

Microsoft Visio – Custom Stencils



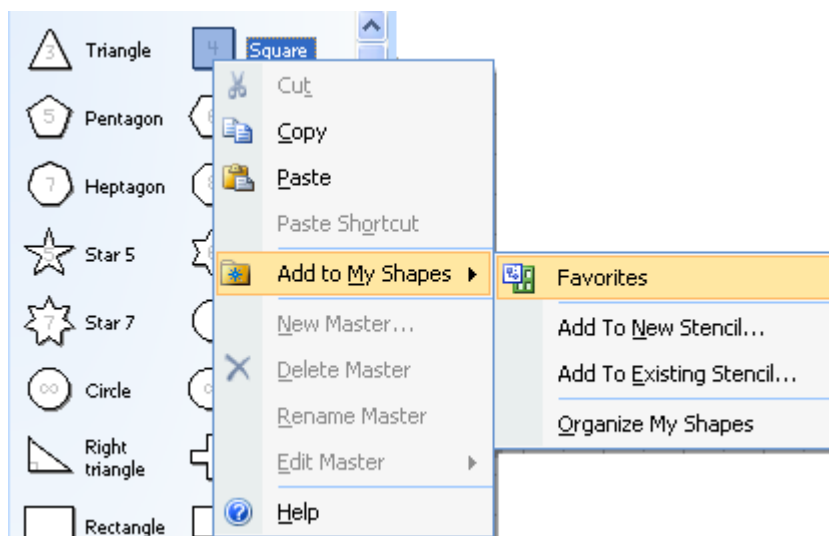
Working with Visio Custom Stencils

The Favourites stencil is one that is automatically created when you install Visio and is located in the My Shapes folder, in My Documents. It can be used to store shapes that you use often, those that you create yourself, or even your customised versions of shapes from other stencils.

The Favourites Stencil

Adding Shapes from an Existing Stencil to Favourites

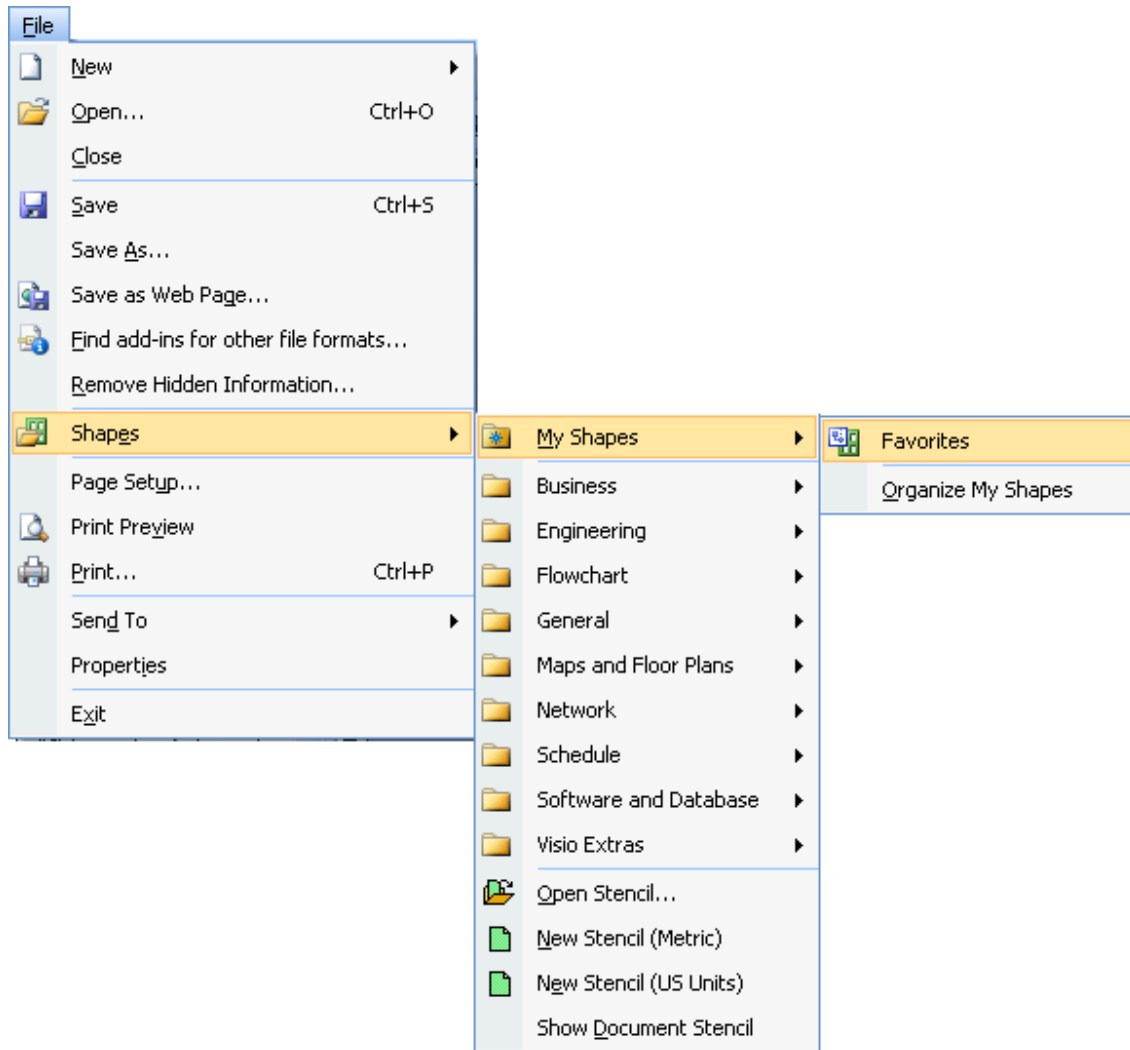
- Locate the shape (on any stencil).
- Right-click on the required shape.
- Select **Add To My Shapes** then **Favourites**:



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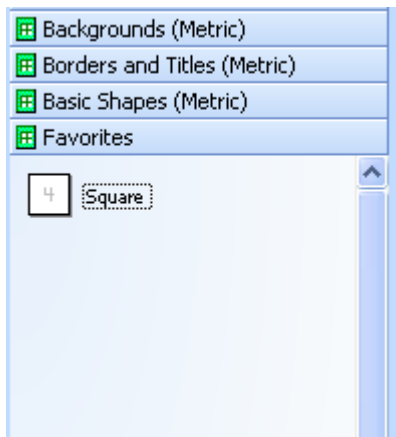
Viewing Favourites

- From the **File** menu, choose **Shapes** then **My Shapes** and **Favourites**:



- Favourites will open below your current stencils:

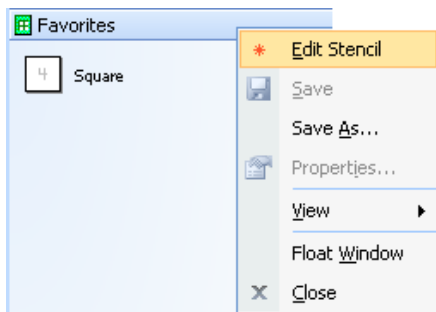
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- Shapes on this stencil can be used in exactly the same way as those from any other.

Adding Shapes From A Drawing to Favourites

- View the Favourites as described in the previous point.
- Right-click on the title '**Favourites**' and choose **Edit Stencil**.



- A red star will now appear on the icon:



- From the drawing page, simple drag your shape onto the Favourites stencil.
- It will appear with a name such as 'Master.4'.
- Right-click the new 'master' and choose **Rename** if you want to change the name.

Saving Changes to Favourites

- Any time a new shape is added to the Favourites stencil, a disk icon will appear in the corner of the stencil as a reminder to save the changes:



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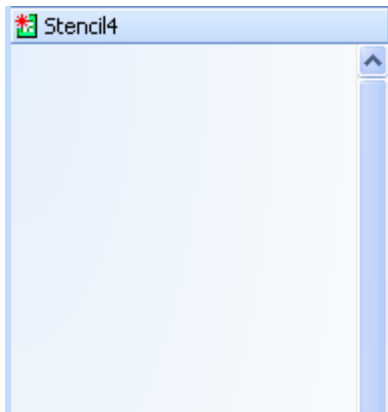
- Click onto this disk icon to save the changes. It will disappear once it has been clicked onto.

New Stencils

Although the Favourites makes it easy to store and access shapes, other stencils can also be created.

Creating a New Stencil

- From the **File** menu, choose **Shapes**, then **New Stencil**.
- The **Blank Stencil** will appear:



Adding Shapes to the New Stencil


- This can be done by dragging shapes onto the stencil, either from an existing stencil or from the drawing page.

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Theme colours and Theme effects

Theme- Colours

Once you have created your Visio drawing you can choose from a set of professionally designed, built-in theme colors, or create your own color scheme to match your company logo and branding. The theme colors that come with Visio match the theme colors in other 2007 Microsoft Office system programs, such as PowerPoint and Word.

- On the Formatting toolbar click the **Theme** button .
- All available themes will be displayed in the **Task Pane**.



- Hover your mouse over the **Theme** to see its name.

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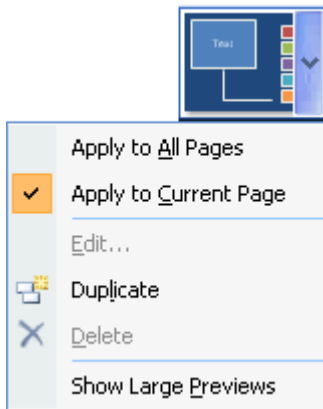


Office

- Click on the selected Theme to add it to the active page

OR

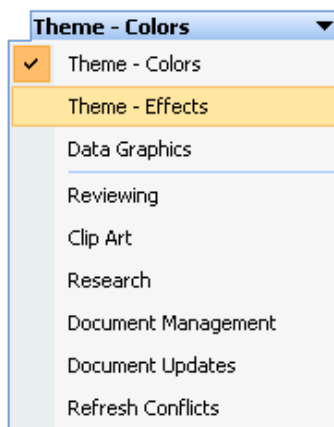
- Click on the arrow on the right hand side of the theme for the choice of applying it to the Current Page or All Pages in your drawing.



Theme- Effects

You can make your drawings more visually consistent and appealing by applying a unified set of design elements for fonts, fills, shadows, lines, and connectors.

- Click on the Task pane name and select Theme- Effects option.



- The task pane will display a number of different effect options you can use for your drawing.

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- Hover your mouse over the effect to see its name.



- Click on the selected Effect to add it to the active page

OR

- Click on the arrow on the right hand site of the effect for the choice of applying it to the Current Page or All Pages in your drawing.

