

## CHAPTER 6

# CONTAINERS

**INFocus**

WPL\_V517

A **container** is a special shape in Visio that visually groups together logically-related shapes on the page.

By creating a container, typing a heading label, adding specific shapes and then formatting the container, your drawing will clearly show which processes belong together.

**In this session you will:**

- ✓ learn how to add containers
- ✓ learn how to add shapes to a container
- ✓ learn how to format containers
- ✓ learn how to delete containers.

# ADDING CONTAINERS


**Containers** are special shapes that you can use to visually highlight related shapes in a diagram. You can add containers to a page using one of two methods. If you want to include existing

shapes in a container, you simply preselect them before inserting a container. Otherwise, you can insert an empty container on the page and drag shapes into it as desired.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *V517 Containers\_1.vsd...*

**1** Click on the **Insert** tab, then click on **Container**  in the **Diagram Parts** group to open the **Container** gallery

**2** Click on **Container 5** to insert an empty container into the centre of the drawing

**3** Drag the container to a blank area of the page


*We'll show you how to add shapes to this container in the next exercise.*

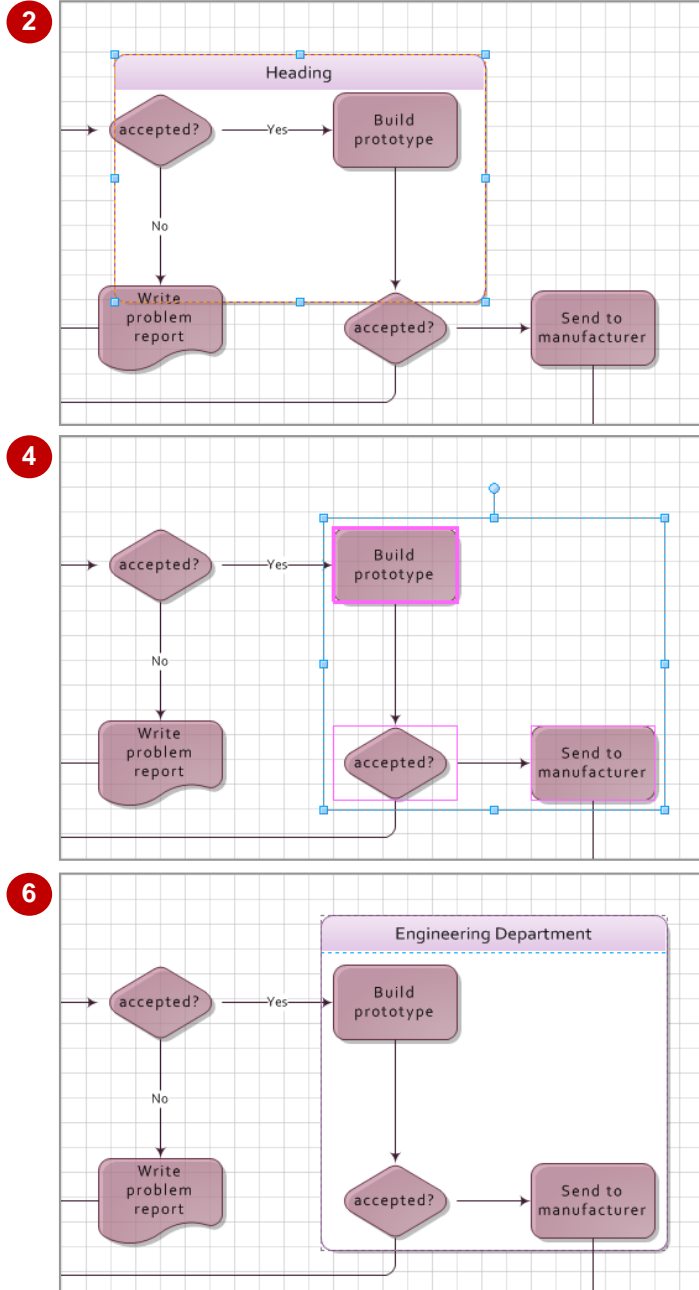
*Let's insert another container, but this time you'll preselect some shapes...*

**4** Select the three shapes as shown

**5** Repeat steps **1** and **2** to insert a container containing the three shapes


*Notice that it is sized to fit the shapes it contains...*

**6** With the container still selected, type **Engineering Department** and press  to add the heading



## For Your Reference...

To add a container to a drawing:

1. If desired, select the shapes to be included in the container
2. Click on **Container**  in the **Diagram Parts** group on the **Insert** tab
3. Click on the option

## Handy to Know...

- By default, containers are formatted to fit the shapes they contain and to resize automatically when you add extra shapes to them.

# ADDING SHAPES TO A CONTAINER

If you have added an empty container to your drawing, you can add shapes to it by dropping them into the container. As you drag a shape into the container, the container's border will highlight

in orange indicating that the shape will be confined in the container when you release the mouse button. As you add extra shapes, the size of the container will increase to fit them by default.

## Try This Yourself:

Same  
File

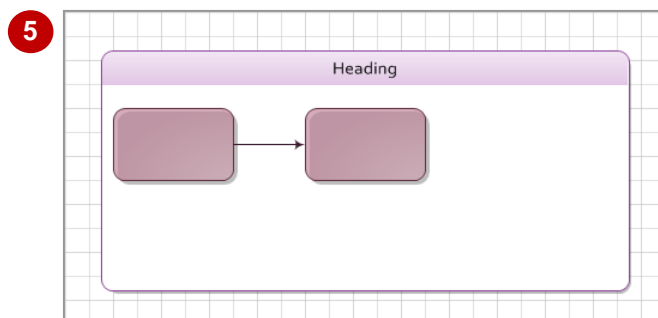
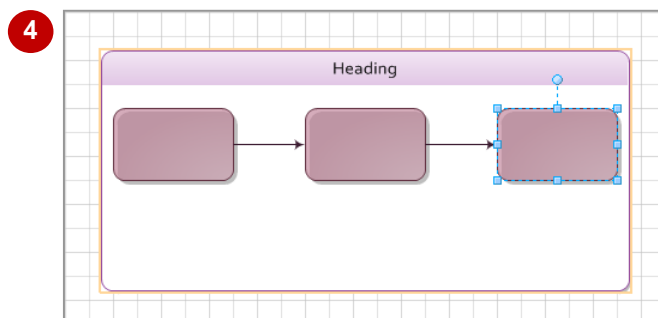
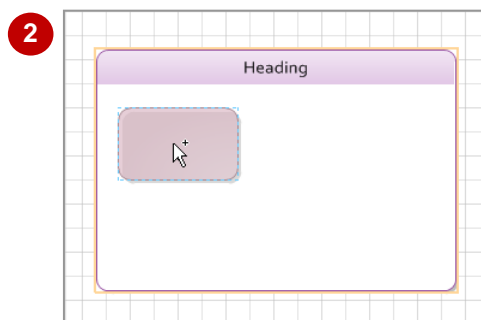
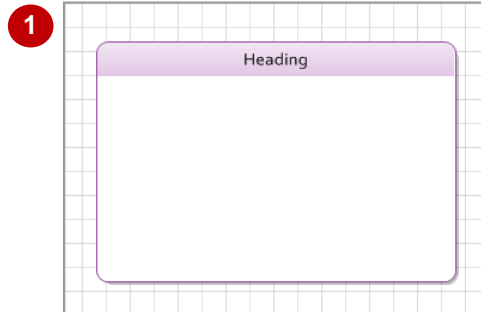
Continue using the previous file or open the file V517 Containers\_2.vsd...

- 1 Scroll down to the empty container on the page
- 2 Drag a **Process** shape from the **Shapes** window into the container – notice the orange border – then drop the shape in the container
- 3 Use **AutoConnect** to add another **Process** shape to the right
- 4 Repeat step 3 to add another shape to the right

The container will resize automatically. Let's see what happens when you delete a shape...

- 5 Click on one of the shapes in the container and press

The container won't resize but you can force it to as you will see in the next exercise



## For Your Reference...

To add shapes to a container:

1. Drag the desired shapes into the container

## Handy to Know...

- If a container's border isn't orange when you select the shape, move the shape slightly – this will trick Visio into assuming you are dropping the shape into the container.
- You can drop shapes onto a border of a container. In this case, only the one border will be orange as you drop the shape.

# FORMATTING CONTAINERS

Visio lets you alter the appearance of the containers in your drawing. Using the commands on the **Container Tools: Format** tab, you can select a different style to the one you chose when

you first created the container. You can apply an alternative heading style, alter the margins between the shapes and the container's border, and more.

## Try This Yourself:

**Same File**


Continue using the previous file or open the file V517 Containers\_3.vsd...

**1**

Click on the **Heading** container's border to select it, then click on the **Container Tools: Format** tab


*This tab contains all of the tools that you need to work with containers. You can change the overall style of a container...*

**2**


Click on the **More** button  for **Container Styles** and select **Style 8**

*You can alter the layout and appearance of the heading in a container*

**3**


Click on **Heading Style**  and select **Heading Style 2**

**4**

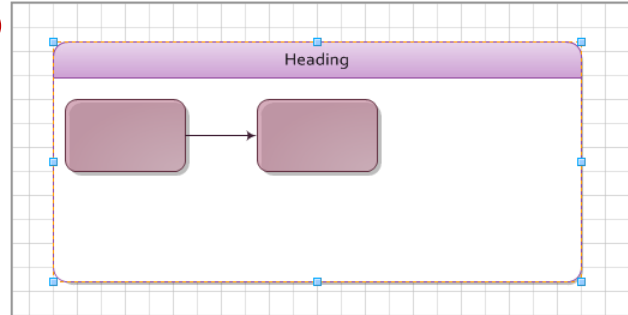
Click on **Fit to Contents**  in the **Size** group to resize the container

*The container is now quite snug around its member shapes. You can add more white space using the Margins feature...*

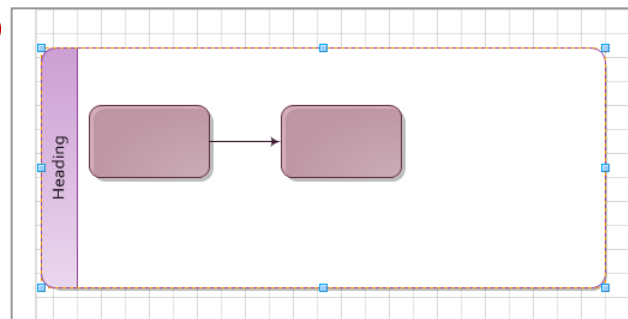
**5**

Click on **Margins**  in the **Size** group and select **5 mm**

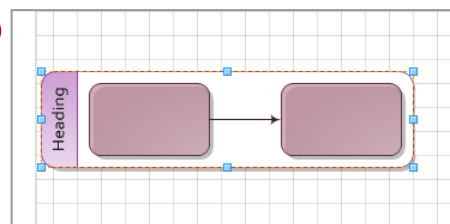
**2**



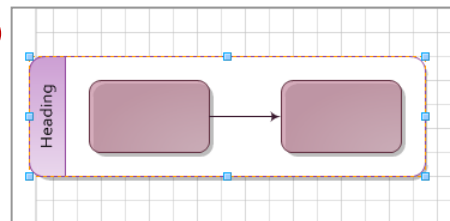
**3**



**4**



**5**



## For Your Reference...

To **format a container**:

1. Click on the container to select it
2. Click on the **Container Tools: Format** tab
3. Select the desired options

## Handy to Know...

- You can format a container using the tools on the **Home** tab. For instance, you can format the heading label text, fill the container, alter its shadow, modify the lines and so on.

# DELETING CONTAINERS

If you have a container in your drawing that you want to remove, you can. But, if you simply select the container shape and press **Del**, you will delete not only the container but also the shapes

it contains. If this is the result you require, then this method is perfect. If, however, you want to delete the container only, you must use the **Disband Container** feature instead.

## Try This Yourself:

**Same File**

Continue using the previous file or open the file V517 Containers\_4.vsd...

**1** Click on the **Heading** container to select it

**2** Press **Del**

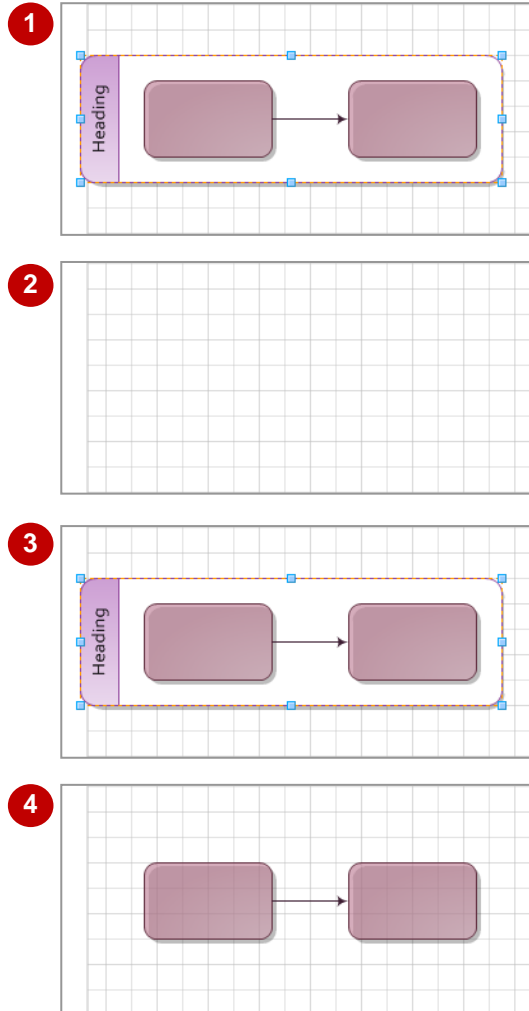
Because Visio treats a container and its shapes as one unit, the shapes will also be deleted when you delete the container...

**3** Press **Ctrl + Z** to reverse the deletion

We want to actually delete the container but retain the shapes in the drawing...

**4** Click on the **Container Tools: Format** tab, then click on **Disband Container** in the **Membership** group

This time Visio will delete only the container



## For Your Reference...

To delete a container and its shapes:

1. Click on the container and press **Del**

To delete a container only:

1. Click on the container
2. Click on **Disband Container** in the **Membership** group

## Handy to Know...

- Once you've finished working on a container, you can lock it by clicking on **Lock Container** in the **Membership** group. This ensures you don't accidentally delete or add shapes to it. If you use AutoConnect to 'add' a shape to a locked container, it will be actually on top of the container and not in it!

# NOTES:

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