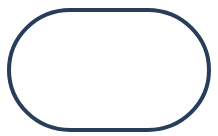


Flowline

1. ****Flowline Symbol****: Shows the process’ direction. Each flowline connects two blocks.



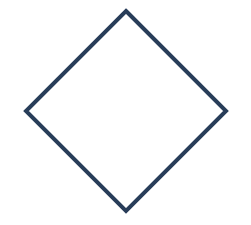
Terminal Symbol

2. ****Terminal Symbol****: Indicates the beginning or end of a flowchart.



Process

3. ****Process****: Represent a step in a process. This is the most common component of a flowchart.



Decision Symbol

‍4. ****Decision Symbol****: Shows a step that decides the next step in a process. This is commonly a yes/no or true/false question.



Input / Output

‍5. ****Input / Output Symbol****: Indicates the process of inputting or outputting external data. This is indicated by the shape of a **[parallelogram](https://www.zenflowchart.com/blog/parallelogram-in-flowchart)**.



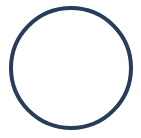
Annotation / Comment

‍6. ****Annotation / Comment Symbol****: Indicates additional information regarding a step in a process.



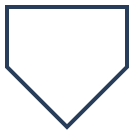
Predefined Process

‍7. ****Predefined Process  Symbol****: Shows named process which is defined elsewhere



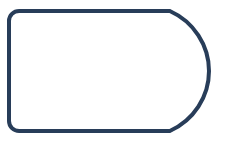
On-page Connector

‍8. ****On-page Connector Symbol**** are pairs of on-page connecter are used to replace long lines on a flowchart page.



Off-page Connector

‍9. ****Off-page Connector**** ****Symbol****: An off-page connector is used when the target is on another page. Read our **[flowchart connector](https://www.zenflowchart.com/blog/flowchart-connector-explanation-guide)** guide for more information on how on-page and off-page connectors work.



Delay

‍10. ****Delay Symbol****: Any delay period that is part of a process



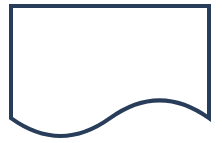
Alternate Process

‍11. ****Alternate Process Symbol****: An alternate to the normal process step. Flow lines to an alternate process block is usually dashed.



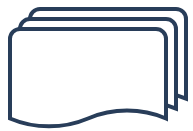
Data

‍12. ****Data Symbol****: Data input or output



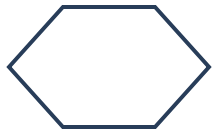
Document

‍13. ****Document Symbol****: A document



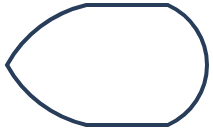
Multi-document

‍14. ****Multi-document Symbol****: Multiple documents



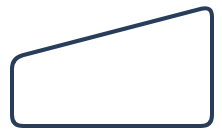
Preparation

‍15. ****Preparation Symbol****: A preparation step  
‍

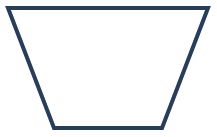


Display

‍16. ****Display Symbol****: A machine display



Manual Input

‍17. ****Manual Input Symbol****: Data or information into a system  
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‍18. ****Manual Operation Symbol****: A process step that isn’t automated

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