UNIVERSITY OF DETROIT MERCY
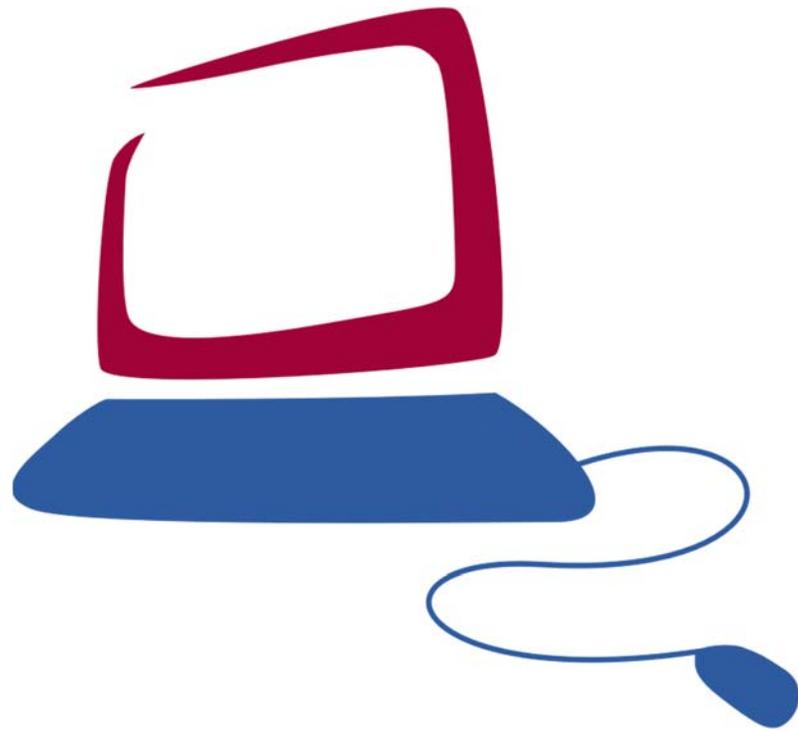
Build A Boundless Future

Information Technology Services

Quick Start Guide for LucidChart

Quick Start Guide Sections:
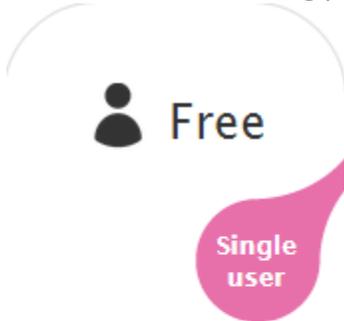
Sign Up for an Account

- Navigate to: www.lucidchart.com
- Click the "Sign up free" button.

Sign up free

- On the following page, click on "SIGN UP" for a free, single user account.

Free

Single user

SIGN UP

- When registering for an account, please use your **@udmercy.edu** email account.

Sign Up For Lucidchart Free

Your Name

Email

Password

By registering I agree to Lucid Software's Terms of Service.

Register

- Faculty, Staff, and Administrators may request a free upgrade by navigating to:
  https://www.lucidchart.com/pages/education/university
- Students may request a free upgrade by navigating to:
  https://www.lucidchart.com/pages/education/students

  Please note that it may take up to one day for your account upgrade to be processed.

Logging into your Account

- Navigate to www.lucidchart.com.
- Click on the "LOG IN" button.

LOG IN

- Enter your credentials and click "Log in."

Log in

Username

Password

☐ Remember me   Log in

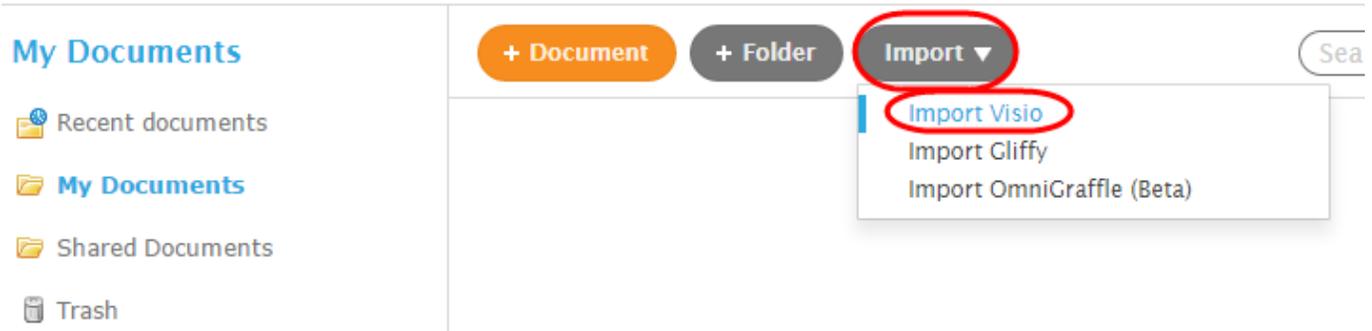Sign up free   Forgot your password?

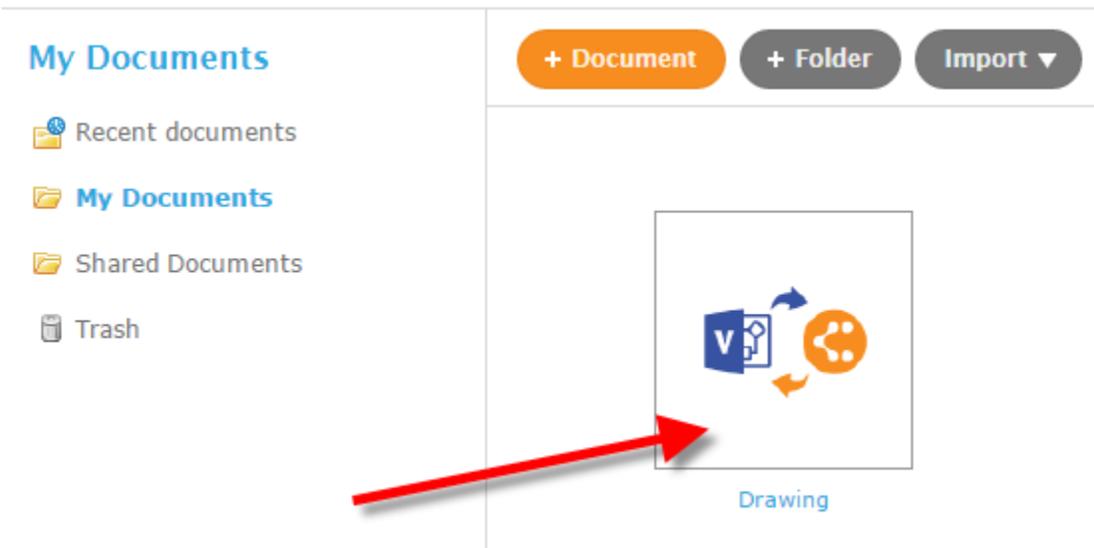# Import an Existing Visio Diagram

- Click on "Import" and "Import Visio."

- Click "Choose Files" and navigate to the file you would like to upload. After selecting the file, click "Import."

- Your Visio file will be displayed in the main screen.

Create a New Document in LucidChart

- Click on the "+ Document" button.

+ Document

- Select a Category on the left menu. Select a blank document or a template from the center screen.

CREATE NEW DOCUMENT   ×

Standard Flowchart Templates

Blank Flowchart   **BPMN 2.0**   **SIPOC Diagram**

Sales Process   **Student Registration**   **Support Process**

Value Stream Mapping

Templates

Standard
Personal
Team
Community

Categories

All Categories
Android
Business Analysis
Education
Engineering
Entity Relationship (ERD)
Floorplan
Flowchart
iOS
Mind Map
Network Infrastructure
Org Chart
Other
Site Map
UML
Venn Diagram
Wireframe

Default Units
◉ Inches
○ Centimeters

Cancel   Start Drawing

- Enter a title to describe your document. Next, press "OK."

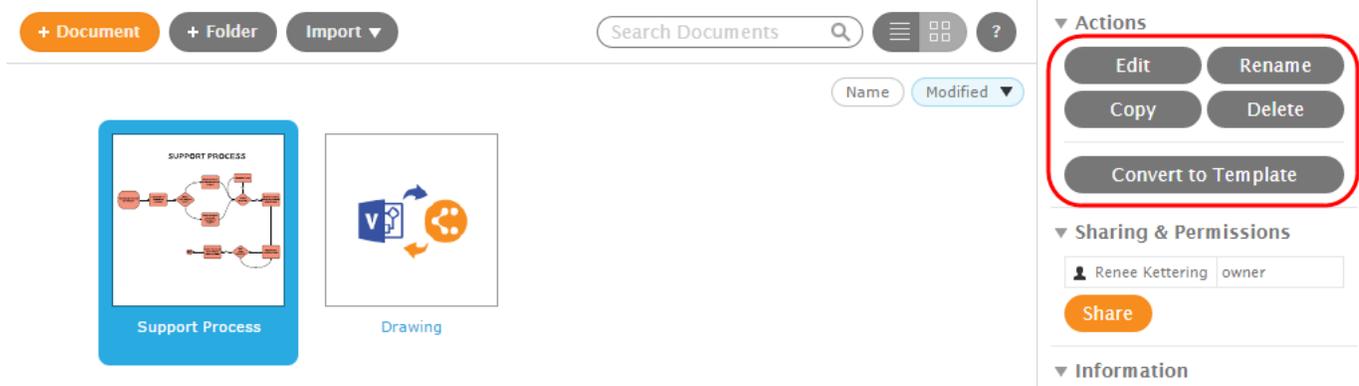LUCIDCHART   ×

Enter a new title:

Support Process

Cancel   OK
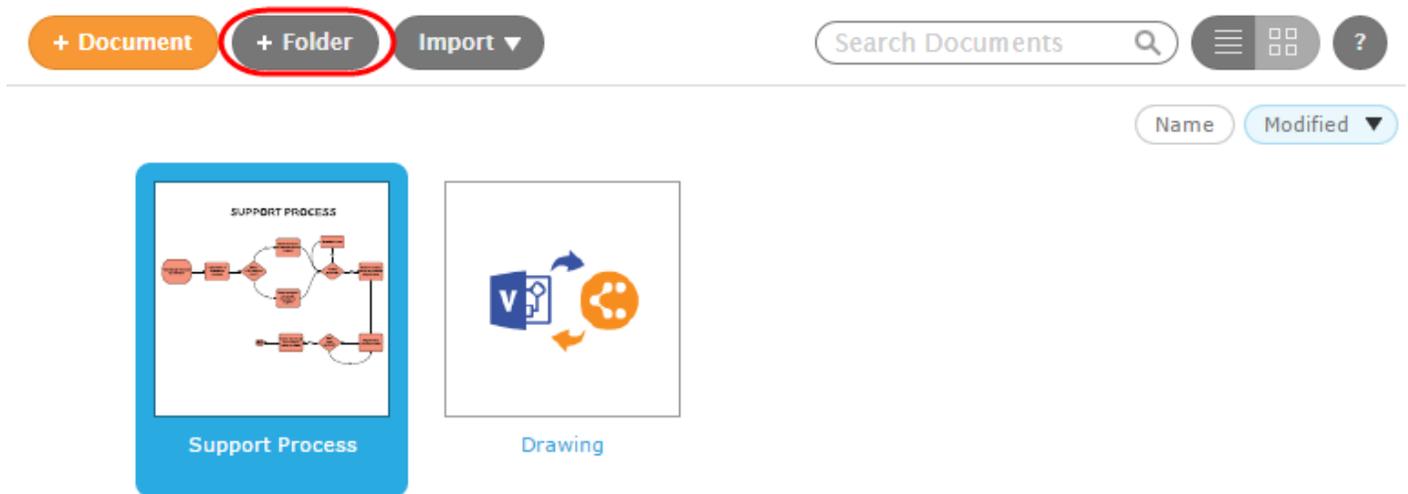
Organizing and Working with Documents

Edit, Rename, Copy, Delete, or Convert to Template

- Select the document to view actions menu on the left. Actions include editing, renaming, copying, deleting, and converting to a template.
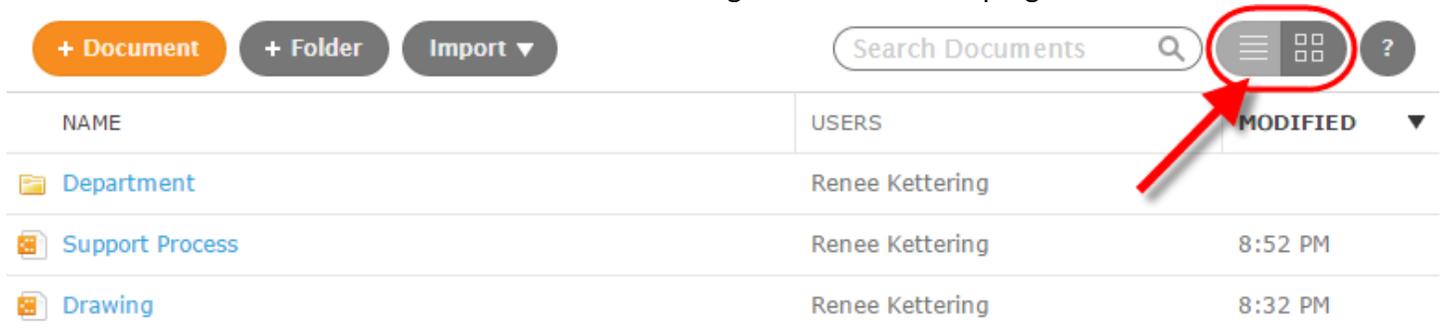

Creating Folders

- Click on the "+ Folder" button to create a folder. Drag and drop documents into the appropriate folder.
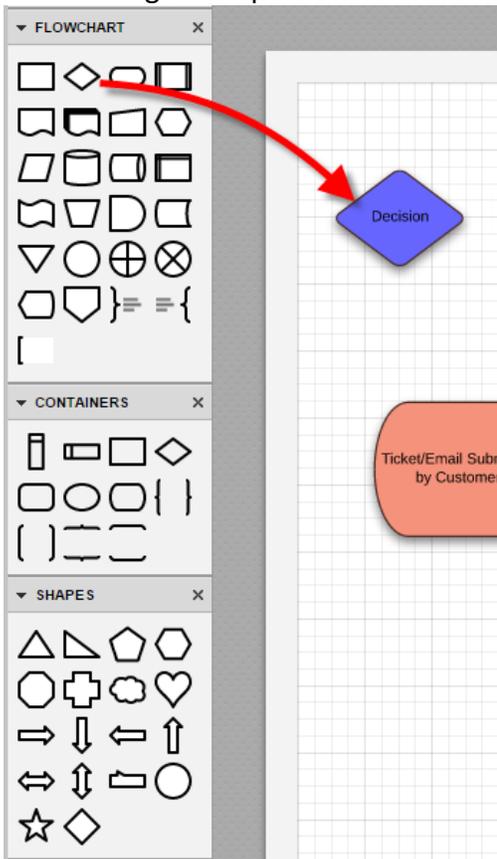

Views

- Switch between "List view" and "Grid view" using the icons in the top right corner of the main menu.
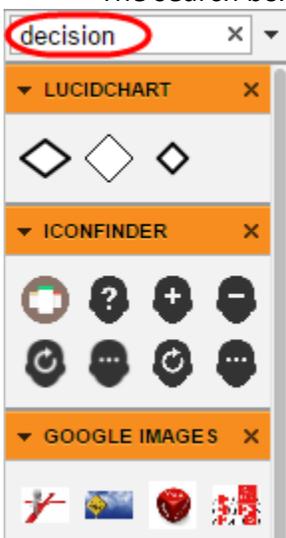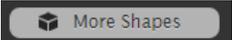
Editing a Document

Adding Shapes

- Drag an shape from the left menu and drop it onto your page.

- The search box is available to assist in finding shapes. Type in a name or description of a shape.

- The ⬛ **More Shapes** button at the bottom of the page will allow you to display additional categories of shapes, as provide an option to import your own shapes. Check the new category to be added to the left menu.
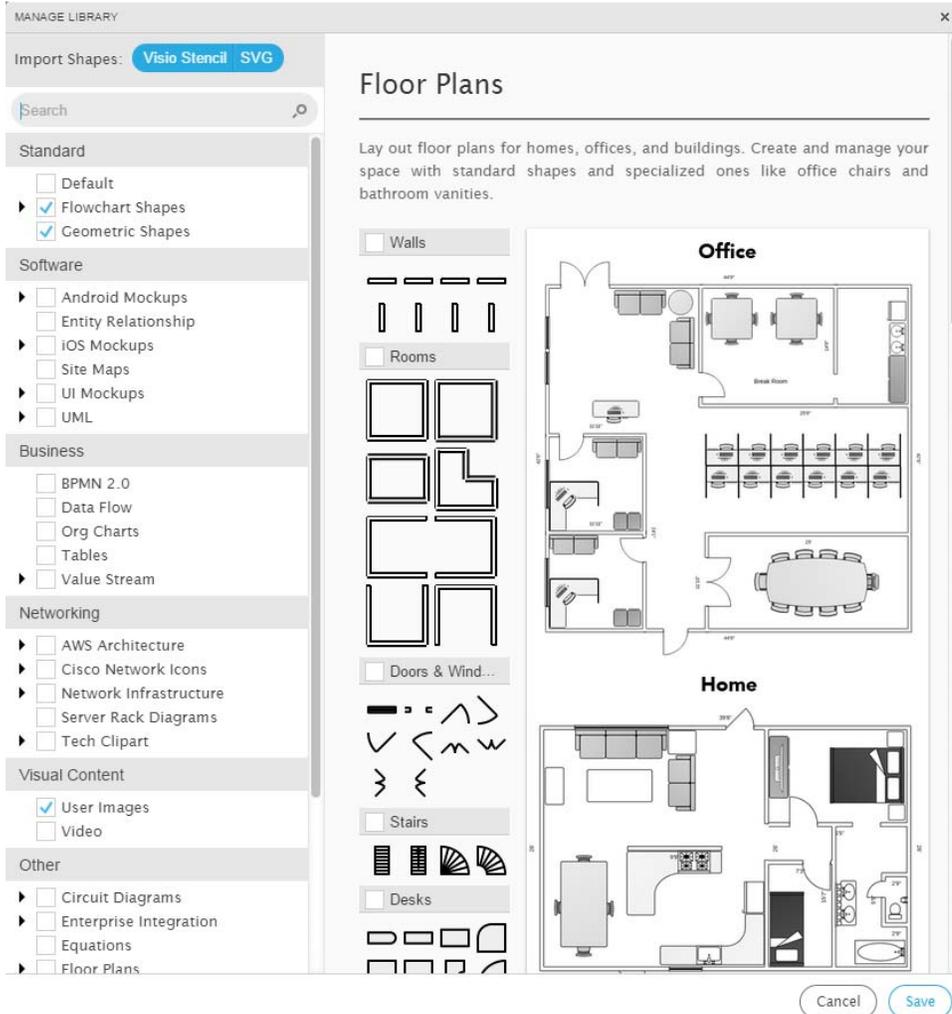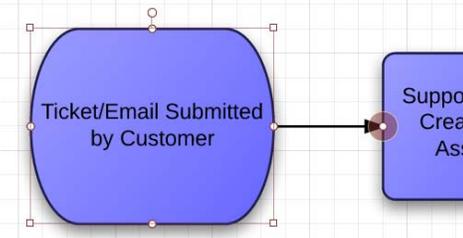
Drawing Arrows

- From the top tool bar, select the type of arrow you would like to use.

   (Curved, Straight with Turns, or Straight)

- Hold your mouse over the starting symbol. Notice four small dots appear; select one of these dots to begin the arrow.

Ticket/Email Submitted by Customer

- Hold down the mouse button and let go over a small dot on the next shape.

Ticket/Email Submitted by Customer

Suppo
Crea
Ass

- If you selected the curved arrow or the straight arrow with turns, you may edit she curvature or bend of the arrow. Click on the "Edit Line Shape" button (located just to the right of the arrow buttons).

- Click on any part of the line to add a new point. Drag this point to add a curve or bend to the arrow.