



Microsoft Visio 2002

Introduction

Visio is useful for creating charts and diagrams. It can create flowcharts for instructional, business, and engineering purposes. It can create diagrams such as floor plans, computer networks, organization charts, and maps.

Creating a New Document

To begin a document, you should start with one of the templates listed on the left side (Also found under **File, New**. It is not recommended to start Visio with the empty **New Drawing** template. If you are unsure of which template to begin with, **Basic Diagram** in the **Block Diagram** section is suggested. The main reason to pick a particular template is for its stencils, and the stencils for any template are available from any project by using the **File, Stencils** menu.

Using Visio

Now that you have a document started, all you need to do is drag shapes from the bar on the left side, and place them on the right side. You can resize the shapes by dragging their corners once they are on the drawing. Certain shapes such as lines and roads allow rotating by clicking and dragging their corners. A few shapes such as organizational charts allow special functions, such as dragging a subordinate onto a supervisor to create an automatic link. To remove a shape from your drawing, click on it, and hit the **Delete** key.

Creating an Organizational Chart

The organization chart has a useful feature called the **Organization Chart Wizard**. It allows you to create an Organization Chart from a text file or Excel file.

If you are starting a new chart, click on **File, New, Organization Chart, Organization Chart Wizard**, or if you already are working on the chart, click **Tools, Macros, Organization Chart, Organization Chart Wizard**. The wizard will appear and ask about where to get the chart information.

- Unless you already saved your Excel or database chart, click *Information that I enter using the*

wizard and click **Next**.

- On the next page, it is recommended that you select Microsoft Excel to edit the file if you have Excel installed, then give the file a name and click the **Next** button.
- Write over the samples in the cells and fill in the *Name* and the *Reports_to* columns. These determine the layout of the chart. The other columns are optional, but will help in making the chart more complete. When you are done with making your chart, click **File, Save**, then click **File, Exit**.
- For help using Excel, refer to USC's Excel Documentation.
- Next the wizard will ask you whether you want to automatically make page breaks, or whether Visio should break pages for you. At the end of the wizard, click **Finish**.
- Visio will now display your chart for you.

Saving

To Save your project in Visio, click **File** then **Save**. This will save your project in a format that Visio can read. If you would like to save an uneditable version that can be viewed from a webpage, click **File, Save as Web Page**. The webpage it creates is saved in such a way as to only have full functionality in Microsoft Internet Explorer and only has basic functionality in any competing web browser.

Getting Help

The best place to get help for Visio is the **Help** menu. Click **Help**, then **Microsoft Visio Help**, then **Getting Started**. That will cover all of the basic steps to start a drawing. There is more advanced help available in the other Microsoft Visio Help submenus.

The ISD Customer Support Center will only support Visio as far as verifying ISD provided versions will launch and basic functionality, but can be contacted at 213-740-5555 or consult@usc.edu.