

Microsoft Visio

Basic Shapes



Shapes

Visio comes with two types of shapes, 1-D and 2-D. Shapes can represent computers, buildings, streets furniture and much more. They are interactive behavior associated with them. Shapes can be resized, formatted, rotated and moved around.

1-D Shapes

A 1-D shape has a beginning point, represented by an "X", and an ending point, represented by a "+". They look like lines. If you move the beginning or ending point only the length will change. They are most often used as connectors of other shapes.

2-D Shapes

A 2-D shape doesn't have a beginning or ending point. Instead, they have eight selection handles represented by a "□". These shapes usually represent an object or a step in a process. Some of these shapes look like they are 3-dimensional.

Interactive Shapes

Some shapes have control handles ("◇") that let you interact with them. For example, if you are doing an office layout and choose the shape that represents the door, you can drag the door handles to simulate the opening and closing of the door.

Pictures and Text

Pictures and typed text in Visio are also considered 2-D shapes and will have the eight handles attached to them so you can work with them the same as you would with any shape.

Getting Shapes

There are hundreds of shapes in Visio so it's good to know the different ways of finding them.

The Shapes Window

1. Shapes Window: Contains stencils.
2. Stencils: Contains shapes.
3. Shapes: Drag to the drawing page.

Summary

Shapes

1. 1-D
2. 2-D
3. Interactive Shapes
4. Pictures and Texts

Getting Shapes

1. Shapes Window
2. Templates
3. Search/Browse Stencils
4. Make your own
5. Insert menu



Templates

The easiest way to get shapes is to choose a template of one of the drawing type options. These shapes are organized for a specific purpose and are related to each other.

Search/Browse Stencils

- Under the **Help** menu you can choose **Search** and type in the type of shape you are looking for. The results will display where the shape is located and directions on obtaining the shape.
- Under the **File** menu you can go to **Stencils** and see the shapes category under each stencil.

Drawing Your Own Shape

You can use the line and rectangle shapes found on the Format shape toolbar and draw your own shapes. In version 2003 there is a drawing toolbar with more options for making your own shapes.

Insert Menu

The Insert Menu gives you the options of inserting pictures, clipart, graphs, hyperlinks and objects. Every item that you insert will be considered a shape in Visio.

