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Microsoft® Office

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Create diagrams and graphics from basic to complex

A Reference for the Rest of Us!®

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John Paul Mueller
Author of VBA For Dummies, 5th Edition

Debbie Walkowski
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When John isn't working at the computer, you can find him in his workshop. He's an avid woodworker and candle maker. On any given afternoon, you can find him working at a lathe or putting the finishing touches on a bookcase. He also likes making glycerin soap and candles, which comes in handy for gift baskets. You can reach John on the Internet at JMueller@mwt.net. John is also setting up a Web site at http://www.mwt.net/~jmueller/; feel free to look and make suggestions on how he can improve it. Check out

his weekly blog at
http://www.amazon.com/gp/blog/id/AQOA2QP4X1YWP.

Debbie Walkowski has worked in the computer industry for more than 20 years in a variety of positions from sales and marketing to teaching and training. For the last 14 years, she has made writing her primary focus. Her company, the Writing Works, specializes in writing computer self-help books and providing writing services to companies such as Microsoft Corporation, Hewlett-Packard (formerly Digital Equipment Corporation), and AT&T Wireless Communications. She has authored 18 books on popular computer software, including Microsoft Office, Microsoft Works, Microsoft PowerPoint, Microsoft Excel, Microsoft Project, Microsoft Windows, Visio, Quicken, WordPerfect, and Lotus 1-2-3.

Dedication

This book is dedicated to those purveyors of the medicinal latte, Muhammad and Marilyn Kharbush.

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Introduction

Visio is one of the most flexible and easy-to-use drawing products around. Yet, its ease of use doesn't mean that this product lacks functionality. You can draw anything of just about any complexity you want. The whole focus of Visio is getting your ideas down on electronic paper as quickly as possible. Using this program means that you can think about your ideas, rather than how to perform the next task. *Visio 2007 For Dummies* introduces you to this very exciting drawing program and demonstrates the ever-growing number of features it provides.

Of course, you don't have to use all of these features. *Visio 2007 For Dummies* is structured like Visio — you can use as little or as much of the book as you want to achieve your level of comfort with Visio. If your only goal is to sketch out a few ideas using something better than a napkin, the first two parts of the book are all you need.

One of the most exciting things about Visio 2007 is that you gain access to a number of new productivity features. Instead of wasting time formatting shapes one at a time, you can use themes to format an entire drawing with one click. If that sounds interesting, you'll find the whole scoop in this book. Likewise, if you're tired of having to update the data in a drawing manually every time you open one, check out the new Data Link feature. This feature makes it possible to track changes to a system quickly and easily. Analysts will love the new

PivotDiagram feature. You can drill down as far as necessary to see the interactions in your data when using Visio. These are just a few of the new features you'll find in this book.

About This Book

This book is for anyone who has an idea that he or she wants to put down on paper. It doesn't matter who you are; somewhere, someone has a template you can use to start drawing quickly and has a set of stencils with shapes for your particular trade. The number of templates and stencils that Visio provides is nothing short of amazing (read about them in Chapter 2). However, these templates and stencils are just the tip of the iceberg. Visio is all about you. Instead of forcing you to jump through hoops, Visio helps you get that idea down on paper. This book is your guide to all of the cool features that Visio provides. If you want to get started creating drawings for your ideas quickly, this is the book to get.

With this in mind, *Visio 2007 For Dummies* is designed to make you productive as quickly as possible. You find basic, useful information that helps you accomplish your goals. You find real-world examples and figures that *show* you how to do something rather than just *tell* you. You find concise step-by-step instructions for accomplishing specific tasks rather than a lot of rambling text that fills space and means nothing to you.

This book doesn’t provide everything to everyone. For example, even though Visio supports Visual Basic for Applications (VBA) so you can write programs to make it do even more, this book doesn’t discuss VBA. *Visio 2007 For Dummies* focuses on user tasks; it makes you more productive, fast.

Conventions Used in This Book

Here’s a summary of the conventions used in this book:

- When directions indicate that you type something, for example, “Enter **13** in the size box,” the characters you type appear in bold.
- When you are to *click* something, that means to click your left mouse button. *Right-clicking* is — you guessed it — clicking the right mouse button. (These terms assume that you are using the mouse with your right hand.)
- When you *drag* something, you click and hold the left mouse button as you move the mouse. Release the mouse button when you’re finished dragging.
- The term *shortcut menu* refers to the pop-up menu that appears when you right-click something on the screen. (Shortcut menus are not available for all elements in a drawing.)
- You can select commands using toolbar buttons, menu commands, or the Alt key. Because toolbar

buttons are by far the fastest method, these buttons are always listed along with the menu command. (When toolbar buttons aren't available, only the menu command is shown.) A menu command is specified by writing, for example, *Choose File ⇒Save*, which means click the File menu to open it and then choose the Save option.

What You're Not to Read

If you're new to Visio and just want to know enough to create simple drawings or diagrams, you can safely skip Part IV. That section takes you deeper into customizing Visio and using some of its advanced features. Clearly, not every reader will become devoted to discovering advanced features. Browse through Part III for any features that you might find useful and have the time to work through. Also, glance through Part V, which contains many interesting tips, tricks, and trivia that you might find very useful.

On the other hand, if you've used Visio before, you can safely skip Parts I and II, which offer basic getting-up-and-running information.

Foolish Assumptions

You probably have a reasonable working knowledge of Microsoft Windows and have at least some idea of what you want to draw. For this reason, Chapter 1 doesn't

spend any of your valuable time describing how to find your way around Windows or how to work with dialog boxes. If you need to review these concepts, see *Windows Vista For Dummies,* by Andy Rathbone (published by Wiley).

Although Chapter 2 does provide a basic overview of all of the templates available in Visio, this book doesn't tell you when you need to use the Unified Modeling Language (UML) Model Diagram template. If you don't already know what the UML Model Diagram does, you can safely skip that description. None of the examples in the book focus on a particular kind of diagram except when you need a specific diagram type to accomplish a particular task in the more advanced sections. In short, all of the procedures and techniques work for all diagram types unless the book specifically mentions that you must use a particular diagram type.

How This Book Is Organized

Visio 2007 For Dummies is organized into five distinct parts. Use the parts to guide you to where you want to go on your Visio journey. You don’t need to read the chapters in order. The book is designed so that you can skip around to suit your needs.

Part I: Starting with Visio 2007 Basics

Part I lays the groundwork for your success with Visio. Every software program has its unique personality; Visio is no exception. Here you find conceptual information about Visio, get the Visio terminology down, discover how to recognize and work with what’s on the screen, start Visio, save and open files, and print drawings.

Part II: Creating Visio Drawings

Part II is for those in a hurry because it teaches you the basics of creating a *simple* drawing. You find out about the basic elements of a Visio drawing and discover how to implement those elements in your drawing. You'll also discover how to add and manipulate text, as well as how to work with margins and tabs, indentation, alignment, spacing, and more. You see how to use and manipulate a drawing's connectors, the lines that connect one shape to another. (They're more than just simple lines, as you'll soon discover.)

Part III: Taking Your Drawings to the Next Level

In Part III, you move into the intermediate features of Visio. You find out how to place shapes precisely on a drawing, create your own shapes, enhance and manipulate shapes, perform complex tasks with connectors, and work with pages and layers.