

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, where you can drag and drop your page and container templates (VSDX) are general combinations of documents 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 left side (VSDX) is a template in the **SHAPES** ribbon 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 document, use the **File** tab (Master or Shape VSDX) icon.
2. Drag the desired shape to the drawing page. If prompted, supply the information required to complete the shape.

Selecting Multiple Shapes

The **Master** tab  is used to select shapes.

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

- **Bring New Shapes**  (drag) copies adjacent shapes to select them.
- **Bring New Shapes**  shows a collection from several shapes, from their adjacent area, to select them.
- **Click** the first shape, hold **Ctrl**, and **Click** other shapes as necessary. **Click** **Click** suggests the selection area.
- 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 outline. 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** **A**  or press **Ctrl+T** and type.
3. **Click** outside the shape or press **Esc** to finish.
- Use the **Shape** **Click**  most shapes to enter text, or press **Click** them and begin typing.
- The **Text** **Click**  under the **Text** tool allows text manipulation of text shapes associated with shapes. The **Text** **Click**  on the **Action** toolbar, only allows a 90 degree rotation.

Formatting Shapes

Format  Fill  Line  Shadow  Size  Shape  Fill  Line  Shadow  Size  Shape 

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

Use themes to quickly apply consistent formatting to your entire document. Themes 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 **Theme** tool  to display the **THEME** task pane.
2. To select Theme Colors, **Click** **THEME** on the task pane. **Click** the desired color theme from the **APPLY THEMES COLORS** area.
3. To select Theme Effects, **Click** **THEME** on the task pane. **Click** the desired theme effect from the **APPLY THEMES EFFECTS** area.
- 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, and curves. 1-D objects do not have to be straight lines. Connect 1-D objects, e.g. the **Dynamic Connector**  (drag) connects two shapes without external connections.
- A 2-D object is a shape. 2-D objects are commonly the "main" objects of a drawing, e.g. the boxes on a worksheet.

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 stretched from connectors from the shape, the **Dynamic Grid** is providing guidance for shape placement.
- As the shape is moved, the connector may adjust for better layout.
- Pressing **Ctrl** while dragging a connector is equivalent to a normal or horizontal direction.

Copying Shapes

- Use **Ctrl+C** and **Ctrl+V** commands in the **EDIT** menu.
- Press **Ctrl** while dragging to create a duplicate.
- Select a shape to duplicate and choose **EDIT** **COPY** **Ctrl+C** or press **Ctrl+C**.

Resizing Shapes

- 1-D **Drag** the endpoints in the new location. Right point icon  and point icon . Many complex 1-D shapes can be moved like 2-D shapes. **Drag** the segment endpoints  or vertices  for the line control.

- 2-D **Drag** the corner handles in 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 

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Distributing Shapes

1. Select the shape. The first shape becomes the primary selected shape and will act as a guide for distribution.
2. **Click** **Distribute**  on the **Action** toolbar. The **Distribute**  button shows a custom combination of left-align or right-align distributions. Select a distribution from **Distribute**  **OK**. Alternatively, select a distribution using the drop-down arrow of the **Distribute**  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 **Open** sheet, choose **FILE** **OPEN** **Open** **Click**, and remove the stencil location. Choose **Click** the desired stencil.

Closing a Stencil

1. In the **Stencil** list, **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** **Click**. A new 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 **EDIT** . The edit icon appears .
2. **Drag** the desired shape to the stencil. When removed the shape from the drawing, and make a master shape with a default name tag. Shapes in the stencil.
3. **Click** **Click** the master shape and choose **EDIT** **NAME** **Click** **NAME** **Click**.
4. Customize information as desired and **Click** **OK**.

Keyboard Shortcuts

Go to next page	Ctrl Page Down/Ar
Run page (nothing selected)	Alt+F5
Move selected object(s)	Alt+F5
Move from shape to shape tab	Alt+F5
Bring to front or back	Ctrl Shift+F10
Zoom to 100%	Ctrl Shift+Z
Zoom to Whole Page	Ctrl W
Zoom in	Shift+Ctrl+Left Click or Alt+R
Zoom out	Shift+Ctrl+Right Click or Alt+L
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

Terry Halpin, Tony Morgan



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 *SharePoint 2007 User's Guide* Tony Smith,Seth Bates,2007-04-30 Microsoft Office SharePoint Server 2007 and Windows SharePoint Services 3.0 is the next generation of Microsoft SharePoint technologies These products expand on SharePoint's information sharing and collaboration capabilities which allow you to create true enterprise information management information sharing and collaboration solutions *SharePoint 2007 Users Guide* Learning Microsoft's Collaboration and Productivity Platform is the follow up edition to the successful *SharePoint 2003 Users Guide* Apress 2005 This book provides guidance about the new workflows interface and other technologies within SharePoint 2007 Authors Seth Bates and Tony Smith describe SharePoint in a variety of environments and have the expertise and ability to stand behind this useful guide catering to anyone who works with SharePoint technologies in any capacity *SharePoint 2010 User's Guide* Seth Bates,Anthony Smith,Roderick Smith,2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for

using and managing these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product

EBOOK: Using Information Technology Complete Edition Brian Williams, 2012-03-16 *EBOOK Using Information Technology Complete Edition* Microsoft Visio 2007 Nevada Learning Series Inc, 2008 **Visualizing Information with Microsoft® Office Visio® 2007** David J. Parker, 2007-06-05 Create and distribute data connected Microsoft Office Visio diagrams and reports Get full details on the powerful features of Microsoft Office Visio 2007 inside this comprehensive volume Written by Visio expert David Parker Visualizing Information with Microsoft Office Visio 2007 demonstrates how to effectively visualize explore and communicate complex business information Learn to use PivotDiagrams Data Graphics and Smart Tags as well as link data to shapes and create meaningful Visio documents and reports Plus you ll get vital security information time saving tips troubleshooting techniques and downloadable macros and code samples Essential Skills for Database Users and Professionals Create shapes and link them to data Summarize and analyze information using PivotDiagrams Use Data Graphics Smart Tags and SmartShapes to reinforce information Generate robust Excel HTML and XML reports Create custom reusable templates stencils and masters Update and enhance diagrams with Reviewer s comments and markups Integrate Visio diagrams with other Windows applications Publish and securely distribute Visio documents and summaries Extend functionality using VBA macros add ins and wrapper applications

Micro Saint Sharp User Manual v3_8 Beth Plott, Jake Pearson, Christopher Shaw, Marc Gacy, 2017-08-23 Micro Saint Sharp is a general purpose discrete event simulation software tool Micro Saint Sharp s intuitive graphical user interface and flow chart approach to modeling make it a tool that can be used by generalists as well as simulation experts Micro Saint Sharp has proven to be an invaluable asset in both small businesses and Fortune 500 companies and in many areas including the military human factors health care manufacturing and the service industry The user manual has been updated for software version 3.8 Some new features are the ability to add swim lanes to any network background data exchange capability with the UML SysML tool MagicDraw and an updated version of the built in OptQuest optimization

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Digital Transformation in Industry Vikas Kumar, Jiewu Leng, Victoria Akberdina, Evgeny Kuzmin, 2022-04-21 This book offers a selection of the best papers presented at the annual international scientific conference Digital Transformation in Industry Trends Management Strategies DTI2021 held by the Institute of Economics Ural Branch of the Russian Academy of Sciences in Ekaterinburg Russia on October 29 2021 The book focuses on the idea of introduction mechanisms for digitization processes and on highlighting successful digital transformation strategies in all sectors of industry Key topics include the development of a cyber physical production system for Industry 4 0 digital design technologies for enhancing the competitiveness of products and companies digital twin driven product manufacturing and services and the effects of the industrial digital transformation on society and the environment With regard to implementing IT and other technological innovations lessons learned in developed and developing economies as well as small and large enterprises are included Given its scope the book offers a valuable asset for researchers and managers of industrial organizations alike

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Table of Contents Visio 2007 User Guide

1. Understanding the eBook Visio 2007 User Guide
 - The Rise of Digital Reading Visio 2007 User Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Visio 2007 User Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Visio 2007 User Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Visio 2007 User Guide
 - Personalized Recommendations
 - Visio 2007 User Guide User Reviews and Ratings
 - Visio 2007 User Guide and Bestseller Lists
5. Accessing Visio 2007 User Guide Free and Paid eBooks
 - Visio 2007 User Guide Public Domain eBooks
 - Visio 2007 User Guide eBook Subscription Services
 - Visio 2007 User Guide Budget-Friendly Options
6. Navigating Visio 2007 User Guide eBook Formats

- ePub, PDF, MOBI, and More
- Visio 2007 User Guide Compatibility with Devices
- Visio 2007 User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Visio 2007 User Guide
 - Highlighting and Note-Taking Visio 2007 User Guide
 - Interactive Elements Visio 2007 User Guide
- 8. Staying Engaged with Visio 2007 User Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Visio 2007 User Guide
- 9. Balancing eBooks and Physical Books Visio 2007 User Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Visio 2007 User Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Visio 2007 User Guide
 - Setting Reading Goals Visio 2007 User Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Visio 2007 User Guide
 - Fact-Checking eBook Content of Visio 2007 User Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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