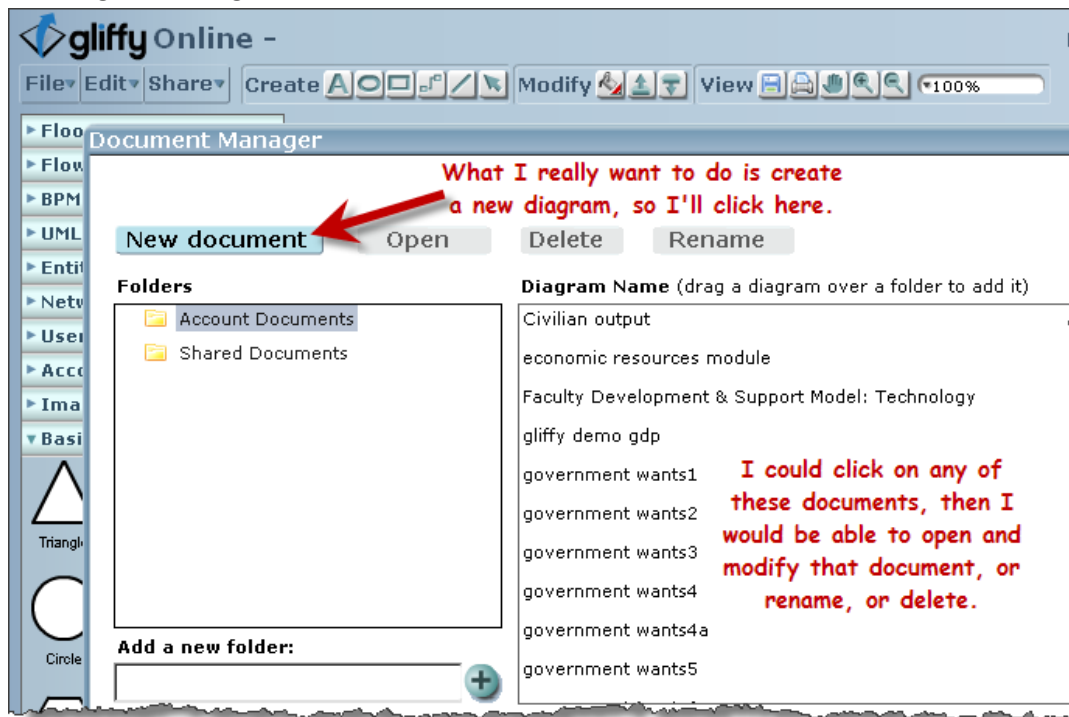
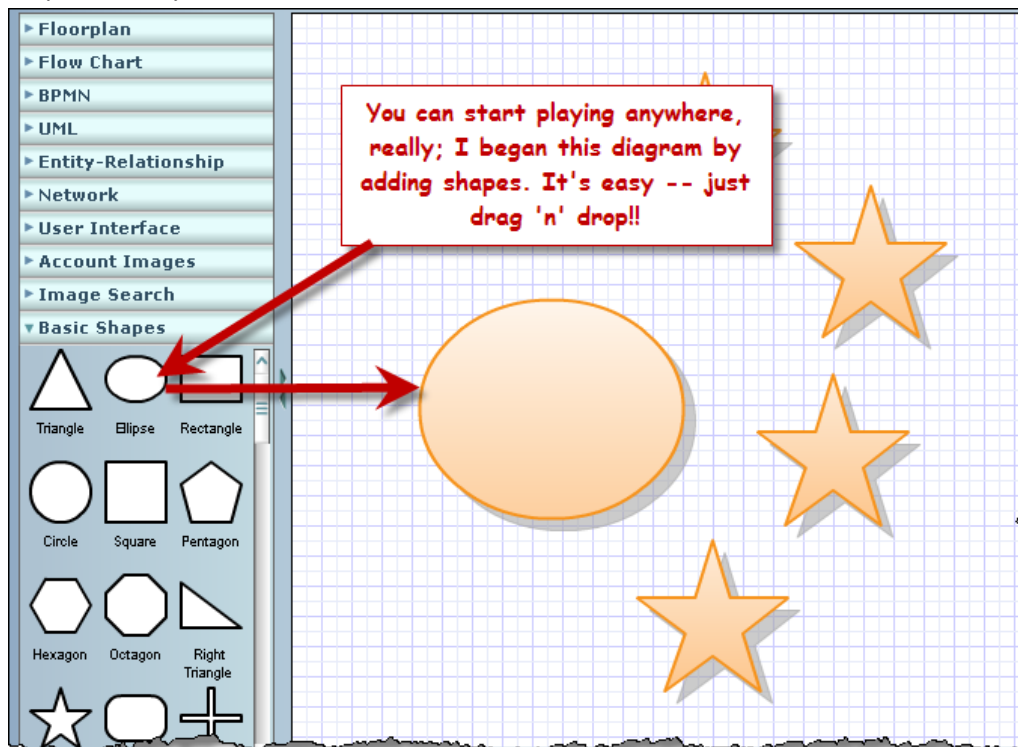


## HOW TO CREATE A DIAGRAM IN GLIFFY

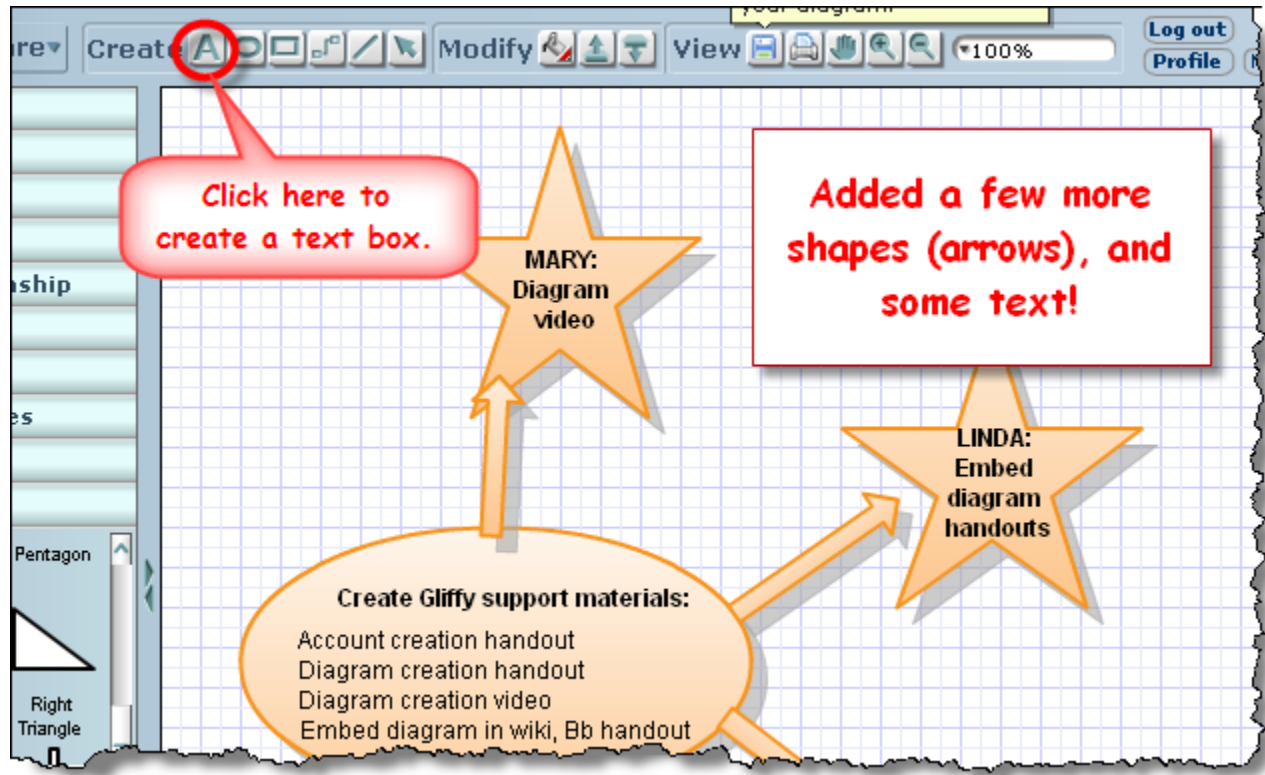
1. Log in to your Gliffy account at <http://www.gliffy.com>
2. When you are logged in, you will be shown the “contents” of your gliffy account. You have the option of choosing an existing file to edit, but in this case click the “New document” button to create a new project :



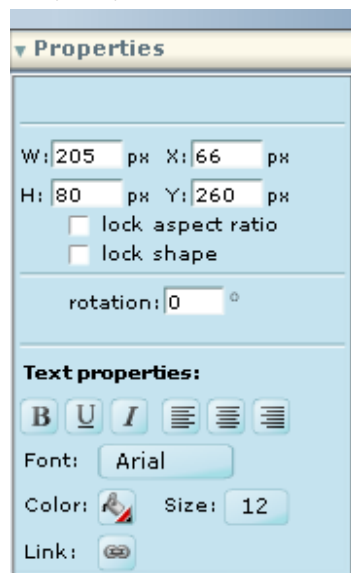
3. You are now at the Gliffy editing window. Really one of the best things you could do right now is to start playing with the various features to get familiar with the capabilities. For this example, I start by adding some shapes to my chart by clicking on the “Basic Shapes” pulldown, then dragging and dropping the desired shapes into my document:



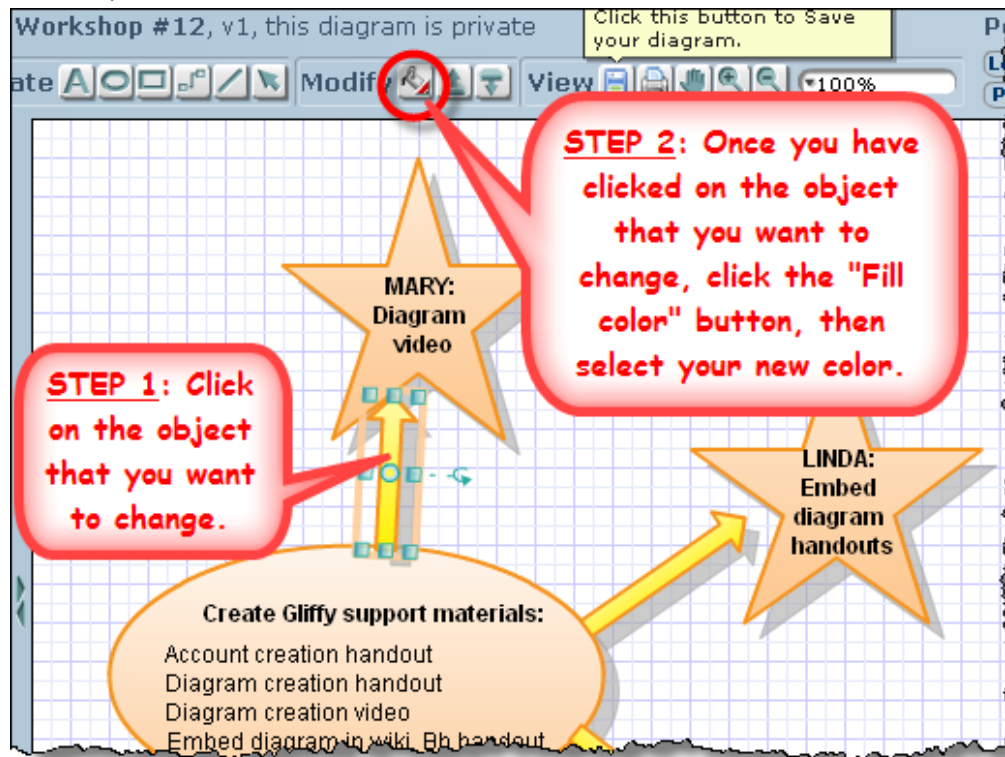
4. Next, I decide to add some text. You can do this by clicking on the button at the top of the window that has the “A” on it. This puts you in text mode, and you can then add as many text boxes to your diagram as you like:



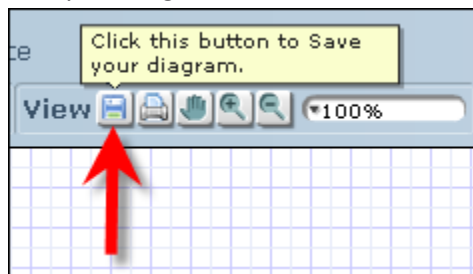
The text editing palette will appear on the right-hand side of the screen, so that you can change text style, font, size, etc.:



5. You may want to alter the color of some of the objects in your diagram; if so, click on the "Fill Color" button at the top of the window:



6. Now that you have everything looking the way that you want it, just click the button at the top of the page to save your diagram:



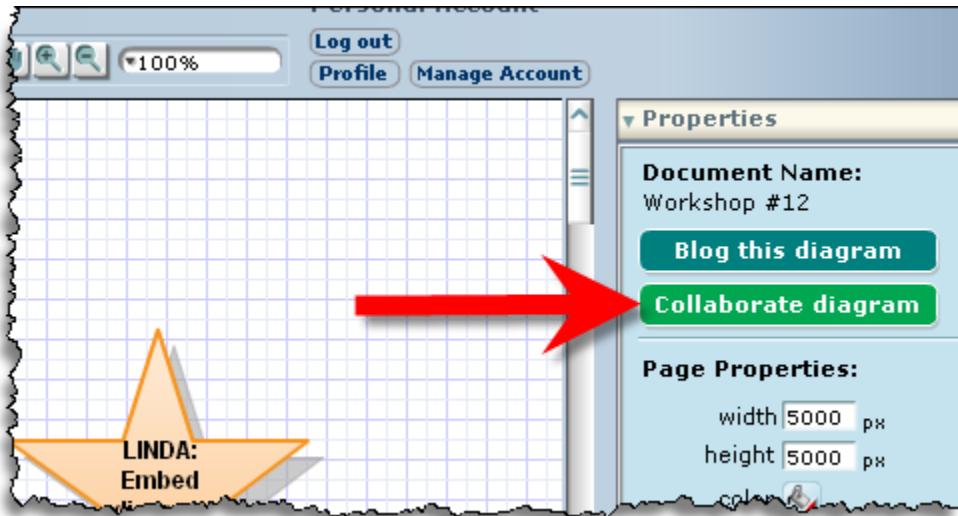
Another nice feature that Gliffy has is that it keeps a history of previous versions of your diagram (see the lower right hand corner of your editing screen), so that you can go back to an older version if you need to.

## WHAT DO YOU WANT TO DO WITH YOUR GLIFFY DIAGRAM?

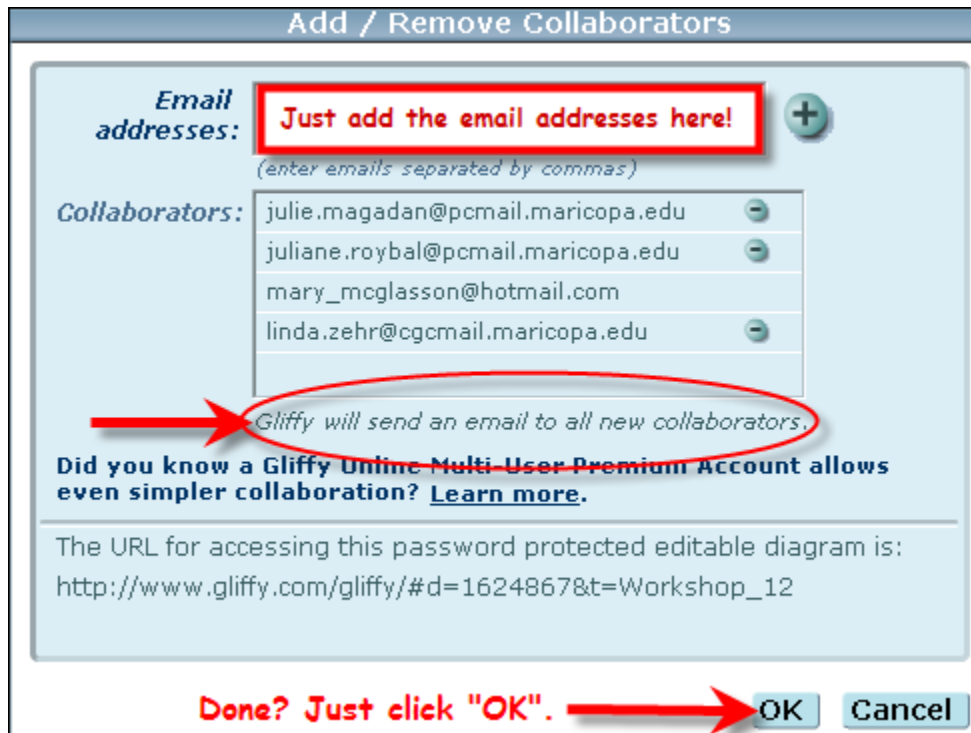
### Invite others to collaborate on your Gliffy diagram:

7. If you have a basic (free) Gliffy account, you can give others access to your project so that they can make changes, too. This could be useful to work with colleagues within your discipline, or committee members, or as a group project for your students. NOTE: your document will be a public document unless you have a Premium (paid) account, where you can specify the level of privacy.

Just click the “Collaborate diagram” button that appears on the right-hand-side of your editing window:

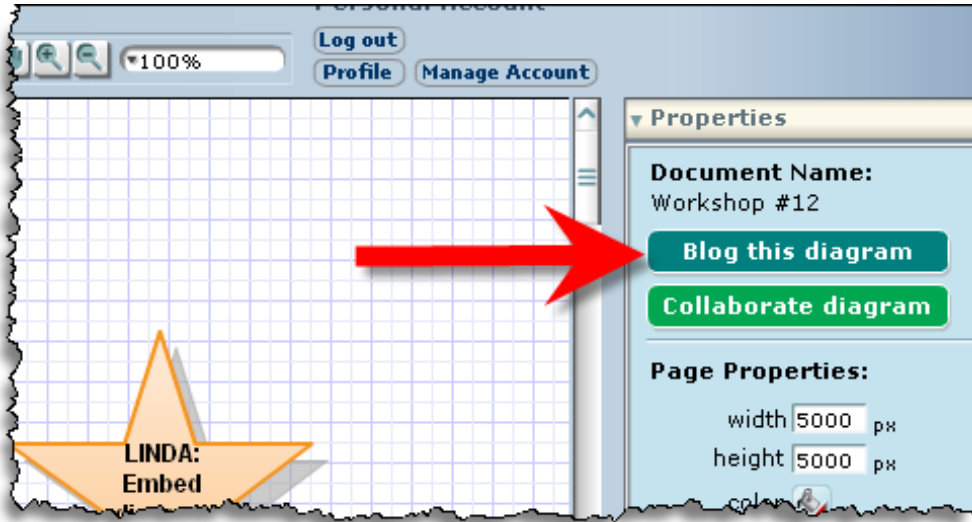


Once you have clicked on the “Collaborate diagram” button, you add the email addresses of those you would like to invite, and click the “+” button. This will add the collaborators to your list, and send an email to newly invited collaborators:



### Embed your Gliffy diagram in the webpage of your choice:

8. Even without a paid account, there are lots of uses for Gliffy – charts, diagrams, mindmaps – and you may want to add these visuals to your webpage, blog, wiki, or other site. To get the embed code that you will need in order to add your graphic to another page, click the “Blog this diagram” button on the right-hand side of the editing window:



Once you have clicked “Blog this diagram,” you will see a “Publish drawing” window. First you select whether your diagram will be private or public. Then just highlight the embed code that is in the white box, and copy it (that’s **CTRL-C** on a PC). Now you are ready to use this code elsewhere, such as in your PBwiki, or your Bb site:

