CHAPTER 10   # EDITING PAGES

INFOCUS

WPL_V509

As you are building and editing your drawings in Visio, you can save a lot of time and effort if you know how to perform a few basic editing functions. Here, we will look at various ways in which you can copy and paste objects, find and replace text and special characters, and use the undo and redo commands.

In this session you will:

- ✓ learn how to copy, cut and paste shapes
- ✓ learn how to copy an entire drawing page
- ✓ learn how to use *Find* and *Replace*
- ✓ learn how to use *Undo* and *Redo*.

COPYING, CUTTING AND PASTING SHAPES

When you *copy* or *cut* a shape, the copied/cut object is placed in a temporary holding area known as the *clipboard*. There is one difference between these two operations: the original object remains in the source drawing when you *copy* it, while it is removed from the drawing when you *cut* it. Objects in the clipboard can be *pasted* back into a drawing.

## Try This Yourself:

Open File
Before starting this exercise you MUST open the file V509 Editing Pages_1.vsd...

1. Select the workstation, chair, monitor, keyboard and telephone, then click on *Group* 🔲 in the *Arrange* group and select **Group**

2. Click on *Copy* 📋, then click on the top half of the *Paste* tool 📋 to paste a copy of the shape

3. Drag the shape to the top corner of the office and rotate it to face into the corner

4. Click on the *Page-2* tab, group the sofa and two plants, then click on *Cut* ✂

   *The grouped shape will be removed from the page…*

5. Click on the *L-Room* to select it, then drag the far right-hand wall to the left until it aligns with the remaining vertical wall

   You can paste with greater control over the location…

6. Right-click towards the right-hand wall, about half way down the room, and select **Paste**

   The centre of the grouped shape will be pasted onto the page where you clicked…

7. Use the arrow keys to move it into place
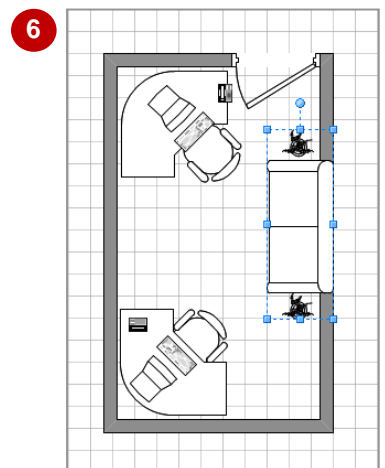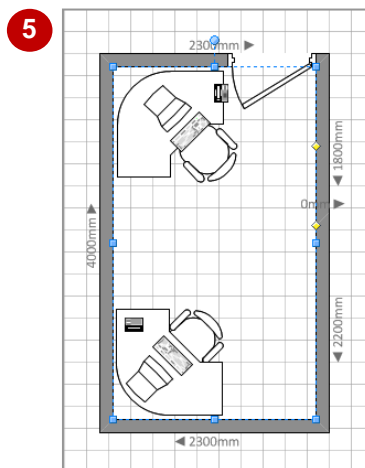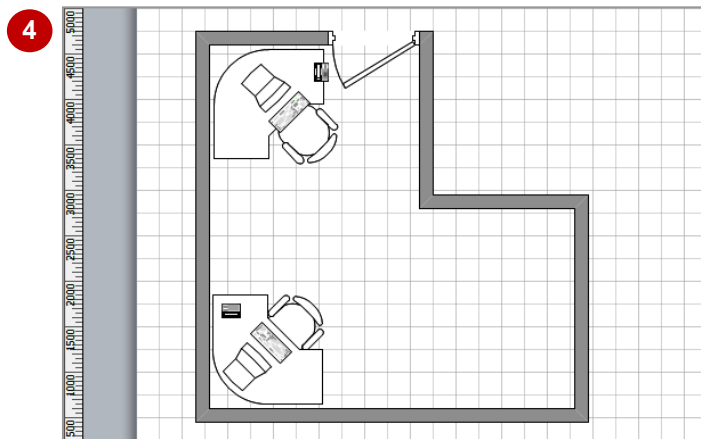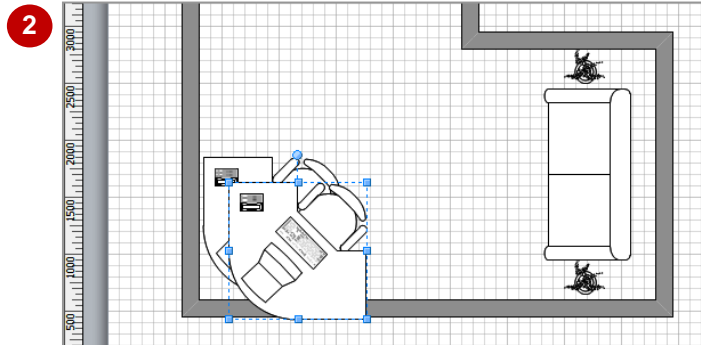
For Your Reference…

To *copy*, *cut* and *paste* selected shapes:

- Click on *Copy* 📋 in the *Clipboard* group
- Click on *Cut* ✂ in the *Clipboard* group
- Click on the top half of *Paste* 📋 to paste the shape near the selected shape or right-click in the desired location and select **Paste**

Handy to Know…

- The standard Microsoft keyboard shortcuts are available in Visio:

  Copy Ctrl + C
  Cut Ctrl + X
  Paste Ctrl + V

COPYING A DRAWING PAGE

Copying a drawing page is simple in Visio. You start by selecting all shapes on the page, copy them to the clipboard, insert a new page, and then paste the shapes onto the page from the clipboard. Visio is particularly helpful during the pasting process – it pastes the objects in exactly the same locations as where they were on the source page.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file V509 Editing Pages_2.vsd...

1. Click on the **Page-1** tab to display this drawing page, then press Ctrl + A to select all objects on the page

   Let's copy all shapes on this page to another page…

2. Change the **Zoom** to **Fit to Window**

3. Press Ctrl + C to copy the selected shapes to the clipboard

4. Click on the **Insert Page** 🗋 tab to the right of the **Page-2** tab to insert a page

5. Press Ctrl + V to paste the office layout on the new page

6. Click on the **Page-1** tab and then click on the **Page-3** tab

   Notice that Visio has pasted the shapes in exactly the same positions as they are on Page-1

2

5
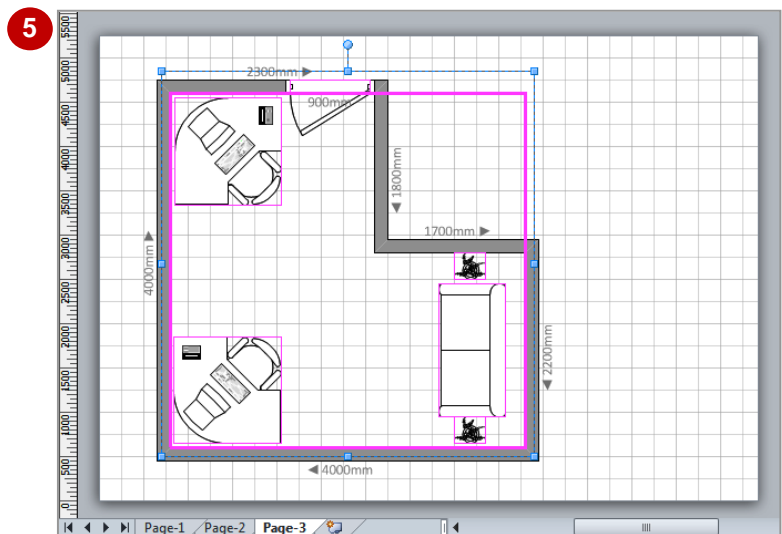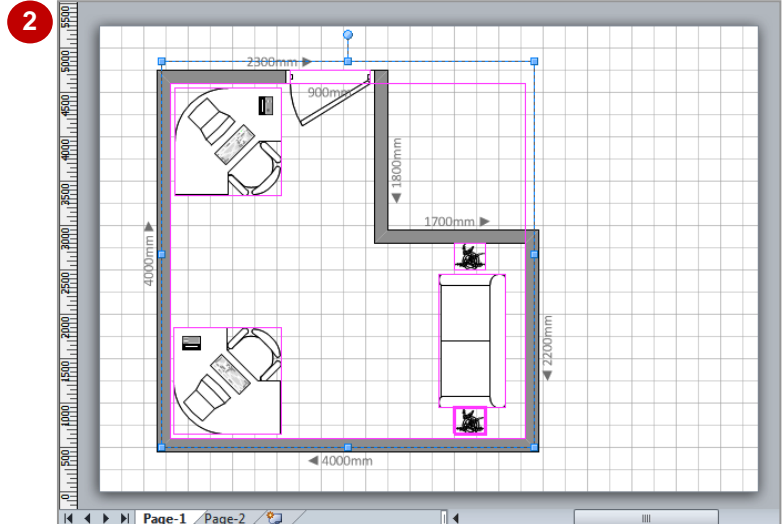
For Your Reference…

To copy a drawing page:

1. Select all shapes on the page
2. Press Ctrl + C
3. Click on the **Insert Page** 🗋 tab to create a new page
4. Press Ctrl + V

Handy to Know…

- Clicking on the top half of the **Paste** tool 📋 will also paste the objects into the same locations as they were on the source page.

USING FIND AND REPLACE

Although Visio is used for creating drawings, it still provides the **Find** and **Replace** commands for finding text in various areas. For exa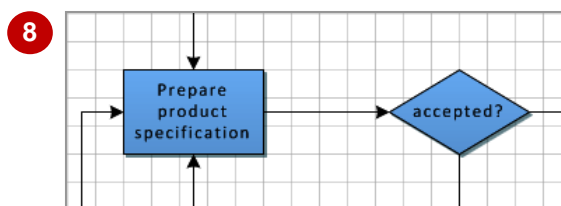mple, you can find specific te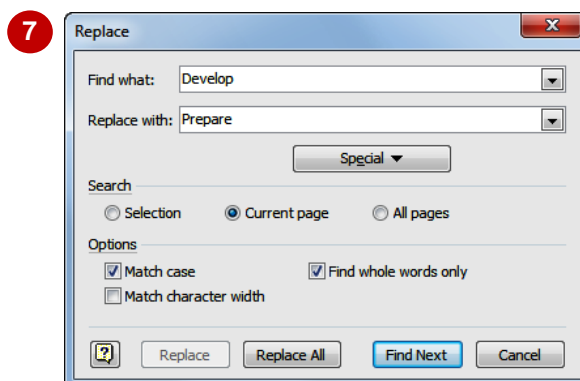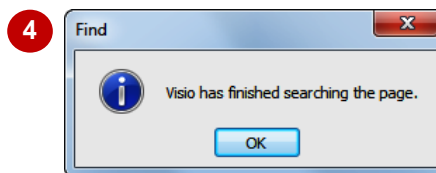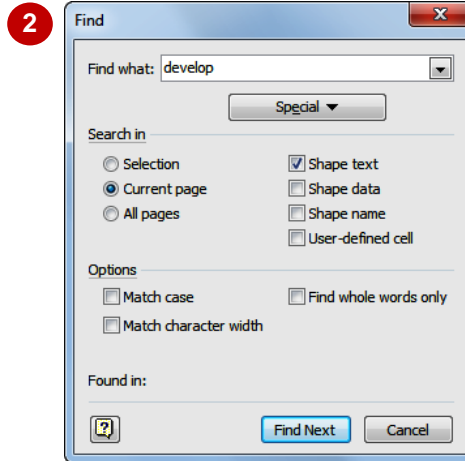xt or characters in shape text, shape data or shape names, plus you can specify whether to search only the current selection or page, or all pages in the drawing. You can also pick options, such as matching case, for the search.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file V509 Editing Pages_3.vsd...

1. Click on **Find** 🔍▾ in the **Editing** group on the **Home** tab and select **Find** to open the **Find** dialog box

2. Type **develop** in **Find what** and ensure your options are the same as those shown

3. Click on **[Find Next]**

   Visio will highlight Develop in Development as the first instance…

4. Click on **[Find Next]** until Visio finishes the search – Visio should have found three occurrences of develop…

5. Click on **[OK]** and then on **[Cancel]**

6. Click on **Find** 🔍▾ and select **Replace** to open the **Replace** dialog box

7. Ensure your text and options are the same as those shown

   We want to replace all instances of the whole word Develop (this case only) with Prepare – you should find only one instance…

8. Click on **[Find Next]** then click on **[Replace]** to replace the text

9. Click on **[OK]** and then on **[Close]**

2

Find
Find what: develop
Special ▾
Search in
○ Selection ☑ Shape text
● Current page ☐ Shape data
○ All pages ☐ Shape name
☐ User-defined cell
Options
☐ Match case ☐ Find whole words only
☐ Match character width
Found in:
Find Next Cancel

4

Find
ℹ Visio has finished searching the page.
OK

7

Replace
Find what: Develop
Replace with: Prepare
Special ▾
Search
○ Selection ● Current page ○ All pages
Options
☑ Match case ☑ Find whole words only
☐ Match character width
Replace Replace All Find Next Cancel

8

Prepare product specification → accepted?

For Your Reference…

To use **Find** or **Replace**

1. Click on **Find** 🔍▾ in the **Editing** group on the **Home** tab and select **Find** or **Replace**
2. Type the desired text in **Find what** and **Replace with** and select the appropriate **Options**
3. Click on **[Find Next]**

Handy to Know…

- Rather than clicking on **[Replace All]** in the **Replace** dialog box, it is safer to select **[Replace]** and **[Find Next]** multiple times. This method may take longer to complete, but you are less likely to replace the wrong text.


USING UNDO AND REDO

Thank goodness Visio recognises all humans make mistakes! By default, Visio includes both the *Undo* and *Redo* commands in the *Quick Access Toolbar* at the top of the application window. If you accidentally delete a shape or you don't like a formatting change or shape move, you can *undo* the modification with a single click. If you then change your mind, you can *redo* it again.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file V509 Editing Pages_4.vsd...

1 Click on the *Start* shape and press [Del]

2 Click on *Undo* 🔙 in the *Quick Access Toolbar*

The deleted shape will reappear…

3 Click on *Redo* 🔜 in the *Quick Access Toolbar* to redo the shape deletion again

The keyboard shortcut for Redo is [Ctrl] + [Y]…

4 Select the *Prepare product specification* shape, then change its *Fill* to *Accent3* (row 1, col 8)

5 Click on the drop arrow for *Undo* 🔙▾ to display a menu of actions that you have just performed

There will be two: Fill Colour and Delete…

6 Select **Fill Colour**

Visio will undo the Fill colour change…

7 Click on the drop arrow ▾ for *Undo* 🔙▾ and select **Delete** to reverse the shape deletion

For Your Reference…

To use *Undo*:

1. Click on *Undo* 🔙 in the *QAT* to undo the most recent action (or press [Ctrl] + [Z]), or
   Click on the drop arrow for *Undo* 🔙▾ and select the desired action from the list

Handy to Know…

- The action shown at the top of the *Undo* menu is the most recently performed action, while the bottom action is the first action you performed. If you select a lower action than the top one, Visio will simultaneously undo all actions from the top of the *Undo* menu down to, and including, the selected action.

NOTES: