

General Tips for Network Diagrams using VISIO

1. Launch VISIO

- a. Choose File
- b. New
- c. Network diagram
- d. Select Basic Network.

2. On the top of the window are:

- a. Basic Menu
- b. Standard Toolbar
- c. Format toolbar
- d. VISIO specific toolbar.

3. The VISIO Window is made up of 2 components:

- a. The left side of the window are the basic network stencil shapes
- b. The right side of the window is the drawing page (looks like graph paper) in proportion to the top and side rulers.

4. Determine which stencil shape you want to use in the left pane for your drawing (i.e. Desktop PC or workstation).

Note: You may want to adjust the zoom in and out using the drop down list on the tool bar.

- a. Select the shape
- b. Hold down the left mouse button
- c. Drag the shape to the drawing page on the right pane.

Once your stencil shape's positioned on the drawing page, it appears with green sizing handles. You can resize the shape in proportion to the size of the page to fit all the shapes on one page.

5. Once you have the size you want

Note: This would be a good time to save your drawing to your floppy disk.

1. Double click on the shape to open the text box.
2. Type in your label
3. Then click the mouse outside the label on the drawing page.

6. At this point, you can position all your PC's on the drawing page in their relative positions.

1. Left click on the object in the drawing page
2. Hold down the left mouse button
3. Drag to desired position
4. A second copy appears
5. Continue this process all the way around your drawing page

6. **Remember:** leave openings on the page for other stencil shapes such as file servers and printers.

Note: This will copy the same label for each stencil. You can go back and edit each label later, or type all the labels last.

Save your file often

7. Other Stencil Shapes

1. Select your server, printer, or hub stencil shapes from the left stencil window
2. Drag to the appropriate position on the drawing page
3. Resize if necessary
4. Add your labels
5. Copy and paste the new stencils to their appropriate positions.

8. Rotating Stencils

1. Next to the zoom drop down list is the rotation button on the tool bar (looks like a circle arrow)
2. Select the stencil to rotate
3. Click the rotate button
4. The mouse pointer changes to the rotation shape
5. The rotation handles appear on the four corners of the shape
6. Position your mouse over one of the rotation handles
7. Click and hold down the left mouse button while dragging the corner at the same time
8. Release the mouse button when the shape is rotated to the desired position

Note: You can always click on the pointer tool – the black arrow button on the tool bar to get the normal mouse pointer back.

Note: You can always select a stencil shape on the drawing page and hit the delete key if you want to redo the shape.

9. Draw the connections from the hubs to the workstations.

1. In the stencil window, select the star connector shape
2. Left click on your mouse button
3. Drag it onto the center of the hub stencil
4. Repeat this process on the same hub (remember the number of ports needed)
5. Click and hold the left mouse button
6. Drag the end of the star connection to the appropriate PC shapes
7. Release the mouse
8. Click on the drawing page to remove the sizing handles.