Selectable Equipment

To specify an equipment type, right-click the shape. Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle.
To assign or change a shape's equipment ID number or description, right-click the shape, then choose Properties. The properties appear in a text block above the shape. To hide or show properties, right-click the shape. To set the ID number for the next shape you drop on the page, make sure no shapes are selected, right-click the page, then choose Reset Next ID Number.

General Transport and Storage Shapes

To change the width or length, drag a side selection handle. To resize proportionally, drag a corner selection handle. To add text, select the shape, then type. To move the text, drag the control handle ▣. Some of these shapes have connection points ⊠. To connect these shapes to other shapes, glue an endpoint on a 1-D shape to a connection point on this shape.

General Equipment

To assign or change a shape's equipment ID number or description, right-click the shape, then choose Properties. The properties appear in a text block above the shape. To hide or show properties, right-click the shape. To set the ID number for the next shape you drop on the page, make sure no shapes are selected, right-click the page, then choose Reset Next ID Number.
Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle.

General Heat Transfer

To add text, select the shape, then type.
To assign or change a shape's equipment ID number or description, right-click the shape, then choose Properties. The properties appear in a text block above the shape. To move the text, drag the control handle ▪. To hide or show properties, right-click the shape. To set the ID number for the next shape you drop on the page, make sure no shapes are selected, right-click the page, then choose Reset Next ID Number.

Ancillary Equipment

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

Tube Bundle 2

To change the tube bundle type, right-click the shape.
To add text, select the shape, then type.
To assign or change a shape's equipment ID number or description, right-click the shape, then choose Properties. The properties appear in a text block above the shape. To move the text, drag the control handle ◾. To hide or show properties, right-click the shape. To set the ID number for the next shape you drop on the page, make sure no shapes are selected, right-click the page, then choose Reset Next ID Number.

Gas Burner

To use the shape as a sprinkler, flip it vertically. To connect this shape to other shapes, glue an endpoint to a connection point ⊠ on the other shapes.

Double Pipe Type

To assign or change a shape's equipment ID number or description, right-click the shape, then choose Properties. The properties appear in a text block near the shape. To move the text, drag the control handle ▪. To hide or show properties, right-click the shape. To set the ID number for the next shape you drop on the page, make sure no shapes are selected, right-click the page, then choose Reset Next ID Number.
To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point ⊠ on this shape.

Fan Blades

To specify the direction or number of blades, right-click the shape. Glue the endpoint at the center of this shape to a connection point ☒ on another shape.
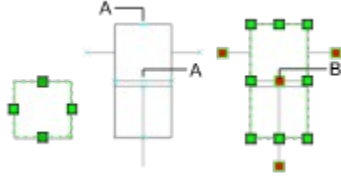
Extractor Hood

To change hood type, right-click the shape.
To add text, select the shape, then type.
To assign or change a shape's equipment ID number or description, right-click the shape, then choose Properties. The properties appear in a text block above the shape. To move the text, drag the control handle ■. To hide or show properties, right-click the shape. To set the ID number for the next shape you drop on the page, make sure no shapes are selected, right-click the page, then choose Reset Next ID Number.

Fill Pattern

To add shading to a reciprocating pump or compressor, glue the endpoints on this shape to a connection point ☒ on top of the pump or compressor shape, and on top of the pump or compressor shape's piston. As you move the piston, the shading also moves.

A   Connect Fill Pattern shape endpoints to these connection points.
B   Drag to change piston position. As you move the piston, the shading also moves.

Plate Type

To add text, select the shape, then type.
To assign or change a shape's equipment ID number or description, right-click the shape, then choose Properties. The properties appear in a text block above the shape. To move the text, drag the control handle ■. To hide or show properties, right-click the shape. To set the ID number for the next shape you drop on the page, make sure no shapes are selected, right-click the page, then choose Reset Next ID Number.

Actuator

To add text, select the shape, then type. To move the text, drag the control handle ▪. To connect an actuator to other shapes, glue connector endpoints to connection points ⊠ on the signal converter.

Signal Convertor

To replace existing text, subselect the text, then type. To connect a signal converter to other shapes, glue connector endpoints to connection points ⊠ on the signal converter.

Indicators

To specify an indicator type, right-click the shape. To connect an indicator to other shapes, glue connector endpoints to connection points ⊠ on the indicator.

Signal Lines

To change signal line length, drag an endpoint. As the line gets longer, Visio adds more symbols. Control handles provide other shape actions. To see what a control handle ◼ on a selected shape does, pause the pointer over the handle. To connect a signal line to other shapes, glue the signal line's endpoints to connection points
▣ on other shapes.

Measuring Instrument

To specify a meter type, right-click the shape. To add text, select the shape, then type. To move the text, drag the control handle ◾. To connect a measuring instrument shape to other shapes, glue connector endpoints to the connection points
⊠ on the measuring instrument shape.

General Instruments

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point ⊠ on this shape. To replace existing text, select the shape, then type. To position text in the bottom half of an instrument shape, place the cursor before the text you want to position, then press Enter.

General Instruments

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point ⊠ on this shape. To add text, select the shape, then type. To move the text, drag the control handle ▪ .
To replace existing text in different areas of a shape, subselect the text, then type. To position text in the bottom half of a divided shape, place the cursor before the text you want to position, then press Enter.

General Instrument

To add text, select the shape, then type. To move the text, drag the control handle ■. To connect a general instrument shape to other shapes, glue connector endpoints to connection points ⊠ on the general instrument shape.

General Instruments

To connect other shapes, glue an endpoint on this shape to a connection point ⊠ on the other shapes. To add or replace text, select the shape, then type. For some shapes, to move the text, drag the control handle
⊠.

Panel Mounted Instrument

To add a second line, add a connection dot, or change the symbolic letters, right-click the shape. Control handles provide other shape actions. To see what a control handle ▣ on a selected shape does, right-click the shape. To connect a panel mounted instrument to other shapes, glue connector endpoints to connection points
▣ on the panel mounted instrument.

General Pumps, Fans, and Compressors

To set flow direction, select the shape, then click the Line Ends button. Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle. To add text, select the shape, then type.
To assign or change a shape's equipment ID number or description, right-click the shape, then choose Properties. The properties appear in a text block near the shape. To hide or show properties, right-click the shape. To set the ID number for the next shape you drop on the page, make sure no shapes are selected, right-click the page, then choose Reset Next ID Number.

Spray

To select a different type of spray, right-click the shape. To add this shape to another shape, glue the endpoint of the shape to a connection point ⊠ on another shape. To resize the shape proportionally, drag a selection handle.

Reciprocating Pump/Compressor

To set flow direction, select the shape, then click the Line Ends button. To add shading, glue the endpoints on the fill pattern shape to connection points ⊠ at the top of the shape and the top of the piston. Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle.

To add text, select the shape, then type.

To assign or change a shape's equipment ID number or description, right-click the shape, then choose Properties. The properties appear in a text block above the shape. To hide or show properties, right-click the shape. To set the ID number for the next shape you drop on the page, make sure no shapes are selected, right-click the page, then choose Reset Next ID Number.

Selectable Pumps, Fans, and Compressors

To choose pump, fan, or compressor type, or to change shape appearance, right-click the shape. To set flow direction, select the shape, then click the Line Ends button. Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle. To add text, select the shape, then type.

To assign or change a shape's equipment ID number or description, right-click the shape, then choose Properties. The properties appear in a text block above the shape. To hide or show properties, right-click the shape. To set the ID number for the next shape you drop on the page, make sure no shapes are selected, right-click the page, then choose Reset Next ID Number.

Additions To Vessels

To add text, select the shape, then type.
To assign or change a shape's equipment ID number or description, right-click the shape, then choose Properties. The properties appear in a text block above the shape. To move the text, drag the control handle ■. To hide or show properties, right-click the shape. To set the ID number for the next shape you drop on the page, make sure no shapes are selected, right-click the page, then choose Reset Next ID Number.

General Vessels

To add fittings to a vessel, glue endpoints on fitting shapes to connection points ⊠ on the vessel. Control handles provide other shape actions. To see what a control handle
■ on a selected shape does, pause the pointer over the handle.
To add text, select the shape, then type.
To assign or change a shape's equipment ID number or description, right-click the shape, then choose Properties. The properties appear in a text block above the shape. To hide or show properties, right-click the shape. To set the ID number for the next shape you drop on the page, make sure no shapes are selected, right-click the page, then choose Reset Next ID Number.

Variable Level Vessels

To add fittings, glue endpoints on fitting shapes to connection points ⊠ on the vessel. Control handles provide other shape actions. To see what a control handle
◾ on a selected shape does, pause the pointer over the handle.
To add text, select the shape, then type.
To assign or change a shape's equipment ID number or description, right-click the shape, then choose Properties. The properties appear in a text block above the shape. To hide or show properties, right-click the shape. To set the ID number for the next shape you drop on the page, make sure no shapes are selected, right-click the page, then choose Reset Next ID Number.

Tray

To add a tray to a tray column, glue tray endpoints to connection points ⊠ on the sides of a tray column shape.

Tray Column

To add more trays, glue the endpoints on the tray shape to connection points ⊠ on the tray column. To change numbering, subselect the text, then type. To add fittings, glue endpoints on fitting shapes to connection points
⊠ on the tray column. Control handles provide other shape actions. To see what a control handle
▪ on a selected shape does, pause the pointer over the handle.
To add text, select the shape, then type.
To assign or change a shape's equipment ID number or description, right-click the shape, then choose Properties. The properties appear in a text block above the shape. To hide or show properties, right-click the shape. To set the ID number for the next shape you drop on the page, make sure no shapes are selected, right-click the page, then choose Reset Next ID Number.

Water Surface

To add water surface to a tank shape, glue the endpoints of the shape to the connection points ⊠ on the tank shape.

Selectable Vessels

To change vessel type, right-click a vessel. To add fittings, glue endpoints on fitting shapes to connection points ⊠ on the vessel. Control handles provide other shape actions. To see what a control handle ▪ on a selected shape does, pause the pointer over the handle.

To add text to the shape, select the shape, then type the text.

To assign or change a shape's equipment ID number or description, right-click the shape, then choose Properties. The properties appear in a text block above the shape. To hide or show properties, right-click the shape. To set the ID number for the next shape you drop on the page, make sure no shapes are selected, right-click the page, then choose Reset Next ID Number.

Autoclave

To specify an agitator type or remove the motor, right-click the autoclave. To add fittings, glue endpoints on fitting shapes to connection points ⊠ on the autoclave. Control handles provide other shape actions. To see what a control handle
▪ on a selected shape does, pause the pointer over the handle.
To add text, select the shape, then type.
To assign or change a shape's equipment ID number or description, right-click the shape, then choose Properties. The properties appear in a text block above the shape. To hide or show properties, right-click the shape. To set the ID number for the next shape you drop on the page, make sure no shapes are selected, right-click the page, then choose Reset Next ID Number.

Fittings

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

Variable Materials

To add fluid or material to a vessel, glue this shape's endpoints to connection points ⊠ on the top and bottom of a vessel. To change the level of fluid or material, drag the control handles
⊠ .