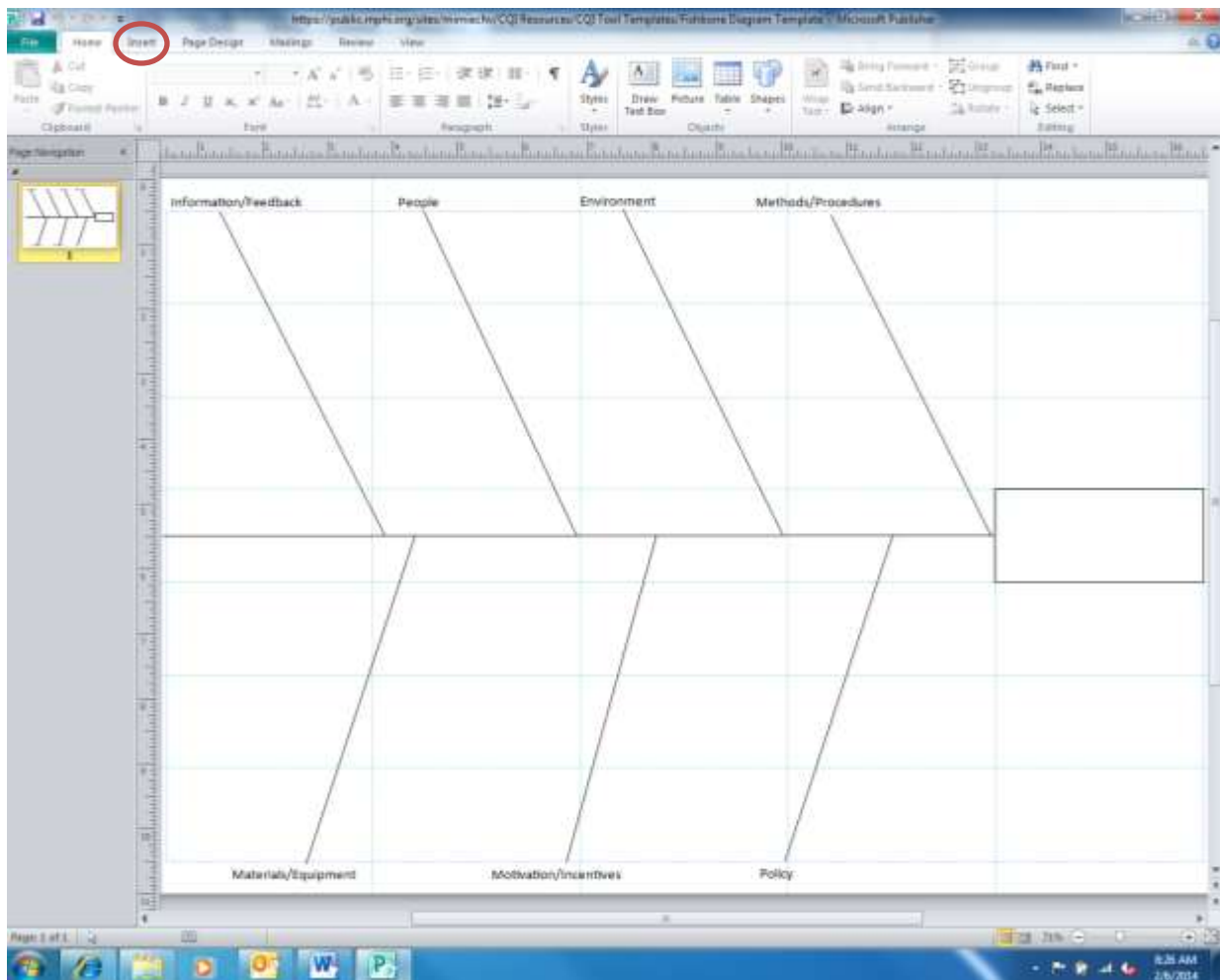


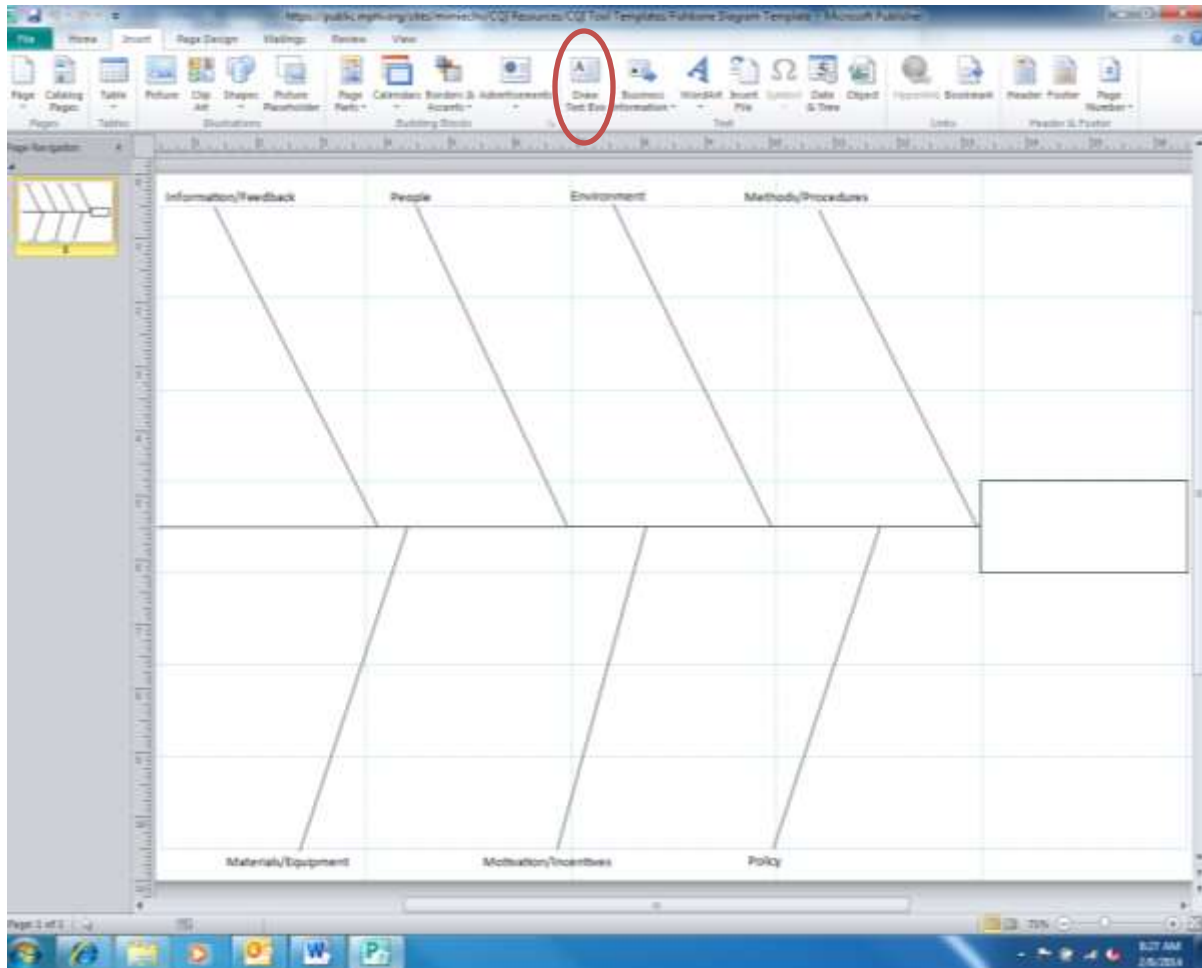
Instructions for Using MS Publisher Fishbone Diagram Template

Step 1: Open the template and save a copy to your computer.

Step 2: Double click on the box where the problem statement goes and type your problem statement. Depending on the length of your statement you may need to adjust the size of the box or the size of the font to make your statement fit.

Step 3: Go to “Insert”, select “Draw Text Box”, and draw your first text box on the major bone where you want to start working.





Step 4: Once you have your first text box drawn, type the text that needs to go in the box and make adjustments to the font size as need. Please note: only one minor cause should be noted in each text box. This will allow you to move the text boxes around as needed.

Step 5: Repeat Steps 3 and 4 until all the information is noted on you Fishbone Diagram.