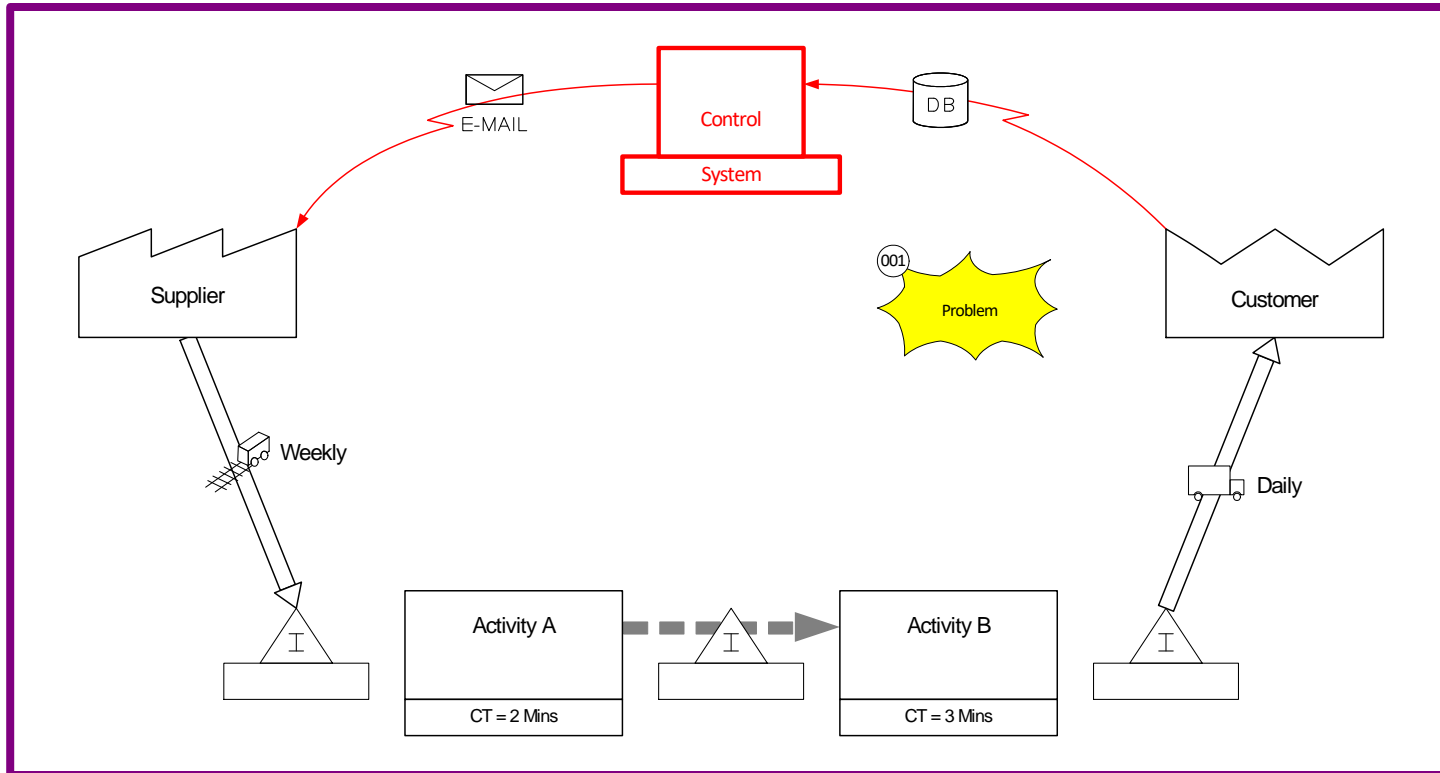


# Fast Draw

Get introduced to using eVSM with icons used for drawing without calculations.



Course version: 023

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[www.evsm.com](http://www.evsm.com)

## How to Use this File

This file contains the reading materials and the exercise pages from the course (title on previous page). While the course can only be taken on a computer, this booklet can be useful for note taking and later for refresher training.

This booklet is designed for on-screen and print use. For on-screen use, we recommend Acrobat Reader with the page display set to "Single Page View".

For hardcopy use, print the file on 8.5x11 or A4, and bind along the long edge.

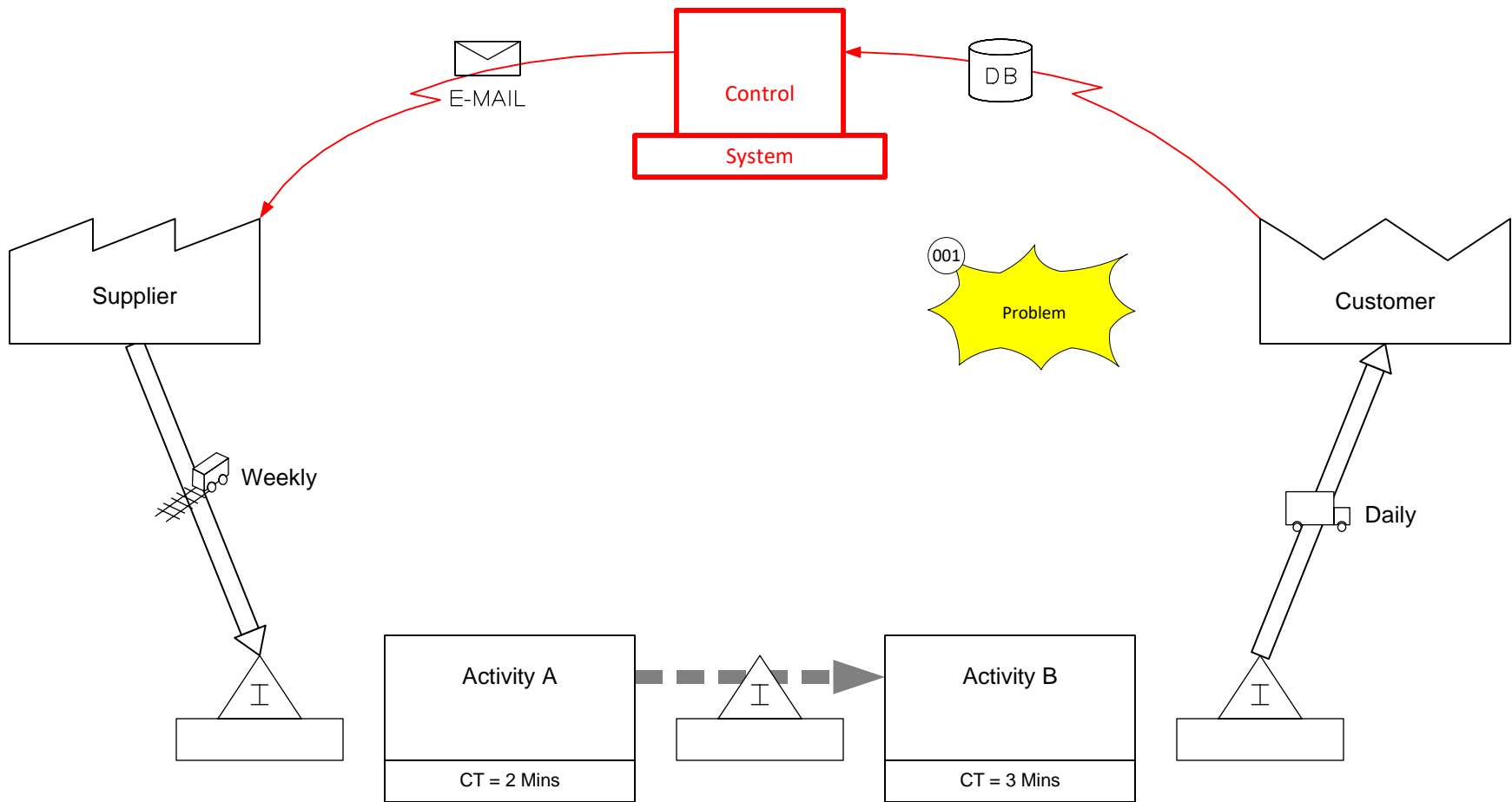
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### Fast Draw

eVSM has a complete set of value stream mapping icons that makes it very easy to capture value stream maps with simple drag and drop, and a minimal learning curve (this Lesson!).

With this approach, anyone can quickly draw or capture value stream maps and then do any associated calculations or charts by hand. Users who do mapping often also have the option to do advanced courses where lean calculations and charting are automated for different value stream types.



## Working with the eLearner Control Panel

The diagram illustrates the eLearner Control Panel interface. At the top, it shows the course information: "Course: Time Maps: Lesson 1/7: Improvement cycle" and the email "hr@evsm.com". A "Sign Out" button is visible next to a user profile picture. The main exercise area displays "Ex 1 of 2: Configure the Sequence" with instructions: "Drag the purple shapes into the white boxes to sequence your improvement steps for the customer fulfillment value stream." Below the exercise area is a purple control panel with several icons: a question mark, an envelope, a starburst, a speech bubble, a document, a video player, a list, a refresh, a left arrow, a right arrow, and a "Grade It!" button. Callouts provide the following functions for these elements:

- Question mark icon:** eLearner Getting Started video
- Envelope icon:** Send feedback and questions to eVSM Support
- Starburst icon:** Check Scorecard
- Speech bubble icon:** Check Hint if unclear about instructions
- Document icon:** See reference (when available)
- Video player icon:** See video (when available)
- List icon:** See table of contents (TOC) for current lesson
- Refresh icon:** Reset exercise page back to original
- Left arrow icon:** Navigate pages
- Right arrow icon:** Navigate pages
- Grade It! button:** You **MUST** click the Grade It button to check correct completion of each exercise and to record your score

## Important Notes

1. Make sure you have a good eLearner environment: large screen PC, 1280x720 resolution minimum, physical mouse with scroll wheel
2. When you complete an exercise, you **MUST** click the "Grade It" button
3. You **WILL** lose points if you get an exercise wrong the first time
4. If you are stuck on an exercise, check the Hint. If that does not help, go back and review the preceding Readme pages. If you are still unsure, click the Feedback button in the eLearner panel and ask your question.

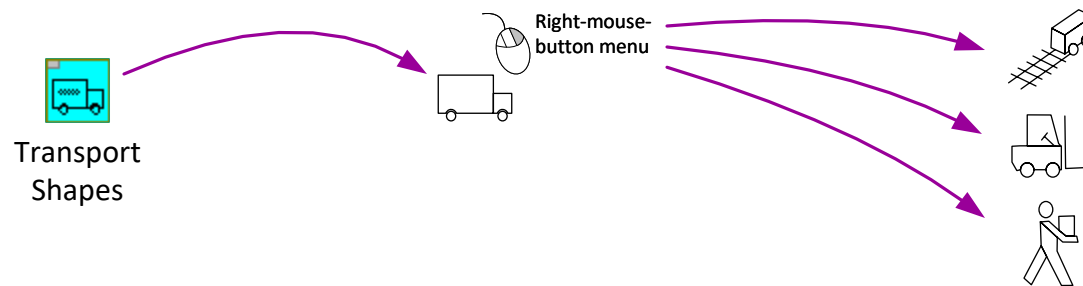
## eVSM Base Stencils

eVSM Icons are organized into “Base Stencils” on the right of the screen. More advanced Quick Stencils on the left of the screen are actually macro combinations of shapes. We will only be using the Base Stencils in this Lesson.

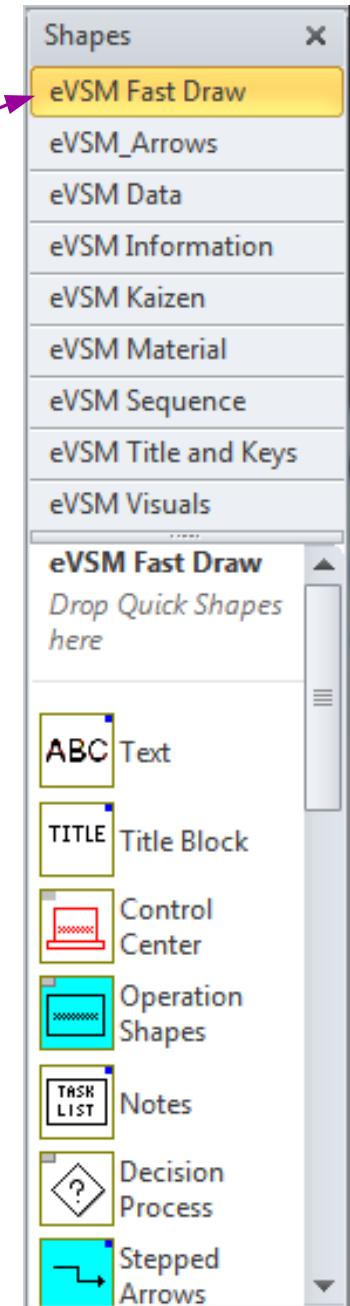
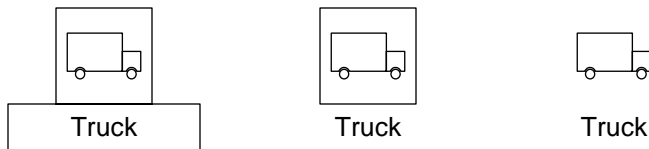
Base stencils are organized by categories like eVSM Arrows, eVSM Data, etc. The most popular combination of shapes from the base stencils is grouped into a stencil called “eVSM Fast Draw”.

Base stencils have blue and white icons. The blue icons represent FAMILIES of shapes. To access members of the family, you:

- Drag out the icon
- Right-click the shape on the page
- Use “Change Shape” command to select a different member

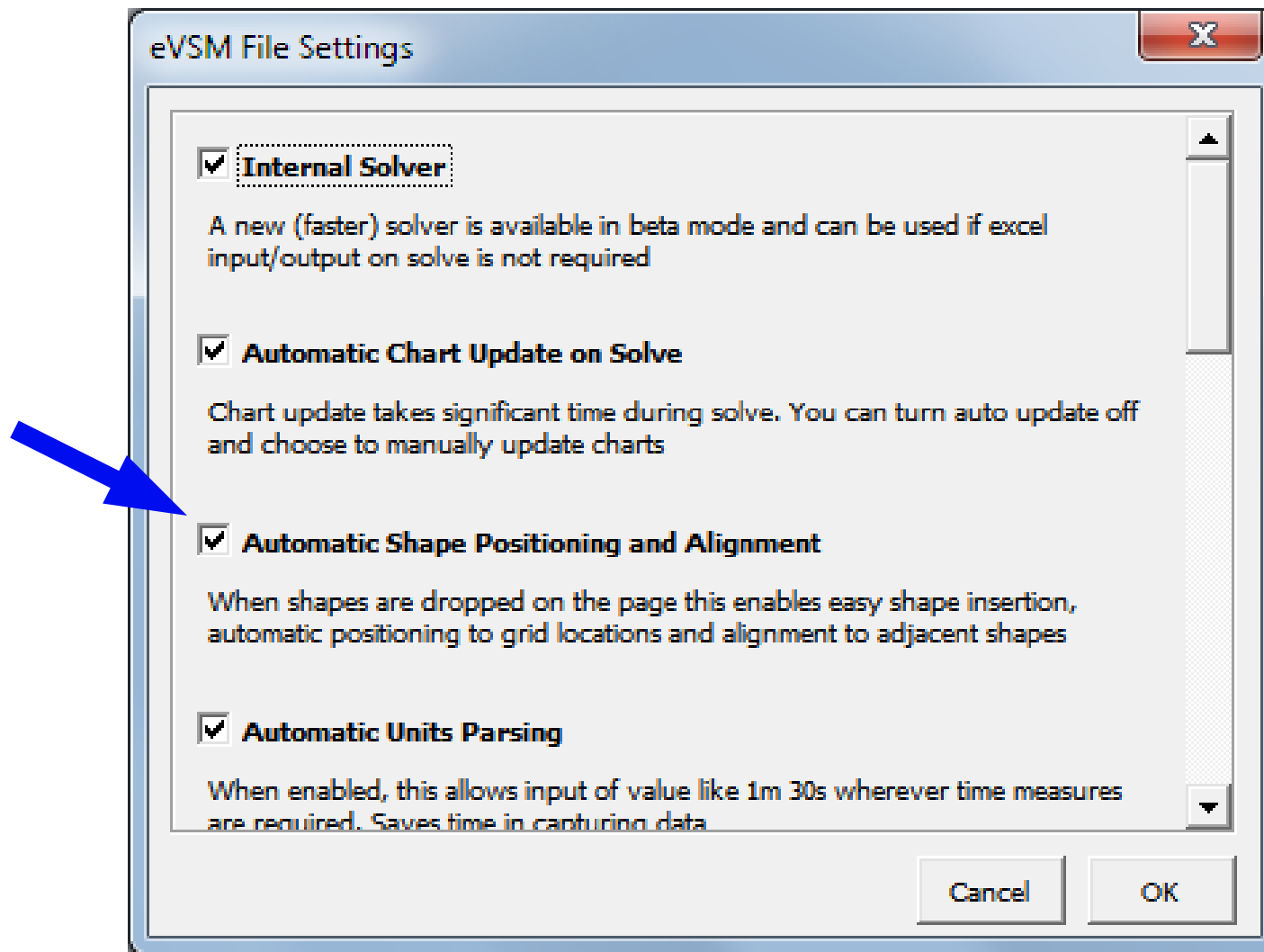


There are also right-click options to change the framing around the shape.

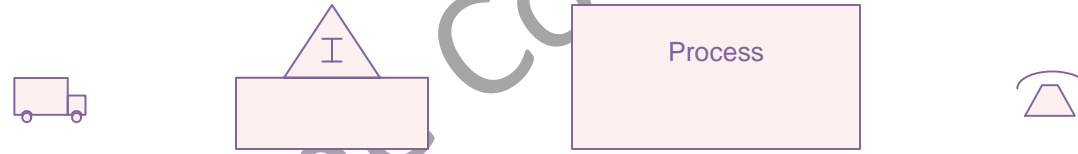


## eVSM Drag and Drop Behavior

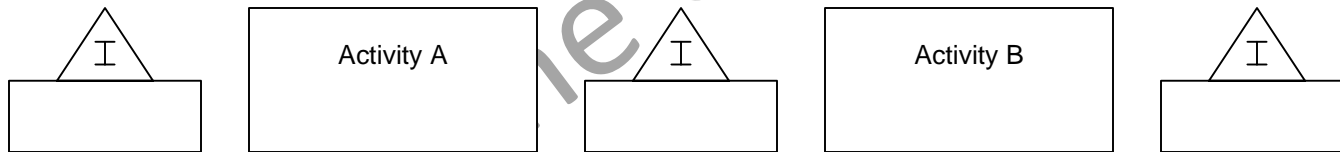
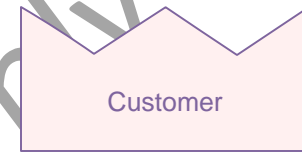
The “Settings” button in the eVSM toolbar opens the form below. The “Automatic Shape positioning and alignment” option is “On” by default. When active, new shapes dropped on the page try to align with the grid and with their neighbors on the left and can even be dropped between shapes that then automatically adjust to make room.



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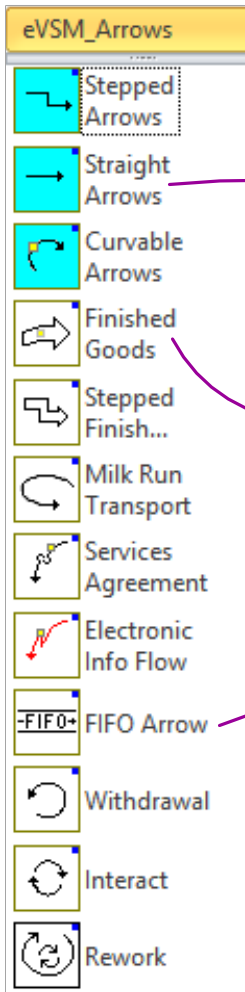




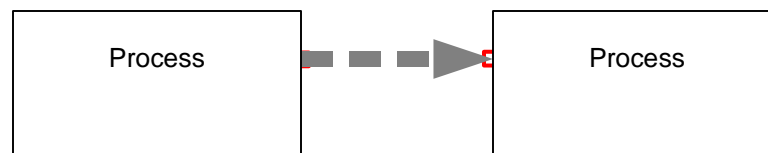
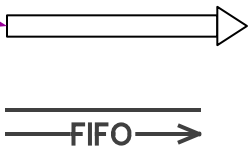
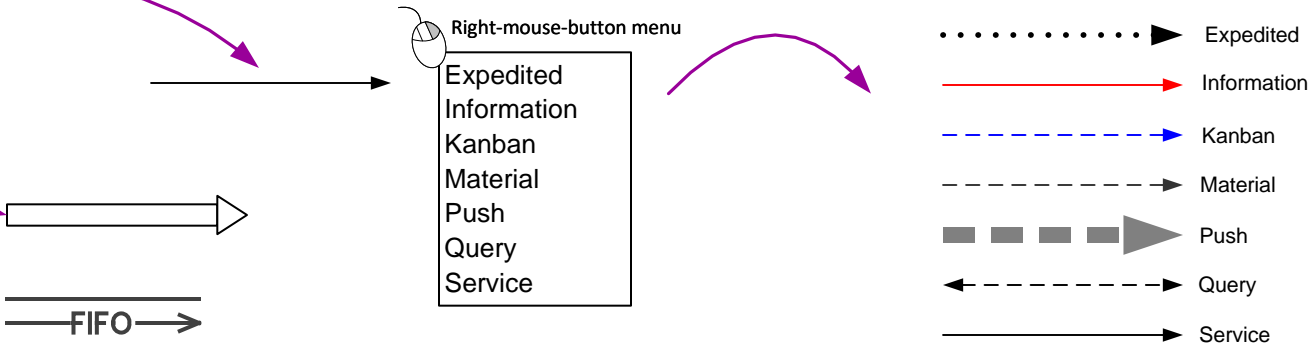
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## Arrows on Value Stream Maps

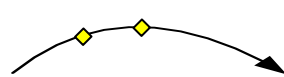
The arrows between the VSM shapes have specific meaning on a map. For example, push arrow, information arrow, etc.



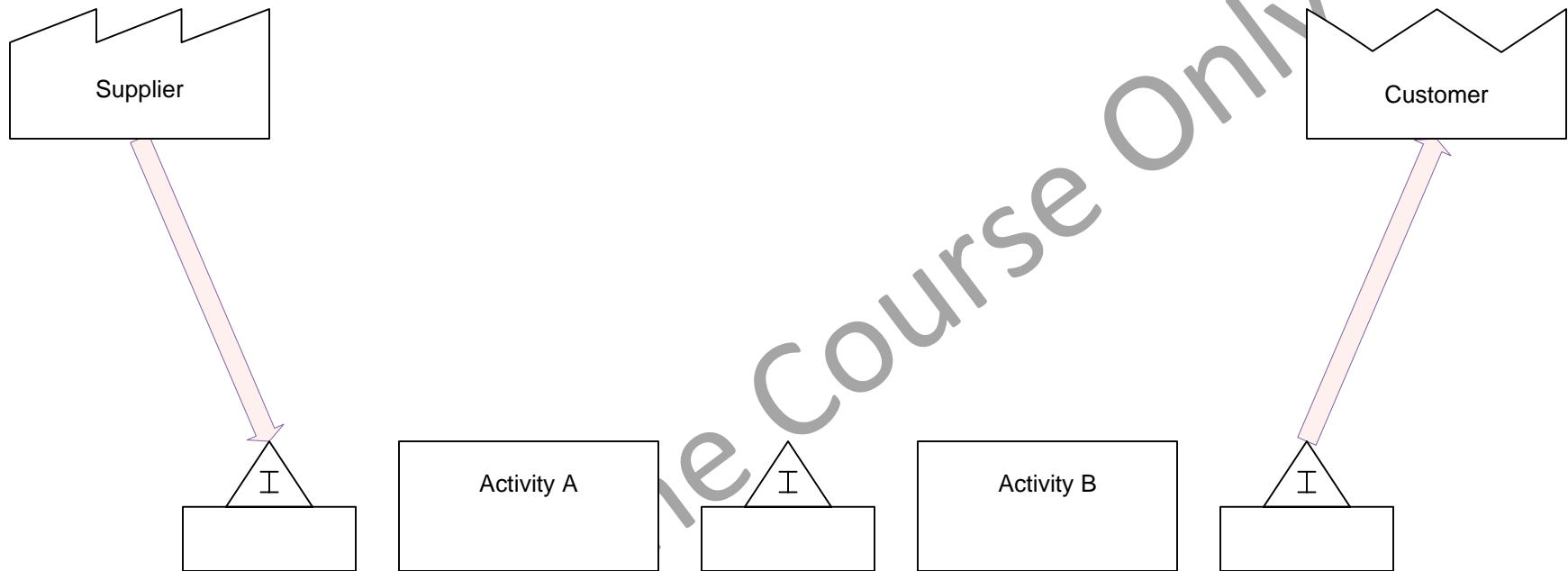
Blue icons represent stacks of similar shapes. After a blue icon has been dropped on the drawing page, you can right-mouse click on it to change it to other similar shapes. The "Straight Arrows" stack below has been dragged out and changed to Information and Push arrows.



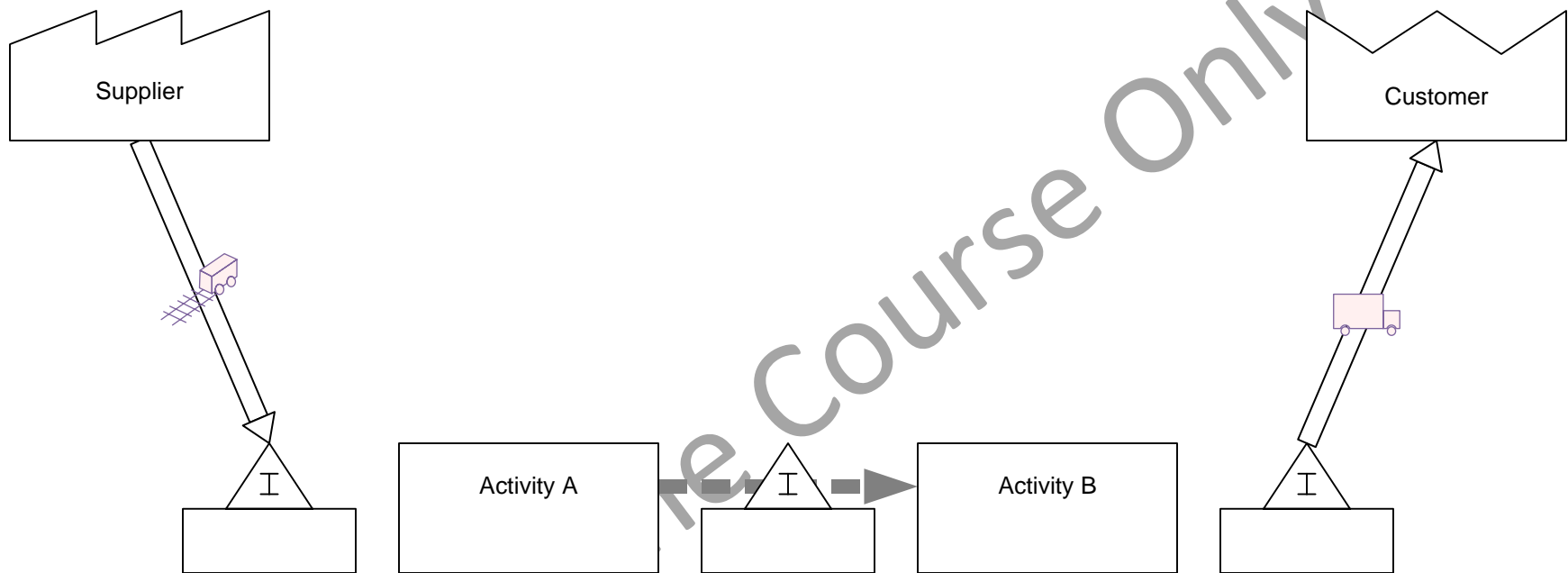
Make sure to glue each end of the arrow (by making sure a glue connection appears) to the center it is associated with, so that if the center is moved, the arrow will move with it.



When a curved arrow is selected, the middle (yellow) control point allows shape adjustment. The second control point allows positioning of arrow text. Double-click the arrow to edit the text

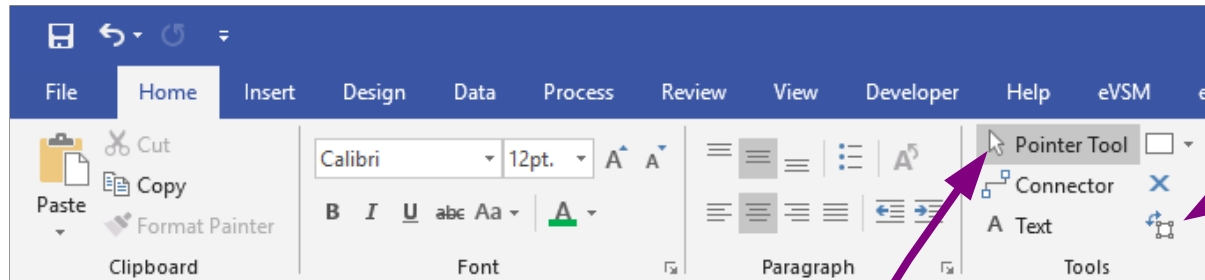


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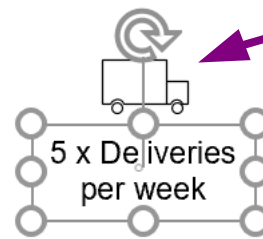


## Using the Visio Text Block Tool

Any shape on a Visio page can have its own text. The text will move with the shape and get deleted when the shape is deleted. To edit this text, just double-click on the shape. It is also possible to move the position of the text relative to the shape. Here are the steps:



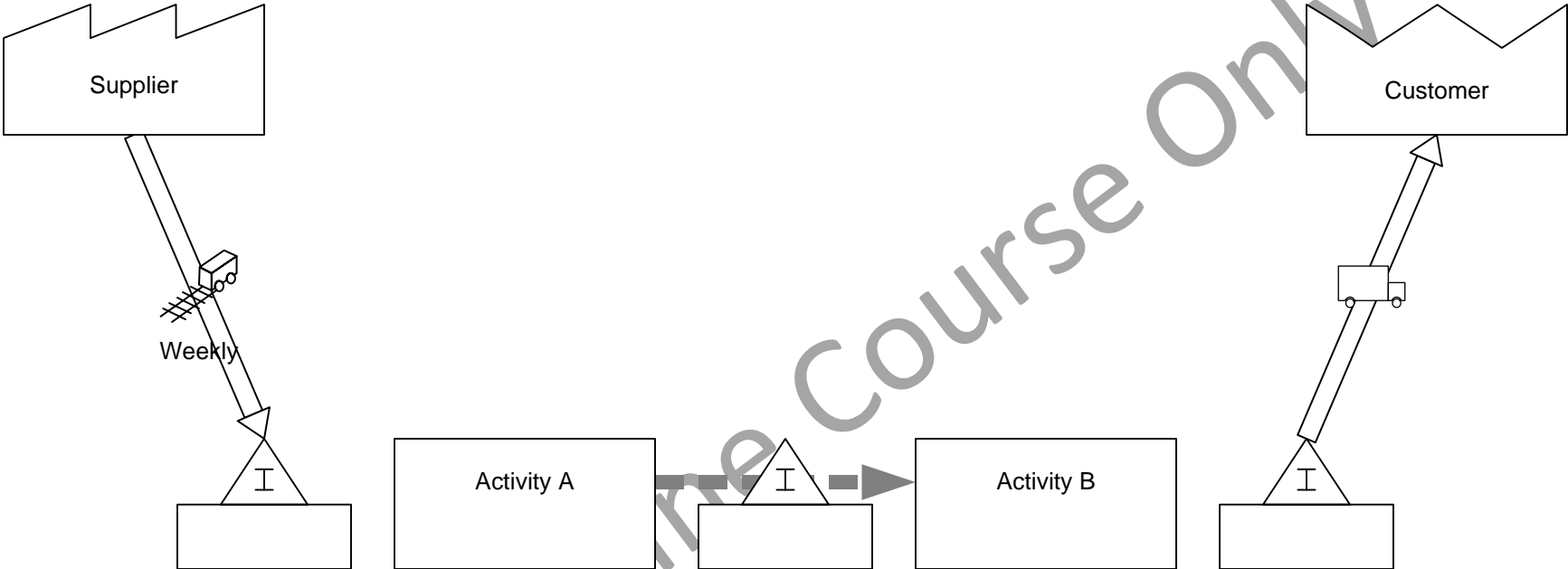
1 Click the “Text Block” tool in the Visio “Home” ribbon. This will switch the cursor to the Text Block tool mode.



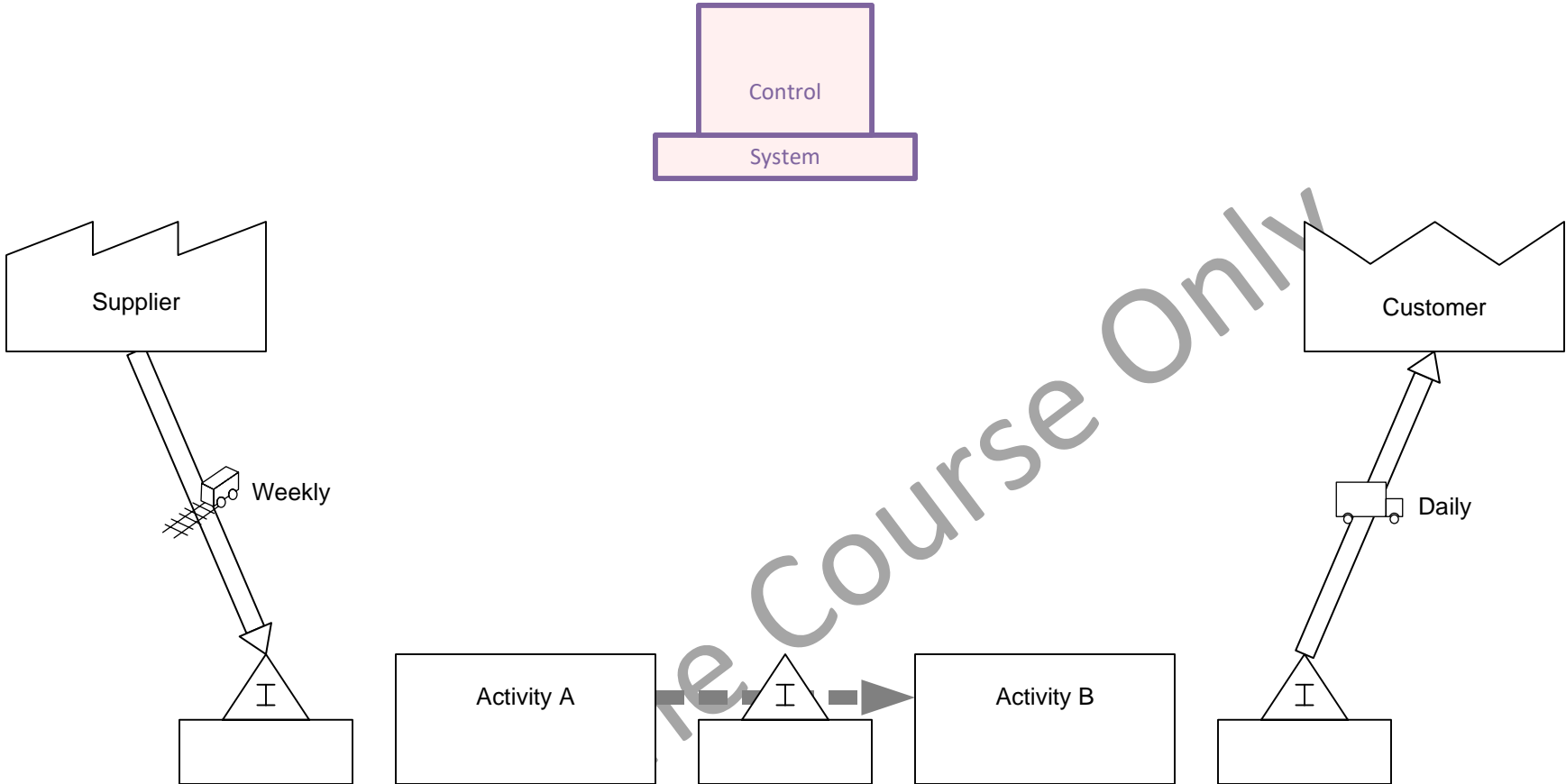
2 Select the shape you wish to manipulate.

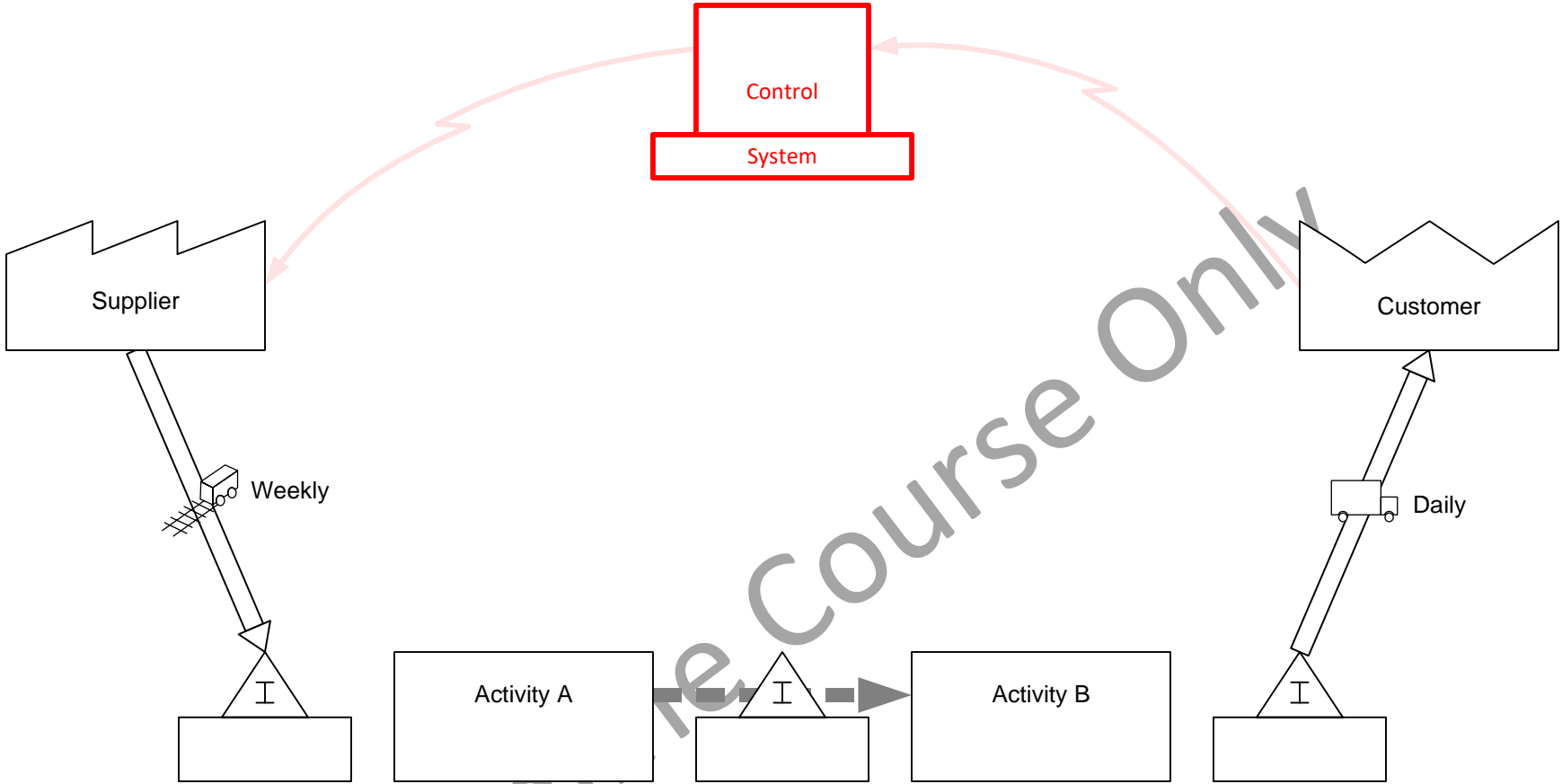
3 The text box will become visible. This box can be moved relative to the shape and resized.

4 **IMPORTANT:** Finish by clicking the Pointer Tool button to exit the Text Block tool mode.



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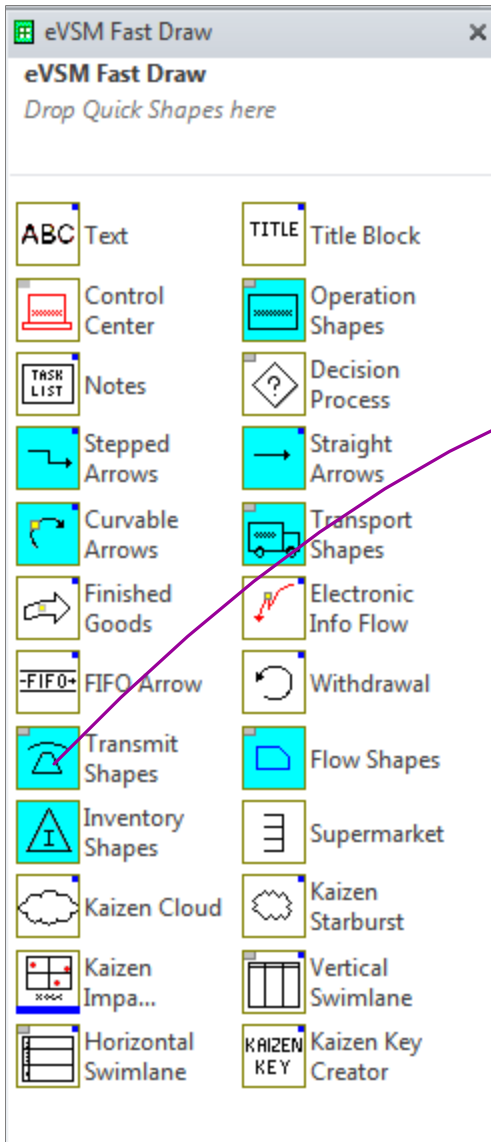


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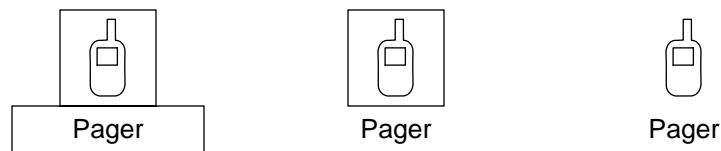


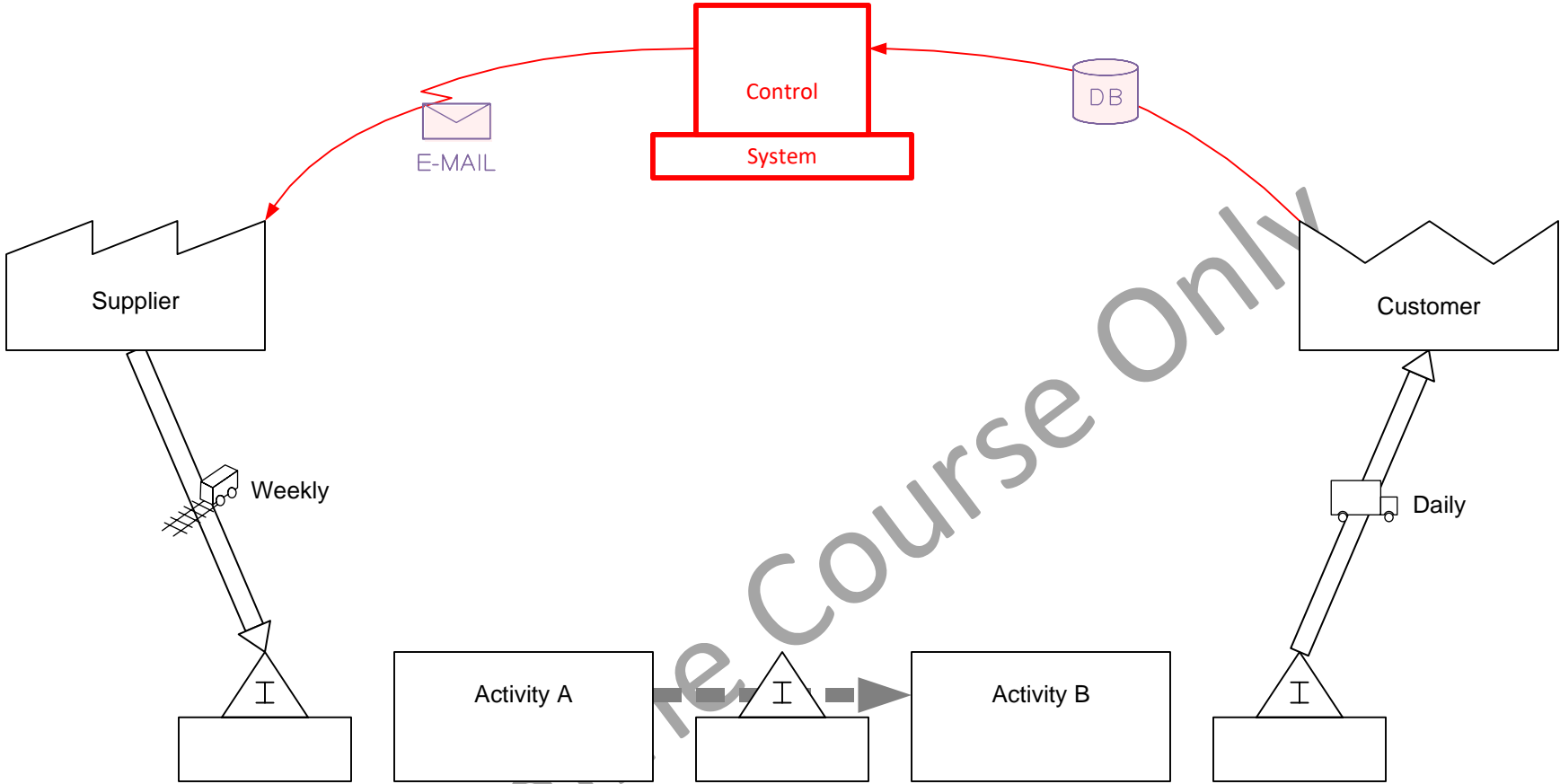
## eVSM Transmit Shapes

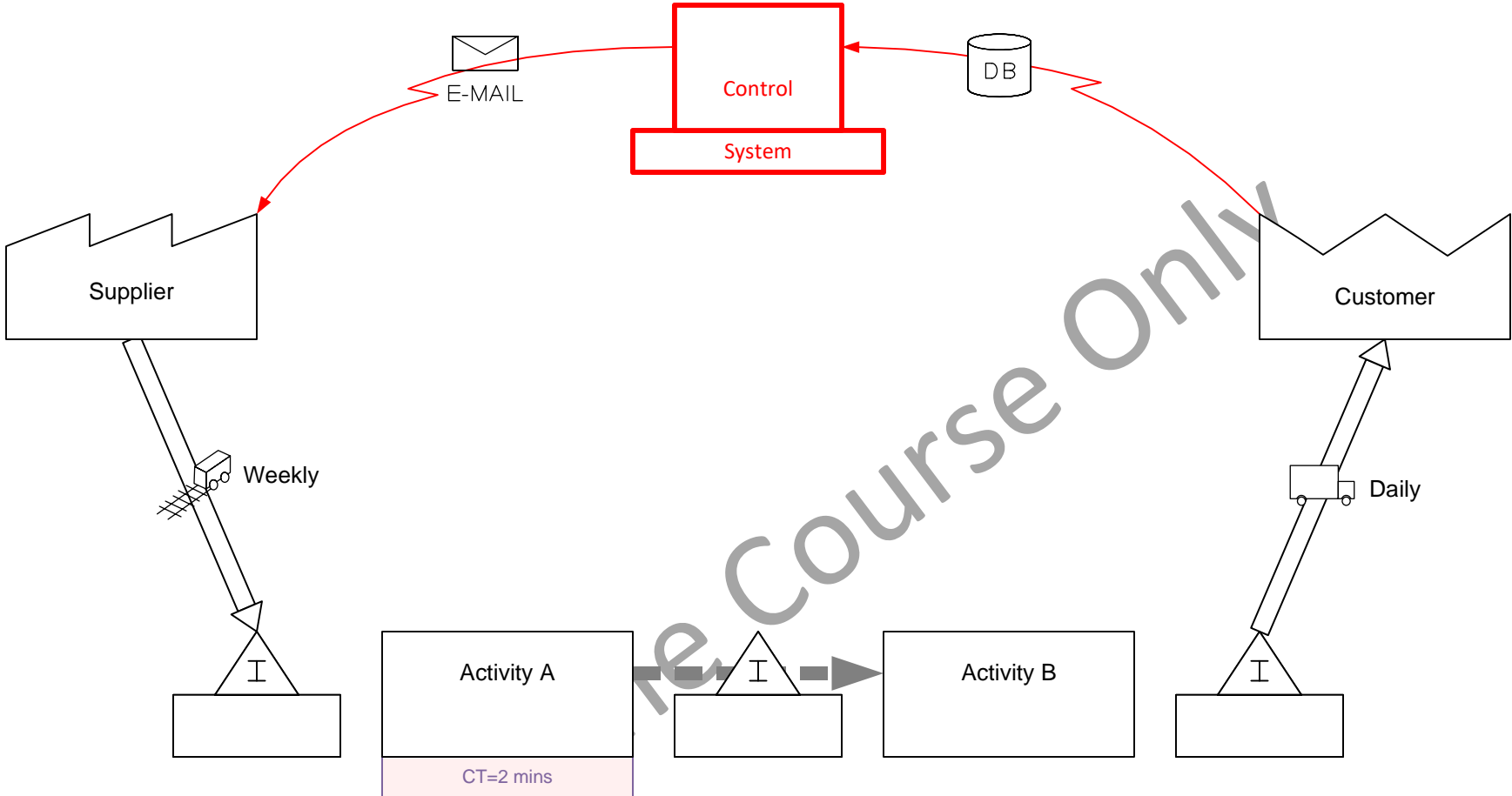
Transmit shapes work just like Transport shapes. They are generally used to show the method for information transmission.

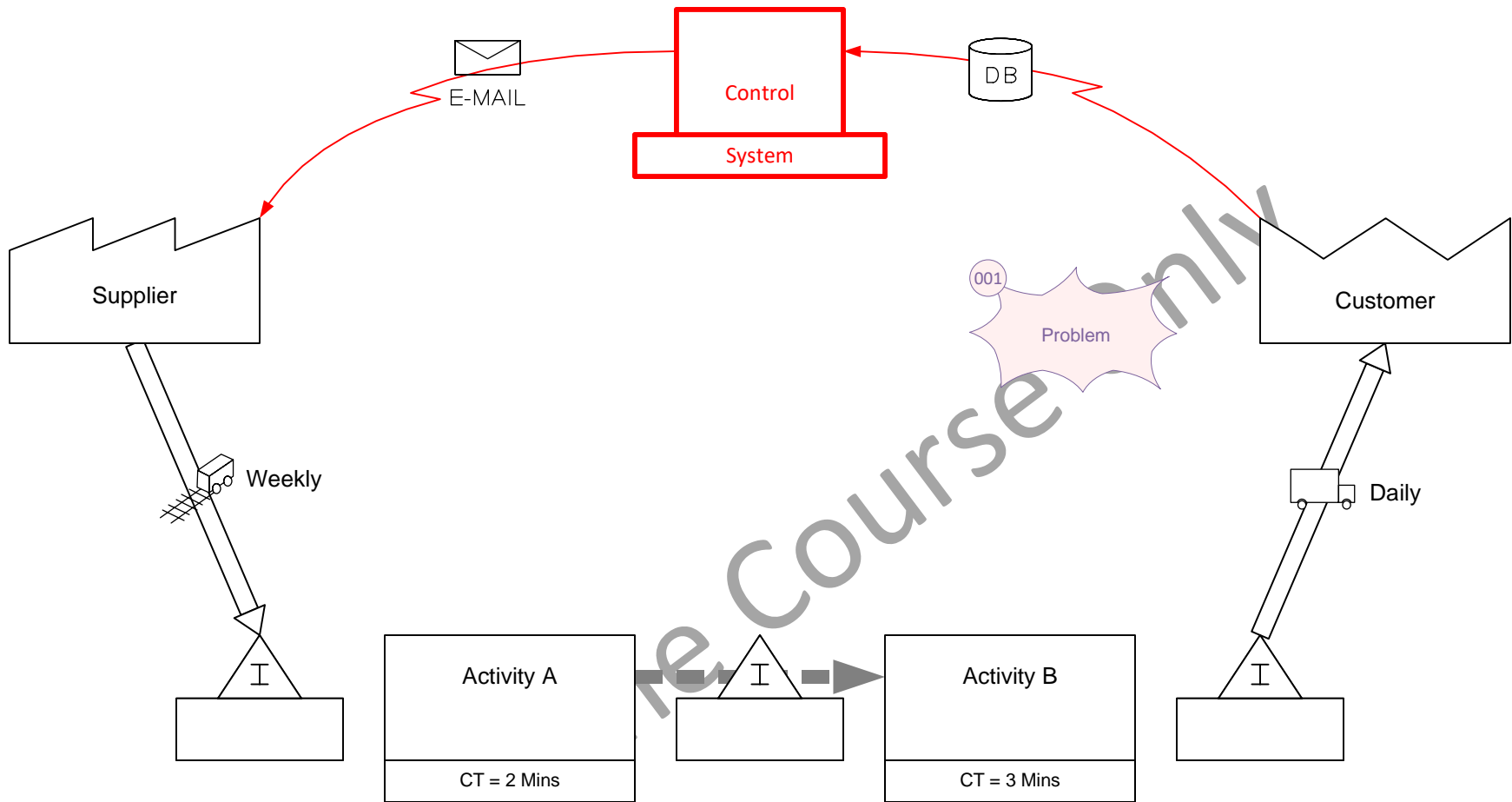


There are also right-click options to change the framing around the shape.



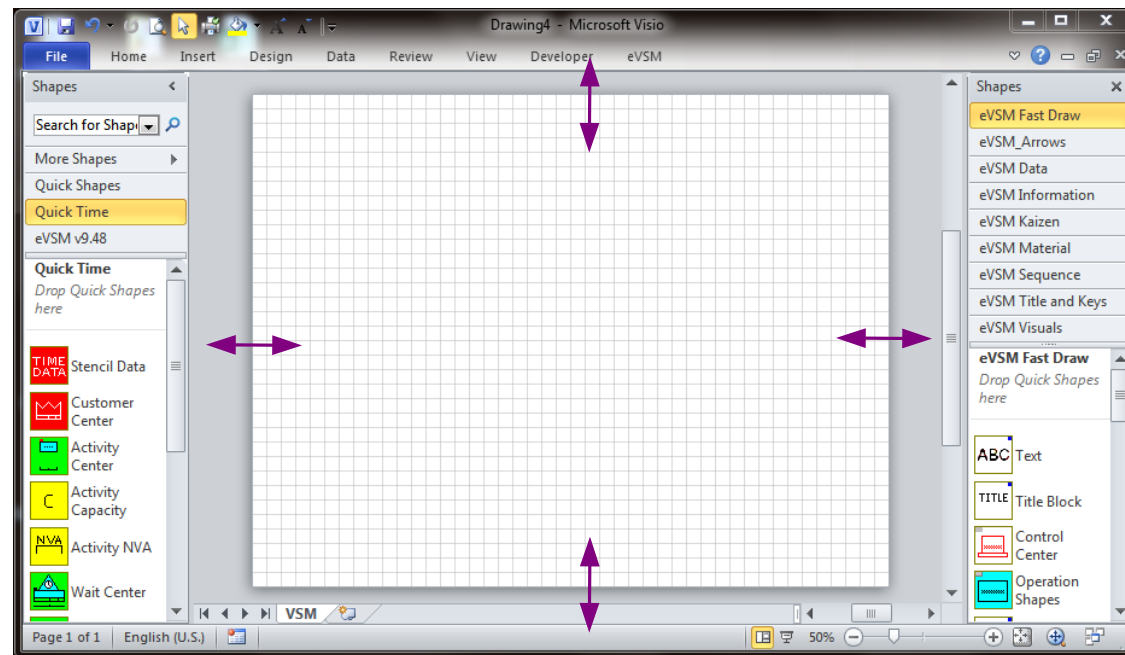


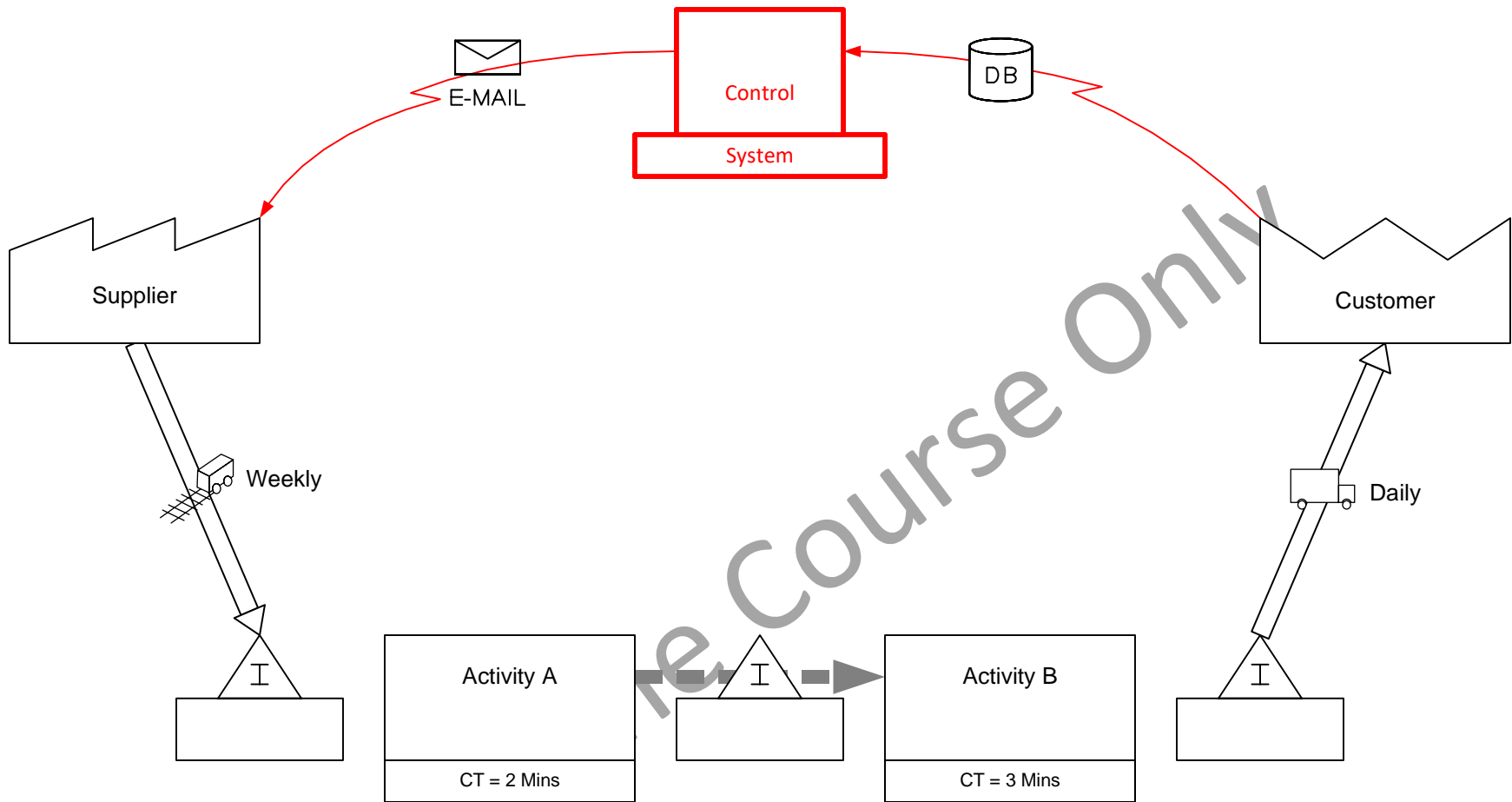




## Visio Page Re-sizing

Visio pages can be any size. They do not have to conform to standard page sizes (8.5x11, A4, etc.). To re-size the Visio page, hold down the CTRL key and drag the page edge. This works on all four edges of the page. Simply make the page as big as you need to accommodate your value stream.



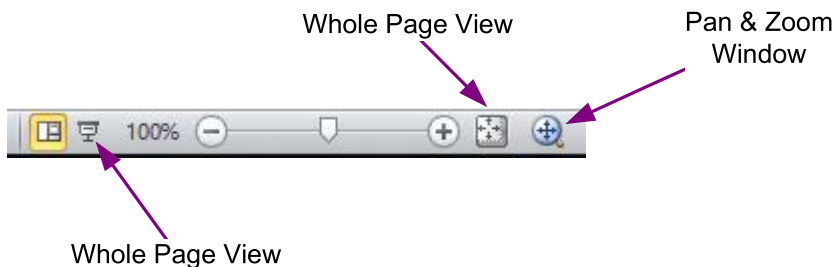
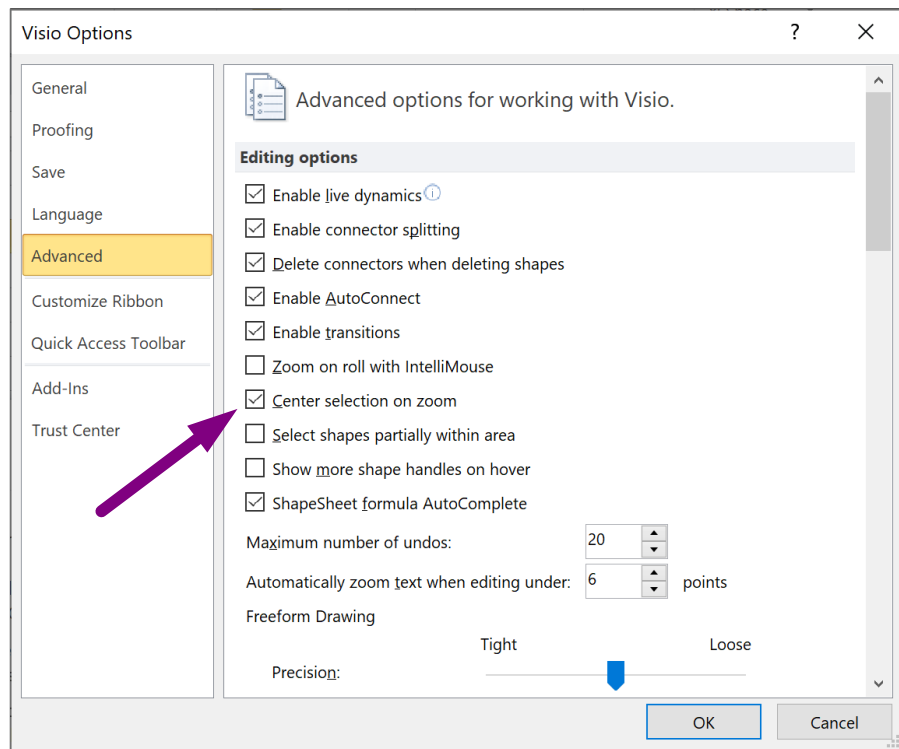


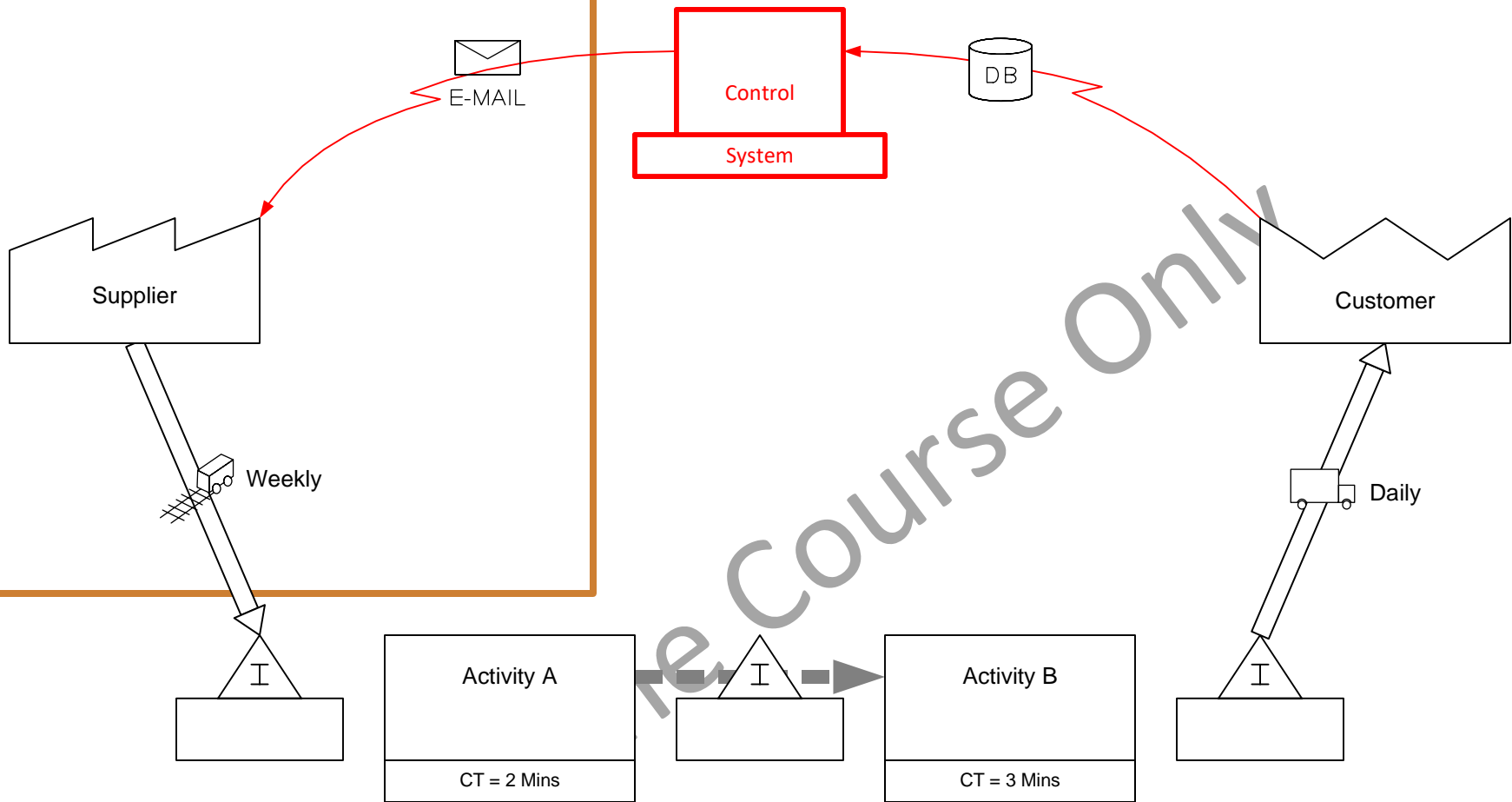
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## Zooming Methods

When working with a large diagram on a screen, it is important to be able zoom in and out of areas of interest. Visio offers many methods for zooming. Here are several. No need to learn all, but very useful to get good at a couple of these.

- Open the Pan & Zoom window with “View > Task Panes > Pan & Zoom Window”. The Pan & Zoom window shows a birds eye view of the whole page and allows you to select an area with rectangle.
- Ctrl + Shift + W = Whole Page View
- Ctrl + Shift + Drag with mouse to zoom into an area
- Another easy method is to select a shape and then use the mouse scroll-wheel to zoom in/out to that shape. You need to check the “Center selection on zoom” switch in the Visio Options dialog for this to work.
- In the bottom right corner of the Visio screen, there are quick zooming options as well.

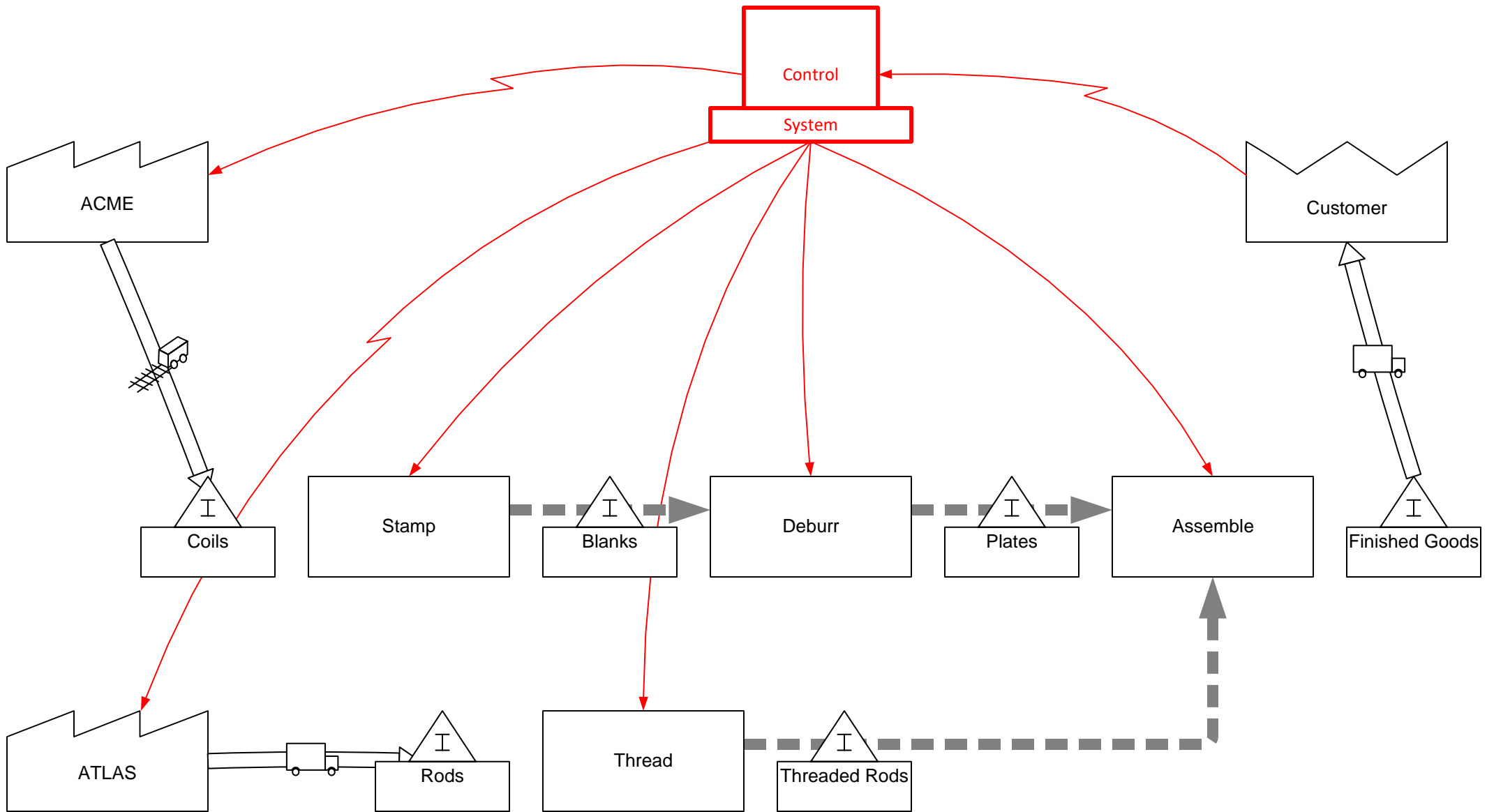






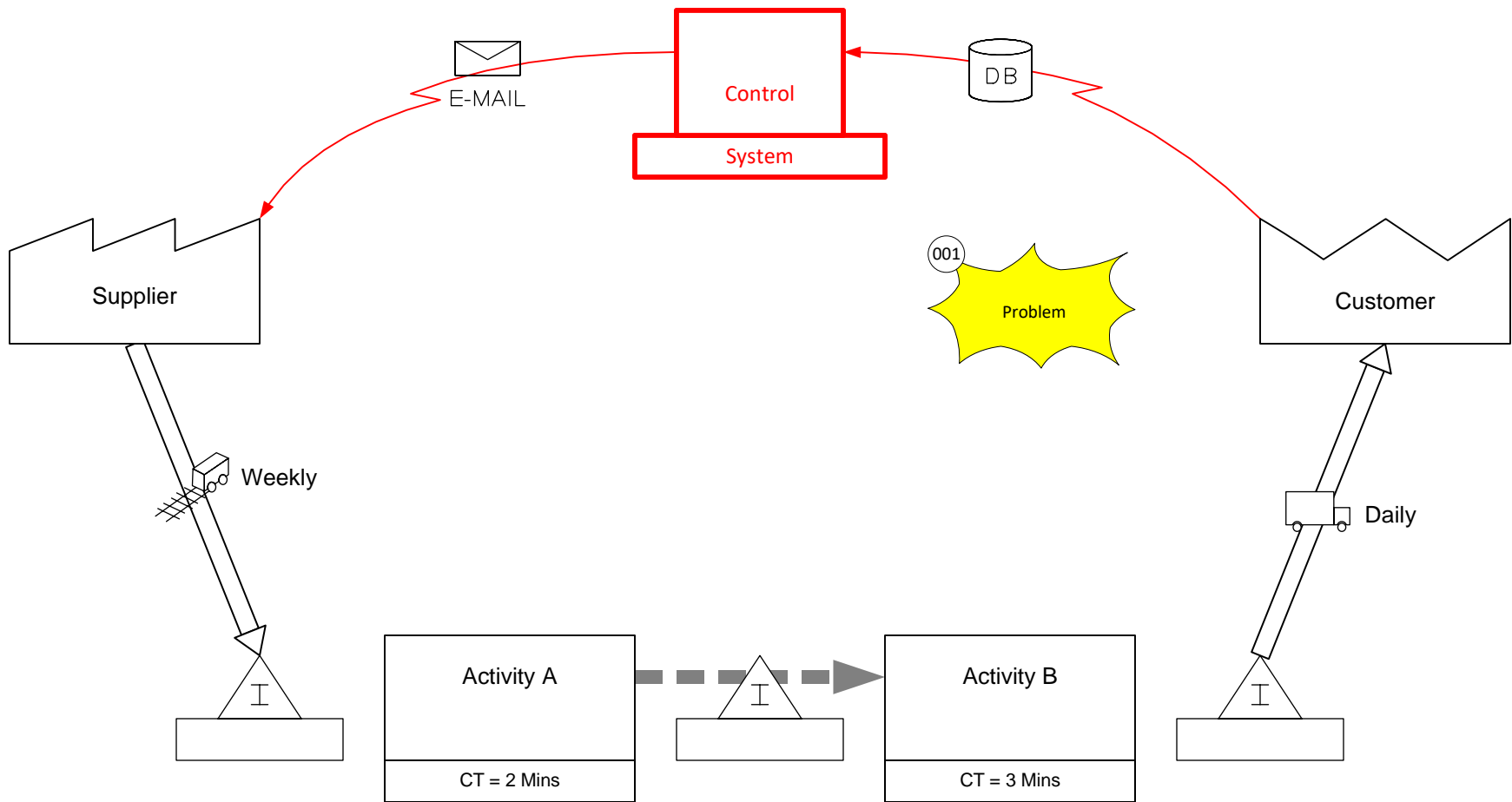
### Practice map to test yourself

Draw this map in a new file with the Fast Draw stencil.



**You learned that:**

eVSM has a comprehensive VSM icon set and allows easy drawing and modification of value stream maps with drag and drop. The method can be learned quickly by anyone and is great for capturing current state value streams and discussing root causes of waste.



**What's next:**

If you are an improvement professional or draw maps frequently, check out the advanced eVSM Courses that allow you to draw maps at high speed using macro shapes complete with data, and also have built in calculations and charting.

## —Useful Links—

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eVSM Toolbar Guide

[evsm.com/toolbarguide](https://evsm.com/toolbarguide)

Map Examples

[evsm.com/examples](https://evsm.com/examples)

eVSM Blogs

[evsm.com/blog](https://evsm.com/blog)

eVSM Support FAQ

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