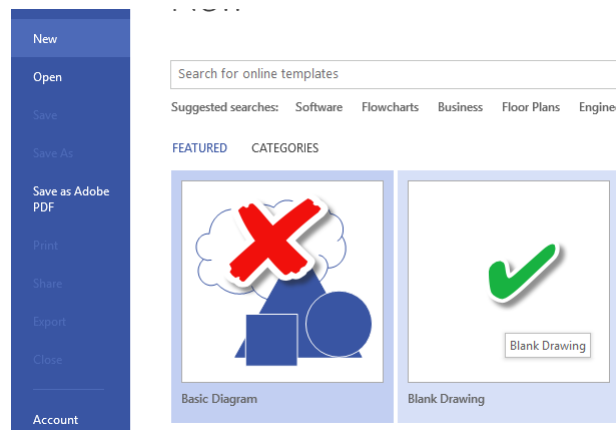# Update on Visio 2013
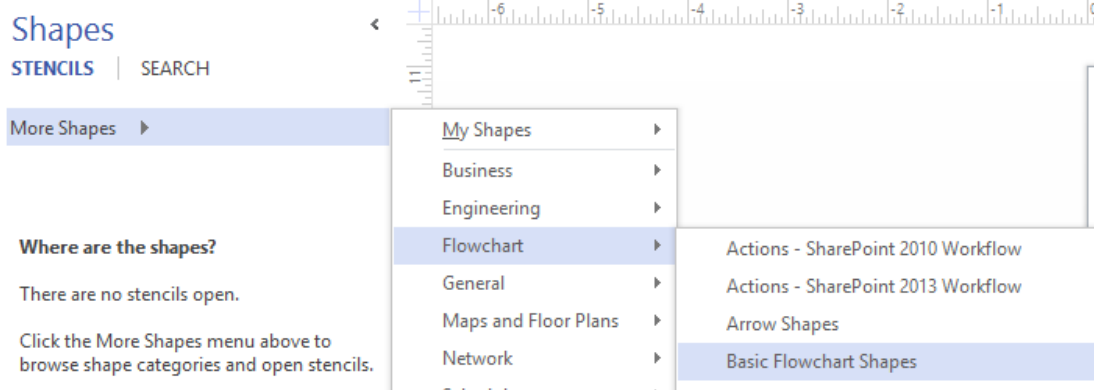
We Do Not Need a "Special" Black and White Stencil Template

• When Creating a NEW Visio document, chose Blank Drawing over Basic Diagram

We Do Not Need a "Special" Black and White Stencil Template

• Then Chose the Basic Flowchart Shapes

Shapes

STENCILS | SEARCH

More Shapes ▶	My Shapes ▶	
	Business ▶	
	Engineering ▶	
Where are the shapes?	Flowchart ▶	Actions - SharePoint 2010 Workflow
	General ▶	Actions - SharePoint 2013 Workflow
There are no stencils open.	Maps and Floor Plans ▶	Arrow Shapes
Click the More Shapes menu above to browse shape categories and open stencils.	Network ▶	Basic Flowchart Shapes

We Do Not Need a "Special" Black and White Stencil Template

Shapes

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More Shapes ▶

Quick Shapes

Basic Flowchart Shapes

☐ Process   ◇ Decision

▯ Subprocess   ⬭ Start/End

▱ Document   ▱ Data

▢ Database   ▭ External Data

▱ Custom 1   ⬠ Custom 2

▭ Custom 3   ⬡ Custom 4

○ On-page reference   ▽ Off-page reference

• Then Chose the Basic Flowchart Shapes
(The ones we will use are boxed in **Green**)