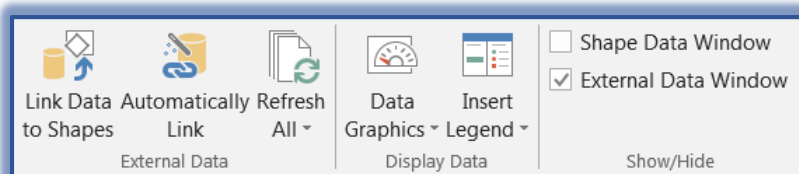


Visio-Data Tab

This tab is used to insert links from Excel, Access, and other sources in a Visio diagram. It is also possible to insert other graphic images using this ribbon. The table below provides a description of each of the buttons on this tab.



Groups/Buttons	Description
External Data Group	
Link Data to Shapes	This button is used to import data from an external data source, such as Excel or Access, into a diagram.
Automatically Link	Click this button to automatically link imported data to shapes in the diagram.
Refresh All	To get the latest data by refreshing all sources in the workbook, select this option.
Display Data Group	
Data Graphics	This button is used to display shape data in the diagram by using text, data bars, icons, color by value, or a combination of the different types.
Insert Legend	To insert a legend to show the meaning of Data Graphics used in the diagram, click this button.
Show/Hide Group	
Shape Data Window	Select this option to open the Shape Data window. This window is used to show the properties for the selected shape.
External Data Window	This button is used to open the External Data window. This window is used to display all data imported into the diagram.