Visio 2013

Quick Start Guide

Microsoft Visio 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Updated templates:
Templates help you start the drawing type that you want. Find them on the **File** tab. The most popular templates are color-coded by category, and you can search if you don't see the one you want.

Customize the look and design:
Give your drawing a coordinated look, with themes and matched colors. Find them on the **Design** tab.

Add comments:
Add comments to a shape, or reply to others' comments. Click a comment indicator on the drawing, or use the **Review** tab.

Quick Access Toolbar:
Commands here are always visible. Right-click a ribbon command to add it here.

Shapes search:
Can't find a shape? Click **Search** in the **Shapes** window.

Specialized shapes:
Templates come with stencils, which are collections of specialized shapes. You can add more stencils for more shape options.

Show or hide the ribbon:
Click a tab to open the ribbon, or pin it so it's always visible.

Shape effects:
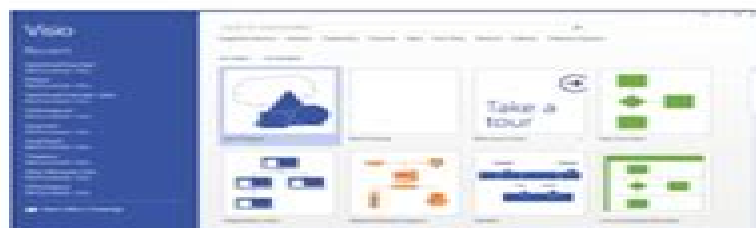Give shapes effects like shadows, gradients, or 3-D rotations.

Use touch controls:
If you have a touch device like a tablet, you can review and edit your drawing with touch gestures. Add and move shapes, use pinch and zoom, add comments, and text.

Microsoft

Visio 2013

Get a jumpstart on your work

Visio comes with dozens of templates to start you quickly on almost any type of drawing, from organization charts to network diagrams to floor plans to wiring diagrams to workflows and more.

Each template includes shapes related to the type of drawing, in specialized collections called stencils. The **Shapes** window, at the side of the drawing, holds

Make your drawing look professional

Just a few clicks can give your drawing a professional and engaging look. Use a theme to apply a coordinated set of colors, or customize it with one of the color variants. Find galleries for both on the **Design** tab.

Roll the pointer over each gallery option to get a live preview of what your drawing would look like.

You can also add more visual impact to shapes. Visio now lets you give shapes the same effects — such as fill colors, gradients, shadows, or 3D-effects — that you can add to art in the other Office programs. Use the **Shape Styles** group on the **Home** tab.

Microsoft Visio Manual

Chris Roth

Microsoft Visio Manual:

Unveiling the Magic of Words: A Review of "**Microsoft Visio Manual**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is truly awe-inspiring. Enter the realm of "**Microsoft Visio Manual**," a mesmerizing literary masterpiece penned by way of a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve into the book is central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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