

Visio 2016 Introduction

In Visio 2016, your documents are drawing files (VSDX) and are positioned in the right pane of your screen. Shapes (VSDW) are panels that visually represent the left side of the screen in the SHAPES pane. Shapes contain Master Shapes, shapes that you use [drag] onto your page and sometimes, templates. Visio 2016 supports combinations of documents with shapes that can be used as a master from which to create new documents.

Creating a New Document

1. Choose FILE, then NEW, then click the NEW button in the ribbon.
2. In the ribbon, [Click] [New] button.
3. [Click] a shape file. Review the template description.
4. [Click] [NEW] or [NEW] button and [Click] [OK].
5. Pressing <Ctrl>+S immediately creates a new document based on the current template.
6. [Click] effects properties (see Design, Format, Properties, Drawing Tools) for more information.

Enabling Autorecovery of Files






In Visio, file autorecovery and recovery of files is not enabled, by default.

1. Choose FILE, then SAVE.
2. In the SAVE category, check the SAVE AUTORECOVERY checkbox in the ribbon and [Click] OK.

Adding Shapes to a Drawing

1. Display the desired Shape by [Clicking] it. This is the SHAPES pane. To open a panel not displayed, see the link in a Shape.
2. [Drag] the desired Shape to the drawing page. If prompted, supply the information requested to add the Shape.

Selecting Multiple Shapes

- The Pointer tool  is used to select shapes. Choose a point, then  for different ways of selecting.
- Using Auto Select  [Click] is useful to select adjacent shapes to select them.
 - Using Lasso Select  [Click] is a selection of closed shapes, when non-adjacent ones, to select them.
 - [Click] the first shape. Hold <Shift> and [Click] other shapes as necessary <Shift>+ [Click] toggle the selection state.
 - Press <Ctrl>+A to select all shapes on the page or SELECT ALL  under the SELECT drop-down list.

The primary selected shape has a thick blue outline. The primary shape is used as the anchor for adding the other shapes. Other shapes have thin blue outlines. A thin gray oval box surrounds all selected objects.

Adding/Editing Text on a Shape

Use the text tool  to add text with a shape or to [drag] to create a text and a text box.

1. Select the desired shape.
2. Choose HOME,  or press <Ctrl>+T and type.
3. Press <Enter> to finish.
4. While the Pointer tool is active, [Click] a shape and begin typing, or [Double-Click] to activate text.
5. Choose HOME, Text Block tool  for free movement selection of text blocks associated with the page.

Line vs. Box Shapes

- A line or a connector is a 1-dimensional shape. They are used to connect one box to another, such as lines in a flowchart. They do not have to be thing M lines. Certain lines or connectors may require themselves (closed connector, e.g., the U-shaped connector .
- A box is a shape with height and width. It is a 2-dimensional object. They are commonly the "main" element of a drawing, e.g., the box in a flowchart.

Formatting Shapes & Text

1. Select the shape(s).
2. Choose HOME, then select options from the FONT, Fill, SHAPE FILL or SHAPE STYLE group.

- Right-Click, a shape to display the shape mini toolbar.



- To format text with the text, then Right-Click the text to display the text mini toolbar.



Using Themes

- Use themes to quickly apply color and formatting to your site or document. Themes can be used to change the color scheme of the document. Themes can be used to change shape fills, such as borders and connectors.
1. Choose DESIGN, then select a theme from the THEMES group. To activate theme, [Click] [THEME].
 2. Choose a variant from the VARIANTS group.
 3. For Theme Colors, [Click] the VARIANTS group. Select a color, and select from the list .
 4. For Theme Effects, [Click] the VARIANTS group. Select a button, and select from the list .
- To create a new theme color, choose <EDIT> after the button is selected at the bottom of the list.
 - To apply the new theme is applied to all new shapes, from the THEMES group, [Click] [NEW] and a background theme is applied to new shapes.

Moving Shapes

1. Select the shape(s) to move.
2. [Drag] the selected or place the arrow tool on the keyboard to move the selection in any direction.
- If text is selected from elements from the shape, the Dynamic Grid is providing a guide for shape placement.
- As the shape is moved, the connector may adjust for better layout.
- Pressing <Shift> while [dragging] constrains movement to a vertical or horizontal direction.





Copying Shapes

1. Select the shape(s) to copy.
2. Choose HOME, then  or press <Ctrl>+C.
3. [Click] Paste  or press <Ctrl>+V.

- Press <Ctrl> while [dragging] the original shape.

- Select a shape to duplicate and choose DUPLICATE or press <Ctrl>+D.

Resizing Shapes

- Use  [drag] the end point to the new location to change the length or angle. [Drag] the alignment midpoint  for fine control.
- Use  [drag] the control handle to the new size. Box shapes can be resized vertically to normally, and diagonally. Control handle icon .

Aligning Shapes

1. Select the shape(s). The first shape becomes the primary selected shape and will act as a guide for the other shapes to align to.
2. Choose HOME, then ALIGN .
3. Select an alignment option from the list.
- Alternatively, a top <F6>. The ALIGN SHAPES dialog box allows a custom combination of VERTICAL, and HORIZONTAL, alignment.
- To align shapes connected, [Click] POSITION and then AUTO ALIGN TO ORIGIN .

Distributing Shapes

1. Select the shape(s). The first shape becomes the primary selected shape and will act as a guide for the other shapes.
2. Choose HOME, then POSITION .
3. [Click] DISTRIBUTE HORIZONTAL or DISTRIBUTE VERTICAL.
- Alternatively, POSITION , then [Click] MORE DISTRIBUTE OPTIONS to display the DISTRIBUTE SHAPES dialog box. The DISTRIBUTE SHAPES dialog box allows a custom combination of VERTICAL, or HORIZONTAL distributions. Select the option, then [Click] OK.
- To auto distribute shapes, POSITION , [Click] [OK].

Using Enhanced Alignment and Distributing Features

- Choose HOME, ALIGN, then AUTO ALIGN TO ORIGIN  to align and space all objects to each other.
- Select a shape on the page to display a dialog to select with positioning with for shapes.



Rotating and Flipping

1. Select the shape(s).
2. Choose HOME, POSITION , then ROTATE SHAPES to rotate the shape(s) or 90, 180 degrees or to flip vertically or horizontally.
- To freely rotate shapes, [Drag] the rotate handle .

Creating Groups

1. Select the shape(s) to group.
2. Choose HOME, OR GROUP , then GROUP. Or, press <Shift>+<Ctrl>+G.

To ungroup shapes:

1. Select the group.
2. Choose HOME, GROUP , then UNGROUP. Or, press <Ctrl>+<Shift>+U.

Note: After ungrouping, any modification applied to the group list, properties or ShapeSheet is lost.

Keyboard Shortcuts

Switch to Pointer tool	<Ctrl>+<Q>
Switch to Connector tool	<Ctrl>+<C>
Go to next page	<Ctrl>+<Page Down>
Go to previous page	<Ctrl>+<Page Up>
Run page for the selected	<Alt>+<Page Down>
Print selected a sheet	<Alt>+<Page Up>
Open/Close ribbon bar	<Shift>+<F>
Bring to front or back	<Ctrl>+<Shift>+<F>
Zoom to 100%	<Ctrl>+<Shift>+<Z>
Zoom to Whole Page	<Ctrl>+<Shift>+<W>
Zoom in	<Ctrl>+<Shift>+<Right Click> or <Alt>+<F5>
Zoom out	<Ctrl>+<Shift>+<Left Click> or <Alt>+<F4>
Search and Auto Insert	<Ctrl>+<Shift>+<Drag> or <Alt>+<F6>
Pinning	<Ctrl>+<Shift>+<Right Drag>
Pin to left or right	<Ctrl>+<L> or <R>
Pin Horizontal or vertical	<Ctrl>+<Shift>+<J>
Group or Ungroup	<Ctrl>+<Shift>+<G> or <U>
Switch to connection point mode	<Ctrl>+<Shift>+<I>

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Marcel A. Müller



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