WHAT'S A GRAPHIC ORGANIZER?
Educators often use symbols like arrows, boxes, and circles, as well as images, to explain concepts. A Venn Diagram, for example, can show students how two concepts are similar or different, while a flowchart can show how a process -- like osmosis -- works from start to finish.

CREATE A FLOWCHART
1. Open Microsoft Word.
2. Click View > Toolbars > Drawing
3. On the Drawing toolbar, find the Autoshapes tool.
4. Click Autoshapes > Flow Chart. Select a box for the first item in the flow chart.

1. Click the selected box, hold down the mouse button, and drag the mouse on your document to create a box. Try to place the box at the far left of the document.
2. Right-click in the box and choose “Add Text” from the pop-up menu.

* Continue to add boxes and add text until you have all of your elements on the page.

To save time, you can create three duplicate boxes by clicking the first box and then pressing Apple-D on a Mac three times. Then you can just right-click the box and click inside each box to type the correct text.
MAKE CONNECTIONS

Your page should look something like this:

1. To make connections between boxes, click Autoshares again and then click Block Arrows.
2. Select a left-to-right arrow.
3. Draw an arrow between each box and the box on its right.

The results are a simple flow chart: