

Visio 2013 Introduction

In Visio 2013, your documents are drawing files (.VSDX) and are positioned in the main area of your screen. Stencils (.VSSX) are panels that usually appear on the left side of the screen in the SHAPES pane. Stencils contain Master Shapes, shapes that you can [drag] onto your page and customize. Templates (.VSTX) are special combinations of documents with stencils that can be used in 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] **METRIC** or **US UNITS** and [Click] **CREATE**.
- If Visio is running, pressing <Ctrl+N> immediately creates a new document based on the current template.
- **UNITS** 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 AUTORECOVERY INFORMATION** [EVERY] 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 **HOME**, 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, even non-adjacent ones, to select them.
- [Click] the first shape. Hold <Shift> and [Click] other shapes, as necessary. <Shift>-[Click] toggles the selection 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 grey solid box surrounds all selected objects.

Adding/Editing Text on a Shape

Use the **Text Tool**  to edit text within a shape or to [Drag] to create a box and enter text.

1. Select the desired shape.
2. Choose **HOME**,  or press <Ctrl+T> 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 **HOME**, **Text Block Tool**  for free movement/rotation 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 do not have to be straight lines. Certain lines or connectors may route 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 on a flowchart.

Formatting Shapes & Text

1. Select the shape(s).
2. Choose **HOME**, then select options from the **FONT**, **PARAGRAPH** or **SHAPE STYLES** groups.

Or

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



- To format text: edit the text, then [Right Click] the text to display the text 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 **VARIANTS** group **MORE** button, and select from the list  Colors.
4. For Theme Effects, [Click] the **VARIANTS** group **MORE** button, and select from the list  Effects.
- 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 **HOME**, then  or press <Ctrl+C>.
3. [Click] **PASTE**  or press <Ctrl+V>.

Or

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

Resizing Shapes

- **Line**: [Drag] the endpoints to the new locations to change the length or angle. [Drag] line segment midpoints  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 icon .

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 **HOME**, then **ALIGN** .
3. Select an alignment pattern from the list.
- Alternatively, press <Alt>. The **ALIGN SHAPES** dialog box allows a custom combination of **VERTICAL** and **HORIZONTAL** alignments.
- To straighten 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 **HOME**, then **POSITION** .
3. [Click] **DISTRIBUTE HORIZONTALLY** or **DISTRIBUTE VERTICALLY**.
- Alternatively, **POSITION** , 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 distribution, then [Click] **OK**.
- To auto distribute shapes, **POSITION**  [Click] **AUTO SPACE**.

Using Enhanced Alignment and Distributing Features

- Choose **HOME**, **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 **HOME**, **POSITION** , then **ROTATE SHAPES** to rotate the shape left or right 90 degrees or to flip vertically or horizontally.
- To freely rotate a shape, [Drag] the Rotate handle .

Creating Groups

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

To ungroup shapes:

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

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

Keyboard Shortcuts

Switch to Pointer Tool	Ctrl-I
Go to next page	Ctrl-Page Down
Go to previous page	Ctrl-Page Up
Pan 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-F5
Zoom out	Ctrl-Shift-(Right Click) or Alt-Shift-F5
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 Instructions Manual

Chris Roth



Visio Instructions Manual:

Visio Services Quick Guide Sahil Malik, Srini Sistla, 2014-12-29 In this fast paced 100 page guide you will learn to load display and interact with dynamic data powered Visio diagrams in SharePoint 2013 or Office 365 *Visio Services Quick Guide* gives you the tools to build anything from a simple project workflow to an organizational infrastructure diagram powered by real data from SharePoint or SQL Server Colleagues can load your diagrams entirely in the browser meaning that a single Visio client installation is enough to get started Readers with JavaScript experience will also find out how to get additional control over Visio diagrams using the JavaScript mashup API and how to build a custom data provider The final chapter covers some useful information on administering Visio Services Get started bringing your Visio diagrams to life with the *Visio Services Quick Guide* *Visio 2013 Absolute Beginner's Guide* Chris Roth, 2013-03-18 Make the most of Visio 2013 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 are new to Visio or you are one of the millions who have 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 Visio 2013's power and helps you quickly master its updated interface World renowned Visio tutorial 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

Micro Saint Sharp User Manual v3_8 Beth Plott, Jake Pearson, Christopher Shaw, Marc Gacy, 2017-08-23 Micro Saint Sharp is a general purpose discrete event simulation software tool Micro Saint Sharp's intuitive graphical user interface and flow chart approach to modeling make it a tool that can be used by generalists as well as simulation experts Micro Saint Sharp has proven to be an invaluable asset in both small businesses and Fortune 500 companies and in many areas including the military human factors health care manufacturing and the service industry The user manual has been updated for software version 3.8 Some new features are the ability to add swim lanes to any network background data exchange capability with the UML SysML tool MagicDraw and an updated version of the built in OptQuest optimization

Microsoft Powerpoint 2016: The Complete Guide Alexander Herolson, 2015-11-12 PowerPoint 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 has 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 *Creative Writing-The Kelly Manual of Style* Kelly Chance Beckman,2014-07-13 THIS IS NOT THE USUAL HOW TO WRITE CREATIVELY BOOK IT IS A TEXTBOOK WITH ACTUAL PUBLISHED WORKS AND A STEP BY STEP PROCESS DEFINED WE TAKE THE WRITER FROM YAWN TO GREATNESS WITH 20 NEW WRITING TOOLS 60 CHAPTERS AND 8 INDICES PROVIDE THE NECESSARY INFORMATION TO KNOW THE BOOK BUSINESS HOW TO WRITE WITH ILLUMINATION CREATIVITY AND MAGIC AND EVEN CREATE A SCRIPT EXPLAINED ARE GETTING BOOK IDEAS THEMES STORYTELLING THREE SYNOPSIS AND HOW TO WRITE WITH PASSION AND CLARITY THE NEW WRITER MUST LEARN NEW WRITING TOOLS TO SURVIVE THE ELECTRONIC AGE PRINT ON DEMAND PUBLISHING LARGE BOOKSELLERS AND GLOBAL MARKETS THIS IS THE KEY TO HIS SUCCESS *Microsoft Office 2016: The Complete Guide* Stewart Melart,2015-11-12 PC users need not be bothered in the least as the 2016 versions of Word PowerPoint Access and Excel are here to give you the best experience ever In addition to all the cool new features that are packed into this software you can have the entire suite cloud connected so you can have all your documents at your disposal anytime and place You will enjoy the comfort ease of locating important information anywhere you are You will also be able to capitalize on the great opportunity of sharing your documents with your friends family or colleagues as you get your most important tasks done with easy and great new features *Project Management Tools and Techniques* Deborah Sater Carstens,Gary Richardson,Ronald B. Smith,2016-04-19 A combination of art and skill that results in the balancing of project objectives against restraints of time budget and quality effective project management requires skill and experience as well as many tools and techniques *Project Management Tools and Techniques A Practical Guide* describes these tools and techniques and how to use them givi *Microsoft 365 Identity and Services Exam Guide MS-100* Aaron Guilmette,2023-06-16 Gain a comprehensive grasp on the key objectives to pass the MS 100 exam reinforced with practice questions throughout the book Purchase of the print or Kindle book includes a free PDF eBook Key Features Plan and implement Azure AD identity including your choice of authentication strategy and securing access Configure core features such as self service password reset and Azure AD identity protection Work with self assessment questions exam tips and practice tests based on the latest exam blueprint Book Description This book serves as a comprehensive guide to prepare you for the Microsoft Identity and Services exam which focuses on the core identity and security aspects of a Microsoft 365 tenant The exam MS 100 tests your proficiency in Azure AD authentication types user management roles access management and workload applications This book follows the published MS 100 blueprint which covers identity and identity synchronization concepts administrative roles and crucial security topics such as self service password reset Azure AD password protection and multifactor authentication

You'll gain insights into application and authentication concepts including OAuth application request management enterprise application configuration the benefits of Azure AD Application Proxy and deploying Microsoft 365 apps The book also delves into passwordless sign in methods and provides overviews of configuring Exchange Online Microsoft Teams SharePoint Online and OneDrive for Business in both cloud only and hybrid deployments You'll be able to assess your knowledge retention at the end of each chapter By the end of this MS 100 study guide you'll have built the knowledge and skills to pass the MS 100 exam and be able to ensure thorough preparation with the help of practice exam questions What you will learn Build your knowledge to effectively plan a Microsoft 365 tenant Examine and monitor health metrics in the Microsoft 365 environment Select an authentication model that aligns with both business and security requirements Implement App Proxy enterprise applications and SAML integration Configure Exchange Online and Exchange hybrid scenarios Deploy the Microsoft 365 Apps seamlessly in your organization Explore the core features of SharePoint Online OneDrive and Teams Who this book is for Designed for both intermediate and experienced administrators as well as individuals preparing to take the MS 100 exam this book caters to those pursuing standalone achievement or aspiring to attain the Microsoft 365 Certified Enterprise Administrator Expert certification A foundational understanding of Microsoft 365 services and associated technologies is expected

Microsoft 365 Certified Fundamentals MS-900 Exam Guide Aaron Guilmette, Yura Lee, Marcos Zanre, 2021-12-30 Explore the latest MS 900 exam skills and concepts with this updated second edition Key Features Work with self assessment questions exam tips and mock tests based on the latest exam pattern This updated second edition covers concepts including Microsoft Forms Microsoft 365 Security Center and more Understand the security considerations and benefits of adopting different types of cloud services Book Description Microsoft 365 Certified Fundamentals certification demonstrates your foundational knowledge of adopting cloud services specifically the software as a service SaaS model Exam MS 900 tests your understanding of Microsoft 365 services components their implementation security licensing and general cloud concepts This updated second edition covers all the recent and important changes in the examination in detail to help you achieve certification You'll begin by exploring key topics such as Microsoft security and compliance policies pricing and support and cloud concepts The book helps you to understand these concepts with the help of real world scenarios learning about platform services such as Microsoft Windows SharePoint Microsoft 365 apps Teams and Exchange The content has been updated to include Microsoft Forms Power Platform Microsoft 365 Security Center Windows Virtual Desktop and Insider Risk Management Each chapter contains a section that will test your knowledge of the core concepts covered Finally you'll take a practice exam with extra questions to help prepare you for the actual test By the end of this MS 900 book you'll be well equipped to confidently pass the MS 900 certification exam with the help of the updated exam pattern What you will learn Understand cloud services and deployment models including public and private clouds Find out the differences between SaaS and IaaS consumption models and where Microsoft services fit in Explore the

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encryption and business continuity concepts 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 eWork and eBusiness in Architecture, Engineering and Construction Z. Turk,R. Scherer,2002-01-01 This is a comprehensive review of research related to construction informatics with a particular focus on the related 5th framework EU projects on product and process technology and the implementation of the new economy technologies and business models in the construction industry A Practical Guide to Information Systems Process Improvement Anita Cassidy,Keith Guggenberger,2000-09-26 When you invest in expensive technology and systems you want to get the most out of them Process improvement has been used for years as an effective strategy to reduce costs shorten cycle times improve quality and increase user satisfaction in other areas of business such as Quality Manufacturing and Engineering While there are many books a *Environmental Information in Instructions for Use of Consumer Products* Ari Nissinen,2005-03-11 The European Union has highlighted the issue of environmentally sound use of products in the context of Integrated Product Policy IPP Accordingly consumers should have easy access to understandable relevant and credible environmental information Information about product characteristics is available in different forms and sources but in many cases relevant environmental information is not available on the product itself The study described in this report was initiated in order to produce information on the state of user instructions regarding environmental information User manuals of passenger cars and refrigerators were focused on examining the advice which could diminish the harmful environmental effects of the use of these products Other studied products included such durable products as textiles and furniture as well as such consumables as cleaning chemicals and recyclable paper products The study raised many ideas about actions that could promote the status and eco development of instructions for use **EBOOK: Using Information Technology Complete Edition** Brian Williams,2012-03-16 EBOOK Using Information Technology Complete

Edition Microsoft Office 365 Apps: A Simple Guide the Best Apps Bill Stonehem,2016-07-21 The genesis of Microsoft began in April of 1975 with founder Bill Gates Since its inception the company has amassed a large collection of software and services for the field of technology In June 2011 tech giants Microsoft introduced a package of service offerings and software to its global users This new service which is available for Home or Personal School and Business use is known as Office 365 As a subscription service Office 365 offers its users the most current version of the Microsoft Office Suite and is available in a variety of plan options depending on the subscriber s needs The subscription plans can be paid on an annual or monthly basis and allows subscribers to share the plan with up to four users *Biz Talk Server 2000 Developer's Guide*

Syngress,2002-03-06 The BizTalk 2000 Developer s Guide is written for developers who are responsible for installing configuring and deploying the BizTalk Server in their organizations IT infrastructure The opening chapters of the book discuss the benefits of seamless business to business application integration summarize the features and enhancements of BizTalk Server 2000 and offer an introduction to XML the driving force behind BizTalk The next chapters explore the multiple tools that are incorporated into BizTalk that will transform the way in which information is created transmitted and maintained in the server environment Other chapters include complete coverage of the security considerations for BizTalk and an examination of the various third party plug ins for enhancing BizTalk Server 2000 Contains a Wallet size CD with third party plug ins from leading developers and ready to use source code from the book Timely NET coverage BizTalk Server 2000 is an integral member of Microsoft s net Enterprise Server suite **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 **MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams**

Geoff Evelyn,John Pierce,2011-08-12 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for four Microsoft Office Specialist MOS exams this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files Use the in depth exam prep practice and review to help advance your proficiency with Microsoft Office and earn the credential that proves it

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