

# Microsoft Visio – Pages and Views



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## Visio Pages and Views



### Creating a new page

- A new page can be added after the page that is currently displayed.
- Select **New Page** from the **Insert** menu.
- Choose **OK**.

### Moving Between Pages

- Page Tabs appear at the bottom of the screen:
- Click onto a Tab to switch to that page.

#### OR

- Pressing **CTRL+ Page Up/Down** will move you forward or backward one page at a time through the file.

### Zooming

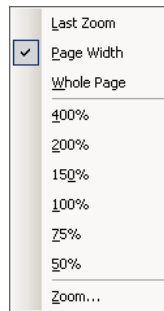
You can zoom in and out of your drawing to see either the whole page or just a portion of it.

### Zooming using the Toolbar

- The Zoom drop-down on the standard toolbar can be used.

## Zooming using the Menu

- Choose **Zoom** from the **View** menu. The following sub-menu will appear:



- Select the desired magnification.
- The **Page Width** and **Whole Page** options are especially useful.

## Zooming using Keyboard Shortcuts

Position the mouse pointer over the top of the shape on which you want to zoom.

### CTRL+SHIFT

- + Left mouse button click      Zoom in
- + Right mouse button click      Zoom out
- + Left mouse button & drag      Marquee zoom in
- + Right mouse button & drag      Hand, scroll page

**CTRL+W**                      This is the same as choosing **Whole Page** from the Zoom menu.

## Ruler and Grid

The page has a visible Grid of squares designed to help with the positioning of shapes. The size of the squares on this grid will change as you zoom in and out of the page.

There are also vertical and horizontal Rulers found on the left and top of the drawing page.

Both of these features can be adjusted from the **Ruler & Grid** option of the **Tools** menu.

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## Snap & Glue

As one shape is moved close to another on a drawing page, the two will tend to line up exactly without a gap between them. This is a feature called Snap. This is typically what you would want to happen to help with the overall appearance of your drawing. The feature can be deactivated by choosing **Snap & Glue** from the **Tools** menu.

## Guides

Guides are another method designed to help with the positioning of shapes. Both horizontal and vertical guides can be introduced to the drawing page.

- Move the mouse pointer to one of the rulers (the top ruler for a horizontal guide, the left ruler for a vertical).
- Click & drag onto the drawing page. The guide will be created wherever the mouse is released.
- Guides can be moved, copied and deleted just like normal shapes.