

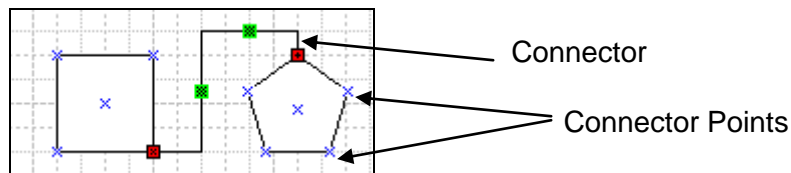
Microsoft Visio – Working with Connectors



Working with Visio Connectors

Overview

Connectors are lines that connect your shapes. Once a connection has been made, when the shape is moved, the connector points stay connected and move with the shape.



You can connect any two shapes together. You can bring your shapes out already connected or connect them when they are on the drawing page.

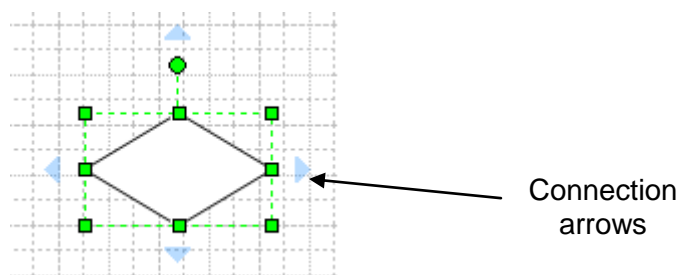
Using the AutoConnect option

Visio 2007 made it easier to automatically connect, evenly distribute, and accurately align shapes by adding AutoConnect option.

- Check if the AutoConnect button  on the **Standard Toolbar** is switched on.

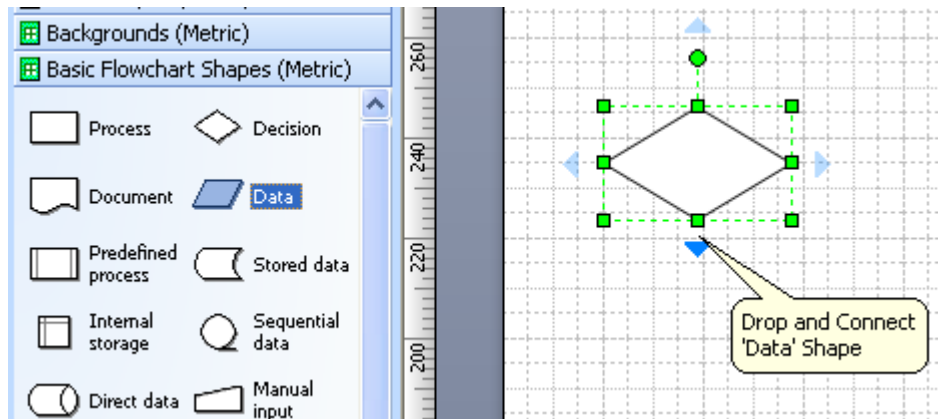
 - AutoConnect ON  - AutoConnect OFF

- Insert the first shape to your drawing. If you hover over it with your mouse pointer, blue arrowheads will become visible. Those are the connection arrows.

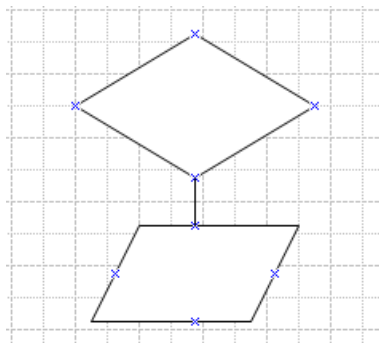


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- Move back to the stencil and select the next shape by clicking on it.
- Hover over the first shape until the blue arrow heads become visible.
Move to the arrow head you want to use as your connection point and click on it.



- Your shapes will now be connected.

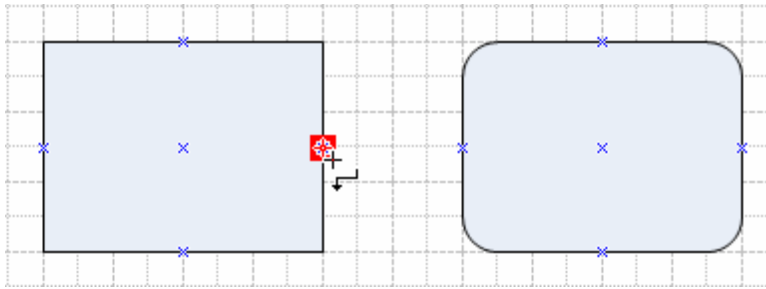


Creating a Point-to-Point Connection

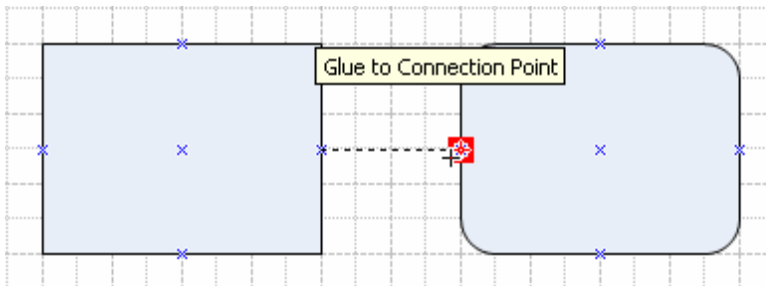
- Choose the Connector Tool .

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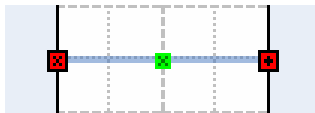
- Move the mouse over one of the connection points of the first shape:



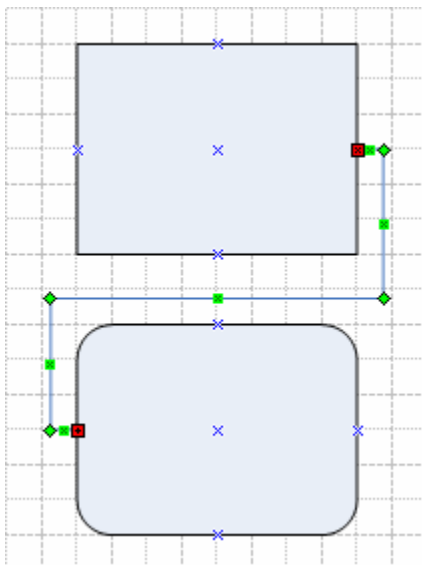
- Click & Drag to a connection point on the second shape:




- The connector is now fixed to the two connection points. This is indicated by the 'x' and '+' symbols in the red squares:

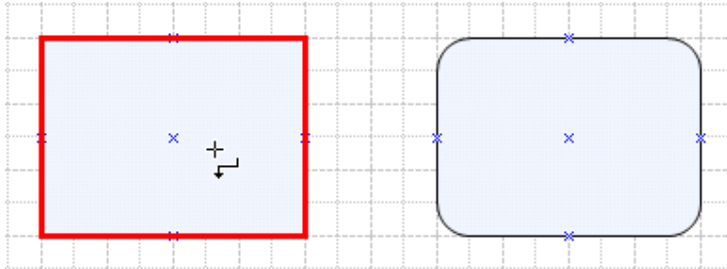


- If either of the two shapes were to move, the connector would stay fixed to the same two connection points:

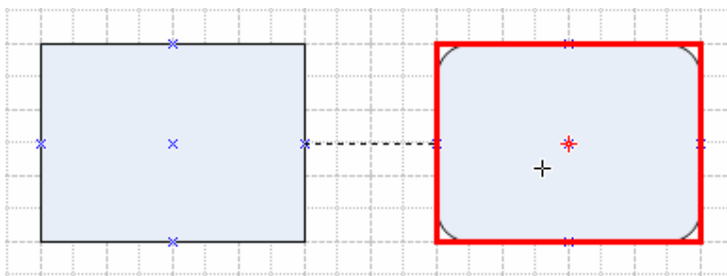


Creating a Shape-to-Shape Connection

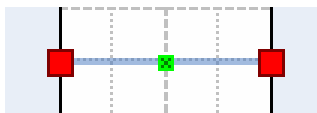
- Choose the Connector Tool .
- Move the mouse over the first shape. The whole shape becomes selected:



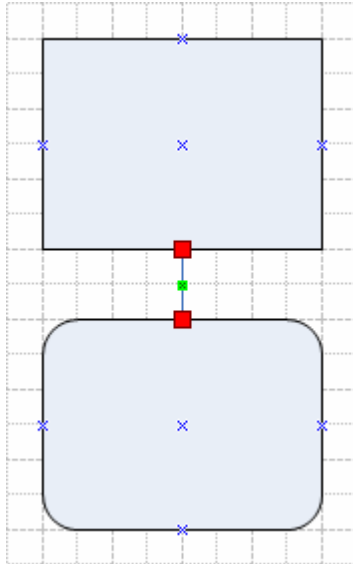
- Click & Drag over to the second shape. It will also become selected:



- The connector is now fixed to the two shapes. This is indicated by the larger, empty red squares:




- If either of the two shapes were to move, the connector would move to the two closest connection points:



Connecting Multiple Shapes

- Select the shapes you want to connect.
- Choose the **Connect Shapes** from the **Shape** menu.
- This forms a Shape-to-Shape Connection between the shapes.

Automatically Connected Shapes

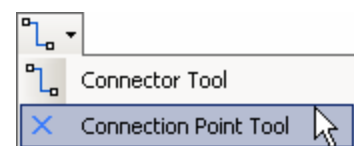
- Choose the Connector Tool .
- Select the shape you require and drag onto the page.
- Select another shape you require and drag onto the page.
- Shapes are automatically connected using a Shape-to-Shape connection.

Working With connection points

Sometimes you may want to have connection points in specific positions on a shape. Visio has predefined connection points, but these can be altered.

Adding a Connection Point

- Select the shape.
- Choose the **Connection Point Tool** from the Connector Tool drop-down:



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- Move your mouse pointer to the position on the shape where you want to add a connection point.
- Hold down the **CTRL** key, the mouse pointer will be carrying a small cross at the tip.
- Click the mouse and the extra connection point will be added.

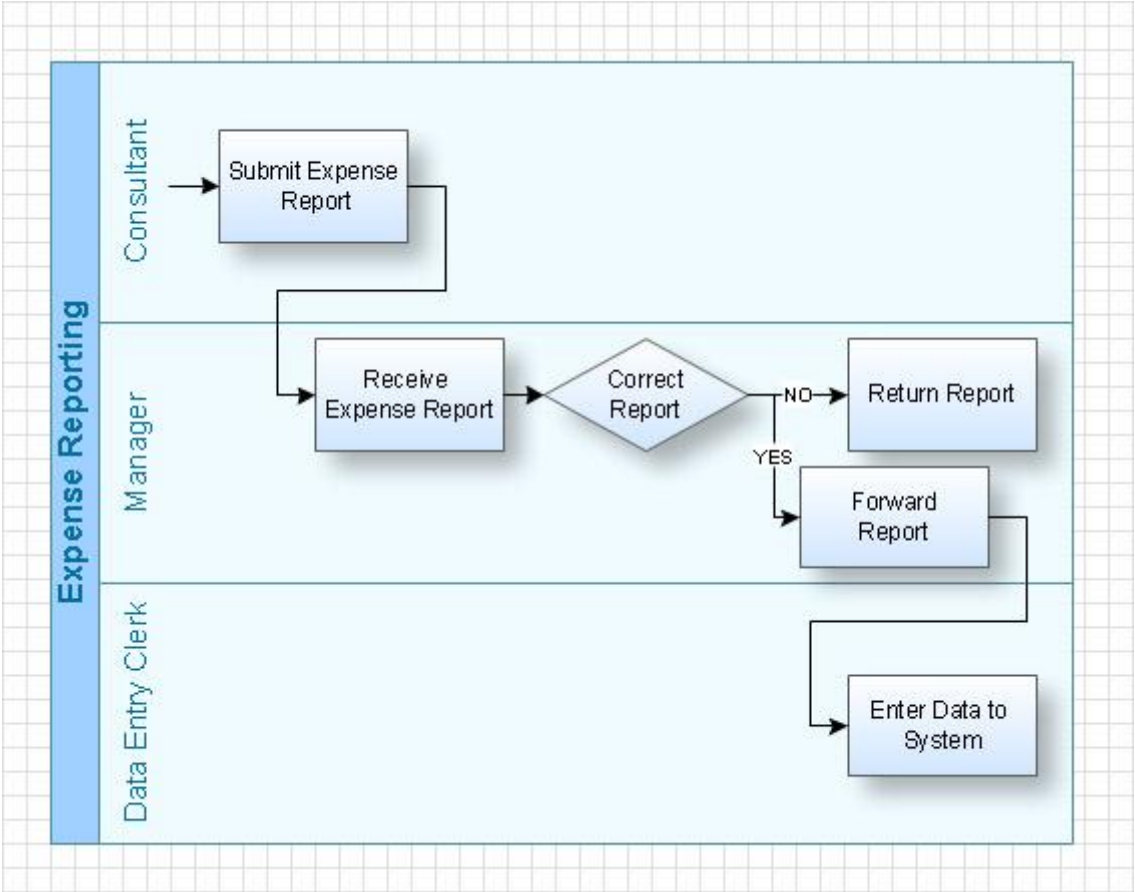
Deleting a Connection Point

- Choose the **Connection Point Tool**.
- Click on the connection point you want to delete.
- The connection point will go pink.
- Press the **Delete** key.

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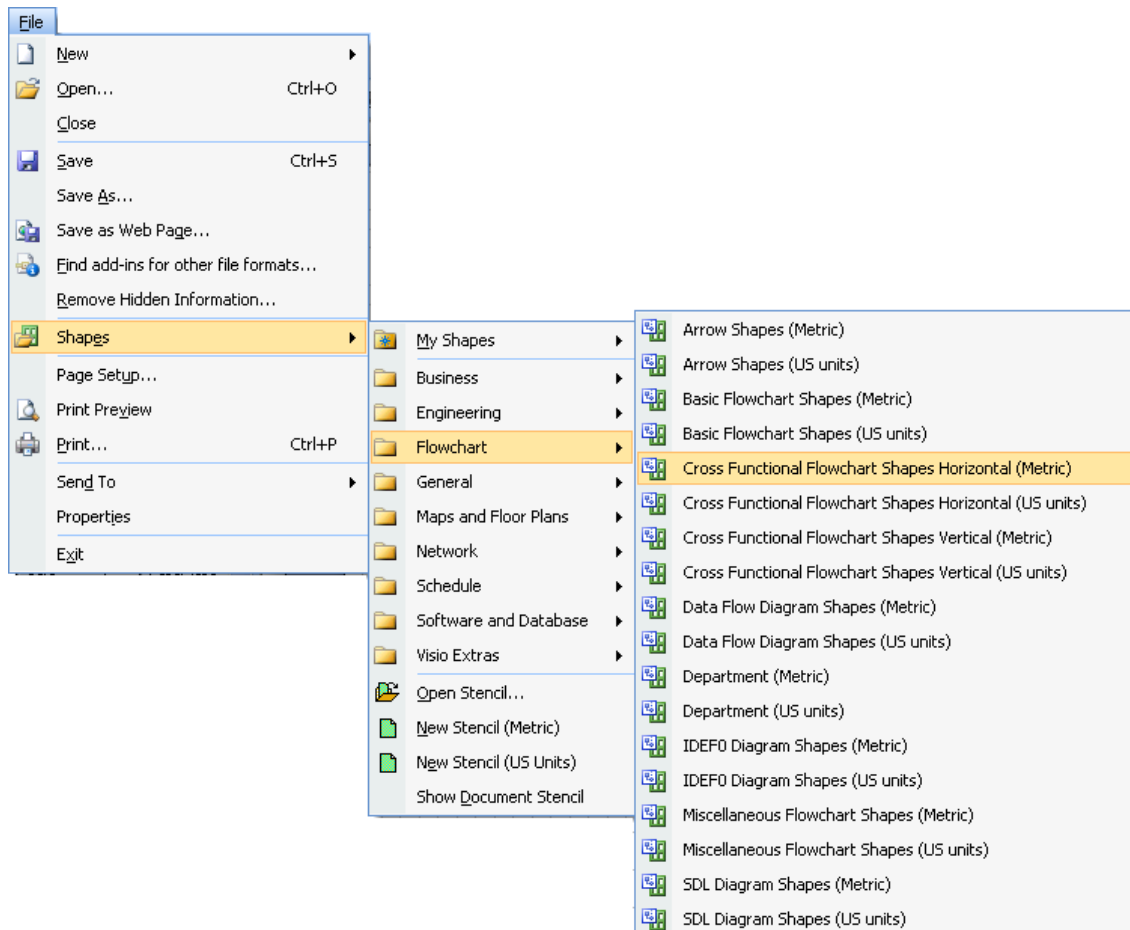
Working with cross-functional bands (Swim Lanes)

The swim lane flowchart differs from other flowcharts in that processes and decisions are grouped visually by placing them in lanes.

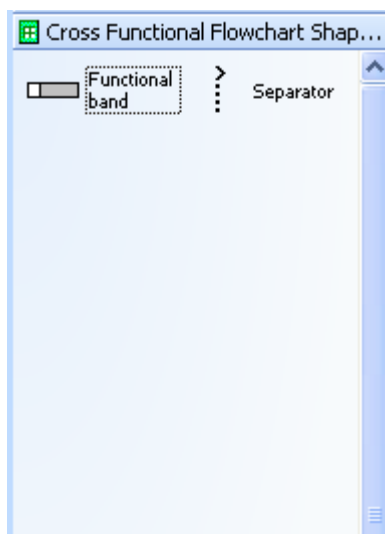


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- From the **File** menu select **Shapes, Flow Chart, Cross Functional Flowchart Shapes**.

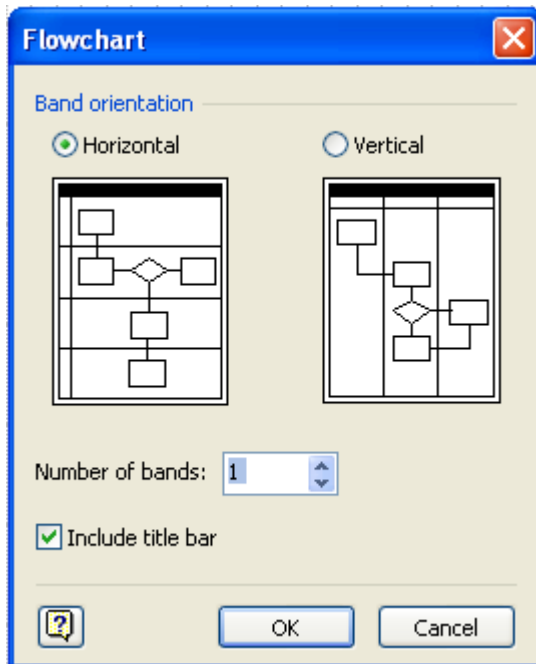


- The **Functional Flowchart Shapes** stencil will open.

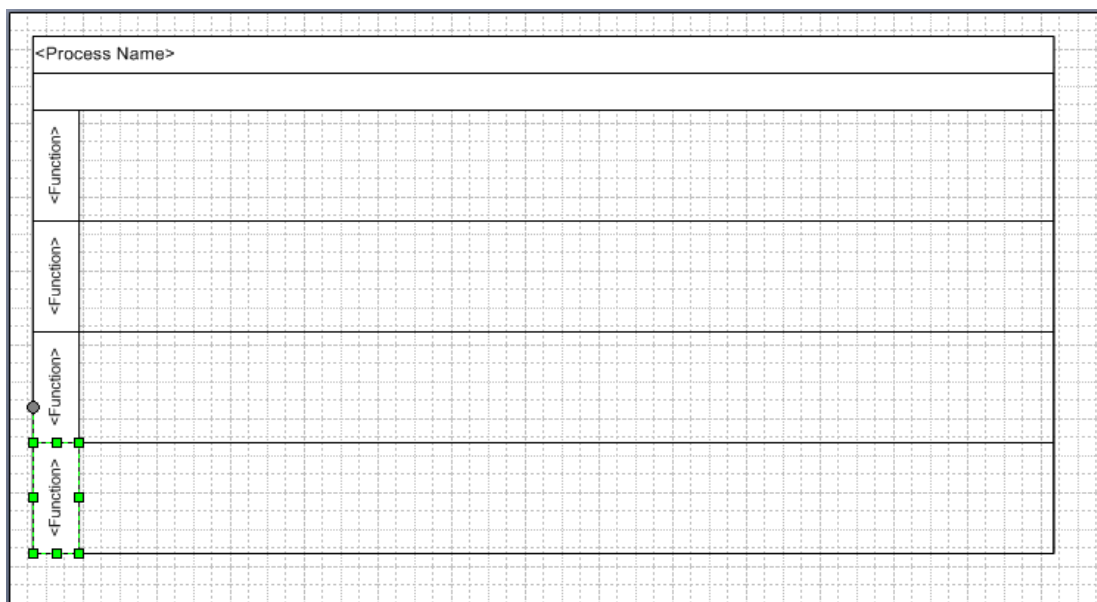


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- Click and drag onto your page the Functional band. You will be presented with the flow chart options window.



- Select the orientation and number of bands needed and click OK.
- The bands will be created on the drawing page.



- Type the Process Name and Function names into provided shapes.
- You can now create your Flowchart and group the flowchart shapes by positioning them in the bands provided.
- To divide the flow chart into the phases click and drag the

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separator and drop it where required.

