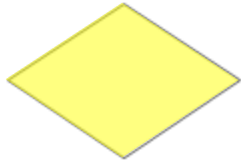




**Process**  
Any processing function



**Terminator**  
Indicates the beginning or end of a program flow in your diagram



**Decision**  
Decision point between two or more paths in your flowchart



**Document**  
Data that can be read by people, such as printed output



**Data**  
Can represent any type of data in a flowchart



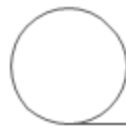
**Predefined Process**  
A named process, such as a subroutine or a module



**Stored Data**  
Any type of stored data



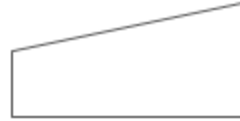
**Internal Storage**  
An internal storage device



**Sequential Data**  
Data that is accessible sequentially, such as data stored on magnetic tape



**Direct Data**  
Data that is directly accessible, such as data stored on disk drives



**Manual Input**  
Data that is entered manually, such as with a keyboard or barcode reader



**Card**  
Data that is input by means of cards, such as punch cards or mark-sense forms



**Paper Tape**  
Data that is stored on paper tape



**Display**  
Data that is displayed for people to read, such as data on a monitor or projector screen



**Manual Operation**  
Any operation that is performed manually (by a person)



**Preparation**  
A modification to a process, such as setting a switch or initializing a routine



**Parallel Mode**  
Indicates the synchronization of two or more parallel operations



**Loop Limit**  
Indicates the start of a loop. Flip the shape vertically to indicate the end of a loop



**On-page Reference**  
Use this shape to create a cross-reference from one process to another on the same page of your flowchart



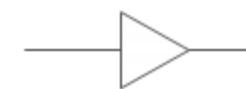
**Off-page Reference shapes**  
Use these shapes to create a cross-reference and hyperlink from a process on one page to a process on another page



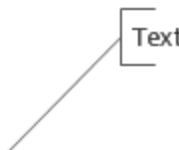
**Yes/No decision indicators**



**Condition**



**Control Transfer**  
A location in your diagram where control is transferred. The triangle can be positioned anywhere on the line



**Annotation**  
Adjustable text box with bracket you can use to add callouts or notes. Bracket height adjusts as text is typed