

Because it's often easier to review a printed copy of a drawing or perhaps you just need a hard copy, you can print Visio drawings at any point during their creation. You can print multiple copies, specific pages or even just selected objects.

And if you need to quickly share your drawings with colleagues, Visio lets you send them as an email attachment without having to leave the application. You can send them as a native Visio (VSD) file, or if you don't want the recipients to be able to change the drawing, you can send them as a PDF or XPS file.

### In this session you will:

- ✓ learn how to use **Print Preview**
- ✓ learn how to adjust print setup and page size options
- ✓ learn how to fit a drawing onto a specific number of printed pages
- ✓ learn how to print a drawing
- ✓ learn how to email drawings.

# USING PRINT PREVIEW

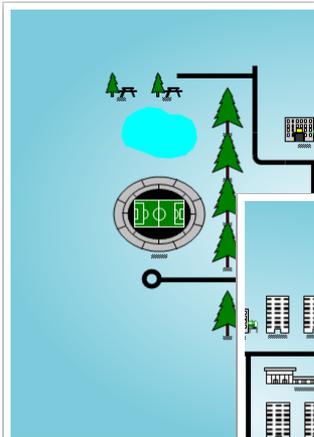
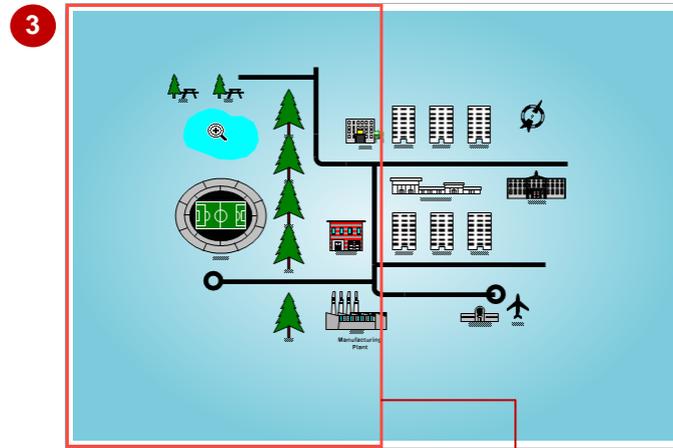
You can quickly spot problems by zooming in to and out of a drawing and moving through the pages. But, some features only appear in **Print Preview** and not on the drawing page in Visio.

**Print Preview** shows you exactly how your file will print. For instance, if the printer paper orientation is different to that of the actual drawing page, you will be able to see this in **Print Preview**.

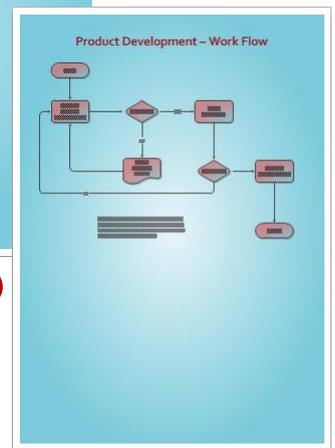
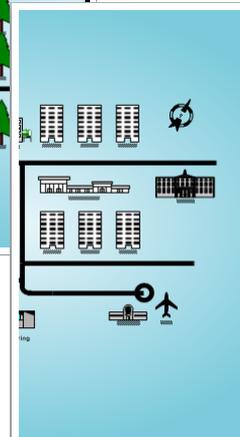
## Try This Yourself:

**Open File** Before starting this exercise you **MUST** open the file V511 Outputting Drawings\_1.vsd...

- 1 Click on the **Factory Location** tab to display this page – notice that its orientation is Landscape  
*The first page in this file is a portrait page and so the printer page is likely to be set to Portrait. If so, page breaks may appear in the middle of the Factory Location drawing...*
- 2 Click on the **File** tab, click on **Print** and click on **Print Preview** to display the page in **Print Preview** – it looks fine, but is it?
- 3 Hover over the page  
*A red box (tile) will outline each page as it will print and the pointer will change to a zoom tool*
- 4 Click on the left tile to display only this page as it will print
- 5 Click on the **Manufacturing Plant** shape to zoom in  
*The pointer will change to a zoom out tool*
- 6 Click once to zoom out, then click on **Next Tile** and **Previous Tile** twice to move through the three pages to see how they will print  
*Leave Print Preview open*



Notice that the red outline (or tile) shows that the printer page has a Portrait orientation. That is, this drawing would print on two pages.



## For Your Reference...

To **open Print Preview**:

1. Click on the **File** tab, click on **Print** and click on **Print Preview**

To **exit Print Preview**:

1. Click on **Close Print Preview**

## Handy to Know...

- If a drawing page occupies more than one tile, you can click on **Whole Page** in **Print Preview** to view the whole drawing.
- You can view the page breaks while you work on your drawing by ticking **Page Breaks** on the **View** tab. But, they won't display if a background has been applied.

# PRINT SETUP AND PAGE SIZE OPTIONS

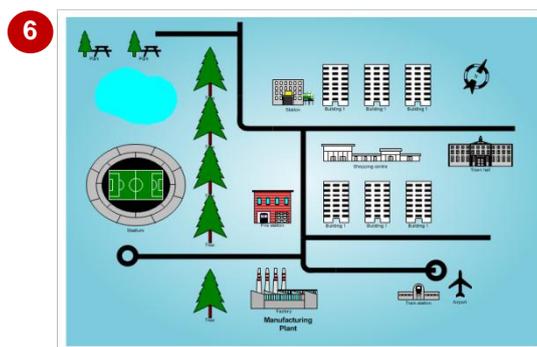
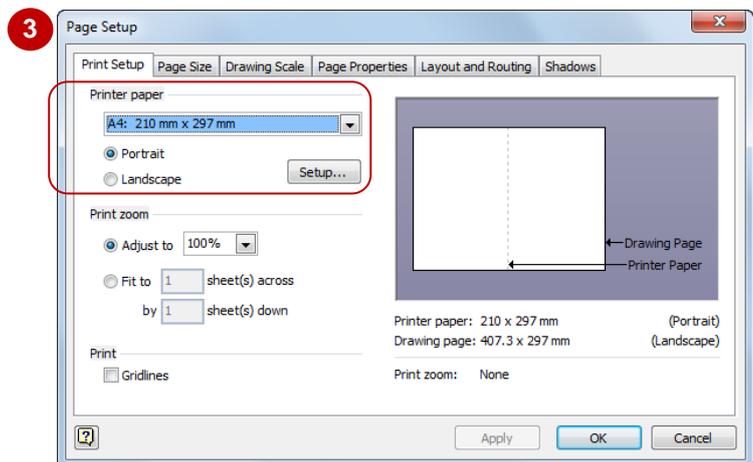
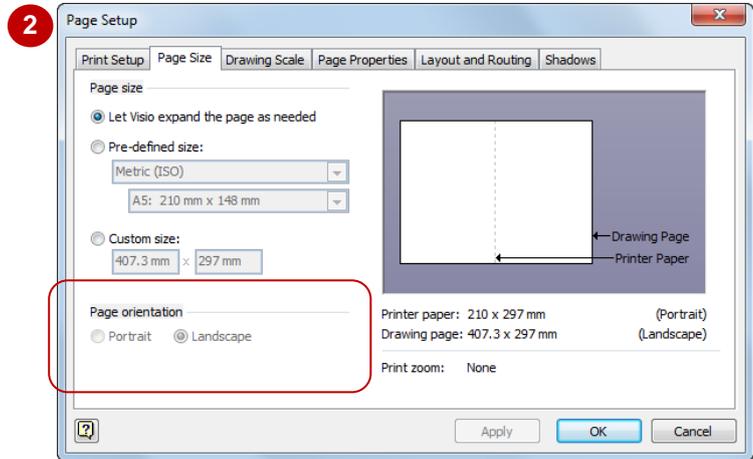
If you find a discrepancy between the *drawing page* orientation/size and the *printer page* orientation/size in **Print Preview**, the drawing may not print as you would expect. You can fix

this in the **Page Setup** dialog box which you can access from various locations: **Print Preview**, the **dialog box launcher**  for **Page Setup** on the **Design** tab or the shortcut menu from a page tab.

## Try This Yourself:

Continue using the previous file in **Print Preview** with this exercise...

- 1 Click on the **Factory Location** tab in **Print Preview**
- 2 Click on **Page Setup**  to open the **Page Setup** dialog box, then click on the **Page Size** tab  
*The Orientation of the drawing page is set to Landscape. Let's make the printer page's Orientation match this...*
- 3 Click on the **Print Setup** tab  
*The orientation of the Printer paper is set to Portrait...*
- 4 Click on **Landscape** under **Printer paper**, click on [OK] then move the pointer over the page  
*The drawing page will be mapped onto four tiles (ie, it would print on four sheets of paper). Let's fix it...*
- 5 Click on **Close**  to close **Print Preview**, press **Ctrl** + **A** to select all shapes and then drag them up towards the top left corner of the drawing page  
*The drawing page will resize when you release the mouse button...*
- 6 Re-open **Print Preview**, navigate the tiles (there should only be two tiles now for the two drawings) then close **Print Preview**



## For Your Reference...

To access the **Page Setup** dialog box from **Print Preview**:

1. Click on **Page Setup** 
2. Ensure that **Page orientation** on the **Page Size** tab is the same as the orientation under **Printer paper** on the **Print Setup** tab

## Handy to Know...

- Using the **Print Setup** tab of the **Page Setup** dialog box, you can automatically adjust the size that a drawing will print. You can enlarge or reduce the drawing by a set percentage or you can print it on a specified number of pages (sheets) across and down. To do this, alter **Adjust to** or **Fit to** under **Print zoom**.

# FITTING A DRAWING TO PRINTER PAGES

The easiest way to print a large drawing, such as a complex organisational chart, is to print it on multiple pages and then tape them together. You can force Visio to print a drawing on an exact

number of pages using the **Page Setup** dialog box. You specify the number of pages as the number of sheets across by the number down. For example, **2** across by **1** down will print a drawing on two pages.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open V511 Outputting Drawings\_2.vsd. Currently, this drawing extends over 4 pages...

- 1 Click on the **Design** tab, then click on **Size**  in the **Page Setup** group and select **Fit to Drawing**

The drawing page will reduce to fit only the flowchart. By removing the blank area of the drawing page, it won't be included when you resize the page below...

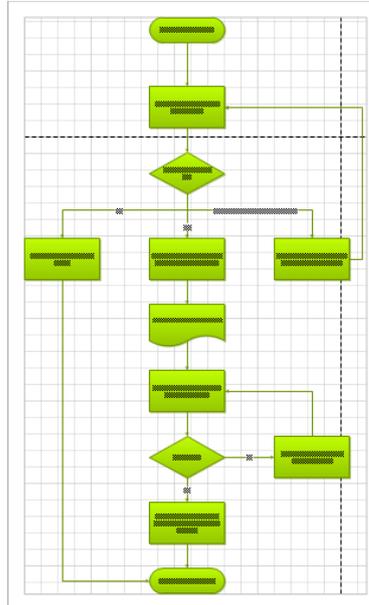
- 2 Open **Print Preview**  
It's still going to print on four pages as you can see by the dotted page break lines. Let's change this so that it will print on only one page...

- 3 Click on **Page Setup**  to open the **Page Setup** dialog box

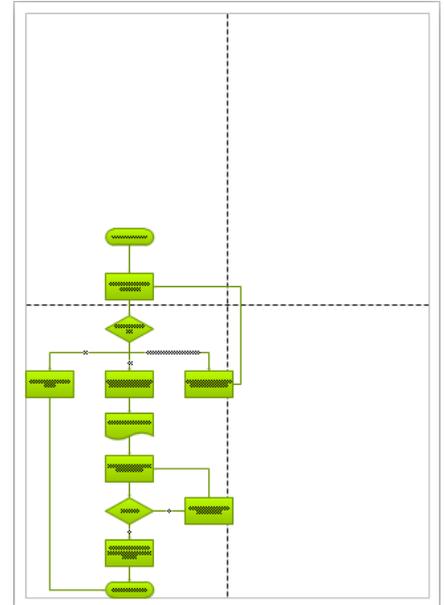
- 4 Click on **Fit to** under **Print zoom** on the **Print Setup** tab, then type **1** in both **Sheet(s) across** and **Sheet(s) down**

- 5 Click on **[OK]** – the flowchart will fit on one page and this is how it will print...

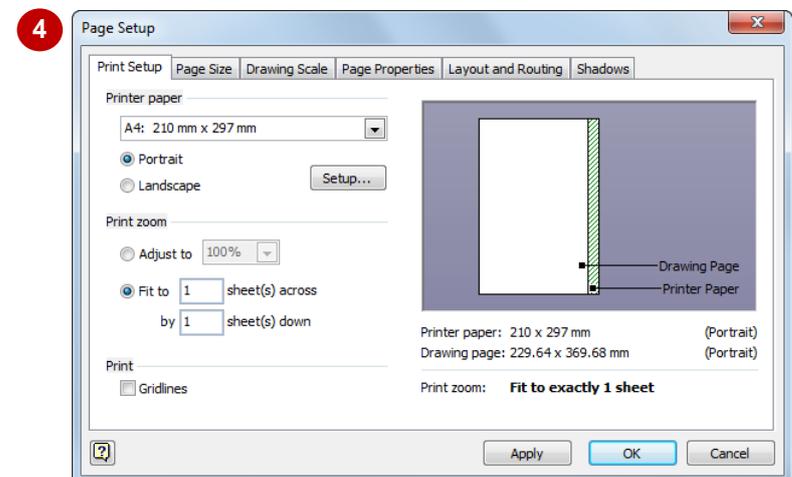
- 6 Click on **Close**  to close **Print Preview**



1



2



You can reduce or enlarge the size of a drawing when you print it using the **Adjust to** option under **Print zoom**. To reduce the size of a drawing, type a number smaller than 100 in **Adjust to** and to increase the size of a drawing, type a number larger than 100 in **Adjust to**.

## For Your Reference...

To fit a drawing to a specific number of print pages:

1. Click on the **Design** tab, then click on **Size**  and select **Fit to Drawing**
2. Click on the **dialog box launcher**  for **Page Setup** (**Design** tab) then click on **Fit to**
3. Type **Sheet(s) across** and **Sheet(s) down**

## Handy to Know...

- You can centre smaller drawings on the printed page by clicking on **[Setup]** on the **Print Setup** tab in the **Page Setup** dialog box, then selecting **Centre horizontally** and/or **Centre vertically**. This will not affect the drawing page.

# PRINTING A DRAWING

When printing a Visio drawing you have the option to print multiple copies simultaneously, collate copies, print specific pages, print the current page only, or even just print a range of

selected shapes. When Visio refers to a **page** for printing, it means a **drawing page** in Visio rather than a printed sheet of paper.

## Try This Yourself:

Same  
File

Continue using the previous file or open *V511 Outputting Drawings\_3.vsd...*

- 1 Click on the **File** tab, click on **Print** then click on **Quick Print** to send the drawing automatically to the default printer

*Since you've previewed and resized this one-page drawing, you know it's ready to be printed...*

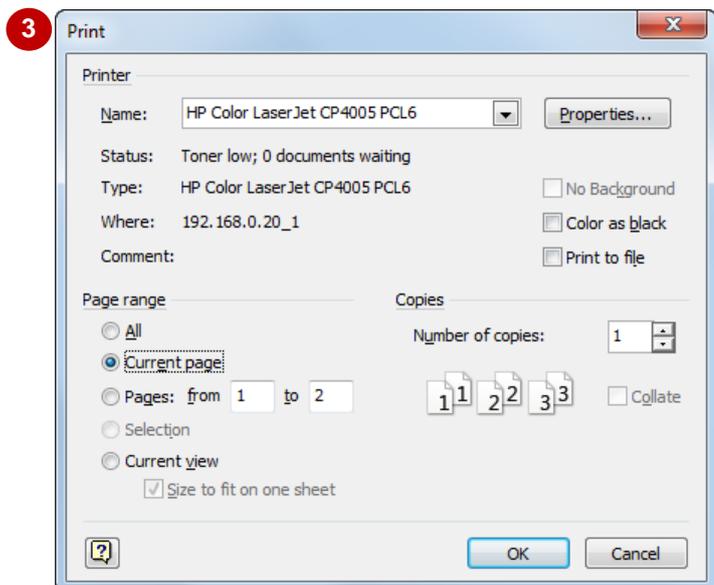
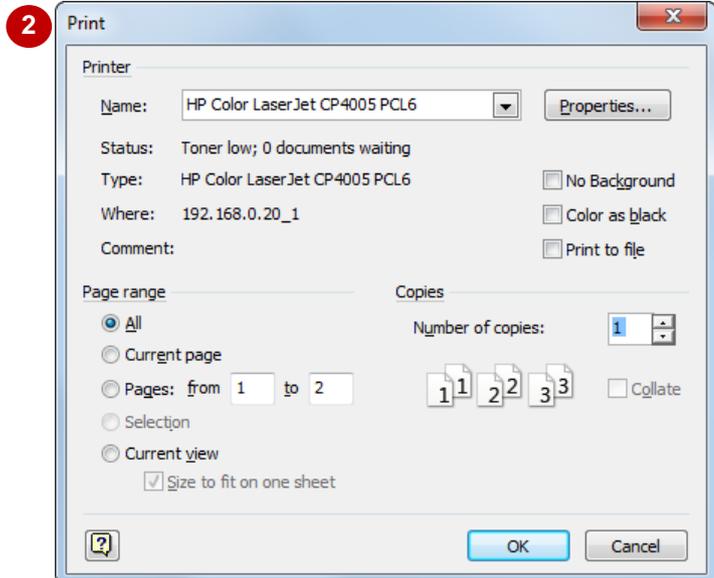
- 2 Open *V511 Outputting Drawings\_4.vsd*, click on the **Factory Location** tab to open this drawing, then press **Ctrl** + **P** to open the **Print** dialog box

*This keyboard shortcut saves from having to select **Print** > **Print** from the Backstage...*

- 3 Click on **Current page** under **Page range**

*Current page refers to the drawing that is currently open in the drawing window. If this drawing had been sized to fit on four sheets of paper (2 across by 2 down), Visio would print all four sheets. Luckily, we sized this drawing to fit on only one sheet...*

- 4 Click on **[OK]** to print the **Factory Location** page



## For Your Reference...

To print a drawing:

1. Click on the **File** tab, click on **Print**
2. Click on **Quick Print** to send the page directly to the printer  
or  
Click on **Print**, select the desired options and click on **[OK]**

## Handy to Know...

- To print specific shapes on the drawing page, select them and press **Ctrl** + **P**. Click on **Selection** under **Print range** and click on **[OK]**.
- If you don't want a theme background colour to print, tick **No Background** in the **Print** dialog box.

# EMAILING DRAWINGS

If your Microsoft Office suite includes Outlook 2010, you can send a drawing as an email attachment. From the **Save & Send** area of the **Backstage**, you can send an open drawing as a

Visio, PDF or XPS file. Having a choice is helpful. For instance, if you're emailing a colleague without Visio installed, send the drawing as a PDF and they'll be able to open it in Adobe Reader.

## Try This Yourself:

Continue using the previous file with this exercise...

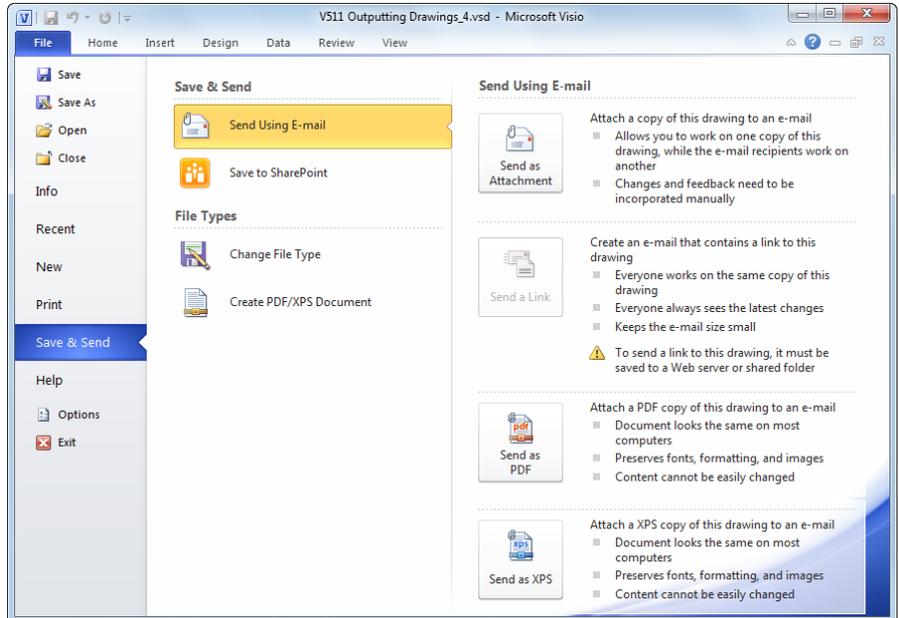
- 1 Click on the **File** tab, then click on **Save & Send**, then click on **Send Using E-mail**

You have three choices, depending on which file type you require for your drawing...

- 2 Click on **Send as Attachment**

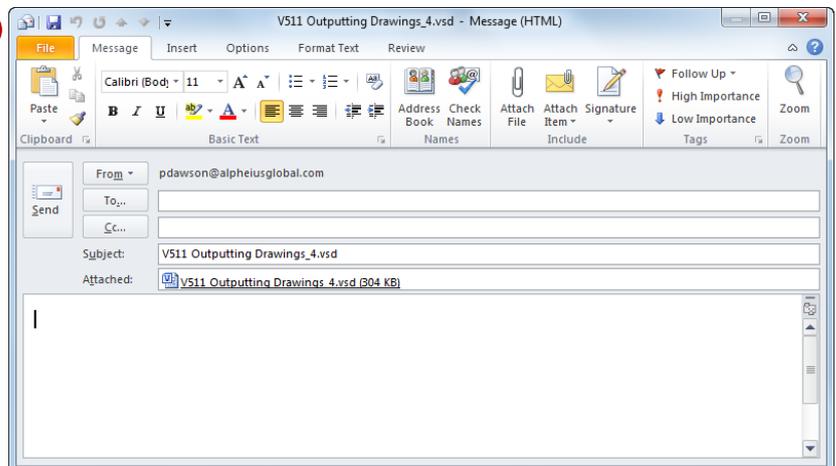
After a moment, a new email message will open in your email application. The drawing will be attached as a Visio (VSD) file and the drawing's file name will appear in the Subject...

- 3 Address the email to yourself and type a message in the text box, then click on **Send** to send the message



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XPS (XML Paper Specification) is a platform-independent technology that preserves document formatting and enables file sharing. This format has a more precise image and colour rendering on the recipient's computer than PDF. To view XPS files, install the free XPS Viewer from Microsoft.

## For Your Reference...

To email a drawing:

1. Click on the **File** tab, then click on **Save & Send**, then click on **Send Using E-mail**
2. Click on **Send as Attachment**, **Send as PDF** or **Send as XPS**

## Handy to Know...

- When a PDF (**Portable Document Format**) file is viewed online or printed, it retains all formatting. Another advantage of using PDF format is that the content in the file cannot be easily changed. To view a PDF file, you must have a PDF reader installed on your computer such as the free **Adobe Reader**.