

Visio 2010 Introduction

In Visio 2010, your documents are drawing files (.VSD) and are positioned in the main area of your screen. Stencils (.VSS) are panes that usually appear on the left side of the screen in the SHAPES window. Stencils contain Master Shapes, shapes that you can [Drag] onto your page and customize. Templates (.VST) are special combinations of documents with stencils that can be used as a master from which to create new documents.

Creating a New Document

1. Choose **FILE**, then **NEW**.
2. [Click] a **TEMPLATE CATEGORY** then [Click] a Template in the **CHOOSE A TEMPLATE** area. Review the template description on the right and [Click] **CREATE** from the preview area.
- If Visio is running, pressing <Ctrl-N> immediately creates a new document based on the current template.

Adding Shapes to a Drawing

1. Display the desired Stencil by [Clicking] in the SHAPES window. To open a new stencil, choose a shape category from **MORE SHAPES** or choose **OPEN STENCIL**.
2. [Drag] the desired Shape to the drawing page. If prompted, supply the information required to complete the shape.

Selecting Multiple Shapes

The **Pointer Tool** is used to select shapes. Choose **HOME**, then for different ways of using it.

- Using **Area Select**, [Drag] across adjacent shapes to select them.
- Using **Lasso Select**, [Draw] a selection net around shapes, even non-adjacent ones, to select them.
- [Click] the first shape. Hold <Shift> and [Click] other shapes as necessary. <Shift> toggles the selection state.
- Press <Ctrl-A> to select all shapes on the page or **SELECT ALL** under the **SELECT** drop-down list.

Note: The primary selected shape has a thicker magenta/black dashed outline. The primary shape is important for aligning and distributing shapes. Other shapes have thin magenta dashed outlines. A thin dashed box surrounds all selected objects.

Adding/Editing Text on a Shape

Use the **Text Tool** to edit text within a shape or to [Drag] to create a box and enter text.

1. Select the desired shape.
2. Choose **HOME**, **Text Tool** or press <Ctrl-Z> and type.
3. Press <Esc> to finish.
- [Click] a shape and begin typing, or [Double Click] to enter text.
- Choose **HOME**, **Text Block Tool** to allow free movement/rotation of text blocks associated with shapes.

Formatting Shapes

1. Select the shape(s).
2. Choose **HOME**, then select options from the **FONT**, **PARAGRAPH** or **SHAPE** groups.
- To format a shape without using the Ribbon, [Right Click] on a shape to display the mini toolbar.



Using Themes

Use themes to quickly apply consistent formatting to your entire document. Theme Colors are used to change the color scheme of the document. Theme Effects are used to change shape items, such as borders and connectors.

1. Choose **DESIGN**, then select a theme from the **THEMES** group. To see more themes, [Click] **MORE**.
2. For Theme Colors, select from the list.
3. For Theme Effects, select from the list.
- To create a new theme color or effect, choose **CREATE NEW THEME COLORS/EFFECTS** at the bottom of each list.
- To ensure the new theme is applied to all new shapes, from the **THEMES** group, [Click] **MORE** and check **APPLY THEME TO NEW SHAPES**.

1-D vs. 2-D Objects

- A 1-D object is a Connector shape. 1-D objects are used to connect one shape to another, such as lines on a flowchart. 1-D objects do not have to be straight lines. Certain 1-D objects may route themselves around obstacles, e.g. the Dynamic Connector.
- A 2-D object is a Shape. 2-D objects are commonly the "main" objects of a drawing, e.g. the boxes on a flowchart.

Moving Shapes

1. Select the shape(s) to move.
2. [Drag] the selection or press the arrow keys on the keyboard to nudge the selection in any direction.
- If faint dashed lines emanate from the shape, the Dynamic Grid is providing a guide for shape placement.
- As the shape is moved, the connector may adjust for better layout.
- Pressing <Shift> while [Dragging] constrains movement to a vertical or horizontal direction.

Copying Shapes

1. Select the shape to copy.
2. Choose **HOME**, then **COPY** or press <Ctrl-C>.
3. [Click] **PASTE** or press <Ctrl-V>.

- Press <Ctrl> while [Dragging] the original shape.
- Select a shape to duplicate and choose **DUPLICATE** or press <Ctrl-D>.

Resizing Shapes

- **1-D:** [Drag] the endpoints to the new locations. [Drag] line segment midpoints or vertices for fine control.
- **2-D:** [Drag] the control handles to the new size. 2-D shapes can be resized vertically, horizontally, and diagonally. Control handle icons.

Aligning Shapes

1. Select the shapes. The first shape becomes the primary selected shape and will act as a guide for other shapes to align to.
2. Choose **HOME**, then **POSITION**.
3. [Click] the list item which matches the desired alignment pattern.
- Alternatively, press <F8>. The **ALIGN SHAPES** dialog box allows a custom combination of **VERTICAL** and **HORIZONTAL** alignments. [Click] the buttons which match the desired alignment pattern and [Click] **OK**.
- To straighten connectors, [Click] **AUTO ALIGN & SPACE**.

Distributing Shapes

1. Select the shapes. The first shape becomes the primary selected shape and will act as a guide for distribution.
2. Choose **HOME**, then **POSITION**.
3. [Click] **SPACE SHAPES** to distribute shapes horizontally or vertically.
- Alternatively, **POSITION**, then [Click] **SPACE SHAPES**, **MORE DISTRIBUTE OPTIONS** to display the **DISTRIBUTE SHAPES** dialog box. The **DISTRIBUTE SHAPES** dialog box allows a custom combination of **VERTICAL** or **HORIZONTAL** distributions. Select distribution, then [Click] **OK**.
- To auto-distribute shapes, **POSITION**, [Click] **AUTO SPACE**.

Using Enhanced Alignment and Distributing Features

- Choose **HOME**, then **AUTO ALIGN & SPACE** to align and space all objects to each other.
- Move a shape onto the page to display guides to assist with positioning with other shapes.



Rotating and Flipping

1. Select the shape(s).
2. Choose **HOME**, **POSITION**, then **ROTATE SHAPES** to rotate the shape left or right 90 degrees or to flip vertically or horizontally.
- To freely rotate a shape, [Drag] the Rotate handle.

Creating Groups

1. Select the shapes to group.
2. Choose **HOME**, **GROUP**, then **GROUP**, or press <Shift-Ctrl-G>.

Warning: When grouping shapes glued together with Inward and Outward connection points, moving the grouped object breaks the glue (noticeable when ungrouped). Ungrouped groups are not affected.

To ungroup shapes:

1. Select the group.
2. Choose **HOME**, **GROUP**, then **UNGROUP**, or press <Shift-Ctrl-U>.

Note: After ungrouping, any modifications applied to the group (e.g. properties or ShapeSheet) are lost.

Keyboard Shortcuts

Go to next/prev. page	Ctrl-Page Down/Up
Pan page (nothing selected)	Arrow keys
Move selected object(s)	Arrow keys
Move from shape to shape	Tab
Open Page dialog box	Shift-F4
Bring to Front or Back	Ctrl-Shift-F or B
Zoom to 100%	Ctrl-Shift-I
Zoom to Fit	Ctrl-Shift-W
Zoom in	Ctrl-Shift-(Left Click) or Alt-Pg
Zoom out	Ctrl-Shift-(Right Click) or Alt-Shift-Pg
Rotate left or right	Ctrl-L or R
Flip horizontal or vertical	Ctrl-H or V
Group or Ungroup	Ctrl-Shift-G or U
Add connection point	Ctrl-Shift-I

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Microsoft Visio 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff,2010-12-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Visio 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Creating a New Document Adding Shapes to a Drawing Selecting Multiple Shapes Adding Editing Text on a Shape Formatting Shapes Using Themes 1 D vs 2 D Objects Moving Shapes Copying Shapes Resizing Shapes Aligning Shapes Distributing Shapes Using Enhanced Alignment and Distributing Features Rotating and Flipping Opening a Stencil Closing a Stencil Creating a New Stencil Adding Your Shapes to a Stencil Using Quick Shapes Saving a Stencil Copying Master Shapes to a Stencil Using a Connector from a Stencil Using the Connector Tool Using AutoConnect Point to Point or Dynamic Glue Gluing 2 D Shapes Adding Your Own Connection Points Changing Connection Point Types Creating Modifying Layers Assigning Shapes to Layers Creating Groups Using Guides Setup Printer Paper vs Drawing Page Shortcut to Working with Pages Adding Pages Deleting Pages Reordering Pages Renaming Pages Drawing Windows for Quick Editing Pan Zoom Drawing Explorer Shape Data Size Position *Visio Services Quick Guide* Sahil Malik,Srini Sistla,2014-12-29 In this fast paced 100 page guide you ll learn to load display and interact with dynamic data powered Visio diagrams in SharePoint 2013 or Office 365 Visio Services Quick Guide gives you the tools to build anything from a simple project workflow to an organizational infrastructure diagram powered by real data from SharePoint or SQL Server Colleagues can load your diagrams entirely in the browser meaning that a single Visio client installation is enough to get started Readers with JavaScript experience will also find out how to get additional control over Visio diagrams using the JavaScript mashup API and how to build a custom data provider The final chapter covers some useful information on administering Visio Services Get started bringing your Visio diagrams to life with the Visio Services Quick Guide

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