

# Edraw Infographic V9.3

## User Manual



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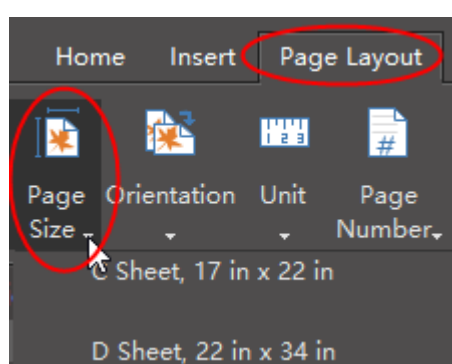
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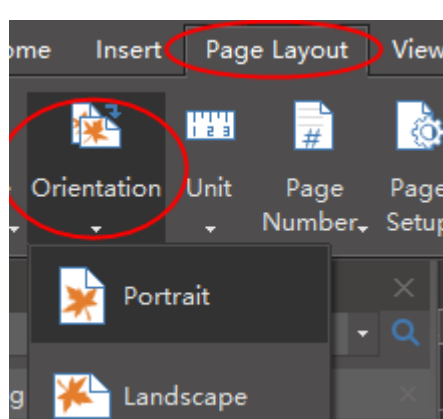
## 1. How to Choose Page Size and Orientation?

You can choose a page size from the predefined page size list and change page orientation from portrait to landscape.

- a. Choose page size in the drop-down list



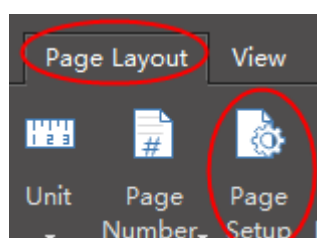
- b. Change page orientation

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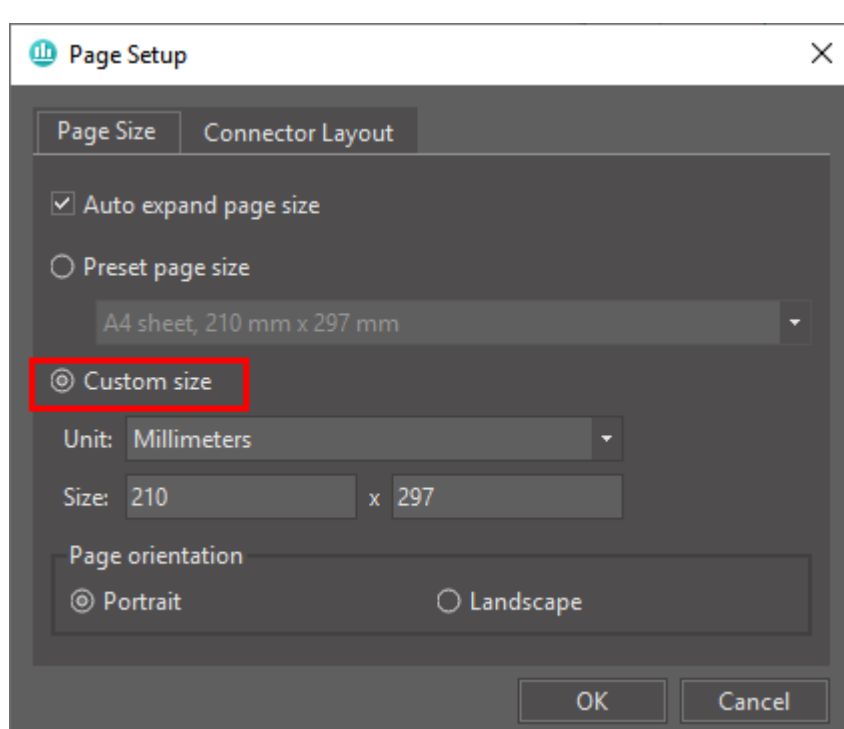
## 2. How to Set a Custom Page Size?

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

- a. Go to **Page Layout** tab and click **Page Setup** button.

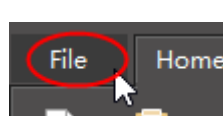


- b. In **Page Setup** window, select **Custom size** option, choose unit and type size numbers.

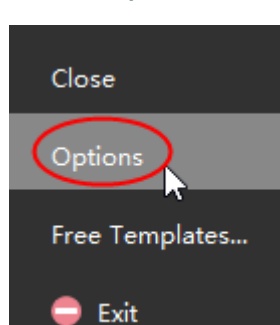
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## 3. How to Set Page Margin?

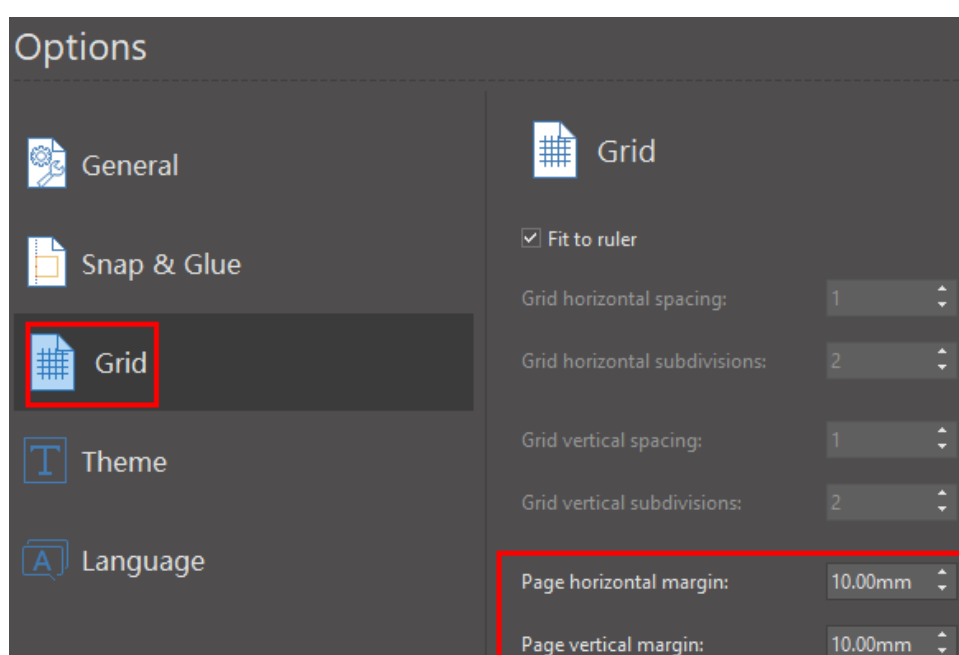
- a. Go to **File** tab



- b. Click **Options** button



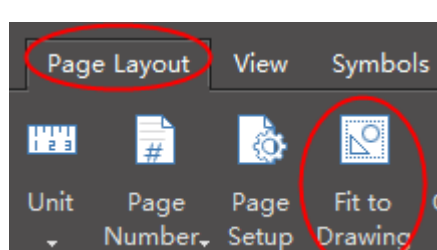
- c. Choose **Grid** to set page margin

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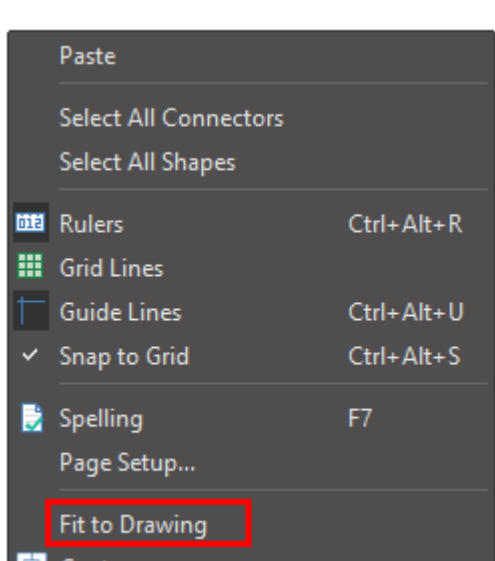
## 4. How to Fit Page Size to Drawing?

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

- a. Click **Fit to Drawing** on **Page Layout** tab.



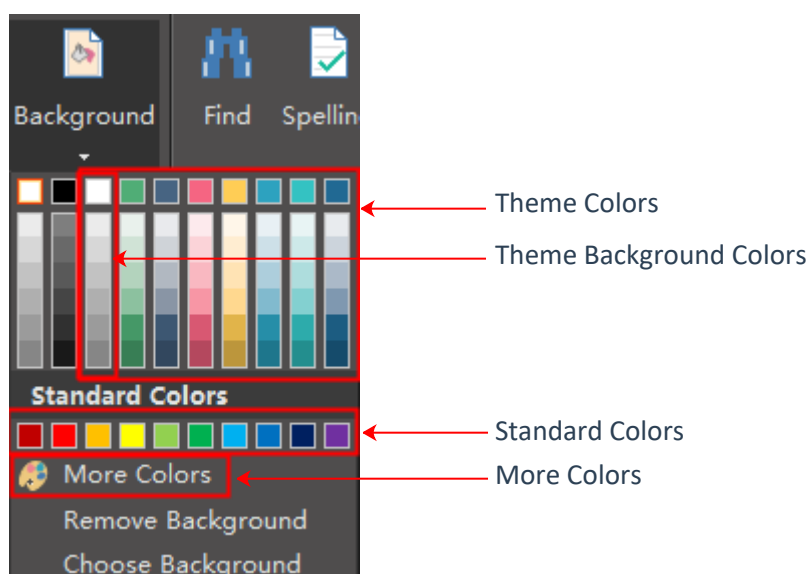
- b. Right-click on the blank area of the drawing page and choose **Fit to drawing**.

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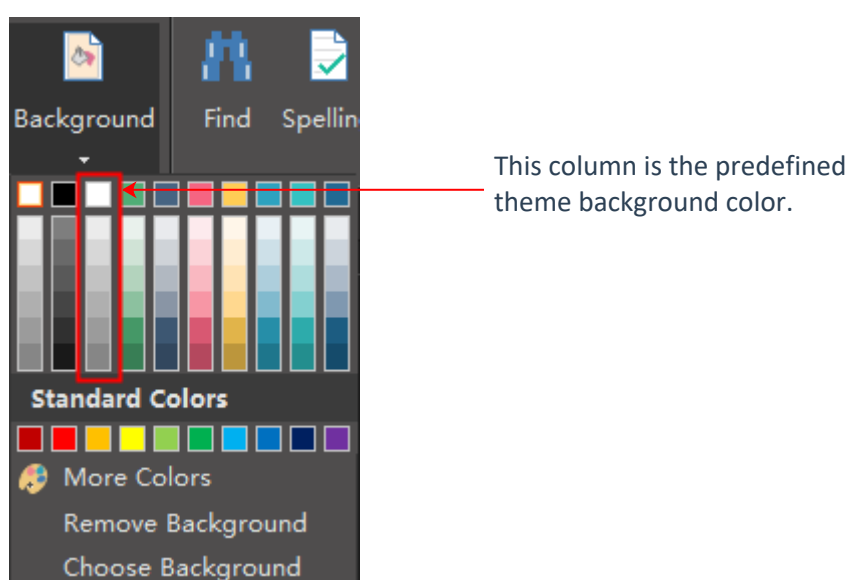
## 1. How to Change Background Color?

Click **Background** button on **Home** tab. You can choose the desired colors in the drop-down menu.

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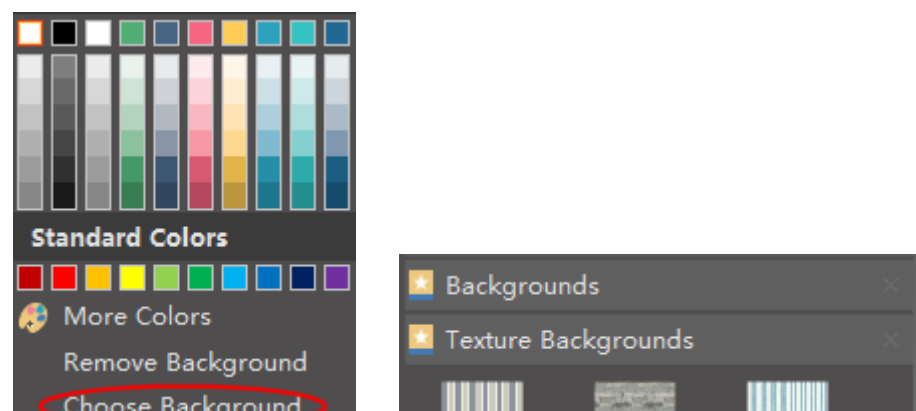
## 2. How to Use Theme Background Color?

Every theme has a theme background color. When you change a new theme, the background color will change accordingly.

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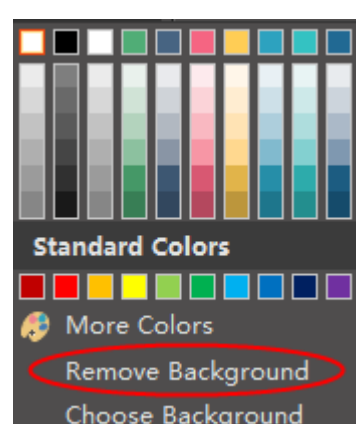
## 3. How to Choose Pre-defined Background?

You can use pre-defined background designs. Click **Choose Background**, and two background libraries will show up on the left, which are titled **Backgrounds** and **Texture Backgrounds**.

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## 4. How to Remove Background?

Click **Remove Background**, the background of the drawing will become transparent and you can see the margin of the page.

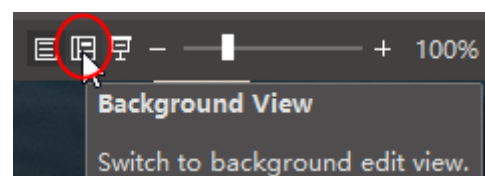
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## 5. How to Edit a Background?

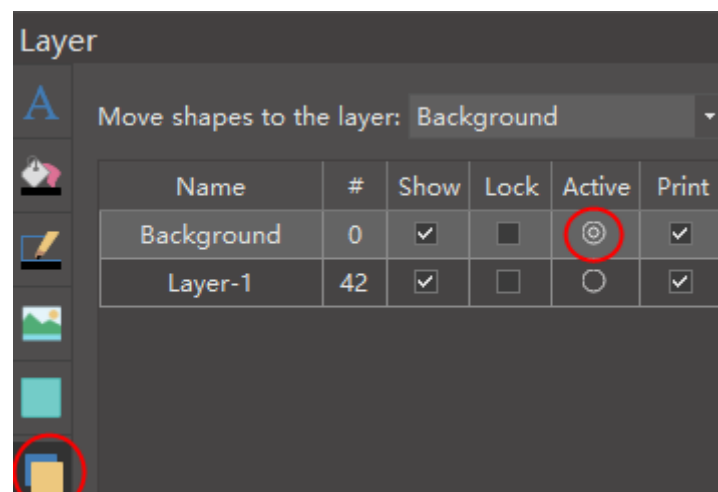
You need to switch to the background layer when you want to edit the background.

There are two ways to switch to the background layer.

1. Click **Background View** button on the status bar.



2. Click **Layer** icon on the right sidebar, and check **Active** on Background layer.



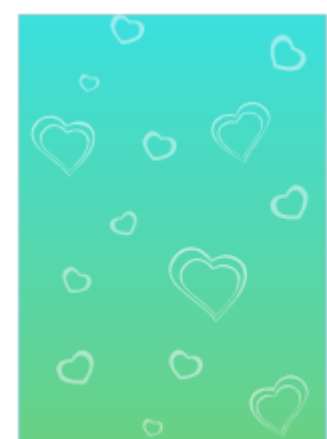
After you finish editing the background, you can click **Normal View** button to switch back the full display.

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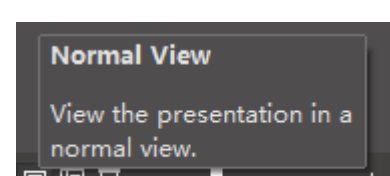
## 6. How to Design a New Background?

You need to switch to the background layer to design a new background.

1. Switch to **Background View**, drag a rectangle on the drawing page.
2. Change the color, size and shape, and you can also add some ornaments on it.












3. When you finish your design, you can click **Normal View** button to switch back to the normal display and see the final effect.

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1. Symbol Libraries Overview

Symbol Libraries are categorized into 9 groups.



**General Shapes:** includes basic elements of infographic design such as basic shapes, lines, arrows, callouts, etc.

**Charts:** includes different types of charts for infographic design.

**Maps:** includes the world map, continent maps and contry maps, etc.

**People:** includes people outline, pictograms, profession images, etc.

**Symbols:** includes symbols and cliparts for different infographic topics.

**Design Elements:** includes icons and decoration elements like heart, bow, etc.


**Festival:** includes symbols for festival card design.

**Diagram:** includes timelines, flowcharts, venn shapes, etc.

**Science:** includes science symbols and illustrations.

2. How to Open a Symbol Library?

Click the library icons to open new symbol library.



Basic Charts

Column

Bar

Pie and Doughnut

Line and Area


Scatter and Bubble

Spider

Gauges

Comparison Chart

Comparison Indicators



Library preview


3. How to Close a Symbol Library?

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

Infographic Basic Shapes

Arrow Shapes

Callouts




Close

4. How to Search a Symbol from Libraries?




Input the title or description in the search bar and click **Enter** or the search icon.

Libraries

phone



Search Results for "phone"





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

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



Select the whole shape

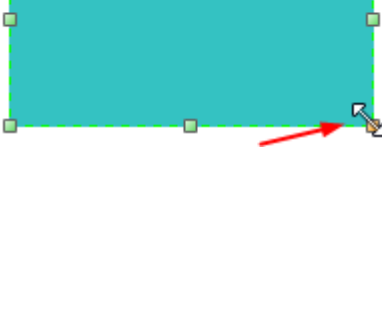


Select the sub-shape

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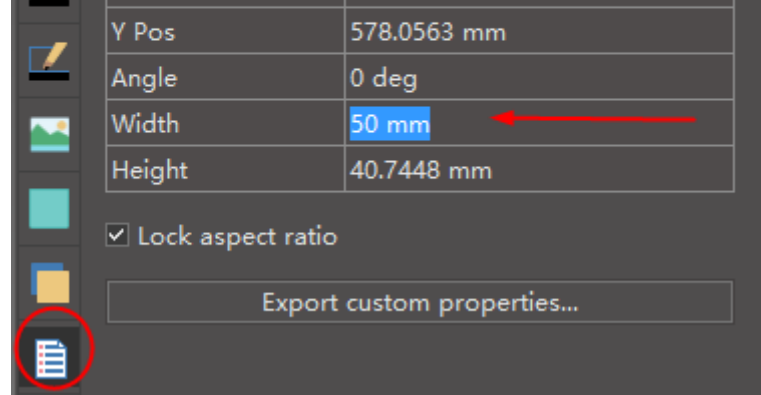
## 2. How to Resize a Shape?

Select the shape that you want to change and drag the green handles to resize it.

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## 3. How to Set Precise Shape Size?

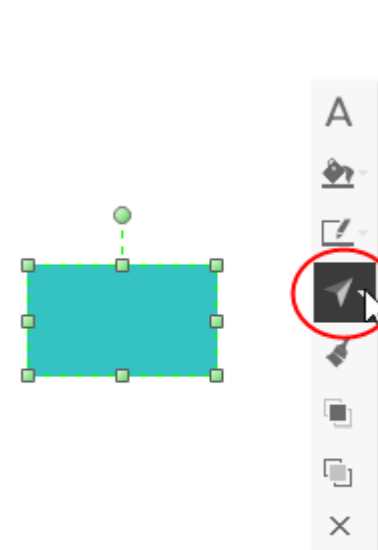
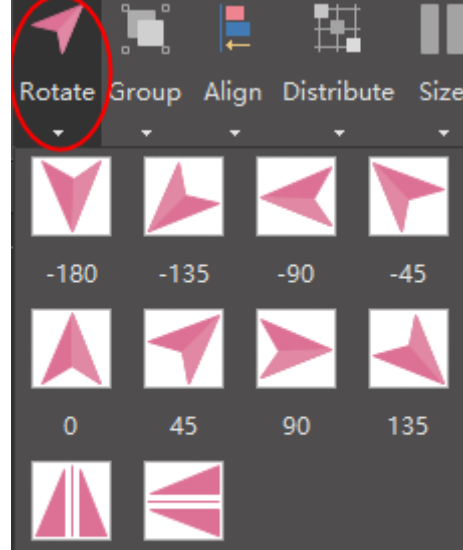
Select the shape, click **Property** icon on the right sidebar and input the precise shape data.

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## 4. How to Rotate a Shape?

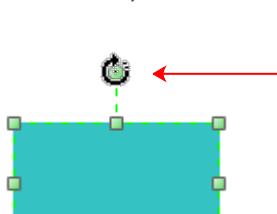
Select the shape that you want to rotate.

- a. Click **Rotate** button on Home tab or floating menu. To set a precise rotation angle, click **Property** icon on the right sidebar and input number in **Angle** option.



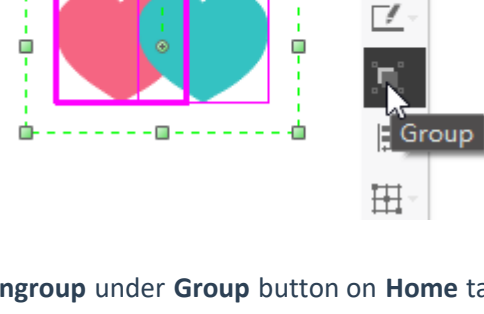
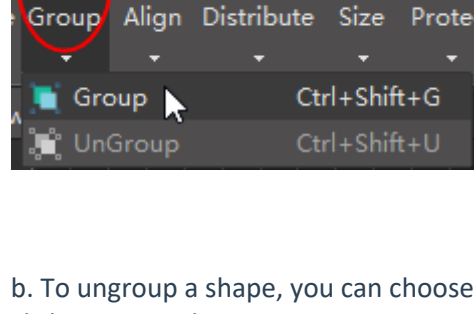
- b. Put the cursor above the green rotation handle until the cursor becomes a circle arrow, and you can drag the mouse to rotate the shape manually.

**Tips:** As you rotate the shape, the angle of one single dragging depends on the distance between the mouse point and the shape pin, and the larger the distance is, the smaller the angle is.

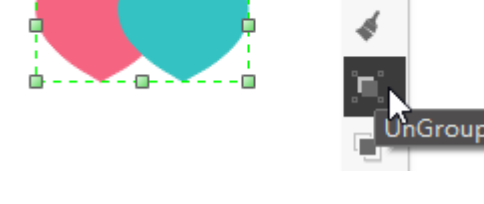
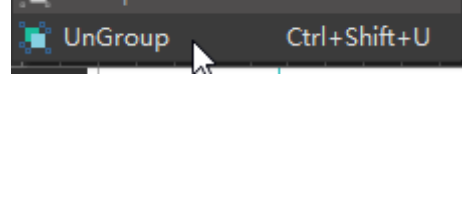
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## 5. How to Group and Ungroup Shapes?

- a. To group shapes, you can select the shapes, then click **Group** button on **Home** tab or floating menu.

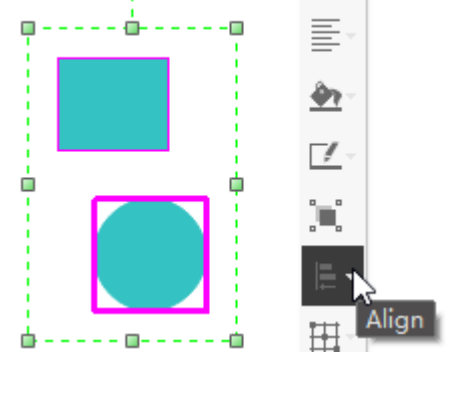
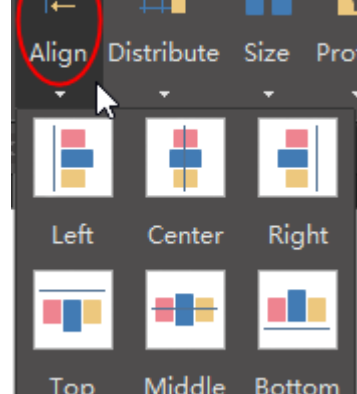


- b. To ungroup a shape, you can choose **Ungroup** under **Group** button on **Home** tab or click **UnGroup** button in floating menu.

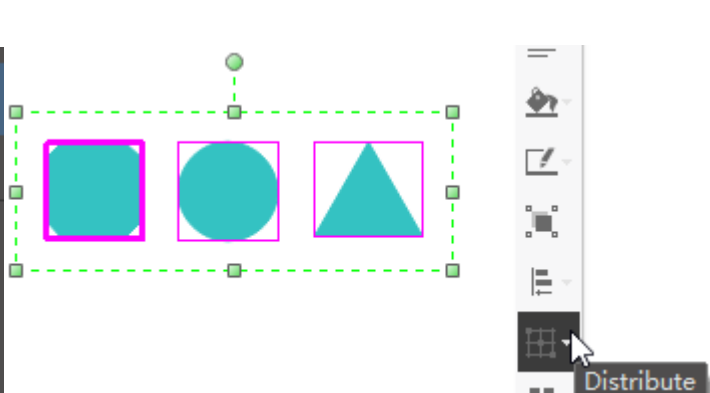
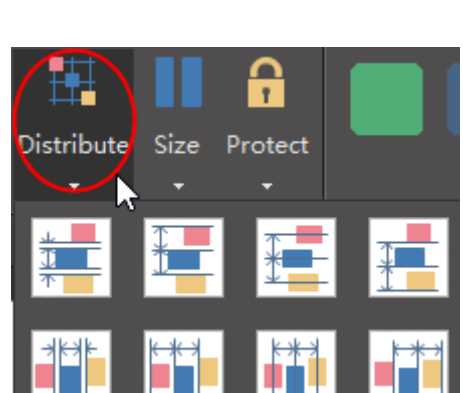
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## 6. How to Align and Distribute Shapes?

- a. To align shapes, you can select the shapes, then click **Align** button on **Home** tab or floating menu.



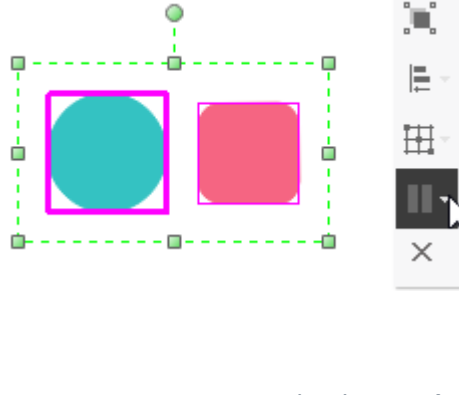
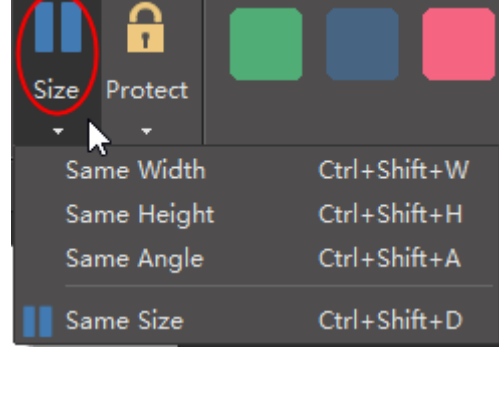
- b. To distribute shapes, you can select the shapes, then click **Distribute** button on **Home** tab or floating menu.

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## 7. How to Set Shapes in the Same Size?

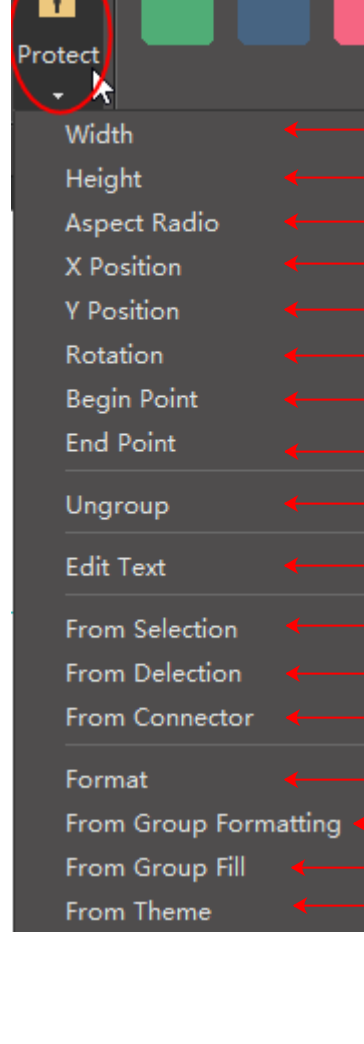
To set shapes in the same size, you can select the shapes, then click **Size** button on **Home** tab or floating menu.

You can also choose to set the same size, width, height, or angle for the selected shapes.

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## 8. Shape Protection

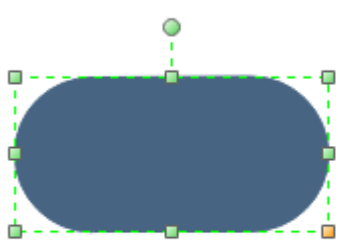
With **Protect** options on **Home** tab, you can prevent others from changing shapes' attributes (like width or height) and lock shapes from being selected.




- Prevent changes to shape width.
- Prevent changes to shape height.
- Prevent changes to aspect ratio.
- Prevent changes to X position.
- Prevent changes to Y position.
- Prevent changes to shape rotation.
- Prevent changes to the begin point of 1-D shapes.
- Prevent changes to the end point of 1-D shapes.
- Prevent shapes from being ungrouped.
- Prevent shapes from being edited text.
- Prevent shapes from being selected.
- Prevent shapes from being deleted.
- Prevent shapes from being connected.
- Prevent shapes from being changed formats.
- Prevent shapes from being group formatted.
- Prevent shapes from being formatted in the group.
- Prevent shapes from being applied themes.


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1. Select a Single Shape





A

















→

Open **Font** panel

→

**Fill**

→

**Line**

→

**Rotate**

→

**Format Painter**

→

**Bring to Front**

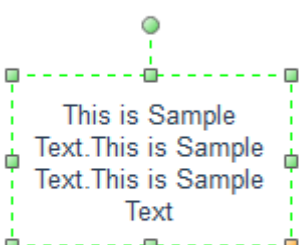
→

**Send to Back**


→


**Close the Menu**


2. Select a Single Text Block





A

















→

Open **Font** panel

→

**Text Color**

→

**Text Alignment**

→

**Increase Font Size**

→

**Decrease Font Size**

→

**Bold**

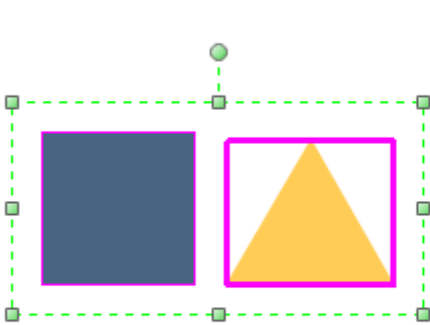
→


**Curved Text**


→


**Close the Menu**


3. Select Multiple Shapes





























→

**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** panel

→

**Fill**

→

**Line**

→

**Rotate**

→

**Format Painter**

→

**Ungroup Shape**

→

**Bring to Front**

→

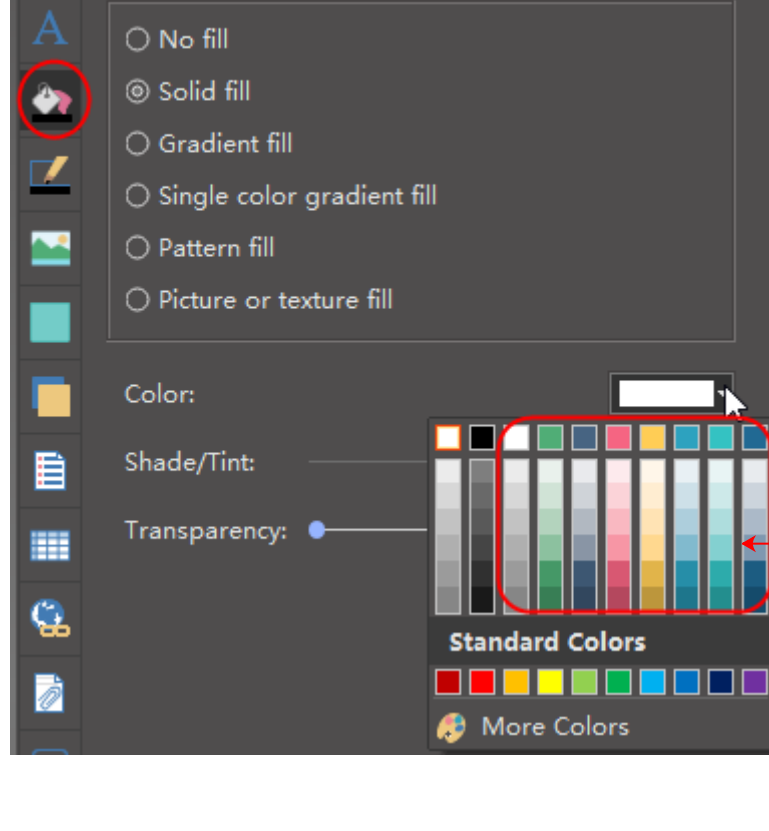
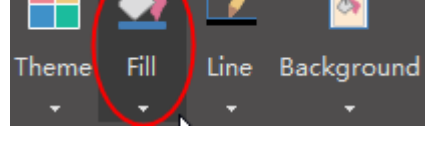
**Send to Back**

→

**Close the Menu**

## 1. How to Add or Change Fill Colors?

Click **Fill** button on **Home** tab or on the right sidebar to open **Fill** panel.

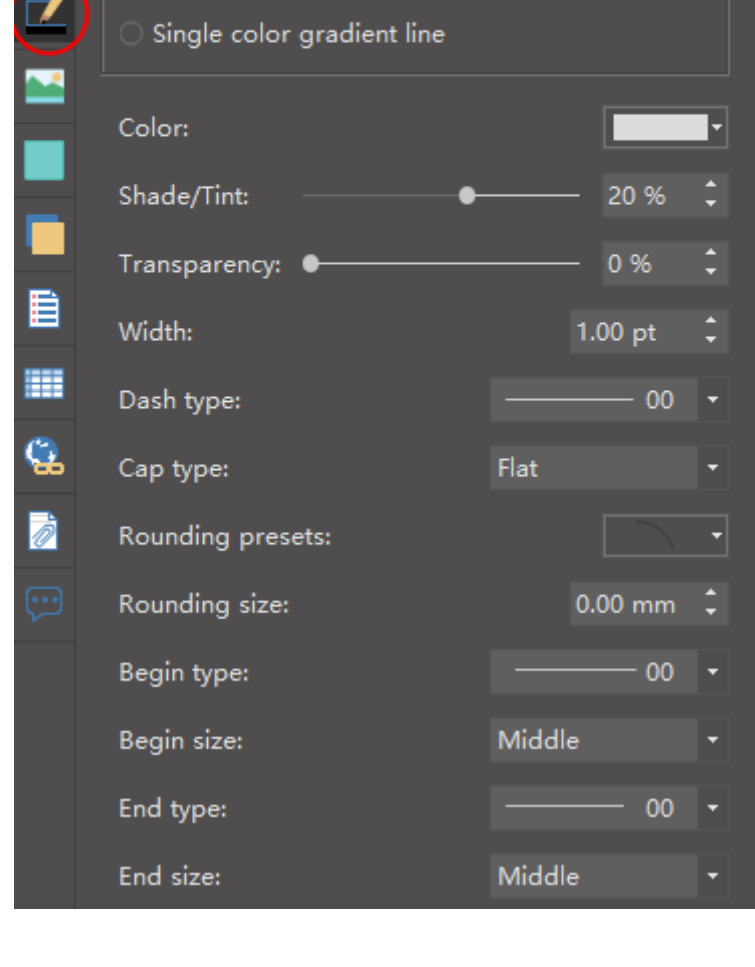
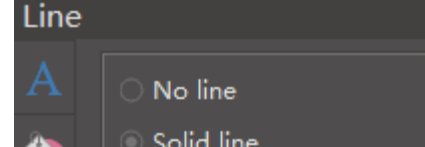


Theme Colors

[Learn more Fill Options >>](#)

## 2. How to Format Lines?

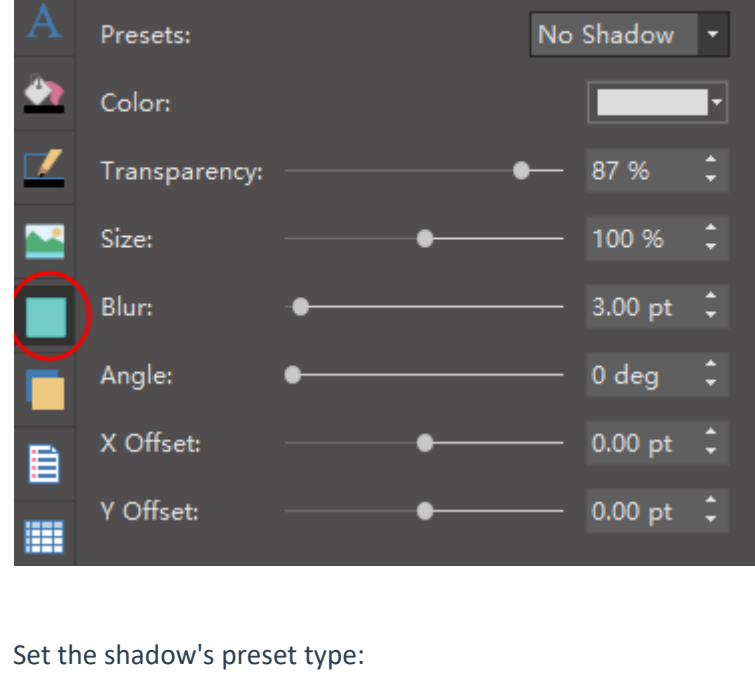
Click **Line** button on **Home** tab or on the right sidebar to open **Line** panel.



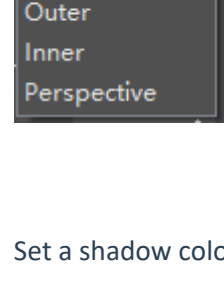
[Learn more Line Options >>](#)

## 3. How to Format Shape Shadow?

Click **Shadow** icon on the right sidebar to format the shadow of the selected shape.



Set the shadow's preset type:



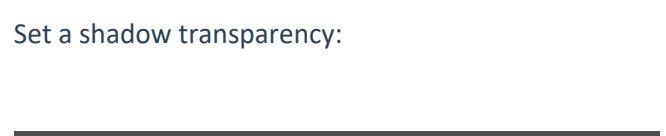
No Shadow

Outer

Inner

Perspective

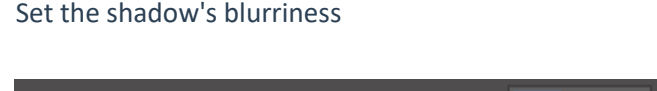
Set a shadow color:



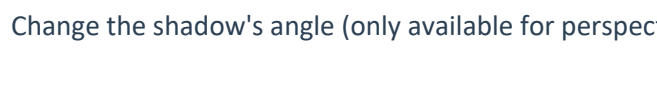
Set a shadow transparency:



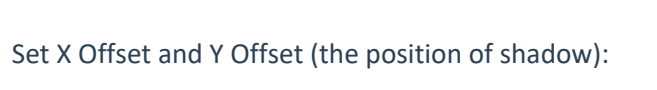
Set the shadow's size :



Set the shadow's blurriness



Change the shadow's angle (only available for perspective shadow):



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

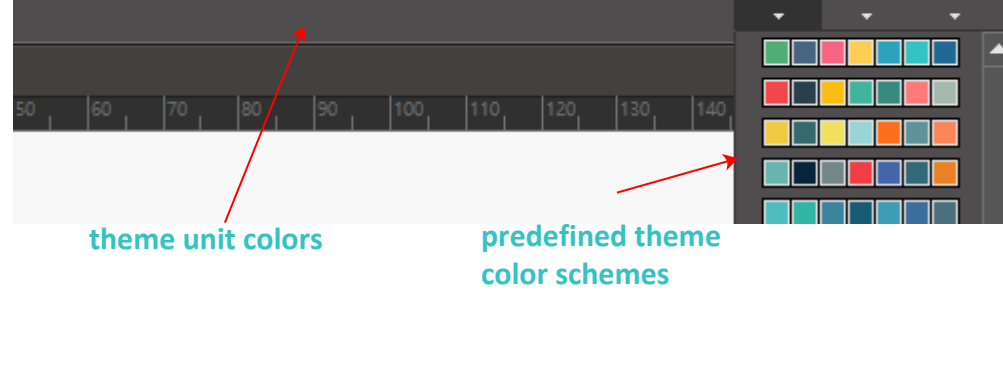


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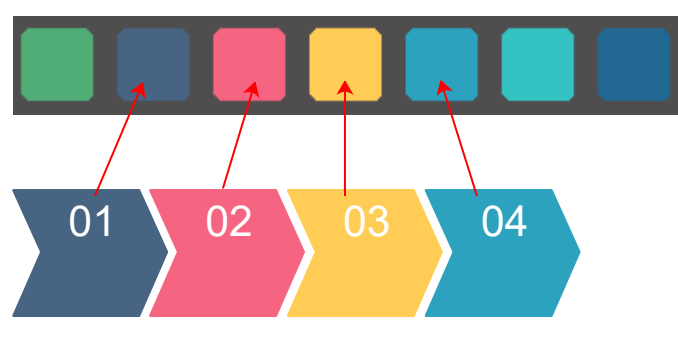
## 4. How to Apply Themes?

The **Theme** option contains the predefined theme color schemes and theme unit colors.

When you change the theme color scheme, the unit colors will change accordingly. Then you can apply the unit colors directly to the selected shape.



Apply theme unit colors to each shape:



Change a new color scheme:

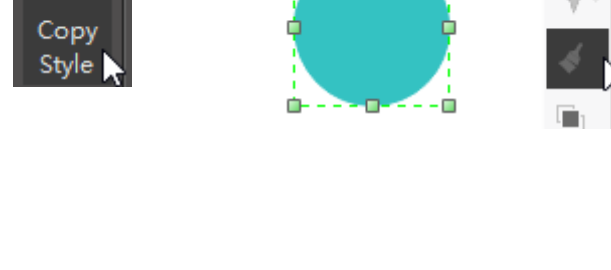


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## 5. How to Use Format Painter?

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

Select the shape whose style you want to copy, then click **Copy Style** button on **Home** tab or floating menu.



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## 6. How to Use Quick Color Bar?

The **Quick Color Bar** is located at the bottom of the interface.

Colors from the Quick Color Bar won't be changed when changing themes.



"Click" to set fill color.

"Shift+Click" or "Right Click" to set line colors.

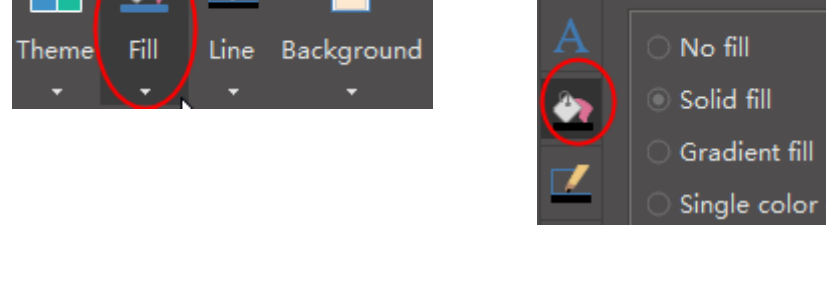
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## 1. How to Add or Change Fill Color?

There are 3 ways to change the fill color.

a. Click **Fill** button on **Home** tab or click **Fill** icon on the right sidebar.



b. Use the **Quick Color Bar** at the bottom of the interface.

[Learn more >>](#)



c. Change the theme color of the drawing.

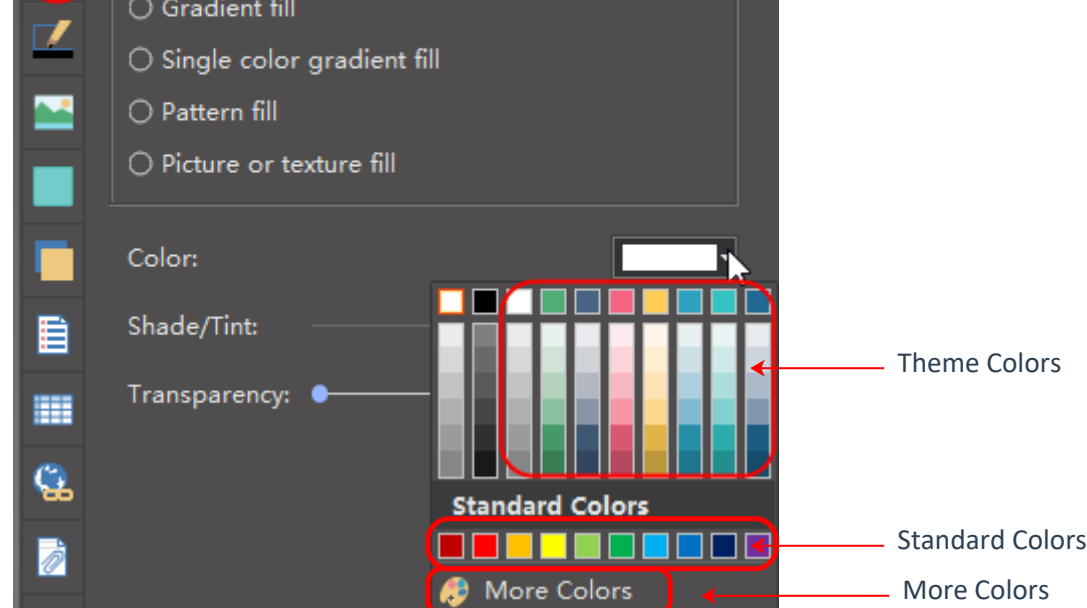
[Learn more >>](#)



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## 2. Solid Fill

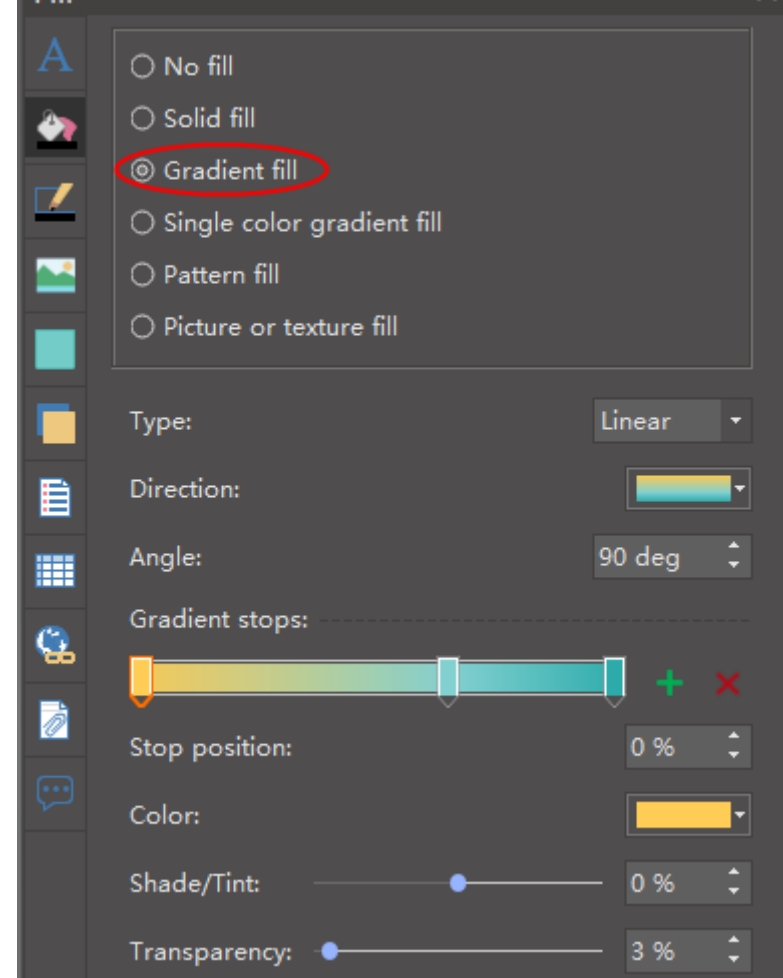
Click **Fill** button on **Home** tab or on the right sidebar and choose **Solid fill**.



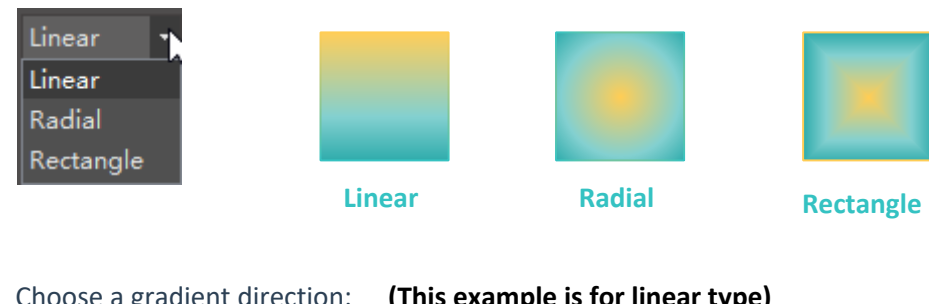
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## 3. Gradient Fill

Click **Fill** button on **Home** tab or on the right sidebar and choose **Gradient fill**.



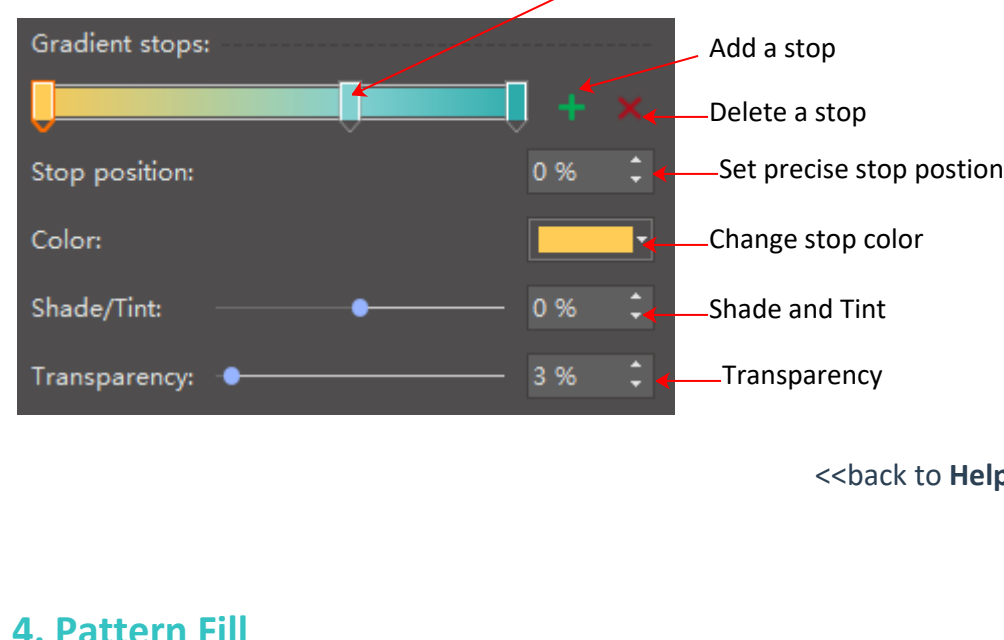
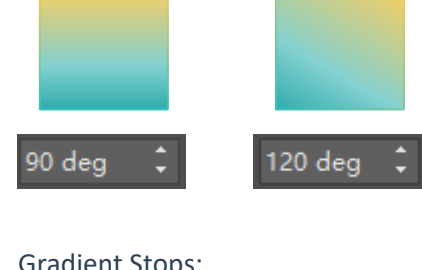
Choose a gradient type:



Choose a gradient direction: **(This example is for linear type)**



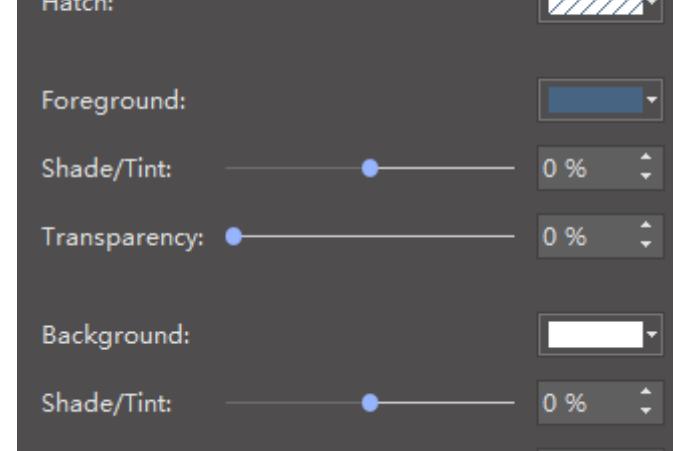
Choose a gradient angle:



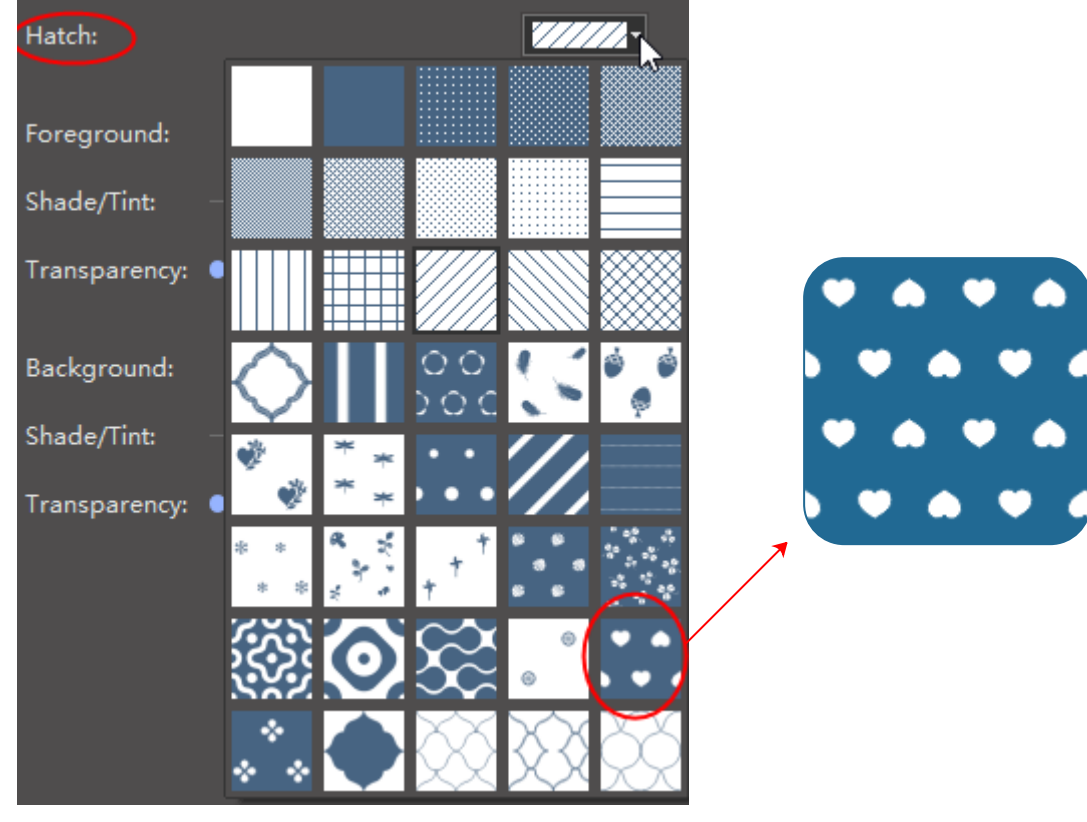
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## 4. Pattern Fill

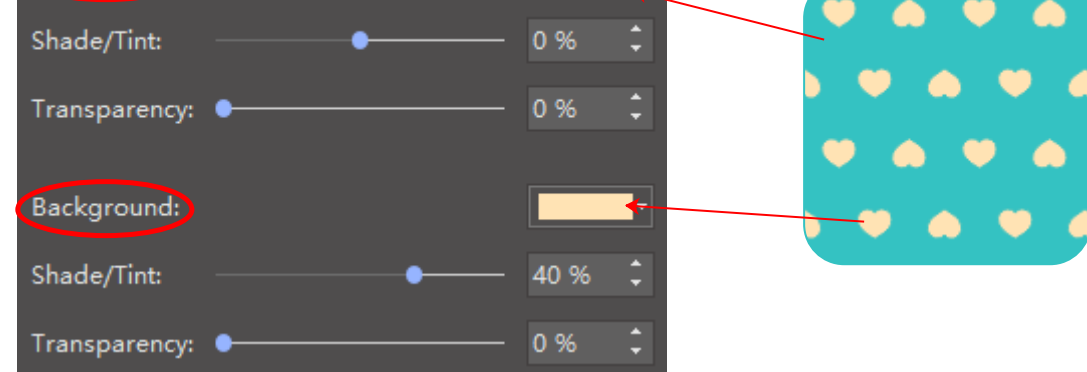
**Pattern Fill** allows you to fill shapes or symbols with pre-defined patterns. You can change the foreground and background colors of the pattern .



Choose a pre-defined hatch type:



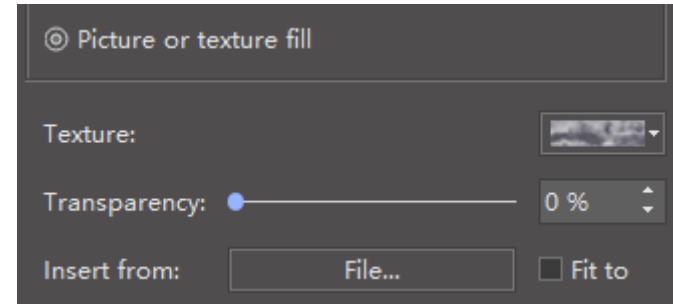
Change foreground and background color:



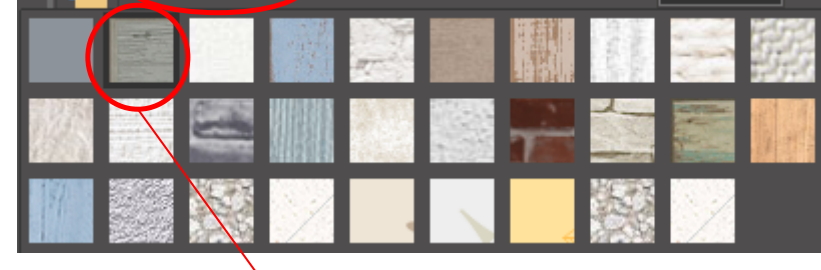
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## 5. Picture or Texture Fill

You can't change colors when you use the **Picture** or **texture** fill function.



Choose a pre-defined texture design:



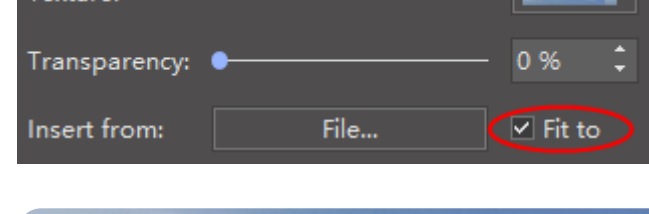
**Fill with local pictures:**

a. you can fill with the original picture size



b. you can select to fit to the shape size

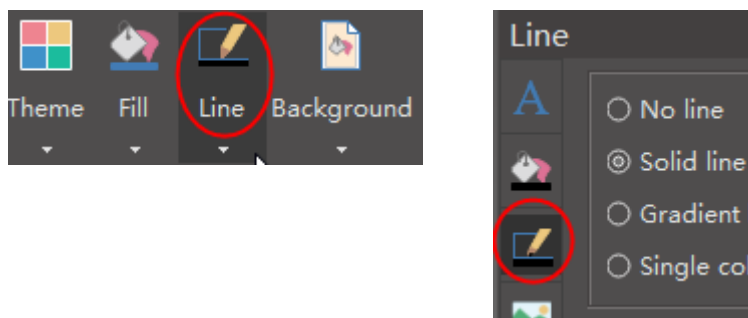
**Tips:** Check **Fit to** option, the picture will be fit to the shape size.



## 1. How to Change Line Colors?

There are 2 ways to change the line colors.

- a. Click **Line** button on **Home** tab or on the right sidebar.



- b. Use **Quick Color Bar** at the bottom of the interface.


[Learn more >>](#)

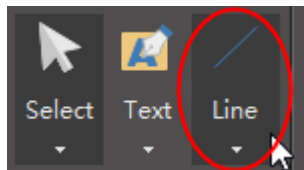


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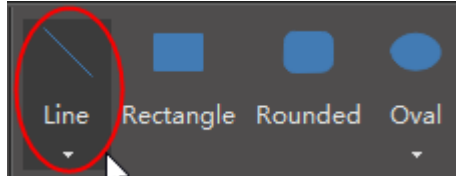
## 2. How to Draw a Line?

There are 2 ways to draw a Line.

- a. On **Home** tab, click the **Line** button. The mouse cursor will become . Then you can draw lines on the canvas with your mouse.



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

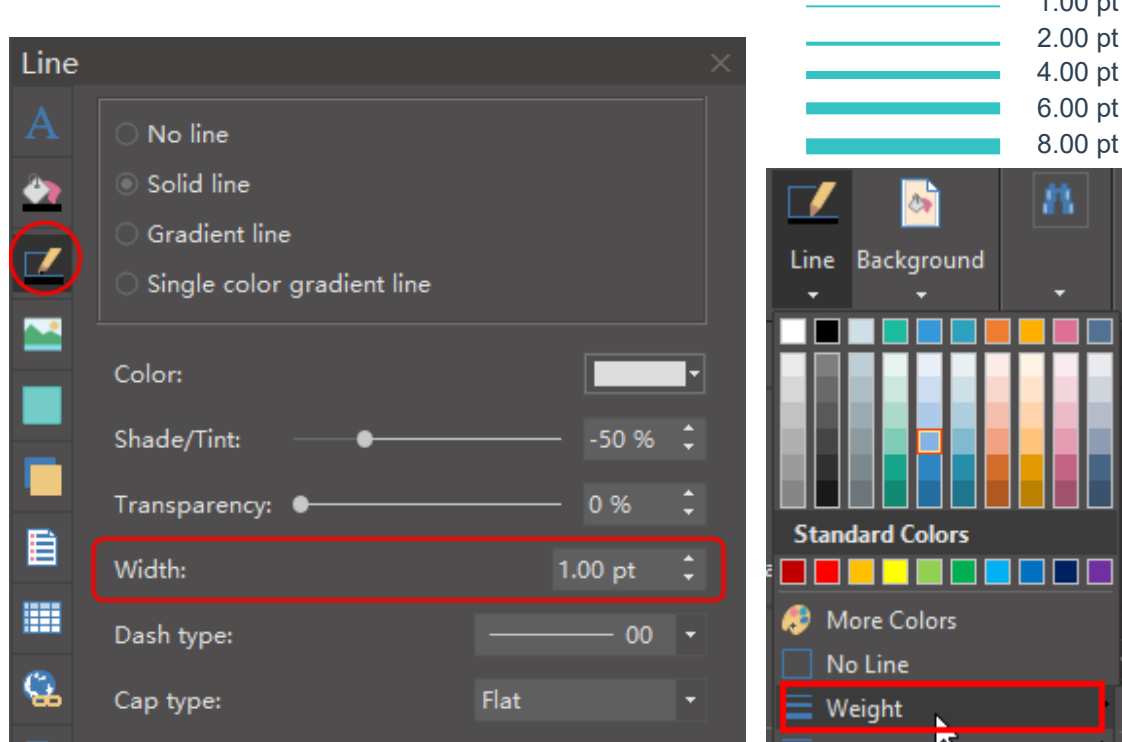


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## 3. How to Change Line Width (Weight)?

Select the line that you want to change.

- a. Click **Line** button on **Home** Tab, point the cursor at **Weight** option and then you can select the desired weight.
- b. Click **Line** icon on the right sidebar, you can choose **Width** that you want.

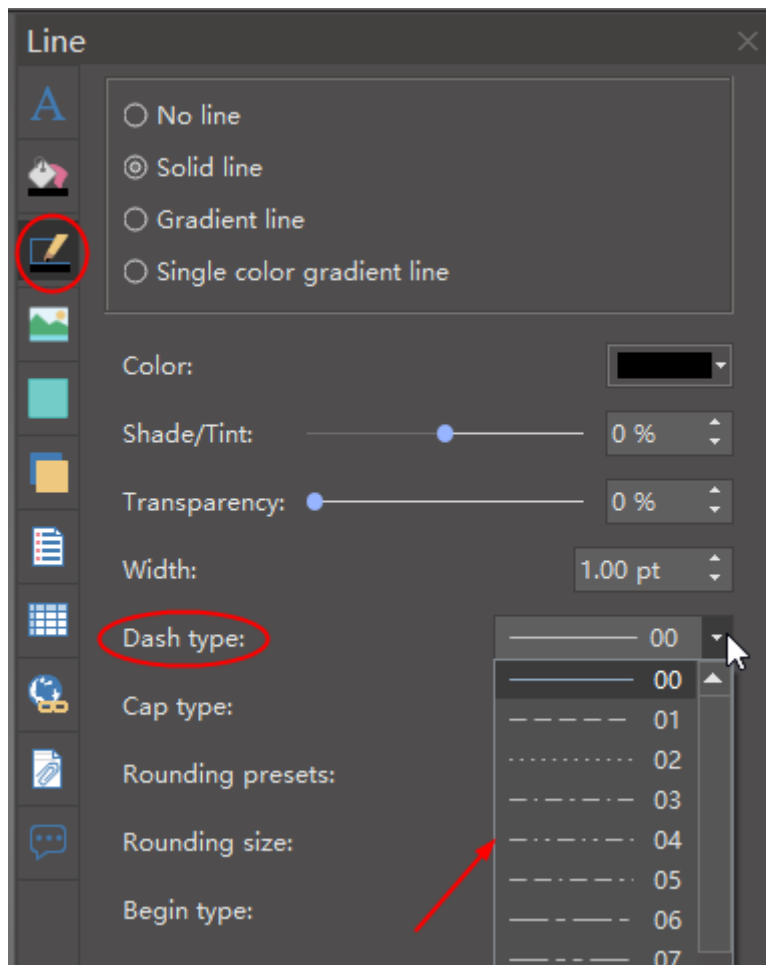


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## 4. How to Change Line Dash Types?

Select the line that you want to change.

- a. Click **Line** button on **Home** Tab, point the cursor at **Dashes** option and then you can select the desired type.
- b. Click **Line** icon on the right sidebar, you can choose **Dash type** that you want.

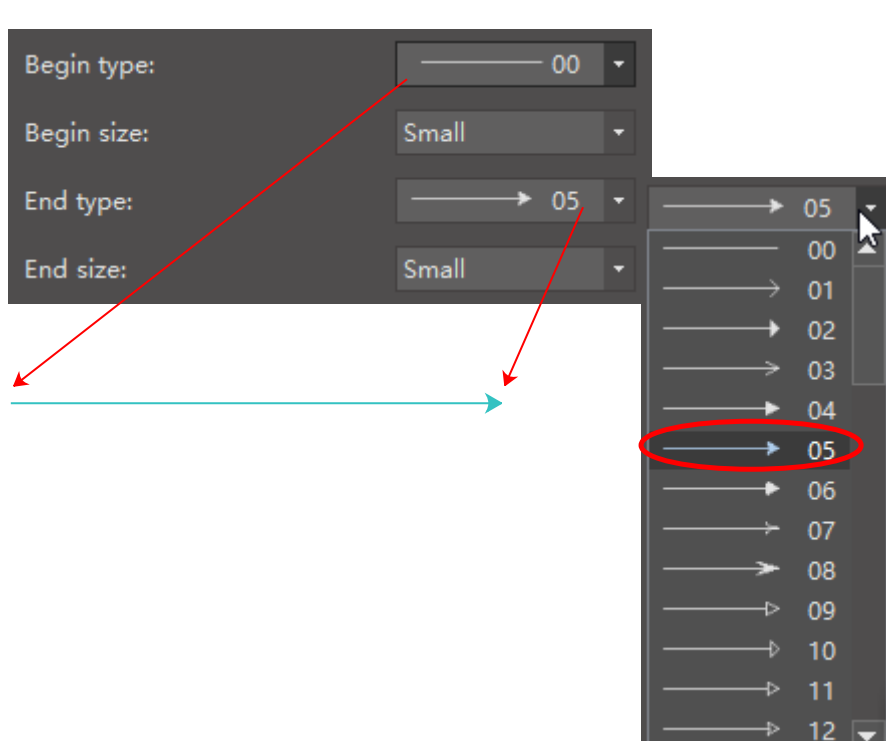


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## 5. How to Add and Change Line Arrows?


Select the line that you want to change.

- a. Click **Line** button on **Home** Tab, point the cursor at **Arrows** option and then you can select the desired type.
- b. Click **Line** icon on the right sidebar, you can choose Arrow type that you want in the **Begin type** and **End type**.



## 1. How to Add a Text Block?

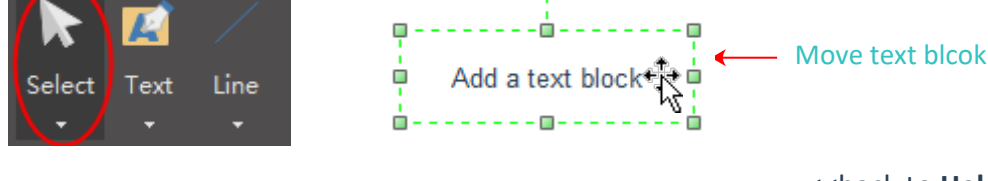
You can add a text block anywhere on the canvas.

Click the **Text** button in the **Home** tab and the cursor will become .

Then you can draw a text block on the canvas with your mouse and type in the textbox directly.



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

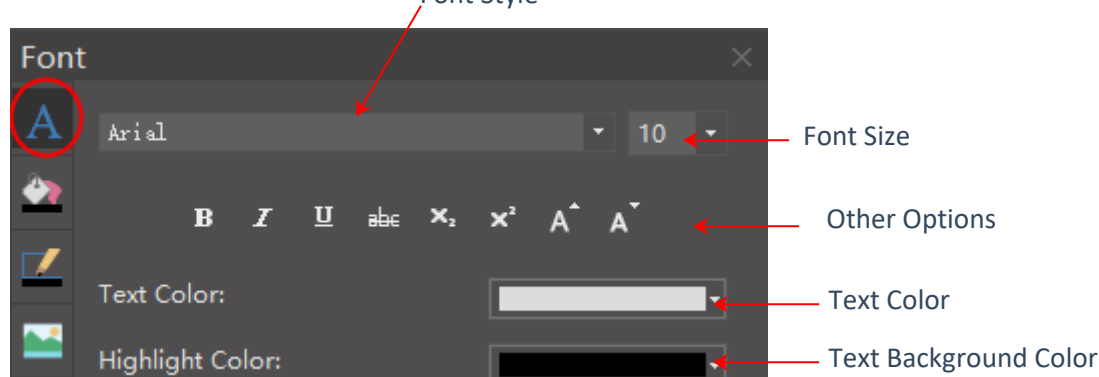


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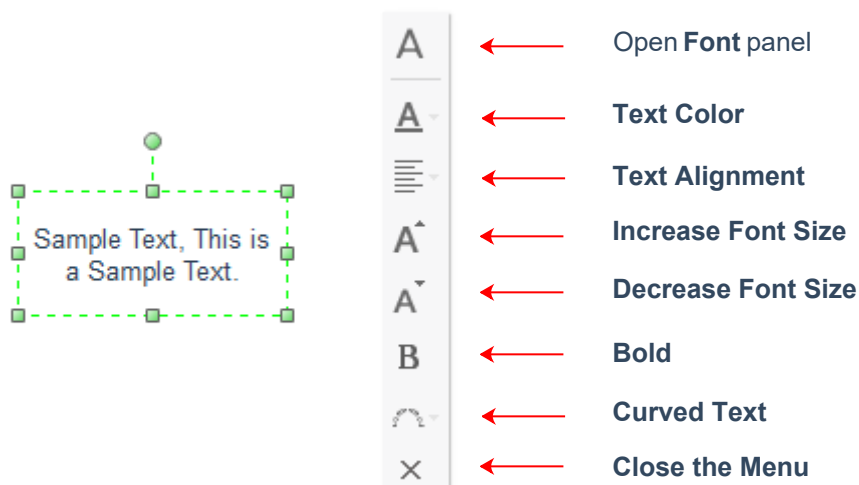
## 2. How to Change Size, Color and Style of Font?

You can set **Font** options either from the right sidebar or from the **Floating Menu**.

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



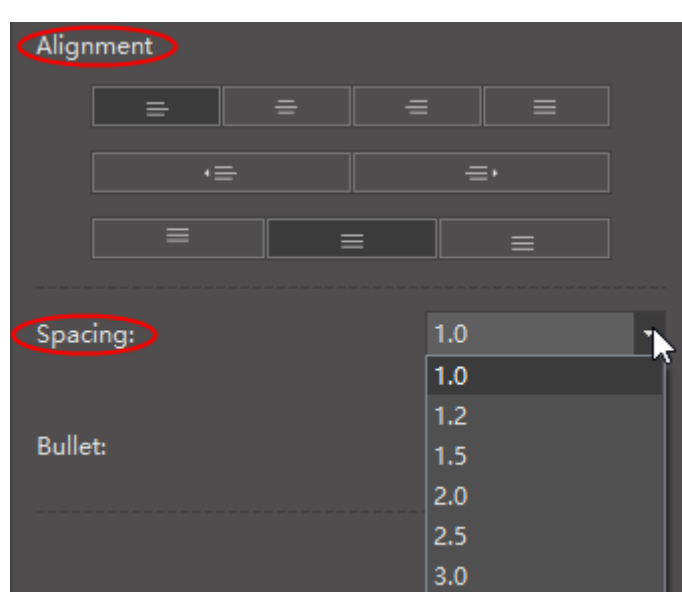
When you select a text block, the **Floating Menu** will show up. It is one of the most frequently used tools.



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## 3. How to Change Text Alignment and Spacing?

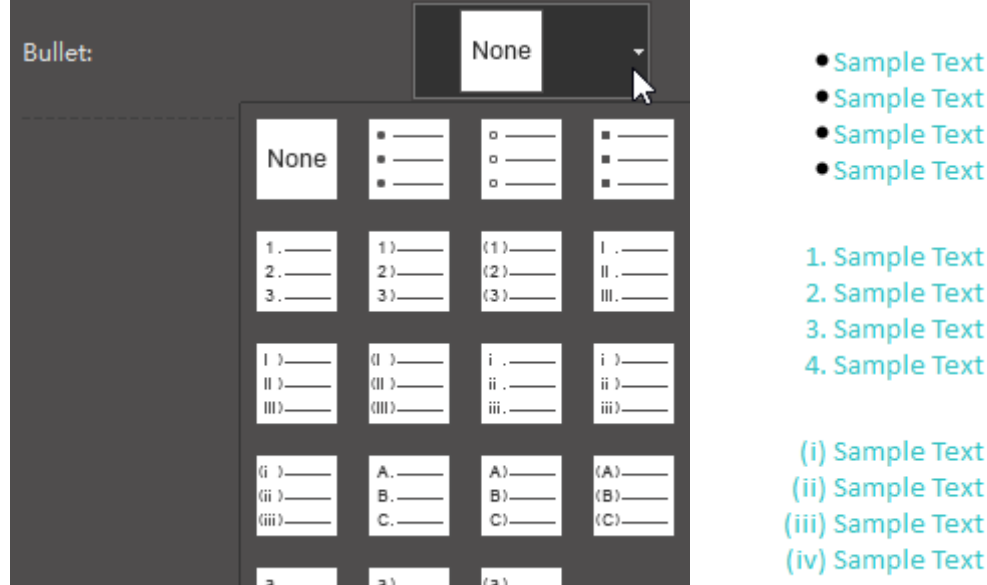
You can change the alignment and spacing of the text in **Font** panel on the right sidebar.



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## 4. How to Add Bullet Points to Text?

You can add bullet points to the text from the **Font** menu on the right sidebar.

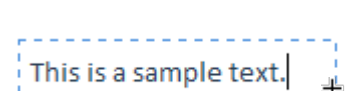


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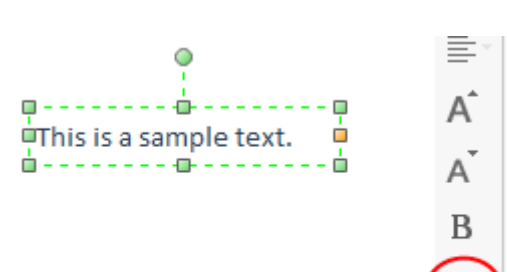
## 5. How to Add Curved Text?

To add a curved text, you can follow the 5 steps:

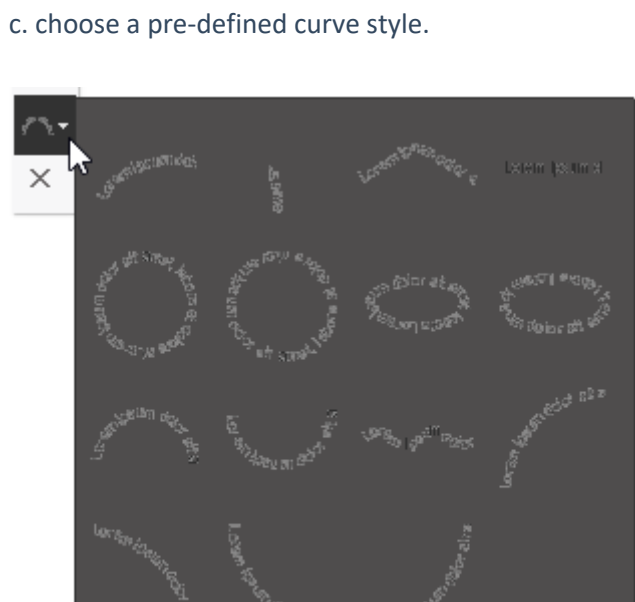
a. Draw a text block and type text in the block.



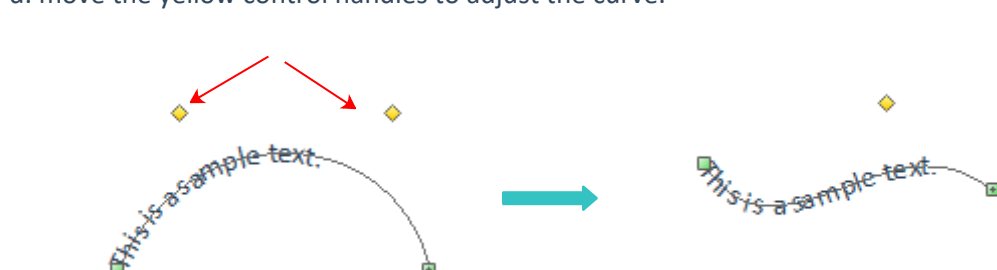
b. Click **Text on path** button on the floating menu.



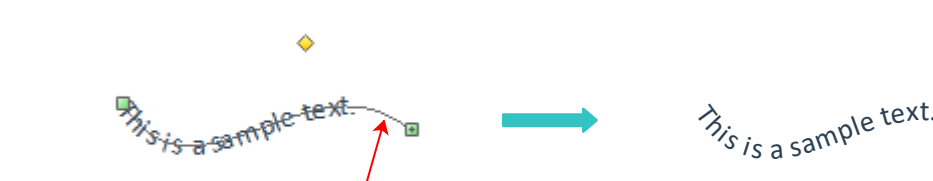
c. choose a pre-defined curve style.



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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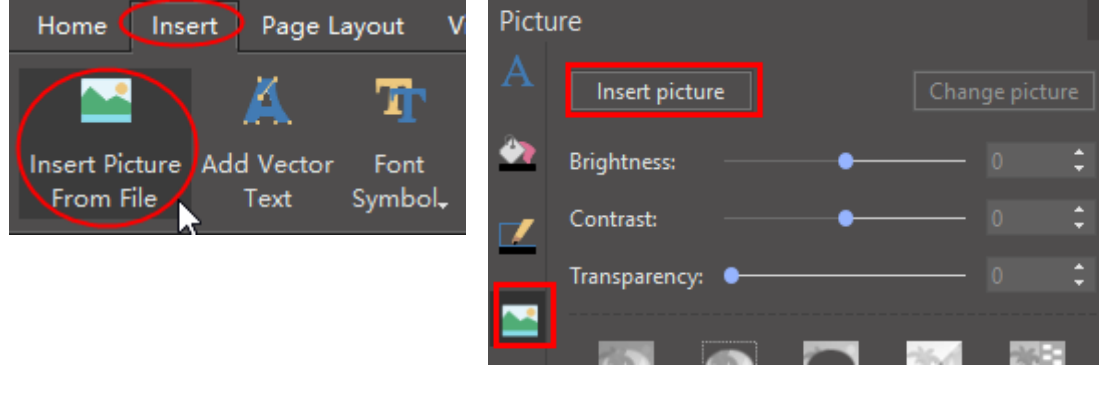


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## 1. How to Insert a Picture?

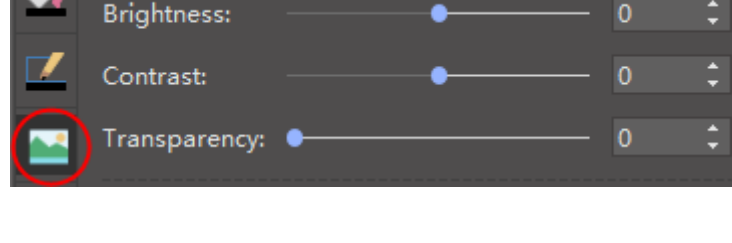
There are 2 ways to insert a picture.

Click **Picture** button on **Insert** tab or click **Picture** icon on right sidebar and click **Insert picture**.

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

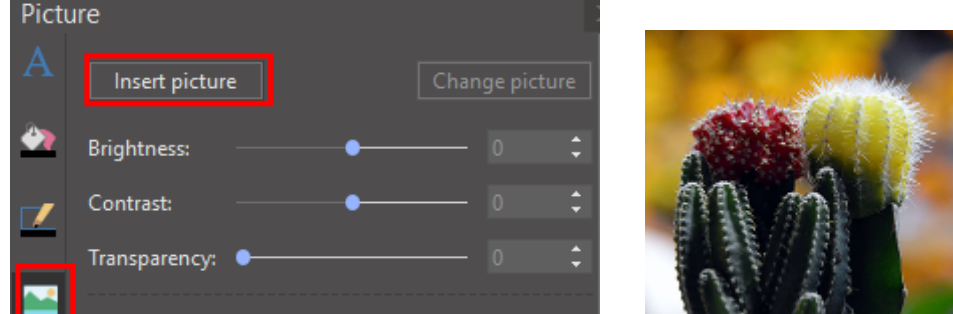
You can set the brightness, contrast and transparency of the picture on **Picture** panel.

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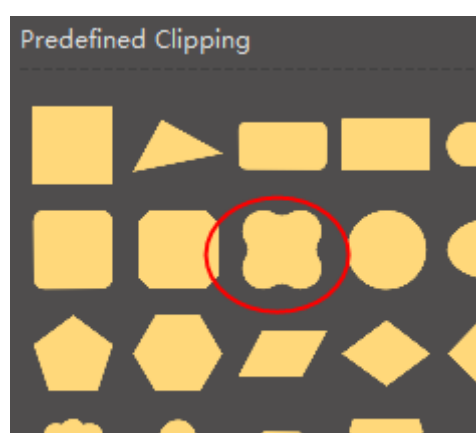
## 3. How to Clip Pictures with Pre-defined Shapes?

You can follow the below steps to clip a picture to a certain shape.

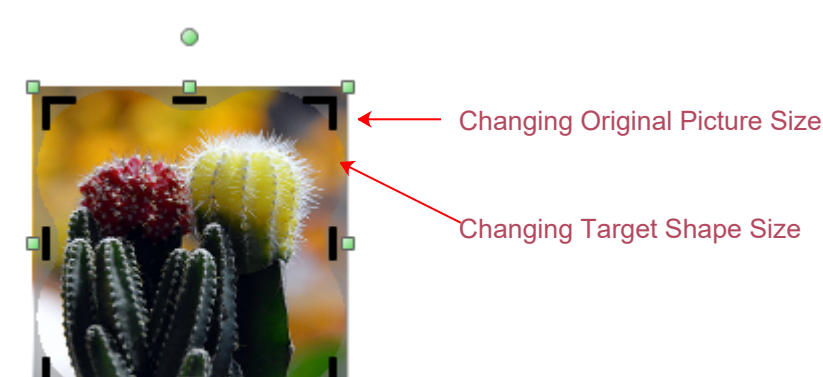
a. Insert a picture.



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



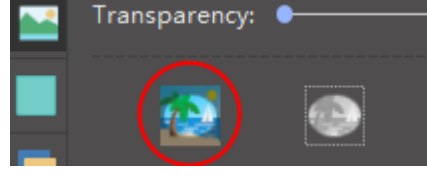
c. You can see 2 selection frames. The green one is for resizing the original picture, and the black one is for resizing the targeted shape.



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



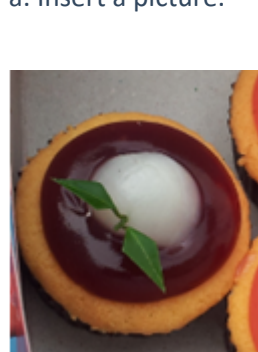
e. If you want to go back to the original picture and change to other shapes, simply click the below **clip** button.

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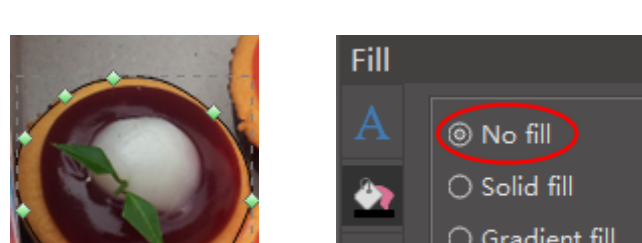
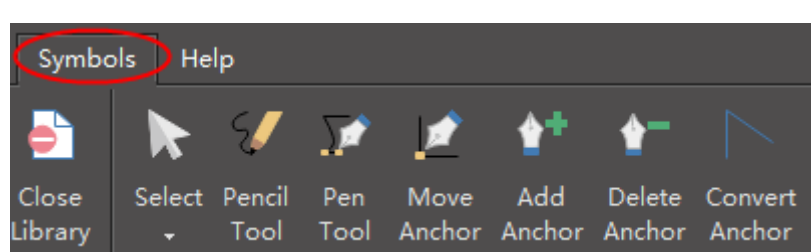
## 4. How to Clip Pictures with Custom Shapes?

You can clip a picture to any shape that you want.

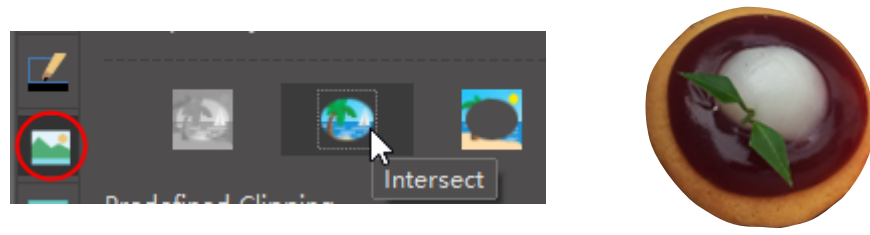
a. Insert a picture.



b. Draw a custom shape with **Pen** tool on **Symbol** tab.  
Set the custom shape with **No fill** for better adjusting the drawing.

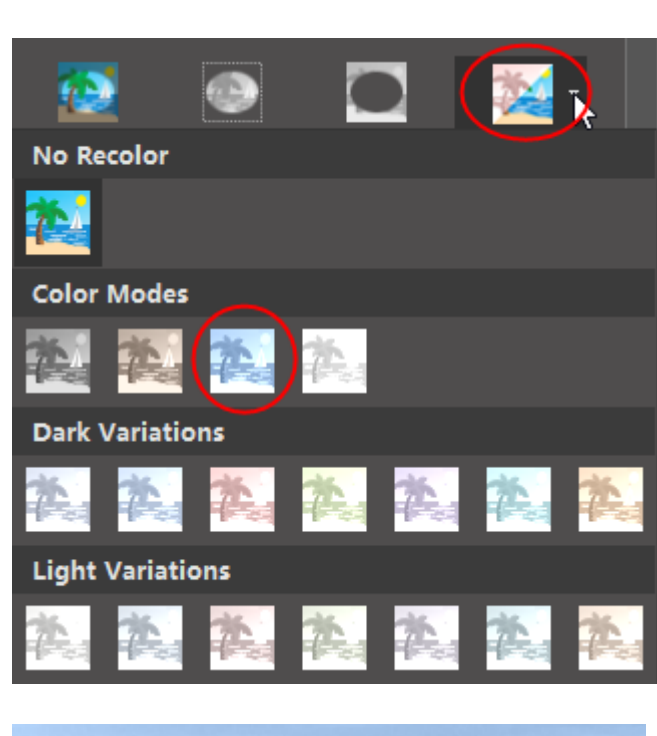


c. After finish drawing, select the objects, and click **Intersect** or **Subtract** button to clip the picture.

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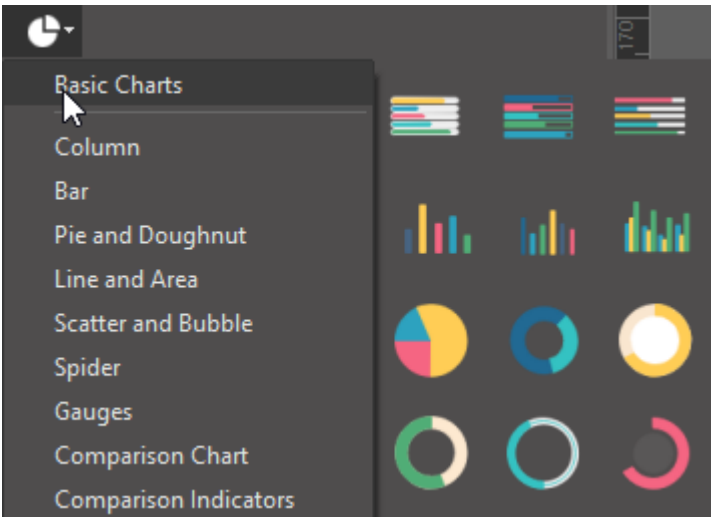
## 5. How to Change Picture Effect with Pre-defined Filters?

You can change picture effect with pre-defined filters.



### 1. How to Add a Chart?

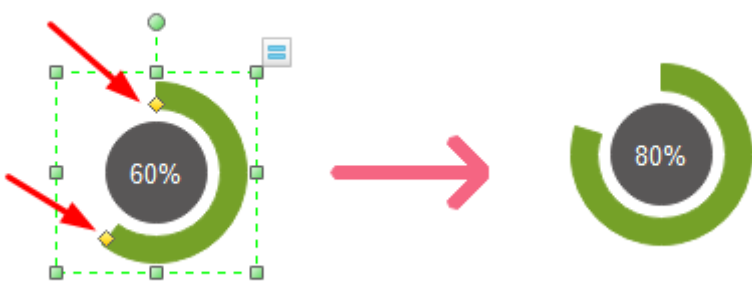
Open **Chart library**, drag and drop the selected chart onto the canvas.



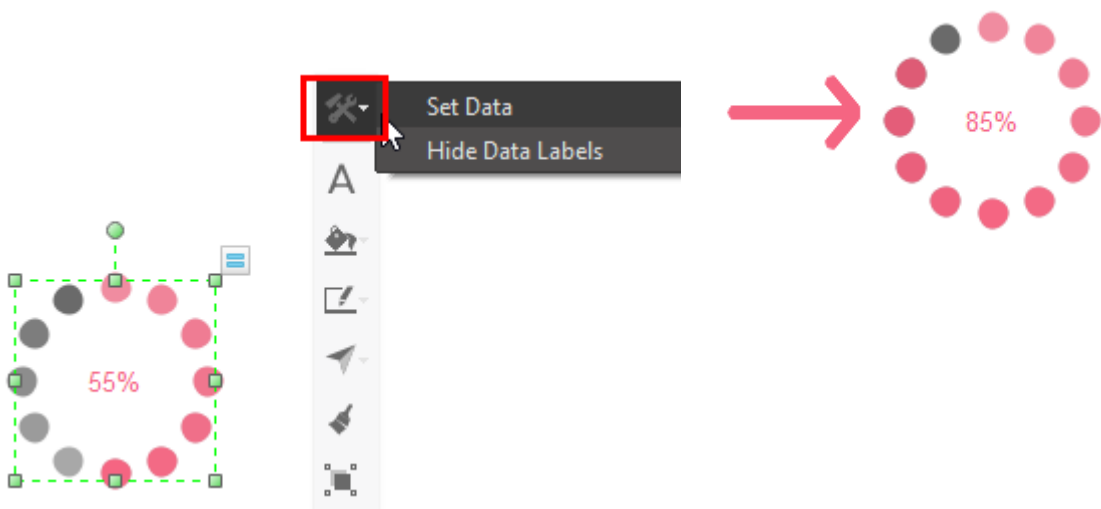
### 2. How to Change Chart Data?

You can drag the yellow control handle on the shape, or click the floating button to set data.

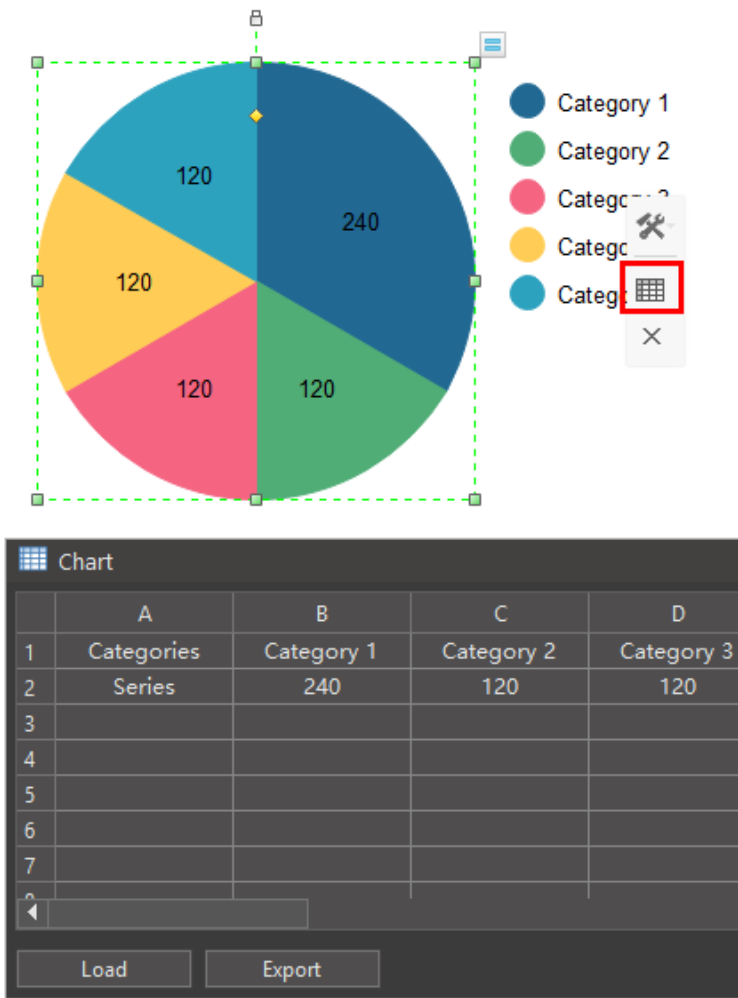
a. Drag the yellow handles



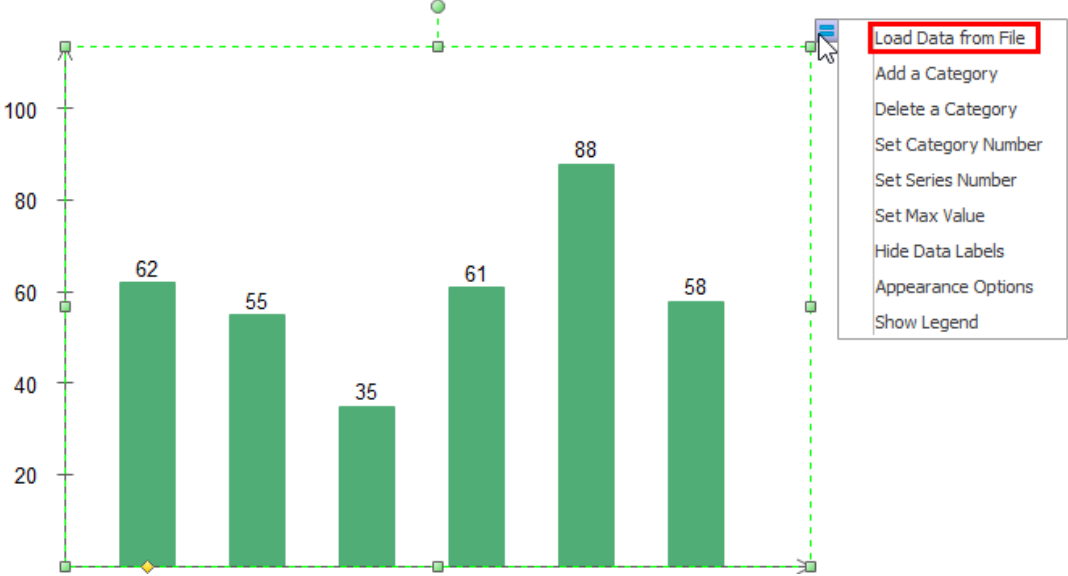
b. Set through the floating button



c. Set data directly in the table



d. Change data by importing a data file

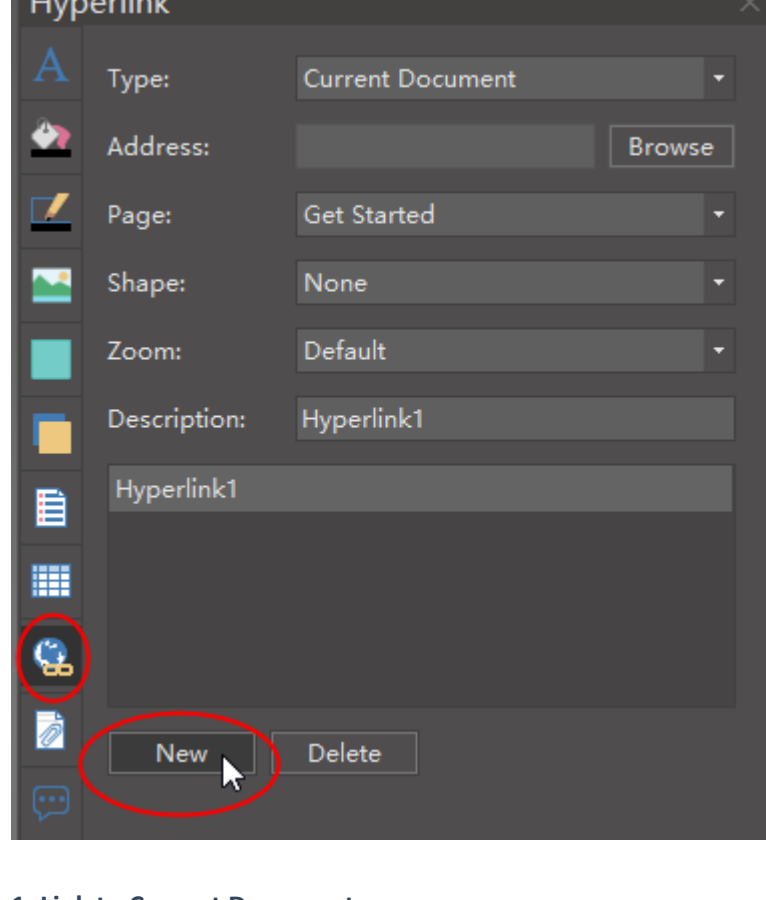




## 1. How to Add a Hyperlink?

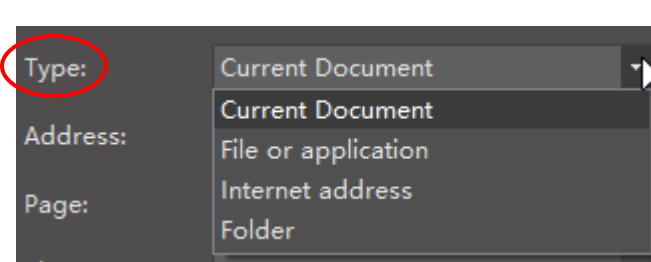
Select the shape or text which you want to add a hyperlink to. Then go to the right sidebar, click **Hyperlink** button, and click **New** option to create a new hyperlink.

You can link the current documents, files, applications, Internet addresses or folders to the shapes or text.

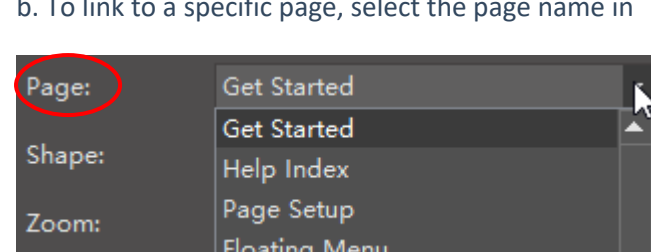


### 1. Link to Current Document

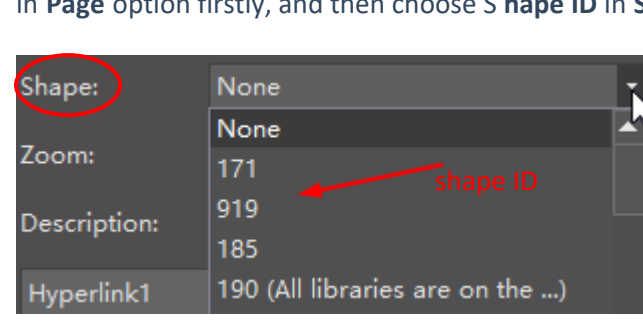
a. Choose **Current Document** in **Type** option.



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

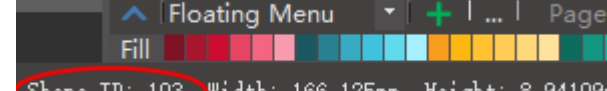


c. To link to a specific shape, select the page name on which the shape appears in **Page** option firstly, and then choose **S hape ID** in **Shape** option.

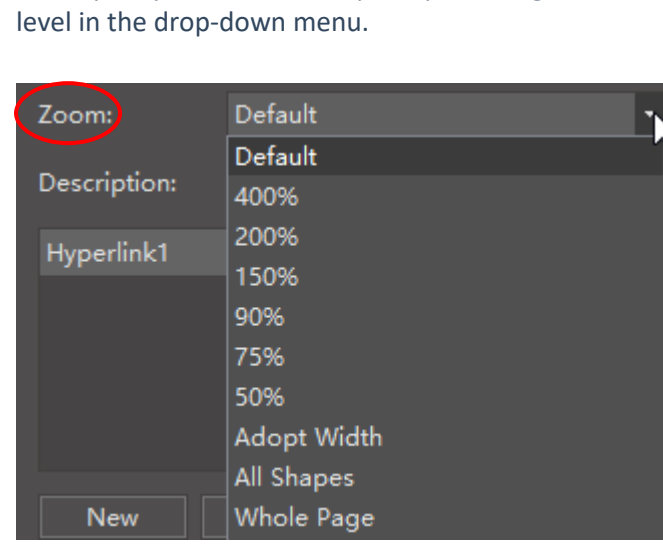


### Where to find the shape ID?

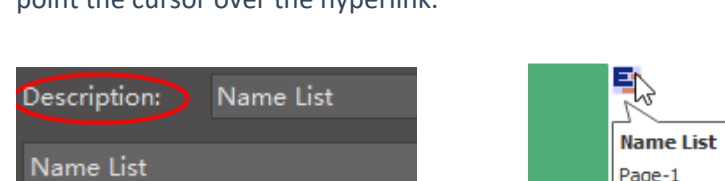
Select the shape, you can see the shape ID at the status bar.



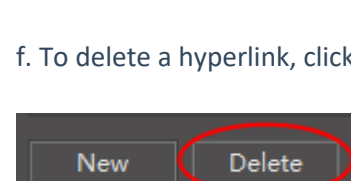
d. To specify a zoom level, input a percentage in **Zoom** option, or select a zoom level in the drop-down menu.



e. In **Description** option, input a name for the link. This text will appear when you point the cursor over the hyperlink.

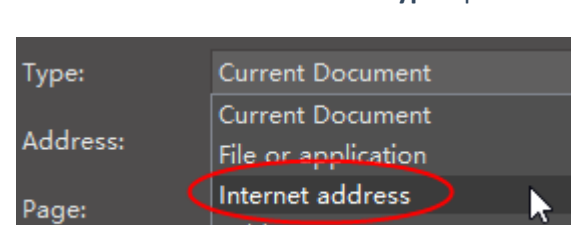


f. To delete a hyperlink, click **Delete** button.

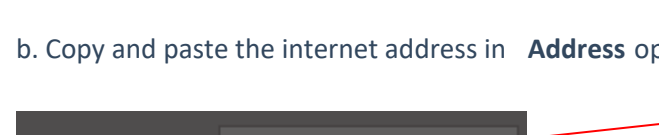


### 2. Link to Internet Address

a. Choose **Internet address** in **Type** option.

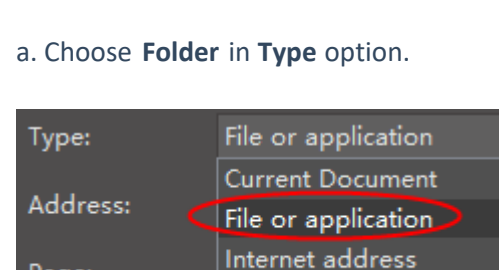


b. Copy and paste the internet address in **Address** option.

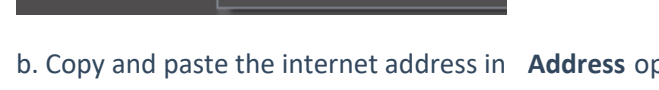


### 3. Link to Folder(s)

a. Choose **Folder** in **Type** option.



b. Copy and paste the internet address in **Address** option.

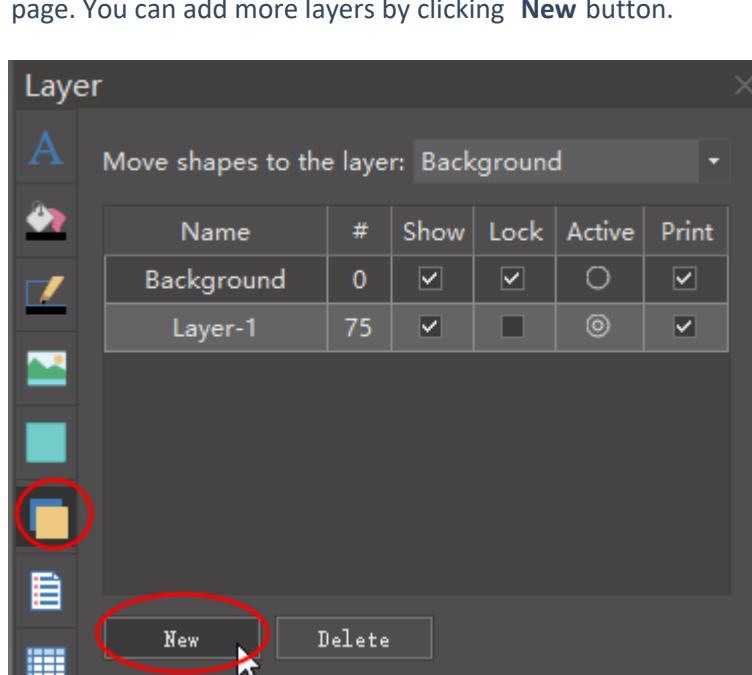


## 2. How to Use Layers?

The **Layer** function allows you to manage objects separately in the different layers.

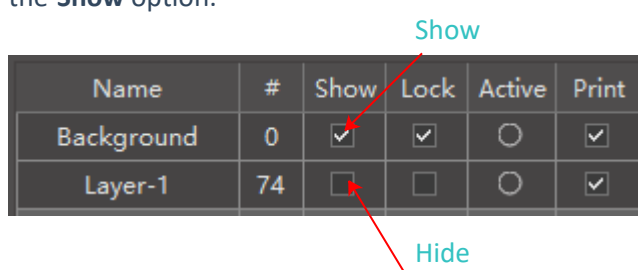
### a. Add a layer

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



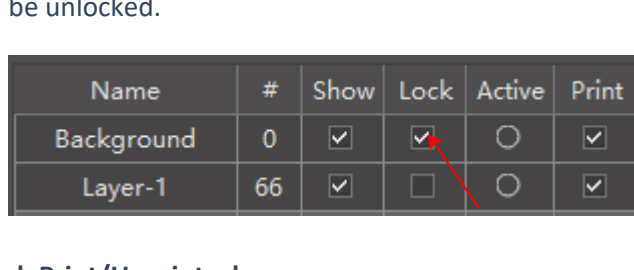
### b. Show/Hide a layer

To show objects in a layer, check the **Show** option. To hide objects in a layer, uncheck the **Show** option.



### c. Lock/Unlock a layer

Check the **Lock** option, all objects in the layer will be locked. You cannot select, change or move the objects. When you uncheck the **Lock** option, all the objects in the layer will be unlocked.



### d. Print/Unprint a layer

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

