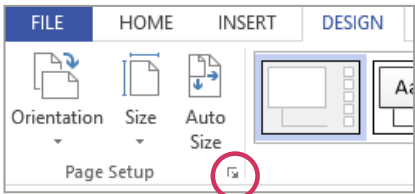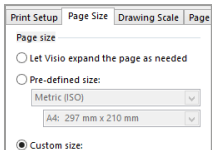# Visio Quick Reference

Print Size and Page Size

Use the 'Design' ribbon to control page size. The large icons give quick control of portrait vs landscape, etc; click on the button circled in red to open up 'Page Setup' for more options.
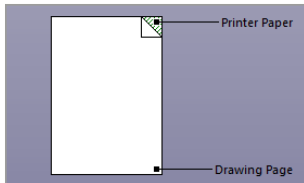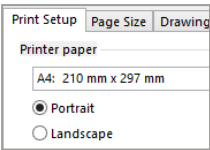
Visio makes a distinction between the page size (what you have on your screen) and the print size (what it gets printed at). The main ribbon choices of orientation and size control what you have on the screen, not what gets printed.

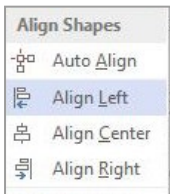Use the 'Page Setup' tab for more options beyond what the ribbon dropdowns offer.

Use the print setup tab to control Printer paper size and orientation.
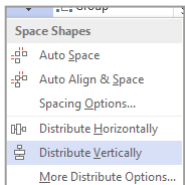
The first three tabs on the dialog show a preview of how the two concepts interact.

Alignment Control

Select a few items. Now you can use the 'Position' menu, on the 'Home' ribbon in Visio.

The 'Align Shapes' options align items as their menu icons imply.

Use the 'Space Shapes' option to distribute items equally.

Move your mouse over an option without clicking, and Visio shows you a preview of what it will do. Move the mouse off the item without clicking if you don't like what you see.

Quick Duplicate

Select a shape, hold down alt+shift and drag the shape – this allows you to drag a copy of the shape you selected. Select multiple shapes and do this – and you'll be able to create a copy of each one.

Controls

If you select a shape and see a yellow diamond, you can drag it to accomplish a specific purpose. What you accomplish depends on the shape.
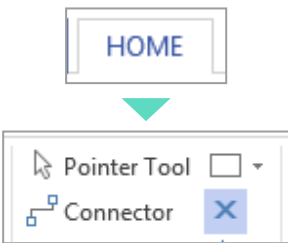
Connection Points

Most Visio shapes, and all the iServer ones, have connection points. You can hook a connector to the shape itself but you can also hook a connector to a specific connection point. This enables finer control over routing the connectors.

The shape on the right has three connection points on each edge, shown by the blue 'x's.

Sometimes it can be useful to add extra connection points or move the ones that exist. To do this, click on the 'X' button as before – you can now drag each connection point with the mouse to where you want it to be.
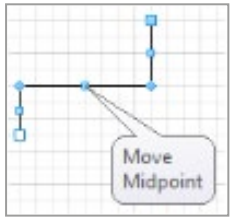
To add a new connection point, hold down the 'Ctrl' button and click where you want to put the new connection point.

Using Connectors

Right-click on the connector and you can change the style of the connector.

Drag boxes in the middle of lines to move them.

Drag corners to move them in the same way.
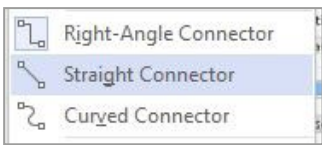
Small Adjustments

Use arrow keys to move a shape around by a small amount. Hold 'Shift' while using the arrow keys (or dragging with the mouse), and shapes move less, for finer control.

Selecting every 'X'

The Orbus templates are set up to place each different type of shape on its own layer. This means that you can select all shapes of a given type pretty easily.

Go to the 'Home' ribbon and choose 'Select' > 'Select by Type'

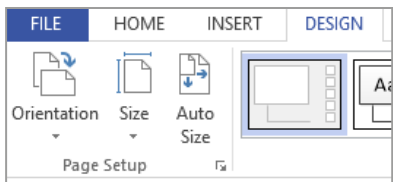The dialog box that pops up lets you choose all shapes in a specific layer.

Quick Zoom

Hold down 'Shift' and 'Ctrl', then click and drag to create a zoom box. Let go of the mouse button and Visio will zoom so the box you drag fills the screen.

Printing a Plotter

1 To access plotter paper sizes, you have to select the plotter as your printer. Go to 'Print', select the actual plotter as your printer. Then cancel printing – Visio will keep the selected printer.

2 Now, in Visio, open the 'Page Setup' dialog. It might take a few seconds, while Visio reads available paper sizes from the plotter.

3 Select the correct size in the 'Print Setup' tab.

Orbus Software