

Microsoft Visio

Diagramming Software



What Does Visio Do?

Visio does diagrams. It empowers you to communicate in a visual manner. It is nicknamed the Visual Language of Business. PowerPoint and Word also help you make diagrams and they are good choices to use for basic diagrams. If you need more room to create a diagram and more sophisticated options then Visio is the software to use.

Types of diagrams

- Flowcharts (Business Process diagrams)
- Organization Charts
- Brainstorming diagrams
- Building plans
- Network diagrams
- Web diagrams

Summary

Making a diagram

1. Choose a template
2. Shapes: drag to page
3. Move and Resize shapes
4. Adding Text
5. Zooming the view
6. Connect shapes

Templates

Shapes and Stencil

New button

Making a diagram

To create a diagram you first need to select one of Visio's built in templates. When you first start Visio you get the option of **Create new drawing:** or of **Open an existing file:** To get to the templates select the **Create new drawing** radio box and click **OK**.

Template

Within the **Category** section, you will see the different categories of templates to choose from. When you highlight the category folder, it will display all of the templates available in that category. **Highlight the template** you want and choose **OK**.

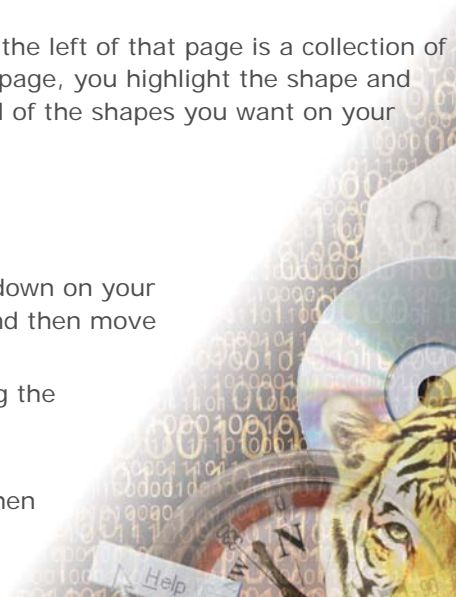
Shapes

After you choose a template, a blank drawing page appears. To the left of that page is a collection of shapes you can use in the diagram. To get the shapes onto the page, you highlight the shape and then drag it onto the page. Repeat this process until you have all of the shapes you want on your page.

Moving and Resizing

1. To move a shape just click it and drag it to a new location.
2. To select more than one shape at a time, hold the shift key down on your keyboard and select as many of the shapes that you want and then move them by dragging.
3. Resizing a shape is done by selecting the shape and dragging the corner, side or bottom selection handles.

You can use the selection arrow tool (**Figure 1, 1**) and select, then resize many shapes at once by using the selection handles.



Adding Text to Shapes

The easiest way to add text is to simply click the shape and start typing.

Zoom keyboard strokes to see better

If the shapes in your diagram are too small you can zoom in to see them better.

- Hold down the CTRL + SHIFT keys while you use the selection tool to select the shape or shapes you need to see better
- Hold down the CTRL + W keys to zoom back out

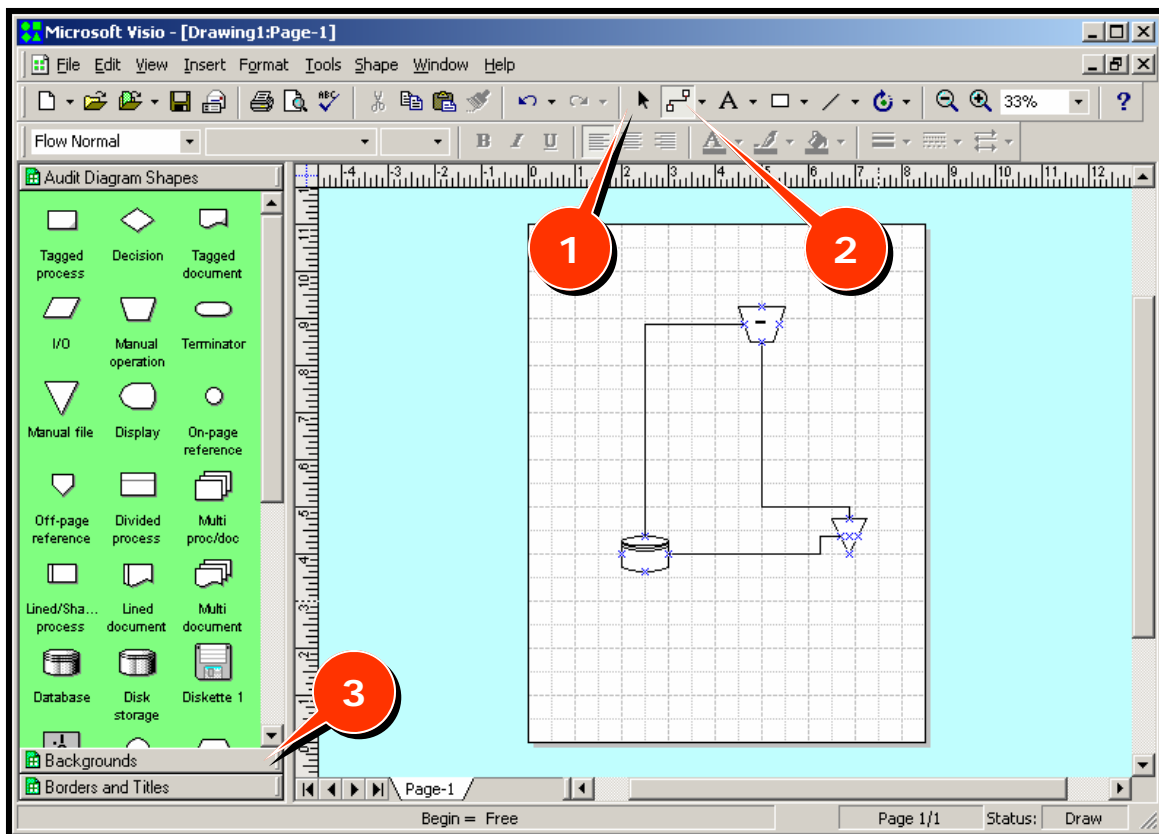
Connecting Shapes

To connect shapes you switch from the pointer tool (**Figure 1, 1**) to the connector tool (**Figure 1, 2**) on the standard toolbar. Then you draw a line from one shape to another. When you are done connecting you go back to the selection tool.



If you move a shape that has a connection to it, the connector line will reroute with the shape.

Figure 1



Templates

When you choose a template in Visio, you get shapes and the drawing area, but you also get special tools to use depending on the template you choose. Often they appear in the form of a toolbar and specialized menu options.

Shapes and Stencils

Stencils

Stencils are the different categories that hold the variety of shapes to choose from (**Figure 1, 3**). Inside each stencil are the shapes that you drag to the drawing page.

Smart Shapes

You can format, fill, rotate and resize shapes and many of the shapes have built in features that know what to do depending on the diagram you are working on. For example, in an organization chart, if you drag a position shape on top of a Manager shape, the subordinate shape automatically positions itself below the manager one.

New button

The New button can behave in several different ways, it doesn't always mean new blank template.

- **Start without a template** If you don't have any diagrams open, clicking the **New** button will open a new drawing page with no associated template. You can then search for shapes in the **Shapes** window, as the illustration shows. Remember, however, because your diagram is not based on a template, you will not get template-specific menus, or toolbars. And you may not get smart shape features that depend on a template.
- **Borrow a template** If you have a diagram open that is based on a template, clicking the **New** button will open a new drawing page that is based on that same template. For example, if you had an organization chart open, the **Organization Chart** menu, toolbar, and stencils would appear for the new page too. You'd also get smart shape features for **Executive**, **Manager**, and **Position** shapes.
- **Pick a template** You can see in the illustration that the **New** button has a small arrow on it. If you click that arrow, you'll see the same list of templates that you worked with earlier in this course. Choose a template from that list, and you'll get a new drawing page based on that template.

