

Becoming Proficient in Visio 5.0 Professional

QUICK REFERENCE CARD

CREATING AND OPENING DRAWINGS

Creating drawings at startup. When you launch Visio, the program displays a dialog box from which you can choose a template to create a new drawing.

- 1 Launch Visio
- 2 Select the folder containing the template to be used to create the new drawing, and click Open

Creating new drawings based on templates

- 1 Select File
- 2 Select New
- 3 Select the folder containing the template to be used to create the new drawing
- 4 Select the desired template

Creating new drawings with no templates

- 1 Select File
- 2 Select New, and select Blank Drawing

RULERS, GRID AND GUIDES

Displaying and hiding rulers, the grid and guides

- 1 Select View
- 2 Select or de-select Rulers, Grid or Guides

Snap and glue

- 1 Select Tools
- 2 Select Snap & Glue, and select or de-select Snap or Glue
- 3 Specify the snap and glue strength by dragging the slider, and click OK

USING STENCILS

Opening stencils



- 1 Click the Open Stencil button on the Standard toolbar
- 2 Select the folder containing the stencil to open
- 3 Select the stencil to open, and click Open

Displaying the contents of open stencils. When you have several stencils open simultaneously, one of them may block the contents of the rest from view.

- 1 Click the Title bar of the stencil whose shapes are to be displayed

Drawing shapes

- 1 Make sure that the stencil containing the shape to be drawn is open
- 2 Drag the desired shape from the stencil to the desired location on the drawing page

Closing stencils

- 1 Click the stencil icon on the Title bar of the stencil to close
- 2 Select Close

CONNECTING SHAPES

Connecting existing shapes automatically

- 1 Select the shapes to be connected

- 2 Select Tools, and select Connect Shapes

Connecting shapes while drawing them



- 1 Click the Connector Tool button on the Standard toolbar
- 2 Drag the shapes to connect from the desired stencil
- 3 Click the Connector Tool button on the Standard toolbar

Connecting existing shapes manually



- 1 Click the Connector Tool button on the Standard toolbar
- 2 Click the desired connection point (small blue x) of one of the shapes to be connected
- 3 Drag the connector to the desired connection point of the next shape to be connected
- 4 Repeat the last two steps for as many shapes as desired
- 5 Click the Connector Tool button on the Standard toolbar

Adding connection points. When a new connection point is added in a shape, it appears in magenta (pink).



- 1 Click the Connection Point Tool button
- 2 Click the shape to which a connection point is to be added
- 3 Hold down the Ctrl key while clicking where the new connection point is to be added
- 4 Release the Ctrl key and click the Connection Point Tool button

Deleting connections

- 1 Select the connector to be deleted
- 2 Press Delete

MANIPULATING SHAPES

Moving shapes

- 1 Drag the shape to be moved to the desired location

Copying shapes



- 1 Click the Pointer Tool button on the Standard toolbar
- 2 Hold down the Ctrl key and drag the shape to be copied to where its copy is to appear, and release the Ctrl key

Sizing shapes



- 1 Click the Pointer Tool button on the Standard toolbar
- 2 Select the shape to be re-sized
- 3 Drag the shape from one of the handles in the desired direction

Aligning shapes

- 1 Select the shapes to be aligned, starting with the shape by which the others are to be aligned
- 2 Select Tools, and select Align Shapes
- 3 Select the desired alignment, and click OK

Distributing shapes. You can control the spacing between shapes by distributing them. When you distribute shapes, the outer shapes do not move, while those in between are re-positioned.

- 1 Select the shapes to be distributed
- 2 Select Tools, and select Distribute Shapes
- 3 Select the desired distribution, and click OK

Rearranging shapes. You can change the position of a shape in a stack of shapes by moving it forward or backward one position at a time, or by moving it at once to the front or to the back.

- 1 Select the shape to be ordered
- 2 Select Shape, and select Bring Forward, Bring To Front, Send Backward or Send To Back

Flipping shapes

- 1 Select the shape to be flipped
- 2 Select Shape, and select Flip Vertical or Flip Horizontal

Rotating shapes automatically

- 1 Select the shape to be rotated
- 2 Select Shape, and select Rotate Left or Rotate Right

SAMPLE

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Rotating shapes manually



- 1 Select the shape to be rotated
- 2 Click the Rotation Tool button on the Standard toolbar
- 3 Drag the shape by one of its round handles in the desired direction

Grouping shapes

- 1 Select the shapes to be grouped
- 2 Select Shape, select Grouping, and select Group

Deleting shapes

- 1 Select the shape to be deleted
- 2 Press Delete

FORMATTING SHAPES

Shape lines

- 1 Select the shape whose lines are to be formatted
- 2 Select Format, and select Line
- 3 Select the desired line pattern, weight, color and end cap
- 4 Select the desired type of corner
- 5 Select the desired line beginning and end, and corresponding sizes, and click OK

Shape fill areas

- 1 Select the shape whose fill area is to be changed
- 2 Select Format, and select Fill
- 3 Select the desired pattern for the fill area
- 4 Select the foreground color for the pattern of the fill area
- 5 Select the background color for the pattern of the fill area, and click OK

Shape shadows

- 1 Select the shape whose shadow is to be changed
- 2 Select Format, and select Shadow
- 3 Select the desired pattern for the shadow
- 4 Select the foreground color for the pattern of the shadow
- 5 Select the background color for the pattern of the shadow, and click OK

WORKING WITH TEXT

Inserting text in shapes



- 1 Click the Pointer Tool button on the Standard toolbar
- 2 Double-click the shape in which text is to be inserted
- 3 Type the desired text, and click outside the shape

Creating floating text blocks. You can create text blocks which are not associated with a particular shape.



- 1 Click the Text Tool button on the Standard toolbar
- 2 Click where the floating text block is to appear
- 3 Type the desired text
- 4 Click outside the floating text block

Editing text



- 1 Click the Pointer Tool button on the Standard toolbar
- 2 Double-click the shape or floating text block whose text is to be edited
- 3 Make the desired changes, and click outside the shape or floating text block

Formatting text



- 1 Click the Pointer Tool button on the Standard toolbar
- 2 Double-click the shape or floating text block whose text is to be formatted

- 3 Select the text to be formatted
- 4 Select Format, select Text, click the Font tab, select the desired font, size, color and style, and click OK

Rotating text. You can rotate text at 90° intervals.

- 1 Select the shape or floating text block containing the text to be rotated
- 2 Select Shape, and select Rotate Text

PAGES

Creating new pages

- 1 Select Insert
- 2 Select Page
- 3 Specify the desired parameters, and click OK

Modifying existing pages

- 1 Make sure that the page to be modified is the current page
- 2 Select File
- 3 Select Page Setup
- 4 Make the desired changes, and click OK

Deleting pages

- 1 Make sure that the page to be deleted is the current page
- 2 Select Edit
- 3 Select Delete, and select Pages
- 4 Select the page to be deleted, and click OK

WORKING WITH LAYERS

Understanding layers. Layers can be used to apply a group of common properties a set of shapes, including visibility, printability, snap status, etc.

Creating new layers

- 1 Select View
- 2 Select Layer Properties
- 3 Click New, type a name for the new layer, and click OK
- 4 Select or de-select the desired properties for the shapes to be assigned to the new layer, and click OK

Assigning shapes to layers

- 1 Select the shape to be assigned to a layer
- 2 Select View, and select Shape Layer
- 3 Select the layer to which the shape is to be assigned, and click OK

Editing layers

- 1 Select View
- 2 Select Layer Properties
- 3 Select the layer whose properties are to be changed
- 4 Make the necessary changes, and click OK

PRINTING

Previewing drawings

- 1 Select File
- 2 Select Print Preview
- 3 View the drawing, and click Close to exit the preview mode

Printing drawings

- 1 Select File
- 2 Select Print
- 3 Select the printer to print with, specify the pages and the number of copies to print, and click OK