

Edraw Max V8

User's Manual

Professionally diagram and communicate with essential Edraw solution

©2004 - 2016 EdrawSoft.

All right reserved.

Edraw and Edraw logo
are registered trademarks
of EdrawSoft.

Contents

Professionally Diagram and Communication with Essential Edraw Solution!	5
<i>No Other Diagram Software Gives You All These</i>	5
<i>New Features of Edraw MAX 8.0</i>	6
<i>Why Choose Edraw Max</i>	6
<i>Edraw Max Requirement</i>	7
Chapter 1 Starting Your Work in Edraw.....	8
Create a Basic Diagram	8
How Can I Tell What Each Library Is For?	9
How to Set the Default Format?.....	10
Chapter 2 Operations on Shapes	12
Select a Shape	12
Move a shape	14
Rotate a Shape.....	14
Text Tool.....	16
Resize a Shape	16
Copy a Shape	17
Align Shapes	17
Distribute Shapes.....	18
Group and Ungroup	18
Same Size	18
Annotating Shapes with Callouts	19
Center a Drawing	19
Chapter 3 Basic Tools	20
Right-angle Connector.....	20
Curved Connector	21
Straight Connector	22
Add, Move, or Delete Connection Points.....	23
Text Block Tool	24
Freeform Connector.....	25
Crop the Canvas.....	26
Line Tool	27
Rectangle Tool.....	27
Oval Tool	27

Chapter 4 Format Shapes.....	28
Fill Shape.....	28
Change the Color, Style, or Width of a Line.....	30
Format Text.....	32
Set Curved Text.....	33
Shadow	33
Apply or Change a Quick Style for Shapes.....	35
Apply or Customize a Document Theme.....	35
Protect Shape	36
Modify a Picture	39
Insert Table	39
Add and Edit Hyperlink.....	43
Add Attachment	45
Add Note.....	45
Format Painter	46
Chapter 5 Design Library Symbols.....	47
Pen Tool.....	47
Pencil Tool.....	49
Direct Selection Tool.....	50
Add Anchor Points	52
Delete Anchor Points	52
Convert Between Smooth Points and Corner Points.....	52
Draw Straight Lines with the Line Segment Tool	54
Draw Arcs	54
Draw Spirals.....	54
Draw Rectangles and Squares	55
Draw Rounded Rectangles.....	55
Draw Ellipses	55
Draw Polygons.....	55
Draw Stars.....	56
Geometry Operation	56
Create Your Own Library	56
Chapter 6 Page and Document.....	58
Add Page.....	58




Duplicate Page	58
Delete Page.....	59
Reorder Pages.....	59
Add Page Number.....	59
Change the Drawing Page or Printer Paper Size.....	59
Page Preview	60
Page Margin.....	60
Rulers	61
Grid.....	61
Snap and Glue.....	62
Background View	63
Layers.....	64
Chapter 7 Saving and Printing	64
Save a File.....	64
Export to Editable PDF	65
Export to Editable MS Office File.....	66
Undo, Redo an Action	66
Print	67
Print Preview	68
Share.....	69
Chapter 8 Choose Predefined Connector Style	70
Chapter 9 How to Make an Organization Chart?	71
Start Organization Chart.....	71
Add Subordinate and Colleague	71
Create an Organization Chart from Data Automatically	72
Change Layout	73
Define Field and Display Options	73
Chapter 10 How to Create a Mind Map	75
Start a Blank Mind Map Drawing Page.....	75
Add Main Topics and Subtopics	75
Arrange the Layout.....	77
Edit Mind Map	78
Special Functionalities of Mind Map Software.....	81
Apply Mind Map Themes	81

Add Hyperlink.....	82
Add Note.....	83
Add Attachment.....	84
Chapter 11 How to Make a Gantt Chart?	86
Set up a Gantt Chart.....	86
Edit Gantt Chart Data	86
Create a Gantt Chart Automatically from Data File.....	92
Chapter 12 Common Chart.....	95
Getting Started.....	95
Available Chart Types in Edraw	95
Column Charts.....	96
Bar Charts	99
Pie Charts.....	102
Doughnut Charts	104
Line Charts	107
Area Charts	109
Scatter Plot Charts	112
Radar (Spider) Charts	114
Gauges Charts.....	116
Bubble Charts	117
Appendix.....	120
Keyboard Shortcut	120
Contextual Tabs	122
Registration	122

Professionally Diagram and Communication with Essential Edraw Solution!



With large build-in libraries and more than 10,000 vector symbols, drawing couldn't be easier! Edraw Max lets you create a wide range of diagrams using templates, shapes, and drawing tools while working in an intuitive and familiar Office-style environment.

-  The most comprehensive diagram software
-  Windows 10/8/7/Vista/2003/XP compatible
-  Unlimited Free maintenance update

Edraw Max enables students, teachers and business professionals to reliably create and publish many kinds of diagrams to represent any ideas. It's an all-in-one graphics software that makes it simple to create professional-looking flowcharts, network diagrams, organizational charts, business presentations, building plans, mind maps, fashion designs, UML diagrams, workflows, program structures, web design diagrams, electrical engineering diagrams, directional maps, database diagrams... and that's just the beginning! It works in the following fields:

- ✓ Flowcharts
- ✓ Organizational Charts
- ✓ Network Diagrams
- ✓ Forms
- ✓ Mind Maps
- ✓ Work Flows
- ✓ Software
- ✓ Infographics and Presentation
- ✓ Floor Plans
- ✓ Electrical Engineering Diagrams
- ✓ UML Diagrams
- ✓ Business Diagrams
- ✓ Charts & Graphics
- ✓ Maps
- ✓ Fashion Designs
- ✓ Project Management
- ✓ Database & ERD and More

No Other Diagram Software Gives You All These

- Self-teaching program with the dynamic help, designed to be easy enough for anyone to use with no training, no manual, and almost no learning curve.
- Design and document based on a wide range of built-in shapes and examples.
- High quality product and the best price.
- Free maintenance update and free technology support.

Easy to create great-looking **flowcharts, home plan, network diagrams, organizational charts** and more



New Features of Edraw MAX 8.0

- Supports to upload drawings to Cloud.
- Easy to collaborate on files through team cloud. Supports real-time updating and document sharing.
- Real-time comment about the diagrams.
- Upgrades to cross-platform program, supporting to run on MAC system as well.
- Improves text editing effect for Russian, Korean, Arabic, Thai, Turkish, Vietnamese, and many other languages in the world.
- Adds Infographics design. Includes infographic libraries for food, business, medical, education, music, environment, transportation, architecture, tourism, news, and technology.
- Adds Greeting Cards. Easy to design Business Card, Greeting Card, Post Card, Invitation Card, Birthday Card, Christmas Card, Valentine's Card, New Year's Card and other holiday cards with built-in elements.
- Templates and examples have been significantly refined and improved.
- More libraries have been added to the General category, such as Common Shapes, 2D Block shapes and Icons. The Callout Shapes, Arrows Shapes and 3D Block Shapes have also been enhanced.
- Increased 4300 new symbols and elements. Contains over 12600 symbols in total.
- Smarter and easier layout of Organization Chart. Modify all org chart shapes once through Define Field and Display Options.
- Layers function enables to create multi-layer drawings.
- Geometry and Boolean operation for shapes.
- Easier preview and print of large-size drawings.
- Preview of shape libraries before opening them.
- Be able to open multiple libraries all at once.
- Preset connector styles allow changing all connectors at once.

Why Choose Edraw Max

- Use the diagramming software that best maps to what you know and where you're heading.
- Fully vector-based graphic software, which facilitates rapid creation of flowcharts, organizational charts, network diagrams and more.
- Just drag the build-in shapes from the library pane and drop them on your page. Drawing couldn't be easier!
- Create professional-looking diagrams quickly with themes, effects and quick styles.
- Gain greater productivity in diagramming with features like automatically aligns and arranges all shapes.
- Includes lots of high-quality shapes, examples and templates.
- Distinct colors, fonts, shapes, styles, pictures, text, and symbols are available for each diagram object.
- Easily visualize complex information with a wide range of diagrams. Make those diagrams even smarter and more useful by linking them to underlying data, which provides a more complete picture of the system or process.
- Works with MS Office well. It can be integrated with Microsoft Office application easily. The UI is MS Office-style like, so it's easy to learn and use. If you are familiar with MS Office, you are familiar with Edraw quickly.

- Generic graphic formats support and WYSIWYG printing.

Edraw Max Requirement

- Windows® XP, Windows 2003, Windows Vista, Windows 7, Windows 8, Windows 10
- 512 MB of RAM
- 800 MB of hard disk space
- Pentium® III, 750MHz processor
- 1,024 x 768 or better monitor resolution
- Mouse and keyboard

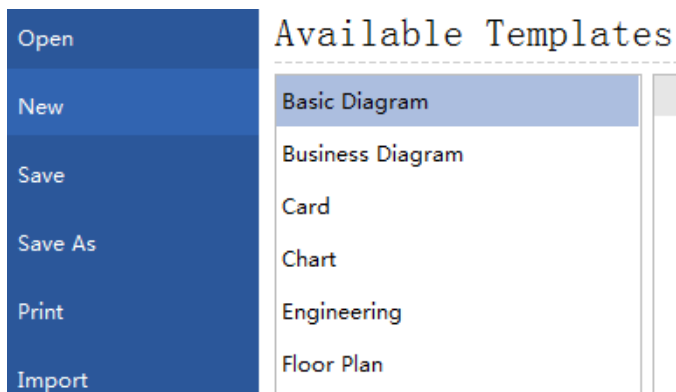
Chapter 1 Starting Your Work in Edraw

Create a Basic Diagram

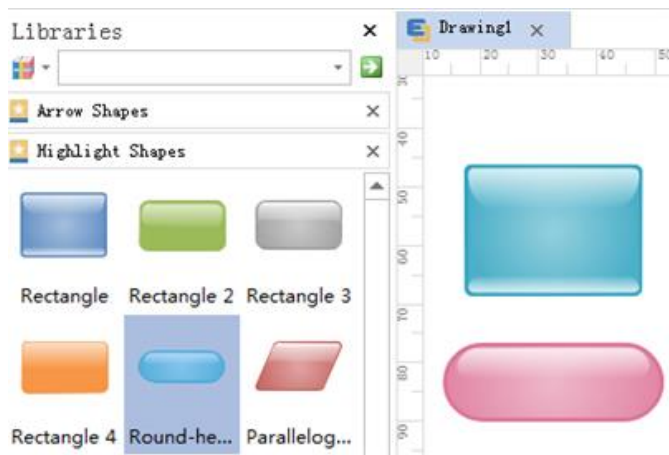
This article uses the Basic Diagram template to explain what you need to get started quickly - the basics of how to open a template, put shapes in the drawing, and connect those shapes.



You can find much more information about how to use the shapes themselves in the article. For information about using other kinds of Edraw diagram libraries, see the article.

1. Open Edraw. When Edraw opens, all you need to work with is the one titled **Available Templates**. (Tips: If you already have Edraw open, on the **FILE Menu**, point to **New**.)
2. In the **Available Templates** list, click the **Basic Diagram** category. All of the libraries in the **Basic Diagram** category appear in the central window.



3. Double-click the template titled **Highlight Shapes**.
4. When the **Highlight Shapes** library opens, most of the space is taken up with a blank drawing page. (Sometimes, because it is important to line up the shapes when you create a diagram, the page appears with gridlines on it.)
5. Click any shape on the **Highlight Shapes** template, hold down the mouse button, and drag the shape onto your drawing page.




6. When you release the mouse button, the shape is bounded by a dashed green line that has green squares , called selection handles, and sometimes yellow diamonds, called control handles .
7. Repeat step 5 and 6 to add another shape to the page.
8. Connect the shapes together by using the connector tool.

How Can I Tell What Each Library Is For?

Edraw provides over a hundred drawing types and thousands of shapes, some simple, some quite complex. Each template serves for a different purpose ranging from flowcharts plans to computer networks.

The easiest way to find out about the libraries and what they are for is to browse through the Getting Started window. This article shows you how to open the Getting Started window and where to look for the description of each library.

When Edraw opens, all you need to work with is the one titled Available Templates.

Tips: If you already have Edraw open, on the **FILE Menu** , point to **New**.

In the **Template Categories** list, choose a category. All of the **Templates** in the category appear in the central window.

On the right side of the window, there is a brief description of what this template is used for.



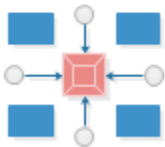
Audit Diagram



Business Matrix


Cause and Effect
(Fishbone)

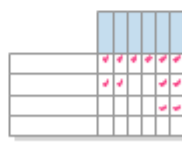

EPC



PEST Chart



Process Steps



Six Sigma Matrix



TQM

All templates available in Edraw can be found in the Getting Started window.

How to Set the Default Format?

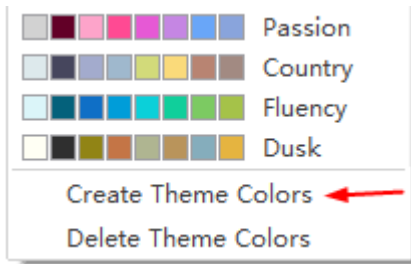
1. Choose a Built-in Theme from the Theme Library

On the **PAGE LAYOUT** menu, select a build-in theme. A document theme is a set of formatting choices that include a set of theme colors, fonts, connector styles and effects. You can set custom theme colors, fonts, connectors and effects based on the current theme.



2. Set Default Theme Colors

1. On the **PAGE LAYOUT** menu, click **Colors** button. From the drop-down color list, choose a color scheme.
2. To create a custom color scheme, click "Create Theme Colors" on the bottom of the color list.



3. Set Default Font

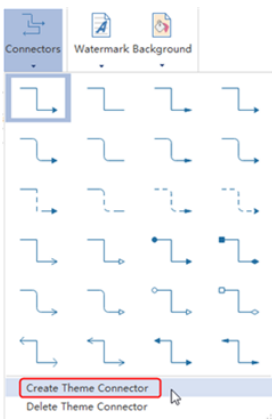
1. On the **PAGE LAYOUT** menu, click **Fonts**. From the drop-down font list, choose a theme font.
2. To create custom fonts, click “Create Theme Fonts” on the bottom of the font list.
3. Choose your desired font type, style, size and effect in the pop-up dialogue box.
4. Click OK.

4. Set Default Shape Effect

On the **PAGE LAYOUT** menu, click **Effects**. From the effect panel, choose a theme effect.

5. Set Default Connector Style

1. On the **PAGE LAYOUT** menu, click **Connectors**. From the drop-down connector list, choose a connector style.
2. To create custom connectors, click “**Create Theme Connectors**” on the bottom of the connector list.
3. Set the line color, dash type, line weight, and arrow type from the pop-up dialogue box.
4. Click OK.



6. Save a Custom Theme

You can save all the settings you have made as a custom theme.

On the **PAGE LAYOUT** menu, open the **Theme** gallery. From the bottom of the theme gallery, click “Save Current Theme”.

Chapter 2 Operations on Shapes

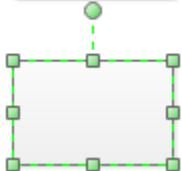
Select a Shape

(CTRL + 1)

To work with a shape, you first select it on the drawing page, and then perform your task: such as apply formatting, move the shape, align it, or add text.

Click to Select

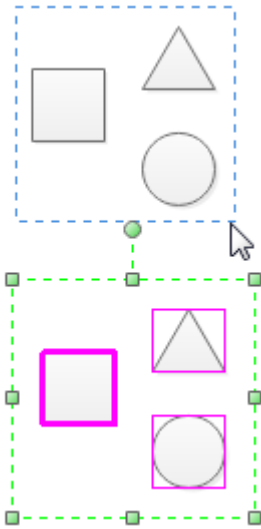
1. Click the **Select** tool on the **HOME Tab** and then point to the shape on the drawing page you want to select.
2. When the pointer turns into a four-headed arrow, click the shape.



Tips: Hold down SHIFT or CTRL while clicking shapes to select multiple shapes once at a time.

Using the Area Select

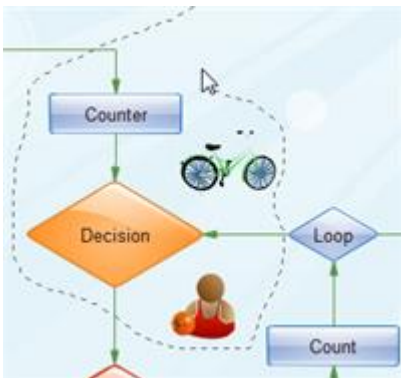
Place the pointer above and to the left of the shapes you want to select, and then drag to create a selection net around the shapes.



After you select the shapes, you'll see green selection handles around the shapes you selected and magenta lines around each individual shape. The primary shape has a thick magenta outline. Press TAB key to switch it.

Using the Lasso Select Tool

1. Click the small arrow under Select tool on the HOME tab to open its drop-down menu.
2. Choose Lasso Select Tool.
3. Place the pointer above and to the left of the shapes you want to select, and then drag to create a selection net around the shapes.



Deselect One or More Shapes

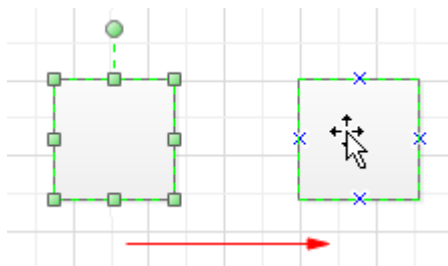
If you inadvertently include more shapes in your selection than you want, you can easily deselect one or more shapes.

1. To deselect all shapes: Click a blank area on your drawing.

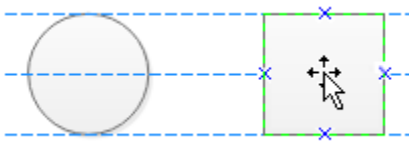
2. To deselect one shape when several are selected: Press Shift or Ctrl key and click a shape to cancel its selection.

Move a shape

To move a shape: Position the pointer over the shape. When the pointer changes to a four-headed arrow, hold down the mouse button and drag the shape.



To align a shape with another shape, use dynamic guide lines.



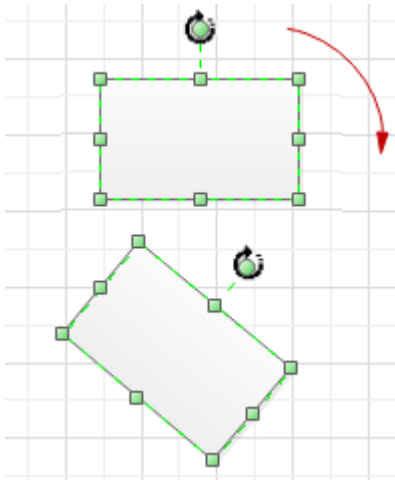
Tips:

1. To nudge a shape, click to select it, and then press an arrow key. To nudge a shape exactly one pixel, hold down SHIFT and press an arrow key.
2. To turn on the dynamic grid, on the **VIEW menu**, check **Gridlines** check box.

Rotate a Shape

To 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.



Tips:

As you rotate a shape, the angle of single dragging depends on the distance of the mouse point and the shape pin. The larger the distance is, the smaller the angle is. The angle of single dragging may be 15 degree, 10 degree, 5 degree, 1 degree, 0.1 degree. So if you want to rotate a shape to a precise angle, you should drag the mouse to enough distance from the shape's pin.

To rotate a shape by a fixed amount:

1. Click to select the shape.
2. On the Format Task pane, click the Property item .
3. In the Property dialog box, in the Angle row, type in the rotation degree you want.

Geometry: -----

X Pos	136.25 mm
Y Pos	127.69 mm
Angle	0 deg
Width	32.5 mm
Height	32.56 mm

Lock aspect ratio

Rotate Shapes to Special Angle

1. Select the shape to which you want to rotate.
2. On the **HOME** Tab, in the **Arrange** group, click **Rotate & Flip**.
3. Click the rotate options you want.

Text Tool

(Ctrl + 2)

Add a Text-only Shape

1. Switch to the **Text Tool** on the **HOME Tab** or Press Ctrl + 2.
2. Click anywhere on the drawing page and drag until the text block is the size you want.
3. Type in your text.
4. When you finish typing, click outside the text block (text block: The text area associated with a shape that appears when you click the shape with the text tool or select it with the pointer tool).
5. Click the Pointer tool to return to normal editing.

Tips:

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

Type Text in a Shape

Select the shape, and then type the text.

When you finish typing, click outside the text block (text block: The text area associated with a shape that appears when you click the shape with the text tool or select it with the pointer tool).




Tips: To type text in a shape, you can also:

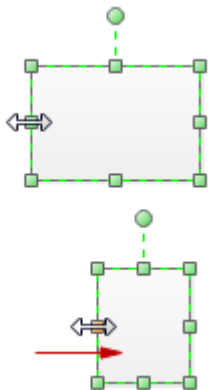
1. Double-click the shape, and then type the text.
2. Switch to the **Text Tool** then click the shape.

Resize a Shape

Select a shape.

Do one of the following:

1. 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.
2. If the shape has endpoints  , drag an endpoint to the length you want.



Tips:

1. If you see fewer than eight handles on a shape, zoom in on the drawing to see the other handles and to size the shape more accurately.
2. Handles that are gray boxes indicate the shape is locked and cannot be resized.
3. When you resize selected shapes proportionally, the selected shapes will be resized, keeping the width and height ratio unchanged.
4. When you resize selected shapes, if you hold **CTRL** key, the selected shapes will be resized, referencing center point.
5. When you resize selected shapes, if you hold **Shift** key, the selected shapes will be resized smoothly.

Copy a Shape

To 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.


Or click the **Copy** button in the **HOME** menu.

Align Shapes

1. Select the shape which you want to align to other shapes, and then press CTRL and click the shapes you want to align to it.
2. The primary shape has a thick magenta outline. You can press TAB to switch the primary shape.
3. On the **HOME** Tab, in the **Arrange** group, click **Align**.
4. Click the alignment option you want.

Tips:

The align box is the minimal bounding box of the shape.


Align command may be ineffective for connector shapes. When shapes are selected, the selection handles appear .

Distribute Shapes

1. Select three or more shapes.
2. On the **HOME** Tab, in the **Arrange** group, click **Distribute**.
3. Choose a distribution option.
 - For Vertical distribution, the boundaries are defined by the top and bottom shapes in the selection.
 - For Horizontal distribution, the boundaries are defined by the leftmost and rightmost shapes in the selection.

Tips:

The distribute box is the minimal bounding box of the shape.

Distribute command may be ineffective for connector shapes, which is selected, its selection handles appear .

Group and Ungroup

Select the shapes you want to group.

On the **HOME** Tab, in the **Arrange** group, point to **Group**, and then click **Group** (Ctrl+Shift+G).

To ungroup shapes, select the group. On the **HOME** Tab, in the **Arrange** group, point to **Group**, and then click **Ungroup** (Ctrl+Shift+U).

Same Size

Make shapes same size or angle with 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 **HOME** Tab, in the **Arrange** group, click the **Size** button, you can:
 - Click Same Width on the pop menu to make the shapes' width same with the primary one.
 - Click Same Height on the pop menu to make the shapes' height same with the primary one.
 - Click Same Angle on the pop menu to make the shapes' angle same with the primary one.
 - Click Same Size on the pop menu to make the shapes' width and height same with the primary one.

Note: same size command will not affect connectors.

Annotating Shapes with Callouts

You can drag callouts from the **Callouts** library to annotate existing shapes. The Callouts exist in **General** category:

1. In the Libraries pane, click the Libraries button.
2. Choose General.
3. Continue to click Callouts.

You can type text into the callouts and glue the tail onto the target shape. Some even have nice and attractive design as shown below.



Center a Drawing

You can move all shapes to the center of a page.

On the **HOME Tab**, in the **Arrange** group, click the **Center** button. Alternatively, right click on any blank area on the canvas, select Center.

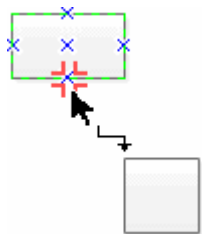
Chapter 3 Basic Tools

Right-angle Connector

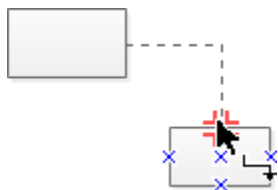
(Ctrl + 3)

On the **HOME Tab**, in the **Basic Tools** group, click the **Connector** tool.

To create a smart connector you need to point the cursor at any connection point of the shape. The connection point will be highlighted red.

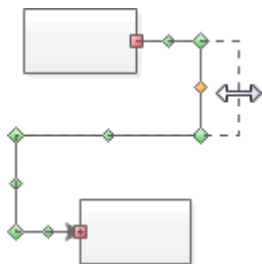


To glue an endpoint of the connector to a connection point on a shape, drag the endpoint to one of the shape's connection points until a red box appears around the connection point.



Adjust Connector

1. Select a connector.
2. Drag the control handles or adjust the path of the connector as you want.



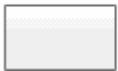
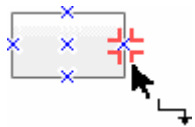
Once you adjust a connector, the connector will change its Reroute Mode to Never Reroute.

Curved Connector

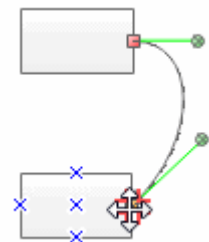
(Ctrl + Shift + 3)

On the **HOME Tab**, in the **Basic Tools** group, click the **arrow** under the **Connector** tool, and then click the **Curved Connector Tool**.

To create a curved connector you need to point the cursor at any connection point of the shape. The connection point will be highlighted red.

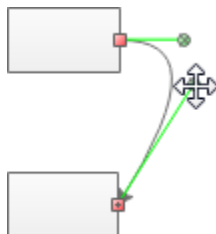


To glue an endpoint of the connector to a connection point on a shape, drag the endpoint to one of the shape's connection points until a red box appears around the connection point.



Adjust Connector

1. Select a connector.
2. Drag the control handles or to adjust the path of the connector as you want.



Once you adjust connector, the connector will change its Reroute Mode to Never Reroute.

Straight Connector

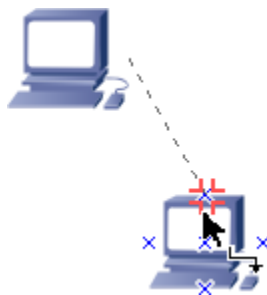
(Ctrl + Shift + 4)

On the **HOME Tab**, in the **Basic Tools** group, click the **arrow** under the **Connector** tool, and then click the **Straight Connector Tool**.

To create a straight connector you need to point the cursor at any connection point of the shape. The connection point will be highlighted red.

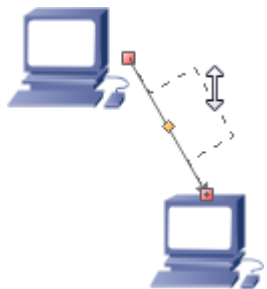


To glue an endpoint of the connector to a connection point on a shape, drag the endpoint to one of the shape's connection points until a red box appears around the connection point.



Adjust Connector

1. Select a connector.
2. Drag the control handles or adjust the path of the connector as you want.



Once you adjust a connector, the connector will change its Reroute Mode to Never Reroute.

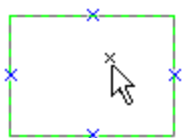
Add, Move, or Delete Connection Points

(Ctrl + 8)

A connection point is a special point on a shape that you can "glue" connectors and other shapes to. It looks like a blue x. When you glue a connector or shape to a connection point, they stay connected, even if one of the shapes is moved. Use connection points when you want connectors or shapes to stay connected to specific points on a shape.

Add a Connection Point to a Shape

1. Select a shape.
2. Switch to the Point tool.
3. Press CTRL and click the selected shape.



Tips: Be sure the shape is selected before you add the connection point. The selected shape has a green, dashed border. Connection points are created only for the selected shape, even if the pointer is positioned over a different shape.

Delete a Connection Point

1. Switch to the Point tool.
2. Click the connection point to select it (it turns magenta), and then press DELETE.



Move a Connection Point

1. Switch to the Point tool.
2. Click the connection point to select it (it turns magenta).
3. Hold left button of mouse and move the connection point to the position you want.
4. Release left button of mouse, the connection point will go to the position you want.

Tips: If you hold CTRL when you release left button of mouse, the selected connection point will be duplicated.

Text Block Tool

(Ctrl + Shift + 2)

Operate Text Block

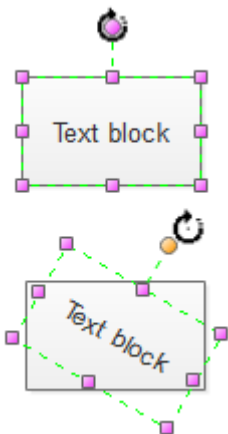
On the **HOME Tab**, in the **Basic Tools** group, click the **Text Tool** and then point to the **Text Block Tool**.

Click the shape to select its text block (text block: The text area associated with a shape that appears when you click the shape with the text tool or select it with the pointer tool.).

Tips: If the text is in a group, click to select the group, and then click to select the text in the shape.

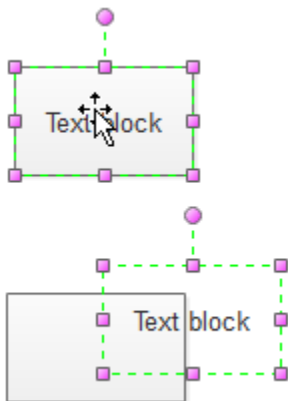
Do one of the following:

To rotate the shape's text block, drag the rotation handle.



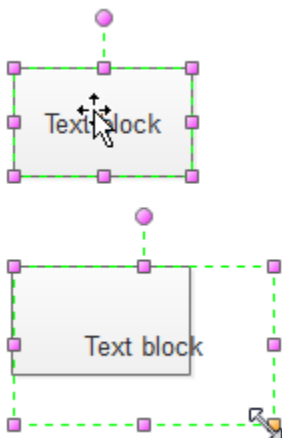
When the pointer is over a rotation handle (rotation handle: The round handle that appears at the top of a 2-D shape's or text block's selection rectangle when you select the shape or text block using the Pointer tool or select a text block using the Text Block tool.), it changes to an arrow that forms a circle.

To move the shape's text block, drag the four-headed arrow with pointer that appears when the pointer is over the text in the text block.



The text block remains part of the shape, so you can move the text block completely outside the shape's borders and still move, rotate, and resize it with the shape without changing its new position relative to the shape.

To resize the shape's text block, drag a selection handle until the text block is the width or height you want.



To delete the shape's text block, just press DEL.

Tips: If a shape has a control handle, you can use the Pointer tool to easily reposition its text.

Freeform Connector

Draw a Freeform Curve

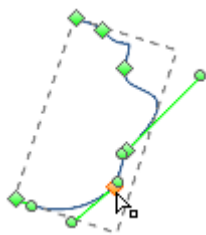
On the **HOME Tab**, in the **Basic Tools** group, click the **arrow** under the **Connector** tool, and then click the **Freeform Connector Tool**.

Drag in various directions to draw a freeform shape.



Reshape a Freeform Curve

Under SYMBOLS Tab, click the **Move Anchor** (Ctrl + M) tool, and then select a freeform curve.



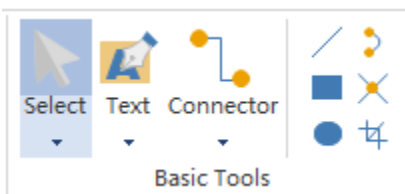
You can also select the freeform curve using the **Select** tool, and then position the pointer over the shape to automatically display the control points and move them.

Drag a control point to change the shape of the freeform curve.

Crop the Canvas

In Edraw, you can crop a drawing with a rectangle area and save it as graphic file.

Click **Crop the Canvas** button in **Basic Tools** group of **HOME Tab**.



Click any position of the drawing, and drag to the position you want.

A crop object will be created. The entire region will become gray except the crop object. Resize or move the crop object until it becomes what you want.

Press Enter or double click the clip object and the Save As dialog will come up.

Type the name you want, and select the graphic format and file direction.

Click Save.


Line Tool

(Ctrl + 4)

On the **HOME menu**, click the Line tool.

Point to where you want to start the line. Drag to draw the line.



The cursor will look like this: 

Tips: If you want to apply formatting, move the shape, align it, or add text to the line, please switch back to the **Select** tool firstly.

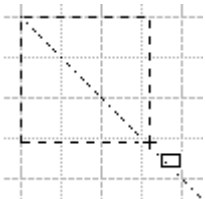
Rectangle Tool

(Ctrl + 5)

Using the Rectangle tool, you can create a rectangle or a square with any aspect ratio.

The cursor will look like this: 

To draw a rectangle, hold the left mouse button and drag the cursor.




Oval Tool

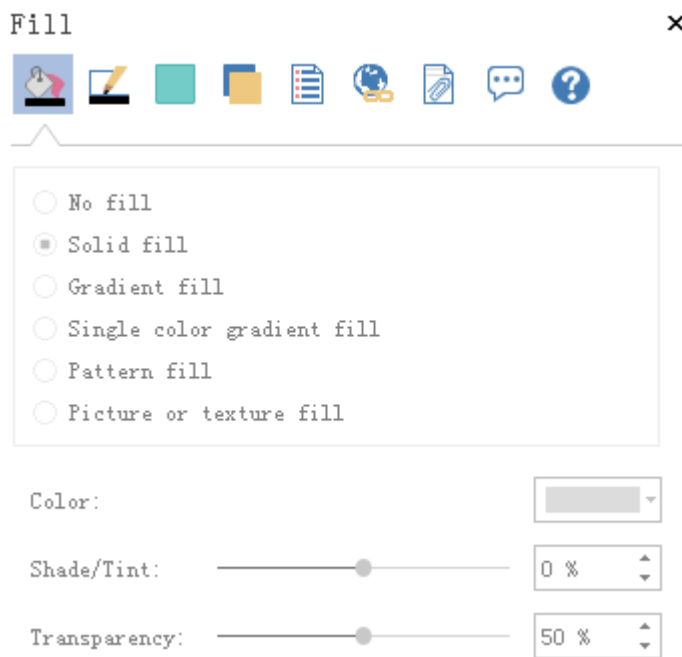
1. Select the Oval tool.
2. Drag diagonally until the ellipse is the desired size.

Chapter 4 Format Shapes

Fill Shape

Fill refers to the interior of a shape. Change the fill of a shape in these ways.

1. On the **Home** menu, click **Fill** button. Choose a fill option that you want.
2. On the **Format Task** pane (to the right of the canvas), click the fill icon  to show fill dialogue. (The format task pane can be opened through **Fill** button under **Home** menu.)
3. Right click a shape; click the **Shape Format...** item. Then choose a fill format you want.



No Fill

To make a shape transparent or colorless, or to remove fill from a shape, click this option.

Solid Fill

To add color and transparency to a shape, click this option.

Color To choose a color for the shape, click Color, and then click the color that you want. To change to a color that is not in the theme colors (theme colors: A set of colors that is used in a file. Theme colors, theme fonts, and theme effects compose a theme.), click More Colors, and then either click the color that you want on the Standard tab, or mix your own color on the Custom tab. Custom colors and colors on the Standard tab are not updated if you later change the document theme (theme: A combination of theme colors, theme fonts, and theme effects. A theme may be applied to a file as a single selection.).

Transparency To specify how much you can see through a shape, move the Transparency slider, or enter a number in the box next to the slider. You can vary the percentage of transparency from 0 (fully opaque, the default setting) to 100% (fully transparent).

Gradient Fill

To add a gradient (gradient: A gradual progression of colors and shades, usually from one color to another color, or from one shade to another shade of the same color.) fill to a shape, click this option.

Preset colors: To choose a built-in gradient fill, click Preset colors, and then click the option that you want.

Type: To specify the direction to use when drawing the gradient fill, select an option from the list. The Type that you select determines the available Direction.

Direction: To choose a different progression of color and shades, click Direction, and then click the option that you want. The Directions that are available depend on the gradient Type that you choose.

Angle: To specify the angle that the gradient fill is rotated within the shape, enter the degree value that you want. This option is available only when you select Linear as the Type.

Gradient Stops

Gradient stops consist of a position, a color, and a transparency value. The transparency value applies to the gradient stop, not to the overall fill. Gradient stops are used to create non-linear gradients. For example, if you want to create a gradient that goes from red to green to blue, you need to add three gradient stops — one for each color. Or, if you want to create a gradient that

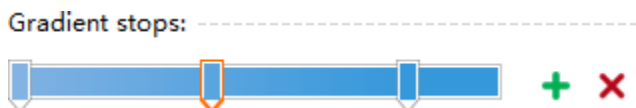
shows up only in the corner of a shape, you need to use gradient stops to make the gradient non-linear.

Stop list: The gradient fill is made up of several gradient stops, but you can change only one gradient stop at a time. When you click the gradient stop that you want to edit in the list, the position, color, and transparency options reflect the current settings for that gradient stop.

Add: Click the green Add icon to add one stop.

Remove: Click the red Cross icon to delete a stop.

Stop position: To set the location for the color and transparency change in the gradient fill, move the Stop position slider or enter a number in the box below the slider.



Color: To choose the color used for the gradient stop, click Color, and then click the color that you want. To change to a color that is not in the theme colors, click More Colors, and then either click the color that you want on the Standard tab, or mix your own color on the Custom tab. Custom colors and colors on the Standard tab are not updated if you later change the document theme.

Transparency: To specify how much you can see through the shape at the specified Stop position, move the Transparency slider or enter a number in the box next to the slider. You can vary the percentage of transparency from 0 (fully opaque, the default setting) to 100% (fully transparent).


Picture or Texture Fill

To use a picture as fill for a shape or to add texture to a shape, click this option.

Texture: To choose a built-in texture, click this button, and then click the option that you want.

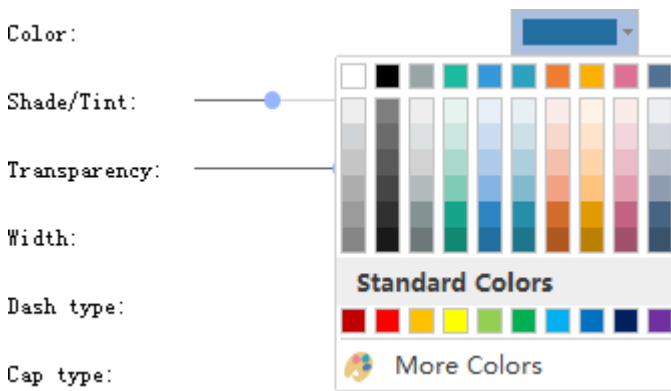
Change the Color, Style, or Width of a Line

You can change the look of a line by changing its color, line style, or weight.


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. In the Format Task pane to the right of the canvas, click the Line Icon. 

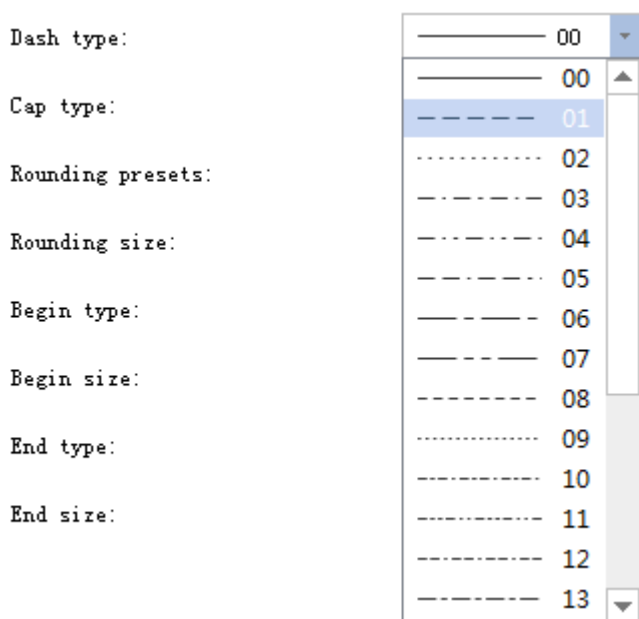
Change the Color of a Line

To choose a color for the line, click Color, and then click the color that you want. To change to a color that is not in the theme colors, click More Colors, and then either click the color that you want on the Standard tab, or mix your own color on the Custom tab. Custom colors and colors on the Standard tab are not updated if you later change the document theme.



Make a Line Dashed

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. In the Format Task pane to the right of the canvas, click the Line icon ().
4. Click Dash type and then choose the dash style that you want.

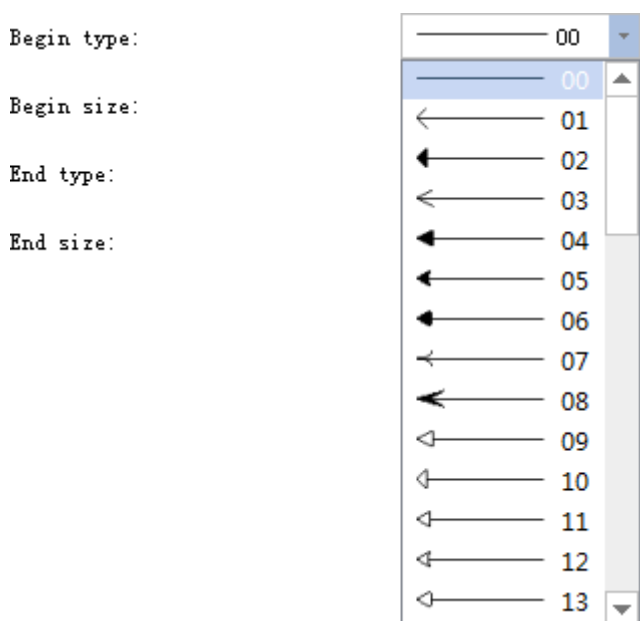


Change the Width of a Line

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 **Format Task pane**, click the **Line** button, then choose the **Width** that you want.

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 **Format Task pane**, click the **Line** button.
4. In the Begin and End type menu, choose the **Arrow** styles that you want.



You can click the **More Arrows...** to choose more arrow types.

Format Text

Text Style

1. Select a text or multiple text objects.
2. Switch to **HOME menu**, under **Font** group, click the **Bold** button to set font bold.
3. You can click change the text font name, font size, align, bullet, bold, italic, underline, line spacing, text back color and text color, too.




Tips:

1. When you select a text or multiple text objects, click the small arrow in the right-bottom corner of the Font group. The Text and Paragraph setting dialog will popup. Then you can set more font information.
2. 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.

Set Curved Text


You can create curved text or wrap text on a circle.

1. Select a plain text.
2. On the **Home** menu, **Font** group, click **Curve Text**  button.
3. From the drop-down list change a curve text style.
4. Drag the yellow control handle and the reference line to modify the curve direction and angle.
5. When it's done, deselect the text.



Shadow

You can change the color, effect, or offset of a shadow, by using the options below.

On the Format Task pane (to the right of the canvas), click the **Shadow** button () , and then choose a build-in shadow effect that you want.

You can also do it on HOME menu.

6. On the **HOME** menu, in the **Style** group, click the **Shadow** button and then choose the shadow style you want.
7. Click the **Shadow option** item for more options.

Color

To choose a color for the shadow, click Color in the Shadow dialogue, and then click the color that you want. To change to a color that isn't in the theme colors, click More Colors, and then either click the color that you want on the Standard tab, or mix your own color on the Custom tab. Custom colors and colors on the Standard tab are not updated if you later change the document theme.

Transparency

To specify how much you can see through the shadow, move the Transparency slider or enter a number in the box next to the slider. You can vary the percentage of transparency from 0 (fully opaque, the default setting) to 100% (fully transparent).

Size

To specify the size of the shadow relative to the size of the original object (object: A table, chart, graphic, equation, or other form of information. Objects created in one application, for example spreadsheets, and linked or embedded in another application are OLE objects.), move the Size slider or enter a number in the box next to the slider.

Blur

To set the radius of the blur on the shadow, move the Blur slider or enter a number in the box next to the slider. The larger the radius, the blurrier, or "fuzzier", the shape or line will be.

Angle

To specify the angle at which the shadow is drawn, move the Angle slider or enter a number in the box next to the slider. By using the Angle and Distance options together, you can place the shadow anywhere relative to the shape.

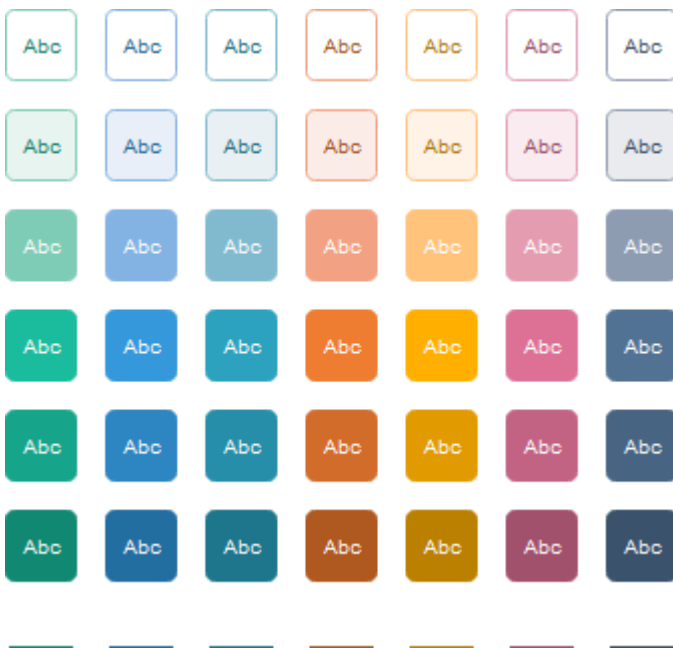
X Offset and Y Offset

To set the distance that the shadow is drawn in the Angle of the shadow, enter a number in the box next to the slider.

Apply or Change a Quick Style for Shapes

You can add a designer-quality look and polish to your shapes by applying a Quick Style (Quick Styles: Collections of formatting options that make formatting your documents and objects easier.) to all of the shapes in a page.

1. Click the shape that you want to apply a new or different Shape Style to.
2. On the **HOME Tab**, in the **Styles** group, click the **Quick Style** that you want.



How to Change the Quick Style

If you apply a Quick Style to a shape, when you change the theme colors, you can change the professional designer-quality look quickly.

Under **PAGE LAYOUT tab**, in the **Themes** group, change the Theme, Colors, Fonts or Effects.

Apply or Customize a Document Theme

You can quickly and easily format an entire document to give it a professional and modern look by applying a document theme (theme: A set of unified design elements that provides a look for your document by using color, fonts, and graphics.). A document theme is a set of formatting choices that include a set of theme colors, a set of theme fonts (including heading and body text fonts), and a set of theme effects (including lines and fill effects).

Edraw provides several predefined document themes, but you can also create your own by customizing an existing document theme, and then saving it as a custom document theme.



Apply a Document Theme

You can change the document theme that is applied by default in Edraw programs by selecting another predefined document theme or a custom document theme. Document themes that you apply immediately affect the styles that you can use in your document.

Do one of the following:

1. On the **PAGE LAYOUT** tab, in the **Themes** group, click **Theme**.
2. To apply a predefined document theme, click the document theme that you want to use under Built-In.
3. To apply a custom document theme, click the document theme that you want to use under Custom.

Tips: Custom is available only if you create one or more custom document themes. Read [Page 9](#) for how to create a custom theme.

Prevent a Shape from Using Theme Effects or Colors

1. Select the shape.
2. On the **HOME** menu, Click Protection.
3. In the **Protection** menu list, check the **From Theme** or **Format**.

Protect Shape

Specifies the characteristics of a selected shape that you want to lock (lock: A setting that limits the ways that users can change a shape. For example, a lock on a selection handle prevents the user from resizing a shape using the selection handle.).

Width

Lock the selected shape's width to prevent resizing. To lock a 1-D shape against rotation, you must lock its width.

Height

Lock the selected shape's height to prevent resizing.

Aspect Ratio

Lock the ratio between a shape's height and width so that its proportions won't change when you resize it.

X Position

Lock the x (horizontal) position of a shape so that it cannot be moved.

Y Position

Lock the y (vertical) position of a shape so that it cannot be moved.

Rotation

Lock a shape so that you cannot rotate it by using the Rotation tool. You can still rotate a 1-D shape by dragging its endpoints. To lock a 1-D shape against rotation, you must lock its width.

Begin Point

Locks the begin point of a 1-D shape to a specific location so that it cannot be moved.

End Point

Lock the end point of a 1-D shape to a specific location so that it cannot be moved.

Ungroup

Lock a shape so that you cannot ungroup it through the Group tool.

Edit Text

Lock the text in the shape so that it cannot be edited.

Format

Lock the formatting (line, fill, text, shadow, corner rounding, transparency) in the shape so that it cannot be edited.

From Selection

Lock the shape so it cannot be selected.

Tips: To cancel the protection from selection, right-click the shape in the page, and then click **Cancel Protect from Selection**.

From Deletion

Lock the shape so it cannot be deleted.

From Connection

Lock the shape so that it cannot be connected.

Format

Lock the formatting of the selected shape.

From Group Formatting

Lock the formatting (color, fill, line, and shadow) in sub-shapes so that they do not change if the grouped shape is formatted. You can still format a sub-shape by selecting it.

From Group Fill

Lock the fill in sub-shapes so that they do not change if the grouped shape is formatted. You can still format a sub-shape by selecting it.

From Theme

Lock the shape so that it does not change if a color theme is applied.

Modify a Picture

You can adjust the relative lightness of a picture (brightness) or the difference between the darkest and lightest areas (contrast) by using the options below.

Select a picture, Under **Picture Format** tab, on the **Picture** tab, click the following picture modification tools.

Recolor: To apply a stylized effect, such as grayscale or sepia tone, click this button, and then click the option that you want.

Brightness: Under **Picture Format** context menu, click **Bright** button to open the list. Choose a number in the list or click **Picture Corrections Options** at the bottom to set the brightness.

Contrast: Move the Contrast slider, or enter a number in the box next to the slider.

Change Picture: Locate the target picture to replace the current one.

Insert Table

This feature lets you insert a table.

To insert a table:

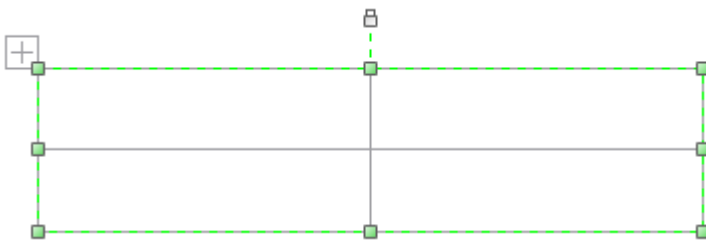
1. Move the pointer to select the number of rows and columns that you want, and then click.
2. Click INSERT Table, and then enter a number in the Number of columns and Number of rows lists.



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.

Tip: To add a row at the end of a table, select a row then click Insert Above or Insert Below button in the TABLE Context Menu.

Move a Table


Click the table that you want to move so that  shows on the upper-left corner of the table.




Rest the pointer on the  until  appears, and then drag the table to the new location.

Resize a Column or Row

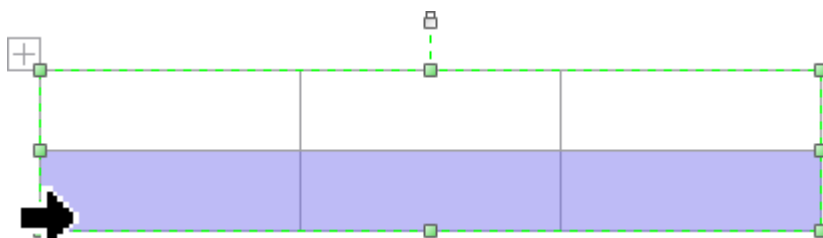
Click the table that contains the column or row that you want to resize.

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.

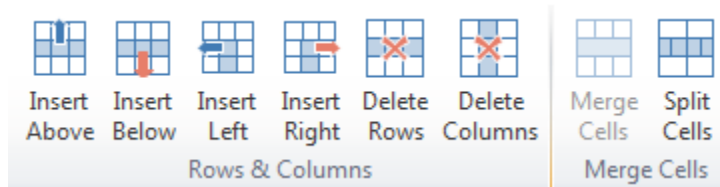
To change the height of a row, rest the pointer over the border of the row that you want to resize, and then when the pointer becomes a , drag the row up or down.

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.

Merge Table Cells

Select the table cells that you want to combine.

Under TABLE Context Menu, in the Merge group, click Merge Cells.

Split Table Cells

Click the table cell that you want to split.

Under TABLE Context Menu, in the Merge group, click Split Cells, and then do one or both of the following:

To divide a cell vertically, in the Number of columns box, enter the number of new cells that you want.

To divide a cell horizontally, in the Number of rows box, enter the number of new cells that you want.

To divide a cell both horizontally and vertically, in the Number of columns box, enter the number of new columns that you want, and then in the Number of rows box, enter the number of new rows that you want.

Delete the Contents of a Table Cell

Select the cell contents that you want to delete, and then press DELETE.

Note: When you delete the contents of a cell, you do not delete the cell. To delete the cell, you must merge the cell with another or delete the column or row.

Add or Change a Table Border

Select the table cells that you want to add or change the table border for.

Under TABLE Context Menu, in the Table Style group, click Borders, and then choose a border style in the popup menu.

To change the color of the border, under HOME menu, in the styles group, click the arrow next to Line button, and then click the color that you want.

To change the weight of the border, under HOME menu, in the styles group, click Line button, click the arrow next to Weight, and then choose the line thickness that you want.

To change the line style of the border, under Shape Format menu, click the arrow next to Dashes, and then click the line style that you want.

Tip: To set the table cell transparency, under Shape Format menu, click the arrow next to Shape Fill, and then click the No Fill item.

Change the Table Cell Margin

Select the table cells that you want then set the text margin in the cell.

Under TABLE Context Menu, in the Table Style group, click Margin, and then choose a style in the popup menu.

Create Business Form

Edraw includes some build-in business form templates which allow you create invoice, fax cover, sales forms and flyers quickly.

In the Start Page view, choose the Form type. Then you can double click some examples to start.



Fax Cover



Invoice



Sales



Expense Report



Inventory List



Quote Form

Add and Edit Hyperlink

(Ctrl + K)


You can add hyperlinks to any Edraw shape or page. The hyperlinks can link to any of the following:

1. Another page or shape in the current drawing
2. A page or shape in another drawing
3. A document other than a Edraw drawing
4. A Web URL

Right click a shape; click **Insert Hyperlink** on the popup menu to open the hyperlink panel.

Alternatively, select a shape, go to **INSERT** Tab on ribbon, click **Insert Hyperlink** button to open the hyperlink panel.

Add a Hyperlink to an Existing Shape or Page

1. Make sure that both the files you're linking from and the file you're linking to have been saved.
2. If you're creating a link to a specific shape, make a note of the shape id and the name of the page that the shape is on.
3. To find a shape id, click the shape to select it, and then the shape id will appear on the statute bar at bottom of the window.
4. To find the page name, locate the tab for the page at the bottom of the drawing window.
5. Select the shape to add a hyperlink. Click the **Hyperlinks** icon  in the Format Task Pane panel on the right. Alternatively, on the **INSERT Menu**, click **Hyperlinks**. A hyperlink panel opens to the right of the canvas.

6. Press **New** button to create a hyperlink.
7. In the **Type** list, choose the **Current Document**.
8. To link to a specific page, select the page name in the **Page** box.
9. To link to a specific shape, first select the page name on which the shape appears in the **Page** box, and then choose the id of the shape in the **Shape** box.
10. To specify a zoom level, type a percentage in the **Zoom** box, or click the arrow to select a zoom level.

Add a Hyperlink to a Web URL

1. In the **Type** list, choose the **Internet Address**.
2. In the **Address** box, type the address of a Web site, FTP site, or e-mail address (beginning with `http://`, `ftp://`, or `mailto:`, respectively).
3. In the **Description** box, type a name for the link. This text will appear in the right click menu.
4. To add another hyperlink to the page or selected shape, click **New**, and then repeat steps 2 through 3.
5. Click **OK**.

Add a Hyperlink to File or Application

1. In the **Type** list, choose the **File or Application**.
2. Click **Browse** and navigate to a file.
3. In the **Description** box, type a name for the link. This text will appear in the right-click menu.
4. To add another hyperlink to the page or selected shape, click **New**, and then repeat steps 2 through 3.
5. Click **OK**.

Follow a Hyperlink

Click the icon on the top right corner of the shape to follow a hyperlink.

Note: If you save the drawing as a Web page, click the shape or page, and then click the hyperlink.

Change or Delete a Hyperlink

To change or delete a hyperlink on a shape, select the shape.

On the **Format Task** pane, click **Hyperlink**.

To change a hyperlink, select the hyperlink in the hyperlink list, make the changes that you want, and then click OK.

To delete a hyperlink, select the hyperlink in the hyperlink list, click Delete.


Add Attachment

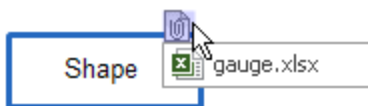
Edraw allows you to add attachment file to shape, this is different from hyperlinks. When you deliver your Edraw file to others, others cannot open the hyperlink which links to local file, attachment file will be saved in Edraw file and others can open the attachment file anywhere.

Note: Only .eddx file can store attachment file.

Right click a shape; click **Insert Attachment** on the popup menu to open the attachment panel.

Alternatively, select a shape, go to **INSERT Tab** on ribbon, click **Insert Attachment** button to open the attachment panel.

In the attachment panel, press **New**. From the Path box, click  icon to navigate a file and open. Finally, click **Apply**.



Click the attachment icon on shape to open the attachment file. Alternatively, click “Open File” button on the attachment panel.

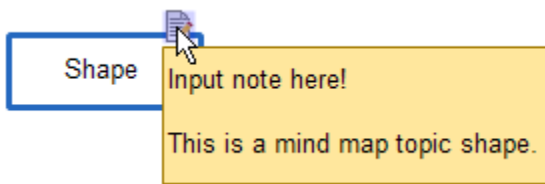
To download attachment from Edraw file, select the shape, and click “Copy File To” button in the attachment panel.

To delete an attachment, in the attachment panel, click **Delete** button, and then click **Apply**.

Add Note

Right click a shape; click **Note** on the popup menu to add a note to the shape.

You can also select a shape, go to **INSERT Tab** on ribbon, click **Note** button to add a note to the shape.



Move mouse to let it hover the note icon to view the note content.

Click the note icon to edit note content.

Format Painter

(Ctrl + Shift + C)

You can use Format Painter on the Standard toolbar to apply graphics formatting, such as shape outlines and fills.

Select the shape that has the formatting that you want to copy.

On the **HOME Tab**, click **Format Painter**. The pointer changes to a paint brush icon. 

Click the shape that you want to format.

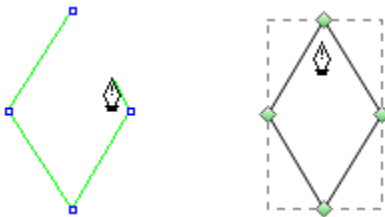
Chapter 5 Design Library Symbols

Pen Tool

(Ctrl + E)

Draw Straight Line Segments with the Pen Tool

The simplest path you can draw with the Pen tool is a straight line, made by clicking the Pen tool to create two anchor points. By continuing to click, you create a path made of straight line segments connected by corner points.



1. Select the Pen tool on **SYMBOLS Menu**.
2. Position the Pen tool where you want the straight segment to begin, and click to define the first anchor point (do not drag).

Note: The first segment you draw will not be visible until you click a second anchor point.

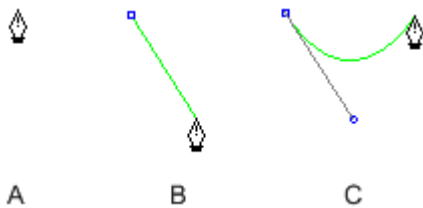
1. Click again where you want the segment to end.
2. Continue clicking to set anchor points for additional straight segments.
3. The last anchor point you add always appears as a solid square, indicating that it is selected. Previously defined anchor points become hollow, and deselected, as you add more anchor points.
4. Complete the path by doing one of the following:
 - To close the path, position the Pen tool over the first (hollow) anchor point. Click to close the path.
 - To leave the path open, right-click anywhere away from all objects.
 - To leave the path open, you can also double-click anywhere away from the first anchor point.

Draw Curves with the Pen Tool

You create a curve by adding an anchor point where a curve changes direction, and dragging the direction lines that shape the curve. The length and slope of the direction lines determine the shape of the curve.

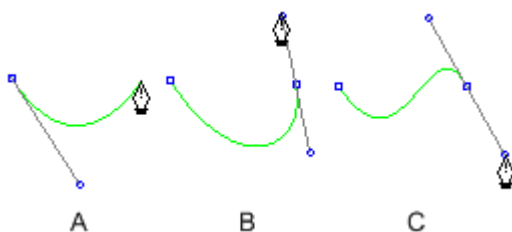
Curves are easier to edit and your system can display and print them faster if you draw them using as few anchor points as possible. Using too many points can also introduce unwanted bumps in a curve. Instead, draw widely spaced anchor points, and practice shaping curves by adjusting the length and angles of the direction lines.

1. Select the Pen tool on the **Library** category.
 2. Position the Pen tool where you want the curve to begin, and hold down the mouse button and drag. The first anchor point and first direction line appears.
 3. Drag to set the slope of the curve segment you're creating, and then release the mouse button.
- In general, extend the direction line about one third of the distance to the next anchor point you plan to draw. (You can adjust one or both sides of the direction line later.)



A. Positioning pen tool B. Dragging the direction line C. Releasing mouse button and moving to next point position

4. Position the Pen tool where you want the curve segment to end, and do one of the following:
 - To create a C shaped curve, drag in a direction opposite to the previous direction line. Then release the mouse button.
 - To create an S-shaped curve, drag in the same direction as the previous direction line. Then release the mouse button.



A. Starting to drag second smooth point B. Dragging away from previous direction line, creating a C curve C. Dragging in same direction as previous direction line, creating an S curve

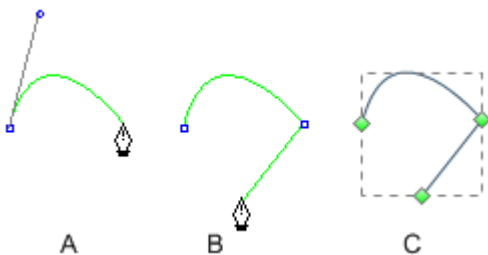
- Continue dragging the Pen tool from different locations to create a series of smooth curves. Note that you are placing anchor points at the beginning and end of each curve, not at the tip of the curve.

Complete the path by doing one of the following:

- To close the path, position the Pen tool over the first (hollow) anchor point. Click to close the path.
- To leave the path open, right-click anywhere away from all objects.
- To leave the path open, you can also double-click anywhere away from the first anchor point.

Draw Curves Followed by Straight Lines

- Select the Pen tool.
- Use the Pen tool, drag to create the first smooth point of the curved segment, and release the mouse button.
- Move to the position where you want the straight segment to end.



A. Curve line completed B. Moving to straight segment end C. Drawing Finished

Draw Straight Line Followed by Curved Lines

- Select the Pen tool.
- Use the Pen tool and click corner points in two locations to create a straight segment.
- Move to second point. To set the slope of the curved segment you'll create next, drag the direction line that appears.

A. Straight line completed B. Move to second point C. Drag first direction line to set the slope of the curve D. Move to end point and finish drawing

Pencil Tool

(Ctrl + Shift + E)

It lets you draw open and closed paths as if you were drawing with a pencil on paper. It is most useful for fast sketching or creating a hand-drawn look. Once you draw a path, you can immediately change it if needed.

Anchor points are set down as you draw with the Pencil tool; you do not determine where they are positioned. However, you can adjust them once the path is completed. The number of anchor points set down is determined by the length and complexity of the path.

Draw Freeform Paths with the Pencil Tool

1. Select the Pencil tool on the **Library** category.
2. Position the tool where you want the path to begin, and drag to draw a path.
3. As you drag, a dotted line follows the pointer. Anchor points appear at both ends of the path and at various points along it. The path takes on the current stroke and fill attributes, and remains selected by default.

Draw Closed Paths with the Pencil Tool

1. Select the Pencil tool on the **Library** category.
2. Position the tool where you want the path to begin, and start dragging to draw a path.
3. When the path is the size and shape you want, move mouse to the first anchor point and release mouse button. The path will be closed.

Direct Selection Tool

(Ctrl + M)

Before you can reshape or edit a path, you need to select the path's anchor points or segments, or a combination of both.

Select Anchor Points

If you can see the points, you can click them with the Direct Selection Tool to select them. Hold Ctrl down to select multiple points.

If you cannot see the points, please select the shape first. Select the Direct Selection Tool and drag a boundary around the anchor points.

If one anchor point has been selected, use Direct Selection Tool and click it to unselect the anchor point.

Move Straight Segments

You can edit a path segment at any time, but editing existing segments is slightly different from drawing them. Keep the following tips in mind when editing segments:

If an anchor point connects two segments, moving that anchor point always changes both segments.

When you initially draw a smooth point with the Pen tool, dragging the direction point changes the length of the direction line on both sides of the point. However, when you edit an existing smooth point with the Direct Selection tool, you change the length of the direction line only on the side you're dragging.

1. With the **Direct Selection Tool**, select the segment you want to adjust.
2. Drag the segment's anchor point to its new position.

Adjust the Length or Angle of Straight Segments

With the **Direct Selection Tool**, select an anchor point on the segment you want to adjust.

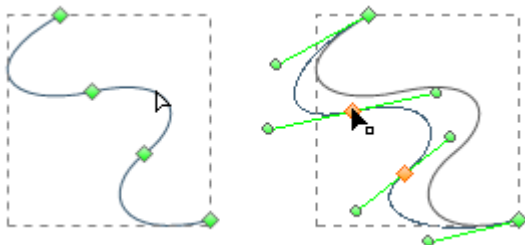
Drag the anchor point to the desired position.

Adjust Curve Segments

With the Direct Selection tool, select a curved segment, or an anchor point on either end of the curved segment. Direction lines appear, if any are present.

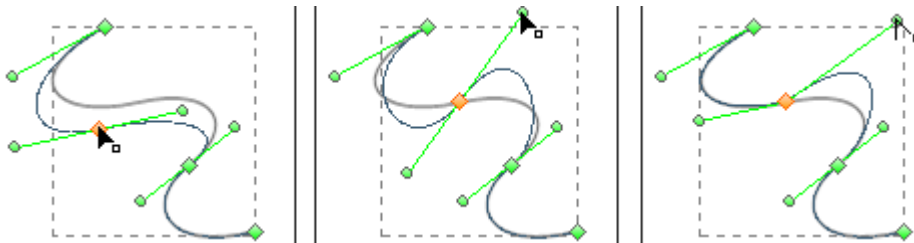
Do any of the following:

To adjust the position of the segment, drag the segment's anchor points.



Click to select the curve segment. Then drag to adjust.

To adjust the shape of the segment on either side of a selected anchor point, drag the anchor point or the direction point.



Drag the anchor point, or drag the direction point

Add Anchor Points

Adding anchor points can give you more control over a path, or it can extend an open path. However, it is a good idea not to add more points than necessary. A path with fewer points is easier to edit, display, and print. You can reduce the complexity of a path by deleting unnecessary points.

1. Select the path you want to modify.
2. To add an anchor point, select the **Add Anchor** tool, position the pointer over the path segment, and click.



Delete Anchor Points

Adding anchor points can give you more control over a path, or it can extend an open path. However, it is a good idea not to add more points than necessary. A path with fewer points is easier to edit, display, and print. You can reduce the complexity of a path by deleting unnecessary points.

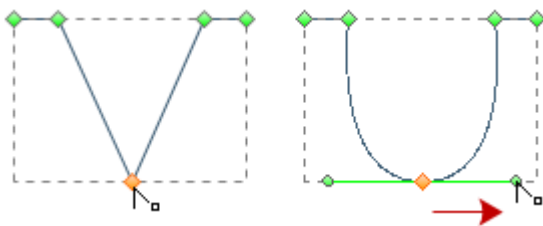
1. Select the path you want to modify.
2. To delete an anchor point, select the **Delete Anchor Point Tool**, position the pointer over the anchor point, and click.

Convert Between Smooth Points and Corner Points

(Ctrl + Shift + M)

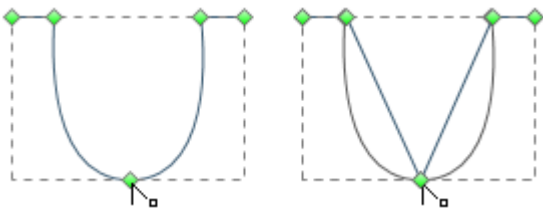
You can convert the points on a path between corners to smooth points. Using the Convert Anchor Point tool, you can choose to convert only one side of the point, and you can precisely alter the curve as you convert the point.

1. Select the entire path you want to modify so that you can see its anchor points.
2. Select the **Convert Anchor Point tool** on the **Library** category.
3. Position the Convert Anchor Point tool over the anchor point you want to convert, and do one of the following:
 - To convert a corner point to a smooth point, drag a direction point out of the corner point.



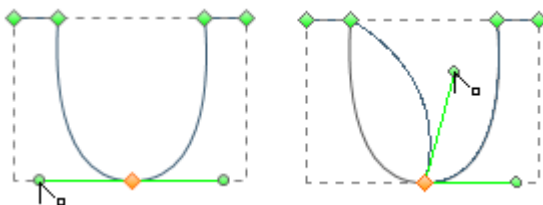
Dragging a direction point out of a corner point to create a smooth point

- To convert a smooth point to a corner point without direction lines, click the smooth point.



Clicking a smooth point to create a corner point

- To convert a smooth point to a corner point with independent direction lines, drag either direction point.



Converting a smooth point to a corner point

- To convert a corner point without direction lines to a corner point with independent direction lines, first drag a direction point out of a corner point (making it a smooth point with direction lines). Release the mouse button only (don't release any keys you may have pressed to activate the Convert Anchor Point tool), and then drag either direction point.

Draw Straight Lines with the Line Segment Tool

1. Use the Line Segment tool when you want to draw one straight line segment at a time.
2. Select the Line Segment tool in the **Drawing Geometry** Category.
3. Do one of the following:
 - Position the pointer where you want the line to begin, and drag to where you want the line to end.
 - Double click where you want the line to begin, the "Line" property dialog will appear and specify the length and angle of the line. Then click OK.

Draw Arcs

Use the Arc tool when you want to draw one arc segment at a time.

1. Select the Arc tool.
2. Do one of the following:
 - Position the pointer where you want the arc to begin, and drag to where you want the arc to end.
 - Double click where you want the line to begin, and in the dialog box set the following options. Then click OK.

X-Axis Length: Specifies the width of the arc.

Y-Axis Length: Specifies the height of the arc.

Type: Specifies whether you want the object to be an open path or a closed path.

Concave: Specifies the direction of the arc to be slope. Enter a negative value for a concave (inward) slope. Enter a positive value for a convex (outward) slope. A slope of 0 creates a straight line.

Draw Spirals

1. Select the Spiral tool.
2. Do one of the following:
 - Drag until the spiral is the desired size. Drag the pointer in an arc to rotate the spiral.
 - Double click where you want the spiral to begin. In the dialog box, set any of the following options, and click OK.

Radius: Specifies the distance from the center to the outermost point in the spiral.

Decrease: Specifies the amount by which each wind of the spiral should decrease relative to the previous wind.

Segment Num: Specifies how many segments the spiral has. Each full wind of the spiral consists of four segments.

Clockwise and Anti-Clockwise: Specify the direction of the spiral.

Draw Rectangles and Squares

1. Select the Rectangle tool.
 2. Do one of the following:
 3. To draw a rectangle, drag diagonally until the rectangle is the desired size.
- To draw a square, hold down the Shift key while you drag diagonally until the square is the desired size.
 - To create a square or rectangle by specifying values, double click where you want the center point to be. Specify a width and height, and click OK.

Draw Rounded Rectangles

1. Select the Rounded rectangle tool.
 2. Do one of the following:
- To draw a rounded rectangle, drag diagonally until the rectangle is the desired size.
 - To draw a rounded square, hold down the Shift key while you drag diagonally until the square is the desired size.
 - To create a rounded square or rounded rectangle by specifying values, double click where you want the center point to be. Specify a width, height and the corner radius, and then click OK.

Draw Ellipses

1. Select the Ellipse tool.
 2. Do one of the following:
- To draw an ellipse, drag diagonally until the ellipse is the desired size.
 - To draw a circle, hold down the Shift key while you drag diagonally until the circle is the desired size.
 - To create an ellipse by specifying values, double click where you want the center point to be. Specify a width and height. Then click OK.

Draw Polygons







1. Select the Polygon tool.
 2. Do one of the following:
- Drag until the polygon is the desired size. Drag the pointer in an arc to rotate the polygon.
 - Click where you want the center of the polygon to be. Specify a radius and number of sides for the polygon, and click OK.

Note: Triangles are polygons too! You can draw one just as you draw any other polygon.

Draw Stars

1. Select the Star tool.
2. Do one of the following:
 - Click where you want the center of the star to be. For Radius 1, specify the distance from the center of the star to the star's outermost. For Radius 2, specify the distance from the center of the star to the star's innermost points. For Points, specify how many points you want the star to have. Then click OK.

Geometry Operation

1. Select 2 or more shapes. The shapes must be non-grouped shapes.
2. On the **Symbol** menu, **Geometry Operation** group, choose a geometry operation option.
 - Union : Create a shape from the perimeter of multiple overlapping shapes.
 - Fragment : Divide multiple shapes into smaller parts based on intersecting lines or overlap.
 - Combine : Create a shape that cuts out the overlapping portions of multiple shapes.
 - Intersect : Create a shape from the area where multiple selected shapes overlap.
 - Subtract : Create a shape by subtracting from the primary selected shape to the area where subsequent select shapes overlap.
 - Subtract : Create a shape by subtracting from the subsequent selected shape to the area where the primary select shapes overlap.

Create Your Own Library

Switch to **INSERT Tab**.

Click **Picture** on **INSERT Tab** to insert the image you want.

Or you can switch to **SYMBOLS Tab**, use drawing tools to draw your own shape.

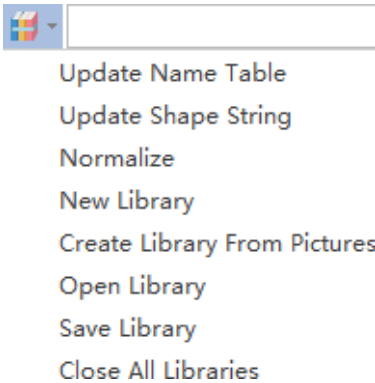
Select the image or shape you drew.

Switch to **SYMBOLS Tab**.

Click **Save Symbol** on **SYMBOLS Tab** to save the image or shape as library element.

Then you will get two files ede and bmp.

Click **New Library** to create your own library, then you will get a new library.



If you have your own library, you can open it and add the new library element into it.

Right click the blank place of the **New Library, Import Symbol...** will show, click it.

In the **Import Shape** dialog, you can edit your shape's name and prompt, the most important thing is select the .ede and .bmp files saved before, click OK.

Right click the tile of **New Library**; you can change the name of your library.

Press **Enter** key to save the new name.

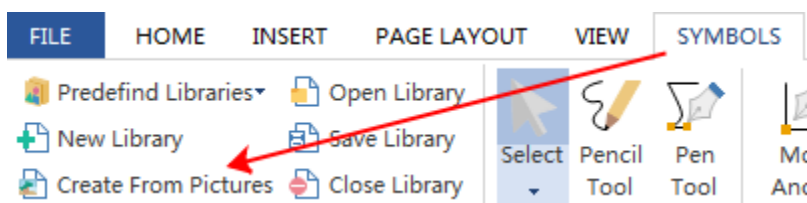
The most important thing is **Save Library**. Right click library title then click **Save Library**.

Then you can use it as other library shapes.

Click **Open Library** to open your own library.

Create Shapes from Images

Put the images in a disk folder. Then click the **Create From Pictures...** button on the **SYMBOLS Tab**.



Then Edraw will load the images in a new library. You can click the **Save Library** button to save the new library.

Chapter 6 Page and Document

Add Page

New drawing files open with only one page, but you can add as many pages as you want. You can use multiple pages in a drawing file to:

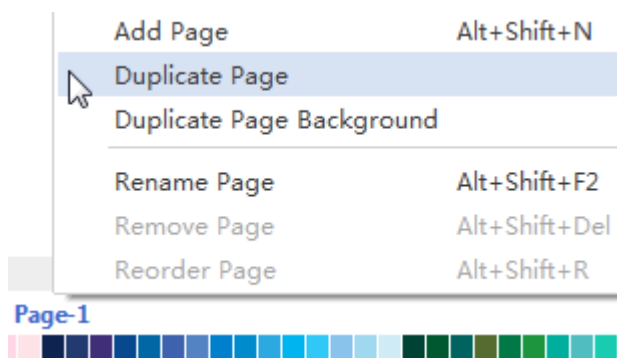
- Keep related drawings in the same file. For example, for an office expansion project, you can keep office layouts in one file and drawings of the distribution of office equipment in another.
- Keep all revisions of a single drawing in one file on successive pages to show how a project has progressed.
- Present a series of drawings in full-screen view and navigate between them, as in a slide show.
- Link pages together. For example, you can use hyperlinks to go from a workflow diagram shape to a detailed procedure on another page.
- Place items that you want to display on every page on backgrounds. For example, you can place a company logo on a background so that it appears on every page in your drawing.

Add a New Page

In the lower-left of the drawing window, click the green plus sign |  | to add new pages.

There is also another way to add a new page as follows.

In the lower-left of the drawing window, right click a page label, and then click Add Page.



To change the scale or size of the new page, right click the blank region in the new page.

Duplicate Page

1. In the lower-left of the drawing window, right click a page label.

2. On the popup menu, click **Duplicate This Page** to duplicate the whole page or **Duplicate Background** to duplicate the background.

Delete Page

In the lower-left of the drawing window, right click a page label, on popup menu click **Remove Page** to delete 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 renumbers the page names to reflect the new order when you check the Update the page name automatically.

Add Page Number

1. Click **PAGE LAYOUT** tab on ribbon.
2. Click **Page Number** drop down button.
3. Click **Page Number Style**, **Page Number Position** to set the page number.

Change the Drawing Page or Printer Paper Size

In Edraw, the drawing page size and printer paper size are set separately. You can set a drawing page size that is the same as, larger than, smaller than, or has a different orientation from the printer paper.

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

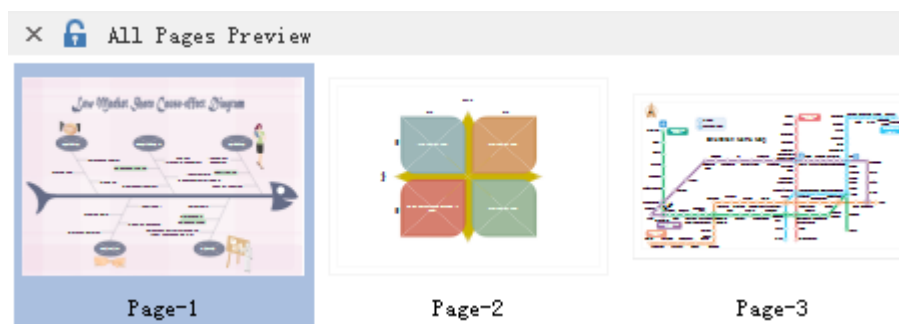
1. Click **FILE Menu**.
2. Click **Print**.
3. Choose the paper size on right panel.

Note: Click **More Print Setup...** to open the **Print Setup** dialog, the print paper preview shows that how your drawing fits on the printer paper. If your drawing page size is larger than your printer paper size, your drawing is printed, or tiled, across multiple pages. To make a drawing fit on smaller printer paper, click the Print Setup tab and under Fit to, type 1 into both boxes.

Page Preview

You can preview each page quickly to get an overview of your document.

On the bottom left corner of your drawing page, click the triangle shape that points to the right ▲. You can also click another preview button at the bottom right corner of the screen . The previews of all pages show at the corner.



Switch to different pages by clicking the preview thumbnail.

To close the preview, click the cross shape above the preview.

Page Margin

Users can set page margin according to their needs.

1. Go to **File** menu, click **“Options”**, and choose **“Grid”**.
2. On the bottom of the Grid menu, you can set the horizontal page margin and vertical page margin by clicking the triangle buttons or entering a number.

Page horizontal margin:

Page vertical margin:

Change the Ruler Measurement Units

To change ruler measurement units, on the **PAGE LAYOUT tab**, click **Unit** button, click the unit you want.

Rulers

Each drawing window has vertical and horizontal rulers that show measurements at the scale of the drawing.

Change the Ruler Measurement Units

To change ruler measurement units, on the **PAGE LAYOUT tab**, click **Unit** button, click the unit you want.

Show or Hide Rulers

On the **VIEW** menu, in the Show/Hide group, click **Rulers**.

Grid

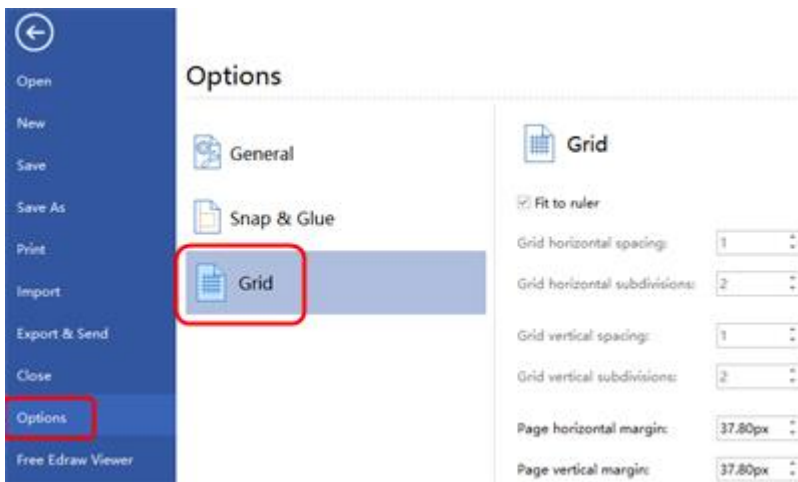
The grid helps to position shape more precisely.

Show or Hide Gridlines

On the **VIEW** menu, in the Show/Hide group, click **Gridlines**.

Change Grid Spacing and Subdivisions

Open **File** menu, click "**Options**", and choose "**Grid**". You can set grid spacing and subdivision by clicking the "Up and Down" buttons or entering a number.



Snap and Glue

You can modify the snap and glue options.

In the **FILE Menu**, click the **Option** button.

Then in the pop up property dialog, you can set the option in the **Snap & Glue** tab.

Snap & Glue

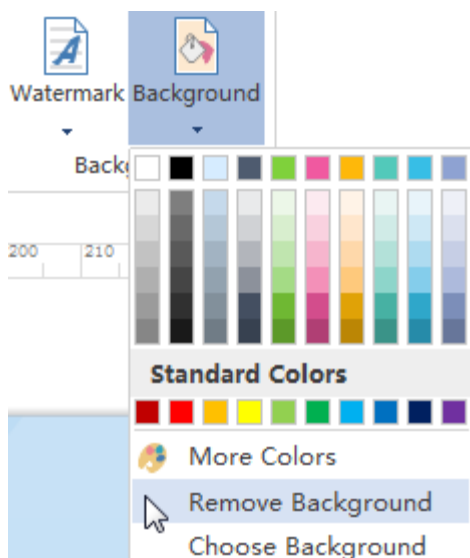
- Ruler Subdivisions
- Grid
- Guideline
- Shape vertices
- Connection points
- Dynamic grid
- Drawing aids

Background View

Add Background

Open the Backgrounds library if it's not already open. On PAGE LAYOUT tab, click Background and then select Choose Background. (On the Libraries menu, point to **Predefined Symbols**, point to **General**, and then click **Backgrounds**.) Drag a background shape onto your page.

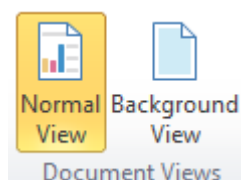
If you want to add only one single color to the background, switch to PAGE LAYOUT tab and then click Background. Choose a color for the page through the dropdown menu. If you don't like the background, remove it.



Edit a Background Page

You can edit the predefined backgrounds or edit a blank background.

On the **VIEW** menu, click the **Background View** button.

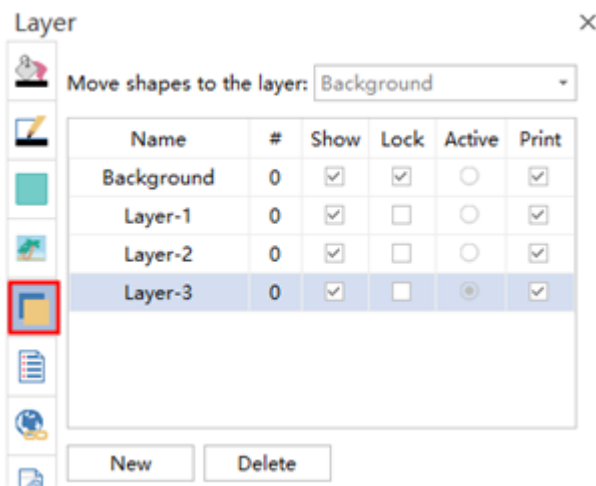


Then you can edit the shapes in the background layer as in the normal view.

After you finish editing, click the **Normal View** button to switch to the normal view.

Layers

Layers help you work with group of shapes. You can open the layer menu from the right sidebar.



1. To create a new layer, click the **New** button on the bottom.
2. Select an active layer from the **Active** column. The newly added shape will go to the active layer.
3. Check the **Lock** box of a layer, the shapes in this layer will be locked and cannot be selected or operated.
4. Uncheck the **Show** box of a layer, the shapes in this layer will not be displayed.
5. Uncheck the **Print** box of a layer, the shapes in this layer will not be printed.

Chapter 7 Saving and Printing

Save a File

(CTRL + S)

When you save a file, you can save it to a folder on your hard disk drive, a network location, disk, CD, the desktop, or another storage location. You need to identify the target location in the Save in list. Besides, the saving process is the same, no matter what location you choose.

Click the **FILE Menu** , and then click Save.

Keyboard shortcut: To save the file, press CTRL+S.

Tips: If you are saving the file for the first time, you are asked to give it a name.

* Edraw project file is the *.edx file or *.eddx file. Only these two file types can be edited in Edraw program.

Save a File to another Format

To use Edraw together with other programs, you can export Edraw documents to various formats.

Very often it's needed to view or print a document on different computers and platforms. In this case you can export your document to the PDF format.

By publishing your documents on the Web you can easily share it with many people.

To make a presentation you may want to use slide show.

To insert a drawing into other documents (for instance, Word), you need to transform it into a file of some graphic format. Edraw is well equipped for these tasks.

Click the **FILE Menu**, and point to **Save As...** item.

Then choose the format type such as PDF, HTML, Graphic Formats, TIF or others.

Save Auto Recover Information Automatically

Auto Recovery is not a replacement for regularly saving your files. If you choose not to save the recovery file after you open it, the file is deleted, and your unsaved changes are lost. If you save the recovery file, it replaces the original file (unless you specify a new file name). The more frequently your files are saved, the more information is recovered if there is a power failure or other problem while a file is open.

Export to Editable PDF

1. Click the **FILE Menu**.
2. Click **Export & Send**.
3. Click **PDF, PS, EPS**.
4. Choose **PDF** to export Edraw diagram to editable PDF file.

Export to Editable MS Office File

This feature lets you export Edraw diagram to editable MS Office file, including .docx, .pptx, and .xlsx.

1. Click the **FILE Menu**.
2. Click **Export & Send**.
3. Click **Office**.

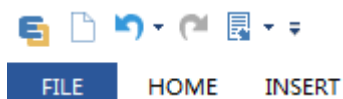
Note: For the exported .docx file, only Word 2010 and later versions can open it correctly. If you have a lower version of Word, you can export diagram to .pptx, then copy the diagram from PowerPoint to Word. You can also copy diagram in Edraw and paste it into Word.

Undo, Redo an Action

You can undo and redo up to 100 actions in Edraw programs.

Undo the Last Action or Actions that You Made

To undo an action, do one or more of the following:



Click Undo on the Quick Access Toolbar.

Keyboard shortcut: CTRL+Z.

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

All of the selected actions are reversed.

Redo Actions that You Undid

To redo an action that you undid, click Redo on the Quick Access Toolbar.

Keyboard shortcut: You can also press CTRL+Y.

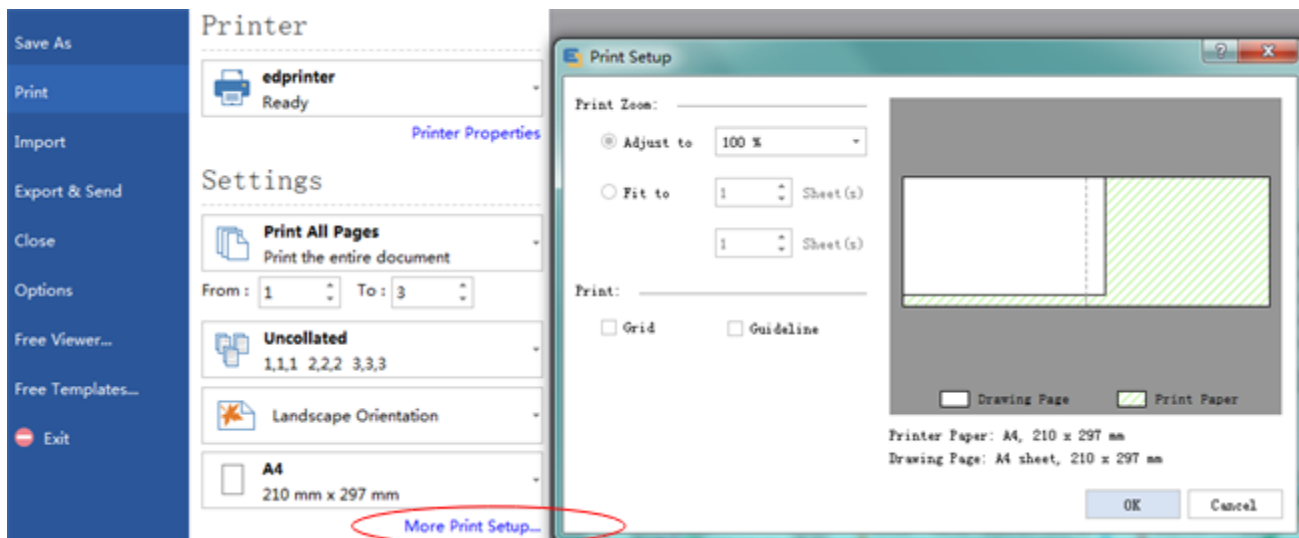
Print

Note: Changes you make to options on this tab apply to the current page only.

Print Setup

(Ctrl + P)

Click the **FILE Menu**, click **Print**, and then click **More Print Setup...** to see if a drawing page and printer paper work together the way you want.



Paper Size

Shown in the list are the paper sizes supported by the current printer as well as industry standard sizes. You can select Same as printer paper size on the Page Size tab to make changes to the paper size also apply to the drawing page (drawing page: The page in a drawing window that contains a drawing. A page can be either a foreground or a background page. Each page has a size, which usually corresponds to a standard paper size, and it has a scale.) size.

Paper Orientation

Specify the paper orientation as portrait or landscape.

Setup

Open the Print Setup dialog box, where you can select printing options

Adjust to

Reduces or enlarges the drawing page to a specified percentage of actual size for printing only. If the drawing page is larger than one paper size, the diagram will be printed onto more papers.

Fit to (sheets across by sheets down)

Fits each drawing in the print job on the specified number of sheets across and down. Depending on the number of pages and the margins you specify, the drawing is enlarged or reduced. If the pages across and down are not proportional to the drawing's dimensions, only those sheets needed to maintain the drawing's proportions are used.

Preview

Displays a thumbnail of how the printer paper and drawing page are currently set to work together. You can exactly match the printer paper and drawing page.

Printer Paper

Lists the current printer paper settings, including paper size and paper orientation.

Drawing Page

Lists the current drawing page settings, including page size and page orientation. You can change these options on the Page Size tab.

Print Preview

(Ctrl+P)

Click the **FILE Menu**, click **Print**.


Tips: If you aren't satisfied with the result, you can change the print options in the **Print Setup** dialog.

Preview different page by click the arrows below the preview window.

Click the **FILE Menu**, click **Print**, and then click **More Print Setup**.

Share

You can share Edraw files to anywhere via a web link.

1. Click **Share**  button on the top right corner of the program.
2. From the pop-up dialogue, a link and a QR code are generated. Click the **Copy** button to copy the web link, or scan the QR code to share.



3. Click the "**Share Manager**"  button you can manage shared files.

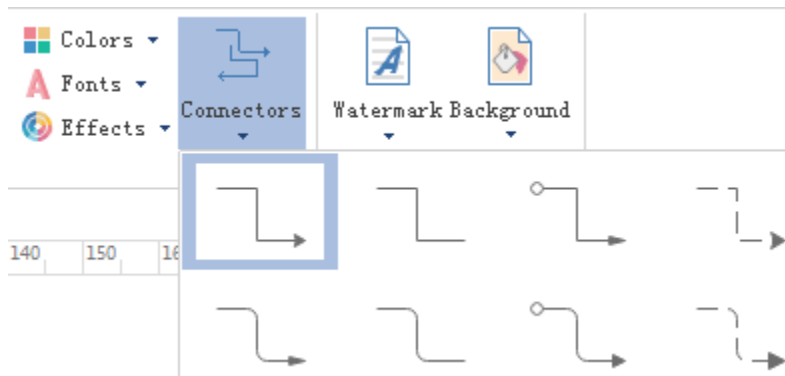
You can:

- a. Set expire time of a shared file.
- b. Cancel a share.
- c. See how many times a share has been viewed and liked.

Chapter 8 Choose Predefined Connector Style

You can choose a predefined connector style quickly. This option applies to all connectors at once. It helps you change the connector style quickly without selecting the connectors.

1. Go to PAGE LAYOUT tab.
2. Click Connectors in the Themes group.
3. From the dropdown menu, select your desired connector style.



Note: Themes can also change the connector style but themes also change the shape fill and font. When you only want to adjust connectors, you had better do it by choosing predefined connectors.

Chapter 9 How to Make an Organization Chart?

Start Organization Chart

Start Edraw.

On start page click **Organizational Chart** in **Available Templates** list.

Double click template icon to create a blank organization chart document.

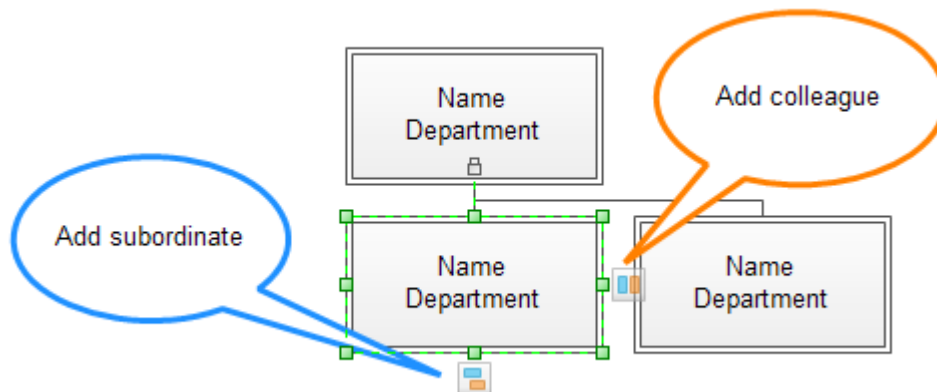
You will get a set of organizational chart libraries and **Org Chart** tab comes up.

Drag the **Position** shape from library to page.

Add Subordinate and Colleague

There are several ways to achieve this goal:

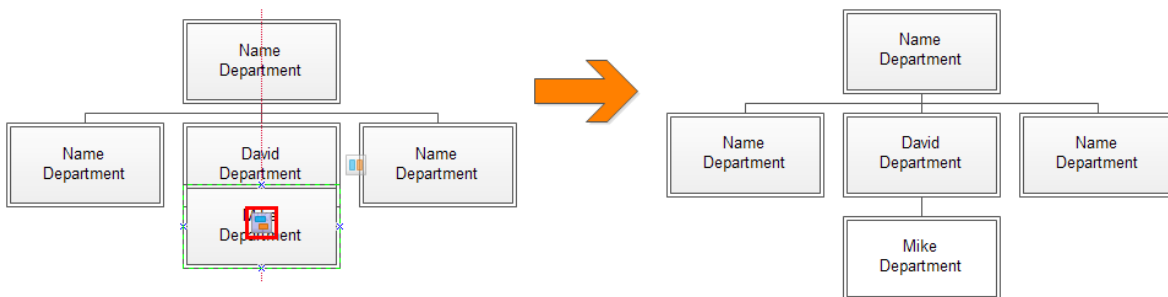
- ✧ Select an employee shape, click floating buttons to add subordinate and colleague.



- ✧ Select an employee shape; click **Add Subordinate** and **Add Colleague** on **Org Chart** tab.



- ✧ Select an employee shape, press **Insert** key to add a colleague and press **Ctrl + Insert** key to add a subordinate.
- ✧ Move an employee shape over the floating button of the target shape, release mouse key when a red box appears to add as subordinate.



- ✧ Click **Connector Tool** on **HOME Tab**, add a connector between employee shapes, Edraw will generate the relationship of the shapes, the below shape is subordinate, click **Select** on **HOME Tab** to turn off connector tool.

To add assistant click **Add Assistant** on **Org Chart** tab.

Note: If the connector between cards is deleted, the relationship of the cards will be removed.

Create an Organization Chart from Data Automatically

If you have all the employee information in a document like Excel worksheet or Text, Edraw can generate an organization chart diagram automatically for you.

Firstly, you need to create a blank organization chart document.

Click **Import** on **Org Chart** menu, then the **Data Importing Wizard** starts. On the first page of the wizard, choose the data sources file including the employee information, then click **Next**.

Note: The source data needs to include the columns for employee name and the person the employee reports to.

On the second page of the wizard, you need to identify the columns containing employee name and reports to. If the data source has two name fields, you need to identify the first name column, and then click **Next**.

Name: Reports to: First Name:

	Name	Title	Department	Phone	Email	ReportsTo	IsAssistant
1	Michael Demker	CEO	CEO	88889999	michealdemk...		0
2	Hein Sabelis	Sales Presi...	Sales Depar...	88889999	hein@compan...	Michael Demker	0
3	Rune Johann...	Sales Manager	Sales Depar...	88889999	rune@compan...	Hein Sabelis	0
4	Tony Coo	Sales Director	Sales Depar...	88889999	tonycoo@com...	Hein Sabelis	0
5	Janet Wilson	Sales Assoc...	Sales Depar...	88889999	janet@compa...	Hein Sabelis	0
6	Steven Golding	Marketing P...	Marketing D...	88889999	steven@comp...	Michael Demker	0

On the third page of the wizard, choose the data fields and display fields. The data fields will be added to the employee shape as shape data (customer properties), the display fields will be shown on the employee shape, then click **Next**.

Note: When you export org chart to excel or text, the employee shape data will be exported as data columns.

On the fourth page of the wizard, choose the employee shape style, then click **Finish** to generate the org chart.

Change Layout

Use the layout tools on **Org Chart** tab to make changes to the way the diagram looks.

Select **Auto Layout** check box to enable auto layout mode, under auto layout mode the whole diagram will be re-arranged when you add or delete employee shape.

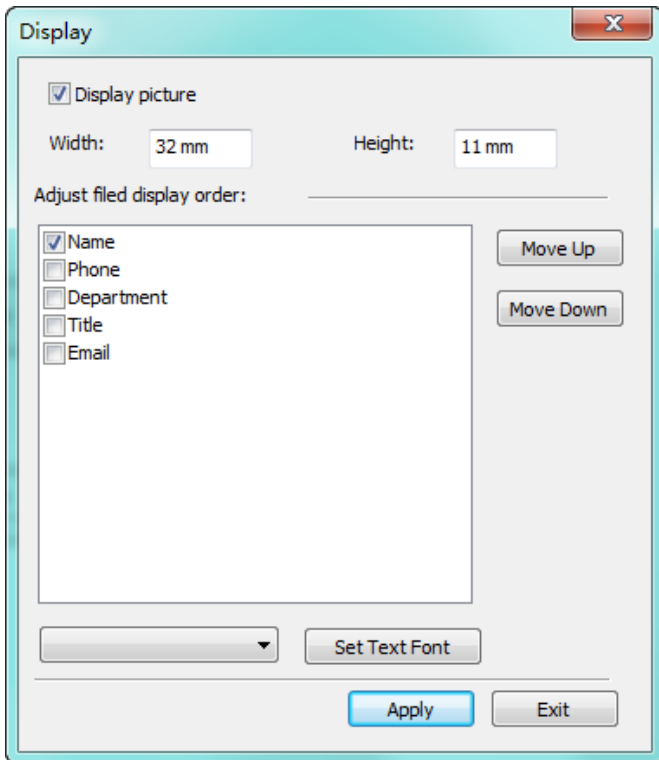
Under default layout mode, sometimes new employee shape will overlap other shapes. To avoid this problem you can move away the shape manually, or start auto layout mode, or click **Relayout** on **Org Chart** tab to re-arrange the whole diagram.

Define Field and Display Options

Click **Define Field** on **Org Chart** tab, on the **Shape Data** dialog, you can define the employee shape data fields. The modifications can be applied to selected shapes, current page or all pages.

All the data fields will be exported as excel columns when you export diagram to excel.

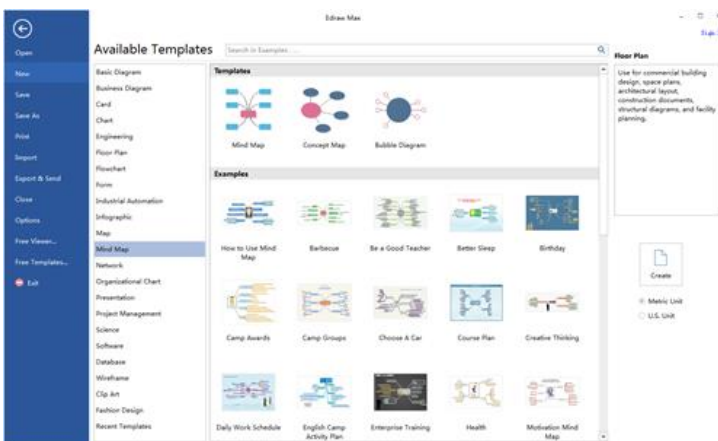
Click **Display Options** on **Org Chart** tab, on the **Display** dialog you can define the data fields, display order of the fields, the font style of the fields and the size of the shape. The modifications can be applied to selected shapes, current page or all pages.



Chapter 10 How to Create a Mind Map

Start a Blank Mind Map Drawing Page

1. Start **Edraw**.
2. On start page, click **Mind Map** in **Template Categories** list.
3. Double click **Mind Map** icon to open a blank drawing page.
4. The **Mind Map** libraries panel and **Mind Map** tab open.
5. Drag a **Main Idea** shape onto the drawing page.



Alternatively, you can also get started from a template to save time. To do so: After the 1 step above, double click a preferable example to open it. Then you can begin to add your own text to replace the original content.

Add Main Topics and Subtopics

There are several ways to do this. Connectors are added automatically.

Use the Insert Key - the Fastest Way

1. Delete the default shape.
2. Press **Insert** key the first time to add a pair of **Main Idea** and **Main Topic** Shapes.
3. Press **Insert** more times to add more **Main Topic** shapes.
4. Press **Ctrl + Insert** to add Subtopic shapes to the Main Topic shape selected.

Use the Floating Button

1. Select a shape.
2. Click the floating button to add topic or sub topic.



Drag and Drop

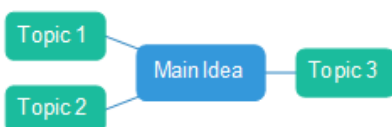
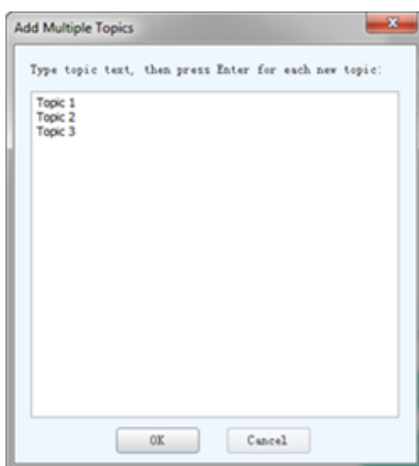
1. Drag a shape over the target shape.
2. Release the mouse when an orange box shows.



Add Multiple Topics

If you want to add more than one topic each time, use Add Multiple Topics.

1. Click **Add Multiple Topics** on **Mind Map** tab.
2. Type in or copy topic text to the dialogue box.
3. Click **OK**.



Note: The number of lines of text determines the topic number. The layout sequence is automatically configured as clockwise, from left to right or top to down.

Arrange the Layout

Change the Whole Layout Style

1. Choose the **Main Idea** shape.
2. Select a layout style on Mind Map tab.
3. Click **Distance** on Mind Map tab to **Increase/Decrease Horizontal/Vertical Distance** if you only need minor changes.

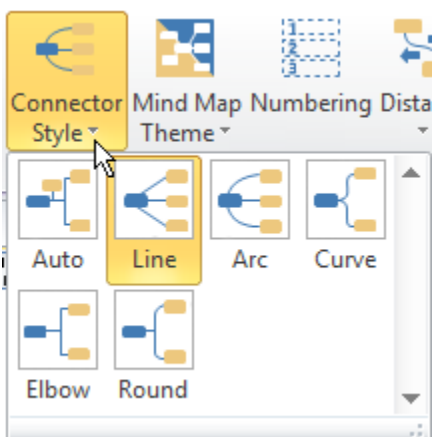


Change the Layout Style of a Certain Part

1. Choose the **Main Topic** shape.
2. Select a layout style on **Mind Map** tab.

Change All Connectors' Styles

1. Press **Ctrl + A** to select the whole map.
2. Click Connector Style.
3. Select the style you prefer.

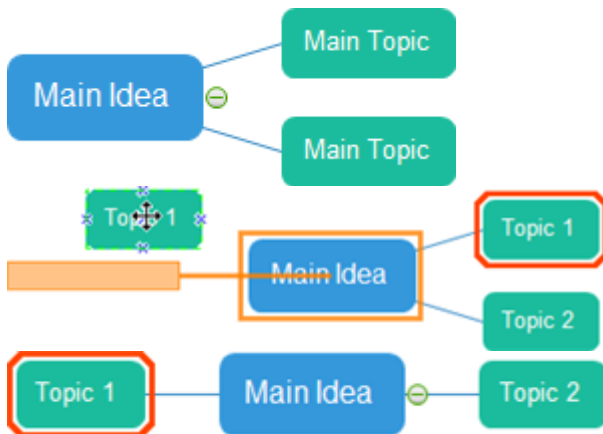


Change Some Connectors' Styles

1. Choose the shape whose connectors you want to change.
2. Click **Connector Style**.
3. Select the style you like. The connectors between the selected shape and the shape/shapes of next level will be changed.

Change Location of a Certain Shape

1. Move the pointer over the target shape. The pointer turns into four-headed arrow to show which shapes is selected.
2. Drag the shape to the location where you want to place it. When dragging the shape, an orange box appears to show the location.
3. Drop the shape when it is on the ideal location.



Edit Mind Map

Add Text to Shapes

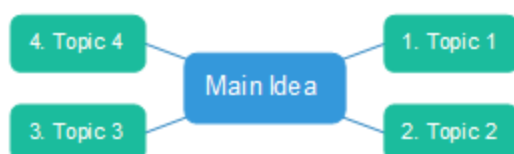
1. Double click the shape.
2. A red box shows.
3. Type contents in the text box.
4. Click a blank area on the drawing page to finish typing.

Note: By default, the connectors are locked. You need to click **Lock Connector** button on **Mind Map** tab to unlock them if you want to edit them. Connectors in **Mind Map** cannot be added text to.



Add Numberings to Text

Click Numbering on the **Mind Map** tab.



Add Symbols to Shapes

There are an array of symbols specifically designed for mind maps, such as Numbers, Flag and Arrow. They can be glued to shapes directly while you drag them onto shapes.

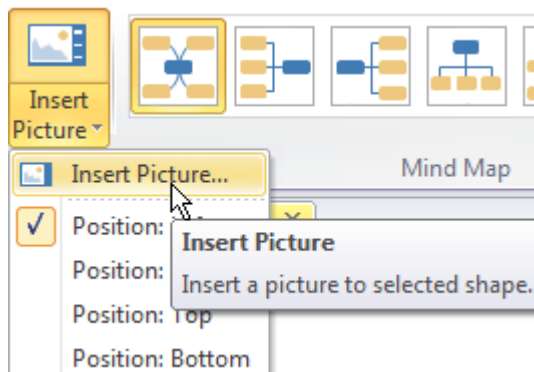
1. Open **Symbols** stencil.
2. Choose the symbol you need.
3. Drag it over the shape you want to add symbol to.
4. An orange box shows.
5. Release the mouse.



Insert Pictures to Shapes

Except for the attached symbols, we recommend to use Insert Picture tool on Mind Map tab to insert pictures to shapes. In this way, the added pictures will be glued to the shapes so that they can be edited together. Otherwise, they are still separate.

1. Select the shape you need to insert shape to.
2. Click **Insert Picture**.
3. Choose the position for the picture.
4. Click **Insert Picture** again.
5. Locate the picture you need.
6. Click **Open**.

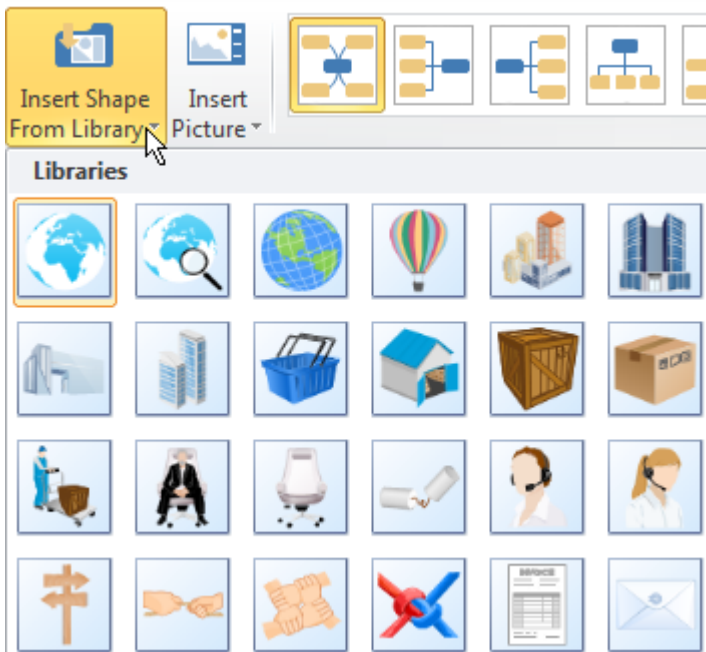


Note: The position of inserted picture can also be changed by right clicking on it to choose another position.

Insert Shape from Library

Please keep in mind that, when using this function, you can only insert shapes from the currently opened library. The default position is on the left. You can adjust the position by right click on the inserted shape.

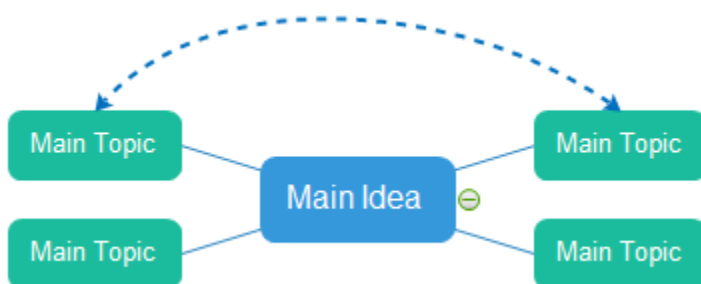
1. Click **Insert Shape from Library**.
2. Choose the shape you need.



Insert Relationship

Some shapes are not connected directly. But you can show their relationship by using **Insert Relationship**.

1. Click **Insert Relationship**.
2. Move the pointer to one of the shapes you wish to insert relationship to.
3. The connection points appear and the one under the pointer becomes red.
4. Drag the mouse from the selected connection point to another shape's connection point.

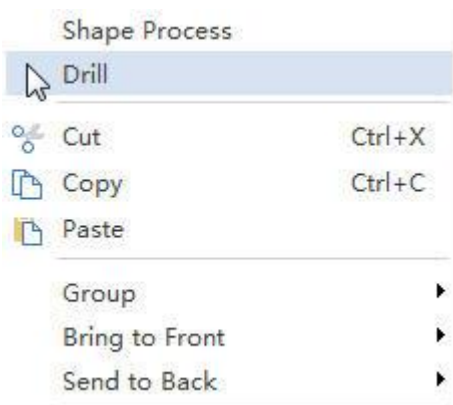


Special Functionalities of Mind Map Software

Drill

When you are presenting the mind map, you can use this functionality to magnify details. It can hide the parallel and upper-layer relationships so that you can focus on details.

1. Select the topic you need to focus on.
2. Right click on it to open the right-click menu.
3. Click **Drill**.



Create Gantt Chart from Mind Map

1. Click **Create Gantt** button on the Mind Map tab.
2. Click **Next Step**.
3. Change the Gantt chart display option.
4. Click **OK**.

Apply Mind Map Themes

Based-on **Mind Map**'s distinctive feature, we have designed a series of Mind Map themes to offer more diversified styles for you to choose. In the default theme, the main idea shape is blue; the main topic shape is green and the connectors are straight. To change all shapes and connectors style once at a time, follow the steps below:

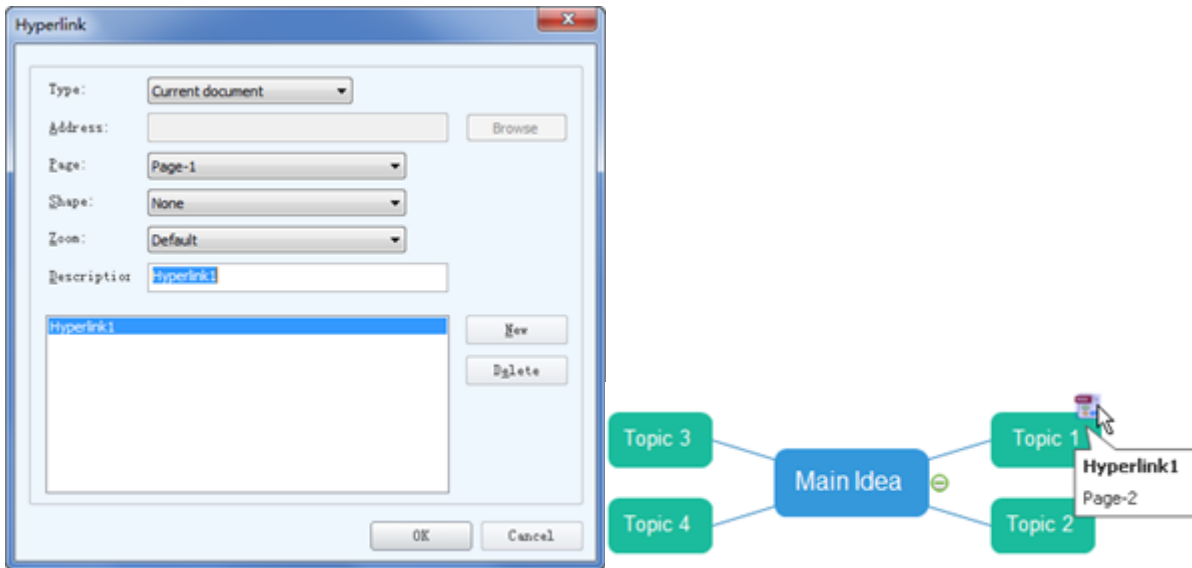
1. Click **Mind Map** menu.
2. Click **Mind Map Theme**. Then the thumbnails of all available **Mind Map** themes show.
3. Choose your desired theme.



Add Hyperlink

You can link your Map to any website you want. To navigate between different pages of your drawing conveniently, you can also link a certain topic to one specific page. Thus, you can show more details of a certain topic.


1. Move the pointer over the target shape.
2. Right click on the shape to open the right-click menu.
3. Choose **Hyperlink** and the **Hyperlink** dialogue box shows.
4. Enter the website address you want to link and choose the page number of current document if you want to navigate within your own mind map.
5. A thumbnail shows to represent the hyperlink. Click it to go to the linked page.



Note: If you don't need the added hyperlink and want to delete it. Right click on the shape. Then choose hyperlink and click **Delete** in the **Hyperlink** dialogue box.

Add Note

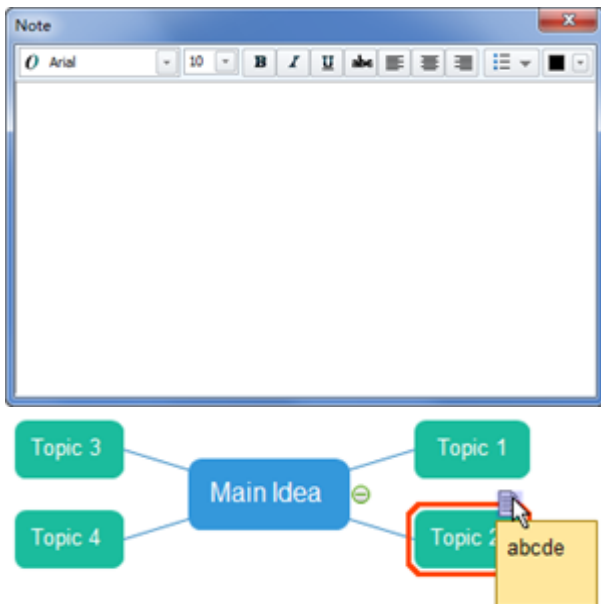
One amazing thing to point out is that you can immediately add notes during your presentation when your audiences give you advice or comments. And your boss can also add notes to your work quite conveniently when reviewing it.

1. Open the target document to which you would like to add a comment.
2. On the Format Task pane, click the **Comment** icon .
3. Type in your comment in the pop-up box.
4. Hit on **Comment** to finish it.

Below is another way to add comment.

1. Move the pointer over the target shape.
2. Right click on the shape to open the right-click menu.
3. Choose edit Note and the Note dialogue box shows.
4. Type in the text.
5. A thumbnail looking like a notebook shows to represent the added Note. Click it to show the note.

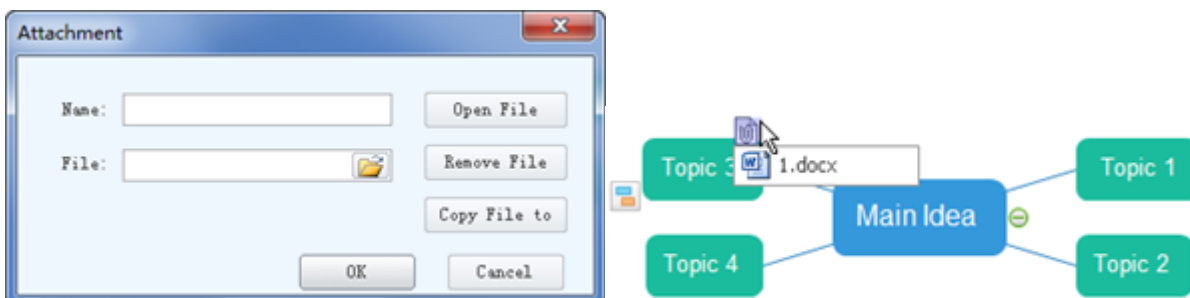
Note: If you don't need the added note and want to delete it. Right click on the shape. Then delete the text in the dialogue box.



Add Attachment

Compared with PowerPoint, Edraw Mind Map's strength of adding attachment lies in its convenience. Right after you add the attachment, the attached document has been saved in the file. That means you don't need to copy that document with the file every time you move it. If you send the mind map to your colleagues, they can also see the attachment.

1. Move the pointer over the target shape.
2. Right click on the shape to open the right-click menu.
3. Choose **Attachment** and locate the file you want to add.
4. Click **OK**.
5. A thumbnail looking like a pin shows to represent the added Attachment. Click it to show the Attachment.



Note: For other viewers of your **Min Map**, they can even copy the attachments and save them for future use. To do so, click **Copy File** to in the **Attachment** dialogue box. Clicking Delete will delete the attachment.

Create Click Event Map

If you want to open the hyperlink more easily by just clicking a shape rather than the tiny thumbnail, you can create a **Click Event Map**. After you add the hyperlink,

1. Right click on the shape with hyperlink.
2. Select **Click Event Map**.
3. Choose **Hyperlink** in the dialogue box.
4. Click **OK**.

Chapter 11 How to Make a Gantt Chart?

Set up a Gantt Chart

On start page click **Project Management** in **Template Categories** list.

Double click **Gantt** template in **Templates** list to create a blank document.

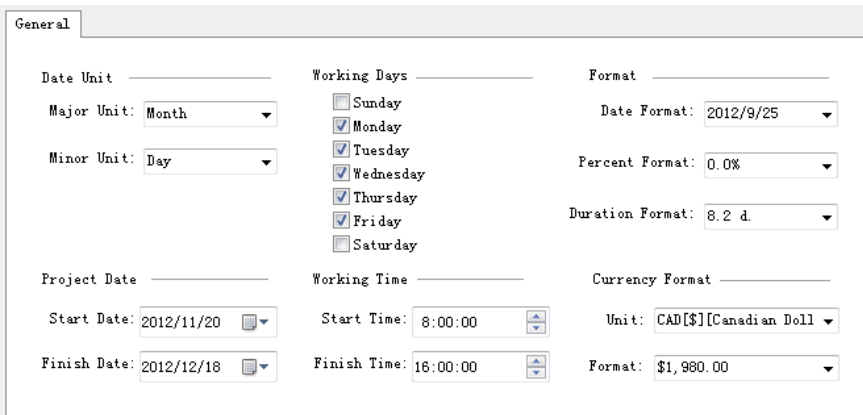
Edraw opens Gantt library and adds **Gantt Chart** tab to ribbon.

Drag a Gantt shape from library to page, **Gantt Options** dialog pops up.

In the **Gantt Options** dialog, set up dates for the timescale and working days. You can also choose the other options to format the way the Gantt looks.

Note: Major Unit is the longer unit of time you want to use in the Gantt chart, and **Minor Unit** is the smaller unit of time, e.g. month/day.

Click **OK** to apply the options to the chart, if you do not know how to set up the options, you can use the default choice, and change the options later.



The screenshot shows the 'General' tab of the 'Gantt Options' dialog box. It contains several sections for configuring the chart's appearance and data:

- Date Unit:** Major Unit: Month, Minor Unit: Day.
- Working Days:** A list of days with checkboxes: Sunday (unchecked), Monday (checked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), Saturday (unchecked).
- Format:** Date Format: 2012/9/25, Percent Format: 0.0%, Duration Format: 8.2 d.
- Project Date:** Start Date: 2012/11/20, Finish Date: 2012/12/18.
- Working Time:** Start Time: 8:00:00, Finish Time: 16:00:00.
- Currency Format:** Unit: CAD[\$] [Canadian Doll], Format: \$1,980.00.

Edit Gantt Chart Data

You can define the following elements in the Gantt.

- ✓ Tasks
- ✓ Milestones
- ✓ Summary task

- ✓ Task links (Task dependencies)
- ✓ Task label
- ✓ Task hyperlink (Link to the task resource)
- ✓ Data columns
- ✓ Data Format

Tasks

Each task occupies a row in the Gantt chart. Click anywhere inside the row rectangle area to select the task. The orange transparent one is the selected mark.

Hint: You can hold down the Ctrl key and click additional task to select multiple tasks.

ID	Task Name	Start	Finish	Duration	Complete	2012/10/1																									
						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
1	Design proposal	2012/10/1	2012/10/9	7.0 d.	71.4%	[Gantt bar from day 1 to 9, 71.4% complete]																									
2	Approved by the owners	2012/10/10	2012/10/10	0.0 d.	0.0%	[Gantt bar on day 10, 0.0% complete]																									
3	Construction preparation	2012/10/10	2012/10/19	8.0 d.	0.0%	[Gantt bar from day 10 to 19, 0.0% complete]																									
4	Measure	2012/10/10	2012/10/11	2.0 d.	0.0%	[Gantt bar from day 10 to 11, 0.0% complete]																									
5	Transportation decorate material	2012/10/12	2012/10/15	2.0 d.	0.0%	[Gantt bar from day 12 to 15, 0.0% complete]																									
6	Removed appoint wall	2012/10/16	2012/10/19	4.0 d.	0.0%	[Gantt bar from day 16 to 19, 0.0% complete]																									
7	Water electrician	2012/10/22	2012/10/25	4.0 d.	0.0%	[Gantt bar from day 22 to 25, 0.0% complete]																									

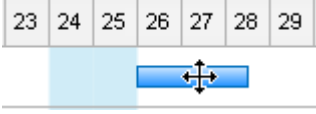
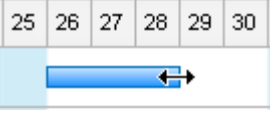
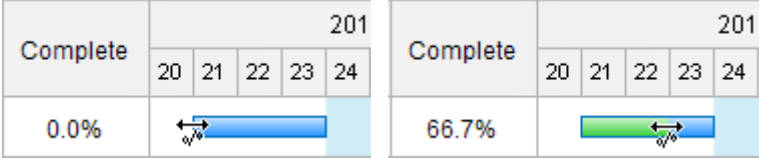
Note: Right click task, Edraw pops up task context menu. Right click column name, Edraw pops up column context menu.

Select All
Insert New Task
Add Sub Task
Delete
Indent
Outdent
Link Tasks
Unlink Tasks
Hyperlink
Add Right Label
Add Left Label
Create Mind Map
Create Timeline
Options

Insert Column
Hide Column
Options

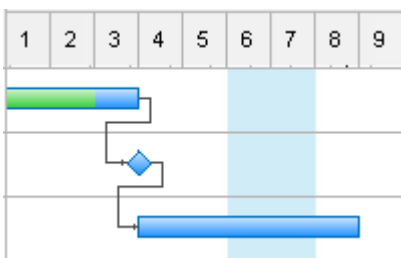
The following table shows how to set the operations.

Edraw Max	http://www.edrawsoft.com
-----------	---

Change a task name	<ul style="list-style-type: none"> ✧ Double click the cell in Task Name column and type the new name.
Change task start date	<ul style="list-style-type: none"> ✧ Double click cell in Start column, then type the new date, make sure the new data format is same as Gantt date format. ✧ Click on the task bar; hold the mouse key to move the task bar. Start date and finish date reflect the task bar position in Gantt frame. 
Change task finish date	<ul style="list-style-type: none"> ✧ Double click cells in Finish column, then type the new date, make sure the new data format is same as Gantt date format. ✧ Click on right border of the task bar; hold the mouse key to size the task bar. The finish date reflects the right border position of the task bar in Gantt frame. 
Change task duration	<ul style="list-style-type: none"> ✧ Double click cell in Duration column, then type the new duration. ✧ When you change task Finish date, duration will be refreshed.
Change task complete percentage	<p>If complete percentage is zero, click on left margin of the task bar, hold the mouse key and move to the date you want. The complete percentage reflects the complete bar finish date.</p> <p>If complete is not zero, click right border of the complete bar, hold the mouse key and move to the position you want.</p> 
Add a new task	<ul style="list-style-type: none"> ✧ Right click a task, on context menu click New Task to add a new task.

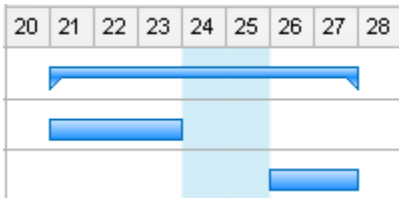
	<ul style="list-style-type: none"> ✧ Select a task, click Insert New Task on Gantt Chart tab.
Delete a task	<ul style="list-style-type: none"> ✧ Select a task or multiple tasks; click Delete on context menu. ✧ Select a task or multiple tasks; click Delete on Gantt Chart tab.
Change task style	<ul style="list-style-type: none"> ✧ Select a task or multiple tasks and choose fill color on color bar on bottom of Edraw windows. You can also click Fill on HOME Tab to change task style.

Milestones



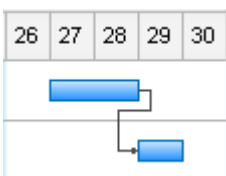
Change an existing task to milestone	<ul style="list-style-type: none"> ✧ Drag the right border of the task bar to make the finish date same as start date. ✧ Double click the cell in Duration column, type zero. ✧ Double click the cell in Finish column, type the new date same as start date. <p>Note: A milestone can be changed back to task bar.</p>
Add a new milestone	<ul style="list-style-type: none"> ✧ Add a new task and change it to milestone.
Delete a milestone	<ul style="list-style-type: none"> ✧ Select a milestone, click Delete on context menu. ✧ Select a milestone, click Delete on Gantt Chart tab.

Summary Task

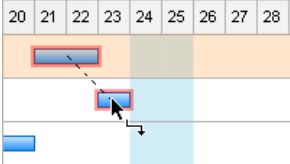


Change a summary task	<ul style="list-style-type: none"> Select a task or multiple tasks, click Indent on context menu or Indent on Gantt Chart tab.
Change summary task start/finish date	<ul style="list-style-type: none"> Move summary task bar to change its start and finish date. Change subordinate tasks start/finish date, refer Tasks section for detail operation steps. <p>Note: For summary task, you can't edit the cells in Start, Finish, Duration and Complete columns.</p>
Add a subordinate task	<ul style="list-style-type: none"> Select a task below summary task, click Indent on context menu or Indent on Gantt Chart tab.
Remove a subordinate task	<ul style="list-style-type: none"> Select a subordinate task, click Outdent on context menu or Outdent on Gantt Chart tab.

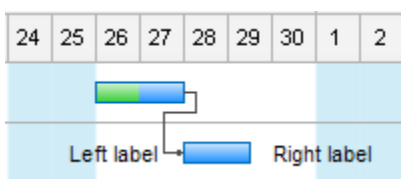
Task Links (Task dependencies)



Link tasks	<ul style="list-style-type: none"> Click on task bar > hold key down and move mouse down or up > move mouse out of the task bar area > red box comes, the linking operation starts > move mouse on to another task bar > release
------------	--

	<p>mouse to finish linking operation.</p>  <p>✧ Select more than one task > right click task > on task context menu, click Link Tasks. You can also click Link Tasks on Gantt Chart tab.</p>
Unlink tasks	<p>✧ Select a task or linked tasks > right click task > on task context menu, click Unlink Tasks. You can also click Unlink Tasks on Gantt Chart tab.</p> <p>Note: If you select one task, unlink all the links of the task. If you select more than one task, unlink the links between the selected tasks.</p>

Task Label






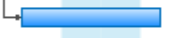
You can add text label to task bar, add the description to the task.

Right click the task, on context menu, click **Add Left Label** or **Add Right Label** to add label to the task bar, double click the label to edit the text, you can also move the label.

Data Columns

Right click column name, on column context menu, you can insert new columns or hide existing columns.

Task Hyperlink (Link to the Task Resource)

ID	Hyper link	Task Name	Start	Finish	Duration	Complete	2012/11/20										
							20	21	22	23	24	25	26	27	28	29	30
1		Internet address	2012/11/20	2012/11/22	3.0 d.	33.3%											
2		Employee data	2012/11/23	2012/11/26	1.5 d.	0.0%	 Right label										

Right click column name, on column context menu, click Insert column, select the Hyperlink check box to add Hyperlink column.

Right click task, on task context menu, click Hyperlink to add hyperlinks to the task.

Click the icon in Hyperlink column to go to the linked resource, it can be webpage, files, Edraw shapes...

Data Format

On context menu, click options to open the **Gantt Options** dialog. You can also click **Set Date** on **Gantt Chart** tab.

In the **Gantt Options** dialog box, you can change the date format, complete percentage format, duration format and currency unit and format.

Create a Gantt Chart Automatically from Data File

If you have project information in a document like Excel worksheet or Text, Edraw can generate a Gantt chart for you.

Firstly, you need to create a blank Gantt chart document. On start page, click **Project Management** in **Template Categories** list, and then double click **Gantt** template in **Templates** list to create a blank document.

Click **Import** on **Gantt Chart** menu, and **Data Importing Wizard** starts. On the first page of the wizard, choose the data sources file including the project information, and then click **Next**.

Note: The data source needs to have the columns for task name, task start date and task finish date.

On the send page of the wizard, you need to identify the columns containing task data in Column Map list. Click the cell in Mapped Name column and choose the Gantt column name.

Gantt column name	Specification
ID	[Optional] Unique identifier of task, if there is no this column in your data file, Edraw will add an increasing number to task from 1, this unique identifier is used for Dependency.
Task Name	Task name.
Start	Task start date.
Finish	Task finish date.
Duration	[Optional] Task duration, if there is no this column in your data, Edraw will generate duration value from Start and Finish.
Complete	[Optional] Task complete percentage value.
Task Level	[Optional] Identify the summary or sub task with integer value from 0. Level 1 task is sub task of level 0 task.
Dependency	[Optional] ID of the dependent task.
Resource	[Optional] Task resource.
Cost	[Optional] Task cost.
Hyperlink	[Optional] Hyperlinks to other source file.
Priority	[Optional] Task priority with integer value from 0~5.
Left Label	[Optional] Text label for task.
Right Label	[Optional] Text label for task.
Custom Date	For your custom date data.
Custom Duration	For your custom duration data.
Custom Text	For your custom text data.
Custom Number	For your custom number data.
Custom Currency	For your custom currency data.
Custom Percentage	For your percentage data.

Note: You also need to identify the date format so that Edraw can parse the date correctly.

Column Map

	Name	Mapped Name	Format
1	ID	ID	Number
2	Task Name	Task Name	Text
3	Start	Start	DateTime
4	Finish	Finish	DateTime
5	Duration	Duration	Duration
6	Complete	Complete	Percentage
7	Task Level	Task Level	Number

Confirm the date format for the data of the imported file.

2013/6/8

Task List

	ID	Task Name	Start	Finish	Duration	Complete	Task Level	Depen
1	2	Analysis	2012/11/2...	2012/11/2...	2.0 d.	100.00%	0	
2	3	Design	2012/11/2...	2012/11/2...	3.0 d.	66.70%	0	2
3	4	Design	2012/11/2...	2012/12/3...	5.0 d.	0.00%	0	3
4	5	User Inte...	2012/11/2...	2012/11/2...	2.0 d.	0.00%	1	
5	1	Functions	2012/11/2...	2012/12/3...	3.0 d.	0.00%	1	
6	7	Prototype	2012/12/5...	2012/12/7...	3.0 d.	0.00%	0	4


On the third page of the wizard, set up dates for the timescale and working days. You can also choose the other options to format the way the Gantt looks. You can refer to [Set Up a Gantt Chart](#) sector.

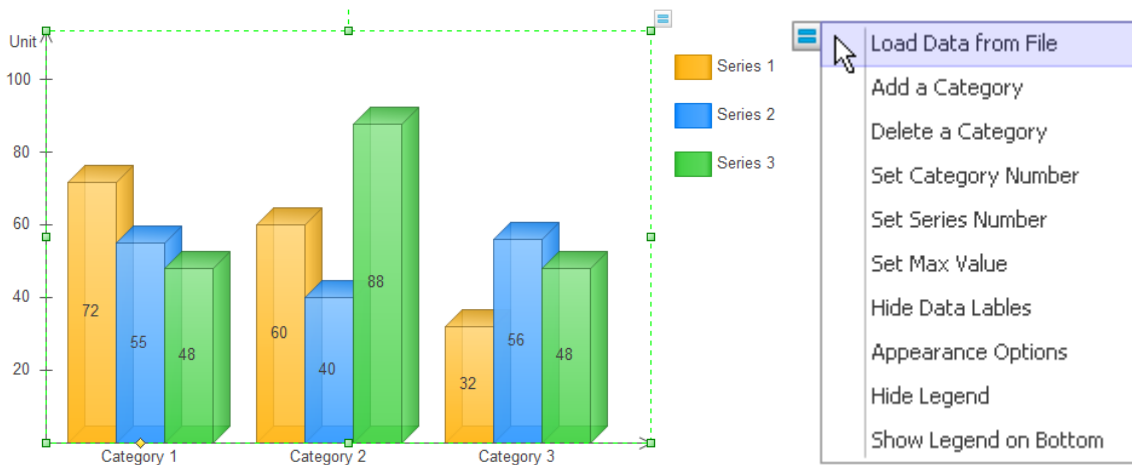
Chapter 12 Common Chart

Getting Started

On Edraw start page, select the **Chart** drawing type in the **Template Categories** list.

Double click chart template to create a blank document.

Drag a chart shape to the page and use floating action button  to set the options.



You can load data from data source in Excel or text file.

You can also double click the data label on chart to modify chart data value.

Available Chart Types in Edraw

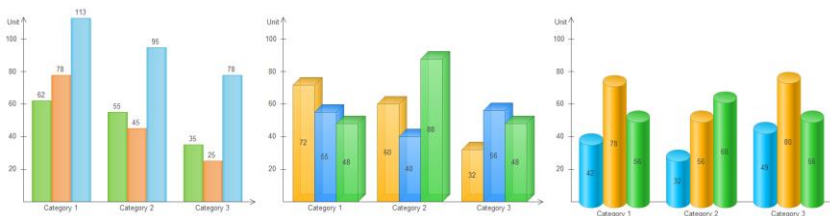
- ✓ [Column Charts](#)
- ✓ [Bar Charts](#)
- ✓ [Pie Charts](#)
- ✓ [Doughnut Charts](#)
- ✓ [Line Charts](#)
- ✓ [Area Charts](#)
- ✓ [Scatter Charts](#)
- ✓ [Radar\(spider\) Charts](#)

- ✓ [Bubble Charts](#)
- ✓ [Gauges Charts](#)
- ✓ [Comparison Chart](#)

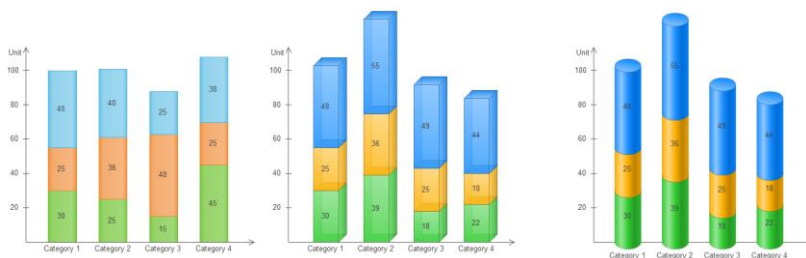
Column Charts

Column charts have the following subtypes:

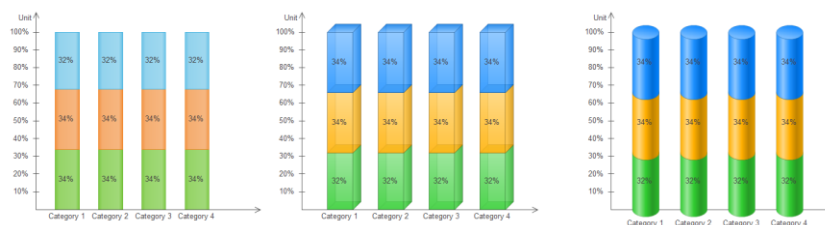
Clustered column and 3D clustered column.



Stacked column and 3D stacked column.

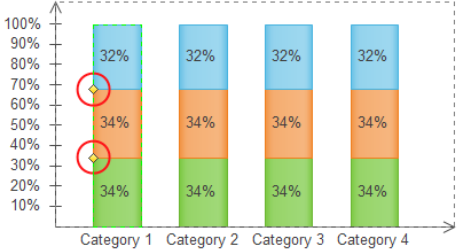
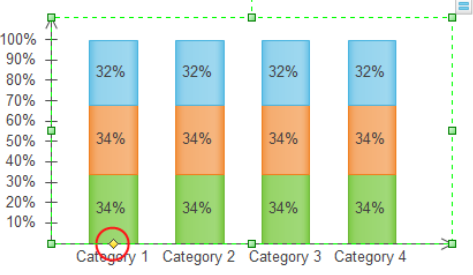


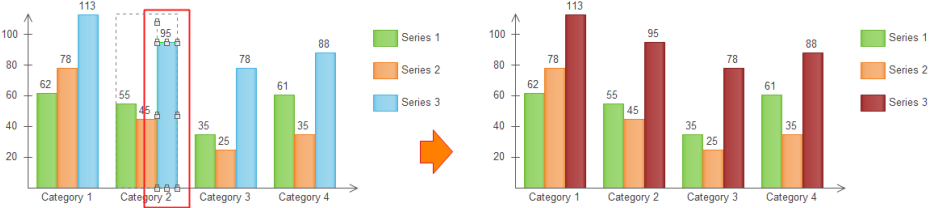

100% stacked column and 3D 100% stacked column.



The operations you can do are as follows:

Operation	Description
Edraw Max	http://www.edrawsoft.com

<p>Load data from file</p>	<p>You can load data from Excel, csv and text file.</p> <p>You can copy the example text below to newly created text (.txt) file. Save the source data, select a column chart shape, and click floating menu Load Data from File to load the text file.</p> <p>Categories, Category 1, Category 2, Category 3, Category 4, Category 5, Category 6 Series 1, 100, 85, 66, 88, 58, 79 Series 2, 62, 55, 35, 59, 72, 89 Series 3, 78, 45, 25, 35, 65, 54</p>
<p>Edit chart data</p>	<p>Double click data label on column to edit the chart data. The column height changes according to the rate of column value and axis max value.</p> <p>Note: In 100% stacked column chart you cannot edit the column percentage value directly. You need to select the category sub shape and drag the yellow diamond handle to change the column height and percentage value.</p> 
<p>Change column width</p>	<p>Select the chart and move the yellow diamond handle on bottom of the first category.</p> 
<p>Set series fill style</p>	<p>Select a series sub shape in any category or a legend sub shape.</p>

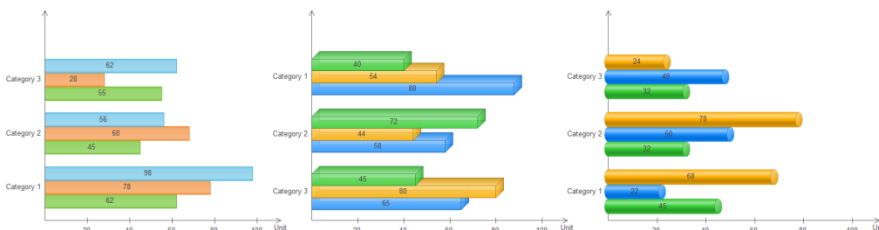
	<p>When changing the selected shape fill style, Edraw will apply the fill style to all of the series shapes.</p> 
<p>Change the category interval</p>	<p>Click Appearance Options on chart action menu, on Shape Data dialog change the Category Interval value. The interval value should be greater than or equal to 0.</p> 
<p>Add a category</p>	<p>Click Add a Category on chart action menu.</p>
<p>Delete a category</p>	<p>Click Delete a Category on chart action menu. You can also select the category sub shape and press Delete key to delete it.</p>
<p>Set category number</p>	<p>Click Set Category Number on chart action menu. The minimum value is 1.</p>
<p>Set series number</p>	<p>Click Set Series Number on chart action menu. The minimum value is 1.</p>
<p>Set axis max value</p>	<p>Click Set Max Value on chart action menu to set the axis max value.</p>
<p>Hide/Show data labels</p>	<p>Click Hide/Show Data Labels on chart action menu.</p>
<p>Change the position of data label</p>	<p>Click Appearance Options on chart action menu, on Shape Data dialog click Data Label Position to choose the label position. This is not available in stacked and 100% stacked column chart.</p>
<p>Change the date label orientation</p>	<p>In clustered column chart, Click Appearance Options on chart action menu. On Shape Data dialog, click Data Label Orientation to choose the data label orientation.</p>
<p>Set data precision</p>	<p>Click Appearance Options on chart action menu, on Shape Data dialog, click Data Precision to set the precision of data label and axis</p>

	label.
Set data format	Click Appearance Options on chart action menu, on Shape Data dialog click Data Format to select the format. There are three kinds of format: normal, thousand separator and breviary. The corresponding text is 25000, 25,000, 25K.
Set unit	Click Appearance Options on chart action menu. On Shape Data dialog, input the prefix unit and unit. The prefix unit and unit will only be displayed on axis label, e.g. \$1800 and 1800 US dollar.
Hide/Show axis	Click Appearance Options on chart action menu. On Shape Data dialog, click Hide/Show Axis .
Set axis tick number	Click Appearance Options on chart action menu. On Shape Data dialog, set Axis Ticker Number value.
Change the axis label orientation	Click Appearance Options on chart action menu. On Shape Data dialog, click Axis Label Orientation to change axis label orientation.
Hide/Show legend	Click Hide/Show Legend on chart action menu.
Move legend	Select legend sub shape > Move it to the position you want.
Size legend	Select legend sub shape > Drag handle to change its size.

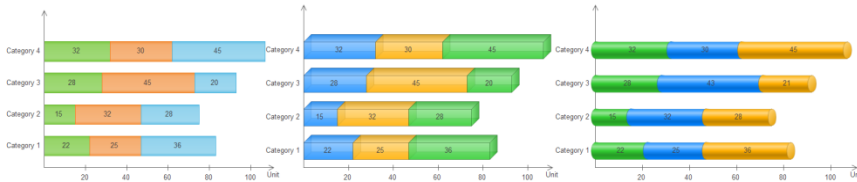
Bar Charts

Bar charts have the following subtypes:

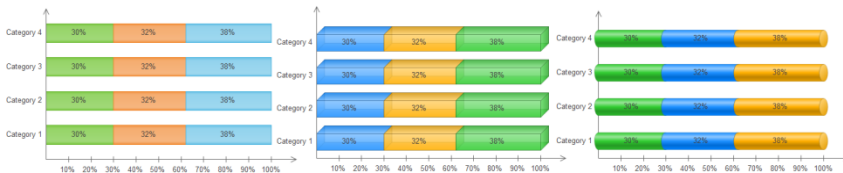
Clustered bar and 3D clustered bar.



Stacked bar and 3D stacked bar.



100% stacked bar and 3D 100% stacked bar.



The operations you can do:

Operation	Description
Load data from file	<p>You can load data from Excel, csv and text file.</p> <p>You can copy example text below to newly created text (.txt) file. Save the source data, select a column chart shape, and click floating menu Load Data from File to load the text file.</p> <p>Categories, Category 1, Category 2, Category 3, Category 4, Category 5, Category 6 Series 1, 100, 85, 66, 88, 58, 79 Series 2, 62, 55, 35, 59, 72, 89 Series 3, 78, 45, 25, 35, 65, 54</p>
Edit chart data	<p>Double click data labels on bar to edit the chart data. The bar width changes according to the rate of bar value and axis max value.</p> <p>Note: In 100% stacked bar chart you cannot edit the bar percentage value directly. You need to select the category sub shape and drag the yellow diamond handle to change the bar width and percentage value.</p>

	
<p>Change bar height</p>	<p>Select the chart > Vertically move the yellow diamond handle on right side of the first category.</p> 
<p>Set series fill style</p>	<p>Select a series sub shape in any category or a legend sub shape > Change the selected shape fill style, and Edraw applies the fill style to all of the series shapes.</p> 
<p>Change the category interval</p>	<p>Click Appearance Options on chart action menu. On Shape Data dialog, change the Category Interval value, and the interval value should be greater than or equal to 0.</p> 
<p>Add a category</p>	<p>Click Add a Category on chart action menu.</p>
<p>Delete a category</p>	<p>Click Delete a Category on chart action menu. You can also select the category sub shape and press Delete key to delete it.</p>
<p>Set category number</p>	<p>Click Set Category Number on chart action menu. The minimum</p>

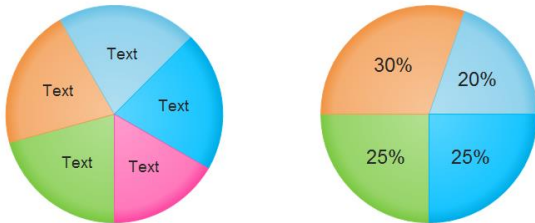
	value is 1.
Set series number	Click Set Series Number on chart action menu. The minimum value is 1.
Set axis max value	Click Set Max Value on chart action menu to set the axis max value.
Hide/Show data labels	Click Hide/Show Data Labels on chart action menu.
Change the position of data label	Click Appearance Options on chart action menu. On Shape Data dialog, click Data Label Position to choose the label position. This is not available in stacked and 100% stacked column chart.
Set data precision	Click Appearance Options on chart action menu. On Shape Data dialog click Data Precision to set the precision of data label and axis label.
Set data format	Click Appearance Options on chart action menu. On Shape Data dialog, click Data Format to select the format. There are three kinds of format: normal, thousand separator and breviary. The corresponding text is 25000, 25,000, 25K.
Set unit	Click Appearance Options on chart action menu. On Shape Data dialog, edit the prefix unit and unit. The prefix unit and unit will be displayed on axis label, e.g. \$1800 and 1800 US dollar.
Hide/Show axis	Click Appearance Options on chart action menu. On Shape Data dialog, click Hide/Show Axis .
Set axis tick number	Click Appearance Options on chart action menu. On Shape Data dialog, set Axis Ticker Number value.
Change the axis label orientation	Click Appearance Options on chart action menu. On Shape Data dialog click Axis Label Orientation to change axis label orientation.
Hide/Show legend	Click Hide/Show Legend on chart action menu.
Move legend	Select legend sub shape > Move it to the position you want.
Size legend	Select legend sub shape > Drag handle to change its size.

Pie Charts

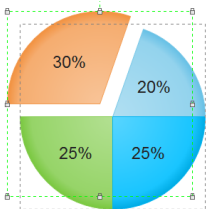
Pie charts have the following subtypes:

Edraw Max	http://www.edrawsoft.com
-----------	---

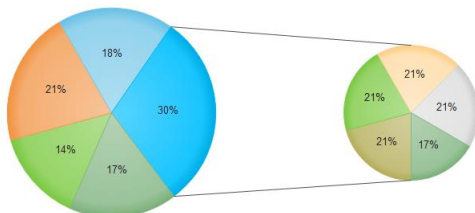
Pie and 100% percentage pie.



Note: You can select a pie sub shape and move it to new position to make explored pie chart.



Pie of pie.



Note: You can use **Line Tool** to draw connect lines between pie and sub pie. Click **Line Tool** on **HOME Tab** to turn on **Line Tool**, draw the connect lines; finally click **Select** on **HOME Tab** to turn off **Line Tool**.

The operations you can do:

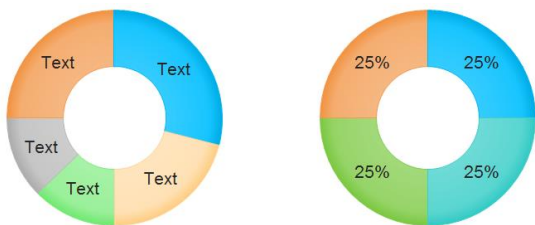
Operation	Description
Load data from file	<p>You can load data from Excel, csv and text file.</p> <p>You can copy example text below to newly created text (.txt) file.</p> <p>Save the source data, select a column chart shape, and click floating menu Load Data from File to load the text file.</p>

	Categories, Category 1, Category 2, Category 3, Category 4, Category 5, Category 6 Series, 62, 55, 35, 59, 72, 89
Edit chart data(change the pie degree)	Double click data label on pie to edit the chart data.
Set category fill style	Select a category sub shape, change its fill style and the new fill style will be applied to legend.
Add a category	Click Add a Category on chart action menu.
Delete a category	Click Delete a Category on chart action menu. You can also select the category sub shape and press Delete key to delete it.
Set category number	Click Set Category Number on chart action menu. The minimum value is 2.
Hide/Show data labels	Click Hide/Show Data Labels on chart action menu.
Show text value inside/outside of pie	Click Data Label Options on chart action menu, on Shape Data dialog click Data Label Position to choose the label position.
Set data precision	Click Data Label Options on chart action menu, on Shape Data dialog click Data Precision to set the precision of data label and axis label.
Set data format	Click Data Label Options on chart action menu, on Shape Data dialog click Data Format to select the format. There are three kinds of format: normal, thousand separator and breviary. The corresponding text is 25000, 25,000, 25K.
Set unit	Click Data Label Options on chart action menu. On Shape Data dialog edit the prefix unit and unit. The prefix unit and unit will be displayed on axis label, e.g. \$1800 and 1800 US dollar.
Hide/Show legend	Click Hide/Show Legend on chart action menu.
Show legend on right / bottom side of the pie chart	Click Show Legend on Right/Bottom Side on chart action menu. This menu item is hidden when legend is hidden.
Move legend	Select legend sub shape > Move it to the position you want.
Size legend	Select legend sub shape > Drag handle to change its size.

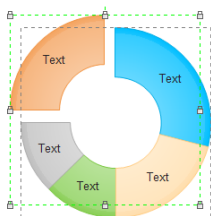
Doughnut Charts

Doughnut charts have the following subtypes:

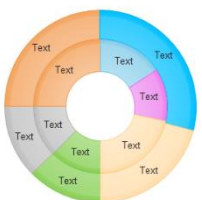
Doughnut and 100% percentage doughnut.



Note: You can select a doughnut sub shape and move it to new position to make explored doughnut chart.



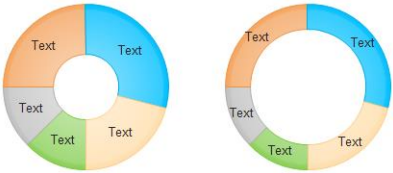
Multi-level Doughnut



Note: Multi-level doughnut is made up of multiple doughnut charts. Change doughnut chart size and thickness to get suitable appearance.

The operations you can do:

Operation	Description
Load data from file	<p>You can load data from Excel, csv and text file.</p> <p>You can copy example text below to newly created text (.txt) file. Save the source data, select a column chart shape, and click floating menu Load Data from File to load the text file.</p>

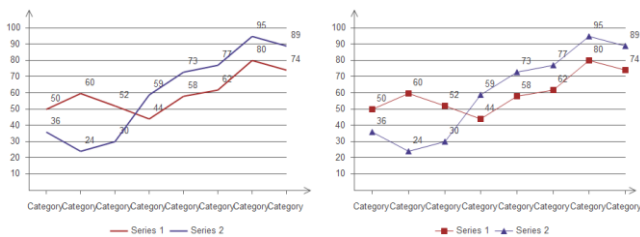
	Categories, Category 1, Category 2, Category 3, Category 4, Category 5, Category 6 Series, 62, 55, 35, 59, 72, 89
Edit chart data(change the pie degree)	Double click data label on pie to edit the chart data.
Set category fill style	Select a category sub shape, change its fill style, and the new fill style will be applied to legend.
Add a category	Click Add a Category on chart action menu.
Delete a category	Click Delete a Category on chart action menu. You can also select the category sub shape and press Delete key to delete it.
Set category number	Click Set Category Number on chart action menu. The minimum value is 2.
Hide/Show data labels	Click Hide/Show Data Labels on chart action menu.
Show text value inside/outside of pie	Click Data Label Options on chart action menu. On Shape Data dialog click Data Label Position to choose the label position.
Set data precision	Click Data Label Options on chart action menu. On Shape Data dialog, click Data Precision to set the precision of data label and axis label.
Set data format	Click Data Label Options on chart action menu. On Shape Data dialog, click Data Format to select the format. There are three kinds of format: normal, thousand separator and breviary. The corresponding text is 25000, 25,000, 25K.
Set unit	Click Data Label Options on chart action menu. On Shape Data dialog edit the prefix unit and unit. The prefix unit and unit will be displayed on axis label, e.g. \$1800 and 1800 US dollar.
Set the doughnut thickness	Click Set Doughnut Thickness on chart action menu. The thickness value is from 10% to 100% of the doughnut. 
Hide/Show legend	Click Hide/Show Legend on chart action menu.

Show legend on right / bottom side of the doughnut chart	Click Show Legend on Right/Bottom Side on chart action menu. This menu item is hidden when legend is hidden.
Move legend	Select legend sub shape > Move it to the position you want.
Size legend	Select legend sub shape > Drag handle to change its size.

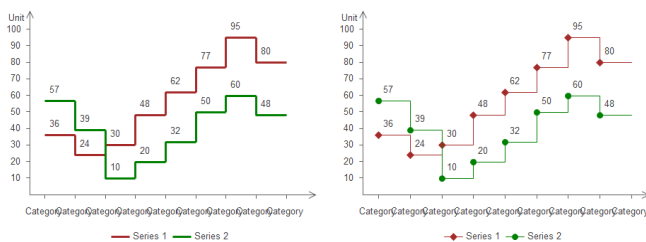
Line Charts

Line charts have the following subtypes:

Line and Line with markers.

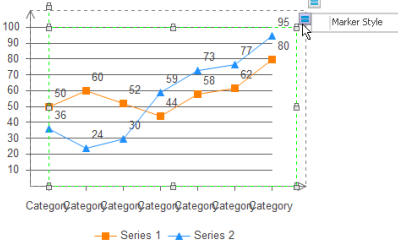
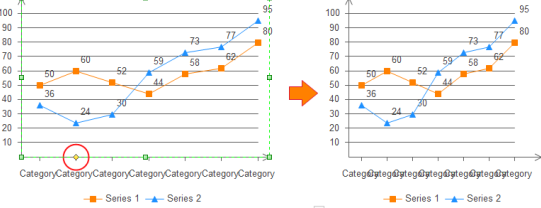


Step line and step line with markers.



The operations you can do:

Operation	Description
Load data from file	You can load data from Excel, csv and text file. You can copy example text below to newly created text (.txt) file. Save the source data, select a column chart shape, and click floating menu Load Data from File to load the text file.

	<p>Categories, Category 1, Category 2, Category 3, Category 4, Category 5, Category 6</p> <p>Series 1, 100, 85, 66, 88, 58, 79</p> <p>Series 2, 62, 55, 35, 59, 72, 89</p> <p>Series 3, 78, 45, 25, 35, 65, 54</p>
Edit chart data	<p>Double click the data label above line point to edit the chart data, and the line point position changes according to the rate of its point value and axis max value.</p>
Change line marker style	<p>Select a line sub shape > Click the floating action button to change its marker style.</p> 
Change the interval between line points(category)	<p>Select the chart > Horizontally move the yellow diamond handle on bottom of the second point (category).</p> 
Set line style	<p>Select a line sub shape; change its line style.</p> <p>Note: Hold Shift key and click the color bar on bottom of the Edraw window to change line color.</p>
Add a category	<p>Click Add a Category on chart action menu.</p>
Delete a category	<p>Click Delete a Category on chart action menu, you can also select the category sub shape and press Delete key to delete it.</p>
Set category number	<p>Click Set Category Number on chart action menu. The minimum value is 1.</p>
Set series number	<p>Click Set Series Number on chart action menu. The minimum value</p>

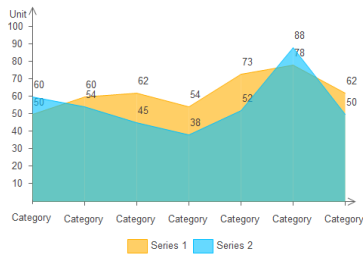
	is 1.
Set axis max value	Click Set Max Value on chart action menu to set the axis max value.
Hide/Show data labels	Click Hide/Show Data Labels on chart action menu.
Set data precision	Click Appearance Options on chart action menu. On Shape Data dialog, click Data Precision to set the precision of data label and axis label.
Set data format	Click Appearance Options on chart action menu. On Shape Data dialog, click Data Format to select the format. There are three kinds of format: normal, thousand separator and breviary. The corresponding text is 25000, 25,000, 25K.
Set unit	Click Appearance Options on chart action menu. On Shape Data dialog, input the prefix unit and unit. The prefix unit and unit will only be displayed on axis label, e.g. \$1800 and 1800 US dollar.
Hide/Show axis	Click Appearance Options on chart action menu. On Shape Data dialog click Hide/Show Axis .
Hide/Show axis grid	Click Appearance Options on chart action menu. On Shape Data dialog, click Hide/Show Grid .
Set axis tick number	Click Appearance Options on chart action menu. On Shape Data dialog, set Axis Ticker Number value.
Change the axis label orientation	Click Appearance Options on chart action menu. On Shape Data dialog, click Axis Label Orientation to change axis label orientation.
Hide/Show legend	Click Hide/Show Legend on chart action menu.
Show legend on right / bottom side of the line chart	Click Show Legend on Right/Bottom Side on chart action menu. This menu item is hidden when legend is hidden.
Move legend	Select legend sub shape > Move it to the position you want.
Size legend	Select legend sub shape > Drag handle to change its size.

Area Charts

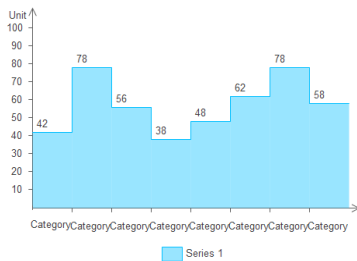
Line charts have the following subtypes:

Edraw Max	http://www.edrawsoft.com
-----------	---

Area

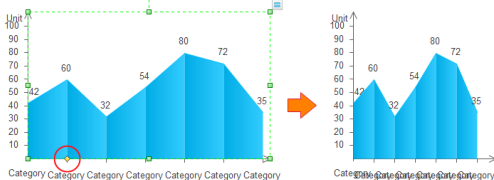


Step Area.



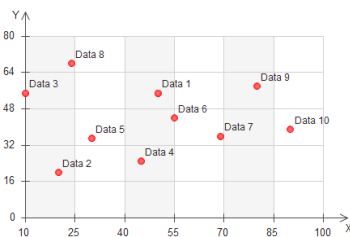
The operations you can do:

Operation	Description
Load data from file	<p>You can load data from Excel, csv and text file.</p> <p>You can copy example text below to newly created text (.txt) file. Save the source data, select a column chart shape, and click floating menu Load Data from File to load the text file.</p> <p>Categories, Category 1, Category 2, Category 3, Category 4, Category 5, Category 6 Series 1, 100, 85, 66, 88, 58, 79 Series 2, 62, 55, 35, 59, 72, 89 Series 3, 78, 45, 25, 35, 65, 54</p>
Edit chart data	<p>Double click the value text above line point to edit the chart data. The line point position changes according to the rate of its point value and axis max value.</p>
Change the interval between line	<p>Select the chart > Horizontally move the yellow diamond handle on</p>

points(category)	bottom of the category. 
Set area style	Select an area sub shape, change its style.
Add a category	Click Add a Category on chart action menu.
Delete a category	Click Delete a Category on chart action menu. You can also select the category sub shape and press Delete key to delete it.
Set category number	Click Set Category Number on chart action menu. The minimum value is 1.
Set series number	Click Set Series Number on chart action menu. The minimum value is 1.
Set axis max value	Click Set Max Value on chart action menu to set the axis max value.
Hide/Show data labels	Click Hide/Show Data Labels on chart action menu.
Set data precision	Click Appearance Options on chart action menu. On Shape Data dialog click Data Precision to set the precision of data label and axis label.
Set data format	Click Appearance Options on chart action menu. On Shape Data dialog click Data Format to select the format. There are three kinds of format: normal, thousand separator and breviary. The corresponding text is 25000, 25,000, 25K.
Set unit	Click Appearance Options on chart action menu. On Shape Data dialog input the prefix unit and unit. The prefix unit and unit will only be displayed on axis label, e.g. \$1800 and 1800 US dollar.
Hide/Show axis	Click Appearance Options on chart action menu. On Shape Data dialog click Hide/Show Axis .
Hide/Show axis grid	Click Appearance Options on chart action menu. On Shape Data dialog click Hide/Show Grid .
Set axis tick number	Click Appearance Options on chart action menu. On Shape Data

	dialog set Axis Ticker Number value.
Change the axis label orientation	Click Appearance Options on chart action menu. On Shape Data dialog, click Axis Label Orientation to change axis label orientation.
Hide/Show legend	Click Hide/Show Legend on chart action menu.
Show legend on right / bottom side of the line chart	Click Show Legend on Right/Bottom Side on chart action menu. This menu item is hidden when legend is hidden.
Move legend	Select legend sub shape > Move it to the position you want.
Size legend	Select legend sub shape > Drag handle to change its size.

Scatter Plot Charts



The operations you can do:

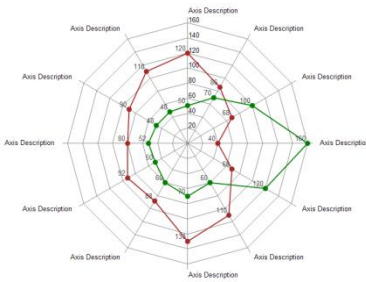
Operation	Description
Load data from file	<p>You can load data from Excel, csv and text file.</p> <p>You can copy example text below to newly created text (.txt) file. Save the source data, select a column chart shape, and click floating menu Load Data from File to load the text file.</p> <p>Data Points, Data 1, Data 2, Data 3, Data 4, Data 5, Data 6, Data 7, Data 8, Data 9, Data 10 X, 50, 20, 10, 45, 30, 55, 69, 24, 80, 90 Y, 55, 20, 55, 25, 35, 44, 36, 68, 58, 39</p>
Edit chart data	Select the point sub shape; click the floating action button to set X, Y position value.
Add a point	Click Add a Point on chart action menu.
Delete a point	Click Delete a Point on chart action menu. You can also select the

	point sub shape and press Delete key to delete it.
Set point number	Click Set Point Number on chart action menu. The minimum value is 1.
Set max and min value	Click Set Max and Min Value on chart action menu to set the max value and min value of X and Y axis.
Hide/Show data labels	Click Hide/Show Data Labels on chart action menu.
Set data precision	Click Appearance Options on chart action menu. On Shape Data dialog click Data Precision to set the precision of data label and axis label.
Set data format	Click Appearance Options on chart action menu. On Shape Data dialog click Data Format to select the format. There are three kinds of format: normal, thousand separator and breviary. The corresponding text is 25000, 25,000, 25K.
Hide/Show axis	Click Appearance Options on chart action menu. On Shape Data dialog click Hide/Show Axis .
Hide/Show axis grid	Click Appearance Options on chart action menu. On Shape Data dialog click Hide/Show Grid .
Set axis tick number	Click Appearance Options on chart action menu. On Shape Data dialog set X/Y Axis Ticker Number value.
Set marker size	Click Appearance Options on chart action menu. On Shape Data dialog edit Marker Size .
Set marker style	Click Appearance Options on chart action menu. On Shape Data dialog click Marker Style .
Hide/Show legend	Click Hide/Show Legend on chart action menu.
Show legend on right / bottom side of the line chart	Click Show Legend on Right/Bottom Side on chart action menu. This menu item is hidden when legend is hidden.
Move legend	Select legend sub shape > Move it to the position you want.
Size legend	Select legend sub shape > Drag handle to change its size.

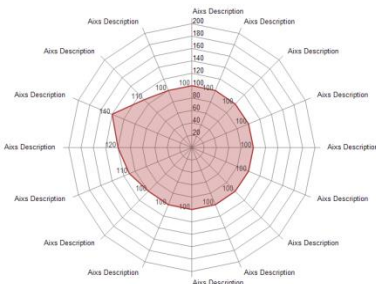
Radar (Spider) Charts

Radar charts have the following subtypes:

Line radar.



Area radar.



The operations you can do:

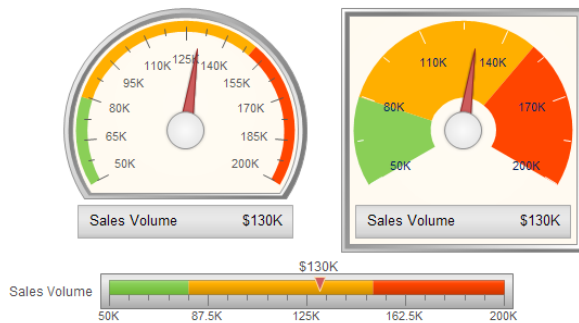
Operation	Description
Load data from file	<p>You can load data from Excel, csv and text file.</p> <p>You can copy example text below to newly created text (.txt) file. Save the source data, select a column chart shape, and click floating menu Load Data from File to load the text file.</p> <p>Categories, Category 1, Category 2, Category 3, Category 4, Category 5, Category 6, Category 7, Category 8 Series 1, 100, 85, 66, 88, 58, 79, 110, 100 Series 2, 62, 55, 35, 59, 72, 89, 68, 54 Series 3, 78, 45, 25, 35, 65, 54, 42, 32</p>
Edit chart data	Double click data label to edit the chart data. The point position

	changes according to the value and axis max value.
Set series style	Select a series sub shape change its line or fill style.
Set ring number	Click Set Ring Number on chart action menu. The minimum value is 1.
Set axis number	Click Set Axis Number on chart action menu. The minimum value is 2.
Set series number	Click Set Series Number on chart action menu. The minimum value is 1.
Set axis max value	Click Set Max Value on chart action menu to set the axis max value.
Hide/Show data labels	Click Hide/Show Data Labels on chart action menu.
Set data precision	Click Appearance Options on chart action menu. On Shape Data dialog, click Data Precision to set the precision of data label and axis label.
Set data format	Click Appearance Options on chart action menu. On Shape Data dialog, click Data Format to select the format. There are three kinds of format: normal, thousand separator and breviary. The corresponding text is 25000, 25,000, 25K.
Set unit	Click Appearance Options on chart action menu. On Shape Data dialog, input the prefix unit and unit. The prefix unit and unit will only be displayed on axis label, e.g. \$1800 and 1800 US dollar.
Hide/Show axis label	Click Appearance Options on chart action menu. On Shape Data dialog, click Hide/Show Axis Label .
Change marker style	Click Appearance Options on chart action menu. On Shape Data dialog, click Marker Style .
Hide/Show legend	Click Hide/Show Legend on chart action menu.
Show legend on right / bottom side of the line chart	Click Show Legend on Right/Bottom Side on chart action menu. This menu item is hidden when legend is hidden.
Move legend	Select legend sub shape > Move it to the position you want.

Size legend

Select legend sub shape > Drag handle to change its size.

Gauges Charts

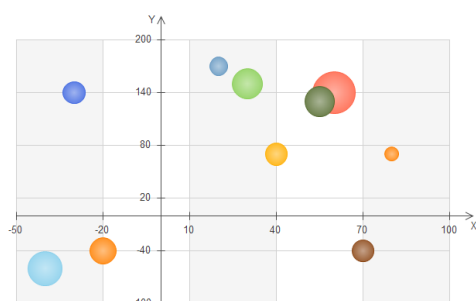


The operations you can do:

Operation	Description
Load data from file	<p>You can load data from Excel, csv and text file.</p> <p>You can copy example text below to newly created text (.txt) file. Save the source data, select a column chart shape, and click floating menu Load Data from File to load the text file.</p> <p>Caption, Name, Value Min Scale, Min, \$100000 Max Scale, Max, \$300000 Current Value, Sales Volume, \$156840 First Range, Basic, \$150000 Second Range, Target, \$200000 Third Range, Stretched, \$250000 Fourth Range, Perfect</p>
Edit chart data	Double click data label to edit the chart data. The pointer position changes according to the value and axis max value.
Set max and min scale	Click Set Gauges Data on chart action menu. On Shape Data dialog, edit Max Scale and Min Scale value.
Hide/Show data labels	Click Hide/Show Data Labels on chart action menu.
Set data precision	Click Set Gauges Data on chart action menu. On Shape Data dialog click Data Precision to set the precision of data label and axis label.

Set data format	Click Set Gauges Data on chart action menu. On Shape Data dialog click Data Format to select the format. There are three kinds of format: normal, thousand separator and breviary. The corresponding text is 25000, 25,000, 25K.
Set unit	Click Set Gauges Data on chart action menu. On Shape Data dialog input the prefix unit and unit. The prefix unit and unit will only be displayed on data label, e.g. \$1800 and 1800 US dollar.
Set axis tick number	Click Set Gauges Data on chart action menu. On Shape Data dialog, edit Tick Number value.
Set range number	Click Set Range Number on chart action menu. The range number can be from 1 to 5.
Set range data	Click Set Range Data on chart action menu. On Shape Data dialog, edit the range data.
Hide/Show legend	Click Hide/Show Legend on chart action menu.
Show legend on right / bottom side of the line chart	Click Show Legend on Right/Bottom Side on chart action menu. This menu item is hidden when legend is hidden.
Move legend	Select legend sub shape > Move it to the position you want.
Size legend	Select legend sub shape > Drag handle to change its size.

Bubble Charts



The operations you can do:

Operation	Description
Edraw Max	http://www.edrawsoft.com

Load data from file	<p>You can load data from Excel, csv and text file.</p> <p>You can copy example text below to newly created text (.txt) file. Save the source data, select a column chart shape, and click floating menu Load Data from File to load the text file.</p> <p>Data Points, Data 1, Data 2, Data 3, Data 4, Data 5, Data 6, Data 7, Data 8, Data 9, Data 10 X, 50, 20, 10, 45, 30, 55, 69, 24, 80, 90 Y, 55, 20, 55, 25, 35, 44, 36, 68, 58, 39 Value, 100, 130, 300, 360, 500, 200, 150, 400, 380, 50</p>
Edit chart data	Select the point sub shape, click the floating action button to set X, Y position value.
Add a point	Click Add a Point on chart action menu.
Delete a point	Click Delete a Point on chart action menu. You can also select the point sub shape and press Delete key to delete it.
Set point number	Click Set Point Number on chart action menu. The minimum value is 1.
Set axis max and min scale	Click Set Axis Max and Min Scale on chart action menu to set the max value and min value of X and Y axis.
Set X and Y max value	Click Set Max and Min Value on chart action menu to set the max value and min value of ball data. The values and ball data value will decide the ball size.
Hide/Show data labels	Click Hide/Show Data Labels on chart action menu.
Set data precision	Click Appearance Options on chart action menu. On Shape Data dialog, click Data Precision to set the precision of data label and axis label.
Set data format	Click Appearance Options on chart action menu. On Shape Data dialog, click Data Format to select the format. There are three kinds of format: normal, thousand separator and breviary. The corresponding text is 25000, 25,000, 25K.
Hide/Show axis	Click Appearance Options on chart action menu. On Shape Data dialog, click Hide/Show Axis .

Hide/Show axis grid	Click Appearance Options on chart action menu. On Shape Data dialog click Hide/Show Grid .
Set axis tick number	Click Appearance Options on chart action menu. On Shape Data dialog edit X/Y Axis Ticker Number value.
Set bubble size	Click Appearance Options on chart action menu. On Shape Data dialog edit Bubble Max Size and Bubble Min Size .
Hide/Show legend	Click Hide/Show Legend on chart action menu.
Show legend on right / bottom side of the line chart	Click Show Legend on Right/Bottom Side on chart action menu. This menu item is hidden when legend is hidden.
Move legend	Select legend sub shape > Move it to the position you want.
Size legend	Select legend sub shape > Drag handle to change its size.

Appendix

Keyboard Shortcut

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	Text tool.
Ctrl+Shift+v	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+P	Print Preview.
Ctrl+Alt+P	Print preview.
Ctrl+R	Rotate right.
Ctrl+Alt+R	Show/hide rulers.
Ctrl+S	Save.
Ctrl+Shift+S	Save as.
Ctrl+U	Font underline.
Ctrl+Alt+U	Show/hide guidelines.
Ctrl+Shift+U	Ungroup.
Ctrl+V	Paste.
Ctrl+Alt+V	Paste special.
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.
F9	Shape Sheet window.
Ctrl++	Zoom in.
Ctrl+-	Zoom out.
Ctrl+F1	Show/Hide menu bar.

Contextual Tabs

Contextual tabs appear when an object is selected. These contextual tabs contain information or options pertinent to that object only. For example, if you are working with pictures, the contextual menus show all the options available just for working with pictures.

In Edraw, these contextual tabs are very much visualized, unlike earlier versions, where these commands could be difficult to locate. This feature is an updated version of the shortcut menus used in earlier versions.

These contextual tabs do not appear unless they are relevant to the selected object.

Registration

What Is Activation?

To continue to use all of the features of our product, you must activate it. Edraw Activation is an anti-piracy technology designed to verify that software products are legitimately licensed.

Activation works by verifying that the License Code, which you must supply to install the product, is not in use on more personal computers than permitted by the software license.

How to Activate?

Run Edraw copy with computer administrator privilege. On the **Help** tab, click the **Register** button. When you enter your valid License Name and License Code, the Activation Wizard automatically runs. **The wide site license or OEM license will activate automatically when running the install package.**

How to Deactivate?

Deactivation is necessary if you wish to move Edraw from one computer to another.

Simply go to the **Help** menu, and click **Deactivate**.



Once you choose to deactivate, the Edraw program on this computer will turn to unlicensed version, and you will have chance to activate on another computer.

Note: Deactivation can only be done once every 30 days.

What Is the Limitation in the Unlicensed Version?

An unlicensed version allows you to evaluate the Edraw for a limited amount of time, typically 30 or 60 days.

The Unlicensed version has the watermark export and some function limitations.

Anybody is not allowed to distribute the diagrams created with Edraw unlicensed version.