

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** on the **Shapes** window.

Specialized shapes
Templates come with elements, which are collections of related shapes. You can add more elements for many 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.

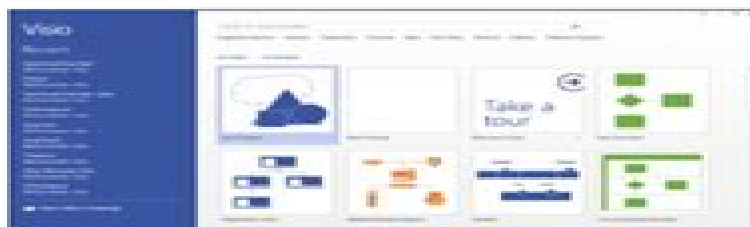
Use touch controls
If you have a touch device like a tablet, you can review and edit your drawing with touch gestures. Add and move shapes, use pinch and zoom, add comments and text.

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 organizational 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 mini-tours called **Starts**. The **Starts** window, at the side of the ribbon, lists

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 3-D effects — that you can add to art in the other Office programs. Use the **Shape Styles** group on the **Home** tab.

Microsoft Visio Manual

David Kirk



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