

Visio-Review Tab

This tab is used to apply a design to the document in a Visio diagram. The table below provides a description of each of the buttons on this tab.



Groups/Buttons	Description
Proofing Group	
Spelling	To check the spelling and/or grammar in a document, click this button. The checker will scroll through the document, making suggestions for changes.
Research	Select this feature to look at resources such as dictionaries, encyclopedias, and other sources for additional information about a particular item or topic.
Thesaurus	This feature is used to suggest other words that are similar to the word that has been selected.
Language Group	
Translate	Use this button to translate words or paragraphs into a different language by using bilingual dictionaries or machine translation.
Language	This button is used to select the language that the document is to be written in. It is also possible to set other language preferences including editing, Screen Tips, and Help languages.
Comments Group	
New Comment	To add a new comment to a document, click this button. The comment will appear next to the selected item or in the upper left side of the document window.
Comments Pane	Select this option to open the Comments Task Pane on the right side of the window. This pane will display all the Comments that have been inserted into the document. Click the Reveal Tags option to remove the Comments from the document window.
Ink	This feature is used to draw freeform ink. It is used to markup or make annotations on a document.
Reports Group	
Shape Reports	To create reports about the properties of the shapes in the diagram, select this feature. These reports can be shown as shapes or exported to Excel, HTML, or XML