

Lesson 4-4: Changing the Color Scheme of a Diagram

Figure 4-7

The Color Schemes dialog box.

Figure 4-8

The same diagram shown in two different color schemes.

Figure 4-9

The New Color Scheme dialog box.

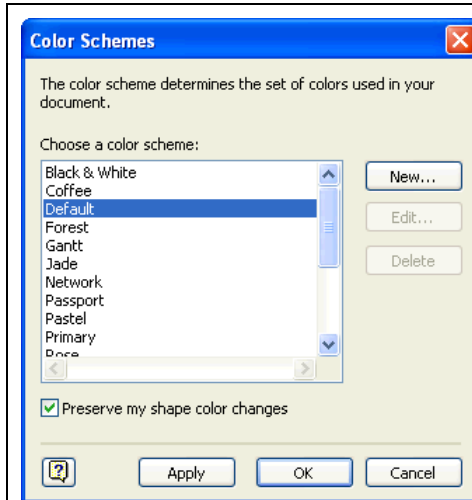


Figure 4-7

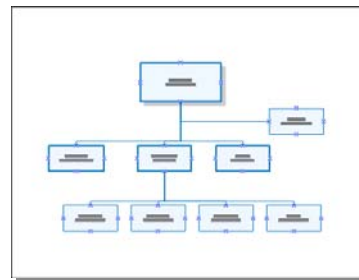
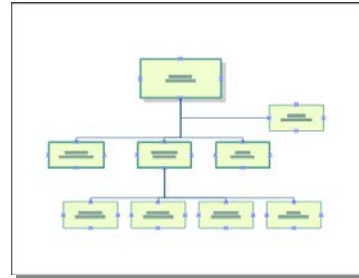


Figure 4-8

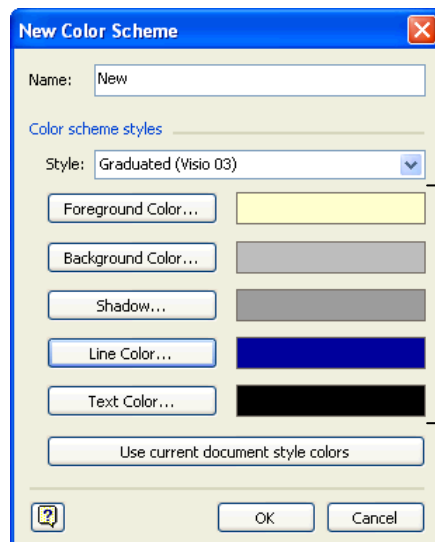


Figure 4-9

Select the colors for your color scheme here.

Does your diagram look a little dreary? If so, you're in luck! This lesson shows you how to add color to your diagrams using a *color scheme*—a set of coordinated colors that Visio applies to all the shapes and text in a diagram.

Color schemes are convenient and easy to use—instead of having to choose from more than 16 million colors, you can use a coordinated color scheme that was carefully put together by design professionals. You can even create your very own color schemes from scratch!

1. If necessary, navigate to your **Practice** folder, open the **Lesson 4B** file, and save it as **Organization Chart**.

If you don't know where your practice files are located, ask your instructor for help.

2. Right-click an empty area on the drawing page and select **Color Schemes** from the shortcut menu.

The Color Schemes dialog box appears, as shown in Figure 4-7.

If you have already formatted the shapes in your diagram and would like to keep their colors intact, make sure the "Preserve my shape color changes" check box is checked. We don't want to preserve any previous changes, so...

3. Click the **Preserve my shape color changes** check box to deselect it.

Now let's select a color scheme.

To browse the available color schemes, scroll through the "Choose a color scheme" list.

4. Click **Jade** and click **Apply**.

Visio applies the selected color scheme to your diagram and the Color Schemes dialog box remains open. Move this dialog box to another location on the screen if you can't see your diagram.

If you don't like the color scheme you selected, change it.

5. In the Color Schemes dialog box, click the **Sky** color scheme and click **OK**.

The Color Schemes dialog box closes and Visio applies the Sky color scheme to the diagram.

If you don't like any of the color schemes that are available by default, you can create your very own color scheme from scratch.

6. Right-click an empty area on the page and select **Color Schemes** from the menu. Click **New** in the Color Schemes dialog box.

The New Color Scheme dialog box appears, as shown in Figure 4-9.

First of all, you need to give your new color scheme a name.

7. Type **New** in the **Name** text box. Then, click the **Style** list arrow and select **Graduated (Visio 03)** from the list.

Now it's time to select the colors you want to use.

8. Click **Foreground Color**, select a **light yellow** color, and click **OK**. Then, click **Line Color**, select a **navy** color, and click **OK**.

Almost finished!

9. Compare your dialog box to the one shown in Figure 4-9 and click **OK**.

The "New" color scheme is added to the Color Schemes list.

10. Click **OK** to apply the new color scheme to the diagram.

The Color Schemes dialog box closes and the diagram is updated to reflect the new color scheme.

11. Click the **Undo** button on the Standard toolbar and save your work.

Quick Reference

To Apply a Color Scheme to a Diagram:

1. Right-click the drawing page and select **Color Schemes** from the shortcut menu.
2. Select a color scheme from the list and click **OK**.

To Create Your Own Color Scheme:

1. Right-click the drawing page and select **Color Schemes** from the shortcut menu.
2. Click **New**.
3. Give the color scheme a name and then specify the colors you want to use.
4. Click **OK** when you're finished and click **OK** again to apply the color scheme to your diagram.