

NCH Software

ClickCharts Diagram Flowchart Software

This user guide has been created for use with
ClickCharts Diagram Flowchart Software Version 4.xx

Technical Support

If you have difficulties using ClickCharts Diagram Flowchart Software please read the applicable topic before requesting support. If your problem is not covered in this user guide please view the up-to-date ClickCharts Diagram Flowchart Software Online Technical Support at www.nchsoftware.com/chart/support.html.

If that does not solve your problem, you can contact us using the technical support contacts listed on that page.

Software Suggestions

If you have any suggestions for improvements to ClickCharts Diagram Flowchart Software, or suggestions for other related software that you might need, please post it on our Suggestions page at www.nch.com.au/suggestions/index.html.

Many of our software projects have been undertaken after suggestions from users like you. You get a free upgrade if we follow your suggestion.

ClickCharts Diagram Flowchart Software

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Introduction

Thank you for installing ClickCharts. ClickCharts is a simple, easy-to-use and flexible diagram drawing tool.

Features

- General drawing shapes and symbols for flowcharts, UML and other diagrams.
- Connectors with variant styles and arrow heads.
- Insert images into diagrams. Support many different image formats.
- Detailed control of artistic styles for filling and lining.
- Automatic paper tiling with controllable overlapping.
- Undo/redo editing.
- Open and edit multiple diagrams simultaneously.
- Copy/Paste between ClickCharts documents.
- Export diagram to image files.
- High quality printing.

System Requirements

Windows XP / Vista / Windows 7 / 8 / 10

Navigation

Panning

While holding **Space** key, click and drag the mouse to move the view. The cursor will change to a hand cursor when the Space is held.

Click and drag the diagram with the middle mouse button to pan.

Scrolling

Use **Mouse Wheel** to scroll the view vertically.

Use **Shift + Mouse Wheel** to scroll the view horizontally.

Zooming

Use the slider or drop down button on the status bar to change the zooming ratio.

Point the mouse to the desired spot and use **Ctrl + Mouse Wheel** to zoom in/out.

Diagram Setup

Creating a New Diagram

Use any of the following options to open the template dialog:

- Select **New** from the file menu.
- Enter the keyboard shortcut **Ctrl + N**

You can create a new diagram by selecting one of the templates and press **OK**.

To create a new blank diagram press **Ctrl + B** or select **New Blank Diagram** from the file menu.

Paper Size

Click the **Page** button on the Home tab toolbar.

Use the pull down box to select your paper size.

Paper Orientation

Click the **Page** button on the Home tab tool bar.

Click the **Landscape** or **Portrait** buttons to select the paper orientation.

Page Bleed Page Bleed is used when printing the diagram. A small amount of overlapping at the edge of each tile makes it easy to put adjacent tiles together after printing and allows the pages to be trimmed to correct printing errors.

Click the **Page** button on the Home tab toolbar.

Use the slide bar to adjust the size of the bleed.

Scaling Scaling is used to change the printed size of a chart already designed. Setting the scale will change line width and text height, be careful not to make your diagram unreadable.

Click the **Page** button on the Home tab toolbar.

Use the slide bar to adjust the scale.

Line Jumps Line jumps are the arcs drawn when one connector crosses other connectors in the canvas.

Click the **Page** button on the Home tab toolbar.

Tick the checkbox to enable for whole document. Option to enable per connector is also available in Line dialog.

General Editing

Context menu Use **Right Click** to bring up context menu to quickly issue editing commands.

Select a single object

Click on the visible part of a shape or a line to select the object.

If the object has child object (e.g., text fields), clicking on the child object when the parent object is selected will select the child object.

Select multiple objects

Click and drag to draw a selection rectangle on the screen. Objects encompassed by the rectangle will be selected.

Hold down **Shift** key to append selected objects to current the selection.

Hold down **Control** key to add the objects to or remove them from current the selection.

Delete

Pressing the **Delete** key when an object is selected will remove the object from the diagram.

Duplicate

Press **Ctrl + D** or select **Duplicate** under File->Edit to duplicate the selected object.

Copy

Press **Ctrl + C** or select **Copy** from the Edit tab toolbar to copy the selected object to the clipboard.

Copy Text

From the context menu, select **Copy Text** to copy the selected text to the clipboard.

Cut

Press **Ctrl + X** or select **Cut** from the Edit tab toolbar to copy the selected object to the clipboard and remove it from the diagram.

Paste

Press **Ctrl + V** or select **Paste** from the Edit tab toolbar to paste the contents of the clipboard to the diagram.

Paste without formatting

From the context menu, Select **Paste without formatting** to paste the contents (without the format) of the clipboard to the diagram.

Undo

Press **Ctrl + Z** or select **Undo** from the Edit tab toolbar to undo the last change.

Redo

Press **Ctrl + Y** or select **Redo** from the Edit tab toolbar to redo the last undone change.

Select All

Press **Ctrl + A** to select all unlocked objects. If there is only locked objects, all objects will be selected.

Lock/Unlock

Symbols and text can be locked to keep them in place and turn them unselectable. This function serves to not move a symbol or text accidentally when rearranging or moving around elements. Likewise, Unlock will release that symbol or text from its unselectable state.

Copy Properties

From the context menu, select **Copy Properties** to copy the selected object's properties (line, fill and font) to the clipboard.

Paste Properties

From the context menu, select **Paste Properties** to apply the properties (line, fill and font) from the clipboard contents to the selected object(s).

Typing Text

There are two ways to typing/editing text:

- Double click the symbol or the text field.
- Click **Text** button from the tool bar to enter text mode. While in text mode, you can:
 - Click on any space to add a new text object.
 - Click on a symbol or a text field to edit or type in the text.
 - Click when a green bubble appears to create a new text object attached to a connector. The center of the green bubble indicates the attachment point on the connector.

Hyperlinks

Hyperlink works the same as in usual word editors.

- To add a **hyperlink**, type a text with a correct **hyperlink** format.
- Go to the **hyperlink** by clicking the URL.
- Clickable **hyperlink** is also supported in exported PDF.

Insert Images

Click on **Image** button from the Home tab toolbar, a dialog will popup and allow you to select the image file to insert.

After chosen the image file, click OK to close the dialog.

And image is load and following the cursor when you move the mouse. Left click when the cursor is moved to the appropriate position to place the image.

Grid/Angle Snapping

Click on **Snapping on/off** button at the right side of the status bar to toggle snapping on/off. Press and **hold Ctrl** for alternate snapping.

When snapping is turned on, position, size and rotation will only increase/decrease at a fixed step. This helps users to align objects much more easily.

Snapping step size (snapping grid size or snapping angle) can be set in Options dialog Edit tab.

Grid line can be shown/hidden by clicking on the grid toggle button (an opened eye with grid background) on the status bar.

Groups

Symbols can be grouped together and treated as a single symbol.

To create a group simply select the symbols you wish grouped and press **G**.

Groups can be broken up again later by pressing **Shift + G**.

Open a New Diagram

A new blank diagram can be opened by clicking the **+** button located beside the tab of opened projects.

Also, new template window can be opened by holding **Ctrl** and clicking the **+** button located beside the tab of opened projects.

Vertically Align

To vertically align objects, select the objects, press **right click**, select **Vertically Align**, and choose any of the options **Left edge**, **Center**, and **Right edge**.

Select **Left edge** to align all selected objects to the left most edge.

Select **Center** to align all selected objects to the center.

Select **Right edge** to align all selected objects to the right most edge.

Horizontally Align

To horizontally align objects, select the objects, press **right click**, select **Horizontally Align**, and choose any of the options **Top edge**, **Center**, and **Bottom edge**.

Select **Top edge** to align all selected objects to the top most edge.

Select **Center** to align all selected objects to the center.

Select **Bottom edge** to align all selected objects to the bottom most edge.

Edit with DrawPad Graphic Editor

To edit inserted image using DrawPad, select **Edit with DrawPad Graphic Editor** from the context menu.

Edit with PhotoPad Image Editor

To edit inserted image using PhotoPad, select **Edit with PhotoPad Image Editor** from the context menu.

Add Subtopic

Press **Tab** to add subtopic in Brainstorming Diagram or select **Add Subtopic** from the context menu.

Add Ancestor

Press **Tab** to add ancestor in Family Tree Diagram (Person type) or select **Add ancestor** from the context menu. Note that only 2 ancestors can be added per Person symbol

Editing Symbols

Place New Symbol The symbol panel is located in the left sidebar of the main window. Click on the Flowchart drop menu at the top of the symbol panel to select the symbol catalog. There are two ways to place a symbol into the diagram:

- Simply drag the symbol from the panel to the diagram area and release the mouse button when it's in the right position.
- You can also click to select the symbol on the panel and move the cursor to the diagram area. Click again to stamp the symbol onto the diagram.

You can repeat placing the same symbol by hold down **Shift** while stamping.

Move Symbol Click and drag a symbol to move it.

Resize Symbol Select the symbol, drag one of the square dot handles to resize the symbol if the handle is enabled (not gray).

Rotate Symbol Select the symbol, move the rotation handle to rotate the symbol if the handle is available. To move the center of rotation (indicated by +), drag + to the desired location.

Toggle Connection Point Highlighting From the **Edit tab** toolbar, click **Highlight**.

While connection point highlighting is on, connection points will be highlighted while hovering the cursor over unselected symbols.

Add Anchor Point From the **Edit tab** toolbar, click **Anchor**. Click the position in one of the diagram's symbols where the new anchor point should be added.

Right click or press ESC to exit anchor creating mode.

Edit Style

Click on the symbol to select it, then you can:

- From the Home tab toolbar, click on **Fill** to change the brush (color or gradient fill) style of the symbol. See also [Fill Style](#).
- From the Home tab toolbar, click on **Line** to change the brush and line style of the symbol's outline. See also [Line Style](#).
- From the Home tab toolbar, click on **Text** to type/edit the text in the symbols.
- From the Home tab toolbar, click on **Font** to change the text style and alignment. See also [Font Style](#).

Editing Connectors

Create A Connector From the Home tab toolbar, click on the **Connector** button.

Click the position in the diagram where the connector starts to place the first end point, then drag and drop the mouse at the second point. When dropping the second connector point, the connection points on the symbol will appear in blue when the cursor is close to the symbol.

Once a connection point turns red, releasing the mouse will attach the second end point to that connection site.

Right click or press ESC to exit connector creating mode.

Editing A Connector

Click on the line/curve of the connector to select the connector. And then:

- Move the square dot handle on each end point to move the end and connect/disconnect from anchor sites.
- Depending on the connector style, other handles are available to be moved to change the shape of the connector. Please note that non-end point modifications will be automatically made when one of the end point(or the connected symbol) is moved.

Connector Line Style Click on the line/curve of the connector to select the connector. Click on **Line** button from the Home tab toolbar. See [Line Style](#) for more information.

Fill Style

Select Fill Style Click one either the **No Fill**, **Solid** or **Gradient** radio button to select the fill style. Operating on other controls after the radio button will also switch to corresponding fill style.

No Fill

When the **No Fill** radio button is selected, the shape will not be filled and it will not be selectable by clicking on the fill area, you will have to click on the shape's outline.

Solid

The shape will be filled with a solid color.

Click on the color box next to the radio button to change the color.

Gradient

The shape will be filled with a gradient.

The type of the gradient can be select by the pull down control next to the radio button.

The **Direction** box lets you change the direction of the gradient. The direction can be changed by moving the square dot and/or the arrow head. For a linear gradient, the direction indicates the start and end point of the gradient. For a radial gradient, the direction indicates the center and radius of the gradient.

The **Stops** bar lets you control the stop points of the gradient.

- Click on one of the stop points (little triangles on right side of the bar) to select the stop point.
- Drag the stop point to move it.
- Right-click on the stop point to delete it or press the **X** button to delete the selected stop point.
- Click on the **Stop Point** color box to change the color of the selected stop point.

Sliding the **Opacity** bar lets you change the opacity of the brush. Slide the bar to the left to increase the transparency.

Line Style

The **Line** style has similar options as the fill style. Click on one of the **No Line**, **Solid** or **Gradient** radio button to select brush style. Operating on other controls after the radio button will also switch to corresponding line brush style.

No Line

If the **No Line** radio button is selected, no line will be drawn.

Solid

Draws the line with a solid color. Click on the color box next to the radio button to change the color.

Sliding the **Opacity** bar lets you change the opacity of the line. Slide the bar to the left to increase the transparency.

Gradient

The line will be drawn with a gradient. The type of the gradient can be select by the pull down control next to the radio button.

The **Direction** box lets you change the direction of the gradient. The direction can be changed by moving the square dot and/or the arrow head. For a linear gradient, the direction indicates the start and end point of the gradient. For a radial gradient, the direction indicates the center and radius of the gradient.

The **Stops** bar lets you control the stop points of the gradient.

- Click on one of the stop points (little triangles on right side of the bar) to select the stop point.
- Drag the stop point to move it.
- Right-click on the stop point to delete it or press the **X** button to delete the selected stop point.
- Click on the **Stop Point** color box to change the color of the selected stop point.

Sliding the **Opacity** bar lets you change the opacity of the stop color. Slide the bar to the left to increase the transparency.

Line Width (pt) Type in the **Line Width** box or use the up-down arrows to change the width of the line.

Cap Type

The line cap style changes how the end of the line looks. Select a type from the pull down menu to change the line cap style.

Join Type

The line join style change how two lines are joined together. Select a type from the pull down menu to change the line join style.

Dash Type

The dash style controls whether the line is solid or dashed. Select a type from the pull down menu to change the dash style.

Enable line jump

Draws an arc on the intersection point of a connector and other connectors. Option to enable for whole document can be found in Page dialog

Font Style

Font Click on the **Font** pull down list to select from different fonts and to change other attributes of your text.

Font Size

Type in the **Text Size** edit box or use the up-down arrow to change the font size.

Bold, Italic and Underline

Click the **Bold**, **Italic** or **Underline** button to change the text style.

Font Color

Click on the color box next to the text style buttons to change the color of the text.

Alignment

Click on the alignment buttons to change the text alignments.

Arrow Head

Select the connector by clicking on it.

From the Home tab toolbar, click **Arrow** to bring up the arrowhead style options.

Select the type of the arrowhead from one of the pull down boxes.

Change arrow head size by dragging the slide bars.

Transform Symbol

Object transformation property popup window

Object transformation property popup window allows you to type in symbol transformation numbers(position, dimension and rotation).

Right-Click on a symbol or a group of symbols, then click on **properties** to bring up context menu.

Select **Transform** tab, then you can:

Type in the **Rotation degrees** to change the rotation angle of the symbol.

Object Position:

- Type in the **Horizontal Position** to change the horizontal alignment of the symbol.
- Type in the **Vertical Position** to change the vertical alignment of the symbol.

Object Dimension:

- Type in the **Height** to change the height of the symbol.
- Type in the **Width** to change the width of the symbol.

Arrangement Tools

Order Arrangement

- From the Home tab toolbar, click **To Front** to bring the selected object to the front.
- From the Home tab toolbar, click **To Back** to send the selected object to the back.

Ruler and Guides

Ruler The Ruler appears at the top and left edges of the view. It displays the distance in millimeters from the top left corner of the first page.

Guide lines Guide lines can be created by **Left Clicking** on the ruler at the top or left of the screen and dragging the line to a location on the document.

To Move a Guide line **Left Click** on the line and dragging it to a new location.

To Delete a Guide line simply **Right Click** on the line.

Guide lines can be snapped to a grid line by enabling **Snapping** before moving the guide line.

The guide lines main purpose is to provide an additional user defined line that the user can snap objects to.

Printing and Exporting Images

Printing

To print all pages, select **File->Quick Print**, or select the **Quick Print** toolbar item, or use the shortcut key combination **Ctrl + P**

All symbols and connectors will be printed, on-screen widgets and highlighting will not.

To preview the print, select **File->Print**, or select the **Print** toolbar item.

Exporting Images

To export an image of your project, select **File->Export Image**. Set the resolution for the exported images, then browse to the location you want to save and select the file type to save in. Your choices are .bmp, .jpg, .png, .svg, .psd, .tga, .tif, .wbmp, .ras, .jp2, .pcx, .gif, .emf and .pnm.

Exporting PDF

To export your project as a PDF, select **File->Export PDF**.

Auto-Save and Crash Recovery

Auto-Save

Every minute ClickCharts will automatically save your changed, unsaved file into an auto-save folder. When you close ClickCharts and if the diagram have been closed normally, the files in the auto-save folder will be automatically removed.

Auto-Save can be enabled/disabled through Options dialog. The interval of saving files can also be set from the dialog. Options dialog can be accessed from the toolbar: by select **Edit** tab and then select **Options** button, or from the menu: **File->Options**.

Crash Recovery

If ClickCharts crashes or the diagram did not close normally, the files will remain in the auto-save folder and will be opened automatically next time ClickCharts runs. Automatically opened auto-save files will be removed once they are closed. To keep the recovered file, click the File menu and select **Save As** to save it into another folder and file name.

The auto-save folder can be found by following the path (User Documents Folder)->"ClickCharts"->"AutoSave". Auto-saved files have ".autosave" inserted after the normal file name. To recover an auto-saved file, move it out to another folder and rename it with a ClickCharts extension (.ccd). Avoid opening files in the auto-save folder as they will be deleted when ClickCharts shuts down normally.

Keyboard Shortcuts

Symbol or Action

New	Ctrl + N
New Blank	Ctrl + B
Open	Ctrl + O
Close	Ctrl + W or Ctrl + F4
Next Tab	Ctrl + Tab
Previous Tab	Ctrl + Shift + Tab
Save	Ctrl + S
Save as	Ctrl + Shift + S
Quick Print	Ctrl + P
Exit	Alt + F4
Select All	Ctrl + A
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Group	G
Ungroup	Shift + G
Lock	L
Unlock	Shift + L
H-Scroll	Shift + Mouse wheel
V-Scroll	Mouse wheel
Zoom	Ctrl + Mouse wheel
Zoom In	Ctrl + +
Zoom Out	Ctrl + -
Pan	Space bar + Mouse click and drag
Cancel current operation and select pointer tool	Esc
Delete	Delete
To Front	Page Up
To Back	Page Down
Help	F1
Font Style	F
Bold	Ctrl + B(While typing text)
Italic	Ctrl + I(While typing text)
Underline	Ctrl + U(While typing text)
Filling Style	D
Line Style	S
Arrow	A
Zoom Position	Z

NCH Software Suite

This is a useful way to browse all the software available from NCH Software

You can see a set of products by type like Audio, Video and so on and view the product. From there you can try out the product and it will download and install it for you to trial. If you already have the product installed then you can click "Run It Now" and the program will be launched for you.

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2. By installing, using or distributing the software you, on your own behalf and on behalf of your employer or principal, agree to these terms. If you do not agree to any of these terms, you may not use, copy, transmit, distribute, nor install this software - return it to the place of purchase within 14 days to receive a full refund.

3. This software, and all accompanying files, data and materials, are distributed "as is" and with no warranties of any kind, whether express or implied except as required by law. If you intend to rely on this software for critical purposes you must test it fully prior to using it, install redundant systems and assume any risk.

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5. You may not use this software in any circumstances where there is any risk that failure of this software might result in a physical injury or loss of life. You may not use this software if you do not regularly backup your computer, or do not have antivirus and firewall software installed on the computer, or keep sensitive data unencrypted on your computer. You agree to indemnify us from any claims relating to such use.

6. You may copy or distribute the installation file of this software in its complete unaltered form but you may not, under any circumstances, distribute any software registration code for any of our programs without written permission. In the event that you do distribute a software registration code, you will be liable to pay the full purchase price for each location where the unauthorized use occurs.

7. Use of data collected by the software is subject to the NCH Software Privacy Statement which allows automatic anonymized collection of usage statistics in limited circumstances.

8. Choice of Law. If you reside in the United States, your relationship is with NCH Software, Inc, a United States company, and this agreement is governed by the laws and courts of Colorado. If you reside anywhere in the world outside of the United States, your relationship is with NCH Software Pty Ltd, an Australian company, and this agreement is governed by the laws and courts of the Australian Capital Territory. Such courts have continuing and exclusive jurisdiction over any dispute between you and us, regardless of the nature of the dispute.

9. U.S. Customers Only: Arbitration Agreement and Class Action Waiver: PLEASE READ THIS CAREFULLY. IT MAY AFFECT YOUR RIGHTS.

If you reside in the United States, NCH Software and you agree to arbitrate all disputes and claims between us. This agreement to arbitrate is intended to be broadly interpreted.

References to "NCH" "you," and "us" include our respective subsidiaries, affiliates, agents, employees, predecessors in interest, successors, and assigns. This arbitration agreement does not preclude you from bringing issues to the attention of U.S. federal, state, or local agencies. Such agencies can, if the law allows, seek relief against us on your behalf. This Agreement evidences a transaction in interstate commerce, and thus the Federal Arbitration Act governs the interpretation and enforcement of this provision. This arbitration provision shall survive termination of this Agreement.

A party who intends to seek arbitration must first send to the other, by certified mail, a written Notice of Dispute ("Notice"). The Notice to NCH should be addressed to:

Legal Department

NCH Software, Inc.

6120 Greenwood Plaza Blvd, Ste 120

Greenwood Village CO, 80111

USA

("Notice Address"). The Notice must (a) describe the nature and basis of the claim or dispute; and (b) set forth the specific relief sought ("Demand"). If NCH and you do not reach an agreement to resolve the claim within 30 days after the Notice is received, you or NCH may commence an arbitration proceeding. The amount of any settlement offer made by NCH or you shall not be disclosed to the arbitrator.

A. The arbitration will be governed by the Commercial Arbitration Rules and the Supplementary Procedures for Consumer Related Disputes (collectively, "AAA Rules") of the American Arbitration Association ("AAA"), as modified by this Agreement, and will be administered by the AAA. The AAA Rules are available online at adr.org, by calling the AAA at 1-800-778-7879, or by writing to the Notice Address. The arbitrator is bound by the terms of this Agreement. All issues are for the arbitrator to decide, including issues relating to the scope and enforceability of the arbitration provision. Unless NCH and you agree otherwise, any arbitration hearings will take place in Greenwood Village Colorado. If your claim is for \$10,000 or less, we agree that you may choose whether the arbitration will be conducted solely on the basis of documents submitted to the arbitrator, through a telephonic hearing, or by an in-person hearing as established by the AAA Rules. If your claim exceeds \$10,000, the right to a hearing will be determined by the AAA Rules. Regardless of the manner in which the arbitration is conducted, the arbitrator shall issue a reasoned written decision. NCH will pay all AAA filing, administration, and arbitrator fees for any arbitration initiated in accordance with the notice requirements above. If, however, the arbitrator finds that either the substance of your claim or the relief sought in the Demand is frivolous or brought for an improper purpose then the payment of all such fees will be governed by the AAA Rules. In such case, you agree to reimburse NCH for all monies previously disbursed by it that are otherwise your obligation to pay under the AAA Rules. In addition, if you initiate an arbitration in which you seek more than \$75,000 in damages, the payment of these fees will be governed by the AAA rules.

B. The arbitrator may award declaratory or injunctive relief only in favor of the individual party seeking relief and only to the extent necessary to provide relief warranted by that party's individual claim. **YOU AND NCH AGREE THAT EACH MAY BRING CLAIMS AGAINST THE OTHER ONLY IN YOUR OR ITS INDIVIDUAL CAPACITY, AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING.** Further, unless both you and NCH agree otherwise, the arbitrator may not consolidate more than one person's claims, and may not otherwise preside over any form of a representative or class proceeding. If this specific provision is found to be unenforceable, then the entirety of this arbitration provision shall be null and void.

C. Notwithstanding any provision in this Agreement to the contrary, we agree that if NCH makes any future change to this arbitration provision (other than a change to the Notice Address) you may reject any such change by sending us written notice within 30 days of the change to the Arbitration Notice Address provided above. By rejecting any future change, you are agreeing that you will arbitrate any dispute between us in accordance with the language of this provision.

D. To opt out of this Arbitration Agreement and class action waiver send an Opt Out notice to the Notice Address stating "I am electing to opt out of the Arbitration Agreement and class action waiver contained in the Legal Terms applicable to my purchase of an NCH product." Your Opt Out Notice must include the date and proof of purchase. The Opt Out Notice must be postmarked no later than thirty (30) days after the date of purchase. A separate Opt Out Notice must be sent for each product purchased.

Screen References - Email Chart

Sending an Email This dialog allows you to send an email with your current diagram as an attachment.

To

Write the recipient's email address or addresses here.

Subject

This is the email's subject line.

Message

Write the body of the email here. The email will be sent in plain text, so no formatting is possible.

Attachment Format

Choose the attachment format that you would like to use for the attachment.

Email Settings

This opens the [Email Settings](#) dialog that lets you choose the proper settings for sending emails with ClickCharts.

Screen References - Export Image

The Export Image dialog appears before you select the location where you will save an image of your diagram. On this dialog, you specify the quality of the image being saved. By default, the resolution is set to 72 DPI, which is suitable for reading on most computer screens. If you plan on printing your diagram, you may want to enter a value between 240 and 300 for best results. A higher resolution will result in a larger image file.

The effect of not using a background color depends on the output format. For image format that support transparency, for example PNG format, the background will become transparent while no background color is used. Otherwise the white background will be used.

Resolution

Output image resolution (DPI).

Margin

Space on the edge of the image in pixels.

Transparent

Click to set the background to transparent.

Color

Click to select the color to be used as the background color.

Screen References - Color Picker Dialog

Color Picker Dialog

The color picker is divided into multiple parts, with several ways available to choose a color:

Visually Adjusting Color

The top half of the dialog consists of 2 colored boxes, one that lets you pick any point in a 256 x 256 square and the other that works as a long slider. Which colors are displayed in these two boxes depends on which radio button is selected (see below), but in all cases the position of the slider will change the colors available in the square box. Which ever point is selected in that square box is the selected color.

Adjusting by RGB or HSV

Underneath the square colored box, there is a series of 6 options (1 each for hue, saturation, value, red, green, and blue) that each contains a radio button, a slider, and an up-down number control. If one of the 3 HSV radio buttons is selected, that value will be represented by the visual slider (see above) while the other two values will be the axes of the square color box. The controls work the same way if one of the RGB radio buttons is selected. You can also adjust these values with the sliders provided next to the labels, as well as the up/down controls next to the sliders. Any adjustment of these values will update the visual controls, and any adjustment of those visual controls will update these values.

Selected Color

The selected color is displayed to the right of the RGB and HSV controls. The box is split diagonally, with the upper left section labeled New (the color you are creating), and the bottom right section labeled Current (the color that already exists, and will continue to be selected if you Cancel the dialog). Beneath that is the Hex Value of the selected color (you can also enter any valid hex value there to update the selected color). There is an eyedropper button to the right of the selected color that will allow you to set the selected color by sampling anywhere on the desktop.

User-defined Color Palette

At the bottom of the dialog you will find a series of 12 colored rectangles alongside a button titled Set to Swatch. These comprise the user-defined color palette, and allow you create and save (these will persist even when ClickCharts is closed) your own custom colors. To set a swatch's color, first select that swatch by clicking it. Then choose your desired color, and finally click the Set to Swatch button. You can then load any of the saved colors by simply clicking on that swatch.

Screen References - Select Template

ClickCharts includes several templates to help you get started. You can open the Templates dialog by clicking **New** on the Home toolbar. To select a template, select a folder from the list on the left and then click on a template on the right to select it. Click **OK** to open the template for editing. Available templates are the following:

Flowcharts

- Cab Booking - Swimlane
- Consensus Decision Making
- Credit Card Payment
- Flowchart Template
- Front Office Operations - Swimlane

UML Diagrams

- Activity Diagram
- Class Diagram
- Use Case Diagram

ER Diagrams

- Database
- Diagram - Library Management System
- Diagram Template

Data Flow Diagrams

- Data Flow Diagram Template
- Elections
- Order Processing

Organizational Charts

- Org Chart - Business
- Org Chart Template - High School
- Org Chart Template

Venn Diagrams

- Venn Diagram

Block Diagrams

- General Communication System
- Von Neumann architecture

Brainstorming Diagrams

- Business Plan
- Grade 6 Speech Preparation

Mind Map Diagrams

- Mind Map
- Estate Planning
- Fire Safety Enforcement
- Personal Goals
- School Magazine
- Webinar UX
- Website

Family Tree Diagrams

- My Family (Family Chart 1)
- Four Generation Family Tree (Family Chart 2)
- Four Generation Family Tree (Family Chart 3)
- Ancestor Chart (Family Chart 4)
- Pedigree Chart (Family Chart 5)

- My Family (Family Chart 6)
- My Family (Family Chart 7)

Screen References - Print Preview

Print preview dialog allows you to view individual pages before printing, set page size, set orientation, set bleeding, fit the diagram to a single page and skip printing blank pages. You can also click on **PDF...** to save your chart as a .pdf document. To open this dialog select **File->Print**, or select the **Print** toolbar item.

Screen References - Options ~ General

Startup

Show welcome dialog on startup

Enable/disable welcome dialog on application startup.

Auto Save

Enable Auto-Save

Enable/Disable Auto-Save.

Auto-Save Interval (Minutes):

Auto-Save interval in minutes.

Default file name

Reset

Reset filename to default: Untitled + suffix 'autonumber'

Reset Auto Number

Reset the suffix autonumber to 0

Note: Snapping can be turned on or off by clicking the magnet icon in the lower right bar of the main window (next to the zoom control), or can be overridden while placing an object or rotating by pressing and holding the Shift key.

Screen References - Options ~ Canvas

Rulers and Grids

Units of measurement:

Select from a list the units to be used.

Snapping Grid Size:

Enter the distance between grid lines.

Snapping Angle (degrees):

Enter the degrees the rotation handle should snap objects to as you rotate.

Auto Connect

Enable auto connect new symbol

Enable/disable automatically connecting a new symbol to the last symbol added to the document.

Screen References - Options ~ Text

Resize text when shape is resized

Enable/disable automatic resizing of the text when the height of its shape is changed. Note that changing the width of a shape has no affect on the size of the text.

Automatically size text to fit shape

Enable/disable automatic resizing of the text to fit within its shape.