Visio-Home Tab

This tab is used to apply formatting to shapes, text, or other objects in a Visio drawing. The table below provides a description of each of the buttons on this tab.

Groups/Buttons	Description
Clipboard Group	
Paste	This button is used to insert items that have been stored on the clipboard into a document.
Cut	To remove text or other items from a page and store it on the clipboard, click this button.
Copy	Click this button to make a copy of selected text or another item on a page and store it on the clipboard.
Format Painter	To make a copy of selected text and then apply the formatting to other text in a drawing, click this button. A single click will apply the formatting to other selected text one time. To apply the formatting to other selected text several times, click the format painter button twice. When all the formatting has been applied, click the button again to deactivate the format painter.
Font Group	
Font Type	To select the type of font for selected text within the shape or text box, click this button.
Font Size	This button is used to change the size of the font for selected text or within a text box.
Increase Font Size	Click this button to increase the size of the font for selected text. Each time the button is clicked, the font size will increase by one or two point sizes.
Decrease Font Size	To decrease the size of selected text, click this button. The size of the font will decrease by two point sizes each time the button is clicked.
Bold	Click this button to apply **bold** formatting to selected text in a text box or other drawing object.
Italic	This button is used to *italicize* selected text in a textbox or other drawing object.
Underline	To underline selected text in a text box or other drawing object, click this button.
Strikethrough	This button is used to ~~draw a line~~ through selected text in a textbox or other drawing object.
Change Case	To change the selected text to UPPERCASE, lowercase, or to apply other capitalization, click this button.
Font Color	This button is used to change the color of the font for the selected text.
Paragraph Group	
Align Top	Use this button to align text to the top of the text block.

Groups/Buttons	Description
Align Middle	To align text to the middle of the text block, select this button.
Align Bottom	This button is used to align text to the bottom of the text block.
Bullets	Select this option to add bullets to a block of text.
Rotate Text	To rotate the text in a text block in 90 degree increments, click this button.
Align Left	Use this button to align text on the left side of a text block.
Align Center	This button is used to center text in a text block.
Align Right	To align text on the right side of a text block, click this button.
Justify	This button is used to distribute text evenly at the right and left margin. This provides a clean, crisp edge which makes the document look more professional.
Decrease Indent	To move a paragraph closer to the margin, click this button.
Increase Indent	Use this button to move the paragraph further away from the margin.
Tools Group	
Pointer Tool	This tool is used to select, move, and resize objects.
Connector	To draw connectors between objects, click this button. The connectors will move and resize as objects are moved around the page.
Text	This tool is used to add a text shape to the drawing or to select existing text.
Rectangle	To draw a rectangle, line, ellipse, freeform, arc, or pencil object on the page, select this tool.
Connection Point	Use this button to add, move, or delete a connection point. Hold down the Ctrl key and click where the connection point is to be moved, added, or deleted.
Text Block	This button is used to move, resize, or rotate text within a shape.
Shape Styles	
Quick Styles	Use this button to quickly add a visual style to a selected shape or line. Each style has a unique combination of colors, lines, and other effects that can be used to change the shapes appearance.
Fill	This button is used to fill the shape with a solid, gradient, or pattern.
Line	To change the color, width, or style of a line, click this button.
Effects	Click this button to apply a visual effect such as shadows, glows, 3-D rotation, or a reflection to an object. When the button is clicked, a list of different options will display.
Arrange Group	
Align	This button is used to position a shape on the page by changing the alignment. When the button is clicked, a drop down menu of different align options will display.
Position	To change the position of an object on a page by changing their spacing, alignment, and rotation, click this button. A list of different options will display.
Bring to Front	Use this button when a shape is behind another shape and needs to be brought to the front. Click the list arrow to the right of the button to select from Bring Forward or Bring to Front.

Groups/Buttons	Description
Send to Back	When a shape appears on top of another shape and needs to be sent to the back of the shape, click this button. Click the list arrow to select from Send Backward or Send to Back.
Group Objects	This option is used to combine a group of objects so they can be moved around the page as one object.
Editing Group	
Change Shape	To view more options for the selected shape, click this button. A gallery of different shapes will display.
Find	Use this button to find and replace text within the document.
Layers	This button is used to assign objects to layers and specify properties of layers on the current page.
Select	Click this button to select text or objects in the document. This can be helpful when selecting text with certain formatting or objects that are behind other objects.