

# Visio 2016 Introduction

In Visio 2016, your documents are stored files (VSDX) and are positioned in the main area of your screen. Visio 2016 documents that are saved appear on the left side of the screen in the SHAPES pane. Shapes contain other shapes, shapes that you save [F5] into your page and templates. Together, 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, choose the template you want to use, then click OK.
2. If necessary, [Click] OK to edit.
3. [Click] a shape file. Review the template description.
4. [Click] YES TO OR NO LISTS and [Click] OK to create.
5. Pressing <Ctrl>+S immediately creates a new document based on the current template.
6. [Click] effects appropriate to the current printer paper or drawing page for more information.

## Enabling Autorecovery of Files

In Visio, file autorecovery saving and recovery of files is not enabled. In Visio 8:

1. Choose FILE, then SAVE.
2. In the SAVE category, check the SAVE AUTORECOVERY IN FUNCTION DRAFT option and [Click] OK.

## Adding Shapes to a Drawing

1. To play the desired sound by [Clicking] it, click in the SHAPES pane. To open a desired set of shapes, see the entry in SHAPES.
2. [Click] the desired shape in the drawing page. If prompted, supply the information requested to set up the shape.

## Selecting Multiple Shapes

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

- To drag, use the Select tool . Dragging is selecting a series of adjacent shapes to select them.
- To drag, use the Select tool . [Click] a selection of a round shape, when non-adjacent ones, to select them.
- [Click] the first shape, hold <Shift> and [Click] other shapes to select. <Shift>+ [Click] toggle the selection of one.
- 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. The gray oval on the outside of selected objects.

## Adding/Editing Text on a Shape

Use the text tool  to add a text within a shape or to [Drag] to create a text and enter text.

1. Select the desired shape.
2. Choose HOME,  or press <Ctrl>+V 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 it.
5. Choose HOME, text tool . Don't lose movement selection 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 lines in a flowchart. They don't have to be thing M lines. Certain lines or connectors may associate themselves around connector, 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" element of an entity, e.g., the boxes in a flowchart.

## Formatting Shapes & Text

1. Select the shape(s).
  2. Choose HOME, then select options from the FONTS, SHAPE STYLE, or SHAPES EFFECTS groups.
- or
- Right-Click, choose to click in the shape mini toolbar.
- 
1. To format text on the text, type <Alt>+<Click> the text to display the text mini toolbar.
- 

## Using Themes

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

1. Choose DESIGN, then select a theme from the THEMES group.
  2. Choose a version from the VARIATIONS group.
  3. For Theme Colors, [Click] the VARIATIONS theme button, and select from the list .
  4. For Theme Effects, [Click] the VARIATIONS theme button, and select from the list .
- To create a new theme color, choose <Click> after the list  of the list.
  - To make the new theme is applied to all new shapes, from the THEMES group, [Click] YES TO YES and <Click> APPLY THEMES 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 indicate the direction 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  or press <Ctrl>+C.
3. [Click] PASTE  or press <Ctrl>+V.

- or
- Press <Ctrl>+V while [dragging] the original shape.

- Select a shape to duplicate and choose  or PASTE or press <Ctrl>+D.

## Resizing Shapes

- Use  to indicate to the new location for the shape, the length or angle. [Drag] the segment midpoint  or vertex  for free control.
- For [drag] the control handles to the new size, four shapes can be used and vertically to horizontally, and diagonally. Control handles icon .

## Aligning Shapes

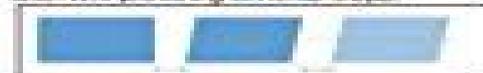
1. Select the shape(s). The first shape becomes the primary selected shape and will act as a guide for other shapes to align to.
  2. Choose HOME, then SHAPES  from the list.
  3. Select an alignment option from the list.
- Alternatively, a list <Alt>+F9. The SHAPES EFFECTS dialog box allows a custom combination of VERTICAL and HORIZONTAL edge marks.
  - To align shapes connected, [Click] POSITION and then ALTS ALIGN IN & OR A OF .

## 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 .
  3. [Click] DISTRIBUTE HORIZONTAL or DISTRIBUTE VERTICALLY.
- Alternatively, POSITION  then [Click] YES TO DISTRIBUTE. [Click] YES TO DISTRIBUTE. SHAPES dialog box, the DISTRIBUTE SHAPES dialog box of two or more combination of VERTICAL and HORIZONTAL distributions. Select the location, then [Click] OK.
  - To auto distribute shapes, POSITION  [Click] YES TO DISTRIBUTE.

## Using Enhanced Alignment and Distributing Features

- Choose HOME, AL OR, then ALTS ALIGN IN & OR A OF  to align and space all objects to a selected list.
- Move a shape(s) into the page to display grid to assist with positioning with a list for shape.



## Rotating and Flipping

1. Select the shape(s).
2. Choose HOME, POSITION  then ROTATE SHAPES to rotate the shape(s) or 90, 180 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 HOME, OR GROUP , then GROUP or press <Shift>+<Ctrl>+G.

## To ungroup shapes:

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

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

### Keyboard Shortcuts

|                                  |  |
|----------------------------------|--|
| Switch to Pointer tool           | <Alt>+I                                    |
| Switch to Connector tool         | <Alt>+J                                    |
| Go to next page                  | <Alt>+Page Down                            |
| Go to a previous page            | <Alt>+Page Up                              |
| Page page for the shape selected | <Alt>+Page Down                            |
| Print selected shape(s)          | <Alt>+Page Up                              |
| Overlapped tab icon              | <Shift>+F                                  |
| Bring to front or back           | <Alt>+Shift+F or B                         |
| Zoom to 100%                     | <Alt>+Shift+Z                              |
| Zoom to Whole Page               | <Alt>+Shift+W                              |
| Zoom in                          | <Alt>+Shift+(Left Click) or <Alt>+N        |
| Zoom out                         | <Alt>+Shift+(Right Click) or <Alt>+Shift+O |
| Search in Area                   | <Alt>+Shift+(F) or (G) or (H)              |
| Printing                         | <Alt>+Shift+(Right Drag) or <Alt>+Shift+P  |
| Rotate left or right             | <Alt>+L or R                               |
| File Horizontal or vertical      | <Alt>+Shift+Z                              |
| Group or Ungroup                 | <Alt>+Shift+G or U                         |
| Switch to connection point mode  | <Alt>+Shift+I                              |

# Visio 2010 Quick Reference Guide

**Guillaume Favre**



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