

Section 1

Introduction & Overview



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Section 1

Overview and Objectives:

This section introduces the basics of Visio 2002. We will discuss toolbars, menu bars, and the difference between them. We will also discuss fast and easy shortcuts including Accelerator Keys and Zooming.

By the end of this section you will recognize the user interface basics: Toolbars, menu bars, the status bar, the task pane, accelerator keys, dialog boxes, and anchored windows. You will know their locations, abilities, and how to access them. You will also understand all of the possible ways to zoom, from the elementary **Zoom** item in the **View** menu to the advanced method of dragging a selection net around an object. Finally, you will know how to pan around the drawing page during high magnifications.





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Review of the Basics



Building a Visio Model

Visio has several user friendly and flexible features. Visio's most characteristic feature is Drag and Drop, which enables you to add shapes to a drawing page by dragging them from a customizable palette of stencils and dropping them onto the page with just a click of the mouse. Once shapes are placed on the drawing page, you can easily modify their geometry and behavior, either manually on the drawing page or automatically through the ShapeSheet, a spreadsheet that contains information about a shape's dimensions and behavior. Nearly all aspects of a shape are controlled in the ShapeSheet, in a series of cells into which formulas and values are entered to customize shape behavior.

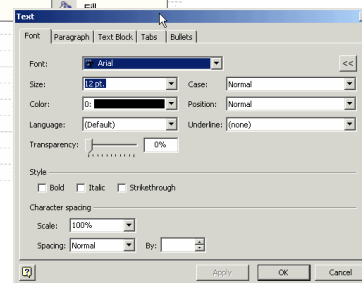
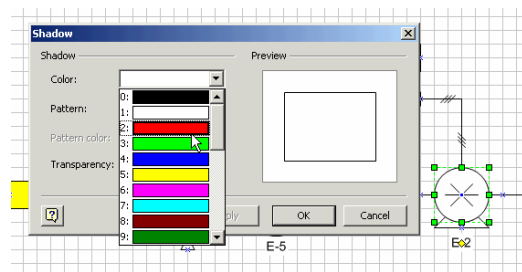
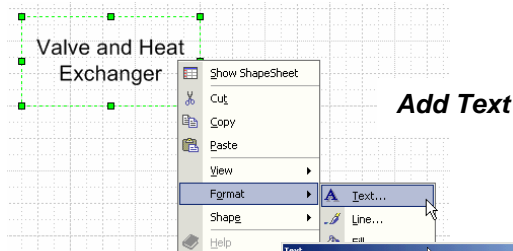
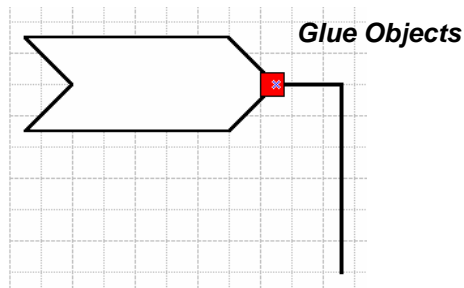
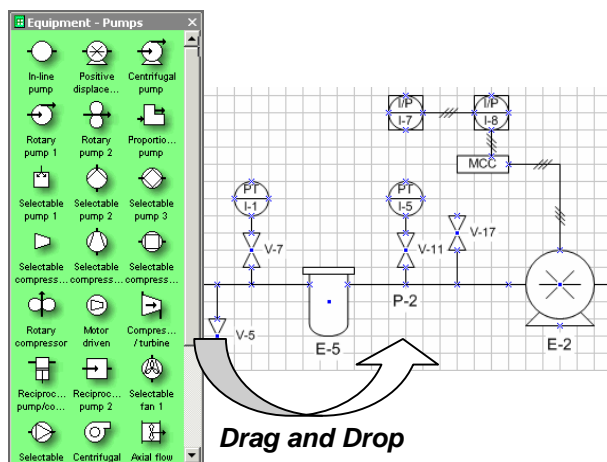
Another key feature of Visio is the ability to glue shapes together using 1D lines and connectors. This is very convenient for network diagrams and organizational charts, where specific shapes must be glued in place or be connected by a series of lines.

Text plays an important role in many diagrams, and Visio provides thorough control over text and its behavior. For example, Visio lets you manipulate text placement anywhere on the drawing page. You can also customize text behavior by defining whether or not text should rotate with a shape or if it should flip upside down as a shape is flipped, etc.



Building a Visio Model

- Adding shapes “dropping shapes”
- Gluing shapes
- Adding text
- Modifying shapes and their behavior





User Interface Basics

The basic user interface items are:

1. **Toolbars:** These are located at the top of the screen and contain tool buttons for quick execution of actions
2. **Task Pane:** A window that provides a starting point for opening drawings, templates, stencils, or other files.
3. **Menus:** These are found at the top of the screen above the toolbars or by right clicking.
4. **Status bars:** These are found at the bottom of the screen. They provide useful information during the course of creating a drawing.
5. **Accelerator keys:** These are commonly known as keyboard shortcuts and provide a very efficient way of executing actions.
6. **Dialog boxes:** These appear when choosing certain menu items or when performing certain actions, and they provide you with many options for making modifications to your drawing. They display in a tabbed index style that combines several options into one box or as a single form that deals with one specific topic.
7. **Anchored Windows:** These are special windows that allow you to enter or view information similar to a dialog box. They differ from dialog boxes in that the window can remain open while you are working on your drawing. This allows more flexibility and control for you because you are not required to select **OK** or **Cancel** before you can move on to other tasks.

These user interface items all behave according to Microsoft standards and are common elements within many Windows 95/98/NT/2000/XP applications. Because of this “common Windows look and feel”, your familiarity with other Windows applications will help you in navigating the Visio interface. For example, many of the common file operations that you will use (open, save, save as, print, etc.) are contained in the **F**ile menu.

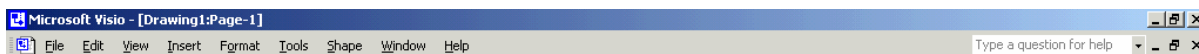


User Interface Basics

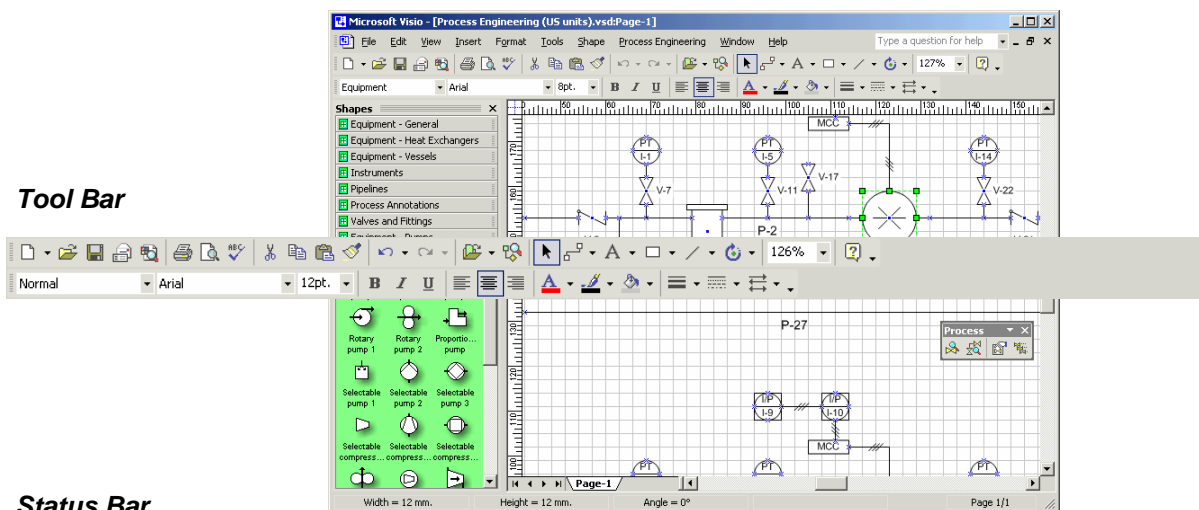
- Toolbars
- Task Pane
- Menus
- Status Bar
- Accelerator keys
- Dialog boxes
- Anchored windows



Menu Bar



Tool Bar



Status Bar





Toolbars

The toolbars contain tool buttons that perform specific tasks, and are found at the top of the screen. The toolbars vary according to the particular window or area of Visio that is in focus. Having a window or area 'in focus' means that its title bar is highlighted, and some action is being performed or is about to be performed, in that particular window or area. For example, when the Print Preview window is opened, it has focus, and therefore has its own toolbar set that differs from the toolbar set that accompanies the drawing window when it is opened and in focus. These toolbar sets are found in numerous situations in Visio; while in Print Preview mode, while editing a stencil icon, while in standard drawing mode, and others.

Toolbars are size sensitive, meaning that as the Visio program's window decreases in size, certain tools disappear from the toolbar. It is difficult to anticipate which tools will disappear, but they can always be brought back by increasing the window size.

In standard drawing mode (while editing a drawing) there are several toolbars to choose from, each of which is grouped according to function. To view the choices, go to the **View** menu and select **Toolbars**. This will display a list of the various toolbars, with a check mark next to the currently displayed toolbars. Selecting an unchecked toolbar will make it appear on the toolbar area at the top of the screen.

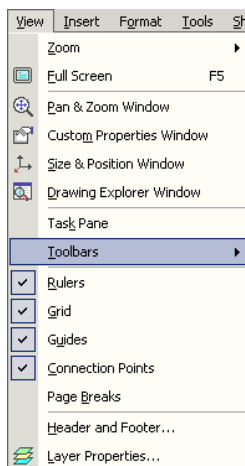
Some of the tool buttons on the toolbars appear on drop-down palettes. A down-pointing arrowhead will appear to the right of a tool button, indicating the presence of a drop-down palette. Clicking on the arrowhead will show the palette and allow access to the tools on it. For example, to the right of the Line tool is an arrow indicating a drop-down palette. Clicking on it will reveal the Line, Arc, Freeform, and Pencil tool buttons.

Toolbar placement in Visio is quite flexible, so if you don't like where a particular toolbar is located it is easy to change it. Toolbars can either be docked to the top, bottom, left, and right edges of the screen, or can float over any part of the screen. When a toolbar is docked, it has a move handle that appears either on the far left of the toolbar (when it is horizontal in orientation), or on the top of the toolbar (when it is vertical in orientation). To move a docked toolbar, simply place the cursor over the move handle, click, and drag the toolbar to the desired location. When a toolbar is floating, it appears as a separate window, with a title bar and an 'X' in the upper right corner for closing the toolbar. To re-dock a floating toolbar, click on the title bar and drag to the desired location. The toolbar should snap into place when it is in a dockable location.

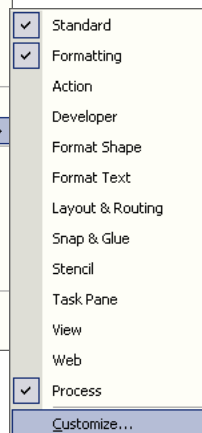


Toolbars

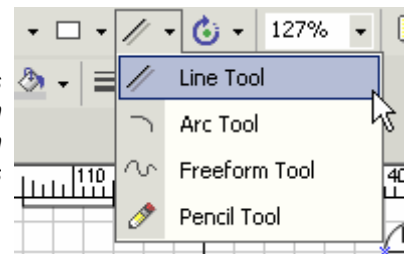
- Size sensitive
- Grouped according to function
- Can float or be docked
- Can vary, depending on window or area that has focus
- Tools can be found on drop-down palettes



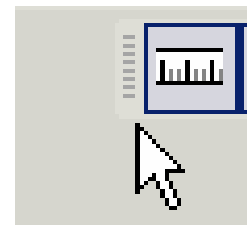
Selecting View > Toolbars displays the list of available toolbars



Tool buttons can be found in drop-down palettes



A move handle on a docked toolbar



A floating toolbar

Toolbars – Customizing

Visio 2002 adopts the customizable toolbar features of Microsoft Office. In the **Toolbars** section of the **View** menu is an item called **Customize**, where all of the toolbar customization options are found.

There are three tabs on the **Customize** dialog box: **Toolbars**, **Commands** and **Options**. The first, **Toolbars**, shows a list of the currently available toolbars, with check marks next to the ones that are being displayed. Here you can create new toolbars and name them, or modify existing toolbars. The second tab, **Commands**, shows a list of all of the possible menu items and toolbar buttons, and allows you to drag the items from the dialog box and drop them into the toolbar or menu of your choice. The third tab, **Options**, is discussed at the end of this page.

To Create New Toolbars:

- Click **New** in the **Toolbars** tab of the **Customize** dialog box. This will bring up a dialog box where you can type in the name of the new toolbar. Click **OK**.
- A blank toolbar will appear, floating on the screen. Click the **Commands** tab, and drag the desired buttons and menu items to the blank toolbar.
- In the **Commands** tab is a button called **Modify Selection**, which gives you several options for customizing a particular tool button. Among the options is the ability to change the icon for a button, to choose between displaying text or an icon or both, and the ability to create separators on a toolbar in order to further divide groups of tool buttons.
- **To create a divider:** Select the tool button that you wish the divider to appear in front of, and choose **Modify Selection**. Then choose **Begin a Group** from the menu.

To Modify Existing Toolbars:

- With the **Customize** dialog box open, either click on a tool button already displayed to drag it and remove it from a toolbar, or drag a button from the **Commands** tab onto a toolbar to add it. If you don't like the changes, you can always revert back to the original toolbar by selecting the toolbar in the **Toolbar** tab, and clicking on **Reset**.

To Attach a Custom Toolbar to a Drawing:

- Custom toolbars are stored on a local computer. To make them available to other users on other computers you must attach them to a drawing. On the **Toolbars** tab click **Attach** then select the toolbar from the list and click **Copy**.

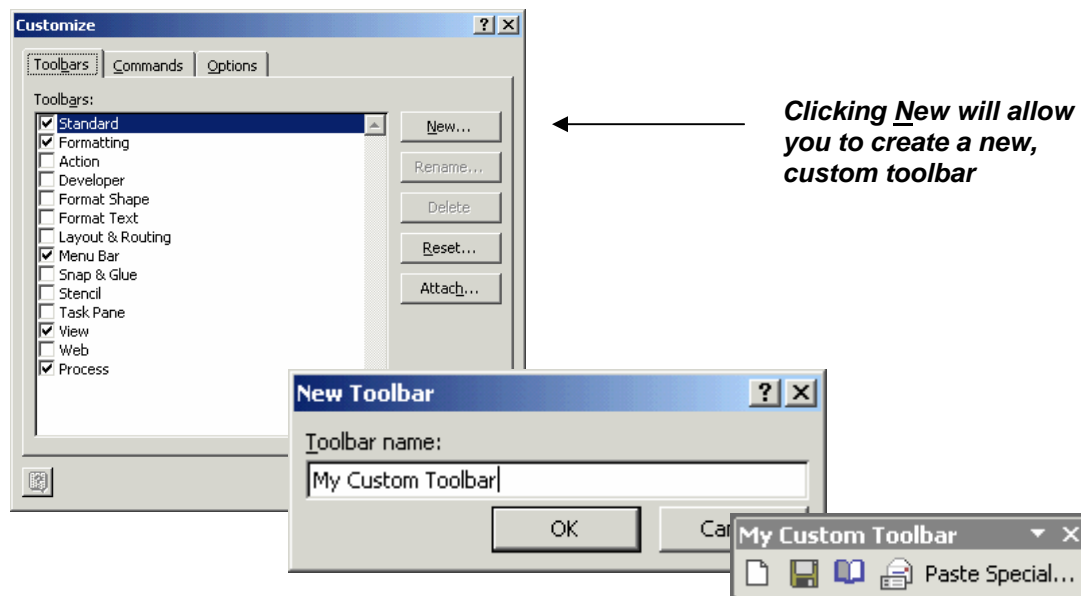
Other Options Found on the Options Tab:

- **Large Icons:** Allows for the display of large tool button icons.
- **Show ScreenTips on toolbars:** Displays information about the function of a tool button when the cursor is held over the button for a period of time.
- **Show Shortcut Keys on Screen Tips:** Displays the shortcut keys for a particular tool button.
- **Personalized Menus and Toolbars:** Provides the option to turn off personalized menus.



Toolbars - Customizing

- View > Toolbars > Customize
- Create new toolbars
- Modify existing toolbars
- Attach toolbars to documents
- Remove personalized menus in Options tab





Task Pane

The Task Pane is common to most Microsoft Office XP applications, and provides a convenient starting place for opening templates or existing files. The Task Pane in Visio 2002 is used for starting new diagrams, opening existing files, and for file searching.

When you initially start Microsoft Visio 2002, the task pane is automatically loaded. You can change this default behavior in **Tools > Options > View** tab by de-selecting the **Startup Task Pane** option.

The Task Pane is treated like another toolbar, and can be turned on by selecting **View > Toolbars > Task Pane**, or even more simply **View > Task Pane**.

The **Choose Drawing Type** section of the Task Pane shows previews of templates loaded with Visio. Clicking on a category will give you a list of templates in that category, along with preview pictures of the templates. You can start a new drawing based on one of these templates by clicking them in the window.

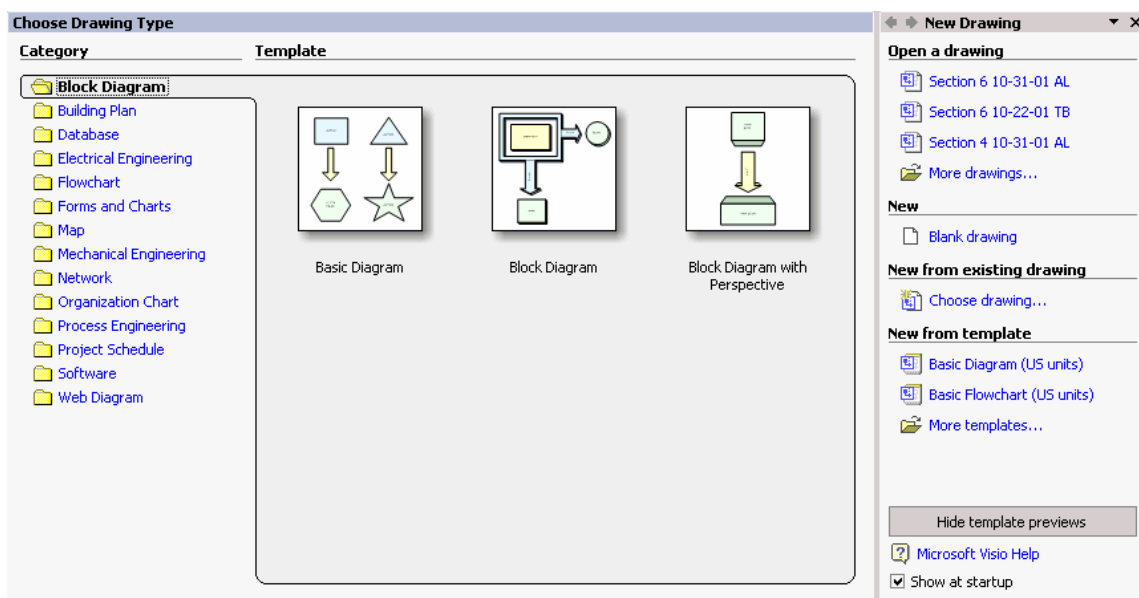
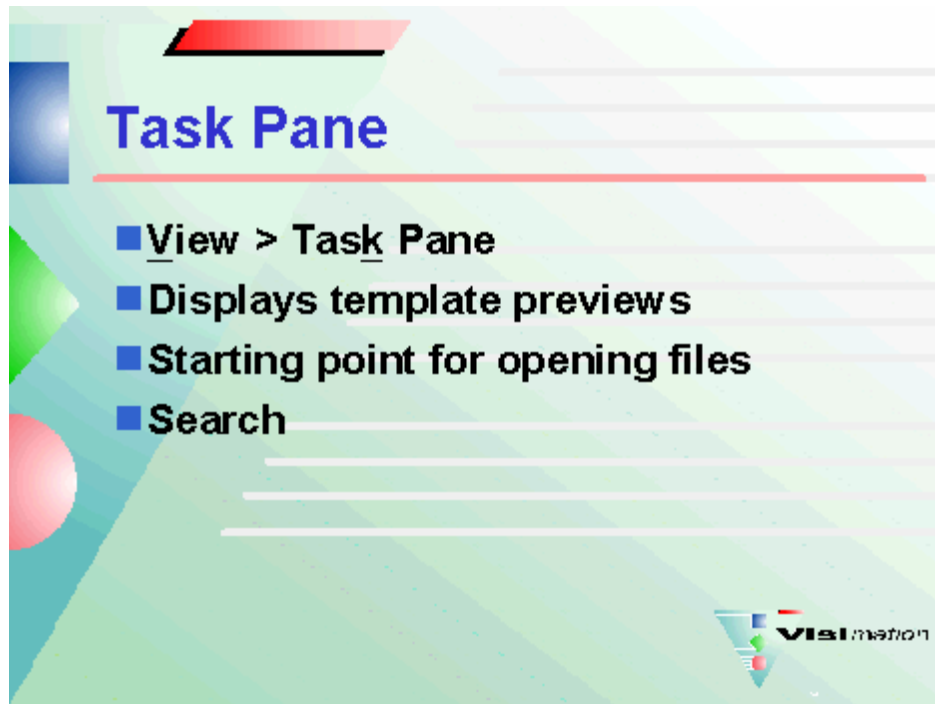
The **New Drawing** window appears on the right side of the screen, and is a convenient place to browse existing files, open templates or stencil files, or start the Visio help system.

When editing a drawing, you may wish to have the **New Drawing** window open, but without the **Choose Drawing Type** display visible. You may turn off the template previews by selecting **Hide template previews** in the **New Drawing** window.

Searching

The Task Pane also provides extensive searching capabilities. You can access the **Search** window by pulling down the arrow to the right of the **New Drawing** window's title bar, near the **Close** button. Choose **Search** from the drop down list.

Search capabilities are robust, and include the ability to search through email messages, contacts, or other Microsoft Outlook objects. The Search window provides a link to Visio help for advanced search tips.



The Task Pane displays previews of drawing templates.



Menus

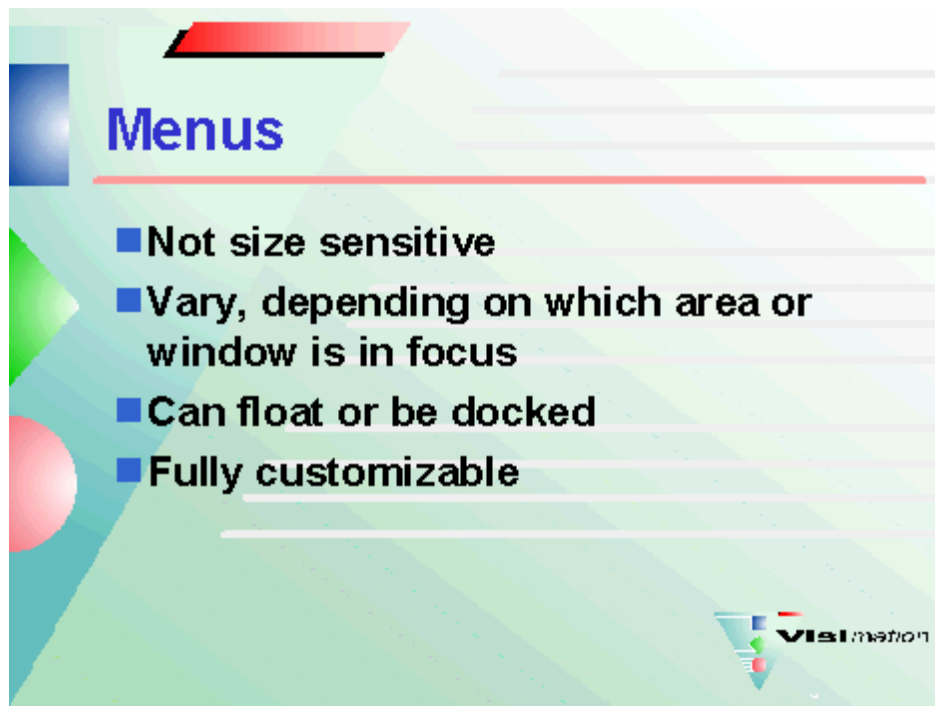
The menu bars are located at the top of the screen, above the toolbars. Like the toolbars, they can change, depending on which window or area of Visio has focus. Visio has several menu bars for different situations: during Print Preview mode, while a stencil icon is being edited, while no document is open, while a drawing is open, and others.

Unlike the toolbars, the menu bars are not size sensitive. Shrinking the Visio window will not make any of the menu bar items disappear; they will cascade wrap downwards.

Visio 2002 menu bars, like the toolbars, can be placed virtually anywhere on the screen. Menu bars can either be docked (to the top, bottom, left, and right edges of the screen), or can float over any part of the screen. When a menu bar is docked, it has a move handle that appears either on the far left of the menu bar (when it is horizontal in orientation), or on the top of the menu bar (when it is vertical in orientation). To move a docked menu bar, simply place the cursor over the move handle, click, and drag the menu bar to the desired location. When a menu bar is floating, it appears as a separate window, with a title bar, an 'X' in the upper right corner for closing the document, and minimize and maximize buttons. To re-dock a floating menu bar: click on the title bar and drag to the desired location. The menu bar should snap into place when it is in a dockable location.

Visio 2002 features the common Office 2000/XP personalized menu system, where only recently used commands are displayed on the menus. Personalized menus are designed to reduce clutter in the Visio environment, but often times they hinder productivity by hiding menu items from view. You can disable the personalized menu system in the **Tools > Customize** (or accessed alternatively through **View > Toolbars > Customize**) dialog box. In the **Options** tab, select **Always show full menus** to disable the personalized menu system.

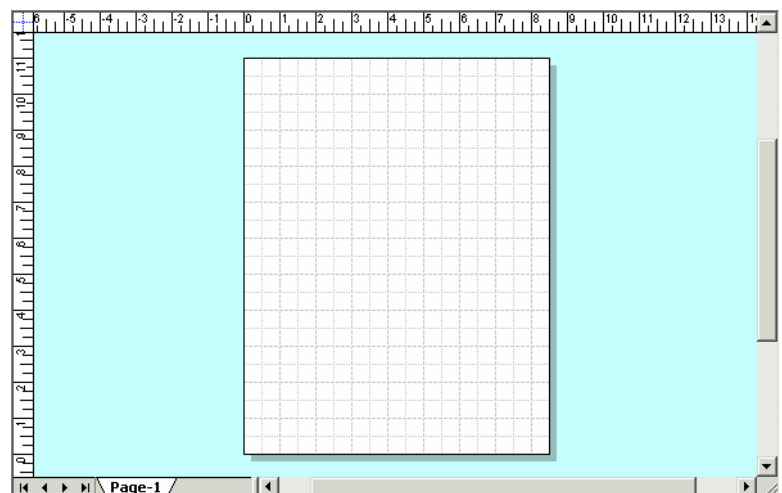
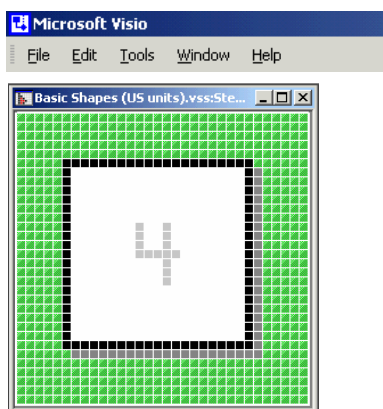
Visio 2002 offers complete customizability for the menus. Following the directions on page 1-10 will enable you to create your own menu bars or alter existing ones.



Menu Bar while editing a drawing.



Menu Bar while editing a Stencil Icon.





Menus - Shortcuts

Shortcut menus are quick ways of executing commands without having to move the cursor to the menu bars at the top of the page. These are sometimes referred to as context menus, right-click menus or right mouse actions (RMA). Visio offers different short cut menus depending on where you are in the program. They can be accessed by right-clicking the mouse. For example, right-clicking on a stencil icon will bring up a different shortcut menu than right clicking on a shape on the drawing page.

Unlike the toolbars and menu bars, the short cut menus are not customizable through the user interface. They remain static, and specific to their function. They may be customized through advanced programming techniques that are covered in the Microsoft Visio Developer Training Class (MSDN course 1935-A).



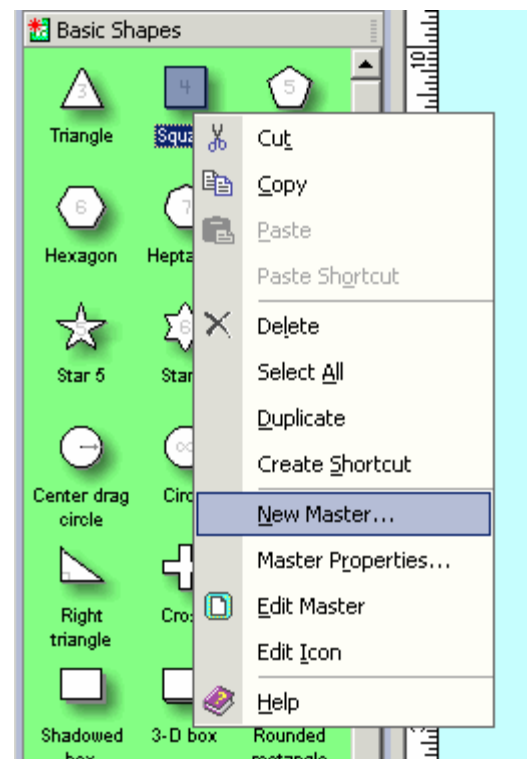
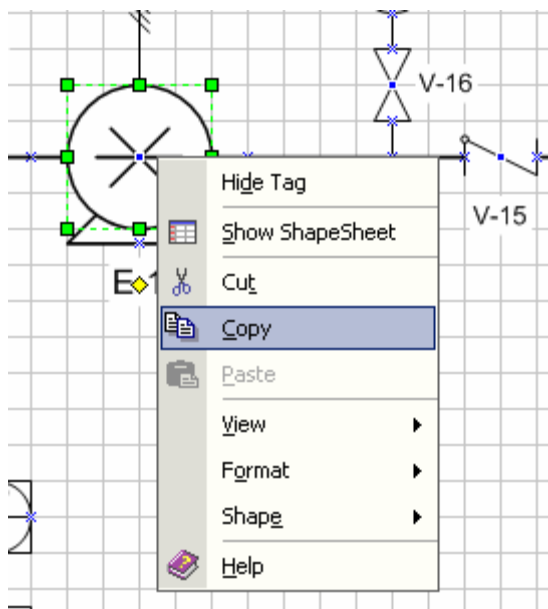
Menus - Shortcut

- Context menus, right-click menus, right mouse action (RMA)
- Accessed by right-clicking
- Vary, depending on what is clicked
- Not customizable through the user interface



Stencil Icon

Drawing Window Selected Object





Status Bars

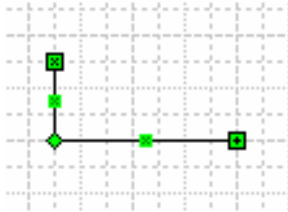
The status bar provides useful feedback about a shape, and is found at the bottom of the screen. The right corner of the bar displays the current page that the user is viewing. On the left side of the bar is the message box area that displays information about the position, width, height, angle, length, etc. of an object, with different sets of information depending on what type of object is selected.



Status Bars

■ Provide feedback for user

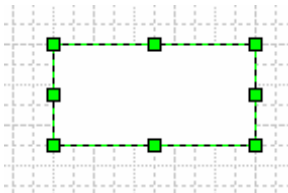
- ◆ Current page number
- ◆ Shape data: Width, Height, Length, Angle, X and Y positions, etc.



*Status bar with a
1D shape selected*

Length = 1.904 in.

Angle = 0°



*Status bar with a
2D shape selected*

Width = 2.5 in.

Height = 1.25 in.

Angle = 0°



Accelerator Keys

Accelerator keys provide a quick way of executing actions without having to move the cursor to the menu bar or toolbar. Accelerator keys, like toolbars and menu bars, also vary depending on which area of Visio you are currently in. Throughout this book, we will suggest accelerator keys to facilitate drawing.

If you are accustomed to using accelerator keys with other Windows applications, you will find that Visio uses many familiar accelerators. Some examples of Microsoft-standard accelerators are:

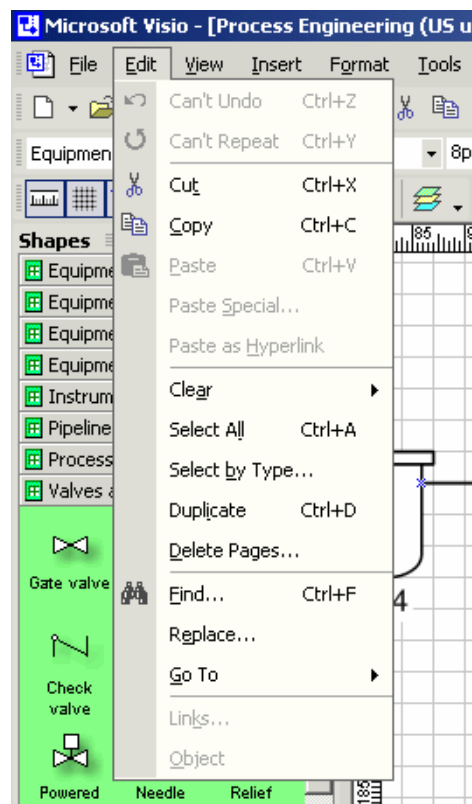
- Ctrl + C = Copy to Clipboard
- Ctrl + P = Print
- Ctrl + S = Save Document
- Ctrl + V = Paste from Clipboard
- Ctrl + X = Cut to Clipboard

You may have noticed that we have written each item of a menu bar with at least one character underlined, such as when we write about the **View** menu. These underlined characters represent another type of accelerator key function, namely one to open up and select menu items. When you see an underlined character, in a menu bar or even in a dialog box, it means that you can press the **Alt** key in combination with that underlined letter to perform that action. For example, to open the **View** menu in order to hide the grid lines from view (the item appears as **Grid** in the **View** menu), you would press **Alt+V** to open the **View** menu, and then would press **G** to hide the grid lines.



Accelerator Keys

- Provide speedy actions
- Ctrl + Letter (for actions)
- Ctrl + Shift + Letter (for more actions)
- Alt + Underlined Letter (for menus and dialog boxes)



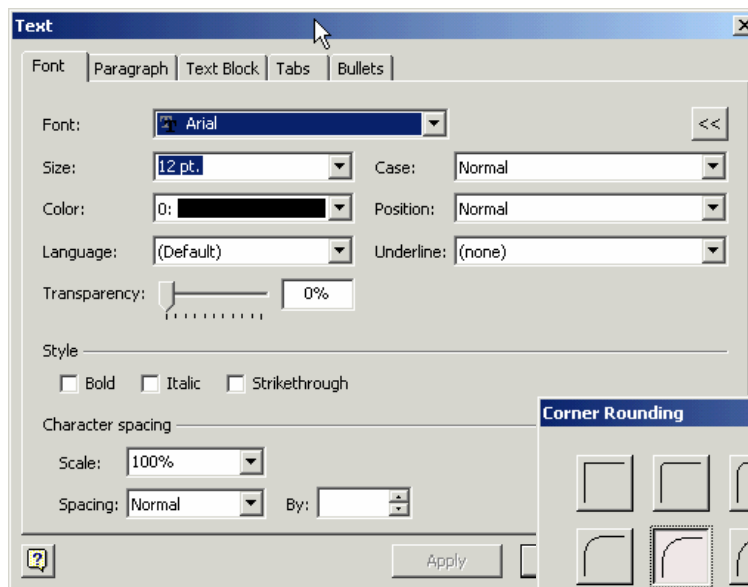
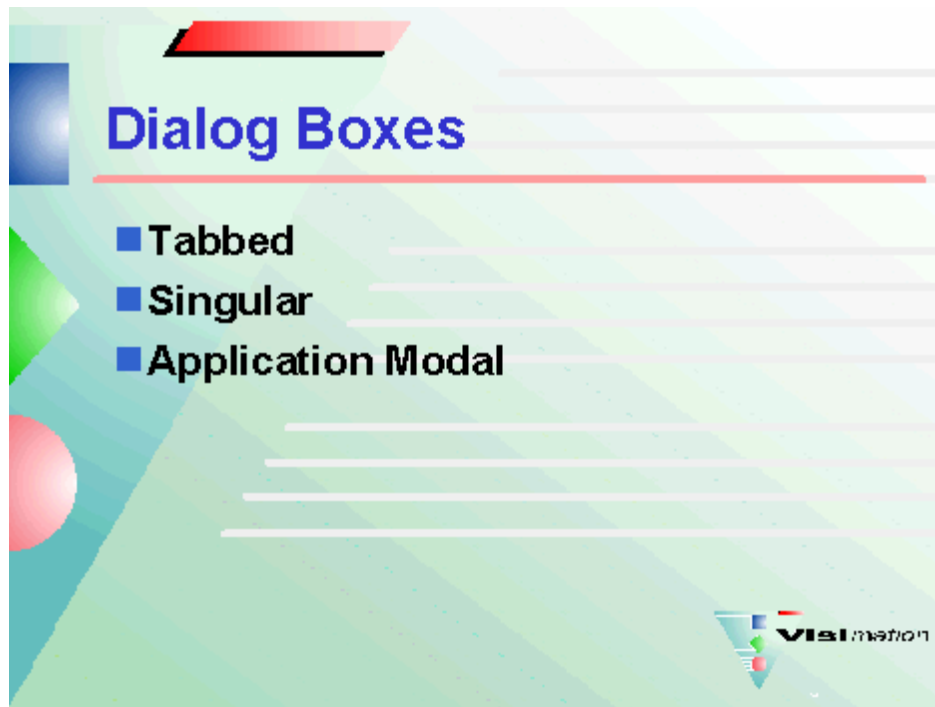
*Edit Menu with
Accelerator Keys*



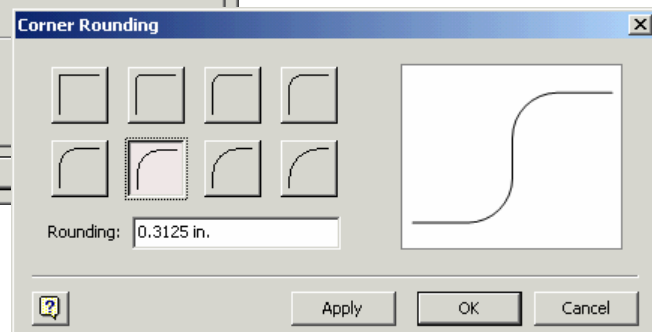
Dialog Boxes

Dialog boxes appear when you select certain menu items or when you perform certain actions. They allow you to choose and apply various modifications to your drawing. Visio 2002 contains dialog boxes that deal with one subject specifically, such as the **Line** dialog box (found in the **Format > Line** menu) used to format the attributes of a shape's line. There are also dialog boxes that combine similar subjects into one box with tabs to access the individual subjects.

Dialog boxes are *application modal*, meaning that once a dialog box is opened, no other commands or actions can be performed in the program until you address the options posed in the dialog box by pressing either **OK** or **Cancel**.



Tabbed (left) and singular (below) dialog boxes





Anchored Windows

Anchored windows are special windows that are used for entering or viewing information. In this sense, they are similar to dialog boxes. Anchored windows are sometimes called modeless windows because they may remain open while you are working on other tasks. This differs from dialog boxes where you must complete the dialog box by clicking **OK** or **Cancel** before you can change modes back to perform other tasks.

Anchored windows also have considerable flexibility for placement; they can be anchored to any edge of the drawing window or they can float. You can change the position of the anchored windows either by dragging the title bar of the window and moving the window to a new location, or by right-clicking and choosing to float the window.

If the window is anchored, you can have the window roll-up and hide until you need to access it. This is set by right-clicking on the window and choosing **Auto Hide** or toggling the push-pin button next to the 'X' on the title bar. Once the anchored window is hidden, you can show it again by pausing your mouse over the title bar

Anchored windows can be combined into one window, creating additional space in the drawing window. Dragging one window on top of another causes them to be combined into a single window with tabs for accessing each individual window.

Visio 2002 includes four anchored windows:

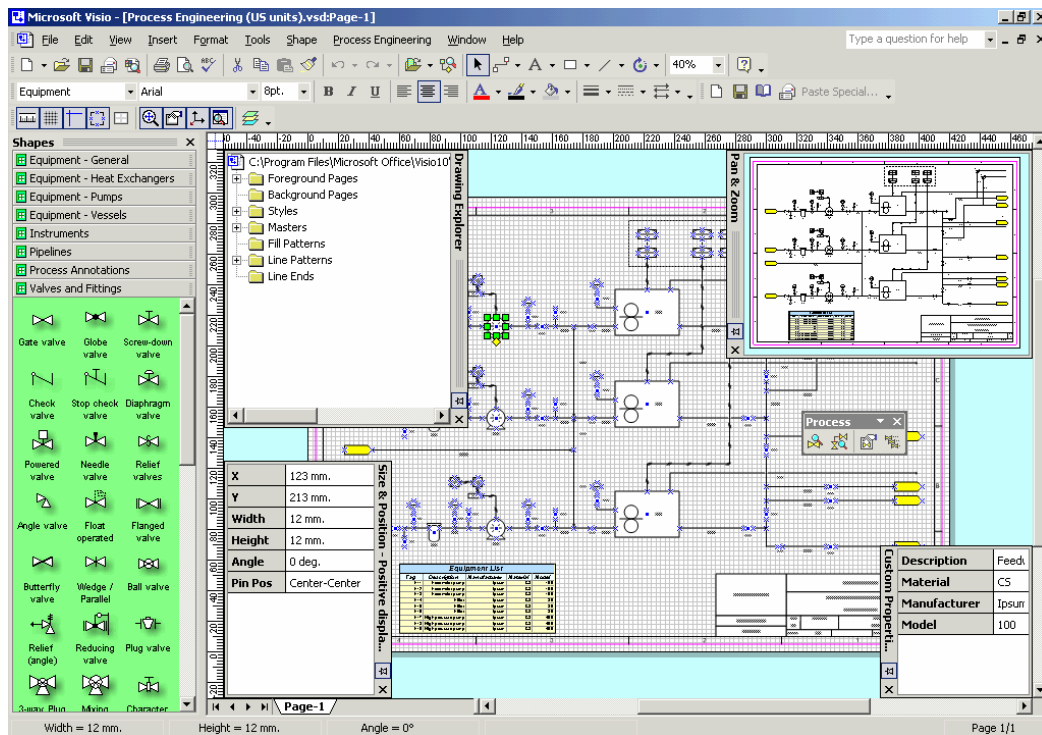
- Pan & Zoom
- Drawing Explorer
- Custom Properties
- Size and Position.

To open the anchored windows, go to the **View** menu and select the anchored window you wish to display. We will cover the specific functionality of each window later in the class.



Anchored Windows

- Modeless windows for viewing or changing information
- Anchor/Float/Auto hide
- Four in Visio
 - ◆ Pan & Zoom
 - ◆ Drawing Explorer
 - ◆ Custom Properties
 - ◆ Size & Position



A drawing window with all four anchored windows open



Getting around Visio

Zoom

Zoom is an invaluable tool in Visio, and there are several methods... some quicker than others. One way is to pull down the **View** menu from the menu bar. The first two items of the **View** menu deal with zooming, and the first item, **Zoom**, gives another menu with various magnifications to choose from. These features can also be accessed by using the zoom box on the top right of the Standard toolbar, which allows you to quickly select or key in the desired magnification.

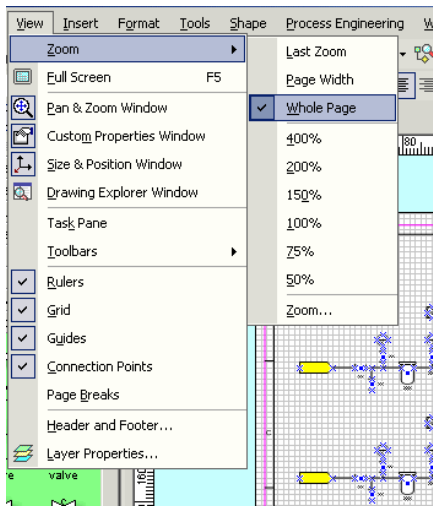
Another way to zoom is to press **F6**, which brings up the **Zoom** dialog box and gives you the same options as the previous two methods. A fourth zoom method produces similar choices by right clicking on the drawing and selecting **View** from the short cut menu.



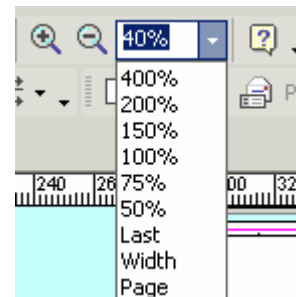
Getting Around Visio

■ Zoom

- ◆ View menu
- ◆ **Standard Toolbar (Top right)**
 - Select or key in
- ◆ **R**ight-click View menu
- ◆ **F6** Zoom dialog box

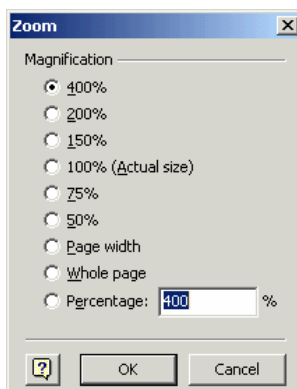
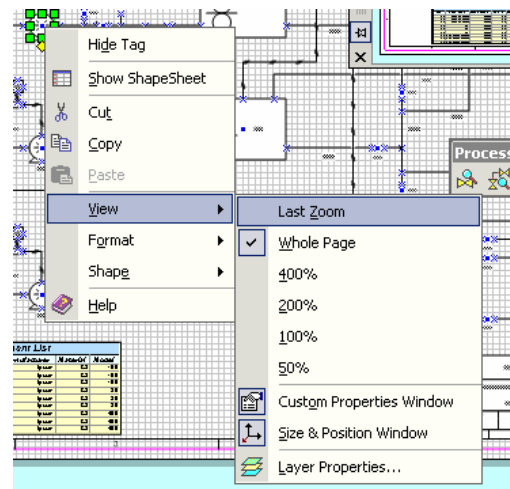


Zoom Tool



View-Zoom Menu Bar

Right Click on Drawing



F6 Zoom Dialog



Getting Around Visio

Better Ways to Zoom

Accelerator keys make zooming much easier and faster by avoiding multiple pull down menus. Pressing **Ctrl + W** quickly zooms to whole page. To zoom more progressively, hold down **Ctrl + Shift** and then left click the mouse to zoom in, or right click to zoom out. Notice that when **Ctrl + Shift** are held at the same time the cursor changes to a magnifying glass. Repeated clicks increase or decrease the zoom factor.

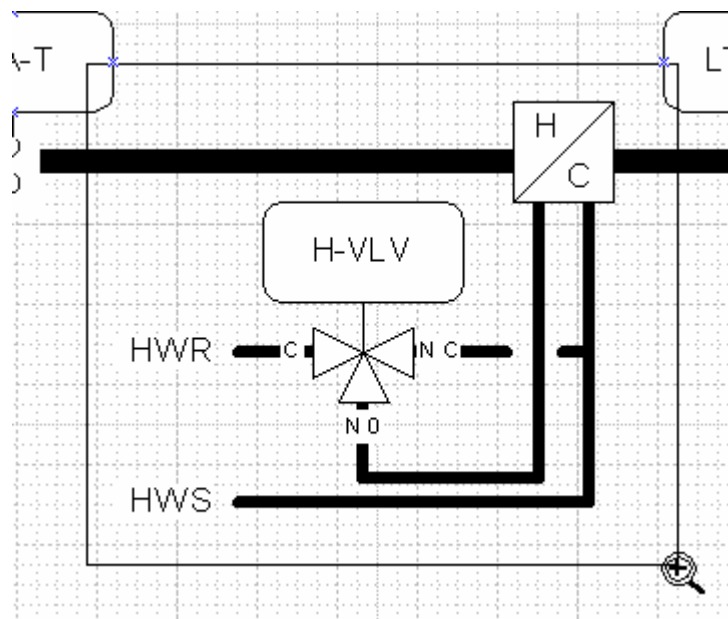
Another accelerated way to zoom is to hold down **Ctrl + Shift**, left click, then drag a selection net around the object or area to be zoomed. This is a convenient form of zooming because it places the contents of the selection net in the middle of the screen.

Visio 2002 includes an option that can be set so that what is selected is centered when you choose a zoom percent. To set the option, go to the **Tools** menu and choose **Options**. On the **General** tab select the check box for **Center selection on zoom**. This option operates with any zoom option where you choose or set a zoom percent.



Better Ways to Zoom

- Accelerator Keys
- Ctrl + W ==> Whole Page
- Ctrl + Shift + Left-Click → Zoom In
- Ctrl + Shift + Right-Click → Zoom Out
- Ctrl + Shift + Selection net





Getting Around Visio

Panning

When magnification is too close to view the entire page, the screen can be panned. One way to pan is to use the scroll bars at the bottom and right sides of the drawing page. Another way is to hold down **Ctrl + Shift**, right click, and drag the cursor. Notice that when **Ctrl + Shift** are pressed the cursor changes to a magnifying glass as if to zoom. The cursor only changes to a hand after the right button is clicked and the cursor is moved.

Intellimouse Support

Visio also supports the Microsoft IntelliMouse for many navigation functions. Holding the **Ctrl** key while scrolling the top wheel of the IntelliMouse allows you to quickly zoom in and out of a drawing.

In addition to adding zoom functions, Visio's Intellimouse support includes panning. To pan a drawing using the IntelliMouse, press firmly on the top wheel. This will cause a "base" icon and a "direction" icon to appear on your screen. While continuing to hold the top wheel, move the direction icon away from the base icon to pan in that direction.

Alternately, you can scroll the wheel to pan the drawing: scrolling the wheel up and down will pan your drawing up and down. Scrolling the wheel while holding the **Shift** key will pan the drawing left and right.



Panning Around

- **Scroll bars**
- **Ctrl + Shift + Right + Drag**
- **Intellimouse Support**
 - ◆ **Zooming (Ctrl + Roll dial = Zoom in / out)**
 - ◆ **Panning (Click dial + drag)**
 - ◆ **Vertical Scrolling (Roll dial)**
 - ◆ **Horizontal Scrolling (Shift + roll dial)**





Getting Around Visio

The Pan and Zoom Window

Visio 2002 offers yet another way to pan and zoom a drawing. The **Pan and Zoom** window offers a miniature preview of the entire drawing page. If it is not visible, it can be activated through the **View** menu. The **Pan and Zoom** window is an anchored window that can either float over the drawing, much like a floating toolbar, or can be docked to a drawing window's edge. To make drawing easier, the window can either remain open at all times, or can collapse into a small area containing just a title bar. When the window is in collapsed form, simply placing the cursor over the title bar will expand the window again. The push-pin button next to the 'X' on the title bar can be pressed to lock the window in an open position.

The **Pan and Zoom** window's size will always be directly related to the size of the drawing page. The window can be enlarged or shrunk by pulling on its edges, but will always maintain the same aspect ratio as the actual drawing page. The window will not display objects that are outside of the drawing page.

If a partial part of the drawing page is being displayed in the drawing window, then the **Pan and Zoom** window will contain a red box. This box is akin to the Zoom selection net discussed on page 1-28. Changing the size of the red box will change the zoom magnification on the actual drawing page, and moving the box around in the window (by clicking and dragging it) will pan the drawing.

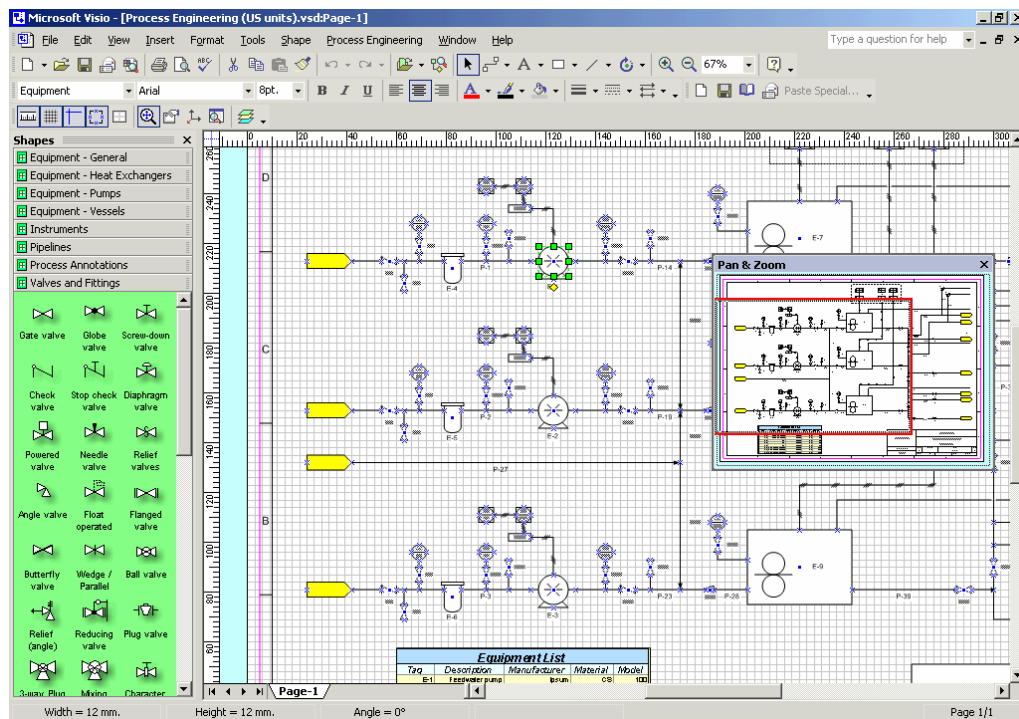


Pan and Zoom Window

- Found in View menu
- Can float or be docked
- Can AutoHide or remain open
- Maintains same aspect ratio as drawing page




Using the Pan and Zoom window





Jump!

This exercise is designed to show you how easy it is to create a Visio drawing. Although all of the concepts encountered in this exercise will be explained in thorough detail later, we want you to get an idea of Visio's abilities first, and to become comfortable using the program.

1. Start Visio. Open up the Basic Diagram template by clicking in the **Block Diagram** category and choosing **Basic Diagram**.
2. Add a few of the shapes from the stencil to the drawing page by dragging the desired shapes and dropping them onto the drawing page.
3. Once the shapes are on the drawing page, arrange them in anyway desired by clicking on them and dragging them to new places.
4. Drag a **Dynamic Connector** onto the page, which you will find at the bottom of the **Basic Shapes** stencil. Using this connector, glue two shapes together by dragging one end of the connector to a blue X on one of the shapes, and then dragging the other end to a blue X on the other shape. When an endpoint is glued it turns red. After gluing the two shapes, move them around and see how they remain connected.
5. Select one of the shapes by left clicking on it. Add text to it by simply typing anything you want. Enlarge the text by clicking the large "A" with an up arrowhead next to it () , which can be found on the **Format Text** toolbar.
6. Select a new shape and modify its look by dragging one of its selection handles (the green boxes found on the edge of the shape) in any direction desired.
7. When done, clear the screen by pressing **Ctrl + A** to select all of the objects and then pressing **Delete** afterwards.



Jump!

- Open a pre-made template
- Add shapes from a stencil
- Arrange shapes
- Glue shapes
- Add text
- Modify look





Section 1 Review Exercise

1. Start Visio. Open up the Basic Diagram template by clicking in the **Block Diagram** category and choosing **Basic Diagram**. If the window is maximized, click the **Restore Down** button to the immediate left of the **Close Window** button on the Visio title bar. Grab the right edge of the window and pull it to the left to narrow it. Notice that some of the toolbars disappear, but all of the menu items remain. Maximize the window again.
2. Drag an octagon, a triangle, and a rectangle onto the drawing page near the center, and keep them slightly apart from one another.
3. Zoom in on the page to 200% by selecting the **Zoom** item from the **View** menu and choosing 200%. Change the zoom to 177% by keying the number into the zoom box on the Standard toolbar. Zoom out to see the entire page by right clicking on the drawing page and choosing **Whole Page** from the **View** section of the shortcut menu.
4. Zoom in on the triangle by holding **Ctrl + Shift** and dragging a selection net around the object. Notice that the cursor changes to a magnifying glass as you do this. Zoom out two clicks by holding **Ctrl + Shift** and **right-clicking** twice. Zoom back in two clicks by holding **Ctrl + Shift** and **left-clicking** twice.
5. Pan the screen to view the octagon by holding **Ctrl + Shift + right click**, and dragging until you see the octagon.
6. Open the **Pan & Zoom** window and change the zoom level so you can see all of your shapes by dragging the edge of the red rectangle. Zoom into the bottom edge of the page by dragging a new smaller rectangle. Pan back to the middle of the page by moving the rectangle.



Review of the Basics

- Building a model
- Toolbars
- Task Pane
- Menus
- Status Bars
- Accelerator keys
- Anchored windows
- Dialog boxes
- Zooming
- Panning







Section 1 Quiz

1. *What are four actions you perform in Visio that are essential to creating a Visio model?*
2. *Name the user interface basics.*
3. *What should you do if you can't find a particular tool on the toolbar?*
4. *What should you do if you can't find a particular menu item on the menu bar?*
5. *Why is the status bar useful?*
6. *Which methods of zooming place an object directly in the center of the screen? How are these methods executed? Describe the process by which you would zoom to a magnification of 353%.*
7. *How do you pan the screen?*



Section 1 Quiz Answers

1. *The four actions essential to creating a Visio model are: add shapes to a drawing from stencils with the drag and drop feature, glue shapes together using connectors, add text to shapes, and modify shapes and their behavior.*
2. *The seven user interface basics are the toolbars, task pane, menus, status bar, accelerator keys, dialog boxes, and anchored windows.*
3. *If you can't find a particular tool on the toolbar you should try resizing the window first. If you still can't find it you should 1) check **View > Toolbars** to see if a particular toolbar set is hidden, or 2) check to make sure that the correct window has focus.*
4. *A menu item can be missing if a different window has focus or the menus have been customized. Also, personalized menus can hide rarely used menu items. Disable personalized menus in the **Options** tab of the **Tools > Customize** dialog box.*
5. *The status bar is useful because it provides you with important feedback, such as information about the size, position, angle etc. of an object.*
6. *Zooming by using a selection net (**Ctrl + Shift + Left-Click**) places the selected area in the center of the screen. To do this, hold the above keys, drag a selection net around the desired area, and let go. Additionally, if you select the setting in **Tools > Options > General** tab for **Center Selection on zoom** then any zoom option where you choose or set a zoom percent will center the selection. You can zoom to 353% by keying in the number in the zoom slot on the top right corner of the screen or by selecting **View > Zoom > Zoom...** and keying in the number in the dialog box.*
7. *You can pan the screen by holding down **Ctrl + Shift + Right-Click** and then dragging the mouse, or by using the **Pan and Zoom** window.*