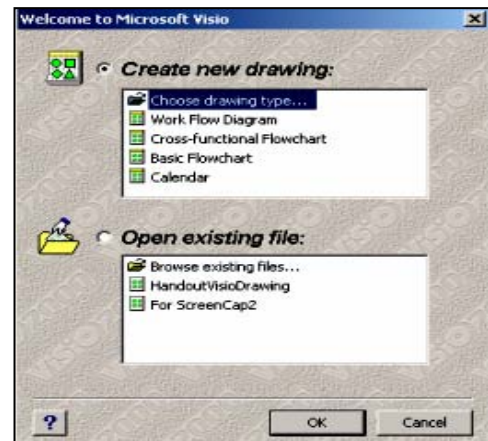
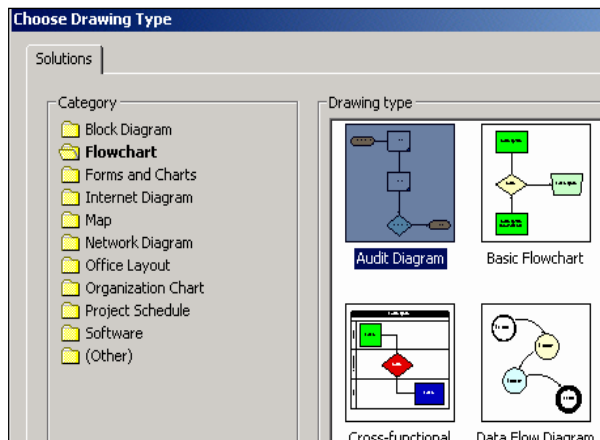


# Creating a Flowchart in Microsoft Visio

## Getting Started

1. Start Visio. The Welcome dialog box opens.
2. Choose *Create a New Drawing*. Click OK to open the Choose Drawing Type dialog box.
3. Choose the Flowchart category and the Basic Flowcharts drawing type.
4. Click OK.

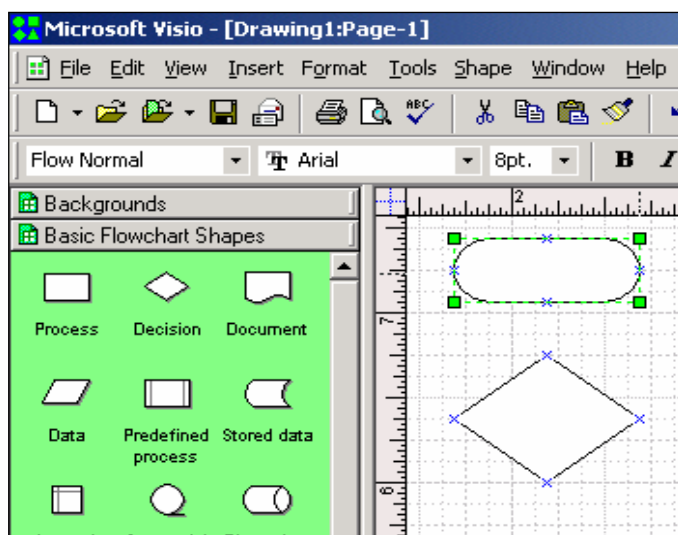


If you already have a Drawing page open choose File > New > Flowchart > Basic Flowchart

## Add and Position Shapes

Basic Flowchart shapes open in the Stencil Window (to the left of the Drawing Page).

1. Hold the pointer over a shape to see its recommended use in standard flowcharts.
2. Click the shape you want to insert in the drawing.
3. Drag the shape to desired position on the drawing page.

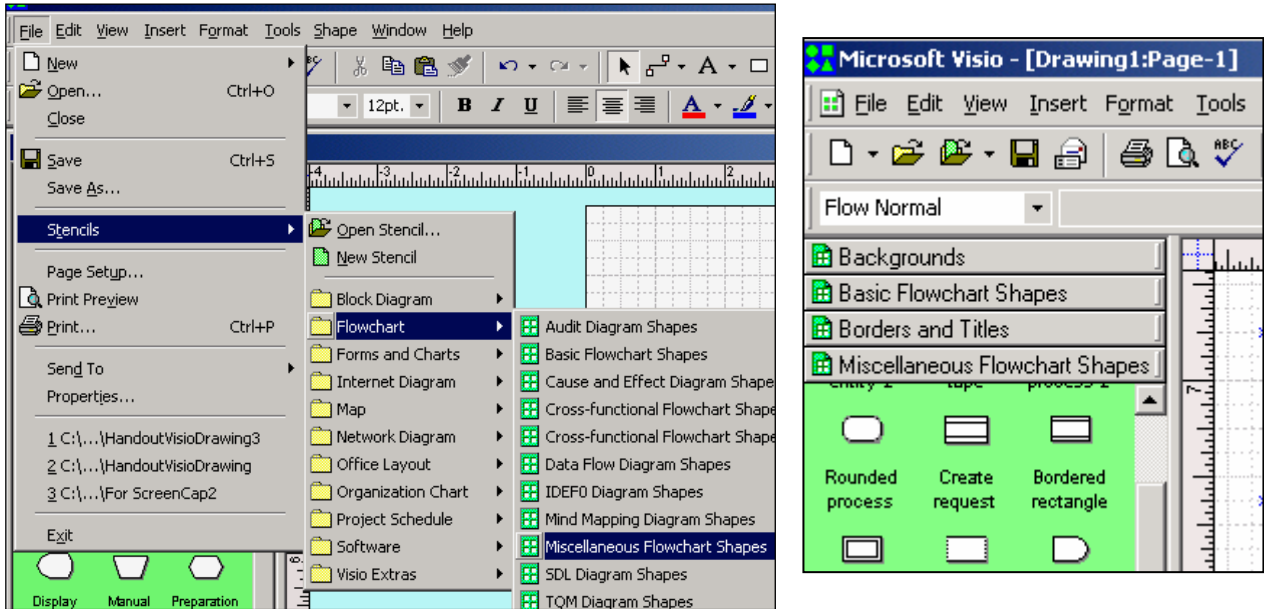


## Resize and Move Shapes

1. Select the shape. Handles will appear on all sides and corners.
2. Drag shape by the handles to resize. Use the corner handles if you want to maintain the shape's proportions.
3. Drag by the center to move the selected shape.

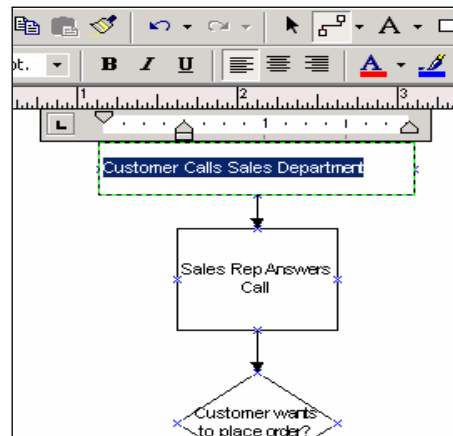
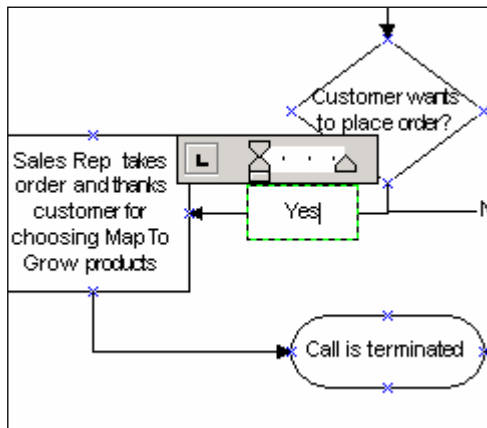
Each drawing type has a different selection of shapes in the Stencil window. To access shapes from other stencil sets:

1. Choose File > Stencils > New Stencil.
2. Select a category, then a stencil. The new stencil set is added to the list of at the top of the Stencil window.
3. Click the desired stencil set header to access shapes in that set.




### ***Insert Descriptive Text***

1. Double click the line or in the shape to open the text box.
2. Type desired text in the text box.



### ***Connect Shapes***

1. Select Connector tool by clicking on the Connector Tool button on the toolbar 
2. Click on the bottom connector point of one shape and drag cursor **in the direction of the chart flow** to a connector point of the next shape.

## Format Shapes and Lines

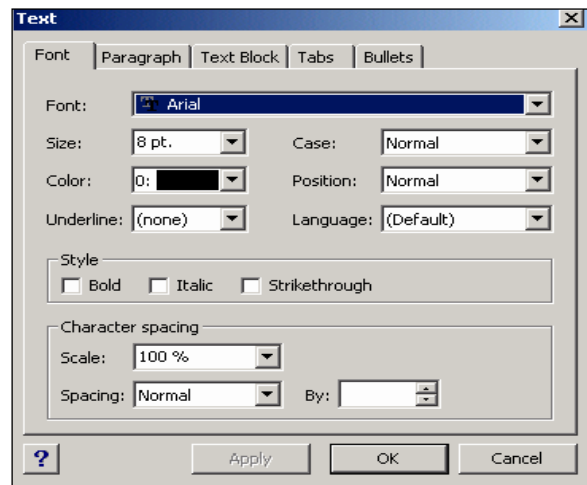
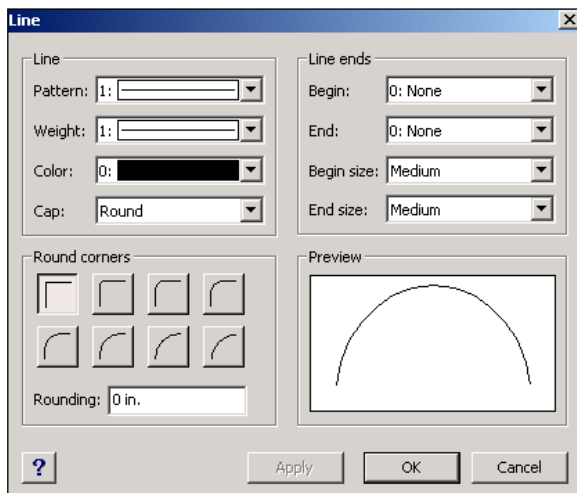
Objects (shapes and/or lines) must be selected before formatting is applied

1. Select Shape(s) or Line(s)
  - Click desired shape or line to **select a single object**
  - OR
  - Drag a selection box around desired area to **select multiple shapes/lines**

*Note: To remove shape/line from selected group:*

- a. Place cursor over shape/line to be removed from selection
- b. Hold down shift key and click on shape/line to be removed

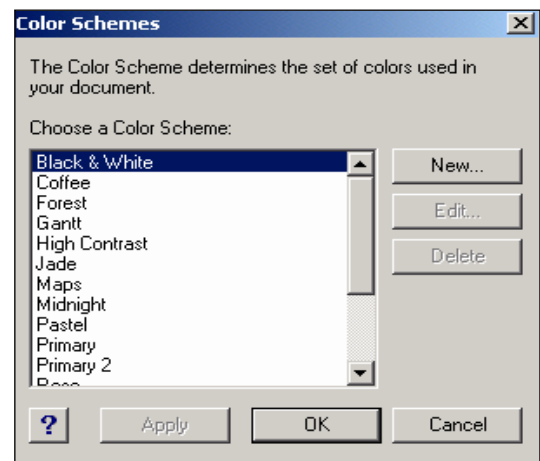
2. Click Format on tool bar and choose:
  - a. *Text* to open Text formatting dialog box
  - b. *Line* to open Line formatting dialog box



## Add a Color Scheme

To apply a thematic color scheme to the drawing

1. Choose Tools > Color Scheme to open the Color Scheme dialog box.
2. Choose your desired color scheme.
3. Click Apply. (The color scheme will be applied to the Drawing Page, but the dialog box will remain open until you choose OK.)
4. Select and apply different color schemes until you are satisfied with the drawing's appearance.
5. Click OK.



## Adding Another Page

1. Choose Insert > Page.
2. Double click the page tab (Page-*n*) or right click and choose Rename from the shortcut menu to rename the drawing page.


## Save Your Drawing

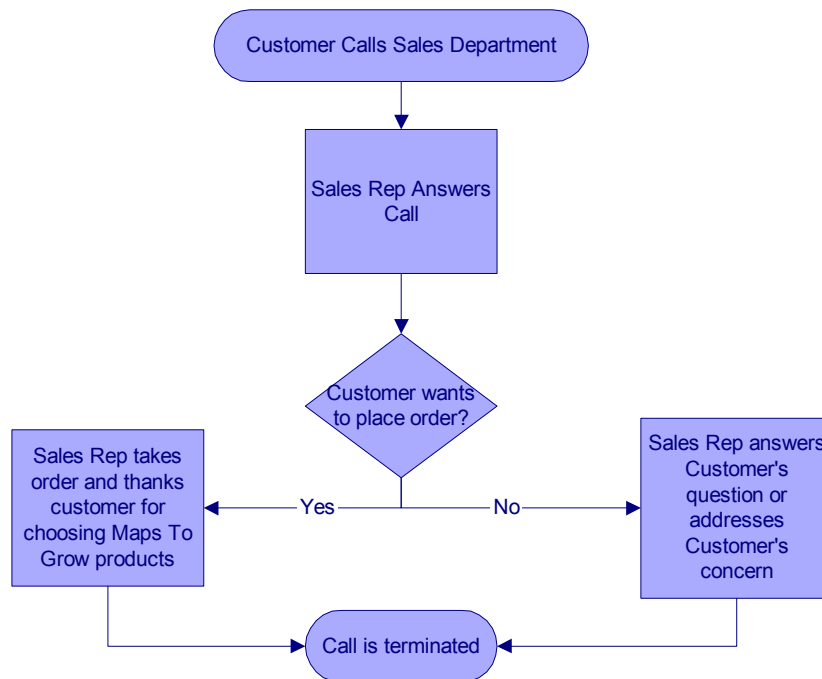
1. Choose File > Save to open the Save As dialog box.
2. Choose a file Location and enter a Filename. Click Save.

## Print Your Drawing

1. Choose File > Page Setup
2. Confirm the Page Setup options then click Print.

## Insert Your Drawing Into Another Document

1. Choose Edit > Select all
2. Click the Copy Button 
3. Open the destination document
4. Position the insertion point where you want to paste.
5. Click Paste.



For more information on Visio, or to order a 30-day trial CD, visit the Microsoft site:  
<http://www.microsoft.com/office/visio/default.asp>

**Visit our web site for materials, links, and updates from this session:  
[www.triadconsulting.com/events/iaap.htm](http://www.triadconsulting.com/events/iaap.htm)**