

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 NEW button in the ribbon.
2. In the ribbon, [Click] [NEW] button.
3. [Click] a shape file. Review the template description.
4. [Click] [NEW] or [NEW] button and [Click] [OK].
5. Pressing <Ctrl>+N immediately creates a new document based on the current template.
6. [Click] effects properties (see Shape Properties > Drawing Page 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 checkbox in the ribbon and [Click] OK.

Adding Shapes to a Drawing

1. Display the desired Shape by [Clicking] it. This is the SHAPES pane. To open a panel not displayed, see the link in a Shape.
2. [Drag] the desired Shape to the drawing page. If prompted, supply the information requested to add the Shape.

Selecting Multiple Shapes

The Pointer tool [Click] is used to select shapes. Choose a point, then [Click] for different ways of selecting.

- [Click] Area Select [Click] [Click] is used to select adjacent shapes to select them.
- [Click] Lasso Select [Click] [Click] is 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 [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 outlines. 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 a text box.

1. Select the desired shape.
2. Choose HOME, [Click] [Text] or press <Ctrl>+T and type.
3. Press <Enter> to finish.
4. While the Pointer tool is active, [Click] a shape and begin typing, or [Double-Click] to activate.
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 a bounding box. 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 boxes in a flowchart.

Formatting Shapes & Text

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

- Right-Click, a shape to display the shape mini toolbar.



- To format text on the text, press <Right-Click> the text to display the text mini toolbar.

Use these to quickly apply color/text formatting to your text or document. These tools are used to change the color or shape of the document. These tools are used to change shape items, such as borders and connectors.

1. Choose EFFECT, then select a theme from the THEMES group. To remove theme, [Click] NONE.
2. Choose a variant from the VARIANTS group.
3. For Theme Colors, [Click] the VARIANTS group. Select a color, and select from the list.
4. For Theme Effects, [Click] the VARIANTS group. Select a color, and select from the list.
- To create a new theme color, choose <Click> after the THEMES group at the bottom of the list.
- To apply the new theme is applied to all new shapes, from the THEMES group, [Click] NEW and a new theme is applied to all new shapes.

Moving Shapes

1. Select the shape(s) to move.
2. [Click] the selected text, place the arrow text on the keyboard to move 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) to copy.
2. Choose HOME, then [Click] or press <Ctrl>+C.
3. [Click] the [Click] or press <Ctrl>+V.

- Press <Ctrl> while [dragging] the original shape.
- Select a shape to duplicate and choose [Click] or press <Ctrl>+D.

Resizing Shapes

- Use [drag] the end point to the new location to change the length or angle. [Click] the alignment midpoint or center 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.
- Alternatively, press <Alt>+F. The ALIGN SHAPES dialog box allows a custom combination of VERTICAL, and HORIZONTAL, alignment.
- To align shapes connected, [Click] POSITION and then AUTO ALIGN TO ORIGIN [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 to align to.
2. Choose HOME, then POSITION [Click].
3. [Click] DISTRIBUTE HORIZONTAL or DISTRIBUTE VERTICAL.
- Alternatively, POSITION [Click], 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 the option, then [Click] OK.
- To auto distribute shapes, POSITION [Click] [Click] and then DISTRIBUTE.

Using Enhanced Alignment and Distributing Features

- Choose HOME, ALIGN, then AUTO ALIGN TO ORIGIN [Click] to align and space all objects to the selected first shape.
- 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.
- To freely rotate shapes, [Click] the rotate handle [Click].

Creating Groups

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

To ungroup shapes:

1. Select the group.
2. Choose HOME, GROUP [Click], then UNGROUP. 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
Run page for the selected	<Alt>+Page Up
Print selected a list of	<Alt>+Page Up
Open/Close ribbon icon	<Shift>+F
Bring to front or back	<Ctrl>+Shift+F or B
Zoom to Fit	<Ctrl>+Shift+Z
Zoom to Whole Page	<Ctrl>+Shift+W
Zoom in	<Ctrl>+Shift+<Right-Click> or <Alt>+N
Zoom out	<Ctrl>+Shift+<Left-Click> or <Alt>+M
Search and Auto	<Ctrl>+Shift+<Drag> or <Alt>+S
Find	<Ctrl>+Shift+<Right-Click>
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

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JG Myers



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