

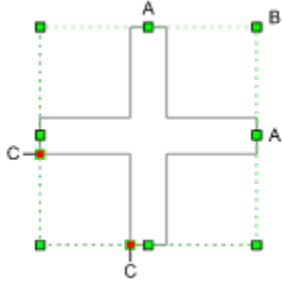
## **Basic Shape**

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle (the Square and Circle resize proportionally only).  
To add text, select the shape, then type.

## Cross

To add text, select the shape, then type.

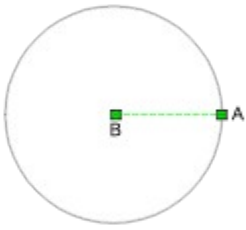
Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle.



- 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.



- 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

To change the depth perspective, flip the shape vertically or horizontally.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

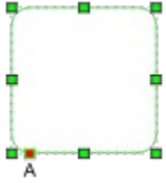


A Drag to control the box depth and depth perspective.

## Rounded Rectangle or Square


To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle. (The Rounded Square resizes proportionally only.)

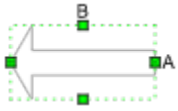
To add text, select the shape, then type.



A Drag to change the curvature of the four corners simultaneously.



## Arrow

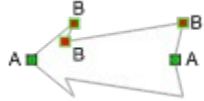
To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes.



- A Drag to change the tail length without changing arrowhead size.
- B Drag to change arrow and arrowhead width.


## Flexible Arrow

To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes. Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.



- A Drag to change the 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

To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes. If you move the other shapes, they maintain their point-to-point connection. You can control how the Bottom To Top Variable and Side To Side Variable connectors bend.




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



## Line Connector

Use 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 shape for lines and elliptical arcs and the Line-curve Connector shape for freeform curves). If you move the 2-D shapes, they maintain their point-to-point connection.

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

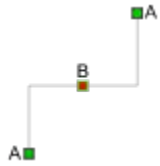


A Glue to a connection point on a 2-D shape (point-to-point) or, with the Line Connector, press the Ctrl key while dragging to glue to the shape (shape-to-shape).

B Drag to change the shape of the curve.

## Universal Connector

Use to connect two 2-D shapes point-to-point or shape-to-shape with adjustable, bent lines. 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. To change the arrowhead style, right-click the shape, then choose Change Arrowhead. To add text, select the shape, then type.



- A Glue to a connection point on a 2-D shape (point-to-point). Or, press the Ctrl key while dragging and glue to the shape (shape-to-shape).
- B Drag to change where the connector bends.

## **Basic Block**

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Auto-height Box**


The height of the box changes according to the amount of text you type.  
To replace existing text, select the shape, then type.  
To change box width, drag a side selection handle.

### **Auto-size Box**

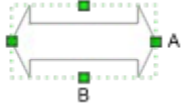
The width and height of the box change according to the amount of text you type.  
To replace existing text, select the shape, then type. To start a new line, press the Enter key.

## 1-D Arrows

To close or open an end on a single arrow shape, right-click the shape.

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

To add text, select the shape, then type.



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

B Drag to widen the arrow.

## **2-D Arrows**

To close or open an end on a single arrow shape, right-click the shape.

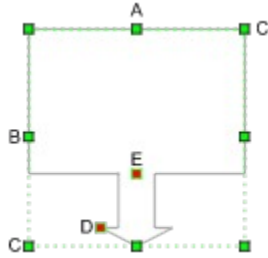
To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## Arrow Box

To add text, select the shape, then type.

Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle.



- 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

To change the depth perspective, flip vertically or horizontally.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

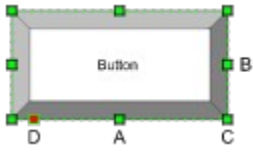
To add text, select the shape, then type.



A Drag to control the box depth and depth perspective.

## Button

To replace existing text, select the shape, then type.

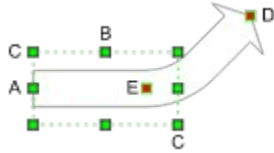


- A Drag to change button height.
- B Drag to change button width.
- C Drag to resize proportionally.
- D Drag to change button thickness.

## Curved Arrow


To change the direction the arrow points, flip the shape horizontally.

Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle.



- 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 its bend and to change the way it bends.
- E Drag to change the abruptness of the curve.

## Point-to-Point Connector


To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes. If you move the 2-D shapes, they maintain their point-to-point connection. You can control how the Bottom to top Variable and Side to side Variable connectors bend.



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

## Line Connector

Use 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 shape for lines and elliptical arcs and the Line-curve Connector shape for freeform curves.) If you move the 2-D shapes, they maintain their point-to-point connection.

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

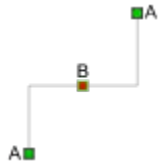


A Glue to a connection point on a 2-D shape (point-to-point) or, with the Line Connector, press the CTRL key while dragging to glue to the shape (shape-to-shape).

B Drag to change the shape of the curve.

## Universal Connector

Use to connect two 2-D shapes point-to-point or shape-to-shape with adjustable, bent lines. 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. To change the arrowhead style, right-click the shape, then choose Change Arrowhead. To add text, select the shape, then type.



- A Glue to a connection point on a 2-D shape (point-to-point). Or, press the Ctrl key while dragging and glue to the shape (shape-to-shape).
- B Drag to change where the connector bends.

## Branching Tree Shape

Use alone and with other tree shapes to add a branching organization to a drawing. You can add additional limbs to multi-tree shapes.

To add text, select the shape, then type.

Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle.



- 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.

## Line-end Connector

To specify the direction of the arrows and which endpoints have line ends, right-click the shape.



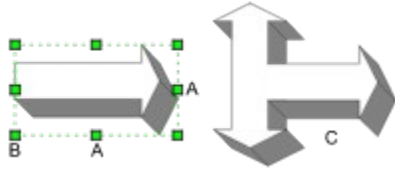
- A Drag to lengthen the line and glue to a connection point on a shape. Press the CTRL key while dragging to glue to a shape rather than to a point.
- B Drag to change the size of the line ends.



## Arrow

To join this shape with other shapes, right-click the shape, then open the arrow's tail.

To format the shape's surfaces separately, subselect them. To see which surface is selected, check the Fill style list on the Standard toolbar.



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.

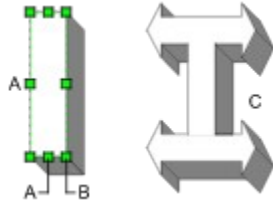
## **Double-headed Arrow**

To format the shape's surfaces separately, subselect them. To see which surface is selected, check the Fill style list on the Standard toolbar.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

## Bar

To join this shape with other shapes, right-click the shape, then open one or both of the bar's ends. To format the shape's surfaces separately, subselect them. To see which surface is selected, check the Fill style list on the Standard toolbar.



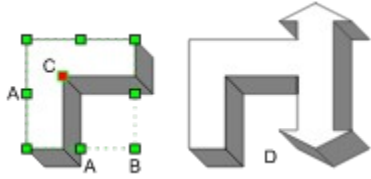
A Drag to widen or lengthen a bar.

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.

## Elbow

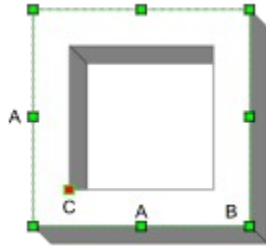
To join this shape with other shapes, right-click the shape, then open one or both of the elbow's ends. To format the shape's surfaces separately, subselect them. To see which surface is selected, check the Fill style list on the Standard toolbar.



- 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

To format the shape's surfaces separately, subselect them. To see which surface is selected, check the Fill style list on the Standard toolbar.



- 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**

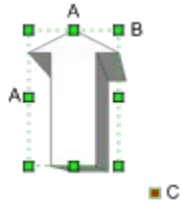
To format the shape's surfaces separately, subselect them. To see which surface is selected, check the Fill style list on the Standard toolbar.

To resize the circle proportionally, drag any selection handle. To resize the square proportionally, drag a corner selection handle. To widen or lengthen the square, drag a side selection handle.

To add text, select the shape, then type.

## Arrow

To change shape depth, right-click the shape.  
To add text, select the shape, then type.

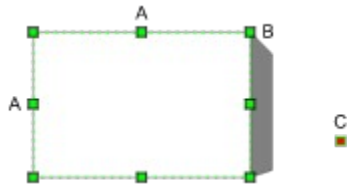


- A Drag to widen or lengthen an arrow.
- B Drag to resize proportionally.
- C Drag to change an arrow's orientation by moving its vanishing point.

## Basic Perspective Block

To change shape depth, right-click the shape.

To format the shape's surfaces separately, subselect them. To see which surface is selected, check the Fill style list on the Standard toolbar.



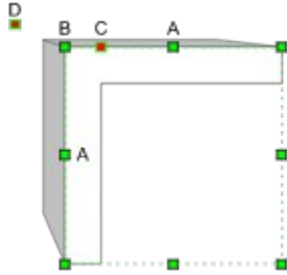
- A Drag to widen or lengthen a shape (except the Circle, which always resizes proportionally).
- B Drag to resize proportionally.
- C Drag to change a shape's orientation by moving its vanishing point. If you open the Perspective Block Diagrams template, this point automatically glues to the vanishing point shape on the page.



## Elbow

To change shape depth, right-click the shape.

To format the shape's surfaces separately, subselect them. To see which surface is selected, check the Fill style list on the Standard toolbar.

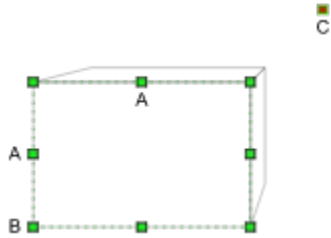


- A Drag to lengthen one arm.
- B Drag to lengthen both arms.
- C Drag to change the thickness of both arms.
- D Drag to change a shape's orientation by moving its vanishing point.

## Wireframes

To change shape depth, right-click the shape.

To format the shape's surfaces separately, subselect them. To see which surface is selected, check the Fill style list on the Standard toolbar.



- 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.

## **Vanishing Point**

To make shapes orient to the vanishing point, put the vanishing point on the drawing page before you add other shapes.

To move a vanishing point, drag it to a new location.

To delete a vanishing point, right-click it, choose Allow Deletion, then select the shape and press the Delete key.

## **Border Section**

To create a border, attach to other similar-looking sections and corners. To make a vertical border, rotate some sections.

To quickly duplicate a border section, select the section, then press the Ctrl key and drag a copy to the new location. To add more sections offset by the same amount, press F4.

To widen or lengthen a section, drag a side selection handle.

## **Corner Section**

Use for the corner of the border.

To make the four corners of the border, duplicate and rotate. To resize proportionally, drag selection handles.

**End-caps**

To cap a border, attach to the end of similar-looking border sections. To cap borders that run different directions, flip horizontally or rotate.

## **Wave Corner**

To complete a border, use both of the Wave Corner shapes with Wave Section 2 shapes. To make two border corners, duplicate Wave Corners and then rotate 180 degrees. To widen or lengthen, drag a side selection handle.

## Star Section

To create a border, attach to other similar-looking sections and corners. To make a vertical border, rotate 90 degrees.



- A Drag to change the size of the stars.
- B Drag to show more stars (up to 4 stars).



## **Ornament**

These shapes can be assembled with other similar sections to create a border.

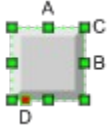
To make the ornaments taller or wider, or to resize them proportionally, drag selection handles.

To quickly duplicate a section or circle, select the shape, then press the Ctrl key and drag a copy to the new location. To add more shapes offset the same amount, press F4.

## Button Ornament

To format the shape's surfaces separately, subselect them. To see which surface is selected, check the Fill style list on the Standard toolbar.

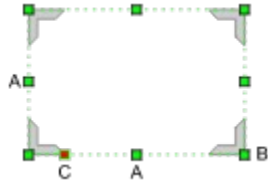
To add text, select the shape, then type.



- 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**

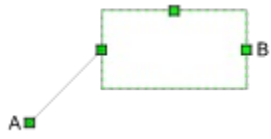
To create a background or a border, assemble tile shapes.

To quickly duplicate a tile, select the tile, then press the Ctrl key and drag a copy to the new location. To add more shapes offset the same amount, press F4.

To make tiles taller or wider, or to resize them proportionally, drag selection handles. To change the color of the tile design, select a tile and select a color from the Fill style list on the Standard toolbar.

## Straight-line Callout

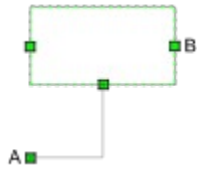
To replace existing text, select the shape, then type.



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


## Elbow Callout

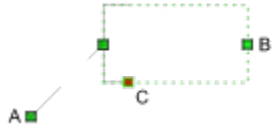
To replace existing text, select the shape, then type.



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

## Annotation

To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes.  
To replace existing text, select the shape, then type.



- 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

To replace existing text, select the shape, then type.



- 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**

To replace existing text, select the shape, then type. The enclosure height increases as you type more text.

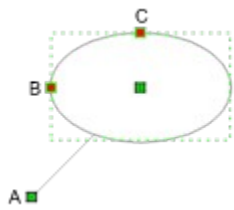
To change vertex size on the Braces with Text shape, drag the control handle.

To change bracket arm length on the Partial Bracket Text shape, drag the control handle.

To widen, drag a side selection handle.

## Oval or Box Callout

To replace existing text, select the shape, then type.

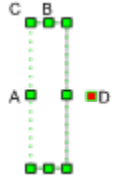


- A Drag to change the length and angle of the pointer.
- B Drag to change the width of the box or oval.
- C Drag to change the height of the box or oval.

## Side Bracket

To replace existing text, select the shape, then type.

To make text alignment parallel or perpendicular or to change the width of the text block, right-click the shape. If you choose Unlimited Paragraph, press the Enter key to break lines of text.

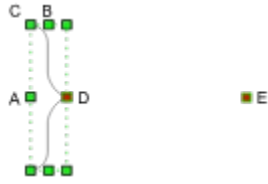


- A Drag to change bracket arm length.
- B Drag to change bracket height.
- C Drag to resize the bracket proportionally.
- D Drag to change the vertical position of the text.

## Side Brace

To replace existing text, select the shape, then type.

To make text alignment parallel or perpendicular or to change the width of the text block, right-click the shape. If you choose Unlimited Paragraph, press the Enter key to break lines of text.

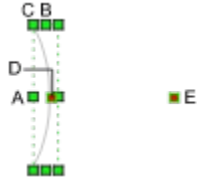


- A Drag to change brace arm length.
- B Drag to change brace height.
- C Drag to resize the brace proportionally.
- D Drag to change vertex size.
- E Drag to change the brace point's vertical position.

## Side Parenthesis

To replace existing text, select the shape, then type.

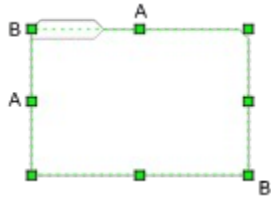
To make text alignment parallel or perpendicular or to change the width of the text block, right-click the shape. If you choose Unlimited Paragraph, press the Enter key to break lines of text.



- 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 curvature.
- E Drag to change the vertical position of the text.

## Message

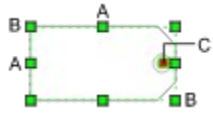
To add text or replace any existing text, select the shape, then type.



- A Drag to widen or lengthen the shape.
- B Drag to resize proportionally.

## Tag

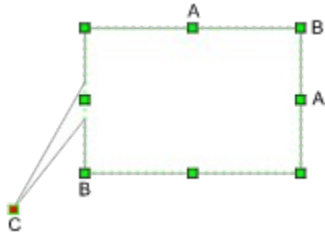
To replace existing text, select the shape, then type.



- 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

Use to add comments to charts and graphs.  
To replace existing text, select the shape, then type.

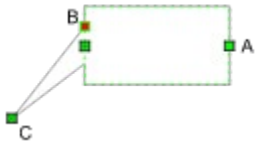


- A Drag to widen or lengthen the word balloon.
- B Drag to resize proportionally.
- C Drag to change pointer length and direction.



## Horizontal and Vertical Balloons

To replace existing text, select the shape, then type.

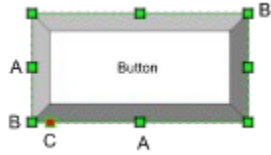


- A Drag to change the width of the balloon.
- B Drag to change pointer width.
- C Drag to change pointer length and direction.

## Button

To replace existing text, select the shape, then type.

To format the shape's surfaces separately, subselect them. To see which surface is selected, check the Fill style list on the Standard toolbar.



- A Drag to widen or lengthen the button.
- B Drag to resize proportionally.
- C Drag to change button depth.

## **Stamp**

The stamp resizes to accommodate the text you type. Stamp width and height are protected against resizing the stamp with selection handles.

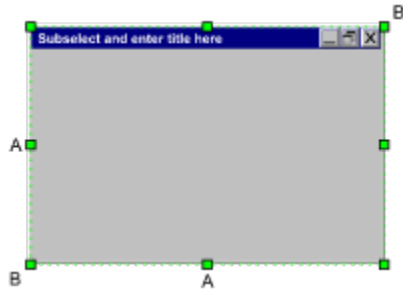
To replace existing text, select the shape, then type. To start a new line, press the Enter key.

## Window

To replace existing text in the main window, select the shape, then type. To replace existing text in the title bar, subselect the title bar, then type.

To set the window to active or inactive, right-click the shape.

To format the shape's sections separately, subselect them. To see which surface is selected, check the Fill style list on the Standard toolbar.

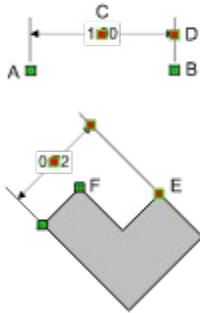


- A Drag to widen or lengthen the window.
- B Drag to resize proportionally.

## Automatic Dimension

Select shape and type your own non-scaled dimensions. If you change measurement units, units in the automatic dimension change.

To show or hide extension lines or add control handle to make extension lines uneven, right-click shape.



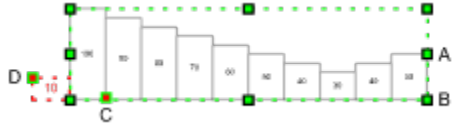
- A Drag to stretch or rotate.
- B Drag to change the angle of the dimension line.
- C Drag to change the location of the label.
- D Drag to change the length of the extension lines. Use uneven extension lines to measure shapes with uneven surfaces.
- E Drag to stretch or make one extension line longer.
- F Drag to set the shape's angle.

## Bar Graph

To specify gray or colored bars, right-click the Bar Graph 2 shape.

To change bar size, subselect a bar, then type a number. Bar height changes automatically. To change the colors of the shape's bars separately, subselect a bar, then select a color from the Fill style list on the Standard toolbar.

Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle.



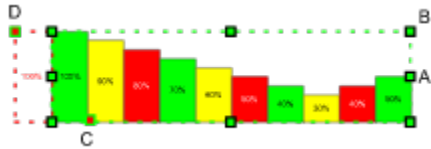
- A Drag to increase or decrease the number of bars.
- B Drag to resize proportionally.
- C Drag to change bar width.
- D Drag to set the standard unit height and control the relative height of the bars.

## Bar Graph

To specify gray or colored bars, right-click the Bar Graph 4 shape.

To change bar size, subselect a bar, then type a percentage (including the % character). Bar height changes automatically. To change the colors of the shape's bars separately, subselect a bar, then select a color from the Fill style list on the Standard toolbar.

Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle.



- 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.

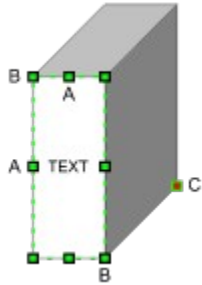
## Bar Shape With Text

Use 3-D bar shapes with the 3-D axis shape.

To change the orientation, flip shapes horizontally or vertically.

To replace existing text, select the shape, then type.

To format the shape's surfaces separately, subselect them. To see which surface is selected, check the Fill style list on the Standard toolbar.



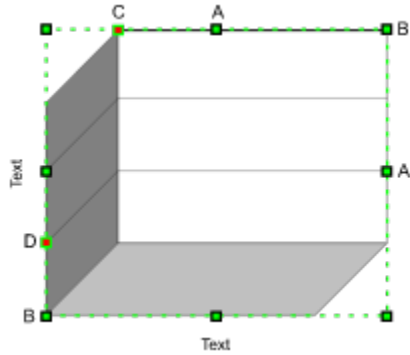
- A Drag to make the bar taller or wider.
- B Drag to resize proportionally.
- C Drag to change the depth of 3-D bars.



### 3-D Axis

To create a 3-D bar chart, use this shape with the Vertical and Horizontal 3-D bars.

To change orientation, flip the axis horizontally. To replace existing text, subselect the text block, then type.



- 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

To change bar color, subselect a bar, then select a color in the Fill style list on the Standard toolbar. Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle.



- 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.

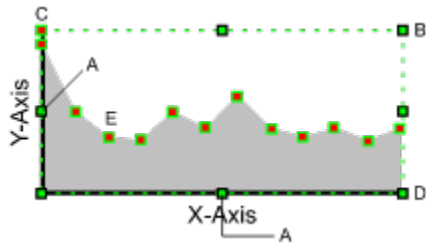
When you increase the height of the Hand or the Flower, only the sleeve and stem lengthen respectively.

When you widen the People or the Dollar, the shapes are duplicated (to a maximum of four shapes). To change the horizontal or vertical offset between duplicated shapes, height, and other properties, right-click the shape and choose Configure.

## Line Graph

To replace existing text, subselect the x- and y-axis labels, then type. To change the color of the x- and y-axis label areas, select the area under the line and change its fill color.


Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle.



- 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

To create line graphs with connected data points, use with Data Point shapes. First, position the Data Point shapes, then connect them with Graph Line shapes.


To connect data points, glue an endpoint on a Graph Line shape to a connection point  on a Data Point shape.



- A Drag to change the width of the line.
- B Drag to make the line longer or shorter.

## Data Point

To create line graphs with connected data points, use with Graph Line shapes. First, position the Data Point shapes, then connect them with Graph Line shapes.

To connect data points, glue an endpoint on a Graph Line shape to a connection point  on a Data Point shape.



- 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 or column headers to charts.

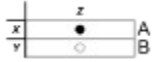
To replace existing text, select the shape, then type.

To widen or lengthen a Row Header shape, drag a side selection handle. To resize a Row Header shape proportionally, drag a corner selection handle. To widen a Column Header shape, drag an endpoint.

## Yes/No Box

Use to indicate the presence or absence of various features in comparison charts. To specify the type of circle you want or to specify a blank box, right-click the shape.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle. To add text, select the shape, then type.



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



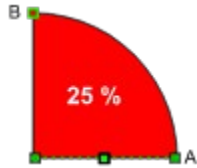
## Smart Pie Slice

To build a pie, duplicate the slice, then move the second slice directly over the first so they glue at the center.

To connect Slice shapes, 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.

To fine-tune the Super Smart Slice percentage, right-click the shape.

To resize the slice, drag A. To change the slice percentage, drag B.



## **Pie Chart Slice 2**

To change slice size, select a slice and type a percentage (including the % character). To create a whole pie, add additional slices, then rotate and glue them at the center.

## **Horizontal and Vertical Axis Shape**

To lengthen an axis, drag an endpoint.

To replace existing text, select the shape, then type.

### **Axis Shape with Gradations**

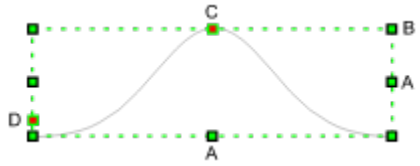
To resize the axis shape, drag a selection handle. To replace existing text, subselect the x-, y-, and z-axis, then type.

## Curve Shape

Use with an X-Y axis shape to add a curve to a graph.

To replace existing text, select the shape, then type.

Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle.



- 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**

To create a scale, position end-to-end vertically or horizontally.

To replace existing number, select the shape, then type.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

## **Row/Column Header**

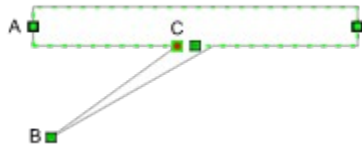
Use to add row or column headers to charts.

To replace existing text, select the shape, then type.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

## 1-D Word Balloon

Use to add comments to charts and graphs.  
To replace existing text, select the shape, then type.

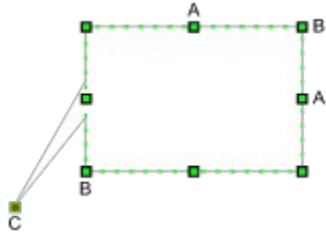


- A Drag to widen the word balloon.
- B Drag to change pointer length and direction.
- C Drag to change pointer width.



## 2-D Word Balloon

Use to add comments to charts and graphs.  
To replace existing text, select the shape, then type.

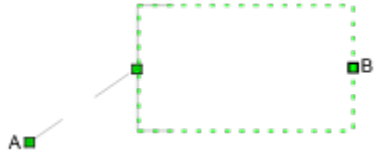


- A Drag to widen or lengthen the word balloon.
- B Drag to resize proportionally.
- C Drag to change pointer length and direction.

## Callout

Use to add comments to charts and graphs.

To replace existing text, select the shape, then type. The text block height increases as you type.



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

## **Text Block**

To replace existing text, select the shape, then type.

To change text block (not text) size and change word wrapping, drag a selection handle.

## **Clip Art**

Use for special effects in charts and other display graphics.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To crop or reposition clip art within its selection borders, use the crop tool.

## **Disk**

To add a label to this shape, select the shape, then type.  
To resize proportionally, drag a selection handle.

## **Recycle Symbol**


To add text, select the shape, then type.

To resize proportionally, drag a selection handle.

## **Copyright Statement**

Use to view copyright information for all clip art on this stencil.

## Point-to-Point Connector

To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes. If you move the 2-D shapes, they maintain their point-to-point connection. You can control how variable connectors bend. Fixed connector shapes always bend the same way.




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



## Line Connector

Use 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-curve Connector shape for lines and elliptical arcs and the Line-curve Connector 2 shape for freeform curves). If you move the 2-D shapes, they maintain their point-to-point connection.

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

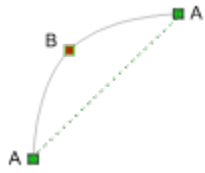


A Glue to a connection point on a 2-D shape (point-to-point) or, with the Line Connector, press the CTRL key while dragging to glue to the shape (shape-to-shape).

B Drag to change the shape of the curve.

## Line-curve Connector 2


Use 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-curve Connector shape for lines and freeform curves). If you move the 2-D shapes, they maintain their point-to-point connection.

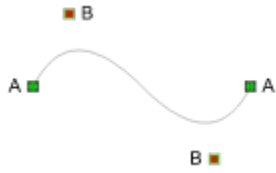


- A Glue to a connection point on a 2-D shape.
- B Drag to change the shape of the curve.

## Bezier Connector

Use to connect two shapes with a bezier curve. If you move the shapes, they maintain their point-to-point connection.

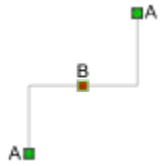
To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes.



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

## Universal Connector

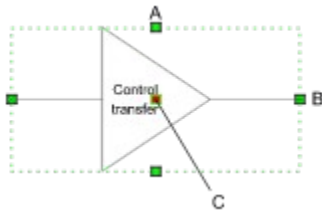
Use to connect two 2-D shapes point-to-point or shape-to-shape with adjustable, bent lines. If you move 2-D shapes connected point-to-point, they maintain their point-to-point connection. If you move 2-D shapes connected shape-to-shape, the ends of the connector move to connect the shapes' closest points. To change the arrowhead style, right-click the shape, then choose Change Arrowhead. To add text, select the shape, then type.



- A Glue to a connection point on a 2-D shape (point-to-point). Or, press the Ctrl key while dragging and glue to the shape (shape-to-shape).
- B Drag to change where the connector bends.

## Control Transfer

Use to represent the transfer of control in a drawing.  
To replace existing text, select the shape, then type.



- 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 Shape

Use alone and with other tree shapes to add a branching organization to a drawing. You can add additional limbs to multi-tree shapes.



Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle.

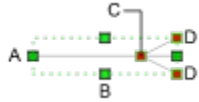
To add text, select the shape, then type.



- 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 drawing. To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes. Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.



- 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

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



A Drag to lengthen the curve or to glue to a connection point on a shape. Press the Ctrl key while dragging to glue to a shape rather than to 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.  
Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle.



- 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 to connect shapes when you want to indicate the flow of information or control. You can choose the position of the arrowhead on the Directed Line 2 shape.



- 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 to a point.
- B Drag to change the location of the arrowhead.

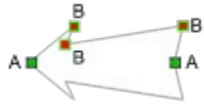
## **Flow Director**

Use beside a connector to indicate the flow of information or control.

To lengthen the line and glue to a connection point on a shape, drag an endpoint. To glue to a shape rather than to a point, press the Ctrl key while dragging.


## Flexi-arrow

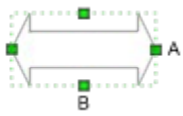
Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle.



- 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 to a point.
- B Drag to change the shape and the size of the arrowhead and tail.

## 1-D Arrow

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



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 to a point.

B Drag to make the arrow wider.

## **Hollow Connector**

To lengthen a connector or to glue to a connection point on a shape, drag an endpoint.  
To add text, select the shape, then type.

## Comm-link shape

Use to indicate a communications link between two shapes.

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

The center-point is locked.

To lengthen an arm and glue to a connection point on a shape, drag a control handle. If you don't want to use all the arms, drag the control handles for arms you don't use into the center of the star.

Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.



## Line-end Connector

To specify the direction of the arrows and which endpoints have line ends, right-click the shape.



- 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 to a point.
- B Drag to change the size of the line ends.

## **Flags**

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

## **Process**

Use to represent a processing function in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Decision**

Use to represent a decision or switching function in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Document**

Use to represent readable data, such as printed output, in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Data**

Use to represent data in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

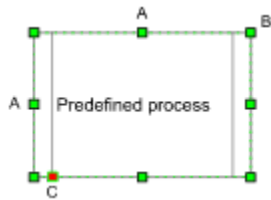
To add text, select the shape, then type.

## Predefined Process

Use to represent a named process, such as a subroutine or module, in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape to generate a report based on the values.

To add text, select the shape, then type.



- A Drag to widen or lengthen the shape.
- B Drag to resize proportionally.
- C Drag to change the position of the lines.

## **Stored Data**

Use to represent stored data in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

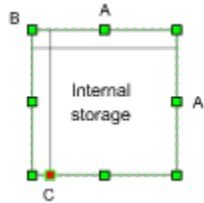


## Internal Storage

Use to represent internal storage in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape to generate a report based on the values.

To add text, select the shape, then type.



- A Drag to widen or lengthen the shape.
- B Drag to resize proportionally.
- C Drag to change the position of the lines.

## **Sequential Data**

Use to represent sequentially accessible data, such as data stored on magnetic tape, in a flowchart. To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Direct Data**

Use to represent directly accessible data, such as data stored on disk drives, in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Manual Input**

Use to represent manually input data, such as data input using a keyboard or barcode reader, in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Card**

Use to represent data that is input via cards, such as punch cards or mark sense forms, in a flowchart. To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Paper Tape**

Use to represent data on paper tape in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Display**

Use to represent displayed data, such as data on a monitor screen, in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Manual Operation**

Use to represent any operation performed by a person in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.



## **Preparation**

Use to represent modification, such as setting a switch or initializing a routine, in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Loop Limit**

Use to represent the start or end of a loop in a flowchart (to represent the end of a loop, flip vertically).

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Terminator**

Use to represent the start or end of a program flow in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Connector**

Use to represent an entry to or exit from one part of a flowchart to another.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

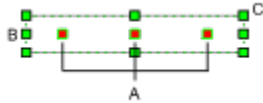
To add text, select the shape, then type.

## Parallel Mode

Use to represent the synchronization of two or more parallel operations in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape to generate a report based on the values.

Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle.



- A Drag and glue to a connection point on a shape that represents 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.

## **Flowchart Shapes**

Use to quickly add any one of four shapes to a flowchart: Process, Decision, Document, or Data.

To specify the shape type or add jumps to this shape, right-click the shape.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Property Reporting Wizard**

The Property Reporting Wizard allows you to calculate the total, average, maximum, or minimum values for numerical properties associated with selected shapes.

The Property Reporting Wizard adds the properties and calculations to a shape.

To run the Property Reporting Wizard, right-click the shape.

The width and height are protected from manual resizing using a selection handle.

For more information, in online Help, click Search, click Index, then type "custom properties."

## **Auto-height Box**

Box height changes according to the amount of text you type. Box height is protected against manual resizing using a selection handle.

To replace existing text, select the shape, then type.

To change box width, drag a side selection handle.



## Point-to-Point Connector

To connect other shapes, glue an endpoint on this shape to a connection point ■ on the other shapes. If you move the 2-D shapes, they maintain their point-to-point connection. You can control how the Bottom to top Variable and Side to side 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

Use 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 shape for lines and elliptical arcs and the Line-curve Connector shape for freeform curves). If you move the 2-D shapes, they maintain their point-to-point connection.

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

■

A Glue to a connection point on a 2-D shape (point-to-point) or, with the Line Connector shape, 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

Use to connect two 2-D shapes point-to-point or shape-to-shape with adjustable, bent lines. 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. To change the arrowhead style, right-click the shape, then choose Change Arrowhead. To add text, select the shape, then type.



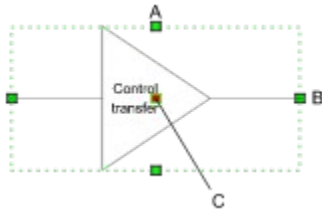
- A Glue to a connection point on a 2-D shape (point-to-point). Or, press the Ctrl key while dragging and glue to the shape (shape-to-shape).
- B Drag to change where the connector bends.

## Control Transfer

Use to represent the transfer of control in a drawing.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape to generate a report based on the values.

To add text, select the shape, then type.



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

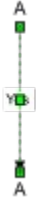
## Result

Use in conjunction with decision shapes.

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

To change the direction of the arrow, move an endpoint.


To replace existing text, select the shape, then type.



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 to a point.

## No Result

Use in conjunction with decision shapes.

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

To change the direction of the arrow, move an endpoint.

To replace existing text, select the shape, then type.



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 to a point.

## Annotation

To connect other shapes, glue an endpoint on this shape to a connection point ■ on the other shapes.  
To replace existing text, select the shape, then type.



- 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.

## **Tagged Shapes**

Use to represent a tagged process or document in a flowchart.

To specify the type of process, right-click the shape.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.



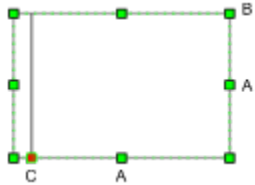
## Lined/Shaded Process

Use to represent a lined or shaded process or document in a flowchart.

To specify a white (line only), gray, or black shading option, right-click the shape.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To add text, select the shape, then type.



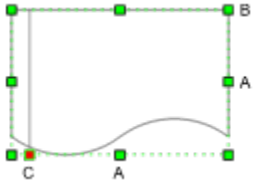
- A Drag to widen or lengthen the shape.
- B Drag to resize proportionally.
- C Drag to change the position of the line.

## Lined Document

Use to represent a lined document, such as a ledger or journal, in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To add text, select the shape, then type.



- A Drag to widen or lengthen the shape.
- B Drag to resize proportionally.
- C Drag to change the position of the line.

## **Transmittal Tape**

Use to represent a transmittal tape in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Off-page Connector**

Use to represent a cross-reference to another page in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To resize proportionally, drag a selection handle.

To add text, select the shape, then type.

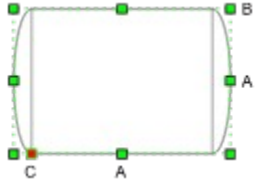
## Variable Start or Procedure

Use to represent an N-type, X-type, or unspecified starting point or procedure in a flowchart.

To specify the type of starting point, right-click the shape.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To add text, select the shape, then type.



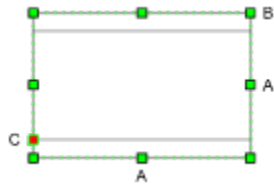
- A Drag to widen or lengthen the shape.
- B Drag to resize proportionally.
- C Drag to change the position of the lines.

## Create Request

Use to represent a creation request in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To add text, select the shape, then type.



- A Drag to widen or lengthen the shape.
- B Drag to resize proportionally.
- C Drag to change the position of the lines.

## **Summing Junction**

Use to represent a summing junction in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To resize proportionally, drag a selection handle.

To add text, select the shape, then type.

## **Collate**

Use to represent a collation in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Basic Flowchart Stencil to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.



## **Sort**

Use to represent a sort operation in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To resize proportionally, drag a selection handle.

To add text, select the shape, then type.

## **OR**

Use to represent an OR statement in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To resize proportionally, drag a selection handle.

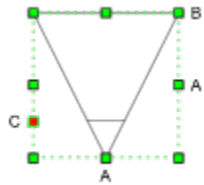
To add text, select the shape, then type.

## Off-line Storage

Use to represent off-line storage in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To add text, select the shape, then type.



- A Drag to resize proportionally.
- B Drag to resize proportionally.
- C Drag to change the position of the line.

## **Open Rectangle**

Use to add an open-ended rectangle to a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Drum Storage**

Use to represent drum storage in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Data Store**

Use to represent data storage in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Database**

Use to represent a database on disk in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

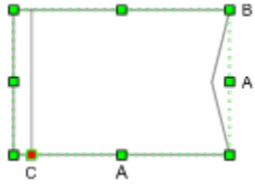
To add text, select the shape, then type.

## Primitive Call

Use to represent a "Primitive from call" or a "Primitive to call" control in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To add text, select the shape, then type.



- A Drag to widen or lengthen the shape.
- B Drag to resize proportionally.
- C Drag to change the position of the line.



## **Message From User**

Use to represent a message from the user side in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Message To User**

Use to represent a message to the user side in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Output**

Use to represent output in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Feedback**

Use to represent feedback in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Check**

Use to represent a check in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Basic Flowchart Stencil to generate a report based on the values.

To resize proportionally, drag a selection handle.

To add text, select the shape, then type.

## **Check 2**

Use to represent a check in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Basic Flowchart Stencil to generate a report based on the values.

To resize proportionally, drag a selection handle.

To add text, select the shape, then type.

## **AND Gate**

Use to represent a 2-input AND gate in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Basic Flowchart Stencil to generate a report based on the values.

To resize proportionally, drag a selection handle.

To add text, select the shape, then type.

## **OR Gate**

Use to represent a 2-input OR gate in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To resize proportionally, drag a selection handle.

To add text, select the shape, then type.



## **XOR (Exclusive OR)**

Use to represent a 2-input Exclusive OR gate in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To resize proportionally, drag a selection handle.

To add text, select the shape, then type.

## **Vertical XOR**

Use to represent a Vertical Exclusive OR gate in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To resize proportionally, drag a selection handle.

To add text, select the shape, then type.

## **Vertical P AND**

Use to represent a vertical P AND gate in a flowchart.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. After associating values with this shape, you can use the Property Reporting shape on the Flowchart Stencil to generate a report based on the values.

To resize proportionally, drag a selection handle.

To add text, select the shape, then type.

## **Text Box**

To replace existing text, select the shape, then type. Press the Enter key to start a new line.

To widen or lengthen box, drag a side selection handle.

To change the box color, select the shape, then select a color from the Fill style list on the Standard toolbar.

## **Info Line**

Use to represent underlined information, such as date or signature, on forms.  
To replace existing label, select the shape, then type.  
To lengthen the line, drag a side selection handle.

## **Arrow**

To replace existing text, select the shape, then type.

To increase the font and arrow size, drag a selection handle.

## Data Boxes

Use to represent cells for data entry on a form.  
To add a label, select the shape, then type.

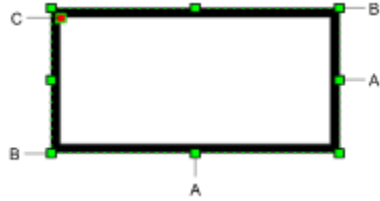


- A Drag to change the size of a Data Box shape and the number of cells.
- B Drag to change cell width and the number of cells.

## Border

Use as a border around a form.

To change border color, select the shape, then select a color from the Fill style list on the Standard toolbar.



- A Drag to widen or lengthen the border.
- B Drag to resize proportionally.
- C Drag to change border thickness.



## **Check Box**

To delete or add the checkmark, right-click the shape.

To format the check box and checkmark separately, subselect them. To see which section is selected, check the Fill style list on the Standard toolbar.

To replace existing text, select the shape, then type.

To resize the check box and checkmark proportionally, drag a corner selection handle.

To increase the width of the text block, drag a side selection handle.

## Lines

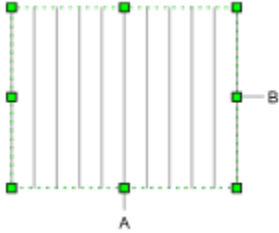
To create rows or columns or a grid, combine with 5- and 10-column shapes.  
To use as horizontal lines (rows), move an endpoint.



- 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

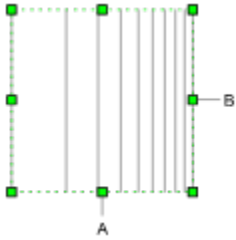
Use to represent five or ten equally spaced columns on a form.  
To create rows, rotate this shape.  
To resize proportionally, drag a corner selection handle.



- A Drag to make the lines longer or shorter.
- B Drag to increase or decrease column width.

## 10-Log Lines

Use to represent ten lines with logarithmic spacing on a form.  
To resize proportionally, drag a corner selection handle.



- A Drag to make the lines longer or shorter.
- B Drag to increase or decrease the distance between lines.

## Grid

Use to create a grid for data entry on a form.

To replace existing text, select the shape, then type. To move to a new line in the grid, press the Enter key.



- A Drag to increase (up to 15) or decrease the number of rows in the grid.
- B Drag to increase (up to 18) 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**

Use to create a fax cover sheet that may span the size of an entire drawing page.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To replace existing text, subselect a text block, then type. Press the Enter key to move to the next line.

## **Business Card**

Use to create a standard-sized business card.

To replace existing text, subselect the text, then type. To move to the next line, press the Enter key.

## **Logo Placeholder**

Use as a logo placeholder on a form.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.



## **Titleblock**

Use with other titleblock shapes to assemble a titleblock that may include information such as title, creator name, company name, date, time, page number, filename, or drawing scale.

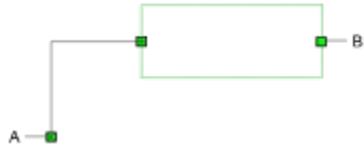
To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To replace existing text, subselect the text, then type.

## Callout

Use to add comments on a form.

To replace existing text, select the shape, then type. The text block height increases as you type.



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

## **Text Block**

To replace existing text, select the shape, then type.

To change the text block (not the text) size and word wrapping, drag a selection handle.

## **Geographic Shapes**

To build a region with geographic shapes, add all the shapes that you want to include in the region to the drawing page, and then select all the shapes. To select multiple shapes, select one shape, then press Shift while selecting additional shapes. Visio can arrange only shapes from the same stencil into a geographic region.

To arrange all the selected shapes in the proper geographic relationship to one another (Visio determines the position), right-click any selected shape, then choose Arrange To Page. To move the region after it's built, select all shapes in the region, then move to a new location.

To arrange all the selected shapes in the proper geographic relationship to one another based on the position and size of a shape you choose, right-click any selected shape, then choose Arrange To Shape. During the region-building process, Visio sizes and positions the remaining shapes relative to the shape you choose.

To widen or lengthen a shape, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Grouped Geographic Shapes**

To build a region with geographic shapes, add all the shapes that you want to include in the region to the drawing page, and then select all the shapes. To select multiple shapes, select one shape, then press Shift while selecting additional shapes. Visio can arrange only shapes from the same stencil into a geographic region.

To arrange all the selected shapes in the proper geographic relationship to one another (Visio determines the position), right-click any selected shape, then choose Arrange To Page. To move the region after it's built, select all shapes in the region, then move to a new location.

To arrange all the selected shapes in the proper geographic relationship to one another based on the position and size of a shape you choose, right-click any selected shape, then choose Arrange To Shape. During the region-building process, Visio sizes and positions the remaining shapes relative to the shape you choose.

If you don't want to use all the shapes in a grouped geographic shape, select the group, and choose Shape > Grouping > Ungroup to delete the unwanted shapes.

To widen or lengthen a shape, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Geographic Metafiles**

To work with only part of the map, use the crop tool to crop the map to the size you want.

To edit the map and add text or fills to individual areas, or to rotate or fill the entire metafile, choose Shape > Grouping > Convert to Group. This converts the map into Visio shapes.

To format an individual area, subselect the area. To add text to an individual area, subselect the area, then type.

For more information about metafiles, see Visio online Help. Press F1, then click Search, click Index, and type "metafiles."


**Copyright statement**

Use to view copyright information for all the clip art on this stencil.

## Road Sections

Use to draw square-ended or round-ended roads on a map.

To specify the road thickness, right-click the shape.

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




A Drag to change road length.

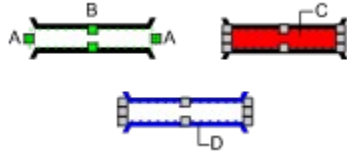
B Right-click a road shape, choose Custom from the shortcut menu, then drag to make the road thicker.



## Bridge

Use for a road, railroad, or metro bridge.

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




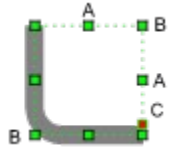
- A Drag to make the bridge longer.
- B Drag to make the bridge thicker.

## Curve Shape

To specify the road thickness, right-click the shape.

To change the direction of the curve, rotate or flip the shape.

To connect this shape to road shapes, glue an endpoint on a road shape to a connection point  on this shape.



A Drag to lengthen one arm.


B Drag to lengthen both arms equally.

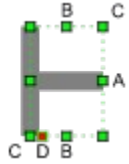
C Right-click a curve, choose Custom from the shortcut menu, then drag to make the road thicker or narrower.

### 3-way

To specify the road thickness, right-click the shape.

To change the direction of the single arm, rotate or flip the shape.

To connect this shape to road shapes, glue an endpoint on a road shape to a connection point  at the end of each arm on this shape.



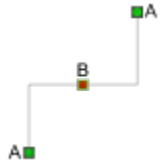
- A Drag to lengthen the single arm.
- B Drag to lengthen the double arms.
- C Drag to lengthen all three arms at once.
- D Right-click the shape, choose Custom from the shortcut menu, then drag to make the road thicker.

## 4-way

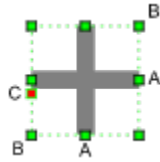
To specify the road thickness, right-click the shape.

To change the alignment of the arms, rotate the shape with the rotation tool.

To connect this shape to road shapes, glue an endpoint on a road shape to a connection point



at the end of each arm on this shape.



A Drag to lengthen one set of arms.

B Drag to lengthen all four 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.

To specify the road thickness, right-click the shape.



- 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.

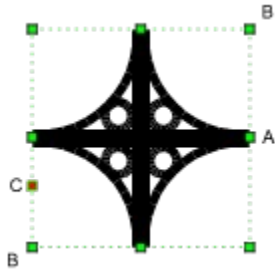
## Interchange

To specify the road thickness, right-click the shape.

To change the direction of the interchange, rotate the shape with the rotation tool.

To connect this shape to road shapes, glue an endpoint on a road shape to a connection point ■ at the end of each arm on this shape.

To format the arms, ramps, and circles separately, subselect them. To see which section is selected, check the Fill style list on the Standard toolbar.



A Drag to lengthen arms in one direction.

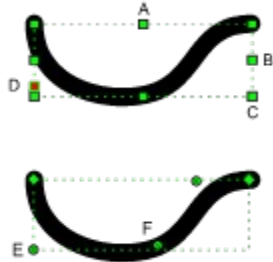
B Drag to lengthen arms in both directions.

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

## Flexible Road or Metro

Use for country roads and hairpin turns.

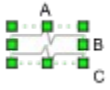
To specify the road thickness, right-click the shape. To add more vertexes, hold down the Ctrl key and click. To change the curve, drag a vertex or its handle.



- 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.
- 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

To replace existing text, select the shape, then type.

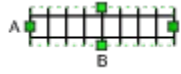
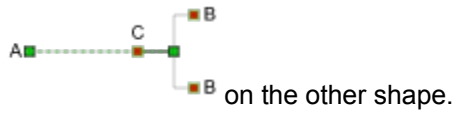
To connect other shapes, glue an endpoint on this shape to a connection point ■ on the other shapes.



- 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.

## Railroad

To connect to other railroad or road shapes, glue an endpoint on this shape to a connection point

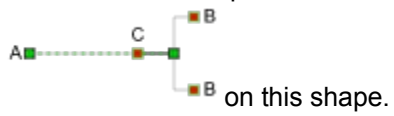


- A Drag to make the railroad longer.
- B Drag to make the railroad wider.

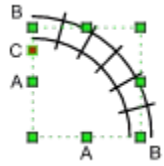
## Rail Curve

To change the direction of the curve, flip or rotate the shape.

To connect this shape to railroad shapes, glue an endpoint on a railroad shape to a connection point



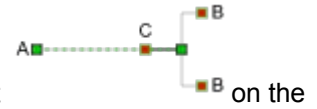
on this shape.



- A Drag to lengthen one arm.
- B Drag to lengthen both arms equally.
- C Drag to make the tracks wider.

## Metro Line or Rounded

To specify the road thickness, right-click the shape.



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



A Drag to make the metro line longer or shorter.

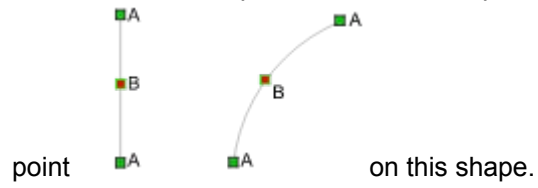
B Right-click a Metro shape, choose Custom from the shortcut menu, then drag to make the metro line wider.

## Metro Curve

To specify the road thickness, right-click the shape.

To change the direction of the curve, flip or rotate.

To connect this shape to Metro Line shapes, glue an endpoint on a Metro Line shape to a connection



- 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**

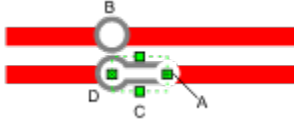
Use to add stations to metro lines on a map.

Drag a metro line onto the page, then drag a Station shape onto the metro line. To label the metro station, glue a Stop callout shape to a station.

To resize proportionally, drag a selection handle.

## Transfer station

Use 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 Drag selection handles to change the size.
- C Drag to make the transfer station larger.
- D Drag to make the transfer station longer.

## Stop Callout



To indicate and name a metro station, glue C to a connection point shape. To make the Stop callout shape face the correct direction, rotate the shape. To replace existing text, select the shape, then type.



- A Drag to make the callout triangle larger.
- B Drag to control the distance between the street name and the triangle.



## **Road Sign**

To resize proportionally, drag a selection handle.

To format the shape's sections separately, subselect them. To see which section is selected, check the Fill style list on the Standard toolbar.

**State Route**

To replace the existing route number, select the shape, then type. To resize proportionally, drag a corner selection handle.

## **Building**

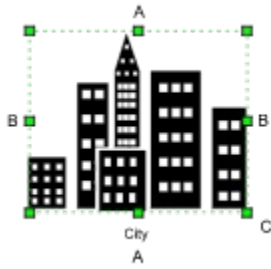
To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To replace existing text, select the shape, then type.

To format the shape's sections separately, subselect them. To see which section is selected, check the Fill style list on the Standard toolbar.

## City

To replace existing text, select the shape, then type.



- A Drag to make the buildings taller.
- B Drag to make the buildings wider.
- C Drag to resize proportionally.

## **Airport**

Use this symbol on a map to indicate an airport.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To replace existing text, select the shape, then type.

## **Ferry**

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

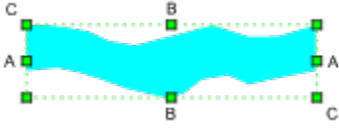
To replace existing text, select the shape, then type.

To format the shape's sections separately, subselect them. To see which section is selected, check the Fill style list on the Standard toolbar.

## River

To create a river, line up several River shapes end to end.

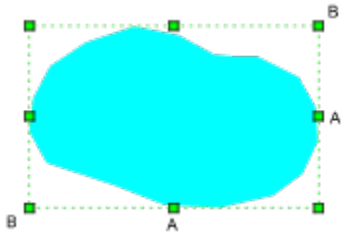
To change the shape of the river, choose the pencil tool and drag a vertex.



- A Drag to lengthen the river.
- B Drag to widen the river.
- C Drag to resize proportionally.

## Lake

To change the shape of the lake, choose the pencil tool and drag a vertex.

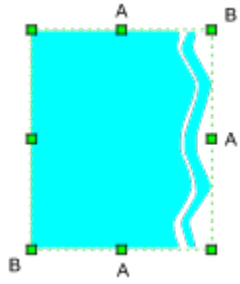


- A Drag to make the lake longer or wider.
- B Drag to resize proportionally.



## Ocean

To change the shape of the shoreline, choose the pencil tool and drag a vertex.



- A Drag to make the ocean longer or wider.
- B Drag to resize proportionally.

## **Scale**

Use to indicate a map's scale.

To change the colors of the bars, subselect them, then select a color from the Fill style list on the Standard toolbar.

To associate the scale with specific distances, select the shape, then add text specifying distances.

**Direction**

Use to indicate north, south, east, and west.

To change the direction in which the arrows point, rotate the shape.

To resize proportionally, drag a corner selection handle.

## **North**

Use to indicate north on a map.

To change the direction in which the arrow point, rotate the shape.

To resize proportionally, drag a corner selection handle.

## **Text Block**

To replace existing text, select the shape, then type.

To change the text block (not text) size and change word wrapping, drag a selection handle.

## Callout

Use the callout to label landmarks on a map.

To replace existing text, select the shape, then type.

To widen or lengthen the text block, drag a side selection handle.



A Drag to lengthen the pointer.

B Drag to resize the text block.

## **Tree**

To set the type of tree, right-click the shape.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

**Park**

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To format the shape's sections separately, subselect them. To see which section is selected, check the Fill style list on the Standard toolbar.

To replace existing text, select the shape, then type.



## Central Theme

Use to represent the central theme of a mind-mapping drawing. The shape automatically jumps to the center of the drawing page, but you can move it.

To specify fill color and line thickness, right-click the shape.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point ■ on this shape.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To replace existing text, select the shape, then type.

To format the shape's sections separately, subselect them. To see which section is selected, check the Fill style list on the Standard toolbar.

## Inner Branch

Use with a Central Theme shape to represent first-tier ideas.

To specify line thickness or font size, offset, and position for first-tier text, right-click the shape.

Drag B to pull out second-tier ideas (the direction they branch depends upon which side of drawing page shape is on). Type to add text.



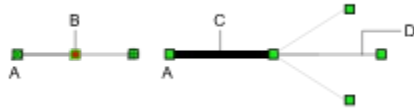
- A Drag to lengthen the first-tier line and to glue it to a connection point on the Central Theme shape.
- B Drag to branch up to three second-tier lines off the first tier.
- C First-tier line.
- D Second-tier line.

## Outer Branch

Use with second-tier lines on an Inner Branch shape to represent third-tier ideas.

To specify line thickness, font size, offset, and position for third- and fourth-tier text, right-click shape.

Drag B to pull out fourth-tier ideas (the direction they branch depends upon which side of drawing page shape is on). Type to add 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**

Use as an alternative to Inner and Outer Branch shapes. Use with a Central Theme shape or other tier lines to represent hierarchically related-ideas.

To specify line thickness (lines at lower tiers should never be thicker than lines at higher tiers) or font size, offset, and position, right-click the shape.

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

To add text, select the shape, then type. The line length increases as you type more text.

## Wavy Line

Use with a Central Theme shape or line to represent an idea or a direction.

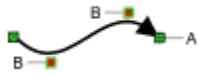
To specify line thickness or arrow direction, right-click the shape.

To lengthen the line or change the line angle, drag an endpoint.

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

To add text, select the shape, then type.

Control handles provide other shape actions. To see what a control handle ■ on a selected shape does, pause the pointer over the handle.



A Glue to the connection point or endpoint of another shape.

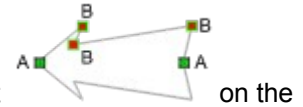
B Drag to change the way the wavy line curves.

## Curve

Use with a Central Theme shape or line to represent an idea or a direction.  
To specify line thickness or arrow direction, right-click the shape.  
To lengthen the line or change the line angle, drag an endpoint.

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

To add text, select the shape, then type.




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

## Arrow


Use with a Central Theme shape or line to represent an idea or a direction.

To specify line thickness or arrow direction, right-click the shape.

To lengthen the line or change the line angle, drag an endpoint.

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


To add text, select the shape, then type.

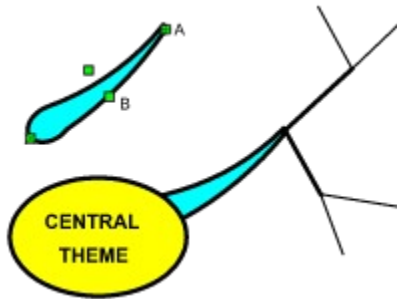
Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.

## Ordering Idea

Use with a Central Theme shape if you want to make an idea even more distinct in a mind-mapping drawing.

To specify line thickness, right-click the shape.

To connect to a Central Theme shape, glue an endpoint on this shape to a connection point  on the Central Theme shape.



- A Drag to lengthen or change the direction of the ordering idea.
- B Drag to widen the ordering idea.



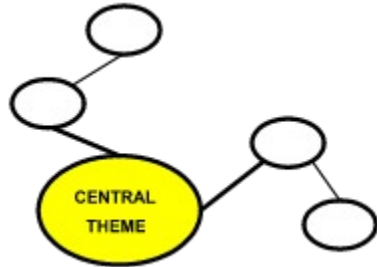
## Growing Bubble

Use to create a spider drawing.

To specify line thickness, right-click the shape.

Width and height are protected against resizing the bubble using a selection handle.


To add text, select the shape, then type. The bubble grows as you type more text.




## Cloud

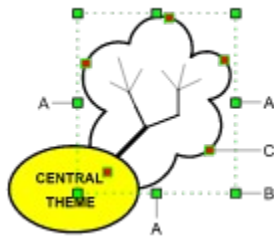
Use to enclose one idea in a mind-mapping drawing.

To specify line thickness, right-click the shape.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.


Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.

To add text, select the shape, then type.



- A Drag to widen or lengthen the cloud.
- B Drag to resize proportionally.
- C Drag to resize one portion of the cloud.

## Symbol

To replace existing text, select the shape, then type. To increase font size, drag a selection handle. Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.

## **Sign**

To replace existing text, select the shape, then type. To start a new line, press the Enter key.

To format the shape's sections separately, subselect them. To see which section is selected, check the Fill style list on the Standard toolbar.

The Rounded Stamp box width and height change to surround the text you type. Box width and height are protected against resizing the box using a selection handle.

To increase the Stop shape's font size and resize the shape proportionally, drag a selection handle.


To resize the Exclamation shape proportionally, drag a selection handle.

## Clip Art

Use to illustrate ideas in a mind-mapping drawing.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.


To format the shape's sections separately, subselect them. To see which section is selected, check the Fill style list on the Standard toolbar.

Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.

## **Auto-size Box**

Box width and height change to surround text you type. Box width and height are protected against resizing the box using a selection handle.


To replace existing text, select the shape, then type. To start a new line, press the Enter key.


To associate the text with a particular idea, drag the control handle in the center of the box and glue it to a connection point  or endpoint on another shape.

## Ordering Theme

Use as an alternative to the Central Theme shape in a mind-mapping drawing. The shape automatically jumps to the center of the drawing page, but you can move it.

To specify line thickness, right-click the shape.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.


To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To replace existing text, select the shape, then type.

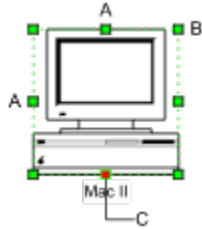
To format the shape's sections separately, subselect them. To see which section is selected, check the Fill style list on the Standard toolbar.

## Computer Equipment

To associate data with the shape, right-click the shape, then choose Properties.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

To replace existing text, select the shape, then type.




- A Drag to make the shape taller or wider, or, for some shapes, to resize them proportionally.
- B Drag to resize proportionally.
- C Drag to relocate the text.



## **Database**

Use to represent a database or other data storage device in a network drawing.

To associate data with the shape, right-click the shape, then choose Properties.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.


To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To replace existing text, select the shape, then type.

## Network

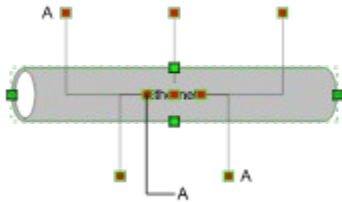
Use to represent a type of network topology in a network drawing.

To associate data with the shape, right-click the shape, then choose Properties.

Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.

To widen or lengthen the FDDI and Token Ring shapes, drag a selection handle. To resize the FDDI and Token Ring shapes proportionally, drag a corner selection handle.

To replace existing text or add new text, select the shape, then type.




A Glue to computer and printer connection points.

## Comm-link shape

Use to indicate a communications link in a network drawing.

To associate data with the shape, right-click the shape, then choose Properties.

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



A Drag to lengthen the link or to glue to a connection point on a shape. Press the Ctrl key while dragging to glue to a shape rather than to a point.

B Drag to make the shape wider or narrower.

## **Cloud**

Use to represent a network or other system for which the details are not included in the network drawing.

To associate data with the shape, right-click the shape, then choose Properties.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

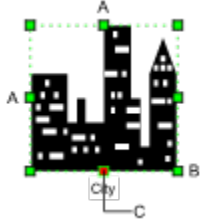
To replace existing text, select the shape, then type.

## City

Use to represent a city or wide area network (WAN) node.


To associate data with the shape, right-click the shape, then choose Properties.

To replace existing text, select the shape, then type.



- A Drag to widen or lengthen.
- B Drag to resize proportionally.
- C Drag to relocate the text.

## Point-to-Point Connector


To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes. If you move the 2-D shapes, they maintain their point-to-point connection. You can control how the Bottom to top Variable and Side to side Variable connectors bend.



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

## Line Connector

Use 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 shape for lines and elliptical arcs and the Line-curve Connector shape for freeform curves). If you move the 2-D shapes, they maintain their point-to-point connection.

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



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

Use to connect two 2-D shapes point-to-point or shape-to-shape with adjustable, bent lines. 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. To change the arrowhead style, right-click the shape, then choose Change Arrowhead. To add text, select the shape, then type.




- A Glue to a connection point on a 2-D shape (point-to-point). Or, press the Ctrl key while dragging and glue to the shape (shape-to-shape).
- B Drag to change where the connector bends.

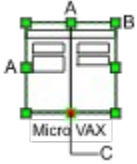


## Equipment

To associate data with the shape, right-click the shape, then choose Properties.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.


To replace existing text, select the shape, then type.



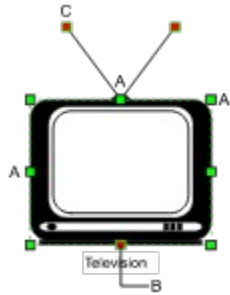
- A Drag to make the shape taller or wider, or, for some shapes, to resize proportionally.
- B Drag to resize proportionally.
- C Drag to relocate the text.

## Television

To associate data with the shape, right-click the shape, then choose Properties.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.


To replace existing text, select the shape, then type.



- A Drag to resize proportionally.
- B Drag to relocate the text.
- C Drag to change the length and angle of the antennae.

## Screen

To associate data with the shape, right-click the shape, then choose Properties.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

To replace existing text, select the shape, then type.

## **Title**

To replace existing text, select the shape, then type.

The date will automatically reflect the date set in the Windows Control Panel. You can also subselect the date, then type any date you want or type a space to delete it.

To center the title on the page, drag the side selection handles to the edges of the page.

## **Executive**


Use to represent a senior manager position in an organization chart.

To create a departmental organization chart on a new page that includes the position and the people who report to it, right-click the shape, then choose Make Department.

To choose how you want the shape to display, right-click the shape, then choose Configure Executive.

To associate a department name and telephone number with the shape, right-click the shape, then choose Properties.

To replace existing text, select the shape, then type.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

## Manager


Use to represent a manager position in an organization chart.

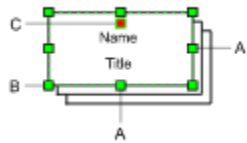
To create a departmental organization chart on a new page that includes the position and the people who report to it, right-click the shape, then choose Make Department.

To choose how you want the shape to display, right-click the shape, then choose Configure Manager.

To associate a department name and telephone number with the shape, right-click the shape, then choose Properties.

To replace existing text, select the shape, then type.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.



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


Use to represent an employee position in an organization chart.

To create a departmental organization chart on a new page that includes the position and the people who report to it, right-click the shape, then choose Make Department.

To choose how you want the shape to display, right-click the shape, then choose Configure Position.

To associate a department name and telephone number with the shape, right-click the shape, then choose Properties.

To replace existing text, select the shape, then type.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.



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


Use to represent an assistant position in an organization chart.

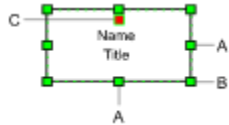
To create a departmental organization chart on a new page that includes the position and the people who report to it, right-click the shape, then choose Make Department.

To choose how you want the shape to display, right-click the shape, then choose Configure Assistant.

To associate a department name and telephone number with the shape, right-click the shape, then choose Properties.

To replace existing text, select the shape, then type.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.



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

To create a departmental organization chart, right-click shape, then choose Make Department.  
To choose how you want shape to display, right-click shape, then choose Configure Position.  
To associate a department name and telephone number with shape, right-click shape, then choose Properties.



- 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


Use to represent an employee position in an organization chart.

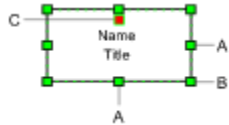
To create a departmental organization chart on a new page that includes the position and the people who report to it, right-click the shape, then choose Make Department.

To choose how you want the shape to display, right-click the shape, then choose Configure Position.

To associate a department name and telephone number with the shape, right-click the shape, then choose Properties.

To replace existing text, select the shape, then type.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.



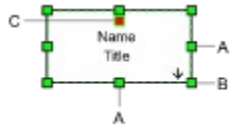
A Drag to widen or lengthen the shape.

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

To create a departmental organization chart, right-click the shape, then choose Make Department.  
To hide or display box where you can type notes about employee, right-click shape, then choose Show Notes.  
To type notes, subselect notes area, then type to replace existing text.  
To associate a department name and telephone number with the shape, right-click the shape, then choose Properties.



- 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


Use to represent a contract employee position in an organization chart.

To create a departmental organization chart on a new page that includes the position and the people who report to it, right-click the shape, then choose Make Department.

To choose how you want the shape to display, right-click the shape, then choose Configure Consultant.

To associate a department name and telephone number with the shape, right-click the shape, then choose Properties.

To replace existing text, select the shape, then type.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.



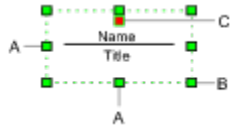
A Drag to widen or lengthen the shape.

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

To create a departmental organization chart, right-click shape, then choose Make Department.  
To choose how you want shape to display, right-click shape, then choose Configure Position.  
To associate department name and telephone number with shape, right-click shape, then choose Properties.




- 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**

Use to indicate a team by placing this shape around a group of positions.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To replace existing text, select the shape, then type.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

## Universal Connector

Use to connect two 2-D shapes point-to-point or shape-to-shape with adjustable, bent lines. 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. To change the arrowhead style, right-click the shape, then choose Change Arrowhead. To add text, select the shape, then type.



- A Glue to a connection point on a 2-D shape (point-to-point). Or, press the Ctrl key while dragging and glue to the shape (shape-to-shape).
- B Drag to change where the connector bends.

## Line-curve Connector


Use 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.

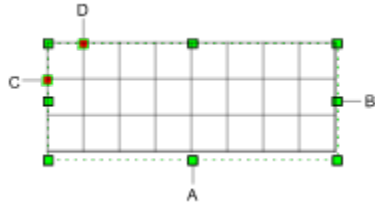


- A Glue to a connection point on a 2-D shape.
- B Drag to change the shape of the curve.



## Gantt Grid

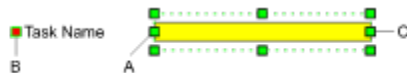
Use with timelines, milestones, labels, and other shapes to develop a project timeline. To specify which lines display, right-click the shape. To specify which lines display on all grids on the page, make sure no shapes are selected and right-click the page. To add text to the left-most column, select the shape, then type. To move to the next row of text, press Enter. Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.



- 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

To format the timeline bar and determine its dependencies, right-click the shape, then choose Configure Layout. To associate start date, end date, duration, and resource data with the timeline bar, right-click the shape, then choose Properties. Data you enter will not dynamically change the position of the bar on the grid. To return a timeline bar you've formatted individually to the formatting set for the page, right-click the shape, then choose Set to Page Defaults. To specify timeline bar height; start and end shapes; task left text; task inside text; and task right text; right-click the shape, then choose Configure Task(s). To specify the timeline bar height and the way the timebar (task shapes) looks for all timeline bars on the page, make sure no shapes are selected and right-click the page. To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle. To replace existing text, select the shape, then type. To delete existing text, select the shape, then press the spacebar.



- 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

To format the milestone and determine its dependencies, right-click the shape, then choose Configure Layout.

To specify milestone shape, size, left text, and right text, right-click the shape, then choose Configure Milestone(s).

To return a milestone you've formatted individually to the formatting set for the page, right-click the shape, then choose Set to Page Defaults.

To associate date and resource data with the milestone, right-click the shape, then choose Properties.

To set layout properties and size for all milestones on the page, make sure no shapes are selected and right-click the page.

To resize proportionally, drag a corner selection handle.

To replace existing text, select the shape, then type. To delete existing text, select the shape, then press the spacebar.



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**

Use at the top of a Gantt Grid shape to represent a year. If you want a year label with no subdivisions, use the Month Label shape.

To replace existing year, select the shape, then type.

To replace existing months, subselect them, then type.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

## **Month Label**

Use at the top of a Gantt Grid shape to represent a month (or a year or week label with no subdivisions).

To replace existing month, select the shape, then type.

To add text to the bottom section, subselect it, then type.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

## **Week Label**

Use at the top of a Gantt Grid shape to represent a week.

To add a range of dates (for example, July 10-15) to the top section, select the shape, then type.

To replace existing days, subselect them, then type.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

## **Task Label**

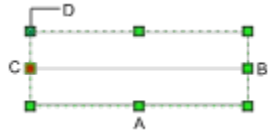
Use with a Gantt Grid shape to label a task column.

To replace existing text, select the shape, then type.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

## Task Names

Use with a Gantt Grid shape to add a task names column. To add text, select the shape, then type. To move to the next row of text, press Enter.



- 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 this shape while you move the bar or milestone.



### **Task Name Text Block**

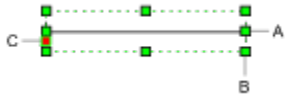
Use with a Task Names or Gantt Grid shape to quickly add task names.

To replace existing text, select the shape, then type.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

## Solid Timeline

To add text, select the shape, then type.



- 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**

To specify the shape of the marker, right-click the shape.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

**Title**

Use to add a title to a Gantt grid.

To replace existing text, select the shape, then type.

To widen or lengthen the box, drag a side selection handle. To resize the box proportionally, drag a corner selection handle.

**Legend**

To replace existing text, subselect each text area, then type.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

## **Pert Chart Task**

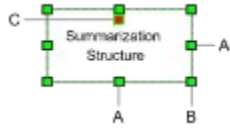
To replace existing task name, select the shape, then type.

To replace existing text areas, subselect them, then type.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

## Summarization Structure

Use several Summarization Structure shapes to create a summary of a project.  
To replace existing text, select the shape, then type.



- 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

Use to indicate that one task is dependent on another by connecting this shape to tasks in a project timeline.

To specify an S- (use control handle to change connector bend) or L-shape, right-click the shape.

To return a dependency you've formatted individually to the formatting set for the page, right-click the shape, then choose Set to Page Defaults.

To specify the way all dependencies bend (S- or L-shaped) on the page, make sure no shapes are selected and right-click the page.



- 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

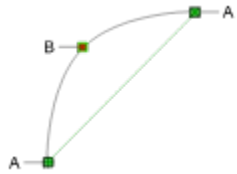
Use to connect two 2-D shapes point-to-point or shape-to-shape with adjustable, bent lines. If you move 2-D shapes connected point-to-point, they maintain their point-to-point connection. If you move 2-D shapes connected shape-to-shape, the ends of the connector move to connect the shapes' closest points. To change the arrowhead style, right-click the shape, then choose Change Arrowhead. To add text, select the shape, then type.



- A Glue to a connection point on a 2-D shape (point-to-point). Or, press the Ctrl key while dragging and glue to the shape (shape-to-shape).
- B Drag to change where the connector bends.

## Line-curve Connector

Use 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 drawing.

To change the direction the 1-D Arrow points, flip or rotate the shape or move an endpoint.

To change the direction the 2-D Arrow points, flip or rotate the shape.

To lengthen, drag an endpoint or side selection handle.

To connect other shapes, glue an endpoint on the 1-D Arrow to a connection point  on the other shapes.

To add text, select the shape, then type.

## **Text Block**

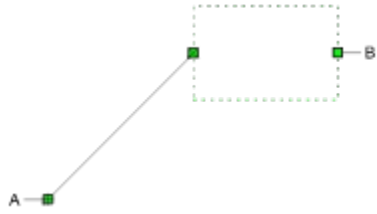
To replace existing text, select the shape, then type.

To change the text block (not the text) size and word wrapping, drag a selection handle.

## Callout

Use to add comments to a project timeline.

To replace existing text, select the shape, then type. The text block height increases as you type.




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


## Wall Square

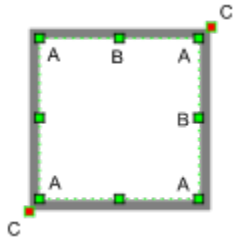
Use to form the outer walls of a room or building. Position the walls outside the room's perimeter.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To set a minimum wall thickness for all the walls in a drawing, make sure no shapes are selected, right-click the drawing page, then choose Properties.

To see dimensions as you resize, connect a Dimension Line shape to this shape. To connect a Dimension Line shape to this shape, glue each endpoint on the Dimension Line shape to separate connection points  on this shape.

Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.




- 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.

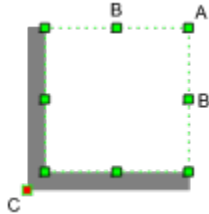
## Wall Corner

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. Position the walls outside the room's perimeter.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To set a minimum wall thickness for all the walls in a drawing, make sure no shapes are selected, right-click the drawing page, then choose Properties.

To connect this shape to Wall Section shapes, glue an endpoint on a Wall Section shape to a connection point  on this shape.




- 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. Position the walls outside the room's perimeter so that B faces away from the wall (to position correctly, flip vertically).

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To set a minimum wall thickness for all the walls in a drawing, make sure no shapes are selected, right-click the drawing page, then choose Properties.

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

To see dimensions as you resize, connect a Dimension Line shape to this shape. To connect a Dimension Line shape to this shape, glue each endpoint on the Dimension Line shape to separate connection points  on this shape.



- A Drag horizontally to lengthen the wall. Drag diagonally 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. Position walls outside the room's perimeter so that B faces away from the room (to position correctly, flip vertically).

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To set a minimum wall thickness for all the walls in a drawing, make sure no shapes are selected, right-click the drawing page, then choose Properties.

To connect this shape to Corner 2 shapes, glue an endpoint on this shape to a connection point  on the Corner 2 shape.




- A Drag to change the length or position of the wall.
- B Drag to thicken the wall.

## Corner 2

Use with Wall 2 and Wall Section shapes.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To set a minimum wall thickness for all the walls in a drawing, make sure no shapes are selected, right-click the drawing page, then choose Properties.

To connect this shape to other shapes, glue an endpoint on a Wall 2 or Wall Section shape to a connection point  on this shape.

To resize proportionally, drag a selection handle.

## **Table**

Use to represent a top-down view of a table in an office layout.

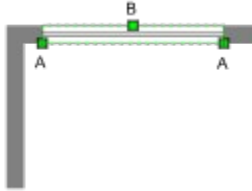
To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

## Window

Position windows on top of wall shapes where they snap into place. Position the windows so that B faces away from the room (to position correctly, flip vertically).

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.



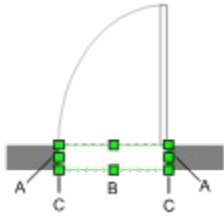
- A Drag to lengthen the window.
- B Drag to thicken the window.

## Door

Position doors on top of wall shapes where they snap into place. Door shapes, like most doors, are automatically three feet wide.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To make the door open in the right direction, rotate or flip the door.



- 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**

Use to represent a top-down view of a desk in an office layout.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

## **Conference Table**

Use to represent a top-down view of a conference table in an office layout.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

## Desk Chair

Use to represent a top-down view of a desk chair in an office layout.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.



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



## **Circular Table**

Use to represent a top-down view of a circular table in an office layout.


To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

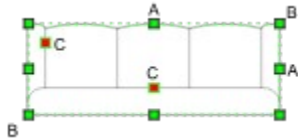
To resize proportionally, drag a selection handle.

## Sofa

Use to represent a top-down view of a sofa in an office layout.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.

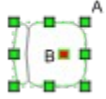


- A Drag to widen and lengthen the sofa.
- B Drag to resize proportionally.
- C Drag to change the sofa's style.

## Chair

Use to represent a top-down view of a chair in an office layout.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.



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

## **Printer**

Use to represent a top-down view of a printer in an office layout.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

## **PC**

Use to represent a top-down view of a computer and keyboard in an office layout.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

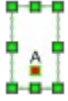
To resize proportionally, drag a selection handle.

## File Cabinet

Use to represent a top-down view of a file cabinet in an office layout.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.



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

## **Suspended Lateral File**

Use to represent a top-down view of a suspended lateral file in an office layout.

To view the shape's door clearance and how much space the lateral file occupies when it's open, right-click the shape.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

## **Bookshelf**

Use to represent a top-down view of a bookshelf in an office layout.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.



## Lateral File

Use to represent a top-down view of a lateral file in an office layout.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.




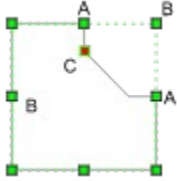
A Drag to see how much space the lateral file occupies when it's open.

## Corner Surface 1

Use with other surface and panel shapes to construct modular offices. Position the panel thickness outside the office perimeter.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.




- 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 at which it bends.


## Curved Panel

Use with other panel shapes to construct modular offices. Position the panel thickness outside the office perimeter so that B faces away from the office (to position correctly, flip vertically).

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To set a minimum panel thickness for all the panels in a drawing, make sure no shapes are selected, right-click the drawing page, then choose Properties.

To connect this shape to other shapes, glue an endpoint on a Panel or 1- or 2-post Panel shape to a connection point  on this shape.

Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.




- 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

Use with other panel shapes to construct modular offices. Position the panel thickness outside the office perimeter so that B faces away from the office (to position correctly, flip vertically).

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To set a minimum panel thickness for all the panels in a drawing, make sure no shapes are selected, right-click the drawing page, then choose Properties.

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

To see dimensions as you resize, connect a Dimension Line shape to this shape. To connect a Dimension Line shape to this shape, glue each endpoint on the Dimension Line shape to separate connection points  on this shape.





- A Drag to lengthen the panel.
- B Drag to make the panel wall thicker.

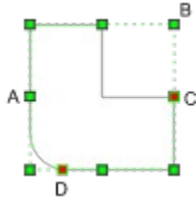
## Corner Surface 2

Use with other surface and panel shapes to construct modular offices. Position the panel thickness outside the office perimeter.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.




- 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.

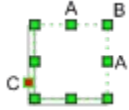
## Corner Panel

Use with other panel shapes to construct modular offices. Position the panel thickness outside the office perimeter.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To set a minimum panel thickness for all the panels in a drawing, make sure no shapes are selected, right-click the drawing page, then choose Properties.

To connect this shape to other shapes, glue an endpoint on a Panel or 1- or 2-post Panel shape to a connection point  on this shape.




- 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

Use with other panel shapes to construct modular offices. Position the panel thickness away from the office perimeter so that B faces outside the office (to position correctly, flip vertically).

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To set a minimum panel thickness for all the panels in a drawing, make sure no shapes are selected, right-click the drawing page, then choose Properties.

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

To see dimensions as you resize, connect a Dimension Line shape to this shape. To connect a Dimension Line shape to this shape, glue each endpoint on the Dimension Line shape to separate connection points  on this shape.




- A Drag to lengthen the panel.
- B Drag to make the panel wall thicker.

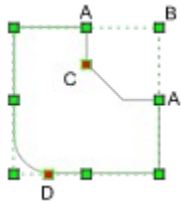
### Corner Surface 3

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

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To set a minimum panel thickness for all the panels in a drawing, make sure no shapes are selected, right-click the drawing page, then choose Properties.

Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.



- 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**

Use to represent a top-down view of a plant in an office layout.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.


To resize proportionally, drag a selection handle.


## 2-post Panel

Use with other panel shapes to construct modular offices. Position the panel thickness away from the office perimeter so that B faces outside the office (to position correctly, flip vertically).

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To set a minimum panel thickness for all the panels in a drawing, make sure no shapes are selected, right-click the drawing page, then choose Properties.

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

To see dimensions as you resize, connect a Dimension Line shape to this shape. To connect a Dimension Line shape to this shape, glue each endpoint on the Dimension Line shape to separate connection points  on this shape.




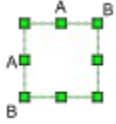
- A Drag to lengthen the panel.
- B Drag to make the panel wall thicker.

## Work Surface

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

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To see dimensions as you resize, connect a Dimension Line shape to this shape. To connect a Dimension Line shape to this shape, glue each endpoint on the Dimension Line shape to separate connection points  on this shape.





- 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 this shape, and type your own non-scaled dimensions.

To show or hide extension lines or add a control handle to make extension lines uneven, right-click the shape.

To connect this shape to other shapes, glue both endpoints on this shape to two connection points  on the other shape.

Control handles provide other shape actions. To see what a control handle  on a selected shape does, pause the pointer over the handle.



- 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.

To replace existing text, select the shape, then type. Callout height changes according to the amount of text you type.



- A Drag to change the length or angle of the pointer.
- B Drag to change the text block width.
- C Drag to change where the pointer bends.

## **Telephone Jack**

Use to represent a telephone jack in an office layout.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To resize proportionally, drag a selection handle.

## **Switch**

Use to represent a light switch in an office layout.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To resize proportionally, drag a selection handle.

### **110-volt Outlet**

Use to represent an outlet in an office layout.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To resize proportionally, drag a selection handle.



## **Symbols**

To resize proportionally, drag a selection handle.

## **Warning Sign**

Use as a background for a warning sign or flip vertically to make a yield sign.

To add text, select the shape, then type.

To resize proportionally, drag a selection handle.

## **Square Box**


Use as a frame for stand-alone symbols.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To resize proportionally, drag a selection handle.

## **Transportation**

Use to represent transportation in a TQM drawing.


To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Inbound Goods**

Use to represent inbound goods in a TQM drawing.


To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

To resize proportionally, drag a selection handle.

To add text, select the shape, then type.

## **Storage**

Use to represent storage in a TQM drawing.


To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

To resize proportionally, drag a selection handle.

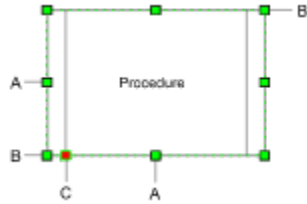
To add text, select the shape, then type.

## Procedure

Use to represent a procedure in a TQM drawing.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.


To add text, select the shape, then type.



- A Drag to widen or lengthen the shape.
- B Drag to resize proportionally.
- C Drag to change the position of the lines.

## Operation

Use to represent an operation in a TQM drawing.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.


To resize proportionally, drag a selection handle.

To add text, select the shape, then type.



## **Operation & Inspection**

Use to represent an operation and inspection in a TQM drawing.


To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

To resize proportionally, drag a selection handle.

To add text, select the shape, then type.

## **Issue**

Use to represent an issue in a TQM drawing.


To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

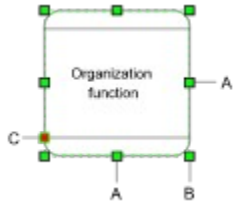
To add text, select the shape, then type.

## Organization Function

Use to represent an organization function in a TQM drawing.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

To add text, select the shape, then type.



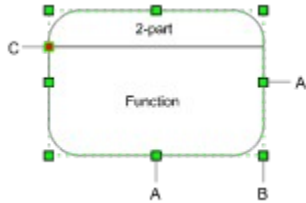
- A Drag to widen or lengthen the shape.
- B Drag to resize proportionally.
- C Drag to change the position of the lines.

## 2-part Function

Use to represent a 2-part function in a TQM drawing.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values.

To replace the existing function, select the shape, then type.




- A Drag to widen or lengthen the shape.
- B Drag to resize proportionally.
- C Drag to change the position of the line.

## Decision

Use to represent a decision in a TQM drawing.

To specify which side the multi-input line displays, right-click the Multi In/Out Decision shape.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

To resize proportionally, drag a selection handle.

To add text, select the shape, then type.




A Multi In/Out Decision shape.

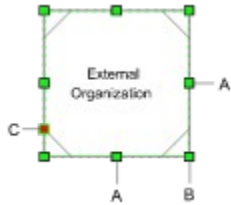
B Add connectors to the shape at these connection points.

## External Organization

Use to represent an external organization in a TQM drawing.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.


To add text, select the shape, then type.



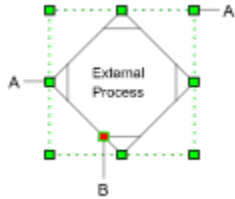
- A Drag to widen or lengthen the shape.
- B Drag to resize proportionally.
- C Drag to change the position of the lines.

## External Process

Use to represent an external process in a TQM drawing.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.


To add text, select the shape, then type.



- A Drag to resize proportionally.
- B Drag to change the position of the lines.

## **Inspection/Measurement**

Use to represent inspection or measurement in a TQM drawing.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.


To resize proportionally, drag a selection handle.

To add text, select the shape, then type.



## **Metric**

Use to represent a metric operation in a TQM drawing.


To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

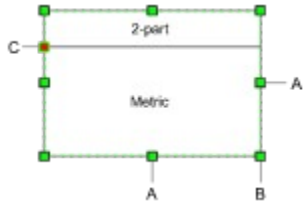
To add text, select the shape, then type.

## 2-part Metric

Use to represent a 2-part metric operation in a TQM drawing.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.


To replace the existing metric text, select the shape, then type.



- A Drag to widen or lengthen the shape.
- B Drag to resize proportionally.
- C Drag to change the line position.

## **System Database**

Use to represent a system database in a TQM drawing.


To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

To resize proportionally, drag a selection handle.

To add text, select the shape, then type.

## **System Support**

Use to represent system support in a TQM drawing.


To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

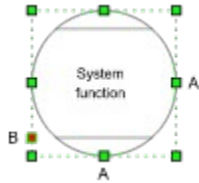
To resize proportionally, drag a selection handle.

To add text, select the shape, then type.

## System Function

Use to represent a system function in a TQM drawing.


To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.



- A Drag to resize the shape proportionally.
- B Drag to change the position of the lines.

## **Delay**

Use to represent a delay in a TQM drawing.


To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## Connector

Use to represent a cross-reference within the same page of a TQM drawing.


To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

To resize proportionally, drag a selection handle.

To add text, select the shape, then type.

## **Off-page Connector**

Use to represent a cross-reference to another page in a TQM drawing.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.


To resize proportionally, drag a selection handle.

To add text, select the shape, then type.



## **Connected Issues**

Use to represent connected issues in a TQM drawing.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

To resize proportionally, drag a selection handle.


To add text, select the shape, then type.

## **Fabrication**

Use to represent a fabrication process in a TQM drawing.

To change the color of the shape, right-click the shape.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

To resize proportionally, drag a selection handle.


To add text, select the shape, then type.

## **Move**

Use to represent a move process in a TQM drawing.

To change the color of the shape, right-click the shape.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.


To resize proportionally, drag a selection handle.

## **Store**

Use to represent storage in a TQM drawing.

To change the color of the shape, right-click the shape.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.


To resize proportionally, drag a selection handle.

## **Inspection**

Use to represent inspection in a TQM drawing.

To change the color of the shape, right-click the shape.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.


To resize proportionally, drag a selection handle.

**Selectable process**

Use to quickly add any one of four shapes to a TQM drawing: Fabrication, Move, Storage, or Inspection.

To specify shape colors, right-click the shape.

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

To resize proportionally, drag a selection handle.

## **Property Reporting Wizard**

The Property Reporting Wizard allows you to calculate the total, average, maximum, or minimum values for numerical properties associated with selected shapes.


The Property Reporting Wizard adds the properties and calculations to a shape.

To run the Property Reporting Wizard, right-click the shape.

The width and height are protected from manual resizing using a selection handle.

For more information, in online Help, click Search, click Index, then type "custom properties."

## **Work Flow Loop**

To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.


To resize proportionally, drag a corner selection handle.

To replace existing text in the center of the loop, select the shape, then type.

To replace existing text outside of the loop, subselect text areas, then type.



## **Feedback Arrow**

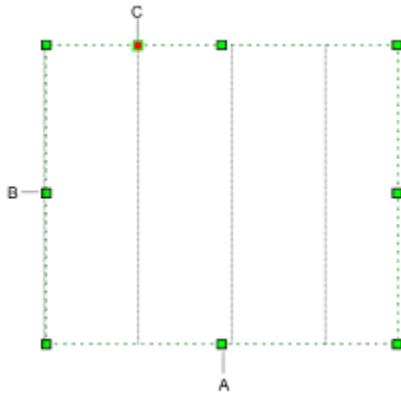
To associate cost, duration, and resource values with the shape, right-click the shape, then choose Properties. Then, you can use the Property Reporting shape to generate a report based on the values. To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

To resize proportionally, drag a selection handle.

To change arrow direction, flip or rotate the shape.

## X-function Vertical

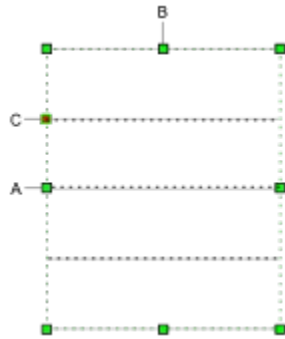
Use to represent a vertically oriented cross-functional process chart. Add column labels using independent text or the Row/Column Header shape from the Chart stencil.



- 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 Horizontal

Use to represent a horizontally oriented cross-functional process chart. Add row 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**

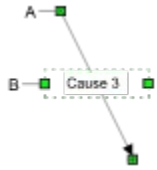
To replace existing driving forces text, select the shape, then type.

To replace other existing text areas, subselect the text area, then type.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

## Cause

Use to represent causes in a cause-and-effect drawing. Attach cause arrows to effect or category arrows. To add text, select the shape, then type.

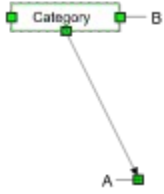


A Drag to lengthen the arrow, change the direction it points, or glue it to a connection point on another shape.

B Drag to change the width of the text block.

## Category

Use to represent a category in a cause-and-effect drawing. Attach category arrows to the effect arrow. To add text, select the shape, then type. The box height increases as you type.

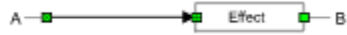


- A Drag to lengthen the arrow, change the direction it points, or glue it to another shape.
- B Drag to change the width of the text block.

## Effect

Use to represent an effect in a cause-and-effect drawing. Attach category and cause arrows to the effect arrow.

To add text, select the shape, then type. The box height grows as you type.



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**

Use to frame causes, categories, and effects in a cause-and-effect or fishbone drawing. To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.



## Point-to-Point Connector

To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes. If you move the 2-D shapes, they maintain their point-to-point connection. You can control how the Bottom to top Variable and Side to side Variable connectors bend.



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

## Line Connector

Use 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

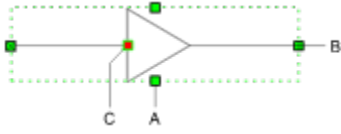
Use to connect two 2-D shapes point-to-point or shape-to-shape with adjustable, bent lines. If you move 2-D shapes connected point-to-point, they maintain their point-to-point connection. If you move 2-D shapes connected shape-to-shape, the ends of the connector move to connect the shapes' closest points. To change the arrowhead style, right-click the shape, then choose Change Arrowhead. To add text, select the shape, then type.



- A Glue to a connection point on a 2-D shape (point-to-point). Or, press the Ctrl key while dragging and glue to the shape (shape-to-shape).
- B Drag to change where the connector bends.

### Branch: Return

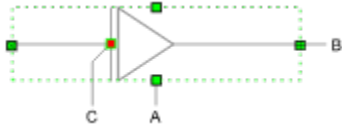
Use to represent a branch with return in a TQM drawing.  
To add text, select the shape, then type.



- 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

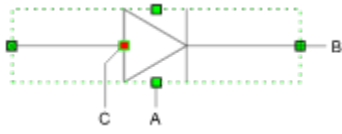
Use to represent a branch with no return in a TQM drawing.  
To add text, select the shape, then type.



- 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

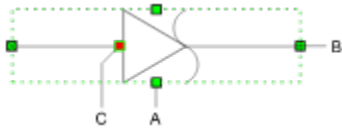
Use to represent an interrupt in a TQM drawing.  
To add text, select the shape, then type.



- 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

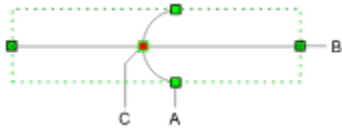
Use to represent an external control in a TQM drawing.  
To add text, select the shape, then type.



- 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

Use to represent a refinement or concurrence in a TQM drawing.  
To add text, select the shape, then type.




- 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.

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

To change the direction of the arrow, move an endpoint.


To replace existing text, select the shape, then type.



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

## No Result

Use in conjunction with decision shapes.

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

To change the direction of the arrow, move an endpoint.

To replace existing text, select the shape, then type.



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

## **Text Block**

To replace existing text, select the shape, then type.

To change the text block (not the text) size and word wrapping, drag a selection handle.

## **Geographical Shape**

To build a region with geographic shapes, add all shapes that you want to include in the region to the drawing page, then select all shapes. To select multiple shapes, select one shape, then press Shift while selecting additional shapes. Visio can only arrange shapes from the same stencil into a geographic region.

To arrange all selected shapes in the proper geographic relationship to one another in a position on the page (Visio determines the position), right-click any selected shape, then choose Arrange To Page. To move the region after it's built, select all shapes in the region, then move to new location.

To arrange all selected shapes in the proper geographic relationship to one another based on the position and size of a shape you choose, right-click any selected shape, then choose Arrange to Shape. Visio will size and position the remaining shapes relative to the shape you choose during the region-building process.

To widen or lengthen a shape, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Main Cities**

Add a group of the principle cities to the country outline. To select multiple shapes, select one shape, then press Shift while selecting additional shapes. Visio can only arrange shapes from the same stencil into a geographic region.

To arrange all selected shapes in the proper geographic relationship to one another in a position on the page (Visio determines the position), right-click any selected shape, then choose Arrange To Page. To move the region after it's built, select all shapes in the region, then move to new location.

To arrange all selected shapes in the proper geographic relationship to one another based on the position and size of a shape you choose, right-click any selected shape, then choose Arrange to Shape. Visio will size and position the remaining shapes relative to the shape you choose during the region-building process.

To widen or lengthen a shape, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## Outline

To build a region with geographic shapes, add all shapes that you want to include in the region to your drawing, then select all shapes. To select multiple shapes, select one shape, then press Shift while selecting additional shapes. Visio can only arrange shapes from the same stencil into a geographic region.

To arrange all selected shapes in the proper geographic relationship to one another in a position on the page (Visio determines the position), right-click any selected shape, then choose Arrange To Page. To move the region after it's built, select all shapes in the region, then move to new location.

To arrange all selected shapes in the proper geographic relationship to one another based on the position and size of a shape you choose, right-click any selected shape, then choose Arrange to Shape. Visio will size and position the remaining shapes relative to the shape you choose during the region-building process.

To widen or lengthen a shape, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Country/Region**

To build a region with geographic shapes, add all shapes that you want to include in the region to your drawing, then select all shapes. To select multiple shapes, select one shape, then press Shift while selecting additional shapes. Visio can only arrange shapes from the same stencil into a geographic region.

To arrange all selected shapes in the proper geographic relationship to one another in a position on the page (Visio determines the position), right-click any selected shape, then choose Arrange To Page. To move the region after it's built, select all shapes in the region, then move to new location.

To arrange all selected shapes in the proper geographic relationship to one another based on the position and size of a shape you choose, right-click any selected shape, then choose Arrange to Shape. Visio will size and position the remaining shapes relative to the shape you choose during the region-building process.

To widen or lengthen a shape, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

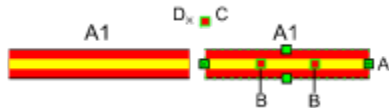
## Smart Road Shapes

Adds a motorway, dual carriageway, primary route, secondary route, or narrow road/street to a map. To add text, select the shape, then type. To set road type, right-click the shape.

To change road appearance and behavior, right-click the shape, then choose one of the following options: 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 Right-click the road and choose Show Align to display additional control handle.
- D Glue C to this connection point.



## Smart Road

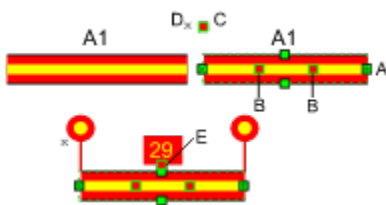
Adds a motorway, dual carriageway, primary route, secondary route, or narrow road/street to a map. To add text, select the shape, then type. To set road type, right-click the shape.

To change road appearance and behavior, right-click the shape, then choose one of the following options: 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 Right-click the road and choose Show Align to display additional control handle.
- D Glue C to this connection point.
- E Drag to reposition the distance number.

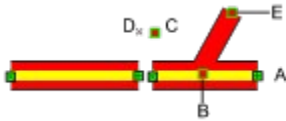
## Smart Junction

Adds a motorway, dual carriageway, primary route, secondary route, or narrow road/street junction to a map. To add text, select the shape, then type. To set road type, right-click the shape.

To change road appearance and behavior, right-click the shape, then choose one of the following options: 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 Right-click the road and choose Show Align to display additional control handle.
- 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

Adds a motorway, dual carriageway, primary route, secondary route, or narrow road/street to a map. To add text, select the shape, then type. To set road type, right-click the shape.

To change road appearance and behavior, right-click the shape, then choose one of the following options: 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 Right-click the road and choose Flip Align to flip to the opposite side of road.
- 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**

Adds a motorway junction number. To add text, select the shape, then type. Glue to connection point at center of road junction shape.


## City/Town Dot

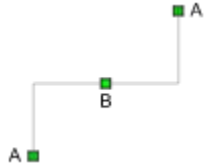
Adds a city or town to a map. To replace existing text, select the shape, then type. To move the text, drag the control handle .

## **Curiosity**

Adds a curiosity symbol to a map. To select a curiosity type, right-click the shape. To add text, select the shape, then type.

## Point-to-Point Connector

Use to connect two shapes between specific points with adjustable, bent lines. To connect shapes, glue an endpoint on this shape to a connection point  on the shapes. To change the arrowhead style, right-click the shape, then choose Change Arrowhead. To add text, select the shape, then type. To move the text, right-click the shape, then choose the appropriate command.



- A Drag to glue point to point.
- B Drag to change where the connector bends.

## Straight or Curved Connector


Use to connect point to point or shape to shape with a straight or curved line. To add text, select the shape, then type. To change the arrowhead style, right-click the shape, then choose Change Arrowhead. To straighten a curved line, right-click the shape, then choose Set As Straight Line.

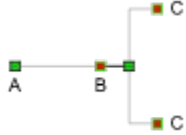


- A Drag to glue point to point, or Ctrl+drag to glue shape to shape.
- B Drag to change the curvature of the line.




## Tree Connector

Represents a tree that has branches you can connect to other shapes. To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes. To add text, select the shape, then type. You can add branches to the multi-tree shapes.



- A Drag to rotate the tree or change its length.
- B Drag to add more branches.
- C Drag to move the branch.


## Arrow Connector

Use this shape to connect two shapes between specific points with adjustable lines. To connect shapes, glue an endpoint on this shape to a connection point  on the other shapes. To add text, select the shape, then type. To move the text, right-click the shape, then choose the appropriate command. To change arrowhead type, right-click the shape.



- A Drag to glue point to point.
- B Drag to change where the connector bends.



## Jumper

Use to connect shapes point to point with a line that jumps over drawing details. Position the jump over another line to indicate that the lines are not intended to touch. To connect other shapes, glue an endpoint on this shape to a connection point  on the other shapes. To add text, select the shape, then type.




- A Drag to glue point to point.
- B Drag to move the jump along the line.
- C Drag to change the height of the jump.

## Wide Arrow Connector

Use this shape to connect two shapes between specific points with wide arrows. To connect shapes, glue an endpoint on this shape to a connection point  on the other shapes. To add text, select the shape, then type. To open or close the arrow's tail, right-click the shape, then choose the appropriate command. To change elbow bus arrow size, drag the control handle .

## Dynamic Connector

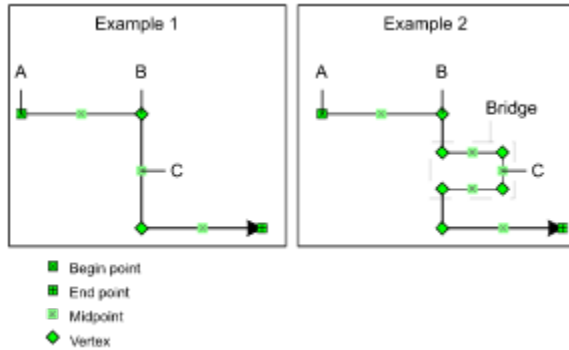
Use to connect shapes point-to-point or shape-to-shape with adjustable, bent lines.

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

To connect other shapes shape-to-shape, drop this shape on the page, then Ctrl+drag each endpoint on this shape to the other shapes. If you move 2-D shapes connected shape-to-shape, the ends of the connector move to connect the shapes' closest points.

If this shape crosses any existing lines on the drawing page, it creates a line jump. This shape routes around 2-D placeable shapes.

To add text, select the shape, then type.




A Drag a begin point or an endpoint to glue point to point, or Ctrl+drag to glue shape to shape.


B Drag a vertex to reposition it while maintaining the angles of the line segment. Ctrl+drag a vertex to reposition it without maintaining the angles of the line segment.

C Drag a midpoint to move a connector line segment while maintaining the angles between it and the segments on each side of it.

Ctrl+drag a midpoint to create a new vertex. Shift+drag a midpoint to create a "bridge" in a line segment, as shown in Example 2.


## Multi-line Connector

Use to connect two or more shapes between specific points with multiple lines. To connect shapes, glue an endpoint on this shape to a connection point  on the other shapes. To change the spacing between lines, drag the control handle

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

## Layout Connector

To add text, select the shape, then type. To change the arrowhead, right-click the shape. To move text forward or backward, right-click the shape. To configure the direction of the first leg and specify the number of legs (up to seven), right-click the shape. To reset legs (if the connector has three or more legs), right-click the shape.

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

## **Power Point**

Use to represent an outlet in an office layout.

To associate inventory number and owner information with the shape, right-click the shape, then choose Properties.

To resize proportionally, drag a selection handle.



## Universal Connector

Use to connect two 2-D shapes point-to-point or shape-to-shape with adjustable, bent lines. 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. To change the arrowhead style, right-click the shape, then choose Change Arrowhead. To add text, select the shape, then type.



- A Glue to a connection point on a 2-D shape (point-to-point). Or, press the Ctrl key while dragging and glue to the shape (shape-to-shape).
- B Drag to change where the connector bends.

**Date Box**

Use to record the date by hand on a form.

To lengthen the line and create more space between dividing lines, drag a side selection handle.

**Today's Date**

Use to automatically record today's date on a form.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

## **Business Card**

Use to create a standard-sized business card.

When you drop the shape on the page, Visio prompts you for the company name.

To replace existing text, subselect the text, then type. To move to the next line, press the Enter key.

## **Fax Cover Sheet 2**

Use to create a fax cover sheet that may span the size of an entire drawing page.

When you drop the shape on the page, Visio prompts you for fax information.

To widen or lengthen, drag a side selection handle. To resize proportionally, drag a corner selection handle.

To replace existing text, subselect a text block, then type. Press the Enter key to move to the next line.

## **Road Sign**

To set the type of sign, right-click the shape.

To resize proportionally, drag a selection handle.

To format the shape's sections separately, subselect them. To see which section is selected, check the Fill style list on the Standard toolbar.

## **Project Frame**

Drop to start the Project Timeline Wizard or open the Project Timeline Options dialog box. Use the wizard to create a timeline from a data file or when you want to format your timeline in specific ways. Open the Project Timeline Options dialog box (choose not to run the wizard) to quickly create a timeline into which you can enter data.

To reposition a project timeline, select the project frame by clicking the solid line around the outside of the timeline, then drag the shape. To add rows, select the project frame, then drag the bottom selection handle. To display more dates, drag the right selection handle.

To insert a column, change the timescale units, or scroll the timescale, right-click the project frame, then choose the appropriate command. To change the range of dates displayed in the timescale, right-click the project frame, then choose View Timeline Range. To specify the non-working days, right-click the project frame, then choose Configure Working Days.

## **Column**


To insert a column into a project timeline, drop a Column shape into the timeline where you want the column to appear, then choose the column type and name. You can also insert a column to the right of an existing column by right-clicking the existing column, then choosing Insert Column.

To type text into a column cell, double-click the cell, then type. To move a column, click in the column header to select the column, then drag it to the location you want. To delete a column, right-click the column, then choose Delete Column.



## **Task or Milestone**

To add a task or milestone to a project timeline, drop the shape onto the timeline where you want it to appear. To change the date of a task or milestone, type a new date in the Start Date column.

To change the duration of a task, type a new date in the End Date column or a different number of days in the Duration column. To add a percent-complete indicator to a task bar, drag the control handle .

To make an existing task a milestone, type the number zero in the Duration column. To make a milestone into a task bar, type a number greater than zero in the Duration column.

To format a task or milestone, right-click the shape, then choose Configure Tasks. To add text to a milestone, right-click the shape, then choose Configure Task Bar Text. To link or unlink or promote or demote a task or milestone, right-click the shape, then choose the appropriate command.

## **Title**


Use to add a title to a project timeline diagram.

To replace existing text, select the shape, then type. To resize the text, double-click the shape, then choose the size you want from the Font Size list.

To widen or lengthen the box, drag a side selection handle. To resize the box proportionally, drag a corner selection handle.

## **Block Shape**

To specify the fill style, right-click the shape, then choose Set Fill.


To set the shape depth, drag the control handle .

To resize proportionally, drag a corner selection handle.

To enter text, select the shape, then type.

## Circle-spoke Diagram

When you drop the shape on the page, Visio prompts you for the number of circles (8 max.) to include in the diagram. To set the number of circles at any other time, right-click the shape, then choose Set No. of Circles.

To reposition a circle, drag the corresponding control handle .

To resize proportionally, drag a corner selection handle.

To add text to the center circle, select the shape, then type. To add text to an outer circle, subselect the circle, then type.

## **Pencil**

To resize proportionally, drag a corner selection handle.  
To add text, select the shape, then type.

## **Marketing Chart**

When you drop the shape on the page, Visio prompts you for the chart layout information. To set chart layout at any other time, right-click the shape.

To add text, subselect the area, then type.

To resize proportionally, drag a corner selection handle.

## **Triangle 2**

When you drop the shape on the page, Visio prompts you for the number of pyramid levels. To set the number of pyramid levels at any other time, right-click the shape, then choose Set No. of Levels. To set the offset between pyramid levels, right-click the shape, then choose Set Offset.

To resize proportionally, drag a corner selection handle.

To add text to a pyramid level, subselect the level, then type.

### **3-D Pyramid**


When you drop the shape on the page, Visio prompts you for the number of levels. To set the number of levels at any other time, right-click the shape, then choose Set No. of Levels. To set the pyramid shading, right-click the shape, then choose Set Shading.

To resize proportionally, drag a corner selection handle.

To add text to a level, subselect the level, then type.



## **SWOT (Strengths, Weaknesses, Opportunities, and Threats)**

To reset spacing between boxes, drag the control handle .

To replace the existing title text, subselect the title, then type.

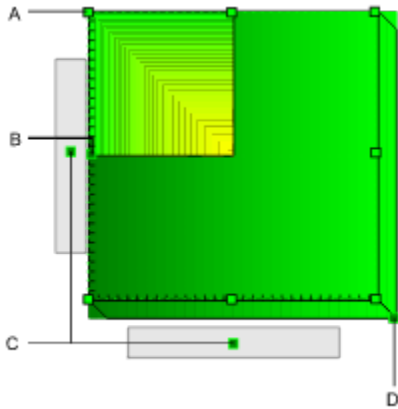
To add text to a box, subselect the box, then type.

To resize proportionally, drag a corner selection handle.

## Boston Matrix

To show or hide the grid, right-click the shape.

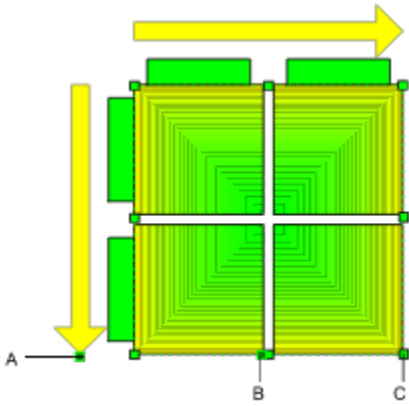
To replace the existing text, subselect the box, then type.



- A Drag a corner selection handle to resize proportionally.
- B Drag to adjust block height.
- C Drag to reposition text.
- D Drag to set depth.

## Ansoff Matrix

To replace the existing text in a box or arrow, subselect the area, then type.



- A Drag to reset spacing between arrows and boxes.
- B Drag to reset spacing between boxes.
- C Drag a corner selection handle to resize proportionally.

## **Pie Chart**

When you drop the shape on the page, Visio prompts you for the number of slices (8 max.). To set the number of slices at any other time, right-click the shape, then choose Set No. of Slices. To set slice sizes, right-click the shape, then choose Set Slice Sizes. Visio automatically updates the text in the slice to reflect the slice size.

To replace the existing text in a slice, subselect the slice, then type.

To resize proportionally, drag a selection handle.

## **Check Box**

To check or uncheck the box, right-click the shape. To set shading, right-click the shape, then choose Set Shading.

To replace the existing text, subselect it, then type.

To resize proportionally, drag a corner selection handle.

## Scale Cells

Visio adds scale shapes to project timelines. The shapes are not available on any stencil.

To change the timescale units, right-click the timescale, then choose the units you want. To change the date range displayed in the timescale, right-click the timescale, then choose View Timeline Range. If you choose a longer range than the current project frame can accommodate, the timescale units will change (for example, from Days/Months to Months/Years). To display more dates in the timescale, click the red border to select the project frame, then drag the right side selection handle. To scroll the timescale so it displays earlier or later dates, right-click the timescale, then choose the appropriate View command. To set the non-working days, right-click the timescale, then choose Configure Working Days.

## **Target Shape**

To set the shape type, right-click the shape.

To resize proportionally, drag a corner selection handle.

## **Feature On/Off**

Use with the Feature Comparison chart to specify whether or not features are present.

When you drop the shape on the page, Visio prompts you for the feature status. To set feature status at any other time, right-click the shape.

To resize proportionally, drag a corner selection handle.




## **Market Share**

Use with the Boston Matrix shape to specify market share.

To replace existing text, select the shape, then type.

To resize proportionally, drag a corner selection handle.

## **Thermometer**

To adjust the temperature, drag the control handle .

To replace existing text, select the shape, then type.

To resize proportionally, drag a selection handle.

## **Circular Arrows**

To set the number of arrows, right-click the shape, then choose Set No. of Arrows.

To add text, select the shape, then type.

To add text to a specific arrow, subselect the arrow, then type.

To resize proportionally, drag a corner selection handle.

## **Marketing Shapes and Symbols**


Use to enhance your marketing diagrams and charts.

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point × on this shape.

To resize proportionally, drag a corner selection handle.

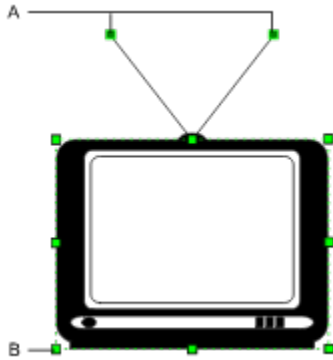
To add text, select the shape, then type.

## Television Set

To connect this shape to other shapes, glue an endpoint on a 1-D shape to a connection point  on this shape.

To resize proportionally, drag a corner selection handle.


To add text, select the shape, then type.



- A Drag to change the length and angle of the antennae.
- B Drag to resize proportionally.

## **Train Car**

Use with Train shapes to assemble a complete train.

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

To resize proportionally, drag a top or bottom selection handle.

## **Building Block**

To adjust the depth of the block, drag the control handle .

To widen or lengthen, drag a side or top selection handle. To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Puzzle Piece**

Use with other puzzle pieces to assemble a puzzle.  
To resize proportionally, drag a corner selection handle.  
To add text, select the shape, then type.



## **Matrix**

To add text, subselect the area, then type.

To widen or lengthen, drag a side or top selection handle.

To resize proportionally, drag a corner selection handle.

## **Step Chart**

To add additional steps, use the Add-on Step shapes.

To add text, subselect the area, then type.

To widen or lengthen, drag a side or top selection handle.

To resize proportionally, drag a corner selection handle.

### **Add-on Step**

Use with step charts to add additional steps.

To add text, subselect the area, then type.

To widen or lengthen, drag a side or top selection handle.

To resize proportionally, drag a corner selection handle.

## **Position Map**

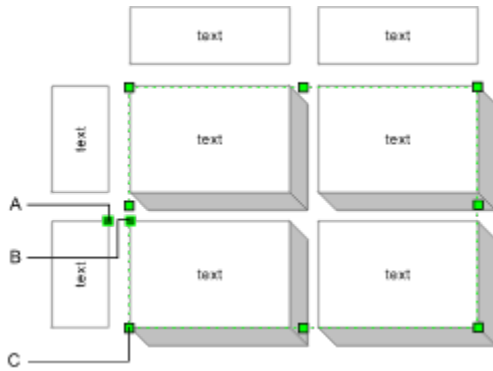
Use to represent your product position in a marketing diagram.

To add text, subselect the area, then type.

To resize proportionally, drag a corner selection handle.

### 3-D Matrix

To replace existing text, subselect the area, then type.  
To widen or lengthen, drag a side or top selection handle.



- A Drag to reposition the labels.
- B Drag to adjust the distance between boxes.
- C Drag a corner selection handle to resize proportionally.

## **Process Diagram**

Use a PLC shape to represent the stages of a product cycle. Use an Adoption Process shape to represent the stages of a technology adoption process. Use the Normal Curve shape to represent the stages of a custom process.

To replace existing text, subselect the area, then type.

To widen or lengthen, drag a side or top selection handle.

To resize proportionally, drag a corner selection handle.

## **Process Diagram**

To add text to a triangle slice, subselect the slice, then type.

To adjust the triangle slice height, drag a side selection handle.

To resize proportionally, drag a corner selection handle.

## **Scope Diagram**

To add text or replace existing text, subselect the area, then type.  
To resize proportionally, drag a selection handle.



## **Marketing Mix**

To replace existing text, subselect the area, then type.  
To resize proportionally, drag a selection handle.

## **Venn Diagram**

To add text, subselect the area, then type.

To resize proportionally, drag a corner selection handle.

## **Geometric Shape**

To add text, select the shape, then type.

To resize proportionally, drag a corner selection handle.

### **3-D Pyramid**

To add text to a pyramid slice, subselect the slice, then type.  
To resize proportionally, drag a corner selection handle.

## **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 respectively.

When you widen the People or the Pound, the shapes are duplicated (to a maximum of four shapes). To change the horizontal or vertical offset between duplicated shapes, height, and other properties, right-click the shape, then choose Configure.

## **Styleholder**

Visio adds the Styleholder shape to project timelines. The shape is not available on any stencil.  
Brings styles into a project timeline that are not defined on any other shape but need to be available.

## Sign Post

To add signs (5 max.) to the post, drag the post's control handle  away from the post. To lengthen a sign, drag the sign's control handle

.

To resize proportionally, drag a corner selection handle.

To add text to a sign, subselect the sign, then type.

## **Link Line**

Visio adds link line shapes to project timelines. The shapes are not available on any stencil.

Link lines on a project timeline indicate dependencies between the tasks they link. To link or unlink tasks, select the tasks you want to link or unlink, right-click one task, then choose Link Tasks or Unlink Tasks. To link or unlink all tasks in a project timeline, choose Project > Link Tasks or Unlink Tasks.

Links can look like S- or L-connectors. To set the link format you want, right-click the drawing page with no shapes selected, then choose Set To L-Connectors or Set To S-Connectors.



## **Nonworking indicator**

Visio adds nonworking indicators to project timelines. The shapes are not available on any stencil. On timelines, non-working days are indicated by a pale yellow stripe. By default, non-working days are set as Saturday and Sunday. To change the default setting, right-click a non-working stripe, then choose **Configure Working Days**. Task durations you set ignore non-working days.

## **Horizontal grid line**

Visio adds horizontal grid line shapes to project timelines. The shapes are not available on any stencil. When you create a project timeline, you can display or hide horizontal grid lines by right-clicking the drawing page with no shapes selected, then checking Horizontal Lines to display them or unchecking Horizontal Lines to hide them.


You can select horizontal grid lines to select tasks. When you select a grid line, you select the task above the line. To link or unlink or promote or demote tasks, select the horizontal grid lines for the tasks you want, right-click one line, then choose the appropriate command. To insert a task, right-click the horizontal grid line for the task below the task you want to add, then choose Insert Row. To delete a task, right-click the horizontal grid line for the task you want to delete, then choose Delete Row. To scroll the project timeline so a specific task bar appears, right-click the horizontal grid line for the task you want to see, then choose Show Task Bar.

## **Text Entry**

Visio adds text entry shapes to project timelines. The shapes are not available on any stencil.

To add text to or replace existing text in text entry cells other than ID cells, double-click the cell, then type the text you want. If you type new data into Start and End Date, Duration, Percent Complete, or other cells in data columns, the task bars and milestones shift accordingly. To link or unlink or promote or demote tasks, select a text entry cells for each task you want, right-click one cell, then choose the appropriate command. To insert a task, right-click a cell for the task below the task you want to add, then choose Insert Row. To delete a task, right-click a cell for the task you want to delete, then choose Delete Row. To scroll the timeline so a specific task bar appears, right-click a cell for the task you want to see, then choose Show Task Bar.

## Variable Smoke

To adjust the smoke height, drag a control handle .


To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Oil Well**

To resize proportionally, drag a selection handle.  
To add text, select the shape, then type.

## Variable Stack

To adjust the chimney stack height, drag a control handle .

To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Cylinder**

To resize proportionally, drag a corner selection handle.  
To add text, select the shape, then type.

## **Variable Building**

To increase the height of the building and the number of windows (10 rows max.), drag the top selection handle.

To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.




## **Stack of Papers**

To resize proportionally, drag a corner selection handle.  
To add text, select the shape, then type.

## **Scales**

To associate a cost with this shape, right-click the shape, then choose Properties.

To raise or lower the beam, drag the control handle .

To resize proportionally, drag a corner selection handle.

To add text, select the shape, then type.

## **Divided Bar 2**

Use to give someone an visual cue of the proportions of a group.

To change bar color, subselect a bar, then select a color in the Fill style list on the Standard toolbar.

To change the width of the bars, subselect the bar, then type a number that represents a ratio value. For example, if you want to represent the proportions of your department, enter the number of people in one section in a bar. This shape includes three bars by default, so if you have more than three sections in your department, drag another shape onto the drawing page. Enter zero in a bar to make it disappear. The width of the entire shape does not change when you change the width of a single bar.

To widen the shape, drag a selection handle.

To add a title below the shape, select the shape, then type.



