

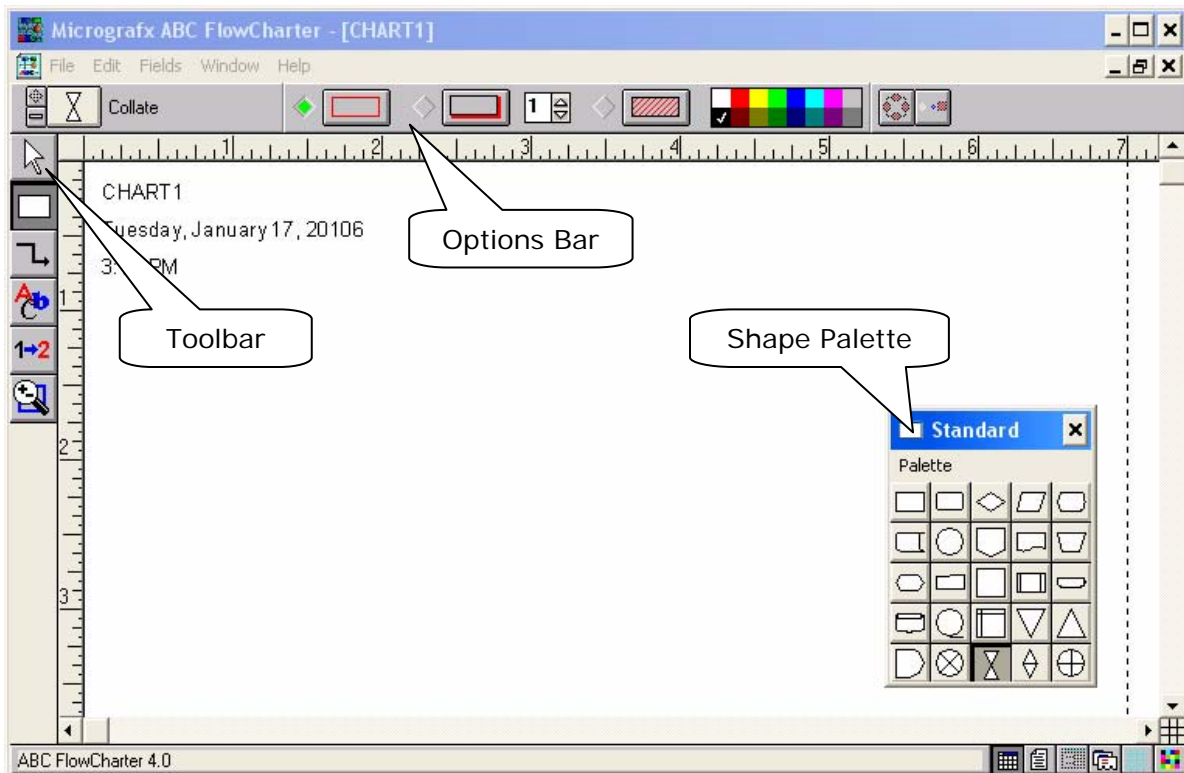


# ABC FlowCharter







## Quick-Start Guide

To run ABC FlowCharter, go to:

"Start" > "All Programs" > "\_CedarNet" > "Graphics" > "ABC FlowCharter"



### Getting Familiar with the Toolbar

-  Selector Tool: Click to select and edit.
-  Shape Tool: Click to draw new shapes or change the look of shapes.
-  Line Tool: Click to draw new lines or change the look of lines.
-  Text Tool: Click to enter or edit text.
-  Renumber Tool: Click to renumber shapes.
-  Zoom Tool: Click to select a different view of the current chart.

As you move your mouse over each tool on the Toolbar, the title of the feature will display and an explanation is provided in the bottom left corner of the ABC FlowCharter window. Additionally, once you select a tool (such as the Shape Tool in the top picture above), the options provided on the Options Bar (see above) will change.

## Understanding the Basics

### Making Shapes

1. Select the Shape Tool from the toolbar.
2. From the Shape Palette, select the shape of your choice.
3. Click and hold within the document area for the outline of the shape to appear, drag the shape to the location of your choice, and then release it.

### hint

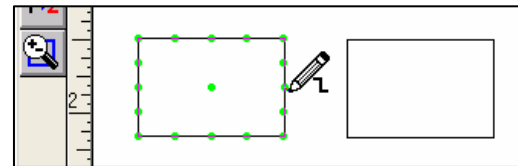
If you close the Shape Palette, click the "Show/Hide Shape Palette" button for it to reappear. This button is the left-most button of six buttons which are located in the lower right corner of the ABC FlowCharter window.



### Drawing Connecting Lines

Connecting lines can be drawn between shapes or other connecting lines.

1. Select the Line Tool.
2. Click on the shape of your choice. Green dots will appear around its border indicating the "connection points."
3. Move your pointer around the shape until the line begins at the connection point of your choice (see right).
4. Move to the second shape and click on the connection point of your choice.



### Creating Shapes with Automatic Connecting Lines

1. Create your first shape.
2. Select the Line Tool and choose the desired options from the Options Bar for your connecting lines.
3. Select the Shape Tool and choose the desired options from the Options Bar for your second shape.
4. Choose a different shape from the Shape Palette if desired.
5. Click on the first shape. The outline of the second shape will appear over the form of the first shape.
6. Drag the second shape to the location of your choice (Figure 1) and release it (Figure 2). A connecting line will be automatically created between the two shapes.

Figure 1

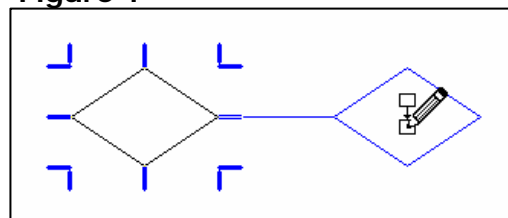
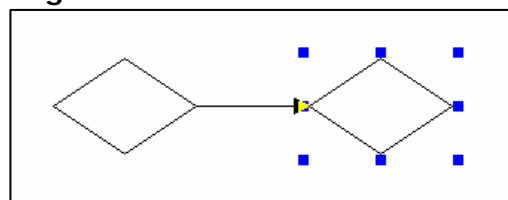


Figure 2



## Modifying Shapes and Lines

Use the Options Bar to modify the line color, line style, line width, fill color, fill type, and/or end point of your shapes or connecting lines at any point.

To set these specifications *before* creating a line/shape:

1. Select the appropriate tool (Shape Tool or Line Tool).
2. Choose the desired options from the Options Bar.

To modify these *after* creating a line/shape:

1. Select the appropriate tool (Shape Tool or Line Tool).
2. Click on the line/shape you wish to modify.
3. Choose the desired options from the Options Bar.

## Saving the Chart

Be sure to choose the appropriate drive from the "Drive" drop-down list and then navigate to the directory of your choice.

When naming your file:

- Give your file a name of 8 characters or less.
- Do **not** use spaces.

If you use spaces or more than 8 characters, you will receive an error message indicating that the file name is not valid.

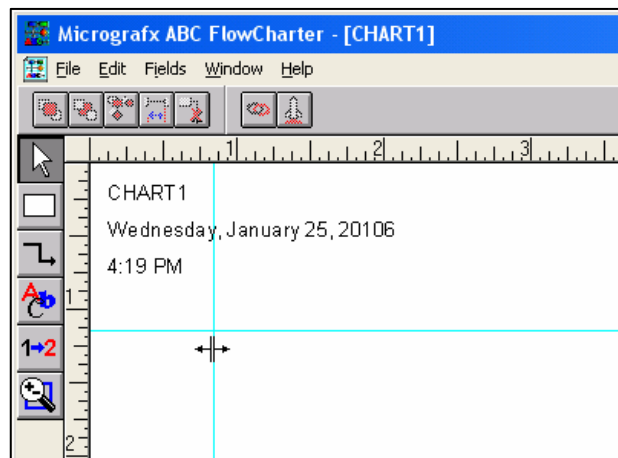
## Useful Tips

### Changing the Chart Information

The chart title, date, and time is automatically displayed on the chart document. To modify these items, go to "File" > "Master Items..."

### Aligning Shapes

To more easily align your shapes, hold your pointer over either the horizontal or vertical ruler, click, and drag a guideline to the desired place on the page (see right).



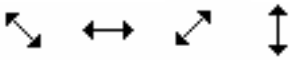







## Importing Pictures and Other Media

To insert bitmap images, Illustrator artwork, Flash video, Microsoft Excel charts, or a variety of other media, go to "Edit" > "Insert Object..." and make the appropriate selection.

## Understanding the Pointers

The appearance of your pointer is a clue to what you can do at any given point in time. Understanding the different pointers will make it easier to navigate this program.

	Make a selection Select a shape or line
	Move / reposition a shape or line
	Resize a shape
	Create a shape
	Create a linking shape
	Create a line
	Move / reposition the points on a line
	Make a selection and enter text Select text

## Additional Support

ABC FlowCharter has a built-in help system to provide additional support. Go to "Help" > "Contents" or "Help" > "Using ABC FlowCharter" to browse their help directory.

For help with a specific feature, go to "Help" > "Current Topic" for assistance with the feature which is currently in use.