

Visio 2016 Introduction

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

Creating a New Document

1. Choose FILE, then NEW, then click the **FEATURED** New item view.
2. If necessary, [Click] **Other items**.
3. [Click] a shape file. Review the template description.
4. [Click] **NEW DOC** or **USE EXISTING** and [Click] **CREATE**.
5. Pressing <Ctrl>+S immediately creates a new document based on the current template.
6. Apply effects as desired. See **Design**, **Format**, **Page** > **Drawing** tabs for more information.

Enabling Autorecovery of Files

In Visio, file autorecovery and recovery of files is not enabled, by default.

1. Choose FILE > OPTIONS.
2. In the SAVE category, check the **Save Autorecovery Information** checkbox and [Click] **OK**.

Adding Shapes to a Drawing

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

Selecting Multiple Shapes

The Pointer tool  is used to select shapes. Choose **Point**, then  for different ways of selecting.

- Using **Area Select**  [Drag] a rectangle to select adjacent shapes to select them.
- Using **Lasso Select**  [Draw] a selection of a closed 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>+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 outline. The primary shape is used as the anchor for adding the other shapes. Other shapes have thin blue outlines. A thin gray dot line surrounds all selected objects.

Adding/Editing Text on a Shape

Use the **Text Tool**  to add text with a shape or to [Drag] to create a text and attachment.

1. Select the desired shape.
2. Choose **POINT**  or press <Ctrl>+P and type.
3. Press <Enter> to finish.
4. While the Pointer tool is active, [Click] a shape and begin typing, or [Double-Click] to attach text.
5. Choose **POINT**, **Text Block Tool**  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 M lines. Certain lines or connectors may require themselves (closed connector, e.g., the U-shaped connector ).
- 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 box in a flowchart.

Formatting Shapes & Text

1. Select the shape(s).
2. Choose **POINT**, then select options from the **POINT**, **HAIRLINE** or **SHAPE** STYLES groups.
- or
- Right-Click, a shape to display the shape mini toolbar .
- To format text with the text, then [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 fills, such as borders and connectors.

1. Choose **POINT**, then select a theme from the **THEME** group, to activate theme, [Click] **THEME** .
2. Choose a variant from the **VARIANT** group.
3. For Theme Colors, [Click] the **APPLY** button, **THEME** button, and select from the list .
4. For Theme Effects, [Click] the **APPLY** button, **THEME** button, and select from the list .
- To create a new theme color, choose **CREATE** after **THEME** button at the bottom of the list.
- To apply the new theme is applied to all new shapes, from the **THEME** group, [Click] **NEW** and a **BACKGROUND** button to new shapes.

Moving Shapes

1. Select the shape(s) to move.
2. [Drag] the selected or, place the arrow head on the keyboard to navigate the selection in any direction.
- If text is selected from elements 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(s) copy.
2. Choose **COPY**, then  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

- Use [Drag] the end point to the new location to change the length or angle. [Drag] **Resizing endpoints** or **handles**  for free control.
- Use [Drag] the control handles to the new size. Box shapes can be resized vertically to normally, and diagonally. Control handles 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 **POINT**, then **ALIGN** .
3. Select an alignment option from the list.
- Alternatively, press <Alt>+F. The **ALIGN** **SHAPES** dialog box allows a custom combination of **VERTICAL** and **HORIZONTAL** alignments.
- To align shapes connected, [Click] **POINT** and then **ALIGN** **ALIGNED** **ON** **OR** **OFF** .

Distributing Shapes

1. Select the shapes. The first shape becomes the primary selected shape and will act as a guide for other shapes.
2. Choose **POINT**, then **DISTRIBUTE** .
3. [Click] **DISTRIBUTE** **HORIZONTAL** or **DISTRIBUTE VERTICAL**.
- Alternatively, **DISTRIBUTE**, 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**.
- To auto distribute shapes, **DISTRIBUTE** [Click] **OK** to **OK**.

Using Enhanced Alignment and Distributing Features

- Choose **POINT**, **ALIGN**, then **ALIGN** **ALIGNED** **ON** **OR** **OFF**  to align and space all objects to the selected box.
- Select a shape on the page to display a dialog to select with **aligning** with for shapes.



Rotating and Flipping

1. Select the shape(s).
2. Choose **POINT**, **ROTATE**, then **ROTATE**  to rotate the shape(s) or **90** **DEGREES** or to **Flip** vertically or horizontally.
- To freely rotate shapes, [Drag] the rotate handle .

Creating Groups

1. Select the shape(s) to group.
2. Choose **POINT**, **GROUP**  or press <Shift>+G or **GROUP**  or press <Shift>+G.

To ungroup shapes:

1. Select the group.
2. Choose **POINT**, **GROUP**  or press <Shift>+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 Up
Print selected's text	<Alt>+Page Up
Open/Close ribbon icon	<Shift>+F
Bring to front or back	<Ctrl>+Shift+F or B
Zoom to 100%	<Ctrl>+Shift+0
Zoom to Whole Page	<Ctrl>+Shift+W
Zoom in	<Ctrl>+Shift+Right Click or <Alt>+R
Zoom out	<Ctrl>+Shift+Left Click or <Alt>+L
Search and Auto Insert	<Ctrl>+Shift+Q or <Alt>+Q
Find	<Ctrl>+Shift+F (Right Drag)
Rotate left or right	<Ctrl>+L or R
Flip Horizontal or Vertical	<Ctrl>+Shift+J
Group or Ungroup	<Ctrl>+Shift+G or U
Switch to connection point mode	<Ctrl>+Shift+I

Visio 2010 Quick Reference Guide

Guillaume Favre

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the author's name.

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web apr 28 2020 in verses 10 13 we see the lesson of contentment while in verses 14 20 it talks about the gift of generosity today we will focus on the lesson of contentment and the value of being satisfied in god 10 i rejoiced in the lord greatly that now at length you have revived your concern for me

the secret of contentment philippians 4 10 13 - Jul 03 2022

web feb 11 2018 the daily telegraph did a survey recently listing the things people need for contentment apparently 65

experience contentment through getting the housework done 73 of people find alcohol is the way to contentment 6 think it s birdwatching they ve obviously never met a twitcher 9 think dancing is a route to contentment

contentment philippians 4 10 13 the restoration road - May 01 2022

web jan 26 2016 i can do everything through him who gives me strength philippians 4 10 13 first paul taught that the secret to freedom from allowing circumstances to control our emotions is to trust in the giver christ philippians 4 10 13 paul thanked the church for their gift to his ministry to advance the kingdom of christ

sermon the secret of contentment philippians 4 10 4 13 - Apr 12 2023

web the secret of contentment ben read philippians 4 10 4 13 26 july 2020 in our latest in the series letters from lockdown ben preaches from philippians 4 10 13 on paul s secret of contentment in this passage paul teaches us that contentment comes from the worth of knowing and loving jesus society today takes the very self centred view

philippians 4 10 learning to be content in christ - Feb 27 2022

web read philippians 4 12 13 paul says that he had learned the secret of being filled and going hungry both of having abundance and suffering need 4 12 that secret is stated in verse 13 i can do all things in him who continually infuses

philippians 4 10 13 and contentment reading acts - Jan 29 2022

web oct 30 2019 philippians 4 10 13 and contentment i had an interesting talk with a man at church recently he shared with me that the first church he attended after accepting christ was a health and wealth type church if something bad happened in your life there was an assumption that you had sinned and were being punished for it

philippians 4 10 13 niv thanks for their gifts i rejoiced bible - Sep 05 2022

web thanks for their gifts 10 i rejoiced greatly in the lord that at last you renewed your concern for me indeed you were concerned but you had no opportunity to show it 11 i am not saying this because i am in need for i have learned to be content whatever the circumstances 12 i know what it is to be in need and i know what it is to have

christian contentment philippians 4 10 13 grace presbyterian - Aug 04 2022

web mar 24 2019 series philippians finding joy in the gospel topic philippians scripture philippians 4 10 13 first scripture reading genesis 50 1 26 second scripture reading 1 timothy 6 3 21 sermon text philippians 4 10 13 we could think in terms of three main categories of discontentment with god s providence in our lives