#### Print Size and Page Size

Use the Design ribbon to control page size. The large icons give quick control of portrait v landscape, etc. click on the button discled in red below to open up "Page Setur!" for more options.



Visio makes a distinction between the page size (what you have on your screen) and the print size (what it gets printed at). The main ribbion choices of extension and size control what you have on the screen, not what pets printed.

Use the Page setup tab for more options beyond what the sibbon depositions offer



Use the print setup tab to control Printer paper size and offentation.



The first three tabs on the claigs show a preview of how the two concepts interact.



#### Alignment Control

Select a few items, Now you can use the Rosition menu, on the Home ribbion in Visio



The align-options to what their menu icons imply the the quice thapes option to distribute items equally



Move an opt and W previe

THE PARTY.

Move your mouse over an option without clicking, and Visio shows you a preview of what it will do. How the mouse of the tem without clicking if you don't like what you see.

#### Quick Duplicate

Select a shape, hold down alt+shift and drug the shape — you drug a copy of the shape you selected. Select multiple shapes and do this, you create a copy of each one.

#### Commote

If you select a shape and see a yellow clamond, you can drug it to accomplish a specific purpose. What you accomplish, depends on the shape.



#### **Connection Points**

Most visio shapes, and all the (Server ones, have connection points. You can hook a connector to the thape itself, but you can also hook connector to a specific connection point. This enables finer control over routing the connectors.



The thape on the right has three connection points, on each edge, shown by the blue 'x's.



Sometimes it can be useful to add extra connection points or move the ones that exist. To do this, dick on the X button as before you can now drag each connection point with the mouse to where you want it to be.

To add a new connection point, hold down the Ctri buston and dick where you want to put the new connection point.

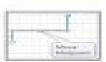
#### Using Connectors

Right-click on the connector and you can change the style of the connector



Drag boxes in the middle of lines to move them

Drag corners to move them in the same way



#### Small Adjustments

Use amow keys to move a shape around by a small amount, Hold shift while using the amow keys for dragging with the mouse), and shapes move less, for finer control.

#### Salecting every 'X'

The Orbus templates are set up to place each different type of shape on its own layer. This means that you can select all shapes of a given type portio easily.

Go to the home ribbon and choose Select -> Select by Type



The dialog that page up lets you chasse all shapes in a specific layer



#### Quick Zoom

Hold down shift and ctrl, then click and drag to create a zoom box. Let go of the impute button and Wislo will zoom to you're the box you drag fills the screen.

#### Printing a Plotter

To access plotter paper sizes, you have to used: the plotter as your printer. Go to Print, select the accusi plotter as your printer. Then cancel printing – Visio will keep the selected painter.

Now, in Visio, open the Page Setup dialog.
It might take a few seconds, while visio reach available paper sizes from the plotter.



Select the correct size in the print secup tals





# Visio 2010 Quick Reference Guide

**Bonnie Biafore** 

#### Visio 2010 Quick Reference Guide:

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