

Introduction to Visio

Introduction.....	1
Creating a New Diagram	2
The Visio Interface	4
Panning and Zooming	4
Templates.....	7
Using Shapes.....	9
Terminology.....	9
Creating and Manipulating Shape Instances.....	10
Selecting and Moving Shapes.....	10
Resizing Shapes	11
Rotating Shapes	11
Duplicating Shapes	11
Changing Strokes and Fills.....	12
Connecting Shapes.....	16
The Glue Command.....	16
Connection Points.....	17
Two Types of Connections	17
Creating the Connecting Arrow	19
Adding Text to Shapes.....	21
Previewing Your Drawings.....	22
Exercise 1.....	23
Adding Backgrounds and Titles.....	24
Adding a Background	24
Adding Titles	26
Exercise 2.....	29
Using the Connector Tool.....	30
Connecting Shapes.....	30
Making Changes to the Connections	32
Exercise 3.....	34
Revising Diagrams.....	35
Adding Shapes	36

Moving and Aligning Shapes.....	37
Spacing Shapes	39
Exercise 4.....	40
Organization Charts	41
Starting at the Top.....	41
Adding the Next Level.....	42
Resizing Boxes and Cleaning Up the Layout	43
Adding Multiple Positions	44
Exercise 5.....	48
Sample Diagrams	49
Diagram Information	50
Downloading Samples	51
Exercise 6.....	54
Customizing Shapes.....	55
Setting Formatting Defaults	55
Creating Lines.....	55
Creating Rectangles and Ellipses.....	56
Creating Arcs	56
Creating Freeform Shapes.....	56
Sharing and Publishing	57
Publishing Visio Drawing to the Web	57
Saving Files to Other Formats	60
Appendix A: Solutions to Exercises	62