

DEKALB COUNTY GOVERNMENT

FY 2010 BUDGET*

Print Instructions for the Organizational Chart

- I. Select the Information to be Printed
 - A. Open the Organizational Chart (Form D)
 1. Highlight the cells to be printed for your department by using your mouse

 - II. Print the Selection
 - A. Must use "File" on the Toolbar
 1. Drop down to "Print" on the menu
 2. In the lower left corner of the dialog box, click "Selection"
 3. Click "Preview" to be sure you have all of the information selected (be **sure** to include the TOTAL line)
 4. Click "Print" on the Toolbar
- * Please note that the Org Chart is for your reference. For that reason it is truly the FY2009 chart.