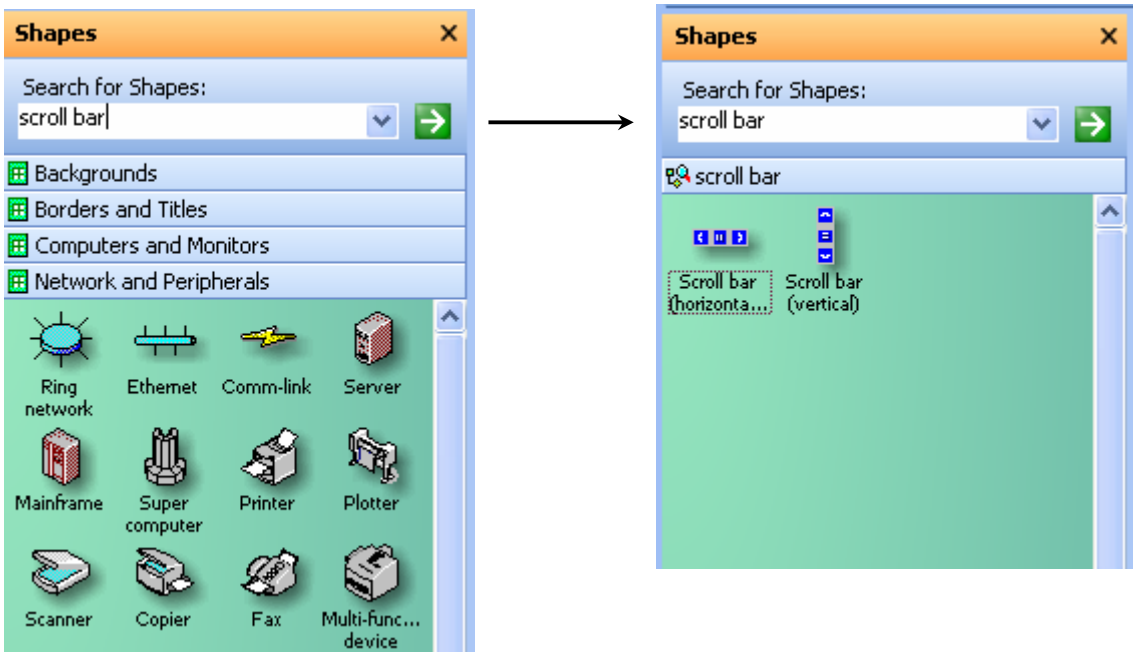
1.9 Searching for a Master Shape

Often the shape you want will not be in any of the open stencils in which case you an search for it.

- Type the name of the shape you want to find in the search criteria box as shown below left and then **Click** on the green arrow…
- If Visio is able to find any shape with that name it will be shown in a new stencil as shown below right…



NB

Notice that a new stencil is created with the name of the item you searched for.

1.10 Working with Shapes

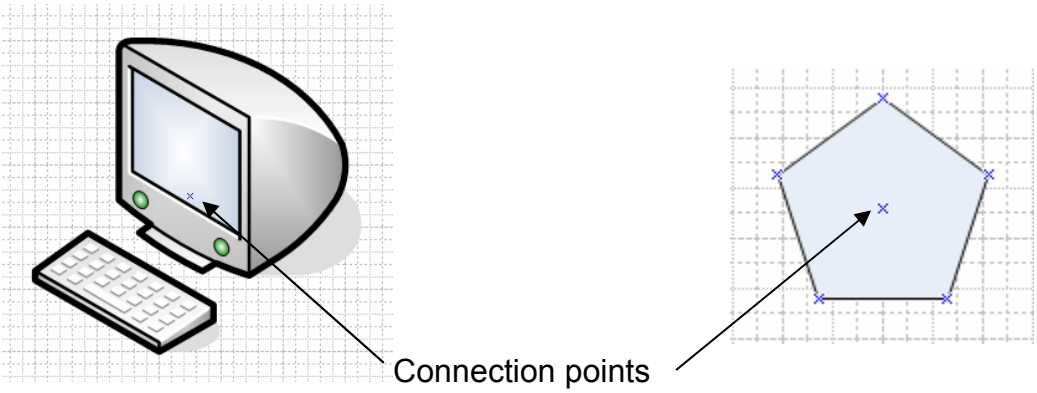
The Pointer Tool

This is the default tool for selecting and general editing of objects and is represented by a white arrow. If the cursor does not look like a white arrow then you have a different tool active and might get unexpected results until you revert back to it.

To re-select the **Pointer Tool** simply select it from the **Standard Toolbar**.. 

Connection Points

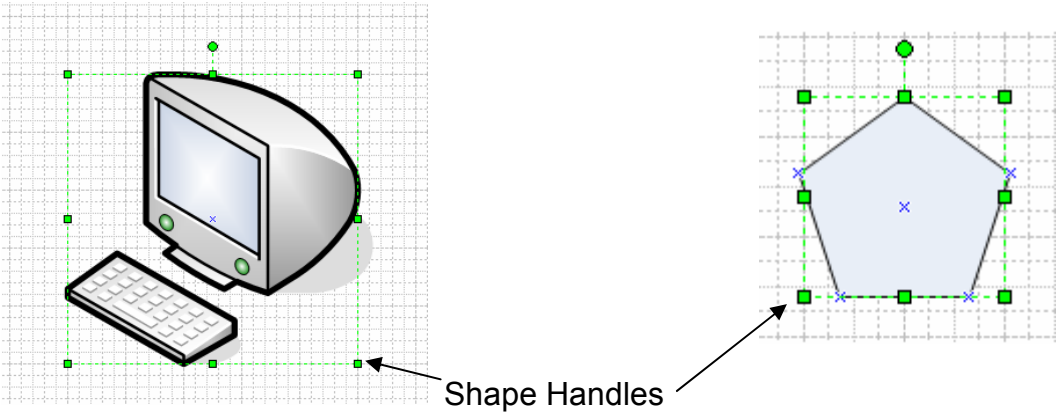
You may notice that shapes have one or more small blue crosses associated with them. The are **connection points** and will be used later to '**glue**' shapes together with dynamic **connectors**.



Connection points may be switched on and off by selecting *View* and *Connection Points*

Shape Handles

You will also notice that whenever a shape is **selected** a number of green squares appear around it and also a green circle. These are referred to as **shape handles** and can be used to change the size and rotation of the shape.



To **scale** a shape (i.e. make it bigger or smaller but retain its **aspect ratio**)…

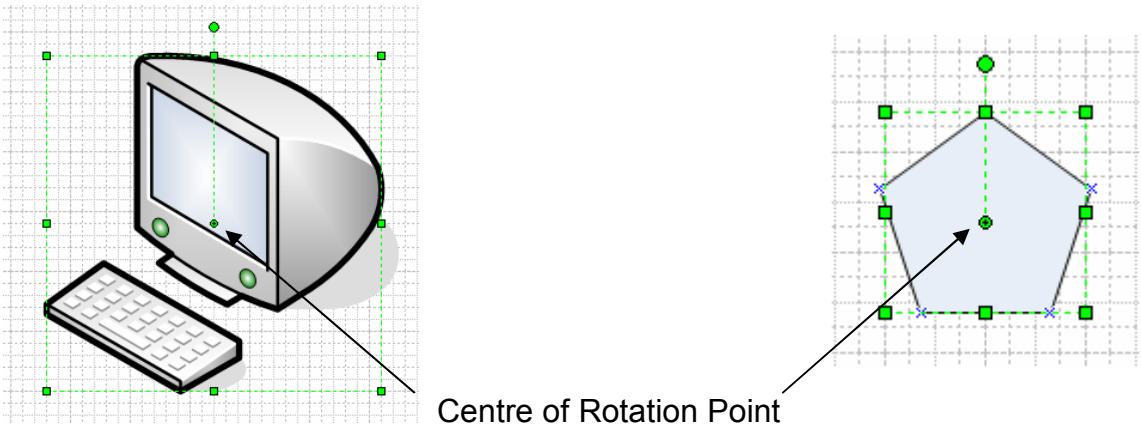
- **Click** on <u>any</u> square handle and drag

Rotation Handles

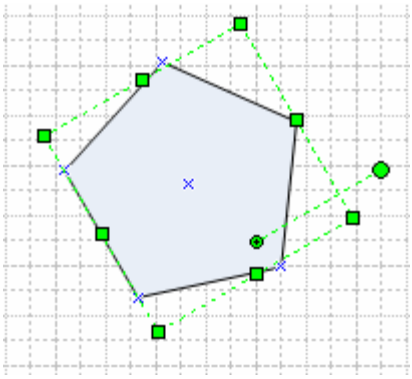
To rotate a shape…

- **Click** on the green circle and drag around…

Note that when rotating a shape an additional smaller green circle appears indicating the centre of rotation point, (see below).

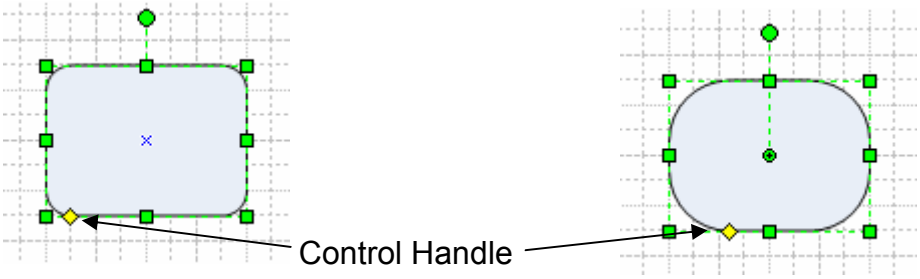


The point of rotation can easily be changed by dragging this point to a new location as shown in the example below…



Control Handles

These are additional yellow handles that appear whenever there are additional aspects of the shape that can be changed…



Shape with rounded corners

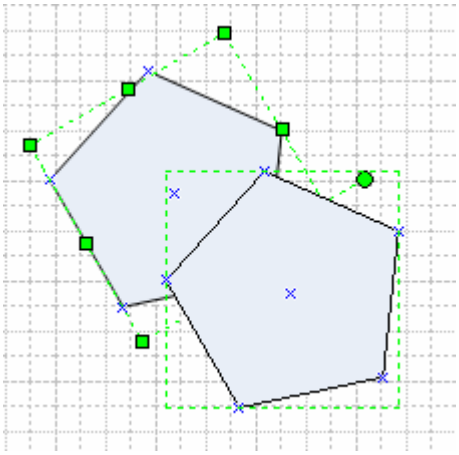
Shape with even rounder corner

1.11 Moving Shapes

To move a shape firstly position the mouse cursor over it so the pointer turns into a 4-headed arrow.

- Next **Click** and **Drag** the shape to its new position

Note that an extra copy is temporarily created to assist in positioning…



- When finished let go of the shape

1.12 Copying Shapes

This is most easily achieved by selecting a shape and then…

- Holding down **<Ctrl>** whilst dragging it to a new position with the 4-headed arrow

Alternatively select the shape and then…

- Press **<Ctrl>** + **C** to copy it and then **<Ctrl>** + **V** to paste as many times as needed

1.13 Connecting Shapes

Overview

In drawings it is common to connect shapes together and is essential when creating drawings such as flow charts.

In this aspect Visio differs from a graphics package as instead of simply drawing a line between two shapes (although this is possible too), you can create an anchored connection.

Whenever you move one of the connected items the connector re-routes itself and maintains the connection. In this way it is easy to quickly change the layout of a drawing whilst still maintaining key links.

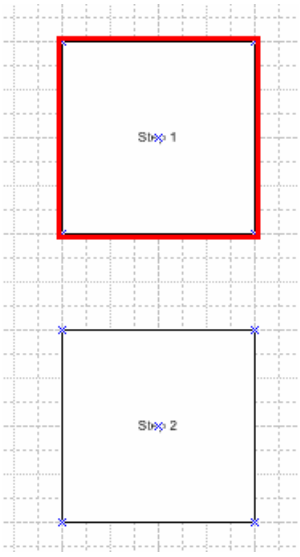
The best way of connecting objects together is to use the **Connector Tool**.

You will find the Connector Tool in the '**Standard' Toolbar**' thus… 

Connecting Two Shapes

The process of connecting two shapes together is outlined below…

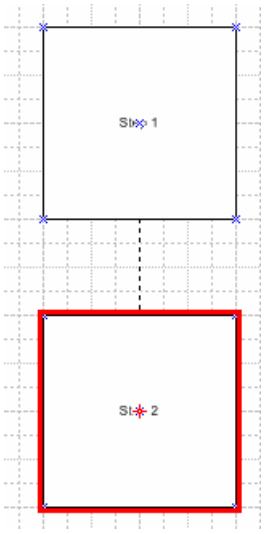
First click on the connector button 



Once this is selected if you hover the mouse over a shape you will notice it is highlighted in red.

This indicates that it can no be 'glued'.

If you then click and drag the mouse down to the object you want to connect with is highlighted in red.



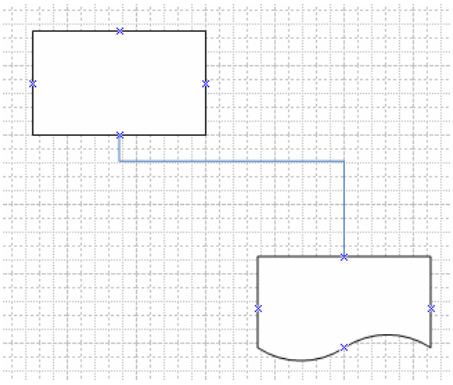
You will notice that the first object is not highlighted once you start to drag

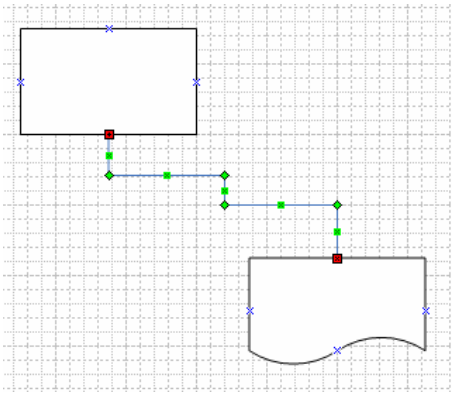
Also a dotted line should extend from the first object to your mouse pointer.

Once the second object is highlighted in red release the left mouse button

Adjusting Connectors

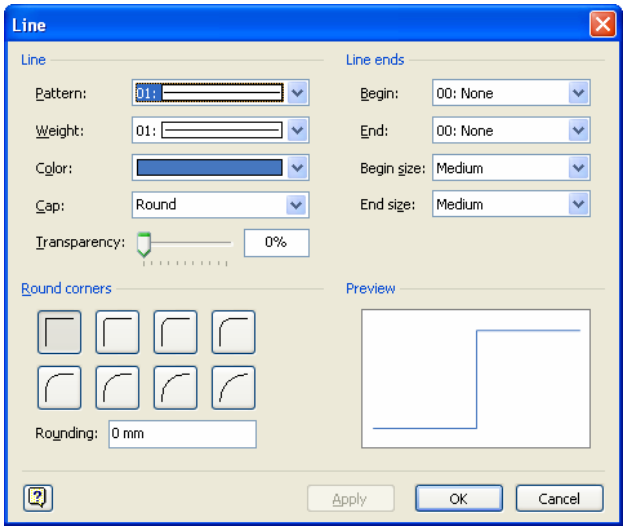
When you select a connector green handles appear similar to those found on a shape. By dragging these handles it is possible to change the way the connector flows between the two shapes. For example, the drawing below left show two boxes connected in a default way whilst the one on the right shows what can be done by using the handles.





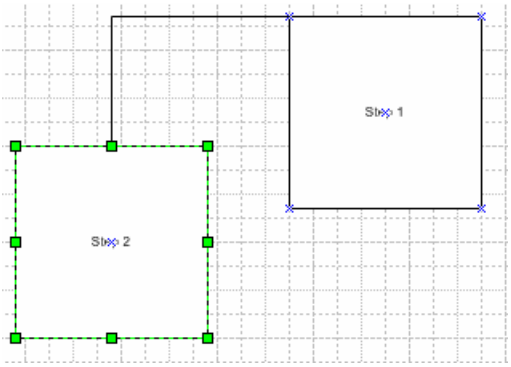
Formatting Connections

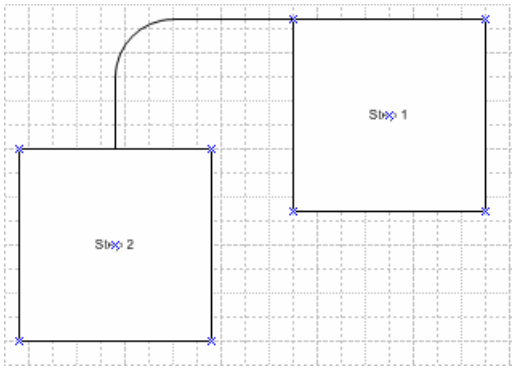
You can change how the connection appears by right clicking on the connector line and selecting **Format** and **Line** in the popup menu…



This will allows you to change the weight, style or colour of the line as well as placing a symbol at the beginning or end of the line (to create custom arrows etc).

You can also change the degree of rounding in the connector. Below are examples of a connector with no rounding compared to one with heavy rounding.



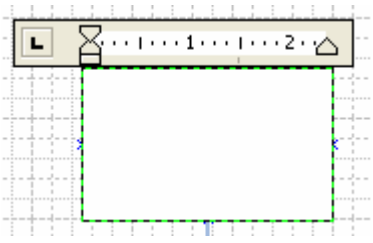


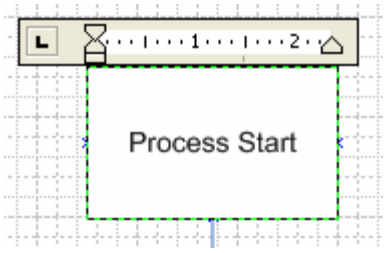
1.14 Text Labels

Adding Text to a Shape

Most shapes have a label associated with them by default.

To see the text box for the label simply Double Click the shape…





By default the text box show a ruler similar to that found in Word which enables you to set tabs and indents.

To add a label of your own simply type it in the box and click outside once finished.