

Visio 2003 Training Manual Sample Chapter

The Following is an excerpt from Visimation's Visio 2003 Super-User Training guide:

Getting around Visio

Zoom

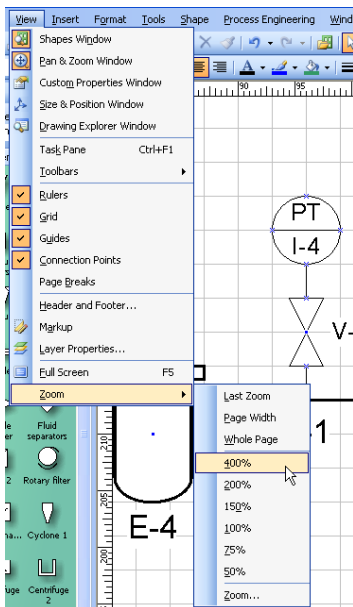
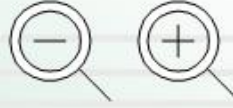
Zoom is an invaluable tool in Visio, and there are several methods... some quicker than others. One way is to pull down the **V**iew menu from the menu bar. The first two items of the **V**iew menu deal with zooming, and the first item, **Z**oom, gives another menu with various magnifications to choose from. These features can also be accessed by using the zoom box on the top right of the Standard toolbar, which allows you to quickly select or key in the desired magnification.

Another way to zoom is to press **F6**, which brings up the **Z**oom dialog box and gives you the same options as the previous two methods. A fourth zoom method produces similar choices by right clicking on the drawing and selecting **V**iew from the short cut menu.

Getting Around Visio

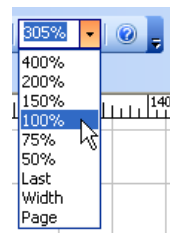
Zoom

- ◆ View menu
- ◆ **Standard Toolbar (Top right)**
 - Select or key in
- ◆ **R**ight-click View menu
- ◆ **F6** Zoom dialog box

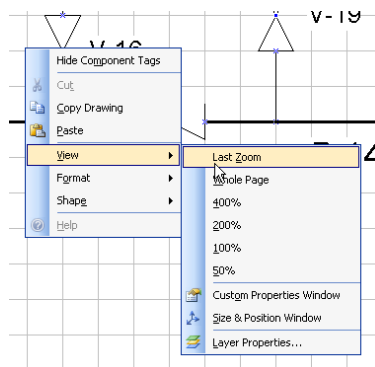


View > Zoom

Standard



Right-click on drawing



Getting Around Visio

Better Ways to Zoom

Accelerator keys make zooming much easier and faster by avoiding multiple pull down menus. Pressing **Ctrl + W** quickly zooms to whole page. To zoom more progressively, hold down **Ctrl + Shift** and then left click the mouse to zoom in, or right click to zoom out. Notice that when **Ctrl + Shift** are held at the same time the cursor changes to a magnifying glass. Repeated clicks increase or decrease the zoom factor.

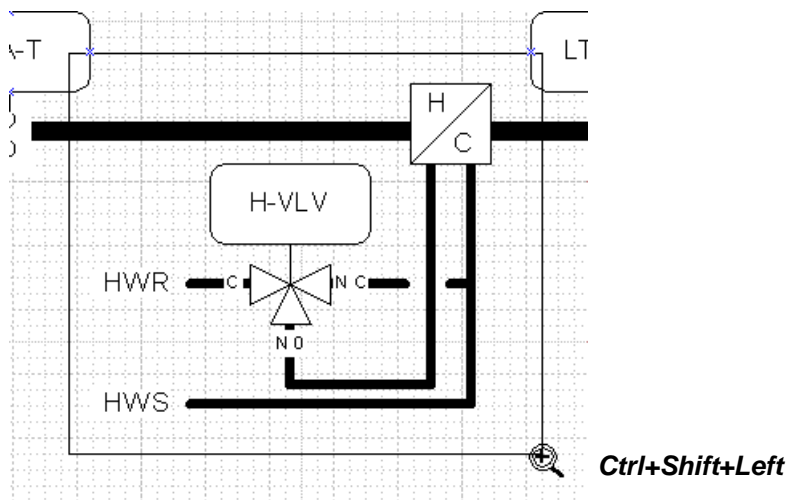
Another accelerated way to zoom is to hold down **Ctrl + Shift**, hold the left mouse button down, then drag a selection net around the object or area to be zoomed. This is a convenient form of zooming because it places the contents of the selection net in the middle of the screen.

Visio 2003 includes an option that can be set so that what is selected is centered when you choose a zoom percent. To set the option, go to the **T**ools menu and choose **O**ptions. On the **G**eneral tab select the check box for **C**enter selection on zoom. This option operates with any zoom option where you choose or set a zoom percent.

Better Ways to Zoom

■ Use these accelerator keys!

- ◆ **Ctrl + Shift + Left-Click** → Zoom in
- ◆ **Ctrl + Shift + Right-Click** → Zoom out
- ◆ **Ctrl + Shift + Lasso**
 - Hold left mouse button and drag
- ◆ **Ctrl + W** → Whole page
 - Useful to quickly zoom back out from high magnifications



Getting Around Visio

Panning

When magnification is too close to view the entire page, the screen can be panned. One way to pan is to use the scroll bars at the bottom and right sides of the drawing page. Another way is to hold down **Ctrl + Shift**, right click, and drag the cursor. Notice that when **Ctrl + Shift** are pressed the cursor changes to a magnifying glass as if to zoom. The cursor only changes to a hand after the right button is clicked and the cursor is moved.

Intellimouse Support

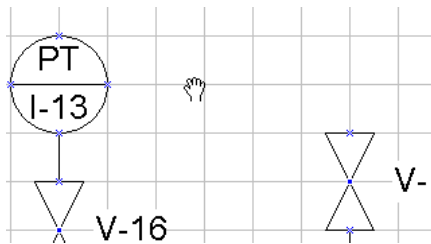
Visio also supports the Microsoft IntelliMouse for many navigation functions. Holding the **Ctrl** key while scrolling the top wheel of the IntelliMouse allows you to quickly zoom in and out of a drawing.

In addition to adding zoom functions, Visio's IntelliMouse support includes panning. To pan a drawing using the IntelliMouse, press firmly on the top wheel. This will cause a "base" icon and a "direction" icon to appear on your screen. While continuing to hold the top wheel, move the direction icon away from the base icon to pan in that direction.

Alternately, you can scroll the wheel to pan the drawing: scrolling the wheel up and down will pan your drawing up and down. Scrolling the wheel while holding the **Shift** key will pan the drawing left and right.

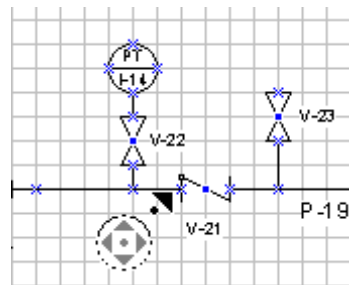
Panning Around

- Scroll bars
- Ctrl + Shift + Right-mouse-hold + Drag
- Intellimouse support
 - ◆ Zooming (Ctrl + Roll dial = Zoom in / out)
 - ◆ Panning (Click dial + drag)
 - ◆ Vertical scrolling (Roll dial)
 - ◆ Horizontal scrolling (Shift + roll dial)



*Panning with Ctrl + Shift +
Right mouse drag*

*Panning by holding
wheel button and*



Getting Around Visio

The Pan and Zoom Window

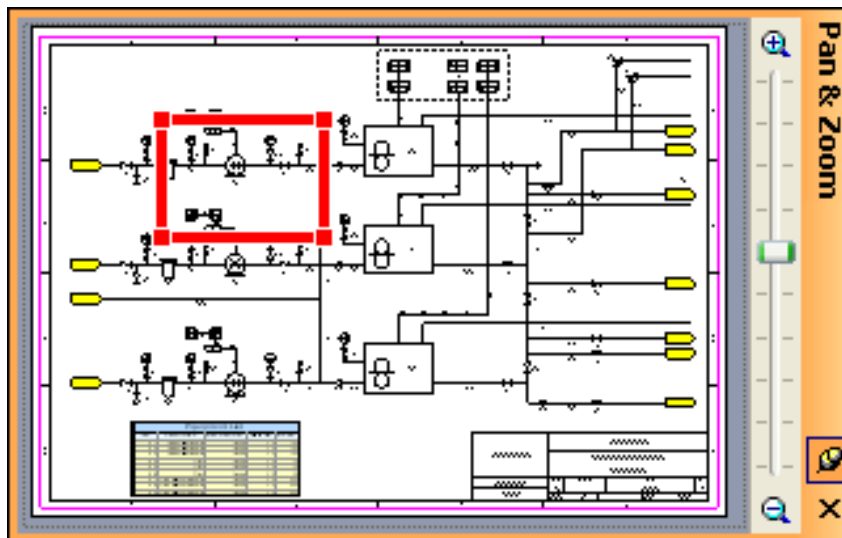
Visio 2003 offers yet another way to pan and zoom a drawing. The **Pan and Zoom** window offers a miniature preview of the entire drawing page. If it is not visible, it can be activated through the **View** menu. The **Pan and Zoom** window is an anchored window that can either float over the drawing, much like a floating toolbar, or can be docked to a drawing window's edge. To make drawing easier, the window can either remain open at all times, or can collapse into a small area containing just a title bar. When the window is in collapsed form, simply placing the cursor over the title bar will expand the window again. The push-pin button next to the 'X' on the title bar can be pressed to lock the window in an open position.

The **Pan and Zoom** window's size will always be directly related to the size of the drawing page. The window can be enlarged or shrunken by pulling on its edges, but will always maintain the same aspect ratio as the actual drawing page. The window will not display objects that are outside of the drawing page.

If a partial part of the drawing page is being displayed in the drawing window, then the **Pan and Zoom** window will contain a red box. This box is akin to the Zoom selection lasso discussed earlier. Changing the size of the red box will change the zoom magnification on the actual drawing page, and moving the box around in the window (by clicking and dragging it) will pan the drawing.

Pan and Zoom Window

- Found in View menu
- Can float or be docked
- Can Auto-hide or remain open
- Maintains same aspect ratio as drawing page



The Pan and Zoom window