Microsoft® Visio 2003
Quick Reference Card
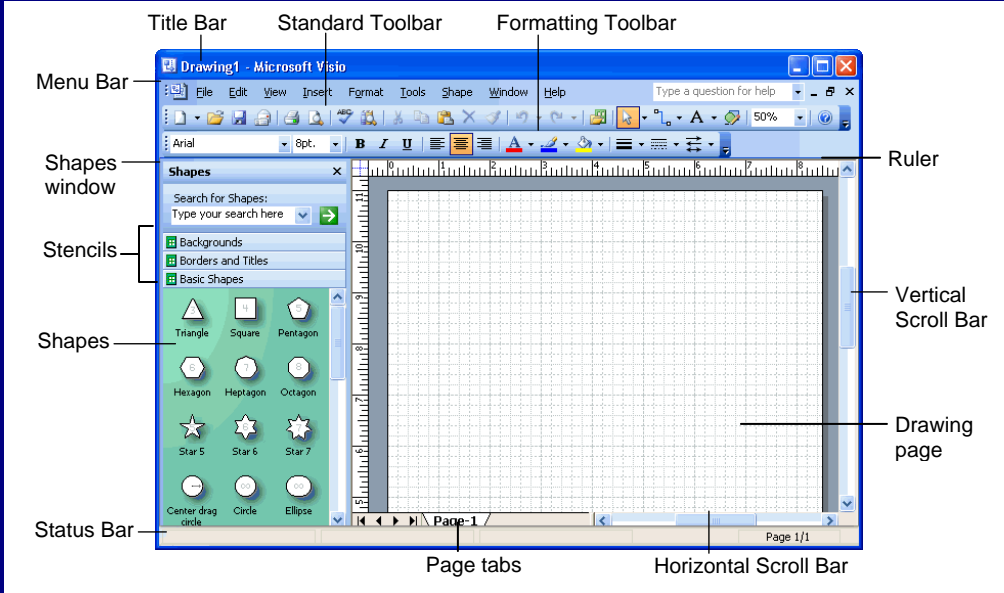
The Visio 2003 Workspace

Title Bar, Standard Toolbar, Formatting Toolbar

Menu Bar, Shapes window, Stencils, Shapes, Status Bar

Drawing1 - Microsoft Visio

File Edit View Insert Format Tools Shape Window Help   Type a question for help

Shapes

Search for Shapes:
Type your search here

Backgrounds
Borders and Titles
Basic Shapes

Triangle Square Pentagon
Hexagon Heptagon Octagon
Star 5 Star 6 Star 7
Center drag circle Circle Ellipse

Ruler, Vertical Scroll Bar, Drawing page

Page-1   Page 1/1

Page tabs, Horizontal Scroll Bar

Keyboard Shortcuts

Actual Size	**<Ctrl> + <Shift> + <I>**
Align Shapes	**<F8>**
Bring to Front	**<Ctrl> + <Shift> + <F>**
Send to Back	**<Ctrl> + <Shift> + <B>**
Cascade	**<Alt> + <F7>**
Cut	**<Ctrl> + <X>**
Copy	**<Ctrl> + <C>**
Duplicate	**<Ctrl> + <D>**
Field	**<Ctrl> + <F9>**
Fill	**<F3>**
Flip Horizontal	**<Ctrl> + <H>**
Flip Vertical	**<Ctrl> + <J>**
Toggle Glue	**<F9>**
Group	**<Ctrl> + <G>**
Ungroup	**<Ctrl> + <Shift> + <U>**
Display Help	**<F1>**
Insert Hyperlink	**<Ctrl> + <K>**
Line	**<Shift> + <F3>**
Macros	**<Alt> + <F8>**
New Drawing	**<Ctrl> + <N>**
Open	**<Ctrl> + <O>**
Close File	**<Ctrl> + <F4>**
Full Screen	**<F5>**
Print Preview	**<Ctrl> + <F2>**
Redo	**<Ctrl> + <Y>**
Undo	**<Ctrl> + <Z>**
Repeat	**<F4>**
Find	**<Ctrl> + <F>**
Rotate Left	**<Ctrl> + <L>**
Rotate Right	**<Ctrl> + <R>**
Save	**<Ctrl> + <S>**
Save Workspace	**<Alt> + <F12>**
Toggle Snap	**<Shift> + <F9>**
Snap and Glue	**<Alt> + <F9>**
Spelling	**<F7>**

The Fundamentals

The Standard Toolbar

New, Save, Print, Spell Check, Cut, Paste, Format Painter, Redo, Shapes, Connector Tools, Drawing Tools, Help

Open, E-mail, Print Preview, Research, Copy, Delete, Undo, Pointer Tool, Text Tools, Zoom
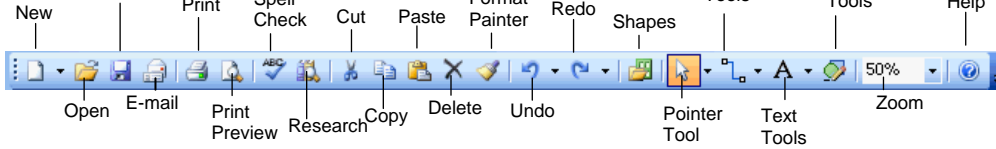
- **To Create a New Diagram from a Template:** Select **File → New → Choose Drawing Type** from the menu, select a diagram type from the Category list, and select a template. Or, click the **New button list arrow**, select a diagram type and select a template.

- **To Create a New Diagram from Scratch:** Click the **New button**, or press **<Ctrl>** + **<N>**.

- **To Open a Diagram:** Click the **Open button** on the Standard toolbar, or select **File → Open** from the menu, or press **<Ctrl> + <O>**.

- **To Save a Diagram:** Click the **Save button** on the Standard toolbar, or select **File → Save** from the menu, or press **<Ctrl> + <S>**.

- **To Print a Diagram:** Click the **Print button** on the Standard toolbar, or select **File → Print** from the menu, or press **<Ctrl> + <P>**.

- **To View a Diagram in Full Screen Mode:** Press the **<F5>** key. Use the mouse or the arrow keys on the keyboard to navigate between pages.

- **To Change Page Orientation:** Select **File → Page Setup** from the menu and select **Landscape** or **Portrait** under Orientation.

- **To Find a Shape:** Type what you're looking for in the **Search for shapes** box in the Shapes window and click the **Search button**.

- **To Select Objects:** Click and drag around the objects you want to select with the pointer tool. Click the **Pointer Tool button list arrow** to use the other selection tools: Lasso Select or Multiple Select.
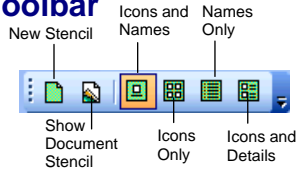
To Use a Tool: Click the tool button list arrow and select the tool.

- **Connector:** Click and drag between connection points to connect shapes
- **Connection Point:** Press **<Ctrl>** and click to add a connection point.
- **Text:** Click the drawing page to insert a text block.
- **Text Block:** Select or rotate a text block.

To Use the Drawing Toolbar: Click the **Drawing Tools button** to open the Drawing toolbar.

- **Rectangle:** Draw a rectangle shape.
- **Ellipse:** Draw an ellipse shape.
- **Line:** Draw a line.
- **Arc:** Draw an arc.
- **Freeform Shape:** Draw a freeform shape.
- **Pencil:** Change the curve of a freeform shape.

Formatting Text

Bold	**<Ctrl + <B>**
Italics	**<Ctrl + <I>**
Underline	**<Ctrl + <U>**
Double Underline	**<Ctrl> + <Shift> + <D>**
Small caps	**<Ctrl> + <Shift> + <K>**

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Stencils

The Stencil Toolbar

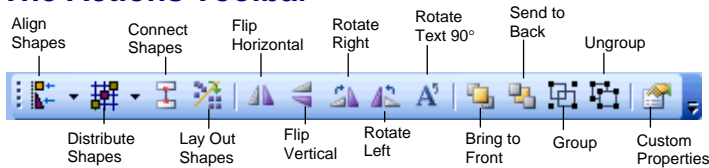New Stencil · Icons and Names · Names Only · Show Document Stencil · Icons Only · Icons and Details

- A **stencil** is a collection of shapes related to the template you are currently working on. Each template has a different set of stencils assigned to it.
- **To Open a Stencil:** Click the **Shapes button** on the Standard toolbar or select **File → Shapes → Open Stencil** from the menu.
- **To Move a Stencil:** Click and drag the stencil by its title bar to a new location in the program window.
- **To Remove a Stencil:** Right-click the stencil and select **Close** from the shortcut menu.
- **To Create a New Stencil:** Select **File → Shapes → New Stencil** from the menu and add the desired shapes to the stencil.

Shapes

The Actions Toolbar

Align Shapes · Connect Shapes · Flip Horizontal · Rotate Right · Rotate Text 90° · Send to Back · Ungroup · Distribute Shapes · Lay Out Shapes · Flip Vertical · Rotate Left · Bring to Front · Group · Custom Properties

- **To Insert a Shape:** Click and drag the shape from the stencil to the desired location in the diagram.
- **To Delete a Shape:** Select the shape(s) and press **<Delete>**.
- **To Add Text to a Shape:** Click the shape and start typing.
- **To Move a Shape:** Select the shape and drag it to a new location.
- **To Resize a Shape:** Select the shape and drag one of its sizing handles. Tip: the status bar displays the actual size of the selected shape.
- **To Align Shapes:** Select the shapes you want to align and press **<F8>**, or click the **Align Shapes button** on the Actions toolbar, or select **Shape → Align Shapes** from the menu. Click the alignment you want to use and click **OK**.
- **To Distribute Shapes:** Select the shapes you want to distribute and click the **Distribute Shapes button** on the Actions toolbar, or select **Shape → Distribute Shapes** from the menu. Click the distribution you want to use and click **OK**.
- **To Connect Shapes:** Select the shapes you want to connect and click the **Connect Shapes button** on the Actions toolbar, or select **Shape → Connect Shapes** from the menu. Or, click the **Connector Tool button** on the Standard toolbar and draw a connector line from one connection point to another.
- **To Lay Out Shapes:** Select the shapes you want to lay out (or select none if you want to lay out all shapes) and click the **Lay Out Shapes button** on the Actions toolbar, or select **Shape → Lay Out Shapes** from the menu. Select the lay out formatting or properties you want to use and click **OK**.
- **To Format Shapes:** Select the shape you want to format, click the **Fill Color** or **Line button list arrow**, and select an option from the list. Or, select **Format → Fill** or **Line** from the menu.
- **To Group Shapes:** Select the shapes you want to group and click the **Group button** on the Actions toolbar, or select **Shape → Grouping → Group** from the menu, or press **<Ctrl>** + **<G>**.

Diagram Types and Templates

- There are 16 different diagram types and a total of 67 diagram templates in Visio 2003. However, Visio Standard does not have as many templates as Visio Professional.
- A **template** predetermines everything you need to create a specific type of drawing.

Diagram Types

Block Diagram: Create general-purpose diagrams using geometric shapes. **Templates:** Basic Diagram, Block Diagram, Block Diagram With Perspective

Brainstorming: Create diagrams to assist in writing thoughts for planning, decision making and problem solving. Templates: Brainstorming Diagram

Building Plan: Organize layouts of a building's interior, such as office cubicles, walls, doors, windows, electrical fixtures, plumbing, or plan an outside space. **Templates:** Electrical and Telecom Plan, Floor Plan, Home Plan, HVAC Control Logic Diagram

Business Process: Organize various aspects of a business with templates that organize finances, cause and effect, workflow, and more. Templates: Audit Diagram, Basic Flowchart

Charts and Graphs: Use for financial and sales reports, budgets, sales pyramids, task management. Templates: Charts and Graphs, Marketing Charts and Diagrams

Database: Document, design and generate databases. Templates: Database Model Diagram, Express-G, ORM Diagram

Electrical Engineering: Create diagrams for basic and advanced electrical systems. **Templates:** Basic Electrical, Circuits and Logic, Industrial Control Systems, Systems

Flowchart: Flowcharts are visual representations of a process. Templates: Basic Flowchart, Cross Functional Flowchart, Data Flow Diagram, IDEFO Diagram, SDL Diagram

Map: Use to assemble simple 2-D or 3-D directional maps. Templates: Directional Map, Directional Map 3D

Mechanical Engineering: Create pneumatic or hydraulic system diagrams, and assembly instructions. **Templates:** Fluid Power, Part and Assembly Drawing

Network: Diagram an organization's network, including the cabling and physical hardware. **Templates:** Active Directory, Basic Network Diagram, Detailed Network Diagram, LDAP Directory, Novell Directory Services, Rack Diagram

Organization Chart: Organization charts show reporting relationships and how employees are grouped into departments. Templates: Organization Chart, Organization Chart Wizard

Process Engineering: Create diagrams for piping systems. Templates: Piping and Instrumentation Diagram, Process Flow Diagram

Project Schedule: Keep projects on time with diagrams that help you project courses of action for long-term projects. Templates: Calendar, Gantt Chart, PERT Chart, Timeline

Software: Design software structures and systems. **Templates:** COM and OLE, Data Flow Model Diagram, Enterprise Application, Jackson, Program Structure, ROOM, UML Model Diagram, Windows XP User Interface

Web Diagram: Generate site maps and diagram web site architecture. **Templates:** Conceptual Web Site, Web Site Map

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