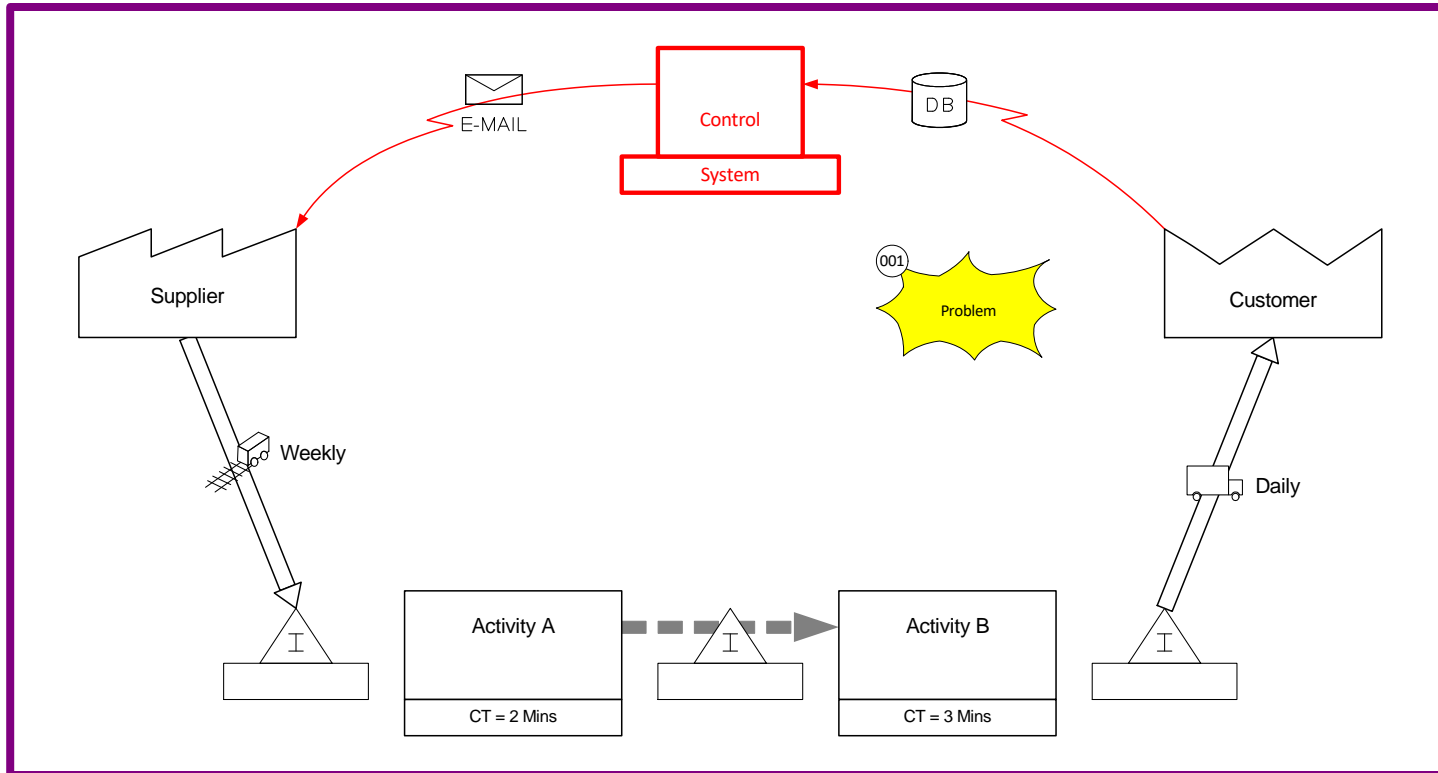


Fast Draw

Learn the eVSM environment and how to capture value streams as flowcharts with no data values. This course is a pre-requisite for all other courses in eVSM.



eVSM Version: v12

Course version: 005

Date Published: 15 February 2023

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". If you are using this booklet on-screen while going through the exercises in eVSM, a second monitor is very helpful.

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

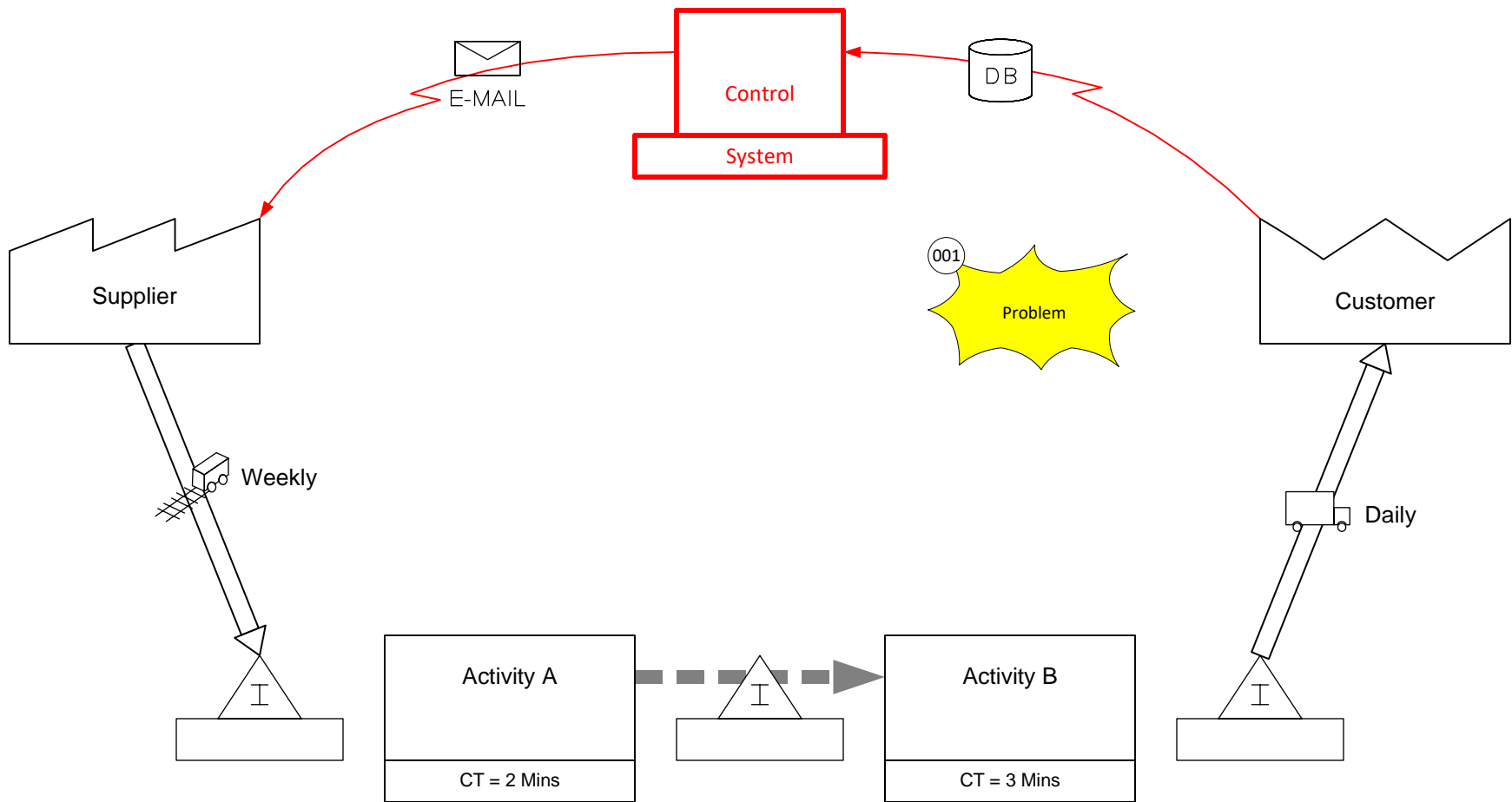
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Fast Draw

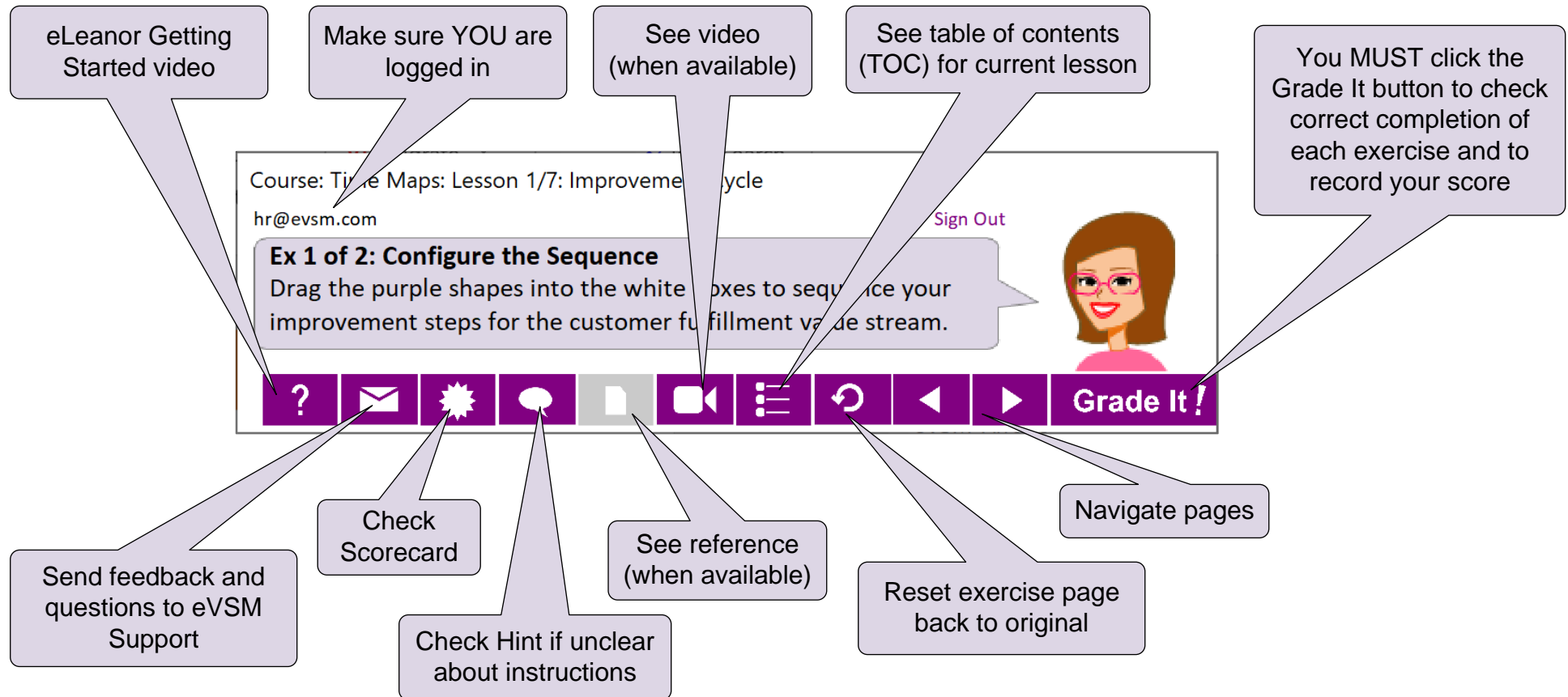
eVSM has a complete set of value stream mapping icons that makes it very easy to capture value stream maps with simple drag and drop, and a minimal learning curve (this Lesson!).

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 eLearner

The eLearner learning system includes a range of very useful functions as described here.



Important Notes

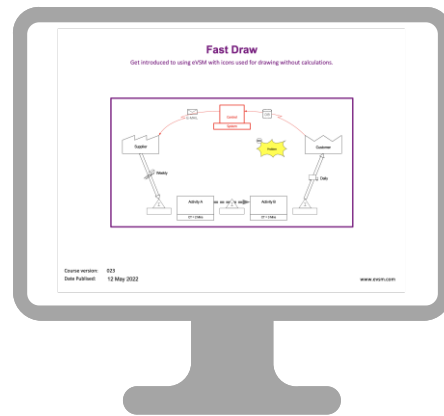
1. When you complete an exercise, you **MUST** click the “Grade It” button
2. You WILL lose points if you get an exercise wrong the first time
3. If you are stuck on an exercise, check the Hint. If that does not help, go back and review the preceding Readme pages. If you are still unsure, click the Feedback button in the eLearner panel and ask your question.

Ideal Setup to work with eLearor

To run eLearor, you must have Visio, Excel, eVSM, and an internet connection. See full checklist at <https://evsm.com/eLearorSetup>

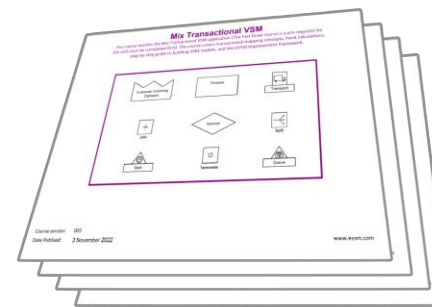
Your PC screen must have a minimum of 1280x720 pixel resolution.

Additionally, you must have a second monitor or a printed copy of the course notes.



Second Monitor to view
the course notes

OR



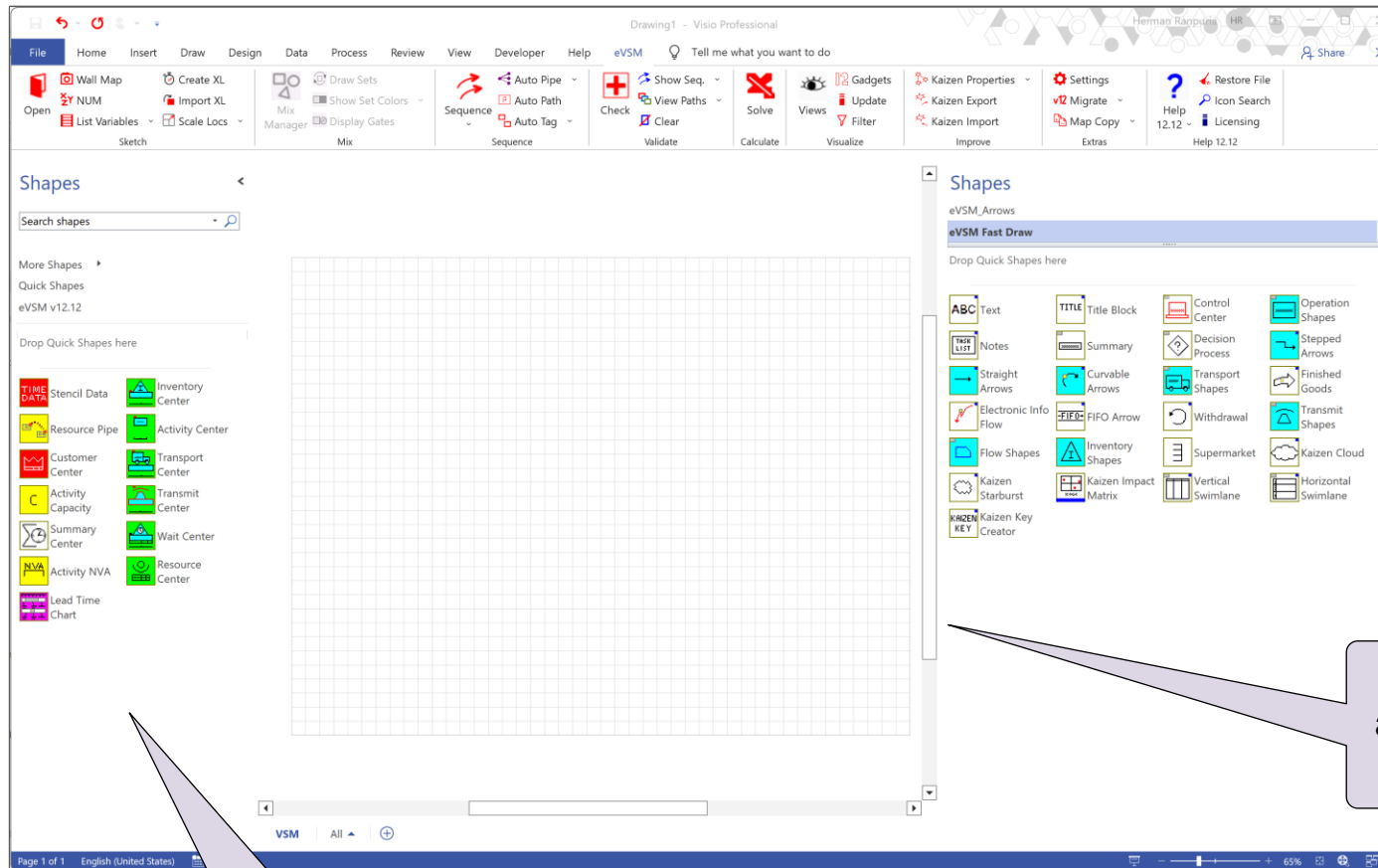
Printed hardcopy of
course notes

Note

The course notes are included in the downloaded course ZIP file. You can also download a fresh copy by clicking the “See Reference Materials” button in the eLearor control panel.

Maximize the Drawing Area

Sometimes when you open a pre-created Visio files you find the stencils on the left and/or right take up a huge amount of screen space. So you are left with less space for the drawing page. If you see this, simply make the stencils narrower.

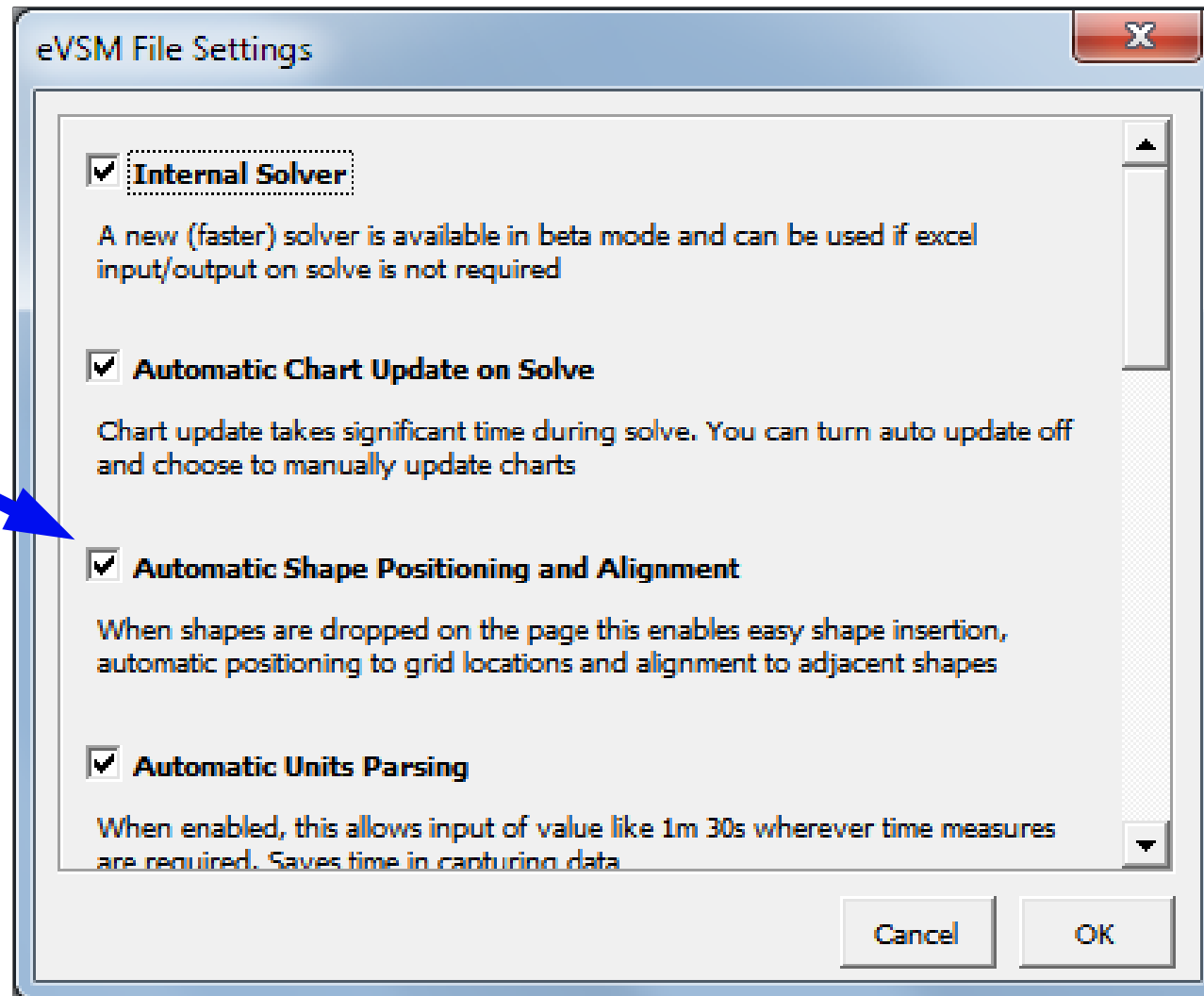
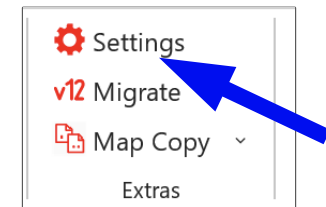


Two columns of icons is the ideal stencil width

Grab the edge of the stencil and move it to the left or right to control the stencil width.

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.



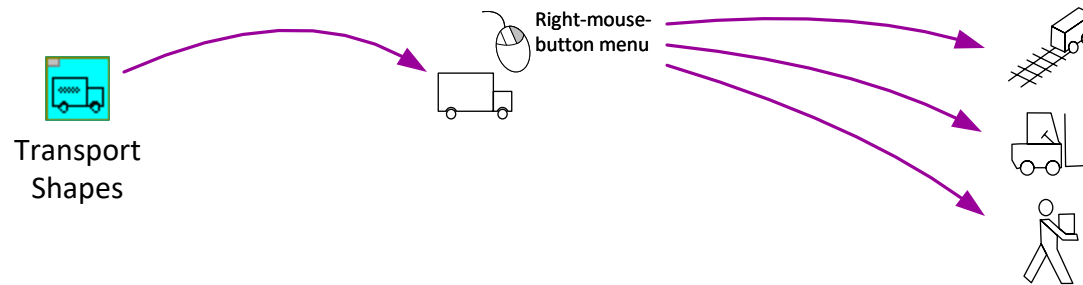
eVSM Base Stencils

eVSM Icons are organized into “Base Stencils” on the right side of the Visio window. The left side has more advanced stencils which will be covered in later lessons. We will only be using the Base Stencils in this Lesson.

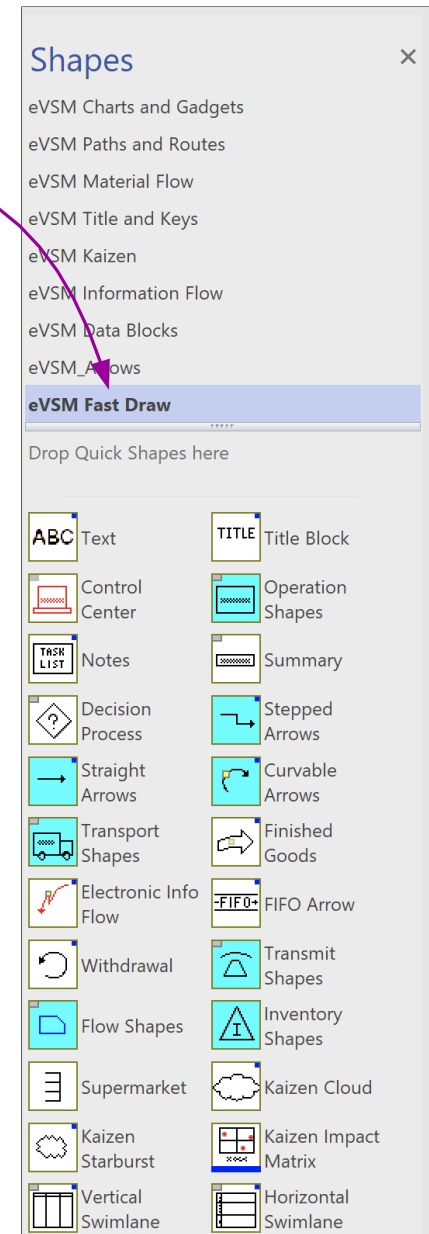
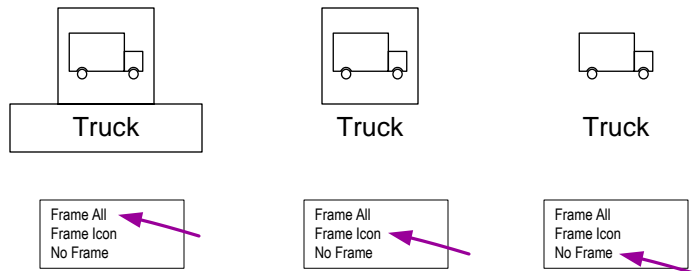
The main base stencil is called **eVSM Fast Draw**. This contains only the most commonly used icons and should be the starting point for any new flowchart. The other base stencils are organized into material flow, information flow, arrows, etc.

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

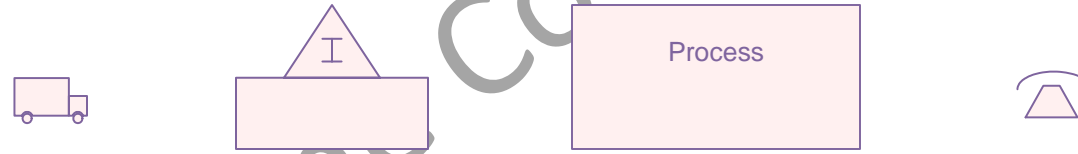
- Drag out the icon
- Right-click the shape on the page
- Use “Change Shape” command to select a different member

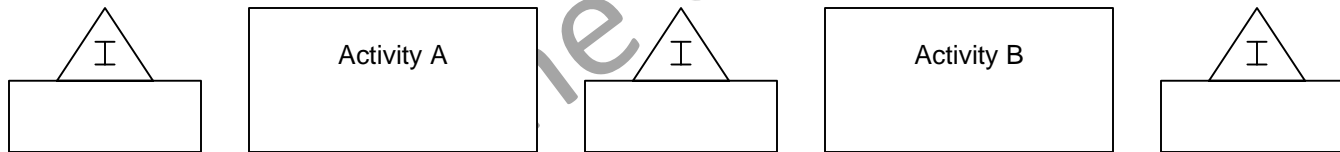
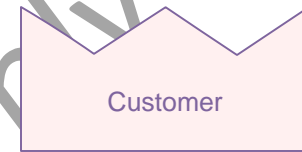


There are also right-click options to change the framing around the shape.



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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.

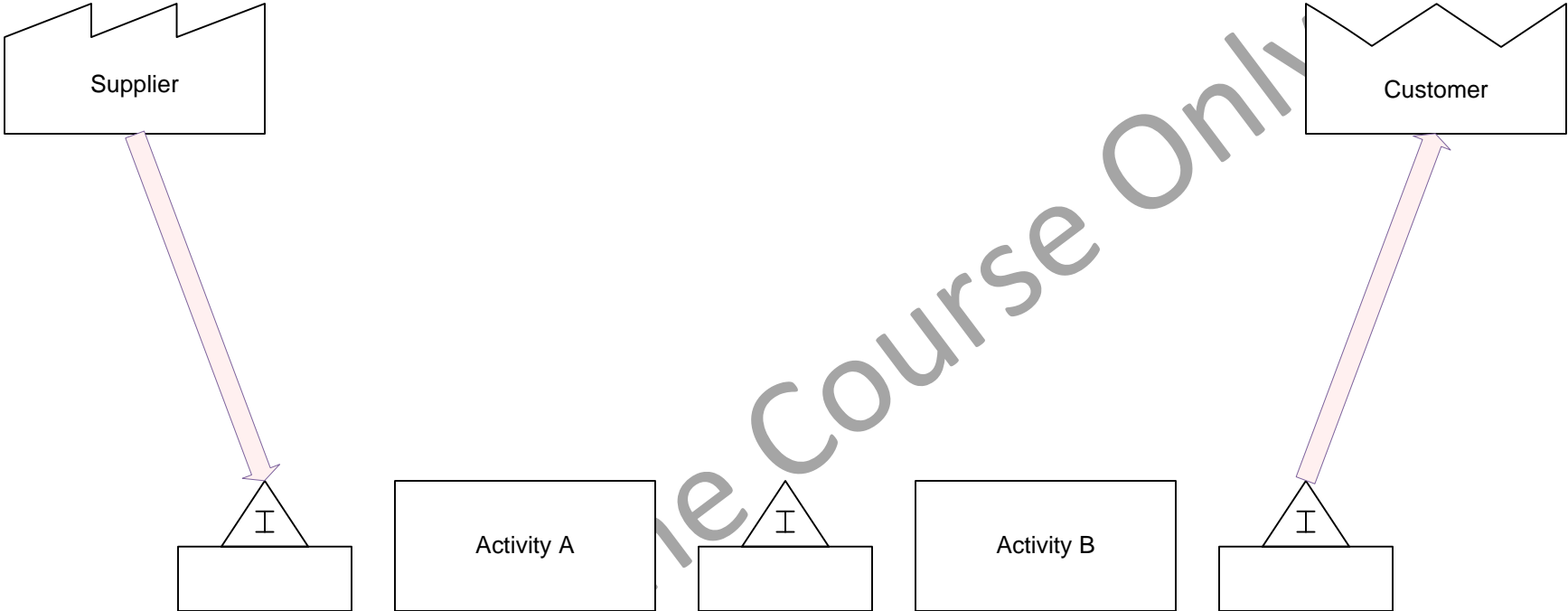
The diagram illustrates the eVSM_Arrows palette on the left, which contains various arrow types such as Stepped Arrows, Straight Arrows, Curvable Arrows, Finished Goods, Stepped Finish..., Milk Run Transport, Services Agreement, Electronic Info Flow, FIFO Arrow, Withdrawal, Interact, and Rework. A right-mouse-button menu is shown in the center, listing options: Expedited, Information, Kanban, Material, Push, Query, and Service. A legend on the right defines these arrow types with their corresponding visual styles: Expedited (dotted line), Information (solid red line), Kanban (dashed blue line), Material (dashed black line), Push (thick grey line), Query (dashed black line with arrowhead), and Service (solid black line). Below the legend, two process boxes are connected by a thick grey push arrow. A text box explains that the arrow should be glued to the process center. At the bottom, a curved arrow is shown with yellow control points for shape and text positioning, with a text box explaining that double-clicking the arrow allows editing the text.

Right-mouse-button menu

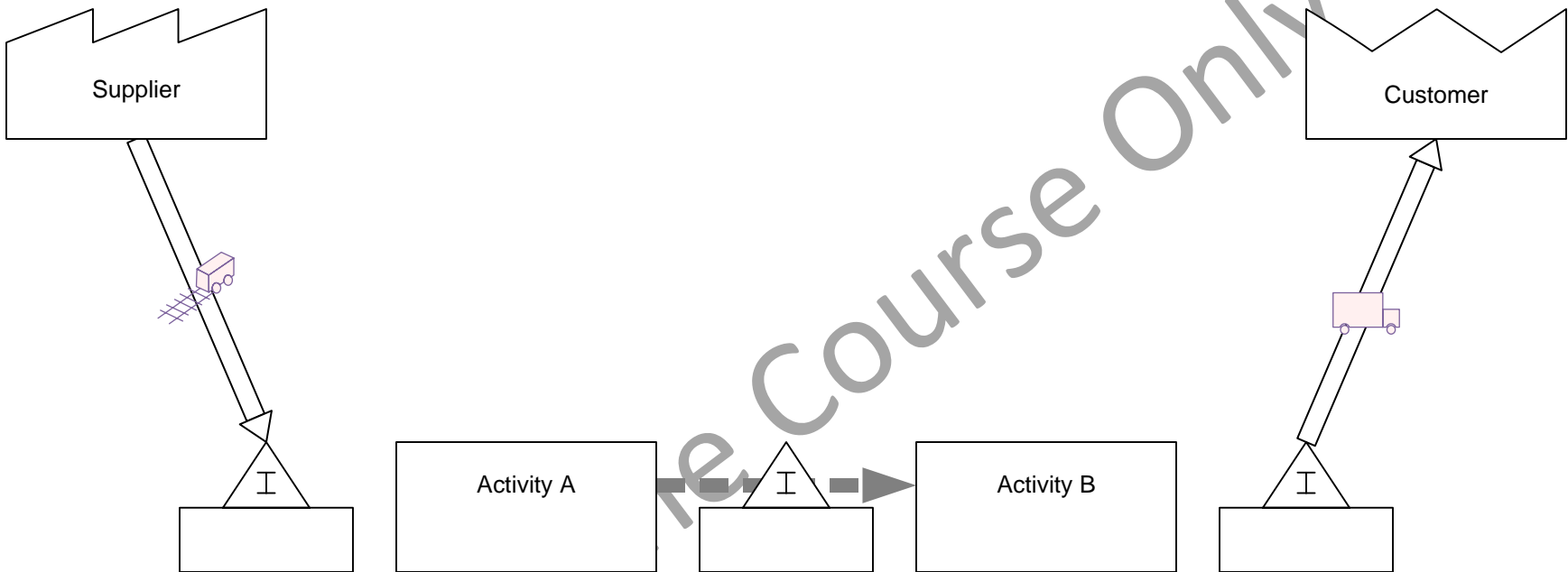
- Expedited
- Information
- Kanban
- Material
- Push
- Query
- Service

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

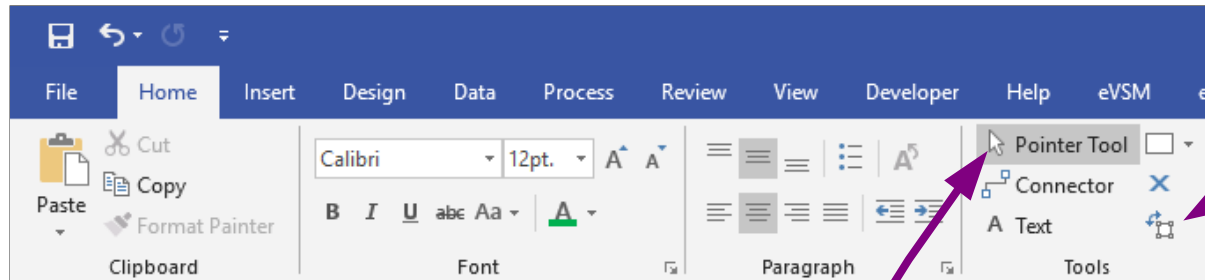


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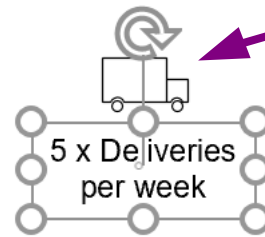


Using the Visio Text Block Tool

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:



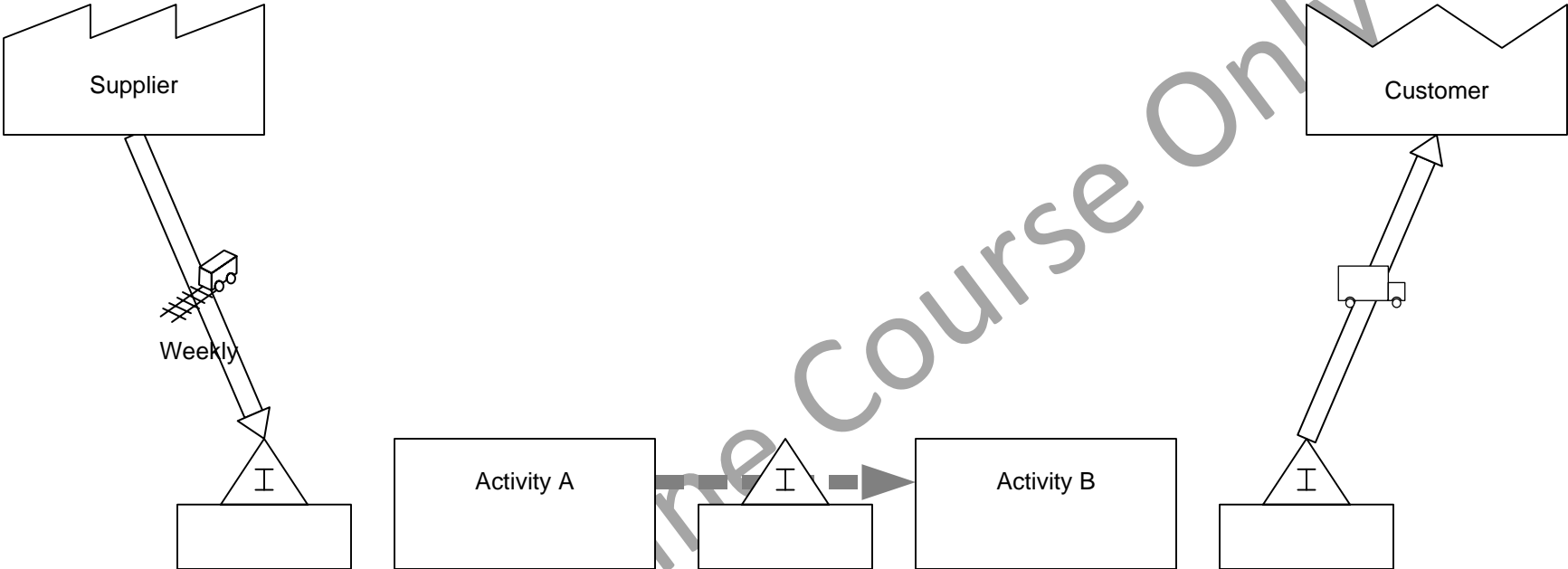
1 Click the “Text Block” tool in the Visio “Home” ribbon. This will switch the cursor to the Text Block tool mode.



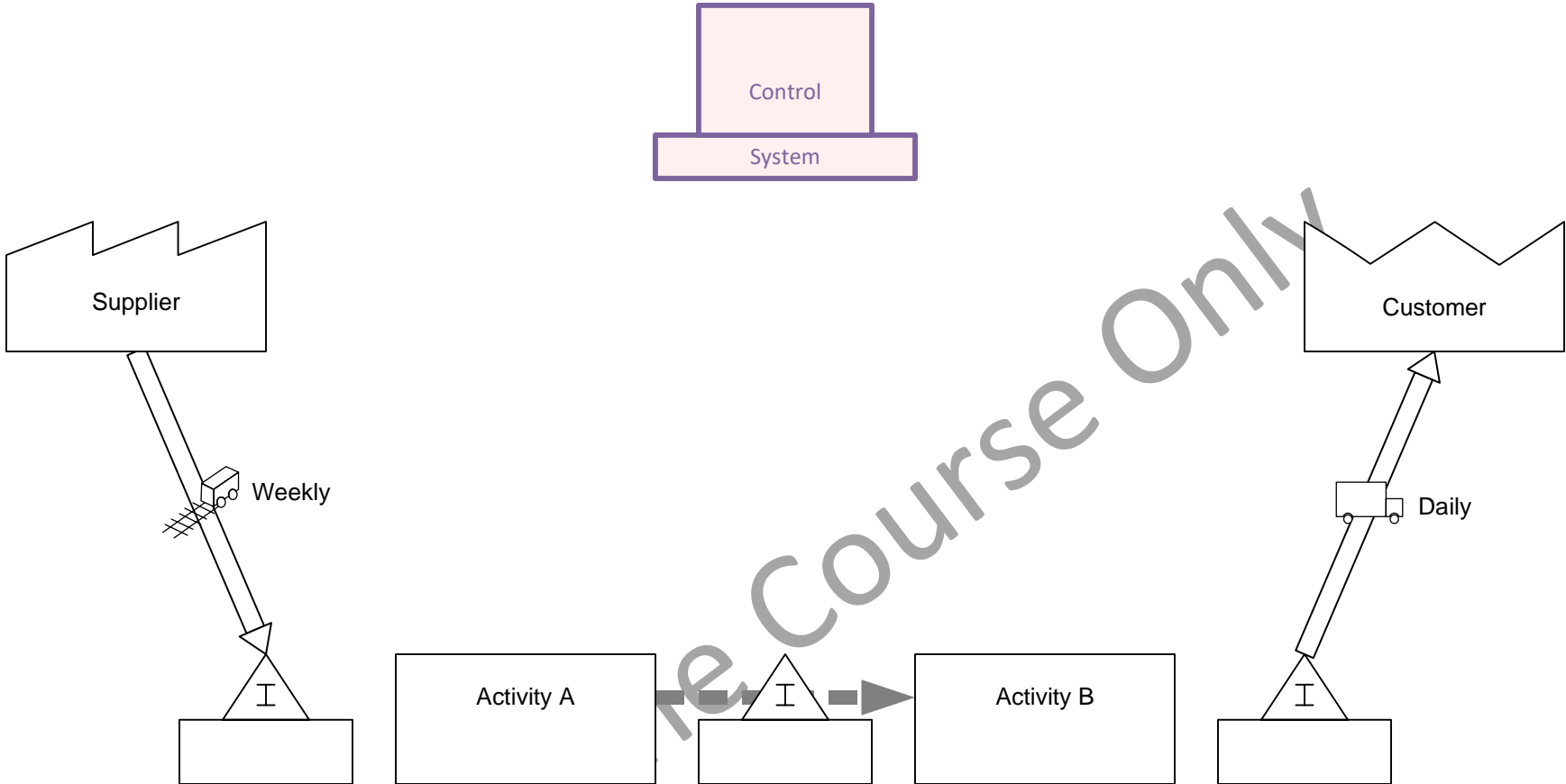
2 Select the shape you wish to manipulate.

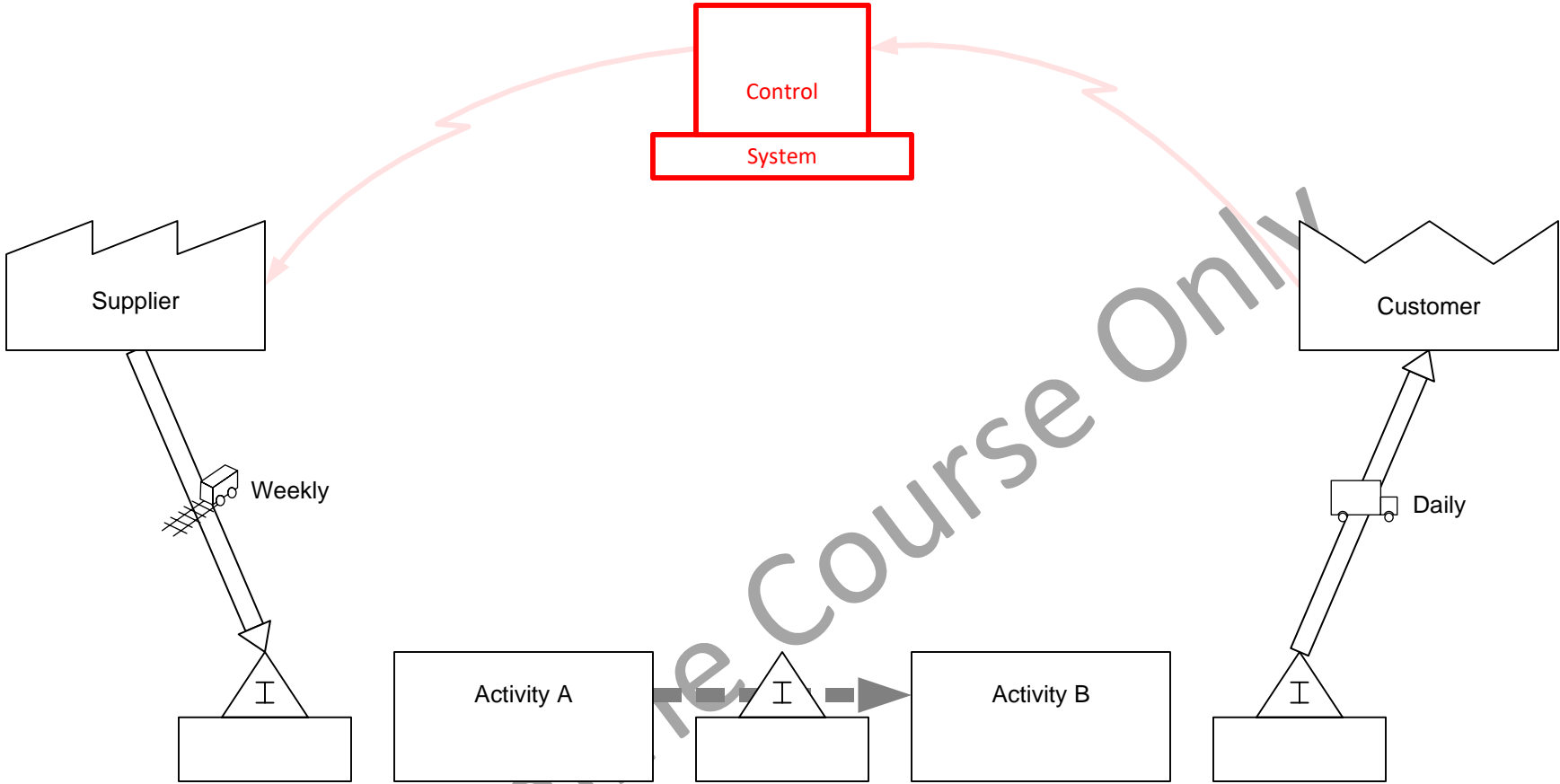
3 The text box will become visible. This box can be moved relative to the shape and resized.

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



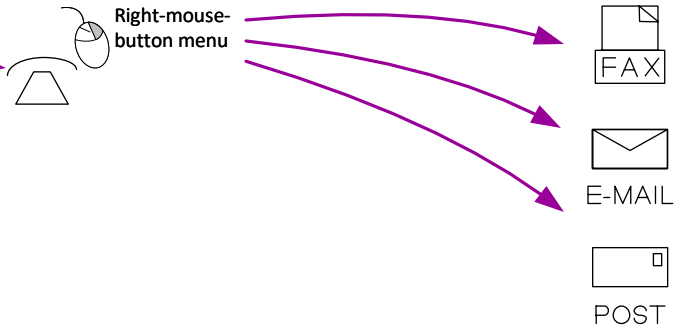
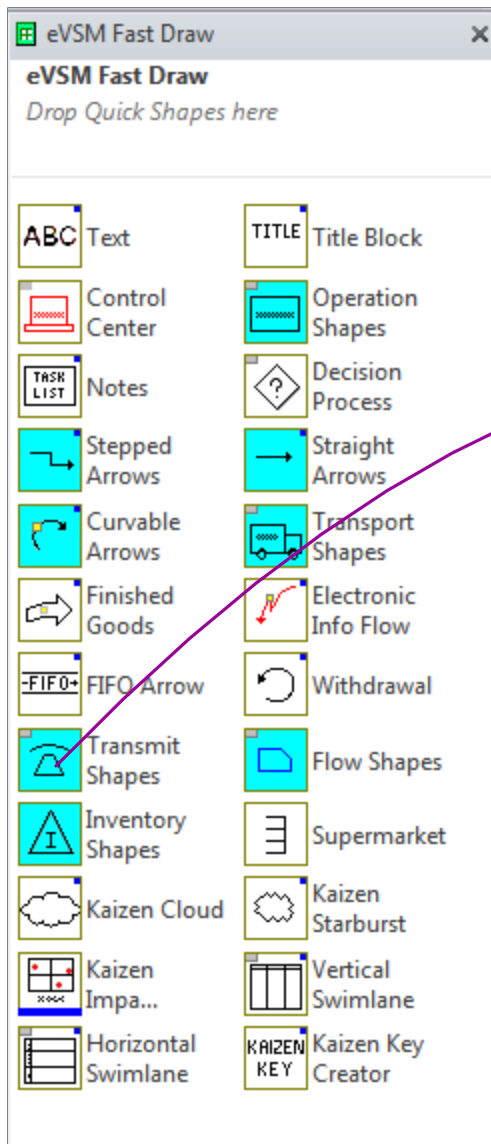
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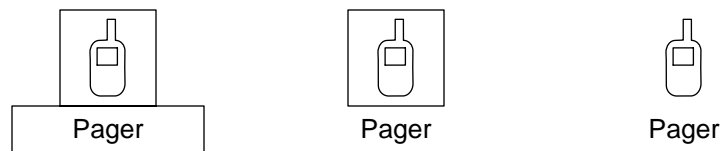


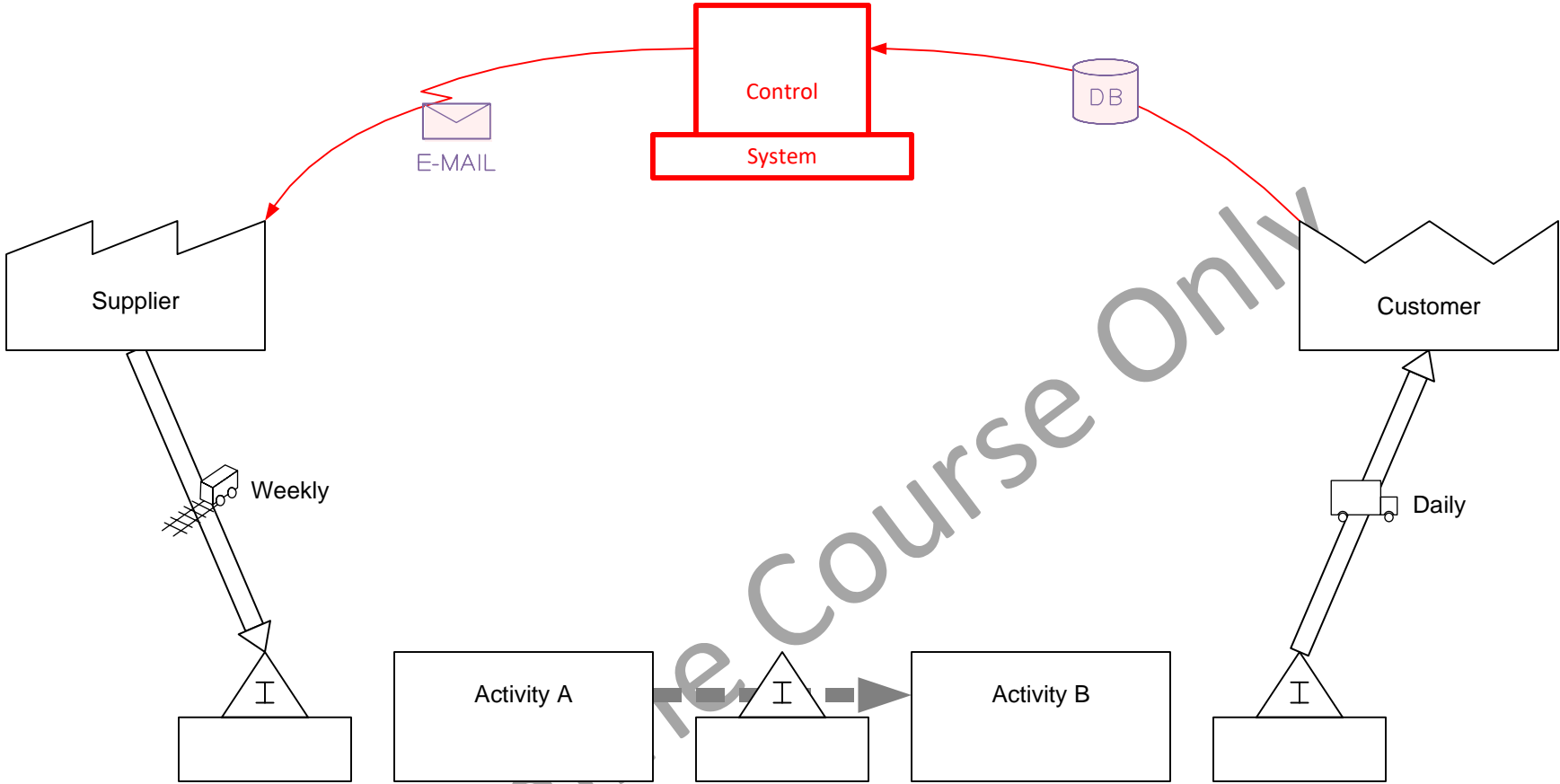
eVSM Transmit Shapes

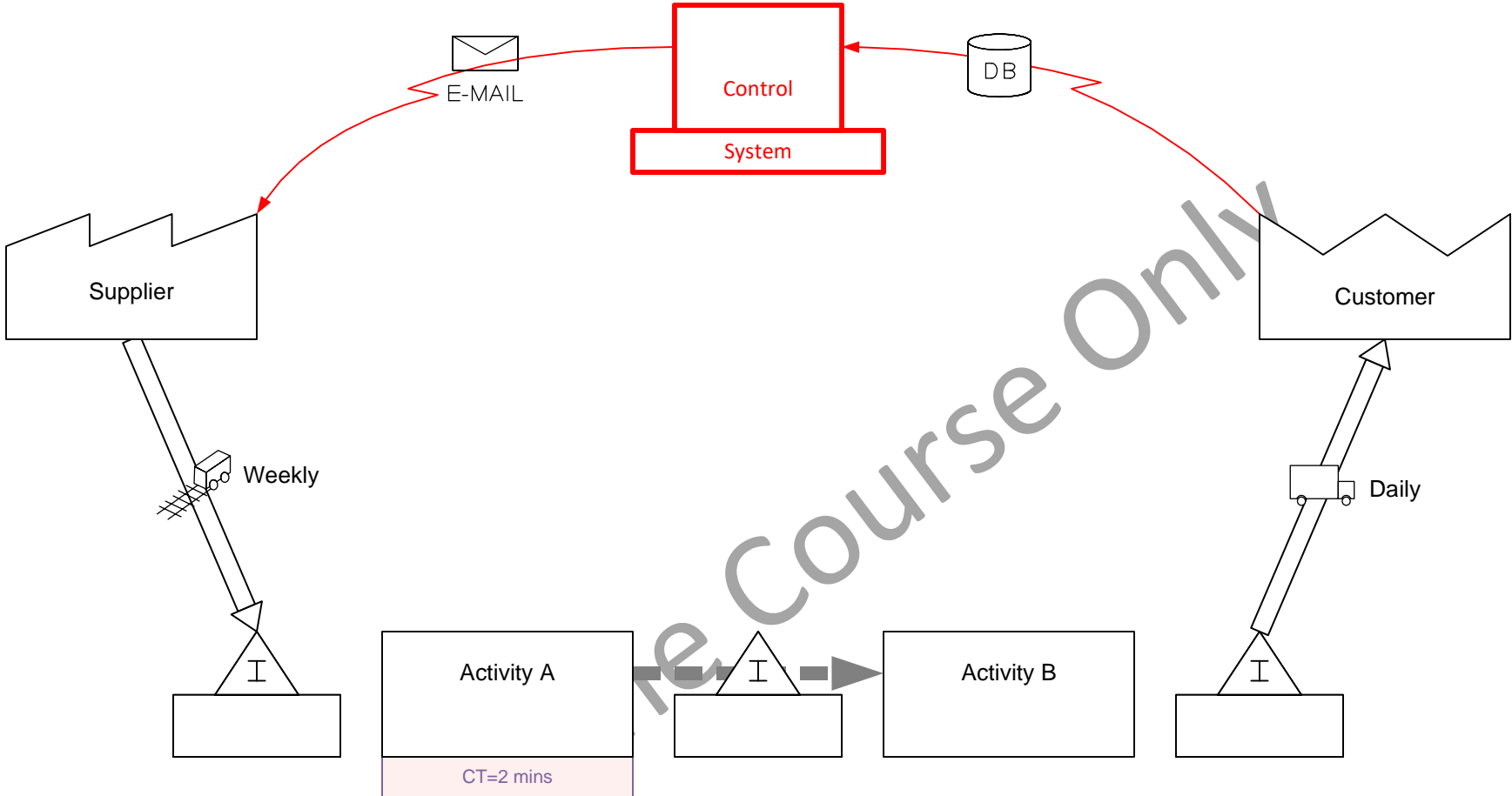
Transmit shapes work just like Transport shapes. They are generally used to show the method for information transmission.



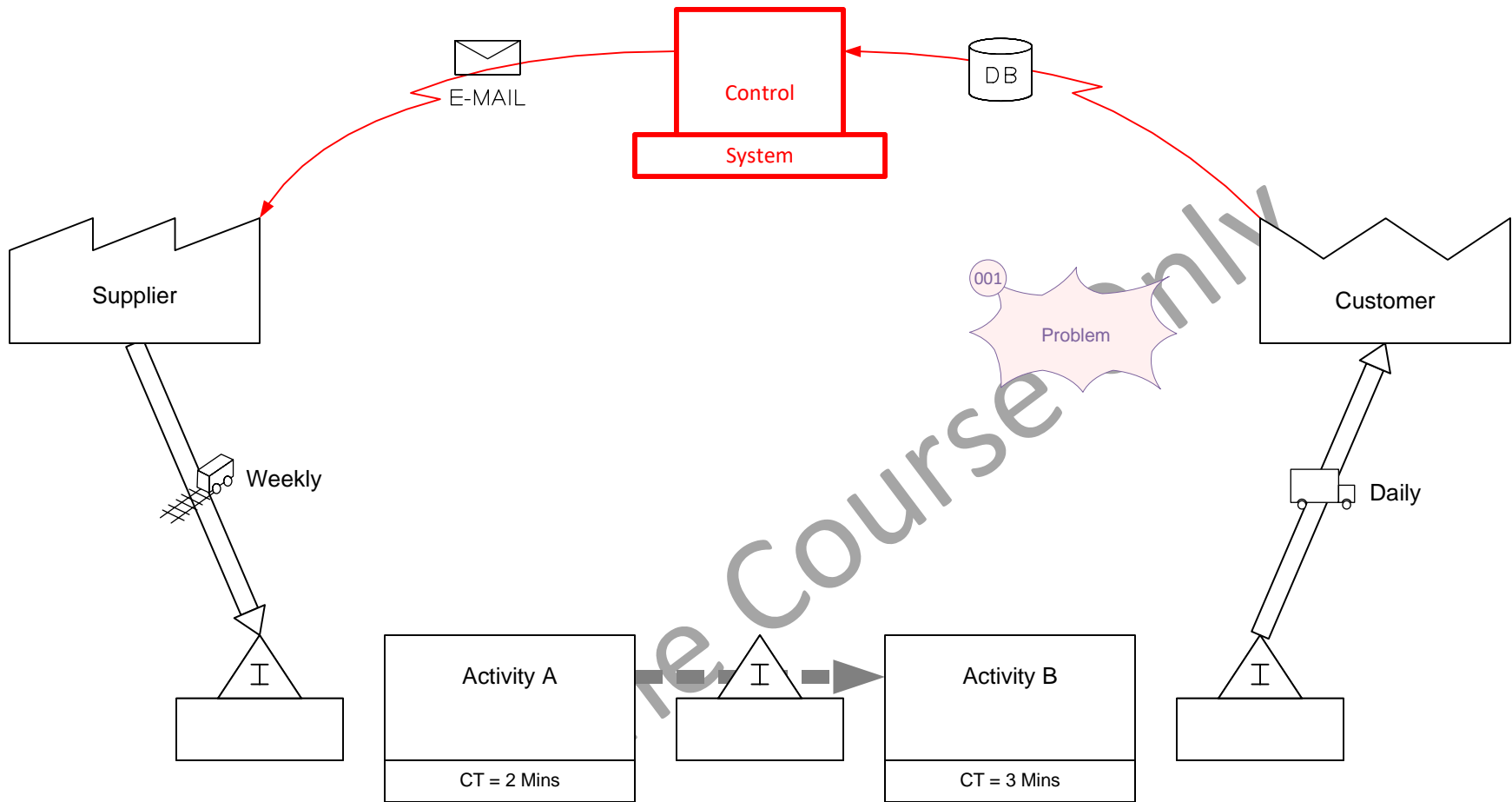
There are also right-click options to change the framing around the shape.





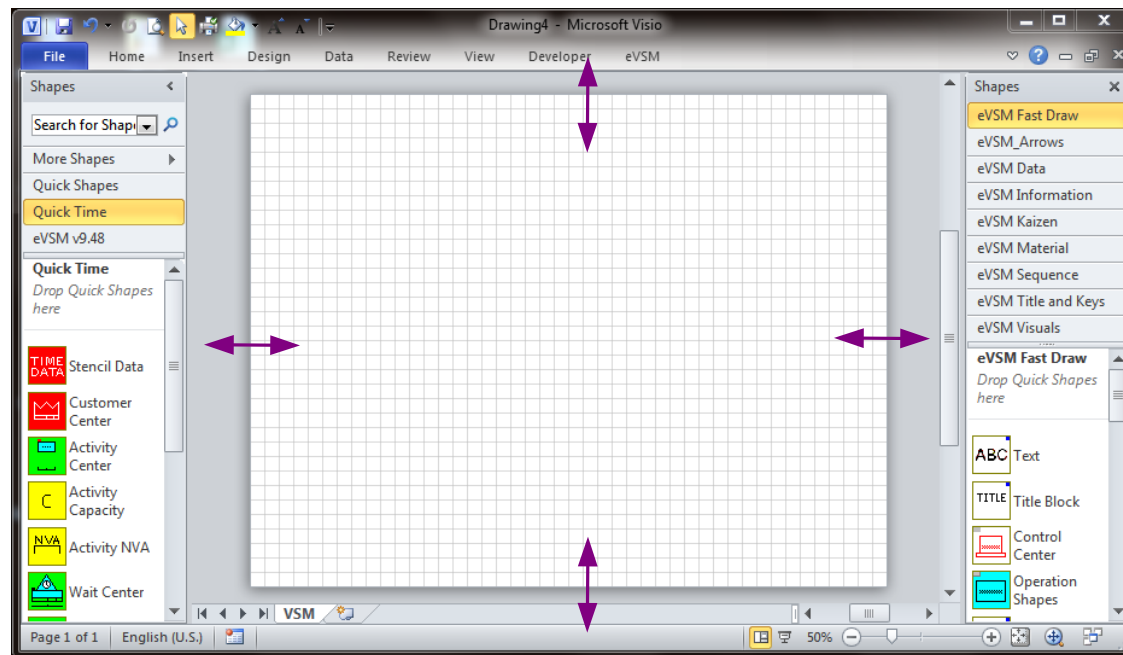


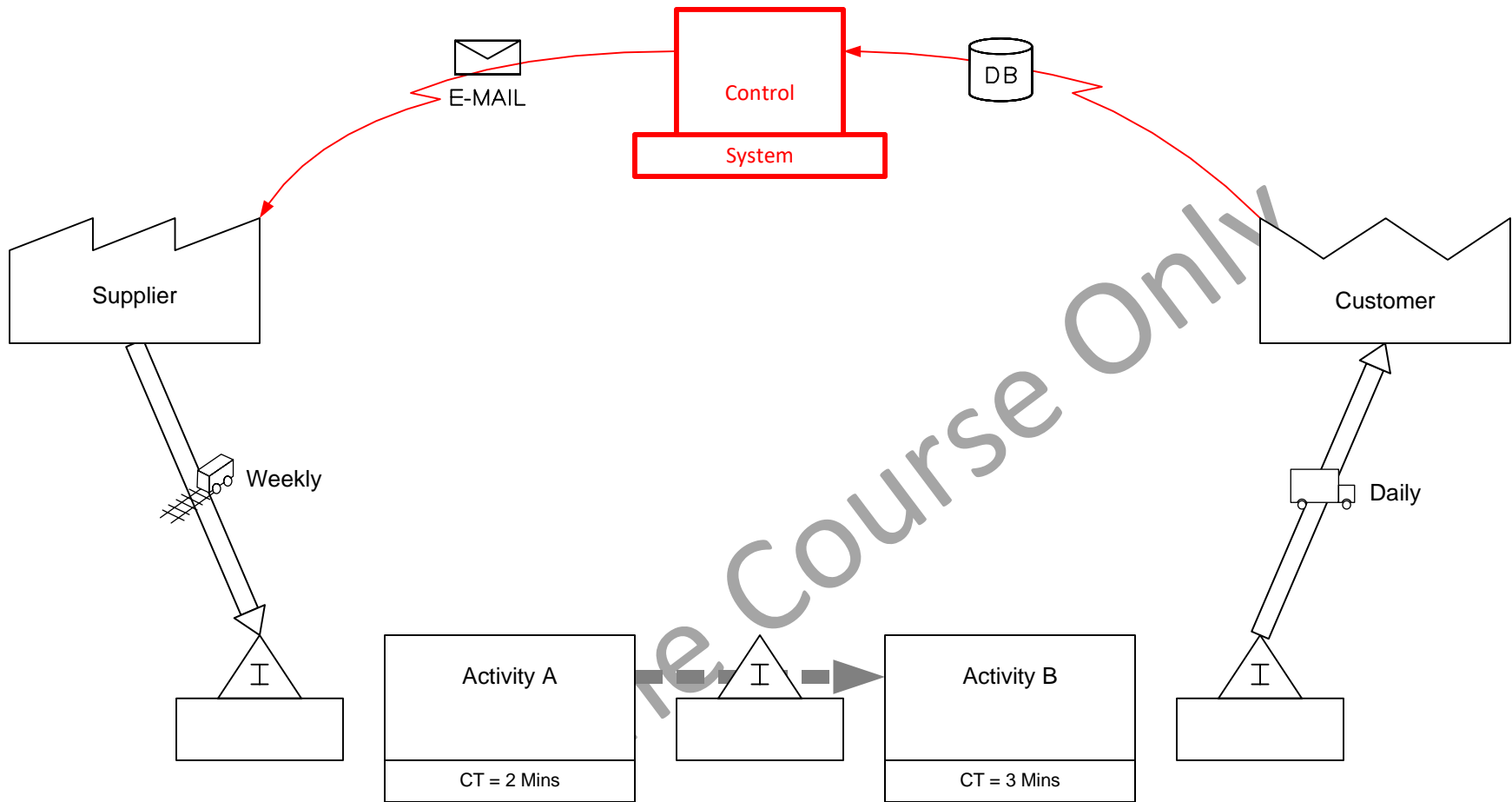
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Visio Page Re-sizing

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.

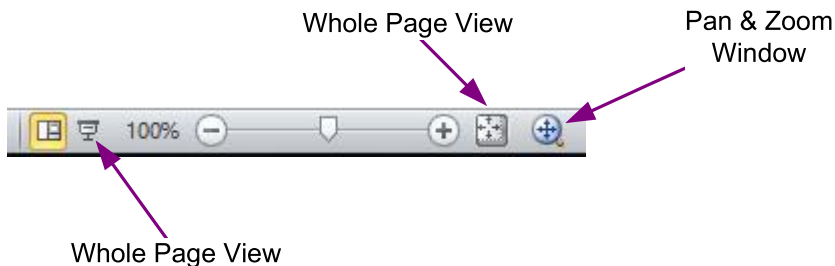
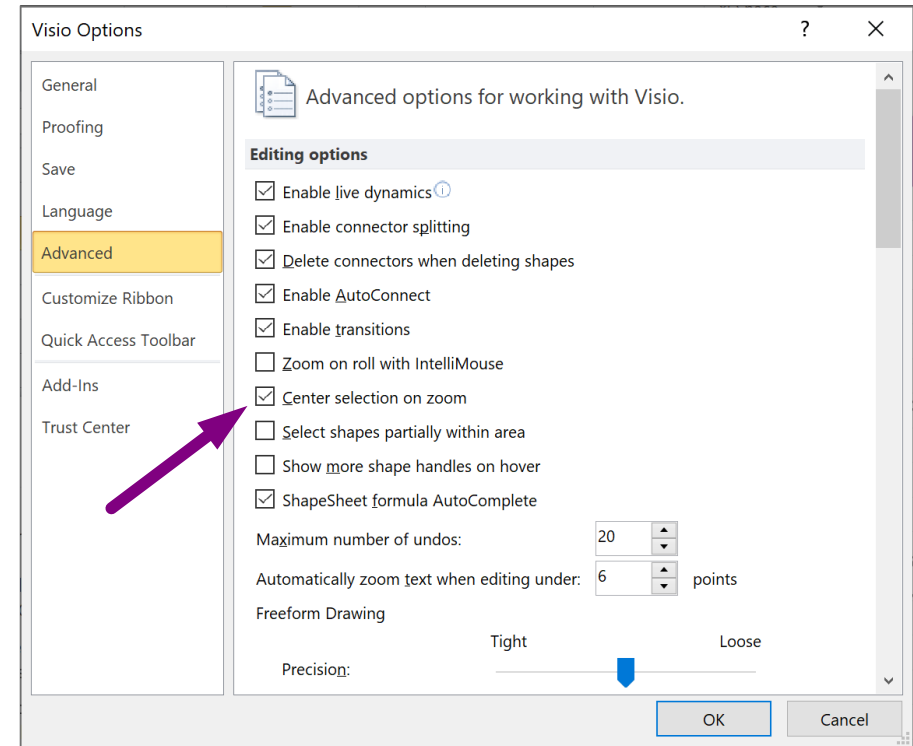


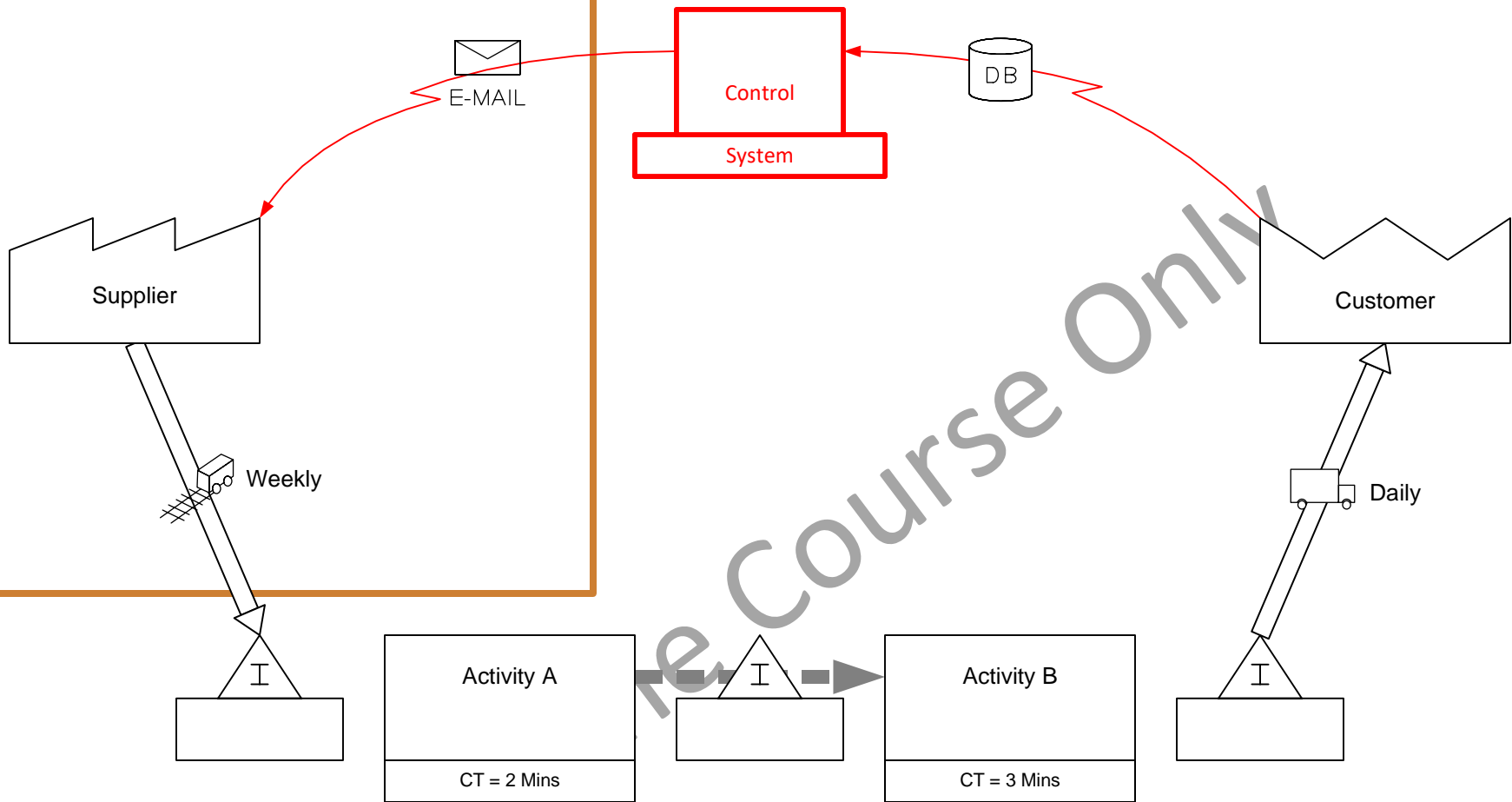


Zooming Methods

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.

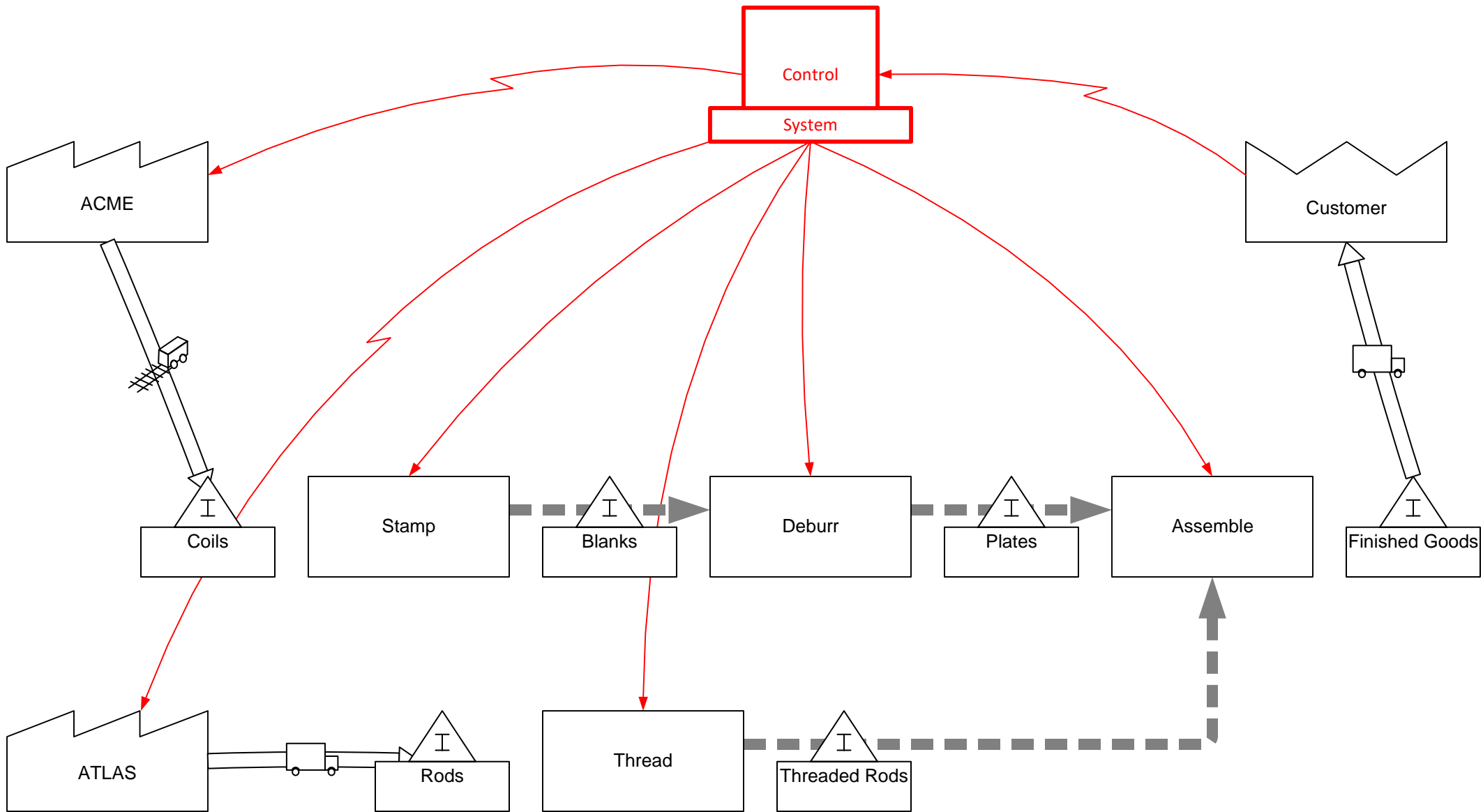
- Open the Pan & Zoom window with “View > Task Panes > Pan & Zoom Window”. The Pan & Zoom window shows a birds eye view of the whole page and allows you to select an area with rectangle.
- Ctrl + Shift + W = Whole Page View
- Ctrl + Shift + Drag with mouse to zoom into an area
- Another easy method is 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.





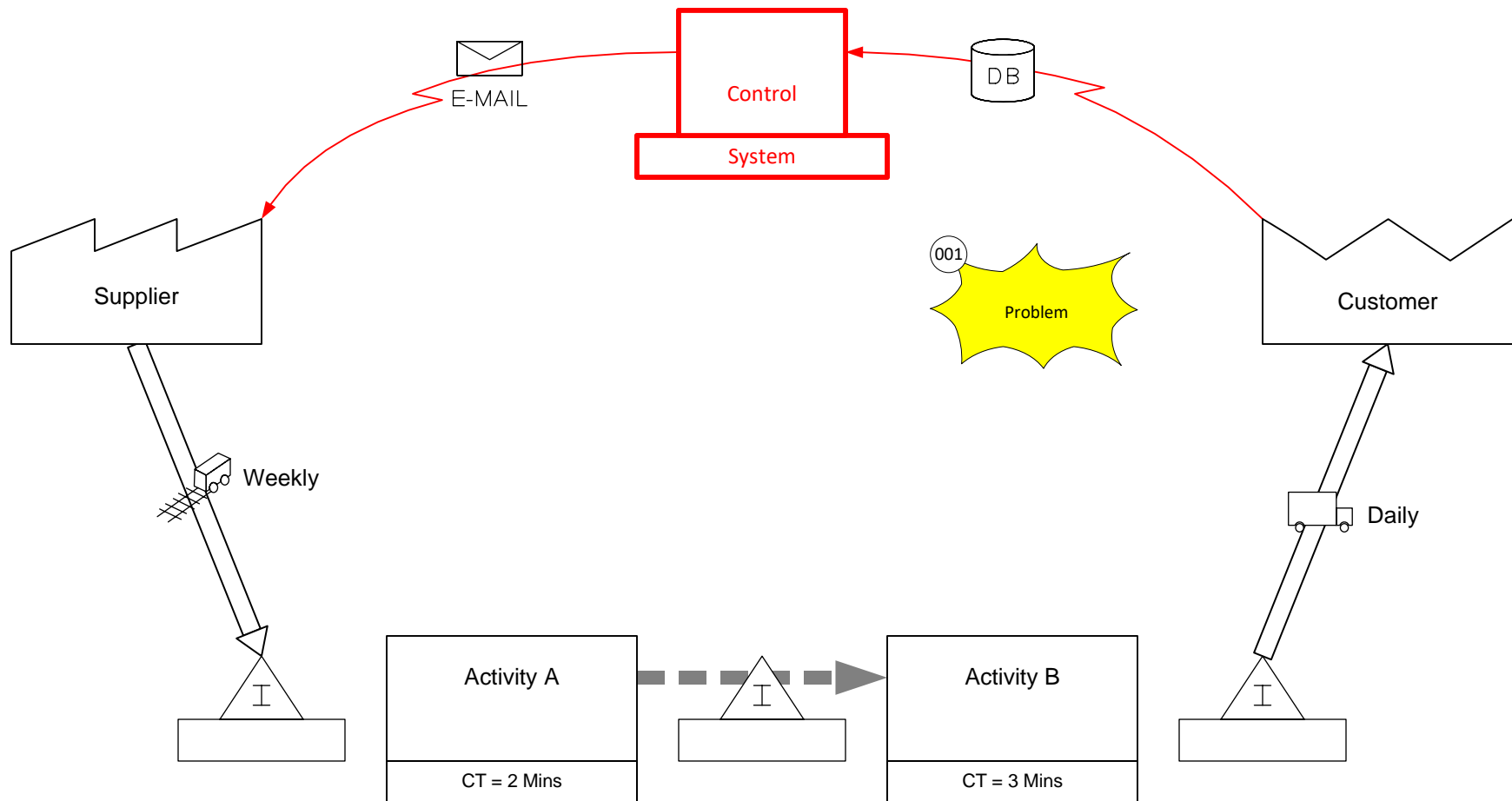
Practice map to test yourself

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—

eVSM Toolbar Guide

evsm.com/toolbarguide

eVSM Productivity Guide

evsm.com/productivity

eVSM Blogs

evsm.com/blog

eVSM Support FAQ

evsm.com/support

Download the Latest Version

evsm.com/install