

CHAPTER 7

WORKING WITH TEXT

INFocus

WPL_V506

Microsoft Visio is a tool that enables you to take concepts and procedures and display them graphically. However, you still need to use text in your drawings to:

- label objects
- create headings and subheadings
- instruct, inform or expand on a particular concept or feature.

There are two main forms of text in Visio:

- text used for shapes and labels
- free-form text used for headings and instructions.

In this session you will:

- ✓ learn how to add text to shapes
- ✓ learn how to format text
- ✓ learn how to create a text block
- ✓ learn how to align text
- ✓ learn how to create a bulleted list
- ✓ learn how to create a table in a drawing
- ✓ learn how to spell check text.

ADDING TEXT TO SHAPES


You can add text labels to the majority of shapes in Microsoft Visio. After dragging a shape onto the page, you can type text immediately into the shape. The centre-aligned text will appear inside

the shape if there's room or immediately below the shape if there isn't. Alternatively, you can return to a shape at another time, select it and type a text label.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file *V403 Text_1.vsd...*

1 Using the **Pointer** tool , click on the top left **Start/End** shape to select it and type **Start**


2 Click outside the shape to deactivate text editing mode


You can also add text as soon as you place a shape on the drawing page...

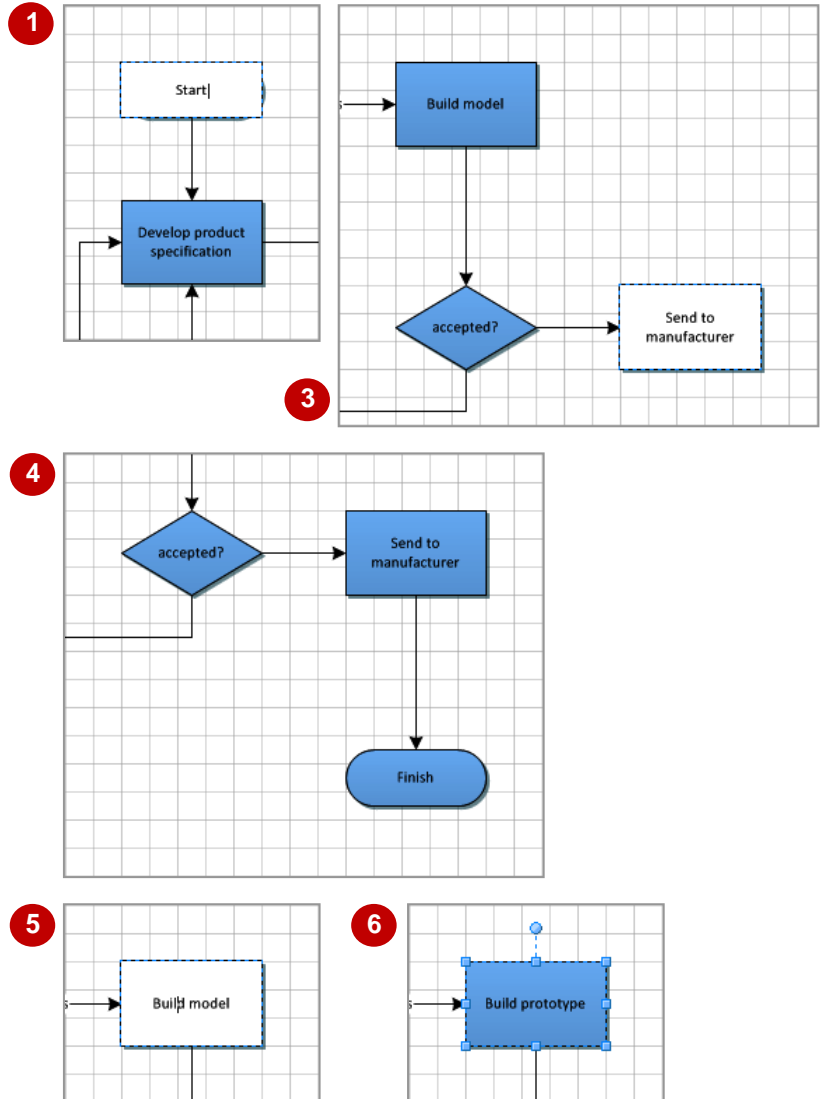
3 Hover over the bottom right **Decision** shape, then use the right-pointing AutoConnect arrow to insert a **Process** shape and type **Send to manufacturer**


4 Repeat step 3 to add a **Start/End** shape with the text **Finish** below the new **Process** shape

You can edit text in a shape...

5 Click on the **Text** tool , then click on the **Build model** **Process** shape to place the text in edit mode


6 Double-click on **model** to select the text, type **prototype**, then click on the **Pointer** tool  to de-activate text editing mode




After labelling a shape, you can move and rotate the text label as desired. Click on the **Text Block** tool  in the **Tools** group, then click on the shape to select it. Hover over the centre of the text and drag to reposition the text, or hover over the top rotation handle and drag to rotate the text.

For Your Reference...

To add text to shapes:

- As soon as you have placed the shape on the page, type the desired text
or
Click on an existing shape with the **Pointer** tool  and type the desired text

Handy to Know...

- You can also double-click on a shape with the **Pointer** tool  to place the shape into text editing mode.
- If you want to force text to the next line (or paragraph), press **Enter**.
- If you add text to a shape that is rotated onto its side, the text will display vertically.

FORMATTING TEXT

Text can be **formatted** to improve its readability or to match a particular company style. You can, for instance, use text colour to highlight key tasks or you can increase the font size to improve

visual clarity. The most successful readability is typically achieved by keeping the format simple and consistent. To format selected text, use the tools in the **Font** group or settings in the **Text** dialog box.


Try This Yourself:

Same File


Continue using the previous file or open V506 Working With Text_2.vsd...

- 1 Click on the **Start/End** shape, press **[Ctrl]** and click on each of the other seven shapes


Let's increase the size of the font so the text is easier to read...

- 2 Click on the drop arrow  for **Font Size** in the **Font** group and select **9pt**

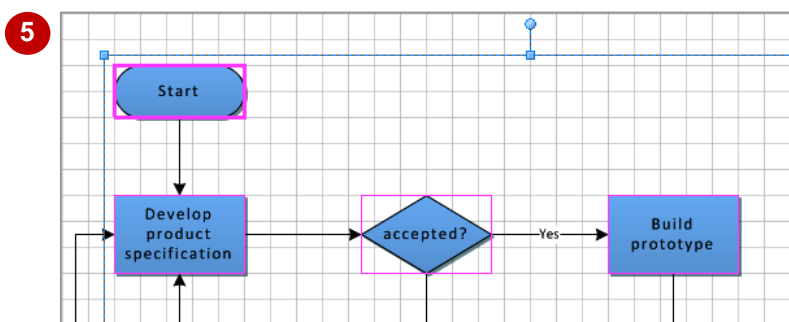
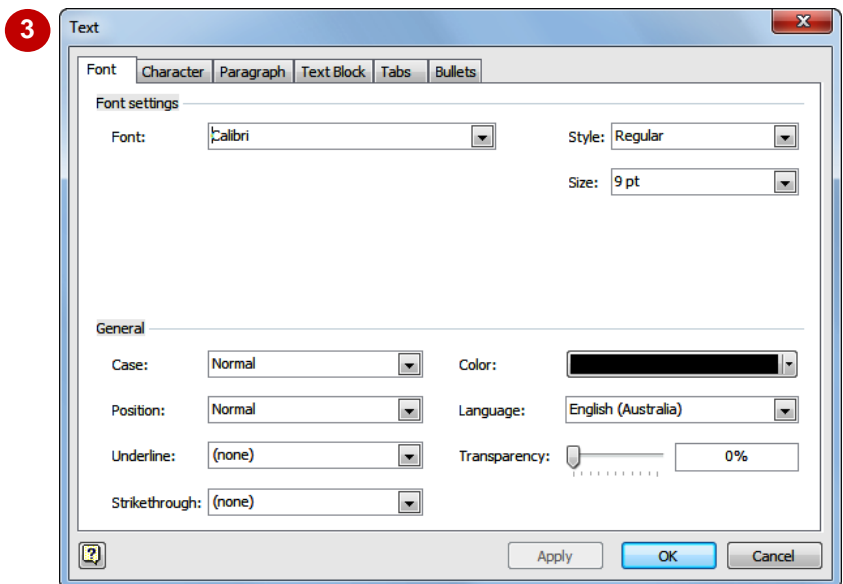
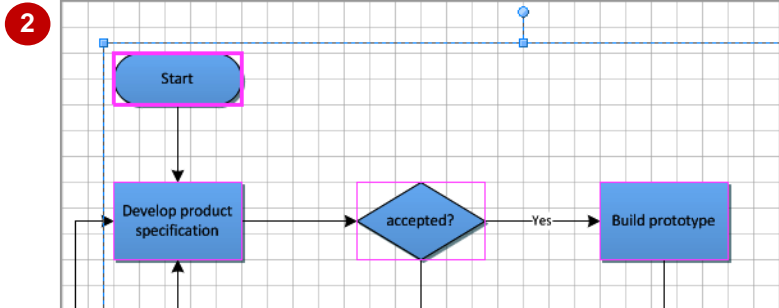
You can alter more attributes using the **Font** and **Character** tabs of the **Text** dialog box...

- 3 Click on the **dialog box launcher**  for **Font** to open the **Font** tab of the **Text** dialog box

- 4 Spend a moment looking at the attributes you can change, then click on the **Character** tab


- 5 Click on the drop arrow  for **Spacing** and select **Expanded**, then click on **[OK]**

By expanding the characters slightly, the text is clearer still





For Your Reference...

To format text:

1. Select the text to be formatted
2. Click on the desired tools in the **Font** group on the **Home** tab or
Click on the **dialog box launcher**  for **Font** and alter the desired attributes

Handy to Know...

- You can copy formatting from one shape to another using the **Format Painter** tool . Click on the formatted shape, then click on **Format Painter**  and click on the unformatted shape.


CREATING TEXT BLOCKS

As well as adding text labels to shapes, you can add text to blank areas of the drawing by inserting a **text block** object. Text blocks are areas of text that can be moved, resized and


formatted. For example, you may use a text block to insert a heading or to provide additional information for the drawing. You create a text block by using the **Text** tool.


Try This Yourself:

Same File Continue using the previous file or open V506 Working With Text_3.vsd...

1 Click on the **Text** tool  then click on a blank area to create a default-sized text block


2 Type **Product Development – Work Flow**

3 Triple-click on the text to select it, change **Font Size** to **24pt**, then click on the drop arrow  for **Font Colour** and click on **Fill, Darker 50%** (row 6, col 5)
Let's resize the text box...

4 Click on the **Pointer** tool , then drag the middle left handle to the left to increase the width of the text block

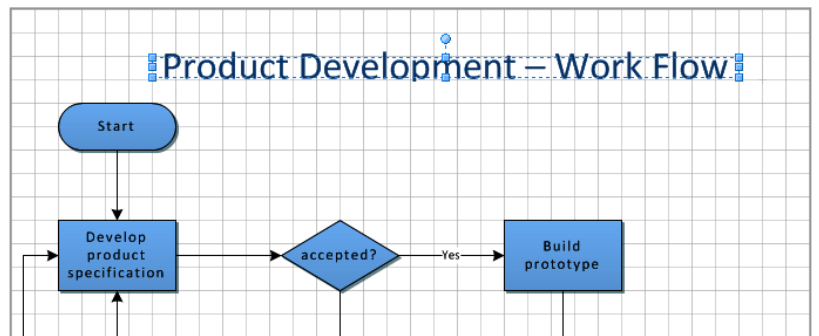
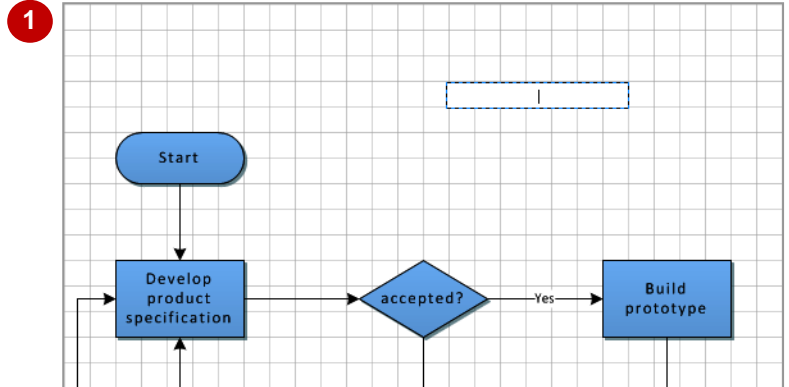
5 Press **Esc** to deselect the text block

Let's insert another text block...

6 Click on the **Text** tool  then drag out a text block as shown

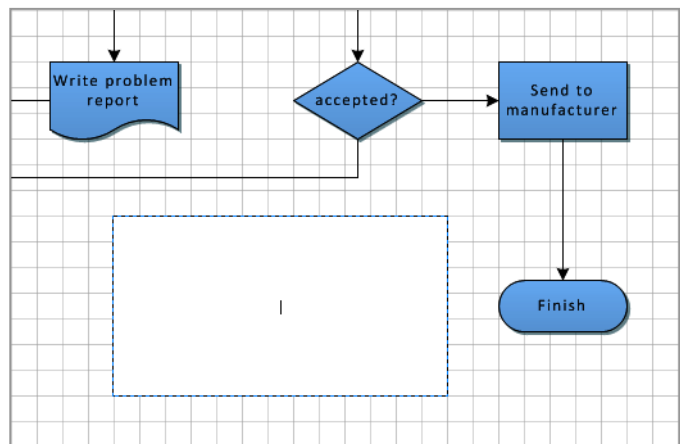
7 Type **This diagram is a representation only of the work flow sequence when developing a new product. It should not be used as an accurate representation of all products.**

8 Press **Esc** twice to deselect the text block




4

6




For Your Reference...



To create a default-sized text block:

- Using the **Text** tool , click on a blank area and type the text

To create a custom-sized text block:

- Using the **Text** tool , click and drag out a text block and type the text

Handy to Know...

- You can apply a coloured background to the text in a text block. To do this, select the text block, click on the **dialog box launcher**  for **Font** and select a **Solid colour** on the **Text Block** tab of the **Text** dialog box.
- You usually use the **Text** tool  when working with text that is not tied to a shape.

ALIGNING TEXT


There are two **alignment** schemes in Visio – horizontal and vertical. **Horizontal** alignment offers left, right, centre and justified alignment of text within an object. **Vertical** alignment enables

you to align the text at the top, bottom or middle of the object. By default, the horizontal and vertical alignment is set to **centre** and **middle** so that the text appears in the middle of a shape or text block.


Try This Yourself:


Same File

Continue using the previous file or open V506 Working With Text_4.vsd...


1 Click on the **Pointer** tool , then click on the text block that reads **This diagram is...** to select it

The text is currently centre-aligned and in the middle of the text block...

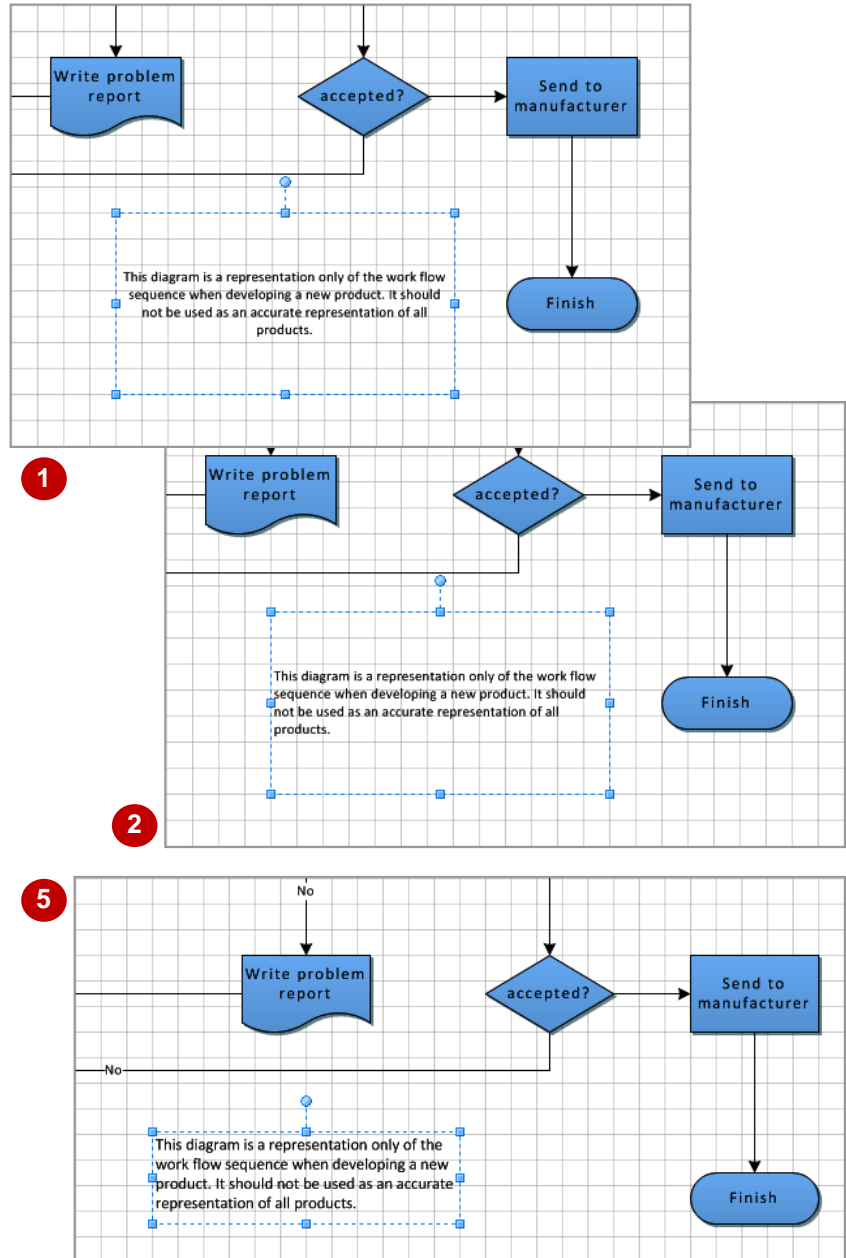
2 Click on **Align Left**  in the **Paragraph** group to change the horizontal alignment to left

3 Click on **Align Top**  in the **Paragraph** group to change the vertical alignment to top

Let's format this text to increase its readability...

4 Click on the drop arrow  for **Font Size** and select **9pt**

5 Drag a corner handle of the text block to resize it, then hover over the centre of the text block and move it into a position similar to as shown




For Your Reference...

To align text:

1. Select the text block or shape with text
2. Click on the horizontal alignment tool and/or vertical alignment tool in the **Paragraph** group

Handy to Know...

- You can also adjust the alignment of text block text in the **Text** dialog box. Click on the **dialog box launcher**  for **Paragraph** to open the **Text** dialog box. Change the horizontal **Alignment** on the **Paragraph** tab and the vertical **Alignment** on the **Text Block** tab.









CREATING BULLETED LISTS

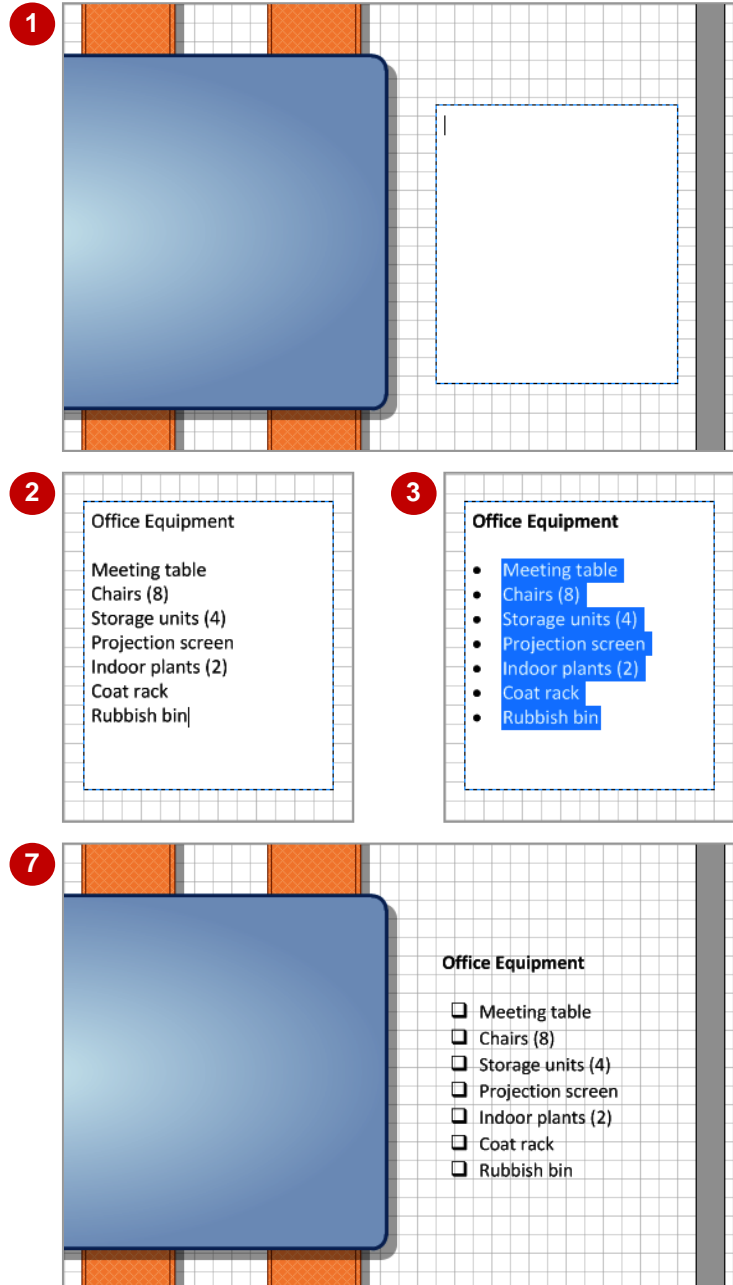
Although Visio is not a word processing application, it still allows you to create bulleted lists in a drawing. And once you have created a bulleted list, you can modify it to a reasonable

degree. For instance, you can select from several bullet characters or use a custom character, alter the spacing between the bullets and text, and increase the size of the bullets.

Try This Yourself:


Open File Before starting this exercise you **MUST** open *V506 Working With Text_5.vsd...*

- 1 Use the **Text** tool  to draw a text block to the right of the table, then click on **Align Left**  and **Align Top** 
- 2 Type **Office Equipment**, press  twice, then type the list as shown
- 3 Select **Office Equipment** and click on **Bold** , then select the seven list items and click on **Bullets**  in the **Paragraph** group
- 4 Click on the **dialog box launcher**  for **Paragraph**, then click on the **Bullets** tab
- 5 Click on the bottom left option (squares) under **Style**, increase **Font size** to **110%** (this will increase the size of the bullet character, not the text) and increase **Text position** to **0.8 cm** (or **8 mm**) – this will adjust the distance between the bullet and the text
- 6 Click on the **Paragraph** tab, then increase **Before text** to **0.8 cm** (or **8 mm**) – this will indent the bullet character slightly from the left margin
- 7 Click on **[OK]**, then press  twice to see the result



For Your Reference...

To create a bulleted list:

1. Create a text block
2. Type the text for the list and select it
3. Click on **Bullets** 

Handy to Know...

- When you apply bullets to selected text, the bullet character that was used for the last bulleted list will be applied by default.
- You can use a custom character for the bullet character. To do this, type the desired character (* , – etc) in **Bullet characters** on the **Bullets** tab of the **Text** dialog box.

CREATING TABLES

Visio doesn't have a ribbon command for inserting a table, but by opening the **Charting Shapes** stencil you can use the **Grid** shape to create a table into which you can enter text. You

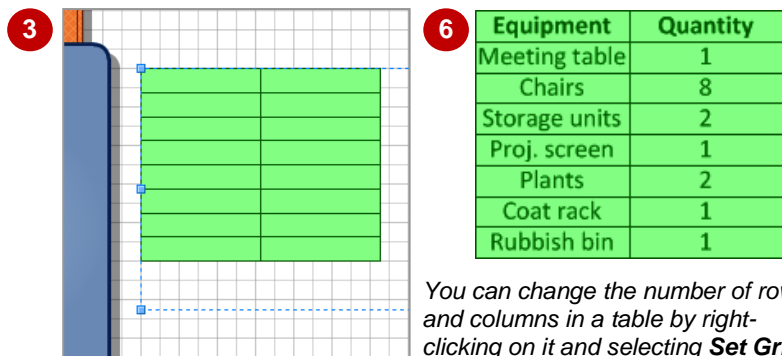
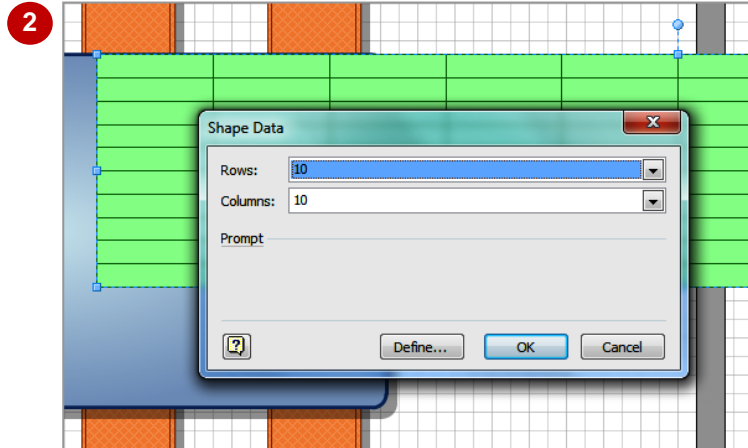
can format a table as you can any other shape: after selecting the table, you can alter the fill, lines and text. You can even change the number of rows and columns in a table after creating it.

Try This Yourself:

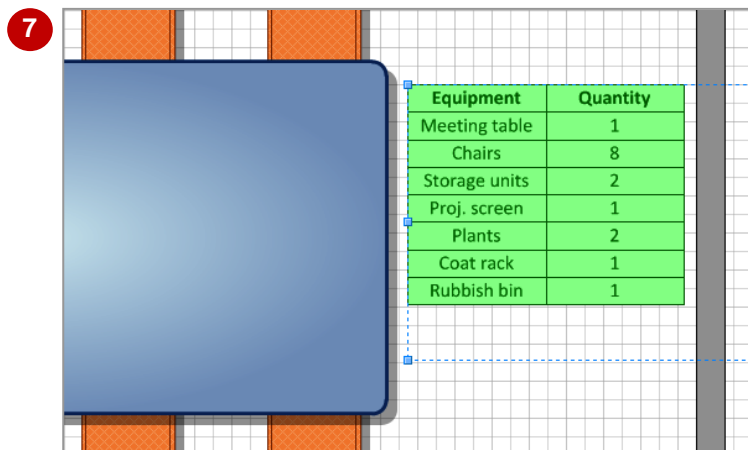
Open File

Before starting this exercise you **MUST** open *V506 Working With Text_6.vsd...*

- 1 Click on **More Shapes** in the **Shapes** window, then select **Business > Charts and Graphs > Charting Shapes (Metric)** to open this stencil
- 2 Drag the **Grid** shape to the right of the table
The Shape Data dialog box will open letting you alter the size of the table...
- 3 Select **8** in **Rows** and **2** in **Columns**, click on **[OK]**, then drag the table as shown
- 4 Click in the top left cell and type **Equipment**, then click in the top right cell and type **Quantity**
- 5 Select both cells and click on **Bold** **B**
- 6 Type the remaining details as shown
- 7 Click on the table to select the grid, then drag the bottom left corner to increase the size of the table and drag it into position as shown



You can change the number of rows and columns in a table by right-clicking on it and selecting **Set Grid**.



For Your Reference...

To create a table:

1. Click on **More Shapes**, then select **Business > Charts and Graphs > Charting Shapes**
2. Drag the **Grid** shape onto the page, set the number of rows and columns, type the cell text, and format the text as required

Handy to Know...

- You can apply paragraph formatting to the text in a table. For example, you could select the text in a column and click on **Align Left** to align it to the left margin. You could then click on the **dialog box launcher** for **Paragraph**, click on the **Text Block** tab and increase the **Left** margin slightly.

SPELL CHECKING TEXT

Checking the **spelling** of your text is a very important step in producing business diagrams. This is especially the case if you plan to present your information to others. The spelling feature

enables you to add words to the dictionary, ignore detected errors or change all occurrences of a misspelled word.


Try This Yourself:

Open File

Before starting this exercise you **MUST** open *V506 Working With Text_7.vsd...*

- 1 Before running the spell check, look at the document to see if you can spot the errors – don't change them though!

"Prolem" is an obvious error...

- 2 Click on the **Review** tab, then click on **Spelling**  in the **Proofing** group to initiate a spelling check

The Spelling dialog box will appear, displaying "prolem" as an error in Not in dictionary. As there are several possible alternatives to this word, Visio displays a list in Suggestions from which you can pick the appropriate one...

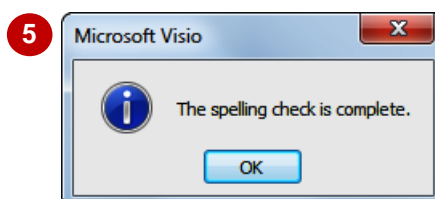
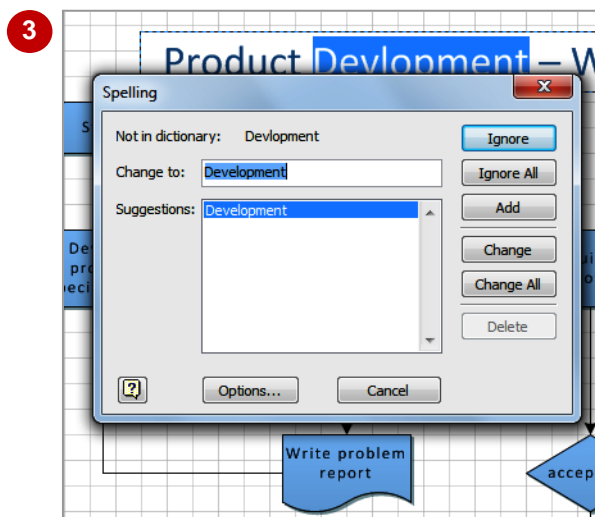
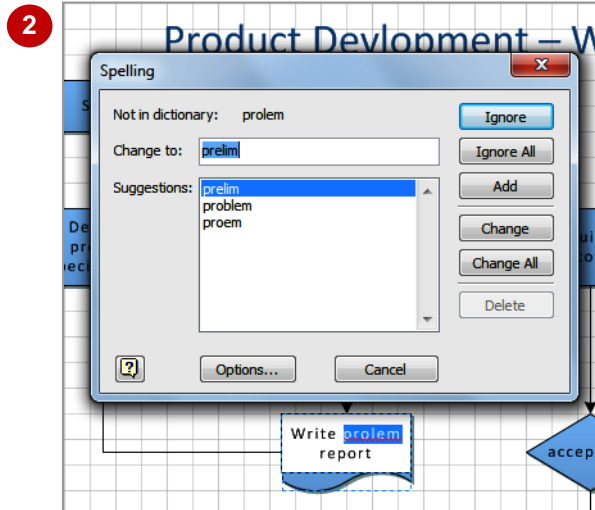
- 3 Click on **problem** in the **Suggestions** list, then click on **[Change]** to correct the spelling

The dialog box will now locate the next error: "Development" with the correct spelling in Change to...

- 4 Click on **[Change]** to correct the spelling


- 5 Continue until the spelling check is complete

- 6 Click on **[OK]**




For Your Reference...

To check the spelling in a drawing:

1. Click on **Spelling**  in the **Proofing** group on the **Review** tab
2. Click on the appropriate options until the spelling check is complete
3. Click on **[OK]**

Handy to Know...

- You can also initiate a spelling check by pressing **[F7]**.
- Rather than running a spelling check on an entire drawing, you can click on the **Text** tool , then right-click on a misspelled word to display suggested alternatives.