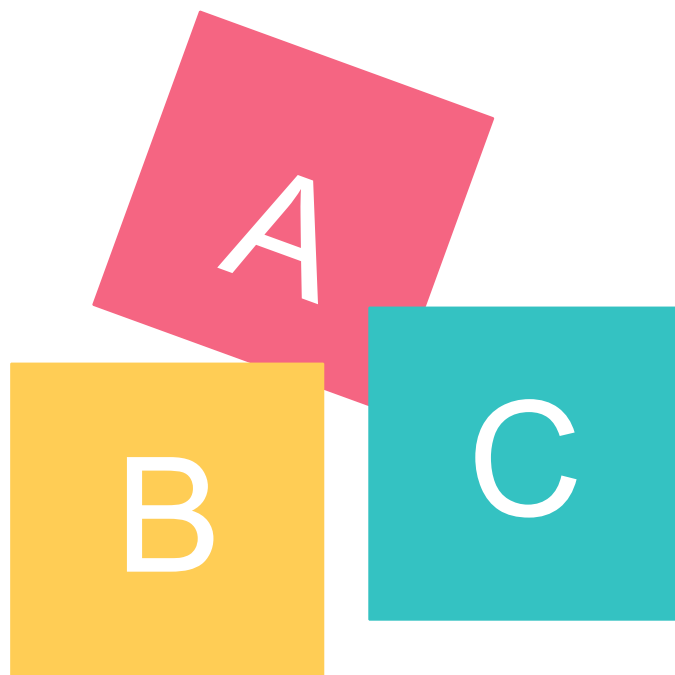


Edraw Infographic User Manual



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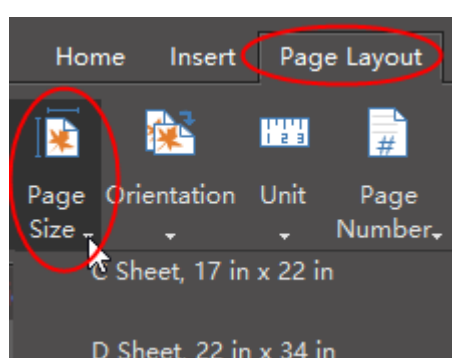
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- 1. How to Add a Hyperlink
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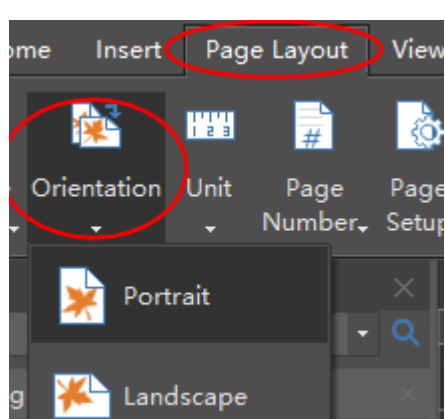
1. How to Choose a Page Size and Orientation?

You can choose a page size from the predefined page size list.

a. choose page size



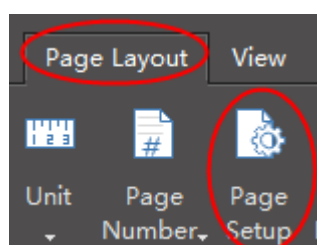
b. change orientation



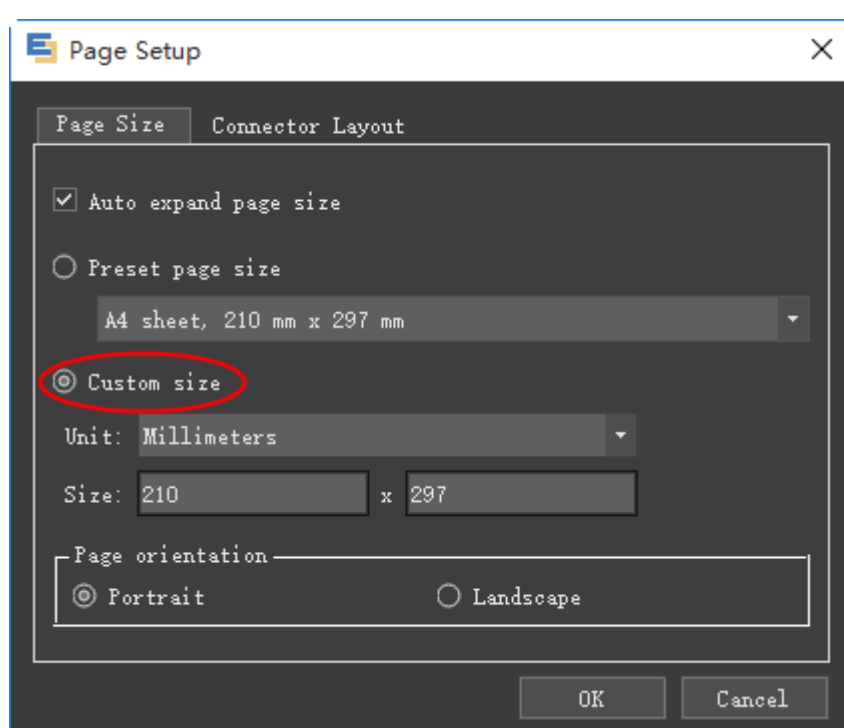
2. How to Set a Custom Page Size?

You can set any page size through the Page Setup button.

a.



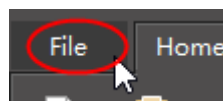
b.



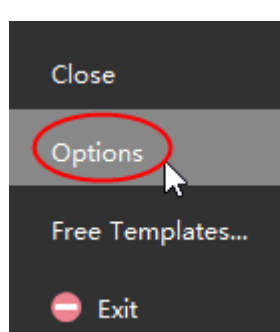
3. How to Set Page Margin?

Go to File menu, and click Option button to set page margin.

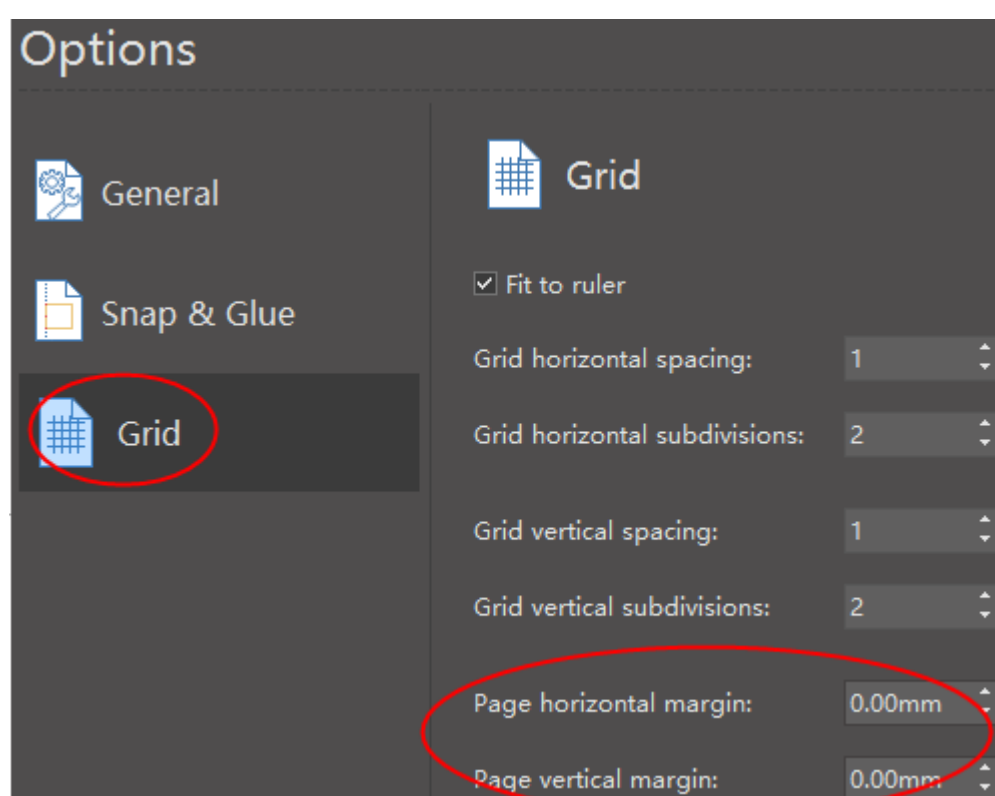
a.



b.



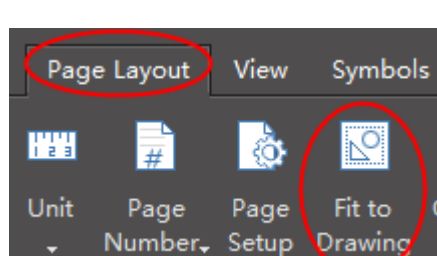
c.



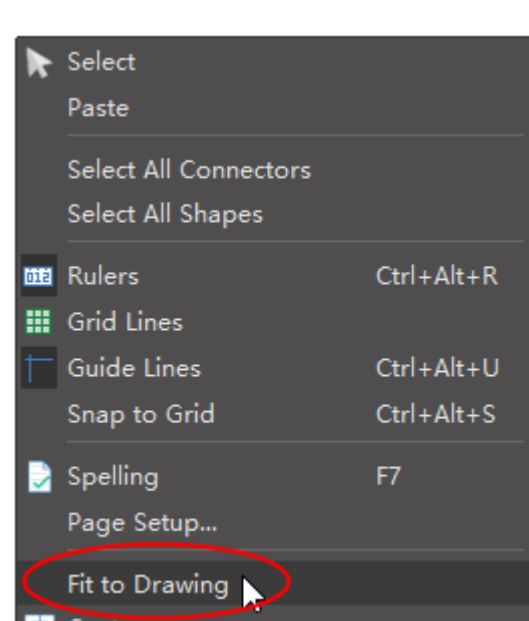
4. How to Fit Page Size to Drawing?

"Fit to drawing" allows you to fit the page size to your drawing. There are two ways to set "fit to drawing".

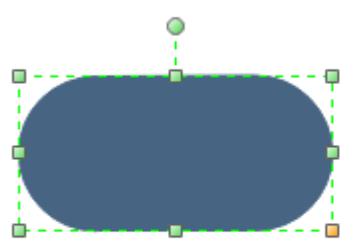
a. click the "Fit to Drawing" on Page Layout menu.




b. right click the mouse and choose "fit to drawing".





1. Select a Single Shape





A

















→

Open **Font** menu on the right.

→

Fill

→

Line

→

Rotate

→

Format Painter

→

Bring to Front

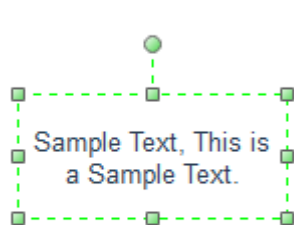
→

Send to Back

→


Close the Menu

2. Select a Single Text Block



A


A




A

A

B





→

Open **Font** menu from **Right Sidebar**.

→

Text Color

→

Text Alignment

→

Increase Font Size

→

Decrease Font Size

→

Bold

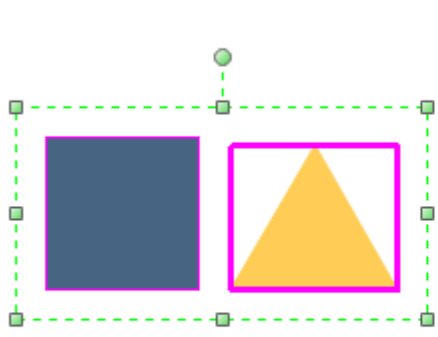
→

Curved Text

→


Close the Menu


3. Select Multiple Shapes





A


A




















→

Increase Font Size

→

Decrease Font Size

→

Text Alignment

→

Fill

→

Line

→

Group Shape

→

Shape Alignment

→

Shape Distribution


→

Same Size


→


Close the Menu


4. Select a Grouped Shape





A

















→

Open **Font** menu on the right.

→

Fill

→

Line

→

Rotate

→

Ungroup Shape

→

Bring to Front

→

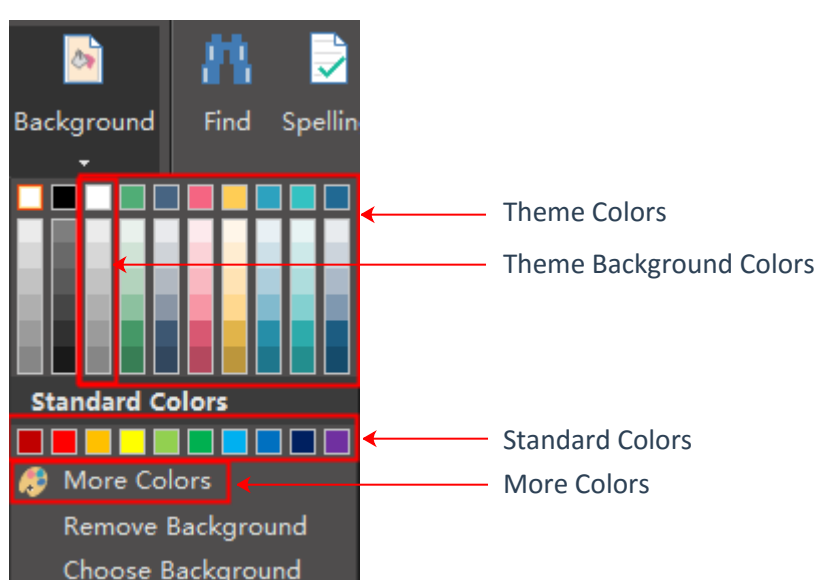
Send to Back

→

Close the Menu

1. How to Change Background Color?

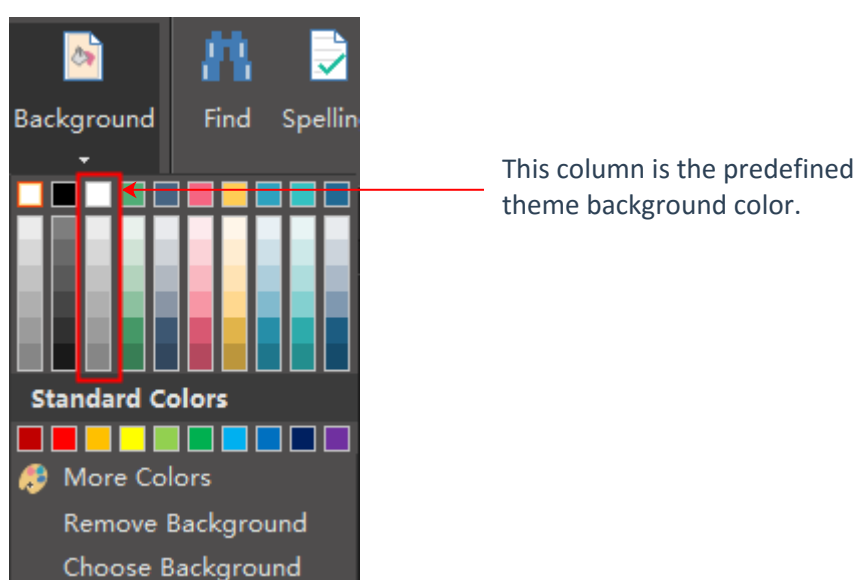
Click **Background** button from **Home** menu.



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2. How to Use Theme Background Color?

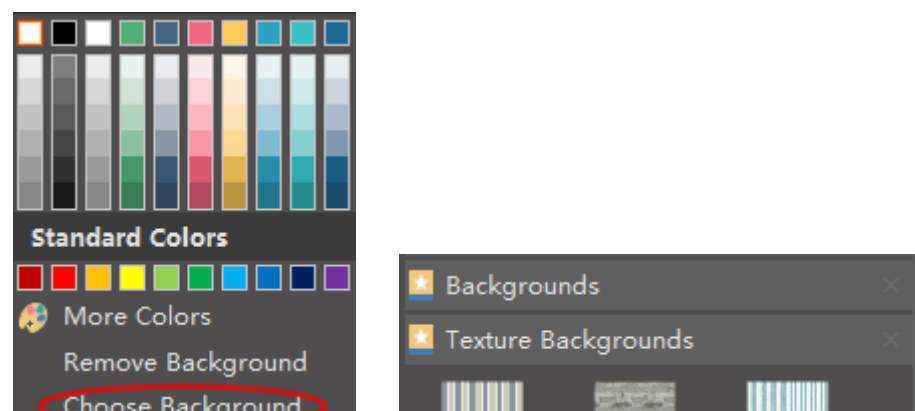
Every theme has a theme background color. If you use the theme background color, when you change a new theme, the background color will change accordingly .



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3. How to Choose Pre-defined Background?

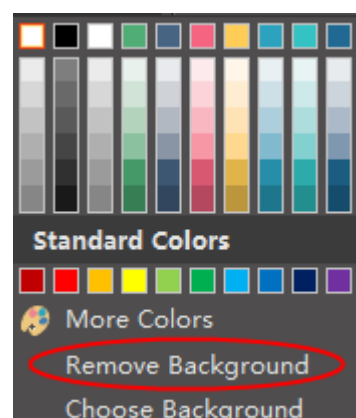
You can use pre-defined background designs. Click the "Choose Background", two background libraries will show up on the left.



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4. How to Remove Background?

When you remove background, the background will become transparent. You can see the margin of the page.



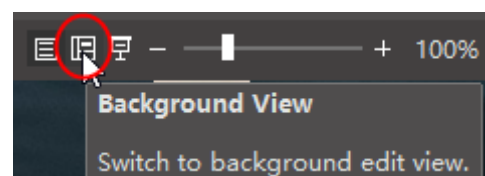
<<back to **Help Index**

5. How to Edit a Background?

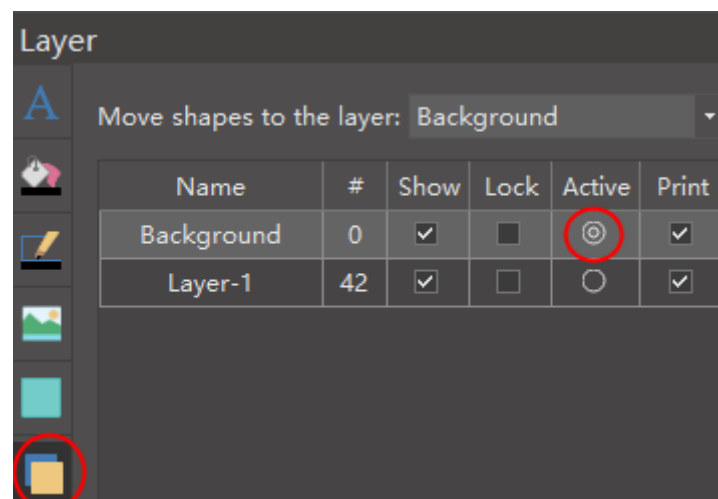
You need to switch to the background layer when editing a background.

There are two ways to switch to the background layer.

1. click the "Background View" quick button on the footer.



2. click the Layer button, and check "Active" on the Background layer.



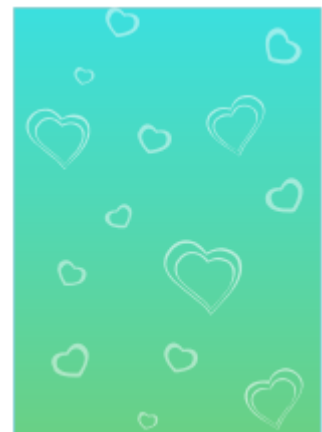
After you have switched to the background layer, you can edit the background whatever you like. After editing, you need to change back to the **normal view**.

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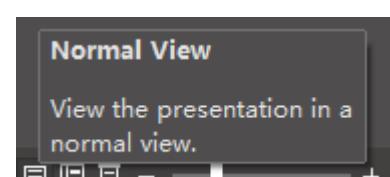
6. How to Design a New Background?

You need to switch to the background layer to design a new background. (Please refer to Question 5)

You can first draw a background using the rectangle shape. Then change the color, and add embellishment as you want.












When you finish, you need to switch back to normal layer and continue your design.



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1. Symbol Libraries Overview

Libraries are categorized in 9 groups.



General Shapes. Includes infographic basic design elements such as basic shapes, lines, arrows, callouts, etc.

Charts. Includes different types of charts for infographic design.

Maps. Includes world map, continent maps and contry maps.

People. Includes people outline, pictogram, profession, etc.

Symbols. Includes symbols and cliparts for different infographic topics.

Design Elements. Includes decoration elements such as heart, bow, etc.

Festival. Includes symbols for festival card design.

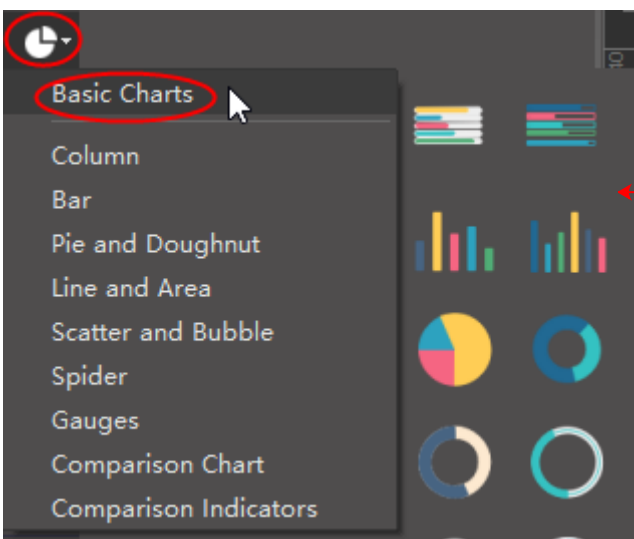
Diagram. Elements for diagrams, such as timeline, flowchart, venn, etc.

Science. Includes science symbols and illustrations.

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2. How to Open a Symbol Library?

Click the library icons to open new symbol library.

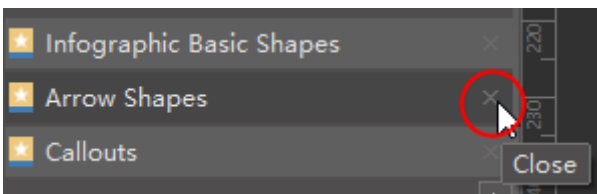


Library preview

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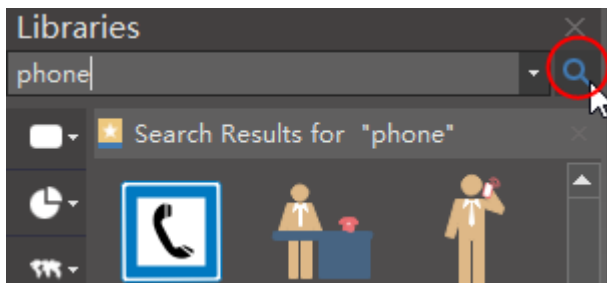
3. How to Close a Symbol Library?

Click the little X to close a library which is no longer needed.



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4. How to Search a Symbol from Libraries?

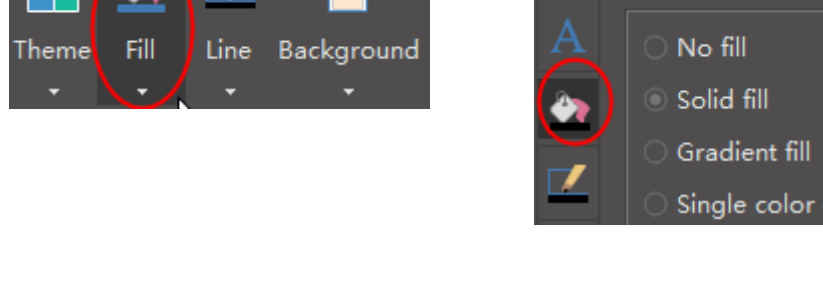


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1. How to Add or Change Fill Color?

There are 3 ways to change the Fill color.

a. Click **Fill** button from **Home** menu. Or click **Fill** button from the **Right Sidebar**.



b. Use the bottom Quick Color Bar. [Learn more >>](#)

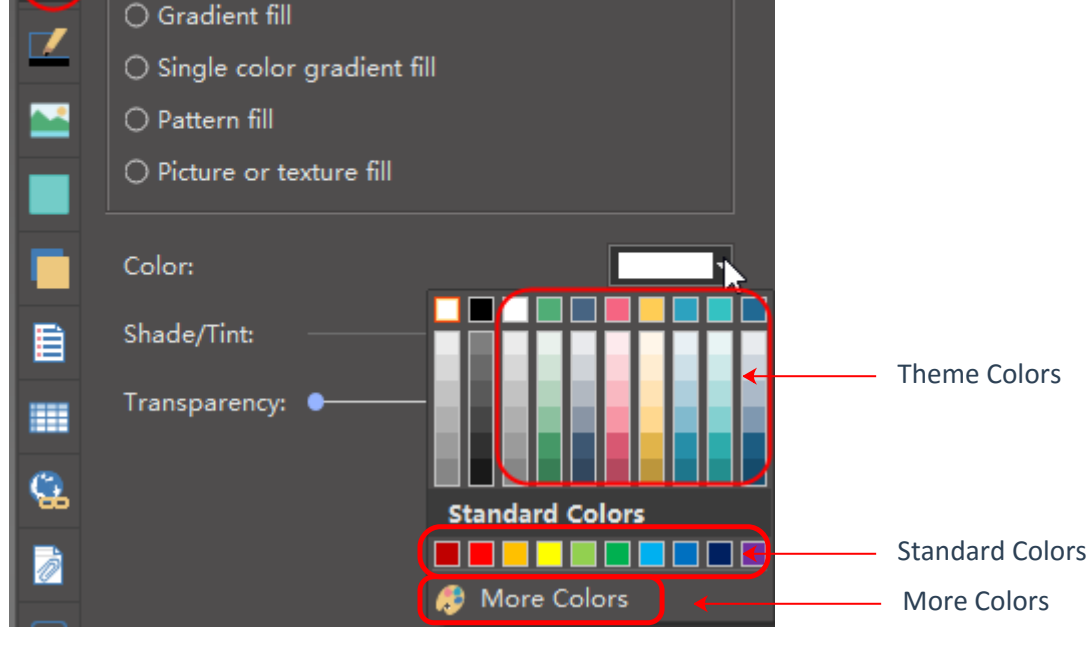


c. Use theme quick colors. [Learn more >>](#)



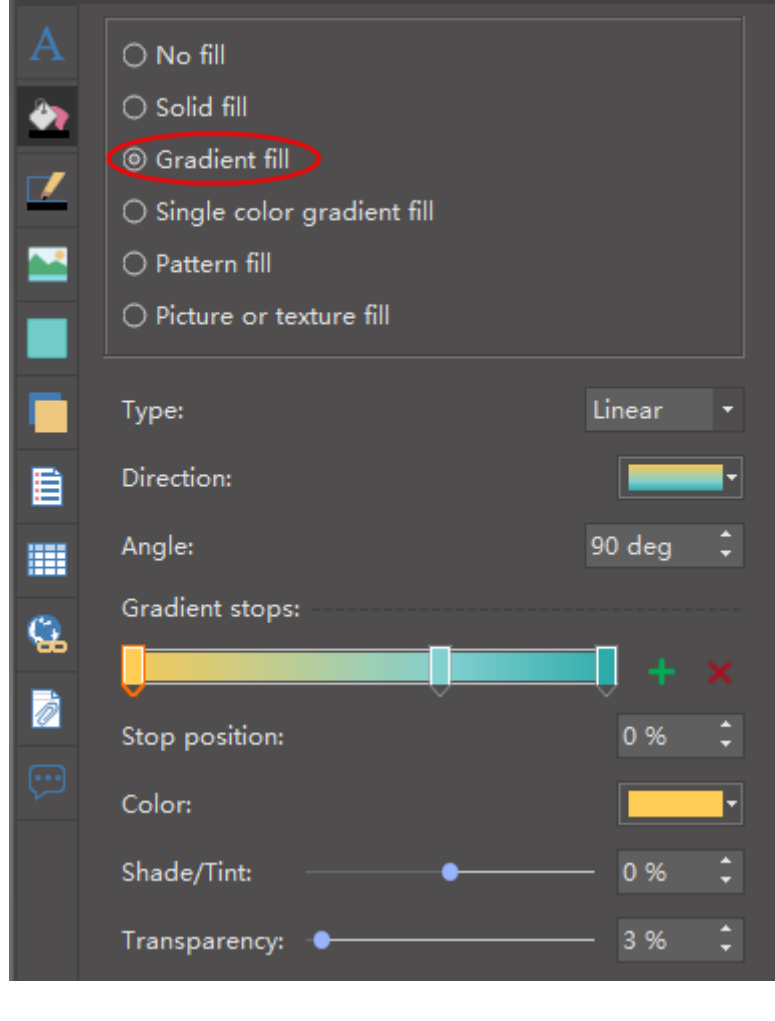
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2. Solid Fill

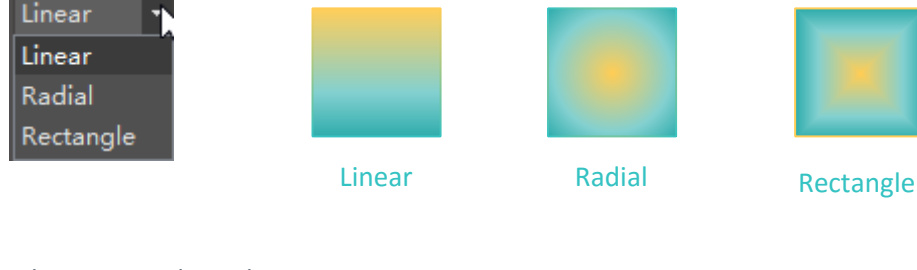


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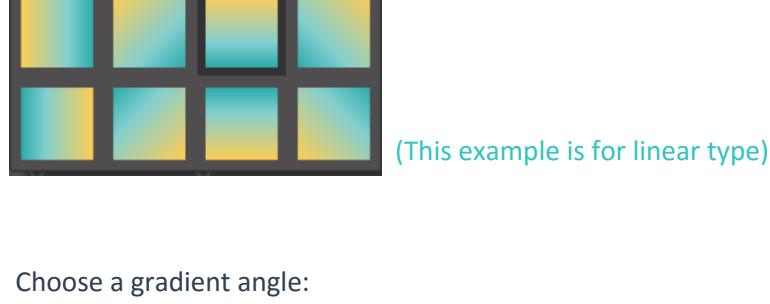
3. Gradient Fill



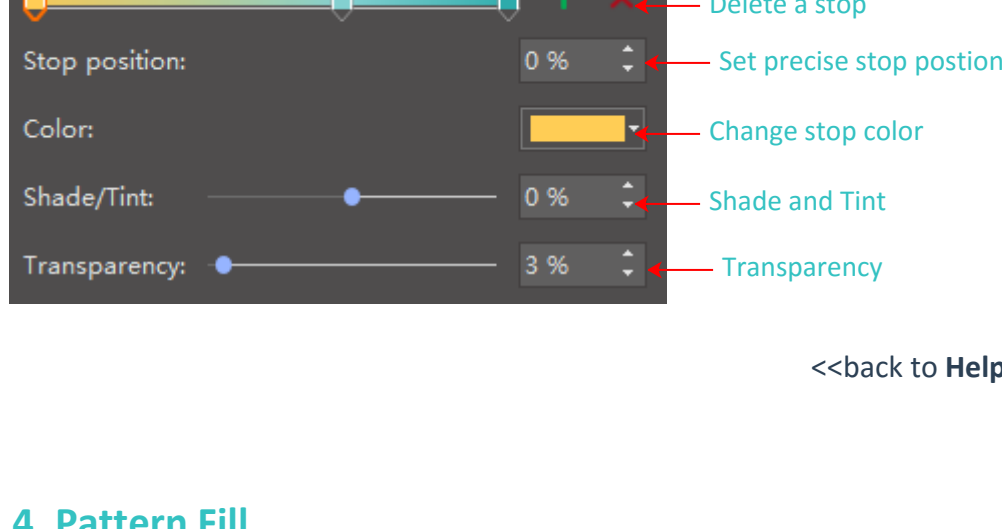
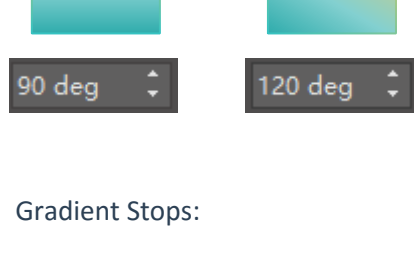
Choose a gradient type:



Choose a gradient direction:



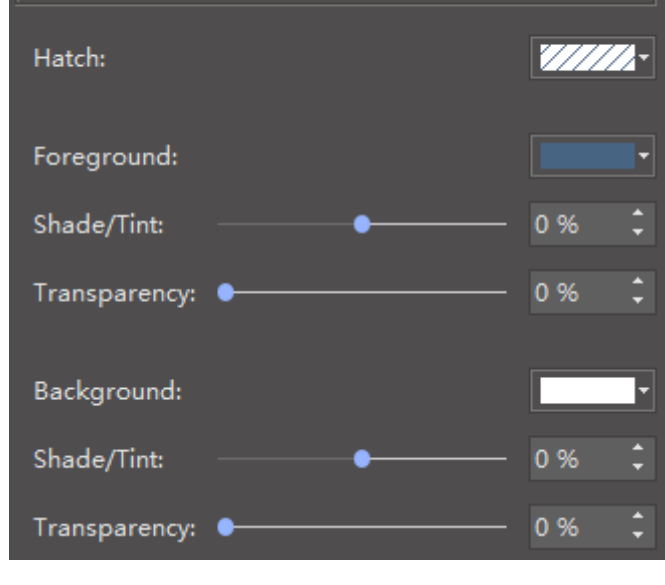
Choose a gradient angle:



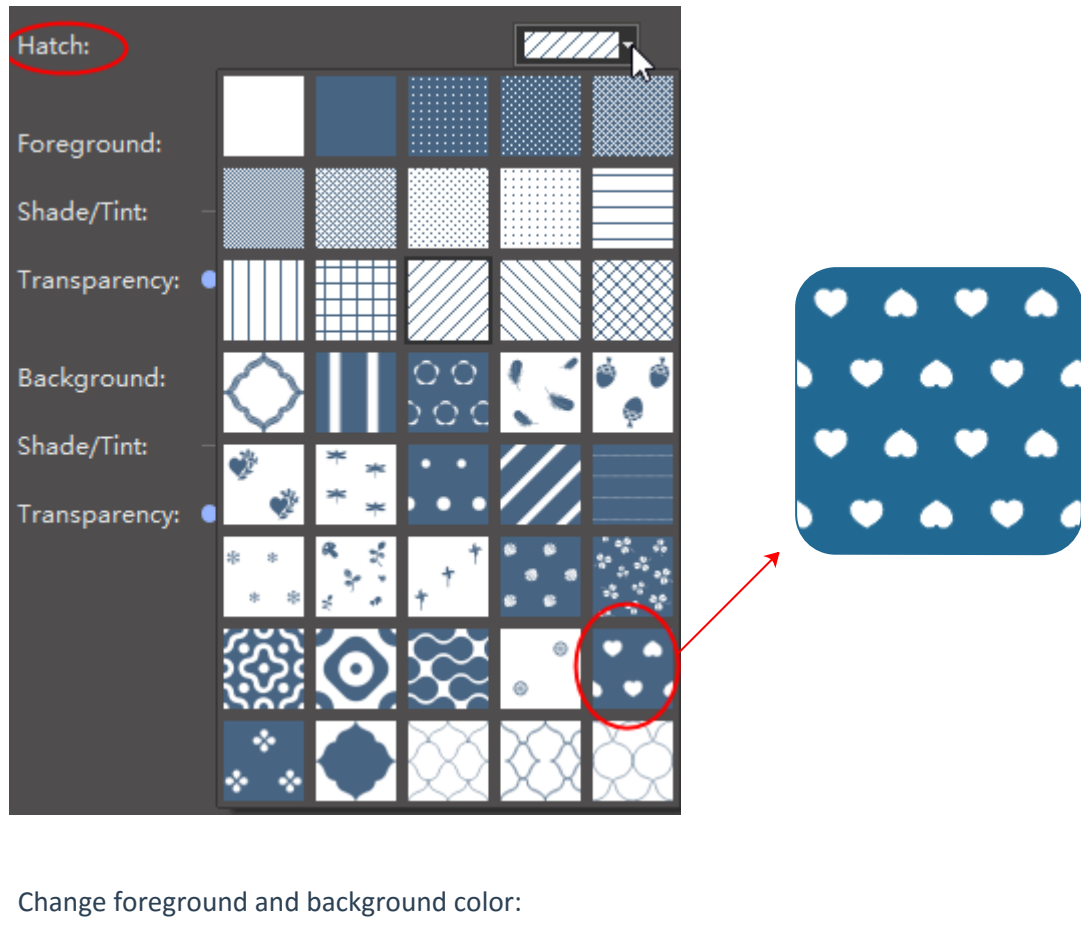
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4. Pattern Fill

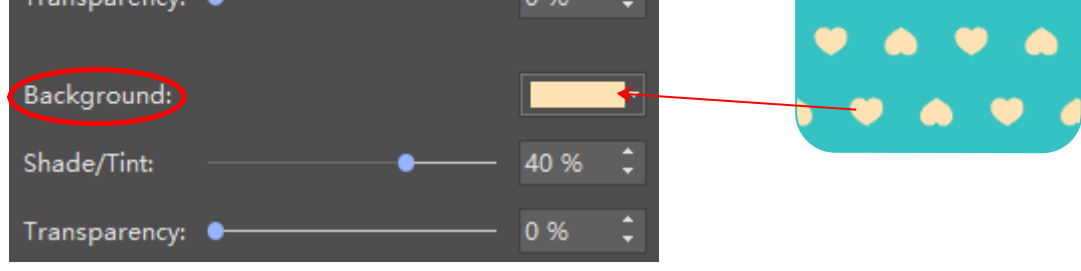
Pattern fill allows you to fill with pre-defined patterns. You can change the pattern foreground and background colors.



Choose a pre-defined hatch type:



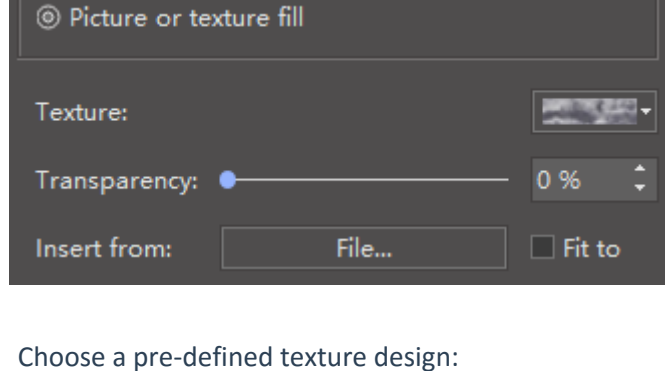
Change foreground and background color:



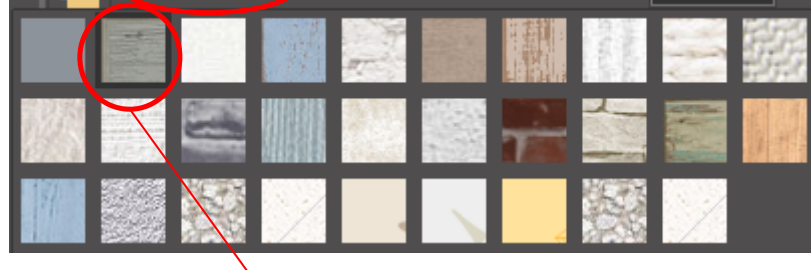
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5. Picture or Texture Fill

Picture or texture fill doesn't allow you to change color.

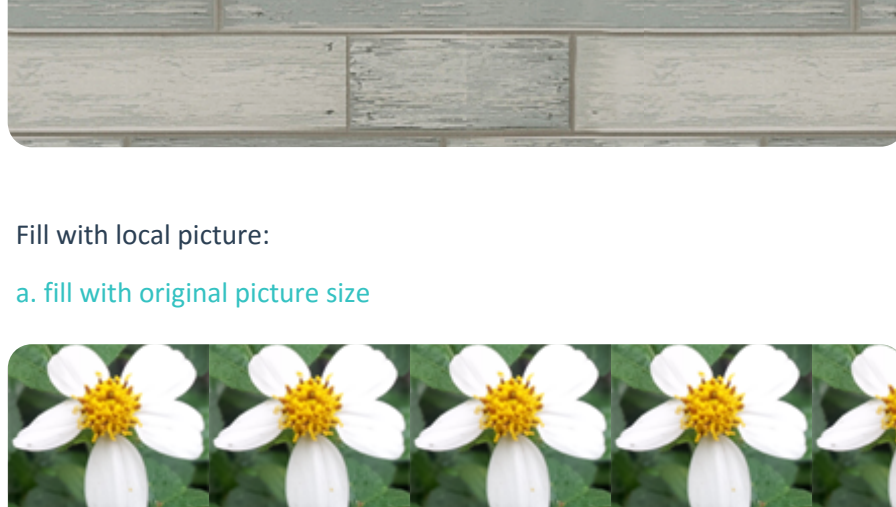


Choose a pre-defined texture design:



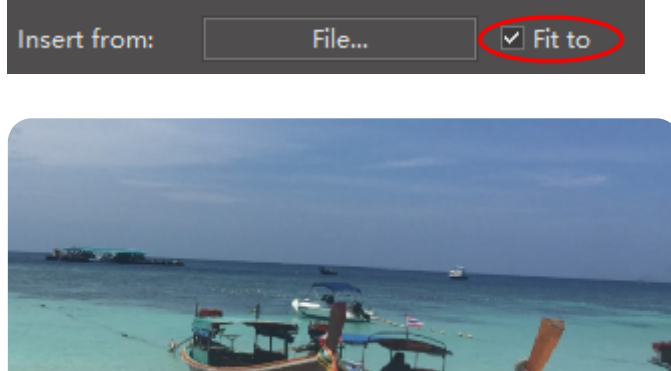
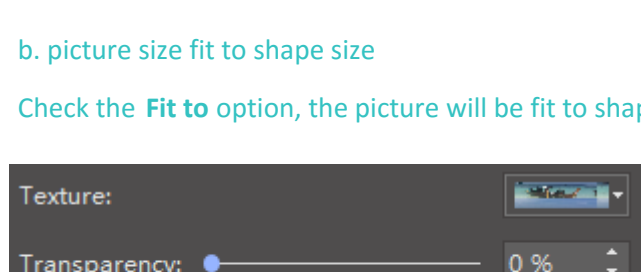
Fill with local picture:

a. fill with original picture size



b. picture size fit to shape size

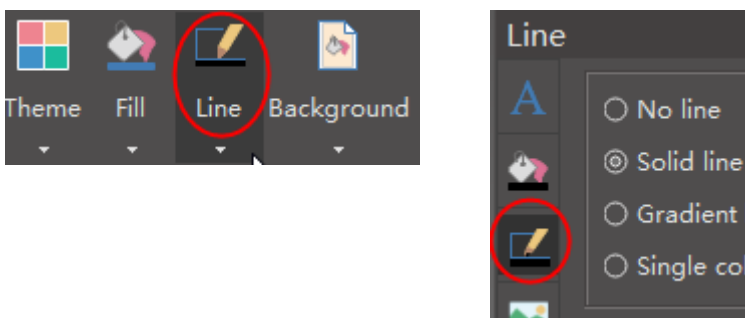
Check the **Fit to** option, the picture will be fit to shape size.



1. How to Change Line Color?

There are 2 ways to change the Line color.

a. Click **Line** button from **Home** menu. Or click **Line** button from the **Right Sidebar**.




b. Use the bottom Quick Color Bar. [Learn more >>](#)

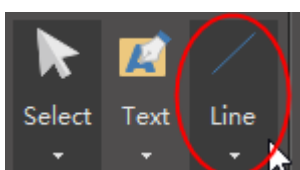


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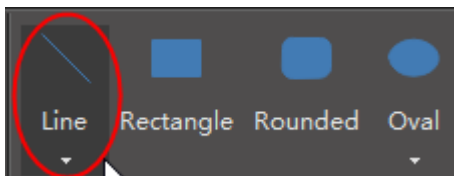
2. How to Draw a Line?

There are 2 ways to draw a Line.

a. From **Home** menu, click the **Line** button. The mouse cursor will change to . Then you can draw lines on the canvas with your mouse.

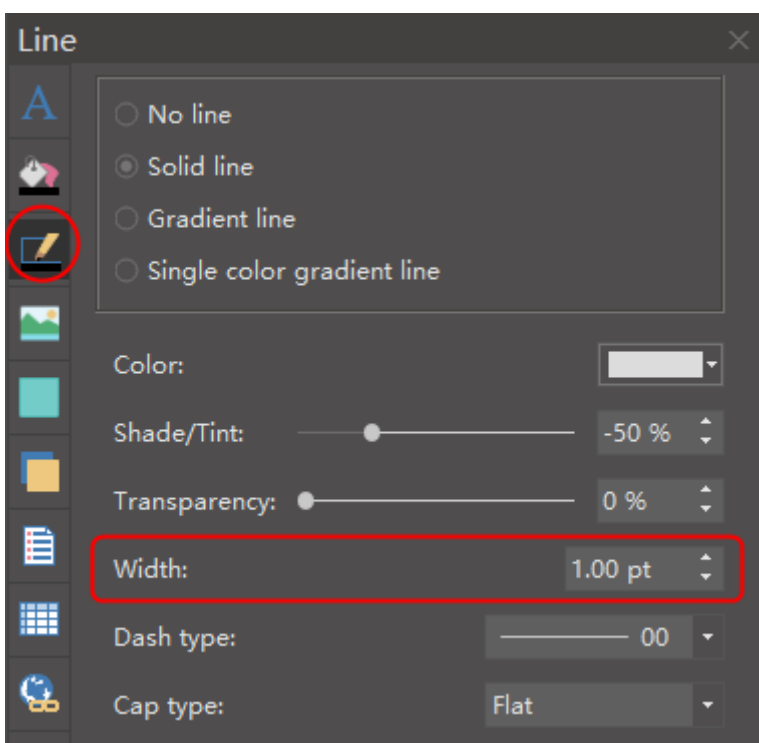


b. Go to **Symbol** menu, click **Line** button to draw a line.



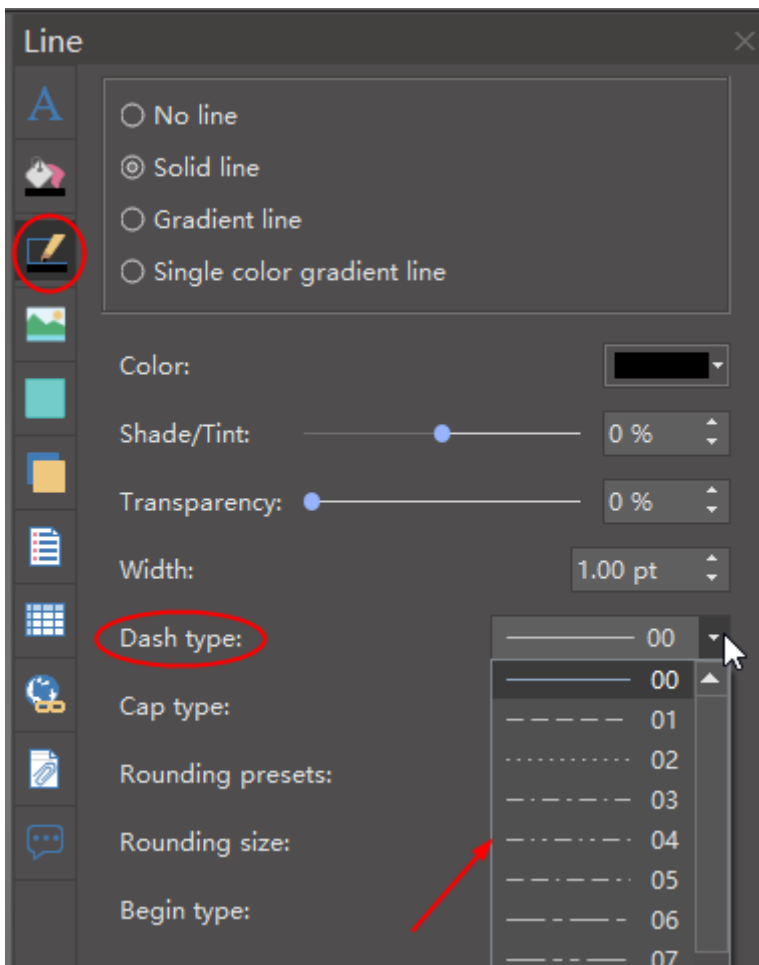
<<back to **Help Index**

3. How to Change Line Width?



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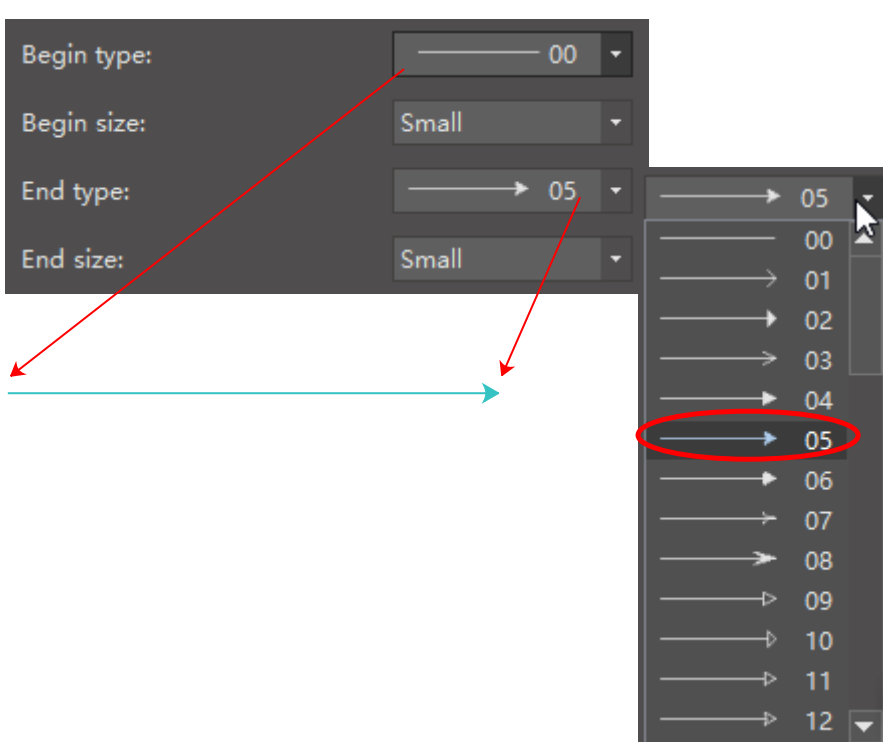
4. How to Change Line Dash Type?



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5. How to Add and Change Line Arrow?

By default, there is no arrow when we draw a line. But we can add arrow on one end or both ends of a line.

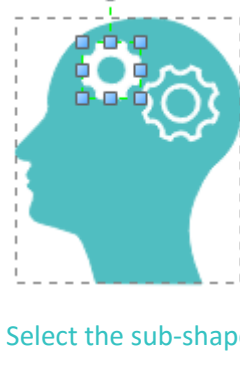


1. How to Select a Sub-shape in a Grouped Shape?

To select a sub-shape in a grouped shape, simply click on that shape one more time. When a sub-shape is selected, the selection box is in Blue color.



Select the whole shape

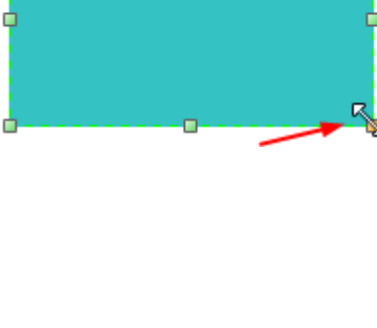


Select the sub-shape

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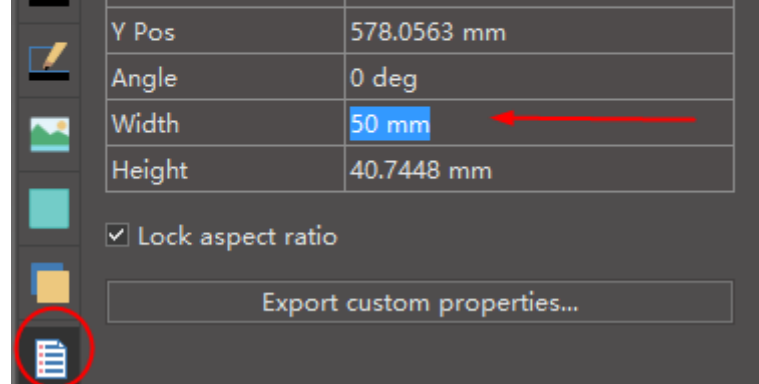
2. How to Resize a Shape?

Drag the green selection handles to resize a shape.

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3. How to Set Precise Shape Size by Entering Dimensions?

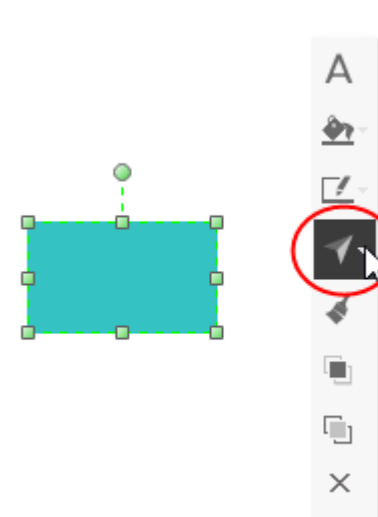
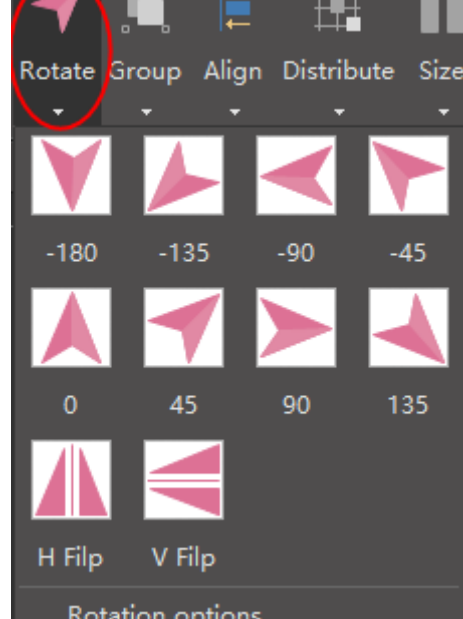
Select a shape and click the **Property** button from the **Right Sidebar**. Enter the precise shape data.

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4. How to Rotate a Shape?

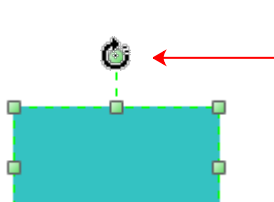
a. choose quick rotate styles by clicking **Rotate** button from **Home menu** or **Floating Context Menu**.

To set a precise rotate angle, click the **Rotation options**, and set on the right sidebar.



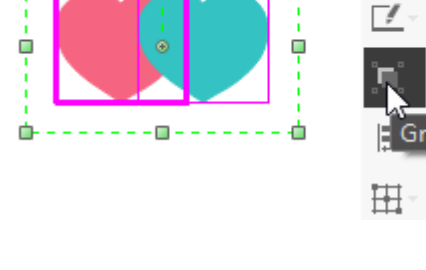
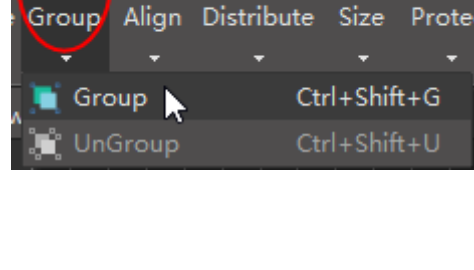
b. use the green rotate handle to rotate manually.

Tips: As you rotating shape, the angle of single dragging depends on the distance of the mouse point and the shape pin, the larger the distance, the smaller the angle.

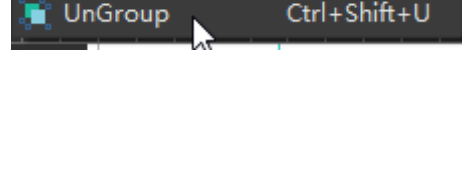
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5. How to Group and Ungroup Shapes?

a. to group shapes, you can select the shapes, then click **Group** button from **Home menu** or **Floating Context Menu**.

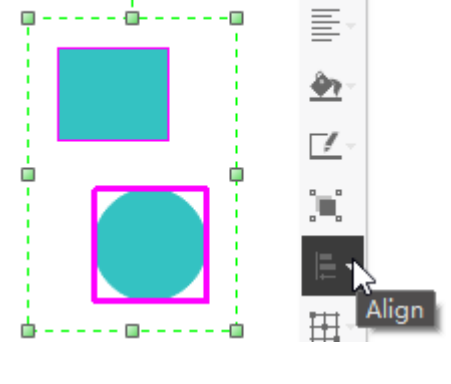
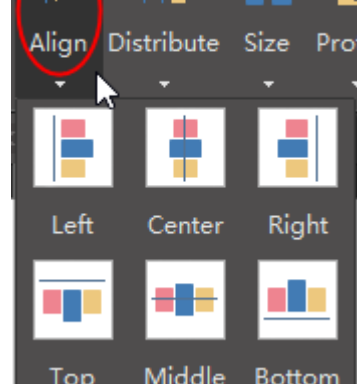


b. to ungroup a shape, you can click **Ungroup** from **Home menu** or **Floating Context Menu**.

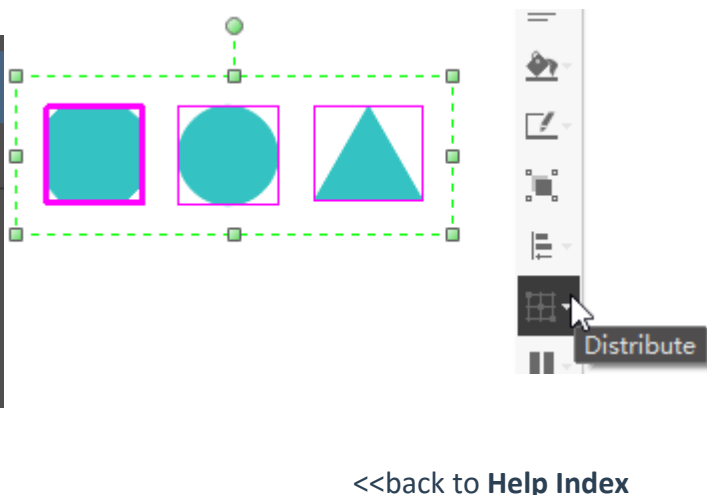
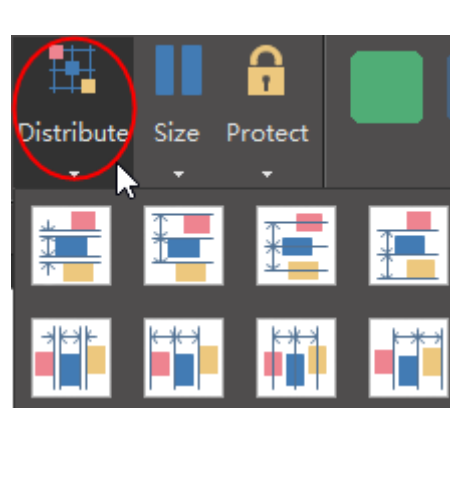
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6. How to Align and Distribute Shapes?

a. to align shapes, you can select the shapes, then click **Align** button from **Home menu** or **Floating Context Menu**.



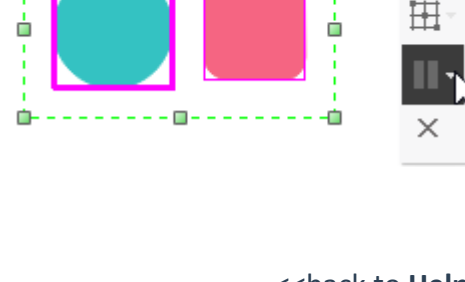
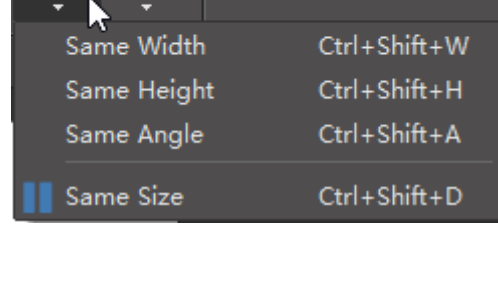
b. to disribute shapes, you can select the shapes, then click **Distribute** button from **Home menu** or **Floating Context Menu**.

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7. How to Set All Shapes at the Same Size?

a. to set shapes at same size, you can select the shapes, then click **Size** button from **Home menu** or **Floating Context Menu**.

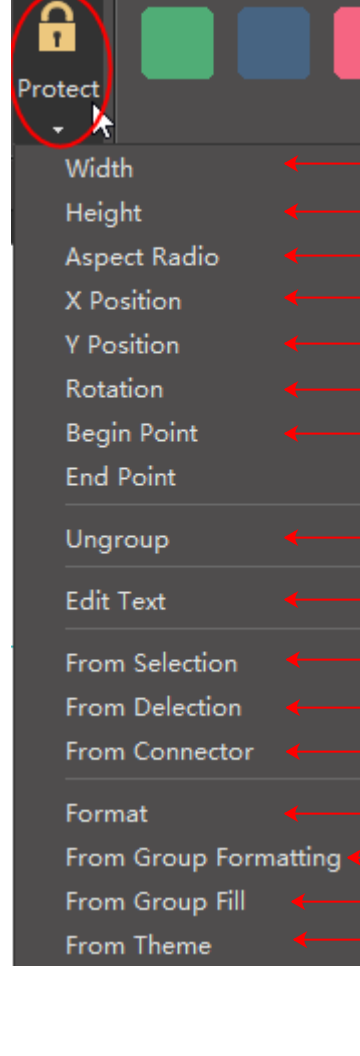
You can set same size, same width, same height, and same angle.

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8. About Shape Protection

Preventing changes to shape attributes (like width or height) and locking shapes from being selected are handy ways to prevent changes to your drawings.

With the **Protect** button, you can:



Prevent change to **Shape Width**.

Prevent change to **Shape Height**.

Prevent change to **Aspect Ratio**.

Prevent change to **X Position**.

Prevent change to **Y Position**.

Prevent change to **Shape Rotation**.

Prevent change to aspect ratio.

Prevent shape from **Ungroup**.

Prevent from **Editing Text**.

Prevent from **Selection**.

Prevent from **Connecting**.

Prevent from **Changing Format**.

Prevent from **Group Formatting**.

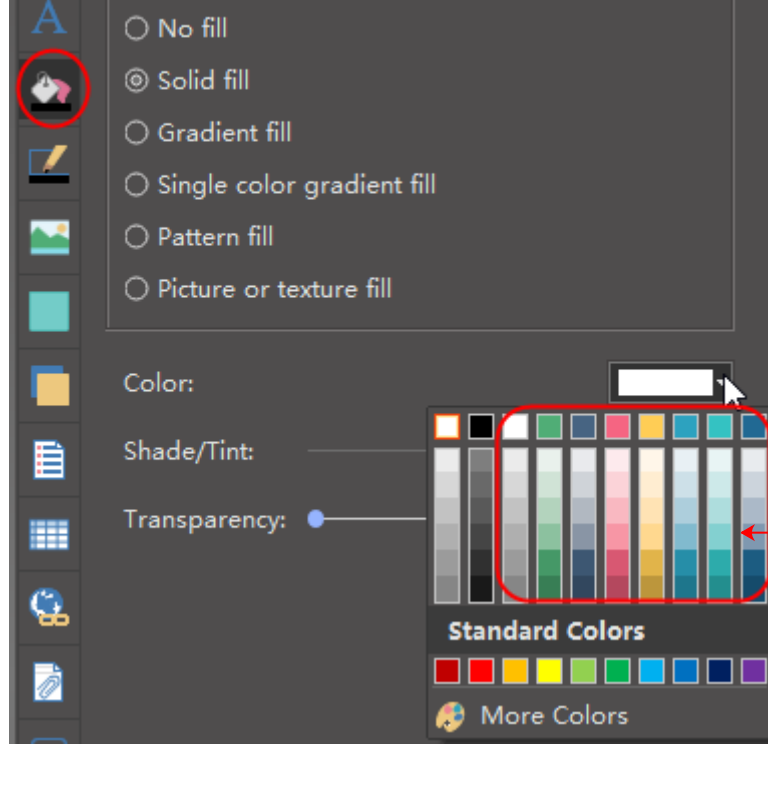
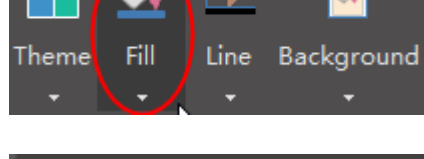
Prevent from **Group Fill**.

Prevent from **Theme**.

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1. How to Add or Change Fill Color?

Click **Fill** button from **Home** menu. Or click **Fill** button from the **Right Sidebar**.

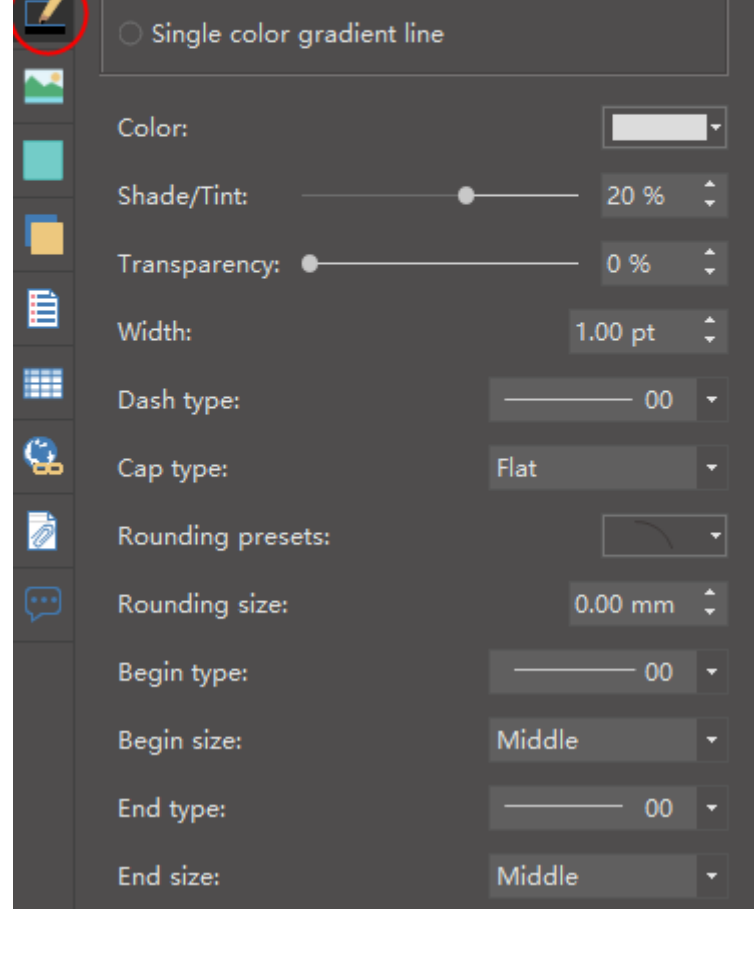
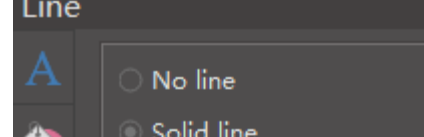


Theme Colors

[Learn more Fill Options >>](#)

2. How to Format Lines?

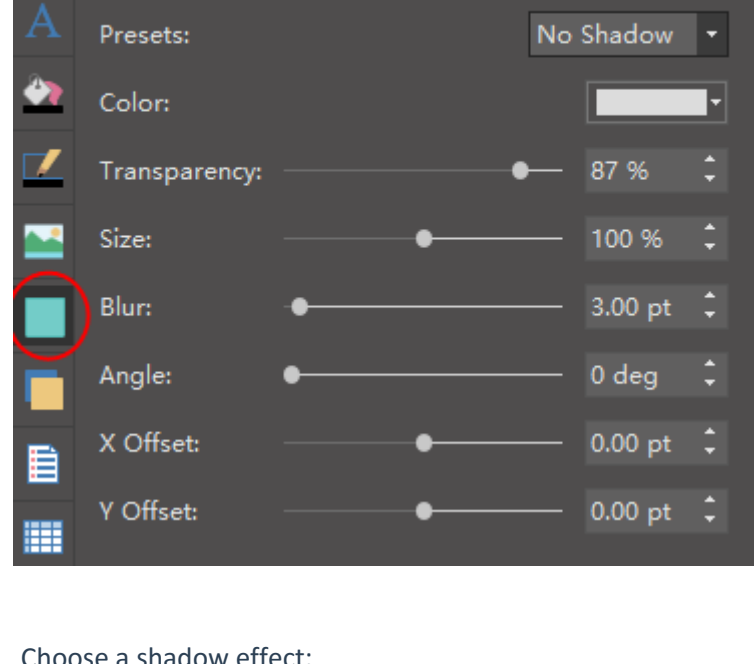
Click **Line** button from **Home** menu. Or click **Line** button from the **Right Sidebar**.



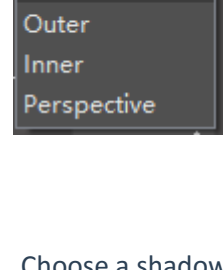
[Learn more Line Options >>](#)

3. How to Format Shape Shadow?

Click the **Shadow** button on the **Right Sidebar** to change shadow.



Choose a shadow effect:



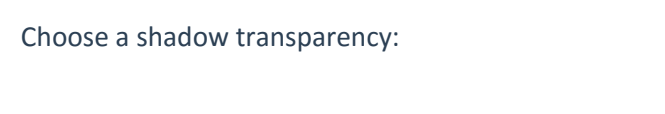
No Shadow

Outer

Inner

Perspective

Choose a shadow color:



Choose a shadow transparency:



Set shadow size:



Set shadow blurriness:



Change shadow angle (available for perspective shadow only):



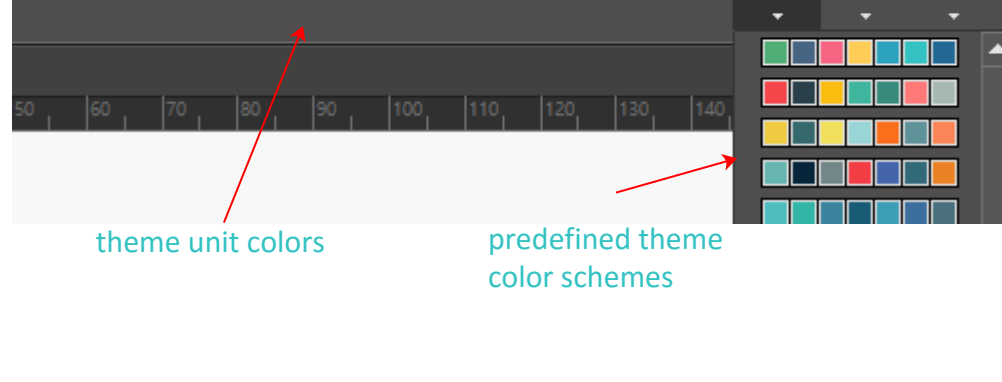
Set X Offset and Y Offset (the position of shadow):



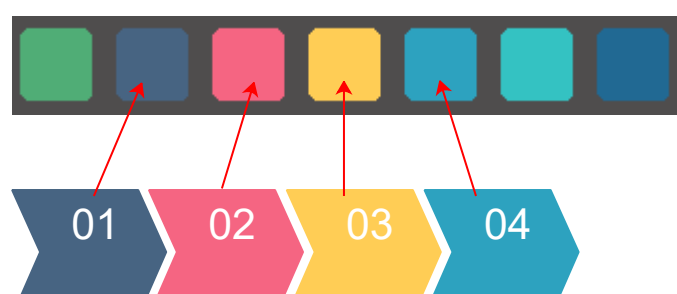
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4. How to Use Theme?

Theme contains theme color schemes and unit theme colors. When you change a theme color scheme, the unit colors will change accordingly. You can apply unit theme colors directly on a shape.



Apply unit theme colors to each shape:



Change a new color scheme:



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5. How to Use Format Painter?

To copy style from one shape to another, you can use the format painter .

Select a shape, then use the **Format Painter** button from **Home** menu or **Floating Menu**.

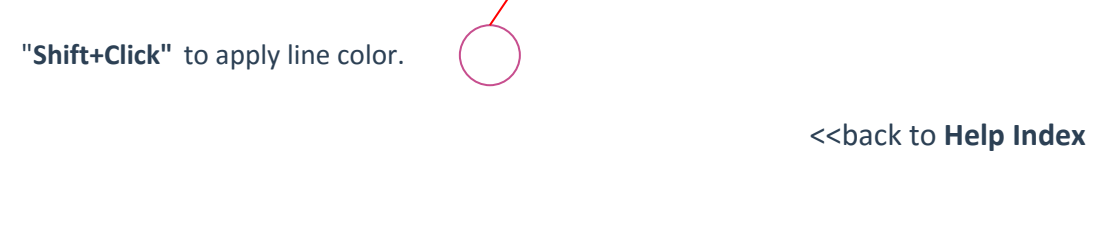


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6. How to Use Quick Color Bar?

Quick color bar locates on the bottom.

Colors from the quick color bar won't change with theme.




"Click" to apply fill color.

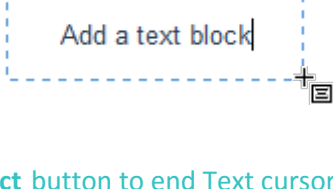
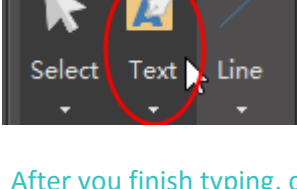
"Shift+Click" to apply line color.

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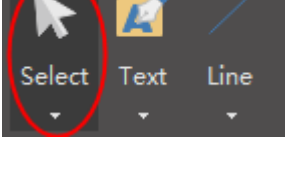
1. How to Add a Text Block?

You can add a text block anywhere on the canvas.

From **Home** menu, click the **Text** button. The mouse cursor will change to . Then you can draw text blocks on the canvas with your mouse and type in text directly.



After you finish typing, click **Select** button to end Text cursor, then you can move the text block to the place you want.



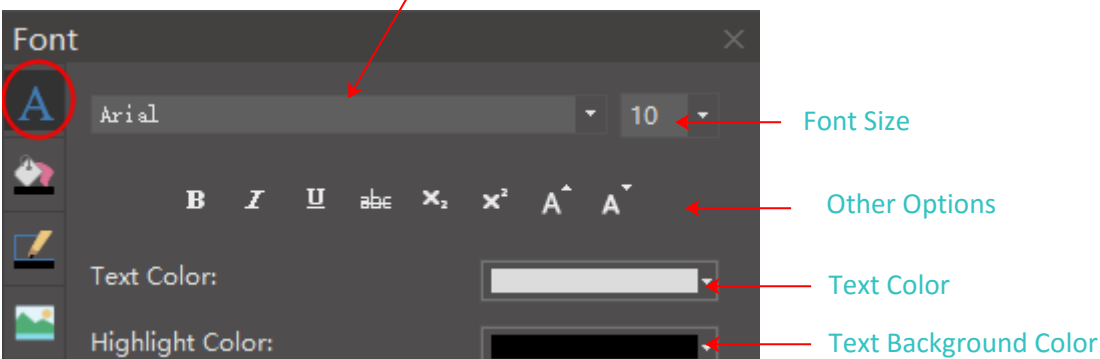
Move text block

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2. How to Change Font Size, Color and Style?

You can set font options either from the **Right Sidebar** or from the **Floating Context Menu**.

The Right Sidebar locates on the right side of the canvas.



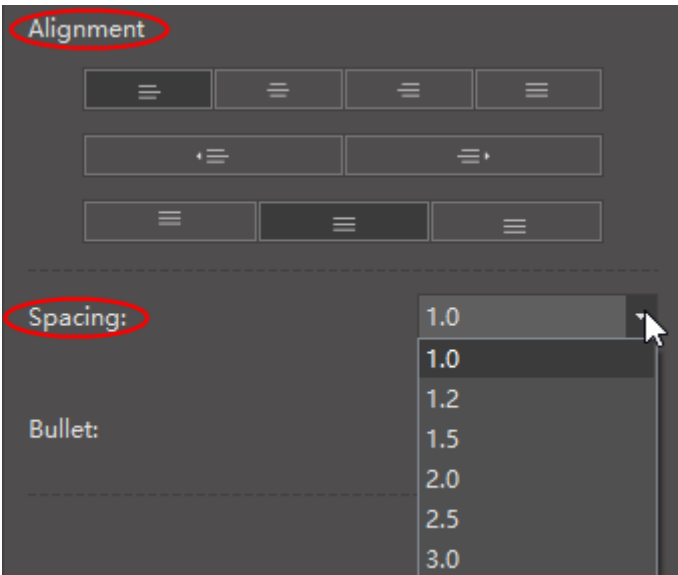
When you select a text block, the floating context menu will show up. It has the most frequently used tools.



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3. How to Change Text Alignment and Spacing?

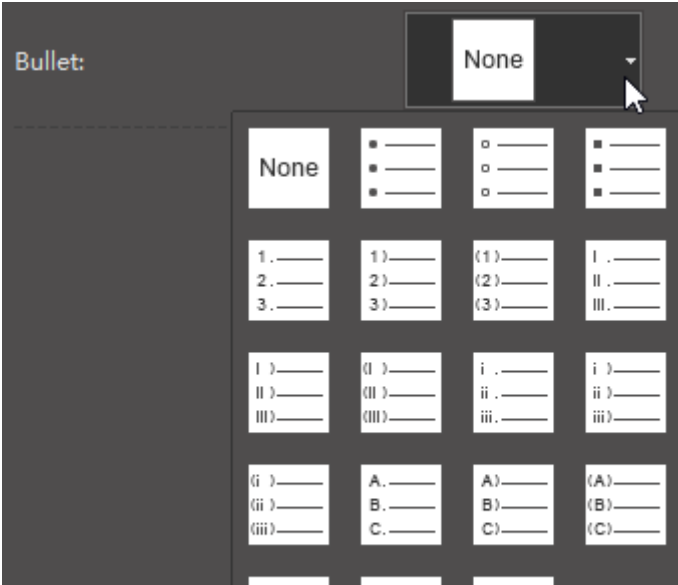
You can change text alignment and spacing from the **Font** menu on the **Right Sidebar**.



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4. How to Add Bullet to Text?

You can add bullet to text from the **Font** menu on the **Right Sidebar**.



Sample Text
Sample Text
Sample Text
Sample Text

Sample Text
Sample Text
Sample Text
Sample Text

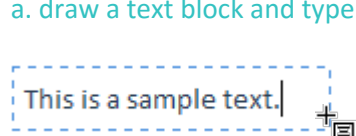
Sample Text
Sample Text
Sample Text
Sample Text

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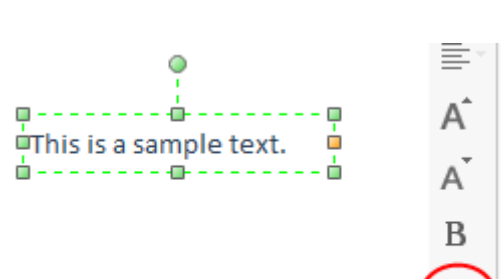
5. How to Add Curved Text?

To add a curved text, follow these steps:

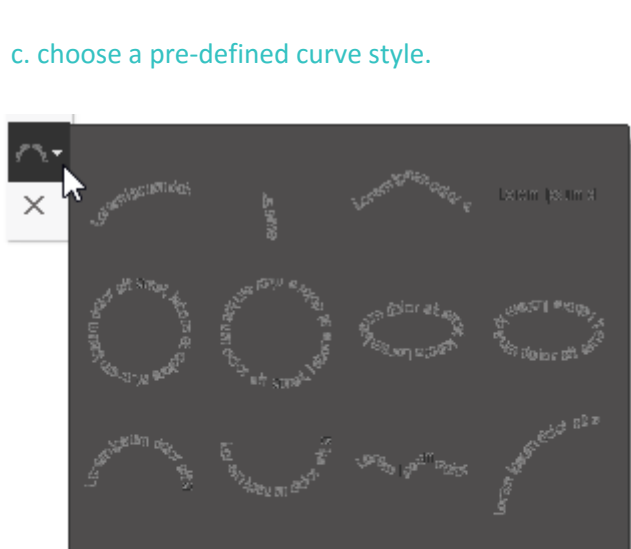
a. draw a text block and type in your text.



b. click the curved text button from the floating menu.



c. choose a pre-defined curve style.



d. move the yellow control handles to adjust the curve.



e. click the mouse on any blank space of the canvas, the curve indication line will disappear.

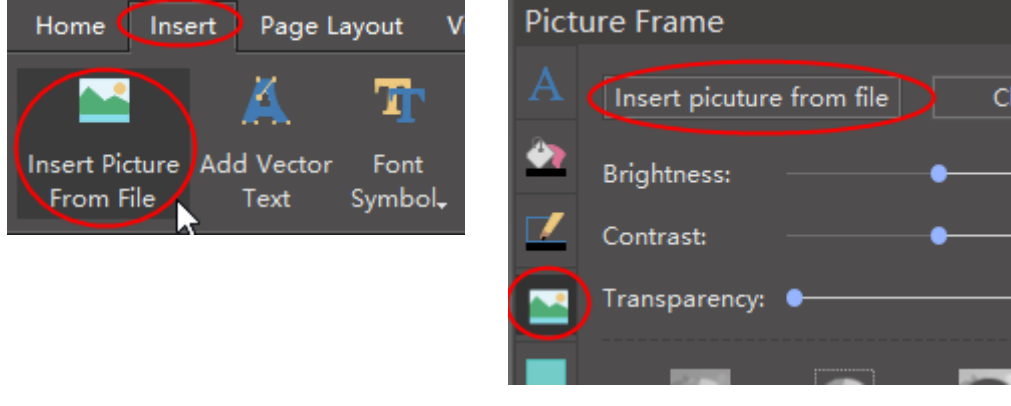


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1. How to Insert a Picture?

There are 2 ways to insert a picture.

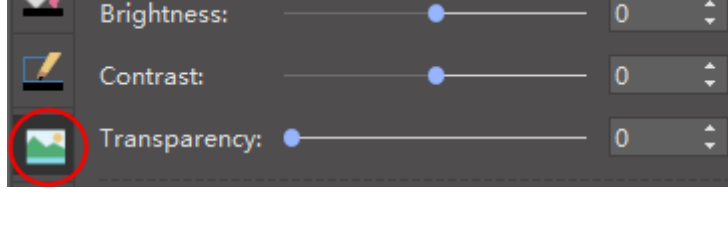
a. Click **Picture** button from **Insert** menu. Or click **Picture** button from the **Right Sidebar**.



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2. How to Set Picture Brightness, Contrast and Transparency?

From the Picture menu on the Right Sidebar, you can set picture brightness, contrast and transparency.

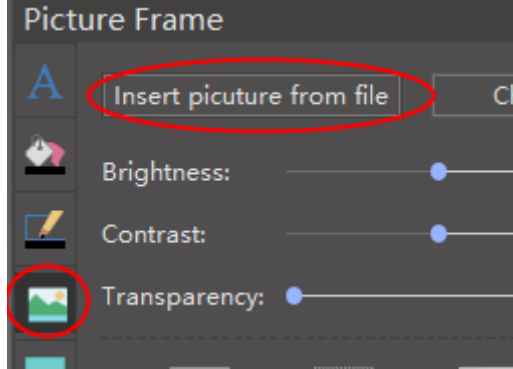


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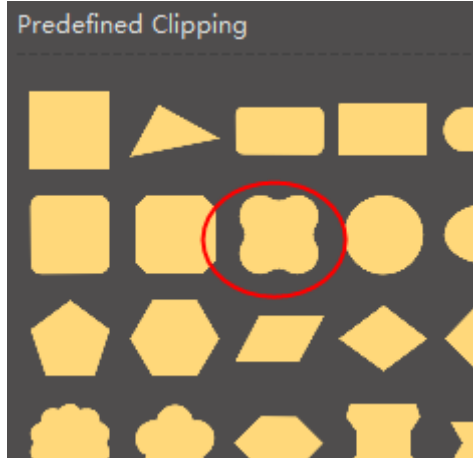
3. How to Clip Picture with Pre-defined Shapes?

You can clip a picture to a certain shape from the clipping shape library with 1 click.

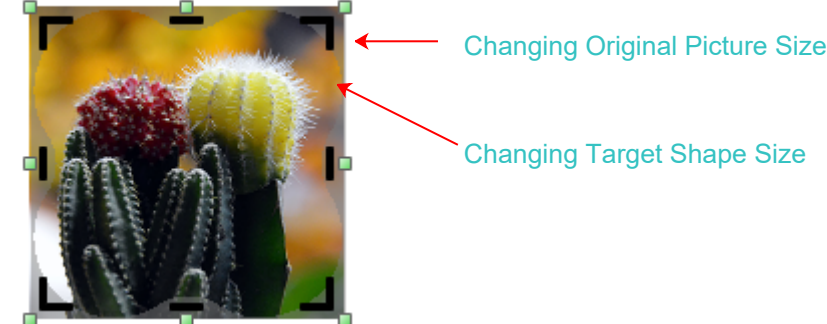
a. insert a picture.



b. select the picture, and choose a pre-defined shape from the Predefined Clipping shape library.



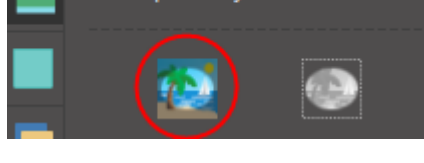
c. you can see 2 selection frames. The green frame is for resizing the original picture, and the black frame is for resizing the target shape.



d. click on the outside blank space, and the clipping is done.



e. if you want to go back to the previous level and change other shapes, simply click the **edit clip** button.



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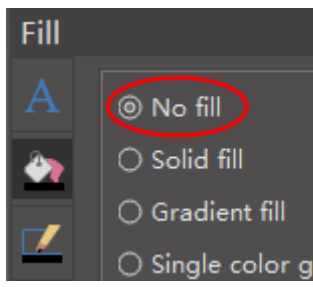
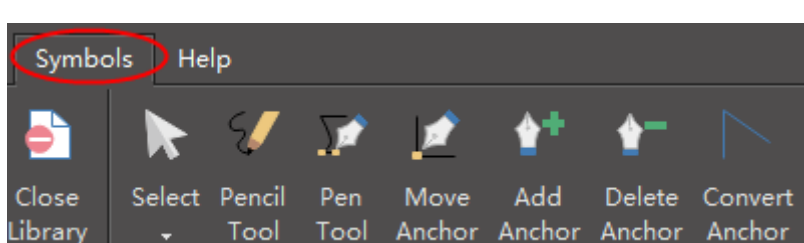
4. How to Clip Picture with a Custom Shape?

You can clip a picture to any shape you want.

a. insert a picture.

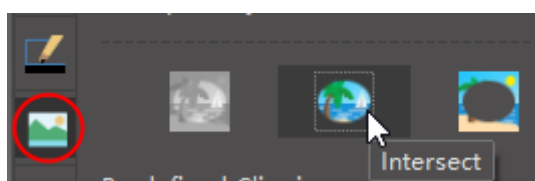


b. draw a custom shape with **Pen** tool.



Set with **No fill** to better adjust the drawing.

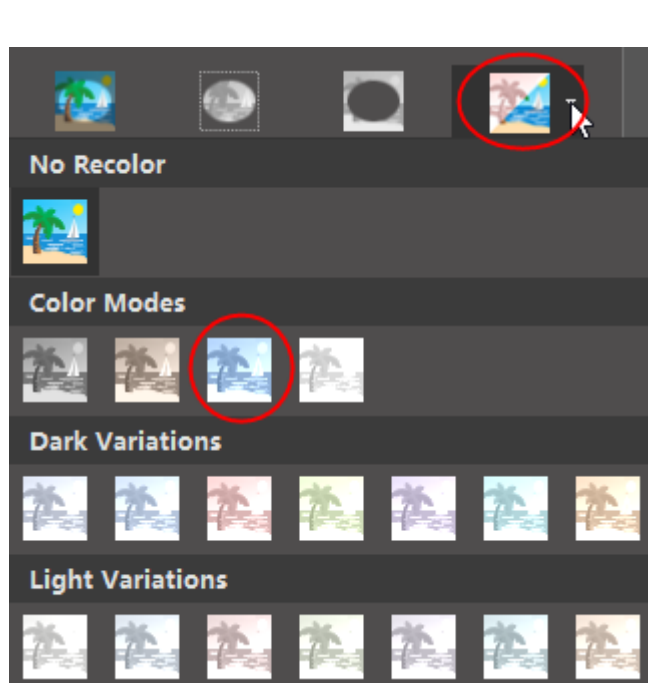
c. after finish drawing, select the objects, and click the **intersect** or **subtract** button to clip the picture.



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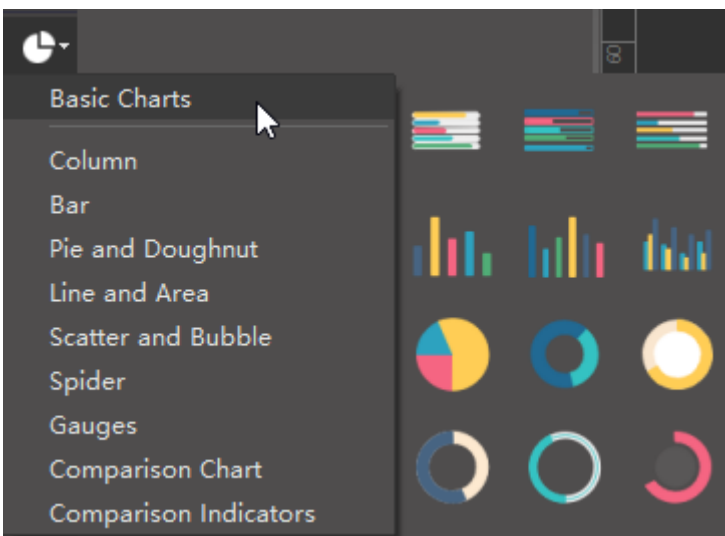
5. How to Change Picture Effect with Pre-defined Filters?

You can change picture effect with pre-defined filters.



1. How to Add a Chart?

You can open Chart library to add charts.



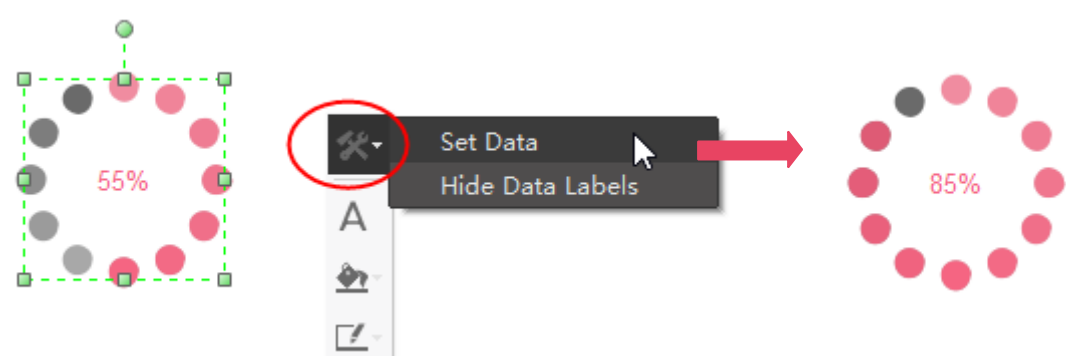
2. How to Change Chart Data?

You can set Chart data by dragging the yellow control handle, or click the floating button.

a. drag the yellow handles



b. set through floating button



c. change data directly from the table

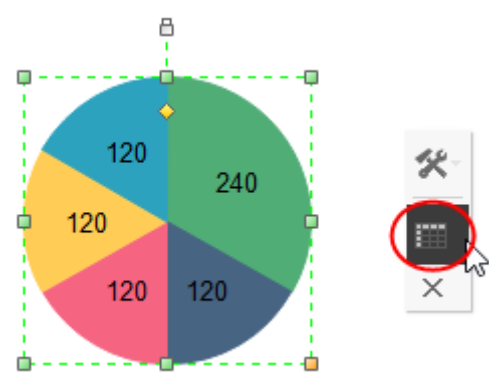
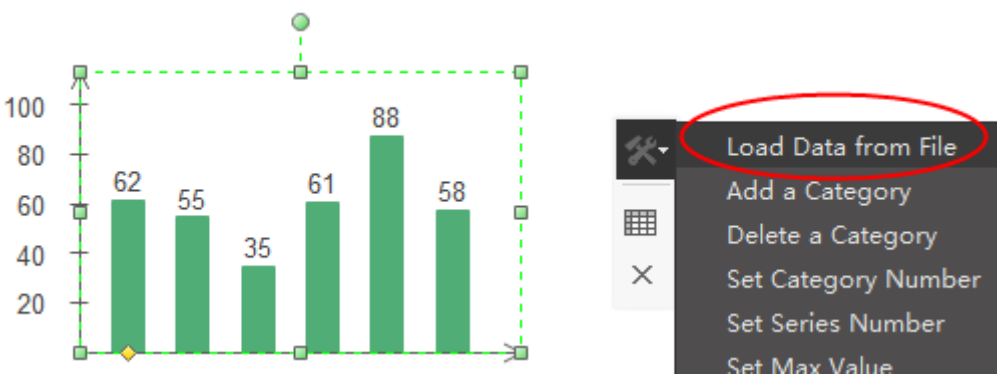


Chart				
	A	B	C	D
1	Categories	Category 1	Category 2	Category 3
2	Series	240	120	120
3				
4				
5				
6				
7				

Load Export

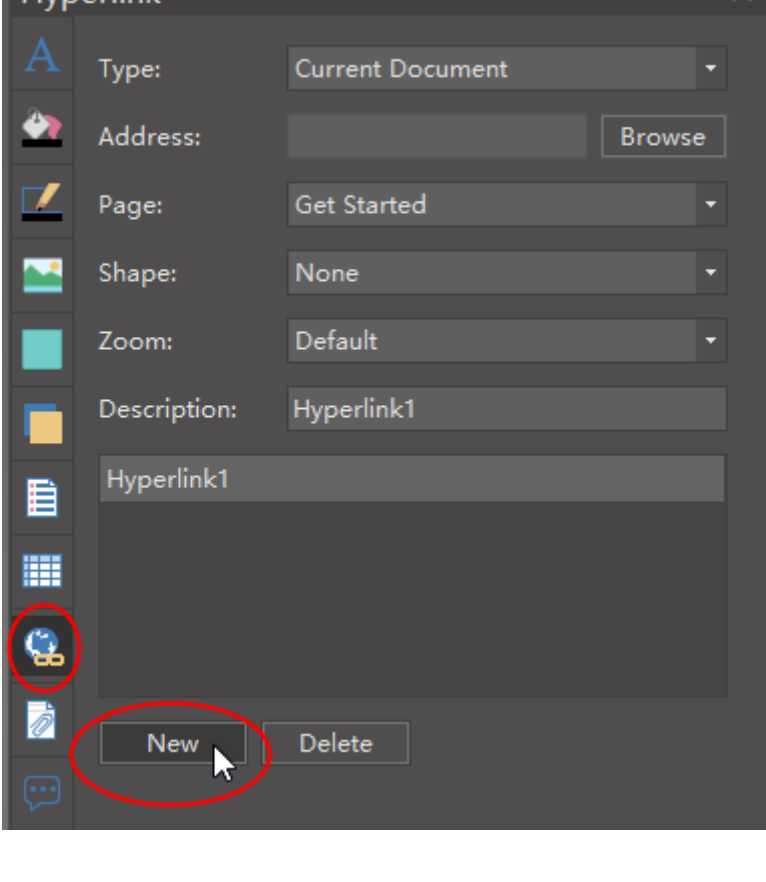
d. change data by importing a data file



1. How to Add a Hyperlink?

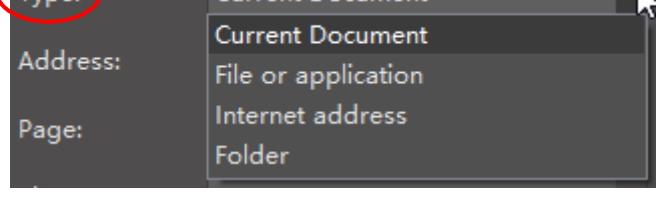
You can link Internet Address, Edraw Document, File or Folder to a shape.

a. select the object which you want to add hyperlink to. Go to the **Right Sidebar**, click **Hyperlink** button, and click **New**.

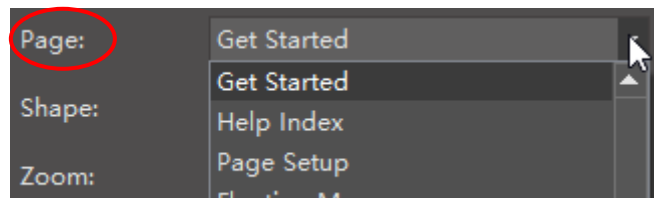


1. Link to Current Document

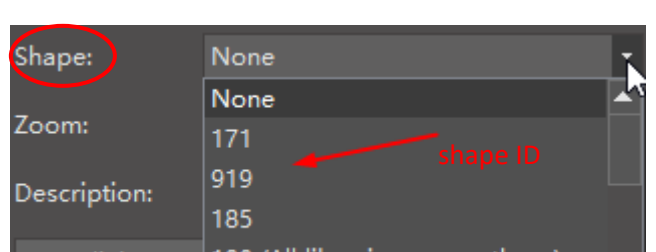
a. From the Type box, choose "Current Document".



b. To link to a specific page, select the page name in the Page box.

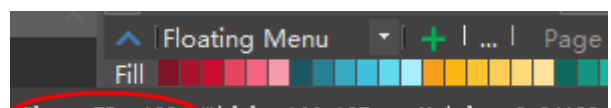


c. To link to a specific shape, first select the page name on which the shape appears in the Page box, and then choose the ID of the shape in the Shape box.

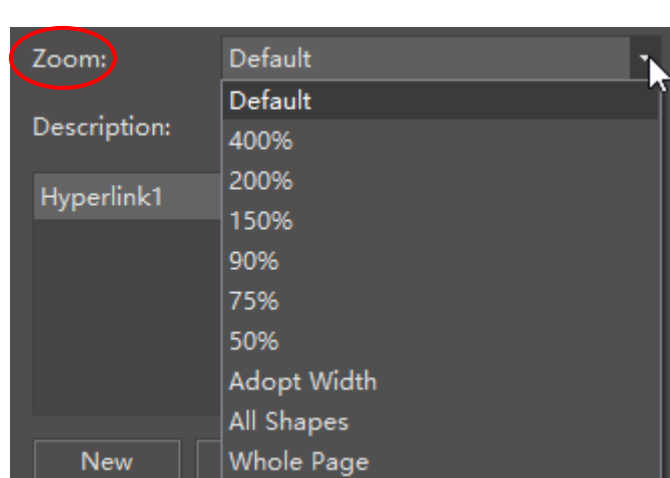


Where to find the shape ID?

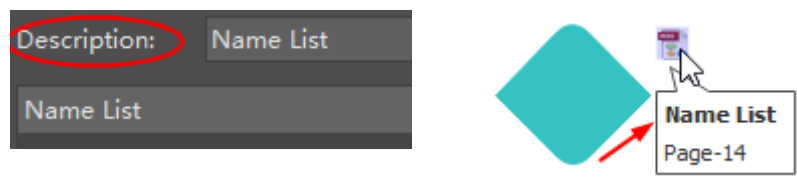
Select the shape, you can see the shape ID at the bottom of the canvas beneath the quick color bar.



d. To specify a zoom level, type a percentage in the Zoom box, or click the arrow to select a zoom level.



e. In the Description box, type a name for the link. This text will appear when you point the cursor over the hyperlink navigation shape.

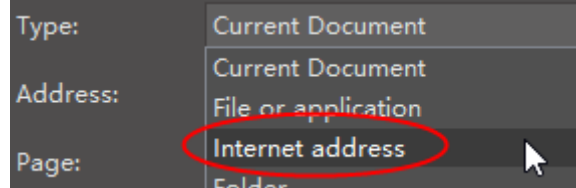


f. To delete a hyperlink, click the delete button.



2. Link to Internet Address

a. From the Type box, choose the "Internet Address".

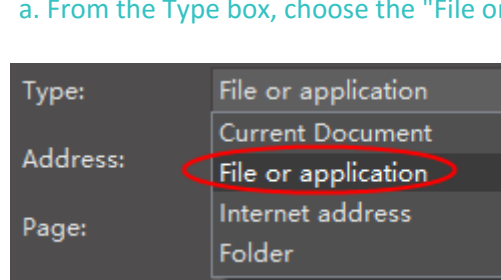


b. Copy and paste the internet address in the Address box.



3. Link to File or Application

a. From the Type box, choose the "File or Application".



b. Click the Browse button to open the file or application you want to link.

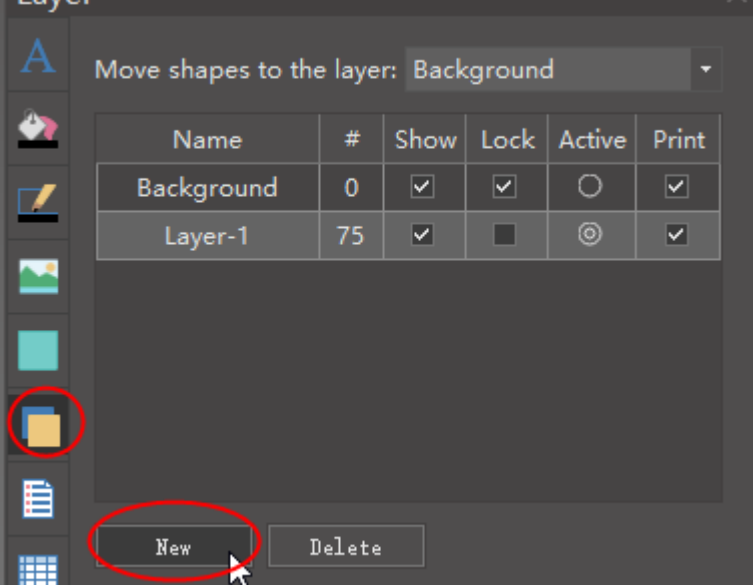


2. How to Use Layers

Layer function allows you to manage objects separately by layers.

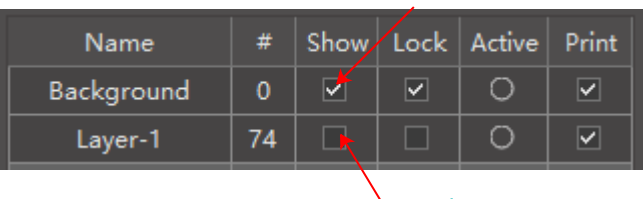
a. Add a layer.

By default, there are two layers - background layer and Layer-1. You can add more layers by clicking the **New** button.



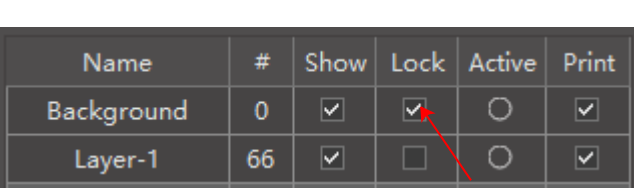
b. Show/Hide a layer.

To show objects of a layer, check the **Show** box. To hide objects of a layer, uncheck the Show box.



c. Lock/Unlock a layer.

Check the **Lock** box, all objects in the layer will be locked. You cannot select, change or move the objects.



d. Print a layer.

Check the **Print** box, all objects in the layer will be printed when you print the file. On the contrary, if you uncheck this box, the layer will not be printed.

