

Introduction to Visio 2010

Introduction.....	1
Creating a New Diagram	2
Understanding the Visio Interface	3
Working with Backstage View	4
Understanding Shape Terminology	6
Creating and Manipulating Shape Instances.....	7
Adding Shape Instances.....	7
Selecting and Moving Shapes.....	7
Changing Shape Lines and Fills	9
Connecting Shapes Using the Glue Feature.....	13
Customizing Glue Behavior.....	14
Working with Connection Points.....	14
Inserting a Shape in the Middle of an Existing Connection	17
Adding Text to Shapes.....	18
Formatting Text	18
Viewing Your Drawings.....	20
Zooming.....	20
Panning	21
Full Screen View.....	22
Print Previews	22
Saving the File	23
Exercise 1.....	24
Grouping Shapes.....	25
Changing the Page Size or Orientation.....	26
Adding Backgrounds, Titles, and Other Labels.....	27
Adding a Background	27
Adding Titles and Borders	28
Adding Free Floating Text Boxes.....	29
Using Themes	30
Applying a Theme to a Diagram.....	30
Removing a Theme	31
Exercise 2.....	32

Working with Default Templates.....	33
Using the Connector Tool.....	35
Connecting Shapes Using the Connector Tool	35
Modifying the Connector	37
Exercise 3.....	39
Understanding AutoConnect.....	40
Using AutoConnect to Connect Two Neighboring Shapes	40
Using AutoConnect to Add Additional Shapes	41
Laying Out Your Diagram.....	42
Understanding the Dynamic Grid.....	42
Arranging Shapes.....	43
Re-Layout the Entire Page	44
Exercise 4.....	45
Working with Organization Charts.....	46
Starting at the Top.....	46
Adding the Next Level.....	47
Resizing Boxes and Cleaning Up the Layout	48
Adding Multiple Positions at Once.....	49
Changing Positions	52
Adding Photos.....	52
Exercise 5.....	53
Working with Brainstorming Diagrams.....	54
Adding Ideas	54
Organizing Ideas	55
Adjusting the Layout.....	56
Formatting and Design in Brainstorming Diagrams	57
Exercise 6.....	58
Drawing Your Own Shapes	59
Creating Lines.....	59
Creating Rectangles and Ellipses.....	60
Creating Arcs	60
Creating Freeform Shapes.....	60
Sharing and Publishing Diagrams.....	61
Publishing Visio Drawing to the Web	61
Saving Files as Images.....	64
Saving Files to Other Formats	64

Appendix A: Screen Tips.....	65
Appendix B: Adding Additional Diagram Pages.....	66
Working with Multi-Page Documents and Backgrounds	66
Naming and Organizing Pages.....	67
Appendix C: Solutions to Exercises	68