Object Linking and Embedding (OLE)

{button Tell me how . . .,PI(`',`IDH_HT_Object_Linking_and_Embedding')}

This program offers object linking and embedding (OLE) capabilities. In addition to placing charts in other documents, you can link and embed objects from other programs into your charts.

Object linking and embedding lets you combine information created by different programs in a single document. With OLE, your focus is on the document rather than the program. Documents that contain information from two or more OLE-compatible programs are called compound documents.

With OLE, you do not have to worry about having the right file filter or translator. You can share charts, worksheets, text, drawings, sounds, video, and animation among any OLE-compatible programs.

Linking

You can link a chart created in FlowCharter to a document in another OLE-compatible program. The chart becomes the *object*, and the document becomes a *compound document*.

You also can link an object from a source file (in the object program) to a chart. When an object is linked, any changes you make to the object in the source file are reflected in the chart.

Embedding

You can embed a chart created in FlowCharter in a document in another OLE-compatible program. The chart becomes the *object*, and the document becomes a *compound document*.

Inserting a New Object in a Chart

You can select an object type from a list of OLE-compatible programs on your system. A new, empty object is inserted in the the program window, and the object program opens for you to fill in the empty object. The object appears in both the object program and FlowCharter at the same time.

Inserting an Object from a File

You can open an existing OLE-compatible file that contains the object you want to insert in FlowCharter. The object is embedded unless you select the Link to File option.

{button Related Topics,PI(`',`IDH_RT_OLE')}

To link a chart to a document
To link an object to a chart
To embed a chart in a document
To embed an object in a chart

To insert a new object in a chart
To insert an object from a file
To paste OLE and non-OLE information in a chart
To change an object linked to a chart

To change an embedded FlowCharter object
To change an object embedded in a chart
To change a link
To view the links to a chart

Using Drag and Drop to Place an Object in a Chart
Moving Linked Files
Placing Charts in Other Programs
Placing Objects in Csharts

Moving Linked Files

You can move a set of linked files and still maintain the links between the files. For example, you may want to move a set of linked files from a hard disk to a floppy disk for transporting them. When you open the files from the floppy disk, the links are intact.

Note

- You must move all the linked files together to the same location.

{button Related Topics,PI(``,`IDH_RT_MOVELINKFILE')}

Object linking and embedding

Placing Charts in Other Programs

Using OLE, you can include a FlowCharter chart in any document created in an OLE-compatible program. For example, you can include a chart in a word-processing document. The chart then appears in the document each time you open it. The chart is the *object*. The program in which it was created (FlowCharter) is the *object program*. The word-processing program is the *container program* because it contains the object.

You can change the chart directly from the word-processing program just by double-clicking the chart. FlowCharter opens automatically, with the chart already open and waiting to be changed. If the chart is linked, you can make changes to it in FlowCharter, and the changes appear automatically in the word-processing document.

{button Related Topics,PI(`',`IDH_RT_PLACINGFLOW')}

Object linking and embedding

To embed a chart in a document

Placing Objects in Charts

In addition to being an object program, FlowCharter also acts as a container program. This means you can include information from other OLE object programs in your charts. This information can be data cells from a spreadsheet, text from a word-processing document, charts from a presentation package, drawings from an illustration program, sounds, video, or animation.

For example, you can link spreadsheet data to a chart. Each time you update the data in the spreadsheet program, the new data appears in the chart. You can even place the entire spreadsheet in the chart, but have it appear only as an icon. If you double-click the icon, the spreadsheet opens.

You also can have “talking shapes” or animated objects in a chart by embedding sounds, video, or animation in an icon. Then, for example, you just double-click a sound icon to hear the sound or double-click a video icon to play the video.

{button Related Topics,PI(`',`IDH_RT_PLACINGOBJ')}

Object linking and embedding
To link an object to a chart
Using Drag and Drop to Place an Object in a Chart
To embed an object in a chart

To paste OLE and non-OLE information in a chart
To insert a new object in a chart
To insert an object from a file

Using Drag and Drop to Place an Object in a Chart

You can use *drag and drop* to embed an object in a chart. You also can link the object to the chart by dragging. (This feature is available only with OLE 2.0-compatible programs that act as object programs.)

To	Do this
Move and embed	Drag the object from the object program window into FlowCharter. (This is the default function.)
Copy and embed	Press **Ctrl** and drag the object into FlowCharter.
Copy and link	Press **Ctrl** +**Shift** and drag the object into FlowCharter.

{button Related Topics,PI(`',`IDH_RT_DRAGOBJECT')}

Object linking and embedding

To link a chart to a document

1 Create a chart in FlowCharter.

2 On the File menu, click Save As.

3 Type a file name and press enter.

4 On the Edit menu, click Select , and then click All to select the chart (object).

5 On the Edit menu, click Copy.

6 Minimize FlowCharter.

7 Open an OLE-compatible container program, such as Microsoft Word for Windows.

8 Open the document to which you want to link the object.

9 Click Paste Link in the container program. (It probably will appear in the Paste Special dialog box.) The object is linked from FlowCharter (the object program) to the document.

Tip

- Press **Ctrl**+**A** to select the chart in one easy step.

Notes

- You must save the object in a source file before the object can be linked to a document.
- The link may be broken if the source file is deleted or moved to another directory. If a link is broken, the chart still can be produced in the container program. It will appear similar to the last time it was updated, however, it can no longer be updated. You must reestablish the link to the source file from the container program.

{button Related Topics,PI(`',`IDH_RT_To_link_an_ABC_FlowCharter_chart_to_a_document')}

Object linking and embedding
To change a linked FlowCharter object

To change a linked FlowCharter object

1 Double-click the FlowCharter object in the container program. FlowCharter opens and displays the object.

2 Change the attribute of the shapes in the chart.

3 On the File menu, click Exit. A FlowCharter dialog box prompts you to save the changes.

4 Click Yes. FlowCharter closes, and the compound document displays the changes to the object.

{button Related Topics,PI(`',`IDH_RT_To_change_a_linked_ABC_FlowCharter_object')}

Object linking and embedding

To link a chart to a document

To link an object to a chart

1 Create an object in an OLE-compatible object program.

2 Save the object in a file.

3 Copy the object to the Clipboard.

4 Minimize the object program and open FlowCharter. FlowCharter acts as the container program.

5 Open the FlowCharter file to which you want to link the object.

6 On the Edit menu, click Paste Link. The linked object appears in the chart.

Note

- You must save the object in a source file before the object can be linked to a chart.

{button Related Topics,PI(`',`IDH_RT_LINKINGOBJ')}

Object linking and embedding
To change an object linked to a chart
To view the links to a chart
To change a link

To change an object linked to a chart

1. Double-click the object in the chart or open the Edit menu, and then click Edit Linked <Name> Object. The object program opens.
2. Make changes to the object in the program.
3. Minimize the object program. FlowCharter displays the changes to the object.

Note

- If you try to exit the object program, it displays a message asking whether you want to save the changes to the object. Click Yes to save the changes in the source file. The program then reminds you that remote links to a document currently exist and asks whether you want to close the program anyway. Click Cancel to keep the object program open and maintain the link to FlowCharter. Click OK to close the program and break the link to the chart.

{button Related Topics,PI(`',`IDH_RT_EDITOBJLINK')}

Object linking and embedding
To view the links to a chart
To change a link
To link an object to a chart

To view the links to a chart

1 Open the FlowCharter file that contains the links.

2 On the Edit menu, click Links. The Links dialog box opens. The dialog box displays the name and location of the source file, the item (such as the cell range in a spreadsheet), the object type (such as Excel Worksheet), and the update method (automatic or manual).

3 Click Cancel to close the dialog box without making any changes.

{button Related Topics,PI(`',`IDH_RT_VIEWINGLINKS')}

Object linking and embedding
To change a link
To link an object to a chart

To change a link

1 Open the FlowCharter file that contains the link you want to change.

2 On the Edit menu, click Links.

3 Click a link in the box to select it for changing.

4 Click a link option button.

- Click **Update Now** to update the object with changes that have been made in the source file.
- Click **Open Source** to open the source file in which the object was created.
- Click **Change Source** to choose a new source file or item for the object.
- Click **Break Link** to disconnect the link between the object and the source file. The link is removed from the list.

5 Click the Automatic or Manual option if you want to change the update method.

6 Click Cancel to close the Links dialog box.

Notes

- In step 4, if you select Change Source and choose a new source that is invalid, a message displays asking whether you want to correct it. Click Yes to choose a different source. Click No to keep the source you selected. If you click No, the link is broken.
- With the Automatic option, the object is updated automatically in the chart if changes are made to the object in the source file.
- With the Manual option, changes are not made to the object in the chart until you click Update Now in the Links dialog box.

{button Related Topics,PI(``,`IDH_RT_EDITINGLINKS')}

Object linking and embedding
To view the links to a chart
To link an object to a chart

To embed a chart in a document

1 Create a chart in FlowCharter.

2 On the Edit menu, click Select.

3 Click All to select the chart (object).

4 On the Edit menu, click Copy.

5 Minimize FlowCharter.

6 Open an OLE-compatible container program, such as Microsoft Word for Windows.

7 Open the document in which you want to embed the object.

8 Paste the object into the document. The object is embedded in the document.

Tip

- Press **Ctrl**+**A** to select the chart in one easy step.
- It is not necessary to save an object in a source file before it can be embedded in a document.

{button Related Topics,PI(``,`IDH_RT_EMBEDDINGFLOW')}

Object linking and embedding
To change an embedded FlowCharter object

To change an embedded FlowCharter object

1 Double-click the FlowCharter object in the container program. FlowCharter opens and displays the object.

2 Change the color, fill pattern, border, or other attribute of the shapes in the chart.

3 On the File menu, click Exit, and Return To <Compound Document Name>. A FlowCharter dialog box warns that the object has been changed and prompts you to update the compound document before proceeding.

4 Click Yes. FlowCharter closes, and the compound document displays the changes to the object.

{button Related Topics,PI(`',`IDH_RT_EDITEMBABCOBJ')}

Object linking and embedding

To embed a chart in a document

To embed an object in a chart

1. Create an object in an OLE-compatible object program.
2. Copy the object to the Clipboard.
3. Minimize the object program and open FlowCharter. FlowCharter will act as the container program.
4. Open the FlowCharter file in which you want to embed the object.
5. On the Edit menu, click Paste, or press **Ctrl**+**V**. The embedded object appears in the chart.

Notes

- It is not necessary to save an object in a source file before it can be embedded in a chart.
- When an object is embedded, changes you make to the object in the source file are **not** automatically reflected in the chart.

{button Related Topics,PI(`',`IDH_RT_EMBOBJINFLOW')}

Object linking and embedding
To change an object embedded in a chart

To change an object embedded in a chart

1. Double-click the object in the chart or open the Edit menu, and then click Edit <Name> Object. The object program opens.
2. Make changes to the object in the program.
3. On the File menu, click Update in the object program.
4. Minimize the object program. Changes to the object display.

Note

- If you try to exit the object program without choosing Update, it displays a message asking whether you want to update the object. Click Yes to update the object in FlowCharter. The object program closes.

{button Related Topics,PI(``,`IDH_RT_EDITOBJEMBED')}

Object linking and embedding
To embed an object in a chart

To paste OLE and non-OLE information into a chart

1 Create a piece of information in an OLE-compatible program, such as a table of data in a spreadsheet program or a paragraph in a word-processing program.

2 Copy the information to the Clipboard.

3 Minimize the program and open FlowCharter.

4 Open the FlowCharter file in which you want to paste the information.

5 On the Edit menu, click Paste Special.

6 Select a paste format in the box. (Note that the Paste option is selected by default.)

7 If you selected the Object format in the box and if you want the object to appear as an icon rather than as a full graphic, click to check the Display as Icon option.

{button Related Topics,PI(`',`IDH_RT_PASTEOLENON')}

Object linking and embedding

To change the icon while pasting an object

To change the icon while pasting an object

1. On the Edit menu, click Paste Special.
2. Select the Object format in the box and click to check the Display as Icon option.
3. Click Change Icon.
4. Click one of the icons shown or click Browse to choose another program and display its icons. (Click Standard to return to the default icon for the object program.)
5. Type new text in the Caption text box if you want to specify what object the icon represents.
6. Click OK to close the Change Icon dialog box.
7. Click OK to close the Paste Special dialog box. The new icon and caption appear in the chart.

Tip

- To change the icon or caption after the object is pasted, select the current icon and cut it to the Clipboard. Click Paste Special and repeat the steps above.

{button Related Topics,PI(`',`IDH_RT_CHANGEICON')}

Object linking and embedding

To paste OLE and non-OLE information in a chart

To insert a new object in a chart

1. Open the FlowCharter file in which you want to insert the object.
2. On the Insert menu, click Object. The Insert Object dialog box opens. (Note that the Create New option is selected by default.)
3. Click to select an object type in the box.
4. Click to check the Display as Icon option if you want the object to appear as an icon rather than as a full graphic.
5. Click OK. The OLE-compatible program you selected opens.
6. Create an object in the program.
7. On the File menu, click Update in the program.
8. On the File menu, click Exit, and Return To <Chart Name>. The program closes and the new object appears in the chart.

Note

- If you exit the program without choosing Update, the program displays a message prompting you to update the embedded object. Click Yes to update the object in FlowCharter.

{button Related Topics,PI(`',`IDH_RT_INSERTNEWOBJ')}

Object linking and embedding
To insert an object from a file
To change the icon while pasting an object

To insert an object from a file

1 Open the FlowCharter file in which you want to insert the object.

2 On the Insert menu, click Object.

3 Click to select the Create from File option.

4 Click Browse.

5 Select the file that contains the object you want to insert in FlowCharter.

6 Click OK.

7 Click to check the Link to File option if you want to create a link between the object and the source file.

8 Click to check the Display as Icon option if you want the object to appear as an icon rather than as a full graphic.

9 Click OK. The object appears in the chart.

{button Related Topics,PI(`',`IDH_RT_INSERTOBJFILE')}

Object linking and embedding
To insert a new object in a chart
To change the icon while pasting an object

To drag and drop an object into a chart

1 Open the FlowCharter file in which you want to embed or link the object.

2 Open the file in the OLE 2.0-compatible program that contains the object.

3 Arrange both programs so that they are visible on your screen.

4 Select the object in the object program window. For example, highlight the text in a word-processing document.

5 Drag the object into the FlowCharter window while pressing the keyboard controls you want. The object is now embedded or linked in the chart.

6 Repeat steps 4 and 5 to drag more objects into the chart.

Note

- FlowCharter does not support *drag and drop source*. Therefore, you cannot drag an object from FlowCharter into another OLE-compatible program in order to create a link. FlowCharter also does not support OLE 2.0 in-place activation.

Tip

- Drag *any* OLE object program file from Explorer into the FlowCharter window to embed the objects in the file in a chart. Press **CTRL**+**Shift** while you drag to create a link.

{button Related Topics,PI(`',`IDH_RT_To_drag_and_drop_an_object_into_a_chart')}

Object linking and embedding

Change Icon dialog box

Icon box

The Icon box displays the icons available with the program file shown at the bottom of the dialog box. The default program icon is selected; click another icon in the box to select it.

Browse button

Click Browse to open the Browse dialog box. You then can choose another program file and display its icons.

Caption text box

Type new text in the Caption text box if you want to specify what object the icon represents.

{button Related Topics,PI(``,`IDH_RT_CHANGEICONDB')}

To change the icon while pasting an object

To update an embedded object

1 Select the embedded object within FlowCharter.

2 On the File men, click Update. The current version of the object is updated in the container program.

{button Related Topics,PI(`',`IDH_RT_UPDATEP')}

Update command

To exit and return to the container program

1 Double-click the embedded object within the container program. FlowCharter opens and displays the object.

2 Select the object and make your changes.

3 On the File menu, click Exit and Return To. The Exit and Return To dialog box opens to inform you that this command will close the connection between the open embedded object and the container program. It prompts you to update the open embedded object before proceeding.

4 Click Yes. FlowCharter closes, and the container program displays the changed embedded object.

{button Related Topics,PI(``,`IDH_RT_EXITOLEP')}

Object linking and embedding

Exit and Return To dialog box

Choosing the Exit and Return To command on the File menu opens the Exit and Return To dialog box.

The Exit and Return To dialog box informs you that the command you have chosen will close the connection between the open embedded object and the container program file. It then prompts you to select one of three choices: Yes, No, or Cancel.

- Yes updates (saves) changes made to the embedded object in the object program (FlowCharter), then restores the window of the container program.
- No does not update (save) changes to the embedded object, and it restores the window of the container program.
- Cancel cancels the Exit and Return To command and returns you to the current object in the object program (FlowCharter).

{button Related Topics,PI(``,`IDH_RT_EXITOLEDB')}

Exit command

To exit and return to the container program

Tools menu

Click a command below to learn more about it.

Spelling	Spell checks the chart.
Protect Chart	Sets or removes password protection to protect your chart from unauthorized changes.
Run Flowchart	Runs a Living FlowChart script.
Shape Action Wizard	Creates a Living FlowChart action for the selected shape.
Edit Object Script	Adds to or changes script that controls the actions of a specific object or shape.
Edit Chart Script	Runs the Script Editor.
Import Data	Lets you import data to your active worksheet.
Report	Runs a report.
Add-Ons	Lets you access other applications
Customize	Lets you customize the program toolbars and the Toolbox.
Options	Lets you set options for shape spacing and alignment, line spacing, spell checking, displaying Finished button, displaying Welcome dialog, and setting number of Undos and Redos.

{button Related Topics,PI(`',`IDH_RT_TOOLSMENU')}

Spelling command
Protect Chart command
Run FlowChart command
Shape Action Wizard command

Edit Object Script command
Edit Chart Script command
Import Data command
Report command
Add-Ons command

Customize command
Options command (Tools menu)

Spelling command {button OLE Automation,PI(`',`IDH_OA_Spelling_Method')}

The Spelling command on the Tools menu lets you check the spelling of any text included in the charts you created.

You can check the spelling of all the text in the document, or just the selected text. For example, if you want to check one word, highlight the word, and then choose the Spelling command.

The Options command on the Tools menu lets you choose a dictionary for spell checking.

{button Related Topics,PI(`',`IDH_RT_Spelling_Command')}

Tools menu
To check spelling
To choose spelling options

Spelling method

Checks the spelling of any text included in charts you created.

You can check the spelling of all the text in the document, or just the selected text. For example, if you want to check one word, highlight the word, and then choose Spelling.

Protect Chart command

The Protect Chart command on the Tools menu lets you set or remove password protection to protect your chart from unauthorized changes.

When you choose this command, the Protect Chart dialog box opens.

{button Related Topics,PI(`',`IDH_RT_ProtectChart_Command')}

Tools menu

To protect a chart

Sets or removes password protection.

When you choose this command, the Protect Chart dialog box opens.

Import Data command

The Import Data command on the Tools menu lets you import data to your active worksheet. The data can be from a database in a number of other formats.

When you choose this command, the Data Import Wizard opens. Use the list of database types to choose which you want to export to.

{button Related Topics,PI(``,`IDH_RT_Get_External_Data_Command')}

Worksheet command
View Menu
Tools Menu

Lets you import data to your active worksheet.

Customize command

The Customize command lets you customize the program toolbars and the Toolbox.

{button Related Topics,PI(``,`IDH_RT_Customize_Command')}

Tools menu

Toolbars command

Lets you customize the program toolbars and the Toolbox.

Options command (Tools menu)

The Options command on the Tools menu lets you set options for shape spacing and alignment, line spacing, spell checking, displaying Finished button, displaying Welcome dialog, and setting number of Undos and Redos.

When you choose this command, the Options dialog box opens.

{button Related Topics,PI(`',`IDH_RT_Options_Command')}

Tools menu
Working with objects

Lets you set options for shape spacing and alignment, line spacing, and spell checking.

Spelling dialog box

This dialog box is used to enter the correct spelling or add words to the dictionary.

{button Related Topics,PI(`',`IDH_RT_DB_Spelling')}

Spell Checking
Spelling command
Options command (Tools menu)
To check spelling
To choose spelling options

Displays words not found in the dictionary. If no suggested correct spellings are displayed, you can click this area to copy its contents to the Change To box.

Displays the first suggested correct spelling, if suggestions are made. If no suggested spellings are listed, displays the text insertion point. You can type the correct spelling of the word or you can click the Not In Dictionary box to copy the misspelled word into this area. You can change the word in this box.

Displays a list of words similar to the misspelled word from the currently used dictionary. The first word listed also appears in the Change To box. Click another suggested word to copy it to the Change To box. If there are no suggestions for the correct spelling of the word, “No Suggestions” appears in the list.

Skips the word in the Not in Dictionary box without changing it.

Ignores the current word and all other occurrences of the word in this chart without prompting you.

Changes the Not In Dictionary word to the word in the Change To box.

Makes the same change to all subsequent occurrences of the word in the chart without prompting you.

Adds the word to the current dictionary.

Displays additional information.

Displays the Spelling tab of the Options dialog box so you can change the dictionary or specify to ignore words that contain numbers.

Protect/Unprotect Chart dialog box

To create a password for a chart, you must enter the password twice.

Type a password in the Password text box. The password is not case-sensitive. This means that uppercase and lowercase letters are considered to be the same. For example, **flowchrt** is recognized as the same password as **FlowChrt**. The password appears as a series of asterisks (****) as you type. This prevents unauthorized persons from viewing the password as you enter it.

Type the password in the Verify text box exactly as you typed it in the Password text box. This verifies that the password you typed was not typed incorrectly.

Note

- If you want to remove password protection so that you can make changes to a chart, the Unprotect Chart dialog box opens when you choose the Unprotect Chart command on the Tools menu. You then must enter the password to unprotect the chart.

{button Related Topics,PI(`',`IDH_RT_DB_Protect_Chart')}

Tools menu
Protect Chart command
To protect a chart
To unprotect a chart

Lets you type a password in the Password text box.

The password is not case-sensitive. This means that uppercase and lowercase letters are considered to be the same. For example, **flowchrt** is recognized as the same password as **FlowChrt**.

The password appears as a series of asterisks (****) as you type. This prevents unauthorized persons from viewing the password as you enter it.

Lets you type the password again exactly as you typed it in the Password text box. This verifies that the password you typed was not typed incorrectly.

Lets you tyep the password again exactly as you typed it in the Password text box. This verifies that the password you typed was not typed incorrectly.

Customize dialog box

This dialog box lets you add and remove buttons to the toolbars and the Toolbox by dragging buttons between the toolbar and Toolbox. You also can create a new toolbar by dragging a button onto the chart.

{button Related Topics,PI(`',`IDH_RT_DB_Customize')}

Customizing Toolbars
Tools menu

Lists the categories. Select the one for which you want to view buttons.

Shows the buttons for the selected category.

Describes the button that you click on.

Saves all open charts, prompting for each one separately.

Sends the active chart through electronic mail.

Selects all items in the chart.

Displays the Help Topics dialog.

Inserts a drawing, image, or other object.

Changes the OLE links in the active chart.

Saves the active chart or template.

Shows or hides the numbers for the selected shapes.

Lets you change the properties of the selected shape type.

Lets you change the properties of the selected lines.

Adds a horizontal guideline to the chart and adjusts it.

Adds a vertical guideline to the chart and adjusts it.

Changes the units of measurement to inches.

Changes the units of measurement to centimeters.

Changes the selected text to strikethrough. This button swithces between strikethrough and not strikethrough.

Aligns the selected text to the left.

Aligns the selected text to the right.

Aligns the selected text to the center, horizontally.

Aligns the selected text to the top.

Aligns the selected text to the bottom.

Aligns the selected text to the middle.

Makes the selected text opaque.

Shows or hides nodes on lines.

Shows view of the entire chart.

Removes the data from all fields.

Sets the arrowhead at the beginning of the line.

Sets the arrowhead at the end of the line.

Options dialog box - Alignment tab

This dialog box sets Snap to Grid and Channel Alignment options.

{button Related Topics,PI(`',`IDH_RT_DB_Options_Alignment')}

Understanding Channel Alignment
To align a shape using channel alignment
To automatically snap to grids

Tools menu
Options command (Tools menu)

To automatically snap to grids

1 On the Tools menu, click Options.

2 Click the Alignment tab.

3 Click Snap To Grid.

4 Click OK.

Notes

- You should turn off the grid to completely disable snapping. To do so, on the View menu, click Grid to remove the check mark from the Grid option.

Tip

- Use the Apply button to make your changes and view the results without closing the dialog box.

{button Related Topics,PI(`',`IDH_RT_To_automatically_snap_to_grids')}

Alignment and snapping
Options command (Tools menu)
Grid command
Tools menu

Options dialog box - Line Spacing tab

This dialog box sets the line offset for right-angle lines.

The Horizontal text box contains the distance between the shape and the first right angle of a horizontal line.

The Vertical text box contains the distance between the shape and the first right angle of a vertical line.

{button Related Topics,PI(``,`IDH_RT_DB_Options_LineSpacing')}

Tools menu
Options command (Tools menu)
Line Options

Options dialog box - Spelling tab

This dialog box lets you specify your own dictionary for use during spell checking.

Sets the spelling options such as specifying a user dictionary or ignoring words with numbers.

{button Related Topics,PI(`',`IDH_RT_DB_Options_Spelling')}

Tools menu
Options command (Tools menu)
To check spelling
To choose spelling options

Options dialog box - General tab

This dialog box lets you hide or display the "Finished" button or welcome dialog. You can also select the number of times you want to undo or redo changes.

{button Related Topics,PI(``,`IDH_RT_DB_Options_General')}

To hide or display "Finished" button
To hide or display Welcome dialog
To select number of undos and redos for chart changes
Tools menu

Options command (Tools menu)

To hide or display "Finished" button

1 On the Tools menu, click Options.

2 Click the General tab.

3 If you want to hide the Finished button, clear the Display "Finished" Button check box. To display the Finished button, make sure the Display "Finished" Button check box is selected.

4 Click OK.

{button Related Topics,PI(`',`IDH_RT_HideDisplay_Finished_button')}

To hide or display Welcome dialog

To select number of undos and redos for chart changes

Tools menu

Options command (Tools menu)

To hide or display Welcome dialog

1 On the Tools menu, click Options.

2 Click the General tab.

3 If you want to hide the Welcome dialog box, clear the Display Welcome Dialog check box. To display the Welcome dialog box, make sure the Display Welcome Dialog check box is selected.

4 Click OK.

{button Related Topics,PI(`',`IDH_RT_HideDisplay_Welcome_dialog')}

To hide or display "Finished" button
To select number of undos and redos for chart changes
Tools menu
Options command (Tools menu)

To select number of undos and redos for chart changes

1 On the Tools menu, click Options.

2 Click the General tab.

3 If you want to hide the Finished button, clear the Display "Finished" Button check box. To display the Finished button, make sure the Display "Finished" Button check box is selected.

4 Click OK.

{button Related Topics,PI(`',`IDH_RT_Chart_Undos_Redos')}

To hide or display "Finished" button

To hide or display Welcome dialog

Tools menu

Options command (Tools menu)

Lets you select whether to display the Finished button for your active chart. Clearing the Display "Finished" Button check box will hide the Finished button.

Lets you select whether to display the dialog box that displays when you first open FlowCharter. Clearing the Display Welcome Dialog check box will hide the Welcome dialog box.

Lets you indicate the number of redos or undos you want to reverse.

Lets you define how far shapes snap from each other when placed in a chart. For example, if you set 0.5" horizontal spacing and drag a new shape out of an existing shape, the new shape snaps half an inch away if you release the mouse button near that location.

Lets you define how far shapes snap from each other horizontally when placed in a chart. For example, if you set 0.5" horizontal spacing and drag a new shape out of an existing shape horizontally, the new shape snaps half an inch away if you release the mouse button near that location.

Lets you define how far shapes snap from each other vertically when placed in a chart. For example, if you set 0.5" horizontal spacing and drag a new shape out of an existing shape vertically, the new shape snaps half an inch away if you release the mouse button near that location.

Lets you place a new shape that is aligned to a *reference shape* already in the chart. To define the reference shape, you press the mouse button and drag a new shape over an existing shape as you are about to place the new shape. Reference marks appear on the existing shape. You can change the reference shape simply by dragging the new shape over a different shape already in the chart.

Aligns shapes horizontally and vertically (in a channel) when you drag to place connected shapes. Channel alignment also works when you click to place shapes if you click near the center of the channel.

Lets you snap objects and guidelines to ruler positions. Coarse alignment makes the pointer snap at 1/8" increments; fine alignment makes it snap at 1/16" increments (when inches is selected as the unit of measure).

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Lets you snap objects and guidelines to ruler positions. Coarse alignment makes the pointer snap at 1/8" increments; fine alignment makes it snap at 1/16" increments (when inches is selected as the unit of measure).

Lets you set the amount of horizontal space between lines and shapes.

Lets you set the amount of vertical space between lines and shapes.

Type the path and file name of the dictionary to be used for spell checking.

Ignores words with numbers during spell checking.

Creates a Living FlowChart action for the selected shape.

Add-Ons command

{button OLE Automation,PI(`',`IDH_OA_OLE_Automation')}

The Add-ons command is an advanced feature that requires the use of OLE Automation. On the Tools menu, this command displays a menu of other applications that can be accessed. If none are available, the command is "(Empty)."

{button Related Topics,PI(`',`IDH_RT_Addons_Command')}

OLE Automation

Tools menu

An advanced feature that requires the use of OLE Automation. On the Tools menu, this command displays a menu of other applications that can be accessed. If none are available, the command is "(Empty)."

Runs a Living FlowChart script.

Runs the Script Editor.

Welcome to FlowCharter 7 dialog box

The Welcome to FlowCharter 7 dialog box displays when the program opens unless you selected the "Don't display this startup screen again" check box at the bottom of this dialog box.

The Welcome to FlowCharter 7 dialog box lets you choose how you want the program to open. You can open by:

- Creating a new chart starting with a blank page
- Selecting from a list of recently used files
- Selecting a file using the Open dialog box
- Creating a new chart based on a template

The Welcome to FlowCharter 7 dialog box also displays tips about using FlowCharter.

{button Related Topics,PI(``,`IDH_RT_Welcome_dialog_box')}

To create a chart from a template
To open a file
To create a new chart
To create a new template
To save your default template in another view state

Options command (Tools menu)
Tools menu

Lets you open the program with a new chart starting with a blank page.

Lets you open the program with a file you choose from a list of files you recently used.

List of recently used files. Click drop-down arrow to display list.

Lets you open the program with a file you choose from the Open dialog box.

Lets you open the program with a new chart starting with an existing template.

Displays or hides this dialog box when the program starts up again.

Displays the Tip Of The Day.

Displays the next Tip Of The Day.

Adds to or changes script that controls the actions of a specific object or shape.

Shape Numbers Overview

{button Tell me how . . .,PI(`',`IDH_HT_Shape_Numbering')}

Automatic numbering

You can number shapes as you draw them. You can use various numbering systems (including 1, 2, 3, and so on; 1.1, 1.2, 1.3, and so on; 1.1.1, 1.1.2, 1.1.3, and so on).

The number you define is used as the shape number for the next shape you place in a chart and subsequent shapes are numbered in consecutive order. For example, if you define 50 as the next number, the shape number for the first shape you place in the chart is 50, the next shape you place is numbered 51, and so on.

Text labels for numbers

If you enter text before the number, the text appears along with the number. For example, if you enter Step before the number, the word "Step" appears in front of each shape you place or renumber from that point. Numbers can include numeric and nonnumeric labels. For example, the label First 1.2.34 is an acceptable label, but only 34 is called a "number." You can use numbers up to 999,999,999 in a label.

Use the Next Number box in the Set Next Shape Number dialog box to define the number for the next shape you place in a chart and for the shapes you renumber. If the entry is a decimal number, the portion to the right of the decimal is incremented. If you enter text without a number, the same text label is applied to each new shape.

You can enter up to 20 characters in a shape number.

Showing and hiding numbers

The Display Numbers command in the Shape Numbering submenu in the Format menu lets you display and hide shape numbers. When Display Numbers is selected, the shape numbers in selected shapes are displayed. When it is not selected, the shape numbers in selected shapes are hidden.

Note

- Numbering is turned off by default. You must turn it on to number shapes automatically.

{button Related Topics,PI(`',`IDH_RT_Shape_Numbers_Overview')}	{button OLE Automation, PI(`',`IDH_OA_NumberShown_Property')}

To number shapes

To show or hide shape numbers

To renumber shapes automatically

To renumber shapes manually

Renumbering existing shapes
To change the next number for new shapes
To hide and display shape numbers
To renumber shapes automatically
To renumber shapes manually

NumberShown Property

Renumbering Existing Shapes

{button Tell me how . . .,PI(`',`IDH_HT_Renumbering_Existing_Shapes')}

{button OLE Automation,PI(`',`IDH_OA_Renumber_Method')}

You can renumber specific shapes. You can manually renumber shapes one at a time by clicking the shapes to choose the numbering order, or automatically renumber a group of selected shapes at the same time.

Manually Renumbering Shapes

When you manually renumber shapes, the number displayed in the Set Next Shape Number box increases by one so the next shape you click is renumbered in consecutive order. For example, if you define 100 as the next number, the first shape you click is renumbered 100, and the next number increases to 101.

Automatically Renumbering Shapes

With the Auto Renumber command in the Shape Numbering submenu, you can automatically renumber a group of shapes at one time. When you do this, the selected shapes are renumbered in consecutive order. The selected shape with the lowest number is renumbered with the number you choose, and the other selected shapes are renumbered in consecutive order, based on their current sequence. For example, suppose you select three shapes numbered 12, 15, and 25 and define 1 as the next number. When you automatically renumber the shapes, shape 12 is renumbered 1, shape 15 is renumbered 2, and shape 25 is renumbered 3.

When you renumber existing shapes, the next number is applied to the first shape you renumber, and all other shapes you designate are renumbered in consecutive order. For example, if you define 1.1.12 as the next number, the first shape you designate is renumbered 1.1.12, the next designated shape is renumbered 1.1.13, and so on.

{button Related Topics,PI(`',`IDH_RT_RENUMBERP')}

Shape Numbers Overview

To renumber shapes manually
To renumber shapes automatically

Renumber Method

To renumber shapes manually

1. Click the Renumber tool. The pointer changes to the Number pointer when you move it into the drawing area.

   Renumber tool
2. On the Format menu, click Shape Numbering.
3. Click Set Next Shape Number.
4. In the Set Next Shape Number dialog box, type the next number you want displayed.
5. Click the first shape in the chart you want to renumber. The shape number is changed to the next number you defined.
6. Click the other shapes in the order you want them renumbered.

Tips

- If you want to renumber an existing shape with the next number, you may omit steps 2 and 3.
- The number in the Set Next Shape Number dialog box is used as the shape number for the next shape you place in the chart.
- This feature only affects shapes that are numbered with the Shape Numbering command. If you typed a number in the shape itself, the shape cannot be renumbered via this method.

{button Related Topics,PI(``,`IDH_RT_To_renumber_shapes_manually')}

Renumbering Existing Shapes

To renumber shapes automatically

Shape Numbering command

Format menu

To renumber shapes automatically

1 Select the shapes you want to renumber.

2 On the Format menu, click Shape Numbering.

3 Click Auto Renumber.

Note

- This feature only affects shapes that are numbered with the Shape Numbering feature. If you type a number in the shape, the number cannot be renumbered via this method.

{button Related Topics,PI(`',`IDH_RT_To_renumber_shapes_automatically')}

Renumbering Existing Shapes
To renumber shapes manually
Shape Numbering command
Format menu

To show or hide shape numbers

1 Select the shapes whose numbers you want to show or hide.

2 On the Format menu, click Shape Numbering.

3 Deselect Display Shape Numbers.

Tip

- This feature only affects shapes that are numbered with the Shape Numbering feature. If you type a number in the shape, the number cannot be shown or hidden via this method.

{button Related Topics,PI(`',`IDH_RT_To_hide_shape_numbers')}

Shape Numbers Overview

Shape Numbering command

Format menu

To change the next number for new shapes

1 On the Format menu, click Shape Numbering.

2 Type the next number and any text you want to appear beside the number in the Next Number box.

3 Click OK.

Notes

- The number and text you define appear in the next shape you place in the chart. The number automatically increases with each new shape.
- This feature only affects shapes that are numbered with the Shape Numbering feature. If you type a number in the shape, the number cannot be changed with this method.

{button Related Topics,PI(``,`IDH_RT_To_change_the_next_number_for_new_shapes')}

Shape Numbers Overview
To renumber shapes automatically
To renumber shapes manually
Shape Numbering command
Format menu

To number shapes

{button Show me how . . .,PI(`',`IDH_AVI_tonumbershapes16')}

1 Select the shape or shapes to number.

2 On the Format menu, click Display Shape Numbers.

{button Related Topics,PI(`',`IDH_RT_To_number_shapes')}

Shape Numbers Overview
To renumber shapes automatically
To renumber shapes manually

{mci PLAY NOMENU NOPLAYBAR,CAP0016.AVI}

Set Next Shape Number dialog box

The Set Next Shape Number dialog box uses the Next Number box to define the number for the next shape you place in a chart and for the shapes you renumber. If the entry is a decimal number, the portion to the right of the decimal is incremented. If you enter text without a number, the same text label is applied to each new shape.

You can enter up to 20 characters in a shape number.

{button Related Topics,PI(`',`IDH_RT_Set_Next_Shape_Number_DB')}

Shape Numbers Overview
To renumber shapes automatically
To renumber shapes manually
Shape Numbering command
Format menu

To use ToolTips

1 On the View menu, click Toolbars.

2 Make sure the Show ToolTips box is checked.

3 Point to a tool or button in the window, and hold the mouse still for a short time. A short message (bubble) appears, explaining the tool or button.

To turn off ToolTips

1 On the View menu, click Toolbars.

2 Make sure the Show ToolTips box is cleared.

{button Related Topics,PI(`',`IDH_RT_Using_Tool_Tips')}

View menu

Toolbars - Overview

Toolbars - Overview

{button Tell me how. . .,PI(`',`IDH_HT_Toolbars')}

Toolbars contain a set of related tools. For example, the Formatting toolbar contains tools that allow you to format elements of the chart or graph.

Toolbars can display as palettes that you drag to a preferred place on the screen, or you can attach ("dock") them to the side of the window. Toolbars can also be hidden and/or customized.

You can display the following toolbar:

- Standard
- Formatting
- Arrange
- Arrange+
- Toolbox
- Preset Styles
- Data
- Living FlowCharts

The following toolbars display when you use the DataAnalyzer feature:

- Standard
- Formatting

Tips

- You can resize your Font box, or any other drop-down box, on the toolbar while the Customize dialog box is open. To open the Customize dialog box, on the Tools menu, click Customize.
- You can give custom toolbars any name you want. Also, you can rename the custom toolbars.
- You can add over 20 custom toolbars that will show up in the shortcut menu (displayed when you right-click on the toolbars area). You must use the View menu's Toolbars command to see them. (The number of toolbars you can view on the shortcut menu varies depending on your screen resolution.)
- You can return the Micrografx-supplied toolbars to the way they were when you installed the program. To do this, on the View menu, click Toolbars. Click the toolbar to reset, and click Reset. Any buttons you have added will be removed. Any buttons you have deleted will be replaced.
- You can drag buttons off a toolbar. To do this, hold down the **Alt** key, click on the button to remove and drag it off the toolbar. Note that you cannot undo this action.

{button Related Topics,PI(`',`IDH_RT_Toolbars')}

To hide toolbars
To dock toolbars
To choose color buttons
To choose toolbar button sizes

To create new toolbars
To delete toolbars
To rename toolbars
To reset toolbars

Standard toolbar
Formatting toolbar
Toolbox
Arrange toolbar
Arrange+ toolbar

Preset Styles toolbar
Data toolbar
Living FlowCharts toolbar

To dock toolbars

1 Click and drag the toolbar to a side of the chart window (top, bottom, left, or right).

2 When the outline of the toolbar conforms to the side, release the mouse button.

{button Related Topics,PI(`',`IDH_RT_Docking_Toolbars')}

Toolbars - Overview

To hide toolbars

1 On the View menu, click Toolbars.

2 Clear the check box of the toolbar you want to hide.

ToolTips display the name of a tool or button. They display when you rest the cursor over the tool or button.

FlowCharter 7 menus

FlowCharter provides the following commands for the program menus:

Menus	Commands
File menu	New - Opens a new, blank chart window. Open - Opens a previously saved chart, template, or workspace. Close - Closes the active chart. Close All - Closes all of the windows of all charts. Save - Saves the file on which you are working, using the current filename. Save As - Makes a copy of the file under a new name or in another location. Save Workspace - Saves the names of open charts and their window arrangement in a file. Import - Imports a shape from another file. Export - Exports a chart to another file. Page Setup - Sets up the page dimensions and orientation. Print Preview - Previews how a page will look. Print - Selects a print range and other options before printing a chart. Print Setup - Selects a printer and printer options. Send - Creates an e-mail message with the current chart as an attachment. Recent File List - Lists the last four charts you opened or saved. Exit - Closes open chart files and the program.
Edit menu	Undo - Reverses the last action or change on a chart. Redo - Reverses the last undo you made. Cut - Cuts the selected objects to the Clipboard. Copy - Copies the selected objects to the Clipboard. Paste - Pastes the cut or copied objects into the active chart. Paste Special - Pastes information from the Clipboard in various formats. Clear - Deletes the selected objects from a chart. Duplicate -Duplicates the selected objects. Select All - Selects all objects in a chart. Select - Selects the specified shapes, lines, text blocks, or OLE objects in a chart. Find - Finds text in shapes. Replace - Replaces the text in shapes. Links - Opens a list of the objects linked to the active chart. Object - Opens an object application for you to change the linked or embedded object.
View menu	Normal - Displays a page at its actual sizes. Page - Displays the entire page. Full Screen - Shows all of the elements of your chart on the screen without menus or buttons. Toolbars - Hides or shows any of the toolbars. Status Bar - Hides or shows the status bar. Rulers - Hides or shows the rulers. Shape Palettes - Hides or shows the Shape palette. Worksheet - Hides or shows the data fields worksheet. Entity Manager - Hides or shows the Entity Manager. Field Viewer - Opens the Field Viewer dialog box for entering data into selected shapes' fields. Note - Hides or shows a Note window. CoolSheets - Hides or shows a CoolSheet. Guidelines - Hides or shows guidelines. Grid - Hides or shows a grid. QuickZoom - Hides or shows the QuickZoom window.

	Zoom - Changes the magnification of a chart.
Insert menu	Link - Changes a link for selected objects.
	Data Field - Creates or arranges a data field.
	Legend - Hides or shows a chart legend.
	Starting Point - Selects a starting shape for a Living FlowChart.
	CoolSheet - Inserts a CoolSheet into a chart.
	Guideline - Adds a guideline to the chart and adjusts them.
	SPC Chart - Inserts a Statistical Process Control chart into a flowchart.
	Object - Inserts a drawing, image, or other object into a chart.
Format menu	Fill - Specifies a shape's background color, fill pattern, and pattern color.
	Line - Changes a line's color, weight, and style.
	Ends - Changes a line's color, size, and arrowhead type.
	Effects - Changes an object's color, style, and depth of the effect.
	Font - Defines the font, size, style (bold, italic, underline, strikethrough), color of text, and whether or not it can be opaque.
	Text Alignment - Defines the horizontal or vertical alignment and the text-to-page orientation (horizontal or vertical).
	Object Properties - Displays and defines object information and connect point properties of shapes.
	Shape Numbering - Hides or displays shape numbers, sets the next shape number, automatically renumber the shapes, or makes the Renumber tool active.
Tools menu	Spelling - Spell checks the chart.
	Protect Chart - Sets or removes password protection to protect your chart from unauthorized changes.
	Run Flowchart - Runs a Living FlowChart script.
	Shape Action Wizard - Creates a Living FlowChart action for the selected shape.
	Edit Chart Script - Runs the Script Editor.
	Import Data - Lets you import data to your active worksheet.
	Report - Runs a report.
	Add-Ons - Lets you access other applications.
	Customize - Lets you customize the program toolbars and the Toolbox.
	Options - Lets you set options for shape spacing and alignment, line spacing, spell checking, displaying Finished button, displaying Welcome dialog, and setting number of Undos and Redos
Arrange menu	Order - Changes the order of selected objects.
	Layers - Provides a submenu of commands that opens the Layer Manager, edits all layers, adds layers, lets you select a layer to move to, moves the layer back one layer, and moves the layer forward one layer.
	Align - Aligns shapes vertically and horizontally.
	Make Same Size - Makes selected shapes same size.
	Space Evenly - Spaces selected shapes evenly.
	Center - Centers selected objects or the entire chart on a page.
	Group - Groups the selected objects.
	Ungroup - Ungroups the selected group of objects.
	Make New Shape - Makes the selected objects into a new shape.
	Break Apart - Breaks apart a new shape that was formed with the Make New Shape command.
	Combine - Connects and disconnects closed and open objects. Also, forms new shapes from different combinations of operations that you can do with shapes.

- Rotate/Flip - Rotates or flips the selected object.
- Replace Shape - Replaces the selected shape(s) with the shape in the Shape palette.
- Reverse Ends - Reverse the ends of the selected line.
- Fit to Text - Fits the object to the text.

Window menu

- New Window - Creates a new chart window.
- Arrange All - Arranges all the chart windows so that they can be viewed simultaneously.
- Split - Divides the current chart into separate, active sections.
- Chart List - Lists the names of open charts.

Help menu

- FlowCharter 7 Help - Displays an index that lets you find specific information to help you use the program.
- Micrografx Home Page - Displays Micrografx internet home page.
- Micrografx Tech Support - Displays Micrografx technical support information.
- Office Compatible - Displays information about the program and its compatibility with Microsoft Office.
- Tip of the Day - Displays program tips.
- About FlowCharter - Displays the program’s version number, copyright, and licensing information.

{button Related Topics,PI(``,`IDH_RT_FlowCharter_menus')}

File menu
Edit menu
View menu
Insert menu
Format menu
Tools menu
Arrange menu
Window menu
Help menu

Help menu

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Office Compatible command

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Displays information about the program and its compatibility with Microsoft Office.

Tip of the Day command

The Tip of the Day command displays program tips for working with FlowCharter.

Displays program tips for working with the program.

About FlowCharter command

The About FlowCharter command displays the program’s version number, copyright, and licensing information.

Displays the program’s version number, copyright, and licensing information.

About FlowCharter dialog box

The top portion of the About FlowCharter 7 dialog box contains the program version number and copyright date for your copy of the program.

Click the telephone icon for information about how to contact Micrografx Technical Support. Click the other icons for information about additional Micrografx products.

{button Related Topics,PI(``,`IDH_RT_About_ABC_FlowCharter')}

About FlowCharter command

Edit menu

Click a command below to learn more about it.

Undo	Reverses the last action or change on a chart.
Redo	Reverses the last undo you made.
Cut	Cuts the selected objects to the Clipboard.
Copy	Copies the selected objects to the Clipboard.
Paste	Pastes cut or copied objects into the active chart.
Paste Special	Pastes information from the Clipboard in various formats.
Clear	Deletes selected objects from a chart.
Duplicate	Duplicates the selected objects.
Select All	Selects all objects in a chart.
Select	Selects specified shapes, lines, text blocks, or OLE objects in a chart.
Find	Finds text in shapes.
Replace	Replaces text in shapes.
Links	Opens a list of the objects linked to the active chart.
Object	Opens the object application for you to change the linked or embedded object.

{button Related Topics,PI(`',`IDH_RT_Editmenu')}

Undo command
Redo command
Cut command
Copy command

Paste command
Paste Special command
Clear command
Duplicate command

Select All command
Select command
Find command
Replace command

Links command
Object command (Edit menu)

Undo command

{button OLE Automation,PI(`',`IDH_OA_Undo_Method')}

The Undo command reverses the last action or change on a chart. If an action cannot be reversed, Can't Undo appears in the menu.

{button Related Topics,PI(`',`IDH_RT_Undo_Command')}

To undo an action

Redo Command

Edit menu

Undo Method

Reverses the last action or change you made to a chart. If an action cannot be reversed, Can't Undo appears in the menu.

To undo an action

- Click Undo on the Edit menu.

Tips

- You can also undo an action by clicking on the Standard toolbar.
- You can also press **Ctrl**+**Z** to undo an action.

{button Related Topics,PI(`',`IDH_RT_Reversing_changes')}

Undo command

To redo (reverse) your last undo

Edit menu

Redo command

The Redo command on the Edit menu reverses the last undo you made.

A description of the action to be redone follows the Redo command. For example, Redo Move indicates that Redo will redo a move action.

Redo is not available if the program cannot reverse the most recent undo.

{button Related Topics,PI(`',`IDH_RT_Redo_Command')}

To redo (reverse) your last undo

Undo command

Edit menu

Reverses the last undo you made. If an undo cannot be reversed, Can't Redo appears in the menu.

To redo (reverse) your last undo

- Click Redo on the Edit menu.

Tips

- You can also reverse an undo by clicking on the Standard toolbar.
- You can also press **Ctrl**+**Y** to reverse an undo.
- To reverse a redo, use Undo.

{button Related Topics,PI(`',`IDH_RT_To_reverse_your_last_undo')}

Redo Command

To undo an action

Undo command

Edit menu

Cut command

{button OLE Automation,PI(`',`IDH_OA_Cut_Method')}

The Cut command removes the selected objects from a chart and places them on the Clipboard.

{button Related Topics,PI(`',`IDH_RT_Cut_Command')}

Paste command
Copy command
Clear command
Edit menu

Cut Method

Removes the selected objects from a chart and places them on the Clipboard.

To cut objects

1 Select the object or objects to cut.

2 On the Edit menu, click Cut.

Tips

- Shapes or text cut or copied from the chart window cannot be pasted into the Note window.
- The keyboard shortcut for cutting an object is **Ctrl**+**X**.

{button Related Topics,PI(`',`IDH_RT_Cutting_an_Object')}

Cut command
Paste command
Copy command
Clear command

Edit menu

Copy command

{button OLE Automation,PI(`',`IDH_OA_Copy_Method')}

The Copy command copies the selected objects in a chart and places the copy on the Clipboard.

{button Related Topics,PI(`',`IDH_RT_Copy_Command')}

Copies the selected objects in a chart and places the copy on the Clipboard.

To copy objects
Paste command
Edit menu

Copy Method

Copies the selected objects in a chart and places the copy on the Clipboard.

To copy objects

1 Select the object or objects you want to copy.

2 On the Edit menu, click Copy.

Tip

- You can also press **Ctrl**+**C** to copy a selected object.
- Shapes or text copied or cut from the chart window cannot be pasted into the Note window.

{button Related Topics,PI(`',`IDH_RT_Copying_an_object')}

Copy command

Paste command

Edit menu

Paste command

{button OLE Automation,PI(`',`IDH_OA_Paste_Method')}

The Paste command places the contents of the Clipboard in the active chart.

{button Related Topics,PI(`',`IDH_RT_Paste_Command')}

To paste objects

To add a picture to a chart

Cut command

Copy command

Paste Special command

Paste Link command

Edit menu

Paste Method

Places the contents of the Clipboard in the active chart.

To paste objects

- On the Edit menu, click Paste.

Tips

- You can also press **Ctrl**+**V** to paste the object.
- You can paste notes into the active chart window using the Paste command in the main program window. Before you can paste something from the Note window, you must select a shape or click the left mouse button on the active chart.

{button Related Topics,PI(``,`IDH_RT_Pasting_an_object')}

Cut command
Copy command
Paste Special command
Paste Link command

Paste command
Edit menu

To add a picture to a chart

1 Select the picture you want in the other program.

2 Copy the picture to the Clipboard.

3 Open the chart into which you want to paste the picture.

4 On the Edit menu, click Paste.

Tip

- After you paste a picture into your chart, you can resize it and position it anywhere in the chart.

{button Related Topics,PI(``,`IDH_RT_To_add_a_picture')}

Cut command
Copy command
Paste Special command
Paste Link command

Paste command
Edit menu

Clear command

{button OLE Automation,PI(`',`IDH_OA_Clear_Method')}

The Clear command deletes the selected objects from a chart.

Note

- Objects are deleted permanently when you choose the Clear command. They are not placed on the Clipboard. You can use the Undo command to recover a cleared object.

Deletes the selected objects from a chart.

Note

- Objects are deleted permanently when you choose the Clear command or press the Delete button. They are not placed on the Clipboard. You can use the Undo command to recover a cleared object.

To delete objects

Cut command

Edit menu

Clear Method

To delete objects

1 Select the object you want to delete.

2 On the Edit menu, click Clear.

Tip

- You can also press **Del** to delete the selected object.
- Objects are deleted permanently when you choose the Clear command. They are not placed on the Clipboard.
- You can use the Undo command to recover a cleared object.

{button Related Topics,PI(``,`IDH_RT_Deleting_an_object')}

Clear command
Cut command
Edit menu

Select command

{button OLE Automation,PI(`',`IDH_OA_Select_Method')}

The Select command lets you specify the shapes, lines, text blocks, or OLE objects that you want selected in a chart.

{button Related Topics,PI(`',`IDH_RT_Select_Command')}

To select all objects of one type

Select All command

Edit menu

Select Method

Select All command

The Select All command selects all objects, shapes, and lines in the chart.

{button Related Topics,PI(``,`IDH_RT_Select_All')}

Selects all objects, shapes, and lines in the chart.

To select all objects of one type

Select command

Edit menu

Selects specific types of objects.

Select dialog box

Use the Select dialog box to select items in a chart.

This dialog is useful when you want to standardize the style of lines, text, or shapes. For example, when you click Text Blocks and click OK, every action you take affects all the text in your chart until you click in your chart again.

{button Related Topics,PI(``,`IDH_RT_Select_dialog_box')}

To select all objects of one type

Select command

Select All Command

Selects only shapes in your chart. Next, click the shape type to select from the Name box, or click <all types> in the box.

Selects all shapes of a certain type. You may also select all shapes regardless of type by clicking <all types>.

Selects all lines in your chart.

Selects all text blocks in your chart.

Selects all the OLE objects in your chart.

Selects all items in your chart.

Clears all items in your chart.

To select all objects of one type

1 On the Edit menu, click Select.

2 Click one or more of the check boxes to select all objects of that type.

Tips

- In the Name box, you can click a shape name to select all shapes of that kind.
- You can also select all objects using the Select All command on the Edit menu.
- You can select multiple objects. Press and hold **Shift** as you click each object.
- You can select an object beneath other objects. Click the Selector tool, press and hold **Ctrl**, and click the top object. As you continue to click, each object below the top object is selected.

{button Related Topics,PI(``,`IDH_RT_Selecting_stuff')}

To select an object
Select command

Understanding Object Linking and Embedding (OLE)

{button OLE Automation,PI(`',`IDH_AT_Linking_and_Embedding')}

{button Tell me how. . .,PI(`',`IDH_HT_Linking_and_Embedding')}

Object linking and embedding (OLE) is a way to exchange, or share information between files. The files can be made with the same program or different programs. For example, you can bring a Micrografx Designer picture into a flowchart made with FlowCharter, or insert your flowchart into a Word document.

What Is an Object?

An object is simply information. It can be a file or a part of a file that you can use in another file.

Linking

You can link a chart to another program. (The other program must also be OLE-compatible.) The chart becomes the *object*, and the document becomes a *compound document*.

You also can link an object from a file from another program to a chart. When an object is linked, any changes you make to the object in the source file are reflected in the chart.

Inserting Objects (Embedding)

You can embed a chart in a document in another program. The chart becomes the *object*, and the document becomes a *compound document*.

Inserting a New Object in a Chart

You can select an object type from a list of programs on your system. A new, empty object is inserted in the window, and the object application opens for you to fill in the empty object. The object appears in both the object application and FlowCharter at the same time.

Inserting an Object from a File

You can open an existing OLE-compatible file that contains the object you want to insert in your chart. The object is embedded unless you select the Link to File option.

Do You Want to Link or Embed Your Information?

	Linking	**Embedding Linked**	**Embedding Not Linked**
Result of using	Shows pasted information in chart.	Shows entire file in chart or shows it as an icon. Changes you make will appear in the original file, and changes to original file show in the	Shows entire file in chart or shows it as an icon. Changes you make will NOT appear in the original file, and changes to the original file do not show in the chart.

		chart.	
Advantage of using	You can paste only a portion of an existing file, instead of the entire file.	You can change it within your chart without leaving the program.	You can change it within your chart without leaving the program.
Changing information	Double-click on it to open it in its program.	Click once on it and change it within the chart.	Click once on it and change it within the chart.
Command	Paste Special command, Paste Link option	Insert Object, Create from file	Insert Object, Create New

---

{button Related Topics,PI(`',`IDH_RT_Objects_and_linking')}

Object Linking and Embedding (OLE)
Paste Special command
Object command (Edit menu)

AT Linking and Embedding

To change an embedded FlowCharter object
To change an object embedded in a chart
To change an object linked to a chart

To change a link
To embed a chart in a document
To embed an object in a chart
To change an embedded FlowCharter object

To insert a new object in a chart
To insert an object from a file
To link a chart to a document
To link an object to a chart

To paste OLE and non-OLE information in a chart
To save files in ABC FlowCharter version 3.0/4.0 format
To view the links to a chart

InsertObjectFromFile Method

PasteLink Method

Paste Special Method

ClipboardFormatAvailable_Property (Paste Option)

Paste Special command {button OLE Automation,PI(`',`IDH_OA_Paste_Special_command')}

The Paste Special command lets you paste information from the Clipboard into your chart in various formats. You use this command to link information to the active chart.

Depending upon the information in the Clipboard, your paste format options may include an embedded OLE object, Rich Text Format (RTF), unformatted text, a metafile (which will act as a chart shape), and a bitmap. (Format options vary; additional formats may be available.)

After you link an object to a chart, any changes made to the object in its source file in the original program (the object application) are reflected in the chart.

Note

- The difference between the Paste Special command's Paste Link option and the Insert Object command is that when you insert an object, the entire object is included in your chart. With the Paste Link option, you can select a portion of a document, spreadsheet, or bitmap and paste it into your chart. When something is Paste Linked, you cannot change it right in your chart, as you can an inserted object.

{button Related Topics,PI(`',`IDH_RT_Paste_Special_Command')}

To paste OLE and non-OLE information into a chart

Paste command

Edit menu

PasteSpecial Method

PasteLink Method

Selects a type of data to paste.

Paste Link command {button OLE Automation,PI(`',`IDH_OA_PasteLink_Method')}

The Paste Link command lets you paste an object from the Clipboard and link it to your active chart.

After you link an object to a chart, any changes made to the object in its source file in the original program (the object application) are reflected in the chart.

{button Related Topics,PI(`',`IDH_RT_Paste_Link_command')}

PasterLink Method

Pastes an object from the Clipboard and link it to your active chart.

After you link an object to a chart, any changes made to the object in its source file in the original program (the object application) are reflected in the chart.

To link an object to a chart
Paste command
Edit menu

Links command

The Links command opens a list of objects linked to the active chart.

Use this command to update the object with changes made in the source file, open the source file, change the source file or item, or break the link to the source file.

Note

- You can only change the links of linked objects. For example, you cannot break a link of an inserted object.

{button Related Topics,PI(`',`IDH_RT_Links_Command')}

To view the links to a chart
To change a link
Edit menu

Opens a list of the objects linked to the active chart.

Object command (Edit menu)

{button OLE Automation,PI(`',`IDH_OA_InsertObjectFromFile_Method')}

If you insert from an existing file, you can link the object to the source file. You also have the option to display the inserted object as an icon instead of a full graphic.

This command displays a submenu when the active object is an inserted object. You can change, open, or convert the inserted object via this submenu.

The name of the command varies, depending upon the object linked to or embedded in the chart. For example, the command reads “WordPad Document Object” when the document is a WordPad document.

{button Related Topics,PI(`',`IDH_RT_Object_Command_Editmenu')}

To insert a new object in a chart
To insert an object from a file
To change an inserted object

Converting Object Embedded In ABC FlowCharter 4.0
Object command (Edit menu)
Object command (Insert menu)
Edit menu

InsertObjectFromFile Method

To change an inserted object

1. Double-click the object in the chart or open the Edit menu, and then click Edit <Name> Object. The object program opens.
2. Make changes to the object in the program.
3. On the File menu for the object program, click Update.
4. Minimize the object program. FlowCharter displays the changes to the object.

Note

- If you try to exit the object program without choosing Update, it displays a message asking whether you want to update the object. Click Yes to update the object in FlowCharter. The object program closes.

{button Related Topics,PI(`',`IDH_RT_To_change_an_inserted_object')}

To convert an inserted object
Object command (Edit menu)
Edit menu

To convert an inserted object

1. On the Edit menu, click the last item. (The command itself varies, based on the inserted object type. For example, if the object is a Microsoft Word document, the command is Document Object.)
2. Click Convert.
3. Click the type to convert to.
4. Click Display as Icon if you want the object to appear as an icon in your chart.
5. Click OK.

Note

- This command converts an object from one type to another. For example if you insert a Paintbrush object into your chart, you can convert it to any other compatible object type. The compatible object types are listed in the Convert dialog box.

{button Related Topics,PI(`',`IDH_RT_Converting_objects')}

To change an inserted object
To change objects embedded with ABC FlowCharter 4
Converting Object Embedded In ABC FlowCharter 4.0
Object command (Edit menu)
Edit menu

Displays a submenu when the active object is an inserted object. You can change, open, or convert the inserted object via this submenu.

Opens the inserted object to make the changes in the object while in your chart.

Opens the inserted object in its source file to make changes directly to the object.

Converts the inserted object to another object type. You can convert the object to any other type of object listed in the Object Type list.

Offers several formats for pasting the information from the Clipboard, depending on the type of information you are pasting and the program in which it was created.

Convert dialog box

The Convert dialog box converts the inserted object to another object type. You can convert the object to any other type of object listed in the Object Type list.

{button Related Topics,PI(`',`IDH_RT_Convert_db')}

To convert an inserted object
To change objects embedded with ABC FlowCharter 4
Object command (Edit menu)
Edit menu

Converts the selected object to the object type selected from the Object Type list.

Activates the selected object to the object type selected from the Object Type list.

Lists the available object types that you can convert the object to or activate the object as.

Describes what happens when you select the selected object type.

Shows the object as an icon rather than the object itself in your chart.

Paste Special dialog box

The Paste Special dialog box may offer several formats for pasting the information from the Clipboard, depending on the type of information you are pasting and the program in which it was created.

Paste Option

The Paste option is selected by default. The following formats may be available if you use this option.

Format	Function
<Name> Object	Lets you double-click on the object in your chart to open the source file and change the object.
FlowCharter Native	Pastes the object as a chart shape since it was created in the program..
FlowCharter 7 Rich Text	Pastes the text from a chart shape, keeping the text styles such as bold, italic, and underline.
Rich Text Format (RTF)	Pastes the text with the text styles. (Many word-processing programs provide RTF on the Clipboard.)
Unformatted Text	Pastes the text without the text styles.
Metafile	Pastes the information as a new FlowCharter shape. You can move and resize the shape, add text and a shape number, and connect it automatically to other chart shapes.
Device-Independent Bitmap	Brings the color information with the bitmap, so that the original colors are maintained in FlowCharter.
Bitmap	Does not bring the color information with the bitmap; therefore, the bitmap colors may appear different in your program.

Paste Link Option

If you choose the Paste Link option, the object is linked to, not embedded in, your program. The Paste Link option in the dialog box is the same as the Paste Link command in the Edit menu.

Display as Icon Option

Click to check the Display as Icon option if you want the object to appear as an icon rather than as a full graphic. This option is available only if you select the Object format in the box.

Result Area

This area describes the result of the paste option combined with the highlighted format.

{button Related Topics,PI(`',`IDH_RT_Paste_Special_Dialog_Box')}

To paste OLE and non-OLE information in a chart

Paste Special command

Edit menu

ClipboardFormatAvailable Property

Links dialog box

The Links dialog box displays the name and location of the source file, the object type (such as Excel Worksheet), and the update method (automatic or manual).

You can change the links to a chart using the Links dialog box. The dialog box contains several options for changing a link.

Break Link

Disconnects the link between the object that appears in FlowCharter and its source file. The object is converted to a static picture in FlowCharter. The object can no longer be changed from FlowCharter or updated automatically.

{button Related Topics,PI(`',`IDH_RT_Links_Dialog_Box')}

To view the links to a chart
To change a link
Links command
Edit menu

Find command

The Find command lets you search for text in the chart.

You can search the chart (including shapes, lines, and master Items), in notes, in data fields, or in all of these elements. You can look for the text as a whole word and search for the text exactly as you have entered its case.

{button Related Topics,PI(`',`IDH_RT_Find_Command')}

Replace command
Edit menu

Searches for text in the chart.

To find text

1 On the Edit menu, click Find.

2 Enter the text to find.

3 Select the options you want to use.

Note

- The search will find text only in the chart. It cannot search objects inserted via OLE from other programs. To find text in inserted objects, open the object and search for the text within its program.

Tip

- You can search the chart (including shapes, lines, and master items), in notes, in data fields, or in all of these elements.

{button Related Topics,PI(`',`IDH_RT_Finding_text')}

To replace text in a chart
To open inserted objects
Find command
Edit menu

To open inserted objects

1 Select the object to open.

2 On the Edit menu, click the command at the bottom of the menu. (The name of the command varies based on the type of object that you are opening.)

3 On the Edit menu, click Open.

{button Related Topics,PI(`',`IDH_RT_Opening_inserted_objects')}

To change an inserted object
To change objects embedded with ABC FlowCharter 4
Object command (Edit menu)
Edit menu

Find dialog box

The Find dialog box is used to find text in your chart.

Note

- The search will find text only in the chart. It cannot search objects inserted via OLE from other programs. To find text in inserted objects, use the Edit, Object, Open command to open the object and search for the text within the program.

{button Related Topics,PI(`',`IDH_RT_Find_Dialog_Box')}

To find text
To replace text in a chart
Find command
Replace command

Finds this text only if it is a whole word. For example, if you entered “car” the search will not find “cars” or “carted.”

Searches for the text that exactly matches the case as you have entered it. For example, if you enter “car” the search will not find “Car.”

Specifies where to look for the text. Choose Shapes and Lines, Data fields, or Notes, or choose Entire chart to look everywhere for the text.

Replace command

The Replace command lets you search and replace text in shapes, lines, notes, and entire chart.

Note

- You cannot replace shape numbers or Master Item text.

{button Related Topics,PI(``,`IDH_RT_Replace_Command')}

To replace text in a chart
To find text
Find command
Edit menu

Searches and replaces text in the shapes, lines, notes, and entire chart.

Replace dialog box

The Replace dialog box allows you to search for and replace specific text in a chart.

Note

- You cannot replace shape numbers or Master Item text.

{button Related Topics,PI(`',`IDH_RT_Replace_Dialog_Box')}

To replace text in a chart

Replace command

Edit menu

Lets you type the text you want to replace.

Lets you type the text that will replace the found text.

Replaces text only if the text is a whole word.

Searches for text that matches the case of the text.

Specifies where to look for the text. Choose Shapes and Lines, Data fields, or Notes, or choose Entire chart to look everywhere for the text.

Leaves the text unchanged and search for the next occurrence.

Replaces the text and find the next occurrence.

Changes all occurrences without confirmation.

To replace text in a chart

1 In the Edit menu, click Replace.

2 Type the text to find in the Find box.

3 Type the text you want to use as replacement text in the Replace box.

Note

- You cannot replace shape numbers or text in the Master Items.

{button Related Topics,PI(`',`IDH_RT_Replacing_text')}

To replace text in a chart
To find text
Replace command
Edit menu

Duplicate command

The Duplicate command lets you duplicate the selected objects.

Duplicates the selected objects.

To duplicate objects

1 Select the object or objects you want to duplicate.

2 On the Edit menu, click Duplicate.

Note

- You can also press and hold the **Ctrl** key and drag the selected objects to duplicate them.

{button Related Topics,PI(``,`IDH_RT_Duplicating_Objects')}

Duplicate command

Edit menu

Converting Objects Embedded in ABC FlowCharter 4.0

{button Tell me how . . .,PI(`',`IDH_HT_Converting_Embedded_Objects')}

If you have a file created in ABC FlowCharter 4.0 and you open it in FlowCharter 7, you cannot edit any OLE-embedded objects until you run a utility named Convert4.exe, located in Program Files\Micrografx\FlowCharter.

{button Related Topics,PI(`',`IDH_RT_Converting_Embedded_Objects')}

To change objects embedded with ABC FlowCharter 4

To change an inserted object

Edit menu

Object command (Edit menu)

Object command (Insert menu)

To change objects embedded with ABC FlowCharter 4

1 Open the Explorer.

2 Locate the directory in which FlowCharter is installed (C:\Program Files\Micrografx\FlowCharter, by default).

3 Select the Convert folder.

4 Double-click the file Convert4.exe.

{button Related Topics,PI(`',`IDH_RT_To_change_objects_embedded_with_ABCFlowcharter4')}

To change an inserted object
Edit menu
Object command (Edit menu)
Object command (Insert menu)

What is an Object?

{button Tell me how . . .,PI(`',`IDH_HT_What_is_an_object')}

An object is the main element of a FlowCharter chart. You create custom flowcharts by creating, arranging, and editing objects. You can manipulate objects in a variety of ways to enhance and help organize your chart. For example, objects can be colored, combined with other objects, duplicated, and resized.

An object in FlowCharter can be:

- Shapes - A shape is an object with more than two connect points.
- Lines - A line is an object with only two connect points, one at each end for connecting to shapes.
- Freeform text - Freeform text is a text block that behaves like a shape, that is, it has more than two connect points.

You can create shapes using the:

- Shape tool

  Shape tool
- Draw tool

  Draw tool

You can create lines using the:

- Connector Lines tool

  Connector Lines tool

You can create text using the:

- Text tool

  Text tool

Note

- All shapes and lines created by the Draw tool are shapes. To create a line that is not a shape, use the Connector Lines tool.

{button Related Topics,PI(`',`IDH_RT_What_is_an_Object')}

To place a connected shape
To replace shapes

To draw a connector curved line
To draw a connector direct line
To draw a connector org chart line
To draw a connector right angle line

To create a text block
To insert text

Drawing Shapes
Drawing Lines
Drawn Lines vs Connector Lines
Creating text blocks

Working with Objects

{button Tell me how . . .,PI(`',`IDH_HT_Working_with_Objects')}

You can work with objects by:

- Resizing shapes, texts, multiple objects
- Repositioning lines
- Reshaping shapes
- Aligning single objects and multiple objects
- Spacing objects
- Moving objects and points
- Changing the order of objects
- Combining objects
- Slicing objects
- Joining objects
- Outlining objects
- Trimming objects
- Intersecting objects
- Fragmenting objects
- Punching objects

{button Related Topics,PI(`',`IDH_RT_Working_with_Objects')}

Selecting objects

Understanding Channel Alignment

Options command (Tools menu)

To bring an object to the front
To move one or more objects
To replace shapes

To reposition a line connected to a shape
To reshape a curve
To resize multiple objects at the same time

To resize a shapes or text block
To send an object to the back
To undo an action

Selecting Objects

{button OLE Automation,PI(`',`IDH_OA_Selected_Property')}

You can select any number of objects in your chart. You can select an object with the Selector tool from the Toolbox. Also, by clicking the right-mouse button, you can access the Selector tool from the Switch Tool command. Click the right mouse button to toggle to the Selector tool from any other tool. Click the right mouse button again to return to the original tool.

To select	Do this
A single object	Using the Selector tool, point to the object, and click the left mouse button.
A group of adjacent objects	Using the Selector tool, press and hold the left mouse button, and drag the pointer around the objects.
A group of nonadjacent objects	Using the Selector tool, press **Shift** and click each object.
All objects	On the Edit menu, click Select All.
All shapes	On the Edit menu, click Select, and then click Shapes.
All shapes of a particular type	On the Edit menu, click Select, click Shapes, and then click the type of shape from the box.
All lines	On the Edit menu, click Select, and then click Lines.
All text	On the Edit menu, click Select, and then click Text Blocks.
All OLE objects	On the Edit menu, click Select, and then click OLE Objects.

Tips

- To deselect one of a group of objects, press **Shift** and click the selected object.
- Press **Ctrl+A** to select all objects.

{button Related Topics,PI(`',`IDH_RT_SELECTOBJECTS')}

Working with objects

Options command (Tools menu)

Selected Property

To move one or more objects

1 Click the Selector tool.

Selector tool

2 Select the objects to move.

3 Point to one of the selected objects.

4 Press and hold the left mouse button, and drag the object to the position you want. A dotted rectangle surrounds the selected objects and follows the movement of the pointer.

5 Release the mouse button.

Tips

- You can also move the object with the keyboard and the mouse, combined. First, select the object by clicking on it. Hold the left mouse button down and use the arrow keys to move the object. When the object is where you want it to be, release the mouse button.
- When you move a shape connected to a line, the line moves with the shape.
- You can snap shapes together while moving them. Just drag a shape in the chart to the edge of another shape. The two shape edges snap together instantly. This feature is ideal for creating row and column headings for deployment flowcharts.

{button Related Topics,PI(``,`IDH_RT_Moving_Objects')}

Working with objects

Options command (Tools menu)

To resize a shape or text block

1 Click the Selector tool.

Selector tool

2 Select the shape or text block to resize. Control points appear around the selected object.

3 Point to a control point. The pointer changes to a two-headed arrow.

4 Press and hold the left mouse button, and drag the handle until the object is the size you want.

5 Release the mouse button.

Tips

- Use the corner handles to change the width and height of the object proportionally; use the middle handles to change either the width or height.
- Press and hold **Shift** while you drag a handle to disable proportional resizing.

{button Related Topics,PI(`',`IDH_RT_Resizing_Shapes_and_Text_Blocks')}

To resize multiple objects at the same time
Working with objects
Options command (Tools menu)

To reposition a line connected to a shape

{button Show me how . . .,PI(`',`IDH_AVI_torepositionlines0024')}

1 Click the Selector tool.

- Selector tool

2 Select the line to reposition. Control points appear on the selected line.

3 Point to the control point on the endpoint connected to the shape.

4 Press and hold the left mouse button, and drag the handle to another connect point on the shape.

5 Release the mouse button.

Tips

- When you connect lines to a shape, the line endpoints snap to the connect points on the shape. You can move the line endpoints to other connect points on the shape.
- You can also reconnect the line to another shape by dragging the line endpoint to the shape.

{button Related Topics,PI(`',`IDH_RT_Repositioning_Lines_Connected_to_Shapes')}

{mci PLAY NOMENU NOPLAYBAR,CAP0024.AVI}

Working with objects

Options command (Tools menu)

To resize multiple objects at the same time

1 Click the Selector tool.

Selector tool

2 Press **Shift** and click each of the objects you want to resize. Release **Shift**.

3 Point to a control point on one of the selected objects. The pointer changes to a two-headed arrow.

4 Press and hold the left mouse button, and drag the control point until the objects are the sizes you want.

5 Release the mouse button.

{button Related Topics,PI(``,`IDH_RT_Resizing_Multiple_Objects')}

To resize a shapes or text block
To fit shapes to text
Working with objects
Options command (Tools menu)

Reshaping Shapes

{button Tell me how . . .,PI(`',`IDH_HT_Reshaping_Shapes')}

The Reshape tool of the Edit tool lets you edit a shape by dragging its points. Reshaping is available for all objects.

A shape has just enough points to retain its original shape. If you remove even one point, the shape changes. A simple shape such as a line has only two points. More complicated shapes, such as a polygon, have more.

You can edit objects by:

- Using the Edit tool on the Toolbox
- Moving an object point on the selected object

The Edit tool provides elements that let you reshape objects by editing:

- Shapes
- Connect points
- Text layout

{button Related Topics,PI(`',`IDH_RT_Reshaping_Shapes')}

To edit shapes with the Edit tool
To edit connect points with the Edit tool
To edit text layout with the Edit tool
To edit objects by moving object points

Understanding Channel Alignment
Combining Objects
Working with Objects
Ordering Objects

Reshape toolbar

	Edit Points tool	Lets you edit a shape using the shape's points.
	Edit Curves tool	Lets you edit a curve using the shape's points.
	Add Point tool	Lets you add points to the selected shape.
	Delete Points tool	Lets you delete points from the selected shape.

{button Related Topics,PI(`',`IDH_RT_Reshape_toolbar')}

To edit shapes with the Edit tool
To edit connect points with the Edit tool
To edit text layout with the Edit tool

Lets you edit a shape using the shape's points.

Lets you edit a curve using the shape's points.

Lets you add points to the selected shape.

Lets you delete points from the selected shape.

Edit Connect Points toolbar

	Select tool	Lets you select the connect point on the selected shape to edit.
	Add Connect Point tool	Lets you add connect points to the selected shape.
	Delete Connect Point tool	Lets you deleted connect points from the selected shape.
	Generate Default Connect Points tool	Lets you add new default connect points to the selected shape.

{button Related Topics,PI(`',`IDH_RT_Edit_Connect_points_toolbar')}

Lets you select the connect point on the selected shape to edit.

Lets you add connect points to the selected shape.

Lets you deleted connect points from the selected shape.

Lets you add new default connect points to the selected shape.

To edit shapes with the Edit tool
To edit connect points with the Edit tool
To edit text layout with the Edit tool

Edit Text Area Layout toolbar

	Select tool	Lets you select the text area you want to edit in the selected shape.
	Rotate Text tool	Rotates the text in the selected shape.
	Center Text tool	Centers the text in the selected shape.
	Move Text Below tool	Moves the text below the selected shape.
	Left Align Label tool	Left aligns any labels, such as shape number or indicator, in the selected shape.
	Center Align Label tool	Centers any labels, such as shape number or indicator, in the selected shape.
	Right Align Label tool	Right aligns any labels, such as shape number or indicator, in the selected shape.

{button Related Topics,PI(`',`IDH_RT_Edit_Text_Area_Layout_toolbar')}

Lets you select the text area you want to edit in the selected shape.

Rotates the text in the selected shape.

Centers the text in the selected shape.

Moves the text below the selected shape.

Left aligns any labels, such as shape number or indicator, in the selected shape.

Centers any labels, such as shape number or indicator, in the selected shape.

Right aligns any labels, such as shape number or indicator, in the selected shape.

To edit shapes with the Edit tool
To edit connect points with the Edit tool
To edit text layout with the Edit tool

To edit shapes with the Edit tool

1. Click the Selector tool.

   Selector tool
2. Select the object to reshape.
3. Click the Edit tool.

   Edit tool
4. Click Shape.
5. Point to an edit point.
6. Press and hold the left mouse button, and drag the edit point.
7. Release the mouse button.
8. Repeat steps 5 through 7 until the shape is the shape you want.
9. Click Finished, or click the right mouse button and click Switch tool.

{button Related Topics,PI(`',`IDH_RT_Editing_shapes_with_Edit_tool')}

To edit connect points with the Edit tool
To edit text layout with the Edit tool
To edit objects by moving object points

To edit connect points with the Edit tool

{button Show me how . . .,PI(`',`IDH_AVI_toeditconnectpoints49')}

1. Click the Selector tool.

   Selector tool

2. Select the object to reshape.
3. Click the Edit tool.

   Edit tool

4. Click Connect Points.
5. Point to a connect point.
6. Press and hold the left mouse button, and drag the connect point.
7. Release the mouse button.
8. Repeat steps 5 through 7 until the connect points are where you want them.
9. Click Finished, or click the right mouse button and click Switch tool.

{button Related Topics,PI(`',`IDH_RT_Editing_connect_point_with_Edit_tool')}

{mci PLAY NOMENU NOPLAYBAR,CAP0049.AVI}

To edit shapes with the Edit tool
To edit text layout with the Edit tool
To edit objects by moving object points

To edit text layout with the Edit tool

1 Click the Selector tool.

- Selector tool

2 Select the object with the text block to edit.

3 Click the Edit tool.

-

4 Click Text Layout.

5 Click the editing button you want from the Edit Text Area Layout toolbar. You can click a tool to select text, rotate text, center text, move text below current position, and align labels (for example, shape number) withing the shape.

6 Click Finished, or click the right mouse button and click Switch tool.

{button Related Topics,PI(`',`IDH_RT_Editing_text_layout_with_Edit_tool')}

To edit shapes with the Edit tool
To edit connect points with the Edit tool
To edit objects by moving object points

To edit objects by moving object points

1 Click the Selector tool.

- Selector tool

2 Select the object to reshape.

3 Point to a control point near the object.

4 Press and hold the left mouse button, and drag the control point until the object is the shape you want.

5 Release the mouse button.

6 Repeat steps 3 through 5 with other control points to continue reshaping the object.

Tip

- When curved lines are selected, two control points appear in addition to the end point handles. The control points let you reshape the curved line.

{button Related Topics,PI(``,`IDH_RT_Editing_objects_by_moving_object_points')}

To edit shapes with the Edit tool
To edit connect points with the Edit tool
To edit text layout with the Edit tool

Understanding Channel Alignment

{button Tell me how . . .,PI(`',`IDH_HT_channel_and_touch')}

Invisible channels extend from each shape to help you align shapes. If you are dragging a shape and it approaches the channel of another shape, it is attracted to the channel. You can then glide the shape along the channel of the reference shape, and the shape will snap to increments in the channel. It can snap to up to four increments away from the reference shape in any direction.

{button Related Topics,PI(`',`IDH_RT_Understanding_Channel_and_Touch_Alignment')}

To align a shape using channel alignment
To space objects
To align multiple objects

Aligning shapes to guidelines

Working with objects

Options command (Tools menu)

To align a shape using channel alignment

1. On the Tools menu, click Options.
2. Click the Alignment tab.
3. Select Channel Alignment, if necessary, and click OK.
4. Click the Selector tool.

   Selector tool
5. Point to a shape in the chart.
6. Press and hold the left mouse button, and drag the shape over another shape in the chart. Marks appear on the second shape as the pointer tip passes over it. This shape is now the *reference shape*.
7. Drag the shape out of the reference shape.
8. Release the mouse button when the shape is where you want it. The shape is aligned to the middle of the reference shape.

{button Related Topics,PI(`',`IDH_RT_Aligning_a_Shape_Using_Channel_and_Touch_Alignment')}

To space objects
To align multiple objects
Aligning shapes to guidelines
Understanding Channel Alignment

Working with objects
Options command (Tools menu)

To align multiple objects

1 Click the Selector tool.

- Selector tool

2 Select the objects to space evenly and/or align. More than one object must be selected.

3 Click an alignment buttons on the Arrange toolbar.

Note

- Only shapes and text blocks can be aligned with these buttons. Lines cannot be aligned.

{button Related Topics,PI(``,`IDH_RT_SPACEALIGNMULTI')}

To align a shape using channel alignment

To space objects

Aligning shapes to guidelines

Working with objects

Options command (Tools menu)

To space objects

1 On the Tools menu, click Options .

2 Click the Alignment tab.

3 Click the Shape Spacing check box, if necessary.

4 In the Horizontal and Vertical boxes, enter the spacing value.

5 Click OK.

Tip

- Use the Apply button to make your changes and view the results without closing the dialog box.

{button Related Topics,PI(`',`IDH_RT_Spacing_Objects')}

To align a shape using channel alignment

To align objects

Aligning shapes to guidelines

Working with objects

Options command (Tools menu)

Combining Objects

{button Tell me how . . .,PI(`',`IDH_HT_Combining_Objects')}

You can combine objects in a variety of ways:

Connecting Closed Objects

You can use the Connect Closed command to close open shapes or to connect and fill closed shapes. You can use Connect Closed with one or more objects. On selected objects with open endpoints, the Connect Closed command draws a line between all endpoints, creating a completely closed shape. On selected objects with no endpoints (already closed shapes), the Connect Closed command connects the objects and the resulting object is filled with the fill color of the first drawn object (the one in back). Note that in this case no lines are drawn.

Connecting Open Objects

You can use the Connect Open command to combine two or more objects with open endpoints. The Connect Open command joins selected objects by drawing a line between the open endpoints, leaving the last side open.

Joining Objects

You can create a new shape by joining selected objects together.

Outlining Objects

You can create a new shape from the outline of the selected shapes.

Trimming Objects

You can create a new shape by trimming the bottom shape with the top one.

Intersecting Objects

You can create a new shape from the intersection of the selected objects.

Fragmenting Objects

You can createa series of new shapes by fragmenting the selected, overlapping shapes.

Punching Objects

If you use overlap objects, the Punch commands the front object cuts or "punches" a hole in the underlying object.

Slicing Objects

Slicing an object severs the line of an object. Slicing opens a closed object and creates two endpoints where the slice occurs. You can cut one line at a time. You can also slice an object specifically at an anchor point. After you slice the object, the single anchor point becomes two anchor points that you can move separately.

Tip

- The Disconnect command on the Arrange menu disconnects connected objects.

{button Related Topics,PI(`',`IDH_RT_Combining_Objects')}

Combine command
Connect Closed command
Connect Open command
Disconnect command
Join command

Outline command
Trim command
Intersect command
Fragment command

Punch command
Slice command
Arrange menu

To connect open objects
To connect closed objects
To disconnect objects
To join objects

To outline objects
To trim objects
To intersect objects
To fragment objects

To punch objects
To slice objects

To connect closed objects

1. Click the Selector tool.

   Selector tool
2. Select the closed objects you want to connect.
3. On the Arrange menu, click Combine.
4. Click Connect Closed.

Tip

You can also use the Connect Closed button on the Arrange+ toolbar.

Connect Closed button

{button Related Topics,PI(`',`IDH_RT_ConnectClosedP')}

Combining Objects
To connect open objects
To disconnect objects
Combine command
Arrange menu

To connect open objects

1 Click the Selector tool.

Selector tool

2 Select the open objects you want to connect.

3 On the Arrange menu, click Combine, and click Connect Open

Tip

You can also use the Connect Open button on the Arrange+ toolbar.

Connect Open button

{button Related Topics,PI(`',`IDH_RT_connectingopenP')}

Combining Objects
Combine command
Arrange menu

To disconnect objects

1. Click the Selector tool.

   Selector tool
2. Select the object you want to disconnect.
3. On the Arrange menu, click Combine, and click Disconnect

Tip

- You can also use the Disconnect button on the Arrange+ toolbar.

  Disconnect button

{button Related Topics,PI(`',`IDH_RT_disconnectingobjectsP')}

Combining Objects
Combine command
Arrange menu

To join objects

1 Click the Selector tool.

- Selector tool

2 Select the objects you want to join.

3 On the Arrange menu, click Combine, and click Join

Tip

- You can also use theJoin button on the Arrange+ toolbar.

Join button

{button Related Topics,PI(`',`IDH_RT_joiningobjectsP')}

Combining Objects
Combine command
Arrange menu

To outline objects

1 Click the Selector tool.

Selector tool

2 Select the objects you want to use to form your outline.

3 On the Arrange menu, click Combine, and click Outline

Tip

You can also use the Outline button on the Arrange+ toolbar.

Outline button

{button Related Topics,PI(`',`IDH_RT_OutliningObjectsP')}

Combining Objects
Combine command
Arrange menu

To trim objects

1 Click the Selector tool.

Selector tool

2 Select the objects you want to trim.

3 On the Arrange menu, click Combine, and click Trim

Tip

You can also use the Trim button on the Arrange+ toolbar.

Trim button

{button Related Topics,PI(`',`IDH_RT_trimmingobjectsP')}

Combining Objects
Combine command
Arrange menu

To intersect objects

1. Click the Selector tool.

   Selector tool
2. Select the objects you want to intersect.
3. On the Arrange menu, click Combine, and click Intersect.

Tip

- You can also use the Intersect button on the Arrange+ toolbar.

  Intersect button

{button Related Topics,PI(``,`IDH_RT_intersectingobjectsP')}

Combining Objects
Combine command
Arrange menu

To fragment objects

1. Click the Selector tool.

   Selector tool
2. Select the overlapping objects you want to fragment.
3. On the Arrange menu, click Combine, and click Fragment.

Tip

- You can also use the Fragment button on the Arrange+ toolbar.

  Fragment button

{button Related Topics,PI(`',`IDH_RT_fragmentingobjectsP')}

Combining Objects
Combine command
Arrange menu

To punch objects

1. Click the Selector tool.

   Selector tool
2. Select the objects you want to punch.
3. On the Arrange menu, click Combine, and click Punch.

Tip

- You can also use the Punch button on the Arrange+ toolbar.

  Punch button

{button Related Topics,PI(`',`IDH_RT_PunchingObjectsP')}

Combining Objects
Combine command
Arrange menu

To slice objects

1 Click the Selector tool.

Selector tool

2 Select the open and closed object you want to use for the slice process.

3 On the Arrange menu, click Combine, and click Slice.

Note

The Slice command is used only when you are using an open object to slice through a closed object. The Slice command is not available if you select two open objects.

Tip

You can also use the Slice button on the Arrange+ toolbar.

Slice button

{button Related Topics,PI(`',`IDH_RT_SlicingObjectsP')}

Combining Objects
Combine command
Arrange menu

Ordering Objects

Every object drawn in FlowCharter is in an inherent order. This is the order in which objects are stored and the order in which these objects are placed on the screen and printer. Typically this is apparent only when objects overlap other objects. In these cases the order determines which objects are shown or printed over the others.

By default, the order of your objects is the same as the order in which you created them: newer objects are placed on top of older objects. However, you can change this order using the Order commands on the Arrange menu or the Arrange toolbar. For example, the Bring to Front command places the selected object at the top of the stack so that it covers all other objects. Similarly, Bring Forward causes the selected object to shift one place in the object order, exchanging it with the object that was directly above it. If two objects happen to overlap, you can see the difference immediately.

{button Related Topics,PI(`',`IDH_RT_Ordering_Objects')}

Bring to Front command
Send to Back command
Bring Forward command
Send Backward command

Using Data Fields

{button Tell me how . . .,PI(`',`IDH_HT_Overview_data_fields')}

After you create a chart, you will want to provide a description for each shape. This description consists of characteristics referred to as fields. The database can contain up to 250 data fields. For each field, you must define the following characteristics:

- Field name
- Field type
- Field format
- Accumulation method (formula)
- Hidden option

Any changes you make to the field descriptions are applied to all fields on your chart. A field database can also be stored on files that you save as templates, so you can use them again in other charts.

When creating a link from an existing chart to a new chart, the existing chart's field table (its structure) is copied to the new chart. This feature means that you do not have to recreate the field descriptions in each new chart.

You can enter data in your chart in one of the following ways:

- Field Viewer command - used to manually enter data for individual, active shapes in your chart
- Import Data command - used to import data from an Excel file, another database format, or text file
- Worksheet command - used to manually enter or change data in a worksheet associated with your chart

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{button Related Topics,PI(`',`IDH_RT_Overview_Data_Fields')}

Data Field command
Using Data Fields - example
Linking Data Fields
Field Name field
Field Type field

Field Format field
Accumulation Method field
Hidden Field check box
Report command
Field Viewer command

To set up a data field

To enter data in the Field Viewer

To enter data in a worksheet

To display shape data

To edit data on charts

To change a field

To delete a field

To format fields

To rearrange the order of fields

Using Data Fields - Examples

{button Tell me how . . .,PI(`',`IDH_HT_Using_Data_Fields')}

A flowchart becomes a powerful analysis tool when data is added to the chart. In general, data fields provide visual explanation of your flowchart, that is, they can show what each object is for. The power is better evidenced in this program's ability to accumulate data for results purposes.

Examples of using data fields for the main flowcharts are:

- Accumulate data in a chart.
- Subtotal data up through chart hierarchies
- Print data in reports
- Pass data to spreadsheets and databases
- Graph data

In general, data fields provide visual explanation of your flowchart. They can show what each object is for, and even accumulate data for results purposes. Examples of using data fields for the some of the major flowcharts are:

Organization charts

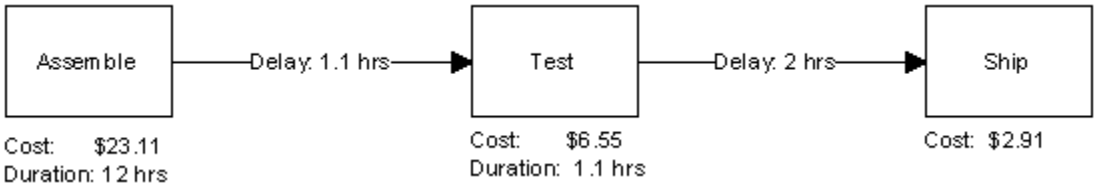
You can use data fields to display employee/officer name , employee/officer title, and company functional area.

Deployment charts

You can use data fields to label the connector lines to delineate the flow of information and materials. You can use data fields to label the different organizational units that are receiving the information and materials. By applying a duration data field, you can identify how time is being used in a process.

Analysis charts

The data fields in the following analysis chart provide the chart user with enough information to quickly perform their own analysis.

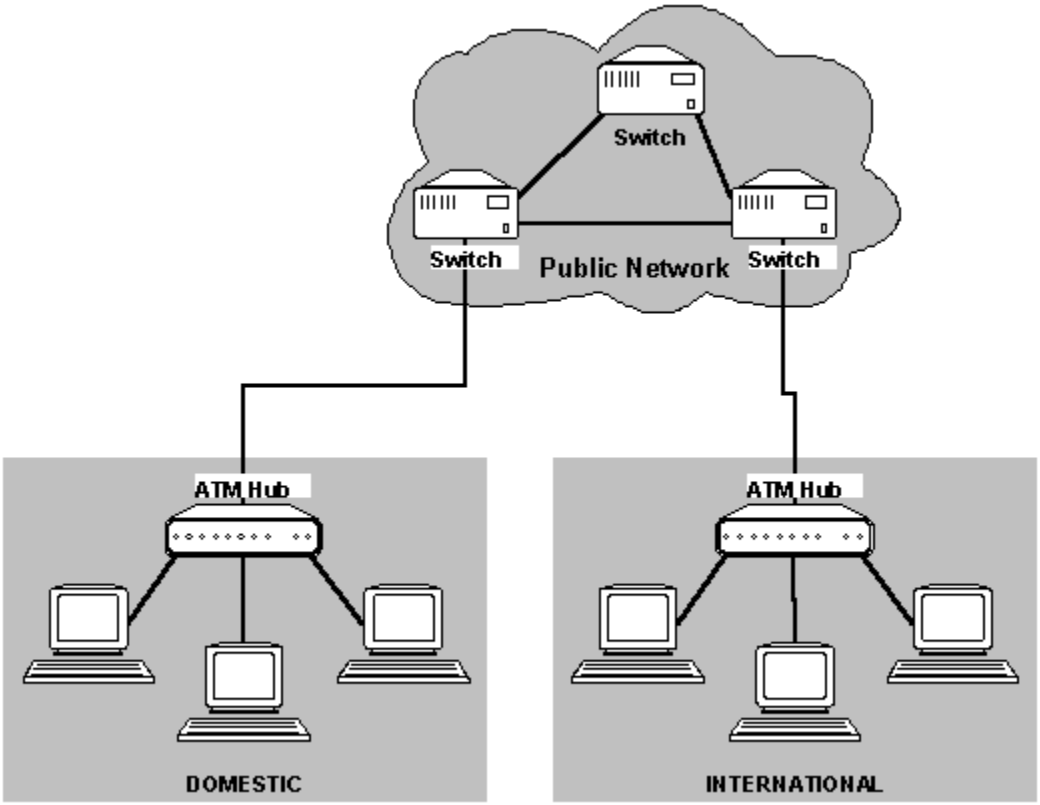


As demonstrated in this chart, the data fields that can be used are:

- Cost
- Duration
- Delay

Network charts

The data fields in the following network chart depict the connections among hardware and software in a system and show how the components of the system interact.



Some of the data fields you can use in a network chart are:

- Network names
- Equipment type
- Equipment usage
- Connection type

When using data fields, you will want to plan which fields to display and how you want them displayed. You can then enter the data into the fields manually or by importing fields from an existing database.

Note

- You can use up to a maximum of 250 data fields.

{button Related Topics,PI(``,`IDH_RT_Using_Data_Fields')}

To set up a data field
To enter data in the Field Viewer
To enter data in a worksheet
To import all data from Excel

To import selected data from Excel
To import data from a database
To import data from a text file

Using Data Fields
Importing Data into your Chart
Using Accumulated Data in a Chart

Using Accumulated Data in a Chart
{button Tell me how . . .,PI(`',`IDH_HT_Using_Accumulated_Data')}

Accumulating data allows you to:

- Accumulate data in a chart.
- Subtotal data up through chart hierarchies
- Print data in reports
- Pass data to spreadsheets and databases
- Graph data

An accumulation method is a way to combine, or accumulate, data of some types. As you run through the chart, data accumulates along the path you take. For example, you can combine the cost of a process. The method you use to combine the data is to add it or "Sum" it.

The Legend shows the accumulated data for the chart: the sum of the data for the Cost field. When displayed in the Legend, the accumulation method's result reflects all the objects (lines and shapes) in the chart.

The Accumulation Method field indicates to a linked shape how the data for this field should be combined. For instance, costs should be summed and times should be averaged. The accumulation method is used when you are combining data in a linked shape.

Data is accumulated in your chart in the following ways:

- Within an unlinked chart
- Across linked charts
- Within a Living FlowChart

Tip

- The Update Data Fields button in the Data toolbar lets you automatically update linked field data. If there are no linked fields in your chart, this command is not available.
- If a chart has linked data fields, the data fields are automatically updated when you open the chart.
- Not all accumulation methods are available for all data field types. For example, a text field cannot have mathematical accumulation methods; it can have only No Accumulation, Object Count, and Filled Count. A Date field cannot have a Sum or a Range.
- When displayed in an entity of a Living FlowChart, this number reflects the lines and shapes in the entity's path.
- If you are having a problem with a chart that uses accumulated data, click Worksheet on the Tools menu to view the data in each entity.

{button Related Topics,PI(`',`IDH_RT_Using_Accumulated_Data')}

To set up a data field
To enter data in the Field Viewer
To enter data in a worksheet
To format fields

To import all data from Excel
To import selected data from Excel
To import data from a database
To import data from a text file

Using Data Fields
Linking Data Fields
Importing Data into your Chart
Accumulation Method field

Accumulation Methods
Understanding Data Accumulation
Using Data in a Living FlowChart

Linking Data Fields

{button Tell me how . . .,PI(``,`IDH_HT_Linking_Field_Tables')}

When a shape in a local chart is linked to another chart, any additional fields in the remote chart's field table entries are added to the local chart's field table. You are not required to add fields to the chart just to see the combined data.

When data is updated later, only the data values come across, not the current field type. This lets you modify the displayed field format in the local chart, which may be different from the format in the remote chart.

Fields that have been created but contain no data (null data) are not displayed. This feature lets you link to several charts and show only the appropriate data for each linked shape.

{button Related Topics,PI(``,`IDH_RT_Linking_Field_Tables')}

To link a shape to another chart

To updata field data

Using Data Fields

Data Field command

Data Field command

You can associate and attach data fields to shapes. Before you can attach fields to a shape, you must set up the fields. The field descriptions includes field names, field type, field format, an accumulation method (formula), and an option to show or hide the field descriptions in the chart.

The field descriptions apply to all shapes in a chart. Therefore, any changes you make to the field description table will be applied to all the shapes that have fields attached. The Setup Fields command is in the Insert menu.

{button Related Topics,PI(``,`IDH_RT_Setup_Command')}

To set up a data field
To change a field
To delete a field
To format fields

To rearrange the order of fields
Using Data Fields
Insert menu

To set up a data field

1 On the Insert menu, click Data Field.

2 Type a name in the Field Name box, such as Cost or Cycle Time.

3 Click the down arrow beside the Field Type box.

4 Scroll through the field types, and highlight one to select it.

5 Click the down arrow beside the Accumulation Method box.

6 Scroll through the methods and highlight one to select it.

7 Click the down arrow beside the Field Format box.

8 Scroll through the formats and highlight one to select it.

9 Click to check the Hidden Field option to hide the field in the chart.

10 Click Add.

11 Click OK.

{button Related Topics,PI(`',`IDH_RT_Adding_Fields')}	{button OLE Automation, PI(`',`IDH_OA_Add_Method_FieldTemplates_Collection')}

Field Name field

Field Type field

Field Format field

Accumulation Method field

Understanding Data Accumulation

Hidden Field check box

Using Data Fields

Data Field command

Add_Method_FieldTemplates_Collection

To format fields

1 With a chart active, click the right mouse button.

2 Click Chart Properties.

3 Click the Data Fields tab.

4 Choose a new placement option, font, point size, style, and color for the field.

or

Click Hide Field Names to hide the field names on the chart.

5 Click OK.

{button Related Topics,PI(`',`IDH_RT_Formatting_Fields')}	{button OLE Automation, PI(`',`IDH_OA_FieldFont_Property')}

To set up a data field

To change a field

To delete a field

To rearrange the order of fields

Using Data Fields

Data Field command

FieldFont property

To rearrange the order of the fields

1 On the Insert menu, click Data Field.

2 Point to the field name in the Field box at the left that you want to move.

3 Press and hold the left mouse button, and drag the field name where you want it.

{button Related Topics,PI(`',`IDH_RT_Rearranging_Fields')}

To set up a data field
To change a field
To delete a field
To format fields

Using Data Fields
Data Field command

To change a field

1 On the Insert menu, click Data Field.

2 Click a field in the Field box at the left.

3 You can change the field name, choose a new field type, field format, or accumulation method, or change the Hidden Field option.

4 Click Change.

5 Click OK.

{button Related Topics,PI(`',`IDH_RT_Changing_Fields')}

To set up a data field
To delete a field
To format fields
To rearrange the order of fields

Using Data Fields
Data Field command

To delete a field

1 On the Insert menu, click Data Field.

2 Select a field in the Field box at the left.

3 Click Delete.

4 Click OK.

{button Related Topics,PI(`',`IDH_RT_Deleting_Fields')}	{button OLE Automation, PI(`',`IDH_OA_DeleteField_Method')}

To set up a data field

To change a field

To format fields

To rearrange the order of fields

Using Data Fields

Data Field command

DeleteField Method

Setup Fields dialog box

This dialog box lets you set up data fields for your chart.

{button Related Topics,PI(`',`IDH_RT_Setup_Fields_Dialog_Box')}

Setting Up Fields
Using Data Fields
Data Field command

Lists the currently defined fields for this chart. The order of the fields in this list shows the order in which the fields are displayed in the chart. Click on a field name to select it for changing or deletion. To change the order of the fields in the list, drag the selection to its new position.

Adds the field to the chart.

Makes the changes you made to the field.

Deletes the selected field from the chart.

Field Name field

{button OLE Automation,PI(`',`IDH_OA_Name_Property_FieldTemplate_Object')}

The field name displays in reports and on charts, if the Hidden Field check box is clear. It also is used to match fields when updating linked data.

{button Related Topics,PI(`',`IDH_RT_Field_Name_Field')}

To set up a data field
To change a field
To delete a field
To format fields

To rearrange the order of fields
Using Data Fields
Data Field command

Name Property FieldTemplate Object

Displays in reports and on charts, if the Hidden Field check box is clear. It also is used to match fields when updating linked data. It is user-defined name of up to 32 characters.

Field Type field

{button OLE Automation,PI(`',`IDH_OA_Type_Property_FieldTemplate_Object')}

The Field Type field controls the type of data you can enter into a field. The following table lists the available fields types with the accumulation methods for each.

Field Type	Accumulation Methods
Text	No Accumulation Object Count Filled Count
Duration	No Accumulation Sum Mean Median Min (minimum) Max (maximum) Range Object Count Filled Count
Date	No Accumulation Mean Median Min (minimum) Max (maximum) Range Object Count Filled Count
Currency	No Accumulation Sum Mean Median Min (minimum) Max (maximum) Range Object Count Filled Count
Percent	No Accumulation Sum Mean Median Min (minimum) Max (maximum) Range Object Count Filled Count
Number	No Accumulation Sum

Mean
Median
Min (minimum)
Max (maximum)
Range
Object Count
Filled Count

{button Related Topics,PI(``,`IDH_RT_Field_Type_Field')}

To set up a data field
To change a field
To delete a field
To format fields

To rearrange the order of fields
Accumulation Method field
Using Data Fields
Data Field command

Displays data in the field and validates that the correct type of data is being entered. Used to select the set of field formats that are appropriate for the field data.

You can select several field types, including those for text, duration (time), date, currency, percentage, and general numbers. The field type adjusts automatically for international settings.

Field Format field

{button OLE Automation,PI(`',`IDH_OA_Type_Property_FieldTemplate_Object')}

The Field Format field controls the way data is displayed in the field. The following table lists the available fields types with the available field formats for each.

Field Type	Field Formats	Entry	Field Display
Text	Text	Preside nt	President
Duration	#w.	2	2 w.
	#weeks	2	2 weeks
	#d.	2	2 d.
	#days	2	2 days
	#h.	2	2 h.
	#hrs.	2	2 hrs.
	#hours	2	2 hours
	#m.	2	2 m.
	#mins	2	2 mins
	#minutes	2	2 minutes
	#s.	2	2 s.
	#secs.	2	2 secs.
	#seconds	2	2 seconds
	#TMU*	2	2 TMU
	h:m	2.2	2:02
	m:s	2:2	2:02
	h:m:s	2:2:2	2:02:02
	*Time Measurement Unit - is one 100,000-th of an hour. It is used by industries as the atomic unit of time tasks are measured by.		
Date	m/d/yy	2/2/96	2/2/96
	mm-d-yy	2/2/96	Feb-2-96
	MMM dd, yyyy	2/2/96	February 02, 1996
	mmm-yy	2/2/96	Feb-96
	MMMM yyyy	2/2/96	February 1996
Currency	$###0.00;	200	$200.00
	($###0.00)*	2000	$2,000.00
	$#,##0.00;	200	$200
	($#,##0.00)*	2000	$2,000
	$###0;($###0)*		
	$#,##0;($#,##0)*		
	*A currency amount in parenthese indicates a negative amount. You enter the amount as a negative. The program displays it within parentheses without the negative sign.		
Percent	##%	20	20%
	#0.00%	20	20.00%
Number	###0	2000	2000
	###0.00	2000	2000.00
	###0.0000	2000	2000.0000

#,##0	2000	2,000
#,##0.00	2000	2,000.00
#,##0.000	2000	2,000.0000

{button Related Topics,PI(``,`IDH_RT_Field_Format_Field')}

To set up a data field
To change a field
To delete a field
To format fields

To rearrange the order of fields
Using Data Fields
Data Field command

Type Property FieldTemplate Object

Defines the way that the data is to be shown in the field. Validates that the correct type of data is being entered.

You can select field formats that are appropriate for its field types. For example, the percentage field type has ##% and #0.00% as its formats. The first format displays percentages as integers only; the second format shows fractional percentages rounded to hundredths (1.34%, 18.90%). The field formats adjust automatically for international settings.

Accumulation Method field

{button OLE Automation,PI(`',`IDH_OA_AccumulationMethod_Property')}

{button Tell me how . . .,PI(`',`IDH_HT_Accumulation_Method_field')}

The Accumulation Method field indicates to a linked shape how the data for this field should be combined. For instance, costs should be summed and times should be averaged. The accumulation method is used when you are combining data in a chart with linked shapes. Accumulation methods are also used in Living FlowCharts.

Method	Function
No accumulation	No value is accumulated for the linked shape.
Sum	Sum of the data in the shapes.
Mean	Average of the data in the shapes.
Median	Middle value of the range of the data in the shapes.
Min	Minimum value of the data in the shapes.
Max	Maximum value of the data in the shapes.
Range	Difference between the highest value and the lowest value in the data.
Object Count	Number of objects that can have a field.
Filled Count	Number of objects that have a value for this particular field.

Tip

- Not all accumulation methods are available for all data field types. For example, a text field cannot have mathematical accumulation methods; it can have only No Accumulation, Object Count, and Filled Count. A Date field cannot have a Sum or a Range.
- When displayed in the Legend, the accumulation method’s result reflects all the objects (lines and shapes) in the chart.
- When displayed in an entity of a Living FlowChart, this number reflects the lines and shapes in the entity’s path.

{button Related Topics,PI(`',`IDH_RT_Accumulation_Method_Field')}

To set up a data field
To change a field
To delete a field
To format fields
To rearrange the order of fields

Using Accumulated Data in a Chart
Using Data Fields
Data Field command

AccumulationMethod Property

Indicates to a linked shape how the data for this field should be combined. For instance, costs should be summed and times should be averaged.

Hidden Field check box

{button OLE Automation,PI(``,`IDH_OA_Hidden_Property')}

The Hidden Field check box determines whether the data field is hidden or displayed on the chart..

{button Related Topics,PI(``,`IDH_RT_Hidden_Field_Check_Box')}

To set up a data field
To change a field
To delete a field
To format fields

To rearrange the order of fields
Using Data Fields
Data Field command

Hidden Property

Determines whether this field is displayed or not displayed in the chart.

Chart dialog box - Data Fields tab {button OLE Automation,PI(`',`IDH_OA_Data_Field_tab')}

The Data Fields tab of the Chart Properties dialog box contains the following:

Placement	Select the position of the data fields in relation to the shapes to which they are attached.
Hide Field Names	Click to hide the field names in the chart. When the check box is clear, the fields are not hidden.
Hours Per Day	Enter the number of hours in a workday. The value can range from 1 to 24. This value is used when data are converted from hours to days. For example, the value is used if you change the field's format from hours to days or you link to a chart that displays data fields in a different format.
Days Per Week	Enter the number of days in a workweek. The value can range from 1 to 7. This value is used when a field is converted from days to weeks. For example, the value is used if you change the field's format from days to weeks or you link to a chart that displays data in a different format.
Font Area	
Font	Click on the down arrow to drop down a menu of fonts and click on the font you want for the text of the data.
Font Size	Click on the down arrow to drop down a menu of type sizes and click on the size you want for the text of the data.
Bold, Italic, and Underline check boxes	Click the styles you want, Bold, Italic, or Underline, for the text of the data.
Color	Click the down arrow to drop down a palette of colors and click the color you want for the text of the data.
Opaque	Click to make the fields' background opaque. This option is especially useful when the fields are drawn on lines.

{button Related Topics,PI(`',`IDH_RT_Field_Preferences_Command')}

To set up a data field
Using Data Fields
Data Field command
Insert menu

FieldPlacement Property
FieldNamesHidden Property
FieldsHoursPerDay Property
FieldsDaysPerWeek Property
FieldsOpaque Property

Report command

The Report command in the Tools menu lets you output the data in a chart’s shapes. You can generate three types of reports from the entered field data: Input, Output, and Metrics.

When you choose the Report command, the Report submenu opens and displays the following commands:

- Input
- Output
- Metric

You can either print the data, copy it to a clipboard so that you can paste it into another program, or send the data to a file.

{button Related Topics,PI(`',`IDH_RT_Report_Command')}

Input command
Metrics command
Output command
Insert menu

Lets you create a report of the data in a chart’s shapes. You can either print the data, copy it to a clipboard so that you can paste it into another program, or send the data to a file.

Input command

The Input command in the Report submenu generates a report that lists the chart’s shapes, each followed by the lines coming into them. This type of report is commonly used to find redundant activities.

You can print a data report, copy it to the clipboard, or save it in a file.

{button Related Topics,PI(`',`IDH_RT_Input_Command')}

Reporting field data
Report command

Lists the chart’s shapes, each followed by the lines coming into them. This type of report is commonly used to find redundant activities.

Reporting Field Data

You can send the data to a printed report, to a file, or to the Windows Clipboard.

For printed reports, the selected shape information is printed in a tabbed-column format, with column headings based on field names and column results based on the accumulation method.

For file and Clipboard output, the selected shape information will be in a tab-delimited format, suitable for import into spreadsheets and databases, excluding result information.

There are three types of reports: Input, Output and Metrics. The Input report lists shapes, each followed by the lines coming into them. The Output report lists shapes, each followed by the lines leaving them. The Metrics report lists data for shapes, then for lines.

{button Related Topics,PI(``,`IDH_RT_Reporting_Field_Data')}

To copy a report to the Clipboard
To print data
To save data reports to a file

Input command
Metrics command
Output command
Report command

To print data

1 On the Tools menu, click Report.

2 Click the type of report you want: Input, Output, or Metrics.

3 Click the Output to Printer option to select it.

4 Click Options.

5 Select a sort method, choose the page orientation, and choose the items to be included in the report.

6 Click OK to close the dialog box.

7 Click OK.

8 Click OK.

{button Related Topics,PI(``,`IDH_RT_Printing_Reports')}

To copy a report to the Clipboard
To save a report to a file

Input command
Metrics command
Output command
Report command

To save a report to a file

1 On the Tools menu, click Report.

2 Click the type of report you want: Input, Output, or Metrics.

3 Click the Output to File option to select it.

4 Click Options.

5 Select a sort method, choose the page orientation, and choose the items to be included in the report.

6 Click OK to close the dialog box.

7 Click OK.

8 Type a name in the File Name box. (The tab-delimited file type is selected by default.)

9 Click OK.

{button Related Topics,PI(``,`IDH_RT_Saving_reports')}

To copy a report to the Clipboard
To print data

Input command
Output command
Metrics command
Report command

To copy a report to the Clipboard

1 On the Tools menu, click Report.

2 Click the type of report you want: Input, Output, or Metrics.

3 Click the Copy to Clipboard option to select it.

4 Click Options.

5 Select a sort method, and choose the items to be included in the report.

6 Click OK to close the dialog box.

7 Click OK. A dialog box message states that the field report has been copied to the Clipboard.

8 Click OK.

Note

- Data from data fields can be copied to the Clipboard and pasted in another chart for use *as text only*, not as data fields.

{button Related Topics,PI(``,`IDH_RT_Copying_reports')}

To print data
To save a report to a file

Input command
Metrics command
Output command
Report command

Lists the chart’s shapes, each followed by the lines coming into them.

Lists the chart’s shapes, each followed by the lines leaving them.

Lists the chart’s shapes and other elements, followed by all the lines for the chart.

Destination dialog box

This dialog box lets you send the report data to the printer, to a file, or to the Clipboard. Click on the destination where you want to send the data.

{button Related Topics,PI(`',`IDH_RT_Field_Report_Dialog_Box')}

Reporting field data
Input command
Output command
Metrics command

Report command

Prints a report. Prints selected shape information in a tabbed-column format, with column headings based on field names and column results based on the accumulation method.

Saves the report in a file. The selected shape information is in a tab-delimited format, suitable for import into spreadsheets and databases, excluding result information.

Puts a report on the Windows Clipboard. The selected shape information is in a tab-delimited format, suitable for pasting into spreadsheets and databases, excluding result information.

Sets up report options. You can select information to include in the report, specify how the information is sorted, and specify how the page will be oriented.

Report Options dialog box

This dialog box lets you select the report settings, including the sort method, the data to include in the report, and how you want the report oriented on the page, landscape or portrait.

Each report type, Input, Output, and Metrics, has its own set of options. When you change the settings for the Output report, the settings for the Input and Metrics reports do not change.

{button Related Topics,PI(``,`IDH_RT_Field_Report_Dialog_Box')}

Includes the shape number in the report.

Includes the shape name in the report.

Includes the shape text in the report.

Includes the data fields in the report.

Includes the subtotals of the data fields in the report in addition to grand totals according to the Accumulation Method selected.

Includes the hidden fields in the report.

Sorts by the name of the shape.

Sorts by the number of the shape.

Sorts by the text of the shape.

Sorts by the contents of the first data field of the shape.

Prints the page oriented so that the page is taller than it is wide.

Prints the page lengthwise (so that the page is wider than it is tall).

Save Field Report dialog box

This dialog box lets you save a data report as a file, so you can print the file at a later date, send it via electronic mail, or use it some other way.

{button Related Topics,PI(`',`IDH_RT_Field_Report_Dialog_Box')}

Output command

The Output command in the Report submenu generates a report that lists the chart’s shapes, each followed by the lines leaving them. This report is commonly used to find unused activities.

{button Related Topics,PI(`',`IDH_RT_Output_Command')}

Reporting field data
Report command

Lists the chart’s shapes, each followed by the lines leaving them. This report is commonly used to find unused activities. You can either print the data, copy it to a clipboard so that you can paste it into another program, or send the data to a file.

Metrics command

The Metrics command in the Report submenu generates a report that lists the chart’s shapes and other elements, followed by all the lines for the chart. This report is commonly used to find total cycle times.

{button Related Topics,PI(`',`IDH_RT_Metrics_Command')}

Reporting field data
Report command

Lists the chart’s shapes and other elements, followed by all the lines for the chart. This report is commonly used to find total cycle times. You can either print the data, copy it to a clipboard so that you can paste it into another program, or send the data to a file.

To update field data

- On the Data toolbar menu, click the Update Data Fields button.

Update Data Fields button

Note

- You will also be asked whether to update data when a linked chart that requires updating is opened.
- If a chart has linked data fields, the data fields are automatically updated when you open the chart.

{button Related Topics,PI(``,`IDH_RT_Updating_Data_Fields')}

Linking Data Fields
Tools menu

Field Viewer command

The Field Viewer command in the View menu opens the Field Viewer dialog box. You enter data for the selected shape into the Field Viewer dialog box.

{button Related Topics,PI(`',`IDH_RT_Show_Viewer')}

To hide the Field Viewer
To show the Field Viewer
Field Viewer button
View menu

Opens the Field Viewer dialog box, where you can enter data into the selected shape’s fields.

To show the Field Viewer

1 Select a shape in the chart.

2 On the View menu, click Field Viewer.

or

Click the Field Viewer button on the Data toolbar.

Tips

- To define the position of the data, with a chart active, click the right mouse button, then click the Data Fields tab.
- Click on **one** shape to view its data. If no shape is selected or if more than one shape is selected, the Field Viewer displays no data.
- You do not need to close the viewer. You can click on shape after shape to review data for each shape.

{button Related Topics,PI(`',`IDH_RT_Showing_the_Field_Viewer')}	{button OLE Automation, PI(`',`IDH_OA_FieldViewerVisible_Property')}

To hide the Field Viewer

To set up a data field

Data toolbar

Field Viewer command

FieldViewerVisible Property

To hide the Field Viewer

- On the View menu, click Field Viewer.

  or

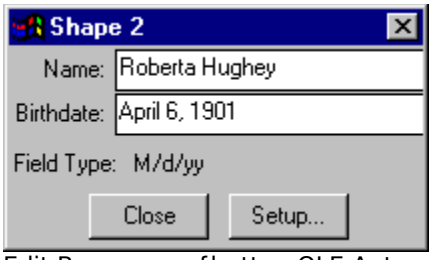
- Click the Field Viewer button on the Data toolbar.

{button Related Topics,PI(`',`IDH_RT_Hiding_the_Field_Viewer')}

To show the Field Viewer
Data toolbar
Field Viewer command

Field Viewer dialog box

This dialog box lets you enter data in the fields. It displays the selected shape's number in the title bar. It also displays the field names with edit boxes for entering data. The current field's type is displayed below the last field’s edit box. The field type changes when you move from edit box to edit box, to reflect the field type of the current field. In this example, the cursor is in the Birthdate field. The Field Type reflects its field type, Date.



Edit Boxes {button OLE Automation,PI(`',`IDH_OA_Value_Property')}

When your cursor is in an edit box, you can enter data into it.

Note

- Hidden field names are followed by an asterisk (*). If the chart is protected by a password, no hidden fields will be shown in the Viewer.

Tip

- You can press **Tab** to move from field to field.

{button Related Topics,PI(`',`IDH_RT_Field_Viewer_Dialog_Box')}

To show the Field Viewer
To hide the Field Viewer
To enter data in the Field Viewer
Field Viewer command
Data toolbar

Value Property

To enter data in the Field Viewer

1 Click a shape in the chart.

2 On the View menu, click Field Viewer.

3 Enter the data for each field. (The format that each field requires is shown at the bottom of the Field Viewer.)

4 Press Enter to save the data and move to the next field.

5 To enter data for another shape, click another shape on the chart. (You need not close the Field Viewer dialog box.) Repeat this procedure from step 3 until you have entered data for all the fields.

6 When you are done, click the Close button to close the dialog box.

Tips

- You can open the Field Viewer by double-clicking on an existing data field of a shape. When the Field Viewer opens, the data for the shape will show in the Field Viewer. If the Field Viewer is already open, click on an existing data field area to load the data into the Field Viewer.
- You can leave fields blank. Blank fields will not show on the chart. Additional fields move up to properly space the data on the chart.

{button Related Topics,PI(``,`IDH_RT_To_enter_data')}

To show the Field Viewer
To hide the Field Viewer
To open the Setup Fields dialog box from the Field Viewer dialog box
Field Viewer command
Data toolbar

To open the Setup Fields dialog box from the Field Viewer dialog box

- Click the box for the field you want to see in the Setup Fields dialog box, and click the Setup button.

  or

- Double-click the area to the left of the field you want to see in the Setup Fields dialog box.

{button Related Topics,PI(`',`IDH_RT_Opening_Setup_Fields_dialog_from_Viewer')}

To set up a data field
To enter data in the Field Viewer
Field Viewer command

To display shape data

1 Select a shape in the chart.

2 On the View menu, click Field Viewer to open the Field Viewer dialog box. The Field Viewer dialog box opens, displaying the field names and any data that has already been entered.

Tips

- You also can click the Field Viewer button in the Data toolbar to open the Field Viewer dialog box.

  Field Viewer button
- You also can enter data into lines, bitmaps, and OLE objects.

{button Related Topics,PI(``,`IDH_RT_Entering_Field_Data')}

To enter data in the Field Viewer
To open the Setup Fields dialog box from the Field Viewer dialog box
Field Viewer command

Opens the Field Viewer window. The Field Viewer window lets you enter data for the selected object.

Closes the dialog box.

Lets you enter a name for your field or change the one displayed.

Opens the Setup Fields dialog box to let you change or add fields.

Displays the field format type.

To hide data

1 On the Insert menu, click Data Field.

2 In the Field list on the left side, click the field you want to hide.

3 Click Hidden Field.

4 Click Change.

Notes

- Use this feature if you want to enter data, but you do not want it to show on the chart.
- Hidden data is excluded from reports.

{button Related Topics,PI(`',`IDH_RT_To_hide_data')}

To set up a data field
To change a field
To display shape data

Data Field command
Insert menu

Legend command {button OLE Automation,PI(`',`IDH_OA_ShowLegend_Property')}

The Legend is a special shape which reports the totals of the fields. The reported totals reflect the current state of the fields on the chart and update automatically when any field changes. As with other shapes the "totals" in this shape will be shown in the same font and style as other data. The Legend command is in the Insert menu.

Note

- This legend is not the same as the legend for an SPC chart. To display or hide an SPC chart’s legend, activate the SPC chart by double-clicking on it. On the Insert menu, click Legend. An SPC chart’s legend identifies the different elements of the SPC chart.

{button Related Topics,PI(`',`IDH_RT_Show_Legend')}

To display or hide the legend

Insert menu

ShowLegend Property

To display or hide the legend

1 On the Insert menu, click Legend. If the legend was hidden it is now displayed. If it was shown, it is now hidden.

2 Move the shape to where you want it. You can move the legend just like any other shape.

Tips

- You can select, retype, and style the legend title.
- You can replace and style the legend shape.
- This legend is not the same as the legend for an SPC chart. To display or hide an SPC chart's legend, activate the SPC chart by double-clicking on it. On the Insert menu, click Legend. An SPC chart's legend identifies the different elements of the SPC chart.

{button Related Topics,PI(``,`IDH_RT_Showing_and_Hiding_the_Legend')}

Legend command
Insert menu

To edit data on charts

1 On a chart, select the data you want to edit

2 When it is highlighted, click the mouse button again.

3 Type in the new data.

4 Press Enter when you are finished.

Note

- You must enter data that matches the field type you selected for that field in the Setup Fields dialog box.

Tip

- Pressing Esc or clicking outside the data field area before finishing the data changes returns the field to the previous data.

{button Related Topics,PI(``,`IDH_RT_To_edit_data_on_charts')}

Using Data Fields
To set up a data field
To enter data in the Field Viewer
To display shape data

This dialog box lets you enter data in the fields. It displays the selected shape's number in the title bar. It also displays the field names with edit boxes for entering data. The current field's type is displayed below the last field’s edit box. The field type changes when you move from edit box to edit box, to reflect the field type of the current field. In this example, the cursor is in the Birthdate field. The Field Type reflects its field type, Date.

When your cursor is in an edit box, you can enter data into it.

Note

- Hidden field names are followed by an asterisk (*). If the chart is protected by a password, no hidden fields will be shown in the Viewer.

Tip

- You can press **Tab** to move from field to field.

File menu

Click a command below to learn more about it.

New	Opens a new, blank chart window.
Open	Opens a previously saved chart, template, or workspace.
Close	Closes the active chart.
Close All	Closes all of the windows of all charts.
Save	Saves the file on which you are working, using the current filename.
Save As	Make a copy of the file under a new name or in another location.
Save Workspace	Saves the names of open charts and their window arrangement in a file.
Import	Imports a shape from another file.
Export	Exports a chart to another file.
Page Setup	Sets up the page dimensions and orientation.
Print Preview	Previews how the page will look.
Print	Selects print range and other options before printing a chart.
Print Setup	Selects a printer and printer options.
Send	Creates an e-mail message with the current chart as an attachment.
Recent File List	Lists the last four charts you opened or saved.
Exit	Closes open chart files and the program.

{button Related Topics,PI(``,`IDH_RT_File_Menu')}

New command
Open command
Close command
Close All command
Save command

Save As command
Save Workspace command
Import command
Export command

Page Setup command
Print Preview command
Print command
Print Setup command

Send command
Recent File list
Exit command

Creates and opens a new chart. When you choose this command, a blank chart window opens in front of the currently open charts. The shortcut key is **Ctrl**+**N**.

New command

{button OLE Automation,PI(`',`IDH_OA_New_method')}

The New command lets you create a new chart. When you choose this command, a blank chart window opens in front of the currently open charts. The shortcut key is **Ctrl**+**N**.

{button Related Topics,PI(`',`IDH_RT_New_Command')}

To create a chart
To create a chart from a template
File menu

New method

To create a new chart

- Click New on the File menu. A blank chart window opens in front of the currently open charts.

Tip

- You can also press **Ctrl**+**N**.

{button Related Topics,PI(``,`IDH_RT_NEWP')}

To open existing charts
To create an SPC chart
New command
File menu

To create a chart from a template

1 On the File menu, click Open.

2 In the Look in box, choose the drive where the file resides.

3 In the box, double-click on folders to open them, until you open the folder where your file resides.

4 In the Files of type box, select FlowCharter Template (*.aft).

5 Click the template.

6 Click Open.

7 On the File menu, click Save As.

8 In the Save as type box, select Micrografx FlowCharter 7 (*.flo).

9 Save the file under a new name.

Tip

- If you save the chart with the name DEFAULT.AFT, this chart will be the template that is used every time you create a new chart.
- You can also change the view your chart opens with (for example, Page to Normal) by saving your default template with a different view state.

{button Related Topics,PI(``,`IDH_RT_NEWFROMTEMPLATEP')}

To create a new template

Open command

File menu

To create a new template

1 On the File menu, click New.

2 Make changes to the settings, styles, and master items that you want in your template.

3 On the File menu, click Save As.

4 In the Save as type box, click FlowCharter Template (*.aft).

5 Give a name to the template in the File name text box.

6 In the Save in box, you can click the drive where you want to save the template.

7 In the box, double-click the folder where you want to save the template.

8 Click Save.

Notes

- A template includes all chart settings, styles, and master items. It does not include objects.
- If you save the chart with the name DEFAULT.AFT, this chart will be the template that is used every time you create a new chart.
- You cannot use templates created in FlowCharter 7 in earlier versions of FlowCharter. Instead you must save them as ABC FlowCharter 3.0/4.0 files and convert them to templates within ABC FlowCharter 3.0/4.0. {button Tell me how. . .,JI(`',`IDH_To_use_ABC_FlowCharter_7_templates_in_ABC_FlowCharter_3_0_or_4_0')}

{button Related Topics,PI(`',`IDH_RT_NEWTEMPLATE')}

To create a chart from a template
To use FlowCharter 7 templates in ABC FlowCharter 3.0 or 4.0.
New command
File menu

To use FlowCharter 7 templates in ABC FlowCharter 3.0 or 4.0.

1 Open the template in FlowCharter 7.

2 On the File menu, click Save As.

3 In the Save as type box, click “Micrografx ABC FlowCharter 3.0/4.0 *.af3.”

4 Click Save.

5 On the File menu, click Exit.

6 Run ABC FlowCharter 3.0 or 4.0.

7 Open the file.

8 On the File menu, click Save As.

9 In the File Type box, click Template.

10 Enter a name for the template file.

11 Click OK.

{button Related Topics,PI(`',`IDH_RT_Using_7_templates_in_3_0_or_4_0')}

To create a new template
To create a chart from a template
Save As command
File menu

Opens an existing chart. The shortcut key is: **Ctrl**+**O**.

Open command

{button OLE Automation,PI(`',`IDH_OA_Open_Method')}

The Open command lets you

- Open an existing chart
- Open a workspace

You can open these file types:

- Charts (filenames ending with an AF3, or ABC extension; files that contain the shapes, lines, and text that comprise your charts)
- Templates (filenames ending with the AFT extension; files that contain settings you want to reuse in charts)
- Workspaces (filenames ending with the AFW extension; files that contain information about your current work environment, including the names of charts used in a project and their window arrangement)

Tip

- The shortcut key is **Ctrl**+**O**.

{button Related Topics,PI(`',`IDH_RT_Open_Command')}

To open a file
File menu

Open method

Open File dialog box

This dialog box lets you open an existing file.

If the file you want to open is not listed:

- Choose another drive and/or folder in the Look in: box.
- Choose the correct file type in the Files of type box.

or

- Enter the exact filename in the File Name box.

{button Related Topics,PI(`',`IDH_RT_Open_File_Dialog_Box')}

To open a file
Open command
File menu

Lets you type the name of the file you want to open in the File Name text box.

Displays the filenames in the current directory. Click a filename in the box to display it in the File Name text box.

- In the Files box, type the first letter of a filename to move the cursor to the files beginning with that letter.

Contains the file formats that FlowCharter supports (AF3, AF2, ABC, AFT, and AFW). Click the down arrow to the right of the box to display the file formats, then choose the one you want.

Displays directories on the current drive. To see the filenames in another directory, double-click the directory name in the box.

Displays disk drives. If you choose A:, the directories on the diskette in drive A appear in the Directory box.

Displays name of the chart you want to open.

Lets you type a new name for the converted file.

Lets you rename the chart you opened.

To open a file

1 On the File menu, click Open.

2 In the Look in box, choose the drive where the file resides.

3 In the box, double-click on folders to open them, until you open the folder where your file resides.

4 Choose the type of file you want to open in the Files of type box, if necessary.

5 Click the file you want to open.

Tips

- You can also use the shortcut key: **Ctrl**+**O** or the Open button on the Standard toolbar.

  Open button
- You can double-click on a filename to open it.
- You can type in the path and filename in File name text box.
- You can select the last four documents you opened or saved from the File menu.

{button Related Topics,PI(`',`IDH_RT_OPENP')}

Open command

File menu

Closes the active chart.

Close command

{button OLE Automation,PI(`',`IDH_OA_CloseChart_Method')}

The Close command lets you close the active chart.

Tips

- You can also double-click on the Control menu box in the upper-left corner of the chart window.
- You can hold down the **Shift** key when you click Close to close all charts.

{button Related Topics,PI(`',`IDH_RT_Close_Command')}

To close the active chart

File menu

Close Chart method

To close the active chart

- Click Close on the File menu.

Tips

- You can hold down the **Shift** key when you click Close to close all charts.
- You can also double-click the Control menu box in the upper-left corner of the chart window.
- If the active chart contains changes that you have not saved, a message displays asking if you want to save the changes. Respond to the message in one of three ways:

1. Click Yes to save the changes. If you saved the chart previously, the changes are saved the changes and the active chart is closed. If you have not saved the chart yet, the Save File dialog box opens.
2. Click No to discard the changes. The active chart closes without saving the changes.
3. Click Cancel to return to the chart.

{button Related Topics,PI(``,`IDH_RT_CLOSEP')}

Close command

File menu

Close All command

The Close All command lets you close all chart windows.

Tip

- You can hold down the **Shift** key when you click Close to close all charts.

{button Related Topics,PI(`',`IDH_RT_Close_All_Command')}

To close all chart windows

File menu

Closes all open chart windows.

To close all chart windows

- On the File menu, click Close All.

Tips

- You also can close all chart windows by holding down the **Shift** key and clicking Close.
- If the active chart contains changes that you have not saved, a message display asking if you want to save the changes. Respond to the message in one of three ways:

1. Click Yes to save the changes. If you saved the chart previously, the changes are saved and the active chart is closed. If you have not saved the chart yet, the Save File dialog box opens.
2. Click No to discard the changes. The active chart closes without saving the changes.
3. Click Cancel to return to the chart.

{button Related Topics,PI(`',`IDH_RT_To_close_all_chart_windows')}

Close All Command

File menu

Recent file list

Use the Recent file list in the File menu to quickly open charts you recently changed. The names of the last four charts you opened or saved appear in the File menu. The complete path name appears for charts outside the current directory.

A number appears beside each chart name. You can type the number to open the chart or click the chart name.

{button Related Topics,PI(`',`IDH_RT_Recall_Command')}

To reopen a chart

File menu

Lists the last four charts you opened or saved.

To reopen a chart

- On the File menu, click the number of the file to open.

Note

- If the chart you choose is already open, a message displays asking if you want to revert to the last saved version of the chart.

{button Related Topics,PI(``,`IDH_RT_RECALLP')}

Recent file list

File menu

Stores a chart or template in a file on disk. All charts (including linked charts) are saved in separate files. You can also use the shortcut key: **Ctrl**+**S**

Save command

{button OLE Automation,PI(`',`IDH_OA_Save_Method')}

The Save command lets you store a chart or template in a file on disk. All charts (including linked charts) are saved in separate files.

The first time you save a new chart or create a new, linked chart, you name the file that contains it and choose where you want to store the file. Afterwards, each time you choose the Save command, your changes are saved in that file. You also can choose to save templates for use with new charts.

{button Related Topics,PI(`',`IDH_RT_SAVE')}

To save a chart or template
To save files in ABC FlowCharter version 3.0/4.0 format
Save As command
File menu

Save method

To save a chart or template

1. On the File menu, click Save. If you are saving a file for the first time, the Save As dialog box opens. If you already have saved the file, your changes are saved in the file you named earlier.
2. Type the filename in the File Name box.
3. Choose the drive and directory in which you want to store the file in the Save in box.
4. Choose the file format you want (Chart or Template) in the Save as type box.

Note

- If you entered an existing filename, a message appears, asking if you want to replace the existing file. Click No if you do not want to replace the file. You return to the Save As dialog box. Type a different name in the File Name text box or choose another directory.

or

- Click Yes to replace the file.

Tips

- You can also use the shortcut key: **Ctrl+S**
- Pressing a character key when a filename is highlighted in the File Name text box makes the name disappear. To change the filename, press the **Right Arrow** to remove the highlight. Then press the **Right** or **Left Arrow** to move the text cursor. To delete characters to the left of the text cursor, press **Backspace**.
- A template includes all chart settings, styles, and master items. It does not include objects.
- You cannot use templates created in FlowCharter 7 in earlier versions of FlowCharter. Instead you must save them as ABC FlowCharter 3.0/4.0 files and convert them to templates within ABC FlowCharter 3.0/4.0. {button Tell me how. . .,JI(`',`IDH_To_use_ABC_FlowCharter_7_templates_in_ABC_FlowCharter_3_0_or_4_0')}

{button Related Topics,PI(`',`IDH_RT_SAVEP')}

Save As command
Save command
File menu

Renames a chart, so that you have the original chart and a new version. This option is useful for making a copy of a file without using the Windows Copy command.

Save As command

The Save As command lets you rename a chart, so that you have the original chart and a new version. This option is useful for making a copy of a file without using the Windows Copy command.

{button Related Topics,PI(``,`IDH_RT_SAVEAS')}

To save a copy of a chart
To save files in ABC FlowCharter version 3.0/4.0 format
Save command
File menu

Save File dialog box

This dialog box lets you save files.

{button Related Topics,PI(`',`IDH_RT_Save_File_Dialog_Box')}

To save files in ABC FlowCharter version 3.0/4.0 format
To save a copy of a chart
Save As command
File menu

Lets you type the name of the file you want to save.

Displays the folders and filenames in the current directory. Click a filename in the box to display it in the File Name text box.

- In the box, type the first letter of a filename to move the cursor to the files beginning with that letter.

Contains the file formats that are supported. Click the down arrow to the right of the box to display the file formats, then choose the one you want.

Displays directories on the current drive. To see the filenames in another directory, double-click the directory name in the box.

Displays disk drives and folders of the current drive. If you choose another drive, the directories on the drive appear in the box.

To save a copy of a chart

1 On the File menu, click Save As.

2 Type a filename for the chart copy. Use a different name to distinguish between the copy and the original.

3 Choose the drive and directory in which you want to store the copy.

4 Click OK. A copy of the active chart is stored with the new filename.

{button Related Topics,PI(`',`IDH_RT_SAVEASP')}

To save files in ABC FlowCharter version 3.0/4.0 format

Save As command

File menu

To save files in ABC FlowCharter version 3.0/4.0 format

1 On the File menu, click Save As.

2 Choose the Micrografx ABC FlowCharter 3.0/4.0 File (*.af3) format in the Save as type box.

3 Type the filename you want in the File name text box.

4 Choose the drive and directory where you want to store the file.

5 Click OK. The chart is saved in a file ready to be opened by ABC FlowCharter 3.0/4.0.

Notes

- You can save files for use in ABC FlowCharter versions 3.0 and 4.0. Files created in FlowCharter 3.0 and 4.0 can be opened without saving in a special format. Just select "Micrografx ABC FlowCharter 3.0/4.0 File" in the Save as type list for both 3.0 and 4.0 files.
- When you save files with SPC charts you created in the "Micrografx ABC FlowCharter 3.0/4.0 File" file type, the SPC chart information will be lost.
- Files in version 3.0/4.0 formats only support shape numbers that are 16 characters long. (In version 6, you can have shape numbers that are 20 characters long.) When you convert a 6 format file to 3.0/4.0 format, the first five characters of the shape number information are lost and replaced with an asterisk.

{button Related Topics,PI(`',`IDH_RT_ABC20SAVE')}

Save As command

File menu

Saves your workspace in a file. The file contains the names and screen setup of the charts in the program window.

Save Workspace command

The Save Workspace command saves your workspace in a file. The file contains the names and screen setup of the charts in the program window.

Because you often may work on the same set of charts for a project, this feature lets you quickly open the charts to resume your work. When you save your workspace, you can save the names of the open charts (not the charts themselves) and the arrangement of the charts in the program window.

When you open a workspace file, the chart files opens and restores the arrangement.

{button Related Topics,PI(``,`IDH_RT_Save_Workspace_Command')}

To save your workspace

To reopen the workspace

Save As command

Save command

File menu

Save Workspace dialog box

The Save Workspace dialog box lets you give a name to the current workspace and save it to disk.

{button Related Topics,PI(`',`IDH_RT_Save_Workspace_Dialog_Box')}

What is a workspace?
To save your workspace
To reopen the workspace
Save Workspace command

File menu

What Is a Workspace?

A workspace is the set of currently open charts.

Because you often may work on the same set of charts for a project, the workspace feature lets you quickly open the charts to resume your work. When you save your workspace, you can save the names of the open charts (not the charts themselves) and the arrangement of the charts in the program window.

{button Related Topics,PI(`',`IDH_RT_What_is_a_workspace')}

To save your workspace
To reopen the workspace
Save Workspace command
File menu

Lets you type the name of the workspace file you want to save.

Displays the filenames in the current directory. Workspace files have an AFW extension.Click a filename in the box to display it in the File Name text box.

- In the Files box, type the first letter of a filename to move the cursor to the files beginning with that letter.

Displays Workspace as the default file type.

Displays directories on the current drive. To see the filenames in another directory, double-click the directory name in the box.

Displays disk drives. If you choose A:, the directories on the diskette in drive A appear in the Directory box.

Saves the objects in your workspace.

To save your workspace

1 On the File menu, click Save Workspace.

2 Type a name for the workspace file in the File Name text box.

3 Choose the drive and directory in which you want to store the workspace file.

4 Click OK. The workspace is saved in a file.

Only saved charts are included in the workspace file. If any of the charts in the workspace have not been saved, the Save File dialog box opens to let you save them.

Note

- If you open more than one workspace and you choose the Save Workspace command, all the open workspaces are saved as one workspace. For example, if you open the workspace Test, then open the workspace Pass and choose the Save Workspace command, the workspace Pass is saved, and includes the workspace Test.

{button Related Topics,PI(`',`IDH_RT_SAVEWORKSPACEP')}

To reopen the workspace
Save Workspace command
File menu

To reopen the workspace

1 On the File menu, click Open.

2 Choose Workspace in the Files of Type box.

3 Choose the drive and directory that contain the workspace file you want.

4 Click the file you want to open.

5 Click OK. The charts saved in the workspace file open and the chart arrangement is restored.

{button Related Topics,PI(``,`IDH_RT_REOPENWORKSPACE')}

To save your workspace

Save Workspace command

File menu

Sets the size of the page, the size of the page margins (borders), and the orientation of the page (portrait or landscape).

Note

- If you change your page margin, the objects on the page will move as well.

Import command

The Import command imports a shape into the chart. This command opens the Import Shape dialog box for you to make your choices from.

{button Related Topics,PI(`',`IDH_RT_Import_command')}

To import a shape using the File menu

Export command

File menu

To import a shape using the File menu

1 On the File menu, click Import.

2 In the Look in box, choose the drive where the file resides.

3 In the box, double-click on folders to open them, until you open the folder where your file resides.

4 Choose the type of file you want to open in the Files of type box, if necessary.

5 Click the file you want to import.

6 Click Open.

{button Related Topics,PI(`',`IDH_RT_To_import_a_shape_using_the_File_menu')}

Import command
Export command
File menu

Imports a shape into your chart.

Export command

The Export command exports your chart. This command opens the Export Chart dialog box for you to chose the pathname and file type for your chart.

{button Related Topics,PI(`',`IDH_RT_Export_command')}

To export a chart using the File menu
Import command
File menu

Exports a chart.

To export a chart using the File menu

1 On the File menu, click Export.

2 Type the filename in the File Name text box.

3 Choose the drive and directory in which you want to store the file in the Save in box.

4 Choose the file format you want in the Save as type box.

5 Click Save.

{button Related Topics,PI(``,`IDH_RT_To_export_a_chart_using_the_File_menu')}

Import command

File menu

Page Setup command

The Page Setup command:

- Sets the size of the page. The default page size is determined by the selected printer.
- Sets the size of the page margins (borders)
- Set the orientation of the page (portrait or landscape)
- Prints Notes
- Prints blank pages
- Sets the order in which pages are printed
- Fits the entire chart on a page

Note

- If you change your page margin, the objects on the page will move as well.

{button Related Topics,PI(``,`IDH_RT_Page_Setup_Command')}

To define the page setup

File menu

Fit To Page option

The Fit To Page option fits the chart to a single page. The entire chart is reduced proportionally, including the TrueType fonts. (Bitmap and printer fonts do not necessarily reduce properly.) When multiple-page charts are reduced to one page, the master items are printed only once and the All, Selection, and Pages print range options are still valid.

Note

- Charts cannot be enlarged with the Fit to Page option.

{button Related Topics,PI(`',`IDH_RT_Fit_to_Page_option')}

To define the page setup

Page Setup command

File menu

Page Setup dialog box

The Page Setup dialog box lets you choose the page size, margins, and other options to prepare the chart for printing or viewing.

Page breaks display on the screen based on the paper size and margins you choose. The maximum paper size is 100" x 100".

Note

- If you change your page margin, the objects on the page will move as well.

Tip

- To fit your chart on the fewest pages, click Portrait if your chart is oriented vertically or Landscape if your chart is oriented horizontally.

{button Related Topics,PI(`',`IDH_RT_Page_Setup_Dialog_Box')}

To define the page setup
Paper Size option
Print Blank Pages option
Print Range options

Page Order option
Measure option
Fit To Page option
Orientation option

Page Height
Page Setup command
File menu

Paper Size option
{button OLE Automation,PI(`',`IDH_OA_PaperSize_Property')}

You should choose the paper size on which you plan to print your chart. Many popular paper sizes are provided, including letter (8 ½" x 11"), legal (8 ½" x 14"), tabloid (11" x 17"), and C sheet (17" x 22").

{button Related Topics,PI(`',`IDH_RT_Paper_Size_option')}

To define the page setup

Page Setup command

File menu

Paper Size property

Page Height

{button OLE Automation,PI(`',`IDH_OA_PageHeight_Property')}

In the Page Setup dialog, click the down arrow in the Paper Size area and choose one of the preset paper sizes from the list.

or

Select the Width and Height text boxes and type the page dimensions you want (in inches or centimeters, depending upon your measure choice). The maximum paper size you can set is 100" x 100".

Page Height property

Selects the paper size on which you plan to print your chart. Many popular paper sizesare provided, including letter (8 ½" x 11"), legal (8 ½" x 14"), tabloid (11" x 17"), and C sheet (17" x 22").

Click the down arrow in the Paper Size area and choose one of the preset paper sizes from the list, or select the Width and Height text boxes and type the page dimensions you want (in inches or centimeters, depending upon your measure choice). The maximum paper size you can set is 100" x 100".

Specifies the width of the page. You can enter the width in inches or centimeters. The maximum paper size is 100" x 100".

Specifies the height of the page. You can enter the height in inches or centimeters. The maximum paper size is 100" x 100".

Defines the page spread when the chart extends beyond one page. You set the number of pages across and down.

Pages option

{button Tell me how . . .,PI(`',`IDH_HT_Page_options_PageSetup_db')}

The Pages option on the Page Setup dialog box lets you set the number of pages for your chart. You can use this option to add pages to an existing chart. You can add pages so that your chart is longer horizontally or vertically, or even both.

{button Related Topics,PI(`',`IDH_RT_Page_options_PageSetup_db')}

To add pages to your chart

Page Setup command
To define the page setup

To add pages to your chart

1 On the File menu, click Page Setup.

2 In the Pages area, type a larger number in the Across box to add pages horizontally to your chart.

or

Type a larger number in the Down box to add pages vertically to your chart.

or

Type a larger number in the Across and Down boxes to add pages horizontally and vertically to your chart.

3 Click OK.

{button Related Topics,PI(`',`IDH_RT_To_add_pages_to_your_chart')}

Page Setup command
To define the page setup

Margins

{button OLE Automation,PI(`',`IDH_OA_MarginBottom_Property')}

{button Tell me how . . .,PI(`',`IDH_HT_PageMargin_Options')}

The margins you specify are used to define the print area on each page and to determine the page breaks. For example, if you choose an 8 ½" x 11" (letter) page size and specify a 0.5" margin on all sides, the print area is 7 ½" x 10".

Select each of the Margins text boxes individually, and type the margin you want (in inches or centimeters, depending upon your measure choice). The numbers you enter are rounded to the nearest hundredth of an inch or tenth of a centimeter.

Note

- If you change your page margin, the objects on the page will move as well.

Margin Bottom property

To set up page margins for your chart

Specifies the top margin of the page.

Note

- If you change your page margin, the objects on the page will move as well.

Specifies the bottom margin of the page.

Note

- If you change your page margin, the objects on the page will move as well.

Specifies the left margin of the page.

Note

- If you change your page margin, the objects on the page will move as well.

Specifies the right margin of the page.

Note

- If you change your page margin, the objects on the page will move as well.

To set up page margins for your chart

1 On the File menu, click Page Setup.

2 Click the Margin tab.

3 Select each of the Margins text boxes individually and type the margin you want (in inches or centimeters, depending upon your measure choice).

4 Click OK.

Note

- If you change your page margin, the objects on the page move as well.
- The numbers you enter are rounded to the nearest hundredth of an inch or tenth of a centimeter.

{button Related Topics,PI(``,`IDH_RT_To_setup_page_margins')}

Page Setup command

Margins

File menu

Selects either Portrait (tall) or Landscape (wide) for your page orientation. To fit your chart on the fewest pages, click Portrait if your chart is vertically oriented or Landscape if your chart is horizontally oriented.

Orientation option

{button OLE Automation,PI(`',`IDH_OA_Orientation_Property')}

You can choose either Portrait (tall) or Landscape (wide) for your page orientation. To fit your chart on the fewest pages, click Portrait if your chart is vertically oriented or Landscape if your chart is horizontally oriented.

Orientation property

Specifies that the chart should be printed with its top along the short edge of the paper (portrait).

Specifies that the chart should be printed with its top along the long edge of the paper (landscape).

Measurement command

{button OLE Automation,PI(`',`IDH_OA_Units_Property_Chart_Object')}

You can choose inches or centimeters for your measurement units. The units you choose are used in the rulers and in other options where you specify size, such as margins and page size. Click Inches or Centimeters to choose the units you want.

Units Property Chart object

Selects either inches or centimeters for your measurement units. The units you choose are used in the rulers and in other options where you specify size, such as margins and page size. Click Inches or Centimeters to choose the units you want.

To select the chart's measurement unit

1 In the Rulers area, click the right mouse button.

2 Click Measurement.

3 Click the measurement unit you want: Inches or Centimeters.

{button Related Topics,PI(`',`IDH_RT_To_choose_charts_measurement_unit')}

Measurement command

Page Order option
{button OLE Automation,PI(`',`IDH_OA_PageOrder_Property')}

You can choose the order in which the pages of your chart are printed. The orders are Down, then Across and Across, then Down.

Page Order property

Selects order in which the pages of your chart are printed. The orders are Down, then Across and Across, then Down.

Print Blank Pages option

{button OLE Automation,PI(`',`IDH_OA_PrintBlankPages_Property')}

You can choose to print or omit pages that do not have any objects on them.

Tip

- Select to print blank pages when assembling a poster of a chart.

Print Blank Pages property

Prints or omits pages that do not have any objects on them.

Prints or omits pages that do not have any objects on them. This option is useful when you want to print blank pages when assembling a poster of a chart.

Prints or omits notes.

Prints the pages beginning with the first page in the first column, printing the next page down until it reaches the bottommost page of the column, and then beginning printing the topmost in the next column to the right.

Prints the pages beginning with the first page in the first column, printing the next page to the right until it reaches the rightmost page of the row, and then beginning printing the leftmost page in the next row.

Fits the chart to a single page. The entire chart is reduced proportionally, including the TrueType fonts.

Changes the Paper Size, Margins, Orientation, and Measure settings to match the current printer.

Shows what the options selected will look like.

Shows what the chart will look like. In this view of the chart, you can zoom in or out on your charts and preview one or two pages at a time in the order the pages will be printed.

You can also print from the Print Preview dialog box.

To define the page setup

1 On the File menu, click Page Setup.

2 Choose the page setup options you want.

3 Click OK. Your page setup choices are applied to the chart.

{button Related Topics,PI(`',`IDH_RT_PAGESETUPP')}

Page Setup command

File menu

Prints your charts and adds them to presentations and reports. You can print all the pages, a range of pages, or only selected objects in the chart. You can also use the shortcut key: **Ctrl+P**

Print command

{button OLE Automation,PI(`',`IDH_OA_PrintOut_Method')}

Use the Print command to print your charts and add them to presentations and reports.

You can print all the pages, a range of pages, or only selected objects in the chart. To print only selected objects, select the objects you want to print before you choose the Print command.

Tip

- You can also use the shortcut key: **Ctrl**+**P.**

{button Related Topics,PI(`',`IDH_RT_Print_Command')}

To print a chart

File menu

Print Out method

Print dialog box

Print Range options

- Click All to print all the pages in the chart.
- Click Selection to print only the objects selected in the chart. {button OLE Automation,PI(``,`IDH_OA_PrintSelected_Method')}
- Click Pages and type starting and ending page numbers to print a range of pages.

Print to File option

Click Print to File if you want to send the output to a file instead of a printer.

Copies text box

Click the up or down arrow to choose the number of copies, or type a number in the text box.

Properties button

Click the Properties button to open the printer’s Properties dialog box.

{button Related Topics,PI(``,`IDH_RT_Print_Dialog_Box')}

To print a chart
Print command
File menu

- All prints all the pages in the chart.
- Selection prints only the objects selected in the chart.
- Prints a range of pages.

Print Range options

{button OLE Automation,PI(`',`IDH_OA_PrintSelected_Method')}

- Click All to print all the pages in the chart.
- Click Selection to print only the objects selected in the chart.
- Click Pages and type starting and ending page numbers to print a range of pages.

Print Selected method

Reduces a multiple-page chart proportionally to fit to a single page.

Sends the output to a file instead of a printer.

Prints the notes attached to the shapes in the chart.

Selects the number of copies, or type a number in the text box.

Opens the Printer Setup dialog box.

To print a chart

1 On the File menu, click Print. Information about the printer appears at the top of the dialog box. (The printer information is for the printer to which the next print job will be sent.)

2 Choose a Print Range option.

3 Type the number of copies you want in the Copies text box.

4 Click the Print to File box if you want to send the output to a file instead of a printer.

5 Click OK to save the changes in the Print dialog box and to print your chart.

Tips

- If you choose the Print to File option, a dialog box opens. Type the filename you want and click OK. The chart information is saved in a file in the current directory.
- To print Notes, blank pages, choose the print order, and fit the chart to the page, click Page Setup on the File menu. Click the Print Options tab.
- You can also use the shortcut key: **Ctrl**+**P.**

{button Related Topics,PI(``,`IDH_RT_PRINTP')}

Print command

File menu

Selects the current printer and printer options.

Print Setup command

The Print Setup command provides the current printer and printer options.

If you do not change the current printer, you can use the default printer as the current printer. The default printer is the printer selected in the Windows Control Panel. See your Windows documentation for information about changing the default printer.

{button Related Topics,PI(`',`IDH_RT_Printer_Setup_Command')}

To select a printer

File menu

Printer Setup dialog box

Printer area

The Printer area lists the currently installed Windows printer drivers. Click the name of the printer you want to be the currently active printer. Printer drivers can be added or deleted through the Windows Control Panel. Any installed printer driver can be activated and used by this program.

Options button

Click the Options button to open the currently selected printer dialog box. Choose printer options (page size, orientation, etc.) and click OK.

{button Related Topics,PI(`',`IDH_RT_Printer_Setup_Dialog_Box')}

To select a printer

Print Setup command

File menu

Lists the currently installed Windows printer drivers. Click the name of the printer you want to be the currently active printer. Printer drivers can be added or deleted through the Windows Control Panel. Any installed printer driver can be activated and used by this program.

Opens the currently selected printer dialog box. Choose printer options (page size, orientation, etc.) and click OK.

To select a printer

1 On the File menu, click Print Setup.

2 Select the print device you want to use.

3 Click OK.

{button Related Topics,PI(`',`IDH_RT_PRINTERSETUPP')}

Print Setup command

File menu

Exit command

{button OLE Automation,PI(`',`IDH_OA_Quit_Method')}

The Exit command closes this program. Use this command when you finish working with the program, or when you want to free memory to work in another program.

{button Related Topics,PI(`',`IDH_RT_Exit_Command')}

To close this program

File menu

Quit method

To close this program

1 On the File menu, click Exit. {button Shortcuts,PI(`',`IDH_Shortcut_Exit')}

2 If any open chart has changed, and you did not save it before closing, the Save Changes dialog box opens and requests that you select one of three choices: Yes, No, or Cancel.

- Click Yes to save changes to the current chart before closing. If you have not saved the chart previously, the Save File dialog box opens. Type a name in the File Name text box and press **Enter**.
- Click No to discard the changes to the chart and close the program.
- Click Cancel to cancel the Exit command and return to the active chart.

{button Related Topics,PI(`',`IDH_RT_EXITP')}

Exit command

File menu

Closes the program.

Press **Alt+F4**.

Creates an e-mail message with the current chart as an attachment.

Note

- This feature works with any MAPI E-mail system. MAPI e-mail systems include Microsoft Mail, Microsoft Exchange, and Lotus cc:Mail.

Send command {button OLE Automation,PI(`',`IDH_OA_SendMail_Method')}

The Send command creates an e-mail message with the current chart as an attachment. After the message is created, you address the e-mail and create a message as you usually do.

Note

- This feature works with any MAPI E-mail system. MAPI e-mail systems include Microsoft Mail, Microsoft Exchange, and Lotus cc:Mail.

{button Related Topics,PI(`',`IDH_RT_Send_Mail_Command')}

To send a chart as an e-mail attachment

File menu

Send Mail method

To send a chart as an e-mail attachment

1 Open the chart to attach to an e-mail message.

2 On the File menu, click Send. An e-mail message displays with the chart as an attachment.

3 Address the e-mail and create a message as you usually do.

Notes

- This feature works with any MAPI E-mail system. MAPI e-mail systems include Microsoft Mail, Microsoft Exchange, and Lotus cc:Mail.
- If the mail system is not running when you click the Send command, it will start. When you finish the e-mail, it will close after sending the message.

{button Related Topics,PI(`',`IDH_RT_Sending_Email')}

Send command

File menu

Print Preview command

The Print Preview command previews the chart to see what it will look like when you print it.

{button Related Topics,PI(`',`IDH_RT_Print_Preview')}

To print a chart
To view your chart as it will be printed
File menu

Displays preview of what your page will look like when you print it.

To view your chart as it will be printed

- On the File menu, click Print Preview.

Tip

- You can zoom in by clicking on the chart in the area you want to see in more detail.

Prints the chart.

Previews the next page of the chart.

Previews the previous page of the chart.

Previews two pages of the chart at a time.

Magnifies the chart.

Displays more of the chart.

Closes the Preview window and returns to the normal view.

To print your selection on one page

1 Select all the items you want to print.

2 On the File menu, click Page Setup.

3 Click the Print Options tab.

4 Click Fit to Page to place an x in the check box.

5 Click OK.

6 On the File menu, click Print.

7 Click Selection.

8 Click OK.

Note

- The selected items must be contiguous.

Tip

- You use this procedure when you want to print all the selected items, and make them fit onto one page.

{button Related Topics,PI(``,`IDH_RT_print_all_selected_items')}

To print a chart
To select a printer
File menu

To import a chart from SnapGrafx 2.0

1 On the File menu, click Open.

2 Choose Micrografx ABC SnapGrafx 2.0 File (*.sg) in the Files of Type box.

3 Choose the drive and directory that contain the SnapGrafx 2.0 file you want.

4 Click the file you want to open.

5 Click OK. The SnapGrafx 2.0 file you selected displays in your chart.

Tips

- You can also use the shortcut key: **Ctrl**+**O** or the Open button on the Standard toolbar.

  Open button
- You can double-click on a filename to open it.
- You can type in the path and filename in File name text box.

{button Related Topics,PI(`',`IDH_RT__To_open_SnapGrafx20')}

Open command

File menu

Closes this dialog box, and saves any changes you have made.

Prints the chart.

Displays a preview of the next page in the print sequence. The print sequences is determined by the Page Order option of the Page Setup command.

Displays a preview of the previous page in the print sequence. The print sequences is determined by the Page Order option of the Page Setup command.

Changes the number of pages you are previewing at a time.

Zooms in on a part of a page.

Displays more of the chart.

Closes this dialog box.

Page Setup Margins Tab dialog box

This dialog box lets you choose the margins of the chart.

Page breaks display on the screen based on the paper size and margins you choose. The maximum paper size is 100" x 100".

Page Setup Print Options Tab dialog box

This dialog box lets you choose the print options.

Page Setup Page Tab dialog box

This dialog box lets you choose the page size of the chart, the chart orientation, and the number of pages for the chart. Use the Page Setup - Page Tab dialog box to add pages to your active chart.

Page breaks display on the screen based on the paper size and margins you choose. The maximum paper size is 100" x 100".

Tip

- To fit your chart on the fewest pages, click Portrait if your chart is vertically oriented or Landscape if your chart is horizontally oriented.

{button Related Topics,PI(``,`IDH_RT_Page_Setup_Pagetab')}

Paper Size option
Orientation option
Pages option
Page Setup command

Opens this chart.

Opens this chart.

Opens this chart.

Opens this chart.

Displays information about this dialog box.

Runs Picture Publisher.

Runs Designer.

Closes all chart windows.

Displays information on how to use the Help system.

Displays the Help Topics dialog box of the Help system.

New dialog box

The New dialog box opens a new, blank chart window. You can either open a blank page without a template or a blank chart with a template.

Closes this dialog box without saving changes you have made.

Opens a dialog box that lets you browse through folders to find the file you want.

Displays your changes without closing the dialog box.

Closes the dialog box.

Displays templates available for your use. Double-clicking a template under the General, Living FlowCharts, or CoolSheets tab opens a chart with that template applied.

Displays Living FlowChart templates available for your use. Double-clicking a template opens a blank chart with that template applied.

Displays CoolSheets templates available for your use. Double-clicking a template opens a blank chart with that template applied.

Displays template files in one of three ways: large icons, file list, or file list with details, such as file size, file type, and date and time modified.

Displays template files as a file list.

Displays template files as a file list with details, such as file size, file type, and date and time modified

Opens a chart with no objects applied.

Available template file.

Saving Files with File Type AF3

- You can save files for use in ABC FlowCharter versions 3.0 and 4.0. Files created in FlowCharter 3.0 and 4.0 can be opened without saving in a special format. Just select "Micrografx ABC FlowCharter 3.0/4.0 File" in the Save as type list for both 3.0 and 4.0 files.
- When you save files that include SPC charts you created in the "Micrografx ABC FlowCharter 3.0/4.0 File" file type, the SPC chart information will be lost.
- Files in version 3.0/4.0 formats only support shape numbers that are 16 characters long. (In version 6, you can have shape numbers that are 20 characters long.) When you convert a 6 format file to 3.0/4.0 format, the first five characters of the shape number information are lost and replaced with an asterisk.

Completes the wizard using the selections you have made.

Returns to the previous wizard page without making any changes.

Advances to the next wizard page based on your selections.

Determining the Way Lines Look

{button OLE Automation,PI(`',`IDH_OA_Determining_the_way_lines_look')}

{button Tell me how . . .,PI(`',`IDH_HT_Determining_the_way_lines_look')}

You can change the appearance of existing lines and choose the way new lines will look.

Line styles include:

- Line Color
- Line Style
- Line Weight

Arrowhead styles include:

- Source Arrowhead Color
- Destination Arrowhead Color
- Source Arrowhead Size
- Destination Arrowhead Size
- Source Arrowhead Style
- Destination Arrowhead Style

You can view the current styles and store new styles in the Line Styles list on the Preset Styles toolbar.

Line routing types include:

- Direct Line
- Right Angle Line
- Curved Line
- Org Chart Line
- Cause and Effect Line

You can choose the way lines look when they cross.

Crossovers include:

- Crossover Style
- Crossover Size

Nodes:

- Appear at end points and where lines connect
- Help you distinguish between connecting lines and lines that merely overlap
- Are represented by small solid circles on lines

You can click a node and drag to resize or reposition the line.You also can choose whether to show nodes on lines.

Text

You can:

- Attach text to lines
- Detach text to lines

{button Related Topics,PI(`',`IDH_RT_Determining_How_Lines_Look')}

Attaching Text to Lines
Choosing Line Styles That Enhance Your Chart
Crossovers

Preset Line Styles
To connect a new line to an existing line
To draw an unconnected line

To change the way existing lines look
To choose arrowhead styles
To choose line styles for new lines

To add a preset line style
To choose a preset line style
To delete a preset line style

To choose the line crossover
To show and hide nodes
To add text to a line

StemColor Property
StemStyle Property
StemWidth Property

SourceArrowColor Property
DestArrowColor Property
SourceArrowSize Property
DestArrowSize Property
SourceArrowStyle Property
DestArrowStyle Property

CurrentLineRouting Property
LineCrossoverStyle Property
LineCrossoverSize Property

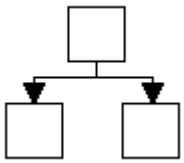
ShowNodeso Lines Property
AttachText Method
UnattachFromLine method

Drawing Connector Lines

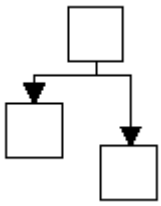
{button Tell me how . . .,PI(`',`IDH_HT_Drawing_Connector_Lines')}

The Connector Lines tool lets you draw different types of connector lines.

Connector lines automatically display and snap to points on closed shapes. After placing a connector line, you can easily detach it and reattach it at a different snap point. When you attach connector lines to a shape, you can move the shape and the line remains attached.



The boxes in this chart are connected with connector lines.



The line remains connected to the box when the box is moved.

Connector lines are a powerful tool that makes it easy to create flowcharts, organization charts, timelines, and other drawings in which you want to connect lines and shapes quickly.

{button Related Topics,PI(`',`IDH_RT_Drawing_Connector_Lines')}

To draw connected direct line

To draw connected right angle lines

To draw connected org chart lines

To draw connected cause and effect lines

To draw connector freehand line

To draw connected curved lines

Drawing Basics
Snapping to the Grid
Drawing Lines
Drawn Lines vs Connector Lines
Drawing Shapes

To draw connected direct lines

1 Click the Connector Lines tool, and then click Direct Line.

2 Point where you want to begin the connected direct lines.

3 Click and drag to draw the line. If you drag the line to a closed shape, connector points on the shape display, and the line "snaps" to the closest point.

4 Release the mouse button when you finish drawing the line.

{button Related Topics,PI(`',`IDH_RT_To_draw_a_connector_direct_line')}

To draw connected right angle lines
To draw connected org chart lines
To draw connected cause and effect lines
To draw a connector freehand line

To draw connected curved lines
Drawing Connector Lines

To draw connected right angle lines

1 Click the Connector Lines tool, and then click Right Angle Line.

2 Point where you want to begin the connected right angle lines.

3 Click and drag to draw the right angle line. If you drag the line to a closed shape, connector points on the shape display, and the line "snaps" to the closest point.

4 Release the mouse button when you finish drawing the line.

{button Related Topics,PI(`',`IDH_RT_To_draw_connected_right_angle_lines')}

To draw connected direct line
To draw connected org chart lines
To draw connected cause and effect lines
To draw a connector freehand line

To draw connected curved lines
Drawing Connector Lines

To draw connected org chart lines

1 Click the Connector Lines tool, and then click Org Chart.

2 Point where you want to begin the connected org chart line.

3 Click and drag to draw a segment of the org chart line.

4 Release the mouse button.

5 Repeat steps 3 and 4 to add more org chart line segments. If you drag the line to a closed shape, connector points on the shape display, and the line "snaps" to the closest point.

6 Click the left mouse button away from the connector org chart line or press **Esc** when you finish.

{button Related Topics,PI(`',`IDH_RT_To_draw_connected_orgchart_lines')}

To draw connected direct lines
To draw connected right angle lines
To draw connected cause and effect lines
To draw a connector freehand line

To draw connected curved lines
Drawing Connector Lines

To draw connected cause and effect lines

1 Click the Connector Lines tool, and then click Cause and Effect.

2 Point where you want to begin the connected cause and effect lines.

3 Click and drag to draw a segment of the cause and effect line.

4 Release the mouse button.

5 Repeat steps 3 and 4 to add more cause and effect line segments. If you drag the line to a closed shape, connector points on the shape display, and the line "snaps" to the closest point.

6 Click the left mouse button away from the connector cause and effect or press **Esc** when you finish.

{button Related Topics,PI(`',`IDH_RT_To_draw_connected_causeandeffect_lines')}

To draw connected direct lines
To draw connected right angle lines
To draw connected org chart lines
To draw a connector freehand line

To draw connected curved lines
Drawing Connector Lines

To draw a connector freehand line

1 Click the Connector Lines tool, and then click Direct Line.

2 Point where you want to begin the connected freehand lines.

3 Click and drag to draw the line. If you drag the line to a closed shape, connector points on the shape display, and the line "snaps" to the closest point.

4 Release the mouse button when you finish drawing the line.

{button Related Topics,PI(`',`IDH_RT_To_draw_a_connector_freehand_line')}

To draw connected direct lines
To draw connected right angle lines
To draw connected org chart lines
To draw connected cause and effect lines

To draw connected curved lines
Drawing Connector Lines

To draw connected curved lines

1 Click the Connector Lines tool, and then click Curved Line.

2 Point where you want to begin the connected curved lines.

3 Click and drag to draw a line.

4 Release the mouse button.

5 Click again and drag the pointer. The line curves in the direction you move the pointer.

6 Release the mouse button when the curve is the shape and length you want.

7 Repeat steps 5 and 6 to add more curved segments. If you drag the curve to a closed shape, connector points on the shape display, and the curve "snaps" to the closest point.

8 Click the left mouse button or press **Esc** when you finish.

{button Related Topics,PI(`',`IDH_RT_To_draw_connected_curved_lines')}

To draw connected direct lines
To draw connected right angle lines
To draw connected org chart lines
To draw connected cause and effect lines

To draw a connector freehand line
Drawing Connector Lines

Choosing Line Styles That Enhance Your Chart

{button Tell me how . . .,PI(`',`IDH_HT_Choosing_Line_Styles_That_Enhance_Your_Chart')}

You have a number of styles you can use for lines, including solid and dashed lines. You can use line styles to convey information about data flow in your chart. For example, line styles are commonly used in flowcharts to convey the following information:

Line Style	Meaning
Solid lines with arrows	Show data flow
Dashed lines	Represent multiple transitions and optional steps
Center lines	Heavier weight lines that represent enclosure outlines or draw attention to a specific chart element

You can choose different line weights for each line and arrowhead. Varying line weights can be used to distinguish data flows and to draw attention to certain transitions or data transfers in a chart.

You can choose different colors for each line and arrowhead. To enhance your chart, you could use one color for all beginning arrowheads and another for all ending arrowheads.

{button Related Topics,PI(`',`IDH_RT_Choosing_Line_Styles_That_Enhance_Your_Chart')}

Determining the Way Lines Look
Choosing Line Styles
Choosing Arrowhead Styles
Using Shapes and Lines Effectively
Preset Line Styles

To change the way existing lines look
To choose arrowhead styles
To choose line styles for new lines

To draw connected direct lines
To draw connected right angle line
To draw connected curved lines
To draw connected org chart lines

To draw connected cause and effect lines
To draw a connector freehand line
To connect a new line to an existing line
To draw an unconnected line

Preset Line Styles

{button Tell me how. . .,PI(`',`IDH_HT_Preset_Line_Styles')}

As you create charts, you may find that you often reuse the same line styles. You can store these "preset styles" in a list.

The list opens when you click the down arrow to the right of the Line Styles box on the Preset Styles toolbar.

{button Related Topics,PI(`',`IDH_RT_Preset_Line_Styles')}

Determining the Way Lines Look
To add a preset line style
To rename a preset line style
To choose a preset line style
To delete a preset line style

To add a preset line style
To rename a preset line style
To choose a preset line style
To delete a preset line style

Connecting Shapes with Lines

{button OLE Automation,PI(``,`IDH_OA_Drawing_Methods')}

You can use any of the five line types (routing) tools to connect shapes:

- Direct Line
- Right Angle Line
- Curved Line
- Org Chart Line
- Cause and Effect Line

You can:

- Draw lines by either clicking or dragging
- Connect two shapes with a line. When you connect the shapes with a line, the end points of the line snap to the nearest connect points in the shapes.
- Draw freestanding lines
- Draw a line from a point in space to a shape

{button Related Topics,PI(``,`IDH_RT_Connecting_Shapes_with_Lines')}

Determining the Way Lines Look
To connect two shapes by clicking
To connect two shapes by dragging
To connect two shapes with a multisegment line

To choose line routing type

DrawLine Method

DrawFreeLine Method

DrawLinetoOneObject Method

Attaching Text to Lines
{button Tell me how . . .,PI(`',`IDH_HT_Attaching_Text_to_Lines')}

You can attach text to lines in a chart by typing the text when the line is selected or by attaching an existing text block.

Text on lines can describe the flow of information and relationships between connected shapes. You can choose the font, size, style, and color for one or more characters in the text.

Text can be positioned anywhere on a line. When you move a line, the attached text moves with it.

{button Related Topics,PI(`',`IDH_RT_Attaching_Text_to_Lines')}

Determining the Way Text Looks
To add text to a line
To attach existing text to a line

To add text to a line

To attach existing text to a line

Line Options

{button OLE Automation,PI(`',`IDH_OA_Line_Options')}

When you connect shapes with right angle lines, you can choose how far the line segments are offset from the shapes. This feature is useful if the line segments are too short or too long. Your choice affects only right angle lines. The spacing options are set in the Line Spacing tab of the Tools Options dialog box.

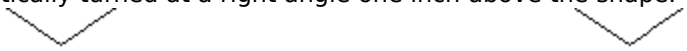
Horizontal spacing

The Horizontal shape spacing option lets you set the amount of horizontal space between lines and shapes.

Vertical spacing

The Vertical shape spacing option lets you set the amount of vertical space between lines and shapes.

For example, the following picture shows a vertical spacing of one inch. When the line was drawn, it automatically turned at a right angle one inch above the shape.



{button Related Topics,PI(`',`IDH_RT_LINESPACE')}

To set the line spacing

Options command (Tools menu)

LineSpacingX Property)
LineSpacingY Property)

Crossovers

{button Tell me how . . .,PI(`',`IDH_HT_Crossovers')}

You can set the style and size when lines cross over each other. You can choose from three different styles of line crossovers. If you do not choose a crossover style, the lines cross with no indication, which may make it difficult to tell which lines connect which shapes.

Bunny hops. If the line is on top, it shows the hop; if it is on the bottom, it shows as a solid line.

Broken lines. If the line is on top, it shows as a solid line; if it is on the bottom, it shows as a broken line.

Solid lines. If the line is on top, it shows as a solid line; if it is on the bottom, it shows as a solid line.

You can specify the crossover style of individual lines. Thus, if you have a bunny-hop line over a broken line, both the bunny hop and the gap are shown. If, however, you have a bunny-hop line under a broken line, two solid lines are shown. In general, it is best to use one crossover style throughout your chart.

Tip

- When you draw a line, if the line crosses any existing lines or shapes it will go behind the lines or shapes. To bring the line to the front, select it and then click the Bring to Front button on the Arrange toolbar.

You can specify the size of the crossover when one line crosses another. The setting applies to bunny hops and broken lines, but has no effect when the crossover style is solid lines.

- Small

Medium

Large

You set the style and size of crossovers by clicking Crossovers in the Format menu, and then selecting the type and size you want. You also can choose the crossovers style by clicking the Crossovers button on the Formatting toolbar, and then clicking the type you want.

Crossovers button

{button Related Topics,PI(`',`IDH_RT_Crossovers')}

Using Control Points

To choose the line crossover

To reshape a curve

1 Click the Selector tool

- Selector tool

2 Select the curved line you want to reshape. Control and edit points appear around the selected object.

3 Point to an anchor point. The pointer changes to a cross with the Curved Line symbol.

Curved Line pointer

4 Press and hold the left mouse button, and drag the Curved Line pointer until that part of the curve is the size you want.

5 Release the mouse button.

6 Repeat steps 3 through 5 until the curve is the shape you want.

7 Point the cursor away from the shape when you are finished.

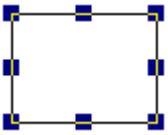
{button Related Topics,PI(`',`IDH_RT_Reshaping_Bezier_Curves')}

Using Control Points
What is an Object?
Working with Objects

Using Control Points

{button Tell me how . . .,PI(`',`IDH_HT_Using_Control_Points')}

Control points. are mathematically defined points that determine an object's edges. Control points are always connected to edit points., and there are control points for each edit point. Control points look like small checkerboards. Control points are displayed only when curve reshaping.



Edit points

Control points with edit points

To display a curve's control points, click one of the edit points. Because there are control points for each edit point on an edge, you must decide which control points you want to use to reshape the curve. After a little experience with control point reshaping, this choice is usually obvious.

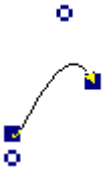
Dragging a control point changes the shape of the edge associated with the point. Think of a control point as a magnet that attracts the edge. When you drag a control point, the edit point does not move. Instead, it anchors the control point to the object.

Control points control the angle of an edge as it leaves an anchor point. Control points affect both the direction and the distance that the edge travels to the next anchor point.

A control point usually appears above or below the edge it controls. Dragging the control point moves the edge toward the control point’s location.

Before curve reshaping

Curve during reshaping



After curve reshaping

Tip

- When you move the mouse pointer over a control point, FlowCharter draws a preview line between the control point and its anchor. This lets you quickly identify the anchor to which a control point is connected.

{button Related Topics,PI(`',`IDH_RT_Using_Control_Points')}

To reshape a line with control points
To edit connect points with the Edit tool
To edit objects by moving object points
To edit shapes with the Edit tool
To edit text layout with the Edit tool

What is an Object?
Working with Objects

To choose line styles using the Format menu

1. To change the style for existing lines as well as future lines, select the lines you want to change.
2. On the Formatting menu, click Line.
3. To change the line color, click the down arrow by the Color box and select the color.
4. To change the line weight for a solid line, click the up or down arrow by the Weight box.
5. To change the line style, click the down arrow by the Style box and select the style.
6. Click the Ends tab.
7. To change the Start or End arrowhead type, click the down arrow by the Type box and select the type.
8. To change the Start or End arrowhead size, click the up or down arrow by the Size box.
9. To change the Start or End arrowhead color, click the down arrow by the Color box and select the color.
10. To change the crossovers type, click the type.
11. To change the crossovers size, click the up or down arrow by the Size box.
12. When the line in the Preview box looks the way you want it, click OK.

Tips

- Use the Apply button to make your changes and view the results without closing the dialog box.
- If you have a line selected when you change line styles, the changes will affect the selected line and any new line that you place.
- You also can use the buttons on the Formatting toolbar.
- You also can choose a preset style in the Line Styles list on the Preset Styles toolbar.
- The line weight for dotted and dashed lines is hairline. You cannot draw a dotted or dashed line with a heavy line weight.

{button Related Topics,PI(`',`IDH_RT_To_choose_line_styles_using_the_Format_menu')}

Choosing Line Styles That Enhance Your Chart
Crossovers
Determining the Way Lines Look
Preset Line Styles

To change the way existing lines look
To choose arrowhead styles
To choose line routing type
To choose line styles for new lines
To choose a preset line style

Format menu
Formatting toolbar

To change line color

1 To change the color of existing lines as well as future lines, select the lines you want to change.

2 On the Formatting menu, click Line.

3 Click the down arrow by the Color box and select the color.

4 When the line in the Preview box looks the way you want it, click OK.

Tips

- Use the Apply button to make your changes and view the results without closing the dialog box.
- If you have a line selected when you change line color, the changes will affect the selected line and any new line that you place.
- You can also use the Line Color button on the Formatting toolbar.

  Line Color button
- You can also choose a preset style in the Line Styles list on the Preset Styles toolbar.

{button Related Topics,PI(`',`IDH_RT_To_choose_line_styles_using_the_Format_menu')}

To choose line styles for new lines

1 Click the Connector Lines tool.

Connector Lines tool

2 Click a line type:

Direct Line

Right Angle Line

Curved Line

Org Chart Line

Cause and Effect Line

3 To set the color, on the Formatting toolbar, click the down arrow by the Line Color button, and click the color you want.

Line Color button

4 To set the line style, click the Line Style button, and click a style.

Line Style button

5 To set the line weight for a solid line, click the Line Weight button, and click a weight.

Line Weight button

6 To set the arrowhead styles, click the Arrowheads button, and click an arrowhead.

Arrowheads button

7 To see additional arrowhead styles or to set arrowhead weight and color, in the Arrowheads list, click More.

8 To change the crossover style, click the Crossovers button, and click a style.

Crossovers button

9 Draw your connected line or drawn line.

Tips

- If you have a line selected when you choose styles, the changes will affect the selected line and any new lines that you place.
- You also can use the Line and Ends commands on the Format menu.
- You also can choose a preset style in the Line Styles list on the Preset Styles toolbar.
- The line weight for dotted and dashed lines is hairline. A dotted or dashed line cannot have a heavier line weight.
- You can drag the formatting buttons off the toolbar to make floating palettes.

{button Related Topics,PI(`',`IDH_RT_To_choose_line_styles_for_new_lines')}

Choosing Line Styles That Enhance Your Chart
Crossovers
Determining the Way Lines Look
Preset Line Styles

To change the way existing lines look
To choose arrowhead styles
To choose line routing type
To choose a preset line style

To choose line styles using the Format menu
Format menu
Formatting toolbar

To change the way existing lines look

1 Click the Selector tool.

Selector tool

2 Select the line or lines that you want to change.

3 To set the line color, on the Formatting toolbar, click the down arrow by the Line Color button, and then click the color you want in the palette. (To return the line to the color defined by your Windows color scheme, click Automatic.)

Line Color button

4 To set the line style, click the Line Style button, and click a style.

Line Style button

5 To set the line weight for a solid line, click the Line Weight button, and click a weight.

Line Weight button

6 To set the arrowhead styles, click the Arrowheads button, and click an arrowhead.

Arrowheads button

7 To see additional arrowhead styles or to set arrowhead weight and color, in the Arrowheads list, click More.

8 To change the crossover style and size for this line only, click the Crossovers button, and click a style.

Crossovers button

Tips

- If you have a line selected when you choose styles, the changes will affect the selected line and any new lines that you place.
- You also can use the Line and Ends commands on the Format menu.
- You also can choose a preset style in the Line Styles list on the Preset Styles toolbar.
- The line style for dotted and dashed lines is hairline. You cannot draw a dotted or dashed line with a heavy line weight.
- You can drag the formatting buttons off the toolbar to make floating palettes.

{button Related Topics,PI(``,`IDH_RT_To_change_how_existing_lines_look')}

Crossovers
Choosing Line Styles That Enhance Your Chart
Determining the Way Lines Look
Preset Line Styles

To choose arrowhead styles
To choose line styles for new lines
To choose a preset line style

Format menu
Formatting toolbar

To select more than one line, press shift and click the left mouse button on each line.

To make a line dotted or dashed

1. Select the line or lines you want to be dotted.
2. On the Formatting toolbar, click the Line Style button.

   Line Style button
3. Select the line style you want.

Tips

- You can also format new lines to be dotted or dashed.
- If you want to use this line style frequently, add a preset line style.

{button Related Topics,PI(`',`IDH_RT_To_make_a_line_dotted_or_dashed')}

To choose line styles for new lines

To add a preset line style

Choosing Line Styles That Enhance Your Chart

Determining the Way Lines Look

Format menu

Formatting toolbar

A line's style is the pattern that the line has. A line can be solid, dotted, or dashed. To change a line style, click the Line Style button.

-

  Line Style button

You can save a line's style, color, weight, crossover, and arrowhead settings as a preset style.

To choose arrowhead styles

1. Click the Connector Lines tool.
   -

     Connector Lines tool
2. On the Formatting toolbar, click the Arrowheads button.
   -

     Arrowheads button
3. Click the arrowhead you want, or click More to access additional options.
4. If you clicked More:
   - Select a different Source arrowhead.
   - Select a different Destination arrowhead.
   - Select a different Source arrowhead size.
   - Select a different Destination arrowhead size.
   - Select a different Source arrowhead color.
   - Select a different Destination arrowhead color.

{button Related Topics,PI(`',`IDH_RT_To_choose_line_end_styles')}

To change the way existing lines look
To choose line styles for new lines

Format menu
Formatting toolbar
Crossovers
Determining the Way Lines Look

To add a preset line style

1. If the Formatting toolbar is not displayed, on the View menu, click Toolbars, and then click Formatting.
2. Make sure no line is selected.
3. Choose the line formats for the style you want to create (color, style, weight, arrowheads).
4. On the Preset Styles toolbar, click the Add Line Style button. The line styles are stored as a single item in the Line Styles list.

Add Line Style button

Tip

- You also can add a line style to the list by selecting a line with the desired style in steps 2 and 3. If multiple lines are selected, the Add Style button is inoperative.

{button Related Topics,PI(`',`IDH_RT_To_add_a_preset_line_style')}

Determining the Way Lines Look
Preset Line Styles

To choose a preset line style
To rename a preset line style
To delete a preset line style
Preset Styles toolbar

To choose a preset line style

1 Click the Connector Lines tool.

-

  Connector Lines tool

2 If you want to apply the preset style to an existing line, select the line(s) to which you want to apply the style.

3 On the Preset Styles toolbar, click the down arrow to the right of the Line Styles box. The Line Styles list opens.

4 Click the line style you want. The style is applied to the selected line.

Tips

- If no line is selected, the preset style becomes the current line style.
- If you select a line before you choose a line style, the style is applied to the selected line and to future lines.

{button Related Topics,PI(``,`IDH_RT_To_choose_a_preset_line_style')}

To add a preset line style
To rename a preset line style
To delete a preset line style

Preset Styles toolbar
Determining the Way Lines Look
Preset Line Styles

To rename a preset line style

1 Click the Connector Lines tool.

Connector Lines tool

2 In the Preset Styles toolbar, click the Edit Line Style button.

Edit Line Styles button

3 Click the line style you want to rename.

4 Click Rename, and then type the new name in the Rename Style box.

{button Related Topics,PI(``,`IDH_RT_To_rename_a_preset_line_style')}

To add a preset line style
To choose a preset line style
To delete a preset line style

Preset Styles toolbar
Determining the Way Lines Look
Preset Line Styles

To delete a preset line style

1. Make sure no lines are selected.
2. Click the Connector Lines tool.

   Connector Lines tool
3. On the Preset Styles toolbar, click the Edit Line Styles button to the right of the Line Styles box.

   Edit Line Styles button
4. Click the line style you want to delete.
5. Click Remove. The style is removed from the Line Styles list.

{button Related Topics,PI(``,`IDH_RT_To_delete_a_preset_line_style')}

To add a preset line style
To choose a preset line style
To rename a preset line style

Preset Styles toolbar
Determining the Way Lines Look
Preset Line Styles

To choose line routing types

1 Click the Connector Lines tool.

Connector Lines tool

2 Click the type of line you want; there is a tool for each type:

Direct Line

Right Angle Line

Curved Line

Org Chart Line tool

Cause and Effect Line tool

3 Select any line style that you want.

Tip

- Add a preset style to define a frequently used line type and style combination.

{button Related Topics,PI(`',`IDH_RT_To_choose_line_routing_type')}

To choose line styles for new lines
Determining the Way Lines Look
Connector Lines tool
Direct Line tool

Right Angle Line tool
Curved Line tool
Org Line tool
Cause and Effect Line tool

Toolbox toolbar

To connect two shapes by clicking

1 Click the Connector Lines tool.

- Connector Lines tool

2 Click the line type you want.
3 Point to the first shape and click the left mouse button. A solid line is attached to the pointer.
4 Move the pointer to the side of the first shape where you want the line to begin. Do *not* press the left mouse button as you move the pointer.
5 Move the pointer to the side of the second shape where you want the line to end.
6 Click the left mouse button. A line is drawn between the two shapes.

Tip

- If the line crosses any existing lines or shapes, it will go behind the lines or shapes. To bring the line to the front, select it and then click the Bring to Front button on the Arrange toolbar.

{button Related Topics,PI(``,`IDH_RT_To_connect_two_shapes_by_clicking')}

To connect two shapes by dragging

To connect two shapes with a multisegment line

To choose line routing type

Connecting Shapes with Lines

Determining the Way Lines Look

Toolbox toolbar

To connect two shapes by dragging

1 Click the Connector Lines tool.

- Connector Lines tool

2 Click the line type you want.
3 Select any line style you want.
4 Point inside the first shape, press and hold the left mouse button, then drag the pointer to the side of the first shape where you want the line to begin. A line traces the movement of the pointer.
5 Trace the path you want the line to follow.
6 Drag the pointer to the side of the second shape where you want the line to end.
7 Release the mouse button. A line is drawn between the two shapes.

Tips

- Press the **Ctrl** key as you draw a line to prevent it from snapping to nearby shapes and lines. (Note, however, that for direct lines, the **Ctrl** key forces lines in 15-degree increments. Ishikawa lines automatically draw at 15-degree increments; for them, the **Ctrl** key releases that constraint.) The starting and ending points of the line still snap to connect points in shapes, which may override the 15-degree angle.
- If the line crosses any existing lines or shapes, it will go behind the lines or shapes. To bring the line to the front, select it and then click the Bring to Front button on the Arrange toolbar.

{button Related Topics,PI(``,`IDH_RT_To_connect_two_shapes_by_dragging')}

Connecting Shapes with Lines
Determining the Way Lines Look

To choose line styles for new lines
To connect two shapes by clicking
To connect two shapes with a multisegment line
To choose line routing type
Toolbox toolbar

To connect two shapes with a multisegment line

1. Click the Connector Lines tool.

   Connector Lines tool
2. Click the Direct Line tool.

   Direct Line tool
3. Select any line style you want.
4. Click inside the first shape. A line is attached to the pointer.
5. Move the pointer to the side of the first shape where you want the line to begin. Do *not* press the left mouse button as you move the pointer.
6. Move the pointer to a blank area in the chart and click the left mouse button.
7. Repeat step 5 to define additional line segments outside the shapes.
8. Move the pointer to the side of the second shape where you want the line to end.
9. Click the left mouse button. A multisegment line is drawn between the two shapes.

Tips

- Press the **Ctrl** key as you draw a line to prevent it from snapping to nearby shapes and lines. (Note, however, that for direct lines, the **Ctrl** key forces lines in 15-degree increments. Ishikawa lines automatically draw at 15-degree increments; for them, the **Ctrl** key releases that constraint.) The starting and ending points of the line still snap to connect points in shapes, which may override the 15-degree angle.
- If the line crosses any existing lines or shapes, it will go behind the lines or shapes. To bring the line to the front, select it and then click the Bring to Front button on the Arrange toolbar.

{button Related Topics,PI(`',`IDH_RT_To_connect_two_shapes_with_a_multisegment_line')}

Connecting Shapes with Lines
Determining the Way Lines Look
To choose line styles for new lines
To connect two shapes by clicking

To connect two shapes by dragging
To choose line routing type
Toolbox toolbar

To draw an unconnected line

1 Click the Connector Lines tool.

-

  Connector Lines tool

2 Click the line type tool you want.

3 Point where you want the unconnected line to begin, and click the left mouse button.

4 Point where you want the line segment to end, and click the left mouse button.

Tips

- Press the **Ctrl** key as you draw a line to prevent it from snapping to nearby shapes and lines. (Note, however, that for direct lines, the **Ctrl** key forces lines in 15-degree increments. Ishikawa lines automatically draw at 15-degree increments; for them, the **Ctrl** key releases that constraint.) The starting and ending points of the line still snap to connect points in shapes, which may override the 15-degree angle.
- If the line crosses any existing lines or shapes, it will go behind the lines or shapes. To bring the line to the front, select it and then click the Bring to Front button on the Arrange toolbar.

{button Related Topics,PI(`',`IDH_RT_To_draw_an_unconnected_line')}

Determining the Way Lines Look
Connector Lines tool

To choose line styles for new lines
To connect a new line to an existing line
To choose line routing type
Toolbox toolbar

To show and hide nodes

1 On the Format menu, click Chart Properties.

2 Click the Indicators tab.

3 Click the Show Nodes On Lines check box. When the box is checked, nodes are shown. When it is not checked, nodes are hidden.

Tip

- Nodes help you distinguish between connecting lines and lines that merely overlap. Nodes are represented by small solid circles at the intersection.

{button Related Topics,PI(``,`IDH_RT_To_show_and_hide_nodes')}

Determining the Way Lines Look
To connect a new line to an existing line
Toolbox toolbar

Shows or hides the nodes on lines.

To attach existing text to a line

{button Show me how . . .,PI(`',`IDH_AVI_toattachtexttolines0062')}

1 Click the Selector tool.

- Selector tool

2 Select the text block. (If you create a new text block, press **Esc** to quit changing.)
3 Drag the text onto the line. It snaps into place.
4 Drag the text block to the middle or end of a line in the chart. A blue outline of the text block moves with the pointer.
5 Release the mouse button when the blue outline snaps to the line where you want it.

Tips

- You can snap text blocks to any point on a line. You can slide text anywhere along the line by dragging it. When you move the line, the text block stays snapped and moves with the line.
- You can unsnap the text from the line by selecting it and dragging it off the line.
- To prevent a text block from snapping to a line when you position it near a line, press and hold shift while dragging it into place.

{button Related Topics,PI(`',`IDH_RT_To_attach_text_to_a_line')}

{mci PLAY NOMENU NOPLAYBAR,CAP0062.AVI}

Attaching Text to Lines
To add text to a line
Toolbox toolbar

To add text to a line

1 Click the Text tool.

Text tool

2 Click the line to which you want to add text.

3 Type the text you want. The text appears on the selected line.

4 Press **Esc** when you are finished entering text.

5 If the text is not positioned where you want it, select the text with the Selector tool and drag it along the line.

Selector tool

Tip

- If the text you type exceeds the space in the text rectangle, you can resize the text rectangle as you would a shape.

{button Related Topics,PI(``,`IDH_RT_To_add_text_to_a_line')}

Attaching Text to Lines
To attach existing text to a line
Toolbox toolbar

To reshape a line with control points

1 Select the curved line you want to reshape. The line displays anchor points and control points.

2 Click the Selector tool.

Selector tool

3 Move the pointer to a control point. The pointer shows a handle, and a direction line appears between the control point and the associated anchor point.

4 Drag the control point to adjust the curved line.

5 Repeat steps 3 and 4 to continue reshaping.

6 Click the left mouse button to finish reshaping the line.

{button Related Topics,PI(`',`IDH_RT_To_reshape_a_line_with_control_points')}

Using Control Points
Toolbox toolbar

To connect a new line to an existing line

1 Click the Connector Lines tool.

- Connector Lines tool

2 Click the line type you want.
3 Select any line styles that you want.
4 Point to the line to which you want to connect the new line, and click the left mouse button. (You must place the end point of the new line directly on top of the first line while starting the new line.)
5 Point where you want the new line segment to end, and click the left mouse button.

Tips

- You can use Direct Line to draw multisegment lines by pointing and clicking repeatedly as you move the cursor. To end the final line segment, double-click the left mouse button instead of single clicking.

Direct Line

- When you move a line that is connected to other lines, the connected lines move as well.
- If the Show Nodes On Lines option is selected in the Format Chart - Indicators tab dialog box, a node (small solid circle) appears at the point at which two lines are connected.
- You cannot disconnect connected lines.

{button Related Topics,PI(``,`IDH_RT_To_connect_a_new_line_to_an_existing_line')}

Determining the Way Lines Look
Direct Line tool
To show and hide nodes
Toolbox toolbar

To create an organization chart

1. On the File menu, click New.
2. Click the Connector Lines tool.

   Connector Lines tool
3. Click Org Line.

   Org Line
4. On the Formatting toolbar, click the Arrowheads button, and click the first arrowhead style in the list (no arrow).

   Arrowheads button
5. Click the first shape (Process) in the Standard Shape palette, and click in the chart window to place the top shape.
6. Press and hold the left mouse button, and drag the pointer straight down out of the top shape.
7. Release the mouse button.
8. Point again inside the top shape.
9. Press and hold the left mouse button, and drag another shape straight down until it is directly over the shape below. Continue pressing the mouse button.
10. Drag the new shape to the right. This aligns the two shapes.
11. Release the mouse button.
12. Repeat steps 8 through 11 to place a connected shape at the left on the row.

Tip

- You also can create an organization chart with the Organization Chart demo file.

{button Related Topics,PI(``,`IDH_RT_To_create_an_organization_chart')}

Org Line tool

Toolbox toolbar

To create a cause-and-effect chart from the template

1 On the File menu, click Open.

2 Choose the Samples subdirectory.

3 In the Files of type box, select Micrografx ABC Template (*.aft).

4 Double-click Causeff.aft.

5 On the File menu, click Save As.

6 Enter a new name in the File name box.

7 Click Save.

8 Click the Selector tool.

Selector tool

9 Scroll to the Effect shape on the right side of the diagram.

10 Click the Effect shape, and type a new label. (The new label replaces the old label.)

11 Repeat for the rest of the Cause shapes.

12 Click the line label for a sub-cause and type a new label.

13 Repeat step 12 for the rest of the cause lines.

Tips

- You also can create a cause-and-effect diagram with the Cause and Effect Line tool.
- Press the **Ctrl** key as you draw a line to prevent it from snapping to nearby shapes and lines. (Note, however, that for direct lines, the **Ctrl** key forces lines in 15-degree increments. Ishikawa lines automatically draw at 15-degree increments; for them, the ctrl key releases that constraint.) The starting and ending points of the line still snap to connect points in shapes, which may override the 15-degree angle.
- To move a line, drag from the center of the line. The label follows the line.
- To duplicate a line, press **Ctrl** while you drag an existing line.
- To delete the “How-To Hints” shape, select it and press del.
- To delete unused cause and sub-cause lines, select the lines you want to delete and press del.
- To draw a new cause or sub-cause line, click Cause and Effect. Click the line to which the new line will be attached. Click the line end. Type a cause or sub-cause.

Cause and Effect Line

{button Related Topics,PI(`',`IDH_RT_To_create_a_cause_and_effect_diagram_from_the_template')}

Cause and Effect Line tool

Toolbox toolbar

To set the line spacing

1. On the Tools menu, click Options.
2. Click the Line Spacing tab, if necessary.
3. Click the Horizontal box and enter the distance you want between the shape and the first right angle of a horizontal line.
4. Click the Vertical box and enter the distance you want between the shape and the first right angle of a horizontal line.

Tips

- The line weight for dotted and dashed lines is hairline. A dotted or dashed line cannot have a heavier line weight.
- The units to be used (inches or centimeters) are displayed next to the box. The units apply to the whole chart. To change the units, click the ruler with your right mouse button, select Units and click the units you want.
- You can also create a toolbar with the inches and centimeters buttons. To do this, click Tools, click Customize, and click the View category. Click on the buttons, drag them outside of the Customize dialog box, and drop them. (When you drop the second button, be sure it is more or less on top of the first button. That way, it gets added to the same toolbar instead of creating a second toolbar with one button in it.) Now that you have a toolbar with the inches and centimeter buttons, you can click them to change the unit of measurement.

{button Related Topics,PI(``,`IDH_RT_To_choose_the_line_offset')}

Line Options
To choose the line crossover
Toolbox toolbar

To choose the line crossover

1 On the Format menu, click Ends.

2 Select the type for the intersection you want when one line crosses over another one.

3 If you have selected the dashed line or bunny-hop line option, select the size for the intersection you want when one line crosses over another one.

{button Related Topics,PI(``,`IDH_RT_To_choose_the_line_crossover')}

Determining the Way Lines Look
Crossovers
Toolbox toolbar

Notes Overview

{button OLE Automation,PI(`',`IDH_OA_Notes')}

The Note window contains text you have attached to a certain shape.

You can open and close the Note window using the Note command on the View menu or by pressing **Alt + F6**.

You can attach notes to each shape and hide or show the notes, depending upon your needs. Notes can contain detailed information about a step or process that you do not want to display in a chart.

You enter and change notes inside the Note window. The Note window displays the shape number of the selected shape (if any) and the text attached to the shape. You can move and resize the Note window like other windows.

If you select a different shape while the Note window is open, the text is updated. You can change and choose the font, size, style, and color for the text in the Note window the same as you can for text in shapes, text blocks, and line segments.

{button Related Topics,PI(`',`IDH_RT_Notes')}

Note menu
View menu
To attach a note to a shape
To open and close the Note window

To print a note
To delete text in the Note window

NoteText Property
NoteViewerVisible Property

To open and close the Note window

- Click Note on the View menu.

Tips

- You can press **Alt + F6** to open and close the Note window.
- You can double-click the control menu box on the Note window to close it.

{button Related Topics,PI(``,`IDH_RT_To_open_and_close_the_Note_window')}

Notes Overview
To attach a note to a shape
To print a note
View menu

To attach a note to a shape

1. If the Note window is not displayed, click Note on the View menu.
2. Click the Selector tool.

   Selector tool
3. Select the shape to which you want to attach a note.
4. Click in the Note window, and type the information you want.
5. Repeat steps 3 through 5 to attach notes to other shapes.
6. Close the Note window when you are finished.

Tips

- You can press **Alt+F6** to open and close the Note window.
- You can double-click the control menu box on the Note window to close it.

{button Related Topics,PI(`',`IDH_RT_To_attach_a_note_to_a_shape')}

Notes Overview
To open and close the Note window
To print a note
View menu

To cut text in the Note window

1 If the Note window is not displayed, click Note on the View menu.

2 Select the shape to which the note is attached.

3 Point inside the Note window. The pointer changes to the I-beam pointer. You use the I-beam pointer to define the insertion point and select text.

4 Select the text you want to cut.

5 On the Note menu, click Cut.

Tip

- You also can press **Ctrl+X** to cut text in the Note window.
- You can press **Alt+F6** to open and close the Note window.
- You can double-click the control menu box on the Note window to close it.

{button Related Topics,PI(`',`IDH_RT_To_cut_text_in_the_Note_window')}

Notes Overview
To attach a note to a shape
To open and close the Note window
To print a note

To copy text in the Note window
View menu

To copy text in the Note window

1 If the Note window is not displayed, click Note on the View menu

2 Select the shape to which the note is attached.

3 Point inside the Note window. The pointer changes to the I-beam pointer. You use the I-beam pointer to define the insertion point and select text.

4 Select the text you want to copy.

5 On the Note menu, click Copy.

Tip

- You also can press **Ctrl+C** to cut text in the Note window.
- You can press **Alt+F6** to open and close the Note window.
- You can double-click the control menu box on the Note window to close it.

{button Related Topics,PI(`',`IDH_RT_To_copy_text_in_the_Note_window')}

Notes Overview
To attach a note to a shape
To open and close the Note window
To print a note

To cut text in the Note window
View menu

To paste text in the Note window

1 Select the shape into which you want to paste text.

2 If the Note window is not displayed, click Note on the View menu.

3 Point inside the Note window. The pointer changes to the I-beam pointer. You use the I-beam pointer to define the insertion point.

4 On the Note menu, click Paste.

Tip

- You also can press **Ctrl+V** to paste text in the Note window.
- You must have text copied in the Clipboard before pasting.
- You can press **Alt+F6** to open and close the Note window.
- You can double-click the control menu box on the Note window to close it.

{button Related Topics,PI(`',`IDH_RT_To_paste_text_in_the_Note_window')}

Notes Overview
To attach a note to a shape
To open and close the Note window
To print a note

To copy text in the Note window
To cut text in the Note window
To paste text in the Note window
View menu

To delete text in the Note window

1. If the Note window is not displayed, click Note on the View menu.
2. Select the shape to which the note is attached.
3. Point inside the Note window. The pointer changes to the I-beam pointer. You use the I-beam pointer to define the insertion point and select text.
4. Select the text you want to delete.
5. On the Note menu, click Clear or press the **Del** key.

Tip

- You can press **Alt+F6** to open and close the Note window.
- You can double-click the control menu box on the Note window to close it.

{button Related Topics,PI(`',`IDH_RT_To_delete_text_in_the_Note_window')}

Note menu
To attach a note to a shape
To open and close the Note window

To print a note

1 If the Note window is not displayed, click Note on the View menu.

2 Select the shape to which the note is attached.

3 On the Note menu, click Print. The Print dialog box opens.

4 Choose Current Note.

5 Choose the print options you want.

6 Click OK.

Tip

- You can press **Alt+F6** to open and close the Note window.
- You can double-click the control menu box on the Note window to close it.
- When you print a note, the wrapped text in the Note window moves onto one line. To rewrap the text, point to the Note window border, press and hold the left mouse button, and drag the border out until the entire line of text appears (or drag the window border out and back to its former size). The text rewraps in the window.

{button Related Topics,PI(`',`IDH_RT_To_print_a_note')}

Note menu
To attach a note to a shape
To open and close the Note window
To print all notes

To print all notes

1. If the Note window is not displayed, on the View menu, click Note.
2. On the Note menu, click Print .
3. Choose Pages from 1 to 1.
4. Choose the print options you want.
5. Click OK.

Tip

- You can press **Alt+F6** to open and close the Note window.
- You can double-click the control menu box on the Note window to close it.
- When you print a note, the wrapped text in the Note window will move onto one line. To rewrap the text, point to the Note window border, press and hold the left mouse button, and drag the border out until the entire line of text appears (or drag the window border out and back to its former size). The text rewraps in the window.

{button Related Topics,PI(`',`IDH_RT_To_print_all_notes')}

Note menu
To attach a note to a shape
To open and close the Note window
To print a note

Note menu

The Note menu appears in the Note window. You use the Note window to attach text information to shapes. The Note menu contains commands you use to change and print the text in the Note window.

- Cut command
- Copy command
- Paste command
- Clear command
- Print command
- Close command

{button Related Topics,PI(``,`IDH_RT_Note_Menu')}

Notes Overview

Cut command (Note Menu)

The Cut command on the Note menu removes the selected text from the Note window and places a copy of the text on the Clipboard.

Tip

- You also can press **Ctrl+X** to cut text in the Note window.

{button Related Topics,PI(`',`IDH_RT_NoteCut')}

Note menu

Copy command (Note Menu)

The Copy command on the Note menu copies the selected text in the Note window and places the copy on the Clipboard.

Tip

- You also can press **Ctrl+C** to cut text in the Note window.

{button Related Topics,PI(`',`IDH_RT_NoteCopy')}

Note menu

Paste command (Note menu)

The Paste command on the Note menu places the text on the Clipboard into the Note window.

Tip

- You also can press **Ctrl+V** to paste text in the Note window.

{button Related Topics,PI(``,`IDH_RT_NotePaste')}

Note menu

Clear command (Note menu)

The Clear command removes the selected text from the Note window. It does *not* place a copy of the text on the Clipboard.

{button Related Topics,PI(`',`IDH_RT_NoteClear')}

Note menu

Print command (Note menu)

The Print command lets you print the text in the Note window. When you choose the Print command, a dialog box opens. Use this dialog box to choose print options and print the text.

{button Related Topics,PI(``,`IDH_RT_NotePrint')}

Note menu

To print a note

Close command (Note menu)

The Close command closes the Note window.

{button Related Topics,PI(`',`IDH_RT_NoteClose')}

Note menu

Lets you print the text in the Note window. When you choose the Print command, a dialog box opens. Use this dialog box to choose print options and print the text.

Removes the selected text from the Note window and places a copy of the text on the Clipboard.

Copies the selected text in the Note window and places the copy on the Clipboard.

Tip

- You also can press **Ctrl+C** to cut text in the Note window.

Places the text on the Clipboard into the Note window.

- **Tip**

  You also can press **Ctrl+V** to paste text in the Note window.

Removes the selected text from the Note window. It does *not* place a copy of the text on the Clipboard.

Closes the Note window.

The Note window contains text you have attached to a certain shape. You can open and close the Note window using the Note command on the View menu or by pressing **Alt + F6**. You can attach notes to each shape and hide or show the notes, depending upon your needs. Notes can contain detailed information about a step or process that you do not want to display in a chart.

You enter and change notes inside the Note window. The Note window displays the shape number of the selected shape (if any) and the text attached to the shape. You can move and resize the Note window like other windows.

If you select a different shape while the Note window is open, the text is updated. You can change and choose the font, size, style, and color for the text in the Note window the same as you can for text in shapes, text blocks, and line segments.

Selecting Objects

{button Tell me how . . .,PI(`',`IDH_HT_Selecting_Objects')}

The shapes, lines, and text blocks in your charts are all objects.

In general, you create objects with the shape, line, drawing, and text tools. Once you have created an object, you can select it using the Selector tool.

Selector tool

After you have selected an object, you can move it around on the chart, change its orientation, resize it, or change its style attributes such as color, font, or line weight.

{button Related Topics,PI(`',`IDH_RT_Selecting_Objects')}

To select an object
To select multiple groups
To select multiple objects
To resize multiple objects at the same time

To resize multiple objects at the same time
To change the properties for a selected shape
To align objects
To space objects evenly

To make objects the same size
To rotate an object
To flip an object

Working with Objects
What is an Object?
Arrange menu

To select an object

1 Click the Selector tool.

- Selector tool

2 Click the object you want to select.

Tips

- To select multiple objects, press and hold **Shift** as you click each object.
- You can use the Select All and Select commands on the Edit menu to select all objects, all shapes, all lines, and other special combinations quickly.
- To select an object beneath other objects, press and hold **Ctrl**, and click the top object. As you continue to click, the objects below the top object are selected.

{button Related Topics,PI(`',`IDH_RT_To_select_an_object')}

To align objects
To bring an object to the front
To send an object to the back
To space objects evenly

To make objects the same size
To rotate an object
To rotate an object by angle
To flip an object

Arrange menu
Working with Objects

To bring an object to the front

1 Click the Selector tool.

Selector tool

2 Select the object you want to bring to the front.

3 On the Arrange menu, click Order.

4 Click the Bring to Front command. The selected object appears in front of all overlapping objects.

Tips

- To select an object beneath other objects, press and hold **CTRL**, and click the top object. As you continue to click, the objects below the top object are selected.
- You can also bring the object to front by clicking the Bring to Front button on the Arrange toolbar.

Bring to Front button

{button Related Topics,PI(`',`IDH_RT_To_bring_an_object_to_the_front')}

To select an object
To align objects
To send an object to the back
To space objects evenly

To make objects the same size
To rotate an object
To rotate an object by angle
To flip an object

Arrange menu

To send an object to the back

1 Click the Selector tool.

Selector tool

2 Select the object you want to move to the back.

3 On the Arrange menu, click Order.

4 Click the Send to Back command. The selected object appears behind all overlapping objects.

Tips

- To select an object beneath other objects, press and hold **CTRL**, and click the top object. As you continue to click, the objects below the top object are selected.
- You can also send the object to back by clicking the Send to Back button on the Arrange toolbar.

Send to Back button

{button Related Topics,PI(`',`IDH_RT_To_send_an_object_to_the_back')}

To select an object
To align objects
To bring an object to the front
To space objects evenly

To make objects the same size
To rotate an object
To rotate an object by angle
To flip an object

Arrange menu

To rotate an object

1 Click the Selector tool.

- Selector tool

2 Select the object you want to rotate.

3 On the Arrange menu, click Order.

4 Click the Rotate/Flip command.

5 Click either the Rotate Right command or the Rotate Left command.

Tip

- You can also rotate the object by clicking the Rotate Right button or the Rotate Left button on the Arrange toolbar.

Rotate Right button	Rotate Left button

{button Related Topics,PI(`',`IDH_RT_To_rotate_an_object')}

To select an object
To align objects
To bring an object to the front
To send an object to the back

To space objects evenly
To make objects the same size
To rotate an object by angle
To flip an object

Arrange menu

To rotate an object by angle

1 Click the Selector tool.

- Selector tool

2 Select the object you want to rotate.

3 On the Arrange menu, click Rotate/Flip.

4 Click the Angle command.

Tip

- Use the Apply button to make your changes and view the results without closing the dialog box.

{button Related Topics,PI(``,`IDH_RT_To_rotate_an_object_by_angle')}

To select an object
To align objects
To bring an object to the front
To send an object to the back

To space objects evenly
To make objects the same size
To rotate an object

To flip an object
Arrange menu

To flip an object

1 Click the Selector tool.

- Selector tool

2 Select the object you want to flip.

3 On the Arrange menu, click Rotate/Flip.

4 Click either Flip Horizontal or Flip Vertical.

Tip

- On the Arrange toolbar, click either the Flip Horizontal button or the Flip Vertical button.

Flip Horizontal button

Flip Vertical button

{button Related Topics,PI(`',`IDH_RT_To_flip_an_object')}

To select an object
To align objects
To bring an object to the front
To send an object to the back

To space objects evenly
To make objects the same size
To rotate an object
To rotate an object by angle

Arrange menu

To align objects

1. Click the Selector tool.

   ▪ Selector tool
2. Select the objects you want to align.
3. On the Arrange menu, click Align.
4. Click Left, Center, Right, Page Center, Top, Middle, Bottom, or Page Middle.

Tip

- There are shortcut keys for aligning shapes: Align Top (**Alt**+**4**), Align Middle (**Alt**+**6**), Align Bottom (**Alt**+**8**), Align Left (**Alt**+**3**), Align Center (**Alt**+**5**), and Align Right (**Alt**+**7**).
- You can also use the align buttons (Align Left, Align Center, Align Right, Align Top, Align Middle, or Align Bottom) on the Arrange toolbar.

{button Related Topics,PI(`',`IDH_RT_To_align_objects')}

To select an object
To bring an object to the front
To send an object to the back
To space objects evenly

To make objects the same size
To rotate an object
To rotate an object by angle
To flip an object

Arrange menu

To make objects the same size

1 Click the Selector tool.

-

  Selector tool

2 Select the objects you want to make the same size.

3 On the Arrange menu, click Make Same Size.

4 Click Width, Height, Both, or Fit to Text.

Tip

- You can also use the Make Same Size buttons on the Arrange toolbar.

Make Same Size, Width button	Make Same Size, Height button
Make Same Size, Both button	Make Same Size, Fit to Text button

---

{button Related Topics,PI(`',`IDH_RT_To_make_objects_the_same_size')}

To select an object
To align objects
To bring an object to the front
To send an object to the back

To space objects evenly
To rotate an object
To rotate an object by angle
To flip an object

Arrange menu

To space objects evenly

1 Click the Selector tool.

- Selector tool

2 Select the objects you want to space evenly.

3 On the Arrange menu, click Space Evenly.

4 Click Across, Centers; Down, Centers; Across, Edges; or Down, Edges).

Tip

- You also can use the Space Evenly Across, Centers; Space Evenly Down, Centers; Space Evenly Across, Edges; and Space Evenly Down, Edges buttons.

Space Evenly Across, Centers button	Space Evenly Down, Centers button
Space Evenly Across, Edges button	Space Evenly, Down Edges button

---

{button Related Topics,PI(`',`IDH_RT_To_space_objects_evenly')}

To select an object
To align objects
To bring an object to the front
To send an object to the back

To space objects evenly
To make objects the same size
To rotate an object
To rotate an object by angle

To flip an object

To select a group

1 Click the Selector tool.

-

  Selector tool

2 Move the cursor within the group you want to select.

3 Click the left mouse button. The group is selected when handles display around the group.

{button Related Topics,PI(`',`IDH_RT_To_select_a_group')}

To select multiple groups
To select multiple objects

To select multiple groups

1 Click the Selector tool.

Selector tool

2 Move the cursor to the group you want to select.

3 Click the left mouse button. The group is selected when handles display around the group.

4 Hold down the **Shift** key, and repeat steps 2 and 3 until you have selected all of the groups you wanted to select.

Tip

- With the Select All command or Select command on the Edit menu, you can select all objects.

{button Related Topics,PI(``,`IDH_RT_To_select_multiple_groups')}

To select a group
To select multiple objects

To select multiple objects

1 On the Edit menu, click Select.

2 Click the check box for each of the object types you want to select:

- Shapes
  - Lines
  - Text blocks
  - OLE objects

  or
  Click All to automatically check all of the object types.

Tip

- You can specify whether to select all shape types or specify a shape type.

{button Related Topics,PI(`',`IDH_RT_To_select_multiple_objects')}

To select a group
To select multiple groups

Shape Palettes Overview {button OLE Automation,PI(`',`IDH_OA_Shape_Palette_Overview')}

The Shape Palettes button on the Standard toolbar opens and closes the Shape palette. The Shape palette displays the shapes that you can place in a chart. When you open FlowCharter for the first time, a set of commonly used symbols appears in the Shape palette. The name of the Shape palette appears in the title bar. The available shapes appear as buttons in the palette.

Many additional shapes are available in the Shape palette files included with the program.

Creating Custom Shapes

You can create a custom shape in a Windows drawing, painting, or image-changing program and insert it into a Shape palette. Any picture (monochrome, color vector, or bitmap) that you can copy from a Windows program can be pasted into a Shape palette. Once you have pasted the new shape into a Shape palette, you can name the shape, adjust its number and text area, define connect points, and choose other properties as for any other shape.

Reorganizing the Shape Palette

As you work with your charts, you may find that you use some shapes more often than others. In this case, you may prefer to have the commonly used shapes appear in the most convenient areas of the Shape palette. You also may want to organize related shapes together in the palette. You can easily arrange shapes any way you want. You can move shapes to the top or bottom of the palette or organize the shapes according to their functions.

Adding Shapes from Other Palettes

You can copy shapes from one Shape palette to another. This lets you create your own Shape palettes designed for specific purposes. For example, you could create a custom Shape palette for quality management flowcharts, documentation flowcharts, software design flowcharts, or any purpose you want. (Many program-specific Shape palettes are already provided.) Or you can add shapes you use often to one palette and work with this one palette on most of your projects. This saves you from having to open different palettes to access different shapes.

The Shape Palette and the Media Manager {button Tell me how . . .,PI(`',`IDH_HT_Shape_Palette_Media_Manager')}

The Shape palette is actually part of the Media Manager. The following terminology is used:

FlowCharter	Media Manager
shape in a **palette**	**item** in a **subject**

Some of the procedures that you can use with Media Manager that are helpful with FlowCharter are:

- Opening a different Shape palette
- Creating a new Shape palette
- Arranging shapes in the Shape palette
- Copying a shape from one palette to another
- Moving a shape from one palette to another
- Deleting shapes from the Shape palette

{button Related Topics,PI(`',`IDH_RT_Shape_Palette_Overview')}

Creating New Shapes
To add a shape from another program to FlowCharter 7
To create a compound shape in FlowCharter 7 and add it to the Shape palettes

CurrentShape Property

To open a different Shape palette
To create a new Shape palette
To arrange shapes in the Shape palette
To copy a shape from one palette to another
To move a shape from one palette to another
To delete shapes from the Shape palette

Using Shape Palettes in FlowCharter
{button Tell me how . . .,PI(`',`IDH_HT_Using_Shape_Palettes')}

FlowCharter has several shape palettes that you can use. The Shape palette displays the shapes that you can place in a chart. When you open FlowCharter for the first time, a set of commonly used symbols appears in the Shape palette. The name of the Shape palette appears in the title bar. The available shapes appear as buttons in the palette.

Shapes in Shape palettes are organized in three levels:

- Collections (Shape palette categories, for example, FlowCharter CoolSheet Palettes)
- Subjects (group of related shapes, for example, Basic Diagram)
- Items (individual shapes, for example, Decision)

Collections are made up of subjects, and subjects are made up of items.

Each Shape palette is a subject accessed from Media Manager. The Shape palette has one menu item: Options. Options has the following commands:

- Subject (lists all of the subjects available for your use)
- Find (finds a specific subject)
- Last Find (performs the last find you did on FlowCharter)
- Item (displays information on the shape and lets you copy, paste, or delete shapes)
- Properties (displays information on the appearance and action of the Shape palette)
- View (lets you select how you want to view the shapes in the Shape palette , for example, pictures or name)
- Add Files (lets you add files for additional palettes)
- Tools (converts Micrografx Clip Art)
- Help (provides MediaManger help information)

{button Related Topics,PI(`',`IDH_RT_Using_Shape_Palettes')}

To copy a shape from one palette to another
To display a new or different Shape palette
To add a drawn object to a Shape palette

Shape Palettes Overview
Changing Shape Palettes

Changing Shape Palettes

{button Tell me how . . .,PI(`',`IDH_HT_Changing_Shape_palettes')}

FlowCharter standardly has the following Shape palettes available for your use with several subjects under each:

- FlowCharter Basic palettes
- FlowCharter CoolSheet palettes
- FlowCharter palettes
- FlowCharter Technical palettes
- Living Shapes
- Media Manager
- Office
- People
- Transportation

When you open FlowCharter , the program displays the Shape palette that you were using when you closed FlowCharter. You can change to another palette as many times as you want during a session of FlowCharter and even display more than one palette at a time.

{button Related Topics,PI(`',`IDH_RT_Changing_Shape_palettes')}

Shape Palettes Overview
Using Shape Palettes in FlowCharter>large
Dragging Shapes to a Shape Palette

To display a new or different Shape palette

Creating New Shapes
{button Tell me how . . .,PI(`',`IDH_HT_Creating_New_Shapes')}

You can create new shapes for use in the program. You can paste new shapes into a Shape palette and use them again in your charts.

The new shapes can come from a variety of sources. You can create new shapes, including compound shapes. A compound shape is a shape composed of two or more shapes (like a paper form). Or you can create a custom shape in a drawing program (such as Designer) or in a painting or image-changing program (such as Picture Publisher) and paste it in as a FlowCharter shape.

This feature lets you create and use custom shapes in your charts. You can draw shapes to represent unique steps or objects and use them in your charts.

New shapes can be added to a palette from many sources, including

- Other palette files
- Combinations of other FlowCharter shapes
- Computer clip art libraries
- Drawings (from programs such as Micrografx Designer ™)
- Scanned images and pictures (from programs such as Picture Publisher®)

After you paste a new shape into a Shape palette, you can use the new shape just like any other FlowCharter shape.

{button Related Topics,PI(`',`IDH_RT_Creating_New_Shapes')}

To add a shape from another program to FlowCharter 7
To create a compound shape in FlowCharter 7 and add it to the Shape palettes

Shape Palette Overview

To create a compound shape in FlowCharter 7 and add it to the Shape palettes

1 Draw the shapes and lines that compose the compound shape in FlowCharter. The shape can be made up of multiple shapes and lines.

2 Select the new shape. Make sure you select all the lines and shapes in the new shape.

3 Open the Edit menu and choose Copy.

4 Open the Shape palette in which you want to store the new shape. Make sure the Shape palette is the active window.

5 On the Edit menu, click Paste.

{button Related Topics,PI(`',`IDH_RT_To_create_a_compound_shape')}

Shape Palette Overview
Creating New Shapes
To add a shape from another program to FlowCharter 7

To add a shape from another program to FlowCharter 7

1 Create the shape in the other program.

2 Select the shape you want in the other program.

3 Copy the shape to the Clipboard.

4 Open FlowCharter.

5 Open the Shape palette in which you want to store the new shape. Make sure the Shape palette is the active window.

6 On the Edit menu, click Paste.

Note

- The changes you make to the Shape palette are saved automatically. You can reinstall any of the original palettes using the Installation program. First delete or rename the files you want to reinstall, then run the Installation program, choose Custom, and choose to install FlowCharter. (The installation process is fast because the Installation file replaces only older or missing files.)

{button Related Topics,PI(`',`IDH_RT_To_add_a_shape_from_another_application')}

To create a compound shape in FlowCharter 7 and add it to the Shape palettes

Creating New Shapes

Shape Palette Overview

Object Properties

You can change the object properties for any selected object. Object properties include:

- Name (type) of the object
- Using proportional resizing
- Using the shape's default style
- Rotating text with objects
- Width and height of the object
- Object ID, if the object is assigned a script
- Script password (for reference, the object is provided)

{button Related Topics,PI(`',`IDH_RT_Shape_Properties')}

To change the properties for new shapes
To change the properties of an existing shape
Changing Object Properties

Changing Object Properties

{button Tell me how. . .,PI(`',`IDH_HT_Shape_Properties')}

Object properties are changed in the Object Properties dialog box, which is accessed by clicking the object and then clicking Object Properties on the Format menu.

- The properties you can change on the Properties tab include name, proportion, use of default style, ability to rotate text, and size. There is also a tab for Living FlowCharts on this dialog box that lets you apply a script password for the object, if applicable.

You can change the properties for objects already in a chart. This lets you assign behavior and sizes without changing the properties of the objects you place later.

You also can change the properties for new objects that you place in the chart.

{button Related Topics,PI(`',`IDH_RT_Changing_Shape_Properties')}

Object Properties
To change a Living FlowChart's password

To change the properties for new objects
To change the properties of an existing object

To change the properties of an existing object

1 Select the object you want in the chart.

2 On the Format menu, click Object Properties.

3 Click the Properties tab, if necessary.

4 To resize the object proportionally, make sure the Resize Proportionally box is checked. Clear the box if you do want to resize theobject proportionally.

5 To keep the default style for new objects, make sure the Use Default Style When Dropped into New Chart box is checked. Clear the box if you do want to use default styles.

6 To rotate text with shapes, make sure the Rotate Text With Shape box is checked. Clear the box if you do want to rotate text with objects.

7 To resize the object, enter the values in the Width and Height boxes.

8 Click OK.

Note

- The properties you define are applied only to the selected object in the chart.

Tip

- Use the Apply button to make your changes and view the results without closing the dialog box.

{button Related Topics,PI(`',`IDH_RT_To_change_the_properties_of_an_existing_shape')}

Object Properties
Changing Object Properties
To change the properties for new objects

To change the properties for new objects

1. Select the object you want in the chart.
2. On the Format menu, click Object Properties.
3. Click the Properties tab, if necessary.
4. To resize the object proportionally, make sure the Resize Proportionally box is checked. Clear the box if you do want to resize the object proportionally.
5. To keep the default style for new objects, make sure the Use Default Style When Dropped into New Chart box is checked. Clear the box if you do want to use default styles.
6. To rotate text with objects, make sure the Rotate Text With Shape box is checked. Clear the box if you do want to rotate text with objects.
7. To resize the object, enter the values in the Width and Height boxes.
8. Click OK.

Note

- The properties you define are applied only to the selected object in the chart.

Tip

- Use the Apply button to make your changes and view the results without closing the dialog box.

{button Related Topics,PI(`',`IDH_RT_To_change_the_properties_for_new_shapes')}

Object Properties
Changing Object Properties
To change the properties of an existing object

Displays the name of the shape in the Shape palette that is selected. The next time you place a new shape, it will be the one named here, until you select another shape in the Shape palette.

Displays the shapes that you can place in a chart.

To display a new or different Shape palette

1 Click the Shape Palettes button to open it, if necessary.

- Shape Palettes button.

2 On the Shape palette, click Options.
3 Click Subject.
4 If the palette you want is not displayed, click Expand All.
5 Double-click the palette you want.
6 Click OK.

Tips

- The Shape palette is actually the ABC Media Manager.
- The Standard Shape palette is under the FlowCharter Basic Palettes group.
- To display more than one Shape palette, select the Open in New Window check box. This will display the Shape palette you currently have open and the new Shape palette.

{button Related Topics,PI(``,`IDH_RT_To_display_a_new_or_different_shape_palette')}

To create a new Shape palette
To rearrange shapes in the Shape palette
To copy a shape from one palette to another

To delete shapes from the Shape palette
To create a compound shape in FlowCharter 7 and add it to the Shape palettes

Creating New Shapes
Shape Palette Overview

Dragging Shapes to a Shape Palette
{button Tell me how . . .,PI(`',`IDH_HT_Dragging_Shapes')}

The Shape palettes in FlowCharter have shapes for your immediate use. As you work more with FlowCharter, you will find that you want to customize the types of shapes on your Shape palettes.

FlowCharter allows you to customize your Shape palettes by dragging shapes to a Shape palette, regardless of whether you are creating your own or moving/copying from an existing Shape palette. This provides you with greater control over the flowcharts you create. You no longer have to create a unique shape each time you want to use it, or save it to another file. After dragging it to a Shape palette and naming it, the shape is there for your use each time you open FlowCharter.

{button Related Topics,PI(`',`IDH_RT_Dragging_Shapes')}

Shape Palettes Overview
Using Shape Palettes in FlowCharter
Creating New Shapes

To add a drawn object to a Shape palette
To copy a shape from one palette to another

To add a drawn object to a Shape palette

1. Open the Shape palette, if it is not open already. (On the View menu, click Shape Palettes.)
2. Click the Selector tool.

Selector tool

3. Put the cursor over the selected object.
4. When the cursor becomes a four-headed arrow, press the left mouse button and drag the object over the Shape palette.

Four-headed arrow

5. When the cursor becomes a pointer with a plus sign, drop the object onto the Shape palette (just release the left mouse button). The object is added to the Shape palette.
6. Double-click the new shape in the Shape palette.
7. Type the name of you new shape in the Name box.
8. Click OK. When you place your cursor over the shape, the ToolTip displays the name of your new shape.

Tip

- If you drop the shape before the pointer changes, the shape is not added to the palette.
- If the shape you drag to the palette has data fields and/or shape actions, the data fields and/or shape actions are retained in the Shape palette.

{button Related Topics,PI(`',`IDH_RT_To_display_a_new_or_different_shape_palette')}

To copy a shape from one palette to another

{button Show me how . . .,PI(`',`IDH_AVI_tocopyshapesbetweenpalettes0035')}

1 Open the Shape palette, if it is not open already. (On the View menu, click Shape Palettes.)

2 On the Shape palette, click Options.

3 Click Subject.

4 Select another Shape palette to open.

5 Select the Open in New Window check box.

6 Click OK.

7 Click the Selector tool.

Selector tool

8 In the Shape palette, select the shape you want to copy.

9 Click the left mouse button, and drag the shape to the palette that you want to have that shape.

10 When the cursor has a small plus sign attached, release the mouse button, and the shape is dropped into the palette.

Plus sign pointer

Tip

- If you drop the shape before the cursor changes, the shape will not be added to the palette.

{button Related Topics,PI(`',`IDH_RT_to_copy_a_shape_from_one_palette_to_another')}

{mci PLAY NOMENU NOPLAYBAR,CAP0035.AVI}

To display a new or different Shape palette
To add a drawn object to a Shape palette
To add a shape from another program to FlowCharter 7
Creating New Shapes
Shape Palettes Overview

Determining the Way Shapes Look

{button OLE Automation,PI(`', `IDH_OA_Determining_the_way_shapes_look')}

{button Tell me how. . .,PI(`',`IDH_HT_Determining_the_way_shapes_look')}

You can change the appearance of existing shapes and choose the way new shapes will look.

Shape styles include:

- Line Style
- Line Width
- Line Color
- Fill Pattern
- Fill Color
- Shadow Style
- Shadow Offset
- Shadow Color
- 3D Style
- 3D Offset
- 3D Color

You can view the current styles and store new styles in the Shape Styles list on the Preset Styles toolbar.

Text

You can add text to shapes to explain what step, process, or function each shape represents in your chart. The text you enter inside shapes appears within the text area defined for the shape. The text area is an invisible box inside a shape that defines how much text is visible in the shape and where the text appears. You can fit the shape to the text.

Numbering

You can automatically number shapes if you wish.

{button Related Topics,PI(`',`IDH_RT_Determining_How_Shapes_Look')}

Choosing Shape Styles That Enhance Your Chart
Preset Shape Styles

To change the way existing shapes look
To change the properties for new shapes

To add a preset shape style
To delete a preset shape style

To add text to a shape
To fit a shape or text block to text

To number shapes

StemColor Property
Fill Pattern Property
FillColor Property

ShadowStyle Property
ShadowOffset Property
ShadowColor Property

Text Property
FitShapeToText Method

Choosing Shape Styles That Enhance Your Chart

Color

You can choose what color you want shapes to be. You can use different colors to identify different flows, to color-code shapes, or just to enhance a chart’s appearance.

You can also choose the color of lines for shape outlines, effects, and fill patterns independently.

Shape Outlines

You can choose different line styles for shape outlines.Shape lines includes not only the outside part of a shape, but also any interior lines used in the shape (for example, the concentric circles on the inside 5.25" floppy disk shape). There are many useful line styles for oultines, including solid, dashed, and center lines.

You can choose the width of shape outlines. You can vary the width and offset to customize shapes and achieve the visual effect that you want.

Effects

You can add a shadow to shapes. You can choose one of eight positions for the shadow. Shadows can be used as an indicator, or just for appearance.

You can also alter the appearance of the shape to be 3D. You can choose one of ten positions for the 3D appearance of your shape.

Fill patterns

You can choose one of the many fill patterns that come with this program. You also can apply a color to the fill pattern.

Different colors and fill patterns can be used to differentiate flows and to identify individual shapes. For example, you could use a cross-hatched gray fill to identify incomplete processes and a solid yellow fill to identify completed processes.

{button Related Topics,PI(`',`IDH_RT_Choosing_Shape_Styles_that_Enhance_Your_Chart')}

Determining the Way Shapes Look
What Shapes Should I Use?
Basic Flowchart Shapes
How Do I Create a Flowchart?

Using Shapes and Lines Effectively
Format menu

Preset Shape Styles

{button Tell me how. . .,PI(`',`IDH_HT_Preset_Shape_Styles')}

As you create charts, you may often reuse the same shape styles. For example, you may use the same border style and fill pattern for decision shapes in a certain flow.

You can choose the styles you want to reuse and store them in a list. These styles are called "preset styles." The list opens when you click the down arrow to the right of the Shape Styles box on the Preset Styles toolbar.

{button Related Topics,PI(`',`IDH_RT_Preset_Shape_Styles')}

Choosing Shape Styles That Enhance Your Chart
Determining the Way Shapes Look
To add a preset shape style
To rename a preset shape style

To choose a preset shape style
To delete a preset shape style

To add a preset shape style
To rename a preset shape style
To choose a preset shape style
To delete a preset shape style

Placing Shapes in a Chart
{button OLE Automation,PI(`',`IDH_OA_Draw_Shape_method')}

You can place shapes in a chart to represent certain information. After you place the shapes, you can connect them with lines to show the flow of data. The appearance of new shapes is determined by the current styles.

When the Shape tool is selected, a copy of the current shape that is selected in the Shape palette is placed in the chart each time you click the chart. (Just click a shape in the Shape palette to select it.) You also can place a shape by pressing and holding the left mouse button, and dragging the shape from the palette to the place you want it.

To make shapes connect easily, you can place a new shape and automatically connect it to another shape in the chart. The connecting line is drawn with the current line styles.

New shapes display a number if the Show Number option is selected in the Shape Numbering dialog box. The number is based on the next number chosen.

If you click the left mouse button immediately after placing a shape and before moving the mouse, the pointer automatically changes to the Selector tool.

Replacing shapes

After you have placed a shape, you can replace it with a different shape without losing attached lines using the Replace Shape command on the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_Placing_Shapes_in_a_Chart')}

Choosing Shape Styles That Enhance Your Chart
Determining the Way Shapes Look
To place a connected shape
To replace shapes

Arrange toolbar
Shape Palette Over view

DrawShape Method

ReplaceShape Method

Indicators

{button OLE Automation,PI(`',`IDH_OA_Indicators')}

{button Tell me how . . .,PI(`',`IDH_HT_Indicators')}

Indicators are shadows and symbols added to shapes, and nodes added to lines. Shape indicators help you identify shapes that are used to open linked charts (or launch other applications) or that have notes attached to them.

- Shapes that open linked charts (or launch other applications) may be indicated with text, a shadow, or an icon.
- Shapes that have notes attached to them may be indicated with text or a shadow.

You can use shadows and choose the symbols used for indicators. The default indicators are a shadow for link and **-N** for notes. You can use up to three text characters to create your own indicators.

You can choose the font, point size, color, and style you want for text indicators. The settings you choose also are used for shape numbers.

{button Related Topics,PI(`',`IDH_RT_Indicators')}

To choose indicators for shapes

To choose indicators for shapes

Format menu

LinkIndicator Property
LinkShadow Property
NoteIndicator Property
NoteShadow Property
NumberFont Property

Alignment and Snapping

{button Tell me how. . .,PI(`',`IDH_HT_Alignment')}

There are a number of alignment options for shapes, lines, and text that determine their alignment when they are placed or moved. These options are set on the Alignment tab of the Options dialog box.

Additionally, there are several options for aligning shapes in relationship to each other after the shapes are created.

{button Related Topics,PI(`',`IDH_RT_Alignment_and_Snapping')}

To align objects
To select alignment options
To turn snapping on or off

Snap to Grid
Shape Spacing
Channel Alignment
Relative Alignment

Snap to Grid

{button OLE Automation,PI(`',`IDH_OA_Snap_to_Grid')}

You can snap objects and guidelines to ruler positions using the Snap To Grid option. Coarse alignment makes the pointer snap at 1/8" increments; fine alignment makes it snap at 1/16" increments (when inches is selected as the unit of measure).

When Snap to Grid is turned off, as you move and place objects, they are not snapped to the grid. However, they are snapped to other lines and shapes. In other words, if you place a shape near another shape, the second shape is automatically aligned with the first, so that you don't have to try and position it precisely. Also, text snaps onto lines and lines onto shapes.

Tip

- If you want to prevent this snapping behavior (to place text near but not on a line, for example), hold **Shift** as you drag the object into place.

{button Related Topics,PI(`',`IDH_RT_Snap_Alignment_and_Snapping')}

Shape Spacing
Channel Alignment
Relative Alignment

AlignToRulers Property

Shape Spacing

{button OLE Automation,PI(`',`IDH_OA_Shape_Spacing')}

The Shape Spacing option lets you define how far shapes snap from each other when placed in a chart. For example, if you set 0.5" horizontal spacing and drag a new shape out of an existing shape, the new shape snaps half an inch away if you release the mouse button near that location.

Note

- This distance between shapes is from the centers of the shapes, not the edges

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{button Related Topics,PI(`',`IDH_RT_Shape_Alignment_and_Snapping')}

Snap to Grid

Channel Alignment

Relative Alignment

SmartShapeSpacing Property

Channel Alignment

{button OLE Automation,PI(`',`IDH_OA_Channel_Alignment')}

The Channel Alignment option aligns shapes horizontally and vertically (in a channel) when you drag to place connected shapes. Channel alignment also works when you click to place shapes if you click near the center of the channel.

{button Related Topics,PI(`',`IDH_RT_Channel_Alignment_and_Snapping')}

Snap to Grid
Shape Spacing
Relative Alignment

ChannelAlignment Property

Relative Alignment

You also can align shapes (and text blocks) relative to each other, based on their edges or centers using the Align options on the Arrange menu or the Align buttons on on the Arrange toolbar. You can align them based on their top, bottom, left, or right edges, or on their vertical or horizontal centers.

{button Related Topics,PI(``,`IDH_RT_Relative_Alignment_and_Snapping')}

Snap to Grid
Shape Spacing
Channel Alignment

To add a preset shape style

1 Click the Selector tool, and click a shape.

Selector tool

2 On the Formatting toolbar, select the shape styles you want (line color, fill color, line style, line weight; arrowhead, crossovers, filled lines, shadow, and 3D style).

3 Click the Add Shape Style button on the Preset Styles toolbar. The shape styles are stored as a single item in the Shape Styles list.

Add Shape Style button

Tips

- You also can add a shape style to the list by selecting a shape with the desired style in steps 2 and 3. If multiple shapes are selected, the Add Style button is inoperative.
- If the Formatting toolbar is not displayed, click Toolbars on the View menu, and then click Formatting.
- If the Preset Styles toolbar is not displayed, click Toolbars on the View menu, and then click Preset Styles.

{button Related Topics,PI(``,`IDH_RT_To_add_a_preset_shape_style')}

Choosing Shape Styles That Enhance Your Chart
Determining the Way Shapes Look
Preset Shape Styles
To rename a preset shape style

To choose a preset shape style
To delete a preset shape style

To choose a preset shape style

1 Click the Shape tool.

Shape tool

2 If you want to apply the preset style to an existing shape, select the shape(s) to which you want to apply the style.

3 Click the down arrow to the right of the Shape Styles box on the Preset Styles toolbar.

4 Click the shape style you want. The style is applied to the selected shape.

Notes

- If no shape is selected, the preset style appears in the Sample button and becomes the current shape style.
- If you select a shape before you choose a shape style, the style is applied to the selected shape and to future shapes.

Tip

- If the Preset Styles toolbar is not displayed, click Toolbars on the View menu, and then click Preset Styles.

{button Related Topics,PI(``,`IDH_RT_To_choose_a_preset_shape_style')}

Choosing Shape Styles That Enhance Your Chart
Determining the Way Shapes Look
Preset Shape Styles

To add a preset shape style
To rename a preset shape style
To delete a preset shape style

To rename a preset shape style

1. Click the Shape tool.

   Shape tool
2. Click the Edit Shape Styles button to the right of the Shape Styles box.

   Edit Shape Styles button
3. Click the preset shape style you want to rename.
4. Click Rename, and then type the new name in the Rename Style dialog box.
5. Click OK.
6. Click OK.

Tip

- If the Preset Styles toolbar is not displayed, click Toolbars on the View menu, and then click Preset Styles.

{button Related Topics,PI(`',`IDH_RT_To_rename_a_preset_shape_style')}

Choosing Shape Styles That Enhance Your Chart
Determining the Way Shapes Look
Preset Shape Styles
To add a preset shape style

To choose a preset shape style
To delete a preset shape style

To delete a preset shape style

1 Make sure no shape is selected.

2 Click the Shape tool.

Shape tool

3 On the Preset Styles toolbar, click the Edit Shape Styles button to the right of the Shape Styles box.

Edit Shape Styles button

4 Click the shape style you want to delete.

5 Click Remove. The style is removed from the Shape Styles list.

6 Click OK.

Tip

- If the Preset Styles toolbar is not displayed, click Toolbars on the View menu, and then click Preset Styles.

{button Related Topics,PI(``,`IDH_RT_To_delete_a_preset_shape_style')}

Choosing Shape Styles That Enhance Your Chart
Determining the Way Shapes Look
Preset Shape Styles

To add a preset shape style
To rename a preset shape style
To choose a preset shape style

To place a connected shape

1. Click the shape you want in the Shape palette.
2. Point inside the shape to which you want to connect the new shape. The pointer shows two boxes connected with a line.
3. Press and hold the left mouse button, and drag the new shape where you want it. A line automatically connects the new shape to the other shape.

Tip

- If the Shape palette is not displayed, click Shape Palettes on the View menu.

{button Related Topics,PI(`',`IDH_RT_To_place_a_connected_shape')}

Choosing Shape Styles That Enhance Your Chart
Determining the Way Shapes Look
Placing Shapes in a Chart

To add text to a shape

1 Place a new shape in a chart or select an existing shape.

2 Select any text-formatting options that you want.

3 Click Text tool.

Text tool

4 Click the shape you want to place the text in.

5 Type the text you want. The text you type appears in the text area in the shape. If the shape already contains text, the new text is added to the old text where you start typing.

{button Related Topics,PI(`',`IDH_RT_To_add_text_to_a_shape')}

Choosing Shape Styles That Enhance Your Chart
Determining the Way Shapes Look
Placing Shapes in a Chart
Determining the Way Text Looks

To change the properties for a selected shape

1. Select the shape that you want to change properties for.
2. Click Shape tool.

   Shape tool
3. On the Format menu, click Properties.
4. Change the properties you want.
5. Click OK.

Note

- The properties you define are applied to the selected shape.

Tip

- Use the Apply button to make your changes and view the results without closing the dialog box.

{button Related Topics,PI(`',`IDH_RT_To_change_the_properties_for_a_selected_shape')}

Placing Shapes in a Chart

To replace shapes

{button Show me how . . .,PI(`',`IDH_AVI_toreplaceshapes30')}

1 Select the shapes in the chart you want to replace.

2 Click the shape in the Shape palette you want in place of the selected shapes.

3 Click the Replace Shape button on the Arrange toolbar. The shapes selected in the chart are replaced with the new shape.

Notes

- Any manually resized shape or shape that has been fitted to text that is replaced will need to be resized again after you replace the shape.
- When you replace shapes, the new shapes connect to the lines on the old shapes. The program automatically chooses the closest connect point on the new shapes.
- The program automatically preserves shape numbers, colors, borders, patterns, and text size when the shape is replaced.

Tip

- If the Arrange toolbar is not displayed, click the right mouse button, and click Arrange.

{button Related Topics,PI(`',`IDH_RT_To_replace_shapes')}

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Using Control Points
Placing Shapes in a Chart

To choose indicators for shapes

1 On the Format menu, click Chart Properties.

2 Click the Indicators tab.

3 To select the indicator type to indicate a shape with a link, click the down arrow in the Link area and select from the list.

4 If you want to use a text symbol to indicate a shape with a note, type up to three characters in the box in the Note area.

5 If you want to use a shadow to indicate a shape with a note, click the Shadow check box.

6 Choose the font, size, style, and color you want for the indicators. (These options apply to all indicators and to shape numbers.)

7 Click OK.

{button Related Topics,PI(`',`IDH_RT_To_choose_indicators_for_shapes')}

Indicators

To select alignment options

1 On the Tools menu, click Options.

2 Click the Alignment tab.

3 Click the Shape Spacing box.

4 Type spacing values in the Horizontal and Vertical boxes.

5 If you want shapes to align in a channel, select the Channel Alignment box.

6 If you want objects and guidelines to snap to ruler positions, select Snap To Grid.

7 Select the Coarse or Fine option, depending upon the snap increments you want.

8 Click OK.

Tip

- Use the Apply button to make your changes and view the results without closing the dialog box.

{button Related Topics,PI(``,`IDH_RT_To_select_alignment_options')}

Alignment and Snapping
Options command (Tools menu)
To turn snapping on or off

To turn snapping on or off

1 On the Tools menu, click Options.

2 Click the Alignment tab.

3 Click Snap To Grid.

4 Click OK.

Notes

- If you want shapes to stop snapping to each other, turn off Touch Alignment.
- You should also turn off the grid to completely disable snapping. To do so, on the View menu, click Grid to remove the check mark from the Grid option.

Tip

- Use the Apply button to make your changes and view the results without closing the dialog box.

{button Related Topics,PI(``,`IDH_RT_To_turn_on_or_off_snapping')}

Alignment and snapping
To align objects
To select alignment options

To change where a line connects

1 Click the Selector tool, and click the line to change.

- Selector tool

2 Place the cursor over the end of the line that you want to change.

3 When the cursor changes to a cross with the line type displayed, hold and drag the left mouse button moving the line.

4 Move the line to the connect point that you want to change the connection to.

5 When the connector you want changes to a blinking green dot, release the mouse button.

{button Related Topics,PI(`',`IDH_RT_To_change_where_a_line_connects')}

Alignment and Snapping
Connecting Shapes with Lines

Applying Shadows to Shapes

{button Tell me how . . .,PI(`',`IDH_HT_Applying_Shadows_to_Shapes')}

In this program , you can apply shadows to shapes as an additional visual effect. After you have applied the shadow, you can change the color, depth, and direction of the shadow.

Note

- You have to apply shadows to lines separately.

{button Related Topics,PI(`',`IDH_RT_Applying_Shadows_to_Shapes')}

To color a shadow
To change shadow depth
To change the shadow direction
Format menu

To choose object effects
To color a shadow
To change shadow depth
To change the shadow direction

To color a shadow

1 Click the Selector tool, and click a shape.

Selector tool

2 On the Format menu, click Effect.

3 To change the shadow color, click the down arrow, and click a color on the color palette.

4 Click OK.

Tip

- Use the Apply button to make your changes and view the results without closing the dialog box.

{button Related Topics,PI(``,`IDH_RT_To_color_a_shadow')}

To change shadow depth
To change the shadow direction
Format menu

To change shadow depth

1 Click the Selector tool, and click a shape.

Selector tool

2 On the Format menu, click Effect.

3 To change the shadow depth, click the up or down arrow by the Depth box and select the depth you want.

4 Click OK.

Tip

- Use the Apply button to make your changes and view the results without closing the dialog box.

{button Related Topics,PI(``,`IDH_RT_To_change_shadow_depth')}

To color a shadow
To change the shadow direction
Format menu

To change the shadow direction

1 Click the Selector tool, and click a shape.

Selector tool

2 On the Format menu, click Effect.

3 To change the shadow direction, click the style with the direction you want. Move the scroll bar to find additional styles.

4 Click OK.

Tip

- Use the Apply button to make your changes and view the results without closing the dialog box.
- You also can use the Shadow button on the Formatting toolbar to change the shadow direction.

{button Related Topics,PI(``,`IDH_RT_To_change_the_shadow_direction')}

To color a shadow
To change shadow depth
Format menu

Rename Style dialog box

The Rename Style dialog box lets you enter a new name for the style you selected to rename.

Lets you enter a new name for the style you selected to rename.

Window menu

Click a command below to learn more about it.

New Window	Creates a new chart window.
Arrange All	Arranges all the chart windows so that they can be viewed simultaneously.
Split	Divides the current chart into separate, active sections.
Chart List	Lists the names of open charts.

{button Related Topics,PI(`',`IDH_RT_Window_Menu')}

Arrange All command
Chart List
New Window command
Split command
FlowCharter 7 menus

New Window command

The New Window command creates a new window for the active chart.

{button Related Topics,PI(`',`IDH_RT_New_Window_command')}

Arrange All command
Chart List
Split command
FlowCharter 7 menus
Window menu

Creates a new window for the active chart.

Arrange All command

The Arrange All command arranges all the chart windows so that they can be viewed simultaneously.

{button Related Topics,PI(`',`IDH_RT_Arrange_All_command')}

To arrange windows
Window menu
FlowCharter 7 menus

Arranges all the chart windows so that they can be viewed simultaneously.

To arrange windows

- On the Window menu, click Arrange All. The windows are arranged in the workspace so that you can view them all.

{button Related Topics,PI(`',`IDH_RT_To_Arrange_Windows')}

Arrange All command

Split command

The Split command divides the active window into four panes. You can then view more than one part of your chart at the same time.

Note

- You can also split the window into separate panes by dragging either of the split boxes. One split box is above the vertical scroll bar, the other is beside the horizontal scroll bar.

{button Related Topics,PI(`',`IDH_RT_Split_Command')}

Arrange All command
Chart List
New Window command
Window menu
FlowCharter 7 menus

Divides the active window into four panes. You can then view more than one part of your chart at the same time.

You can also split the window into separate panes by dragging either of the split boxes. One split box is above the vertical scroll bar, the other is beside the horizontal scroll bar.

Chart List

The chart list displays the names of the charts currently open. The numbers indicate the order in which the charts were opened. A check mark indicates which chart is active.

{button Related Topics,PI(`',`IDH_RT_Chart_List')}

To activate an open chart
Arrange All command
New Window command
Split command

Window menu
FlowCharter 7 menus

Displays the names of the charts currently open. The numbers indicate the order in which the charts were opened. The active chart has a check mark beside its name.

To activate an open chart

- On the Window menu, click the chart you want in the chart list.

{button Related Topics,PI(`',`IDH_RT_Activating_Open_Charts')}

Arrange All command
Chart list
New Window command
Split command

Window menu
FlowCharter 7 menus

View menu

Click a command below to learn more about it.

Normal	Displays objects at their actual sizes.
Page	Displays the entire page.
Full Screen	Shows all of the elements of your chart on the screen without menus or buttons.
Toolbars	Hides or shows any of the toolbars.
Status Bar	Hides or shows the status bar.
Rulers	Hides or shows the rulers.
Shape Palettes	Hides or shows the Shape palette.
Worksheet	Hides or shows the data fields worksheet.
Entity Manager	Hides or shows the Entity Manager.
Field Viewer	Opens the Field Viewer dialog box, where you can enter data into the selected shape’s fields.
Note	Hides or shows the Note window.
CoolSheets	Hides or shows CoolSheets..
Guidelines	Hides or shows guidelines.
Grid	Hides or shows a grid.
QuickZoom	Hides or shows the QuickZoom window.
Zoom	Changes the magnification of a chart.

{button Related Topics,PI(`',`IDH_RT_View_Menu')}

Full Screen command

Zoom command

Normal command

The Normal command in the View menu displays objects at their actual sizes.

The Normal view is the best all-purpose view for creating and changing charts. Use the Normal command to return to this view from the Page view. This view is useful for selecting specific objects and precisely positioning objects and lines. If an object is selected in the chart when you click this button, the chart displays at its actual size with the selected object centered in the window.

Note

- If you do not select any objects, the Normal command matches the upper-left corner with the previous upper-left corner of the chart.

{button Related Topics,PI(``,`IDH_RT_Normal_Command')}

To save your default template in another view state
Page command
Full Screen command
View menu

Displays objects at their actual sizes. The Normal view is the best all-purpose view for creating and changing charts. Use the Normal command to return to this view from the Page view. This view is useful for selecting specific objects and precisely positioning objects and lines. If an object is selected in the chart when you click this button, the chart displays at its actual size with the selected object centered in the window.

Note

- If you do not select any objects, the Normal command matches the upper-left corner with the previous upper-left corner of the chart.

Page command

The Page command displays the entire page. It is useful for selecting a group of objects, quickly connecting shapes with lines, and roughly placing and moving objects.

{button Related Topics,PI(`',`IDH_RT_Current_Page_Command')}

To save your default template in another view state
Normal command
Full Screen command
View menu

Displays the entire page.

Full Screen command

{button OLE Automation,PI(`',`IDH_OA_Full_Screen_command')}

The Full Screen command in the Edit menu displays all of the elements of your chart on the screen without menus or buttons. Press **Esc** to return to the previous view.

{button Related Topics,PI(`',`IDH_RT_Full_Screen_Command')}

To use Full Screen view
Normal command
Page command
View menu

FullScreen Method

Shows all of the elements of your chart on the screen without menus or buttons. Press **Esc** to return to the previous view.

To use Full Screen view

1 On the View menu, click Full Screen.

2 Press the left mouse button and drag to draw in red.

or

Press the right mouse button and drag to draw in green.

or

Press both mouse buttons and drag to draw in yellow.

3 Press the **Esc** key to leave the full-screen view.

Tips

- Use the Full Screen view to show someone the chart and do a "chalk talk" about it. While you are in full-screen mode, you can draw on the screen. When you finish, press the **Esc** key to return to the previous view.
- The following keys are available in full-screen view.
  - **Del**, **Spacebar**, **E -** Erase chart annotations
  - **Tab**, **Page Down**, **N -** Go to the next chart window
  - **Shift+Tab**, **Page Up**, **P -** Go to the previous chart window

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{button Related Topics,PI(`',`IDH_RT_Elements_Naked')}

To change your view of a chart

Full Screen command

Using Full Screen View

Use the Full Screen view to show someone the chart and do a "chalk talk" about it. While you are in full-screen mode, you can draw on the screen. When you finish, press the **Esc** key to return to the previous view. In the Full Screen view, you can use the mouse buttons to draw using different colors.

- Press the left mouse button and drag to draw in red.
- Press the right mouse button and drag to draw in green.
- Press both mouse buttons and drag to draw in yellow.
- The following keys are available for working in the full-screen view.
  - **Del**, **Spacebar**, **E -** Erase chart annotations
  - **Tab**, **Page Down**, **N -** Go to the next chart window
  - **Shift+Tab**, **Page Up**, **P -** Go to the previous chart window

Toolbars command

The Toolbars command on the View menu lets you display or hide toolbars. It also allows you to customize the toolbars, reset toolbars, create new toolbars, delete custom toolbars, choose large or small button sizes, choose color or black and white buttons, and show or hide ToolTips.

{button Related Topics,PI(`',`IDH_RT_Toolbars_Command')}

To choose color buttons
To choose toolbar button sizes
To create new toolbars
To delete toolbars

To rename toolbars
To reset toolbars
To show and hide toolbars
To show or hide ToolTips

Customize command
View menu

To show or hide toolbars

1 On the View menu, click Toolbars.

2 Click the check box next to the toolbar you want to show or hide. A cleared check box means that the toolbar is hidden.

{button Related Topics,PI(`',`IDH_RT_Showing_and_hiding_toolbars')}

To add toolbar buttons
To delete toolbar buttons
To create a floating palette
Customizing Toolbars

Toolbars command
Customize command
View menu

Displays or hides toolbars.

Status Bar command

The Status Bar command in the View menu displays or hides the status bar.

{button Related Topics,PI(``,`IDH_RT_StatusBar_command')}

To show and hide the status bar

View menu

To show and hide the status bar

- On the View menu, click Status Bar.

{button Related Topics,PI(`',`IDH_RT_Showing_and_hiding_statusbar')}

Status Bar command

View menu

Displays or hides the status bar.

Rulers command

{button OLE Automation,PI(`',`IDH_OA_Rulers_command')}

The Rulers command in the View menu displays or hides the rulers.

{button Related Topics,PI(`',`IDH_RT_Rulers_Command')}

To show and hide rulers

View menu

Displays or hides the rulers.

ShowRulers Property

To show and hide the rulers

- On the View menu, click Rulers.

{button Related Topics,PI(`',`IDH_RT_Showing_and_hiding_rulers')}

Rulers command

View menu

Shape Palettes command

The Shape Palettes command displays or hides the Shape palette.

{button Related Topics,PI(`',`IDH_RT_Shape_Palettes_Command')}

Placing Shapes in a Chart

View menu

Displays or hides the Shape palettes.

Hides or shows the data fields worksheet.

Field Viewer command

The Field Viewer command opens the Field Viewer dialog box, where you can enter data into the selected shape’s fields.

{button Related Topics,PI(`',`IDH_RT_Field_Viewer_Command')}

To show and hide the Field Viewer

View menu

Opens the Field Viewer dialog box, where you can enter data into the selected shape’s fields.

To show and hide the Field Viewer

- Click Field Viewer on the View menu.

{button Related Topics,PI(``,`IDH_RT_Showing_and_hiding_FieldViewer')}

Field Viewer command

View menu

QuickZoom command

The QuickZoom command displays or hides the QuickZoom window.

{button Related Topics,PI(`',`IDH_RT_Zoom_Window_Command')}

To use the QuickZoom window
View menu

Displays or hides the QuickZoom window.

To use the QuickZoom window

1 On the View menu, click QuickZoom.

2 In the QuickZoom window, click and drag a box around the area of the chart you want to magnify.

3 Release the mouse button.

Tip

- Double-click in the QuickZoom window to return to your last magnification before you used QuickZoom to zoom in.

{button Related Topics,PI(`',`IDH_RT_Using_the_zoom_window')}

To choose a zoom percentage
QuickZoom command
Zoom command
View menu

Note command

The Note command displays or hides the Note window.

{button Related Topics,PI(`',`IDH_RT_Note_Command')}

To attach a note to a shape

View menu

Displays or hides the Note window.

Displays or hides the Entity Manager.

To show and hide the Entity Manager

- Click Entity Manager on the View menu.

{button Related Topics,PI(`',`IDH_RT_Showing_and_hiding_EntityManager')}

Entity Manager command

View menu

Guidelines command

The Guidelines command in the View menu displays or hides the guidelines.

{button Related Topics,PI(``,`IDH_RT_Guidelines_Command')}

To show and hide guidelines

View menu

Displays or hides the guidelines.

To show and hide guidelines

- Click Guidelines on the View menu.

{button Related Topics,PI(`',`IDH_RT_Showing_and_hiding_Guidelines')}

Guidelines command

View menu

Grid command

The Grid command in the View menu displays or hides the grid.

{button Related Topics,PI(`',`IDH_RT_Grid_Command')}

View menu

Displays or hides the grid.

To show or hide grids

- Click Grids on the View menu.

{button Related Topics,PI(`',`IDH_RT_Showing_and_hiding_Grids')}

Grid command

View menu

Zoom command

{button OLE Automation,PI(`',`IDH_OA_Zoom_command')}

The Zoom command in the View menu zooms in on or out of a part of a chart.

Tip

- To “zoom in” means to magnify. To zoom out means to reduce the magnification.

{button Related Topics,PI(`',`IDH_RT_Zoom_Command')}

To choose a zoom percentage
To use the QuickZoom window
QuickZoom command
View menu

Zooms in on or out of a part of a chart.

ZoomPercentage Property

To change your view of a chart

1 Select the object you want centered in the window.

2 On the View menu, click one of the following commands:

Normal

Page

Zoom

Full Screen

{button Related Topics,PI(`',`IDH_RT_Changing_chart_view')}

To change your view of a chart

Zoom dialog box
{button OLE Automation,PI(`',`IDH_OA_Zoom_command')}

This dialog box lets you choose the magnification level you wish.

Zoom to

Select how large or small you want your document to appear as a percentage of its normal size. Choose a predefined percentage, or enter your own percentage, between 5 and 1600, in the Percent text box.

{button Related Topics,PI(`',`IDH_RT_View_Zoom_Percentage')}

To choose a zoom percentage

Displays the chart at a magnification of 400%.

Displays the chart at a magnification of 200%.

Displays the chart at a magnification of 100%; in other words, at its actual size.

Displays the chart at a magnification of 75%.

Displays the chart at a magnification of 50%.

Displays the chart at a magnification of 25%.

Specifies the percentage at which you want to view the chart.

To choose a zoom percentage

1 Click the object you want centered in the window.

2 Click the down arrow of the Zoom box in the Standard toolbar.

3 Click the viewing percentage at which you want to view the chart.

Tips

- You can enter another percentage in the text box if one you want is not one of the options.
- You can use the Zoom command on the View menu to do the same thing.

{button Related Topics,PI(`',`IDH_RT_View_Zoom_Percentage')}

To use the QuickZoom window
To change your view of a chart
To change your view of a chart

To view a particular area of a chart

1 Click QuickZoom in the View menu.

2 Point to a corner of the area that you want to show.

3 Press and hold the mouse button.

4 Drag the cursor to the opposite corner of the area you want to show. As you drag, a box shows the area you have chosen.

5 Release the mouse button. The chart is redrawn with the area you selected shown on the screen.

Tip

- If you wish, you can move the box while still holding the left mouse button. Press and hold the right mouse button and move the cursor. Release the right mouse button (while still holding the left mouse button) to continue changing the size of the box.

{button Related Topics,PI(``,`IDH_RT_Viewing_chart_area')}

To change your view of a chart
To use the QuickZoom window

Toolbars dialog box

This dialog box:

- Shows or hides toolbars
- Chooses color or monochrome buttons
- Chooses regular or large buttons
- Shows or hide ToolTips
- Creates new toolbars
- Renames toolbars
- Reset toolbars to the way they were when you installed FlowCharter. Resetting the toolbars only affects those buttons added or removed through the Customize feature of the Toolbars dialog box or Customize command on the Tools menu. Resetting does not reset large buttons, color buttons, or ToolTips.
- Change to the Customize Toolbars dialog, where you can add or remove buttons to toolbars

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{button Related Topics,PI(`',`IDH_RT_toolbars_dialog_box')}

To choose color buttons
To choose toolbar button sizes
To create new toolbars
To delete toolbars

To rename toolbars
To reset toolbars
To show or hide toolbars
To show or hide ToolTips

To add toolbar buttons
To delete toolbar buttons
To create a floating palette
Customizing Toolbars

Toolbars command

Shows or hides the toolbar.

Specifies whether the toolbar buttons are color or monochrome.

Specifies whether the toolbar buttons are large or small.

Specifies whether ToolTips show when you rest the pointer over program elements.

Creates a new toolbar.

Renames the selected toolbar.

Adds or deletes buttons from a toolbar.

Reverts the selected toolbar to the way it was when you installed FlowCharter. Resetting the toolbars only affects those buttons added or removed through the Customize feature of the Toolbars dialog box or Customize command on the Tools menu. Resetting does not reset large buttons, color buttons, or ToolTips.

To choose color buttons

1 On the View menu, click Toolbars.

2 Click Color Buttons to place a check in the check box.

To choose monochrome (black and white) buttons

1 On the View menu, click Toolbars.

2 Click Color Buttons to clear the check box.

{button Related Topics,PI(`',`IDH_RT_Choosing_Color_Buttons')}

To choose toolbar button sizes
To create new toolbars
To delete toolbars
To rename toolbars

To reset toolbars
To show or hide toolbars
To show or hide ToolTips
To add toolbar buttons

To delete toolbar buttons
To create a floating palette
Customizing Toolbars
Toolbars command

To choose toolbar button sizes

1 On the View menu, click Toolbars.

2 Click Large Buttons.

Tip

- This check box switches between regular buttons and large buttons.

{button Related Topics,PI(``,`IDH_RT_Choosing_toolbar_button_types')}

To choose color buttons
To create new toolbars
To delete toolbars
To rename toolbars

To reset toolbars
To show or hide toolbars
To show or hide ToolTips
To add toolbar buttons

To delete toolbar buttons
To create a floating palette
Customizing Toolbars
Toolbars command

To create new toolbars

1 On the View menu, click Toolbars.

2 Click New.

3 Type a name for the new toolbar and click OK. The new toolbar appears as a floating palette and the Customize dialog box opens.

4 Drag the buttons you want from the Customize dialog box to your new toolbar.

Tips

- You can drag a button from the Customize dialog box and drop it into an empty space to create a new toolbar.
- You can press **CTRL** and drag a button from a toolbar and drop it into empty space to create a new toolbar.

{button Related Topics,PI(``,`IDH_RT_Creating_new_toolbars')}

To choose color buttons
To choose toolbar button sizes
To delete toolbars
To rename toolbars

To reset toolbars
To show or hide toolbars
To show or hide ToolTips
To add toolbar buttons

To delete toolbar buttons
To create a floating palette
Customizing Toolbars
Toolbars command

Names for the new toolbar.

To rename toolbars

1 On the View menu, click Toolbars.

2 Click the toolbar you want to rename.

3 Click Rename.

4 Enter a new name for the toolbar.

Note

- You cannot rename a Micrografx toolbar. You can only rename a toolbar that you have created.

{button Related Topics,PI(`',`IDH_RT_Renaming_toolbars')}

To choose color buttons
To choose toolbar button sizes
To create new toolbars
To delete toolbars

To reset toolbars
To show or hide toolbars
To show or hide ToolTips
To add toolbar buttons

To delete toolbar buttons
To create a floating palette
Customizing Toolbars
Toolbars command

To delete toolbars

1 On the View menu, click Toolbars.

2 Click the toolbar you want to delete.

3 Click Delete.

Note

- You cannot delete a Micrografx toolbar. You can only delete a toolbar that you have created.

{button Related Topics,PI(`',`IDH_RT_Deleting_toolbars')}

To choose color buttons
To choose toolbar button sizes
To create new toolbars
To rename toolbars

To reset toolbars
To show or hide toolbars
To show or hide ToolTips
To add toolbar buttons

To delete toolbar buttons
To create a floating palette
Customizing Toolbars
Toolbars command

To reset toolbars

1 On the View menu, click Toolbars.

2 Click the toolbar you want to reset.

3 Click Reset.

Notes

- Resetting the toolbars returns the Micrografx toolbars to the way they were when you first installed FlowCharter. It removes any buttons that you have added and adds buttons that were originally on the toolbars.
- Resetting the toolbars only affects those buttons added or removed through the Customize feature of the Toolbars dialog box or Customize command on the Tools menu. Resetting does not reset large buttons, color buttons, or ToolTips.
- Only the selected toolbar is reset.

{button Related Topics,PI(`',`IDH_RT_Resetting_toolbars')}

To choose color buttons
To choose toolbar button sizes
To create new toolbars
To delete toolbars

To rename toolbars
To show or hide toolbars
To show or hide ToolTips
To add toolbar buttons

To delete toolbar buttons
To create a floating palette
Customizing Toolbars
Toolbars command

To show or hide ToolTips

1 On the View menu, click Toolbars.

2 Click Show ToolTips.

Note

- When the check box is checked, ToolTips do not display .

{button Related Topics,PI(`',`IDH_RT_Showing_hiding_tooltips')}

To choose color buttons
To choose toolbar button sizes
To create new toolbars
To delete toolbars

To rename toolbars
To reset toolbars
To show or hide toolbars
Toolbars command

CoolSheets command (View menu)

The CoolSheets command on the View menu hides or displays CoolsSheets.

{button Related Topics,PI(`',`IDH_RT_CoolSheets_command_Viewmenu')}

Using CoolSheets

Hides or displays CoolsSheets.

Displays the selected area on your chart. Shows the zoomed chart after you use QuickZoom to zoom in.

QuickZoom window

The QuickZoom window displays the selected area on your chart. This window shows the zoomed chart after you use QuickZoom to zoom in.

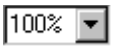
{button Related Topics,PI(``,`IDH_RT_QuickZoom_Window')}

To use the QuickZoom window
View menu

Standard toolbar

{button Tell me how . . .,PI(`',`IDH_HT_Standard_Toolbar')}

	New button	Creates a new chart.
	Open button	Opens a previously existing chart.
	Save button	Saves the active chart.
	Print button	Prints the active chart.
	Print Preview button	Shows the chart as it will look when you print it.
	Spelling button	Checks the spelling of text in your chart.
	Cut button	Removes the selected item and places it on the Clipboard.
	Copy button	Copies the selected item and places it on the Clipboard.
	Paste button	Places the contents of the Clipboard on the chart.
	Format Painter button	Copies the formatting of the selected object to another object.
	Undo button	Lets you undo an action or change.
	Redo button	Reverses the last undo you made.
	Find button	Lets you find text in your chart.
	View Shape Palettes button	Shows or hides the Shape palette.
	View Worksheet button	Displays or hides the worksheet.
	Insert CoolSheet button	Creates CoolSheets.
	Link button	Lets you link the selected shape or shapes to another chart or file.
	Insert SPC Chart button	Creates a statistical process control chart.
	Import Shape button	Imports a shape that you have created in another program.
	Shape Action wizard button	Creates a Living FlowChart.
	Run button	Runs a Living FlowChart.
	Zoom Control button	Lets you select the zoom tool you want to use.

	Zoom Percent list box	Magnifies the chart by the percentage you select.
	Help button	Displays information about the item you click next.

To dock toolbars

To hide toolbars

Contains common tools found in most Office programs, like New, Open, Save and so on. It also contains some FlowCharter specific tools, like the View Shape Palettes button, the Link button, the Insert SPC Chart button, zoom tools, and the Help button.

To show or hide the Standard toolbar, click the right mouse button over the toolbar area, and click Standard.

Creates a new chart.

Opens a previously existing chart.

Saves the active chart.

Prints the active chart.

Shows the chart as it will look when you print it.

Checks the spelling of text in your chart.

Removes the selected item and places it on the Clipboard.

Copies the selected item and places it on the Clipboard.

Places the contents of the Clipboard in the chart.

Format Painter button

- The Format Painter button copies the formatting of the selected text, shapes, or lines to other text, shapes, or lines.

{button Related Topics,PI(`',`IDH_RT_FormatPainter_button')}

To copy the format of an item

Standard toolbar

To copy the format of an item

1. Click the line, text, or shape that has a format you want to copy.
2. Click the Format Painter button.

Format Painter button

3. Click the item you want to format.

Notes

- The format painter feature can copy the styles of lines, shapes, or text.
- In **lines**, it copies:
  - Style
  - Weight
  - Arrowhead style
  - It does not copy the line type.
  - In **shapes**, it copies:
  - Fill color
  - Pattern
  - Border
  - Shadow
  - It does not copy the shape size or number.
- In **text**, it copies:
  - font
    - size
    - style (bold, italic, underline)

{button Related Topics,PI(`',`IDH_RT_Copying_the_format_of_an_item')}

To change the way existing shapes look
To change the properties for a selected shape
To add a preset shape style
Choosing shape styles that enhance your chart
Standard toolbar

Copies the formatting of the selected text, shapes, or lines to other text, shapes, or lines.

Lets you undo an action or change.

Reverses the last undo you made.

Lets you find text in your chart.

View Shape Palettes button {button OLE Automation,PI(`',`IDH_AT_Shape_Palette_Button')}

- The View Shape Palettes button opens and closes the Shape palettes. The Shape palettes display the shapes that you can place in a chart, and contain the ABC Media Manager Options menu.

You can make the Shape palette appear on the screen and use it to place shapes in a chart. When you open FlowCharter for the first time, a set of commonly used symbols appears in the Shape palette. The name of the Shape palette appears in the palette's title bar. The available shapes appear as buttons in the palette.

Many additional shapes are available in the Shape palette files included with the program.

{button Related Topics,PI(`',`IDH_RT_Shape_Palette_Button')}

To add a preset shape style

ABC Media Manager Overview

Standard toolbar

ShapePaletteVisible Property

CurrentShape Property

Shows or hides the Shape palette.

View Worksheet button

- The View Worksheet buttons displays or hides the worksheet. The worksheet lets you view and change data. You can enter data by typing in the worksheet or by using the Field Viewer command.

Tips

- You can change the data by typing over data directly in the worksheet, in the Field Viewer dialog box, or on the chart.
- To import external data, use the Import Data command or the Import Data button on the Data toolbar.

Import Data button

{button Related Topics,PI(``,`IDH_RT_View_Worksheet_button')}

Worksheet command

Displays or hides the worksheet.

Insert CoolSheet button

- The Insert CoolSheet button lets you insert a CoolSheet template for your chart. You can create several CoolSheets, including:
- Block CoolSheets
- Cascade CoolSheets
- Deployment CoolSheets
- Basic CoolSheets
- Process CoolSheets
- Pyramid CoolSheets
- Comparison CoolSheets
- Timeline CoolSheets
- Circle-Spoke CoolSheets
- Target CoolSheets
- DrawBar CoolSheets
- Checklist CoolSheets

{button Related Topics,PI(`',`IDH_RT_Insert_CoolSheet_button')}

Using CoolSheets
To create a CoolSheet
To change a CoolSheet

Creates CoolSheets.

Creates Living FlowCharts.

Link button

- The Link button lets you link charts. After the charts are linked, you can double-click a designated shape in one chart to open the linked chart.

  This button lets you create hierarchies among charts. One chart can provide an overview of the main topics and contain links to subcharts that provide detailed information about the various topics.

  You can use symbols and shadows to identify shapes that open linked charts. The symbols, which you can define, appear after shape numbers.

{button Related Topics,PI(``,`IDH_RT_Link_Button')}

To link an object to a chart
To group and link objects
To open linked charts
To clear a link

Standard toolbar

Lets you link the selected shape or shapes to another chart or file.

Creates a statistical process control chart.

Lets you import a graphic and insert it into your chart as a shape.

Lets you select the zoom tool you want to use.

Magnifies the chart by the percentage you select.

Displays information about the item you click next.

Run button

- The Run button runs a Living FlowChart.

{button Related Topics,PI(`',`IDH_RT_Run_button')}

Run FlowChart command

Runs a Living FlowChart.

Link dialog box

{button Tell me how . . .,PI(`',`IDH_HT_Link_Dialog_Box')}

The Link dialog box opens when you click the Link button on the Standard toolbar, or when you double-click a shape that has no pre-existing link. You use this dialog to create links. The active chart contains the shape or shapes you use to open the linked chart.

From this dialog box, you can: {button OLE Automation,PI(`',`IDH_OA_Link_Dialog_Box')}

- Link to charts (or other files). In this dialog box, click one of the options under Link to. For details, click the Tell me how button and click **To link a shape to another chart**.
- Clear a link. In this dialog box, click Clear.
- Group selected objects in a chart and automatically move them to another chart. The group is replaced with the shape selected in the Shape palette. You use this shape to open the linked chart that contains the grouped objects. You use group links to create hierarchies in a chart. For example, you can use one chart as an overview of a process and then set links to charts that contain detailed information about the minor steps in the process. In this dialog box, click Move Group to Other Chart. For details, Tell me how button and select **To group and link objects**.
- Show the accumulated data from the linked chart. For example, if your linked chart has fields with time-related data, the times are totaled and displayed on the active chart when you select this option. In this dialog box, click Show Accumulated Data.
- Apply a link to a Web address. Objects link to 'ABC' files on Web sites, ftp sites, and through gopher sites. Entering a start of a URL automatically selects the 'Internet' radio button. Valid internet address starts should include: 'http://', 'ftp://', 'ftp.' Using the Update Data Fields button completes a new download. For details, click the Tell me how button and select **To link a shape to a Web address**.

Update Data Fields button

{button Related Topics,PI(`',`IDH_RT_Link_Dialog_Box')}

To clear a link
To group and link objects
To link a shape to another chart
To open linked charts
To link a shape to a Web address

GroupAndLink Method
LinkedChartName Property
LinkFields Property

LinkedChartName Property
GroupAndLink Method
LinkFieldsProperty

Links to a new flowchart. The name of the file that will be created is specified in the File box.

Links to an existing flowchart. You enter the file to link to in the File box.

Links to a file created by another program. You enter the file to link to in the File box.

Links to a Web address. You enter the address to link to in the File box.

Lets you type the name of the file to which you want to link the selected chart.

Specifies a link to a chart. When you click OK, you set the link and open the chart specified in the File box.

Specifies a link to a chart only (without opening the chart). When you click OK, you return to the active chart.

Clears a link between charts. Choose this option when you decide you no longer want this link.

Shows the results of the data. The data results are based on the accumulation method you specify in the Setup Fields command on the Data menu.

Moves the selected objects to another chart, replace the selected objects with a single object, and link this new object to the second chart. The single new shape shows the accumulation of data from the linked chart when you also select Show Accumulated Data.

Searches for the file you want to link to.

To link a shape to another chart

1 Click the Selector tool.

Selector tool

2 Select the shape or shapes in the active chart you want to link.

3 Click the Link button on the Standard toolbar. The name of a new chart appears in the File text box.

4 Click the Browse button if you want to link to a chart other than the new chart named in the File text box. Click Open when you have selected the chart name.

5 Click Set Only or Set and Jump.

6 Click OK.

You can set up the link indicators via the Format menu's Chart command. The Indicators tab lets you set up the Link and Note indicators, and the font used for both.

{button Related Topics,PI(`',`IDH_RT_Linking_a_shape')}

To choose indicators for shapes
To clear a link
To group and link objects
To open linked charts

To group and link objects

1. Click the shape in the Shape palette you want to use to open the linked chart.
2. Click the Selector tool

   Selector tool
3. Select the objects in the chart you want to group and link.
4. Click the Link button on the Standard toolbar.
5. Select the chart you want to link to.
6. Click Move Group to Other Chart.
7. Click OK.

{button Related Topics,PI(`',`IDH_RT_Moving_groups_to_linked_chart')}	{button OLE Automation, PI(`',`IDH_OA_To_group_and_link_objects')}

To clear a link

To link a shape to another chart

To open linked charts

GroupAndLink Method

To open linked charts

- Double-click the linked shape. The linked chart opens in the window and becomes the active chart.

{button Related Topics,PI(`',`IDH_RT_Opening_a_linked_chart')}	{button OLE Automation, PI(`',`IDH_OA_To_open_a_linked_chart')}

To clear a link

To group and link objects

To link a shape to another chart

Link Method

To clear a link

1. Click the Selector tool.

   Selector tool
2. Select the linked shape.
3. Click the Link button on the Standard toolbar.
4. Click Clear Link.
5. Click OK. The link between the two charts is removed, and the link indicators on the shape disappear.

Note

- You cannot change a shape’s link by double-clicking. When you double-click a linked shape, you jump to the linked chart.

{button Related Topics,PI(`',`IDH_RT_Clearing_links')}

To group and link objects
To link a shape to another chart
To open linked charts

To link a shape to a program

1 Click the Selector tool.

▪

Selector tool

2 Double-click the shape you want.

3 In the Link dialog box, click Other program or file.

4 In the File box, enter the path and program you want to run.

Tips

- If you don't know the path or the exact filename of the program you want to run, click the Browse button and look for it.
- Click Set and Jump to run the program when you click OK.
- Click Set Only to set the link and return to the active chart.
- Click Clear to delete the link to a file or program.
- You can only have one link per shape. If the shape is already linked to another file or program, double-clicking on it will jump to the file or program.

{button Related Topics,PI(``,`IDH_RT_To_link_a_shape_to_a_program')}

Example:Linking a shape to a program
To clear a link

To link a shape to a Web address

1 Click the Selector tool.

Selector tool

2 Double-click the shape you want.

3 In the Link dialog box, click Internet.

4 In the File box, enter the path and program you want to run.

Tips

- Entering a start of a URL automatically selects the 'Internet' radio button. Valid internet address starts should include: http://, ftp://, and ftp.
- Click Set and Jump to open the Web site when you click OK.
- Click Set Only to set the link and return to the active chart.
- Click Clear to delete the link to a Web site.
- You can only have one link per shape. If the shape is already linked to another file or program, double-clicking it jumps to the file or program.
- Using the Update Data Fields button completes a new download.

Update Data Fields button

Example: Linking a shape to a program

1 Place a shape.

2 Double-click the shape.

3 Click Other program or file.

4 In the File box, enter c:\windows\clock.exe

5 Click Set and Jump.

6 Click OK.

Notes

- This procedure only works if you have installed Windows into the default directory. If you have installed Windows on another drive or in another directory, change the path in step 4 to match your configuration.
- When you click OK, the clock utility runs. Any time you want to run the clock, you can double-click the shape.

{button Related Topics,PI(``,`IDH_RT_Example_Linking_a_shape_to_a_program')}

To clear a link

To link a shape to a sound file

1 Click the Selector tool.

- Selector tool

2 Double-click the shape you want.

3 In the Link dialog box, click Other program or file.

4 In the File box, enter the path and sound file you want to play.

Tips

- If you don't know the path or the exact filename of the sound file you want to play, click the Browse button and look for it.
- Click Set and Jump to play the sound when you click OK.
- Click Set Only to set the link and return to the active chart.
- Click Clear to delete the link to the sound file.
- You can only have one link per shape. If the shape is already linked to another file or program, double-clicking on it will jump to the file or program.

{button Related Topics,PI(``,`IDH_RT_To_link_a_shape_to_a_sound_file')}

To clear a link

Protecting Charts

{button OLE Automation,PI(`',`IDH_OA_SetProtection_Method')}

{button Tell me how . . .,PI(`',`IDH_HT_Protecting_Charts')}

At times, you may want to prevent other people from entering field data into your chart. You can protect a chart by assigning it a password. No one is able to enter field data into it until the password is entered correctly. If the chart contains hidden data fields, they are hidden from view until the password is entered correctly.

You can use password protection to manage linked files. By assigning each person in a workgroup a different password, you can ensure that each person has access only to his or her own charts.

Use the Protect Chart command on the Tools menu to protect your chart from unauthorized changes.

{button Related Topics,PI(`',`IDH_RT_Protecting_Charts')}

To protect a chart
To unprotect a chart

To protect a chart
To unprotect a chart
Tools menu

SetProtection Method

Master Items

{button OLE Automation,PI(`',`IDH_OA_Master_Items')}

{button Tell me how. . .,PI(`',`IDH_HT_Master_Items')}

Master items are text that appears on the chart that identify several chart characteristics. The default display for your chart displays the Chart Name, Date, Time, and Page Number.

You can choose to display:

- All Master items
- No Master items

Or you can mix and match:

Chart Name

Chart Name is updated automatically if you change the file name.

Page Number

Page Number displays the page number at the bottom of each page. You can display text before the number. Type the text you want before the number sign (#) in the Page Text box. The number sign is replaced with the actual page number when you print the chart

Date

Date shows the system time when you created the file or the current date.

Date format

Use the box to select a different date format, if you want.

Update Date and Time

You can click Update Date and Time in the associated information area to match the date and time master items with the current system date and time.

Time

Time shows the system time when you created the file or the current time. When Time is the current master item in the Format Chart dialog box, the time format is displayed in the associated information area. You can click Update Date and Time in the associated information area to match the Date and Time master items with the current system date and time.

Tips

- You can change the date and time formats in the Master Items dialog box to different standards by changing the international settings in the Control Panel. The new standards are reflected immediately FlowCharter.

Text 1 and Text 2

Text 1 and Text 2 display text on the first page or on each page of a chart. You can use these boxes to add information about a chart. For example, you could show the name of the creator and the purpose of the chart. To change the text, type the text you want in the box.

Tip

- Use the Text 1 and Text 2 boxes to add a header and footer to the chart pages. Type text in the boxes and choose the All Pages option. In the chart, move the text items to the top and bottom, respectively, of the first chart page. The items appear at the top and bottom of each chart page.

Logo

Logo lets you use any bitmap (.BMP) file as your logo.

LogoPathname

If there is no current logo, you can click Logo to import a logo into a chart. The Logo dialog box opens. The logo you import is saved in the chart file. You can display and hide the logo after you import it.

All Pages or First Page Only

You can specify whether you want to display the master items on all pages or the first page only.

Tip

- You can use the Search feature to search for any text in the master items. You cannot, however, replace text in the master items.

{button Related Topics,PI(``,`IDH_RT_Master_Items')}

To define master items
Format menu

To define master items
To display or hide page numbers
To display or hide the chart date and time of creation
To display or hide the chart filename and path
To add a logo to a chart

Range Property
ShowAll Method
HideAll Method
PageNumberShown Property

DateShown Property
DateStyle Property
UpdateDateAndTime Method
TimeShown Property

Text1Shown Property
Text2Shown Property
LogoShown Property
LogoPathname_Property

Export Overview

{button Tell me how. . .,PI(`',`IDH_HT_Export_Overview')}

The Export command on the File menu lets you export a chart or selected items in a chart to files in a variety of formats that you can use in word processing, presentation, and other software programs.

When you choose the Export command, the Export Chart dialog box opens. This dialog box lets you choose the file type, name the exported chart file, and select the drive and directory in which you want to store it.

{button Related Topics,PI(`',`IDH_RT_Export_Overview')}

To export a chart

Export command

Spell Checking

{button Tell me how . . .,PI(`',`IDH_HT_Spell_Checking')}

The program checks spelling by comparing words in your document with words in a dictionary. The default dictionary is a file containing thousands of words. If a word is found that is not in the dictionary, the word is considered a possible misspelling. You can:

- Define user dictionaries for special purposes.
- Specify the program to ignore words with numbers during spell checking.

A list of words displays similar to the misspelled word from the currently used dictionary. You can select one of the words, type the correct spelling yourself, ignore the word, or add the "misspelled" word to the user dictionary.

{button Related Topics,PI(`',`IDH_RT_Spellingprefs')}

To choose spelling options

Tools menu

To choose spelling options

To define master items

1 On the Format menu, click Chart Properties.

2 If necessary, click the Master Items tab.

3 In the box, select the master items you want.

4 Click to select whether you want to display the master items on all pages or only on the first page of the chart.

5 Click OK.

Tips

- Double-click a master item in a chart to open the Master Items dialog box.
- After master items are in the chart, you can select and move them individually with the mouse.

{button Related Topics,PI(``,`IDH_RT_To_define_Master_Items')}

Master Items

Format menu

To move master items

1 Click the Selector tool.

- Selector tool

2 Select the master item on the first page you want to move. (To select more than one item, press and hold shift as you select the items.)

3 Press and hold the left mouse button, and drag the item where you want it.

4 Release the mouse button.

Note

- When you move an item on the first page, the corresponding items on other pages move to the same relative position if master items appear on all chart pages.

{button Related Topics,PI(``,`IDH_RT_To_move_Master_Items')}

Master Items
To define Master items
Format menu

To protect a chart

1 On the Tools menu, click Protect Chart .

2 Type a password. Press tab.

3 Type the password again, exactly as before.

4 Click OK.

Note

- If you open a chart that is protected, you receive a message reminding you that you have to enter the password before you can make changes to it.

{button Related Topics,PI(``,`IDH_RT_To_protect_a_chart')}

To unprotect a chart
Protect Chart command
Protecting charts

To unprotect a chart

1 On the Tools menu, click Unprotect Chart .

2 Type the correct password.

3 Click OK.

Note

- If you enter the wrong password, a message displays telling you that the password is incorrect. Click OK and enter the correct password. Click Cancel in the Unprotect Chart dialog box if you do not know the password. You can change the chart after you enter the correct password.

{button Related Topics,PI(`',`IDH_RT_To_remove_chart_protection')}

To protect a chart
Protect Chart command
Protecting charts

To choose spelling options

1 On the Tools menu, click Options .

2 Click the Spelling tab.

3 Type the path and file name of the dictionary to be used for spell checking.

4 To ignore words with numbers, click Ignore Words with Numbers.

5 Click OK.

{button Related Topics,PI(`',`IDH_RT_To_choose_spelling_options')}

Spell Checking
Spelling command
Options command (Tools menu)
To check spelling
Tools menu

To check spelling

1 Select the elements you want to spell check. (The entire chart is spell checked if no elements are selected.)

2 On the Tools menu, click Spelling.

Possibly misspelled words are displayed in the Not in Dictionary box in the dialog box. A suggested replacement is shown in the Change To box.

3 You may type in a replacement or choose another replacement from the list, if you wish.

4 To correct the word, click Change or Change All.

5 If the word is not misspelled, click Add to add the word to the user dictionary and continue, or click Ignore or Ignore All to ignore the word or every instance of the word, respectively.

{button Related Topics,PI(`',`IDH_RT_To_check_spelling')}

Spell Checking
Spelling command
Options command (Tools menu)
To choose spelling options
Tools menu

To export a chart

1 Open the chart you want to export.

2 On the File menu, click Export.

3 Enter a new name for the chart.

4 In the Save as type list, click the type of file you want to create.

5 Click Save.

{button Related Topics,PI(`',`IDH_RT_To_export_a_chart')}

Export Overview
File menu

To display or hide page numbers

1 On the Format menu, click Chart Properties.

2 If necessary, click the Master Items tab.

3 Clear the Page Number check box.

4 Click OK.

{button Related Topics,PI(`',`IDH_RT_displayhide_page_numbers')}

To define master items
To move page numbers
To move master items
Master Items
Format menu

To move page numbers

1 Click the Selector tool.

Selector tool

2 Select the page number master item on the first page you want to move. (To select more than one item, press and hold shift as you select the items.)

3 Press and hold the left mouse button, and drag the item where you want it.

4 Release the mouse button.

{button Related Topics,PI(`',`IDH_RT_move_page_numbers')}

To define master items
To move master items
To display or hide page numbers
Master Items

To display or hide the chart date and time of creation

1 On the Format menu, click Chart Properties.

2 If necessary, click the Master Items tab.

3 Clear Date check box and the Time check box.

4 Click OK.

{button Related Topics,PI(`',`IDH_RT_displayhide_chart_datetime')}

To define master items
To move master items
Master Items
Format menu

To add a logo to a chart

1 On the Format menu, click Chart Properties.

2 If necessary, click the Master Items tab.

3 Select the Logo master item check box.

4 If there is no current logo, you can click the Logo button to import a logo into a chart. The Logo dialog box opens.

5 Click the file with the logo you want to use.

6 Click Open.

Tip

- The logo you import is saved in the chart file. You can display and hide the logo after you import it.

{button Related Topics,PI(``,`IDH_RT_add_logo_to_a_chart')}

To define master items
To move master items
Master Items
Format menu

To display or hide the chart filename and path

1 On the Format menu, click Chart Properties.

2 If necessary, click the Master Items tab.

3 Clear Chart Name check box.

4 Click OK.

{button Related Topics,PI(`',`IDH_RT_displayhide_chart_filename_path')}

To define master items
To move master items
Master Items
Format menu

To change the appearance of your page

1 Click the Selector tool.

Selector tool

2 To move a master item, select the master item on the first page you want to move. (To select more than one item, press and hold shift as you select the items.)

3 Press and hold the left mouse button, and drag the item where you want it.

4 Release the mouse button.

5 To hide a master item that is displayed, double-click that master item with the Selector tool.

6 Clear the item from the Master Items tab, and click OK.

7 To display a master item or change text, on the Format menu, click Chart Properties.

8 If necessary, click the Master Items tab.

9 Select the item to display.

10 Click OK.

{button Related Topics,PI(``,`IDH_RT_to_change_the_appearance_of_page')}

To define master items
To move master items
To display or hide page numbers
To add a logo to a chart

To display or hide the chart filename and path
To display or hide the chart date and time of creation
Master Items
Format menu

To automatically lay out a chart

1 On the Format menu, click Chart Properties.

2 If necessary, click the Master Items tab.

3 Select all master items you want on the page.

4 Click OK.

{button Related Topics,PI(`',`IDH_RT_To_automatically_layout_chart')}

To define master items
Master Items
Format menu

To set up a header

1 On the Format menu, click Chart Properties.

2 If necessary, click the Master Items tab, and select all master items you want in the header.

3 Click OK.

4 Using the Selector tool, arrange the master items as you want them to appear on your chart's header.

{button Related Topics,PI(`',`IDH_RT_To_set_up_header')}

To define master items
To move master items
To set up a header

Master Items
Format menu

To set up a footer

1 On the Format menu, click Chart Properties.

2 If necessary, click the Master Items tab, and select the Page Number check box.

3 Select the All Pages radio button.

4 Click OK.

{button Related Topics,PI(`',`IDH_RT_To_set_up_footer')}

To define master items
To display or hide page numbers
To set up a header

Master Items
Format menu

Data toolbar

{button Tell me how . . .,PI(`',`IDH_HT_Data_Toolbar')}

Insert Data Fields button	Enters data into data fields.
Data Fields Options button	Lets you set up the placement and styles for your data fields in relation to your shapes.
Input Report button	Generates a report that lists the chart's shapes, each followed by the lines coming into them.
Output Report button	Generates a report that lists the chart's shapes, each followed by the lines leaving them.
Metrics Report button	Generates a report that lists the chart's shapes and other elements, followed by all the lines for the chart.
Update Data Fields button	Lets you automatically update linked field data.
Field Viewer button	Lets you enter data for the selected shape into the Field Viewer dialog box.
Insert Legend button	Hides or shows a chart legend.
Import Data button	Lets you import data to your active worksheet.

{button Related Topics,PI(`',`IDH_RT_Data_toolbar')}

Insert Data Fields button
Data Field Options button

Input Report button
Output Report button
Metrics Report button

Update Data Fields button
Field Viewer button
Insert Legend button
Import Data button

To dock toolbars
To hide toolbars

Insert Data Fields button

You can attach fields to shapes so that you can associate data with them. Before you can attach fields to a shape, you must set up the fields. The table of fields includes field names, field type, field format, an accumulation method (formula), and an option to show or hide the field descriptions in the chart.

The field descriptions apply to all shapes in a chart. Therefore, any changes you make to the field description table will be applied to all the shapes that have fields attached. The Setup Fields command is on the Insert menu.

{button Related Topics,PI(``,`IDH_RT_Setup_Fields_button')}

To set up a data field

To delete a field

To display shape data

To format fields

To rearrange the order of fields

To save a report to a file

Lets you attach fields to shapes so that you can associate data with them.

Data Field Options button

Lets you specify where to place the data in respect to the shape and how you want the data to look.

{button Related Topics,PI(``,`IDH_RT_Data_Field_Options_button')}

To format fields

Lets you specify where to place the data and how the data will look.

Input Report button

The Input Report button generates a report that lists the chart’s shapes, each followed by the lines coming into them. This type of report is commonly used to find redundant activities.

{button Related Topics,PI(`',`IDH_RT_Input_Report_button')}

To print data
To save a report to a file
Reporting Field Data

Generates a report that lists the chart’s shapes, each followed by the lines coming into them. This type of report is commonly used to find redundant activities.

Output Report button

The Output Report button generates a report that lists the chart’s shapes, each followed by the lines leaving them. This type of report is commonly used to find unused activities.

{button Related Topics,PI(`',`IDH_RT_Output_Report_button')}

To print data
To save a report to a file
Reporting Field Data

Generates a report that lists the chart’s shapes, each followed by the lines leaving them. This type of report is commonly used to find unused activities.

Metrics Report button

The Metrics command on the Report submenu generates a report that lists the chart’s shapes and other elements, followed by all the lines for the chart. This report is commonly used to find total cycle times.

{button Related Topics,PI(`',`IDH_RT_Metrics_button')}

To print data
To save a report to a file
Reporting Field Data

Generates a report that lists the chart’s shapes and other elements, followed by all the lines for the chart. This report is commonly used to find total cycle times.

Update Data Fields button

- The Update Data Fields button lets you automatically update linked field data. If there are no linked fields in your chart, this command is gray.

Note

- If a chart has linked data fields, the data fields are automatically updated when you open the chart.

{button Related Topics,PI(``,`IDH_RT_Update_button')}

To update field data

Automatically updates linked field data. If there are no linked fields in your chart, this command is gray.

Note

- If a chart has linked data fields, the data fields are automatically updated when you open the chart.

Field Viewer button

- The Field Viewer button opens the Field Viewer dialog box, where you can enter data into the chart’s fields.

{button Related Topics,PI(`',`IDH_RT_Viewer_button')}

To show the Field Viewer

To hide the Field Viewer

Opens the Field Viewer dialog box.

Insert Legend button

The Legend is a special shape, which reports the totals of the fields within the bounds of the shape. The reported totals reflect the current state of the fields in the chart and update automatically when any field changes. As with other shapes, the "totals" in this shape are shown in the same font and style as other field data.

Note

- This button only displays or hides the legend. It does not display or hide the legend for an SPC chart. To display or hide an SPC chart’s legend, activate the SPC chart by double-clicking on it. On the Insert menu, click Legend. An SPC chart’s legend identifies the different elements of the SPC chart.

{button Related Topics,PI(`',`IDH_RT_Legend_button')}

To display or hide the legend

Displays or hides the legend. The legend reports the totals of the fields.

Import Data button

- The Import Data button imports data into your active worksheet. The Import Data button opens the Data Import wizard.

{button Related Topics,PI(`',`IDH_RT_Get_Data_button')}

Worksheet command
Import Data command
View menu
Tools menu

Imports data into your active worksheet by opening the Data Import wizard.

Toolbox toolbar

{button Tell me how . . .,PI(`',`IDH_HT_Toolbox')}

The Toolbox toolbar gives you easy access to the tools you use most to create and change charts.

Click an icon below to read more information about the tool.

Selector tool	Selects, moves, and resizes objects in a chart.
Rotate tool	Rotates objects in a chart.
Edit tool	Resizes and reshapes objects in a chart.
Shape tool	Places shapes in a chart and selects shape attributes and properties.
Connector Lines tool	Connects shapes with different types of lines. Choose from Direct, Right Angle, Curved, Org Chart, and Cause and Effect lines.
Text tool	Enters and changes text.
Renumber tool	Renumbers shapes.
Draw tool	Draws freehand lines and shapes in your chart.

{button Related Topics,PI(`',`IDH_RT_TOOLBOX')}

To dock toolbars
To hide toolbars
To place a connected shape
To draw an unconnected line

To create a text block
To renumber shapes manually
To view a particular area of a chart
To choose line routing type

Selector tool
Rotate tool
Edit tool
Shape tool

Connector Lines tool
Text tool
Renumber tool
Draw tool

Selector tool

- The Selector tool selects and resizes objects in a chart.

{button Related Topics,PI(``,`IDH_RT_OBJSEL')}

Toolbox toolbar
Placing Shapes in a Chart

Selects and resizes objects in a chart.

Rotate tool

The Rotate tool rotates objects in a chart.

{button Related Topics,PI(``,`IDH_RT_TB_Rotate')}

To rotate an object

Toolbox toolbar

Rotates objects in a chart.

Edit tool

- The Edit tool resizes and reshapes objects in a chart.

{button Related Topics,PI(``,`IDH_RT_EDITTOOL')}

To resize and reshape shapes
Toolbox toolbar

Changes objects, connect points, and text layout in a chart.

To resize and reshape objects

1 Click the Selector tool, and select the object you want to resize or reshape.

-

  Selector tool

2 Click the Edit tool.

-

  Edit tool

3 Click Shape.

4 Click a handle on the shape, and move the cursor in the direction you want to resize or reshape.

5 When you are finished, click the Selector tool.

{button Related Topics,PI(`',`IDH_RT_To_resize_and_reshape_shapes')}

Edit tool

Toolbox toolbar

Shape tool

- The Shape tool places shapes in a chart.

You can use different shapes to represent steps, documents, events, and other information in charts.

{button Related Topics,PI(`',`IDH_RT_SHAPETOOL')}

Toolbox toolbar
Determining the Way Shapes Look
Choosing Shape Styles That Enhance Your Chart
Placing Shapes in a Chart
Preset Shape Styles

Places shapes in a chart.

Connector Lines tool

- The Connector Lines tool connects shapes with different types of lines and to create org charts and cause-and-effect charts.

You can use lines to show data and sequence flows and control transfers in charts.

Arrows and other line end styles can represent the direction of data flow, as well as transitions and relationships between steps. When you connect shapes with a line and then move the shapes, the line stays attached to the shapes.

You can also adds text to lines. You can use text to identify the relationship between steps or simply to label the lines.

{button Related Topics,PI(`',`IDH_RT_LINETOOL')}

Toolbox toolbar

To choose line routing types

Direct Line tool

Right Angle Line tool

Curved Line tool

Org Line tool

Cause and Effect tool

Connects shapes with different types of lines and create org charts and cause-and-effect charts.

Text tool

- The Text tool types text blocks, types text on lines, and changes text. (It is not necessary to select the Text tool to add text to a selected shape.)

{button Related Topics,PI(`',`IDH_RT_TEXTTOOL')}

Toolbox toolbar
Creating Text Blocks
Determining the Way Text Looks

Types text blocks, types text on lines, and changes text. (It is not necessary to select the Text tool to add text to a selected shape.)

Renumber tool

- The Renumber tool numbers and renumbers shapes.

When you choose the Renumber tool, the cursor becomes a numbering wand and numbers shapes in the sequence that you choose them.

{button Related Topics,PI(`',`IDH_RT_NUMBERTOOL')}

Toolbox toolbar

Shape Numbers Overview

Numbers and renumbers shapes.

When you choose the Renumber tool, the cursor becomes a numbering wand and numbers shapes in the sequence that you choose them.

Draw tool

- The Draw tool draws freehand lines and shapes in your chart.

The Draw tool provides the following freehand lines and shapes for you to draw with:

- Square
- Rounded square
- Rectangle
- Rounded rectangle
- Circle
- Ellipse
- Polygon
- Smoothed polygon
- Jointed Line
- Curved Line

{button Related Topics,PI(``,`IDH_RT_DrawTool')}

Drawing Basics
Drawing Lines
Drawing Shapes
Toolbox toolbar

Draws freehand lines and shapes in your chart.

Draws a square

Draws a square with rounded corners

Draws a rectangle

Draws a rectangle with rounded corners

Draws a circle

Draws an ellipse

Draws an irregular polygon

IDH_CSH_Smoothed_polygon_tool_on_Draw_toolboxDraws an irregular polygon with smoothed corners

Draws shapes made of connected line segments

IDH_CSH_Curved_Line_tool_on_Draw_toolboxDraws shapes made of curved lines

Direct Line tool

- The Direct Line draws direct (straight) lines in a chart, allowing you to draw a horizontal, vertical, or diagonal line from one shape to another. You also can use the Direct Line tool to create multisegment lines.

{button Related Topics,PI(`',`IDH_RT_LINE')}

Toolbox toolbar

Connector Lines tool

To choose line routing type

To connect two shapes with a multisegment line

Draws direct (straight) lines in a chart, allowing you to draw a horizontal, vertical, or diagonal line from one shape to another. You also can use the Direct Line tool to create multisegment lines.

Curved Line tool

The Curved Line draws curved lines in a chart.

Some data-flow charts use curved lines to connect shapes.

{button Related Topics,PI(`',`IDH_RT_CURVEDLINE')}

Toolbox toolbar

Connector Lines tool

To choose line routing type

To connect two shapes with a multisegment line

Draws curved lines in a chart.

Right Angle Line tool

The Right Angle Line draws multisegment, right-angle lines.

Right-angle lines often are used because they fit easily between rows and columns of shapes, whereas direct and curved lines may pass through unrelated shapes.

{button Related Topics,PI(`',`IDH_RT_RIGHTLINE')}

Toolbox toolbar

Connector Lines tool

To choose line routing type

To connect two shapes with a multisegment line

Direct Line - draws direct (straight) lines in a chart, allowing you to draw a horizontal, vertical, or diagonal line from one shape to another. You also can use Direct Lines to create multisegment lines.

Right Angle Line - draws multisegment, right-angle lines.

Curved Line - draws curved lines in a chart.

Org Line - automatically draws a three-segment line.

Cause and Effect Line- draws cause-and-effect charts (also called Ishikawa or fishbone charts).

Org Line tool

The Org Line draws organization charts. This line type automatically draws a three-segment line. When multiple lines exit a shape at the same connect point, the second segments always align. Dragging the handle on any of the second segments drags all of them.

Organization lines can exit a shape in any direction; therefore, you can create family trees, reverse hierarchies, and tree charts in any direction.

{button Related Topics,PI(``,`IDH_RT_ORGLINE')}

Toolbox toolbar
Connector Lines tool
To choose line routing type
To create an organization chart

Automatically draws a three-segment line.

Cause and Effect Line tool

- Cause and Effect draws cause-and-effect charts (also called Ishikawa or fishbone charts).

This tool automatically draws cause and sub-cause lines that are constrained to a 15-degree angle. Lines can be snapped to shapes. Sub-cause lines (also called factor lines) can be snapped to cause lines.

Tips

- To release the 15-degree increment constraint, press the **Ctrl** key.
- Several levels of sub-cause lines can be added to the chart.
- Each cause-and-effect line has a text block automatically attached to its end.

{button Related Topics,PI(``,`IDH_RT_CAUSELINE')}

Connector Lines tool
To choose line routing type
To create a cause-and-effect chart from the template

Draws cause-and-effect charts (also called Ishikawa or fishbone charts).

Formatting toolbar

{button Tell me how . . .,PI(`',`IDH_HT_Formatting_Toolbar')}

The Formatting toolbar gives you easy access to the formatting options you use most to define the way text, lines, and shapes look in your charts. Additional formatting options can be accessed from the Format menu.

Click an icon below to read more information about the tool.

	Font name box	Displays and change the font name.
	Font size box	Displays and changes the font size.
	Bold button	Specifies text as bold.
	Italic button	Specifies text as italic.
	Underline button	Specifies text as underline.
	Vertical Align button	Aligns text vertically.
	Horizontal Align button	Aligns text horizontally.
	Text Color button	Changes the text color.
	Fill Color button	Changes the fill color for shapes.
	Line Color button	Changes the color for lines.
	Line Style button	Changes the style (solid, dashed, dotted) for lines and shape borders.
	Line Weight button	Changes the weight for lines and for shape borders.
	Arrowheads button	Selects arrowhead styles.
	Crossovers button	Selects the crossover style.
	Filled Line button	Changes the line to an outline appearance.
	Shadow button	Selects whether or not you want a shadow.
	3D button	Selects whether or not you want the selection to be 3D.

{button Related Topics,PI(`',`IDH_RT_TB_Formatting')}

To dock toolbars
To hide toolbars
To create a floating palette

Format menu
Font name box
Font size box

Bold button
Italic button
Underline button
Vertical Align button
Horizontal Align button

Text Color button
Fill Color button
Line Color button
Line Style button

Line Weight button
Arrowheads button
Crossovers button
Filled Line button

Shadow button
3D button

Contains tools that let you format text, lines, and shapes.

To display the Formatting toolbar, click Toolbars on the View menu, and then click Formatting.

Font Name box

- The Font Name box displays and changes the name of the current font or the font of the text that contains the text cursor.

Tip

- You also can use the commands on the Format menu to specify formats.

{button Related Topics,PI(`',`IDH_RT_TB_Formatting_FontName')}

Formatting toolbar
To change the way existing text looks
To choose text styles for new text

Displays and changes the name of the current font or the font of the text that contains the text cursor.

Font Size box

- The Font Size box shows the current point size or the point size of the text that contains the text cursor and allows you to change it.

Tip

- You also can use the commands on the Format menu to specify formats.

{button Related Topics,PI(`',`IDH_RT_TB_Formatting_FontSize')}

Shows the current point size or the point size of the text that contains the text cursor and allows you to change it.

Formatting toolbar
To change the way existing text looks
To choose text styles for new text

Bold button

- The Bold button turns text bold (or removes bold, if it is already bold).

Tip

- You also can use the commands on the Format menu to specify formats.

{button Related Topics,PI(`',`IDH_RT_TB_Formatting_Bold')}

Formatting toolbar
To change the way existing text looks
To choose text styles for new text

Changes text to bold (or remove bold, if it is already bold).

Italic button

- The Italic text style button turns text italic (or removes italic, if it is already italic).

Tip

- You also can use the commands on the Format menu to specify formats.

{button Related Topics,PI(`',`IDH_RT_TB_Formatting_Italic')}

Formatting toolbar
To change the way existing text looks
To choose text styles for new text

Changes to text to italic style (or removes italic, if it is already italic).

Underline button

- The Underline text style button underlines text (or removes underline, if it is already underlined).

Tip

- You also can use the commands on the Format menu to specify formats.

{button Related Topics,PI(`',`IDH_RT_TB_Formatting_Underline')}

Formatting toolbar
To change the way existing text looks
To choose text styles for new text

Underlines text (or removes underline, if it is already underlined).

Vertical Align button

- The Vertical Align button specifies Top, Middle, or Bottom alignment. Click the button and then choose from the menu.

Tips

- You also can use the commands on the Format menu to specify formats.
- There are also shortcut keys for aligning shapes: Top (**Alt+4**), Middle (**Alt+6**), Bottom (**Alt+8**).

{button Related Topics,PI(`',`IDH_RT_TB_Formatting_VerticalAlign')}

Formatting toolbar
To change the way existing text looks
To choose text styles for new text

Specifies the selected object(s) to have top, middle, or bottom alignment.

Horizontal Align button

- The Horizontal Align button specifies Left, Center, or Right alignment. Click the button and then choose from the menu.

Tips

- You also can use the commands on the Format menu to specify formats.
- There are also shortcut keys for aligning shapes: Left (**Alt+3**), Center (**Alt+5**), Right (**Alt+7**).

{button Related Topics,PI(`',`IDH_RT_TB_Formatting_HorizontalAlign')}

Formatting toolbar
To change the way existing text looks
To choose text styles for new text

Specifies the selected object(s) to have left, center, or right alignment.

Text Color button

- The Text Color button applies color to text.

When you click the down arrow next to the button, a palette of colors opens. If you click a color, it will be applied to the next shape or currently selected shapes. To set a custom color, click More Colors, and the Color dialog box opens.

Tip

- You also can use the commands on the Format menu to specify text colors.

{button Related Topics,PI(``,`IDH_RT_TB_Formatting_TextColor')}

Formatting toolbar
To change the way existing text looks
To choose text styles for new text

Applies color to text.

Fill Color button

- The Fill Color button specifies the color for a shape.

When you click the down arrow next to the button, a palette of colors opens. If you click a color, it will be applied to the next shape or currently selected shapes. To set a custom color, click More Colors, and the Color dialog box opens.

Tip

- You also can use the commands on the Format menu to specify fill colors.

{button Related Topics,PI(``,`IDH_RT_TB_Formatting_FillColor')}

Formatting toolbar

To change the way existing shapes look

To change the properties for new shapes

Specifies a color for a shape.

Line Color button

- The Line Color button applies color to lines, line endings, and shape borders.

When you click the Line Color button, the color palette opens for you to select a color. To set a custom color, click More Colors, and the Color dialog box opens.

Tip

- You also can use the commands on the Format menu to specify line colors.

{button Related Topics,PI(`',`IDH_RT_TB_Formatting_LineColor')}

Specifies a color for selected lines, line endings, and shape borders.

Formatting toolbar

To change the way existing lines look

To choose line styles for new lines

To change the way existing shapes look

To change the properties for new shapes

Line Style button

- The Line Style button lets you select from several line styles, such as solid and dotted, which are also used to define the border styles for shapes.

When you click the Line Style button, the Line Style menu opens. The menu contains the line style options for lines.

Tip

- You also can use the commands on the Format menu to specify line styles.

{button Related Topics,PI(`',`IDH_RT_TB_Formatting_LineStyle')}

Formatting toolbar
To change the way existing lines look
To choose line styles for new lines
To change the way existing shapes look

To change the properties for new shapes

Specifies a line style, such as solid and dotted.

Line Weight button

- The Line Weight button selects the weight of lines. Click the button and then use the arrows to adjust the weight.

It is also used to set the border weight for shapes.

Tips

- You also can use the commands on the Format menu to specify line weight.
- You cannot change the weight on dashed and dotted lines and borders.

{button Related Topics,PI(`',`IDH_RT_TB_Formatting_LineThickness')}

Formatting toolbar
To change the way existing lines look
To choose line styles for new lines
To change the way existing shapes look

To change the properties for new shapes

Selects the weight of lines and shape borders.

Arrowheads button

- The Arrowheads button lets you select the arrowhead styles for the selected line.

When you click the button, a list of the most commonly used arrowheads opens. For a wider selection of arrowhead styles, click More at the bottom of the list.

Tip

- You also can use the commands on the Format menu to specify arrowhead (Ends).

{button Related Topics,PI(`',`IDH_RT_TB_Formatting_Arrowheads')}

Formatting toolbar

To change the way existing lines look

To choose line styles for new lines

Selects the arrowheads style for the selected line.

Crossovers button

- The Crossovers button lets you change the crossover style for the currently selected line.

To change the crossover style for the entire chart, use the Crossovers option on the Format menu.

Tip

- You also can use the commands on the Format menu to specify crossovers.

{button Related Topics,PI(`',`IDH_RT_TB_Formatting_Crossovers')}

Formatting toolbar

To change the way existing lines look

To choose line styles for new lines

Changes the crossover style for the currently selected line.

Filled Line button

- The Filled Line button lets you change the selected line style to an outline appearance.

To change the filled line style for the entire chart, use the Filled Line option on the Format Object dialog box - Line tab.

Tip

- You also can use the commands on the Format menu to specify styles for filled lines.

{button Related Topics,PI(`',`IDH_RT_TB_Formatting_FilledLines')}

Formatting toolbar

To change the way existing lines look

To choose line styles for new lines

Changes the selected line style to an outline appearance.

Shadow button

- The Shadow button selects a drop shadow for the current shape.

When you click the Shadow button, the Shadow menu opens.

Tip

- You also can use the commands on the Format menu to specify shadows.

{button Related Topics,PI(`',`IDH_RT_TB_Formatting_Shadow')}

Formatting toolbar

To change the way existing shapes look

To change the properties for new shapes

Selects a drop shadow for the current shape.

3D button

- The 3D button selects a 3D effect for the current shape.

When you click the 3D button, the 3D menu of styles opens.

Tip

- You also can use the Effects command on the Format menu to specify 3D effects.

{button Related Topics,PI(``,`IDH_RT_TB_Formatting_3D')}

Formatting toolbar
To change the properties of an existing shape
To change the properties for new shapes

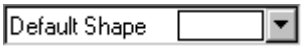
Selects a 3D effect for the current shape.

Preset Styles toolbar

{button Tell me how . . .,PI(`',`IDH_HT_PresetStyles_Toolbar')}

The Preset Styles toolbar stores and accesses the styles that you use most frequently for text, shapes, and lines.

Click an icon below to read more information about the tool.

	Shape Style box	Contains the list of current preset styles.
	Add Shape Style button	Adds a preset style to the list.
	Edit Shape Styles button	Renames or removes a preset style.
	Line Style box	Contains the list of current preset styles.
	Add Line Style button	Adds a preset style to the list.
	Edit Line Styles button	Renames or removes a preset style.
	Text Style box	Contains the list of current preset styles.
	Add Text Style button	Adds a preset style to the list.
	Edit Text Styles button	Renames or removes a preset style.

{button Related Topics,PI(`',`IDH_RT_TB_PresetStyles')}

To dock toolbars
To hide toolbars

Preset Shape Styles
Preset Line Styles
Preset Text Styles
Formatting toolbar

Shape Style box
Add Shape Style button
Edit Shape Styles button
Line Style box

Add Line Style button
Edit Line Styles button
Text Style box
Add Text Style button

Edit Text Styles button

Creates and uses preset styles for text, lines, and shapes.

Shape Style box

- The Shape Style box shows the current styles for shapes, including the border and shadow style and width, fill pattern, and color. The styles are applied to the next shape you place in your chart.

When you click the down arrow, the Shape Style list opens. Use this list to choose styles you have saved and want to apply to new or existing shapes.

{button Related Topics,PI(`',`IDH_RT_TB_PresetStyles_ShapeList')}

Preset Shape Styles
Add Shape Style button
Edit Shape Styles button

To add a preset shape style
To delete a preset shape style
To rename a preset shape style

Shows the current styles for shapes, including the border and shadow style and width, fill pattern, and color. The styles are applied to the next shape you place in your chart.

Add Shape Style button

- The Add Shape Style button adds the current shape style to the Shape Style list.

{button Related Topics,PI(`',`IDH_RT_TB_PresetStyles_ShapeAdd')}

Preset Shape Styles
Shape styles box
Edit Shape Styles button

To add a preset shape style
To delete a preset shape style
To rename a preset shape style

Adds the current shape styles to the Shape Style list.

Edit Shape Styles button

- The Edit Shape Styles button renames or removes the selected item from the Shape Style list.

{button Related Topics,PI(`',`IDH_RT_TB_PresetStyles_ShapeEdit')}

Preset Shape Styles
Shape styles box
Add Shape Style button

To add a preset shape style
To delete a preset shape style
To rename a preset shape style

Opens a dialog box that renames or removes an item from the Shape Style list.

Line Styles box

- The Line Styles box shows the current styles for lines, including the line and arrow styles, widths, and colors. The styles are applied to the next line you draw.

When you click the down arrow, the Line Style list opens. Use this list to choose styles you have saved and want to apply to new or existing lines.

{button Related Topics,PI(`',`IDH_RT_TB_PresetStyles_LineList')}

Preset Line Styles
Add Line Style button
Edit Line Styles button

To add a preset line style
To delete a preset line style
To rename a preset line style

Shows the current styles for lines, including the line and arrow styles, widths, and colors. The styles are applied to the next line you draw.

Add Line Style button

- The Add Line Style button adds the current line style to the Line Style list.

{button Related Topics,PI(`',`IDH_RT_TB_PresetStyles_LineAdd')}

Preset Line Styles
Line styles box
Edit Line Styles button

To add a preset line style
To delete a preset line style
To rename a preset line style

Adds the current line styles to the Line Style list.

Edit Line Styles button

- The Edit Line Styles button renames or removes the selected item from the Line Style list.

{button Related Topics,PI(`',`IDH_RT_TB_PresetStyles_LineEdit')}

Preset Line Styles
Line styles box
Add Line Style button

To add a preset line style
To delete a preset line style
To rename a preset line style

Opens a dialog box that renames or removes a style from the Line Style list.

Text Style box

- The Text Style box shows the current styles for text, including the font, size, style, and color. The styles are applied to the next character you type.

  When you click the down arrow, the Text Style list opens. Use this list to choose styles you have saved and want to apply to new or existing text.

{button Related Topics,PI(`',`IDH_RT_TB_PresetStyles_TextList')}

Preset Text Styles
Add Text Style button
Edit Text Styles button

To add a preset text style
To delete a preset text style
To rename a preset text style

Shows the current styles for text, including the font, size, style, and color. The styles are applied to the next character you type.

When you click the down arrow, the Text Style list opens. Use this list to choose styles you have saved and want to apply to new or existing text.

Add Text Style button

- The Add Text Style button adds the current text style to the Text Style box.

{button Related Topics,PI(`',`IDH_RT_TB_PresetStyles_TextAdd')}

Preset Text Styles
Text styles box
Edit Text Styles button

To add a preset text style
To delete a preset text style
To rename a preset text style

Adds the current text styles to the Text Style list.

Edit Text Styles button

The Edit Text Styles button renames or removes the selected item from the Text Style list.

{button Related Topics,PI(`',`IDH_RT_TB_PresetStyles_TextEdit')}

Preset Text Styles
Text styles box
Add Text Style button

To add a preset text style
To delete a preset text style
To rename a preset text style

Opens a dialog box that renames or removes an item from the Text Style list.

Edit Styles dialog box - Shape Styles tab

The Edit Styles dialog box - Shape Styles tab manages the list of preset shape styles by removing unwanted items and assigning meaningful names to the styles.

{button Related Topics,PI(`',`IDH_RT_DB_EditStyles_ShapeStyles')}

To delete a preset shape style
To rename a preset shape style

Shows the available styles.

Removes the highlighted style from the list.

Assigns a meaningful name to a style, such as “red - priority.”

Edit Styles dialog box - Line Styles tab

The Edit Styles dialog box - Line Styles tab manages the list of preset line styles by removing unwanted items and assigning meaningful names to the styles.

Tip

- You cannot change the line settings of a preset style. If you want to change a preset style, delete the old preset style and create a new one with the same name.

{button Related Topics,PI(``,`IDH_RT_DB_EditStyles_LineStyles')}

To delete a preset line style
To rename a preset line style

Shows the available line styles.

Removes the highlighted line style from the list of preset styles.

Assigns a meaningful name to a line style, such as “green dashed - outside vendor.”

Edit Styles dialog Box - Text Styles tab

The Edit Styles dialog Box - Text Styles tab manages the list of preset text styles by removing unwanted items and assigning meaningful names to the styles.

{button Related Topics,PI(``,`IDH_RT_DB_EditStyles_TextStyles')}

To delete a preset text style
To rename a preset text style

Shows the available text styles.

Removes the highlighted text style from the list of preset styles.

Assigns a name to a text style, such as “Arial 15 pt, blue.”

Arrange toolbar

{button Tell Me how . . .,PI(`',`IDH_HT_Arrange_Toolbar')}

The Arrange toolbar gives you easy access to the buttons that help you arrange the shapes on your charts. These actions are also accessible from the Arrange menu.

Click an icon below to read more information about the tool.

	Bring to Front	Brings the selected objects to the front.
	Send to Back	Sends the selected objects to the back.
	Bring Forward	Brings the selected object one place forward.
	Send Backward	Sends the selected object one place backward.
	Rotate Right	Rotates the selected objects 90 degrees to the right.
	Rotate Left	Rotates the selected objects 90 degrees to the left.
	Flip Horizontal	Flips the selected objects horizontally.
	Flip Vertical	Flips the selected objects vertically.
	Replace Shape	Replaces the selected shapes with the current shape from the Shape palette.
	Fit to Text	Resizes shapes and text blocks to fit the text.
	Align Left	Aligns the selected shapes vertically along their left edges.
	Align Center	Aligns the selected shapes vertically along their centers.
	Align Right	Aligns the selected shapes vertically along their right edges.
	Align Top	Aligns the selected shapes horizontally along their top edges.
	Align Middle	Aligns the selected shapes horizontally along their middles.
	Align Bottom	Aligns the selected shapes horizontally along their bottom edges.
	Make Same Size, Width	Makes the selected shapes the same width.
	Make Same Size, Height	Makes the selected shapes the same height.
	Make Same Size, Both	Makes the selected shapes the same size based on both width and height.
	Make Same	Makes the selected shapes the same

	Size, Fit to Text	size based on their text.
	Space Evenly Across, Centers	Spaces the selected shapes evenly across the chart based on the centers.
	Space Evenly Down, Centers	Spaces the selected shapes evenly down the chart based on the centers.
	Space Evenly Across, Edges	Spaces the selected shapes evenly across the chart based on the edges.
	Space Evenly Down, Edges	Spaces the selected shapes evenly down the chart based on the edges.

{button Related Topics,PI(`',`IDH_RT_TB_Arrange')}

Arrange menu
To dock toolbars
To hide toolbars

Bring to Front button
Send to Back button
Bring Forward button
Send Backward button

Rotate Right button
Rotate Left button

Flip Horizontal button
Flip Vertical button
Replace Shape button
Fit to Text button

Align Left button
Align Center button
Align Right button

Align Top button
Align Middle button
Align Bottom button

Make Same Size, Width button
Make Same Size, Height button
Make Same Size, Both button
Make Same Size, Fit to Text button

Space Evenly Across, Centers button
Space Evenly Down, Centers button
Space Evenly Across, Edges button
Space Evenly Down, Edges button

To dock toolbars
To hide toolbars

Bring to Front button

- The Bring to Front button brings the selected objects to the front.

Tip

- You also can use the Bring to Front command on the Order submenu of the Arrange menu.

{button Related Topics,PI(``,`IDH_RT_TB_Arrange_BringToFront')}

Arrange menu
Arrange toolbar
Bring to Front command
To bring an object to the front

Brings the selected objects to the front.

Send to Back button

- The Send to Back button sends the selected objects to the back.

Tip

- You also can use the Send to Back command on the Order submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_TB_Arrange_SendToBack')}

Arrange menu
Arrange toolbar
Send to Back command
To send an object to the back

Sends the selected objects to the back.

Bring Forward button

- The Bring Forward button brings the selected object one place forward.

Tip

- You also can use the Bring Forward command on the Order submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_TB_Arrange_BringForward')}

Arrange menu
Arrange toolbar
Bring Forward command
To move an object forward one layer

Brings the selected object one place forward.

Send Backward button

- The Send Backward button sends the selected object one place backward.

Tip

- You also can use the Send Backward command on the Order submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_TB_Arrange_SendBackward')}

Arrange menu
Arrange toolbar
Send Backward command
To move an object back one layer

Sends the selected object one place backward.

Rotate Right button

- The Rotate Right button rotates the selected objects 90 degrees to the right.

Tip

- You also can use the Rotate Right command on the Rotate/Flip submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_TB_Arrange_RotateRight')}

Arrange menu
Arrange toolbar
Rotate Right command
To rotate an object

Rotates the selected objects 90 degrees to the right.

Rotate Left button

- The Rotate Left button rotates the selected objects 90 degrees to the left.

Tip

- You also can use the Rotate Left command on the Rotate/Flip submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_TB_Arrange_RotateLeft')}

Arrange menu
Arrange toolbar
Rotate Left command
To rotate an object

Rotates the selected objects 90 degrees to the left.

Flip buttons

- The Flip Horizontal button flips the selected objects horizontally.
- The Flip Vertical button flips the selected objects vertically.

Tip

- You also can use the Flip Horizontal and Flip Vertical commands on the Rotate/Flip submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_TB_Arrange_Flip')}

Arrange menu
Arrange toolbar
To flip an object

Flips the selected objects horizontally.

Flips the selected objects vertically.

Replace Shape button

- The Replace Shape button replaces the selected shapes with the current shape from the Shape palette.

{button Related Topics,PI(`',`IDH_RT_TB_Arrange_ReplaceShape')}

Arrange toolbar

Replace Shape command

To replace shapes

Replaces the selected shapes with the current shape from the Shape palette.

Fit to Text button

- The Fit to Text button resizes shapes and text blocks to fit the text.

Tip

- You also can use the Fit to Text command on the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_TB_Arrange_FitToText')}

Arrange menu
Arrange toolbar
Fit to Text command
To fit a shape to text

Align buttons

The align buttons are on the Arrange toolbar.

Align Left button	Aligns the selected shapes vertically along their left edges.
Align Center button	Aligns the selected shapes vertically along their centers.
Align Right button	Aligns the selected shapes vertically along their right edges.
Align Top button	Aligns the selected shapes horizontally along their top edges.
Align Middle button	Aligns the selected shapes horizontally along their middles.
Align Bottom button	Aligns the selected shapes horizontally along their bottom edges.

Tips

- You also can use the Align submenu commands on the Arrange menu.
- There are also shortcut keys for aligning shapes: Align Top (**Alt**+**4**), Align Middle (**Alt**+**6**), Align Bottom (**Alt**+**8**), Align Left (**Alt**+**3**), Align Center (**Alt**+**5**), and Align Right (**Alt**+**7**).

{button Related Topics,PI(``,`IDH_RT_TB_Arrange_Align')}

To align objects
To show and hide toolbars
Align command
Arrange menu

Arrange toolbar

Aligns the selected shapes vertically along their left edges.

Aligns the selected shapes vertically along their centers.

Aligns the selected shapes vertically along their right edges.

Aligns the selected shapes vertically along their top edges.

Aligns the selected shapes vertically along their middles.

Aligns the selected shapes vertically along their bottom edges.

Make Same Size buttons

The Make Same Size buttons are on the Arrange toolbar.

- Makes the selected shapes the same width.
- Makes the selected shapes the same height.
- Makes the selected shapes the same size based on both width and height.
- Makes the selected shapes the same size based on their text.

Tip

- You also can use the Make Same Size submenu commands on the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_TB_Arrange_MakeSameSize')}

Arrange menu
Arrange toolbar
Make Same Size command
To make objects the same size

Makes the selected shapes the same width.

Makes the selected shapes the same height.

Makes the selected shapes the same size based on both width and height.

Makes the selected shapes the same size based on their text.

Space Evenly buttons

The Space Evenly buttons are on the Arrange toolbar.

- Spaces the selected shapes evenly across the chart based on the centers.
- Spaces the selected shapes evenly down the chart based on the centers.
- Spaces the selected shapes evenly across the chart based on the edges.

Spaces the selected shapes evenly down the chart based on the edges.

Tip

- You also can use the Space Evenly submenu commands on the Arrange menu.

{button Related Topics,PI(``,`IDH_RT_TB_Arrange_SpaceEvenly')}

Arrange menu
Arrange toolbar
Space Evenly command
To space objects evenly

Spaces the selected shapes evenly across the chart based on the centers.

Spaces the selected shapes evenly down the chart based on the centers.

Spaces the selected shapes evenly across the chart based on the edges.

Spaces the selected shapes evenly down the chart based on the edges.

Contains tools that let you align, flip, rotate, reorder, replace, and otherwise arrange objects. Objects include shapes, text, and lines. You cannot perform all operations on all types of objects. For example, you can only rotate or flip shapes.

Arrange+ toolbar

{button Tell Me how . . .,PI(`',`IDH_HT_Arrangeplus_Toolbar')}

The Arrange+ toolbar gives you easy access to the buttons that help you arrange the shapes on your charts. These actions are also accessible from commands on submenus of the Arrange menu.

Click an icon below to read more information about the tool.

Combine Into New Shape button	Creates a new shape from the selected objects.
Break Apart button	Breaks apart a new shape that was formed with the Make New Shape command or Combine Into New Shape button.
Connect Open button	Connects open objects.
Connect Closed button	Connects closed objects.
Disconnect button	Disconnects connected objects.
Join button	Creates a new shape by joining the selected objects together.
Intersect button	Creates new shape from the intersection of the selected objects.
Punch button	Creates a new shape by punching the bottom shape with the top one.
Fragment button	Creates a series of new shapes by fragmenting the selected, overlapping shapes. The Fragment button makes new shapes out of the overlapping areas and trims the remaining areas into new shapes as well.
Trim button	Creates a new shape by trimming the bottom shape with the top one.
Outline button	Creates a new shape from the outline of the selected shapes.
Slice button	Slices the selected closed shape with the selected open shape.
Replace Shape button	Replaces the selected shape(s) with the shape in the Shape palette.
Reverse Ends button	Reverses the ends of the selected line.
Fit to Text button	Resizes the selected object or objects based on their text.
Layer	Displays information on each layer, and

	Manager button	lets you
	Add Layer button	Add layer to the chart.
	Edit All Layers button	Edits the layers for the chart.
	Move To Layer button	Moves objects between layers.
	Move Back One Layer button	Moves you back one layer.
	Move Forward One Layer button	Moves you forward one layer.

{button Related Topics,PI(`',`IDH_RT_Arrangeplus_toolbar')}

Combine Into New Shape button
Break Apart button
Connect Open button
Connect Closed button

Disconnect button
Join button
Intersect button
Punch button

Fragment button
Trim button
Outline button
Slice button

Replace Shape button
Reverse Ends button
Fit to Text button
Layer Manager button

Add Layer button
Edit All Layers button
Move to Layer button
Move Back One Layer button

Move Forward One Layer button

To dock toolbars
To hide toolbars

Combine Into New Shape button

- The Combine Into New Shape button creates a new shape from the selected objects.

Tip

- You also can use the Make New Shape command on the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_Combine_Into_New_Shape_button')}

To make a new shape
Make New Shape command
Arrange menu

Creates a new shape from the selected objects.

Break Apart button

- The Break Apart button breaks apart a new shape that was formed with the Make New Shape command or Combine Into New Shape button.

Tip

- You also can use the Break Apart command on the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_Break_Apart_button')}

To break apart a shape

Break Apart command

Arrange menu

Breaks apart a new shape that was formed with the Make New Shape command or Combine Into New Shape button.

Fragment button

- The Fragment button creates a series of new shapes by fragmenting the selected, overlapping shapes. The Fragment button makes new shapes out of the overlapping areas and trims the remaining areas into new shapes as well.

Tip

- You also can use the Fragment command on the Combine submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_Fragment_button')}

To fragment objects
Fragment command
Arrange menu

Creates a series of new shapes by fragmenting the selected, overlapping shapes. The Fragment button makes new shapes out of the overlapping areas and trims the remaining areas into new shapes as well.

Fit to Text button

- The Fit To Text button resizes the selected object or objects based on their text.

Tip

- You also can use the Fit To Text command on the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_Fit_to_Text_button')}

To fit a shape to text

Fit To Text command

Arrange menu

Resizes the selected object or objects based on their text.

Reverse Ends button

- The Reverse Ends button reverses the ends of the selected line.

Tip

- You also can use the Reverse Ends command on the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_TB_Reverse_Ends')}

Arrange menu
Arrange+ toolbar
Reverse Ends command

Reverses the ends of the selected line.

Layer Manager button

- The Layer Manager button opens the Layer Manager that lists the layers defined for the active document and performs layer operations. In Layer Manger, you can change the visible, print, and lock properties of layers. Also, Layer Manager selects the current layer; adds, deletes, and renames layers; changes the order of layers; and specifies whether you want to change the current or all layers.

Tip

- You also can use the Layer Manager command on the Layers submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_TB_Layer_Manager')}

Arrange menu
Arrange+ toolbar

Opens the Layer Manager that lists the layers defined for the active document and performs layer operations.

Add Layer button

- The Add Layer button adds a new layer.

Tip

- You also can use the Add Layer command on the Layers submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_TB_Add_Layer')}

To add a layer to the active chart
Arrange menu
Arrange+ toolbar

Adds a new layer.

Edit All Layers button

- The Edit All Layers button lets you select, move, and change all objects in the active chart, regardless of the layer on which they are located. When changing all layers, you cannot move an object on a lower layer in front of an object on a higher layer.

Tip

- You also can use the Edit All Layers command on the Layers submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_TB_Edit_All_Layers')}

To change all layers
Arrange menu
Arrange+ toolbar

Selects, moves, and changes all objects in the active chart, regardless of the layer on which they are located. When changing all layers, you cannot move an object on a lower layer in front of an object on a higher layer.

Move To Layer button

- The Move To Layer button lets you move to another layer.

Tip

- You also can use the Move To Layer command on the Layers submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_TB_Move_to_Layer')}

To move an object to a different layer
Arrange menu
Arrange+ toolbar

Moves the selected object to another layer.

Move Back One Layer button

- The Move Back One Layer button lets you move the active layer back one layer.

Tip

- You also can use the Move To Layer command on the Layers submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_TB_Move_Back_One_Layer')}

To move an object back one layer

Arrange menu

Arrange+ toolbar

Moves the active layer back one layer.

Move Forward One Layer button

The Move Forward One Layer button moves the active layer forward one layer.

Tip

- You also can use the Move Forward One Layer command on the Layers submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_TB_Move_Forward_One_Layer')}

To move an object forward one layer

Arrange menu

Arrange+ toolbar

Moves the active layer forward one layer.

Connect Open button

- The Connect Open button connects the objects and closes them.

Tip

- You also can use the Connect Open command on the Combine submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_TB_Connect_Open')}

To connect open objects
Connect Closed command
Connect Open command
Disconnect command
Arrange menu

Connects the objects and closes them.

Connect Closed button

- The Connect Closed button connects the selected, closed objects.

Tip

- You also can use the Connect Closed command on the Combine submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_TB_Connect_Closed')}

To connect closed objects
Connect Closed command
Connect Open command
Disconnect command
Arrange menu

Connects the selected, closed objects.

Disconnect button

- The Disconnect button disconnects the selected connected object.

Tip

- You also can use the Disconnect command on the Combine submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_TB_Disconnect')}

To disconnect objects
Disconnect command
Arrange menu
Arrange+ toolbar

Disconnects the selected connected object.

Join button

- The Join button creates a new shape by joining the selected objects together.

Tip

- You also can use the Join command on the Combine submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_TB_Join')}

To join objects
Join command
Arrange menu
Arrange+ toolbar

Creates a new shape by joining the selected objects together.

Intersect button

- The Intersect button creates new shape from the intersection of the selected objects.

Tip

- You also can use the Intersect command on the Combine submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_TB_Intersect')}

To intersect objects
Intersect command
Arrange menu
Arrange+ toolbar

Creates new shape from the intersection of the selected objects.

Slice button

- The Slice button slices the selected closed shape with the selected open shape.

Tip

- You also can use the Slice command on the Combine submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_TB_Slice')}

To slice objects
Slice command
Arrange menu
Arrange+ toolbar

Slices the selected closed shape with the selected open shape.

Outline button

- The Outline button creates a new shape from the outline of the selected shapes.

Tip

- You can also use the Outline command on the Combine submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_Outline_button')}

To outline objects
Outline command
Arrange menu
Arrange+ toolbar

Creates a new shape from the outline of the selected shapes.

Trim button

- The Trim button creates a new shape by trimming the bottom shape with the top one.

Tip

- You can also use the Trim command on the Combine submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_Trim_button')}

To trim objects
Trim command
Arrange menu
Arrange+ toolbar

Creates a new shape by trimming the bottom shape with the top one.

Punch button

- The Punch button creates a new shape by punching the bottom shape with the top one.

Tip

- You can also use the Punch command on the Combine submenu of the Arrange menu.

{button Related Topics,PI(`',`IDH_RT_Punch_button')}

To punch objects
Punch command
Arrange menu
Arrange+ toolbar

Creates a new shape by punching the bottom shape with the top one.

Customizing Toolbars

{button Tell me how . . .,PI(`',`IDH_HT_Customizing_Toolbars')}

You can customize the toolbars to create an efficient work environment.

- You can show the toolbars you are using, and hide the toolbars you are not using.
- You can drag and dock the toolbars.
- You can create new toolbars.
- You can delete any toolbars you have created and no longer want.
- You can add buttons to existing toolbars (including the buttons on the default toolbars).
- You can remove buttons from toolbars (including the buttons on the default toolbars).
- Additionally, you can create floating palettes for some of the buttons on the Formatting toolbar.

The commands used to customize toolbars are the Toolbars command on the View menu and the Customize command on the Tools menu.

{button Related Topics,PI(`',`IDH_RT_Customizing_Toolbars')}

Customize command

Toolbars command

To show and hide toolbars
To dock toolbars
To create new toolbars
To delete toolbars

To add toolbar buttons
To delete toolbar buttons
To create a floating palette

To add toolbar buttons

1. On the Tools menu, click Customize.
2. To add a button to an existing toolbar, click the name of the category with which the button you want is associated, and then drag the button from the Customize dialog box and drop it onto the toolbar in the position where you want it.
3. To create a new toolbar, drag the button onto the chart. A floating toolbar is created.

Tips

- Floating toolbars are dockable. Just drag the toolbar to the position where you want it.
- The Customize dialog box has buttons that are not on the default toolbars.
- You can use the Toolbars command on the View menu to rename a new toolbar after you create it.
- To rearrange existing buttons on a toolbar, just drag them to the desired position while the Customize dialog box is open.

{button Related Topics,PI(``,`IDH_RT_To_add_toolbar_buttons')}

To delete toolbar buttons

Customizing Toolbars

Customize command

Toolbars command

To delete toolbar buttons

1 On the Tools menu, click Customize.

2 To delete a button from a toolbar, drag it from the toolbar onto the chart.

Note

- To delete buttons from toolbars, you must have the Customize dialog box open.

{button Related Topics,PI(``,`IDH_RT_To_delete_toolbar_buttons')}

To add toolbar buttons
Customizing Toolbars
Customize command
Toolbars command

To create a floating palette

1 Click one of the following buttons. (These buttons are on the Formatting toolbar.)

- Text Color
- Fill Color
- Line Color
- Line Style
- Line Weight
- Filled Line
- Arrowheads
- Crossovers
- Shadow
- 3D

2 Drag the palette off the button.

3 If you want, you can now close the Formatting toolbar. The floating palette remains until you close it.

{button Related Topics,PI(`',`IDH_RT_To_create_a_floating_palette')}

Customizing Toolbars
Formatting Toolbar

To make a toolbar a floating palette

1 Click in a blank area of the toolbar.

2 Hold down the mouse button and drag the toolbar from its position.

{button Related Topics,PI(`',`IDH_RT_To_make_a_toolbar_a_floating_palette')}

To dock a floating toolbar

To dock a floating toolbar

1 Click in a blank area of the toolbar.

2 Drag the toolbar to any side of the program's window.

3 When the border changes from thick to thin, you can drop the toolbar into position.

{button Related Topics,PI(`',`IDH_RT_To_dock_a_floating_toolbar')}

To make a toolbar a floating palette

Overview: Text

{button Tell me how . . .,PI(`',`IDH_HT_Overview_Text')}

There are three kinds of text: freeform, shape text, and text on lines.

- Freeform - Freeform text is a text block that behaves like a shape, that is, it has more than two connect points.
- Shape text - Shape text is text that is associated with a shape. It is part of the shape and behaves with the shape.
- Text on lines - Text on lines is freeform text that you place near lines

You can:

- Style text
- Align text
- Rotate text
- Make text vertical

{button Related Topics,PI(`',`IDH_RT_Overview_Text')}

Determining the Way Text Looks
Creating Text Blocks
Preset Text Styles
Using Fonts and Text Effectively

To create a text block
To fit a shape to text
To insert text
To add text to a line

To attach existing text to a line
To change how existing text looks
To choose text styles for new text
To align text

To rotate text
To create vertical text

Determining the Way Text Looks

{button OLE Automation,PI(`',`IDH_OA_Determing_the_way_text_looks')}

{button Tell me how. . .,PI(`',`IDH_HT_Text_Looks')}

You can choose the styles you want for new text you enter in a chart. You can change all the text in a shape, text block, or line. Or you can change selected characters or words.

Text styles include

- Font
- Size
- Bold
- Italic
- Underline
- Strikethrough
- Alignment
- Color
- Opaque

{button Related Topics,PI(`',`IDH_RT_Determining_How_Text_Looks')}

Overview: Text
Creating Text Blocks
Preset Text Styles
Using Fonts and Text Effectively

To change the way existing text looks
To fit a shape to text
To choose text styles for new text
To align text

To change the way existing text looks

To choose text styles for new text

NamePropertyFont Object
Size Property
Bold Property
Italic Property

Underline Property
Strikethrough Property
Color Property Font Object
Opaque Property

Creating Text Blocks

{button OLE Automation,PI(`',`IDH_OA_Creating_Text_Blocks')}

{button Tell me how . . .,PI(`',`IDH_HT_Creating_Text_Blocks')}

You can create blocks of text and place them anywhere in a chart.

Text blocks can contain detailed descriptions about a chart. For example, you can use text blocks to describe steps and processes. Like shapes, you can move and resize text blocks.

{button Related Topics,PI(`',`IDH_RT_TEXTBLOCKS')}

To create a text block
To choose text styles for new text

Overview: Text
Determining the Way Text Looks
Preset Text Styles
Using Fonts and Text Effectively

DrawTextBlock Method

Preset Text Styles

{button Tell me how. . .,PI(`',`IDH_HT_Preset_Text_Styles')}

As you create charts, you may often reuse the same text styles.You can save these "preset styles" in a menu to use again later. You can save a chart with preset styles as a template so the styles are available for future charts.

Preset styles let you apply multiple styles to text at one time.

{button Related Topics,PI(`',`IDH_RT_TEXTADD')}

To change the way existing text looks
To choose text styles for new text
To add a preset text style
To choose a preset text style

To delete a preset text style
To rename a preset text style
Overview: Text
Determining the Way Text Looks

Creating Text Blocks
Using Fonts and Text Effectively

To add a preset text style
To choose a preset text style
To delete a preset text style
To rename a preset text style

To align text

1 Click the Selector tool.

Selector tool

2 Select the text block or the shape that contains the text.

3 Click the Text tool.

Text tool

4 To change the vertical alignment, click the Vertical Align button on the Formatting toolbar, and then click Align Text Top, Align Text Middle, or Align Text Bottom.

Vertical Align button

5 To change the horizontal alignment, click the Horizontal Align button on the Formatting toolbar, and then click Align Text Left, Align Text Center, or Align Text Right.

Horizontal Align button

Tips

- To select more than one object, press **Shift** and click the left mouse button.
- If the Formatting toolbar is not displayed, click the right mouse button on a toolbar, and then click Formatting.

{button Related Topics,PI(`',`IDH_RT_To_align_text')}

Overview: Text
Determining the Way Text Looks
Creating Text Blocks
Preset Text Styles
Using Fonts and Text Effectively

To fit a shape

To fit a shape to text

1 Click the Selector tool.

Selector tool

2 Select the text block or the shape that contains the text.

3 Click the Fit to Text command on the Arrange toolbar. The selected objects are resized to fit the text.

Fit to Text button

Tips

- You can press **F8** to fit shape or a text block to text quickly.
- You can also use the Fit to Text command to resize a text block so that all of its text displays.
- You also can use the Fit to Text button on the Arrange toolbar. If the Arrange toolbar is not displayed, on the View menu, click Toolbars, and then click Arrange.

Fit to Text button

{button Related Topics,PI(``,`IDH_RT_To_fit_a_shape_to_text')}

Overview: Text
Determining the Way Text Looks
Creating Text Blocks
Preset Text Styles
Using Fonts and Text Effectively

To align text

To create a text block

1 Click the Text tool.

Text tool

2 Point where you want the text block to appear. Point outside existing shapes and text blocks to create a new text block.

3 Click the left mouse button. The text cursor appears.

4 Type the text you want in the text block. Press enter to start a new line.

5 Click outside the text to start a new text block or click the Finished button when you finish typing.

Tip

Clicking **Esc** in a text block will also let you start a new text block.

{button Related Topics,PI(``,`IDH_RT_To_create_a_text_block')}

Overview: Text
Determining the Way Text Looks
Creating Text Blocks
Preset Text Styles
Using Fonts and Text Effectively

Preset Text Styles

To select all the text in an object

1. Click the Selector tool.

   Selector tool
2. Click the shape or text block you want.

Tips

- Press **Shift** and click to select more than one object.
- Any text options you choose are applied to all the text in the selected objects.

{button Related Topics,PI(`',`IDH_RT_To_select_all_the_text_in_a_object')}

Overview: Text
Determining the Way Text Looks
Creating Text Blocks
Preset Text Styles
Using Fonts and Text Effectively

To place the text cursor in text
To select text by dragging
To select text by using Shift
To move the text cursor using the keyboard

To select text using the keyboard

To place the text cursor in text

1 Click the Text tool.

-

  Text tool

2 Click inside the text you want to change. The text cursor appears where you clicked.

{button Related Topics,PI(`',`IDH_RT_To_place_the_text_cursor_in_text')}

Overview: Text
Determining the Way Text Looks
Creating Text Blocks
Preset Text Styles
Using Fonts and Text Effectively

To select text by dragging

1 Click the Text tool.

-

  Text tool

2 Click at the beginning of the text you want to select.

3 Press and hold the left mouse button, and drag across the text you want. Drag up or down to select multiple lines of text.

4 Release the mouse button when you are finished. The text is selected.

{button Related Topics,PI(`',`IDH_RT_To_place_the_text_cursor_in_text')}

To select text by using Shift

1 Click the Text tool.

-

  Text tool

2 Click at the beginning of the text you want to select.
3 Move the text cursor to the end of the text you want.
4 Press and hold the **Shift** key.
5 Click the left mouse button. The text in the specified range is highlighted.
6 Release the **Shift** key when you are finished.

{button Related Topics,PI(`',`IDH_RT_To_place_the_text_cursor_in_text')}

To move the text cursor using the keyboard

1 Click the Text tool.

-

  Text tool

2 Click to place the text cursor in the text you want.

3 Press the right or left arrow keys to move the text cursor one character. Press **Ctrl+**right arrow or **Ctrl+**left arrow to move the cursor one word. Press the up or down arrow keys to move the cursor one line.

{button Related Topics,PI(`',`IDH_RT_To_place_the_text_cursor_in_text')}

To select text using the keyboard

1 Click the Text tool.

-

  Text tool

2 Click to place the text cursor at the beginning of the text you want.

3 Press and hold the **Shift** key.

4 Press the right or left arrow keys to select one character at a time. Press **Ctrl+**right arrow or **Ctrl+**left arrow to select one word at a time. Press the up or down Arrow keys to select one line up or down from the text cursor.

5 Release the **Shift** key when you are finished.

{button Related Topics,PI(`',`IDH_RT_To_place_the_text_cursor_in_text')}

To add a preset text style

1 Select the text styles you want (font, size, style, and color).

2 On the Preset Styles toolbar, click the Add Text Style button. The text styles are stored as a single item in the Text Styles list.

- Add Text Style button

Tips

- In step 1, you can select existing text with the desired style, if you prefer. If multiple text blocks are selected, the Add Style button is inoperative.
- You also can add a text style to the list by selecting text with the desired style in steps 2 and 3. If multiple objects are selected, the Add Style button is inoperative.
- If the Preset Styles toolbar is not displayed, click the right mouse button with your cursor in a toolbar, and then click Preset Styles.

{button Related Topics,PI(`',`IDH_RT_To_add_a_preset_text_style')}

Overview: Text
Determining the Way Text Looks
Creating Text Blocks
Preset Text Styles
Using Fonts and Text Effectively

To rename a preset text style
To choose a preset text style
To delete a preset text style

To choose a preset text style

1 Click the Text tool.

Text tool

2 If you want to apply the preset style to existing text, select the text to which you want to apply the style.

3 On the Preset Styles toolbar, click the down arrow to the right of the Text Styles box. The Text Styles list opens.

4 Click the text style you want. The style is applied to the selected text.

Notes

- If no text is selected, the preset style becomes the current text style.
- If you select text before you choose a text style, the style is applied to the selected text and to future text.

Tip

- If the Preset Styles toolbar is not displayed, click the right mouse button with your cursor in a toolbar, and then click Preset Styles.

{button Related Topics,PI(``,`IDH_RT_To_choose_a_preset_text_style')}

Overview: Text
Determining the Way Text Looks
Creating Text Blocks
Preset Text Styles
Using Fonts and Text Effectively

To add a preset text style
To rename a preset text style
To delete a preset text style

To rename a preset text style

1. Click the Text tool.

   Text tool
2. Click the Edit Text Style button to the right of the Text Styles box.

   Edit Text Style button
3. Click the style you want to rename.
4. Click Rename, and then type the new name in the Rename Style dialog box.

Tip

- If the Preset Styles toolbar is not displayed, click the right mouse button with your cursor in a toolbar, and then click Preset Styles.

{button Related Topics,PI(``,`IDH_RT_To_rename_a_preset_text_style')}

Overview: Text
Determining the Way Text Looks
Creating Text Blocks
Preset Text Styles
Using Fonts and Text Effectively

To add a preset text style
To choose a preset text style
To delete a preset text style

To delete a preset text style

1 Make sure no text is selected in the chart.

2 Click the Text tool.

Text tool

3 On the Preset Styles toolbar, click the Edit Text Styles button to the right of the Text Style text box. The Text Styles tab of the Edit Styles dialog box opens.

Edit Text Styles button

4 Click the text style you want to delete.

5 Click Remove. The style is removed from the Text Styles list.

Tip

- If the Preset Styles toolbar is not displayed, click the right mouse button with your cursor in a toolbar, and then click Preset Styles.

{button Related Topics,PI(`',`IDH_RT_To_delete_a_preset_text_style')}

Overview: Text
Determining the Way Text Looks
Creating Text Blocks
Preset Text Styles
Using Fonts and Text Effectively

To add a preset text style
To rename a preset text style
To choose a preset text style

To insert text

1. Click the Text tool.

   -

     Text tool
2. Click to place the text cursor where you want to begin inserting text.
3. Type the text you want.

{button Related Topics,PI(`',`IDH_RT_To_insert_text')}

Overview: Text
Determining the Way Text Looks
Creating Text Blocks
Preset Text Styles
Using Fonts and Text Effectively

Preset Text Styles
To delete text

To delete text

1 Click the Text tool.

-

  Text tool

2 Click to place the text cursor where you want to begin deleting text.

3 Press backspace to delete text to the left of the text cursor or delete to delete text to the right of the cursor.

{button Related Topics,PI(`',`IDH_RT_To_delete_text')}

Overview: Text
Determining the Way Text Looks
Creating Text Blocks
Preset Text Styles
Using Fonts and Text Effectively

Preset Text Styles
To insert text

To choose text styles using the Format menu

1. If you want to change the style for existing text as well as future text, select the text you want to change.
2. On the Formatting menu, click Font.
3. To change the font, scroll through the font list and click the font you want.
4. To change the font size, scroll through the size list and click the size you want.
5. To turn text effects on or off, click the box next to Bold, Italic, Underline, and Strikethrough. (You can select more than one.)
6. To change the text color, click the down arrow by the Text Color box and select the color.
7. To change whether the background of the text is transparent or opaque, click the Opaque Text box.
8. Click the Alignment tab.
9. To change the horizontal alignment, click Left, Center, or Right.
10. To change the vertical alignment, click Top, Middle, or Bottom.
11. To change the orientation, click Horizontal or Vertical.
12. When the text in the Preview box looks the way you want it, click OK.

Tips

- If you have text selected when you change text styles, the changes affect the selected text and any new text that you place.
- You also can use the buttons on the Formatting toolbar.
- You also can choose a text style in the Text Styles list on the Preset Styles toolbar.

{button Related Topics,PI(`',`IDH_RT_To_choose_text_styles_using_the_Format_menu')}

Overview: Text
Determining the Way Text Looks
Creating Text Blocks
Preset Text Styles
Using Fonts and Text Effectively

To change the way existing text looks
To choose a preset text style
To choose text styles for new text

To choose text styles for new text

1 Click the Text tool.

Text tool

2 To set the font, on the Formatting toolbar, click the down arrow by the Font Name box, and then click the name of the font you want in the list.

3 To set the size, on the Formatting toolbar, click the down arrow by the Font Size box, and then click the size you want in the list.

4 To set font attributes such as Bold, Italic, or Underline, on the Formatting toolbar, click the button for the attribute. (You may choose more than one.)

5 To change the alignment, click the Vertical Alignment or Horizontal Alignment button on the Formatting toolbar, and then click the alignment you want from the menu.

7 To set the color, on the Formatting toolbar, click the down arrow by the Text Color button, and then click the color you want in the palette.

Note

- If you have text selected when you change text styles, the changes affect the selected text and any new text that you place.

Tips

- If the Formatting toolbar is not displayed, click the right mouse button with your cursor in a toolbar, and then click Formatting.
- You also can use the Font and Paragraph commands on the Format menu.
- You also can choose a text style in the Text Styles list on the Preset Styles toolbar.
- You can drag the formatting buttons off the toolbar to make floating palettes.
- In step 5, you also can use shortcut keys for Bold (**Ctrl+B**), Italic (**Ctrl+I**), and Underline (**Ctrl+U**).

{button Related Topics,PI(`',`IDH_RT_To_choose_text_styles_for_new_texts')}

Overview: Text
Determining the Way Text Looks
Creating Text Blocks
Preset Text Styles
Using Fonts and Text Effectively

Using Fonts and Text Effectively

To change the way existing text looks
To choose a preset text style

To change the way existing text looks

1. Select the text you want to change.
2. If the Formatting toolbar is not displayed, on the View menu, click Toolbars, and then click Formatting.
3. To set the font, on the Formatting toolbar, click the down arrow by the Font Name box, and then click the name of the font you want in the list.
4. To set the size, on the Formatting toolbar, click the down arrow by the Font Size box, and then click the size you want in the list.
5. To set font attributes such as Bold, Italic, or Underline, on the Formatting toolbar, click the button for the attribute. (You may choose more than one.)
6. To change the alignment, click the Vertical Alignment or Horizontal Alignment button on the Formatting toolbar, and then click the alignment you want from the menu.
7. To set the color, on the Formatting toolbar, click the down arrow by the Text Color button, and then click the color you want in the palette. (To return the text to the color defined by your Windows color scheme, click Automatic. To create a custom color, click More Colors.)

Tips

- In step 1, you may select the shape or text block or just a portion of the text in the shape or text block.
- If you have text selected when you change text styles, the changes affect the selected text and any new text that you place.
- Press **Shift** and click the left mouse button to select more than one object in step 1.
- You also can choose a preset style in the Text Styles list on the Preset Styles toolbar.
- You also can use the Font and Paragraph commands on the Format menu.
- You can drag the formatting buttons off the toolbar to make floating palettes.
- If the Formatting toolbar is not displayed, click the right mouse button with your cursor in a toolbar, and then click Formatting.

{button Related Topics,PI(`',`IDH_RT_To_change_how_existing_text_looks')}

Overview: Text
Determining the Way Text Looks
Creating Text Blocks
Preset Text Styles

Using Fonts and Text Effectively
To choose text styles for new text
To choose text styles using the Format menu

To choose a preset text style

To make the text background opaque or transparent

When text is set as opaque, the background of the text becomes opaque; when text is not checked, the background is transparent.

1 Click the Selector tool.

- Selector tool

2 Select the shape, text block, or text on a line with the background you want to change.
3 On the Format menu, click Font.
4 In the Font tab of the Format Font dialog box, click Opaque Text.
5 Click OK.

Tip

- When you create a text block and drag it onto a colored shape, make sure Opaque Text is not checked so the text displays the same color background as the shape.
- In step 2, to select more than one text item, press **Shift** and click the left mouse button.

{button Related Topics,PI(`',`IDH_RT_To_make_the_text_background_opaque_or_transparent')}

Overview: Text
Determining the Way Text Looks
Creating Text Blocks
Preset Text Styles
Using Fonts and Text Effectively

To rotate text in a text block

{button Show me how . . .,PI(`',`IDH_AVI_torotatetext0040')}

1 Click the Selector tool.

- Selector tool

2 Select the text block you want to rotate.

3 Click the Rotate Tool.

- Rotate Tool

4 Place the cursor over one of the handles of a corner of the text block you want to rotate.

5 With the mouse, rotate the text in the direction you want.

6 Click the Finished button when you are done.

{button Related Topics,PI(`',`IDH_RT_To_rotate_text')}

{mci PLAY NOMENU NOPLAYBAR,CAP0040.AVI}

Overview: Text
Determining the Way Text Looks
Creating Text Blocks
Using Fonts and Text Effectively

To rotate text in a shape

1. Click the Selector tool.

   Selector tool
2. Select the object with the text you want to rotate.
3. Click the Edit Tool.

   Edit Tool
4. Click Text Layout.
5. In the Edit Text Area Layout toolbar, click Rotate Text.

   Rotate Text.
6. Place the cursor over one of the handles of a corner of the text you want to rotate.
7. With the mouse, rotate the text in the direction you want.
8. Click the Finished button when you are done.

{button Related Topics,PI(`',`IDH_RT_To_rotate_text_in_a_shape')}

Edit Text Area Layout toolbar
Edit Connect Points toolbar
Reshape toolbar
To insert text
To rotate text in a text block

To create vertical text

1 Click the Selector tool.

-

  Selector tool

2 Select the text you want to make vertical.

3 On the Format menu, click Text Alignment.

4 In the Orientation area, click Vertical.

5 Click OK.

Tip

- Use the Apply button to make your changes and view the results without closing the dialog box.

{button Related Topics,PI(``,`IDH_RT_To_create_vertical_text')}

Overview: Text
Determining the Way Text Looks
Creating Text Blocks
Using Fonts and Text Effectively

Messages and Solutions

A

A file error occurred while checking spelling in chart.

Add (fieldname) as a new field?

All connect points are selected and are about to be deleted. A line cannot attach to a shape unless it has at least one connect point. Do you want to delete all connect points?

All edits to connect points will be lost. Do you want to proceed and let FlowCharter automatically generate new connect points?

An error occurred while accessing the spelling dictionary.

An error occurred while accessing the user spelling dictionary.

An error occurred while checking spelling in the chart.

An error occurred while initializing the spell checking system.

An error occurred while saving the user dictionary. Words added in this session have not been saved.

Are you sure?

Are you sure you want to delete the selected connect points?

By saving your template file in the default template directory, it will automatically appear in the New From Template dialog

C

Can't combine these shapes!

Can't connect to (number). A suitable Internet browser may not exist or be installed properly.

Can't import (shapenumber).

Can't load shape.

Can't read '(*value*)' as '(fieldtype)'. Re-enter the data in this format.

Cannot complete this transaction. There has been a shutdown.

Cannot create file. Please make sure you have access rights to this directory.

Cannot edit script. Object has been deleted.

Cannot find linked chart (filename).

Cannot find %s. File is missing.

Cannot load Script Generator.

Cannot open *(program name)*. FlowCharter cannot find the required external application *(program name)*. Make sure that *(program name)* is in the Windows System directory or in the DOS path and try to open *(program name)*. again.

Cannot open *(program name)*. There is not enough memory to run the required external application *(program name)*. Quit one or more Windows applications and then try to open *(program name)* again.

Cannot open file: *filename*

Cannot paste. Number of characters must be less than 10,000.

Cannot register FLowCharter OLE Automation Event. The event '(*eventname*)' is not supported. Check spelling.

Cannot register the '(*eventname*)' FlowCharter OLE Automation Event. There is a conflict between the running '(*program1name*)' program and the '(*program2name*)' program trying to register with FlowCharter Automation. Close '(*program1name*)' before running '(*program2name*)' again.

Cannot save to (filename). Access to this path is denied.

Cannot save to (filename). Access to this path is denied.

Cannot save to (filename). The disk is full.

Cannot save to (filename). The selected directory is full.

Cannot save to (filename). The selected path is bad.

Cannot save to (filename). There are too many files open.

Cannot save to (filename). There is a general problem with thIs file.

Cannot save to (filename). There is a hardware problem with the selected volume.

Cannot save to (filename). 'SHARE.EXE' is not loaded or a region of this file is locked.

Cannot send FlowCharter OLE Automation Event. The running Automation VBX/OCX is the wrong version.

Close All Documents?

Command failed.

Complex or high color objects exist in this chart which are not supported by ABC Flowcharter 3.0/4.0.

Correction alternatives couldn't be found because this word contains only one letter.

Could not paste.

Could not start print job.

Couldn't load workspace

Couldn't save workspace

Current active layer must be visible and unlocked.

D

Do you wish to delete the *(toolbar)* toolbar?

F

Failed to create empty document.

Failed to create object. Make sure the object is entered in the system registry.

Failed to open document.

Failed to verify password.

Field report copied to clipboard.

Field report written to file: (*filename*).

(filename) is already open.

(*filename*) is a protected file. You will not be able to make changes to the file without first unprotecting it with a password.

(*filename*) is a read-only file or is in use by another user. Would you like to open it as a read-only file?

FlowCharter cannot execute the command line:

FlowCharter cannot find (program name). Check the path stored in the FLOW70.INI.

FlowCharter has finished searching the document.

FlowCharter 7 is unable to open this file.

Font name entered is invalid.

Font size must be an integer between 4 and 72.

I

Internet connection has been aborted.

Internet connection has been reset.

Internet connection stopped. There has been an internal error. Please try again later.

Internet connection stopped. There has been an invalid server response.

Internet item not found.

Internet transaction has timed out.

"%1" already exists.

M

Micrografx Designer is not installed.

Micrografx Picture Publisher is not installed.

N

Not enough disk space. Please delete files or use a different drive.

Not enough memory.

Not enough memory to run (program name). Quit one or more Windows applications and then try again.

%d replacements were made.

O

OLE Initialization Failed. Make sure that the OLE libraries are the correct version.

Out of memory.

%d replacement was made.

P

Please enter a number.

Please enter a number between %1 and %2.

Please Select A Date Style

S

Save changes in field '(*fieldname*)'?

Save changes to (filename)?

This chart may contain FlowCharter 7 data which will be lost when saving to a previous FlowChart file format. Do you wish to continue?

Selected layer has objects on it.

Spell check completed for selected objects. Would you like to check the remainder of the chart?

Spell check completed in chart.

T

Text not found in data fields.

Text not found in notes.

Text not found in shapes or lines.

Text not found.

The document must contain an object to import data.

The filename %1 is invalid.

The filename is too long.

The file (filename) does not exist.

The name you have selected is already in use. Please enter another.

The ordinal number suffix (i.e., '1st' , '2nd', etc.) for this word appears to be incorrect.

The preferred spelling for this word is without periods.

The selected data to paste in the Worksheet is too large. Continue?

The selected paper size does not match page settings. Do you want page settings to be changed to match?

There was no usable text. Please make a different selection and try again.

The worksheet must be visible to import data. Go to the View menu and select Worksheet.

This chart contains data linked from other charts. Would you like to update the data now?

This chart has been set up to run with multiple entities. Selecting a start shape will remove all existing entities. You can add additional entities through the Entitiy Manager.

This chart has more shape types than are supported in the AF3 file format. Some data may be lost.

This file is in use. Cannot drop into current chart.

This file was originally saved in an older file format. Would you like to update it to FlowCharter 7?

This operation will remove text and data fields associated with the selected objects. Proceed?

This shape does not have any editable points. Please select another shape.

This word appears twice and may be redundant.

This word contains a possibly incorrect hyphen.

This word contains a possibly incorrect trailing period.

This word contains possibly incorrect punctuation.

This word is usually preceded by 'a' instead of 'an'

This word is usually preceded by 'an instead of 'a'

This word may contain incorrectly capitalized letters.

This word may contain incorrectly leading characters.

This word may contain incorrectly trailing characters.

This word was marked as 'negative' in the user dictionary.

U

Unable to browse. Check that a suitable Internet browser is installed properly.

Unable to execute **(filename)**. Would you like to re-link?

Unable to logon to Internet session.

Unable to make this Internet connection.

Unable to open *(number)*. A suitable Internet browser may not exist or be installed properly. Would you like to re-link?

Unable to open download cache file on this machine.

Unable to resolve Internet name.

URL is not valid.

Y

You are making permanent changes to the chart's field setup. This operation could cause some entered field data to be lost and cannot be undone. Do you wish to continue?

You cannot link a chart to itself.

You cannot group and link a chart to itself.

You cannot move object(s) to a locked layer. To unlock this layer, select Layer Manager . ..from the Layers command on the Arrange menu.

You cannot delete the only unlocked and visible layer.

You do not have any Data Fields setup yet.

Z

Zoom Value Must Be Between 5% and 1600%.

A file error occurred while checking spelling in chart.

The spell checker had problems accessing the installed spelling dictionary on disk.

Reinstall FlowCharter 7 or contact Technical Support. You will not be able to check spelling until the problem is resolved.

A memory error occurred while checking spelling in the chart.

FlowCharter 7 ran out of memory while spell checking.

Close one or more open files and programs and try again.

Add *(fieldname)* as a new field?

You have added a field and clicked OK without clicking the Add button.

Click Yes if you want the field name added as a field.

All connect points are selected and are about to be deleted. A line cannot attach to a shape unless it has at least one connect point. Do you want to delete all connect points?

You have selected all connect points and clicked the Delete Points button.

It is recommended that a shape always have at least one connect point so that a line can attach to the shape. To leave one point, click No, and deselect one point. If you really want to delete all points, click Yes.

All edits to connect points will be lost. Do you want to proceed and let FlowCharter automatically generate new connect points?

You are attempting to edit connect points, and this edit will delete all connect points.

Click Yes if you want to proceed.

An error occurred while accessing the spelling dictionary.

The spell checker had problems accessing the installed spelling dictionary on disk.

Reinstall FlowCharter 7 or contact Technical Support. You will not be able to check spelling until the problem is resolved.

An error occurred while accessing the user spelling dictionary.

The spell checker had problems accessing your current user dictionary on disk.

Choose a new user dictionary in the Spelling Preferences dialog box or contact Technical Support to use the current user dictionary. This dictionary cannot be used until the problem is resolved; however, you can spell check using other dictionaries.

An error occurred while checking spelling in the chart.

A general problem happened while spell checking.

Reinstall FlowCharter 7 or contact Technical Support. You will not be able to check spelling until the problem is resolved.

An error occurred while initializing the spell checking system.

A general problem happened while starting the spell check.

Reinstall FlowCharter 7 or contact Technical Support. You will not be able to check spelling until the problem is resolved.

An error occurred while saving the user dictionary. Words added in this session have not been saved.

You changed the user dictionary file name in the Spelling Preferences dialog box, and FlowCharter 7 had a problem saving the current dictionary to the new name. Because of this problem, all words added to the user dictionary since the last time you ran FlowCharter 7 or since the last time you changed dictionaries have been lost.

Re-add any words that were added to the dictionary during this session.

Are you sure?

You are about to delete your selection.

Click Yes if you want to delete them. Click No if you do not.

Are you sure you want to delete the selected connect points?

You are about to delete connect points you have selected.

Click Yes if you want to delete them. Click No if you do not.

By saving your template file in the default template directory, it will automatically appear in the New From Template dialog box. Do you want to save this template file in the default template directory?

You are saving a template file you have created. By default, the program saves it in the default template directory. You are asked if you want to save it in this default template directory.

Click Yes to save your template file in the default template directory for the program.

Can't combine these shapes!

You are trying to combine shapes that cannot be combined.

Select different shapes.

Can't connect to *(number)*. A suitable Internet browser may not exist or be installed properly.

You have tried to connect to a remote site, but were unable to.

Check the Internet address or check that the Internet browser has been installed properly.

Can't export file.

Please make sure sure your disk is not full.

You have tried to export a file that requires more space than is available on the disk.

Select another drive, insert a different disk, or delete any unnecessary files and directories from the current drive or disk.

Can't import *(shapenumber)*.

FlowCharter cannot create a new shape from any objects in this file.

You are trying to import a shape from a file that does not have any objects that FlowCharter can import as a shape.

Select another file to import a shape from.

Can't load shape.

Please update the file link or select another shape.

You have tried to load a linked shape whose file link has changed.

Relink the shape, or select another shape to load.

Can't read '(*value*)' as '(*fieldtype*)'. Re-enter the data in this format.

You have tried to enter a field value that does not correspond to the designated field type.

Reenter the value or press **ESC** and change the data type for the field in the Setup Fields dialog box.

Cannot complete this transaction. There has been a shutdown.

Your Internet transaction has stop responding as a result of an Internet shutdown.

Try again later.

Cannot create file. Please make sure you have access rights to this directory.

You cannot write to the directory to which you are trying to save the file.

The directory may be on a network that you do not have write access to. The directory may be on a device that is read-only, such as a CD-ROM. In some cases, there may be too many files or programs open. In that case, close unneeded applications and files and try again.

This error can occur any time you are creating a new file, including by linking to a new file.

Cannot edit script. Object has been deleted.

You are trying to edit script for an object that has been deleted.

You will need to create the object that you want the script for.

Cannot find linked chart *(filename)*.
Would you like to relink?

FlowCharter cannot find the linked chart filename you specified.

Click Yes to relink the chart.

Cannot find %s. File is missing.
Would you like to browse for the templates directory?

FlowCharter cannot find the file name you typed in the specified directory.

Check to see whether you typed the file name correctly and whether you are using the correct drive and directory. Click Browse to search for another directory.

Cannot load Script Generator.

You have tried to load the Script Generator, but are unable to.

Check to see if you have Script Generator on your system.

Cannot open *(program name)*. FlowCharter cannot find the required external application *(program name)*. Make sure that *(program name)* is in the Windows System directory or in the DOS path and try to open *(program name)*. again.

You have tried to open an external program that the program cannot locate.

Check to see whether you typed the file name correctly and whether you are using the correct drive and directory. Check the location of the application you are trying to open. Your system also may be low on memory; therefore, close one or more open files and programs and try again.

Cannot open *(program name)*. There is not enough memory to run the required external application *(program name)*. Quit one or more Windows applications and then try to open *(program name)* again.

You have tried to open an external program, and you have too many other programs open for Windows to access enough memory to open the external program.

With all of the program open, your system is low on memory; therefore, close one or more open programs and try again.

Cannot open file: (*filename)*

The file name you typed does not exist in the specified directory. You also may be trying to open a linked file.

Check to see whether you typed the file name correctly and whether you are using the correct drive and directory. Your system also may be low on memory; therefore, close one or more open files and programs and try again.

Cannot open *(program name)*. FlowCharter cannot find the required external application *(program name)*. Make sure *(program name)* is in the Windows System directory or in the DOS path and try to open (program name) again.

The program you typed does not exist in the specified directory.

Check to see whether you typed the file name correctly and whether you are using the correct drive and directory. Your system also may be low on memory; therefore, close one or more open files and programs and try again.

Cannot paste. Number of characters must be less than 10,000.

You are trying to paste a block of text that is too large.

Click OK. Delete some text and try again or copy and paste the text in several smaller blocks.

Cannot register FlowCharter OLE Automation Event. The event '(*eventname*)' is not supported. Check spelling.

An OLE Automation program is running and is unable to register an event as requested, probably because the event is not spelled correctly.

The program must be changed so the name of the event is spelled correctly.

Cannot register the '(*eventname*)' FlowCharter OLE Automation Event. There is a conflict between the running '(*program1name*)' program and the '(*program2name*)' program trying to register with FlowCharter Automation. Close '(*program1name*)' before running '(*program2name*)' again.

An OLE Automation program is running and is unable to register an event as requested, probably because another OLE program has already registered an event with the same name.

Close the running program, and then run the second program again. If you need to run both at the same time, then the programs must be changed so there are no VBX conflicts. Conflicts occur when two programs are asking to register the same event for the same chart type. If you define the chart types to be different from each other, then the conflict should not occur.

For more information, see Type Property (Chart Object) in the OLE Automation help.

Cannot save to (*filename*). This file is read only or is in use by someone else. Save to another file?

You are trying to save a file that is read-only, which means you are not allowed to save changes to it.

Type a different file name or save the file in another directory. The original file will not be changed or erased.

Cannot save to *(filename)*. Access to this path is denied.
Save to another file?

You cannot write to the directory to which you are trying to save the file.

The directory may be on a network that you do not have write access to. The directory may be on a device that is read-only, such as a CD-ROM. In some cases, there may be too many files or programs open. In that case, close unneeded applications and files and try again. OR

Type another pathname.

Cannot save to *(filename)*. Access to this path is denied.
This volume may not support long filenames.
Save to another file?

You have entered a file name with more than 254 characters.

Enter a shorter file name.

Cannot save to *(filename)*. The disk is full.
Save to another file?

You have tried to save a file or carry out an action that requires more space than is available on the disk.

Select another drive, insert a different disk, or delete any unnecessary files and directories from the current drive or disk.

Cannot save to *(filename)*. The selected directory is full.

Save to another file?

You cannot write to the directory to which you are trying to save the file.

The selected directory may be on a device or network with that is already full. Type another pathname.

Cannot save to *(filename)*. The selected path is bad.

Save to another file?

The pathname you have selected to save to is bad.

Type another pathname.

Cannot save to *(filename)*. There are too many files open.

You are trying to save files, and there are too many files open.

With all of the files open, your system is low on memory; therefore, close one or more open files and try again.

Cannot save to *(filename)*. There is a general problem with this file.

Save to another file?

You are trying to save files, and there is a general problem with the file you selected to save to.

Try another file name.

Cannot save to *(filename)*. There is a hardware problem with the selected volume.

Save to another file?

You are trying to save files, and there is a hardware problem with the volume you selected to save to.

Try another volume.

Cannot save to (filename). 'SHARE.EXE' is not loaded or a region of this file is locked.

Save to another file?

You are trying to save files, and your SHARE.EXE is not loaded

Contact your system administrator.

Cannot send FlowCharter OLE Automation Event. The running Automation VBX/OCX is the wrong version.

An OLE Automation program is running and is unable to send an event as requested because you have the wrong version of VBX/OCX in FlowCharter for the event you are sending.

The program must be changed so that you have the compatible VBX/OCX and FlowCharter OLE Automation versions.

Close All Documents?

You are requesting to close all documents.

Click Yes to close all documents. Click No to not close all documents.

Command failed.

You have typed a command incorrectly or requested an invalid command.

Check the command entry, and retype the command.

Complex or high color objects exist in this chart which are not supported by Flowcharter 3.0/4.0.

Continue anyway?

You have tried to save objects that cannot be transferred to ABC FlowCharter 3.0 or 4.0. These objects include metafiles larger than 64K, device independent bitmaps (DIBs) that use more than 256 colors, and DIBs that are larger than 64K.

Click Yes to convert the rest of the chart to ABC FlowCharter 3.0/4.0. If you click Yes, the chart will be converted. When you bring the chart up in ABC FlowCharter 3.0 or 4.0, the object that could not be converted appears as a rectangle with a red outline and a red X in the middle of it. You can manually replace the shape.

Click No to abort the conversion attempt.

Correction alternatives couldn't be found because this word contains only one letter.

The spell checker has detected text that has only one letter. The spell checker does not recognize single characters words.

Click Ignore for the program to accept the single-character text in the chart, click Add to add the single-character to the spelling dictionary, or change the word.

Could not paste.

You have tried to paste informaton, but were unable to do so.

Your system may be low on memory; therefore, close one or more open files and programs and try again.

Could not start print job.

You have tried to print, but FlowCharter was unable to start the print job.

Check the printer connections.

Couldn't load workspace

You have tried to load a workspace (file with .afw extension), and FlowCharter was unable to complete the request.

Check to see whether you typed the file name correctly and whether you are using the correct drive and directory. Your system also may be low on memory; therefore, close one or more open files and programs and try again.

Couldn't save workspace

You have tried to save a workspace (file with .afw extension), and FlowCharter was unable to complete the request.

Select another drive, insert a different disk, or delete any unnecessary files and directories from the current drive or disk.

Current active layer must be visible and unlocked.

You have selected to perform a task on a layer that is invisible and locked.

Make the selected layer visible and unlocked or select another layer that is.

Do you wish to delete the *(toolbar*) toolbar?

You are about to delete a toolbar that you created.

Click Yes if you want to delete it. Click No if you do not.

Failed to create empty document.

You have attempted to create a document, but the creation was not successful.

Check the system registry.

Failed to create object. Make sure the object is entered in the system registry.

You have attempted to create an object, but the creation was not successful.

Check the system registry.

Failed to open document.

You have tried to open a document, and FlowCharter is unable to complete the task.

Check to see whether you typed the file name correctly and whether you are using the correct drive and directory. Your system also may be low on memory; therefore, close one or more open files and programs and try again.

Failed to verify password.

You have typed in a password that is incorrect.

Check the password you typed, and retype it.

Field report copied to clipboard.

The Clipboard field report is complete.

Field report written to file: (*filename*).

The field report has been saved to the file.

***(filename)* is already open.**
Revert to saved version?

The filename you are attempting to open is already open.

Click yes to revert to the saved version of the file.

(*filename*) is a protected file. You will not be able to make changes to the file without first unprotecting it with a password.

The chart you opened is protected by a password.

To unprotect the chart so you can work with it, choose the Unprotect Chart command on the Tools menu, enter the password, and choose OK.

(*filename*) is a read-only file or is in use by another user. Would you like to open it as a read-only file?

You are trying to open a file that is read-only.

Click OK to open the file. You cannot save changes to the file using the current file name and directory. If you want to save changes, give the file a new name or store it in another directory.

FlowCharter cannot execute the command line:
(number)
Make sure that the correct path and filename are given.
Be sure quotes are properly placed around long pathnames and filenames.

You have entered a command FlowCharter does not recognize. Check the path name and file name, and check for quotes around long path names and file names.

Type a valid path and file in the command line.

FlowCharter cannot find (program name). Check the path stored in the FLOW70.INI.

You are trying to open a program that FlowCharter is unable to location. Either the program does not exist or you have typed the name incorrectly.

Check your program name. Type it again correctly, or change the path to find the program.

FlowCharter has finished searching the document.

FlowCharter has finished searching the document.

FlowCharter 7 is unable to open this file.

The file format has been altered or corrupted, or you are trying to open a file that is not an accepted file format.

Load your backup copy of the file and try again or try another file.

Font name entered is invalid.

You have deleted the name in the Font name box and pressed enter.

You must either type a font name or select a name from the list.

Font size must be an integer between 4 and 72.

You have typed an invalid font size or entered a non-numeric character.

Type a number between 4 and 72.

Internet connection has been aborted.

You have attempted to make an Internet connection, but it has been aborted.

Try again later.

Internet connection has been reset.

You have attempted to make an Internet connection, but it has been reset.

Try again later.

Internet connection stopped. There has been an internal error. Please try again later.

You have attemped to connect to a remote site, but the connection has been stopped by an internal error.

Try again later, or see your System Administrator.

Internet connection stopped. There has been an invalid server response.

You have attempted to make an Internet connection, but the Internet browser has received an invalid server response.

Try again later, or see your System Administrator.

Internet item not found.

You have attempted to search the Internet for an item that has not been found.

Re-enter a keyword.

Internet transaction has timed out.

You have attempted to transact with an Internet site, but the transaction has timed out.

Try again later.

Micrografx Designer is not installed.

You are trying to run Micrografx Designer, and it is not installed.

Click OK, and install Micrografx Designer, or select another task.

Micrografx Picture Publisher is not installed.

You are trying to run Micrografx Picture Publisher, and it is not installed.

Click OK, and install Micrografx Picture Publisher, or select another task.

"*%1*" already exists.

You are trying to create a layer name that already exists.

Click Yes to overwrite, No to assign a different layer name.

Not enough disk space. Please delete files or use a different drive.

You have tried to save a file or carry out an action that requires more space than is available on disk.

Select another drive, insert a different diskette, or delete any unnecessary files and directories from the current drive or diskette.

Not enough memory.

You have carried out an action that requires more memory than is available. This error message may occur while you are trying to open a linked chart file.

Close one or more open files and programs and try again.

Not enough memory to run *(program name)*. Quit one or more Windows applications and then try again.

You have tried to open a program that requires more memory than is available.

Close one or more open files and programs and try again.

%d replacements were made.

Search and replace found (number) items and replaced them.

OLE Initialization Failed. Make sure that the OLE libraries are the correct version.

OLE initialization failed.

Make sure that the OLE libraries are the correct version.

Out of memory.

You have carried out an action that requires more memory than is available. This error message may occur while you are trying to open a linked chart file.

Close one or more open files and programs and try again.

%d replacement was made.

Search and replace found 1 item and replaced it.

Please enter a number.

You have clicked OK without entering a number in a field requiring a number.

Enter a number in the field, and click OK.

Please enter a number between %1 and %2.

You have entered a value outside of this range.

Enter a correct value.

Please select a date style.

You have typed data that requires a date style.

Select a data style.

Save changes in field '(*fieldname*)'?

You have clicked OK without clicking Add in the Field Setup dialog box.

Click Yes if you want to save the changes.

Save changes to (filename)?

You have attemped to close the file without saving your changes.

Click Yes if you want to save the changes.

This chart may contain FlowCharter 7 data which will be lost when saving to a previous FlowCharter file format. Do you wish to continue?

You were trying to save to a previous version of FlowCharter. If you continue, you may lose data.

Click Yes if you want to save to a previous version, No ends the save task. Press the Help button for more information.

Selected layer has objects on it.

Delete the layer?

You have selected to delete a layer that has objects on it.

Click Yes if you want to delete the layer with the objects. Click No if you do not want to delete the layer.

Spell check completed for selected objects. Would you like to check the remainder of the chart?

When you requested the spell check, you had one or more objects selected.

Click Yes to check the remainder of the chart.

Spell check completed in chart.

FlowCharter 7 has checked spelling in the entire chart.

Click OK to close the dialog box and return to your chart.

Text not found in data fields.

A find or replace request has been completed.

The text you entered in the Find what box was not found in data fields. Click OK to close the message box.

Text not found in notes.

A find or replace request has been completed.

The text you entered in the Find what box was not found in notes. Click OK to close the message box.

Text not found in shapes or lines.

A find or replace request has been completed.

The text you entered in the Find what box was not found in shapes or lines. Click OK to close the message box.

Text not found.

A find or replace request has been completed without finding the text you specified.

Click OK to close the message box.

The document must contain an object to import data.

You are trying to import data from a document that does not contain an object.

Select another document.

The file *(filename)* does not exist.
Would you like to create it?

FlowCharter cannot find the file (filename) you specified.

Click Yes to create the file.

The filename %1 is invalid.

The filename (*filename)* is invalid.

The filename is too long.

You have entered a file name with more than 254 characters.

Enter a shorter file name.

The name you have selected is already in use. Please enter another.

You are trying to save to a file that has been opened by another user.

Choose another file name.

The ordinal number suffix (i.e., '1st' , '2nd', etc.) for this word appears to be incorrect.

The spell checker has detected text that has the incorrect ordinal number suffix.

Click Ignore for the program to accept theordinal number suffx you have in the text, click Add to add the ordinal number suffix, or change the suffix.

The preferred spelling for this word is without periods.

The spell checker has detected periods for text that has a preferred spelling without periods.

Click Ignore for the program to accept the text with periods in the chart, click Add to add the text with periods to the spelling dictionary, or change the text.

The selected data to paste in the Worksheet is too large. Continue?

You have selected a paste area that is too large, and some of your data may be lost.

Compare the fields to see if you are importing more rows or columns than the worksheet has. Select an equal number of rows and columns, and continue.

The selected paper size does not match page settings. Do you want page settings to be changed to match?

The paper size you selected is too small to display the chart in the page settings you are using.

Click Yes if you want page settings to be changed to match the paper size.

There was no usable text. Please make a different selection and try again.

You have pasted or dragged text data that does not contain any actual text characters. They may be a bitmap, a picture, or an OLE object instead of text.

Make another selection that does contain actual text characters, or change the selection to contain text.

The worksheet must be visible to import data. Go to the View menu and select Worksheet.

You are trying to import data, and the Worksheet is not opern.

On the View menu, click Worksheet. You also must have created data fields.

This chart contains data linked from other charts. Would you like to update the data now?

You are opening a chart that has linked data.

Click Yes to read the other charts and update the data. Click No to work with this chart without updating the data.

This chart has more shape types than are supported in the AF3 file format. Some data may be lost.

You are opening a chart that has more shape types than those supported by FlowCharter 7. If you open the chart, you may lose some data.

Click Yes to open the chart. Click No if you do not want to open the chart.

This chart does not appear to be a valid EasyFlow version 6. 0 - 8. 0 file. This chart will be skipped.

You have tried to import a chart that was not created in EasyFlow versions 6.0 through 8.0. A FlowCharter 7 file will not be generated for the chart.

Check to see that the chart is a valid EasyFlow chart. If it was created in an earlier version of EasyFlow, first convert it in EasyFlow to version 6.x, 7.x, or 8.x. Next, try importing it again into FlowCharter 7.

This chart has been set up to run with multiple entities. Selecting a start shape will remove all existing entities. You can add additional entities through the Entitiy Manager.

You have attempted to select a start shape of a chart that has been set up to run with multiple entities.

Add additional entities through the Entity Manager or remove all existing entities and select a different start entity.

This file does not appear to be a valid EasyFlow version 6. 0 - 8. 0 file.

You have tried to import a file that was not created in EasyFlow versions 6.0 through 8.0.

Check to see that the file is a valid EasyFlow file. If it was created in an earlier version of EasyFlow, first convert it in EasyFlow to version 6.x, 7.x, or 8.x. Next, try importing it again into FlowCharter 7.

This file is in use. Cannot drop into current chart.

You are trying to drop a file that has been opened by another user into a chart.

Choose another file name.

This file was originally saved in an older file format. Would you like to update it to FlowCharter 7?

You are trying to save a file that was originally saved in an older file format.

Click Yes to save the file in FlowCharter 7 format.

This operation will remove text and data fields associated with the selected objects. Proceed?

You are attempting a task that will result in removing the text and data fields associated with the selected objects.

Click Yes to proceed.

This shape does not have any editable points. Please select another shape.

You are trying to edit points for a shape that does not have editable points.

Select another shape, or discontinue the task.

This word appears twice and may be redundant.

The spell checker has detected text that appears to have been accidently repeated.

Click Ignore for the program to accept the repeated word you have in the text or delete the repeated word.

This word contains a possibly incorrect hyphen.

The spell checker has detected text that appears to have been hyphenated incorrectly.

Click Ignore for the program to accept the hyphenation you have in the text, or change the hyphenation.

This word contains a possibly incorrect trailing period.

The spell checker has detected text that has a trailing period and does not need one.

Click Ignore for the program to accept the trailing period you have in the text or delete the repeated period.

This word contains possibly incorrect punctuation.

The spell checker has detected punctuation that may be unnecessary or misplaced.

Click Ignore for the program to accept the punctuation you have in the text or delete the punctuation.

This word is usually preceded by 'a' instead of 'an'

The spell checker has detected text that requires “an” as an article, but has “a”.

Click Ignore for the program to accept the”an” you have in the text or replace it with “a” .

This word is usually preceded by 'an instead of 'a'

The spell checker has detected text that requires “a” as an article, but has “an”.

Click Ignore for the program to accept the”a” you have in the text or replace it with “an” .

This word may contain incorrectly capitalized letters.

The spell checker has detected a capital letter that it does not recognize in this usage.

Click Ignore for the program to accept the capitalization in the chart, click Add to add the text with the capitalziation to the spelling dictionary, or change the text.

This word may contain incorrectly leading characters.

The spell checker has detected leading characters in text that it does not recognize in this usage.

Click Ignore for the program to accept the leading characters in the chart text, click Add to add the text with this usage of leading characters to the spelling dictionary, or change the text.

This word may contain incorrectly trailing characters.

The spell checker has detected trailing characters in text that it does not recognize in this usage.

Click Ignore for the program to accept the trailing characters in the chart text, click Add to add the text with this usage of trailing characters to the spelling dictionary, or change the text.

This word was marked as 'negative' in the user dictionary.

The spell checker has detected no period for text that requires periods.

Click Ignore for the program to accept the text without periods in the chart, click Add to add the text without periods to the spelling dictionary, or change the text.

Unable to browse. Check that a suitable Internet browser is installed properly.

You have attempted to browse the Internet, but were unable to.

Check your Internet browser or contact your System Administrator.

Unable to execute *(filename)*. Would you like to re-link?

You have attempted to exexcute a llinked file, but were unable to.

Click Yes to re-link.

Unable to logon to Internet session.

You have attempted to log onto the Internet, but were unable to.

Check your Internet browser or contact your System Administrator.

Unable to make this Internet connection.

You have attempted to connect to a remote site on the Internet, but were unable to.

The remote site may be unavailable at this time. Try again later.

Unable to open (number). A suitable Internet browser may not exist or be installed properly. Would you like to re-link?

You have attemped to open an Internet browser which may not exist or may not be installed properly.

To re-link, click Yes.

Unable to open download cache file on this machine.

You have attempted to open a cache file that has been downloaded on this machine, but were unable to.

Check that the file is not corrupted.

Unable to resolve Internet name.

You have attempted to provide an Internet name that the Internet browser is unable to resolve.

Check the name again before proceeding.

URL is not valid.

You have attempted to visit a site for which the URL is not valid.

Check your spelling of the URL or check for updated URL information before trying again.

You are making permanent changes to the chart's field setup. This operation could cause some entered field data to be lost and cannot be undone. Do you wish to continue?

You have made possibly destructive changes to the chart's field table, which could cause some of the data to be lost. An example of this is changing a "date" field to "currency."

If you want to undo the changes, click No in this dialog box, and then click Cancel in the Setup Fields dialog box.

You cannot link a chart to itself.

The chart you have selected in the Link dialog box is the current chart.

Select a different chart.

You cannot group and link a chart to itself.

The chart you have selected to group and link in the Link dialog box is the current chart.

Select a different chart.

You cannot move object(s) to a locked layer. To unlock this layer, select Layer Manager . from the Layers command on the Arrange menu.

You have tried to move an object or objects to a locked layer.

Use the Layer Manager to unlock the layer.

You cannot delete the only unlocked and visible layer.

You have selected to delete a layer that is the only unlocked and visible layer of the layers in your chart.

Either change the selected layer’s attributes to locked and invisible or select another layer to be unlocked and visible.

You do not have any Data Fields set up yet.

Would you like to set up now?

You have selected a feature that requires data fields to be set up, and you have not set up the data fields yet.

Click Yes to open the Setup Fields dialog box to enter your data fields.

Zoom Value Must Be Between 5% and 1600%.

You have entered a value outside of the range.

Enter a number between 5 and 1600.

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Active window

The window in which you are working. The active window appears in front of other windows and receives the next action. The color of the title bar in the active window distinguishes it from the other windows.

Attributes

The characteristics that define the appearance of an object. Shape attributes include its border color, width, and style; fill color and pattern; and shadow color and style. Line attributes include its color, width, and start and end styles.

Cancel

A button used to close a dialog box without completing the command. The **ESC** key also can be used to close a dialog box.

Check box

A small square box that can be toggled on or off using the mouse. Check boxes frequently are used when you can select or deselect one or more options.

Clear

To delete selected objects from a chart using the Clear command on the Edit menu. When you use the Clear command, FlowCharter 7 does not place a copy of the objects on the Clipboard.

Click

To quickly press and release the left mouse button.

Clipboard

A temporary storage area for objects that are cut or copied from FlowCharter 7 or another Windows program.

Command

A word or phrase, usually found on a menu, that opens a dialog box or carries out an action.

Compound document

A file that contains information from two or more OLE-compatible software programs.

Control menu box

The box, located in the upper left corner of the window, that you click to open the Control menu or double-click to close the window.

Control Panel

A Windows accessory for installing printers and fonts, setting up printers and ports, and choosing program options.

Copy

To place a copy of selected objects on the Clipboard using the Copy command on the Edit menu.

Cut

To remove selected objects from a chart and place a copy of them on the Clipboard using the Cut command on the Edit menu.

Deselect

To move the pointer away from an object and click the left mouse button. The handles on the object disappear. Commands, tools, and buttons no longer affect the object.

Dialog box

A window that opens when the program needs information from you before it can carry out an action.

Dock

To move the selected area (for example, toolbar or worksheet) to one side of the program window. You can place the docking area below the menu bar or to the left, right, or bottom edge of the program window. When you drag the docking area to the edge of the program window, that area outline "snaps" to the length of the edge. If you drop the docking area after its outline "snaps," it docks to that edge of the window.

Double-click

To press and release the left mouse button twice rapidly without moving the mouse.

Drag

To point to an object with the mouse, press and hold the left mouse button, and move the mouse so that the object moves with the pointer across the screen.

Embed

To place an object in a file in another program. A graphic image of the object, as well as detailed information about its attributes and how to print it, is inserted into the file of the other program. By double-clicking the object, you can open its original program and edit it.

Extension

The period and one to three characters at the end of a filename that identify the kind of information in the file. For example, the extension for FlowCharter chart files is .flo. The extension for template files is .aft and the extension for workspace files is .afw.

Font

A set of characters, including letters and numbers, that is all one size and style.

Handles

Square boxes that appear on the corners and sides of an object when the object is selected. You use the handles to resize the object.

Hint line

A one-line message at the bottom of the FlowCharter 7 window that gives you information about the tool or button beneath the arrow pointer or the highlighted command.

Icon

A small graphic symbol that represents a program or a file. For example, the chart windows in FlowCharter 7 can be minimized to appear as icons in the workspace.

Launch

Running another program by double-clicking on a shape. You can set a shape to run another program by selecting the shape, clicking the Link button on the Standard toolbar, and then entering the full path in the Link To: Other program or file box.

Link

To connect an object to a file in another program. The file in the other program contains a graphic representation of the object and the path to the file that contains it. Changes made to the object in its original program also are reflected in the linked object.

Menu

A list of commands organized under a name on the menu bar near the top of the FlowCharter 7 window. To open a menu, you click the menu name or press **ALT** and the letter underlined in the menu name.

Mouse

A manual device that you move across a flat surface to move the pointer on your screen. A mouse can have one or more buttons, which you press to carry out various actions.

Object

An element in a chart window, such as a shape, line, or text block. Objects can be placed in other programs using object linking and embedding (OLE).

Object Linking and Embedding (OLE)

The ability to share information among documents created in different programs. You can share charts, spreadsheets, text, drawings, sounds, video, and animation among OLE-compatible programs.

Palette

A palette is collection of shapes displayed in a Shape palette. You use the shapes in the Shape palette to place shapes in charts.

Page orientation

The position of the page on the screen. Portrait (vertical) orientation displays a page taller than it is wide. Landscape (horizontal) orientation displays a page wider than it is tall.

Page size

The dimensions of a page on the screen.

Paper size

The physical size of the paper in a printing device.

Paste

To place a copy of the objects on the Clipboard into the active chart window using the Paste command on the Edit menu.

Pixel

An individual dot on the screen or printed page. Pixels combine to form an image.

Point (noun)

A type measure equal to about 1/72 of an inch.

Point (verb)

To move the mouse until the pointer on the screen rests on the object you want.

Pointer

A graphic symbol on the screen that follows the movement of the mouse. The pointer is usually an arrow, but can change shape depending on the command or button you choose.

Press

To hold down the mouse button.

Print area

The area, as defined either by page size definitions or by the printer, that can be printed.

Resize

To change the size of an object. Dragging a handle into an object makes it smaller; dragging a handle away from an object makes it larger.

Scroll

To move through the chart window to see portions of the chart that cannot fit on the screen.

Scroll bars

The bars at the right side and bottom of the FlowCharter 7 window. Each scroll bar contains a scroll box and two scroll arrows. Click a scroll bar to move by one screen vertically or horizontally across the chart.

Select

To choose an object in the window by clicking it with the mouse. Handles appear on the object to indicate it is selected. After an object is selected, it can be edited using commands, tools, and buttons.

Shape palette

A collection of shapes displayed in the FlowCharter 7 window. You use the shapes in the Shape palette to place shapes in charts.

Starting point

To insert the first entity into a Living FlowChart. If you have multiple entities in a chart and use the Starting Point command, all entities will be deleted and a new, single entity will be placed in the shape that you choose.

Starting shape

Any shape with an entity in it. When you run the chart, the entity moves out of its starting shape to the next shape in the path.

Text cursor

A blinking vertical bar that indicates where to begin entering or editing text.

Text style

An attribute applied to text, such as bold, italic, underline, and strikethrough.

Tile

A method of arranging open chart windows in which the windows are side by side and a portion of each window is visible.

Title bar

The bar across the top of a window that contains the name of the window. The title bar also contains the Control menu box for the window and its minimize and maximize boxes.

Toggle

To alternately change from one state to another, such as on and off.

Toolbox

The vertical bar at the left side of the FlowCharter 7 window. The Toolbox contains tools with which to select and resize objects, draw shapes and lines, type text, number shapes, and change the view.

Window

A rectangular area on the screen that displays the FlowCharter 7 program or a chart file. You can have several chart windows open at the same time. Each window has its own title bar.

Workspace

The area in FlowCharter 7 that displays the chart windows. You can save the arrangement of the windows in a workspace file.

Text block

Text that is independent of a shape, such as a chart title or legend. Text blocks are created using the Text Tool in the Toolbox.

Proportional

Having the same or a constant ratio. When you resize a shape proportionally, the shape height and width maintain a constant ratio relative to each other.

Compound shape

A shape created by combining two or more shapes in FlowCharter 7.

Shape property

Predefined characteristics of a shape, such as its name, size, and connect points. You can change shape properties using the Palette menu in the Shape palette.

Container program

An OLE-compatible program that can accept a linked or embedded object from an OLE object program.

Object program

An OLE-compatible program that creates objects that can be linked to or embedded in a file in an OLE container program.

Zoom

Magnifying or reducing the view of a document. For example, zooming in gives you a closer view and zooming out gives you a more distant view.

Grid

A series of horizontal and vertical dots that criss-cross the drawing area. You can snap objects to the grid for more exact placement.

Guidelines

Horizontal and vertical lines that display but do not print. You use guidelines to align objects. Guidelines let you align shapes of different sizes. Guidelines do not appear in the printed chart. Objects (shape and text) snap to guidelines.

QuickZoom

The QuickZoom window provides a view-only window of the image. When first opened, this window shows a miniature representation of the full image. You use the resizable viewing rectangles to zoom in and out on the image in the currently active window.

Undo
To reverse the last action or change on a chart.

Redo

Redo restores the most recent edit that has been undone.

New window

A command that opens a new window for the active chart providing you with two windows for the same chart. You can make changes in the second window and then save it as another filename without closing the original chart.

Note

You can attach a note to any shape. The note can contain information about a step or process, information that will not fit into a shape, or information that you do not want to print as part of the chart.

Normal

A command on the View menu that displays objects at their actual sizes. The Normal view is the best all-purpose view for creating and changing charts.

Update

When you update a chart, you automatically update linked field data as well as other current information such as Date and Time for Master Items.

Living Shapes

Living Shapes are shapes that contain data and code that enables them to perform actions. Every shape with a line coming into or going out of it is a Living Shape.

Switch Tool command

The Switch Tool command switches between the Selector tool and the last Toolbox tool you had selected.

Switches between the Selector tool and the last Toolbox tool you had selected.

Insert Link command

The Add Link command links the active shape to another chart or file. This command opens the Link dialog box.

Links the active shape to another chart or file by opening the Link dialog box.

Format command

The Format command formats the fill, lines, ends, and effects of an object. This command opens the Format Object dialog box.

Format the fill, lines, ends, and effects of an object. This command opens the Format Object dialog box.

Displays or hides this toolbar.

Adds a horizontal guideline to the chart and adjusts it.

Shows the location of the selected shape(s) as a thick blue line and the mouse pointer location as a thin maroon line. Also, you can create guidelines by dragging them off the ruler and into your chart.

The units of measure are shown in the top, left corner of the ruler bar. If the corner shows **in**, you are using inches as the units of measure. If the corner shows **cm**, you are using centimeters as the units of measure.

Shows the location of the selected shape(s) as a thick blue line and the mouse pointer location as a thin maroon line. Also, you can create guidelines by dragging them off the ruler and into your chart.

The units of measure are shown in the top, left corner of the ruler bar. If the corner shows **in**, you are using inches as the units of measure. If the corner shows **cm**, you are using centimeters as the units of measure.

Shows information about the selected tool or button. The name of the current shape in the Shape palette shows in the box on the right.

Lets you relocate the toolbars. Click anywhere in the gray area around any toolbar and drag it to make it a palette, or you can move it to another side of the chart window and attach it to the side.

The toolbar will be a palette when the outline of it is thick. The toolbar will attach to a side of the chart window when the outline is thin.

Lets you make a window active by clicking a title bar. Double-click the chart window or program window to maximize the window or restore the window to its previous size and location.

Sort command (shortcut menu)

The Sort command opens the Sort Worksheet dialog box that allows you to sort your worksheet data.

{button Related Topics,PI(`',`IDH_RT_Sort_Command')}

What is a Worksheet
Worksheet command
View menu

Opens the Sort Worksheet dialog box that allows you to sort your worksheet data.

Sort Worksheet dialog box

The Sort Worksheet dialog box lets you sort the data in your worksheet

Setup Fields command

The Setup Fields command opens the Setup Fields dialog box so that you can enter data fields for your chart.

{button Related Topics,PI(`',`IDH_RT_Setup_Fields_Command')}

To set up a data field

Opens the Setup Fields dialog box so that you can enter data fields for your chart.

Docking Views command

The Docking Views command lets you dock your worksheet.

{button Related Topics,PI(``,`IDH_RT_Docking_View_Command_short')}

To dock the worksheet

Docks your worksheet.

Hide command

The Hide command hides your worksheet.

Hides your worksheet.

Select command (shortcut)

The Select command selects all objects, or all shapes, or all lines in a chart. It opens the Select dialog box.

Selects all objects, or all shapes, or all lines in a chart. It opens the Select dialog box.

Zoom command

The Zoom command zooms in on or out of a part of a chart. It opens the Zoom dialog box.

Zooms in on or out of a part of a chart. It opens the Zoom dialog box.

Format Cells command

The Format Cells command lets you format the number, alignment, border, pattern, and font of the spreadsheet cell(s)in your SPC chart. It opens the Format Cells dialog box.

Lets you format the number, alignment, border, pattern, and font of the spreadsheet cell(s)in your SPC chart. It opens the Format Cells dialog box.

View Calculation command

The View Calculation command displays or hides the calculation columns for the active spreadsheet, if available.

Displays or hides the calculation columns for the active spreadsheet, if available.

Insert Titles command

The Insert Titles command lets you insert or hide chart titles and chart axis titles. This command opens the Titles dialog box.

Lets you insert or hide chart titles and chart axis titles. Opens the Titles dialog box.

Insert Gridlines command

The Insert Gridlines command lets you insert or hide major and minor gridlines for the category (X), value (Y), second value (Y), and series (Z) axis. This command opens the Gridlines dialog box.

Lets you insert or hide major and minor gridlines for the category (X), value (Y), second value (Y), and series (Z) axis. Opens the Gridlines dialog box.

Insert Control Lines command

The Insert Control Lines command lets you insert or hide control lines for the selected SPC chart. This commands opens the Control Lines dialog box.

Lets you insert or hide control lines for the selected SPC chart. Opens the Control Lines dialog box.

Insert Legend command

The Insert Legend command inserts a legend in your SPC chart.

Note

- This legend is not the same as the legend for a FlowCharter chart. A FlowCharter chart’s legend displays the totals for the fields in all the shapes in the chart. To work with FlowCharter chart’s legend, FlowCharter must be active. With FlowCharter active, click Legend on the Insert menu to activate FlowCharter legends.

Inserts a legend in your SPC chart.

View in 3D command

The View in 3D command changes your SPC chart to a 3D view.

Changes your SPC chart to a 3D view.

Format Chart command

The Format Chart command lets you change the appearance, base and walls, and backdrop of the active SPC chart. It opens the Format Chart dialog box.

Lets you change the appearance, base and walls, and backdrop of the active SPC chart. Opens the Format Chart dialog box.

Format 3D View command

The Format 3D View command lets you change the view and lighting of a 3-D SPC chart. It opens the Format 3D View dialog box.

Lets you change the view and lighting of a 3-D SPC chart. Opens the Format 3D View dialog box.

Format Legend command

The Format Legend command lets you change your SPC chart legend. It opens the Format Legend dialog box.

Lets you format your SPC chart legend. Opens the Format Legend dialog box.

Format Title command

The Format Title command lets you change the title of the active chart or chart axis. It opens the Format Title dialog box.

Lets you change the title of the active chart or chart axis.Opens the Format Title dialog box.

Format Axis command

The Format Axis command lets you change the active chart axis. It opens the Format Axis dialog box.

Lets you change the active chart axis. Opens the Format Axis dialog box.

Column Width command

The Column Width command lets you change the width of active columns and/or the default column width for the active SPC spreadsheet. It opens the Column Width dialog box.

Lets you change the width of active columns and/or the default column width for the active worksheet. Opens the Column Width dialog box.

Column Name command

The Column Name command lets you change the column name in your SPC spreadsheet. It opens the Column Header Text dialog box.

Lets you change the column name in your SPC spreadsheet. Opens the Column Header Text dialog box.

Row Height command

The Row Height command lets you change the height of active rows and/or the default row height for the active SPC spreadsheet. It opens the Row Height dialog box.

Lets you change the height of active rows and/or the default row height for the active SPC spreadsheet. Opens the Row Height dialog box.

Page Setup command

The Page Setup command opens the Page Setup dialog that box lets you choose the page size, margins, and other options to prepare the chart for printing or viewing.

Note

- If you change your page margin, the objects on the page will move as well.

Tip

- To fit your chart on the fewest pages, click Portrait if your chart is oriented vertically or Landscape if your chart is oriented horizontally.

{button Related Topics,PI(`',`IDH_RT_Page_Setup_Command_short')}

To define the page setup

Opens the Page Setup dialog that box lets you choose the page size, margins, and other options to prepare the chart for printing or viewing.

Insert Guideline command

The Insert Guideline command add a guideline to your chart.

{button Related Topics,PI(`',`IDH_RT_Add_Guideline_Command')}

Guidelines command

View menu

Adds a guideline to your chart.

Guidelines command

The Guidelines command hides or displays the guidelines.

Hides or displays the guidelines.

Grid command

The Grid command hides or displays the grids.

hides or displays the grids.

Hide Rulers command

The Hide Rulers command hides or displays the rulers.

Hides or displays the rulers.

Standard command

The Standard command hides or displays the Standard toolbar.

Hides or displays the Standard toolbar.

Formatting command

The Formatting command hides or displays the Formatting toolbar.

Hides or displays the Formatting toolbar.

Toolbox command

The Toolbox command hides or displays the Toolbox.

Hides or displays the Toolbox.

Arrange command

The Arrange command hides or displays the Arrange toolbar.

Hides or displays the Arrange toolbar.

Preset Styles command

The Preset Styles command hides or displays the Preset Styles toolbar.

Hides or displays the Preset Styles toolbar.

Data command

The Data command hides or displays the Data toolbar.

Hides or displays the Data toolbar.

Living FlowCharts command

The Living FlowCharts command hides or displays the Living FlowCharts toolbar.

Hides or displays the Living FlowCharts toolbar.

Toolbars command (shortcut)

The Toolbars command hides or shows any of the toolbars.

{button Related Topics,PI(`',`IDH_RT_Toolbars_Command_short')}

Toolbars command

Hides or shows any of the toolbars.

Customize command (shortcut)

The Customize command lets you customize the program toolbars and the Toolbox.

{button Related Topics,PI(``,`IDH_RT_Customize_Command_short')}

Customize command

Lets you customize the program toolbars and the Toolbox.

Format command

The Format command lets you change the font and alignment of the selected text. It opens the Format Font dialog box.

Lets you change the font and alignment of the selected text.Opens the Format Font dialog box.

Edit Text command

The Edit Text command lets you change the selected text directly.

Lets you change the selected text directly.

Scroll to Object command

The Scroll to Object command displays the object in the chart associated with the selected object in the worksheet.

Displays the object in the chart associated with the selected object in the worksheet.

Clear Contents command

The Clear Contents commands clears the contents of the selected cells in your worksheet.

Clears the contents of the selected cells in your worksheet.

Arrange+ command

The Arrange+ command hides or displays the Arrange+ toolbar.

Hides or displays the Arrange+ toolbar.

Cuts the selected objects to the Clipboard.

Copies the selected objects to the Clipboard

Pastes cut or copied objects into the active chart.

Edit command (shortcut menu)

The Edit command lets you reshape shapes, edit connect points, edit text layout, edit text, and edit object script.

Lets you reshape shapes, edit connect points, edit text layout, edit text, and edit object script.

Reshape command

The Reshape commands opens the Reshape toolbox to let you reshape the selected shape.

Opens the Reshape toolbox to let you reshape the selected shape.

Connect Points command

The Connect Points command opens the Edit Connect Points toolbox to let you edit the connect points for the selected object.

Opens the Edit Connect Points toolbox to let you edit the connect points for the selected object.

Text Layout command

The Text Layout command opens the Edit Text Area Layout toolbox to let you edit the text area for the object you selected.

Opens the Edit Text Area Layout toolbox to let you edit the text area for the object you selected.

Text command

The Text command opens the text block to let you edit your text.

Opens the text block to let you edit your text.

Properties command

The Properties command opens the Object Properties dialog box to let you change shape properties such as name, behavior, size, and script password.

Opens the Shape Properties dialog box to let you change shape properties such as name, behavior, size, and script password.

Selects inches as the measurement unit for your chart.

Selects centimeters as the measurement unit for your chart.

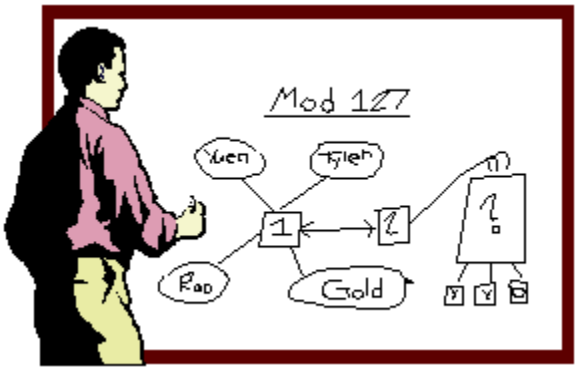
Sorts your worksheet in ascending order.

Sorts your worksheet in descending order.

Lets you select the worksheet element to sort by: object type or specific field name.

Why Should I Use Flowcharts?

The flowchart is the most widely understood form of business graphics. With a flowchart you can show and explain a process quickly and clearly. Best of all, because flowcharts are easy to understand, they are more likely to be read and remembered than text.



{button Related Topics,PI(`',`IDH_RT_Why_Should_I_Use_Flowcharts')}

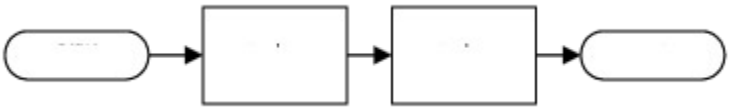
How Do I Create A Flowchart?
Are There Many Rules in Flowcharting?
Hints and Guidelines for Effective Flowcharts
Designing Intuitive Charts

Basic Flowchart Shapes
Finding the Sample Charts

Are There Many Rules in Flowcharting?

No, there are no complicated rules to follow when creating a flowchart. You can design the chart in the way that best illustrates the process you want to show.

There are a few general guidelines you can consider when flowcharting. The most important guideline is "Keep it simple." You want to keep your flowchart simple so that it will be easy to follow and understand.



{button Related Topics,PI(``,`IDH_RT_Are_There_Many_Rules_in_Flowcharting')}

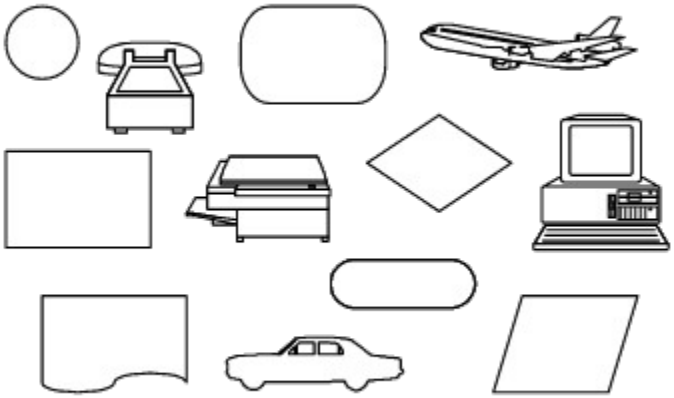
Basic Flowchart Shapes
Choosing Line Styles
Choosing Arrowhead Styles
Hints and Guidelines for Effective Flowcharts

Designing Intuitive Charts
Choosing Numbering Schemes
Choosing Portrait or Landscape Orientation
Choosing Single-Page or Multiple-Page Charts

What Shapes Should I Use?

Standardized shapes make it easy to identify key elements in a process, such as decisions, connections outside the system, or new elements. However, don’t be too concerned with using the "right" shape. Unless your chart is in a specialized discipline, such as data flow, the shapes you use depend on your audience.

If your audience is not familiar with flowcharting symbols, use the basic shapes. You also can use shapes that are recognized easily, such as computers, cars, and office equipment.



Consistency is a key element in creating a chart that is easy to understand. You can have shapes mean whatever you like. If you define the meaning of a shape yourself, however, be sure that you use the shape consistently throughout the chart. For example, if you decide a triangle represents a budget review, make certain that every budget review is represented by a triangle — and that every triangle in the chart signifies a budget review.

{button Related Topics,PI(`',`IDH_RT_What_Shapes_Should_I_Use')}

Basic Flowchart Shapes

Shape Palettes Overview

Basic Flowchart Shapes

This topic briefly describes the shapes used most often in flowcharting. These shapes should be sufficient for your first charts as you begin using flowcharts in your work.

Process		Represents any type of process or activity, such as writing a memo, purchasing equipment, or interviewing a job candidate.
Alternate Process		Represents an alternate type of process, such as external (vs. internal) or static (vs. variable). Although popular, this shape is not an ISO-standard or ANSI-standard shape.
Decision		Indicates a point at which a decision must be made. Generally, two flow lines point out of the shape—one out of the bottom and one out of the side. Each line is marked with a decision option, such as "Yes" and "No" or "True" and "False." These lines also can show branch options such as "Make" versus "Buy."
Input/ Output		Represents the information that goes into or comes out of a process. Examples of input are orders and inquiries. Examples of output are reports and products.
Document		Represents an activity recorded in a document, such as a computer file or printed report.
Connector		Links a shape to another point in the flowchart without using a line. A letter or number in the circle links to the corresponding letter or number elsewhere in the chart. For example, the connector may indicate at what point the flow continues on another page in the chart. It also is used to connect multiple lines at one point.
Terminal		Indicates the start or end of a process. The beginning terminal shape generally is labeled "Start" or "Begin." The ending terminal shape is labeled "Stop" or "End."

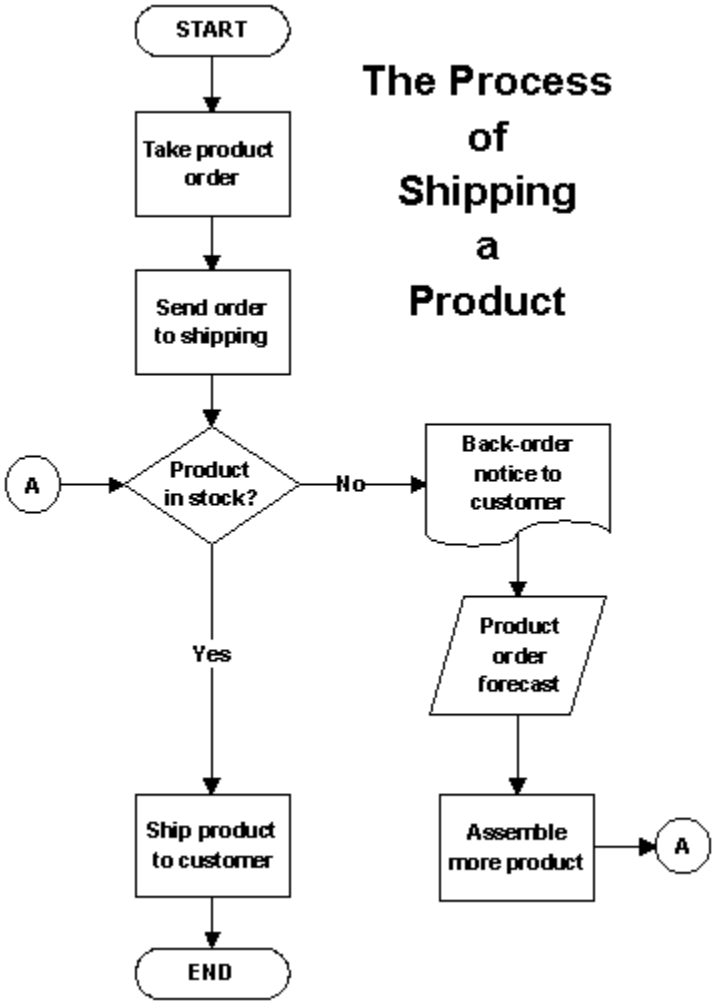
{button Related Topics,PI(`',`IDH_RT_Basic_Flowchart_Shapes')}

How Do I Create A Flowchart?
Shape Palettes Overview

How Do I Create a Flowchart?

{button Tell me how . . .,PI(`',`IDH_HT_How_Do_I_Create_a_Flowchart')}

You can create a wide variety of flowcharts. Here we describe how to create a simple flowchart. This chart illustrates the process of shipping a product.



Sample Flowchart

Starting the Chart

You begin your chart by drawing a starting terminal shape and labeling it. This shape makes it easy for the reader to find the beginning of the process.

Terminal shape

Adding Process Shapes

Next, ask yourself, "What's the very first thing that happens in this process?" The answer usually is some type of activity, which means you draw a process shape (rectangle). In our example, the first step in shipping a product is taking the customer's order for the product.

After you draw the process shape, add text in the shape to describe what the shape represents. (It is best to keep the text to just a few words so that the flowchart will be easier to understand and

remember.)

The next step in our example is also an activity—sending the customer’s order to the shipping department. Therefore, we use the process shape again. We draw lines with arrows to show the order of the steps in the process, or the "process flow." For example, we take the customer’s order and then send the order to shipping.

Process shapes

Using a Decision Shape

After the order arrives in shipping, the question arises, "Is the product currently in stock?" Because there are two possible answers (Yes or No), this step in the process is shown in a decision shape (diamond). A decision shape generally has two lines pointing out of it in different directions. Each line is marked with one of the possible answers or outcomes.

In our example, if the answer is "Yes," the process then flows directly to the final activity—shipping the product to the customer. This activity is shown in a process shape.

Decision shape

Tip

- If you have several decision shapes in your chart, be consistent. Always present "Yes" as the choice for the flow from the bottom of the shape or from the side—don’t mix them.

Representing a Document

If the answer is "No," a few more steps are required to complete the process. First, a back-order notice is generated and sent to the customer. Because this is a printed notice, we use a document shape in the chart.

Document shape

Showing Input and Output

Next, information is gathered about projected orders. Because this step requires input from other sources, such as sales people, the input/output shape is used.

Input/Output shape

Using a Connector Shape

After the back-order notice is generated and the sales forecast is considered, additional copies of the product are assembled. As expected, this activity is recorded in a process shape. The process then links back through the connector shape labeled "A" to the decision shape.

Connector shape

Completing the Process

Finally, after more product has been assembled and is in stock, the flowchart again reaches the final

activity—shipping the product to the customer. The ending terminal shape shows that the process is complete.

Terminal shape

{button Related Topics,PI(``,`IDH_RT_How_Do_I_Create_a_Flowchart')}

To create a new chart

Hints and Guidelines for Effective Flowcharts
Designing Intuitive Charts
Finding the Sample Charts
Types of Flowcharts

Basic Flowchart Shapes

Finding the Sample Charts

FlowCharter includes sample charts that show how some of its features can be used. When we discuss a feature or chart attribute that is used in a sample, we will name the chart that uses it so that you can open that chart.

The samples are in a subdirectory of the FlowCharter directory. For example, if you installed FlowCharter in the default directory, the sample charts will be located in C:\Program files\Micrografx\FlowCharter\Samples.

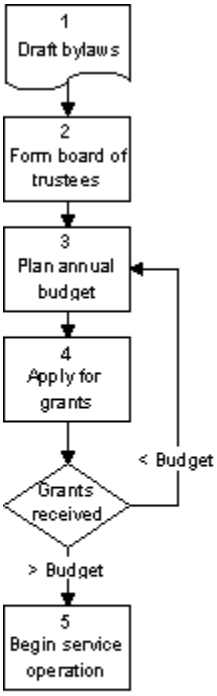
{button Related Topics,PI(``,`IDH_RT_Finding_the_Sample_Charts')}

To open a file

Choosing Portrait or Landscape Orientation

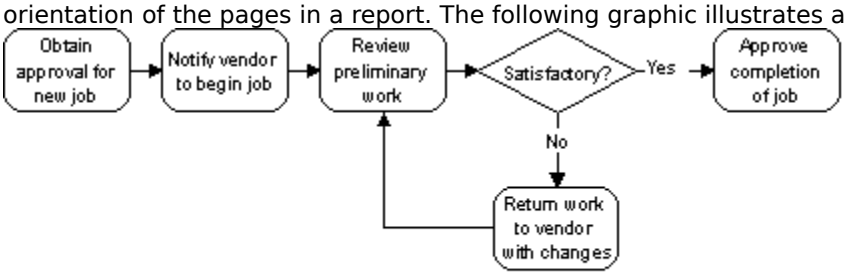
Most charts can be created with either a portrait (tall) or landscape (wide) orientation.

- With a portrait orientation, the flow is usually from top to bottom. Portrait is often chosen to match the orientation of the pages in a report. The following chart illustrates a chart in portrait mode.



Portrait Orientation

- With a landscape orientation, the flow is from left to right. Landscape follows the normal left-to-right pattern of readers and is useful in presentations. Landscape is often chosen to match the orientation of the pages in a report. The following graphic illustrates a chart in landscape mode.



Landscape Orientation

Tip

- Match your audience's natural reading patterns as much as possible. Design the chart so that the process primarily flows from left to right or top to bottom. Don't force the audience to scan backward or upward for long distances.

{button Related Topics,PI(``,`IDH_RT_Choosing_Portrait_or_Landscape_Orientation')}

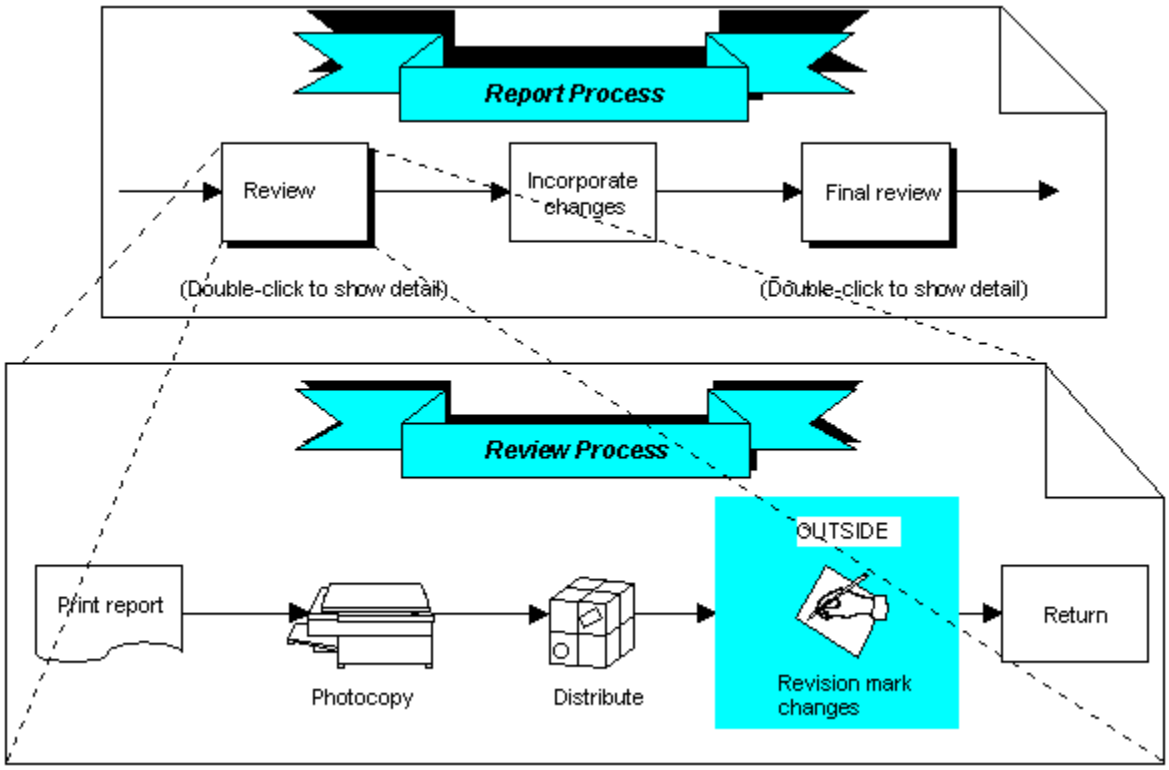
Choosing Single-Page or Multiple-Page Charts

Choosing Single-Page or Multiple-Page Charts

A multiple-page chart is a good idea if you want to create a large flowchart, such as a wall chart, but without a drawing-sized printer, the chart pages must be trimmed and assembled. Therefore, we recommend that you create several linked, one-page charts, which are easier to store, duplicate, and distribute.

The sample chart Orgdemo.flo illustrates a multiple-page chart that is linked.

In the example below, when you click on the Review shape in the top-level Report Process chart, a more detailed chart covering just the Review Process opens.



{button Related Topics,PI(``,`IDH_RT_Choosing_Single_Page_or_Multiple_Page_Charts')}

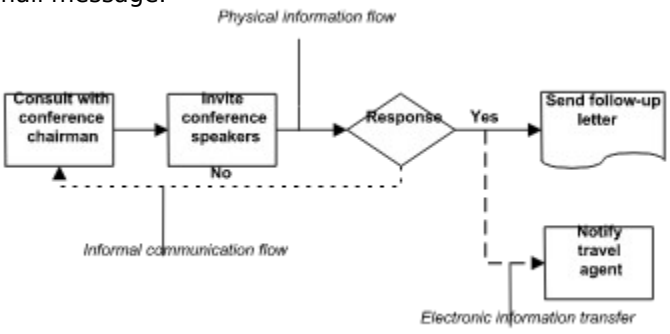
Choosing Line Styles
Choosing Arrowhead Styles

Choosing Line Styles

{button Tell me how . . .,PI(`',`IDH_HT_Choosing_Line_Styles')}

The following are general standards for using line styles in flowcharting. However, these standards vary widely among industries, companies, and other organizations. Your organization can use these standards, or it may have its own.

- Solid lines represent physical flows of information and materials. For example, a solid line can represent the forwarding of a purchase order.
- Dotted lines can indicate temporary or informal flows, such as informal communication among departments.
- Dashed lines can be used to show electronic transfers of information, such as an electronic-mail message.



{button Related Topics,PI(`',`IDH_RT_Choosing_Line_Styles')}

To format new lines
To format existing lines
To choose a preset line style

Determining the Way Lines Look
Preset Line Styles
Line Options
Choosing Line Styles that Enhance Your Chart
Connecting Shapes with Lines

Attaching Text to Lines

Choosing Arrowhead Styles

{button Tell me how . . .,PI(`',`IDH_HT_Choosing_Arrowhead_Styles')}

Arrows indicate a flow or sequence. You use them to clarify the direction of the flow.

One-way flow

Two-way flow

Some disciplines, such as information engineering, use specific types of arrows to indicate relationships, such as many-to-one and one-to-many.

Many-to-one

One-to-many

{button Related Topics,PI(`',`IDH_RT_Choosing_Arrowhead_Styles')}

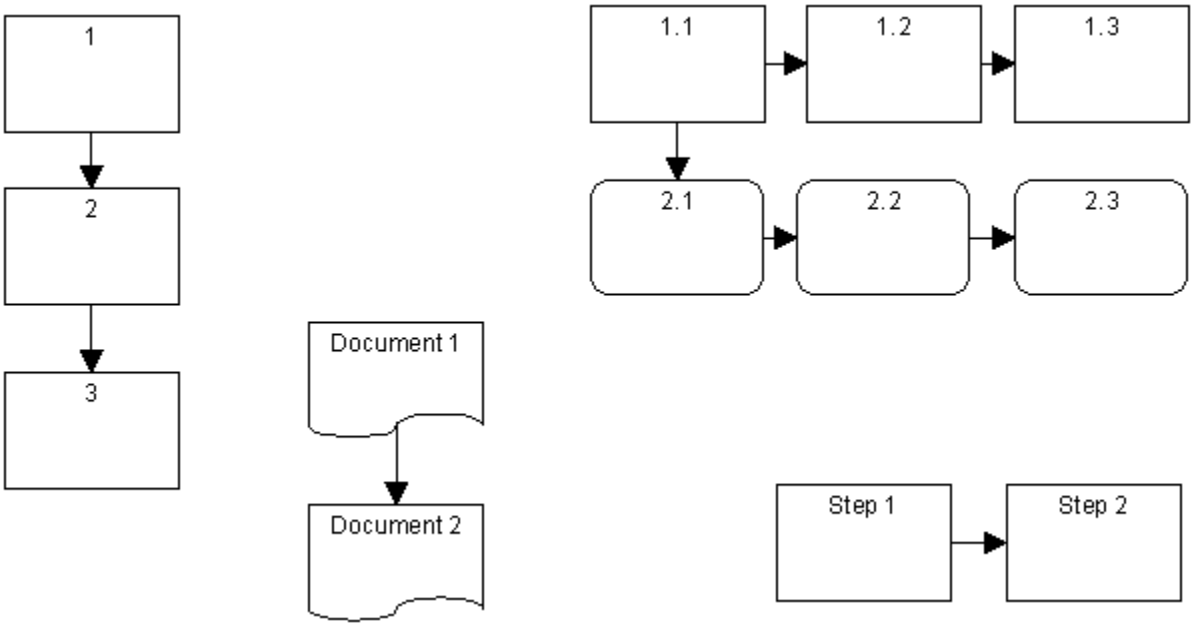
To choose arrowhead styles

Determining the Way Lines Look
Choosing Line Styles

Choosing Numbering Schemes

{button Tell me how. . .,PI(`',`IDH_HT_Choosing_Number_Schemes')}

Decimal numbers (1.1, 1.2, 1.3) are useful for numbering shapes in complex charts, such as charts that represent multiple branches or systems. Otherwise, integers (1, 2, 3) better illustrate the sequence of shapes in a process.



You can add text to the shape number to help explain the chart (Step 1, Step 2).

You may prefer not to number the shapes if the flowchart is easy to understand without them. More text will fit in shapes without numbers, and the chart will have a cleaner appearance.

The sample chart Quality.flo illustrates a chart with numbering.

{button Related Topics,PI(`',`IDH_RT_Choosing_Numbering_Schemes')}

Shape Numbers Overview

To renumber shapes automatically
To renumber shapes manually
To show or hide shape numbers
To change the next number for new shapes

Types of Flowcharts

The charts we have used as illustrations up to now have been standard process flowcharts. A standard flowchart illustrates a process using symbols from the American National Standards Institute (ANSI). Here are a few other types of flowcharts you can create:

- Analysis charts
- Block charts
- Data flow charts
- Deployment flowcharts
- Network charts

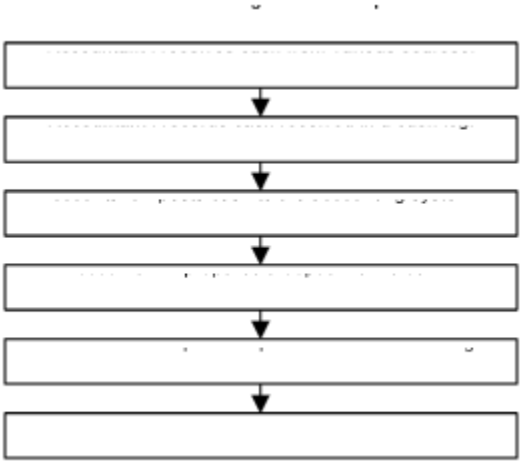
{button Related Topics,PI(``,`IDH_RT_Types_of_Flowcharts')}

Analysis Charts
Block Charts
Data Flow Charts
Deployment (Functional) Flowcharts
Network Charts

Block Charts

{button Tell me how . . .,PI(`',`IDH_HT_Block_Diagrams')}

Block charts give a brief overview of a process. Using just rectangles and arrows, you can create a block chart that breaks a complex process into several large pieces. These large pieces then can be detailed in standard flowcharts. Organization charts are a type of block chart.



The sample chart Orgdemo.flo illustrates a chart that is a block chart.

Tip

- Before you begin flowcharting a complex process, it is helpful to create a block chart of the entire process. The block chart will serve as the "big picture" while you create the more detailed flowcharts. You may choose to keep the block chart as the top level chart, linking each shape to a more detailed subchart.

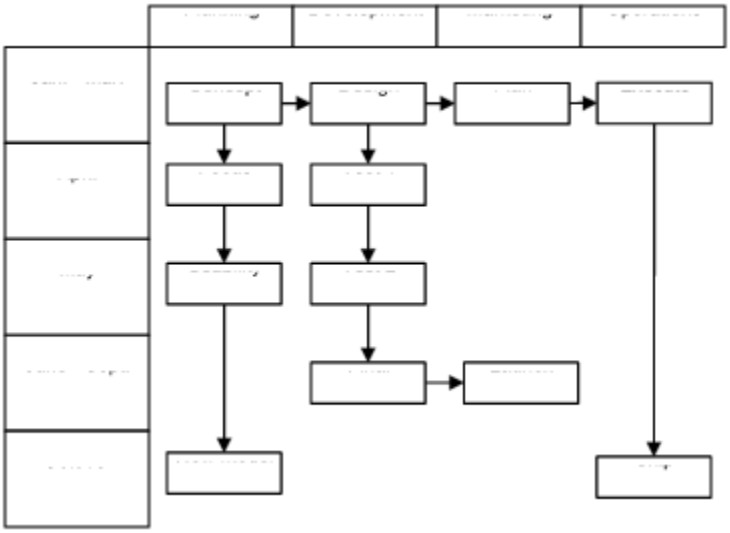
{button Related Topics,PI(`',`IDH_RT_Block_Diagrams')}

Analysis Charts
Data Flow Charts
Deployment (Functional) Flowcharts
Network Charts

To create a block CoolSheet

Deployment (Functional) Flowcharts
{button Tell me how . . .,PI(`',`IDH_HT_Deployment_Flowcharts')}

Deployment flowcharts illustrate the flow of information and materials among different organizational units. Deployment flowcharts are useful for identifying how time is being used in a process; therefore, they are used frequently in quality management and reengineering projects. The sample chart Wgndploy.flo illustrates a deployment flowchart. One of our demonstration programs uses OLE automation to create deployment flowcharts automatically. To run it, double-click on Deploy.exe in C:\Program files\Micrografx\Graphics Suite\FlowCharter\Samples in Explorer.



{button Related Topics,PI(`',`IDH_RT_Deployment_Flowcharts')}

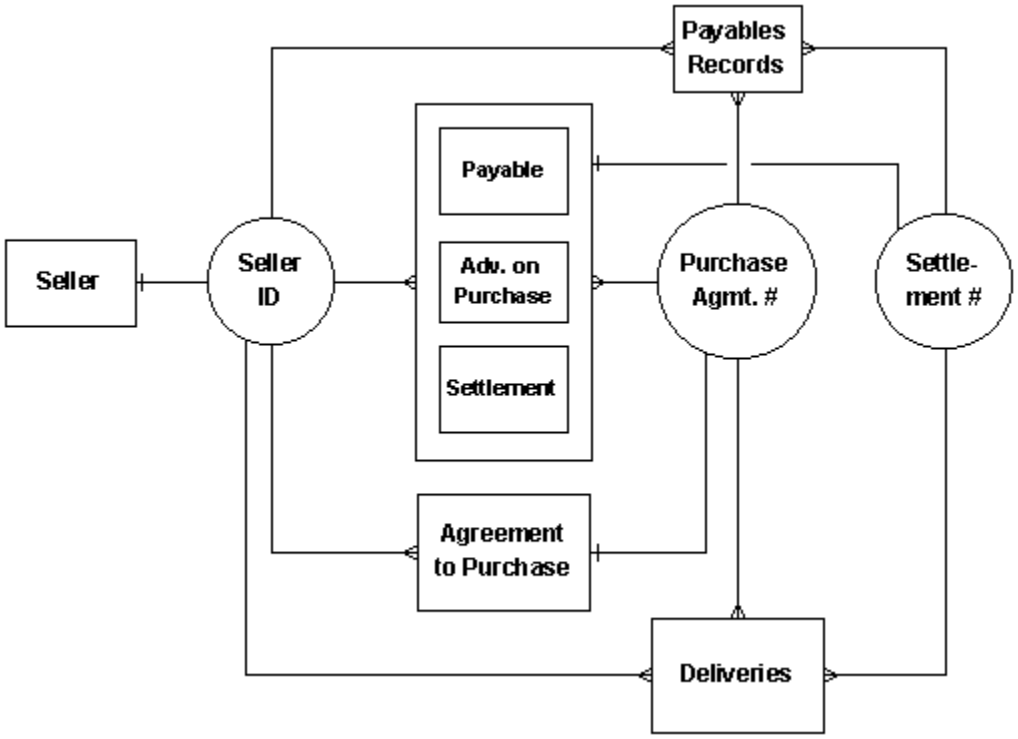
Analysis Charts
Block Charts
Data Flow Charts
Network Charts

To create a deployment CoolSheet

Data Flow Charts

{button Tell me how . . .,PI(`',`IDH_HT_Data_Flow_Diagrams')}

Data flow charts use a few strictly defined shapes, lines, and arrows to display the flow of data and information. The sample chart Dataflow.flo also illustrates a data flow chart.



{button Related Topics,PI(`',`IDH_RT_Data_Flow_Diagrams')}

Analysis Charts
Block Charts
Deployment (Functional) Flowcharts
Network Charts

To create a block CoolSheet
To create a deployment CoolSheet
To create a CoolSheet
To create a process CoolSheet

Network Charts

{button Tell me how . . .,PI(`',`IDH_HT_Network_Diagrams')}

Network charts illustrate the connections among hardware and software in a system and show how the components of the system interact. Shapes in a network chart often resemble the equipment they represent, such as a computer terminal.

The sample chart Network.flo also illustrates a network chart.

{button Related Topics,PI(`',`IDH_RT_Network_Diagrams')}

Analysis Charts
Block Charts
Data Flow Charts
Deployment (Functional) Flowcharts

To create a block CoolSheet
To create a deployment CoolSheet
To create a CoolSheet
To create a process CoolSheet

Analysis Charts

{button Tell me how . . .,PI(``,`IDH_HT_Analysis_Charts')}

A flowchart becomes a powerful analysis tool when data is added to the chart. Analysis charts let you achieve the following possibilities:

- Accumulate data in a chart
- Subtotal data up through chart hierarchies
- Print data in reports
- Pass data to spreadsheets and databases
- Graph data

The sample chart Wgndata1.flo also illustrates an analysis chart.

{button Related Topics,PI(``,`IDH_RT_Analysis_Charts')}

Block Charts
Data Flow Charts
Deployment (Functional) Flowcharts
Network Charts

To create a block CoolSheet
To create a deployment CoolSheet
To create a CoolSheet
To create a process CoolSheet

Hints and Guidelines for Effective Flowcharts

FlowCharter has many features designed to help you create flowcharts that are easy to use and understand. Ask yourself two questions before you create a new chart:

Who will be using the chart?

. . . And how will they be using it?

Charts to be used by someone other than the creator should be simple and self-documenting. Take a few moments now and then to look at your chart with the eyes of a stranger. Does it tell you everything you need to know?

The medium also affects design.

- Is the chart going to be printed in black and white? If so, it will most likely be reproduced in a vertical (portrait) orientation, and colored backgrounds on shapes will reduce legibility.
- Will it be used as a graphic during a presentation? If so, the audience should be able to read it from the back of the room.
- Will it be viewed on a computer monitor? If so, color is an effective tool, but beware of resolution problems.
- Will it be used interactively? If so, it should be annotated to tell the user what actions to take, such as double-clicking on a shape to link to a subchart.

{button Related Topics,PI(`',`IDH_RT_Hints_and_Guidelines_for_Effective_Flowcharts')}

Using Shapes and Lines Effectively
Using Fonts and Text Effectively
What Shapes Should I Use?
Designing Intuitive Charts

Designing Intuitive Charts

{button Tell me how . . .,PI(`',`IDH_HT_Designing_Intuitive_Charts')}

Here are a few tips for creating a clear, concise flowchart.

- Add a legend or annotation if the audience is unfamiliar with shape or line meanings. This is especially important with interactive charts.
- Provide prompts for linked or launched shapes.
- Indicate beginning and ending points clearly. Provide a separate button on subcharts to make it easy to return to the top level.
- Use subcharts to reduce complexity. When a single chart gets too complicated, move a logical subsection to a new chart and replace that section in the original chart with a single shape. You don’t need to redraw the shapes in a new chart—just use the group-and-link feature to transfer a group of shapes to a new chart and automatically replace them with a new, linked shape.

{button Related Topics,PI(`',`IDH_RT_Designing_Intuitive_Charts')}

Hints and Guidelines for Effective Flowcharts
Using Shapes and Lines Effectively
Using Fonts and Text Effectively
What Shapes Should I Use?

To choose line routing type

To choose line styles for new lines

To add text to a line

To choose object effects

To choose arrowhead styles

To choose the line crossover

Using Shapes and Lines Effectively

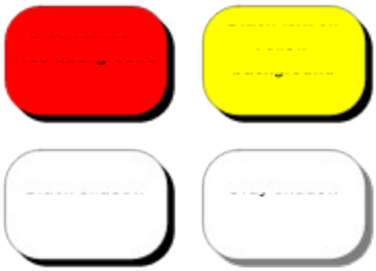
{button Tell me how . . .,PI(`',`IDH_HT_Using_ShapesLines_Effectively')}

Keep charts simple and uncluttered.

- Use just a few shape types and sizes in a chart. Too many shapes and sizes will make the chart difficult to understand.
- Align the shapes into columns and rows (using Channel alignment) so it is easier to follow the flow.
- Avoid crossed lines. If necessary, move shapes to minimize the number of lines that cross over each other. Use crossover style and nodes to indicate if crossed lines are connected.

There are over two dozen Shape palettes, containing over 500 shapes. You can create your own shapes in other programs and place them in a FlowCharter palette.

If a chart is to be viewed on-screen, use color to define, differentiate, and add interest. If a chart is to be printed, avoid using text on a colored background. If you want text on a background, choose lighter colors such as yellow, cyan, or light gray. Medium and dark colors can be used for shadow effects on printed documents.



Use a shape as background to group several shapes together logically. The sample file Network.flo uses several shapes to cluster equipment. Cloud shapes are found in the Net - PC and Network Extensions palettes.

{button Related Topics,PI(`',`IDH_RT_Using_Shapes_and_Lines_Effectively')}

Hints and Guidelines for Effective Flowcharts
Using Fonts and Text Effectively
What Shapes Should I Use?

To choose line routing type

To choose line styles for new lines

To add text to a line

To choose object effects

To choose arrowhead styles

To choose the line crossover

Using Fonts and Text Effectively

{button Tell me how . . .,PI(`',`IDH_HT_Using_FontsText')}

Readability is the most important criterion for choosing the font for your chart. Sans serif fonts such as Arial are a good choice because they are crisp and easy to read, especially for charts that are designed to be viewed on a computer monitor. A larger point size may be necessary for charts that will be viewed on computer monitors or in presentations.

{button Related Topics,PI(`',`IDH_RT_Using_Fonts_and_Text_Effectively')}

Hints and Guidelines for Effective Flowcharts
Using Shapes and Lines Effectively
What Shapes Should I Use?

Using Text in Shapes
Using Text for Emphasis

To add text to a shape
To add text to a line
To fit a shape to text
To choose text styles using the Format menu
To apply color to existing text

Using Text in Shapes

{button Tell me how . . .,PI(`',`IDH_HT_Using_Text_in_Shapes')}

The greatest difficulty in using text in shapes is getting it to fit. There are several solutions.

- Does all the text need to be seen at all times? The Notes feature is designed specifically for this need. You can attach a note to any shape.
- Is the text providing an additional level of detail? The Link feature lets you attach another chart to a shape. Double-clicking on the shape opens the more detailed chart, which can contain text, shapes, and data.
- Does the text need to be inside the shape? The Text feature makes it easy to create text blocks anywhere on the chart. Or, you can move the text outside the shape using the Shape Properties option from the Format menu.
- Are the shape and its text area large enough? The Fit to Text feature automatically resizes the shape to accommodate all of the text.
- Are the letters too wide? There are fonts designed to solve this problem. They often have "condensed" or "narrow" in their names. Several are included in the ABC Font Collection.

{button Related Topics,PI(`',`IDH_RT_Using_Text_in_Shapes')}

To add text to a shape
To fit a shape to text
To choose text styles using the Format menu
To apply color to existing text

Using Fonts and Text Effectively
Using Text for Emphasis
Using Shapes and Lines Effectively

What Shapes Should I Use?
Hints and Guidelines for Effective Flowcharts

Using Text for Emphasis

{button Tell me how . . .,PI(`',`IDH_HT_Using_Text_for_Emphasis')}

You can display (emphasize) titles, headings, and text in several ways. It is more effective to use different sizes, weights, and styles of a single font than it is to use a variety of fonts.

- Use a larger font size. If most of the text in your chart is 10 points, using 12 points or larger for titles and headings will both call attention to them and differentiate them from text used for other purposes.
- Use bold style. This is the basic, most effective way of emphasizing and differentiating text.
- Use italic or underline style. Italic style generally does not work well for titles and headings, but is useful to differentiate single words within text. Underline style should be used judiciously, because it interferes with letters with descenders, such as the j, g, and y in jaggedy.
- Use a different typeface. Generally, you should use no more than two typefaces in a chart. Differing typefaces have different names, such as Arial and DomCasual BT.
- Use a heavier font. Some fonts, which usually contain the words "heavy" or "black" in their names, are designed to give emphasis through boldness of stroke. Browse through the font samples in the ABC Font Collection. Look for a font that you think stands out but is easy to read.
- Use an unusual font. Decorative and novelty fonts are sometimes good attention-getters. They often are more difficult to read, so reserve them for short text. For example, try Dom Casual BT 14 point with the Transport shape from the Process Chart palette to direct the user to the opening shape in a chart. Add color for even more effect.
- Use graphics to emphasize. You can use shapes from the palettes to create banners. The example below is from the Organization Chart palette.

- Use color to emphasize titles or differences. For example, actions requiring authorized signatures might be displayed in red, while normal activities are displayed in black.

{button Related Topics,PI(`',`IDH_RT_Using_Text_for_Emphasis')}

To add text to a shape
To add text to a line
To change the way existing text looks
To fit a shape to text
To choose text styles using the Format menu
To color existing text

Determining the Way Text Looks
Format menu
Formatting toolbar
Font command

Using Text in Shapes
Using Fonts and Text Effectively
Hints and Guidelines for Effective Flowcharts

Charts Can Be Interactive
{button Tell me how. . .,PI(`',`IDH_HT_Charts_Can_Be_Interactive')}

You have the capability to create an on-line chart that can serve as:

- An information kiosk
- A visual front-end for a database
- A friendly way for sales and warehouse personnel to enter data to be used in a database or spreadsheet
- A training tool

You can launch video images that use Microsoft Video (AVI files) or sound files.

Because you can launch any EXE file from a shape, you can use a FlowCharter chart as a user-friendly front-end to programs ranging from in-house programs such as error-tracking systems to videos for training purposes.

To link an object to a chart
To link a shape to a program

OLE Automation

{button Tell me how. . .,PI(`',`IDH_HT_OLE_Automation2')}

Why would you use OLE Automation? Here are some examples of what you can do:

- Create hierarchical flowcharts and link them to hierarchical databases. The user can view records by clicking through the charts.
- Link shapes in process charts to sensors in actual manufacturing process equipment. The shape changes color when sensor readings exceed normal range.
- Generate an organization chart from a Human Resources database.

{button Related Topics,PI(`',`IDH_RT_OLE_Automation2')}

Object Linking and Embedding (OLE)

To link an object to a chart

Arrange menu

Click a command below to learn more about it.

Order	Changes the order of selected objects.
Layers	Provides a submenu of commands that opens the Layer Manager, edits all layers, adds layers, lets you select a layer to move to, moves the layer back one layer, and moves the layer forward one layer.
Align	Aligns shapes vertically and horizontally.
Make Same Size	Makes selected shapes same size.
Space Evenly	Spaces selected shapes evenly.
Center	Centers selected objects or the entire chart on a page.
Group	Groups the selected objects.
Ungroup	Ungroups the selected group of objects.
Make New Shape	Makes the selected objects into a new shape.
Break Apart	Breaks apart a new shape that was formed with the Make New Shape command.
Combine	Connects and disconnects closed and open objects. Also, forms new shapes from different combinations of operations that you can do with shapes.
Rotate/Flip	Rotates or flips the selected object.
Replace Shape	Replaces the selected shape(s) with the shape in the Shape palette.
Reverse Ends	Reverse the ends of the selected line.
Fit to Text	Fits the object to the text.

{button Related Topics,PI(`',`IDH_RT_ARRANGEMENU')}

Order command
Layers command
Align command
Make Same Size command
Space Evenly command

Center command
Group command
Combine command
Rotate/Flip command

Reverse Ends command
Replace Shape command
Fit to Text command

Order command

The Order command moves objects and layers in your chart. You can send objects to the back, bring objects to the front, send an object one level backward, or bring an object one level forward.

Tip

- You can also use the buttons on the Arrange toolbar to specify the ordering.

{button Related Topics,PI(`',`IDH_RT_Order_command')}

To bring an object to the front
To send an object to the back

Bring to Front command
Send to Back command
Bring Forward command
Send Backward command

Arrange toolbar
Arrange menu

Moves objects in your chart. You can send objects to the back, bring objects to the front, send objects backward one level at a time, orbring layers forward one level at a time.

Bring to Front command
{button OLE Automation,PI(`',`IDH_OA_Bring_to_Front_command')}

The Bring to Front command on the submenu for the Order command on the Arrange menu to move the selected object or objects in front of other objects in the chart.

Tip

- You can also use the Bring to Front button on the Arrange toolbar.

  Bring to Front button

{button Related Topics,PI(`',`IDH_RT_Bring_to_Front_Command')}

Arrange menu
Send to Back command
Bring to Front button
To bring an object to the front

Moves the selected object or objects in front of other objects in the chart.

ToFront Method

Send to Back command {button OLE Automation,PI(`',`IDH_OA_Send_to_Back_command')}

The Send to Back command on the submenu for the Order command moves the selected object or objects behind other objects in the chart.

Tip

- You can also use the Send to Back button on the Arrange toolbar.

  Send to Back button

{button Related Topics,PI(`',`IDH_RT_Bring_to_Front_Command')}

Arrange menu
Order command
Bring to Front command
Send to Back button
To send an object to the back

Moves the selected object or objects behind other objects in the chart.

ToBack Method

Send Backward command

The Send Backward command moves the currently selected object one level toward the back.

Tip

- You can also use the Send Backward button on the Arrange toolbar.
  - Send Backward button

{button Related Topics,PI(`',`IDH_RT_Send_Backward_command')}

Arrange menu
Order command
Send to Back button
To send an object to the back

Moves the currently selected object one level toward the back.

Bring Forward command

The Bring Forward command moves the currently selected object one level toward the front.

Tip

- You can also use the Bring Forward button on the Arrange toolbar.
  - Bring Forward button

{button Related Topics,PI(``,`IDH_RT_Bring_Forward_command')}

Arrange menu
Order command
Bring to Front command

Moves the currently selected object one level toward the front.

Layers command

The Layers command provides a submenu of commands that:

- Opens the Layer Manager
- Edits all layers
- Adds layers
- Select a layer to move to objects to
- Moves the layer back one layer
- Moves the layer forward one layer

Tip

- You also can perform the Layers commands using the following buttons on the Arrange+ toolbar.

Layer Manager button	Edit All Layers button	Add Layer button
Move To Layer button	Move Back One Layer button	Move Forward One Layer button

---

{button Related Topics,PI(`',`IDH_RT_Layers_command')}

Layer Manger command
Edit All Layers command
Add Layer command
Move To Layer command

Move Back One Layer command
Move Forward One Layer command
Arrange menu
Arrange+ toolbar

Provides a submenu of commands that:

- Opens the Layer Manager
- Edits all layers
- Adds layers
- Selects the layer to move objects to
- Moves the layer back one layer
- Moves the layer forward one layer

Layer Manger command

The Layer Manager command opens the Layer Manager that lists the layers defined for the active chart and lets you perform layer operations. In Layer Manger, you can change the visible, print, and lock properties of layers. Also, Layer Manager lets you select the current layer; add, delete, and rename layers; change the order of layers; and specify whether you want to change the current or all layers.

Tip

- You can also use the Layer Manager button on the Arrange+ toolbar.
  - Layer Manager button
- To display a shortcut menu that opens the Layer Manager click a layer tab with the right mouse button.

{button Related Topics,PI(``,`IDH_RT_Layer_Manager_command')}

Layers command
Edit All Layers command
Add Layer command
Move To Layer command

Move Back One Layer command
Move Forward One Layer command
Arrange menu
Arrange+ toolbar

Opens the Layer Manager that lists the layers defined for the active chart and lets you perform layer operations.

Edit All Layers command

The Edit All Layers command is used to select, move, and change all objects in the active chart, regardless of the layer on which they are located. When changing all layers, you cannot move an object on a lower layer in front of an object on a higher layer.

Note

- New objects are always placed on the current layer, even when you are changing all layers.

Tips

- To switch back to changing just the current layer, clear Edit All Layers.
- You also can use the Edit All Layers button on the Arrange+ toolbar.
  - Edit All Layers button
- To display a shortcut menu that lets you edit all layers, click a layer tab with the right mouse button.

{button Related Topics,PI(``,`IDH_RT_Edit_All_Layers_command')}

Layers command
Layer Manger command
Add Layer command
Move To Layer command

Move Back One Layer command
Move Forward One Layer command
Arrange menu
Arrange+ toolbar

Selects, moves, and changes all objects in the active chart, regardless of the layer on which they are located.

Add Layer command

The Add Layer command adds a layer to the active chart.

Tip

- You can also use the Add Layer button on the Arrange+ toolbar.
  - Add Layer button
- To display a shortcut menu that lets you add layers, click a layer tab with the right mouse button.

{button Related Topics,PI(``,`IDH_RT_Add_Layer_command')}

Layers command
Layer Manger command
Edit All Layers command
Move To Layer command

Move Back One Layer command
Move Forward One Layer command
Arrange menu
Arrange+ toolbar

Adds a layer to the active chart.

Move To Layer command

The Move To Layer command moves the selected objects to another layer.

Tip

- You can also use the Move To Layer button on the Arrange+ toolbar.
  - Move To Layer button
- To display a shortcut menu that lets you move to a layer, click a layer tab with the right mouse button.

{button Related Topics,PI(`',`IDH_RT_Move_to_Layer_command')}

Layers command
Layer Manger command
Edit All Layers command
Add Layer command

Move Back One Layer command
Move Forward One Layer command
Arrange menu
Arrange+ toolbar

Moves the selected object(s) to another layer.

Move To Layer dialog box

The Move To Layer dialog box displays a list of the layers associated with the current chart that you can move your selected object(s) to. You also have the option of making the layer you select the current layer.

{button Related Topics,PI(`',`IDH_RT_Move_To_Layer_DB')}

Layers command

Move To Layer command

Arrange menu

Arrange+ toolbar

Lists the layers for your chart. Highlight the one you want to move the selected object(s) to;

Makes the layer you move the selected object(s) to the current layer.

Move Back One Layer command

The Move Back One Layer command moves the active layer back one layer.

Tip

- You can also use the Move Back One Layer button on the Arrange+ toolbar.
  - Move Back One Layer button

{button Related Topics,PI(``,`IDH_RT_Move_Back_One_Layer_command')}

Layers command
Layer Manger command
Edit All Layers command
Add Layer command

Move To Layer command
Move Forward One Layer command
Arrange menu
Arrange+ toolbar

Moves the active layer back one layer.

Move Forward One Layer command

The Move Forward One Layer command moves the active layer forward one layer.

Tip

- You can also use the Move Forward One Layer button on the Arrange+ toolbar.
  - Move Forward One Layer button
- To display a shortcut menu that lets you edit all layers, click a layer tab with the right mouse button.

{button Related Topics,PI(``,`IDH_RT_Move_Forward_One_Layer_command')}

Layers command
Layer Manger command
Edit All Layers command
Add Layer command

Move To Layer command
Move Back One Layer command
Arrange menu
Arrange+ toolbar

Moves the active layer forward one layer.

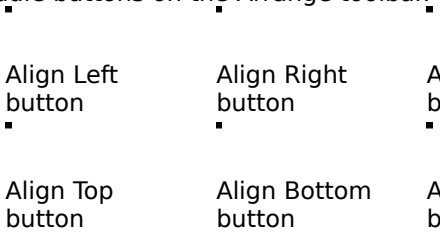
Align command

The Align command on the Arrange menu aligns the selected shapes horizontally based on their left edges, right edges, or centers, or vertically based on their top edges, bottom edges, or middles.

When you click this command, a submenu opens to allow you to make your choice.

Tip

You can also use the Align Left, Align Right, Align Center, Align Top, Align Bottom, or Align Middle buttons on the Arrange toolbar.



Align Left button | Align Right button | Align Center button

Align Top button | Align Bottom button | Align Middle button

{button Related Topics,PI(`',`IDH_RT_Align_Command')}

Align, Left command
Align, Center command
Align, Right command
Align, Page Center command

Align, Top command
Align, Middle command
Align, Bottom command
Align, Page Middle command

Arrange menu
Arrange toolbar
Align buttons
To align objects

Aligns the selected shapes horizontally based on their left edges, right edges, or centers, or vertically based on their top edges, bottom edges, or middles. Opens a submenu to allow you to make your choice.

Align, Left command

The Align, Left command aligns the selected object or objects vertically based on their left edges.

Tip

- You can also use the Align, Left button on the Arrange toolbar.
  - Align, Left button

{button Related Topics,PI(``,`IDH_RT_Align_Left_command')}

Align command
Align, Center command
Align, Right command
Align, Page Center command

Align, Top command
Align, Middle command
Align, Bottom command
Align, Page Middle command

Align command
Arrange menu
Arrange toolbar
To align objects

Aligna the selected object or objects vertically based on their left edges.

Align, Center command

The Align, Center command aligns the selected object or objects vertically based on their centers.

Tip

- You can also use the Align Center button on the Arrange toolbar.
  - Align Center button

{button Related Topics,PI(`',`IDH_RT_Align_Center_command')}

Align command
Align, Left command
Align, Right command
Align, Page Center command

Align, Top command
Align, Middle command
Align, Bottom command
Align, Page Middle command

Arrange menu
Arrange toolbar
Align buttons
To align objects

Align the selected object or objects vertically based on their centers.

Align, Right command

The Align, Right command aligns the selected object or objects vertically based on their right edges.

Tip

- You can also use the Align Right button on the Arrange toolbar.
  - Align, Right button

{button Related Topics,PI(`',`IDH_RT_Align_Right_command')}

Align command
Align, Left command
Align, Center command
Align, Page Center command

Align, Top command
Align, Middle command
Align, Bottom command
Align, Page Middle command

Arrange menu
Arrange toolbar
Align buttons
To align objects

Aligns the selected object or objects vertically based on their right edges.

Align, Page Center command

The Align, Page Center command centers the selected object or objects on the page while keeping its current left or right alignment.

{button Related Topics,PI(`',`IDH_RT_Align_PageCenter_command')}

Align command
Align, Left command
Align, Center command
Align, Right command

Align, Top command
Align, Middle command
Align, Bottom command
Align, Page Middle command

Arrange menu
Arrange toolbar
Align buttons
To align objects

Centers the selected object or objects on the page while keeping its current left or right alignment

Align, Top command

The Align, Top command aligns the selected object or objects horizontally based on their top edges.

Tip

- You can also use the Align Top button on the Arrange toolbar.
  - Align, Top button

{button Related Topics,PI(`',`IDH_RT_Align_Top_command')}

Align command
Align, Left command
Align, Center command
Align, Right command
Align, Page Center command

Align, Middle command
Align, Bottom command
Align, Page Middle command
Arrange menu

Arrange toolbar
Align buttons
To align objects

Aligns the selected object or objects horizontally based on their top edges.

Align, Middle command

The Align, Middle command aligns the selected object or objects horizontally based on their centers.

Tip

- You can also use the Align Middle button on the Arrange toolbar.
  - Align, Middle button

{button Related Topics,PI(`',`IDH_RT_Align_Middle_command')}

Align command
Align, Left command
Align, Center command
Align, Right command
Align, Page Center command

Align, Top command
Align, Bottom command
Align, Page Middle command
Arrange menu

Arrange toolbar
Align buttons
To align objects

Aligns the selected object or objects horizontally based on their centers.

Align, Bottom command

The Align, Bottom command aligns the selected object or objects horizontally based on their bottom edges.

Tip

- You can also use the Align Bottom button on the Arrange toolbar.

  Align, Bottom button

{button Related Topics,PI(`',`IDH_RT_Align_Bottom_command')}

Align command
Align, Left command
Align, Center command
Align, Right command
Align, Page Center command

Align, Top command
Align, Middle command
Align, Page Middle command
Arrange menu

Arrange toolbar
Align buttons
To align objects

Aligns the selected object or objects horizontally based on their bottom edges.

Align, Page Middle command

The Align, Page Middle command aligns the selected object(s) in the middle of the page while keeping its current top or bottom alignment.

{button Related Topics,PI(`',`IDH_RT_Align_PageMiddle_command')}

Align command
Align, Left command
Align, Center command
Align, Right command
Align, Page Center command

Align, Top command
Align, Middle command
Align, Bottom command
Arrange menu

Arrange toolbar
Align buttons
To align objects

Aligns the selected object(s) in the middle of the page while keeping its current top or bottom alignment

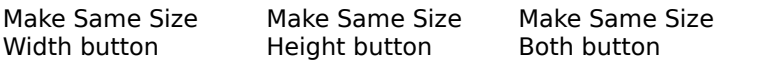
Make Same Size command

The Make Same Size command on the Arrange menu makes the selected shapes the same size based on their width, their height, height and width, or fit to text.

When you click this command, a submenu opens to allow you to make your choice.

Tip

- The Make Same Size command defaults the scaling to the largest object selected.
- You can also use the Make Same Size Width, Make Same Size Height, Make Same Size Both buttons, and Make Same Size Fit to Text on the Arrange toolbar.



Make Same Size Width button	Make Same Size Height button	Make Same Size Both button	Make Same Size Fit to Text button

---

{button Related Topics,PI(`',`IDH_RT_Make_Same_Size_Command')}

Make Same Size, Width command
Make Same Size, Height command
Make Same Size, Both command
Make Same Size, Fit To Text command

Make Same Size buttons
To make objects the same size
Arrange menu

Makes the selected shapes the same size based on their width, their height, both, or fit to text. Opens a submenu to allow you to make your choice.

Make Same Size, Width command

The Make Same Size, Width command makes the selected object(s) the same size based on their width.

Tip

- The Make Same Size, Wdith command defaults the scaling to the largest object selected.
- You can also use the Make Same Size, Width button on the Arrange toolbar.
  - Make Same Size, Width button

{button Related Topics,PI(`',`IDH_RT_Make_SameSizeWidth_Command')}

Make Same Size command
Make Same Size, Height command
Make Same Size, Both command
Make Same Size, Fit To Text command

To make objects the same size
Arrange menu

Makes the selected shapes the same size based on their width, their height, both, or fit to text.

Make Same Size, Height command

The Make Same Size, Height command makes the selected object(s) the same size based on their height.

Tip

- The Make Same Size, Height command defaults the scaling to the largest object selected.
- You can also use the Make Same Size, Height button on the Arrange toolbar.
  - Make Same Size, Height button

{button Related Topics,PI(`',`IDH_RT_Make_SameSizeHeight_Command')}

Make Same Size command
Make Same Size, Width command
Make Same Size, Both command
Make Same Size, Fit To Text command

To make objects the same size
Arrange menu

Makes the selected shapes the same size based on their width, their height, both, or fit to text.

Make Same Size, Both command

The Make Same Size, Both command makes the selected object or objects the same size based on their width and height.

Tip

- The Make Same Size, Both command defaults the scaling to the largest object selected.
- You can also use the Make Same Size, Both button on the Arrange toolbar.
  - Make Same Size, Both button

{button Related Topics,PI(`',`IDH_RT_Make_SameSizeBoth_Command')}

Make Same Size command
Make Same Size, Width command
Make Same Size, Height command
Make Same Size, Fit To Text command

To make objects the same size
Arrange menu

Makes the selected object(s) the same size based on their width and height.

Make Same Size, Fit To Text command

The Make Same Size, Fit To Text command makes the selected object or objects the same size based on their text.

Tip

- The Make Same Size, Fit To Text command defaults the scaling to the largest object selected.
- You can also use the Make Same Size, Fit To Text button on the Arrange toolbar.
  - Make Same Size, Fit To Text button

{button Related Topics,PI(`',`IDH_RT_Make_SameSizeFittoText_Command')}

Make Same Size command
Make Same Size, Width command
Make Same Size, Height command
Make Same Size, Both command

To make objects the same size
Arrange menu

Makes the selected object(s) the same size based on their text.

Space Evenly command

The Space Evenly command on the Arrange menu spaces the selected shapes evenly across or down based on their edges or centers.

When you click this command, a submenu opens to allow you to make your choice.

Tip

You can also use the Space Evenly Across Centers, Space Evenly Down Centers, Space Evenly Across Edges, and Space Evenly Down Edges buttons on the Arrange toolbar.

Space Evenly Across Centers button	Space Evenly Down Centers button	Space Evenly Across Edges button	Space Evenly Down Edges button

---

{button Related Topics,PI(``,`IDH_RT_Space_Evenly_Command')}

Space Evenly, Across Centers command
Space Evenly, Down Centers command
Space Evenly, Across Edges command
Space Evenly, Down Edges command

Arrange menu
Space Evenly buttons
To space objects evenly

Spaces the selected shapes evenly across or down based on their edges or centers. Opens a submenu to allow you to make your choice.

Space Evenly, Across Centers command

The Space Evenly, Across Centers command spaces the selected object or objects evenly based on their centers.

Tip

- You can also use the Space Evenly, Across Centers button on the Arrange toolbar.

  Space Evenly, Across Centers button

{button Related Topics,PI(`',`IDH_RT_Space_Evenly_Across_Centers_command')}

Space Evenly command
Space Evenly, Down Centers command
Space Evenly, Across Edges command
Space Evenly, Down Edges command

Arrange menu
Space Evenly buttons
To space objects evenly

Spaces the selected object or objects evenly based on their centers.

Space Evenly, Down Centers command

The Space Evenly, Down Centers command spaces the selected object or objects evenly based on their centers.

Tip

- You can also use the Space Evenly, Down Centers button on the Arrange toolbar.

  Space Evenly, Down Centers button

{button Related Topics,PI(`',`IDH_RT_Space_Evenly_Down_Centers_command')}

Space Evenly command
Space Evenly, Across Centers command
Space Evenly, Across Edges command
Space Evenly, Down Edges command

Arrange menu
Space Evenly buttons
To space objects evenly

Spaces the selected object or objects evenly based on their centers.

Space Evenly, Across Edges command

The Space Evenly, Across Edges command spaces the selected object or objects evenly based on their edges.

Tip

- You can also use the Space Evenly, Across Edges button on the Arrange toolbar.

  Space Evenly, Across Edges button

{button Related Topics,PI(`',`IDH_RT_Space_Evenly_Across_Edges_command')}

Space Evenly command
Space Evenly, Across Centers command
Space Evenly, Down Centers command
Space Evenly, Down Edges command

Arrange menu
Space Evenly buttons
To space objects evenly

Spaces the selected object or objects evenly based on their edges.

Space Evenly, Down Edges command

The Space Evenly, Across Edges command spaces the selected object or objects evenly based on their edges.

Tip

- You can also use the Space Evenly, Down Edges button on the Arrange toolbar.

  Space Evenly, Down Edges button

{button Related Topics,PI(`',`IDH_RT_Space_Evenly_Down_Edges_command')}

Space Evenly command
Space Evenly, Across Centers command
Space Evenly, Down Centers command
Space Evenly, Across Edges command

Arrange menu
Space Evenly buttons
To space objects evenly

Spaces the selected object or objects evenly based on their edges.

Center command

The Center command centers objects on the current chart. Selecting the Center command opens a submenu letting you either center all objects on the chart or selected objects on the chart.

{button Related Topics,PI(`',`IDH_RT_Center_command')}

To center all objects on charts
To center selected objects on charts
Entire Chart command
Selected Objects command

Arrange menu

Centers objects on the current chart. Selecting the Center command opens a submenu letting you either center all objects on the chart or selected objects on the chart.

Entire Chart command

The Entire Chart command centers all objects on the current chart.

{button Related Topics,PI(`',`IDH_RT_Entire_Chart_command')}

To center all objects on charts
To center selected objects on charts
Center command
Selected Objects command

Arrange menu

Centers all objects on the current chart.

To center all objects on charts

1 On the Arrange menu, click Center.

2 Click Entire Chart.

{button Related Topics,PI(`',`IDH_RT_To_center_all_objects_on_charts')}

To center selected objects on charts
Center command
Entire Chart command
Selected Objects command
Arrange menu

Selected Objects command

The Selected Objects command centers selected objects on the chart.

{button Related Topics,PI(`',`IDH_RT_Selected_Objects_command')}

To center all objects on charts
To center selected objects on charts
Center command
Entire Chart command
Arrange menu

Centers selected objects on the chart.

To center selected objects on charts

1. On the Toolbox, click the Selector tool.

   Selector tool
2. Select the objects you want to center.
3. On the Arrange menu, click Center.
4. Click Selected Objects.

{button Related Topics,PI(`',`IDH_RT_To_center_selected_objects_on_charts')}

To center all objects on charts
Center command
Entire Chart command
Selected Objects command
Arrange menu

Group command

The Group command groups the selected objects into a single object.

- You can also use the Group button on the Arrange toolbar.

  Group button

{button Related Topics,PI(`',`IDH_RT_Group_command')}

To group objects
To ungroup objects
Ungroup command
Arrange menu

To group objects

1. On the Toolbox, click the Selector tool.

   Selector tool
2. Select the objects you want to group.
3. On the Arrange menu, click Group.

{button Related Topics,PI(`',`IDH_RT_To_group_objects')}

To ungroup objects
Group command
Ungroup command
Arrange menu

Groups the selected objects.

Ungroup command

The Ungroup command ungroups previously grouped objects.

- You can also use the Ungroup button on the Arrange toolbar.

  Ungroup button

{button Related Topics,PI(`',`IDH_RT_Ungroup_command')}

To group objects
To ungroup objects
Group command
Arrange menu

To ungroup objects

1. On the Toolbox, click the Selector tool.

   Selector tool
2. Select the object you want to ungroup.
3. On the Arrange menu, click Ungroup.

{button Related Topics,PI(`',`IDH_RT_To_ungroup_objects')}

To group objects
Group command
Ungroup command
Arrange menu

Ungroups previously grouped objects.

Make New Shape command

The Make New Shape command creates a new shape from the selected objects.

Tip

- You can use the Break Apart command to separate the shape back into its original individual objects.

{button Related Topics,PI(`',`IDH_RT_Make_New_Shape_command')}

To make a new shape

Break Apart command

Arrange menu

Creates a new shape from the selected objects.

To make a new shape

1. On the Toolbox, click the Selector tool.

   Selector tool
2. Select each object that you want to be part of the shape.
3. On the Arrange menu, click Make New Shape.

Tip

- You can add the new shape to a Shape palette.

{button Related Topics,PI(``,`IDH_RT_To_make_a_new_shape')}

Make New Shape command
To break apart a shape
To add a drawn object to a Shape palette
Arrange menu

Break Apart command

The Break Apart command breaks apart a new shape that was formed with the Make New Shape command.

{button Related Topics,PI(`',`IDH_RT_BreakApart_command')}

To break apart a shape

Make New Shape command

Arrange menu

Breaks apart a new shape that was formed with the Make New Shape command.

To break apart a shape

1. On the Toolbox, click the Selector tool.

   Selector tool
2. Select the object that you want to break apart into their individual shapes.
3. On the Arrange menu, click Break Apart.

Note

- You can break apart only those shapes that were created using the Make New Shape command.

{button Related Topics,PI(``,`IDH_RT_To_break_apart_a_shape')}

To make a new shape
Break Apart command
Make New Shape command
Arrange menu

Combine command

The Combine command opens a submenu of commands that perform the following tasks:

- Connect the selected, closed objects
- Connect the selected open objects and close them
- Disconnect the selected, connected objects
- Create a new shape by joining the selected objects together
- Create a new shape from the outline of the selected shapes
- Create a new shape by trimming the bottom shape with the top one
- Create a new shape from the intersection of the selected objects
- Createa series of new shapes by fragmenting the selected, overlapping shapes
- Create a new shape by punching the bottom shape with the top one
- Slice the selected, closed shape with the selected open shape

Tip

- All of the Combine submenu commands can be accessed from the following related buttons on the Arrange+ toolbar:

Connect Closed button	Connect Open button	Disconnect button
Join button	Outline button	Trim button
Punch button	Intersect button	Fragment button
Slice button		

{button Related Topics,PI(``,`IDH_RT_Combine_command')}

Connect Closed command
Connect Open command
Disconnect command
Join command

Outline command
Trim command
Intersect command
Fragment command

Punch command
Slice command
Arrange menu

Connects and disconnects closed and open objects. Also, forms new shapes from different combinations of operations that you can do with shapes.

Connect Closed command

The Connect Closed command connects the selected, closed objects.

Tip

- You can also use the Connect Closed button on the Arrange+ toolbar.
  - Connect Closed button

{button Related Topics,PI(`',`IDH_RT_Combine_Connect_Closed_command')}

To connect closed objects
Combine command
Arrange menu

Connects the selected, closed objects.

Connect Open command

The Connect Open command connects the objects and closes them.

Tip

- You can also use the Connect Open button on the Arrange+ toolbar.
  - Connect Open button

{button Related Topics,PI(``,`IDH_RT_Combine_Connect_Open_command')}

To connect open objects
Combine command
Arrange menu

Connects the objects and closes them.

Disconnect command

The Disconnect command disconnects the selected connected object.

Tip

- You can also use the Disconnect button on the Arrange+ toolbar.
  - Disconnect button

{button Related Topics,PI(`',`IDH_RT_Combine_Disconnect_command')}

To disconnect objects
Combine command
Arrange menu

Disconnects the selected connected object.

Join command

The Join command creates a new shape by joining the selected objects together.

Tip

- You can also use the Join button on the Arrange+ toolbar.
  - Join button

{button Related Topics,PI(`',`IDH_RT_Combine_Join_command')}

To join objects

Combine command

Arrange menu

Creates a new shape by joining the selected objects together.

Outline command

The Outline command creates a new shape from the outline of the selected shapes.

Tip

- You can also use the Outline button on the Arrange+ toolbar.
  - Outline button

{button Related Topics,PI(``,`IDH_RT_Combine_Outline_command')}

To outline objects
Combine command
Arrange menu

Creates a new shape from the outline of the selected shapes.

Trim command

The Trim command creates a new shape by trimming the bottom shape with the top one.

Tip

- You can also use the Trim button on the Arrange+ toolbar.
  - Trim button

{button Related Topics,PI(``,`IDH_RT_Combine_Trim_command')}

To trim objects
Combine command
Arrange menu

Creates a new shape by trimming the bottom shape with the top one.

Intersect command

The Intersect command creates new shape from the intersection of the selected objects.

Tip

- You can also use the Intersect button on the Arrange+ toolbar.
  - Intersect button

{button Related Topics,PI(``,`IDH_RT_Combine_Intersect_command')}

To intersect objects
Combine command
Arrange menu

Creates new shape from the intersection of the selected objects.

Fragment command

The Fragment command creates a series of new shapes by fragmenting the selected, overlapping shapes. The Fragment command makes new shapes out of the overlapping areas and trims the remaining areas into new shapes as well.

Tip

- You can also use the Fragment button on the Arrange+ toolbar.

  Fragment button

{button Related Topics,PI(``,`IDH_RT_Combine_Fragment_command')}

To fragment objects
Combining Objects
Combine command
Arrange menu

Createa series of new shapes by fragmenting the selected, overlapping shapes

Punch command

The Punch command creates a new shape by punching the bottom shape with the top one.

Tip

- You can also use the Punch button on the Arrange+ toolbar.

  Punch button

{button Related Topics,PI(`',`IDH_RT_Combine_Punch_command')}

To punch objects
Combine command
Arrange menu

Creates a new shape by punching the bottom shape with the top one.

Slice command

Slicing an object slices the selected, closed shape with the selected open shape. Slicing opens a closed object and creates two endpoints where the slice occurs.

Tip

- The Slice command is not available when you have only a single, closed object selected.
- You can also use the Slice button on the Arrange+ toolbar.
  - Slice button

{button Related Topics,PI(`',`IDH_RT_Combine_Slice_command')}

To slice objects
Combine command
Arrange menu

Slices the selected closed shape with the selected open shape.

Rotate/Flip command

With this commands, you can rotate or flip selected objects using the submenu that opens.

Tip

- You can also use the following Rotate/Flip buttons on the Arrange toolbar.

Rotate Right button	Rotate Left button
Flip Horizontal button	
Flip Vertical button	

{button Related Topics,PI(``,`IDH_RT_RotateFlip_command')}

To rotate an object
Rotate Right command
Rotate Left command
Angle command

Flip Horizontal command
Flip Vertical command
Arrange menu

Rotates or flips selected objects using the submenu that opens.

Rotate Right command

The Rotate Right command on the Arrange menu rotates the selected object or objects 90 degrees to the right.

Tip

- You can also use the Rotate Right button on the Arrange toolbar.
  - Rotate Right button

{button Related Topics,PI(`',`IDH_RT_Rotate_Right_Command')}

To rotate an object
Rotate/Flip command
Rotate Left command
Angle command

Flip Horizontal command
Flip Vertical command
Arrange menu

Rotates the selected object or objects 90 degrees to the right.

Rotate Left command

The Rotate Left command on the Arrange menu rotates the selected object or objects 90 degrees to the left.

Tip

- You can also use the Rotate Left button on the Arrange toolbar.

  Rotate Left button

{button Related Topics,PI(`',`IDH_RT_Rotate_Left_Command')}

To rotate an object
Rotate/Flip command
Rotate Right command
Angle command

Flip Horizontal command
Flip Vertical command
Arrange menu

Rotates the selected object or objects 90 degrees to the left.

Angle command

The Angle command selects the angle and direction for the object you want to rotate.

{button Related Topics,PI(`',`IDH_RT_Angle_command')}

To select the angle and direction for rotating an object
To rotate an object
Rotate/Flip command
Arrange menu

Selects the angle and direction for the object you want to rotate.

To select the angle and direction for rotating an object

1 On the Arrange menu, click Rotate/Flip.

2 Click Angle.

3 Type the angle you want to rotate your angle by.

4 Select either clockwise or counter-clockwise for the direction of the angle to rotate.

5 Click Close.

{button Related Topics,PI(`',`IDH_RT_To_select_angledirection_for_rotating_object')}

To rotate an object
Rotate/Flip command
Angle command
Arrange menu

Rotate by Angle dialog box

The Rotate by Angle dialog box allows you to enter the angle for rotating the selected object. You can also select the direction of rotation, counter-clockwise or clockwise.

Enters the angle you want to rotate your object by.

Selects clockwise for the angle of rotation.

Selects counter-clockwise for the angle of rotation.

Flip Horizontal command

The Flip Horizontal command on the Arrange menu flips the selected object or objects horizontally.

Tip

- You can also use the Flip Horizontal button on the Arrange toolbar.
  - Flip Horizontal button

{button Related Topics,PI(``,`IDH_RT_Flip_Horizontal_Command')}

To rotate an object
Rotate/Flip command
Rotate Right command
Rotate Left command

Angle command
Flip Vertical command
Arrange menu

Flip Horizontal flips the selected object or objects horizontally.

Flip Vertical command

The Flip Vertical command on the Arrange menu flips the selected object or objects vertically.

Tip

- You can also use the Flip Vertical button on the Arrange toolbar.
  - Flip Vertical button

{button Related Topics,PI(``,`IDH_RT_Flip_Vertical_Command')}

To rotate an object
Rotate/Flip command
Rotate Right command
Rotate Left command

Angle command
Flip Horizontal command
Arrange menu

Flips the selected object or objects vertically.

Replace Shape command

The Replace Shape command the selected shape(s) with the shape in the Shape palette.

Tip

- You can also use the Replace Shape button on the Arrange toolbar.
  - Replace Shape button

{button Related Topics,PI(`',`IDH_RT_Replace_Shape_command')}

To replace shapes
Arrange menu
Arrange toolbar

Replaces the selected shape(s) with the shape in the Shape palette.

Reverse Ends command

The Reverse Ends command reverses the ends of the selected line. This can change the direction of the flow for that line.

Tip

- You can also use the Reverse Ends button on the Arrange toolbar.

  Reverse Ends button

{button Related Topics,PI(`',`IDH_RT_Reverse_Ends_command')}

Arrange menu
Arrange toolbar

Reverses the ends of the selected line.

Fit to Text command

The Fit To Text command on the Arrange menu resizes the selected object or objects based on their text.

Tip

- You can also use the Fit To Text button on the Arrange toolbar.
  - Fit To Text button

{button Related Topics,PI(`',`IDH_RT_Fit_To_Text_Command')}

To fit a shape to text
Arrange menu
Arrange toolbar

Resizes the selected object or objects based on their text.

Drawing Basics

{button Tell me how . . .,PI(`',`IDH_HT_Drawing_Basics')}

An object is the basic element of a drawing. Before drawing an object, you must choose the type of object. An object can be a shape or a line, or a group of shapes and lines.

To choose an object to draw, click the Draw tool to choose an object.

- Draw tool

After you choose an object with the Draw tool, the pointer changes to a cross-pointer. The pointer also shows a small icon of the shape you chose. The name of the shape is shown on the status bar. While the pointer is displayed, you can draw as many objects of the shape as you want.

To switch from the Draw pointer to the Selector tool, do one of the following:

- Click the Selector tool on the Toolbox toolbar.
  - Selector tool

{bmc bullet.bmp Click a shape on the Shape palette.

- Click the Finished button.
- Click the right mouse button, and click the Switch Tool command.

{button Related Topics,PI(`',`IDH_RT_Drawing_Basics')}

To draw a jointed line
To draw a curved line
To draw a square
To draw a rectangle

To draw a polygon
To draw a circle
To draw a square with rounded corners
To draw an irregular polygon

To draw an irregular polygon with smoothed corners
To draw an ellipse

Working with Objects
Snapping to the Grid
Drawing Lines
Determing the Way Lines Look
Drawing Shapes

To cancel a drawing action

- To cancel a drawing action before it is complete, press **ESC**.

{button Related Topics,PI(`',`IDH_RT_To_cancel_a_drawing_action')}

Drawing Basics
Snapping to the Grid

Snapping to the Grid

{button Tell me how...,PI(`',`IDH_HT_Snapping_to_the_Grid')}

The Snap to Grid feature causes objects to snap to the nearest grid unit when you perform actions such as drawing or moving. Snap to Grid makes it easy to position and align objects. You can turn the Snap to Grid on and off by clicking the Tools menu, Options, and then the Snap to Grid check box.

Tip

- You can turn the grid on and off with the Grid command (**Ctrl+G**) or click the View menu, and then Grid.

{button Related Topics,PI(`',`IDH_RT_Snapping_to_the_Grid')}

To automatically snap to grids

Drawing Basics

Drawing Lines

{button Tell me how...,PI(`',`IDH_HT_Drawing_Lines')}

The Draw tool on the Toolbox toolbar lets you draw the following types of lines.

Tool	Line Type	Action
	Jointed Line	Draws shapes made of connected line segments.
	Curved Line	Draws shapes made of curved lines.

Notes

- After you draw a curved line or jointed line, the drawing is a shape.
- To change the attributes of a Curved Line or Jointed Line shape, use the Format menu options for shapes, not lines.

{button Related Topics,PI(`',`IDH_RT_Drawing_Lines')}

To draw a jointed line
To draw a curved line

Drawing Basics
Snapping to theGrid
Drawing Connector Lines
Drawn Lines vs Connector Lines
Drawing Shapes

To draw a jointed line

1 Click the Draw tool, and click Jointed Line.

Draw tool

2 Point where you want to begin the jointed line segment.

3 Click and drag to draw a segment of the jointed line.

4 Release the mouse button.

5 Repeat steps 3 and 4 to add more jointed line segments.

6 Click Finished, or press **Esc** when you finish.

Notes

- After you draw a jointed line, the line acts like a shape. It cannot be connected with other shapes like a connector line can. To connect lines to shapes, use Connector Lines tool.
- To change the attributes of a jointed line shape, use the Format menu options for shapes, not lines.
- Jointed lines are open unless the last point is the same as the first; then the object automatically closes.

{button Related Topics,PI(``,`IDH_RT_To_draw_a_jointed_line')}

Drawing Lines
Drawing Basics
Drawing Connector Lines
Drawn Lines vs Connector Lines
Drawing Shapes

To draw a curved line

1 Click the Draw tool, and click Curved Line.

Draw tool

2 Point where you want to begin the curved line segment.

3 Click and drag to draw a segment of the curved line.

4 Release the mouse button.

5 Repeat steps 3 and 4 to add more curved line segments.

6 Click Finished, or press **Esc** when you finish.

Notes

- After you draw a curved line, the drawing is a shape.
- To change the attributes of a Curved Line shape, use the Format menu options for shapes, not lines.

{button Related Topics,PI(`',`IDH_RT_To_draw_a_curvedline')}

Drawing Lines
Drawing Basics
Drawing Connector Lines
Drawn Lines vs Connector Lines

Drawing Shapes

Drawn Lines vs Connector Lines

{button Tell me how . . .,PI(`',`IDH_HT_Drawn_Lines_VS_Connector_Lines')}

You should use Connector Lines when you want a line to remain connected to an object even if you move the object. Charts and diagrams are drawings where Connector Lines are useful. Connector Lines, however, can only touch an object at connector points.

If you want to draw lines that touch objects at precise locations, you should use Lines rather than Connector Lines. Lines do not remain connected when an object is moved, but you can place the line on the object at any position.

{button Related Topics,PI(`',`IDH_RT_Lines_vs_Connector_Lines')}

To draw a curved line

To draw a jointed line

To draw a connector cause and effect line

To draw a connector curved line

To draw a connector direct line

To draw a connector org chart line

To draw a connector right angle line

To draw an unconnected line

Drawing Lines
Drawing Basics
Drawing Connector Lines
Drawing Shapes

Drawing Shapes

{button Tell me how...,PI(`',`IDH_HT_Drawing_Shapes')}

The Draw tool on the Toolbox lets you draw various shapes.

- Draw tool

Shapes are closed objects.

	Shape	Action
	Square	Draws a square.
	Rounded Square	Draws a square with rounded corners.
	Rectangle	Draws a rectangle.
	Rounded Rectangle	Draws a rectangle with rounded corners.
	Circle	Draws a circle.
	Ellipse	Draws an ellipse.
	Polygon	Draws an irregular polygon.
	Smoothed Polygon	Draws an irregular polygon with smoothed corners.

{button Related Topics,PI(`',`IDH_RT_Drawing_Shapes')}

To draw a square
To draw a rectangle
To draw a polygon
To draw a circle

To draw a square with rounded corners
To draw an irregular polygon
To draw an irregular polygon with smoothed corners
To draw an ellipse

Snapping to the Grid
Drawing Lines
Drawing Basics

Drawing Connector Lines
Drawn Lines vs Connector Lines

To draw a rectangle

1 Click the Draw tool, and then click Rectangle.

Draw tool

2 Click where you want to begin the rectangle, and drag the pointer to the opposite corner.

3 Release the mouse button when you finish the rectangle.

{button Related Topics,PI(`',`IDH_RT_To_draw_a_rectangle')}

Drawing Shapes
Drawing Lines
Drawing Connector Lines

To draw a polygon

1 Click the Draw tool, and then click Polygon.

Draw tool

2 Point where you want to begin the polygon.

3 Click and drag to draw the first side of the polygon. Release the mouse button when you have the first side drawn as you want it.

4 Click again and drag the pointer where you want to place the next point.

5 Repeat step 4 to place more points, if you want.

6 Click Finished or press **ESC** when you finish.

{button Related Topics,PI(`',`IDH_RT_To_draw_a_polygon')}

Drawing Shapes
Drawing Lines
Drawing Connector Lines

To draw a rectangle with rounded corners

1 Click the Draw tool, and then click Rounded Rectangle.

Draw tool

2 Click where you want to begin the rounded rectangle, and drag the pointer to the opposite corner.

3 Release the mouse button when you finish the rounded rectangle.

{button Related Topics,PI(``,`IDH_RT_To_draw_a_rounded_rectangle')}

Drawing Shapes
Drawing Lines
Drawing Connector Lines

To draw a square

1 Click the Draw tool, and then click Square.

Draw tool

2 Click where you want to begin the square, and drag the pointer to the opposite corner.

3 Release the mouse button when you finish the square.

{button Related Topics,PI(`',`IDH_RT_To_draw_a_square')}

Drawing Shapes
Drawing Lines
Drawing Connector Lines

To draw a square with rounded corners

1 Click the Draw tool, and then click Rounded Square.

Draw tool

2 Click where you want to begin the rounded square, and drag the pointer to the opposite corner.

3 Release the mouse button when you finish the rounded square.

{button Related Topics,PI(`',`IDH_RT_To_draw_a_square_with_rounded_corners')}

Drawing Shapes
Drawing Lines
Drawing Connector Lines

To draw an irregular polygon

1 Click the Draw tool, and then click Polygon.

Draw tool

2 Point where you want to begin the polygon.

3 Click and drag to draw the first side of the polygon. Release the mouse button when you have the first side drawn as you want it.

4 Click again and drag the pointer where you want to place the next point.

5 Repeat step 4 to place more points, if you want.

6 Click the left mouse button away from the polygon or press **ESC** when you finish.

{button Related Topics,PI(`',`IDH_RT_To_draw_an_irregular_polygon')}

Drawing Shapes
Drawing Lines
Drawing Connector Lines

To draw an irregular polygon with smoothed corners

1 Click the Draw tool, and then click Smoothed Polygon.

Draw tool

2 Point where you want to begin the smoothed polygon.

3 Click and drag to draw the first side of the polygon. Release the mouse button when you have the first side drawn as you want it.

4 Click and drag the pointer where you want to place the next point.

5 Repeat step 4 to place more points, if you want.

6 Click the left mouse button away from the polygon or press **Esc** when you finish.

{button Related Topics,PI(``,`IDH_RT_To_draw_an_irregular_polygon_with_smoothed_corners')}

Drawing Shapes
Drawing Lines
Drawing Connector Lines

To draw a circle

1. Click the Draw tool, and then click Circle.

   Draw tool
2. Click where you want to begin the circle and drag the pointer.
3. Release the mouse button when the circle is the size you want.
4. Click Finished.

{button Related Topics,PI(`',`IDH_RT_To_draw_a_circle')}

Drawing Shapes
Drawing Lines
Drawing Connector Lines

To draw an ellipse

1. Click the Draw tool, and then click Ellipse.

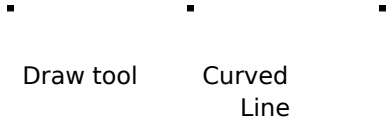
   Draw tool
2. Click where you want to begin the ellipse and drag the pointer.
3. Release the mouse button when the ellipse is the size you want.
4. Click Finished or press **Esc** when you finish.

{button Related Topics,PI(`',`IDH_RT_To_draw_an_ellipse')}

Drawing Shapes
Drawing Lines
Drawing Connector Lines

To draw a closed freehand object

1 Click the Draw tool, and then click Curved Line or Jointed Line.



Draw tool Curved Line Jointed Line

2 Click where you want to begin the line and drag the pointer.

3 Release the mouse button when the line is the size you want.

4 Click and drag the pointer where you want to place the next point.

5 Repeat step 4 until you have closed the object.

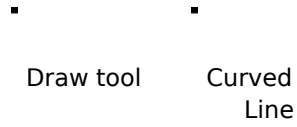
6 Click Finished or press **Esc** when you finish.

{button Related Topics,PI(`',`IDH_RT_To_draw_a_closed_freehand_object')}

Drawing Shapes
Drawing Lines
Drawing Connector Lines

To draw connected curved lines

1 Click the Draw tool, and then click Curved Line.



2 Click where you want to begin the line and drag the pointer.

3 Release the mouse button when the line is the size you want.

4 Click and drag the pointer where you want to place the next point.

5 Repeat step 4 until you have closed the object.

6 Click Finished or press **Esc** when you finish.

{button Related Topics,PI(`',`IDH_RT_To_draw_connected_curves')}

Drawing Shapes
Drawing Lines
Drawing Connector Lines

Draws a square.

Draws a square with rounded corners.

Draws a rectangle.

Draws a rectangle with rounded corners.

Draws a circle.

Draws an ellipse.

Draws an irregular polygon.

Draws an irregular polygon with smoothed corners.

Draws shapes made of connected line segments.

Draws shapes made of curved lines.

Using Layers

{button Tell me how...,PI(`',`IDH_HT_Using_Layers')}

The Layers command on the Arrange menu has the following submenu commands:

- Layer Manger command
- Edit All Layers command
- Add Layer command
- Move to Layer command
- Move Back One Layer command
- Move Forward One Layer command

These commands let you open the Layer Manager, add layers, edit layers, move selected objects to another layer, and move just one layer at a time (backward or forward).

The Layers command also lets you switch between changing the current layer and changing all layers. Changing all layers lets you select, move, and change all objects in the active chart, regardless of the layer on which they are located. When changing all layers, you cannot move an object on a lower layer in front of an object on a higher layer.

At the bottom of each chart window is a layer tab bar that shows a tab for each layer defined for that chart. The tabs show the names of the layers and the order in which the layers are arranged. The current layer is indicated by a white tab. When a layer is hidden or locked, the name on that tab is gray.

Scroll arrows appear at the left of the layer tab bar when the tab bar contains more tabs than can be shown at once.

Note

- New objects are always placed on the current layer, even when you are changing all layers.

{button Related Topics,PI(`',`IDH_RT_Using_Layers')}

To change the current layer
To add a layer to the active chart
To change all layers
To delete a layer

To rename a layer
To change the order of a layer
To move an object to a different layer
To move an object back one layer

To move an object forward one layer
To show or hide a layer
To make a layer printable or non-printable
To lock or unlock a layer

Benefits of Layers
Layer Manager

Benefits of Layers

{button Tell me how . . .,PI(`',`IDH_HT_Benefits_of_Layers')}

You have the ability to organize your charts in layers. This lets you place some objects on one layer, others on another layer, and so forth, just as you might with several overhead transparencies.

Layers help you do the following:

- Manage complex charts with many overlapping objects.
- Categorize objects that logically belong together by layer.
- View certain objects in your drawing while hiding others.
- Easily select and change objects.
- Protect objects from accidental changes.
- Trace from a template on another layer.
- Print certain objects only.

Each chart has one layer by default. The default name of each layer is Layer1, Layer2, and so forth. Layer1 is the back layer. The number of layers you can use is virtually unlimited−32,767.

You can do the following with layers:

- Rename the layers.
- Add and delete layers.
- Change the order of layers.
- Display or hide selected layers.
- Specify layers as printable or non-printable.
- Lock layers (so that objects cannot be moved or changed).
- Move objects from one layer to another.
- Change all the layers at once, or change one layer at a time.

{button Related Topics,PI(`',`IDH_RT_Benefits_of_Layers')}

To add a layer to the active chart
To change all layers
To change the current layer
To change the order of a layer

To delete a layer
To lock or unlock a layer
To make a layer printable or nonprintable
To rename a layer

To move an object back one layer
To move an object forward one layer
To move an object to a different layer

To show or hide a layer

Using Layers
Layer Manager

Layer Manager

{button Tell me how...,PI(`',`IDH_HT_Layer_Manager')}

Layer Manager lists the layers defined for the active chart and lets you perform layer operations. In Layer Manger, you can change the visible, print, and lock properties of layers. Also, Layer Manager lets you select the current layer; add, delete, and rename layers; change the order of layers; and specify whether you want to change the current or all layers.

Note

- Layer Manager will not close if you have selected a hidden, locked layer as the current layer. To close Layer Manager, you must change the current layer to a layer that is not hidden or locked.

{button Related Topics,PI(`',`IDH_RT_Layer_Manager')}

To change the current layer
To add a layer to the active chart
To change all layers
To delete a layer

To rename a layer
To change the order of a layer
To show or hide a layer

To make a layer printable or non-printable
To lock or unlock a layer

Using Layers
Benefits of Layers

To change the current layer

- On the layer tab bar at the bottom of the chart window, click the tab of the layer you want to make the current layer. You may need to scroll the layer tab bar to locate the tab.

Note

- When a layer is hidden or locked, the name of the layer on the tab is unavailable. You cannot make a hidden or locked layer the current layer.

{button Related Topics,PI(``,`IDH_RT_To_change_the_current_layer')}

Using Layers
Layer Manager
Arrange menu
Arrange+ toolbar

To add a layer to the active chart

- Point to Layers on the Arrange menu, and then click Add Layer.

The new layer is added in front of the current layer and becomes the new current layer.

Tips

- You also can use the Add Layer button on the Arrange+ toolbar.
  - Add Layer button
- To display a shortcut menu that lets you add a layer, click a layer tab with the right mouse button.

{button Related Topics,PI(``,`IDH_RT_To_add_a_layer_to_the_active_chart')}

Using Layers
Layer Manager
Arrange menu
Arrange+ toolbar

To change all layers

- Point to Layers on the Arrange menu, and then select Edit All Layers.

Edit All Layers lets you select, move, and change all objects in the active chart, regardless of the layer on which they are located. When changing all layers, you cannot move an object on a lower layer in front of an object on a higher layer.

Note

- New objects are always placed on the current layer, even when you are changing all layers.

Tips

- To switch back to changing just the current layer, clear Edit All Layers.
- You also can use the Edit All Layers button on the Arrange+ toolbar.
  - Edit All Layers button
- To display a shortcut menu that lets you edit all layers, click a layer tab with the right mouse button.

{button Related Topics,PI(`',`IDH_RT_To_change_all_layers')}

Using Layers
Layer Manager
Arrange menu
Arrange+ toolbar

To delete a layer

1 On the Arrange menu, point to Layers, and then click Layer Manager.

2 Click the name of the layer you want to delete.

3 Click Delete.

Note

- When you delete a layer, all objects on the layer are deleted.

Tips

- You also can use the Layer Manager button on the Arrange+ toolbar.
  - Layer Manager button
- To display a shortcut menu that lets you delete a layer, click the layer tab with the right mouse button for the layer you want to delete.

{button Related Topics,PI(``,`IDH_RT_To_delete_a_layer')}

Using Layers
Layer Manager
Arrange menu
Arrange+ toolbar

To rename a layer

1 On the Arrange menu, point to Layers, and then click Layer Manager.

2 Click the name of the layer you want to rename.

3 Click Rename.

4 Type the new name.

5 Click OK.

6 Click OK.

Tips

- You also can use the Layer Manager button on the Arrange+ toolbar.
  - Layer Manager button
- To display a shortcut menu that lets you rename a layer, click the layer tab with the right mouse button for the layer you want to rename.

{button Related Topics,PI(`',`IDH_RT_To_rename_a_layer')}

Using Layers
Layer Manager
Arrange menu
Arrange+ toolbar

To change the order of a layer

{button Show me how . . .,PI(`',`IDH_AVI_tochangelayerorder0018')}

1 On the Arrange menu, point to Layers, and then click Layer Manager.

2 Click the name of the layer you want to reorder.

3 Click Move Up or Move Down as necessary to position the layer in the list where you want it.

4 Click OK.

Tip

- To display a shortcut menu that lets you change the order of the layers, click the layer tab with the right mouse button for the layer you want to change the order of.

{button Related Topics,PI(`',`IDH_RT_To_change_the_order_of_a_layer')}

{mci PLAY NOMENU NOPLAYBAR,CAP0018.AVI}

Using Layers
Layer Manager
Arrange menu
Arrange+ toolbar

To move an object to a different layer

1 Select the object.

2 On the Arrange menu, point to Layers, and then click Move To Layer.

3 Click the layer to which you want to move the object.

4 Click OK.

Tips

- When you move objects to another layer, you are given the option of making that layer the current layer.
- You can also use the Move To Layer button on the Arrange+ toolbar.
  - Move to Layer button
- To display a shortcut menu that lets you move a selected object to another layer, click the layer tab with the right mouse button for the layer with that selected object.

{button Related Topics,PI(``,`IDH_RT_To_move_an_object_to_a_different_layer')}

Using Layers
Layer Manager
Arrange menu
Arrange+ toolbar

To move an object back one layer

1 Select the object.

2 On the Arrange menu, point to Layers, and then click Move Back One Layer.

Tips

- You can also press **Ctrl**+**F9** to move the selected object back one layer.
- You can also use the Move Back One Layer button on the Arrange+ toolbar.
  - Move Back One Layer button

{button Related Topics,PI(``,`IDH_RT_To_move_an_object_back_one_layer')}

Using Layers
Layer Manager
Arrange menu
Arrange+ toolbar

To move an object forward one layer

1 Select the object.

2 On the Arrange menu, point to Layers, and then click Move Forward One Layer.

Tips

- You can also press **Ctrl+F10** to move the selected object forward one layer.
- You can also use the Move Forward One Layer button on the Arrange+ toolbar.
  - Move Forward One Layer button

{button Related Topics,PI(``,`IDH_RT_To_move_an_object_forward_one_layer')}

Using Layers
Layer Manager
Arrange menu
Arrange+ toolbar

To show or hide a layer

1. On the Arrange menu, point to Layer, and then click Layer Manager.
2. To hide a layer, clear the box under the bulb icon for the layer. To show a layer, select the box under the bulb icon for the layer.
3. Click OK.

Note

- The current layer cannot be hidden. If you hide the current layer, the Layer Manager does not close until you make the layer visible or change the current layer to a visible layer.

Tips

- To speed up the redraw of complicated drawings, hide the layers that you are not currently working with.
- To display a shortcut menu that lets you show or hide a layer, click the layer tab with the right mouse button of the layer you want to show or hide.
- Hiding a layer does not affect its print property.
- You also can use the Layer Manager button on the Arrange+ toolbar.
  - Layer Manager button

{button Related Topics,PI(`',`IDH_RT_To_show_or_hide_a_layer')}

Using Layers
Layer Manager
Arrange menu
Arrange+ toolbar

To make a layer printable or nonprintable

1 On the Arrange menu, point to Layers, and then click Layer Manger.

2 To make a layer non-printable, clear the box under the printer icon for the layer.

To make a layer printable, select the box under the printer icon for the layer.

3 Click OK.

Note

- Hidden layers are printed unless they are also non-printable.

Tips

- To display a shortcut menu that lets you make a layer printable or non-printable, click the layer tab with the right mouse button of the layer you want to make printable or non-printable.
- You also can use the Layer Manager button on the Arrange+ toolbar.
  - Layer Manager button

{button Related Topics,PI(``,`IDH_RT_To_make_a_layer_printable_or_nonprintable')}

Using Layers
Layer Manager
Arrange menu
Arrange+ toolbar

To lock or unlock a layer

1 On the Arrange menu, point to Layers, and then click Layer Manager.

2 To lock a layer, select the box under the lock icon for the layer.

To unlock a layer, clear the box under the lock icon for the layer.

3 Click OK.

When a layer is locked, it can be displayed or hidden, but it cannot be changed, reordered, or deleted.

Note

- The current layer cannot be locked. If you lock the current layer, the Layer Manager does not close until you unlock the layer or change the current layer to an unlocked layer.

Tips

- To display a shortcut menu that lets you lock or unlock a layer, click the layer tab with the right mouse button of the layer you want to lock or unlock.
- You also can use the Layer Manager button on the Arrange+ toolbar.

  Layer Manager button

{button Related Topics,PI(`',`IDH_RT_To_lock_or_unlock_a_layer')}

Using Layers
Layer Manager
Arrange menu
Arrange+ toolbar

Layers dialog box

The Layers dialog box lists the layers defined for the active chart and lets you perform operations for each layer and all layers.

You can:

- Select whether a layer is hidden or visible
- Select whether a layer is printable
- Select whether is layer is locked
- Edit all layers at the same time
- Add a layer
- Delete a layer
- Rename a layer
- Move a layer up
- Move a layer down

{button Related Topics,PI(`',`IDH_RT_Layers_dialog_box')}

Using Layers
Benefits of Layers
Layer Manager
Arrange menu

Layers command
Layer Manger command

Lists all available layers in your chart. The current layer is highlighted.

Makes the the layer to be visible or hidden.

Makes the layer be printable or not.

Makes the layer locked or unlocked.

Lets you add a layer to your chart.

Lets you delete a layer from your chart.

Lets you rename a layer in your chart.

Lets you change the order of layers by moving a layer up in your chart. You can only move a layer one layer at a time.

Lets you change the order of layers by moving a layer down your chart. You can only move a layer one layer at a time.

Lets you make the same changes to all layers in your chart.

Name Layer dialog box

The Name Layer dialog box displays the name of the layer you have selected or added. You can change this name by typing in a new one in the box under the text Type the name for this layer:

{button Related Topics,PI(`',`IDH_RT_Name_Layer_dialog_box')}

To add a layer to the active chart
To rename a layer

Displays the name of the layer you selected or added. To rename a layer, type over the displayed layer name.

What Is a Living FlowChart?

{button Tell me how . . .,PI(`',`IDH_HT_What_Is_a_Living_FlowChart')}

A Living FlowChart is a chart that runs like a program. A Living FlowChart actually walks you through the steps in the process, letting you make the decisions as you go.

In its simplest form, a Living FlowChart "walks" a user through your chart. After drawing a flowchart on the screen, you can instruct FlowCharter to "run" the flowchart. It then takes you through each shape that you have drawn on the page, via a series of dialog boxes, using the text in each shape and on each line to describe to the person "running" the chart what to do. This type of chart requires only that you draw a chart.

At its most complex, a Living FlowChart can be quite elaborate, limited only by your imagination and your ability to write customized script for special operations. For example, Living FlowCharts can add simulation or animation to flowcharts. These complex Living FlowCharts can be used for simulation and prototyping.

No matter what you decide to use Living FlowCharts for, the end result is a "Living FlowChart" that users can interact with in a dynamic and real-time manner.

You can use Living FlowCharts for the following procedures:

- Creating interactive questionnaires
- Simulating business processes
- Creating tutorials and advanced instructional aids that use dialogs
- Prototyping
- Creating interactive decision support trees

{button Related Topics,PI(`',`IDH_RT_What_Is_a_Living_FlowChart')}

To run a Living FlowChart
To run part of a flowchart
To insert a starting point in a flowchart

How Does a Living FlowChart Work?
Designing Living FlowCharts
Living FlowCharts Toolbar
Using the Shape Action Wizard

Troubleshooting Living FlowCharts
Living FlowChart Rules and Limitations
Living FlowChart Sample Files

Living FlowCharts Toolbar

The Living FlowCharts toolbar contains the following functions.

Opens the Shape Action Wizard and helps you define actions for a shape.

Selects the starting shape for your flowchart.

Shows or hides the Entity Manager window.

Opens the Script Editor, enabling you to edit the script for an object.

Opens the Living FlowCharts options dialog box.

Runs a Living FlowChart.

Stops a running Living FlowChart.

Pauses a running Living FlowChart.

Goes through a flowchart step-by-step.

{button Related Topics,PI(`',`IDH_RT_Living_FlowCharts_Toolbar')}

What Is a Living FlowChart?
How Does a Living FlowChart Work?
Designing Living FlowCharts
Using the Shape Action Wizard
Troubleshooting Living FlowCharts

Troubleshooting Living FlowCharts

What is the problem?

- A shape that is automatically processed is not choosing the correct path.
  Run the Shape Action Wizard on that shape again, but this time select dialog box behavior, display data fields, and leave everything else the same. Now rerun the flowchart and you can see what is happening at that previously automatic shape.

- I'm running a chart that accumulates data and the data is not accumulating correctly.
  Open the Worksheet (click Worksheet on the Tools menu). The data in each entity in your chart appears in the worksheet.

- I can't get the chart to return to one shape after it goes through several other shapes.
  A Living FlowChart cannot run in the opposite direction of its arrows. To run backwards, you must provide a second line out of the shape with an arrow indicating the returning direction.

{button Related Topics,PI(``,`IDH_RT_Troubleshooting_Living_FlowCharts')}

What Is a Living FlowChart?
How Does a Living FlowChart Work?
Designing Living FlowCharts
Living FlowCharts Toolbar

Using the Shape Action Wizard
Living FlowChart Rules and Limitations
Living FlowChart Sample Files

To select an action type for a shape

1 Click a shape on a flowchart.

2 On the Tools menu, click Shape Action Wizard.

3 Click Next.

4 On the Action Type page, click either Display a dialog box or Automatically choose a path.

5 Click Next to continue.

Note

- Display a dialog box is the default choice and is automatically selected.

{button Related Topics,PI(`',`IDH_RT_To_select_an_action_type_for_a_shape')}

Action Types
Living FlowChart Dialog Boxes
Automatically Choosing a Path

To automatically process a shape
To create a dialog box

To verify path names

1 Click the shape where the path names originate.

2 On the Tools menu, click Shape Action Wizard.

3 Move through the wizard until you reach the Verify Path Names page.

4 Make sure the check box next to each path name you want to use is selected. Clear the check boxes next to path names you do not want to use.

Note

- You also can change the order in which path names appear in a dialog box.

How?

{button Related Topics,PI(`',`IDH_RT_To_verify_path_names')}

Verifying Path Names
To display buttons for each path
To change the order of buttons in a dialog box
To change the name of a path

Living FlowChart Dialog Boxes

{button Tell me how . . .,PI(`',`IDH_HT_Living_FlowChart_Dialog_Boxes')}

The dialog boxes in Living FlowCharts have two main functions:

Showing information to the user

Any text in the shape automatically appears in the dialog box. In addition, you can set up data fields that give a user information and use text in buttons to show a user the available paths through the rest of the chart.

Getting information from the user

You can set up a dialog box with data fields and enable a user to enter information into the fields. This information can determine what choices or path the user sees next. The information can also be accumulated with other information and determine the result of the users actions.

{button Related Topics,PI(`',`IDH_RT_Living_FlowChart_Dialog_Boxes')}

To create a dialog box
To change the appearance of a dialog box
To select a dialog box layout

What Is a Living FlowChart?
Dialog Box Appearance
Using the Shape Action Wizard

Designing Living FlowCharts
Living FlowChart Default Behavior
Using Dialog Box Layouts

Changing the Standard Dialog Box

{button Tell me how . . .,PI(`',`IDH_HT_Changing_the_Standard_Dialog_Box')}

You change the body text of the dialog box by typing different text in the shape. You can change other elements of the standard dialog box with the Shape Action Wizard. You can:

- Change the text in the title bar
- Remove the Stop button
- Remove the Shape image
- Show data to the user or let the user enter data
- Let the user choose his path
- Change the labels on the buttons
- Change the order of the buttons
- Remove buttons that represent the paths
- Change the layout of the dialog box.

If you want to show data or get data from the user, you must have already set up the data fields in the chart. You can display as many or as few data fields as you want in your dialog box. You choose the fields you want to display when you run the Shape Action Wizard.

{button Related Topics,PI(`',`IDH_RT_Changing_the_Standard_Dialog_Box')}

To change the appearance of a dialog box

Living FlowChart Dialog Boxes
Dialog Box Appearance
Using Dialog Box Layouts
Using the Shape Action Wizard

To create a dialog box

1 Click a shape on a flowchart.

2 On the Tools menu, click Shape Action Wizard.

3 Click Next.

4 On the Action Type page, click Display a dialog box, then click Next.

5 On the Dialog Box Options page, choose the options that define how the box will look to a user, then click Next.

6 On the Path Selection Method page, click Let the user choose the path, then click Next.

7 On the Verify Path Names page, make any changes necessary to the labels for each path, then click Next.

8 On the Select Layout page, choose a layout for the buttons and text, then click Next.

9 Click Finish.

{button Related Topics,PI(`',`IDH_RT_To_create_a_dialog_box')}

To change the appearance of a dialog box
To select a dialog box layout
To select an action type for a shape
Living FlowChart Dialog Boxes

Using Dialog Box Layouts
Designing Living FlowCharts
Action Types
Living FlowChart Default Behavior

Using Dialog Box Layouts

{button Tell me how . . .,PI(`',`IDH_HT_Using_Dialog_Box_Layouts')}

The Shape Action Wizard in Living FlowCharts enables you to arrange a dialog box's buttons and text in a number of different ways. Using the Select Layout page of the wizard, you can select different layouts or positions of the elements in a dialog box. As you choose different layouts from a list, a small picture of each layout shows you how the dialog box looks. If you want to see exactly how the box will look with your information, a Test button displays a picture of your finished dialog box.

{button Related Topics,PI(`',`IDH_RT_Using_Dialog_Box_Layouts')}

To select a dialog box layout
To create a dialog box

Living FlowChart Dialog Boxes
Using the Shape Action Wizard

To select a dialog box layout

1 Click a shape on your flowchart.

2 On the Tools menu, click Shape Action Wizard.

3 Click Next to go through each page of the wizard until you reach the Select Layout page.

4 Select one of the layouts in the list box. To see what the layout will look like in the finished dialog box, click Test.

5 Click Next to continue.

{button Related Topics,PI(`',`IDH_RT_To_select_a_dialog_box_layout')}

To create a dialog box
Using Dialog Box Layouts
Living FlowChart Dialog Boxes
Using the Shape Action Wizard

Dialog Box Appearance
{button Tell me how . . .,PI(`',`IDH_HT_Dialog_Box_Appearance')}

When you set up a shape to display dialog boxes for a user, you need to define what the dialog boxes will look like. The Dialog Box Appearance wizard page enables you to select several different options that determine exactly how the dialog box that the user sees will look.

Dialog Box Title

These two options control what text appears in the title bar of the dialog box for a specific shape.

- Chart Name The title bar displays the file name of your chart. For example, if you create a chart that shows how to process subscriptions and name the chart "Subscrip", then "Subscrip" appears in the title bar of the dialog box.
- Custom The title bar displays whatever you type in the text box next to this option. For example, if you click the Custom option button and type "Subscription Processing Step One" in the text box, then "Subscription Processing Step One" will appear in the title bar of the dialog box for this shape when the user runs the chart.

Notes

- Chart Name is the default. Unless you click the Custom option button and type a title in the text box, the name of the chart always appears in the title for the dialog box.
- If you click the Custom option button but do not type any text in the text box, the chart name appears as the dialog box title.

Shape Image

You can hide or show the image of the active shape. This is useful if you want the user to see a special image or a meaningful shape. If you want the user to focus on the text in the dialog box, you can hide the shape.

Data Fields

If you have set up any data fields for the chart, you can select this check box to enable the user to see data, add data, or change data for a shape. If you have not set up data fields for the chart, this option is not available.

Stop Button

You can show or hide the Stop button. You may want to hide the Stop button to prevent the user from stopping the chart. You may also want to hide it because it resembles another path name too closely, and you want to prevent the user from accidentally clicking it.

You should not remove the Stop button from all dialog boxes. A circular path can occur when all shapes are connected in a loop. In a chart like this, an entity can travel in the chart forever because there is no way for it to reach the end of the path. When an entity never reaches the end of a path, it does not reach the ending shape, the shape that provides a Done button. (The Done button also lets the user stop the chart.)

{button Related Topics,PI(`',`IDH_RT_Dialog_Box_Appearance')}

To change the appearance of a dialog box
To use the chart name as a title for a dialog box
To use a custom name as a title for a dialog box

Living FlowChart Dialog Boxes
Living FlowChart Default Behavior

To change the appearance of a dialog box

1 Click the shape that uses the dialog box you want to change.

2 On the Tools menu, click Shape Action Wizard.

3 On the Introduction page, click Next.

4 On the Action Type page, click Display a dialog box, then click Next.

5 On the Dialog Box Options page, click one of the option buttons to select a title.

6 Select or clear the check boxes to display or hide the shape image, display or hide a Stop button and display data fields.

7 Click Next to continue.

{button Related Topics,PI(`',`IDH_RT_To_change_the_appearance_of_a_dialog_box')}

To use a custom name as a title for a dialog box
To use the chart name as a title for a dialog box
To display the shape image in the dialog box

To create a dialog box
To display data fields in a dialog box
To display a stop button in a dialog box

Dialog Box Appearance
Changing the Standard Dialog Box
Using the Shape Action Wizard

To use the chart name as a title for a dialog box

1 Open the Shape Action Wizard.

2 Go to the Dialog Box Options page.

3 Click the Chart Name option button.

4 Click Next to continue.

Note

- The Dialog Box Options page is available only if you have selected Display a dialog box on the Action Type page of the wizard.

{button Related Topics,PI(``,`IDH_RT_To_use_the_chart_name_as_a_title')}

To use a custom name as a title for a dialog box
To change the appearance of a dialog box
Dialog Box Appearance
Living FlowChart Dialog Boxes
Using Dialog Box Layouts

To use a custom name as a title for a dialog box

1 Open the Shape Action Wizard.

2 Go to the Dialog Box Options page.

3 Click the Custom option button and enter a name in the text box.

4 Click Next to continue.

Note

- The Dialog Box Options page is available only if you have selected Display a dialog box on the Action Type page of the wizard.

{button Related Topics,PI(``,`IDH_RT_To_use_a_custom_name_as_a_title')}

To use the chart name as a title for a dialog box
To change the appearance of a dialog box
Dialog Box Appearance
Living FlowChart Dialog Boxes
Using Dialog Box Layouts

To display the shape image in a dialog box

1 Open the Shape Action Wizard.

2 Click Next.

3 On the Action Type page, click Display a dialog box, then click Next.

4 On the Dialog Box Options page, select the Shape Image check box.

5 Click Next to continue.

{button Related Topics,PI(`',`IDH_RT_To_display_the_shape_image_in_a_dialog_box')}

To change the appearance of a dialog box
Dialog Box Appearance
Living FlowChart Dialog Boxes
Using Dialog Box Layouts

To display data fields in a dialog box

1 Open the Shape Action Wizard.

2 Click Next.

3 On the Action Type page, click Display a dialog box, then click Next.

4 On the Dialog Box Options page, select the Data Fields check box.

5 Click Next to continue.

{button Related Topics,PI(`',`IDH_RT_To_display_data_fields_in_a_dialog_box')}

To change the appearance of a dialog box
Dialog Box Appearance
Living FlowChart Dialog Boxes
Using Data Fields
Using Data in a Living FlowChart

To display a stop button in a dialog box

1 Open the Shape Action Wizard.

2 Click Next.

3 On the Action Type page, click Display a dialog box, then click Next.

4 On the Dialog Box Options page, select the Stop Button check box.

5 Click Next to continue.

{button Related Topics,PI(`',`IDH_RT_To_display_a_stop_button_in_a_dialog_box')}

To hide a stop button

To change the appearance of a dialog box

Dialog Box Appearance

Living FlowChart Dialog Boxes

To hide a stop button

1 Open the Shape Action Wizard.

2 Click Next.

3 On the Action Type page, click Display a dialog box, then click Next.

4 On the Dialog Box Options page, clear the Stop Button check box.

5 Click Next to continue.

{button Related Topics,PI(``,`IDH_RT_To_hide_a_stop_button')}

To display a stop button in a dialog box
To change the appearance of a dialog box

Dialog Box Appearance
Living FlowChart Dialog Boxes

To automatically process a shape

1 Click a shape on a flowchart.

2 On the Tools menu, click Shape Action Wizard.

3 Click Next.

4 On the Action Type page, click Automatically advance.

5 Click Next to continue.

{button Related Topics,PI(`',`IDH_RT_To_automatically_process_a_shape')}

Automatically Choosing a Path
Action Types
To select an action type for a shape

To perform data field operations on a shape

1 Select the shape on which you want to perform data field operations.

2 On the Tools menu, click Shape Action Wizard.

3 Click Next.

4 On the Action Type page, select Automatically advance.

5 On the Automatic Options page, select Yes to confirm that you want to perform data field operations.

6 Select a method of path selection.

7 Click Next to move to the Data Field Operations page.

{button Related Topics,PI(`',`IDH_RT_To_perform_data_field_operations_on_a_shape')}

Automatically Choosing a Path
Using Data Fields
Performing Math Operations
Using Data in a Living FlowChart

Expression Functions
Using Expressions
Understanding Path Selection

To change the order of buttons in a dialog box

1 Click a shape on a flowchart.

2 On the Tools menu, click Shape Action Wizard.

3 Move through the wizard until you reach the Verify Path Names page.

4 Select a path name and use the arrows to move it up or down in the list.

Up arrow Down arrow

Note

- The Dialog Box Options page is available only if you have selected Display a dialog box on the Action Type page of the wizard.

{button Related Topics,PI(``,`IDH_RT_To_change_the_order_of_buttons_in_a_dialog_box')}

Verifying Path Names
Using the Shape Action Wizard
Letting the User Choose the Path
Designing Living FlowCharts

To verify path names
To change the name of a path
To display buttons for each path
To hide a path button

To change the name of a path

1. Click the shape on a flowchart.
2. On the Tools menu, click Shape Action Wizard.
3. Click Next until the Verify Path Names page appears.
4. Select the path button name you want to change.
5. Click the Change Label button.

Change Label button

6. Type the new name for the button.
7. Press Enter.
8. Click Next to continue.

{button Related Topics,PI(`',`IDH_RT_To_change_the_name_of_a_path')}

Verifying Path Names
Using the Shape Action Wizard
Letting the User Choose the Path
Designing Living FlowCharts

To verify path names
To change the order of buttons in a dialog box
To display buttons for each path
To hide a path button

To change Living FlowChart options

1 On the Format menu, click Chart Properties.

2 Click the Living FlowCharts tab.

{button Related Topics,PI(`',`IDH_RT_To_change_Living_FlowChart_options')}

To create a password for a Living FlowChart
To change a Living FlowChart's password
To show entity feedback on a chart
To run a flowchart when the file opens

To set the speed of a Living FlowChart
Chart Properties command
Format menu

To create a password for a Living FlowChart

1 On the Format menu, click Chart Properties.

2 Click the Living FlowCharts tab.

3 Click Password.

4 Type the password in the New Password text box. You can use as many as 16 alphabetic or numeric characters in any combination.

5 Type the new password again in the Verify Password text box.

6 Click OK.

{button Related Topics,PI(`',`IDH_RT_To_create_a_password_for_a_Living_FlowChart')}

To change a Living FlowChart's password
To change Living FlowChart options
Chart Properties command
Format menu

To change a Living FlowChart's password

1 On the Format menu, click Chart Properties.

2 Click the Living FlowCharts tab.

3 Click Password.

4 Type your old password in the Old Password text box.

5 Type the new password in the New Password text box. You can use as many as 16 alphabetic or numeric characters in any combination.

6 Type the new password again in the Verify Password text box.

7 Click OK.

{button Related Topics,PI(`',`IDH_RT_To_change_a_Living_FlowChart_password')}

To create a password for a Living FlowChart
To change Living FlowChart options
Chart Properties command
Format menu

To show entity feedback on a chart

1 On the Format menu, click Chart Properties.

2 Click the Living FlowCharts tab.

3 Select the Show Entity Feedback check box.

4 Click OK.

{button Related Topics,PI(`',`IDH_RT_To_show_entity_feedback_on_a_chart')}

Entity Manager
Entity Manager command
Showing Entity Feedback
Format menu

To create a new entity
To change Living FlowChart options
Chart Properties command

To run a flowchart when the file opens

1 On the Format menu, click Chart Properties.

2 Click the Living FlowCharts tab.

3 Select the Run Chart on Open check box.

4 Click OK.

{button Related Topics,PI(`',`IDH_RT_To_run_a_flowchart_when_the_file_opens')}

To set the speed of a Living FlowChart
To change Living FlowChart options
To run a Living FlowChart

What Is a Living FlowChart?
Chart Properties command
Format menu

To set the speed of a Living FlowChart

1 On the Format menu, click Chart Properties.

2 Click the Living FlowCharts tab.

3 Use the slider to define how fast (in tenths of a second) the chart will run. You can set the speed in tenths of a second.

4 Click OK.

{button Related Topics,PI(`',`IDH_RT_To_set_the_speed_of_a_Living_FlowChart')}

To run a flowchart when the file opens
To run a Living FlowChart
To change Living FlowChart options

What Is a Living FlowChart?
Chart Properties command
Format menu

To run a Living FlowChart

1. Open the chart you want to run.
2. On the Insert menu, click Starting Point.
3. Select the shape that will be the starting shape for the flowchart. You will normally select the first shape on your chart, but you can use any shape that has lines coming out of it.
4. On the Tools menu, click Run Flowchart.

Tip

- You also can click the Run button on the Living FlowCharts toolbar to run an open chart.

  Run button

{button Related Topics,PI(`',`IDH_RT_To_run_a_Living_FlowChart')}

To run a flowchart when the file opens
To stop a running flowchart
To pause a running flowchart

Run FlowChart command
Starting Shape
Living FlowCharts Toolbar
What Is a Living FlowChart?

To stop a running flowchart

- On the Run menu, click Stop.

Tip

- You also can stop a running flowchart by clicking the Stop button on the Living FlowCharts toolbar or by pressing the Esc key.

  - Stop button

{button Related Topics,PI(``,`IDH_RT_To_stop_a_running_flowchart')}

To run a Living FlowChart
To run a flowchart when the file opens
To pause a running flowchart
To step through a Living FlowChart
Living FlowCharts Toolbar

To pause a running flowchart

- On the Run menu, click Pause.

Tip

- You also can pause a running flowchart by clicking the Pause button on the Living FlowCharts toolbar.

  Pause button

{button Related Topics,PI(``,`IDH_RT_To_pause_a_running_flowchart')}

To run a Living FlowChart
To run a flowchart when the file opens
To stop a running flowchart
To step through a Living FlowChart
Living FlowCharts Toolbar

To step through a Living FlowChart

- On the Run menu, click Step.

Tip

- You also can step through a flowchart by clicking the Step button on the Living FlowCharts toolbar.

  Step button

{button Related Topics,PI(``,`IDH_RT_To_step_through_a_Living_FlowChart')}

To run a Living FlowChart
To run a flowchart when the file opens
To stop a running flowchart
To pause a running flowchart
Living FlowCharts Toolbar

Understanding Living FlowChart Events

{button Tell me how . . .,PI(`',`IDH_HT_Understanding_Living_FlowChart_Events')}

Living FlowCharts are event-driven. An event is caused by an object as a result of something you do. For example, clicking the mouse on a button causes a click event. Typing a character in a text box causes a change event. In the code created by the Shape Action Wizard, a button object causes a click event when it receives a mouse click message. In the same way, a text box causes a change event when it receives keyboard messages that change the contents of the field.

Three Levels of Event Procedures

FlowCharter now has three levels of event procedures: the object level, the chart level, and the application level (OCX). When an event occurs, the first event procedure that runs is the object's event procedure. The second is the chart's event procedure. The third is the application event procedure.

All object events have equivalent chart events. For example, an object has an OnClick event. The chart has an event called OnObjectClick that occurs when any object in the chart is clicked.

Not all events are available for all levels. Some events do not occur to objects, but only to charts. For example, when the user closes the chart, there is no object equivalent. In this case, the chart's OnClose event procedure runs, then the application level event procedure runs.

There are two kinds of events, depending on whether the event procedure is executed before or after the event's standard behavior: Subclass events and Notify events.

Subclass Events

Subclass event procedures execute before the flowchart performs its standard behavior. Subclass event procedures will always have a "Handled" parameter. Some subclass events also have an "Allow" parameter. Subclass events are not called by Automation calls.

Notify Events

Notify event procedures execute after the flowchart performs its standard behavior. Notify event procedures are identified by the use of NOTIFY in the event's name. Unlike Subclass events, Notification events are called by automation calls.

{button Related Topics,PI(`',`IDH_RT_Understanding_Living_FlowChart_Events')}

To create a script using the script editor
To change the script for an object
To change the script for a chart

Understanding Subclass Events
Understanding Notify Events
How Does a Living FlowChart Work?
Using VBScript

Using the Shape Action Wizard
Using Entities
Living FlowChart Rules and Limitations

Understanding Subclass Events

Subclass events are events that run the event procedure before carrying out the standard behavior, thus allowing you to intervene in the standard behavior. You can recognize Subclass events by the presence of a Handled parameter.

When a subclass event occurs, three steps happen, in this order:

1 FlowCharter runs the event's procedure, if any.

2 FlowCharter notifies the next level of event procedures.

3 FlowCharter carries out the event's standard behavior.

All three of these steps happen only if you do not stop the event process. You can stop the event process of a subclass event in two ways: you can stop its standard behavior from occurring and you can stop FlowCharter from notifying the next event level.

When an event occurs, FlowCharter calls the event procedure for the object to which the event occurred. For example, shapes have OnClick event procedures. When you click a shape, a click event occurs, and the shape's OnClick procedure runs. FlowCharter then notifies the chart that an object click event has occurred, then notifies the application interface that a click event has occurred.

If the event was a chart event, FlowCharter calls the chart's event procedure. For example, charts have an OnClose procedure. When a user closes the chart, the OnClose procedure runs. Last, FlowCharter closes the chart.

Stopping the standard behavior of a subclass event

You can stop the standard behavior of a subclass event. You may want to prevent a behavior like a deletion when you want to protect an object from being deleted. In the event procedure, you could display a dialog box advising the user that this object cannot be deleted.

To prevent a standard behavior, use the Allow parameter and set it to FALSE. Put this line of script into the event procedure for the object. For example, to prevent a shape from being deleted, put this line of script into the shape's OnDelete procedure:

```
Allow.Value=FALSE
```

To permit the standard behavior of an event set the Allow parameter to TRUE. This line is usually not necessary because the default value is TRUE. You would only need to do this if you had set the value to FALSE elsewhere.

```
Allow.Value  = TRUE
```

{button Related Topics,PI(`',`IDH_RT_Understanding_Subclass_Events')}

Understanding Living FlowChart Events
Understanding Notify Events

Understanding Notify Events

Notify events are events that carry out their standard behaviors first, before they run the event procedure. When a notify event occurs, three things happen, in this order:

1 FlowCharter carries out the event's standard behavior.

2 FlowCharter runs the event's procedure, if any.

3 FlowCharter notifies the next level of event procedures.

For example, you can have a shape that is always the same height and width. This example shows an object event procedure that occurs after the user has resized an object. The event is a notify event and occurs when the resizing is finished. The event passes the new height and width to the object event.

```
Sub Object_OnSizeFinished((Newheight, NewWidth)

Width = NewHeight

EndSub
```

Event handlers are not recursive. That is, although the above example changes the size of the object, these changes do not cause the OnSizeFinished event to be called again.

Preventing Further Event Notification

To prevent the further notification of events to the other levels (chart and application), use the Handled parameter.

You may want to stop the event notification process because you have prevented the standard behavior, like a deletion. Since the shape cannot be deleted, you don't want to pass on the deletion event to the chart and application levels.

To prevent further notification, use the Handled parameter and set it to TRUE. Put this line of script into the event procedure for the object. For example, to prevent further notification of a deletion, put this line of script into the shape's OnDelete procedure:

```
Handled.Value=TRUE
```

To permit further notification of an event, set the Handled parameter to FALSE. This line is usually not necessary because the default value is FALSE. You would only need to do this if you had set the value to TRUE elsewhere.

```
Handled.Value=FALSE
```

{button Related Topics,PI(`',`IDH_RT_Understanding_Notify_Events')}

Understanding Living FlowChart Events
Understanding Subclass Events

Showing Entity Feedback

{button Tell me how . . .,PI(`',`IDH_HT_Showing_Entity_Feedback')}

You can set up a Living FlowChart to show how each entity in the chart is progressing through the chart. The entity in this sense "feeds back" information to the user. A simple use for entity feedback is to keep track of an entity's path through a chart.

{button Related Topics,PI(`',`IDH_RT_Showing_Entity_Feedback')}

To show entity feedback on a chart

Using Entities
Entity Manager

To turn feedback on or off

1 On the Format menu, click Chart Properties.

2 Click the Living FlowCharts tab.

3 To turn feedback on select the Show Entity Feedback check box. To turn feedback off, clear the check box.

4 Click OK.

{button Related Topics,PI(`',`IDH_RT_To_turn_feedback_on_or_off')}

Showing Entity Feedback
Using Entities
Entity Manager
Chart Properties command
Format menu

Run Flowchart command

Selecting this command from the Tools menu starts a Living FlowChart running.

{button Related Topics,PI(`',`IDH_RT_Run_command')}

Living FlowCharts Toolbar
Stop Entity button
Pause Entity button
To run a Living FlowChart

Starting Shape

{button Tell me how . . .,PI(`',`IDH_HT_Starting_Shape')}

The starting shape is the shape in which the entity begins its journey through the chart. As you run the chart, the entity travels through the chart. The entity's job is to show you where you are in the chart and to collect information as it goes. When the entity reaches the end of a path, a Done button displays in the dialog box.

{button Related Topics,PI(`',`IDH_RT_Starting_Shape')}

To select a starting shape for an entity
To move an entity to a different starting shape
To run a Living FlowChart
To run part of a flowchart

Using Entities
Ending Shape

Ending Shape

The ending shape is the shape at the end of a path. When the entity reaches this shape, a Done button appears in the dialog box.

{button Related Topics,PI(`',`IDH_RT_Ending_Shape')}

Starting Shape
Using Entities

To display buttons for each path

1 Select a shape.

2 On the Tools menu, click Shape Action Wizard.

3 On the Action Type page, click Display a dialog box then click Next.

4 On the Path Selection Method page, make sure that Let the user choose the path is selected.

5 On the Verify Path Names page, select the check boxes next to each path name you want displayed as a button.

6 Click Next to continue.

{button Related Topics,PI(`',`IDH_RT_To_display_buttons_for_each_path')}

To hide a path button
To change the order of buttons in a dialog box
To change the name of a path

Letting the User Choose the Path
Using the Shape Action Wizard
Verifying Path Names

To hide a path button

1 Select the shape where the path you want to hide originates.

2 On the Tools menu, click Shape Action Wizard.

3 Move through the wizard until you reach the Verify Path Names page.

4 On the Verify Path Names page, clear the check box next to the path name you want to hide.

5 Click Next to continue.

{button Related Topics,PI(`',`IDH_RT_To_hide_a_path')}

To display buttons for each path
To change the order of buttons in a dialog box
To change the name of a path
Verifying Path Names

To create custom buttons

1 Select the shape that will use the buttons.

2 On the Tools menu, click Shape Action Wizard.

3 On the Action Type page, click Display a dialog box then click Next.

4 On the Path Selection Method page, make sure that Let the user choose the path is selected.

5 On the Verify Path Names page, double-click the button name you want to change.

6 Type the name you want to use for the button and press Enter.

6 Click Next to continue.

{button Related Topics,PI(`',`IDH_RT_To_create_custom_buttons')}

Verifying Path Names
Using the Shape Action Wizard
Letting the User Choose the Path
Designing Living FlowCharts

To verify path names
To change the order of buttons in a dialog box
To display buttons for each path
To hide a path button

To enter data for a shape

1 Select the shape for which you want to enter data.

2 On the View menu, click Field Viewer.

3 Type the data in the boxes next to the fields you want to use. Press Enter to move from one field to the next. (The format that each field requires is shown at the bottom of the Field Viewer.)

4 Click Close.

Tips

- To enter data for another shape, click another shape on the chart. (You do not need to close the Field Viewer.)
- To enter data for a field that has not been defined in your chart, click Setup in the Field Viewer.
- You can leave fields blank. Blank fields will not show on the chart. Additional fields move up to properly space the data on the chart.
- To view all of the data in your chart (not just one shape), click Worksheet on the View menu.

{button Related Topics,PI(`',`IDH_RT_To_enter_data_for_a_shape')}

Using Data Fields
Using the Worksheet in Living FlowCharts
Using Data in a Living FlowChart

To set up a data field
To change fields
To delete fields
To format fields

Using the Shape Action Wizard
{button Tell me how . . .,PI(`',`IDH_HT_Shape_Action_Wizard')}

When you want change a shape's action or create new actions for a shape, you run the Shape Action Wizard. These actions then govern the way a shape behaves and interacts with the rest of the Living FlowChart.

The Shape Action Wizard lets you change not only the dialog box appearance, but also many other parts of the shape actions. Using the Shape Action Wizard, you can accomplish the following tasks:

- Exchange data with the user
- Perform math operations on data
- Select the user's next path based on data
- Change the text that appears in the title bar of a dialog box
- Add or remove a picture of the shape
- Add or remove a stop button in a dialog box
- Change the labels on the buttons that represent paths
- Change the order of the buttons
- Show or hide buttons
- Change a dialog box layout.

Running the Shape Action Wizard creates customized code for any shape. The wizard writes a script for the selected shape based on the options you choose. If you want to perform some action that is not possible through the Shape Action Wizard, you can modify the script or write your own code for a shape.

Caution

- If you make a change to your script then run the Shape Action Wizard again, your script changes are lost. The script generated by the Shape Action Wizard overwrites the script you changed.

Note

- If you rerun the Shape Action Wizard, your previous Shape Action Wizard selections will be the default selections.

{button Related Topics,PI(`',`IDH_RT_Shape_Action_Wizard')}

To open the Shape Action Wizard
To display buttons for each path
To change the appearance of a dialog box
To select a dialog box layout

Shape Action Wizard command
How Does a Living FlowChart Work?
Designing Living FlowCharts
Living FlowChart Default Behavior

Action Types
Dialog Box Appearance
Living FlowChart Dialog Boxes
Living FlowChart Rules and Limitations

Shape Action Wizard command

The Shape Action Wizard command on the Tools menu opens the Shape Action Wizard. You use the wizard to program shapes in Living FlowCharts.

{button Related Topics,PI(`',`IDH_RT_Shape_Action_Wizard_command')}

Using the Shape Action Wizard
To open the Shape Action Wizard

To open the Shape Action Wizard

- On the Tools menu, click Shape Action Wizard.

Tip

- You also can click the Shape Action Wizard button on the Living FlowCharts toolbar to open the wizard.

  Shape Action Wizard button

{button Related Topics,PI(``,`IDH_RT_To_open_the_Shape_Action_Wizard')}

Using the Shape Action Wizard
Shape Action Wizard command
Living FlowCharts Toolbar
Designing Living FlowCharts

Using the Worksheet in Living FlowCharts

{button Tell me how . . .,PI(`',`IDH_HT_Using_the_Worksheet_in_Living_FlowCharts')}

You can use the worksheet to view, enter, or sort data for a Living FlowChart. The worksheet lists every object in your chart that can contain data.

To view the worksheet, click the View menu and click Worksheet. Each object has a row on the worksheet. Each data field has a column on the worksheet.

Click your right mouse button with your pointer over the worksheet to display its shortcut menu. This menu lists commands that apply to the worksheet and to data fields.

{button Related Topics,PI(`',`IDH_RT_Using_the_Worksheet_in_Living_FlowCharts')}

To enter data for a shape
To view the data in an entity

What is a Worksheet?
Worksheet command
Using Data Fields
Understanding Data Accumulation

Understanding Data Accumulation

{button Tell me how . . .,PI(`',`IDH_HT_Understanding_Data_Accumulation')}

FlowCharter lets you work with six data types: text, duration, date, currency, percent, and number. You can combine, or accumulate, some types of data. Each data type has a set of accumulation methods.

Entities Accumulate Data

As an entity runs along a path in a chart, data on the path accumulates into the entity. You can watch the data accumulate into the entity by opening the Worksheet. To do so, click View and then click Worksheet.

When an entity encounters a shape with no accumulation method, it takes that shape's data. This behavior is very useful in creating Living FlowCharts where you want to maintain some state information, or remember the answer to a particular question.

Note

- Not all data types accumulate, and not all data types have all accumulation methods. For example, a Text field does not accumulate. A Date field does not have the Sum or Range accumulation methods.
- If the data accumulation is done before the data field operations, then the accumulated data will not take into account the result of the operations.

Tips

- When displayed in the Legend, the accumulation method's result reflects all the objects (lines and shapes) in the chart. When displayed in an entity of a Living FlowChart, this number reflects the lines and shapes in the entity's path.
- If you are having a problem with a chart that uses accumulated data, click Worksheet on the Tools menu to view the data in each entity.

{button Related Topics,PI(`',`IDH_RT_Understanding_Data_Accumulation')}

To set up a data field

Accumulation Methods
Using Text Data
Using Numeric Data

Using Data Fields
Accumulation Method field
Using the Worksheet in Living FlowCharts

Using Text Data

If you want to use Text data, use the No Accumulation method. Even though text doesn't accumulate, the entity does carry text through the chart. The entity carries the last text it finds for a field. That is, each time it finds text for a field, it replaces any text it had for the field with the latest text it finds in that field.

If you plan to collect textual data, set up a field for each piece of data you are collecting. This is important to do if you are creating a survey chart.

For example, if you are collecting name- and address-type information, each piece of information should have its own field: First Name, Last Name, Address, City, State, Zip, and Country are all fields that you would want to consider.

{button Related Topics,PI(`',`IDH_RT_Using_Text_Data')}

Understanding Data Accumulation
Accumulation Methods
Using Data Fields
Accumulation Method field

Using Numeric Data

If you want to collect numeric data from the user, decide how you want to use the data in the chart as you are setting up the numeric data field.

- Costs are typically set up as Currency with a Sum accumulation method.
- Dates are typically set up with an accumulation method of ??
- To measure how long a process takes, set up a Duration data field and choose an appropriate level of detail for the duration (weeks, hours, minutes, or seconds).

Keep in mind that some numbers, like a membership number or a Social Security number, should not be accumulated. In fact, consider setting up such a field as a text field.

Tip

- Duration field values are in milliseconds. That way you can add an hours data field and a minutes data field together and get a correct answer.

{button Related Topics,PI(``,`IDH_RT_Using_Numeric_Data')}

Understanding Data Accumulation
Accumulation Methods
Using Text Data
Using Data Fields
Accumulation Method field

Accumulation Methods

An accumulation method is a way to combine, or accumulate, data of some types. For example, you can combine the cost of a process. The method you use to combine the data is to add it or "Sum" it. Thus the accumulation method is Sum. The legend shows the accumulated data for the chart: the sum of the data for the Cost field.

Not all data types accumulate, and not all data types have all accumulation methods. For example, a Text field does not accumulate. A Date field does not have the Sum or Range accumulation methods..

Accumulation Method	**Description**
Sum	Sum of the data in the shapes.
Mean	Average of the data in the shapes.
Median	Middle value of the range of the data in the shapes.
Min	Minimum value of the data in the shapes.
Max	Maximum value of the data in the shapes.
Range	Difference between the highest value and the lowest value in the data.

In addition, there are two accumulation methods that yield special information: Object Count and Filled Count. These counts are available for all data field types.

These two counts are accumulation methods for fields. You can put any kind of data in these fields, but the data itself does not accumulate.

Accumulation Method	**Description**
Object Count	Number of objects that have the field (regardless of whether the fields contain any data). This number is the number of objects (shapes and lines) in the chart.
Filled Count	Number of objects with data in this field.

{button Related Topics,PI(``,`IDH_RT_Accumulation_Methods')}

Understanding Data Accumulation
Using Data Fields
Accumulation Method field
Using Entities

Using Entities

{button Tell me how . . .,PI(`',`IDH_HT_Using_Entities')}

An entity is an object that flows through a Living FlowChart. An entity has various properties that can be changed, such as name, size, shape, fill color, and line color. Entities accumulate the fields of objects they pass through. These objects can be either shapes or paths.

Entities actually have data field values just like shapes and lines do.

When an entity encounters an object with no accumulation method (its data field value is set to No Accumulation) the entity adopts whatever value the object contains. This feature is very useful for creating Living FlowCharts where you want to maintain some state information, or remember the answer to a particular question.

If you stop an entity, you cannot run it again, except to start it over again.

Notes

- Entities are executed sequentially.
- Entities move to the next step when all entities have finished on shape action.
- Entities are cleared each time you run the chart.
- You can use the worksheet to view any data in an entity.

{button Related Topics,PI(`',`IDH_RT_Using_Entities')}

To create a new entity
To start an entity
To add an entity to a shape

Entity Manager
Entity Manager command
Showing Entity Feedback
What Is a Living FlowChart?

Entity Manager

{button Tell me how . . .,PI(`',`IDH_HT_Entity_Manager')}

The Entity Manager is window that appears when you select Entity Manager from the View menu. It contains the following buttons.

Adds an entity to the Entity Manger window.

Deletes an entity from the Entity Manger window.

Runs the selected entity.

Stops the selected entity when it is running.

Pauses the selected entity when it is running.

Starts an entity at a specific shape.

{button Related Topics,PI(`',`IDH_RT_Entity_Manager')}

To create a new entity
To delete an entity
To start an entity
To pause an entity

To stop an entity
To select a starting shape for an entity
To change the name of an entity
To select a symbol for an entity

To select a line color for an entity
To select a fill color for an entity
To change the size of an entity

Entity Manager command
Showing Entity Feedback

Entity Manager command

The Entity Manager command on the View menu opens the Entity Manager. You use the Entity Manager to add and delete entities on Living FlowCharts. Using the Entity Manager you also can run, pause, or stop an entity, choose the starting shape for an entity, and change an entity's properties.

Note

- You also can display the Entity Manager by clicking
- on the Living FlowCharts toolbar.

{button Related Topics,PI(`',`IDH_RT_Entity_Manager_command')}

Entity Manager
Using Entities
Living FlowCharts Toolbar

To create a new entity
To start an entity
To change the name of an entity

To open the entity manager

- On the View menu, click Entity Manager.

{button Related Topics,PI(`',`IDH_RT_To_open_the_entity_manager')}

To create a new entity
To delete an entity
To start an entity

To stop an entity
To pause an entity

To run one entity

1 On the View menu, click Entity Manager.

2 Click the name of the entity you want to run.

3 Click the Start Entity button.

- Start Entity button

{button Related Topics,PI(`',`IDH_RT_To_run_one_entity')}

To run all entities
To start an entity
To stop an entity

To pause an entity
To select a starting shape for an entity
Entity Manager

To run all entities

- On the Tools menu, click Run Flowchart.

Notes

- Entities are executed sequentially. Each entity performs its operations once during each Living FlowChart cycle. Although the entities usually are handled in the order in which they appear in the Entity Manager, the order is not guaranteed.
- Entities move to the next step when all entities have finished one shape action.

{button Related Topics,PI(``,`IDH_RT_To_run_all_entities')}

To run one entity
Entity Manager
To start an entity

To stop an entity
To pause an entity
To select a starting shape for an entity

To move an entity to a different starting shape

1. On the View menu, click Entity Manager.
2. Select the entity you want to move.
3. Click the Starting Shape button.

   Starting Shape button
4. Click the shape where you want the entity to start.

{button Related Topics,PI(`',`IDH_RT_To_move_an_entity_to_a_different_starting_shape')}

To start an entity
To stop an entity
To pause an entity
Entity Manager
Starting Shape

To select a starting shape for an entity

1. On the View menu, click Entity Manager.
2. Select an entity.
3. Click the Starting Shape button.

   Starting Shape button
4. Click the shape where you want the entity to start.

{button Related Topics,PI(`',`IDH_RT_To_select_a_starting_shape_for_an_entity')}

To start an entity
To stop an entity
To pause an entity
Starting Shape
Entity Manager

To create a new entity

1 On the View menu, click Entity Manager.

2 Click the Add Entity button.

- Add Entity button

{button Related Topics,PI(`',`IDH_RT_To_create_a_new_entity')}

To delete an entity
Using Entities
Entity Manager
Entity Manager command

To delete an entity

1 On the View menu, click Entity Manager.

2 Click the entity that you want to delete.

3 Click the Delete Entity button.

- Delete Entity button

Note

- You also can delete an entity by selecting the entity and clicking Delete.

{button Related Topics,PI(``,`IDH_RT_To_delete_an_entity')}

To create a new entity
Entity Manager
Entity Manager command

Pause Entity button

You use this button in the Entity Manager window to temporarily stop a specific entity's path through a Living FlowChart that is running. This enables you to examine the lines and shapes around the entity to determine if you need to make any changes.

Note

- You can run an entity one step at a time only if the shape action is automatic. If the shape displays a dialog box, nothing happens.

{button Related Topics,PI(``,`IDH_RT_Pause_Entity_button')}

To pause an entity

Stop Entity button

To pause an entity

1 On the View menu, click Entity Manager.

2 Click the entity that you want to stop running.

3 Click the Pause Entity button.

Pause Entity button

Note

- You can run an entity one step at a time only if the shape action is automatic. If the shape displays a dialog box, nothing happens.

{button Related Topics,PI(`',`IDH_RT_To_pause_an_entity')}

To start an entity
To stop an entity
To select a starting shape for an entity
Entity Manager

Stop Entity button

You use this button in the Entity Manager window to stop a specific entity's from completing its path through a Living FlowChart.

{button Related Topics,PI(`',`IDH_RT_Stop_Entity_button')}

To stop an entity

Pause Entity button

To stop an entity

1 On the View menu, click Entity Manager.

2 Click the entity that you want to stop running.

3 Click the Stop Entity button.

- Stop Entity button

{button Related Topics,PI(`',`IDH_RT_To_stop_an_entity')}

To start an entity
To pause an entity
To select a starting shape for an entity
Entity Manager

To start an entity

1 On the View menu, click Entity Manager.

2 Click the name of the entity you want to start.

3 Click the Start Entity button.

- Start Entity button

{button Related Topics,PI(`',`IDH_RT_To_start_an_entity')}

To stop an entity
To pause an entity
To select a starting shape for an entity

Entity Manager
Using Entities
Entity Manager command

To add an entity to a shape

1. On the View menu, click Entity Manager.
2. Select an existing entity or create a new entity. ▪ How?
3. Click the Starting Shape button.

   ▪

   Starting Shape button
4. Click the shape where you want to add the entity.

{button Related Topics,PI(`',`IDH_RT_To_add_an_entity_to_a_shape')}

To select a starting shape for an entity

To start an entity

To select a symbol for an entity

To change the size of an entity

To select a line color for an entity

To select a fill color for an entity

Entity Manager

Using Entities

To change the name of an entity

1 On the View menu, click Entity Manager.

2 Double-click the name of the entity you want to change.

3 In the Name box, type the new name for the entity.

4 Click OK.

Note

- You also can change an entity's name by clicking the entity once, then clicking it again. Type the new name, then click once to finish.

{button Related Topics,PI(``,`IDH_RT_To_change_the_name_of_an_entity')}

To select a symbol for an entity
To change the size of an entity
To select a line color for an entity

To select a fill color for an entity
Entity Manager
Entity Manager command

To select a symbol for an entity

1 On the View menu, click Entity Manager.

2 Double-click the name of the entity you want to change.

3 In the Symbol box, click the symbol you want to use.

4 Click OK.

{button Related Topics,PI(`',`IDH_RT_To_select_a_symbol_for_an_entity')}

To change the name of an entity
To change the size of an entity
To select a line color for an entity
To select a fill color for an entity
Entity Manager

To select a line color for an entity

1 On the View menu, click Entity Manager.

2 Double-click the name of the entity you want to change.

3 In the Line Color box, click the color you want to use.

4 Click OK.

{button Related Topics,PI(`',`IDH_RT_To_select_a_line_color_for_an_entity')}

To select a fill color for an entity
To change the name of an entity
To select a symbol for an entity
To change the size of an entity
Entity Manager

To select a fill color for an entity

1 On the View menu, click Entity Manager.

2 Double-click the name of the entity you want to change.

3 In the Fill Color box, click the color you want to use.

4 Click OK.

{button Related Topics,PI(`',`IDH_RT_To_select_a_fill_color_for_an_entity')}

To select a line color for an entity
To change the name of an entity
To select a symbol for an entity
To change the size of an entity
Entity Manager

To change the size of an entity

1 On the View menu, click Entity Manager.

2 Double-click the name of the entity you want to change.

3 Click either the Small, Medium, or Large option button.

4 Click OK.

{button Related Topics,PI(`',`IDH_RT_To_change_the_size_of_an_entity')}

To change the name of an entity
To select a symbol for an entity
To select a line color for an entity
To select a fill color for an entity
Entity Manager

To view the data in an entity

- On the View menu, click Worksheet.

The worksheet displays each entity's data.

{button Related Topics,PI(`',`IDH_RT_To_view_the_data_in_an_entity')}

Entity Manager
Using the Worksheet in Living FlowCharts
Using Data in a Living FlowChart

To run part of a flowchart

1. On the View menu, click Entity Manager.
2. Select an existing entity or create a new entity ▪ How? and select it.
3. Click the Starting Shape button.

   ▪

   Starting Shape button
4. Click the shape where you want the flowchart to begin running.

{button Related Topics,PI(`',`IDH_RT_To_run_part_of_a_flowchart')}

Entity Manager

Starting Point command

Starting Shape

To insert a starting point in a flowchart

What Is a Living FlowChart?

To insert a starting point in a flowchart

1 On the Insert menu, click Starting Point.

2 Click the shape where you want the chart to start running.

{button Related Topics,PI(`',`IDH_RT_To_insert_a_starting_point_in_a_flowchart')}

Starting Point command
To run part of a flowchart
Starting Shape
What Is a Living FlowChart?

Starting Point command

Use the Starting Point command on the Insert menu to place a starting point in a Living FlowChart. The starting point is an entity that you place in a shape in the flowchart. When you run the chart, the sequence of chart operations will begin at the point where you place the entity (the starting point) and run from that point to the end of the chart.

The Starting Point command is useful when you want to run only a part of a Living FlowChart.

Note

- If you have multiple entities in a chart and use the Starting Point command, all entities will be deleted and a new, single entity will be placed in the shape that you choose.

{button Related Topics,PI(`',`IDH_RT_Starting_Point_command')}

Starting Shape
Run FlowChart command
Ending Shape
Using Entities

Living FlowChart Sample Files

FlowCharter includes sample charts that show how you can use its Living FlowCharts feature. When we discuss a feature or chart attribute that is used in a sample, we will name the chart that uses it so that you can open that chart.

The samples are in a subdirectory of the FlowCharter directory. For example, if you installed FlowCharter in the default directory, the sample charts will be located in C:\Program files\Micrografx\FlowCharter\Samples\Living FlowCharts.

{button Related Topics,PI(``,`IDH_RT_Living_FlowChart_Sample_Files')}

How Does a Living FlowChart Work?
Designing Living FlowCharts
Living FlowCharts Toolbar

Using the Shape Action Wizard
Troubleshooting Living FlowCharts
Living FlowChart Rules and Limitations

Living FlowChart Rules and Limitations

Future versions of FlowCharter may not be compatible with the Living FlowCharts you create with this version of FlowCharter. To ensure that users with future versions of FlowCharter can run your Living FlowCharts, follow these guidelines:

- Document the version of FlowCharter that you use to create your chart or object, within the chart or object.
- Provide a readme file with your Living FlowChart. In it, note the version of FlowCharter that users need to run the chart.
- When new versions of FlowCharter are released, create updated versions of the chart or object and make them available to your users, in case they wish to upgrade to the new version of FlowCharter.

{button Related Topics,PI(``,`IDH_RT_Living_FlowChart_Rules_and_Limitations')}

What Is a Living FlowChart?
How Does a Living FlowChart Work?
Designing Living FlowCharts

Living FlowCharts Toolbar
Using the Shape Action Wizard
Troubleshooting Living FlowCharts
Living FlowChart Sample Files

To connect a Living FlowChart shape to a Web site

1. Add a new shape to your chart.
2. Define actions for the shape using the Shape Action Wizard.
3. On the Tools menu, click Edit Object Script.
4. Delete all the script between the first line(the one that starts with (Sub) and the last line(End Sub).
5. Type the following code after the first line:

   Shape.LinkedChartName = http://www.websitename

   Shape.link
6. Add an entity to the shape. ▪ How?
7. Run the flow chart.

{button Related Topics,PI(``,`IDH_RT_To_connect_a_Living_FlowChart_shape_to_a_Web_site')}

To add an entity to a shape
To create a new entity
To run a Living FlowChart

Edit Chart Script command
Using Entities
Using the Shape Action Wizard

Action Types

{button Tell me how . . .,PI(`',`IDH_HT_Action_Types')}

You can set up a shape to display a dialog box, so you can prompt the user for information, show data in fields, have the user enter data in the fields, and let the user choose the next path out of a shape.

You can set up a shape to evaluate and/or change data and decide where to go next.

There are two types of shape actions; Display a dialog box and Automatically choose a path.

In both shape action types you can select the next path based on the shape's data (shape-based path selection) or select the next path based on the path meeting conditions you specify (path-based path selection).

{button Related Topics,PI(`',`IDH_RT_Action_Types')}

To select an action type for a shape
To create a dialog box
To automatically process a shape

Living FlowChart Dialog Boxes
Automatically Choosing a Path
Using the Shape Action Wizard
Designing Living FlowCharts
How Does a Living FlowChart Work?

Understanding Path Selection

A path is a line or series of lines that originate at one shape and terminate at another. The "value" of a path is the accumulated value of all the lines in a path. You can select a path for the user by using the Shape Action Wizard. You can do this with either action type, a dialog box shape, or an automatically advancing shape. There are three ways to select paths:

- Automatically based on shape data

The chart checks the data in the shape and chooses the next path to take, based on the data conditions you specify.

- Automatically based on path data

The chart checks the data on the lines leading out of this shape. It chooses the next path by comparing all the paths to the conditions you specify. The path that meets all conditions is chosen.

- Let the user choose the path

  Choose this option when you want to provide a button in the dialog box for each path, and let the user choose the path by clicking a button.

{button Related Topics,PI(`',`IDH_RT_Path_Selection')}

Path-Based Path Selection
Shape-Based Path Selection
Letting the User Choose the Path
Path-Based Path Conditions
Shape-Based Path Conditions

To select a path based on shape attributes using a dialog box action type

1 Click a shape on a flowchart.

2 On the Tools menu, click Shape Action Wizard.

3 Click Next.

4 On the Action Type page, choose Display a dialog box, then click Next.

5 On the Dialog Box Options page, choose the options that you want, then click Next.

6 On the Path Selection Method page, click Automatically choose the path.

7 Click Based on Shape Data.

8 Click Next to continue.

{button Related Topics,PI(`',`IDH_RT_To_select_a_path_based_on_shape_attributes_using_a_dialog_box_action_type')}

Shape-Based Path Selection

Shape-Based Path Conditions

To select a path based on path attributes using a dialog box action type

Path-Based Path Selection

{button Tell me how . . .,PI(`',`IDH_HT_Path_Based_Path_Selection')}

Use path-based path selection when the information a user enters in the shape is more important than the destination. This method is typically used in a decision tree chart.

When a shape selects a path based on path data, the shape checks the value of every available path and compares the path values to conditions you specify.

The shape evaluates the first condition and identifies all of the paths that meet it. (In this way, each condition creates a subset of paths.) Then, the shape takes the next condition in the list and applies it to the subset of paths from the first condition. This process continues until all conditions have been evaluated.

The shape selects the path that meets all of the conditions. If more than one path meets all conditions, the shape selects a path arbitrarily. If no paths meet all conditions, the entity stops in the shape.

When you use this method of path selection with a dialog box, the dialog box will not have a button for each path. (The dialog box displays buttons for each path only when you let the user choose the path.) Instead, the dialog box will contain a single Next button. When the user clicks it, the shape selects the path and advances the user through the chart accordingly.

A path's value is the accumulation of the data along the entire path, from the shape where the entity started to the ending shape. The value of a path accumulates from the beginning to the current shape. This value is added to the projected ending value for the path. If you have multiple branches of multiple paths, each is considered a distinct path and will be evaluated as such.

Requirements

- You must have data fields set up.
- The data must already be in the chart when the end user runs your chart
- You must set up conditions for the path. A path must meet all conditions before it is selected. If more than one path meets the conditions, the chart selects a path arbitrarily. If no path meets all conditions, the chart stops at the shape.

{button Related Topics,PI(`',`IDH_RT_Path_Based_Path_Selection')}

To select a path based on path attributes using a dialog box action type

Using Data Fields
Shape-Based Path Selection
Letting the User Choose the Path
Understanding Path Selection
Designing Living FlowCharts

To select a path based on path attributes using a dialog box action type

1 Click a shape on a flowchart.

2 On the Tools menu, click Shape Action Wizard.

3 Click Next.

4 On the Action Type page, choose Automatically advance, then click Next.

5 On the Dialog Box Options page, choose the options that you want, then click Next.

6 On the Path Selection Method page, click Automatically choose the path.

7 Click Based on Path Data.

8 Click Next to continue.

{button Related
Topics,PI(`',`IDH_RT_To_select_a_path_based_on_path_attributes_using_a_dialog_box_action_type')}

Path-Based Path Selection
Path-Based Path Conditions
To select a path based on shape attributes using a dialog box action type

Path-Based Path Conditions

{button Tell me how . . .,PI(`',`IDH_HT_Path_Based_Path_Conditions')}

To use path based path selection, you set up **conditions**, or tests, which determine where the entity goes when it leaves the shape. In the Shape Action Wizard, you fill in a form for each condition you want the shape to evaluate. In other words, you specify all the conditions the paths must meet to be selected.

A path-based path condition consists of three parts: Data Field, Method, and Value. You can specify one or more conditions.

Remember that the shape evaluates the conditions in the order they appear in a list.

Condition Part	What to choose	What your options are
Data Field	Choose the field you want to compare	Any field that is set up in the chart.
Method	Choose the method of comparison you want to use. Use random distribution if you want to randomly select any path leaving the shape.	Is Smallest (This method requires no value.) Is Largest (This method requires no value.) Is Equal To (You must specify a value if you use this method.) Is Greater Than (You must specify a value if you use this method.) Is Less Than (You must specify a value if you use this method.) Randomly Distributed (This method requires no value.)
Value	Enter the value to use for the comparison. Some methods do not require values.	Constant Value Shape's Data Accumulated Data

Note

- A path must meet all conditions before it is selected.

{button Related Topics,PI(`',`IDH_RT_Path_Based_Path_Conditions')}

To add a path-based path condition
To delete a path-based path condition
To rearrange conditions
To select a path based on path attributes using a dialog box action type

Path-Based Path Selection
Shape-Based Path Conditions

To add a path-based path condition

1 Click the Add button. A condition is added to the end of the list.

Add button

2 Triple-click in the Data Field field and choose the field for the first condition.
3 Click four times in the Method field and choose the method of comparison you want to use.
4 Double-click in the Value field.
5 Either enter the data you want to compare, or choose from one of options in the list.

Note

You can compare the path data to:

- data in the shape from any of its fields
- accumulated data of any field (the data is accumulated up to, but not including the shape for which you are creating an action),
- a value you enter
- a constant value.

{button Related Topics,PI(`',`IDH_RT_To_add_a_path_based_path_condition')}

Path-Based Path Conditions
Path-Based Path Selection
To delete a path-based path condition
To rearrange conditions

To delete a path-based path condition

1 Click on the condition you want to delete.

2 Click the Delete button.

{button Related Topics,PI(`',`IDH_RT_To_delete_a_path_based_path_condition')}

Path-Based Path Conditions
Path-Based Path Selection
To add a path-based path condition
To rearrange conditions

To rearrange conditions

1. Click a condition you want to move in the list.
2. Click the Up Arrow to move the condition up in the list.

   Up Arrow
3. Click the Down Arrow to move the condition down in the list.

   Down Arrow

{button Related Topics,PI(`',`IDH_RT_To_rearrange_conditions')}

To add a path-based path condition
To delete a path-based path condition
To add a shape-based path condition
To delete a shape-based path condition
Path-Based Path Conditions
Shape-Based Path Conditions

Shape-Based Path Selection

{button Tell me how . . .,PI(`',`IDH_HT_Shape_Based_Path_Selection')}

When you run a chart using shape-based path selection, the chart checks the data in the shape and chooses the next path to take, based on the data conditions specified in the shape. Use this method when you want to use the data in the shape to decide where to send the user next.

Data in the shape can come from various sources:

- You can get data from the user via the dialog box shape action for this shape.
- You can set the chart up with pre-defined data already in the shape, or you can import data from a database, Excel file, or text file.
- You can evaluate the accumulated data instead of the shape's data. The accumulated data does not include any data in the shape. It includes all data accumulated along the entity's path up to but not including the current shape.

When you use this method of path selection with a dialog box, the dialog box will not have a button for each path. (You only get buttons for each path when you let the user choose the path.) Instead, the dialog box will contain a single Next button. When the user clicks it, the shape selects the path and advances the user through the chart accordingly.

Requirements

This method of path selection is only available if:

- You have data fields set up.
- The shape contains data—it can already be in the chart or the user can enter the data.
- You must set up conditions to determine how the shape will behave. The conditions will be evaluated in the order they are listed in the dialog box. The first path that meets a condition will be selected.

Notes

- You can specify conditions based on the shape's actual data, or based on the value as it has accumulated while you have been running the chart.
- You can specify multiple conditions for each path.

{button Related Topics,PI(`',`IDH_RT_Shape_Based_Path_Selection')}

To select a path based on shape attributes using a dialog box action type

Using Data Fields
Path-Based Path Selection
Letting the User Choose the Path
Understanding Path Selection
Designing Living FlowCharts

Shape-Based Path Conditions

{button Tell me how . . .,PI(`',`IDH_HT_Shape_Based_Path_Conditions')}

To use shape based path selection, you set up **conditions**, or tests, which determine how to select the next path. In the Shape Action Wizard, you fill in a form for each condition you want to evaluate. A shape-based path condition consists of four parts: Path, Data Field, Condition, and Value.

Simply put, the condition reads:

Take <Path> when <Data Field> <Condition> <Value>

FlowCharter evaluates the conditions in order, from top to bottom. The first path that meets a condition is the one selected.

You can have more than one condition for a path. You can set up as many conditions as you need regardless of how many paths you have.

Condition Part	What to choose	What your options are
Path	Choose the path to take if the condition is met.	The Path field lists all of the paths out of the selected shape.
Data Field	Choose the field containing the data you want to test.	The Data Field field lists all of the data fields in the chart.
Condition	Choose the condition you want to apply to the data.	Is Equal To (You must specify a value if you use this condition.)
		Is Greater Than (You must specify a value if you use this condition.)
		Is Less Than (You must specify a value if you use this condition.)
		Always (This condition requires no value.)
		Never (This condition requires no value.)
Value	Enter the value to compare to the data in the field. You can enter a value, or you can compare the data to data in another field in the chart, or to accumulated data.	A constant value
		Data in another field
		Accumulated data field

Notes

- When you set up the conditions, make sure you account for all possible data. If you miss a range of data and the user enters data within that range, the chart will stop execution.

{button Related Topics,PI(`',`IDH_RT_Shape_Based_Path_Conditions')}

To add a shape-based path condition
To delete a shape-based path condition
To rearrange conditions
To select a path based on shape attributes using a dialog box action type

Shape-Based Path Selection
Path-Based Path Conditions

To add a shape-based path condition

1 Click the Add button. A condition is added to the end of the list.

- Add button

2 Triple-click in the Path field and choose the path for the new condition.
3 Triple-click in the Data Field field and choose the field that has the data you want to evaluate.
4 Triple-click in the Condition field and choose the condition you want to use to evaluate the data.
5 Double-click in the Value field.
6 Either enter the data you want to compare with the data in the Data Field field, or choose one of the Data Fields or Accumulated Data Fields to use for the comparison.

{button Related Topics,PI(`',`IDH_RT_To_add_a_shape_based_path_condition')}

Shape-Based Path Conditions
Shape-Based Path Selection
To rearrange conditions
To delete a shape-based path condition

To delete a shape-based path condition

1 Click on the condition you want to delete.

2 Click the Delete button.

{button Related Topics,PI(`',`IDH_RT_To_delete_a_shape_based_path_condition')}

To add a shape-based path condition
To rearrange conditions
Shape-Based Path Conditions
Shape-Based Path Selection

Letting the User Choose the Path

{button Tell me how . . .,PI(`',`IDH_HT_Letting_the_User_Choose_the_Path')}

This method of path selection is only available in a dialog box shape action type. It lets the user choose which path a Living FlowChart takes by clicking on one of a set of buttons that you set up in a dialog box.

Use this method:

- When you want to know which option a user would choose
- When there is no data that you can use to select the path for a user. This is another way of collecting information from the user.

{button Related Topics,PI(`',`IDH_RT_Letting_the_User_Choose_the_Path')}

To let the user choose a path

To display buttons for each path

Path-Based Path Selection
Shape-Based Path Selection
Understanding Path Selection
Designing Living FlowCharts

To let the user choose a path

1 Click a shape on a flowchart.

2 On the Tools menu, click Shape Action Wizard.

3 Click Next.

4 On the Action Type page, choose Display a dialog box, then click Next.

5 On the Dialog Box Options page, choose the options that you want, then click Next.

6 On the Path Selection Method page, click Let the user choose the path.

7 Click Next to continue.

{button Related Topics,PI(`',`IDH_RT_To_let_the_user_choose_a_path')}

Letting the User Choose the Path
Understanding Path Selection
Designing Living FlowCharts
To display buttons for each path

Verifying Path Names

{button Tell me how . . .,PI(`',`IDH_HT_Verify_Path_Names')}

This page lets you:

- Change the labels on the buttons in the dialog box (rename the paths)
- Reorder the buttons on the dialog box
- Choose which path buttons are visible

{button Related Topics,PI(`',`IDH_RT_Verify_Path_Names')}

To verify path names
To change the name of a path
To change the order of buttons in a dialog box
To display buttons for each path
To hide a path button

Using the Shape Action Wizard
Living FlowChart Default Behavior

Using VBScript

{button Tell me how . . .,PI(`',`IDH_HT_Using_VBScript')}

Visual Basic Scripting Edition (VBScript) is a subset of Visual Basic for Applications, which is itself a subset of Visual Basic. As a result, if you know Visual Basic or Visual Basic for Applications, you can use much of your Visual Basic knowledge to work successfully in VBScript.

Although knowing Visual Basic or VBA give you a big head start in learning VBScript, you need to what you cannot do in VBScript that you are used to doing in Visual Basic.

One main difference between VBScript and Visual Basic is that Visual Basic has a design-time environment. When you run Visual Basic, you get an interactive shell where you can design forms and write script. A VBScript file is a plain text file. Even though VBScript is an interpreted language like its parent, you must create VBScript code manually. However, the FlowCharter 7 Script Editor offers you a basic editing environment that makes it easier to work with your script.

The other primary difference between VBScript and Visual Basic is the language itself. You cannot use exactly the same code in VBScript that you used in Visual Basic. Many of the commands, keywords, and data types supported in Visual Basic are not supported in VBScript.

VBScript Limitations

- VBScript does not have a debugger like Visual Basic.
- VBScript cannot read or write files or make system calls.
- VBScript does not have a forms editor.
- You don't compile a VBScript program into an EXE file. Scripts are distributed as text files.
- VB Script does not support default methods or properties.

{button Related Topics,PI(`',`IDH_RT_Using_VBScript')}

To copy a script
To change the script for an object
To create a script using the script editor

Edit Chart Script command
Edit Object Script command
Understanding Living FlowChart Events
VBA Features Not Included in VBScript

To copy a script

1 On the Tools menu, click Edit Object Script.

2 Select the script you want to copy.

3 On the Script Editor's Edit menu, click Copy.

4 Close the Script Editor.

5 Click the shape that you want to copy the script to.

6 On the Tools menu, click Edit Object Script.

7 Place the cursor where you want the copied script to appear.

8 On the Script Editor's Edit menu, click Paste.

9 Close the Script Editor.

{button Related Topics,PI(`',`IDH_RT_To_copy_a_script')}

Script Editor window
Using VBScript
VBA Features Not Included in VBScript

To create a script using the script editor

1 Select the shape you want to use with your script.

2 On the Tools menu, click Edit Object Script.

3 Type the script you want to use.

4 On the Script Editor's File menu, click Close. Clicking Close (or the X in the upper right corner of the Script Editor) automatically saves the script.

{button Related Topics,PI(`',`IDH_RT_To_create_a_script_using_the_script_editor')}

Using the Script Editor
Using VBScript
VBA Features Not Included in VBScript

To copy a script
To change the script for a chart
To change the script for an object

To change the script for an object

1 Click the shape or line for which you want to change the script.

2 On the Tools menu click Edit Object Script.

3 Make the changes.

4 On the File menu, click Close. Clicking Close (or clicking the X in the upper right corner of the window) automatically saves the changes you make.

Note

- Changes you make to the code using the Script Editor are **not** reflected in the Shape Action Wizard. If you make changes using the Shape Action Wizard, the changes you made in the code are lost.

{button Related Topics,PI(``,`IDH_RT_To_change_the_script_for_an_object')}

To change the script for a chart
Edit Object Script command
Edit Chart Script command
Using the Script Editor

Script Editor window
Using VBScript
Living FlowChart Default Behavior

Edit Object Script command

Use the Edit Object Script command on the Tools menu to add to or change the script that controls the actions of a specific object or shape. Editing an object directly enables you to specify actions for a shape that you cannot add with the Shape Action Wizard.

Note

- You must have an object selected before you can edit its script. If you do not select an object, the Edit Object Script command does not appear on the Tools menu. The Edit Chart Script command appears instead.

{button Related Topics,PI(``,`IDH_RT_Edit_Object_Script_command')}

To change the script for an object
Using the Script Editor
Edit Chart Script command
To change the script for a chart
Using VBScript

Edit Chart Script command

Use the Edit Chart Script command on the Tools menu to add to or change the script for the current chart. Editing the chart's script directly enables you to specify special commands or actions for a chart.

Note

- The Edit Chart Script command does not appear if you have an object selected. If you select an object, the Edit Object Script command appears instead. To use the Edit Chart Script command, make sure no object is selected on your chart.

{button Related Topics,PI(``,`IDH_RT_Edit_Chart_Script_command')}

To change the script for a chart
Using the Script Editor
Using VBScript
Edit Object Script command
To change the script for an object

To change the script for a chart

1 Make sure no shapes or lines are selected.

2 On the Tools menu click Edit Chart Script. If Edit Object Script appears on the menu, it means a shape or line is currently selected.

3 Make the changes.

4 On the File menu, click Close. Clicking Close (or clicking the X in the upper right corner of the window) automatically saves the changes you make.

{button Related Topics,PI(``,`IDH_RT_To_change_the_script_for_a_chart')}

To change the script for an object
Edit Chart Script command
Using the Script Editor

Using VBScript
Edit Object Script command
Script Editor window

Using Expressions

{button Tell me how . . .,PI(`',`IDH_HT_Using_Expressions')}

An expression is a statement that yields a result by evaluating or comparing values. Expressions are used when you set up a shape to automatically process data based on the attributes of a path. An expression can contain any combination of variables, functions, operators, numbers, character strings, and constants.

Expressions can be as simple as an arithmetic expression, such as (1 + 1), that produces a numeric result (2). Or they can perform complex operations on data, such as the following:

```
ObjectFields.Item("Weeks", 1) + 10 / CurrentFields.Item("Weeks", 1)
```

Depending on the result you want, you can combine identifiers, operators, and values in a variety of ways. You use expressions to combine strings of text, add or multiply numeric values, call functions, refer to objects and their values, and perform many other operations.

When you create an expression you must enter the names as they appear in script. You can either type in your expression in the Expression Builder box, or use the Insert Data Field button and Insert Function button to build the expression. We recommend that you first use the buttons to build the expression, then modify it afterwards, if necessary.

When you use the buttons, notice that the data fields are inserted as they would appear in the script. Script is the required format for the expression. You can use any data field or accumulated data field in an expression. Even text fields are available in this list. You can use expressions to concatenate strings from text fields together.

Note

- You can use Boolean operators in expressions, but you must type them in the expression itself.

{button Related Topics,PI(`',`IDH_RT_Using_Expressions')}

To perform data field operations on a shape

Expression Functions

Expression Functions

The following functions are available in the Expression Builder. Operations are not limited to these functions however. You may use any function that is available in VB Script. For example, you can have truth evaluations, but you must enter those manually. The Expression Builder does not support truth evaluations but VB Script does. To see a complete description of each function, click its name.

Function	Description
Add Function	Used to sum two numbers.
Subtract Function	Used to find the difference between two numbers or to indicate the negative value of a numeric expression.
Multiply Function	Used to multiply two numbers.
Integer Divide Function	Used to divide two numbers and return an integer result.
Floating Point Divide Function	Used to divide two numbers and return a floating-point result.
Modulus Function	Used to divide two numbers and return only the remainder.
Power Function	Used to raise a number to the power of an exponent.
Absolute Value Function	Returns the absolute value of a number.
Integer Function	Returns the integer portion of a number.
Log Function	Returns the natural logarithm of a number.
Exp Function	Returns e (the base of natural logarithms) raised to a power.
Random Function	Returns a random number.
Sign Function	Returns an integer indicating the sign of a number.
Square Root Function	Returns the square root of a number.
Arctangent Function	Returns the arctangent of a number.
Cosine Function	Returns the cosine of an angle.
Sine Function	Returns the sine of an angle.
Tangent Function	Returns the tangent of an angle.

{button Related Topics,PI(``,`IDH_RT_Expression_Functions')}

Using Expressions

Add Function

Description Used to sum two numbers.

Syntax result = expression1+expression2

The + operator syntax has these parts:

Part	Description
result	Any numeric variable.
expression1	Any expression.
expression2	Any expression.

Remarks Although you can also use the + operator to concatenate two character strings, you should use the & operator for concatenation to eliminate ambiguity and provide self-documenting code. When you use the + operator, you may not be able to determine whether addition or string concatenation will occur.

The underlying subtype of the expressions determines the behavior of the + operator in the following way:

If	Then
Both expressions are numeric	Add.
Both expressions are strings	Concatenate.
One expression is numeric and the other is a string	Add.

If one or both expressions are **Null** expressions, result is **Null**. If both expressions are **Empty**, result is an Integer subtype. However, if only one expression is **Empty**, the other expression is returned unchanged as result.

{button Related Topics,PI(``,`IDH_RT_Add_Function')}

Expression Functions
Using Expressions

Subtract Function

Description Used to find the difference between two numbers or to indicate the negative value of a numeric expression.

Syntax 1 result = number1-number2

Syntax 2 -number

The **-** operator syntax has these parts:

Part	Description
result	Any numeric variable.
number	Any numeric expression.
number1	Any numeric expression.
number2	Any numeric expression.

Remarks In Syntax 1, the **-** operator is the arithmetic subtraction operator used to find the difference between two numbers. In Syntax 2, the **-** operator is used as the unary negation operator to indicate the negative value of an expression.

If one or both expressions are **Null** expressions, result is **Null**. If an expression is **Empty**, it is treated as if it were 0.

{button Related Topics,PI(``,`IDH_RT_Subtract_Function')}

Expression Functions
Using Expressions

Multiply Function

Description Used to multiply two numbers.

Syntax result = number1*number2. The * operator syntax has these parts:

Part	Description
result	Any numeric variable.
number1	Any numeric expression.
number2	Any numeric expression.

Remarks If one or both expressions are **Null** expressions, result is **Null**. If an expression is **Empty**, it is treated as if it were 0.

{button Related Topics,PI(``,`IDH_RT_Multiply Function')}

Expression Functions
Using Expressions

Integer Divide Function

Description Used to divide two numbers and return an integer result.

Syntax result = number1\number2. The \ operator syntax has these parts:

Part	Description
result	Any numeric variable.
number1	Any numeric expression.
number2	Any numeric expression.

Remarks Before division is performed, numeric expressions are rounded to **Byte**, **Integer**, or **Long** subtype expressions. If any expression is **Null**, result is also **Null**. Any expression that is **Empty** is treated as 0.

{button Related Topics,PI(``,`IDH_RT_Integer_Divide_Function')}

Expression Functions
Using Expressions

Floating Point Divide Function

Description Used to divide two numbers and return a floating-point result.

Syntax result = number1/number2

The / operator syntax has these parts:

Part	Description
result	Any numeric variable.
number1	Any numeric expression.
number2	Any numeric expression.

Remarks If one or both expressions are **Null** expressions, result is **Null**. Any expression that is **Empty** is treated as 0.

{button Related Topics,PI(``,`IDH_RT_Floating_Point_Divide_Function')}

Expression Functions
Using Expressions

Modulus Function

Description Used to divide two numbers and return only the remainder.

Syntax result = number1 Mod number2. The **Mod** operator syntax has these parts:

Part	Description
result	Any numeric variable.
Number1	Any numeric expression.
number2	Any numeric expression.

Remarks The modulus, or remainder, operator divides number1 by number2 (rounding floating-point numbers to integers) and returns only the remainder as result. For example, in the following expression, A (which is result) equals 5.

A = 19 Mod 6.7

If any expression is **Null**, result is also **Null**. Any expression that is **Empty** is treated as 0.

{button Related Topics,PI(``,`IDH_RT_Modulus_Function')}

Expression Functions
Using Expressions

Power Function

Description Used to raise a number to the power of an exponent.

Syntax result = number^exponent. The ^ operator syntax has these parts:

Part	Description
result	Any numeric variable.
number	Any numeric expression.
exponent	Any numeric expression.

Remarks Number can be negative only if exponent is an integer value. When more than one exponentiation is performed in a single expression, the ^ operator is evaluated as it is encountered from left to right.

If either number or exponent is a **Null** expression, result is also **Null**.

{button Related Topics,PI(``,`IDH_RT_Power_Function')}

Expression Functions
Using Expressions

Absolute Value Function

Description Returns the absolute value of a number.

Syntax **Abs**(number). The number argument can be any valid numeric expression. If number contains **Null**, **Null** is returned; if it is an uninitialized variable, zero is returned.

Remarks The absolute value of a number is its unsigned magnitude. For example, ABS(-1) and ABS(1) both return 1.

{button Related Topics,PI(``,`IDH_RT_Absolute_Value_Function')}

Expression Functions
Using Expressions

Integer Function

Description Returns the integer portion of a number.

Syntax **Int**(number)

The number argument can be any valid numeric expression. If number contains **Null**, **Null** is returned.

Remarks **Int** removes the fractional part of a number and returns the resulting integer value. If the number is negative, **Int** returns the first negative integer less than or equal to the number. For example, **Int** converts -8.4 to -9.

{button Related Topics,PI(``,`IDH_RT_Integer_Function')}

Expression Functions
Using Expressions

Log Function

Description Returns the natural logarithm of a number.

Syntax **Log**(number). The number argument can be any valid numeric expression greater than 0.

Remarks The natural logarithm is the logarithm to the base e. The constant e is approximately 2.718282. You can calculate base-n logarithms for any number x by dividing the natural logarithm of x by the natural logarithm of n as follows:

Logn(x) = Log(x) / Log(n)

The following example illustrates a custom Function that calculates base-10 logarithms:

Function Log10(X)

Log10 = Log(X) / Log(10)

End Function

{button Related Topics,PI(``,`IDH_RT_Log_Function')}

Expression Functions
Using Expressions

Exp Function

Description Returns e (the base of natural logarithms) raised to a power.

Syntax **Exp**(number). The number argument can be any valid numeric expression.

Remarks If the value of number exceeds 709.782712893, an error occurs. The constant "e" is approximately 2.718282.

Note The **Exp** function complements the action of the **Log** function and is sometimes referred to as the antilogarithm.

{button Related Topics,PI(`',`IDH_RT_Exp_Function')}

Expression Functions
Using Expressions

Random Function

Description Returns a random number.

Syntax **Rnd**[(number)]. The number argument can be any valid numeric expression.

Remarks The **Rnd** function returns a value less than 1 but greater than or equal to 0. The value of number determines how **Rnd** generates a random number:

If number is	**Rnd generates**
Less than zero	The same number every time, using number as the seed.
Greater than zero	The next random number in the sequence.
Equal to zero	The most recently generated number.
Not supplied	The next random number in the sequence.

For any given initial seed, the same number sequence is generated because each successive call to the **Rnd** function uses the previous number as a seed for the next number in the sequence. Before calling **Rnd**, use the **Randomize** statement without an argument to initialize the random-number generator with a seed based on the system timer.

To produce random integers in a given range, use this formula:

Int((upperbound - lowerbound + 1) * Rnd + lowerbound)

Here, upperbound is the highest number in the range, and lowerbound is the lowest number in the range.

{button Related Topics,PI(`',`IDH_RT_Random_Function')}

Expression Functions
Using Expressions

Sign Function

Description Returns an integer indicating the sign of a number.

Syntax **Sgn**(number). The number argument can be any valid numeric expression.

Return Values

If number is	Sgn returns
Greater than zero	1
Equal to zero	0
Less than zero	-1

Remarks The sign of the number argument determines the return value of the **Sgn** function.

{button Related Topics,PI(``,`IDH_RT_Sign_Function')}

Expression Functions
Using Expressions

Square Root Function

Description Returns the square root of a number.

Syntax **Sqr**(number). The number argument can be any valid numeric expression greater than or equal to 0.

{button Related Topics,PI(``,`IDH_RT_Square_Root_Function')}

Expression Functions
Using Expressions

Arctangent Function

Description Returns the arctangent of a number.

Syntax **Atn**(number). The number argument can be any valid numeric expression.

Remarks The **Atn** function takes the ratio of two sides of a right triangle (number) and returns the corresponding angle in radians. The ratio is the length of the side opposite the angle divided by the length of the side adjacent to the angle.

The range of the result is -pi/2 to pi/2 radians.

To convert degrees to radians, multiply degrees by pi/180. To convert radians to degrees, multiply radians by 180/pi.

Note **Atn** is the inverse trigonometric function of **Tan**, which takes an angle as its argument and returns the ratio of two sides of a right triangle. Do not confuse **Atn** with the cotangent, which is the simple inverse of a tangent (1/tangent).

{button Related Topics,PI(``,`IDH_RT_Arctangent_Function')}

Expression Functions
Using Expressions

Cosine Function

Description Returns the cosine of an angle.

Syntax **Cos**(number). The number argument can be any valid numeric expression that expresses an angle in radians.

Remarks The **Cos** function takes an angle and returns the ratio of two sides of a right triangle. The ratio is the length of the side adjacent to the angle divided by the length of the hypotenuse. The result lies in the range -1 to 1. To convert degrees to radians, multiply degrees by pi/180. To convert radians to degrees, multiply radians by 180/pi.

{button Related Topics,PI(``,`IDH_RT_Cosine_Function')}

Expression Functions
Using Expressions

Sine Function

Description Returns the sine of an angle.

Syntax **Sin**(number). The number argument can be any valid numeric expression that expresses an angle in radians.

Remarks The **Sin** function takes an angle and returns the ratio of two sides of a right triangle. The ratio is the length of the side opposite the angle divided by the length of the hypotenuse. The result lies in the range -1 to 1.

To convert degrees to radians, multiply degrees by pi/180. To convert radians to degrees, multiply radians by 180/pi.

{button Related Topics,PI(`',`IDH_RT_Sine_Function')}

Expression Functions
Using Expressions

Tangent Function

Description Returns the tangent of an angle.

Syntax **Tan**(number). The number argument can be any valid numeric expression that expresses an angle in radians.

Remarks Tan takes an angle and returns the ratio of two sides of a right triangle. The ratio is the length of the side opposite the angle divided by the length of the side adjacent to the angle.

To convert degrees to radians, multiply degrees by pi/180. To convert radians to degrees, multiply radians by 180/pi.

{button Related Topics,PI(``,`IDH_RT_Tangent_Function')}

Expression Functions
Using Expressions

Performing Math Operations

{button Tell me how . . .,PI(`',`IDH_HT_Performing_Math_Operations')}

If you are using an automatically advancing shape action, you can perform math operations on the data in the chart. The results of these operations can be passed on as the chart continues to run. You can use this feature for a wide variety of reasons. A couple of examples might be:

- Estimating a price based on the chart user's choices
- Determining the number of employees needed during a shift, based on current traffic conditions
- Resetting a value to a default value when the chart meets a condition. (You use an operation to reset the value. You must design the chart to check for the condition before sending the entity through the shape containing this operation.)

Planning for Math Operations

- Make sure you have all the fields set up that you will need. You may need one field that will only be used to contain the result of an operation.
- When you design your chart, keep in mind that you cannot operate on data and display the result to the user within the same shape action. You will need one shape for the operation and a second shape to display the result.
- The operations are evaluated in order, from top to bottom.

{button Related Topics,PI(`',`IDH_RT_Performing_Math_Operations')}

To perform math operations

To perform data field operations on a shape

Automatically Choosing a Path
Using Expressions
Expression Functions

Using VBScript
Using Data in a Living FlowChart

To perform math operations

1 On the Tools menu, click Shape Action Wizard.

2 Click Next.

3 In the Action Type page, click Automatically choose a path.

4 In the Automatic Options page, choose Yes. Select either Based on Shape Data or Based on Path Data.

5 Click Next.

6 In the Data Field field, triple click to display the list of data fields.

7 Click the data field to which you want to assign the result of the expression.

8 Either use the Insert Data Field button and Insert Function button to build the expression or type your expression in the Expression Builder box.

9 Click Next to continue through the rest of the Shape Action Wizard.

{button Related Topics,PI(``,`IDH_RT_To_perform_math_operations')}

Performing Math Operations
Using Expressions
Expression Functions

Using VBScript
Using Data in a Living FlowChart

How Does a Living FlowChart Work?

Any set of shapes connected by lines can be a Living FlowChart. Even a simple set of shapes can be run as a Living FlowChart.

Starting and Ending Shapes

The first time you run a chart, you may choose the **starting shape**. The starting shape represents the first step in a process. When you choose the starting shape, FlowCharter places an **entity** in the starting shape.

The starting shape is the shape in which the entity begins its journey through the chart. As you run the chart, the entity travels through the chart. The entity's job is to show you where you are in the chart and to collect information as it goes. When the entity reaches the end of a path, a Done button displays in the dialog box.

The **ending shape** is the shape at the end of a path. When the entity reaches this shape, a Done button appears in the dialog box.

Lines Are Paths

In a Living FlowChart, a line, or a set of lines, represents a path. Just as you take a set of streets to drive to work, an entity takes a set of lines to reach the end of the chart. In each case, you have completed a **path.**

Shapes Contain Actions

When you run a Living FlowChart, you begin to walk through the chart. (The entity actually takes this journey for you.) Each time the entity reaches a shape in the Living FlowChart, something happens: a dialog box displays or the shape does something automatically. What a shape does is called a **shape action**. Notice that we call it a *shape* action. The actions are associated with shapes only, not lines or text.

Each shape in a Living FlowChart contains an **action**. The action determines what happens when you run the chart. When you draw and chart then run it, the chart runs using the default shape action. The default action is to display a dialog box for each shape when the Living FlowChart runs.

In other words, each shape in the chart has an action, whether you specifically create one (using the Shape Action Wizard) or not. If you do nothing, the shape's action is to display a standard dialog box.

The power of a Living FlowChart lies in the shape action.

{button Related Topics,PI(`',`IDH_RT_How_Does_a_Living_FlowChart_Work')}

What Is a Living FlowChart?
Designing Living FlowCharts
Starting Shape
Ending Shape

Living FlowChart Default Behavior
Living FlowChart Rules and Limitations
Using Entities
Using the Shape Action Wizard

Living FlowChart Default Behavior

{button Tell me how . . .,PI(`',`IDH_HT_Living_FlowChart_Default_Behavior')}

By default, a Living FlowChart displays a standard dialog box for every shape. This standard dialog box contains:

- The text in the shape
- A picture of the shape
- The name of the chart in the title bar
- A Stop button
- Buttons for every line leaving the shape.

The labels on the buttons come from the text in the path, either the text on the line or the text in the next shape. The standard dialog box includes a Stop button so the user can stop the chart from any dialog box along the path.

You can change these default settings in one of two ways:

- Run the Shape Action Wizard
- Change the script

{button Related Topics,PI(`',`IDH_RT_Living_FlowChart_Default_Behavior')}

To create a dialog box
To change the script for an object

How Does a Living FlowChart Work?
Designing Living FlowCharts
Living FlowChart Dialog Boxes
Dialog Box Appearance

Using the Shape Action Wizard
Using VBScript
Edit Chart Script command
Edit Object Script command

Designing Living FlowCharts

{button Tell me how . . .,PI(`',`IDH_HT_Designing_Living_FlowCharts')}

Before you start using the Shape Action Wizard and adding features to your Living FlowChart, it's a good idea to take some time and make some basic design decisions.

- Know your audience. As the chart designer, you typically want someone else to run it. Who are they? How much do they know about the subject of the chart?
- Make sure you have a clear idea of what you want to accomplish with the Living FlowChart. A chart's objective affects its layout and design. What is the final outcome of running your chart?
- Start by creating a complete flowchart with shapes, lines, and text. A neat, fully labeled chart will be easier to work with than a confused, sparsely labeled chart.
- Run the flowchart (click Tools then Run Flowchart) after you draw it, and before you start to customize the shape actions. This helps you find problems early in the chart's design that could be difficult to find later.
- Run the chart after you create each new shape action. This way, you can isolate each new part of the chart for testing, making it much easier to find problems.
- If you want your user to enter data or view data, set up the necessary data fields. (Click Insert then Data Field.)
- Before you set up a shape that uses automatic behavior, set up the shape to use dialog box behavior with automatic path selection until you have your conditions correct. Use data field entry to simulate the results of any data field operations that would take place at this shape.
- Determine whether your chart could be improved by using one of the accumulation methods to gather data from several shapes or lines and displaying the results in a shape.
- Remember that you can't manipulate data at the same time you collect data. You need two consecutive shapes to do that.

{button Related Topics,PI(`',`IDH_RT_Designing_Living_FlowCharts')}

To create a dialog box

To open the Shape Action Wizard

What Is a Living FlowChart?
How Does a Living FlowChart Work?
Using the Shape Action Wizard
Action Types

Understanding Path Selection
Using Data Fields
Living FlowChart Dialog Boxes
Living FlowChart Rules and Limitations

Automatically Choosing a Path

{button Tell me how . . .,PI(`',`IDH_HT_Automatically_Choosing_a_Path')}

This type of shape action lets you send entities through the shape without displaying a dialog box. Choose this type of shape action when:

- You don't need to exchange information with the user.
- You want to skip the shape, and just accumulate its data.
- You want to change the shape's data using mathematical expressions.
- You want to perform a math operation on accumulated data.

When you automatically advance the entity, you:

- Do not display a dialog box for the shape.
- Choose the next path for the entity. (If only one line leaves the shape, the path selection options are not available because the one line is automatically chosen.)
- (Optionally) perform math operations on data.

Note

- To automatically choose a path, you must have data fields set up in your chart.

Tips

- If you want to automatically advance entities through a shape and you do not have data fields, consider removing the shape from your chart.
- If you do have data fields set up and the only reason you want to automatically advance the entity is to accumulate that data, consider moving the data to the path and deleting the shape.

{button Related Topics,PI(`',`IDH_RT_Automatically_Choosing_a_Path')}

To automatically process a shape
To select an action type for a shape

Understanding Data Accumulation
Using Expressions
Expression Functions

VBA Features Not Included in VBScript

The following Visual Basic for Applications features are not included in the Visual Basic Scripting Edition.

Category	**Omitted Feature/Keyword**
Array Handling	Array function Option Base Private, Public Declaring arrays with lower bound <> 0
Collection	Add, Count, Item, Remove Access to collections using ! character (e.g., MyCollection!Foo)
Conditional Compilation	#Const #If...Then...#Else
Constants/Literals	Const All intrinsic constants Type-declaration characters (e.g., 256&)
Control Flow	DoEvents For Each...Next GoSub ... Return, GoTo On Error GoTo On ... GoSub, On ... GoTo Line numbers, Line labels With ... End With
Conversion	CCur, CVar, CVDate Format Str, Val
Data Types	All intrinsic data types except Variant Type ... End Type
Date/Time	Date statement, Time statement Timer
DDE	LinkExecute, LinkPoke, LinkRequest, LinkSend
Debugging	Debug.Print End, Stop
Declaration	Declare (for declaring DLLs) Property Get, Property Let, Property Set Public, Private, Static ParamArray, Optional New
Error Handling	Erl Error On Error ... Resume Resume, Resume Next
File Input/Output	All

Financial	All financial functions
Object Manipulation	CreateObject GetObject TypeOf
Objects	Clipboard Collection
Operators	Like
Options	Deftype Option Base Option Compare Option Private Module
Strings	Fixed-length strings LSet, Rset Mid Statement StrConv
Using Objects	TypeName Collection access using !

{button Related Topics,PI(``,`IDH_RT_VBA_Features_Not_In_VBScript')}

Using VBScript
Using Expressions
Expression Functions

Introduction page

This page is the first page displayed when you run the Shape Action Wizard. You run the Shape Action Wizard any time you want to change a shape's action. These actions then govern the way a shape behaves and interacts with the rest of the Living FlowChart.

The Shape Action Wizard lets you change several parts of the shape action, not just the dialog box. You can also set up the shape to automatically select the next path for the user, and perform math operations on data.

Running the Shape Action Wizard creates customized code for any shape. The wizard writes a script for the selected shape based on the options you choose. If you want to perform some action that is not possible through the Shape Action Wizard, you can modify the script or write your own code for a shape.

Action Type page

This page enables you to set up a shape to perform in one of two ways:

Display a dialog box

Select this option to show the user a dialog box. The user can enter information in the dialog box, view information, or use the box to make a decision that advances the user to the next shape. This option is the default selection.

Automatically advance

This option sets the shape to perform calculations on data fields, evaluate that data, then decide how to advance to the next shape or path on the chart.

Displays a dialog box that enables the user to decide how to advance from this shape.

Sets up the shape to automatically perform calculations on data fields, evaluate that data, then advance based on the results of the evaluation.

Dialog Box Options page

The Dialog Box Options page enables you to select several different options that determine exactly how the dialog box that the user sees will look.

Chart Name option button

Selecting this option button uses the file name of your chart as the text for the title bar of the dialog box. This is the default choice for this option.

Custom option button

When you select this option button the title bar of the dialog box will display whatever you type in the text box next to this option. If you click the Custom option button but do not type any text in the text box, the chart name appears as the dialog box title.

Shape Image check box

Selecting this check box displays a picture of the shape on the left side of the dialog box. This box is selected by default.

Stop Button check box

Selecting this check box places a Stop button in the dialog box for a shape. The Stop button enables a user to stop running the chart at the shape. This gives the user more control over your chart. This box is selected by default.

Data Viewing/Entering buttons

If you want your user to see data or enter data for the shape, click the Yes button. If you do not want the user to see or enter data for this shape, click the No button. If you have not set up data fields for the chart, this option is not available.

Uses the file name of your chart as the text for the title bar of the dialog box.

Sets the title bar of the user’s dialog box to display whatever you type in the text box next to this option.

Displays a picture of the shape on the left side of the dialog box.

Enables a user to view, add, or change data for a shape.

Places a Stop button in the dialog box for a shape, enabling the user to stop running a chart.

Path Selection Method page

This page of the Shape Action Wizard enables you to determine how a user will move from this shape to the next shape. You can choose one of three options:

Let the user choose the path

The dialog box will contain a button for each path leading out of the shape. The user chooses a path by clicking one of the buttons. This option is the default selection.

Automatically choose the path

The dialog box contains one Next button. The chart automatically moves to the next shape based either on data in the current shape or data on paths leading out of the shape.

Based on Shape Data

By setting up conditions based on the data in this shape, you determine which path a user takes out of this shape.

Based on Path Data

The data on each path leading out of this shape is evaluated against criteria you specify. Only the path or paths that meet all of the criteria are selected.

Lets the user choose the path out of a shape by clicking a button in the dialog box.

Causes the chart to automatically move to the next shape based either on data in the current shape or data on paths leading out of the shape.

Automatically determines which path a user takes out of the current shape based on the data in this shape.

Automatically evaluates the data on each path leading out of this shape against specified criteria. Only the path or paths that meet all of the criteria are selected.

Verify Path Names page

If you are letting the user choose the path out of a shape, this page lets you:

- Change the labels on the buttons in the dialog box (rename the paths)
- Reorder the buttons on the dialog box
- Choose which path buttons are visible

Button Label list

This box lists each button in the dialog box and the text that appears on each button. The buttons are listed in the order in which they will appear in the dialog box. You can hide any button by clearing the check box next to it. All of the path names are selected by default.

Rename Path button

Click this button to change the name of one of the buttons.

- Rename Path button

Move Up One Level button

Click this button to change the order in which the button labels appear by moving the selected label up one level.

Move Up One Level button

Move Down One Level button

Click this button to change the order in which the button labels appear by moving the selected label down one level.

Move Down One Level button

Lists each button in the dialog box and the text that appears on each button. The buttons are listed in the order in which they will appear in the dialog box.

Changes the name or the listed order of the selected button.

Select Layout page

The page enables you to determine how the buttons and other elements are arranged in the dialog box.

Layout list box

This box lists all of the available options for arranging this dialog box. As you select an option, the picture on the right side of the page changes to show you what the layout will look like.

Test button

Click this button to see how the dialog box for this shape will look when you are finished.

Lists all of the available options for arranging this dialog box. The picture on the right shows the layout of each option on the list.

Shows how the dialog box for this shape will look when you finish designing it.

Select Data Fields page

This page enables you to add or remove data fields for this shape. You also can define whether an entity that passes through the shape uses the data in the shape or uses data accumulated from more than one shape. Finally, you can use this page to determine whether the user can change the data in the shape or only look at it.

Shape option button

Select this option button to use the shape's data in calculations. This option is the default selection.

Accumulated option button

Select this option button to use accumulated data in calculations.

Modify option button

Select this option to enable a user to change, add to, or remove the information in the data fields. This option is the default selection.

View Only option button

Select this option to prevent a user from modifying the information in the data fields.

Available Fields list box

This box lists all of the data fields that have been set up for your chart.

Used Fields list box

This box lists the data fields that will appear in the dialog box for this shape. The order in which the fields are listed in the box determines the order in which they appear in the shape's dialog box.

Move Up One Level button

Click this button to move one of the fields in the Used Fields box up one place on the list.

- Move Up One Level button

Move Down One Level button

Click this button to move one of the fields in the Used Fields box down one place on the list.

- Move Down One Level button

Add button

Click this button to add a selected field in the Available Fields box to the Used Fields list.

Add All button

Click this button to add all of the fields in the Available Fields box to the Used Fields list.

Remove button

Click this button to remove a selected field from the Used Fields list box.

Remove All button

Click this button to remove all of the fields from the Used Fields list box.

Uses the shape's data in calculations.

Uses accumulated data in calculations.

Enables a user to change, add to, or remove the information in the data fields.

Prevents a user from modifying the information in the data fields.

Lists all of the data fields that are set up for this chart.

Lists the data fields that will appear in the dialog box for this shape in the order in which they will appear.

Moves a selected field in the Used Fields box up one place on the list.

Moves a selected field in the Used Fields box down one place on the list.

Adds a selected field in the Available Fields box to the Used Fields list.

Adds all of the fields in the Available Fields box to the Used Fields list.

Removes a selected field from the Used Fields list box.

Removes all of the fields from the Used Fields list box.

Shape Based Selection page

This page enables you to set up data conditions that determine how the shape will behave. The path taken out of this shape is determined by data entered by a user or by data that has been accumulated by this shape and other shapes. The conditions are evaluated in the order they are listed in the dialog box. The first path that meets a condition is selected.

Notes

- You must have data fields set up.
- The shape must contain data—it can already be in the chart or the user can enter the data.

New Path button

Click this button to add a new path and its conditions to the Conditions list box.

- New Path button

Delete Path button

Click this button to delete a path and its conditions from the Conditions list box.

Delete Path button

Move Up One Level button

Clicking this button moves the selected path up one place on the list, causing it to be evaluated before the path conditions below it.

- Move Up One Level button

Move Down One Level button

Clicking this button moves the selected path down one place on the list, causing it to be evaluated after the path conditions above it.

- Move Down One Level button

Path list

This column in the list box displays each path out of the shape. A path can be on the list more than once, depending on the conditions defined for it.

Data Field list

This column displays the data field defined for a listed path. Conditions are placed on a data field to define a path.

Condition list

This column displays the condition defined for a listed path. You can choose a condition from the drop-down list box by double-clicking on the field then clicking the arrow.

Value list

This column displays the value of the data field that is used by the condition. You can choose a value from the drop-down list box by double-clicking on the field then clicking the arrow. The value can be a number that the user enter, the value of the shape, or an accumulated value.

Adds a new path and its conditions to the Conditions list box.

Deletes a path and its conditions from the Conditions list box.

Moves the selected path up one place on the list, causing it to be evaluated before the path conditions below it.

Moves the selected path down one place on the list, causing it to be evaluated after the path conditions above it.

Displays each path out of the shape. A path can be on the list more than once, depending on the conditions defined for it.

Displays the data field defined for a listed path. Conditions are placed on a data field to define a path.

Displays the condition defined for a listed path. You can choose a condition from the drop-down list box by double-clicking on the field then clicking the arrow.

Displays the value of the data field that is used by the condition. You can choose a value from the drop-down list box by double-clicking on the field then clicking the arrow. The value can be a number that the user enter, the value of the shape, or an accumulated value.

Path Based Selection page

This page enables you to specify criteria that determines what shape the user or entity moves to after the current shape. In path-based selection, the chart checks the data on the lines leading out of a shape. The next path is chosen by comparing the paths to the criteria you specify in this shape. Each condition set up narrows the set of possible paths that can be chosen.

Notes

- To be selected, a path must meet all criteria defined on this page, in the order the criteria is listed.
- If no path meets all criteria, the chart will stop running at this shape.

New Data Field button

Click this button to add a new data field to the Criteria list box.

-

  New Data Field button

Delete Data Field button

Click this button to delete a data field from the Criteria list box.

-

  Delete Data Field button

Move Up One Level button

Clicking this button moves the selected data field up one place on the list, causing it to be evaluated before the data fields below it.

-

  Move Up One Level button

Move Down One Level button

Clicking this button moves the selected data field down one place on the list, causing it to be evaluated after the data fields above it.

-

  Move Down One Level button

Data Field list

This column displays the data fields used in the criteria. Conditions are placed on a data field to define a path.

Method list

This column displays the condition used to define how the data field interacts with a value. You can choose a condition from the drop-down list box by double-clicking on the field then clicking the arrow.

Value list

This column displays the value of the data field that is used by the condition. You can choose a value from the drop-down list box by double-clicking on the field then clicking the arrow. The value can be a number that the user enter, the value of the shape, or an accumulated value.

Adds a new data field to the Criteria list box.

Deletes a data field from the Criteria list box.

Moves the selected data field up one place on the list, causing it to be evaluated before the data fields below it.

Moves the selected data field down one place on the list, causing it to be evaluated after the data fields above it.

Displays the data fields used in the criteria. Conditions are placed on a data field to define a path.

Displays the condition used to define how the data field interacts with a value. You can choose a condition from the drop-down list box by double-clicking on the field then clicking the arrow.

Displays the value of the data field that is used by the condition. You can choose a value from the drop-down list box by double-clicking on the field then clicking the arrow. The value can be a number that the user enter, the value of the shape, or an accumulated value.

Automatic Options page

On this page can define how the chart uses a shape when it processes it automatically (without any action by a user).

Do you want to perform math operations?

Select Yes to set up custom math operations that the shape performs using the shape's or path's data. Select No if you do not need to modify any data. The default option selection is No.

Based on Shape Data option

Select this option to set up conditions based on the shape's data or accumulated data. These conditions determine what paths are taken out of the shape. This option is the default selection.

Based on Path Data option

Select this option to define criteria that a path will need to meet to be selected as a path out of this shape.

Selecting Yes lets you modify data fields by setting up custom math operations that the shape performs using the shape's or path's data. Selecting No disables the math operations option.

Sets up conditions based on the shape's data or accumulated data. These conditions determine what paths are taken out of the shape.

Defines criteria that a path will need to meet to be selected as a path out of this shape.

Data Field Operations page

This page enables you to modify selected data fields by creating customized expressions to use with data in the fields. These expressions make it possible for you to make a shape perform special functions that enable your Living FlowChart to do almost any task.

New Data Field button

Click this button to add a new data field to the Operations list box.

- New Data Field button

Delete Data Field button

Click this button to delete a data field from the Operations list box.

- Delete Data Field button

Move Up One Level button

Clicking this button moves the selected data field and its expression up one place on the list, causing it to be evaluated before the data fields below it.

- Move Up One Level button

Move Down One Level button

Clicking this button moves the selected data field and its expression down one place on the list, causing it to be evaluated after the data fields above it.

- Move Down One Level button

Data Field list

This column displays the data field used in an operation. An expression is then created to use for this data field.

Expression list

This column lists the expressions attached to each listed data field.

Expression Builder

You use this box to create an expression. You can use the Insert Data Field and Insert Operation buttons to create the expression. Or you can create an expression by typing the expression in the box.

Insert Data Field button

Click the button to display a list of the available data fields you can use in the operations.

Insert Operation button

Click this button to display a list of operations that you can insert in expressions. These operations are used with the data fields and any information you enter to create the expression

Adds a new data field to the Operations list box.

Deletes a data field from the Operations list box.

Moves the selected data field and its expression up one place on the list, causing it to be evaluated before the data fields below it.

Moves the selected data field and its expression down one place on the list, causing it to be evaluated after the data fields above it.

Displays the data field used in an operation. An expression is then created to use for this data field.

Lists the expressions attached to each listed data field.

Displays an expression as it is created. You can use the Insert Data Field and Insert Operation buttons to create the expression. Or you can create an expression by typing the expression in the box.

Displays a list of the available data fields you can use in the operations.

Displays a list of operations that you can insert in expressions. These operations are used with the data fields and any information you enter to create the expression.

Finished page

Clicking the Finished button on this page converts the choices you made on the previous pages to a script. This script runs whenever an entity reaches this shape. Remember that any script that was already written for this shape is replaced when you click the Finish button.

The choices you made as you ran the Shape Action Wizard are not saved until you click the Finished button. Clicking the Cancel button erases all of the changes you made when you ran the Shape Action Wizard this time.

Understanding Living Shapes

{button Tell me how . . .,PI(`',`IDH_HT_Understanding_Living_Shapes')}

Living Shapes contain data and code that enables them to perform actions. Every shape with a line coming into or going out of it is a Living Shape.

You can drag these shapes to the palette and store them in the Media Manager then use them in any other flowchart. This makes it easy to use a shape and its actions in another chart without having to run the Shape Action Wizard or write the same code more than once.

{button Related Topics,PI(`',`IDH_RT_Understanding_Living_Shapes')}

To display a Living Shapes palette
To add a drawn object to a Shape palette

Living Shapes - Living FlowChart Palette

Living Shapes - Button Palette

What Is a Living FlowChart?

Using Data in a Living FlowChart

{button Tell me how . . .,PI(`',`IDH_HT_Using_Data_Fields_in_a_Living_FlowChart')}

A Living FlowChart lets you use data in new and powerful ways. Instead of just displaying data, the chart can gather data, calculate data, act on the results of the calculation, and display the results in different ways. With a Living FlowChart you can:

- Create a chart that acts as a custom calculator, designed for your specific needs.
- Display data to the user.
- Do math operations on data and display the result to the user.
- Create a chart with built-in data and that lets the user make choices and identifies the best solution based on those choices.
- Create a chart with built-in formulas that operate on data that the user provides. The chart then displays the result of the operation, thus allowing the user to make informed choices.
- Design a chart that collects data from the user and stores it.

You can access two versions of the data:

- The data in a shape or line.
- The accumulated data.

{button Related Topics,PI(`',`IDH_RT_Using_Data_Fields_in_a_Living_FlowChart')}

To display data fields in a dialog box
To enter data for a shape
To perform data field operations on a shape
To view the data in an entity

Automatically Choosing a Path
Understanding Data Accumulation
Using Expressions
Expression Functions

Using the Script Editor
{button Tell me how . . .,PI(`',`IDH_HT_Using_the_Script_Editor')}

When you run the Shape Action Wizard, even if you only create standard dialog boxes, the wizard creates a Visual Basic Script. It is this script that tells FlowCharter what each shape does. The script is generated as soon as, but not before, you click Finish on the last page of the wizard.

You can use the Script Editor to make changes or additions to the script that the Shape Action Wizard creates. You also can create an entirely new, original script, from scratch, using the Script Editor. In most cases, you will probably run the Shape Action Wizard then open the Script Editor and make changes or additions to the existing script.

Caution

> **If you rerun the Shape Action Wizard, you overwrite any manual changes you have made to the script!**

You can use the Script Editor to create or edit two different types of scripts: object scripts and chart scripts. These two types have different uses.

Object Scripts

A shape action is driven by the shape's (object's) script. The script determines all the behaviors of that object. Script written for one object has no effect on any other object. You can work with object script by selecting the object (the shape) you want to edit script for, then selecting Edit Object Script from the Tools menu. Once you make your changes and leave the Script Editor, the actions of an object are changed.

Remember that the script for a shape remains attached to that shape. If you copy the shape into another chart, the script goes with it.

Chart Scripts

A chart script governs the behavior of the entire Living FlowChart. You bring up the chart script by selecting Edit Chart Script from the Tools menu.

When the chart script is active, all the events in the procedures drop-down list become chart events. Any additions or changes you make apply to the entire chart, independent of any object scripts.

{button Related Topics,PI(`',`IDH_RT_Using_the_Script_Editor')}

To create a script using the script editor
To copy a script
To change the script for a chart
To change the script for an object

Script Editor window
Edit Chart Script command
Edit Object Script command

Troubleshooting Living FlowCharts
Understanding Living FlowChart Events
Using VBScript

Script Editor window
{button Tell me how . . .,PI(`',`IDH_HT_Script_Editor_window')}

The Script Editor has two menus that make it easier to work with the script. It has a box that shows you which object (identified by a unique number) in your chart you are working with. And it has a drop-down list box that lists every event. These parts of the editor are described below.

Object

This box displays the unique number of the object that the script applies to.

Proc

Event procedures are subroutines that are called automatically by FlowCharter as a result of some action taken by the user, by FlowCharter, or by the computer. This drop-down list box lists all available events. The list of events is different for objects and for charts. The list changes to reflect the type of script you are creating.

When you select one of the event procedures from the list box, the program places the object's number and the name of the procedure in the Script Editor window. This gives you a bit of a head start on your coding.

File

Save As▪Lets you save script as a text file.
Reset▪Lets you discard any changes you make to script.
Print▪Prints the script.
Print Setup▪Selects a printer and printer options.
Close▪Closes the Script Editor and automatically saves any changes you make to script.

Edit

Undo▪Reverses the last change you made to a script.
Cut▪Cuts the selected part of a script to the Clipboard.
Copy▪Copies the selected part of a script to the Clipboard.
Paste▪Pastes the contents of the Clipboard into the script.
Find▪Opens the Find window and lets you search for specific parts of a script.
Replace▪Replaces specific text with other text.
Go To▪Opens a window that lets you specify a line number in the script, then moves the cursor to that line in the script.

{button Related Topics,PI(`',`IDH_RT_Script_Editor_window')}

To change the script for a chart
To change the script for an object
To create a script using the script editor
To copy a script

Using the Script Editor
Edit Chart Script command
Edit Object Script command
Understanding Living FlowChart Events
Using VBScript

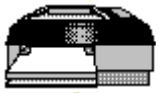
Living Shapes - Button Palette

{button Tell me how . . .,PI(`',`IDH_HT_Living_Shapes_Button_Palette')}

This palette contains buttons that you can place in a Living FlowChart. Some of the buttons are programmed with functions that help run the flowchart. Other buttons can be programmed by a chart designer. The shapes in this palette are listed below. Click on a button to find out more about it.

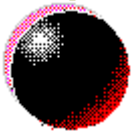
Run buttons

Information buttons



Print button

Show/Hide Layer buttons



User-defined buttons

{button Related Topics,PI(`',`IDH_RT_Living_Shapes_Button_Palette')}

To display a Living Shapes palette

Living Shapes - Living FlowChart Palette
Understanding Living Shapes
Shape Palettes Overview
Run Buttons

Information Buttons
Print Button
Show/Hide Layer Buttons
User-Defined Buttons

User-Defined Buttons

This button will perform a task you specify when double-clicked in your chart. See the OLE Automation section of the help file for more information on how to program your button.

{button Related Topics,PI(``,`IDH_RT_User_Defined_Buttons')}

Living Shapes - Button Palette
Run Buttons
Information Buttons
Print Button
Show/Hide Layer Buttons

Run Buttons

Double-click these buttons in your chart to run your Living FlowChart.

{button Related Topics,PI(`',`IDH_RT_Run_Buttons')}

Living Shapes - Button Palette
User-Defined Buttons
Information Buttons
Print Button
Show/Hide Layer Buttons

Information Buttons

Use this button as a repository for important information. The information is displayed whenever you double-click on the button.

{button Related Topics,PI(`',`IDH_RT_Information_Buttons')}

Living Shapes - Button Palette
User-Defined Buttons
Run Buttons
Print Button
Show/Hide Layer Buttons

Print Button

Double-click on this shape in your chart to print the chart.

{button Related Topics,PI(`',`IDH_RT_Print_Button')}

Living Shapes - Button Palette
User-Defined Buttons
Run Buttons
Information Buttons
Show/Hide Layer Buttons

Show/Hide Layer Buttons

Use these buttons to show or hide informational layers in your chart. After the button is in the chart, you can right-click on the button to change which layer will be shown or hidden.

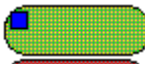
{button Related Topics,PI(``,`IDH_RT_Show_Hide_Layer_Buttons')}

Living Shapes - Button Palette
User-Defined Buttons
Run Buttons
Information Buttons
Print Button

Living Shapes - Living FlowChart Palette

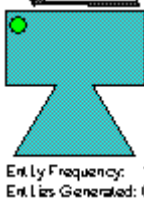
{button Tell me how . . .,PI(`',`IDH_HT_Living_Shapes_Living_FlowChart_Palette')}

This palette contains customized shapes you can use in a Living FlowChart. These shapes are programmed to perform certain functions in a Living FlowChart. Using them makes it easier to design a clear, efficient chart quickly. The shapes in this palette are listed below. Click on a shape to find out more about it.

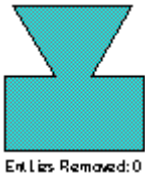

Start

Finish

Status Report

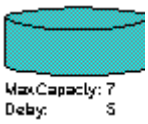


Source



Sink

Queue



Pool

{button Related Topics,PI(`',`IDH_RT_Living_Shapes_Living_FlowChart_Palette')}

To display a Living Shapes palette

Living Shapes - Button Palette
Understanding Living Shapes
Shape Palettes Overview
Start Shape
Finish Shape

Status Report Shape
Source Shape
Sink Shape
Queue Shape
Pool Shape

To display a Living Shapes palette

1. Click the Shape Palettes button to open it, if necessary.
   - Shape Palettes button.
2. On the Shape palette, click Options.
3. Click Subject.
4. If one of the Living Shapes palettes is not displayed, click Expand All.
5. Double-click either the Living FlowChart palette or the Buttons palette.
6. Click OK.

{button Related Topics,PI(`',`IDH_RT_To_display_a_Living_Shapes_palette')}

Living Shapes - Living FlowChart Palette

Living Shapes - Button Palette

Start Shape

Use this shape as a starting point for your Living FlowChart. An entity will automatically be placed in this shape when you put it in your chart

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{button Related Topics,PI(`',`IDH_RT_Start_Shape')}

Living Shapes - Living FlowChart Palette
Finish Shape
Status Report Shape
Source Shape

Sink Shape
Queue Shape
Pool Shape
Living Shapes - Button Palette

Finish Shape

This shape can be used to end your Living FlowChart. Any entity entering this shape will be stopped.

{button Related Topics,PI(`',`IDH_RT_Finish_Shape')}

Living Shapes - Living FlowChart Palette
Start Shape
Status Report Shape
Source Shape

Sink Shape
Queue Shape
Pool Shape
Living Shapes - Button Palette

Status Report Shape

When an entity enters this shape it displays a dialog showing the current status of all the accumulated data fields.

{button Related Topics,PI(`',`IDH_RT_Status_Report_Shape')}

Living Shapes - Living FlowChart Palette
Start Shape
Finish Shape
Source Shape

Sink Shape
Queue Shape
Pool Shape
Living Shapes - Button Palette

Source Shape

The source generates entities at the frequency you specify. It keeps a count of all the entities it has generated during each run of a Living FlowChart. It will also clean up any entities created in previous runs every time you run your chart. Double-click the shape in your chart to set the entity frequency.

{button Related Topics,PI(``,`IDH_RT_Source_Shape')}

Living Shapes - Living FlowChart Palette
Start Shape
Finish Shape
Status Report Shape

Sink Shape
Queue Shape
Pool Shape
Living Shapes - Button Palette

Sink Shape

The sink removes any entities that enter it from the chart. It maintains a count of all entities it has removed.

{button Related Topics,PI(`',`IDH_RT_Sink_Shape')}

Living Shapes - Living FlowChart Palette
Start Shape
Finish Shape
Status Report Shape

Source Shape
Queue Shape
Pool Shape
Living Shapes - Button Palette

Queue Shape

The queue delays any entities that enter it by an amount you specify. You can also specify the maximum number of entities it can hold. Double-click on the queue in your chart to change it's settings.

{button Related Topics,PI(``,`IDH_RT_Queue_Shape')}

Living Shapes - Living FlowChart Palette
Start Shape
Finish Shape
Status Report Shape

Source Shape
Sink Shape
Pool Shape
Living Shapes - Button Palette

Pool Shape

The pool is a specialized queue. It accepts and keeps entities until the number of entities reaches its overflow amount. It then allows entities to leave. It allows no more entities than its maximum capacity. If any entity is in the pool longer than the amount specified in the pool's delay, the entity will leave regardless of how many entities are in the pool.

Double-click on the pool in your chart to change its settings.

{button Related Topics,PI(`',`IDH_RT_Pool_Shape')}

Living Shapes - Living FlowChart Palette
Start Shape
Finish Shape
Status Report Shape

Source Shape
Sink Shape
Queue Shape
Living Shapes - Button Palette

Run Chart dialog box

This dialog box gives you two ways to choose a starting shape for your chart.

Choose a starting shape for me

When you select this option, FlowCharter chooses the starting shape and begins running the chart from that shape. The program usually chooses the first shape (either at the top or on the left) in the chart. If it cannot identify the first shape, it makes a guess. This guess might not be the place where you want the chart to begin. Based on what shape the program chooses, consider selecting a shape manually or redesigning part of your chart.

Let me choose the starting shape

When you select this option and click OK, your mouse pointer changes to look like the pointer below.

Starting Shape Pointer

You can then move the pointer to the shape you want to choose as the starting shape. When you click the shape you want, the chart begins running from that shape.

Note

- Although you can choose any shape as your starting shape, not every shape is a good starting point for running a Living FlowChart. If you happen to choose a shape that is at the end of a line or path, your chart won’t really go anywhere when it runs. Only those shapes that have lines connected to them make good starting points for a chart.

{button Related Topics,PI(``,`IDH_RT_Run_Chart_dialog_box')}

Starting Shape
To insert a starting point in a flowchart
To run a Living FlowChart
To select a starting shape for an entity

Stops a running Living FlowChart.

Pauses a running Living FlowChart. Clicking this again restarts the chart.

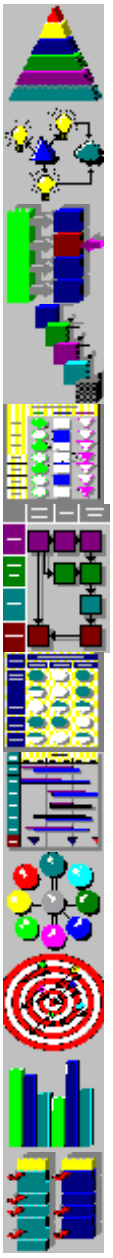
Runs through a Living FlowChart step by step.

Using CoolSheets

{button Tell me how . . .,PI(`',`IDH_HT_Using_CoolSheets')}

CoolSheets are templates designed for several frequently used business charts and structured graphics. CoolSheets make layout and design fast and easy. They provide a grid or placeholders in which objects can be placed, sized, and aligned automatically. You also get graphic tabs for easy page formatting.

You can use CoolSheets to create organization charts, comparison charts, process charts, business forms, and many other types of flowcharts. Each CoolSheet contains a specially designed grid. Click on the icons below to find out more about each CoolSheet.



Pyramid CoolSheets

Basic CoolSheets

Block CoolSheets

Cascade CoolSheets

Process CoolSheets

Deployment CoolSheets

Comparison CoolSheets

Timeline CoolSheets

Circle-Spoke CoolSheets

Target CoolSheets

DrawBar CoolSheets

Checklist CoolSheets

{button Related Topics,PI(`',`IDH_RT_Using_CoolSheets')}

To create a CoolSheet
To create a block CoolSheet
To create a cascade CoolSheet
To create a deployment CoolSheet

To create a basic CoolSheet
To create a process CoolSheet
To create a pyramid CoolSheet
To change a CoolSheet

CoolSheets command
Block CoolSheet
Cascade CoolSheet
Deployment CoolSheet

Basic CoolSheet
Process CoolSheet
Pyramid CoolSheet
Statistical Process Control Charts

Block CoolSheets

{button Tell me how . . .,PI(`',`IDH_HT_Block_CoolSheet')}

Block CoolSheets help you create a chart that illustrates a graphical matrix or gives a brief overview of a process. This type of chart is often used to create a chart that breaks a complex process into several large pieces. These large pieces then can be detailed in standard flowcharts.

For example, the blocks could represent a company's products and services arranged in columns and rows. Arrows can indicate transitions between blocks in the chart. Organization charts are a type of block chart.

Tip

- Before you begin flowcharting a complex process, it is helpful to create a block chart of the entire process. This block chart serves as the "big picture" while you create the more detailed flowcharts. You may choose to keep the block chart as the top level chart, linking each shape to a more detailed subchart.

{button Related Topics,PI(`',`IDH_RT_Block_CoolSheet')}

To create a block CoolSheet

Using CoolSheets
CoolSheets command

Cascade CoolSheets

{button Tell me how . . .,PI(`',`IDH_HT_Cascade_CoolSheet')}

You can use a Cascade CoolSheet to illustrate items in a sequence, such as steps in a process. Cascade charts are more interesting visually than linear flowcharts. They also can contain more information since they allow for shape overlap.

{button Related Topics,PI(`',`IDH_RT_Cascade_CoolSheet')}

To create a cascade CoolSheet

CoolSheets command
Using CoolSheets

Pyramid CoolSheets

{button Tell me how . . .,PI(`',`IDH_HT_Pyramid_CoolSheets')}

You can use a Pyramid CoolSheet to create charts that show hierarchical lists, such as those illustrating business values and goals or customer requirements. The top of the pyramid typically represents the most important or highest-level item or concept.

{button Related Topics,PI(`',`IDH_RT_Pyramid_CoolSheets')}

To create a pyramid CoolSheet

To add levels to a pyramid CoolSheet
To delete levels from a pyramid CoolSheet
To unlock pyramid CoolSheet levels
To unlock pyramid CoolSheet levels

To split a pyramid level
CoolSheets command
Using CoolSheets

Basic CoolSheets

{button Tell me how . . .,PI(`',`IDH_HT_Basic_CoolSheets')}

You can use a Basic CoolSheet to create a grid of squares on your chart. The grid enables you to place objects in precise positions on the chart or align them with each other.

{button Related Topics,PI(`',`IDH_RT_Basic_CoolSheets')}

To create a Basic CoolSheet

CoolSheets command
Using CoolSheets

Process CoolSheets

{button Tell me how . . .,PI(`',`IDH_HT_Process_CoolSheets')}

The Process CoolSheets help you create a specialized type of flowchart. This type of flowchart shows the details of a process so that it can be readily understood. By understanding how a process flows, your quality team can make changes to improve the flow.

FlowCharter 7 makes it easy for you to draw process charts of many styles, using blocks, specialized symbols, or pictures to depict the operations (that is, the steps) involved in the process. Process charts can be used to depict the flow of anything -- from manufacturing activities to paper chases. Virtually every task that is performed and every activity that occurs can be documented in a process chart.

{button Related Topics,PI(`',`IDH_RT_Process_CoolSheets')}

To create a process CoolSheet

CoolSheets command
Using CoolSheets

Deployment CoolSheets

{button Tell me how . . .,PI(`',`IDH_HT_Deployment_CoolSheets')}

The Deployment CoolSheets help you create a chart that is used to illustrate the flow of information and materials among different organizational units. Deployment flowcharts are useful for identifying how time is being used in a process; therefore, they are used frequently in quality management and reengineering projects.

{button Related Topics,PI(`',`IDH_RT_Deployment_CoolSheets')}

To create a deployment CoolSheet

CoolSheets command
Using CoolSheets

Comparison CoolSheets

{button Tell me how . . .,PI(`',`IDH_HT_Comparison_CoolSheets')}

The Comparison CoolSheets help you create charts that compare items in columns and rows, such as products and features. These charts can represent yes/no relationships (using check marks or thumbs up/down) or multiple-value relationships (using filled bullets). For example, a chart that compares various product features may use full, half-full, and empty bullets to represent ratings of good, satisfactory, and poor, respectively.

{button Related Topics,PI(`',`IDH_RT_Comparison_CoolSheets')}

To create a comparison CoolSheet

CoolSheets command
Using CoolSheets

Timeline CoolSheets

{button Tell me how . . .,PI(`',`IDH_HT_Timeline_CoolSheets')}

The Timeline CoolSheets help you create charts that illustrate schedules for tasks, projects, and procedures. Unlike with project management software, you don't need to learn complex methodologies. You can create timelines merely by drawing.

{button Related Topics,PI(`',`IDH_RT_Timeline_CoolSheets')}

To create a timeline CoolSheet

CoolSheets command
Using CoolSheets

Circle-Spoke CoolSheets

{button Tell me how . . .,PI(`',`IDH_HT_Circle_Spoke_CoolSheets')}

The Circle-Spoke CoolSheets help you create charts that show items in a circular arrangement, connected to a center shape. Spoke charts are useful for illustrating business principles, the key benefits of a product, or a product line.

{button Related Topics,PI(`',`IDH_RT_Circle_Spoke_CoolSheets')}

To create a circle-spoke CoolSheet

CoolSheets command
Using CoolSheets

Target CoolSheets

{button Tell me how . . .,PI(`',`IDH_HT_Target_CoolSheets')}

The Target CoolSheets create a chart that shows how various factors are rated, with each ring representing a rating level. You can use target charts to show concentric rings of focus, such as with increasingly focused customer groups and business objectives.

{button Related Topics,PI(`',`IDH_RT_Target_CoolSheets')}

To create a target CoolSheet

CoolSheets command
Using CoolSheets

DrawBar CoolSheets

{button Tell me how . . .,PI(`',`IDH_HT_DrawBar_CoolSheets')}

The DrawBar CoolSheets help create bar charts that show rough orders of magnitude or conceptual quantitative relationships (for example, something is smaller than or larger than something else). These charts, which often are used in market and business planning, are useful for for illustrating general relationships rather than precise numbers.

{button Related Topics,PI(`',`IDH_RT_DrawBar_CoolSheets')}

To create a drawbar CoolSheet

CoolSheets command
Using CoolSheets

Checklist CoolSheets

{button Tell me how . . .,PI(`',`IDH_HT_Checklist_CoolSheets')}

The Checklist CoolSheets help you create single or multiple-column visual checklists. You can list items and check off those that are completed or of most importance.

{button Related Topics,PI(`',`IDH_RT_Checklist_CoolSheets')}

To create a checklist CoolSheet

CoolSheets command
Using CoolSheets

CoolSheets command

Use the CoolSheets command on the Insert menu to create a CoolSheets template for your chart. You can create several CoolSheets, including:

- Block CoolSheets
- Cascade CoolSheets
- Deployment CoolSheets
- Basic CoolSheets
- Process CoolSheets
- Pyramid CoolSheets
- Comparison CoolSheets
- Timeline CoolSheets
- Circle-Spoke CoolSheets
- Target CoolSheets
- DrawBar CoolSheets
- Checklist CoolSheets

{button Related Topics,PI(`',`IDH_RT_CoolSheets_Command')}

Using CoolSheets
To create a CoolSheet
To change a CoolSheet

To create a CoolSheet

1 On the Insert menu, click CoolSheets.

2 Click the type of CoolSheets you want to create.

3 Click OK.

4 Follow the instructions in the CoolSheets wizard.

{button Related Topics,PI(`',`IDH_RT_To_create_a_CoolSheet')}

To create a pyramid CoolSheet
To create a basic CoolSheet
To create a block CoolSheet
To create a cascade CoolSheet

To create a process CoolSheet
To create a deployment CoolSheet
To create a comparison CoolSheet
To create a timeline CoolSheet

To create a circle-spoke CoolSheet
To create a target CoolSheet
To create a drawbar CoolSheet
To create a checklist CoolSheet

To change a CoolSheet
Using CoolSheets

To create a block CoolSheet

1 On the Insert menu, click CoolSheet.

2 Click the Block icon.

3 Click OK.

4 Follow the instructions in the CoolSheets wizard.

{button Related Topics,PI(`',`IDH_RT_create_a_block_CoolSheet')}

Block CoolSheets
To change a CoolSheet

To create a cascade CoolSheet

1 On the Insert menu, click CoolSheets.

2 Click the Cascade icon.

3 Click OK.

4 Follow the instructions in the CoolSheets wizard.

{button Related Topics,PI(`',`IDH_RT_create_a_cascade_CoolSheet')}

Cascade CoolSheets
To change a CoolSheet

To create a deployment CoolSheet

1 On the Insert menu, click CoolSheet.

2 Click the Deployment icon.

3 Click OK.

4 Follow the instructions in the CoolSheets wizard.

{button Related Topics,PI(`',`IDH_RT_create_a_deployment_CoolSheet')}

Deployment CoolSheets
To change a CoolSheet

To create a basic CoolSheet

1 On the Insert menu, click CoolSheet.

2 Click the Basic icon.

3 Click OK.

4 Follow the instructions in the CoolSheets wizard.

{button Related Topics,PI(`',`IDH_RT_create_a_Basic_CoolSheet')}

Basic CoolSheets
To change a CoolSheet

To create a process CoolSheet

1 On the Insert menu, click CoolSheet.

2 Click the Process icon.

3 Click OK.

4 Follow the instructions in the CoolSheets wizard.

{button Related Topics,PI(`',`IDH_RT_create_a_process_CoolSheet')}

Process CoolSheets
To change a CoolSheet

To create a pyramid CoolSheet

1 On the Insert menu, click CoolSheet.

2 Click the Pyramid icon.

3 Click OK.

4 Follow the instructions in the CoolSheets wizard.

{button Related Topics,PI(`',`IDH_RT_create_a_pyramid_CoolSheet')}

Pyramid CoolSheets
To add levels to a pyramid CoolSheet
To delete levels from a pyramid CoolSheet
To unlock pyramid CoolSheet levels

To split a pyramid level
To change a CoolSheet

To create a comparison CoolSheet

1 On the Insert menu, click CoolSheet.

2 Click the Comparison icon.

3 Click OK.

4 Follow the instructions in the CoolSheets wizard.

Comparison CoolSheets
To change a CoolSheet

To create a timeline CoolSheet

1 On the Insert menu, click CoolSheet.

2 Click the Timeline icon.

3 Click OK.

4 Follow the instructions in the CoolSheets wizard.

Timeline CoolSheets
To change a CoolSheet

To create a circle-spoke CoolSheet

1. On the Insert menu, click CoolSheet.
2. Click the Circle-Spoke icon.
3. Click OK.
4. Follow the instructions in the CoolSheets wizard.

Circle-Spoke CoolSheets
To change a CoolSheet

To create a target CoolSheet

1 On the Insert menu, click CoolSheet.

2 Click the Target icon.

3 Click OK.

4 Follow the instructions in the CoolSheets wizard.

Target CoolSheets
To change a CoolSheet

To create a drawbar CoolSheet

1 On the Insert menu, click CoolSheet.

2 Click the DrawBar icon.

3 Click OK.

4 Follow the instructions in the CoolSheets wizard.

DrawBar CoolSheets
To change a CoolSheet

To create a checklist CoolSheet

1 On the Insert menu, click CoolSheet.

2 Click the Checklist icon.

3 Click OK.

4 Follow the instructions in the CoolSheets wizard.

Checklist CoolSheets
To change a CoolSheet

To change a CoolSheet

1 Click anywhere on the CoolSheet to select it.

2 Click the right mouse button.

3 From the menu that appears, click Edit CoolSheet.

4 Make any changes you want.

5 Click Finished.

6 Click anywhere outside the CoolSheet to continue working.

{button Related Topics,PI(`',`IDH_RT_To_change_a_CoolSheet')}

To resize a CoolSheet
To move a CoolSheet
To add CoolSheet rows or columns
To create a CoolSheet
Using CoolSheets

To resize a CoolSheet

1. Click anywhere on the CoolSheet to select it.
2. Point to a handle. The pointer changes to a two-headed arrow.
3. Press and hold the left mouse button, and drag the handle until the CoolSheet is the size you want.
4. Release the mouse button.

Tips

- To change the width and height of the CoolSheet proportionally, use the corner handles. To change either the width or height, use the middle handles.
- To disable proportional resizing, press and hold **Shift** while you drag a handle.

{button Related Topics,PI(`',`IDH_RT_To_resize_a_CoolSheet')}

To move a CoolSheet
To create a CoolSheet
Using CoolSheets

To move a CoolSheet

1 Click anywhere on the CoolSheet to select it.

2 Press and hold the left mouse button, and drag the CoolSheet to the position you want. A dotted rectangle surrounds the CoolSheet and follows the movement of the pointer.

3 Release the mouse button.

Tip

- You can also move the CoolSheet with the keyboard and the mouse, combined.
- How?

{button Related Topics,PI(`',`IDH_RT_To_move_a_CoolSheet')}

To resize a CoolSheet
To create a CoolSheet
Using CoolSheets

To move a CoolSheet using the keyboard and the mouse

1 Select the CoolSheet by clicking on it.

2 Hold the left mouse button down and use the keyboard's arrow keys to move the CoolSheet.

3 When the CoolSheet is where you want it to be, release the mouse button.

To add CoolSheet rows or columns

1 Click anywhere on the CoolSheet to select it.

2 Click the right mouse button.

3 From the menu that appears, click Edit CoolSheet.

4 Click the Insert Cell button on the CoolSheets toolbar.

Insert Cell
button

5 Click Row or Column.

6 Click Finished.

{button Related Topics,PI(`',`IDH_RT_To_add_CoolSheet_rows_or_columns')}

To resize a CoolSheet
To move a CoolSheet
To delete CoolSheet rows or columns
To create a CoolSheet
Using CoolSheets

To delete CoolSheet rows or columns

1 Click anywhere on the CoolSheet to select it.

2 Click the right mouse button.

3 Click Edit CoolSheet.

4 Click the Delete Cell button on the CoolSheets toolbar.

Delete Cell
button

5 Click Row or Column.

6 Click Finished.

{button Related Topics,PI(`',`IDH_RT_To_delete_CoolSheet_rows_or_columns')}

To resize a CoolSheet
To move a CoolSheet
To add CoolSheet rows or columns
To create a CoolSheet
Using CoolSheets

To add levels to a pyramid CoolSheet

1 Click anywhere on the CoolSheet to select it.

2 Click the right mouse button.

3 Click Edit CoolSheet.

4 Click the Insert Level button on the CoolSheets tool bar.

Insert Level button

5 Click Finished.

{button Related Topics,PI(`',`IDH_RT_To_add_levels_to_a_pyramid_CoolSheet')}

To resize a CoolSheet
To delete levels from a pyramid CoolSheet
Pyramid CoolSheets

To move a CoolSheet
Using CoolSheets

To delete levels from a pyramid CoolSheet

1 Click anywhere on the CoolSheet to select it.

2 Click the right mouse button.

3 From the menu that appears, click Edit CoolSheet.

4 Click the Delete Level button on the CoolSheets toolbar.

Delete Level button

5 Click Finished.

{button Related Topics,PI(`',`IDH_RT_To_delete_levels_from_a_pyramid_CoolSheet')}

Pyramid CoolSheets
To add levels to a pyramid CoolSheet
To resize a CoolSheet

To move a CoolSheet
Using CoolSheets

To unlock CoolSheet rows or columns

1 Click anywhere on the CoolSheet to select it.

2 Click the right mouse button.

3 Click Edit CoolSheet.

4 Click either the Unlock Columns or Unlock Rows button on the CoolSheets toolbar.

Unlock Columns button

Unlock Rows button

5 Click Finished.

{button Related Topics,PI(``,`IDH_RT_To_lock_or_unlock_CoolSheet_tabs')}

To resize a CoolSheet
To move a CoolSheet
To delete CoolSheet rows or columns
To create a CoolSheet
Using CoolSheets

To unlock pyramid CoolSheet levels

1 Click anywhere on the CoolSheet to select it.

2 Click the right mouse button.

3 Click Edit CoolSheet.

4 Click the Unlock Levels button on the CoolSheets toolbar.

Unlock
Levels
button

5 Click Finished.

{button Related Topics,PI(`',`IDH_RT_To_unlock_Pyramid_CoolSheet_levels')}

To add levels to a pyramid CoolSheet
To delete levels from a pyramid CoolSheet
To split a pyramid level
To resize a CoolSheet

To move a CoolSheet
To create a CoolSheet
Using CoolSheets

To split a pyramid level

1 Click anywhere on the CoolSheet to select it.

2 Click the right mouse button.

3 Click Edit CoolSheet.

4 Click the Split Level button on the CoolSheets toolbar.

Split Level
button

5 Click Finished.

{button Related Topics,PI(``,`IDH_RT_To_split_Pyramid_CoolSheet_levels')}

To add levels to a pyramid CoolSheet
To delete levels from a pyramid CoolSheet
To unlock pyramid CoolSheet levels
To resize a CoolSheet

To move a CoolSheet
To create a CoolSheet
Using CoolSheets

To add or delete circles from a circle-spoke CoolSheet

1 Click anywhere on the CoolSheet to select it.

2 Click the right mouse button.

3 Click Edit CoolSheet.

4 Click the Insert Circle or Delete Circle button on the CoolSheets toolbar.

Insert Circle button

Delete Circle button

5 Click Finished.

{button Related Topics,PI(`',`IDH_RT_To_add_delete_circles_from_circlespoke_CoolSheet')}

To create a circle-spoke CoolSheet>procedur
To resize a CoolSheet>procedur
To move a CoolSheet>procedur
To create a CoolSheet>procedur
Using CoolSheets

To add or delete rings from a target CoolSheet

1 Click anywhere on the CoolSheet to select it.

2 Click the right mouse button.

3 Click Edit CoolSheet.

4 Click the Insert Ring or Delete Ring button on the CoolSheets toolbar.

Insert Ring button

Delete Ring button

5 Click Finished.

{button Related Topics,PI(``,`IDH_RT_To_add_delete_rings_from_target_CoolSheet')}

To create a target CoolSheet
To unlock a ring in a target CoolSheet
To resize a CoolSheet
To move a CoolSheet

To create a CoolSheet
Using CoolSheets

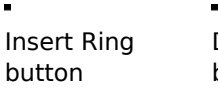
To unlock a ring in a target CoolSheet

1 Click anywhere on the CoolSheet to select it.

2 Click the right mouse button.

3 Click Edit CoolSheet.

4 Click the Insert Ring or Delete Ring button on the CoolSheets toolbar.



Insert Ring button

Delete Ring button

5 Click Finished.

{button Related Topics,PI(`',`IDH_RT_To_unlock_rings_in_target_CoolSheet')}

To create a target CoolSheet
To unlock a ring in a target CoolSheetIDH_To_unlock_a_ring_in_a_target_CoolSheet
To resize a CoolSheet
To move a CoolSheet

To create a CoolSheet
Using CoolSheets

CoolSheets toolbar

The CoolSheets toolbar gives you a quick way to make changes to a CoolSheet. You can use the toolbar to add or delete rows, columns, or levels and to lock or unlock CoolSheet tabs.

The CoolSheets toolbar appears when you when you click Edit CoolSheet from the right mouse button menu. The toolbar that displays varies depending on the CoolSheet you selected. The CoolSheet toolbars contains the following buttons:

- Inserts cells (rows or columns) to a CoolSheet.
- Deletes cells (rows or columns) from a CoolSheet.
- Unlocks columns in a CoolSheet.
- Unlocks rows in a CoolSheet.
- Inserts levels into a pyramid CoolSheet.
- Deletes levels from a pyramid CoolSheet.
- Unlocks levels from a pyramid CoolSheet.
- Splits levels in a pyramic CoolSheet.
- Inserts circles into a Circle-Spoke CoolSheet.
- Delete circles from a Circle-Spoke CoolSheet.
- Inserts rings into a target CoolSheet.
- Deletes rings into a target CoolSheet.

Unlocks rings into a target CoolSheet.

Finished

Saves changes to the CoolSheet.

{button Related Topics,PI(`',`IDH_RT_CoolSheets_Toolbar')}

To change a CoolSheet
To resize a CoolSheet
To add CoolSheet rows or columns
To delete CoolSheet rows or columns

To add levels to a pyramid CoolSheet
To delete levels from a pyramid CoolSheet
To create a CoolSheet
Using CoolSheets

Inserts cells (rows or columns) to a CoolSheet.

Deletes cells (rows or columns) from a CoolSheet.

Unlocks columns in a CoolSheet.

Unlocks rows in a CoolSheet.

Inserts levels into a pyramid CoolSheet.

Deletes levels from a pyramid CoolSheet.

Unlocks levels from a pyramid CoolSheet.

Splits levels in a pyramic CoolSheet.

Inserts circles into a Circle-Spoke CoolSheet.

Delete circles from a Circle-Spoke CoolSheet.

Inserts rings into a target CoolSheet.

Deletes rings into a target CoolSheet.

Unlocks rings into a target CoolSheet.

Saves changes to the CoolSheet.

The CoolSheets Toolbar

The CoolSheets toolbar gives you a quick way to make changes to a CoolSheet. You can use the toolbar to add or delete rows, columns, or levels and to lock or unlock CoolSheet levels.

The CoolSheets toolbar appears when you when you click Edit CoolSheets from the right mouse button menu.

Insert CoolSheet dialog box

CoolSheets are templates designed for several frequently used business charts and structured graphics. CoolSheets make layout and design fast and easy. They provide a grid or placeholders in which objects can be placed, sized, and aligned automatically. You also get graphic tabs for easy page formatting.

You can use CoolSheets to create organization charts, comparison charts, process charts, business forms, and many other types of flowcharts. Each CoolSheet contains a specially designed grid.

{button Related Topics,PI(`',`IDH_RT_Insert_CoolSheet_dialogbox')}

CoolSheets command
Block CoolSheet
Cascade CoolSheet
Deployment CoolSheet

Basic CoolSheet
Process CoolSheet
Pyramid CoolSheet
Statistical Process Control Charts

Format menu

Click a command below to learn more about it.

Fill	Specifies the background color, fill pattern, and pattern color for shapes.
Line	Changes the color, weight, and style of lines.
Ends	Changes the color, size, and arrowhead type of lines.
Effects	Changes the color, style, and depth of the effect for an object.
Font	Defines the font, size, style (bold, italic, underline, strikethrough), color of text, and whether or not it can be opaque.
Text Alignment	Defines the horizontal or vertical alignment of text and the text-to-page orientation (horizontal or vertical).
Object Properties	Displays and defines object information and behavior.
Chart Properties	Specifies master items, data fields, link and note indicators, and Living FlowCharts.
Shape Numbering	Hides or displays shape numbers, sets the next shape number, automatically renumber the shapes, or makes the Renumber tool active.

{button Related Topics,PI(``,`IDH_RT_FORMATMENU')}

Fill command
Line command
Ends command
Effects command

Font command
Text Alignment command
Object Properties command
Chart Properties command

Shape Numbering command

Chart Properties command

The Chart Properties command lets you change master items; data field options; link, note, and node indicators; and Living FlowCharts options.

Note

- The changes you make with this command affect all objects on the chart.

{button Related Topics,PI(`',`IDH_RT_Chart_Command_FC')}

To define master items
To move master items
To format fields
To choose indicators for shapes

To set options for Living FlowCharts
Format menu

Changes master items; data field options; link, note, and node indicators; and Living FlowCharts options.

Font command

The Font command defines the font, size, style (bold, italic, underline, strikethrough), color of text, and whether or not it is opaque.

Tips

- If you are creating text, either by typing when a line or shape is selected or by selecting the Text Tool and clicking to begin a new text block, the title bar of the dialog box includes "Editor," and the format you define is applied to any new text you create.
- If you have selected text, the title bar of the dialog box includes "Selected Object(s)," and the format you define is applied to the selected text and any new text you create.
- If you have not selected text, the title bar of the dialog box includes "Chart Default," and the format you define is applied to any new text you create.
- You also can use the buttons on the Formatting toolbar to specify formats.

{button Related Topics,PI(`',`IDH_RT_Font_Command')}

Format menu
Formatting toolbar
Determining the Way Text Looks
To choose text styles using the Format menu

Defines the font, size, style (bold, italic, underline, strikethrough), color of text, and whether or not it can be opaque.

Text Alignment command

The Text Alignment command defines the horizontal or vertical alignment of text and the text-to-page orientation (horizontal or vertical).

Tips

- If you are creating text, either by typing when a line or shape is selected or by selecting the Text tool and clicking to begin a new text block, the title bar of the dialog box includes "Editor," and the format you define is applied to any new text you create.
- If you have selected text, the title bar of the dialog box includes "Selected Object(s)," and the format you define is applied to the selected text and any new text you create.
- If you have not selected any text, the title bar of the dialog box includes "Chart Default," and the format you define is applied to any new text you create.
- You also can use the buttons on the Formatting toolbar to specify formats.

{button Related Topics,PI(`',`IDH_RT_Alignment_Command')}

Format menu
Formatting toolbar
Determining the Way Text Looks
To choose text styles using the Format menu

Defines the horizontal or vertical alignment of text and the text-to-page orientation (horizontal or vertical).

Fill command

The Fill command specifies the background color, fill pattern, and pattern color for shapes.

When you choose this command, the Fill tab of the Format Object dialog box opens.

Tip

- You also can use the buttons on the Formatting toolbar to fill shapes and make filled lines.

{button Related Topics,PI(`',`IDH_RT_Fill_Command')}

Format menu
Formatting toolbar
Determining the Way Shapes Look

Specifies the background color, fill pattern, and pattern color for shapes.

Object Properties command

The Object Properties displays and defines properties of objects. It opens the Object Properties dialog box. The Object Properties dialog box shows a picture of the shape, the shape number location, and the text area, along with the tools and buttons used to change the properties.

You can change the name of the shape, change its connect points and its number and text area, and choose other shape property options.

Note

- The properties you define are applied only to the selected shape.

{button Related Topics,PI(`',`IDH_RT_Shape_Information_Command')}

Format menu

Determining the Way Shapes Look

Shows the properties of the selected shape and lets you redefine them.

You can change the name of the shape, change its connect points and its number and text area, and choose other shape property options.

Shape Numbering command

The Shape Numbering command changes the numbering of any selected shapes and new shapes.

Note

- The numbering applies to any selected shape(s) in the chart and new shapes.

{button Related Topics,PI(``,`IDH_RT_Shape_Numbering_Command')}

Display Shape Numbers command
Set Next Shape Number command
Renumber tool command
Format menu

Determining the Way Shapes Look

Changes the numbering of the current shape and new shapes.

Display Shape Numbers command

The Display Shape Numbers command hides or displays shape numbers.

{button Related Topics,PI(`',`IDH_RT_Display_Shape_Numbers')}

To hide and display shape numbers
Shape Numbering command
Set Next Shape Number command
Renumber tool command

Format menu

To hide and display shape numbers

1 On the Format menu, click Shape Numbering .

2 Click Display Shape Numbers command.

{button Related Topics,PI(`',`IDH_RT_To_hide_and_display_shape_numbers')}

Shape Numbering command
Display Shape Numbers command
Set Next Shape Number command
Renumber tool command

Format menu

Hides or displays shape numbers.

Set Next Shape Number command

The Set Next Shape Number command lets you to specify whether or not you want the show number or renumber option to apply to all shapes, selected shapes, or new shapes.

Note

- The numbering applies to the selected shape(s) in the chart and new shapes.

{button Related Topics,PI(`',`IDH_RT_Renumber_command')}

Shape Numbering command
Display Shape Numbers command
To set the next shape number
Set Next Shape Number command

Renumber tool command
Format menu

Specifies whether or not you want the show number or renumber option to apply to all shapes, selected shapes, or new shapes.

To set the next shape number

1 On the Format menu, click Shape Numbering.

2 Type the next number and any text you want to appear beside the number in the Next Number box.

3 Click OK.

Notes

- The number and text you define appear in the next shape you place in the chart. The number automatically increases with each new shape.
- This feature only affects shapes that are numbered with the Shape Numbering feature. If you type a number in the shape, the number cannot be changed via this method.

{button Related Topics,PI(``,`IDH_RT_To_renumber_shapes')}

Shape Numbering command
Display Shape Numbers command
Auto Renumber command
Renumber tool command

Format menu

Auto Renumber command

The Auto Renumber command automatically renumbers the shapes in the active chart.

{button Related Topics,PI(`',`IDH_RT_Auto_Renumber_command')}

Shape Numbering command

Display Shape Numbers command

Set Next Shape Number command

Renumber tool command

Format menu

Automatically renumbers the shapes in the active chart.

To automatically renumber shapes

1 Select the shapes you want to renumber.

2 On the Format menu, click Shape Numbering.

3 Click Auto Renumber.

Note

- This feature only affects shapes that are numbered with the Shape Numbering feature. If you type a number in the shape, the number cannot be renumbered via this method.

{button Related Topics,PI(`',`IDH_RT_To_automatically_renumber_shapes')}

Shape Numbering command

Display Shape Numbers command

Set Next Shape Number command

Renumber tool command

Format menu

Renumber tool command

The Renumber tool command makes the Renumber tool active so that you can renumber shapes.

{button Related Topics,PI(`',`IDH_RT_Renumber_tool_command')}

To make the Renumber tool active
Shape Numbering command
Display Shape Numbers command
Set Next Shape Number command
Format menu

To make the Renumber tool active

1 On the Format menu, click Shape Numbers.

2 Click Renumber tool on the submenu.

Tip

- You also can use the Renumber tool on the Toolbox to renumber shapes.

{button Related Topics,PI(`',`IDH_RT_To_make_the_Renumber_tool_active')}

Shape Numbering command

Display Shape Numbers command

Set Next Shape Number command

Renumber tool command

Format menu

Makes the Renumber tool active so that you can renumber shapes.

Line command

The Line command ets you change the color, weight, and style of lines.

Tip

- You also can use the buttons on the Formatting toolbar to specify formats.

{button Related Topics,PI(`',`IDH_RT_Line_Command')}

Format menu
Formatting toolbar
Determining the Way Lines Look
To choose line styles using the Format menu

Changes the color, weight, and style of lines.

Ends command

The Ends command changes the color, size, and arrowhead type of lines.

Tip

- You also can use the buttons on the Formatting toolbar to specify formats.

{button Related Topics,PI(``,`IDH_RT_Ends_Command')}

Format menu
Formatting toolbar
Determining the Way Lines Look
To choose line styles using the Format menu

Changes the color, size, and arrowhead type of lines.

Effects command

The Effects command changes attributes of effects of the object. After you select if the object is to have an effect (shadow or 3D), you can change the color, style, and depth of the effect.

Tip

- Use the Apply button to make your changes and view the results without closing the dialog box.

{button Related Topics,PI(``,`IDH_RT_Effect_Command')}

Format menu
To choose object effects
Formatting toolbar

To choose object effects

1. To change the effects for existing objects as well as future objects, select the objects you want to change.
2. On the Formatting menu, click Effects.
3. Click the Effects tab.
4. To change the effect, click the radio button for the effect you want: None, Shadow, or 3D.
5. To change the effect color, click the down arrow, and click a color on the color palette.
6. To change the effect depth, click the up or down arrow by the Depth box and select the depth you want.
7. To change the effect style, click the style you want. Move the scroll bar to find additional styles.

Note

- You have to apply shadows to lines separately.

Tip

- You also can use the buttons on the Formatting toolbar to specify effects.

{button Related Topics,PI(`',`IDH_RT_To_choose_object_effects')}

Effects command

Format menu

Formatting toolbar

Changes the color, style, and depth of the effect for an object.

Chart Properties dialog box - Master Items tab

The Chart Properties dialog box - Master Items tab specifies which master items you want to appear and to select other master items options. The current master item displays in the associated information area.

{button Related Topics,PI(``,`IDH_RT_DB_Format_Chart_MasterItems')}

Chart Properties command
Format menu
To define master items
To move master items

Chart Properties dialog box - Indicators tab

The Chart Properties dialog box - Indicators tab specifies the indicators for shapes with links or notes.

Tips

- Link and Note indicators can be no longer than three characters.
- The font and text style options affect only the Note and Link indicators and only if the indicators are text.
- If you select Show Nodes On Lines, but you have no connecting lines, no nodes will appear. (Lines that overlap have crossovers instead of nodes.) Nodes appear at end points and where lines connect. They help you distinguish between connecting lines and lines that overlap. Nodes are represented by small solid circles on lines. You can click a node and drag it to resize or reposition the line.

{button Related Topics,PI(``,`IDH_RT_DB_Format_Chart_Indicators')}

Chart Properties command
Format menu
Indicators
To choose indicators for shapes

Shows and lets you specify which master items are to be displayed. Click the box to select or deselect a master item.

When you click a name in the list, additional options related to the master item will appear on the right.

Unchecks all check boxes.

Displays the master item chart name.

Associates text with the page number master item.

Selects the format for the date master item.

Updates date and time master items.

Enters text for Text1 master item.

Enters text for Text2 master item.

Enters path name for file containing the logo master item.

Displays master items on all the pages in the chart.

Displays master items on only the first page in the chart;

Shows the current placement for the data field and lists available options for you to choose from.

Specifies whether or not you want field names displayed on the chart.

Specifies and allows you to change the number of hours per day for duration fields.

Specifies and allows you to change the number of days per week for duration fields.

Shows the current data fields text font and lets you select another font.

Shows the current data fields text style and lets you select another style.

Shows the current data fields text size and lets you select another size.

Specifies and allows you to change the color for data fields.

Specifies and allows you to change whether or not data fields should be opaque.

Specifies up to three characters to be used as a link indicator.

Specifies whether you want shapes with links to have a shadow, icon indicator, or text indicator.

Specifies up to three characters to be used as a note indicator.

Specifies whether or not you want shapes with notes to display a shadow.

Shows or hides the nodes on line.

Shows the current note and indicator text font and lets you select another font.

Shows the current note and indicator text style and lets you select another style.

Shows the current note and indicator text size and lets you select another size.

Shows the current note and indicator text color and lets you select another color.

Chart Properties dialog box - Living FlowCharts tab

The Chart Properties dialog box - Living FlowCharts tab selects options for working with Living FlowCharts. You can hide or display the entity feedback or whether or not to automatically run the Living FlowChart after opening it. You can also set the delay for running the Living FlowChart. The Password button lets you set up or change the password for the flowchart.

{button Related Topics,PI(``,`IDH_RT_Format_Chart_Living_Flowcharts')}

To set options for Living FlowCharts

Chart Properties command

Format menu!

To set options for Living FlowCharts

1 On the Format menu, click Object Propertie.

2 Click the Living FlowCharts tab.

3 Click the Password button to select or change the password for the Living FlowChart.

4 Leave the Old Password box blank if this is a new password. If you are changing your password, type your password in this box.

5 Type your new password into the New Password box.

6 Type your new password into the Verify Password box to ensure you typed what you intended.

7 Click OK.

8 Click OK.

{button Related Topics,PI(`',`IDH_RT_To_set_options_for_Living_Flowcharts')}

What is a Living FlowChart?!

Format menu!

Displays the entity feedback. To not display the feedback, clear the check box.

Runs the Living FlowChart after you open the chart. To manually run the chart after opening, clear the check box.

Sets the delay for running the Living FlowChart.

Creates or changes the password for the active Living FlowChart.

Format Font dialog box - Font tab

The Format Font dialog box - Font tab defines the font, size, special effects (bold, italic, underline, strikethrough), color, and if you want your text opaque.

Tip

- You also can use the buttons on the Formatting toolbar to specify fonts.

{button Related Topics,PI(`',`IDH_RT_DB_Format_Text_Font')}

Format menu!

Determining the Way Text Looks!

To choose text styles using the Format menu!

Format Font dialog box - Alignment tab

The Format Font dialog box - Alignment tab specifies the horizontal and vertical alignment of text.

Tip

- You also can use the buttons on the Formatting toolbar to specify alignment.

{button Related Topics,PI(`',`IDH_RT_DB_Format_Text_Alignment')}

Format menu!

Determining the Way Text Looks!

To choose text styles using the Format menu!

Shows the current text effects (bold, italic, underline, strikethrough) for you to change. You may apply more than one text effect.

Shows the current text effects (bold, italic, underline, strikethrough) for you to change. You may apply more than one text effect.

Shows the current text effects (bold, italic, underline, strikethrough) for you to change. You may apply more than one text effect.

Shows the current text effects (bold, italic, underline, strikethrough) for you to change. You may apply more than one text effect.

Shows the current color and lists available colors for you to choose from.

Indicates whether the shape color will show through the text (not checked) or the text will appear on a white background (checked).

Provides a preview of the way the text will appear.

Shows the horizontal position of the text (Left, Center, or Right).

Shows the horizontal position of the text (Left, Center, or Right).

Shows the horizontal position of the text (Left, Center, or Right).

Shows the vertical position of the text (Top, Middle, or Bottom).

Shows the vertical position of the text (Top, Middle, or Bottom).

Shows the vertical position of the text (Top, Middle, or Bottom).

Lets you apply vertical orientation for text.

Lets you apply horizontal orientation for text.

Shows the current font and font size and the list of available fonts and sizes.

Format Object dialog box - Fill tab

The Format Object dialog box - Fill tab specifies the background color, fill pattern, and pattern color for shapes.

Tips

- The Color box determines the background color of the shape.
- If you select None for the Color, no pattern will display because the entire shape becomes transparent. In fact, if you select None and your shape has a shadow, you will be able to see its shadow through the shape.
- If you select None for the Pattern, the shape is again transparent (even if you have a color applied in the Color box).
- If you do not want a transparent shape, make sure Pattern is not None **and** Color is not None.
- Use the Apply button to make your changes and view the results without closing the dialog box.

{button Related Topics,PI(`',`IDH_RT_DB_Format_Object_Fill')}

Format menu

Determining the Way Shapes Look

Shows the current fill style and provides other styles you can select.

Shows the current fill foreground color and provides a color palette for other colors you can select.

Shows the current fill pattern color and provides a color palette for other colors you can select.

Provides a sample of pattern styles you can select for your object.

Provides a preview of your changes.

Provides a color palette for you to select the start color of your fill when you select a gradient pattern style.

Provides a color palette for you to select the end color of your fill when you select a gradient pattern style.

Provides a sample of gradient styles you can select for your object.

Format Object dialog box - Effects tab

The Format Object dialog box - Effects tab changes the color, style, and depth of the effect for an object.

{button Related Topics,PI(``,`IDH_RT_DB_Format_Object_Effects')}

Format menu

Determining the Way Shapes Look

Shows the current object effect and provides other effects you can select.

Shows the current object color and provides a color palette for other colors you can select.

Shows the object's depth (if shadow or 3D are selected) and lets you enter a value to change the depth.

Provides a sample of effect styles you can select for your object.

Provides a preview of your object with your changes.

Format Object dialog box - Line tab

The Format Object dialog box - Line tab changes the type, color, weight, and style of lines.

{button Related Topics,PI(`',`IDH_RT_DB_Format_Line')}

Format menu
Determining the Way Lines Look
To choose line styles using the Format menu

Format Object dialog box - Ends tab

The Format Object dialog box - Ends tab changes the type and size for line ends and crossovers.

{button Related Topics,PI(`',`IDH_RT_DB_Format_Ends')}

Format menu
Determining the Way Lines Look
To choose line styles using the Format menu

Shows the current line and lists available types for you to choose from.

Shows the current color and lists available colors for you to choose from.

Shows the current line weight and lists available weights for you to choose from.

Shows the current style and lists available styles (solid, dotted, dashed) for you to choose from.

Provides preview of the way the selected line will appear.

Shows the current arrowhead type and lists available types for you to choose from.

Shows the current arrowhead size and lists available sizes for you to choose from.

Shows the current color and lists available colors for you to choose from.

Shows the current arrowhead type and lists available types for you to choose from.

Shows the current arrowhead size and lists available sizes for you to choose from.

Shows the current color and lists available colors for you to choose from.

Shows the current crossover type for the chart and lists available crossovers for you to choose from.

Shows the current crossover jump size for the chart and lists available sizes for you to choose from.

Provides preview of the way the selected ends and crossovers will appear.

Applies the changes, but does not close the dialog box.

Object Properties dialog box - Properties tab

This dialog box lets you change the name of the shape and choose object properties behavior, such as:

- Resizing the object proportionally
- Using the default style of the shape when dropping the shape into a new chart
- Rotating the text when you rotate the shape
- Changing the default size of the shape

{button Related Topics,PI(``,`IDH_RT_ObjectProperties_db_Properties')}

To change the properties for new objects
To change the properties of an existing object
Object Properties command
Format menu

Object Properties dialog box - Living FlowCharts tab

This dialog box lets you apply a script password for the object, if applicable.

{button Related Topics,PI(`',`IDH_RT_ObjectProperties_db_LivingFlowCharts')}

Object Properties
To change a Living FlowChart's password
Object Properties command
Format menu

Displays the current shape name. You can apply a unique name to the selected shape.

Sets the default behavior to resizing the object proportionally.

Sets the default style of the shape when dropping the shape into a new chart.

Sets the default behavior to rotating text when you rotate the shape.

Sets the default width of the shape.

Sets the default height of the shape.

Displays the object ID the program assigned to the selected object.

Lets you apply a script password for the object, if applicable.

Importing Data into your Chart

{button Tell me how . . .,PI(`',`IDH_HT_Importing_Data_into_your_Chart')}

One of the options you have for providing data for the shapes in your chart is by importing data into a worksheet. The process for importing data into an active chart is:

- Set up your data fields
- Open the worksheet
- Open and follow the Data Import wizard

The following guidelines help you import your data more efficiently:

- Note the number of shapes as you will be importing one row of data for every shape.
- Note the number of fields and their names so that you can match up the fields when you are setting up the import.
- Know what kind of data you need, as the Data Import wizard provides you with different file formats: Excel files, database files, and text files.
- Look at the data you are importing to be sure it is in the basic format of the chart you want to import to. For example, is your text file tab-delimited? If not, the entire text file could import as one large field.

{button Related Topics,PI(`',`IDH_RT_Importing_Data_into_your_Chart')}

Using Data Fields
What is a Worksheet?

To set up a data field
To enter data in a worksheet
To enter data in the Field Viewer
To import data from a database

To import all data from Excel
To import selected data from Excel
To import data from a text file

Data Import wizard

{button Tell me how . . .,PI(`',`IDH_HT_Importing_Databases')}

When you are confident that your active chart and data file you are importing are compatible, to import your data, open the Data Import wizard in one of the following ways:

- Click Import Data on the Tools menu
- Click the Import Data button

  Import Data button

With the Data Import wizard, you can:

- Import all of the data in a file into your worksheet or specify the data you want to import.
- Select the source of your data (an Excel file, from databases, or from a tab-delimited text file)
- Query a database to specify the data you want to import, if you want to specify the data to import
- Map the selected data fields to those in your worksheet
- Place data directly into your active worksheet rows based on the data fields you selected

To provide you with more control over the data that you can bring in, the Data Import wizard has a SQL query builder so that you can query a database file for selected fields. Also, with its field mapping functionality, you can customize which imported data field goes to which of your active worksheet data fields.

Note

- You can access the Data Import wizard only if you are in an active worksheet.
- The Data Import wizard lets you use data in other databases. The databases from which you can import are:
  - dBASE files
  - Excel files
  - FoxPro files
  - MS Access
  - Paradox files
  - Text files
- To import one of the supported database, you must have installed the proper database driver for that particular database. You install the database driver with the Control Panel command in your system Start Up Settings options.

{button Related Topics,PI(`',`IDH_RT_Data_Import_wizard')}

Importing Data into your Chart
What is a Worksheet?
Selecting Database Source
Troubleshooting: Importing Data
Tools Menu

To import data from a database
To import all data from Excel
To import selected data from Excel

To import data from a text file
To set up database as an ODBC data source
To build a query

Troubleshooting: Importing Data

- I can't map the fields because no fields are listed in the Import Fields box.
- I can't display the Worksheet.
- I can't open a database.
- All of my data from Excel is imported, and I only wanted some of the data imported.
- All of my data from my text file is imported, and I only wanted some of the data imported.
- I want to import data, but there is an error message saying data fields are not set up.
- No fields show up in my query builder.

What is a Worksheet?

{button Tell me how . . .,PI(`',`IDH_HT_What_Is_Worksheet')}

The worksheet displays the data for your chart even if you entered the data with the Field Viewer or imported the data. The advantage of entering your data directly in the worksheet is that you can quickly view and compare the data for all shapes perhaps eliminating some errors in data entry.

The structure of the worksheet is:

- Every shape has a corresponding row
- Each data field has a corresponding column heading

The worksheet has many features for data entry, display, and modification. For example, ;you can:

- Hide the worksheet
- Dock (float) the worksheet
- Change row or column sizes
- Cut, copy, and paste data field information

Notes

- Shapes must be present before you can access the Worksheet command.
- Data fields must be set up before you can enter data.

Tip

- You do not have to close your worksheet to return to the chart. You can display both.

{button Related Topics,PI(`',`IDH_RT_Worksheet_concepts')}

Using Data Fields
Importing Data into your Chart
Worksheet command
View menu

To enter data in a worksheet
To change data in a worksheet
To set up a data field

To enter data in a worksheet

1. Click the Selector tool.

   Selector tool
2. Point to the cell in the worksheet that you want to enter data in.
3. Type the data in the cell.

Tip

- You can also enter data using the Field Viewer.

{button Related Topics,PI(``,`IDH_RT_To_enter_data_in_a_worksheet')}

To enter data in the Field Viewer
To set up a data field
What is a Worksheet
Worksheet command
View menu

To change data in a worksheet

1 Click the Selector tool.

-

  Selector tool

2 Point to the cell in the worksheet that you want to change the data in.

3 Type your changes.

Tip

- You can also make changes to data using the Field Viewer.

{button Related Topics,PI(``,`IDH_RT_To_change_data_in_a_worksheet')}

To enter data in the Field Viewer
To set up a data field
What is a Worksheet
Worksheet command
View menu

To sort worksheets

1 Place your cursor in your worksheet.

2 Click the right mouse button.

3 Select what object/field to sort by.

4 Select whether to sort in ascending or descending order.

5 Click OK.

{button Related Topics,PI(`',`IDH_RT_To_sort_worksheets')}

What is a Worksheet
Worksheet command
View menu

To change column sizes in your worksheet

1 Click the column you want to resize.

2 Move your cursor along the edge of the column to resize until a double-ended arrow displays.

3 Hold down the left mouse button, and move the arrow until the column is the desired width.

{button Related Topics,PI(`',`IDH_RT_To_change_column_sizes')}

To change row sizes in your worksheet

What is a Worksheet

Worksheet command

View menu

To change row sizes in your worksheet

1 Click the row you want to resize.

2 Move your cursor along the edge of the row to resize until a double-ended arrow displays.

3 Hold down the left mouse button, and move the arrow until the row is the desired height.

{button Related Topics,PI(`',`IDH_RT_To_change_row_sizes')}

To change column sizes in your worksheet

What is a Worksheet

Worksheet command

View menu

To hide the worksheet

- On the View menu, click Worksheet while in the active worksheet.

or

- You can also click the right mouse button while in the active worksheet, and then click Hide.

{button Related Topics,PI(``,`IDH_RT_To_hide_the_worksheet')}

To dock the worksheet
What is a Worksheet
Worksheet command
View menu

To dock the worksheet

- In the active worksheet, click the right mouse button, and click Docking View.

{button Related Topics,PI(``,`IDH_RT_To_dock_the_worksheet')}

To hide the worksheet
What is a Worksheet
Worksheet command
View menu

Worksheet command

The Worksheet lets you view and change data. You can show or hide the worksheet. You can enter data by typing in the worksheet or by using the Field Viewer command.

Tips

- You can change the data by typing over data directly in the worksheet, in the Field Viewer dialog box, or on the chart.
- To import external data, use the Import Data command or the Import Data button on the Data toolbar.

  Import Data button

{button Related Topics,PI(``,`IDH_RT_worksheet_command')}

To import data from a database
To set up database as an ODBC data source
To import all data from Excel
To import selected data from Excel
To import data from a text file

Selecting Database Sources

{button Tell me how . . .,PI(`',`IDH_HT_Selecting_Database_Source')}

To import data, you need to select the database source that has your data. You select the data format using the Data Import wizard. The Data Import wizard lists three data formats for your selection:

- Excel (worksheet with .xls extension)
- Database (ODBC data source)
- Text (file with .txt extension)

Note

- Your ODBC database source is one that you must have set up before importing data. If you do not have one set up, the procedure for setting up a database source includes a shortcut that allows you to set one up.

Tip

- With Excel files, you can import all data or you can select which data fields you want to import.

{button Related Topics,PI(`',`IDH_RT_Selecting_Database_Source')}

Using Data Fields
Importing Data into your Chart
Data Import wizard
What is an ODBC Source?

To import data from a database
To set up database as an ODBC data source
To import all data from Excel
To import selected data from Excel
To import data from a text file

What is an ODBC Source?

{button Tell me how . . .,PI(`',`IDH_HT_What_is_an_ODBC_source')}

An Open Database Connectivity (ODBC) data source includes the data you wants to access and the information needed to access that data. ODBC is the driver manager and a set of ODBC drivers that allow the program access to data using SQL as a standard language. ODBC is needed for the Data Import wizard to allow importing data from external databases and to allow custom searches (queries) of the database so that you can select specific fields to import.

Examples of data sources are:

- A SQL Server database, the server on which it resides, and the network used to access that server.
- A directory containing a set of dBASE files you want to access.

The Data Import wizard supports the following external databases:

- dBASE
- Excel
- FoxPro
- MS Acess 7.0 Database
- Paradox
- Text

{button Related Topics,PI(`',`IDH_RT_What_is_an_ODBC_source')}

Using Data Fields
Importing Data into your Chart
Data Import wizard
What is an ODBC Source?

To set up database as an ODBC data source

How Do I Query a Database?
{button Tell me how . . .,PI(`',`IDH_HT_How_Query_Database')}

A query is a customized search of a database for specific database fields that meet specific requirements. A query is customized in that you select which database fields you want to find.

After you indicate the database source, the Data Imoprt wizard lists the fields in that database. The process for querying a database with the Data Import wizard is basically pointing to those fields you want to import. This process is called building a query by the Data Import wizard.

After building your query, you can use the Data Import wizard to tell the program which of the fields in your chart to place the data field you are importing. This is called field mapping.

{button Related Topics,PI(`',`IDH_RT_How_Query_Database')}

What is SQL?
What is a Query Builder?
What is Field Mapping?

To build a query
To execute the last query
To use an external SQL query

What is a Query Builder?

{button Tell me how . . .,PI(`',`IDH_HT_What_Is_a_Query_Builder')}

The SQL Query Builder in the Data Import wizard has two functions:

- List the fields in your database file for you to make your selection
- Display the fields you have chosen that will make up your query

When you are using the SQL Query Builder in the Data Import wizard, you will point to the fields you want to use, and then verify in the SQL Query box that the fields you indicated are in the query.

{button Related Topics,PI(`',`IDH_RT_What_Is_a_Query_Builder')}

What is SQL?
How Do I Query a Database?

To build a query
To use an external SQL query
To execute the last query

What is SQL?

Structured Query Language (SQL) is a language the program uses to retrieve, update, and manage data. This program uses the information you provide in the Data Import wizard’s SQL Query Builder to write a command, or SQL statement, that will actually perform the query of the database.

{button Related Topics,PI(`',`IDH_RT_What_Is_SQL')}

How Do I Query a Database?
What is a Query Builder?

What is Field Mapping?
{button Tell me how . . .,PI(`',`IDH_HT_What_Is_Field_Mapping')}

Field Mapping with the Data Import wizard lets you map the data field you are importing to the data field in your chart. The Data Import wizard's Field Mapping page lists the Import Fields and Application Fields. By selecting the Import Field and then the Application field, the two fields are mapped.

Tips

- You can import the data from a field to more than one field.
- You can ignore mapping data.

{button Related Topics,PI(`',`IDH_RT_What_Is_Field_Mapping')}

Importing Data into your Chart

To map fields

To import selected data from Excel

1 Use the Data Import wizard to import selected data from Excel.

2 Click Excel file, and click Next.

3 Enter the file name in the Enter the data file name box, and click Next.

4 Select the data you want to import.

5 Click Finish.

Tips

- If your chart does not contain as many shapes and lines as rows of data you want to import, some data will not be imported.
- In the Data Import wizard - Finished page, you may only select consecutive rows of data.

{button Related Topics,PI(`',`IDH_RT_To_import_selected_data_from_Excel')}

To import all data from Excel
To import data from a database
To import data from a text file
Importing Data into your Chart

To import all data from Excel

1 Use the Data Import wizard to import all data from Excel.

2 In the Data Import wizard - Data Import Type page, click Excel File, and click Next.

3 Enter the file name in the Enter the data file name box, and click Next.

4 Select the data you want to import.

5 Click Finish.

Tips

- If your chart does not contain as many shapes and lines as rows of data you want to import, some data will not be imported.
- In the Data Import wizard - Finished page, you may only select consecutive rows of data.

{button Related Topics,PI(``,`IDH_RT_To_import_all_data_from_Excel')}

To import selected data from Excel
To import data from a database
To import data from a text file
Importing Data into your Chart

To import data from a text file

1 Use the Data Import wizard to import all data from a text file.

2 In the Data Import wizard - Data Import Type page, click Text File, and click Next.

3 Enter the file name in the Enter the data file name box, and click Next.

4 Select the data you want to import.

5 Click Finish.

Tips

- If your chart does not contain as many shapes and lines as rows of data you want to import, some data will not be imported.
- In the Data Import wizard - Finished page, you may only select consecutive rows of data.

{button Related Topics,PI(``,`IDH_RT_To_import_data_from_text_file')}

To import all data from Excel
To import selected data from Excel
To import data from a database
Importing Data into your Chart

Data Import wizard - Open File page

The Data Import wizard Open File page lets you open your database file. If the file you want to open does not open after you enter the file name in the Enter the data file name box, clicking the Browse button displays a list of files.

{button Related Topics,PI(``,`IDH_RT_Open_File_Dialog_Box_DataImportWizard')}

To open a file in Data Import wizard
Importing Data into your Chart
Selecting Database Source

To open a file in Data Import wizard

- In the Data Import wizard - Open File page, enter the file name in the Enter the data file name box, and click Next.

Note

- If the file you want to open does not open after you enter the file name in the Enter the data file name box, clicking the Browse button displays a list of files.

{button Related Topics,PI(``,`IDH_RT_To_open_a_file_in_DataImportwizard')}

To import all data from Excel
To import selected data from Excel
To import data from a database
To import data from a text file
Importing Data into your Chart

To import data from a database

1 Create one shape for each row you want to import.

2 Set up the fields for the data you want to import.

3 On the Tools menu, click Import Data, and then click Next.
4 Click Database, and click Next.
5 Click the database you want to import from, and click Next.
6 Click Query Builder.
7 In the Fields box, hold down the **Ctrl** key, click each field you want to import, and then click OK.
8 Click Next.
9 Click on an Import Field, then click the Application Field where you want to put the data, and then click OK.

10 Repeat Step (9) for each Import Field you want to import.

11 Click Next.
12 Select the data you want to import.

13 Click Finish.

Tips

- In the SQL Query Builder page, you can select more than one field by holding the **Ctrl** key.
- If the name of the database you want to use does not appear in the Data Source list, you need to set it up as a data source.
- If your chart does not contain as many shapes and lines as rows of data you want to import, some data will not be imported.
- In the Data Import wizard - Finished page, you may only select consecutive rows of data.

{button Related Topics,PI(``,`IDH_RT_import_data')}

Data Import wizard
To set up database as an ODBC data source
To build a query
To map fields

Worksheet command
Import Data command
Troubleshooting: Importing Data

To set up database as an ODBC data source

1 Click

2 Click Add.

3 From the Installed ODBC Drivers list, select the name of the driver that the data source will use.

4 Click OK. A dialog box is displayed.

5 Enter information about the data source, such as its name, version number, or location.

{button Related Topics,PI(`',`IDH_RT_Setting_up_Database')}

The 32bit ODBC utility is missing from your Windows Control Panel. You may not have any ODBC drivers installed. ODBC drivers are typically installed when you install database programs or spreadsheet programs. If you have such a program on your system and want to import data from it into FlowCharter, try running the prorgram's setup utility. Look for an installation option that lets you install its ODBC driver. Refer to the program's documentation for details.

Data Import wizard
To import data from a database
Worksheet command
Import Data command

Troubleshooting: Importing Data

Data Import wizard - Introduction page

The Data Import wizard Introduction page is the first page you see after:

- Clicking Import Data button

  Import Data button
- Clicking Import Data command
- Clicking Data Import wizard command

From this page, you continue with the Data Import wizard. Before you continue, you should have done the following:

- Created a shape for every row of data you plan to import into the chart
- Set up one field for each column of data you plan to import
- Set up your database as a database source
- Display the worksheet, and click the cell when you want the data to start

If you haven't done one or more of these tasks, click Cancel to leave the Data Import wizard.

Click Related Topics if you need help with any of these tasks.

{button Related Topics,PI(`',`IDH_RT_Data_Introduction_db')}

Data Import wizard
Worksheet command
Import Data command
View Menu

Troubleshooting: Importing Data

Data Import wizard - Data Import Type page

Use the Data Import wizard Import Type page to select the source for your data.

You can select an Excel file, a database source, or a text file. You can also execute the last query.
If you want to import an entire Excel file, click Excel File. If you want to import an entire text file, click Text File.
If you want to import selected parts of an Excel file or a text file, click Database. (You must have the Microsoft Excel ODBC driver installed in order to do this.)

{button Related Topics,PI(``,`IDH_RT_Data_Import_Type')}

Data Import wizard
Worksheet command
Import Data command
View Menu

Troubleshooting: Importing Data

Imports an entire Excel file.

Imports a database if your data was created in an ODBC-enabled program. These programs include Excel, dBase, FoxPro, Paradox, and Access. To use this option, you must have the ODBC driver for the program installed on your PC.

Imports a text tile if your data is in a text file format.

Executes your previous query.

Data Import wizard - Data Source page

The Data Import wizard Data Source page selects the database file. This page lists the database sources:

- Excel file
- Database
- Text file

Notes

- The database you select must be ODBC-compliant.
- You must have set up the database from the Control Panel before you can import from it.

{button Related Topics,PI(`',`IDH_RT_Data_Sources')}

Data Import wizard

To set up database as an ODBC data source

Troubleshooting: Importing Data

Lists the database sources that you can use. You must have set up your database as an ODBC source.

Data Import wizard - SQL Query page

The Data Import wizard SQL Query page accesses the Query Builder and then enter the query.

You can do the following in this box:

- Type in a SQL query
- Paste a query from the Clipboard
- Automatically enter a query using the Query Builder button

A query appears in this box if you have executed a query previously. You may delete it by pressing the **Delete** key or you may modify it or reuse it. If you click Query Builder and build a new query, it will replace the one in the box.

{button Related Topics,PI(`',`IDH_RT_SQL_query_db')}

Data Import wizard

To build a query

Troubleshooting: Importing Data

Builds a query for retrieving data. The Query Builder lets you select data you want to import.

Shows the query that will be used to select the data. You can either enter a SQL query in it or use the Query Builder to insert automatically.

To build a query

1 Use the Data Import wizard to select a database.

2 In the Data Import wizard - SQL Query page, click Query Builder.

3 Click the table that has the fields you want to import, if necessary.

4 Hold down the **Ctrl** key, and click the fields you want to import.

5 Click OK.

{button Related Topics,PI(`',`IDH_RT_Building_Query')}

Data Import wizard
What is a Query Builder?
What is SQL?
Troubleshooting: Importing Data

SQL Query Builder page

The SQL Query Builder page lists the fields in the database you selected. Based on your selections, the Query Builder writes a query in SQL and inserts it in the query box.

{button Related Topics,PI(`',`IDH_RT_SQL_Query_Builder')}

Data Import wizard

To build a query

Troubleshooting: Importing Data

Lists the tables of your database. Click each table to get its list of fields. Often a database has only one tables.

Lists the fields in each table.

Lists your query selections.

To use an external SQL query

1 In the Data Import wizard - SQL Query page, click Query Builder.

2 Click the table that has the fields you want to import, if necessary.

3 Hold down the **Ctrl** key, and click the fields you want to import.

4 Click OK.

{button Related Topics,PI(`',`IDH_RT_to_use_external_query')}

To execute the last query
What is a Query Builder?
What is SQL?
Importing Data into your Chart

To execute the last query

1 In the Data Import wizard - Data Import Type page, click Execute Last Query.

2 Click the rows of data you want to import, if necessary.

3 Click Finished.

{button Related Topics,PI(`',`IDH_RT_to_execute_last_query')}

To use an external SQL query
What is a Query Builder?
What is SQL?
Importing Data into your Chart

Data Import wizard - Field Mapping page

The Data Import wizard▪Field Mapping page to map the import fields with the fields in your chart.

{button Related Topics,PI(`',`IDH_RT_Data_Field_Mapping')}

Data Import wizard

To map fields

Troubleshooting: Importing Data

Lists the fields you selected to import from your database.

Lists the fields in your chart.

To map fields

1 Use the Data Import wizard - Field Mapping page to map fields.

2 In the Import Fields box, click the field to map.

3 In the Application Fields box, click the field that you want the import information placed. A line between the two fields displays when the mapping for those fields is made.

4 Repeat Step 2 until all fields you want mapped are mapped.

5 Click Next.

Tips

- You can connect an Import field to more than one Application field by holding down the **Ctrl** key and clicking additional Application fields. The lines between the Import Fields and Application Fields display the extra connection.
- If the order is already the way you want, click Finish.
- To ignore previous mapping, click Ignore Mapping.

{button Related Topics,PI(`',`IDH_RT_Mapping_Data_Fields')}

What is Field Mapping?

Data Import wizard

Troubleshooting: Importing Data

CIgnores previous mapping.

To select specific data to import

1. In the Data Import wizard - Finished page, point to the data you want and drag the cursor to show the range.
2. Click Finish.

Note

- If you select more data than there is room for in your worksheet, you will get an error message. If you click Yes to proceed, the program will import the beginning portion of the data you selected, onlyto what will fill your worksheet.

{button Related Topics,PI(``,`IDH_RT_select_specific_data_to_import')}

Using Data Fields
Data Import wizard
Importing Data into your Chart

Data Import wizard - Finished page

The Data Import wizard - Finished page lets you select the data you want to import (if you are selecting specifi data), indicate that you are finished with the importing data process and want to return to the program with the data, or return to previous wizard pages to change some of your selection.

{button Related Topics,PI(``,`IDH_RT_Data_import_wizard_finished_page')}

To select specific data to import

Importing Data into your Chart

Data Import wizard

To create a histogram

1 On the Insert menu, click SPC chart, and click Next.

2 In the Chart Type list box, click Histogram, and click Finish.

3 On the worksheet, enter the label for each category.

4 Enter the value for each category.

5 Click Chart.

Notes

- These steps assume that DataAnalyzer is not active, that you have a chart displayed, and that you want to create an SPC chart.
- Histogram charts can have only two columns.

{button Related Topics,PI(``,`IDH_RT_Creating_a_histogram')}

To import data into your chart
To set up charts
To make a chart 3-D

Histograms
Statistical Process Control Charts (SPC Charts)

To create a Pareto chart

1 On the Insert menu, click SPC chart, and click Next.

2 In the Chart Type list box, click Pareto, and click Finish.

3 On the worksheet, enter the label for each category.

4 Enter the value for each category.

5 Click Chart.

Notes

- These steps assume that DataAnalyzer is not active, that you have a chart displayed, and that you want to create an SPC chart.
- Pareto charts can have only two columns.

Tip

- If you have several categories with small numbers of defects, consider grouping them in a category called Other.

{button Related Topics,PI(``,`IDH_RT_Creating_a_pareto')}

To import data into your chart

To set up charts

To make a chart 3-D

Pareto charts

Statistical Process Control Charts (SPC Charts)

Applies the changes to your chart or worksheet. Use the Apply button when you want to view the results of your changes and leave the dialog box open so you can make more changes.

Displays information about the dialog box.

To create a pie chart

1 On the Insert menu, click SPC chart, and click Next.

2 In the Chart Type list box, click Pareto, and click Finish.

3 On the worksheet, enter the label for each category.

4 Enter the value for each category.

5 Click Chart.

Notes

- These steps assume that DataAnalyzer is not active, that you have a chart displayed, and that you want to create an SPC chart.
- Pie charts can have only two columns.

{button Related Topics,PI(``,`IDH_RT_Creating_a_pie_chart')}

To import data into your chart
To set up charts
To make a chart 3-D
Pie charts

Statistical Process Control Charts (SPC Charts)

To create an SPC chart

1 On the Insert menu, click SPC chart, and click Next.

2 In the Chart Type list box, click the type of chart you want to create, and click Finish.

3 On the worksheet, enter the label for each category.

4 Enter the value for each category.

5 Click Chart.

Notes

- These steps assume that DataAnalyzer is not active, that you have a chart displayed, and that you want to create an SPC chart.
- Moving Range, Histogram, Pareto, C, and Pie charts can have only two columns.
- Run charts must have at least two columns and can have no more than 128 columns.
- X Avg, R charts must have at least three columns and can have no more than 26 columns.
- P, NP, and U charts can only have three columns.
- Scatter charts must have at least three columns and can have no more than 128 columns.

{button Related Topics,PI(``,`IDH_RT_Creating_an_SPC_chart')}

To import data into your chart

Statistical Process Control Charts (SPC Charts)

To create a scatter chart

1 On the Insert menu, click SPC chart, and click Next.

2 In the Chart Type list box, click Scatter chart, and click Finish.

3 On the worksheet, enter the label for each category.

4 Enter the value for each category.

5 Click Chart.

Notes

- These steps assume that DataAnalyzer is not active, that you have a chart displayed, and that you want to create an SPC chart.
- Scatter charts must have at least three columns and can have no more than 128 columns.

{button Related Topics,PI(``,`IDH_RT_Creating_a_scatter_diagram')}

To import data into your chart

Scatter charts

Statistical Process Control Charts (SPC Charts)

To create a control chart

1 On the Insert menu, click SPC chart, and click Next.

2 In the Chart Type list box, click the type of control chart you want, and click Finish. (Use the More button to display information about each chart type.)

3 On the worksheet, enter the label for each category.

4 Enter the value for each category.

5 Click Chart.

Notes

- These steps assume that DataAnalyzer is not active, that you have a chart displayed, and that you want to create an SPC chart.
- C charts can have only two columns.
- P, NP, and U charts can only have three columns.

{button Related Topics,PI(``,`IDH_RT_Creating_control_charts')}

To import data into your chart

To set up charts

To make a chart 3-D

Control charts

Statistical Process Control Charts (SPC Charts)

To create a run chart

1 On the Insert menu, click SPC chart, and click Next.

2 In the Chart Type list box, click Run chart, and click Finish.

3 On the worksheet, enter the label for each category.

4 Enter the value for each category.

5 Click Chart.

Notes

- These steps assume that DataAnalyzer is not active, that you have a chart displayed, and that you want to create an SPC chart.
- Run charts must have at least two columns and can have a maximum of 128 columns.

{button Related Topics,PI(``,`IDH_RT_Creating_a_run_chart')}

To import data into your chart

To set up charts

To make a chart 3-D

Run charts

Statistical Process Control Charts (SPC Charts)

To create an XAvg, R control chart

1 On the Insert menu, click SPC chart, and click Next.

2 In the Chart Type list box, click XAvg, R control chart, and click Finish.

3 On the worksheet, enter the label for each category.

4 Enter the value for each category.

5 Click Chart.

Notes

- These steps assume that DataAnalyzer is not active, that you have a chart displayed, and that you want to create an SPC chart.
- X Avg, R control charts must have at least three columns and can have no more than 26 columns.

{button Related Topics,PI(`',`IDH_RT_Creating_XAvg_R_control_charts')}

To import data into your chart

To set up charts

To make a chart 3-D

XAvg, R control charts

Statistical Process Control Charts (SPC Charts)

To create Moving Range charts

1 On the Insert menu, click SPC chart, and click Next.

2 In the Chart Type list box, click Moving Range chart, and click Finish.

3 On the worksheet, enter the label for each category.

4 Enter the value for each category.

5 Click Chart.

Notes

- These steps assume that you are in DataAnalyzer, that you have an active chart, and that you want to create a new chart.
- Moving Range charts can have only two columns.

{button Related Topics,PI(``,`IDH_RT_Creating_Moving_Range_charts')}

To import data into your chart

To set up charts

To make a chart 3-D

Moving Range charts

Statistical Process Control Charts (SPC Charts)

To create P control charts

1 On the Insert menu, click SPC chart, and click Next.

2 In the Chart Type list box, click P control chart, and click Finish.

3 On the worksheet, enter the label for each category.

4 Enter the value for each category.

5 Click Chart.

Notes

- These steps assume that DataAnalyzer is not active, that you have a chart displayed, and that you want to create an SPC chart.
- P control charts can only have three columns.

{button Related Topics,PI(``,`IDH_RT_Creating_P_control_charts')}

To import data into your chart

To set up charts

To make a chart 3-D

P control charts

Statistical Process Control Charts (SPC Charts)

To create NP control charts

1 On the Insert menu, click SPC chart, and click Next.

2 In the Chart Type list box, click NP control chart, and click Finish.

3 On the worksheet, enter the label for each category.

4 Enter the value for each category.

5 Click Chart.

Notes

- These steps assume that DataAnalyzer is not active, that you have a chart displayed, and that you want to create an SPC chart.
- NP control charts can only have three columns.

{button Related Topics,PI(``,`IDH_RT_Creating_NP_control_charts')}

To import data into your chart

To set up charts

To make a chart 3-D

NP control charts

Statistical Process Control Charts (SPC Charts)

To create C control charts

1 On the Insert menu, click SPC chart, and click Next.

2 In the Chart Type list box, click C control chart, and click Finish.

3 On the worksheet, enter the label for each category.

4 Enter the value for each category.

5 Click Chart.

Notes

- These steps assume that DataAnalyzer is not active, that you have a chart displayed, and that you want to create an SPC chart.
- C control charts can have only two columns.

{button Related Topics,PI(``,`IDH_RT_Creating_C_control_charts')}

To import data into your chart

To set up charts

To make a chart 3-D

C control charts

Statistical Process Control Charts (SPC Charts)

To create U control charts

1 On the Insert menu, click SPC chart, and click Next.

2 In the Chart Type list box, click U control chart, and click Finish.

3 On the worksheet, enter the label for each category.

4 Enter the value for each category.

5 Click Chart.

Notes

- These steps assume that DataAnalyzer is not active, that you have a chart displayed, and that you want to create an SPC chart.
- U control charts can only have three columns.

{button Related Topics,PI(``,`IDH_RT_Creating_U_control_charts')}

To import data into your chart

To set up charts

To make a chart 3-D

U control charts

Statistical Process Control Charts (SPC Charts)

Insert menu

Click a command below to learn more about it.

Link	Changes a link for selected objects.
Data Field	Creates or arranges a data field.
Legend	Hides or shows a chart legend.
Starting Point	Selects a starting shape for a Living FlowChart.
CoolSheet	Inserts a CoolSheet into a chart.
Guideline	Adds a guideline to the chart and adjusts them.
SPC Chart	Inserts a Statistical Process Control chart into a flowchart.
Object	Inserts a drawing, image, or other object into a chart.

{button Related Topics,PI(`',`IDH_RT_InsertMenu')}

Link command
Data Field command
Legend command
Starting Point command

CoolSheets command
Guideline command
SPC Chart command
Object command (Insert menu)

Link command

The Link command opens a list of objects linked to the active chart.

Use this command to update the object with changes made in the source file, open the source file, change the source file or item, or break the link to the source file.

Note

- You can only change the links of linked objects. For example, you cannot break a link of an inserted object.

{button Related Topics,PI(`',`IDH_RT_Link_Command')}

To clear links

To group and link objects

To open linked charts

To clear links

To link a shape to another chart

To open linked charts

Legend command

The Legend command in the Insert menu inserts a special shape, the "Legend," which reports the totals of the fields. The reported totals reflect the current state of the fields on the chart and update automatically when any field changes. As with other shapes the "totals" in this shape will be shown in the same font and style as other data.

Note

- This legend is not the same as the legend for an SPC chart. To display or hide an SPC chart’s legend, activate the SPC chart by double-clicking on it. On the Insert menu, click Legend. An SPC chart’s legend identifies the different elements of the SPC chart.

{button Related Topics,PI(`',`IDH_RT_Legend_Command')}

To display or hide a chart legend

Insert menu

To display or hide a chart legend

1 On the Insert menu, click Legend. If the legend was hidden it is now displayed. If it was shown, it is now hidden.

2 Move the shape to where you want it. Move the legend just like any other shape.

Notes

- You can select, retype, and style the legend title.
- You can replace and style the legend shape.
- This legend is not the same as the legend for an SPC chart. To display or hide an SPC chart's legend, activate the SPC chart by double-clicking on it. On the Insert menu, click Legend. An SPC chart's legend identifies the different elements of the SPC chart.

{button Related Topics,PI(`',`IDH_RT_To_display_or_hide_a_FlowCharter_chart_legend')}

Legend Command

Insert menu

SPC Chart command

The SPC Chart command on the Insert menu creates and inserts a SPC (Statistical Process Control) data chart.

When you choose this command, the Chart wizard opens to help you choose a SPC chart type.

{button Related Topics,PI(`',`IDH_RT_SPC_Chart_Command')}

Statistical Process Control Charts (SPC Charts)
To create an SPC chart

Selects a starting shape for a Living FlowChart.

Guideline command

The Guideline command on the Insert menu lets you add horizontal or vertical guidelines to a chart. Guidelines let you align shapes of different sizes to achieve an attractive, organized appearance for the chart. Guidelines do not appear in the printed chart.

{button Related Topics,PI(`',`IDH_RT_Guideline_Command')}

Working with guidelines
To create a guideline
Showing and hiding guidelines
Aligning shapes to guidelines

Object command (Insert menu)

{button OLE Automation,PI(`',`IDH_OA_InsertObjectFromFile_Method')}

The Object command on the Insert menu lets you insert a new or existing object into a chart from an OLE-compatible program on your system.

If you insert from an existing file, you can link the object to the source file. You also have the option to display the inserted object as an icon instead of a full graphic.

{button Related Topics,PI(`',`IDH_RT_Object_Command')}

To insert a new object in a chart

To insert an object from a file

Changes the link for selected objects.

Attaches fields to shapes so that you can associate data with the shape. Before you can attach fields to a shape, you must set up the fields. The table of fields includes field names, field type, field format, an accumulation method (formula), and an option to show or hide the field descriptions in the chart.

Reports the totals of the fields. The reported totals reflect the current state of the fields on the chart and update automatically when any field changes. As with other shapes the "totals" in this shape will be shown in the same font and style as other data. The Legend command is in the Insert menu.

Creates and inserts a SPC (Statistical Process Control) data chart. When you choose this command, the ABC Chart Wizard opens to help you choose an SPC chart type.

Inserts CoolSheets into a chart.

Adds horizontal or vertical guidelines to a chart. Guidelines let you align shapes of different sizes to achieve an attractive, organized appearance for the chart. Guidelines do not appear in the printed chart.

Adds horizontal guidelines to a chart.

Adds vertical guidelines to a chart.

Inserts a new or existing object into a chart from an OLE-compatible program on your system.

Insert Object dialog box

The Insert Object dialog box lets you choose an object to insert into your chart. You may create a new object or choose an existing one.

{button Related Topics,PI(``,`IDH_RT_Insert_Object_Dialog_Box')}

To insert a new object in a chart
To insert an object from a file
Object command (Insert menu)
Edit menu

Inserts a new object into your chart.

You select an object type from the list of OLE-compatible programs shown in the Object Type list. When you click OK, a new, empty object is inserted in the program window, and the object program opens for you to fill in the empty object. The object appears in both the object’s program and this program at the same time.

Describes what happens when you select the selected object type.

Inserts an existing object into your chart.

You open an existing OLE-compatible file that contains the object you want to insert in FlowCharter. The object is embedded into your chart.

IDH_CSH_Object_Type_Insert_ObjectLists the available types of objects you can insert into your chart.

Shows the object as an icon rather than the object itself in your chart.

Getting Started

{button Show Lessons,JI(`',`IDH_Tutorials')}

FlowCharter tutorials contain several "mini" tutorials that you can work through at your own pace. Each tutorial takes less than five minutes to complete.

Before starting the tutorials, you should know how to open menus, choose commands, and select objects using a mouse. Each tutorial lets you practice with an existing FlowCharter file, so you should know how to open and close files in FlowCharter.

You can follow the tutorials from first to last, or you can skip to the ones that interest you the most. None of the tutorials assume that you have worked through any of the other tutorials.

The tutorial files are on the CD-ROM in a directory called TUTORIAL. The files are not automatically installed on your PC. You can either use the tutorial files from the CD-ROM, or copy them all to a directory on your PC.

If you installed FlowCharter 7 from your network, contact your system administrator to find out where the tutorial files are.

Tips

- Use the Browse buttons, and --at the top of this window--to advance to the next or previous lesson.
- When you finish each tutorial, *do not save changes* to it. Just click Close on the File menu, then click No in the dialog box.

:

Lessons

Using Help

Working with Shapes

Working with Lines

Creating a Simple Flowchart

Viewing a Chart

Attaching Notes and Numbering Shapes

Entering and Editing Text

Setting Up a Table for Data

Enhancing Shapes

Using Color in a Chart

Changing the Display Order of Objects

Customizing the Shape Palette

Defining Shape Properties

Creating an Organization Chart

Creating a Cause-and-Effect Chart

Using Help

The Help system is the best way to find answers to your FlowCharter questions. The hint line, the ToolTips, and the context-sensitive help let you find out quickly how to use FlowCharter features. For more information, you can read about FlowCharter concepts and procedures in the Help system.

Tips

- The hint line appears in the status bar, at the bottom of the window. The text in the hint line changes when the pointer is located over most program elements.
- ToolTips appear when you pause the pointer over a button or tool. ToolTips are on by default, but you can turn them off. To do so, click the View menu, click Toolbars, and clear the Show ToolTips check box.

In this tutorial, you find help on the window elements using the hint line and ToolTips, and you find help on the Open command by several different methods: using context-sensitive help (**F1**), using the table of contents, using the Index, and using the Find tab.

What do you want to do?	What kind of Help to use	What to do
Find a quick answer to a specific question	**Index tab**	In the Index, type a key word.
Learn about a FlowCharter feature or concept	**Contents tab**	In the Contents, double-click a book you want to read, then double-click a page you want to read.
Find out what an item is in the program	**ToolTip** (and if that doesn't tell you enough)	Rest your cursor over the item for a moment. Its name will display.
	F1 (and if THAT doesn't tell you enough)	Press **F1** and read the brief description of the item.
	Index tab	Type the name of the item. There will often be more information about it in the Help system.
Find out even more information (when you've tried everything else and still can't find the information you need)	**Find tab**	Use the Find tab when you can't find what you're looking for anywhere else.

Getting help for a tool

1. On the File menu, click New.
2. Click Blank Page.
3. Move your pointer over to the Toolbox.
4. Rest the pointer over a tool. The name of the tool appears in a "ToolTip."

   The text in the status bar describes the function of the tool or button under the pointer.
5. Move the pointer over the toolbars, and the Shape Palette (press **F9** if it is not displayed).

6 On the View menu, click Toolbars.

7 Click Show ToolTips to turn this feature on and off.

{button < Back,JI(`>Larget',`IDH_Using_On_line_Help');cw(`proctut')} {button Next >,JI(`',`IDH_Using_F1_for_Context_Sensitive_Help')}

Getting help for a command

1 Click the Tools menu.

2 Press the **DOWN ARROW** key until the Spelling command is highlighted. (Do not click on it.)

3 Press **F1**. Information about the Spelling command displays.

Tip

- You can click the Help button
- on the Standard toolbar, then click a command on a menu or a button on the toolbar to display a help message for the command or button.

{button < Back,JI(`',`IDH_Using_the_Hint_Line_and_Bubble_Help')} {button Next >,JI(`',`IDH_Searching_for_a_help_topic')}

Searching for help on a specific topic

Searching for a help topic is like using a book’s index. Use the Index tab when you want information about something specific, like a specific task or program element. For example, to find help for importing data into an SPC chart, base your search on the word "data."

1 Click the Help Topics button at the top of this window. (Move the Help Topics dialog box to the left, so you can see both this window and the dialog box.)

2 Click the Index tab.

3 Type Data. The search list shows entries beginning with "Data."

   Normally, you would double-click a subentry to display information about it. (We want you to continue working through the tutorial though, so please continue the tutorial and experiment with the index later.)

4 Click the button to close the Help Topics dialog box and return to this tutorial.

Tip

- You can also use the Find tab to search for a word or phrase located in any help topic.

{button < Back,JI(`',`IDH_Using_F1_for_Context_Sensitive_Help')} {button Next >,JI(`',`IDH_Using_the_Subject_Index')}

Find Tab

If this is the first time you have ever clicked on the Find tab, a wizard will come up. When you are finished answering the questions, the Find tab will display its contents.

The Find tab is a list of every single word and phrase appearing in the Help system.

To use the Find tab

1 In the top field, type a word or several words that you want to find. As you type, notice that the words in the middle box change.

2 In the middle box, double-click on a matching word to narrow the search.

3 In the bottom box, a list of topic titles displays. Double-click the topic title you want to read.

Using the help contents

You can use the help contents like the table of contents of a book. Use the Contents tab when you want to find related information grouped together.

For example, when you want to find out what you can do with text in FlowCharter, you can look in the book called "Working with Text."

1 Click the Help Topics button at the top of this window. (Move the Help Topics dialog box to the left, so you can see both this window and the dialog box.)

2 Click the Contents tab.

3 Scroll down and double-click the “Working with Text” book. Here you see a list of topics that tell you about using text in FlowCharter.

   Normally, you would double-click a page to read about something. Now, we just want you to look at the list of topics in the Contents. (We don't want you to close the tutorial just yet.)

   Topics that start with the word "To" are procedures. They tell you how to do something. Procedures display in yellow windows on the right side of the screen. They stay on top of other windows so that you can use the program and read the procedure at the same time.

   Topics that start with a verb form ending with "ing" tell you about something that you can do, but do not contain steps. They often have a "Tell me how . . ." button to get you to a topic which does, however.

   Topics starting with nouns or noun phrases describe a concept or program element.

   Most topics have a Related Topics button. When you click one, a short menu displays with a list of related help topics that may interest you.

4 Click ▪ to close the Help Topics dialog box and return to this tutorial.

{button < Back,JI(`',`IDH_Searching_for_a_help_topic')} {button Next >,JI(`',`IDH_The_OLE_Automation_Button')}

The OLE Automation Button - For Developers Only

The OLE Automation button,

, displays information related to the current topic for people writing OLE Automation programs in Visual Basic or C++.

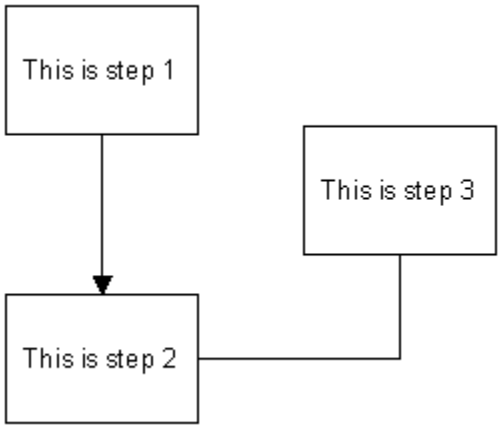
- To run another tutorial, click the Help Topics button at the top of this window.

{button < Back,JI(`',`IDH_Using_the_Subject_Index')}

Creating a Simple Flowchart

FlowCharter makes it easy to create flowcharts. You can draw shapes and lines and enter text quickly and effortlessly.

In this tutorial, you place shapes in a chart, connect shapes with a line, and enter text in shapes.



To create a simple flowchart - Page 1 of 3

You use the Shape tool to place shapes.

You select the shape you want to place from the Shape Palette .

To select a shape which is already placed on the chart, you use the Selector tool.

1 On the File menu, click New.

2 Click Blank Page. FlowCharter opens a blank chart window.

3 Click the View Shape Palettes button to open the Shape palette if it isn't already open.

View Shape Palettes button

4 Click the top left shape (the Process shape) in the Standard Shape palette.

5 Click the Shape tool at the left of the chart.

Shape tool

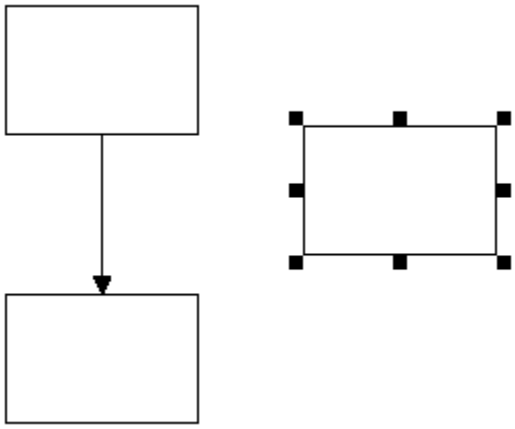
6 Click in the chart window. A new shape is drawn automatically.

7 Point inside the shape, press and hold the left mouse button, and drag the pointer away from the shape. When you let go of the mouse button, another shape is drawn, connected to the first shape by a line.

8 Move the pointer away from the second shape and click the left mouse button. Another shape is drawn, but it is not connected to the second shape.

{button Illustration,PI(`',`IDH_POP_Example1')}

{button < Back,JI(`>LargeT',`IDH_Creating_a_Simple_Flowchart');CW(`Proctut')} {button Next >,JI(`',`IDH_To_create_a_simple_flowchart_Page_2_of_3')}



To create a simple flowchart - Page 2 of 3

You use the Line tool to draw lines that connect shapes. Several line types and line styles are available.

1 Click the Connector Line tool.

- Connector Line tool

2 Move the pointer to the center of the second shape, and click the left mouse button.

3 Slowly move the pointer outside of shape 2.

As you move the pointer, the green connect points display. As the pointer crosses the edge of the shape, the green connect points no longer display, and the connect point that will be the actual point of contact becomes a blinking, circular outline. The line snaps to the active connect point nearest where the pointer crosses the edge. If you prefer a different point, move the pointer back into the shape and out again.

4 Move the pointer to the third shape.

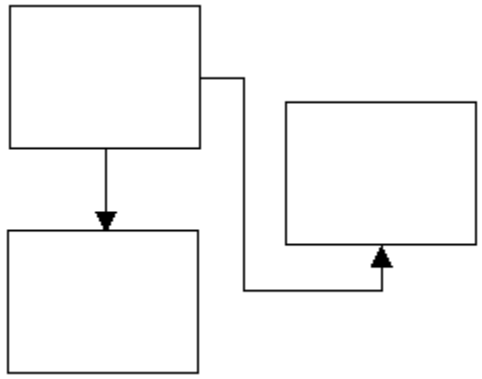
As you move the pointer across the edge of the shape, the green connect points are displayed again. The line snaps to the blinking connect point nearest where the pointer crosses the edget. Click the left mouse button when the line is where you want it. The second and third shapes are connected.

{button Illustration,PI(`',`IDH_POP_Example2')}

Tips

- After you place shapes, you can type text in them to describe what the shapes represent in the flowchart.

{button < Back,JI(`',`IDH_To_create_a_simple_flowchart_Page_1_of_3')} {button Next >,JI(`',`IDH_To_create_a_simple_flowchart_Page_3_of_3')}



To create a simple flowchart - Page 3 of 3

You use the Selector tool to select an object (a shape, line, or text) so that you can do something to it.

1 Click the Selector tool.

- Selector tool

2 Point to the first shape and click the left mouse button to select it.

3 Type the following: **This is step 1**.

The text appears inside a dotted box in the shape. The box represents the shape's text area. The text wraps at the edges of the box and scrolls upward as you type.

4 Click the second shape to select it.

5 Type the following: **This is step 2**.

6 Click on the third shape to select it.

7 Type the following: **This is step 3**.

8 To deselect the text, move the pointer to a blank area in the chart window and click the left mouse button. Both the text and the shape are deselected.

{button Illustration,PI(`',`IDH_POP_Example3')}

Tip

- To deselect the text without deselecting the shape, press **Esc**. When you press **Esc** after entering text in a shape, you are returned to the previous mode. In this task, the Selector tool was active, so we are returned to Select mode.

This is the last lesson using this chart.

- On the File menu, click Close. Click No in the dialog box.

To run another tutorial

- Click the Help Topics button at the top of this window.

{button < Back,JI(`',`IDH_To_create_a_simple_flowchart_Page_2_of_3')}

Viewing a Chart

Viewing your work is often as important as creating it. FlowCharter offers several ways for you to view different portions of your charts: scroll bars, the Zoom tool, the QuickZoom window, and auto-scrolling (dragging a shape off the screen).

This tutorial shows you how to use the View tool to see different parts of your chart and how to move within the chart.

Viewing objects in a chart

You'll find the Zoom tool particularly useful when you want to zoom in on a particular area of your chart.

1 On the File menu, click Open.

2 Double-click the file BICYCLE.FLO in the TUTORIAL directory of your CD-ROM. (If you installed FlowCharter 7 from your network, contact your system administrator to find out where the tutorial files are.)

3 On the View menu, click Page to view all the objects on the current page.

4 Click the front tire of the bicycle.

(We are selecting the front tire so that when you zoom back in, it will be in the center of the window.)

5 On the View menu, click Normal to view objects at their actual size.

6 Click in a blank area of the chart.

7 Try steps 3 through 5 again, this time skipping step 4 to see what happens.

Tips

- You can also press **F4** to change to the Page view.
- You can also press **F3** to change to the Normal view.

{button < Back,JI(`>Larget',`IDH_Viewing_a_Chart');cw(`proctut')} {button Next >,JI(`',`IDH_Zooming_In_and_Out_on_a_Chart')}

Zooming in and out on a chart

1 Click the Zoom Control tool.

- Zoom Control

2 Click Zoom tool.
The pointer changes to a magnifying glass.
3 Drag the magnifying glass to select the area you want to view.
4 Release the mouse button.
The chart is redrawn, focusing on the selected area.
5 On the View menu, click Page to view the entire chart.

Tip

- You can also press **F4** to change to the Page view.

{button < Back,JI(`',`IDH_Viewing_Objects_in_a_Chart')} {button Next >,JI(`',`IDH_Using_the_QuickZoom_Window')}

Using the QuickZoom window

The QuickZoom window is especially useful when you are working on a large chart and want to get to specific places on it, quickly.

1 On the View menu, click QuickZoom.

A miniature version of your chart displays in a small window.

2 In the QuickZoom window, drag the magnifying glass to select the area you want to view.

Once you have an area selected, you can click around in the QuickZoom window to display a different area of the chart.

3 Double-click in the QuickZoom window to show the whole chart.

4 On the View menu, click QuickZoom to close the QuickZoom window.

Tip

- You can also press **F6** to close and open the QuickZoom window.

{button < Back,JI(`',`IDH_Zooming_In_and_Out_on_a_Chart')} {button Next >,JI(`',`IDH_Viewing_the_Full_Screen')}

Viewing the full screen

You can view the whole chart at once on your screen, without FlowCharter's program elements. This view is especially useful for presentations, since you can hide the program elements, and temporarily draw on the chart.

Press the ESC key to exit this next mode at any time.

1 On the View menu, click Full Screen.

2 Press and hold the left mouse button and drag it across the screen. Notice a line is drawn as you do so.

3 Now press and hold the right mouse button to draw another, differently colored line.

4 Now press and hold both the left and right mouse buttons simultaneously. You can draw a line in a third color.

5 Press **Esc** to exit the Full Screen view. Note that the colored lines are not saved with the chart.

{button < Back,JI(`',`IDH_Using_the_QuickZoom_Window')} {button Next >,JI(`',`IDH_Changing_the_magnification_Zoom_percentage')}

Changing the magnification (Zoom percentage)

You can magnify or shrink the chart by entering a zoom percentage.

1 In the Standard toolbar, click in the Zoom Control box. (You may have to move the tutorial window down, slightly, to see the Zoom Control box.)

2 Click the down arrow to see the zoom levels.

3 Click 25%. The chart is shrunk to 25% of its actual size.

4 Type 125 and press **Enter**. The chart is displayed at 125% of its actual size.

Chances are, you didn't click on a part of the bicycle before you typed 125 in the Zoom Control box. If you didn't, you probably just see a blank screen. That's because it zoomed to the center of the chart, which is blank when viewed at 25%.

5 Press **F4** to view the current page. Use the horizontal scroll bar to move the view back to the bicycle.

Tips

- The zoom percentage you enter must be between 5% and 1600%.
- When you use other methods of zooming, the current view percentage displays in this Zoom Control box. If you find a percentage view that you like, note the number so you can enter it in the Zoom Control box later.

{button < Back,JI(`',`IDH_Viewing_the_Full_Screen')} {button Next >,JI(`',`IDH_Using_the_Zoom_In_and_Zoom_Out_buttons')}

Using the Zoom In and Zoom Out buttons

You can magnify or shrink the chart by clicking Zoom Control and then selecting either Zoom In and Zoom Out.

1 Click the bicycle seat.

2 Click the Zoom Control tool.

▪

Zoom Control

3 Click Zoom In. The Zoom pointer displays.

Zoom pointer

Each time you click this on the chart with the Zoom In pointer displayed, the chart is magnified. It zooms in on whatever you have selected. If you don't have anything selected, it zooms in on the center of the viewable area.

4 Click the Zoom Control tool.

▪

Zoom Control

5 Click Zoom Out. The Zoom pointer displays.

▪

Zoom pointer

Each time you click this button, the chart is shrunk. It zooms out with whatever you have selected in the middle of the screen. If you don't have anything selected, it zooms in on the center of the viewable area.

This is the last lesson using the bicycle chart.

▪ On the File menu, click Close. Click No in the dialog box.

To run another tutorial

▪ Click the Help Topics button at the top of this window.

{button < Back,JI(`',`IDH_Changing_the_magnification_Zoom_percentage')}

Working with Shapes

After you place shapes in a chart, it is easy to move and resize them.

This tutorial shows you how to move and resize shapes efficiently. You also learn how to replace one shape with another.

Moving a shape

You can move shapes anywhere within a chart. Lines connected to the shapes move with them.

1 On the File menu, click Open.

2 Double-click the file SHAPES.FLO in the TUTORIAL directory of your CD-ROM. (If you installed FlowCharter 7 from your network, contact your system administrator to find out where the tutorial files are.)

3 Click the Selector tool.

▪ Selector tool

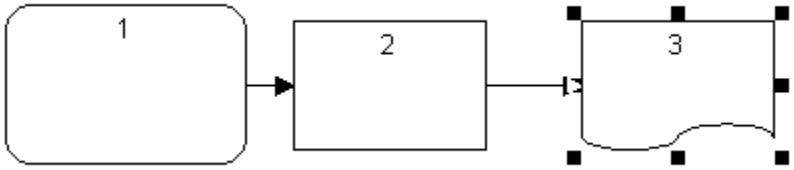
4 Point to shape 3 in the chart.

5 Press and hold the left mouse button, and drag shape 3 until it is aligned with shapes 1 and 2.

6 Release the mouse button when you finish.

{button Illustration,PI(`',`IDH_POP_Example4')}

{button < Back,JI(`>Larget',`IDH_Working_with_Shapes');cw(`proctut')} {button Next >,JI(`',`IDH_Resizing_a_Shape')}


1
2
3

Resizing a shape

You can easily change the size of shapes in a chart. When you select a shape, eight handles appear around it. You use the handles to shrink and enlarge the shape.

1 Click the Selector tool.

-

  Selector tool

2 Point to the first shape and click the left mouse button to select it.
3 Point to a corner handle on shape 1 until the pointer changes to a double-headed arrow.
4 Press and hold the left mouse button, and drag the handle toward the center of the shape.
5 Release the mouse button when shape 1 is approximately the same size as the other shapes.

{button < Back,JI(`',`IDH_Moving_a_Shape')} {button Next >,JI(`',`IDH_Replacing_a_Shape')}

Replacing a shape

FlowCharter lets you easily replace one shape in a chart with another. The shape you choose as a replacement automatically attaches to any lines connected to the original shape.

1 Click the Selector tool.

- Selector tool

2 Select shape 2.

3 Click the Shape tool.

- Shape tool

4 Click a different shape in the Shape Palette. (If the Shape palette is not visible, click the View Shape Palettes on the Standard toolbar.)

- View Shape Palettes

5 On the Arrange menu, click Replace Shape.
Shape 2 is replaced with the shape you chose in the Shape palette.
{button Illustration,PI(`',`IDH_POP_Example5')}

Tip

- You can also click the Replace Shape button on the Arrange toolbar.
  - Replace Shape button

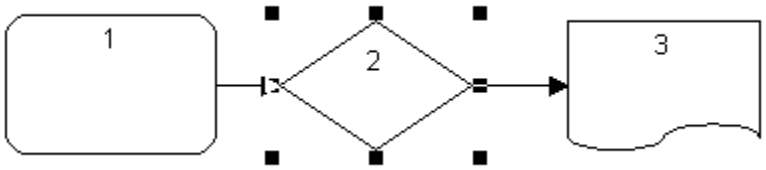
This is the last lesson using this chart.

- On the File menu, click Close. Click No in the dialog box.

To run another tutorial

- Click the Help Topics button at the top of this window.

{button < Back,JI(`',`IDH_Resizing_a_Shape')}


1
2
3

Attaching Notes and Numbering Shapes

FlowCharter lets you attach text to shapes to provide more detailed information. You also can display and change shape numbers automatically.

This tutorial shows you how easy it is to attach notes and renumber shapes.

Attaching notes to shapes

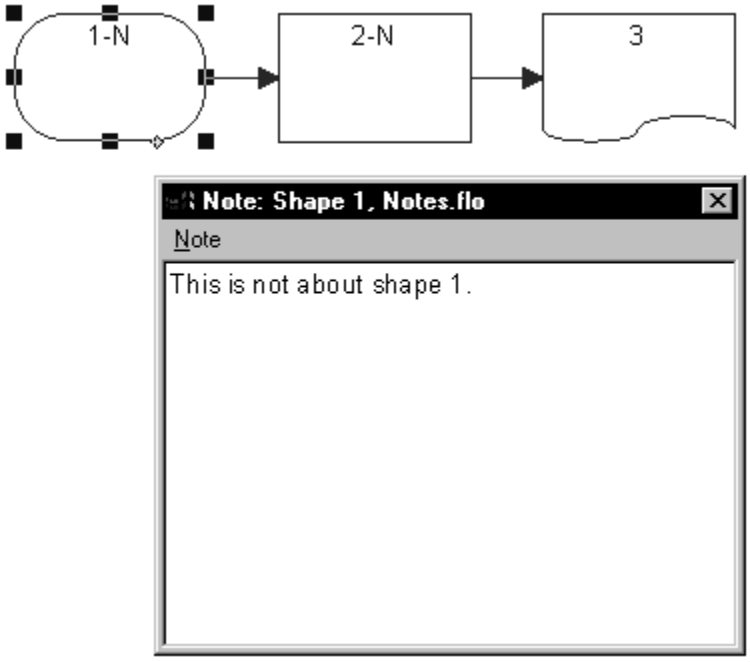
You can attach a note to any shape in a chart. The note can contain any text you want to use to describe a shape. For process improvement, notes can be used to enter processing rules, business issues, and other relevant information.

1. On the File menu, click Open.
2. Double-click the file NOTES.FLO in the TUTORIAL directory of your CD-ROM. (If you installed FlowCharter 7 from your network, contact your system administrator to find out where the tutorial files are.)
3. Click the Selector tool.

   Selector tool
4. Press **Alt** + **F6**. The Note window opens.
5. Point to shape 1, and click the left mouse button to select it.
6. Click in the Note window. The blinking text cursor appears.
7. Type the following: **This is a note about shape 1**.
8. Click in a blank area of the chart to deselect the Note window. The Note window changes and the indicator **-N** appears next to the shape number in shape 1. The **-N** is an indicator which means that a note is attached to shape 1.
9. Select shape 2.
10. Click in the Note window.
11. Type the following: **This is a note about shape 2**.
12. Select shape 1 again. The note you entered for shape 1 appears in the Note window, and a note indicator appears in shape 2.

    {button Illustration,PI(`',`IDH_POP_Example6')}
13. On the View menu, click Note. The Note window closes.

{button < Back,JI(`>Larget',`IDH_Attaching_Notes_and_Numbering_Shapes');cw(`proctut')}
{button Next >,JI(`',`IDH_Numbering_Shapes')}


1-N
2-N
3
Note: Shape 1, Notes.flo
Note
This is not about shape 1.

Numbering shapes

FlowCharter can automatically number shapes you place in a chart. You can renumber the shapes in any order and specify text you want to appear beside the shape numbers.

1 On the Format menu, click Shape Numbering.

2 Click Display Shape Numbers.

3 On the Format menu, click Set Next Shape Number.

4 In the Next Number box, type: **Step 1.10**.

5 Click OK.

6 On the Format menu, click Renumbering tool.

7 With the Renumbering tool pointer, click each shape you want to renumber or number.

The selected shapes are renumbered in consecutive order, starting with 1.10.

{button Illustration,PI(`',`IDH_POP_Example7')}

Note

- To turn off numbers of shapes already numbered, you must select each shape before deselecting Display Shape Numbers.

Tip

- To turn numbering off, click Shape Numbering in the Format menu, and deselect Display Shape Numbers.

This is the last lesson using this chart.

- On the File menu, click Close. Click No in the dialog box.

To run another tutorial

- Click the Help Topics button at the top of this window.

{button < Back,JI(`',`IDH_Attaching_Notes_to_Shapes')}

Step 1.10-N
Step 1.11-N
Step 1.12

Entering and Editing Text

FlowCharter lets you place text anywhere in a chart. The text can provide detailed information about the steps and procedures in your chart.

This tutorial shows you how to enter text in a chart and change the typeface, point size, and color of the text.

Entering text

You can type text exactly where you want it in a chart.

1 On the File menu, click New.

2 Click Blank Page. A blank chart window opens.

2 Click the Text tool.

▪

Text tool

3 Click in the chart window. The blinking text cursor appears.

4 Type the following: **This is an example of how text is entered**.

5 Press **Enter** to begin a new line.

6 Type the following: **in FlowCharter**. The Formatting toolbar shows the font, size, and style options used for the text.

7 Click outside the text area to finish text entry.

{button < Back,JI(`>Larget',`IDH_Entering_and_Editing_Text');cw(`proctut')} {button Next >,JI(`',`IDH_Changing_the_Typeface_Point_Size_and_Color')}

Changing the typeface, point size, and color

You can change the typeface, point size, and color of text in a chart. This feature lets you emphasize the text that is most important.

1 Click the Text tool.

- Text tool

2 Point in front of the letter “F” in “FlowCharter.”

3 Press and hold the left mouse button, and drag the text cursor across the words “FlowCharter.” The text is highlighted. Release the mouse button.

4 Click the down arrow at the right of the Font box in the Formatting toolbar. A list of the available fonts opens.

5 Select a font in the box, such as Dom Casual.

6 Click the down arrow at the right of the Size box. A list of the available point sizes opens.

7 Select a larger point size, such as 12.

8 Click the down arrow next to the Text Color button and click a color.

- Text Color button

9 Press **LEFT ARROW** to see the text changes.
{button Illustration,PI(`',`IDH_POP_Example8')}

This is the last lesson using this chart.

- On the File menu, click Close. Click No in the dialog box.

To run another tutorial

- Click the Help Topics button at the top of this window.

{button < Back,JI(`',`IDH_Entering_Text')}

This is an example of how text is entered in FlowCharter.

Working with Lines

FlowCharter makes it simple to connect shapes with lines. You can use lines to show the direction of process flow in your chart.

This tutorial shows you how to connect shapes with lines and change where lines connect to shapes.

Connecting shapes with a line

Connecting two shapes with a line is as easy as clicking inside the two shapes you want to connect.

1 On the File menu, click Open.

2 Double-click the file LINES.FLO in the TUTORIAL directory of your CD-ROM. (If you installed FlowCharter 7 from your network, contact your system administrator to find out where the tutorial files are.)

3 Click the Connector Line tool.

Connector Line tool

4 Click Right Angle Line.

Right Angle Line

5 Click inside shape 1.

When you move the mouse inside the shape, the green connect points appear. A line snaps to the point that is closest to the mouse pointer.

6 While inside shape 1, move the mouse pointer so that the line snaps to the connect point you want.

7 Without pressing the mouse button, drag the pointer out of shape 1 near the connect point.

The line connects to shape 1 based on where the pointer tip exits the shape.

8 Move the pointer into shape 2.

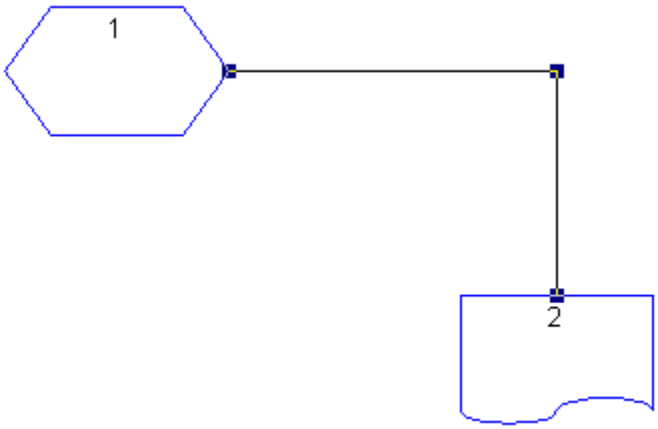
The connect points on shape 2 appear.

9 Move the pointer until the line is connected to the shape at the connect point that you want.

10 Click to draw the line.

{button Illustration,PI(`',`IDH_POP_Example9')}

{button < Back,JI(`>Larget',`IDH_Working_with_Lines');cw(`proctut')} {button Next >,JI(`',`IDH_Changing_Connect_Points')}


1
2

Changing connect points

When you connect two shapes with a line, the line automatically snaps to the connect points closest to the pointer's path. After you draw the line, you can easily move the line to different connect points.

1 Click the Selector tool.

- Selector tool

2 Click the line to select it, if it is not selected.
3 Point to the handle on the line end connected to shape 2.
4 When the line pointer is displayed, press and hold the left mouse button, and drag the handle out of the shape to disconnect the line from the shape.

Line Pointer

5 Drag the line back in through another side of the shape.
6 Release the mouse button.
{button Illustration,PI(`',`IDH_POP_Example10')}

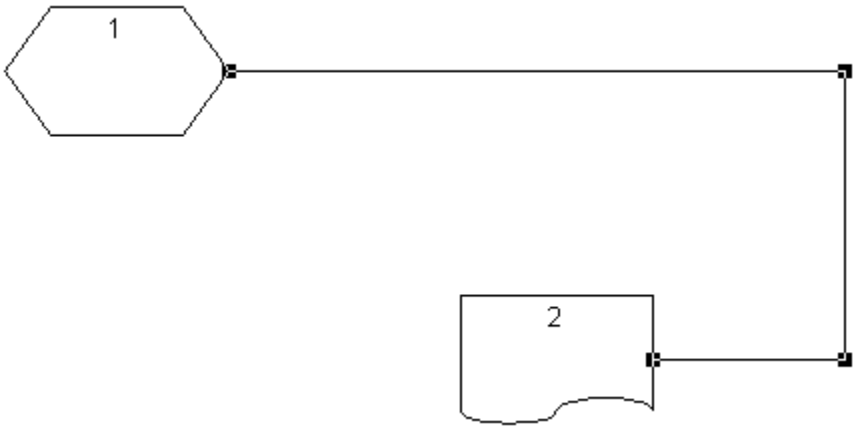
This is the last lesson using this chart.

- On the File menu, click Close. Click No in the dialog box.

To run another tutorial

- Click the Help Topics button at the top of this window.

{button < Back,JI(`',`IDH_Connecting_Shapes_with_a_Line')}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Setting Up a Table for Data

FlowCharter lets you easily set up a table for a chart.

This tutorial shows you how to set up the table and enter data into it. In this example, the table is applied to a process chart. The process has three steps, and therefore three shapes. After you set up the table, you will enter data into the fields of the table.

Setting up the fields - Page 1 of 3

1 On the File menu, click Open.

2 Double-click the file FIELDS.FLO in the TUTORIAL directory of your CD-ROM. (If you installed FlowCharter 7 from your network, contact your system administrator to find out where the tutorial files are.)

3 On the Insert menu, click Data Field.

4 Click in the Field Name box and type **Task**.

5 In the Field Type box, click the down arrow.

6 Click Text.

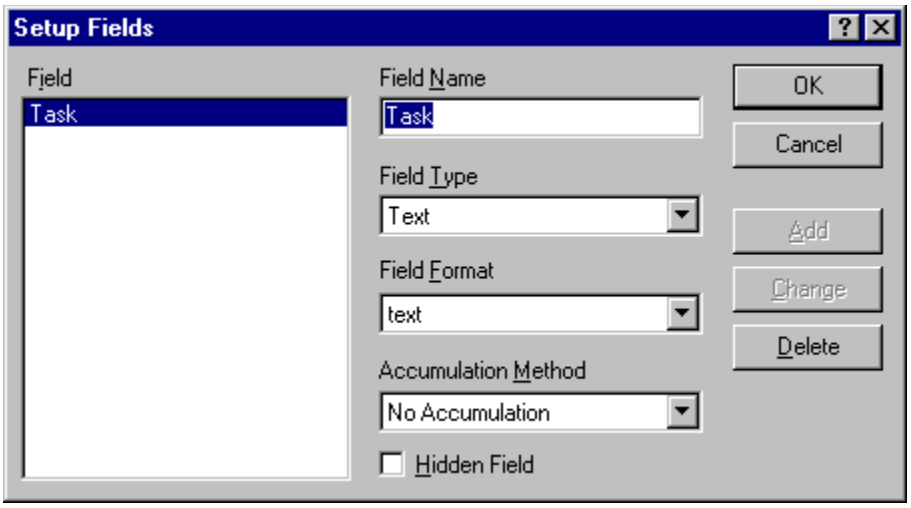
The Field Type is changed to “Text,” the Field Format is changed to “text,” and the Accumulation Method is changed to “No Accumulation.”

7 Click the Add button.

The Task field is added to the Field list.

{button Illustration,PI(`',`IDH_POP_Example11')}

{button < Back,JI(`>larget',`IDH_Setting_Up_Data_Fields');cw(`proctut')} {button Next >,JI(`',`IDH_Setting_up_the_fields_Page_2_of_3')}


Setup Fields
Field
Task
Field Name
Task
Field Type
Text
Field Format
text
Accumulation Method
No Accumulation
Hidden Field
OK
Cancel
Add
Change
Delete

Setting up the fields - Page 2 of 3

8 Type **Manhours** in the Field Name box.

9 In the Field Type box, click the down arrow.

10 Click Duration.

The Field Type is changed to “Duration,” the Field Format is changed to “# w.”, and the Accumulation Method is changed to “Sum.”

11 In the Field Format box, click the down arrow.

12 Click “# hours.”

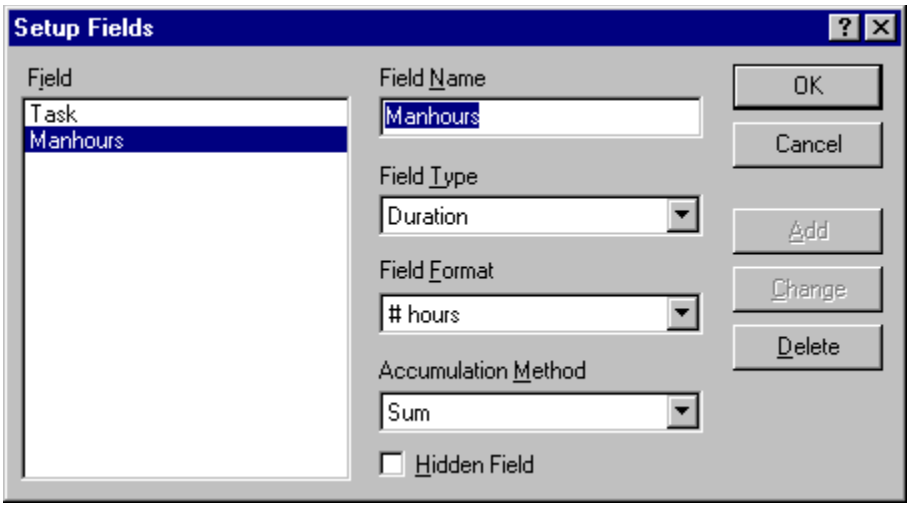
The Field Format is changed to “# hours.”

13 Click the Add button.

The Manhours field is added to the Field list.

{button Illustration,PI(`',`IDH_POP_Example12')}

{button < Back,JI(`',`IDH_Setup')} {button Next >,JI(`',`IDH_Setting_up_the_fields_Page_3_of_3')}


Setup Fields
Field
Task
Manhours
Field Name
Manhours
Field Type
Duration
Field Format
hours
Accumulation Method
Sum
Hidden Field
OK
Cancel
Add
Change
Delete

Setting up the fields - Page 3 of 3

14 Type **Cost** in the Field Name box.

15 In the Field Type box, click the down arrow.

16 Click Currency.

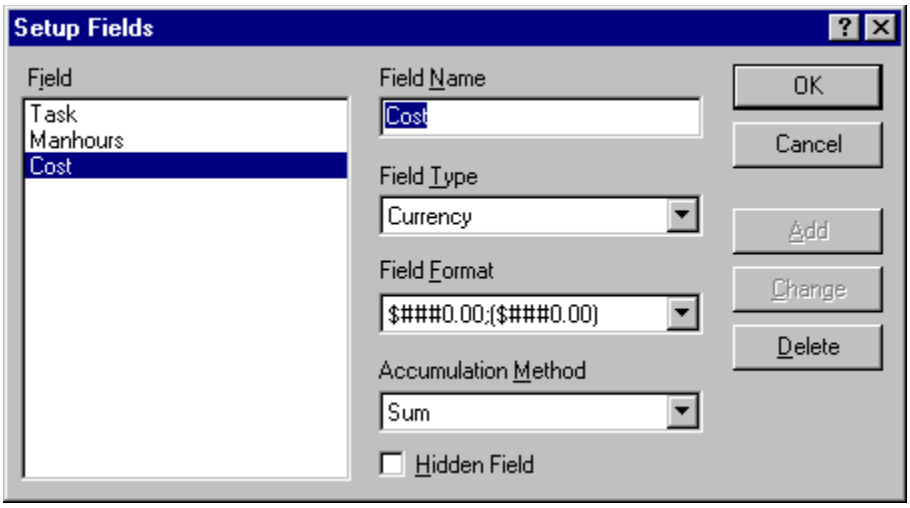
The Field Type changes to “Currency,” the Field Format changes to “$###0.00;($###0.00),” and the Accumulation Method changes to “Sum.”

17 Click the Add button. The Cost field is added to the Field list.

{button Illustration,PI(`',`IDH_POP_Example13')}

18 Click OK. The dialog box closes.

{button < Back,JI(`',`IDH_Setting_up_the_fields_Page_2_of_3')} {button Next >,JI(`',`IDH_Setting_Data_Fields_Preferences')}


Setup Fields
Field
Task
Manhours
Cost
Field Name
Cost
Field Type
Currency
Field Format
$###0.00;($###0.00)
Accumulation Method
Sum
Hidden Field
OK
Cancel
Add
Change
Delete

Setting data fields options

1 On the Format menu, click Chart Properties.

2 Click the Data Fields tab.

3 Change Placement to Inside Middle.

4 Click the Hide Field Names check box.

5 Click the down arrow at the right of the font’s size box, and click 8.

6 Click the Bold check box.

{button Illustration,PI(`',`IDH_POP_Example14')}

7 Click OK. The dialog box closes. If you saved the chart, these settings would be saved with the chart.

{button < Back,JI(`',`IDH_Setting_up_the_fields_Page_3_of_3')} {button Next >,JI(`',`IDH_Displaying_the_Data_toolbar')}

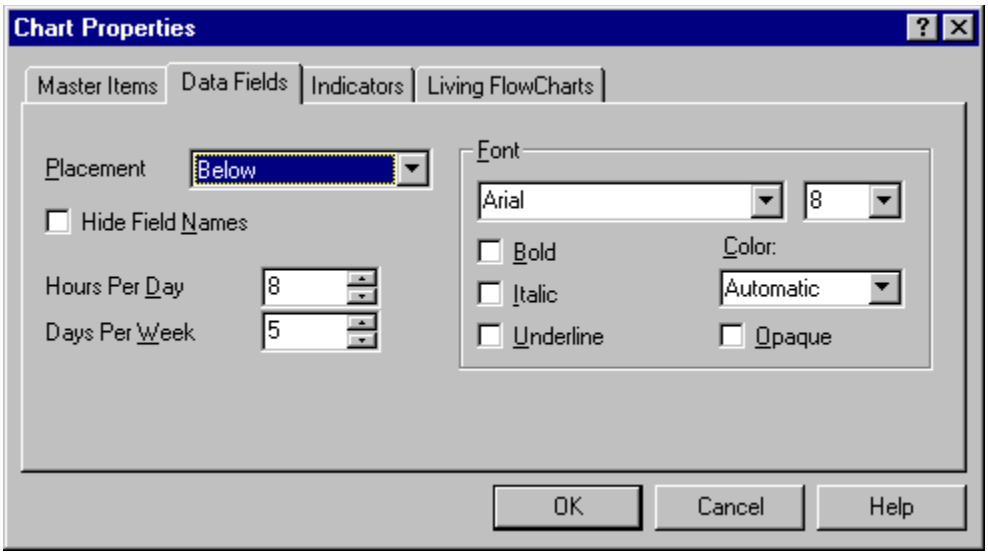


Chart Properties
Master Items
Data Fields
Indicators
Living FlowCharts
Placement
Below
Hide Field Names
Hours Per Day
8
Days Per Week
5
Font
Arial
8
Bold
Italic
Underline
Color:
Automatic
Opaque
OK
Cancel
Help

Displaying the Data toolbar

1 Place the cursor over the toolbar area at the top of the FlowCharter window.

2 Press the right mouse button. A list of toolbars displays. The toolbars that are displayed have checkmarks beside their names.

3 If Data is not checked, click Data. The Data toolbar displays.

{button < Back,JI(`',`IDH_Setting_Data_Fields_Preferences')} {button Next >,JI(`',`IDH_Entering_Data_Fields')}

Entering data into the fields - Page 1 of 3

To demonstrate the ease and versatility of entering data, this tutorial deliberately uses three different methods of selecting boxes.

1 Click the Selector tool.

▪

Selector tool

2 Click shape 1.

3 On the Data toolbar, click the Field Viewer button. The Viewer opens.

▪

Viewer button

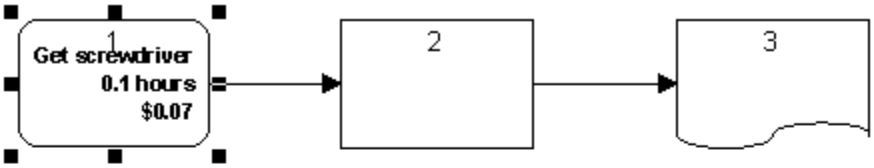
4 Type **Get screwdriver** in the Task box. Press **Enter**. The text appears in shape 1.

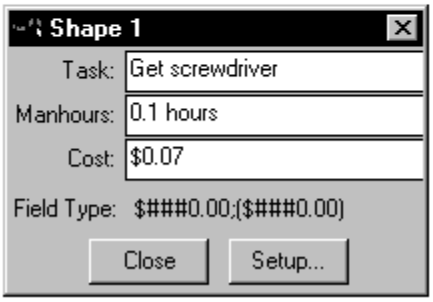
5 Type **.1** in the Manhours box. Press **Enter**. The value appears in shape 1.

6 Type **.07** in the Cost box. Press **Enter**. The value appears in shape 1.

{button Illustration,PI(`',`IDH_POP_Example15')}

{button < Back,JI(`',`IDH_Displaying_the_Data_toolbar')} {button Next >,JI(`',`IDH_Entering_data_into_the_fields_Page_2_of_3')}


1
Get screwdriver
0.1 hours
$0.07
2
3


Shape 1
Task:
Get screwdriver
Manhours:
0.1 hours
Cost:
$0.07
Field Type:
$###0.00;($###0.00)
Close
Setup...

7 Click shape 2. The boxes in the Viewer are cleared. The shape number appears at the top of the Viewer.

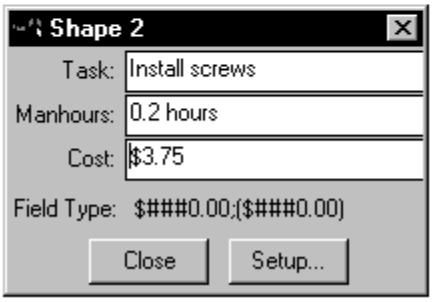
8 Click in the Task box and type **Install screws**. Press **Tab**.

9 Type **.2** in the Manhours box. Press **Tab**.

10 Type **3.75** in the Cost box. Press **Tab**.

{button Illustration,PI(`',`IDH_POP_Example16')}

1
Get screwdriver
0.1 hours
$0.07
2
Install screws
0.2 hours
$3.75
3


Shape 2
Task:
Install screws
Manhours:
0.2 hours
Cost:
$3.75
Field Type:
$###0.00;($###0.00)
Close
Setup...

Entering data into the fields - Page 3 of 3

11 Select shape 3. The boxes in the Viewer are cleared.

12 Click in the Task box and type **Record serial no.**

13 Click in the Manhours box, and type **.1**.

14 Click in the Cost box, and type **.53**.

15 Press **Tab**.

{button Illustration,PI(`',`IDH_POP_Example17')}

16 Click Close to close the Viewer.

This is the last lesson using this chart.

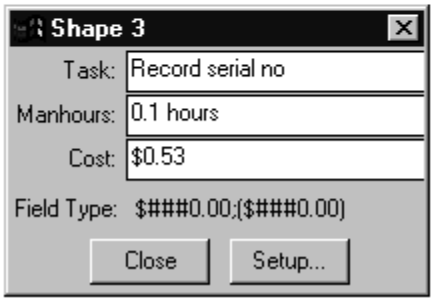
- On the File menu, click Close. Click No in the dialog box.

To run another tutorial

- Click the Help Topics button at the top of this window.

{button < Back,JI(`',`IDH_Entering_data_into_the_fields_Page_2_of_3')}

1
Get screwdriver
0.1 hours
$0.07
2
Install screws
0.2 hours
$3.75
3
Record serial no
0.1 hours
$0.53


Shape 3
Task:
Record serial no
Manhours:
0.1 hours
Cost:
$0.53
Field Type:
$###0.00;($###0.00)
Close
Setup...

Enhancing Shapes

FlowCharter gives you several ways to enhance the appearance of shapes in a chart. This tutorial shows you how to add color, shadows, and fill patterns to shapes. You also learn how to change the border style of a shape.

Adding a shadow

You can add shadows to shapes to give your charts depth.

1 On the File menu, click Open.

2 Double-click the file CHGSHAPE.FLO in the TUTORIAL directory of your CD-ROM. (If you installed FlowCharter from your network, contact your system administrator to find out where the tutorial files are.)

3 Click the Selector tool.

Selector tool

4 Point to the shape in the chart, and click the left mouse button to select it.

5 Click the Shadow button in the Formatting toolbar. (You may have to move the tutorial window slightly to uncover the button.) A Shadow palette opens.

Shadow button

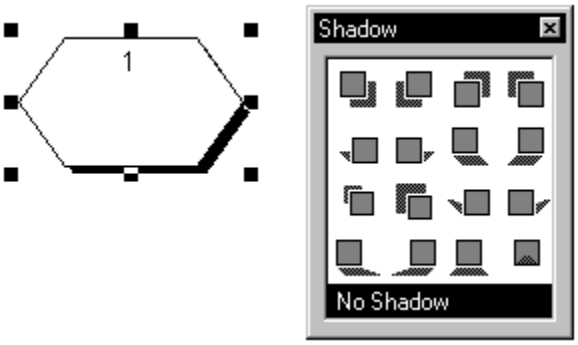
6 Click a shadow style. The shadow is applied to the selected shape.

- This illustration also shows the floating shadow palette. {button Illustration,PI(`',`IDH_POP_Example18')}

Tips

- The Shadow palette can be “dragged off” so that it floats. To do this, click on the Shadow button to display its palette. With the palette displayed, press the left mouse button and drag the palette away from the Shadow button.
- You can always click the right mouse button on a shape to display a menu of actions you can perform on a shape.
- You can also format a shape's shadow using the Format menu.
- How?

{button < Back,JI(`>Larget',`IDH_Enhancing_Shapes');cw(`proctut')} {button Next >,JI(`',`IDH_Adding_a_Fill_Pattern_and_Color')}


1
Shadow
No Shadow

Adding a fill pattern and color

Fill patterns and fill colors let you add variety and interest to your charts.

1 On the Format menu, click Fill.

2 Click the Fill tab.

3 Click the Pattern radio button.

4 Click the diagonal line pattern. The pattern is applied to the selected shape.

5 Click a color from the color palette for Foreground color.

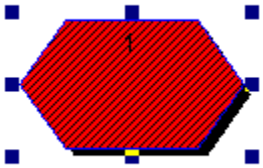
6 Click a color from the color palette for Pattern color. The color appears in the shape displayed in the Fill tab's sample area.

{button Illustration,PI(`',`IDH_POP_Example19')}

Tip

- Color palettes on the toolbar can be “dragged off” so that they float. To do this, click on the button to display its palette. With the palette displayed, press the left mouse button and drag the palette away from the button.

{button < Back,JI(`',`IDH_Adding_a_Shadow')} {button Next >,JI(`',`IDH_Changing_the_Border_Style')}


1

Changing the border style

FlowCharter offers several border styles for the outline of shapes.

1 Click the Line Style button in the Formatting toolbar. The Line Style palette opens.

Line Style button

2 Click the first dashed style. The line style is applied to the border of the selected shape.
{button Illustration,PI(`',`IDH_POP_Example20')}

Tips

- The Line Style palette can be “dragged off” so that it floats. To do this, click on the button to display its palette. With the palette displayed, press the left mouse button and drag the palette away from the button.
- These style changes you have made to the shape also affect the next new shapes you place. Try putting a new shape on the chart before you close the file. (Remember to click the Shape tool first!)

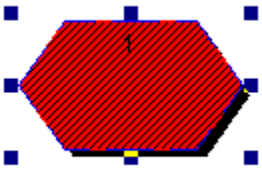
This is the last lesson using this chart.

- On the File menu, click Close. Click No in the dialog box.

To run another tutorial

- Click the Help Topics button at the top of this window.

{button < Back,JI(`',`IDH_Adding_a_Fill_Pattern_and_Color')}


1

Using Color in a Chart

FlowCharter lets you choose from a variety of colors for shapes, lines, and text. You can use colors to color-code objects or to enhance your chart’s appearance.

This tutorial shows you how easy it is to change the color of objects and to create your own colors.

Changing the border color of a shape

You can easily change the color of a shape’s border. The border includes the lines around and inside a shape.

1 On the File menu, click Open.

2 Double-click the file COLOR.FLO in the TUTORIAL directory of your CD-ROM. (If you installed FlowCharter 7 from your network, contact your system administrator to find out where the tutorial files are.)

3 Click the Selector tool.

Selector tool

4 Point to the first shape in the chart and click the left mouse button to select it.

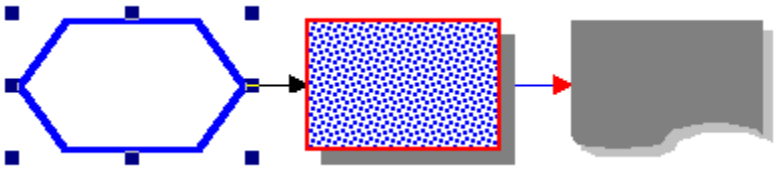
5 Click the down arrow next to the Line Color button in the Formatting toolbar.

Line Color button

6 Click the royal blue color. The border turns blue.

{button Illustration,PI(`',`IDH_POP_Example21')}

{button < Back,JI(`>larget',`IDH_Using_Color_in_a_Chart');cw(`proctut')} {button Next >,JI(`',`IDH_Choosing_a_Custom_Color')}



Creating a custom color

If you want to use a color that does not appear in the palette, FlowCharter lets you create a color and add it to the palette.

1 Click the Selector tool.

Selector tool

2 Click the first shape, if it is not already selected.

3 Click the down arrow next to the Fill Color button

Fill Color button

4 Just for fun, let's make a palette out of the color box.

Drag the palette off by holding down the left mouse button and dragging towards the bottom of the screen. (When you see a thick outline of the palette appear, you can release the mouse button.)

5 On the palette, click More colors. The Color dialog box opens.

6 Click in the large box of colors.

7 Drag your mouse around it until the color you want is displayed in the bottom left corner of the dialog box (in the small color box labeled “Color|Solid.”) You can also use the lighten/darken slider to adjust the color.

8 Click OK. The color is applied to the selected shape. The color also appears in the Fill Color palette, at the bottom. This color will be available from now on in the palette.

{button Illustration,PI(`',`IDH_POP_Example22')}

9 Click the Close button on the Fill Color palette to close it.

Tip

- You can create up to 33 custom colors. The 34th color you create will replace the first custom color you created.

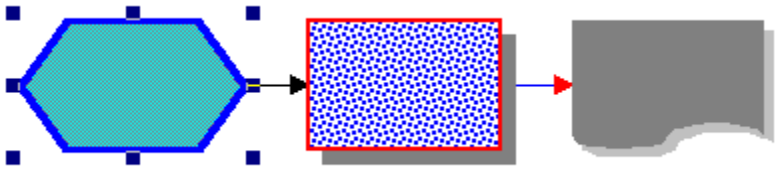
This is the last lesson using this chart.

- On the File menu, click Close. Click No in the dialog box.

To run another tutorial

- Click the Help Topics button at the top of this window.

{button < Back,JI(`',`IDH_Changing_the_Border_Color')}



Changing the Display Order of Objects

As you draw charts, new objects appear on top of previously drawn objects. FlowCharter provides two buttons for changing the order of objects. These buttons let you bring objects to the front or send them to the back of other objects.

This tutorial shows you how easy it is to move a shape to the front and back of a line.

Bringing an object to the front

You can bring a shape in front of a line so that the line does not appear to cross over the shape.

1 On the File menu, click Open.

2 Double-click the file REORDER.FLO in the TUTORIAL directory of your CD-ROM. (If you installed FlowCharter 7 from your network, contact your system administrator to find out where the tutorial files are.)

3 Click the Selector tool.

- Selector tool

4 Point to shape 1 and click the left mouse button to select it.

5 On the Arrange menu, click Order, and then Bring to Front.

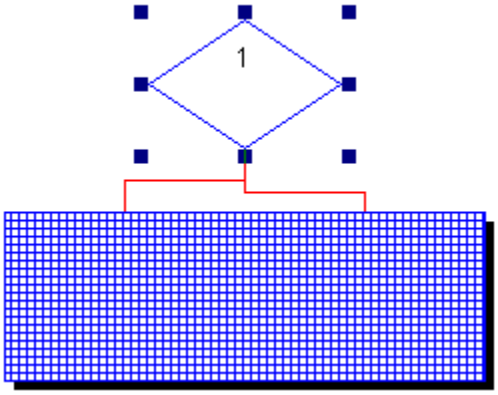
Shape 1 appears in front of the line.

{button Illustration,PI(`',`IDH_POP_Example23')}

Tip

- You can also use the Bring to Front button in the Arrange toolbar.
  - Bring to Front button

{button < Back,JI(`>larget',`IDH_Changing_the_Display_Order_of_Objects');cw(`proctut')}
{button Next >,JI(`',`IDH_Sending_an_Object_to_the_Back')}


1

Sending an object to the back

You can send a filled shape behind other shapes to frame them.

1 Click the Selector tool.

Selector tool

2 Select the large rectangle in the chart.

3 On the Arrange menu, click Order, and then Send to Back.
The shape appears behind the objects that it was covering.
{button Illustration,PI(`',`IDH_POP_Example24')}

Tip

- You can also use the Send to Back button in the Arrange toolbar.

Send to Back button

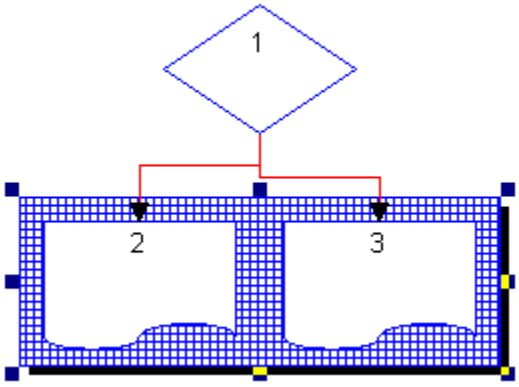
This is the last lesson using this chart.

- On the File menu, click Close. Click No in the dialog box.

To run another tutorial

- Click the Help Topics button at the top of this window.

{button < Back,JI(`',`IDH_Bringing_an_Object_to_the_Front')}


1
2
3

Customizing the Shape Palette

You can customize the Shape palette by adding, deleting, and rearranging shapes and modifying the buttons used to choose shapes.

This tutorial shows you how to add a composite shape to the Shape palette and how to change the order and size of the shape buttons.

Adding and rearranging shapes - Page 1 of 2

You can easily add a composite shape to the Shape palette and then name the shape.

1 On the File menu, click Open.

2 Double-click the file PALETTE.FLO in the TUTORIAL directory of your CD-ROM. (If you installed FlowCharter 7 from your network, contact your system administrator to find out where the tutorial files are.)

3 Click the Selector tool.

▪

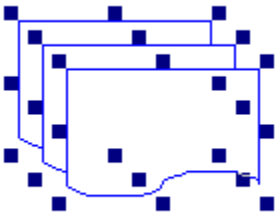
Selector tool

4 Point above and to the left of the document shapes. Press and hold the left mouse button, and drag down and to the right until all three shapes are enclosed. Release the left mouse button to select the shapes.

{button Illustration,PI(`',`IDH_POP_Example25')}

5 Open the Shape palette, if it is not open already. (On the View menu, click Shape Palettes.)

{button < Back,JI(`>larget',`IDH_Customizing_the_Shape_Palette');cw(`proctut')} {button Next >,JI(`',`IDH_Adding_and_Rearranging_Shapes_Page_2_of_2')}



6 Put the cursor over the selected shapes.

7 When the cursor becomes a four-headed arrow, press the left mouse button and drag the shapes over the Shape palette.

Four-headed arrow

8 When the cursor becomes a pointer with a plus sign, drop the shapes onto the Shape palette (just release the left mouse button). The group of shapes is added to the Shape palette.

If you drop the shape before the pointer changes, the shape will not be added to the palette.

9 Pause your cursor over the new shape in the Shape palette. Notice the ToolTip says “UNTITLED.”

10 Double-click the new shape. The Shape Properties dialog box displays.

11 Type **Form** in the Name box.

12 Click OK. Now when you place your cursor over the shape, the ToolTip says “Form.”

13 Press and hold the left mouse button over the shape in the Shape palette. Drag the shape across the Shape palette and drop it anywhere in the second row of the Shape palette.

This is the way you can rearrange shapes within a palette.

{button < Back,JI(`',`IDH_Adding_and_Rearranging_Shapes')} {button Next >,JI(`',`IDH_Resizing_Buttons_in_the_Shape_Palette')}

Resizing buttons in the Shape palette

The buttons in the Shape palette can be resized. You can make them smaller to reduce the palette's overall size and free some screen space or make them larger to see more shape detail.

1 The Shape palette itself has a menu bar with one menu on it: Options. On the Options menu, click Properties. The Properties dialog box opens with the Subject tab displayed.

2 Change the width and height sliders to the size you want. A sample of the size is shown in the white preview window. If the Square check box is checked, the buttons will retain a square shape.

3 Click OK. The thumbnails (the mini-images of the shapes) are resized and displayed in the Shape palette.

This is the last lesson using this chart.

- On the File menu, click Close. Click No in the dialog box.

To run another tutorial

- Click the Help Topics button at the top of this window.

{button < Back,JI(`',`IDH_Adding_and_Rearranging_Shapes_Page_2_of_2')}

Defining Shape Properties

Each shape has certain characteristics, or “properties.” Shape properties include the size and position of the text area and the positions of the shape number and connect points.

This tutorial shows you how to resize the text area and move the shape number and a connect point.

Resizing the text area

FlowCharter gives you the flexibility you need to position text in a shape.

1 On the File menu, click Open.

2 Double-click the file PROPS.FLO in the TUTORIAL directory of your CD-ROM. (If you installed FlowCharter 7 from your network, contact your system administrator to find out where the tutorial files are.)

3 Click the Selector tool.

Selector tool

4 Point to shape 1 and click the left mouse button to select it.

5 Click the Edit tool, and click Text Layout.

Edit tool

6 On the Edit Text Area Layout toolbar, click the Text Select tool.

Text Select tool

7 Click the text area in the shape to select it.

8 Point to any of the handles of the text area.

9 Press and hold the left mouse button, and drag the handle to the position you want. Release the mouse button.

10 Repeat steps 8 and 9 until the text area is the size you want.

11 Click OK. There is now more room for the text in the shape.

{button < Back,JI(`>larget','IDH_Defining_Shape_Properties');cw(`proctut')} {button Next >,JI(`','IDH_Moving_a_Connect_Point')}

Moving a connect point

Moving a connect point on a shape is as simple as clicking and dragging it to its new location.

1 With the same shape still selected, click the Selector tool.

Selector tool

2 Point to shape 1, and click the left mouse button to select it.

3 Click the Edit tool, and click Connect Points.

Edit tool

4 Click the Select tool on the Edit Connect Points toolbar.

5 Click the connect point (round outline) at the bottom of the shape to select it. The outline is filled to indicate it is selected.

6 Point to the selected connect point.

7 Press and hold the left mouse button, and drag the connect point to the lower right corner of the shape. (Make sure the connect point is not entirely outside the shape, but is still overlapping the shape border.) Release the mouse button.

8 Click Finished. Lines can be connected to the new connect point.

{button < Back,JI(`',`IDH_Resizing_the_Text_Area')} {button Next >,JI(`',`IDH_Realigning_a_shape_number')}

Realigning a shape number

You can align your shape numbes so that to be on the right or left of the shape, or in the center of the shape.

1 With the same shape still selected, click the Selector tool.

Selector tool

2 Point to shape 1, and click the left mouse button to select it.

3 Click the Edit tool, and click Text Layout.

Edit tool

4 Click Left Align Label, Center Align Label, or Right Align Label on the Edit Text Area Layout toolbar.

Left Align Label

Center Align Label

Right Align Label

5 Click Finished. The shape number is realigned within the shape based on your selection.

{button < Back,JI(`',`IDH_Moving_a_Connect_Point')} {button Next >,JI(`',`IDH_Repositioning_a_Line')}

Repositioning a line

After you move a connect point on a shape, you can move lines to the connect point’s new position.

1 Click the Selector tool.

Selector tool

2 Click the line connecting the two shapes.

3 Point to the handle where the line exits shape 1. The cursor becomes a line pointer:

Line pointer

4 Press and hold the left mouse button, and drag the handle to the lower right corner of the shape. You may notice that the line immediately snaps to the connect point, since it is the closest connect point to the line end.

5 Release the mouse button after the line snaps to the new connect point.

{button Illustration,PI(`',`IDH_POP_Example30')}

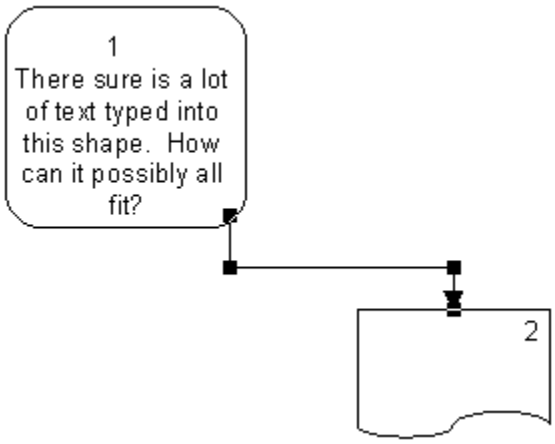
This is the last lesson using this chart.

- On the File menu, click Close. Click No in the dialog box.

To run another tutorial

- Click the Help Topics button at the top of this window.

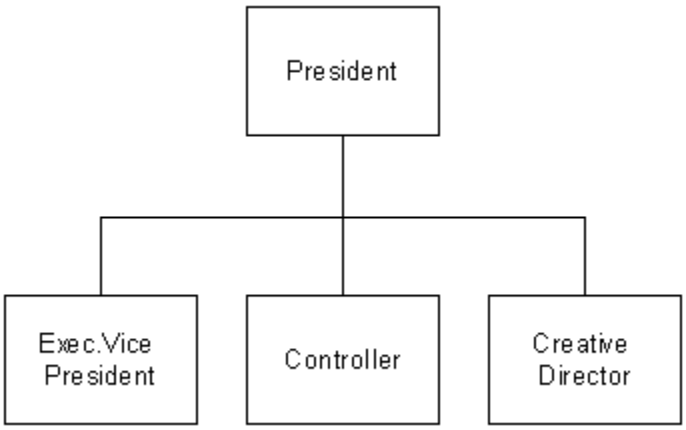
{button < Back,JI(`',`IDH_Realigning_a_Shape_Number')}


1
There sure is a lot of text typed into this shape. How can it possibly all fit?
2

Creating an Organization Chart

FlowCharter offers an org-line feature that lets you create organization charts as easily as flowcharts.

In this tutorial you create a standard organization chart using process shapes and org lines.



Choosing the Org Chart Line style

1 On the File menu, click New.

2 Click Blank Page. A blank chart window opens.

2 Click the Connector Line tool.

Connector Line tool

3 Click Org Chart Line.

Org Chart Line button

4 Click the Arrowheads button. (It may be underneath this tutorial window. To move the tutorial window, just click on its title bar and drag it where you want it.) The Arrowheads palette opens.

Arrowheads button

5 Click the first style in the menu (no arrow).

{button < Back,JI(`>larget','IDH_Creating_an_Organization_Chart');cw(`proctut')} {button Next >,JI(`','IDH_Placing_the_Top_Shape')}

Placing the top shape

1 Click the first shape in the Shape palette. (Press **F9** if the Shape palette is not open.)

2 Click in the chart window to place the top shape of the organization chart.

{button < Back,JI(`',`IDH_Choosing_the_Org_Line_Style')} {button Next >,JI(`',`IDH_Placing_Connected_Shapes')}

Placing connected shapes

1 Press and hold the left mouse button, and drag the pointer straight down out of the top shape. The blue connecting line should align with the bottom, middle of the shape.

2 Release the mouse button to place the connected shape immediately below the top shape.

{button Illustration,PI(`',`IDH_POP_Example31')}

3 Point again inside the top shape.

4 Press and hold the left mouse button, and drag another shape straight down until it is directly over the shape below. Continue pressing the mouse button.

5 Drag the new shape to the right. This shape aligns to the second shape you placed.

6 Release the mouse button to place the new shape to the right of the second shape.

{button Illustration,PI(`',`IDH_POP_Example32')}

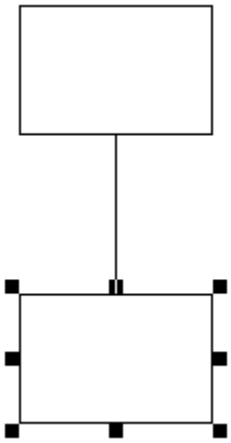
7 Repeat steps 3 through 6 to place a connected shape at the left on the row.

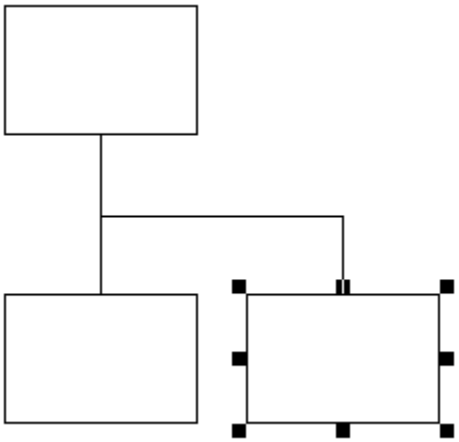
{button Illustration,PI(`',`IDH_POP_Example33')}

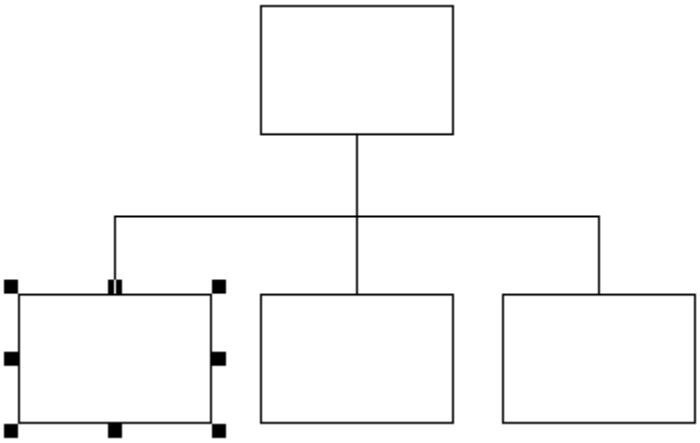
Tips

- The connecting line is drawn from the side of the reference shape as the new shape exits the reference shape.
- If you do not like where a line connects to a shape, continue pressing the mouse button, drag the new shape back to the “reference” shape, and drag it out again.

{button < Back,JI(`',`IDH_Placing_the_Top_Shape')} {button Next >,JI(`',`IDH_Adding_Text')}







Adding text

1 Click the Selector tool.

- Selector tool

2 Select the top shape and type **President**. Press **Esc**.

3 Select the first shape in the second row and type **Exec. Vice President**. Press **Esc**.

4 In the other two shapes, type **Controller** in one and **Creative Director** in the other.
{button Illustration,PI(`',`IDH_POP_Example34')}

This is the last lesson using this chart.

- On the File menu, click Close. Click No in the dialog box.

To run another tutorial

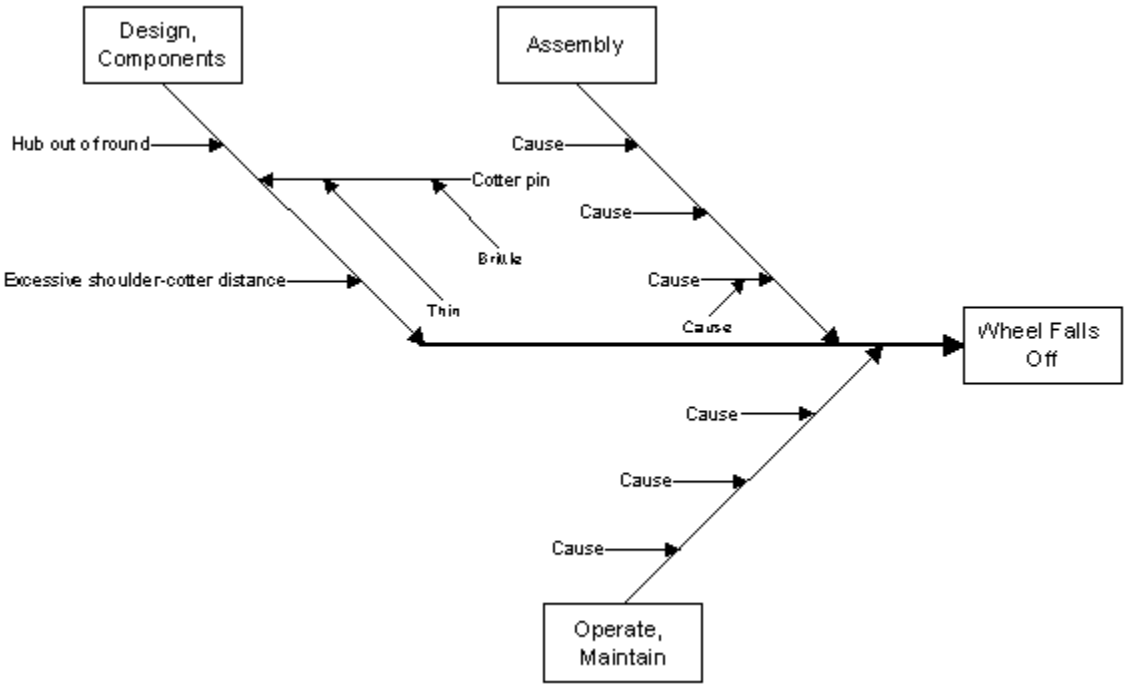
- Click the Help Topics button at the top of this window.

{button < Back,JI(`',`IDH_Placing_Connected_Shapes')}

Creating a Cause-and-Effect Chart

FlowCharter offers a process analysis feature that lets you create Ishikawa or “fishbone” charts for gathering, sorting, and relating information. These charts can be used to relate causes and effects and to determine their levels of influence. This chart is excellent for documenting team “brainstorming” sessions.

In this tutorial you create a cause-and-effect chart by modifying the cause-and-effect template (CAUSE.AFT).



Opening the cause-and-effect template

1 On the File menu, click Open.

2 In the Files of type box, click the down arrow and select FlowCharter Template (*.aft).

3 Double-click the file CAUSE.AFT in the TUTORIAL directory of your CD-ROM. (If you installed FlowCharter 7 from your network, contact your system administrator to find out where the tutorial files are.)

{button < Back,JI(`>larget',`IDH_Creating_a_Cause_and_Effect_Diagram');cw(`cause')} {button Next >,JI(`',`IDH_Replacing_Shape_Labels')}

Replacing shape labels

1 Click the Selector tool.

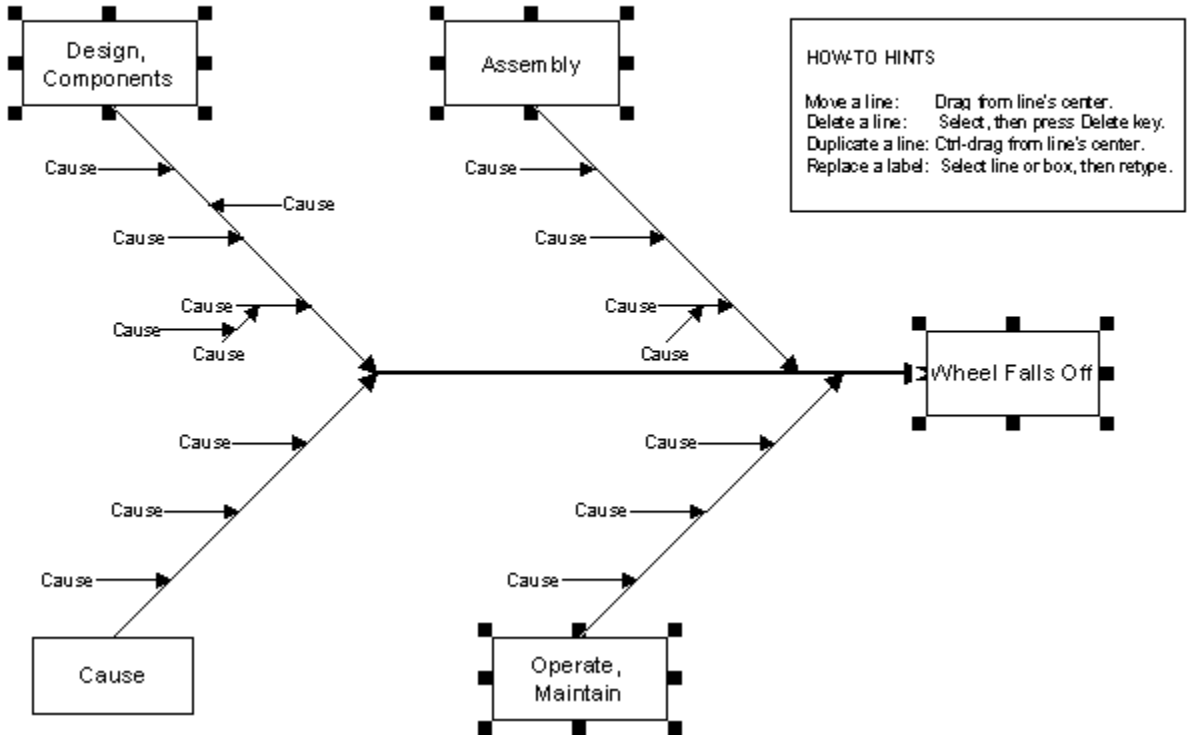
- Selector tool

2 Click the shape labeled “Effect.”
3 Type **Wheel Falls Off.**
4 Click the upper left shape labeled “Cause,” and type **Design, Components**.
5 Click the upper right shape labeled “Cause,” and type **assembly**.
6 Click the lower right shape labeled “Cause,” and type **Operate, Maintain**.
7 Press **Esc**.
8 Press and hold **Shift** and click each of the shapes you labeled. The shapes are selected as you click them.
9 On the Arrange menu, point to Make Same Size, and click Fit to Text.

{button Illustration,PI(`',`IDH_POP_Example35')}

{button < Back,JI(`',`IDH_Opening_the_Cause_and_Effect_Template')} {button Next >,JI(`',`IDH_Deleting_a_Line')}

Cause and Effect Diagram



Deleting a line

1 Click the Selector tool.

- Selector tool

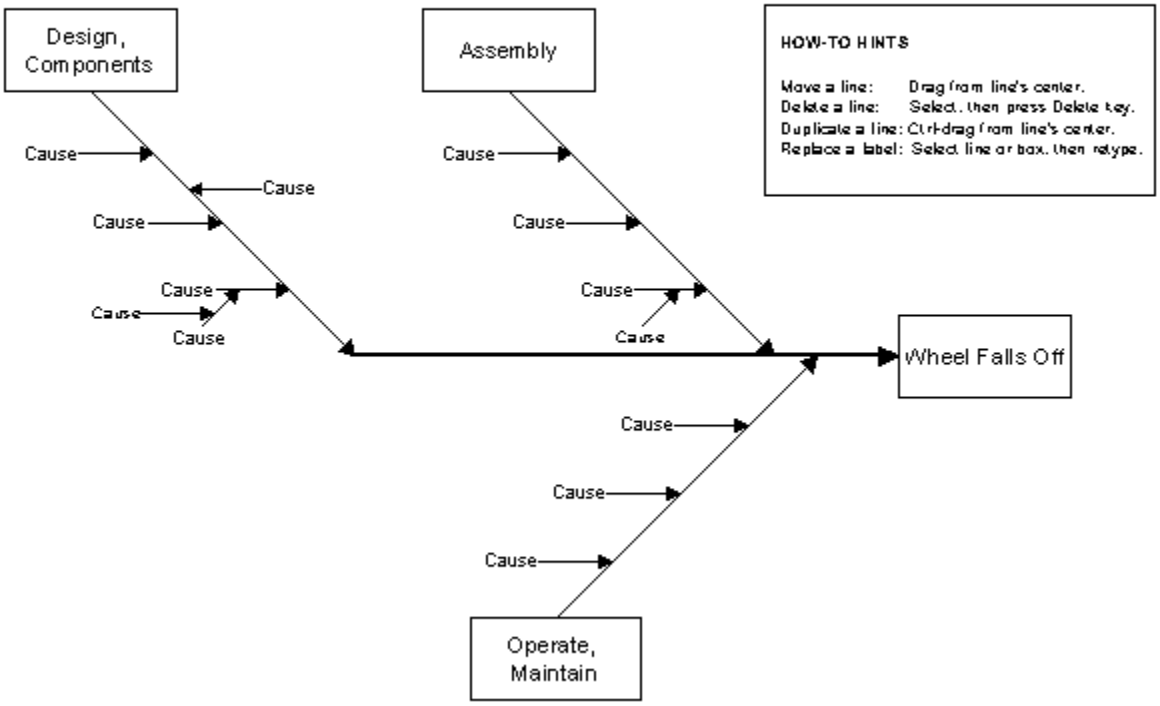
2 Click the line attached to the lower left shape labeled “Cause.”

3 Press **Del**. The line, the shape at the end of it, and all dependent lines pointing to it are deleted.

{button Illustration,PI(`',`IDH_POP_Example36')}

{button < Back,JI(`',`IDH_Replacing_Shape_Labels')} {button Next >,JI(`',`IDH_Completing_the_Chart')}

Cause and Effect Diagram



Completing the chart - Page 1 of 3

1 Click the Selector tool, if necessary.

- Selector tool

2 Click the upper left “Cause” the line attached to “Design, Components.”

3 Type **Hub out of round.**

4 Press **Esc**. The text block is selected.

5 Click the second “Cause” on the left side of the line, and type **Excessive shoulder-cotter distance**.

6 Click the small line connecting the third “Cause” on the left side. Handles appear on either side of the line.

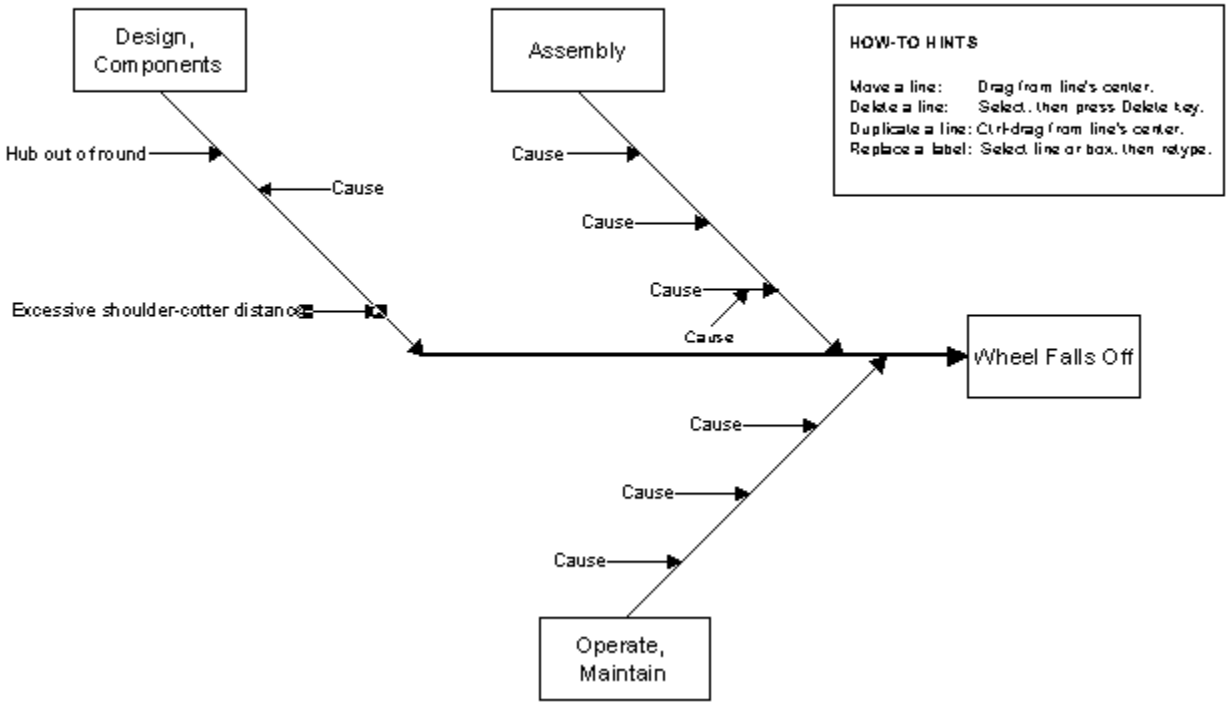
7 Press **Del** to delete the line, its label, and all of its dependent lines and labels.

8 Click the line attached to “Excessive shoulder-cotter distance.” Drag the line to where the deleted lines used to be.

{button Illustration,PI(`',`IDH_POP_Example37')}

{button < Back,JI(`',`IDH_Deleting_a_Line')} {button Next >,JI(`',`IDH_Completing_the_Chart_Page_2_of_3')}

Cause and Effect Diagram



Completing the chart - Page 2 of 3

9 Click the line attached to “Cause” on the right side of “Design, Components.”

10 Drag the right handle of the line to stretch the line to the right.

11 Click the word “Cause” on the right side of “Design, Components.”

12 Type **Cotter pin**.

13 Press **Esc**.

14 Click the Connector Line tool.

-

  Connector Line tool

15 Click Cause-and-Effect Line.

-

  Cause-and-Effect Line

16 Click the Arrowheads button, and click the simple arrowhead (second from the top, left).

-

  Arrowheads button

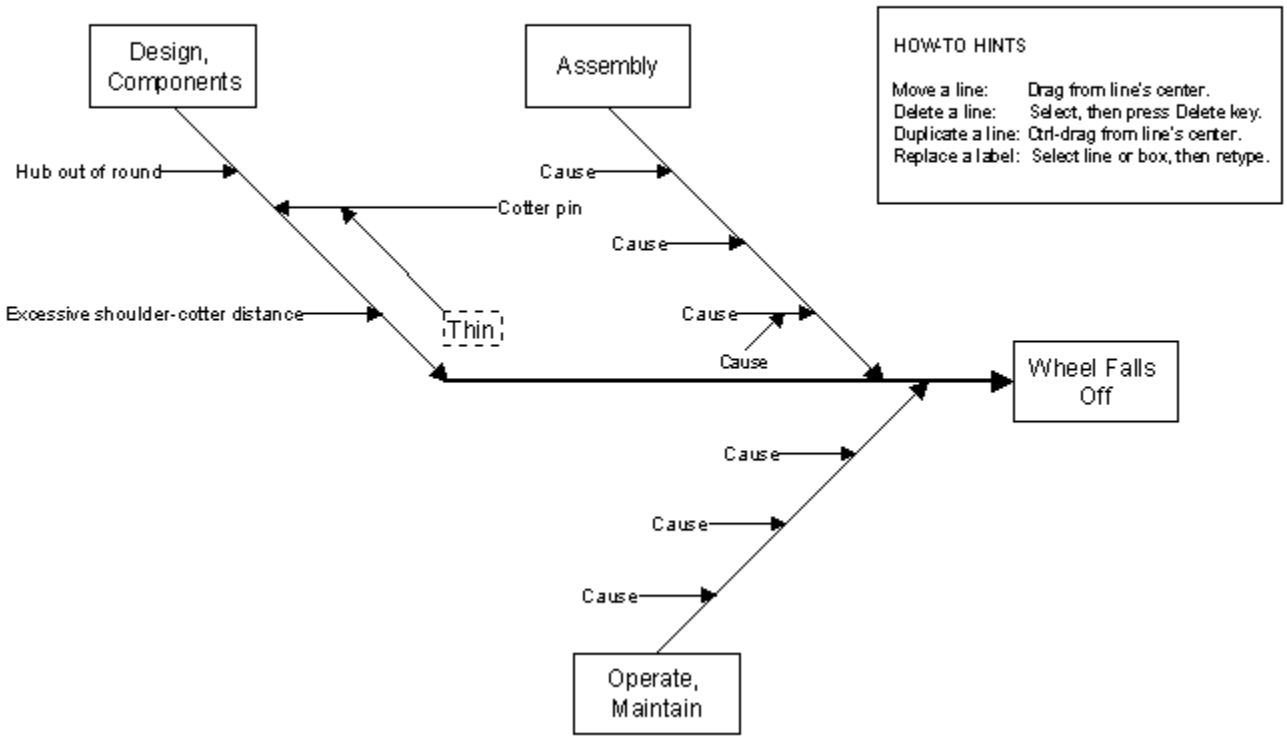
17 Point to the line attached to “Cotter pin.” Press and hold the left mouse button, and drag downward to draw a new line.

18 Type **Thin**.

{button Illustration,PI(`',`IDH_POP_Example38')}

{button < Back,JI(`',`IDH_Completing_the_Chart')} {button Next >,JI(`',`IDH_Completing_the_Chart_Page_3_of_3')}

Cause and Effect Diagram



Completing the chart - Page 3 of 3

19 Point to another position on the line attached to “Cotter pin.” Press and hold the left mouse button, and drag downward to draw a new line.

20 Type **Brittle**.

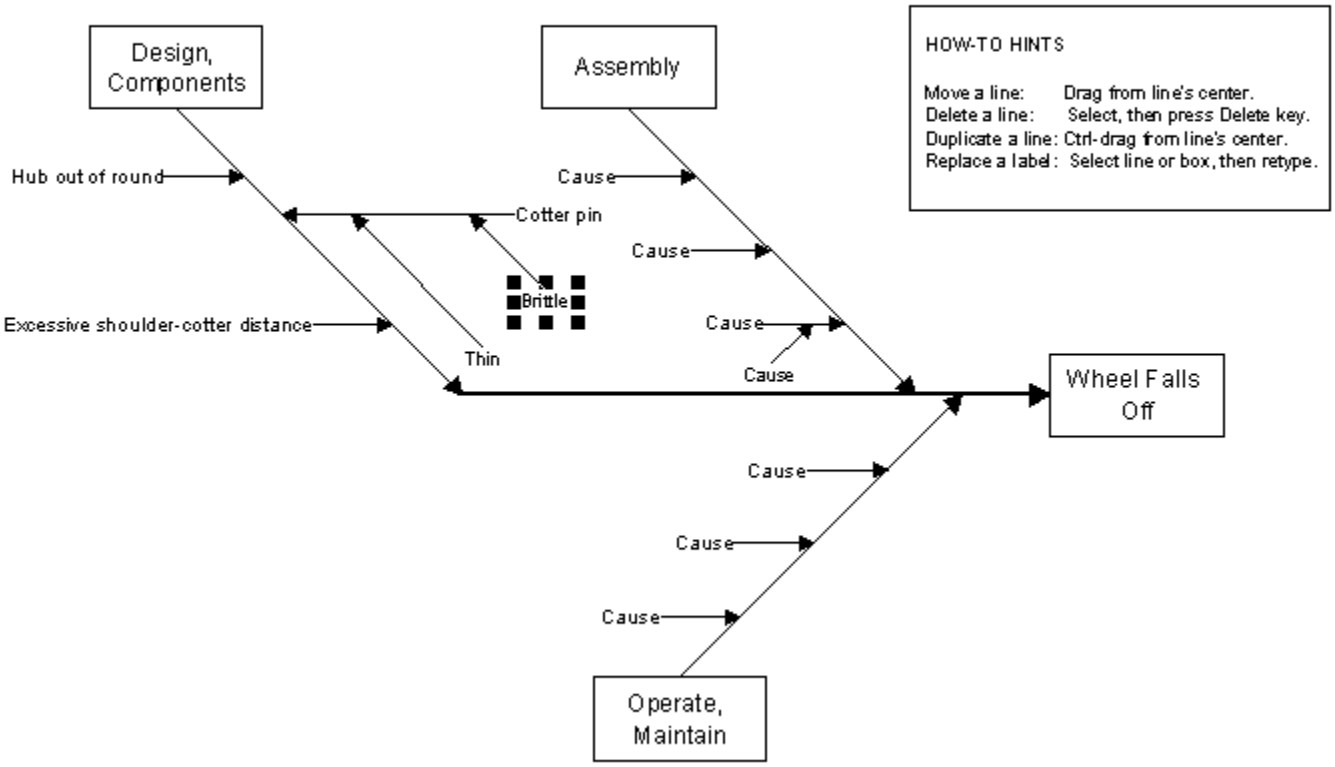
21 Press **Esc**.

{button Illustration,PI(`',`IDH_POP_Example39')}

22 Practice working with the chart.

{button < Back,JI(`',`IDH_Completing_the_Chart_Page_2_of_3')} {button Next >,JI(`',`IDH_Deleting_the_How_to_Hints')}

Cause and Effect Diagram



Deleting the how-to hints

1 Click the Selector tool.

- Selector tool

2 Click the How-to Hints in the upper right corner of the page. The handles appear around the box.

3 Press **Del**.

{button Illustration,PI(`',`IDH_POP_Example40')}

This is the last lesson using this chart.

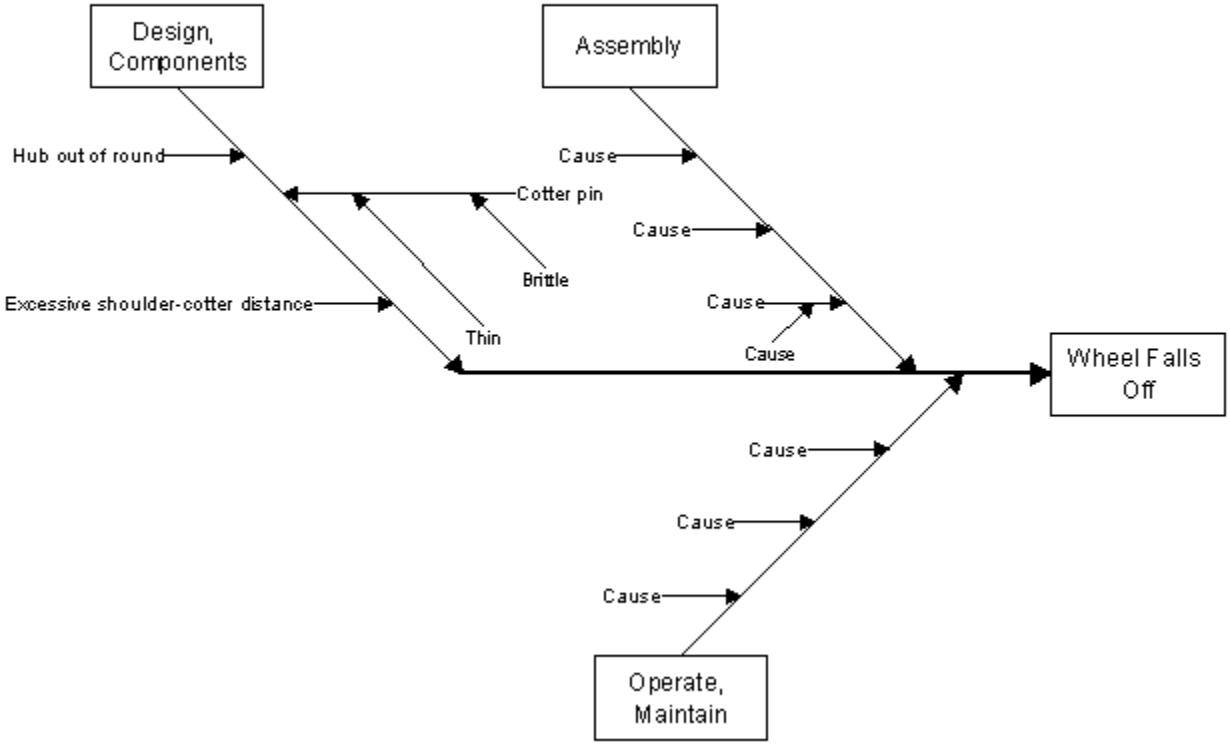
- On the File menu, click Close. Click No in the dialog box.

To run another tutorial

- Click the Help Topics button at the top of this window.

{button < Back,JI(`',`IDH_Completing_the_Chart_Page_3_of_3')}

Cause and Effect Diagram



Indicators

There are three types of indicators: note indicators, link indicators, and line nodes.

- A note indicator means that a note is attached to a shape.
- A link indicator means that when you double click the shape, something will happen (another chart will display, a program will be executed, and so on). For more information, look up Linking Charts under the Contents tab in Help.
- Line nodes show where lines connect. (On the other hand, line crossovers indicate where lines overlap. A crossover is an attribute of a line. For more information on crossovers, look up Crossovers under the Index tab in Help.)

To change an indicator, click the Format menu, click Chart, and click the Indicators tab.

Shape palette

You select the shape you want to place on the chart from the Shape palette. The Shape palette displays the shapes that you can place in a chart. If the Shape palette is not open, the Shape tool places the last shape you selected.

When you open FlowCharter for the first time, a set of commonly used symbols appears in the Shape palette. The name of the Shape palette appears in the title bar. The available shapes appear as buttons in the palette.

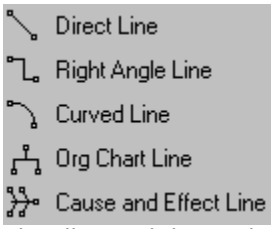
The View Shape Palettes on the Standard toolbar opens and closes the Shape palette. You can also press **F9** to open and close the Shape palette.

You can leave the palette open all the time, if you want. It "floats" over the chart and can be dragged wherever you want it.

Many additional shapes are available in the Shape palette files included with the program. (See the Shape palette chapter for a complete list of available palettes and shapes.)

Line Types

FlowCharter has five line types:



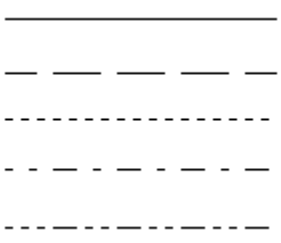
The direct, right angle, and curved line types can be used in any kind of chart.
The org chart line type is designed to be used for organization charts, family trees, kinship charts, and similar chart types.
The cause and effect line type is designed to be used in cause-and-effect chart types (also known as fishbone charts or Ishikawa charts).

Line Styles

You can assign several different styles to your lines. To do so, click the Line Styles button on the Formatting toolbar and click the style you want.

Lines Style button

The styles you can choose are:



The Shadow Tab

You can assign shadows to the selected shapes via the Format menu.

1 On the Format menu, click Effects.

2 Click the Effects tab.

3 In the Shadow box, select the shadow or select No Shadow to turn off the shadow.

Note

- The offset of a shadow determines the distance between the shadow and the shape. The offset must be a number from 1 to 5.

Color dialog box

This dialog box lets you create custom colors and to change the default color. You can color text, shapes, lines, and borders. You can create up to 33 custom colors.

After selecting More Colors, you can drag the cross pointer in the large colored box that displays. As you drag the pointer, several things happen:

- The numbers change in the Hue, Sat, Lum boxes and the Red, Green, Blue boxes.
- The selected color appears in the left half of the Color|Solid box. On the left side, the color is the exact color you have selected. On the right side, the solid color closest to your selected color displays.

Tips

- Use the slider to change the amount of white or black in a color.
- The type of video driver you have may affect how colors display.

{button Related Topics,PI(``,`IDH_RT_Set_Custom_Color_DB')}

To create a custom color

To create a custom color

1. Click the Text Color, Fill Color, or Line Color button on the Formatting toolbar.

2. Click More Colors.
3. Click or drag anywhere in the large color window to select a color.
4. Click OK. The color becomes the selected color for the fill, text, or line. It also appears in the color palette.

Tips

- Move the vertical scroll bar on the right to adjust the amount of white and black in your color.
- For finer control, you can type the values you want in the text boxes. Values must be between 0 and 255.
- You can create up to 33 custom colors.
- When the custom color palette is full, you can still add more colors. When you do, the first custom color (in the upper left corner) is removed and your new color is added in the lower right corner of the palette.
- If you are using Windows-standard VGA (16 colors), certain colors appear different when drawing lines and typing text, due to the limitation of your display driver.

{button Related Topics,PI(`',`IDH_RT_Changing_ribbon_colors')}

To color existing text
To color an existing shape
To color an existing line
Formatting toolbar

To color an existing line

1. Click the Selector tool.
   -

     Selector tool
2. Click the line that you want to apply color to.
3. Click the Line Color button.
   -

     Line Color button
4. Click the color you want.

{button Related Topics,PI(`',`IDH_RT_Apply_line_color')}

To create a custom color
To color existing text
To color an existing shape
Formatting toolbar

To color an existing shape

1. Click the Selector tool.

   ▪

   Selector tool
2. Click the shape that you want to apply color to.
3. Click the Fill Color button.

   ▪

   Fill Color button
4. Click the color you want.

{button Related Topics,PI(`',`IDH_RT_Apply_shape_color')}

To create a custom color
To color existing text
To color an existing line

Choosing shape styles that enhance your chart
Formatting toolbar

To color existing text

1. Click the Selector tool.

   -

     Selector tool

2. Click the text that you want to apply color to.
3. Click the Text Color button.

   -

     Text Color button

4. Click the color you want.

{button Related Topics,PI(``,`IDH_RT_Apply_line_color')}

To create a custom color
To color an existing shape
To color an existing line
Formatting toolbar

To apply a pattern to an existing shape

1 Click the Selector tool.

- Selector tool

2 Click the shape that you want to apply a pattern to.

3 On the Format menu, click Chart Properties.

4 Click the Fill tab, if necessary.

5 Click the Fill Style you want, and click OK.

Tip

- Use the Apply button to make your changes and view the results without closing the dialog box.

{button Related Topics,PI(`',`IDH_RT_Apply_pattern')}

To change the properties for a selected shape
To color existing text
To color an existing line
Choosing shape styles that enhance your chart
Formatting toolbar

Showing and Hiding Guidelines

{button OLE Automation,PI(`',`IDH_OA_Guidelines')}

{button Tell me how . . .,JI(`>procedur',`IDH_To_show_or_hide_all_guidelines');CW(`large')}

You can choose to show or hide guidelines in your chart.

When guidelines are hidden, they have no effect on the positioning of objects.

You may want to hide guidelines while moving objects close to (but not on) the guidelines to prevent the objects from snapping to them. When you show guidelines, all the guidelines you placed appear on the screen.

You can:

- Add horizontal guidelines
- Add vertical guidelines
- Remove guidelines

{button Related Topics,PI(`',`IDH_RT_Showing_and_Hiding_Guidelines')}

Aligning shapes to guidelines
Working with guidelines
To align a shape to a guideline
To turn snapping on or off

To show or hide all guidelines
To create a guideline
To delete a guideline
To duplicate a guideline

To move a guideline

GuidelinesOn Property
AddHorizontalGuideline Method
AddVerticalGuideline Method
ClearGuidelines Method

Working with Guidelines

{button Tell me how . . .,PI(`',`IDH_HT_Working_with_Guidelines')}

You can use guidelines to align objects. When you drag a shape near a guideline, the shape’s sides and center snap into alignment with the guideline. Guidelines let you align shapes of different sizes and achieve an attractive, organized look. Guidelines do not appear in the printed chart.

Guidelines can be dragged from rulers and placed in a chart. If the Snap To Grid option is selected in the Options Alignment dialog box, guidelines snap to ruler positions. You may choose either Fine or Coarse alignment.

{button Related Topics,PI(`',`IDH_RT_Working_with_Guidelines')}

Aligning shapes to guidelines
Showing and hiding guidelines

To align a shape to a guideline

To turn snapping on or off To show or hide all guidelines

To create a guideline

Aligning Shapes to Guidelines

{button Tell me how . . .,PI(`',`IDH_HT_Aligning_Shapes_to_Guidelines')}

When you drag a shape near a guideline, the sides and center of the shape snap into alignment with the guideline. Guidelines let you align shapes of different sizes to achieve an attractive, organized appearance.

If you drag more than one selected object, the selected object beneath the pointer snaps to the guideline.

You can use guidelines to align either edges of shapes or the centers of shapes.

- If you drag an edge near the guideline, the edge of the shape snaps into alignment.
- If you drag the dashed blue cross in the center of the shape near the guideline, the center of the shape snaps into alignment with the guideline.

{button Related Topics,PI(`',`IDH_RT_Aligning_Shapes')}

Showing and hiding guidelines
Working with guidelines
To show or hide all guidelines
To create a guideline

To delete a guideline
To duplicate a guideline
To move a guideline

To align a shape to a guideline
To turn snapping on or off

To show or hide all guidelines

- On the View menu, click Guidelines.

The guidelines are displayed when Guidelines is checked. The guidelines are hidden when Guidelines is cleared.

Tip

- You also can click the right mouse button in the ruler area, if displayed, and then click Guidelines to show or hide guidelines.

{button Related Topics,PI(`',`IDH_RT_To_Show_or_Hide_All_Guidelines')}

Aligning shapes to guidelines
Showing and hiding guidelines
Working with guidelines
To align a shape to a guideline

To create a guideline
To delete a guideline
To duplicate a guideline
To move a guideline

To create a guideline

1. Point to the horizontal or vertical ruler.
2. Press and hold the left mouse button, and drag the pointer into the chart. A light blue horizontal or vertical line representing the guideline is attached to the pointer.
3. Release the mouse button when the guideline appears where you want it. The guideline appears as a solid-colored line in the chart, extending across the entire width or height of the window.

Tip

- You also can click the right mouse button in the ruler area, if displayed, and then click Add Guideline to create a guideline.

{button Related Topics,PI(``,`IDH_RT_To_create_a_guideline')}

Aligning shapes to guidelines
Showing and hiding guidelines
Working with guidelines
To align a shape to a guideline

To delete a guideline
To duplicate a guideline
To move a guideline
To show or hide all guidelines

To move a guideline

1 Click the Selector tool.

Selector tool

2 Point to the guideline you want to move.

3 Press and hold the left mouse button, and drag the guideline where you want it. The pointer changes to the Guideline pointer over the guideline.

4 Release the mouse button when you are finished.

{button Related Topics,PI(`',`IDH_RT_To_move_a_guideline')}

Aligning shapes to guidelines
Showing and hiding guidelines
Working with guidelines
To align a shape to a guideline

To create a guideline
To delete a guideline
To duplicate a guideline
To show or hide all guidelines

To duplicate a guideline

1. Click the Selector tool.

   Selector tool
2. Point to the guideline you want to duplicate. When the guideline is selected, the pointer changes to the guideline pointer.

   Guideline pointer
3. Press and hold **Ctrl**.
4. Press and hold the left mouse button. A small plus sign is added to the right of the Guideline pointer to indicate you are duplicating a guideline.

   Guideline pointer with plus sign
5. Drag the duplicate guideline where you want it.
6. Release **Ctrl** and the left mouse button.
7. Repeat steps 2 through 6 to create more guidelines.

{button Related Topics,PI(`',`IDH_RT_To_duplicate_a_guideline')}

Aligning shapes to guidelines
Showing and hiding guidelines
Working with guidelines
To align a shape to a guideline

To create a guideline
To delete a guideline
To move a guideline
To show or hide all guidelines

To delete a guideline

1 Click the Selector tool.

Selector tool

2 Point to the guideline you want to delete.

3 Press and hold the left mouse button. The pointer changes to the Guideline pointer over the guideline.

4 Drag horizontal guidelines to the horizontal ruler; drag vertical guidelines to the vertical ruler.

5 Release the mouse button when the guideline pointer is positioned over the appropriate ruler.

{button Related Topics,PI(``,`IDH_RT_To_delete_a_guideline')}

Aligning shapes to guidelines
Showing and hiding guidelines
Working with guidelines
To align a shape using channel alignment

To align a shape to a guideline
To create a guideline
To duplicate a guideline

To move a guideline
To show or hide all guidelines

To align a shape to a guideline

1 On the View menu, click Guidelines if Guidelines is not checked.

2 Click the Selector tool.

Selector tool

3 Select the shape you want to align.

4 Point to the selected shape.

5 Press and hold the left mouse button, and drag the shape near the guideline.

6 Release the mouse button.

Notes

- In step 5, if you drag an edge near the guideline, the edge of the shape snaps into alignment.
- In step 5, if you drag the dashed blue cross in the center of the shape near the guideline, the center of the shape snaps into alignment with the guideline.

{button Related Topics,PI(``,`IDH_RT_To_align_a_shape_to_a_guideline')}

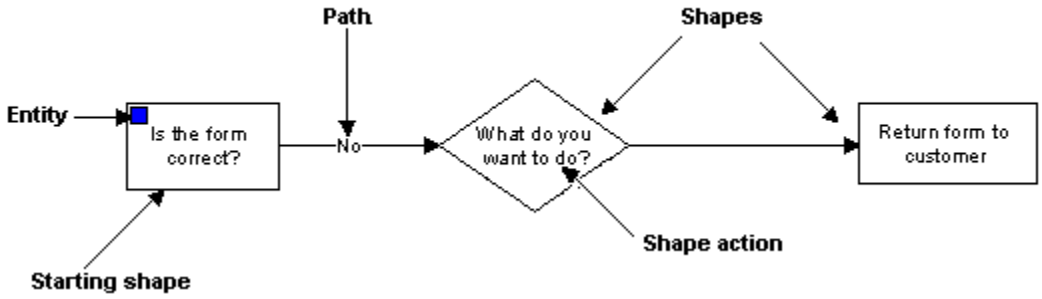
Aligning shapes to guidelines
Showing and hiding guidelines
Working with guidelines
To create a guideline

To delete a guideline
To duplicate a guideline
To move a guideline
To show or hide all guidelines

To turn snapping on or off

This Quick Tour explains an exciting, powerful new way to add action and impact to your visual communications.

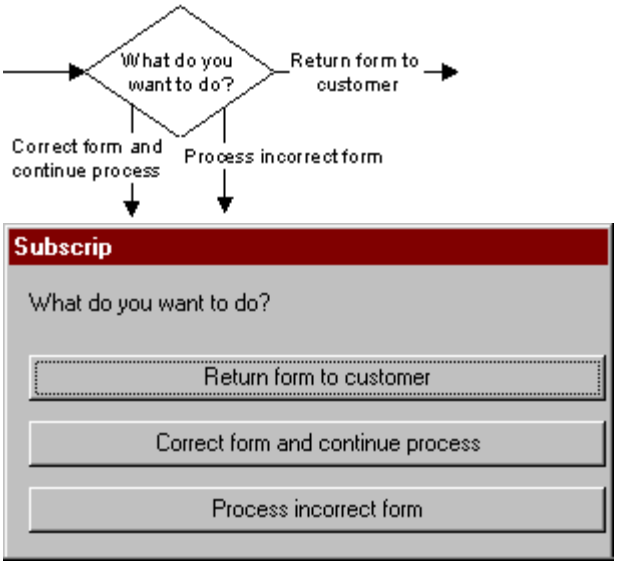
Now, instead of a picture on a page, your charts can be interactive, exchanging information with your chart users. Your charts can move and change as the information in them changes. Regardless of the purpose of your flowchart, the end result is a "Living FlowChart" that users can interact with in a dynamic and real-time manner.



{button Next >,JI(`',`IDH_What_Is_a_Living_FlowChart_QT')}

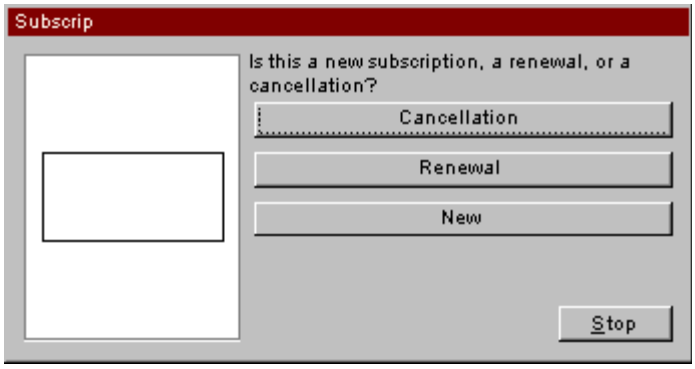
A Living FlowChart is a chart that runs like a program and interacts with its user, gathering and displaying information automatically. Any set of shapes connected by lines can be a Living FlowChart. Even a simple set of shapes can be run as a Living FlowChart.

All you have to do to create a Living FlowChart is draw a simple flowchart. If you already have flowcharts created with a previous version of FlowCharter, you can run them as Living FlowCharts right now!



{button < Back,JI(`',`IDH_Overview_QT')} {button Next >,JI(`',`IDH_How_Does_a_Living_FlowChart_Work_QT')}

In a Living FlowChart, every **shape** contains an **action**. A line, or a set of lines, represents a **path**. Just as you take a set of streets to drive to work, an entity takes a set of lines through shapes to reach the end of the chart. In each case, you have completed a path**.**



The first time you run a chart, you choose the **starting shape.**

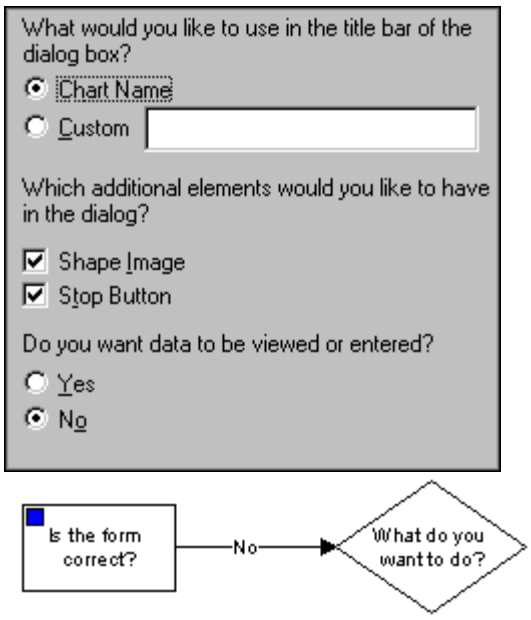
When the user chooses the starting shape, FlowCharter places an **entity** in that shape. As the user runs the chart, the entity travels through the chart. Each time the entity reaches a shape in the Living FlowChart, something happens: a dialog box appears or the shape does something automatically.

{button < Back,JI(`',`IDH_What_Is_a_Living_FlowChart_QT')} {button Next >,JI(`',`IDH_Shape_Actions_Power_Living_FlowCharts_QT')}

The power of a Living FlowChart lies in the **shape action**.

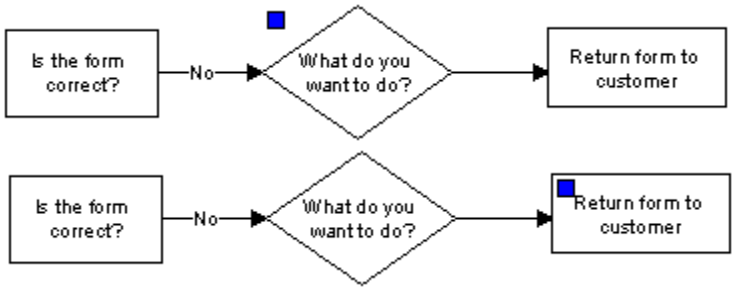
Each shape in the chart has an action, whether you specifically create one with the Shape Action Wizard or not. The shape action determines what happens when you run the chart.

A shape action can display a dialog box so you can prompt the user for data, show data in fields, have the user enter data in the fields, and let the user choose the next path out of a shape. Or, a shape action can evaluate and/or change data and decide where to go next.



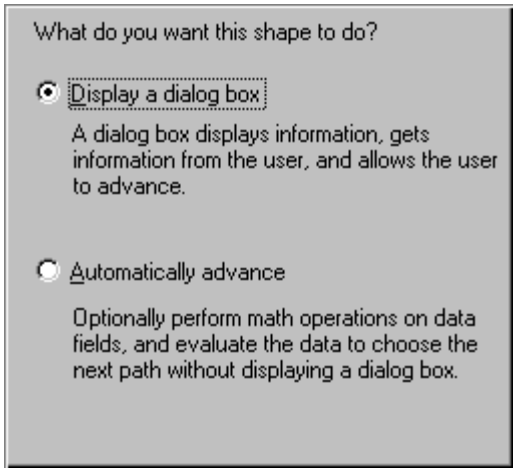
{button < Back,JI(`',`IDH_How_Does_a_Living_FlowChart_Work_QT')} {button Next >,JI(`',`IDH_Entities_Travel_the_Paths_QT')}

An **entity** is an object that moves along the paths of a Living FlowChart. You can think of an entity as a messenger or a delivery person that travels a route and collects data along the way. Entities have fields just like shapes and lines do. The entity fields are empty until you run the chart. As the chart runs, the entity moves through the chart collecting data as it goes.



{button < Back,JI(`',`IDH_Shape_Actions_Power_Living_FlowCharts_QT')} {button Next >,JI(`',`IDH_The_Shape_Action_Wizard_Customizes_a_Shape_Action_QT')}

When you want a shape to do something other than display the standard dialog box, you run the Shape Action Wizard. The Shape Action Wizard lets you change not only the dialog box appearance, but also many other parts of the shape action. You can also set up the shape to automatically select the next path for the user, and perform math operations on data.

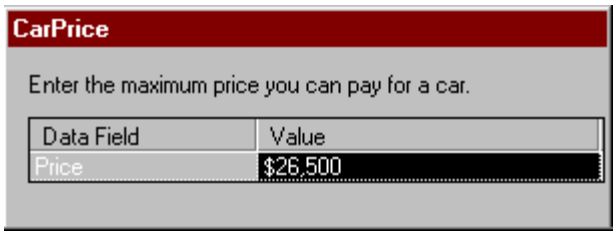


{button < Back,JI(`',`IDH_Entities_Travel_the_Paths_QT')} {button Next >,JI(`',`IDH_Dialog_Boxes_Communicate_with_the_User_QT')}

The dialog boxes in Living FlowCharts communicate with your users in two ways:

They show information to the user
Any text in the shape automatically appears in the dialog box. In addition, you can set up fields that give information and use text in buttons to show the available paths through the rest of the chart.

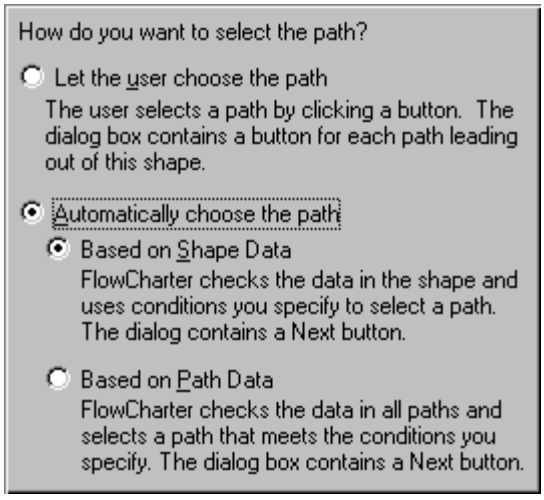
They get information from the user
You can set up a dialog box with fields and let a user enter data into the fields. This data can determine the path the entity takes next. The data can also be accumulated with other data.



{button < Back,JI(`',`IDH_The_Shape_Action_Wizard_Customizes_a_Shape_Action_QT')}
{button Next >,JI(`',`IDH_Path_Selection_Makes_a_Chart_Interactive_QT')}

You can let your users navigate through the chart using buttons in dialog boxes, or you can select the path for them. To select the path for them, you evaluate data in the chart. Based on the evaluation, you route the entity to the appropriate path. There are three ways to select a path:

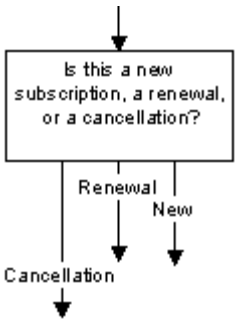
1. Let the user choose the path by providing buttons in the dialog box
2. Automatically choose the path by evaluating data in the shape
3. Automatically choose the path by evaluating data in the path



{button < Back,JI(`',`IDH_Dialog_Boxes_Communicate_with_the_User_QT')} {button Next >,JI(`',`IDH_Let_the_User_Choose_a_Path_QT')}

The standard dialog box provides buttons that represent all of the available paths leaving the shape. The user chooses the path by clicking one of the buttons.

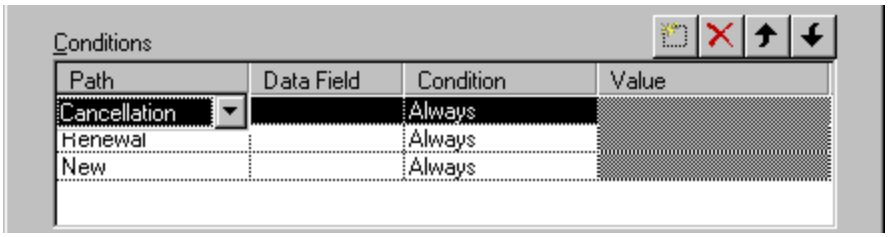
Let the user choose the path when you want to know which option he would choose or when there is no data to select the path for him.



{button < Back,JI(`',`IDH_Path_Selection_Makes_a_Chart_Interactive_QT')} {button Next >,JI(`',`IDH_Automatically_Choose_a_Path_Using_Shape_Data_QT')}

To use shape-based path selection, you set up a condition or set of conditions that determine how to route the entities from the current shape. When you run the chart and the entity reaches the shape, the chart compares the value you specify in the condition to the data in the shape. If the two values match, the path specified in the condition is the one taken.

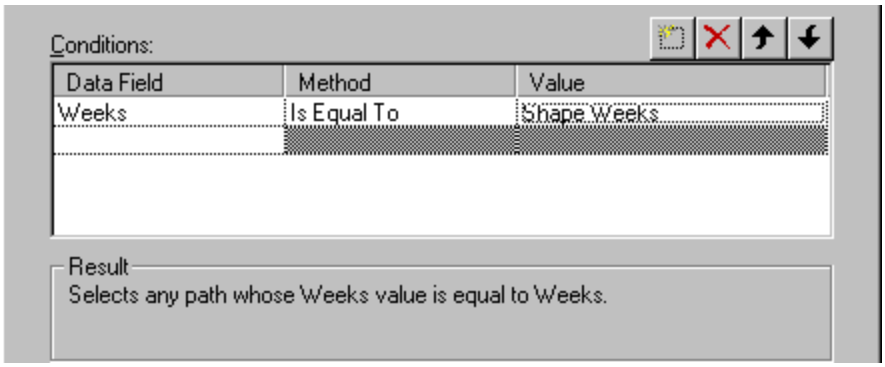
Use shape-based path selection when you want to evaluate the data in the shape to decide where to send the entity next.



{button < Back,JI(`',`IDH_Let_the_User_Choose_a_Path_QT')} {button Next >,JI(`',`IDH_Automatically_Choose_a_Path_Using_Path_Data_QT')}

When a shape selects a path based on path data, the shape checks the value of every available path and compares the path values to conditions you specify. The shape selects the path that meets all of the conditions. If more than one path meets all conditions, the shape selects a path arbitrarily. If no paths meet all conditions, the entity stops in the shape.

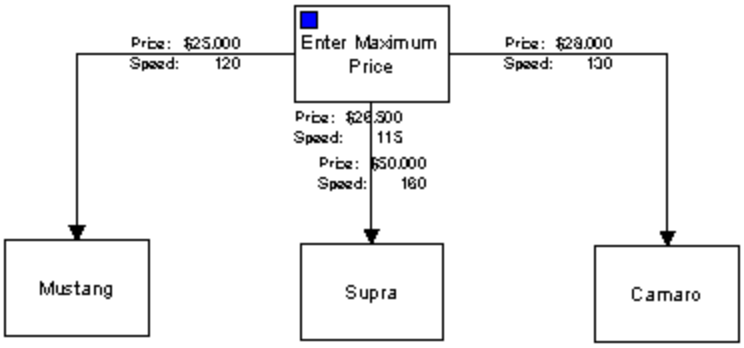
Use path-based path selection when the data a user enters in the shape is more important than the destination.



{button < Back,JI(`',`IDH_Automatically_Choose_a_Path_Using_Shape_Data_QT')}
{button Next >,JI(`',`IDH_Living_FlowCharts_Can_Work_Magic_with_Data_QT')}

When you add data to a Living FlowChart, you open up a whole new world of possibilities for communicating information to your users. Any shape in the chart can display data to or collect data from the user, perform math operations on data, or select a path based on data.

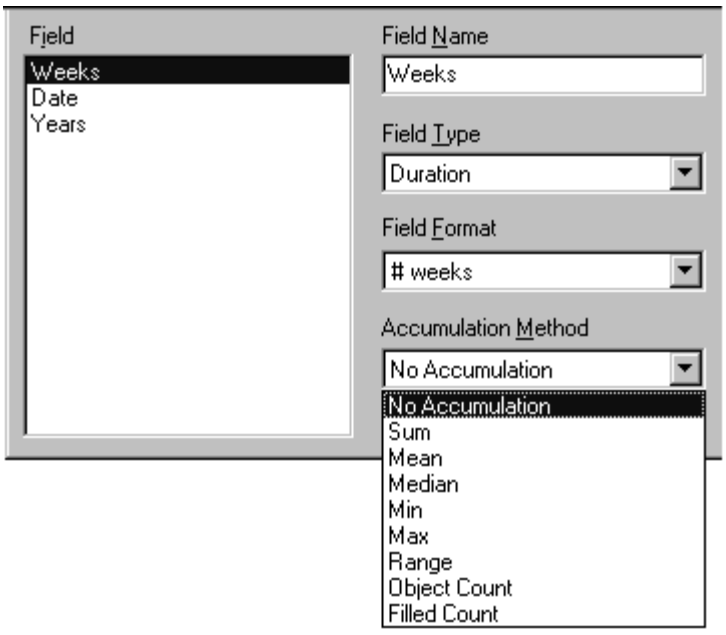
Data can reside in shapes and on lines. You can design a chart with preset data, or you can collect data from the user as the chart runs. You also can track data as it accumulates in an entity as the entity moves through the chart.



{button < Back,JI(`',`IDH_Automatically_Choose_a_Path_Using_Path_Data_QT')}
{button Next >,JI(`',`IDH_FlowCharts_Accumulate_Data_QT')}

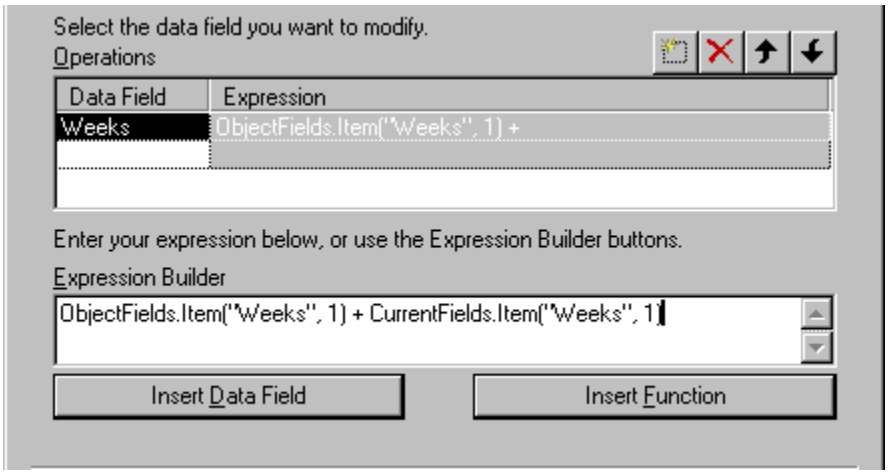
FlowCharter offers six field types: text, duration, date, currency, percent, and number.

Each field type has a set of Accumulation Methods, which is a fancy term for a simple concept. You can combine, or accumulate, data of some field types. For example, you can "combine" the cost of a process. The method you use to combine the data is to add it or "Sum" it. Thus the accumulation method is Sum.



{button < Back,JI(`',`IDH_Living_FlowCharts_Can_Work_Magic_with_Data_QT')}
{button Next >,JI(`',`IDH_Math_Operations_Add_Power_to_Data_QT')}

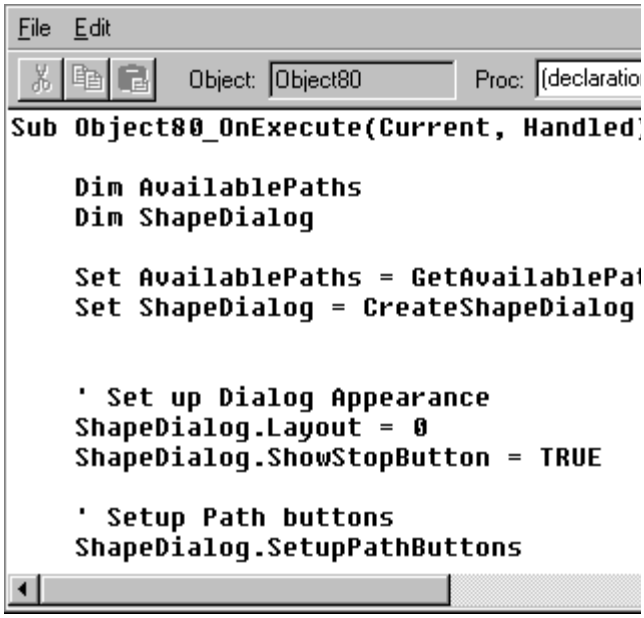
You can perform math operations on the data in the chart, and pass on the result as the chart continues to run. A math operation is composed of two parts: the name of the data field that you want to change, and the expression.



{button < Back,JI(`',`IDH_FlowCharts_Accumulate_Data_QT')} {button Next >,JI(`',`IDH_Write_Your_Own_Script_for_Power_and_Flexibility_QT')}

In addition to using the Shape Action Wizard to create script, you can create script manually. When you create script manually, you can attach script to any object (shape, line, or text block). Script written for one object has no effect on any other object.

The script for an object remains attached to that object. If you copy the shape, line, or text into another chart, the script goes with it. This makes it easy to make changes and additions to charts. If an object's actions are already defined in one chart, you can save time by using them in another chart.



{button < Back,JI(`',`IDH_Math_Operations_Add_Power_to_Data_QT')} {button Next >,JI(`',`IDH_Living_Shapes_Add_Action_to_a_Chart_QT')}

Living Shapes contain data and script that enables them to perform predefined or user-defined actions. These shapes make your charts faster, more efficient, and easier to use.

You can drag these shapes from the palette to use them in any flowchart. For example, the Printer button is a Living Shape that prints the chart when the user double-clicks it.

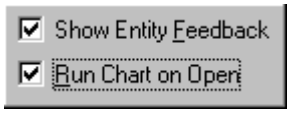
The Start button shape is a Living Shape that begins running the chart when the user double-clicks it.

You can also drag your own shapes (and their actions) to the palette. This makes it easy to use a shape and its actions in another chart without having to run the Shape Action Wizard or write the same script more than once.

{button < Back,JI(`',`IDH_Write_Your_Own_Script_for_Power_and_Flexibility_QT')}
{button Next >,JI(`',`IDH_Running_a_Living_FlowChart_Is_Easy_QT')}

When you’re ready to run the Living FlowChart you’ve designed, you can start it using one of the following methods:

1. Selecting the Run FlowChart command from the Tools menu. Using this method lets you choose where the chart begins running.
2. Clicking the Run button on the Standard toolbar. This shortcut also lets you choose where the chart begins running.
3. Running the chart automatically, when the FlowCharter file opens. This is the fastest, easiest way for a user to run a chart.



{button < Back,JI(`',`IDH_Living_Shapes_Add_Action_to_a_Chart_QT')} {button Next >,JI(`',`IDH_Now_You_Ready_to_Bring_Life_to_Your_Charts_QT')}

Now you’ve seen how easy it is to design and run powerful Living FlowCharts.

There are several examples of Living FlowCharts included with FlowCharter. Run one of these to see the power of Living FlowCharts in action. The Tutorial chapter of the FlowCharter book also has several examples of Living FlowCharts.

Or you can dive right in and start creating your own interactive charts.

Either way, Living FlowCharts give you the power and flexibility to improve communications with your customers and employees.

{button < Back,JI(`',`IDH_Running_a_Living_FlowChart_Is_Easy_QT')}

Welcome to FlowCharter 7

FlowCharter lets you create any business diagram quickly and easily. And after you have constructed your charts, you can actually navigate through them, following the processes and updating mission-critical data. Just double-click a shape on a high-level chart to explore the detailed processes that make up that event.

With intelligent line routing, a variety of alignment options, and hundreds of shapes, creating attractive and useful flowcharts is as easy as ABC.

When you need to know something about FlowCharter, refer to the help system.

{button Related Topics,PI(``,`IDH_RT_Welcome_to_ABC_FlowCharter')}

To find topics in help
To search for words in a help file
To get information in a dialog box
To print a help topic

OLE Automation

{button OLE Automation,PI(`',`IDH_OA_OLE_Automation')}

{button Tell me how. . .,PI(`',`IDH_HT_OLE_Automation')}

You can control this version of FlowCharter using OLE Automation. This is an advanced feature that requires Visual Basic, knowledge of programming in Visual Basic, and knowledge of FlowCharter. Visual Basic requires different automation controls, depending on the version of Visual Basic that you are using. (Visual Basic 4.0 is not backward-compatible with older versions of the automation controls, those with VBX file extensions.)

If you are using Visual Basic 4.0, install FLOW.OCX. See To install the OCX event handler for details on installing Flow.ocx.

If you are using Visual Basic 3.0 or earlier, install ABCAUTO.VBX. See To install the VBX event handler for details on installing Abcauto.vbx.

Using OLE Automation is described in a help file that comes with FlowCharter. When you installed FlowCharter, it installed that help file and its related FlowCharter help file.

This help system is contained in the file Automate.hlp. There are several ways you can access the OLE Automation help file:

- You can run the file from this help.
- You can run it using the Windows Explorer.
- You can run it using Excel (which also lets you browse through the language elements and see quick descriptions of them).

{button Related Topics,PI(`',`IDH_RT_OLE_Automation')}

To access OLE Automation help from this help
To access OLE Automation help using Excel
To access OLE Automation help using the Explorer
To access OLE Automation help from Visual Basic

To get help on Visual Basic
Difference Between Writing for External Applications and Internal Scripts

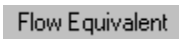
Welcome to OLE_Automation

To access OLE Automation from this help

1 Click the button to the right of the command.

OLE Automation button

2 To return to this help from the OLE Automation help, click the button to the right of the topic title.



Flow Equivalent button

Tips

- The help for OLE Automation is included in FlowCharter help. To the right of selected buttons, commands, dialog boxes, and areas of dialog boxes are buttons labeled **OLE Automation**. (There is one to the right of the title of this help topic. It goes to the Welcome topic of the help for OLE Automation.) If you click one of those buttons, help displays for the OLE Automation-related property or method. Be sure to check the related topics in the OLE Automation method or property to find other properties or methods that are related to the FlowCharter area you are working in.
- When a property or method has an equivalent FlowCharter command, a button labeled "Flow Equivalent" appears to the right of the topic title. You can click the button to go to the FlowCharter topic that describes the related command, button, option, or other FlowCharter element.
- If no button or a dimmed button appears to the right of a topic, then there is no FlowCharter equivalent.

{button Related Topics,PI(`',`IDH_RT_Accessing_from_this_Help')}

{button OLE Automation, PI(`',`IDH_OA_OLE_AutomationCP')}

OLE Automation

To access OLE Automation help from Visual Basic

To access OLE Automation help using Excel

To access OLE Automation help using the Explorer

To get help on Visual Basic

Welcome to OLE_Automation

To access OLE Automation help using the Explorer

1 Open the Explorer.

2 Locate the directory in which FlowCharter is installed (C:\Program Files\Micrografx\FlowCharter, by default).

3 Double-click the file Automate.hlp.

{button Related Topics,PI(`',`IDH_RT_Accessing_Using_File_Manager')}

OLE Automation
To access OLE Automation help from this help
To access OLE Automation help from Visual Basic
To access OLE Automation help using Excel
To get help on Visual Basic

To access OLE Automation help using Excel

1 Run Excel.

2 On the Insert menu, click the Macro command.

3 Choose Module.

4 On the Tools menu, click the References command.

5 Click Browse. Search for the flow70.tlb file where FlowCharter 7 is installed and select it. (For example, "C:\Program Files\Micrografx\FlowCharter\Flow70.tlb")

6 Click Micrografx FlowCharter OLE Automation 7.0 so an X appears in the box in front of it.

7 Click OK to close the dialog box.

8 On the View menu, click the Object Browser command.

9 Click the down arrow to the right of the Libraries/Workbooks box.

10 Click FlowLib to select it.

11 Click the object you want information about in the Objects/Modules box.

12 Click the button with a question mark in it, if you wish. OLE Automation help appears showing the topic about that object.

or

Click the method or property you want information about in the Methods/Properties box.

Tip

- If the button with a question mark in it is gray, then the help file is not installed. You must install the help file using the Installation program.

{button Related Topics,PI(`',`IDH_RT_Accessing_Using_Excel_5_0')}

OLE Automation
To access OLE Automation help from this help
To access OLE Automation help from Visual Basic
To access OLE Automation help using the Explorer

To get help on Visual Basic

To get help on Visual Basic

You can get help on Visual Basic by clicking Visual Basic help.

Note

- You must have the Visual Basic directory in your DOS path, or you must copy the Visual Basic help file (VB.HLP) to your FlowCharter directory.

{button Related Topics,PI(`',`IDH_RT_Jumping_to_Visual_Basic')}

OLE Automation

To access OLE Automation help from this help

To access OLE Automation help from Visual Basic

To access OLE Automation help using Excel

To access OLE Automation help using the Explorer

To access OLE Automation help from Visual Basic

There are several ways you can access this help from Visual Basic. Each way brings up an appropriate topic.

- Select Events VBX and press F1.
- Highlight a procedure name in the Proc combo box and press F1.
- Highlight a property or method from OLE Automation and press F1.

{button Related Topics,PI(`',`IDH_RT_Accessing_from_Visual_Basic')}

OLE Automation

To access OLE Automation help from this help

To access OLE Automation help using Excel

To access OLE Automation help using the Explorer

To get help on Visual Basic

Shortcut Keys

Charts and Windows

New chart	**Ctrl+N**
Open file	**Ctrl+O**
View at actual size	**F3**
View current page	**F4**
Close chart	**Ctrl+F4 OR Ctrl+W**
Save file	**Ctrl+S**
Print chart	**Ctrl+P**
Open/close Note window	**Alt+F6**
Open/close QuickZoom window	**F6**
Open/close Shape palette	**F9**
Split screen	**Ctrl+Alt+S**
Duplicate a guideline (with Selector tool)	**Ctrl+Drag existing guideline**
Shift page to right	**Alt+Page Up**
Shift page to left	**Alt+Page Down**
Exit program	**Alt+F4**

Changing

Change text	**F2**
Bold text	**Ctrl+B**
Italicize text	**Ctrl+I**
Underline text	**Ctrl+U**
Go to beginning of text block	**Ctrl+Home**
Go to end of text block	**Ctrl+End**
Undo/redo change	**Ctrl+Z/Ctrl+Y**
Cut	**Ctrl+X (OR Shift+Del)**
Copy	**Ctrl+C (OR Ctrl+Insert)**
Paste	**Ctrl+V (OR Shift+Insert)**
Duplicate	**Ctrl+Drag**
Clear	**Delete**
Find	**Ctrl+F**
Replace	**Ctrl+H**
Select all	**Ctrl+A**

Check spelling	**F7**
Disable magnetic alignment while placing shapes	**Shift+Drag**
Align shape bottom	**Ctrl+Shift+8**
Align shape center	**Ctrl+Shift+5**
Align shape left	**Ctrl+Shift+3**
Align shape middle	**Ctrl+Shift+6**
Align shape right	**Ctrl+Shift+7**
Align shape top	**Ctrl+Shift+4**
Justify horizontally	**Ctrl+Shift+9**
Justify vertically	**Ctrl+Shift+0 (Zero)**
Fit text to shape	**F8**
Align text right	**Ctrl+R**
Align text center	**Ctrl+E**
Align text left	**Ctrl+L**
Moves objects back one layer	**Ctrl+F9**
Moves objects forward one layer	**Ctrl+F10**
Full-screen View	
Leave full-screen view	**Esc, End, X**
Erase chart annotations	**Delete, Spacebar, E**
Go to next chart window	**Tab, Page Down, N**
Go to previous chart window	**Shift+Tab, Page Up, P**
Help	
Context-sensitive help topic	**F1**

- Use the additional shortcut keys ed next to the menu commands and in the hint line.

To drag an item

1. Select the item you want to drag.
2. Move the cursor over the selected item.
3. Press the left mouse button.
4. While holding the button down, move the mouse where you want the item.
5. Release the left mouse button.

Note

- To "select" a palette, display it by clicking the down-arrow of its button.