

State of New Hampshire



Office of Information Services, Lean Team

Edraw V 6.8 / 7.0  
Getting Started Guide

(Freeware version)

September 2014

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## Introduction

Edraw Mind Map is a **free** mind mapping **freeware** with rich examples and templates which make it easy to create mind maps, brain-storming diagrams, project timeline, life planner, SWOT analysis, flowcharts and sketch maps.

The current version, Edraw Mind Map for Windows, is available in two editions: **Free Version**, Professional Version. The free and professional editions both share the same file format, but the latter has additional templates and examples for more diagram types.

Edraw Mind Map supports the hyperlink and office export.

An Edraw file may contain more than one page. Each page may represent a main topic and apply the different theme. The pages have no size limitation.

Edraw Mind Map Free Version is being distributed as Freeware for personal, commercial use, **non-profit organization**, and educational purpose.

The Free Version can be downloaded at <http://www.edrawsoft.com/download.php>

Select the (Freeware) version on the link above.

### Edraw Mind Map (Freeware)

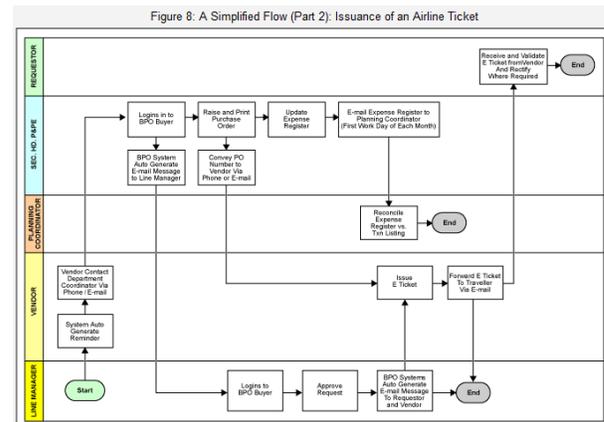
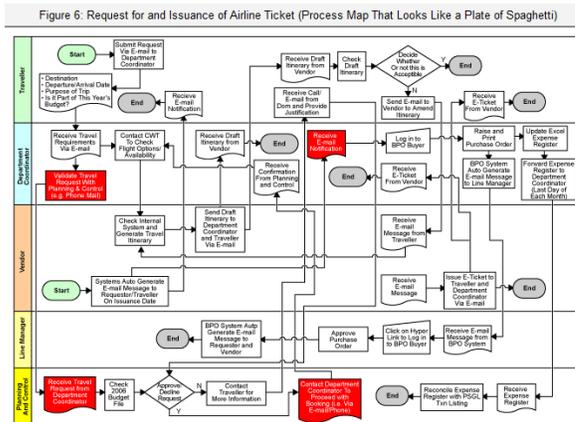
Product Name	Download Sites	Description	Size	Date
Edraw Mind Map V7.6 English	Site 1	Free Mind Map (Freeware) Supports Windows 2000/XP/2003/2008/Vista/7/8		
		Freeware		
	Site 2	Over 2,800,000 Satisfied Users Now. Clean and Safe, No-Risk, No-Plug-ins Completely Uninstall Support	19.7M	2014-02-14
				

Product/Version	Release Date	License	Platform	Language
<b>Edraw Mind Map 7</b>	2013-11-18	Free License	Windows	English

## Tips

- ✓ To begin building an Edraw process map, first document the base steps on paper.
- ✓ Within Edraw, step one is to establish the expected page size, orientation and font.
- ✓ Once a file is started, save the file frequently to ensure the work is properly secured.
- ✓ Avoid using an individual's name on process maps, staff changes happen more frequently than a process.
- ✓ Spell check your work, misspelled words are underlined in red and displayed in the active shape.
- ✓ Validate process maps with subject matter experts, check for clarity, content and continuity.
- ✓ When sharing a process map with others, save the document as a **PDF** file. PDF is a universal method to share/view documents. There are **free** PDF file creation applications available, examples CutePDF.
- ✓ Edraw files can be **Exported** into Word | Excel or Power Point.
- ✓ Use the 'Undo' button, found on the Quick Access menu to undo previous actions. (See Page 15).
- ✓ There are two Edraw file extensions .edx and .edxz. If unable to open an older Edraw document (file) in a newer version of Edraw, rename the files extension to "EDX".
- ✓ Looking for mapping examples/ideas? Run a Google search on 'Process Map' and select 'Images' instead of Web results.
- ✓ Always include a proper Heading, Date Created, and Author in your finished product.
- ✓ Keep all project related Process Maps in one file by adding 'Pages' within the Edraw file.
- ✓ As a final step to the map, apply color and pertinent images to dress up the finished product.

Refer to examples below.



- ✓ Never crisscross connectors. Crisscross lines make a process map much less readable.
- ✓ The direction of connectors is always to either the **right, down** or **up**. Follow the thinking of reading from Left to Right.
- ✓ Substitute the 'Yes' or 'No' outcome direction of **Decision** shape to select the **best route** to avoid crisscrossing connectors and/or to reduce the length of the connectors.
- ✓ Process mapping is the perfect combination of business insight and art.

## Basic Symbols to Use

**Start** and **End** symbols indicate the start and end points in the map.

**Rectangular** boxes are used to indicate **Process** steps.

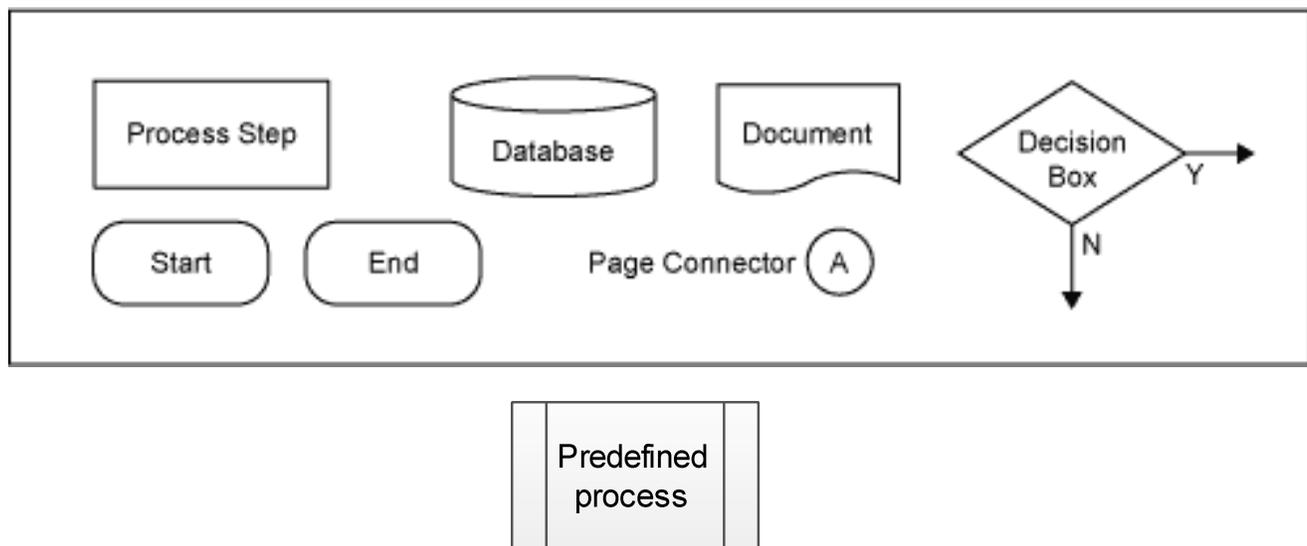
**Diamonds** are used for **Decisions**. **Decisions** usually have two branches – one for yes and another for no, indicated by Y and N respectively.

Sub Process **Predefined Process** shape indicates a set of steps that combine to create a sub-process that is defined elsewhere, often on another page of the same drawing.

**Circles** with a letter or letters are used as page connectors, i.e., if a process spills over onto another page, then a page connector is connected to the last process step in the first page and the first process step in the next page with the same letter.

**Database** indicates a data storage system.

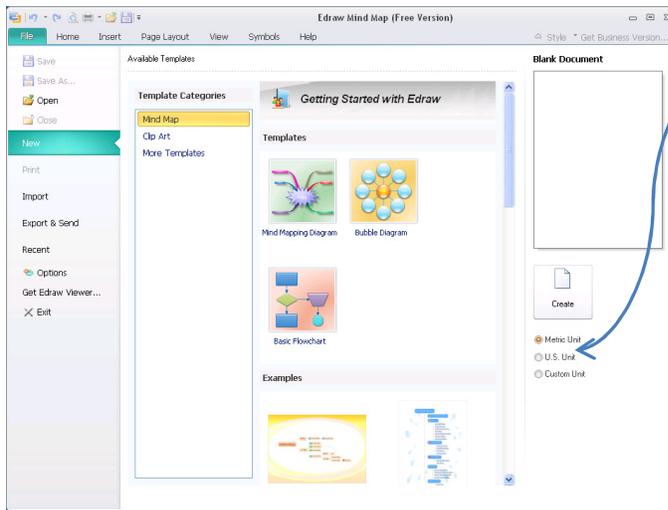
**Document** indicates paper within a process.



# Getting Started

Open **Edraw**

Select **Basic Flowchart** and click **Create**



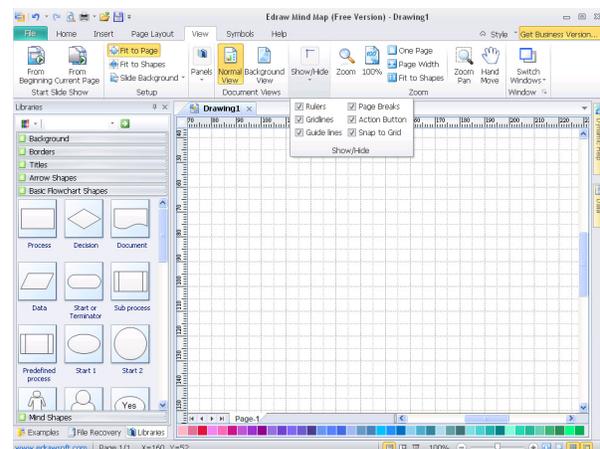
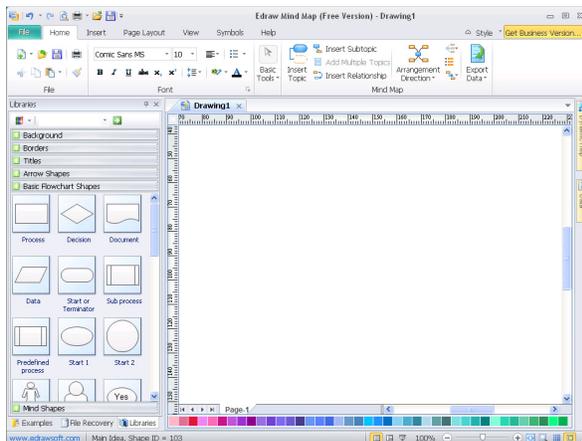
Select **U.S. Unit**

Select the either **Metric** or **US Unit** (Inches) as the Ruler Guide for the document.

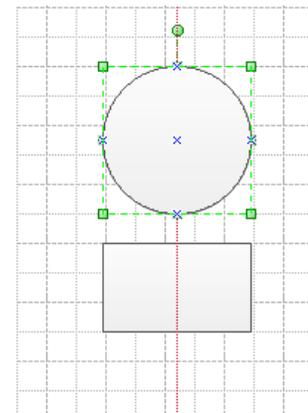
Other measures such as Millimeters, Centimeters, Meter, Kilometers, Miles, Inches, Feet and Yards are available under **Page Setup | Unit**.

To assist with lining up shapes, turn on **Gridlines**

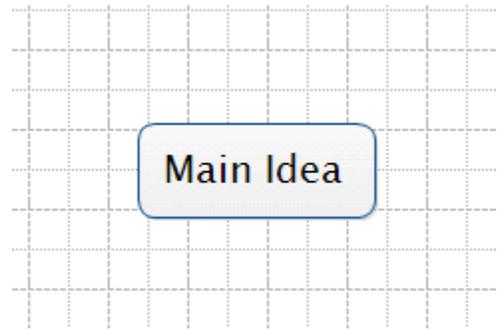
Select **View | Show/Hide | Gridlines**



To turn on the Dynamic Grid, on the File menu, click **Snap & Glue** item in the Option dialog. Select the Dynamic grid check box, and then click **OK**. Notice the Red line which intersects both shapes to indicate alignment.



If the box “Main Idea” appears in the middle of the new blank page, click on it and press **delete** on the keyboard. This occurs in the freeware version.



Begin by establishing the environment of the blank page i.e. setting the **Page Size**, **Orientation** and **Font** for the process map.

Select **Page Layout**, select **Page Size** select **8 ½ x 11**

Select **Orientation** select **Portrait**

Select **Fonts** and select the font of choice

See other options available on the **Page Layout** menu



## Libraries

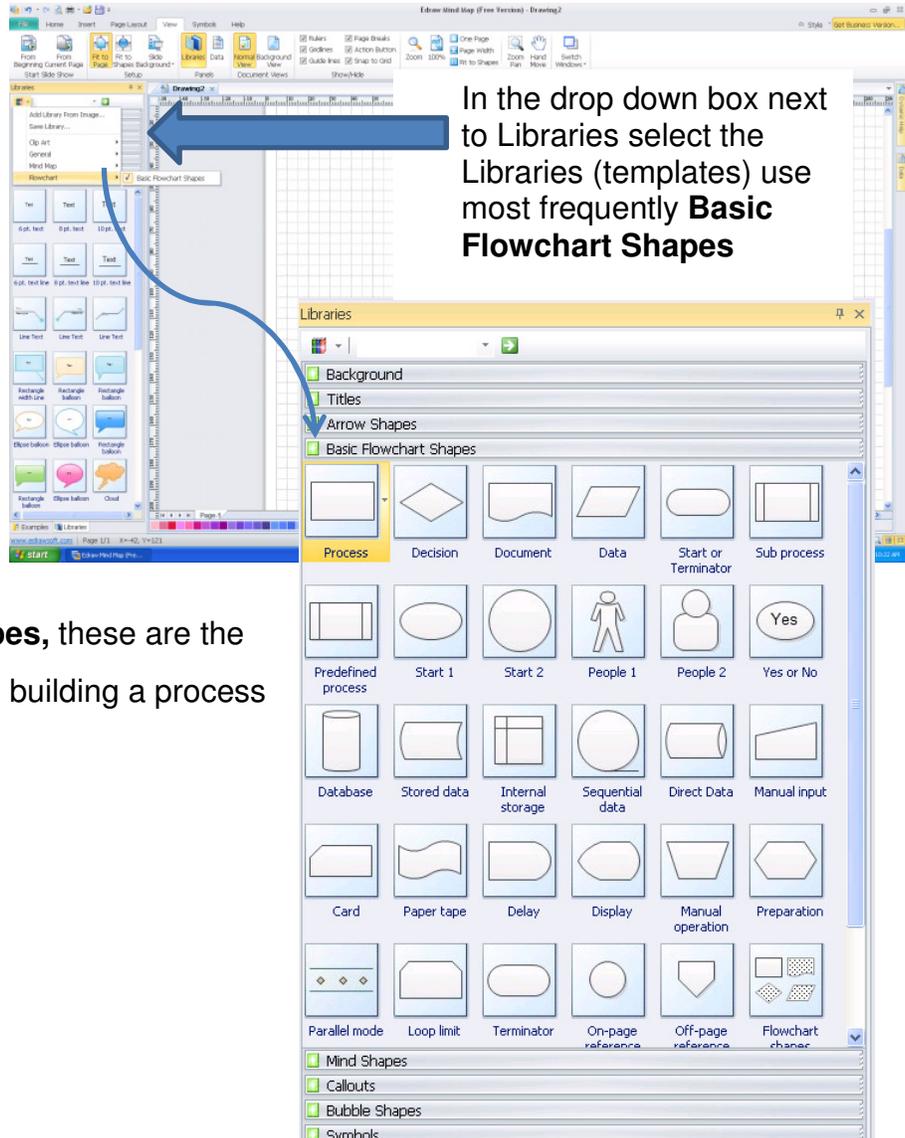
Using libraries and templates that include all of the shapes, styles and settings needed to assemble a particular type of drawing or diagram.

Select **View**

Select **Libraries**

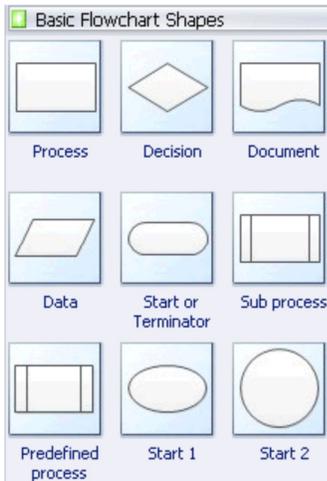
The **Libraries** dropdown panel will appear containing various shapes, clipart, callouts and symbols (templates).

Select **Basic Flowchart Shapes**, these are the primary shapes utilized when building a process map.



To begin building a process map, first document the base steps on paper. The example used in this manual is an Incoming Mail process.

Pick up mail at Post Office  
Open mail  
Date Stamp Mail  
Sort mail By recipient  
Is the mail 'Urgent'  
IF 'Urgent' Deliver Immediately  
IF 'NOT' urgent Deliver By Floor  
pick up Out Going Mail  
at each mail stop

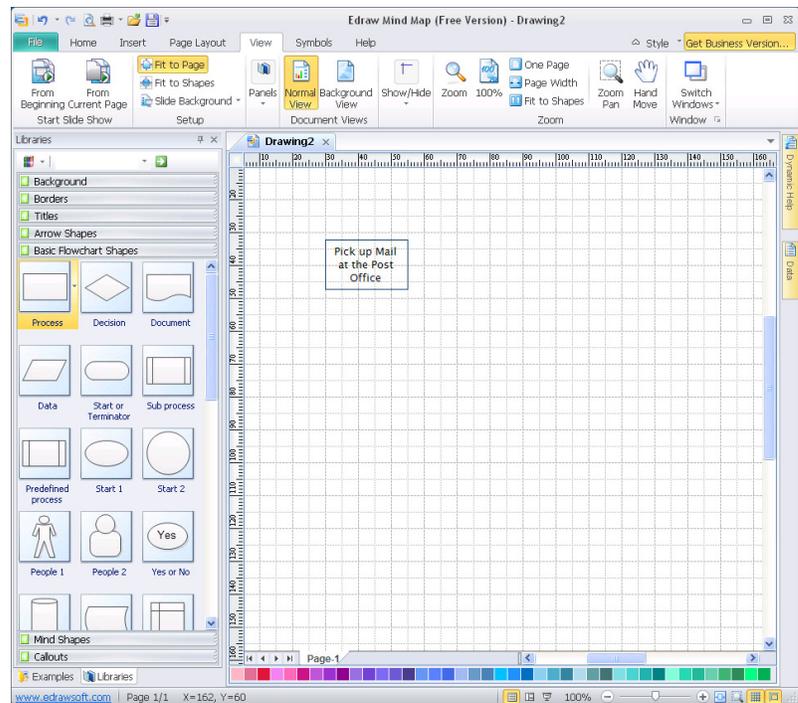


Now, let's map the process in Edraw ...

Click the **Process** shape on the **Basic Flowchart Shapes** template in the Libraries area on the left side of the screen. Hold down the mouse button, and drag the process shape onto your drawing page

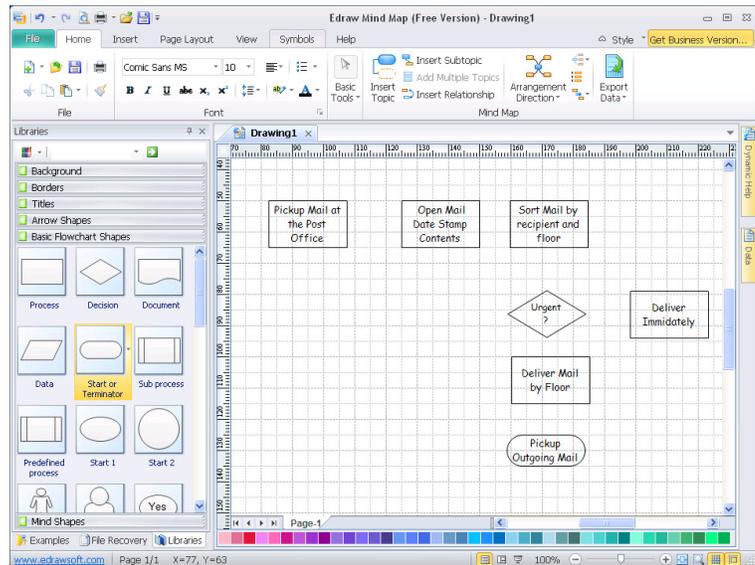
With the new **Process** shape added to the gridline page, enter step one of the incoming mail process.

Click off the shape to release the text tool.



Continue the map by adding the remaining steps using the **Process** shape. Include a **Decision** point for 'Urgent Mail' and continue through mail delivery/pickup.

Ensure that both a 'Yes' and 'No' process shape are added as outcomes from the **Decision** shape.



Complete the map using the **Start/Terminator** shape.

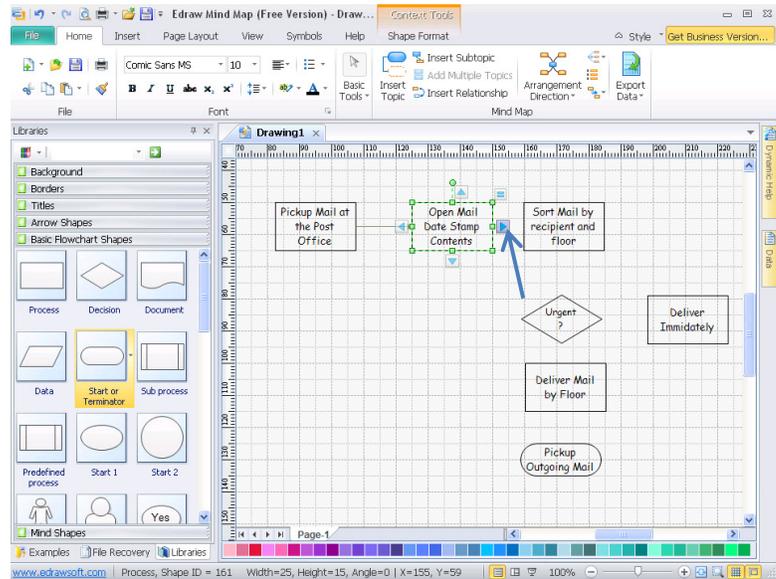
To **View** the entire process map on one viewable screen,

Select **View | Zoom | Fit**

Use sizes such as 150% or 200% to zoom in closer to specific areas of a map.

Click shape arrows to add line  
**Connectors** between the  
shapes.

Select the first shape in the map,  
click on the arrow (located just  
outside the shape) in the  
direction where the connector will  
be located.



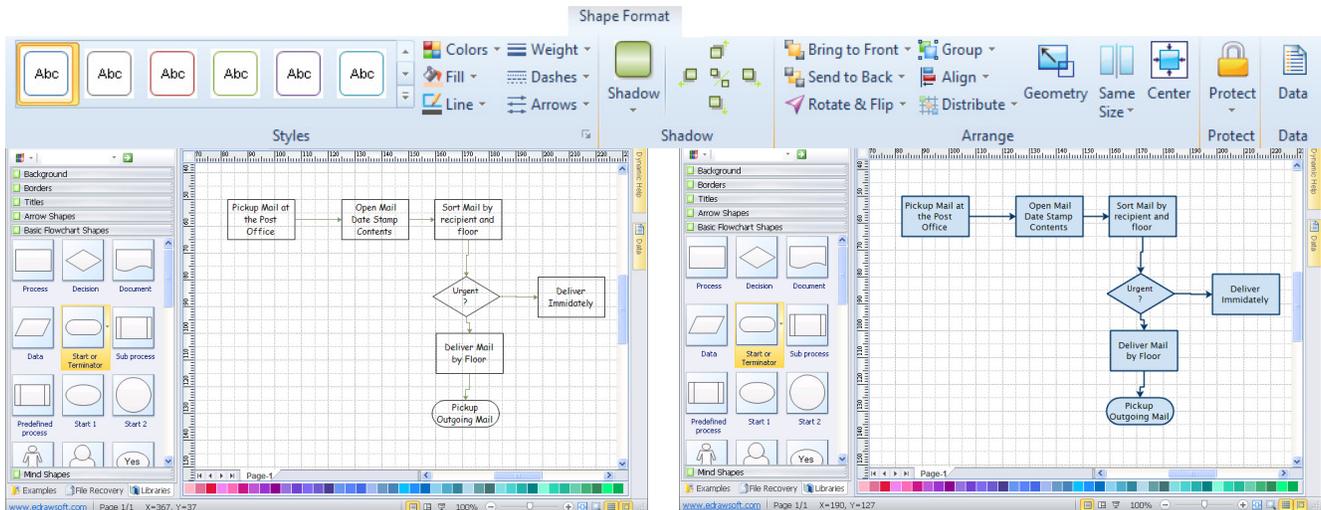
### **Align** text within a shape

Select any shape, on the **Home** menu, select Text Align and  
the preferred alignment style.



After all shapes are connected by lines, let's change the formatting of all shapes in the map.

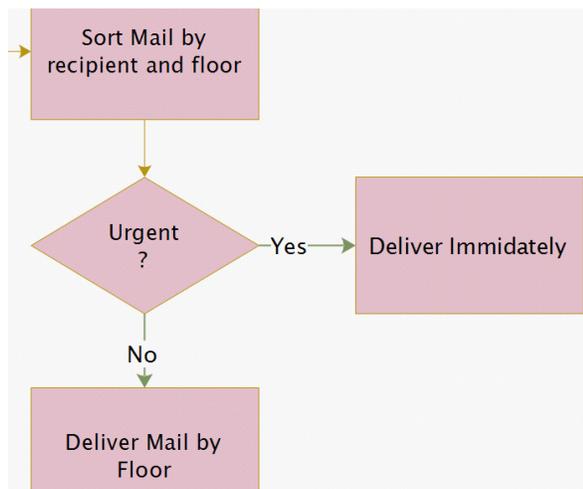
1. Press (**Ctrl A**) to select all shapes at once.
2. Select **Shape Format**, under **Styles** change the **Color** of the shapes.
3. Change the **Color** of the **Lines** that surround the shapes.
4. Increase the **Weight** of the lines.



Before

After

Conditional (or **Decision Points**) are represented by a diamond. These typically contain a Yes/No question or True/False test. This symbol is unique in that it has two arrows coming out of it, usually from the bottom point and right point, with one corresponding to Yes or True, and the other one corresponding to No or False.

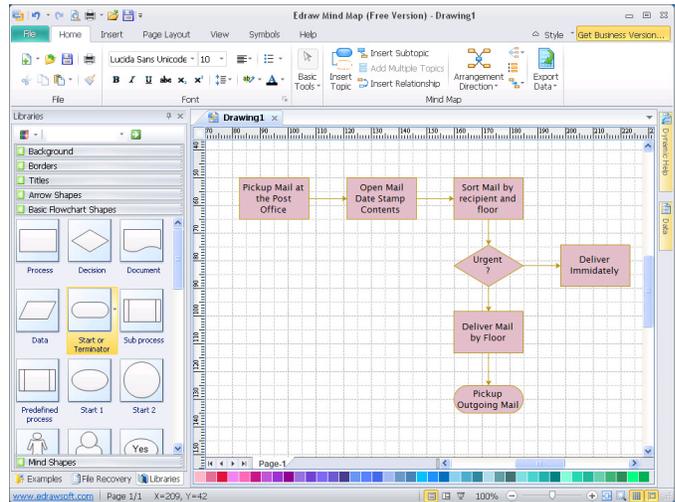


At a **Decision** point .i.e. “Urgent?” add ‘Yes’ and ‘No’ to the connectors.

Choose the best route, to avoid crisscrossing connectors or to reduce the length of the connectors.

## Align shapes (Vertically & Horizontally)

1. Select the first shape which other shapes should be aligned with.
2. Press **CTRL** and click the next shapes to be aligned. The primary shape has a thick magenta outline. You can press **TAB** to switch the primary shape.
3. On the **Shape Format** tab, in the **Arrange** group, click **Align**.
4. Click the specific alignment option Left, Center, Right, Top, Middle and Bottom to align the shapes.



To **nudge** a single shape, click to select it, and then press an arrow key. To nudge a shape exactly multiple pixels, hold down **SHIFT** and press an arrow key

## Distribute shapes equally

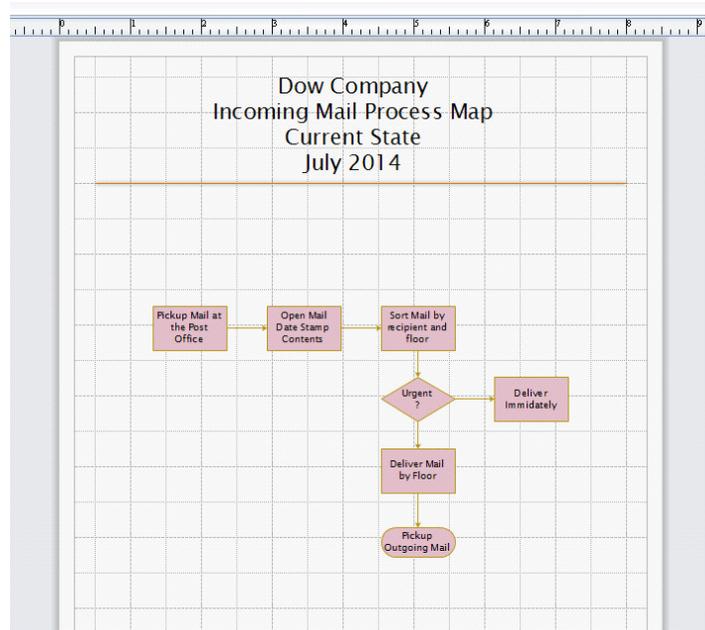
1. Select the shapes to be spaced equally (distribute). Press **CTRL** and click the other shapes in the group to be distributed. The primary shape has a thick magenta outline. Press **TAB** to switch the primary shape.
2. On the **Shape Format** tab, in the **Arrange** group, click **Distribute**.
3. Click the alignment option necessary to distribute the shapes equally.

## Center the drawing

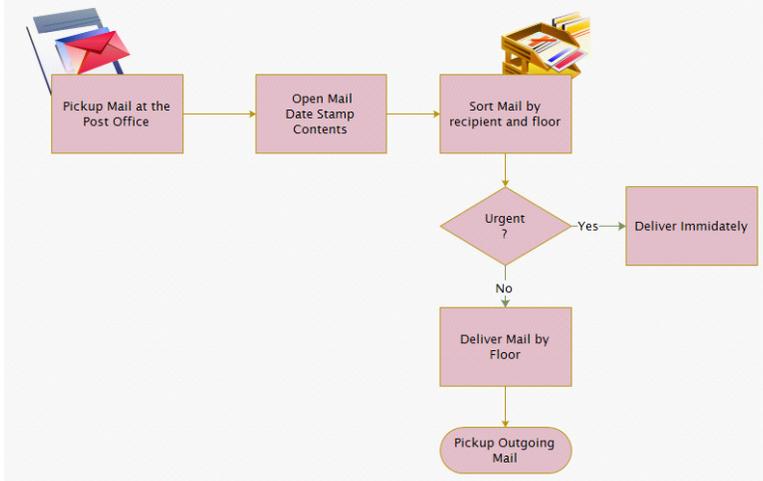
1. Select all shapes (**Ctrl A**).
2. On the **Shape Format** tab, in the **Arrange** group, click the **Center** button.

## Insert a **Text Block** heading

1. Switch to the **Text Tool** on the **Home** tab.
2. Click anywhere on the drawing page and drag until the text block is the size you want.
3. Type the text.
4. When you finish typing, click outside the text block.
5. Click the 'Select' pointer tool or press (**Ctrl +1**) to return to normal editing.



Dow Company  
Incoming Mail Process Map  
Current State  
July 2014



Insert a **Clip Art** image that represents the process, next to the some of the tasks.

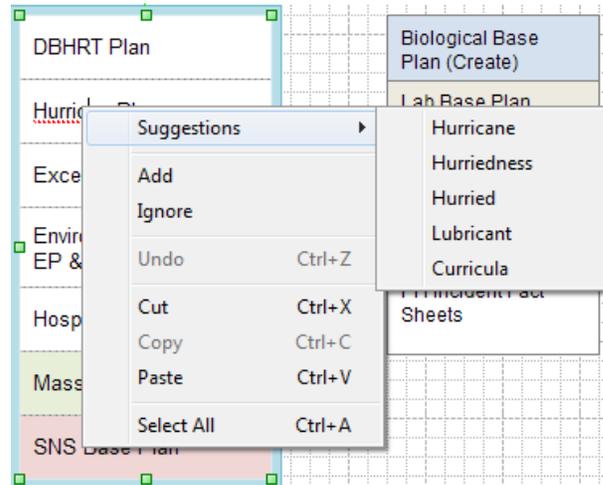
While the clip art item is active, **Right Mouse** click on the image and select **Send to Back**. This places the image behind the process task allowing a layer effect.

### Spell Check

Select Page Layout | Spelling

Misspelling will be highlighted in RED

Right mouse click on the misspelled word, click on Suggestions to display possible corrections. Click on the correctly spelled word.



To Print select File | Print

Customizing options available under print are:

Number of Copies

Pages to Print (All Pages, Current Page or Custom Range)

Orientation of either Landscape or Portrait

Paper Size

More Print Options such as Adjust to Fit and Fit To

## Appendix A Menus

### Quick Access Menu:

#### Undo (Ctrl + Z)

Undo last action.

#### Redo (Ctrl + Y)

Redo previous undone action.

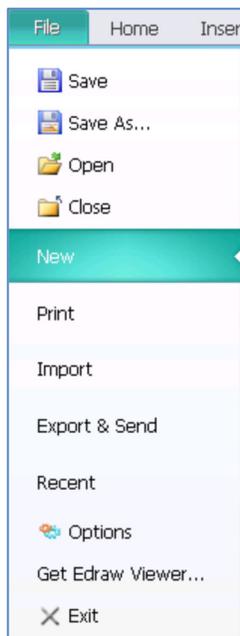


To Undo / Redo several actions at once, click the arrow next to Undo / Redo, select the actions in the list that you want to undo / redo, and then click the list.

### Customize Quick Access Menu

Select the menu items used most frequently.

### File Menu:



#### Open (Ctrl + O)

Open an existing document.

#### New / Create (Ctrl + N)

Create a new document.

**Tip:** Because it is important to line up the shapes when you create a diagram, turn on **Gridlines**. Select **View**, place a  next to **Gridlines**.

#### Save (Ctrl + S)

Save the active document.

#### Save As (Ctrl + Shift + S)

Open the **Save As** dialog to select from all possible file types.

#### Close (Ctrl + W)

Close the active document.

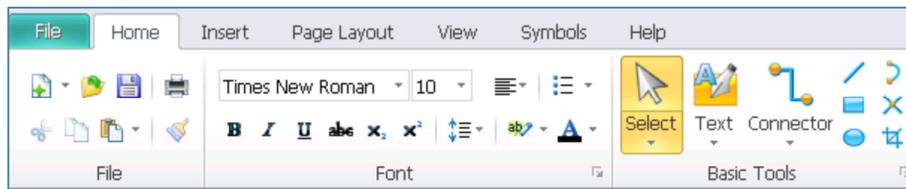
### Recent

Display a list of recently saved documents.

### Print (Ctrl + P)

Print the active document.

## Home Menu:



*To begin*, Click any shape on the Basic Flow Chart Shapes template, hold down the mouse button, and drag the shape onto your drawing page.

Note: When first building your process map, you could select the 'Auto Height Text' process box. However, its size is anchored by the text within the box.

## Text Style

Select a text or multiple text objects.

1. From the **Home** menu, under **Font** group. You can change the text **font name**, **font size**, **align**, **bullet**, **bold**, **italic**, **underline**, **line spacing**, **text back color** and **text color**.

**Note:** If you haven't select any objects in a page, the setting will apply to the default format. All new added shapes will apply the default format.

## Copy a shape

1. Click to select the shape.
2. Hold down the CTRL key and drag to place the copy where you want it.
3. Release the mouse button.

## Format painter (Ctrl + Shift + C)

You can use **Format Painter** on the Home menu to apply graphics formatting, such as shape outlines and fills.

1. Select the shape that has the formatting that you want to copy.
2. On the **Home** tab, click **Format Painter**. The pointer changes to a paint brush icon.
3. Click the shape that you want to format.

## Text Align

Align text to the special edge (Left | Center | Right)

## Line Spacing

Change the spacing between lines of text or paragraphs.

## Bullets

Start a bulleted list.

## Select (Ctrl +1)



Select texts or objects in the document. To select multiple shapes, click blank area in the drawing and drag to the position you want so all the shapes in the rectangle you drag will be selected. Ctrl + 1 will return the 'select' pointer when other pointer tools are present.

## Select All (Ctrl +A)

### Select By Type

#### Shapes

Selects all shapes

#### Connectors

Selects all connectors

#### Groups

Selects all groups

## Text Tool (F2)

1. Switch to the Text Tool on the Shape Format tab.
2. Click anywhere on the drawing page and drag until the text block is the size you want.
3. Type the text.
4. When you finish typing, click outside the text block.
5. Click the 'Select' pointer tool (Ctrl +1) to return to normal editing.

**Tip:** To delete a text-only shape, use the **Select** tool to select the shape, and then press DELETE.

## Text Block Tool

Select Text Block to resize, move or delete a text box.

## Find Text

Find text within the document.

## Replace Text

Replace text within the document.

### **Start Spell Check (F7)**

Spell check the current document.

### **Connectors**

#### ***Right Angle (Ctrl +3)***

Add the right-angle connector or change the selected connector to right-angle connector.

#### ***Curved (Ctrl + Shift + 3)***

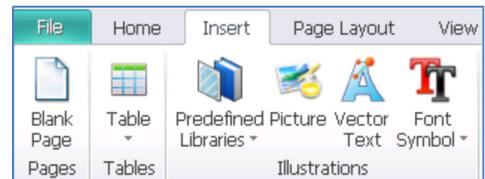
Add the curved connector or change the selected connector to curved connector.

#### ***Straight (Ctrl + Shift +4)***

Add the straight connector or change the selected connector to straight connector.

#### ***Freeform (Ctrl +7)***

Add the freeform connector.



## Insert Menu:

### Blank Page

Insert a new blank page after the current active page.

### Insert Table

Insert or draw a table into the document.

1. Select **Insert | Table**
2. Move the pointer to select the number of rows and columns that you want, and then click. Click Insert Table, and then enter a number in the Number of columns and Number of rows lists.
3. To add text to the table cells, click a cell, and then enter your text. After you enter your text, click outside the table.

### Move a table

Click the table that you want to move.

Rest the pointer on the outer most border of the table (but not on the dots), and then when the pointer becomes a move cursor, click and drag the border to move the table.

### Resize a column or row

Click the table that contains the column or row that you want to resize.

To change the width of a column, rest the pointer over the border of the column that you want to resize, and then when the pointer becomes a, drag the column to the right or left.

To change the height of a row, rest the pointer over the border of the row that you want to resize, and then when the pointer becomes a, drag the row up or down.

### Add a row

Click the border to select a row in a table.

Then click the Insert Above or Insert Below button in the Table Context Menu.

### Add a column

Select a column then click the Insert Left or Insert Right.

### Delete Rows or Delete Columns

Select the rows or columns then click the Delete Rows or Delete Columns button.

### Pre-Defined Libraries

Open the Library Window.

### Picture

Insert a picture from a file.

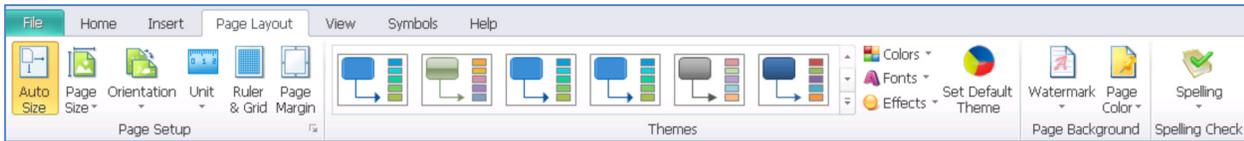
### Vector Text

You can change the fill color, style and outline.

### Font Symbol

Insert a Font Symbol into the document

## Page Layout Menu:



### Auto Size

Automatically resize the page as you draw.

### Page Size

Choose a paper size for the current document.

### Page Orientation

Switch the pages between Portrait and Landscape layouts.

### Unit

Select the unit to be displayed on the Ruler. Millimeters, Centimeters, Meter, Kilometers, Miles, Inches, Feet and Yards.

### Page Margin

Set the page margin in the current document.

### Set Default Theme

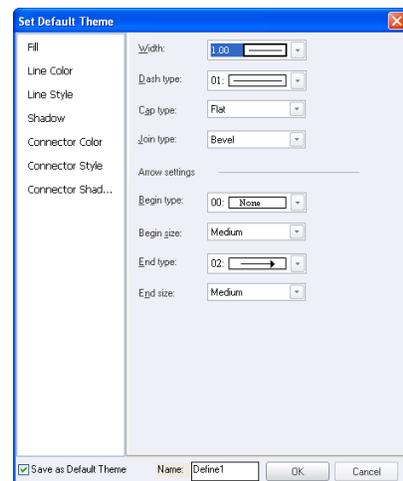
1. On the **Page Layout** menu, select one of build-in theme.
2. Use the Colors, Fonts and Effects to change the default theme style.

### Set Default Fill and Line Style

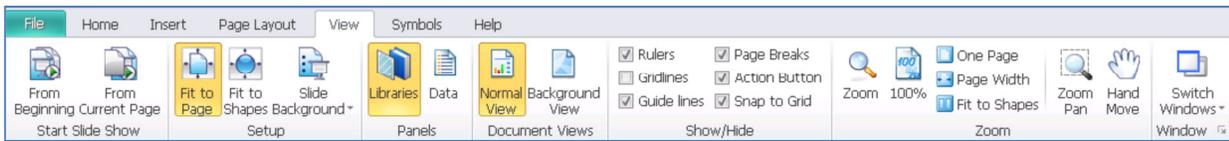
1. Don't select any shape in a page.
2. Right click the drawing page. Click the "Set Default Theme, Arrow..." item.

### Spell Checker (F7)

Check the spelling of text.



## View Menu



### Libraries (View Libraries)

Show or hide the Library panel.

1. Switch to **Insert** tab.
2. Select **Libraries**; customize to display the Libraries use most frequently.

### Normal View

View the presentation in a normal view.

### Background View

Switch to background edit view.

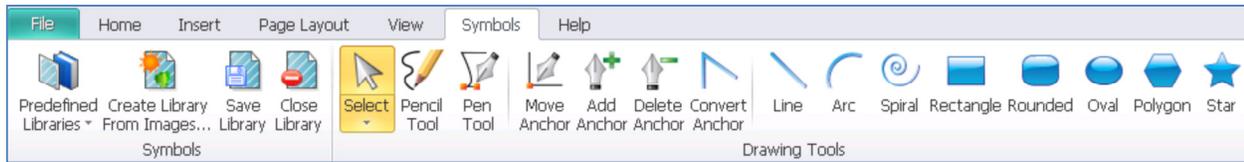
### Gridlines (Ctrl + Alt +G)

Turn on gridlines which you can align objects in the document.

### Zoom (Ctrl + "+" or Ctrl + "-")

Open the Zoom dialog box to specify the Zoom level of the document.

## Symbols Menu:



### Drawing Tools

If the tool has been selected, double click to bring focus to the drawing area. Once you have a drawing area box you may select another drawing tool.

#### Select

Select texts or objects in the document.

#### Pencil Tool

Draw open and closed paths as if you were drawing with a pencil and paper.

#### Pen Tool

Draw open and closed Bezier curves or straight lines.

#### Move Anchor

To edit a path, drag around nodes to select them, and then drag nodes and handles.

#### Add Anchor

To add an anchor point, position the pointer over the path segment and click.

#### Delete Anchor

To delete an anchor point, position the pointer over the anchor point and click.

#### Convert Anchor

Drag a direction point out of a corner point to create a smooth point; Clicking a smooth point to create a corner point.

#### Line

Position the pointer where you want the line to begin, and drag to where you want the line to end. Draw a line

#### Arc

Draw an Arc

#### Spiral

Draw a Spiral

#### Rectangle

Draw a Rectangle

### *Rounded*

1. To draw a Rounded Rectangle, drag diagonally until the rectangle is the desired size.
2. To draw a rounded square, hold down the Shift key while you drag diagonally until the square is the desired size.
3. To create a rounded square or rounded rectangle using values, double click where you want the center to be.

### *Oval*

Draw an Oval

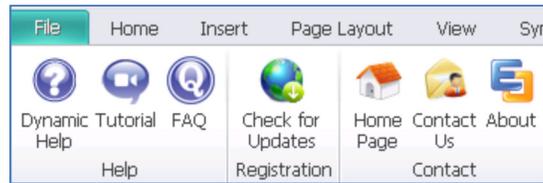
### *Polygon*

Draw a Polygon

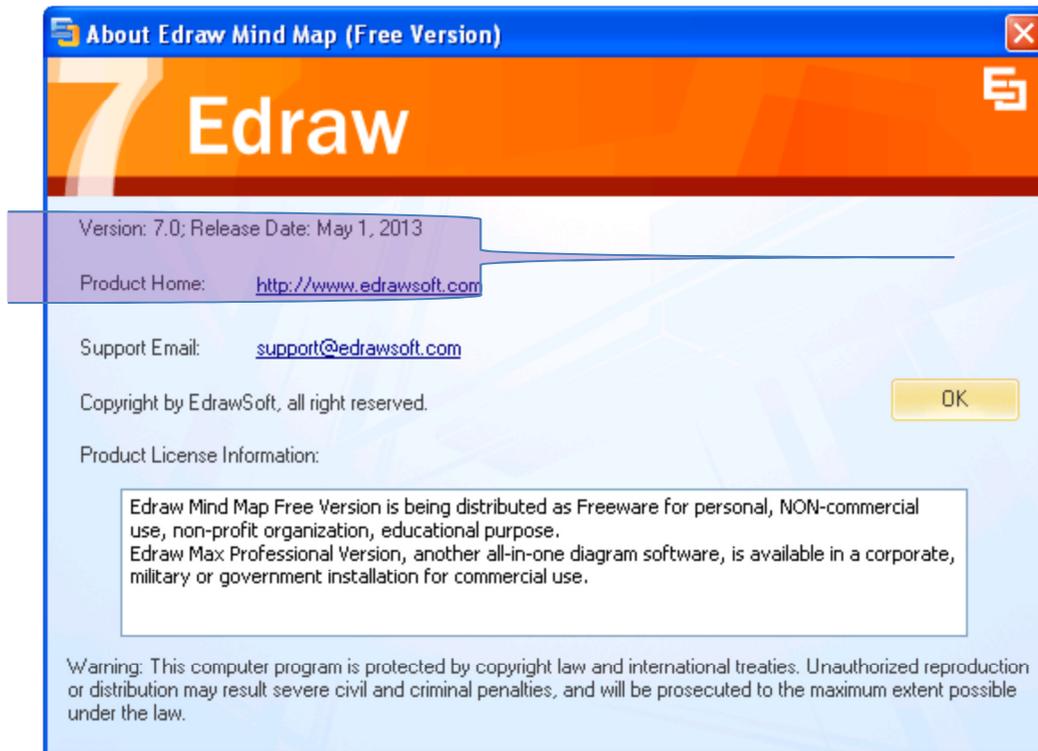
### *Star*

Draw a Star

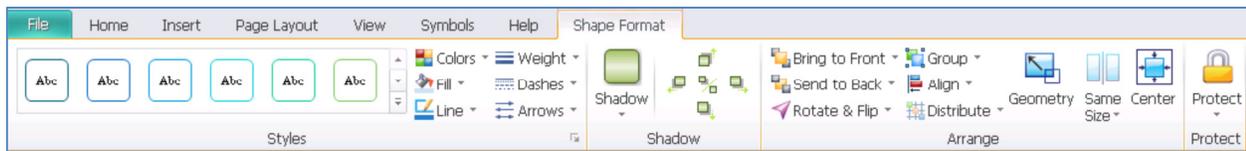
## Help Menu (F1):



## About



## Shape Format Menu (F3)



### Styles

Colors, Fills, Lines, Weight, Dashes, Arrows.

### Shadows

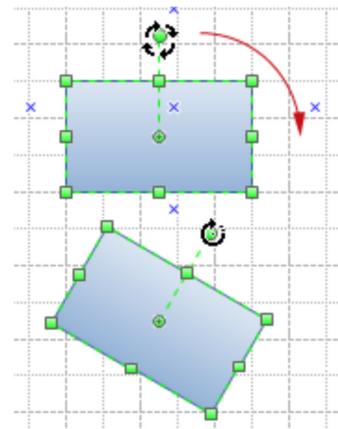
Add shadows to a shape.

### Bring to Front / Back

Bring the selected shape in front or in back of all other shapes.

### Rotate a shape

1. Click to select the shape and then move the pointer over the rotation handle (⦿) until your pointer becomes a circle.
2. Drag the handle to the rotation you want.
3. To rotate a shape by a fixed amount: Click to select the shape. On the **Shape Format** tab, in the **Arrange** group, click **Geometry** button. In the Angle box, type the angle you want, and then press Enter.



### Group and Ungroup

1. Select the shapes you want to group.
2. On the Shape Format tab, in the Arrange group, point to Grouping, and then click Group (Ctrl+Shift+G).
3. To ungroup shapes, select the group. On the Shape Format tab, in the Arrange group, point to Grouping, and then click Ungroup (Ctrl+Shift+U).

### Align Shapes

5. Select the shape to which you want to align other shapes, and then press CTRL and click the shapes you want to align to it.
6. The primary shape has a thick magenta outline. You can press TAB to switch the primary shape.
7. On the Shape Format tab, in the Arrange group, click Align.
8. Click the alignment options you want.

### Distribute shapes

1. Select three or more shapes.
2. On the Shape Format tab, in the Arrange group, click Distribute.
3. Choose a distribution option

Vertical distribution, the boundaries are defined by the top and bottom shapes in the selection.

Horizontal distribution, the boundaries are defined by the leftmost and rightmost shapes in the selection.

### Same size

Make shapes same size or angle to the primary shape.

1. Select two or more shapes.
2. The primary shape has a thick magenta outline; you can press TAB to switch the primary shape.
3. On the **Shape Format** tab, in the **Arrange** group, click the **Size** button.

Options are **Width**, **Height**, **Angle**, and **Size**.

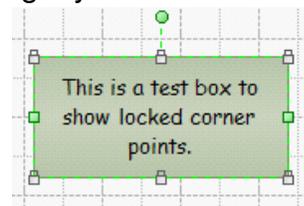
### Center a drawing

3. Select all shapes (Ctrl A).
4. On the **Shape Format** tab, in the **Arrange** group, click the **Center** button.

### Resize a shape

1. Select a shape.
2. If the shape has selection handles, drag a selection handle until the shape is the size you want. To resize the shape proportionally, drag a corner handle.
3. If the shape has endpoints, drag an endpoint to the length you want.

Note: Locked corners shapes cannot be resized manually. i.e. 'Auto Height Text' shapes.



### Change the Arrow of a line

1. Select the line that you want to change.
2. If you want to change multiple lines, select the first line, and then press and hold CTRL while you select the other lines.
3. On the **Shape Format** menu, click the **Line** button, then choose the **Arrow** styles that you want.

**Note:** To change Arrow of **Connectors**, right mouse click on the Connector select **Shape Format** then **Line Style**.

## Print Settings (F6):

### Match the drawing page size to the printer paper size

1. Press **F6** key to open the Page Setup dialog.
2. Click the Page Size tab, and under Page size, select **the same as printer paper size** option.

### Change the drawing page size

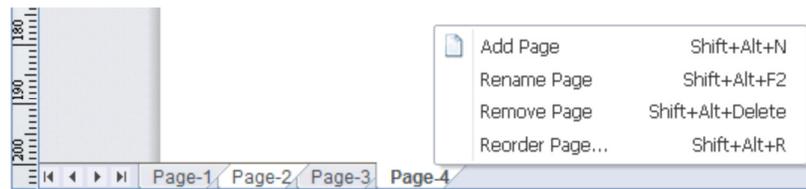
1. Switch to the page you want to resize.
2. Press **F6** key to open the Page Setup dialog.
3. Click the Page Size tab, and under Page size, click the preset paper size you want.
4. You can also set the customize size for the page.

### Change the printer paper size

1. Click **File** menu.
2. Click **Print**.
3. Choose the paper size on right panel.

## Pages:

On the lower left, bottom right; click a **Page** label, a popup menu appears.



### Add Page

**Add** a page to the document.

### Rename Page

**Rename** an existing page.

### Remove Page

**Remove** the current page.

### Reorder pages

To reorder pages, right-click a page label and click **Reorder Page**. If you have used the default page names, such as Page-1, when you reorder the pages, Edraw rennumbers the page names to reflect the new order when you check the Update the page name automatically.

## Appendix B Keyboard Shortcuts

The keyboard shortcuts described in this Help topic refer to the U.S. keyboard layout. Keys on other layouts may not correspond exactly to the keys on a U.S. keyboard.

Key	Function
F1	Open the Help window.
Ctrl+1	Select
Ctrl+2	Tool block too.
Ctrl+Shift+2	Insert font symbol.
Ctrl+3	Right-angle connector.
Ctrl+Shift+3	Curved connector.
Ctrl+4	Line tool.
Ctrl+Shift+4	Straight Connector.
Ctrl+5	Rectangle tool.
Ctrl+6	Ellipse tool.
Ctrl+7	Free line tool.
Ctrl+8	Connection point tool.
Ctrl+9	Crop tool.
Ctrl+A	Select all.
Ctrl+Shift+A	Same angle.
Ctrl+B	Font bold.
Ctrl+Alt+B	Send back.
Ctrl+Shift+B	Send to back.
Ctrl+C	Copy.
Ctrl+Shift+C	Copy format.
Ctrl+E	Pen tool.
Ctrl+Alt+E	Pencil tool.
Ctrl+Shift+E	Lock shape's aspect.
Ctrl+F	Font Setup dialog.
Ctrl+Alt+F	Bring forward.
Ctrl+Shift+F	Bring to front.
Ctrl+G	Save as graphics formats.
Ctrl+Alt+G	Show/hide grid lines.
Ctrl+Shift+G	Group.
Ctrl+H	Flip horizontal.
Ctrl+Shift+H	Same height.
Ctrl+I	Font italic.
Ctrl+Shift+I	Insert picture.
Ctrl+J	Flip vertical.
Ctrl+K	Insert hyperlink.
Ctrl+L	Rotate left.
Ctrl+M	Move anchor.
Ctrl+Shift+M	Convert the path.
Ctrl+N	New a document.
Ctrl+Shift+N	Open template gallery windows.
Ctrl+O	Open.
Ctrl+Alt+O	Options.
Ctrl+Shift+O	Insert OLE object.
Ctrl+P	Print.
Ctrl+Alt+P	Print preview.
Ctrl+Shift+P	Print setup.

Ctrl+R	Rotate right.
Ctrl+Alt+R	Show/hide rulers.
Ctrl+S	Save.
Ctrl+Shift+S	Save as.
Ctrl+Alt+T	Show/hide connection points.
Ctrl+U	Font underline.
Ctrl+Alt+U	Show/hide guidelines.
Ctrl+Shift+U	Ungroup.
Ctrl+V	Paste.
Ctrl+Alt+V	Paste special.
Ctrl+Shift+V	Insert vector text.
Ctrl+W	Close.
Ctrl+Shift+W	Same width.
Ctrl+X	Cut.
Ctrl+Y	Redo.
Ctrl+Z	Undo.
Ctrl+Shift+Z	Same size.
F2	Text tool.
F3	Shape Format dialog.
F4	Property dialog.
F5	Play slideshow from current page.
Shift+F5	Play slideshow from first page.
F6	Page Setup dialog.
F7	Spelling Check.
F8	Hand Move tool.
F9	Shape Sheet window.
F10	Show/Hide Zoom Pan.
Ctrl++	Zoom in.
Ctrl+-	Zoom out.
Ctrl+F1	Show/Hide menu bar.

## Appendix C Suggested Reading

*Practical Guide to Creating Better looking Process Maps*

<http://www.isixsigma.com/tools-templates/process-mapping/practical-guide-creating-better-looking-process-maps/>

## Appendix D Map Types

The **Top Down** chart provides an excellent starting place. Start by describing the three to five main activities that occur in your process, across the top. These are your "macro" steps. Now describe the "micro" or detailed steps that make up each of those macro steps, downward. This tool is great for orientation to a process. Use it to give a thorough description of what is getting done in the process.

The **Swim Lane** (Cross Functional) chart tells a robust story about who does what and when. By listing the functional participants along the left side, it clarifies what each function does and their interactions. It demonstrates when hand-offs occur and shows relative timing. This chart provides a big-picture perspective and cross-functional teams appreciate understanding how they intermingle.

The **Logic Flow** (Left to Right) presents the flow of work in the same manner as we in western society read, that is, left to right. This natural representation eases understanding. Your placement of key **Decision** points makes the chart valuable. The decision diamonds and arrows guide the reader toward what activities follow if the decision is "yes" or "no."

The **Flow Process** chart, also called an Activity chart, provides detailed task-level information. After listing the steps down the page, the chart provides an area for you to value each step. Specifically, it looks at value-added operational steps and illuminates potential non-value-added transportation, inspection, delay, rework, or storage. This perspective provides depth to the steps and challenges how they contribute to the overall process; whether the step is necessary or not. In conjunction with the Cycle vs. Process chart, it reveals why elapsed time and transformation time differ and it facilitates activity based costing. Think of your Lean Brown Paper.

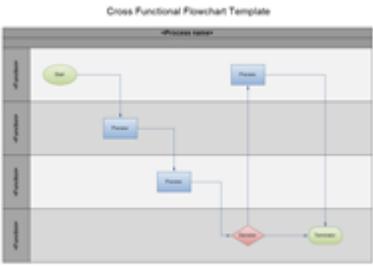
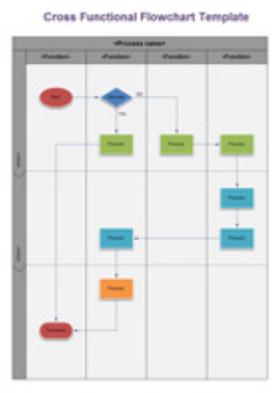
## Appendix E Should Flow Chart Be Vertical or Horizontal

Cross-functional process can be represented either vertically or horizontally.

A **vertical** layout places slightly more emphasis on the functional units.

A **horizontal** layout emphasizes the process.

The orientation option you choose often depends on personal taste, rather than a strict requirement or guideline. You can also choose the number of bands that appears in the diagram when you create it. The best practice is to create enough bands to hold each step of the process to be documented.

Flowchart type	Sample	Purpose
<p>Cross-Functional Flowchart Horizontal</p>		<p>In a horizontal layout, bands representing functional units run horizontally across the drawing page, highlighting the process.</p>
<p>Cross-Functional Flowchart Vertical</p>		<p>In a vertical layout, bands representing the functional units run vertically from the top to the bottom of the page, highlighting the functional units.</p>

Blank

Example

Excel

Template

Manufacturing

Symbols