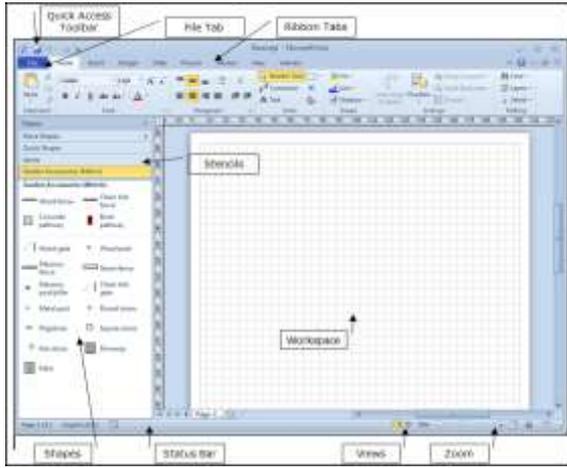


Tel: 020 7920 9500

Visio 2010

Visio Quick Reference Card



Visio 2010 Workspace

The Getting Started Window

In Visio 2010 you have the **Getting Started** window, which appears every time you open the Visio 2010 program. Here you can browse template categories, access the Recent Templates list, and preview sample diagrams (Professional edition only).

The Getting Started window appears by default every time you open the Visio 2010 program. You can also access this window by selecting **File** → **New** → From The Ribbon

Diagram Templates

There are eight template categories and over 50 different diagram templates in Visio 2010

A **template** contains everything you need to create a specific type of drawing. Each template comes with its own set of stencils, shapes and menus related to the type of diagram you are creating

General: Create simple flowcharts and diagrams.

Templates: Basic Diagram, Basic Flowchart, Block Diagram. "

Maps and Floor Plans: Use to assemble directional maps, floor plans, building plans, and more. **Templates:** Directional Map, Floor Plan, HVAC Plan, Security and Access Plan etc

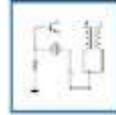
Business: Organize various aspects of a business with templates that organize finances, cause and effect, workflow, and more. **Templates:** Brainstorming Diagram, Work Flow Diagram, Pivot Diagram, etc.

Network: Diagram an organization's network (including the cabling and, physical hardware) Web site, or, personnel directory. **Templates:** Basic Network Diagram, Conceptual Web Site, Rack Diagram etc

Engineering: Create diagrams for basic and advanced electrical systems pneumatic or hydraulic systems, and assembly instructions **Templates:** Basic Electrical, Part and Assembly Drawing, Process Flow Diagram, etc.

Schedule: Create calendars, progress charts and timelines

Templates:. Calendar, Gantt Chart, PERT Chart, Timeline.



Flowchart: Flowcharts are visual representations of a process **Templates:** Basic Flowchart, Cross Functional Flowchart, Data Flow Diagram. etc

Software and Database: Design. Software structures and systems and document, design and generate databases. **Templates:** Database Model Diagram, , COM and OLE, Express-G, etc.

Keyboard Shortcuts

Actual Size	<Ctrl> + <Shift> + <I>
Align Shapes	<F8>
Bring to Front	<Ctrl> + <Shift> + <F>
Send to Back	<Ctrl> + <Shift> +
Cascade	<Alt> + <F7>
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Duplicate	<Ctrl> + <D>
Field	<Ctrl> + <F9>
Fill	<F3>
Flip Horizontal	<Ctrl> + <H>
Flip Vertical	<Ctrl> + <J>
Toggle Glue	<F9>
Group	<Ctrl> + <G>
Ungroup	<Ctrl> + <Shift> + <U>
Display Help	<F1>
Insert Hyperlink	<Ctrl> + <K>
Line	<Shift> + <F3>
Macros	<Alt> + <F8>
New Drawing	<Ctrl> + <N>
Open	<Ctrl> + <O>
Close File	<Ctrl> + <F4>
Full Screen	<F5>
Print Preview	<Ctrl> + <F2>
Redo	<Ctrl> + <Y>
Undo	<Ctrl> + <Z>
Repeat	<F4>
Find	<Ctrl> + <F>
Rotate Left	<Ctrl> + <L>
Rotate Right	<Ctrl> + <R>
Save	<Ctrl> + <S>
Save	<Alt> + <F12>
Workspace	<Shift> + <F9>
Toggle Snap	<Alt> + <F9>
Snap and Gue	
Formatting	Text
Bold	<Ctrl +
Italics	<Ctrl + <I>
Underline	<Ctrl + <U>
Double Underline	<Ctrl> + <Shift> + <D>
Small caps	<Ctrl> + <Shift> + <K>

The Home Ribbon



The Fundamentals

- **To Create a New Diagram from a Template:** Select **File** → **New** from the menu, select a template category, and select a template.
- **To Create a New Diagram from Scratch:** select **Blank drawing** and click **create**, or press **<Ctrl> + <N>**.
- **To Open a Diagram:** select **File** → **Open** from the menu, or press **<Ctrl> + <O>**.
- **To Save a Diagram:** Click the **Save** button on the Quick Access toolbar, or select **File** → **Save** from the Ribbon, or press **<Ctrl> + <S>**.
- **To Print a Diagram:** select **File** → **Print** from the Ribbon, or press **<Ctrl> + <P>**.
- **To View a Diagram in Full Screen Mode:** Press **<F5>**. Use the mouse or the arrow keys to navigate between pages.
- **To Change Page Orientation:** Select **File** → **Page Setup** from the menu and select **Landscape** or **Portrait**.
- **To Find a Shape:** Type what you're looking for in the **Search for shapes** box in the Shapes window and click the **Search** button. **To Select a Shape:** Click it.

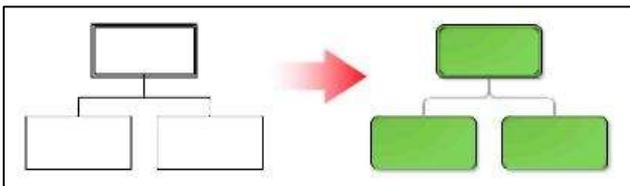
Working with Shapes

The design Ribbon



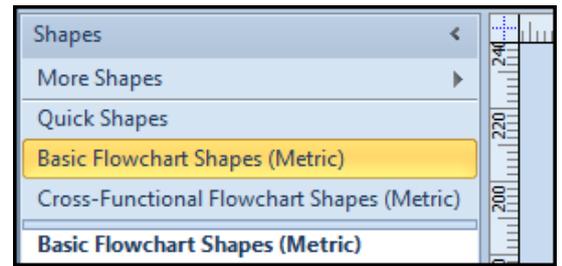
- **To Insert a Shape:** Click and drag the shape from the stencil to the desired location in the diagram.
- **To Delete a Shape:** Select the shape(s) and press **<Delete>**.
- **To Add Text to a Shape:** Click the shape and start typing.
- **To Move a Shape:** Select the shape and drag it to a new location.
- **To Resize a Shape:** Select the shape and drag one of its sizing handles. Tip: the status bar displays the actual size of the selected shape.
- **To Align or Distribute Shapes:** Select the shapes you want to align or distribute and click the **Align Shapes** or **Distribute Shapes** button on the Action toolbar, or select **Shape** → **Align Shapes** or **Distribute Shapes** from the menu. Select the option you want to use and click **OK**.
- **To Format Shapes:** Select the shape you want to format, click the **Fill Colour** or **Line** button list arrow on the Formatting toolbar, and select an option from the list. Or, select **Format** → **Fill** or **Line** from the menu.
- **To Group Shapes:** Select the shapes you want to group and click the **Group** button on the Actions toolbar, or select **Shape** → **Grouping** → **Group** from the menu, or press **<Ctrl> + <G>**.

Themes



- A **theme** is a set of unified design elements that you can apply to a diagram to give it a consistent look and feel. Themes coordinate the look of a diagram using colours, fonts, and effects.

To Apply a Theme: Select **Format** → **Theme** from the menu, or click the **Theme** button on the Formatting toolbar. The Theme - Colours task pane appears by default; click **Theme Effects** to open the Theme - Effects task



Stencils

- A **stencil** is a collection of shapes related to the template you are currently working on. Each template has a different set of stencils assigned to it.
- **To Open a Stencil:** Click the **More Shapes** option in the stencil pane and select a Stencil from the various options shown.
- **To Move a Stencil:** Click and drag the stencil by its title bar to a new location in the program window.
- **To Remove a Stencil:** Right-click the stencil and select **Close** from the shortcut menu.
- **To Create a New Stencil:** Click the **More Shapes** option in the stencil pane and choose **New Stencil** from the menu and add the desired shapes to the stencil.
- **To Change How Shapes are Displayed:** Right-click the Shapes Bar in the stencil pane and from the menu displayed select the way you would like your shapes displayed Icons and Names is selected by default.

Connecting Shapes

- **Using AutoConnect:** A feature in Visio 2010, AutoConnect lets you add, connect, distribute, and align a whole series of shapes, like those in a flowchart, with only a few clicks. To turn on AutoConnect, click the **AutoConnect checkbox** on the view ribbon. To use AutoConnect, click a shape in the Shapes window to select it and then rest the mouse pointer over the shape on the drawing page that you want to connect the new shape to. Click the **blue connection arrow** on the side of the shape that you want to connect to. Visio automatically adds and connects the shape from the Shapes window, and aligns and distributes the shapes as necessary.
- **Using the Connector Tool:** Click the **Connector Tool** button on the **Home** Ribbon and then click and drag between connection points to connect shapes.
- **To add a connection point,** click the **Connection point** button on the **Home** Ribbon Click on a point on your diagram where you wish to insert a connection Point while holding down the **<Ctrl>** key, to insert a connection point.