuclear plants used
```

That text becomes:

Other Options

Use the **Style** button (at the bottom of the ActiveOffice Gallery) for additional one-click options to add gradient shading, subtle 3-D borders, top borders only, and multi-colored borders. Also, experiment with other color schemes using the **Color Schemes** tab to find the colors best suited to your message.

Layout: *Accent*
Design: *Pamphlet*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

The **Style** button (at the bottom of the ActiveOffice Gallery) gives you additional one-click options to add gradient shading, subtle 3-D borders, top borders only, and multi-colored borders. In addition to having many color schemes from which to choose, you may want to experiment with the **Textures** tab. Textures are easy to apply and can also enhance your message.

Category: *Charts*
Layout: *Area*
Design: *Transparent*

When to Use

The **Area** layouts are effective in comparing two or three trends. You can also use the **Line** layouts to show this same information, but the **Area** layouts may show the information more vividly, with less clutter. **Area** layouts imply volume, so they're best used to show magnitude. Take care that the smaller area of the layout always remains in front of the larger. Otherwise, the audience will lose sight of the information you're trying to present.

How to Structure Your Document

You may want to add this layout using ActiveOffice's "drag and drop" capabilities. Or, you can create a table in Microsoft Word. The cells in the first column should contain the labels for your legend. The cells in the first row should contain the labels for your X-axis (the horizontal axis). In the remaining cells, type the values for the data points. Once you've finished entering all the information in your table, select the entire table and double-click any of the area chart variations in the ActiveOffice gallery.

Variations

Remember, the **Area** layout has several different options. If you click on the small triangle, you'll see that you have several different area styles from which to choose:

3-D: Shows the information three dimensionally. This works especially well, since area layouts already   tend to imply volume.
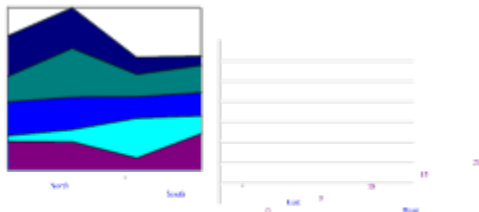
2-D: Shows the information two dimensionally.

Fill-to-Zero: Emphasizes positive and negative values by extending the area fill to zero rather than the bottom of the chart.

Example (created with Microsoft Word's table feature):

	North	South	East	West
1989	7.1	7	3	9
1990	1.4	3	9.8	4.4
1991	8.3	8	5.3	5.7
1992	6.3	12	5.5	6.7
1993	10	10	4.2	2.3

That text becomes:

Other Options

The **Style** button lets you experiment with subtle changes to the layout. Use the **Values** button to show the exact values on each data point. You can use the **Legend** button to turn a legend on and off. You can convert the chart

back to a table format with the **Table** button. You can also experiment with different color schemes. We've used **Aqua** in the example above.

Layout: *Area*
Design: *Framed*

Note

In this example, a non-transparent design is used. When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

The **Style** button (at the bottom of the ActiveOffice Gallery) gives you additional one-click options to make subtle changes to the frame and grid. Use the **Values** button to show the exact values on each data point. You can use the **Legend** button to turn a legend on and off. You can convert the chart back to a table format with the **Table** button. In addition to having many color schemes from which to choose, you may want to experiment with the **Textures** tab. Textures are easy to apply and can also enhance your message.

Category: *Charts*
Layout: *Bar*
Design: *Transparent*

When to Use

The **Bar** layouts provide you with many variations to present numeric data in a simple, yet effective, manner. Notice the downward triangle symbol at the far right of the layout. Clicking on the triangle shows you all the different kinds of bar charts you can create with ActiveOffice. If the message you want to convey includes more than, less than, higher, lower, bigger, or smaller, this layout is a good choice. Use these horizontal charts to quickly convey the concept of relative quantity. You may also want to investigate ActiveOffice's **Column** layouts for showing changes in sets of data over time. Generally speaking, use the **Bar** charts when the titles of each bar are too long for the X-axis (the horizontal axis). You can use these layouts with equal ease within Microsoft Excel and PowerPoint. Your audience is likely to view the longest bar as the one that has "won the race". Be sure to structure the data with this in mind.

How to Structure Your Document

You may want to add this layout using ActiveOffice's "drag and drop" capabilities. Or, you can create a table in Microsoft Word. The cells in the first row should contain the labels for your Y-axis (the vertical axis). In the remaining cells, type the values for the bars you're creating. Once you've finished entering all the information in your table, select the entire table and double-click any of the bar chart variations in the ActiveOffice gallery.

Variations

Remember, the **Bar** layout has several different options. If you click on the small triangle, you'll see that you have several different bar styles from which to choose:

3-D: Each series of data is represented by a different bar in a 3-dimensional view.

2-D: Each series of data is represented by a different bar in a 2-dimensional (with beveled edges) view.

3-D Stacked: Each series of data is stacked to form one continuous bar. This layout is good for showing the aggregate totals of all the data series in relation to each other. The information is presented in a 3-dimensional view.

2-D Stacked: Each series of data is stacked to form one continuous bar. This layout is good for showing the totals of all the data series in relation to each other. The information is presented in a 2-dimensional view.
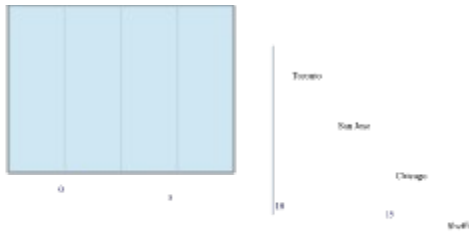
3-D Proportional: Each series of data is stacked to form one continuous bar that ends at the same point. This layout variation shows best the proportional value of each series. The information is presented in a 3-dimensional view.

2-D Proportional: Each series of data is stacked to form one continuous bar that ends at the same point. The layout variation shows best the proportional value of each series. The information is presented in a 2-dimensional view.

Example (created with Microsoft Word's table feature):

Toronto	San Jose	Chicago	Sheffield
12	20	10	15

That text becomes:

Other Options

The **Style** button lets you make subtle changes to the bars, and the frame and axis lines. You also have the option of clicking the **Legend** button (not appropriate in this example) to automatically place a legend in your layout. Use the **Values** button to show the exact value of each bar. You can convert the chart back to a table format with the **Table** button. Finally, take special note of the **Flip** button, which allows you to switch rows and columns with a single click. You can also experiment with different color schemes. We've used **Sky** in the example shown.

Layout: *Bar*
Design: *World*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

The **Style** button lets you make subtle changes to the bars, and the frame and axis lines. You also have the option of clicking on the **Legend** button (not appropriate in this example) to automatically place a legend in your layout. Use the **Values** button to show the exact value of each bar. You can convert the chart back to a table format with the **Table** button. Finally, take special note of the **Flip** button, which allows you to switch rows and columns with a single click. You can also experiment with different color schemes. We've used **Cabernet** in the example shown.

Category: *Groups*
Layout: *Categories*
Design: *Transparent*

When to Use

The **Categories** layout is a terrific way to show long lists of information that can be easily grouped into 2-4 categories. Each sub-point should only be 1-4 words, and you should try to avoid more than 4 categories. If you are trying to show the benefits of one category over another, you may also want to investigate the **Pro & Con** layout in the comparison category.

How to Structure Your Document

In Microsoft Word, begin each category at the left margin. For each short sub-point underneath it, press <ENTER> and then press <TAB> to indent. Repeat until you've listed all sub-points. Then, press <ENTER> to return to the left margin and type your next category. When you're finished entering all the text, highlight it, and double-click the **Categories** layout in the ActiveOffice gallery.

Example:

```
Traditional Sodas
        Coke
        Pepsi
        Diet Coke
        Diet Pepsi
        Rootbeer
        Dr. Pepper
White Sodas
        7-Up
        Sprite
        Mountain Dew
        Ginger Ale
Other Beverages
        Juices
        Milks
        Coffees
        Teas
        Waters
```

That text becomes:

Other Options

Using the **Style** button, you can experiment with different kinds of gradients. Also use the **Color Schemes** tab to experiment with other colors. **Autumn** is used in the example shown.

Layout: *Categories*
Design: *Wall Street*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

Using the **Style** button, you can experiment with different kinds of gradients. Also use the **Color Schemes** tab to experiment with other colors. **Steel** is used in the example shown.

Category: *Charts*
Layout: *Column*
Design: *Transparent*

When to Use

The **Column** layouts are the easiest way to visualize a count of the same group or groups at various times. Everything from orders and returns, to populations can be measured in a **Column** layout. You can use any time interval you want: days, months, quarters, even centuries. Be sure that they're spread evenly over the horizontal (or x) axis. If your information doesn't compare groups over a time, check out ActiveOffice's **Bar** layouts. You can use these layouts with equal ease within Microsoft Excel and PowerPoint. No matter what the news, it seems more optimistic in this orientation since the bars are reaching toward "the sky". Try to limit your information to six single columns, four sets of two columns, or three sets of three columns.

How to Structure Your Document

You may want to add this layout using ActiveOffice's "drag and drop" capabilities. Or, you can create a table in Microsoft Word. The cells in the first column should contain the labels for your legend. The cells in the first row should contain the labels for your X-axis (the horizontal axis). In the remaining cells, type the values for the columns you're creating. Once you've finished entering all the information in your table, select the entire table and double-click any of the column chart variations in the ActiveOffice gallery.

Variations

Remember, the **Column** layout has several different options. If you click on the small triangle, you'll see that you have several different column styles from which to choose:

3-D: Each series of data represented by a different column in a 3-dimensional view.

2-D: Each series of data represented by a different columns in a 2-dimensional (with beveled edges) view.

3-D Stacked: Each series of data is stacked to form one continuous column. This layout is good for showing the aggregate totals of all the data series in relation to each other. The information is presented in a 3-dimensional view.

2-D Stacked: Each series of data is stacked to form one continuous column. This layout is good for showing the totals of all the data series in relation to each other. The information is presented in a 2-dimensional view.

3-D Proportional: Each series of data is stacked to form one continuous column that ends at the same point. This layout variation shows best the proportional value of each series. The information is presented in a 3-dimensional view.
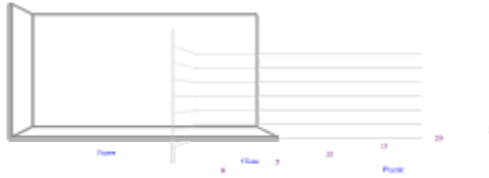
2-D Proportional: Each series of data is stacked to form one continuous column that ends at the same point. The layout variation shows best the proportional value of each series. The information is presented in a 2-dimensional view.

Oblique: This 3-D kind of chart provides a closer visual relationship for values within a series than a front-facing column chart does. However, the identification of bar values is more difficult.

Example (created with Microsoft Word's table feature):

	Paper	Glass	Plastic
1995	35	15	25
1996	40	23	31

That text becomes:

Other Options

The **Style** button lets you make subtle changes to the bars, and the frame and axis lines. You also have the option of clicking the **Legend** button to automatically place a legend in your layout. Use the **Values** button to show the exact value of each column.   The **Rotate** button lets you choose from different perspectives. You can convert the chart back to a table format with the **Table** button. Finally, take special note of the **Flip** button which allows you to switch rows and columns with a single click. You can also experiment with different color schemes. We've used **Aqua** in the example shown.

Layout: *Column*
Design: *Boardroom*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

The **Style** button lets you make subtle changes to the bars, and the frame and axis lines. You also have the option of clicking the **Legend** button to automatically place a legend in your layout. Use the **Values** button to show the exact value of each column.   The **Rotate** button lets you choose from different perspectives. You can convert the chart back to a table format with the **Table** button. Finally, take special note of the **Flip** button which allows you to switch rows and columns with a single click. You can also experiment with different color schemes. We've used **Billiards** in the example shown.

Category: *Processes*
Layout: *Cycle*
Design: *Transparent*

When to Use

ActiveOffice's **Cycle** layout is a terrific way to show the continuous movement of elements. Here, there is no beginning or ending element. Each element is equally weighted, and the last element that you list will flow back into the first. If it does not, you may want to look at the **Flow** layout, which shows only linear movement. You can have as many elements as you want.

How to Structure Your Document

In Microsoft Word, simply type each element the left margin.   Remember, that the last element you add will be displayed flowing back to the first element.   You can create a second line of information by pressing <ENTER> , then <TAB> and typing additional text. When you're finished entering all the text, highlight it, and double-click the **Cycle** layout in the ActiveOffice gallery.

Example:

```
Sales Up!
Profits Up!
Shareholders happy!
Customers happy!
```
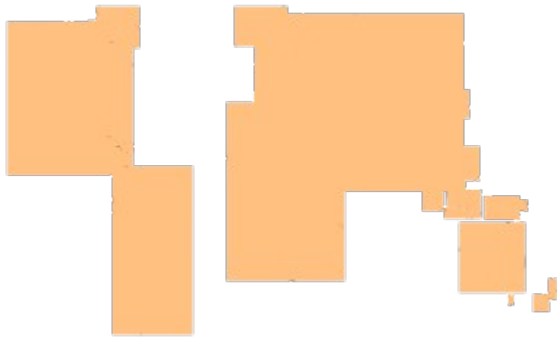
That text becomes:

Other Options

The **Style** button lets you experiment with variations on this same basic design. Additionally, you can choose different color schemes to enhance your information. Here you see the **Ultraviolet** color scheme.

Layout: *Cycle*
Design: *World*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

The **Style** button lets you experiment with variations on this same basic design. Additionally, you can choose different designs and color schemes to enhance your information. Here you see the **USA** color scheme.

Category: *Relationships*
Layout: *Fan In*
Design: *Transparent*

When to Use

You can use the **Fan In** layout to show the ordered movement from many nodes into one central element. This layout is very similar to the **Org Chart** layouts and the **Fan Out** layout, but is designed to focus on the sequential nature of the information you're presenting--from ingredients to a cohesive central element. It is possible to show many levels, if your process is more complicated.

How to Structure Your Document

In Microsoft Word, type the topmost or source information at the left margin. It is important to note that the first item in your list will be the uppermost box in the **Fan In** layout.   If you press <ENTER> and then press <TAB>, you will create a subordinate process. If you press <ENTER> and <TAB> again, you will create another subordinate. To create a sub-point underneath that subordinate, press <ENTER> and <TAB> <TAB>. You can only have one top element. When you're finished entering all the text, highlight it, and double-click the **Fan In** layout in the ActiveOffice gallery.

Special note:

Once the ActiveOffice object was created, we put the cursor in the uppermost box and pressed <SHIFT> <ENTER> to force a line break between the words "Brownies" and "Bake".

Example:

```
Brownies Bake at 350 for 25 minutes
      Wet Ingredients
             Eggs
             Oil
      Melted Ingredients
             Butter
             Chocolate
      Dry Ingredients
             Flour
             Sugar
```
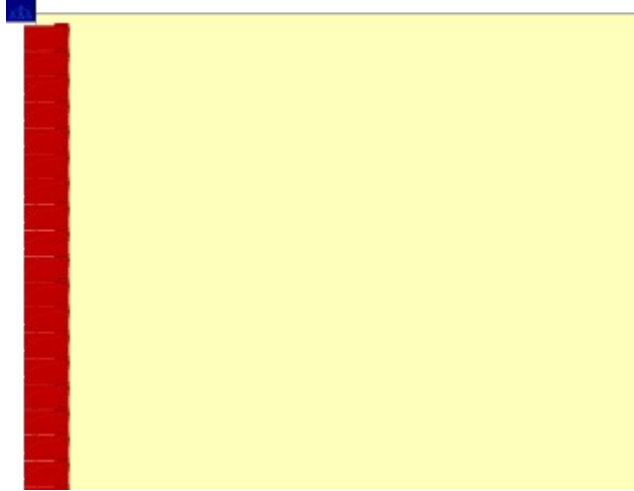
That text becomes:

Other Options

You can use the **Styles** button to make subtle changes in the borders on the boxes and the gradients. Experiment with colors and textures to enhance your message.   The example shown is using the **Neon** color scheme with the **Pebbles** texture.

Layout: *Fan In*

Design: *Notepad*

Special note:

Once the ActiveOffice object was created, we placed our cursor in the uppermost box and pressed <SHIFT> <ENTER> to force a line break between the words "Brownies" and "Bake".

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

You can use the **Styles** button to make subtle changes in the borders on the boxes and the gradients. Experiment with colors and textures to enhance your message.   The example shown is using the **Midnight** color scheme.

Category: *Processes*
Layout: *Fan Out*
Design: *Transparent*

When to Use

Use the **Fan Out** layout to show the flow from one central element down to many subordinate nodes. This layout is very similar to the **Org Chart** layouts, but is designed to focus on sequential nature of the information you're presenting. You may want to show how one unit can be split into many units. It is possible to show many levels, if your process is more complicated.

How to Structure Your Document

In Microsoft Word, type the topmost or source information at the left margin. It is important to note that the first item in your list will be the uppermost box in the **Fan Out** layout.   If you press <ENTER> and then press <TAB>, you will create a subordinate process. If you press <ENTER> and <TAB> again, you will create another subordinate. To create a sub-point underneath that subordinate, press <ENTER> and <TAB> <TAB>. You can only have one top element. When you're finished entering all the text, highlight it, and double-click the **Fan Out** layout in the ActiveOffice gallery.

Example:

```
Chicagoland Area Codes
     Downtown 312
     Surrounding Chicago 773
     Northern Suburbs 847
     Western Suburbs 630
     Southern Suburbs 708
```

That text becomes:

Other Options

You can use the **Styles** button to make subtle changes in the borders on the boxes and the gradients. Experiment with colors and textures to enhance your message.   The example shown is using the **Autumn** color scheme with the **Satin** texture.

Layout: *Fan Out*
Design: *Newscast*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

You can use the **Styles** button to make subtle changes in the borders on the boxes and the gradients. Experiment with colors and textures to enhance your message.   The example shown is using the **Midnight** color scheme with the **Marble** texture.

Category: *Processes*
Layout: *Flow*
Design: *Transparent*

When to Use

ActiveOffice's **Flow** layout can show steps in a process. You'll notice that with this layout the arrows always point from left to right. You may want to use the **Flow** layout to detail resources that are required to complete a project or process. Remember, that ActiveOffice also offers a **Gantt Chart** layout for project management. You can show as many steps in the flow as you want, but this layout looks best if you limit the steps to four.

How to Structure Your Document

In Microsoft Word, simply type each element at the left margin. It is important to note that the first item in your list will be the first box in the **Flow** layout.   If you press <ENTER> and then press <TAB>, the text you type will be placed underneath the original step in the same box. When you're finished entering all the text, highlight it, and double-click the **Flow** layout in the ActiveOffice gallery.

Example:

```
Pong
      The first step
Atari
      The early years
Nintendo
      The technology matures
Sega Genesis
      What's next?
```

That text becomes:

Other Options

You can use the **Styles** button to make subtle changes in the borders on the boxes and the gradients. Experiment with colors and textures to enhance your message.   Here you see the **Aqua** color scheme.

Layout: *Flow*
Design: *Horizon*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

You can use the **Styles** button to make subtle changes in the borders on the boxes and the gradients. Experiment with colors and textures to enhance your message.   Here you see the **Billiards** color scheme.

Category: *Processes*
Layout: *Flow In*
Design: *Transparent*

When to Use

ActiveOffice's **Flow In** layout is similar in style to the **Flow Out** layout, but is designed to highlight the process of movement from many satellites into one central element. You may additionally want to look at the **Fan In** layout for ideas on the best layout to convey your message. The **Flow In** layout can detail not only the steps required to create one whole unit, but persons or departments that make up a whole entity. You many only have one central element, but you can create as many satellites as you want.

How to Structure Your Document

In Microsoft Word, simply type your central element at the left margin.   To add a satellite, press <ENTER>, then <TAB> and type your text.   Repeat this process for each satellite you want to display. Remember, you can have as many satellites flowing toward the center as you want. When you're finished entering all the text, highlight it, and double-click the **Flow In** layout in the ActiveOffice gallery.

Example:

```
Salsa Product Team
      Programmers
      SQE
      Documentation Editors
      Marketing Support
      Public Relations
```

That text becomes:

Other Options
Although the **Style** button is unavailable, you can make changes to the color schemes and experiment with textures to customize your message. Here you see the **Linen** color scheme.

Layout: *Flow In*
Design: *Folio*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

Although the **Style** button is unavailable, you can make changes to the color schemes and experiment with textures to customize your message. The example shown uses the **Ultraviolet**   color scheme.

Category: *Processes*
Layout: *Flow Out*
Design: *Transparent*

When to Use

ActiveOffice's **Flow Out** layout is similar in style to the **Orbit** layout, but is designed to highlight the process of movement from one central element out to many satellites.   You may additionally want to look at the **Fan Out** layout for ideas on the best layout to convey your message. The **Flow Out** layout can detail not only steps in a process, but resources involved in a project.   You cannot create sub-points to any of the satellites and you many only have one central element. However, you can create as many satellites as you want.

How to Structure Your Document

In Microsoft Word, simply type your central element at the left margin.   To add a satellite, press <ENTER>, then <TAB> and type your text.   Repeat this process for each satellite you want to display. Remember, you can have as many satellites flowing from the center as you want. When you're finished entering all the text, highlight it, and double-click the **Flow Out** layout in the ActiveOffice gallery.

Example:

```
Water Safety Program
      Lifeguards
      Swimming Lessons
      Restricted pool hours
      Flotation devices
      Consumer awareness campaign
```

That text becomes:

Other Options

Although the **Style** button is unavailable, you can make changes to the color schemes and experiment with textures to customize your message. The example shown uses the **Cabernet** color scheme.

Layout: *Flow Out*
Design: *Folio*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

Although the **Style** button is unavailable, you can make changes to the color schemes and experiment with textures to customize your message. The example shown uses the **Midnight** color scheme.

Category: *Groups*
Layout: *Headings*
Design: *Transparent*

When to Use

ActiveOffice's **Headings** layout shows off information that can be divided into categories and then must be explained with a brief sentence or paragraph. The **Headings** layout is not designed to be used when you have a long list of sub-points.

How to Structure Your Document

In Microsoft Word, begin each accented point at the left margin. For the short sentence or paragraph underneath it, press <ENTER> and then press <TAB> to indent. If you need to include a second sentence or paragraph, be sure to press <ENTER> and <TAB> again. When you're finished entering all the text, highlight it, and double-click the **Headings** layout in the ActiveOffice gallery.

Example:

```
Heartwise HMO
     The HMO plan features zero deductible, well baby care, and 100% payment of
hospitalization.  You will also be able to get your prescriptions filled at most major
pharmacies for a $5 charge.
Heartwise PPO
     The PPO plan gives you a wider array of physicians, 90% payment of
hospitalization, and well baby care.
     There is a $10 co-payment for office visits.
```

That text becomes:

Other Options

Using the **Style** button, you'll notice a variety of gradients, and subtle border changes. Again, take care not to use this style when generating long lists of sub-points.   The color palette used in the example above is **Cabernet**.

Layout: *Headings*
Design: *Sportscast*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

The **Style** button (at the bottom of the ActiveOffice Gallery) gives you additional one-click options to add gradient shading, subtle 3-D borders, top borders only, and multi-colored borders. In addition to having many color schemes from which to choose, you may want to experiment with the **Textures** tab. Textures are easy to apply and can also enhance your message.

Category: *Charts*
Layout: *Line*
Design: *Transparent*

When to Use

ActiveOffice's **Line** layouts show rate: a measurement of quantity changing over a period time. The **Line** layout can be the simplest way to show the changing relationship between two variables. You may also want to investigate the **Column** charts as a good way to display this kind of information. You can have several groups of information shown as different lines, but be careful that you don't create a maze of lines that will confuse your audience.

How to Structure Your Document

You may want to add this layout using ActiveOffice's "drag and drop" capabilities. Or, you can create a table in Microsoft Word. The cells in the first row should contain the labels for the X-axis (the horizontal axis). The cells in the first column should contain the labels for your legend. In the remaining cells, type the values for the data points. Once you've finished entering all the information in your table, select the entire table and double-click any of the line chart variations in the ActiveOffice gallery.

Variations

Remember, the **Line** layout has several different options. If you click on the small triangle, you'll see that you have several different line styles from which to choose:

Circles: Shows the data as lines, with each data point marked by a circle.

Thick: Shows the data as thick, jagged lines.

Smooth: Shows the data as curved lines. This variation is best for indicating trends.

Markers: Shows the data as lines, with various styles of markers for the data points.
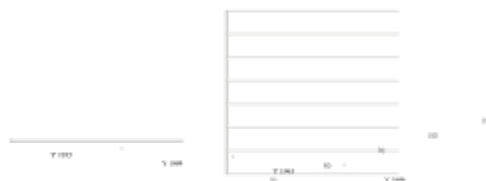
Thin: Shows the data as thin, jagged lines.

Ribbon: Shows the data as ribbons in a 3-dimensional view.

Example (created with Microsoft Word's table feature):

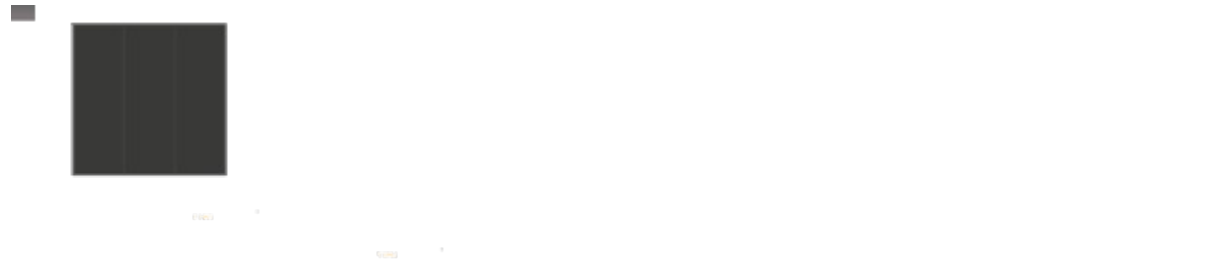|	Y 1993	Y 1994	Y 1995	Y 1996
Corporate	75	85	110	130
Government	110	125	119	120
Education	85	110	135	105

That text becomes:

Other Options

The **Style** button lets you experiment with subtle changes to the layout. Use the **Values** button to show the exact values on each data point. You can use the **Legend** button to turn a legend on and off. You can convert the chart back to a table format with the **Table** button. You can also experiment with different color schemes. We've used **Autumn** in the example above.

Layout: *Line*
Design: *Wall Street*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

The **Style** button lets you experiment with subtle changes to the layout. Use the **Values** button to show the exact values on each data point. You can use the **Legend** button to turn a legend on and off. You can convert the chart back to a table format with the **Table** button. You can also experiment with different color schemes. We've used **Charcoal** in the example above.

Category: *Relationships*
Layout: *Orbit*
Design: *Transparent*

When to Use

ActiveOffice's **Orbit** layout gives you a great way to show satellites to one central theme. You can use this chart to show your company's subsidiaries or even to illustrate all the factors that contribute to the central theme (the middle circle). The **Orbit** layout is easy to expand, and you can have as many satellites as you choose. It looks best, however, if you limit the number of satellites to six. You cannot have more than one central element in this layout.

How to Structure Your Document

In Microsoft Word, simply type the central element at the left margin. To show a satellite, press <ENTER> and then <TAB>. If you want to force a second line for the satellite or central element, press <SHIFT> <ENTER>. When you're finished entering all the text, highlight it, and double-click the **Orbit** layout in the ActiveOffice gallery.

Example:

```
Big Publishing
        Moms & Dads Monthly
        Working Parents
        Tips for Tykes
        Outdoor News
        Recreation
```

That text becomes:

Other Options

You may want to experiment with different color schemes, designs, and textures to further enhance your message. The **Ultraviolet** color scheme is used here.

Layout: *Orbit*
Design: *Caption*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

You may want to experiment with different color schemes, designs, and textures to further enhance your message. The **Mauve** color scheme is used here.

Category: *Relationships*
Layout: *Org Chart*
Design: *Transparent*

When to Use

The **Org Chart** layout is most effective when used to create simple organization charts to embed within your documents. You can use this layout to create multiple layers, and show subordinate positions to one leader.   You may also want to look at this layout for other purposes: to show the different products under one brand name, for example.   You cannot create "staff" positions with this layout. Your data will look best if you keep the structure simple.

How to Structure Your Document

In Microsoft Word, type the top layer of your org chart at the left margin. To show a subordinate, press <ENTER> and then <TAB>. If you press <ENTER> and then press <TAB> twice, you'll create a secondary subordinate. In order to force a second line for the sub-point, press <SHIFT> <ENTER>. When you're finished entering all the text, highlight it, and double-click the **Org Chart** layout in the ActiveOffice gallery.

Example:

```
Jane Smith
      Scott Taylor
            Linda Jones
      Bill Crowley
      Vice President
            Tom Laymon
      Catherine Denial
            Sharon Case
```

That text becomes:

Other Options

Using the **Style** button, you can experiment with different kinds of gradients as well as box styles.. Also use the **Color Schemes** tab to experiment with other colors. **Midnight** was used in the example shown.

Layout: *Org Chart*
Design: *Boardroom*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

Using the **Style** button, you can experiment with different kinds of gradients. Also use the palette button to experiment with other colors. Here you see the **Neon** color scheme.

Category: *Charts*
Layout: *Pie*
Design: *Transparent*

When to Use

ActiveOffice's **Pie** layouts can show the parts of a whole clearly. However, the impact of the pie can be lost if you use too many slices in your pie. If you have two or more groups that you need to compare, investigate the **Column** and **Bar** layouts. Make your wedge categories consistent in level of importance and create categories that include a large enough percentage of the whole.

How to Structure Your Document

You may want add this layout using ActiveOffice's "drag and drop" capabilities. Or, you can create a table in Microsoft Word. The cells in the first column should contain the labels for each of your pie wedges. The second column should contain the data related to each of the wedges. Once you've finished entering all the information in your table, select the entire table and double-click any of the pie chart variations in the ActiveOffice gallery.

Variations

Remember, the **Pie** layout has several different options. If you click on the small triangle, you'll see that you have several different pie styles from which to choose:

3-D: The pie is represented in a 3-dimensional view.

2-D: The pie is shown in a 2-dimensional view.

3-D Sliced Pie: Each slice of the pie is separated out or "exploded". The information is presented in a 3-dimensional view.

2-D Sliced Pie: Each slice of the pie is separated out or "exploded". The information is presented in a 2-dimensional view.
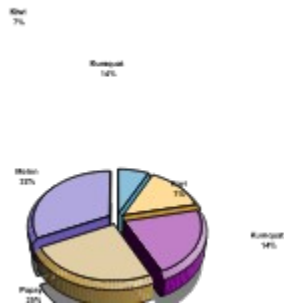
3-D Donut: The pie is shown with a hole in the center of the pie. The information is presented in a 3-dimensional view.

3-D Sliced Donut: The pie is shown with a hole in the center, and each wedge is separated out or "exploded". The information is presented in a 3-dimensional view.

Example (created with Microsoft Word's table feature):

Kiwi	10
Kumquat	20
Mango	30
Papaya	35
Melon	45

That text becomes:

Other Options

The **Style** button lets you make subtle changes to each pie wedge. Use the **Values** button to show the exact values, percentages, or a combination of each pie wedge. The **Rotate** button lets you choose from different perspectives. You can convert the chart back to a table format with the **Table** button. Finally, take special note of the **Slice** button which allows you to separate one slice of the pie. Click the slice you want to separate before clicking the **Slice** button. You can also experiment with different color schemes. **Ultraviolet** is the color scheme used here.

Layout: *Pie*
Design*: Wired*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

The **Style** button lets you make subtle changes to each pie wedge. Use the **Values** button to show the exact values, percentages, or a combination of each pie wedge. The **Rotate** button lets you choose from different perspectives. You can convert the chart back to a table format with the **Table** button. Finally, take special note of the **Slice** button which allows you to separate one slice of the pie. You can also experiment with different color schemes. **Royal** is the color scheme used here.

Category: *Comparisons*
Layout: *Pro & Con*
Design: *Transparent*

When to Use

You can use the **Pro & Con** layout to demonstrate visually the positives and negatives in a decision, action, or object. The **Pro & Con** layout can be a useful visual tool to persuade your reader or audience to act on your recommendations. If your intention is to inform, rather than persuade, you may want to investigate the **Groups** category within ActiveOffice's gallery.   There you'll find ways of displaying information in categories. This layout is specifically designed to show two sides of an issue.

How to Structure Your Document

In Microsoft Word, you type the Pro heading at the left margin. Then, press <ENTER> and <TAB> to list each "sub-point" underneath the Pro heading. Return to the left margin to type the Con heading. Then, press <ENTER> and <TAB> to list each "sub-point" underneath the Con heading.   Remember, this layout is designed to have pros and cons. Should you choose to enter a third item at the left margin, any "sub-points" you list underneath it will have a checkmark. When you're finished entering all the text, highlight it, and double-click the **Pro & Con** layout in the ActiveOffice gallery.

Example:

```
Own
      Equity
      Improvements at will
      Interest deduction
Rent
      No equity
      Cannot make decor changes
      Money "thrown away"
```

That text becomes:

Other Options

The **Style** button lets you make subtle changes to the box style and gradients. You can also experiment with different color schemes. We've used **Mauve** in the example shown.

Layout: *Pro & Con*
Design: *Framed*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

The **Style** button lets you make subtle changes to the box style and gradients. You can also experiment with different color schemes and designs. We've used **Mauve** in the example shown.

Category: *Relationships*
Layout: *Puzzle*
Design: *Transparent*

When to Use

The **Puzzle** layout is a dynamic way to show the relationship of many parts to one whole. A good application of this layout is to show how different functional areas in an organization join to become a cohesive unit. You may want to use this layout in conjunction with the **Puzzle Pieces** layout. You can have as many pieces as you like. ActiveOffice often adds twos pieces when you click the Insert button (the plus sign) at the bottom of the ActiveOffice gallery. Also, keep the names of your puzzle pieces short for the most dramatic results.

How to Structure Your Document

In Microsoft Word, type each puzzle piece's name at the left margin. You cannot create an additional line of description for puzzle pieces, although your text will word-wrap and size itself to correctly fit inside the piece. Each puzzle piece's name should be at the left margin. When you're finished entering all the text, highlight it and double-click the **Puzzle** layout in the ActiveOffice gallery.

Example:

```
Marketing
Sales
R & D
Operations
```

That text becomes:

Other Options

Although the **Style** button is unavailable, you can experiment with other colors and stamps. We've used **Charcoal** in the example shown.

Layout: *Puzzle*
Design: *Framed*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

Although the **Style** button is unavailable, you can experiment with other colors and stamps. We've used **Linen** in the example shown.

Category: *Relationships*
Layout: *Puzzle Pieces*
Design: *Transparent*

When to Use

The **Puzzle Pieces** layout is very similar in style to the **Puzzle** layout. In fact, you may want to use them together in the same document. Use the **Puzzle Pieces** layout to show the separate pieces of one solution. Each puzzle piece is separated and *cannot* be put together. You can, however, move the pieces around and place them anywhere in the ActiveOffice object. Feel free to use more than four pieces. Remember to keep the names of your puzzle pieces short. Don't try to fit long descriptions into each piece.
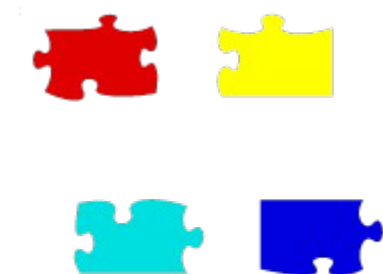
How to Structure Your Document

In Microsoft Word, type each puzzle piece's name at the left margin. You cannot create a sub-point or additional line of description for puzzle pieces, although your text will word-wrap and size itself to correctly fit inside the puzzle piece. Each puzzle piece's name should be at the left margin. You may use more than four pieces. When you're finished entering all the text, highlight it, and double-click the **Puzzle Pieces** layout in the ActiveOffice gallery.

Example:

```
Marketing
Sales
R&D
Operations
```
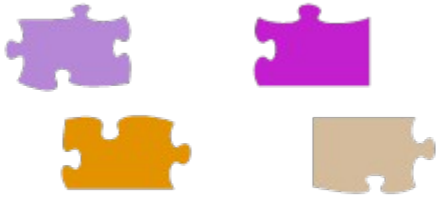
That text becomes:

Other Options

Although the **Style** button is unavailable, you can use the **Color Schemes** tab to experiment with other colors. We've used **Midnight** in the example shown.

Layout: *Puzzle Pieces*
Design: *Newscast*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

Although the **Style** button is unavailable, you can use the **Color Schemes** tab to experiment with other colors and may also want to add an ActiveOffice stamp to call attention to one of your puzzle pieces.   Here you see the **Beach** color scheme.

Category: *Relationships*
Layout: *Pyramid*
Design: *Transparent*

When to Use

The **Pyramid** layout is best used when you want to show the foundation of your idea and the smaller elements building on top of it. You can use the **Pyramid** layout not only to show the foundation of an organization, but also as the base idea behind a marketing idea, product design or technology. You may also want to consider some of the layouts in the **Processes** category to better express the flow of ideas or the order of the concepts. You may use as many levels in your pyramid as you like, but this layout will look best if you limit the levels to five.

How to Structure Your Document

In Microsoft Word, type each element at the left margin. It is important to note that the first item in your list will be the topmost level in the pyramid. Remember, you cannot create sub-points under any of the levels, but you can show as many levels in the pyramid as you want. When you're finished entering all the text, highlight it, and double-click the **Pyramid** layout in the ActiveOffice gallery.

Example:

```
Fat
Proteins
Fruits & Vegetables
Carbohydrates
```

That text becomes:

Other Options

Although the **Style** button is not available for this layout, you can experiment with color schemes and textures.   The example shown uses the **USA** color scheme.

Layout: *Pyramid*
Design: *Newscast*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

Although the **Style** button is not available for this layout, you can experiment with color schemes and textures.   The example shown uses the **Steel** color scheme as well as the **Hieroglyphics** texture.

Category: *Charts*
Layout: ***Pyramid***
Design: ***Transparent***

When to Use

Layouts of this type display a single series of rapidly decreasing values. They typically highlight a hierarchy of influence. Remember, that ActiveOffice also has a **Pyramid** layout in the **Relationships** category. That layout is designed when you want to show a hierarchy of information with text only. The **Pyramid** layout in the **Charts** category is designed for numerical data.

How to Structure Your Document

You may want to add this layout using ActiveOffice's "drag and drop" capabilities. Or, you can create a table in Microsoft Word. The cells in the first column should contain the labels for each of your pyramid levels. The second column should contain the data related to each of the pyramid levels. Once you've finished entering all the information in your table, select the entire table and double-click any of the pyramid chart variations in the ActiveOffice gallery.

Variations

Remember, the **Pyramid** layout has several different options. If you click on the small triangle, you'll see that you have several different pyramid styles from which to choose:

3-D Sections: The pyramid is represented in a 3-dimensional view and each level is separated with an offset, shadowed frame.

3-D: The pyramid is shown in a 3-dimensional view.
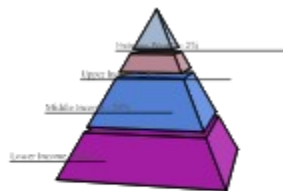
2-D: The pyramid is shown in a 2-dimensional view.

2-D Sections: The pyramid is represented in a 2-dimensional view and each level is separated with an offset, shadowed frame.

Example (created with Microsoft Word's table feature):

Lower Income	0.64
Middle Income	0.30
Upper Income	0.04
Extreme Wealth	0.02

That text becomes:

Other Options

Use the **Values** button to show the exact values, percentages, or a combination of each pyramid level.. The **Rotate** button lets you choose from different perspectives. You can convert the chart back to a table format with the **Table**

button. You can also experiment with different color schemes. **Linen** is the color scheme used here.

Layout: *Pyramid*
Design: *Newscast*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

Although the **Style** button is not available for this layout, you can experiment with color schemes and textures.   The example shown uses the **Steel** color scheme as well as the **Hieroglyphics** texture.

Category: *Comparisons*
Layout: *Quadrant*
Design: *Transparent*

When to Use

The **Quadrant** layouts are designed to give your readers a general idea of how ideas or products compare to each other on a grid. These are not mathematically-based charts, so you cannot use actual data to create each bubble (or point) and its placement on the grid. However, a **Quadrant** layout can be a terrific way to give readers an "at-a-glance" look at information.   If you need to present precise data, the **Chart** layouts offer a wide variety of choices.

How to Structure Your Document

Quadrant layouts are easiest to design if you use ActiveOffice's "drag and drop" capabilities. Drag a **Quadrant** layout from the ActiveOffice Gallery to the place where you want it to appear in your document. See the *Variations* section that follows for information about the different kinds of Quadrant grids; choose the one that best conveys your message. Notice the placeholder text waiting for you to edit. Double-click the ActiveOffice object to activate it. Then, click the placeholder text and type the appropriate text for your message. You can re-size and move each of the bubbles, as necessary.

Variations

The **Quadrant** layout has several different options. Notice the small triangle pointing downward next to the word **Quadrant**. If you click it, you'll see that you have several different symbol styles from which to choose:
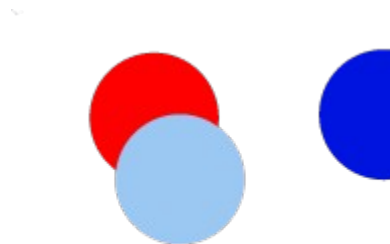
1 Quad Regions
4 Quad Regions
1 Quad Points
4 Quad Points

Example (with sample text):

That text can be edited to display:

Other Options

Pay special attention to the two additional buttons on the **Quadrant** layout. You can use these buttons to move the

bubbles if they are overlapping. If the bubbles do not overlap, the buttons allow you to swap the colors of individual bubbles. You can also experiment with different color schemes. We've used **Autumn** in the example shown.

Layout: *Quadrant*
Design: *Caption*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

Pay special attention to the two additional buttons on the **Quadrant** layout. You can use these buttons to move the bubbles if they are overlapping. If the bubbles do not overlap, the buttons allow you to swap the colors of individual bubbles. You can also experiment with different color schemes. We've used **Beach** in the example shown.

Category: *Comparisons*
Layout: *Ratings*
Design: *Transparent*

When to Use

The **Ratings** layout is similar to the **Tables** layouts. It provides an "at-a-glance" method for your reader or audience to see how objects, people, products, etc. compare to each other. Where each column and row intersect, the **Ratings** layout places a symbol. If you need more description, you may want to investigate the many **Tables** layouts that ActiveOffice offers. The three different variations of the **Ratings** layout are most familiar to audiences as a *Consumer's Report* style layout. It can be a powerful tool to persuade a reader to a specific option.

How to Structure Your Document

This layout may be easiest to design if you use ActiveOffice's "drag and drop" capabilities. Drag the **Ratings** layout in the ActiveOffice gallery to the place where you want it to appear in your document. See the *Variations* section that follows for information about the different kinds of symbols; choose the symbol that best conveys your message. Notice the placeholder text waiting for you to edit. Double-click the ActiveOffice object to activate it. Then, click the placeholder text and type the appropriate text for your message. Press <TAB> within the ActiveOffice object to move from cell to cell. Press <ENTER> when you want to insert a new cell. In order to change the symbols, just click the sample symbol provided (in the example shown, circles) to cycle through all the options. You can also use Microsoft Word's table feature. The first column should have the labels for each category you're comparing. Type a number in the cells for the rating, where 1 is least favorable.

Variations

The **Ratings** layout has several different options. Notice the small triangle pointing downward next to the word **Ratings**. If you click it, you'll see that you have several different symbol styles from which to choose:

Circles: No circle, empty circle, half-filled circle, filled circle. These show four different degrees.

Check Marks: On or off. This is best used when you have a yes/no situation.

Diamonds: Zero to four diamonds. Diamonds can show up to five different degrees.

Example (created with a Word table):

	Performance	Price	Safety
Austere 2 door	3	2	3
Mystery Coupe	2	3	2
Illusion 2 door	2	2	1

That table becomes:

Other Options

The **Style** button lets you make subtle changes to the box style and gradients. Take special note of the **Flip** button which allows you to switch rows and columns with a single click. You can also experiment with different color schemes. We've used **Steel** in the example shown.

Layout: *Ratings*

Design: *Basic*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

The **Style** button lets you make subtle changes to the box style and gradients. Take special note of the **Flip** button which allows you to switch rows and columns with a single click. You can also experiment with different color schemes. We've used **Steel** in the example shown.

Category: *Comparisons*
Layout: *Stock Arrows*
Design: *Transparent*

When to Use

You can use the **Stock Arrows** layout to show the rise or fall of stock prices. This simple, yet effective, layout gives your reader a quick way to view the change in one or more stock prices. You can display the information for as many stocks as you want, and it is simple to edit the information within your ActiveOffice object.   To provide more detailed information about a stock price, you may want to investigate the **Stock Table** layout. You may also want to be creative and use this layout to show the employee or sales growth in individual departments or subsidiaries.

How to Structure Your Document

In Microsoft Word, simply type the name of the stock or the stock symbol at the left margin.   Press <ENTER> and then <TAB> to enter the relative change in the stock's price. To enter a positive change, simply type the number with a plus sign in front of it (+1, for example). To show a drop in the stock price, enter the number with a minus sign in front of it (-2, for example). You can enter fractions. Just follow the example below. To show more than one stock, just return to the left margin and repeat the process. Remember, you can show as many stocks as you want. When you've finished entering text, simply highlight the text and double-click the **Stock Arrows** layout in your ActiveOffice Gallery.

Example:

```
Juggler Toys
        +3 1/2
Magnus Enterprises
        +2 3/16
Templeton Systems
        -1 4/8
```

That text becomes:

Other Options

The **Style** button lets you make subtle changes to the layout. Also notice that when you click on any of the stock arrows while the ActiveOffice object is activate, an edit box is displayed to make it easy to change the information. You can also experiment with different color schemes. We've used **Autumn** in the example shown.

Layout: *Stock Arrows*
Design: *Wall Street*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

The **Style** button lets you make subtle changes to the layout. Also notice that when you click on any of the stock arrows while the ActiveOffice object is activate, an edit box is displayed to make it easy to change the information. You can also experiment with different color schemes and textures. This example uses the **Aqua** color scheme with the **Dollars** texture.

Category: *Comparisons*
Layout: *Stock Table*
Design: *Transparent*

When to Use

ActiveOffice's **Stock Table** layout gives you an easy way to show high, low, and current prices plus the trading volume for one or more stocks. You can display the information for as many stocks as you want, and it is simple to edit the information within your ActiveOffice object.   If you want to provide just the change in stock price, you may want to look at the **Stock Arrows** layout.

How to Structure Your Document

In Microsoft Word, create a table with five columns and as many rows as you need for the stocks you want to track. In the first row, fill the second column with the word "High," the third column with "Low," the fourth column with "Current," and the fifth column with "Volume." Then, begin entering the name or stock symbol in column one and the appropriate information in columns two through five. Press <TAB> to move from cell to cell and <SHIFT> <TAB> to move backwards within the table. You can enter whole numbers and fractions. Be sure to include commas in your volumes if you want them to display in the stock table. When you've finished entering the information, simply highlight the table and double-click the **Stock Table** layout in the ActiveOffice gallery.

Example:

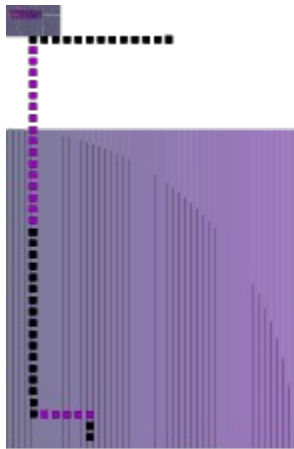|	High	Low	Current	Volume
Juggler Toys	32 ½	21	23 5/8	300,000
Magnus Enterprises	148	100 3/8	103 ¾	1,200,00
Templeton Systems	15 7/8	8	10	420,000

That text becomes:

Other Options

The **Style** button lets you make subtle changes to the layout. Also notice that when you click a price cell while the ActiveOffice object is activate, an edit box is displayed to make it easy to change the information. You can also experiment with different color schemes. We've used **Autumn** in the example shown.

Layout: *Stock Table*
Design: *Wired*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

The **Style** button lets you make subtle changes to the layout. Also notice that when you click a price cell while the ActiveOffice object is activate, an edit box is displayed to make it easy to change the information. You can also experiment with different color schemes. Here you see the **Mauve** color scheme with a **Circuit** texture.

Category: *Relationships*
Layout: *Team Org Chart*
Design: *Transparent*

When to Use

The **Team Org Chart** layout is designed to display an organization or department's structure. Use the **Team Org Chart** layout when you have many subordinates for a few managers or supervisors. You can use this to create multiple layers, and show subordinate positions for one leader. You cannot create "staff" positions with this layout. Your data will look best if you keep the structure simple.

How to Structure Your Document

In Microsoft Word, simply type the top layer of your org chart at the left margin. To show a subordinate, press <ENTER> and then <TAB>. If you press <ENTER> and then press <TAB> twice, you'll create a secondary subordinate. In order to force a second line for the sub-point, press <SHIFT> <ENTER>. When you're finished entering all the text, highlight it, and double-click the **Team Org Chart** layout in the ActiveOffice gallery.

Example:

```
Dan Foster
     Bob Kennedy
             Louise Wetter
             Lillian Jones
             Margaret McDonald
             Jack Ryan
     Beth Anderson
     Group Leader
             Phil Lusardi
             Alex Baze
             Eric Bright
             Lisa Swanson
```

That text becomes:

Other Options

Using the **Style** button, you can experiment with different kinds of gradients as well as box styles.. Also use the **Color Schemes** tab to experiment with other colors. **Ultraviolet** was used in the example shown.

Layout: *Team Org Chart*
Design: *Folio*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

Using the **Style** button, you can experiment with different kinds of gradients. Also use the **Color Schemes** tab to experiment with other colors. Here you see the **Beach** color scheme.

Category: *Relationships*
Layout: *Triad*
Design: *Transparent*

When to Use

Use ActiveOffice's **Triad** layout when you want to show that each point or element has equal weight.   If you need to show a more hierarchical view, you may want to investigate the org chart layouts or the Pyramid layout. The **Triad** layout best demonstrates fundamental ideas, such as your organization's secret to success. You are limited to three elements.

How to Structure Your Document

In Microsoft Word, simply type each element at the left margin. Remember, you can't display more than three points. When you're finished entering all the text, highlight it, and double-click the **Triad** layout in the ActiveOffice gallery.

Example:

```
Faith
Hope
Charity
```

That text becomes:

Other Options

The **Style** button will let you experiment with other ways to enhance this layout with bullets for each of the elements. Additionally, choose from the color schemes to further customize your message. We've used **Linen** in the example.

Layout: *Triad*
Design: *Pamphlet*

Note

In this example, a non-transparent design is used.   When a non-transparent design is selected, ActiveOffice creates a "slide" look, complete with placeholder text for the title and subtitle. You can replace the title and subtitle placeholder text with your own words, or you can delete either or both of these elements.

Other Options

The **Style** button will let you experiment with other ways to enhance this layout with bullets for each of the elements. Additionally, choose from the color schemes to further customize your message. We've used **Aqua** in the example.

What's in this Help

The ActiveOffice Layout Samples help file contains examples of a selection of the layouts available in the ActiveOffice Gallery. It does not show layouts in the **Tables**, **Lists**, or **Scheduling** categories. To see a layout in one of those categories, drag the layout from the Gallery into a host document.