


## Fluid Power - All Stencils Template

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For information about how a particular shape behaves, right-click the shape, then choose Shape Help from the shortcut menu.

### Configuring fluid power shapes

You can configure many fluid power shapes by right-clicking them and choosing the appropriate command from the shortcut menu. For example, right-click a 2/2 Valve shape to change it from hydraulic to pneumatic, show its extensions, indicate infinite positions, or add controls.

### Creating custom fluid power valves

You can quickly create different combinations of valve shapes using the Valve Builder tool. The Valve Builder tool provides a fast method for creating valves in different positions.

#### To run the Valve Builder do one of the following:

- Choose Tools > Macro > Mechanical Engineering > Valve Builder.  
OR
- On the Fluid Power - Valves stencil, drag the Valve Builder shortcut shape and drop it on the drawing page.

See also:

[Using the Valve Builder tool](#)

### Setting up the drawing page

By default, the Fluid Power - All Stencils Template opens an 11 x 8.5-inch, unscaled drawing page in landscape (wide) orientation.

#### To change the page settings and drawing scale:

1. Choose File > Page Setup.
2. On the Page Size tab and Drawing Scale tab, choose the settings you want for the drawing size, the printed page size, and the drawing scale, then click OK.

To change the measurement units, click the Page Properties tab and choose the unit you want to use from the Measurement Units list, then click OK.

See also:

[Rotating and resizing pages](#)

[Setting page orientation and scale](#)

#### To create a pneumatic or hydraulic power system drawing:

1. Drop valve and equipment shapes from the Fluid Power - Valves, Fluid Power - Valve Assembly, and Fluid Power - Equipment stencils onto the drawing page. Drop connector shapes, such as a Jumper shape, from the General - Connectors stencil. If necessary, adjust the configuration of a valve or equipment shape by right-clicking the shape and choosing commands from the shortcut menu.
2. Connect components of your drawing by gluing the endpoints of the 1-D shapes to connection points on the 2-D shapes.

The endpoints turn red, indicating that they're glued to the connection points.

**TIP** In the stencil window, master icons with gray backgrounds indicate 2-D shapes; icons with yellow backgrounds indicate 1-D shapes.

3. To add or replace existing text, select a shape, then type.

The text blocks of most fluid power shapes have a control handle you can drag to reposition text.

4. To add callouts or display the drawing scale on the drawing page, use shapes from the General - Annotations stencil.

### **Using layers with pneumatic and hydraulic power systems diagrams**

A layer is a named category of shapes. When you create a pneumatic or hydraulic power system drawing, Visio Technical places annotation shapes on their own layer. For example, when you drop a Scale Symbol shape from the General - Annotations stencil, Visio Technical adds the shape to a Notations layer.

When shapes are assigned to separate layers, you can treat the layers of shapes separately. For example, you can hide or lock all layers except the one you want to work on or you can print shapes based on their layer assignments. You can also generate numeric or inventory reports for shapes on particular layers.

#### **To view only one layer in a drawing:**

1. Choose View > Layer Properties.
2. In the Layer Properties dialog box, under Visible, uncheck all the layers except the one you want to view, then click OK.

See also:

[About layers](#)

### **Working with shape properties**

A custom property is a field in which you can store information. You can enter data into a custom-property field by right-clicking any shape, then choosing Shape > Custom Properties.

If you want to associate data with fluid power shapes, you can run the Custom Properties Editor to add properties.

#### **To run the Custom Properties Editor:**

- Choose > Tools > Macro > Custom Properties Editor.

See also:

[Adding, editing, and deleting custom-property fields](#)

### **Generating reports from properties**

If you've entered data for the properties associated with your fluid power shapes, you can run the Property Reporting Wizard to generate inventory or numerical reports based on the data. For example, you could create an inventory for all the 2-Position Valves in a pneumatic power system.

#### **To run the Property Reporting Wizard:**

- Choose Tools > Property Report.

See also:

[Creating reports from custom data](#)

### **Linking shapes to other drawing pages, other files, or World Wide Web locations**

You can add navigational links to any shape in your diagram, so that users of the diagram can right-click the shape to jump to separate drawing pages, separate files, or documents on an intranet or the Web. For example, you can link a hydraulic power system drawing for a subprocess to a drawing that shows the entire process.

#### **To add links to shapes:**

- Choose Insert > Hyperlink.

See also:

[About using hyperlinks](#)

### **Placing Visio drawings on the World Wide Web**

You can easily convert a Visio drawing to a format Web browsers can read. Then you can distribute the drawing on an intranet or the Web.

See also:

[Exporting shapes and drawings in .jpg or .gif format](#)

[Saving drawings as HTML pages](#)

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