

MICROSOFT VISIO 2013

WHAT IS VISIO?

- Visio is a graphical and drawing application that helps you to visualize, explore, and communicate complex information. With Visio, you can transform complicated text and tables that are hard to understand into Visio diagrams that communicate information at a glance.
- Visio provides modern shapes and templates for a diverse set of diagramming needs, including IT management, process modeling, building and architecture, UI design, human-resource management, project management, and more.
- Visio gets you started making flow charts, floor plans, timelines, network diagrams, and many other kinds of drawings. Each type has templates to get you going quickly, each with its own set of pre-made shapes. Just drag the shapes onto the drawing page and connect them together to make professional-looking diagrams.
- When you finish your drawing, you can save it in many different formats so you can use it to illustrate reports, or as a reference file in PDF format, or as an updatable web page.

VISIO RESOURCES

- For various Visio training videos, visit [LyndaCampus](#)
- For documentation and online training, visit the [Microsoft](#) page.
- Google “Visio 2013”.
- Visit the following pages: [A beginner's guide to Visio](#) and [Getting started with Visio](#).

VISIO 2013

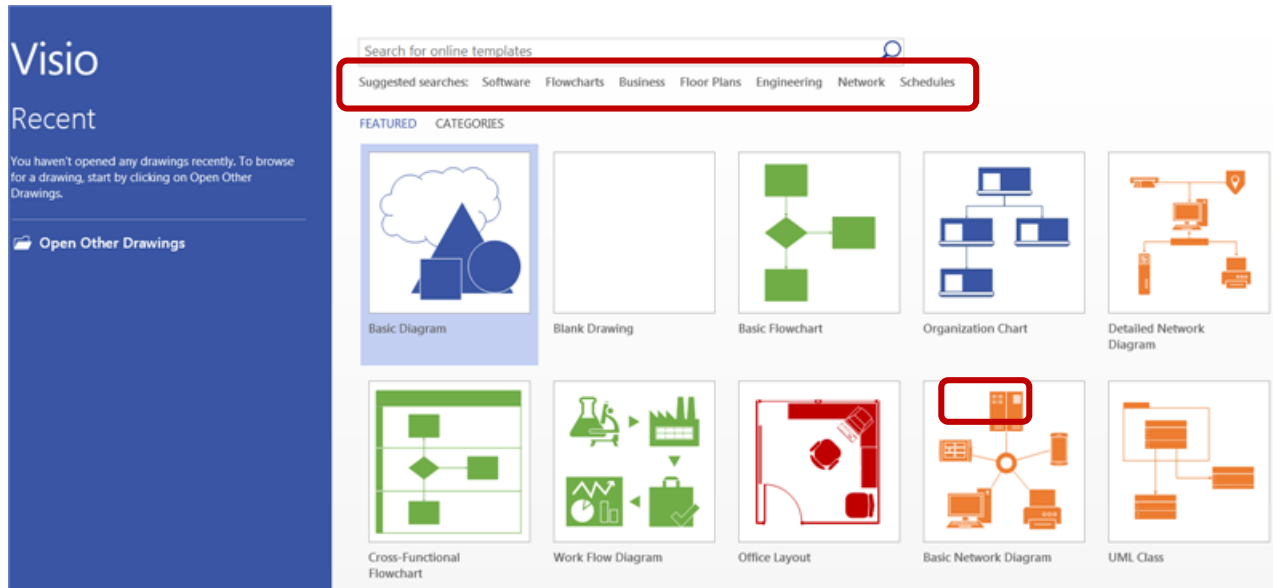
The following provides information on using some of the new/enhanced functionality in Visio 2013.

Note: Visio is not automatically available with Office 2013 and must be requested. To request Visio and/or upgrade to Office 2013, please submit a Help Desk ticket (whd.ewu.edu).

Get Started Quickly

When creating a new diagram, Visio provides sample templates to quickly choose from, as well as a search option for online templates, and links to template types (for example, Basic Flow Chart, Organization Chart, and Cross-Functional Flowchart). Click the desired template or the *Suggested searches* topic (for example Flowcharts) to display templates.

Note: The search field may also be used to search for templates.



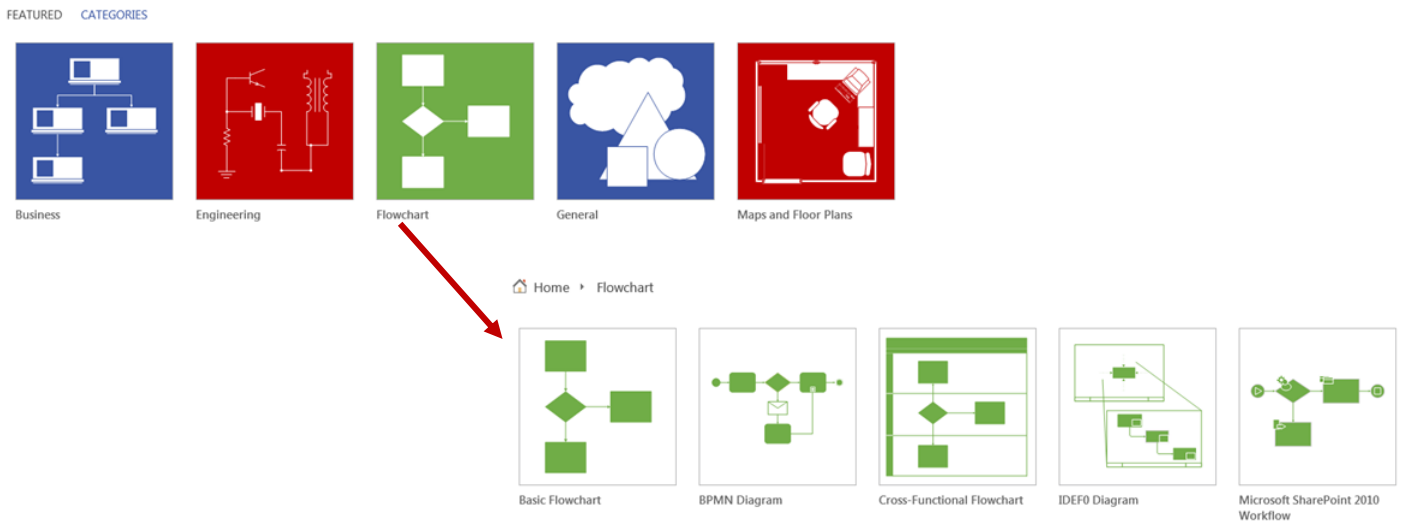
New

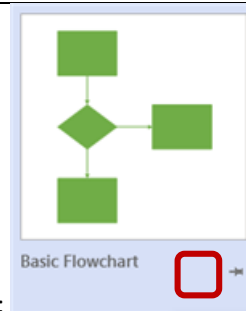
Search for online templates

Suggested searches: Software

FEATURED CATEGORIES

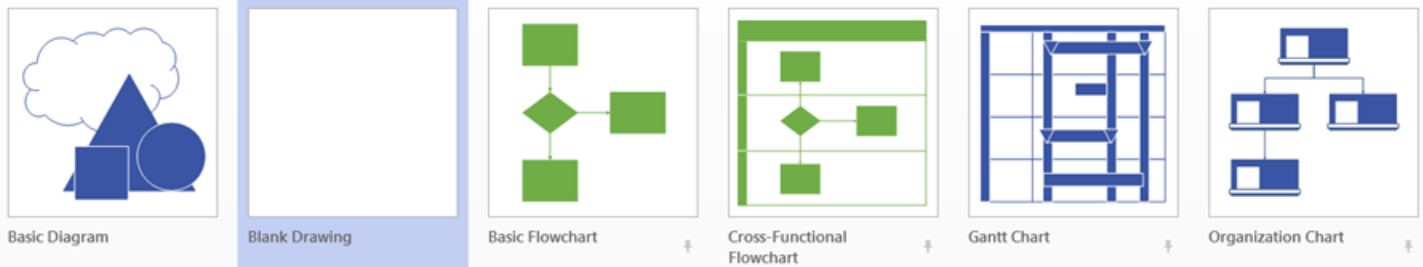
To view and select different versions of the a template (for example Basic Flowchart), click Categories: Click the desired template to view additional versions:





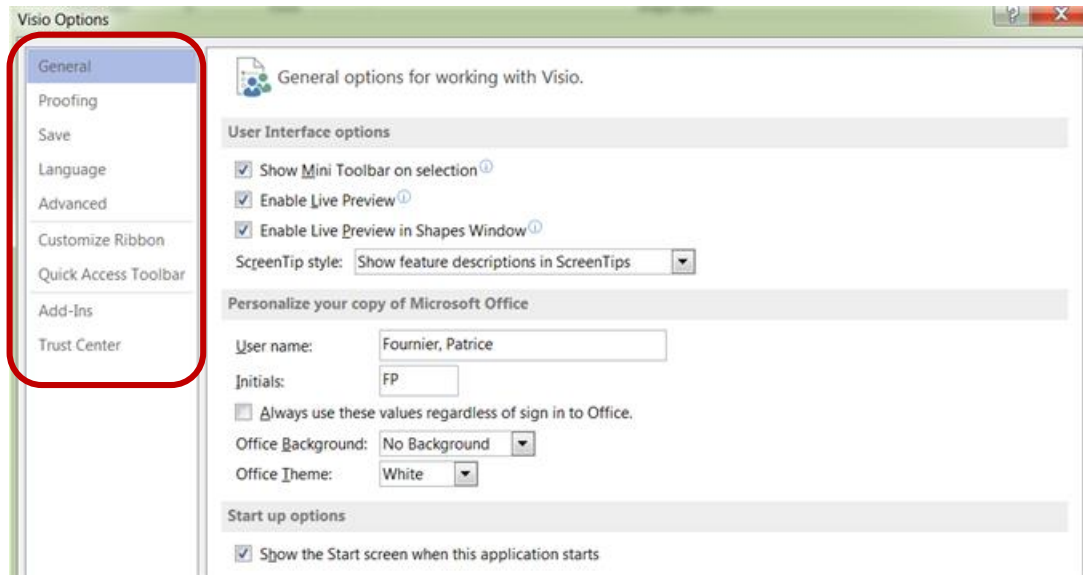
Pin frequently used templates. Hover over the desired template, click the push-pin icon:

The pinned template(s) now displays along the top of the of the icon list.



Visio Options

Visio options are used to customize Visio. If you are working with a diagram, click **File** in the ribbon: **FILE**. From the left-hand list, select **Options**: **Options**. Click thru the links in the left-hand list of the Visio Options dialog box to set up various customizations and options.



Insert Pictures



Online
Pictures

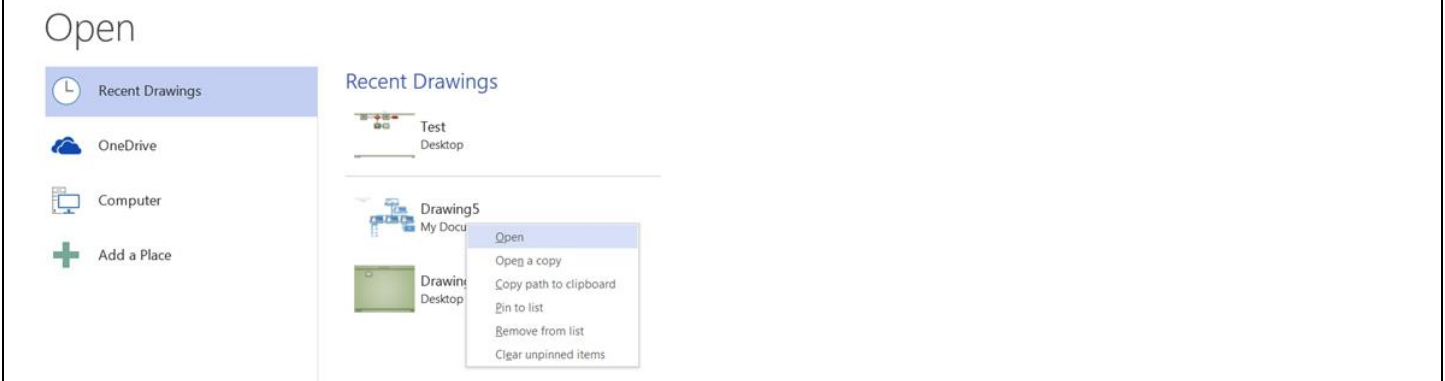
Visio 2013 allows add-ins. Click **Insert** in the ribbon. Select the online pictures icon: **Online Pictures**. A Bing search field displays in the dialog box. Search for the desired image.

Insert Pictures



Open as a Copy

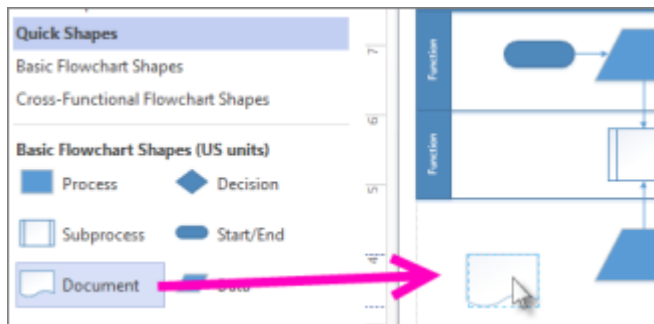
Instead of searching for a copy, open the diagram directly as a copy. Right click on the desired diagram and select **Open a copy**.



ADD A SHAPE

Along the side of the drawing page is a panel, or window, named **Shapes**. The **Shapes** window contains one or more Stencils, or sets of shapes, commonly used in the type of drawing you're creating.


1. In the **Shapes** window, click and hold the shape that you want.
2. Drag the shape onto the diagram page.



For more about how to use shapes and stencils, see [Use the Shapes window to organize and find shapes.](#)

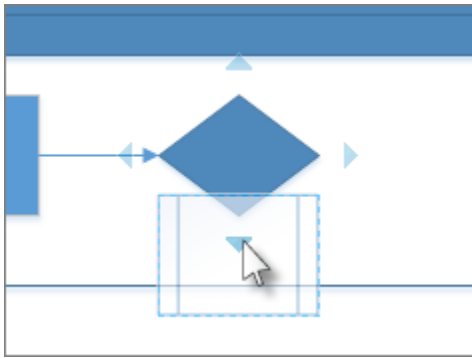
CONNECT SHAPES

In some diagrams, like flowcharts, the shapes need to be connected so it's easy to follow the path from shape to shape. The quickest way to connect shapes is with the AutoConnect tool.

1. Hold the pointer over one of the shapes that you want to connect.
2. When the AutoConnect arrows  appear, drag one of them to the center of the other shape. A connector appears between the two shapes.

Also, as you add shapes, use the AutoConnect arrows to instantly connect them.

1. Drag the new shape onto your drawing and hold it on top of the shape you want to connect it to, until the AutoConnect arrows appear.

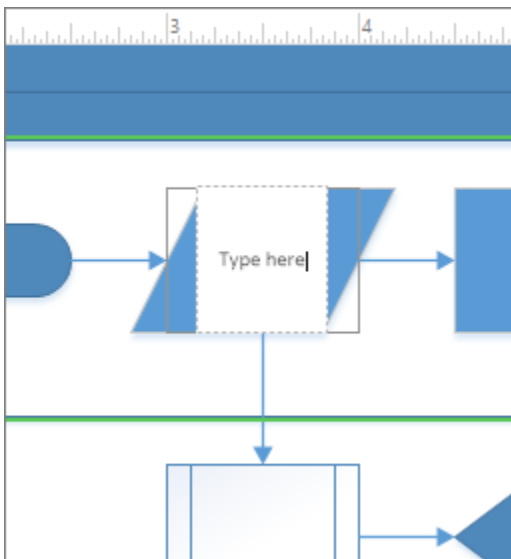


2. Drop the new shape on the AutoConnect arrow on the side where you want the shapes to connect. The new shape appears on the drawing, connected to the other one.

For more about AutoConnect, see [Connect shapes by using AutoConnect or the Connector tool](#).


ADD TEXT TO SHAPES OR TO THE PAGE

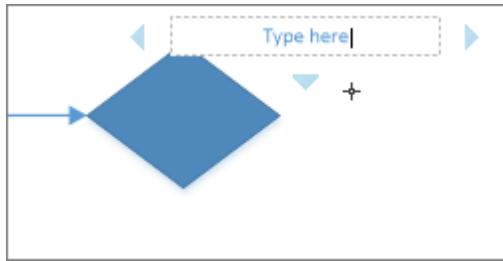
1. Select a shape.
2. Type your text. When you start typing, Visio switches the selected shape to text editing mode.



3. To add another line of text, press Enter.
4. Click an empty area of the page, or press Esc when you're finished.

ADD TEXT TO THE PAGE

1. Click **Home** and then click the **Text** tool .
2. Click an empty area of the page. A text box appears.
3. Type your text.



4. Click **Home** and then click **Pointer Tool** to stop using the **Text** tool.

The text box now has the characteristics of other shapes. You can select it and type to change the text, you can drag it to another part of the page, and you can format the text by using the **Font** and **Paragraph** groups on the **Home** tab.

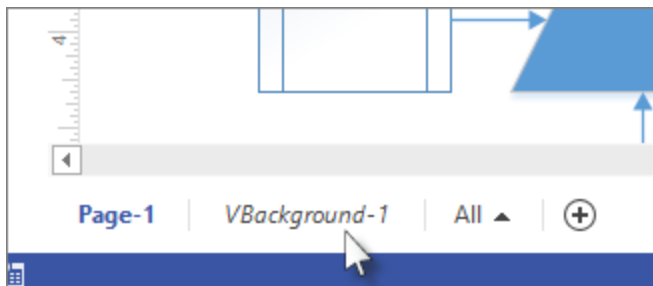
For more details about text, see [Add, edit, move, or rotate text on shapes](#) and [Add text to a page](#).

POLISH YOUR DIAGRAM DESIGN

Give your diagram a professional look by adding a background, a decorative title and border, colors, and effects.

GIVE YOUR DRAWING A BACKGROUND

1. Click **Design** and then click **Backgrounds**.
2. Click a background. Your diagram gets a new background page (named **VBackground-1** by default), which you can see in the page tabs along the bottom of the diagramming area.



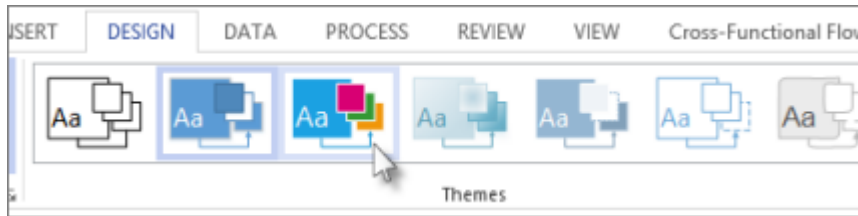
APPLY A BORDER OR TITLE


1. Click **Design > Borders & Titles** and click the title style that you want.
2. Click a title style.
3. The title and border appear on the background page.
4. At the bottom of the diagramming area, click the **VBackground-1** tab.
5. Click the title text. The entire border is selected, but when you start typing it changes the title text.
6. Type your title.
7. To edit other text in the border, first select the entire border, and then click the text you want to change and start typing.

APPLY A UNIFIED COLOR SCHEME AND OTHER FORMATTING EFFECTS

Once you have the basic elements in place, you can change the overall look and colors quickly by selecting a theme.

1. On the Design tab, hold your pointer over the various themes. The page takes the colors of the theme you're pointing to, so you get a preview.



2. To see other available themes, click **More** .
3. Click the theme you want to apply to the diagram.

SAVE A DIAGRAM

If the diagram has been saved before, just click **Save** in the **Quick Access Toolbar**.



If you want to save the diagram in a different place or with a different name, use **Save As**:

1. Click **File** and then click **Save As**.
2. Under **Save As**, click where you want to save the diagram – for example, on your computer, online or on OneDrive. Then click the folder that you want to save it in, or click **Browse** to find the folder that you want.
3. If you want, in the **Save As** dialog box, give the diagram a different name in the **File name** box.
4. Click **Save**.

SAVE AS AN IMAGE FILE, PDF, OR OTHER FORMAT

1. Click **File** and then click **Save As**.
2. Under **Save As**, click where you want to save the diagram.
3. In the **Save As** dialog box, open the **Save as type** drop-down list.
4. Click the format you want. Some example formats include:
 - **Standard image file** including JPG, PNG, and BMP formats.
 - **Web page** in HTM format. Image files and other resource files are saved in a subfolder of the location where you save the HTM file.
 - **PDF or XPS file**
 - **AutoCAD drawing** in DWG or DXF format.