

Microsoft® Office Visio® 2007 Quick Reference



Microsoft Office Visio 2007 Interface

Microsoft Office Visio 2007 is an application that enables you to create business and technical diagrams, such as flowcharts, organization charts, business processes, office layouts, and maps so that you can document and organize complex ideas, processes, and systems. Using the drawings that you create in Visio 2007, you can visualize information clearly, concisely, and effectively in ways that text and numbers cannot. Visio 2007 is also able to automate data visualization by synchronizing directly with various data sources to provide up-to-date drawings.

Menu Bar - Used to access all of Visio's commands.

Toolbars - Provide easy access to buttons for some of Visio's frequently used commands.

Shapes Window - Displays all of the open stencils. It also contains the **Search for Shapes** text box, which is used to locate shapes not available in the current stencils.

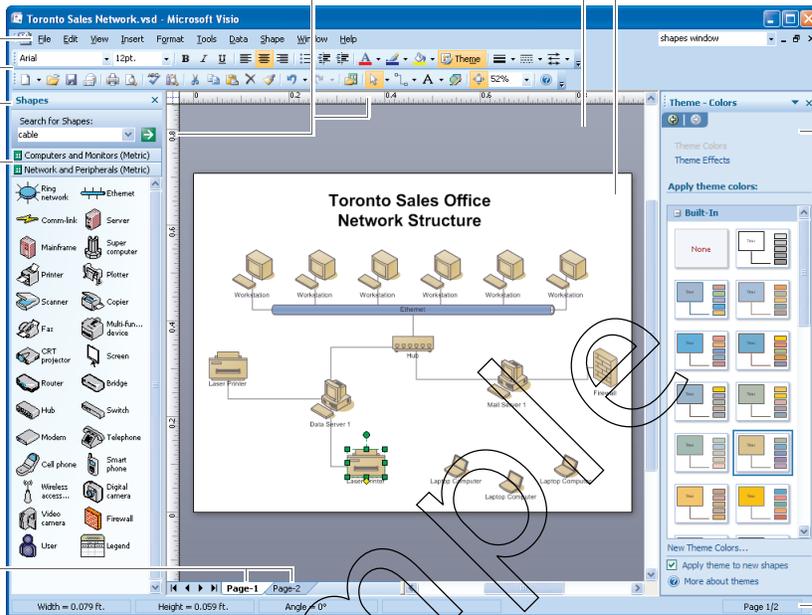
Stencils - Hold collections of related shapes, which are associated with particular types or styles of drawings. Drag a shape to the desired location on the Drawing page to insert the shape.

Page tabs - Allow you to navigate to specific page(s). Right-click a tab to insert, delete, rename, or reorder pages.

Rulers - Used to help guide a shape's location and size within the Drawing page.

Paste board - Area surrounding the Drawing page.

Drawing page - Provides an area in which to insert shapes, text, etc. to create drawings.



Task bar area - Provides an area where task panes are docked (automatically) to perform various tasks. Task panes will appear as the result of selecting certain menu or toolbar commands. In addition, a different task pane may be displayed by clicking the **Other Task Panes** button, and then selecting the desired task pane from the list.

Status bar - Displays the current number of pages in the drawing, as well as details related to the selected object.

View, Zoom, and Pan Shortcuts

F5	Toggles between Full Screen and Normal view.
CTRL+W	Changes zoom level to display the entire page.
Zoom out	Press CTRL+SHIFT and right-click.
Zoom in	Press CTRL+SHIFT and click or drag at a specific location on the page to zoom in to that specific area.
Pan on a page	Press CTRL+SHIFT and right-drag in the desired direction.

Text and Drawing Tool Shortcuts

Press a shortcut listed directly below to activate the corresponding tool. If using the **Pointer Tool**, click an object to select it. If using the **Text Tool**, click and type to insert text. For other tools, drag to draw shapes.

CTRL+1	Pointer Tool	CTRL+6	Line Tool
CTRL+2	Text Tool	CTRL+7	Arc Tool
CTRL+3	Connector Tool	CTRL+8	Rectangle Tool
CTRL+4	Pencil Tool	CTRL+9	Ellipse Tool
CTRL+5	Freeform Tool		

Shape Management Shortcuts

CTRL+G	Groups selected shapes.
CTRL+SHIFT+U	Ungroups the selected object.
CTRL+SHIFT+F	Moves selected item(s) to the front.
CTRL+SHIFT+B	Moves selected item(s) to the back.

Shape Management Shortcuts... cont'd

CTRL+L	Rotates selected item(s) left.
CTRL+R	Rotates selected item(s) right.
CTRL+H	Flips selected item(s) horizontally.
CTRL+J	Flips selected item(s) vertically.

Getting Started

Starting and Exiting Microsoft Office Visio 2007

1. Select **Start > All Programs > Microsoft Office > Microsoft Office Visio 2007**.

Note: The **Getting Started with Microsoft Office Visio** page appears, which allows you to begin creating a new drawing based on various templates, or open a recent drawing.

- To exit Visio, select **File > Exit**, or click the Visio application **Close** button.

Note: If a drawing has not been saved, you will be prompted to save it before you exit.

Creating New Drawings

1. If the **Getting Started with Microsoft Office Visio** page is displayed, click the desired link in the Template Categories pane, click the desired drawing template to select it, if required, select the desired unit of measurement option (US or Metric), and then click the **Create** button.

-- OR --

1. Click the drop-down button associated with the **New** button on the Standard toolbar, point to the desired template category, and then click the desired template drawing.

Getting Started... cont'd

-- OR --

1. Click the **New** button to open a blank drawing page.
- **Saving Drawings**
 1. Click the **Save** button on the Standard toolbar.
 2. Select the drive and folder in which the drawing will be saved.
 3. Type the desired file name in the File name text box, and click the **Save** button.

Opening Drawings

1. Click the **Open** button on the Standard toolbar.
2. Select the drive and folder from which the drawing will be opened.
3. Select the desired drawing file name, and click the **Open** button.

Closing Drawings

1. Select **File > Close**, or click the **Close window** button.

Managing Drawing Pages

1. Right-click a page tab:
 - To insert a page, select **Insert Page**, specify the page properties, and click **OK**.
 - To delete a page, select **Delete Page**.
 - To rename a page, select **Rename Page**, type the new name, and press **ENTER**.
 - To reorder pages, select **Reorder Pages**, move the pages up or down as required, and click **OK**.