Visio 2013 Introduction

In Visio 2013, your documents are drawing files (.VSD) and are positioned in the main area of your screen. Stencils (.VSS) are panels that usually appear on the left side of the screen in the SHAPES pane. Stencils contain Master Shapes, shapes that you can [Drag] onto your page and customize. Templates (.VST) are special combinations of documents with stencils that can be used as a master from which to create new documents.

Creating a New Document

1. Choose FILE, then NEW. You are in the FEATURED templates view.
2. If necessary, [Click] CATEGORIES.
3. [Click] a template. Review the template description.
4. Select METRIC vs US UNITS and [Click] CREATE.
5. If Visio is running, pressing <Ctrl-N> immediately creates a new document based on the current template.
6. UNITS affects paper size. See Setup: Printer Pages vs. Drawing Page for more information.

Enabling Autorecovery of Files

In Visio, the automatic saving and recovery of files is not enabled by default.
1. Choose FILE, OPTIONS.
2. In the SAVE category, check the SAVE AUTORECOVER INFORMATION EVERY option and [Click] OK.

Adding Shapes to a Drawing

1. Display the desired stencil by [Clicking] in the SHAPES pane. To open a stencil not displayed, see Opening a Stencil.
2. [Drag] the desired Shape to the drawing page. If prompted, supply the information required to complete the shape.

Selecting Multiple Shapes

The Pointer Tool is used to select shapes. Choose HOME, then for different ways of using it:
- Using Area Select [Drag] across adjacent shapes to select them.
- Using Lasso Select [Draw] a selection net around shapes, even non-adjacent ones, to select them.
- [Click] the first shape, hold <Shift> and [Click] other shapes as necessary. <Shift> [Click] toggles the selection state.
- Press <Ctrl-A> to select all shapes on the page or SELECT ALL under the SELECT drop-down list.

The primary selected shape has a thick blue solid outline. The primary shape is used as the anchor for aligning the other shapes. Other shapes have thin blue solid outlines. A thin gray solid box surrounds all selected objects.

Adding/Editing Text on a Shape

Use the Text Tool to edit text within a shape or to [Drag] to create a box and enter text.
1. Select the desired shape.
2. Choose HOME, or press <Ctrl-2> and type.
3. Press <Esc> to finish.
- While the Pointer Tool is active, [Click] a shape and begin typing, or [Double Click] to enter text.
- Choose HOME, Text Block Tool for free movement rotation of text blocks associated with shapes.

Line vs. Box Shapes

- A line or a connector is a 1-dimensional shape. They are used to connect one box to another, such as items in a flowchart. They do not have to be straight lines. Certain lines or connectors may reroute themselves around obstacles, e.g., the Dynamic Connector.
- A box is a shape with height and width. It is a 2-dimensional object. They are commonly the "main" elements of a drawing, e.g., the boxes on a flowchart.

Formatting Shapes & Text

1. Select the shape(s).
2. Choose HOME, then select options from the FONT, PARAGRAPH or SHAPE STYLES groups.

Or
- Right Click a shape to display the shape mini toolbar.
- To Format text: edit the text, then [Right Click] the text to display the text mini toolbar.

Using Themes

Use themes to quickly apply consistent formatting to your entire document. Theme Colors are used to change the color scheme of the document. Theme Effects are used to change shape items, such as borders and connectors.
1. Choose DESIGN, then select a theme from the THEMES group. To see more themes, [Click] MORE.
2. Choose a variant from the VARIANTS group.
3. For Theme Colors, [Click] the VARIANTS group MORE button, and select from the list.
4. For Theme Effects, [Click] the VARIANTS group MORE button, and select from the list.
- To create a new theme color, choose CREATE NEW THEME COLORS at the bottom of the list.
- To ensure the new theme is applied to all new shapes, from the THEMES group, [Click] MORE and check APPLY THEME TO NEW SHAPES.

Moving Shapes

1. Select the shape(s) to move.
2. [Drag] the selection or press the arrow keys on the keyboard to nudge the selection in any direction.
- If faint dashed lines emanate from the shape, the Dynamic Grid is providing a guide for shape placement.
- As the shape is moved, the connector may adjust for better layout.
- Pressing <Shift> while [Dragging] constrains movement to a vertical or horizontal direction.

Copying Shapes

1. Select the shape to copy.
2. Choose HOME, then COPY or press <Ctrl-C>.
3. [Click] PASTE or press <Ctrl-V>.

Or
- Press <Ctrl> while [Dragging] the original shape.
- Select a shape to duplicate and choose DUPLICATE or press <Ctrl-D>.

Resizing Shapes

- Line: [Drag] the endpoints to the new locations to change the length or angle. [Drag] line segment midpoints or vertices for fine control.
- Box: [Drag] the control handles to the new size. Box shapes can be resized vertically, horizontally, and diagonally. Control handle icon:

Aligning Shapes

1. Select the shapes. The first shape becomes the primary selected shape and will act as a guide for other shapes to align to.
2. Choose HOME, then ALIGN.
3. Select an alignment pattern from the list.
- Alternatively, press <F6>. The ALIGN SHAPES dialog box allows a custom combination of VERTICAL and HORIZONTAL alignments.
- To straighten connectors, [Click] POSITION and then AUTO ALIGN & SPACE.

Distributing Shapes

1. Select the shapes. The first shape becomes the primary selected shape and will act as a guide for distribution.
2. Choose HOME, then POSITION.
3. [Click] DISTRIBUTE HORIZONTALLY or DISTRIBUTE VERTICALLY.
- Alternatively, POSITION, then [Click] MORE DISTRIBUTE OPTIONS to display the DISTRIBUTE SHAPES dialog box. The DISTRIBUTE SHAPES dialog box allows a custom combination of VERTICAL or HORIZONTAL distributions. Select distribution, then [Click] OK.
- To auto distribute shapes, POSITION, [Click] AUTO SPACE.

Using Enhanced Alignment and Distributing Features

- Choose HOME, ALIGN, then AUTO ALIGN & SPACE to align and space all objects to each other.
- Move a shape onto the page to display guides to assist with positioning with other shapes.

Rotating and Flipping

1. Select the shape(s).
2. Choose HOME, POSITION, then ROTATE SHAPES to rotate the shape left or right 90 degrees or to flip vertically or horizontally.
- To freely rotate a shape, [Drag] the Rotate handle.

Creating Groups

1. Select the shapes to group.
2. Choose HOME, GROUP, then GROUP. Or, press <Shift-Ctrl-G>.

To ungroup shapes:
1. Select the group.
2. Choose HOME, GROUP, then UNGROUP. Or, press <Shift-Ctrl-U>.

Note: After ungrouping, any modifications applied to the group (e.g., properties or ShapeSheet) are lost.

Keyboard Shortcuts

Switch to Pointer Tool	Ctrl-1
Go to next page	Ctrl-Page Down
Go to previous page	Ctrl-Page Up
Pan page (nothing selected)	Arrow keys
Move selected object(s)	Arrow keys
Move from shape to shape	Tab
Open Page dialog box	Shift-F4
Bring to Front or Back	Ctrl-Shift-F or B
Zoom to 100%	Ctrl-Shift-I
Zoom to fit	Ctrl-Shift-W
Zoom in	Ctrl-Shift-Left Click or Alt-F6
Zoom out	Ctrl-Shift-Right Click or Alt-Shift-F6
Rotate left or right	Ctrl-L or R
Flip horizontal or vertical	Ctrl-H or J
Group or ungroup	Ctrl-Shift-G or U
Add connection point	Ctrl-Shift-1

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Ralph Grabowski

Visio Help Guide:

Visio 2013 Absolute Beginner's Guide Alan Wright,Chris Roth,2013-07-22 Make the most of Visio 2013 without becoming a technical expert This book is the fastest way to master Visio and use it to build powerful useful diagrams org charts and flowcharts of all kinds Even if you ve never used Visio before you ll learn how to do what you want one incredibly clear and easy step at a time Visio has never ever been this simple Who knew how simple Visio 2013 could be This is the easiest most practical beginner s guide to using Microsoft Visio 2013 simple reliable instructions for doing everything you really want to do Here s a small sample of what you ll learn Master new tools for creating intuitive visually appealing diagrams Learn high efficiency touch features for Windows 8 and tablets Create business and engineering diagrams flowcharts maps floor plans network diagrams schedules and more Instantly set or change diagram designs with enhanced templates and themes Simplify diagramming with built in shapes and stencils or create your own Craft more sophisticated diagrams with containers callouts screentips and layers Import external images from SVG graphics to AutoCAD drawings Visually present Excel spreadsheet data in Visio drawings Dynamically update diagrams with real time data to support better decision making Share diagrams to improve team collaboration **Using Microsoft Visio 2002** Keith Alan Powell,2003 Written for intermediate to advanced level Visio users who want to create robust business diagrams drawings charts systems and more **Visio 2003 For Dummies** Debbie Walkowski,2004-01-30 Did you ever wish you could draw folks a picture of your business processes or the design of your database but you just don t have the graphics skills Then Visio 2003 might be exactly what you re looking for and Visio 2003 For Dummies makes it easy for you to find out Often pictures do speak louder than words Visio enables you to turn business and technical concepts into visual diagrams Best of all it doesn t require you to possess any artistic talent Visio 2003 For Dummies shows you how to Navigate the software and use the menus toolbars and task panes Create simple diagrams Use Visio drawings with other software programs Annotate your diagrams Post diagrams on the Web If you need to explain business goals and procedures software concepts or database designs to others Visio 2003 For Dummies can get you going with this great software package in no time Soon you ll be able to Choose the appropriate type of drawing for your purpose work with stencils and add shapes Pan and zoom to fine tune your diagram Set up your printer with Visio 2003 add headers and footers and print an entire drawing or only selected parts Explore open and closed or one and two dimensional shapes and manipulate them to demonstrate what you want to show Add color and text to enhance your drawings Create custom shapes develop and use templates and even add layers to provide more detail Integrate Visio with Excel Word Project and Outlook Produce reports using data stored in Visio update them make them available for others to review and even track changes Additional information and links to online Visio resources are available on the book s companion Web site Visio 2003 offers you an exciting new way to communicate business processes information systems database and software designs or computer and telecommunications networks and Visio 2003 For Dummies gives

you the power to use this great tool quickly and easily   Visio 2007 For Dummies John Paul Mueller,Debbie Walkowski,2011-02-09 Reveal your inner business artist with Visio Turn your ideas into diagrams and drawings with Visio s stencils and templates If you have an idea you want to get down on electronic paper Visio 2007 is for you and so is this book They re both flexible and user friendly Here s how to use Visio to capture ideas from simple to intricate update data in a drawing with a single click add and manipulate text work with connectors and more Discover how to Create business engineering software or network diagrams Format an entire drawing using themes Analyze what if scenarios with PivotDiagrams Produce layered multipage drawings Save drawings to publish on the Web   *Learn Microsoft Visio 2002* Ralph Grabowski,2001 Ideally suited for the experienced business user of Visio 2002 who has mastered the fundamentals of using the software but needs an in depth treatment of the advanced features especially customization   *Visio 2002 Developer's Survival Pack* Graham Wideman,2001 Overview Developers seeing opportunities to leverage Microsoft Visio s programmable diagramming environment need to be able to design and build their applications quickly and sure footedly achieving business serving results in a business compatible timeframe To that end this book and set of tools is organized around the premise that developers will have the following interests and needs Visio Structure An organized and comprehensive presentation of Visio s document and user interface object models including the all important ShapeSheet Browsable Reference Material There s lots of info in Visio s Developer Help but it will take you forever to digest enough of it to get the big picture To greatly accelerate the process this book includes a browsable reference section objects properties methods and shapesheet cells and functions tabulated in an order which brings related items together You ll still use Help but with this book you can rapidly skim over and locate features of interest to your task at hand Visio Behavior The power beneath the surface Work with it not against it Investigation of numerous key areas of Visio behavior at a level which uncovers many subtleties not evident from simply using the product Solution Architectures for adding functionality to Visio Several alternative forms are possible Read why VSL Addons are still the preferred form for many kinds of application VSLs have traditionally required C C Delphi or some other language capable of working with Automation and producing arbitrary DLLs Now using the VBVSL_Adapter component available with this book VSLs can be built easily with Visual Basic The VBVSL foundation allows the book to use Visual Basic samples to illuminate many more topics of interest to Visio based application builders Several sample applications are supplied which you can copy and modify to get your own addons up and running quickly Browsing Tools The book gives you access to download a suite of browsing tools which you can use to instantly clarify exactly what s going with several of Visio s more elaborate or arcane features such as EventLists UIObjects CommandBars browse Visio 2002 s new XML format files and so on This will vastly accelerate your learning process and goes a long way to keep your development efforts on track   The Insider's Guide to Technical Writing Krista Van Laan,2012-05-15 Every complex product needs to be explained to its users and technical writers also known as technical

communicators are the ones who do that job A growing field technical writing requires multiple skills including an understanding of technology writing ability and great people skills Whether you re thinking of becoming a technical writer just starting out or you ve been working for a while and feel the need to take your skills to the next level The Insider s Guide to Technical Writing can help you be a successful technical writer and build a satisfying career Inside the Book Is This Job for Me What does it take to be a technical writer Building the Foundation What skills and tools do you need to get started The Best Laid Plans How do you create a schedule that won t make you go crazy How do you manage different development processes including Agile methodologies On the Job What does it take to walk into a job and be productive right away The Tech Writer Toolkit How do you create style guides indexes templates and layouts How do you manage localization and translation and all the other non writing parts of the job I Love My Job How do you handle the ups and downs of being a technical writer Appendixes References to websites books and other resources to keep you learning Index **Building a Digital Future** Lipi Sarkar,Vinnie Bansal,2021-05-25 The dramatic events of 2020 have clarified the urgent need for digital transformation in countless organizations The rise of remote work and the rapidly increasing use of cloud technologies are just two drivers of the relentless pace of digital disruption Despite this many companies remain underequipped or hesitant to embrace digital transformation Understanding the key drivers of change and leveraging the powerful capabilities from technologies with a collaborative platform can aid an organization to prepare for digital transformation Building a Digital Future provides a clearly defined roadmap for executing this change with Microsoft Dynamics 365 Firms of all types and sizes will learn how Microsoft Dynamics 365 can help them achieve competitive advantages for their business reduce the time needed to effect change by automating time consuming tasks drive innovation and improvements through an evergreen system post implementation Each chapter of this book is curated with best practices compelling customer examples pitfalls to avoid and salient points to remember Building a Digital Future enables organizations to truly embrace the benefits of digital transformation by anchoring Microsoft Dynamics 365 at the core of their business Perfect for any business leader looking for a one stop and comprehensive playbook for transforming their business into a digital powerhouse with Dynamics 365

Microsoft Visio 2013 Step By Step Scott A. Helmers,2013-05-15 The smart way to learn Microsoft Visio 2013 one step at a time Experience learning made easy and quickly teach yourself how to create professional looking business and technical diagrams with Visio 2013 With Step by Step you set the pace building and practicing the skills you need just when you need them Create dynamic organization charts with Visio Make charts with wizards or build them by hand Build drawings using Visio themes and effects Use data driven drawings in Microsoft SharePoint Import manipulate and visualize business data Draw and then execute SharePoint 2013 workflows *Microsoft Powerpoint 2016: The Complete Guide* Alexander Herolson,2015-11-12 PowerPoint 2016 is a presentation program that presents information in the form of slides This program is developed by Microsoft and was originally called Presenter released by another company Forethought Inc It was originally

launched in May 1990 and was and always been a part of the Microsoft Suite It is popularly known as a program that helps users to develop slide based presentations and is currently the most used presentation program in the world The purpose of this guide is to introduce users to the latest version of the Microsoft PowerPoint program Reviews on the newest issue purport that it is new and improved boasting redesigned and creative features The manual will first look at the genesis of the program s manufacturer Microsoft Inc The Microsoft Office suite and its foundation and subsequent growth will then be discussed followed by growth of the actual PowerPoint program   InfoWorld ,1993-12-13 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects   **How to Cheat at Configuring Open Source Security Tools** Michael Gregg,Eric Seagren,Angela Orebaugh,Matt Jonkman,Raffael Marty,2011-04-18 The Perfect Reference for the Multitasked SysAdminThis is the perfect guide if network security tools is not your specialty It is the perfect introduction to managing an infrastructure with freely available and powerful Open Source tools Learn how to test and audit your systems using products like Snort and Wireshark and some of the add ons available for both In addition learn handy techniques for network troubleshooting and protecting the perimeter Take InventorySee how taking an inventory of the devices on your network must be repeated regularly to ensure that the inventory remains accurate Use NmapLearn how Nmap has more features and options than any other free scanner Implement FirewallsUse netfilter to perform firewall logic and see how SmoothWall can turn a PC into a dedicated firewall appliance that is completely configurable Perform Basic HardeningPut an IT security policy in place so that you have a concrete set of standards against which to measure Install and Configure Snort and WiresharkExplore the feature set of these powerful tools as well as their pitfalls and other security considerations Explore Snort Add OnsUse tools like Oinkmaster to automatically keep Snort signature files current Troubleshoot Network ProblemsSee how to reporting on bandwidth usage and other metrics and to use data collection methods like sniffing NetFlow and SNMP Learn Defensive Monitoring ConsiderationsSee how to define your wireless network boundaries and monitor to know if they re being exceeded and watch for unauthorized traffic on your network Covers the top 10 most popular open source security tools including Snort Nessus Wireshark Nmap and Kismet Follows Syngress proven How to Cheat pedagogy providing readers with everything they need and nothing they don t   **Small Business Resource Guide to the Web** ,1997   **Designing Interfaces** Jenifer Tidwell,2005-11-21 This text offers advice on creating user friendly interface designs whether they re delivered on the Web a CD or a smart device like a cell phone It presents solutions to common UI design problems as a collection of patterns each containing concrete examples recommendations and warnings   **Adobe Acrobat 8 How-Tos** Donna L. Baker,2007-02-12 Increase your productivity with Acrobat one technique at a time Now that PDF has become the ubiquitous electronic document format it s important to recognize that there s much more to Adobe Acrobat than just managing your documents and improving workflow With this powerful tool you can now communicate with new commenting

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the book you will know how to plan and execute Dynamics AX right on your first attempt using insider industry knowledge and best practices Style and approach This is a progressive easy to follow book that summarizes numerous aspects you need to know to make your Dynamics AX implementations successful using code examples to get you hands on *A Guide to Computer User Support for Help Desk & Support Specialists* Fred Beisse,2004 A standard for help desk professionals and those considering becoming support professionals this text focuses on key information for user support professionals including decision making communicating successfully with a client determining the client s specific needs and writing for the end user This text has been updated to reflect the latest in support industry trends especially the use of Web and email based support For those considering entering the field alternate career paths for user support workers are described This edition has retained and updated the CloseUp feature which details real life scenarios of working professionals and issues in the workplace With balanced coverage of both people skills and technical skills this book is an excellent resource for those in the technical support field Absolute Beginner's Guide to Microsoft Office Word 2003 Laura Acklen,2004 Provides step by step instructions on creating a variety of documents with the lastest version of Microsoft Word Process Improvement in Practice Tore Dybå,Torgeir Dingsøyr,Nils Brede Moe,2006-05-02 Faster better and cheaper are challenges that IT companies face every day The customer s expectations shall be met in a world where constant change in environment organization and technology are the rule rather that the exception A solution for meeting these challenges is to share knowledge and experience use the company s own experience and the experience of other companies Process Improvement in Practice A Handbook for IT Companies tackles the problems involved in launching these solutions Process Improvement in Practice A Handbook for IT Companies is designed for small IT companies who wish to start with systematic improvement The methods and techniques in this handbook are tried in practice and have proven to be easy to use and scalable for local needs Managers and developers will discover useful tips to initiate improvement work efficiently This practical handbook is based on the authors improvement work in a range of companies since the mid nineties Process Improvement in Practice A Handbook for IT Companies is designed for a professional audience composed of researchers and practitioners in industry This book is also suitable for graduate level students in software process improvement and software engineering *Google IT Support Professional Certificate* Cybellium,2024-10-26 Designed for professionals students and enthusiasts alike our comprehensive books empower you to stay ahead in a rapidly evolving digital world Expert Insights Our books provide deep actionable insights that bridge the gap between theory and practical application Up to Date Content Stay current with the latest advancements trends and best practices in IT Al Cybersecurity Business Economics and Science Each guide is regularly updated to reflect the newest developments and challenges Comprehensive Coverage Whether you re a beginner or an advanced learner Cybellium books cover a wide range of topics from foundational principles to specialized knowledge tailored to your level of expertise Become part of a global network of learners and professionals who trust Cybellium to guide

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