

Introduction to Visio

What You Will Learn.....	1
Creating a New Diagram	2
Understanding the Visio Interface	3
Working with Backstage View	4
Understanding Shape Terminology	5
Creating and Manipulating Shape Instances.....	7
Adding Shape Instances.....	7
Selecting and Moving Shapes.....	8
Changing Fill, Lines, and Shapes	9
Connecting Shapes Using the Glue Feature.....	14
Customizing Glue Behavior.....	15
Working with Connection Points.....	16
Inserting a Shape in the Middle of an Existing Connection	19
Adding Text to Shapes.....	20
Formatting Text	20
Viewing Drawings	22
Zooming.....	22
Panning	23
Presentation View and Fit Page to Current Window View	24
Print Previews	24
Saving the File	25
Exercise 1	26
Grouping Shapes.....	27
Changing Page Size or Orientation.....	29
Adding Backgrounds, Titles, and Other Labels.....	30
Adding a Background	30
Adding Titles and Borders	31
Adding Free-Floating Text Boxes	33
Using Themes	34
Applying a Theme to a Diagram.....	34
Removing a Theme	35
Exercise 2.....	37

Working with Default Templates.....	38
Using the Connector Tool.....	40
Connecting Shapes Using the Connector Tool	40
Modifying the Connector	42
Exercise 3.....	44
Understanding AutoConnect.....	45
Using AutoConnect to Connect Two Neighboring Shapes	46
Using AutoConnect to Add Additional Shapes	46
Laying Out Your Diagram.....	47
Understanding the Dynamic Grid.....	47
Arranging Shapes.....	48
Re-Layout the Entire Page	50
Exercise 4.....	51
Working with Organization Charts.....	52
Establishing Hierarchical Relationships	52
Resizing Boxes and Cleaning Up the Layout	55
Adding Multiple Positions at Once.....	57
Changing Positions	60
Adding Photos.....	60
Exercise 5.....	62
Working with Brainstorming Diagrams.....	63
Adding Ideas	63
Organizing Ideas	64
Adjusting Layout	67
Formatting and Design in Brainstorming Diagrams.....	68
Exercise 6.....	69
Drawing Your Own Shapes	70
Creating Lines.....	70
Creating Rectangles and Ellipses.....	71
Creating Arcs	71
Creating Freeform Shapes.....	71
Sharing and Publishing Diagrams.....	72
Publishing Visio Drawings to the Web.....	72
Saving Files as Images.....	78
Saving Files to Other Formats	78
Appendix A: Screen Tips.....	79