

How to Use Visio

Microsoft Visio (formerly known as Microsoft Office Visio) is a diagrams software developed by Microsoft and supported by the Windows operating systems. You can use Visio to create diagrams using vector graphics. Visio offers many tools to...

Method 1 of 4:

Viewing Options

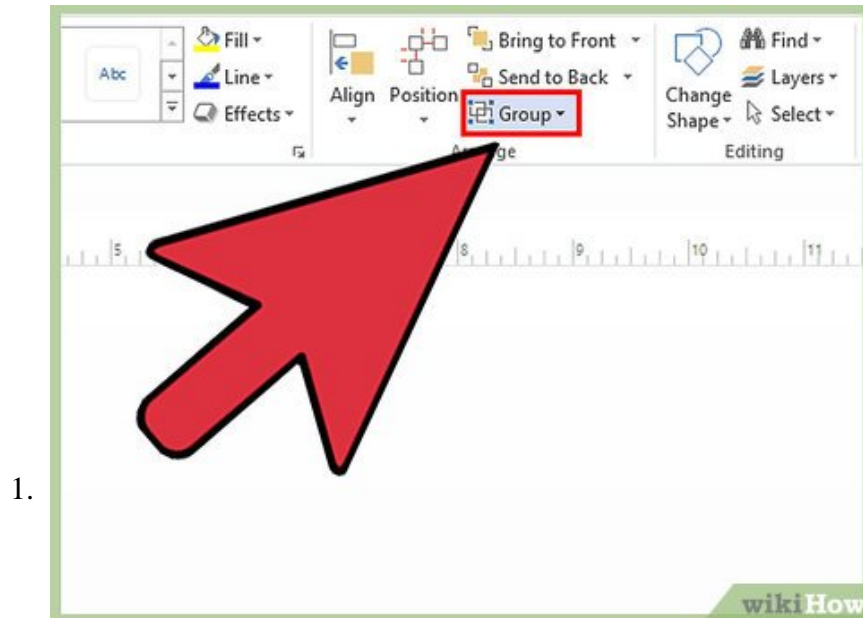


Press the Ctrl and Shift keys simultaneously to change the behavior of your mouse to zoom in and zoom out mode.

1. Pressing the left button on your mouse while having the keys pressed will make you zoom in.
2. Holding down on the keys while clicking on your right mouse button will make you zoom out.

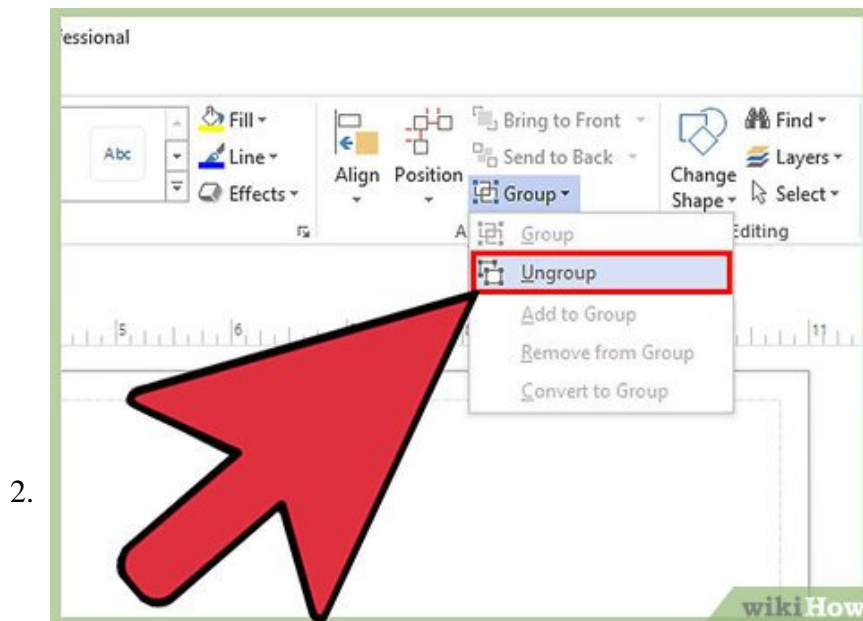
Method 2 of 4:

Shape Groups



Group shapes so they stay together whenever you try to move them. You can do this in the following 2 ways.

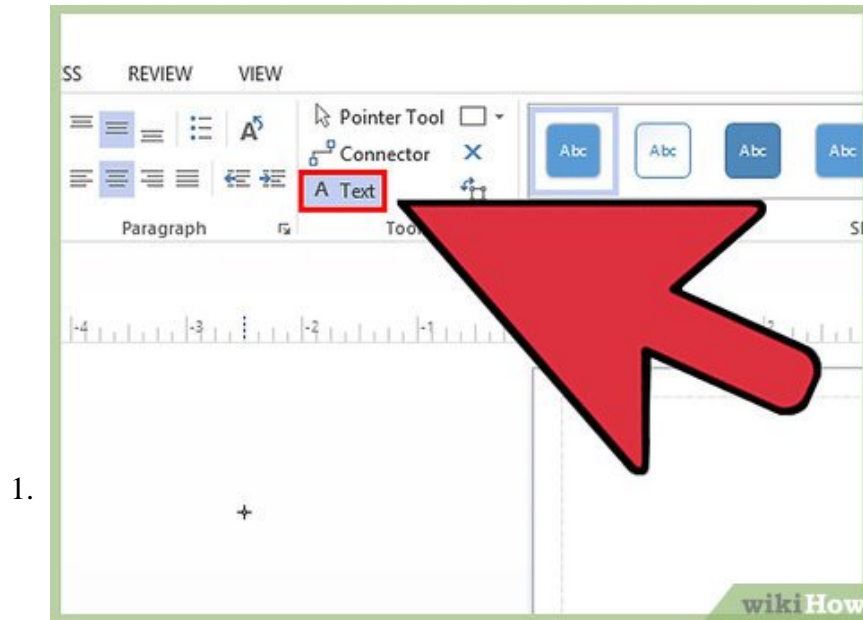
1. Go to "Shape" in the top menu, browse over "Grouping" and select "Group."
2. Press the Group button in the toolbar (the button icon looks like 2 small squares with dots at the corners).



Ungroup shapes that have been previously grouped by either selecting "Ungroup" from the Grouping submenu or clicking on the Group button again to release it.

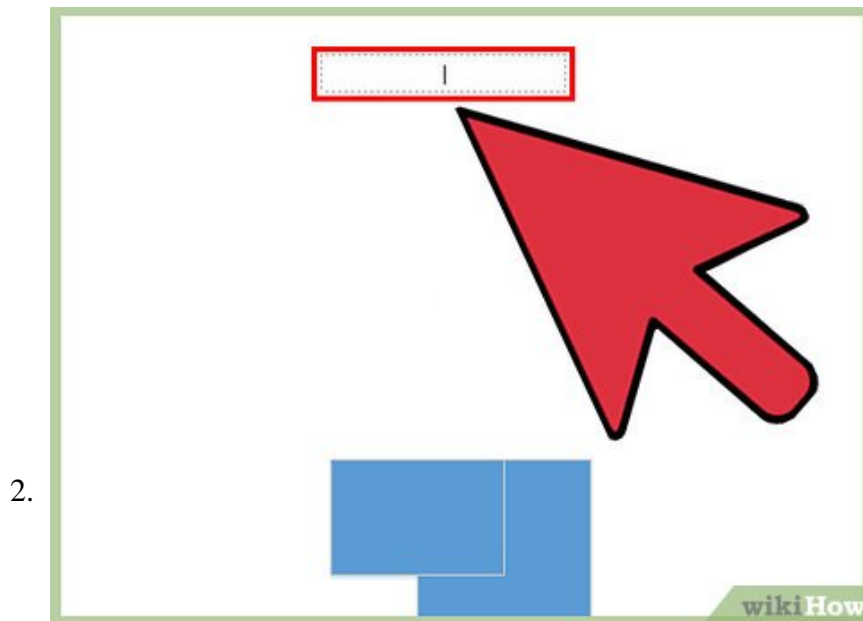
Method 3 of 4:

Creating Text

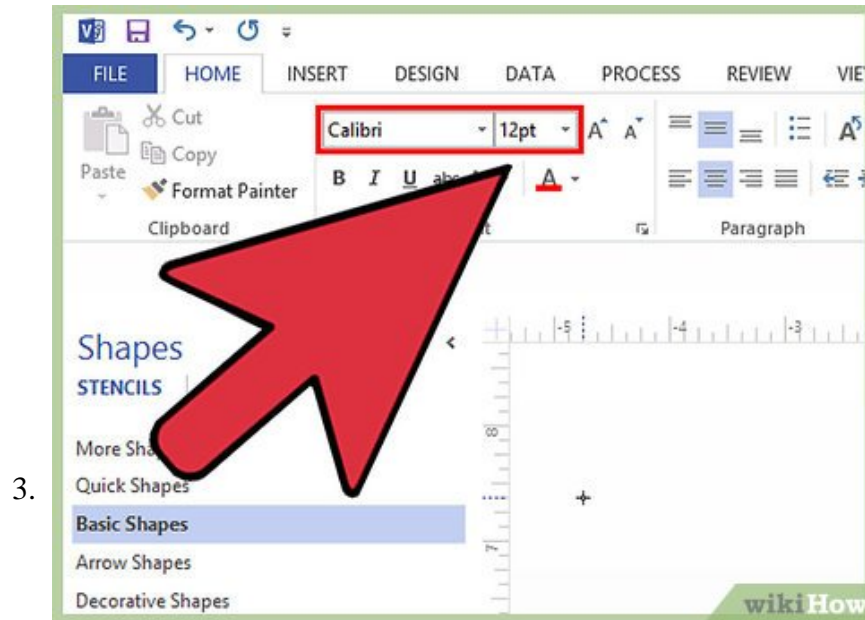


Add text to your Visio project using the following methods.

1. Go to "Format" in the top menu and select "Text."
2. Select the Text Tool from the toolbar (the icon has a capital "A" inside it).



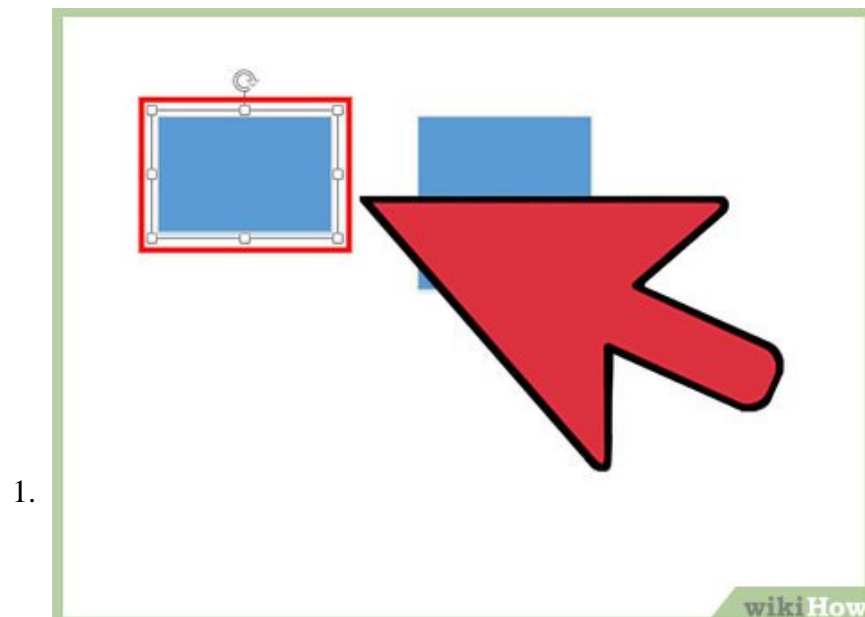
Browse to the area where you want the text to be added and click your left mouse button. You will then be able to type inside the text box that appears.



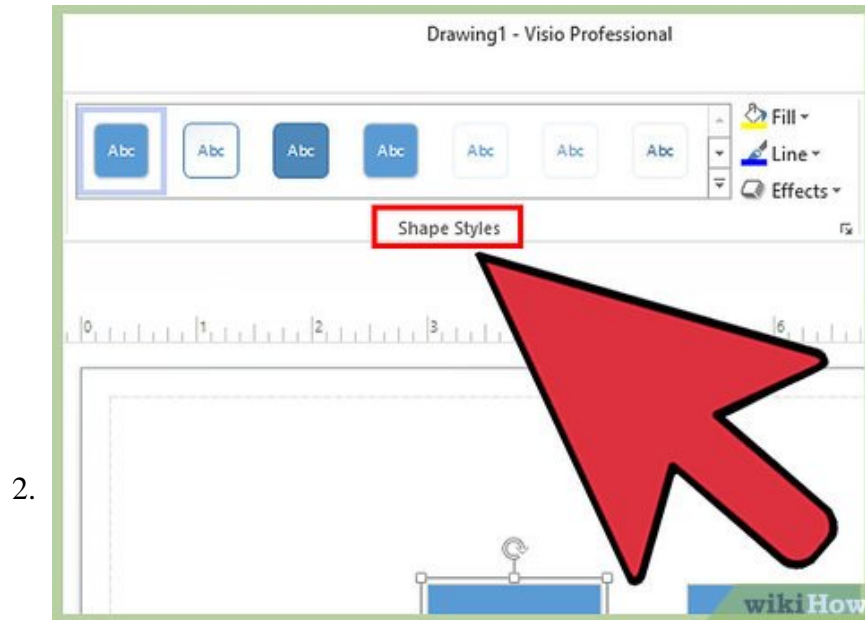
Adjust the font size using the relevant buttons. To increase font size you have to use the button with the small arrow pointing upwards and similarly to decrease font size you should use the button with the small arrow pointing downwards.

Method 4 of 4:

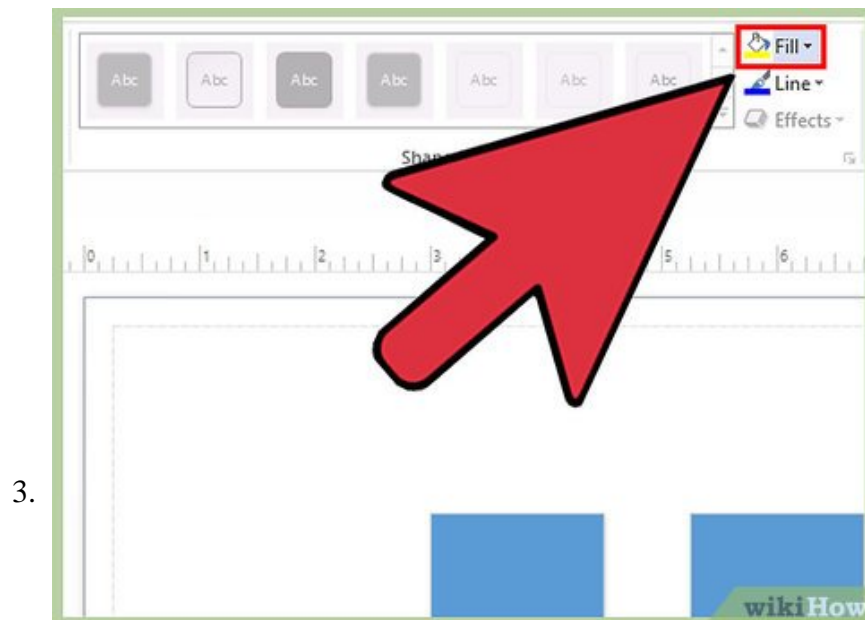
Filling Shapes with Color



Select the shape that you want to fill color in by clicking on it.

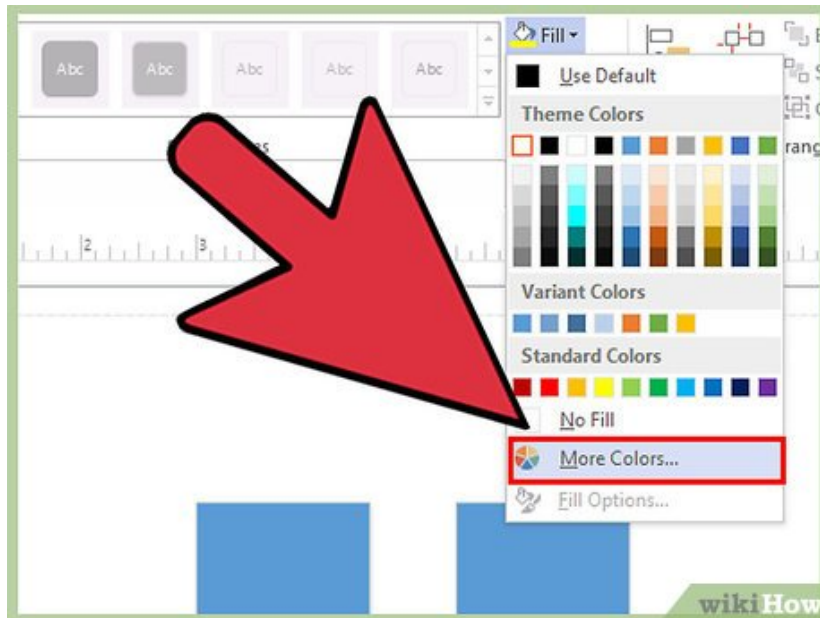


Visit the Format menu at the top of your screen.



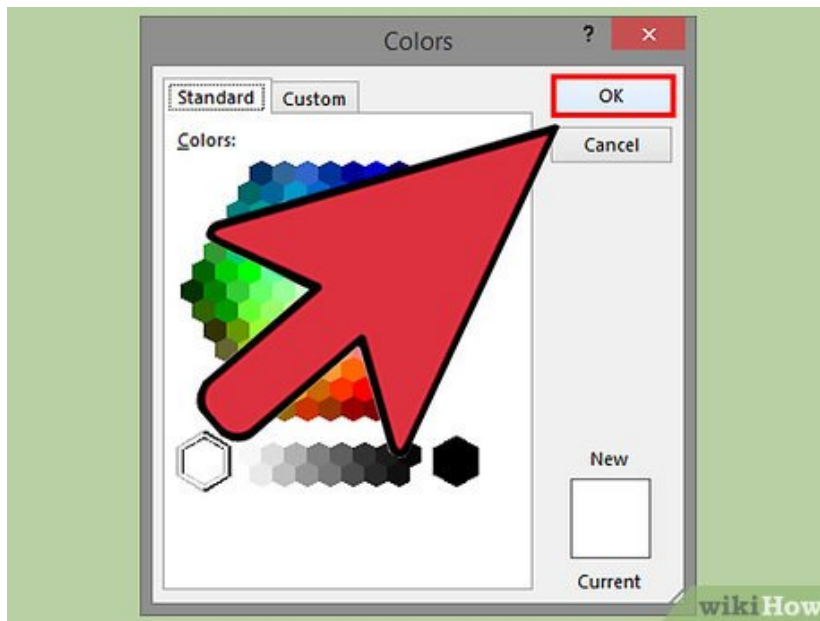
Click on "Fill." You will see a list of colors appear.

4.



Scroll down to the end of the list and choose "More Colors" if you want to see other colors that are available. You will then be able to select a color from the color chart that appears showing various tones and hues.

5.



Press the OK button to fill the color into your chosen shape.

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