

Lesson 3-8: Adding Text to a Shape

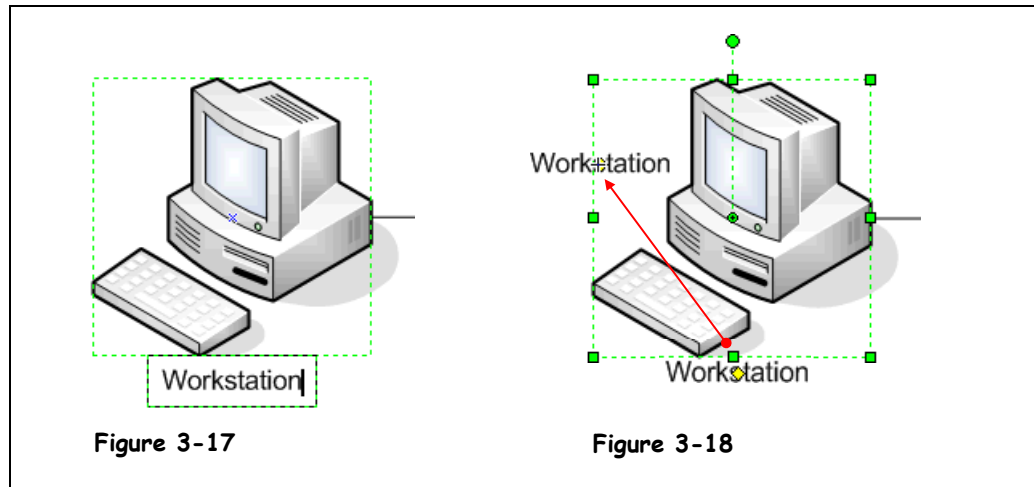


Figure 3-17

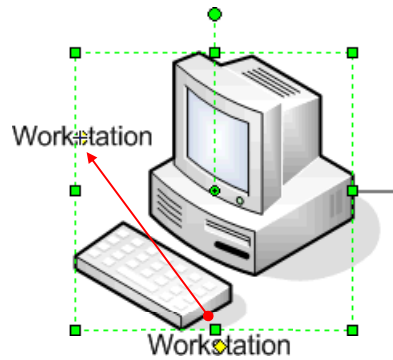


Figure 3-18

By default, most Visio shapes appear either without text or with placeholder text. The area of the shape where the text appears is called a *text block*. You can insert and modify text in a text block just like you would in any other Windows-based program.

1. Click the **Server** shape at the top of the diagram to select it.
Adding text to a shape is extremely easy—all you have to do is click the shape and start typing.
2. Type **Server**.
Visio zooms in on the text block so that you can actually see what you're typing. To zoom back out of a diagram, click an empty area on the page or press the <Esc> key.
3. Click an empty area on the page.
Visio deselects the shape and zooms back out of the diagram.
Now let's add text to the two PC shapes.
4. Click the topmost **PC** shape and type **Workstation**. Press <Esc>.
The word "Workstation" appears below the shape.
Notice the little yellow diamond (◆) that appears below the PC shape. This is called an adjustment handle. To change the location of the text block, click and drag this adjustment handle.
5. Click and drag the adjustment handle (◆) up and to the left, until the text block is positioned to the left of the PC shape.
Compare your shape to the one shown in Figure 3-18.
Only one more shape to add text to...
6. Click the remaining **PC** shape and type **Workstation**. Press <Esc>.
The word "Workstation" appears below the shape.
7. Save your work and close the diagram.

Figure 3-17

To add text to a shape, click the shape and start typing.

Figure 3-18

You can reposition a text block by clicking and dragging the yellow adjustment handle.

Quick Reference

To Add Text to a Shape:

1. Click the shape you want to add text to.
2. Start typing.

To Edit and Format Text:

- Double-click the shape and use the commands located on the Formatting or Format Text toolbars.

To Open the Format Text Toolbar:

- Select **View** → **Toolbars** → **Format Text** from the menu.