

Microsoft<sup>®</sup> Office







**TECHNOLOGY LEARNING CENTER** Bridging the Gap Between Knowledge & Action

## CONTENTS

Lesson 1 The Visio interface	3
The Backstage view	4
Lesson 2 The Visio drawing surface	5
Page Setup Options	6
Visio pages	7
Lesson 3 Visio Shapes	8
Drawing tools	8
Formatting Shapes	9
Text shapes	11
Connectors	12
create a connector	12
Formatting connectors	13
Connector Text	13
Lesson 4 Visio Sencils	14
The shapes window	14
Using shapes from a stencil	14
Searching for shapes	14
Creating a custom shape stencil	15
Using your custom stencil	15
Lesson 5 Organization Chart templates	16
Using Organization Charts Templates	16
Organization Chart Wizard	18
Lesson 6 Cross Functional FlowChart Template	20

## LESSON 1 THE VISIO INTERFACE

The Visio program provides an easy to use interface that allows users to quickly customize the drawing surface and access the hundreds of shapes and other tools that are a necessary part of any successful drawing

#### Visio ribbons

Visio professional displays 10 tabbed ribbons each tab includes specific tool groups that can be deployed to change fonts, draw objects, change the orientation or size of the drawing, etc.



File	Home	Insert	Draw	Design	Data	Process	Review	View	Deve	loper	Help	ACRO	BAT	٦	Tell me wł	nat you	want t	o do	
*			<b>e</b>			t		A				Ω							
New	Pictures O	nline Cha	rt CAD	Containe	r Callout	Connector	Link	Text	ScreenTip	Object	Field	Symbol							
Page 👻	Pie	ctures	Drawing	-	*			Box -				~							
Pages		Illustration	5	L C	)iagram P	arts	Links			Text									
				-8	1	-7	-6	-5	-4	1	-3	-2	1	-1	1 0		1	1	2

File	Home	: In⊴	sert	Draw	Design	Data	Process	Review	View	Developer	Help	ACROBAT
Select	Draw with Touch	Stroke Eraser	Lasso Select		-^_ / -^_ /						Color • Thickness	Ink to Text
	Tool	s						Pens				Convert



Additional tabs and commands can be added to the ribbon by right clicking any visible ribbon tabs and <u>selecting "customize the ribbon"</u>



## THE BACKSTAGE VIEW

The backstage view in Visio provides access to recent files this view also allows the user to create new drawings, print, share and export existing drawings and explore the many drawing templates included in the program the backstage is a default view when opening the program directly it can also be accessed by clicking the file tab when a drawing page is active





©		Cress Functional Projecturade - Vi	sio Professional		Jackson, Wayne 7	- 0 ×
infa	Info					
New Open	Cross Func	tional Project evan - Clain Materials - Visio				
Save Save As	Protect Diagram -	Restrict permissions to this diagram Set op restrictions for this diagram.	Properties - Content Type Size Template	plana di Mala Panalan 141 Mari (SA 10 Notes) 141 Mari (SA 10 Notes)		
PDF Print Share	Overk for Issues *	Inspect Diagram Before publishing this file, be avoire that it contains © Decomment properties, author's same and template name © Contern the poper with disabilities are unable to read	Company Categories Title Subject Tans	195 Auto Category Auto 2000 Description adapted Description adapted		
Deport Close	Check Out	Check Out Document Lift a private copy and prevent other people from making changes.	Comments Dates Last Modified Created	and comments Andry, 1987 AM		
Feedback Options	Browser View Options	Set Browser View Options and Check Data Connections Set the visibility of individual pages and configure the data vehicle for diagrams.	Related Peo Author Menager	<b>pi</b> Paper Jochan Juli e name		
	View Version History	versions Versions Phil document is stored in a SharePoint likery that has vestioning turned on, you can view, define a restore previous vession of the document.	Related Dor No hyperlinks a	cuments * we associated with this document.		

## LESSON 2 THE VISIO DRAWING SURFACE

File Home Insert Draw Design Data Process Review View Developer Help ACROBAT 🖓 Tell me	e what you want to do	년 Share 🖵 🗙
$ \begin{array}{ c c c } & \overset{\times}{\underset{\mathbb{D}}{\longrightarrow}} C_{AC} & & & \\ \hline Pate & & \\ Pate & & \\ \hline Pate & & \\ \hline Copene Paiere & \\ \hline Copene & \\ \hline Copene & \\ \hline Copene & \\ \hline Feet & \\ \hline Feet & \\ \hline Feet & \\ \hline Feet & \\ \hline Copene & \\ \hline Feet &$	k AX	~
Shapes < + 4  2  4  3  4  3  2  4		15 16 🔺
Search shapes * P		
More Shapes > 2		
Quick Shapes Basic Flowchart Shapes		
Therease a Decision		
Subprocess Start/End a		
Document Data		
Database C Esternal Data		
Custom 3 Custom 4		
On-page Off-page v-		
v		
*		
R.		
_		
8		
Page-1 All a D		•
Page 1 of 1 English (United States)	Ţ•+	+ 69% 🔛 📴

The default Visio drawing surface is 8"x 11"

Portrait orientation, paper size, orientation, and other page settings are available from the design tab

#### CHANGING THE ORIENTATION OF DRAWING SURFACE

- Navigate to the design ribbon tab
- Select orientation from the top left of the design ribbon
- Select the appropriate orientation for your drawing (portrait or landscape)

File	Home	Insert	Draw	Design
Orientation	Size	Auto Size		A
Page		Letter 8.5" x 11"		
Shape		<b>Tabloid</b> 11" x 17"		< =
Search sha		Legal 8.5" x 14"		2
More Shape		Executive 7.25" x 10.5	5"	9

#### CHANGING THE SIZE OF THE DRAWING SURFACE

- Navigate to the design ribbon
- Select size from the top left of the design ribbon
- Select the appropriate size for your drawing

To allow the drawing surface to automatically grow to fit larger drawings, click the auto size button to the right of the size command



Select the small arrow in the bottom right corner of the page setup group to access all page setup options

Page Setup		
Print Sefue Page Size Drawing Sale Page Printer pager Inter a Sale Nation I I I I I I I I I I I I I I I I I I I	perfect Leyout and Routing Ait Tent	
by 1 sheet(s) down	Printer paper: 8.5 x 11 in. (Portrait) Drawing page: 8.5 x 11 in. (Portrait)	
0	Apply OK Cancel	

## PAGE SETUP OPTIONS

#### PRINT SETUP

Controls printing behavior of the drawing independent of the actual size of the drawing:

- Select the paper size for your printed drawing from the printer paper combo box
- o Select portrait or landscape for your print
- Regardless of actual drawing size, select the print zoom percentage to force your drawing to fit on the selected printer paper or select fit to remove the guess work

<sup>0</sup> age Setup									>
Print Setup Printer pap Letter: & O Portra @ Lands Print zoom	Page Size er 5.5 in. x 11 ir it cape	Drawing Scale n.	Page Pro	perties	Layout	and Routing	Alt Text	— Printer Paper	r
Adjust Fit to	t to 100%	eet(s) across eet(s) down		Printer	paper:	11 x 8.5 in.		- Drawing Page (Landsca	pe)
Print	nes			Drawii Print z	ng page: oom:	11 x 8.5 in. None		(Landsca	pe)
0						Apply	OK	Can	cel

#### PAGE SIZE

Controls the page size of the drawing surface

- This feature can also be controlled from the design tab
- Let Visio expand the drawing page as needed allows Visio to expand the drawing surface to fit the drawing
- Select the predefined size that fits your type of drawing
  - Standard 8.5"x11",11"x14", etc.
  - Metric
  - o Engineering
  - o Architectural
- Select a custom size to accommodate nonstandard drawing sizes

#### DRAWING SCALE

Important when working outside of an  $8.5^{"}x11$  format the default scale is  $1^{"}= 1^{"}$ 

- Select from a wide variety of predefined drawing scales including:
  - o Architectural
  - Civil engineering
  - Mechanical engineering
  - o Metric
- You can even create a custom scale for your project



Print Setup Page Size Drawing Scale Pa	Page Properties Layout and Routing Alt Text	
Drawing scale		_
No scale (1:1)	W/A Deleter Dee	
O Pre-defined scale:	Printer Pap	er
Architectural		
3/32" = 1' 0"		
-		
Custom scale:		
Custom scale:	Drawing Pag	ge
Custom scale:	Printer paper: 11 x 8.5 in. (Lands:	ge cape
Custom scale:	Printer paper: 11 x 8.5 in. (Landso Drawing page: 11 x 8.5 in. (Landso	ge cape cape
Custom scale:	Printer paper: 11 x 8.5 in. (Landsc	ge ca
Custom scale: 1 in. = 1 in. ge size (in measurement units) 11 in. x 8.5 in.	Printer paper: 11 x 8.5 in. (Landso Drawing page: 11 x 8.5 in. (Landso Print zoom: None	ge cape cape

## **VISIO PAGES**

A Visio drawing can contain several pages.

Pages are accessed from the bottom of the drawing window.

# ⊂ Page-1 Page-2 All ▲ (+)



To add a second page to a drawing:

- Navigate to the bottom left corner of the drawing window
- Click the small plus sign to add the page

Navigate to a page by clicking the page name or selecting all to view all pages of the drawing.

Right clicking a page allows you to:

- Add new pages
- Delete existing pages
- Duplicate a page
- Reorder or rename a page

You can also click and drag a page to reorder it.

#### Grids

The grid is a visual tool that facilitates exact placement. Visio shapes are designed to snap to the grid which also aids in exact placement of shapes in a drawing.

		100

#### Rulers

Horizontal and vertical rulers indicate the end and start of the drawing page. The ruler can be repositioned

To activate / deactivate the grid:

- Select the view tab
- Navigate to the show group
- Select or deselect the grid check box

To change grid spacing:

- Select the view tab
- Navigate to the show group
- Select the small arrow in the bottom right corner of the group
- Change the horizontal or vertical grid to normal, course, fine or fixed

To activate / deactivate the ruler:

- Select the view tab
- Navigate to the show group
- Select or deselect the ruler check box

To change zero point on the ruler:

- Hold your cursor over the edge of the ruler
- Hold the control key and drag until the ruler's 0 is in the desired location then release



Ruler & Grid		×
Rulers	Horizontal	Vertical
Subdivisions:	Fine 🗸	Fine
Ruler zero:	0 in.	0 in.
Grid	Horizontal	Vertical
Grid spacing:	Fine	Fine
Minimum spacing:	0 in.	Fine Normal Coarse
Grid origin:	0 in.	Fixed
0		OK Cancel





or deactivated.

## **LESSON 3 VISIO SHAPES**

Shapes are one of the main components of a Visio drawing. Understanding the characteristics and properties of shapes are key to creating quality Visio drawings.

#### DRAWING TOOLS

The Visio program drawing tools allow the user to create a variety of shapes

- Drawing tools are located on the home tab.
- Once selected, the drawing tool remains active until the pointer tool (or other drawing tool) is selected.

Once a drawing tool is activated, you can also disengage the tool by pressing the escape key twice.

The drawing tool can be used to create several different shapes from simple rectangles lines and ellipses to Arcs and even freeform shapes.

#### CREATE A SHAPE USING DRAWING TOOLS

Starting with a blank drawing, navigate to the home tab and from the tools group, select the small down arrow next to the rectangle.

- Select the rectangle tool
- Move to the blank page and click and drag a rectangle shape
- Once you have created the shape to your liking release the mouse
- The shape is now created

If you are using the rectangle or ellipse tool, a diagonal line is displayed when the perfect square or circle is created.



🗟 Pointer Tool			≥ Fil
<mark>⊢<sup>₽</sup></mark> Connector		<u>R</u> ectangle	Lit
A Text	$^{\circ}$	<u>E</u> llipse	Ef
Tools	$\overline{\}$	<u>L</u> ine	le
-4    -	2	<u>F</u> reeform	
		<u>A</u> rc	
	1	<u>P</u> encil	

Pointer Tool			🔁 Fil
6 Connector		Rectangle	Li
A Text	0	Ellipse	Ef
Tools	$\overline{\}$	Line	le
-4	ς.	Freeform	
	5	Arc	
	1	Pencil	



Two main elements of the drawn shape are

- Sizing handles manually adjust the shapes size
- Rotation handle Rotate the shape



## FORMATTING SHAPES

0
Page-1 All ▲ ↔

When selected, the dimensions of the drawn shape are displayed at the bottom left of the program.



To format a shape, select the shape and from the Home tab, navigate to the shape styles group.

#### FILL FORMATTING



## LINE FORMATTING

Va	riant Colors		i
			ł
Sta	indard Colors	ł	•
			I
Re	cent Colors		I
			I
	<u>N</u> o Line		I
8	More Colors		
≣	<u>W</u> eight	F	l
	<u>D</u> ashes	F	
₽	Arrows	F	I
	Line Options		

- Full color pallet of theme colors
- Choose no fill to remove the fill color
- Select more colors to create custom colors or match RGB colors
- Select fill options to create gradient colors and control transparency
- Same color options as fill
- Select weight to determine line thickness
- Add arrows to lines or make the line dashed
- Select line options to create rounded corners (on rectangles)

#### SHAPE EFFECTS

0.50		Align	Posr
C Effe	cts *	-	
	<u>S</u> hade	ow	•
	<u>R</u> efle	ction	•
	<u>G</u> low		•
	Soft	Edges	•
	<u>B</u> eve	I	•
	3- <u>D</u> F	lotation	•
the second se			_

A variety of effects are available including shadows, bevels, and 3-D rotation.

## **TEXT SHAPES**

Text can be added to existing shapes on a drawing and as a shape/ text box.



#### ADD TEXT DIRECTLY TO THE DRAWING SURFACE

- From the tools group on the Home tab select Text (A)
- Click your desired location on the drawing surface (not a shape)
- When the text box appears on your shape, type your text
- When you have finished, click away from the drawing

🗟 Pointer To	ol 🔾 🗸	
ے Connector	×	XYZ Department
A Text	<b>f</b> 1	
Tools	.	

Cali	bri		• 12pt. • A	A
в	I	<u>U</u> abo	a Aa 🔹 🔼 👻	
			Font	E.

Basic text formatting in Visio can be accomplished by selecting the text and applying formatting from the Font group on the Home tab. Bold, Italisize, and Strikethrough your text.

- Aa Change case (Normal, All Caps, Each word, Small Caps)
- A A Increase / decrease font size (2 font sizes at a time)
- Select the small arrow in the bottom right corner for advanced options

#### ADVANCED FONT OPTIONS

enorotete	r Paragraph	Text Block	Tabs	Bullets	
nt settings					
Font:	Calibri			~	Style: Regular 🗸
					Size: 12 pt.
neral					
neral Case:	Normal		Y	Color:	
neral Case: Position:	Normal		>	Color: Language:	English (United States)
neral Ease: Position: Underline:	Normal Normal (none)		× ×	Color: Language: Transparency:	English (United States)

Font	Chara	cter	Paragraph	Text Block	k Tabs	Bull	ets				
Gener	al										
Alig	nment:	Cen	tered		N	•					
		Left	tered								
Inden	tation	Just	it ified								
Bef	ore text:	0 in	-	After text:	0 in.	-	First lin	e: 0 in.	*		
Spacin	ng										
Bef	ore:	0 pt		After:	0 pt.	-	Line:	120%	-		
							_			_	
0								Apply	OK		Cancel

rom ci	mutter	raragraph	TEXT DIOCK	1003			
Style:						Font size:	
	•		°	:11	_	100%	÷
None		·	° —	- 1 - 1		Text position:	
None				- I		0 in.	
		· ==	° ==	5 J 1.	_		
,						Custom	
<sup>_</sup> =	=   '	°==	$^{\prime} =$	=   *	_	Bullet characters:	
	=   •	•	×	- I 🗸	_		
		•	>	_ / _		Font:	
	-	_					

#### FONT

Select your text and from the font section you can change case, create subscript and even control transparency of text.

#### PARAGRAPH

Select your text and from the paragraph section you can control alignment, indentation and line spacing.

#### BULLETS

Select your text and from the bullets section choose your bullet style and even create a custom bullet character.

#### ADD TEXT TO AN EXISTING SHAPE

- Select the shape
- Start typing your text (no need to double click)
- When you have finished, click away from the shape
- Pressing the enter key adds another line to the shape

#### ALIGNING AND POSITIONING SHAPES

When working with more than one shape in a Visio drawing, positioning (alignment, spacing, etc.) can be accomplished using one of several tools.

One easy way to position shapes is to use the arrow keys on your keyboard.

To move a shape using the keyboard:

- Select the shape on the drawing surface
- Tap the right or left arrow on your keyboard
- The selected shape will move a quarter inch

To move in smaller increments:

- Select the shape on the drawing surface
- Hold the shift key
- Tap the right or left arrow on your keyboard
- The selected shape will move slightly (also referred to nudging a shape)

#### ALIGNING SHAPES

- Select two or more shapes
- Select Align from the Arrange group on the home tab select
- The non-bold shape will move and align itself to the controlling shape

□ € Alig	n	Position	۱۱۱ ۲۵ ۲۵	Bring to Front 👻 Send to Back 👻 Group 👻
Alig	jn	Shapes		ge
-20	A	uto <u>A</u> ligr	ı	
₽	A	lign <u>L</u> eft		
皋	А	lign <u>C</u> ent	ter	
₽	A	lign <u>R</u> igh	t	
00 <b>↑</b>	А	lign <u>T</u> op		
юŀ	А	lign <u>M</u> ide	dle	
<u>004</u>	А	lign <u>B</u> ott	om	

The first shape selected is **bold** and acts as a controlling shape when aligning.

You can hover over any of the alignment option to see a live preview of the result.



## **CONNECTORS**

Visio connectors are used to create relationships between shapes in a drawing. They can be used to link, show flow direction, and can be displayed three different ways.

#### CREATE A CONNECTOR

- Navigate to the tools group on the Home tab
- Click the connector tool command
- Click the first shape to be connected and drag to the second shape
- The two shapes are now connected

Moving one shape will extend the connector and shapes remain connected

After drawing the default (right angle) connector, right click the connector to change the connector type

- o Right angle connector
- o Straight connector
- o Curved connector

#### FORMATTING CONNECTORS



Connectors are lines, so dotted or dashed, colors, thickness and even arrows can easily be added by selecting the connector and navigating to the line formatting options on the home tab.

## **CONNECTOR TEXT**

Connectors are also shapes and text can be added by clicking (selecting) the connector and typing your text.

- The connector text can be formatted like any other text in the program
- After typing your text, you can reposition the text by clicking and dragging the small yellow dot that appears on the line when selected.





## **LESSON 4 VISIO SENCILS**

The Visio program contains hundreds of shapes for use in many types of drawings. These shapes range from simple circles and squares to furniture and even space itself. These built-in shapes can be found on drawing stencils. Shape stencils are located on the left side of the program.

#### THE SHAPES WINDOW

- Navigate to the view tab
- Select task panes
- Select shapes
   (a blank panel will appear if not open already)

\*\*many templates have their own stencils that contain shapes specifically designed to work with that template

• Click more shapes

**USING SHAPES FROM A STENCIL** 

your drawing

•

•

- Several categories of shapes will appear hold your cursor over any category / subcategory
- Click the desired stencil from that category
- The shapes will appear on the left side of the program

First, find a shape that you would like to use

Click the shape, hold and drag the shape into

The shape will appear on the drawing page and

can be resized, rotated or formatted.









#### SEARCHING FOR SHAPES

To search for a shape, click into the search Shapes window and type the name of the shape you are searching for (car for example)

The program will return all shapes that fit your search criteria

#### CREATING A CUSTOM SHAPE STENCIL

If you work with certain shapes regularly you may find it helpful to add your favorite shapes to your own custom shape stencil.

From the Shapes window choose more shapes

- Select new stencil U.S. units
- When the blank stencil is created, right click the asterisk and choose Save
- Give the stencil a name and click ok
- You can now add shapes to your custom stencil by:
  - Right clicking a shape from any other stencil and choosing "add to my shapes"
  - Dragging shapes from the drawing surface to your new stencil

Furniture	
Stencil3	*

	Swimlane		Separator o			
0	Swimlane (vertical)	* • *	Cut Copy Paste			
			Paste Shortcut Add to My Shapes	F	ter al	Favorites
			Remove from Quick Shapes			Test Stencil
	:		<u>N</u> ew Master <u>D</u> elete Master			Add To <u>N</u> ew Stencil Add To <u>E</u> xisting Stencil
_			<u>R</u> ename Master <u>E</u> dit Master	×		<u>O</u> rganize My Shapes

USING YOUR CUSTOM STENCIL

- Select My Shapes from the shapes window
- Select your stencil from the expanded menu

Shapes	< <u> </u>	linga da ser a da se	
Search shapes 🔹 🖌	D 8		
More Shapes 🔸	My Shapes		Favorites
Quick Shapes	Business	÷	Test Stencil
Cross-Functional Flowchart Shapes	Engineering		Organize My Shapes
Furniture	Flowchart	1	

## LESSON 5 ORGANIZATION CHART TEMPLATES

By using an Organization Chart template, you can significantly reduce the amount of time required to map and display your organization.



Organization Charts can be constructed two ways. Options include the Organization Chart templates and the Organization Chart wizard.

## USING ORGANIZATION CHARTS TEMPLATES

There are three Organization Chart templates to choose from:

- o Department Organization Chart
- o Hierarchical Organization Chart
- o Corporate Organization Chart

Corporate Organization Chart Provided by: <u>Microart Corporation</u> Use to how company structure, bierarchy levels, and reporting allebramistic. TPI: Hue then + and - instemes in the Org-Chert take to charge the highly and width of all shapes on the page or just selected shapes. Download size: <u>127 NB</u> Orgenic Lobs.
Counter



# To create a chart using the templates:

- Select the organization chart that best fits your needs (U.S units for this exercise) and click create
- The drawing surface will be configured to work with an organization chart
- The org. Chart stencil will appear on the left side and an org Chart tab will be added to the ribbons at the top of the screen

## ADD SHAPES TO THE ORGANIZATION DRAWING

- Select the executive shape from the shapes on the left and drag it onto your drawing page
- Add a second shape (a manager for example) to your drawing by repeating the click and drag method but this time drop the manager shape on top of the executive that is already on the page

#### WORKING WITH ORGANIZATION CHARTS

The layout of the organization Chart can be easily changed by using the layout command on the org Chart ribbon:

- Select the top shape
- Choose your desired layout
- All shapes below your selection should adopt the selected layout

To move (right or left). Select the position and select the move command from the arrange group.



 \*\* organization shapes arrange themselves and link when dropped on top of another org Chart shape.

Layout	fte Re- E Bes 등 Syr	Layout It Fit to I	Page	Spacing Move	<b>; + -</b> ∈ →	Suborc	linates	
Horiz	ontal							
*		5		5-	<b>P</b>			I
Verti	cal							
8	旧	B	Ē	ei	68	5	Ē	I
Side l	oy Side							
	æ							
✓ A	pply Au	itomatio	: Layou	ts to Sh	ape Style	s		

Adjust the spacing between Org Chart shapes by select spacing (+ or -) from the arrange group of the Org Chart ribbon. Add a picture to your organization shape by selecting the shape and then choosing insert picture from the org Chart ribbon.



## ORGANIZATION CHART WIZARD

In addition to creating the organization Chart from scratch, the Chart can also be created from data stored in a text or Excel file. This method is often preferable to manually adding shapes and can help to ensure that the organization stays up to date.

## CREATE AN ORGANIZATION CHART USING THE ORGANIZATION CHART WIZARD (EXCEL EXAMPLE)

The most important step in using the wizard is the layout of your organization in the Excel file.

Your Excel file layout should resemble the sample on the right.

The hierarchy of the Chart is determined by the Reports To column.

\*\*The person at the top of the organization reports to no one.

Open Visio and from the template gallery select organization Chart and then organization Chart wizard.





A	My organization information is stored A Plicrosoft Exchange Server dire An COBC-compliant data source	ctary fac	-		
	Note To ensure that your data is form	Organization Chart Wizard	Locate the file that con	talte your organization information. Org Exposization	Biture.
			Specify the language.	English Whited States	
				Carrol < Back Next >	Pinish

Select the Excel file containing your organization. If

\*\*Be sure the Excel file is closed.

"Name" and "Reports to" are two fields that define the organization.



Unless you are working with shape data, leave this section blank.

You can specify how much of your organization will display on a page or allow Visio to spread the organization to additional pages as needed.

(Select "I want to specify . . . " for this exercise)

To show the entire organization on one page, select the person at the top of the organization and click finish.

The wizard will create an Organization Chart from the data stored in the Excel file.









## LESSON 6 CROSS FUNCTIONAL FLOWCHART TEMPLATE

The cross functional flowchart templates provide the user with a customized ribbon and all the shapes needed to create a flowchart that shows the relationship between processes and functions.



#### WORKING WITH THE FLOWCHART TEMPLATE.

After selecting the template, you are first asked if the flowchart will be horizontal or vertical.



After making your orientation selection, the drawing surface is configured and a basic cross functional Chart frame is added to the drawing with two "Swim lanes".

Title	Pha
Function	
Function	



The template also provides two shape stencils containing the shapes necessary to build a cross functional flowChart.

- Basic FlowChart Shapes- contain process, decision and other basic shapes
- Cross Functional FlowChart Shapes- Provide horizontal and vertical swimlanes and horizontal and vertical Separators
- A smaller number of shapes from both stencils can also be found on the Quick Shapes stencil