

CS Odessa

# Getting Started With ConceptDraw PRO v9 for Windows

## CONTENTS

GETTING STARTED WITH ConceptDraw PRO .....	3
TEMPLATE GALLERY .....	4
ADDING SHAPES .....	4
CONNECTING OBJECTS.....	5
WORKING WITH YOUR DRAWING .....	6
GRID AND RULERS.....	7
SMART OBJECTS .....	7
RAPID DRAW .....	8
MULTI-PAGE DRAWINGS.....	8
CUSTOM LIBRARIES.....	9
IMPORTING/EXPORTING.....	9
PRESENTING YOUR DRAWING .....	9
PRINTING YOUR DRAWING .....	9
SOLUTION PARK .....	9
NO-CHARGE SUPPORT .....	9
CROSS-PLATFORM LICENSING .....	9
WINDOWS 32-/64-BIT SUPPORT.....	9
MULTI-DISPLAY SUPPORT .....	10
MULTI-LANGUAGE SPELLCHECK .....	10
ABOUT CS ODESSA .....	10
Technical Support/Sales Phone Numbers.....	10
FREQUENTLY ASKED QUESTIONS.....	10
TABLE OF FIGURES .....	11
INDEX .....	11
KEYBOARD SHORTCUTS .....	12

## 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](http://www.ConceptDraw.com) and click **Join Us**.

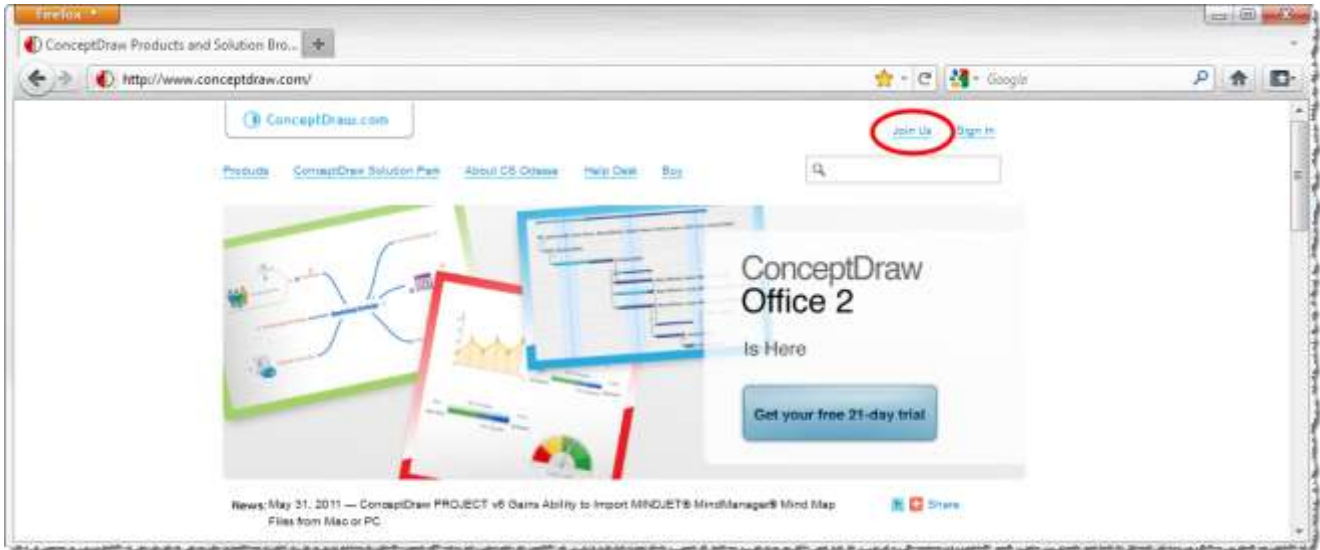


Figure 1: Creating a new account on ConceptDraw.com

2. Fill in the form with your information, and then click **Submit**.
3. Check your email for the message from [support@ConceptDraw.com](mailto: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**.

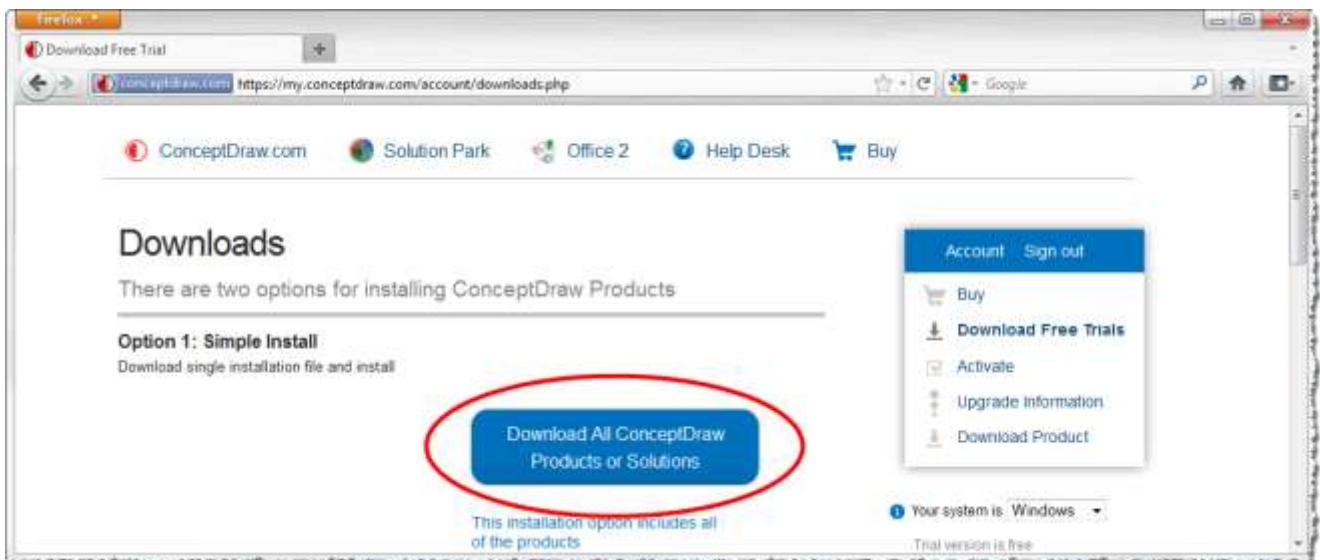


Figure 2: Downloading ConceptDraw Office Trial

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**.

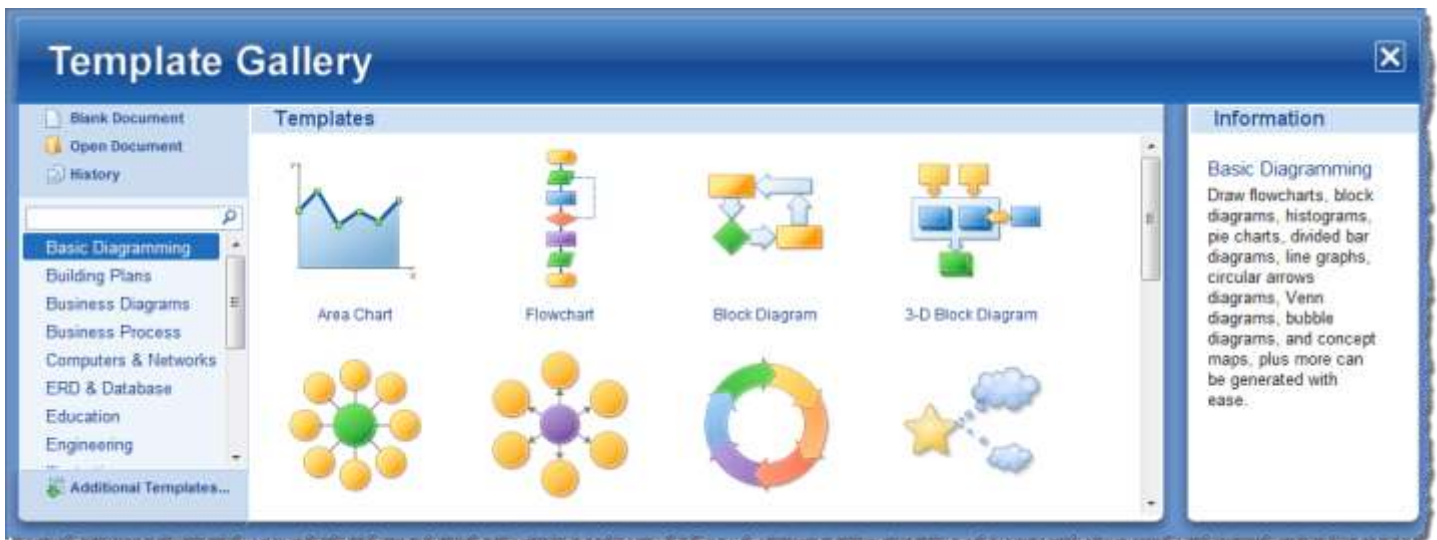


Figure 3: Template Gallery

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

To add shapes to your drawing, select a library from the **Libraries** pane on the left side of the window. Library categories are displayed in the upper box of the pane. Click the arrow to the left of a category's name to expand it. The categories box also features a **search bar**. Search results are compiled into a new active library. Click the button next to the search bar to collapse the categories box. Click a library's name to add it to the drawing. **Active libraries** are displayed below the categories box; select a library to view the objects within it. Then drag-and-drop objects from the library 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 the **Clipboard buttons** on the ribbon. **Duplicate** creates one exact duplicate of the selected object(s).



Figure 5: Clipboard controls

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.

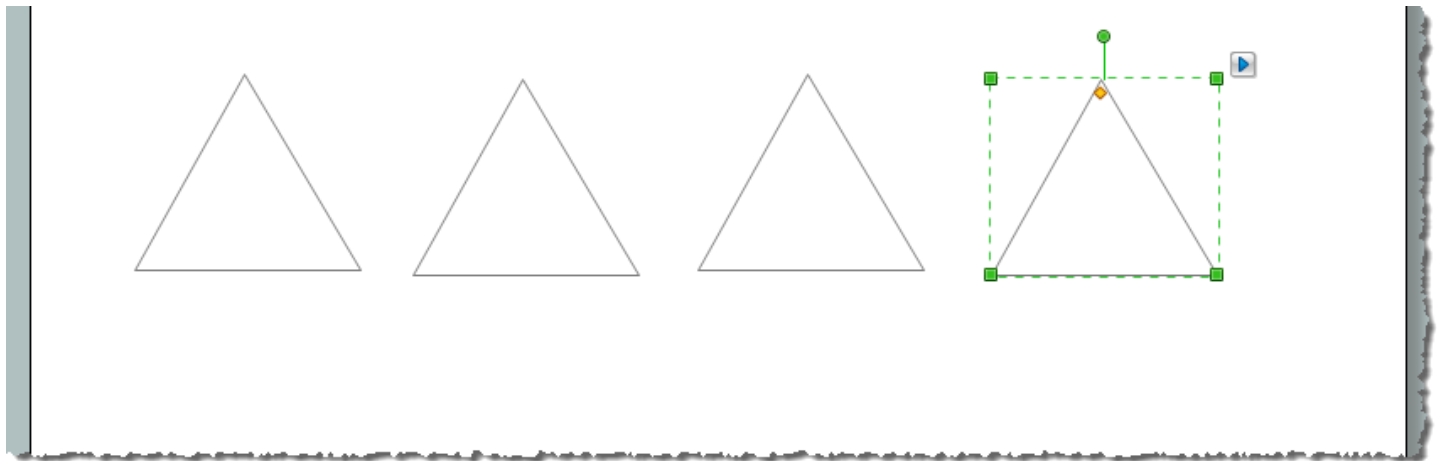


Figure 6: Clone Tool

## 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 7: 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 8: Smart Connector

### WORKING WITH YOUR DRAWING

Once you have placed shapes into your drawing, you can change their styles with **Fill**, **Line**, and **Shadow**. Select a shape, and then click a Shape Style button on the Home ribbon to display a palette from which you can select a variety of colors, Fill gradients and textures, Line weights and styles, and Shadow types.



Figure 9: Shape Style controls

You have even more options for working with shapes on the **Shape tab** of the ribbon.



Figure 10: Shape Tab

Click the small arrows below any of the following buttons to set different parameters for the operation. **Rotate** and **Flip** transform a selection geometrically. **Step Front** and **Step Back** place shapes on different layers of the drawing. **Make Same** conforms the dimensions of the secondary selection (blue highlight) to those of the primary selection (green highlight). **Align** controls are used to align multiple shapes along a single axis. **Distribute** spaces shapes evenly on the page.

Use **Group** to make multiple objects move as a single unit, yet retain their individual properties. **Join** makes multiple shapes into a single shape. **Ungroup** and **Separate** reverse these operations.

You can also add a hyperlink to an object by selecting it, and then clicking **Hyperlink** to open a window from which you can select the type and destination of your hyperlink.

## GRID AND RULERS

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



Figure 11: Grid and Rulers controls on the Document Tab

## 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.

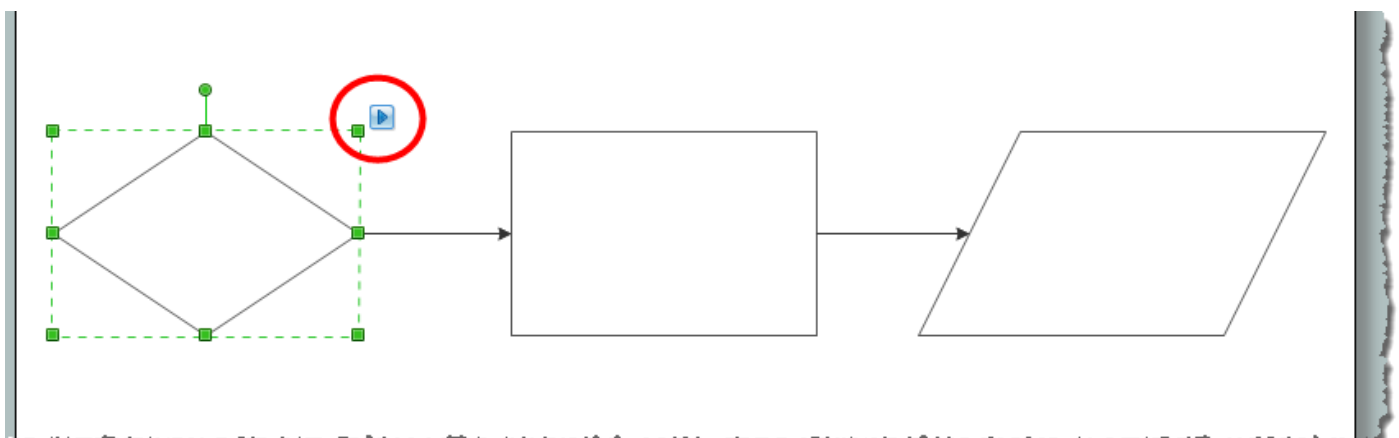


Figure 12: Smart Object icon

## RAPID DRAW

Engage **Rapid Draw** on the Shape tab of the ribbon, and then hover your mouse over a shape in your drawing.

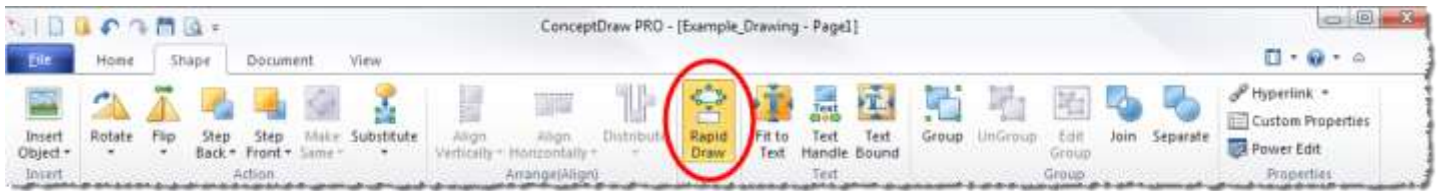


Figure 13: Rapid Draw button

Click one of the small blue arrows that appear to draw a Smart Connector and Duplicate of the selection in the chosen direction. 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.

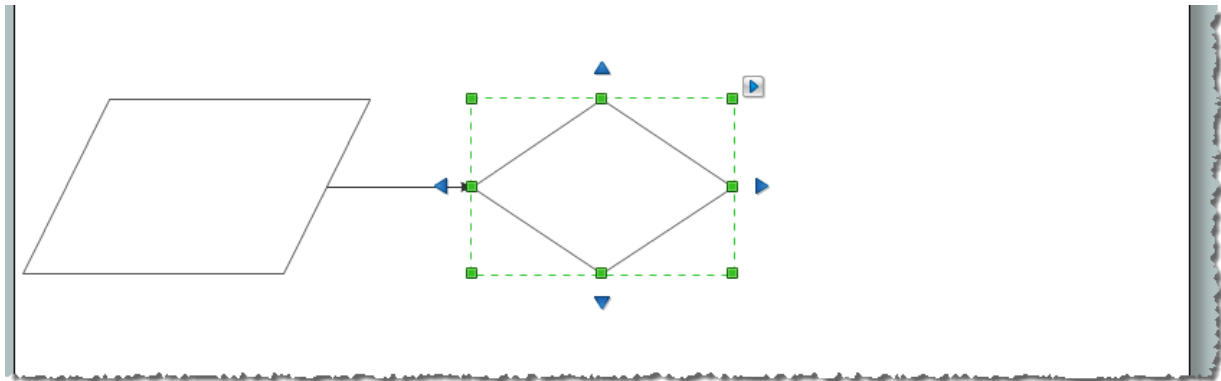


Figure 14: quick flowcharting with Rapid Draw and Smart Objects

## MULTI-PAGE DRAWINGS

To add more pages to your drawing, expand the **Pages pane** at the right edge of the window by hovering your mouse over it. Then click the small blue arrow next to the active page and select **Add Page** from the context window that appears, or just double-click in the blank area of the pane. The context menu also contains several other options for working with multiple pages, including the ability to set a page as the background for one or all of your other pages.

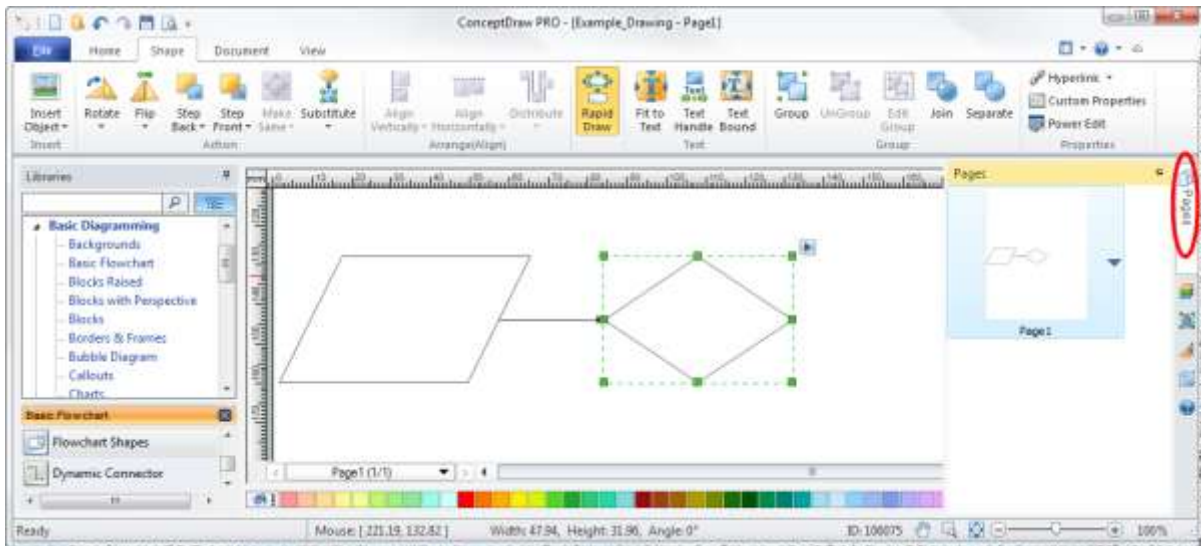


Figure 15: Pages pane

## CUSTOM LIBRARIES

From the **File>Library menu** you have numerous options for creating custom libraries, such as creating a new blank library into which you can drag-and-drop shapes from your drawing, saving the current library as a differently named file, and even sending the current active library via email.

## 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, as well as MS PowerPoint® native files and a variety of other popular graphics file formats. ConceptDraw PRO can also export to Adobe PDF and SWF.

## PRESENTING YOUR DRAWING

From the **View tab** on the ribbon, you can 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.

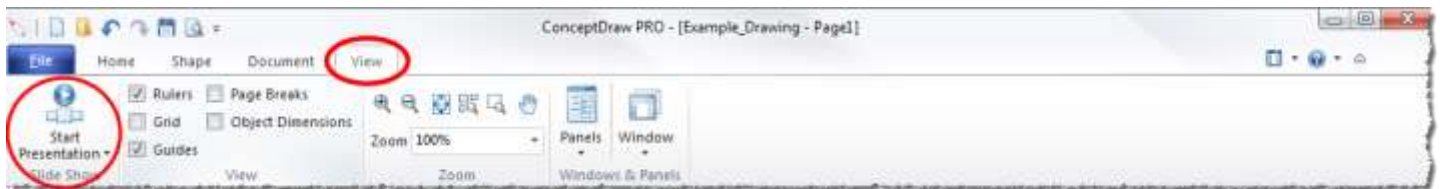


Figure 16: Start Presentation button

## 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 **Close Print Preview** 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.

## WINDOWS 32-/64-BIT SUPPORT

All ConceptDraw applications are compatible with Windows 7 32- and 64-bit architectures.

## 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](mailto:amersupport@csodessa.com)

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

*Europe:*

+38 0487601963 [support@conceptdraw.com](mailto:support@conceptdraw.com) [sales@conceptdraw.com](mailto: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 our 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 your 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.

## TABLE OF FIGURES

Figure 1: Creating a new account on ConceptDraw.com .....	3
Figure 2: Downloading ConceptDraw Office Trial.....	3
Figure 3: Template Gallery .....	4
Figure 4: Library Pane .....	4
Figure 5: Clipboard controls.....	5
Figure 6: Clone Tool .....	5
Figure 7: Direct Connector .....	6
Figure 8: Smart Connector .....	6
Figure 9: Shape Style controls.....	6
Figure 10: Shape Tab.....	7
Figure 11: Grid and Rulers controls on the Document Tab .....	7
Figure 12: Smart Object icon.....	7
Figure 13: Rapid Draw button.....	8
Figure 14: quick flowcharting with Rapid Draw and Smart Objects .....	8
Figure 15: Pages pane .....	8
Figure 16: Start Presentation button .....	9

## INDEX

Active libraries .....	4	graphics file formats .....	9
Add Page .....	8	Grid and Rulers .....	7
add shapes .....	4	Group .....	7
Align .....	7	Hyperlink.....	7
alignment .....	7	import .....	9
background .....	8	install .....	3
Clipboard buttons .....	5	Join.....	7
Clone Tool .....	5	Libraries pane .....	4
copy.....	5	library.....	4
cross-platform license.....	10	Line .....	6
custom libraries.....	9	Maintenance Assurance .....	10
cut .....	5	Make Same .....	7
Direct Connectors .....	6	Microsoft Visio.....	9
Distribute .....	7	MS PowerPoint .....	9
download .....	4	no-charge support .....	10
Duplicate .....	5	Pages pane.....	8
examples .....	4	paste .....	5
export.....	9	Presentation .....	9
File menu.....	9	Print .....	9
Fill .....	6	Print Preview .....	9
Flip.....	7	Rapid Draw .....	8
get started.....	4	rearrange shapes .....	5

Rotate.....	7	Snap & Glue .....	7
saving library .....	9	Solution Park.....	10
Separate .....	7	Spell Check.....	10
Shadow.....	6	Step Back .....	7
Shape Style.....	6	Step Front .....	7
Shape tab .....	7	Technical Support/Sales Phone Numbers .....	10
Smart Connectors .....	6	Template Gallery .....	4
Smart Objects.....	7	Ungroup.....	7

## 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
Ctrl + N	Create a new document
Ctrl + Alt + N	Create a new document from a template
Ctrl + O	Open a document/template/workspace file
Ctrl + S	Save the active document
Ctrl + Shift + S	Save the active document under a new filename
Ctrl + P	Print the active document
Ctrl + Shift + G	Set Grid properties for the active document
Ctrl + Shift + U	Set Snap & Glue options for the active document
Ctrl + A	Select all the shapes on page
Ctrl + Z	Undo the last operation
Ctrl + X	Cut the selection to the Clipboard
Ctrl + C	Copy the selection to the Clipboard
Ctrl + V	Paste
Ctrl + Shift + N	Create a new library
Ctrl + 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