



University Information
Technology Services

Microsoft Office Visio 2016 for Windows

Introduction to Visio

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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Published by Kennesaw State University – UITs 2016

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University Information Technology Services

Microsoft Office: Visio 2016 for Windows Introduction to Visio

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Introduction

This booklet is the companion document to the Microsoft Office: *Visio 2016 for Windows: Introduction to Visio* workshop. Microsoft Visio is flowcharting software that can be used to represent processes, workflows, networks, office organizations, data flows, cause and effect diagrams, timelines, floor plans, electrical circuits, charts, and more. This booklet covers the creation of a flowchart, an organizational chart, and a timeline.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Use the Visio 2016 Interface and Ribbon to create and enhance your drawings
- Create drawings from templates and starter diagrams
- Drag and drop shapes from stencils onto your drawing window and connect the shapes in your drawing
- Modify the theme and style of your drawings, diagrams and charts
- Save and print all of your drawings

The Visio 2016 Interface

The Ribbon

The ribbon is a panel that contains functional groupings of buttons and drop-down lists organized by tabs. The ribbon is designed to help you quickly find the commands that you need to complete a task.

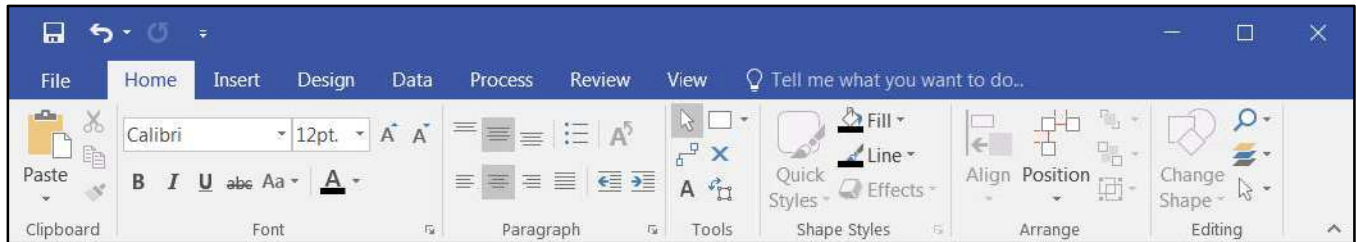


Figure 1 - The Ribbon

The ribbon is made up of a set of tabs that pertain to the different functionalities of *Visio*, such as designing pages, inserting objects onto pages, or linking data to shapes. Each tab is further divided into logical groups (of buttons), such as the *Font* group. There are also “contextual tabs” that appear, depending on what you are working on at that time. For example, if you insert pictures, the *Picture Tools* tab appears whenever a picture is selected.

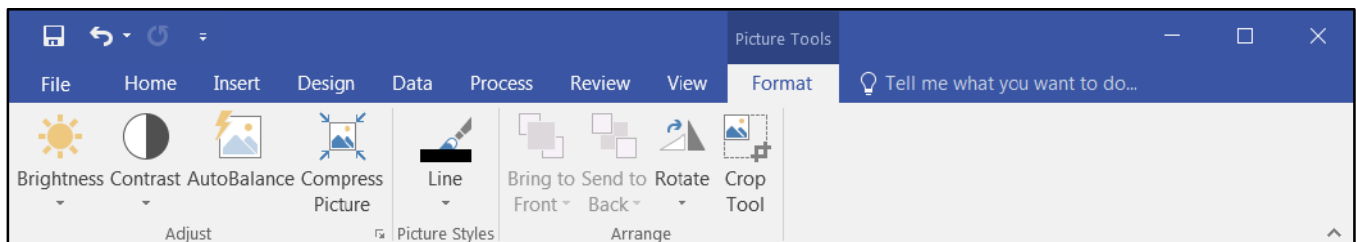


Figure 2 - Contextual Tab

The File tab (Backstage View)

The **File** tab provides a centralized location called the *Microsoft Office Backstage View*, for all tasks related to *Visio* file management, which includes opening, creating, closing, sharing, saving, printing, converting to PDF, and emailing.

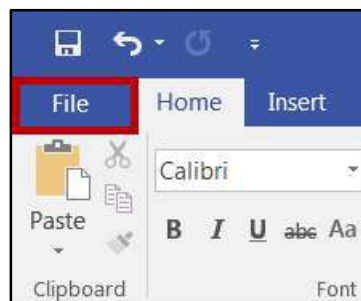


Figure 3 - The File Tab

The *Backstage View* also allows for viewing document properties, removing personal information, and reducing the file size by removing unused items.

1. **Back** - Takes you back to edit your drawing (see Figure 4).
2. **Info** - Allows you to restrict permissions, remove personal information, reduce file size, and check compatibility with earlier versions of Visio (See Figure 4).
3. **New** - Create a new drawing from a blank or pre-formatted template (see Figure 4).
4. **Open** - Open a drawing (see Figure 4).
5. **Save** - Save the drawing (see Figure 4).
6. **Save As** - Re-save a saved drawing as a different filename or file type (see Figure 4).
7. **Print** - Configure how you want to print (see Figure 4).
8. **Close** - Close the drawing (see Figure 4).

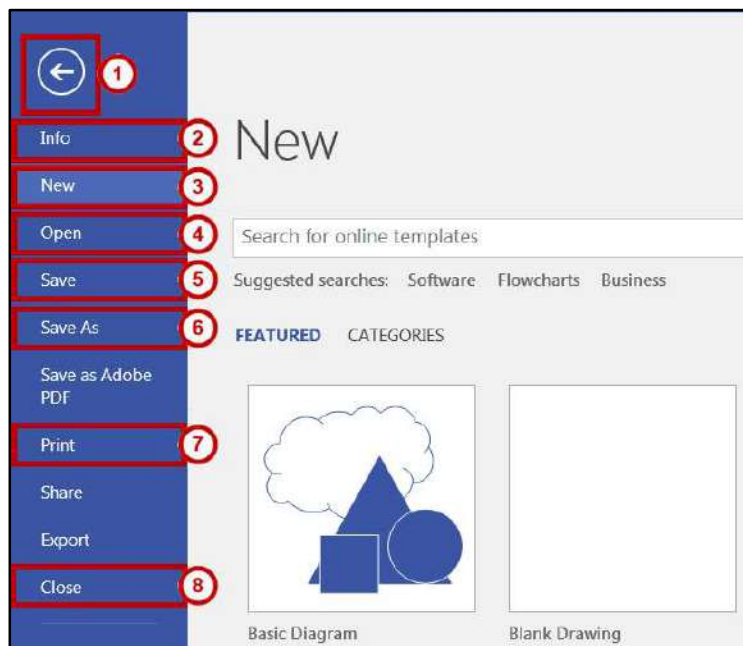


Figure 4 - The Backstage View (File tab)

The Home Tab

The *Home* tab is where you will spend the majority of the time in Visio along with the drawing *Stencil* populated by your choice of template drawing. Along with your *Stencil*, it contains the main tools that will help you create and customize your drawing. It contains buttons and drop-down menus that allow you to use copy and paste features, modify fonts, format text, insert shapes, make connections, and arrange the elements of your drawing.

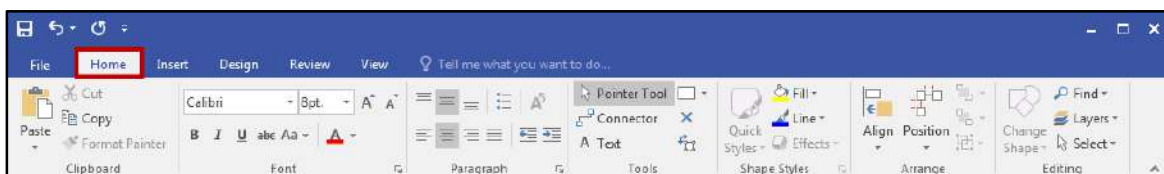


Figure 5 - The Home Tab

The Insert Tab

The *Insert* tab contains groups of buttons and drop-down menus to allow you to insert illustrations, diagram parts, links, and text in addition to shapes that are part of the template you select to build your drawing.

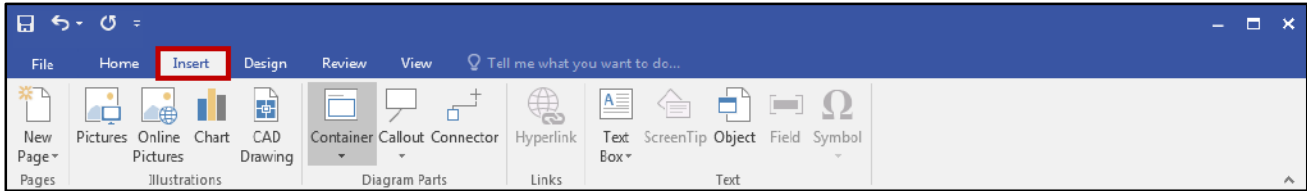


Figure 6 - The Insert Tab

The Design Tab

The *Design* Tab contains groups of buttons and drop-down menus to modify the page setup, color schemes (or themes), backgrounds, borders, titles, and basic layout of your drawings.

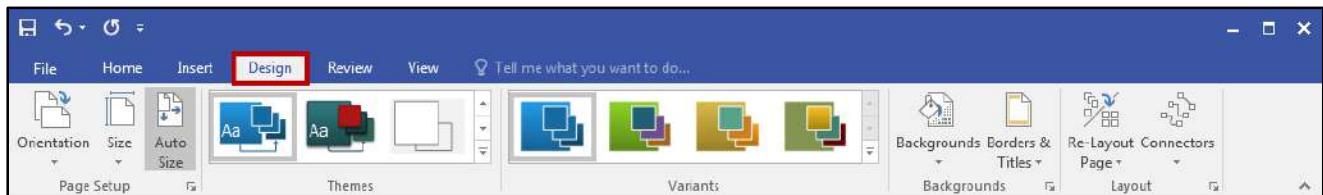


Figure 7 - The Design Tab

The Review Tab

The *Review* tab contains groups of buttons and drop-down menus to help with proofing and language use as well as enable reviewers to provide comments and notes for revision.

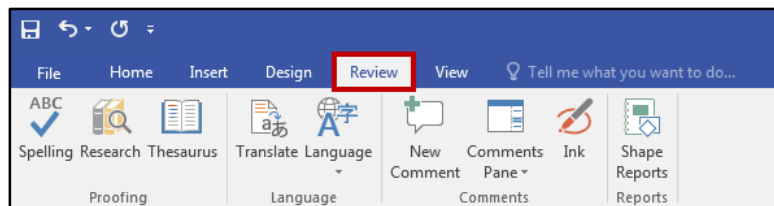


Figure 8 - The Review Tab

The View Tab

The *View* tab contains groups of buttons and drop-down menus to enable you to personalize your view of the drawing screen. You can show various tools to make it easier to create and view: such as rulers, gridlines, guides, and page breaks. You can also *Zoom* your view to better view certain parts of your drawing or *Fit to Window* to view the entire drawing in a single window. There are also checkboxes to enable visual aids for your drawing. If you have multiple drawings in one file, you can also use the *Window* group to alter the arrangement of widows to suit your needs and switch back and forth between them.

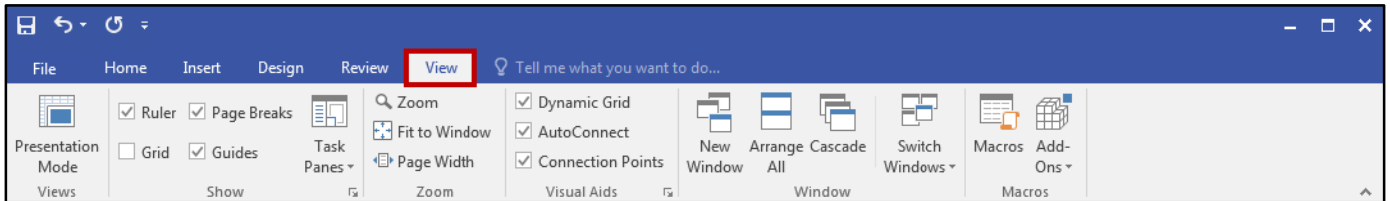


Figure 9 - The View Tab

The Tell Me Tool

The **Tell Me** dialog box lets you enter keywords and phrases related to what you want to do next to quickly access features or actions. It can also be used to look up helpful information related to the topic. It is located on the *Menu bar*, above the *ribbon*. The following explains how to use the *Tell Me* functionality.

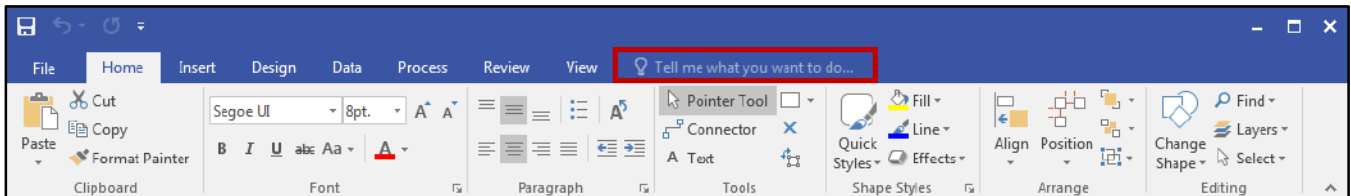


Figure 10 - Tell Me Dialog Box

1. Click in the **Tell Me** dialog box, then enter what you are looking for.
2. A drop-down list of commands and features appears based on the topic entered.

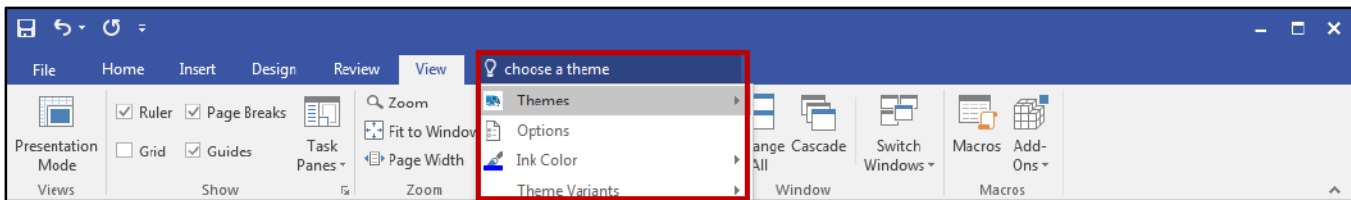


Figure 11 - Tell Me Drop-Down Menu

3. Click on the command or function you want to use. For this example, click **Themes**.

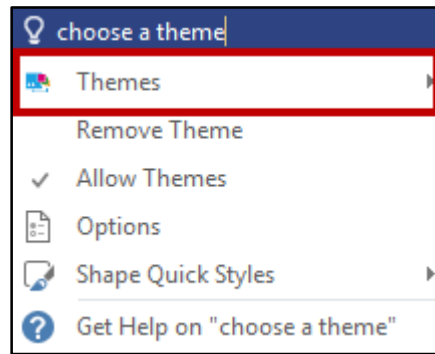


Figure 12 - Select Themes

4. A drop-down menu appears to display the current theme and additional themes available for selection.



Figure 13 - Theme Selection Window

5. Hover over the theme to preview your chart with the alternate theme. Then, click the **theme** you want to apply to your diagram.



Figure 14 - Apply New Theme

6. Your diagram is updated to display the background and color scheme for the new theme selected.

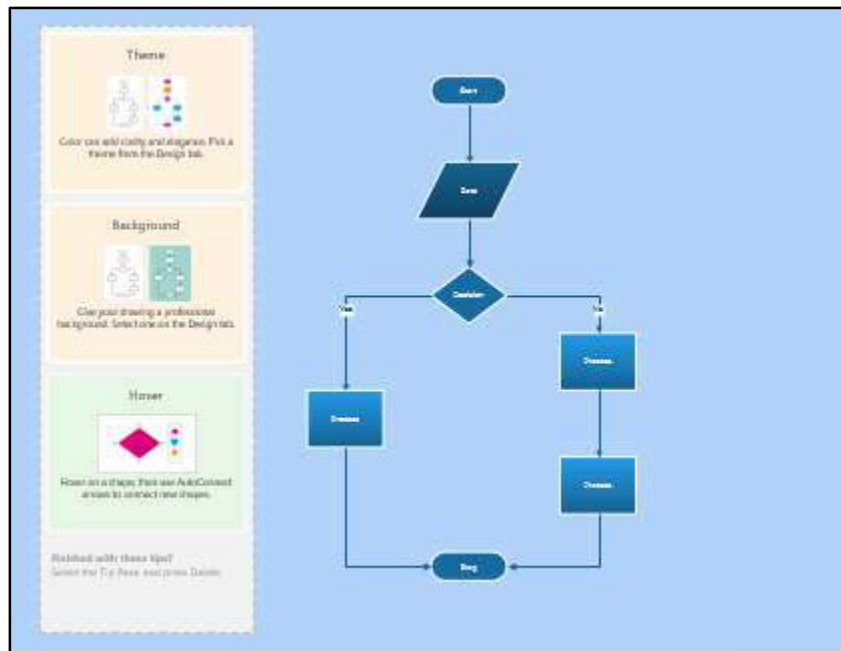


Figure 15 - New Theme Applied

Using Starter Diagrams

Visio 2016 contains starter diagrams for 15 diagrams and flowcharts to help create diagrams quickly and easily. To access the starter diagrams, simply select the template category and select the starter diagram you want to use. Then, follow the prompts supplied by the starter diagram to perform various tasks such as changing the theme, adding a background, and modifying the starter diagram as needed for your drawing. For this example, we will use a *Basic Flowchart* starter diagram.

1. Click the **File** tab.
2. Choose **New**.
3. Select the **Flowchart** template category.

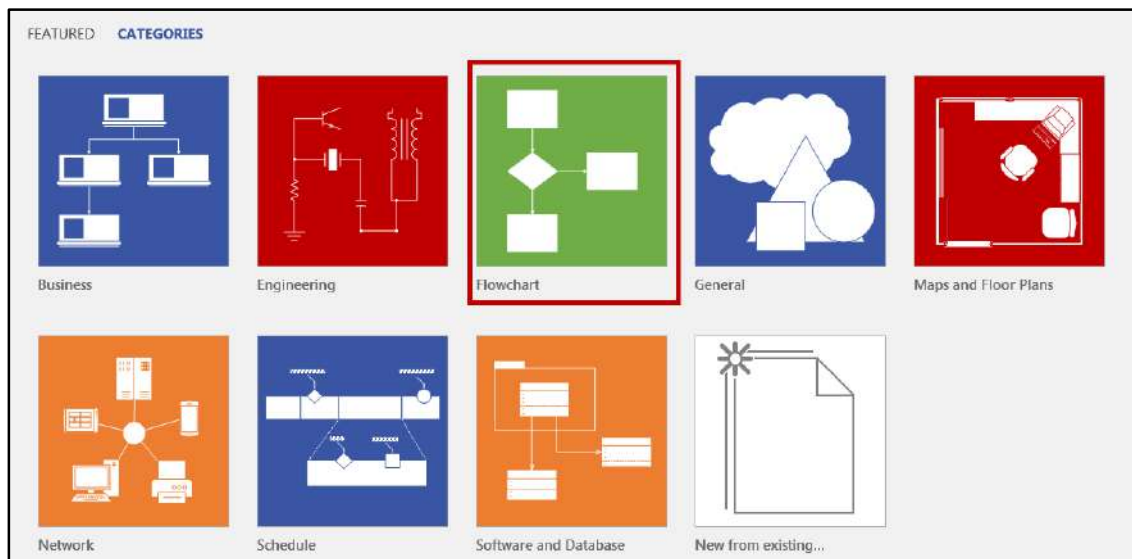


Figure 16 - Select Flowchart Category

4. Click **Basic Flowchart**.

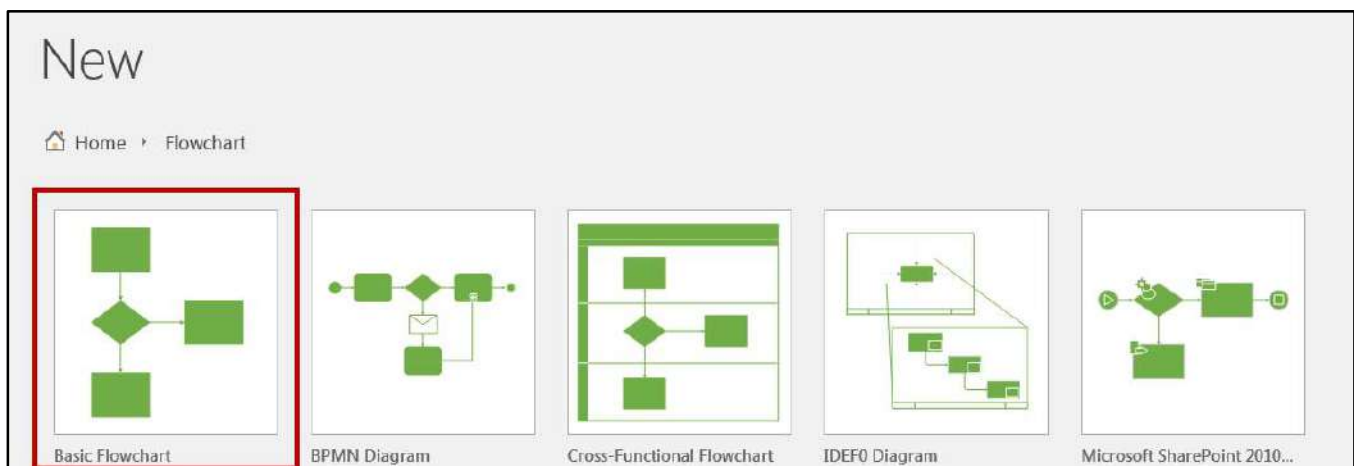


Figure 17 - Select Basic Flowchart

5. If the diagram contains a starter diagram, you will see options for your starter diagram in addition to the blank drawing canvas. Click the **Starter Diagram** format you want to use (see Figure 18).
6. Select **US Units** (see Figure 18).
7. Click the **Create** button (see Figure 18).

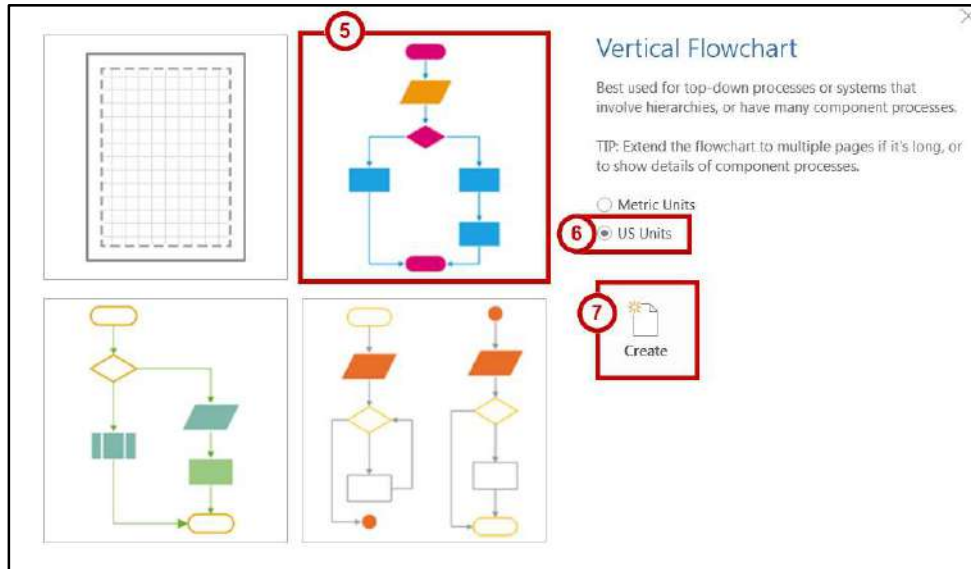


Figure 18 - Create Chart

8. A new diagram has been created with shapes, connectors, and suggestions in the *Tips* window to help you modify the starter diagram. You may close the *Tips* window at any time to remove the suggestions.
 - a. **Theme** - Using the *Themes* group on the *Design* tab, change the color scheme of your diagram (see Figure 19).
 - b. **Background** - Using the *Backgrounds* button, change the background and/or background color of your diagram (see Figure 19).
 - c. **Hover** - Hover over a shape to use the *AutoConnect* arrows to connect to new shapes (see Figure 19).

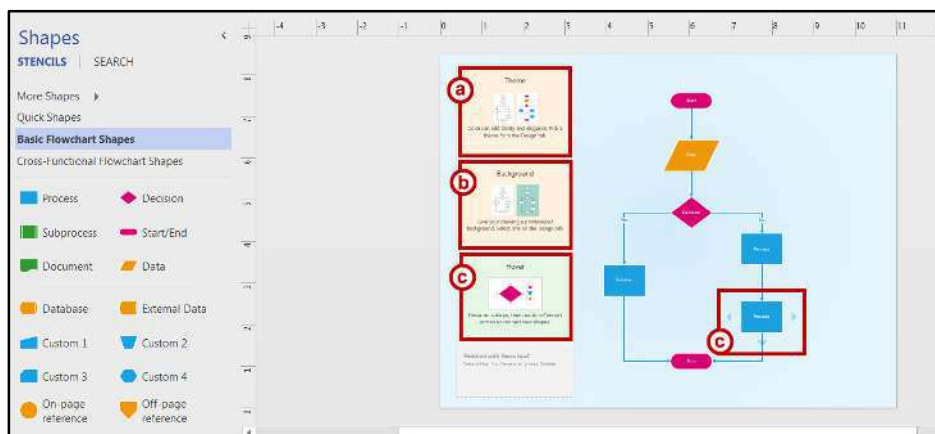


Figure 19 - Starter Diagram

Modifying the Layout

The *Layout* group on the *Design* tab contains tools to help you quickly modify the layout of your drawing using style, direction, and appearance settings. You may use the pre-defined layouts or apply your own custom style. The following explains how to use the *Re-Layout Page* and *Connectors* buttons.

1. Click the **Re-Layout Page** button.

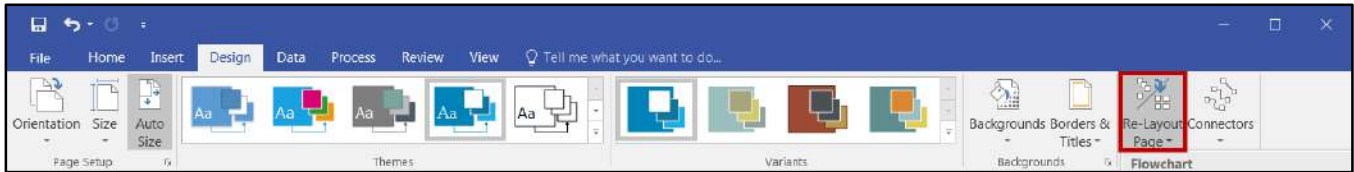


Figure 20 - Re-Layout Page Button

2. A *drop-down* menu displays the options available to reorganize and layout your drawing. Hover over each layout to preview your drawing. Then, select a **new layout**.

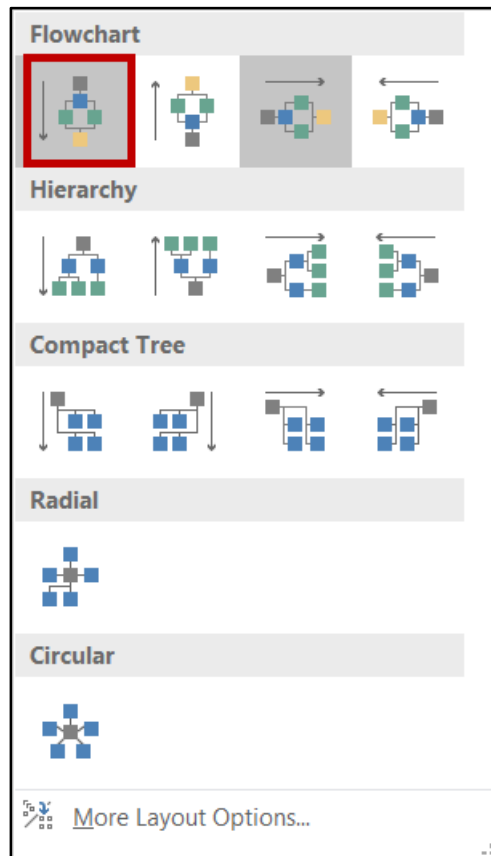


Figure 21 - Layout Options

3. If you do not see what you want, click the **More Layout Options...** button at the bottom of the list to manually configure the layout of placement using drop-down boxes for *Style*, *Direction*, *Alignment*, *Spacing* and connectors using *Style* and *Appearance*.

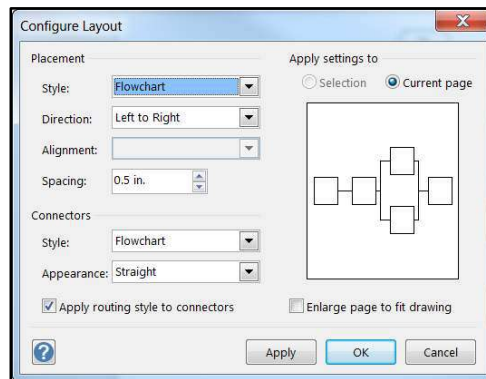


Figure 22 - Configure Layout

4. Click the **Connectors** button to view options to change the style of the connectors.

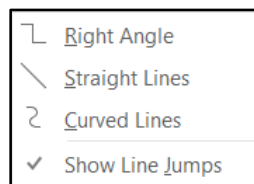


Figure 23 - Change Connectors

Stencils & Shapes

After selecting a template drawing, on the left side of the *Drawing Pane* is a panel containing shapes. The *Shapes* window contains one or more *stencils*, or sets of shapes, commonly used for the type of drawing selected. You can add as many stencils from any drawing template in *Visio 2016* as needed to create your drawing. As you add stencils, they will appear in the list of stencils.

1. Click the **stencil** to view the shapes associated with the stencil selected.

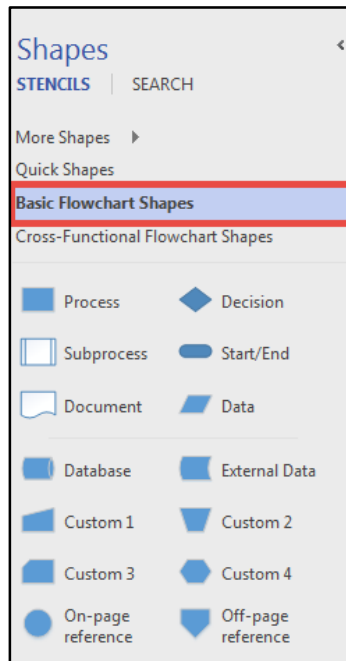


Figure 24 - The Shapes Window

2. To add a shape to your diagram, click and hold the **shape** and drag it into your diagram. Then, you can use various tabs and tools to create and customize your drawing.

Creating Flowcharts

The following explains how to create a flowchart from a blank template page.

1. Click the **File** tab.
2. Choose **New**.
3. Click the **Flowchart** template category.

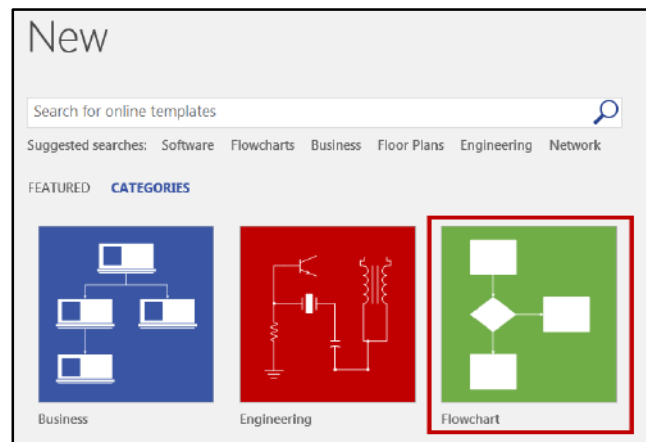


Figure 25 - Flowchart Template Category

4. Click **Basic Flowchart**.

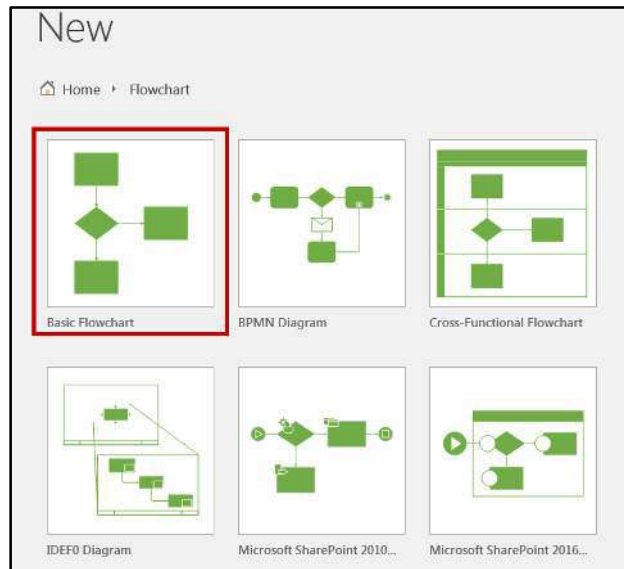


Figure 26 - Basic Flowchart

5. Select the flowchart of your choice. In this example, a blank flowchart is selected (see Figure 27).
6. Select **Metric** or **US Units** (see Figure 27).
7. Click the **Create** button (see Figure 27).

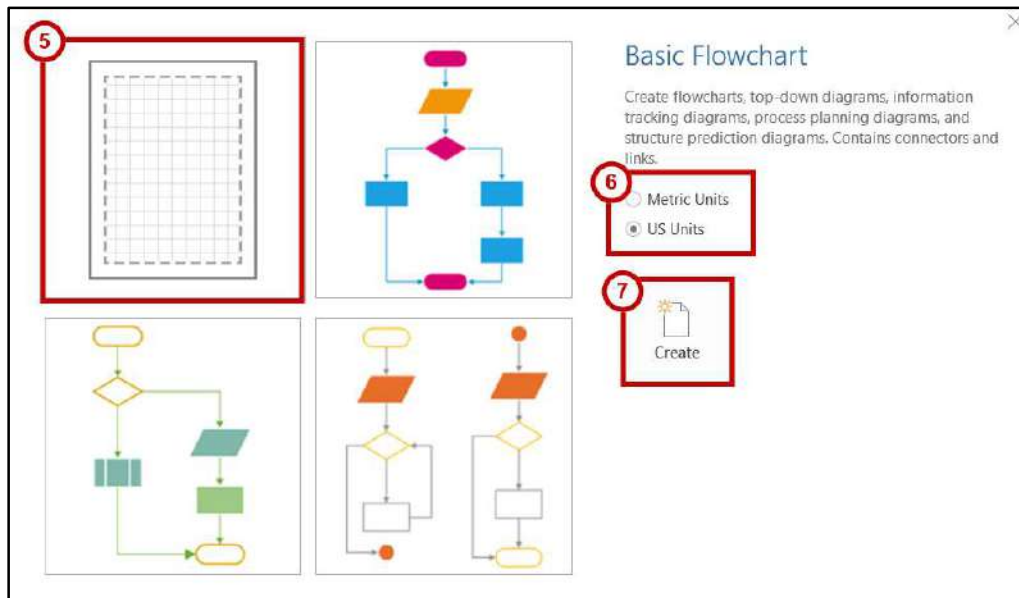


Figure 27 - Blank Basic Flowchart

Building the Flowchart

1. Click and drag a **shape** from the *Shapes* window onto the drawing page.

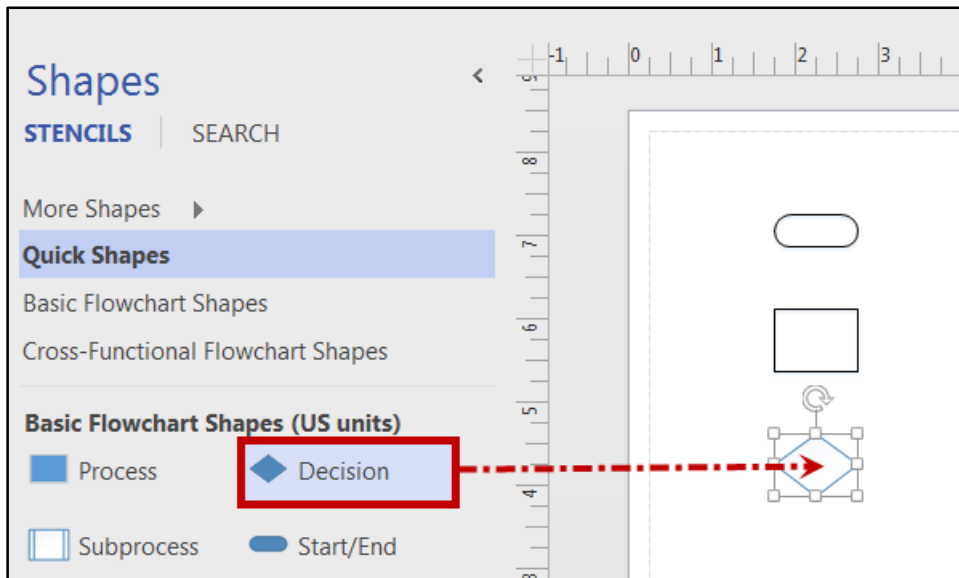


Figure 28 - Inserting Shapes

2. Repeat the process until all the shapes for the flowchart have been placed on the page.
3. In the *Tools* group on the ribbon, click the **Connector Tool**.

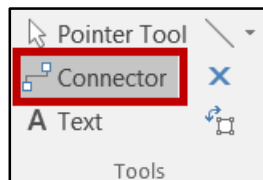


Figure 29 - The Connector Tool

4. Click to select a **shape** on the drawing page. Connecting arrows appear around the shape.

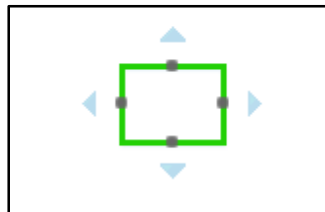


Figure 30 - Connecting Arrows

5. Place the mouse cursor over an **arrow**.

6. You have the following three options to connect the shape to other shapes: automatically connect to a nearby shape, create and connect to a new shape, or manually connect to any shape on the drawing page.
- To automatically connect to a nearby shape, click the **blue arrow** to confirm the connection.

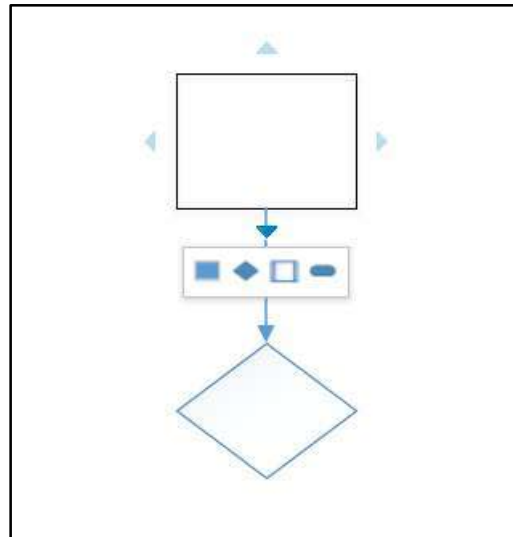


Figure 31 - Connecting to Nearby Shape

- To create and connect to a new shape, Click a **shape** from the pop-up.

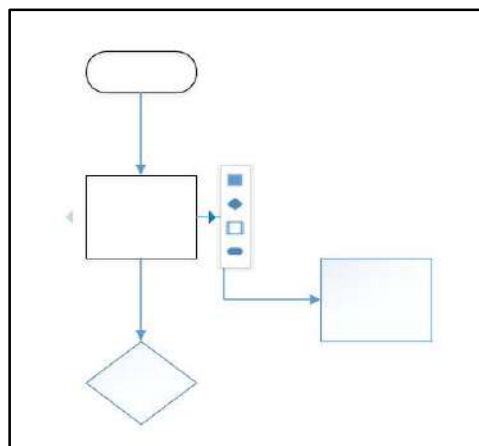


Figure 32 - Connecting to a New Shape

- c. To manually connect to any shape on the drawing page, drag the blue arrow to connect to a **Glue Connection Point** on the other shape, and then release.

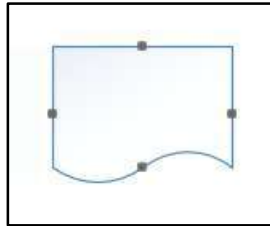


Figure 33 - Glue Connection Points

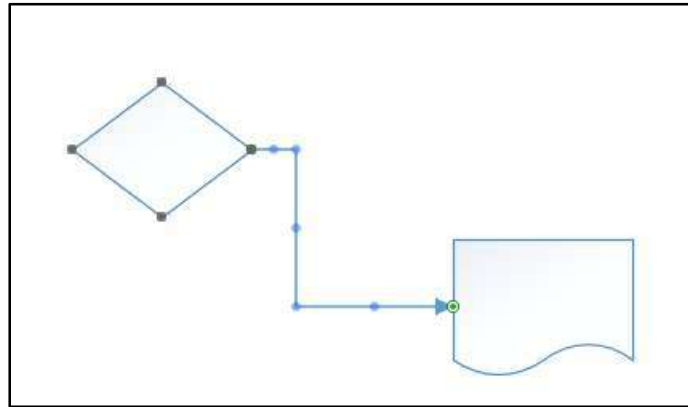


Figure 34 - Connecting Manually to Another Shape

Modifying the Flowchart

Altering a Connecting Line

1. Click the **connecting line** to select.
2. Move the **Midpoint** by dragging it on the screen.

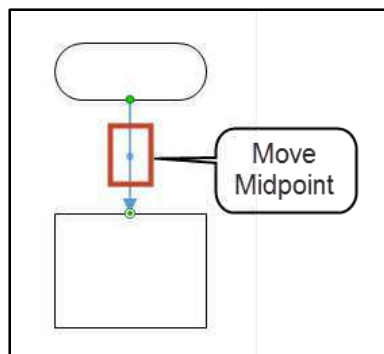


Figure 35 - Selecting the Connecting Line

7. Release the **Midpoint**.

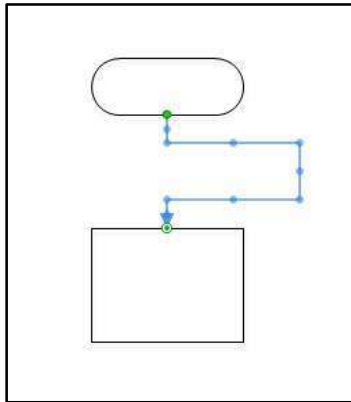


Figure 36 - Modified Connecting Line

Removing a Connection

1. Click the **connecting line** to select.

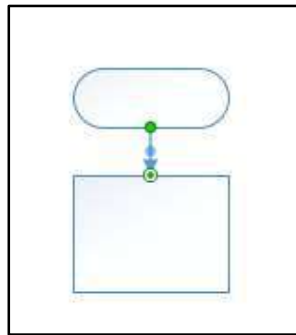


Figure 37 - Click Connecting Line

2. Press the **Delete** key.

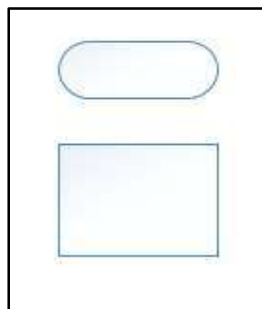


Figure 38 - Removed Connection

Redirecting a Connecting Line

1. Click the **connecting line** to select.

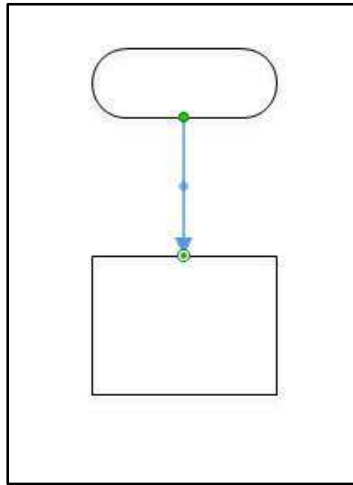


Figure 39 - Selected Connection Line

2. Drag the **Endpoint** and align it with another connecting point of the shape.

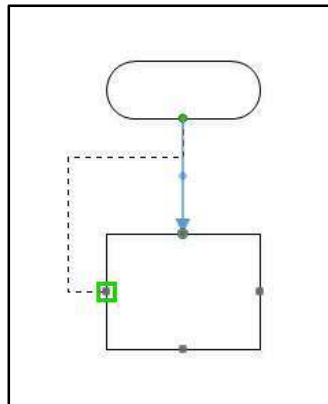


Figure 40 - Aligned Endpoint

3. Release at the new **connection point**.

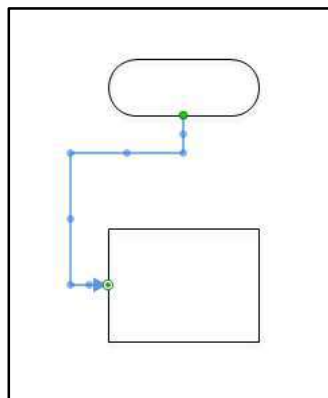


Figure 41 - Redirected Connection

Connecting to a Different Shape

1. Click the **connecting line** to select.
2. Drag the **Endpoint** and align it with a connecting point of a different shape.

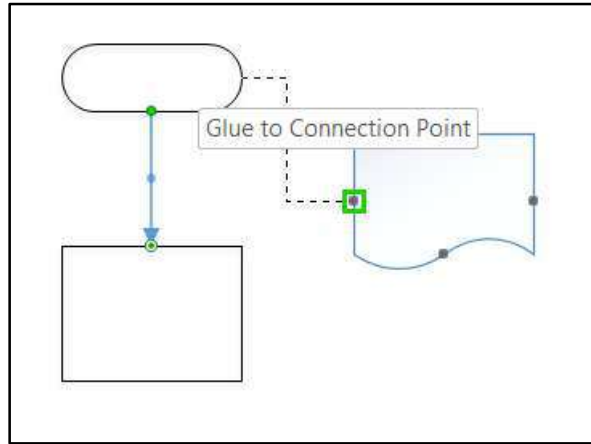


Figure 42 - Aligning Endpoint with Another Shape

3. Release at the **connecting point**.

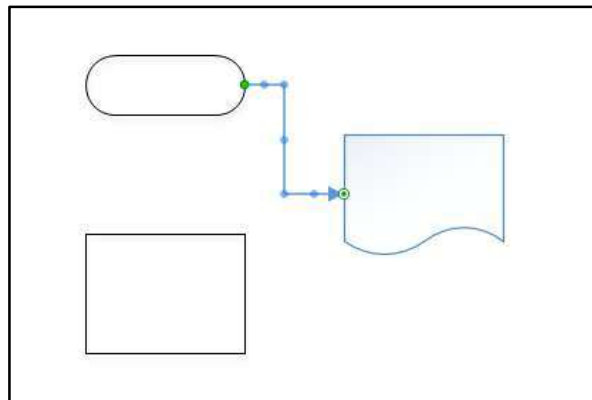


Figure 43 - New Connection

Adding Connecting Points

1. Click the **shape** you for which want to add connecting points.

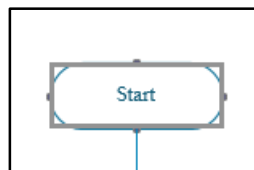


Figure 44 - Click the Shape

2. On the *Home* tab, click the **Connecting Point (X)** tool.

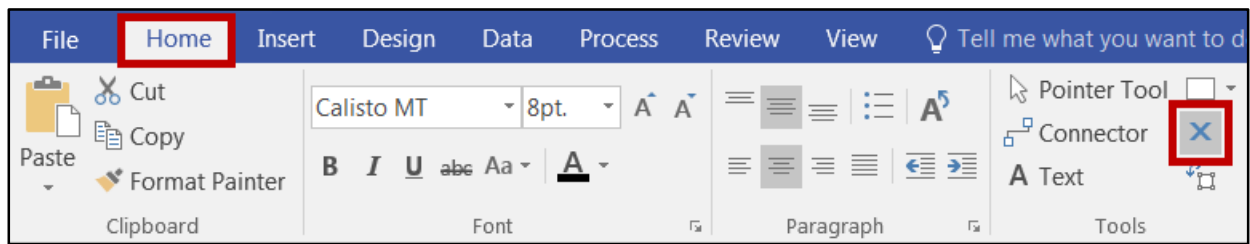


Figure 45 - Connecting Point (X) Tool

3. Press **Ctrl**; then click where you want the new connector point added on your **shape**.

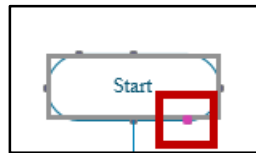


Figure 46 - Ctrl + Click to Add Connecting Point

4. A new connecting point has been added and a new connection created by connecting the new point to the shape.

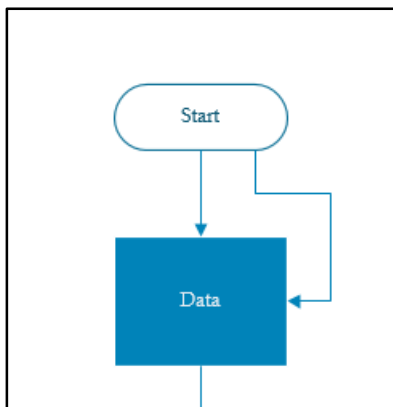


Figure 47 - New Connection

Drawing Shapes

1. Shapes can also be added manually by using the *Drawing* tool. Click the **drop-down** box to select a shape.

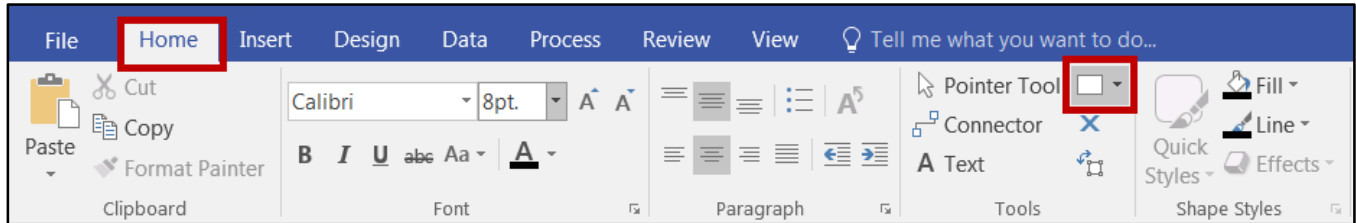


Figure 48 - Drawing Tool

2. A drop-down menu appears to allow you to select the type of object you want to draw.

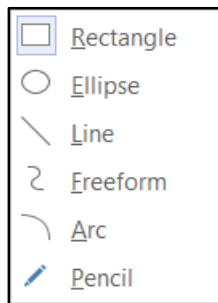


Figure 49 - Drawing Tools

3. After drawing the shape, use the *Shape Styles* group to select a style and the *Fill*, *Line*, and *Effects* drop-down menus to further define the look of your object.

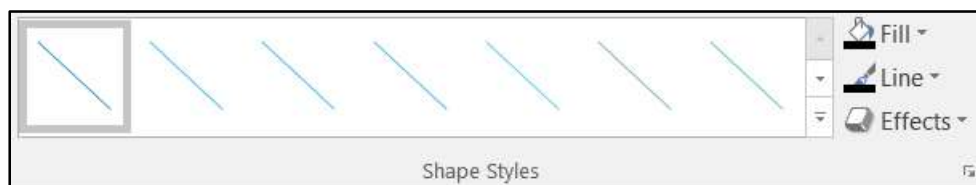


Figure 50 - Shape Styles

4. Use the *Arrange* group to better align your objects.

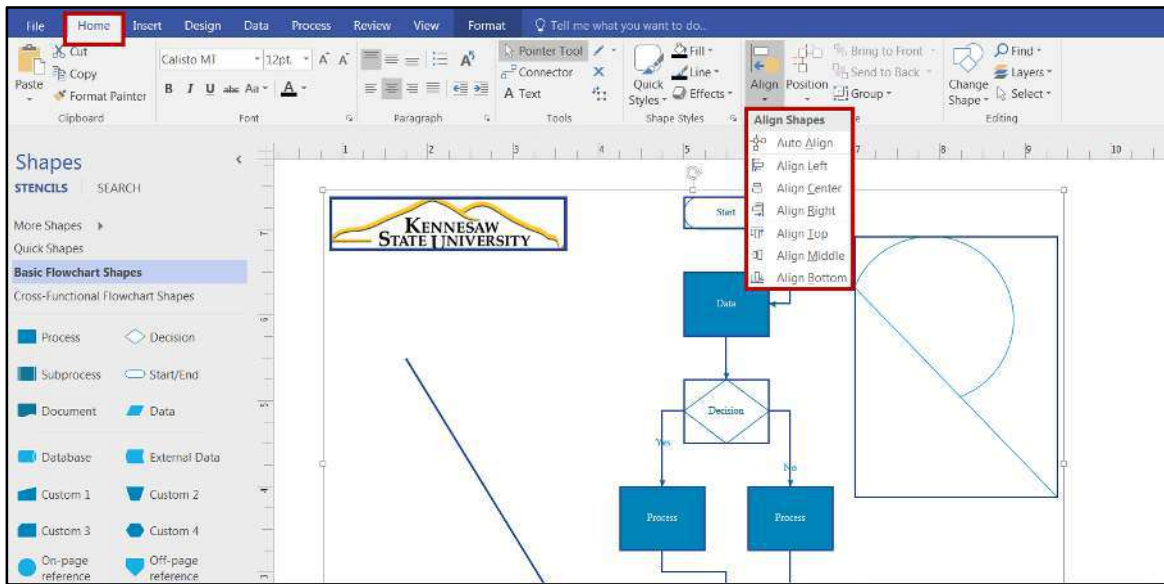


Figure 51 - Align Objects

5. The *Position* drop-down box provides options for spacing of your objects.

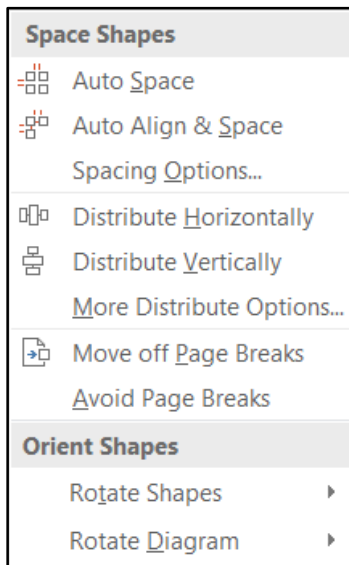


Figure 52 - Object Position Options

6. You may also manually adjust the height, width, and rotation of your drawn objects.

Manipulating Shapes

Moving a Shape

1. Click the **Pointer Tool**.

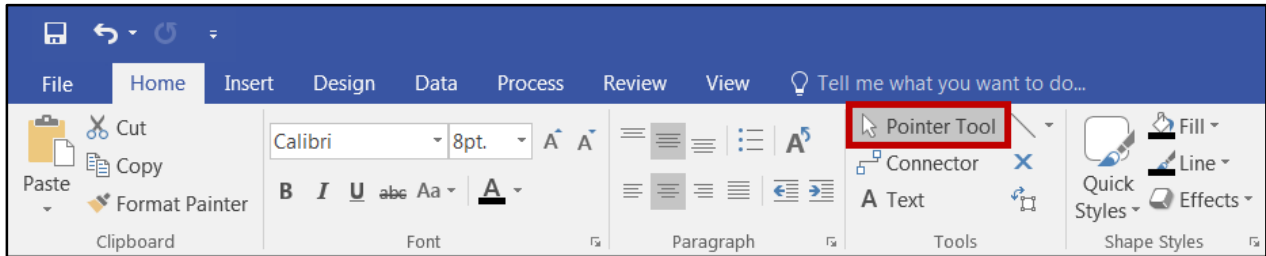


Figure 53 - The Pointer Tool

2. Click the **shape** to select.

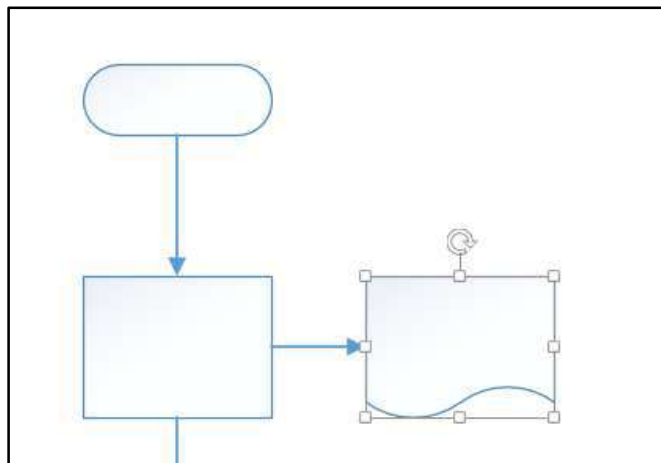


Figure 54 - Selected Shape

4. Drag the **shape** to a new location. The *connector* remains attached.

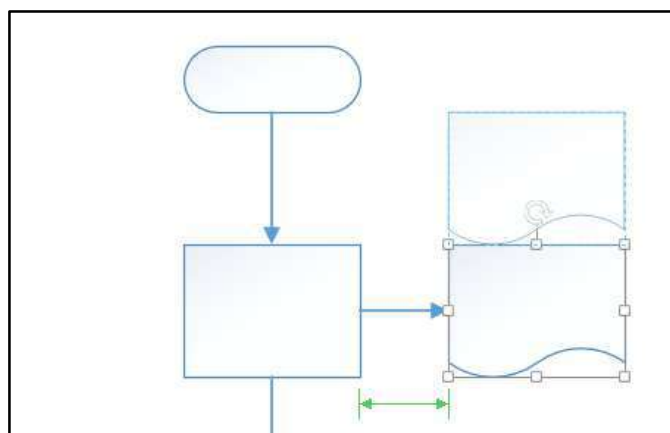


Figure 55 - Move the Shape

5. Release the **shape** at the desired location.

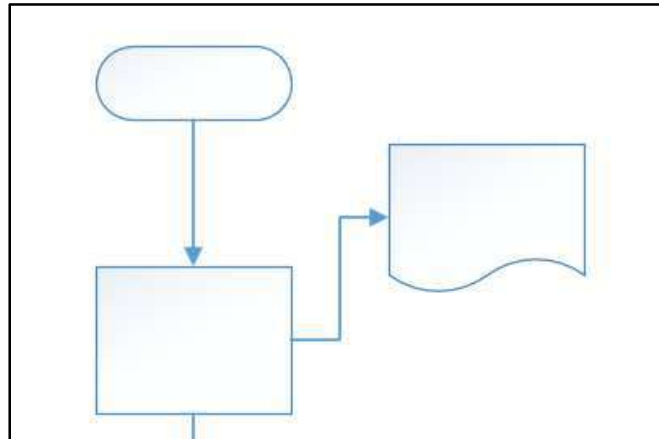


Figure 56 - Moved Shape & Connector

Deleting a Shape

1. Click the **shape** to select.
2. Press the **Delete** key.

Formatting a Shape

1. Click the **shape** to select.
2. Use the ribbon tools in the **Shape Styles** group, under the *Home* tab to apply line and fill color or special effects to the shape.



Figure 57 - Shape Formatting Tools

3. Use the **More Shape Styles** button to view more theme shape styles.



Figure 58 - More Shape Styles Button

4. Click **button** to apply a new theme to the shape.



Figure 59 - Theme Styles

Adding Text

1. Double-click the **shape**.
2. Enter the **text**.

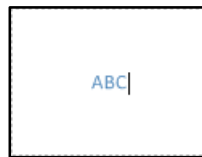


Figure 60 - Adding Text

3. Click outside the **shape** to confirm text entry.

Resizing a Shape

1. Click the **shape** to select.
2. Drag one of the **sizing handles**, and then release at the desired size.

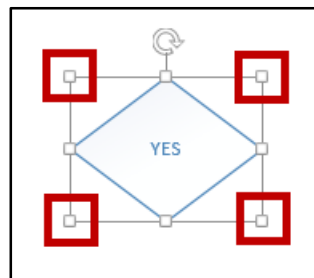


Figure 61 - Resizing the Shape

Rotating a Shape

1. Click the **shape** to select.
2. Click and hold the **Rotation** icon above the shape.

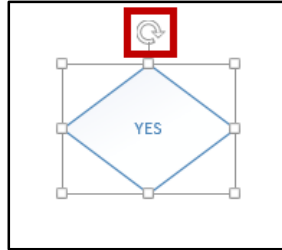


Figure 62 - Rotation Icon

3. Rotate the **shape**, and then release at the desired angle.

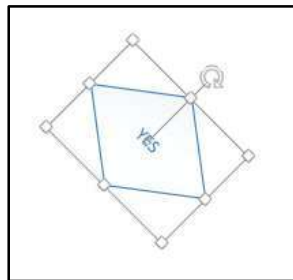


Figure 63 - Rotated Shape

Changing the Shape

1. Click the **shape** you want to change.

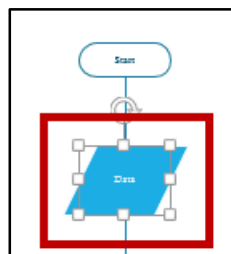


Figure 64 - Select the Shape to Change

2. On the *Home* tab, click the **Change Shape** button in the *Editing* group.

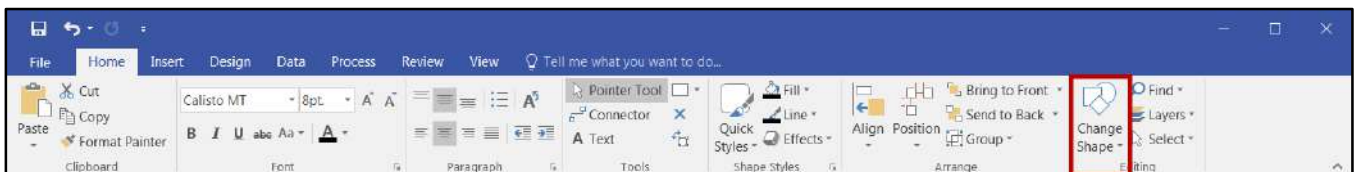


Figure 65 - Change Shape

3. A drop-down box allows you select a **new shape** from the *stencil* you are currently using or click on the arrow to switch to another *stencil* that is part of your drawing.

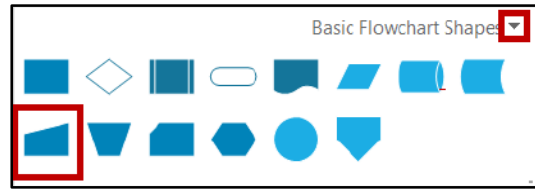


Figure 66 - Select a Shape

4. If you want to use shapes using a different stencil, click the arrow and select a **stencil**.

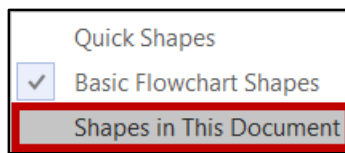


Figure 67 - Select a Different Stencil

5. A new set of shapes appear corresponding to the stencil selected. Click on the **new shape** you want to use.

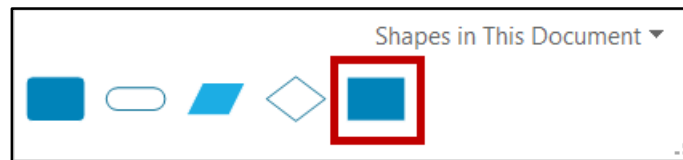


Figure 68 - Select a New Shape

6. The shape in your drawing has been changed to the shape you selected.

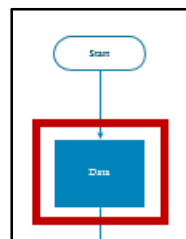


Figure 69 - New Shape

Page Setup

The *Page Setup* dialog box contains five tabs to help you set up your page orientation and zoom, page size, drawing scale, page properties, and layout and routing. To access *Page Setup*, click the drop-down arrow in the *Layout* group.

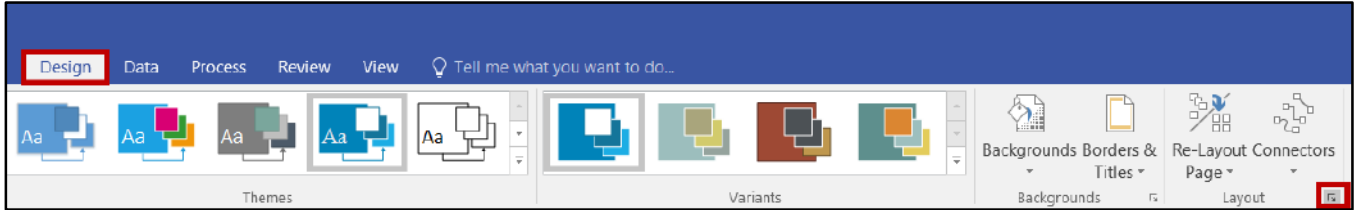


Figure 70 - Page Setup

Inserting Charts, Pictures, and other Objects

Not only can you insert stencil shapes, but you can insert text, pictures, drawings, charts and other objects into your drawings using the tools on the *Insert* tab. The following explains how to insert a picture into your drawing.

1. On the *Insert* tab, click **Pictures**.

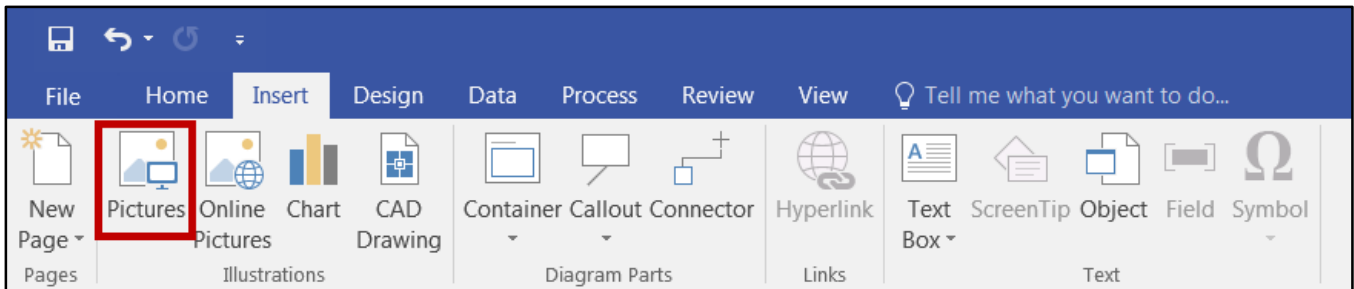


Figure 71 - Insert Picture

2. This opens a window to search for your file.
3. Select your file and click **Open**.

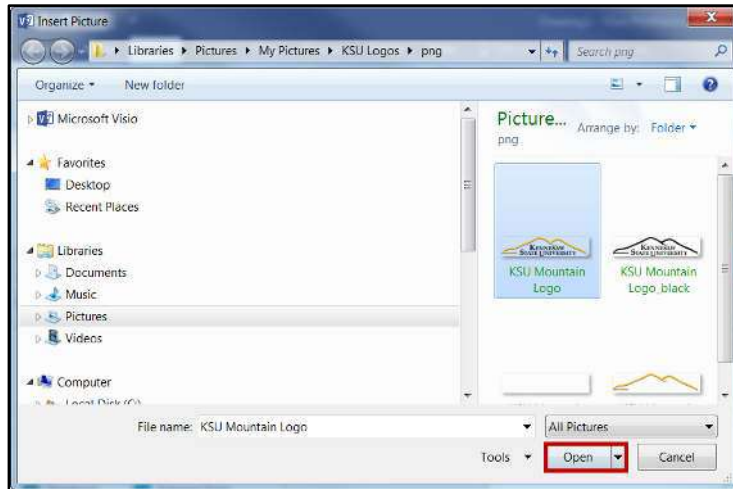


Figure 72 - Select File

4. The picture is inserted into your drawing.

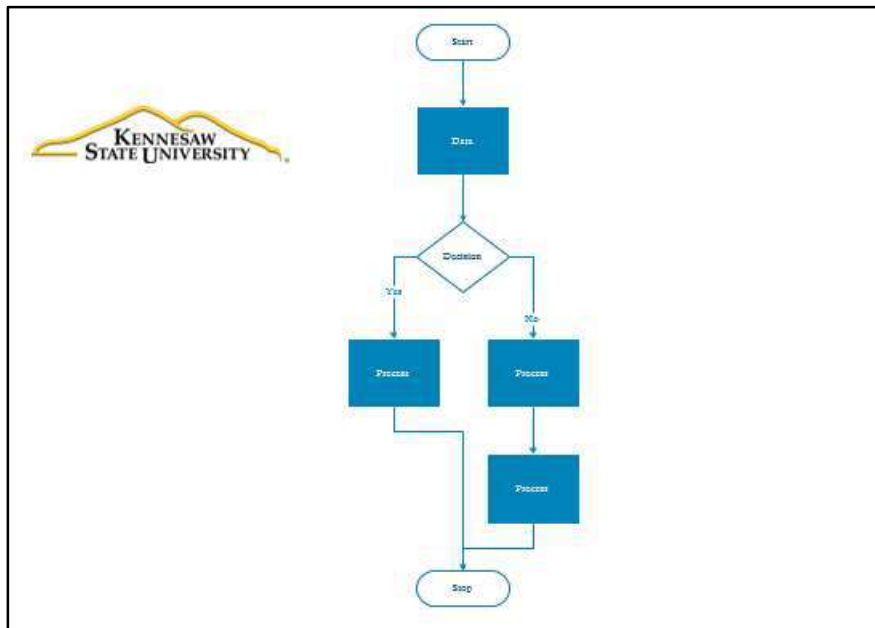


Figure 73 - Inserted Picture

Note: You can also use the data tab to import excel data to create a chart.

Saving a Diagram

You can save your diagram as a standard *Visio* file (drawing) that you can share with other people who using *Visio*. In addition, there are many different formats that you can save your diagram in directly from the **Save As** dialog box.

1. Click the **File** tab.
2. Click **Save As**, and then select a format in the *Save as type* list.

The different formats are useful for different ways of using or sharing your diagram.

- **Standard image file** (including JPG, PNG, TIF, and BMP formats).
- **Web page** (htm format)
Note: Image files and other resource files are saved in a subfolder of the location where you save the HTM file.
- **PDF**
- **AutoCAD drawing**

Printing a Diagram

1. Click the **File** tab.
2. Click **Print**.
3. To print the diagram, click **Print**.
4. In the *Print* dialog box, do the following:
 - a. In the *Name* box, select the **printer** that you want (if it is not already selected).
 - b. Under *Page range*, **specify the pages** in the drawing that you want to print.
 - c. Under *Copies*, **specify the number of copies** that you want to print.
5. Click **OK** when you are ready to print.

Organizational Charts

Creating the Chart

1. Click the **File** tab.
2. Choose **New**.
3. Click the **Business** template category.

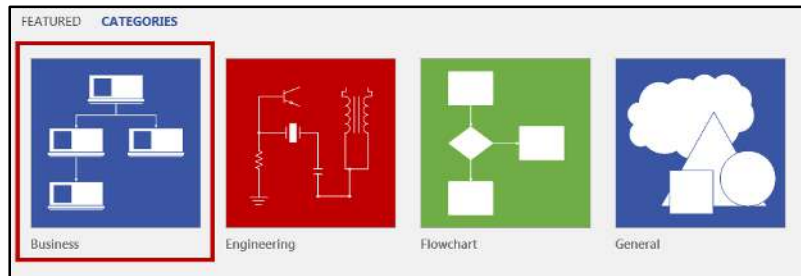


Figure 74 - Business Template Category

4. Click **Organization Chart**.

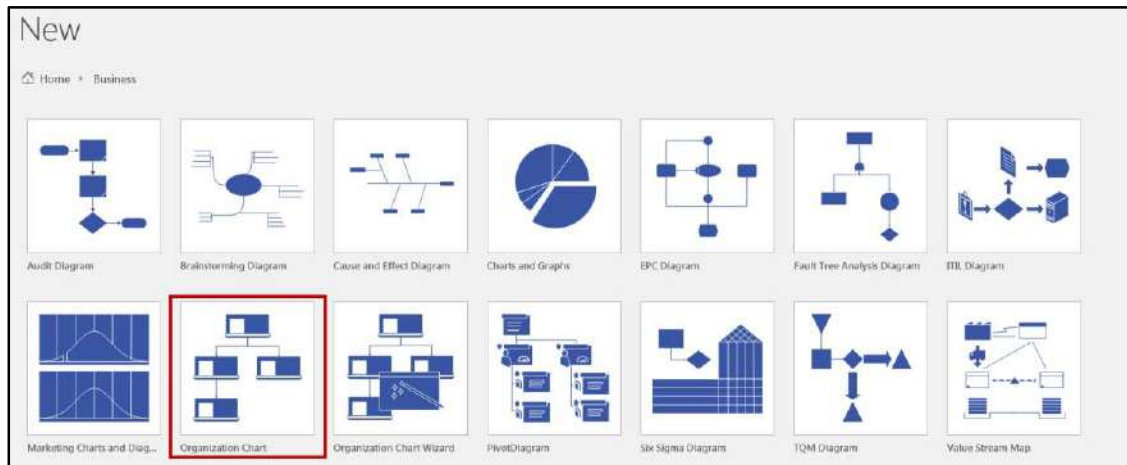


Figure 75 - Organization Chart Template

5. Select **Metric** or **US units** (see Figure 76).
6. Click the **Create** button (See Figure 76).

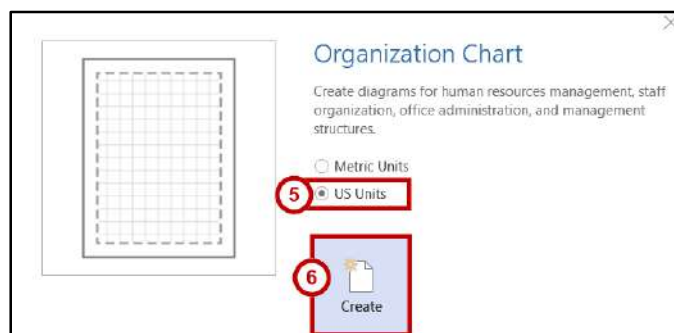


Figure 76 - Click Create

Building the Chart

1. Click and drag an **Executive** or **Manager** shape from the *Shapes* window and drop it onto the drawing page.

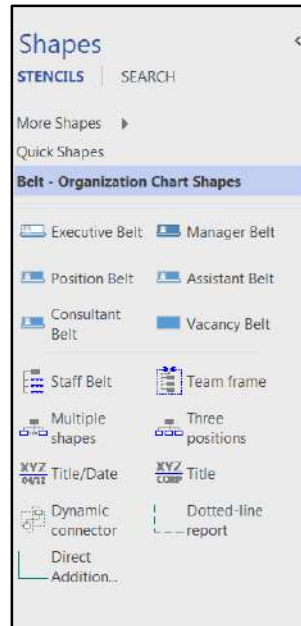


Figure 77 - Organization Chart Shapes

2. While the shape is still selected, type the **name** and the **title** of the person. *The page will zoom to 100%*. When done, click outside the shape to confirm the text entry.

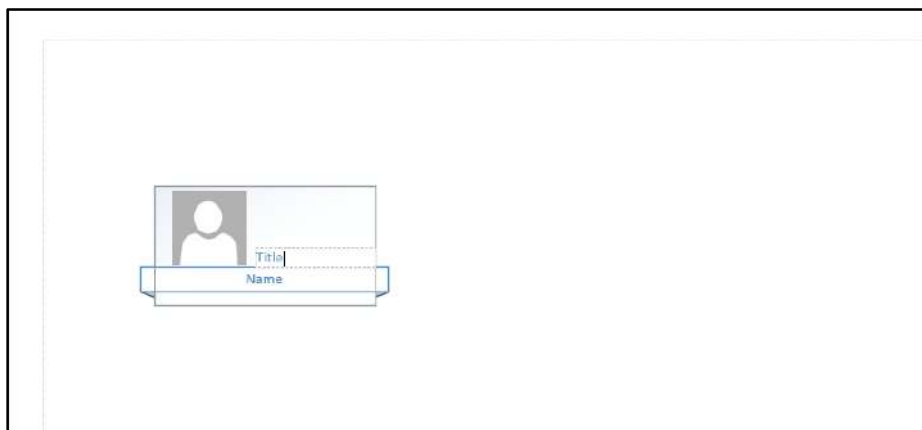


Figure 78 - Enter Title & Name

3. Drag and drop a **Position** shape on top of the *Executive* or *Manager* shape. The *Position* shape will be placed below the *Manager* shape, with a connector between the two.

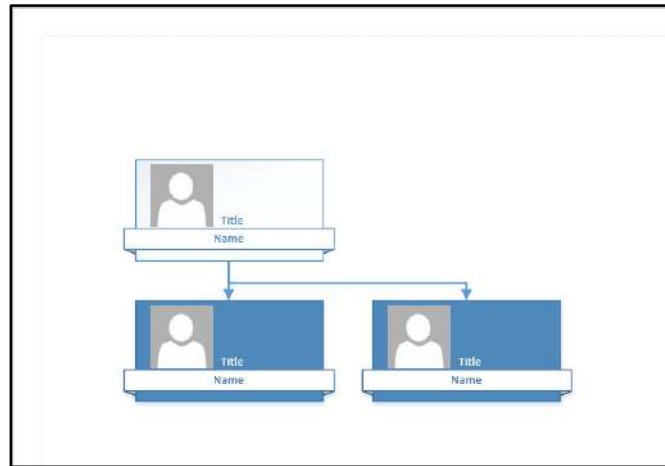


Figure 79 - Auto Positioning

4. Drag and drop another **Position** shape onto the Manager shape. Any shape dropped onto another shape becomes subordinate of that shape.

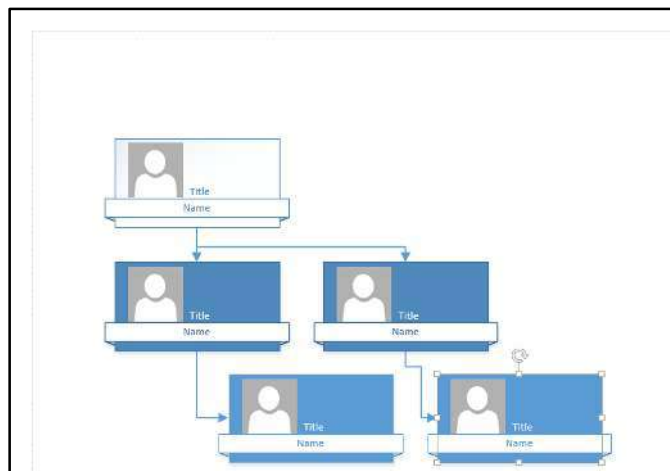


Figure 80 - Add Position

5. Continue the process until you have added all the necessary positions.

There may be times when you need to manually connect two shapes. The following explains how to manually connect shapes:

1. On the Home tab, click the **Connector** tool on the ribbon.

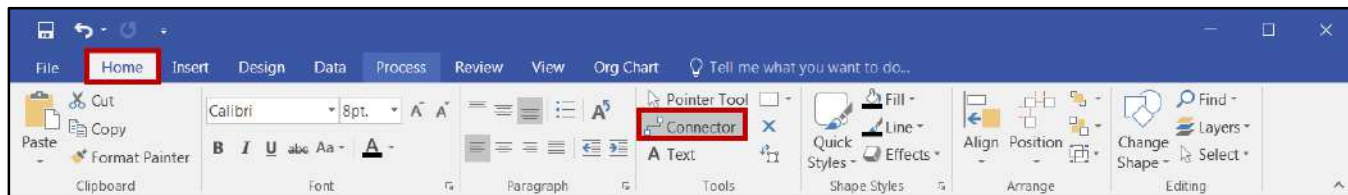


Figure 81 - The Connector Tool

2. Position the **Connector** tool over one of the connecting points of a shape.

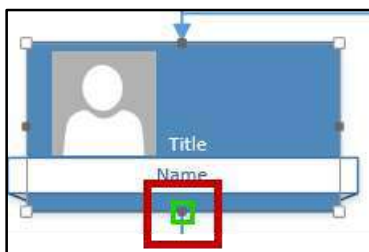


Figure 82 - Connecting Point

3. Drag to a **connecting** point of another shape.

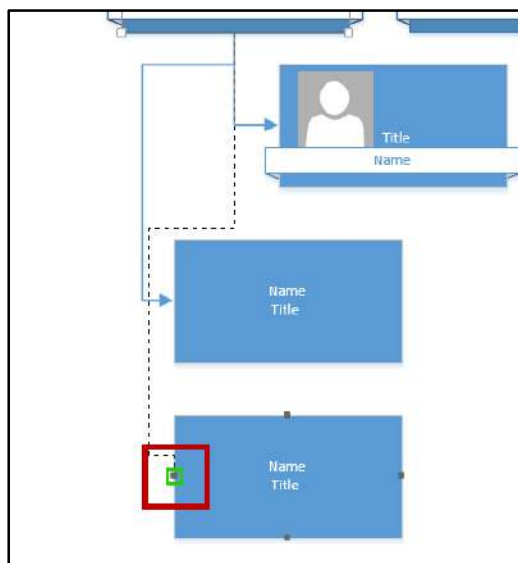


Figure 83 - New Connecting Point

Creating a Timeline

1. Click the **File** tab.
2. Choose **New**.
3. Click the **Schedule** template category.

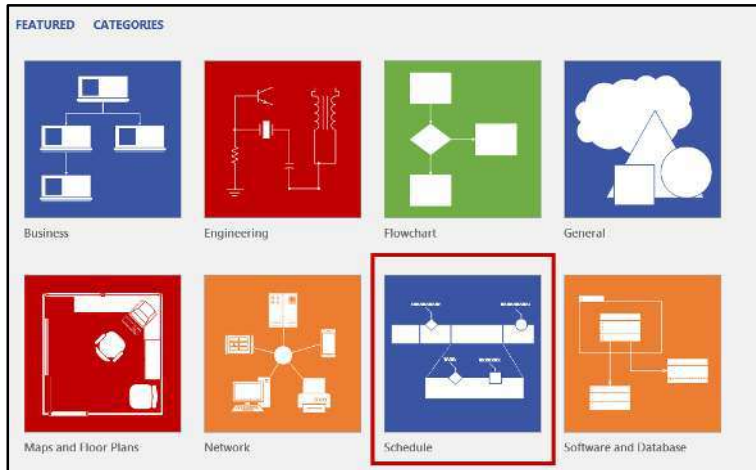


Figure 84 - Schedule Template Category

4. Select **Timeline**.

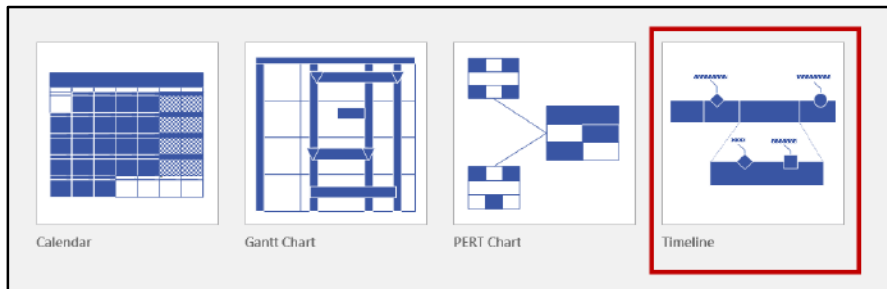


Figure 85 - Timeline

5. Select a blank drawing canvas or create from one of the new *Starter* Templates.

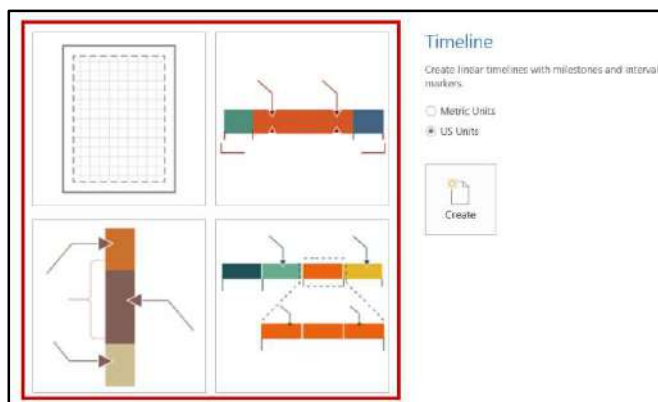


Figure 86 - Select Drawing

6. In this example, we have selected the **blank drawing canvas**.
7. Select **Metric** or **US units**.
8. Click the **Create** button.

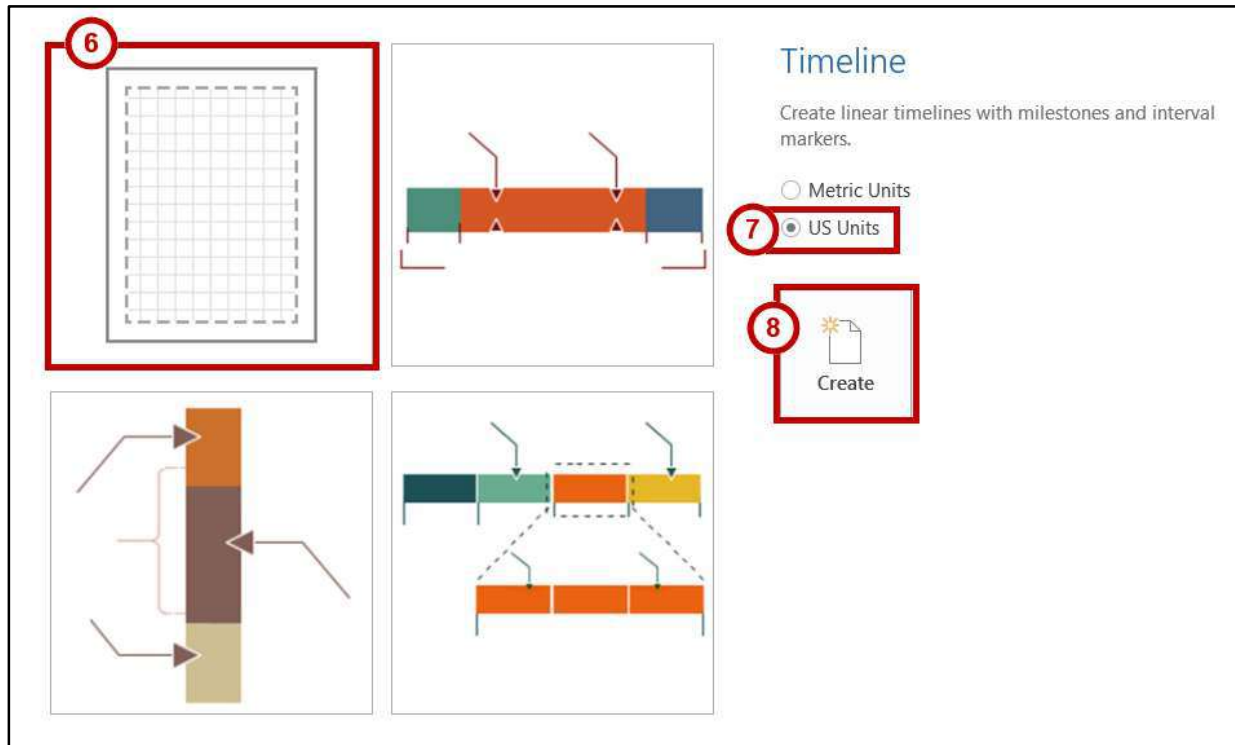


Figure 87 - Select Drawing & Create

Building the Timeline

1. Click and drag a **timeline style shape** (Block, Line, etc.) from the *Shapes* window onto the drawing page.

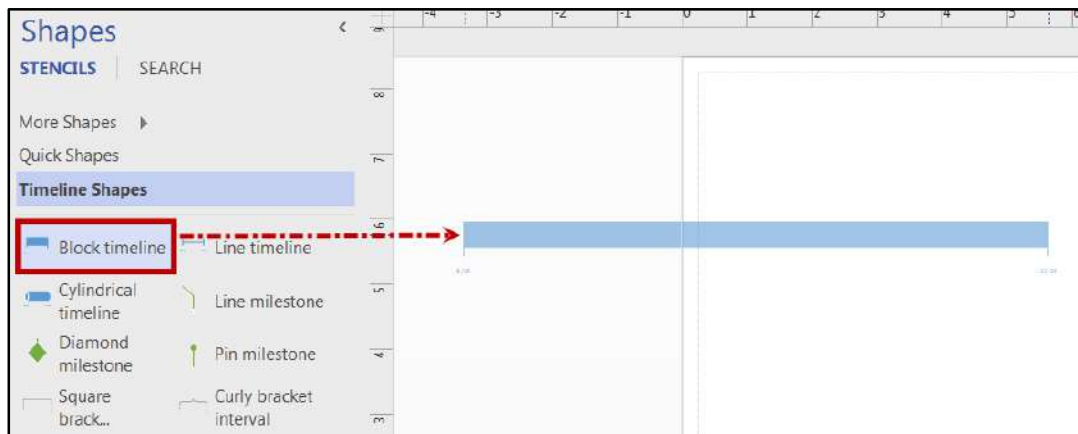


Figure 88 - Inserting a Timeline Style Shape

2. The *Configure Timeline* dialog box opens.

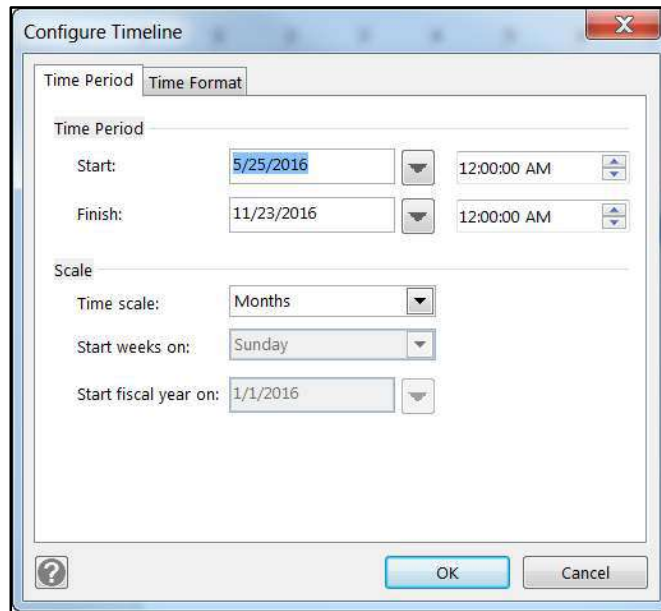


Figure 89 - Configure Timeline

3. In the *Time Period* section, set the **start** and **finish** dates of the timeline.
4. In the *Scale* section, select the **unit of measure** for the timeline.
5. Click the **Time Format** tab and make any necessary changes.
6. Click **OK**.

Note: To change any of these settings later, open the *Configure Timeline* dialog box again by right-clicking the timeline, and then clicking **Configure Timeline**.

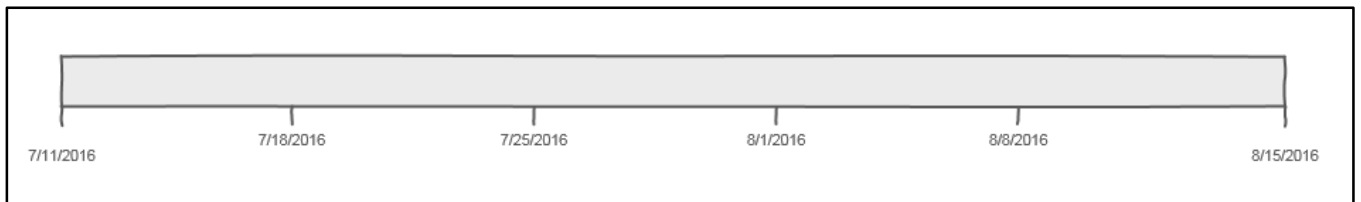


Figure 90 – Block Timeline

7. Drag and drop a **Milestone** shape onto the timeline.

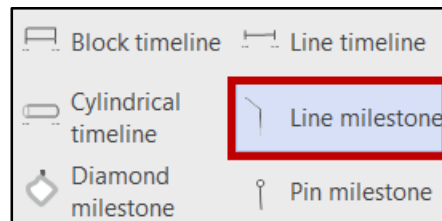


Figure 91 - Insert Milestone

- The *Configure Milestone* dialog box appears. Set a **date, time, description and date format** for the milestone.

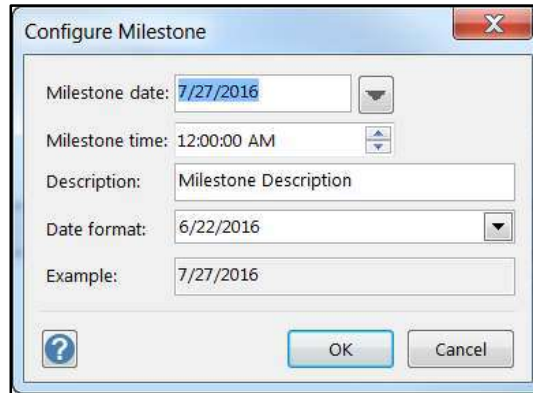


Figure 92 - Configure Milestone

- Click **OK**.

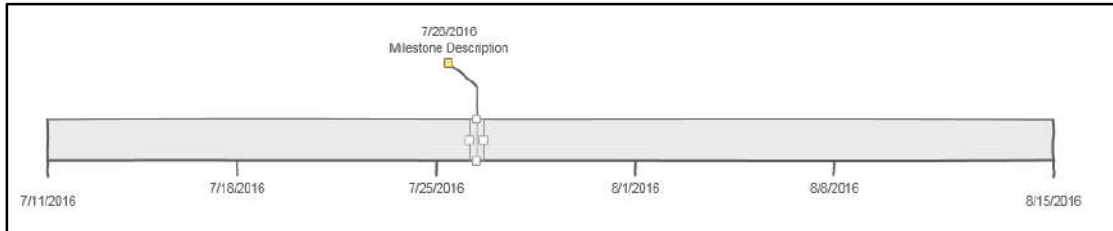


Figure 93 - Block Timeline with Line Milestone

Note: You can quickly change the date or time of the milestone by clicking and dragging the milestone marker to a new spot on the timeline.

- Click and drag a **Block interval** shape onto the timeline.

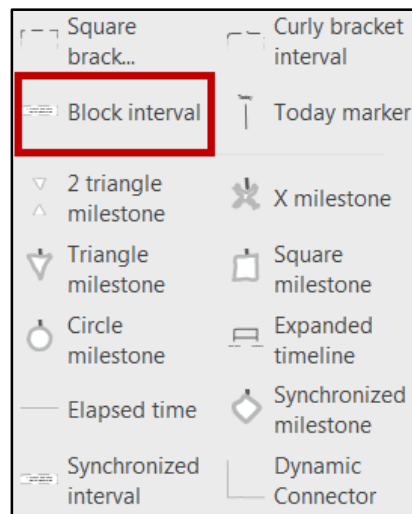


Figure 94 - Intervals & Other Shapes

11. The *Configure Interval* dialog box appears. Enter the **interval information** in the *Configure Interval* dialog box. Then, click **OK**.

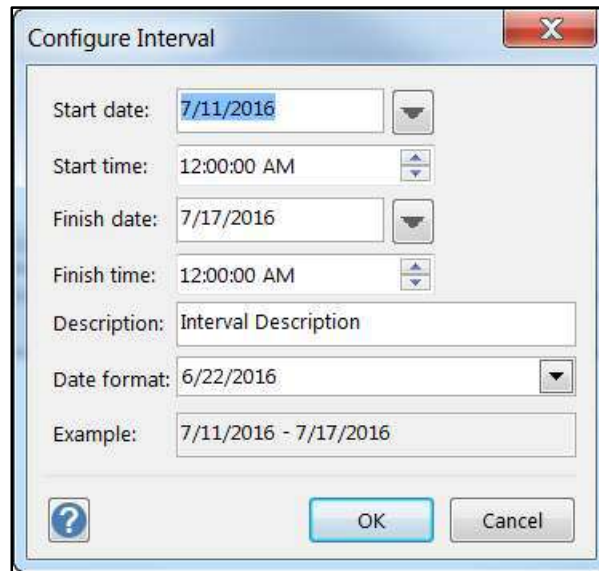


Figure 95 - Configure Interval

11. The *Interval* has been placed in the timeline.

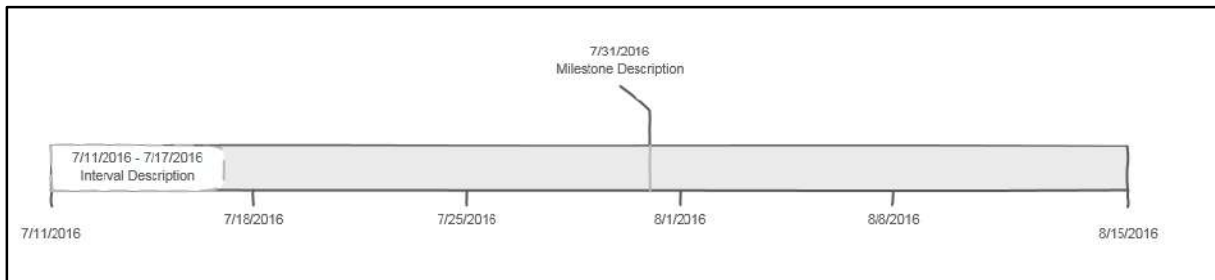


Figure 96 - Block Interval on Timeline

Modifying the Interval Shape

Moving the Interval

You can quickly change the interval by clicking and dragging the interval shape to a new spot on the timeline.

Moving the Interval Text

The following explains how to move the interval text off the timeline.

1. Click the **yellow control handle** in the center of the interval shape.

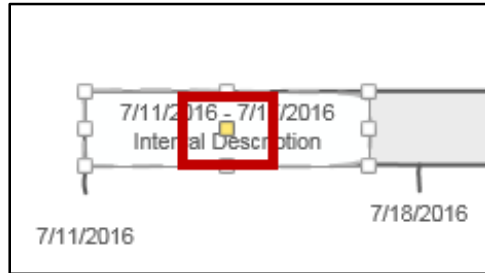


Figure 97 - Yellow Control Handle

2. Drag the **text** to the desired location.

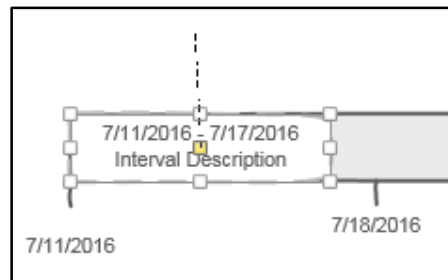


Figure 98 - Drag to Location

3. The text is now in the selected location.

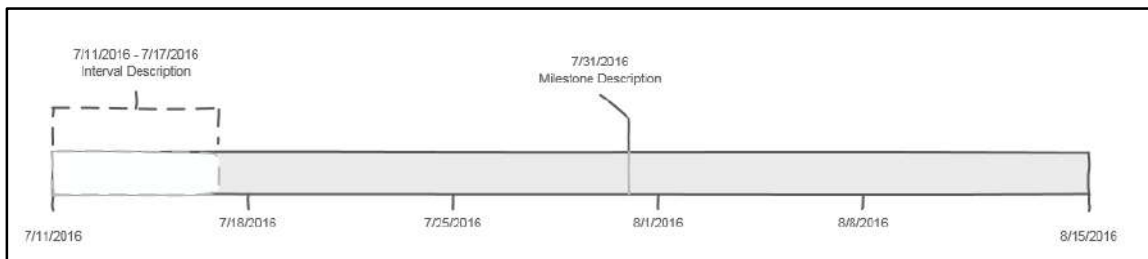


Figure 99 - Timeline with Text Above

Modifying the Timeline

You can edit any of the elements of the timeline by hovering the mouse pointer over that element, right-clicking, and selecting the appropriate item on the shortcut menu.

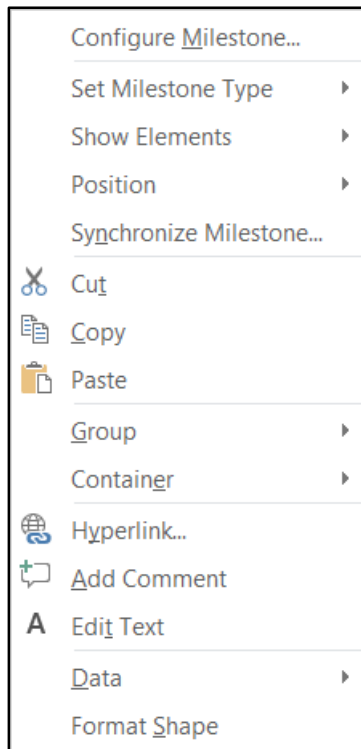


Figure 100 - Edit Element

Modifying the Layout

The *Design* Tab allows you to change the page setup, themes, background, and layout of your diagrams and charts. In the *Page Setup* group, you can change the page orientation and size or select the *Auto Size* button to select a page size based on the size of your drawing. In the *Themes* group, select a color scheme and variations available within that theme. Using the *Backgrounds* group, you can change the background or add borders and titles to your drawing. Using the *Layout* group, you can select pre-defined layout options to reorient your drawing quickly and easily as well as modify the look of the connectors with a few clicks.

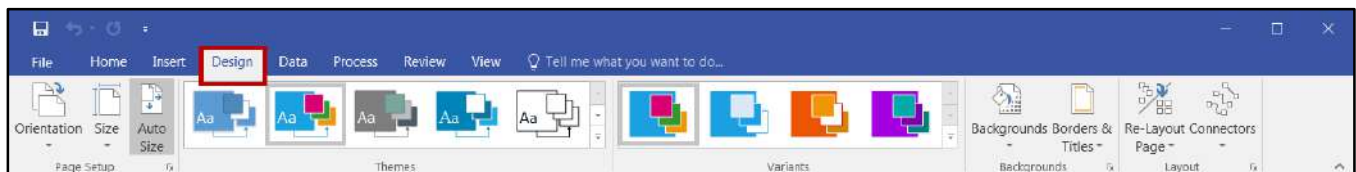


Figure 101 - Design Tab

The following explains how to change the theme of your drawing:

1. Click the **Design** tab.
2. In the *Themes* grouping, the current theme will be selected by default. Select a new color scheme that appeals to you.

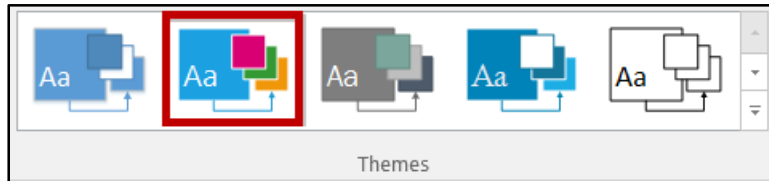


Figure 102 - Themes

3. Click the **More Themes** button to view and select from more options.

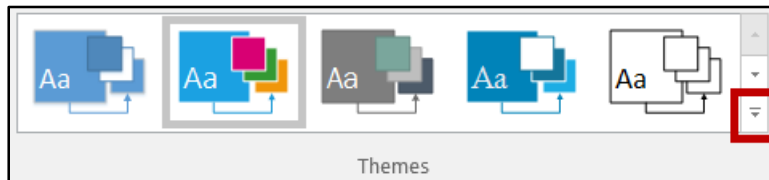


Figure 103 - More Theme Options Button

4. A drop-down box displays more color schemes available for selection.

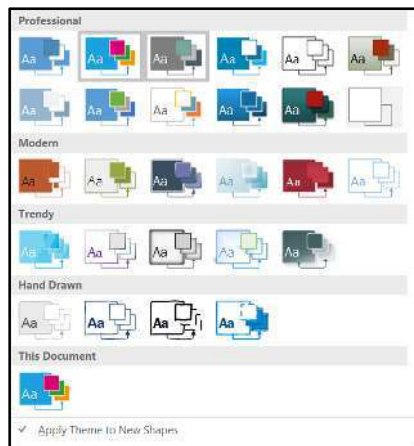


Figure 104 - More Theme Options

5. In the *Variants* group, view variations of the theme selected. To view more options for variations, click the **More Options** button.

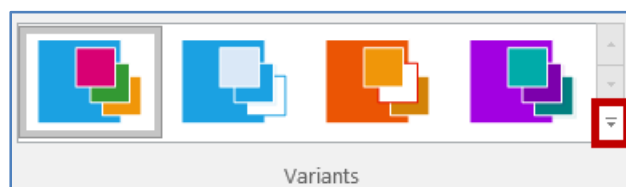


Figure 105 - More Variant Options Button

6. A drop-down appears to allow selection of additional colors, effects, connectors, and embellishments.

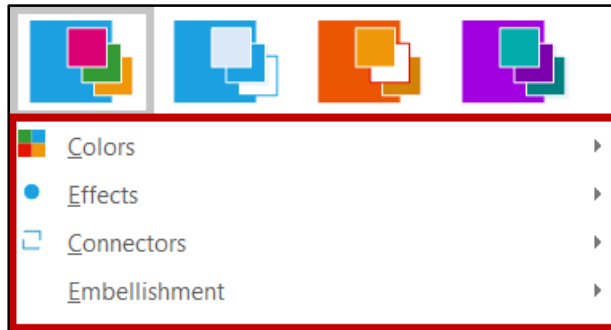


Figure 106 - Variant Options

7. Click the **Colors** drop-down arrow to view additional options.



Figure 107 - More Color Variation Options

8. Click the **Effects** drop-down arrow to add effects to your drawing.

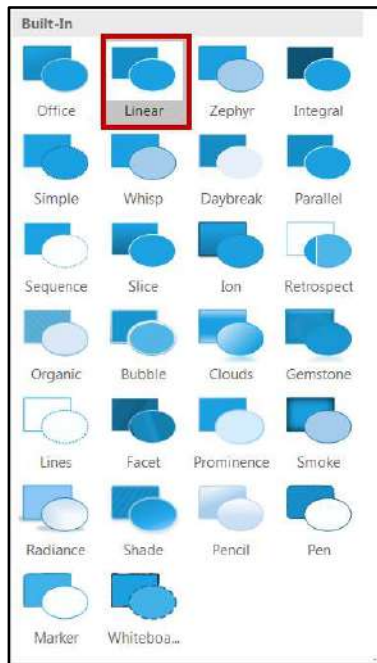


Figure 108 - Effects

9. To change the look of your connectors, click the **Connectors** drop-down arrow.

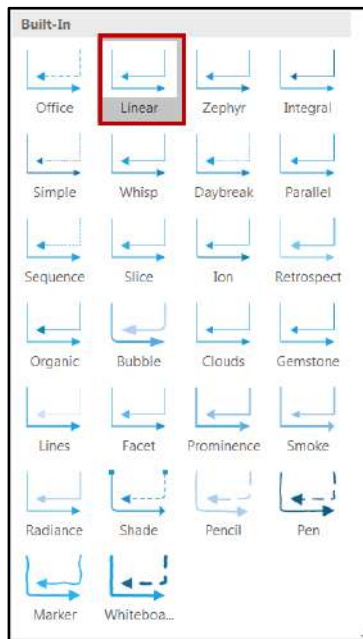


Figure 109 - Change Connectors

10. To add a background, click the **Backgrounds** button.

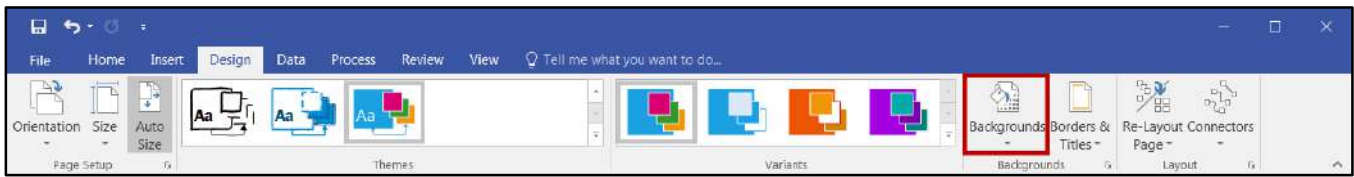


Figure 110 - Backgrounds Button

11. Then, select a **background** from the drop-down box.

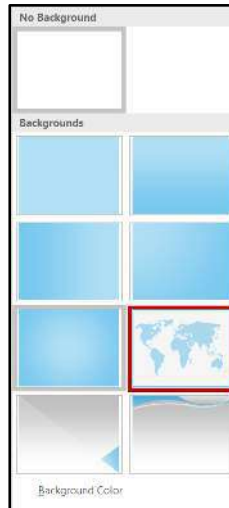


Figure 111 - Background Options

12. A background has been added to your drawing.

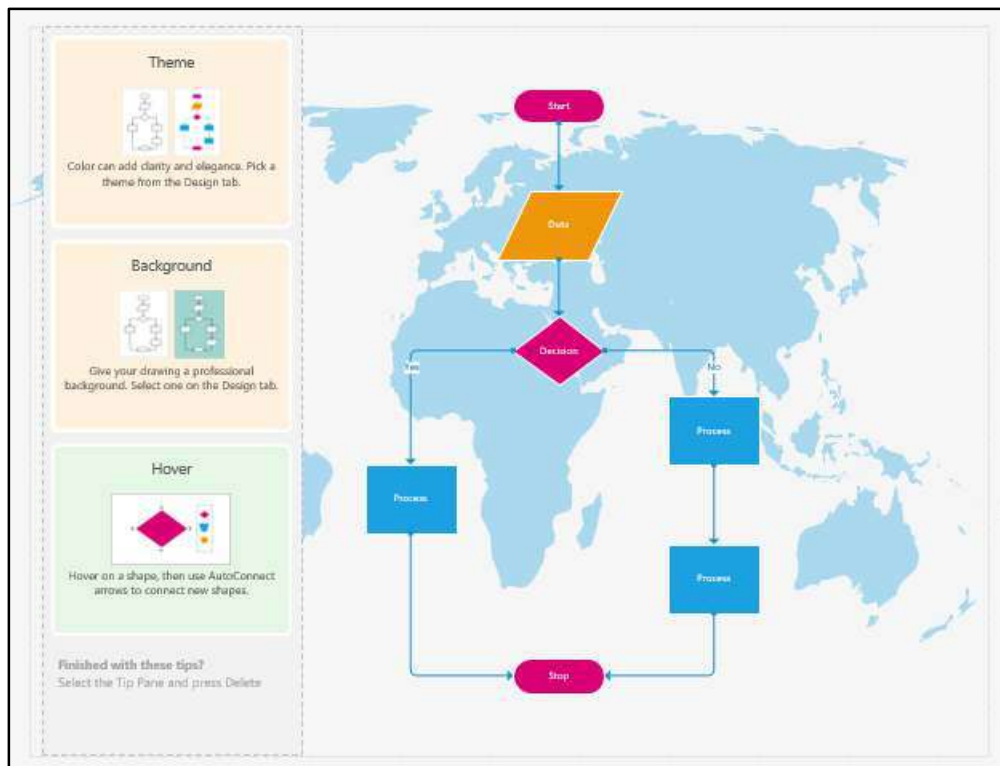
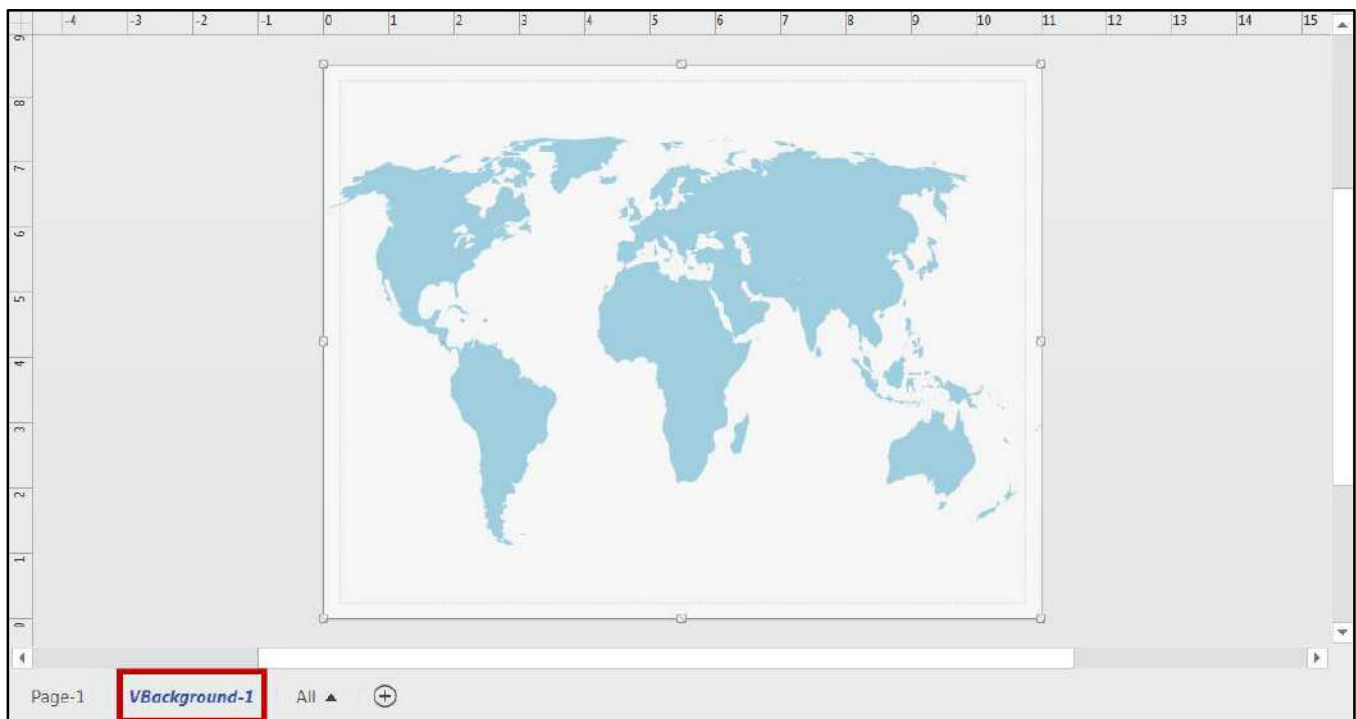


Figure 112 - Adding a Background

- Adding a background creates layers within your drawing. You can view the background, shapes, and connectors together or click on the **VBackground-1** page to view and modify the background by itself.



- To access layer properties, on the *Home* tab, click the **Layers** button in the *Editing* group.

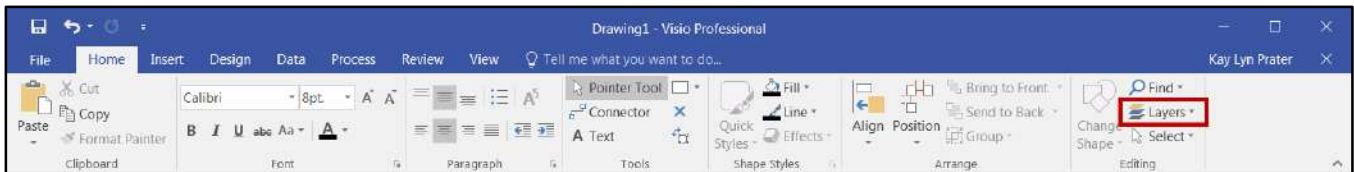


Figure 113 - Layers Button

15. Then, click **Layer Properties...**

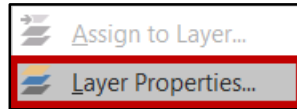


Figure 114 - Layer Properties Button

16. The *Layer Properties* window opens to allow you to add layers or modify properties of the objects contained within the active layer.

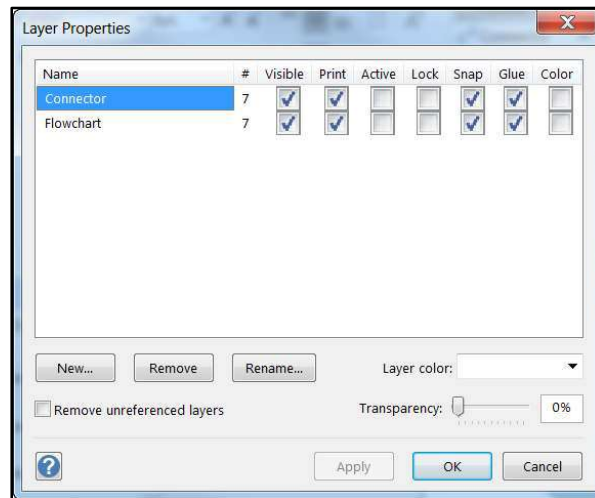


Figure 115 - Layer Properties Window

17. To assign images, objects, and backgrounds to specific layers, click **Assign to Layer...**



Figure 116 - Assign to Layer

Additional Help

For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: <http://uits.kennesaw.edu>

KSU Student Helpdesk

- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: <http://uits.kennesaw.edu>