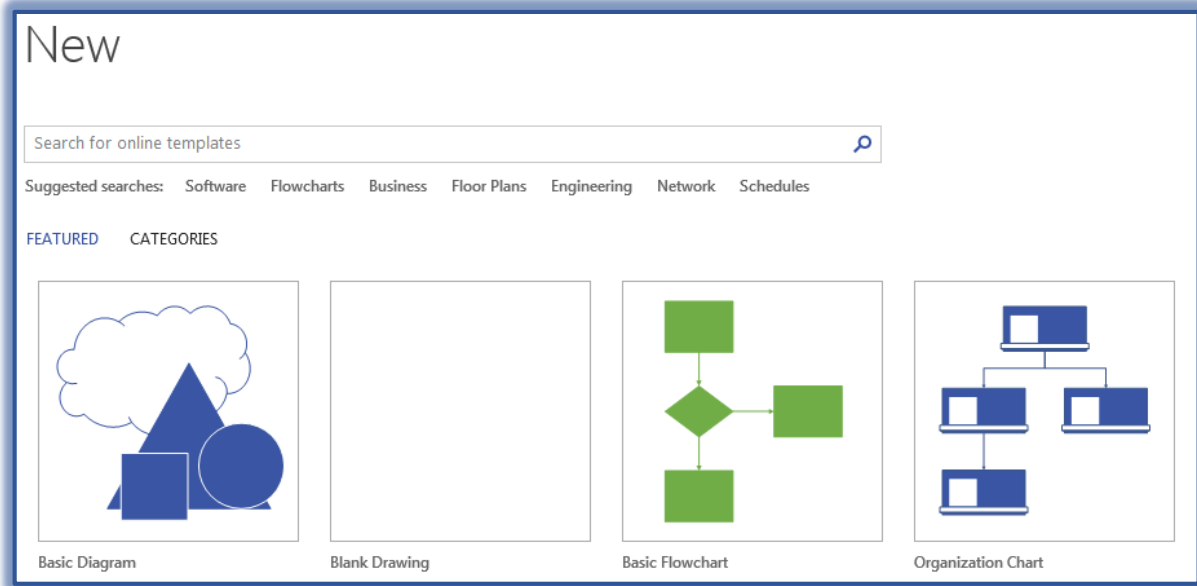


Visio-Create Diagram

There is more than one way to create a new diagram in Visio, such as Basic Diagram, Blank Drawing, or by using the many templates provided. It is also possible to take a tour of Visio before creating your first document.

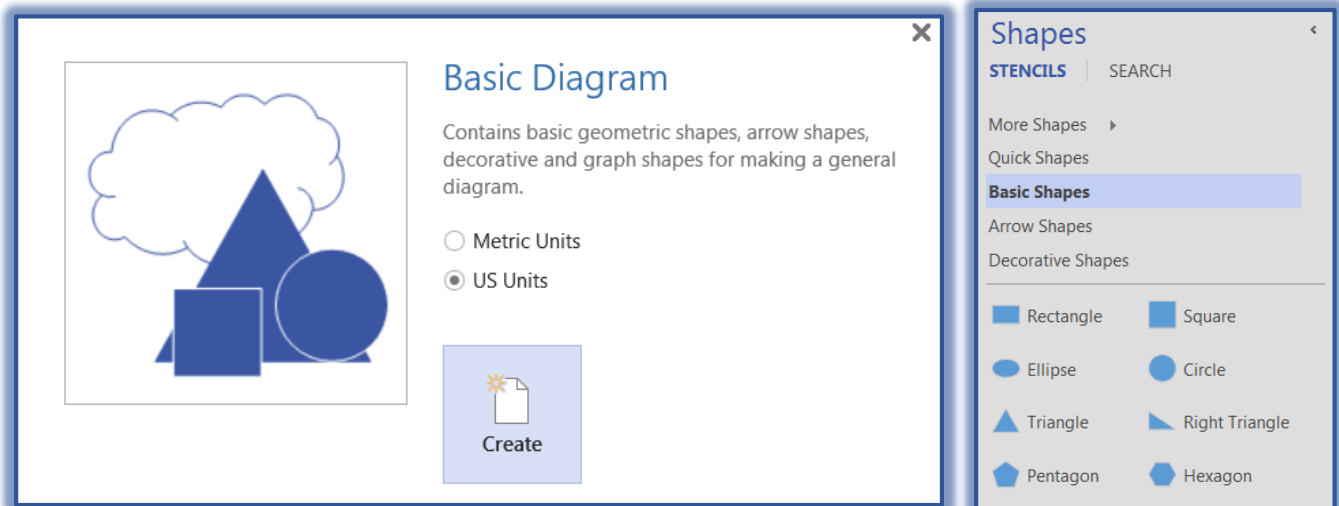
- ✚ Open **Visio**.
- ✚ The **New** window will display.



BASIC DIAGRAM

The Basic Diagram displays a blank window with **Shape Groups** along the left side of the window.

- ✚ Click the **Basic Diagram** icon in the **New** window.
- ✚ Select the **Unit of Measure** that is to be used.



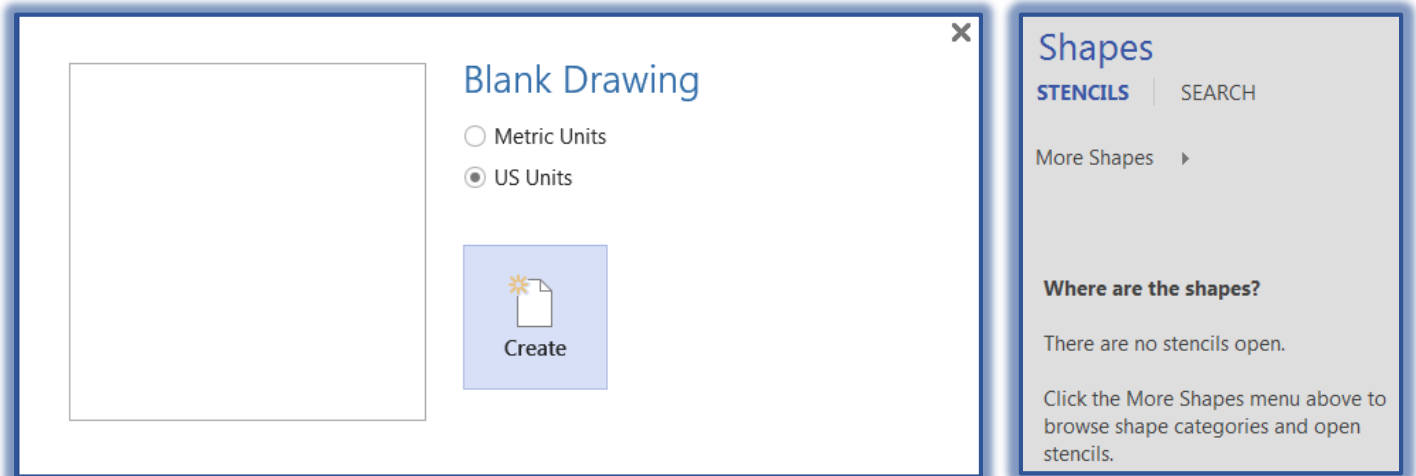
- ✚ Click the **Create** button.
- ✚ The **Basic Diagram** document will display.
 - * A blank document window will appear.

- * A list of **Shape Categories** will appear along the left side of the window as shown in the illustration on the previous page.
- ✚ Click the link for each of the groups to see the shapes that are available.
- ✚ To add the shape to the window, click the shape and drag it into the window.
- ✚ To locate additional **Shape Groups**, click the **More Shapes Menu** to select additional categories.

BLANK DRAWING

When this option is selected a blank page will display. The **Shapes Task Pane** will appear on the left side of the window, but none of the **Shape Groups** will be selected.

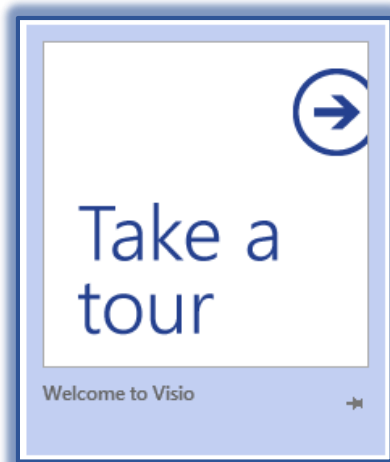
- ✚ Click the **Blank Drawing** icon in the **New** window.
- ✚ Select the **Unit of Measure** that is to be used.



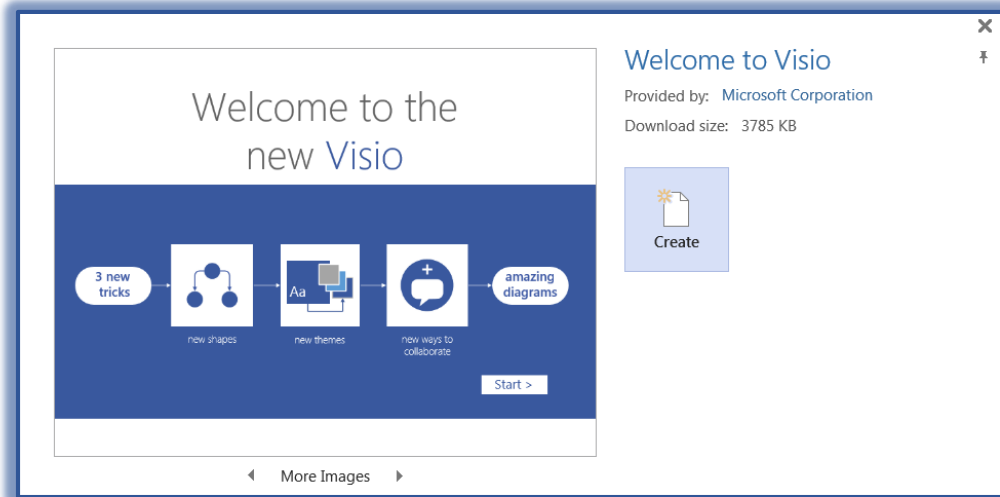
- ✚ Click the **Create** button.
- ✚ Click the **More Shapes Menu** to browse the different shape categories.
- ✚ Once the category has been selected click and drag the shapes to add them to the diagram.

WELCOME TO VISIO VIDEO TOUR

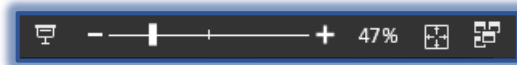
- ✚ Click the **Search** box and input **Welcome to Visio**.
- ✚ Click the **Search** button.
- ✚ Click the **Take a Tour** icon in the **New** window.



✚ The **Welcome to Visio** window will display.



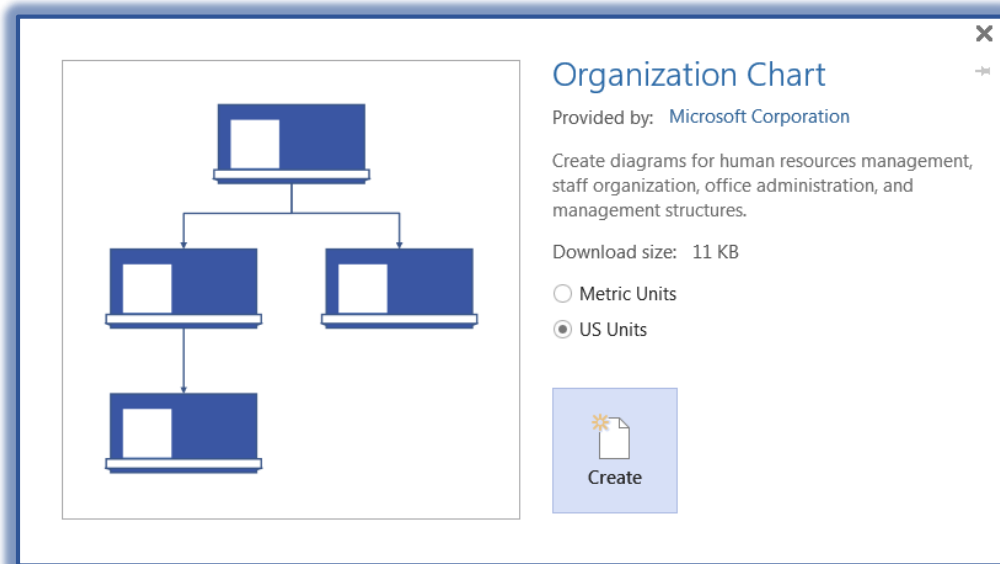
- ✚ Click the **Create** button to scroll through the slides.
- ✚ Click the tabs at the bottom of the window to view the slides.
- ✚ It may be necessary to resize the slides so they can be viewed.
- ✚ To do this, click the **Zoom** buttons in the bottom right-hand corner of the window.



TEMPLATES

Visio provides several templates that are available for creating diagrams.

- ✚ Click the **Template** that is to be used such as **Organization Chart**.
- ✚ Select the **Unit of Measure** that is to be used.



- ✚ Click the **Create** button.
 - * With some of the templates, a **Creation Wizard** may appear.
 - * If that happens, follow the instructions in the wizard.
- ✚ A blank window will appear with the **Shapes** for the selected template at the right.
- ✚ Drag the **Shapes** to the diagram window to create the diagram.