



Visual Planner is an interactive tool that will allow students and teachers to use graph paper as grids for flow charts, concept maps, Venn Diagrams, etc.

Student directions

Launching: The icon for Visual Planner is found in the Classroom Tools folder. Double-click on the icon to launch the program.

The Tools:

Users will use 6 buttons on the left side of the page to create their charts and maps:

1. **Select** – Allows the user to select an object on the chart or map.
2. **Make Shapes** – Allows the user to choose from a variety of shapes to add to his/her map including squares, triangles, circles and arrows.
3. **Add connectors** – Adds lines and/or lines with arrows between objects.
4. **Write** – Allows the user to add text in a variety of fonts. Please note that the color palate is located in the lower right corner.
5. **Stamps** – Allows the user to add images to a chart or map.
6. **Undo** – removes the last action applied to the chart or map.

Menu Buttons:

The seven buttons across the top of the page will allow the user to save, print, or open an existing file.

1. **New** – creates a new, blank sheet.
2. **Open** – opens an existing file and also opens pre-made charts that users can enhance.
3. **Save** – saves the file to the H: drive.
4. **Cut** – after selecting an object, click Cut to remove it from the chart.
5. **Copy** – after selecting an object, click Copy to make a reproduction of it.
6. **Paste** – after cutting or copying an object, click Paste to add it to a chart.
7. **Print** – prints the file.

Exiting:

To exit the program, click the X in the upper right corner.