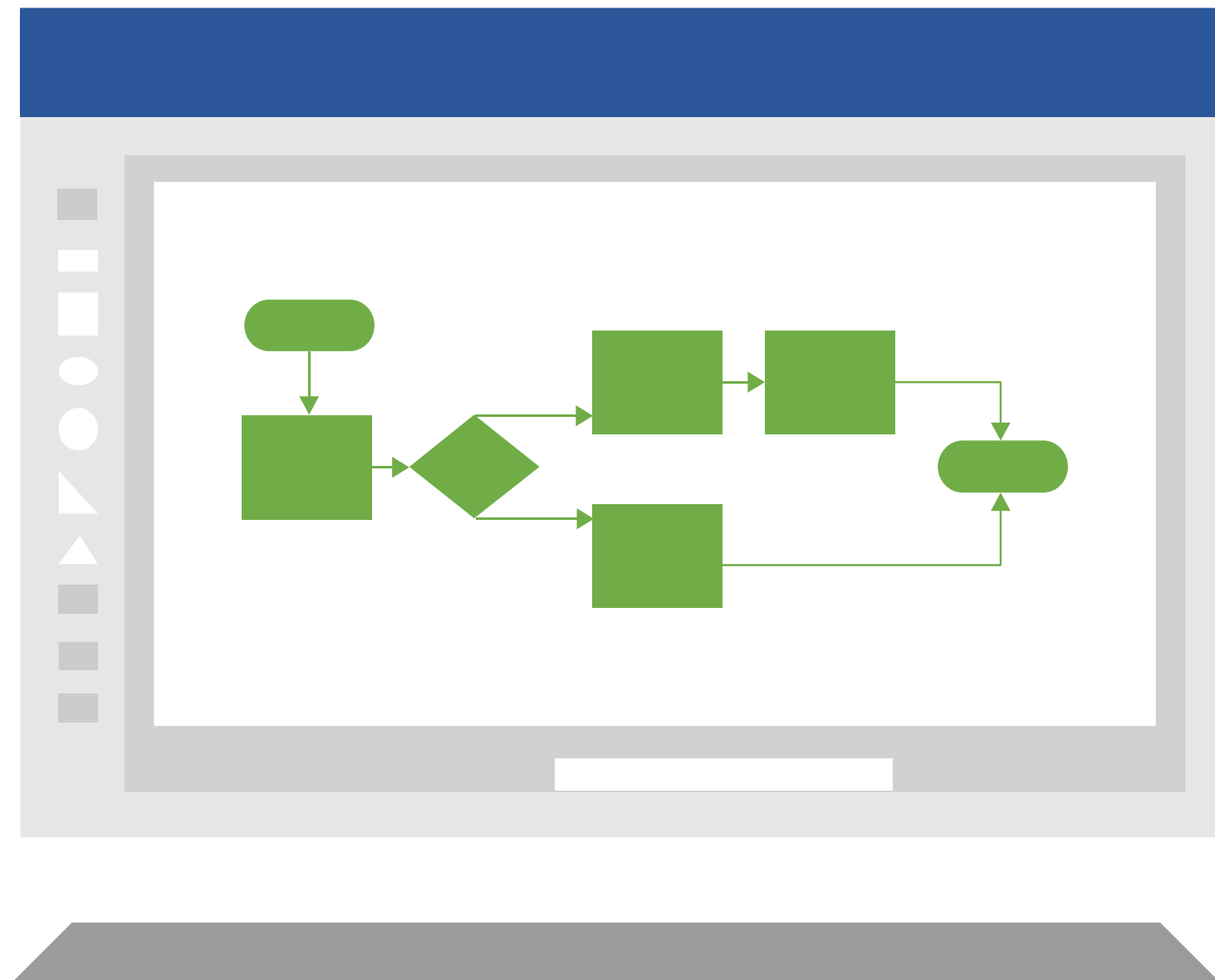


Communicate information at a glance

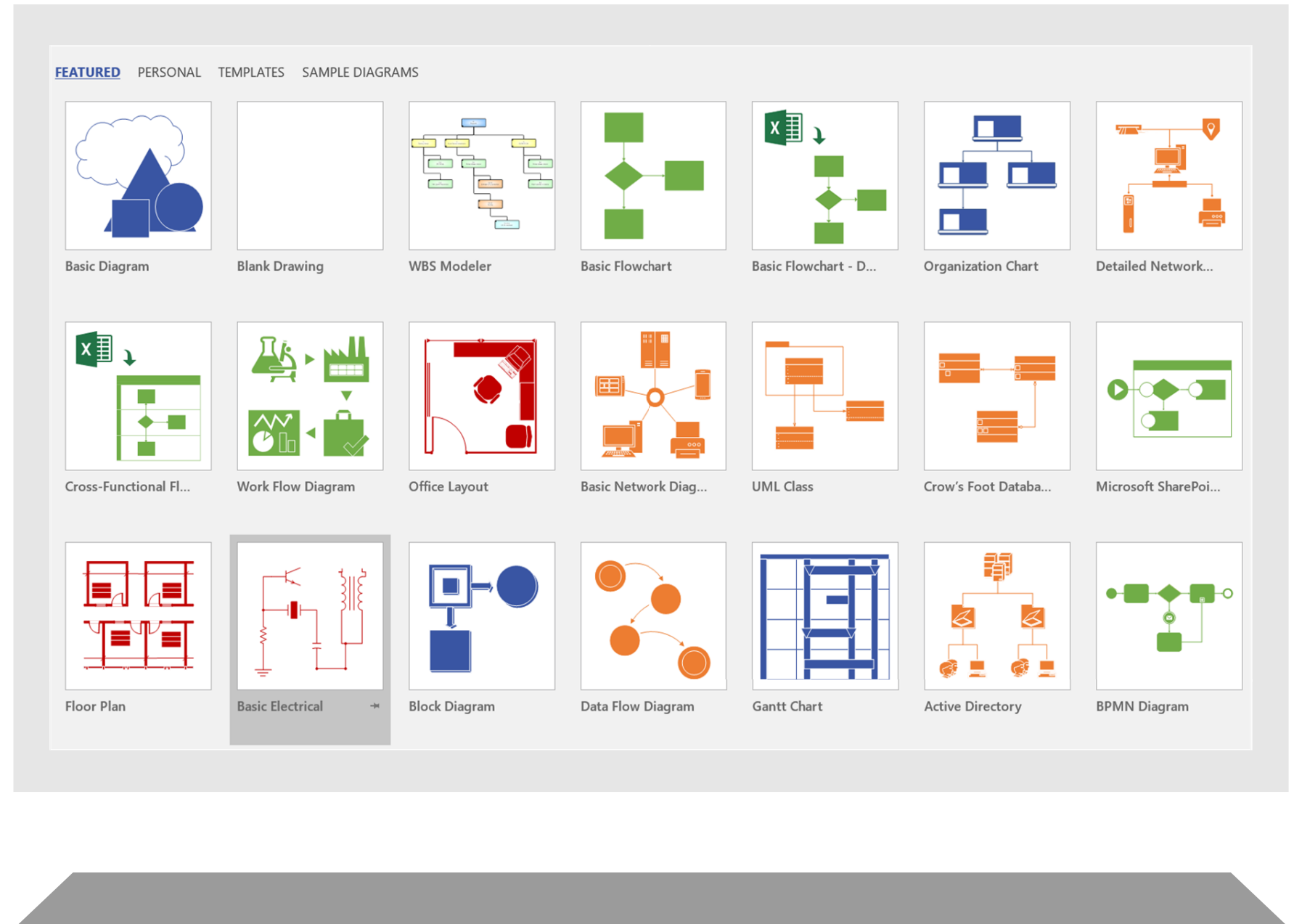
Visio lets you transform complicated text and tables that are hard to understand into Visio diagrams that communicate information at a glance.

You can quickly create flow charts, floor plans, timelines, network diagrams, and many other kinds of drawings.



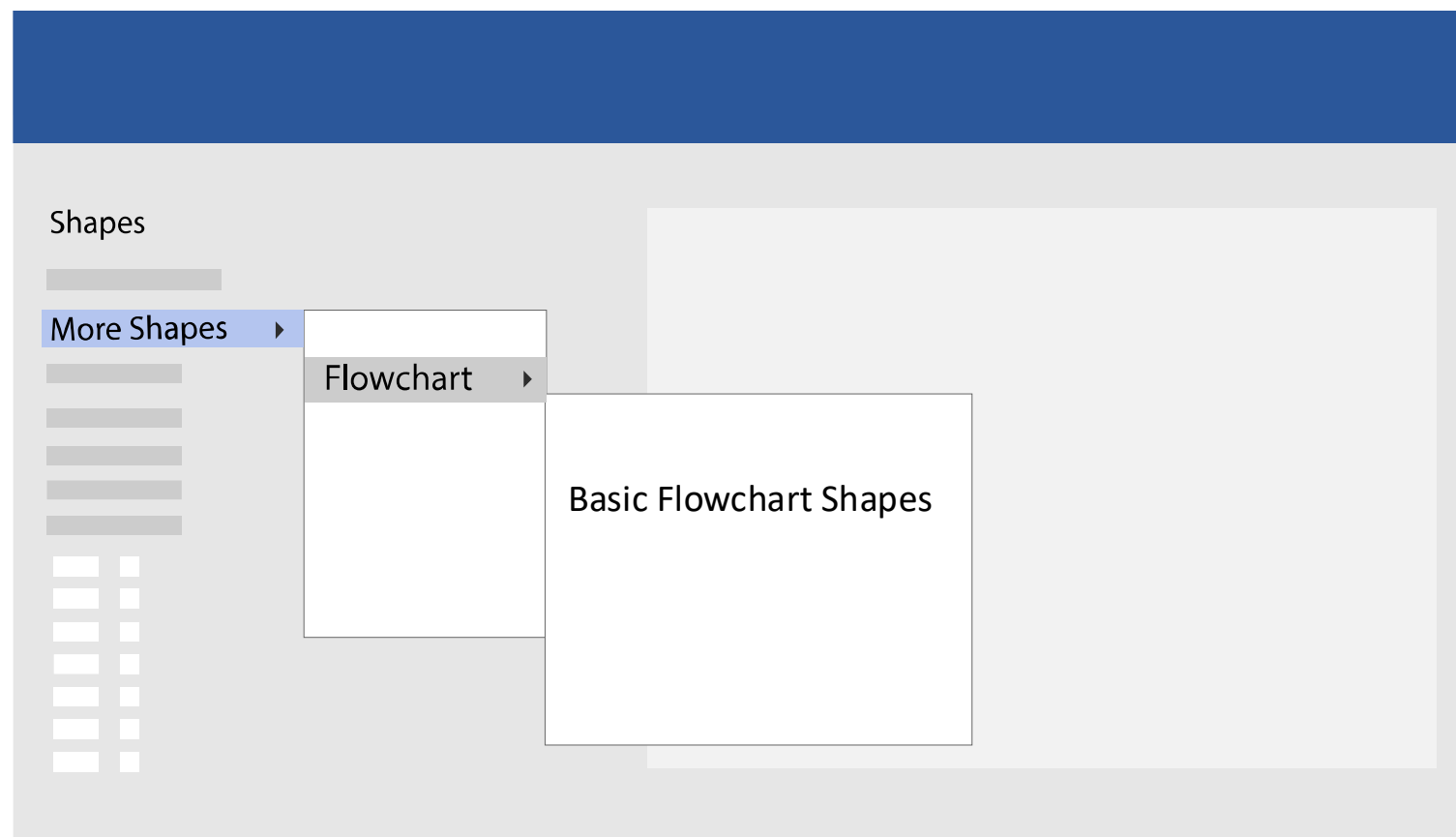
Visio templates

When you open Visio, you see a wide variety of templates (unfinished starter diagrams) and sample diagrams (examples of what you can build). Each template and sample diagram comes with stencils that contain a collection of related shapes and tools.

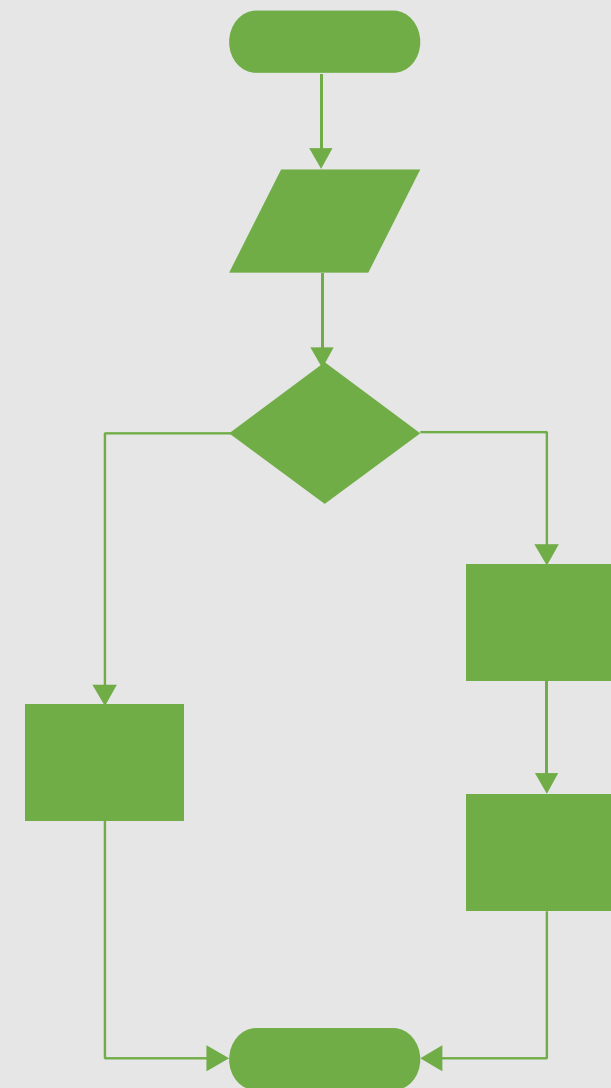


Explore the landscape

In the example on the right, we're looking at a flowchart. The shapes belong to the **Basic Flowchart Shapes** stencil. If this stencil isn't open yet, click **More Shapes** > **Flowchart** > **Basic Flowchart Shapes** to see all the shapes that come with this stencil.

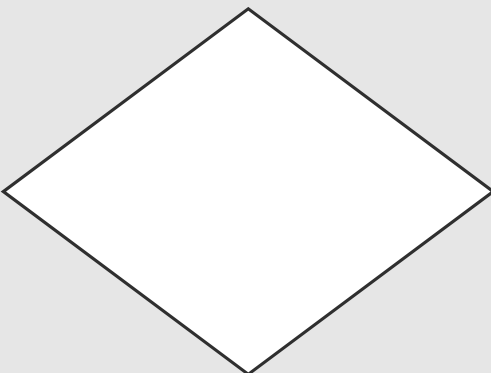
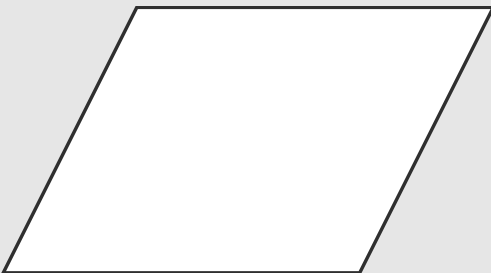


Flowchart example



Add shapes

Drag and drop shapes from the **Shapes stencil** to the panel on the right. Match the examples below.



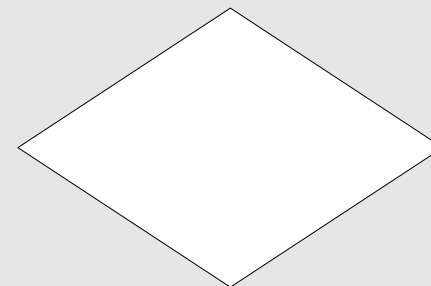
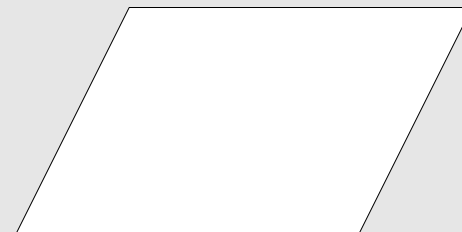
Drag and drop shapes here!



Add text to shapes

Without text, your diagram is just shapes on a page. Add text to shapes, connectors, and pages to give your diagrams meaning.

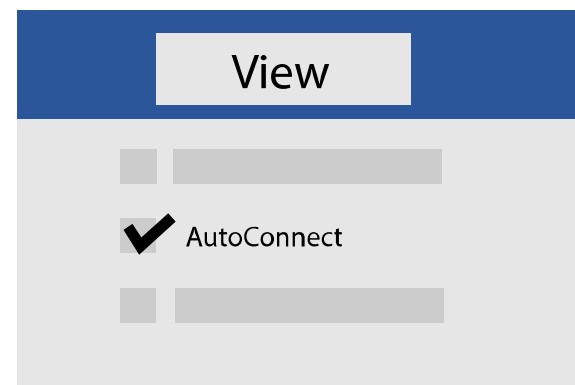
Double click any of the shapes in this example and start typing. When you're done, click outside the shape or press Esc.



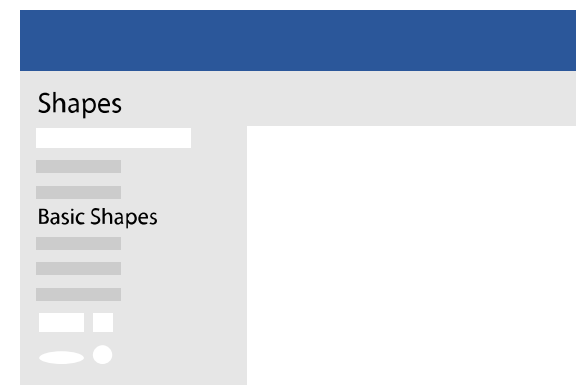
Connect shapes

When you want to show relationships between shapes in flowcharts, organization charts, and other diagrams, use **connectors** to direct the flow of information. As you add shapes to a diagram, connect them automatically.

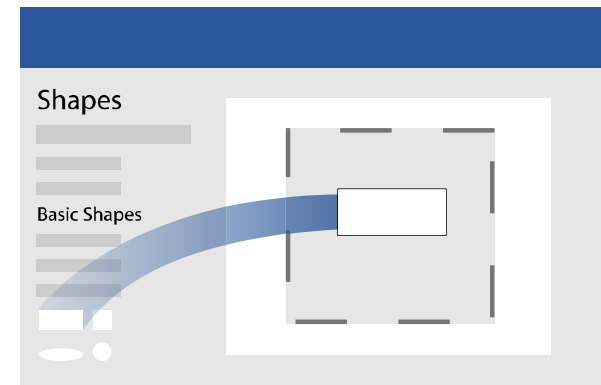
- 1 Go to **View** and make sure **AutoConnect** is selected.



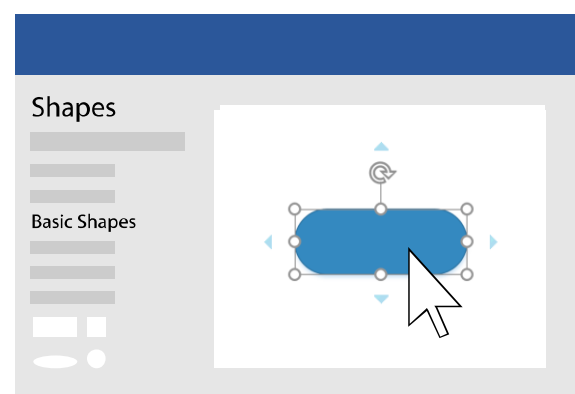
- 2 On the **Shapes** pane on the left, select **Basic Shapes**.



- 3 Drag any shape from **Basic Shapes** to the gray box on the right.

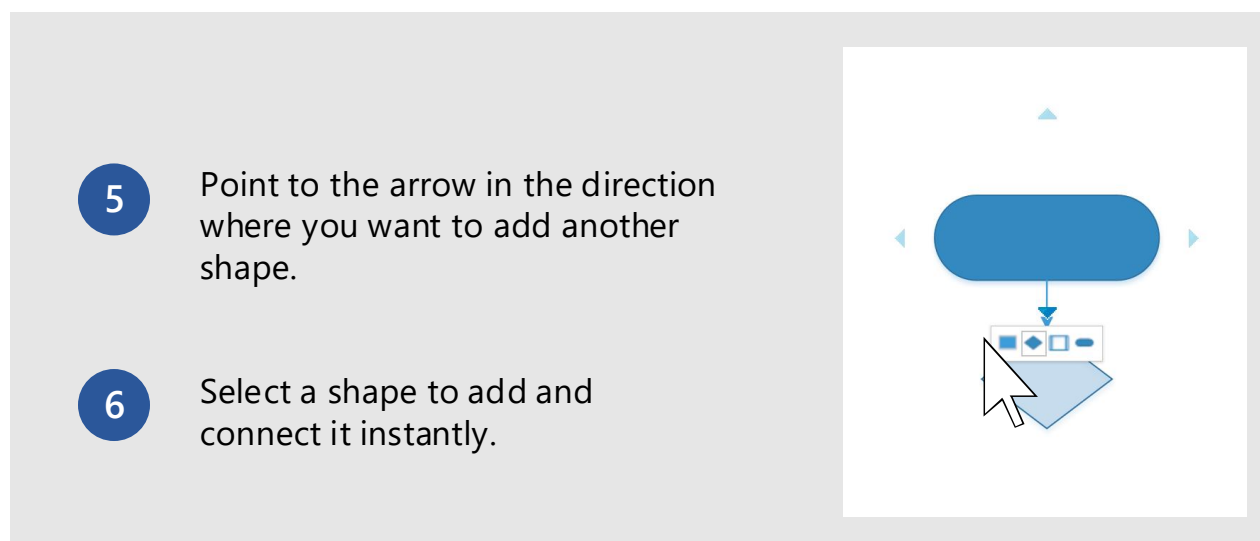


- 4 Point to the shape to see the AutoConnect arrows.



- 5 Point to the arrow in the direction where you want to add another shape.

- 6 Select a shape to add and connect it instantly.



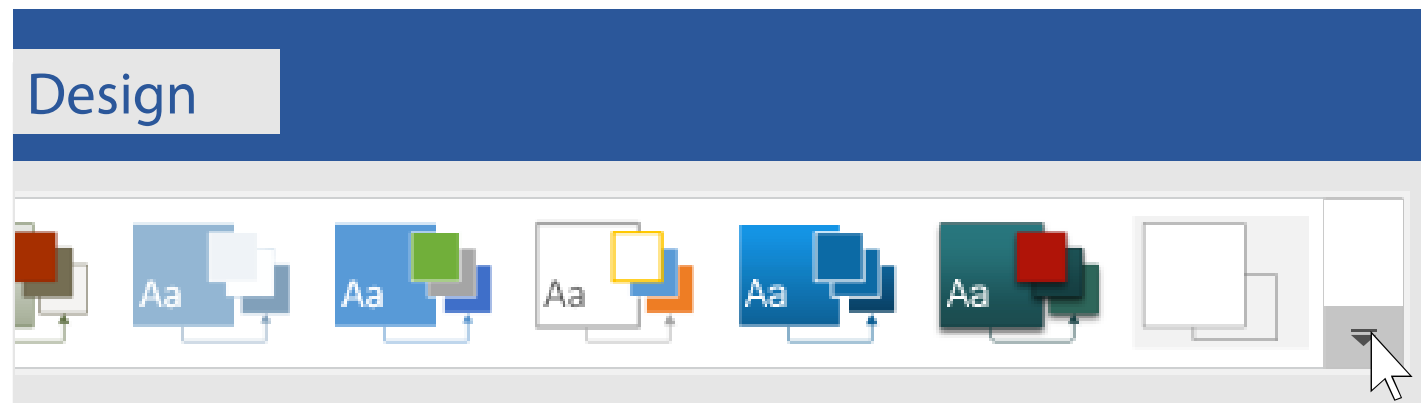
Now you try connecting shapes!

Drag and drop shapes here, and then connect them.

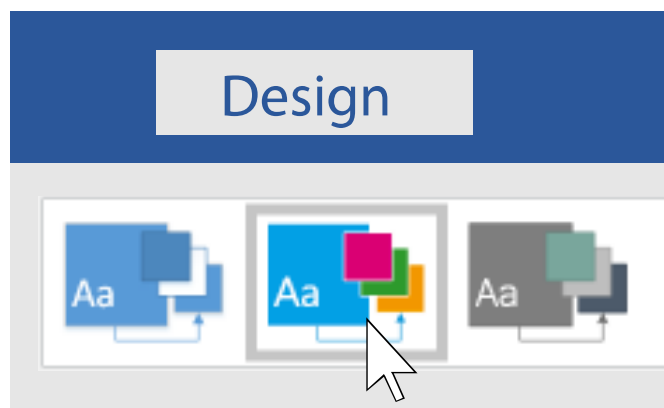
Change the theme

A theme in Visio is a set of colors and effects that you can apply to a drawing with a single click. Themes are a quick way to give your drawings a professionally designed look.

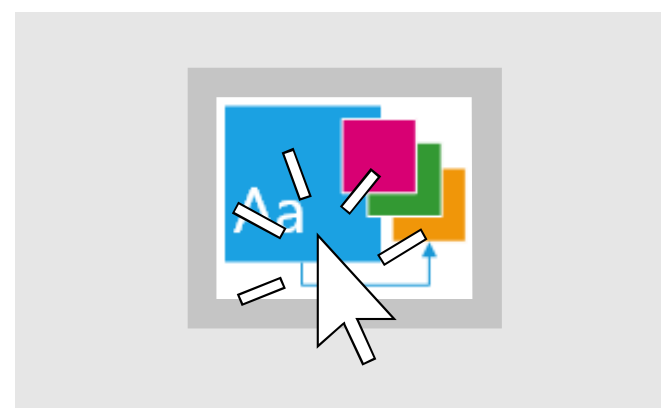
- 1 On the **Design** tab, in the **Themes** group, click the **More** arrow.



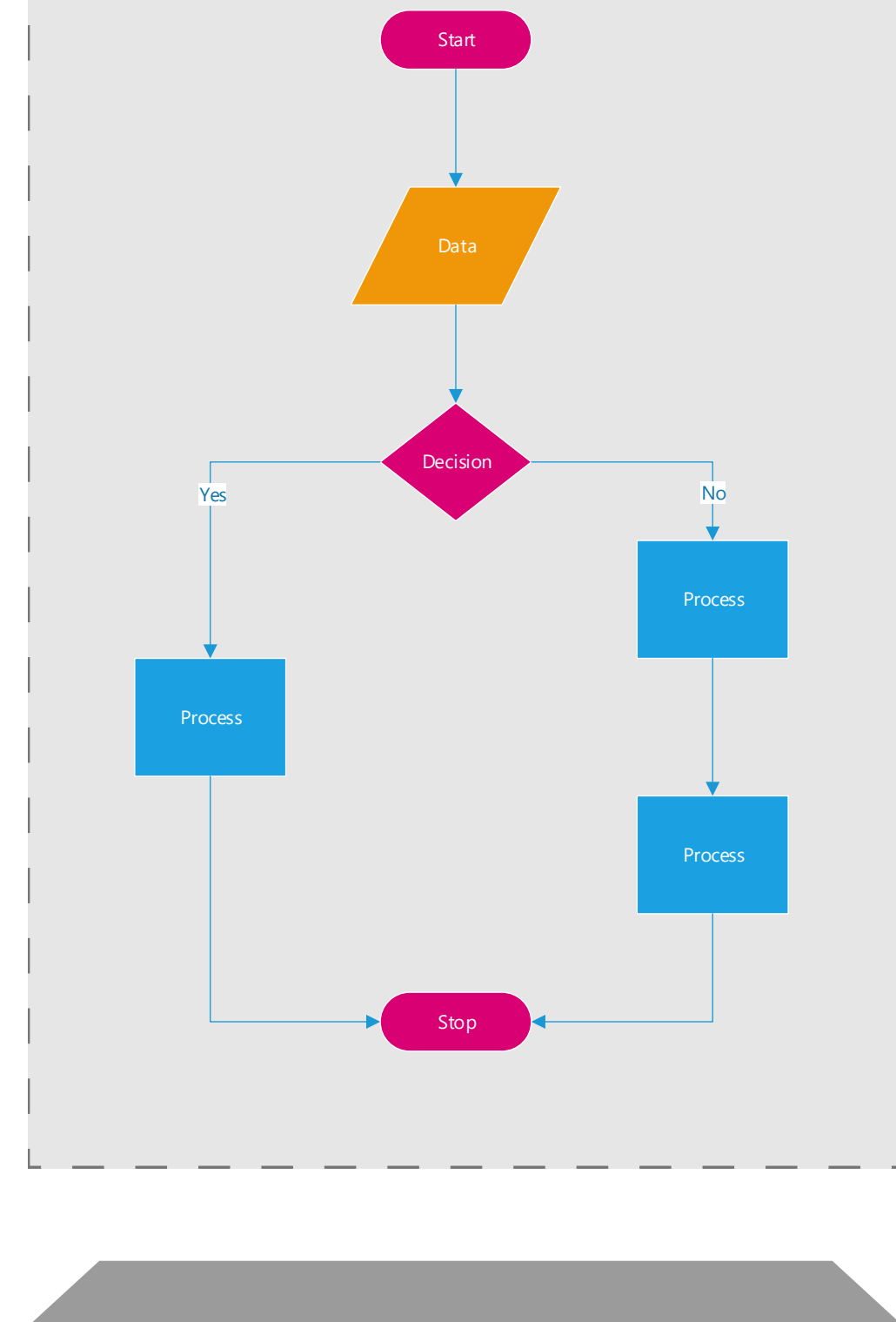
- 2 Hold your mouse pointer over a theme to see a preview on the drawing page.



- 3 Click the theme to apply it.



See different themes in action as this flowchart changes colors and effects.



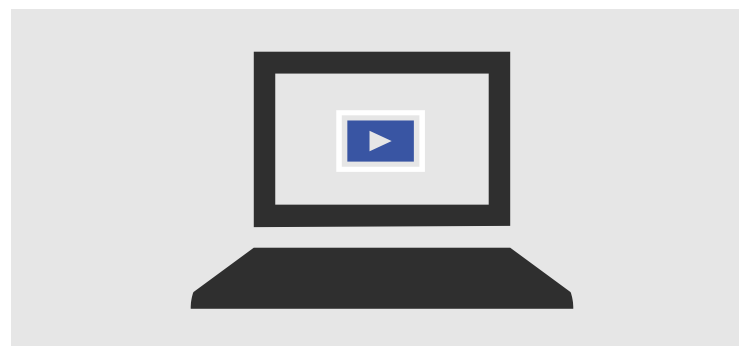
More questions about Visio?

Click **Tell Me** and type what you want to know.



Tell me what you want to do

Keep going! There is more to learn with Visio:



Visio Training

Video courses for all levels – from beginner to advanced. Take at your own pace.

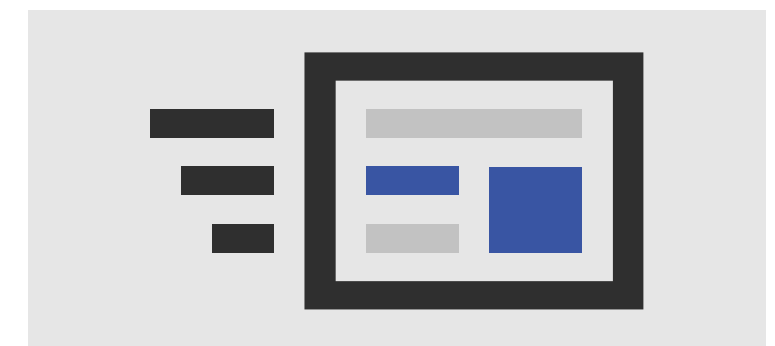
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