

Visio-Insert Tab

This tab is used to insert different objects such as pictures, hyperlinks, charts, or textboxes in a Visio drawing. The table below provides a description of each of the buttons on this tab.



Groups/Buttons	Description
Pages Group	
New Page	This button is used to insert different kinds of pages into the diagram, such as a blank page, a background page, or a duplicate page. When the top of the button is clicked, a new page will be added. To add the other two options, click the arrow at the bottom of the button.
Blank Page	Select this option to insert a new blank page into the document.
Background Page	To insert a background page into the document, select this option. A dialog box will appear where the options for the page can be specified.
Duplicate Page	Select this option to create a duplicate of the current page and insert it into the document.
Illustrations Group	
Pictures	Use this button to insert pictures from a folder on the computer. When the button is clicked, the Insert Picture window will display.
Online Pictures	This button is used to insert pictures from the Internet or other online sources into the diagram.
Chart	To make it easy to spot trends in the data by inserting a bar, area, or line chart, click this button.
CAD Drawing	Click this button to insert an AutoCAD Drawing in DWG or DXF format into the drawing. The Insert AutoCAD Drawing window will display. Select the drawing to insert it into the Visio Drawing.
Diagram Parts Group	
Container	This button is used to place a container around a group of objects in a diagram. These containers can be used to organize shapes into visual groups. Shapes are moved, copied, and deleted with the groups.
Callout	Click this button to attach a callout to the selected shape. Callouts can be used to add annotations to the shape. They are moved, copied, or deleted with the shape they are attached to.
Connector	To add one connector to the diagram, click this button. Once the option is selected, draw the connector between two objects to connect them.
Links Group	
Hyperlink	This button is used to add a link to web pages or files. It is also possible to add links to other areas in the document. When the button is clicked, the Hyperlink dialog box will display.

Groups/Buttons	Description
Text Group	
Text Box	Click this button to add a text box to the drawing. The text box can be inserted anywhere within the document.
Screen Tip	This button is used to add a screen tip to a shape. When the button is clicked, the Shape Screen Tip window will display.
Object	These are documents or other files that are inserted into the current document. When the button is clicked, the Insert Object window will display. Here you can choose to create a new document or select from one stored on the computer.
Field	Use this button to insert a field, such as Date/Time, Document Info, or Page Info into the document.
Symbol	Select this option to add symbols to the diagram that are not on the keyboard. It is possible to choose from a variety of options including mathematical, currency, and copyright symbols. Symbols are only available when text is entered into a shape or text box.