

Visio 2007 Introduction

In this 2007 year documents are drawing files (.VSDX) and are positioned in the main area of your screen. Visio 2007 shapes that usually appear on the left side of the screen, with various icons  in the ribbon. There is a ribbon Master Shapes, shows that you can drag onto your page and customize templates (VSTX) are general combinations of shapes with icons that can be used as a master from which to create new documents.

Creating a New Document

- 1. If creating a new document, click the **FILE** tab on the ribbon. Click the **NEW** button  in the **STARTING POINTS** (STARTING POINTS) area, in the middle of the screen. Review the template description on the right, and click **CREATE** from the previous area.
- 2. If there is a template, click the **NEW** button  (Clicking the button or pressing <Ctrl><N> immediately creates a new document based on the current template. (Clicking the drop-down arrow shows a list of other templates you can choose.

Adding Shapes to a Drawing

1. Display the desired drawing (drawing) in the ribbon. To open a new stencil, use the **Shape Stencil** button  or choose **FILE**, **OPEN**.
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.

The **Shape Stencil**  provides different ways of using it.

- **Bring New Shapes**  (Drag) moves adjacent shapes to select them.
- **Bring New Shapes**  shows a collection from around shapes, from their adjacent areas, to select them.
- **Click** the first shape, hold <Ctrl>, and **Click** other shapes to sequentially <Click> **Click** triggers the selection mode.
- To select multiple shapes without using the keyboard, **Click** **Multiple Select** , and **Click** the shapes. Choose **Multiple Select** again to turn the feature off.
- Press <Ctrl><A> to select all shapes on the page. Note: The primary selected shape has a thick gray border. The primary shape is important for aligning and distributing shapes. Other shapes have the regular default outlines. A thin green dashed line surrounds all selected objects.

Adding/Editing Text on a Shape

Use the **Text Tool** to add text on a shape or to **Drag** it to a text to enter text.

1. Select the desired shape.
2. **Click** **Text**  or press <Ctrl><T> and type.
3. **Click** outside the shape or press <Esc> to finish.
4. Use the **Shape Stencil**  to move shapes to enter text, or press <Ctrl> them and begin typing.
5. The **Text Box Tool**  under the **Text Tool** allows text manipulation of text boxes associated with shapes. The **Text Box Tool**  on the **Action** toolbar, only allows a 90 degree rotation.

Formatting Shapes

Format: Fill Color Line Pattern Shadow Effects
  

1. Select the shape(s).
2. **Click** the appropriate button shown above, or choose options from their drop-down lists. If buttons are not displayed, use **HOME**, **FORMAT** screen on the ribbon, you need, e.g. **Formatting and Format** Shapes.

Using Themes

The **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 icons, such as borders and connectors.

1. **Click** the **Themes** button  to display the **THEMES** task pane.
2. To select **Theme Colors**, **Click** **Theme Colors**  on the task pane. **Click** the desired color theme from the **APPLY THEMES COLORS** area.
3. To select **Theme Effects**, **Click** **Theme Effects**  on the task pane. **Click** the desired theme effect from the **APPLY THEMES EFFECTS** area.
4. To create a new theme color or theme effect, **Click** the **NEW THEME** link at the bottom of the task pane.

1-D vs. 2-D Objects

- A 1-D object is a connected shape. 1-D objects are used to connect one shape to another, such as lines, arcs, a connector. 1-D objects do not have to be straight lines. Connect 1-D objects, e.g. the **Dynamic Connector**  (drag mouse button from selected shapes).
- 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 change the selection in any direction. If lines dashed from around the shapes, the **Dynamic Grid** is providing guidance for shape placement. As the shape is moved, the connector may adjust for better layout.
3. Pressing <Ctrl> while dragging a connector is equivalent to a vertical or horizontal direction.

Copying Shapes

- Use **Ctrl** and **Ctrl** commands in the **Ctrl** menu.
- Press <Ctrl> while (dragging) to create a duplicate.
- Select a shape to duplicate and choose **Ctrl**, **Copy**, **Ctrl**, or press <Ctrl><C>.

Resizing Shapes

- 1-D **Drag** the endpoints to the new location. Right point icon  (drag icon). Many complex 1-D shapes can be rotated like 2-D shapes. **Drag** the segment endpoints  or vertices  to the new control.

- 2-D **Drag** the corner handles to the new size. 2-D shapes can be moved vertically, horizontally, and diagonally. Corner handle icon .

Rotating and Flipping

Rotate and Flip buttons on the **Action** toolbar.

-  **Rotate** **Flip**
1. Select the shape(s).
 2. **Click** a button, or choose **SHAPE**, **ROTATE**  or **FLIP**  (from ribbon).
 3. **Drag** the **Rotate** handle  to freely rotate the shape.

Aligning Shapes

1. Select the shape(s). The first shape becomes the primary selected shape and will act as a guide for other shapes to align to.
2. **Click** **Align**  on the **Action** toolbar or press <Alt><A>. The **ALIGN SHAPES** dialog box shows a default combination of **OFF** and **OFF** alignment. **Click** the buttons which match the desired alignment pattern and **Click** **OK**. Alternatively, select an alignment using the drop-down arrow of the **Align** Shapes button.

Distributing Shapes

1. Select the shape(s). The first shape becomes the primary selected shape and will act as a guide for distributed shapes.
2. **Click** **Distribute**  on the **Action** toolbar. The **DISTRIBUTE SHAPES** dialog box shows a default combination of **OFF** and **OFF** distribution. Select a distribution from **Click** **OK**. Alternatively, select a distribution using the drop-down arrow of the **Distribute** Shapes button. The shapes are evenly distributed based on the width or height of the selection.

Opening a Stencil

1. **Click** the **Open Stencil** button  on the **Standard** toolbar or choose **FILE**, **OPEN** to show a list of stencils.
2. Remove the categories for the desired stencil and **Click** its name. To open a stencil on the **Shape** ribbon, choose **FILE**, **SHAPES**, **OPEN**, and remove the stencil location. Choose **Click** the desired stencil.

Closing a Stencil

1. In the **Standard** bar, **Click** the stencil icon  and **Click** **CLOSE**.
2. If saving a stencil for the first time, follow regular saving procedures, then **Click** **SAVE**.

Creating a New Stencil

1. **Click** the **New Stencil** button  on the **Stencil** toolbar. Alternatively, choose **FILE**, **NEW**, **STENCIL**, and **Click** **OK**.
2. A new blank stencil immediately appears. The  icon indicates it is a stencil.

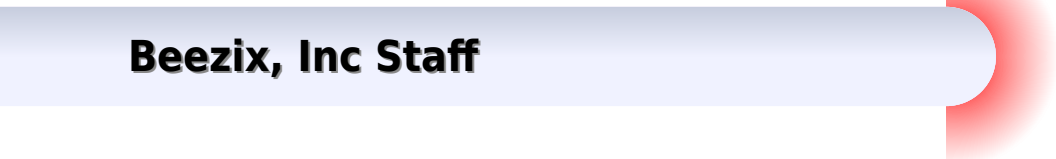
Adding Your Shapes to a Stencil

1. If necessary, set the stencil to add mode by **Clicking** the stencil list icon  and choosing **ADD** . The red star appears .
2. **Drag** the desired shape to the stencil. When removed the shape from the drawing, and choose a master shape with a default name tag. Shapes in the stencil.
3. **Right Click** the master shape and choose **EDIT NAME** (A **SHAPE** **PROPERTIES**).
4. Customize information as desired and **Click** **OK**.

Keyboard Shortcuts	
Go to next page	Ctrl Page Down/Ar
Run page (nothing selected)	Alt+Page
Move selected object(s)	Alt+Page
Move from shape to shape tab	
Move Page (nothing selected)	Shift+Pg
Bring to Front or Back	Ctrl Shift+Pg Up/D
Zoom to 100%	Ctrl Shift+1
Zoom to Whole Page	Ctrl+W
Zoom in	Shift+Ctrl+Left Click or PgUp
Zoom out	Shift+Ctrl+Right Click or PgDn
Rotate left or right	Ctrl+L or R
Flip horizontal or vertical	Ctrl+F or V
Group or Ungroup	Shift+Ctrl+G or U

Visio 2007 User Guide

Beezix, Inc Staff



Visio 2007 User Guide:

Microsoft Visio 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff,2007-01-31 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Visio 2007 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 Copying and Resizing Shapes Rotating Flipping Aligning Shapes Distributing Shapes Stencils Opening Closing Creating Saving Adding Shapes to a Stencil Copying Master Shapes to a Stencil Using a Connector from a Stencil Using the Connector Tool Using AutoConnect Applying Static 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 Deleting Reordering Renaming Drawing Windows for Quick Editing Pan and Zoom Drawing Explorer Shape Data Size and Position This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

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