

# How to use Edraw Gantt

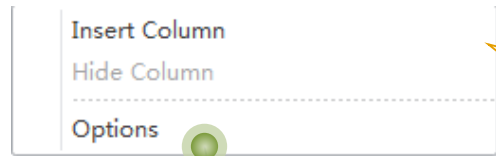
Drag a Gantt shape from Gantt library to start your Gantt chart.  
Goto Gantt Chart context menu to modify Gantt shape.  
Right click Gantt shape to get gantt menu.



**Note:** Click here to get further help.  
<http://www.edrawsoft.com/how-to-draw-gantt-chart.php>  
Chapter: **How to make a Gantt Chart**.  
Section: **Create a Gantt chart automatically from data file**.

You can set gantt data via Gantt Chart tab or right click menu.  
You can also load gantt data from Text, CVS and Excel file.

Click the **attachment icon** on this shape, copy the example file to your local drive, click **Import Data** on **Gantt Chart** tab to load data.



Insert column or delete selected column.

**Column menu**

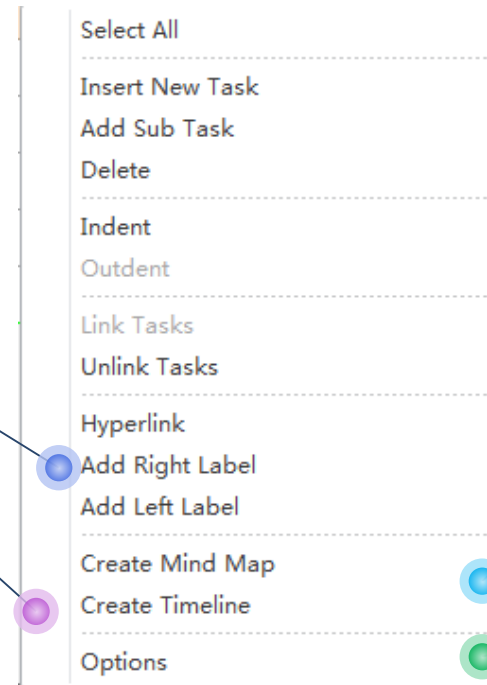
Right click gantt title area

**Gantt menu**

Right click gantt task area

Click on task bar, hold left mouse button and move to another task bar to link them.

Add task comment label, task hyperlink



Convert gantt to mind map and timeline

**Gantt Options**

Click this menu item to change gantt date and format.

ID	Task Name	Start	Finish	Duration	Complete	2012/11/20										2012/12/1																					
						20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18			
1	Task Name	2012/11/21	2012/11/23	3.0 d.	66.7%	[Gantt bar with 66.7% completion]																															
2	Task Name	2012/11/26	2012/11/28	2.5 d.	0.0%	[Gantt bar]																															
3	Task Name	2012/11/29	2012/11/30	2.0 d.	0.0%	[Gantt bar]																															
4	Task Name	2012/12/3	2012/12/3	1.0 d.	0.0%	[Gantt bar]																															
5	Task Name	2012/12/4	2012/12/7	4.0 d.	0.0%	[Gantt bar]																															
6	Task Name	2012/12/4	2012/12/5	2.0 d.	0.0%	[Gantt bar]																															
7	Task Name	2012/12/6	2012/12/7	2.0 d.	0.0%	[Gantt bar]																															

Right side comment text

Double click to input task start date and finish date, the task bar will be updated according to new date automatically. Also you can drag left side of the task bar to change the complete percentage, drag right side of the task bar to change the finish date.

Input the task completed percentage, the green progress bar will be upgraded automatically.

Drag left side of the task bar to change the complete percentage, drag right side of the task bar to change the finish date of the task, move the bar to change the start date of the task.

Double click to edit the comment text, drag it to change its position.