

## To create a symbol library:

- 1 On the **Utility** menu, choose **New Symbol Library**.

The Add New Library dialog box appears.

- 2 On the **Category** menu, choose the category you want the new library to appear under.

eg. DP cycle

A symbol library can be linked to a template. Any images – from digital cameras, scanners, world wide web – can be added to a symbol library.

## To Add (install) a custom graphic to a symbol library:

- 1 On the diagram, select the **graphic** that you want to **install** in the **symbol library**.

Note... you can copy & paste a graphic onto a diagram.

- 2 On the **Symbol palette**, display the **library** to which you want to install the graphic.

Note... There must be an open slot at the bottom of the library to add the symbol.

- 3 On the **Utility** menu, choose **Install User Symbol**. The Symbol Size dialog box appears.

- 4 Select Standard Symbol Size or Actual Size, and then click **OK**.