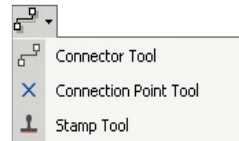
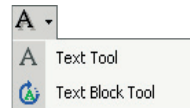
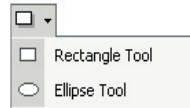
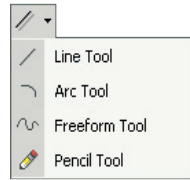


Visio Keyboard Shortcuts



Shortcut Reference

Drop-down Menus



Drawing Tools

| | | | |
|-----------------------|------------------|-----------------|------------------|
| Arc Tool | Ctrl + 7 | Pointer Tool | Ctrl + 1 |
| Connection Point Tool | Ctrl + Shift + 1 | Rectangle Tool | Ctrl + 8 |
| Connector Tool | Ctrl + 3 | Rotation Tool | Ctrl + 0 |
| Crop Tool | Ctrl + Shift + 2 | Stamp Tool | Ctrl + Shift + 3 |
| Ellipse Tool | Ctrl + 9 | Text Block Tool | Ctrl + Shift + 4 |
| Freeform Tool | Ctrl + 5 | Text Tool | Ctrl + 2 |
| Line Tool | Ctrl + 6 | | |
| Pencil Tool | Ctrl + 4 | | |

Text Formatting

| | | | |
|--------------------------|------------------|--------------------|------------------|
| Align Text Bottom | Ctrl + Shift + V | Decrease Font Size | Ctrl + Shift + , |
| Align Text Left | Ctrl + Shift + L | Double Underline | Ctrl + Shift + D |
| Align Text Right | Ctrl + Shift + R | Increase Font Size | Ctrl + Shift + . |
| Align Text Top | Ctrl + Shift + T | Italic | Ctrl + I |
| All Caps | Ctrl + Shift + A | Small Caps | Ctrl + Shift + K |
| Bold | Ctrl + B | Subscript | Ctrl + = |
| Center Text Horizontally | Ctrl + Shift + C | Superscript | Ctrl + Shift + = |
| Center Text Vertically | Ctrl + Shift + M | Underline | Ctrl + U |

Pan & Zoom

| | |
|-------------------|--|
| Zoom In | Ctrl + Shift + Left-click |
| Zoom Out | Ctrl + Shift + Right-click |
| Zoom to Selection | Ctrl + Shift + Left-click and hold; drag to select |

Pan: Ctrl + Shift + Hold down the right mouse button and move mouse

Developer Tools

| | |
|---------------------------|-----------|
| Macros | Alt + F8 |
| Open Visual Basic Editor | Alt + F11 |
| Close Visual Basic Editor | Alt + Q |

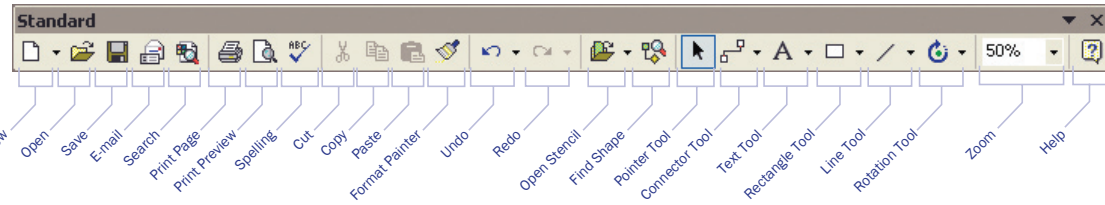
Menu Commands

| | | | | | |
|---------------------------|------------------|---------------|------------------|----------------|------------------|
| Align Shapes | F8 | Full Screen | F5 | Rotate Left | Ctrl + L |
| Bring to Front | Ctrl + Shift + F | Go to Page | Shift + F4 | Rotate Right | Ctrl + R |
| Copy | Ctrl + C | Group | Ctrl + Shift + G | Save | Ctrl + S |
| Cut | Ctrl + X | Help | F1 | Save As | F12 |
| Duplicate | Ctrl + D | Hyperlink | Ctrl + K | Save Workspace | Alt + F12 |
| Field | Ctrl + F9 | New Drawing | Ctrl + N | Select All | Ctrl + A |
| Find | Ctrl + F | Open | Ctrl + O | Send to Back | Ctrl + Shift + B |
| Fit Page Height in Window | Ctrl + I | Page Setup | Shift + F5 | Snap and Glue | Alt + F9 |
| Fit Page Width in Window | Ctrl + W | Paste | Ctrl + V | Spelling | F7 |
| Flip Horizontal | Ctrl + H | Print | Ctrl + P | Toggle Glue | F9 |
| Flip Vertical | Ctrl + J | Print Preview | Ctrl + F2 | Toggle Snap | Shift + F9 |
| Format Fill | F3 | Redo | Ctrl + Y | Undo | Ctrl + Z |
| Format Line | Shift + F3 | Repeat | F4 | Ungroup | Ctrl + Shift + U |
| Format Text | F11 | | | | |

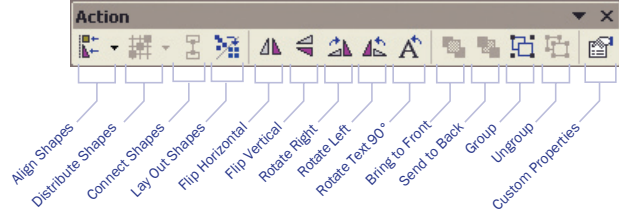


Visio Toolbars

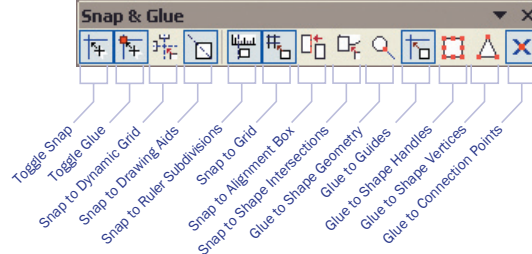
Standard



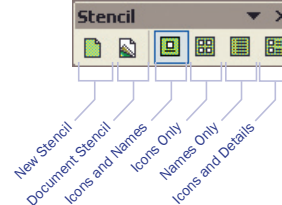
Action



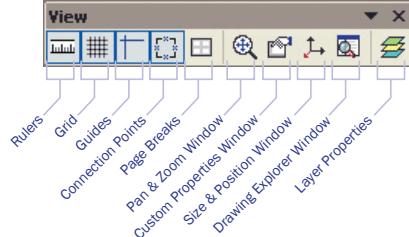
Snap & Glue



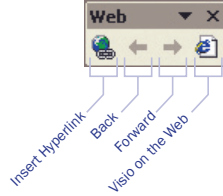
Stencil



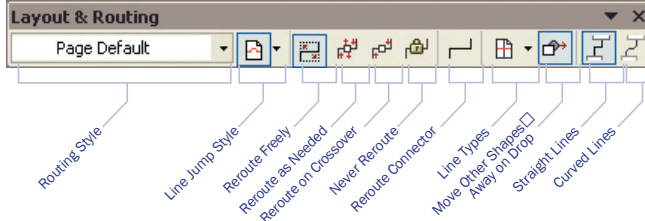
View



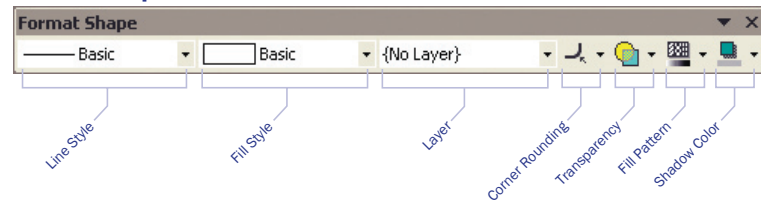
Web



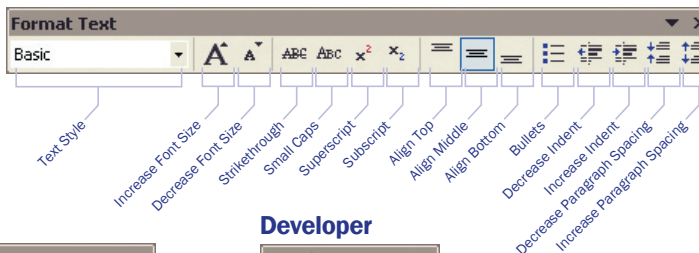
Layout & Routing



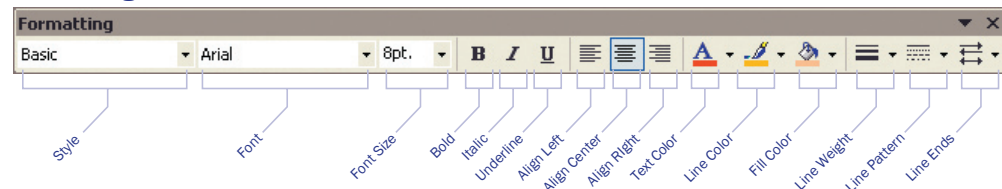
Format Shape



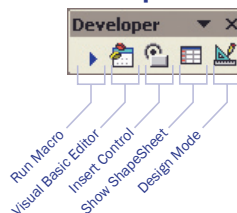
Format Text



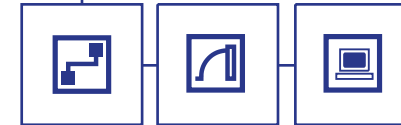
Formatting



Developer



Shortcut Reference



Find out more about Microsoft Visio!

Learn more about it on the Web at <http://www.microsoft.com/office/visio>

Test drive it with a 30-day trial CD available from <http://www.microsoft.com/office/visio/trial.htm>

Purchase it for yourself from <http://www.microsoft.com/office/visio/pricing.htm>

License it for your organization at <http://www.microsoft.com/business/licensing>

Get assistance using Microsoft Visio:

Get Visio tips and tricks at <http://www.microsoft.com/office/tips>

Read how-to articles at <http://www.microsoft.com/office/visio/articles>

Find a training provider at <http://www.microsoft.com/office/visio/training>

Find a book about Visio at <http://www.microsoft.com/office/visio/books>

Sign up for a monthly email newsletter at <http://www.microsoft.com/office/newsletter>

Participate in a newsgroup at <http://www.microsoft.com/office/newsgroups>

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