

# Lucid Chart FAQs

## Table of Contents

1. <i>Stencils</i> .....	2
2. <i>Notation</i> .....	3
3. <i>Swimlanes</i> .....	5
4. <i>Adding text to the diagram</i> .....	6
5. <i>Page Settings</i> .....	7

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# 1. Stencils

## Q: How do I add a stencil to Lucid Chart

A: You can add a stencil by clicking on the  Shapes icon above existing objects panel. Then select  and choose one of the stencils available in the **Process Analysis** folder.

The Lucid Chart stencil can be found here: [Legend' document](#).

## 2. Notation

**Q: I get objects with round edges and curved lines.**

A: You can change the roundness of any shape or line on the Graphic panel on the right of the page (Corner Radius). See picture below.

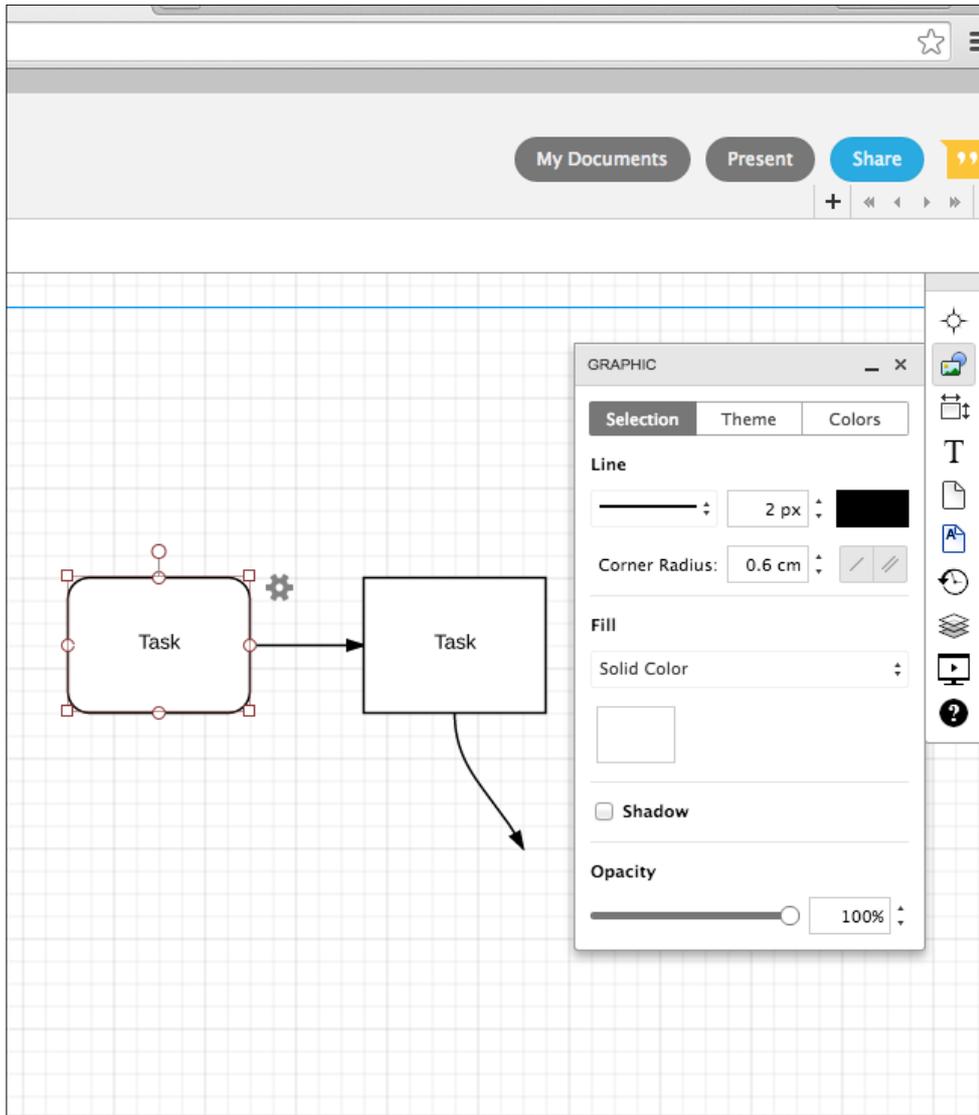


Figure 1 Changing object roundness

**Q: How can I apply a style to all shapes?**

A: You can set the default shape style by selecting the shape with the style you want, and apply it to all shapes and lines at once. See picture below.

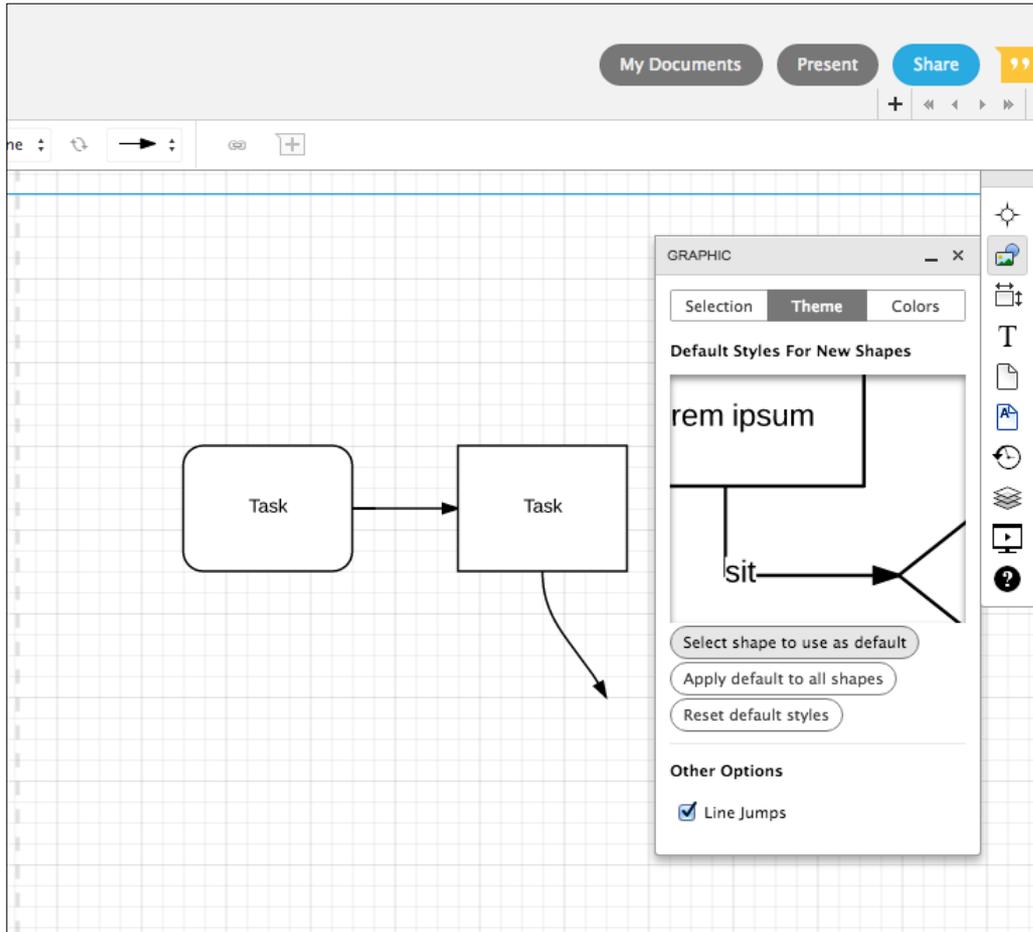


Figure 2 Changing default style.

### 3. Swimlanes

**Q: How can I add swim lanes that are NOT at the bottom of a pool?**

A: Instead of using the Pool object in the "BPMN 2.0" library, you can use the Swim Lane object from the "Containers" library. This object will allow you to insert a swim lane before or after it, and move it up or down in the pool with a right click.

## 4. Adding text to the diagram

### **Q: How can I add annotations to the activities?**

A: You can add Notes to an activity by right-clicking on it, or you can add an Annotation object from the "Flowchart" library.

### **Q: How can I make the text on the sequence flow vertical?**

A: You can add a Text box (from the "Standard" library). This object can be used vertically and you can control its width.

### **Q: How can I change the width of the text on the sequence/message flow?**

A: You can add a Text box (from the "Standard" library). This object can be used vertically and you can control its width.

## 5. Page Settings

**Q: I can't see the guide lines when moving the shapes with the arrows on the keyboard.**

A: You can add vertical and horizontal guide lines anywhere in the document by right-clicking on the page (Create Vertical/Horizontal Guide). These guide lines will remain on the page until you delete them.