

## Creating subsidiary pages

The Link To Page add-on automatically creates a link between an instance of a shape and a subsidiary drawing page. Subsidiary pages typically display additional details about shapes. For example, you can create an engineering diagram create a subsidiary page that describes details about individual components or the process each shape represents.

When you select a shape and run Link To Page, you link the shape to a new or existing drawing page, which is displayed when you right-click the shape and choose Go To [page name]. Using the shortcut menu, you can navigate between the subsidiary pages and the page where the link originates.

Some shapes included with Visio Technical are pre-programmed to run Link To Page when you right-click them and choose Link To Page from the shortcut menu.

### ▶ **To create a subsidiary page for a shape:**

1. Select the shape for which you want to create a subsidiary page.
2. From the Tools menu, Run Add-on submenu, choose Link To Page.
3. In the Link To Page dialog box, select the page you want to link to in the list, or type the name of a new page.

If the shape contains text, Link To Page displays it in the Link to page list. You can change the text or select the name of an existing subsidiary page from the list.

4. To add a title to the linked page, check the Add Title Bar To New Page option.
5. To add a shadow to the selected shape, check the Add Drop Shadow To Shape option.

**Note:** Grouped shapes, such as furniture shapes, do not display drop shadows.

6. Click OK.

Now you can create content for the new page. To return to the drawing page containing the shape, deselect all shapes on the subsidiary page, use the right mouse button to click the page, and then choose the Go To [page name] command from the shortcut menu.

You can add a colored button, a text block, or some other special attribute to the shape to show which shapes are linked to subsidiary pages.

### **See also**

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[Creating a document link](#)

## Creating a document link

The Link To Document add-on links instances of shapes to other documents in other applications or to other Visio diagrams. For example, you can create a network diagram and use the Link To Document add-on to link to an Excel spreadsheet that describes asset information about individual computer components.

Once you set a link from a shape on a drawing page to another document, you can run Link to Document to create a new link.

▶ **To create a document link:**

1. Select a shape on the Visio drawing page.
2. From the Tools menu, Run Add-on submenu, choose Link To Document.
3. Select the file in the Link To Document dialog box, and then choose Open.

▶ **To activate a link:**

1. Right-click the shape and choose Open <filename>, where filename is the file you linked to the shape.

### See also

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[Creating subsidiary pages](#)

