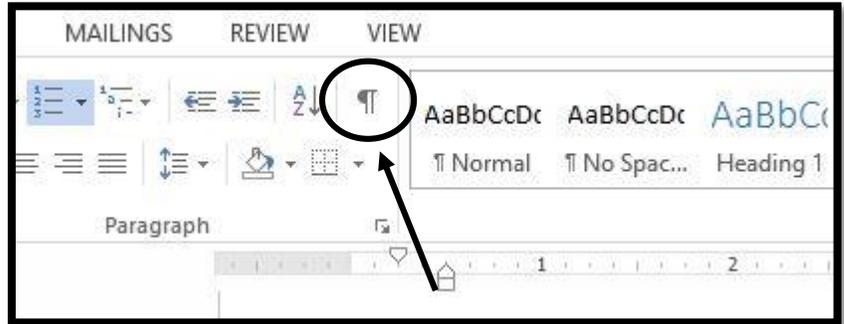
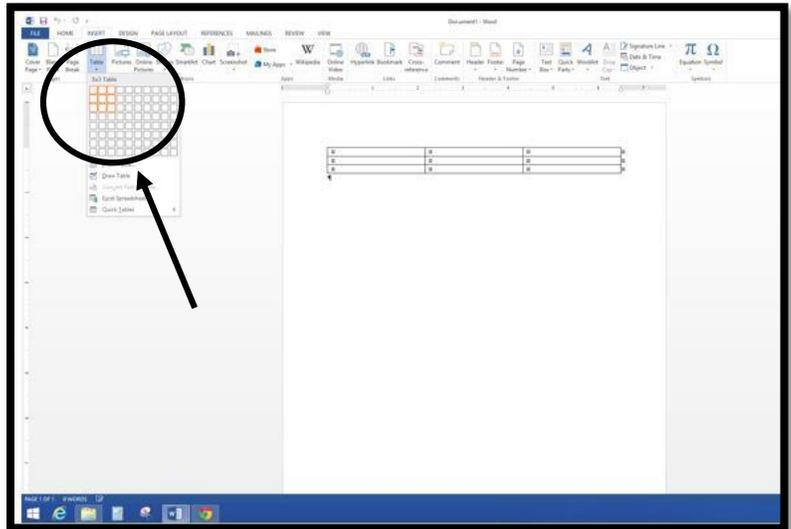
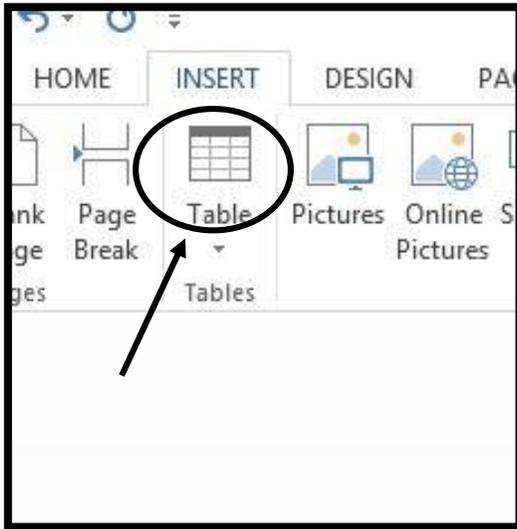


# Creating a Graphic Organizer

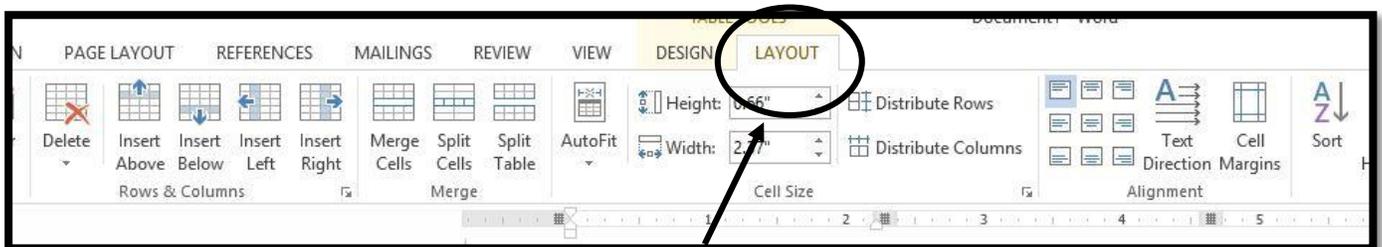
1. Open a blank Word document.
2. In the **HOME** tab, turn the formatting tool on. Having the formatting tool on shows all of the background formatting. Each cell will have a little circle symbol in it. Knowing where the cells are located will help you grab/highlight the areas on the table you want to adjust.



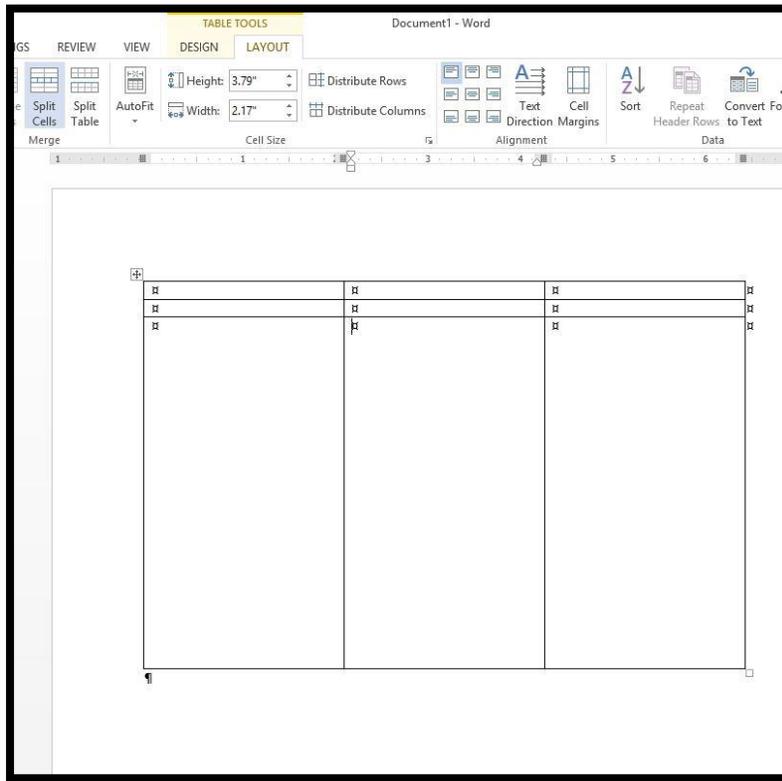
3. In the **INSERT** tab, click open the table button and select number of rows and columns.



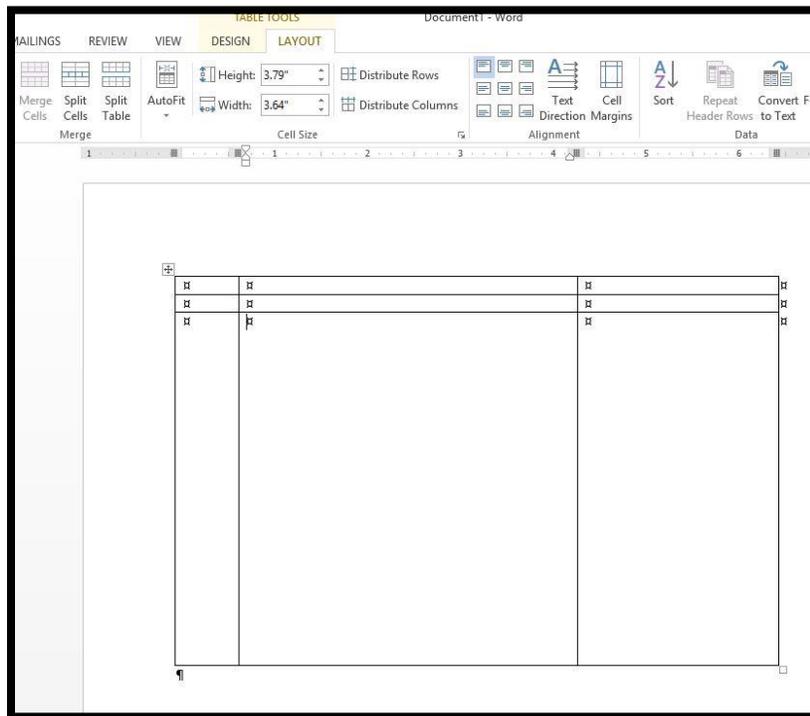
4. **Click your cursor somewhere in the table**, and use the LAYOUT tab to format, change text direction, and organize your graphic organizer.



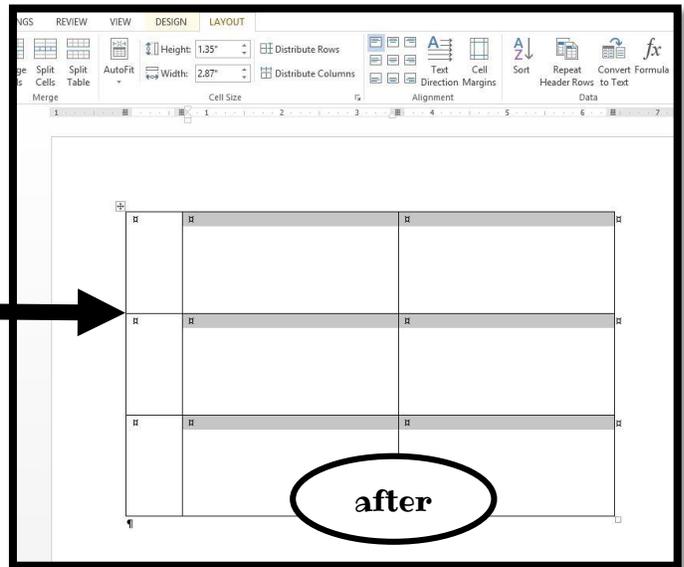
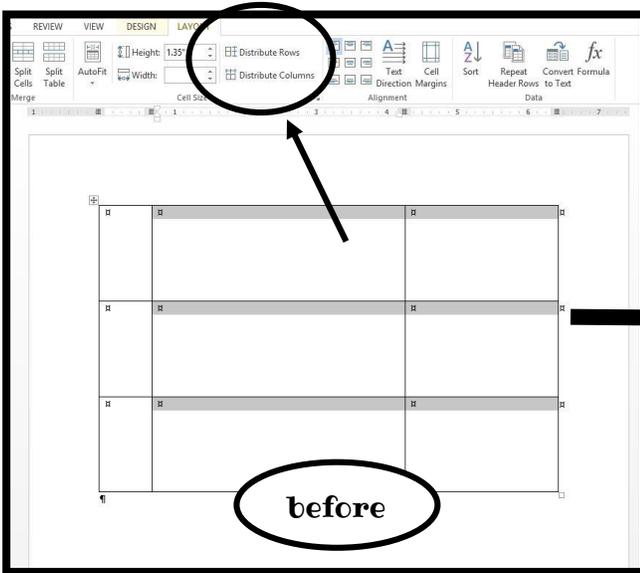
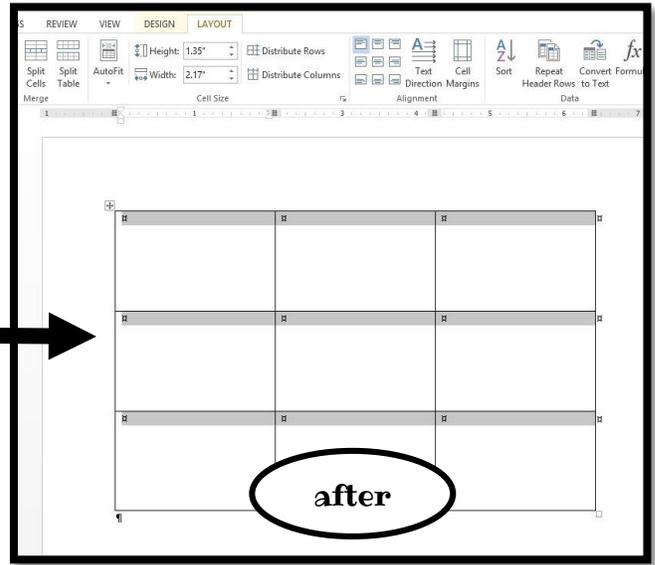
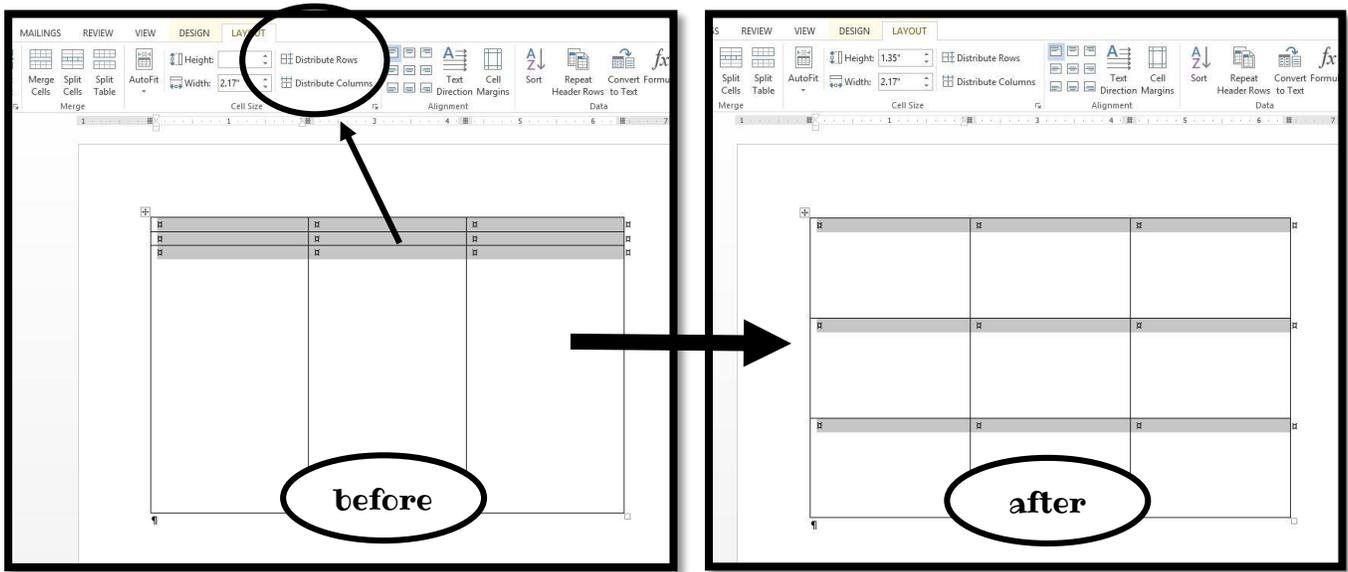
- To make the table cells (boxes) larger, hover the cursor over the bottom line. When it changes to two parallel lines with an up and down arrow, left click, hold, and drag down.



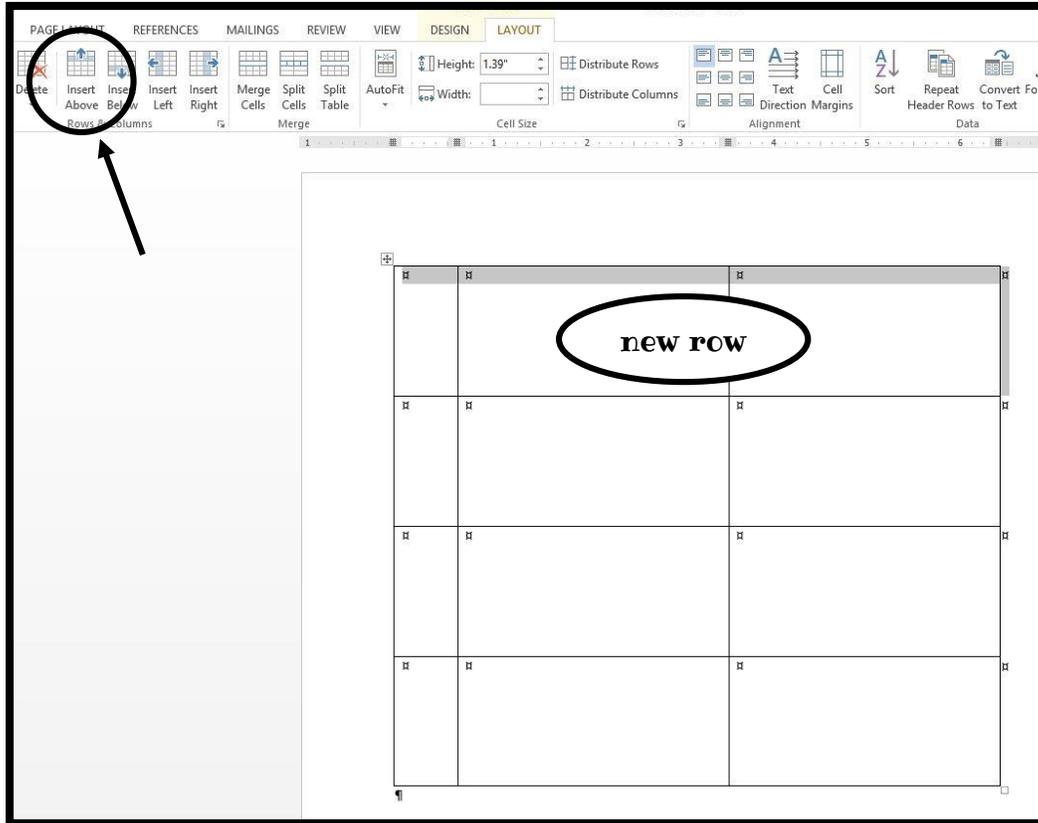
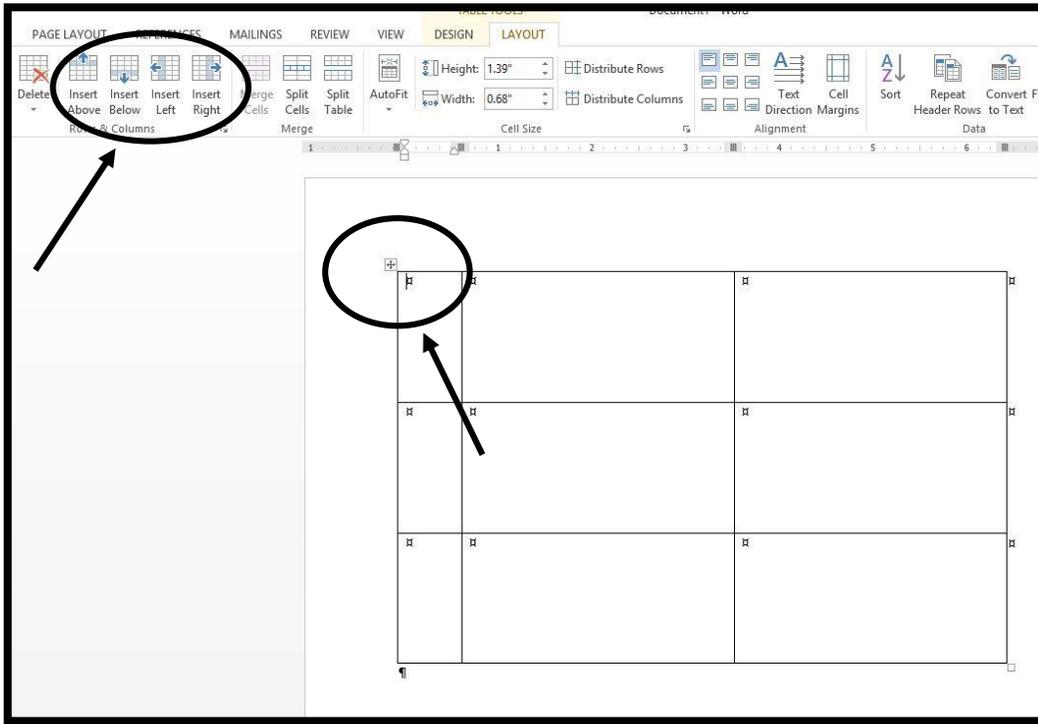
- To move any of the gridlines within the table, hover over the lines you would like to move, wait for the parallel icon with up down arrows to appear, left click, hold, and drag.



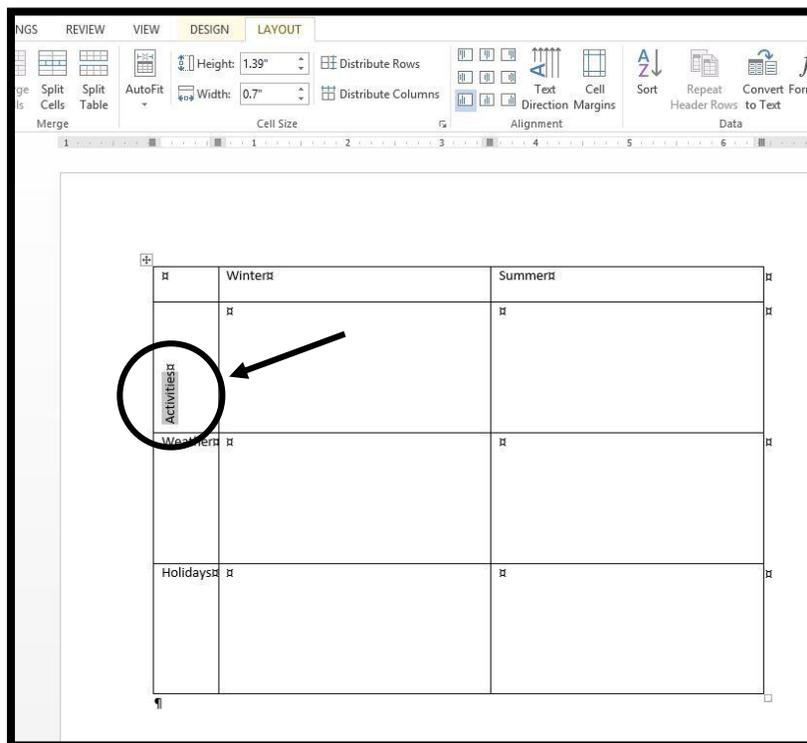
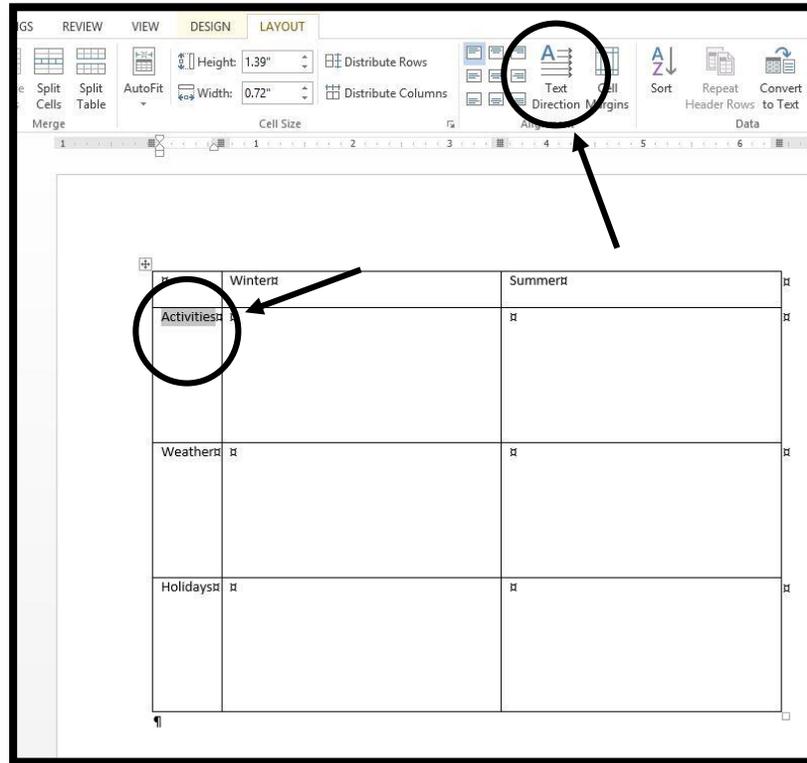
7. To distribute rows evenly, highlight all of the rows you would like to be the same height. Select **distribute rows** in the **LAYOUT tab**. To distribute columns evenly, highlight all of the columns you would like to be the same width. Select **distribute columns**.



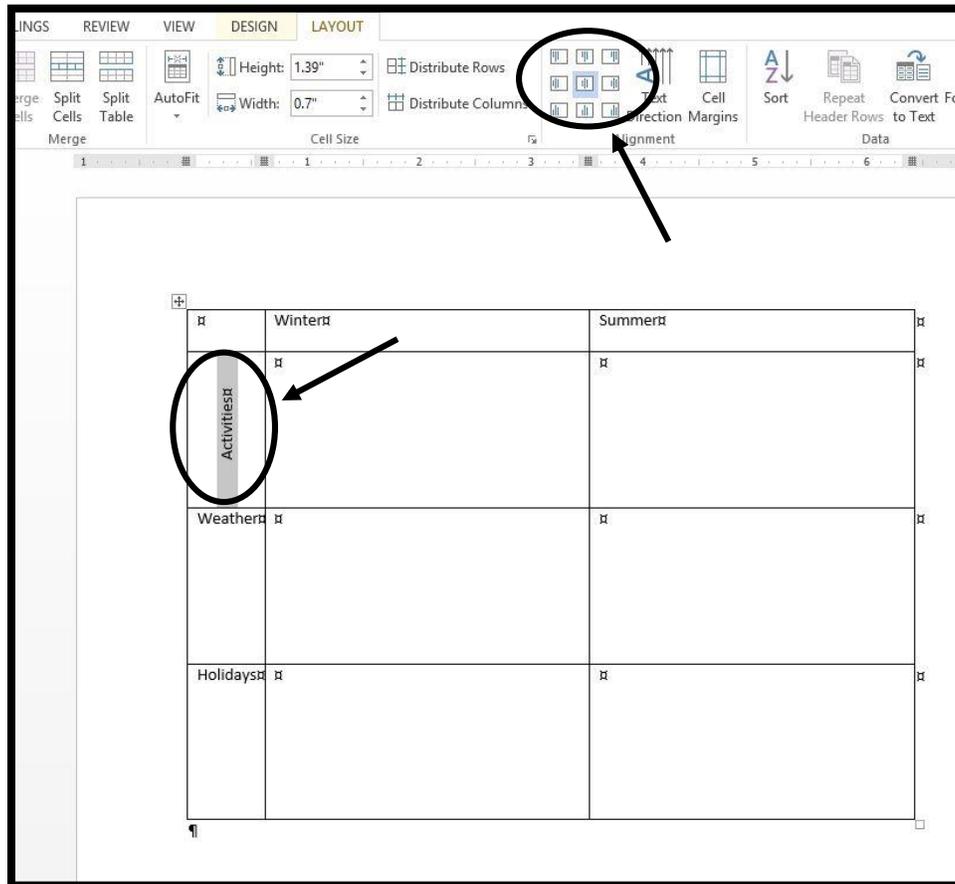
8. To insert additional rows or columns, click your cursor in the cell next to where you want to add the row or column. Choose insert above, below, right, or left depending on what you need.



9. To add text, click in the cell where you need the text. Type your words (I like to add all words first then work on the formatting).
10. To change the font, make the size, bigger, center, etc. use the buttons in the **HOME tab** you use when formatting regular documents.
11. To change the text direction, highlight the text you want to flip and click the **text direction button**. Click multiple times until the text is turned the direction you need.



12. To align the text within the cell, click the text symbols that show different line spacing within a box right next to the text direction button.



13. After the table has the text I need and correct number of rows and columns, I tweak the font, letter size, and row and column heights and widths. To see how your graphic organizer will look printed, **turn the formatting button off**. The background symbols that you see with the formatting button will not appear on paper when you print.

