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 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, or press <Ctrl-2> 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 movements' 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 Copy 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 Paste, 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 icon:

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). Unmoved 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
Pan 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-F6
Zoom out	Ctrl-Shift-[Right Click] or Alt-Shift-F6
Rotate left or right	Ctrl-L or R
Flip horizontal or vertical	Ctrl-H or J
Group or Ungroup	Ctrl-Shift-G or U
Add connection point	Ctrl-Shift-1

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