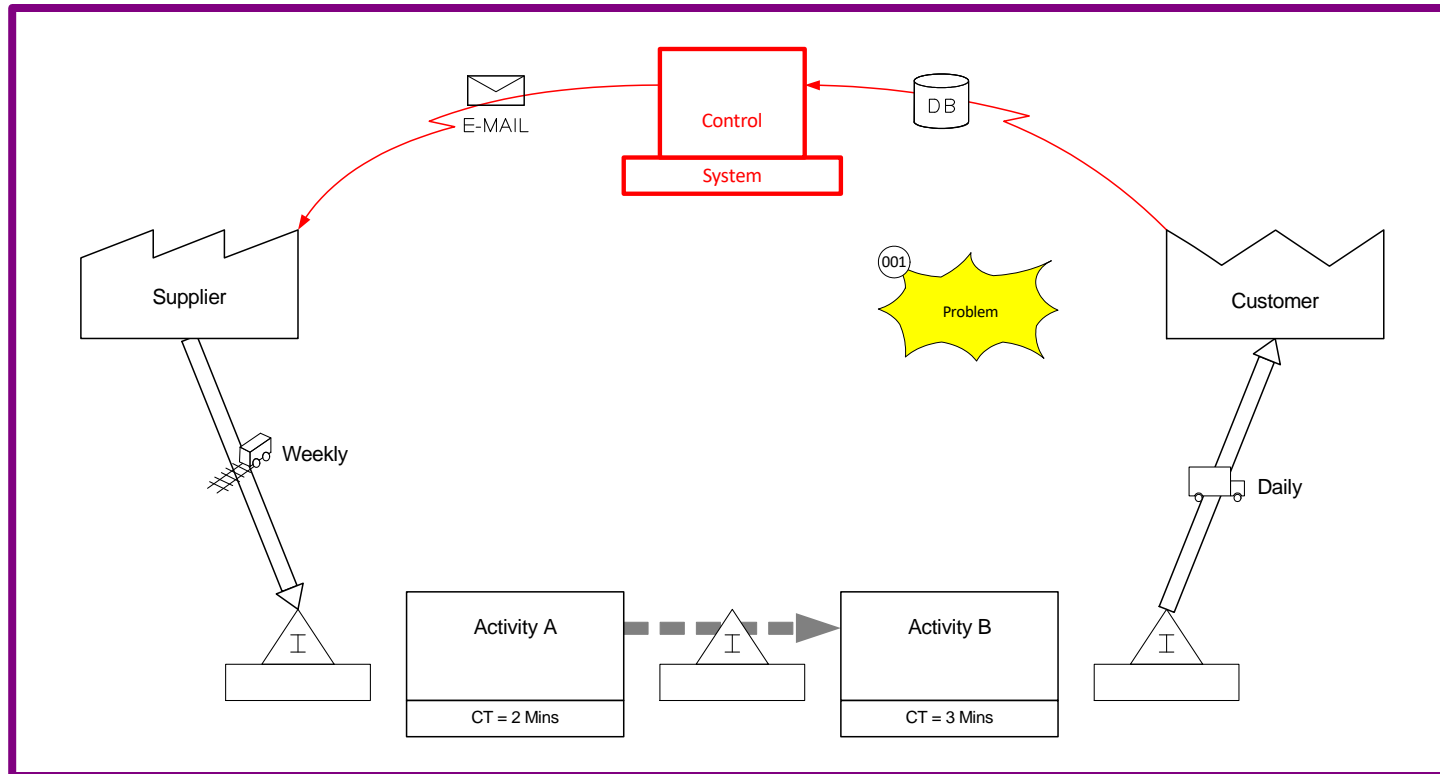


## Fast Draw

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: 014  
Date Published: 9 April 2025

## 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.

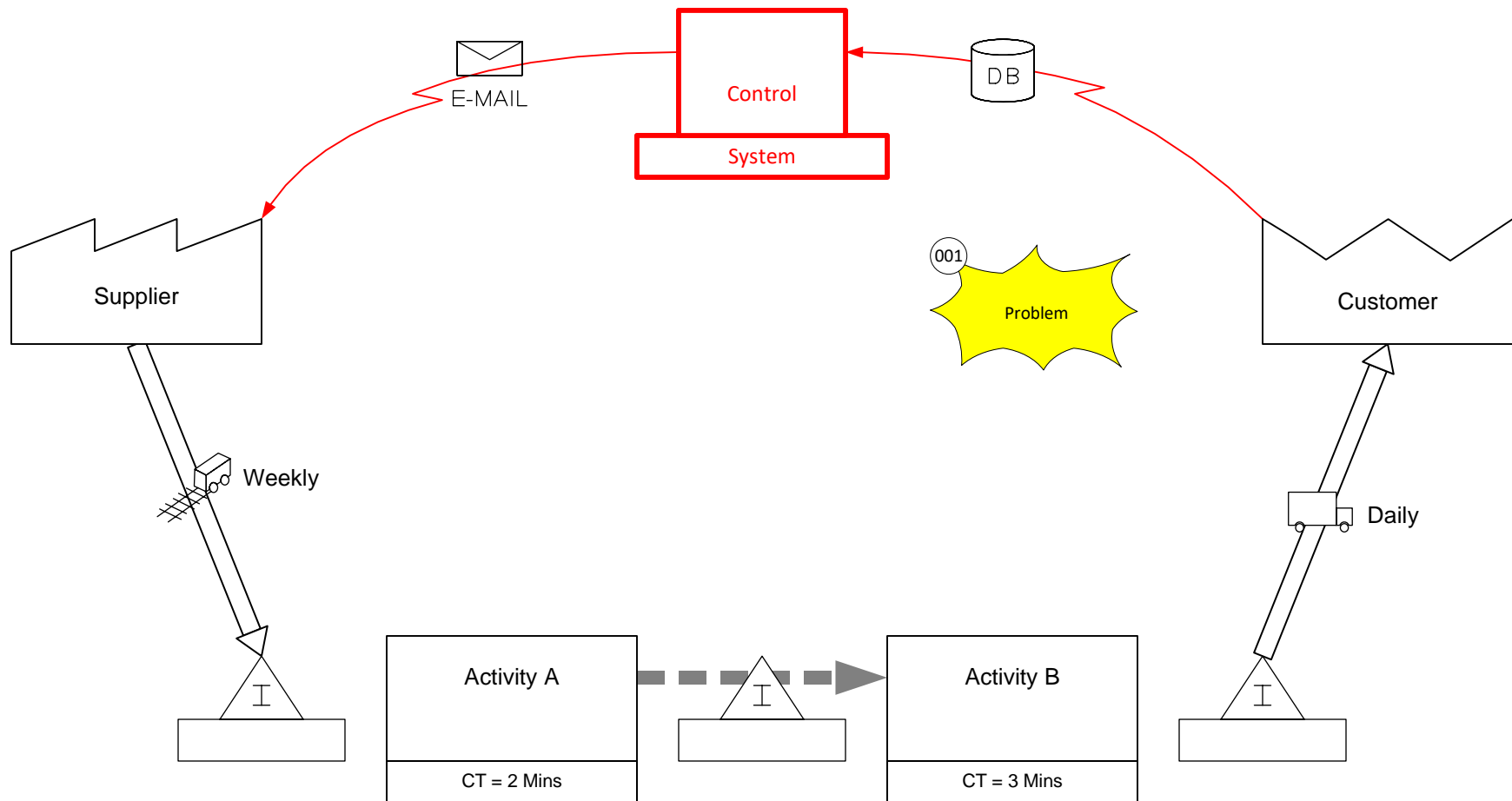
# Table of Contents

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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.

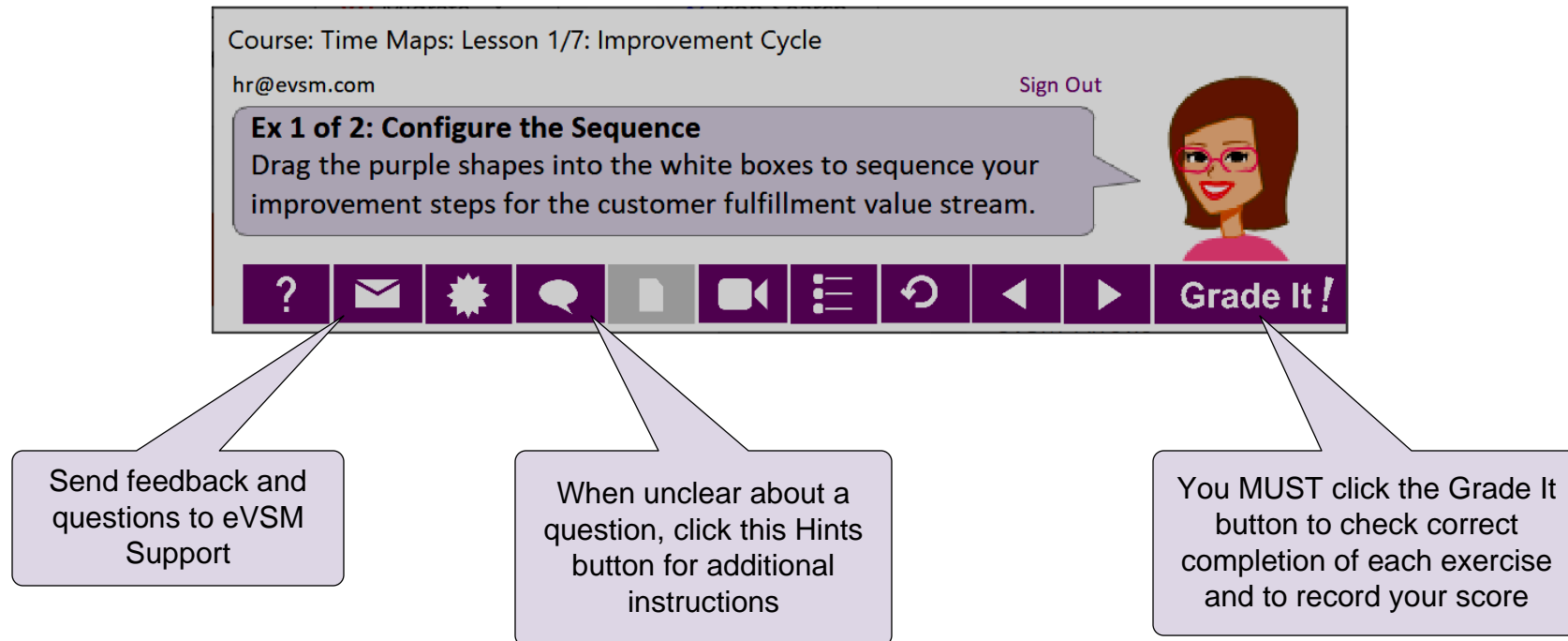


## Fast Draw

## Working with eLearnor

The eLearnor learning system includes a range of essential functions. A brief description of each button is provided in the button tooltip. Just hold the cursor on the button to see the tooltip.

Please explore each button in the control panel now to understand its function. In the next exercise, you will need to know what each button does.



## Important Notes

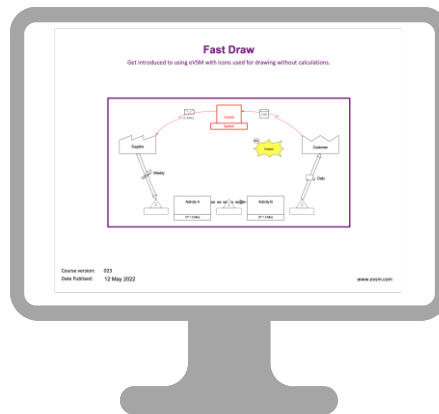
1. When you complete an exercise, you **MUST** click the "Grade It" button
2. You WILL lose points if you get an exercise wrong the first time
3. If you are stuck on an exercise, check the Hint. If that does not help, go back and review the preceding Readme pages. If you are still unsure, click the Feedback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

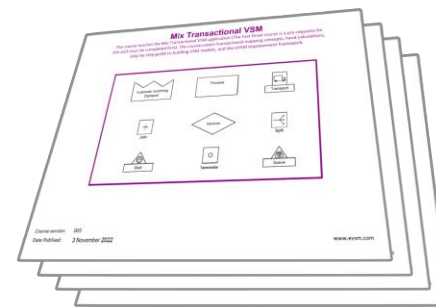
Your PC screen must have a minimum of 1280x720 pixel resolution.

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.

Which of the following statements are true about the eLearner control panel?  
Tick ALL 4 that are TRUE.

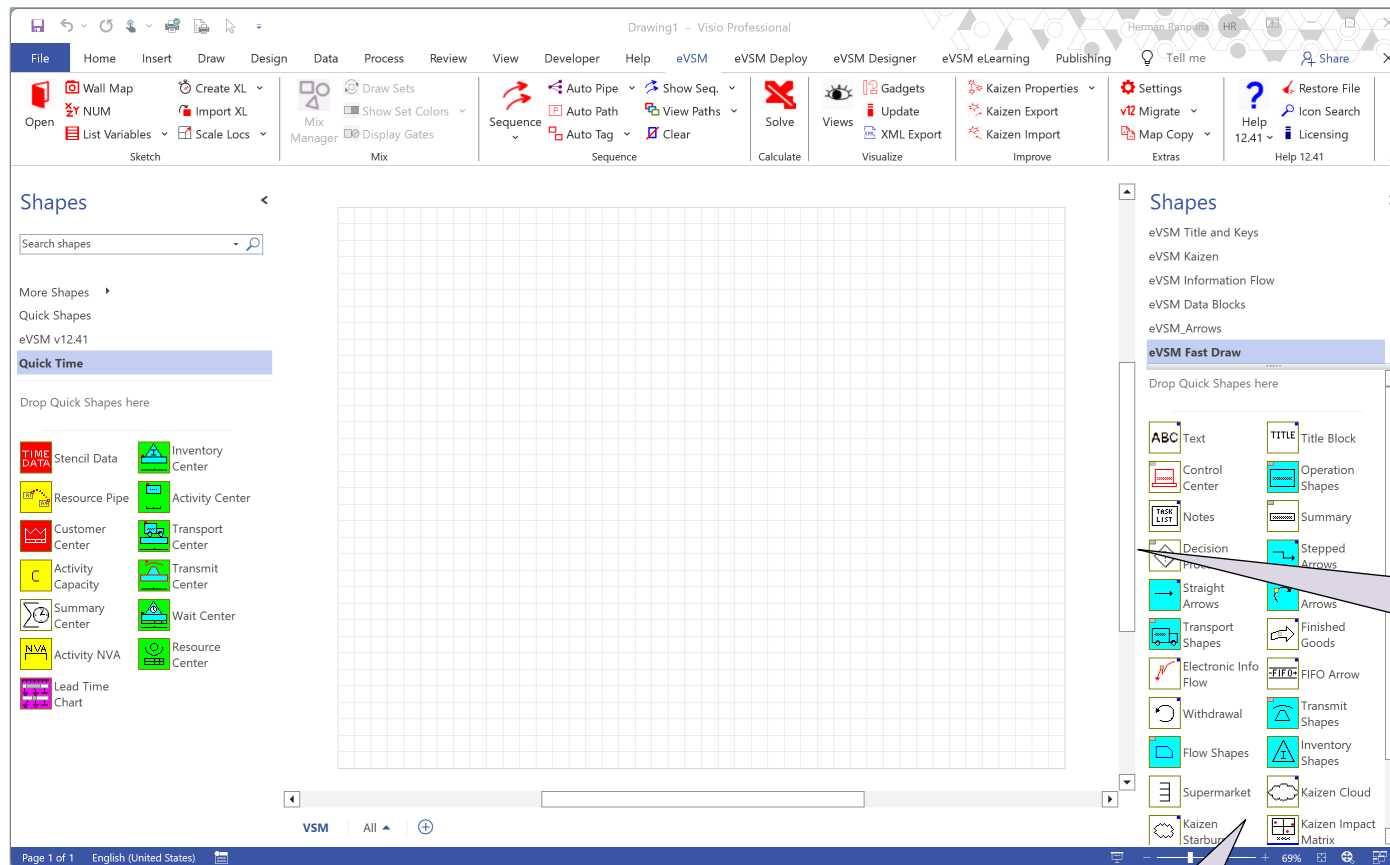
- ☐  Allows you to connect with the eVSM Support Team with feedback and problems
- ☐  Provides additional information when the quiz question is unclear
- ☐  Shows a video on lean concepts
- ☐  Allows you to Jump to the table of contents (TOC) list for the current lesson
- ☐  Has a function to reset the exercise and start over

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## Maximize the Drawing Area

When you open a pre-created Visio file, you might find that the stencils on the left and/or right take up a significant amount of screen space, leaving less room for the drawing page. To resolve this, simply make the stencils narrower.

Here is the recommended layout.



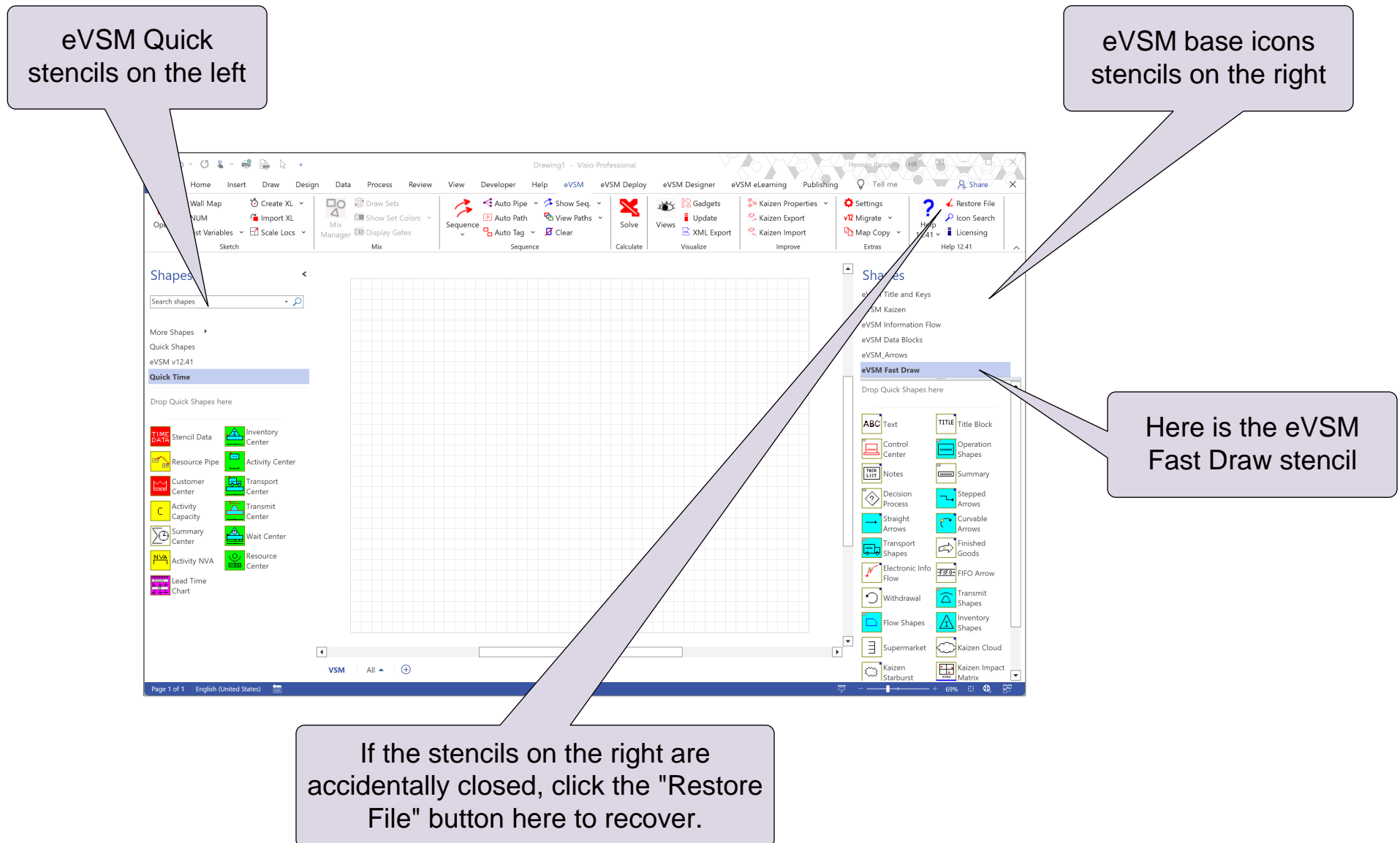
Grab the edge of the stencil and move it to the left or right to control the stencil width.

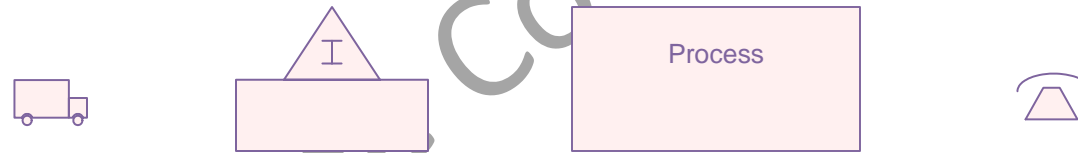
Two columns of icons is the ideal stencil width



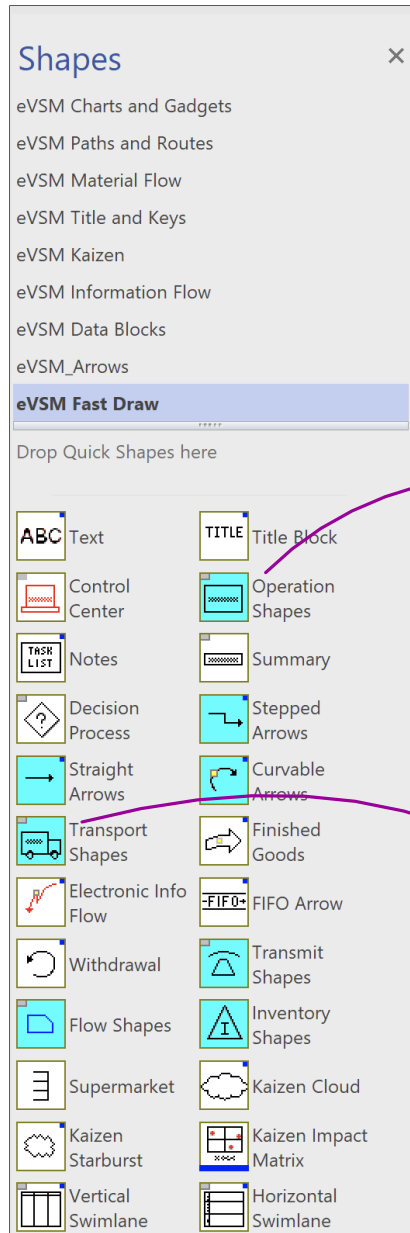
## eVSM Base Icons Stencils

eVSM base icons are basic icon shapes without built-in intelligence. These can be found on the right side of the Visio window. On the left are the Quick eVSM stencils, which contain combo smart shapes. The next few exercises requires icons only from the eVSM Fast Draw stencil on the right. This stencil contains the most commonly used icons.



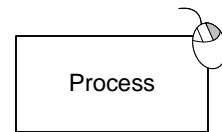


# eVSM Base Stencils

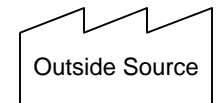
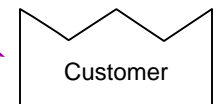
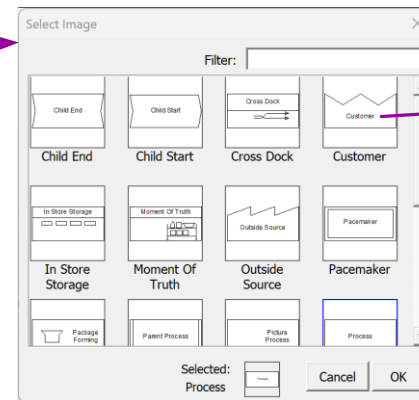


The base icon stencils contain icons in two colors:

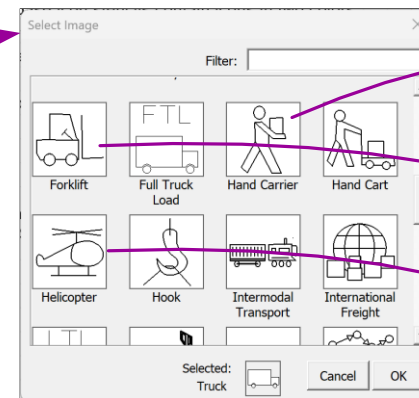
- White icons represent single shapes that can be dropped onto the page and positioned as needed.
- Blue icons represent families of shapes. After dropping a blue icon onto the page, you can convert it into other similar shapes using the right-click menu.

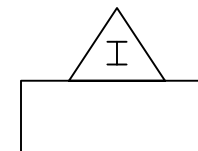
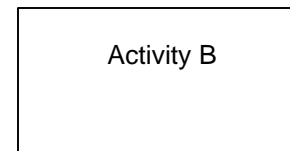
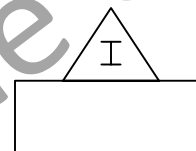
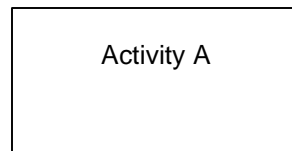
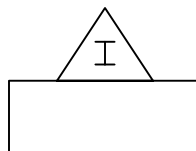
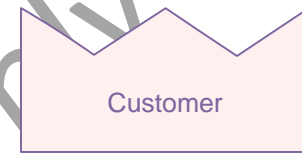


Pick Icon



Pick Icon

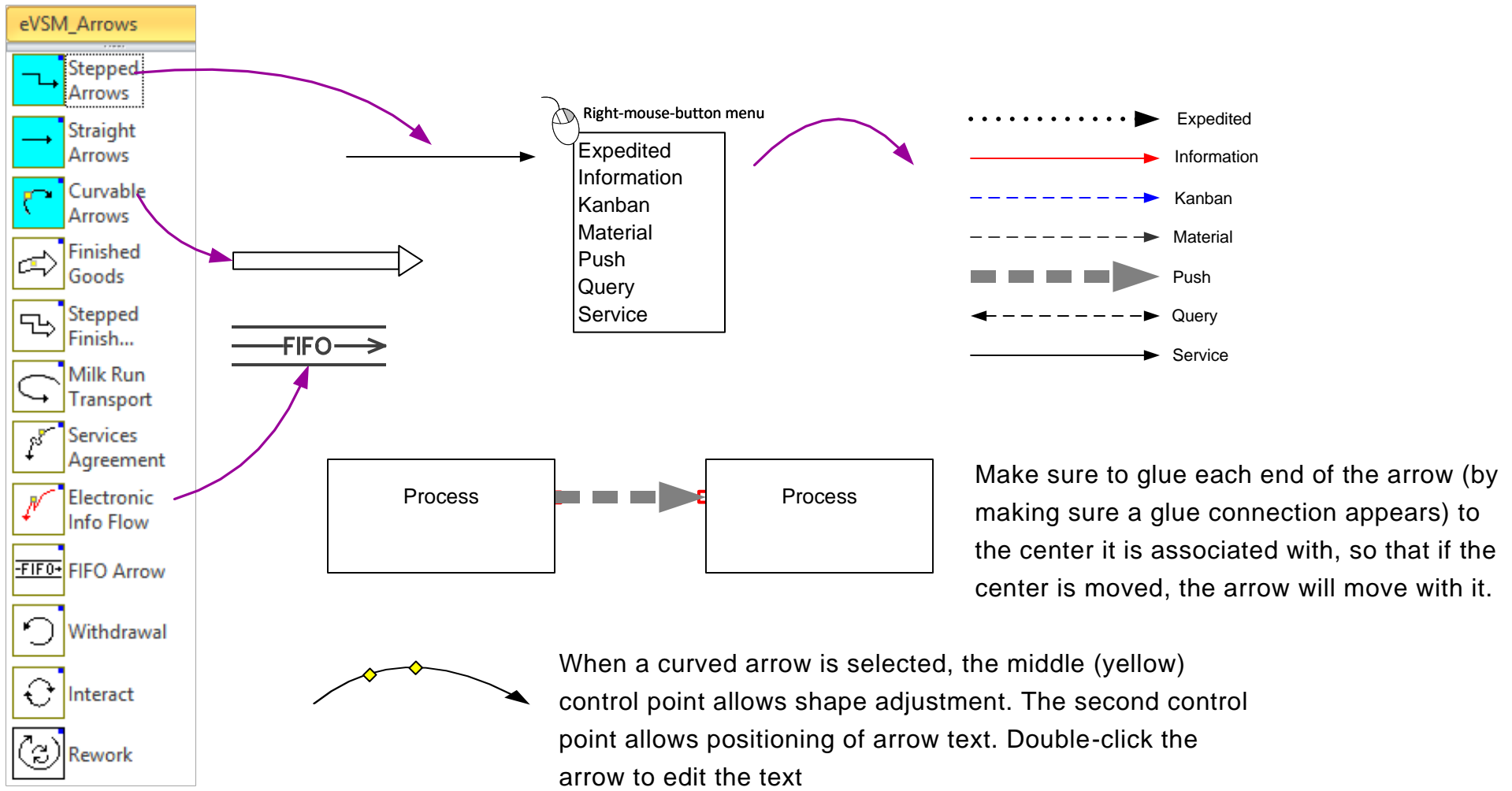


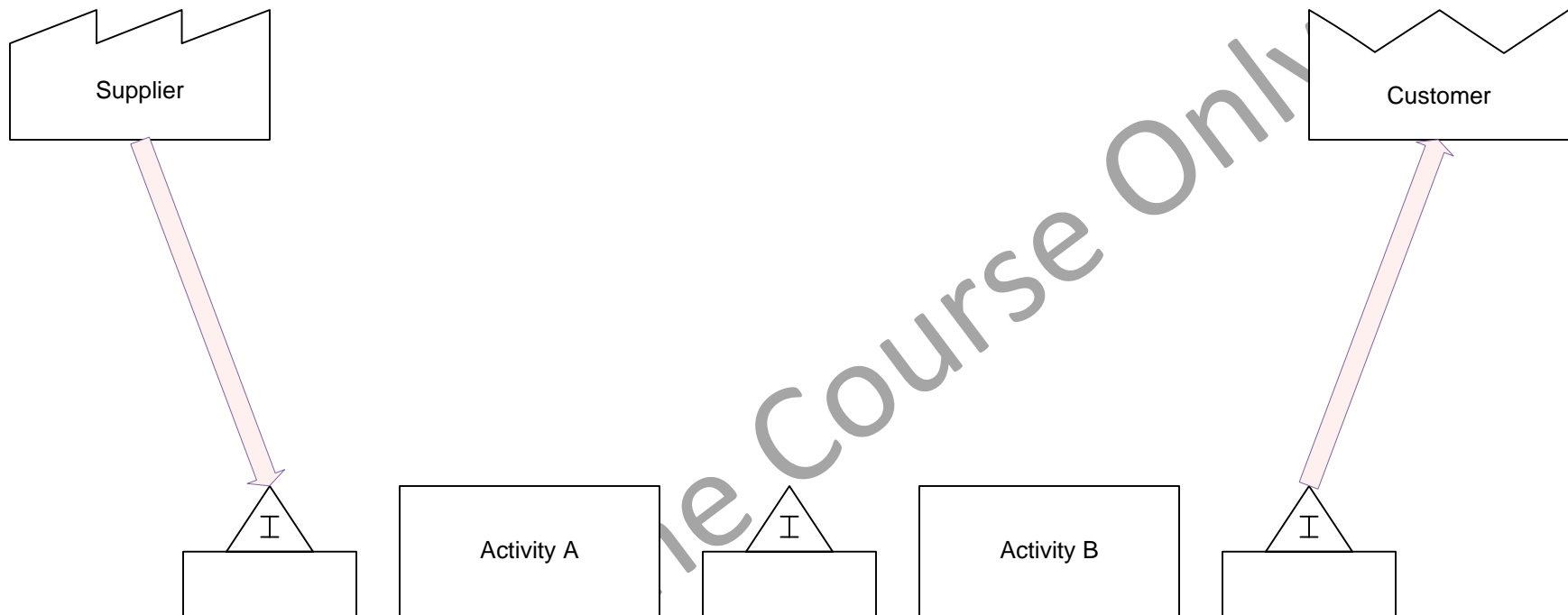


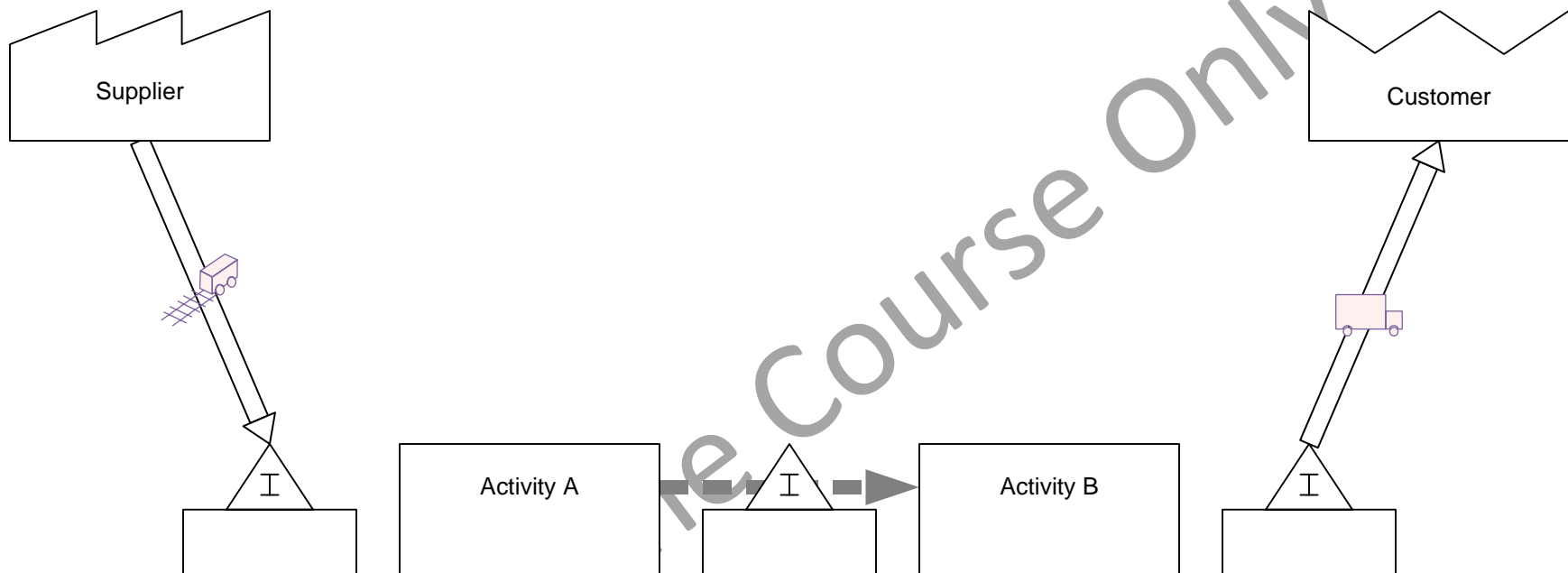
## Arrows on Value Stream Maps

Each arrow type on the value stream map represents a different type of flow, such as material, information, push, pull, and others.

The common arrows are included in the Fast Draw stencil. To access the full set of arrows, see the eVSM Arrows stencil (also on the right side of the screen).







## Using the Visio Text Block Tool

Any shape on a Visio page can have it's 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.

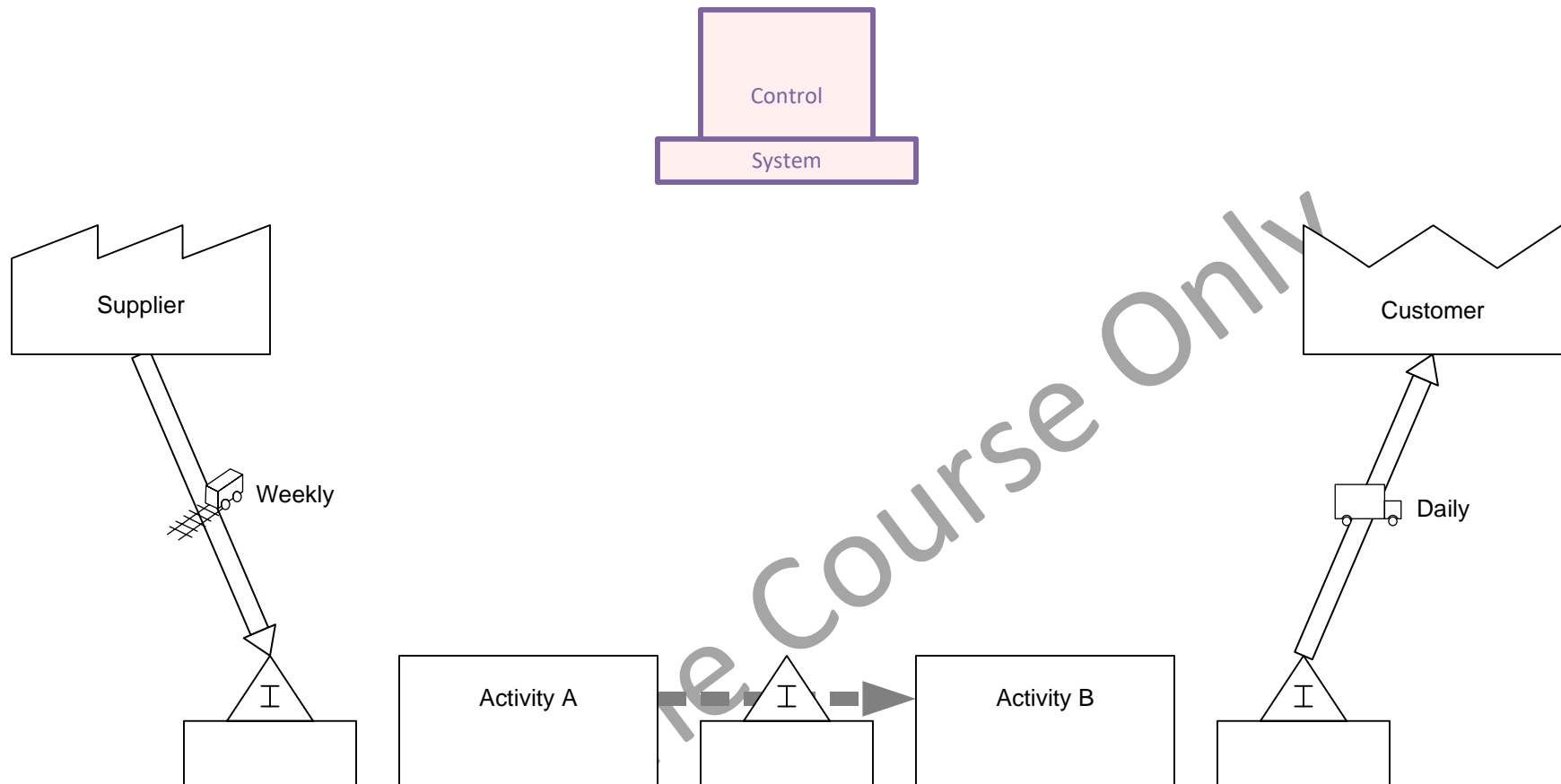
**4** IMPORTANT: Finish by clicking the Pointer Tool button to exit the Text Block tool mode.

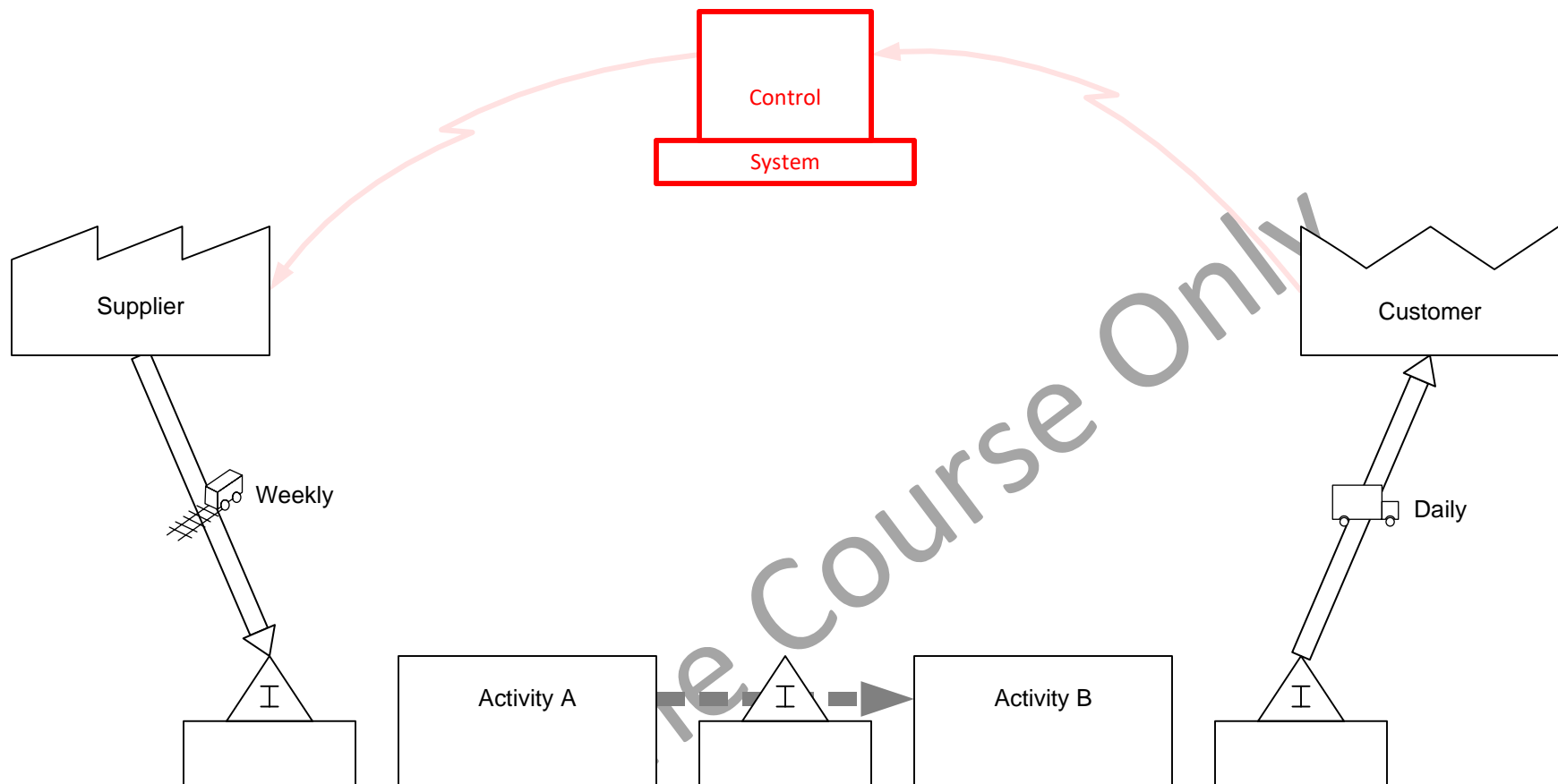




Weekly

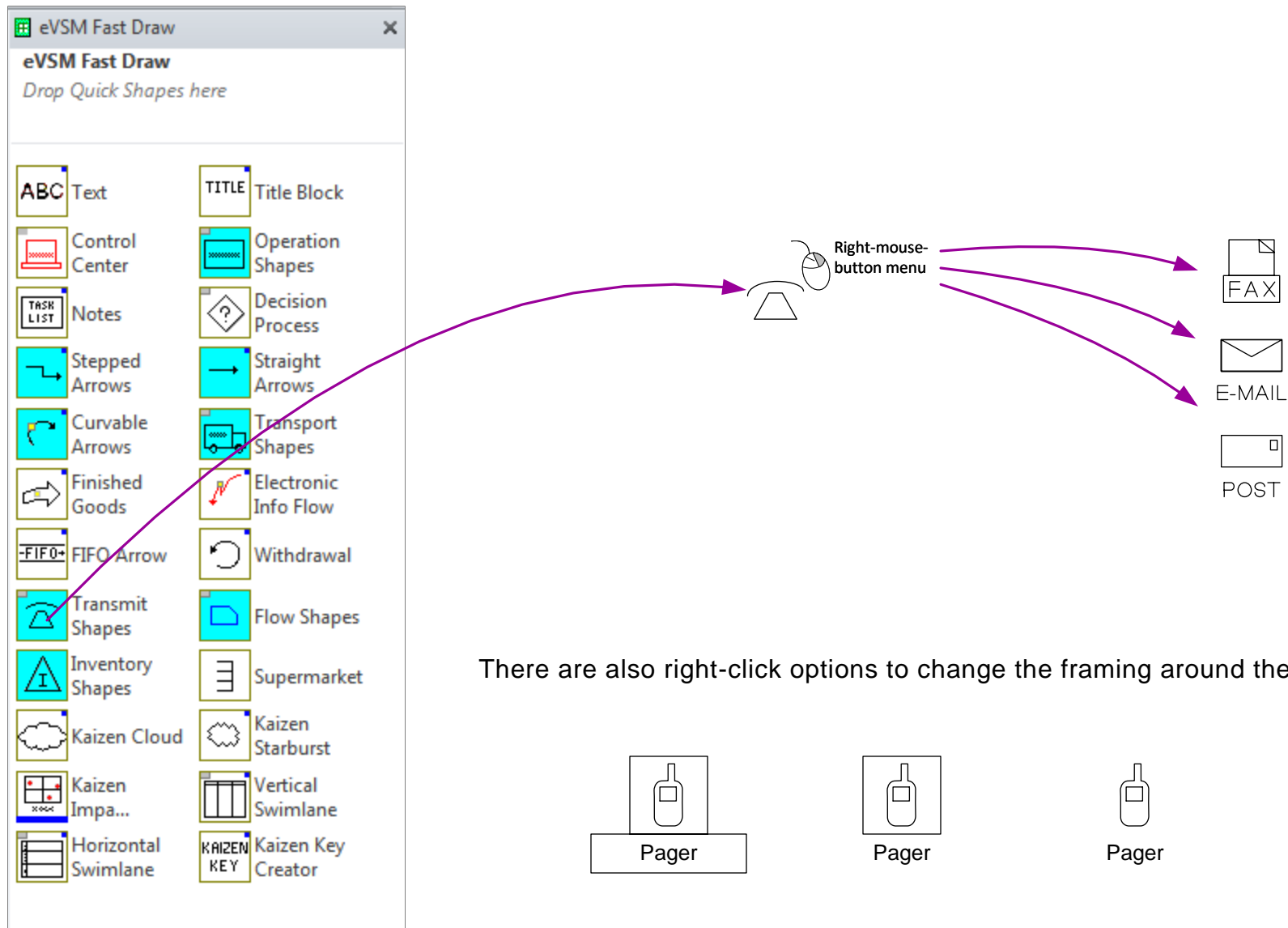
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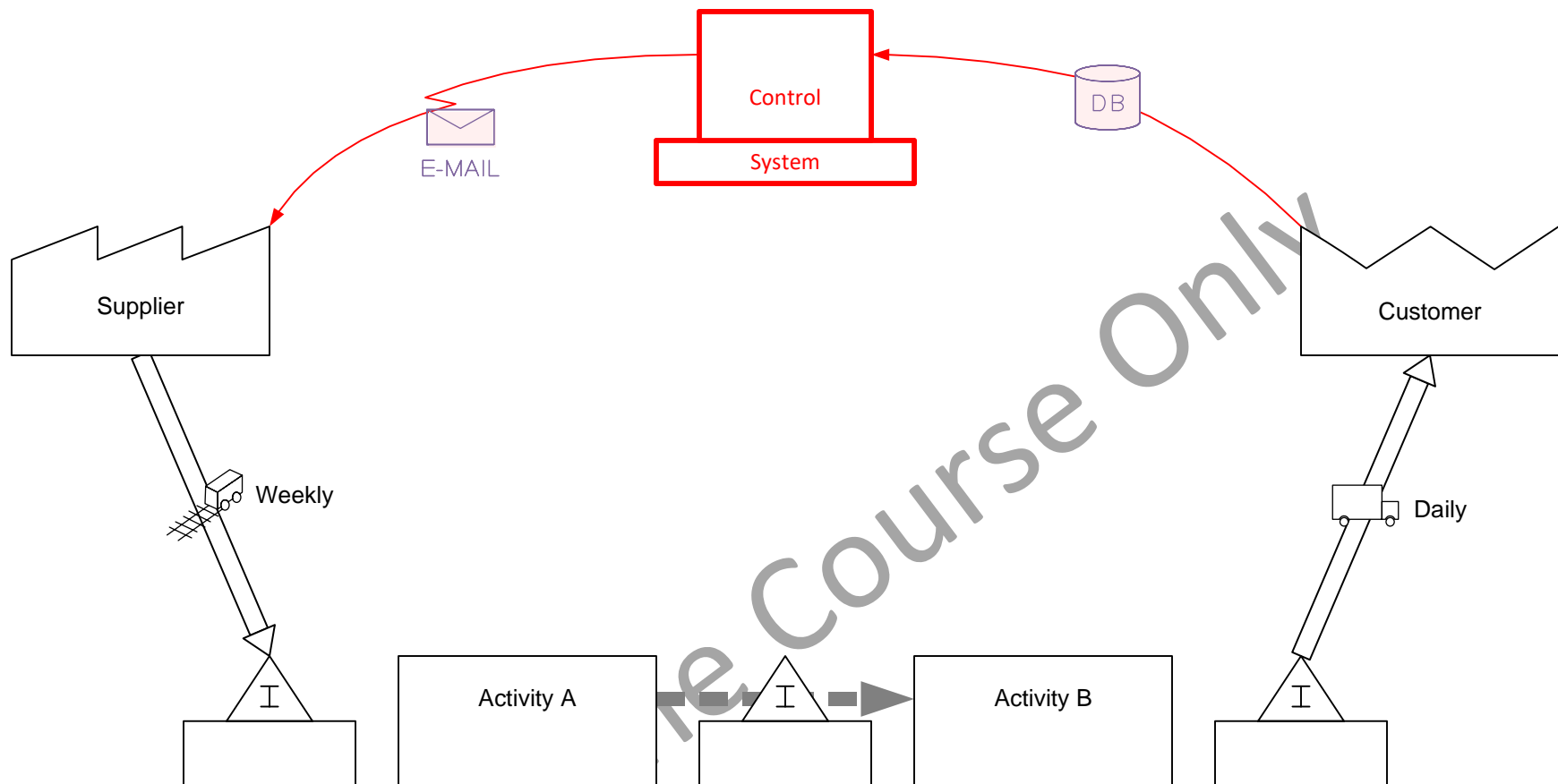


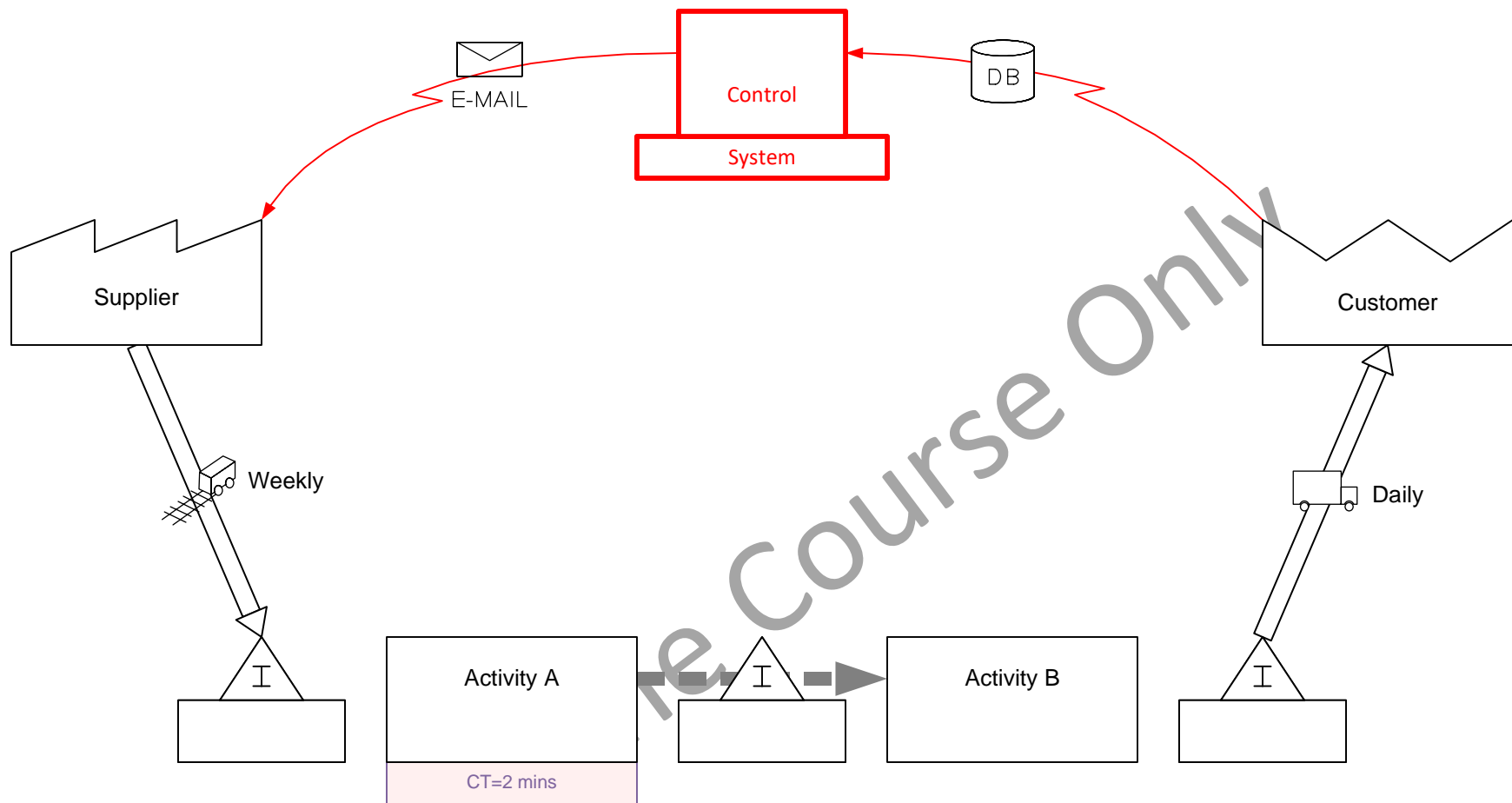


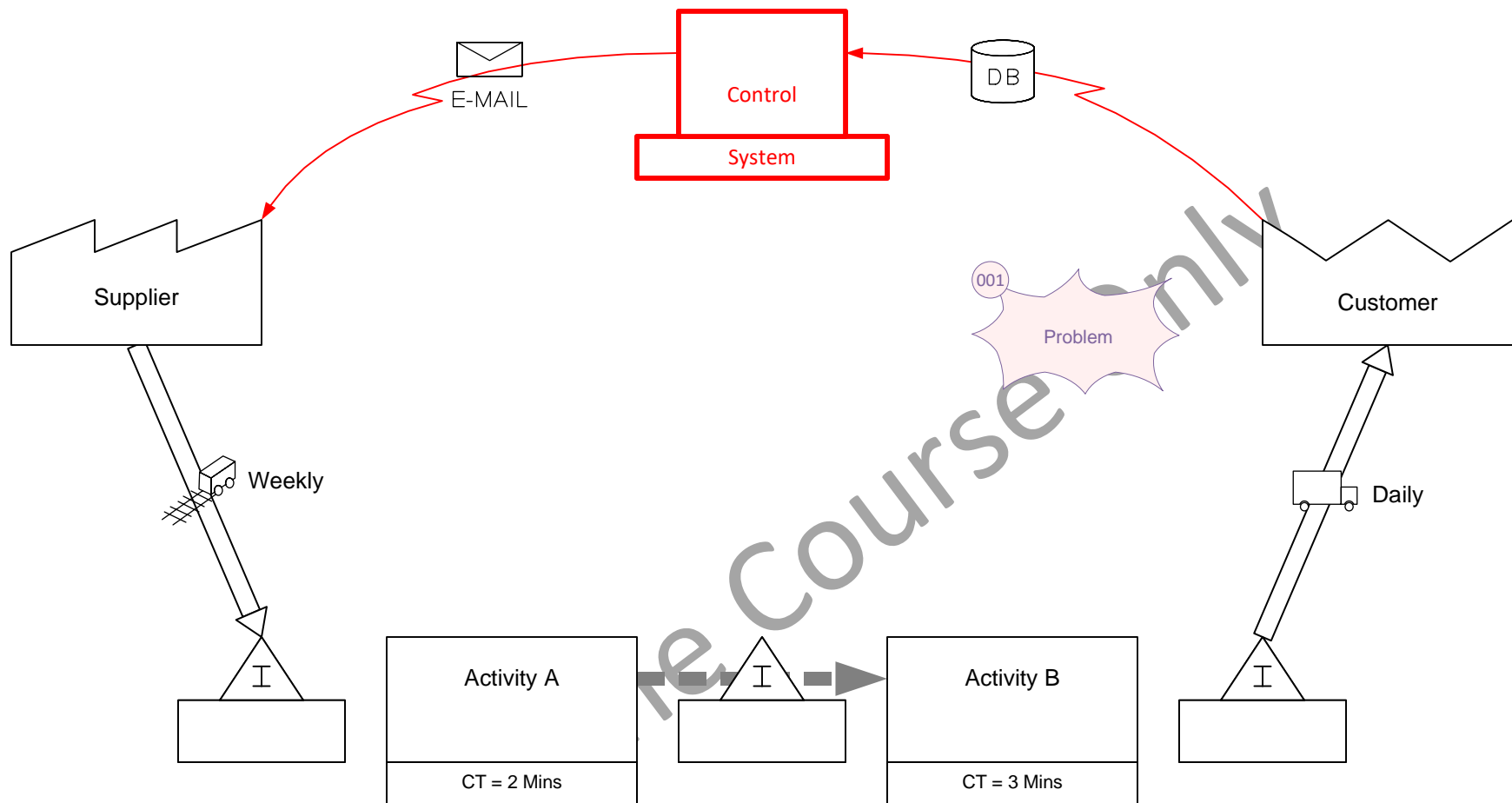
## eVSM Transmit Shapes

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



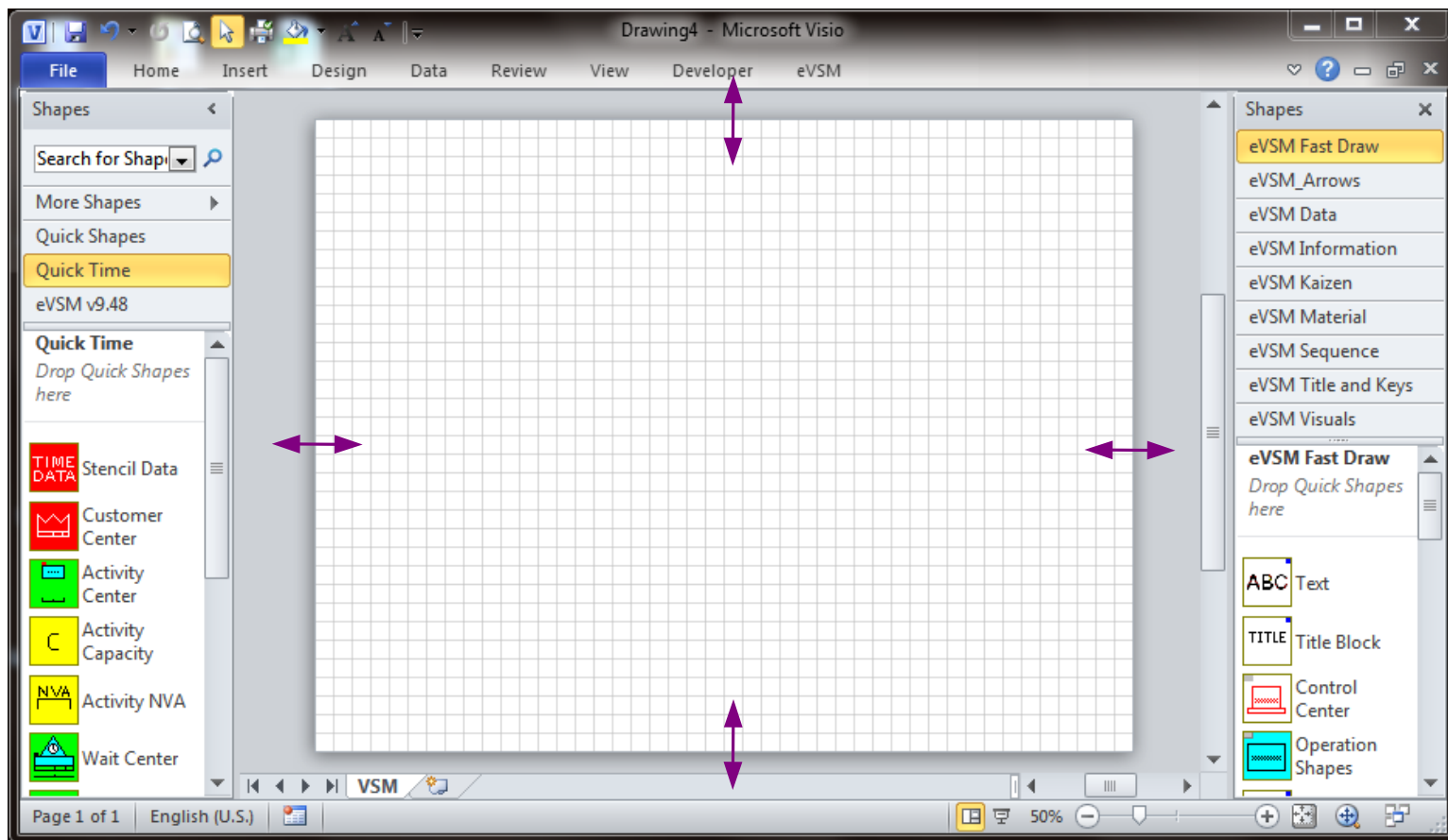




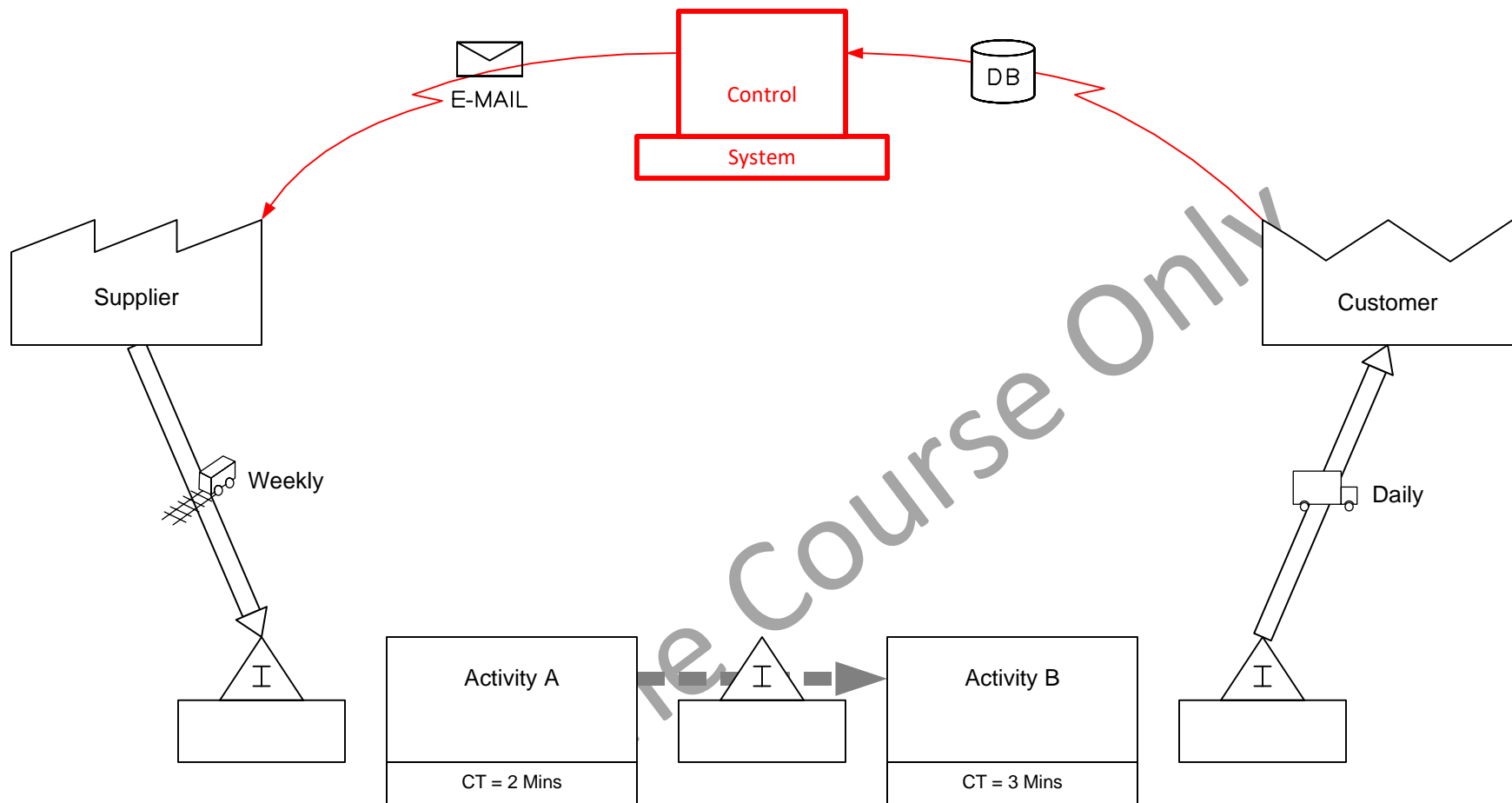


## Visio Page Re-sizing

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.

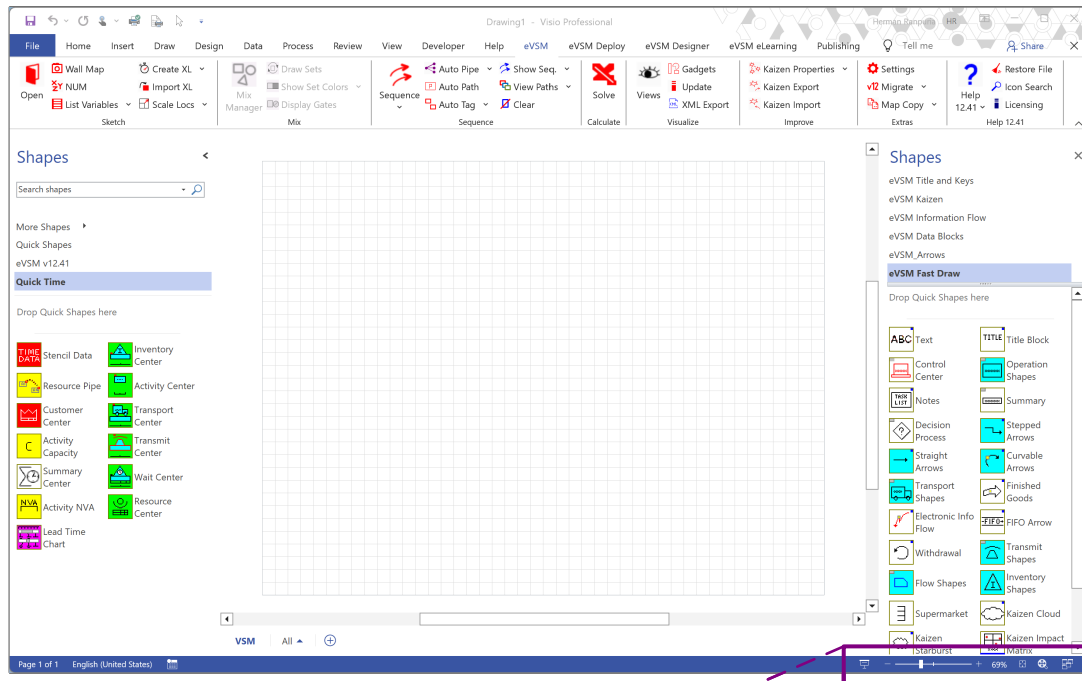






## Zooming Methods

When working with large diagrams on a screen, it is useful to be able to quickly zoom in and out of areas of interest. You can use the zoom controls at the bottom-right corner of the Visio screen.

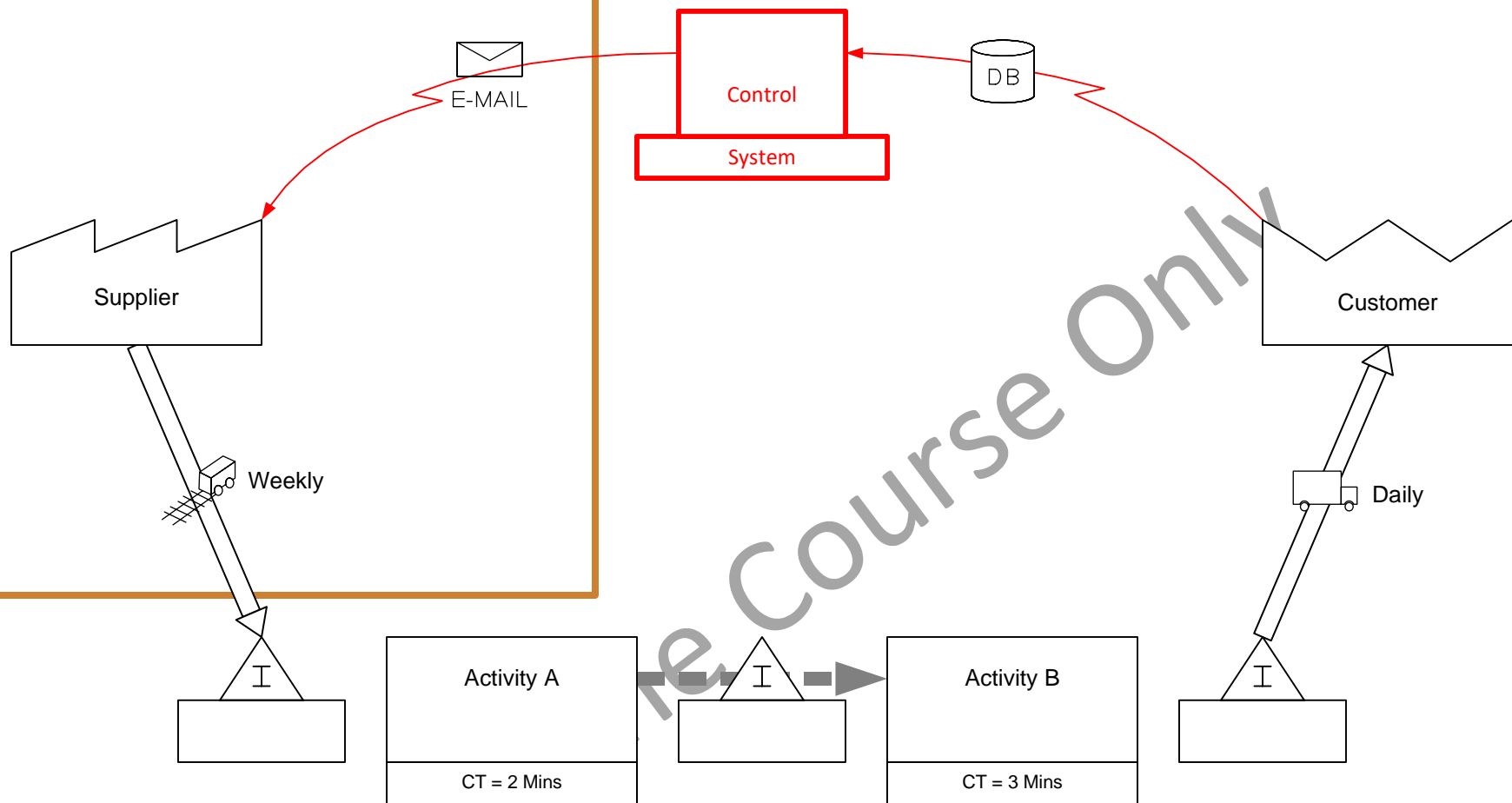


Presentation mode

Whole Page View

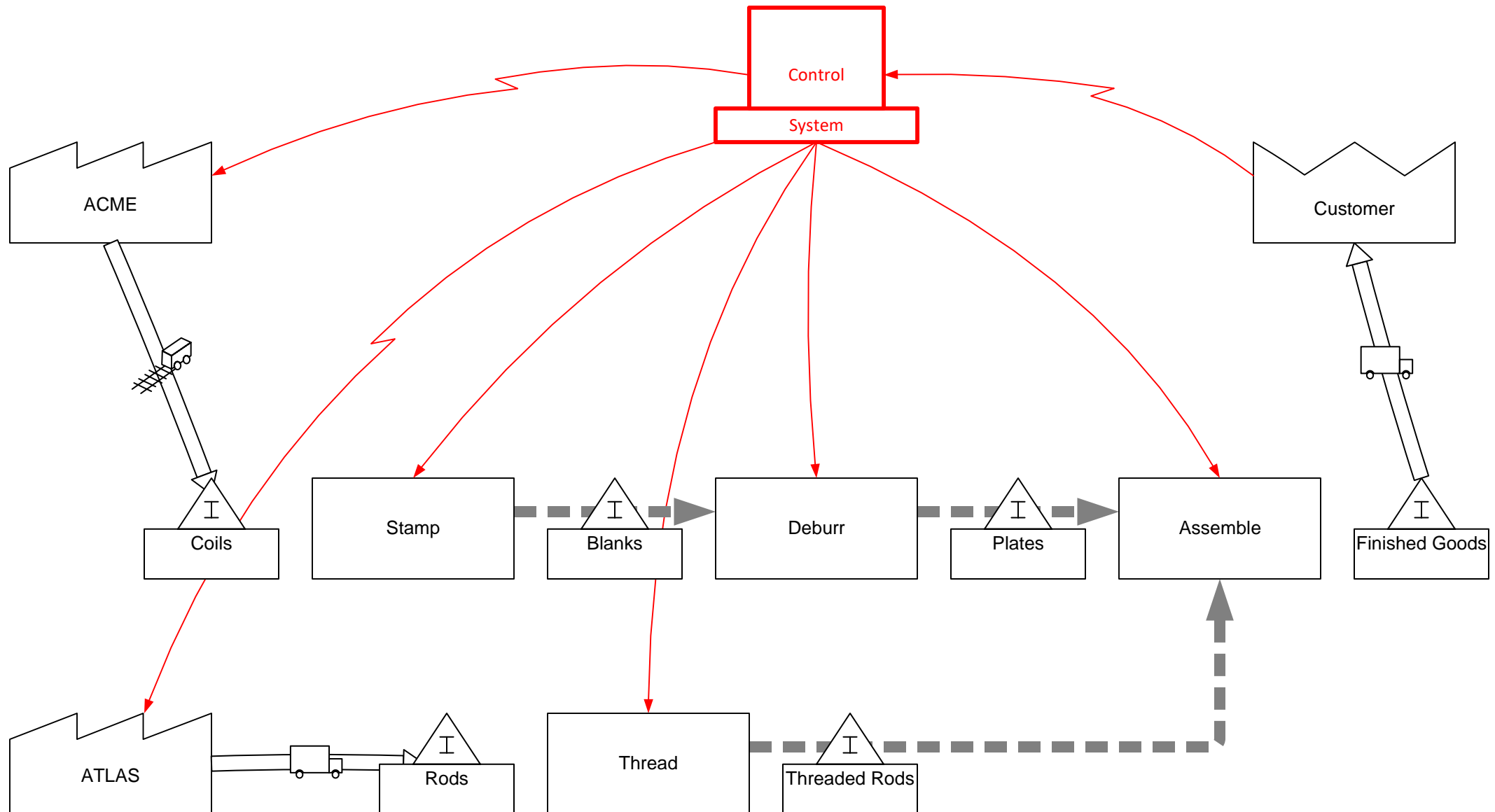
Pan & Zoom Window

For help on other methods of zoom/pan, search the internet for “Visio zoom functions”.



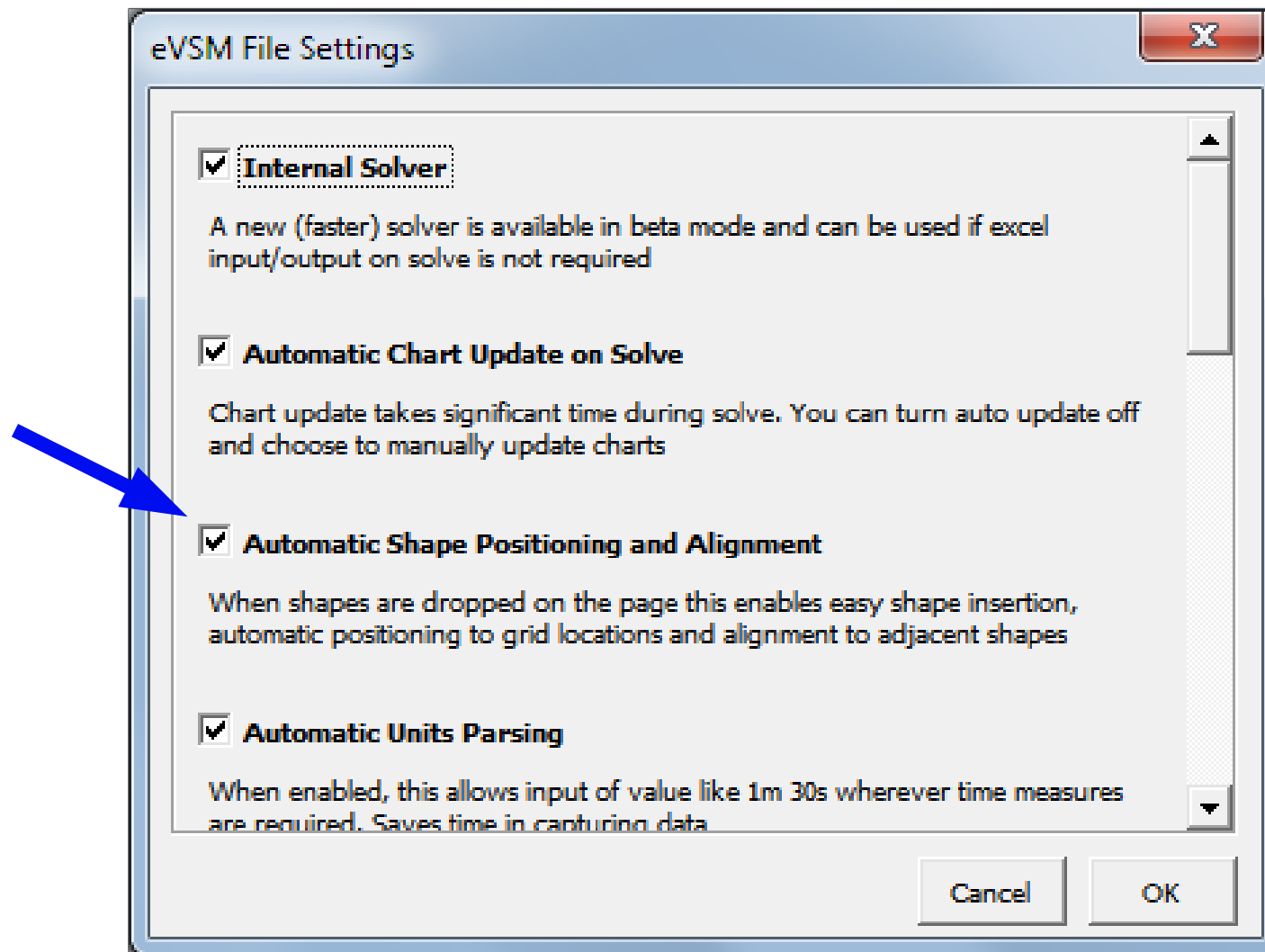
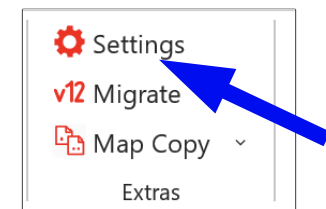
## Practice map to test yourself

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



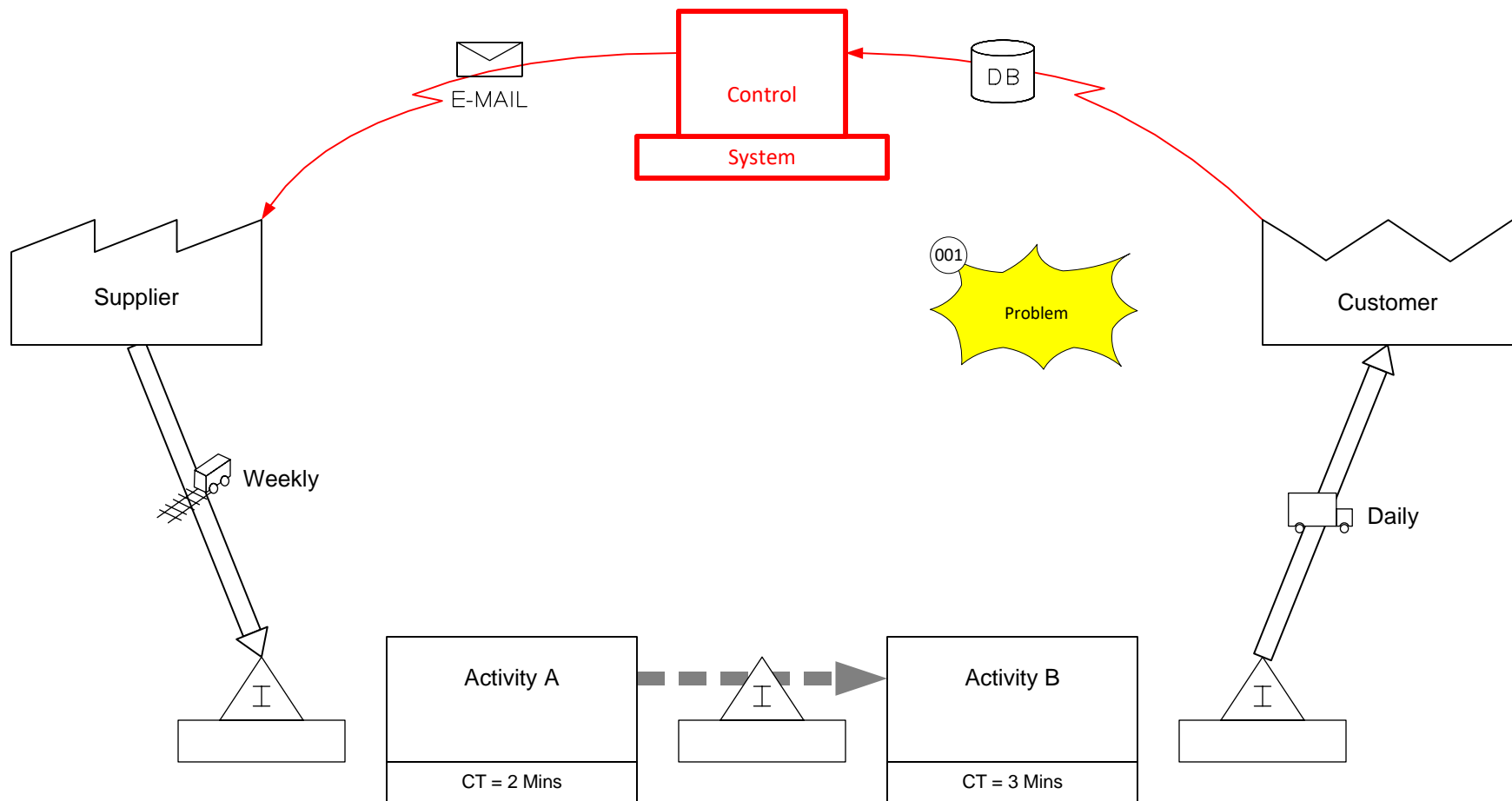
## eVSM Drag and Drop Behavior

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.



**You learned that:**

eVSM features a comprehensive set of VSM icons, enabling easy drawing and modification of value stream maps with drag-and-drop functionality. The method is quick to learn and is excellent for capturing current state value streams and discussing root causes of waste.

**What's next:**

Now you are ready to do the Mix Time course which will teach you the mechanics of building eVSM models.

## —Useful Links—

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eVSM Toolbar Guide

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

eVSM Productivity Guide

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

eVSM Blogs

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

eVSM Support FAQ

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

Download the Latest Version

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