

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 [Click] 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> [Click] 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, [Click] or press <Ctrl-T> 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 reroute 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 [Click] 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 [Click] 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 ShapeSheets) are lost.

Keyboard Shortcuts

Go to next/prev. page	Ctrl-Page Down/Up
Pin 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

Microsoft Visio 2010 User Guide

RS Peters



Microsoft Visio 2010 User Guide:

Reviewing **Microsoft Visio 2010 User Guide**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing. Within the pages of "**Microsoft Visio 2010 User Guide**," an enthralling opus penned by a very acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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Table of Contents Microsoft Visio 2010 User Guide

1. Understanding the eBook Microsoft Visio 2010 User Guide
 - The Rise of Digital Reading Microsoft Visio 2010 User Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Visio 2010 User Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Visio 2010 User Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Visio 2010 User Guide
 - Personalized Recommendations
 - Microsoft Visio 2010 User Guide User Reviews and Ratings
 - Microsoft Visio 2010 User Guide and Bestseller Lists

5. Accessing Microsoft Visio 2010 User Guide Free and Paid eBooks
 - Microsoft Visio 2010 User Guide Public Domain eBooks
 - Microsoft Visio 2010 User Guide eBook Subscription Services
 - Microsoft Visio 2010 User Guide Budget-Friendly Options
6. Navigating Microsoft Visio 2010 User Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Visio 2010 User Guide Compatibility with Devices
 - Microsoft Visio 2010 User Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Visio 2010 User Guide
 - Highlighting and Note-Taking Microsoft Visio 2010 User Guide
 - Interactive Elements Microsoft Visio 2010 User Guide
8. Staying Engaged with Microsoft Visio 2010 User Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Visio 2010 User Guide
9. Balancing eBooks and Physical Books Microsoft Visio 2010 User Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Visio 2010 User Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Visio 2010 User Guide
 - Setting Reading Goals Microsoft Visio 2010 User Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Visio 2010 User Guide
 - Fact-Checking eBook Content of Microsoft Visio 2010 User Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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web apr 19 2021 thank you for your excellent communication and support during the project i appreciated your organization and attention to detail you made some valuable points regarding the work and i ve passed that feedback along to other team members i learned a lot especially regarding content management and enjoyed working with you and

24 genuine thank you for your business messages to textline - May 06 2022

web 1 general thank you for your business we are honored to be your business of choice and hope we can continue to meet your expectations 2 send a coupon 3 provide a token of gratitude hi gary