

Contents

[Basic Visio tips](#)

How to use the Visio Test Version

[Visio Test Version introduction](#)

[Instructions for common tasks](#)

[Using the Visio Test Version stencil and template](#)

Product information

[System requirements](#)

[Purchasing information](#)

[Shapeware License Packs](#)

About Visio 3.0

[Full Visio 3.0 information](#)

[Additional stencils in Visio 3.0](#)

About Visio Shapes

[Additional Visio Shapes products](#)

Visio Test Version introduction

The Visio Test Version provides an overview of the shapes and features available in **Visio 3.0**, Shapeware's® business drawing program for every Windows™ desktop. The Visio Test Version gives you an introductory look at Visio's drag and drop drawing approach. Using the Visio Test Version, you can quickly create your own business and technical drawings. Visio Test Version features include:

Drag and drop drawing. Drag master shapes from a stencil onto a drawing page. Create entire drawings without "drawing" anything. Select a master shape on a stencil by moving the mouse pointer over it and pressing the left mouse button. Then "drag" the shape onto the drawing page and "drop" it by releasing the mouse button.

Test Version stencil. The Test Version stencil introduces you to Visio's multiple stencil approach. With the Test Version stencil, you can immediately create drawings and diagrams by using a selection of popular SmartShapes™ from the many stencils included in the full Visio package. Visio comes with 22 stencils containing over 750 SmartShapes. Shapeware also offers a wide variety of separate Visio Shapes products for different drawing needs. Each Visio Shapes product consists of multiple stencils. For more information, please see [Additional stencils in Visio 3.0](#), and [Additional Visio Shapes products](#).

Integrated text. Just select a shape and start typing. Text appears with default formatting for that shape. Format text on your own using formatting tools that rival those of standard word processing programs. Text and shapes move and rotate together, or you can move and rotate text independently of its shape.

Glue. Connection lines stay connected even after shapes are moved. Connectors can be simple lines, two dimensional shapes that behave as lines, or sophisticated SmartConnectors™ with intelligent behaviour. SmartConnectors stretch, contract, and change angles to accommodate the new position.

Simplified tool set. Use a single tool to create any shape. The pencil tool employs gesture recognition to draw both straight lines and arcs depending on how you move the mouse. Results are always mathematically precise. Use the same tool for editing shapes. Alternatively, draw with one of the four other popular drawing tools—the line, arc, rectangle, and ellipse tools.

See also

[Full Visio 3.0 information](#)

Basic Visio tips

Using the Visio Test Version


- Drag and drop master shapes and connectors from the stencil window (with the green background) to the drawing page.
- To drag and drop a master shape, move the mouse pointer over the shape in the stencil, hold down the left mouse button, move the pointer into the drawing window, and release the mouse button.
- To add text to any shape or connector, simply select the shape and type.
- Glue connectors to connection points (represented by blue X's) for the best results. Resize connectors by moving an endpoint.
- Refer to the status bar, located at the bottom of the Visio window, for context-sensitive help.
- Use Visio's drawing aids—the grid, snap, glue, and zoom—to create drawings more easily.

See also

[Instructions for common tasks](#)

Instructions for common tasks

To drag and drop master shapes into drawings:


1. Open a stencil and a drawing window. The easiest way to do this is to open a template (such as SAMPLER.VST), which will open both.
2. From the toolbar, choose the pointer tool .
3. In the stencil window, point to a master shape.
4. Drag the master shape into the drawing window.

To connect shapes and have them remain glued together:

1. Drag one of the connector master shapes (yellow background) from the stencil onto the drawing page.

If glue is on, you can glue the endpoints of connectors and lines to points on shapes so they stay connected. Depending on how glue options are set, you can glue to a vertex, a selection handle, or a connection point (indicated by a blue X).
2. Select the line or connector with the pointer tool, and move it toward the shape until one of its endpoints meets the point on the shape you want to glue to. Or, drag an endpoint of the line or connector so that the line or connector stretches until one of its endpoints meets the point you want to glue to. When the endpoint is successfully glued, it turns red.


To have shapes automatically connect as you drop them on the drawing page:

1. From the toolbar, choose the connector tool .
2. In the stencil window, select a master shape.
3. Drag the master shape into the drawing window and drop it on the drawing page.
4. Repeat steps 2 and 3 and notice how the shapes are automatically connected as you drop them on the drawing page.

To type text into a shape or to add text to a connector:

1. Select the shape or connector with the pointer tool .
2. Type text.

To edit the outline of a shape:

1. Choose the pencil tool , and then select the shape.

Vertices, endpoints, and control points appear on the shape.

2. Click a vertex, endpoint, or control point, and then drag it to a new position.

To delete a selected vertex, and therefore delete a segment, press Delete.

To add a vertex to a selected shape, and therefore add a segment, hold down Ctrl and click the shape where you want to add the new vertex.

Using the Visio Test Version stencil and template

The **Visio** Test Version comes with a sample stencil (SAMPLER.VSS) that contains a few sample shapes for creating flowcharts, organization charts, and block diagrams. A sample template file, SAMPLER.VST, opens the Test Version stencil and a new drawing page. Drag and drop shapes from the stencil as described in [Instructions for common tasks](#).

System requirements

To run **Visio**, you need the following:

- Microsoft® Windows™ version 3.1 or later.
- A 386, 486, or Pentium-based computer or higher, running at 25 MHz or faster.
- 4 MB of RAM.
- A VGA, Super VGA, XGA, 8514/A, or other Windows 3.1 compatible graphics card and monitor.
- Microsoft Mouse or other Windows 3.1 compatible pointing device.

Visio supports all Windows 3.1 compatible printers including HP® LaserJet® family, HP DeskJet® family, and PostScript® printers. If your computer has a math coprocessor, Visio uses it. Visio is network-ready; Shapeware License Packs are available.

Full Visio 3.0 information

Visio 3.0 is designed to easily create the kinds of graphics that business and technical professionals need every day in their work. To receive more information about Visio 3.0 and Visio Shapes products, to order Visio 3.0 or a Visio Shapes product, or to locate a reseller near you, call 0800-834859 (in the UK) or +353-1-4590050 (outside of the UK).

SmartShapes™. Shapes that behave as you would expect. Control handles enable you to connect shapes faster and change shapes more quickly. You can also create shapes with intelligent behaviour or modify the behaviour of existing shapes by editing their ShapeSheet™, a spreadsheet that defines the shape's geometry and other properties. If you can use a spreadsheet, and remember a little geometry, you can use the ShapeSheet.

State-of-the-art OLE 2.0 compatibility. Incorporate Visio drawings into your favorite Windows-based word processor, spreadsheet, presentation, or desktop publishing program. Or vice versa. Visio 3.0 provides full support for object linking and embedding (OLE) 2.0, dragging and dropping across applications, and OLE Automation. PLEASE NOTE that Visio's OLE functionality has been reduced significantly for this Test Version. The Test Version is only capable of embedding metafiles in other Windows applications, not 'live' Visio drawings.

Quick Access to Visio from within other applications. Visio installs a Visio button on the toolbar in Microsoft Word and Excel, and Lotus 1-2-3, Freelance Graphics, and Ami Pro. Simply click the Visio button, and Visio runs from within the application you're using.

Choose your User Interface. Work with the menus and toolbars you prefer -- standard Visio, Microsoft® Office, or Lotus SmartSuite®. Be productive immediately with a look and feel you already know.

Define and edit styles. Change text, line, and fill characteristics quickly and consistently by using Visio styles. Simultaneously update all shapes using a particular style by editing that style. For example, you can easily change the text size that will appear in all the flowchart shapes by editing a single style.

Global editing. Simultaneously update all instances of a master shape in a drawing by editing their master shape.

Shortcut menus. Clicking on the right mouse button brings up context-sensitive shortcut menu items next to the pointer. If the pointer is over a shape, the menu items are relevant to editing or formatting the shape.

Layered drawings. Assign background pages to create drawings that are two or more layers deep.

Multiple pages. Keep related drawings together in a single document with multiple pages.

Double-click action. Define what happens when you double-click a shape. Some of the options include changing pages, calling up context-sensitive help, opening the ShapeSheet, and editing the shape's text.

Multiple stencil views. When the stencil window is highlighted, toolbar buttons let you choose whether the stencil displays the master shape icons and names, just icons, or just names. An Auto Arrange feature allows more flexibility with the stencil window size and positioning.

Fragment, Union, and Combine. Easily create complex objects and special effects from simple shapes by using these powerful features. Split overlapping shapes into fragments, or join overlapping shapes to create new, more elaborate shapes. Easily create Venn diagrams, marketing pyramids, and complex symbols like the international "NO" sign.

Import/Export files. Import or export files in CGM, PCX, TIFF, BMP/DIB, AutoCAD® DXF, Adobe Illustrator™/EPS, Macintosh™ PICT, and Windows metafile (WMF) formats. Convert imported objects into groups of Visio shapes.

Create new shapes and custom stencils. Drag shapes into stencil windows to create your own custom stencils. Edit

existing master shapes. Change icons, names, and status bar prompts for masters. Create new shapes or modify existing ones, and then save them by dragging them into the stencil window. Use them again and again, just like the shapes that come with Visio.

Full documentation. *Visio Tutorial* guides you through two 30-minute tutorials, providing a quick way to become familiar with Visio features. *Using Visio* is a detailed manual describing how to use Visio. *Visio master shapes: Tips and techniques* provides information about and tips for using the Visio stencils. Also available from Shapeware® are two books for advanced users: *Developing Visio Shapes* and *Programming Visio*.

Full online help. Visio comes with extensive online help that provides step-by-step procedures and reference information.

Other features:

- Center Drawing command allows you to center your drawing on the page.
- Print Preview with an option to edit while in Print Preview mode.
- Rubberstamp tool allows you to quickly create instances of master shapes.
- Crop tool allows you to crop and adjust the visible portion of bitmaps.
- Change a shape's behaviour to act like a 1-D line or like a 2-D shape.
- Set the protection properties of a shape.
- Edit a drawing's colour palette.
- Open up groups to edit the shapes in the group.
- Add or remove individual members from existing groups.
- Convert imported metafiles to groups of Visio shapes.
- Save and open workspaces.
- Select shapes and other objects by type.
- Send a drawing through electronic mail.
- **Visio includes many other features.**

See also

[Additional stencils in Visio 3.0](#)

Additional stencils in Visio 3.0

In addition to the features in the Visio Test Version, **Visio 3.0** offers more stencils with hundreds of shapes.

Visio features these 22 full stencils with over 750 SmartShapes:

| | |
|-------------------------------------|---|
| Flowchart | Shapes and connectors for creating flowcharts |
| Orgchart | Shapes and connectors for creating organization charts |
| Network | Shapes used in network diagrams: computers, printers, network cabling, and other equipment |
| Total Quality Management | Shapes used in creating ISO 9000 quality management (TQM) drawings. |
| Space Plan | Shapes used in office space planning: desks, chairs, tables, and modular office furniture |
| Block Diagram | Blocks and fat arrows for making block diagrams |
| Symbols | International symbols |
| Project Management | Project management charts (PERT and Gantt charts) |
| Map | Shapes and symbols for creating directional maps |
| Electrical Engineering | Shapes used in diagramming electrical circuitry |
| Charts | Shapes for creating many different types of charts: bar charts, pie charts, line charts |
| Forms | Shapes for creating office forms: data combs, order-entry and parts-list forms, a fax cover sheet |
| Europe | Outline maps of the countries of Europe |
| Maps of the UK & Ireland | More detailed maps of the UK & Ireland |
| World | Maps of the continents and major regions of the world |
| Practice | Variety of shapes with different types of behaviour |
| Basic | Basic shapes and connectors: squares, triangles, arrows |
| Flags | Flags of countries around the world |
| Clipart | Useful symbols, ornamental borders, business clip art |
| Border | Ornamental shapes for creating frames and borders for certificates, awards, and presentations |
| Callout | Callouts, stamps (draft, airmail, etc.), and other symbols used in documentation |
| Connector | Useful connectors and shapes for many types of drawings |

See also

[Full Visio 3.0 information](#)

Additional Visio Shapes products

Visio 3.0 comes with 22 stencils and over 750 SmartShapes. In addition, stencils for a variety of additional drawing needs can be purchased separately.

Visio Shapes products include more than just symbol libraries or clip art—they include shapes with programmed "intelligence" so you can quickly create your own business and technical drawings. Shapeware® currently offers the following Visio Shapes products:

Advanced Flowcharting (Fully Internationalised)

- Expands on the flowcharting shapes that come with Visio

Advanced Network Diagrams (Fully Internationalised)

- Expands on the equipment shapes that come with Visio

Advanced Space Planning

- Expands on the furniture and office equipment shapes that come with Visio

Marketing (Fully Internationalised)

- Shapes for illustrating business, sales, and marketing concepts

Home Planning

- Shapes for home design or remodeling

Landscape Planning

- Shapes for landscape design or remodeling

Insurance

- Shapes for illustrating claims and policies—vehicles, accident reports, property, valuables

Advanced Software Diagrams (Fully Internationalised)

- Shapes for illustrating and organizing your software project—includes general programming models

Advanced Electrical Engineering

- Shapes for illustrating IEEE and BS 3939 compliant logic, electronic schematics, and power diagrams

Chemistry

- Shapes for illustrating chemical symbols, cyclic compounds, biostructures, amino acids, tool kit models

Chemical Engineering

- Shapes for chemical process flow diagrams

Petroleum Engineering

- Shapes for chemical process flow diagrams and piping specific to petroleum engineering

Biotechnology/Medicine

- Shapes for illustrating immunology, cells, human organs, amino acids

Mechanical Engineering

- Shapes for illustrating geometric dimensioning, welding, fasteners, piping, HVAC

Kids

- Shapes for child's play—drag and drop dinosaurs, whales, castles, and more

To receive additional information about Visio 3.0 and Visio Shapes products, to order Visio 3.0 or Visio Shapes products, or to locate a reseller near you, call 0800-834859 (in the UK) or +353-1-4590050 (outside of the UK).

Purchasing information

To receive additional information about **Visio 3.0** and Visio Shapes products, to order Visio 3.0 or Visio Shapes products, or to locate a reseller near you, call 0800-834859 (in the UK) or +353-1-4590050 (outside of the UK).

Shapeware License Packs

Shapeware® License Packs are currently available, authorizing either a single additional workstation copy or ten additional workstation copies. These one-packs and ten-packs require that users have first purchased one full **Visio** product. License Packs include a license card and product serial number. Documentation is not included, but can be ordered separately. For more information, contact your local reseller or Shapeware Customer Service on 0800-834859 (in the UK) or +353-1-4590050 (outside of the UK).

Quick Tour

Help menu

Starts an introductory online tour of Visio. You can also start the Quick Tour by double-clicking the Quick Tour icon in Windows Program Manager.

About Visio

Help menu

Identifies the version of Visio you are using and displays copyright information. Also indicates whether a math coprocessor is present in your system and whether Windows is running in enhanced or standard mode.

DIALOG BOX OPTIONS

System Info. Displays configuration information about Microsoft Windows.

Using Visio Help

To display the contents for the Visio 3.0 Test Version help, click the Contents button. To display help for a topic in the contents, click the green underlined text, or press the Tab key until the topic you want is highlighted, and then press Enter.

Note: For complete instructions on how to use Help, press F1 or, while the Help window is active, choose How to Use Help from the Help menu.

To find information while using Help, click the Search button and type the term for which you want help.

Searching

To search for a particular term:

- In the main help window, click the Search button or press the S key, and then follow the instructions in the Search dialog box.

Scrolling

Some Help topics contain more information than can fit in the Help window at one time. To see more information, scroll through the topic in the Help window.

To scroll in the Help window:

- Press the Up Arrow (↑) or Down Arrow (↓) key
or
- Use the scroll bars with the mouse.

To return to the previous topic:

- Click the Back button or press the B key.

To browse through topics:

- Click the << and >> buttons or press the < and > key.

Exiting help

To close the Help window:

- From the Help window's File menu (not Visio's), choose Exit.

