

# Visio 2013 Introduction

In Visio 2013, your documents are drawing files (.VSDX) and are positioned in the main area of your screen. Shapes (.VSSX) are panels that usually appear on the left side of the screen in the SHAPES pane. Shapes contain Master Shapes, shapes that you can [drag] onto your page and customize. Templates (.VSTX) are special combinations of documents with elements that can be used as a master from which to create new documents.

## Creating a New Document

1. Choose **FILE**, then **NEW**. You are in the **FEATURED** templates view.
2. If necessary, [Click] **CATEGORIES**.
3. [Click] a template. Review the template description.
4. Select **METHOD** or **DIAGRAMS** and [Click] **CREATE**.
- If Visio is running, pressing <Ctrl+N> immediately creates a new document based on the current template.
- **SHAPES** affects paper size. See **Setup: Printer Paper vs. Drawing Page** for more information.

## Enabling Autorecovery of Files

In Visio, the automatic saving and recovery of files is not enabled, by default.




1. Choose **FILE**, **OPTIONS**.
2. In the **SAVE** category, check the **SAVE AUTORECOVER INFORMATION** entry option and [Click] **OK**.

## Adding Shapes to a Drawing

1. Display the desired stencil by [Clicking] in the **SHAPES** pane. To open a stencil not displayed, see **Opening a Stencil**.
2. [Drag] the desired shape to the drawing page. If prompted, supply the information required to complete the shape.

## Selecting Multiple Shapes



The Pointer tool  is used to select shapes. Choose **HOLD**, then  for different ways of using it.

- **Using Area Select**  [Drag] across adjacent shapes to select them.
- **Using Lasso Select**  [Draw] a selection net around shapes, then click adjacent items to select them.
- [Click] the first shape, hold <Shift> and [Click] other shapes as necessary. <Shift> [Click] toggles the selected 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 solid outline. The primary shape is used as the anchor for aligning the other shapes. Other shapes have thin blue solid outlines. A thin gray solid line surrounds all selected objects.

## Adding/Editing Text on a Shape

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

1. Select the desired shape.
2. Choose **HOLD**,  or press <Ctrl+D> and type.
3. Press <Esc> to finish.
- While the Pointer tool is active, [Click] a shape and begin typing, or [Double Click] to enter text.
- Choose **HOLD**, **Text Block Tool**  for free measurement rotation of text blocks associated with shapes.

## Line vs. Box Shapes

- A line is 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 straight lines. Custom lines or connectors may curve themselves around obstacles, 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" elements of a drawing, e.g., the boxes in a flowchart.

## Formatting Shapes & Text

1. Select the shape(s).
2. Choose **HOLD**, then select options from the **HOME**, **DESIGN** or **VIEW** ribbon groups.

- [Right Click] a shape to display the shape mini toolbar.



## Using Themes

Use themes to quickly apply consistent formatting to your entire document. Theme Colors are used to change the color scheme of the document. Theme Effects are used to change shape items, such as borders and connectors.

1. Choose **DESIGN**, then select a theme from the **THEMES** group. To see more themes, [Click] **MORE** .
2. Choose a variant from the **VARIANTS** group.
3. For Theme Colors, [Click] the **THEMATIC** group **MORE** button, and select from the list  or .
4. For Theme Effects, [Click] the **VARIANTS** group **MORE** button, and select from the list  or .
- To create a new theme color, choose **CREATE NEW THEME COLORS** at the bottom of the list.
- To ensure the new theme is applied to all new shapes, from the **THEMES** group, [Click] **MORE**  and check **APPLY THEME TO NEW SHAPES**.

## Moving Shapes

1. Select the shape(s) to move.
2. [Drag] the selection or press the arrow keys on the keyboard to nudge the selection in any direction.
- If faint dashed lines emanate 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 to copy.
2. Choose **HOLD**,  or press <Ctrl+C>.
3. [Click] **PASTE**  or press <Ctrl+V>.

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




## Resizing Shapes

- **Line**: [Drag] the endpoints to the new locations to change the length or angle. [Drag] line segment endpoints  or vertices  for fine control.
- **Box**: [Drag] the control handles to the new size. Box shapes can be resized vertically, horizontally, and diagonally. Control handle icons: 

## 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 **HOLD**, then **ALIGN**  or .
3. Select an alignment pattern from the list.
- Alternatively, press <Alt>. The **ALIGN SHAPES** dialog box shows a custom combination of **VERTICAL** and **HORIZONTAL** alignments.
- To strengthen connectors, [Click] **POSITION** and then **AUTO ALIGN & SPACE** .

## Distributing Shapes




1. Select the shapes. The first shape becomes the primary selected shape and will act as a guide for distribution.
2. Choose **HOLD**, then **POSITION** .
3. [Click] **DISTRIBUTE** **HORIZONTAL** or **DISTRIBUTE VERTICAL**.
- Alternatively, **POSITION** , then [Click] **WORD DISTRIBUTE** **OPTIONS** to display the **DISTRIBUTE SHAPES** dialog box. The **DISTRIBUTE SHAPES** dialog box allows a custom combination of **VERTICAL** or **HORIZONTAL** distributions. Select distribution, then [Click] **OK**.
- To auto distribute shapes, **POSITION**  [Click] **AUTO SPACE**.

## Using Enhanced Alignment and Distributing Features

- Choose **HOLD**, **ALIGN** then **AUTO ALIGN & SPACE** to align and space all objects to each other.
- Move a shape onto the page to display guides to assist with positioning with other shapes.



## Rotating and Flipping

1. Select the shape(s).
2. Choose **HOLD**, **POSITION** , then **ROTATE**  to rotate the shape left or right 90 degrees, or to flip vertically or horizontally.
- To freely rotate a shape, [Drag] the feature handle .

## Creating Groups

1. Select the shapes to group.
2. Choose **HOLD**, **GROUP** , then **GROUP** . Or, press <Shift+Ctrl+G>.

## To ungroup shapes:

1. Select the group.
2. Choose **HOLD**, **GROUP** , then **UNGROUP** . Or, press <Shift+Ctrl+U>.

Note: After ungrouping, any modifications applied to the group (e.g., properties or ShapeSheet) are lost.

## Keyboard Shortcuts

Switch to Pointer Tool	Ctrl+I
Go to next page	Ctrl+Page Down
Go to previous page	Ctrl+Page Up
Full page (nothing selected)	Arrow keys
Move selected object(s)	Arrow keys
Move from shape to shape	Tab
Open Page dialog box	Shift+F4
Bring to Front or Back	Ctrl+Shift+F or B
Zoom to 100%	Ctrl+Shift+I
Zoom to fit	Ctrl+Shift+W
Zoom in	Ctrl+Shift+Left Click or Alt+F4
Zoom out	Ctrl+Shift+Right Click or Alt+Shift+F4
Rotate left or right	Ctrl+L or R
Flip horizontal or vertical	Ctrl+H or V
Group or Ungroup	Ctrl+Shift+G or U
Add connection point	Ctrl+Shift+I

# Visio Help Guide

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## Visio Help Guide:

Visio 2013 Absolute Beginner's Guide Chris Roth,2013-03-18 Make the most of Visio2013 without becoming a technical expert Visio 2013 Absolute Beginner s Guide is the fastest way to get comfortable and productive with the newest version of Visio use its powerful new tools and extend it to the web and the latest mobile devices Whether you re new to Visioor you re one of the millions who ve used previous versions this practical approachable book will show you how to do exactly what you want one incredibly clear and easy step at a time Friendly direct and patient this book reveals Visio2013 s power and helps you quickly master its updated interface World renowned Visiotutorial author Chris Roth provides step by step instructions for every task requiring more than one step He presents screenshots guiding you through complex processes and illustrations demonstrating the touch gestures you need to run Visio on the latest tablets and Windows 8 devices Along the way he covers key Visio 2013 improvements that simplify diagramming help you build more attractive visuals allow for dynamic diagram updates with real time data and make it easier to collaborate with others on your team **Microsoft Visio 2013 Step By Step** Scott A. Helmers,2013-05-15 The smart way to learn Microsoft Visio 2013 one step at a time Experience learning made easy and quickly teach yourself how to create professional looking business and technical diagrams with Visio 2013 With Step by Step you set the pace building and practicing the skills you need just when you need them Create dynamic organization charts with Visio Make charts with wizards or build them by hand Build drawings using Visio themes and effects Use data driven drawings in Microsoft SharePoint Import manipulate and visualize business data Draw and then execute SharePoint 2013 workflows SharePoint 2013 User's Guide Anthony Smith,Tony Smith,2013-06-11 Provides an examination of the next generation of Microsoft SharePoint technologies explaining how to use the technologies to extend the information sharing and collaboration capabilities to develop enterprise information management sharing and collaboration solutions Metastorm ProVision 6. 2 User Guide Bill Aronson,2010-05-06 The Metastorm ProVision 6 2 User Guide is the essential reference Packed with tips and tricks that go way beyond what you would expect the book explains how to ask the right questions as well as how to use the program All the new features are described Bill shares his expertise in many areas including simulation strategy and process improvement *The Insider's Guide to Technical Writing* Krista Van Laan,2012-05-15 Every complex product needs to be explained to its users and technical writers also known as technical communicators are the ones who do that job A growing field technical writing requires multiple skills including an understanding of technology writing ability and great people skills Whether you re thinking of becoming a technical writer just starting out or you ve been working for a while and feel the need to take your skills to the next level The Insider s Guide to Technical Writing can help you be a successful technical writer and build a satisfying career Inside the Book Is This Job for Me What does it take to be a technical writer Building the Foundation What skills and tools do you need to get started The Best Laid Plans How do you create a schedule that won t make you go crazy How do you manage different development

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2016 is a presentation program that presents information in the form of slides This program is developed by Microsoft and was originally called Presenter released by another company Forethought Inc It was originally launched in May 1990 and was and always been a part of the Microsoft Suite It is popularly known as a program that helps users to develop slide based presentations and is currently the most used presentation program in the world The purpose of this guide is to introduce users to the latest version of the Microsoft PowerPoint program Reviews on the newest issue purport that it is new and improved boasting redesigned and creative features The manual will first look at the genesis of the program s manufacturer Microsoft Inc The Microsoft Office suite and its foundation and subsequent growth will then be discussed followed by growth of the actual PowerPoint program

**A Guide to Computer User Support for Help Desk & Support Specialists** Fred Beisse,2004 A standard for help desk professionals and those considering becoming support professionals this text focuses on key information for user support professionals including decision making communicating successfully with a client determining the client s specific needs and writing for the end user This text has been updated to reflect the latest in support industry trends especially the use of Web and email based support For those considering entering the field alternate career paths for user support workers are described This edition has retained and updated the CloseUp feature which details real life scenarios of working professionals and issues in the workplace With balanced coverage of both people skills and technical skills this book is an excellent resource for those in the technical support field

**How to Cheat at Configuring Open Source Security Tools** Michael Gregg,Eric Seagren,Angela Orebaugh,Matt Jonkman,Raffael Marty,2011-04-18 The Perfect Reference for the Multitasked SysAdminThis is the perfect guide if network security tools is not your specialty It is the perfect introduction to managing an infrastructure with freely available and powerful Open Source tools Learn how to test and audit your systems using products like Snort and Wireshark and some of the add ons available for both In addition learn handy techniques for network troubleshooting and protecting the perimeter Take InventorySee how taking an inventory of the devices on your network must be repeated regularly to ensure that the inventory remains accurate Use NmapLearn how Nmap has more features and options than any other free scanner Implement FirewallsUse netfilter to perform firewall logic and see how SmoothWall can turn a PC into a dedicated firewall appliance that is completely configurable Perform Basic HardeningPut an IT security policy in place so that you have a concrete set of standards against which to measure Install and Configure Snort and WiresharkExplore the feature set of these powerful tools as well as their pitfalls and other security considerations Explore Snort Add OnsUse tools like Oinkmaster to automatically keep Snort signature files current Troubleshoot Network ProblemsSee how to reporting on bandwidth usage and other metrics and to use data collection methods like sniffing NetFlow and SNMP Learn Defensive Monitoring ConsiderationsSee how to define your wireless network boundaries and monitor to know if they re being exceeded and watch for unauthorized traffic on your network Covers the top 10 most popular open source security tools including Snort Nessus Wireshark Nmap and Kismet Follows

Syngress proven How to Cheat pedagogy providing readers with everything they need and nothing they don't      *Spiritual Formation* Henri J. M. Nouwen, 2010-08-31 Henri Nouwen was one of the great spiritual masters of the modern age His beloved writings have helped millions understand that no matter where we are God can meet us there Read this brand new compilation of his writings and conferences and let Henri Nouwen accompany you with his trademark wisdom acuity common sense erudition and most of all compassion and help you encounter God more fully in your daily life James Martin SJ author of *The Jesuit Guide to Almost Everything* Led by the writing of beloved bestselling author Henri Nouwen With Open Hands Reaching Out The Wounded Healer Making All Things New the authors of *Spiritual Direction* return with the second work in this popular spirituality series on how to live out the five classical stages of spiritual development      Organizational, Direct Support and General Support Maintenance Manual , 1985      *Building a Digital Future* Lipi Sarkar, Vinnie Bansal, 2021-05-25 The dramatic events of 2020 have clarified the urgent need for digital transformation in countless organizations The rise of remote work and the rapidly increasing use of cloud technologies are just two drivers of the relentless pace of digital disruption Despite this many companies remain underequipped or hesitant to embrace digital transformation Understanding the key drivers of change and leveraging the powerful capabilities from technologies with a collaborative platform can aid an organization to prepare for digital transformation Building a Digital Future provides a clearly defined roadmap for executing this change with Microsoft Dynamics 365 Firms of all types and sizes will learn how Microsoft Dynamics 365 can help them achieve competitive advantages for their business reduce the time needed to effect change by automating time consuming tasks drive innovation and improvements through an evergreen system post implementation Each chapter of this book is curated with best practices compelling customer examples pitfalls to avoid and salient points to remember Building a Digital Future enables organizations to truly embrace the benefits of digital transformation by anchoring Microsoft Dynamics 365 at the core of their business Perfect for any business leader looking for a one stop and comprehensive playbook for transforming their business into a digital powerhouse with Dynamics 365      **Small Business Resource Guide to the Web** , 1997      **Visio 2002 Developer's Survival Pack** Graham Wideman, 2001 Overview Developers seeing opportunities to leverage Microsoft Visio's programmable diagramming environment need to be able to design and build their applications quickly and sure footedly achieving business serving results in a business compatible timeframe To that end this book and set of tools is organized around the premise that developers will have the following interests and needs Visio Structure An organized and comprehensive presentation of Visio's document and user interface object models including the all important ShapeSheet Browseable Reference Material There's lots of info in Visio's Developer Help but it will take you forever to digest enough of it to get the big picture To greatly accelerate the process this book includes a browsable reference section objects properties methods and shapesheet cells and functions tabulated in an order which brings related items together You'll still use Help but with this book you can rapidly skim over and locate features of interest to your task at hand Visio Behavior The

power beneath the surface Work with it not against it Investigation of numerous key areas of Visio behavior at a level which uncovers many subtleties not evident from simply using the product Solution Architectures for adding functionality to Visio Several alternative forms are possible Read why VSL Addons are still the preferred form for many kinds of application VSLs have traditionally required C C Delphi or some other language capable of working with Automation and producing arbitrary DLLs Now using the VBVSL\_Adapter component available with this book VSLs can be built easily with Visual Basic The VBVSL foundation allows the book to use Visual Basic samples to illuminate many more topics of interest to Visio based application builders Several sample applications are supplied which you can copy and modify to get your own addons up and running quickly Browsing Tools The book gives you access to download a suite of browsing tools which you can use to instantly clarify exactly what s going with several of Visio s more elaborate or arcane features such as EventLists UIObjects CommandBars browse Visio 2002 s new XML format files and so on This will vastly accelerate your learning process and goes a long way to keep your development efforts on track

**Microsoft Dynamics AX Implementation Guide** Yogesh Kasat, JJ Yadav, 2015-09-18 Your all in one guide to exploring and implementing Microsoft Dynamics AX About This Book From project kick off to go live and upgrade learn what to expect in each phase of the project This book guides you through the entire journey of a Dynamics AX implementation project helping you to avoid the common pitfalls and adapt industry knowledge and best practices for your own project This one stop guide is packed with key tools and techniques to aid your Dynamics AX implementation Who This Book Is For This book is for IT project managers solution architects and consultants who are planning to implement or are in the process of implementing or upgrading Dynamics AX To use this book you must have a working Dynamics AX system in place and must be familiar with the basics of Dynamics AX What You Will Learn Prepare for a great start with effective project management and planning from the beginning Gather details early using effective requirement gathering tools and techniques Gain tools and techniques for effective infrastructure planning and hardware sizing Get to grips with integration and data migration through planning and strategy Familiarize yourself with the reporting and BI tools Master functional and technical design to customize existing features and designs in your own projects Manage your configuration and you re your configuration from one environment to another Learn industry s best practices and recommendations on customization development and performance tuning In Detail Microsoft Dynamics AX is Enterprise Resource Planning ERP software that supports multi site operations across various countries providing international processing within the company It is an ERP solution with a lot of features and functionality and it provides support across the fields of financial distribution supply chain project customer relationship HR and field service management This book is all about simplifying the overall implementation process of Dynamics AX The purpose of this book is to help IT managers and solution architects implement Dynamics AX to increase the success rate of Dynamics AX projects This all in one guide will take you through an entire journey of a Dynamics AX implementation ensuring you avoid commonly made mistakes during

implementation You'll begin with the installation of Dynamics AX and the basic requirements Then you'll move onto data migration reporting functional and technical design configuration and performance tuning By the end of the book you will know how to plan and execute Dynamics AX right on your first attempt using insider industry knowledge and best practices

**Style and approach** This is a progressive easy to follow book that summarizes numerous aspects you need to know to make your Dynamics AX implementations successful using code examples to get you hands on

**Designing Interfaces** Jenifer Tidwell, 2005-11-21 This text offers advice on creating user friendly interface designs whether they're delivered on the Web a CD or a smart device like a cell phone It presents solutions to common UI design problems as a collection of patterns each containing concrete examples recommendations and warnings

***InfoWorld***, 1993-12-13 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

**Microsoft VISIO User Guide** Tim Vega, 2023-12-14 Using a diagramming tool such as Visio you may streamline intricate organizational frameworks Export personnel information from Microsoft Active Directory or Microsoft Excel to visualize your organizational structure and pinpoint existing connections Add images and visuals to your diagrams to improve their communication of resource allocation and performance goals Examine potential reorganization situations or start from scratch when creating new charts using pre made templates Most likely you've seen Visio and are curious about what it is The likelihood that you have never heard of it is significantly higher Nonetheless the Visio's value robustness and accessibility more than make up for its lack of popularity It helps those who wish to make an expert simplified diagram for simple understanding We have included carefully chosen material in this book for quick assimilation It is appropriate for both novices and those with some expertise Since it's likely that you don't know everything this book contains all the information in clear concise English along with graphics to help you understand it We assure you that if you buy this book using Visio won't be difficult and you'll be quite pleased We examine the specifics in this book We made every effort to inform you of the following

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### **Visio Help Guide Introduction**

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