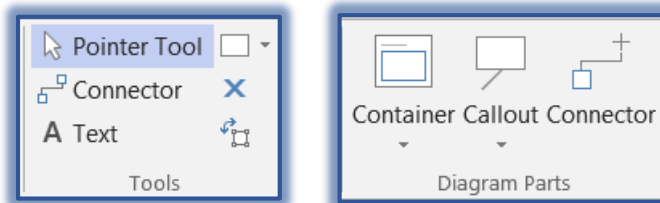


Visio-Connectors

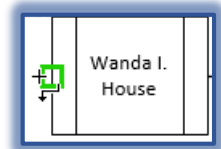
Connectors are used to demonstrate the flow of the shapes in a diagram. They can be lines, arrows, or other types. There is more than one way that connectors can be added to a diagram. After they are added they can be re-shaped as arrows, straight lines, curved lines, or other types of connectors. When a shape is moved to a different location, the Connector will move with the shape, changing length as necessary.

INSERT CONNECTOR

- ✚ Click the **Home Tab**.
- ✚ In the **Tools Group**, click the **Connector** button.
or
- ✚ Click the **Insert Tab**.
- ✚ In the **Diagram Parts Group**, click the **Connector** button.

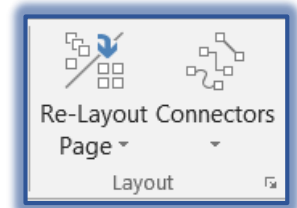


- ✚ Drag the mouse pointer to draw the **Connector** between the shapes.
- ✚ A green square will appear where the **Connection Point** is on the shape (see illustration).
- ✚ Drag the mouse to the left or the right to connect the two items.



CHANGE CONNECTOR APPEARANCE

- ✚ Select the **Connector** that is to be changed.
- ✚ Click the **Design Tab**.
- ✚ In the **Layout Group** click the **Connector** button.
 - * This button is used to change the appearance of the Connector.
 - * The options are Right Angle, Straight Lines, Curved Lines, or Show Line Jumps.
- ✚ Select one of the options to change the **Connector** appearance.



FORMAT CONNECTOR

- ✚ Select the **Connector** that is to be formatted.
- ✚ Click the **Home Tab**.
- ✚ In the **Shape Styles Group**, click the **Line** button.
- ✚ A list of different options will display.
 - * Select a different color from the **Colors Gallery**.
 - * Click **More Colors** to display additional colors.
 - * To change the thickness of the **Connector**, click the **Weight** link.
 - * Click the **Dashes** link to select a **Dashed Line** for the **Connector**.
 - * To change the appearance of the **Connector** to an **Arrow Shape** click the **Arrows** button.

