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Edraw Max

# User Manual

*Professional and All-in-one Diagramming Software*

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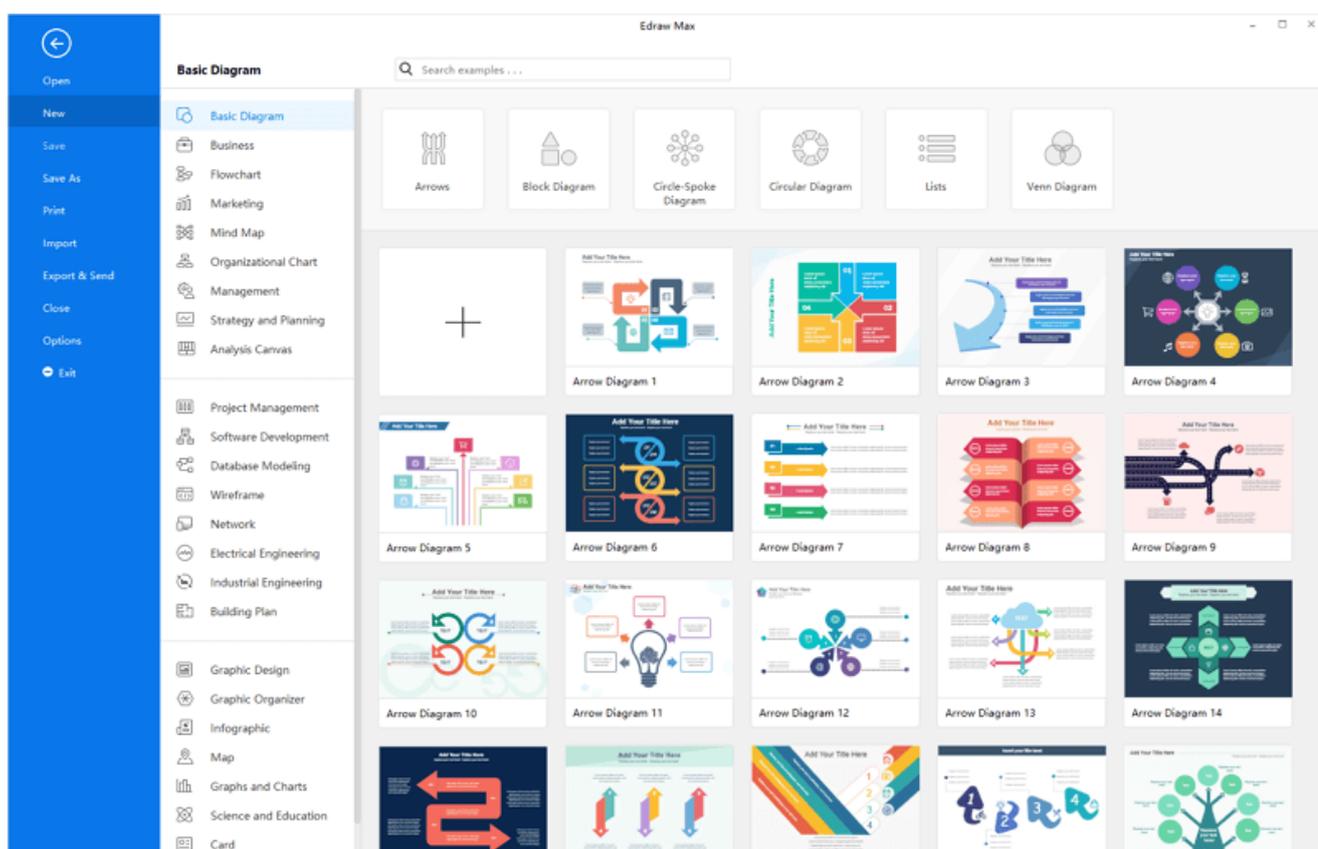


# Chapter 1 Start Your Work in Edraw Max

## An Introduction of Edraw Max

### The Document Page

When you launch [Edraw Max](#) on your computer, you will be navigated to the document page. Here you can create and manage documents, search and use templates, import Visio or other files, and modify general options of the software. This page also works as an entrance to the Edraw workspace.

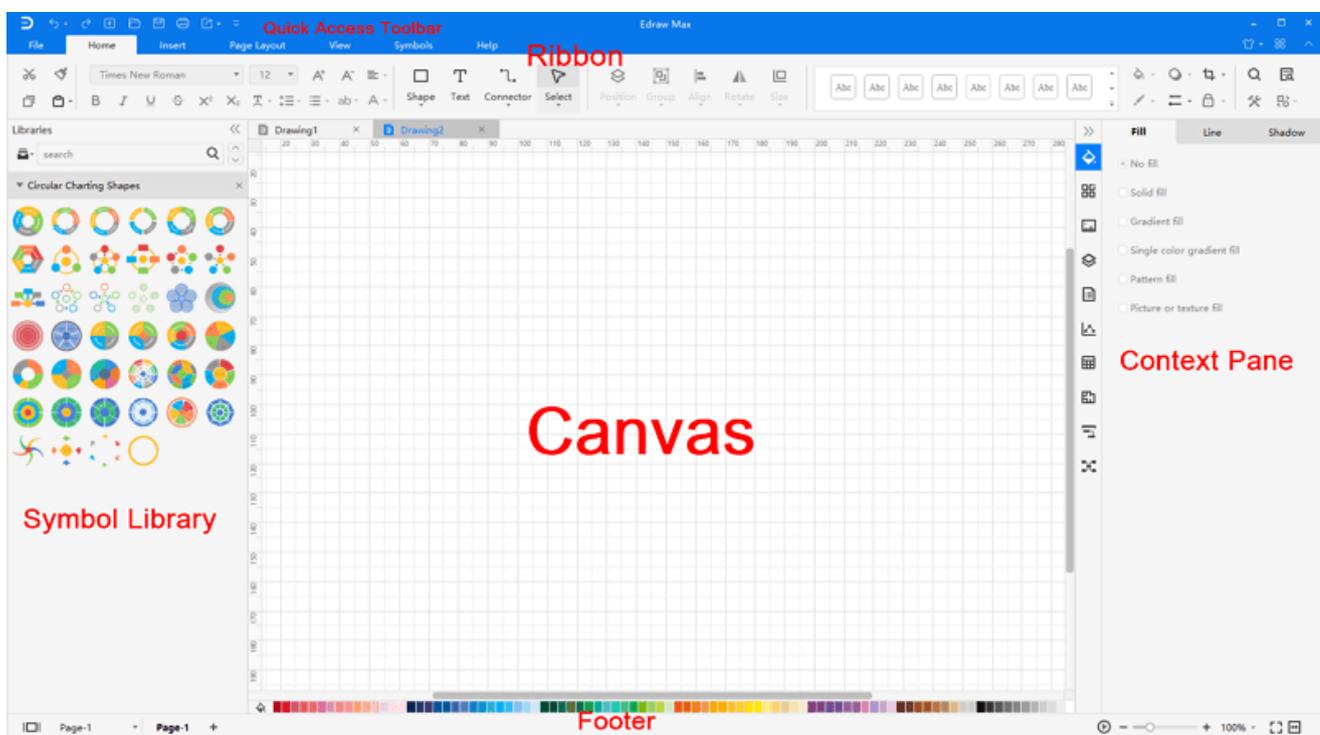


### Workspace

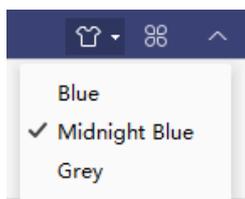
On the workspace, you will see **Quick Access Toolbar**, **Ribbon**, **Canvas**, **Context Pane**, **Symbol Library**, and **Footer**. Getting familiar with these functional areas will help you complete your designs more efficiently.



- **Quick Access Toolbar:** It is one-click access to commonly used commands such as Undo, Redo, Open, Save, Print and Export. You can also customize this area to fit your preference.
- **Ribbon:** There is a set of main toolbars where all commands and controls are organized in different tabs and groups.
- **Canvas:** It is the heart of the user interface where you will create your diagrams.
- **Context Pane:** It contains a series of features that are represented by the icons. When you click one of the icons, the corresponding pane will expand.
- **Symbol Library:** By default, the symbol library will show the related shapes and symbols, when you have chosen which diagram you would make in Edraw Max.
- **Footer:** You will find the footer underneath the canvas where you can manage documents' pages, adjust zoom level and present the canvas in full screen mode.



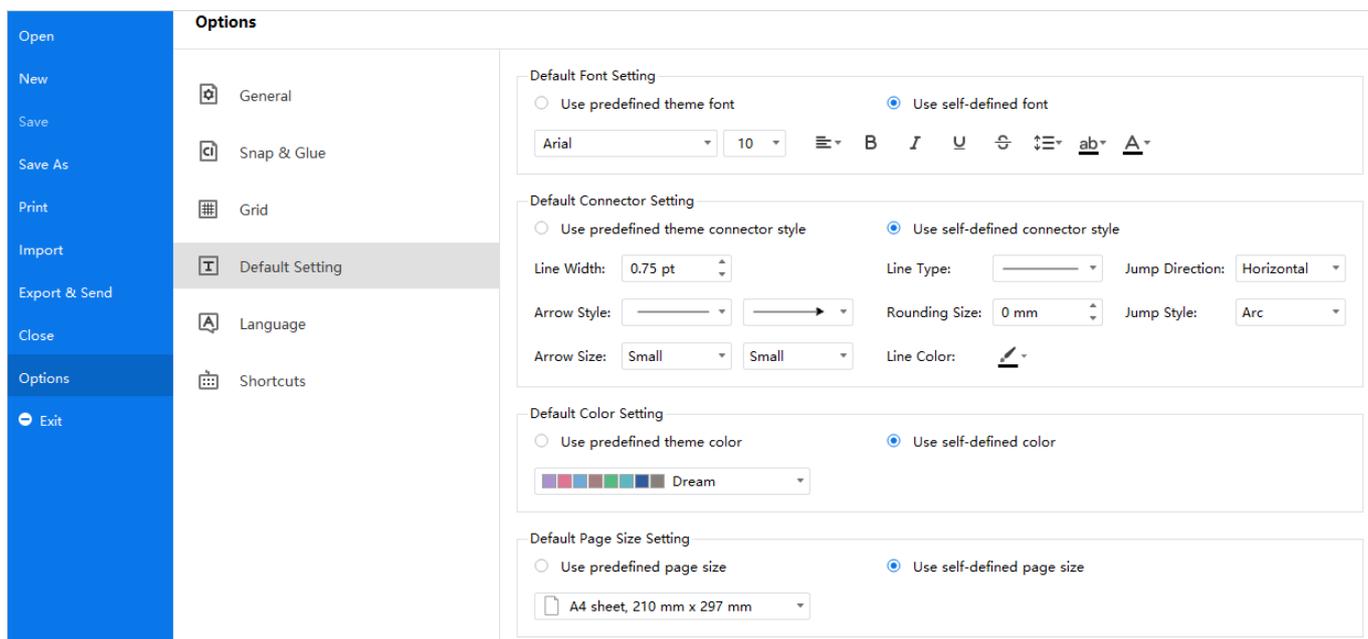
In Edraw Max, there add new theme colors for UI – midnight blue and grey. Click the **Option** button in the upper right corner and choose the color that you like.



You can use the self-defined format settings to customize a shape's style if you don't like what we have preset for you. Go to **File** tab, click **Options > Default Setting**, and next, all you need



to do is to choose your favorite font, connector, theme color, and page size. Now you can start diagramming in a simple and intuitive way!



## System Requirements

To use Edraw Max, you would better to have:

- Microsoft Windows 2000/2003/2008/Vista/7/8/10 (32bit/64 bit), Mac OS X 10.11 or above, and Linux.
- Minimum 2 GB RAM and 4 GB disk space (not include the project space)
- High monitor resolution
- Mouse and keyboard

[Download Edraw Max and try it FREE!](#)

## Install and Uninstall Edraw Max

Go to Edraw Max Download page: <https://www.edrawsoft.com/download-edrawmax.html> and download Edraw Max on your computer.

For Windows, Mac OS X, and Linux, you find different ways of installing and uninstalling Edraw Max on the download page.

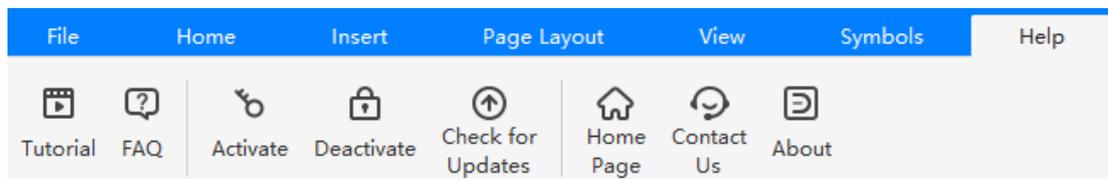


## Activate and Deactivate Edraw Max

### How to Activate?

To get the full features of our product, you can activate Edraw Max and use the premium version. Edraw Activation is an anti-piracy technology designed to verify that software products are legitimately licensed. It works by checking whether the valid license code is used in another device that is more than the permitted number.

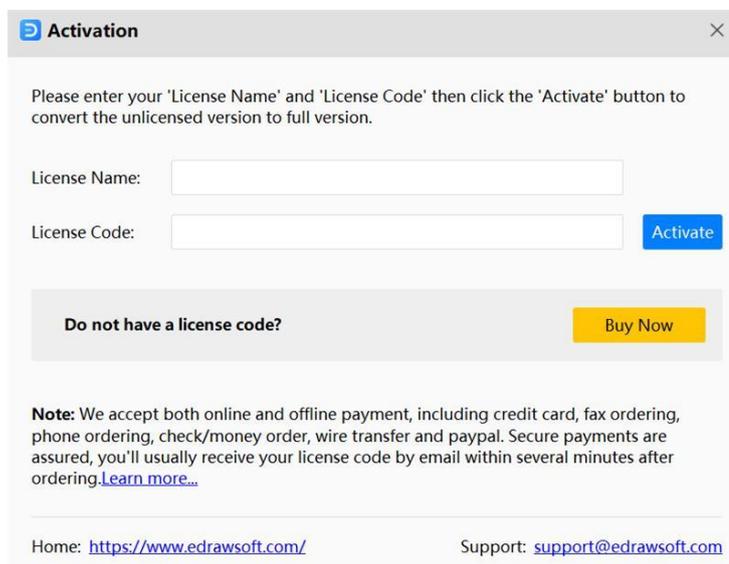
Run Edraw Max with computer administrator privilege and navigate to **Help > Activate**.



The **Activation** window will open, where you can enter your license name and valid license code. Then just click **Activate** button to finish the process.

If you do not have a license code, but want to continue to use Edraw Max after the trial period, you can click the **Buy Now** button and go to the product purchase page:

<https://www.edrawsoft.com/pricing-edrawmax.html>



### How to Deactivate?

Deactivation is necessary if you want to activate Edraw programs in another computer. Simply go to **Help** tab and click **Deactivate**.



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Once you deactivate the software, Edraw Max on this computer will turn into the unlicensed version, and you can activate it on another computer.

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

## The Limitation of Unlicensed Version

An unlicensed version allows you to use Edraw Max freely for 15 days. Using diagrams created by Edraw max (unlicensed version) for commercial purposes is **NOT ALLOWED**.

The unlicensed Edraw Max will add watermarks when you want to export your designs, and there are also some other function limitations. Refer to [Edraw Max FAQ](#).

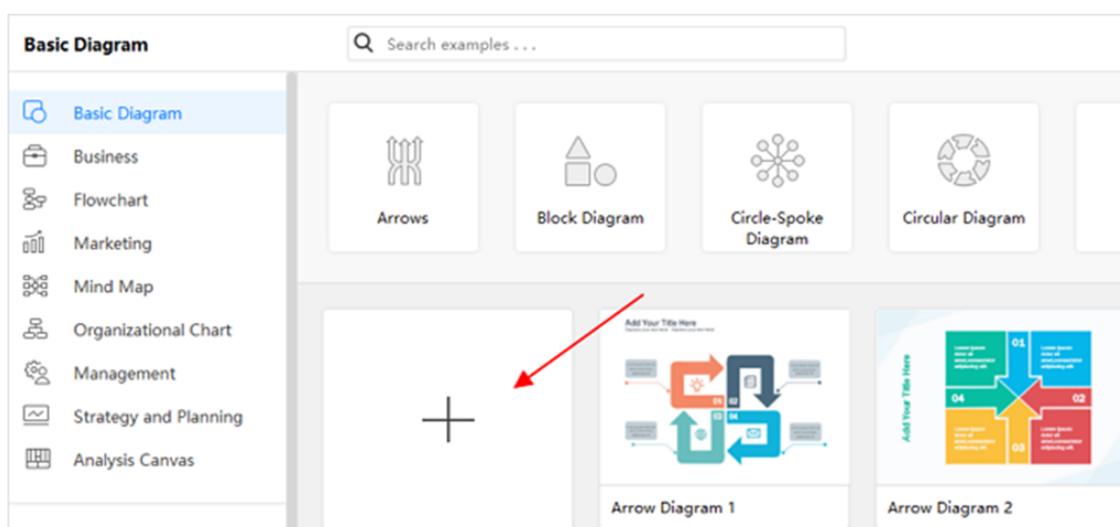


## Chapter 2 Quick Document Operations

### Create/Open a Document

You can start drawing from scratch with a new blank document or build from a pre-designed template.

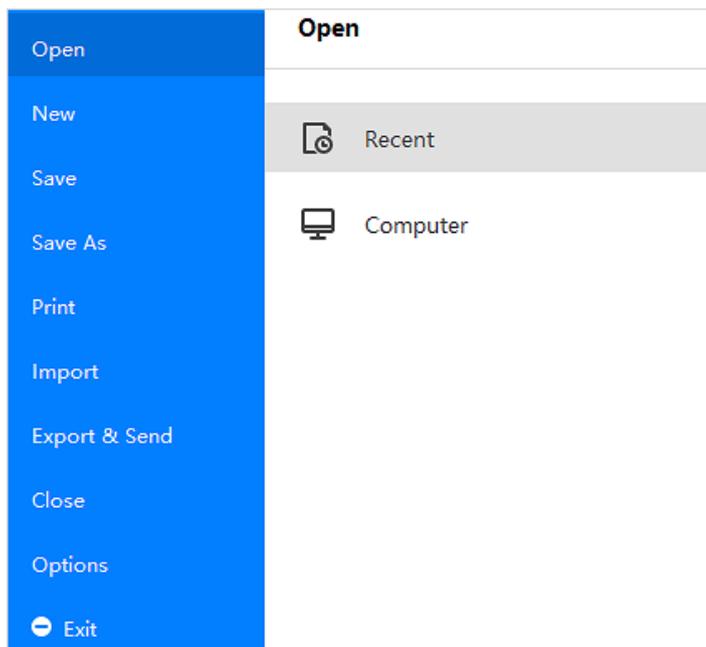
**To create a new document directly**, find the desired diagram type in the document page and click the plus icon.



Besides, press **Ctrl + N** or click the **New** button  on the Quick Access Toolbar in the workspace.

**To choose and open a template**, find the template that you like in the template gallery, simply click its thumbnail, and it will open in the workspace.

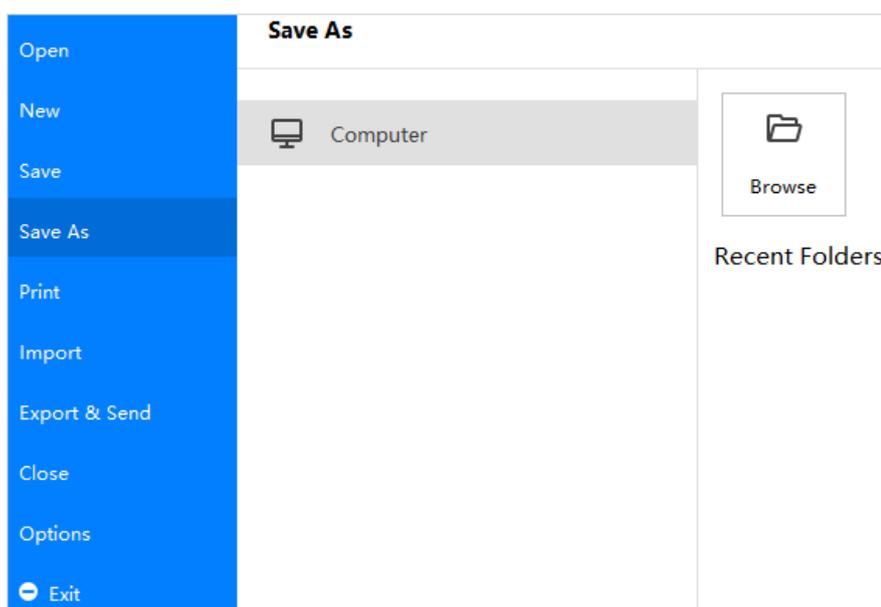
**To open an Edraw file**, you can click **Open** on the document page, select one of the file paths and find your document.



## Save Documents

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

Go to the **File** tab > **Save as** or press **Ctrl + S**. You can choose whether to save the documents in your computer or cloud through the **Save as** option.





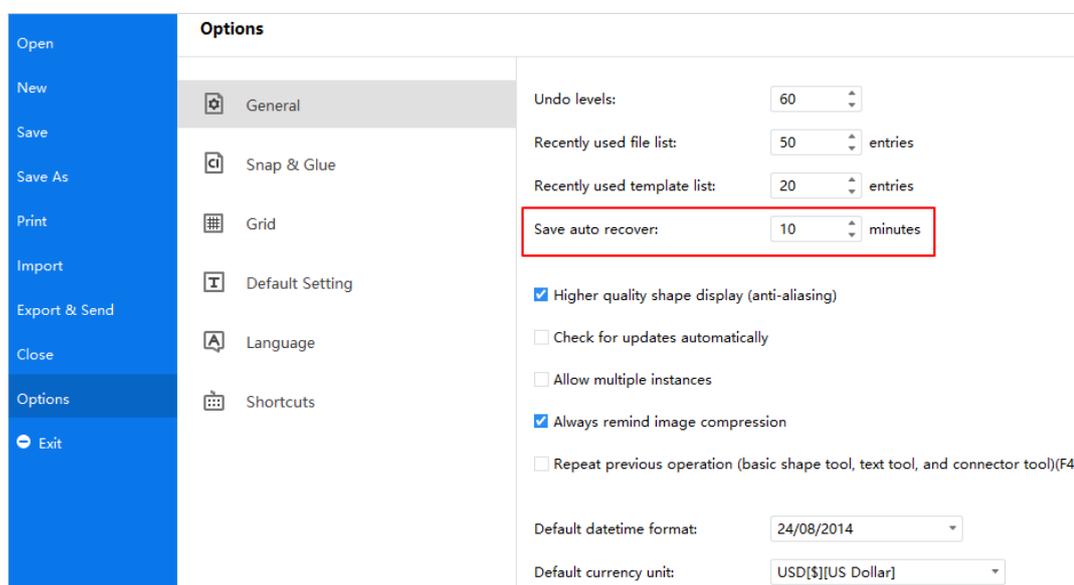
## File Recovery

**File Recovery** is not a replacement for regularly saving your files. If you choose not to save the recovered file after you open it, the file will be deleted. If you save the recovered file, it will replace the original file (unless you specify a new file name for it).

The more frequently your files are saved, the more information will be recovered if there is a power failure or emergency that may cause losing diagrams.

Go to **View** tab, click **File Recovery** button to open **File Recovery** window where you can see all the available backup files.

Navigate to **File > Options > General** to set a time interval of saving auto-recovered files.

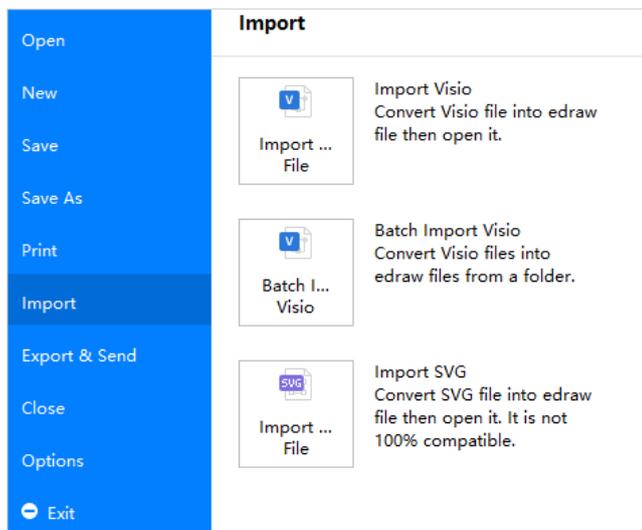


## Import/Export Documents

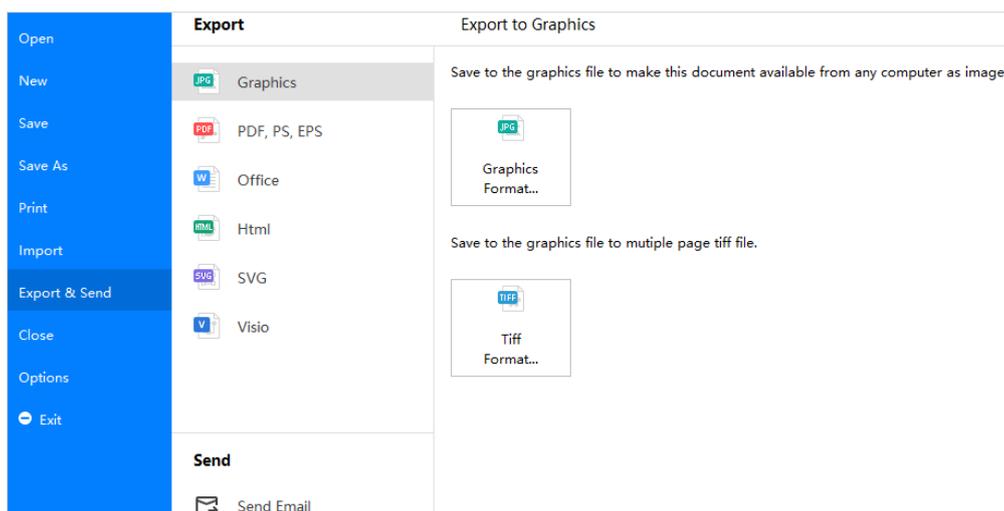
### Import Documents

If you have already made diagrams using Visio, you can easily import them (VSDX, VSD) into Edraw Max one by one or in batch. The SVG files are also able to be imported into Edraw.

Navigate to **File > Import** in the document page and choose the corresponding options.



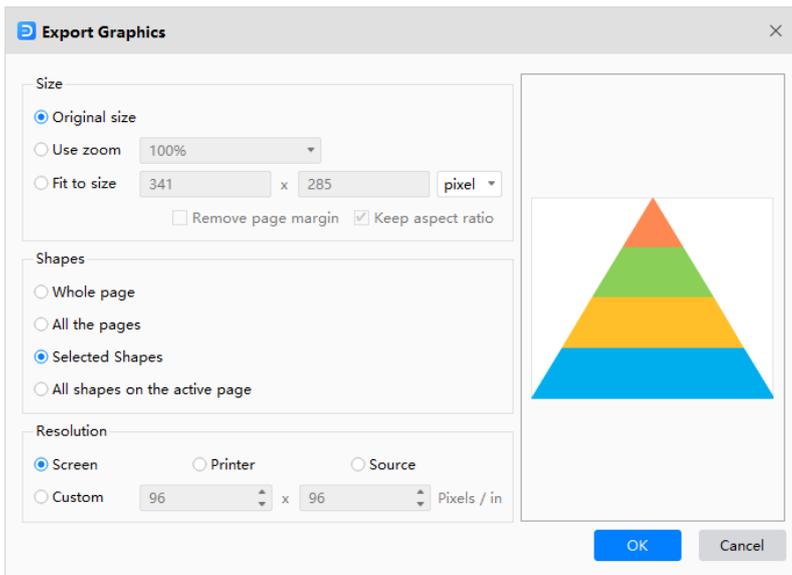
Navigate to **File > Export & Send** or click the **Export** button on the Quick Access Toolbar. Then choose the desired export options.



## Export to Graphics

To export a document as a PNG, JPG, ICO, BMP, and Tiff file, follow the below steps:

1. Click **Graphics Format**, and the **Export Graphics** dialog box will appear.
2. Select your desired graphic size, choose which page(s) or shape(s) of your document you would like to export, and, of course, the resolution.
3. Click "OK".
4. Choose what type of graphic to export and where to save the exported graphic.

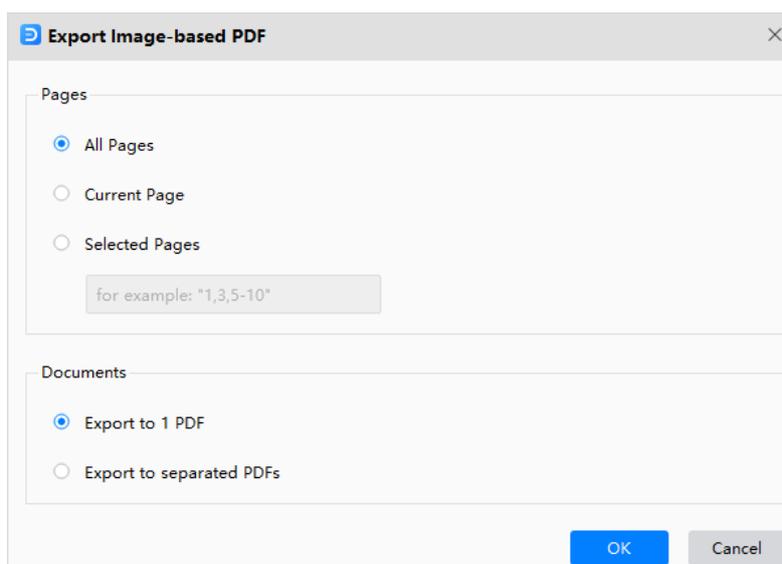


**Tip:** If you only need to export one or some shapes in the drawing, select them on the canvas before you click the **Export** button. Otherwise, there will be no “Selected Shapes” for you to choose.

## Export to PDF

To export a document as a PDF file, follow the below steps:

1. Navigate to **Export & Send > PDF, PS, EPS**.
2. Choose **Image-based PDF** or **Regular PDF** to export the document.
3. If the document contains 2 or more pages, the software will pop up a dialog box to choose which page(s) you want to export.

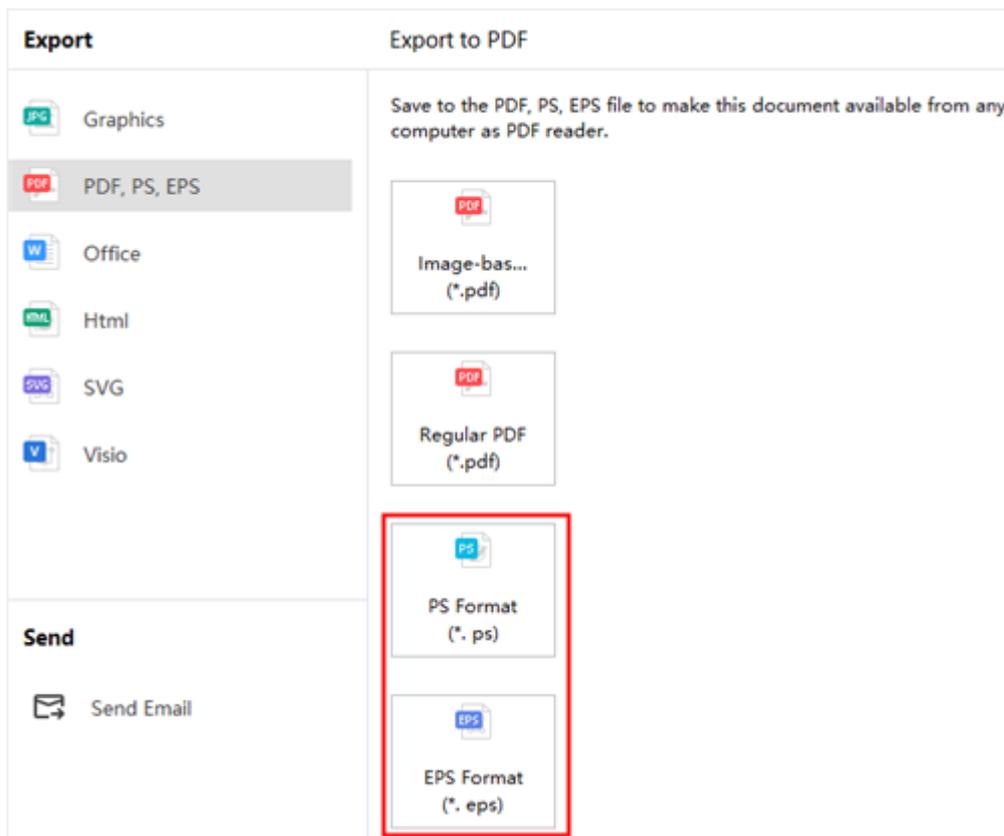




4. Only when you choose “All Pages” or “Selected Pages” (but you have to input more than one page number), the options under Documents tab will be available, so you can select to export the document as a single PDF file or multiple separated PDF files.

## Export to PS/EPS

To export a document as a PS/EPS file, follow the steps that are similar to the steps of “Export to PDF,” but choose **PS Format** or **EPS Format** instead. Determine where to save the document and then open it with your Adobe Illustrator or Adobe Photoshop.

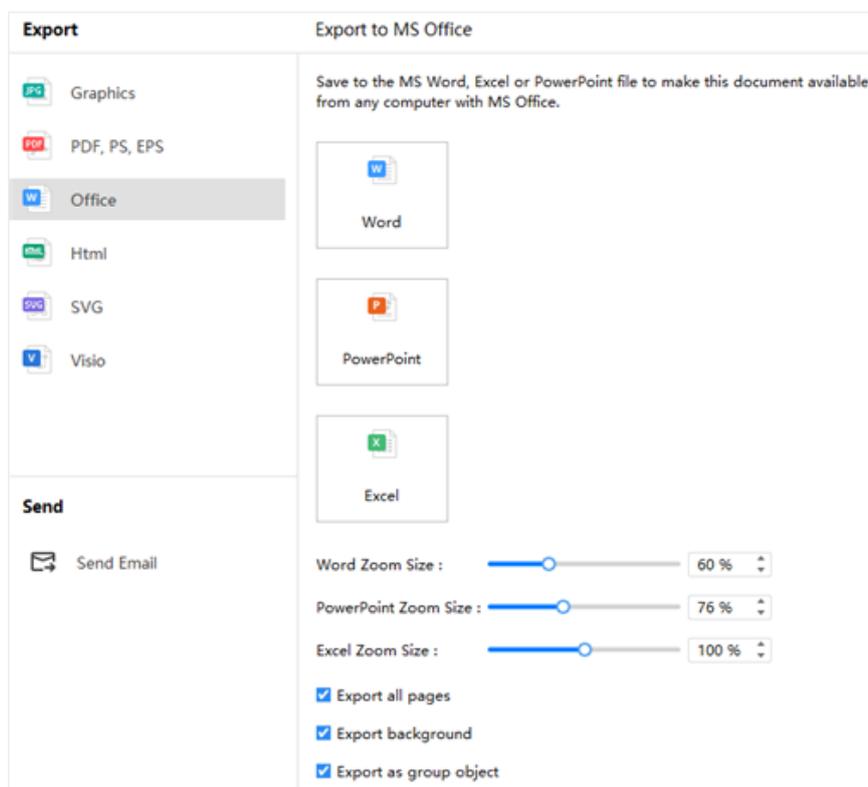


## Export to Editable MS Office Files

This feature allows you to export diagrams in Edraw Max to editable MS Office files, including Word, PowerPoint, and Excel.

To export a document as an MS Office file, follow the below steps:

1. Navigate to **Export & Send > Office**;
2. Choose the desired office files (docx, pptx, xlsx);
3. Customize your export settings.



**Note:** For the export documents, we recommend you open and edit them in Microsoft Office 2013 and the advanced versions to get a better preview effect.

## Export to Html

To export a document as a **Html file**, follow the below steps:

1. Navigate to **Export & Send > Html**.
2. Choose **Html Format** and customize the export options.
3. Decide the storage location and hit on **Save**.

## Export to SVG

To export a document as **SVG file**, follow the below steps:

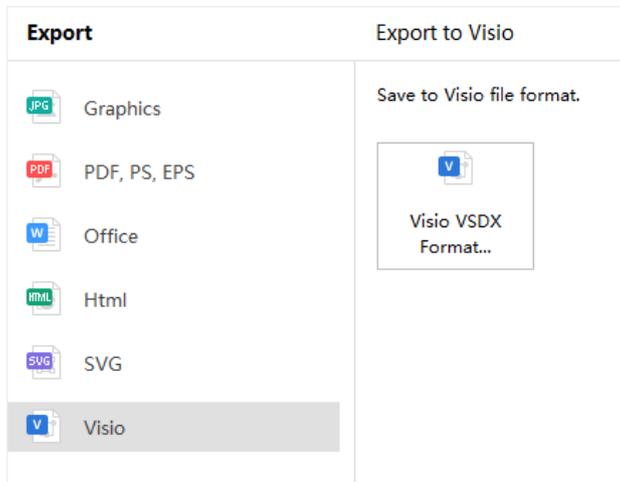
1. Navigate to **Export & Send > SVG**.
2. Choose **SVG Format** and select which page(s) of your document that you want to export.
3. Decide the storage location and hit on **Save**.

## Export to Visio

To export a document as **Visio file**, follow these steps:

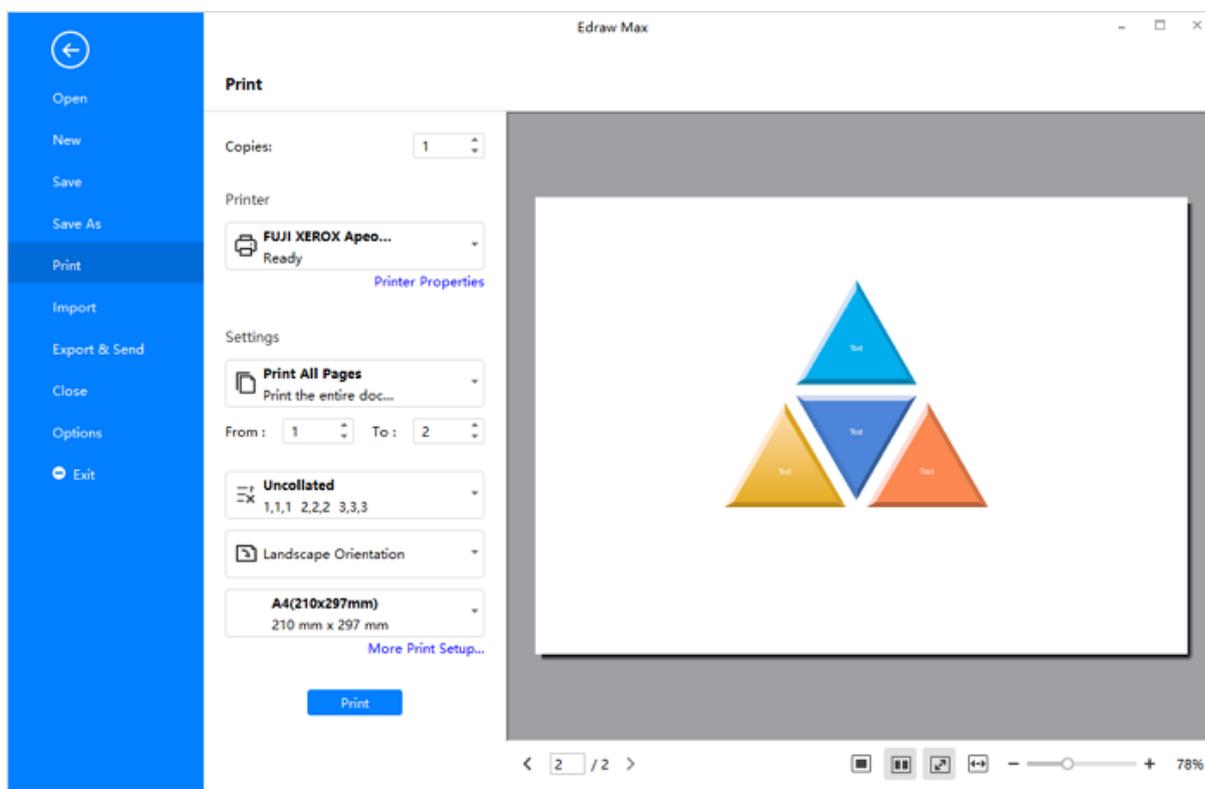


1. Navigate to **Export & Send > Visio**.
2. Choose **Visio VSDX Format** and the document will be exported to the selected file format.



## Print Documents

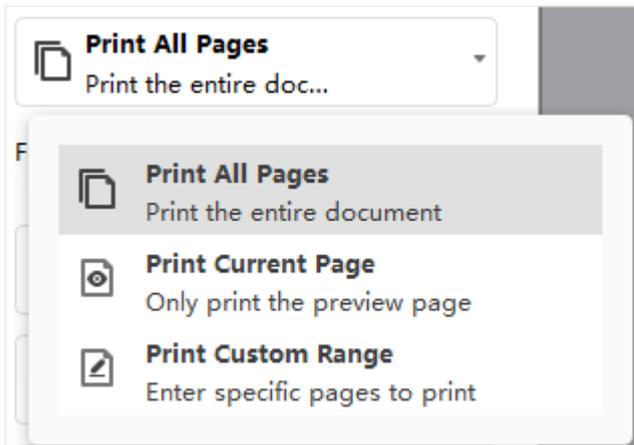
Go to **File > Print** and see the print preview interface. By default, the copy number is 1 and you can choose printers or check printer status in **Printer Properties**.





## Print Settings

To decide which page(s) of your document will be printed, click the first box to choose the corresponding option. When you want custom print, don't forget to type specific page numbers.

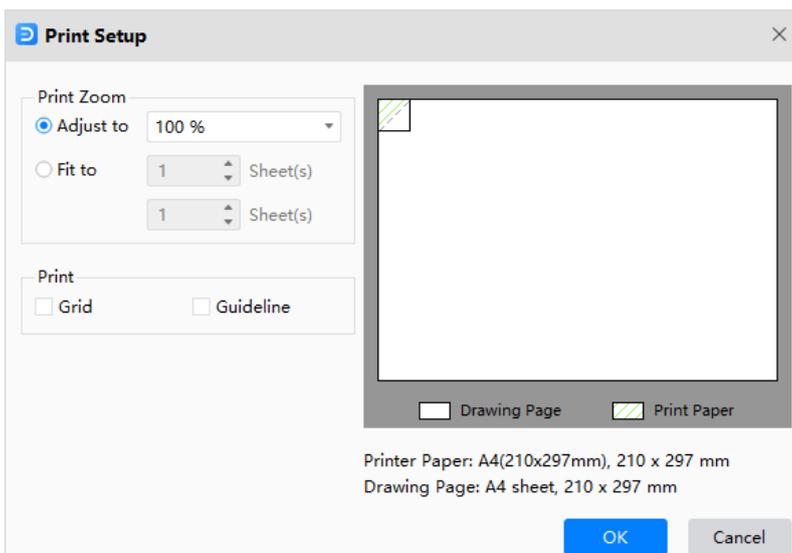


In the meantime, you can decide to print in a collated/uncollated way, change page orientation between **Portrait** and **Landscape**.

You can find the paper size list in the "A4(210\*297mm)" option box. These paper sizes are supported by the current printer and are all industry-standard sizes.

## More Print Setup

Click **More Print Setup...** to see whether the sizes of the drawing page and the printer paper meet your requirements. You can add grid or guideline and see the result in the preview window.

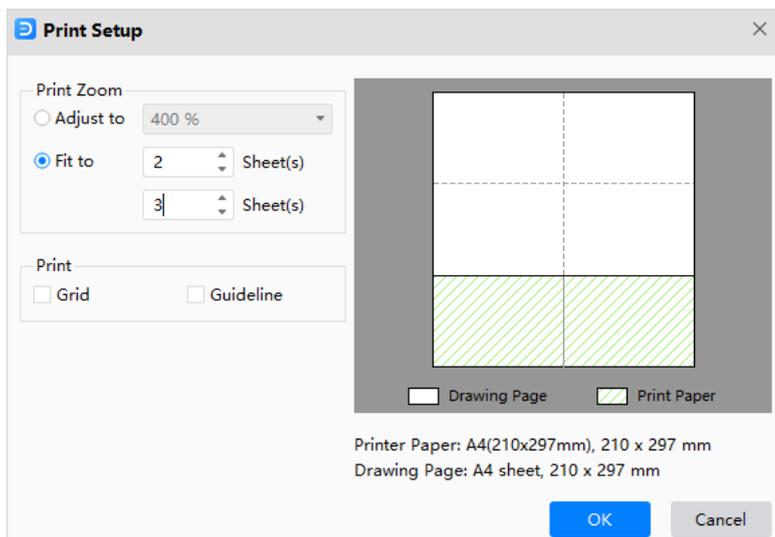


**Adjust to:** The percentage represents how the print size of the drawing page matches that of the printer paper(s). 100% means that the drawing will be printed exactly on a paper. Less than



100% indicates that there will be extra space on the print paper that is not covered by the drawing. For more than 100%, the drawing should be divided into sections and printed by several papers.

**Fit to:** The numbers will decide how many sheets will be used to print the whole drawings. The above means to add printer papers horizontally, while the below is to add papers vertically.



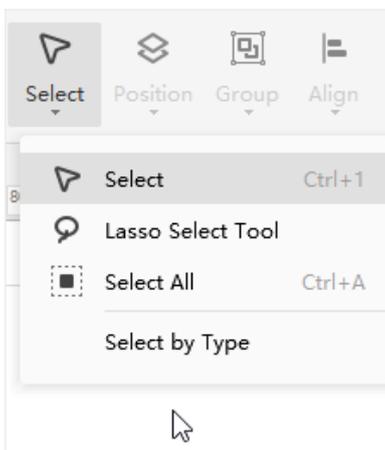
# Chapter 3 Basic Shape Operations

## Select Shapes

### Select Shape Basics

If there is no shape on the canvas, simply drag shapes from the library and drop them on the drawing page.

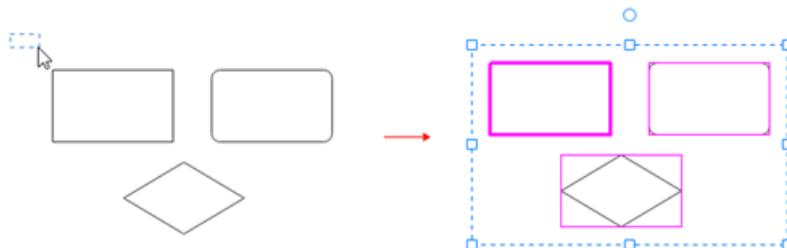
Navigate to **Home > Select**, choose the first option to make sure the mouse cursor is in the shape of an arrow.



**To select a single shape**, move the cursor over the shape, and click to select the shape when the cursor turns into a four-headed arrow.

**To select multiple shapes**, you can make it through the following 4 ways:

- Select one shape, keep pressing **Shift** or **Ctrl** and click other shapes.
- Put the cursor on the blank area of the canvas, drag it to draw a selection box that select all the shapes.



- Right-click the blank area of the canvas, choose **Select All Shapes** in the context menu.



- Press **Ctrl + A**. If you just want to select some shapes, not all shapes, please don't use this feature.

If you select extra shapes, you can

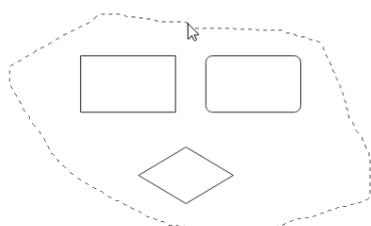
- Click any blank area on the drawing page to deselect all shapes.
- Press **Shift** or **Ctrl** key and click the extra shape to deselect it.

The primary shape in the selection box has a thick magenta outline and you can press **Tab** to switch the outline into other shapes.

## Lasso Select Tool

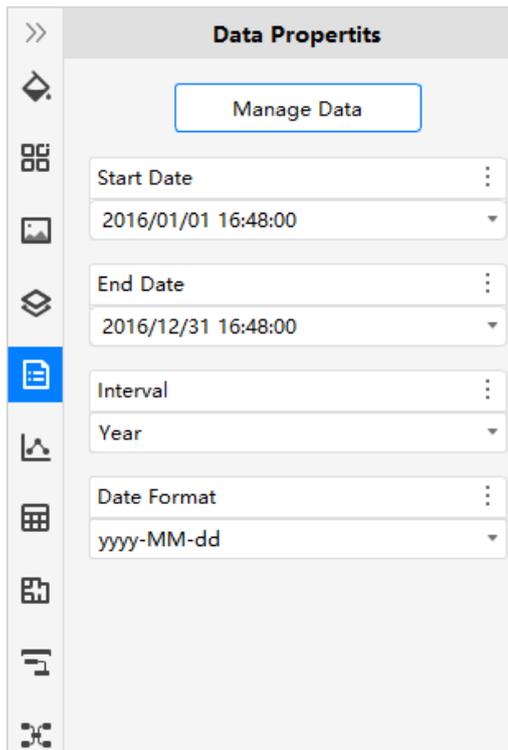
To select shapes using **Lasso Select Tool**, you can

1. Navigate to **Home > Select** and open the drop-down menu.
2. Choose **Lasso Select Tool**.
3. Use your mouse pointer as a brush to circle the shape you want to select.

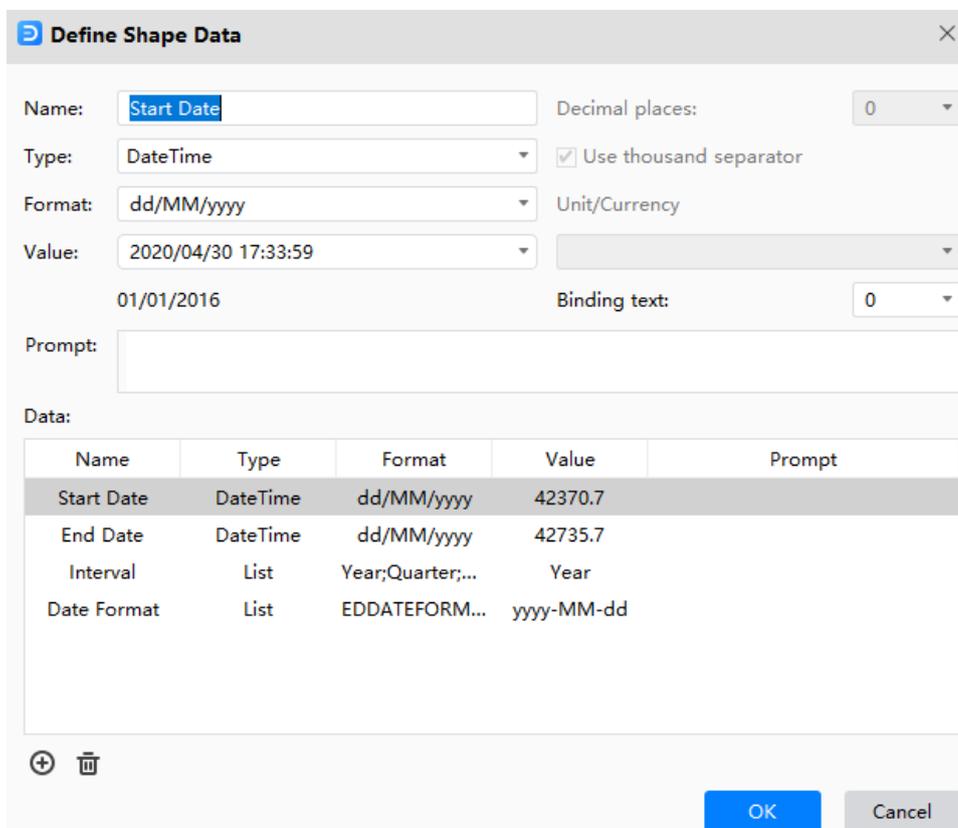


## Shape Data

Go to **View** tab, click **Shape Data** button or press **F8**, then the **Data Properties** pane will open. When you select a shape on the canvas, you can its properties on the right pane.



You can use this feature when you need to add notes or additional information to certain shapes. Click **Manage Data**, the **Define Shape Data** window will open. Then you can build or change a data set for the selected shape.



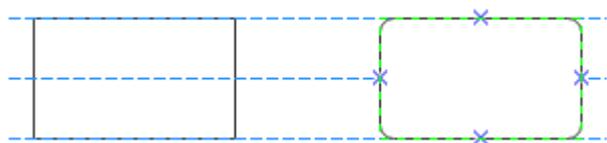


## Modify Shapes

### Move a Shape

Position the cursor over the shape and when the cursor becomes a four-headed arrow, press down the left mouse button and drag the shape.

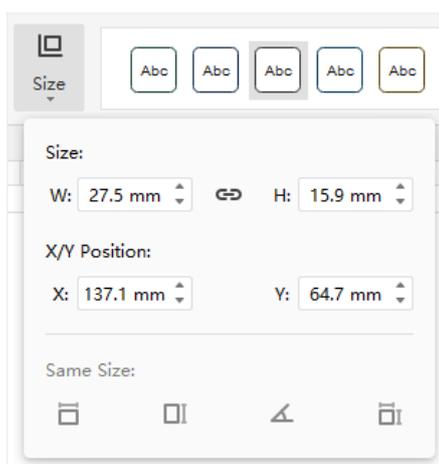
**To align the shape with another shape** when you move it, you can add **Dynamic Grid** to help you.



#### Tips:

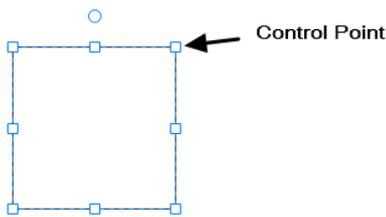
1. To nudge a shape, click and select it, and then press the arrow keys.
2. To nudge a shape exactly one pixel, hold down **Shift** and press the arrow key.
3. To turn on dynamic grid, go to **File** tab, click **Options > Snap & Glue** and check **Dynamic Grid**.

**To move a shape precisely**, go to **Home > Size** and type numbers in **X** and **Y** boxes to change the placement of the shape on the canvas.



### Resize a Shape

**To resize a shape**, you can select the shape and drag one of its control points to change the size, or type numbers of the width and height on the drop-down menu of **Size**.



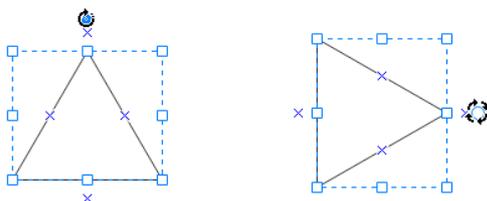
## Tips:

1. If you see fewer than eight handles on a shape, zoom in the drawing page to see the other handles and to resize the shape more accurately.
2. When you resize selected shapes proportionally, the selected shapes will be resized while keeping the aspect ratio unchanged.
3. When you resize selected shapes and hold **Ctrl** key, the selected shapes will be resized while the center points won't move.
4. When you resize selected shapes and hold **Shift** key, the selected shapes will be resized more smoothly.

## Rotate a Shape

To rotate a shape at a random angle, follow the below steps:

1. Click to select the shape, move the cursor over the rotation handle until the cursor becomes an arrow circle.
2. Drag the handle to rotate the shape.

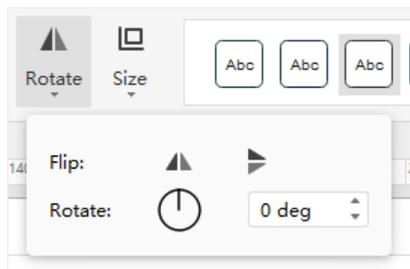


**Tips:** As you rotate a shape, the angle of each single dragging depends on the distance between the mouse point and the shape pin. The longer the distance is, the less the angle is.

To rotate a shape in a precise angle, follow the below steps:

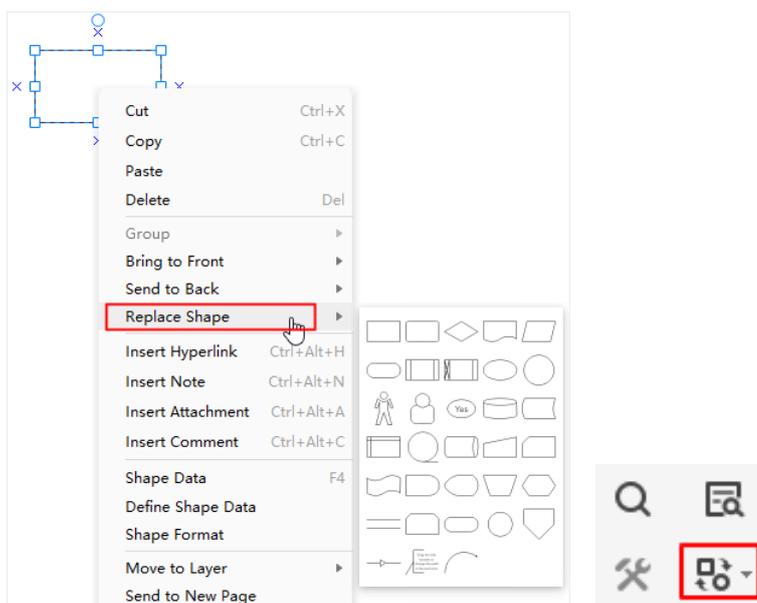
1. Click and select the shape.

2. Navigate to **Home > Rotate**.
3. Type the rotation degree you want in the **Rotate** row.



## Replace a Shape

For some kinds of shapes in Edraw like **Basic Flowchart Shapes**, you could replace it with another shape that comes from the same category. Right-click the shape, point to **Replace Shape** and choose the other shape that you want. Instead, you can click the button to open the sub-menu.

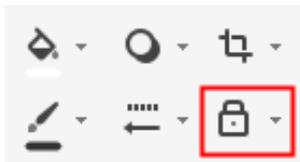


## Protect Shape

This feature allows you to lock the selected shape to protect it from being changed in certain ways. For example, a lock on a selection handle means to prevent the user from resizing a shape by using the selection handle.



Go to **Home** tab, select the shape, find **Protect** button and choose the protect option you would like to apply. The last option on the drop-down menu is “Unlock All”.

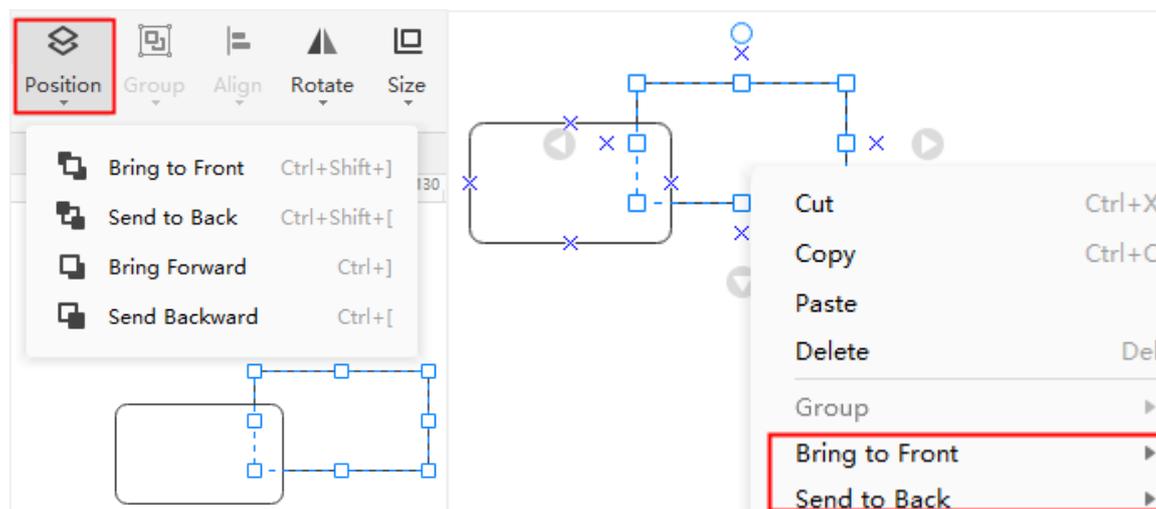


- Click **Width** to lock width of shapes and for 1-D shapes like lines, it also locks them against rotation.
- Click **Height** to lock height of shapes and it's invalid for 1-D shapes.
- Click **Aspect Ratio** to lock the proportional relationship between width and height.
- Click **X Position** to lock horizontal positions of shapes against movement.
- Click **Y Position** to lock vertical positions of shapes against movement.
- Click **Rotation** to lock shapes against rotation. You can still rotate 1-D shapes by dragging its endpoints and you must lock its width for preventing rotation.
- Click **Begin Point** to lock begin points of 1-D shapes to specific locations.
- Click **End Point** to lock endpoints of 1-D shapes to specific locations.
- Click **Ungroup** to lock grouped shapes against being ungrouped through Group tools.
- Click **Edit Text** to lock shapes against being edited text on them.
- Click **From Selection** to lock shapes against being selected.
- Click **From Deletion** to lock shapes against being deleted.
- Click **From Connector** to lock shapes against being connected.
- Click **Format** to lock formats of shapes against being changed.
- Click **From Group Formatting** to lock formats of shapes against being changed when changing group formats.
- Click **From Group Fill** to lock fill of shapes against being changed when changing group fill.
- Click **From Theme** to lock shapes against being changed its existing themes.
- Click **From Outline** to lock the outline of the shape from being snapped.

When you want to cancel the protect option, just uncheck it on the drop-down menu.

## Change Shape Layout

## Rearrange Overlapping Shapes



To bring the selected shape forward one level, you can

- Go to **Home > Position** and click **Bring Forward**;
- Press **Ctrl + ]** (right bracket).
- Click **Bring to Front > Bring Forward** on the right-click context menu.

To send the selected shape back one level, you can

- Go to **Home > Position** and click **Send Backward**;
- Press **Ctrl + [** (left bracket).
- Click **Send to Back > Send Backward** on the right-click context menu.

To bring the selected shape in front of all other shapes, you can

- Go to **Home > Position** and click **Bring to Front**;
- Press **Ctrl + Shift+ ]** (right bracket).
- Click **Bring to Front > Bring to Front** on the right-click context menu.

To send the select shape behind all other shapes, you can

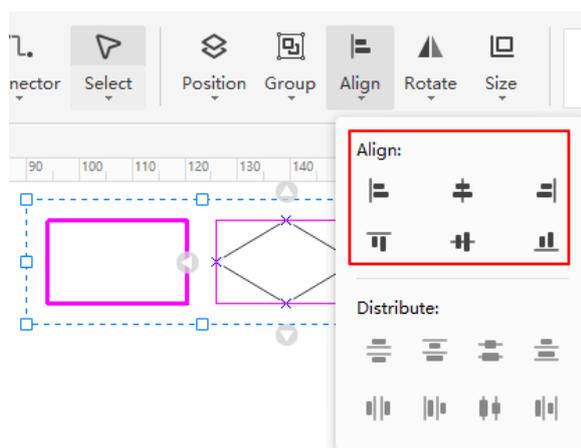
- Go to **Home > Position** and click **Send to Back**;
- Press **Ctrl + Shift + [** (left bracket).
- Click **Send to Back > Send to Back** on the right-click context menu.

## Align Shapes

To align two or more shapes, you can



1. Select the first shape which you want other shapes aligned with, then press **Ctrl** and click to choose other shapes.
2. The primary shape has a thick magenta outline and you can press **Tab** to switch the outline into other shapes.
3. Go to **Home > Align** and pick up the desired option of alignment.

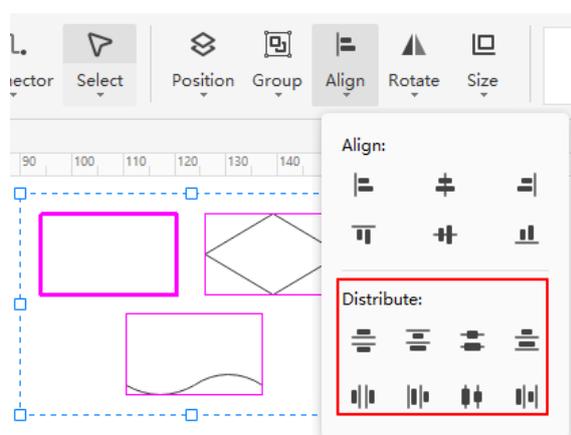


**Tip:** The Align command may be ineffective for connectors.

## Distribute Shapes

To distribute shapes (three or more), you need to

1. Select three or more shapes.
2. Go to **Home > Align** and choose a distribution option.



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



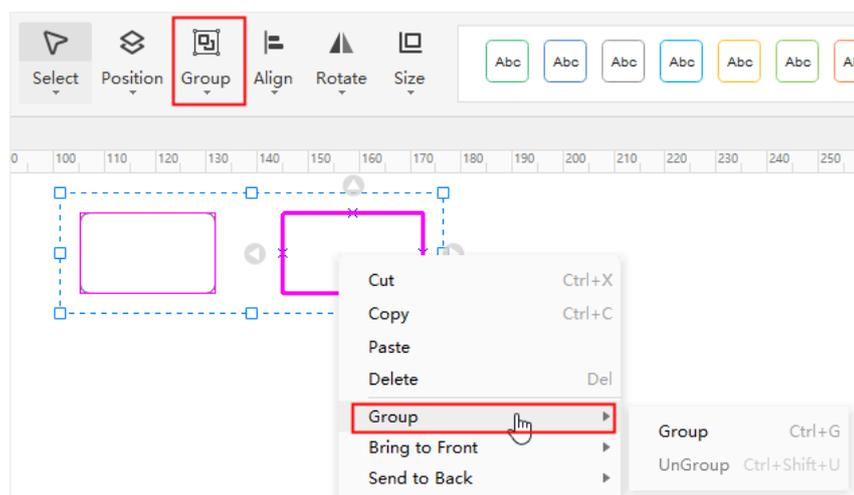
- For Horizontal distribution, the boundaries are defined by the leftmost and rightmost shapes in the selection.

**Tip:** The Distribute command may be ineffective for connectors.

## Group and Ungroup Shapes

To group shapes, select the shapes (two or more) you want to group, go to **Home > Group** and then click **Group** (or press **Ctrl + G**). Besides, right-click on the shapes and hit **Group** on the context menu.

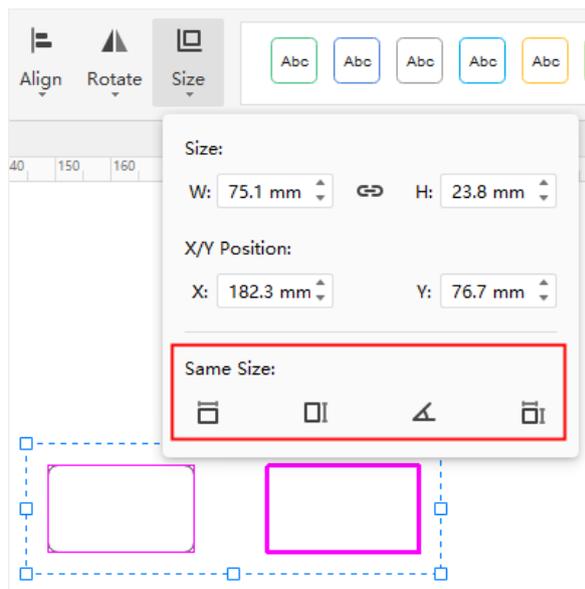
To ungroup shapes, select the group, navigate to **Home > Group > Ungroup**, press **Ctrl +Shift +U**, or choose **UnGroup** on the right-click context menu.



## Match Shape Size

To make shapes keep in the same width, height, size or angle, you can

1. Select the shapes (two or more);
2. Navigate to **Home > Size**, and you will see the **Same Size** tab; the reference shape has a thick magenta border.



3. Select the desired options:

- Click **Same Width**  to keep shapes in the same width with the reference shape.
- Click **Same Height**  to keep shapes in the same height with the reference shape.
- Click **Same Angle**  to keep shapes in the same angle with the reference shape.
- Click **Same Size**  to keep shapes in the same size with the reference shape.

**Note:** The **Same Size** command will not affect connectors.

## Center Shapes

To center a shape or shapes on the canvas, you can

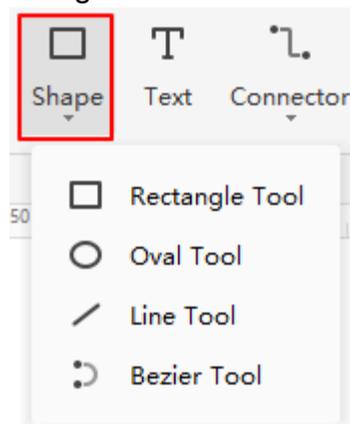
1. Unselect the shape(s);
2. Right-click on the shape, choose **Center** on the context menu;
3. If there is only one shape, then the shape will be moved to the center of the page;
4. If there are several shapes, these shapes will act as a group and the center point of the group will move to the center of the page.



## Chapter 4 Quick Drawing Tools

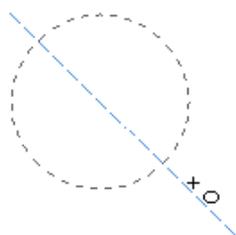
### Tools for Drawing Shapes

Navigate to **Home > Shape**, there are quick tools for drawing basic shapes.



Click **Rectangle Tool**, and the cursor will transform into . Drag the cursor on the canvas to draw different sizes of rectangles.

Click **Oval Tool**, and the cursor will turn into . Drag the cursor on the canvas to draw ovals or circles. When you try to draw a circle with the oval tool, there will be a dashed diagonal line across the shape, and once you release the mouse, a circle is done.

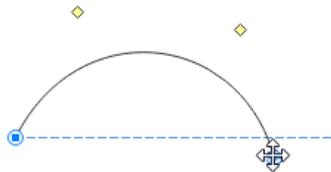


Click **Line Tool**, and the cursor will change into . Drag the cursor to draw a line on the drawing page. By default, there will be an arrow at the end of the line, and you can change the styles of a line in the right **Line** pane.

Click **Bezier Tool**, and the cursor will be like . Drag the cursor to draw a curve. By default, there will be an arrow at the end of the line. You are able to drag the endpoints of the curve to



change its position or direction. And the yellow squares are used for changing the radian of the curve.



### Tips:

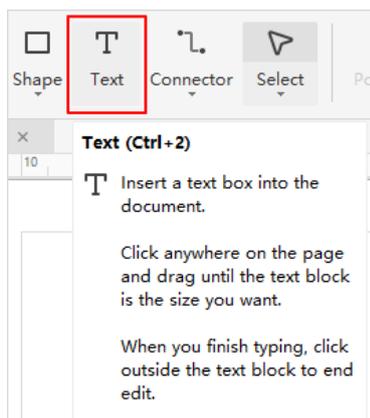
1. If you want to move or resize the shape, please click **Select** on the ribbon and turn the cursor into the arrow firstly.
2. To switch to the continuous drawing mode, press the **F4** key, and then click the **Shape** button. You will see the cursor is ready for drawing, and it will not switch back into the arrow unless you press the **F4** key again.

## Tools for Drawing Text Boxes

### Text Tool

To insert a text box on the canvas, you can:

1. Click the **Text** button on **Home** tab or Press **Ctrl + 2**.



2. The cursor will be like .
3. Click on the canvas and drag the mouse until the size of the text box is what you want.
4. Put the must-see content in the text box.
5. Click outside the text box when you finish typing.

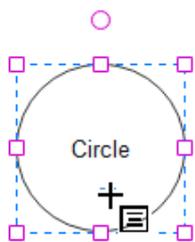


To select all text boxes, right-click on the canvas and choose **Select All Texts** on the context menu.

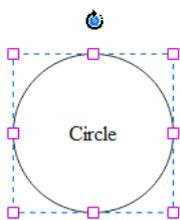
## Text Block Adjust Tool

To adjust a text box on the canvas, you can

1. Navigate to **Symbols** tab and click **Text Tool >Text Block Adjust Tool**.
2. Click on the text box or the shape that has a text box. The outline will show magenta control points, which you can drag to change the size of the box and move the position of the box.



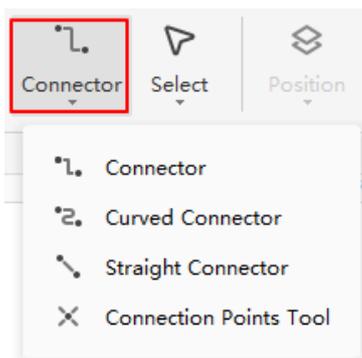
3. Drag the rotation handle to rotate the whole text box. When the cursor is over the rotation handle, it will become a round arrow



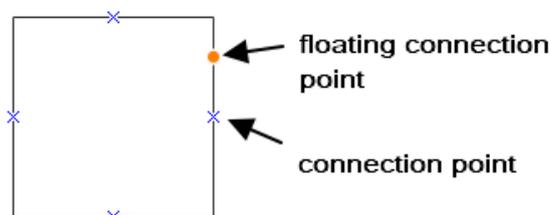
## Tools for Drawing Connectors

### Add Connectors

There are 3 different types of connectors in Edraw Max, which are **(Right-angle) Connector**, **Curved Connector**, and **Straight Connector**. The connector means a connection line here.



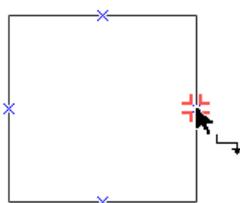
There are 2 kinds of connection points – the preset connection point and the floating connection point. Both can be used to draw connectors from a shape. But the preset connection point is fixed, while the position of the floating one is changeable on the shape outline.



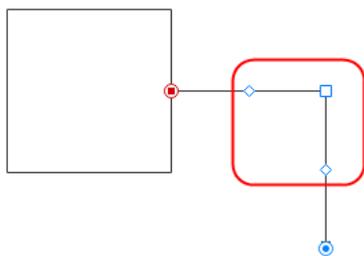
A connection point is a special point on a shape that you can "glue" connectors and shapes. When you move a shape that is attached to another shape via a connector, the line will automatically adjust its angle to keep the two connection points connected.

**To add connectors between shapes**, follow the below steps:

1. Find the connection point where you want to draw a connection line.
2. Put the cursor above it, then the connection point and the cursor will look like as below.



3. Drag the mouse to draw a connector. You can change the direction or position of the connector by moving the control points on the line.



**Tip:** The default connector is right-angle, so if you want to draw other types of connectors, you can hit on the **Connector** button and choose which kind of connector you want to use.

**To select all connectors**, right-click on the canvas and choose **Connectors** on the context menu.

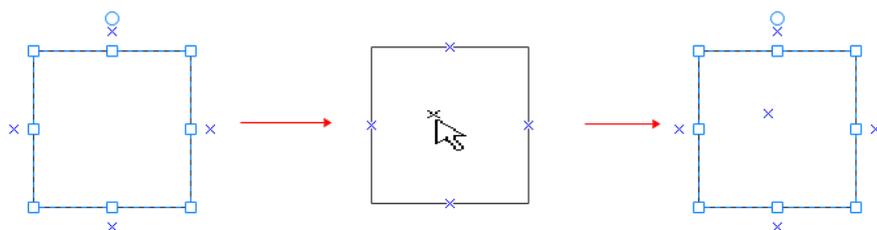
**To hide all connection points of the shape**, uncheck **Show Connection** under the **View** tab. Then you will not see the preset and floating connection points unless you click the **Connector** button on the ribbon.



## Connection Points Tool

**To add a connection point on the shape**, you can

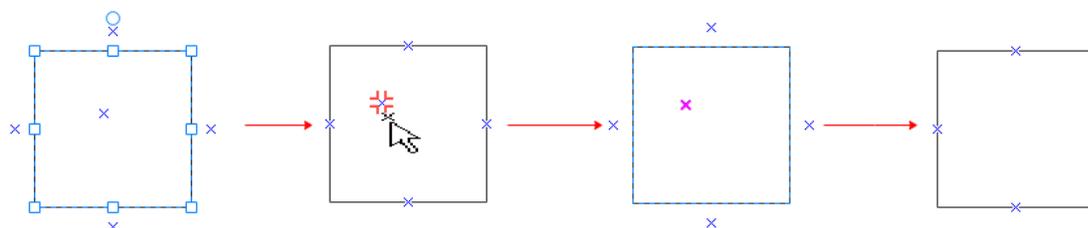
1. Select a shape.
2. Click **Connection Points tool** on the drop-down menu of **Connector**.
3. Hit on where you want to add a new connection point.
4. Click to select the shape again and see how it looks like.



**To delete a connection point**, you can

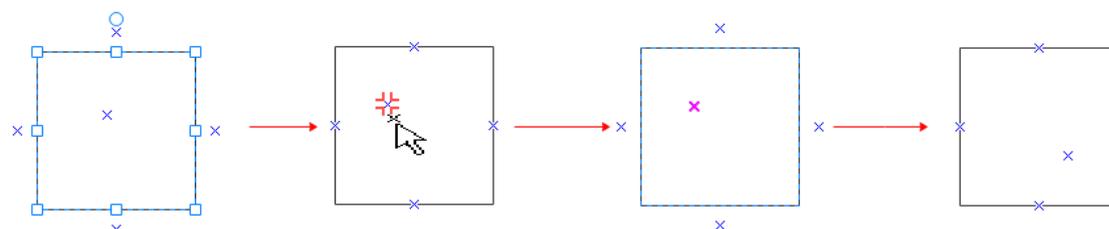


1. Click **Connection Points tool**.
2. Click to select the connection point (it turns magenta).
3. Press **Delete**.



**To move a connection point, you can**

1. Click **Connection Points tool**.
2. Click to select the connection point (it turns magenta).
3. Press the left mouse button and move the connection point to the position you want.
4. Release the left button, the connection point will be placed on the position you want.

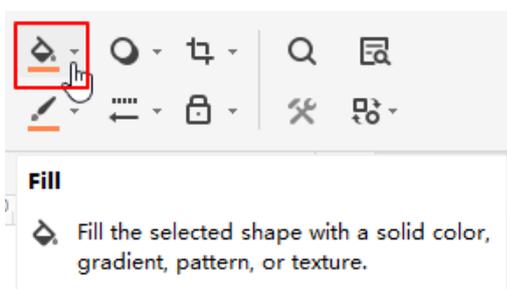


# Chapter 5 Format

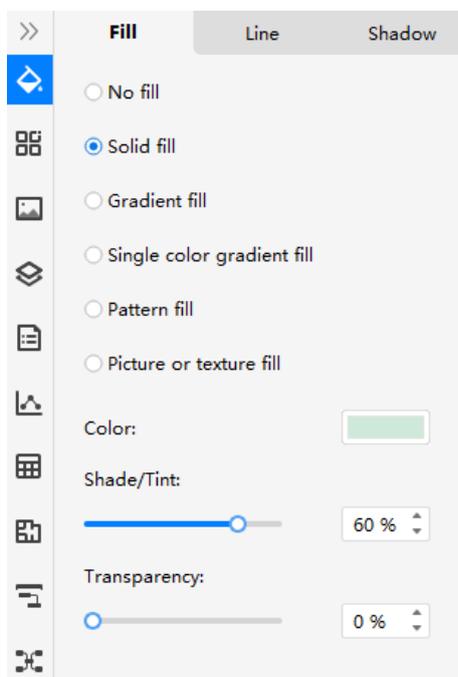
## Fill Format

Users can change the fill color of the shape through the below ways in Edraw Max. Select the shape,

- On **Home** tab, click **Fill** button and choose a fill option that you want.



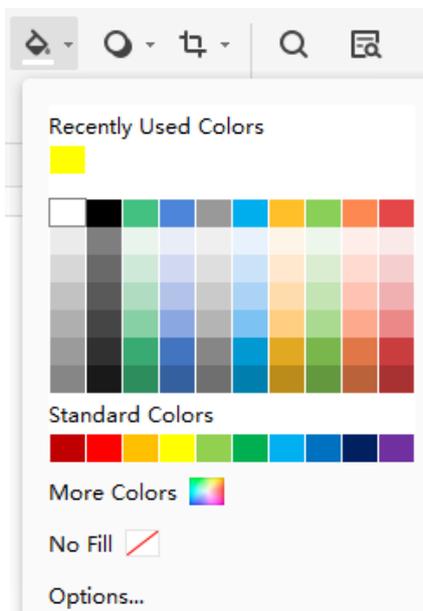
- On the right sidebar, click **Style** icon to open **Fill** pane. (The **Fill** pane can be opened via **Fill** button on **Home** tab.)



## No Fill

To set no fill in a shape, select the shape, then you can

- Click **Fill** button on the ribbon and choose **No Fill**.



- Choose **No Fill** on **Style (Fill)** pane.

When you choose **No Fill**, the fill color of the shape will become the same as the background color so that the shape can blend into the background.

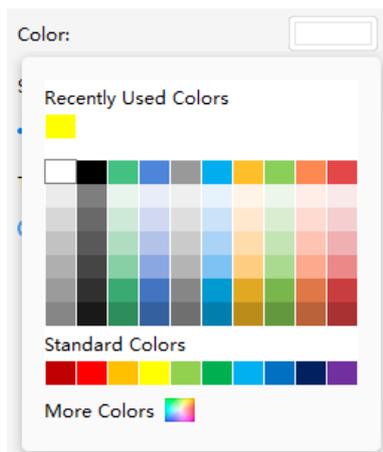
## Solid Fill

To add a solid fill color in a shape, select the shape, then you can

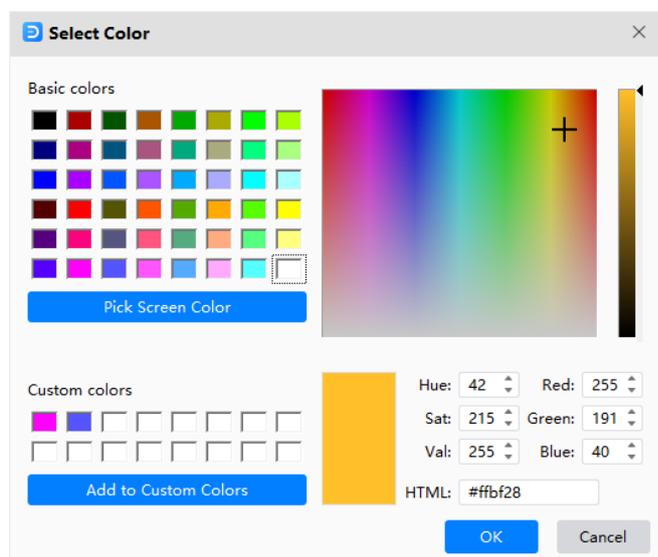
- Choose **Solid Fill** on **Style (Fill)** pane.
- Click **Fill** button on the ribbon and choose preset colors on the drop-down menu. If you don't find what you want, click **Options...** and jump to **Style (Fill)** pane.

There are a series of options under **Solid Fill** of **Style (Fill)** pane that can modify solid fill colors.

- **Color:** Click **Color** option, you will see **Recently Used Colors**, **Theme Colors**, **Standard Colors** and **More Colors** on the menu.



You can quickly select desired colors from the first two color labels; otherwise, click **More Colors** and you are able to find custom colors in the pop-up window.



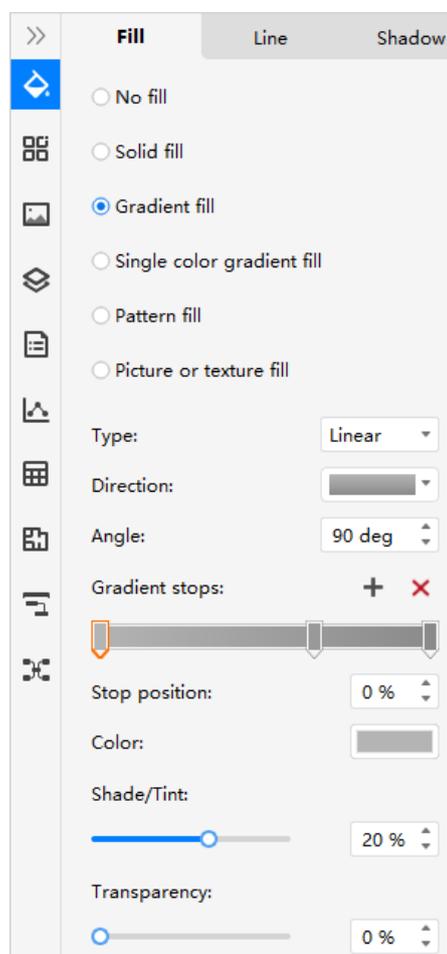
- **Shade/Tint:** The shade/ tint value will be changed accordingly after you choose a color from the color menu. The higher the value is (from 0 to 100%), the lighter the selected color is; while the lower the value is (from 0 to -100%), the darker the selected color is. You can move the **Shade/Tint** slider or input numbers in the number box to change the value.
- **Transparency:** To set how transparent the shape is, move **Transparency** slider or input numbers in the number box to alter the percentage of transparency from 0 (fully opaque, the default setting) to 100% (fully transparent).

## Gradient Fill

**Gradient:** A gradual progression of colors and shades, usually from one color to another color, or from one shade to another shade of the same color.

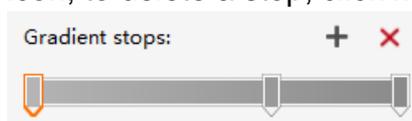


To set gradient fill in a shape, select the shape, then choose **Gradient Fill** on **Style (Fill)** pane.



There are a series of options under **Gradient Fill** of **Style (Fill)** pane to modify gradient fill.

- **Type:** the options of gradient fill type include **Linear**, **Radial**, and **Rectangle**. When you choose different type, the below direction option will alter accordingly.
- **Direction:** click **Direction** and select the desired option to choose a different gradation effect of colors and shades. The available directions depend on the gradient type that you choose.
- **Angle:** to specify the angle that the gradient fill is shown in the shape, enter the angle value that you want. This option is available only when you select **Linear Type**.
- **Gradient Stops:** to change the color, shade/tint and transparency of the gradient stops to set a gradient, but only one gradient stop at a time. To add a gradient stop, click plus icon; to delete a stop, click minus icon.





- The settings of **Color**, **Shade/Tint** and **Transparency** in Gradient Fill are used to modify gradient stops, not for the overall fill of the shape.

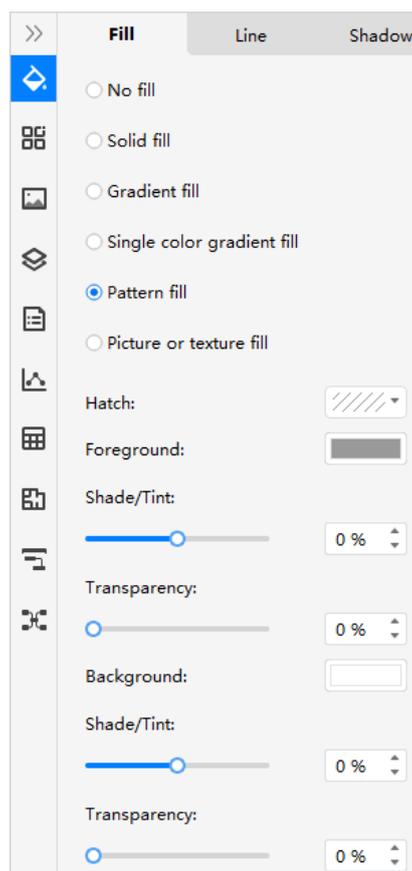
**Tips:** Gradient stops are used to create non-linear gradients.

For example, if you want to create a gradient that goes from red to green and to blue, you need to add three gradient stops — one for each color. Or, if you want to create a gradient that shows up only in the corner of a shape, you need to use gradient stops to make the gradient non-linear.

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

## Pattern Fill

To set pattern fill in a shape, select the shape, then choose **Pattern Fill** on **Style (Fill)** pane.



There are a series of options under **Pattern Fill** of **Style (Fill)** pane to modify pattern fill colors.

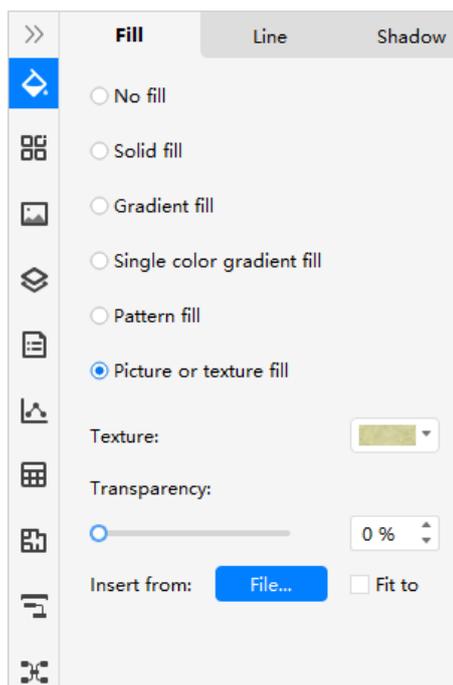
- **Hatch:** to select the desired hatch fill in the drop-down menu for the shape.



- **Foreground:** to select a foreground color for the shape, adjust shade/tint value and transparency value to make changes.
- **Background:** to select a background color for the shape, adjust shade/tint value and transparency value to make changes.

## Picture or Texture Fill

To set picture fill in a shape, select the shape, then choose **Picture Fill** on the **Fill** pane.

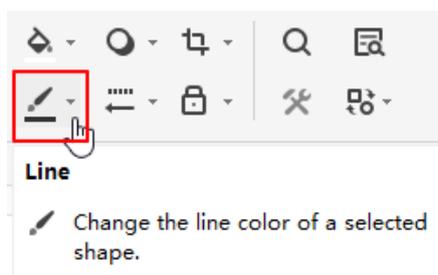


There are different types of pre-set texture that you can apply to the shape at once. Moreover, you can also insert your own pictures as a custom texture fill style.

## Line Format

Users can change line formats through the below ways. Select the line,

- On **Home** tab, click **Line** button and choose a fill option that you want.



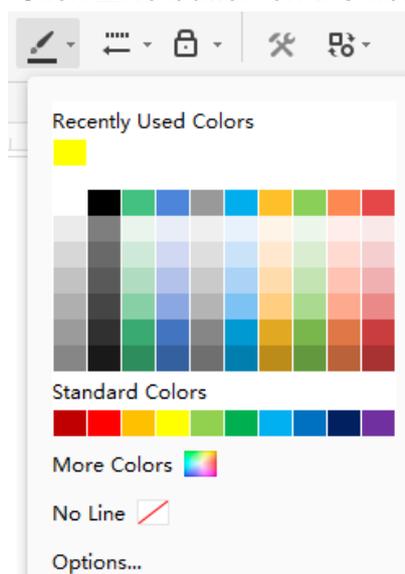


- On the right sidebar, click **Style** icon to open **Line** pane.

## No Line

To set no line, select the line or the shape, then you can

- Click **Line** button on the ribbon and choose **No Line**.

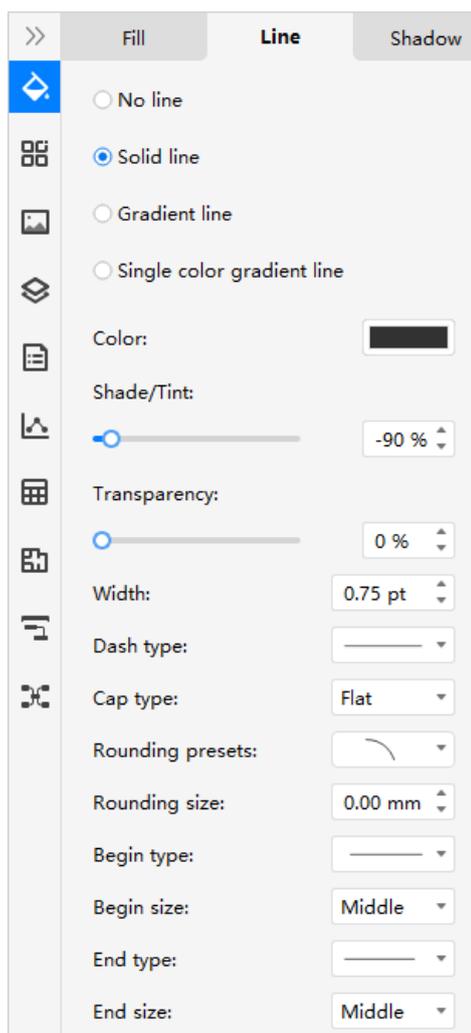


- Choose **No Line** on **Style (Line)** pane.

If you choose **No line** for the selected shape, the shape outline will disappear.

## Solid Line

To set a **solid line**, select the line or the shape and open **Style (Line)** pane on the right side of the canvas.



There are a series of options under **Solid line** of **Style (Line)** pane to modify a solid line.

- **Color:** click **Color** option or click **Line Color** button on the ribbon, you will see **Theme Colors**, **Standard Colors** and **More Colors** on the option menu. You can quickly select desired colors from the first two color labels. Click **More Colors**, and you are able to find custom colors in the pop-up window.
- **Shade/Tint:** The shade/ tint value will be changed accordingly after you choose a color from the color menu. The higher the value is (from 0 to 100%), the lighter the selected color is; while, the lower the value is (from 0 to -100%), the darker the selected color is. You can move the **Shade/Tint** slider or input numbers in the number box to change the value.
- **Transparency:** to set how transparent the shape is, move **Transparency** slider or input numbers in the number box to alter the percentage of transparency from 0 (fully opaque, the default setting) to 100% (fully transparent).
- **Width:** type numbers or click the triangle arrows in the number box to change the weight of the selected line or shape outline.
- **Dash type:** choose a desired line type for the selected line or shape outline.

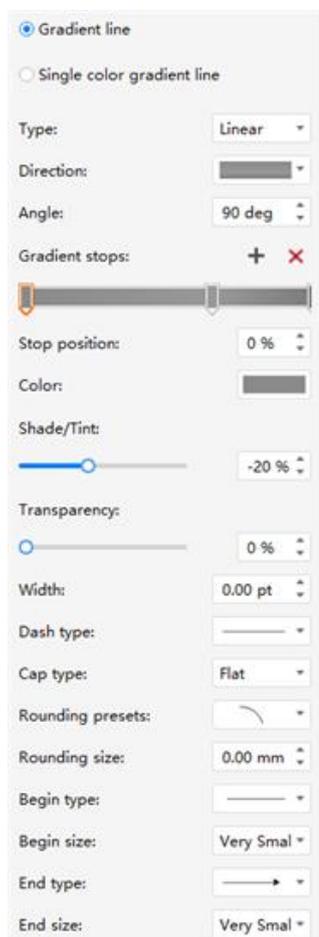


- **Cap type:** choose a desired cap type for the selected line or shape outline.
- **Rounding presets:** choose a desired round type for the selected line or shape outline.
- **Rounding size:** choose a desired round size for the selected line or shape outline.
- **Begin/End type:** choose a desired begin/end point type for the selected line.
- **Begin/End size:** choose a desired begin/end point size for the selected line.

## Gradient Line

To set a gradient line, select the line or the shape, and open **Style (Line)** pane on the right side of the canvas.

There are a series of options under **Gradient line** of the Line pane to modify a gradient line. If you want to find how to customize these options, please refer to [Gradient Fill](#) and [Solid line](#).

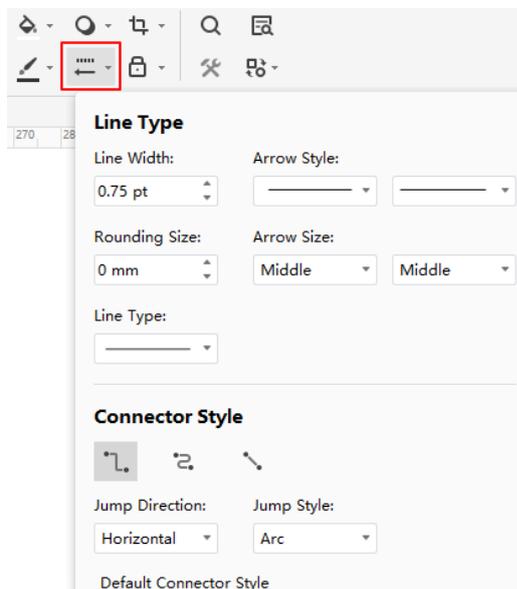


## Line Style

To quickly modify line styles, select the line, then click **Line Color** on the ribbon, and you can

- Change line width, arrow styles, arrow size, rounding size and dash types of the line;
- Convert connector styles for the selected connector;

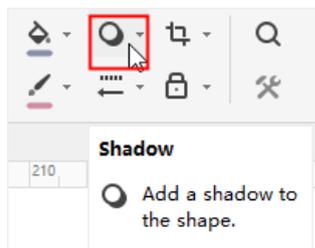
- Change jump directions and styles for the cross connectors;
- Set default connector themes.



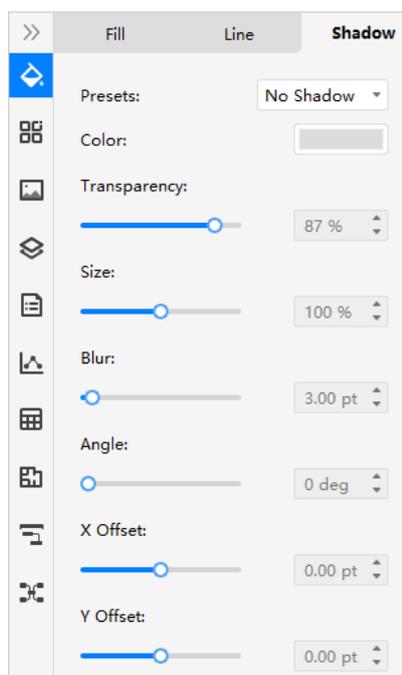
## Shadow Format

Users can change shadow formats through the below ways. Select the shape,

- On **Home** tab, click **Shadow** button and choose a shadow effect that you want.



- On the right sidebar, click **Style** icon to open **Shadow** pane.



There are a series of setting options on **Style (Shadow)** pane.

- **Presets:** to choose the desired shadow style (**Outer**, **Inner**, and **Perspective**) or **No Shadow** for the selected shape.
- **Color:** to choose a desired shadow color from the color option menu for the selected shape.
- **Transparency:** to choose a desired shadow transparency for the selected shape by moving the slider or input numbers.
- **Size:** to specify how large the shadow shows by moving the slider or input numbers. And it's not available for **Inner** style.
- **Blur:** to set the radius of the blur on the shadow by moving the slider or input numbers. The larger the radius is, the blurrier or "fuzzier", the shape will be.
- **Angle:** to specify the angle at which the shadow shows by moving the slider or input numbers. And it's only available for **Perspective** style.
- **X/Y Offset:** to set the distance between the shadow and the shape by moving the slider or input numbers. By using the **Angle** and **Offset** options together, you can place the shadow anywhere relative to the shape.

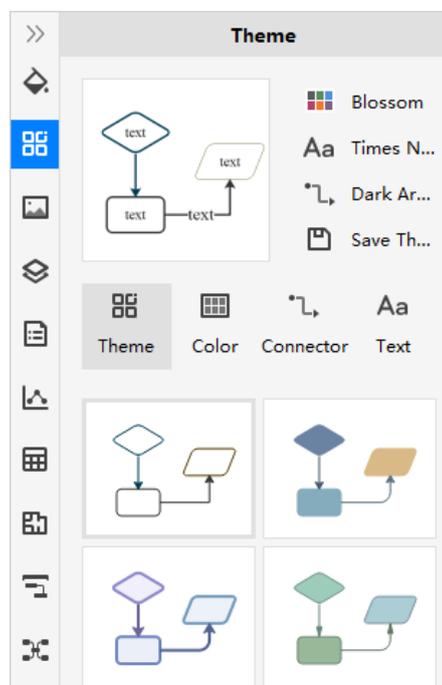
## Theme Format

When you change the theme format on the drawing page, the fonts, colors, connector styles and other format designs of all the shapes will be influenced unless you have chosen **Protect From Theme**.



## Theme

To alter a theme for shapes, select the shapes, then click the **Theme** icon on the right sidebar to open **Theme** pane



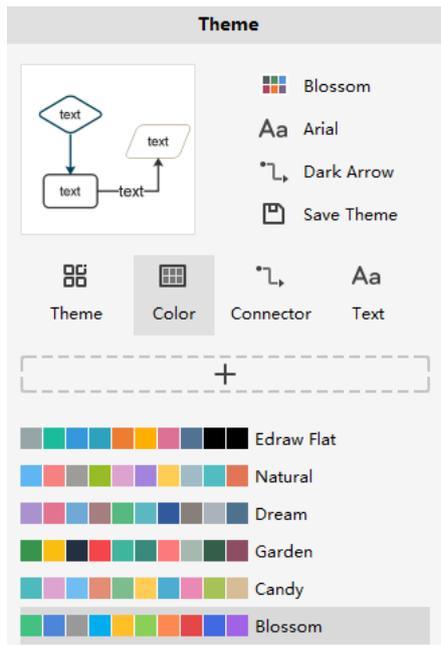
To create your own theme, you can

1. Select a built-in color scheme, font style, and connector style
2. See the outcome in the thumbnail, click **Save Theme** and edit a theme name;
3. The new theme shows on the theme list, and you are able to delete or rename it.

## Color

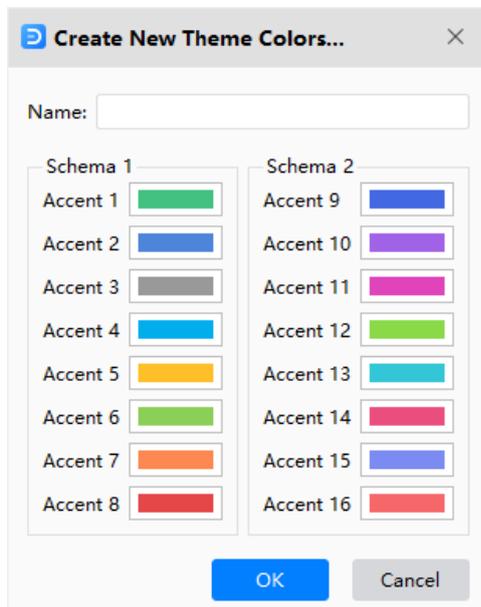
To alter theme colors for shapes, select the shapes, then you can

1. Open **Theme** pane;
2. Click **Color** option and choose the desired built-in theme colors in the theme color list for the shapes.



To create your own theme colors, you can

1. Click the plus icon above the theme color list;
2. Customize your own theme color scheme by clicking on each accent and picking up custom color.



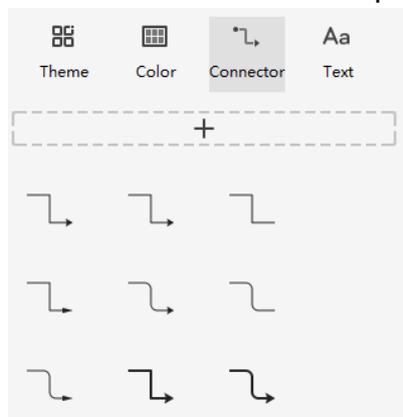
3. After selecting all the wanted colors, type a name and click **OK**; the color scheme will appear on the theme color list.

## Connector Style

To alter theme connectors for shapes, select the connectors, then you can

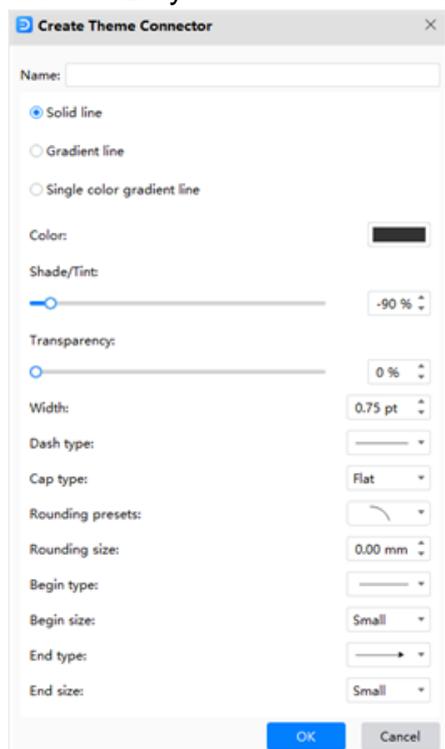


1. Open **Theme** pane;
2. Click **Connector** option and choose the desired built-in theme connector in the theme connectors list for the shapes.



**To create your own theme connectors**, you can

1. Click the plus icon on the theme connector list;
2. Customize your own theme connector styles in the **Create Theme Connector** window;



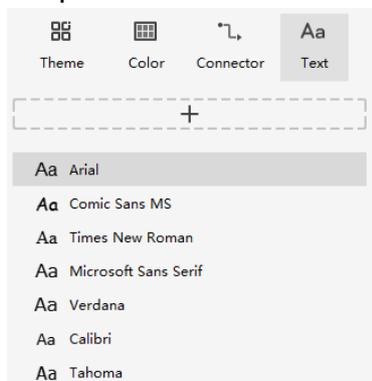
3. After setting the line styles, type a name and click **OK**; the color scheme will appear on the theme color list.

## Text Font

**To alter theme fonts for shapes**, select the text, then you can

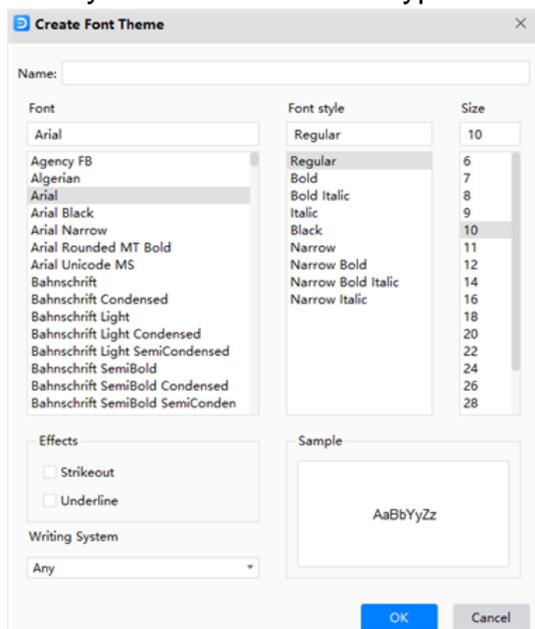


1. Open **Theme** pane;
2. Click **Text** option and choose the desired built-in theme font in the theme font list for the shapes.



To add your own theme font, you can

1. Click the plus icon above the theme font list;
2. Modify the new theme font type and size in the **Create Font Theme** window;



3. Type a new font name and click **OK**, the new-added font will appear on the font list.

## Quick Style

**Quick Styles:** A collection of format options that make you change styles of your drawing with one click.

To add a quick style, you can

1. Select the shape that you want to change its style;



2. Go to **Home** tab and find the collapsed menu;



3. Open the menu and choose the desired style that you want.

When you change the theme of the diagram, the quick style menu shown on ribbon will be changed accordingly.

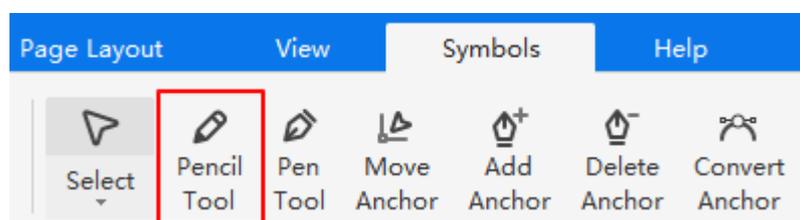


## Chapter 6 Symbol and Library

### Pencil Tool

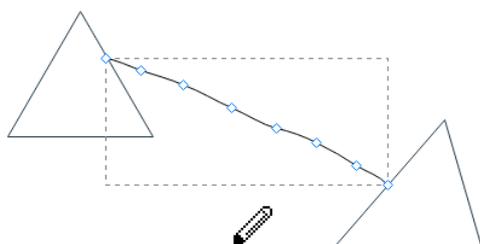
(Ctrl + Shift + E)

**Pencil Tool** lets you draw open or closed paths as if you were drawing with a pencil on paper. It is useful for fast sketching or creating a hand-drawn look.



To draw a line with **Pencil Tool**, you can

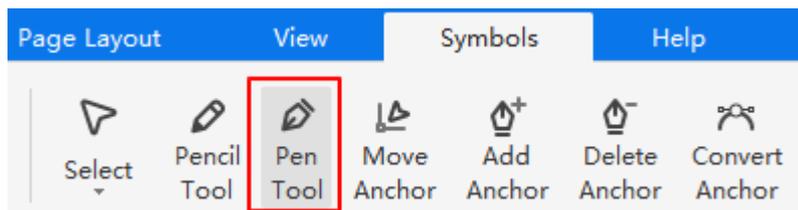
1. Select **Pencil tool** on **Symbols** tab and the cursor will look like a pencil.
2. Put the cursor on the canvas and start to draw.
3. As you finish, you will see some small white squares on the path, which are called Anchor points.



**Tip:** You can click the Select button on the ribbon and switch the cursor back into the arrow.

### Pen Tool

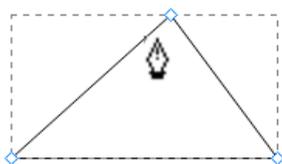
(Ctrl + E)



## Draw Straight Lines

It's easy to draw straight lines with **Pen Tool**. Follow the below steps,

1. Select **Pen tool** on **Symbols** tab and the cursor will look like a pen.
2. Put the cursor on the canvas and start to draw.
3. Click with the cursor and set anchor points.
4. Double-click anywhere of the canvas to finish the drawing.



## Draw Curves

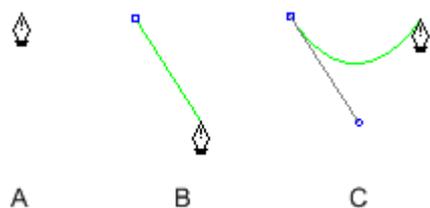
You create a curve by adding an anchor point where a curve changes its direction and dragging the direction lines that shape the curve. The length and slope of the direction lines determine the shape of the curve.

Curves are easier to be edited, displayed, and printed if you draw them by using as few anchor points as possible. Too many points can also introduce unwanted bumps in a curve. Instead, it's a good way to draw widely spaced anchor points, and practice shaping curves by adjusting the length and angles of the direction lines.

**To draw a curve with Pen tool**, you can

1. Select **Pen tool** on **Symbols** tab.
2. Put the cursor on the canvas and start to draw.
3. Hold down the mouse and drag it. The first anchor point and the direction line will appear.
4. Drag to set the slope of the curve segment, and then release the mouse.
5. Double-click anywhere of the canvas to finish the drawing.

**Tip:** In general, you can extend the direction line to one-third of the distance to the next anchor point you plan to draw. (You can adjust one or both sides of the direction line later.)



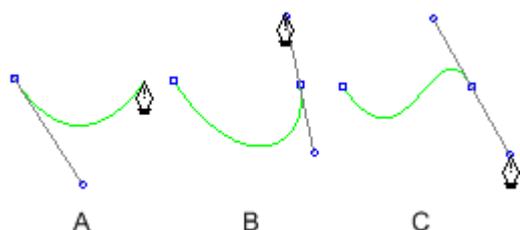
A. Position pen tool

B. Drag the direction line

C. Release the mouse and move to the next point position

**To create different curves with Pen Tool, you can**

- To create a C-shaped curve, drag in the direction opposite to the previous direction line. Then release the mouse.
- To create an S-shaped curve, drag in the same direction with the previous direction line. Then release the mouse.



A. Create the second point

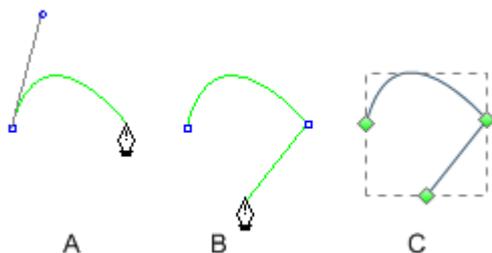
B. Drag away from the previous direction line to create a C curve

C. Drag in the same direction with the previous direction line to create an S curve

## Draw Curves Followed by Straight Lines

**To draw a curve followed by a straight line with Pen tool, you can**

1. Select **Pen tool**.
2. Use **Pen tool** to drag and create the first smooth point of the curved segment, and release the mouse.
3. Draw the straight line and double-click on the canvas to finish the drawing.



A. Complete the Curve line    B. Move to the straight segment end    C. Finish Drawing

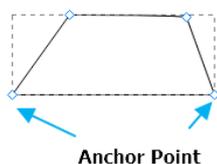
## Draw Straight Lines Followed by Curves

To draw a straight line followed by a curve with **Pen tool**, you can

1. Select **Pen tool**.
2. Use **Pen tool** and make anchor points in two locations to create a straight segment.
3. Drag the first direction line to set the slope of the curved segment and move to the end point.

## Anchor Point

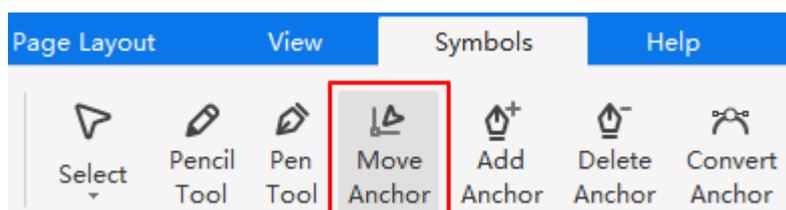
Anchor points will show up as you finish drawing a line or shape with the Pencil or Pen tool. Moreover, you can adjust them once the drawing is completed. The number of anchor points is determined by the length and complexity of the path.



If you cannot see the points, please select the shape first and then click **Move Anchor**.

To move anchor points on a shape, you can

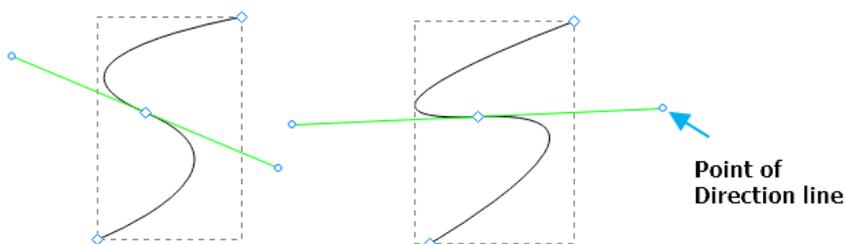
1. Click **Move Anchor** button under **Symbols** tab or press **Ctrl + M**.



2. Select the shape and you will see all the anchor points.
3. Choose one anchor point and drag the mouse to move it.

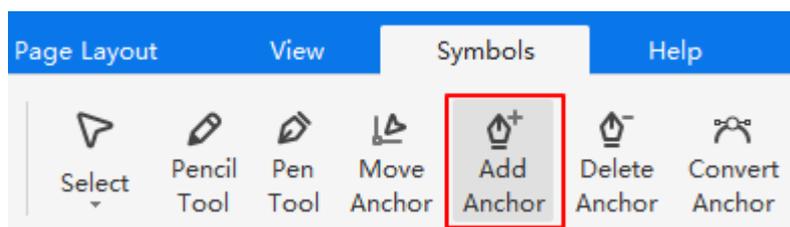
### To move anchor points on a curve, you can

1. Select the anchor point.
2. If you just need to move the point, drag it to the other place on the canvas.
3. If you want to adjust the angle of the curve, click the point, and drag to move the point of the direction line.

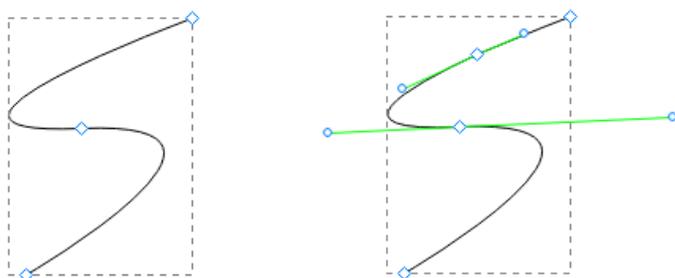


### To add an anchor point on a shape, you can

1. Click **Add Anchor** on the ribbon.



2. Select the shape.
3. Click on where you want to add an anchor point, and you will see a new point added.



### To delete extra anchor points, you can

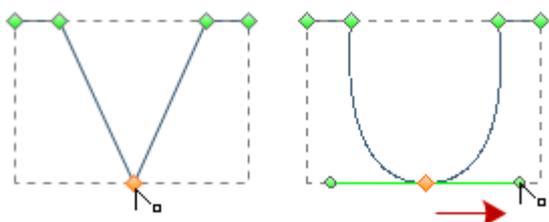
1. Click **Delete Anchor** on the ribbon.
2. Select the shape.
3. Click on the anchor point that you want to delete, and you will see the point disappear.



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

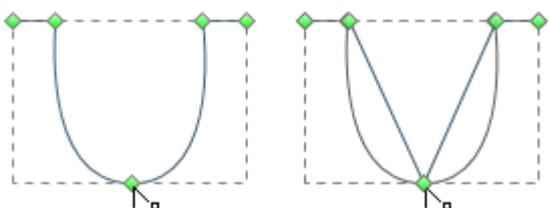
To convert anchor points, you can

1. Select **Convert Anchor** tool on **Symbols** tab or press **Ctrl + Shift + M**.
2. Select the entire path you want to modify so that you can see its anchor points.
3. Position the cursor over the anchor point you want to convert, and do one of the followings:
  - To convert a corner point to a smooth point, drag the direction point out of the corner point.



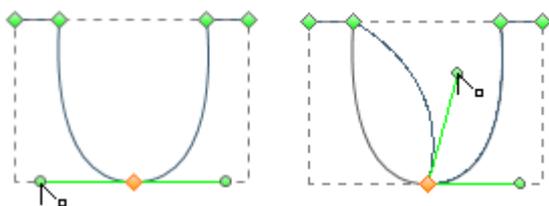
*Drag the direction point out of a corner point to create a smooth point*

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



*Click the smooth point to create a corner point*

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



*Convert a smooth point to a corner point*

- To convert a corner point without direction lines to a corner point with independent direction lines, first, drag a direction point out of the corner point to create a smooth point



with direction lines. Release the mouse only (don't release any keys you may have pressed to activate the **Convert Anchor**), and then drag either direction point.

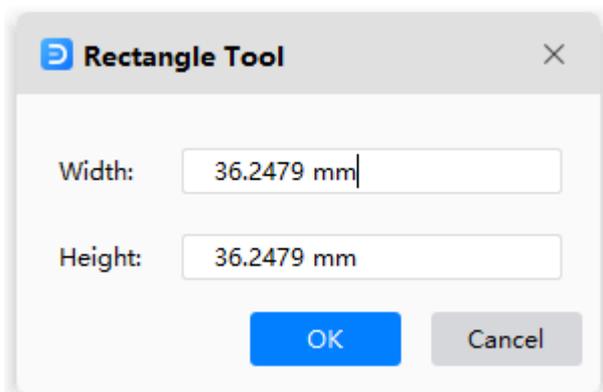
## Shape Tool

When you need to draw some basic shapes, navigate to **Symbols** tab and there are some tools for making commonly used shapes. When you click one of them, the cursor will look like , which means that you can start your drawing.

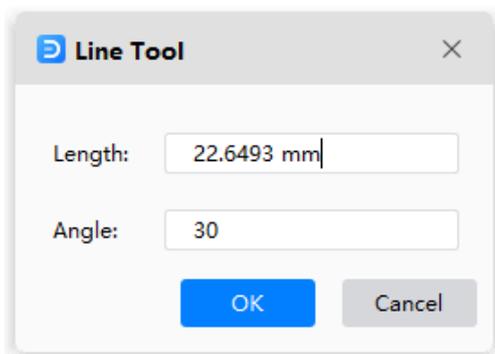


**To draw rectangles or squares on the canvas**, select **Rectangle** and start to draw. If you need to draw a square, press **Shift** key while you drag the cursor until the square is in the desired size.

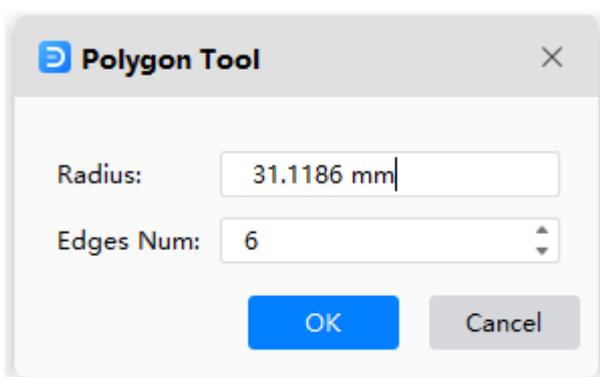
To create a rectangle with specific values, double-click where you want the center point to be, input the numbers of the width and height, and click **OK**.



**To draw straight lines on the canvas**, you can select **Line** in **Shape Tool** group and start to draw a straight line on the canvas directly. Alternatively, double-click on the canvas to open the **Line Tool** window, type the numbers of length and angle and click **OK**.



To draw a polygon lines on the canvas, you can select **Polygon** in **Shape Tool** group and draw one. Or, double-click on the canvas to open the **Polygon Tool** window, type the numbers of radius and side and click OK.

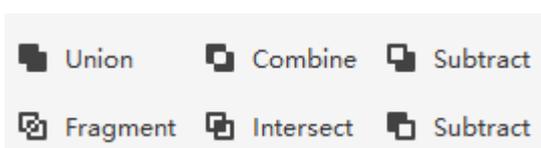


## Create Your Own Symbols

### Make New Symbol

If the built-in symbol library in Edraw Max can't meet your needs, let's start making your own symbol!

There are some options that are used for making combined shapes. Navigate to **Symbols** tab, select 2 or more shapes, then



- **Union:** Make a shape from several overlapping shapes and the lines in the overlapped area will disappear.



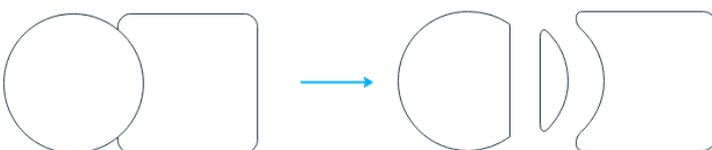
- **Combine:** Make a shape from several overlapping shapes, and you can still see where these shapes are overlapped.



- **Subtract (on the first line):** Create a shape by subtracting the overlapped area from the selected upper shape.



- **Fragment:** Divide multiple shapes into smaller parts based on intersecting lines or overlap.



- **Intersect:** Create a shape from the area where multiple selected shapes overlap.



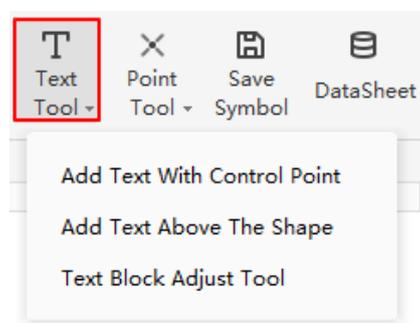
- **Subtract (on the second line):** Create a shape by subtracting the overlapped area from the selected lower shape.



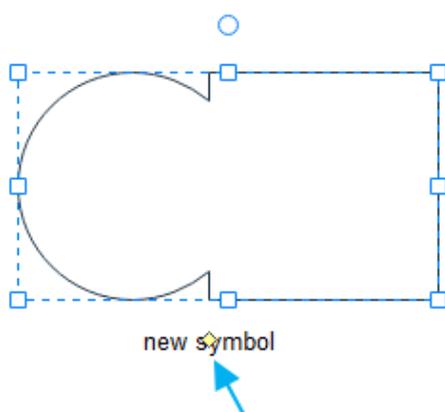
**Tip:** Don't forget to save your symbol when it is done! Click **Save Symbol** button under the **Symbols** tab and there will open the **Save Symbol** window. When you have decided where to save the symbol and give it a new name, you will see an ede file and a png file, then you can import them into your own shape library.

## Add Text Box

To add a text box on your symbol, you can select the shape and go to **Symbols > Text Tool**.



**Add Text with Control Point:** After you click this option, double-click the shape, there will be a text box below, and you can see a yellow diamond, which is called **Control Point**. You are able to move the text box by dragging the control point.



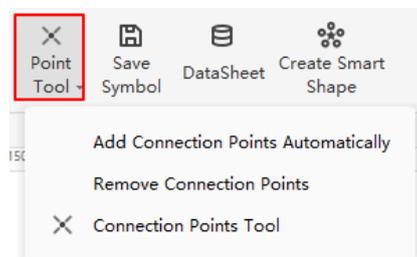
**Control Point**

**Add Text Above the Shape:** This option will add a text box above the symbol and when you type words, you will not see the symbol, but the text box.

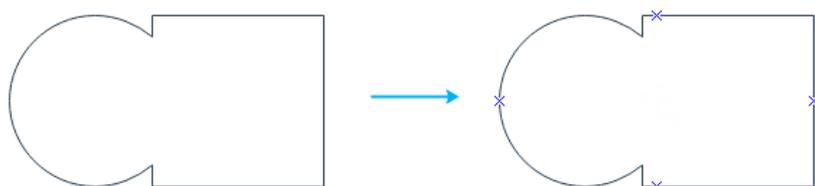


## Add Connection Point

To add connection points on your symbol, you can select the shape and go to **Symbols > Point Tool**.



**Add Connection Points Automatically:** Click this option, 4 connection points will be added around the symbol.



**Remove Connection Points:** Click this option and all connection points on the symbols will be removed.

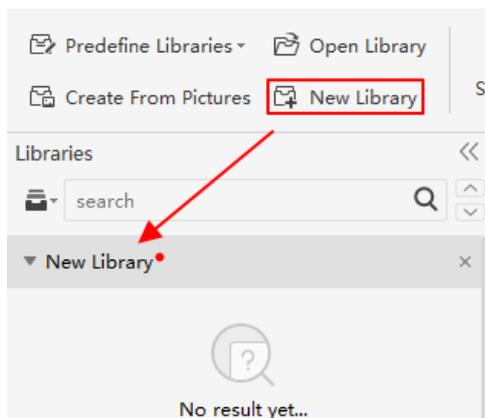
**Connection Points Tool:** Click this option, the cursor will look like a connection point, and you can choose to add connection points on any area of your symbol.

## Create Your Own Library

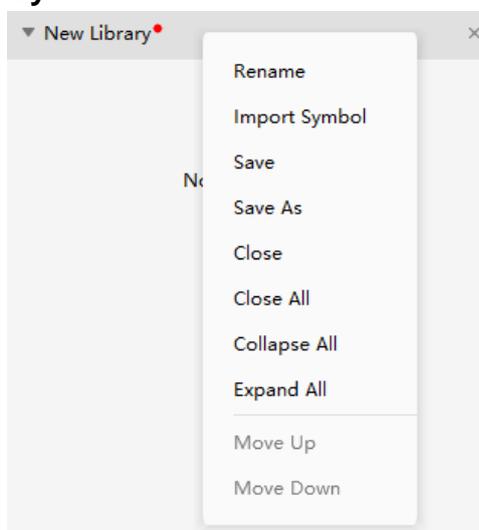
Now, after you have made plenty of custom symbols with Edraw, you can also create your own shape library!

To create a new shape library, please follow the below steps:

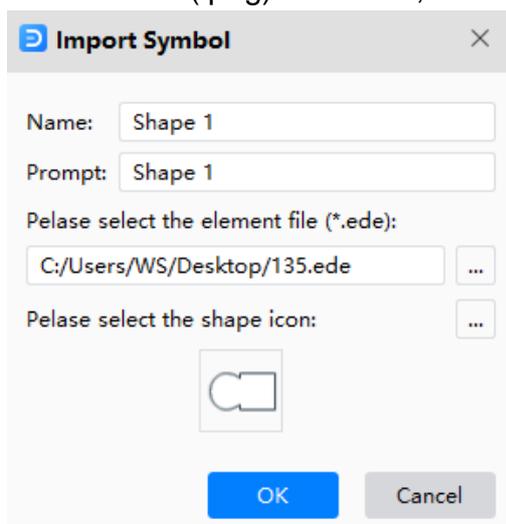
1. Click **New Library** under the **Symbols** tab and there will be a new blank library on the left library pane.



2. Right-click the name, you will see some options on the context menu, and click **Import Symbol**.



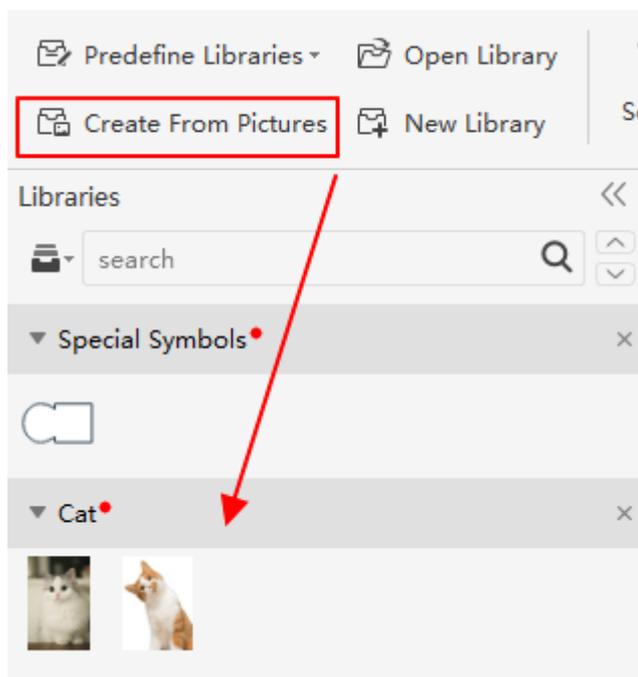
3. In **Import Symbol** dialog, you can type the symbol's name, prompt and select its .ede file and icon (.png). Click OK, and the new symbol should be added into the library.



4. Right-click the name of **New Library** and you can change its name and save the library on your local storage as edt files.
5. Click **Open Library**, you can open the library from your own computer.



To create a library from pictures, put the pictures in a file folder, click **Create From Pictures** button on **Symbols** tab. Then, Edraw Max will upload the selected pictures as a new library.



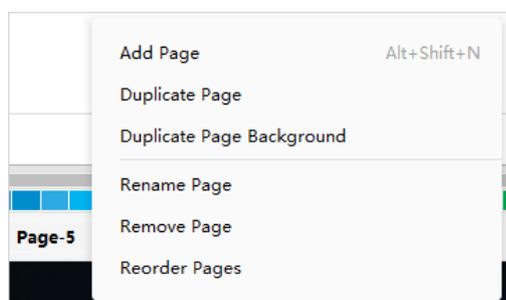


# Chapter 7 Page Settings

## Page Operations

To add pages in an Edraw document, you can

1. Go to **Insert** tab and click **Blank Page**.
2. Prese **Alt + Shift + N**.
3. Click the plus icon next to the page number on the footer.
4. Right-click on the page name and choose **Add Page** on the context menu.



To duplicate the current page in an Edraw document, you can

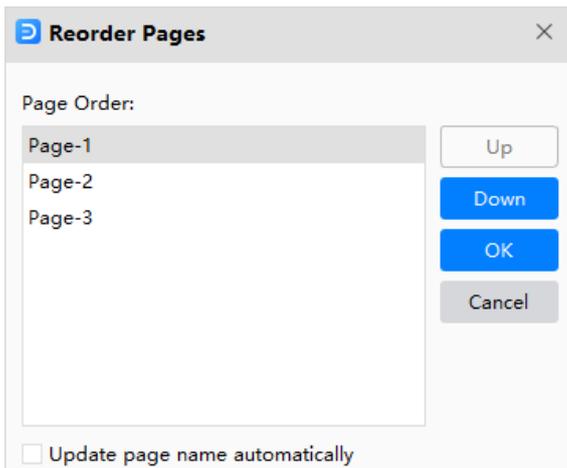
1. Navigate to **Insert** tab > **Blank Page** > **Duplicate This Page**.
2. Right-click on the page name and choose **Duplicate Page** on the context menu.

To rename a page in an Edraw document, you can

1. Double-click on the page name and type a new name for it.
2. Right-click on the page name and choose **Rename Page** on the context menu.

To delete the current page in an Edraw document, you can right-click on the page name and choose **Remove Page**.

To reorder pages in an Edraw document, right-click on the page name and choose **Reorder Pages**. There will be the Reorder Pages window, in which you can move up or down some pages. If you check **Update page name automatically**, Edraw Max will renumber the pages to show the new order.

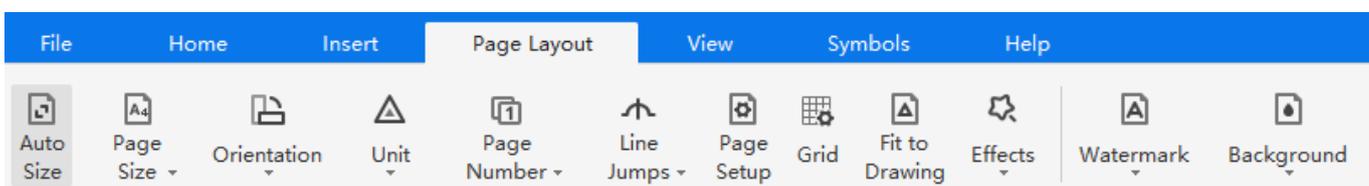


To preview all pages in an Edraw document, you can click the preview button on the Footer, or **Page Preview** button under **View** tab, and see all the page thumbnails at the same time.

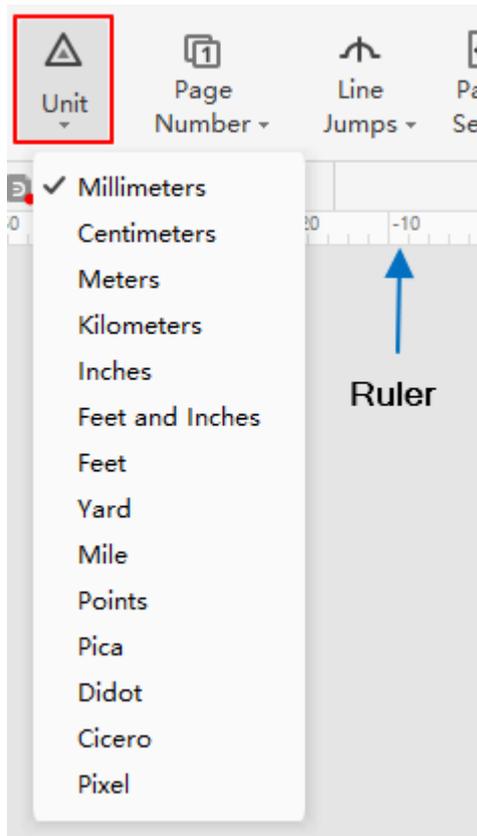


## Page Layout

Under **Page Layout** tab, there are various options for changing page layout settings.



- **Auto Size:** Automatically resize the page as you draw.
- **Page Size:** Where you can choose different types of page sizes, including A3 Sheet, A4 Sheet, A5 Sheet, B5 Sheet, Letter, Envelope, etc.
- **Orientation:** You can change the page orientation between **Portrait** and **Landscape**.
- **Unit:** When you check different units of measurement in the drop-down menu, Rulers in the workspace will alter accordingly.



- **Page Number:** You can change the style and position of page numbers with preset options.



- **Line Jumps:** As more diagram elements are shown on the canvas, the connectors will inevitably intersect each other. Using line jumps can make us easy to read which connector links with which diagram element.

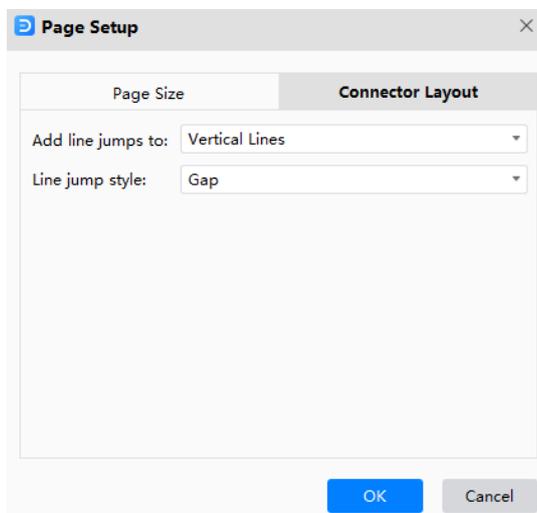
**Tip:** The line jumps options are available only when two connectors are overlapped.

To change the line jumps option of a connector, select the connector, then you can

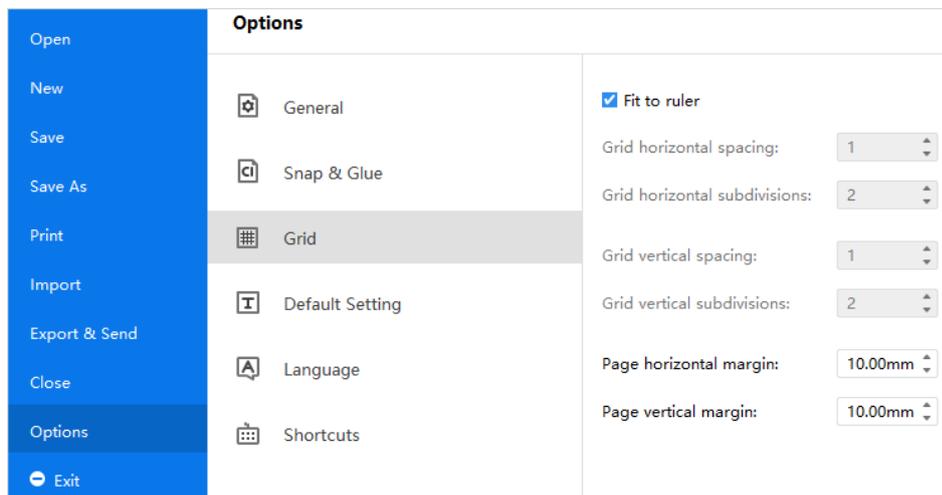
- Go to **Home** tab > **Line Styles** and select the desired jump direction and style



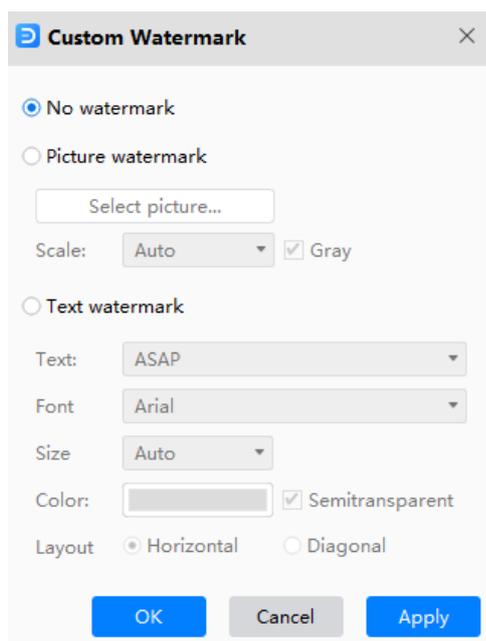
- Go to **Page Layout** tab > **Line Jumps**, but only for changing directions.
- Go to **Page Layout** tab > **Page Setup** > **Connector Layout**.



- **Page Setup**: A shortcut button to open the page setup window.
- **Grid**: A shortcut button to navigate to the menu of grid options, where you can set grid styles and page margin sizes. You can show or hide gridlines by checking or unchecking the **Gridlines** option under **View** tab.

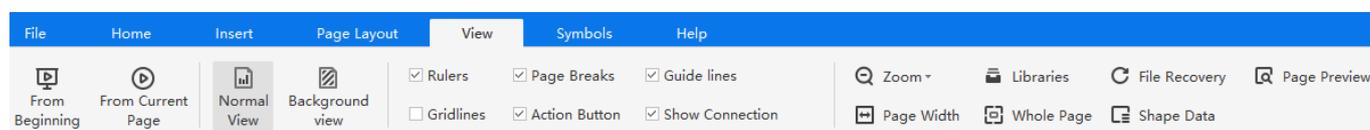


- **Fit to Drawing**: A shortcut button to fit the page size to what you have drawn on the canvas.
- **Effects**: A shortcut button to change the effects of the diagram on the current theme.
- **Watermark**: You can choose to add a pre-designed watermark on the canvas or try to customize your own. There also a quick button to remove all watermark.

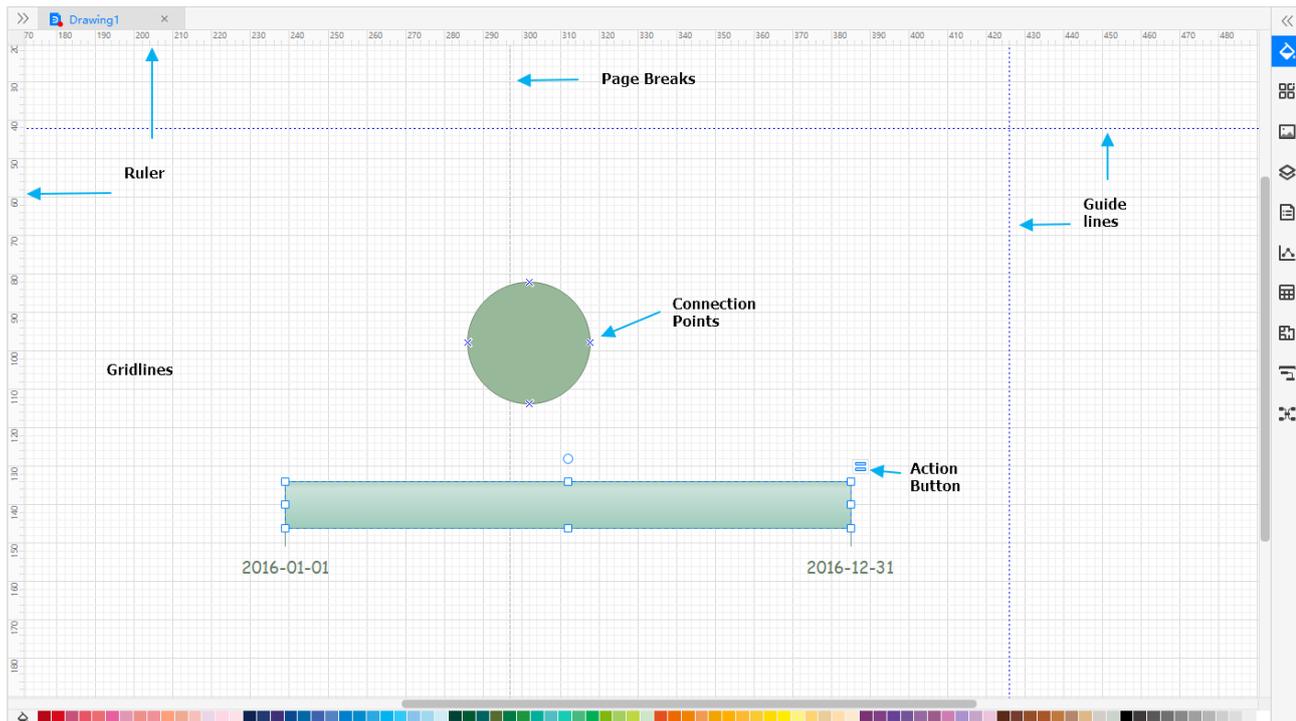


## Page View Options

### Basic View Options

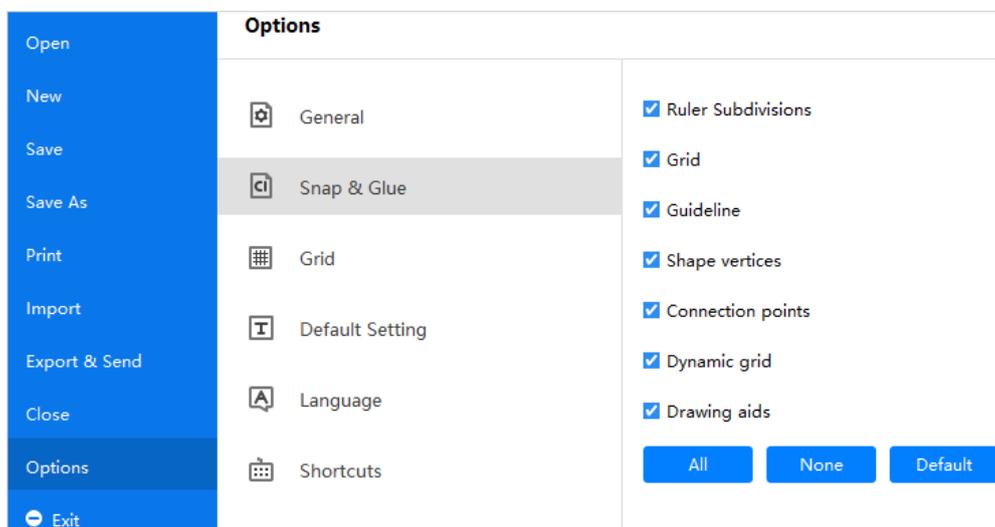


- **From Beginning:** Start the slide show from the first page.
- **From Current Page:** Jump right into the show from this page.
- **Normal View/Background View:** You can switch between these 2 different views. The grey button means it is active.
- **Auxiliary view tools:** There includes **Ruler**, **Page Break**, **Guide lines**, **Gridlines**, **Action Button**, **Connection Points**. You can use them to help you draw accurately and easily.



## Snap & Glue

Go to **File** tab, click **Options > Snap & Glue** button. Then, in the right **Snap & Glue** panel, you can modify the settings that specify whether snap & glue are active and to what items shapes will snap and glue.



## Zoom Options

To adjust the view of a page, you can

- Go to **View** tab, click **Zoom** button and choose a suitable zoom level.
- Use the controls on the footer to change the zoom level.



**Whole Page:** Make the entire page fits in and fills the window.

**Page Width:** Make the page is as wide as the window.

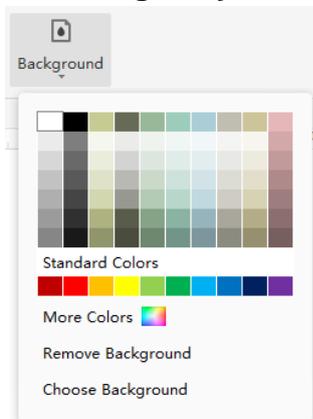
**Tip:** When you zoom the page, Edraw Max supports to zoom in/out centering on the mouse position.

## Background and Layer

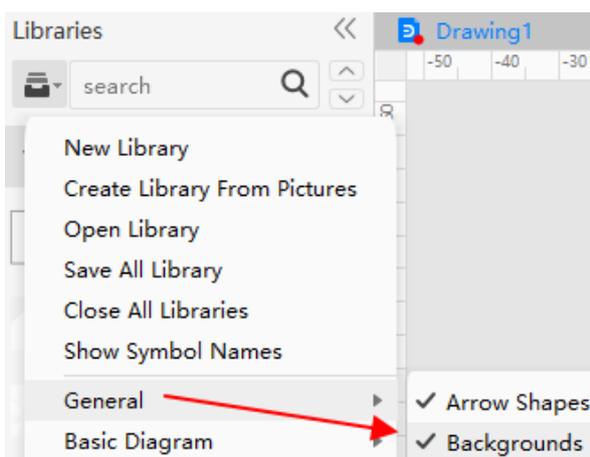
### Background

To add a background color on your document, you can

- Go to **Page Layout** tab, click **Background** button and choose one color that you like.



- Go to **Library** pane, select **General**, then click **Backgrounds**, and drag a background shape onto your page directly. Or you can click **Choose Background** in the drop-down menu, the background library will show on the left pane automatically.



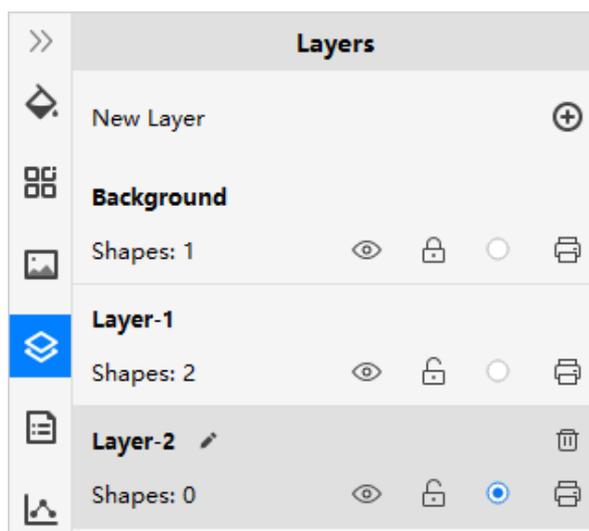
To remove the background, you can click **Remove Background** or just add a white background color.



## Layer

Edraw Max allows to assign layers to shapes as needed. You can also create your own layers. Layers can help you deal with different groups of shapes. Open the **Layer** pane to modify layer settings.

To create a new layer, click **New Layer**. The Background is the default setting that you can't delete. When there are only Background and Layer-1, you can't delete Layer-1.

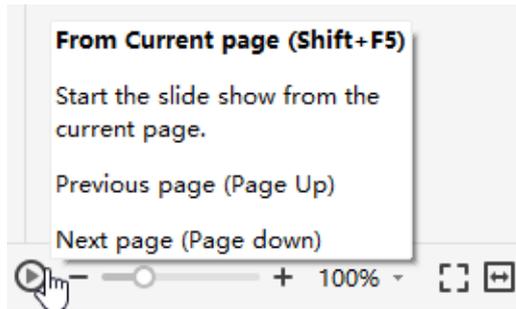


- Click the pen icon, you can rename the layers and background.
- Click the open-eye icon, the eye will be closed, which means you will not see any shapes on this layer.
- Click the lock icon, if it is closed, the shapes in this layer will be locked and cannot be selected or operated.
- The third icon indicates whether the layer is active or not, and it will tell you on which layer you are editing.
- If you click the printer icon and it shows banned, the shapes in this layer will not be printed.

## View Your Presentation

When your diagram is done in Edraw Max, you can start the presentation and show the slides on the screen that your audience will see.

**To preview your presentation from the current slide**, click the **Present** button on the footer that is underneath the canvas, press **Shift + F5**, or click **From Current Page** button under **View** tab.



To preview your presentation from the beginning, press **F5** or click **From Beginning** button under **View** tab.

You can also use the controls in the presenter view. These controls are used to:



- Automatically display the pages
- Move to the previous or next page
- Zoom in or out the page
- Fit the page in the view of the screen
- Close the full screen mode



# Chapter 8 Insert/Add Objects

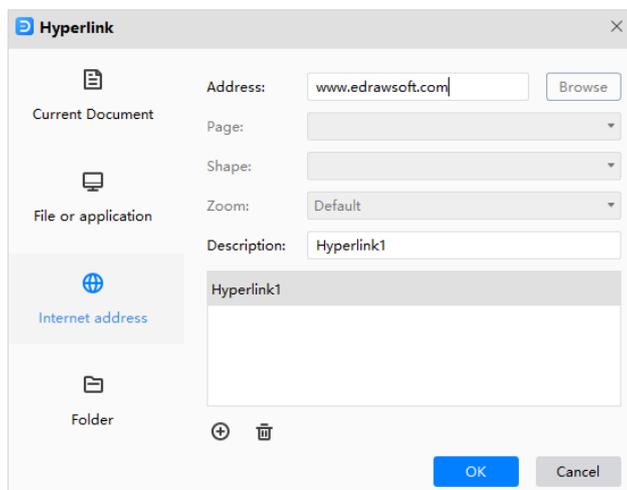
## Add Annotations

### Insert Hyperlink

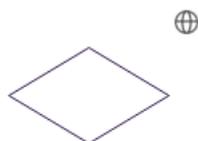
To insert a hyperlink in a shape, select the shape, then you can

- Right-click on the shape and choose **Insert Hyperlink** in the context menu;
- Go to **Insert** tab and choose **Hyperlink**;
- Press **Ctrl + Alt + H** directly.

In the pop-up **Hyperlink** window, choose to insert a hyperlink from **Current Document**, **File or application**, **Internet address** or **Folder**. Click the plus icon to add new hyperlinks and click the delete icon to delete hyperlinks.



After you insert a hyperlink in a shape, you will see a web icon on the upper right corner of the shape.



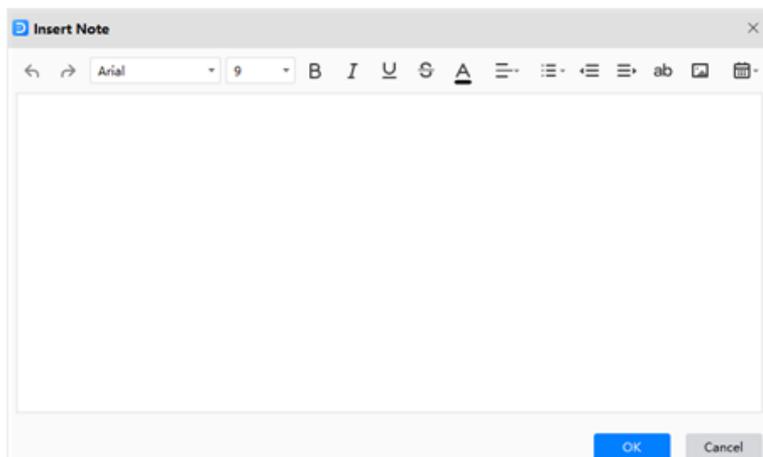
### Insert Note

To insert a note in the shape, select the shape, then you can

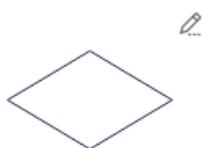


- Right-click on the shape and choose **Insert Note** in the context menu;
- Go to **Insert** tab and choose **Note**;
- Press **Ctrl + Alt + N** directly;

Type text in the pop-up **Insert Note** window and click **OK**.



After you insert a note in a shape, you will see a pencil icon on the upper right corner of the shape. Place the cursor on the icon, you can see the note text.

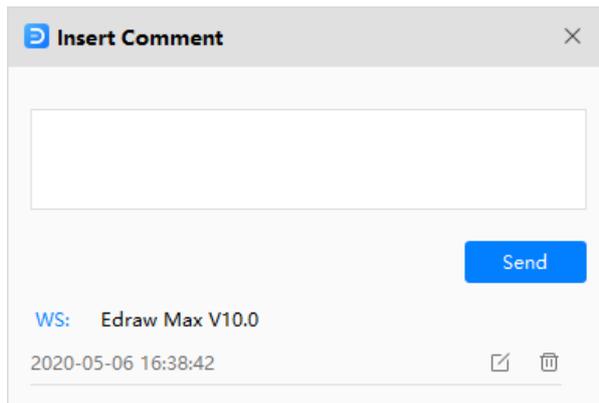


## Insert Comment

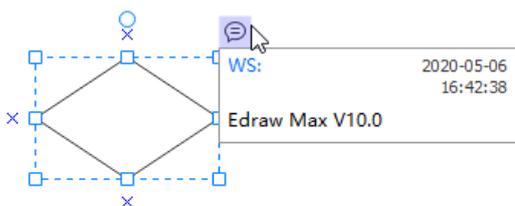
To insert a comment in the shape, select the shape, then you can

- Right-click on the shape and choose **Insert Comment** in the context menu;
- Go to **Insert** tab and choose **Comment**;
- Press **Ctrl + Alt + C** directly;

Type text in the pop-up **Insert Comment** window and click **Send**.



After you insert a comment in shape, you will see a comment icon on the upper right corner of the shape. Place the cursor on the icon; you can see the comment text. Click the icon, and you will see the commentator's name, content, and sending time of the comment. You can also edit and delete the comments.

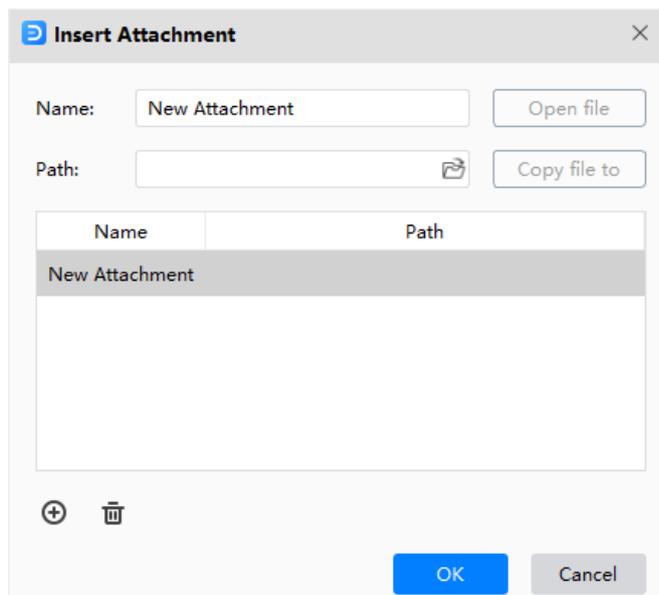


## Insert Attachment

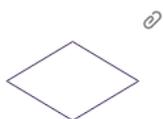
To insert an attachment in the shape, select the shape, then you can

- Right-click on the shape and choose **Insert Attachment** in the context menu;
- Go to **Insert** tab and choose **Attachment**;
- Press **Ctrl + Alt + A** directly;

Type text in the pop-up **Insert Attachment** window and click **Send**.



After you insert an attachment file in the shape, you will see a clip icon on the upper right corner of the shape.



### Tips:

1. When you add multiple annotations on a shape, Edraw Max will use a floating button to collect all icons.
2. If you don't need the annotation, just right-click on the icon and choose **Remove**.

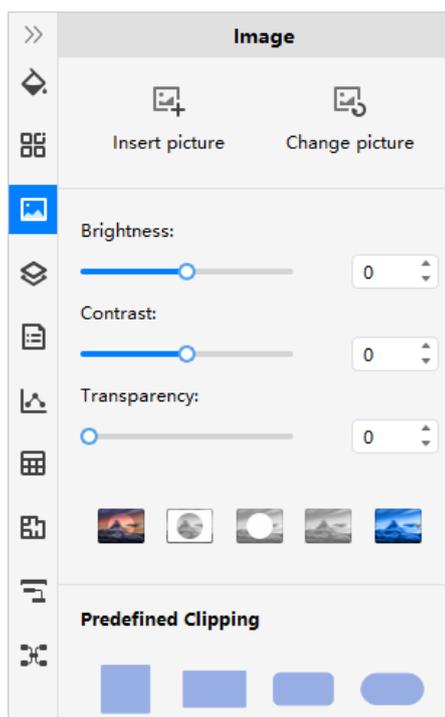
## Insert Picture

To insert a picture, you can

- Go to **Insert > Insert Picture From File**
- Press **Ctrl + Alt + I** directly;
- Navigate to the right **Image** pane, and click **Insert Picture** to insert an image from local files

**Tip:** If the image is over-sized, there will be a small window to let you decide whether to compress the image or not.

To **customize an image**, select the image, click **Picture** icon on the right sidebar to open **Image** pane. You can use the pre-defined shapes and crop the picture into the desired shape.



There are 5 buttons on the **Image** pane for customizing an image.

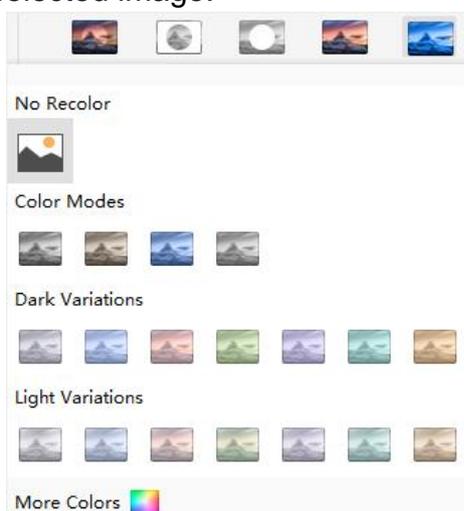
- **Crop a Picture with a shape**  : crop the selected image to remove the unwanted area with the below pre-defined shape frames.
- **Crop to a Custom Shape**  : put a custom shape over the image, select both the shape and image, and click the button to obtain the cropped image with the special shape frame.



- **Remove a part of Image**  : put a shape on the image, select both of them, and click the button to take out a part of the image that is covered by the shape.



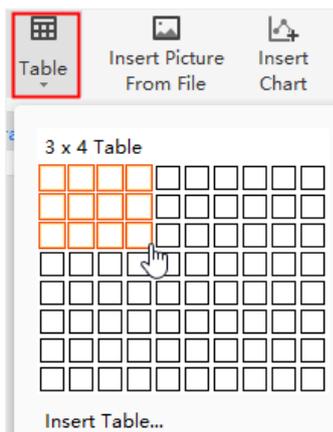
- **Return to original state**  : click this button to regain the original state of the selected image.
- **Recolor the Picture**  : click this button to choose various filter effects for the selected image.



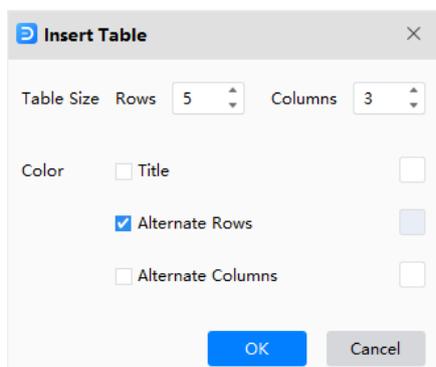
## Insert Table

To insert a table on the canvas, you can

1. Go to **Insert > Table**, and move the cursor over the grid until you highlight the number of columns and rows that you want.

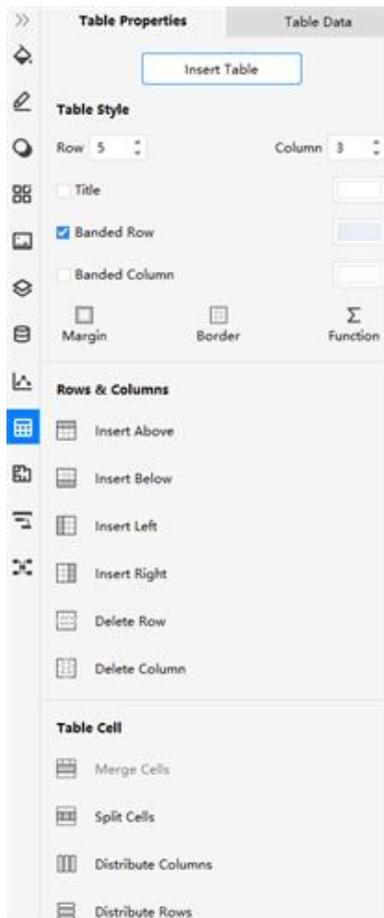


2. If your table is larger than 8\*10, click **Insert Table**, open the **Insert Table** window or press **Ctrl + Alt + T** directly.
3. In the pop-up **Insert Table** window, input the desired numbers of rows and columns;



4. Besides, when you want to see different colors shown on the title, rows and columns, check the corresponding options and choose the desired colors on the color menu.


**To customize a table**, select the table, click **Table** icon on the right sidebar to open Table pane.



In the **Table Properties** pane, you can

1. **Modify Table Styles:**

- Modify the numbers of rows and columns in the corresponding number boxes;
- Change colors of the title, banded rows or columns of the table;
- **Margin:** Change the look of the table margin in 4 different types (No, Narrow, Normal, Wide);
- **Border:** Change the look of the table borders.

2. **Function:** Run basic mathematical formulas.

3. **Insert/Delete Rows & Columns:** select a table cell, row or column, click the corresponding buttons to add rows or columns in different orientations, or delete the selected row or column.

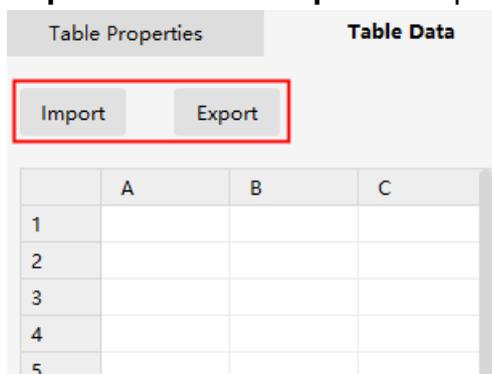
4. **Merge/Split Cells:** select the table cells that you want to merge or split, click **Merge Cells** or **Split Cells**.

5. **Distribute Rows & Columns:** when the width of columns or the height of rows are different in a table, select the columns or rows, click **Distribute Columns** or **Distribute Rows** to make the columns or the rows distribute evenly.

In the **Table Data** pane, you can



- **Import data:** click **Import** to import the data file (xlsx, csv) that you need into the built-in worksheet.
- **Export data:** click **Export** to export the table into files (xlsx, csv).



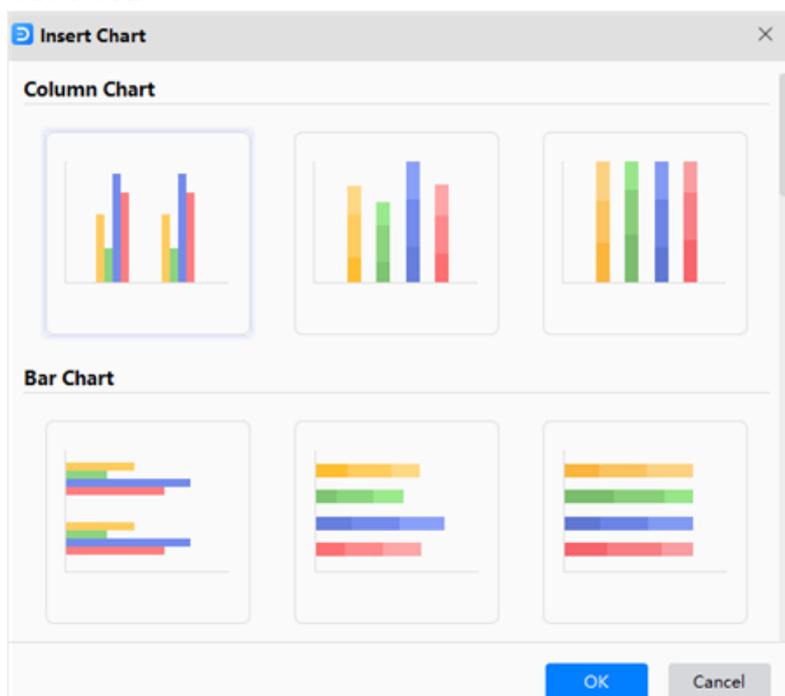
Apart from importing data, you can also input the table data by:

- Double-click on the cells of the table in the canvas and type numbers or text;
- Click cells of the worksheet on **Table Data** pane and type numbers or text.

## Insert Chart

To insert a chart, you can

1. Go to **Insert > Insert Chart** or click **Insert Chart** on the right **Chart** pane.
2. In the pop-up **Insert Chart** window, choose the desired type of the chart;
3. Click **OK**.

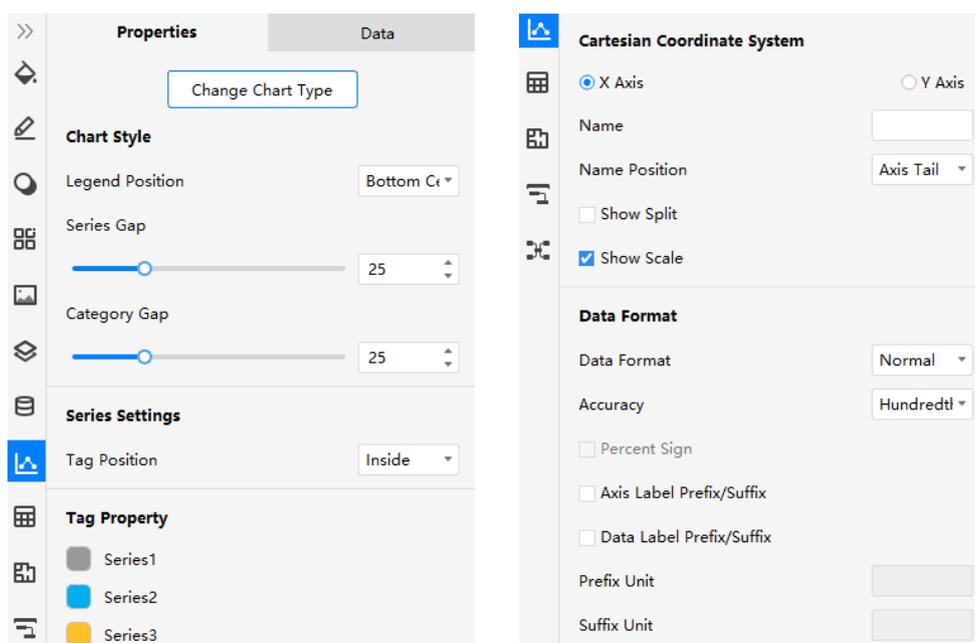




There are different types of pre-defined charts in Edraw Max:

- Column Chart
- Bar Chart
- Line Chart
- Area Chart
- Scatter Chart
- Radar Chart
- Pie/Doughnut Chart
- Gauges Chart
- Funnel Chart

To customize a chart, select the chart, click **Chart** icon on the right sidebar to open **Chart** pane. In the **Properties** pane, you can click **Change Chart Type** button to change the type of the selected chart.



Once you insert a chart in the canvas, the **Properties** pane shows up and the options will be different according to the type of the inserted chart. For example, there inserts a column chart on the canvas and the right **Chart** pane has shown the specific properties of this chart.

On the **Properties** pane, the common options are:

- Chart Style
- Series Setting
- Tag Title
- Cartesian/Radar Coordinate System
- Data Format



In the **Data** pane, you can

- **Import data:** click **Import** to import the data file (xlsx, csv) that you need into the built-in worksheet.
- **Export data:** click **Export** to export the table into a file (xlsx, csv).

	A	B	C	D	E
1		Series1	Series2	Series3	
2	Category1	55	45	95	
3	Category2	55	45	95	
4	Category3	55	45	95	

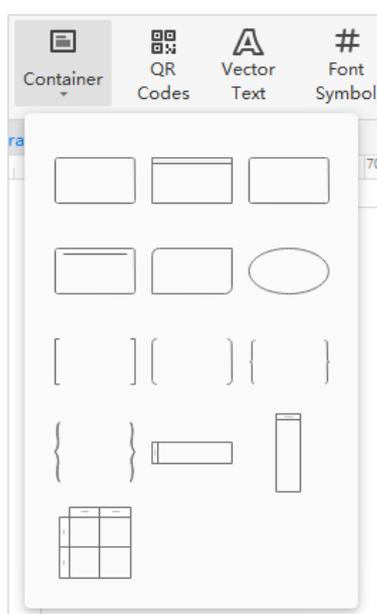
Apart from importing data, you can also input the chart data by double-clicking on the cells of the worksheet on the **Data** pane and typing numbers or text into them.

## Add Special Object

### Insert Container

When there are 2 or more shapes on the canvas and you want to move them together, drag these shapes onto the container, and move this container.

**To insert a container on the canvas,** go to **Insert > Container**, choose one that you like.

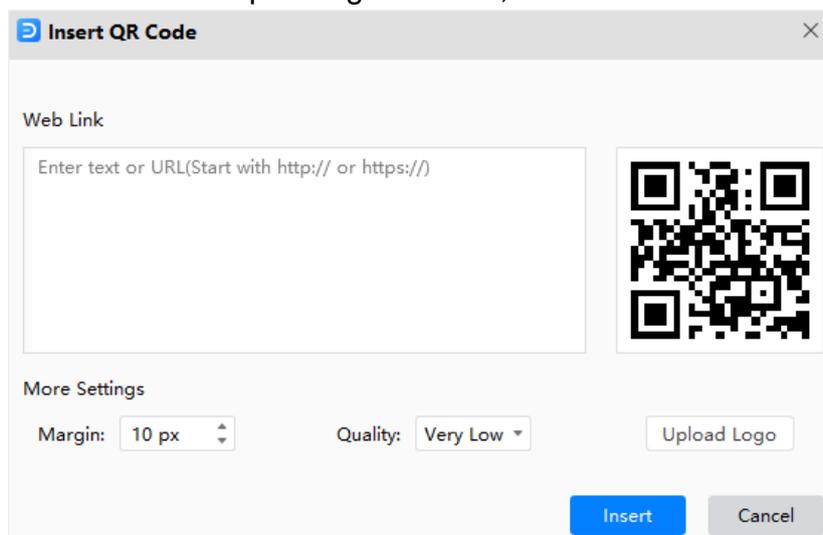




## Insert QR Code

To insert a QR code, you can

1. Go to **Insert** tab and choose **QR Codes**, or press **Ctrl + Alt + Q**;
2. In the pop-up **Insert QR Code** window, input the web URL or text, and Edraw Max will create the corresponding QR code;

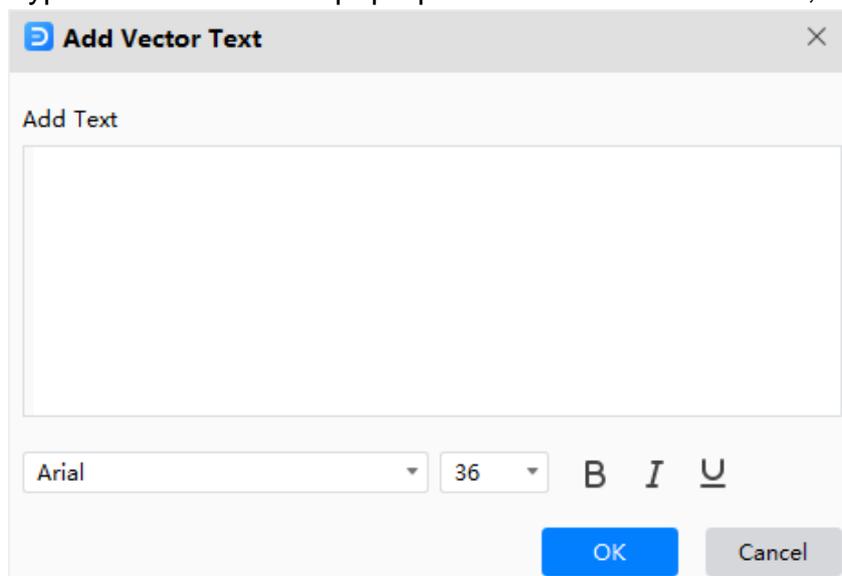


3. Adjust the margin and code quality, and upload or remove logos optionally;
4. Click **OK**.

## Add Vector Text

To add vector text on the canvas, you can

1. Select **Insert > Vector Text**;
2. Type the words on the pop-up **Add Vector Text** window;

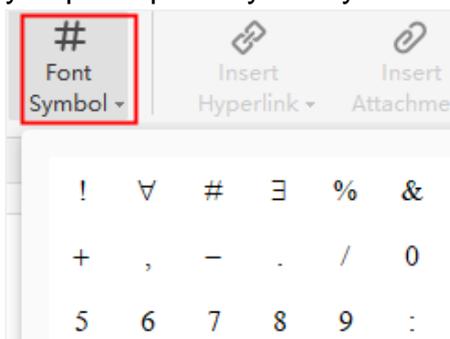


3. Modify the font style and font size, or adjust text styles;
4. Click **OK**.

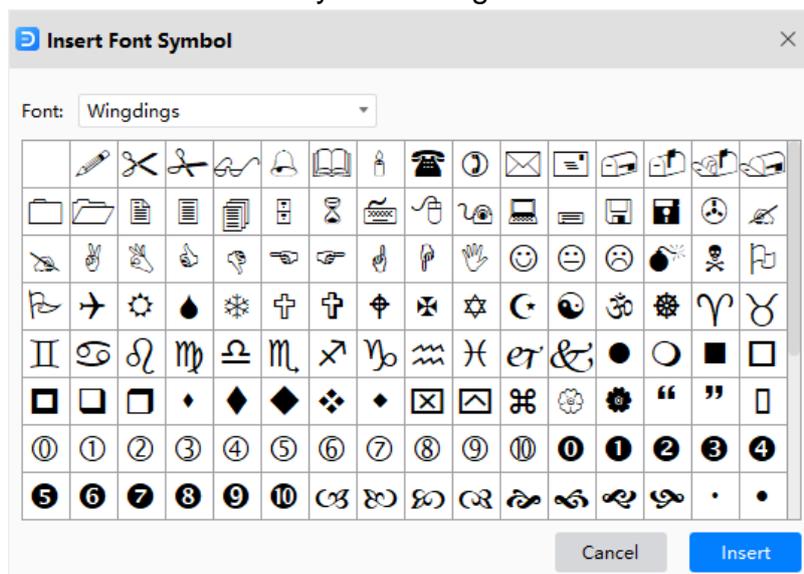
## Insert Font Symbol

To insert special font symbols in the diagram, you can

1. For basic symbols, click **Insert > Font Symbol** and move the cursor over the menu until you pick up the symbol you want;



2. For more symbols, click **More Font Symbol** to open the **Insert Font Symbol** window; Click **Font** to switch symbol categories.



3. Find the font symbols that you want and click **Insert**.

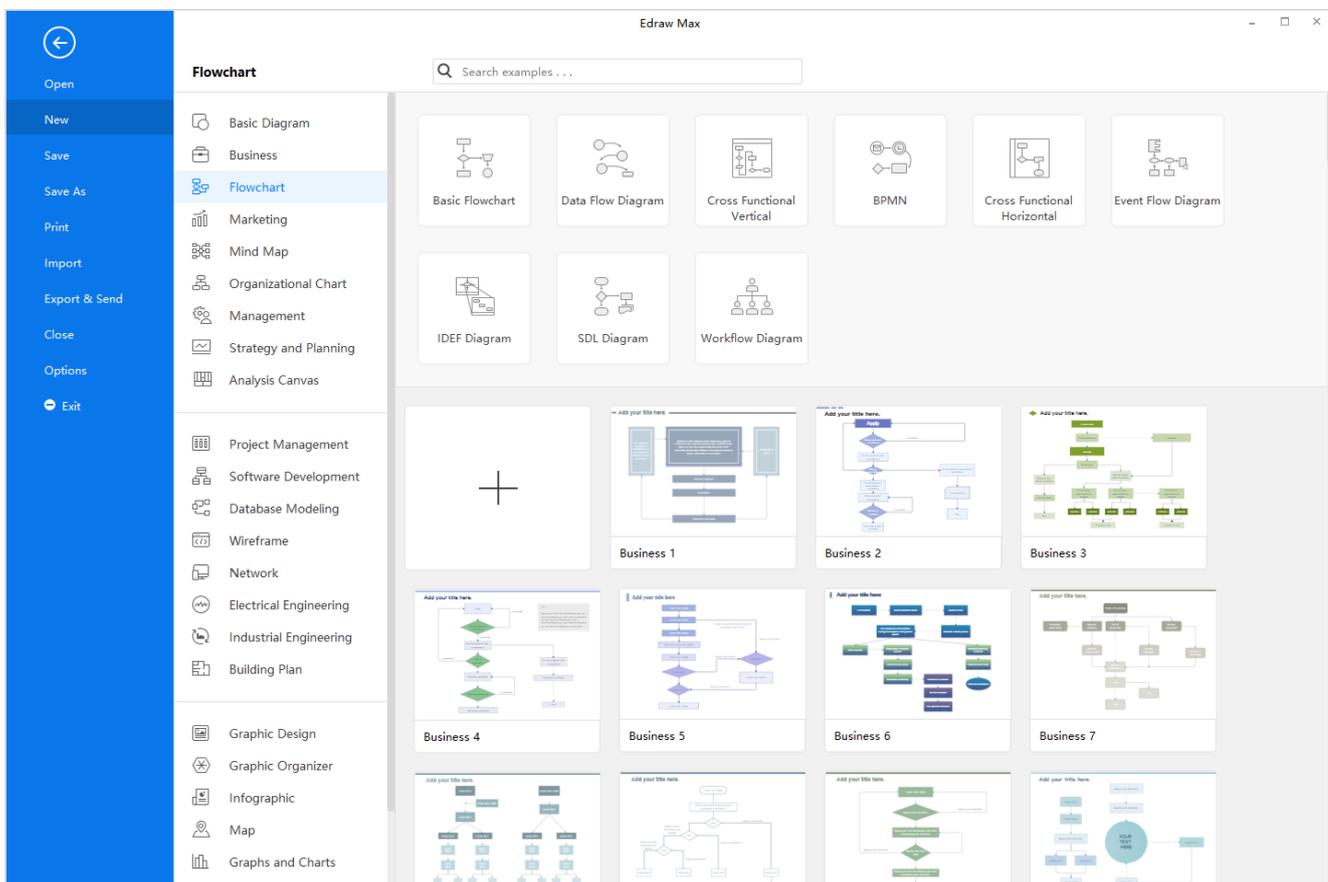


# Chapter 9 How to Make a Flowchart?

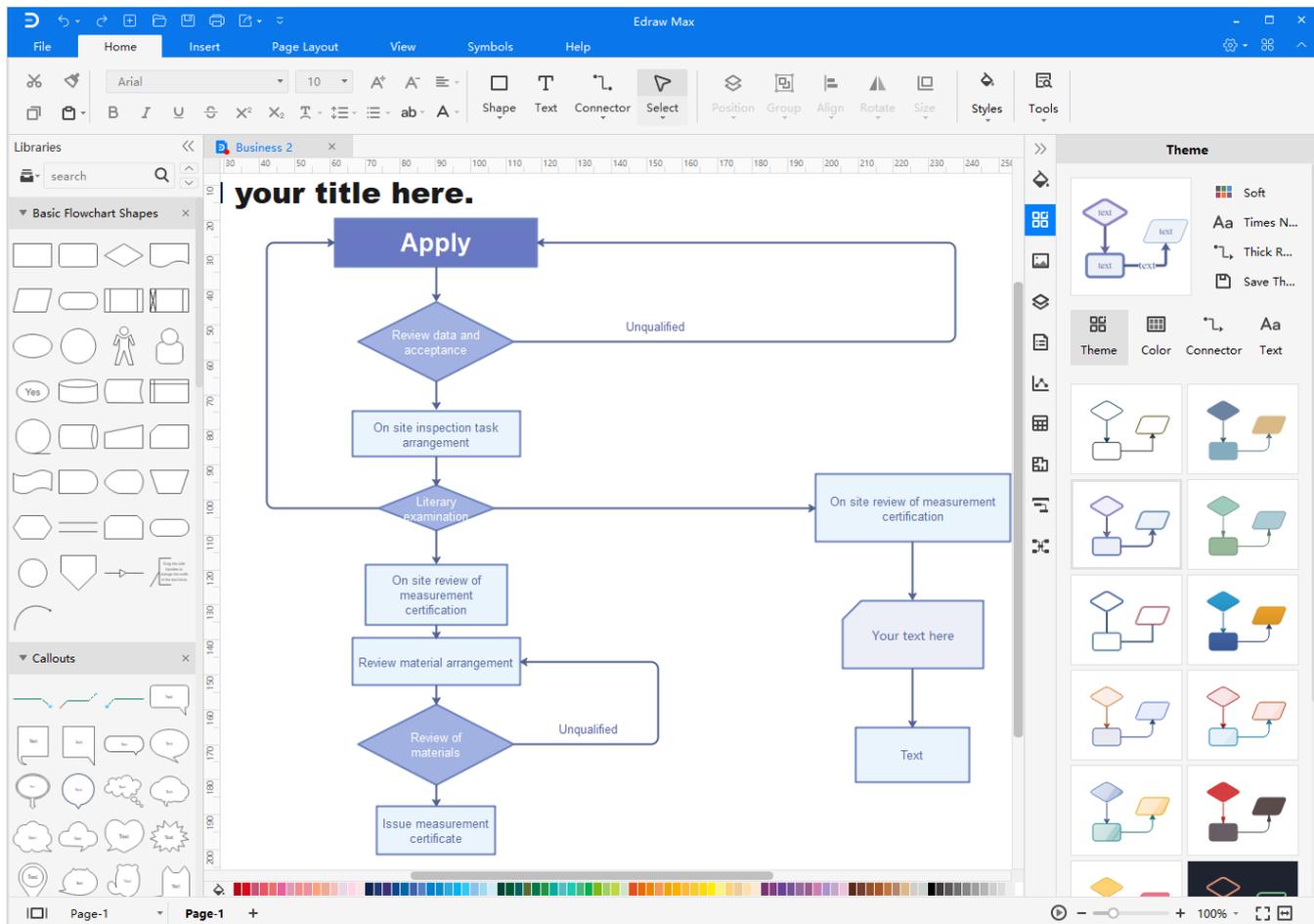
You can create a flowchart in Edraw Max from one of the pre-designed templates or diagramming from basic flowchart symbols.

## Create a Flowchart from a Template

To access Edraw flowchart templates, click “Flowchart” in the list of template categories, and all the flowchart templates will show on the right window.



Click the template thumbnail to open the selected template in the workspace. You can then use the built-in formatting tools and shape libraries to refine the flowchart further.



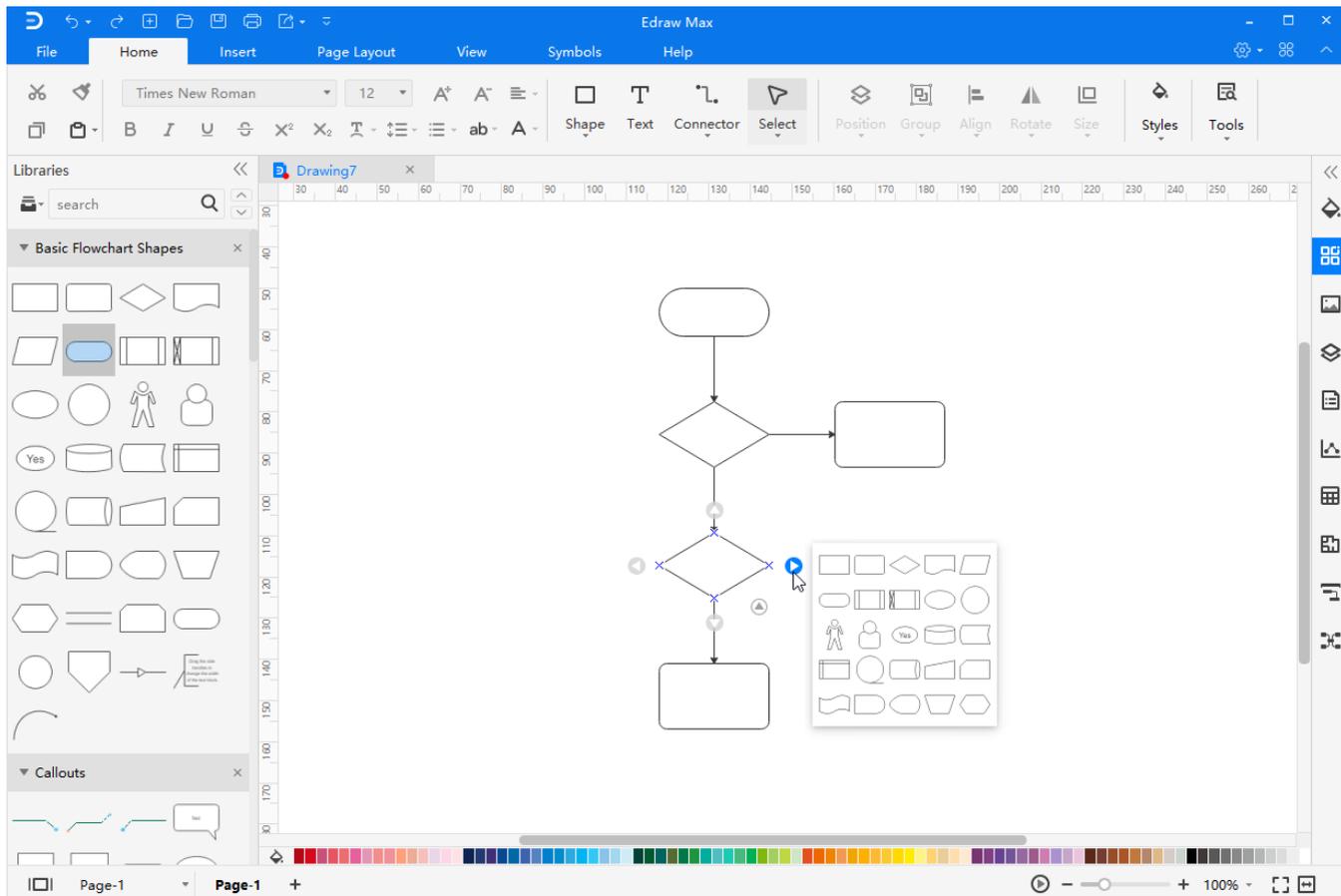
## Create a Flowchart from Scratch

You can create a flowchart in Edraw Max from scratch by dragging out the flowchart shapes in the shape library.

**Note:** The flowchart shapes should be seen on the left library pane when you create a new blank flowchart document in Edraw Max. If it doesn't show up, you can search it from the library and pin them on the pane.

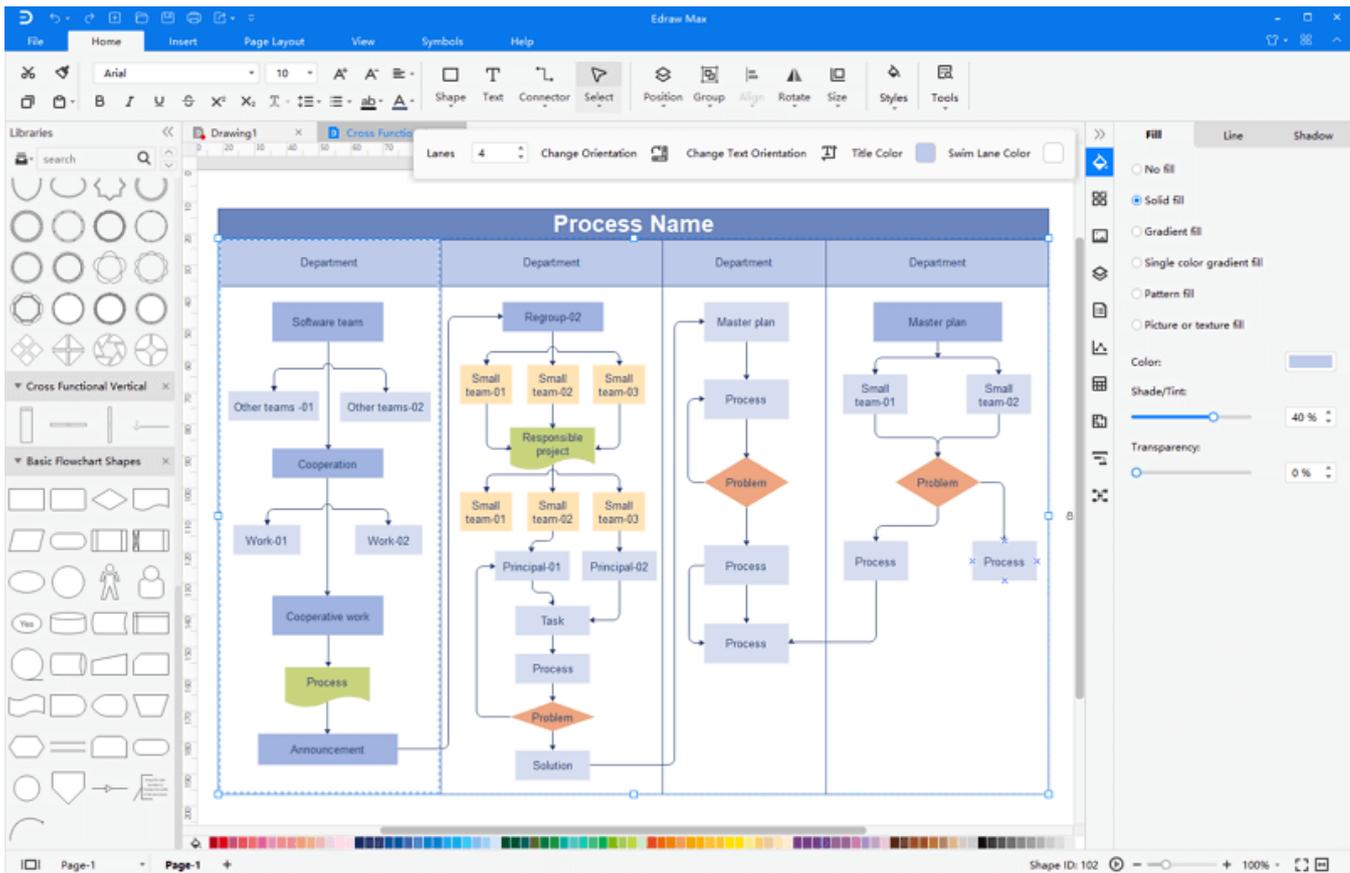
After dragging out the first shape on the canvas, you can add the second symbol by moving the cursor on one of the arrow keys and selecting the shape from the auto-prompt menu.

You can change the styles of the shapes in your flowchart using the options on the ribbon and right panes.



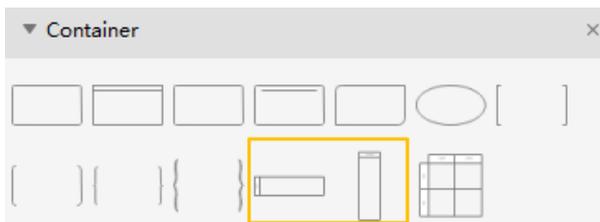
## Use Swim Lanes in a Flowchart

Swim lanes are used to divide your flowchart into different sections. Choose a template of Cross Functional Vertical Flowchart or Cross Functional Horizontal Flowchart in Edraw Max, you will see a pre-designed swimlane diagram in seconds.

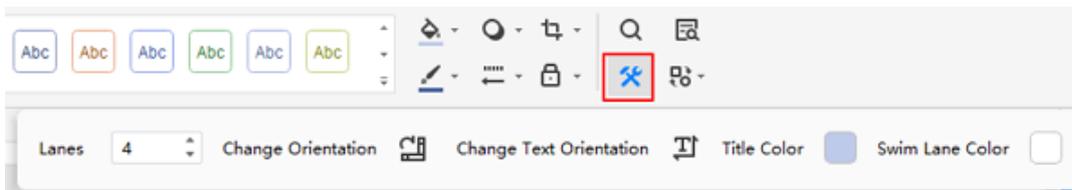


To add a swim lane to your flowchart, you can

- Find **Container** in the shape library, drag the swim lane symbol from the library pane and drop it on the section of your flowchart.



- Find **Exceptional Settings** on the ribbon (select a swim lane at first), adjust the number of lanes.



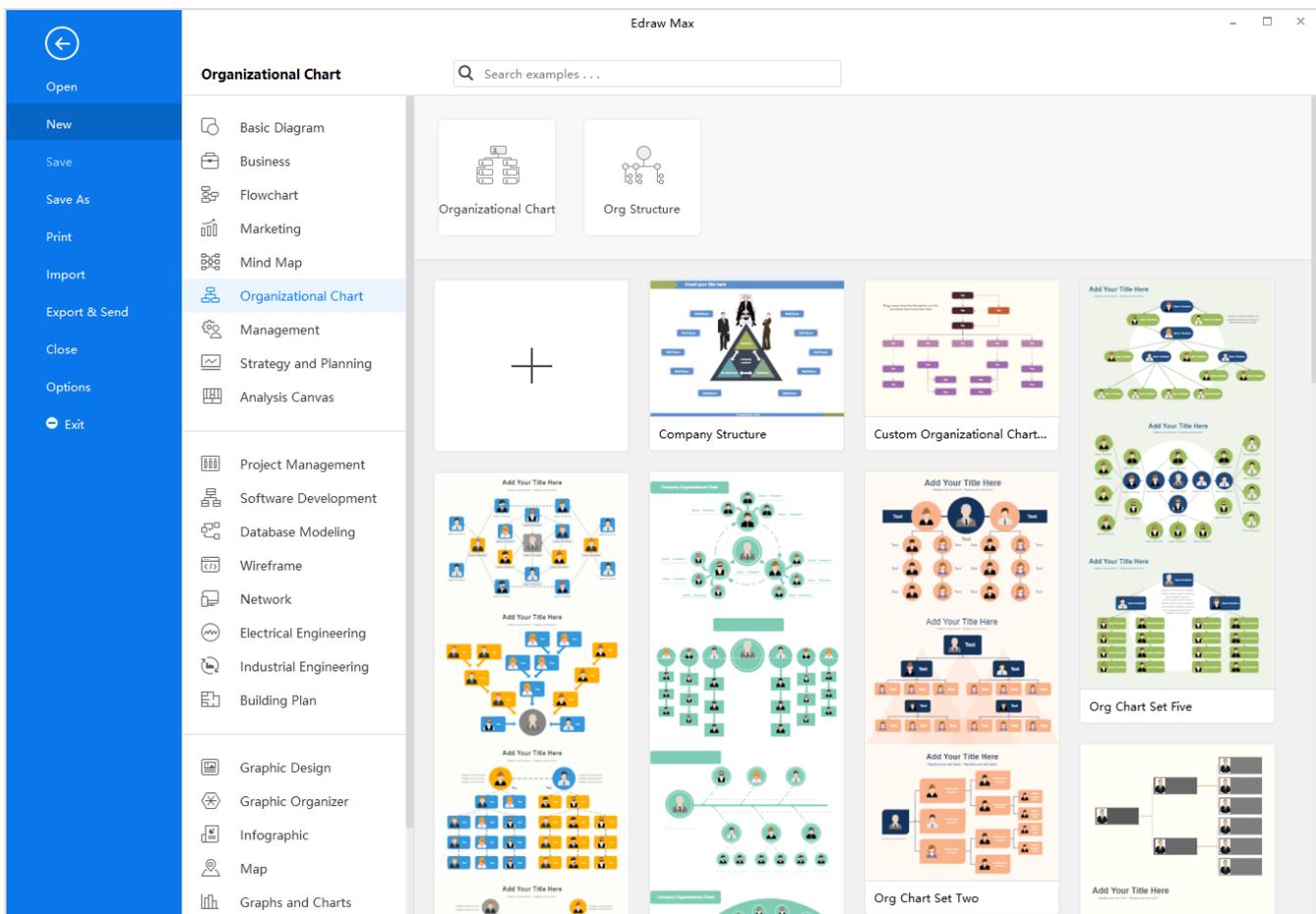
To change the lane or text orientation, click the swim lane and adjust the orientation settings in the **Exceptional Settings** menu.



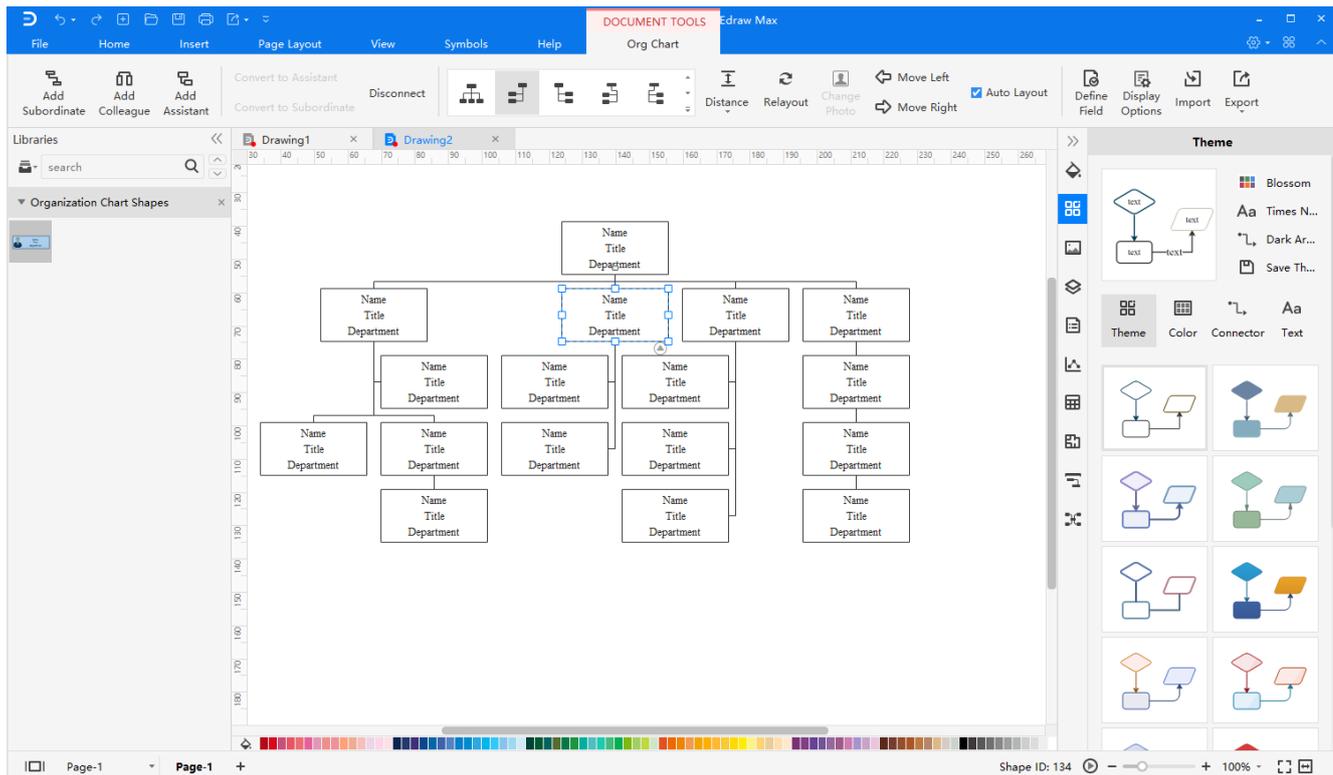
# Chapter 10 How to Make an Organizational Chart?

## Create an Org Chart in Edraw

To create an org chart in Edraw Max, you can use a pre-made org chart template or build it from scratch. Click on the template thumbnail and open it in the workspace.

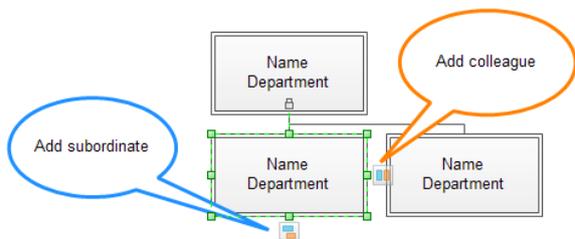


Alternatively, click the big plus icon, and a new blank document will be open for you. You are able to use the pre-made org chart shape and make an organizational chart from scratch.

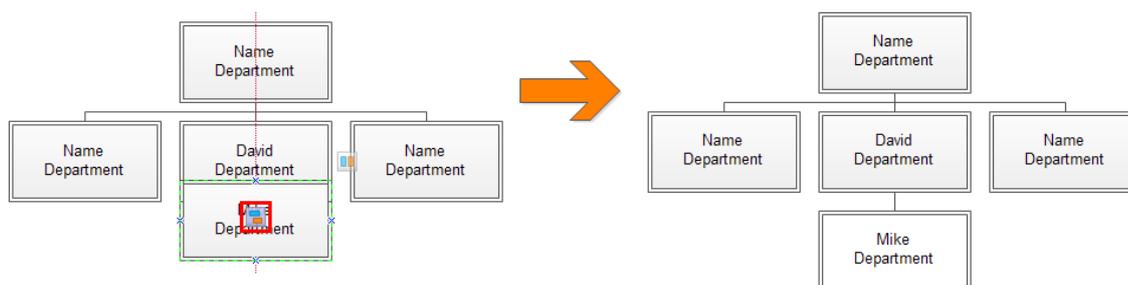


To add a shape of subordinate or colleague, select the shape, you can

- Click the floating button around the selected shape.



- Click **Add Subordinate** and **Add Colleague** on **Org Chart** tab.
- Press **Insert** key to add a colleague and press **Ctrl + Insert** key to add a subordinate.
- Move an employee shape over the floating button of the selected shape, release the mouse when a red box appears, and then moved shape should be added as subordinate.



To add a shape of assistant, select the shape, then click **Add Assistant** on **Org Chart** tab.

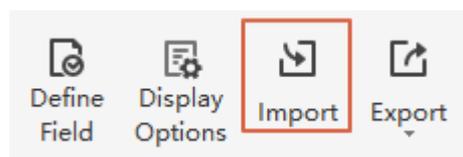
### Tips:

1. For the shape on the top, you can't add colleagues for it.
2. For the shape of subordinate, you can select it and convert it to the shape of assistant. And conversely, you can convert a shape of assistant to subordinate.
3. You can open **Display Options** window, check **Show Photo**, and replace the default photo with the real employee photo in the org chart.

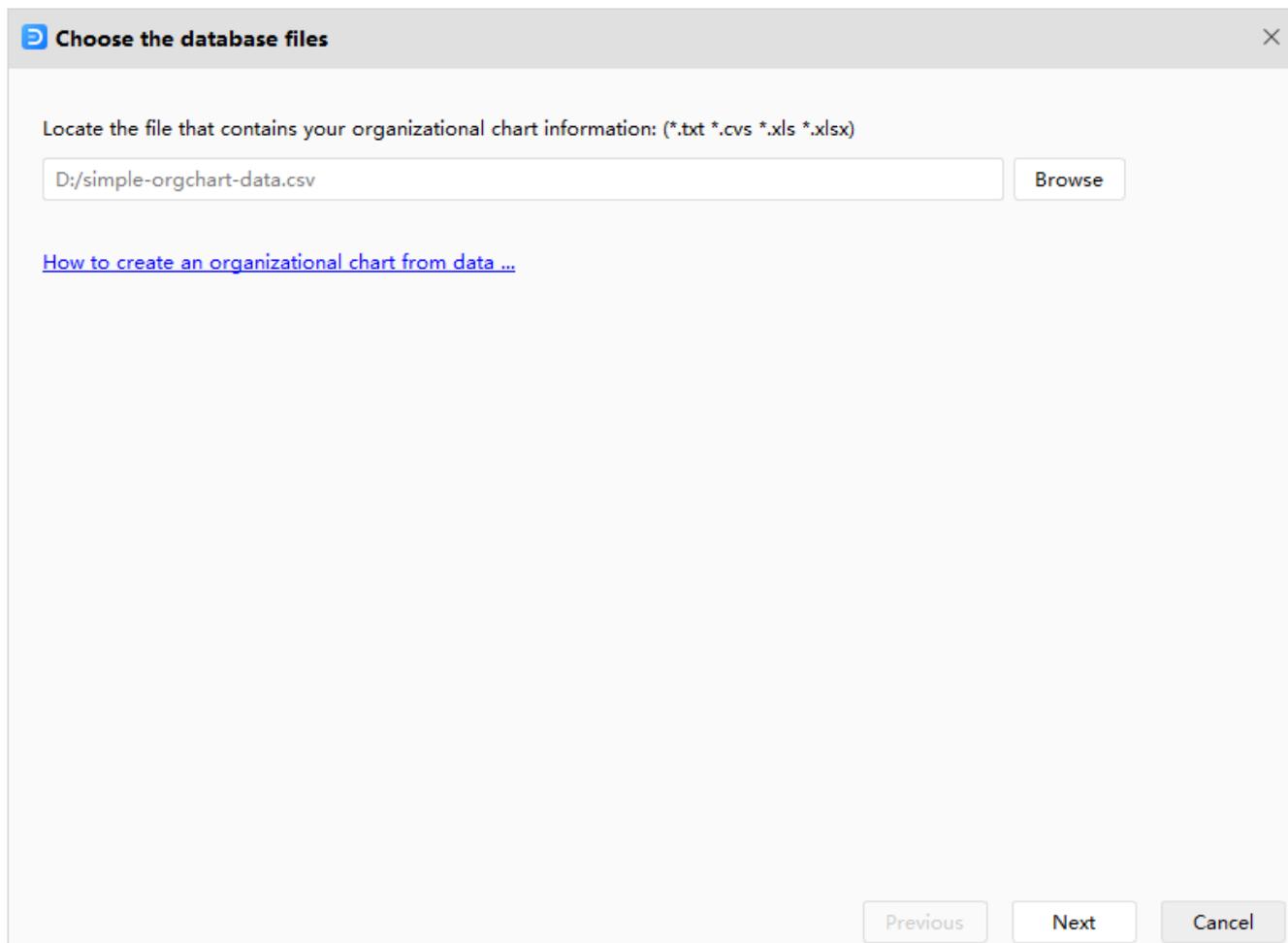
## Create an Org Chart from Data

If all the employee information of your organization is saved in a document (.txt, .csv, .xls, .xlsx), you can use Edraw Max to create an org chart from the data set.

First of all, open a new org chart document and find the **Import** button under **Org Chart** tab.



On the first page of the pop-up window, find the data file that contains the employee information from your local storage, and click **Next**.



**Note:** The data set must include employee names and the person that the employee will report to.

On the second page, you will see how your data in the worksheet map to the data import window. If your data source provides two or more fields for names like First Name and Last Name fields, select the field of the last name, and then in the First Name box, choose the field of the first name.



**Modify data and define Name and ReportTo**

Name:  Reports To:  First Name:  Is Assistant:

	UniqueID	Name	Title	Departm	Phone	Email	ReportsTo	IsAssistant
1	edID1	Michael Demker	CEO	CEO	Phone	michea...		0
2	edID2	Hein Sabelis	Sales P...	Sales ...	Phone	hein@c...	edID1	0
3	edID3	Rune Johannessen	Sales ...	Sales ...	Phone	rune@...	edID2	0
4	edID4	Tony Coo	Sales ...	Sales ...	Phone	tonyco...	edID2	0
5	edID5	Fabio Desideri	Sales ...	Sales ...	Phone	fabio@...	edID2	0
6	edID6	Janet Wilson	Sales A...	Sales ...	Phone	janet@...	edID2	0
7	edID7	Steven Golding	Market...	Market...	Phone	steven...	edID1	0
8	edID8	Tammy Hendrickson	Market...	Market...	Phone	tammy...	edID7	0
9	edID9	David Wilburn	Market...	Market...	Phone	david...	edID7	0
10	edID10	James Doeble	Partner...	Market...	Phone	james...	edID7	0
11	edID11	Ruth Barnsley	Online ...	Market...	Phone	ruth@c...	edID7	0
12	edID12	Michael Andrews	Campa...	Market...	Phone	michae...	edID7	0
13	edID13	Linda Mortland	Chief Fi...	Finance	Phone	linda@...	edID1	0
14	edID14	Atheeq Ahmed	Accoun...	Finance	Phone	athee...	edID13	0
15	edID15	Sandra Sifford	Cash ...	Finance	Phone	sandra...	edID13	0
16	edID16	James Mosely	Plannin...	Finance	Phone	mosely...	edID13	0
17	edID17	Keisha Fields	Settle...	Finance	Phone	keisha...	edID13	0
18	edID18	Julie Krause	CTO	Techno...	Phone	julie@c...	edID1	0
19	edID19	Lawrence Flint	Project...	Techno...	Phone	lawren...	edID18	0
20	edID20	Vincent Blignaut	Senior ...	Techno...	Phone	vincent...	edID18	0
21	edID21	Carole Riley	System...	Techno...	Phone	carole...	edID18	0

On the final page, you need to select what information of employee you want to show on the shape and how the information is displayed. Besides, you can decide whether to show photos or not and choose the photo position. When it is done, click **Finish**.



**Choose the database files** ×

Add to shape data field:

User	Predefined	Type
<input type="checkbox"/> UniqueID		String
<input checked="" type="checkbox"/> Name	Name	String
<input checked="" type="checkbox"/> Title	Title	String
<input checked="" type="checkbox"/> Department	Department	String
<input checked="" type="checkbox"/> Phone		String
<input checked="" type="checkbox"/> Email	Email	String
<input type="checkbox"/> ReportsTo	ReportsTo	String
<input type="checkbox"/> IsAssistant	IsAssistant	String

Display on shape:

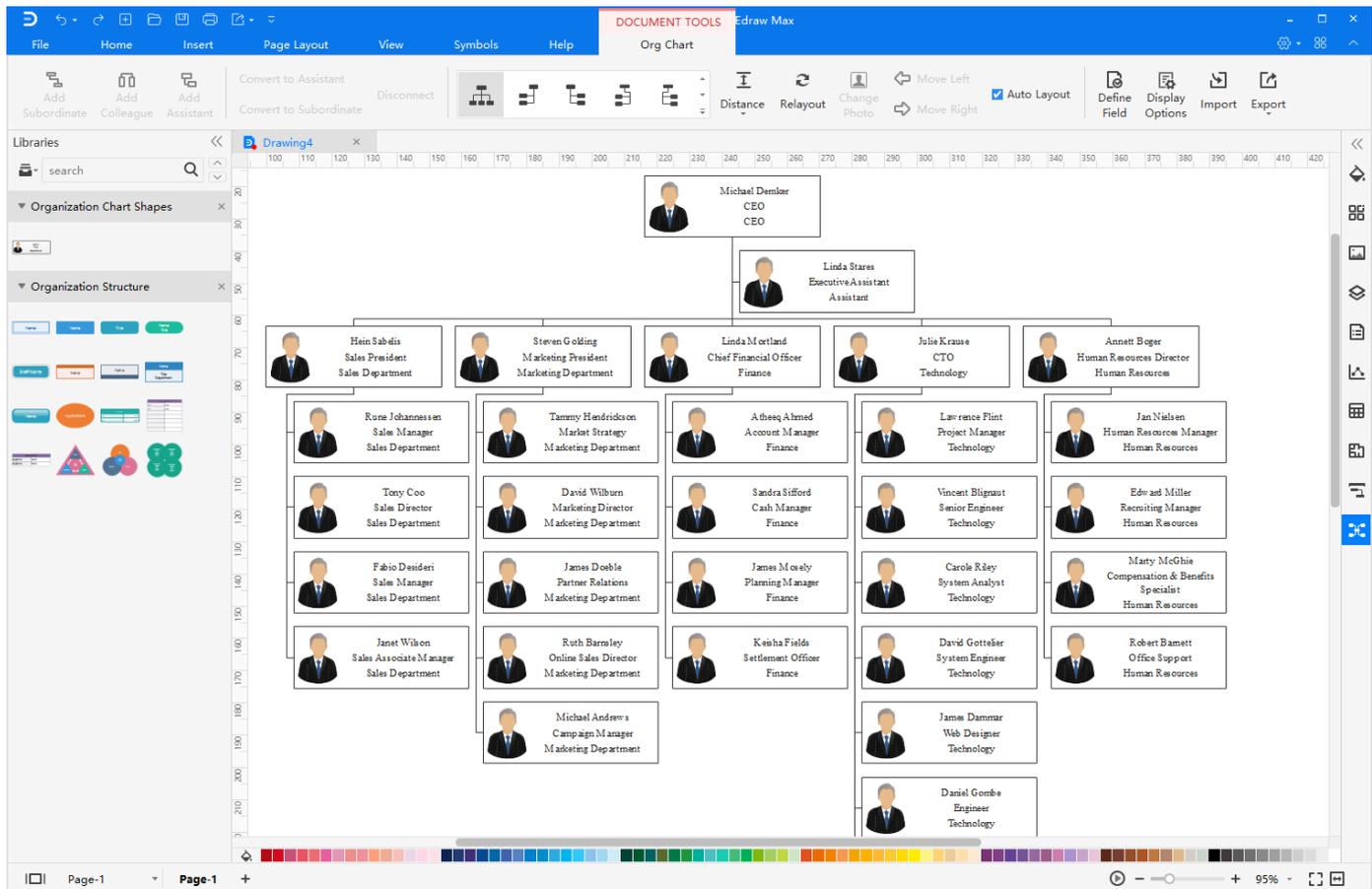
Photo  Show Photo Position: Left

Property	Show/Hide	Font	Up	Down
Name	<input checked="" type="checkbox"/>	A [font color]	↑	↓
Title	<input checked="" type="checkbox"/>	A [font color]	↑	↓
Department	<input checked="" type="checkbox"/>	A [font color]	↑	↓
Phone	<input type="checkbox"/>	A [font color]	↑	↓
Email	<input type="checkbox"/>	A [font color]	↑	↓

Display the organization on one page.  
 Display the seperated organization on each page.

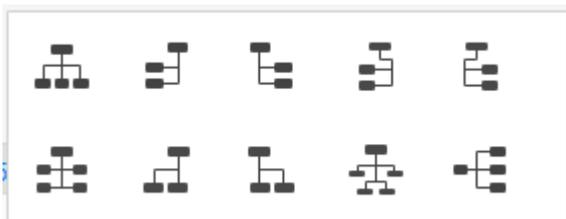
Previous Finish Cancel

Finally, you can get an org chart as the below picture:



## Change Org Chart Layout

For the org chart in Edraw Max, you can change its layout with the built-in styles.



Check **Auto Layout** box to enable auto layout mode, and the whole diagram will be rearranged when you add or delete employee shape.

When the layout of the org chart has some changes that you don't want, you can click the **Relayout** on **Org Chart** tab to re-arrange the org chart.

## Define Field and Display Options



Click **Define Field** on **Org Chart** tab, and the **Define Orgchart Field** window opens. There are some preset field schemes, and you can decide which field will be added to the shapes so that you will create a custom field.

Field scheme:	Fields added to shape:	
General	<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Title
Position	<input type="checkbox"/> Employee ID	<input type="checkbox"/> Category
Salary	<input type="checkbox"/> Location	<input checked="" type="checkbox"/> Department
HR Detail	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Work Phone
Department	<input type="checkbox"/> Mobile Phone	<input type="checkbox"/> Employee Status
Contract	<input type="checkbox"/> Job Grade	<input type="checkbox"/> ReportsTo
Employee Status	<input type="checkbox"/> IsAssistant	<input type="checkbox"/> Salary
Contact Info	<input type="checkbox"/> Gender	<input type="checkbox"/> Age
Custom	<input type="checkbox"/> Nationality	<input type="checkbox"/> Hire Date
	<input type="checkbox"/> Contract Start	<input type="checkbox"/> Contract End

Buttons: Save scheme, Delete, Define fields, Ok, Cancel

Click **Display Options** on **Org Chart** tab, and open the **Display Options** window, where you can change the position of photo, the size of the shape and the shape properties. The modifications can be applied to selected shape, current page or all pages.



**Display Options** ×

Photo  
 Show Photo      Position: Left ▾

Size  
 Not change size      Width: 53.9 mm ▾      Height: 19.0 mm ▾

Property	Show/Hide	Font	Up	Down
Name	<input checked="" type="checkbox"/>	A ■ ▾	↑	↓
Title	<input checked="" type="checkbox"/>	A ■ ▾	↑	↓
Department	<input checked="" type="checkbox"/>	A ■ ▾	↑	↓
Phone	<input type="checkbox"/>	A ■ ▾	↑	↓
Email	<input type="checkbox"/>	A ■ ▾	↑	↓

Apply to selected shape  
 Apply to current page  
 Apply to all pages

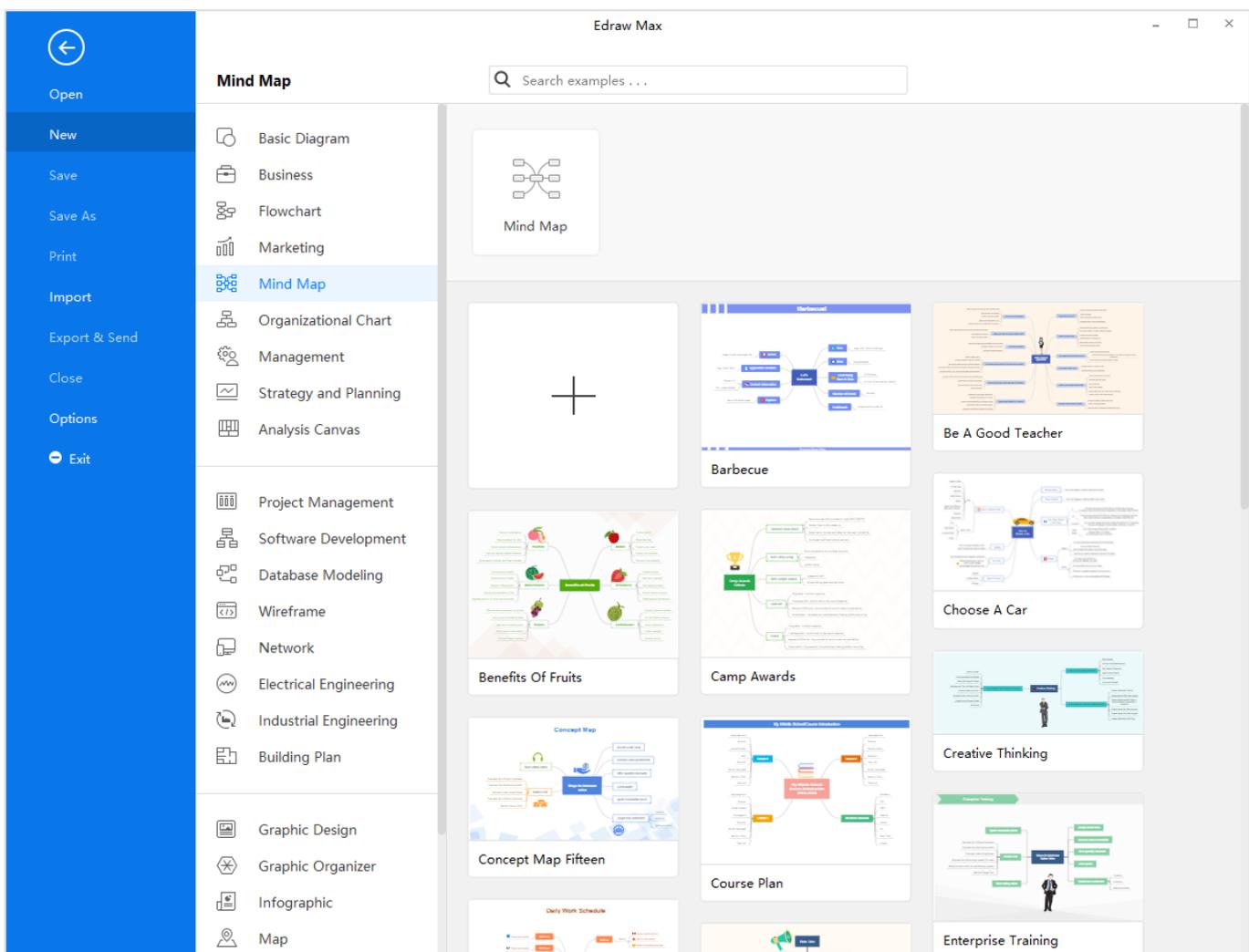
OK Cancel Apply



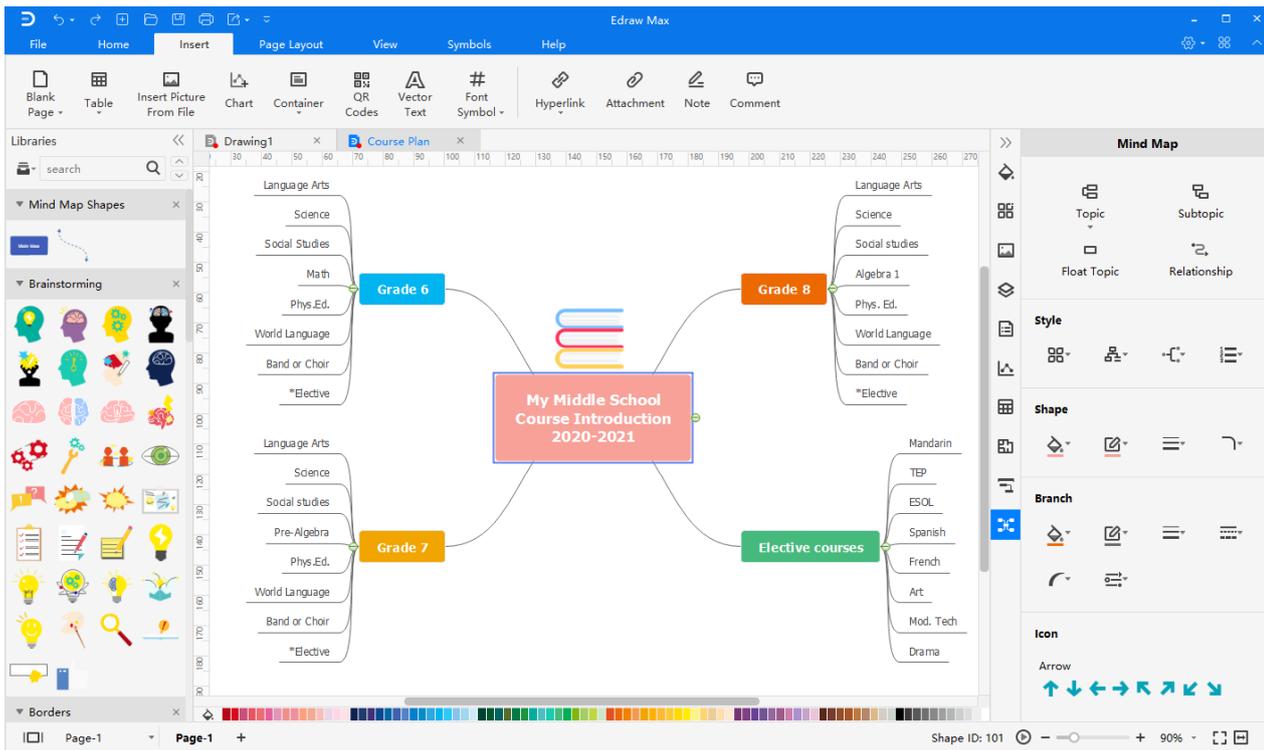
# Chapter 11 How to Create a Mind Map?

## Create a Mind Map from a Template

Open Edraw Max and find the pre-designed mind map templates in the template gallery. Choose one template that you like, click on its thumbnail to preview the template in the workspace.

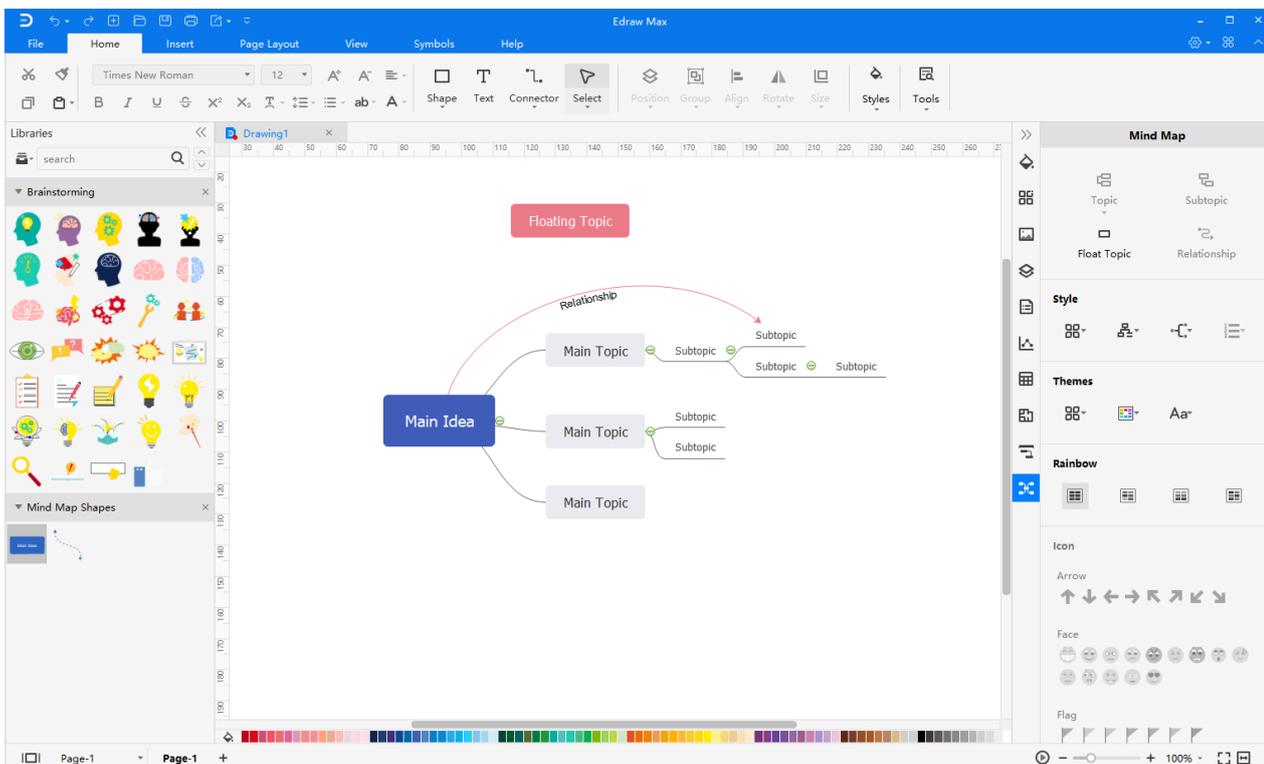


After the template is open in Edraw editor, you are able to use the built-in formatting tools and various shapes to make your own mind map.



## Create a Mind Map from Scratch

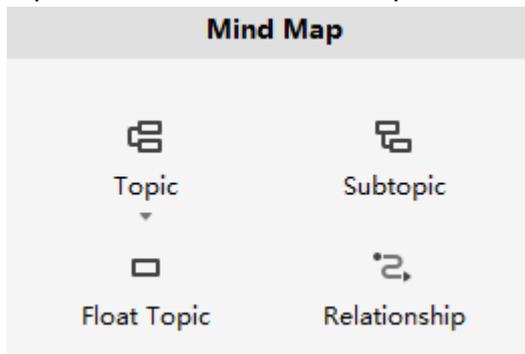
Apart from using mind map templates, you can build a mind map from scratch with the pre-made mind map symbols. You need to drag the **Main Idea** shape from the library, and then start to add topics.



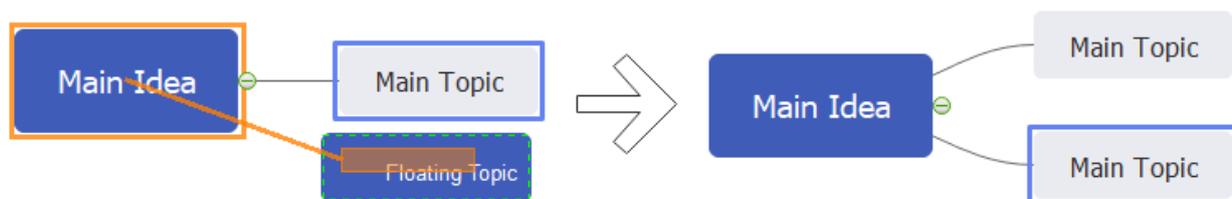


To insert main topics or subtopics on the canvas, select one of the topics, and there are 4 different ways:

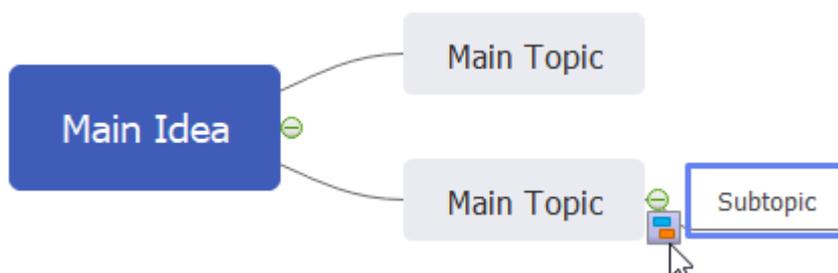
- Press **Enter** or **Ctrl + Enter** key to add topics at the same level as the selected topic; press **Insert** key to add topics that have a lower level than the selected topic.
- Click the **Topic/Subtopic** button on the **Mind Map** pane, where you can choose to insert a topic before the selected topic or insert a parent topic.



- Drag the topic shape from the library and release the mouse when the orange box appears.



- Click the floating button of the selected topic.



To insert a floating topic in a mind map, you can

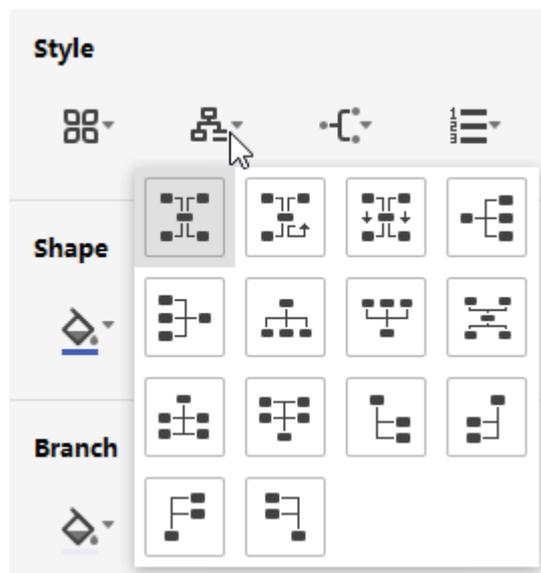
- Click **Float Topic** button on **Mind Map** pane and hit on where you want to add a floating topic.
- Drag a mind map shape from the library, and drop it on the canvas but don't put too close to the connected topics.



To insert a line of relationship in a mind map, select a shape of topic, click **Insert Relationship** on **Mind Map** tab, or drag the line from library, then move the pointer onto another shape and click again.

## Change Mind Map Layout

To change the layout of the whole mind map, choose the **Main Idea** shape, and select a layout style on **Mind Map** pane.

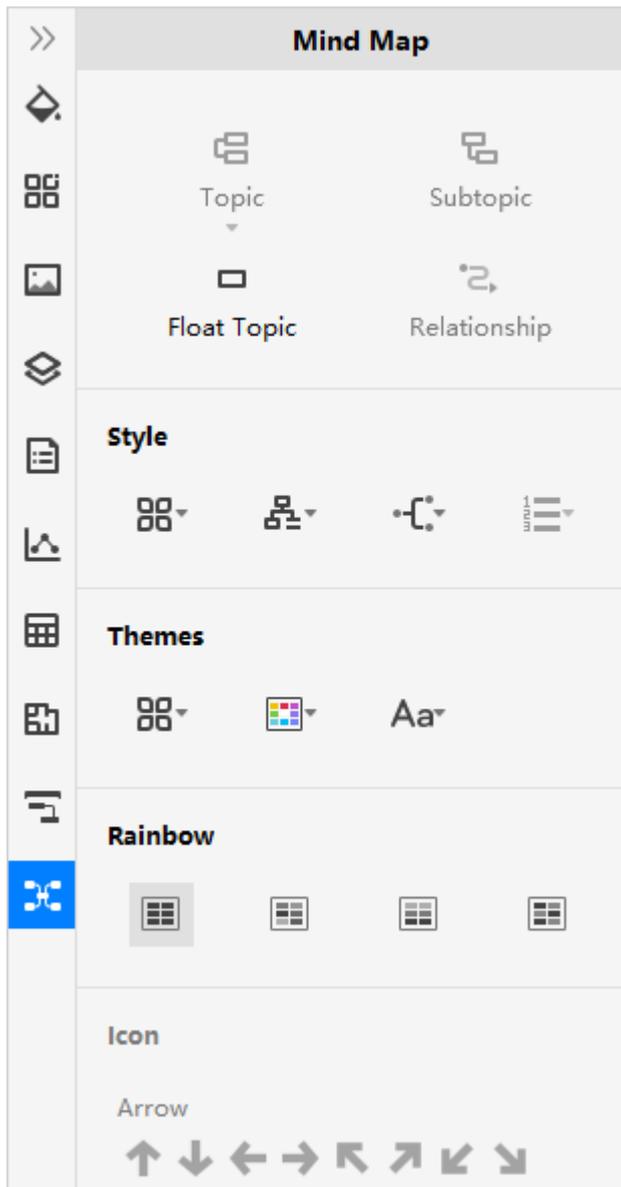


To change the layout of a certain branch, select the topic/subtopic, and choose a layout style on **Mind Map** pane.



## Change Styles of a Mind Map

If you don't select any shape on a mind map, the right **Mind Map** pane will look like as below. Therefore, you can only insert floating topics on the map, change the page theme and adjust the layout.



When you select a topic, you will see some new options shown on the **Mind Map** pane and do changes for nodes and branches.

- Add different topics and relationship lines on a mind map.
- Change the layout of a branch.
- Add or remove a numbered list on the whole map or a branch.
- Change the styles of the topic shape, like fill, line color, line weight, and corner style.
- Change the styles of the branch, which usually includes multiple topics.
- Add pre-made icons onto the topic.



>> **Mind Map**

Topic  
 Subtopic

Float Topic  
 Relationship

**Style**

**Shape**

**Branch**

**Icon**

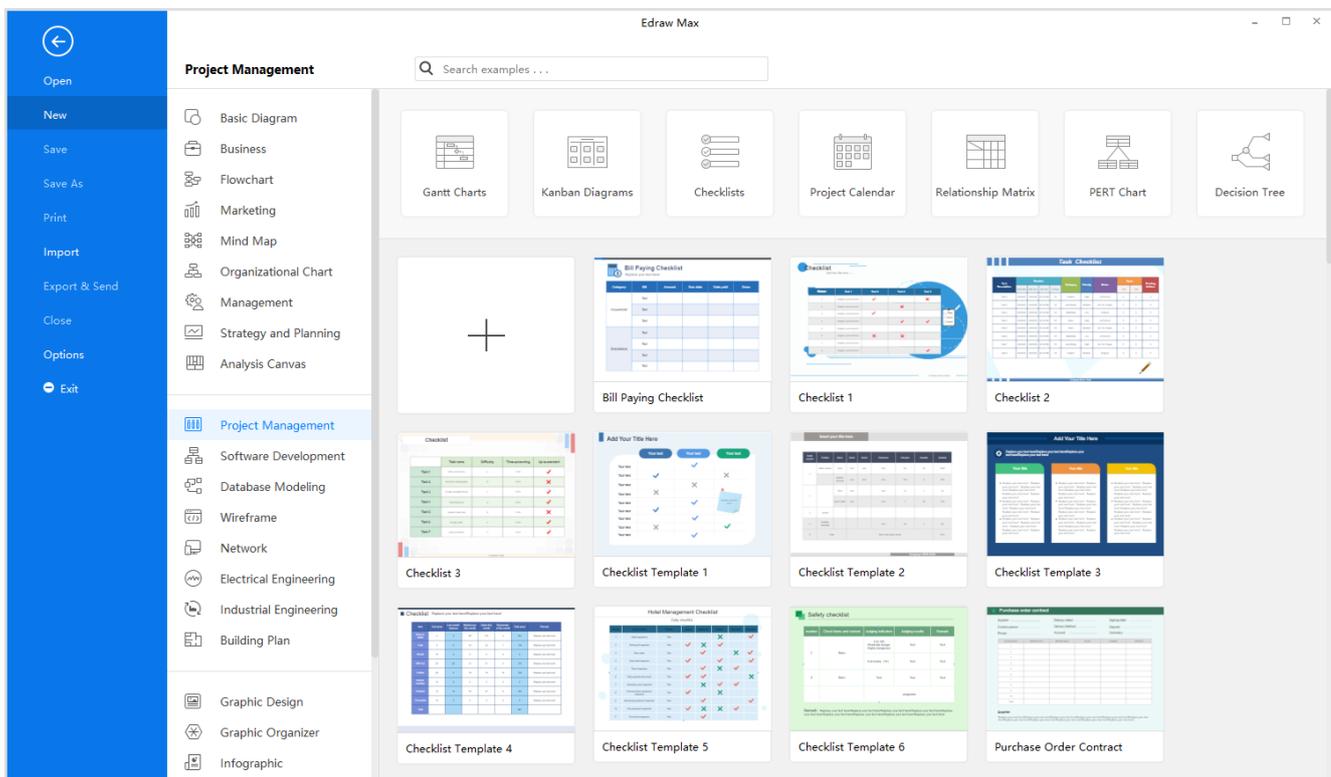
Arrow



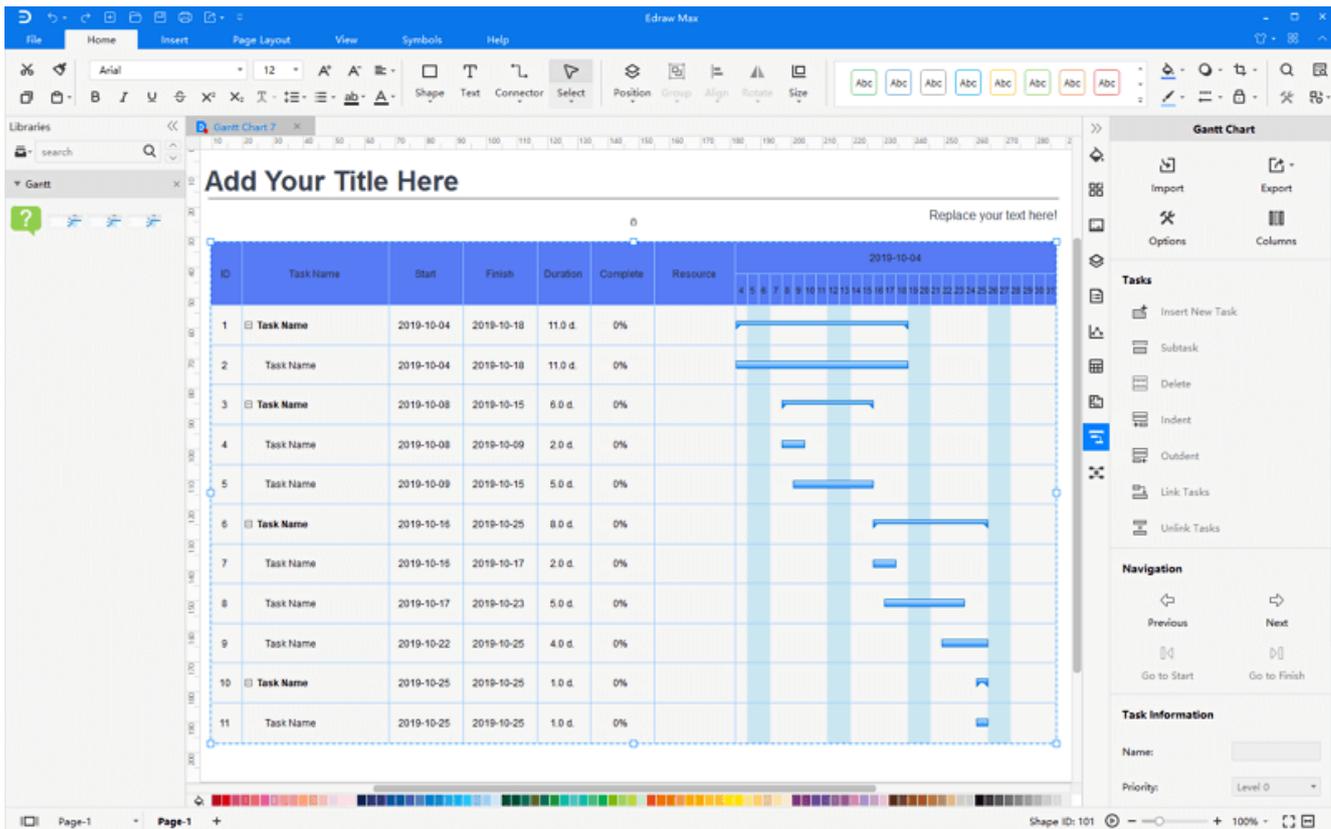
# Chapter 12 How to Make a Gantt Chart?

## Create a Gantt Chart in Edraw

Open Edraw Max and find the pre-designed Gantt chart templates in the template gallery. Choose a template that you like, click on its thumbnail to preview the template in the workspace.



After the selected template is open in Edraw, you can use intuitive editing tools to make your own Gantt chart.



Alternatively, you can build a Gantt chart with the built-in Gantt shape. Open a document of Edraw, find the library of Gantt Chart, drag a Gantt chart from the library, and the **Gantt Options** window pops up. You can set various data formats for your Gantt chart.

The Gantt Options dialog box contains the following settings:

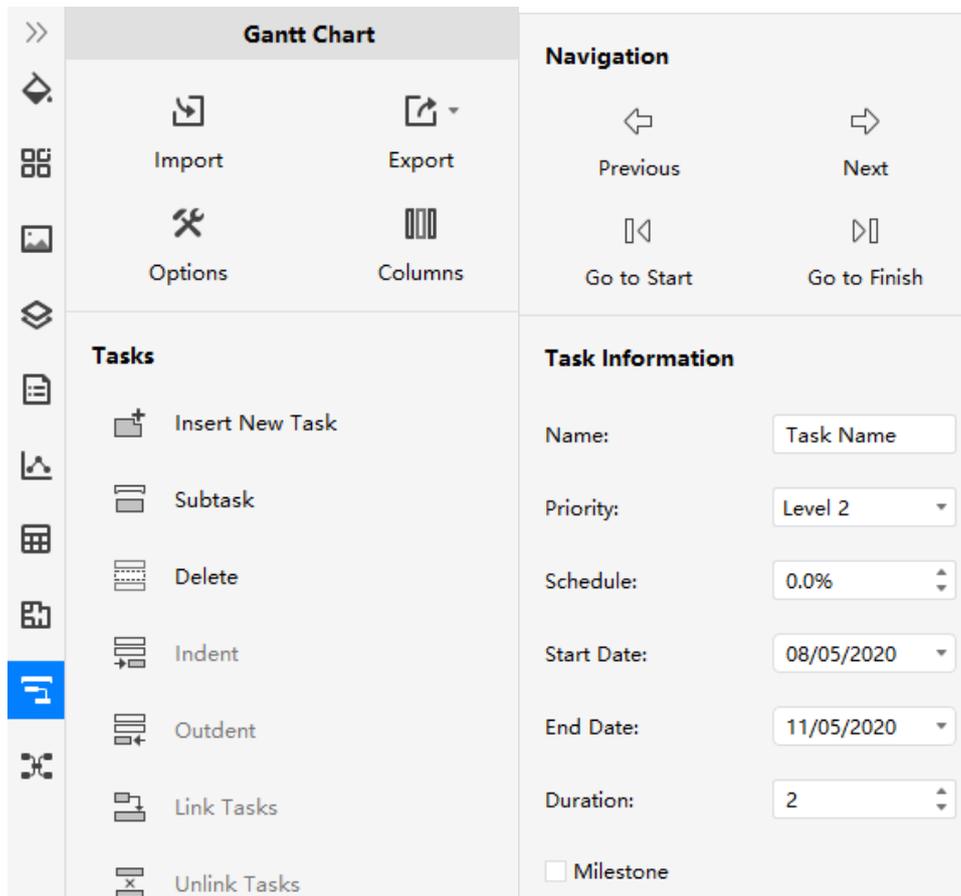
- Date Unit:** Major Unit: Month, Minor Unit: Day
- Working days:** Monday, Tuesday, Wednesday, Thursday, Friday (checked); Saturday, Sunday (unchecked)
- Format:** Date Format: 08/05/2020, Percent Format: 0.0%, Duration Format: 8.2 d.
- Date Unit:** Start Date: 2020-05-08, Finish Date: 2020-06-08
- Working days:** Start Time: 8:00 AM, Finish Time: 4:00 PM
- Currency Format:** Unit: USD[\$][US Dollar], Format: USD 1,980

Buttons: OK, Cancel

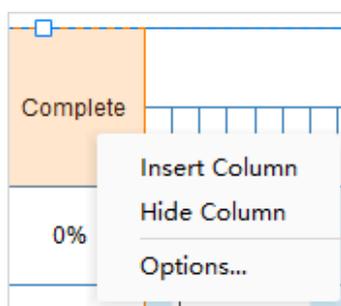


**Note:** **Major Unit** is the longer unit of time you want to use in the Gantt chart, and **Minor Unit** is the smaller unit of time, e.g. month/day.

When the basic Gantt chart appears on the canvas, select a task on the Gantt chart, and you will see that most of the options are available on the right **Gantt Chart** pane. Then you can start to add or adjust tasks in the Gantt chart.

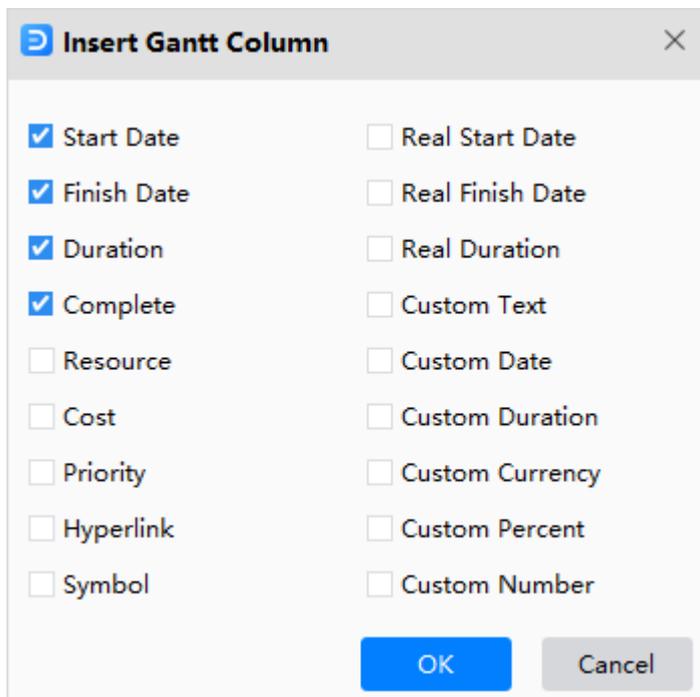


If you need to add new columns into the Gantt chart, you can right-click on an existing column and choose Insert Column on the context menu; or, select the column and click **Columns** on **Gantt Chart** pane.





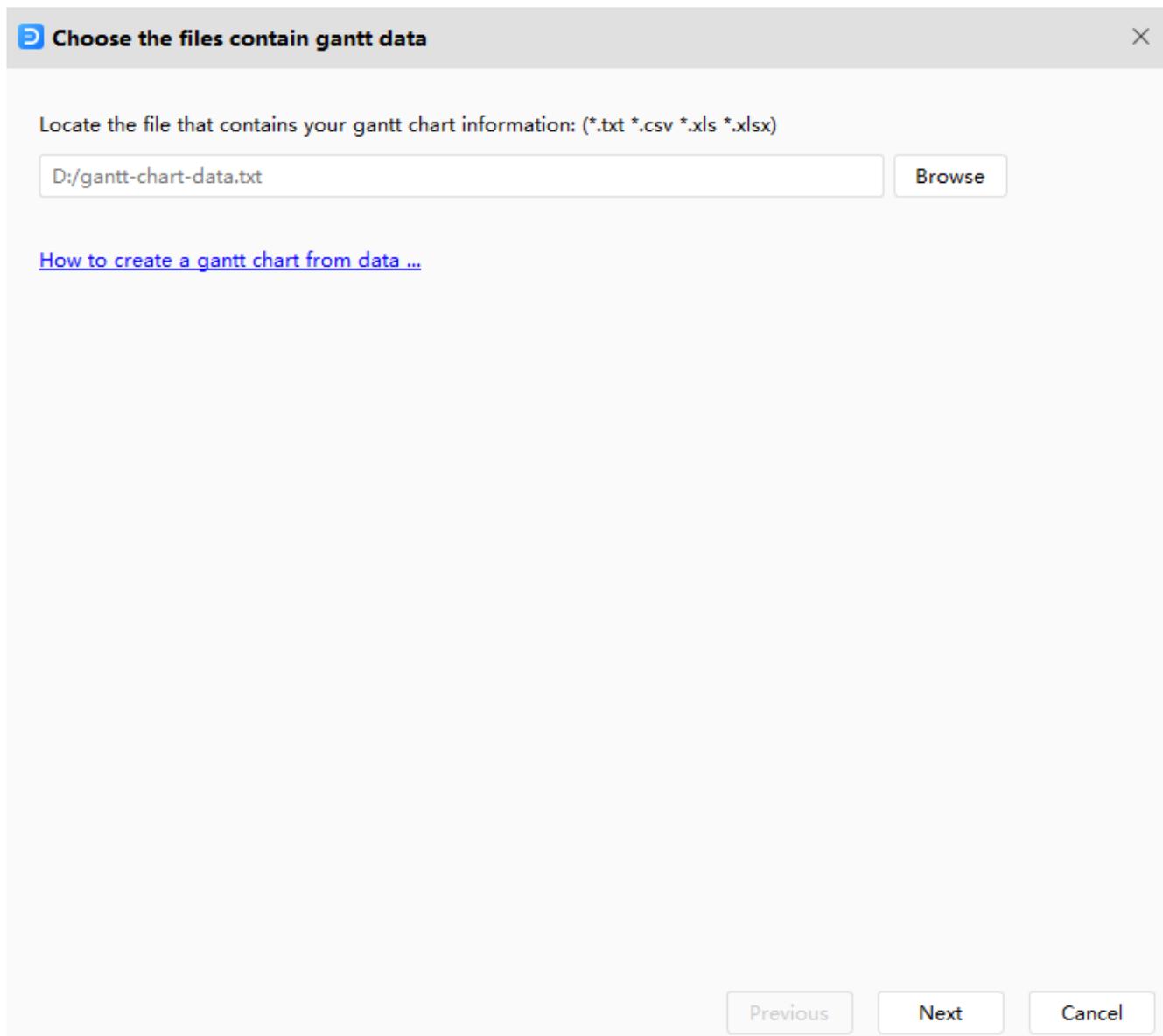
Then the **Insert Gantt Column** window pops up, you can choose to add any unchecked columns into the Gantt chart and all the new columns will be put on the right of the selected column.



## Create a Gantt Chart from Data

If you have your project data saved in a document (.txt, .csv, .xls, and .xlsx), and the data in the data set is arranged in a fixed format.

Open a new document, click **Import** on the right **Gantt Chart** pane. On the first page of the pop-up window, choose the file that contains the project plan data, and then click **Next**.



**Note:** The data set must have the columns for task name, task start date and task finish date.

On the second page of the window, confirm the date format, column name, column type and data type. There you can preview your data set in the worksheet of **Task List**.



### Match Gantt column



Column Match:

	Column Name	Column Type	Data Type
1	ID	ID	Number
2	Task Name	Task Name	Text
3	Start	Start	DateTime
4	Finish	Finish	DateTime
5	Duration	Duration	Duration
6	Complete	Complete	Percentage
7	Task Level	Task Level	Number
8	Dependency	Dependency	Text
9	Left Label	Left Label	Text
10	Right Label	Right Label	Text

Confirm the date format for the data of imported file.

2020/5/8

Task List:

	ID	Task Name	Start	Finish	Duration	Complete	Task
1	1	Transportatio...	2012/10/12 0...	2012/10/15 1...	2.0 d.	0%	1
2	2	Design propo...	2012/10/1 08:...	2012/10/9 16:...	7.0 d.	71.4%	0
3	3	Approved by ...	2012/10/10 0...	2012/10/10 0...	0.0 d.	0%	0
4	4	Construction ...	2012/10/10 0...	2012/10/19 1...	8.0 d.	0%	0
5	5	Measure	2012/10/10 0...	2012/10/11 1...	2.0 d.	0%	1
6	6	Owner check	2012/12/31 0...	2012/12/31 0...	0.0 d.	0%	0
7	7	Removed app...	2012/10/16 0...	2012/10/19 1...	4.0 d.	0%	1
8	8	Water electric...	2012/10/22 0...	2012/10/25 1...	4.0 d.	0%	0
9	9	Mason	2012/10/26 0...	2012/11/21 1...	19.0 d.	0%	0
10	10	Landfill trough	2012/10/26 0...	2012/10/30 1...	3.0 d.	0%	1

Previous

Next

Cancel

Column Name	Specification
ID	[Optional] Unique identifier of the task, if there is not this column in your data file, Edraw Max will add a numbered list, this unique identifier is used for Dependency.
Task Name	The description of the task.
Start	The date that you start to work on the task.
Finish	The date that you finish working on the task.
Duration	[Optional] duration time of a task, if there is not this column in your data, Edraw will calculate the duration value from Start and Finish.



Complete	[Optional] The percentage value of task complete.
Task Level	[Optional] Identify the task or sub-task with an integer value. Level 1 task is a sub-task of level 0 task.
Dependency	[Optional] Help define relationships between tasks.
Resource	[Optional] Task resource.
Cost	[Optional] Task cost.
Hyperlink	[Optional] Hyperlinks to other source files.
Priority	[Optional] Indicate task priority with an integer value from 0~5.
Left Label	[Optional] Text label for task.
Right Label	[Optional] Text label for task.

On the third page of the window, set various data formats for your Gantt chart.

**Change the gantt chart display option**

**Date Unit**  
Major Unit:   
Minor Unit:

**Working days**  
 Monday  Saturday  
 Tuesday  Sunday  
 Wednesday  
 Thursday  
 Friday

**Format**  
Date Format:   
Percent Format:   
Duration Format:

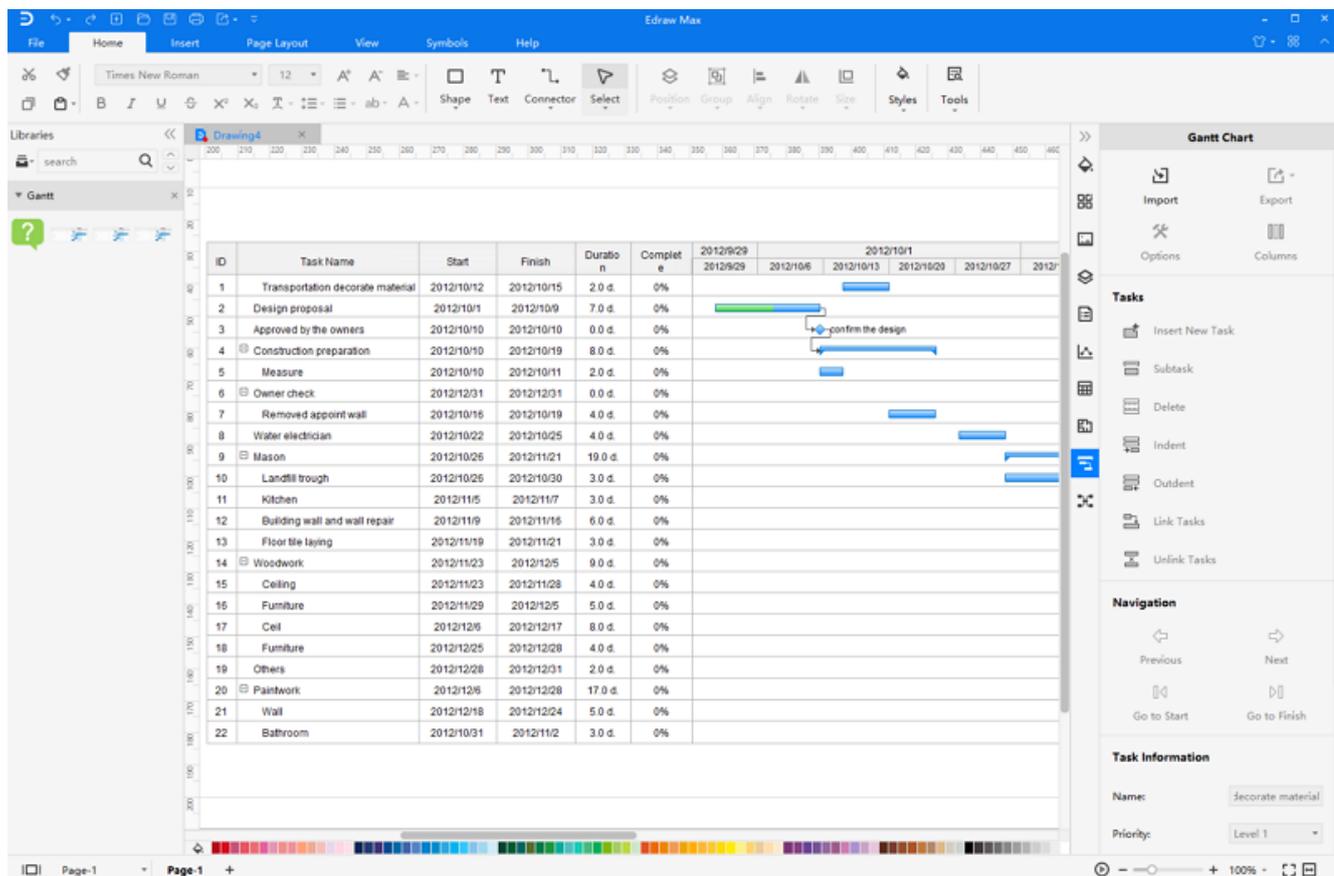
**Date Unit**  
Start Date:   
Finish Date:

**Working days**  
Start Time:   
Finish Time:

**Currency Format**  
Unit:   
Format:



Therefore, you will get a Gantt chart that comes from your project data.



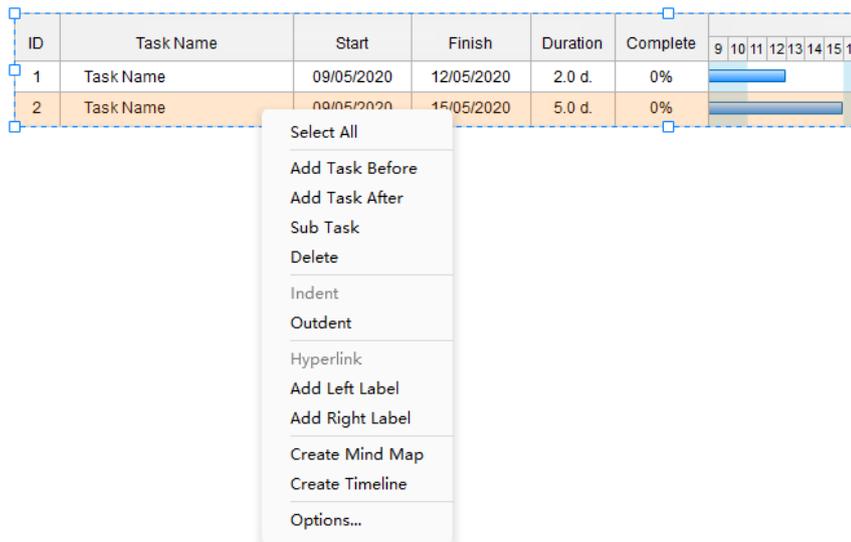
## Edit Gantt Chart Data

You can find the following elements in a Gantt chart.

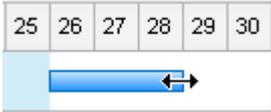
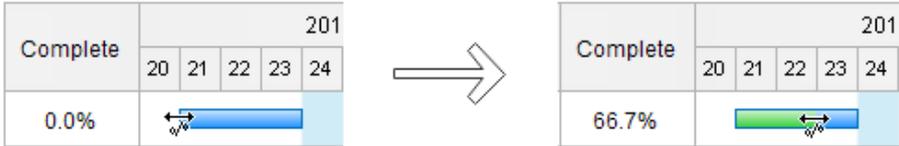
- ✓ Tasks
- ✓ Milestones
- ✓ Summary task
- ✓ Task links (Task dependencies)
- ✓ Task label
- ✓ Task hyperlink (Link to the task resource)

## Tasks

When you select a task on a Gantt chart, it will become orange, and you can press the **Ctrl** key and click another task to select multiple tasks. Right-click on the selected task, the context menu will pop up and you can choose to move the task or add a sub-task.



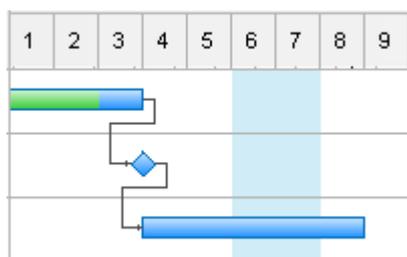
The following table shows how to set the operations.

Change a task name	<ul style="list-style-type: none"> <li>✧ Double-click the cell in <b>Task Name</b> column and type a new name.</li> </ul>
Change task start or finish date	<ul style="list-style-type: none"> <li>✧ Double-click the cell in <b>Start/Finish</b> column, then input the new date and make sure the new data format is the same as others.</li> <li>✧ Click on the taskbar, drag the bar. Start date and Finish date determine the bar's position in Gantt frame.</li> </ul> 
Change task duration	<ul style="list-style-type: none"> <li>✧ Double-click the cells in <b>Duration</b> column, type the new value.</li> </ul>
Change task complete percentage	<ul style="list-style-type: none"> <li>✧ Click on the left margin of the task bar, hold the mouse and move to the date you want.</li> </ul> 
Add a new task	<ul style="list-style-type: none"> <li>✧ Right-click a task and click <b>Add Task Before/After</b>.</li> <li>✧ Select a task and click <b>Insert New Task</b> on <b>Gantt Chart</b> pane.</li> </ul>



Delete a task	<ul style="list-style-type: none"> <li>✧ Right-click the task and click <b>Delete</b> on context menu.</li> <li>✧ Select the task and click <b>Delete</b> on <b>Gantt Chart</b> pane.</li> </ul>
Change task style	<ul style="list-style-type: none"> <li>✧ Select a task or multiple tasks, choose the fill color on color bar of the footer or go to the <b>Style</b> pane.</li> </ul>

## Milestones



Transform a taskbar to a milestone	<ul style="list-style-type: none"> <li>✧ Make the finish date same as start date or check <b>Milestone</b> on the bottom of <b>Gantt Chart</b> pane.</li> </ul> <p><b>Note:</b> A milestone can be changed back to a taskbar.</p>
Delete a milestone	<ul style="list-style-type: none"> <li>✧ Uncheck <b>Milestone</b> on <b>Gantt Chart</b> pane or delete the task.</li> </ul>

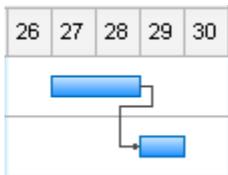
## Summary Task

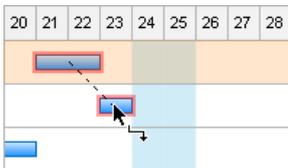
<input type="checkbox"/> Task 1	12/05/2020	22/05/2020	8.5 d.	0%	
Task 2	12/05/2020	19/05/2020	5.5 d.	0%	
Task 3	18/05/2020	22/05/2020	4.0 d.	0%	

Add a sub-task	<ul style="list-style-type: none"> <li>✧ Select a task, click <b>Indent</b> on <b>Gantt Chart</b> pane.</li> </ul> <p><b>Note:</b> In the example, Task 2 and 3 are subtasks of Task 1. Task 1 is the summary task of Task 2 and 3.</p>
Remove a sub-task	<ul style="list-style-type: none"> <li>✧ Select a subordinate task, click <b>Outdent</b> on <b>Gantt Chart</b> pane.</li> </ul>



## Task Links (Task dependencies)



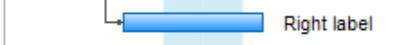
<p>Link tasks</p>	<ul style="list-style-type: none"> <li>Click on a taskbar, press the left mouse button, move it to another taskbar, release the mouse to finish linking operation. The red box means that you can start to link tasks;</li> </ul>  <ul style="list-style-type: none"> <li>Select 2 or more tasks, click <b>Link Tasks</b> on <b>Gantt Chart</b> pane.</li> </ul>
<p>Unlink tasks</p>	<ul style="list-style-type: none"> <li>Select the linked tasks, click <b>Unlink Tasks</b> on <b>Gantt Chart</b> pane.</li> </ul>

## Task Label



You can add text labels to the taskbar to have more descriptions of the task. Right-click the task, click **Add Left Label** or **Add Right Label** on the context menu. Double-click the labels to edit the text, and you can also move the label.

## Task Hyperlink (Link to Task Resource)

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



---

Right-click the column name, click **Insert column** and check **Hyperlink** to add a Hyperlink column. Right-click the task, click **Hyperlink** on task context menu to add hyperlinks. Refer to [Insert Hyperlink](#) and see how to insert a hyperlink in the task.

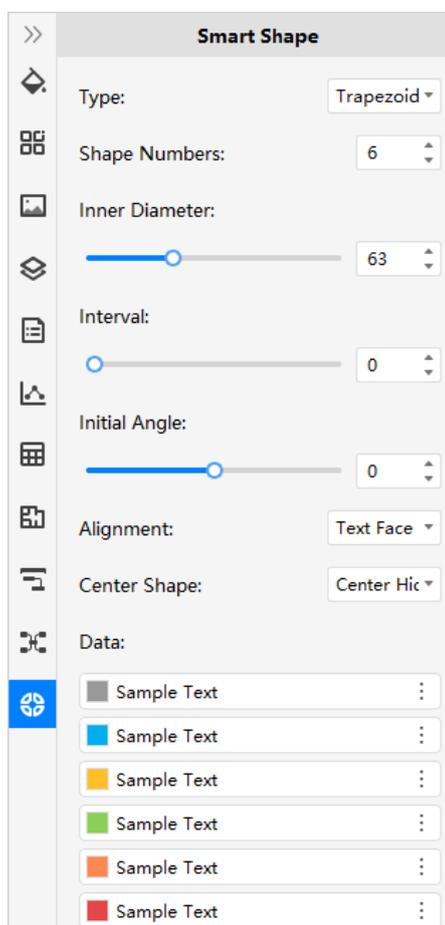


# Chapter 13 Smart Shapes

## Customize Smart Shapes

Drag and drop some special symbols (for example, Circular Charting Shapes) onto the canvas, select the shape, the **Smart Shape** icon  will light up on the right sidebar. Therefore, you can open **Smart Shape** pane to change the attributes of the shape.

We name these special symbols as **Smart Shapes**. In addition, as you choose various kinds of smart shapes, the options shown on **Smart Shape** pane will be completely different.



To customize a smart shape on the page, you can

1. Select the shape;
2. Go to **Smart Shape** pane;
3. Change the style or format options to make the shape fit to your requirements.



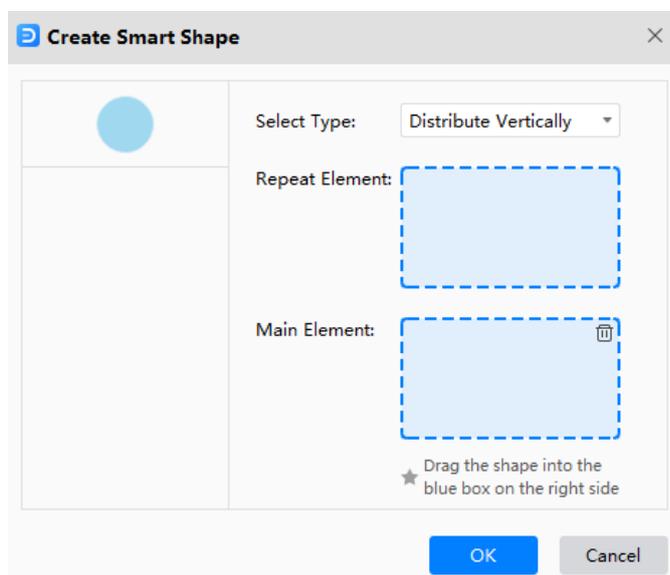
Usually, there are a series of common options in the pane. You can compare two kinds of smart shapes and see their differences.

- Type
- Shape number
- Inner Diameter
- Interval
- Initial Angle
- Alignment
- Center Shape
- Shape Data
- .....

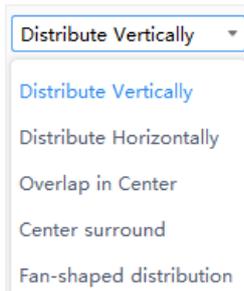
## Create Smart Shapes by Yourself

Except for using built-in smart shapes, Edraw Max makes it easy to create original smart shapes to enhance creativity in your diagramming. Take using one basic shape for example, follow the below steps:

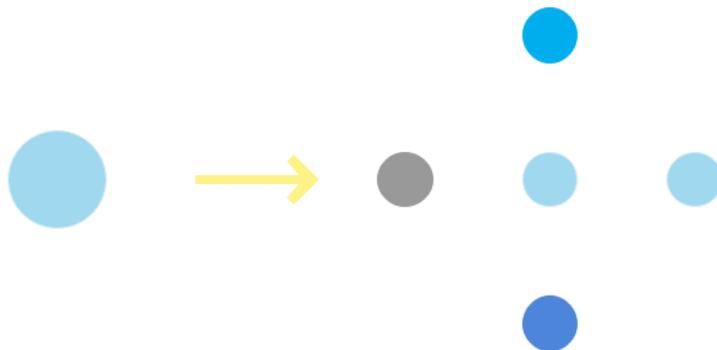
1. Select a basic shape and navigate to **Symbols > Create Smart Shape** on the rightmost.



2. Drag the selected shapes in the boxes respectively. The **Repeat Element** means that the circle will be used for several times. The **Main Element** will serve as the center in the formed smart shape.
3. Choose a custom type for your smart shape. Here I select the fourth one – **Center surround**.



4. Therefore, the new smart shape will look like as the right part in the below picture:



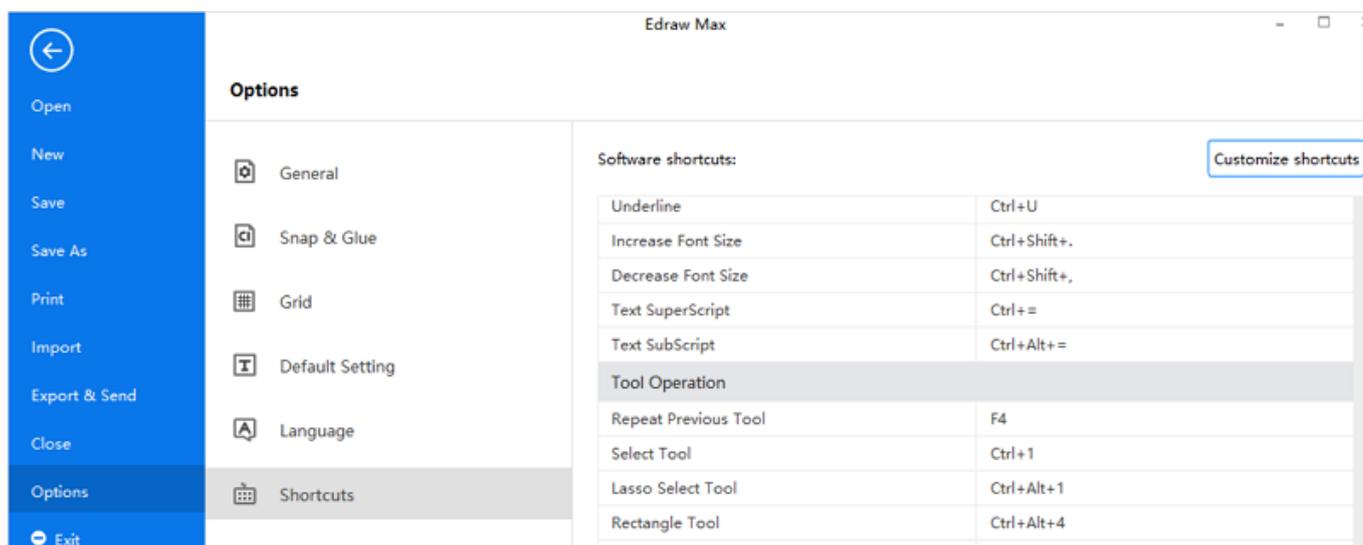
Tip: When you finish making your own smart shape, you can save it as a symbol and put in into your own library. Refer to [Make New Symbol](#).



# Appendix

## Keyboard Shortcuts

Go to **File** tab, click **Options > Shortcuts**. You will get the inbuilt shortcut key list. Hit on **Customize Shortcuts**, and you can create custom hotkeys for your favorite or commonly-used functions.



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

Function	Shortcuts
<b>Quick Access Toolbar</b>	
Undo	Ctrl + Z
Redo	Ctrl + Y; Ctrl + Shift + Z
Create a new document	Ctrl + N
Open an existing document	Ctrl + O
Save the active document	Ctrl + S
Print the active document	Ctrl + P
Close the active document	Ctrl + W



Home	
Cut	Ctrl + X
Text Tool	F2
Copy	Ctrl + C
Paste	Ctrl + V
Paste as special formats	Ctrl + Alt + V
Increase font size	Ctrl + Shift + .
Decrease font size	Ctrl + Shift + ,
Make the selected text bold	Ctrl + B
Italicize the selected text	Ctrl + I
Underline the selected text	Ctrl + U
Subscript	Ctrl + Alt + =
Switch to Select tool	Ctrl + 1
Select all shapes	Ctrl + A
Add a text block	Ctrl + 2
Text block adjust tool	Ctrl + Shift + 2
Add right-angle connectors	Ctrl + 3
Add curved connectors	Ctrl + 4
Add straight connectors	Ctrl + 5
Add free connectors	Ctrl + Alt + 5
Oval Tool	Ctrl + 6
Bezier Tool	Ctrl + 7
Connection Points Tool	Ctrl + 8
Crop the Canvas	Ctrl + 9
Bring to front	Ctrl + Shift + ]
Bring forward	Ctrl + ]



Send to back	Ctrl + Shift + [
Send backward	Ctrl + [
Group shapes	Ctrl + G
Ungroup shapes	Ctrl + Shift + U
Make the selected shapes in same width	Ctrl + Shift + W
Make the selected shapes in same height	Ctrl + Shift + H
Make the selected shapes in same angle	Ctrl + Shift + A
Make the selected shapes in same size	Ctrl + Shift + Z
Find & Replace	Ctrl + F
Spelling check	F7
<b>Insert</b>	
Insert a blank page	Alt + Shift + N
Insert a table	Ctrl + Alt + T
Insert pictures from files	Ctrl + Shift + I
Insert QR codes	Ctrl + Shift + Q
Capture screen	Ctrl + Shift + R
Capture screen with Window hidden	Ctrl + Shift + X
Add vector text	Ctrl + Shift + V
Insert hyperlinks	Ctrl + Alt + H
Insert attachment	Ctrl + Alt + A
Insert Chart	Ctrl + Alt + R
Insert Note	Ctrl + Alt + N
Insert Comment	Ctrl + Alt + C
<b>Page Layout</b>	
Page setup	F6
<b>View</b>	



Play slides from beginning	F5
Play slides from current page	Shift + F5
Zoom in	Ctrl + +; Ctrl + Mouse scroll wheel
Zoom out	Ctrl + -; Ctrl + Mouse scroll wheel
Show or hide property dialog	F4
<b>Symbols</b>	
Open Pencil tool	Ctrl + Shift + E
Open Pen tool	Ctrl + E
Open Move anchors tool	Ctrl + M
Open Convert anchors tool	Ctrl + Shift + M
Save the selected shape as a new symbol	Ctrl + F11
Open or hide data sheet	F9
<b>Help</b>	
Review the online video tutorial	F1
Show/hide Option pane	Ctrl + Alt + O
Show/Hide ribbon	Ctrl + F1
Review online video tutorial	F1
Show/hide Fill pane	F3