Welcome to Visio Home

Many people use pictures rather than words to communicate their ideas. Pictures are often faster to create and easier to understand. The Visio Home drawing application helps you quickly develop your ideas through drawing. Visio Home comes with more than 900 master shapes. You can drag and drop these shapes to easily create a wide variety of drawings from party invitations to organization charts.

In this manual you'll find:

- Installation instructions

- Visio basics to get you started quickly

- A list of all the templates that come with Visio Home

- A brief tutorial, so you can try out Visio before you create your own drawings

- Twelve example drawings and guidelines for how to create them.

For complete information about creating drawings in Visio, see *Using Visio* or the online help. The online help includes information about each of the templates, so you can get tips for creating all kinds of drawings.

Starting Visio Home

You start Visio Home the same way as you start other Windows applications. You can start Visio and open a template in one step, or you can start Visio and then open the files you need. A *template* opens a drawing page, which is scaled appropriately for the drawing, and displays a grid to help you create the drawing. A template also opens one or more stencils. A *stencil* is a Visio file that contains *master shapes* designed for a particular kind of drawing—for example, furniture shapes for drawing floor plans. You drag a master shape from the stencil to the drawing page to drop an *instance* of the master shape into your drawing.

To start Visio Home and open a template:

1. If Windows is not already running, start it by typing *win* at the DOS prompt.

2. If the Visio Home program group is not already open, double-click the Visio Home program group icon in Program Manager.

3. In the Visio Home program group window, double-click the icon for the template for the kind of drawing you want to create.
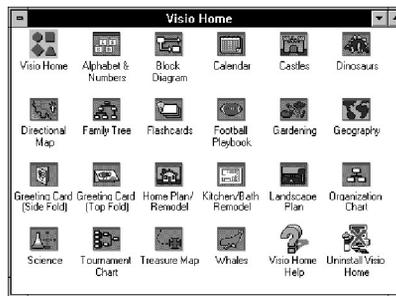
The template opens a new drawing file and appropriate stencils for making specific types of drawings.

You can also start Visio Home by double-clicking the Visio Home program icon. When the Visio Home main window and the New dialog box appear, open the files you need.

To start Visio Home and then open the files you need:

1. In the Visio program group window, double-click the Visio icon.

   The Visio main window and the New dialog box appear.
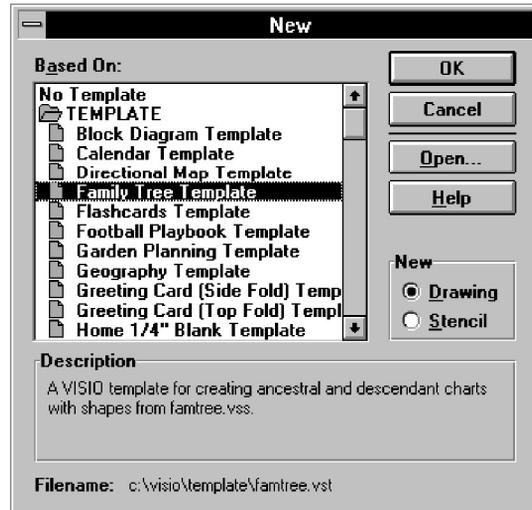
2. In the New dialog box, select the template you want from the Based On list.

3. Choose OK.

Tip: If you want to open stencil files without their templates, choose Open Stencil from the File menu.

For details about opening, saving, and closing files, see Chapter 1, "Getting started with Visio," in *Using Visio.*

Visio Home basics to get you started

Before you start working in Visio Home, it's helpful to understand the basics of drawing in Visio. This section explains the basics. For a brief, step-by-step tutorial about how to use Visio Home, see "A quick tutorial: Creating a family tree" later in this manual.

Drag and drop drawing

The easiest way to create a drawing in Visio is by dragging shapes from a stencil to a drawing. This method is called drag and drop drawing.

When you create an instance of a master shape, the master shape stays selected in the stencil.

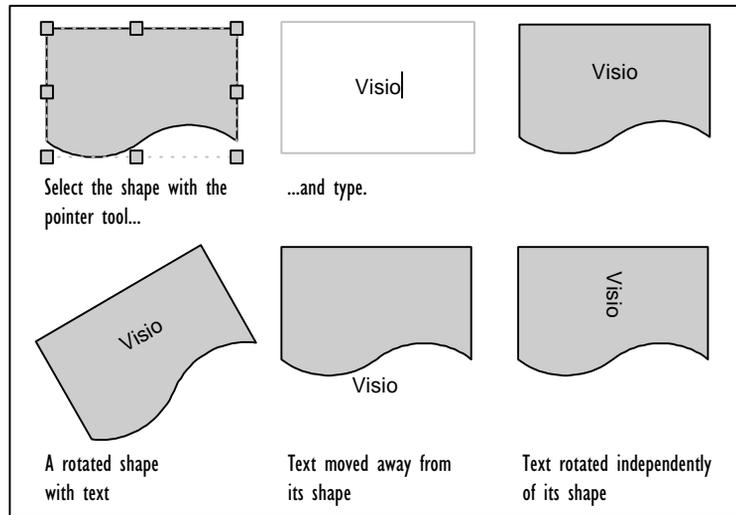Hold down the left mouse button and drag the shape onto the drawing page.
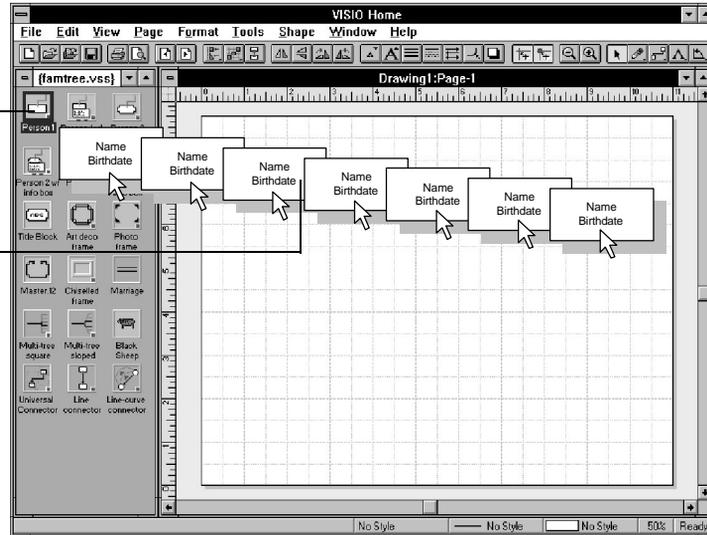
Click and type text

Every shape, including lines, can have text. To add text to a shape, you just select the shape with any tool and then type. That's all. To add a title or other text not associated with a shape, you just click with the text tool where you want to start the text, then type.
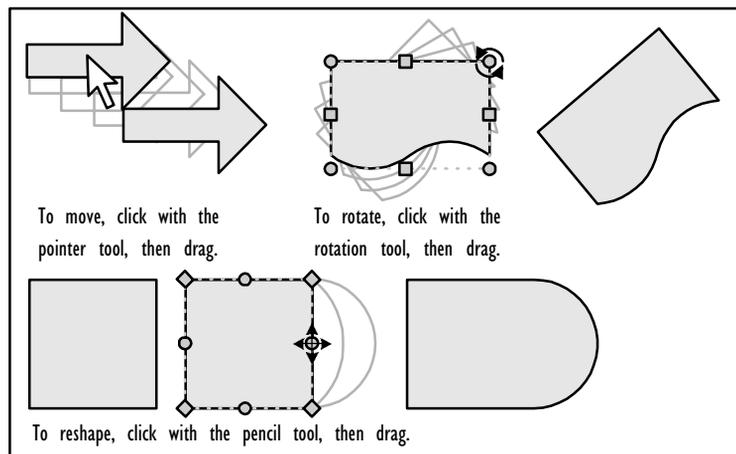
When you rotate or move a shape, its text rotates and moves with it. But you can also rotate and move a shape's text independently of the shape by using the text block tool.

Select the shape with the
pointer tool...

...and type.

Visio

Visio

A rotated shape
with text

Text moved away from
its shape

Visio

Text rotated independently
of its shape

Click and drag editing

Pointer tool

Pencil tool
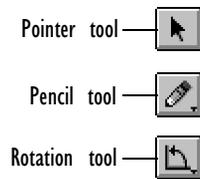
Rotation tool

When you want to edit a shape, you just grab a part of the shape and move it to where you want it. For example, to rotate a shape, click the shape with the rotation tool, grab one of the rotation handles, and then drag until the shape is oriented on the page the way you want. To change the shape of a shape—even to change a line segment of a shape into an arc segment—grab the appropriate vertex or control point with the pencil tool and drag it to where you want it.

To move, click with the
pointer tool, then drag.

To rotate, click with the
rotation tool, then drag.

To reshape, click with the pencil tool, then drag.

Online help

The Visio online help displays information when you press F1, choose a command from the Help menu, or click Help in a dialog box. You can also display help for each template, which provides information about how to create drawings with that template and tips for using some of the shapes on the stencils opened by the template.

To display help about a template:

1. Drag a shape from one of the stencils opened by the template onto the drawing page.

2. In the drawing window, select the shape, and then click the right mouse button.

   Visio displays a pop-up menu of commands related to the shape.

3. From the pop-up menu, choose Shape Help.

   Visio displays information about creating drawings with the template.

For details about using the online help, choose Using Home Help from the Help menu in the Visio Home help window.

Visio Home templates and stencils

Visio Home contains templates, stencils, and shapes for creating drawings for home, school, hobbies, and sports. This section describes the templates and stencils that come with Visio Home.

Personal

MAP.VST
MAP.VSS

Directional Map template. Opens the Directional Map stencil and a drawing page. The Directional Map stencil contains shapes for creating local street maps. It includes shapes for straight and curved sections of road, highway interchanges, railway lines, airports, and bridges. It also contains shapes for buildings such as houses, office towers, churches, and schools.

CALENDAR.VST
CALENDAR.VSS
VISIOART.VSS
CLIPART.VSS

Calendar template. Displays a shape to start the Calendar Wizard and opens the Calendar stencil, the Visio Art stencil, the Clipart stencil, and a drawing page. The Calendar Wizard is a special program that leads you through a series of questions and then creates a calendar based on your design choices. The Calendar stencil contains shapes that you can use to decorate your calendar or to create a custom calendar. The Visio Art stencil contains shapes that you can use to indicate holidays and special events. The Clipart stencil contains shapes for decorating your calendar. (Shapes on the Clipart stencil are Windows metafiles and cannot be flipped or rotated.)

FAMTREE.VST
FAMTREE.VSS

Family Tree template. Opens the Family Tree stencil and a drawing page. The Family Tree stencil includes shapes for representing family members. It also contains connector shapes for indicating the relationships among family members, as well as shapes for decorative borders and labels.

GREET_T.VST
VISIOART.VSS
CLIPART.VSS

Greeting Card (Top fold) template. Opens the Visio Art stencil, the Clipart stencil, and a drawing page. The Visio Art stencil includes images that you can use to indicate holidays and special events. The Clipart stencil contains shapes for creating personalized greeting, holiday, and special occasion cards. (Shapes on the Clipart stencil are Windows metafiles and cannot be flipped or rotated.) The drawing page includes layout and folding instructions for creating a greeting card or invitation that folds at the top.

GREET_S.VST
VISIOART.VSS
CLIPART.VSS

Greeting Card (Side fold) template. Opens the Visio Art stencil, the Clipart stencil, and a drawing page. The Visio Art stencil includes images that you can use to indicate holidays and special events. The Clipart stencil contains shapes for creating personalized greeting,

holiday, and special occasion cards. The drawing page includes layout and folding instructions for creating a greeting card or invitation that folds on its left side.

Kids

KIDDINO.VST
KIDDINO.VSS

Kids Dinosaur template. Opens the Kids Dinosaur stencil and a drawing page. The Kids Dinosaur stencil contains dinosaur and other prehistoric plant and animal shapes. The template includes a background page showing a prehistoric landscape.

KIDWHALE.VST
KIDWHALE.VSS

Kids Whales template. Opens the Kids Whales stencil and a drawing page. The Kids Whales stencil contains marine mammal shapes. The template includes a background page of an underwater scene.

KIDCASTL.VST
KIDCASTL.VSS

Kids Castle template. Opens the Kids Castle stencil and a drawing page. The Kids Castle stencil contains shapes for creating medieval scenes. The template includes a background page showing the countryside.

KIDTREAS.VST
KIDTREAS.VSS
MAP.VSS

Kids Treasure Map template. Opens the Kids Treasure Map stencil, the Directional Map stencil, and a drawing page. The Kids Treasure Map stencil contains shapes for creating treasure maps. The Directional Map stencil contains shapes for adding roads, landmarks, and other features to treasure maps. The drawing page displays a scroll.

KIDWRITE.VST
KIDALPHA.VSS
KID123.VSS

Kids Letters and Numbers template. Opens the Kids Alphabet stencil, the Kids Number stencil, and a drawing page. The Kids Alphabet stencil includes uppercase and lowercase letters and punctuation marks. The Kids Number stencil includes numbers and math symbols. The drawing page includes guides to help place letters and numbers.

School

GEOGRPHY.VST
WORLD.VSS
EUROPE.VSS
STATES.VSS
FLAGS.VSS

Geography template. Opens the World Map stencil, the European Map stencil, the States of the U.S.A. stencil, the Flags stencil, and a drawing page. The World Map stencil includes shapes of the continents. The European Map stencil includes shapes of European countries. The States of the U.S.A. stencil includes maps of all the states. The Flags stencil includes flag shapes for countries around the world.

SCIENCE.VST
BIOLOGY.VSS
CHEM.VSS
BLOCK.VSS

Science template. Opens the Biology stencil, the Chemistry stencil, the Block Diagram stencil, and a drawing page. The Biology stencil includes shapes for illustrating school biology projects. The Chemistry stencil includes shapes for illustrating school chemistry projects. The Block Diagram stencil includes shapes that are useful for diagramming experiments.

FLASHCRD.VST
FLASHCRD.VSS

Flashcards template. Opens the Flashcards stencil and a drawing page. The Flashcards stencil includes four sets of sample flash cards: math, U.S. states and capitals, Japanese Kanji, and German. It also includes two blank flash card shapes so you can create your own flash cards.

Work at home

ORGCHART.VST
ORGCHART.VSS

Orgchart template. Opens the Orgchart stencil and a drawing page. The Orgchart stencil includes shapes for drawing organization charts, including name and title boxes, connectors, and expandable shapes for listing teams and staff.

BLOCK.VST
BLOCK.VSS

Block Diagram template. Opens the Block Diagram stencil and a drawing page. The Block Diagram stencil includes arrows, connectors, and specialized connector lines (combining dots, arcs, and arrows) for creating block and tree diagrams.

Sports and hobbies

FOOTBALL.VST
FOOTBALL.VSS

Football Playbook template. Opens the Football Playbook stencil and a drawing page. The Football stencil includes preset formations, field backgrounds, and pass, running, and blocking routes for creating football playbooks and other sports diagrams.

TOURNY.VST
BLOCK.VSS

Tournament Elimination Chart template. Opens the Block Diagram stencil and a drawing page. The drawing page provides the basic structure of a tournament elimination chart. The Block Diagram stencil includes shapes that you can use to add to the chart.

GARDEN.VST
GARDEN.VSS
LS_SITE.VSS

Garden Planning template. Opens the Gardening stencil, the Landscape Site stencil, and a drawing page with a scale of $3/8$ inch = 1 foot. The Gardening stencil includes shapes for vegetables typically planted in vegetable and annual gardens. The Landscape Site stencil includes wall, window, and door shapes for laying out basic landscape plans, as well as fence, deck, walkway, property line, and other site shapes. The drawing page displays a garden plot.

LS_SMALL.VST
LS_SITE.VSS
LS_PLANT.VSS
LS_SPORT.VSS
LS_WATER.VSS

Landscape $1/8$" template. Opens the Landscape Site stencil, the Landscape Sports stencil, the Landscape Plants stencil, the Landscape Watering stencil, and a drawing page with a scale of $1/8$ inch = 1 foot. This template works best for designing smaller areas up to 65' by 85'. The Landscape Site stencil includes wall, window, and door shapes for laying out basic landscape plans, as well as fence, deck, walkway, property line, and other site shapes. The Landscape Sports stencil includes swimming pool, outdoor furniture, and athletic court shapes. The Landscape Plants stencil includes a variety of plant shapes. The Landscape Watering stencil includes sprinkler patterns, water lines, and controller shapes for designing built-in sprinkler systems.

LS_LARGE.VST

Landscape $3/32$" template. This template opens the stencils described above and a drawing page with a scale of $3/32$ inch = 1 foot. This template works best for designing larger areas up to 90' by 110'.
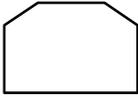
Home

HM_WALLS.VSS
HM_KIT.VSS
HM_BATH.VSS
HM_APPL.VSS
HM_FURN.VSS

Visio Home includes six templates for creating floor plans of various layouts and scales. Each template opens the Home Wall stencil, the Home Kitchen stencil, the Home Bathroom stencil, the Home Appliance stencil, the Home Furniture stencil, and a drawing page. When you open some of these templates, the exterior walls are already drawn on the page. The Home Wall stencil contains shapes for walls, doors, windows, and other structural elements used for laying out the basic floor plan of a house. The Home Kitchen stencil includes shapes for kitchen cabinets, countertops, sinks, and other kitchen fixtures. The Home Bathroom stencil includes shapes for showers, tubs, toilets, sinks, bathroom cabinets, and other bathroom fixtures. The Home Appliance stencil includes shapes for refrigerators, ovens, ranges, and other appliances. The Home Furniture stencil includes shapes for chairs, sofas, tables, beds, desks, dressers, pianos, and other home furnishings.

HM_LARGE.VST

Home $1/8$" Blank template. Opens the five home planning stencils and a drawing page with a scale of $1/8$ inch = 1 foot. This template is useful for drawing larger homes.

HM_SMALL.VST

Home $1/4$" Blank template. Opens the five home planning stencils and a drawing page with a scale of $1/4$ inch = 1 foot. This template is useful for drawing kitchen and bathroom designs or drawing sections of a house.

HM_RSHEL.VST

Home Rectangular Shell template. Opens the five home planning stencils and a drawing page with predrawn walls and a scale of $1/4$ inch = 1 foot. This template is useful for drawing rectangular-shaped homes.

HM_LSHEL.VST

Home L-Shaped Shell template. Opens the five home planning stencils and a drawing page with predrawn walls and a scale of $1/4$ inch = 1 foot. This template is useful for drawing L-shaped homes.
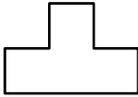
HM_TSHEL.VST **Home T-Shaped Shell template.** Opens the five home planning stencils and a drawing page with predrawn walls and a scale of $1/4$ inch = 1 foot. This template is useful for drawing T- or U-shaped homes.
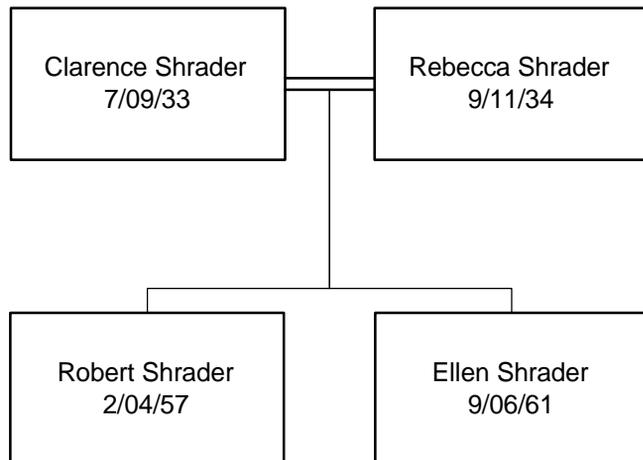
HM_DSHEL.VST **Home D-Shaped Shell template.** Opens the five home planning stencils and a drawing page with predrawn walls and a scale of $1/4$ inch = 1 foot. This template is useful for drawing D-shaped homes.

A quick tutorial: Creating a family tree

Creating a family tree is a great way to introduce your family to their ancestors and to keep track of your family history. It's also a good way to learn how to create a drawing in Visio Home. In this quick tutorial, you'll drag and drop shapes from Visio's Family Tree stencil. You'll also learn techniques for arranging shapes, adding text to shapes, and connecting shapes. When you're finished, you'll be ready to create your own Visio drawings.

```
┌────────────────────┐  ┌────────────────────┐
│  Clarence Shrader  │──│  Rebecca Shrader   │
│      7/09/33       │──│      9/11/34       │
└────────────────────┘  └────────────────────┘
              │
     ┌────────┴────────┐
┌──────────────┐  ┌──────────────┐
│ Robert       │  │ Ellen        │
│ Shrader      │  │ Shrader      │
│ 2/04/57      │  │ 9/06/61      │
└──────────────┘  └──────────────┘
```

To start creating the family tree, you use the Family Tree template.

To open the Family Tree template:

Family Tree

1. In the Visio program group window in Windows Program Manager, double-click the Family Tree icon.

    Alternatively, in the New dialog box, choose the Family Tree template, and then choose OK.

Don't worry if your screen looks different from the illustrations that follow. If the Visio window is not maximized, you'll see fewer tools and the drawing window may not show as much of the drawing. To adjust the stencil and drawing windows on your screen, maximize the main window and choose Tile from the Window menu. If you have a high-resolution display, you'll see more tools on the toolbar. For details about the toolbar and about adjusting the view, see Chapter 1, "Getting started with Visio," in *Using Visio.*

Tip: Visio lets you choose the working environment that's most familiar to you. You can use Visio's standard menus and toolbars, or you can use menus and toolbars that resemble Microsoft Office or Lotus SmartSuite applications. For this tutorial, you should use the Visio standard menu and toolbars. To check this, point to the toolbar and click the right mouse button. From the pop-up menu, choose Visio Standard.

Creating boxes

You usually start creating a family tree by drawing boxes to show the names and birthdates of family members. To do this in Visio, just drag the boxes you need from the stencil and drop them into your drawing.

Dragging a master shape from a stencil

The Family Tree stencil has several box shapes to choose from. You'll use the one labeled Person 1. For now, you'll drag four instances of this shape to the drawing page and place them approximately where you want. Later, you'll have a chance to arrange the boxes more precisely.

To drag a master shape from the stencil to your drawing:

1. In the stencil window, point to the box master shape labeled Person 1 and press the left mouse button.

2. Hold down the mouse button, and then drag the box to the drawing window.

The outline shows where the shape will appear when you release the mouse button.
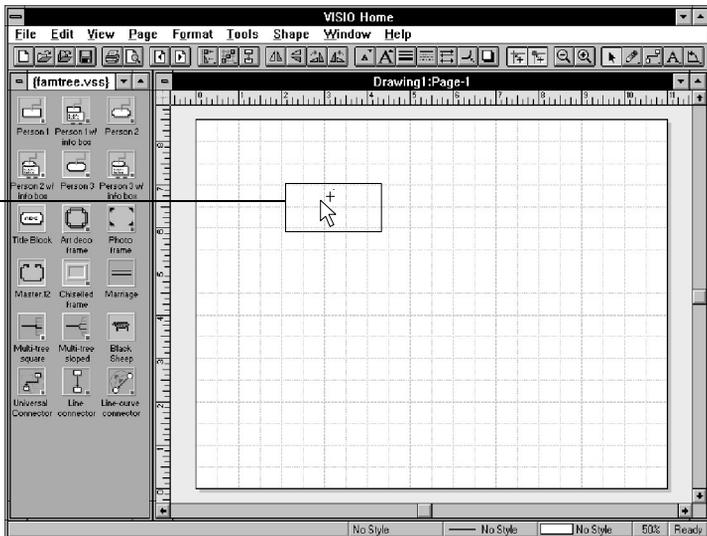
Place the box close to the top and to the left of the center of the drawing, using the grid to help position the box.

3. Release the mouse button.

Selection handles show that a shape is selected, so it can be moved, sized, formatted, or changed in other ways.
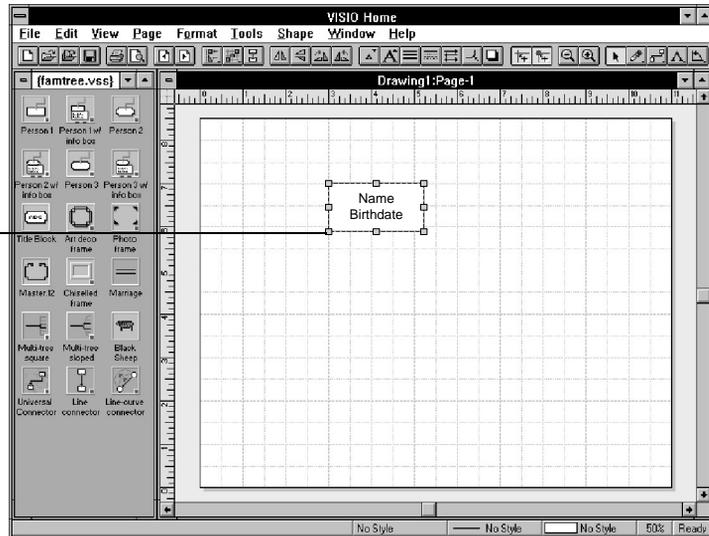
Visio creates an instance of the Person 1 master shape in the drawing and *selects* the shape—square green handles appear, indicating the shape is selected.

You often need to select a shape before you can work with it. For example, once a shape is selected you can change its size or format it.

4. Follow steps 1 through 3 three more times to create boxes for other family members. Position the shapes approximately as in the illustration below.
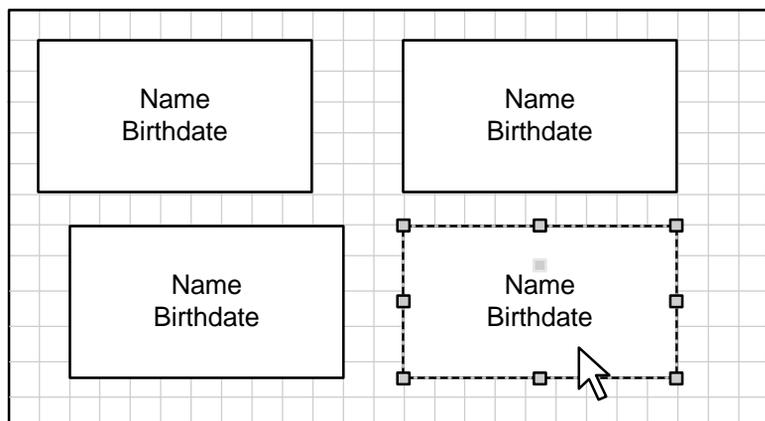
Don't be concerned about exactly where you place the shapes. You can precisely position shapes as you create them, or create the shapes first and arrange them later.

Tip: If you create a shape and then change your mind, you can delete the shape from your drawing. First make sure the shape is selected (to select a shape, click it). To delete the shape, choose Cut or Clear from the Edit menu, or press the Delete key on your keyboard. If the Delete key does not delete the shape, press the Num Lock key to turn number locking off, and then try again.

When a Person 1 shape is selected, a small green and gray square appears above the name. This is a *control handle.* Control handles let you work with a shape in special ways, such as adjusting a rounded corner or reshaping an arrow. Later in this tutorial, you'll learn how to use them to create connectors.

Arranging the boxes

Now that you've placed the boxes you need in the drawing, you can move them around to make the family tree more balanced and compact. You move a shape in a drawing by dragging it with the mouse. You can also use Visio's Align Shapes command to align shapes with each other.

If you are happy with where you placed the boxes on the page when you dragged them from the stencil, you can skip the next two procedures.
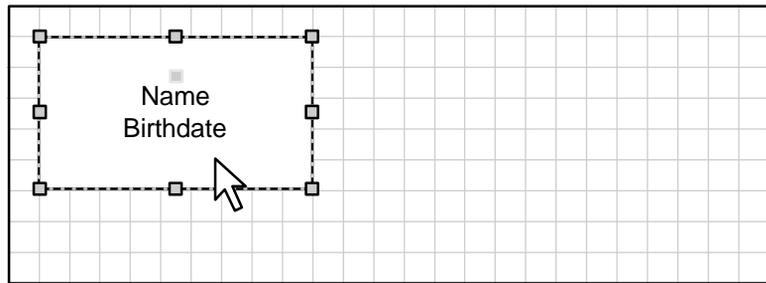
Moving the boxes

First, move the boxes where you want them in the drawing.

To move a box in the drawing:

1. Point inside the box you want to move.

    When the pointer becomes a white arrow, you can move the
    shape that is under the pointer.

    Name
    Birthdate

2. Press the left mouse button.

3. Drag the box where you want it and release the mouse button.

    Be careful to drag the shape and not one of the green selection
    handles—if you drag a handle, you'll size the shape instead of
    moving it.

    Name
    Birthdate
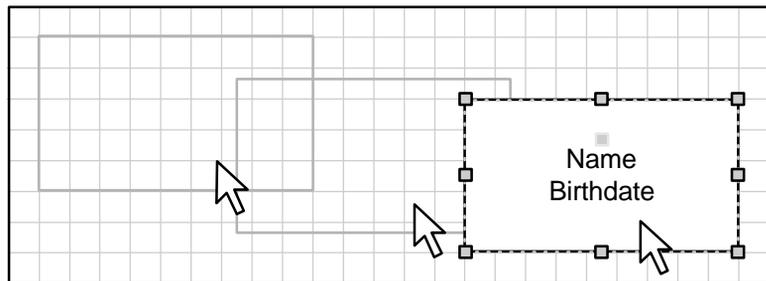
Tip: If you move a shape and want to return it to its original position,
choose Undo from the Edit menu. You can use Undo to reverse ac-
tions such as creating, moving, or deleting shapes.

Aligning the boxes

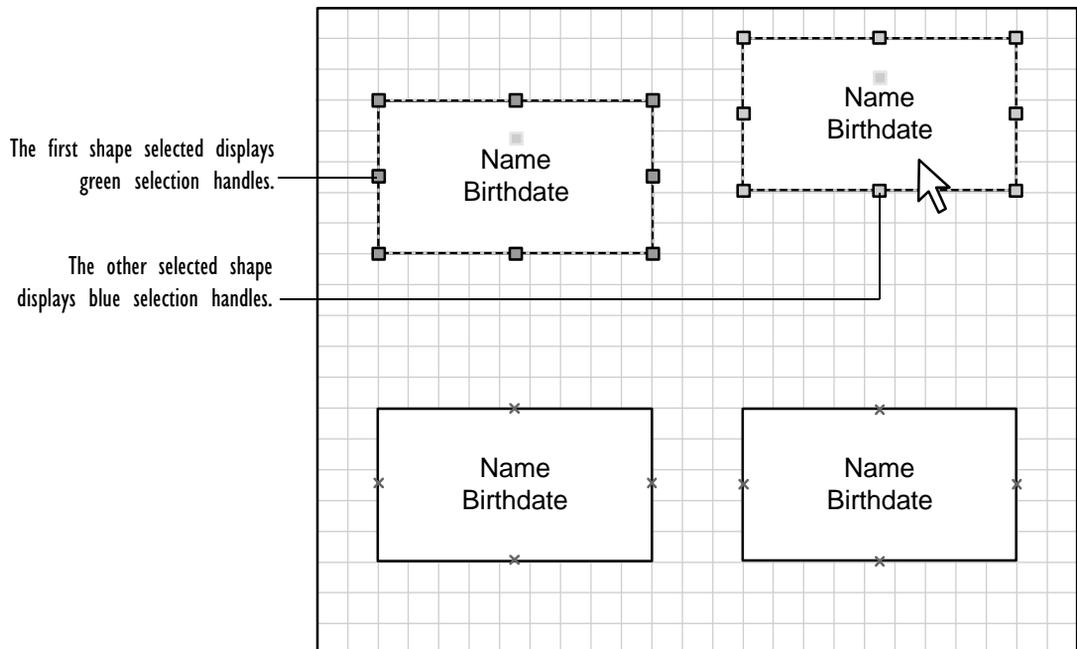Rather than move every shape individually, you can align several shapes at the same time by selecting the shapes and using the Align Shapes command. Visio aligns each shape with the first shape you select. When you align shapes, move the first shape into position, and then select the rest of the shapes you want to align.

Your family tree would look better with the two boxes at the top of the drawing aligned on the same horizontal grid line. First, decide which box you want to align the other one to; move it if necessary, and then align the boxes.
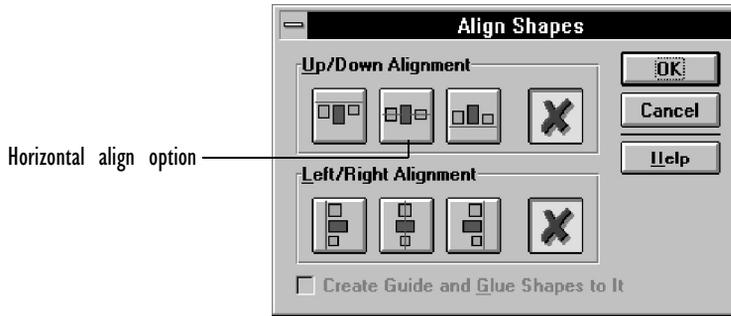
To align the top two boxes:

1. Select the box you want to align the other to.

2. Hold down the Shift key and select the second box.

The first shape selected displays green selection handles.

The other selected shape displays blue selection handles.

Name
Birthdate

Name
Birthdate

Name
Birthdate

Name
Birthdate

3. From the Tools menu, choose Align Shapes.

The Align Shapes dialog box appears.

Horizontal align option ——

Align Shapes

Up/Down Alignment

Left/Right Alignment

OK

Cancel

Help

☐ Create Guide and Glue Shapes to It

4. Under Up/Down Alignment, choose the icon that resembles the kind of alignment you want—in this case, along the shapes' horizontal centerlines.

5. Choose OK.

   Visio aligns the boxes along the horizontal centerline of the box you selected first.

Name
Birthdate

Name
Birthdate

Name
Birthdate

Birthdate
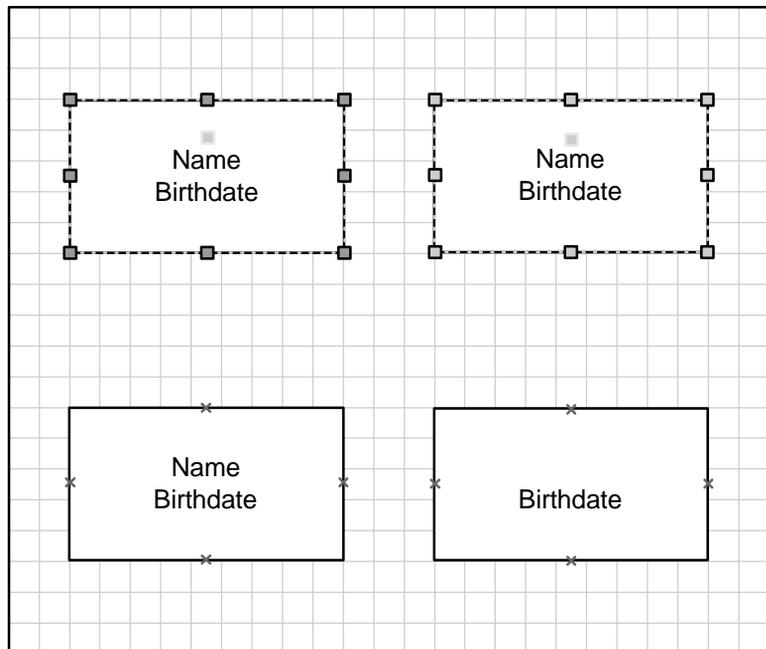
6. Repeat steps 1 through 5 to align the two lower boxes below the top two.

Tip: If you want to space several shapes evenly across or down the page, use the Distribute Shapes command on the Tools menu. For details, see Chapter 2, "Adding, arranging, and connecting shapes," in *Using Visio.*

Typing names and birthdates in the boxes

Any shape you create in Visio can have text associated with it. Although most master shapes don't have text until you supply it, the family tree boxes have default text to show how names and birthdates will look. You can replace the default text with the names and birthdates of family members.

To type text in a shape, select the shape and start typing. The text you type replaces any text already in the shape. Start with the box at the top-left corner of the family tree. Select the box, and then type the name and birthdate in the box.

**To type text in the box at the top-left corner of the family tree:**

1. Select the box and type *Clarence Shrader.*

   When you start typing, Visio automatically zooms in on the text so you can see it at its actual size.

2. Press Enter, and then type *7/09/33.*

   Pressing Enter starts a new line of text. If you make a mistake while typing, press Backspace to erase characters, and then retype them.

Clarence Shrader
7/09
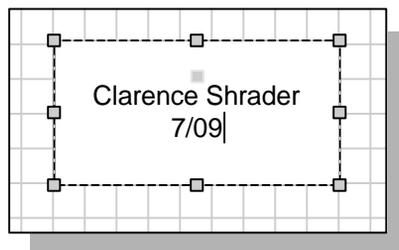
3. Select another box.

   If the box you want is not visible in the drawing window, scroll through the drawing until the box appears.

4. Type names and birthdates in the other boxes in the drawing, as shown in the following illustration.
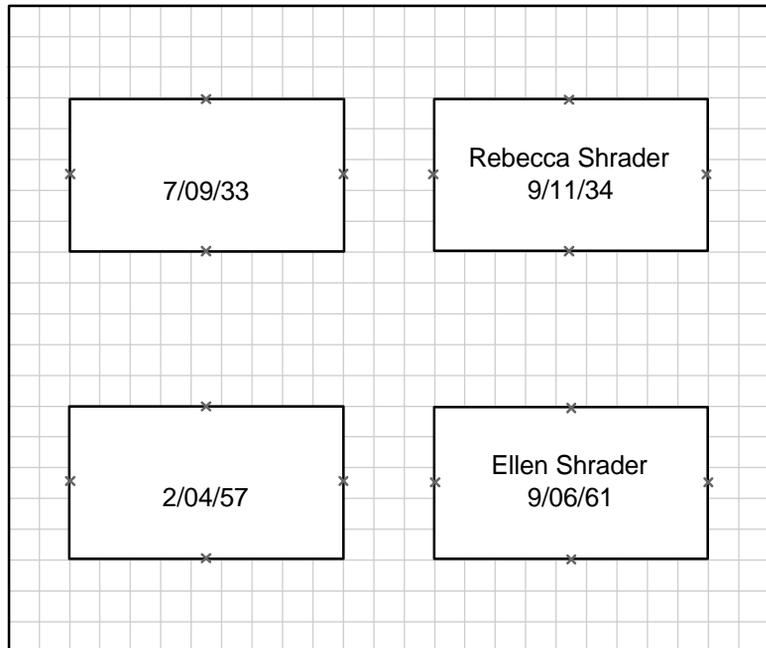
5. When you finish typing names and birthdates, choose Whole Page from the View menu so you can see the entire drawing again.

Tip: Selecting a shape and typing is the quickest way to add text to shapes. To modify existing text in a shape, you can select, edit, and format text in much the same way as with a word processor. For complete details about working with text in Visio, see Chapter 4, "Adding text to drawings," in *Using Visio*.

Connecting the boxes to each other

Most family trees and many other kinds of diagrams have lines that connect their shapes. Rather than draw the connecting lines by hand, you can use master shapes called *connectors*. Connectors use a unique Visio feature called *glue*. When a connector is glued between two shapes, you can move the shapes without having to move or redraw the connector—Visio adjusts the connector as needed to maintain the connection between the shapes.

The Family Tree stencil has various connector shapes for indicating relationships among family members. To indicate that Clarence and Rebecca Shrader are married, you'll use a Marriage shape to connect their boxes. When you connect two shapes, you connect them at connection points, which appear as blue Xs on a shape. For details about connecting shapes, see Chapter 2, "Adding, arranging, and connecting shapes," in *Using Visio.*

To indicate a marriage:

1. In the stencil window, point to the shape labeled Marriage and press the left mouse button.

2. Hold down the mouse button and drag the shape to the drawing page. Position the left endpoint over the connection point at the right center of Clarence Shrader's box. Release the mouse button.

3. Position the pointer over the right endpoint of the Marriage shape and drag it to the connection point on the left side of Rebecca Shrader's box.
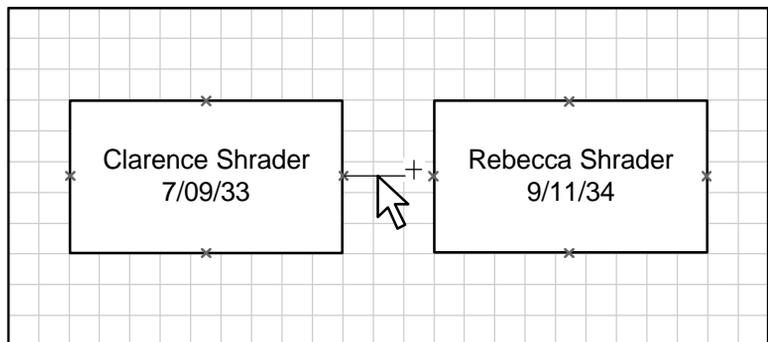
4. Release the mouse button.

When the Marriage shape is glued to the boxes, its endpoints turn red.

In addition to creating connectors from master shapes, you can create connectors for some shapes by dragging the shape's control handle.

Some of the family tree boxes have control handles that create connectors when you drag them. You can use this shortcut to create the connectors that indicate the relationship between Clarence and Rebecca Shrader and their children, Ellen and Robert.
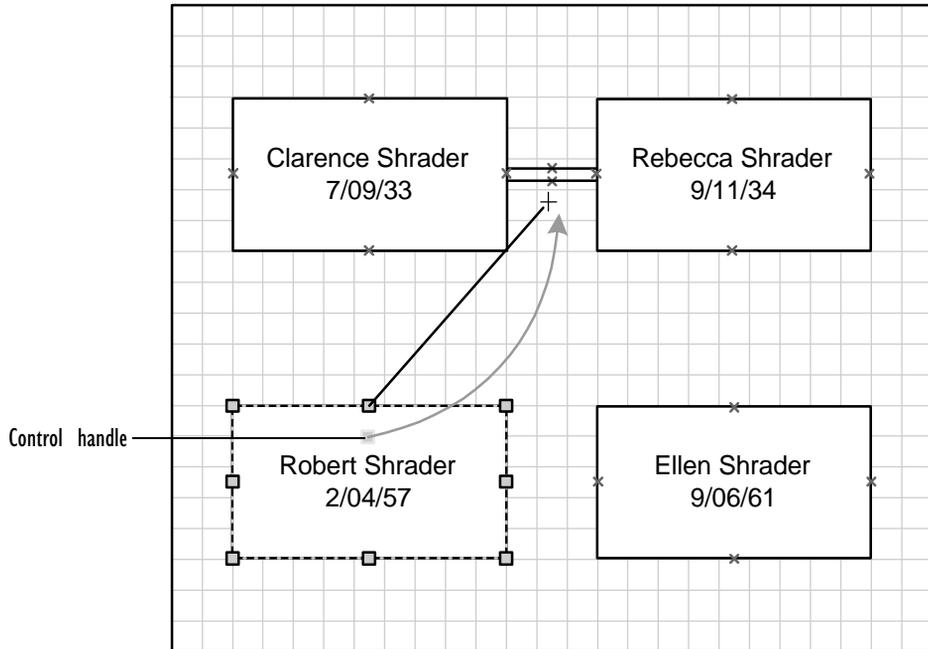
To create connectors between family members:

1. Select Robert Shrader's box.

2. Position the pointer over the control handle and drag it to the connection point at the center of the Marriage shape between Clarence and Rebecca Shrader's boxes.

3. Select Ellen Shrader's box.

4. Drag the control handle in Ellen Shrader's box to the connection point at the center of the Marriage shape.
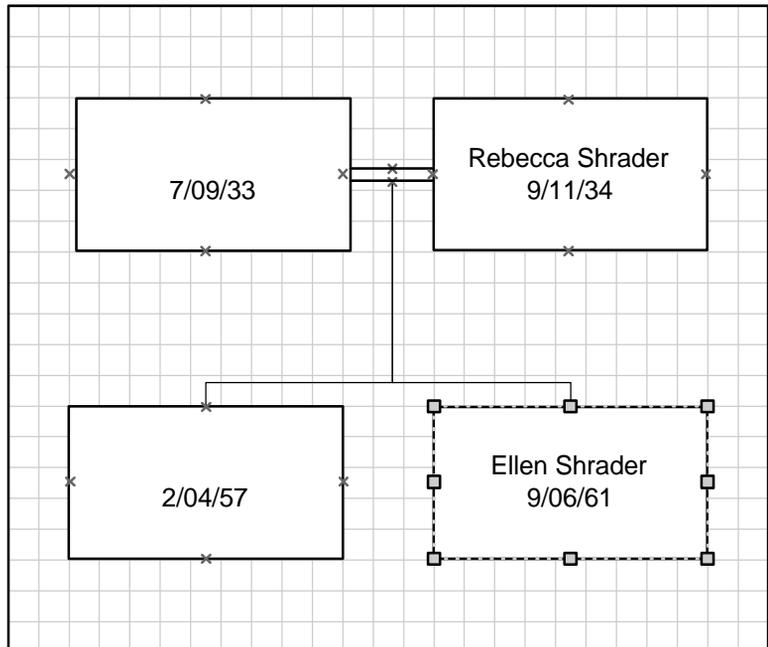
Congratulations! You've created a family tree!

You may want to save and print your drawing. For details, see *Using Visio* or the Visio online help.

What you can create with Visio Home

Visio Home is designed to create a wide range of drawings: football playbooks, science diagrams, calendars, family trees, children's projects, and so much more. This section shows twelve drawings created with Visio Home and provides guidelines for creating those drawings. The examples also include cross references to relevant information in *Using Visio.*

For more information about how to create drawings with a specific template, see the online help for that template. For details about reaching template help, see "Visio Home basics to get you started," earlier in this manual.

Greetings! Creating personalized cards

With the Greeting Card templates, you can create a personalized message that congratulates someone on a job promotion, invites friends to a party, or reveals your feelings to your own true love. It takes only minutes! Visio Home includes two greeting card templates, one for side-folded cards and one for top-folded cards. When you open a template, Visio displays a card layout on the drawing page.

Fleur (VISIOART.VSS)

Confetti (VISIOART.VSS)

Happy Birthday (VISIOART.VSS)

Inside Right

Inside Left

Double-click here to add graphics or text

Happy birthday, Allison!
Wishing you a year of
wild adventures and
great contentment!
Love, Aunt Celia and
Uncle Peter

Double-click here to add graphics or text

Back

Front

Happy
Birthday
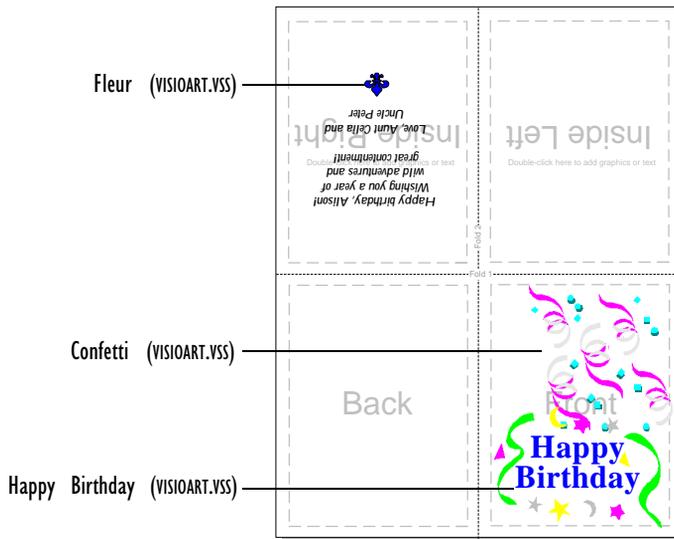
The explanatory text and folding lines on the drawing page don't print.

Example: Creating a side-folded birthday card

Usually, a greeting card has graphics and text on the front panel and text on the inside right panel. The text and graphics you place on the inside panels of the card are flipped by Visio so that they show up correctly when you print and fold the card.

To create a side-folded card:

1. Open the Greeting Card (Side Fold) template.

2. Add graphics from the Visio Art or Clipart stencil to the front panel of the card. For example, drag the Confetti and Happy

Birthday shapes from the Visio Art stencil to the panel marked Front on the drawing page.

You can also open other stencils and use shapes from those stencils or import graphics for the front (or back) of the card.

3. Double-click the Inside Right panel on the drawing page. This opens the panel in the group window, where the text and graphics you add will appear right side up. Later, Visio flips the text and graphics so they print correctly for the card.

4. To add text to the panel open in the group window, choose the text tool from the toolbar, and then drag to create a text block. Type the text.

5. To add a graphic to the panel open in the group window, choose the pointer tool from the toolbar, and then drag a shape from the Visio Art stencil and size it if necessary. You can also use other art created in Visio. For example, open the Directional Map stencil and create a map for a party invitation.

Don't use the shapes on the Clipart stencil for this panel (or for the inside left panel), because clip art shapes cannot be flipped.

6. To close the group window, double-click the Control-menu box in the upper-left corner of the window.

Visio closes the window and flips the text and graphics on the inside right panel.

7. Print the drawing and fold the paper to make the card.
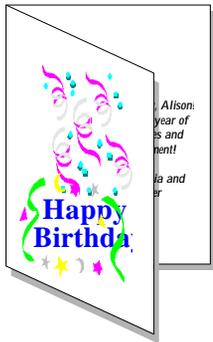
See also

For more information, see these chapters in *Using Visio*: Chapter 1, "Getting started with Visio," for details about opening other stencils; Chapter 3, "Creating shapes," for details about the group window; Chapter 4, "Adding text to drawings," for details about working with text; Chapter 7, "Using Visio with other applications," for details about importing images for the front and back panels and converting graphics to Visio shapes so you can flip and rotate them.

Do I have to go to school? Creating a calendar

With the Calendar Wizard you can create calendars for keeping track of projects at work or school or for planning your social schedule. The Calendar Wizard asks you questions about how you want the calendar to look and then creates the calendar for you. If you want to add details to the calendar that the Calendar Wizard creates for you, or if you want to create your own calendar, you can use shapes from the Calendar stencil, the Visio Art stencil, and the Clipart stencil.

Example: Creating a calendar automatically

The Calendar Wizard is a special program that leads you through a series of questions and then creates a calendar based on your design choices.

To run the Calendar Wizard:

1. Open the Calendar template, and then double-click the shape that appears.

   If you don't want to use the wizard to create a calendar, but instead want to create a custom calendar with the shapes on the Calendar stencil, delete this shape.

2. To design the calendar, choose options in the dialog boxes.

Choose the Next button to go to the next dialog box.

Choose the Back button to go back and change an answer.

3. In the last dialog box, choose the Draw Calendar button to have Visio create a calendar for you.

Cake (CLIPART.VSS) ——————

Maple Leaf (CLIPART.VSS) ——————
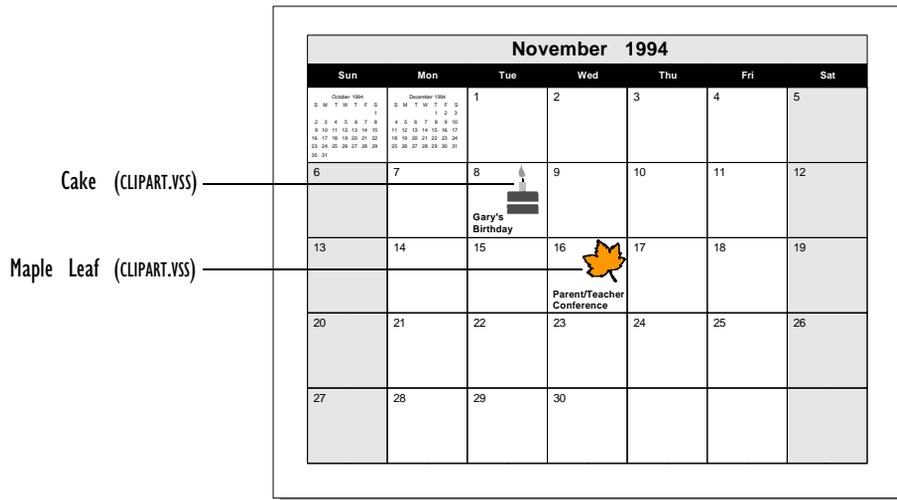
4. To decorate your calendar or to highlight special occasions, add shapes from the Visio Art stencil or the Clipart stencil. To add details to a date, select a date and type the information.

Custom calendar shapes

You can use shapes from the Calendar stencil to create your own calendar or to customize the calendar created by the Calendar Wizard. For example, you can use the Time Line shape or the Arrow shape to mark events or vacations that span several days.

See also

For details about opening additional stencils, see Chapter 1, "Getting started with Visio," in *Using Visio.*

Are we there yet? Drawing a directional map

Use the Directional Map template to create simple road maps of your neighborhood, town, or vacation destination. You can use these maps in party invitations, for directions to a garage or yard sale, or when out-of-town guests come to visit. You can also use the Directional Map shapes to create other drawings that use transportation symbols and landmarks, for example a diagram of a bus or subway route or a map of a city park.

Example: Creating a directional map

To create a directional map, you often use a variety of road shapes. For example, you use different shapes to represent major highways, city streets, and intersections. Use sign and landmark shapes to add details and points of reference to your map. You can also add text to a map to clarify and provide directions.

To create a map:

1. Open the Directional Map template.

    The template opens a letter-size drawing page with a vertical orientation. If you want to change the paper size or the page's orientation, use the Page Setup command on the Page menu.

    If you plan to include written directions on your map, determine where you want to place them and be sure to leave enough room.

2. Drag road shapes from the stencil and place them on the drawing page.

   To size a road shape, drag one of its endpoints. You can glue road shapes together by dragging an endpoint on one shape to a connection point at the endpoint of another. Connection points are marked by blue Xs. When gluing shapes, it's helpful to zoom into your drawing.

3. Drag out shapes for landmarks such as buildings, parks, and stores, and then position the shapes along the streets and in other areas of the map.

4. To label a road shape or another shape in the map, select the shape and type.

5. To add written directions to the map, choose the text tool, click where you want to start the text, and then type.

It's easy to go back and refine your map by moving shapes, snapping shapes to the grid, or by using the Align Shapes command.

See also

For more information, see these chapters in *Using Visio:* Chapter 2, "Adding, arranging, and connecting shapes," for details about sizing shapes, connecting shapes, and aligning and snapping shapes into place; Chapter 5, "Creating and printing drawing pages," for details about changing page orientation, paper size, and drawing scale.

Branching out: Creating a family tree

You can create ancestor and descendant family trees by using the Family Tree template. An ancestor tree shows an individual and that individual's parents, grandparents, great-grandparents, and so on. A descendant tree shows an individual and that individual's children, grandchildren, great-grandchildren, and so on. Family trees can also show siblings, aunts, uncles, cousins, and other relatives.
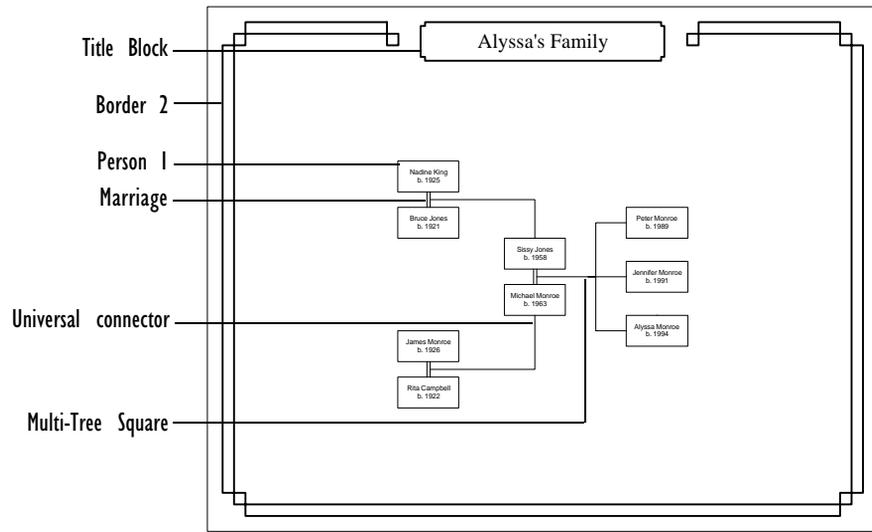
Example: Creating an ancestor tree

The Family Tree template provides three basic shapes for showing the people in a family and several shapes for connecting them to show their relationships. This section shows an example of an ancestor tree. For another example of a family tree, see "A quick tutorial: Creating a family tree" earlier in this manual.

To create an ancestor tree:

1. Open the Family Tree template.

2. To create a decorative frame, drag out a border shape.

3. To identify the family, drag out the Title Block shape, place it at the center top of the drawing, and type a title.

4. For each person in the family, drag out a Person shape. Place the shapes roughly where you want them.

5. Type a name and birthdate in each Person shape.

6. Connect the shapes. In the sample drawing on the next page, the Marriage shape connects the married couples, the Universal connector shape connects Sissy and Michael to their parents, and the Multi-Tree Square shape connects Peter, Jennifer, and Alyssa to their parents.
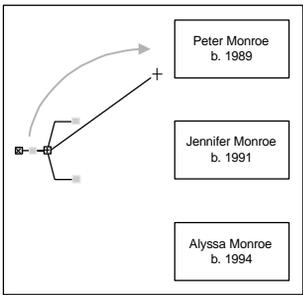
   You can create up to six branches on tree shapes. To create branches, drag lines from the control handle at the center of the shape. To adjust a branch, drag the control handle on that branch.

Title Block

Border 2

Person I

Marriage

Universal connector

Multi-Tree Square

Alyssa's Family

Nadine King b. 1925	
Bruce Jones b. 1921	Peter Monroe b. 1989
Sissy Jones b. 1958	Jennifer Monroe b. 1991
Michael Monroe b. 1963	Alyssa Monroe b. 1994
James Monroe b. 1926	
Rita Campbell b. 1922	

Adding details about family members

You might want to add details about family members to the family tree. What if Grandma was a Hollywood starlet in the 1940s and her father was a little-known scientist who did important work on bird migration? These facts might be interesting and important to those who refer to your family tree.

The Family Tree template includes three Person with Info shapes so you can add details—and show and hide them as you want. Drag one of these shapes to the drawing page. To show a special box where you can type or review details, double-click the shape. (The special box has a red border.) To type details, click the special box to subselect it, and then type. When you are finished typing, double-click the Person with Info shape again to hide the special box.

See also

For more information, see these chapters in *Using Visio*: Chapter 2, "Adding, arranging, and connecting shapes," for details about connecting and arranging shapes; Chapter 3, "Creating shapes," for details about sizing shapes, formatting shapes, and working with control handles.

There's no place like home: Creating a home plan

Home Planning shapes can be used to plan living spaces—from sketches of minor improvements to professional-looking renderings of major remodels.

Example: Creating a home plan

Before you start, check the spacing and dimensions, either by measuring an existing home or by working from a sketch done to scale. Be sure to use realistic spacing and dimensions. Use the rulers or the Dimension Line shape to check distances between objects to see if your plan is feasible and meets local building codes. To help ensure that you use standard sizes in your plan, most shapes are locked against sizing in one direction.

To create a home plan:

1. Open one of the home templates.

2. Position exterior walls. In some of the home templates, exterior walls are in position when you open the template.

3. Add wall openings, windows, and doorways.

4. Add appliance and furniture shapes.

Tip: Use a background page to make it easier to try different arrangements of furniture and appliances. For example, put walls, windows, and doors on the background page and assign that background page to a foreground page that contains furniture shapes. That way you can move the furniture shapes without moving the shapes that make up the basic structure of the house.

Using wall shapes

Visio Home comes with four templates containing prearranged walls. Although the walls are arranged in a basic shape, you can move the walls to create whatever shape you want. For example, you're not

limited to creating L-shaped buildings with the Home L-Shaped Shell template.

The walls in each template are attached to guides. Move the guides (not the walls) to adjust the wall locations. To create a room or building with specific dimensions, drag the guide to match the appropriate horizontal or vertical location on the ruler.

Wall (HM_WALLS.VSS)

Window (HM_WALLS.VSS)

Sink (HM_KIT.VSS)

Refrig I(HM_APPL.VSS)

Decid. shrub d (LS_PLANT.VSS)

Staghorn
Residence

See also

For more information, see these chapters in *Using Visio*: Chapter 2, "Adding, arranging, and connecting shapes," for details about guides; Chapter 5, "Creating and printing drawing pages," for details about background pages and about printing large drawings.

Ears, roots, and fruit: Plotting a spring garden

Before you plot your garden, it's helpful to do a little planning. Decide the size of the garden, where it fits in your yard, what you want to grow, and how much sun and water the plants will need. One of the helpful things about the shapes on the Gardening stencil is that the vegetable shapes are designed with recommended spacing for planting and show the mature size of the plant. This makes it easy to determine how many plants you can fit in your garden.

Example: Designing a garden

Nothing is healthier than eating vegetables from your own garden!

To plot a garden:

1. Open the Garden Planning template.

   The Vegetable Plot shape appears on the drawing page.

2. Determine where north will be in the drawing. To indicate the direction, drag out one of the North Arrow shapes and place it on the drawing page.
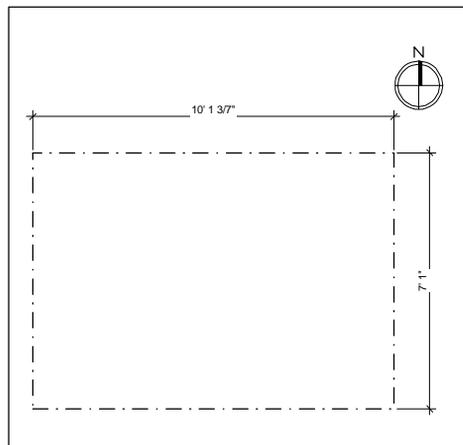
3. Resize the Vegetable Plot shape to fit the dimensions of your garden. As you resize the shape, the numbers on the dimension lines automatically update.
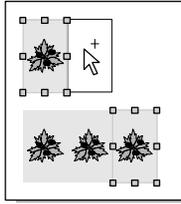
4. Create the rows of vegetables. To create a row, you can drag out a vegetable shape several times. Or, you can drag a shape out once, and then duplicate the shape by holding down the Ctrl key and dragging a copy until it is aligned with the original shape. Press F4 to make additional copies.

5. Label the rows. To label a row, drag out the Plant Label shape and drop it near the row. Select the Plant Label shape if it is not selected, and type the name of the plant. The name appears above the Plant Label shape. If there is an icon shape for the kind of plant you are labeling, drag the icon shape to the center of the Plant Label shape.

6. Add support shapes such as the Tomato Hoop shape where necessary. To add a sprinkler system, use shapes from the Gardening stencil or the Landscape Watering stencil. To add other landscape features in or near the garden, use shapes from the Landscape Site stencil. To add flowers and other plants, use shapes from the Landscape Plants stencil.
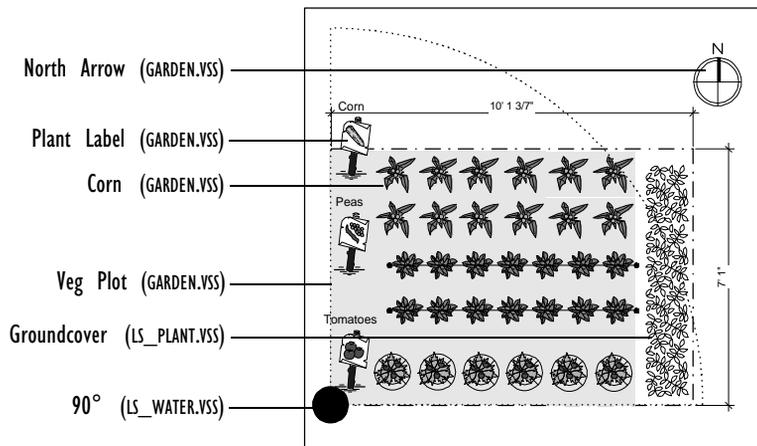

See also

For more information, see these chapters in *Using Visio:* Chapter 1, "Getting started with Visio," for details about opening additional stencils; Chapter 2, "Adding, arranging, and connecting shapes," for details about rotating, aligning, and distributing shapes.

Total recall: Using and making flash cards

The Flashcards stencil includes four sets of flash cards: math, U.S. states and capitals, Japanese Kanji, and German. It also includes two blank flash card shapes so you can create your own flash cards.

To use a flash card shape, drag it from the Flashcards stencil to the drawing page. Each shape displays a word or number that you can use to test yourself. Try to guess the correct answer—for example, the meaning of a Kanji character or the capital of a state. To see if you are correct, double-click the shape. The answer appears in a pop-up box. If the shape has a second level of answers, double-click it again. To hide the answer, double-click the shape once more.

Kanji 3 —————— 生   生   生

Life, Birth   Life, Birth
SHO,SEI,umareru
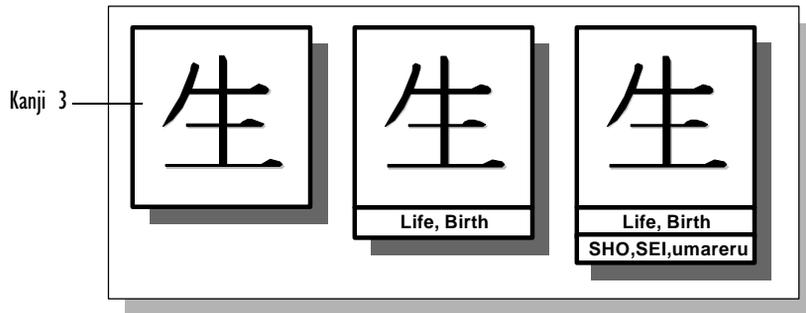
Example: Creating your own flash card shapes

Create your own flash cards to learn a language, remember historical facts, or quiz yourself about the periodic table.
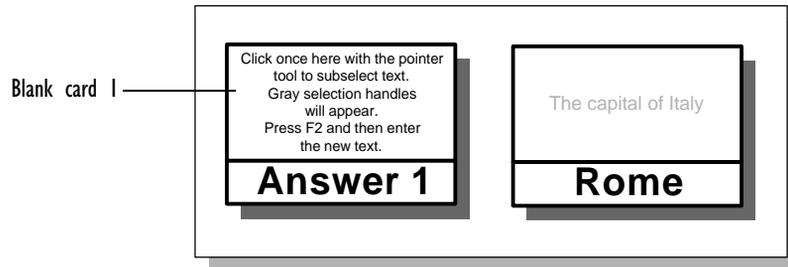
To create a flash card shape:

1. Open the Flashcards template.

2. Drag one of the blank flash card shapes to the drawing page.

3. Select the shape with the pointer tool, then pause.

   Green selection handles appear on the shape.

4. Click the text block you want to edit.

Gray selection handles appear to show it is subselected.

Blank card 1 ——————

> Click once here with the pointer tool to subselect text. Gray selection handles will appear. Press F2 and then enter the new text.
>
> **Answer 1**

> The capital of Italy
>
> **Rome**

5. Press F2, and then enter the new text. To enter text in the Answer pop-up box, subselect the pop-up box and type.

6. Follow steps 1 through 5 to create additional cards.

You can save flash cards you create in a drawing file or in a stencil.

Adding graphics

You can also add graphics to a flash card. To add an image to a flash card, drag a blank flash card shape to the drawing window. With the shape selected, choose Open Blank Card from the Edit menu. You can then drag master shapes from the stencil to the group window that appears. To close the group window, double-click the Control-menu box in the upper-left corner of the window. You can also import shapes and add them to flash cards.

See also

For more information, see these chapters in *Using Visio*: Chapter 1, "Getting started with Visio," for details about opening additional stencils; Chapter 3, "Creating shapes," for details about editing in a group window; Chapter 6, "Creating masters, stencils, templates, and styles," for details about saving shapes in a stencil; Chapter 7, "Using Visio with other applications," for details about importing shapes.

The art of science: Using the Biology and Chemistry shapes

Use the Science template to create diagrams and drawings for school science projects and other educational needs. The Science template opens three stencils: the Biology stencil includes shapes of human organs, the parts of a cell, and laboratory equipment; the Chemistry stencil contains shapes for common chemical compounds, amino acids, and types of bonds; and the Block Diagram stencil includes shapes to illustrate processes and procedures.

Example: Illustrating a science report

You can use the Science shapes to illustrate a science report and to diagram scientific processes. For example, you can use these shapes to create a diagram about a common scientific process like photosynthesis.

To illustrate a science report:

1. Open the Science template.

2. In the Chemistry stencil, select a Compound Maker shape and drag it to the drawing page.

   Repeat this step twice so you have three Compound Maker shapes in your drawing.

3. Change the symbols in the Compound Maker shapes by selecting the text blocks in the shapes and adding new text.
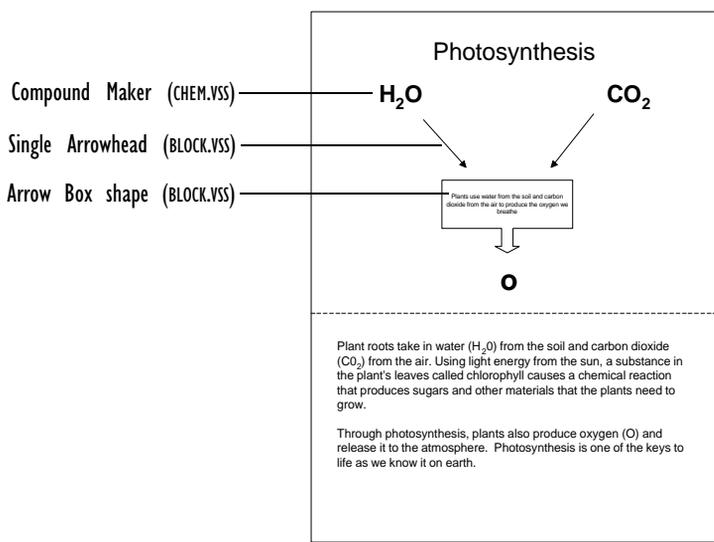
   In this example, change the symbols to read H_2O (water), CO_2 (carbon dioxide), and O (oxygen).

4. From the Block Diagram stencil, drag two Single Arrowhead shapes to the drawing page.
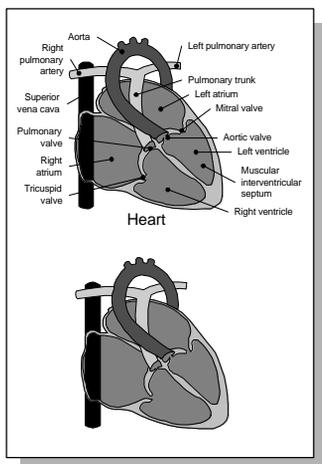
   These shapes indicate the path of the process.

5. From the Block Diagram stencil, drag the Arrow Box shape to the drawing page. To add text to the Arrow Box shape, select it and type.

6. To add a title or another freestanding text block, choose the text tool, click where you want the text, and type.

Photosynthesis

Compound Maker (CHEM.VSS) —————— H_2O CO_2

Single Arrowhead (BLOCK.VSS) ——————

Arrow Box shape (BLOCK.VSS) —————— Plants use water from the soil and carbon dioxide from the air to produce the oxygen we breathe

O

Plant roots take in water (H_20) from the soil and carbon dioxide ($C0_2$) from the air. Using light energy from the sun, a substance in the plant's leaves called chlorophyll causes a chemical reaction that produces sugars and other materials that the plants need to grow.

Through photosynthesis, plants also produce oxygen (O) and release it to the atmosphere. Photosynthesis is one of the keys to life as we know it on earth.

Identifying anatomical parts

Many of the organ shapes on the Biology stencil have callouts that identify parts of the organ. You can double-click the shape to hide the callouts; then double-click again to display them. Use these shapes to quiz yourself before your next biology exam!

Heart (BIOLOGY.VSS)

Creating your own compounds

You can create shapes for chemical compounds by using the Compound Maker shape with the bond shapes on the Chemistry stencil. Drag a Compound Maker shape to the drawing page. To change the symbol of the elements the shape represents, select the text block and type the new symbol. To connect compound shapes together, drag a bond shape from the stencil and glue its endpoints to connection points on the compound shapes.

See also

For information about adding and changing text in a shape and about formatting text, see Chapter 4, "Adding text to drawings," in *Using Visio.*

Child's play: Making coloring books and picture stories
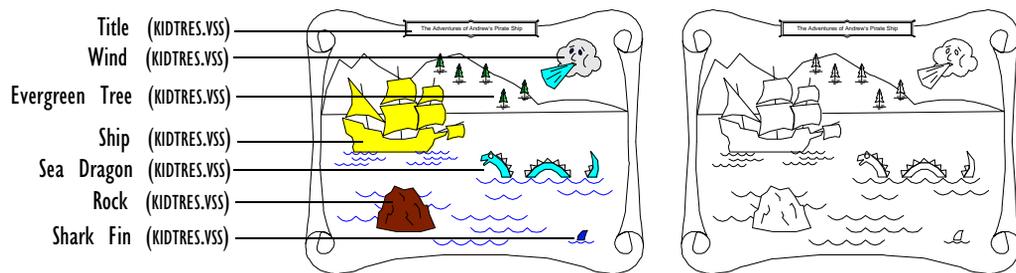
Children ages 5 to 12 (and beyond) can have fun creating drawings, cards, books, doodles, and coloring outlines with any of the Kids templates: Kids Dinosaur, Kids Whales, Kids Castle, Kids Treasure Map, and Kids Numbers and Letters.

Example: Creating a coloring book

You can use shapes from the Kids Treasure Map template to create a coloring book. In a coloring book, you'll want to see only the outlines of shapes so you can color the shapes yourself.

To create a coloring book:

1. Open the Kids Treasure Map template.

2. Drag shapes from the stencils to the drawing page and arrange them the way you want.

Title (KIDTRES.VSS)
Wind (KIDTRES.VSS)
Evergreen Tree (KIDTRES.VSS)
Ship (KIDTRES.VSS)
Sea Dragon (KIDTRES.VSS)
Rock (KIDTRES.VSS)
Shark Fin (KIDTRES.VSS)

3. Select all the shapes on the page by choosing Select All from the Edit menu.

4. To delete the colored fills from shapes, choose White fill from the Fill style list at the bottom of the drawing window. To give all the shapes a consistent line weight, choose 3 pxl line from the Line style list at the bottom of the drawing window. Alternatively, choose these styles from the Style dialog box.

    You can print the drawing and color it by hand. If you want, you can also color on the screen by selecting or subselecting a shape, and then choosing a fill color or pattern.
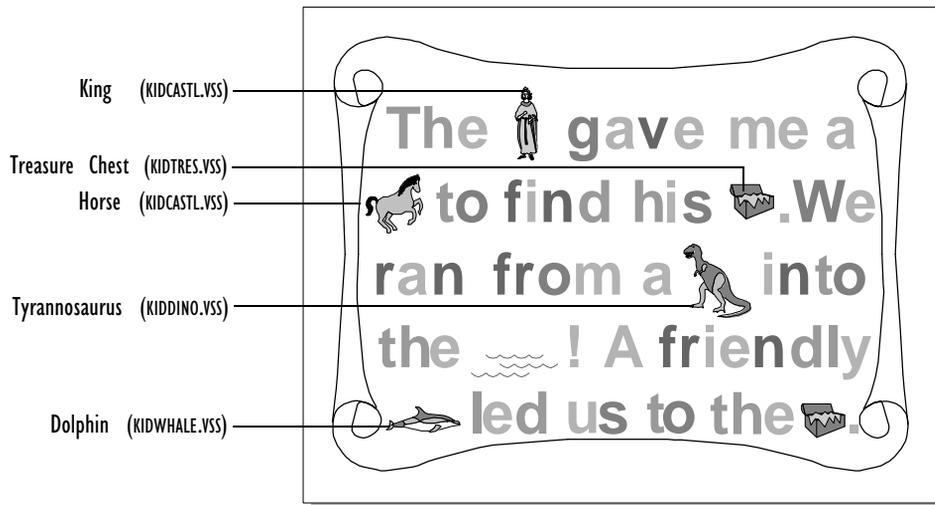
Example: Creating picture stories

You can combine shapes from the Dinosaur stencil, Whales stencil, Castle stencil, and Treasure Map stencil with shapes from the Alphabet stencil to create picture stories.

To create a picture story:

1. Open the template and stencils you want to use.

2. Drag picture shapes onto the drawing page.

3. Drag shapes from the Kids Alphabet stencil to create words. You can also click and type your own text.

4. Create additional pages by choosing New Page from the Page menu.

King   (KIDCASTL.VSS)
Treasure Chest (KIDTRES.VSS)
Horse   (KIDCASTL.VSS)
Tyrannosaurus   (KIDDINO.VSS)
Dolphin   (KIDWHALE.VSS)

The ♛ gave me a ♞ to find his ⬧.We ran from a 🦖 into the 〰! A friendly 🐬 led us to the ⬧.

See also

For more information, see these chapters in *Using Visio*: Chapter 1, "Getting started with Visio," for details about opening additional stencils; Chapter 3, "Creating shapes," for details about formatting shapes; Chapter 4, "Adding text to drawings," for details about working with text; Chapter 5, "Creating and printing drawing pages," for details about creating new pages.

Game plan: Making a football playbook

The Football Playbook template includes shapes for creating football playbooks and other sports diagrams.

Example: Creating a playbook

Whether you're mapping out next week's game plan or illustrating a play from last Saturday's game, it's fun to use the Football Playbook stencil.

To illustrate a series of football plays:

1. Open the Football Playbook template.

   By default, the template opens with the 2-Play layout on the drawing page. To use a different layout, delete the 2-Play layout, and then drag out the 1-Play or 3-Play layout from the stencil.

2. Subselect the name field and type in the name of your team. Type the name of the play in the text block provided.

Type your team's name here ——— BLUE DEVILS   Page-1
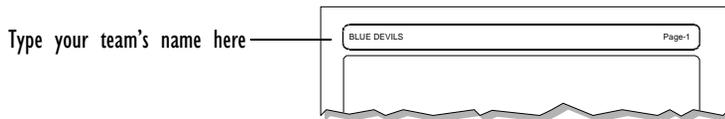
3. Using the guides as reference lines, drag out one of the team formation shapes.

   You can adjust the position of the players in relation to each other by dragging the control handles in the middle of each player shape.

Home offense ———
BLUE DEVILS   Page-1

90 MAX WINZER
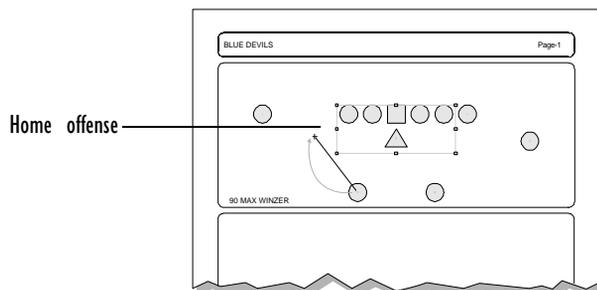
4. Drag out play shapes to illustrate pass, blocking, and run patterns.

    To adjust the length of a play shape, drag an endpoint. You can adjust the path of a play shape by dragging the control handles.

Customizing your playbook

You can create your own formations by dragging out individual player shapes. To create your own pass, blocking, and run patterns, use the Custom Play shapes. You can also use the Full Field, Mid-Field, 20-yard, or End Zone shapes to show kickoff formations.
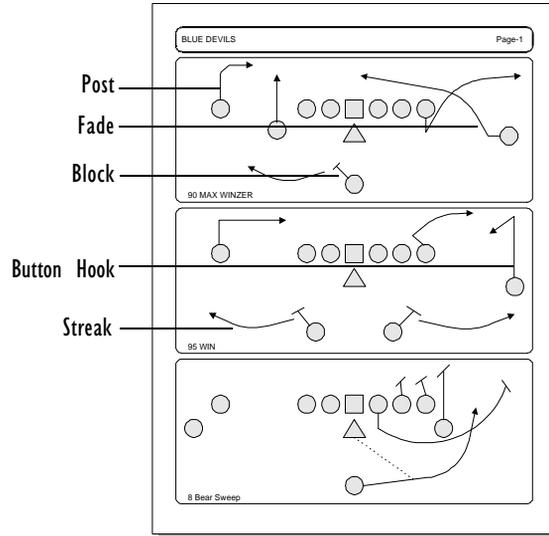
See also

For more information, see these chapters in *Using Visio*: Chapter 2, "Adding, arranging, and connecting shapes," for details about guides; Chapter 3, "Creating shapes," for details about control handles.

Keeping score: Creating a tournament elimination chart

When you open the Tournament Elimination Chart template, the Block Diagram stencil opens and the drawing page displays a basic elimination chart.
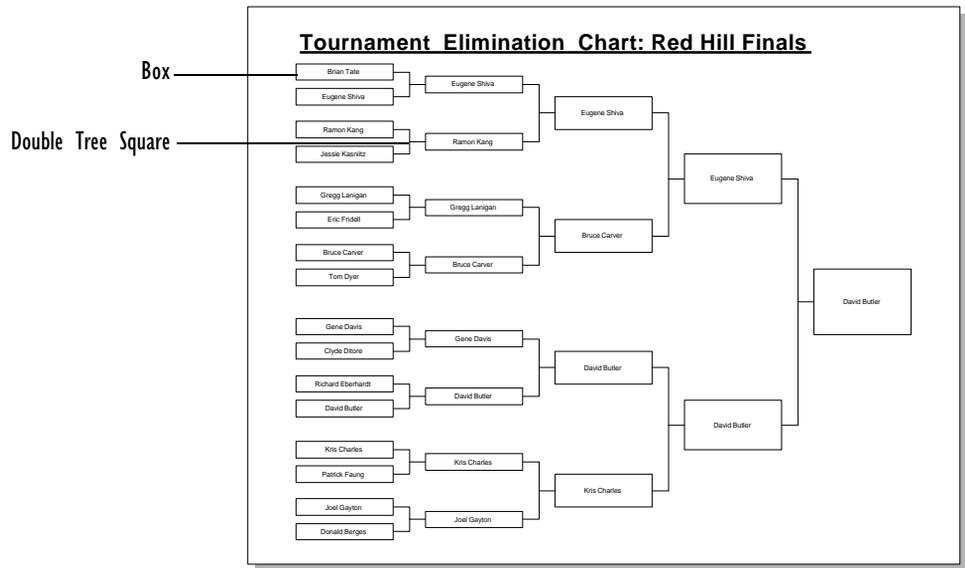
Example: Creating a tournament elimination chart

You can quickly create a tournament elimination chart by using the basic drawing that appears when you open the Tournament Elimination Chart template.

To create a tournament elimination chart:

1. Open the Tournament Elimination Chart template.

2. To modify the drawing so there are fewer shapes, select the shapes that you don't need and delete them.

3. To add more layers, drag shapes from the stencil or duplicate shapes already on the drawing by selecting the shapes and then choosing Duplicate from the Edit menu.

4. To add names or other information to a shape, select the shape and type.

Tournament Elimination Chart: Red Hill Finals

Box ———

Double Tree Square ———

Brian Tate	
Eugene Shiva	Eugene Shiva
Ramon Kang	
Jessie Kasnitz	Ramon Kang

Eugene Shiva

Gregg Lanigan	
Eric Fridell	Gregg Lanigan
Bruce Carver	
Tom Dyer	Bruce Carver

Bruce Carver

Eugene Shiva

David Butler

Gene Davis	
Clyde Ditore	Gene Davis
Richard Eberhardt	
David Butler	David Butler

David Butler

Kris Charles	
Patrick Faung	Kris Charles
Joel Gayton	
Donald Berges	Joel Gayton

Kris Charles

David Butler

Modifying shapes

You can modify the shapes by adding a shadow, changing the shape
of the corners, adding a fill pattern, or changing the line weight using
commands on the Format menu.
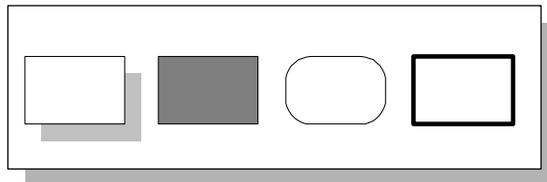
See also

For details about formatting shapes and duplicating shapes, see
Chapter 3, "Creating shapes," in *Using Visio.*

Volunteer work: Creating an organization chart

The Orgchart stencil contains shapes for drawing organization charts, including name and title boxes, connectors, and expandable shapes for listing teams and staff.

Example: Creating an organization chart

Visio's techniques for connecting shapes make it easy to create organization charts.

To create an organization chart:

1. Open the Orgchart template.

2. Drag box shapes from the stencil to the drawing page and place them approximately where you want them.

   To duplicate a shape, choose Duplicate from the Edit menu.

3. To connect shapes, drag the control handle on the box to create a connector. Most boxes have a control handle near the top center of the box.

   You can also connect shapes by dragging connector master shapes from the stencil and gluing them to the boxes.
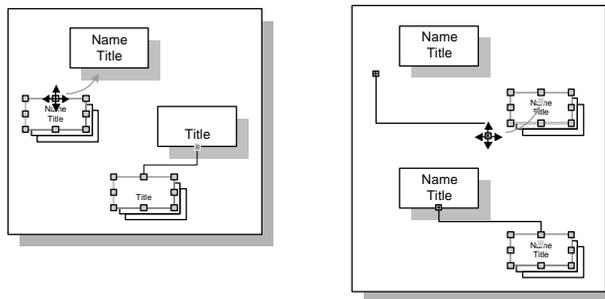
4. To align shapes, select the shapes you want to align, and then choose Align Shapes from the Tools menu.
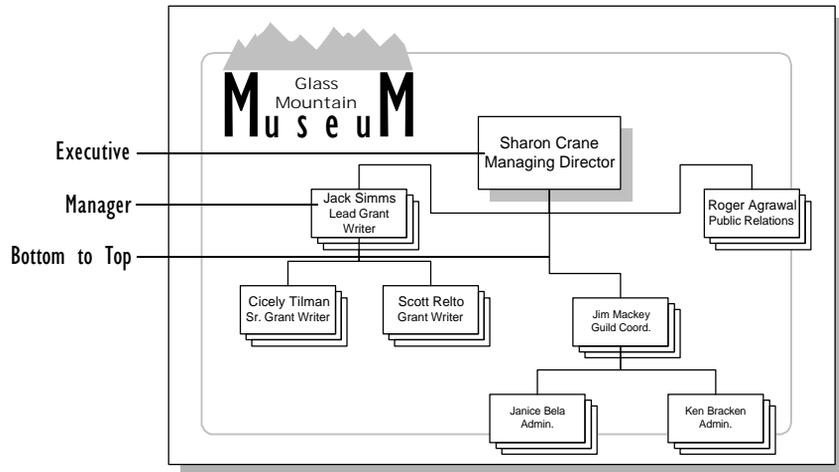
Adding additional information

With the Position Plus shape, you can type additional information in a special box, and then hide and show the box as you want. To show the box, double-click the Position Plus shape. To type text, click the box, and then type. When you're finished typing, click away from the box. To hide the box, double-click the Position Plus shape again.

See also

For more information, see these chapters in *Using Visio*: Chapter 2, "Adding, arranging, and connecting shapes," for details about connecting shapes; Chapter 3, "Creating shapes," for details about duplicating shapes.

A few more tips for creating Visio Home drawings

The master shapes that come with Visio Home are very flexible. You can mix and match them, and you'll often find that one shape—one connector, for example—is useful in many different kinds of drawings. This section provides some general tips about using master shapes and explains how master shape icons provide hints about how to use master shapes. This section also answers common questions about using Visio Home.

Understanding master shape icons

The master shape icons on stencils provide clues about how to use each shape:

- A yellow background identifies a connector—a one-dimensional shape that is designed for gluing to two-dimensional shapes.

- A green square in the lower-right corner indicates that the shape has one or more control handles.

- A light gray illustration indicates how the shape can be transformed by dragging its handles.

- A red double stripe at the bottom of a shape indicates that the shape behaves in a special way when double-clicked.

Tips for creating drawings with master shapes

There are many ways to create drawings with Visio master shapes, but some methods are more efficient than others. Here are a few tips.

For precise alignment, drag patiently. As you drag a master shape, pause for a moment. The box or line initially representing the shape is replaced by the actual shape. This helps you position the shape precisely on the drawing page.

Keep an eye on the screen. When you point to a master shape icon, Visio displays a description of the master shape in the status bar. As you work with a shape, Visio shows other information—for example, the shape's location and angle of rotation—that can help guide you through the drawing process.

Zoom to the best view for your task. To align or format a small shape, zoom in for a close-up view. To zoom in and out quickly, press Ctrl+Shift+left mouse button for a closer view and Ctrl+Shift+right

mouse button for a more distant view. From the toolbar, you can also zoom closer by clicking the Zoom In button and zoom farther by clicking the Zoom Out button. Before you print a drawing, you can see how your drawing will fit on the printed page. To check a drawing before you print it, choose Print Preview from the File menu.

To edit groups, open them in the group window. Many master shapes are groups. You can format and add text to groups by subselecting shapes. To modify shapes in other ways, you need to open them in the group window. To open a shape in the group window, select the shape, and then choose Open Group from the Edit menu. (If you open a master shape that is a group, this command is Open followed by the shape's name. For example, if you open the Microscope shape the command is Open Microscope.) For details about working with groups, see Chapter 3, "Creating shapes," in *Using Visio.*

To save new masters to a stencil, open the stencil as an original or copy. By default, stencils open read-only so that master shapes are not accidentally changed as you work. However, as you create drawings, you might want to customize master shapes or add new ones to a stencil. To do so, save them to a stencil that's been opened as an original or copy. For details, see Chapter 6, "Creating masters, stencils, templates, and styles," in *Using Visio.*

Answers to common questions
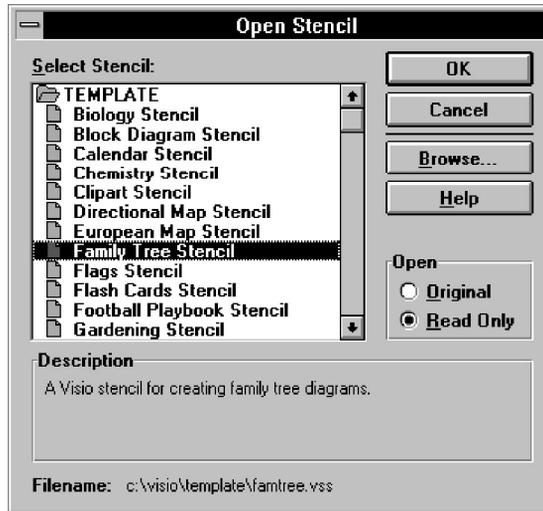
How can I use shapes from other stencils?

You can open additional stencils without opening a template.

To open a stencil:

1. From the File menu, choose Open Stencil.

    Alternatively, click the Open Stencil button on the toolbar.

The Open Stencil dialog box appears.

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┌─────────────────────────────────────────────────┐
│ ─                    Open Stencil                 │
├─────────────────────────────────────────────────┤
│ Select Stencil:                    ┌───────────┐ │
│ ┌──────────────────────────────┐▲  │    OK     │ │
│ │📁 TEMPLATE                    │   └───────────┘ │
│ │ 📄 Biology Stencil            │   ┌───────────┐ │
│ │ 📄 Block Diagram Stencil      │   │  Cancel   │ │
│ │ 📄 Calendar Stencil           │   └───────────┘ │
│ │ 📄 Chemistry Stencil          │                 │
│ │ 📄 Clipart Stencil            │   ┌───────────┐ │
│ │ 📄 Directional Map Stencil    │   │  Browse...│ │
│ │ 📄 European Map Stencil       │   └───────────┘ │
│ │ 📄 Family Tree Stencil        │   ┌───────────┐ │
│ │ 📄 Flags Stencil              │   │   Help    │ │
│ │ 📄 Flash Cards Stencil        │   └───────────┘ │
│ │ 📄 Football Playbook Stencil  │   ┌─Open──────┐ │
│ │ 📄 Gardening Stencil          │▼  │ ○ Original│ │
│ └──────────────────────────────┘   │ ● Read Only│ │
│ ┌─Description─────────────────────┐ └───────────┘ │
│ │ A Visio stencil for creating family tree diagrams.│ │
│ │                                                  │ │
│ │                                                  │ │
│ └──────────────────────────────────────────────────┘ │
│ Filename:  c:\visio\template\famtree.vss              │
└─────────────────────────────────────────────────┘
```

2. From the Select Stencil list, choose the name of the stencil you want to open.

   If you don't see the stencil name, click the Browse button and locate the stencil file.

3. When you've located the file, choose OK.

   The stencil opens in a separate stencil window.

For more information, see Chapter 1, "Getting started with Visio," in *Using Visio.*

How can I place a Visio shape or drawing into another drawing I'm working on in Visio?

To place a copy of a shape into a different drawing, you can copy it to the Clipboard and then paste the shape from the Clipboard into the other drawing. You can also copy multiple shapes into a different drawing by grouping the shapes before copying them to the Clipboard. (If you want to copy an entire drawing, make sure nothing is selected, and then choose Copy Drawing from the Edit menu.)

To copy a shape and paste it into another drawing:

1. Select the shape.

   If you want to copy multiple shapes, group the shapes.

2. From the Edit menu, choose Copy.

   A copy of the shape is placed on the Clipboard.

3. Display the drawing that you want to paste the shape into.

4. From the Edit menu, choose Paste.

   A copy of the shape appears in the center of the drawing.

Some shapes you paste in another drawing may be the wrong size for that drawing. You can create the shape at a size that will fit in the drawing, or you can resize the shape. To resize some complex shapes, use the Paste Special command (rather than the Paste command) to insert the shape into the other drawing. For details about using the Paste Special command, see Chapter 7, "Using Visio with other applications," in *Using Visio.*

How can I use my Visio drawings with other applications?

To place a copy of a shape into another application, you can copy it to the Clipboard and then paste the shape from the Clipboard into the other application.

To copy a shape and paste it into another application:

1. Select the shape.

2. From the Edit menu, choose Copy.

3. Open up the document in the application you want to copy the shape to.

4. In the other application, choose Paste.
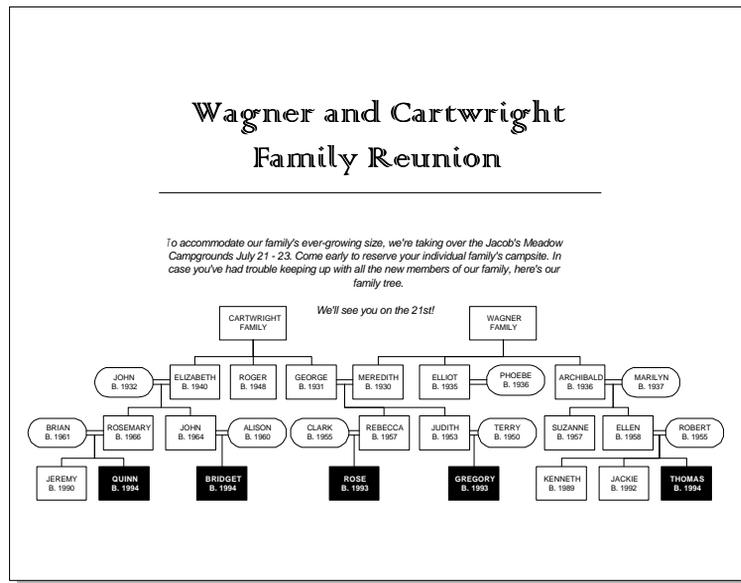
Note: Visio also supports Windows object linking and embedding (OLE), which lets you create an active link between applications. That means all the drawings you create in Visio can be automatically added—or embedded—into another application that also supports OLE. For details about embedding documents into other applications, see Chapter 7, "Using Visio with other applications," in *Using Visio.*

How can I import clip art?

You can import clip art, or any other file, into Visio.

To import clip art into a Visio drawing:

1. From the Page menu, choose Insert Picture.

2. From the File Name list, choose the file you want.

   If the file you want is not in the list, change to the drive and directory that contains the file.

3. Choose OK.

When you finish choosing import options, Visio imports the file into the drawing.

How can I convert clip art to a Visio shape so I can modify it?

You can convert clip art into a Visio group or shape in two ways:

- To preserve the relationship of the shapes to each other, use the Convert To Group command from the Shape menu to convert the clip art to a Visio group.

- To separate the clip art into individual shapes, use the Ungroup command. You don't need to convert the clip art to a group before ungrouping it.

To modify shapes within a group, use the Open Group command on the Edit menu or double-click the group. For details about editing groups, see "Grouping shapes" in Chapter 3, "Creating shapes," in *Using Visio.*