

CS Odessa

Getting Started with ConceptDraw PRO v9 for Mac OS

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GETTING STARTED WITH **ConceptDraw PRO**

Thank you for your interest in ConceptDraw® PRO v9! Let's begin by installing the program on your system.

To install the product, and activate your trial license:

1. Navigate your web browser to www.ConceptDraw.com and click **Join Us**.



Figure 1: Creating a new account on ConceptDraw.com

2. Fill in the form with your information, and then click **Submit**.
3. Check your email for the message from support@ConceptDraw.com that contains your confirmation link. (Spam filters may catch this message. If you don't see the email within a few minutes, check your "Junk" or "Spam" folders.)
4. Follow the link to confirm your account, and then click **Proceed to installation**.
5. Click **Download All ConceptDraw Products or Solutions**.

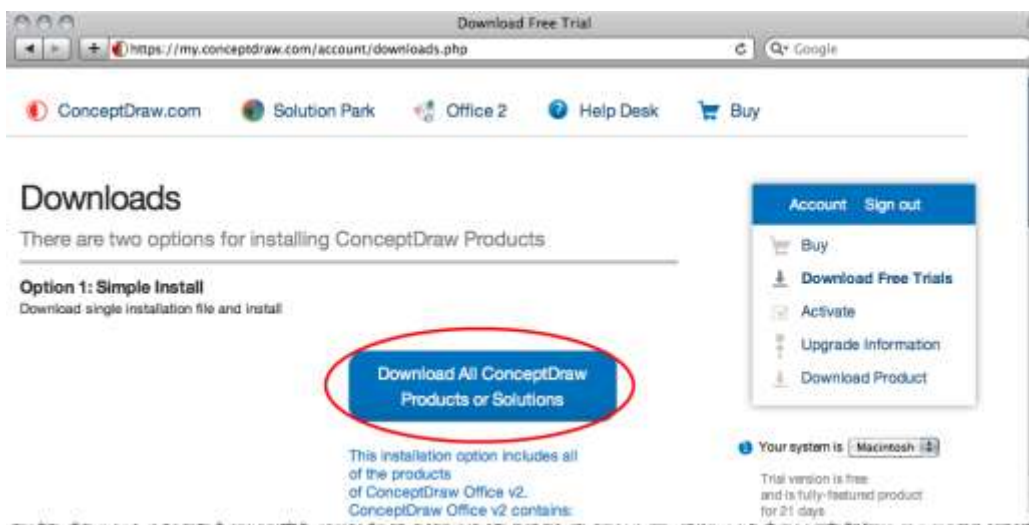


Figure 2: Downloading ConceptDraw Office Trial

6. Once the download is complete, run the installation file.

7. Follow **all** on-screen instructions to complete the installation.
8. Once the program is installed and launched, you will be prompted to enter your ConceptDraw account information. Do so.
9. Wait briefly for your account to be synchronized.
10. Congratulations! Your FREE 21-day trial of ConceptDraw PRO has begun.

TEMPLATE GALLERY

ConceptDraw PRO is so versatile that knowing where to even begin can be difficult, which is precisely why it includes an extensive Template Gallery. From the **File** menu in the upper-left corner of the window, select **Template Gallery**.

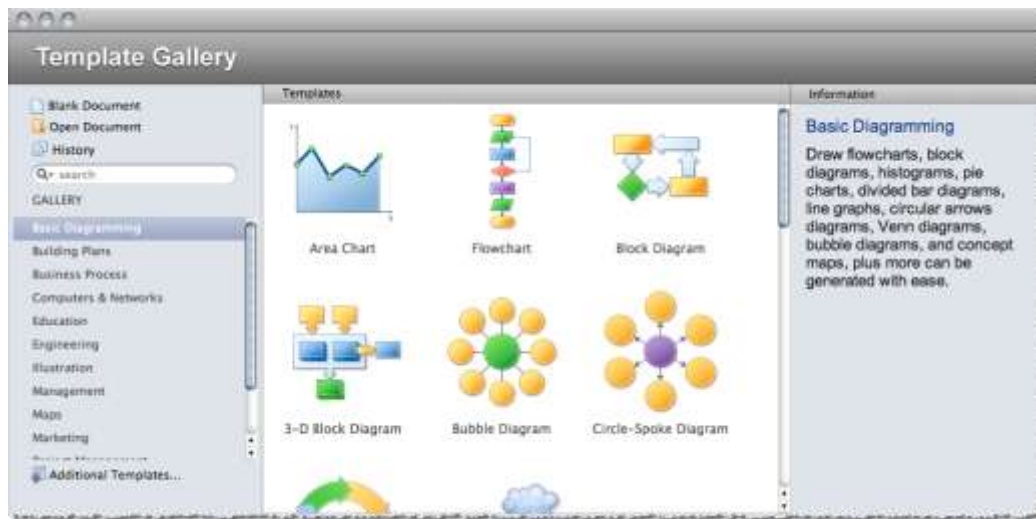


Figure 3: Template Gallery

Choose a category in the left pane of the window, and the center pane will display the various templates available. The Template Gallery contains numerous examples to help you get started such as flow charts, org charts, process maps, swim lanes diagrams, IT and network diagrams, building plans, software UI prototype templates, and many more.

ADDING SHAPES

The easiest way to add shapes to your drawing is from a Library. Click **Libraries** on the ribbon to display the Library pane, which contains all the libraries currently active in your drawing. You can add libraries by clicking the **Categories** button and selecting from the list displayed in the upper box of the pane. You can also search categories by clicking the **Search** icon. Search results are compiled into a new active library. Select an active library to view the shapes it contains and then drag and drop shapes into your drawing. Click the **X** next to an active library's name to remove it from the drawing.



Figure 4: Library Pane

On your drawing, you can rearrange shapes by dragging-and-dropping, as well as cut, copy, and paste with standard keyboard shortcuts. You can also use **Duplicate** (from the Edit menu, or Cmd+D) to create one exact duplicate of the selected object.

The **Clone Tool** is the easiest way to place multiple copies of a shape. Select a shape, and then activate Clone tool. With each click, you will place a copy of the selection. Press **Esc** on your keyboard to deactivate Clone Tool when you're done.

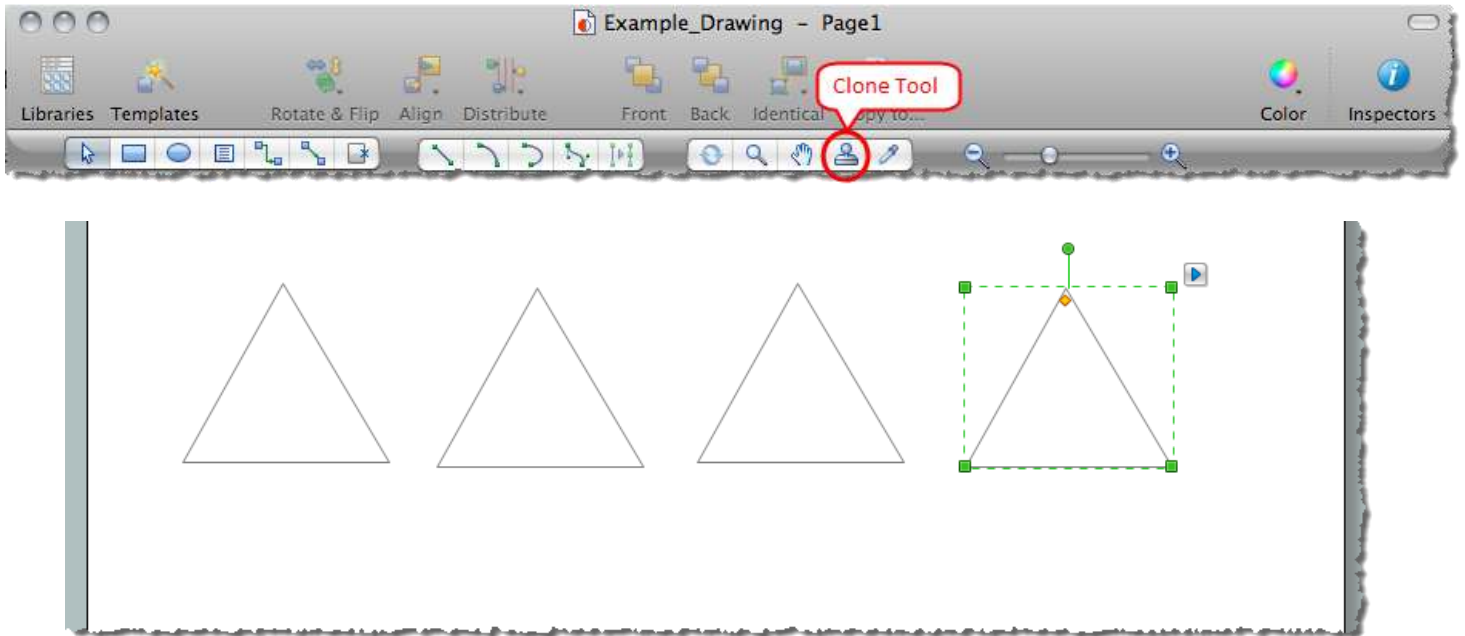


Figure 5: Clone Tool

CONNECTING OBJECTS

You have two options for drawing connections between objects: Direct Connectors, and Smart Connectors.

Direct Connectors are straight lines from the point of origin to the point of contact. Select Direct Connector, click the point you wish to originate the connector from, and then drag your mouse to the desired end point and release the mouse button.

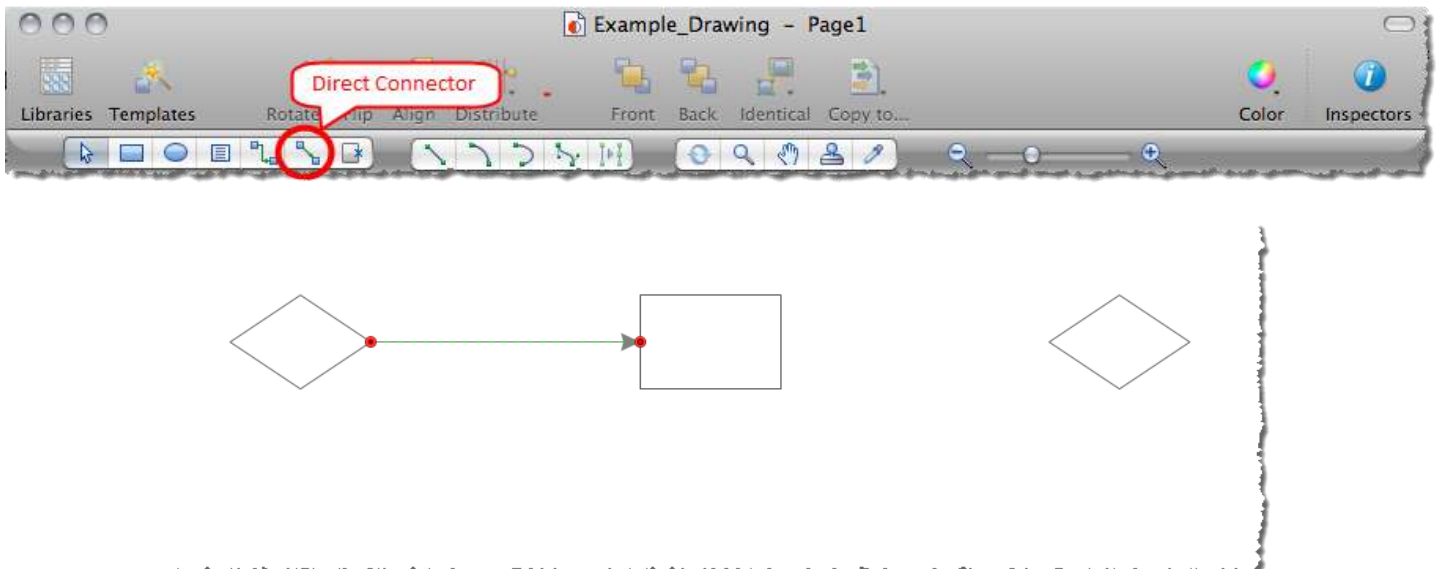


Figure 6: Direct Connector

Smart Connectors are drawn very similarly to Direct Connectors via click-and-drag. However, they will automatically route around objects already placed in your drawing.

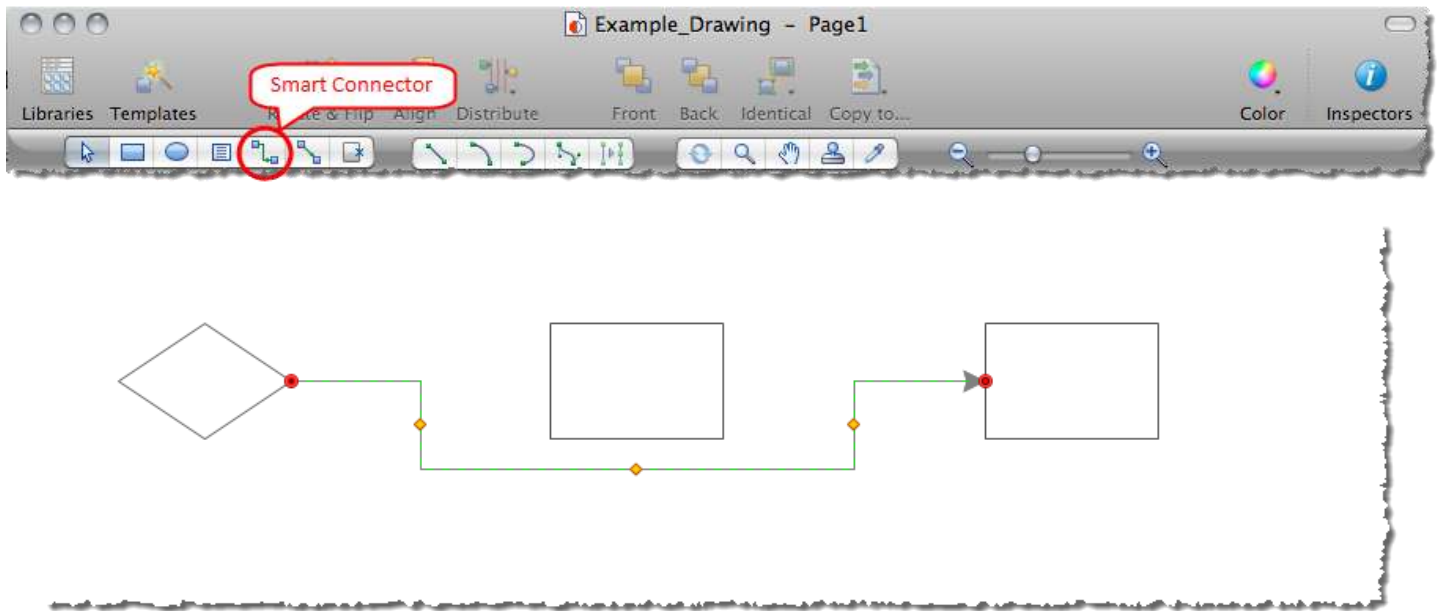


Figure 7: Smart Connector

WORKING WITH YOUR DRAWING

To change the style of a shape in your drawing, view the **Inspectors** (by clicking the button on the ribbon). Expand the **Fill** palette to view a variety of colors, gradients and textures. Also on this palette are style options for **Line**, **Shadow** and **Text**.

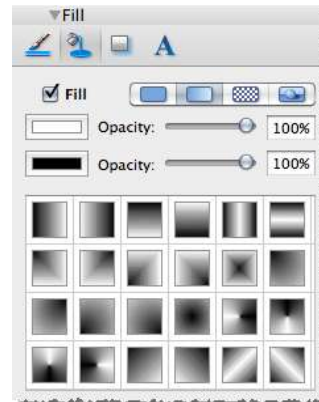


Figure 8: Shape Style Inspector

You have even more options for working with shapes right on the toolbar. **Rotate** and **Flip** transform a selection geometrically. **Align** is used to align multiple shapes along a single axis. **Distribute** spaces shapes evenly on the page. **Front** and **Back** place shapes on different layers of the drawing. **Identical** conforms the dimensions of the secondary selection (blue highlight) to those of the primary selection (green highlight). Click the buttons to select from the different parameters for the chosen operation.

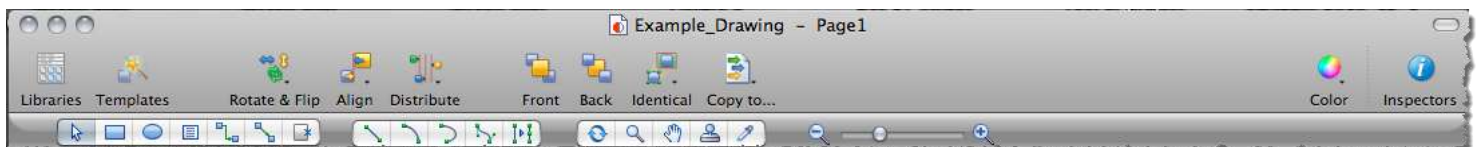


Figure 9: Shape Tools on the toolbar

You can **Group** shapes to make multiple shapes move as a single unit, yet retain their individual properties, by pressing Cmd+G, or selecting Group from the Shape menu. Use Cmd+U to ungroup. Also on the Shape menu is the Operations submenu. This contains **Join**, which makes multiple shapes into a single shape, and **Separate**, which reverses that operation.

You can add a hyperlink to an object by selecting it, and then opening the **Inspectors**. Expand the **Behavior** palette and select the **Hyperlink** icon. On that tab, you can select the type and destination of your hyperlink.

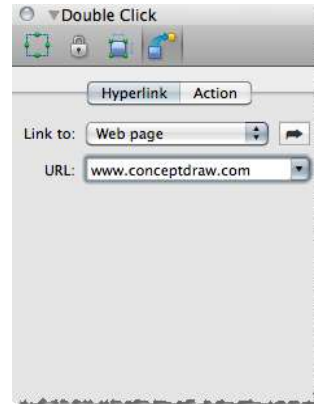


Figure 10: Hyperlink Inspector

GRID AND RULERS

You can fine tune the alignment of your drawing by configuring **Grid & Rulers** and **Snap & Glue** on the **Tools** menu.

SMART OBJECTS

Many of ConceptDraw PRO's libraries contain **Smart Objects**, identified by a blue tile in the library pane. Smart Objects are shapes with unique properties that can be edited by clicking the Smart Object icon that appears when they are selected in a drawing.

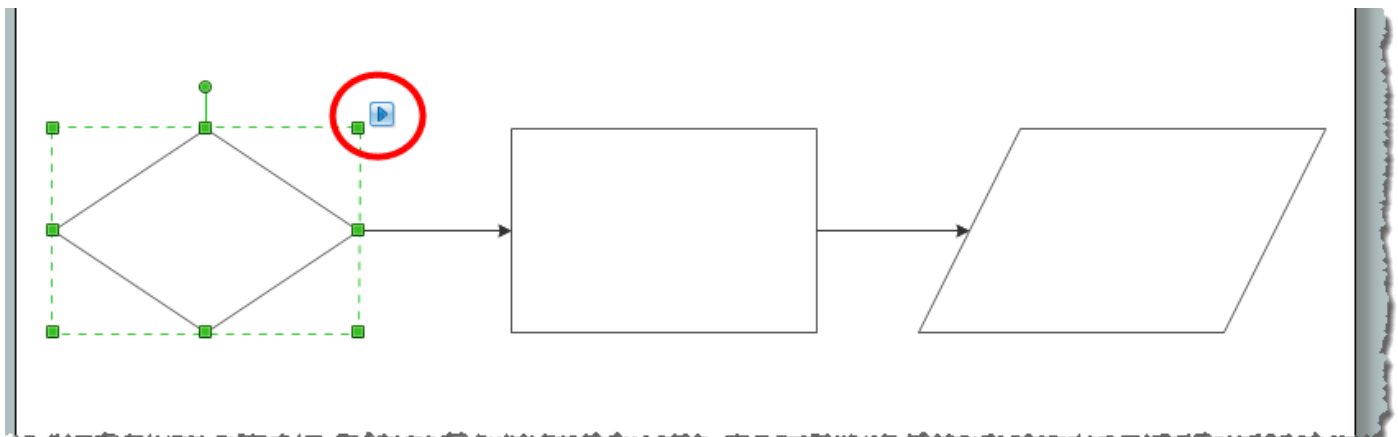


Figure 11: Smart Object icon

RAPID DRAW

Rapid Draw mode is the fastest and easiest way to create a flowchart in ConceptDraw PRO. Select a shape in your drawing, and then engage **Rapid Draw** from the Shape menu. Hover your mouse over a shape in your drawing, and then click one of the small blue arrows that appear to draw a Smart Connector and Duplicate of the selection in the chosen direction.

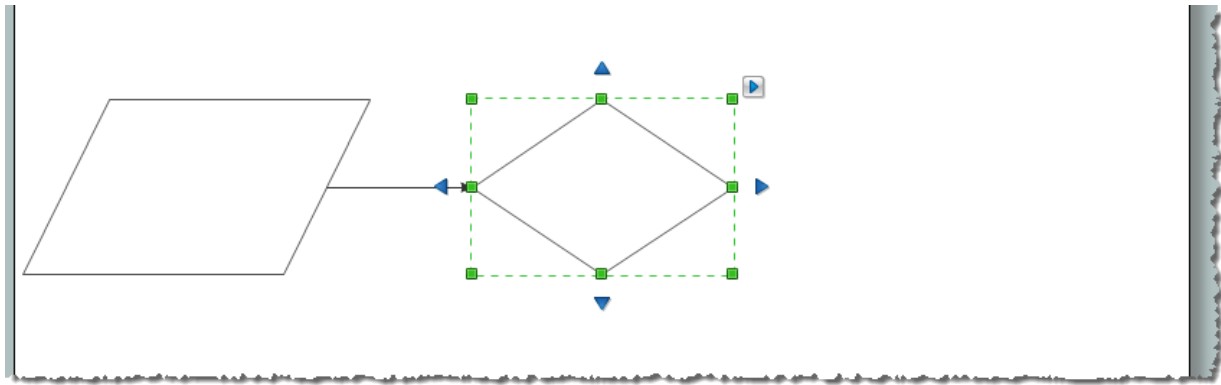


Figure 12: quick flowcharting with Rapid Draw and Smart Objects

Using Rapid Draw and a Smart Object such as Flowchart Shapes (from the Basic Diagramming>Basic Flowchart library), you can easily create complex flowcharts in practically no time.

MULTI-PAGE DRAWINGS

To add more pages to your drawing, select **New Page** from the **Insert menu**. The small left and right arrows in the bottom-left corner of the window scroll through the pages of your drawing. Click the Pages icon next to the arrows to open the Page Navigator tray.



Figure 13: Pages Navigator tray

CUSTOM LIBRARIES

The **File>Library menu** offers you several options for creating custom libraries, such as creating a new blank library into which you can drag-and-drop shapes from your drawing, or saving the current library as a differently named file.

IMPORTING/EXPORTING

Also from the **File menu**, you can view all of ConceptDraw PRO's import and export capabilities. Most notably, ConceptDraw PRO can import from and export to Microsoft® Visio's® XML file format. You can also export to MS PowerPoint® files and a variety of other popular graphics file formats.

PRESENTING YOUR DRAWING

From the **View menu**, click **Start Presentation** to view a full-screen slideshow of your drawing. Each page will be its own slide. Click the mouse to advance slides. If you prefer to export to MS PowerPoint for presenting, the same concept applies: each page will become its own slide.

PRINTING YOUR DRAWING

From the **File menu**, select **Print** to open the Print Preview. From this view, you can configure the various print options to ensure your drawing looks as great on paper as it does on the screen. Click **Print** to send your drawing to the printer, or **Cancel** to return to your drawing.

SOLUTION PARK

ConceptDraw Solution Park is an ever-growing collection of business-specific solutions and product add-ons that are available to add continued value after the initial purchase of a ConceptDraw product. For more information, visit <http://www.conceptdraw.com/solutions.php>.

NO-CHARGE SUPPORT

CS Odessa offers no-charge support for all licensed and trial users of ConceptDraw Products. ConceptDraw Maintenance Assurance P1 is also available to stay current with major updates to ConceptDraw Products.

CROSS-PLATFORM LICENSING

CS Odessa is one of the only companies in the world that offers a cross-platform license. So, if you want to install your product on a Mac OS machine *and* a Windows machine for your use, you can do so with our license. Most companies require that you purchase a separate license for each platform.

OS X LION

All ConceptDraw applications are compatible with Mac OS X Lion.

MULTI-DISPLAY SUPPORT

ConceptDraw PRO v9 supports working across multiple computer screens. This allows you to work on one screen and present on another.

MULTI-LANGUAGE SPELLCHECK

ConceptDraw PRO offers Spell Check in a variety of different languages.

ABOUT CS ODESSA

Founded in 1993, Computer Systems Odessa supplies cross-platform productivity tools and graphics technologies to professional and corporate users around the world. From their headquarters in Odessa, Ukraine, and offices in San Jose, CA, and Boston, MA, CS Odessa sells internationally in over 150 countries, both directly and through resellers. The ConceptDraw Productivity Line has won numerous awards, and is used by hundreds of thousands all over the world. For more information, visit <http://www.conceptdraw.com/>.

Technical Support/Sales Phone Numbers

US/Canada/Mexico:

Technical Support (Toll Free): +1 (877) 441-1150 x4 amersupport@csodessa.com

Sales (Toll Free): +1 (877) 441-1150 x3 amersales@csodessa.com

Europe:

+38 0487601963 support@conceptdraw.com sales@conceptdraw.com

FREQUENTLY ASKED QUESTIONS

What is the difference between Technical Support and Maintenance Assurance P1?

Technical support is a no charge item provided to our customers and individuals trialing or products. Our Tech Support team is there to help you with installing, product activation, and product issues. Technical support is available by submitting a ticket via our web site, and by phone and email. Minor product upgrades are at no additional cost.

When purchased at the same time of you ConceptDraw Product purchase, Maintenance Assurance P1 provides you the next major release of your product at no additional cost. When the next major upgrade of the product becomes available you will be notified of its availability for download and installation.

Why is ConceptDraw Solution Browser part of the product I purchased?

When you activate a purchased license for your product, that authorization is stored in the cloud, and then synchronized with your desktop product(s) using ConceptDraw Solution Browser. We do this so if the unthinkable occurs and you have a catastrophic event with your computer such as a hard disk failure, you can log into your account on ConceptDraw.com and retrieve your license, saving you time and headaches.

The ConceptDraw Solution Browser also manages the versioning of all of your products, and give you access to all of the additional business solutions found in the ConceptDraw Solution Park.

I am with a large organization; do you support other methods of installation besides the one I experienced from my trial?

We have additional methods of delivering product to the users in your organization. Please contact our sales or support team for details.

Do you have pricing for academia and nonprofits?

Yes, we have aggressive pricing for students, educators and employees of certified nonprofit organizations. Contact our sales team for pricing details.

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KEYBOARD SHORTCUTS

Following is an abbreviated list of the most commonly used keyboard shortcuts. See the in-program Help file for the comprehensive list.

Keystroke	Operation
Cmd + N	Create a New Document
Cmd + Opt + N	Create a new document from template
Cmd + O	Open a Document
Cmd + S	Save the active document
Cmd + Shift + S	Save the active document under a new filename
Cmd + P	Print the active map
Cmd + Shift + G	Set Grid properties for the active document
Cmd + Shift + U	Set Snap & Glue options for the active document
Cmd + A	Select all the shapes on page
Cmd + Z	Undo the last operation
Cmd + X	Cut the selection to the Clipboard
Cmd + C	Copy the selection to the Clipboard
Cmd + V	Paste the content from the Clipboard
Cmd + Opt + P	Start Presentation
Cmd + Shift + N	Create a new library
Cmd + Shift + O	Open a library
Ctrl + 1	Select tool
Ctrl + 2	Text tool
Ctrl + 3	Line tool
Ctrl + 4	Sector tool
Ctrl + 5	Arc tool
Ctrl + 6	Spline tool
Ctrl + 7	Rectangle tool
Ctrl + 8	Ellipse tool
Ctrl + 9	Connector tool
Ctrl + 0	Eye Dropper tool