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A flowchart is useful whenever you need to map out a new process or reassess existing ones. Using a flowchart helps you visualise each step. It's not just for engineers, a flowchart can also help you in managing projects across every industry. Entity Relationship Diagram Template Cross Functional Flowchart Data Flow Diagram Maker Template Opportunity Solution Tree Template Swimlane Diagram Template Use Case Diagram Template Try Miro and unlock the power of collaboration Miro is a collaborative online whiteboard platform designed for remote and distributed teams. PINGDOM CANARY STRING Even though Microsoft Word is a word processor, not a diagramming program, it is still possible for users to add shapes and create flowcharts. Follow this guide to edit and make flowcharts in Word. 4 minute read Want to create a flowchart of your own? Try Lucidchart. It's fast, easy, and totally free. It's undeniable that creating a flowchart in Lucidchart and then inserting it into your Microsoft Office applications using the Add-Ins is the most efficient way to incorporate flowcharts into your Word documents. However, it's still possible to make a flowchart in Word directly and this helpful guide will show you how. 1. Open a blank document in Word 2. Add shapes To begin adding shapes to your flowchart in Word, you have two options. Begin by going to the Insert tab within the Ribbon and choose SmartArt or Shapes. SmartArt graphics are pre-made collections of shapes within a gallery. The Shapes tool provides a basic selection of shaped objects that can be inserted and edited onto the document. Adding symbols via SmartArt in Word A gallery box will pop up when you select SmartArt from the Insert tab. We recommend clicking Process for flowchart-specific options from the left panel in the dialog box, but keep in mind that you are by no means limited to this option and are free to use whatever SmartArt graphic is best for your specific needs. You will then click the SmartArt selection you want to use and a preview of that flowchart graphic will appear in the right panel, along with an explanation of its logic. Click OK to insert the selected graphic into your document. To replace your graphic with SmartArt at any time, select it and press Delete. You can then click the SmartArt Graphics (Insert > SmartArt) and choose a different chart type. If you prefer to change the layout of a SmartArt graphic, select the shape(s) and select a new style from the Design tab within the Ribbon menu. Rest assured that you can edit the SmartArt chart layout at any time without losing any text. From the Design tab, you can then continue to add flowchart shapes and connect them with lines until your flowchart is ready. If you find yourself lacking in shape options, you will need to manually add a shape from within the Design tab. To do this, select the shape (or entire chart in some cases) nearest to where you want to add a new shape. Then select Add a Shape. Adding symbols via Shapes in Word From the Insert tab within the Ribbon, select a flowchart shape from the dropdown gallery. You can then click and drag it to the size you want on the page to place it. Continue to add shapes and lines to complete your flowchart. 3. Add text Add text to a SmartArt graphic by clicking the filler text and begin typing. Depending on how much text you add, the shape and font will automatically resize to fit. For a Shape, add text by double-clicking the object and begin typing. To customize the font, use the toolbox that pops up when a desired shape is selected. 4. Add lines To draw lines between shapes, click Insert > Shapes and select a line style. Then click and drag on the page to add a line. 5. Format shapes and lines To really make this flowchart stand out in Word, you'll want to do some final formatting. You won't have as many options as you would in Lucidchart, but there's still some significant room for customization when making a flowchart in Word. For some of the simplest editing options, a menu will appear with basic editing options when you right-click on an object. To edit text layout click the Layout Options icon that appears when you right-click a text box and pick your preferred layout. You can also view the rest of the option when you click See More. Move a shape or lines anywhere on the Word document by simply clicking and dragging. If you're trying to resize the image, just click and drag from a corner or edge and use the handle icon to rotate the shape. If you select a SmartArt graphic: Change the design of your shapes by selecting your objects and choosing an option from the two new tabs in the Ribbon, Format and Design. If you select a shape: When changing the design of an object that was placed using Shapes, the Format tab will appear when you select the flowchart shape to begin your modifications. As one can see, it's certainly possible to make a flowchart in Word, but you may not be able to create more complex diagrams or process flows and share or collaborate efficiently due to the limitations of the program. However, with Lucidchart as your canvas, the possibilities are nearly endless due to the vast shape library, easy to use interface, and cloud backup with real-time collaboration features. If you want to add a flowchart into Word, Lucidchart is the modern solution. Download the MS Word Lucidchart Add-On if you haven't already. Create a flowchart in Lucidchart. Use this guide to learn how to make a flowchart in Lucidchart if you need help getting started. Open your Word document, go to your Add-Ins and select Lucidchart within the Insert tab. Select your flowchart from your documents to insert into your Word document. You can build intricate flowcharts and every type of diagram in Lucidchart and add them to Word or edit them in real-time later in half the steps, clicks, and time it would take to make a flowchart in Word directly. Making a flowchart in Word is possible if you're looking to add a simple diagram to your document, but for more customization options and more features, build your flowchart in Lucidchart instead and use the Add-In to insert it into any MS Office programs. Use Lucidchart today! Want to create a flowchart of your own? Try Lucidchart. It's fast, easy, and totally free. PINGDOM CANARY STRING Flowcharts are an ideal way to break down complex information into easy-to-understand visuals. Using shapes and lines, these diagrams make communicating complex processes simple and straightforward. This step-by-step guide will explain how to create a flowchart in Microsoft Word, both from scratch and using a Lucidchart template. Brush up on how to use a flowchart with this helpful guide. 7 minute read Want to create a flowchart of your own? Try Lucidchart. It's fast, easy, and totally free. While Microsoft Word offers a few basic features that make it possible to build rudimentary flowcharts, it is limited. Word simply wasn't designed for diagramming. Lucidchart lets you create intuitive flowcharts fast and easy. While we've provided all the steps to build a flowchart in MS Word below, we recommend starting with Lucidchart to save time (skip to the next section to learn how!). There are two ways to build flowcharts using only Microsoft Word: with SmartArt or with the shapes library. This tutorial will cover both methods, touching on some of the pros and cons of each approach. SmartArt graphics are pre-made collections of shapes that are extremely basic and rigid templates. If you need to create quick and simple diagrams, SmartArt is a great option. While it's faster to use SmartArt to make charts and diagrams, it lacks flexibility. The clip art limits you to one or two preselected shapes. If you choose to use SmartArt to build your diagram, follow these steps: 1. Select a flowchart from the SmartArt drop-down menu Navigate to Insert > Illustrations > SmartArt. A pop-up window will open. In the SmartArt window, select "Process" to see the various flowchart options. Select the diagram you want and click "OK" to place it into the document. 2. Add text There are a few ways to add text to your flowchart: Use the Text Pane that appeared when you opened your flowchart. Simply click "[Text]" and then begin typing. Double-click inside the shape you wish to add text to and just type it out. 3. Add additional shapes To add shapes, select the entire SmartArt graphic and click "Add Shape." (This button is located in the toolbar's upper-left corner.) Click and drag shapes to move them within the diagram. When you do this, the arrows will automatically adjust. If you wish to change a shape in the diagram, right-click the shape you want to change. In the panel that appears, hover your mouse over "Change Shape" and select a new shape. 4. Customize your flowchart Your flowchart is almost finished—all that's left is to customize it. When you select your SmartArt diagram, two tabs appear in the upper right-hand side of the toolbar: "Smart Art Design" and "Format." The SmartArt Design tab lets you change the diagram type, choose from a number of preset color schemes, and add shapes. For more specific customizations, use the Format tab to modify the individual shape color, text color, and font. Diagramming is quick and easy with Lucidchart. Start a free trial today to start creating and collaborating. Create a flowchart Starting a flowchart from scratch using the shape library will take longer to create, but it gives you more flexibility to customize your diagram. To create a more traditional flowchart using process and decision boxes, the shape library is the way to go, as SmartArt doesn't have any diagrams with these features pre-built. 1. Add the necessary shapes Go to Insert > Illustrations > Shapes. A drop-down menu will appear when you click on "Shapes." Find the shapes labeled "Flowchart." Here is where you will find all of the necessary shapes for building a flowchart, like process and decision boxes. Hovering over the shape will show you each of the shape's functions. Next, click and drag your mouse to draw the shape in your document. Repeat these steps to add more shapes. Helpful tips: Hold the Shift key when drawing shapes to ensure they remain the correct height and width. To save time, copy and paste shapes that occur repeatedly in your diagram (like a process box) after you have drawn them once. 2. Add connecting lines No flowchart is complete without arrows connecting your shapes together illustrating the diagram's "flow." To add lines, go to Insert > Illustrations > Shapes. Arrows can be found in the section titled "Lines." After selecting the arrow, click and drag your mouse from one shape to another to connect them. Helpful tip: Hold the Shift key when drawing the arrow to create a straight line between the shapes. 3. Label your shapes and lines Adding text to your shapes is a bit different than with SmartArt. Right-click the shape and click "Add Text." A cursor will appear in the middle of the shape and you can begin typing. Adding text to lines and arrows requires a text box. Go to Insert > Text Box and click and drag your mouse to create a text box in the correct size, type to add your text. Move the text over the designated line. 4. Customize your flowchart Shapes can be customized in the format shape pane found in the top right-hand corner. You can edit fill color, line weight, opacity, text font, text size, and more to design your flowchart to your liking. You'll notice there are several pros and cons to using Word as a flowchart creation tool. While Microsoft Word allows you to add text boxes, alter shape and line color, and perform basic formatting tasks, the entire experience is static. With Lucidchart, elements are highly responsive; plus, you can collaborate with colleagues or friends. Before getting started on your flowchart, you'll need to register for a free Lucidchart account—all it takes is an email address! Once registered, you'll be all set to move on to the steps below. 1. Choose a template or start from scratch Lucidchart offers dozens of pre-made flowchart templates in its library. To find the perfect flowchart that fits your needs, click the "+ Document" button or the "More Templates" button and select "Flowchart" from the list on the left panel. For more information on the different templates, click it once to read more about it. All Lucidchart templates are completely customizable—move, add, or delete shapes and arrows until the diagram suits your needs. To build your diagram from scratch, open a blank document by clicking "+ Blank" on the top of the home page. 2. Add shapes and lines Lucidchart's intuitive interface makes it easy to quickly add all the shapes, lines, and text you will need. By default, the Flowchart shape library is pinned to the left in the shape menu. Drag and drop shapes onto the canvas to start diagramming. To connect the shapes, click and drag your cursor drawing an arrow between them. Helpful tip: Draw lines connecting the red dots to keep the shapes linked. 3. Add text Once your flowchart is diagrammed with necessary shapes and lines, it's time to add the text. Simply double-click the shape or arrow of your choosing and begin typing. Editing the text is just as easy—repeat the same process. Modify the text size, font, color, and more using the properties bar at the top of the editor. 4. Format and customize your flowchart Now your flowchart probably looks a bit boring, but you can change that quickly by customizing the shapes and lines. Select the "Theme" button (the droplet icon) located on the right-hand side of the editor to set a theme. A pane will open with a variety of themes and color schemes to select—click one to apply it to your diagram. Even if you used a template, you can change the theme. You can also modify shapes individually using the properties bar. Format line weight, fill color, gradient, and opacity with the toolbar to customize nearly every aspect of your shapes. With the Lucidchart add-in for MS Word, you can add your finished flowchart to any document in a matter of minutes—just follow the steps below: 1. Install the Lucidchart add-in Open Word and go to Insert > My Add-Ins > Store. Type Lucidchart in the search bar and click "Add." If the Lucidchart add-in doesn't open when you download it, simply go to Insert > My Add-Ins > Lucidchart. A side panel will appear. Complete the walkthrough and click "Get Started." You will be prompted to log in with your Lucidchart credentials. 2. Select a diagram to add to your Word document After you are logged in, a Lucidchart pane will open on the right side of the document. To insert a diagram, find your flowchart in the file panel and click on it. A preview will open below the file tab to ensure you have the correct diagram. Then select "Insert." For more info on how to use the Lucidchart add-in, watch our video tutorial. 3. Edit your diagram To edit the diagram after inserting it, click the "Edit" button (located on the toolbar next to the "Insert" button). It will open Lucidchart in a new window where you can make any changes that you need. If you're struggling to make a flowchart in any MS Office programs, Lucidchart can help. Just like with MS Word, you can import diagrams into MS PowerPoint and Excel with the Lucidchart add-in—it's quick and easy! For a simpler diagramming solution, try Lucidchart. It was designed with usability in mind—the drag-and-drop interface and collaboration features make it easy to build charts, whether they're basic or complex. Want to create a flowchart of your own? Try Lucidchart. It's fast, easy, and totally free.

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