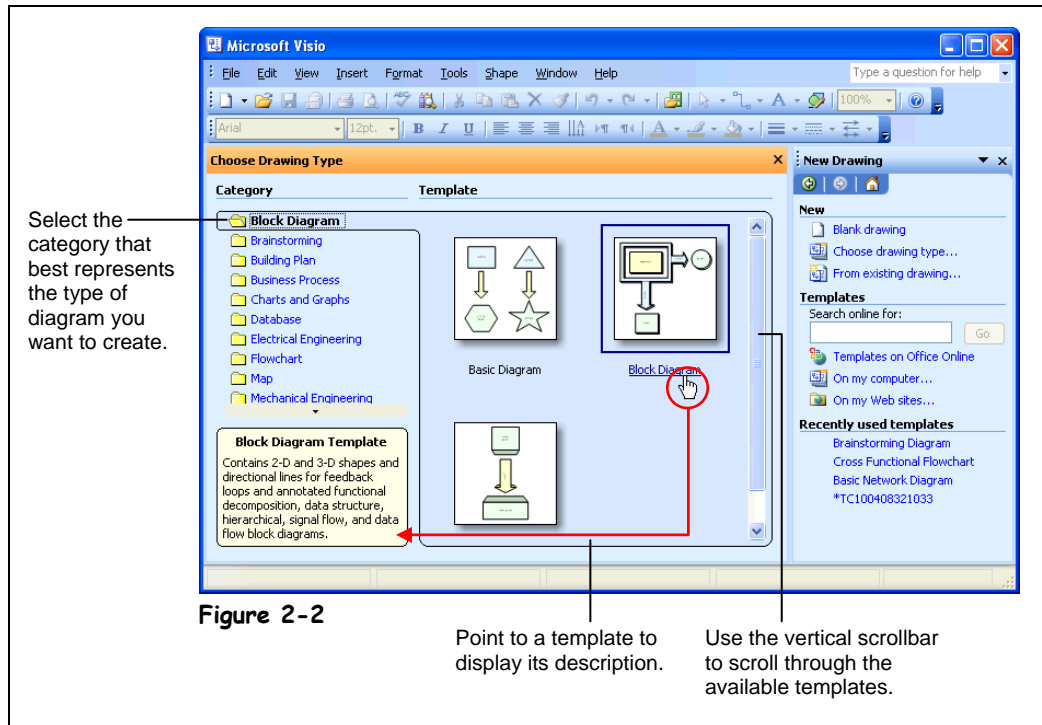


Lesson 2-2: Creating a Diagram from a Template

Figure 2-2

Choosing a diagram template.



If you are bound by time constraints or haven't a clue how to begin a diagram, the Drawing Type window is an excellent place to start. Although the Drawing Type window won't create your diagrams for you, it will help you find and select an appropriate diagram.

The Drawing Type window is divided into categories, making it easy and convenient to find exactly what type of diagram you're looking for. Building plans, flowcharts, network diagrams—you name it, the Drawing Type window will help you find it.

1. If necessary, open the Microsoft Visio program.

The Choose Drawing Type window should appear in the program window by default. If it doesn't, select File → New → Choose Drawing Type from the menu.

Here you need to select the type of drawing you want to create from the Category list.

2. In the Category list, click **Block Diagram.**

A variety of block diagram templates appear in the Template area. To learn more about a template, point to it.

3. Point to the **Block Diagram template.**

A description of the template appears in the bottom-left corner of the window, as shown in Figure 2-2.

Once you have found the template you want to use, click it to select it.

4. Click the **Block Diagram template.**

The Block Diagram template opens in the diagram window.

Now let's try opening another diagram.

5. Select **File** → **Close** from the menu to close the Block Diagram template.
The Block Diagram Template disappears.
6. Select **File** → **New** → **Choose Drawing Type** from the menu.
The Drawing Type window appears once again. This time, let's open a network diagram.
7. In the Category list, click **Network**.
A variety of network diagram templates appear in the Template area.
8. Click the **Basic Network Diagram** template.
The Basic Network Diagram template opens in the document window.

Table 2-1: *Visio 2003 Diagram Types*, shown on the following page, lists and describes all of the diagram types that are available in Visio 2003.

Quick Reference

To Create a Diagram from a Template:

1. If necessary, select **File** → **New** → **Choose Drawing Type** from the menu.
2. Select the category you want to view from the Category list.
3. Click the template you want to use in the Template area.