

# Visio 2016 Introduction

In Visio 2016, your documents are drawing files (VSDX) and are positioned in the right pane of your screen. Shapes (VSDO) are panels that visually represent the left side of the screen in the SHAPES pane. Shapes contain other shapes, shapes that you use [drag] onto your page and sometimes, sometimes VSDO are special combinations of documents with shapes that can be used as a master form which to create new documents.

## Creating a New Document

1. Choose FILE, then NEW, then I want to use the featured template view.
2. In essence, [Click] [Click] button.
3. [Click] shape like. Review the template description.
4. [Click] [Click] or [Click] and [Click] [Click].
5. Pressing <Ctrl> immediately creates a new document based on the current template.
6. [Click] effects properties like Color, Font, Paper, etc. Drawing Page for more information.

## Enabling Autorecovery of Files

In Visio, this is automatic saving and recovery of files is not enabled. In Visio 11.

1. Choose FILE, > OPTIONS.
2. In the SAVE category, check the Save Autorecovery as function. In the option and [Click] OK.

## Adding Shapes to a Drawing

1. Display the desired Shape by [Clicking] to which is the SHAPES pane, to open a panel not displayed, see the end of a Shape.
2. [Drag] the desired Shape to the drawing page. If prompted, supply the information requested to add into the shape.

## Selecting Multiple Shapes

The Pointer tool [Click] is used to select shapes. Choose first, then [Click] for different ways of single.

- Using Auto Select [Click] is useful to select adjacent shapes to select them.
- Using Lasso Select [Click] [Click] is a selection of a round shape, when non-adjacent ones, to select them.
- [Click] the first shape, hold <Shift> and [Click] other shapes as necessary <Shift> [Click] toggle the selection state.
- Press <Ctrl> to select all shapes on the page or SELECT ALL [Click] under the SELECT drop-down list.

The primary selected shape has a thick blue outline. The primary shape is used as the anchor for adding the other shapes. Other shapes have thin blue outline. A thin gray dot line surrounds all selected objects.

## Adding/Editing Text on a Shape

Use the text tool [Click] to add text with a shape or to [drag] to create a text and enter text.

1. Select the desired shape.
2. Choose HOME, [Click] or press <Ctrl> and type.
3. Press <Enter> to finish.
4. While the Pointer tool is active, [Click] a shape and begin typing, or [Click] [Click] to enter text.
5. Choose HOME, Text Block tool [Click] for free movement selection of text blocks associated with the page.

## 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 lines in a flowchart. They do not have to be thing in lines. Certain lines or connectors may require themselves (about connector, e.g., the isometric connector [Click]).
- A box is a shape with height and width. It is a 2-dimensional object. They are commonly the "main" element of a drawing, e.g., the isometric flowchart.

## Formatting Shapes & Text

1. Select the shape(s).
2. Choose HOME, then select options from the FONT, Fill, SHAPE FILL or SHAPE STYLE group.
3. Right-Click, a shape to display the shape mini toolbar.
4. To format text with the text, press <Right-Click> the text to display the text mini toolbar.

## Using Themes

Use themes to quickly apply consistent formatting to your file and document. Themes can be used to change the look of schemes of the document. Themes can be used to change shape theme, such as borders and connectors.

1. Choose DESIGN, then select a theme from the THEMES group, to display theme, [Click] [Click].
2. Choose a variant from the VARIANTS group.
3. For Theme Colors, [Click] the VARIANTS group, then click, and select from the list [Click].
4. For Theme Effects, [Click] the VARIANTS group, then click, and select from the list [Click].
5. To create a new theme color, choose <Color> after the color CHOOSE at the bottom of the list.
6. To apply the new theme is applied to all new shapes, from the THEMES group, [Click] [Click] and a background theme is to new shapes.

## Moving Shapes

1. Select the shape(s) to move.
2. [Drag] the selected or, place the arrow tool on the keyboard to navigate the selection in any direction.
3. If text is selected from elements from the shape, the Dynamic Grid is providing a guide for shape placement.
4. As the shape is moved, the connector may adjust for better layout.
5. Pressing <Shift> while [dragging] constrains movement to a vertical or horizontal direction.

## Copying Shapes

1. Select the shape(s) copy.
2. Choose HOME, then [Click] or press <Ctrl> <C>.
3. [Click] [Click] or press <Ctrl> <V>.
4. Press <Ctrl> while [dragging] the original shape.
5. Select a shape to duplicate and choose [Click] or press <Ctrl> <C>.

## Resizing Shapes

- Use [drag] the end point to the new location to change the length or angle. [Click] [Click] [Click] for line control.
- Use [drag] the control handle to the new size. Box shapes can be resized vertically to normally, and diagonally. Control handle icon [Click].

## Aligning Shapes

1. Select the shape(s). 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 [Click].
3. Select an alignment option from the list.
4. Alternatively, press <Alt> <F>. The ALIGN SHAPES dialog box allows a custom combination of VERTICAL, and HORIZONTAL, alignments.
5. To align shapes connected, [Click] [Click] [Click] and then AUTO ALIGN TO <ON> [Click].

## Distributing Shapes

1. Select the shape(s). The first shape becomes the primary selected shape and will act as a guide for other shapes.
2. Choose HOME, then POSITION [Click].
3. [Click] DISTRIBUTE HORIZONTAL or DISTRIBUTE VERTICAL.
4. Alternatively, POSITION [Click], then [Click] HORIZONTAL or DISTRIBUTE VERTICAL to display the DISTRIBUTE SHAPES dialog box. The DISTRIBUTE SHAPES dialog box allows a custom combination of VERTICAL, or HORIZONTAL distributions. Select the option, then [Click] OK.
5. To auto distribute shapes, POSITION [Click] [Click] and then DISTRIBUTE.

## Using Enhanced Alignment and Distributing Features

- Choose HOME, ALIGN, then AUTO ALIGN TO <ON> [Click] to align and space all objects to the selected first.
- Select a shape on the page to display a dialog to select with positioning with first for shape.



## Rotating and Flipping

1. Select the shape(s).
2. Choose HOME, POSITION [Click], then ROTATE SHAPES to rotate the shape(s) or 90, 180 degrees or to flip vertically or horizontally.
3. To freely rotate shapes, [drag] the rotate handle [Click].

## Creating Groups

1. Select the shape(s) to group.
2. Choose HOME, OR GROUP [Click], then GROUP [Click] or press <Shift> <Ctrl> <G>.

## To ungroup shapes:

1. Select the group.
2. Choose HOME, GROUP [Click], then UNGROUP [Click] or press <Shift> <Ctrl> <U>.

Note: After ungrouping, any modification applied to the group list, properties or ShapeSheet is lost.

| Keyboard Shortcuts:             |                                           |
|---------------------------------|-------------------------------------------|
| Switch to Pointer tool          | <Ctrl> <P>                                |
| Switch to Connector tool        | <Ctrl> <C>                                |
| Go to next page                 | <Ctrl> <Page Down>                        |
| Go to previous page             | <Ctrl> <Page Up>                          |
| Pen page for the selected       | <Alt> <Page>                              |
| Print selected a sheet          | <Alt> <Page>                              |
| Open/Close ribbon icon          | <Shift> <F>                               |
| Bring to front or back          | <Ctrl> <Shift> <F> or <B>                 |
| Zoom to Fit/On                  | <Ctrl> <Shift> <F>                        |
| Zoom to Whole Page              | <Ctrl> <Shift> <W>                        |
| Zoom in                         | <Ctrl> <Shift> <Left Click> or <Alt> <+>  |
| Zoom out                        | <Ctrl> <Shift> <Right Click> or <Alt> <-> |
| Search and Auto Insert          | <Ctrl> <Shift> <Search> or <Alt> <F>      |
| Find                            | <Ctrl> <Shift> <Find>                     |
| Rotate left or right            | <Ctrl> <L> or <R>                         |
| Flip Horizontal or Vertical     | <Ctrl> <Shift> <H>                        |
| Group or Ungroup                | <Ctrl> <Shift> <G> or <U>                 |
| Switch to connection point mode | <Ctrl> <Shift> <C>                        |

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**Index Veterinarius** ,2003      **Windows 10 All-In-One For Dummies** Woody Leonhard,2016-10-03 The most comprehensive guide to Windows 10 updated with the latest enhancements If you re new to Windows 10 and want an authoritative and accessible guide to the basics of the widely used operating system Windows 10 All in One For Dummies is the book for you Written by trusted Windows expert Woody Leonhard this freshly updated guide cuts through the jargon and covers everything you need to know including navigating the start menu personalizing your Windows experience maximizing Windows apps and managing security Windows 10 All in One For Dummies includes all the guidance you need to make the most of this latest update of Windows It shows you how to set up multiple user accounts create a Homegroup for easy sharing between devices backup your files and troubleshoot common problems Covers all the new features and latest enhancements to Windows 10 Makes upgrading to the latest version easier than ever Lets you work with apps like a pro Includes tons of tips on protecting your computer data privacy and identity Whether you use Windows 10 for business fun and games or staying in touch with family and friends Windows 10 All in One For Dummies makes it easy      **Electronics Buying Guide** ,2006      **Consumer Reports Buying Guide** Consumer Reports,2007-11 This is the 2008 edition to get help with trusted product reviews and comparisons      **Urological Men's Health** Daniel A. Shoskes,2012-06-15 Urological Men s Health A Guide for Urologists and Primary Care Physicians covers the major urologic conditions that have an impact on the health and well being of the adult male It opens with an overview of general men s preventative health as practiced by a world leading Executive Health center The volume covers the major genitourinary malignancies and addresses the latest controversies in screening and treatment selection This is followed by coverage of the conditions that don t shorten life but have major impact on quality of life and health care expenditure BPH urinary incontinence infertility urethral strictures erectile dysfunction urinary tract infections and chronic pelvic pain Also included are chapters on herbal and complementary therapy psychological and spousal support in urologic illness and the links between genitourinary disease and general vascular endothelial dysfunction Urological Men s Health A Guide for Urologists and Primary Care Physicians will be of great value to Urologists Internists General Practitioners and the residents and fellows who train within these specialties

**Encyclopedia of Italian Literary Studies** Gaetana Marrone,Paolo Puppa,2006-12-26 The Encyclopedia of Italian Literary Studies is a two volume reference book containing some 600 entries on all aspects of Italian literary culture It includes analytical essays on authors and works from the most important figures of Italian literature to little known authors and works that are influential to the field The Encyclopedia is distinguished by substantial articles on critics themes genres schools historical surveys and other topics related to the overall subject of Italian literary studies The Encyclopedia also includes writers and subjects of contemporary interest such as those relating to journalism film media children s literature food and vernacular literatures Entries consist of an essay on the topic and a bibliographic portion listing works for further

reading and in the case of entries on individuals a brief biographical paragraph and list of works by the person It will be useful to people without specialized knowledge of Italian literature as well as to scholars      **Buying Guide 2008** Consumer Reports,2007-11-13      **Miner's Magazine** ,1913      PC Magazine ,2008      Encyclopedia of Italian Literary Studies: A-J Gaetana Marrone,2007 Publisher description      *Artbibliographies Modern* ,1998      *Arts & Humanities Citation Index* ,1980 A multidisciplinary index covering the journal literature of the arts and humanities It fully covers 1 144 of the world s leading arts and humanities journals and it indexes individually selected relevant items from over 6 800 major science and social science journals      Love and Violence Bruno de Jésus-Marie (père, O.C.D.),1954      National Union Catalog ,1978      **La Ninez Del Padre Roxas** Lope de Vega,Diego L. Bastianutti,1988 La ni ez del Padre Roxas presents the critical edition of a play typical of the 17th century Spanish genre comedia de santos Professor Bastianutti has intended to give the student and specialist in the field both an authoritative edition and an insight into Lope s creative process In a play such as this for which Lope could not rely on an official biography of the protagonist he had to balance the need for objectivity with the requirement that the play be dramatically interesting In Lope s hands the comedia de santos became a supreme example of synaesthetic art form providing an optical sensory devotion a means of sublimating the subject loved by the people The author examines the extensive use that Lope made of the sermons and paintings occasioned by the death and funeral of Padre Roxas and concludes that Lope resolved the dilemma of objectivity in a subject devoid of reliable biographical data by incorporating in the play the information gleaned from the numerous sermons preached and paintings displayed during the funeral of Roxas      *Game Informer Magazine* ,2009      *The Perfect Vision* ,2006      *Dizionario scolastico* Nicola Spinelli,1965      **Catalogo dei libri in commercio** ,2003      **Raven Remote : Quick Reference Guide** Nevada Learning Series Inc,2001

## Adopting the Beat of Phrase: An Mental Symphony within **Visio 20quick Reference Guide**

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### **Table of Contents Visio 20quick Reference Guide**

1. Understanding the eBook Visio 20quick Reference Guide
  - The Rise of Digital Reading Visio 20quick Reference Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Visio 20quick Reference Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Visio 20quick Reference Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Visio 20quick Reference Guide
  - Personalized Recommendations

- Visio 20quick Reference Guide User Reviews and Ratings
- Visio 20quick Reference Guide and Bestseller Lists
- 5. Accessing Visio 20quick Reference Guide Free and Paid eBooks
  - Visio 20quick Reference Guide Public Domain eBooks
  - Visio 20quick Reference Guide eBook Subscription Services
  - Visio 20quick Reference Guide Budget-Friendly Options
- 6. Navigating Visio 20quick Reference Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Visio 20quick Reference Guide Compatibility with Devices
  - Visio 20quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Visio 20quick Reference Guide
  - Highlighting and Note-Taking Visio 20quick Reference Guide
  - Interactive Elements Visio 20quick Reference Guide
- 8. Staying Engaged with Visio 20quick Reference Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Visio 20quick Reference Guide
- 9. Balancing eBooks and Physical Books Visio 20quick Reference Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Visio 20quick Reference Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Visio 20quick Reference Guide
  - Setting Reading Goals Visio 20quick Reference Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Visio 20quick Reference Guide
  - Fact-Checking eBook Content of Visio 20quick Reference Guide

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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