



Corporate Flow



Illustration



Image Editing



Automation



Web



Text Effects

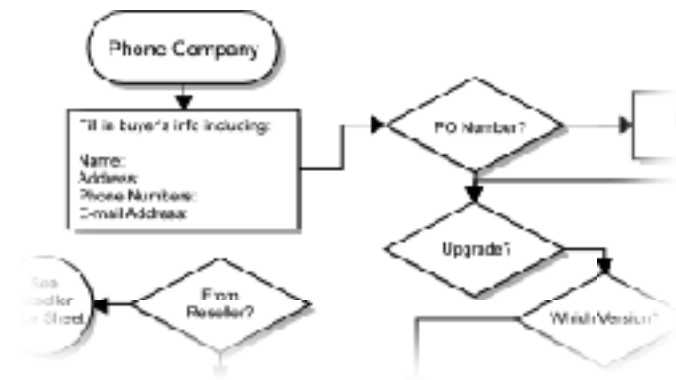
# Canvas Tips and Techniques



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## Creating Flowcharts in Canvas



### Creating Flowcharts

Learn how to create flowcharts using several specialized tools in Canvas. Flowcharts provide a visual representation of each step that is to be taken and each decision that is to be made throughout a process.

### Introduction to Flowcharting

In the following tutorial, we will go over the basics of flowcharting, such as the common shapes and tools you will use to create these shapes.

Flowcharts use standard symbols to represent a type of operation or process to be performed. The use of standardized symbols provides a common language for people to visualize problems and also makes flowcharts easier to read and understand.

### Types of Flowcharts

There are four basic types of flowcharts: Basic, Process, Deployment, and Opportunity.

- 1. **Basic** flowcharts quickly identify all the major steps in a process. They are used to orient a team with the major steps by just giving a broad overview of the process.
- 2. **Process** flowcharts examine the process in great detail. They provide a comprehensive listing of all the major and sub-steps in a process.
- 3. **Deployment** flowcharts are similar to Process flowcharts in that they are very detailed but also indicate the people who are involved in the process. This could be very useful when the process involves cooperation between functional areas.
- 4. **Opportunity** flowcharts highlight decision step and check point. They are used for very complicated processes because they highlight specific opportunities for improvement.

## Creating Flowcharts in Canvas (Continued)

### Basic Shapes

The following are some of the most common shapes used in the construction of flowcharts and what they are used for. All of these shapes can be found in the Easy Shapes palette located in the Toolbox.



**Ovals** are used to represent starting and ending points to the flowchart process.



**Rectangles** are used to describe an action taken or a task completed.



**Diamonds** contain questions requiring a "Yes" or "No" decision.



**Document** is used to represent a paper document produced during the flowchart process.



**Multi-Page Document** is used to represent a document with multiple pages.



**Data Input/Output** uses a skewed rectangle to represent a point in the process where data is entered or retrieved.



**Off Page Connector** is used to show that the flow continues on a different page.



## Creating Flowcharts in Canvas (Continued)

In the following example, we will create a basic flowchart that will illustrate the flow process of a cellular telephone attempting to seize a voice channel in an effort to make a simple phone call.

### Step 1

#### Starting your Flowchart

Always start the flowchart with an oval. In this, example we start with a cell site transmitting information on a control channel. So using the Oval tool in your Easy Shapes palette click on the top of the Canvas work area and drag the cursor to create the oval.



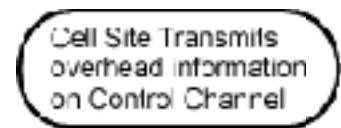
### Step 2

#### Adding Text



Next we select the Text tool from the Toolbox and click inside the oval we just created and type the information you want to add.

**Tip:** You can always change your text font by selecting the text and double clicking on the Text tool in the Toolbox.



## Creating Flowcharts in Canvas (Continued)

### Step 3

#### Adding a Decision

Now we will repeat the previous steps to create a decision point in our flowchart using the Diamond tool, instead of the Oval tool, from the Easy Shapes palette. When you are done creating your decision point add the text with the Text tool as you did with the oval in the previous step.

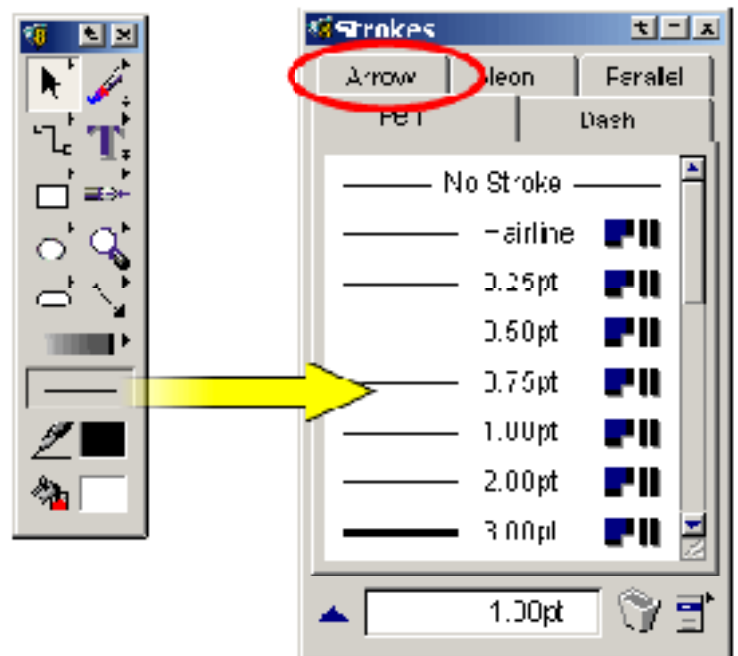


### Step 4

#### Adding Hand-offs (Links)

Now that we have some steps laid out we are going to want to link them. The first thing we need to do is to setup our Strokes palette to add directional arrowheads on the end of our Hand-offs.

To add arrowheads to the end of your stroke first make sure you have nothing selected. This is easily done by pressing the Esc key. Next, click on the Strokes icon in the Toolbox and drag the Strokes palette away to detach it. Then select the Arrow tab from the Strokes palette to access the Arrow Manager.



Detach the Strokes Palette by dragging it from the Toolbox.

Now, click on the Arrows Manager button on the bottom left of the palette to reveal the Arrow Manager.



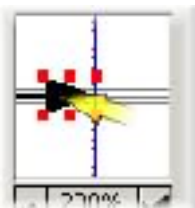
## Creating Flowcharts in Canvas (Continued)

Your Arrow Manager and Arrow Edit Window should look like the example on the right.

From this palette, you will choose your arrow options. First, select Ending Arrowhead to add arrowheads to the ends of your stokes.

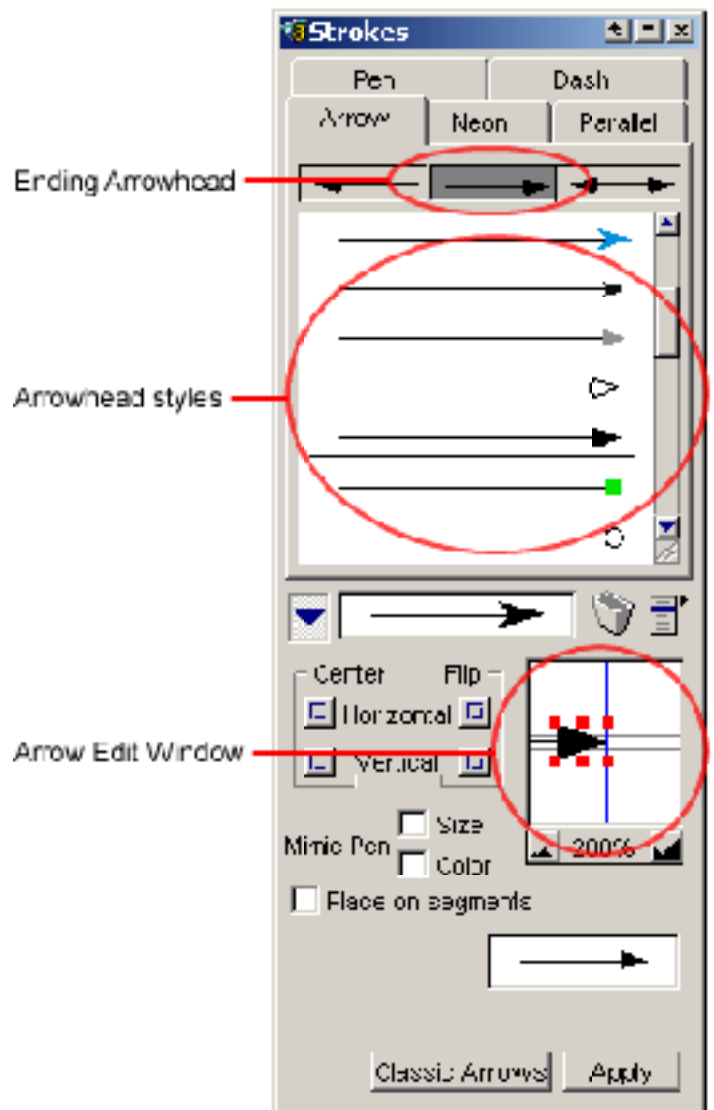
Next, select the arrowhead style you would like to use.

Finally, click on the arrowhead in the Arrow Editor and








drag it until the tip is resting flush with the vertical axis. This will ensure that your arrowhead does not extend beyond the actual stroke.

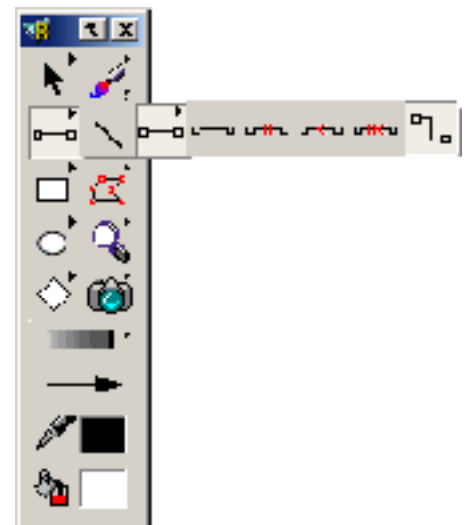
When you are finished press apply.



Now, go to the Smart Lines tool in your Toolbox and select the Kinked Smart Line (see the example on the right).

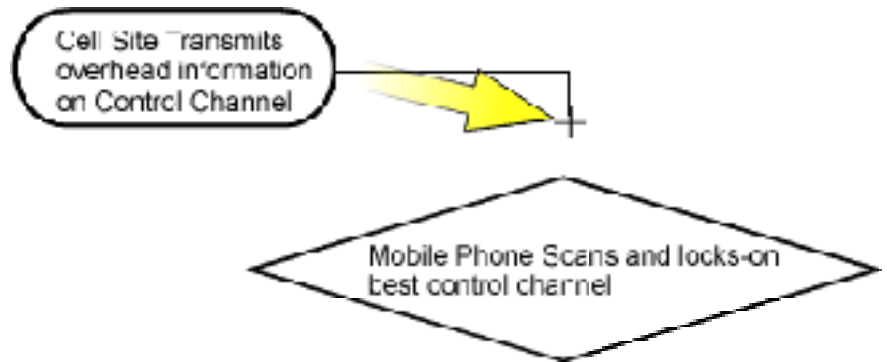
**Note:** In this example we decided to use the Kinked Smart Line but you could choose one of the other Smart Lines for different situations.

-  **Basic:** Smart Line changes length and angle to maintain connection to the linked object
-  **Fixed Length:** Maintains a set length, linked object move to maintain the length.
-  **Fixed Angle:** Maintains a fixed angle, linked objects move to maintain the angle.
-  **Locked:** Smart Lines do not change length or angle, link object move as a group.
-  **Kinked:** Uses only horizontal and vertical segments. Linked objects move to maintain segments.

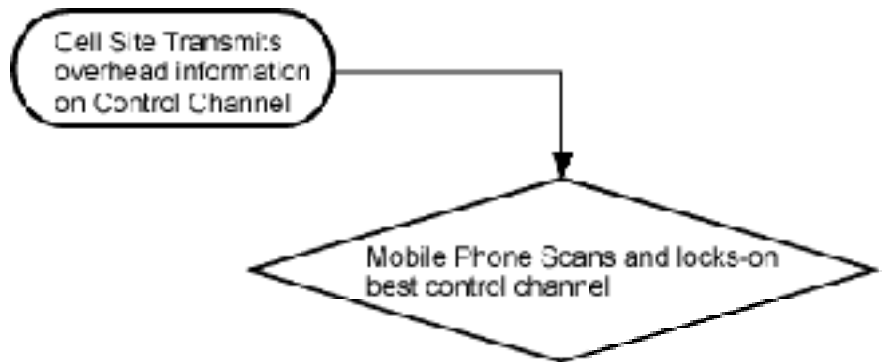


## Creating Flowcharts in Canvas (Continued)

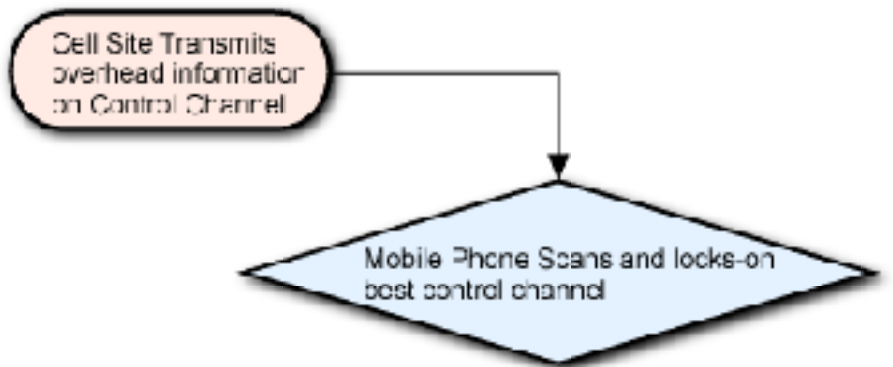
To make the link, first click on the starting point. In this case, the starting point is the right side of the oval. Now, drag the cursor to the connecting point. You will see the link form as you drag the cursor.



Your linked objects should look like this when you are done.



Using the steps you just learned, you could go on to complete the entire flowchart by adding more objects and linking them.



**Tip:** To add some pizzazz to your flowcharts use a shadow by selecting an object and choosing Effects > Shadow from the menu bar. You could also add color from your Inks palette to liven things up.

On the next page is a simple flowchart to illustrate the steps performed by an analog cellular telephone system when the user places a phone call. As you could see colors and shadows have been added to give the flowchart a pleasant visual appearance.

## Making a Mobile Phone Call

