Using shape help

You can quickly find out what a shape does and how you can use it.

▶ **To get help on shapes:**

1. Right-click the shape (on the stencil or on the drawing page).

2. Choose Shape Help from the shortcut menu.

   A popup window appears containing information about the shape.

3. To close Shape Help, click away from the popup window.

4. To print or copy the information, right-click inside the popup window, then choose Copy or Print Topic from the shortcut menu.

Tip: Shapes with control handles have control handle help: select the shape, then place the pointer over a control handle to display the handle's ToolTips.

Wall Square

Forms the outer walls of a room or building. Place the walls outside the room's perimeter.
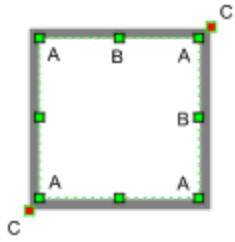
A   Drag to resize the wall square proportionally.

B   Drag to lengthen the wall square in one direction.

C   Drag horizontally or vertically to thicken one wall. Drag diagonally to thicken two walls at once.

Wall Corner

Use with Wall Section shapes when a room or building has an angled wall or when you don't need to draw all four walls. Place the walls outside the room's perimeter.
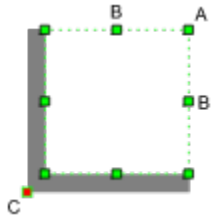
A   Drag to lengthen both walls equally.

B   Drag to lengthen one wall and not the other.

C   Drag to thicken one or both walls.

Wall Section

Use with Wall Corner shapes when a room or building has an angled wall or when you don't need to draw all four walls. Place the walls outside the room's perimeter so that B is on the outside of the wall. To set minimum wall thickness for all the walls in a diagram, make sure no shapes are selected, right-click the drawing page, then choose Custom Properties from the shortcut menu.

A   Drag horizontally to lengthen the wall. Drag in a circle to draw an angled wall.

B   Drag to thicken the wall.

Wall 2

Use with Corner 2 shapes to create the wall structure of a room. Choose the stamp tool from the connection tool menu on the toolbar, then click Wall 2 on the stencil. On the drawing page, click and drag to add Wall 2 shapes. Position walls outside the room's perimeter so that B is on the outside (if you drag clockwise, wall shapes face the correct direction). Glue A to the connection points on a corner shape. To set minimum wall thickness for all the walls in a diagram, make sure no shapes are selected, right-click the drawing page, then choose Custom Properties from the shortcut menu.

A   Drag to change the length or positioning of the wall.

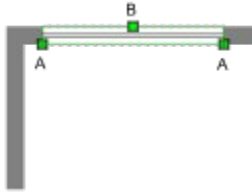B   Drag to thicken the wall.

Corner 2

Glue Wall 2 and Wall Section endpoints to Corner 2's connection points. Place Corner 2 outside the room's perimeter. Drag a selection handle to resize the shape proportionally. To set minimum wall thickness for all the walls in a diagram, make sure no shapes are selected, right-click the drawing page, then choose Custom Properties from the shortcut menu.

Table

Drag a side selection handle to lengthen in one direction. Drag a corner selection handle to resize proportionally. Glue a dimension line shape to the table to see dimensions as you resize.
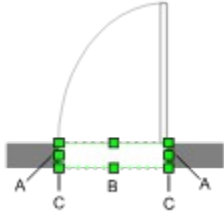
Window

Place Window shapes on top of wall shapes where they snap into place. B should face outside the room.

A   Drag to lengthen the window.

B   Drag to thicken the window.

Door

Place Door shapes on top of wall shapes where they snap into place. Door shapes, like most doors, are automatically three feet wide. Rotate or flip the door to make it open the right direction.

A   Drag to change the length of the door shape.

B   Drag to match the thickness of the wall shape.

C   Drag to resize proportionally.

Desk

Drag a side selection handle to lengthen in one direction. Drag a corner selection handle to resize proportionally. Glue a dimension line shape to the desk to see dimensions as you resize.

Conference Table

Drag a side selection handle to lengthen in one direction. Drag a corner selection handle to resize proportionally. Choose Open Conference Table from the Edit menu to select and format chairs or the table separately.
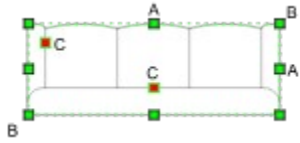
Desk Chair

A   Drag to resize the chair proportionally.

B   Drag to rotate the chair.
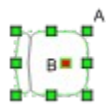
Circular Table

Drag a selection handle to resize proportionally. Glue a dimension line shape to the table to see dimensions as you resize.

Sofa

A   Drag to widen and lengthen the sofa.

B   Drag to resize proportionally.

C   Drag to change the sofa's style.

Chair

A   Drag to resize proportionally.
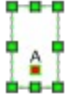
B   Drag to rotate the chair.

Printer

Drag a corner selection handle to resize proportionally.

PC

Drag a selection handle to resize proportionally. Choose Open PC from the Edit menu to select and format parts of the PC separately.

File Cabinet

Drag a side or corner selection handle to change the dimensions.

A   Drag to see how much space the file cabinet occupies with its drawer open.

Suspended Lateral File

Drag a side or corner selection handle to change the dimensions. Right-click the file, then choose Show Door Clearance to see how much space the lateral file occupies when it's open.

Bookshelf

Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Glue a dimension line shape to the bookshelf to see dimensions as you resize.

Lateral File

Drag a side or corner selection handle to change the dimensions.

A   Drag to see how much space the lateral file occupies when it's open.

Corner Surface 1

Use the corner surface with other surface and panel shapes to construct modular offices.
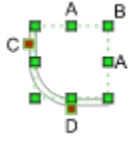
A   Drag to lengthen one leg of the surface.

B   Drag to lengthen both legs at once.

C   Drag to change the thickness of the surface and the angle of its bends.

Curved Panel

Glue the curved panel to other panel shapes to construct modular offices. Place the panel thickness outside the office perimeter.

A   Drag to lengthen one leg of the panel.

B   Drag to lengthen both legs at once.

C   Drag to change the thickness of the panel.

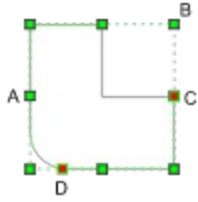D   Drag to change the panel thickness and the angle with which it bends.

Panel

Glue the panel to other panel shapes to construct modular offices. Place the panel thickness outside the office perimeter so that B faces outside the office. To set minimum panel thickness for all the panels in a diagram, make sure no shapes are selected, right-click the drawing page, then choose Custom Properties from the shortcut menu.

A   Drag to lengthen the panel.

B   Drag to make the panel wall thicker.

Corner Surface 2
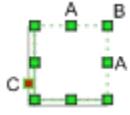
Use the corner surface with other surface and panel shapes to construct modular offices.

A   Drag to lengthen one leg of the surface.

B   Drag to lengthen both legs at once.

C   Drag to change the thickness of the surface.

D   Drag to change the curvature of the corner.

Corner Panel

Glue the corner panel to other panel shapes to construct modular offices. Place the panel thickness outside the office perimeter.

A   Drag to lengthen one leg of the panel.

B   Drag to lengthen both legs at once.

C   Drag to change the thickness of the panel wall.

1-post Panel

Glue the 1-post Panel to other panel shapes to construct modular offices. Place the panel thickness outside the office perimeter so that B faces outside the office. To set minimum panel thickness for all the panels in a diagram, make sure no shapes are selected, right-click the drawing page, then choose Custom Properties from the shortcut menu.

A   Drag to lengthen the panel.

B   Drag to make the panel wall thicker.

Corner Surface 3

Use the corner surface with other surface and panel shapes to construct modular offices.

A   Drag to lengthen one leg of the surface.

B   Drag to lengthen both legs at once.

C   Drag to change the thickness of the surface and the inside angle of its bends.

D   Drag to change the outside curvature of the corner.

Plant

Drag a selection handle to resize proportionally. You can add fill colors to the leaves, dirt, and pot separately. Select the plant, then click the area you want to subselect.
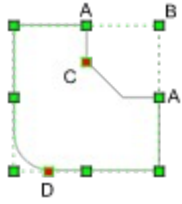
2-post Panel

Use the 2-post Panel with other panel shapes to construct modular offices. Place the panel thickness outside the office perimeter so that B faces outside the office. To set minimum panel thickness for all the panels in a diagram, make sure no shapes are selected, right-click the drawing page, then choose Custom Properties from the shortcut menu.

A   Drag to lengthen the panel.

B   Drag to make the panel wall thicker.

Work Surface

Use the work surface with other surface and panel shapes to construct modular offices.
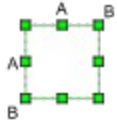
A   Drag to lengthen or widen the surface.

B   Drag to resize proportionally.

Dimension Line

Use to measure shapes automatically according to the drawing scale. Or select, and type your own non-scaled dimensions. Right-click and choose menu commands to show or hide extension lines or add a control handle to make extension lines uneven.
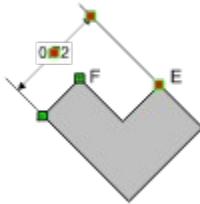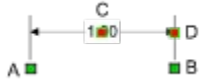
A	Drag to stretch or rotate.
B	Drag to change the angle of the dimension line.
C	Drag to change the location of the label.
D	Drag to change the length of the extension lines. Use uneven extension lines to measure shapes with uneven surfaces.
E	Drag to stretch or make one extension line longer.
F	Drag to set the shape's angle.

Bend Callout

Use the callout to call attention to or label a particular shape. Select the callout, then type to replace existing text.

A   Drag to change the length or angle of the pointer.

B   Drag to change text block width.

C   Drag to change where the pointer bends.

Telephone Jack

Place this symbol where you want a telephone jack. Drag a selection handle to resize the symbol proportionally.

Switch

Place this symbol where you want a light switch. Drag a selection handle to resize the symbol proportionally.

Power point

Use this symbol where you want a power point. Drag a selection handle to resize the symbol proportionally.

Road Sections

Use to draw square-ended or round-ended roads on a map. Glue to other road shapes by dragging A to a connection point on the other shape. Right-click a road shape, then choose a thickness from the shortcut menu.

A   Drag to change road length.

B   Right-click a road shape, choose Custom from the shortcut menu, then drag to make the road thicker.

Bridge

Use for a road, railway, or metro bridge. Glue to road and other shapes by dragging A to a connection point. Select the bridge then subselect C and D to fill them separately.
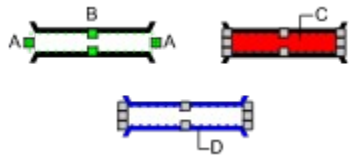
A   Drag to make the bridge longer.

B   Drag to make the bridge thicker.

Curve Shapes

Flip or rotate to change the direction of the curve. Glue road shapes to connection points at the end of each arm. Right-click a curve, then choose a road thickness from the shortcut menu.
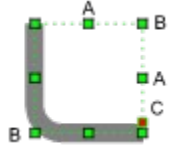
A   Drag to lengthen one arm.

B   Drag to lengthen both arms equally.

C   Right-click a curve, choose Custom from the shortcut menu, then drag to make the road thicker or narrower.

3-way

Flip or rotate to change the way the single arm points. Glue road shapes to connection points at the end of each arm. Right-click the shape, then choose a road thickness from the shortcut menu.
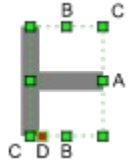
A   Drag to lengthen the single arm.

B   Drag to lengthen the double arms.

C   Drag to lengthen all three arms at once.

D   Right-click the shape, choose Custom from the shortcut menu, then drag to make the road thicker.

4-way

Use the rotation tool to change the alignment of the arms on the page. Glue road shapes to connection points at the end of each arm. Right-click the shape, then choose a road thickness from the shortcut menu.
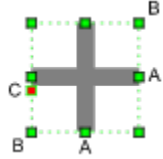
A   Drag to lengthen one set of arms.

B   Drag to lengthen all arms at once.

C   Right-click the shape, choose Custom from the shortcut menu, then drag to make the road thicker.

Roundabout

Use to draw a traffic circle. Right-click the shape, then choose a road thickness from the shortcut menu.

A   Drag to change the circle's size proportionally.

B   Right-click the shape, choose Custom from the shortcut menu, then drag to make the road thicker.

C   Drag outside the circle to draw radiating roads, then glue the roads to other shapes.

Interchange

Select the interchange and then subselect the arms, ramps, and circles to format them separately. Right-click the shape, then choose a road thickness from the shortcut menu.

A   Drag to lengthen arms in one direction.

B   Drag to lengthen arms in both directions.

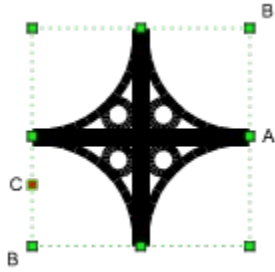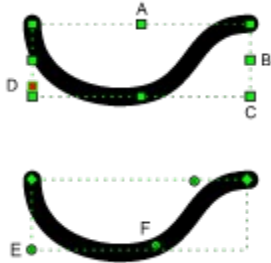C   Right-click the shape, choose Custom from the shortcut menu, then drag to make the roads thicker.

Flexible Road or Metro

Use the flexible road or metro for country roads and hairpin turns. Right-click the shape, then choose a road thickness from the shortcut menu. To edit a flexible section, choose the freeform tool from the toolbar drawing menu, then select the shape.

A   Drag to make the arms longer or shorter.

B   Drag to increase the distance between the arms.

C   Drag to lengthen the arms proportionally and change the distance between them.

D   Right-click the shape, choose Custom from the shortcut menu, then drag to make the road or metro line thicker.

To edit a flexible section, choose the freeform tool from the toolbar drawing menu, then select the shape. Hold down the CTRL key and click to add more vertexes. Drag a vertex or its handle to change the curve. Draw with the freeform tool to make your own curving roads.

E   Drag to change the direction of one end of the road or metro line.

F   Drag to change the way the road or metro line curves.

Roadway Break

Use to indicate an interruption in a road.
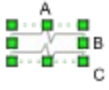
A   Drag to make the break longer.

B   Drag to make the break wider.

C   Drag to resize proportionally.

Thin Road

Use to draw a narrow road. Select the shape, then type to replace existing text.

A   Drag to lengthen the road.

B   Drag to change the vertical position of the text label.

C   Drag to change the horizontal position of the text label.

Railway

Use to add railway tracks to a map. Glue to another railway shape by dragging A to a connecting point on the other shape.
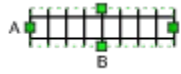
A   Drag to make the railway longer.

B   Drag to make the railway wider.

Railway Curve

Flip or rotate to change the direction of the curve.
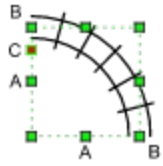
A   Drag to lengthen one arm.

B   Drag to lengthen both arms equally.

C   Drag to make the tracks wider.

Metro Line or Rounded

Use to add square-ended or round-ended metro lines to a map. Glue to another metro line shape by dragging A to a connecting point on the other shape. Right-click a metro shape, then choose a thickness from the shortcut menu.

A   Drag to make the metro line longer or shorter.

B   Right-click a metro shape, choose Custom from the shortcut menu, then drag to make the metro line wider.

Metro Curve

Flip or rotate to change the direction of the curve. Right-click a curve, then choose a thickness from the shortcut menu.

A   Drag to lengthen one arm.

B   Drag to lengthen both arms equally.

C   Right-click a curve, choose Custom from the shortcut menu, then drag to make the metro line wider.

Station

Use to add stations to metro lines on a map. Drag a selection handle to size proportionally. Glue a Stop callout shape to a station to label the metro stop.

Transfer station

Use a transfer station to connect two metro lines together. First, drag parallel metro lines onto the page. Next, drag a Station shape onto one of the metro lines and a Transfer Station shape onto the other. Then, drag A until it glues to B (see below).
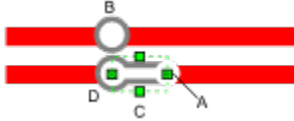
A   Drag A on the transfer station until it glues to B.

B   Station shape. Drag selection handles to change its size.

C   Drag to make the transfer station larger.

D   Drag to make the transfer station longer.

Stop Callout

Glue C to a Station shape connection point to indicate and name a metro station. Rotate to make the Stop Callout face the correct direction. Select the shape and type to replace existing text.

A   Drag to make the callout triangle larger.

B   Drag to control the distance between the street name and the triangle.

Road Sign

Drag a selection handle to resize proportionally. Select the shape, then subselect its components to format them separately. Select route sign shapes, then type to replace existing route numbers. Right-click on sign shape and choose options from the short-cut menu.

Route Number

Drag a selection handle to resize proportionally. Select the shape, then type to replace existing route numbers.

Building

Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then click to subselect its components and format them separately. Select the shape, then type to replace existing text.

City

Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then click to subselect its components and format them separately. Select the shape, then type to replace existing text.
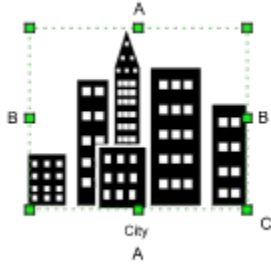
A   Drag to make the buildings taller.

B   Drag to make the buildings wider.

C   Drag to resize proportionally.

Airport

Place this symbol on a map to indicate an airport. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then type to replace existing text. Right-click on shape and choose No Frame option from the short-cut menu to hide yellow frame.

Ferry

Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then subselect its components to format them separately. Select the shape, then type to replace existing text.

River

To create a river, line up several River shapes end to end. Choose the pencil tool and drag a vertex to change the shape of the river.
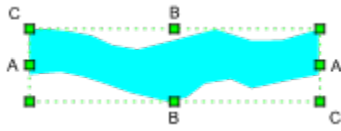
A   Drag to lengthen the river.

B   Drag to widen the river.

C   Drag to resize proportionally.

Lake

Choose the pencil tool and drag a vertex to change the shape of the lake.
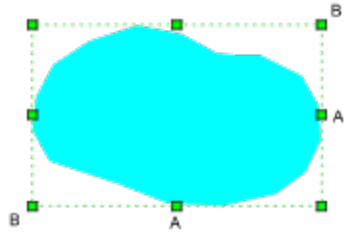
A   Drag to make the lake longer or wider.

B   Drag to resize proportionally.

Ocean

Choose the pencil tool and drag a vertex to change the shape of the shoreline.
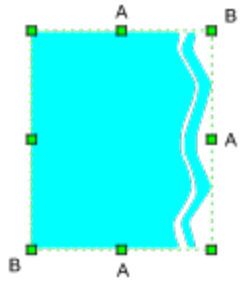
A   Drag to make the ocean longer or wider.

B   Drag to resize proportionally.

Scale

Use the Scale shape to indicate a map's scale. Select the shape, then click a component to subselect it and change the colors of the bars. Add text to associate the scale with specific distances. Select the shape and type to add text.

Direction

Use the Direction shape to indicate north, south, east, and west. Drag a selection handle to resize proportionally. Rotate the shape to change the angle at which the arrows point.

North

Use the North shape to indicate north on a map. Drag a selection handle to resize proportionally. Rotate the shape to change the angle at which the arrow points.

Text Block

Drag and drop to add an independent text block to a diagram. Select the text block, then type to replace existing text. Select the text block, then choose Font from the Format menu to format and the text and change its size. Drag a selection handle to change text block (not text) size.

Callout

Use the callout to label landmarks on a map. Select the shape, then type to replace text.

A Drag to lengthen the pointer.

B Drag to change the size of the text block.

Tree

Drag a side selection handle to widen or lengthen the tree. Drag a corner selection handle to resize the tree proportionally.

Park

Place this symbol on a map to indicate a park. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape and then subselect its components to format them separately.

Clip Art

Drag and drop clip art into any Visio diagram and use it for special effects in charts and other display graphics. Drag a selection handle to resize proportionally. Use the crop tool to crop or to reposition clip art within its selection borders. Clip art cannot be rotated, flipped, or filled with a color. To convert clip art to a Visio shape, select it, choose Grouping from the Shape menu, and then choose Convert To Group.

Disk

Select the disk, then type to add text to the label. Select the disk, then click to subselect a section to change its fill color.

Recycle Symbol

Select the shape, then type to add a label or choose a color from the Fill Style list to change the color of the arrows.

Copyright Statement

Drag and drop the shape to see copyright information for clip art on this stencil.

Flags

Drag a side selection handle to change a flag's width or height. Drag a corner selection handle to resize proportionally. Flags are clip art shapes that cannot be rotated, flipped, or filled with a color. To convert a flag to a Visio shape, select it, choose Grouping from the Shape menu, then choose Convert to Group.

If you want to separate one element of a flag (for example, the yellow stars on the Chinese flag) from the rest, select the flag, choose Grouping from the Shape menu, then choose Ungroup. Click the element you want to use, then drag it to a new location.

Symbol

Drag a selection handle to resize a symbol proportionally. To edit part of a symbol, select the symbol, click a part to subselect it, then choose options from the Fill Style and Line Style lists.

Warning Sign

Use as a background for a warning sign or flip to make a yield sign. Drag a selection handle to resize proportionally. To edit part of the sign, select the sign, click a part to subselect it, then choose options from the Fill Style and Line Style lists.

Square Box

Use as a frame for stand-alone symbols. Drag a selection handle to resize proportionally.

Straight-Line Callout

Select the callout, then type to replace existing text.
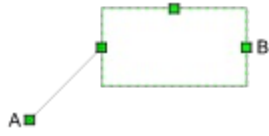
A   Drag to change the length or angle of the pointer.
B   Drag to change the width of the text block.

Elbow Callout

Select the callout, then type to replace existing text.

A   Drag to change the length or direction of the pointer.
B   Drag to change the width of the text block.

Annotation

Select the callout, then type to replace existing text.

A	Drag to change the length and angle of the pointer.
B	Drag to change the width of the text block.
C	Drag to set the bracket length.

Bend Callout

Select the callout, then type to replace existing text.

A   Drag to change the length and angle of the pointer.
B   Drag to change the width of the text block.
C   Drag to change the location of the bend.

Enclosed Comment

Select the shape, then type to replace existing text. Text and enclosure height increase as you type more text. Drag the side selection handle to change the width of the text block.

Drag the control handle on the Braces With Text shape to change vertex size.

Drag the control handle on the Partial Bracket Text shape to change bracket arm length.
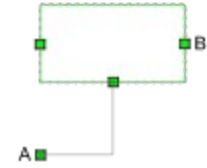
Oval or Box Callout

Select the callout, then type to replace existing text.
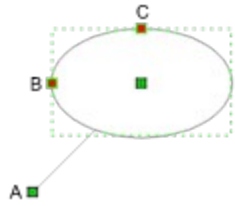
A	Drag to change the length and angle of the pointer.
B	Drag to change the width of the box or oval.
C	Drag to change the height of the box or oval.

Side Bracket

Select the shape, then type to replace existing text. Right-click the shape, then choose an option from the shortcut menu to make text alignment parallel or perpendicular or to change the width of the text block. If you choose Unlimited Paragraph, press the Enter key to break lines of text.
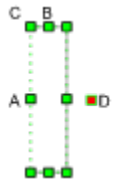
A   Drag to change bracket arm length.
B   Drag to change bracket height.
C   Drag to resize the bracket proportionally.
D   Drag to change the vertical position of the text.

Side Brace

Select the shape, then type to replace existing text. Right-click the shape, then choose an option from the shortcut menu to make text alignment parallel or perpendicular or to change the width of the text block. If you choose Unlimited Paragraph, press the Enter key to break lines of text.
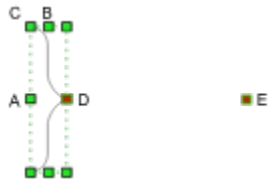
A   Drag to change brace arm length.
B   Drag to change brace height.
C   Drag to resize the brace proportionally.
D   Drag to change vertex size.
E   Drag to change the brace point's vertical position.

Side Parenthesis

Select the shape, then type to replace existing text. Right-click the shape, then choose an option from the shortcut menu to make text alignment parallel or perpendicular or to change the width of the text block. If you choose Unlimited Paragraph, press the Enter key to break lines of text.
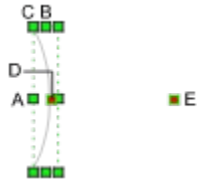
A   Drag to change parenthesis arm length.
B   Drag to change parenthesis height.
C   Drag to resize the parenthesis proportionally.
D   Drag to change parenthesis curviness.
E   Drag to change the vertical position of the text.

Message

Select the shape, then type to add text or replace existing text.
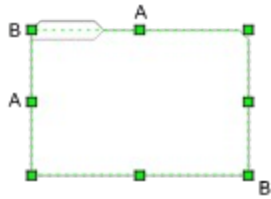
A   Drag to widen or lengthen the shape.
B   Drag to resize proportionally.

Tag

Select the tag, then type to replace existing text.
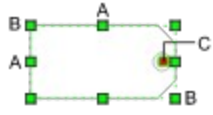
A   Drag to widen or lengthen the tag.
B   Drag to resize proportionally.
C   Drag to add a string to the tag.

2-D Word Balloon

Select the word balloon, then type to replace existing text.
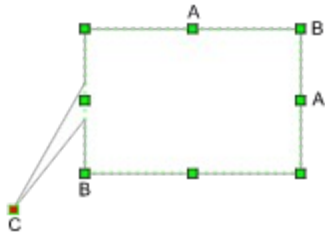
A	Drag to widen or lengthen the word balloon.
B	Drag to resize proportionally.
C	Drag to change pointer length and direction.

Horizontal and Vertical Balloons

Select the balloon, then type to replace existing text.

B

A

C
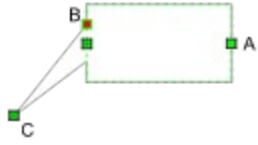
A   Drag to change the width of the balloon.
B   Drag to change pointer width.
C   Drag to change pointer length and direction.

Button

Select the button, then type to replace existing text. Click parts of the border to subselect them and change their fill colors.
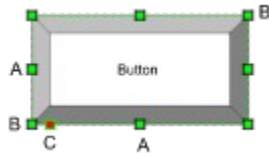
A   Drag to widen or lengthen the button.
B   Drag to resize proportionally.
C   Drag to change button depth.

Stamp

Select the stamp, then type to replace existing text. The stamp automatically resizes to accommodate the text you type. Press the Enter key to start a new line. Locked selection handles mean the stamp can't be manually resized.

Window

Select the window, then type to replace existing text in the main window. Click the title bar to subselect it to replace its text. Click parts of the window to subselect them, then use the Fill Style list to change fill colors.
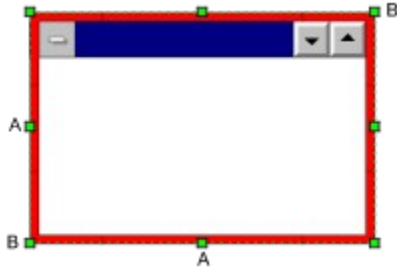
A   Drag to widen or lengthen the window.
B   Drag to resize proportionally.

Automatic Dimension

Use to measure shapes automatically according to the drawing scale. Or select, and type your own non-scaled dimensions. Right-click and choose menu commands to show or hide extension lines or add a control handle to make extension lines uneven. If you change measurement units for your diagram, the units in the automatic dimension also change.
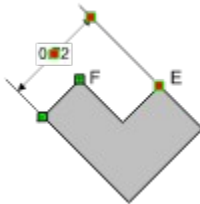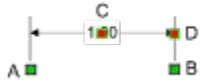
A   Drag to stretch or rotate.
B   Drag to change the angle of the dimension line.
C   Drag to change the location of the label.
D   Drag to change the length of the extension lines. Use uneven extension lines to measure shapes with uneven surfaces.
E   Drag to stretch or make one extension line longer.
F   Drag to set the shape's angle.

Basic Shape

Drag and drop to add a basic shape to your diagram. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally (the Square and Circle resize proportionally only).

Cross

Drag and drop to add a cross to your diagram.
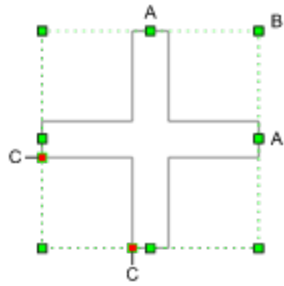
A   Drag to change the width or height of the cross.
B   Drag to resize proportionally.
C   Drag to change the width of the vertical and/or horizontal arms.

Center-drag Circle

Use to create circles you can precisely resize or rotate. To create a number of different-sized circles, from the connection tool menu, choose the stamp tool, then drag and drop a Center-drag Circle. With the stamp tool, draw lines that become radiuses for the additional circles you want to create.
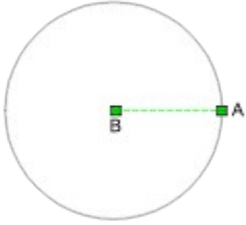
A   Drag to resize the circle by changing its radius.
B   Drag to resize or rotate the circle by changing the location of its center.

3-D Box

Drag and drop to add a 3-D shape to your diagram. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Flip vertically or horizontally to change the depth perspective.

A   Drag to control box depth and depth perspective.

Rounded Rectangle or Square

Drag and drop to add a rounded shape to your diagram. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally (the Rounded Square resizes proportionally only).
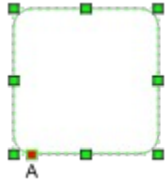
A   Drag to change curvature of the four corners simultaneously.

Arrow

Drag and drop to add an arrow to your diagram.
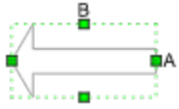
A   Drag to change tail length without changing arrowhead size.
B   Drag to change arrow and arrowhead width.

Flexible Arrow

Drag and drop to add a flexible arrow to your diagram.
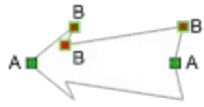
A   Drag to change tail length without changing arrowhead size or tail angle.
B   Drag to change the shape and size of arrowheads and tails.

Point-to-Point Connector

Drag and drop to connect two 2-D shapes. If you move the 2-D shapes, they maintain their point-to-point connection. 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.

Line Connector

Drag and drop to connect two 2-D shapes with either a straight connector, a connector curved in an elliptical arc, or a connector curved in a freeform curve. If you move the 2-D shapes, they maintain their point-to-point connection.

A   Glue to a connection point on a 2-D shape (point-to-point) or, with the Line Connector, press the CTRL key while dragging to glue to the shape (shape-to-shape).
B   Drag to change the shape of the curve.

Universal Connector

Drag and drop to connect two 2-D shapes point-to-point or shape-to-shape. 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.

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

Border Section

Attach to other similar-looking sections and corners to create a border. Rotate some sections to make a vertical border. To quickly duplicate a border section, hold down the mouse button on the section, and then press the CTRL key and drag a copy to the new location. Press F4 to add more sections offset by the same amount.

Corner Section

Use for the corner of the border. Duplicate and rotate to make the border's four corners.

End-caps

Attach to the end of similar-looking border sections to cap a border. Flip horizontally or rotate to cap borders that run different directions.

Wave Corner

Use both Wave Corner shapes with Wave Section 2 shapes to complete a border. Duplicate Wave Corners and rotate 180 degrees to make two border corners.

Star Section

Attach to other similar-looking sections and corners to create a border. Rotate 90 degrees to make a vertical border.

A   Drag to change the size of the stars.

B   Drag to make more stars.

Ornament

Use as ornaments. Drag selection handles to make the ornaments taller or wider or to resize them proportionally. The Triangle Section and Art Deco Circle can also be assembled with other similar sections to create a border. To quickly duplicate a section or circle, hold down the mouse button on the shape, and then press the CTRL key and drag a copy to the new location. Press F4 to add more shapes offset the same amount.

Button Ornament

Drag and drop to add a button to a diagram. Select the button, then click to subselect its components to format them separately. Select the button, then type to add text.
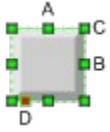
A   Drag to change button height.

B   Drag to change button width.

C   Drag to resize proportionally.

D   Drag to change button thickness.

Frame Shapes

Use to frame specific shapes or a page. The Art Deco, Classic, Fun, Single-line, and Multi-line frames resize automatically to fit the size of the drawing page.
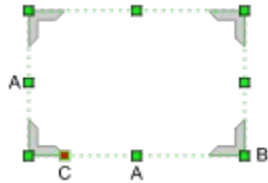
A   Drag to make the frame taller or wider.

B   Drag to resize proportionally.

C   Drag to change frame thickness (not all frame shapes have this control handle).

Tile Shape

Assemble tile shapes to create a background or a border. To quickly duplicate a tile, hold down the mouse button on the tile, and then press the CTRL key and drag a copy to the new location. Press F4 to add more shapes offset the same amount. Drag selection handles to make the ornaments taller or wider or to resize them proportionally. Select a tile and choose a color from the Fill   Style list under the toolbar to change the color of the tile design.

Computing Shape

Drag and drop to add a computing shape to your diagram. Select a shape, then type to replace existing text. Select the shape, then click to subselect its parts to format them separately.
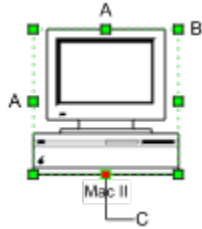
A   Drag to make the shape taller or wider, or, for some shapes, to resize proportionally.

B   Drag to resize proportionally.

C   Drag to relocate the text.

Database

Drag and drop to add a database or other data storage device to your diagram. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select a shape, then type to replace text.

Network

Drag and drop to add a network to your diagram. Drag endpoints or selection handles to make the network shapes longer or larger. Select a shape, then type to add or replace existing text.
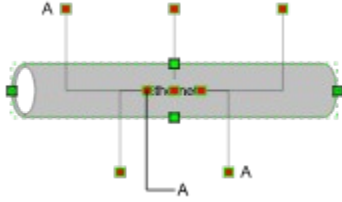
A   Glue to computer and printer connection points.

Comm-link shape

Use to indicate a communications link. Drag an endpoint to make the link longer. Drag a selection handle to make the link wider.

Cloud

Use to represent a network or other system for which the details are not included in the diagram. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then type to replace existing text. Right-click the shape, then choose Link To Page from the shortcut menu to create an attached page for describing the details of the network or system.

City

Use to represent a city or wide area network (WAN) node. Select the shape, then type to replace existing text. Select the shape, then click its parts to subselect them and format them separately. Right-click the shape, then choose Link To Page from the shortcut menu to create an attached page for describing the details of the WAN.
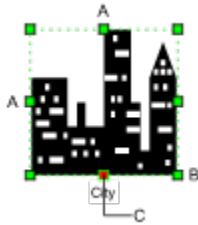
A   Drag to widen or lengthen.
B   Drag to resize proportionally.
C   Drag to relocate the text.

Point-to-Point Connector

Drag and drop to connect two 2-D shapes. If you move the 2-D shapes, they maintain their point-to-point connection. 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.

Line Connector

Drag and drop to connect two 2-D shapes with either a straight connector, a connector curved in an elliptical arc, or a connector curved in a freeform curve. If you move the 2-D shapes, they maintain their point-to-point connection.

A   Glue to a connection point on a 2-D shape (point-to-point) or, with the Line Connector, press the CTRL key while dragging to glue to the shape (shape-to-shape).
B   Drag to change the shape of the curve.

Universal Connector

Drag and drop to connect two 2-D shapes point-to-point or shape-to-shape. 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.

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

Equipment

Drag and drop to add an equipment shape to your diagram. Select a shape, then type to replace existing text. Select the shape, then click its parts to subselect them and format them separately.
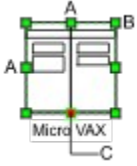
A   Drag to make the shape taller or wider, or, for some shapes, to resize proportionally.

B   Drag to resize proportionally.

C   Drag to relocate the text.

Television

Drag and drop to add a television to your diagram. Select the shape, then type to replace existing text. Select the shape, then click its parts to subselect them and format them separately.
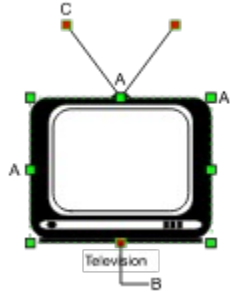
A Drag to resize proportionally.
B Drag to relocate the text.
C Drag to change the length and angle of the antennae.

Screen

Drag and drop to add a screen to your diagram. Select the shape, then type to replace existing text. Drag side selection handles to make the screen taller or wider. Drag a corner selection handle to resize proportionally. Select the shape, then click its parts to subselect them and format them separately.

Bar Graph

Drag and drop to add a bar graph to a diagram. Click a bar to subselect it, then type the bar's value. Bar height adjusts automatically. You can also add fill colors to subselected bars.
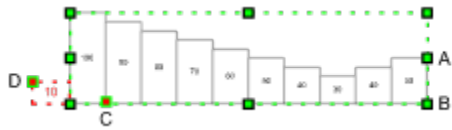
A   Drag to increase or decrease the number of bars.

B   Drag to resize proportionally.

C   Drag to change bar width.

D   Drag to set the standard unit height and control the relative height of the bars.

Bar Graph

Drag and drop to add a bar graph to a diagram, where the bars represent percentages. Click a bar to subselect it, then type a percentage (including the % sign). Bar height adjusts automatically. You can also add fill colors to subselected bars.
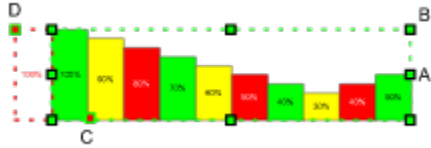
A   Drag to increase or decrease the number of bars.

B   Drag to resize proportionally.

C   Drag to change bar width.

D   Drag to set the height of the 100% bar.

Bar Shape With Text

Drag and drop to add a bar to a chart. Use the 3-D bars with the 3-D axis. Select the bar, then type to replace existing text. Click the side or top of the bar to subselect it, then format it separately. Flip 3-D bars horizontally or vertically to change the orientation.
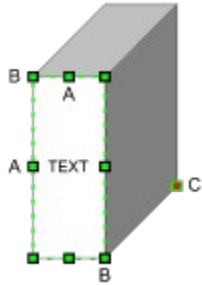
A   Drag to make the bar taller or wider.
B   Drag to resize proportionally.
C   Drag to change the depth of 3-D bars.

3-D Axis

Use with the Vertical and Horizontal 3-D bars to create a 3-D bar chart. Flip the axis horizontally to change orientation. Click the text to subselect it, then type to replace it.
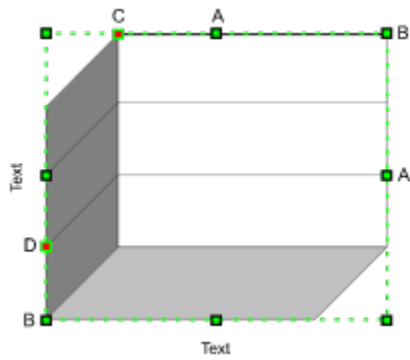
A   Drag to make the shape taller or wider.
B   Drag to resize proportionally.
C   Drag to change the depth.
D   Drag to change the spacing between grid lines.

Divided Bar

Drag and drop to add a divided bar to a bar chart. Click on a component to subselect it, then change its fill and text color.

A   Drag to make the bar taller or wider.
B   Drag to resize proportionally.
C   Drag to change the proportion of the left two-thirds. The percentage updates automatically.
D   Drag to change the proportion of the right two-thirds. The percentage updates automatically.

Stretchable Shape

Use in place of bars on horizontal and vertical bar graphs. When you increase the height of the Hand or the Flower, only the sleeve and stem lengthen. When you widen the People or the Dollar, the shapes duplicate themselves (to a maximum of four shapes). Right-click the shapes, then choose Shape Properties to change the horizontal or vertical offset between duplicated shapes, height, and other properties.

Line Graph

Drag and drop to add a line graph to a diagram. Click the x- and y-axis labels to subselect them, then type to replace the text. Click the area under the line to subselect it, then change its fill color.

A Drag to make the graph taller or wider.
B Drag to resize proportionally.
C Drag to extend the y-axis.
D Drag to extend the x-axis.
E Drag data points to their appropriate values on the axes. Eliminate data points by dragging them to the right edge of the graph.

Graph Line

Use with Data Point shapes to create line graphs with connected data points. First, place the Data Points, then connect them with Graph Lines.

A   Drag to change the width of the line.
B   Drag to make the line longer or shorter. Glue to the blue x in a data point.

Data Point

Use with Graph Line shapes to create line graphs with connected data points. First, place the Data Point shapes, then connect them with Graph Lines. Glue the Graph Line endpoints to the blue x's in the Data Points.

A   Drag to change the size of a data point.
B   Glue Graph Line endpoints to these connection points.

Row and Column Header

Use to add row and column headers to charts. Select a header, then type to replace existing text. Drag selection handles or endpoints to resize header shapes. To change text size, select the shape, then click the Increase or Decrease Font Size toolbar buttons.

Yes/No Box

In comparison charts, use to indicate the presence or absence of various features. Right-click the box, then choose the kind of circle you want from the shortcut menu. Drag selection handles to resize a box.

A Yes/No Box indicating that X product has Z feature.
B Yes/No Box indicating that Y product doesn't have Z feature.

Pie Chart Slice 2

Drag and drop to create a pie chart. Select a slice and type a percentage (including the % character) to change slice size. Drag and drop additional slices, then rotate and glue them at the center to create a whole pie.

Smart Pie Slice

Drag and drop to add a pie chart slice to a diagram. Drag A to resize the slice. Drag B to change slice percentage. To fine-tune slice percentage, right-click the Super Smart Slice, then choose Add 1% from the shortcut menu.
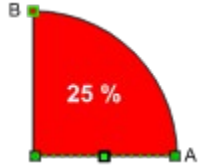
To build a pie, duplicate the slice, then move the second slice directly over the first so they glue at the center. Drag A on the second slice until it glues to B on the first slice, then drag B on the second slice to size it. Repeat to create the rest of the slices, moving counterclockwise around the pie.

Horizontal and Vertical Axis Shape

Drag and drop to add a horizontal or vertical axis to a diagram. Drag an endpoint to lengthen an axis. Select the axis and type to replace text.

Axis Shape with Gradations

Drag and drop to add a two- or three-dimensional axis to a diagram. Drag a selection handle to resize the axis shape. Click to subselect axis text, then type to replace it.

Curve Shape

Use with an X-Y axis shape to add a curve to a graph. Select the shape, then type to add or replace text.
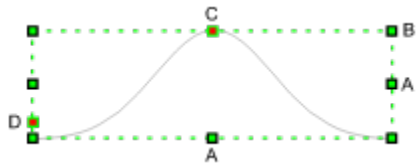
A   Drag to make the curve taller or wider.
B   Drag to resize proportionally.
C   Drag to change the point where the curve peaks (distribution).
D   Drag to change the slope of the curve.

Graph Scale Shape

Place end-to-end vertically or horizontally to create a scale. Select a graph scale, then type to replace the number. Drag a selection handle to resize the shapes.

Row/Column Header

Drag and drop and rotate, if necessary, to add row or column headers to bar charts. Select the shape, then type to replace the text. Drag a selection handle to resize a header. To change text size, select the shape, then click the Increase or Decrease Font Size toolbar buttons.

1-D Word Balloon

Use to add comments to charts and graphs. Select the shape, then type to replace text. As you type, the balloon gets taller.
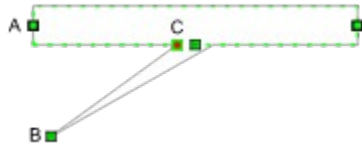
A   Drag to widen the word balloon.
B   Drag to change pointer length and direction.
C   Drag to change pointer width.

2-D Word Balloon

Use to add comments to charts and graphs. Select the shape, then type to replace text.
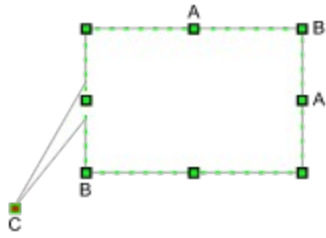
A   Drag to widen or lengthen the word balloon.
B   Drag to resize proportionally.
C   Drag to lengthen and aim the pointer.

Callout

Use to add comments to charts and graphs. Select the shape, then type to replace text. As you type, the text block gets taller.
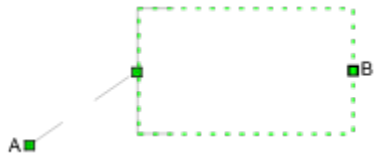
A   Drag to change the length and angle of the pointer.
B   Drag to change the width of the text block.

Text Block

Drag and drop to add independent text blocks to a diagram. Select the text block, then type to replace and format text. Drag a selection handle to change text block (not text) size and change word wrapping.

Basic Block

Drag and drop to add a basic block shape to your diagram. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally.

Auto-height Box
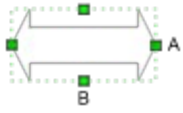
Use to add a box with text to a diagram. Drag a selection handle to change box width. Box height adjusts according to the amount of text you type. Select the shape, then type to replace existing text.

Auto-size Box

Use to add a box with text to a diagram. Box grows to surround text you type. Press the Enter key to start a new line. Select the shape, then type to replace existing text.

1-D Double Arrow

Drag and drop to add a double-headed arrow to a diagram.

A   Drag to change arrow length or glue to a connection point on a 2-D shape.

B   Drag to widen the arrow.

Open/Closed Shape

Drag and drop to add a bar or arrow to a diagram. Right-click the shape, then choose an option from the shortcut menu to close or open an end. Drag a side selection handle to make the shapes longer or wider. Drag a corner handle to resize the 2-D Single and Open/Closed Bar shapes proportionally.

Arrow Box

Drag and drop to add an arrow and box to a diagram
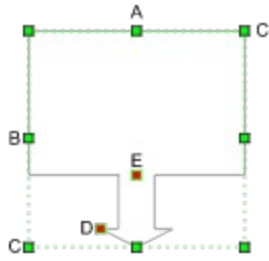
A   Drag to lengthen the box.
B   Drag to widen the box.
C   Drag to resize the box proportionally.
D   Drag to change the shape and size of the arrow.
E   Drag to change the ratio of box to arrow.

3-D Box

Drag and drop to add a 3-D shape to a diagram. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Flip vertically or horizontally to change the depth perspective.

A   Drag to control box depth and depth perspective.

Button

Drag and drop to add a button to a diagram. Select the box, then click to subselect its components to format them separately. Select the button, then type to replace text.
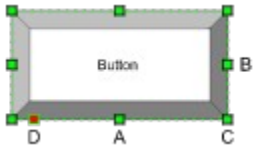
A   Drag to change button height.

B   Drag to change button width.

C   Drag to resize proportionally.

D   Drag to change button thickness.

Curved Arrow

Drag and drop to add a curved arrow to a diagram. Flip horizontally to change the direction the arrow points.
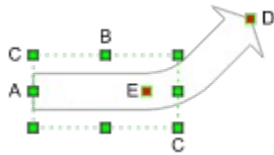
A   Drag to lengthen the arrow from its bend to the end.
B   Drag to make the entire arrow wider.
C   Drag to resize the entire arrow proportionally.
D   Drag to lengthen the arrow from its point to the bend and to change the way it bends.
E   Drag to change the abruptness of the curve.

Point-to-point Connector
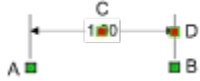
Drag and drop to connect two 2-D shapes. If you move the 2-D shapes, they maintain their point-to-point connection. Double-click a connector to add text. You can control how variable connectors bend.

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

Line Connector

Drag and drop to connect two 2-D shapes with either a straight connector, a connector curved in an elliptical arc, or a freeform curve connector (use the Line Connector for elliptical arcs and the Line-curve Connector for freeform curves). If you move the 2-D shapes, they maintain their point-to-point connection.

A   Glue to a connection point on a 2-D shape (point-to-point) or, with the Line Connector, press the CTRL key while dragging to glue to the shape (shape-to-shape).
B   Drag to change the shape of the curve.

Universal Connector

Drag and drop to connect two 2-D shapes point-to-point or shape-to-shape. 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.

A   Glue to a connection point on a shape (point-to-point). Or, press CTRL while dragging and glue to the shape (shape-to-shape).
B   Drag to change how the connector bends.

Branching Tree Shape

Use alone and with other tree shapes to add a branching organization to a diagram. Select a shape, then type to add text. You can add additional limbs to multi-tree shapes.

A   Drag to lengthen the tree trunk.
B   Drag to change the length and position of the tree limbs.
C   Drag to add four additional limbs.

Line-end Connector

Use to connect shapes with connectors that have arrowheads or dotted line ends. Select a connector, then type to add text. Right-click a connector, then choose an option from the shortcut menu to control which direction the arrows point and which endpoints have line ends.

A   Drag to lengthen the link and glue to a connection point on a shape.
B   Drag to change the size of the line ends.

Arrow

Drag and drop to add an arrow shape to a diagram. Select an arrow, then click its surfaces to subselect them and format them separately (check the Fill Style list on the toolbar to see which surface is selected). To seamlessly join arrow shapes, right-click an arrow, then choose Open Tail from the shortcut menu to open the arrow's tail.
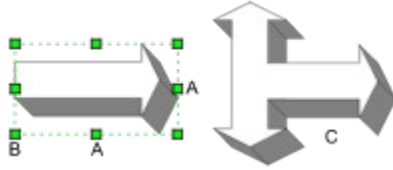
A   Drag to widen or lengthen an arrow.
B   Drag to resize proportionally.
C   Line up an open-tailed arrow against another arrow shape to make the two arrows look like one shape. You may need to select the open-tailed arrow and choose Bring To Front from the Shape menu.

Double-headed Arrow

Drag and drop to add a double-headed arrow to a diagram. Select an arrow, then click its surfaces to subselect them and format them separately (check the Fill Style list on the toolbar to see which surface is selected). Drag a side selection handle to widen or lengthen an arrow. Drag a corner selection handle to resize proportionally.

Bar

Drag and drop to add a bar shape to a diagram. Select a bar, then click its surfaces to subselect them and format them separately (check the Fill Style list on the toolbar to see which surface is selected). To seamlessly join bars with other shapes, right-click a bar, then choose an option from the shortcut menu to open one or both of the bar's ends.
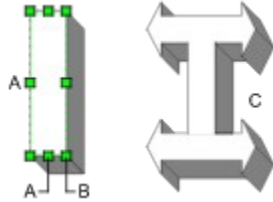
A   Drag to widen or lengthen a bar.

B   Drag to resize proportionally.

C   Line up an open-ended bar against other shapes to make the three shapes look like one. You may need to select the open-tailed bar and choose Bring To Front from the Shape menu.

Elbows

Drag and drop to add a corner, or elbow, shape to a diagram. Select an elbow, then click its surfaces to subselect them and format them separately (Check the Fill Style list on the toolbar to see which surface is selected). To seamlessly join elbows with other shapes, right-click an elbow, then choose an option from the shortcut menu to open one or both of the elbow's ends.
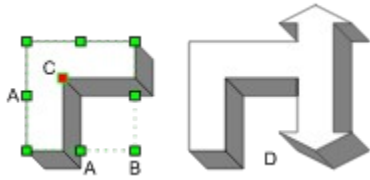
A   Drag to lengthen one of the arms.
B   Drag to lengthen both arms at the same time.
C   Drag to change the thickness of one or both of the arms.
D   Line up an open-ended elbow against another shape to make the two shapes look like one. You may need to select the open-tailed arrow and choose Bring To Front from the Shape menu.

Frame

Drag and drop to add a frame to a diagram. Select the frame, then click its surfaces to subselect them and format them separately. (Check the Fill Style list on the toolbar to see which surface is selected).
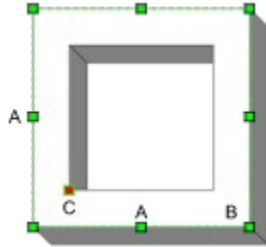
A   Drag to lengthen or widen the frame.
B   Drag to resize proportionally.
C   Drag to change the thickness of one or both sides.

Circle or Square Block

Drag and drop to add a circle or rectangular block to a diagram. Select the shape, then click its surfaces to subselect them and format them separately (check the Fill Style list on the toolbar to see which surface is selected). Drag any selection handle to resize the circle proportionally. Drag a side selection selection handle on the square to change its length or width. Drag a corner selection handle to resize proportionally.

Point-to-point Connector

Drag and drop to connect two 2-D shapes. If you move the 2-D 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.

Line Connector

Drag and drop to connect two 2-D shapes with either a straight connector or a connector curved in an elliptical arc (for a more flexible curved connector, use Line-curve Connector 2). If you move the 2-D shapes, they maintain their point-to-point connection.
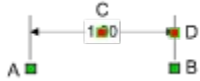
A   Glue to a connection point on a 2-D shape (point-to-point) or, with the Line Connector, press the CTRL key while dragging to glue to the shape (shape-to-shape).
B   Drag to change the shape of the curve.

Line-curve Connector 2

Drag and drop to connect two 2-D shapes with either a straight connector or a freeform curve (if you want a connector curved in an elliptical arc, use the Line-curve Connector). If you move the 2-D shapes, they maintain their point-to-point connection.
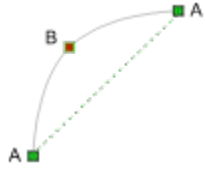
A   Glue to a connection point on a 2-D shape.
B   Drag to change the shape of the curve.

Bezier Connector

Drag and drop to connect two 2-D shapes with a bezier curve. If you move the 2-D shapes, they maintain their point-to-point connection. Select the connector and choose Line from the Format menu to add arrowheads to or delete them from endpoints.

A   Glue to a connection point on a 2-D shape.
B   Drag to change the shape of the curve.

Universal Connector

Drag and drop to connect two 2-D shapes point-to-point or shape-to-shape. 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.

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

Control Transfer

Drag and drop to represent the transfer of control in a diagram. Select the shape, then type to replace existing text.

A   Drag to change triangle size.
B   Drag to lengthen the line.
C   Drag to change the location of the triangle on the line.

Branching Tree

Use alone and with other tree shapes to add a branching organization to a diagram. You can add additional limbs to multi-tree shapes.
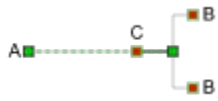
A   Drag to lengthen the tree trunk.
B   Drag to change the length and position of the tree limbs.
C   For multi-tree shapes, drag to add up to four additional limbs.

One To Many

Use to connect one shape to another shape to represent a one-to-many relationship in a diagram.
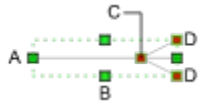
A   Drag to lengthen the shape and glue to a connection point on another shape.
B   Drag to change how widely the arms spread.
C   Drag to change the point where the arms originate.
D   Drag to lengthen, move, or glue the arms.

Curved Connector

Use to connect two 2-D shapes with a curved line.

A   Drag to lengthen the curve or glue to a connection point on a shape. Press the CTRL key while dragging to glue to a shape rather than a point.
B   Drag to change how the connector bends.

Jumper

Use to indicate that a line jumps over, rather than connects with, other lines.

A   Drag to lengthen the line and glue to a connection point on a shape.
B   Drag to change jump size.
C   Drag to change the location of the jump along the line.

Directed Lines

Use directed lines to connect shapes when you want to indicate the flow of information or control. On the Directed Line 2 shape, you can choose where to place the arrowhead.
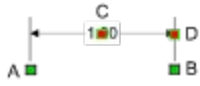
A   Drag to lengthen the line and glue to a connection point on a shape. Press the CTRL key while dragging to glue to a shape rather than a point.
B   Drag to change the location of the arrowhead.

Flow Director

Drag and drop beside a connector to indicate the flow of information or control. Drag an endpoint to lengthen the line and glue to a connection point on a shape. Press the CTRL key while dragging to glue to a shape rather than a point.

Flexi-arrow

Drag and drop to add a flexible arrow to your diagram.

A   Drag to change tail length without changing arrowhead size or tail angle and to glue to a connection point on a shape. Press the CTRL key while dragging to glue to a shape rather than a point.

B   Drag to change the shape and size of arrowheads and tails.

1-D Arrow

Drag and drop to add a single, double, or open-ended arrow to a diagram.

A   Drag to lengthen the arrow or glue to a connection point on a shape. Press the CTRL key while dragging to glue to a shape rather than a point.
B   Drag to make the arrow wider.

Hollow Connector

Drag and drop to add a hollow connector to a diagram. Drag an endpoint to lengthen a connector or to glue to a connection point on a shape.

Comm-link

Use to indicate a communications link between two shapes.

A   Drag to lengthen the link and glue to a connection point on a shape. Press the CTRL key while dragging to glue to a shape rather than a point.
B   Drag to make the shape wider or narrower.

Star

Use to connect several shapes from a center point or to represent a star network. Drag a control handle to lengthen an arm and glue to a connection point on a shape. Drag control handles for arms you don't use into the center of the star.

Line-end Connector

Use to connect shapes with connectors that have arrowheads or dotted endpoints. Right-click the connector, then choose an option from the shortcut menu to control which direction the arrows point and which endpoints have line ends.
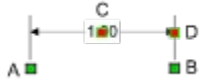
A   Drag to lengthen the line and glue to a connection point on a shape. Press the CTRL key while dragging to glue to a shape rather than a point.
B   Drag to change the size of the line ends.

Central Theme

Drag and drop to add a shape representing the central theme to a mind-mapping diagram. The shape automatically jumps to the center of the drawing page, but you can move it. Drag a side selection handle to widen or lengthen the shape. Drag a corner selection handle to resize proportionally. Right-click the shape, then choose an option from the shortcut menu to change its fill color and the thickness of its line. Select the shape, then type to replace existing text.

Inner Branch

Glue to a Central Theme shape to represent first-tier ideas. Select and type to add text. Drag B to pull out second-tier ideas (the direction they branch depends upon which side of the drawing page the shape is on) and type to add text. Right-click the first-tier line, then choose an option from the shortcut menu to change the thickness of both first- and second-tier lines. Right-click the first-tier line, then choose Format Text from the shortcut menu to set font size and the position and offset for first- and second-tier text.

A   Drag to lengthen the first-tier line and to glue it to a connection point on the central theme shape.
B   Drag to branch up to three second-tier lines off the first tier.
C   First-tier line.
D   Second-tier line.

Outer Branch

Glue to second-tier lines on an Inner Branch shape to represent third-tier ideas. Select, then type to add text. Drag B to pull out fourth-tier ideas (the direction they branch depends upon which side of the drawing page the shape is on) and type to add text. Right-click the third-tier line, then choose an option from the shortcut menu to change the thickness of both third- and fourth-tier lines. Right-click the third-tier line, then choose Format Text from the shortcut menu to set font size and the position and offset for third- and fourth-tier text.

A	Drag to lengthen the third-tier line and to glue to an endpoint on a second-tier line.
B	Drag to branch up to three fourth-tier lines off the third tier.
C	Third-tier line.
D	Fourth-tier line.

Tier Line

As an alternative to Inner and Outer Branch shapes, glue to the connection points on a Central Theme shape or to endpoints on other tier lines to represent hierarchically related-ideas. Select a tier line, then type to add text. The line grows as you type more text. Right-click a tier line, then choose an option from the shortcut menu to change line thickness (lines at lower tiers should never be thicker than lines at higher tiers) or the size and position of the text.

Wavy Line

Glue to a Central Theme shape or to a line to represent an idea or a direction. Right-click the line, then choose an option from the shortcut menu to change its thickness or to add or delete arrowheads. Flip the line horizontally or vertically to change the direction it points. Select the line, then type to add text.
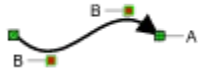
A   Glue to the connection point or endpoint of another shape.
B   Drag to change the way the wavy line curves.

If you want to use a more complicated, longer wavy line, draw it with the freeform tool, then click the Line Ends button on the toolbar to add an arrowhead.

Curve

Glue to a Central Theme shape or to a line to represent an idea or a direction. Right-click the line, then choose an option from the shortcut menu to change its thickness or to add or delete arrowheads. Flip or rotate the line to change the direction it points. Select the line, then type to add text.

A   Glue to the connection point or endpoint of another shape.
B   Drag to change the way the line curves.

If you want to use a more complicated, longer wavy line, draw it with the freeform tool, then click the Line Ends button on the toolbar to add an arrowhead.

Arrow

Glue to a Central Theme shape or to a line to represent an idea or a direction. Drag an endpoint to lengthen the arrow or to glue it to the connection point or endpoint of another shape. Right-click the arrow, then choose an option from the shortcut menu to change its thickness or to add or delete arrowheads. Flip or rotate the arrow to change the direction it points. Select the arrow, then type to add text.

Ordering Idea

Drag and drop on a Central Theme shape if you want to make an idea even more distinct. Right-click the shape, then choose an option from the shortcut menu to change the thickness of the shape's line.
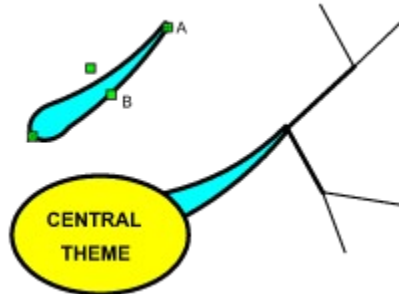
A   Drag to lengthen or change the direction of the ordering idea.
B   Drag to widen the ordering idea.

Growing Bubble

Drag and drop to add a growing text bubble to a mind-mapping diagram or to create a spider diagram. Select the bubble, then type to add text. The more you type, the more the bubble grows. Right-click the bubble, then choose an option from the shortcut menu to change the thickness of its line.
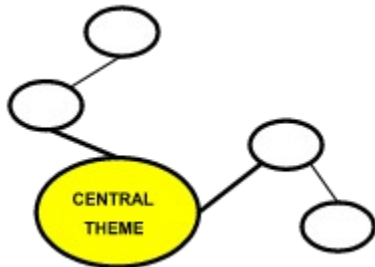
Cloud

Drag and drop to enclose one idea in a mind-mapping diagram. Right-click the cloud, then choose an option from the shortcut menu to change the thickness of its line. Select the cloud and type to add text that describes the enclosed idea.
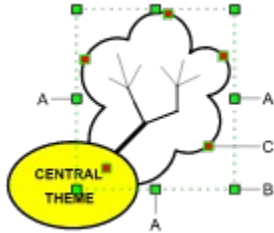
A   Drag to widen or lengthen the cloud.
B   Drag to resize proportionally.
C   Drag to resize one portion of the cloud.

Symbol

Drag and drop to add a symbol to a mind-mapping diagram. Select a symbol, then type a character to replace existing text. Drag a selection handle to increase font size.

Sign

Drag and drop to add a sign to a mind-mapping diagram. Select a sign, then type to replace existing text. For the exclamation and stop signs, drag a selection handle to increase font size. The rounded stamp gets larger as you type. Press the Enter key to start a new line. Select the rounded stamp, then click the Increase or Decrease Font Size buttons on the toolbar to change font and stamp size. Click part of a sign to subselect it, then format it separately.

Clip Art

Drag and drop to illustrate ideas in a mind-mapping diagram. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select a shape, then type to add text. Click part of a shape to subselect it, then format it separately.

Auto-size Box

Drag and drop to add a text block to a mind-mapping diagram. As you type, the auto-size box expands to accommodate the text. Press the Enter key to start a new line and control the width of the box. Drag the control handle in the center of the box and glue it to a connection point or endpoint to associate the text with a particular idea.

Ordering Theme

As an alternative to the Central Theme shape, drag and drop to represent the central theme in a mind-mapping diagram. The shape automatically jumps to the center of the drawing page, but you can move it. Drag a side selection handle to widen or lengthen the shape. Drag a corner selection handle to resize proportionally. Right-click the shape, then choose an option from the shortcut menu to change the thickness of its lines. Select the shape, then type to replace existing text. Click an area of the shape to subselect it and format it separately.

Arrow

Drag and drop to add a 3-D perspective arrow to a diagram. Select an arrow, click a component to subselect it, then format it separately. Right-click an arrow, then choose Set Depth from the shortcut menu to change shape depth.
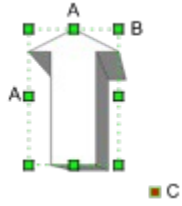
A   Drag to widen or lengthen an arrow.
B   Drag to resize proportionally.
C   Drag to change an arrow's orientation by moving its vanishing point. If you're working in the Perspective Block Diagrams template, this point automatically glues to the vanishing point shape on the page.

Basic Perspective Block

Drag and drop to add a 3-D perspective hole or shape to a diagram. Select a shape, click a component to subselect it, then format it separately. Right-click a shape, then choose Set Depth from the shortcut menu to change shape depth.
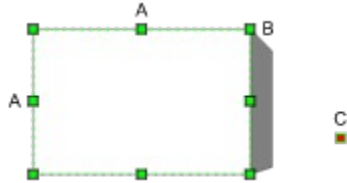
A	Drag to widen or lengthen a shape (except the Circle, which always resizes proportionally).
B	Drag to resize proportionally.
C	Drag to change a shape's orientation by moving its vanishing point. If you open the Perspective Block Diagrams template, this point automatically glues to the vanishing point shape on the page.

Elbows

Drag and drop to add a 3-D perspective elbow shape to a diagram. Select a shape, click a component to subselect it, then format it separately. Right-click an elbow, then choose Set Depth from the shortcut menu to change shape depth.
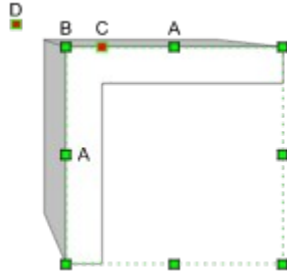
A   Drag to lengthen one arm.
B   Drag to lengthen both arms.
C   Drag to change the thickness of both arms.
D   Drag to change a shape's orientation by moving its vanishing point. If you open the Perspective Block Diagrams template, this point automatically glues to the vanishing point shape on the page.

Wireframes

Drag and drop to add a 3-D perspective wireframe shape to a diagram. Select a shape, click a line to subselect it, then format it separately. Right-click a wireframe shape, then choose Set Depth from the shortcut menu to change shape depth.
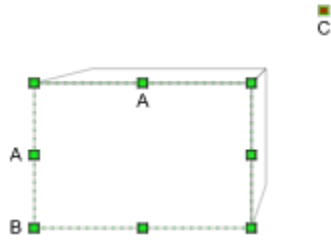
A   Drag to widen or lengthen a wireframe.
B   Drag to resize proportionally.
C   Drag to change a shape's orientation by moving its vanishing point. If you open the Perspective Block Diagrams template, this point automatically glues to the vanishing point shape on the page.

Vanishing Point

Drag and drop to add a non-printing vanishing point to a 3-D perspective diagram. Put the vanishing point on the drawing page before you drag and drop other shapes and the shapes will orient to it. To move a vanishing point, drag it to a new location. To delete a vanishing point, right-click it, choose Allow Deletion from the shortcut menu, then select the shape and press the Delete key.

Process

Drag and drop to represent a processing function in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Decision

Drag and drop to represent a decision or switching function in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Document

Drag and drop to represent readable data, such as printed output, in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Data

Drag and drop to represent data in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Predefined Process

Drag and drop to represent a named process, such as a subroutine or module, in a flowchart. Select the shape, then type to replace existing text.

A   Drag to widen or lengthen the shape.
B   Drag to resize proportionally.
C   Drag to change the position of the lines.
Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Stored Data

Drag and drop to represent stored data in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Internal Storage

Drag and drop to represent internal storage in a flowchart. Select the shape, then type to replace existing text.

A   Drag to widen or lengthen the shape.
B   Drag to resize proportionally.
C   Drag to change the position of the lines.
Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Sequential Data

Drag and drop to represent sequentially accessible data, such as data stored on magnetic tape, in a flowchart. Drag a selection handle to resize the shape proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Direct Data

Drag and drop to represent directly accessible data, such as data stored on disk drives, in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Manual Input

Drag and drop to represent manually input data, such as data input using a keyboard or barcode reader, in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:
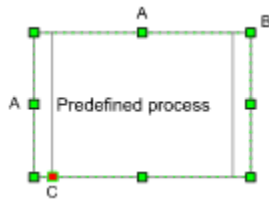
Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Card

Drag and drop to represent data input via cards, such as punch cards or mark sense forms, in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Paper Tape

Drag and drop to represent data on paper tape in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:
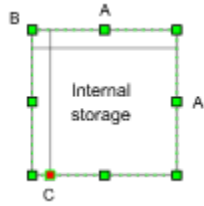
Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Display

Drag and drop to represent displayed data, such as data on a monitor screen, in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Manual Operation

Drag and drop to represent any operation performed by a person in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Preparation

Drag and drop to represent modification, such as setting a switch or initializing a routine, in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Loop Limit

Drag and drop to represent the start or end of a loop in a flowchart (flip vertically to represent the end of a loop). Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Terminator

Drag and drop to represent the start or end of a program flow in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Connector

Drag and drop to represent an exit to or entry from one part of a flowchart to another. Drag a selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Parallel Mode

Drag and drop to represent the synchronization of two or more parallel operations in a flowchart.

A   Drag and glue to a connection point on a shape representing one of the parallel operations. You can connect to up to four shapes.
B   Drag to widen or lengthen the shape.
C   Drag to resize proportionally.
Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Flowchart Shapes

Drag and drop to quickly add any one of four shapes, Process, Decision, Document, or Data, to a flowchart. Right-click the shape, then choose one of the four shape types from a shortcut menu. Drag a side selection handle to widen or lengthen the shape. Drag a corner selection handle to resize proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Property Reporting Wizard

Drag and drop to run the Property Reporting Wizard. Right-click the shape, then choose Run Property Reporting from the shortcut menu. The Property Reporting Wizard allows you to calculate the total, average, maximum, or minimum values for numerical properties associated with selected shapes. For more information, in online Help, click Search, click Index, then type "custom properties."

Auto-height Box

Drag and drop to add a text block to a flowchart. As you type the box gets taller. Drag a side selection handle to change text block width. Select the box, then type to replace existing text. Right-click the shape to access a shortcut menu. Choose Link To Page to link the text block to another Visio page, or Link To Document to link the text block to a document created in another program or to open another program.

Point-to-point Connector

Drag and drop to connect two 2-D shapes. If you move the 2-D shapes, they maintain their point-to-point connection. Fixed connector shapes always bend the same way. You can control how variable connectors bend.
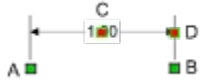
A   Glue to a connection point on a 2-D shape.
B   Drag to control how a variable connector bends.

Line Connector

Drag and drop to connect two 2-D shapes with either a straight connector, a connector curved in an elliptical arc, or a freeform curve connector (use the Line Connector for elliptical arcs and the Line Curve Connector for freeform curves). If you move the 2-D shapes, they maintain their point-to-point connection.

A   Glue to a connection point on a 2-D shape (point-to-point) or, with the Line Connector, press the CTRL key while dragging to glue to the shape (shape-to-shape).
B   Drag to change the shape of the curve.

Universal Connector

Drag and drop to connect two 2-D shapes point-to-point or shape-to-shape. 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.

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

Control Transfer

Drag and drop to represent the transfer of control in a diagram. Select the shape, then type to replace existing text.

A   Drag to change triangle size.
B   Drag to lengthen the line.
C   Drag to change the location of the triangle on the line.

Result

Use in conjunction with decision shapes. Select the Result shape and type to replace existing text. Rotate to change the direction of the arrow.

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 a point.
Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

No Result

Use in conjunction with decision shapes. Select the No Result shape and type to replace existing text. Rotate to change the direction of the arrow.

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 a point.
Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or to a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Annotation

Select the Annotation shape, then type text.

A   Drag to change the length and angle of the pointer.
B   Drag to change the width of the text block.
C   Drag to set the bracket length.

Text Box

Drag and drop to add a box with text in it. Select the shape, then type to replace existing text. Press the Enter key to start a new line. The amount of text determines box height. Drag a side selection handle to control box width. Select the shape, then use the Fill Style list on the toolbar to change the fill color.

Info Line

Drag and drop to add a line for entering information. Select the shape, then type to replace existing text. Drag a side selection handle to make the line longer.

Arrow

Drag and drop to add a triangular arrow with text to a diagram. Select the shape, then type to replace existing text. Drag a selection handle to make the font size and arrow larger.

Data Boxes

Drag and drop to add cells for data entry. Select the shape, then type to add a text label.

A   Drag to change the size of a data box shape and the number of cells.
B   Drag to change cell width and the number of cells.

Border

Drag and drop, then resize to place a border around a diagram. Select the border and use the Fill Style list on the toolbar to change border color.
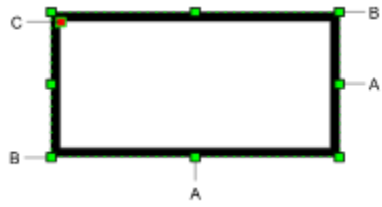
A	Drag to widen or lengthen the border.
B	Drag to resize proportionally.
C	Drag to change border thickness.

Check Box / Checkmark

Drag and drop this shape to add a check box or checkmark to a diagram. Select the shape, then type to replace existing text. Drag a selection handle to resize the check box and checkmark. Select the shape, then choose Font from the Format menu to format the text. Click the check box and checkmark to subselect them, then format them separately. Right-click the shape and choose Clear Box from the shortcut menu to delete the checkmark.

Lines

Drag and drop to add a single, double, triple line or dotted line to a diagram. Combine with other shapes to create rows, columns, or a grid. Use the dotted line with scissors to indicate a perforation.

A   Drag to make the lines longer or shorter and glue the lines to another shape.
B   Drag to change the distance between double and triple lines.

Column/Row

Drag and drop to add five or ten equally spaced columns to a diagram. Rotate right or left to create rows.
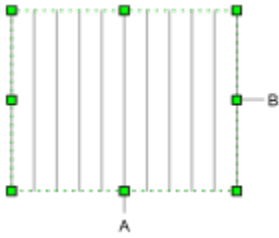
A   Drag to make the lines longer or shorter.
B   Drag to increase or decrease column width.

10-Log Lines

Drag and drop to add ten lines with logarithmic spacing.
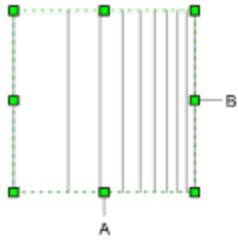
A   Drag to make the lines longer or shorter.
B   Drag to increase or decrease the distance between lines.

Grid

Drag and drop to add a grid for data entry to a diagram. Select the shape, then type to replace existing text. Press the Enter key to move to a new line in the grid.
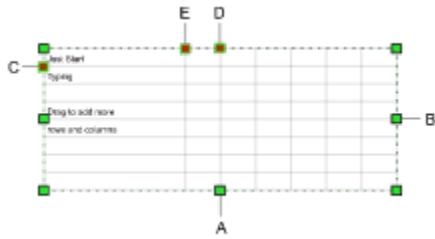
A	Drag to increase (up to 15) or decrease the number of rows in the grid.
B	Drag to increase or decrease the number of columns.
C	Drag to change row height.
D	Drag to change the column width.
E	Drag to change the width of the first column.

Fax Cover Sheet

Drag to place a complete fax cover sheet on the drawing page. Select the shape, click some text to subselect it, then type to replace it. Press the Enter key to move to a new line on the cover sheet. You can't replace the word "fax." To delete the word, click it to subselect it, choose Grouping from the Shape menu, choose Remove from Group, then press the Delete key.

Select the cover sheet, click to subselect a line, then choose Line from the Format menu to change the way a line looks.

Business Card

Drag and drop to place a complete standard-sized business card on a drawing page. Select the shape, click some text to subselect it, then type to replace it.

Logo Placeholder

Drag and drop to add a logo placeholder to a diagram. Drag a side selection handle to change the placeholder's width or height. Drag a corner selection handle to resize proportionally.

Titleblock

Drag and drop to add a title, creator name, company name, date, time, page number, filename, or drawing scale to a diagram. Drag a selection handle to resize the titleblock. Select a titleblock shape, click some text to subselect it, then type to replace existing text. Select a titleblock shape, then choose Font from the Format menu to change font size and other text attributes.

Callout

Use to add comments to forms and other diagrams. Select the shape, then type to replace text. As you type the text block gets taller.

A   Drag to change the length and angle of the pointer.
B   Drag to change the width of the text block.

Text Block

Drag and drop to add independent text blocks to a diagram. Select the text block, then type to replace existing text. Select the text block, then choose Font from the Format menu to change font size and other text attributes. Drag a selection handle to change text block (not text) size and word wrapping.

Tagged Shapes

Drag and drop to represent a tagged process or document in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Right-click the shape, then choose Tagged or Untagged from the shortcut menu to tag or untag the shape.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Lined/Shaded Process

Drag and drop to represent a lined or shaded process or document in a flowchart. Right-click the shape, then choose a line or shading option from the shortcut menu to change the way the shape looks.

A   Drag to widen or lengthen the shape.
B   Drag to resize proportionally.
C   Drag to change the position of the line.
Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Lined Document

Drag and drop to represent a lined document, such as a ledger or journal, in a flowchart.

A   Drag to widen or lengthen the shape.
B   Drag to resize proportionally.
C   Drag to change the position of the line.
Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Transmittal Tape

Drag and drop to represent a transmittal tape in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Off-page Connector

Drag and drop to represent a cross-reference to another page in a flowchart. Drag a selection handle to resize the shape proportionally.

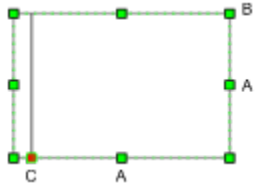Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Variable Start or Procedure

Drag and drop to represent an N-type, X-type, or unspecified starting point or procedure in a flowchart. Right-click the shape, then choose an option from the shortcut menu for the type of starting point you want.

A   Drag to widen or lengthen the shape.
B   Drag to resize proportionally.
C   Drag to change the position of the lines.
Right-click the shape to access a shortcut menu, then choose one of the following options:
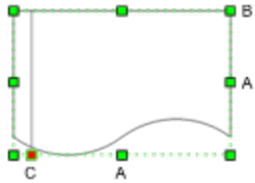
Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Create Request

Drag and drop to represent a request to create in a flowchart.

A   Drag to widen or lengthen the shape.
B   Drag to resize proportionally.
C   Drag to change the position of the lines.
Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Summing Junction

Drag and drop to represent a summing junction in a flowchart. Drag a selection handle to resize the shape proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:
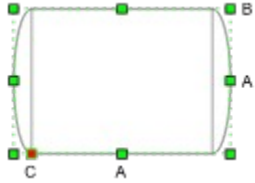
Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Collate

Drag and drop to represent a collation in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Sort

Drag and drop to represent a sort operation in a flowchart. Drag a selection handle to resize the shape proportionally.

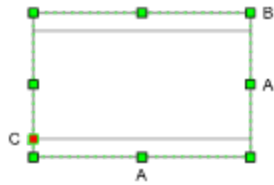Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

OR

Drag and drop to represent an OR statement in a flowchart. Drag a selection handle to resize the shape proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Off-line Storage

Drag and drop to represent off-line storage in a flowchart.

A   Drag to widen or lengthen the shape.
B   Drag to resize proportionally.
C   Drag to change the position of the line.
Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Open Rectangle

Drag and drop to add an open-ended rectangle to a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Drum Storage

Drag and drop to represent drum storage in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:
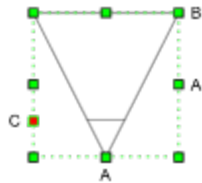
Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Data Store

Drag and drop to represent data storage in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Database

Drag and drop to represent a database on disk in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Primitive Call

Drag and drop to represent a primitive from call or a primitive to call control in a flowchart.

A   Drag to widen or lengthen the shape.
B   Drag to resize proportionally.
C   Drag to change the position of the line.
Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Message From User

Drag and drop to represent a message from the user side in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Message To User

Drag and drop to represent a message to the user side in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally.

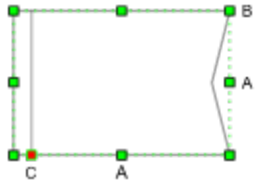Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Output

Drag and drop to represent output in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Feedback

Drag and drop to represent feedback in a flowchart. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Check

Drag and drop to represent a check in a flowchart. Drag a selection handle to resize the shape proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Check2

Drag and drop to represent a check in a flowchart. Drag a selection handle to resize the shape proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

AND Gate

Drag and drop to represent a 2-input AND gate in a flowchart. Drag a selection handle to resize the shape proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

OR Gate

Drag and drop to represent a 2-input OR gate in a flowchart. Drag a selection handle to resize the shape proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

XOR (Exclusive OR)

Drag and drop to represent a 2-input XOR gate in a flowchart. Drag a selection handle to resize the shape proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Vertical XOR

Drag and drop to represent a vertical exclusive OR gate in a flowchart. Drag a selection handle to resize the shape proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Vertical P AND

Drag and drop to represent a vertical P AND gate in a flowchart. Drag a selection handle to resize the shape proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to another Visio document or a document created in another program, or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

Title

Drag and drop to add a title and date to a diagram. Select the shape, then type to replace the company name text. The date will automatically reflect the date set in the Windows Control Panel. You can also click the date to subselect it, then type any date you want or type a space to delete it.

Executive

Drag and drop to add a senior manager position to an organization chart. Select the shape, then type to replace existing text. Drag a selection handle to resize the shape. Right-click the shape to access a shortcut menu, then choose one of the following options:

Make Department, to create a departmental organization chart on a new page made up of the position and the people who report to it.

Executive Properties, to open the Custom Properties box, where you can enter a department name and telephone number for the position and choose how you want the position to display.

Manager

Drag and drop to add a manager position to an organization chart. Select the shape, then type to replace existing text. Right-click the shape to access a shortcut menu, then choose one of the following options:

Make Department, to create a departmental organization chart on a new page made up of the position and the people who report to it.

Manager Properties, to open the Custom Properties box, where you can enter a department name and telephone number for the position and choose how you want the position to display.

A   Drag to widen or lengthen the shape.

B   Drag to resize proportionally.

C   Drag to connect the top of the manager shape to the bottom of the shape representing the position the manager reports to.

Position

Drag and drop to add an employee position to an organization chart. Select the shape, then type to replace existing text. Right-click the shape to access a shortcut menu, then choose one of the following options:

Make Department, to create a departmental organization chart on a new page made up of the position and the people who report to it.
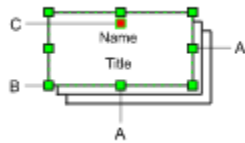
Position Properties, to open the Custom Properties box, where you can enter a department name and telephone number for the position and choose how you want the position to display.
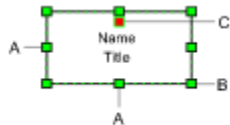

A   Drag to widen or lengthen the shape.

B   Drag to resize proportionally.

C   Drag to connect the top of the employee shape to the bottom of the shape representing the position the employee reports to.

Assistant

Drag and drop to add an assistant position to an organization chart. Select the shape, then type to replace existing text. Right-click the shape to access a shortcut menu, then choose one of the following options:

Make Department, to create a departmental organization chart on a new page made up of the position and the people who report to it.

Assistant Properties, to open the Custom Properties box, where you can enter a department name and telephone number for the position and choose how you want the position to display.
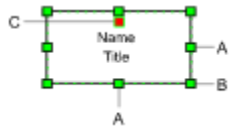
A   Drag to widen or lengthen the shape.

B   Drag to resize proportionally.

C   Drag to connect the side of the assistant shape to the side or bottom of the shape representing the position the assistant reports to.

Stackable Position

Drag and drop to add an employee position to an organization chart. Select the shape, then type to replace existing text. Right-click the shape to access a shortcut menu, then choose one of the following options:

Make Department, to create a departmental organization chart on a new page made up of the position and the people who report to it.

Position Properties, to open the Custom Properties box, where you can enter a department name and telephone number for the position and choose how you want the position to display.
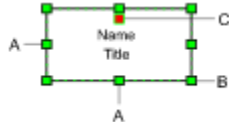

A   Drag to widen or lengthen the shape.

B   Drag to resize proportionally.

C   Drag to connect the side of the employee shape to the bottom of the shape representing the position the employee reports to. On several stacked shapes, drag to the same connection point on a superior shape to create a stacked department.

Position 2

Drag and drop to add an employee position to an organization chart. Select the shape, then type to replace existing text. Right-click the shape to access a shortcut menu, then choose one of the following options:

Make Department, to create a departmental organization chart on a new page made up of the position and the people who report to it.

Position Properties, to open the Custom Properties box, where you can enter a department name and telephone number for the position and choose how you want the position to display.
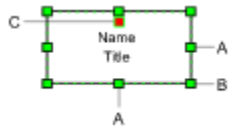

A   Drag to widen or lengthen the shape.

B   Drag to resize proportionally.

C   Drag to connect the side of the employee shape to the bottom of the shape representing the position the employee reports to.

Position 3

Drag and drop to add an employee position to an organization chart. Select the shape, then type to replace existing text. Right-click the shape to access a shortcut menu, then choose one of the following options:

Make Department, to create a departmental organization chart on a new page made up of the position and the people who report to it.

Show Notes, to hide or display a box where you can type notes about the employee. To type notes, click the notes area to subselect it, then type to replace existing text.

Position Properties, to open the Custom Properties box, where you can enter a department name and telephone number for the position and choose how you want the position to display.

A   Drag to widen or lengthen the shape.

B   Drag to resize proportionally.

C   Drag to connect the top of the employee shape to the bottom of the shape representing the position the employee reports to.
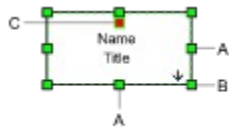
Consultant

Drag and drop to add a contract employee position to an organization chart. Select the shape, then type to replace existing text. Right-click the shape to access a shortcut menu, then choose one of the following options:

Make Department, to create a departmental organization chart on a new page made up of the position and the people who report to it.

Consultant Properties, to open the Custom Properties box, where you can enter a department name and telephone number for the position and choose how you want the position to display.

A   Drag to widen or lengthen the shape.

B   Drag to resize proportionally.

C   Drag to connect the top of the employee shape to the bottom of the shape representing the position the employee reports to.

Staff

Drag and drop to add a staff position to an organization chart. Select the shape, then type to replace existing text. Press the Enter key to position the title under the line. Right-click the shape to access a shortcut menu, then choose one of the following options:

Make Department, to create a departmental organization chart on a new page made up of the position and the people who report to it.

Position Properties, to open the Custom Properties box, where you can enter a department name and telephone number for the position and choose how you want the position to display.
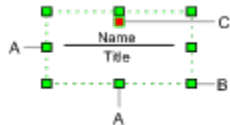

A   Drag to widen or lengthen the shape.

B   Drag to resize proportionally.

C   Drag to connect the side of the staff shape to the bottom of the shape representing the position the staff member reports to. On several stacked shapes, drag to the same connection point on a superior shape to create a stacked department.

Team

Place around a group of positions to indicate a team. Drag a selection handle to resize the shape. Select the shape, then type to replace existing text with a team name.

Universal Connector

Drag and drop to connect two 2-D shapes point-to-point or shape-to-shape. 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.

A   Glue to a connection point on a shape (point-to-point). Or, press the CTRL key while dragging and glue to the shape (shape-to-shape).

B   Drag to change how the connector bends.

Line-curve Connector

Drag and drop to connect two 2-D shapes with either a straight connector or a freeform curve. If you move the 2-D shapes, they maintain their point-to-point connection.

A   Glue to a connection point on a 2-D shape.

B   Drag to change the shape of the curve.

Gantt Grid

Drag and drop to add a Gantt grid to a diagram, then drag and drop timeline, milestone, label, and other shapes onto the grid to develop a project timeline. Right-click the grid, then choose an option from the shortcut menu to control which lines display. To change the way all grids on the page look, right-click the page and choose a display option from the shortcut menu.
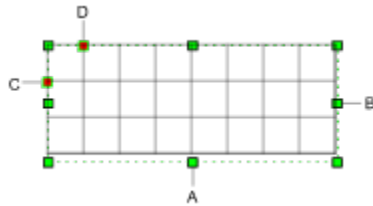
A   Drag to increase (up to 20) or decrease the number of rows in the grid.

B   Drag to increase or decrease the number of columns.

C   Drag to change the row height.

D   Drag to change the column width.

Timeline

Drag and drop onto a Gantt or other grid to add a task name and timeline bar to a project timeline. Select the shape then type to replace existing text or press the Spacebar to delete the text. Right-click the shape, then choose one of the following options from the shortcut menu:

Task Layout, to format the timeline bar and determine its dependencies.

Narrow, Standard, or Tall, to set bar height.

Task Properties, to enter start date, end date, duration, and resource data for the timeline bar and choose start and end shapes. Data you enter will not dynamically change the position of the bar on the grid.

Standard Look, to return a timeline bar you've formatted individually using the Task Layout and Task Properties options to the formatting set for the page.

To set layout properties and size for all timeline bars at once, right-click the page with no shapes selected, then choose options from the shortcut menu.

A   Position at the task start date on the grid.

B   After positioning A, glue to a guide or to a connection point on the Task Names shape.

C   After positioning A and B, drag to the task end date on the grid.

Milestone

Drag and drop onto a Gantt or other grid to add a milestone name and marker to a project timeline. Select the shape, then type to replace existing text or press the Spacebar to delete the text. Right-click the shape, then choose one of the following options from the shortcut menu:
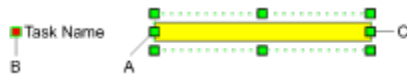
Milestone Layout, to format the milestone and determine its dependencies.

Small, Standard, or Full, to set milestone size.

Milestone Properties, to enter duration and resource data for the milestone, and set its shape.

Standard Look, to return a milestone you've formatted individually using the Milestone Layout and Milestone Properties options to the formatting set for the page.

To set layout properties and size for all milestones at once, right-click the page with no shapes selected, then choose options from the shortcut menu.

A   After dragging the milestone where you want it on the grid, glue to a guide or to a connection point on the Task Names shape.

Year Label

Drag and drop onto a Gantt or other grid to add a year label to a project timeline. Select the shape, then type to replace year text. Click a month to subselect it, then type to replace a month letter or number. Drag a selection handle to resize the label. If you want a year label with no subdivisions, use the Month Label shape.

Month Label

Drag and drop onto a Gantt or other grid to add a month label to a project timeline (or a year or week label with no subdivisions). Select the shape, then type to replace month name. Click the section below the line to subselect it, then type to add text. Drag a selection handle to resize the label.

Week Label

Drag and drop onto a Gantt or other grid to add a week label to a project timeline. Select the shape, then type to add a range of dates (e.g., July 10-15) in the section above the line. Click a day to subselect it, then type to replace the existing letter. Drag a selection handle to resize the label. If you want a week label with no subdivisions, use the Month Label shape.

Task Label

Drag and drop onto a Gantt or other grid to add a label for the task column in a project timeline. Select the shape, then type to replace existing text. Drag a selection handle to resize the label.

Task Names

Connect to a Gantt Grid shape to add the task names column to a project timeline.
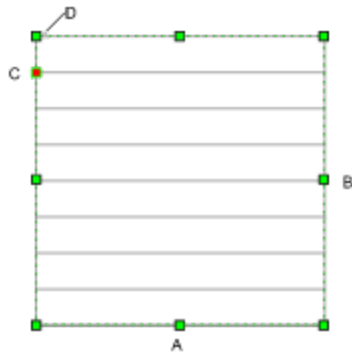
A   Drag to increase (up to 20) or decrease the number of rows in the grid.

B   Drag to make the column wider.

C   Drag to change row height.

D   Glue the control handle associated with timeline bar and milestone names to this
    connection point to keep the names aligned with the left edge of the this shape while
    you move the bar or milestone.

Task Name Text Block

Drag and drop onto a Task Names or Gantt Grid shape to quickly add task names to a project timeline. Select the shape, then type to replace existing text. Drag a selection handle to resize the text block. To resize the text, select the shape, then click the Increase Font Size or Decrease Font Size buttons on the toolbar.

Solid Timeline

Drag and drop onto a Gantt or other grid to add a solid timeline bar to a project timeline.

A   Drag to make the timeline longer or shorter.

B   Drag to resize proportionally.

C   Drag to increase or decrease the length of the arms.

All Time Marker

Drag and drop onto a Gantt or other grid to add a milestone or other marker to a project timeline. Right-click the marker, then choose an option from the shortcut menu for the type of shape you want the marker to be. Drag a selection handle to resize the marker.

Title

Position at the top of a Gantt Grid to add a title. Select the shape, then type to replace existing text. Drag a selection handle to resize the title block.

Legend

Drag and drop to add a legend to a diagram. Select the shape, then type to replace the text above the line. Click a text block below the line to subselect it, then type to replace existing text. Drag a selection handle to resize the legend.

Pert Chart Task

Drag and drop to add a task to a Pert chart. Select the shape, click a text block to subselect it, then type to replace existing text. Drag a selection handle to resize the shape.

Summarization Structure

Drag, drop, and connect several Summarization Structure shapes to summarize a project. Select a shape and type to replace existing text.
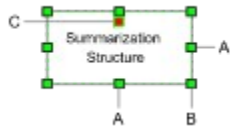
A   Drag to widen or lengthen the shape.

B   Drag to resize proportionally.

C   Drag to glue to the connection point on the bottom of another shape.

Dependency

Connect to tasks in a project timeline to indicate that one task is dependent on another. Right-click the shape, then choose an option from the shortcut menu to make the connector either S- or L-shaped.

A   Drag to make the connector arms longer and to glue to connection points on timeline bars.

B   Drag to change the way the connector bends.

Universal Connector

Drag and drop to connect two 2-D shapes point-to-point or shape-to-shape. 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.

A   Glue to a connection point on a shape (point-to-point). Or, press the CTRL key while dragging and glue to the shape (shape-to-shape).

B   Drag to change how the connector bends.

Line-curve Connector

Drag and drop to connect two 2-D shapes with either a straight connector or a freeform curve. If you move the 2-D shapes, they maintain their point-to-point connection.

A   Glue to a connection point on a 2-D shape.

B   Drag to change the shape of the curve.

Arrow

Use as a connector between shapes or alone to indicate direction in a chart, timeline, or other diagram. Flip or rotate the arrow to change the direction it points. Drag the endpoints on the 1-D arrow to make it longer or glue the endpoints to connection points on other shapes. Drag a selection handle to resize the 2-D arrow. Select either arrow and type to add text.

Text Block

Drag and drop to add independent text blocks to a diagram. Select the text block and type to replace existing text. Select a text block and choose Font from the Format menu to change font size and other text attributes. Drag a selection handle to change text block (not text) size and change word wrapping.

Callout

Use to add comments to project timelines and other diagrams. Select the shape, then type to replace text. As you type, the text block gets taller.
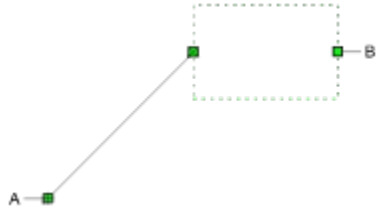
A   Drag to change the length and angle of the pointer.

B   Drag to change the width of the text block.

Transportation

Drag and drop to represent transportation in a TQM diagram. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Inbound Goods

Drag and drop to represent inbound goods in a TQM diagram. Drag a selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Storage

Drag and drop to represent storage in a TQM diagram. Drag a selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Procedure

Drag and drop to represent a procedure in a TQM diagram. Select the shape, then type to replace existing text.

A   Drag to widen or lengthen the shape.
B   Drag to resize proportionally.
C   Drag to change the position of the lines.
Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Operation

Drag and drop to represent an operation in a TQM diagram. Drag a selection handle to resize proportionally. Select the shape, then type to replace existing text.

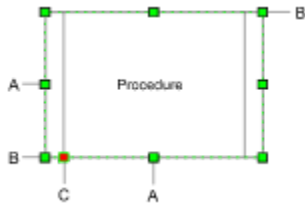Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Operation & Inspection

Drag and drop to represent an operation and inspection in a TQM diagram. Drag a selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Issue

Drag and drop to represent an issue in a TQM diagram. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Organization Function

Drag and drop to represent an organization function in a TQM diagram. Select the shape, then type to replace existing text.

A   Drag to widen or lengthen the shape.
B   Drag to resize proportionally.
C   Drag to change the position of the lines.
Right-click the shape to access a shortcut menu, then choose one of the following options:
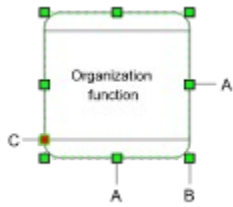
Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

2-part Function

Drag and drop to represent a 2-part function in a TQM diagram. Select the shape, click one of its sections to subselect it, then type to replace existing text.

A   Drag to widen or lengthen the shape.
B   Drag to resize proportionally.
C   Drag to change the position of the line.
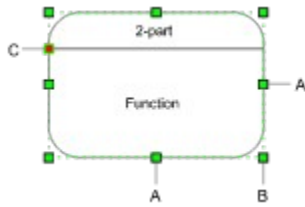Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Decision

Drag and drop to represent a decision in a TQM diagram. Drag a selection handle to resize proportionally. Select the shape, then type to replace existing text. The Multi In/Out Decision shape has several connection points to which you can attach several connectors.

A   Multi In/Out Decision shape.

B   Connectors attached to the shape's connection points.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

External Organization

Drag and drop to represent an external organization in a TQM diagram. Select the shape, then type to replace existing text.

A   Drag to widen or lengthen the shape.
B   Drag to resize proportionally.
C   Drag to change the position of the lines.
Right-click the shape to access a shortcut menu, then choose one of the following options:
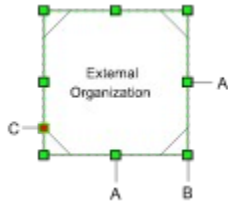
Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

External Process

Drag and drop to represent an external process in a TQM diagram. Select the shape, then type to replace existing text.

A   Drag to resize proportionally.
B   Drag to change the position of the lines.
Right-click the shape to access a shortcut menu, then choose one of the following options:
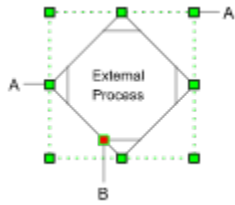
Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Inspection/Measurement

Drag and drop to represent inspection or measurement in a TQM diagram. Drag a selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Metric

Drag and drop to represent a metric operation in a TQM diagram. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

2-part Metric

Drag and drop to represent a 2-part metric operation in a TQM diagram. Select the shape, click one of its sections to subselect it, then type to replace existing text.

A   Drag to widen or lengthen the shape.
B   Drag to resize proportionally.
C   Drag to change line position.
Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

System Database

Drag and drop to represent a system database in a TQM diagram. Drag a selection handle to resize proportionally. Select the shape, then type to replace existing text.

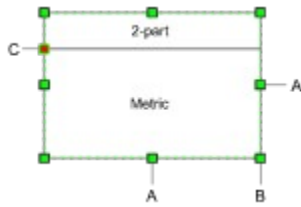Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

System Support

Drag and drop to represent system support in a TQM diagram. Drag a selection handle to resize proportionally. Select the shape, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

System Function

Drag and drop to represent a system function in a TQM diagram. Select the shape, then type to replace existing text.

A   Drag to resize the shape proportionally.
B   Drag to change the position of the lines.
Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Delay

Drag and drop to represent a delay in a TQM diagram. Drag a side selection handle to widen or lengthen. Drag a corner selection handle to resize proportionally. Select the shape, then type to replace existing text.

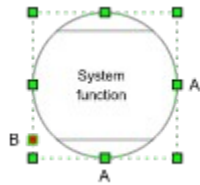Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Connector

Drag and drop to represent a cross-reference within the same page of a TQM diagram. Drag any selection handle to resize proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Off-page Connector

Drag and drop to represent a cross-reference to another page in a TQM diagram. Drag any selection handle to resize proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Connected Issues

Drag and drop to represent connected issues in a TQM diagram. Drag any selection handle to resize proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Fabrication

Drag and drop to represent a fabrication process in a TQM diagram. Drag any selection handle to resize proportionally. Right-click the shape, then choose an option from the shortcut menu to change fill color.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Move

Drag and drop to represent a move process in a TQM diagram. Drag any selection handle to resize proportionally. Right-click the shape, then choose an option from the shortcut menu to change fill color.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Store

Drag and drop to represent storage in a TQM diagram. Drag any selection handle to resize proportionally. Right-click the shape, then choose an option from the shortcut menu to change fill color.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Inspection

Drag and drop to represent inspection in a TQM diagram. Drag any selection handle to resize proportionally. Right-click the shape, then choose an option from the shortcut menu to change fill color.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Selectable process

Drag and drop to quickly add any one of four shapes, Fabrication process, Move process, Storage, or Inspection, to a TQM diagram. Right-click the shape, then choose which shape to color from a shortcut menu. Drag any selection handle to resize proportionally.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Property Reporting Wizard

Drag and drop to run the Property Reporting Wizard. Right-click the shape, then choose Run Property Reporting from the shortcut menu. The Property Reporting Wizard allows you to calculate the total, average, maximum, or minimum values for numerical properties associated with selected shapes. For more information, in online Help, click Search, click Index, then type "custom properties."

Work Flow Loop

Drag and drop to add a work flow loop to a TQM diagram. Drag a selection handle to resize the loop. Select the loop, click a text block to subselect it, then type to replace existing text.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

Feedback Arrow

Drag and drop to add a feedback arrow to a TQM diagram. Drag any selection handle to resize proportionally. Rotate or flip to change arrow direction.

Right-click the shape to access a shortcut menu, then choose one of the following options:

Link To Page, to link the shape to another Visio page.

Link To Document, to link the shape to a document created in another program or to open another program.

Custom Properties, to associate cost, duration, and resource values with the shape. Then, you can use the Property Reporting shape to generate a report based on the values.

X-function Vert

Drag and drop to add a vertically oriented cross-functional process chart to the drawing page. Add column labels using independent text or the Row/Column Header shape from the Chart stencil.
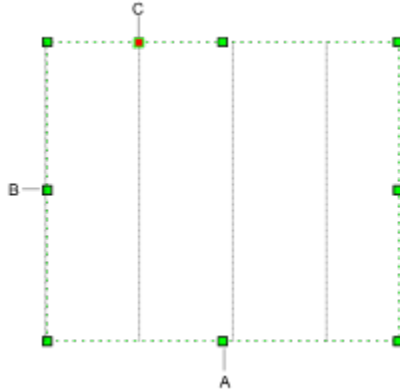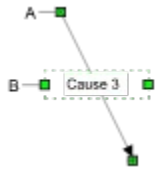

A   Drag to lengthen the chart.
B   Drag to increase the number of columns (up to 12).
C   Drag to change column width.

X-function Horiz

Drag and drop to add a horizontally oriented cross-functional process chart to the drawing page. Add column labels using independent text or the Row/Column Header shape from the Chart stencil.

A   Drag to change the width of the chart.
B   Drag to increase the number of rows (up to 12).
C   Drag to change row height.

Force Field Analysis

Drag and drop to add a force field analysis chart to the drawing page. Select the shape, click text blocks to subselect them, then type to replace existing text. To change the way the chart outline looks, click to subselect lines on the chart, then choose Line from the Format menu. Drag a side selection handle to widen or lengthen the chart. Drag a corner selection handle to resize it proportionally. When you resize the chart, text size stays the same.
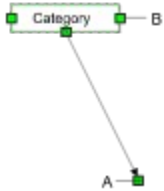
Cause

Drag and drop to represent causes in a cause-and-effect diagram. Attach cause arrows to effect or category arrows. Select a cause arrow, then type to replace existing text.

A   Drag to lengthen the arrow, change the direction it points, or glue it to another shape.
B   Drag to change the width of the text block.

Category

Drag and drop to represent a category in a cause-and-effect diagram. Attach category arrows to the effect arrow. Select a category arrow, then type to replace existing text.
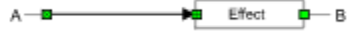

A   Drag to lengthen the arrow, change the direction it points, or glue it to another shape.

B   Drag to change the width of the text block.

Effect

Drag and drop to represent an effect in a cause-and-effect diagram. Attach category and cause arrows to the effect arrow. Select an effect arrow, then type to replace existing text.

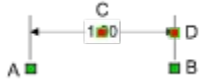A   Drag to lengthen the arrow, change the direction it points, or glue it to another shape.

B   Drag to change the width of the text block.

Fish Frame

Drag and drop to frame causes, categories, and effects in a cause-and-effect or fishbone diagram. Drag a side selection handle to widen or lengthen the frame. Drag a corner selection handle to resize proportionally.
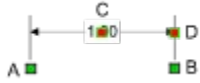
Point-to-point Connector

Drag and drop to connect two 2-D shapes. If you move the 2-D shapes, they maintain their point-to-point connection. Fixed connector shapes always bend the same way. You can control how variable connectors bend.

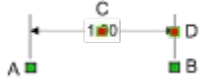|	
A	Glue to a connection point on a 2-D shape.
B	Drag to control how the connector bends.

Line Connector

Drag and drop to connect two 2-D shapes with either a straight connector, a connector curved in an elliptical arc, or a connector curved in a freeform curve. If you move the 2-D shapes, they maintain their point-to-point connection.

A   Glue to a connection point on a 2-D shape (point-to-point) or, with the Line Connector, press the CTRL key while dragging to glue to the shape (shape-to-shape).
B   Drag to change the shape of the curve.

Universal Connector

Drag and drop to connect two 2-D shapes point-to-point or shape-to-shape. 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.

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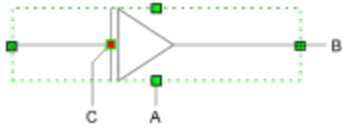B   Drag to change how the connector bends.

Branch: Return

Drag and drop to represent a branch with return in a TQM diagram.
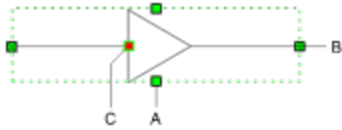
A   Drag to change triangle size.
B   Drag to lengthen the line or glue the shape to a connection point or endpoint on another shape.
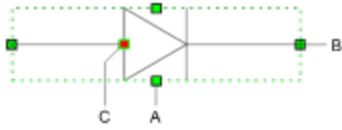C   Drag to change the location of the triangle on the line.

Branch: No Return

Drag and drop to represent a branch with no return in a TQM diagram.

A Drag to change triangle size.
B Drag to lengthen the line or glue the shape to a connection point or endpoint on another shape.
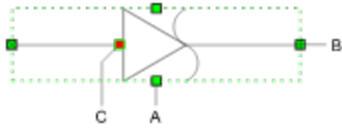C Drag to change the location of the triangle on the line.

Interrupt

Drag and drop to represent an interrupt in a TQM diagram.

A   Drag to change triangle size.
B   Drag to lengthen the line or glue the shape to a connection point or endpoint on another shape.
C   Drag to change the location of the triangle on the line.
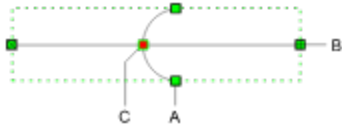
External Control

Drag and drop to represent an external control in a TQM diagram.

A   Drag to change triangle size.
B   Drag to lengthen the line or glue the shape to a connection point or endpoint on another shape..
C   Drag to change the location of the triangle on the line.

Refinement

Drag and drop to represent a refinement or concurrence in a TQM diagram.

A	Drag to change the size of the arms.
B	Drag to lengthen the line or glue the shape to a connection point or endpoint on another shape.
C	Drag to change the location of the arms on the line.

Result

Use in conjunction with decision shapes. Select the result shape, then type to replace existing text. Rotate to change the direction of the arrow.
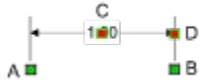
A   Drag to rotate the line, make it longer, and glue it to a connection point on a shape. Press the CTRL key while dragging to glue to a shape rather than a point.

No Result

Use in conjunction with decision shapes. Select the no result shape, then type to replace existing text. Rotate to change the direction of the arrow.

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

Text Block

Drag and drop to add an independent text block to a diagram. Select the text block, then type to replace existing text. Select the text block, then choose Font from the Format menu to change font size and other text attributes. Drag a selection handle to change text block (not text) size and word wrapping.

Geographic Shapes

Drag and drop to add an outline map to your diagram. Drag a corner selection handle to resize proportionally. Select a shape on the drawing page, then choose Special from the Format menu to see the name of the area the shape represents.

To create a geographic region, drag and drop the shapes you want to include in the region, select them, right-click a shape, then choose an option from the shortcut menu:

Arrange to Page, to arrange the selected shapes in the proper geographic relationship to one another in a position on the page that Visio determines. You can move the region after it's built.

Arrange to Shape, to arrange the selected shapes into a region based on the position and size of a shape you choose. Visio will size and position the remaining shapes relative to the chosen shape.

Visio can only arrange shapes from the same stencil into a geographic region.

Grouped Geographic Shapes

Drag and drop to add a group of geographic shapes to a diagram.

To make a group part of a geographic region, drag and drop the shapes you want to include in the region, select them, right-click a shape, then choose an option from the shortcut menu:

Arrange to Page, to arrange the selected shapes in the proper geographic relationship to one another in a position on the page that Visio determines. You can move the region after it's built.

Arrange to Shape, to arrange the selected shapes into a region based on the position and size of a shape you choose. Visio will size and position the remaining shapes relative to the chosen shape.

If you don't want to use all the shapes in a grouped geographic shape, select the group, choose Grouping from the Shape menu, choose Ungroup, then delete the unwanted shapes. You can also arrange the individual shapes within a group with other shapes into geographic regions.

Visio can only arrange shapes from the same stencil into a geographic region.

Geographic Metafiles

Drag and drop to add an outline map in metafile format to a diagram. To use only part of the map, use the crop tool to crop the map to the size you want.

To edit and add text or fills to individual areas, or to rotate or fill the entire metafile, choose Grouping from the Shape menu, then choose Convert to Group. To format an individual area, select the converted shape, then click the individual area to subselect it.

For more information about metafiles, see Visio online Help. Press F1, click Search, click Index, then type "metafiles."

Copyright statement

Drag and drop the shape to see copyright information for shapes on this stencil.
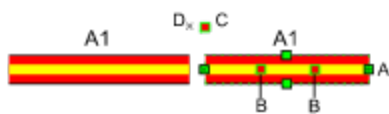
Smart Road

Drag and drop to add a motorway, dual carriageway, primary route, secondary route, or narrow road/street to a map. Select a road and type to insert text. To choose road type, right-click a road, then choose an option from the shortcut menu.

Right-click a road, then choose one of the following options from the shortcut menu to change road appearance and behavior:

Show Align, shows an additional control handle (C below) at the beginning of a road shape. Glue this control handle to the connection point (D below) on the adjoining road to make the roads fit better together.

Road Properties, allows you to set road width.

To set width for all roads in a diagram at once, right-click the page with no shapes selected, then choose Road Properties from the shortcut menu.

A   Drag to change road length or glue to the connection point on another road shape.

B   Drag to change the curve of the road.

C   Additional control handle that displays when you right-click the road, then choose Show Align from the shortcut menu.

D   Glue C to this connection point.

Smart Road

Drag and drop to add a motorway, dual carriageway, primary route, secondary route, or narrow road/street to a map. Select a road and type to insert text. To choose road type, right-click a road, then choose an option from the shortcut menu.
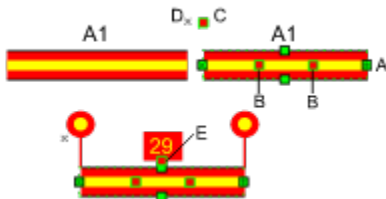
Right-click a road, then choose one of the following options from the shortcut menu to change road appearance and behavior:

Show Align, shows an additional control handle (C below) at the beginning of a road shape. Glue this control handle to the connection point (D below) on the adjoining road to make the roads fit better together.

Show Distance, shows the length of a road and puts distance markers at either end. Drag the control handle (E below) to change the location of the distance number.

Road Properties, allows you to set road width and to choose beginning and end styles for the ends of a road shape.

To set width for all roads in a diagram at once, right-click the page with no shapes selected, then choose Road Properties from the shortcut menu.

A   Drag to change road length or glue to the connection point on another road shape.

B   Drag to change the curve of the road.

C   Additional control handle that displays when you right-click the road, then choose Show Align from the shortcut menu.

D   Glue C to this connection point.

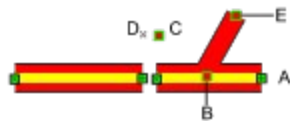E   Drag to reposition the distance number.

Smart Junction

Drag and drop to add a motorway, dual carriageway, primary route, secondary route, or narrow road/street junction to a map. Select a road and type to insert text. To choose road types , right-click a road, then choose Road Properties from the shortcut menu.

Right-click a road, then choose one of the following options from the shortcut menu to change road appearance and behavior:

Show Align, shows an additional control handle (C below) at the beginning of a road shape. Glue this control handle to the connection point (D below) on the adjoining road to make the roads fit better together.

Road Properties, allows you to set road widths for each road in junction.

To set width for all roads in a diagram at once, right-click the page with no shapes selected, then choose Road Properties from the shortcut menu.

A   Drag to change road length or glue to the connection point on another road shape.

B   Drag to change the curve of the road.

C   Additional control handle that displays when you right-click the road, then choose Show Align from the shortcut menu.

D   Glue C to this connection point.

E   Drag to change road length or glue to the connection point on another road shape.

Alignment Road

Drag and drop to add a motorway, dual carriageway, primary route, secondary route, or narrow road/street to a map. Select a road and type to insert text. To choose road type, right-click a road, then choose Road Properties from the shortcut menu.

Right-click a road, then choose one of the following options from the shortcut menu to change road appearance and behavior:

Flip Align, flips the control handle (C below) to the opposite side of a road shape. Glue this control handle to the connection point (D below) on the adjoining road to make the roads fit better together. This road shape also has a control handle at the beginning of the shape for the same purpose.

Road Properties, allows you to set road width.

To set width for all roads in a diagram at once, right-click the page with no shapes selected, then choose Road Properties from the shortcut menu.

A Drag to change road length or glue to the connection point on another road shape.

B Drag to change the curve of the road.

C Control handle that flips to opposite side of road when Flip Align is chose from the shortcut menu.

D Glue C to this connection point.

E Drag to change road length or glue to the connection point on another road shape.

Junction Number

Drag and drop to add a motorway junction number. Select junction shape and type to insert text.

Glue to connection point at center of road junction shape.

City/Town Dot

Drag and drop to add a city or town to a map. Select dot shape and type to insert text.
Use control handle to position text.

Curiosity

Drag and drop to add a curiosity symbol to a map. Select shape and type to insert text.

Right-click on sign shape and choose options from the short-cut menu.

Detailed Map

Drag and drop a detailed map of the country or region. Right-click the map to align. Deselect the shape (press ESC) and right-click the page to select the required level of detail.

Main Cities

Drag and drop a grouping of the principle cities (on the country outline). Right-click the shape to align. From the Shape menu, choose Grouping, then choose Ungroup to avail of connection points (e.g. to connect roads between cities using the   Directional Map stencil) or to manipulate cities individually.

Outline

Drag and drop an outline map of the country. Right-click on the shape to align. The regional shapes and the main cities shape are designed to align to this outline and some or all may be superimposed on this shape.

Country\Region

Drag and drop a regional grouping - superimposed on the outline shape if required. Right-click on the shape to align. From the Shape menu choose Grouping, then choose Ungroup to facilitate individual manipulation of   sub-regions.