

How to insert an image with a flowchart or diagram into a document created in the ISOXpress integrated editor.

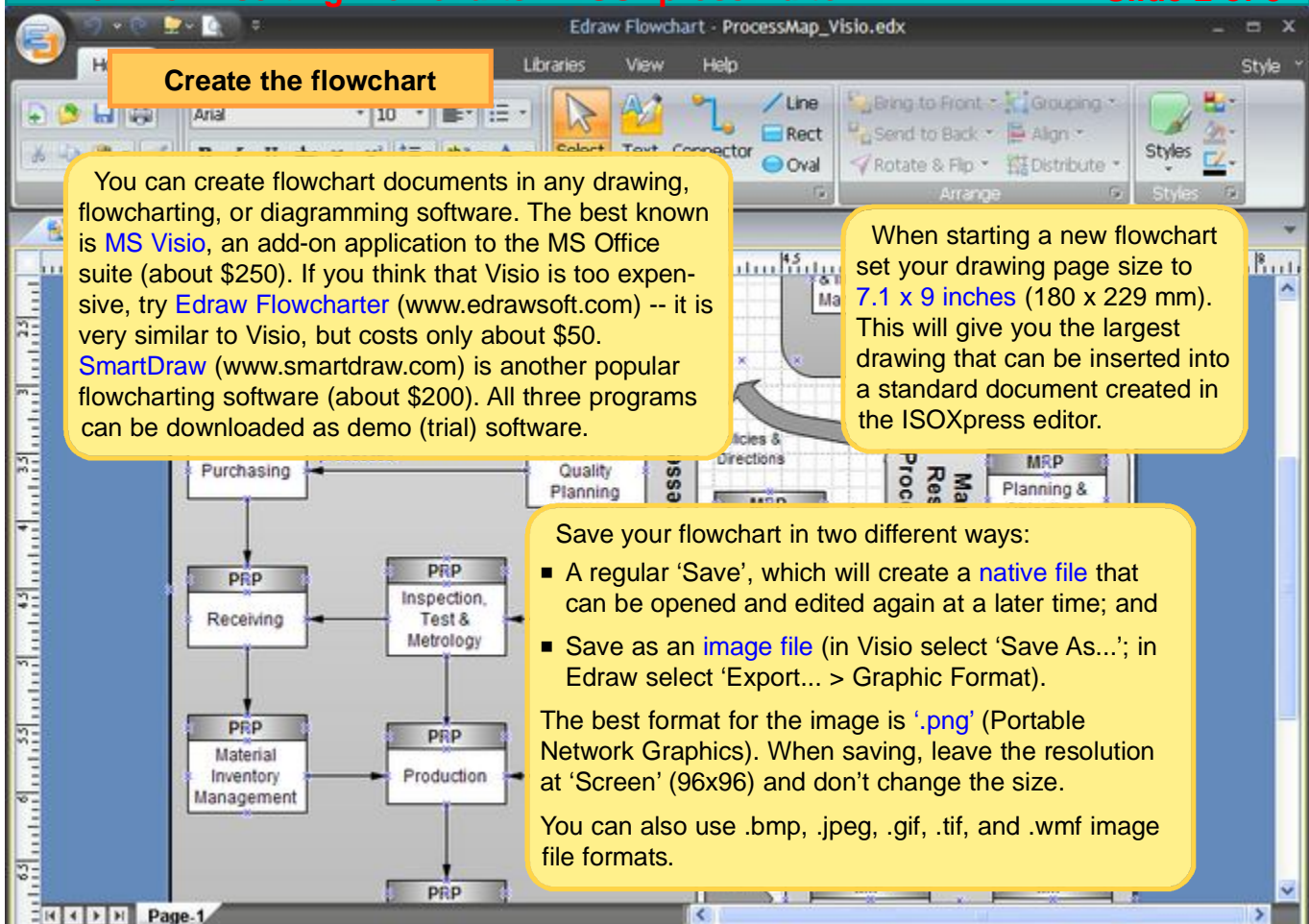
NOTE: This tutorial applies to documents created in the ISOXpress integrated editor, where you want to insert one or more images with flowcharts or diagrams. For creating complete flowchart-only documents refer to tutorial [Importing External Flowchart Documents](#).

To insert flowcharts into a document created in the integrated ISOXpress editor:

- Create the flowchart in drawing/flowcharting software (for example, [MS Visio](#), [Edraw Flowcharter](#), [SmartDraw](#), [Flowchart.com](#), etc.);
- Save the flowchart both as a **native file** that can be opened again for editing, and as an **image file** (gif, jpeg, png, etc.);
- In **ISOXpress editor** create new, or open an existing document, and insert the **flowchart image file** into the document;
- In **ISOXpress** upload the **native (editable) file** created by the flowcharting software, so that you can find and retrieve it when you need to update the flowchart at a latter time.

You can insert as many flowcharts and diagrams into a document as you want.

The following slides will show in detail how to carry out these steps.



Create the flowchart

You can create flowchart documents in any drawing, flowcharting, or diagramming software. The best known is [MS Visio](#), an add-on application to the MS Office suite (about \$250). If you think that Visio is too expensive, try [Edraw Flowcharter](#) (www.edrawsoft.com) -- it is very similar to Visio, but costs only about \$50. [SmartDraw](#) (www.smartdraw.com) is another popular flowcharting software (about \$200). All three programs can be downloaded as demo (trial) software.

When starting a new flowchart set your drawing page size to **7.1 x 9 inches** (180 x 229 mm). This will give you the largest drawing that can be inserted into a standard document created in the ISOXpress editor.

Save your flowchart in two different ways:

- A regular 'Save', which will create a **native file** that can be opened and edited again at a later time; and
- Save as an **image file** (in Visio select 'Save As...'; in Edraw select 'Export... > Graphic Format).

The best format for the image is **'png'** (Portable Network Graphics). When saving, leave the resolution at 'Screen' (96x96) and don't change the size.

You can also use .bmp, .jpeg, .gif, .tif, and .wmf image file formats.

QM-04: Quality Management System (full text)

File Edit View Insert Format Table Tools Help

ISO HEADINGS

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Inset flowchart image into document

Create (or open existing) document into which you want to insert the flowchart image.

Place the cursor at the beginning of the text line in the document where you want to insert the image (you can also press the 'Enter' key to create new empty lines and then place the cursor at the beginning of such an empty line).

Select **Insert > Image...** from the top menu, and in the Open File dialog find the flowchart image (.png) file that you created in your flowcharting software.

4.1 → **General**

A customary way to satisfy Clause 4.1 in an ISO 9001 quality system map in the form of a Plan-Do-Check-Act (PDCA) diagram (as on the quality system processes and their sequence and interrelation; and for processes and their sub-processes in a process map matrix.)

4.1.1 → **Quality system processes**

Management System (full text)

Insert Format Table Tools Help

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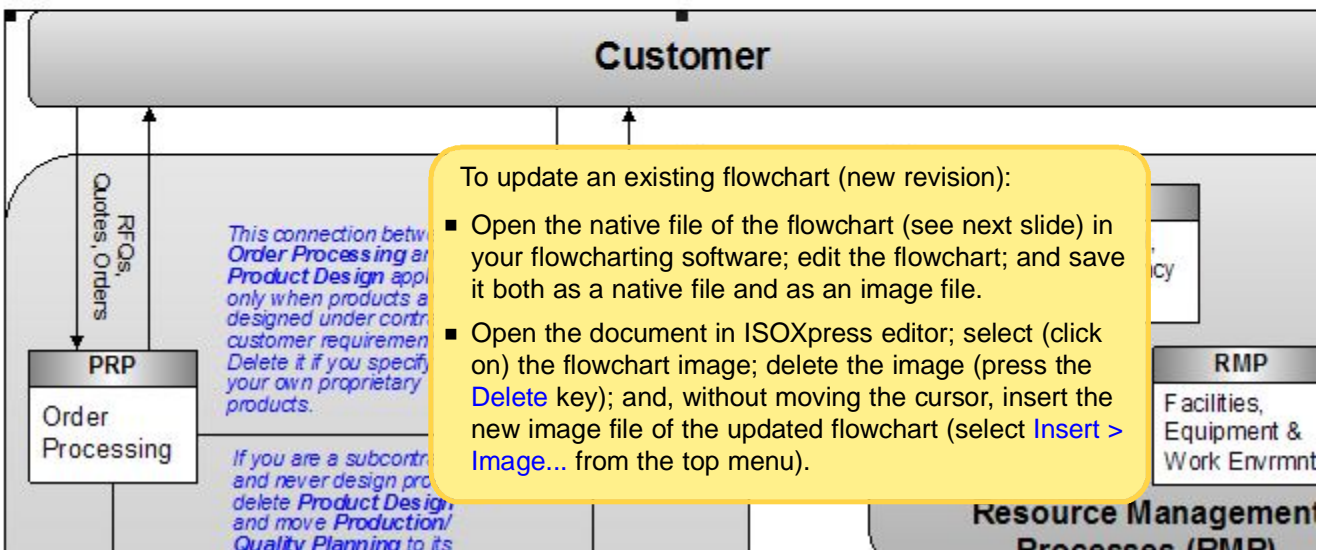
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When inserting images, make paragraph marks visible so that you can see where empty lines are.

The flowchart image should fit and position itself just right. It is best to leave it without modifying any image properties. Any resizing will degrade the quality of the image (make it fuzzy). If you want to manipulate the image anyway, select the image (click on it) and select **Format > Image...** from the top menu.

4.1.1 → **Internal Quality Audits**

through internal quality audits (refer to *Internal Quality Audits*.)



Save the native files

When you save the document, the flowchart image gets embedded into the document itself, so you don't need to keep the image file any more.

However, you want to [save the native file](#) of the flowchart, so that you can open it later in your flowcharting software when you need to update (change) the flowchart.

To save the native files of inserted flowcharts, diagrams, pictures, etc., select the document (revision), and click the [Import Files](#) button in the sidebar menu.

Secondary Files for Charts/Diagrams/Images Inserted in Document

For composite documents where there are secondary files contributing content (for example, Visio diagrams inserted into MS Word document), upload these secondary native files, so that you have a complete set of files necessary to update the document.

File Name	Upload	Download	Delete
DocEdit-01_FC01(Edraw).edx			
DocEdit-01_FC01(Visio).vsd			

Tip: You don't need to download the native master file of the document itself because updating and saving this file is automatically managed by the ISOXpress editor (a method for downloading this file is described in the Help for this dialog box).

In this example there are three native MS Visio flowchart files saved with the document:

When you need to update (change) a flowchart, just download its native file and open it in your flowcharting software.

End of Slide Show. Thank You for Watching