Microsoft Visio 2007
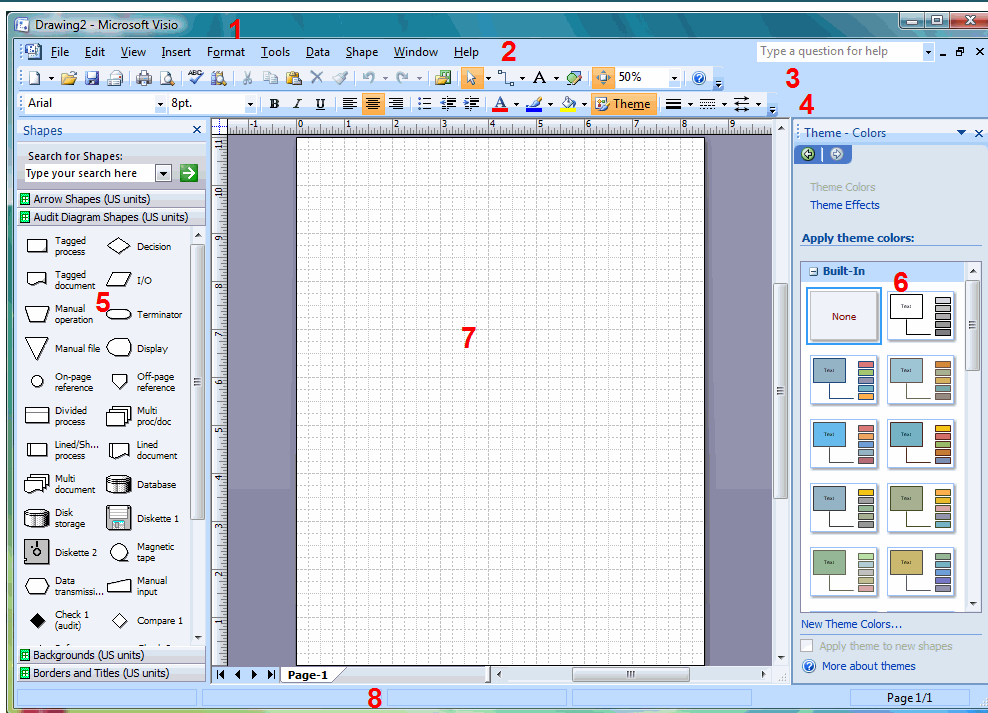## Quick Reference Tutorial

RARE IT

Interface Overview

1. Title bar
Displays the name of the application, as well as the name of the current drawing.

2. Menu Bar
This bar contains menu headings. When you click on a heading, a menu of related options will appear.

3&4. Toolbars
The tool bars let you access Visio 2007 functions and commands by providing clickable buttons

5. Shapes Pane
This pane allows you to access (drag and drop) shapes to include them in your diagram.

6. Task Pane
A task pane provides access to different options, hyperlinks, and other controls for managing and modifying your diagrams.
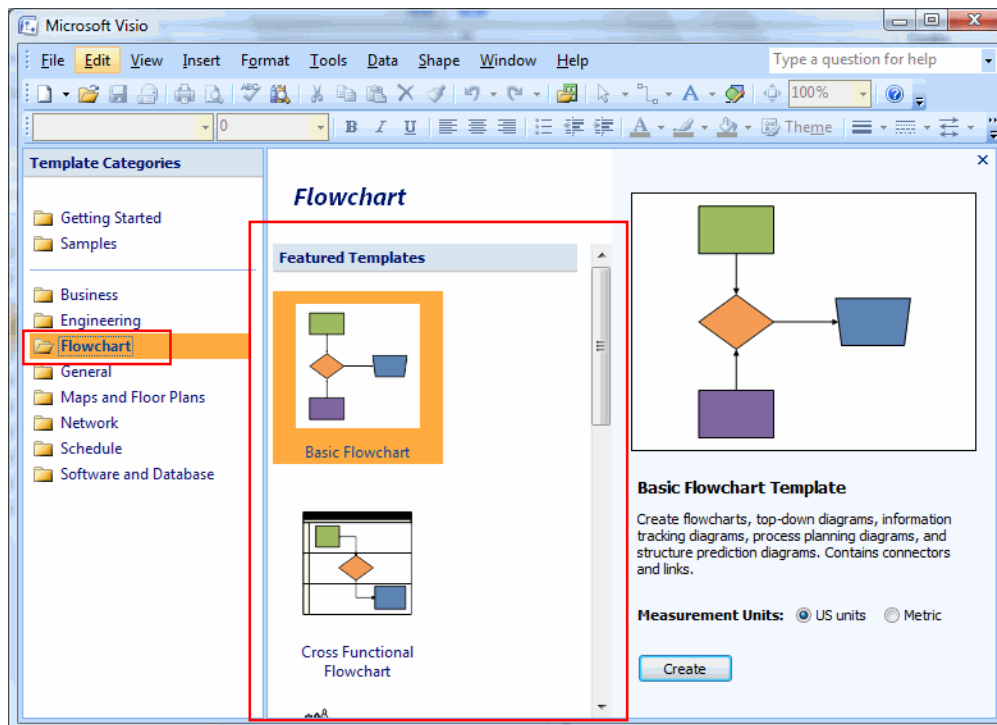
7. Diagram/Chart area
This is where you will build your diagram (your working area).

8. Status Bar
The small bar at the bottom gives you a status report (displays information) related to the current Visio diagram that you are working on.
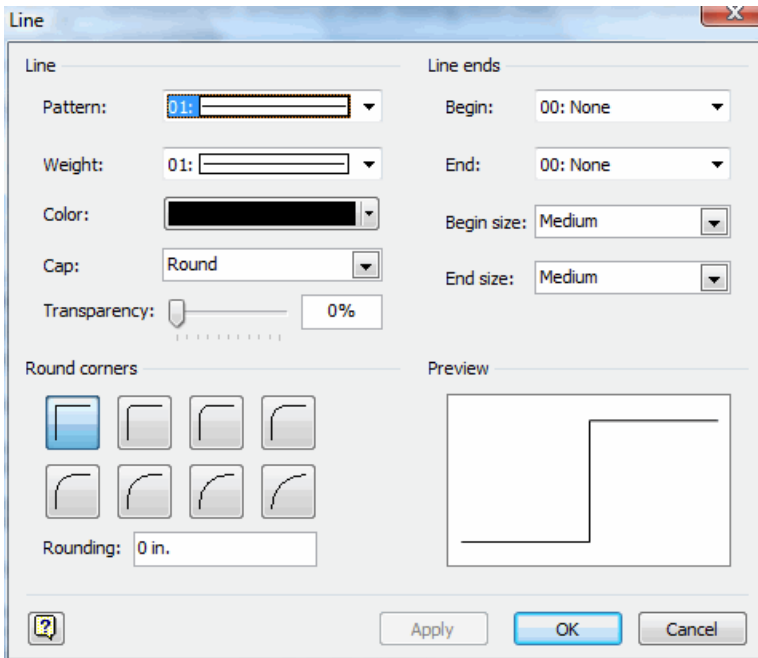
Choosing a Template

Visio Professional offers the most templates of either Visio version. Chances are you are likely to find a template in the Getting Started window that will suit your needs Select a template category on the left, choose a particular template, and view template details on the right:
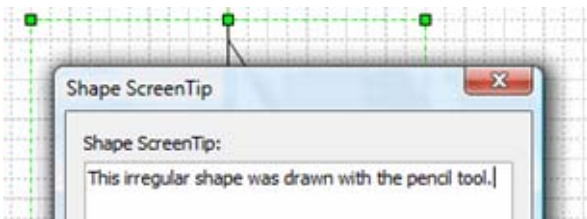
Formatting a Shape

Visio lets you customize nearly every aspect of a shape. Select the shape in the drawing and click Format. From here, you can select the Line, Fill (Colour), Shading, and Corner Rounding options to modify the shape. The Line dialogue is shown here:
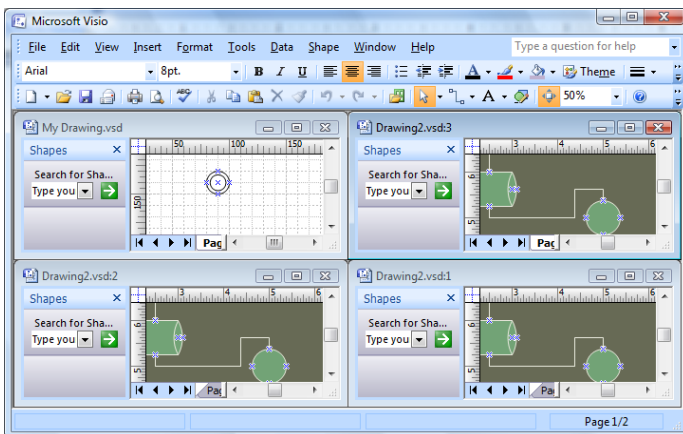
Adding Screen Tips to a Shape

When constructing a complicated drawing, it is always a good idea to include supplemental information to describe what is happening or being represented. Select the shape, click Insert → Shape Screen Tip and add a description:

Viewing Several Files at Once

There may come the time where you will be using more than one file at a time. One solution to viewing all these files at once is to purchase more video hardware. Fortunately, Visio offers a much cheaper alternative! Once you have opened all the files you want to use, click Window → Tile or Cascade. Cascade will show all files like a waterfall, Tile looks like the following

The Page Setup Dialogue

Most of the physical properties of a drawing are available by clicking File → Page Setup.

Let's go over the six different categories of options:

Print Setup
Modify the paper size, page orientation, the zoom level, and whether or not you want to print any gridlines used in the drawing.

Page Size
Set the page size to be the default size of your printer, select a pre-defined size, create a custom size, and orient the page layout.

Drawing Scale
Any drafter or engineer will tell you that using consistent and well-defined scales make diagrams much easier to read and use. Set 1:1 scale, a pre-set scale, or your own custom scale.

Page Properties
Specify whether the current page is a foreground page or background to another page, name the page if you like, set a background for this page, and specify the measurement units.

Layout and Routing
Use these options when creating flow diagrams. Specify the style of the chart, what is the general flow of progress through the chart, specify how the chart elements are separated, adjust chart element overlap settings, and the overall appearance of a chart.
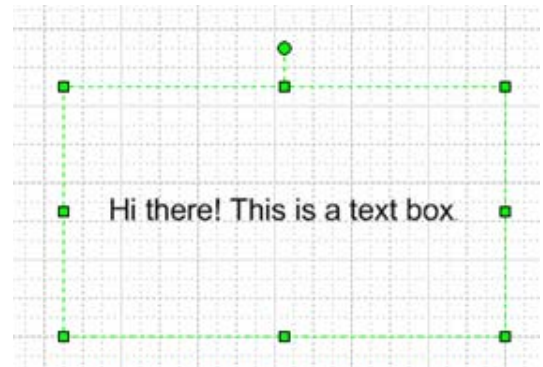
The line jump settings let you specify what happens if connector lines in your diagram should cross.

Shadows
Add some depth to your diagram by applying shadows to your diagrams. Choose from a number of preset shadow options in the combo box or manually adjust the X and Y-axis offset, the intensity of the light, and the direction of the light source.

Adding Text Boxes

Visual diagrams are always nice to use, however there will come the time where you will want to add a text description to your diagram. Click Insert → Text Box, then click and drag the area you want to use as a text box. You're all set to type!

Once inserted, text in a text box can be formatted using the Formatting toolbar just like in a word processor.