CHAPTER 1

Getting Started with Visio

In This Chapter

Discovering features new to Visio 2003

Identifying which version of Visio you need

Learning the basic concepts behind Visio's power

Exploring the components of Visio's interface

Humans are visual creatures, so it isn't surprising that we visualize and communicate our ideas, designs, and final products graphically. In the past, high-quality graphics were the work of professional graphic artists and illustrators, but with Visio 2003, anyone can produce informative and attractive diagrams, drawings, and models. Visio is so straightforward that you can use it to capture the fast-paced output of brainstorming sessions or the frequent changes made to initial designs and models. At the same time, Visio is powerful enough to develop sophisticated models, and precise enough to document the details of existing systems.

Visio 2003 is like a good friend with expertise in dozens of fields. It jumpstarts your efforts with solutions designed specifically to produce different types of drawings. Visio templates set up your work environment with menus of specialized tools, sets of predefined shapes, and drawing settings such as page size and orientation typical for the type of drawing you want to create. Visio stencils categorize thousands of predefined symbols by industry, drawing type, and application. These Visio *SmartShapes* have built-in behaviors and properties to help you quickly assemble drawings and collect information.

Simplicity and convenience are key to Visio's power. To construct a drawing, you drag and drop predrawn shapes from stencils onto drawing pages. Defining relationships between shapes is as easy as dropping one shape onto another or dragging and dropping connectors onto shapes. Specialized tools help lay out drawings and perform typical tasks. The simplicity of integrating Visio with tools such as Microsoft Office, AutoCAD, Adobe Framemaker, and database management systems makes it easy to maintain drawings and documentation of systems.

What's New in Visio 2003?

Visio 2003 delivers brand-new templates and shapes as well as significant improvements and enhancements to many existing ones. In addition, Visio 2003 includes new and improved features to boost your productivity and enhance collaboration with others. You can send Microsoft feedback about the product or rate the usefulness of help topics and templates.

Look for the New Feature icon throughout this book to learn more about what's new and improved.

New and Improved Shapes and Templates

The Visio team expands the scope of the product with every release. Visio 2003 introduces the following new templates and shapes:

- **Business Process templates** — New templates for event-driven process chains, fault tree analysis, and work flow, plus a new home for other business process templates
- **Brainstorming** — A replacement for the Mind Mapping template
- **Timeline** — A new template for documenting project timelines
- **Space Plan Startup Wizard** (Visio Professional only) — A new tool for building space plans quickly
- **Detailed Network Diagram** (Visio Professional only) — A replacement for the Logical Network Diagram
- **Rack Diagram** (Visio Professional only) — A new template for designing equipment placement in racks
- **Windows XP User Interface** (Visio Professional only) — A new template for designing Windows XP user interfaces

You'll appreciate the enhancements added to many existing templates and shapes, including the following:

- Calendar
- Organization Chart
- Basic Network Diagram
- Space Plan Import Data Wizard (Visio Professional only)
- Web Site Map (Visio Professional only)
- Electrical Engineering (Visio Professional only)
- Building Plan (Visio Professional only)

Productivity Enhancements

Visio enhances its reputation for being quick and easy with the following new features:

- **Task panes** — You can access many of Visio's most popular features on ten new task panes, which are docked to the right of the drawing page by default.
- **Shape management** — You can find shapes faster with Search for Shapes, an improved replacement for the Find Shape feature. You can organize your frequently used shapes on the Favorites stencil or add them to custom stencils, which you can store in the new My Shapes folder for easy access.
- **Editing tools** — Shapes now include rotation handles so you can rotate them without switching drawing tools. To select multiple shapes, you can choose from the Pointer, Lasso Select, or Multiple Select tools. It's also easier to coordinate colors if you use templates with built-in color schemes.
- **Getting started** — The Diagram Gallery provides an overview of Visio drawing types to help you select an appropriate template. Microsoft Office Online includes additional templates and clip art, as well as starter drawings that already contain basic content to get you going. For an introduction to Visio's features, you can use the Getting Started Tutorial on the Visio Help menu.
- **CAD integration** — The DWG Converter produces more accurate Visio representations of your original CAD drawings.
- **Help resources** — Online help from Microsoft Office Online provides up-to-the-minute help and in-depth articles about Visio and other Office applications. The Help and Template Help task panes provide access to almost all of Visio's help resources, with a few more on the Visio Help menu and online. You can pause the pointer over a shape on a stencil to view a description and access a Help link.
- **Customer feedback** — You can help improve future versions of Visio by choosing to participate in the Customer Experience Improvement Program, in which Microsoft collects information about your hardware configuration and how you use Microsoft Office programs. In addition, you can provide feedback about programs, the effectiveness of help topics, templates, and Microsoft Office Online content.
- **Features for developers** — In addition to a Visio 2003 ActiveX control for incorporating Visio into host applications, developers can increase their productivity with new ShapeSheet functions, keyboard and mouse events, and other tools. New interface elements such as ShapeStudio and the Formula Tracing window make it easier to create SmartShapes. (Visio Professional only)

Collaboration and Sharing

Collaboration and the subsequent sharing of documents are key initiatives for Microsoft today. Visio 2003 includes a number of new features to simplify collaboration with your colleagues:

- **Track markup** — You can propose changes to drawings and review the changes proposed by your coworkers. Each person's changes appear in a unique color on a separate overlay.
- **Ink** — You can add hand-drawn shapes or handwritten notes to drawings using a tablet PC or any computer with an electronic pen device. You can edit Ink shapes or add them to stencils just like other Visio shapes.
- **Scalable Vector Graphic format** — Visio 2003 now supports the Scalable Vector Graphics (SVG) format.
- **Microsoft Office Visio Viewer 2003** — People who don't have Visio can view and print your Visio drawings after downloading the Visio Viewer from the Microsoft Download Center.
- **Document Workspaces** — People can collaborate on documents stored in Document Workspaces, which are Microsoft Windows SharePoint Services sites. Contributors can work on the master copy in the Document Workspace or edit their own copy, which they can synchronize periodically with the master.
- **Language handling** — Visio 2003 supports Unicode, End User Defined Character sets, and the new Chinese character-encoding standard, GB18030. In addition, Multilingual User Interface packs simplify Visio deployment in global enterprises by displaying text for the user interface, Help, and wizards in other languages.

Features Discontinued in Visio 2003

A few templates and tools are no longer available. However, you can search Microsoft Office Online or other Web sites for replacements.

To find other sources for Visio shapes and templates, refer to Chapter 39.

- **Data Flow Model Diagram Model Explorer** (Visio Professional only) — The Data Flow Model Diagram template no longer contains the Model Explorer. However, the UML template still has its Model Explorer.
- **Directory Services Directory Navigator** (Visio Professional only) — The Directory Services Diagram template no longer contains the Directory Navigator.
- **Forms** — The Forms template is no longer available. You can use Microsoft's new product, Infopath, to build forms and communicate data.
- **Import Flowchart Data Wizard** — You must import data into a flowchart in an earlier version of Visio and save the result in that version. You can then open the file in Visio 2003.
- **Organization Chart Conversion Utility** — You must convert an organization chart in an earlier version of Visio and save the result in that version. You can then open the organization chart in Visio 2003.

- **Visio Network Equipment Sampler** (Visio Professional only) — Shapes in the VNE Sampler are no longer available, but many equipment manufacturers provide shapes for their equipment on their Web sites.

Visio has dropped support for the following file formats and their converters:

- Adobe Illustrator
- ABC Flow Charter, versions 2.0, 3.0, and 4.0
- CorelDRAW!, versions 3.0 through 7.0
- CorelFLOW 2.0
- Corel Clipart
- Computer Graphics Metafile
- Microstation (DGN)
- MicroGrafx Designer 3.1
- MicroGrafx Designer 6.0 English
- Postscript and Encapsulated Postscript
- Initial Graphics Exchange Specification
- ZSoft PC Paintbrush (PCX)
- Mac Clipboard
- Text Files (TXT) and Comma Separated Values (CSV)

What Visio Is and Isn't

Visio can be many things to many people. Applied properly, Visio 2003 can help you produce simple diagrams or complex models. These far-reaching capabilities can be confusing if you don't understand how they differ. Even worse, you can become quite frustrated if you try to use Visio for tasks for which it wasn't designed.

Many drawings are simple diagrams with some basic connections and little or no associated data. For these drawings, you can simply drag and drop shapes and connectors in either Visio Standard or Visio Professional. The remaining chapters in Part I, Understanding Visio Fundamentals, describe the basic tools you need to diagram with Visio.

However, Visio Professional can also produce intelligent models and specialized documentation for numerous fields, including software engineering, architecture, mechanical and electrical engineering, and business process modeling. Templates for these advanced applications contain tools for performing specialized tasks. The shapes contained in the stencils for these templates have smart features —

built-in behaviors and attributes that fit the shapes to their role. For instance, intersecting walls in building plans are smart enough to clean up their overlapping lines. Cubicle shapes might contain properties that identify the people occupying the enclosed space for occupancy reports. These features are time-savers when you know how to use them, but can make Visio seem to have a mind of its own when you don't. Parts III, IV, and V of this book teach you the ins and outs of Visio's more sophisticated solutions.

You can draw precise plans to scale with Visio. Visio Standard supports only basic building plans, whereas Visio Professional supports a variety of architectural and engineering plans. Nonetheless, you'll probably want the extra power of a CAD application, such as AutoCAD, to design and document large or complex plans. Even so, Visio can be a helpful companion to your CAD application. You can create shapes faster and more easily in Visio and then import them for use in AutoCAD or other CAD applications. Team members who don't have access to AutoCAD can create their drawings in Visio using CAD drawings as a backdrop and import their work into AutoCAD if necessary. Visio also simplifies preparing presentations for large projects.

Understanding Visio Concepts

Visio enhances your drawing and modeling productivity because so many of its elements include features that incorporate industry expertise. Most of the time, you don't even think about how much Visio does for you because the templates, stencils, and shapes do just what you would expect. However, some of Visio's specialized capabilities might surprise or even confuse you at first. By understanding the concepts that make Visio so powerful, you can prevent problems and maintain your productivity.

Using Templates and Stencils

In the real world, templates are patterns you use to build something. For example, you could use a standard design for a log house to simplify the construction of your home. In Visio, templates are solutions that facilitate the construction of a specific type of drawing. Each template comprises settings, stencils, styles, and special commands to make your work on a drawing as easy as possible.

Visio stencils are categorized collections of shapes. To continue the house analogy, a Visio stencil is like a catalog of cedar logs and connecting brackets that are available from your local building supply store. To build your home, you order the components you need from the store and assemble them according to your house design. In Visio, you assemble your drawings by dragging and dropping shapes from stencils onto your drawing page.

When you create a drawing based on a template, Visio does the following things:

- **Opens stencils with shapes** — Visio opens stencils that contain the shapes you need for the type of drawing you are creating.
- **Includes styles** — Visio provides special formatting styles typical for the current drawing type. For example, a construction project created from a floor plan template includes line styles typically used to dimension architectural plans.
- **Automatically displays menus and toolbars** — If the template contains a special menu, Visio adds an entry for the menu to the menu bar. If the template contains a special toolbar, Visio floats the toolbar in the drawing area.
- **Specifies settings** — Visio specifies settings typical for the type of drawing. For basic block diagrams, Visio uses letter-size paper, portrait orientation, one-to-one scale, and inches for measurement units. For site plans, it specifies a 36" × 42" architectural drawing size in landscape orientation, a scale of 1 inch to 10 feet, and measurement units of feet and inches.
- **Displays rulers and grid** — To make positioning shapes easy, the rulers and grid take into account the scale and units for the drawing. For example, a block diagram shows inches on the rulers with each grid cell equal to one-quarter inch. Conversely, rulers for a site plan display feet in the rulers with each grid cell equal to ten feet.

Dragging and Dropping Shapes to Create Drawings

Visio's philosophy is elegantly simple — you construct drawings by dragging and dropping predefined shapes onto drawing pages. Although working with Visio can seem like copying clip art into a document, Visio shapes are much more powerful, quickly transforming a blank page into a professional document with a few applications of drag and drop.

What Makes Shapes Smart

Visio shapes can represent many things: ideas, processes, components of a model, and real-world objects such as people, places, and things. Visio calls them *SmartShapes* because they have built-in properties and behaviors that give them intelligence. As you work on a drawing, shape behaviors help you position the shapes and connect them appropriately to other shapes. For example, when you place a door shape in a wall, the door lines up with the wall and creates an opening into a room, as shown in Figure 1-1. That same door might contain properties to modify the shape or identify it, also shown in Figure 1-1. For example, one door property specifies whether the door is centered in the wall. Other door properties can define a door's dimensions, its catalog number, or its associated room number, so you can produce a schedule of the doors you need and where they belong in your building.

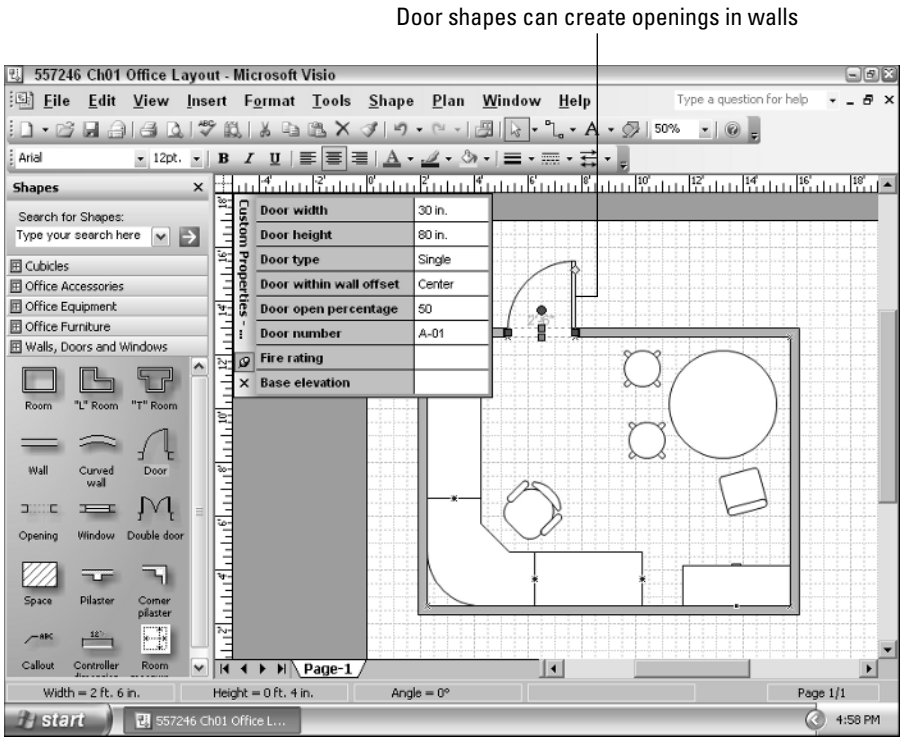

Figure 1-1: Shapes include behaviors and properties that give them intelligence.

To learn about how to define properties and behaviors for shapes, see Chapter 32.

In Visio, predrawn shapes are called *masters*, which are stored and categorized in stencils. When you drag and drop a master from a stencil onto your drawing page, you create a copy, which is called an *instance* of that master. Each instance inherits its master's behaviors, so it knows how to act when you add it to your drawing. It also inherits its master's properties, so you can assign unique values to an instance.

Using Handles to Manipulate Shapes

Shapes have other features to help you position, resize, and connect them to one another. When you select a shape, Visio marks these features with colored graphics, as illustrated in Figure 1-2. Shapes include the following types of handles:

- **Selection handles** — Red or green boxes appear when you select a shape. You can drag these selection handles to resize a shape or attach connectors to them.
- **Connection points** — Blue Xs mark locations where you can glue connectors or lines.

- ✦ **Rotation handle** — This is a red circle that you can drag to rotate a shape.
- ✦ **Control handles** — Yellow diamonds that appear on some shapes. You can drag control handles to modify a shape's appearance — for instance, to change the swing on a door.
- ✦ **Eccentricity handles** — Green circles that you can drag to change the shape of an arc.

Shapes can be one-dimensional or two-dimensional. Two-dimensional shapes, such as rectangles and office tables, have selection handles at each corner and the midpoints of each side, which you can drag to modify a shape's height and width. 1D shapes, such as connectors, lines, and arrows, have end points that you can drag to change the length of the shape. You can change the length of 1D shapes as well as the width of some 1D shapes, such as the 1D single arrow. However, you can't change length and width at the same time because a 1D shape doesn't have selection handles at its corners.

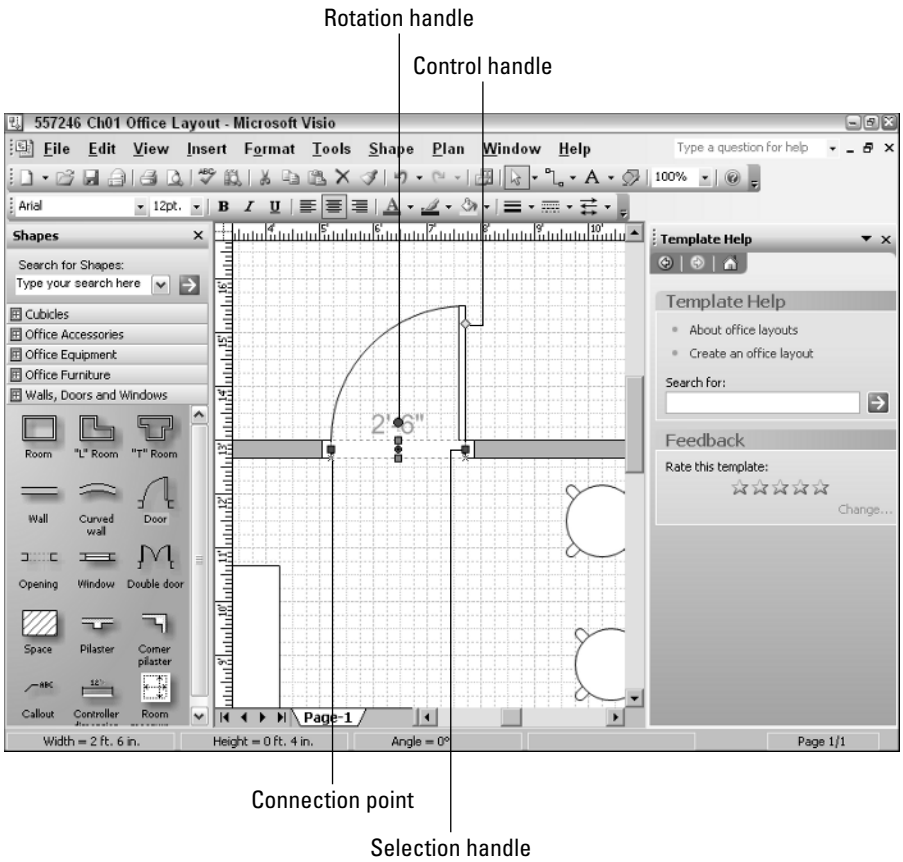

Figure 1-2: Visio uses colored marks to identify handles you can use to modify shapes.

Connecting Shapes

Relationships can convey as much information as the elements they connect. Whether you are showing who reports to a manager in an organization or defining the relationship between two database tables, connections between Visio shapes are important. In Visio, connections not only provide information about a relationship, they also help you lay out and rearrange the shapes on your drawing.

To learn more about connecting shapes, see Chapter 5.

What Connectors Do

Connectors are Visio shapes that define the relationships between other shapes. In essence, connectors are lines with shapes attached to each end. When you move two connected shapes, the connector between them adjusts to maintain that connection. Likewise, connectors maintain shape connectivity when you use Visio's automatic layout tools. For example, you can change the layout of an organization chart from horizontal to vertical and the connectors alter their paths as the employee shapes take up their new locations.

Connectors have start and end points that define direction for a connection between shapes. Which end you connect to a shape can make a big difference in behavior. For example, in a database model, the table shape at the start of a connector is the ***parent***, whereas the table at the end of a connector is the ***child***. When you define a one-to-many relationship between those connected tables, the one is associated with the table at the connector's start point, and the many belongs to the table at the connector's end point.

When you want to differentiate the predecessor and successor for two connected shapes, such as in a data flow diagram or project schedule, make sure you glue the start point of the connector to the shape you are connecting from and the end point to the shape you are connecting to.

Straight Versus Dynamic Connectors

Straight connectors are straight lines that connect shapes. They lengthen, shorten, and change their angle to maintain shape connectivity, but they draw straight over shapes that are in their path, as shown in Figure 1-3.

Dynamic connectors are smarter. They automatically bend, stretch, and detour around shapes instead of overlapping them. They can also jump over other connectors to make connections easier to follow on a drawing. By default, dynamic connectors use right angles to bend around shapes. You can change the path of a right-angled connector by moving any of its vertices. You can also add or move

segments of a right-angled connector by dragging a midpoint of a segment. Curved connectors are dynamic as well. You can drag their control points and eccentricity handles, to modify the shape of the curve.

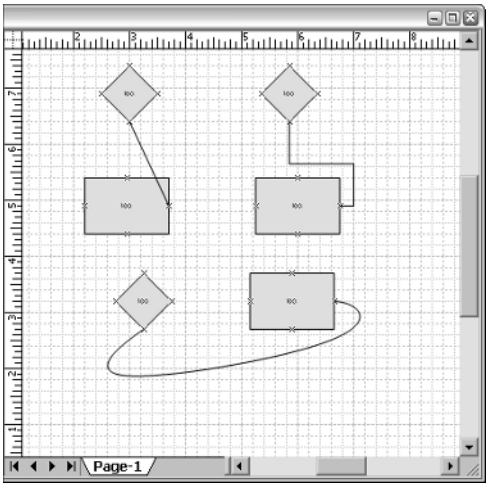

Figure 1-3: You can connect shapes with straight or dynamic connectors.

Using Glue

Just as in real life, Visio needs glue to make things stick together. Visio "glue" comes in two varieties: shape-to-shape and point-to-point. *Shape-to-shape glue,* also known as *dynamic glue,* builds dynamic connections between shapes. When you reposition shapes connected with shape-to-shape glue, the end points of the connector move to the closest available connection points, as shown in Figure 1-4. *Point-to-point glue*, also known as *static glue*, keeps the connector end points glued to the specific points you selected on the shapes, also illustrated in Figure 1-4. In addition, you can combine dynamic and static glue, gluing a connector to a shape at one end and a specific point at the other.

By default, you can glue to entire shapes, connection points, or guides. You can change glue settings to also glue to shape handles, shape vertices, or any point on a shape's geometry. As you draw a connector, a red box appears around a shape when you are connecting to that shape. If you are connecting to a point, the connection point turns red.

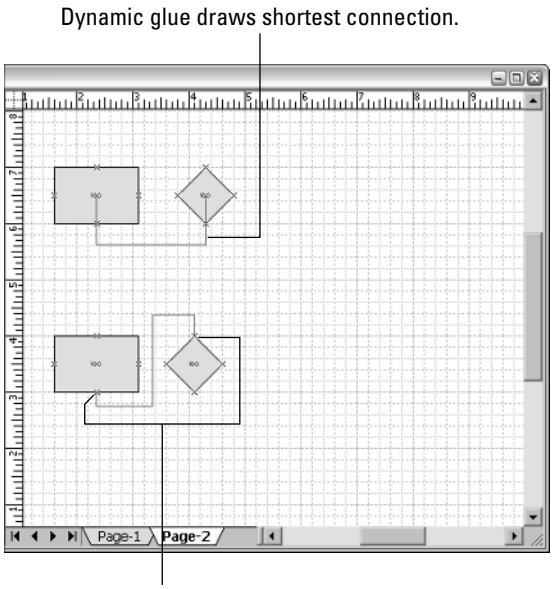

Figure 1-4: Dynamic glue draws the shortest connectors between two shapes.

Exploring the Visio 2003 Interface

When you begin a drawing session, Visio 2003 conveniently populates the Visio desktop with features to help you work. By default, the Visio environment positions menus and toolbars across the top, the Shapes window with stencils and shapes to the left, the task pane to the right, a status bar along the bottom, and the drawing window in the center, as shown in Figure 1-5.

Menus and Toolbars

You can find most features on one of Visio's menus or toolbars. However, the fastest route to many tasks is right-clicking a shape or interface element to access a shortcut menu.

The Visio menu bar contains menus familiar to Microsoft Office users. In addition, when you work with some of the specialized templates, the Visio menu bar contains an additional entry for a specialized menu, such as Plan shown in Figure 1-5.

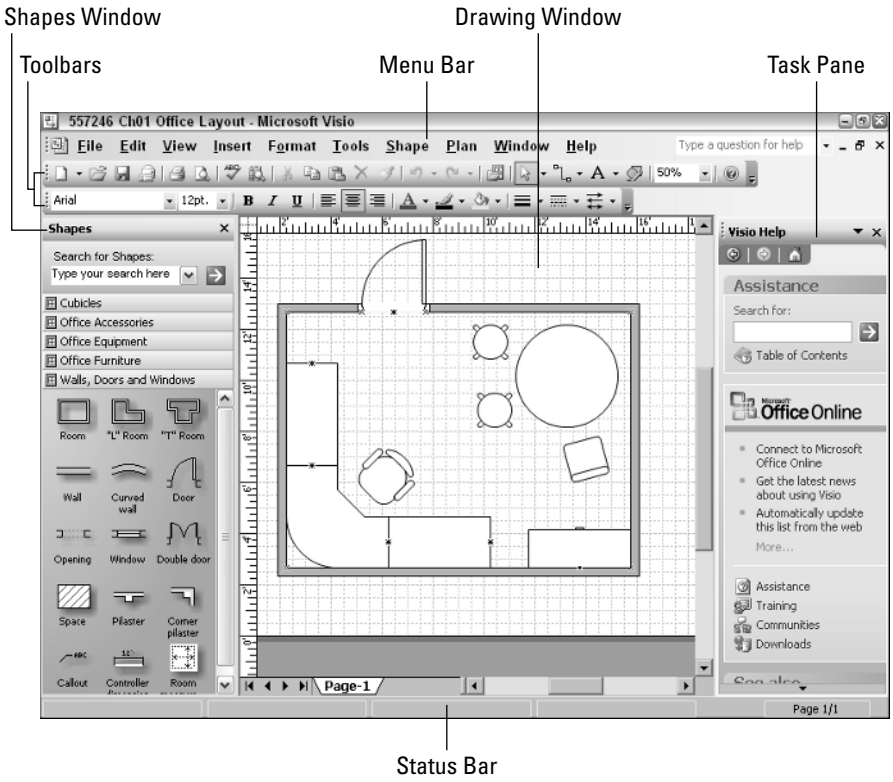

Figure 1-5: The Visio environment provides convenient access to tools.

Shortcuts for many tools are available on the Standard or Formatting toolbars, which appear by default. Some templates include specialized toolbars, which float in the drawing window by default. You can easily show or hide a toolbar:

- ✦ To display a toolbar, choose View ➪ Toolbars and choose the toolbar you want to use. A check mark appears when the toolbar is displayed. A specialized toolbar appears in the toolbar list when a drawing of its type is active.
- ✦ To hide a toolbar, choose View ➪ Toolbars and uncheck the checked toolbar that you want to hide.

You can dock a toolbar along the top, bottom, or sides of the Visio window. When you dock a toolbar to the left or right, the toolbar hangs vertically along the side. Toolbars are easily manipulated:

- ✦ To reposition a docked toolbar, drag its move handle to a new location. The move handle is a series of dots to the left of a horizontal docked toolbar and along the top of a vertical docked toolbar.
- ✦ To float a toolbar in the middle of the window, drag its move handle to a new position.
- ✦ To reposition a floating toolbar, drag its title bar to a new location.

Task Panes

Task panes provide easy access to common tasks such as creating new drawings, obtaining help, and collaborating with others. Task panes dock on the right side of the screen by default. To show or hide a task pane, choose View ➪ Task Pane. You can also display the task pane by pressing Ctrl+F1.

For more information about task panes and Visio help resources, see Chapter 38.

The Visio 2003 Drawing Area

The drawing window, which contains your active drawing, takes center stage in the Visio drawing area. The drawing window is visible whenever you work on a drawing. However, you can display several other windows to facilitate your work. To display one of these other windows, choose View and then the window name.

The Drawing Window

Drawing pages appear in the drawing window, where you can add shapes or modify and format the contents of your drawing. You can view different areas of a page using the horizontal and vertical scrollbars. To view another page, select the tab for that page below the drawing window.

A drawing grid and rulers make it easy to position and align shapes on a page. To display a grid in the drawing window, choose View ➪ Grid. To display rulers, choose View ➪ Rulers. The units that rulers display vary depending on the type of drawing and scale you are using. For example, the rulers for a block diagram use inches, whereas rulers for a site plan use feet.

To change the ruler units, choose Tools ➪ Options and select the Units tab. Click the Change button and choose the units you want from the Measurement Units drop-down list.

The Shapes Window

You drag and drop shapes from the Shapes window onto a drawing page. The Shapes window contains active stencils and their shapes, docked by default on the left, as shown in Figure 1-5. However, you can reposition the Shapes window or individual stencils to suit your needs. For instance, you can dock the Shapes window at the top or the bottom of the drawing area to provide more room for pages set to landscape orientation.

- ✦ To add another stencil to the Shapes window, choose File ➪ Shapes, and navigate to the stencil you want.

Instead of choosing File ➪ Stencils as in Visio 2002, you open stencils in Visio 2003 by choosing File ➪ Shapes.

- ✦ To display the shapes for an open stencil in the Shapes window, click the stencil's title bar.
- ✦ To resize the Shapes window, drag the vertical divider between the Shapes window and the drawing window to the left or right.
- ✦ To change the information displayed in the Shapes window, right-click the Shapes window title bar and choose one of the options, such as Icons Only, from the shortcut menu.

To change the information in the Shapes window, you can also right-click a stencil title bar, choose View, and then choose the type of information you want to see.

By default, in the Shapes window you see the title bars for all open stencils, but only the shapes for the active stencil. To view multiple stencils at the same time, you can

- ✦ Drag a stencil out of the Shapes window and float it on the screen, as shown in Figure 1-6.
- ✦ Drag a stencil to the top or bottom of the Shapes window to create a second stencil pane.

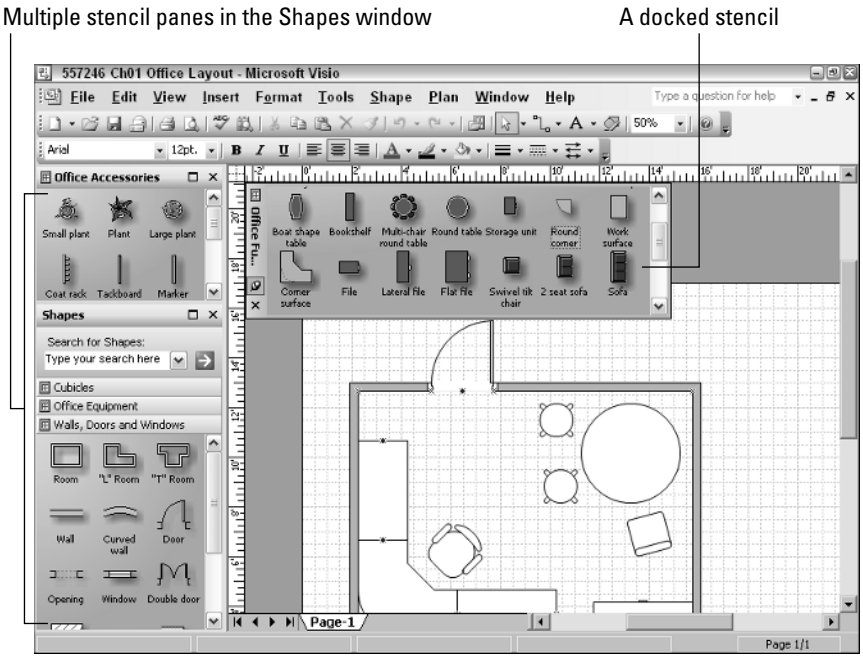

Figure 1-6: You can dock stencils in the Shapes window or float them on the screen.

The Drawing Explorer

The Drawing Explorer, shown in Figure 1-7, offers a hierarchical view of your drawing. You can use the Drawing Explorer to find, add, delete, or edit the components of your drawing, including pages, layers, shapes, masters, styles, and patterns. For example, you can select and highlight a shape on a drawing by double-clicking its name in the Drawing Explorer. To display the Drawing Explorer, choose View ➪ Drawing Explorer Window.

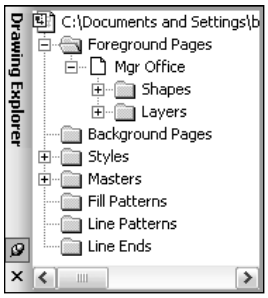

Figure 1-7: You can exploit the hierarchy of drawing components in the Drawing Explorer window.

You can conserve screen real estate by docking and merging view windows. You can dock other view windows within the Shapes window or you can merge several windows into one. To dock a view window, such as Pan & Zoom, drag it into the Shapes window. To merge view windows, drag one window by its title bar into the center of another window. To switch between merged windows, select the tab for the view you want.

The Size & Position Window

The Size & Position window is particularly useful when you work on scaled drawings such as building plans, where precise measurements are important. You can use the Size & Position window to view and edit a shape's dimensions, position, or rotation.

To learn more about how to use the Size & Position window, see Chapter 4.

The Custom Properties Window

The Custom Properties window is the best place to modify the custom properties for a number of shapes. The window remains open until you close it and displays the values for a shape when you select that shape. To edit a property in the Custom Properties window, click the property box and enter or edit a value.

The ShapeSheet Window

You can modify any aspect of a shape in its ShapeSheet. You can display the ShapeSheet by choosing Window ➪ Show ShapeSheet.

To learn more about ShapeSheets, see Chapter 33.

Viewing Drawings

Examining your work is essential when you draw. As you progress from a blank page to a completed drawing, you want to view your drawing in different ways, and Visio 2003 provides the tools to do this.

People who don't have Visio installed on their computers can still view Visio drawings. To learn about using the Microsoft Visio Viewer or viewing Visio drawings on Web pages, see Chapter 11.

Panning and Zooming

Sometimes you want to see the big picture, and at other times you want detail. In Visio, you can pan and zoom in several ways to see the area and detail that you want.

Using Pan and Zoom Shortcuts

Two keyboard shortcuts provide the fastest way to zoom in and out:

- ✦ To zoom in, use Ctrl+Shift+left-click.
- ✦ To zoom out, use Ctrl+Shift+right-click.

You can change the center of the zoom area by repositioning the magnifying glass that appears when you press Ctrl+Shift.

If you want Visio to center the zoom area on the selected shape when you zoom in or out, choose Tools➪Options. Select the General tab and put a check in the Center Selection on Zoom check box.

Using the Pan & Zoom Window

The Pan & Zoom window shows the entire drawing page, with the zoom area outlined in red. Visio docks the Pan & Zoom window within the drawing window, but you can dock it within the Shapes window if space is at a premium. Use one of the following methods to specify the area you want to see:

- ✦ On the right side of the Pan & Zoom window, drag the zoom scrollbar up or down to zoom in or out, respectively.
- ✦ Drag a side or corner of the red outline to resize it, thereby changing the part of the drawing visible in the drawing window.
- ✦ Click and drag to define a new zoom area box in the Pan & Zoom window.
- ✦ Click a point in the Pan & Zoom window to relocate the center of the zoom area box.

Panning and Zooming from Menus and Toolbars

The View menu and the Standard toolbar both contain zoom options, but the zoom list on the Standard toolbar is faster. You can choose from several predefined zoom percentages as well as the entire page, the entire width of the page, and the last zoom used.

If you use a mouse with a scroll wheel, you can use the mouse wheel to pan and zoom. To pan up or down, roll the mouse wheel. Press the Shift key while rolling the wheel to pan from side to side. You can zoom in and out by pressing the Control key while rolling the mouse.

Working with Drawing Windows

Sometimes one window for your drawing isn't enough — for instance, when you want to copy shapes from one drawing to another or view details in two widely

separated areas of the same drawing. You can create additional windows for your drawings and arrange them in several ways.

Creating New Windows

When you create a new window, Visio displays the same drawing contained in the previous window. The new window, identified by the ":2" that follows the filename in the Visio title bar, fills the drawing window.

- ✦ To create a new window, choose Window ➪ New Window.

When you create a new window, the Shapes window doesn't contain any open stencils. However, windows docked in the Shapes window are docked in the new Shapes window as well.

- ✦ To bring another window to the front, choose Window and then the name of the window you want to see.

Viewing Multiple Windows

You can view several drawing windows at the same time. Tiling and cascading both create panes for each open window. Tiling is helpful for viewing several areas of detail at the same time as it arranges the panes side by side in the drawing area. You can view all the windows at the same time, but each pane takes up a smaller area of the screen.

Cascading is better when you want larger panes for each window but want to switch between them quickly. Cascaded windows overlap, with each window slightly lower and to the right of the previous one. When you cascade windows, the current window appears in front.

- ✦ To tile the windows in the drawing area, choose Window ➪ Tile.
- ✦ To cascade windows, choose Window ➪ Cascade.
- ✦ To bring a hidden window to the forefront, click any visible part of that window.
- ✦ To fill the drawing area with one of the tiled or cascaded windows, click the window's Maximize button.

Summary

Visio is an essential tool for effectively communicating ideas and documenting business results. Using drag and drop drawing techniques, anyone can produce great-looking diagrams, drawings, and models. This chapter introduced you to Visio 2003.

Specifically, in this chapter you learned about the following:

- ✦ New and updated features in Visio 2003
- ✦ Features discontinued in Visio 2003
- ✦ The concepts that make Visio so powerful
- ✦ The components of Visio's interface
- ✦ How to view your Visio drawings

✦ ✦ ✦