



Introducing Visio Standard

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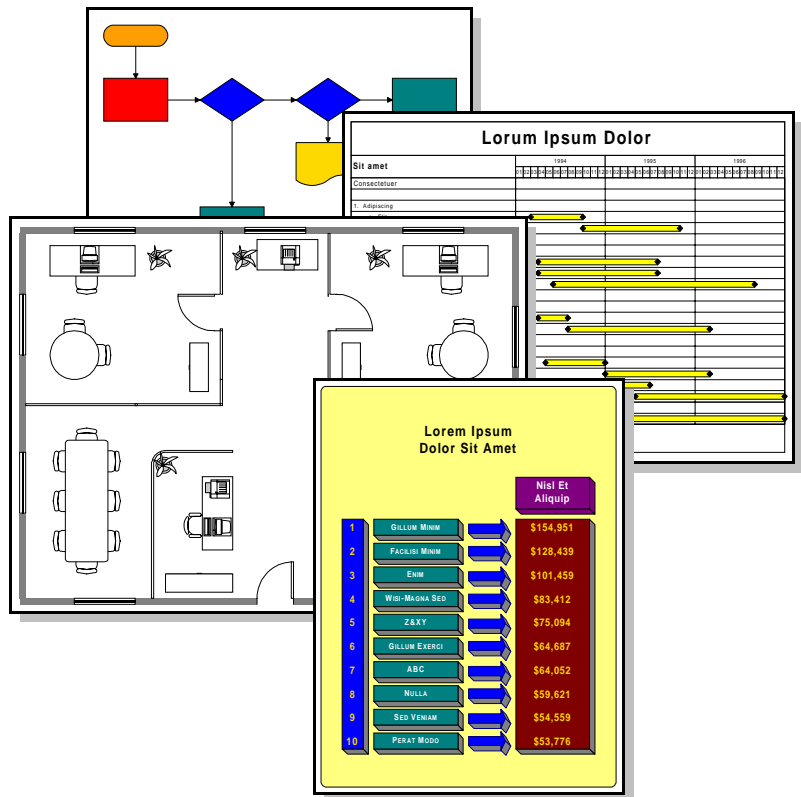
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Introducing Visio Standard

With the Visio® Standard drawing application, managers, project leads, and others can

- Create dynamic process flowcharts and business plans.
- Produce project management reports, including easy-to-update project schedules.
- Develop marketing strategy plans and corporate presentations.
- Design sales and financial reports.
- Create product specifications, office layout diagrams, and directional maps.



Examples of drawings you can create using Visio Standard

You can use Visio Standard to link your business diagrams to data stored in databases and spreadsheets, so your diagrams are dynamic: they can immediately reflect changes you make. For example, you can have Visio Standard update an organization chart to reflect changes in your employee database, or use a flowchart to track costs and resources throughout a business process.

In addition to the specialized solutions, templates, stencils, shapes, and wizards, Visio Standard includes these features that make it the program of choice for visualizing and communicating ideas:

- Easy-to-use drag and drop drawing capability.
- SmartShapes® technology—shapes that are programmed to behave intelligently.
- Compatibility and consistency with Microsoft Windows 95, Windows NT, and Office 97.
- A quick and easy process for publishing drawings as Web pages.
- A built-in development tool, Visual Basic for Applications, that you can use to customize the Visio Standard interface and create custom solutions.

About this booklet

Introducing Visio Standard provides installation instructions, an introduction to new and improved features in the Visio Standard drawing application, and an introduction to Visio Standard concepts and content.

For detailed conceptual and step-by-step information about working in Visio Standard, see *Using Visio Products: For Use with Visio Standard, Visio Professional, and Visio Technical*.

Installing Visio Standard

This section includes information about installing Visio Standard and where to go for help if you have installation problems.

System components

Required:

- Microsoft Windows 95 or Microsoft Windows NT 4.0
- Mouse
- CD-ROM drive for installation

Minimum:

- 486/66 PC with 16 MB or more RAM
- 90 MB of hard disk space required for a full installation; 15 MB for minimum installation

Recommended:

- Pentium, Pentium Pro, or Pentium II PC with 16 MB or more RAM for Windows 95; and 24 MB or more RAM for Windows NT
- Up to 90 MB of hard disk space required for a full installation (less if Microsoft Office 97 is installed); 15 MB for minimum installation

Optional:

- Windows-compatible printer or plotter
- Modem and Internet access
- Local area network (volume licenses available)

How to prepare for installation

- Close all programs and turn off virus protection software to prevent installation conflicts.
- If you have another version of the Visio program installed on your computer and do not want to overwrite that version, change the default installation folder for Visio Standard during installation setup.
- To avoid overwriting stencils or templates you've customized or created, place them in a separate folder before you install.

Installing Visio Standard from the CD

You must be running Windows 95 or Windows NT 4.0 to install Visio Standard.

Installation starts when you insert the Visio Standard CD into your CD-ROM drive. If installation does not start, you can install Visio Standard using the following procedure.

To install Visio Standard on Windows 95 or Windows NT 4.0:

1. Insert the Visio Standard CD into your CD-ROM drive.
2. From the Start menu, choose Run.
3. In the Run dialog box, type *d:\setup*, where *d* is the letter assigned to your CD-ROM drive.
4. Click OK, then follow the instructions on your screen.

The Setup program guides you through the installation process.

Installing Visio Standard on a network

There are two ways to set up Visio Standard on a network server:

- Install a copy on a network server so that multiple workstations can run it from the server.
- Place the Visio Standard files on a network server so the program can be copied onto the hard disks of individual workstations.

For information about network administrator installation options, see *Network.txt* at the root of your Visio Standard CD.

Installing electronic versions of the documentation set

During installation, you have the option of installing .pdf format versions of *Using Visio Products* and *Developing Visio Solutions*. If you work in a corporate environment where most users don't receive printed copies of the manuals, you can make these electronic copies available on the corporate network or intranet.

To open, read, or print the .pdf files, you need to install the Adobe Acrobat Reader on your computer. You can install the Acrobat Reader by double-clicking the *Setup.exe* file located in the Acrobat Reader folder on the Visio Standard CD.

If you choose not to install the .pdf files during installation, you can still copy them to your computer. The .pdf files are located in the Docs folder on the Visio Standard CD.

If you need help with installation

For help while installing Visio Standard, call (541) 882-8687 or fax (541) 882-8446. For help with technical issues, see the Visio Corporation Web site, which you can access from within Visio by choosing Help > Visio On The Web > Online Support; or point your Web browser to <http://www.Visio.com/>.

New and improved features in Visio Standard 5.0

The following tables describe the new and improved features available to you in Visio Standard 5.0.

Drawing environment

Feature	Description
<i>Updated!</i> Backward compatibility	Opening files Open any Visio file in Visio Standard 5.0, regardless of the version you created the file in. Saving files Save drawings you create in Visio Standard 5.0 so they can be opened in earlier versions.
<i>New!</i> Drawing page behavior	Sizing Resize the drawing page by holding down Ctrl, placing the cursor over an edge of the page, and then dragging. Rotation Rotate the contents of the page for any aspect of the drawing that is at an angle to the rest of the drawing.
<i>Improved!</i> Toolbars	Organization Gain access easily to toolbar buttons that are grouped by function. Independent display Show specific toolbars you use most, and hide the ones you don't need. Pop-up palettes Select colors, patterns, and other attributes from pop-up palettes associated with toolbar buttons, such as Fill Color or Line Weight.

Compatibility

Feature	Description
<i>New!</i> Microsoft Office 97 compatibility	Send To support From within Visio Standard, route and send drawings through e-mail to other recipients. Binder support Add headers and footers to Visio Standard drawings included in Microsoft Binder files and view the drawings in Print Preview mode. Microsoft Outlook journaling Automatically record the time you spend working on Visio Standard drawings in your Outlook journal.
<i>New!</i> In-place editing	Edit objects you embed in Visio Standard drawings without leaving the Visio Standard environment.

Tools

Feature	Description
<i>New!</i> Connector technology	Fewer connectors Choose from fewer, but more powerful connectors that make creating your drawing easier. Dynamic routing Use connectors that reroute around shapes when you drop or move them.
<i>New!</i> Custom fill patterns, line patterns, and line ends	Create your own fill patterns, line patterns, and line ends, then easily apply them to shapes.
<i>New!</i> Full-screen view	View drawings in full-screen or presentation mode without toolbars or other interface elements, and navigate from page to page using the mouse buttons or arrow keys.
<i>New!</i> ODMA support	Handle Visio Standard drawings as part of your Document Management System (DMS). When Visio Standard detects the presence of the Open Document Management API (ODMA), it passes file management operations to the ODMA program.
<i>New!</i> Import and annotation of AutoCAD files	Import .dwg and .dxf format AutoCAD files into Visio Standard as images to view, and then annotate and add Visio Standard shapes to them. Save the imported files as Visio Standard drawings.
<i>New!</i> Shape Explorer	Use Shape Explorer to search for and catalog shapes, stencils, or templates stored on your own computer or on the Visio Web site.
<i>New!</i> Graphics and file support	Import Import enhanced (32-bit) metafiles, CorelDRAW 7, and AutoCAD .dwg, .dxf, and .dwf files. Export Export Visio Standard drawings as enhanced (32-bit) metafiles.

Table continued on next page.

Tools (continued)

Feature	Description
<i>New!</i> Web tools	<p>Adding hyperlinks Efficiently add hyperlinks to Visio Standard shapes and drawing pages so you can jump to other Visio Standard drawing pages or files, documents created in other applications, or Web sites (URLs). You can even link to a specific location within a document or on a Web page.</p> <p>Saving drawings as HTML files Use the improved interface to save Visio Standard drawings as HTML files you can publish on the Web. More precise boundaries around shapes serve as hot links.</p> <p>Microsoft Internet Explorer Open and edit Visio Standard files in Internet Explorer. Use the browser's navigation buttons to move between Visio Standard drawings, Web pages, and other files open in Internet Explorer.</p>
<i>New!</i> Database Export support	Export data from selected cells the ShapeSheet™ spreadsheet for a shape and store the data in a database table.
<i>New!</i> Database Wizard	<p>Efficiency Use the faster Database Wizard in Visio Standard 5.0, which supports more ODBC (Open Database Connectivity standard) drivers and new custom property types. You can also control some ODBC settings from within Visio Standard.</p> <p>Drawing monitor Control when the drawing monitor launches in Visio Standard 5.0. Add an action to a drawing page so you can launch the drawing monitor by right-clicking the page.</p> <p>ODBC settings From within Visio Standard, modify some of the ODBC settings that affect how the Database Wizard operates.</p>
<i>Improved!</i> Faster report creation	<p>Reports for large drawings With the enhanced performance of the Property Reporting Wizard, generate inventory and numeric reports quickly even for very large drawings that include shapes with many custom-property fields.</p> <p>Faster inventories Extract data from a drawing, such as an organization chart, office plan, or network diagram, to quickly create an inventory report and write the data to a spreadsheet or text file.</p>

Content

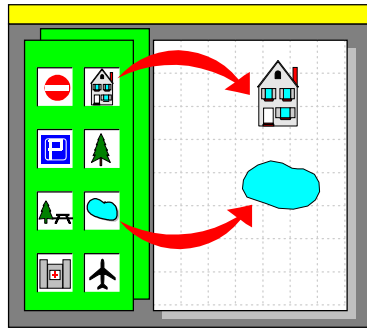
Feature	Description
<i>New!</i> Flowchart shapes	Use the specialized flowchart shapes Visio Standard 5.0 includes to more easily create work flow, data flow, IDEF0, SDL, and audit flowcharts.
<i>New!</i> Marketing shapes	Use two new Marketing stencils to create colorful and informative marketing presentations, including pyramids, bubble charts, spoke diagrams, and more.
<i>Improved!</i> Project Timeline Solution	<p>Data columns Add data columns for information such as Start Date, End Date, and Duration to Gantt charts.</p> <p>Dynamic updating Type new data in a data column and Visio Standard automatically updates the task bars in the Gantt chart. Drag a task bar and Visio Standard updates the data in the data columns.</p> <p>Microsoft Project Import files in Microsoft Project Exchange (.mpx) format and display the data in a Visio Standard Gantt chart. You can also export data from a Visio Standard Gantt chart into .mpx format.</p>
<i>Improved!</i> Organization Chart Wizard	Use the Organization Chart Wizard to create organization charts from data stored in a database table created in an ODBC-compliant database program. Display some of the database table's column headings (such as Name and Department) on position shapes in the chart and add the other column headings to the shapes as custom-property fields.

About working with Visio Standard

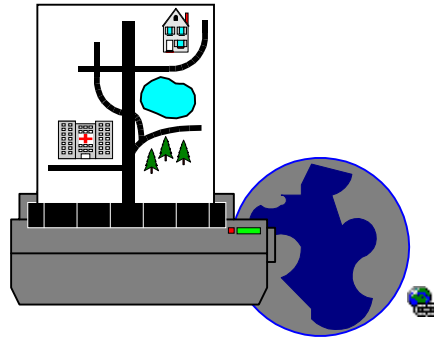
Whether you create drawings as your primary job or only occasionally, you don't have to learn a complex design program. Visio Standard provides powerful graphics capabilities, an intuitive user interface, and the drag and drop drawing technique you can use to quickly create and distribute the drawings you need.



From idea to drawing



To draw, simply drag shapes to the drawing page. If you need additional shapes, you can create them.



[HTTP://WWW](http://www)

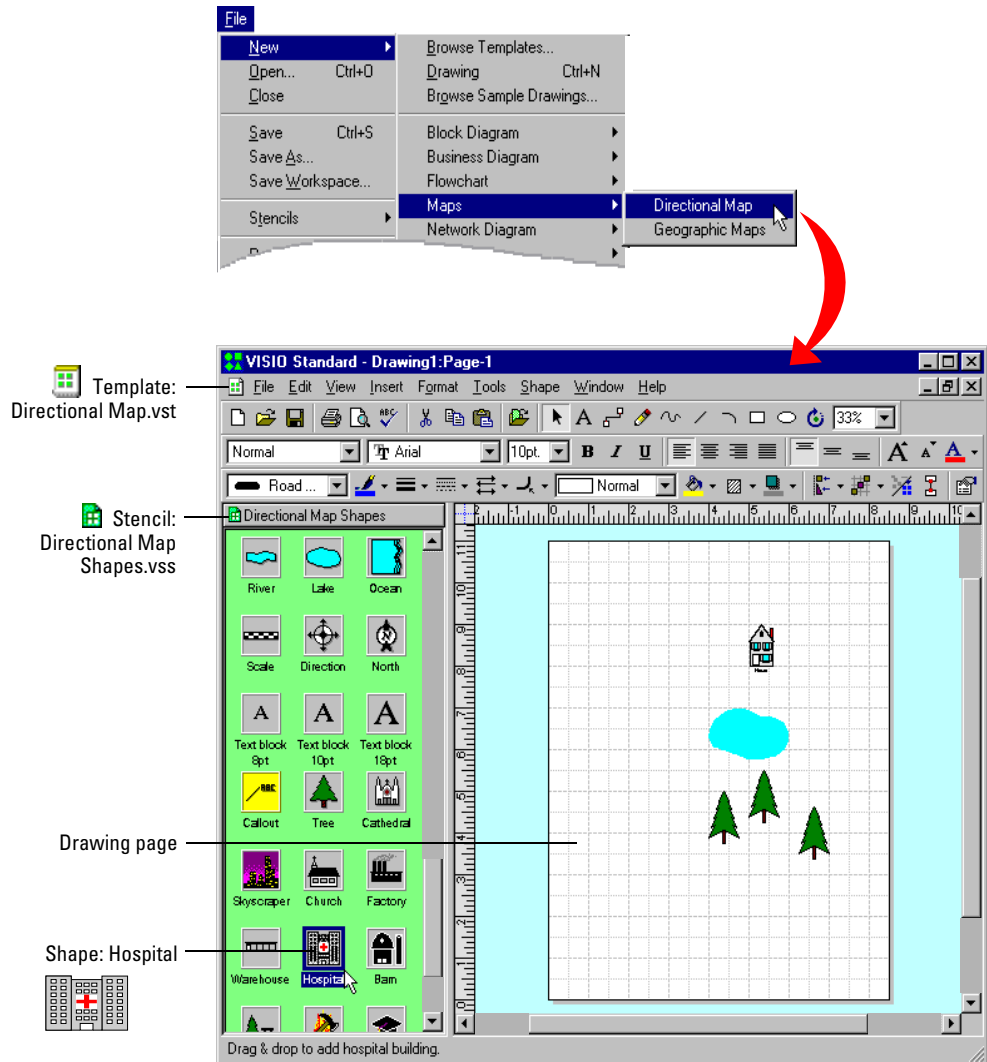
When your drawing is complete, you can print it, include it in other documents, or distribute it on an intranet or the World Wide Web.

The Visio Standard drawing environment

You start by choosing a *solution* that matches the type of drawing you want to create. A solution includes everything you need to turn an idea into a drawing, such as

- Blank drawing pages set up with an appropriate size, orientation, and scale.
- Shapes that look and behave like real-life objects.
- Tools for editing existing shapes or drawing your own shapes from scratch.
- Pre-set styles for text, lines, and shapes so you don't need to spend time formatting.
- Wizards and automated tools that help you complete complex or routine tasks, and help you customize the way the program works.

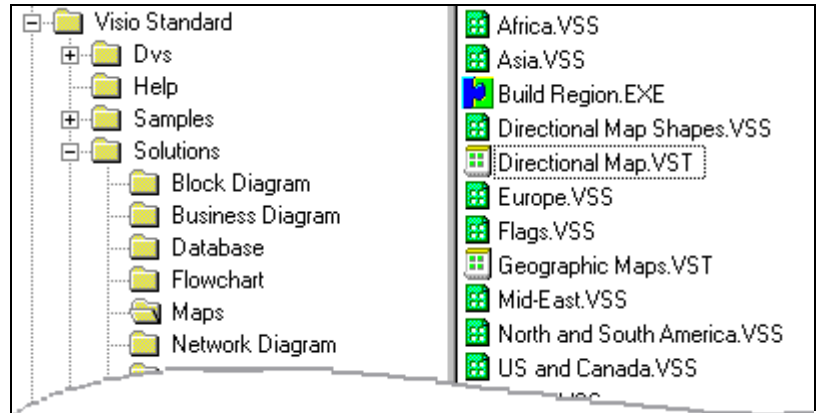
To open a solution from within Visio Standard, choose File > New, then choose the drawing type you want. Opening a solution actually opens a *template* file, a file that contains shapes, drawing pages, and other tools. Each template includes one or more *stencil* files on which shapes are stored. You can open additional stencils whenever you need them, no matter what template you're working in.



A Visio Standard drawing page within a template file

Working with Visio Standard files

Because templates and stencils are types of files, you can find them in the Visio Standard folder in Windows Explorer organized the same way solutions are organized on the Files > New menu. The Visio Standard folder includes a Solutions folder, in which you can find a folder for each drawing type. Within a drawing-type folder, you can find template and stencil files. You can open a template or stencil file from within Visio Standard or from the Windows Explorer by double-clicking the file icon.



A template file (📄) has a .vst extension. A stencil file (📄) has a .vss extension. A drawing you save as a drawing file has a .vsd extension.



Related topics

Basing new drawings on templates *Using Visio Products 9*
Displaying, moving, and adding stencils *Using Visio Products 8*



About Visio Standard content

The following table lists the Visio Standard solutions and the templates and stencils each solution contains.

Block Diagram Solutions

 Templates	 Stencils
Basic Diagram	Basic Shapes
Block Diagram	Blocks, Blocks Raised
Block Diagram With Perspective	Blocks With Perspective

Business Diagram Solutions

 Templates	 Stencils
Charts And Graphs	Charting Shapes
Form Design	Forms Shapes
Marketing Charts And Diagrams	Charting Shapes, Marketing Diagrams, Marketing Clipart
Office Layout	Office Layout Shapes
Organization Chart	Organization Chart Shapes
Project Timeline	Project Timeline

Flowchart Solutions



 Templates	 Stencils
Audit Diagram	Audit Diagram Shapes, Connectors And Callouts
Data Flow Diagram	Data Flow Diagram Shapes
Flowchart - Advanced	Audit Diagram Shapes, Connectors And Callouts, Data Flow Diagram Shapes, Miscellaneous Shapes, SDL Diagram Shapes, TQM Diagram Shapes, Work Flow Diagram Shapes
Flowchart - Basic	Basic Flowchart Shapes, Basic Flowchart Shapes2

Table continued on next page.

Flowchart Solutions (continued)

Templates

Stencils

IDEF0 Diagram

IDEF0 Diagram Shapes

Mind Mapping Diagram

Mind Mapping Diagram Shapes

SDL Diagram

SDL Diagram Shapes, Connectors
And Callouts

TQM Diagram

TQM Diagram Shapes

Work Flow Diagram

Work Flow Diagram Shapes,
Connectors And Callouts

Maps Solutions

Templates

Stencils

Directional Map

Directional Map Shapes

Geographic Maps

Africa, Asia, Europe, Mid-East, North
And South America, U.S. And Canada,
World

Network Diagram Solutions

Templates

Stencils

Basic Network

Basic Network Shapes,
Basic Network Shapes2

Visio Extras

Templates

Stencils

None

Borders, Callouts, Clipart, Connectors,
Symbols
