

# Word 2008 for Mac: Flowcharts

## Learning guide




### How can I use a flowchart?

As you plan a project or consider a new procedure in your department, a good diagram can help you determine whether the project or procedure is feasible and reasonable. Word's flowcharting tools allow you to create diagrams that are clear and easy to read. These diagrams can help you:

- Document your department's procedures
- Promote and describe your department's services
- Create a project plan
- Display developing themes in collected data
- Plan the navigation structure for your department's web site
- Display the organizational structure of your department
- Design a structure for instructional multimedia or courseware


### Flowchart basics

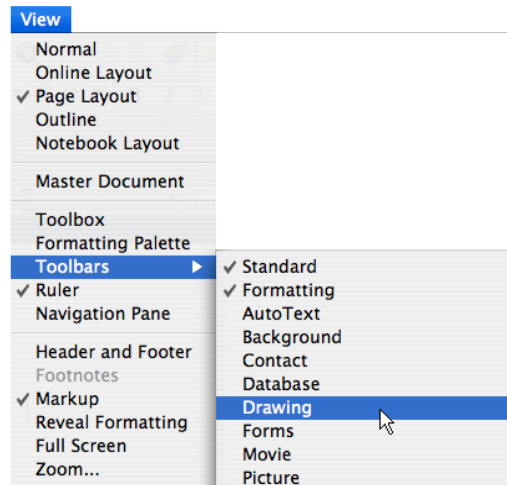
Flowcharts are composed of shapes and connecting arrows. Most flowcharts will utilize the following three shapes:

Shape	Type	Usage
	Alternate Process block	Begins or ends a process
	Process block	Describes the action taken as a process is ongoing
	Decision block	Describes a required choice or decision

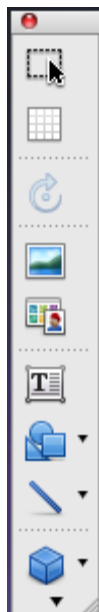
## Getting started

Word's flowchart tools are available from the **Drawing** toolbar, which usually appears at the left side of the Word window.

- To determine whether the **Drawing** toolbar is visible, look in the upper left corner for a column with buttons showing various shapes (e.g. the **AutoShapes** button ).
- If the **Drawing** toolbar is not visible:
  - From the **View** menu, select the **Toolbars** submenu.
  - From the **Toolbars** submenu, select **Drawing**.



- Word will display the **Drawing** toolbar at the left side of the active window.

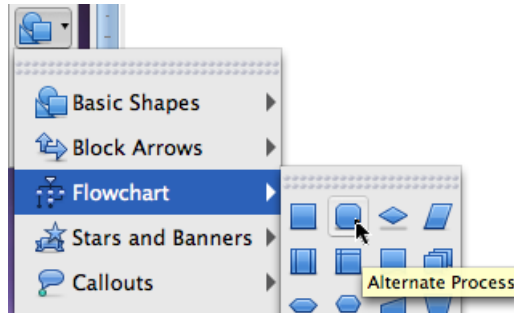


## Creating flowchart shapes

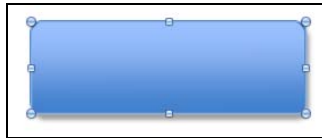
### Drawing an Alternate Process block

Every process has a starting point and the majority of flowcharts begin with an alternate process block. To draw a start block:

- On the **Drawing** toolbar, click on the **AutoShapes** button.
- From the **AutoShapes** menu, select the **Flowchart** submenu.
- From the **Flowchart** submenu, click on the rounded rectangle labeled **Alternate Process**.



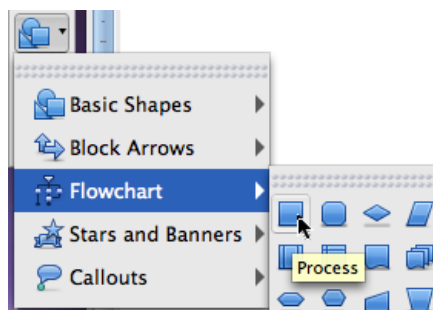
- Drag your cursor across the window to draw your alternate process block.
- Release the cursor when the block is the desired size. *Light blue handles will appear when you release the cursor.*



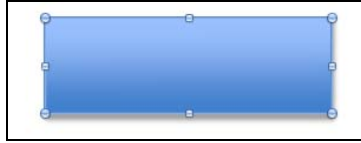
*Tip:* Word calls this box the **drawing canvas**.

### Drawing a process block

- On the **Drawing** toolbar, click on the **AutoShapes** button.
- From the **AutoShapes** menu, select the **Flowchart** submenu.
- From the **Flowchart** submenu, click on the rectangle labeled **Process**.

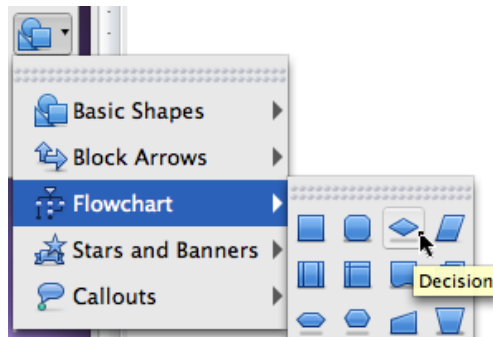


- Drag your cursor across the drawing canvas to draw your process block.
- Release the cursor when the block is the desired size. *Light blue handles will appear around the image when the cursor is released.*

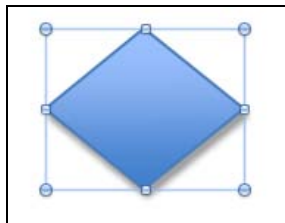


### Drawing a decision block

- On the **Drawing** toolbar, click on the **AutoShapes** button.
- From the **AutoShapes** menu, select the **Flowchart** submenu.
- From the **Flowchart** submenu, click on the diamond labeled **Decision**.



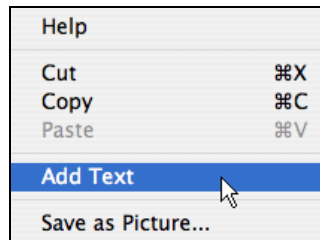
- Drag your cursor across the drawing canvas to draw your decision block.
- Release the cursor when the diamond is the desired size. *Light blue handles will appear around the image when the cursor is released.*



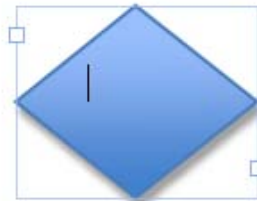
### Inserting text inside a shape

Once you have drawn a shape on your flowchart, you can insert text within the shape. To insert text into a shape:

- Hold down the **Ctrl** key and click on the shape you wish to customize.
- From the menu that appears, select **Add text**.



- Word will display a light blue border around the shape and a flashing insertion point cursor inside the shape.



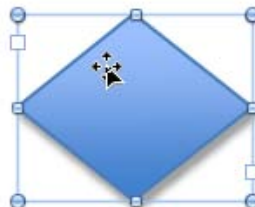
- Type the text that you wish to display within the shape.
- When you are finished, click outside of the shape and the border will disappear.

## Customizing flowchart shapes

Once you have drawn the shapes on your flowchart, you can customize them to make your diagram more legible.

### Moving a shape

- Click on the shape that you wish to move.
- Place your cursor over the edge of the shape. Word will display the four-directional cursor.



- Click and drag the shape to its new location.
- Release the cursor when you are satisfied with the new location of your shape.

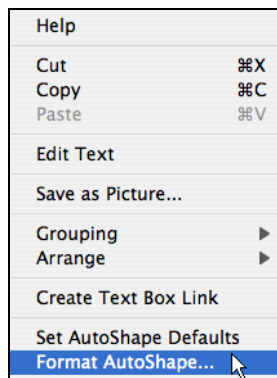
### Resizing a shape

- Click on the shape that you wish to resize.
- Place your cursor over one of the square handles on the corners of the shape.
- Click on the handle and drag to resize the image.
- Release the cursor when you are satisfied with the new size of your shape.

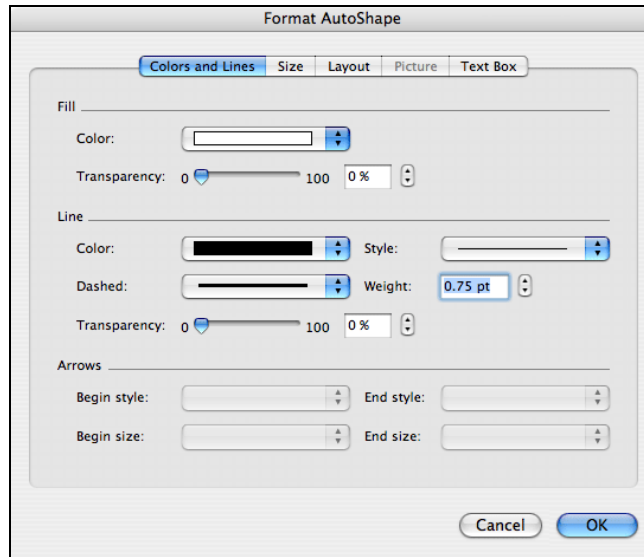
***Tip:** Dragging outward from the middle of the shape will make the shape larger, while dragging inward toward the middle will make the shape smaller.*

### Changing the shape's color

- Click on the shape whose background color you wish to change.
- Hold down the **Ctrl** key and click on the edge of the shape.
- From the menu that appears, select **Format AutoShape**.

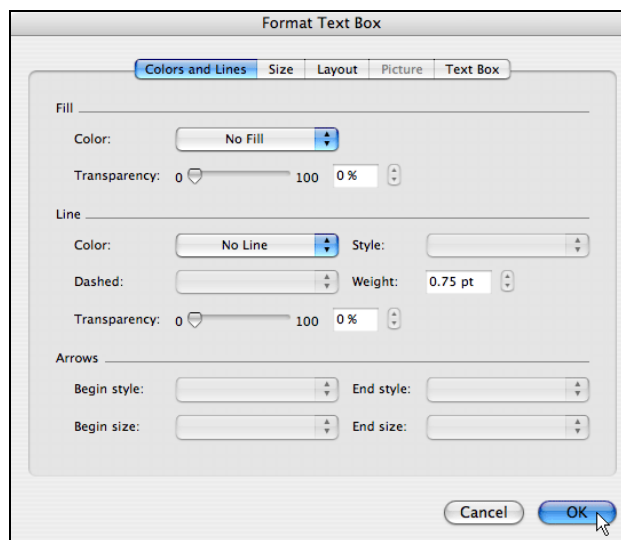


- The **Format AutoShape** window will appear.
- From the **Format AutoShape** window, click on the tab labeled **Colors and Lines**.
- In the **Fill** area, click on the down-facing arrow next to the box labeled **Color**.
- From the menu that appears, click on the color you wish to use as the background of your shape.
- If you do not see the color you wish:
  - Click on **More Colors**.
  - Select a custom color from the window that appears.
- Click the button labeled **OK** to apply the changes to the shape's background color.



### Making the background of your shape transparent

- Hold down the **Ctrl** key and click on the edge of the shape.
- From the menu that appears, click on **Format AutoShape**.
- From the **Format AutoShape** window that appears, click on the tab labeled **Colors and Lines**.
- In the **Fill** area, click on the down-facing arrow next to the box labeled **Color**.
- From the menu that appears, select **No Fill**.



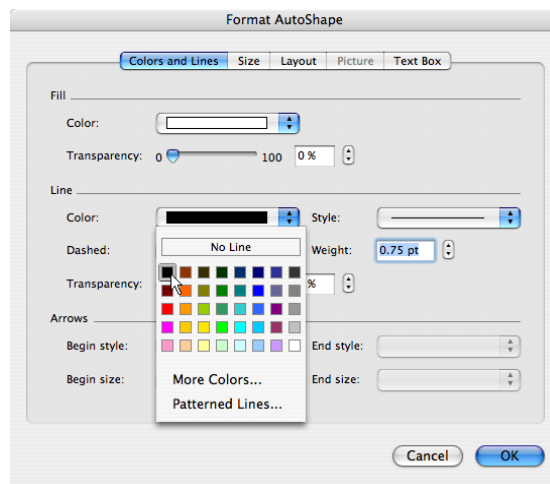
- Click on the button labeled **OK** to apply the change to the background of your shape.

## Customizing a shape's border

Occasionally you may wish to customize your flowchart by changing the color or style of your shapes' border.

### *Changing the border's color*

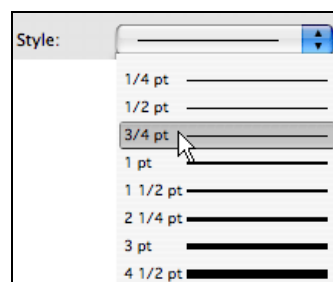
- Click on the shape whose border you wish to customize.
- Hold down the **Ctrl** key and click on the edge of your text box.
- From the menu that appears, click on **Format AutoShape**.
- The **Format AutoShape** window will appear.
- Click on the tab labeled **Colors and Lines**.
- In the **Line** area, click on the down-facing arrow next to the box labeled **Color**.
- From the menu that appears, click on the color you wish to use for the border of your shape.



- If you do not see the color you want for your border:
  - Click on **More Colors**.
  - Select a custom color from the window that appears.

### **Changing the border's style**

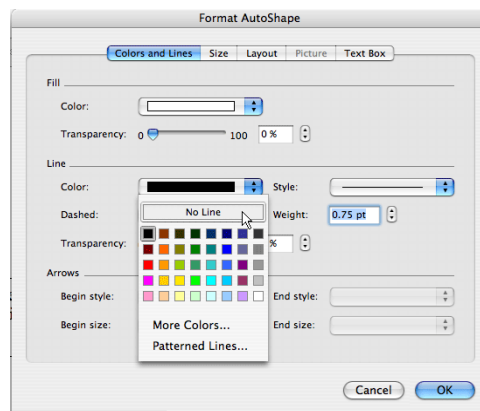
- Click on the down-facing arrow next to the box labeled **Style**.
- From the menu that appears, select a new width for the border of your shape.



- Click the button labeled **OK** to apply the changes to the shape's border.

### Removing a shape's border

- Hold down the **Ctrl** key and click on the edge of the shape whose border you want to remove.
- From the menu that appears, click on **Format AutoShape**.
- The **Format AutoShape** window will appear.
- Click on the tab labeled **Colors and Lines**.
- In the **Line** area, click on the down-facing arrow next to the box labeled **Color**.
- From the menu that appears, select **No Line**.
- Click the button labeled **OK** to apply the change to the border of your shape.



### Connecting flowchart shapes

Once you've drawn the shapes in your flowchart and added text to each shape, you can draw arrows to connect your flowchart shapes in sequence.

### Drawing an arrow

- On the **Drawing** toolbar, click on the **AutoShapes** button.
- From the **AutoShapes** menu, select the **Flowchart** submenu.
- From the **Block Arrows** submenu, click on the **Arrow** button.

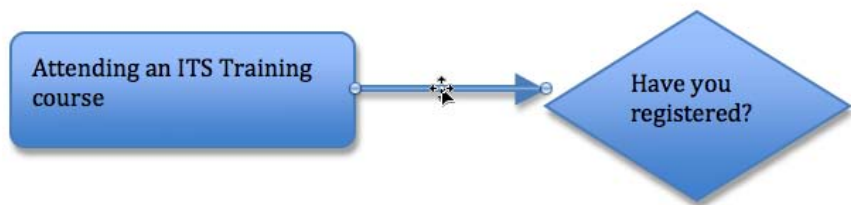


- Place your cursor on the edge of the shape from which your arrow will emerge.
- Drag the cursor toward the next shape in your flowchart's sequence.
- Release the mouse button when the arrow connects the first shape to the second one.

### **Moving an arrow**

Word allows you to move an entire connecting arrow, or reposition sections of the arrow. To move the entire arrow to another position in the flowchart:

- Click on the arrow to select it.
- Place your cursor on the arrow.
- Word will display a special cursor with four arrows to indicate that it's ready to move your connecting arrow.



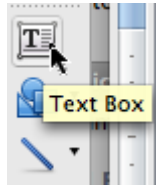
- Click and drag the arrow to its new location.
- Release the mouse button when you are satisfied with the arrow's new location.

## Adding Labels to your Flowchart

In many cases, your flowchart will be more readable if you label the arrows that connect the shapes in your diagram. Arrows originating from decision blocks should almost always be labeled. To label your arrow, you'll use a custom text box with no background color and no border.

### Adding a text box

- On the **Drawing** toolbar, click on the **Text Box** button.



- Word will change your cursor to a crosshair with a T.



- Point to the arrow you wish to label and drag the cursor to draw the box that will contain your arrow's label.
- Type the text for your label in the text box.
- If necessary, select the text within the text box and apply any new formatting.

**Tip:** You can select and format text within a text box with the same techniques you'd use to select and format text anywhere else in a Word document.

### Formatting the text box

By default, the text box should be formatted as a label. That is, it should appear without a border and transparent. If this is not the case, do the following:

- Ctrl-click the text box and click on **Format Text Box**.
- From the **Fill** area, ensure that the **Color** combo box is set to "No Fill".
- From the **Line** area, ensure that the **Color** combo box is set to "No Fill".

