Microsoft®
Visio 2010
Quick Reference Card

CustomGuide
Online Learning

Visio 2010 Workspace

Quick Access Toolbar

Title bar

File tab

Shapes window

Stencil

Shapes

Status bar

Ribbon

Ruler

Vertical scroll bar

Drawing page

Page tabs

Zoom

Horizontal scroll bar

Keyboard Shortcuts

General

Open File	**<Ctrl> + <O>**
Close File	**<Ctrl> + <F4>**
New Drawing	**<Ctrl> + <N>**
Cascade	**<Alt> + <F7>**
Full Screen	**<F5>**
Print	**<Ctrl> + <P>**
Print Preview	**<Ctrl> + <F2>**
Display Help	**<F1>**
Save	**<Ctrl> + <S>**

Drawing

Actual Size	**<Ctrl> + <Shift> + <I>**
Align Shapes	**<F8>**
Bring to Front	**<Ctrl> + <Shift> + <F>**
Send to Back	**<Ctrl> + <Shift> + <B>**
Fill	**<F3>**
Flip Horizontal	**<Ctrl> + <H>**
Flip Vertical	**<Ctrl> + <J>**
Group	**<Ctrl> + <G>**
Ungroup	**<Ctrl> + <Shift> + <U>**
Line	**<Shift> + <F3>**
Rotate Left	**<Ctrl> + <L>**
Rotate Right	**<Ctrl> + <R>**
Toggle Snap	**<Shift> + <F9>**
Snap and Glue	**<Alt> + <F9>**

Editing

Cut	**<Ctrl> + <X>**
Copy	**<Ctrl> + <C>**
Duplicate	**<Ctrl> + <D>**
Redo	**<Ctrl> + <Y>**
Undo	**<Ctrl> + <Z>**
Repeat	**<F4>**
Find	**<Ctrl> + <F>**
Spelling	**<F7>**

Formatting Text

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

The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.
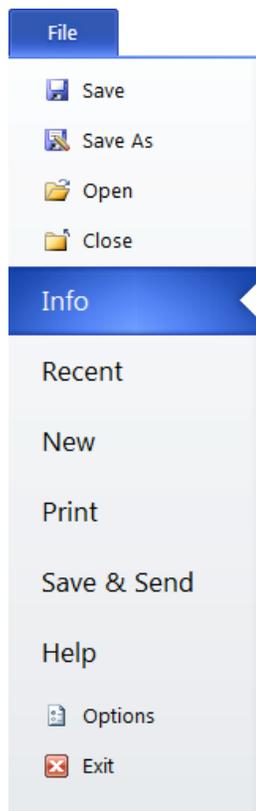
- **To Create a New Diagram from a Template:** Click the **File** tab, select **New**, select the template you wish to use, and the click **Create** button. Or, press **<Ctrl>** + **<N>**.

- **To Create a New Diagram from Scratch:** Click the **File** tab, select **New**, and click the **Create** button. Or, press **<Ctrl>** + **<N>**.

- **To Insert a Shape:** Click and drag the shape from the stencil in the Shapes window to the desired location in the diagram.

- **To Add Text to a Shape**: Click the shape and start typing.

- **To Select a Shape:** Click it.

- **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.

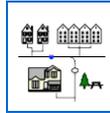- **To Delete a Shape:** Select the shape(s) and press **<Delete>**.

- **To Open a Diagram:** Click **File** tab and select **Open**. Or, press **<Ctrl>** +**<O>**.

- **To Save a Diagram:** Click the **Save** button on the Quick Access Toolbar, or press **<Ctrl>** + **<S>**.

- **To Print a Diagram:** Click the **File** tab and select **Print**. Or, press **<Ctrl>** + **<P>**.

- **To View Advanced Printing Options**: Click the **File** tab and select **Print**. Select the options under Settings.

- **To View a Diagram in Full Screen Mode:** Press **<F5>**. Use the mouse or the arrow keys to navigate between pages.

- **To Change Page Orientation:** Click the **Design** tab on the Ribbon and click the **Orientation** button in the Page Setup group. Select **Portrait** or **Landscape**.

- **To Find a Shape:** Click the **More Shapes** title bar in the Shapes window and select **Search for Shapes**. Click the list arrow, enter the search term, and press **<Enter>**.

- **To Minimize the Ribbon**: Click the **Minimize Ribbon** button on the Ribbon. Or, press **<Ctrl>** + **<F1>**. Or, right-click a tab and select **Minimize the Ribbon** from the contextual menu.

- **To Close a Diagram**: Click the **Close** button. Or, press **<Ctrl>** + **<F4>**.
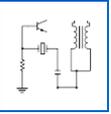
Diagram Templates

- There are eight template categories and over 50 diagram templates in Visio 2010.

- A **template** contains everything you need to create a specific type of drawing. Each template comes with its own set of stencils, shapes, and menus related to the type of diagram you are creating.
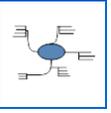
Business: Organize various aspects of a business with templates that organize finances, cause and effect, workflow, and more. **Templates:** Brainstorming Diagram, Work Flow Diagram, PivotDiagram, etc.
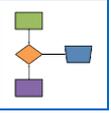
Engineering: Create diagrams for basic and advanced electrical systems, pneumatic or hydraulic systems, and assembly instructions. **Templates:** Basic Electrical, Part and Assembly Drawing, Process Flow Diagram, etc.
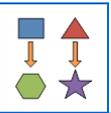
Flowchart: Flowcharts are visual representations of a process. **Templates:** Basic Flowchart, Cross Functional Flowchart, Data Flow Diagram, etc.

General: Create simple flowcharts and diagrams. **Templates:** Basic Diagram, Basic Flowchart, Block Diagram.

Maps and Floor Plans: Use to assemble directional maps, floor plans, building plans, and more. **Templates:** Directional Map, Floor Plan, HVAC Plan, Security and Access Plan, etc.

Network: Diagram an organization's network (including the cabling and physical hardware), Web site, or personnel directory. **Templates:** Basic Network Diagram, Conceptual Web Site, Rack Diagram, etc.
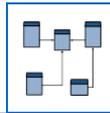
Schedule: Create calendars, progress charts, and timelines. **Templates:** Calendar, Gantt Chart, PERT Chart, Timeline.

Software and Database: Design software structures and systems and document, design and generate databases. **Templates:** Database Model Diagram, COM and OLE, Express-G, etc.

Working with Stencils

- 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.
- The Shapes window displays all the stencils currently open in the diagram.
- **To Open a Stencil:** Click the **More Shapes** title bar in the Shapes window, point to the appropriate category, and select the stencil.
- **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 contextual menu.
- **To Create a Custom Stencil:** Click the **More Shapes** title bar in the Shapes window and select **New Stencil**. Right-click the new stencil and click **Save As** in the contextual menu. Enter a name for your new stencil and click **Save**.
- **To Add Shapes to a Custom Stencil**: Open the stencil and drag a shape from another stencil or from the drawing page onto the new custom stencil.
- **To Change How Shapes are Displayed:** Right-click the stencil tile bar and select **View** from the contextual menu. Select the view you want to use; Icons and Names is selected by default.

Quick Shapes

- Visio 2010 introduces the Quick Shapes stencil. Quick Shapes displays the most selected shapes from all open stencils.
- Each stencil has a Quick Shapes area at the top of the stencil that stores the Quick Shapes for that stencil. The Quick Shapes area is indicated by a dividing line.
- **To Open the Quick Shapes Stencil:** Click the **Quick Shapes** title bar in the Shapes window.
- **To Automatically Connect Quick Shapes:** Select the shape to which you want to connect another shape in the drawing window and hover the pointer over the blue arrow in the direction you want to add the shape. Select the shape you want to add from the mini toolbar.
- **To Add a Shape to the Quick Shapes stencil**: Click the title bar of the stencil that contains the shape you want to add, click the shape, and drag the shape above the dividing line.
- **To Remove a Shape from the Quick Shapes Stencil:** Click the title bar of the stencil that contains the shape you want to remove, click the shape, and drag that shape below the dividing line.

Connecting Shapes

- AutoConnect lets you add, connect, distribute, and align a whole series of shapes, like those in flowchart, with only a few clicks.
- **To Turn on AutoConnect:** Click the **View** tab on the Ribbon and click the **AutoConnect** check box in the Visual Aids group.
- **To Use AutoConnect**: Select a shape in the Shapes window and hover the pointer over the shape on the drawing page to which you want to connect the new shape. Click the **blue connection arrow** on the side of the shape that you want to connect to.
- **To Use the Connector Tool:** Click the **Home** tab on the Ribbon and click the **Connector** button in the Tools group. The pointer changes to a ⌐. Click and drag the pointer between connection points to connect shapes.
- **To Group Shapes:** Select the shapes you want to group and click the **Home** tab on the Ribbon. Click the **Group** button list arrow and select **Group** from the list. Or, press **<Ctrl>** + **<G>**.
- **To Automatically Align or Distribute Shapes:** Select the shapes you want to align or distribute, click the **Home** tab on the Ribbon, and click the **Auto Align & Space** button in the Arrange group.
- **To Manually Align or Distribute Shapes:** Select the shapes you want to align or distribute and click the **Home** tab on the Ribbon. Click the **Position** button in the Arrange group and select the alignment or distribution option you want to use.

Formatting Diagrams.

- **To Apply a Theme**: Click the **Design** tab on the Ribbon and select a theme from the Themes group. Themes coordinate the look of a diagram using colors, fonts, and effects
- **To Change the Colors for a Theme**: Click the **Design** tab on the Ribbon and click the **Colors** button list arrow in the Themes group.
- **To Extend a Diagram Beyond One Page**: Click the **Design** tab on the Ribbon and click the **AutoSize** button in the Page Setup group.
- **To Change the Connector Style**: Select the connector and click the **Design** tab on the Ribbon. Click the **Connectors** button in the Layout group and choose which connector style you want to use.
- **To Format Individual Shapes**: Select the shape you want to format, click the **Home** tab on the Ribbon, and select the formatting option you want to use in the Shapes group.