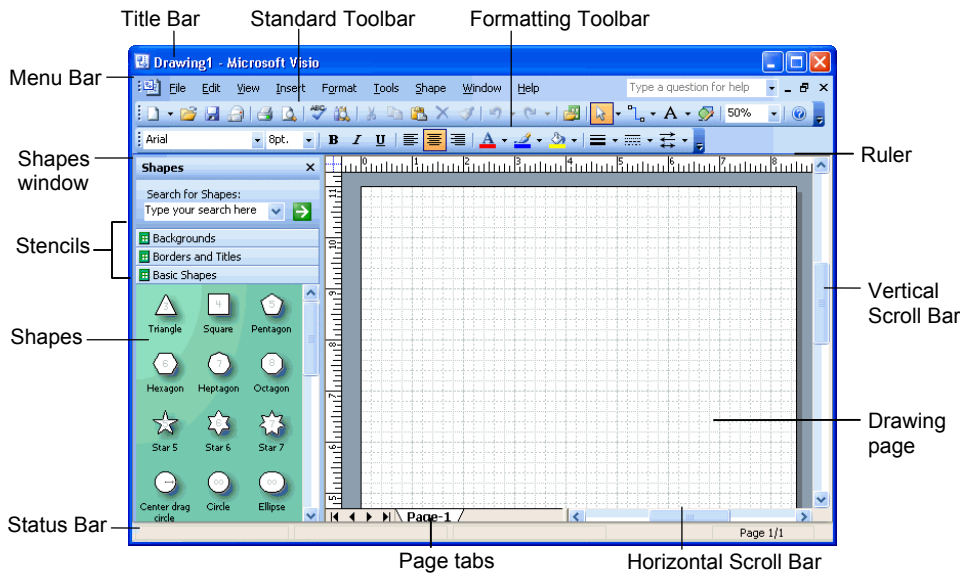


Microsoft®  
**Visio 2003**  
 Quick Reference Card

**The Visio 2003 Workspace**

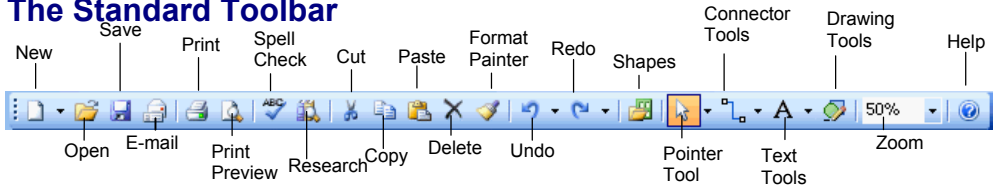


**Keyboard Shortcuts**

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

**The Fundamentals**

**The Standard Toolbar**



- To Create a New Diagram from a Template:** Select **File** → **New** → **Choose Drawing Type** from the menu, select a diagram type from the Category list, and select a template. Or, click the **New button list arrow**, select a diagram type and select a template.
- To Create a New Diagram from Scratch:** Click the **New button**, or press **<Ctrl> + <N>**.
- To Open a Diagram:** Click the **Open button** on the Standard toolbar, or select **File** → **Open** from the menu, or press **<Ctrl> + <O>**.
- To Save a Diagram:** Click the **Save button** on the Standard toolbar, or select **File** → **Save** from the menu, or press **<Ctrl> + <S>**.
- To Print a Diagram:** Click the **Print button** on the Standard toolbar, or select **File** → **Print** from the menu, or press **<Ctrl> + <P>**.
- To View a Diagram in Full Screen Mode:** Press the **<F5>** key. Use the mouse or the arrow keys on the keyboard to navigate between pages.
- To Change Page Orientation:** Select **File** → **Page Setup** from the menu and select **Landscape** or **Portrait** under Orientation.
- To Find a Shape:** Type what you're looking for in the **Search for shapes** box in the Shapes window and click the **Search button**.
- To Select Objects:** Click and drag around the objects you want to select with the pointer tool. Click the **Pointer Tool button list arrow** to use the other selection tools: Lasso Select or Multiple Select.

**To Use a Tool:** Click the tool button list arrow and select the tool.

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

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

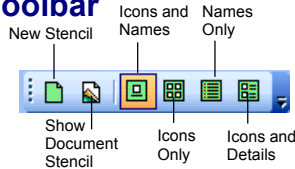
- Rectangle:** Draw a rectangle shape.
- Ellipse:** Draw an ellipse shape.
- Line:** Draw a line.
- Arc:** Draw an arc.
- Freeform Shape:** Draw a freeform shape.
- Pencil:** Change the curve of a freeform shape.

**Formatting Text**

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

## Stencils

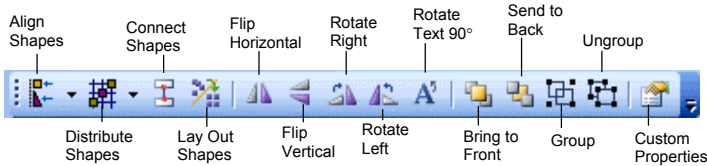
### The Stencil Toolbar



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

## Shapes

### The Actions Toolbar



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

## Diagram Types and Templates

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

### Diagram Types



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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