

OBJECTIVES & TABLE OF CONTENTS

In this quick reference guide, we will focus on best practices for designing and working with Organization Charts as well as Flow Charts or Work Flow Diagrams. You may download the companion exercise file *BlueMountain.vsd* file from www.quickrefguides.net to use with the topics detailed throughout this guide.

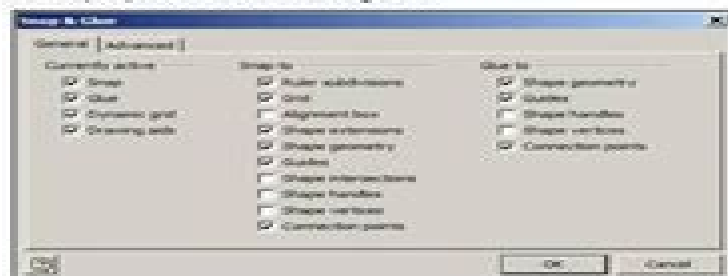
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BEFORE YOU START: UNDERSTANDING VISIO'S GRID, RULER, GUIDE & SNAP OPTIONS

When you drop a shape onto the drawing, Visio snaps the shape to the ruler subdivisions and the nearest grid line so you can position the shape exactly where needed.

1. You can click **Ruler** or **Grid** on the **View** tab to activate or deactivate the Rulers and Gridlines in the drawing.
2. In some instances you may want to turn off the snapping features to position objects and shapes independently of the rules and gridlines. Click the **Dialog Box Launcher** (circled) and in the **General** tab, use the **Currently active** section to enable or disable the **Snap** and **Glue** properties for the diagram.

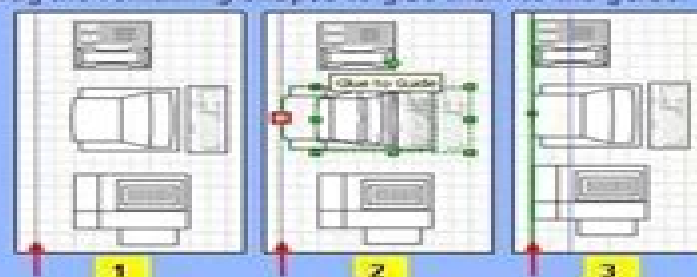


3. Additionally, you can enable the **Dynamic Grid** which displays dotted lines on the drawing page to show the location for the center of the next shape you drop on the page in relationship to the placement of existing shapes. Now you can focus on enabling or disabling specific snapping options in the **Snap to** section. The **Glue** feature is useful in flow charts and organizational charts. In the **Glue to** category you can set options to glue shapes to the diagram guides or to connection points.

4. Guides are nonprinting lines that can assist you in working with shape placement and shape movement. For example, you can glue several shapes to a guide so that when the guide is moved, all the glued shapes move as well. To place a guide in the drawing, hover the mouse on the horizontal or vertical ruler. A **ScreenTip** appears as seen here. Now drag a guide from the horizontal or vertical ruler onto the drawing page and then release the mouse button. You can hide guides by clicking **View/Guides**.



5. You can delete a guide by selecting it and pressing **DELETE**.
6. In this example, using Guides to move several objects is explained. First, add any three shapes to your drawing. Then add a vertical guide by dragging it from the vertical ruler (appears as a thin vertical line). Now, click and drag each shape to glue it to the guide. A red square indicates that you are about to glue the shape to the guide. Click and drag the remaining shapes to glue them to the guide.



7. Now you can move the guide by dragging it (it becomes a blue vertical line) and all the glued shapes will move with the guide.
8. Click the **Dialog Box Launcher** in the **Show** group to customize the appearance, subdivisions and measurements of the Rulers and Gridlines on the diagram. For example, choosing a **Coarse** selection for the Rules and Grid results in a wider display for the grid and an increase in the scaling of both rulers. These settings are applied to the current diagram. You can also adjust the minimum amount of spacing on the grid to accommodate accurate and precise shape placement.



Microsoft Office 2010 Standard Quick Reference Guide

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