

Lesson 5-7: Saving a Diagram as a Web Page

Figure 5-13

The Save As dialog box.

Figure 5-14

The North Shore Org Chart diagram saved as a Web page.

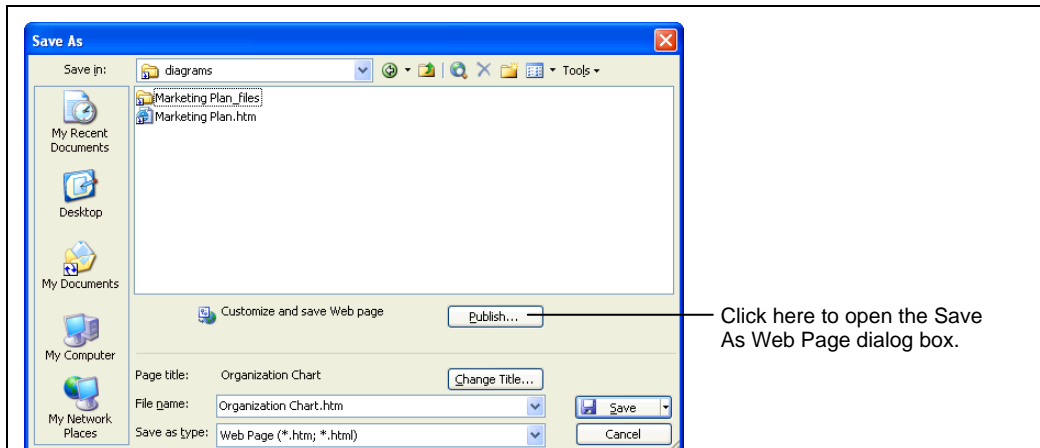


Figure 5-13

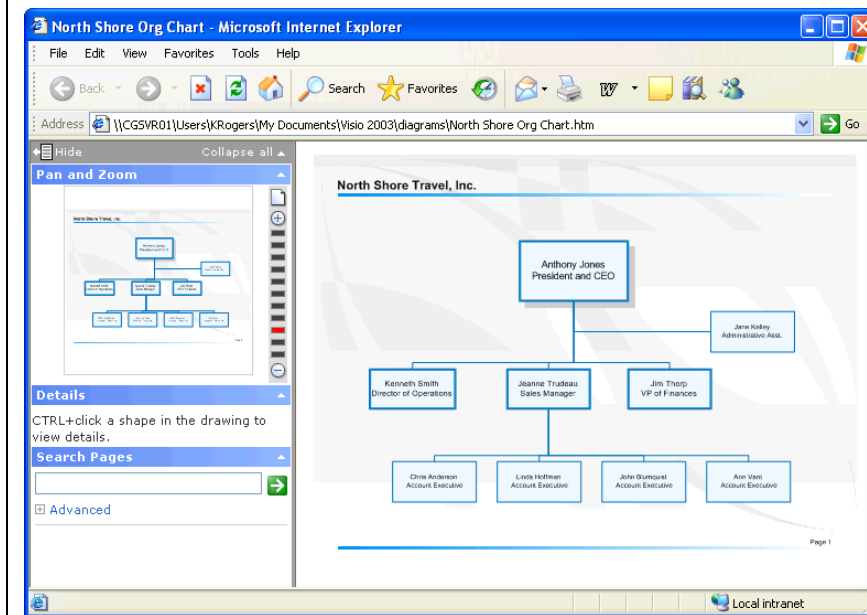


Figure 5-14

Saving a diagram as a Web page is an easy and efficient way to share information with clients and colleagues. Instead of having to worry about sending large files via e-mail, which can be time-consuming and unreliable, saving a diagram as a Web page ensures that everyone has access to the important information you've put together.

Saving a diagram as a Web page in Visio is just as easy as saving a file. Visio adds the necessary HTML codes for you, and saves any supporting images in a corresponding folder. All you need is an Internet connection and you're good to go. Let's check it out!

1. **Navigate to your Practice folder, open the Lesson 5C file, and save it as North Shore Org Chart.**

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

2. **Select File → Save as Web Page from the menu.**

The Save As dialog box appears, as shown in Figure 5-13. Here you can select where you want the Web page to be saved, enter a new file name, and specify various publishing options.

3. **Navigate to the location where you want to save the Web page, enter a new file name, if necessary, and click Publish.**

The Save as Web Page dialog box appears.

4. **In the Pages to publish section, make sure All is selected.**

If you only want to publish certain pages of a diagram, click the "Pages" option and specify only those pages you wish to publish.

5. **In the Publishing options section, make sure the Details, Go to Page, Search Pages, and Pan and Zoom check boxes are selected.**

Only a few more selections left to go!

6. **In the Additional options section, make sure both check boxes are selected. Then, click OK.**

Visio begins saving the diagram to HTML format and, after a few moments, opens the Web page in your Web browser, as shown in Figure 5-14.

To zoom in or out of a diagram, use the Pan and Zoom controls on the left-hand side of the window.

7. **Click the Zoom In button (+).**

Your Web browser zooms in on the diagram.

If you set up custom properties for a shape, you can view them in the Web page.

8. **Press and hold down the <Ctrl> key and click the Anthony Jones shape.**

The custom properties for Anthony Jones appear in the Details section to the left of the diagram.

When you're finished viewing the Web page, close it.

9. **Select File → Close from the menu.**

The Web page closes and the original diagram appears.

10. **Close all open diagrams without saving any changes.**

Quick Reference

To Save a Diagram as a Web Page:

1. Open the diagram you want to save.
2. Select **File** → **Save as Web Page** from the menu.
3. Navigate to the location where you want to save the Web page, enter a new name for the Web page (if desired) and click **Publish**.
4. Specify the desired options and click **OK**.

To Navigate a Web Page:

- Use the controls found on the left-hand side of the browser window.