Viewing a Visio diagram or template without opening it

You can view information about a Visio diagram or template without opening it:

- To view the available page previews in a diagram or template, use Quick View in the Windows Explorer.

You can browse through your files in Quick View until you find the one you want to work with. When you've found the right file, you can open Visio from Quick View.

NOTE: For Quick View to work, you must check Save Preview Picture in the Properties dialog box when you save your Visio file. You can also choose whether you want to save a preview of only the first page, or of all the pages in the file.

- To view the summary information, or properties, of a diagram or template, use the Properties command.

TIP: In Visio, you can also preview the first page of diagrams or templates when you open them. Visio's Open dialog box only allows you to see a preview of the first page in the file, even if you've saved previews of all of the pages.

Viewing a Visio diagram or template in Quick View

To view the available page previews in a diagram or template, use Quick View in the Windows Explorer.

You can browse through your files in Quick View until you find the one you want to work with. When you've found the right file, you can open Visio from Quick View.

NOTE: For Quick View to work, you must check Save Preview Picture in the Properties dialog box when you save your Visio file. You can also choose whether you want to save a preview of only the first page, or of all the pages in the file.

To view a Visio diagram or template in Quick View:

1. Open the Windows Explorer. (Choose Start > Programs > Windows Explorer.)

2. Right-click a Visio document, then choose Quick View.

   Or, select the file, then choose File > Quick View.

To view additional Visio diagrams or templates in Quick View:

• With the Windows Explorer open, drag a Visio diagram or template from the Windows Explorer and drop it in Quick View to open that Visio file.

To change the zoom in Quick View:

• In Quick View, you can zoom in on or out of your diagram by clicking the Zoom In or Zoom Out

 buttons on the toolbar:

To open Visio from Quick View:

• In Quick View, choose File > Open In Visio. Or, right-click the diagram, then choose Open In Visio.

   You can also click the Open In Visio button on the toolbar . The file you were viewing opens in Visio.

Viewing a Visio file's Properties

You can view the summary information, or properties, of a diagram or template using the Properties command. For example, you can see when the file was created, when it was last modified, the author, the title, and so on.

To view a Visio file's properties:

1. Open the Windows Explorer. (Choose Start > Programs > Windows Explorer.)

2. Right-click a Visio document, then choose Properties.

   Or, select the file, then choose File > Properties.