

CHAPTER 4

# FORMATTING SHAPES



**INFocus**

WPL\_V504

Formatting is the process of changing the appearance of an object. The general purpose of formatting shapes on the drawing page is to enhance the appearance of the overall illustration or to draw attention to certain aspects of the drawing.

Generally, there are three aspects of an object you can change: the text within the object, the line style or the fill style.

### **In this session you will:**

- ✓ learn how to apply a fill to shapes
- ✓ learn how to format the lines in a shape
- ✓ learn how to apply shadows to shapes
- ✓ learn how to use the format painter to copy formatting
- ✓ learn how to protect shapes.

# FILLING SHAPES







Every shape you place on a drawing page has a default **format**. You can change the format of three aspects of a shape – line style, the text in a shape (if it has any) and the fill. Using the **Fill**

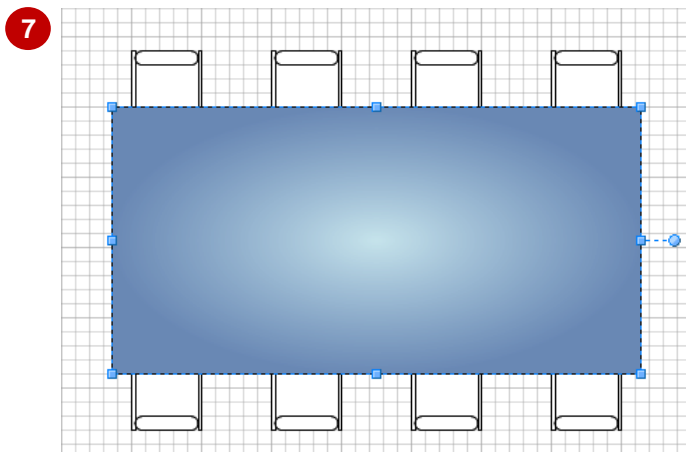
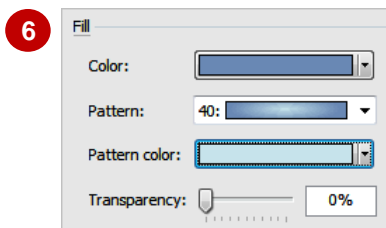
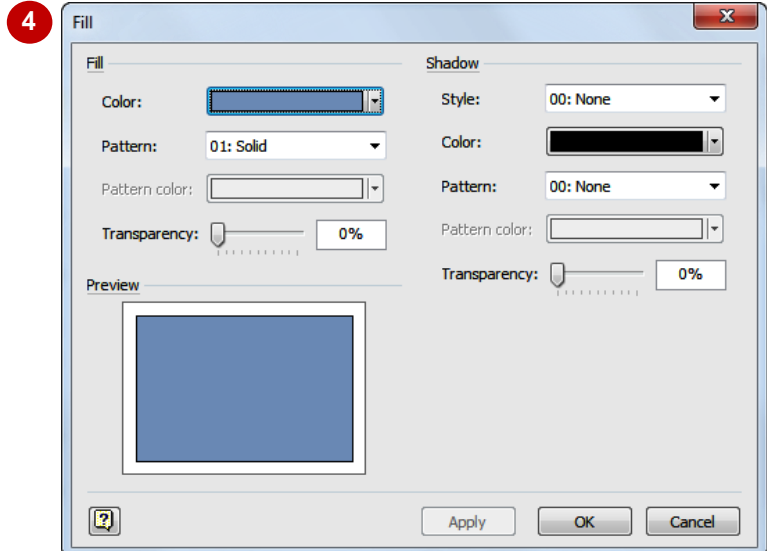
gallery, you can apply a colour to the interior of a shape. You can further modify the fill using the **Fill** dialog box. For example, you can apply a pattern, apply degrees of transparency, and more.

## Try This Yourself:

Open  
File



Before starting this exercise you **MUST** open *V504 Formatting Shapes\_1.vsd...*

- 1 Click on the table to select it
- 2 Click on the drop arrow  for **Fill**  in the **Shape** group to display the **Fill** gallery
- 3 Click on **Accent4** (mid blue) in the top row under **Theme Colours**  
You can make more changes using the **Fill** dialog box...
- 4 Click on the drop arrow  for **Fill**  and select **Fill Options** to open the **Fill** dialog box
- 5 Click on the drop arrow  for **Pattern** and scroll down to and click on option **40**
- 6 Click on the drop arrow  for **Pattern colour** and click on **Accent4, Lighter (80%)**  
This is the pale blue colour second from the right in the second row...
- 7 Click on **[OK]**  
The table will now display the new fill colour scheme



## For Your Reference...

To fill a shape:

1. Select the shape/s
2. Click on the drop arrow  for **Fill**  in the **Shape** group
3. Click on a colour or select **Fill Options** and select the desired options

## Handy to Know...

- If you want to preview how a chosen fill in the **Fill** dialog box will appear, click on **[Apply]**. The fill will be applied to the selected shape but the dialog box will still remain open. If you click on **[Cancel]** at this stage, the shape will still be filled with the colour you applied.

# FORMATTING LINES







When it comes to formatting the lines in a shape, there are various attributes that you can change. For instance, you can change the colour, weight (or the thickness of the lines), whether or not they

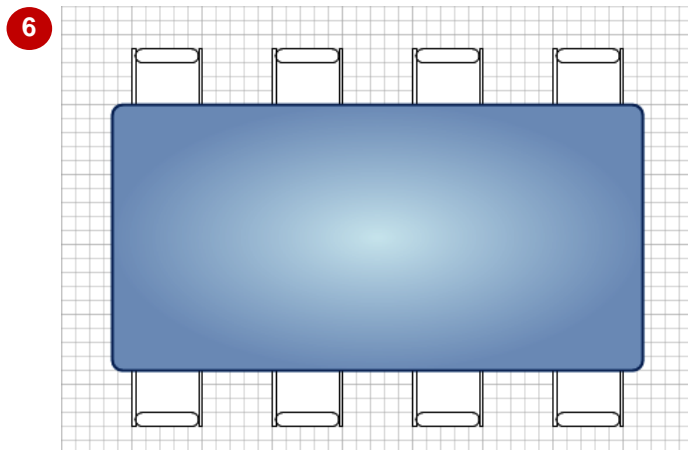
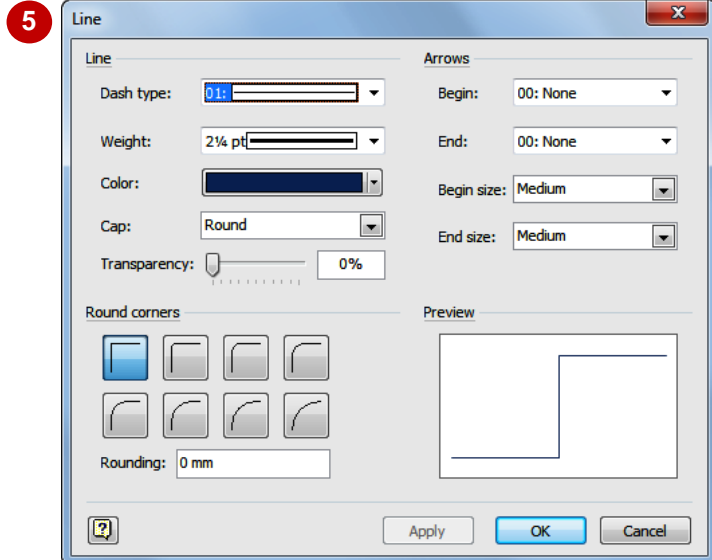
are dashed (plus how the dashes appear) and the degree of roundness of any corners. If you're formatting connectors between shapes, you can change the lines to arrows, and more.

## Try This Yourself:

Same  
File



Continue using the previous file with this exercise, or open the file *V504 Formatting Shapes\_2.vsd...*

- 1 Click on the table to select it
- 2 Click on the drop arrow  for **Line**  in the **Shape** group to display the **Line** gallery
- 3 Click on **Line** (dark blue) in the top row under **Theme Colours** (fourth from the left)  
*You can thicken the line...*
- 4 Click on the drop arrow  for **Line**  and select **Weight** > **2¼ pt**
- 5 Click on the drop arrow  for **Line**  and select **Line Options** to open the **Line** dialog box  
*Let's change the corners of the table...*
- 6 Click on the third option from the left in the top row under **Round corners**, click on **[OK]** then deselect the shape to see the result



## For Your Reference...

To format the line of a shape:

1. Select the shape/s
2. Click on the drop arrow  for **Line**  in the **Shape** group
3. Click on a colour or select **Line Options** and select the desired options

## Handy to Know...

- You can access the **Line** dialog box by right-clicking on a shape and selecting **Format > Line**. You can also access the other two formatting dialog boxes – **Fill** and **Text** – by selecting **Format > Fill** or **Format > Text**.

# APPLYING SHADOWS






To give depth to shapes in your drawing and thereby add the impression of dimension, you can apply shadows to the shapes. You can pick from a range of colours and patterns for the

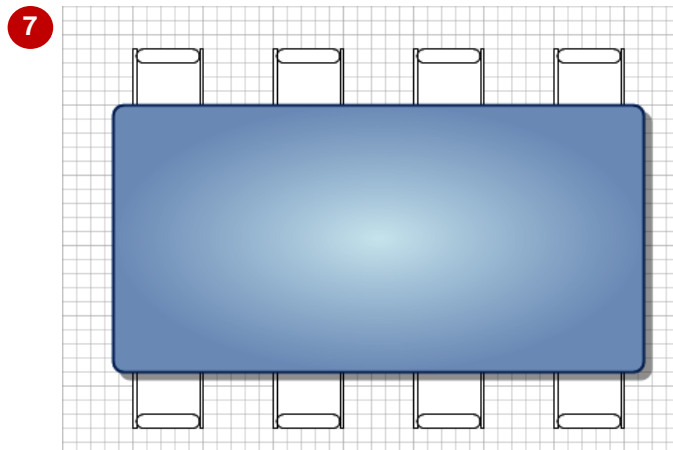
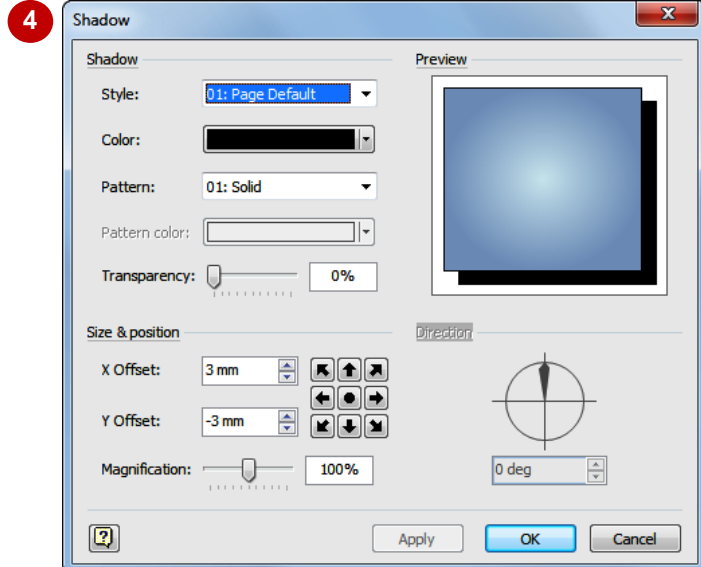
shadow effect and alter the transparency to enable you to see through the shadow.

## Try This Yourself:

Same File



Continue using the previous file or open the file *V504 Formatting Shapes\_3.vsd...*

- 1 Click on the table to select it
- 2 Click on the drop arrow  for **Shadow**  in the **Shape** group to display the **Shadow** gallery
- 3 Select **Use Default** (which appears above the **Theme Colours**)  
*It's very black but that's ok...*
- 4 Click on the drop arrow  for **Shadow**  and select **Shadow Options** to open the **Shadow** dialog box
- 5 Drag the sliding indicator for **Transparency** in **Shadow** until it reads **70%**  
*By altering the transparency, you will still be able to see the chairs that are overlapped through the shadow effect...*
- 6 Change **X Offset** to **2 mm** and **Y Offset** to **-2 mm** to alter the position of the shadow slightly
- 7 Click on **[OK]**, then press  to deselect the table  
*The table now displays a shadow as though the light was coming from the top left corner of the page*





## For Your Reference...

To apply a shadow to a shape:

1. Select the shape/s
2. Click on the drop arrow  for **Shadow** 
3. Select **Shadow Options**
4. Select the desired options

## Handy to Know...

- To remove a shadow from a selected shape, click on the drop arrow  for **Shadow**  and select **No Shadow**.
- You can change the position of the shadow (such as **Oblique, down**) by selecting the desired **Style** in the **Shadow** dialog box.

# USING THE FORMAT PAINTER

If you have numerous shapes that you want to format identically, you could pre-select them before applying the formatting. Alternatively, you could apply the formatting to one shape, check

that you like it and then use the **Format Painter** to apply the formatting to other shapes. You can use this tool to paint the formatting once, or by locking it on you can apply the formatting to multiple shapes.

## Try This Yourself:

**Same File**

Continue using the previous file or open the file V504 Formatting Shapes\_4.vsd...

1

Select the top left chair  
*Let's quickly format this chair...*

2

Format the chair using the settings as shown

3


With the chair selected, click on **Format Painter**  in the **Clipboard** group

*The mouse pointer will now include a paintbrush icon...*

4

Click on the second top chair  
*The format will be applied to the chair and the paintbrush icon will disappear – the tool will turn off after one application...*

5

Double-click on the **Format Painter** tool 


*This will lock the tool on so that you can copy the format more than once...*

6

Click on the other chairs to copy the formatting to them

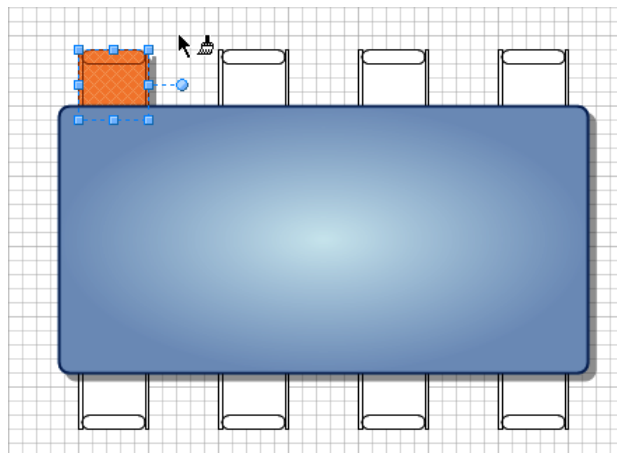
*The table and chairs are now complete...*

7

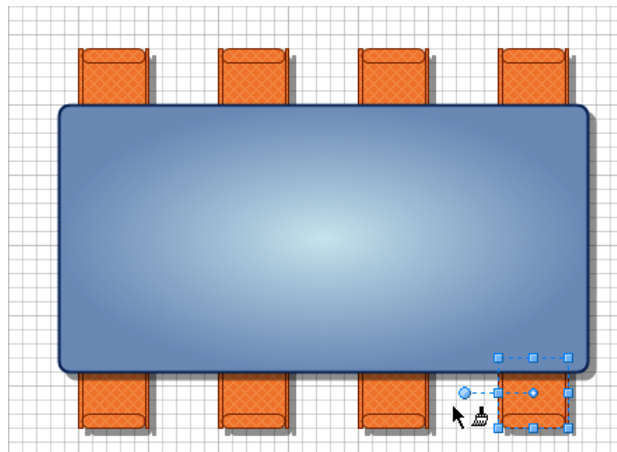
Click on the **Format Painter** tool  again to turn it off

<b>2</b>	<b>Fill</b>	Colour	Accent5 (orange in 1 <sup>st</sup> row under Theme Colours)
		Pattern	04
	<b>Line</b>	Colour	Accent5, Darker 50% (bottom right colour under Theme Colours)
	<b>Shadow</b>	Colour	Black
		Transparency	70%
		X Offset	2 mm
		Y Offset	-2 mm

3




6



## For Your Reference...

To copy shape formatting:

1. Click on the formatted shape
2. Click or double-click on **Format Painter**  in the **Clipboard** group
3. Click on the shape to be formatted

## Handy to Know...

- You can also press **Esc** to turn off the **Format Painter**.
- You can use the keyboard shortcut **Ctrl** + **Shift** + **P** to turn on and off the **Format Painter**.

# PROTECTING SHAPES

If you want to secure one or all aspects of an object, you can use Visio's **Protection** feature. You can independently **protect** the individual aspects of a shape including its position, width

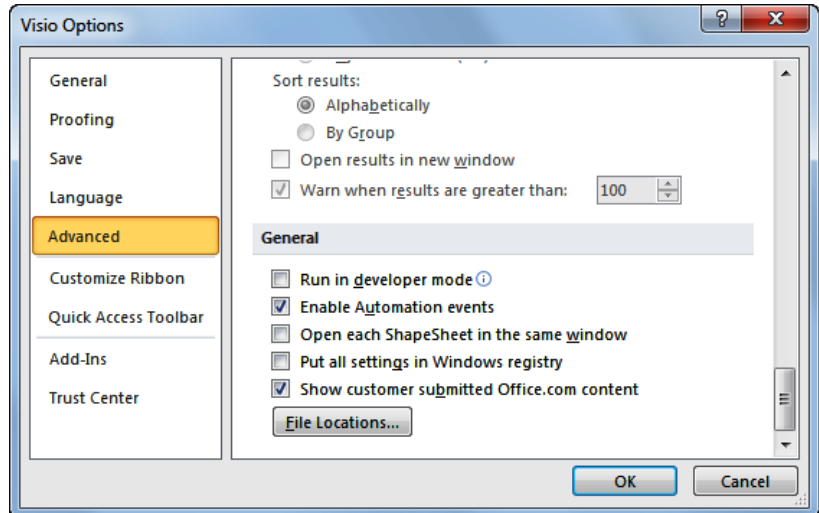
and height, angle of rotation, ability to be selected and the ability to be deleted. This is ideal for situations where you want to provide users with a drawing that they cannot easily modify.

## Try This Yourself:

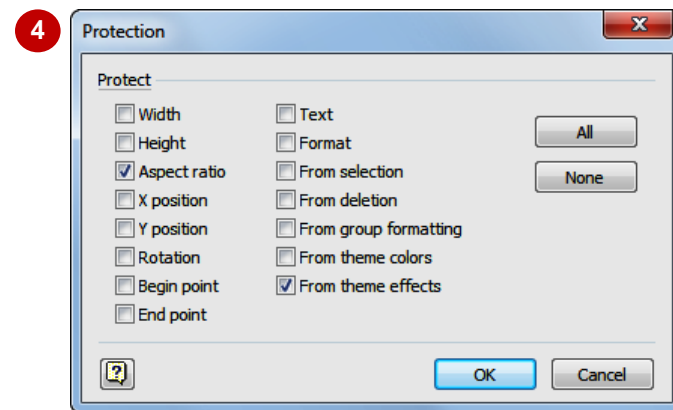
Same File

Continue using the previous file or open the file *V504 Formatting Shapes\_5.vsd...*

- 1 Select the table and chairs  
*The shape protection feature is found on the Developer tab...*
- 2 Click on the **File** tab, click on **[Options]**, click on the **Advanced** category, then scroll to the **General** section
- 3 Tick **Run in developer mode** under **General**, then click on **[OK]** to add the **Developer** tab to the ribbon
- 4 Click on the **Developer** tab, then click on **Protection** in the **Shape Design** group to open the **Protection** dialog box
- 5 Tick **From deletion**, then click on **[OK]**  
*Now, you should not be able to delete any of the protected shapes...*
- 6 Press **[Del]**  
*A message will display warning that you cannot delete the shape...*
- 7 Press **[Esc]** to clear the message, then repeat steps **2** and **3** to turn off developer mode



2



4

## For Your Reference...

To **apply protection** to shapes:

1. Select **File > Options > Advanced** and tick **Run in developer mode**
2. Select the shape/s
3. Click on **Protection** (**Developer** tab)
4. Click on the required protection options

## Handy to Know...

- If you tick **From selection** in the **Protection** dialog box, you must apply protection to the document. To do this, tick **Drawing Explorer Window** in the **Show/Hide** group (**Developer** tab). Right-click on the drawing's name and select **Protect Document**. Tick **Shapes** under **Protect**, then click on **[OK]**.