

Microsoft Visio XP

Workbook - Foundation Level



SAMPLE

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Installing the Sample Files into the Hard Disk

Installing the Sample Files

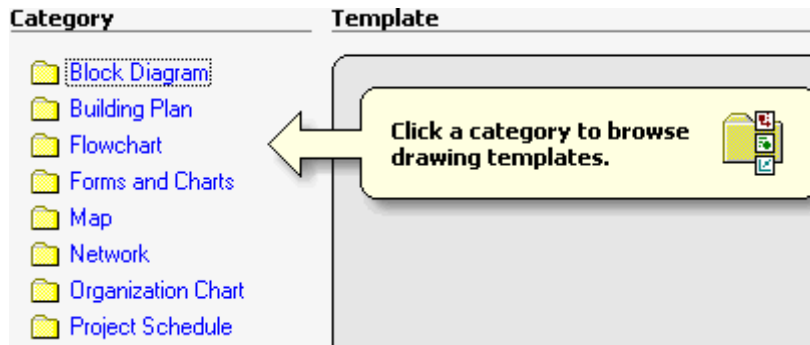
- Use Windows Explorer to create a folder called **Visio XP Foundation Samples**, in the **My Documents** folder.
- Copy the sample files for this course to the **My Documents\Visio XP Foundation Samples** folder. If these files have been copied to your network server, then ask your trainer/supervisor for more information about how to copy these files to your PC's hard disk.

SAMPLE

Using Microsoft Visio 2002

Getting to Know the Visio Environment

- Start Microsoft Visio 2002.
- The first time you open **Visio 2002**, you will be prompted to click a category to browse drawing templates:



- Click **Block Diagram** in the Category list.
- Notice there are two active areas, the **New Drawing** Task Pane on the right, and the **Template Preview** on the left.
- Click the **Hide template previews** bar on the **New Drawing** Task Pane:



- Since a new drawing **hasn't** been created, the area revealed by hiding the **Template Preview** is blank.
- Click the Show template previews bar on the New Drawing Task Pane:
- Click **Basic Diagram** in the Template list.
- Notice there are two new active areas, the **Stencils** on the left and the **Drawing Page** on the right.

- From the main menu, select **View > Task Pane**.
- Click the **Hide template previews** bar on the New Drawing Task Pane.
- Since a new drawing **has** been created, the drawing page is revealed by hiding the **Template Preview**.
- Look at the **New Drawing** Task Pane.
- Look at the task options available on this pane.
- Click the **Other Task Panes** down arrow to display all Task Panes available:



- Select **Search**.

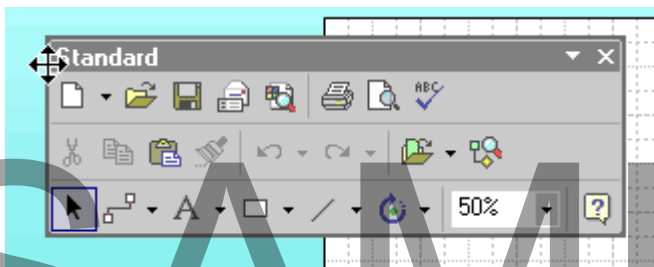
- Look at the task options available on this pane.
- Click the **Other Task Panes** down arrow and select **Insert ClipArt**.
- If a dialog box opens asking you to add clips to the Organizer, click **Later**.
- Look at the task options available on this pane.
- From the main menu, select **View > Task Pane** to hide the Task Pane.
- From the main menu, select **View > Task Pane** to display the Task Pane.
- Notice the **last** Task Pane viewed is the one that is displayed.
- Click the **Close** button to the right of the **Other Task Panes** down arrow.

Getting to Know Visio Toolbars

- Select **View > Toolbars**.
- Look at the toolbars with checks next to them. These toolbars are displayed by default.
- Select **View > Toolbars > Standard** to hide the Standard toolbar.
- Select **View > Toolbars > Standard** again to display the **Standard** toolbar.
- Select **View > Toolbars > Formatting** to hide the Formatting toolbar.
- Select **View > Toolbars > Formatting** again to display the **Formatting** toolbar.
- Position your Mouse-over the small vertical lines at the left of the **Standard** toolbar:



- Click and drag the toolbar down towards the **drawing page** so it becomes a floating toolbar:



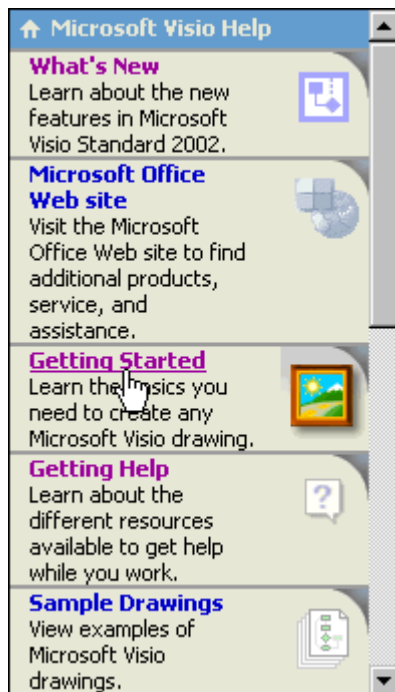
- Drag the **Standard** toolbar back to its original position above the **Formatting** toolbar.
- Position your mouse over every button on the **Standard** toolbar to see the descriptive tool name.
- Position your mouse over every button on the **Formatting** toolbar to see the descriptive tool name.

Getting Help

- Type the words **drawing page** in the **Ask a Question Box** at the top right of your screen.
- Press the **Enter** key on your keyboard.
- Click on the **About the drawing page** help topic.
- Look at how the **Microsoft Visio Help** dialog box displays the answer.
- Click the **Close** button on the **Microsoft Visio Help** title bar.
- Click the Microsoft Visio Help button on the Standard toolbar to display Microsoft Visio Help:



- Notice how opening **Microsoft Visio Help** without asking a question opens it into the **Microsoft Visio Help** home page.
- Click the Getting Started link in the Microsoft Visio Help pane:



- Read through the **Getting Started** tour by clicking **Next** at the top of the **Getting Started** window.
- Close the tour when you have finished.
- Click the **Close** button on the **Microsoft Visio Help** title bar.

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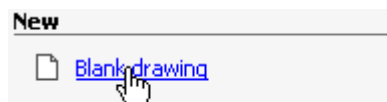
Working with Drawings

Exploring Visio

- With Microsoft Visio 2002 open, from the main menu, select **File > New > Browse Sample Drawings**.
- Double-click Forms and Charts.
- Select Marketing.vsd.
- Click **Open**.
- Look at the types of forms and charts created in the sample drawing.
- From the main menu, select **File > New > Browse Sample Drawings**.
- Double-click **Organization Chart**.
- Select **Organization Chart.vsd**.
- Click **Open**.
- Look at the organization chart created in the sample drawing.

Creating or Opening a Drawing

- From the main menu, select **File > New > Choose Drawing Type**.
- Notice how the **New Drawing** Task Pane and the **Template Preview** open.
- Click the **Blank drawing** link on the **New Drawing** Task Pane in the **New** area:



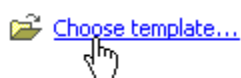
- Notice how a new blank document with no task-related stencils opens.
- Click the **Other Task Panes** down arrow.
- Select **New Drawing**.
- Click the **Choose drawing** link on the **New Drawing** Task Pane in the **New from existing drawing** area:



- This opens the **New From Existing Drawing** dialog box.
- Locate your Visio XP Foundation Samples folder.
- Select **BlockDiagram.vsd**.
- Click **Create New**.
- Notice how **BlockDiagram.vsd** is opened into a new, unnamed drawing.
- Click the **Other Task Panes** down arrow.
- Select **New Drawing**.

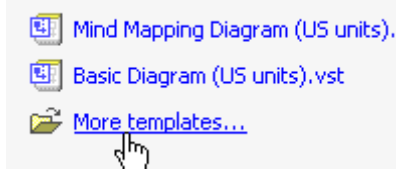
- Click the **Choose template** link on the **New Drawing** Task Pane in the **New from template** area:

New from template



Note: If you have previously opened a template, click **More templates:**

New from template



- This opens the **Browse Templates** dialog box.
- Double-click **Building Plan**.
- Select Office Layout.vst.
- Click **Open**.
- Notice the **menus**, **stencils**, **shapes**, and the **drawing page** have been changed in preparation for drawing an office layout.

Using the Basic Search Task Pane

- Click the **Search** button on the **Standard** toolbar:



- Type **BlockDiagram.vsd** in the Search text box.
- Click **Search**.
- When **BlockDiagram.vsd** appears in the **Search Results** list, click on it to open the file.

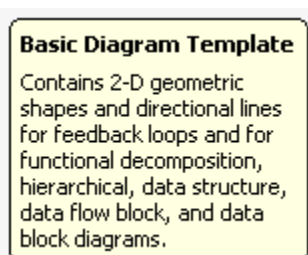
Managing Drawings

- With **BlockDiagram.vsd** open, from the main menu, select **File > Properties**.
- In the Subject box, type Sample Block Diagram.
- Click **OK**.
- From the main menu, select **File > Save**.
- From the main menu, select **File > Exit**.

Choosing a Drawing Type

Working with Visio Templates

- Open Microsoft Visio 2002.
- If the **Template Preview** is not displayed, from the main menu select **File > New > Choose Drawing Type**.
- Click **Block Diagram** in the Category list.
- Mouse-over **Basic Diagram** in the **Template** list.
- Read the descriptive text that appears at the bottom-left of the screen:



- Mouse-over **Block Diagram** in the **Template** list.
- Read the descriptive text.
- Mouse-over Block Diagram with Perspective in the Template list.
- Read the descriptive text.
- Click **Building Plan** in the Category list.
- Mouse-over **Office Layout** in the **Template** list.
- Read the descriptive text.
- Click **Flowchart** in the **Category** list.
- Mouse-over **Audit Diagram** in the **Template** list.
- Read the descriptive text.
- Mouse-over **Basic Flowchart** in the **Template** list.
- Read the descriptive text.
- Mouse-over Cause and Effect Diagram in the Template list.
- Read the descriptive text.
- Mouse-over Cross-Functional Flowchart in the Template list.
- Read the descriptive text.
- Mouse-over Mind Mapping Diagram in the Template list.
- Read the descriptive text.
- Mouse-over **TQM Diagram** in the **Template** list.
- Read the descriptive text.
- Mouse-over Work Flow Diagram in the Template list.
- Read the descriptive text.
- Click **Forms and Charts** in the Category list.
- Mouse-over Charts and Graphs in the Template list.
- Read the descriptive text.

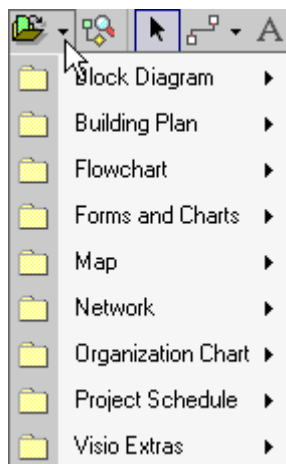
- Mouse-over **Form Design** in the **Template** list.
- Read the descriptive text.
- Mouse-over Marketing Charts and Diagrams in the Template list.
- Read the descriptive text.
- Click **Map** in the **Category** list.
- Mouse-over **Directional Map** in the **Template** list.
- Read the descriptive text.
- Mouse-over Directional Map 3D in the Template list.
- Read the descriptive text.
- Click **Network** in the **Category** list.
- Mouse-over **Basic Network** in the **Template** list.
- Read the descriptive text.
- Click **Organization Chart** in the Category list.
- Mouse-over Organization Chart in the Template list.
- Read the descriptive text.
- Mouse-over Organization Chart Wizard in the Template list.
- Read the descriptive text.
- Click **Project Schedule** in the Category list.
- Mouse-over **Calendar** in the **Template** list.
- Read the descriptive text.
- Mouse-over **Gantt Chart** in the **Template** list.
- Read the descriptive text.
- Mouse-over **PERT Chart** in the **Template** list.
- Read the descriptive text.
- Mouse-over **Timeline** in the **Template** list.
- Read the descriptive text.

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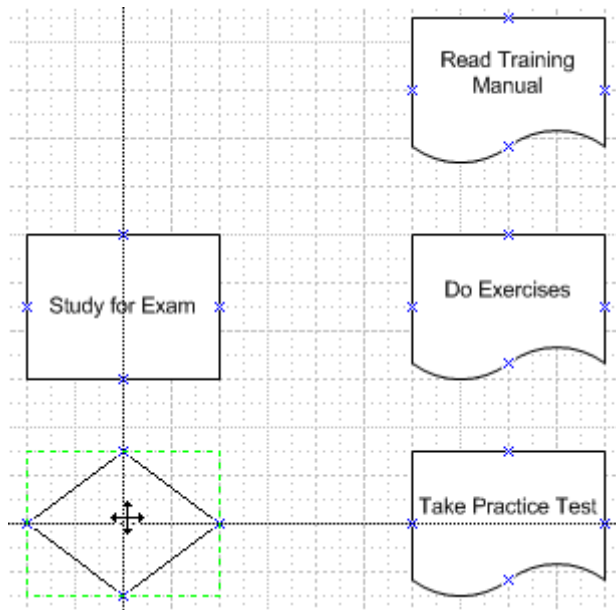
Building a Drawing

Working with Stencils and Shapes

- With the **Template Preview** open, click **Flowchart** in the **Category** list.
- Click **Basic Flowchart** in the **Template** list.
- Click the down arrow on the **Open Stencil** button on the **Standard** toolbar:



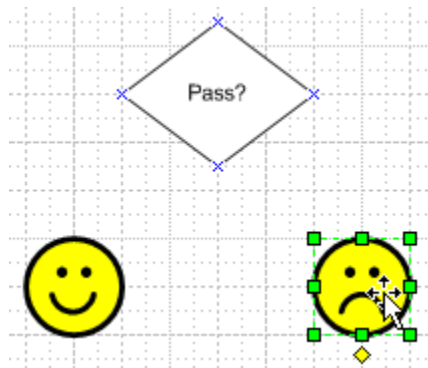
- From the drop-down menu, select **Flowchart > Mind Mapping Diagram Shapes**.
- Notice how this opens the **Mind Mapping Diagram Shapes** stencil.
- Click on the **Basic Flowchart Shapes** stencil title bar.
- Click and drag a **Process** shape from the **Basic Flowchart Shapes** stencil to the upper-left of the drawing page.
- Type **Study for Exam**.
- Click and drag a **Document** shape from the **Basic Flowchart Shapes** stencil and place it to the right of the **Study for Exam** shape.
- Type **Do Exercises**.
- Click and drag a **Document** shape from the **Basic Flowchart Shapes** stencil and place it above the **Do Exercises** shape.
- Type **Read Training Manual**.
- Click and drag a **Document** shape from the **Basic Flowchart Shapes** stencil and place it below the **Do Exercises** shape.
- Type **Take Practice Test**.
- Click and drag a **Decision** shape from the **Basic Flowchart Shapes** stencil and place it below the **Study for Exam** shape and to the left of the **Take Practice Test** shape:



- Type **Choose Exam Date**.
- Click and drag a **Process** shape from the **Basic Flowchart Shapes** stencil and place it below the **Choose Exam Date** shape.
- Type **Book Exam**.
- Click and drag a **Process** shape from the **Basic Flowchart Shapes** stencil and place it below the **Book Exam** shape.
- Type **Take Exam**.
- Click and drag a **Decision** shape from the **Basic Flowchart Shapes** stencil and place it below the **Take Exam** shape.
- Type **Pass?**.
- Click on the **Mind Mapping Diagram Shapes** stencil title bar.
- Click and drag the **Smiling Face** shape from the **Mind Mapping Diagram Shapes** stencil and place it below (slightly to the left of) the **Pass?** shape:



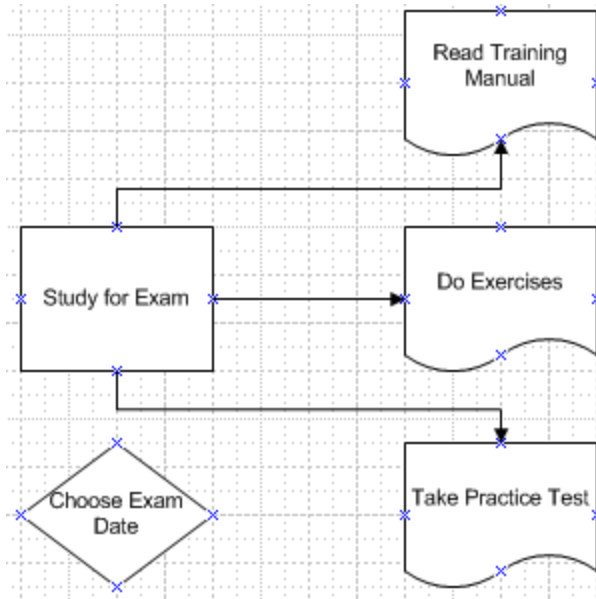
- Click and drag the **Frowning Face** shape from the **Mind Mapping Diagram Shapes** stencil and place it to the right of the smiling face and below (slightly to the right of) the **Pass?** shape:



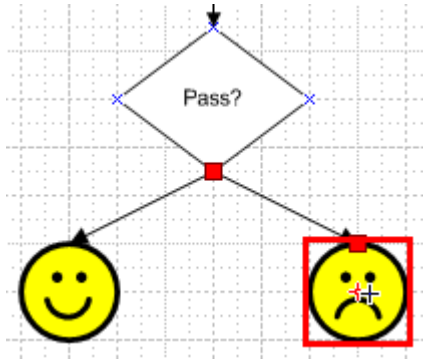
- Click and drag the **Food** shape from the **Mind Mapping Diagram Shapes** stencil and place it below the **Smiling Face** shape.
- Type **Go Out**.
- From the main menu, select **File > Save**.
- Locate your Visio XP Foundation Samples folder.
- Type **ExamProcess** in the File name box.
- Click **Save**.
- Type your name in the **Author** box.
- Type **Exam** in the **Keywords** box.
- Click **OK**.

Working with Connectors

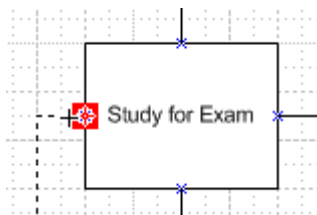
- With **ExamProcess.vsd** open, click the **Connector Tool** button on the **Standard** toolbar.
- Mouse-over the **Study for Exam** shape until a red box surrounds the shape.
- Click and drag the mouse over the **Read Training Manual** shape until a red box surrounds the shape.
- Release the mouse button.
- Mouse-over the **Study for Exam** shape until a red box surrounds the shape.
- Click and drag the mouse over the **Do Exercises** shape until a red box surrounds the shape.
- Release the mouse button.
- Mouse-over the **Study for Exam** shape until a red box surrounds the shape.
- Click and drag the mouse over the **Take Practice Test** shape until a red box surrounds the shape.
- Release the mouse button:



- Click the **Pointer Tool** on the **Standard** toolbar.
- Click on the **drawing page** to **deselect** all shapes.
- Press and hold the **Shift** key on your keyboard.
- Select the **Study for Exam** shape.
- Select the **Choose Exam Date** shape.
- Select the **Book Exam** shape.
- Select the **Take Exam** shape.
- Select the **Pass?** shape.
- Release the **Shift** key.
- From the main menu, select **Shape > Connect Shapes**.
- From the main menu, select **File > Stencils > Visio Extras > Connectors**.
- Notice this opens the **Connectors** stencil.
- Click and drag the **Flow Director 1** shape from the **Connectors** stencil to the drawing page.
- Click and drag the connector's begin point (**x**) to the **Pass?** shape until a red box surrounds the shape.
- Click and drag the connector's end point (**+**) to the **Smiling Face** shape until a red box surrounds the shape.
- Release the mouse button.
- Click and drag the **Flow Director 1** shape from the **Connectors** stencil to the drawing page.
- Click and drag the connector's begin point (**x**) to the **Pass?** shape until a red box surrounds the shape.
- Click and drag the connector's end point (**+**) to the **Frowning Face** shape until a red box surrounds the shape:



- Release the mouse button.
- Right-click on the title bar of the **Connectors** stencil.
- From the pop-up menu, select **Close**.
- Click the **Connector Tool** button on the **Standard** toolbar.
- Mouse-over the **Smiling Face** shape until a red box surrounds the shape.
- Click and drag the mouse over the **Food** shape until a red box surrounds the shape.
- Release the mouse button.
- Mouse-over the **Frowning Face** shape until a red box surrounds the shape.
- Click and drag the mouse over the **Study for Exam** left connection point until a red box surrounds the connection point:



- Release the mouse button.
- All shapes in your diagram should now be connected.
- Notice how the connector from the **Frowning Face** shape to the **Study for Exam** shape is not placed well.
- Click the **Pointer Tool** button on the **Standard** toolbar.
- Click and drag the **Frowning Face** shape to the **Smiling Face** location.
- Click and drag the **Smiling Face** shape to the old **Frowning Face** location.
- Click and drag the **Food** shape so it is under the **Smiling Face**.
- Notice how the dynamic connectors move with the shapes.
- Click the **Save** button on the **Standard** toolbar.

Adding Backgrounds, Borders, and Titles

- With *ExamProcess.vsd* open, make sure the **Pointer Tool** button on the **Standard** toolbar is selected.
- Click the title bar on the **Backgrounds** stencil to display the backgrounds available.

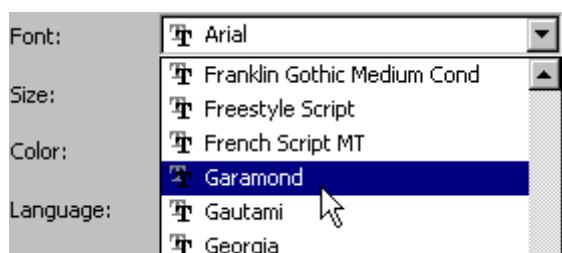
- Click and drag the **Background geometric** shape from the **Backgrounds** stencil to the drawing page.
- Click **Yes** to make the shape the background image for the page.
- From the main menu, select **Shape > Center Drawing**.
- Click the title bar on the **Borders and Titles** stencil to display the borders and titles available.
- Click and drag the **Title block retro** shape from the **Borders and Titles** stencil to the top-left of the drawing page.
- Type **Exam**.
- Click the **Save** button on the **Standard** toolbar.

SAMPLE

Formatting a Drawing

Formatting Text

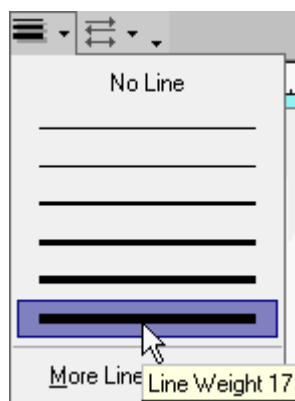
- With *ExamProcess.vsd* open, make sure the **Pointer Tool** button on the **Standard** toolbar is selected.
- Double-click the title, **Exam** (make sure the word **Exam** is selected).
- From the main menu, select **Format > Text**.
- Select **Garamond** from the **Font** drop-down menu:



- Click **OK**.
- Select **36pt** from the **Font size** drop-down menu on the **Formatting** toolbar.
- Click the **Text Color** down arrow on the **Formatting** toolbar.
- From the drop-down menu, select **Dark Blue**.
- Click the **Italic** button on the **Formatting** toolbar.
- Click the **Save** button on the **Standard** toolbar.

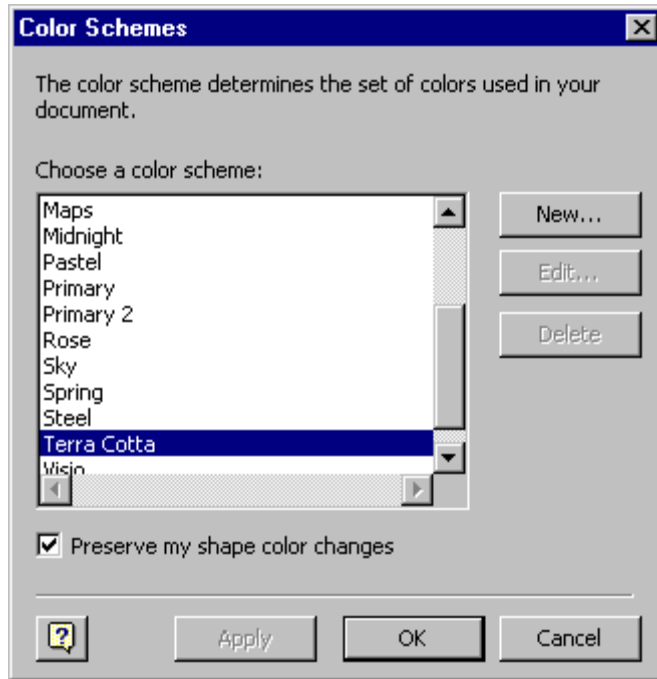
Formatting Shapes

- With *ExamProcess.vsd* open, make sure the **Pointer Tool** button on the **Standard** toolbar is selected.
- Select the **Read Training Manual** shape.
- Click the **Fill Color** down arrow on the **Formatting** toolbar.
- From the drop-down menu, select **Light Orange**.
- Click the **Line Color** down arrow on the **Formatting** toolbar.
- From the drop-down menu, select **Orange**.
- Click the **Line Weight** down arrow on the **Formatting** toolbar.
- From the drop-down menu, select **Line Weight 17**:



- Select the **Do Exercises** shape.
- Click the **Fill Color** down arrow on the **Formatting** toolbar.
- From the drop-down menu, select **Light Orange**.
- Click the **Line Color** down arrow on the **Formatting** toolbar.
- From the drop-down menu, select **Orange**.
- Click the **Line Weight** down arrow on the **Formatting** toolbar.
- From the drop-down menu, select **Line Weight 17**.
- Select the **Take Practice Test** shape.
- Click the **Fill Color** down arrow on the **Formatting** toolbar.
- From the drop-down menu, select **Light Orange**.
- Click the **Line Color** down arrow on the **Formatting** toolbar.
- From the drop-down menu, select **Orange**.
- Click the **Line Weight** down arrow on the **Formatting** toolbar.
- From the drop-down menu, select **Line Weight 17**.
- Click on the **drawing page** to **deselect** all shapes.
- Press and hold the **Shift** key on your keyboard.
- Select the three connectors between the **Study for Exam** shape and the **Read Training Manual** shape, **Do Exercises** shape, and **Take Practice Test** shape.
- Release the **Shift** key.
- From the main menu, select **Format > Corner Rounding**.
- Click the roundest corner available.
- Click **OK**.
- Right-click on the drawing page.
- From the pop-up menu, select **Color Schemes**.
- Select Terra Cotta from the Choose a color scheme list:

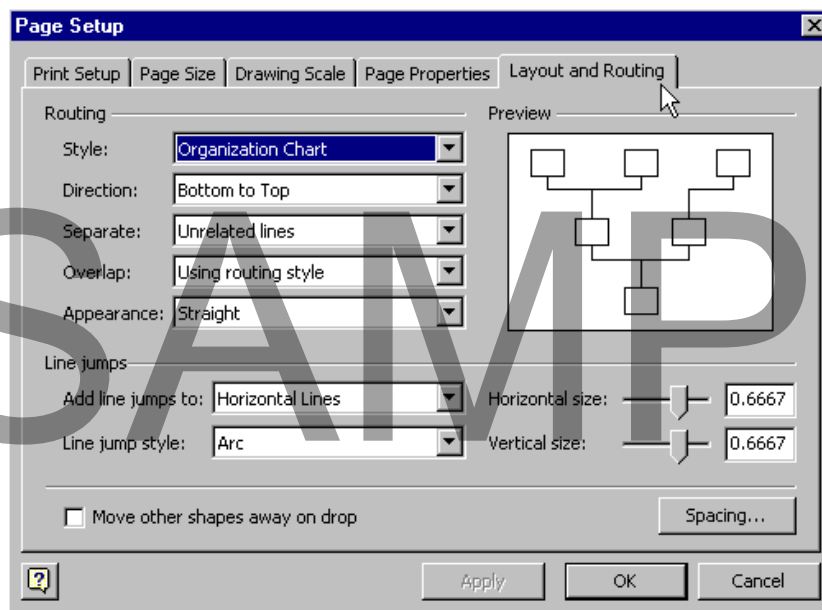
SAMPLE



- Click **OK**.

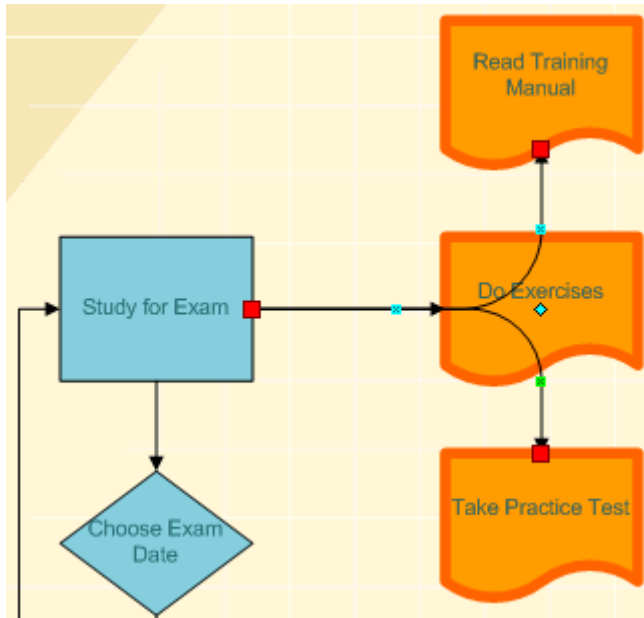
Formatting Connectors

- With *ExamProcess.vsd* open, from the main menu, select **File > Page Setup**.
- Click the **Layout and Routing** tab:



- Select **Simple Horizontal-Vertical** from the **Style** drop-down menu.
- Click **OK**.

- From the main menu, select **View > Toolbars > Layout & Routing**.
- Press and hold the **Shift** key on your keyboard.
- Select the two connectors between the **Study for Exam** shape and the orange shapes:



- Release the **Shift** key.
- Click the **Curved Lines** button on the **Layout & Routing** toolbar.
- Close the **Layout & Routing** toolbar.
- Click the **Save** button on the **Standard** toolbar.

Using Layers

- With *ExamProcess.vsd* open, from the main menu, select **View > Layer Properties**.
- Uncheck the **Connector** layer under the **Visible** category.
- Click **Apply**.
- Notice how all connectors disappear from the drawing page.
- Check the **Connector** layer under the **Visible** category.
- Click **Apply**.
- Check the **Flowchart** layer under the **Lock** category.
- Click **OK**.
- Try and click and drag any of the blue or orange shapes.
- Notice they won't move.
- Click the **Save** button on the **Standard** toolbar.

Inserting Pictures

- With *ExamProcess.vsd* open, from the main menu, select **Insert > Picture > Clip Art**.

Note: When you first use the **Insert Clip Art** Task Pane, you will be prompted to add clips to your **Clip Organizer**. This will search your computer for media clips and organize your clips into the **My Collections** folder.

- Uncheck **My Collections** in the **Search in** drop-down menu.
- Uncheck **Movies** and **Sounds** from the **Results should be** drop-down menu.
- Type **study** in the **Search text** box.
- Click **Search**.
- Scroll down the results in the Task Pane until you find the Clip Art with an owl and a book:



- Click the owl picture to insert it into your drawing.

Note: If you cannot locate this Clip Art, from the main menu select **Insert > Picture > From File**. Locate your **Visio XP Foundation Samples** folder. Select *Owl.wmf* and click **Open**.

- Click and drag the owl underneath the orange shapes.
- Click and drag the **Resize** handle so the owl picture fits underneath the orange shapes nicely.
- Click the **Save** button on the **Standard** toolbar.

SAMPLE

Setting up and Editing Pages

Managing Pages

- With *ExamProcess.vsd* open, from the main menu, right-click on the **Page-1** tab at the bottom-left of the drawing page:



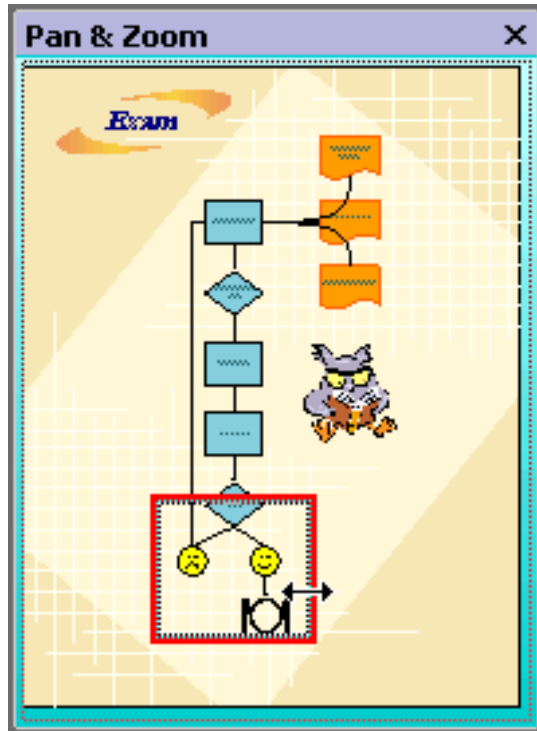
- From the pop-up menu, select **Insert Page**.
- Type **Test** in the **Name** box.
- Click **OK**.
- Right-click on the **Page-1** tab.
- From the pop-up menu, select **Rename Page**.
- Type **Exam**.
- Press the **Enter** key on your keyboard.
- Click on the **Test** tab.
- Click on the **Exam** tab.
- Notice how you are navigating between pages.
- Right-click on the **Test** tab.
- From the pop-up menu, select **Delete Page**.
- Click on the **Exam** tab.

Using Page View Tools

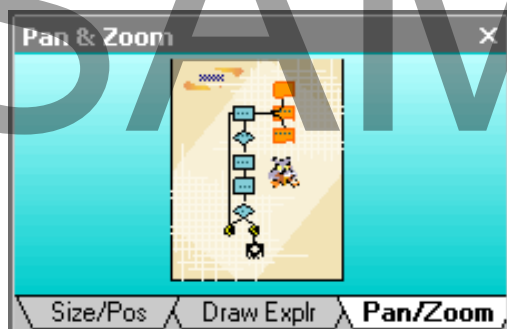
- With *ExamProcess.vsd* open, from the main menu, select **View > Toolbars > View**:



- Click the **Rulers** button on the **View** toolbar.
- Notice how the rulers disappear.
- Click the **Rulers** button on the **View** toolbar again.
- Click on the vertical ruler and drag a guide to the drawing page.
- Click the **Guides** button on the **View** toolbar.
- Notice how the guide disappears.
- Click the **Pan & Zoom Window** button on the **View** toolbar.
- Click and drag the red box in the **Pan & Zoom Window** to magnify the smiley faces:



- Click the down arrow on the **Zoom** box on the **Standard** toolbar.
- From the drop-down menu, select **Page**.
- Click the **Size & Position Window** button on the **View** toolbar.
- Select the owl picture (make sure the **Pointer Tool** button is selected).
- Look at the owl picture attributes in the **Size & Position Window**.
- Click the **Drawing Explorer Window** button on the **View** toolbar.
- In Drawing Explorer, double-click Foreground Pages.
- Double-click **Exam**.
- Double-click **Shapes**.
- Click on some shapes underneath the **Shapes** folder.
- Notice how the selected shapes are highlighted on the drawing page.
- Click and drag the **Drawing Explorer** title bar into the **Size & Position Window**.
- Click and drag the Pan & Zoom Window title bar into the Size & Position/Drawing Explorer Window.



- Close the **View** toolbar.
- Close the merged window.

- Click the **Save** button on the **Standard** toolbar.

Editing Pages

- From the main menu, select **Tools > Spelling**.
- If there are spelling errors, use the **Spelling** dialog box to correct the errors.
- If there are no spelling errors, click **OK**.

SAMPLE

Sharing Drawings

Previewing and Printing the Drawing

- With *ExamProcess.vsd* open, click the **Print Preview** button on the **Standard** toolbar.
- Click anywhere on the drawing page in **Print Preview** mode to zoom the page.
- Click the **Close** button on the **Print Preview** toolbar.
- From the main menu, select **File > Print**.
- Select a printer you can print to from the **Name** drop-down menu.
- Click the up or down arrows next to the **Number of copies** box to print **2** copies.
- Click **OK**.

SAMPLE

Customizing Visio 2002

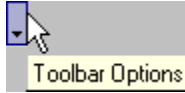
Configuring Visio 2002 Options

- With *ExamProcess.vsd* open, from the main menu select **Tools > Options**.
- Click the **General** tab in the **Options** dialog box.
- Look at the options available.
- Click the **View** tab in the **Options** dialog box.
- Look at the options available.
- Click the **Save** tab in the **Options** dialog box.
- Look at the options available.
- Click the **Regional** tab in the **Options** dialog box.
- Look at the options available.
- Click the **Spelling** tab in the **Options** dialog box.
- Look at the options available.
- Click the **File Paths** tab in the **Options** dialog box.
- Look at the options available.
- Click the **Advanced** tab in the **Options** dialog box.
- Look at the options available.
- Click **OK**.
- From the main menu, select **Tools > AutoCorrect Options**.
- Click the **AutoCorrect** tab in the **AutoCorrect** dialog box.
- Look at the options available.
- Click the **AutoFormat As You Type** tab in the **AutoCorrect** dialog box.
- Look at the options available.
- Click **OK**.

Customizing Toolbars

- With *ExamProcess.vsd* open, from the main menu select **Tools > Customize**.
- Click the **Toolbars** tab.
- Click **New**.
- Type **Sample** in the **Toolbar name** box.
- Click **OK**.
- Click the **Commands** tab.
- Select **Stencil** from the **Categories** list.
- Drag the **Icons and Details** toolbar button out of the **Commands** list, into the **Sample** toolbar.
- Select **View** from the **Categories** list.
- Drag the **Whole Page** toolbar button out of the **Commands** list, into the **Sample** toolbar.

- Drag the **Pan & Zoom Window** toolbar button out of the **Commands** list, into the **Sample** toolbar.
- Click **Close**.
- Click the **Toolbar Options** button at the right-end of the **Formatting** toolbar:



- Select **Add or Remove Buttons > Customize**.
- Select **Format Shape** from the **Categories** list.
- Drag the **Corner Rounding** toolbar button out of the **Commands** list, into the **Formatting** toolbar.
- Click **Close**.
- Notice the **Corner Rounding** button has been added to the **Formatting** toolbar.
- From the main menu, select **Tools > Customize**.
- Click the **Options** tab.
- Look at the options available.
- Click **Close**.
- Click the **Save** button on the **Standard** toolbar.
- From the main menu, select **File > Close**.
- Click the **Open** button on the **Standard** toolbar.
- Locate your Visio XP Foundation Samples folder.
- Select ExamProcessSample.vsd.
- Click **Open** to see what your drawing should look like.
- From the main menu, select **File > Exit**.

SAMPLE