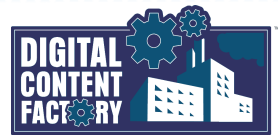


Microsoft® Visio® 2013 Quick Reference



Exploring the Microsoft Visio 2013 Interface

Backstage view – Provides access to a location where you can create, open, save, print, share, and close drawings. You can also modify settings such as remove personal information from a drawing and change publish options (shown below), change Visio options, and connect to services using your Microsoft account. Click this button to return to the drawing.

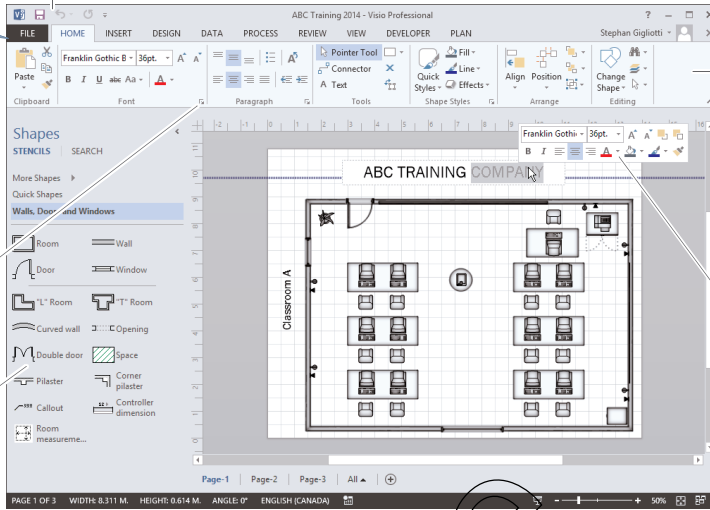
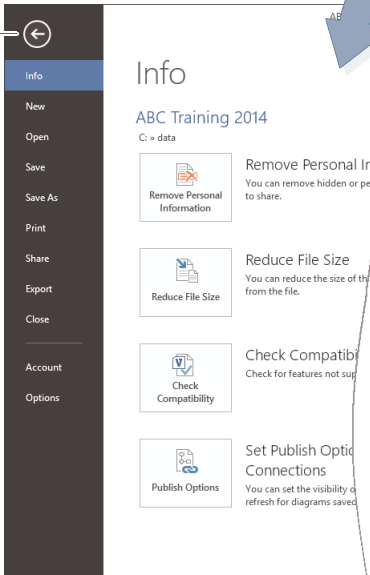
Quick Access Toolbar – Provides quick access to button commands you use often. Click the button to select or deselect commands to be shown or hidden, or select **More Commands** to further customize the Quick Access Toolbar.

Ribbon – Provides access to button commands. The Ribbon is organized into tabs, groups, and buttons (representing Visio commands). To select Ribbon commands using the mouse, point to the desired items and click. To use the keyboard:

1. Press the **ALT** key followed by the letter or number key associated with the desired tab or command, e.g., press **H** to select the **Home** tab.
 2. If required, press other keys as indicated to complete the command selection.
- If required, press **ESC** to back track or cancel the keyboard selection of a command.

See the “**Contextual tabs**” topic below for additional information on tabs.

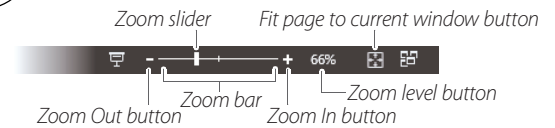
Mini toolbar – Appears automatically above selected text, and provides access to frequently used text and paragraph formatting commands.



Shapes window – Shows the currently open stencils (containers of related shapes). Drag shapes from their stencils onto the drawing area to create your drawing or onto the pasteboard for easy access.

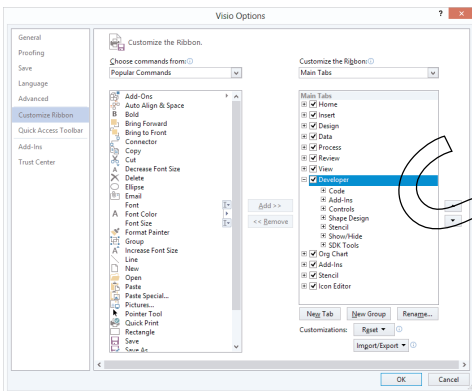
Zoom controls – Allow s you to change the zoom level, or access the Zoom dialog box for more options.

Dialog Box Launcher – Click a Ribbon group's **Dialog Box Launcher** button (where available) to open a dialog box associated with that group for access to additional functionality.



Customizing the Ribbon

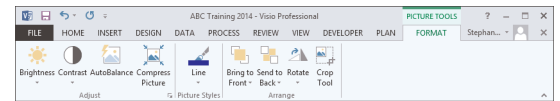
1. With the Backstage view open, select **Options > Customize Ribbon**.



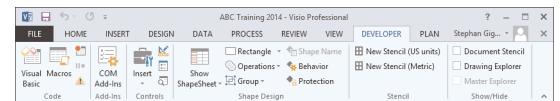
- To show or hide Ribbon tabs, enable or disable their check boxes in the **Main Tabs** list.
- To create a new tab, click the **New Tab** button to insert it (after the currently selected tab).
- To create a custom group, select the tab where it is to be created, and then click the **New Group** button (editing the new group's name if desired).
- To rename a tab or group, select it, click the **Rename** button, and then type the new name.
- To add a command to a custom group, select the group, select the command from the commands list, and then click the **Add** button.
- To restore the Ribbon to its default state, click the **Reset** button, and then select **Reset all customizations**.

2. Click **OK** when finished.

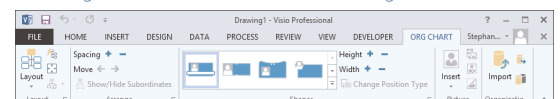
Contextual tabs – Appears for particular selected objects. The **Picture Tools** contextual tab and **Format** sub-tab appear if a picture is selected, for example.



Developer tab – The **Developer** tab sounds like something for advanced users only and is disabled by default, but has features for regular users as well.



Other tabs appear when particular templates are open. Such templates include **Brainstorming**, **Timeline**, **Gantt Chart**, **Plan**, and **Org Chart** (shown below).



Featured Objectives

PAGE 1, 2, & 3

Exploring the Microsoft Visio 2013 Interface

- Learn about the Visio 2013 user interface, including its screen components and how to use them.

Getting Started

- Learn how to launch and close Visio 2013, as well as open, create, save, close, and print drawings.

Viewing Drawings

- Learn how to change the zoom level and use the Pan & Zoom window.

Drawing and Editing Shapes

- Learn how to select, delete, move/copy, resize, and rotate shapes; use rulers, guides and the grid; and access the Snap & Glue dialog box.

PAGE 4, 5, & 6

Arranging Shapes

- Learn how to align, distribute, rotate and flip, reorder, group, and ungroup shapes.

Formatting Shapes

- Learn how to apply themes, colors, patterns, and effects.

Working with Text

- Learn how to add text to shapes, edit text, format and arrange text blocks, as well as find and replace text.

Connecting Shapes

- Learn how to use connector shapes and glue settings to link shapes in a flow process or organizational chart.

PAGE 7 & 8

Working with Layers

- Learn how to work with layers and use layer properties.

Formatting Drawing Pages

- Learn how to add headers and footers, as well as how to create and assign backgrounds and background pages.

Working with Stencils

- Learn how to use the Shapes window to manage stencils; and build custom stencils by copying and pasting master shapes.