



Getting Started

Microsoft Visio 2000 Window



- ➊ **Menu Bar** – contains all tools for use with Visio 2000.
- ➋ **Standard Toolbar** – contains shortcuts for standard Visio actions and tools.
- ➌ **Format Toolbar** – contains shortcuts for use in applying formatting features to your drawing.
- ➍ **Stencil Title Bar** – displays the name of the stencil set. Click the title bar to display the stencil set.
- ➎ **Stencil Shelves** – display the stencils contained in each stencil set.
- ➏ **Drawing Page** – displays the drawing and drawing workspace.
- ➐ **Status Bar** – contains the x/y coordinates, drawing status, and page number location.

Note: To display a toolbar, select **Toolbars** from the **View** menu and select a toolbar from the resulting menu.

“Welcome to Microsoft Visio” Window

When you launch Visio 2000, the **Welcome to Microsoft Visio** window appears. You can quickly create a new drawing or open an existing file from this window. The four most recently opened drawing types and files will appear in the boxes for your convenience.

To create a new drawing:

1. Click the **Create new drawing** button.
2. Click the **OK** button. The **Choose Drawing Type** window will appear.
3. Click once on a category name to view the drawing types.
4. Select a drawing type.
5. Click the **OK** button.



To open an existing file:

1. Click the **Open existing file** button.
2. Click the **OK** button.
3. Locate and select a file you want to open.
4. Click the **Open** button.

Selecting a Drawing Type

Though you can select a drawing type when you launch Visio 2000, you can also select a drawing type by selecting **New** from the **File** menu.

1. Select **New** from the **File** menu, or click the arrow beside the **New**  button.
2. Select a category from the resulting menu.
3. Select a drawing type from the corresponding menu.

Note: To open a blank document, click the **New**  button.



Opening an Existing File

1. Select **Open** from the **File** menu, press **Ctrl + O**, or click the **Open**  button.
2. Locate and select the file you want to open.
3. Click the **Open** button.

Opening Stencils

Though each drawing type comes with its own set of stencils, you can use any set of stencils at any time.

1. Select **Stencils** from the **File** menu, or click the arrow next to the **Open Stencil**  button.
2. Select a category from the resulting menu.
3. Select a stencil set from the corresponding menu.

Note: To add a stencil to a drawing, click and drag the stencil to the drawing page.

Inserting Guides

Guides are a helpful tool when you are laying out your drawing. Guides will not appear when you print your drawing.

1. Click and hold the cursor on the horizontal or vertical ruler, which appear along the top and side of the Drawing Page.
2. Drag the mouse to the locations where you want to place a guide.
3. Release the mouse.



To delete a guide:

1. Click once on a guide. It will become highlighted in green when it is selected.
2. Press the **Delete** key.

Note: If the horizontal and vertical rulers are not displayed, select **Rulers** from the **File** menu.

Turning on Snap

The **Snap** feature causes your objects to lock onto guides, rulers, grids, etc. This feature is helpful for positioning and aligning shapes.

1. Select **Snap & Grid** from the **Tools** menu.
2. Under the **Currently Active** section, check the **Snap** box.
3. Select snap options in the **Snap To** section. **Ruler subdivisions**, **Grid**, and **Guides** are helpful for positioning and aligning shapes.
4. Click the **OK** button.

Guide Quick Source Visio

Bonnie Biafore



Guide Quick Source Visio:

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