

CHAPTER 8

WORKING WITH PAGES

INFocus

WPL_V507

Microsoft Visio enables you to work with multiple page drawings. This is a useful tool, for instance, if you want to create different versions of the one drawing and keep all of the information together in a single file. It may also be useful if you need to duplicate the same drawing in different languages.

The multiple page feature also enables you to create background pages that you can apply to other (foreground) pages to display standard elements such as headers and footers and a company logo.

In this session you will:

- ✓ learn how to insert pages
- ✓ learn how to name pages
- ✓ learn how to change the page order
- ✓ learn how to rotate pages
- ✓ learn how to delete pages
- ✓ learn how to apply a background style
- ✓ learn how to add headers and footers to a drawing
- ✓ learn how to insert an image
- ✓ learn how to assign a background page to other pages
- ✓ learn how to change page orientation and size.

INSERTING PAGES

When you open a new drawing in Microsoft Visio, you are presented with a single page document. To create a multiple page document, you need to **insert pages**. One way to do this is by using the

Insert Page tool beneath the drawing page, but you can also insert a page by using the shortcut menu which is displayed when you right-click on a page tab.

Try This Yourself:

Open File

Before starting this exercise you **MUST** open the file V507 Working With Pages_1.vsd...

- 1 Click on the tab with the **Insert Page** icon  – this is located to the right of the **Page-2** tab below the drawing page

A new blank page called **Page-3** will be inserted into the drawing. Let's create another new page...

- 2 Right-click on the **Page-3** tab and select **Insert** to open the **Page Properties** tab of the **Page Setup** dialog box

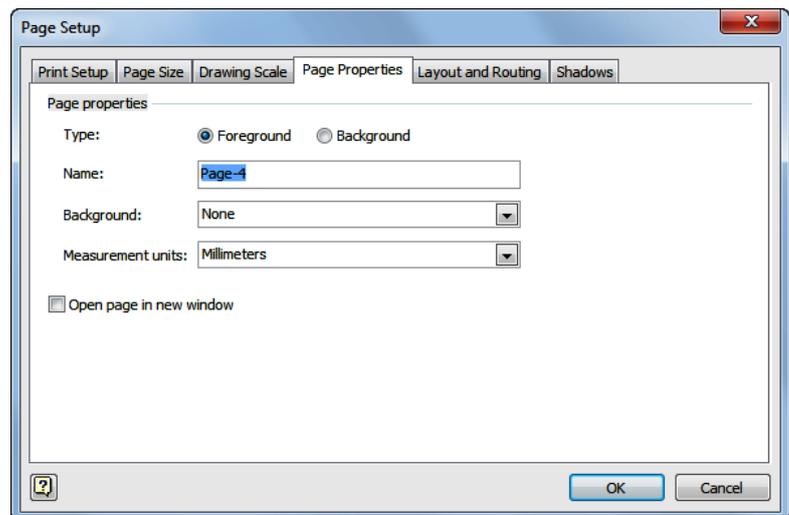
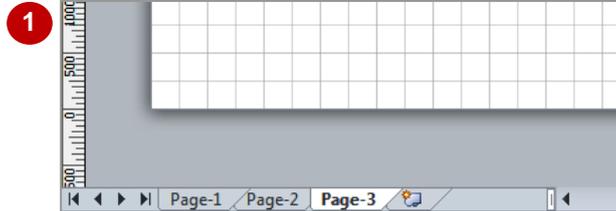
Here you can create both foreground (normal drawing pages) and background pages. You'll learn about background pages later in this chapter...

- 3 Type **Office Floor Plan** in **Name**

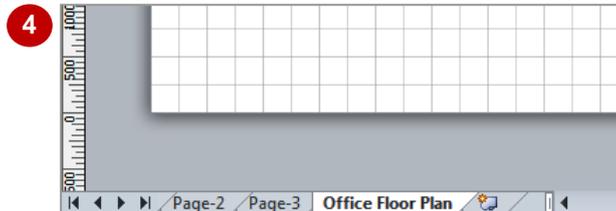
Notice that **Millimetres** is selected in **Measurement units** as this is what the template uses...

- 4 Click on **[OK]** to create the new page

This time the page is named rather than using a default Visio page name



2



For Your Reference...

To create a new blank page:

1. Click on the **Insert Page** icon  tab beneath the drawing page
or
Right-click on a page tab then select **Insert**, type a **Name** and click on **[OK]**

Handy to Know...

- You can also create a new blank foreground page by clicking on the top half of the **Blank Page** tool  in the **Pages** group on the **Insert** tab.
- You can create a new blank background page by clicking on **Background** in **Type** in the **Page Properties** dialog box.

NAMING PAGES

Whether you are working on a single page or a multiple page drawing, each page has a corresponding page tab shown at the bottom of the drawing window. Although you can only see

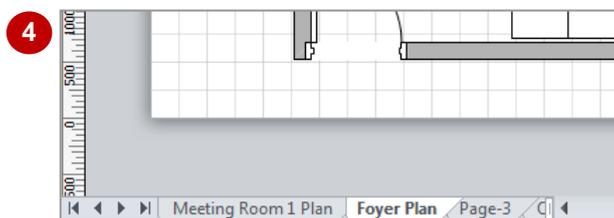
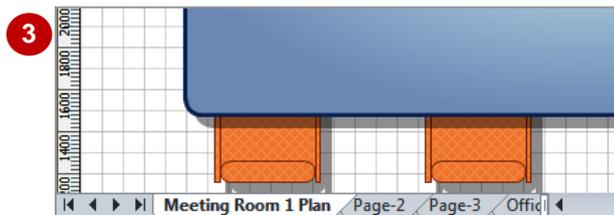
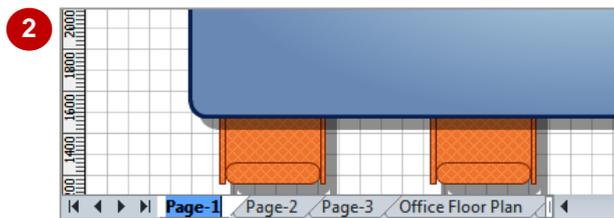
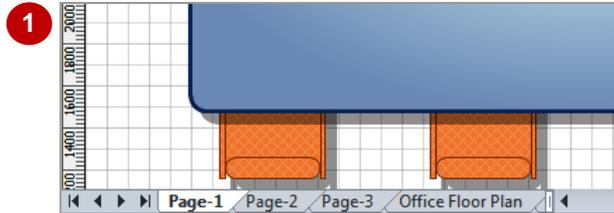
one drawing page at a time, you can move to any other page by clicking on the page tab. By default the pages are named **Page-1**, **Page-2** etc, but you can assign new, more meaningful names.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *V507 Working With Pages_2.vsd...*

- 1 Click on the page tab for **Page-1** to display this page in the drawing window
If this tab is not visible you can click on  to the left of the page tabs to display the first tab...
- 2 Double-click on the page tab to select the name **Page-1**
- 3 Type **Meeting Room 1 Plan**, then press to apply the name to the page tab
- 4 Repeat the above steps to rename the **Page-2** tab as **Foyer Plan**



For Your Reference...

To name a page:

1. Double-click on the page tab
2. Type the name
3. Press

Handy to Know...

- You can also name (or rename) a page by right-clicking on the page tab to display the shortcut menu and selecting **Rename Page**.

CHANGING PAGE ORDER

If you have incorporated page numbering in your Visio document or plan to present your drawing as a slide show, then the order of the pages will be important. If you have not named the pages in

a drawing before re-ordering the pages, the default page names (**Page-1**, **Page-2** and so on) will be automatically renumbered to correspond with the new page order.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *V507 Working With Pages_3.vsd...*

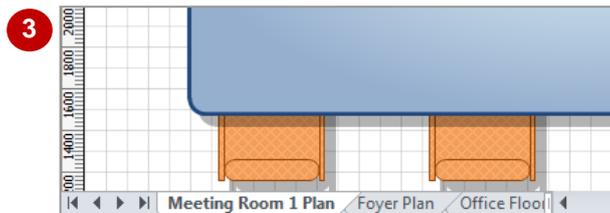
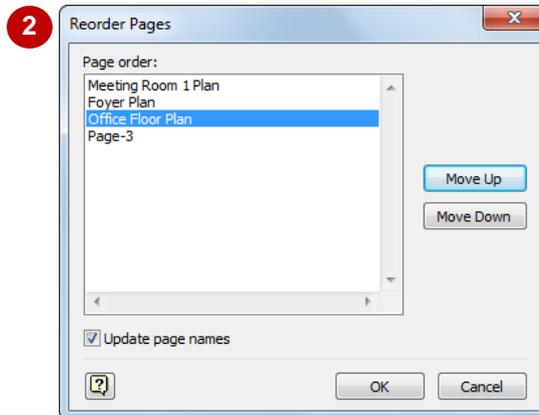
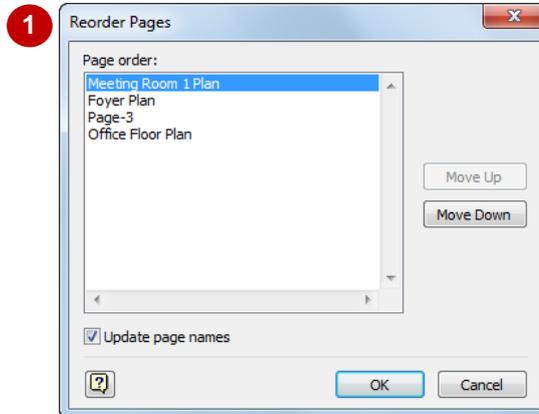
- 1 Right-click on the **Meeting Room 1 Plan** tab and select **Reorder Pages**

The *Reorder Pages* dialog box will open...

- 2 Click on **Office Floor Plan**, then click on **[Move Up]** once

- 3 Click on **[OK]** to apply the changes

Notice that the *Office Floor Plan* tab now appears to the right of the *Foyer Plan* tab and that the *Page-3* tab has been renumbered to *Page-4*



For Your Reference...

To **change page order**:

1. Right-click on a page tab
2. Select **Reorder Pages**
3. Click on the page to move, then click on **[Move Up]** or **[Move Down]**
4. Click on **[OK]**

Handy to Know...

- You can also **drag-and-drop** a page tab into a new position to change the page order.

ROTATING PAGES

One way to rotate a shape to a particular angle is to select the shape and then rotate it using the **Rotation** handle. However, if you have a large number of shapes to rotate, an alternative is to

rotate the page before placing the shapes. This lets you draw objects at an angle, but the printed result is no different to the page being upright – the objects are in fact tilted, not the drawing page!

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *V507 Working With Pages_4.vsd...*

1 Click on the **Page-4** tab, then drag a **Table** shape (Office Furniture stencil) onto the page and leave it selected

2 Click on the value in the **Zoom Level** tool in the status bar, type **30** in **Percentage** and press

This will make it easier to see what you are doing as you rotate the page...

3 Hold down , then move the mouse pointer near the top right corner of the page as shown

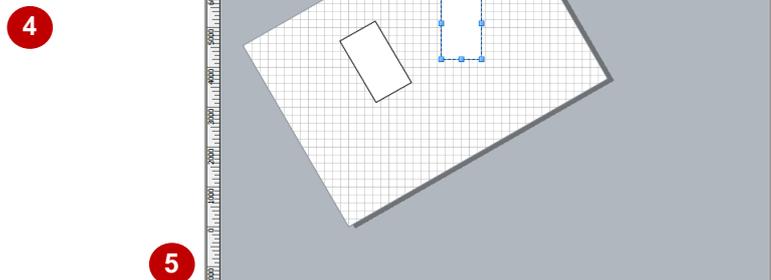
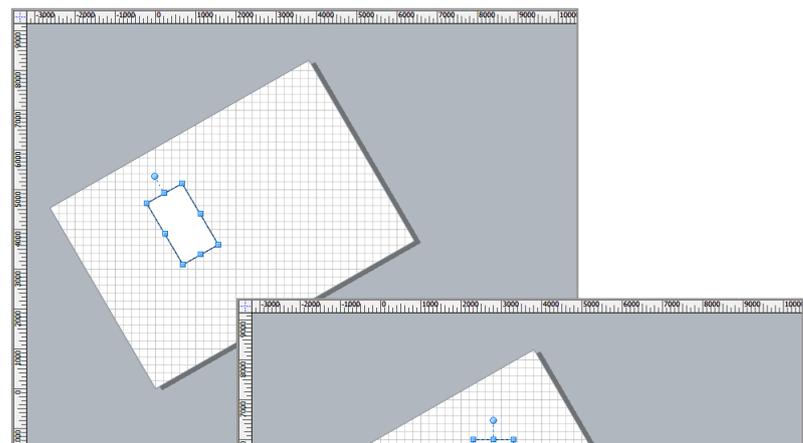
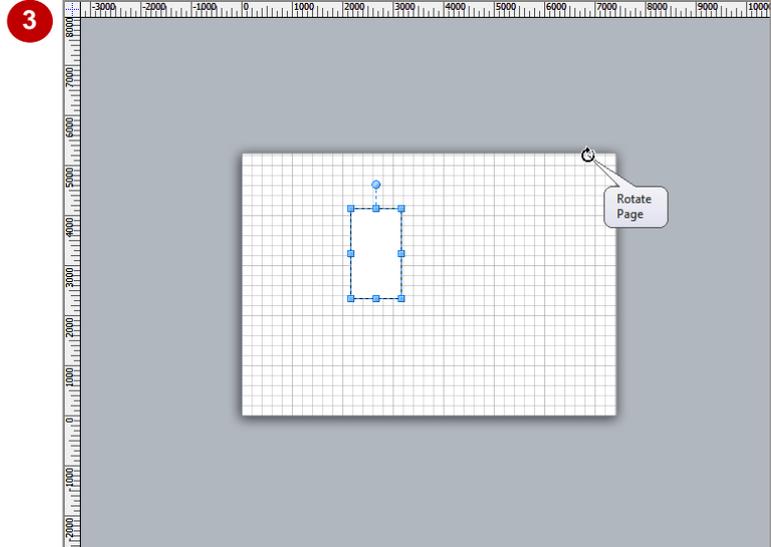
The mouse pointer will change to a rotation symbol...

4 Drag to the left to rotate the page until the value in **Angle** in the status bar shows **30°**

When you release the mouse button, the value in Angle will revert to 0° which is the angle of the selected Table shape...

5 Drag another **Table** shape onto the page

Notice that its Angle shows -30° even though it appears in a vertical orientation



For Your Reference...

To **rotate a page**:

1. Select a shape on the page (this ensures **Angle** displays in the status bar)
2. Hold down
3. Drag near a corner of the page to achieve the required tilt in **Angle** in the status bar

Handy to Know...

- The point around which a page rotates is determined by the junction of the zero points of the horizontal and vertical rulers – by default, this is the bottom left corner of the page.
- Guides on a page will also rotate if you rotate the page.

DELETING PAGES

When you work with multiple page drawings, you may find that you need to delete pages. This could be to create a subset of a drawing to send to other people or simply because you no longer

require pages that were created as a temporary working area. Note that you can delete only one page at a time, not multiple pages.

Try This Yourself:

Same
File

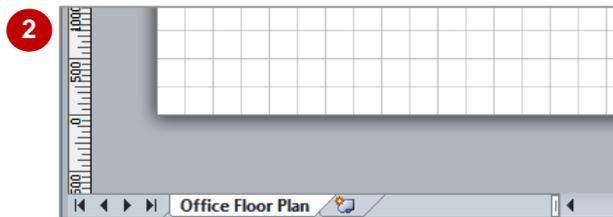
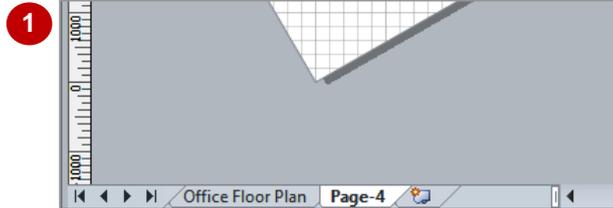
Continue using the previous file with this exercise, or open the file *V507 Working With Pages_5.vsd...*

- 1 Click on the last tab icon  beneath the drawing window to see the **Page-4** tab if necessary

We don't need this page for the drawing...

- 2 Right-click on the **Page-4** tab and select **Delete**

The page will be deleted, no questions asked



For Your Reference...

To delete a page:

1. Right-click on the unwanted page tab
2. Select **Delete**

Handy to Know...

- If you change your mind after deleting a page, press **Ctrl** + **Z** to undo the page deletion.

APPLYING A BACKGROUND STYLE

You can apply a **background style**, such as a vertical gradient fill, to a drawing page. When you select a style from the **Backgrounds** gallery, Visio will automatically create a **background**

page and apply it to the page that is currently open in the drawing window. You can further customise the background style by applying a theme colour.

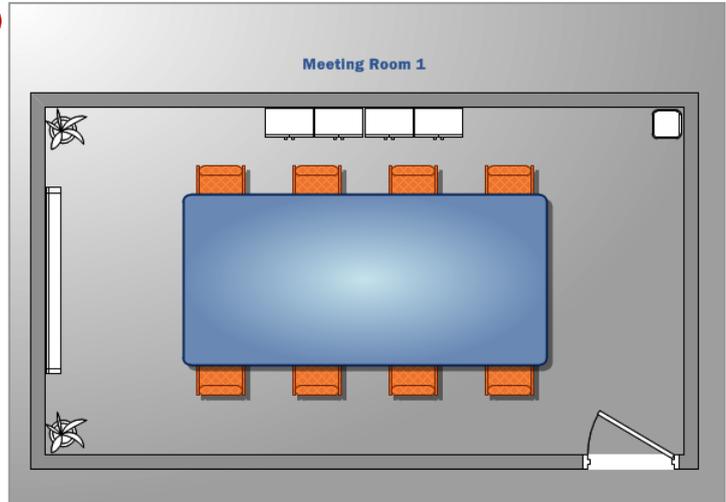
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *V507 Working With Pages_6.vsd...*

- 1 Click on the **Meeting Room 1 Plan** tab to display this page in the drawing window
- 2 Click on the **Design** tab, then click on **Backgrounds**  in the **Backgrounds** group to open the **Backgrounds** gallery
- 3 Click on **Corner Gradient** to create a background page containing this fill and apply it to the **Meeting Room 1 Plan** page
You can change the colours used by the background style...
- 4 Click on **Colours**  in the **Themes** group and select **Median Light**
- 5 Click on the last tab icon  to see the background page tab
Background pages created via the Backgrounds group options are called by default VBackground-1, VBackground-2 and so on...
- 6 Click on the **VBackground-1** tab to open it – currently it just contains a gradient fill

3



5



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For Your Reference...

To apply a background style:

1. Display the page to which you want the background style applied
2. Click on the **Design** tab, then click on **Backgrounds**  in the **Backgrounds** group

Handy to Know...

- When you create a background page via the **Page Setup** dialog box, you cannot apply a theme colour to it. These background pages are called **Background-1**, **Background-2** etc. They are ideal if you want to insert a company logo or text like **Draft** on all pages to which the background page is attached.

ADDING HEADERS AND FOOTERS

You can add headers and footers to a drawing by applying a title and border design. When you select the desired design, Visio will automatically create a background page with these details as it

applies them to the open page. You can format the components in a design, such as changing the line colours, font and font size. You can delete unwanted elements but you can't move them.

Try This Yourself:

Same
File

Continue using the previous file with this exercise, or open the file *V507 Working With Pages_7.vsd...*

- 1 Ensure that the background page **VBackground-1** is open in the drawing window

Otherwise, Visio will automatically create a second background page...

- 2 Click on **Borders & Titles**  in the **Backgrounds** group on the **Design** tab to open the **Borders & Titles** gallery

- 3 Click on **Alphabet** to apply this style to the background page

- 4 Double-click on **Title** to place it in edit mode, type **Office Plans** then click outside the text to deselect the element

This background page was applied automatically to the *Meeting Room 1 Plan* page in the last exercise, so let's check if the page has changed...

- 5 Click on the **Meeting Room 1 Plan** tab to open this page

- 6 Click on the text **Meeting Room 1** to select it, then move it down similar to as shown

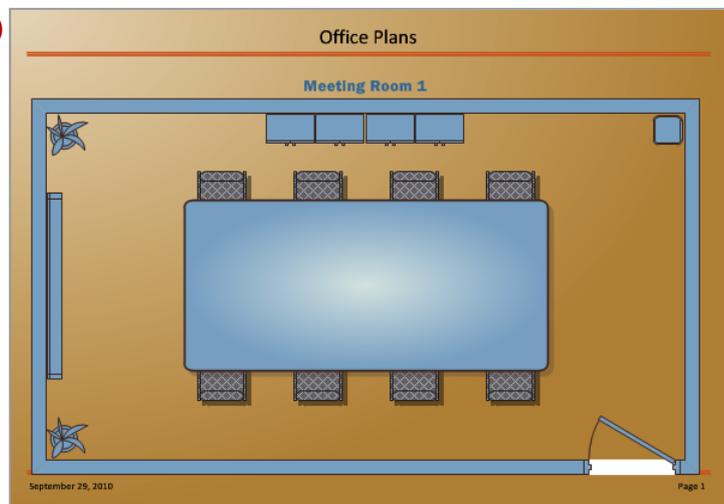
3



4



6



For Your Reference...

To add headers and footers to a drawing:

1. Display the desired page
2. Click on the **Design** tab, then click on **Borders & Titles**  in the **Backgrounds** group
3. Select the option and make the desired changes

Handy to Know...

- If you apply a border and title design to a page and then change your mind, selecting **No Border and Title** in the **Borders & Titles** gallery will not remove it (a bug?). You must press **Ctrl** + **Z** to undo the change.
- You can click on **Headers & Footers** in **Print Preview** to add plain headers and footers.

INSERTING A LOGO

You can insert pictures into a Visio drawing in the same way as you do in most other Microsoft applications. In this exercise, you will insert a small logo image into a background page so that

it will appear in each drawing (foreground) page to which it is applied.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *V507 Working With Pages_8.vsd...*

1 Open the **VBackground-1** page in the drawing window

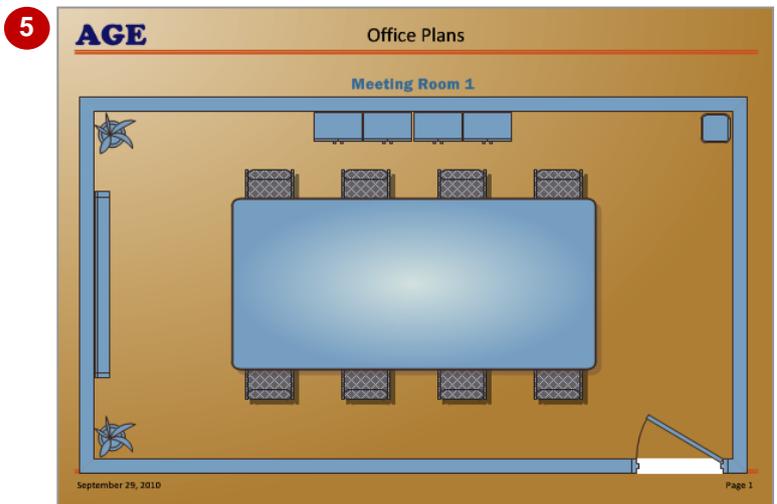
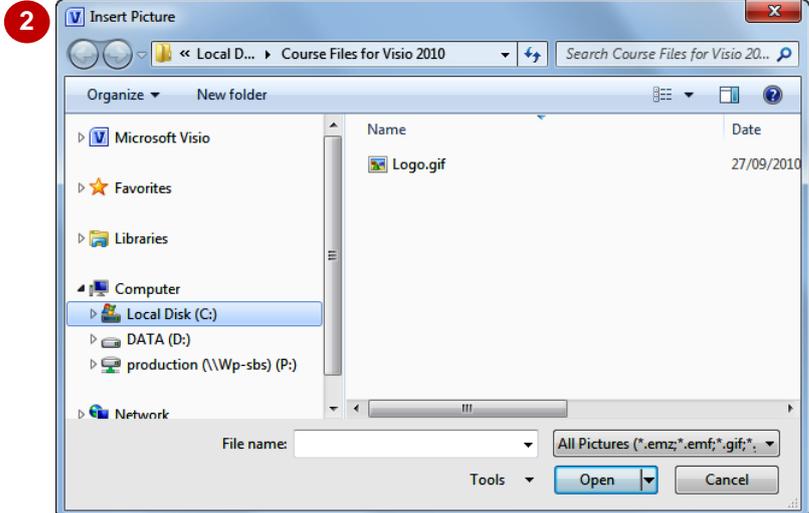
Let's insert a logo into the background page. This will then appear in each page to which the background page is attached...

2 Click on the **Insert** tab, click on **Picture**  in the **Illustrations** group to open the **Insert Picture** dialog box, then navigate to the course files folder

3 Click on **Logo.gif** and click on **[Open]** to insert the image into the background page

4 Drag a corner handle of the image to reduce its size, then drag it into position as shown

5 Open the **Meeting Room 1 Plan** page to check that the logo appears



For Your Reference...

To insert an image into a drawing:

1. Open the page in the drawing window
2. Click on the **Insert** tab, then click on **Picture**  in the **Illustrations** group
3. Double-click on the image
4. Resize and reposition the image as desired

Handy to Know...

- You can modify an image in a Visio drawing by using the commands on the **Picture Tools: Format** contextual tab.
- You can insert clip art into a Visio drawing by clicking on **Clip Art** in the **Illustrations** group on the **Insert** tab.

ASSIGNING A BACKGROUND PAGE TO OTHER PAGES

In Visio there are two types of pages. The pages where you create a drawing are **foreground pages** while **background pages** contain design elements and other objects that are required on

various pages. By creating a background page and assigning it to other pages in a drawing, you can achieve a consistent look on each page in a multi-page drawing.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *V507 Working With Pages_9.vsd...*

- 1 Click on the **Meeting Room 1 Plan** tab to open this drawing in the drawing window

Currently, the background page, *VBackground-1*, is applied to this page...

- 2 Click on the **Foyer Plan** tab
This page still appears in its default state. Let's apply the background page to this page...

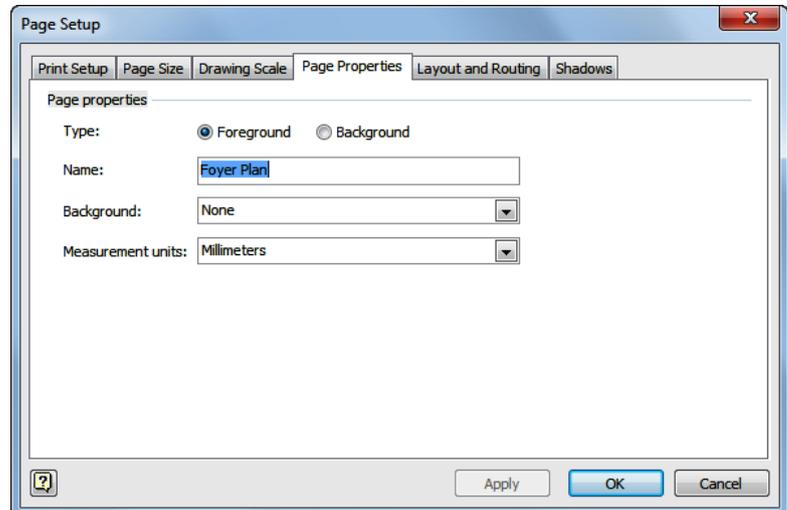
- 3 Right-click on the **Foyer Plan** tab and select **Page Setup** to open the **Page Setup** dialog box

Notice that *None* is selected in the *Background* field...

- 4 Click on the drop arrow  for **Background** and select **VBackground-1**, then click on **[OK]**

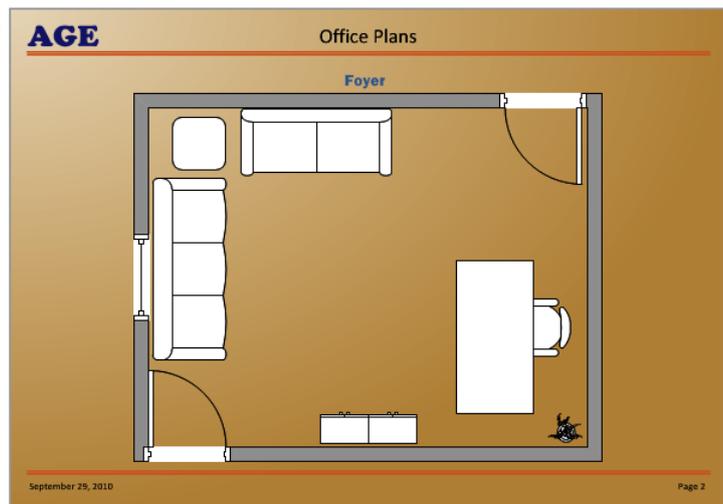
The background page will be applied to this page...

- 5 Reposition the **Foyer** heading similar to as shown



3

5



For Your Reference...

To assign a background page to another page:

1. Right-click on the page tab and select **Page Setup**
2. Select the desired background page in **Background**
3. Click on **[OK]**

Handy to Know...

- You can create multiple background pages in a drawing, but you can apply only one background page to each page.
- You can assign a background page to another background page.

PAGE SIZE AND ORIENTATION

Page size and orientation are mainly useful if you plan to print your drawing. Working onscreen, however, you can use **Auto Size** to expand the diagramming space as needed, and to show

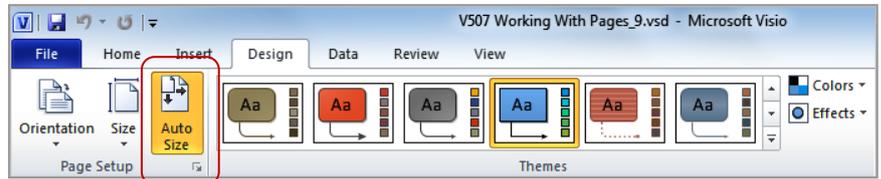
where page breaks will occur (based on the current printer paper size) if you print the drawing. The paper size outlines – called **tiles** – that are created by page break lines match the printer paper size.

Try This Yourself:

Open File

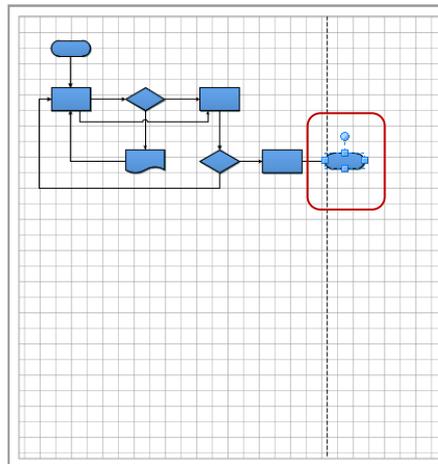
Before starting this exercise open V507 Working With Pages_10.vsd...

- 1 Click on the **Design** tab – **Auto Size** is turned on for this template by default
Let's see how it works...
- 2 Use **Auto Connect** to insert a **Start/End** shape to the right of the far right **Process** shape
The diagramming page will extend to fit the new shape. It doesn't alter the printer paper size – the dashed line shows where the page break will occur if you print this drawing...
- 3 Click on **Orientation**  in the **Page Setup** group and select **Landscape**
This is better but the drawing would print over two pages as a page break line is still visible...
- 4 Press **Ctrl** + **A** to select all shapes, then use **↑** to move them up the drawing page to the top tile
Now if you were to print this drawing, it would print in landscape on a single page



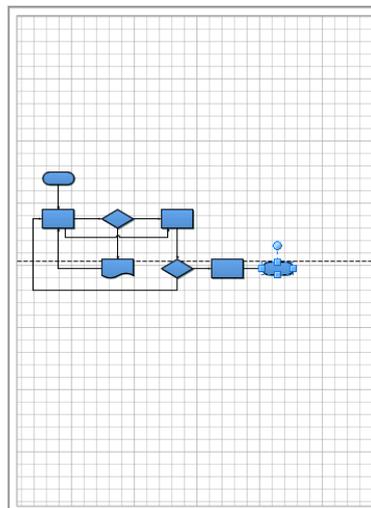
1

2

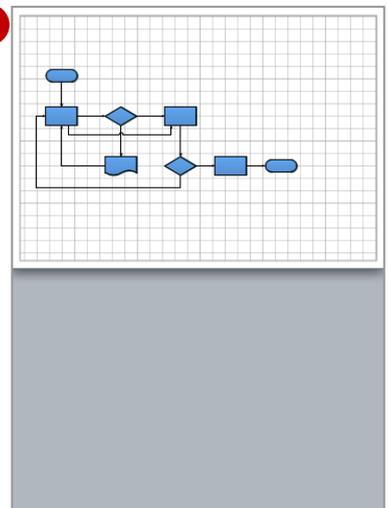


If desired, you can manually change the printer paper size / orientation and the drawing page size / orientation (the diagramming space in Visio where you create a drawing). Click on the dialog box launcher  for **Page Setup** on the **Design** tab. Change the printer page size and orientation on the **Print Setup** tab and the drawing page size and orientation on the **Page Size** tab. A thumbnail preview on both tabs shows how the drawing page view compares with the printer paper setup.

3



4



For Your Reference...

To change page size or orientation if **Auto Size** is turned on:

1. Click on **Size**  or **Orientation**  in the **Page Setup** group on the **Design** tab
2. Select the desired option

Handy to Know...

- If page breaks do not appear, tick **Page Breaks** on the **View** tab.
- You can change the page orientation and size of all pages in a multi-page diagram. Click on **Orientation**  or **Size**  in the **Page Setup** group, then right-click on the option and select **Apply to All Pages**.

