

Lesson 3-1: Inserting a Shape and Using Stencils

Figure 3-1

The Shapes window.

Figure 3-2

The updated diagram with the Network and Peripherals stencil docked to the right-hand side of the program window.

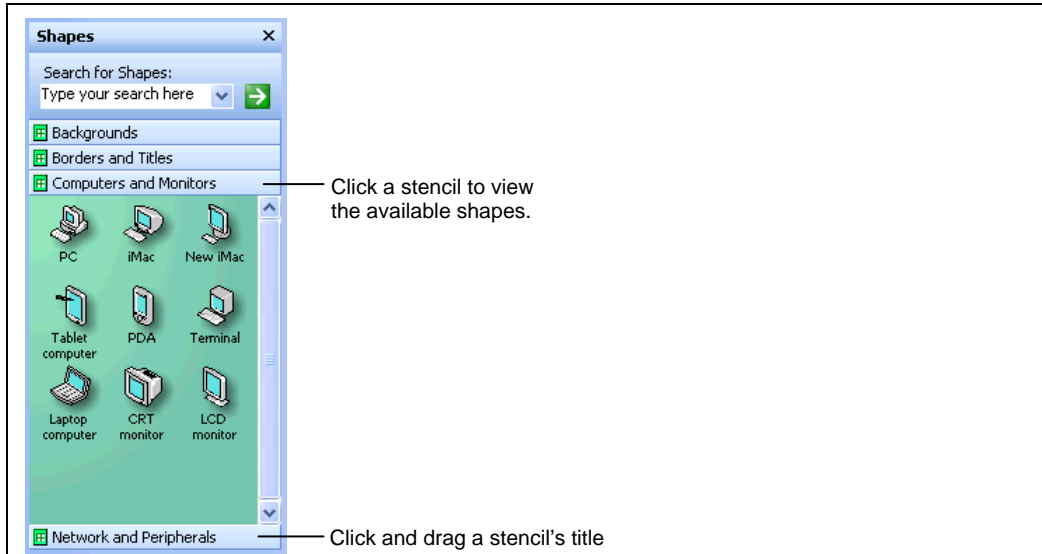


Figure 3-1

Click a stencil to view the available shapes.

Click and drag a stencil's title bar to reposition the stencil.

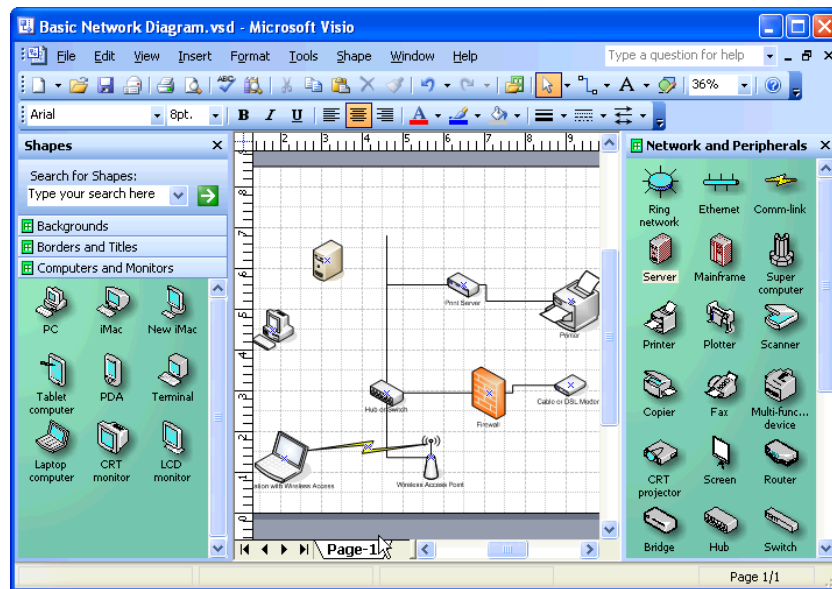


Figure 3-2

Knowing how to insert a shape in Microsoft Visio is one of the most basic and fundamental tasks involved in creating a diagram. The easiest way to insert a shape is using the Shapes window.

The Shapes window consists of several different tabs called *stencils*. A stencil is a collection of shapes related to the template that you are currently working on. To add a shape to a diagram, all you have to do is click and drag the shape from the stencil and onto the drawing page.

1. If necessary, open the **Microsoft Visio** program.

The Visio program window appears on your screen.

2. Select **File** → **Open** from the menu, navigate to your **Practice** folder, and open the **Lesson 3A** file. Save this file as **Basic Network Diagram**.

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

Notice the Shapes window that appears on the left-hand side of the program screen.

This window contains the default shapes that correspond with the type of diagram you are working on. Since you are working on a basic network diagram, you are given four stencils: Backgrounds, Borders and Titles, Computers and Monitors, and Network and Peripherals. To see the shapes associated with a particular stencil, click the stencil.

NOTE: If the Shapes window does not appear when you open the file, select **View** → **Shapes Window** from the menu.

3. In the Shapes window, click the **Computers and Monitors** stencil.

The Computers and Monitors stencil expands, as shown in Figure 3-1, revealing a variety of computer and monitor shapes.

To add one of the available shapes to your diagram, simply click and drag it onto the drawing page.

4. Click the **PC** shape in the Shapes window, hold down the mouse button, and drag it onto the drawing page.

A dotted outline appears to help you position the shape.

5. Release the mouse button to drop the shape onto the page.

The PC shape is inserted into the diagram. Let's try inserting another shape.

6. Click the **Network and Peripherals** stencil.

The Network and Peripherals stencil expands to reveal a variety of network and peripheral shapes.

7. Click and drag the **Server** shape onto the drawing page, and release the mouse button.

The Server shape is inserted into the diagram.

If you find yourself switching between stencils rather often, you can save yourself some time by moving a stencil to another location in the program window.

8. Position the mouse pointer over the title bar of the **Network and Peripherals** stencil and then click and drag the stencil to the right-hand side of the program window.

When the Network and Peripherals stencil is docked to the right-hand side of the program window, as shown in Figure 3-2, release the mouse button.

You can also dock stencils to the bottom of the program window or directly above the drawing page. To return a stencil to the Shapes window, simply drag it back.

9. Click the title bar of the **Network and Peripherals** stencil and drag it back into the Shapes window.

The Network and Peripherals stencil appears in the Shapes window once again.

In addition to using the Shapes window, you can also locate and insert shapes using the Search feature. The next lesson will show you how.

Quick Reference

To Insert a Shape:

1. In the Shapes window, click the stencil you want to browse.
2. Click and drag the shape you want to use out of the Shapes window and onto the drawing page.

To Move a Stencil:

- Click the title bar of the stencil you want to move and drag the stencil to a new location. Release the mouse button to lock the stencil in the new location.