Draw: creating a simple flowchart
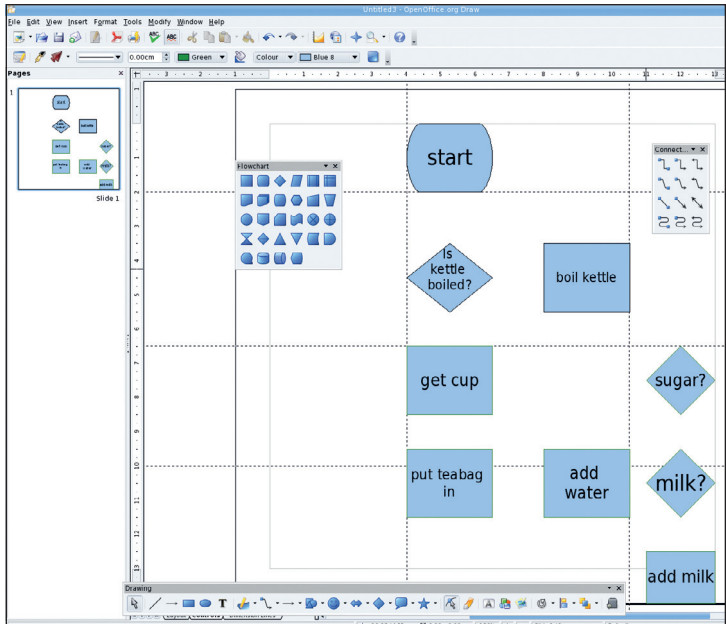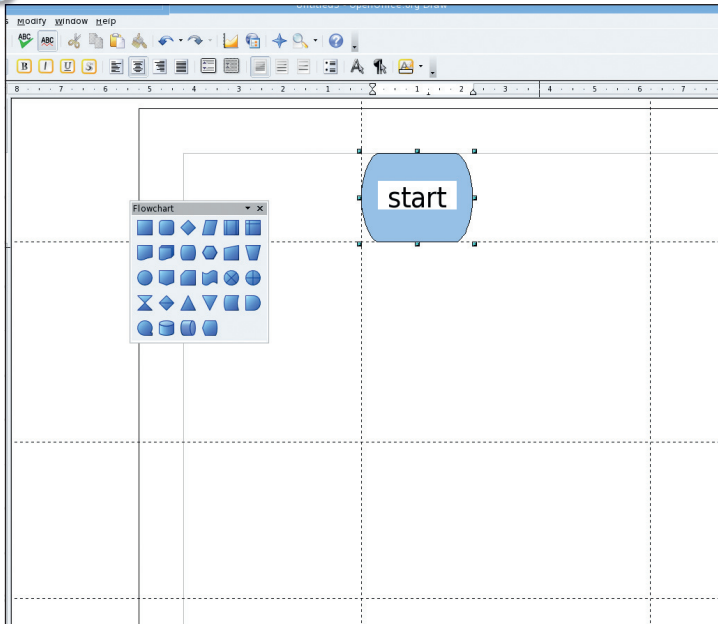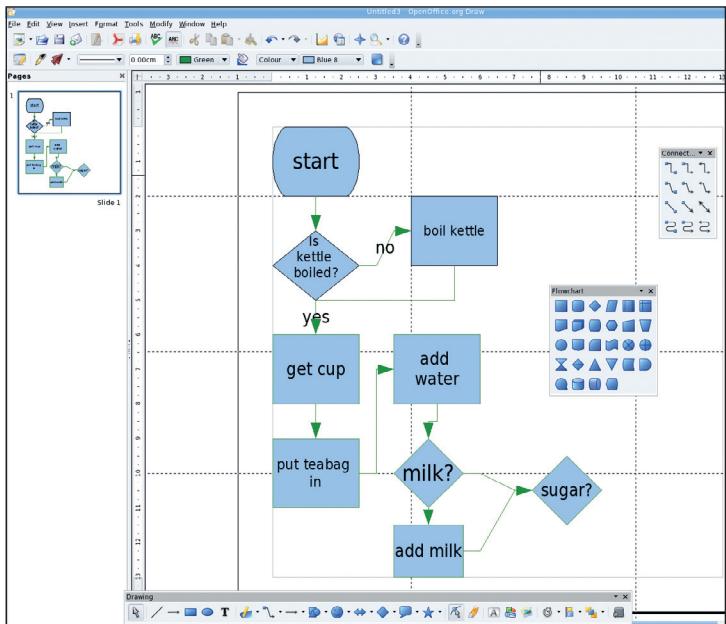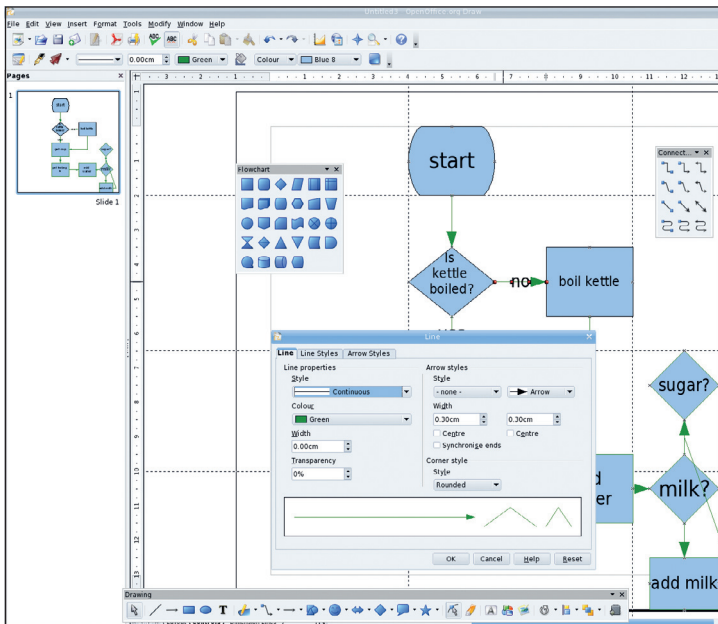

1 Set up the controls

As you will be using a lot of flowchart boxes, it will probably be best if you drag those tools off the toolbar so we can get at them more easily. All flowcharts strat with a Start box, so draw one of those at the top of the page. Double-click on the completed object and a flashing cursor will appear inside for you to enter some text. You can change the current font and style if you like by selecting different values in the toolbar just above the drawing window.

2 Add more boxes and join them up

Now select more boxes. In this example we are going to make a flowchart for making a cup of tea, but repeating these same steps could of course be used to chart any process. The first box is normally a decision box to determine the state of something. In this case, we should start be seeing if the kettle has just been boiled. Stick a diamond down and add the text. A square is a process, and if the kettle hasn't boiled, we want to start doing so first, to save time, so add a square box for that somewhere. Now also drag out the connectors toolbar from the bottom so we can join boxes up.

3 Connections

Choose a style of connector for the dialog box. We always think the ones with arrows look best, and don't worry, you can change the size and colour of them if they overpower your diagram a bit too much. With a conector selected, all you have to do is draw a line from one of the connection points on an object (marked with an x) to one on another object. The line will then be drawn, depending on the style you have chosen, to connect the two points sensibly.

4 Changing places

One of the advantages of a vector drawing tool like this is that you can move the objects around easily. here you can see we got in a bit of a muddle with the last step, but all is not lost – we can easily sort it out. Click on any objects in your spreadsheet and drag them to where they need to be. The connector lines will follow to the new position, so you never need to be worried about planning too much in advance. You can adjust the connector lines too.