Draw.io

Work through these instructions to get the Draw.io add-in for Word. If you have difficulties with this, visit with a **Technology Academic Software Support (TASS)** specialist. Hours are here: https://campus.purdueglobal.edu/page/technology-center

The direct link to these support people is: https://purdueglobal.craniumcafe.com/group/technology-academic-software-support

The second section of this PDF explains some things to help you with Unit 3, 5, and 7 diagramming assignments.

Getting Set Up

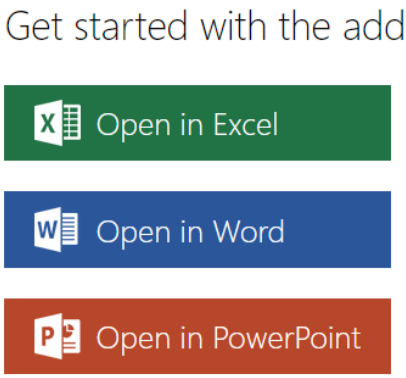
Go to https://www.drawio.com/docs/integrations/microsoft/microsoft-office-diagrams

Follow instructions to get the add-in.

- Use your school email; the "edu" suffix is likely to matter.
- The US did not seem to be in the country list (which is odd) so just choose Canada.
- Your phone number is not needed.

When it asks you where you wish to save your Draw.io files, choose whatever location you prefer – but remember this location.

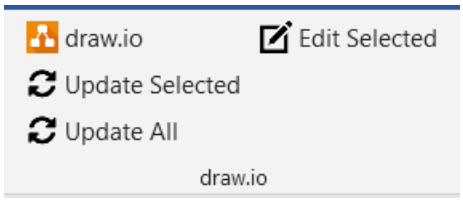
Once verified via email, these links will appear. Click on "Open in Word."



If you cannot find the link for Add-ins in Word, close all Word documents and then reopen the software. It should be in the Insert ribbon but you may have to make your Word window quite wide to find it on the right end.

If you still do not see any links for Add-ins, go to Excel, where it seems to be easier to find. When Excel accepts it, Word should have it, too.

Once you have the Word add-in, you should see it on the right end of the Insert ribbon:

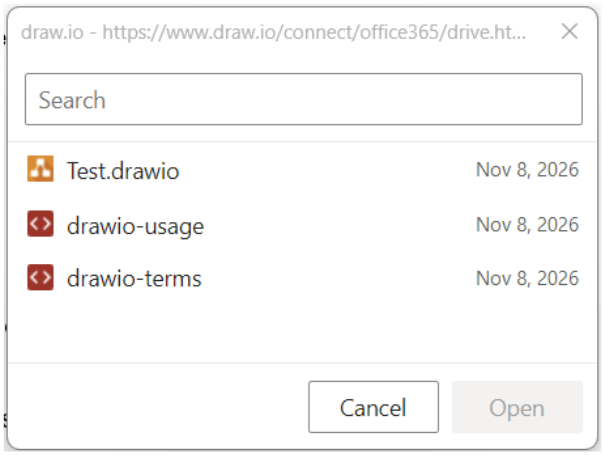


Go to https://app.diagrams.net which is the home for Draw.io.

- Test that everything is working by dragging some shapes onto the "stage" (center area).
- From the File menu, choose Save As (or Save).
- You can rename it by clicking once on the title at top left; a popup will appear allowing this. The name is important to remember, so be descriptive.

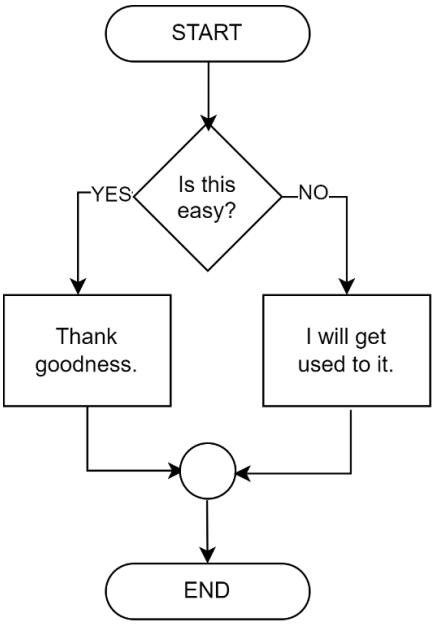
Then open Word.

- Go to the Insert ribbon and open the window wide to see the draw.io icon. Click it and a pane will appear on the right side.
- Choose the "Pick XX file" – OneDrive, Google, or Device file" button, depending on where you had chosen to save your work.
- A popup will appear. Click on the file name you just saved (here, it was named Test.drawio).
- Then click the Open button.

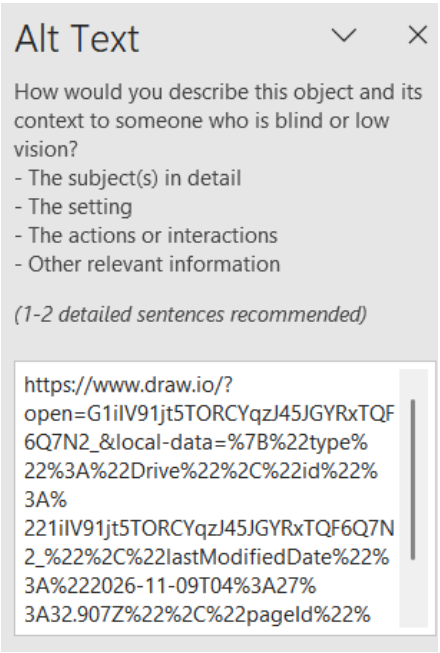


- Now the drawing will appear in the right-side pane in Word.
- Click in your Word document where you want the diagram to be situated.
- Then click the Insert button in the right-side pane.

This is the "Test.drawio" diagram your instructor did to create these instructions:



It *looks* like an image, but if you right-click it and choose "View alt text," you will find the long web address leading right back to where you created it in your browser.



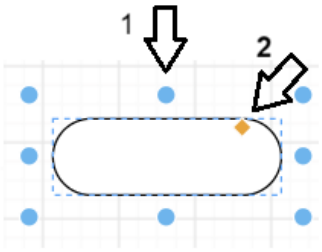
To prove your diagrams are "embedded" and created by this software, your instructor might look in this location to see that you indeed created the diagram using Draw.io.

Assignment Shapes and Needs for IT510

Unit 3's Flowcharts

The shapes you need show by default.

For start and end, choose the "Rounded Corner Rectangle." Pull the top down a little and then and then pull the corner in (there is a tiny diamond at top right) so it is more capsule-shaped:



There are diamonds for decisions, rectangles (or squares) for information or calculations, and circles if you need connectors.

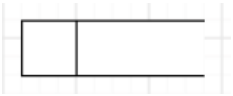
Use simple arrows as shown in the diagram on page 1 of these instructions. Practice with these lines; the ends are supposed to "stick" to shapes and you may have to "turn them off" in a right-side pane if it seems every time you click at all, there is a new arrow you do not want!

Where you need to add "Yes" or "No," simply click once on a line and type.

Unit 5's DFD

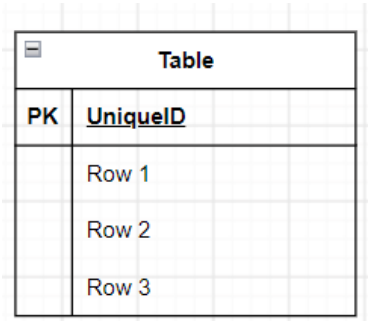
Use squares for entities, "vertical container" for processes (you can replace those words with the numbering), and arrows (remember, you can add text, or you can do text boxes).

For data stores, use the search feature towards the top left and choose this shape:



Unit 5's ERD

First scroll down in the left-side pane to find "Entity Relation." There, you will find this shape for entities:



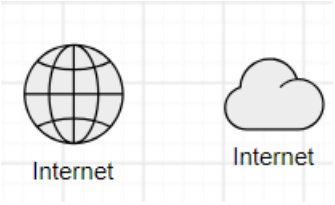
To add more attributes, find "row" by mousing over the options under Entity Relation. It is not particularly visible, but is likely the third item in the top row. Click it and drag it to the bottom of the entity and it should "stick." Do this as many times as you need for the number of attributes that are necessary.

Crow's feet are just a little further down in the Entity Relation section. Mouse over them to make your selection. Once you drag one to the stage, it will have odd bends! Check the right-side pane, style tab, and find several options for controlling them:



Unit 7's Network diagramming

You can scroll far down the left-side pane for "Network 2025" where either of these two shapes make the most sense for the internet:



If you wish for more fun shapes, click on the "More Shapes" button at the bottom of that pane. In the popup, choose "clip art" for some great device images. These are useful for laptops, desktops, tablets, phones, firewalls, routers, modems, and if you scroll down far enough, an image that works for a Wireless Access Point:



It is okay to mix-and-match icons of different styles, as long as every item is labeled (including the internet).

Unless you choose ring topology, use simple lines for cabling (ring may indicate arrows). Use a dotted or dashed line for wireless connections – these are in the General section.