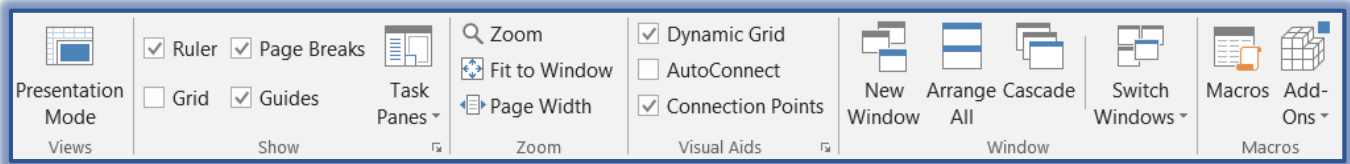


Visio-View Tab

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
Views Group	
Presentation Mode	Click this button to view the document in full screen mode.
Show Group	
Ruler	The ruler is used to measure and line up objects in the document. Click the check box to display the ruler.
Page Breaks	To display page breaks in the document, click the check box. Page Breaks are used to see what will be printed on each page of the document.
Grid	Gridlines are used to align objects with text, other objects, or a particular spot on a page.
Guides	Guides are used to help align objects on a page of a document. Guides are dragged out from the horizontal and vertical rulers.
Task Pane	Click this button to display the Shapes, Shape Data, Pan & Zoom, and Size & Position task panes.
Zoom Group	
Zoom	This button is used to enlarge the view of the document for easier reading. The buttons on the Zoom bar at the bottom of the window can also be used.
Fit to Window	Use this button to zoom the document so the entire page fits in and fills the window.
Page Width	To zoom in so that the entire page is as wide as the window, select this option.
Visual Aids Group	
Dynamic Grid	This grid assists in the sizing, spacing, and alignment of shapes in relation to one another.
Auto Connect	This features helps to add, connect, align, and space shapes in a connected drawing such as a process flow chart.
Connection Points	These are points on each shape where connectors can be drawn.
Window Group	
New Window	Click this button to open a second window for a document so work can be done in a different place at the same time.
Arrange All	To stack windows so they can all be seen at the same time, click this button.
Cascade	When this button is selected, all the open windows will overlap on the screen.
Switch Windows	Click this button to quickly switch to another open window.
Macros Group	
Macros	Click this button to display a list of macros that have been created.
Add-Ons	This button is used to run add-ons and utilities.