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.