

Microsoft Visio – Drawing-Shapes



Drawing Visio Shapes


As well as offering a multitude of shapes in its stencils, Visio also provides tools to enable the drawing of shapes. The Drawing toolbar is activated using the Drawing Tools icon on the standard toolbar:




- Click onto the appropriate tool for the shape you want to draw.
- Move the mouse cursor onto the drawing page.
- Click and drag to produce the shape or line.

The tools are divided into shape tools and line tools.

Shape


 **Rectangle Tool** For a rectangle or a square. Click and drag a frame for the shape, from one corner diagonally across to the opposite corner.

For a square, hold down the **SHIFT** key as you are dragging.


 **Ellipse Tool** For an ellipse or a circle. Click and drag a frame for the shape, from one corner diagonally across to the opposite corner.

For a circle, hold down the **SHIFT** key as you are dragging.


Line

 **Line Tool** For straight lines. Click and drag from the start point to the finish.

Holding down the **SHIFT** key will ensure the lines are at 45° increments.

 **Arc Tool** For arcs. Click and drag from the start point to the finish.

Choose the pointer tool to adjust the curve with the control handle.

 **Freeform Tool** For an irregular shape.

'Bend' points are provided for adjusting the shape.

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Pencil Tool

The pencil tool can be used to draw both straight lines and arcs. It uses 'gesture-recognition' to decide which type of line to create.