# Visio 2010 Introduction

in Visio 2010, your documents are drawing files (,VSO) 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 outsterrice. Templates (,VST) are special combinations of documents with stencils that can be used as a master from which to couste new documents.

#### Creating a New Document

- 1. Choose FILE, then MEW.
- [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

- 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 [8]:
- [Drag] the desired Shape to the drawing page. If prompted, supply the information required to complete the shape.

#### Selecting Multiple Shapes

The Pointer Tool of Parties Special is used to select shapes.

Choose HOME, then or sent - for different ways of using it.

- Using Area Select []], [Drag] across adjacent shapes to select them.
- Using Lasso Select [2], [Draw] a selection net around shapes, even non-adjacent ones, to select them.
- [Click] the first shape. Hold <Shift> and [Click] other shapes as neorosary. <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 magentarblack 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 A 100 to edit text within a shape or to [Drag] to create a box and enter text.

- 1. Select the desired shape.
- 2. Choose HOME, A !-- or press <Ctrl-2> and type.
- 3. Press «Esci» to finish.
- [Click] a shape and begin typing, or [Double Click] to enter text.
- Choose HOME, Text Block Tool Sr to allow free incovernment rotation of text blocks associated with shapes.

#### Formatting Shapes

- 1. Select the shape(s).
- Choose HOME, then select options from the FONT, PARAGRAPH or SHAPE groups.
- To format a shape without using the filibbon, [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.

- Choose DESIGN, then select a theme from the THEMES group. To see more themes, [Click] MORE | v |.
- 2. For Theme Colors, select from the list Laters \*
- NEW THEME COLORS EFFECTS at the bettorn of each list.

  To ensure the new theme is applied to all new shapes, from the THEMES group, [Clicit] 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 recount themselves around obstacles, e.g. the Dynamic Connector [g<sup>2</sup> Connector]
- A 2-O object is a Shape. 2-D objects are commonly the "main" objects of a drawing, e.g. the boxes on a floorchart.

#### Moving Shapes

- 1. Select the shapeful to move.
- [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 MOME, then His Error or press «Otd-C».
- 3. [Click] PASTE Or press < Ctrl-V>.
- Press < Ctrl> while (Oragging) the original shape.
- Select a shape to duplicate and choose Parts , DUPLICATE or press - Ctrl-Do.

#### Resizing Shapes

- 1-D: [Drag] the endpoints to the new locations. [Drag] line segment midpoints: 

  or vertices: 

  tor fine control.
- 2-D: [Drag] the control handles to the new size. 2-D shapes can be resized vertically, horizontally, and diagonally. Control handle icon: [3]

### Alligning Shapes

- 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 -
- [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 HIGRIDONTAL alignments. [Click] the flustons which match the desired alignment pattern and IClick! OK.
- To straighten connectors, [Click] AUTO AUGN & SPACE

# 1 dep

#### Distributing Shapes

- Select the shapes. The first shape becomes the primary selected shape and will act as a guide for distribution.
- [Click] SPACE SHAPES to distribute shapes horizontally or vertically.
- Alternatively, POSITION TO 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 AUGN & 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 shapeful.
- Choose HOME, POSITION " then BOTATE SHAPES to rotate the shape lieft or right 90 degrees or to fip vertically or horizontally.
- . To freely rotate a shape. [Drag] the Rotate handle ().

### Creating Groups

- T. Select the shapes to group.
- Choose HONE, GROUP [20], then GROUP, Or, press < Shift-Carl-Go.</li>

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

#### To unigroup shapes:

- 1. Select the group.
- 2. Choose HOMI, GROUP 212, then UNGROUP, Or, press <5hth Ctrl-Us.

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

#### Keyboard Shortcuts Go to mext/prev. page Ctrli-Page Drown/Up Pan page (nothing selected). Arrow keys Move selected objection Amount keys Move from shape to shape Tab-Open Page dialog box. Shifts-F-4 Bring to Front or Back Ctrl-Shift-F or B Zoom to 100% Cod-Shift-1 Joom to Fit Cod-Shifts W Corl-Shift-(Lieft Click) Zoom in or Alt PE. Chri-Shidt-Ottions Click! Towns and or Alt-Shift-Fig. Rotate left or right Ctrl-1, on R. Flip horizontal or vertical Ctrl-M or J Group or Ungroup Carl-Shifts-G or U. Add connection point Christophines.

# **Microsoft Visio 2010 Quick Reference Guides**

**Clifford Lane** 

## Microsoft Visio 2010 Quick Reference Guides:

Microsoft Visio 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff,2010-12-01 Laminated guick 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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