



Visio Quick Reference

Print Size and Page Size

Use the Design ribbon to control page size. The large icons give quick control of portrait v landscape, etc; click on the button circled in red below to open up 'Page Setup' for more options.



Visio makes a distinction between the page size (what you have on your screen) and the print size (what it gets printed at). The main ribbon choices of orientation and size control what you have on the screen, not what gets printed.

Use the Page Setup tab for more options, beyond what the ribbon dropdowns offer



Use the print setup tab to control Printer, paper size and orientation.



The first three tabs on the dialog show a preview of how the two concepts interact.



Alignment Control

Select a few items. Now you can use the Position menu, on the Home ribbon in Visio.



The align options to what their menu icons imply. Use the space shapes option to distribute items equally.



Move your mouse over an option without clicking, and Visio shows you a preview of what it will do. Move the mouse off the item without clicking if you don't like what you see.

Quick Duplicate

Select a shape, hold down alt+shift and drag the shape – you drag a copy of the shape you selected. Select multiple shapes and do this, you create a copy of each one.

Controls

If you select a shape and see a yellow diamond, you can drag it to accomplish a specific purpose. What you accomplish, depends on the shape.



Printing a Plotter

1 To access plotter paper sizes, you have to select the plotter as your printer. Go to Print, select the actual plotter as your printer. Then cancel printing – Visio will keep the selected printer.

2 Now, in Visio, open the Page Setup dialog. It might take a few seconds, while Visio reads available paper sizes from the plotter.



3 Select the correct size in the print setup tab.



Connection Points

Most Visio shapes, and all the Server ones, have connection points. You can hook a connector to the shape itself, but you can also hook connector to a specific connection point. This enables finer control over routing the connectors.



The shape on the right has three connection points on each edge, shown by the blue 'X's.



Sometimes it can be useful to add extra connection points or move the ones that exist. To do this, click on the 'X' button as before – you can now drag each connection point with the mouse to where you want it to be.

To add a new connection point, hold down the Ctrl button and click where you want to put the new connection point.

Using Connectors

Right-click on the connector and you can change the style of the connector.



Drag boxes in the middle of lines to move them.

Drag corners to move them in the same way.



Small Adjustments

Use arrow keys to move a shape around by a small amount. Hold shift while using the arrow keys (or dragging with the mouse), and shapes move less, for finer control.

Selecting every 'X'

The Orbus templates are set up to place each different type of shape on its own layer. This means that you can select all shapes of a given type pretty easily.

Go to the home ribbon and choose Select -> Select by Type.



The dialog that pops up lets you choose all shapes in a specific layer.



Quick Zoom

Hold down shift and ctrl, then click and drag to create a zoom box. Let go of the mouse button and Visio will zoom so you're the box you drag fits the screen.

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Beginners and Expert Presumably you've seen Visio and are curious about its nature. The likelihood of your not knowing about it is considerably higher. All of these qualities—accessibility, durability, and value—make up for the Visio's lack of popularity. Those looking at creating a polished, simplified diagram for quick comprehension may find it useful. We have carefully chosen and organized the content in this book to make it easy to read. It is appropriate for those with some experience as well as newbies. This book offers everything in clear, concise English, complete with graphics to help you understand the information, as it's likely that you don't know everything. This book goes into all the intricacies and we went above and beyond to inform you the following, so trust us when we say that having it will make using Visio easy and enjoyable.

Creation of Visio
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Managing of Shapes, Text, and Pages
Designing of a Business Procedure Diagram
Creation of an Organization Chart
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Creation of Network and Data Center Diagrams
Adding Data to your Diagram
Visualizing of your Data Connection to External Data
And many more.

We promise that the knowledge you will get from this book won't let you down. Microsoft Visio 2007 Nevada Learning Series Inc, 2008

Visualize Complex Processes with Microsoft Visio David J Parker, Senaj Lelic, 2023-05-12

Streamline your business by creating clear, concise process diagrams with Microsoft Visio and share them securely for viewing, reviewing, and collaboration. Purchase of the print or Kindle book includes a free PDF eBook.

Key Features: Learn built-in diagram types or create custom ones to describe flow steps effectively. Unlock the skills and techniques needed to efficiently and speedily capture and communicate complex flows. Understand how to store securely, integrate with other apps, and import and export flow steps.

Book Description: Every business has process flows, but not all of them are fully described to or verified for accuracy with each stakeholder. This not only presents a risk for business continuity but also removes the ability to make insightful improvements. To make these complex interactions easy to grasp, it's important to describe these processes visually using symbology that everybody understands. Different parts of these flows should be collaboratively developed and stored securely as commercial collateral.

Visualize Complex Processes with Microsoft Visio helps you understand why it is crucial to use a common, systematic approach to document the steps needed to meet each business requirement. This book explores the various process flow templates available in each edition of Microsoft Visio, including BPMN. It also shows you how to use them effectively with the help of tips and techniques and examples to reduce the time required for creating them, as well as how you can improve their integration and presentation. By the end of this book, you'll have mastered the skills needed to create data-integrated business flowcharts with Microsoft Visio, learned how to effectively use these diagrams collaboratively but securely, and understood how to integrate them with other M365 apps, including Excel, Word, PowerPoint, and Power Automate.

What you will learn: Choose an appropriate flowchart diagram type to describe process steps. Develop the skills to efficiently use Visio to draw process flowcharts. Discover how to create process flows diagrams to meet the BPMN standard. Find out how to synchronize Excel tables with Visio process flowcharts. Store flowcharts that can also be used for collaboration.

securely Understand how to export flowcharts and data to other M365 apps Discover how Visio ShapeSheet functions can increase productivity Who this book is for If you re a manager analyst or designer of business processes then this book will help you create professional process diagrams effectively and consistently to improve the accuracy of communication and facilitate impactful insights This book will also be useful for beginners or power users who are seeking tips and techniques to capture process flows from context and customize diagrams to meet academic as well as corporate standards **Visio 2000**
John V. Hedtke, Elisabeth Knottingham, 2000 With the impending release of Visio Standard 6 0 there is a need for a source that highlights key topics and gives comprehensive coverage of the business graphics product This book fits that bill focusing on how to use Visio for specific tasks *User's Guide for Microsoft Visio 2000* ,2000 **User's Guide for Microsoft Visio 2000** Microsoft Corporation, 2000

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