CS Lucidchart Tutorial

Note: Variations in images may occur as the Lucidchart website changes.
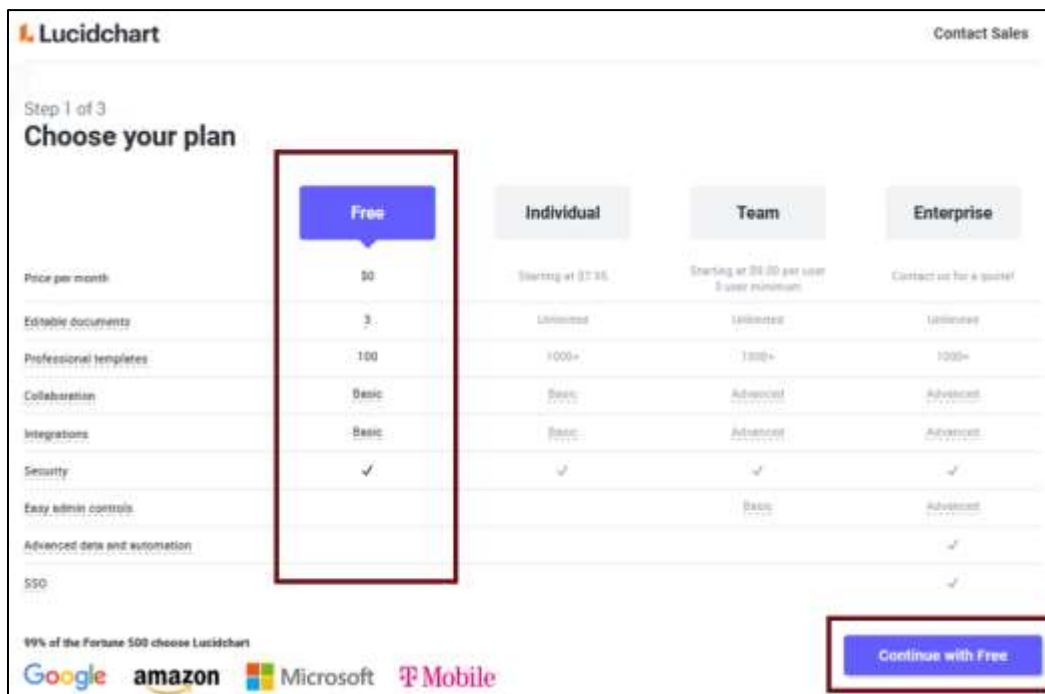

Contents

Creating an Account

1. To create an account, navigate to the Lucidchart homepage, and click the **Sign up free** button in the top right corner of the window.

2. This will open a screen with various plan options. By default, you will be brought to the Personal Plans page. There are multiple options: Free, Individual, Team, and Pro. Under the Free account option, click the **Sign Up** button.
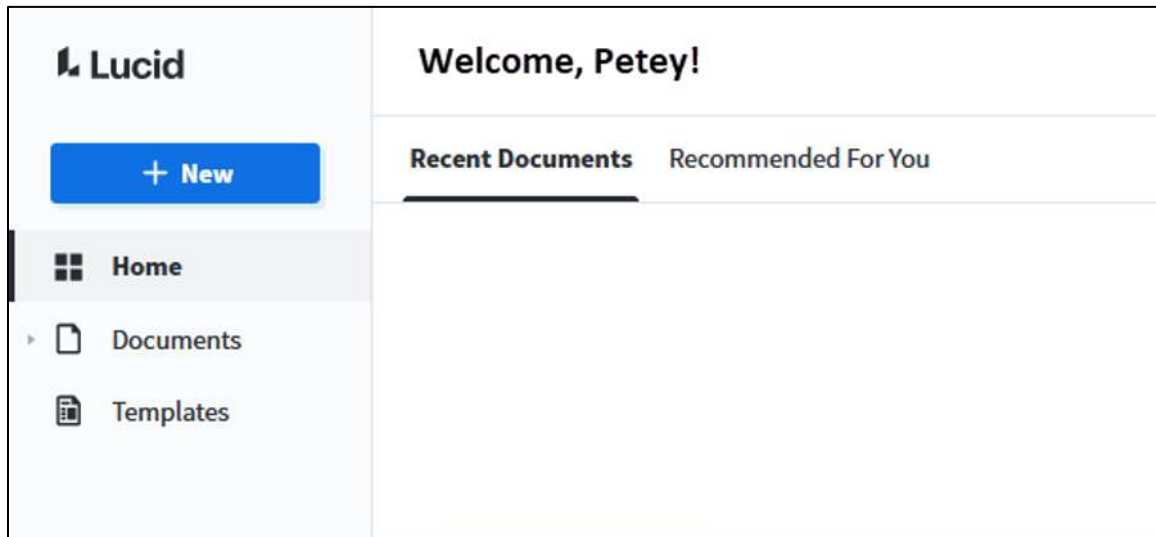
3. Enter your **full name**, your **SNHU email**, and a **password**. Then, click **Create Account**.

    IMPORTANT: Be sure to use your SNHU email. Since your SNHU email is associated with an educational institution, this will give you the ability to keep a few more documents on your free account.
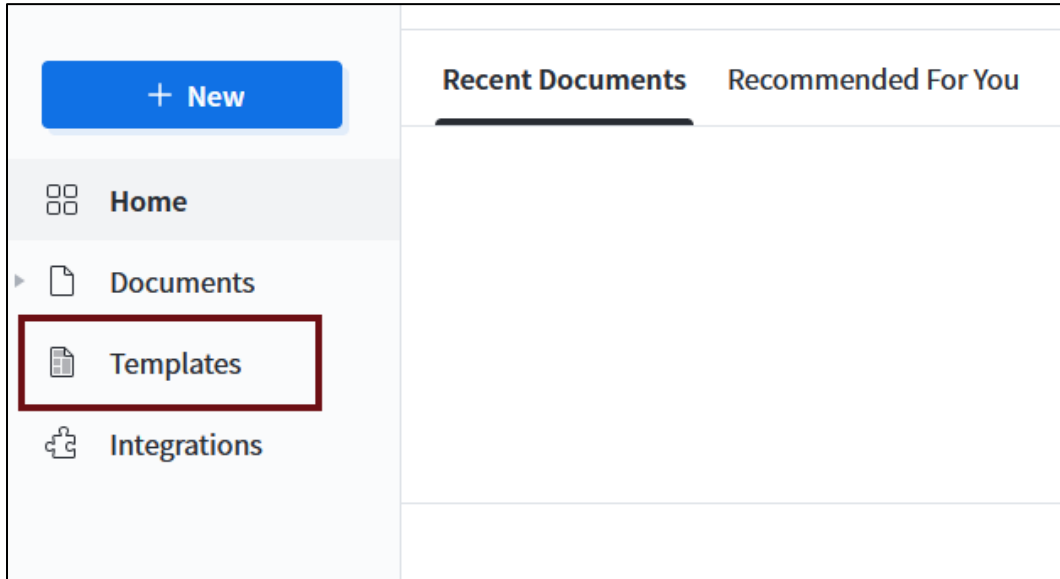
4. This will bring you to the homepage of your account.
    a. If you already have an account you can access your homepage by going to
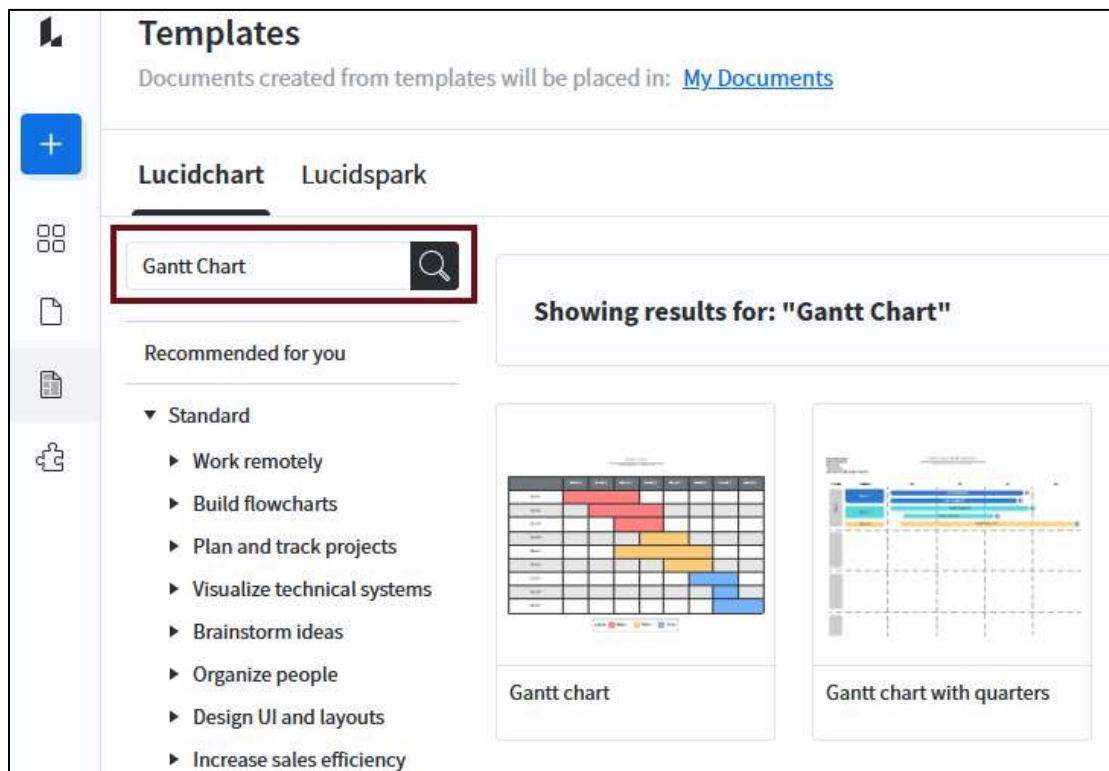   https://lucid.app/users/login#/login and signing in.

5. Select **Templates** on the left side of the page to access the template list.
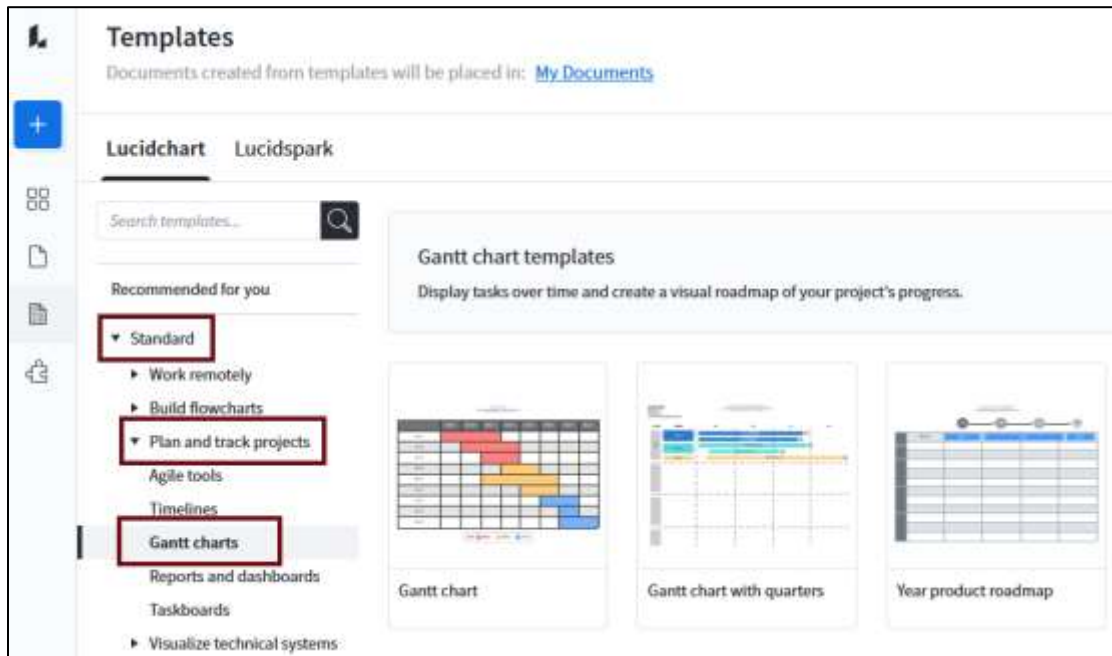
Creating a Gantt Chart

1. To create a Gantt chart, start on your homepage. In the left-hand navigation menu, click the **Templates** button.

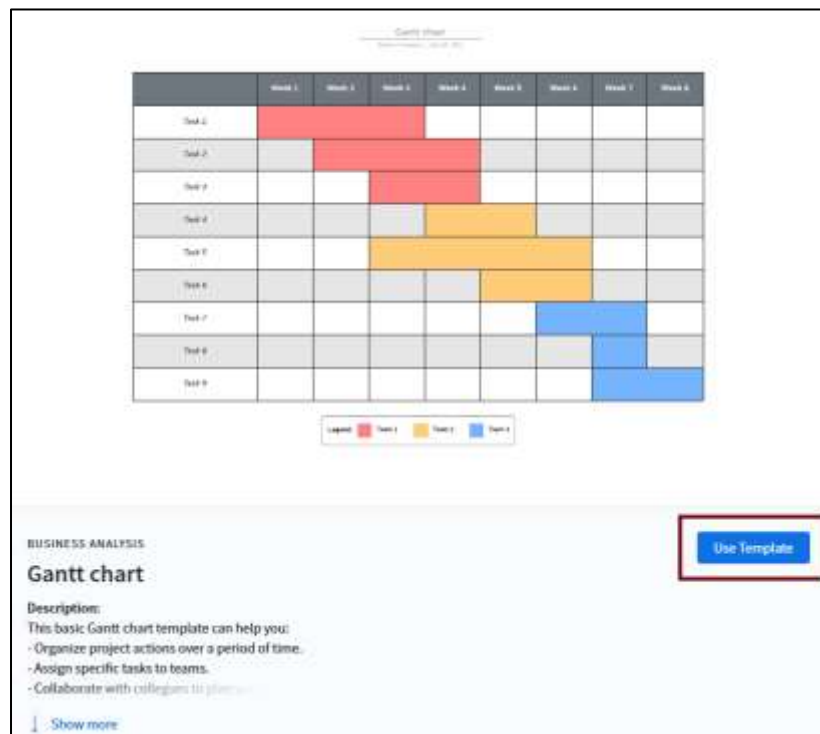2. There are two methods to finding the template that you need.
   a. Using the **Search templates…** bar, type in Gantt Chart and click the magnifying glass.

b. Using the drop-down menu follow the path: Standard > Plan and track projects > Gantt charts.

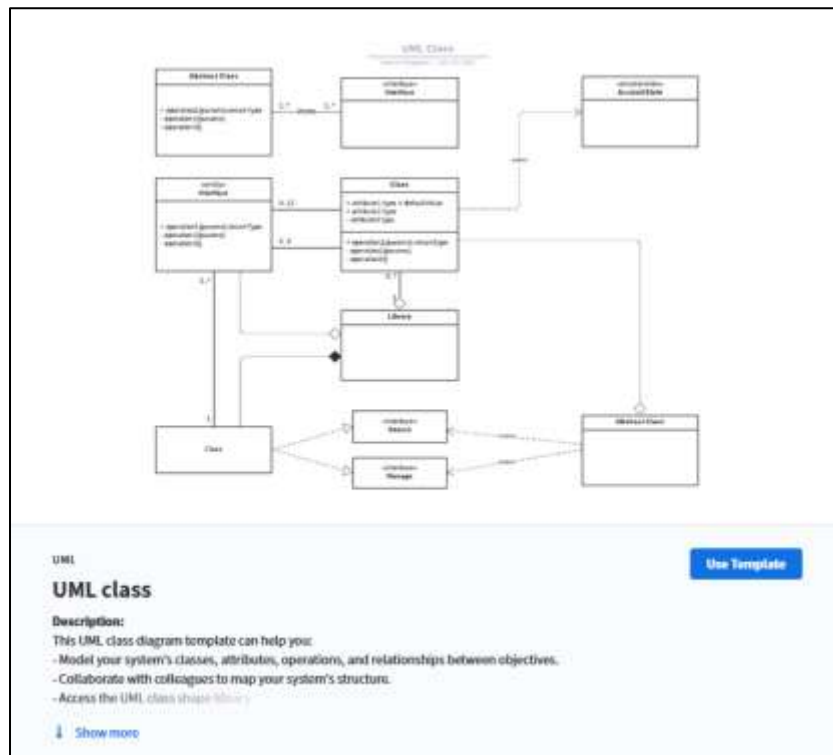

3. There are several different types of templates for Gantt charts for you to choose from. This example walks you through using the "Gantt Chart" template. Click the template you would like to use, then on the pop-up window click use template.

Creating UML Diagrams

1. To create a Gantt chart, start on your homepage. In the left-hand navigation menu, click the **Templates** button.
2. Again, there are two methods to finding the template that you need.
   a. Using the **Search templates…** bar, type in UML and click the magnifying glass. Scroll down until you see the UML Class template.
   b. Using the **drop-down menu** follow the path: **Standard** > **Visualize technical systems** > **System diagrams**. Then select the UML Class template.

3. Once you have selected your template, click the **Use Template** button.

4. A description with instructions, as well as a link to watch basic tutorials, will appear. Use these instructions to support the creation of your diagram.

Learn about this template

UML class diagrams map out the structure of a particular system by modeling its classes, attributes, operations, and relationships between objects.

To customize this template:
- Click on any shape and type the information you would like to include.
- Add and arrange class shapes as needed.
- Update cardinality.
  - Click on a line and navigate to the properties bar to adjust the endpoints.
  - Click on a line and hover over the gear icon to add multiplicities.
  - Add additional lines by hovering over a shape and clicking the red dot

UML Class Diagram Tutorials
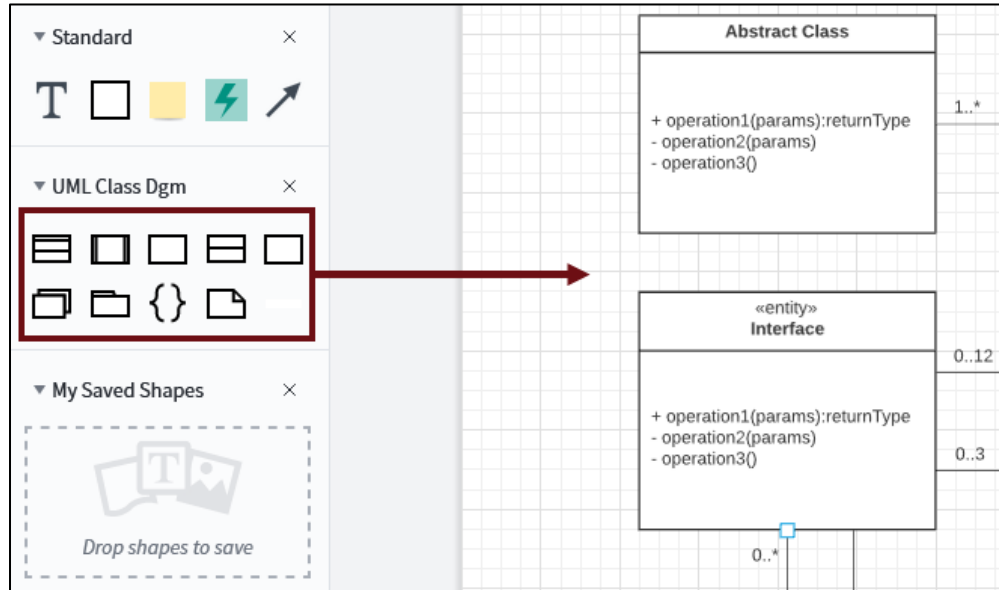(Hold Shift + ⌘ or Ctrl, then click)

Watch a UML class diagram tutorial

Read about UML class diagrams
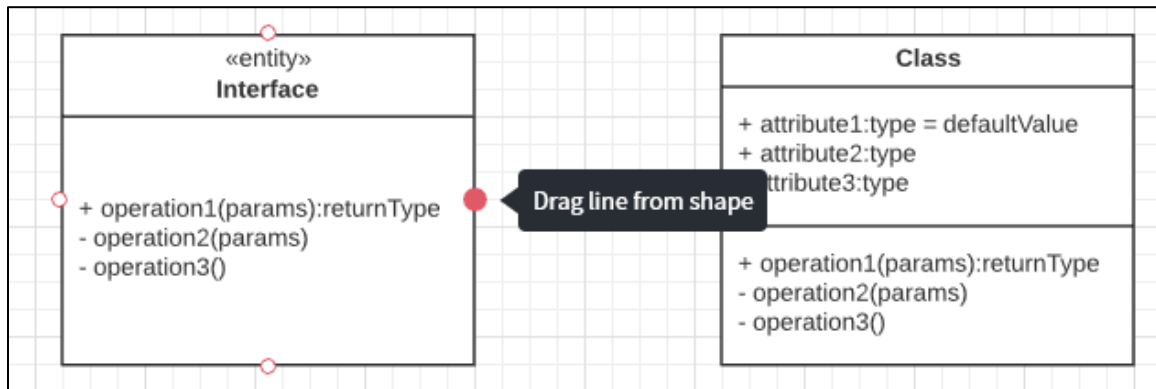
Watch Lucidchart basic tutorials

5. On the left pane, you should see the Shapes panel. There are sections for "UML Class," "Use Case," "State/Activity," "Sequence," and other diagrams. You may need to scroll down or minimize some sections to see these. Click and drag the shapes you need to place them in the frame.

   Note: By default, just the shapes are shown. To see text descriptions along with the shapes, use the menu bar to select **View**, then **Shapes Panel**, then **Icons and text** or **Text only**.
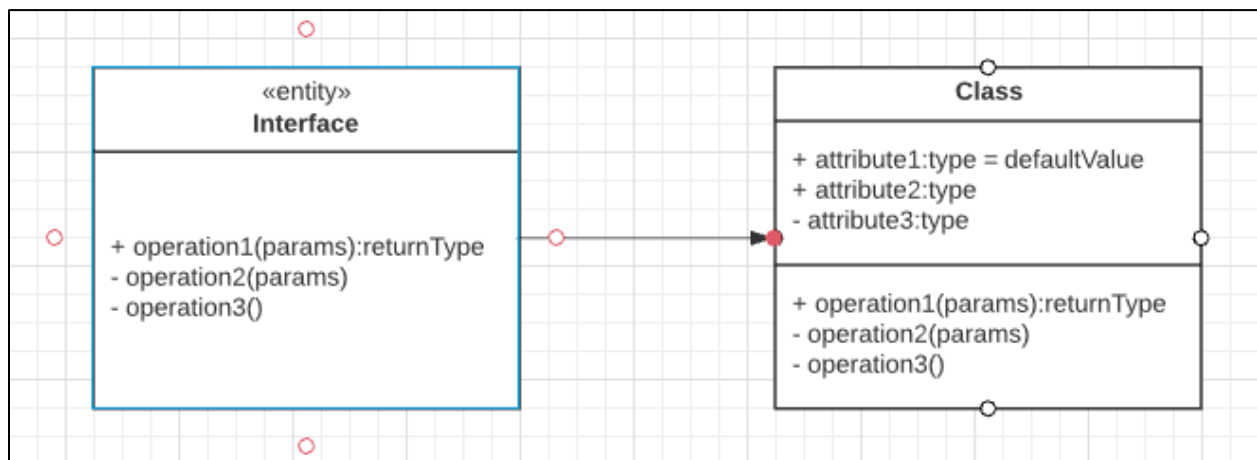

6. To edit the text in the shape(s), double-click and type the appropriate text.

7. You may also use lines to connect different shapes in your diagram. To do this, hover over a class you would like to connect. Click on one of the red dots around the shape to start your line.
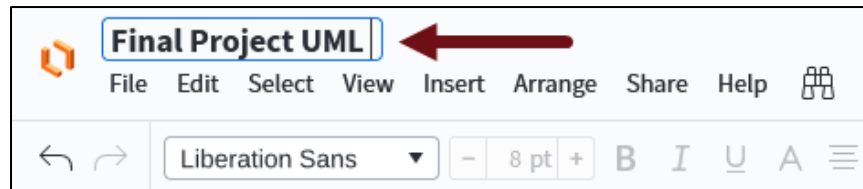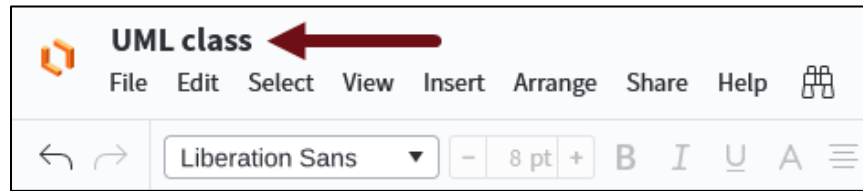

8. Drag your line to any of shapes you need to connect.

9. Finally, if you need to edit the type of line, use the line editor underneath the menu bar at the top of the screen. You can adjust the thickness of the line and whether it is solid or dotted as well as the type of arrowhead at the start and end points.
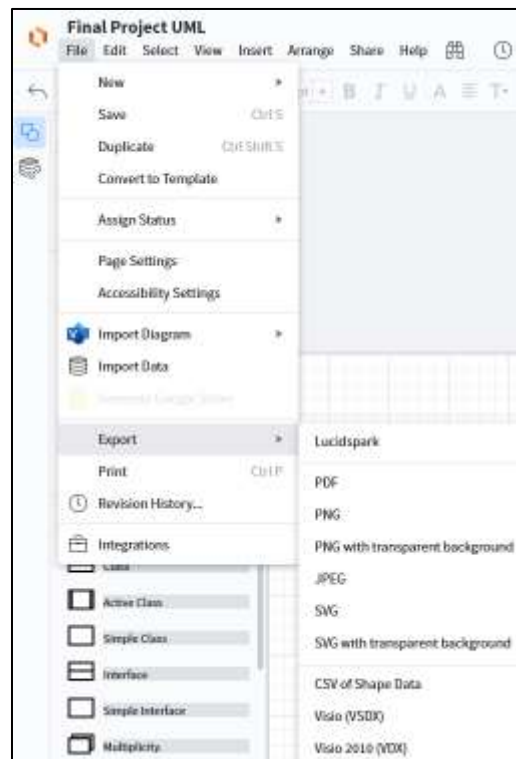
Naming, Saving, and Downloading Your Work

1. To name your diagram, click on **UML Class** and type an appropriate title for the diagram. This will automatically change the title within the frame.

2. To save the diagram, click **File**, then **Save**.

3. To download the diagram, click **File**, then **Download As**. It is recommended that you download your diagram as a PDF, PNG with transparent background, or JPEG.

   NOTE: If you are going to be copying your diagrams into another document, a PNG or JPEG file will be easiest. If you will be using your UML diagram in a discussion, choose **PDF.** Be sure to check the "Accessible PDF" box before downloading.
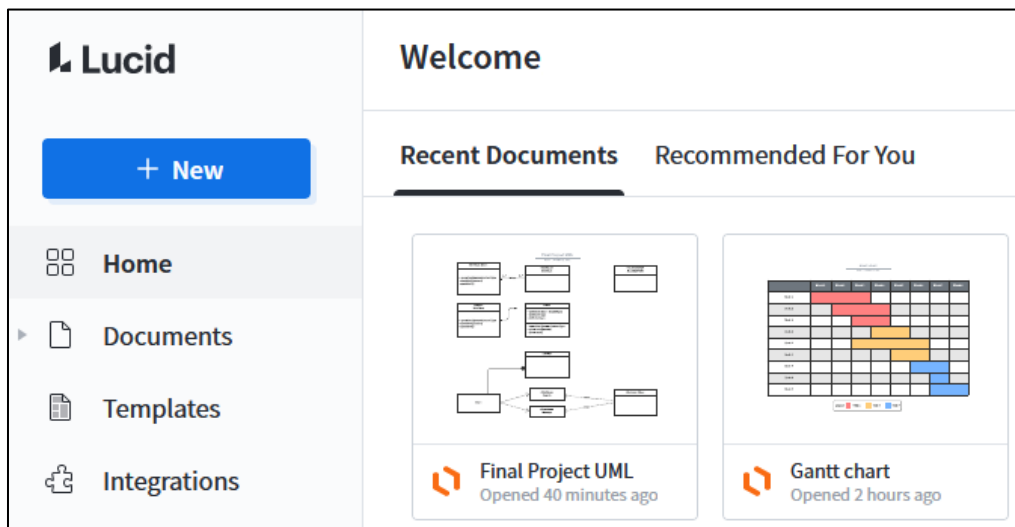
Deleting Lucidchart Documents

The Free version of Lucidchart has a three document limit, with a maximum of 60 objects (shapes, arrows, etc.) per document. As you go through the program, you may need to delete documents from your work in previous classes in order to create new ones.

1. **Be sure to download a copy of any document before you delete it.**

   TIP: Email a copy of the diagram to yourself or save it in some type of cloud-based storage (Google Drive, Dropbox, etc.) so that you always have access to it.

2. From the Lucidchart dashboard, you should see tiles showing your documents.

3. From the tile view, roll over the document you would like to remove. Then click the **…More** icon.

4. Clicking on **…More** will show a menu of options. From this menu, click **Delete.** This will remove the document for you. You have now successfully deleted your document!