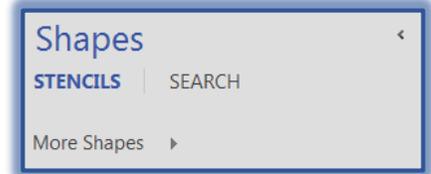


Visio-Shapes

Shapes are used to build a diagram. There are several different categories of shapes that are used for different purposes. The main ones most people use are Basic Shapes, Basic Flowchart Shapes, and Quick Shapes. Quick Shapes will display when Basic Flowchart Shapes is selected. Text can be added to each of the shapes in the diagram. Some of the shapes may overlap into different groups.

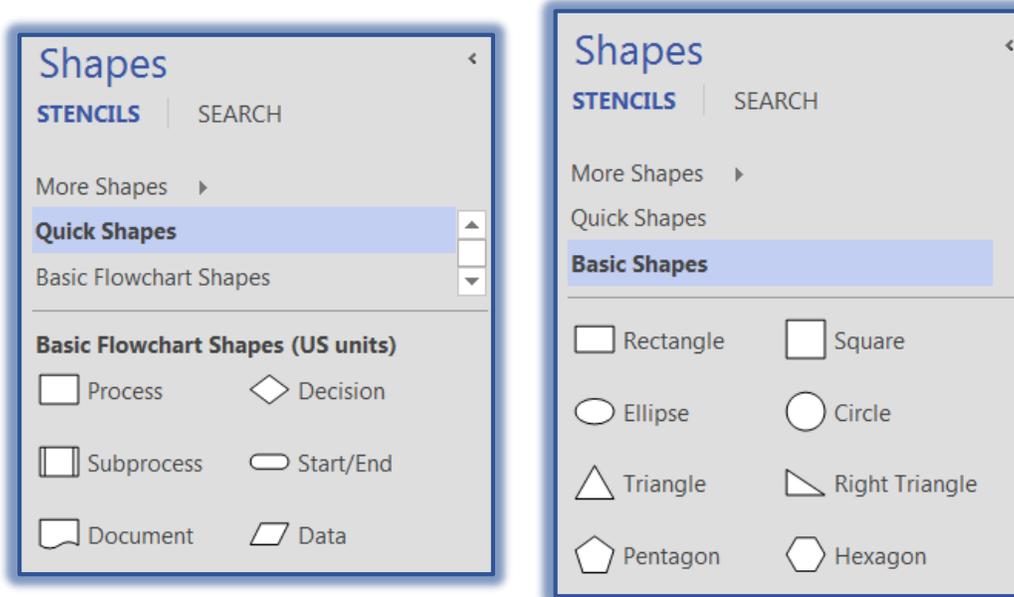
SELECT A SHAPE CATEGORY

- ✚ Click the **More Shapes** link.
- ✚ A list of **Categories** will display.
- ✚ Click the **Category** for the shapes, such as **General**.
- ✚ Click the **Shapes Group** from the **Category**.
- ✚ A gallery of different shapes will display.
- ✚ Continue this process until all the necessary **Shapes Groups** are selected.
- ✚ To rearrange the **Shapes Groups**, click the group in the **Shapes Pane** and drag it up or down.



ADD A SHAPE TO THE DIAGRAM

- ✚ Click the **Shapes Group** from which the shape is to be selected.
- ✚ A gallery of different shapes will display (see below).



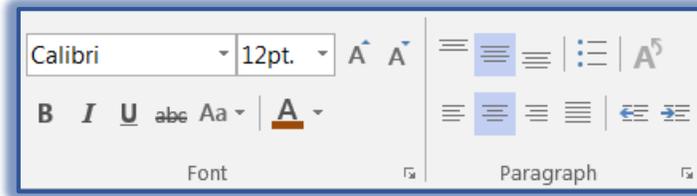
- ✚ Click the shape and drag it to the document window.
- ✚ Positioning guides will appear around the margins of the document.
- ✚ Place the **Shape** on the page.
- ✚ The **Shape size** can be changed by using the resizing handles that appear around the edge of the Shape when it is selected.

ADD TEXT TO SHAPE

- ✚ To add text, start inputting the text while the **Shape** is selected.
- ✚ The **Shape** will resize so that you can see what is being input.
- ✚ Some of the shapes, such as the **Sub-process** under Basic Flowchart Shapes, will automatically resize as text is being added.
- ✚ Click away from the **Shape** to de-select it.
- ✚ The **Shape** will return to the original size.

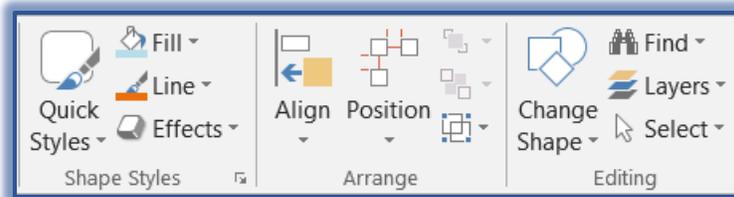
FORMAT TEXT

- ✚ Select the **Shape** that contains the text that is to be formatted.
- ✚ Click the **Home Tab**.
- ✚ In the **Font Group** click the options, such as Font Type or Font Size.
- ✚ The formatting will be applied to the text in the selected shape.
- ✚ To change the **Alignment** and **Spacing** use the buttons in the **Paragraph Group**.



FORMAT SHAPES

- ✚ Select the **Shape** that is to be formatted.
- ✚ Click the **Home Tab**.



- ✚ Use the features in the **Shape Styles Group** to add a fill color or line color to the shape.
- ✚ Click the **Effects** list arrow to apply formatting such as a Shadow or Reflection to the shape.
- ✚ To change the Position or Alignment of the shape, click the options in the **Arrange Group**.
- ✚ To join two objects together so they move as one object, click the **Group** button.
- ✚ Use the features in the **Editing Group** to make additional changes to the shape.

THEMES

Themes are used to apply formatting to all the shapes and text in the diagram.

- ✚ Click the **Design Tab**.
- ✚ In the **Themes Group**, select a Theme.



- ✚ To view additional Themes, click the More button in the bottom right corner of the gallery.
- ✚ When a theme is selected, the Variants option will become available. This option is used to change the colors of the Theme.
- ✚ To apply other options to the design of the document, check the **Visio-Design** document for an explanation of each of the buttons on the **Design Tab**.