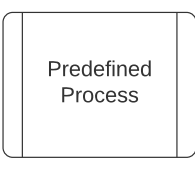


flowchart symbols

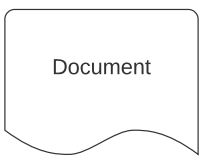
John Cena | March 11, 2022

Document symbol



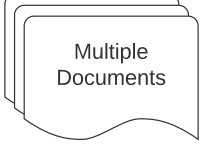
Represents the input or output of a document, specifically. Examples of and input are receiving a report, email, or order. Examples of an output using a document symbol include generating a presentation, memo, or letter.

Document symbol



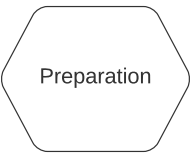
Represents the input or output of a document, specifically. Examples of and input are receiving a report, email, or order. Examples of an output using a document symbol include generating a presentation, memo, or letter.

Multiple documents symbol



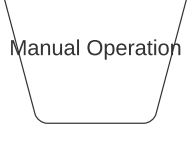
Represents multiple documents or reports.

Preparation symbol



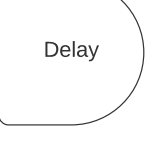
Differentiates between steps that prepare for work and steps that actually do work. It helps introduce the setup to another step within the same process.

Manual operation symbol



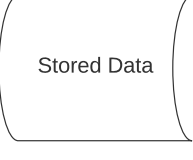
Indicates a step that must be done manually, not automatically.

Delay symbol



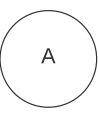
Represents a segment of delay in a process. It can be helpful to indicate the exact length of delay within the shape.

Stored data symbol



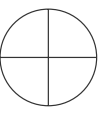
Also known as "Data Storage" symbol, this shape represents where data gets stored within a process.

Connector symbol



Usually used within more complex charts, this symbol connects separate elements across one page.

Or symbol



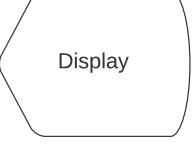
Just as described, this shape indicates that the process flow continues two paths or more.

Summing junction symbol



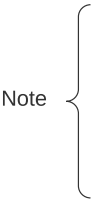
Sums the input of several converging paths.

Display symbol



This shape is useful to indicate where information will get displayed within a process flow.





Comment/Note symbol




Placed along with context, this symbol adds needed explanation or comments within the specified range. It may be connected by a dashed line to the relevant section of the flowchart as well.



Learn how to edit this template

1. **Add text to a shape** by selecting it and typing.
2. To **format shapes** as you'd like, click on a shape and then click "Shape Options" , and "Line Color" , and "Fill Color"  on the properties bar at the top of the canvas.
3. Hover over a shape and click on any red circle  to **add lines**.
4. **Add text to a line** by double-clicking the text or anywhere on the line and typing.
5. To **format lines**, click on a line and use the properties bar at the top of the canvas.

Tutorials

(Hold Shift +  or Ctrl, then click)

Watch Lucidchart basic tutorials

