

IDEF0 Title Block

When you drop a Title Block shape, Visio prompts you for the IDEF0 node the diagram represents, and a title and number for the diagram. By default, a title block sizes to become a border around the drawing page, but you can also type the distance you want the border offset from the outside edge of the page. To change node, title, number, and offset information at any other time, right-click the shape, then choose Set Diagram Details.

Label

To add a label, place one endpoint of a label shape on an arrow or relationship connector. To hide or show the label line, right-click the label, then choose the Hide or Show command. To replace existing text, select the label, then type the text you want. (In IDEF0 diagrams, arrows are labeled with nouns or noun phrases).

Activity Box

When you drop an Activity Box shape, Visio prompts you for a process name and ID and a subdiagram ID. (A subdiagram ID is an ID number for the activity box's child diagram, if one exists). To change the name and ID numbers at any other time, right-click the shape, then choose Set Process Details. To add or remove connection points, right-click the shape, then choose Remove or Add Connection Points. To add a hyperlink between an activity box and its child diagram, choose Insert > Hyperlink.

Text Block

To replace existing text, select the shape, then type. Press the Enter key to start a new line. The amount of text determines box height.

To widen or lengthen box, drag a side selection handle.

IDEF0 Connector

To change the way the connector bends, drag the control handle. To hide or show the tunnel parentheses, right-click the shape then uncheck or check Tunnel In and Tunnel Out. To change the direction of the arrow, select the shape, then choose Shape > Flip Horizontal or Flip Vertical. To add text, select the shape, then type the text you want. (In IDEF0 diagrams, arrows are labeled with nouns or noun phrases).

Node


When you drop the shape on the page, Visio prompts you to set the node number. To set the node number at any other time, right-click the shape. To move the text, drag the control handle ■.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to the connection point ☒ on this shape.

1-Legged Connector

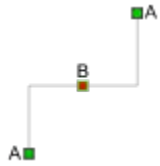
To change the direction of the arrow, select the shape, then choose Shape > Flip Horizontal or Flip Vertical or Shape > Rotate Left or Rotate Right. To add text, select the shape, then type the text you want. (In IDEF0 diagrams, arrows are labeled with nouns or noun phrases).

Solid Connector

To add text, select the shape, then type. To connect nodes, glue an endpoint on this connector to a connection point  on a node.


Universal Connector

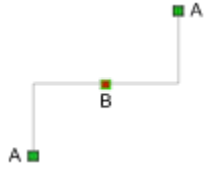
Use to connect two 2-D shapes point-to-point or shape-to-shape with adjustable, bent lines. If you move 2-D shapes connected point-to-point, they maintain their point-to-point connection. If you move 2-D shapes connected shape-to-shape, the ends of the connector move to connect the shapes' closest points. To change the arrowhead style, right-click the shape, then choose Change Arrowhead. To add text, select the shape, then type.



- A Glue to a connection point on a 2-D shape (point-to-point). Or, press the Ctrl key while dragging and glue to the shape (shape-to-shape).
- B Drag to change where the connector bends.



Point-to-Point Connector

To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes. If you move the other shapes, they maintain their point-to-point connection. Fixed connector shapes always bend the same way. You can control how variable connectors bend.



- A Glue to a connection point on a 2-D shape.
- B Drag to control how the connector bends.

Jumper

To add text, select the shape, then type. To change the curve position, drag the control handles . To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes.

Title Block

To add text, subselect a field, then type.


Note: Visio updates the Page and Date fields automatically. If you type in these fields, Visio can no longer update them.


Note Block

When you enter text in this shape, the text wraps to a tab stop so you can easily add numbers or bullet points.

To add a bullet point, type Ctrl+Shift+8. Select the bullet and use the Font size list on the Standard toolbar to change its size.


Lined Document and Divided Event

To add text, select the shape, then type. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.


Tagged Shapes

To specify tagged or untagged, right-click the shape.


To add text, select the shape, then type. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.


On-Page Connector

To set the shape color as black or white, right-click the shape. To associate data with the shape, right-click the shape, then choose Properties.


To add text, select the shape, then type. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

Divided Process

To add text, select the shape, then type. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.


Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.

Diskette Shapes


To add text, select the shape, then type. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

Multi-Document


Use to indicate multiple documents. To add text, select the shape, then type.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.


Process


To connect this shape to other shapes, glue the endpoint on a center-to-center or loop-on-center connector shape to a connection point  on this shape.

To add text, select the shape, then type.

Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.

Oval Process


To add text, select the shape, then type. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.


Multi State

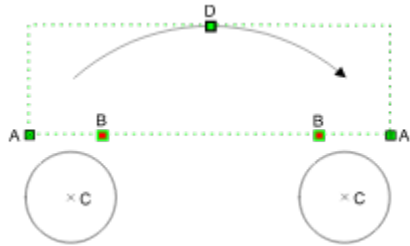
To specify state, start state, or stop state, right-click the shape.

To add text, select the shape, then type.

Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.


Center-Style Connector Shapes

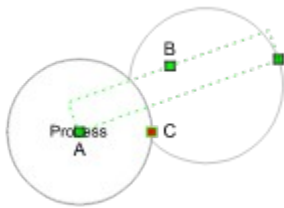
To add text, select a connector, then type. Glue the endpoints to connection points  on process and state shapes.



- A Glue to connection point at center of process or state shape.
- B Drag to edge of process or state shape to position arrowhead.
- C Glue connector endpoints here.
- D Drag to change arc.


Loop-On-Center Connector Shapes

To add text, select a connector, then type. Glue an endpoint to a connection point  on a process shape.



- A Glue to connection point at center of process or state shape.
- B Drag to resize arc.
- C Drag to reposition arc.


Variable Shapes

To specify N-Type, X-Type, or non-specified, right-click the shape. To add text, select the shape, then type. To change the position of the lines, drag the control handle .

Miscellaneous Connectors

To add text, select the shape, then type. To change the arrow's horizontal position, drag the control handle


. To connect other shapes, glue an endpoint on this shape to a connection point


 on the other shapes.

Ellipsis

To change the number of sections and the spacing of the ellipsis, drag the control handle.

Entity Shapes

To add text, select the shape, then type. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape. Control handles provide other shape actions. To see what a control handle


 on a selected shape does, pause the pointer over the handle.

Oval Process (offset)

Drag the control handle in the middle of this shape to create as many as four straight-line connectors.


Audit Shapes

To add text, select the shape, then type.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

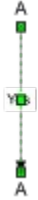
Result

Use in conjunction with decision shapes.

To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes.

To change the direction of the arrow, move an endpoint.


To replace existing text, select the shape, then type.



A Drag to make the line longer and glue to a connection point on a shape. Press the CTRL key while dragging to glue to a shape rather than to a point.

No Result

Use in conjunction with decision shapes.

To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes.

To change the direction of the arrow, move an endpoint.

To replace existing text, select the shape, then type.





A Drag to make the line longer and glue to a connection point on a shape. Press the CTRL key while dragging to glue to a shape rather than to a point.

Connector and Callout Shapes


To add text, select the shape, then type.


Connectors

To add text, select the shape, then type. To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes.

Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.

Connectors


To add text, select the shape, then type. To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes.

Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.

Comment

To replace existing text, select the text block, then type the new text.



Annotations and Callouts

To replace existing text, select the text block, then type the new text. To change the position of the lines, drag the control handle .

Brackets

Use to add a label to a shape or area in a drawing. To add or replace existing text, select the shape, then type.

Jumper


Use to connect shapes point-to-point with a line that jumps over drawing details. Position the jump over another line to indicate that the lines are not intended to touch. To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes. To add text, select the shape, then type. To move the text, drag the upper control handle . To change the position of the jump, drag the lower control handle.


Text Block

To replace existing text, select the shape, then type. Press the Enter key to start a new line. The amount of text determines box height.


To widen or lengthen box, drag a side selection handle.


State Shapes

To connect this shape to other shapes, glue the endpoint on a center-to-center or loop-on-center connector shape to a connection point  on this shape.

To add text, select a shape, then type. Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.


SDL Shapes

To add text, select the shape, then type. To change cell sizes, drag the control handle .


To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

Work Flow Shapes


To replace existing text, select the shape, then type.

Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.

Miscellaneous Shapes

To add text, select the shape, then type. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

Curve Connector


To add text, select the shape, then type. To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes.

Multiple Conditions


To add text, select the shape, then type the first condition. Press the Enter key to move to the next condition line.

To indicate more than eight conditions, stack multiple shapes. Resize the list up or down to create up to eight conditions.


Data Flow Shape

To add text, select the shape, then type. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.


SDL Shapes

To add text, select the shape, then type. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.


Legal Department


To replace existing text, select the shape, then type. To move the text, drag the lower control handle . To raise or lower beam, drag the upper control handle.

Connectors

To add text, select the shape, then type. To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes.


Miscellaneous Shapes


To add text, select the shape, then type. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.

Lined/Shaded Process

To change the shading of the shape, right-click the shape. To associate data with the shape, right-click the shape, then choose Properties.

To add text, select the shape, then type. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.

