

Visio

Computer Training Solutions



1. An Overview of Visio

- ✦ Visio Documents
 - ✦ Elements of the Visio Window
 - ✦ Visio Navigation
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2. Basic Skills

- ✦ Use Stencils
 - ✦ Save Files
 - ✦ Manipulate Shapes
 - ✦ Add Text
 - ✦ Stacking Order
-

3. Basic Diagram Skills

- ✦ Enhance Productivity
 - ✦ Manage Shapes
 - ✦ Apply Styles
-

4. Flowcharts

- ✦ Connect Shapes
 - ✦ Page Styles
 - ✦ Cross-Functional Flowcharts
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5. Organization Charts

- ✦ Create an Organization Chart
 - ✦ Organization Chart Wizard
-

6. Floor Plan

- ✦ Create an Office Layout
- ✦ Drawing Scale

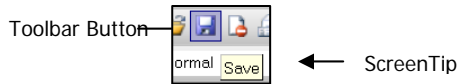
Visio Application Window

Standard Toolbar Icons

	New Document	Ctrl + N
	Open document	Ctrl + O
	Save document	Ctrl + S
	Print document	Ctrl + P
	Print preview	File, Print Preview
	Spelling and Grammar	F7
	Cut	Ctrl + X
	Copy	Ctrl + C
	Paste	Ctrl + V
	Undo	Ctrl + Z
	Tables and Borders	Table, Draw Table

Screen Tips

As you hold the mouse pointer over items such as toolbar buttons, Visio will display a descriptive label. These labels are called ScreenTips



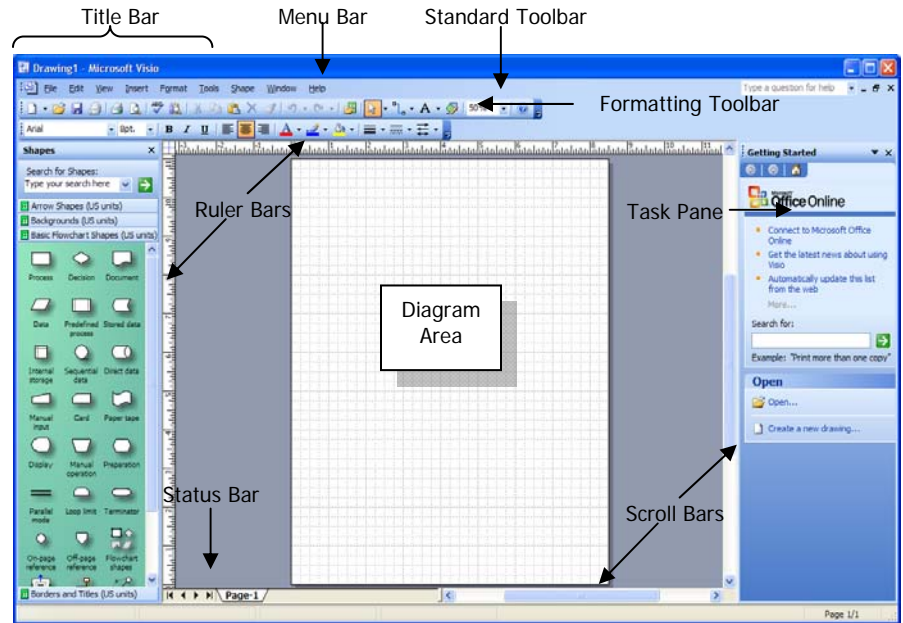
Navigating Shortcuts

Press:	To:
Home	Align chart top left
Ctrl + Home	Align chart top right
Ctrl + End	Align chart bottom right
End	Align chart bottom left
Ctrl + PgUp	Up one page
Ctrl + PgDn	Down one page

Toolbars

- Standard
- Formatting
- Action
- Developer
- Drawing
- Format Shape
- Format Text
- Ink
- Layout & Routing
- Picture
- Reviewing
- Snap & Glue
- Stencil
- Task Pane
- View
- Web
- Customize...

- Select View, Toolbars.
 - Click the toolbar you want to show or hide.
- OR -
- Right click on a toolbar to bring up the toolbar menu.
 - Click the toolbar you want to show/hide.
 - In the formula bar, type an equal sign, and then type the formula you would like to perform.
 - Press enter.



Drawing Templates



Block Diagrams – geometric shapes such as rectangles, triangles, and ovals

Building Plan – scale floor plans, including furniture

Charts and Graphs – design business documents with graphs and charts

Flowchart – graphically represent the stages of a process

Map – generate a basic street map with landmarks

Network Diagram – show the components of a computer network

Organizational Chart - creates diagrams that can reveal the hierarchical structure of an organization

Project Schedule –help organize and manage a project

Drawing Toolbar

The Drawing Toolbar holds all of your drawing tools that you need to create a basic diagram.



Types of Diagrams

Block Diagrams – geometric shapes such as rectangles, triangle, and ovals that can be connected with lines and arrows.



Building Plans – produce floor plans to scale (including furniture), designing or redesigning layouts.



Flowchart – graphical representation of the stages of a process.





Forms and Charts – tools to design typical business documents.



Create a Basic Diagram

Choose **File>New>Block Diagram>Basic Diagram**

1. From **Basic Shapes**, drag shapes onto the drawing page.
2. To resize and rotate a shape, click a shape to select it and do one of the following:
 - If the shape has selection handles , drag one until the shape is the size you want.
 - If the shape has endpoints , drag an endpoint to the length you want.
3. To add text to a shape, select it, and then type.

The Pointer Tool

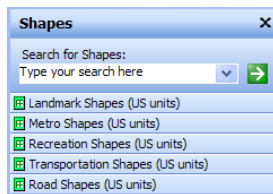
The Pointer tool selects shapes.

1. Click the drop-down arrow to toggle between Area Select or Lasso Select.
2. To ease selection of shapes not close to each other choose Multiple Select



Using Shapes from Stencils

Stencils are windows that appear on the left side of the Visio workspace that contain groups of master shapes. They are organized according to purpose. For example, shapes pertaining to roads, such as road signs, railroad tracks are collected in a stencil called Road Shapes which is located within the Map>Directional Map Template.

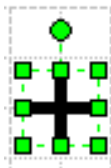


- Drag the desired shape to the drawing page by clicking on the shape and holding down the left mouse button. Drag and drop onto the diagram workspace.

Resizing Shapes

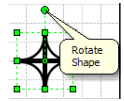
Shapes are resized using its selection handles.

1. Click on a shape and drag it to your workspace.
2. Place your cursor on the selection handle in the upper-left corner of the city shape.
3. When the cursor appears as a diagonal double-headed arrow, you are in position to resize the shape. When you size the shape using the diagonal double-headed arrow its proportions remain the same.
4. side of the shape.
5. Drag the selection handle to the left to stretch the shape horizontally. The shape is then elongated.



Rotating or Flip Shapes

Sometimes you may need to rotate or flip a shape in order to position it correctly. The Rotation handle allows you to do this.



- Place your cursor over the circular rotation handle and when the cursor is in the correct position it will appear as a circular arrow.



Copying Shapes

There are three different ways to copy a shape.

1. Click on a shape
 - Choose **Edit>Copy** (Keyboard shortcut: CTRL C)
 - Choose **Edit>Paste** (Keyboard shortcut: CTRL V). A copy of the shape is pasted into the center of the drawing page.
2. Click on a shape.
 - Choose **Edit>Duplicate** (Keyboard shortcut: CTRL D). A new copy of the shape appears on the drawing page.
3. Click on a shape.
 - Hold down the **CTRL** key and move your cursor over the shape. A plus sign appears next to the cursor to indicate that you are making a copy of the shape. Hold down the mouse button and move the copy where you want it on the page. Release the **CTRL** key after you release the mouse button or else the shape is moved and not copied.

Adding Text to a Shape

You can add text to any kind of Visio shape, including connectors

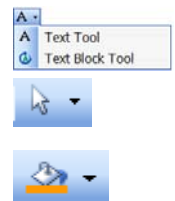
1. Click on a shape and begin to type. The view will change to zoomed in magnification.
2. Press ESC to exit the text block. The view will zoom back out. The text is located directly in the middle of the shape that you selected and automatically colored.



Rotate Text Separately with Text Block Tool

In some cases you may want text to align in a different direction than the shape. If you use the rotation handle both the text and shape will rotate.

1. Click on a shape with text.
2. Click on the drop down list next to the Text tool and select Text Block tool.
3. Click on the shape with text and a circular rotation handle appears with the text.
4. Rotate as necessary. Press ESC to exit the Text Block tool.
5. Select the Pointer tool if you won't be using the Text Block tool again.



Format a Shape

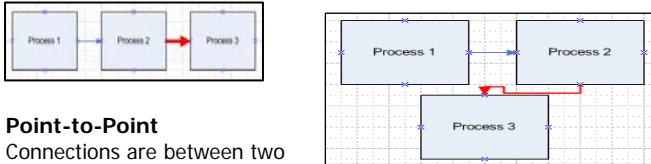
1. Click a shape to select it.
2. Choose **Format>Fill**. Or use the Fill icon on the Formatting toolbar and choose a fill color. Other formatting options include line color, line weight, and shadow.

Connectors and Shapes

Connections between shapes explain how each element flows into the next. Connectors always connect shapes at their connection points, but there are different types of connections; **shape-to-shape** and **point-to-point**.

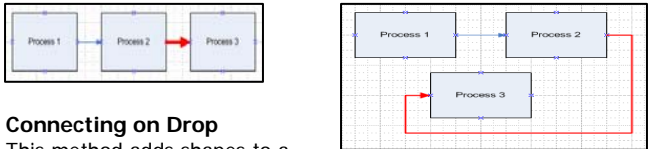
Shape-to-Shape

Connections are made between shapes where the connection point is not rooted to a specific connection point on either shape. If a shape is moved the connector may switch to a more convenient point.



Point-to-Point

Connections are between two **specific** connection points. If one of the shapes is moved, the connector will rearrange itself in order to connect to the same connection points.



Connecting on Drop

This method adds shapes to a flowchart that are connected *as they* are added.

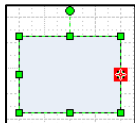
1. Choose **File>New>Flowchart>Basic Flowchart (US Units)**.
2. Click the **Connector tool** on the Standard toolbar. As you drag and drop shapes onto your flowchart they will automatically be connected to the previous shape.



Manually add Connectors

You can add connectors to shapes that are already on your diagram page.

1. Click the Connector tool and position the pointer over a shape's connection point. It will change to a red box.
2. Hold down your mouse button and drag to the next shape's connection point. When you release the mouse button a connector will have been drawn between the two shapes.



Stamp Tool

Some flowcharts use the same shape repeatedly. You can save time by cloning the shape using the Stamp tool.

1. Drag a shape onto your drawing.
2. Click the Stamp tool on the Standard toolbar.
3. Click where you want the 'cloned' shape to be placed. A copy of the shape is automatically placed on your diagram.

