

# Microsoft Visio

For Event Planning Purposes

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## What rooms are available to me?

All conference center rooms that are created in a to-scale drawing on Microsoft Visio include:

### Monroe A

- Standard
- Theater style 150

### Monroe B

- Standard
- Theater style 150
- Large Square for 28

### Monroe A and B

- Standard
- Theater style 300
- Theater style 300 with stage
- Classroom style

### Forum

- Standard (U shape in front with chairs and rounds)
- Standard 70 theater style rounds in back
- All rounds
- Theater style 186
- Theater style 168 two stage pieces in front
- Classroom seating for 72
- Classroom seating for 60
- Large U seating for 54
- Standard U in front theater style for 108

### Brighton

- Standard set up (for use if you want to add registration tables)

### Empire

- Standard set up (for use if you want to add registration tables)

### Atrium

- Standard with couches
- 8 six foot tables

### Terrace

- Standard

### Main Dining

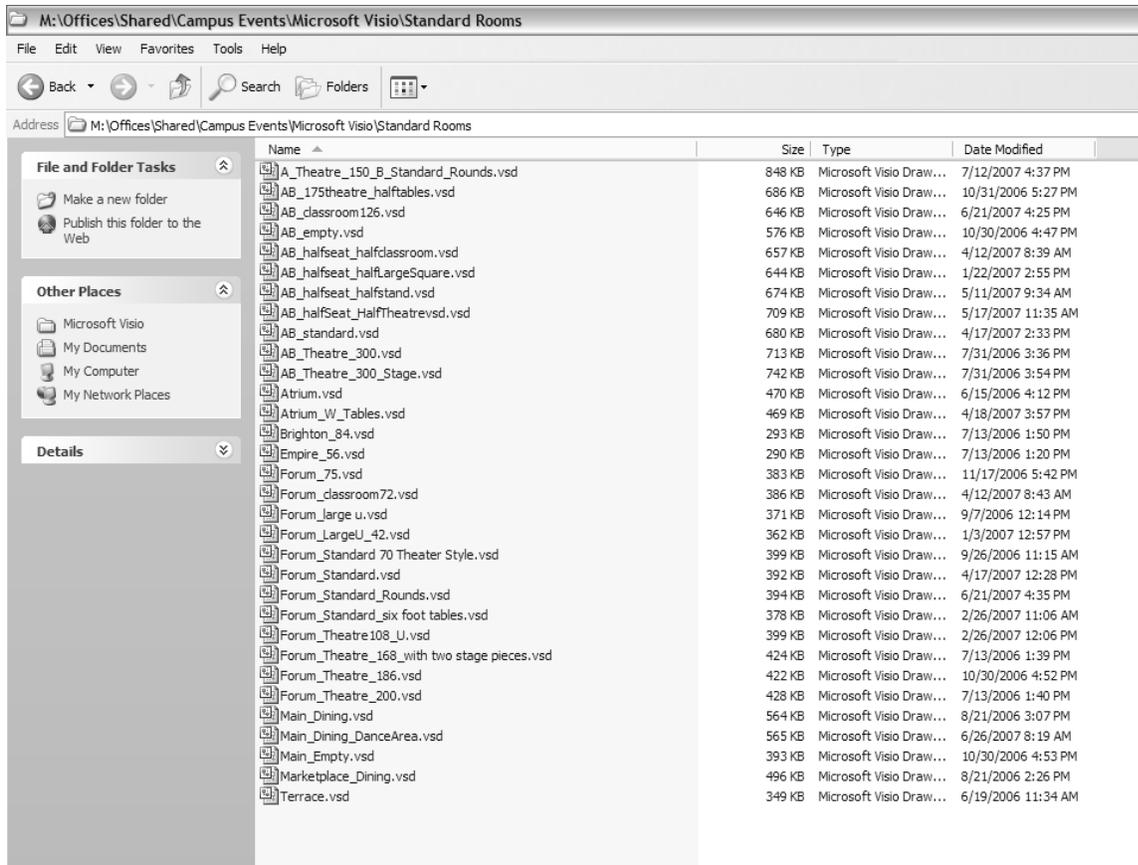
- Standard
- Standard with clearing for dance area
- Empty

### Marketplace

- Standard with clear horseshoe counter area

## How do I open a Visio Document?

This is just like word...so go to where you have the basic templates for all of the Conference Center rooms saved and double click the document.



The screenshot shows a Windows Explorer window with the address bar set to `M:\Offices\Shared\Campus Events\Microsoft Visio\Standard Rooms`. The window displays a list of files, all of which are Microsoft Visio Drawings (.vsd). The files are organized into columns for Name, Size, Type, and Date Modified. On the left side of the window, there are panels for 'File and Folder Tasks' and 'Other Places'.

Name	Size	Type	Date Modified
A_Theatre_150_B_Standard_Rounds.vsd	848 KB	Microsoft Visio Draw...	7/12/2007 4:37 PM
AB_175theatre_halfables.vsd	686 KB	Microsoft Visio Draw...	10/31/2006 5:27 PM
AB_classroom126.vsd	646 KB	Microsoft Visio Draw...	6/21/2007 4:25 PM
AB_empty.vsd	576 KB	Microsoft Visio Draw...	10/30/2006 4:47 PM
AB_halfseat_halfclassroom.vsd	657 KB	Microsoft Visio Draw...	4/12/2007 8:39 AM
AB_halfseat_halfLargeSquare.vsd	644 KB	Microsoft Visio Draw...	1/22/2007 2:55 PM
AB_halfseat_halfstand.vsd	674 KB	Microsoft Visio Draw...	5/11/2007 9:34 AM
AB_halfSeat_HalfTheatrevsd.vsd	709 KB	Microsoft Visio Draw...	5/17/2007 11:35 AM
AB_standard.vsd	680 KB	Microsoft Visio Draw...	4/17/2007 2:33 PM
AB_Theatre_300.vsd	713 KB	Microsoft Visio Draw...	7/31/2006 3:36 PM
AB_Theatre_300_Stage.vsd	742 KB	Microsoft Visio Draw...	7/31/2006 3:54 PM
Atrium.vsd	470 KB	Microsoft Visio Draw...	6/15/2006 4:12 PM
Atrium_W_Tables.vsd	469 KB	Microsoft Visio Draw...	4/18/2007 3:57 PM
Brighton_84.vsd	293 KB	Microsoft Visio Draw...	7/13/2006 1:50 PM
Empire_56.vsd	290 KB	Microsoft Visio Draw...	7/13/2006 1:20 PM
Forum_75.vsd	383 KB	Microsoft Visio Draw...	11/17/2006 5:42 PM
Forum_classroom72.vsd	386 KB	Microsoft Visio Draw...	4/12/2007 8:43 AM
Forum_large u.vsd	371 KB	Microsoft Visio Draw...	9/7/2006 12:14 PM
Forum_LargeU_42.vsd	362 KB	Microsoft Visio Draw...	1/3/2007 12:57 PM
Forum_Standard 70 Theater Style.vsd	399 KB	Microsoft Visio Draw...	9/26/2006 11:15 AM
Forum_Standard.vsd	392 KB	Microsoft Visio Draw...	4/17/2007 12:28 PM
Forum_Standard_Rounds.vsd	394 KB	Microsoft Visio Draw...	6/21/2007 4:35 PM
Forum_Standard_six foot tables.vsd	378 KB	Microsoft Visio Draw...	2/26/2007 11:06 AM
Forum_Theatre108_U.vsd	399 KB	Microsoft Visio Draw...	2/26/2007 12:06 PM
Forum_Theatre_168_with two stage pieces.vsd	424 KB	Microsoft Visio Draw...	7/13/2006 1:39 PM
Forum_Theatre_186.vsd	422 KB	Microsoft Visio Draw...	10/30/2006 4:52 PM
Forum_Theatre_200.vsd	428 KB	Microsoft Visio Draw...	7/13/2006 1:40 PM
Main_Dining.vsd	564 KB	Microsoft Visio Draw...	8/21/2006 3:07 PM
Main_Dining_DanceArea.vsd	565 KB	Microsoft Visio Draw...	6/26/2007 8:19 AM
Main_Empty.vsd	393 KB	Microsoft Visio Draw...	10/30/2006 4:53 PM
Marketplace_Dining.vsd	496 KB	Microsoft Visio Draw...	8/21/2006 2:26 PM
Terrace.vsd	349 KB	Microsoft Visio Draw...	6/19/2006 11:34 AM

## Changing around an existing room

If you see a room that you want to use as one of the templates please print it out and attach it to your event application [see printing instructions].

If there is a template that is close to what you want open it and adjust.

Existing room

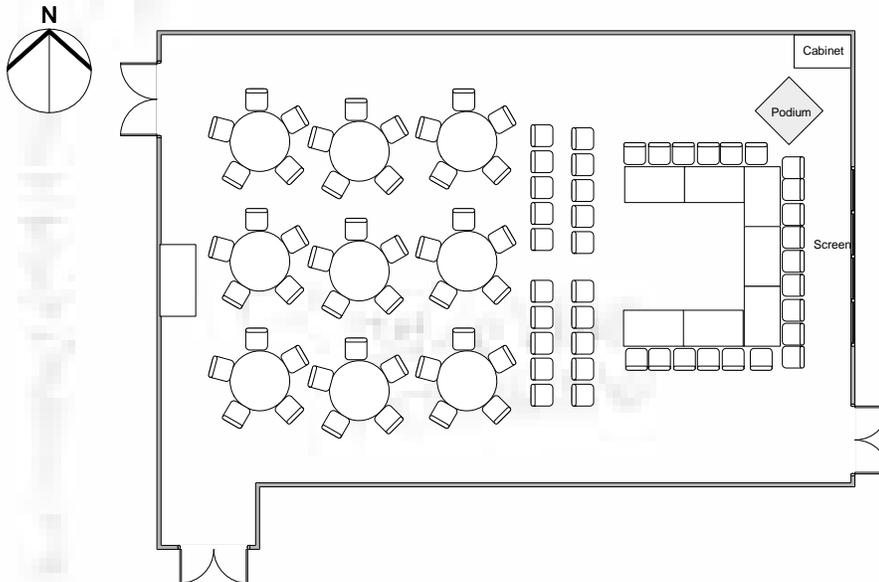
### Forum – Standard (86 Chairs)

5 foot rounds – 5 chairs each

3 food tables

20 Chairs

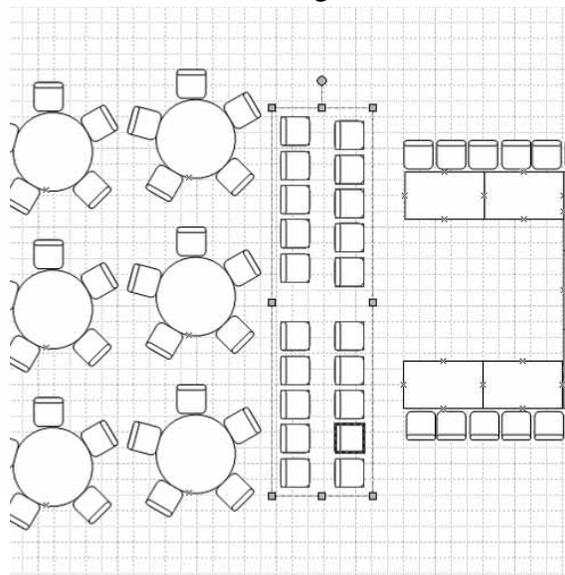
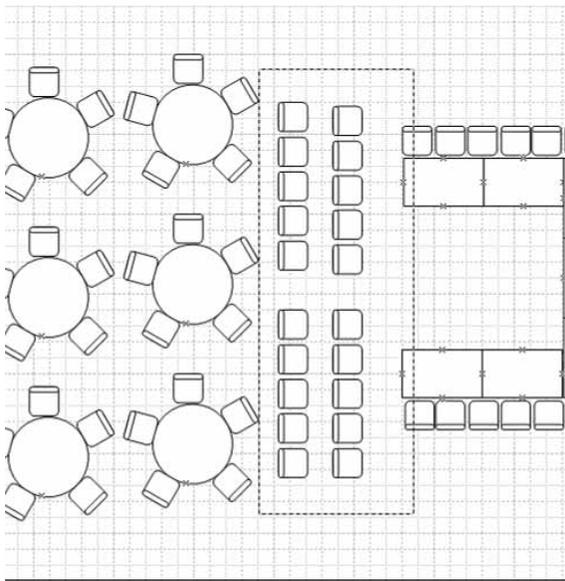
7- 5 foot tables in U – 3 chairs each



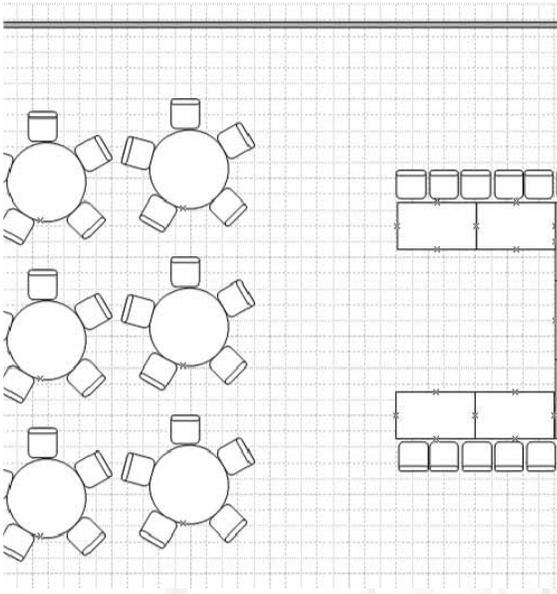
Select what you want to amend:

Click with mouse at top left of item

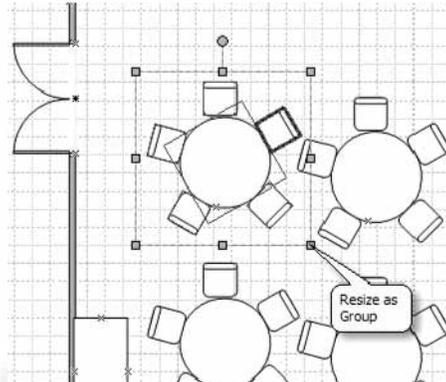
Drag and unclick at bottom right of item



selected click delete

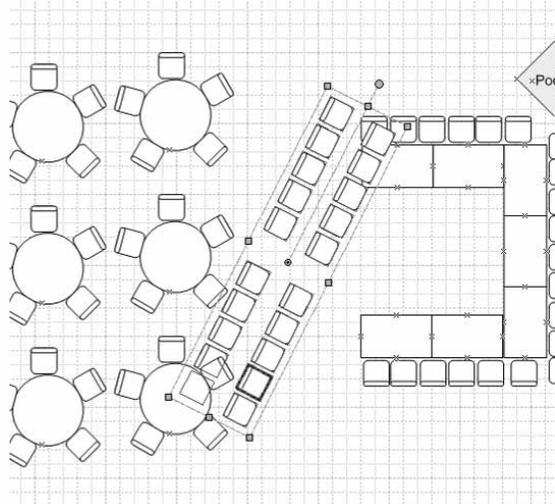


Grab the item that you want  
move your cursor over to the  
corner of the item until it reads  
resize or resize as a group  
drag your item until it is the size  
you want



Rotate a resource

While you have the resource selected grab the circle and drag it until the item is at the correct orientation



## To add a resource

Put your cursor in the box where it reads “search for shapes”

Type the name of the shape that you want

Hint – use chair, square (for six foot tables)

Circle (for round table).

Be creative – if you can not find what you want find something similar and put text near it to explain what it is. [See how to add text]

When you have typed in the item that you want hit Enter on the keyboard or the click the arrow.

When the list is populated...

Click on the item that you want and drag it to your room layout

Remember to keep the resources proportionately sized to the room. Microsoft Visio aids us in to-scale drawings

\*NOTE –

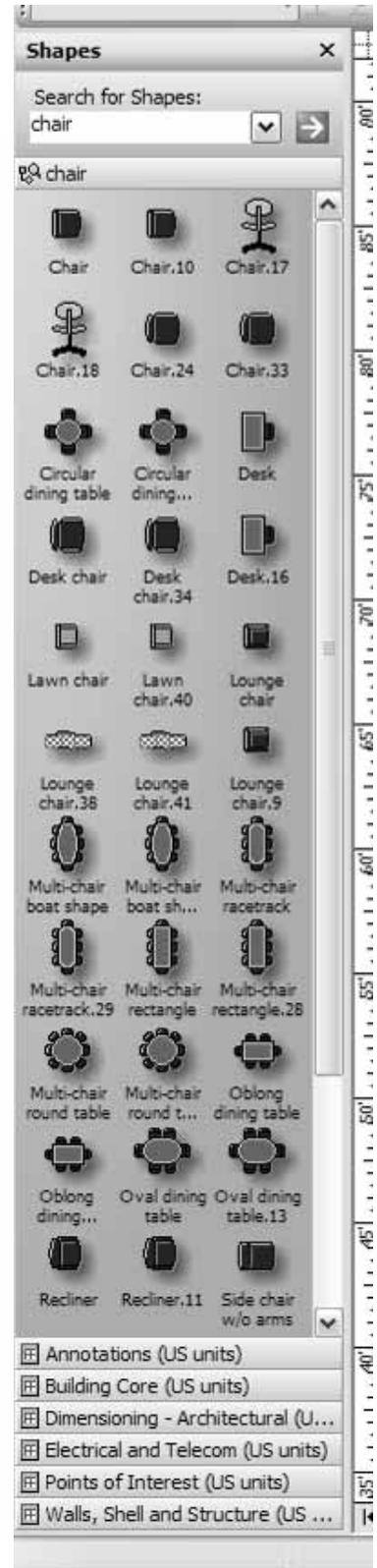
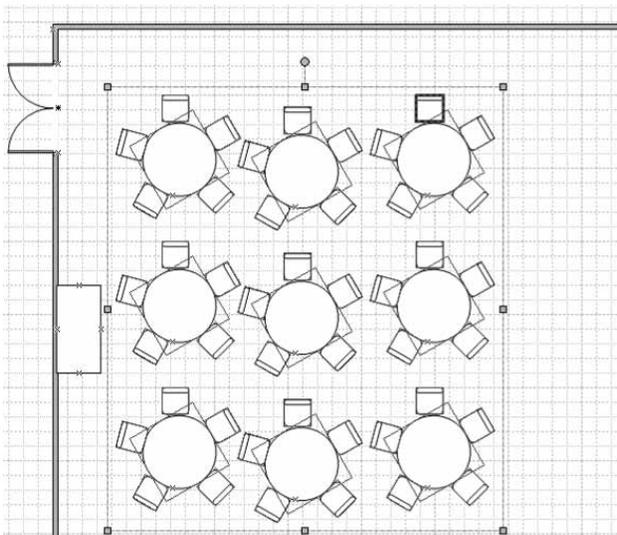
If the item already exists in your layout you can copy and paste it into the drawing. You can even copy and paste several items at a time.

## Copying a resource

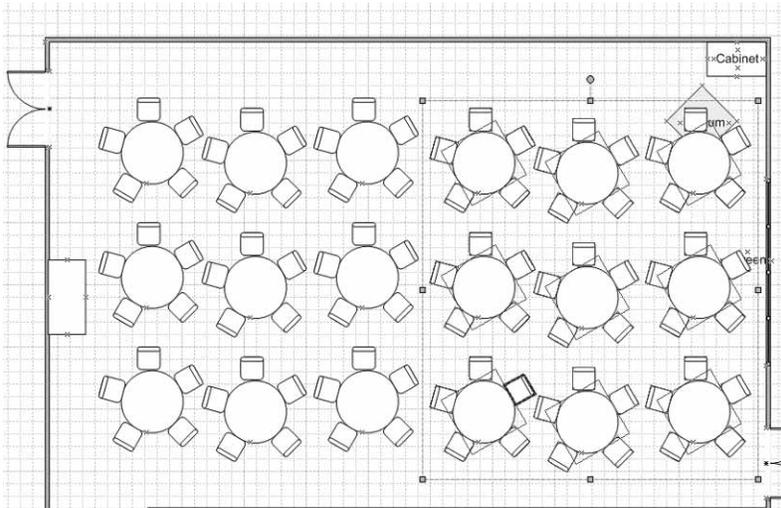
Highlight items

Hit control C to copy

Or right click and left click copy



Hit control V to paste  
Or right click and left click paste



## How to add text

Copy and paste text if it already exists in the document

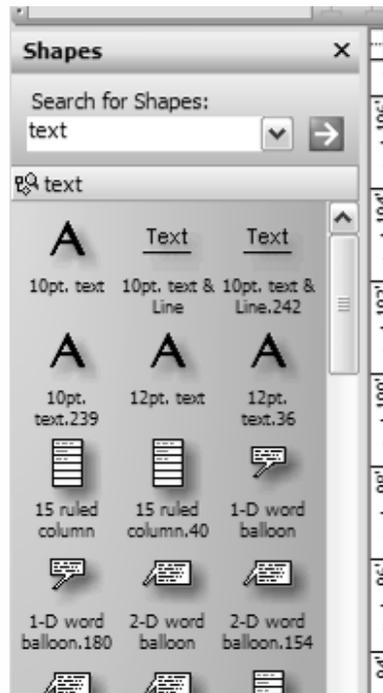
In the search for shapes type in text  
Choose the 12 pt font (optional)  
Drag and drop into your document

NOTE if Visio prompts you with

Search results are greater than the  
specified maximum of 100.

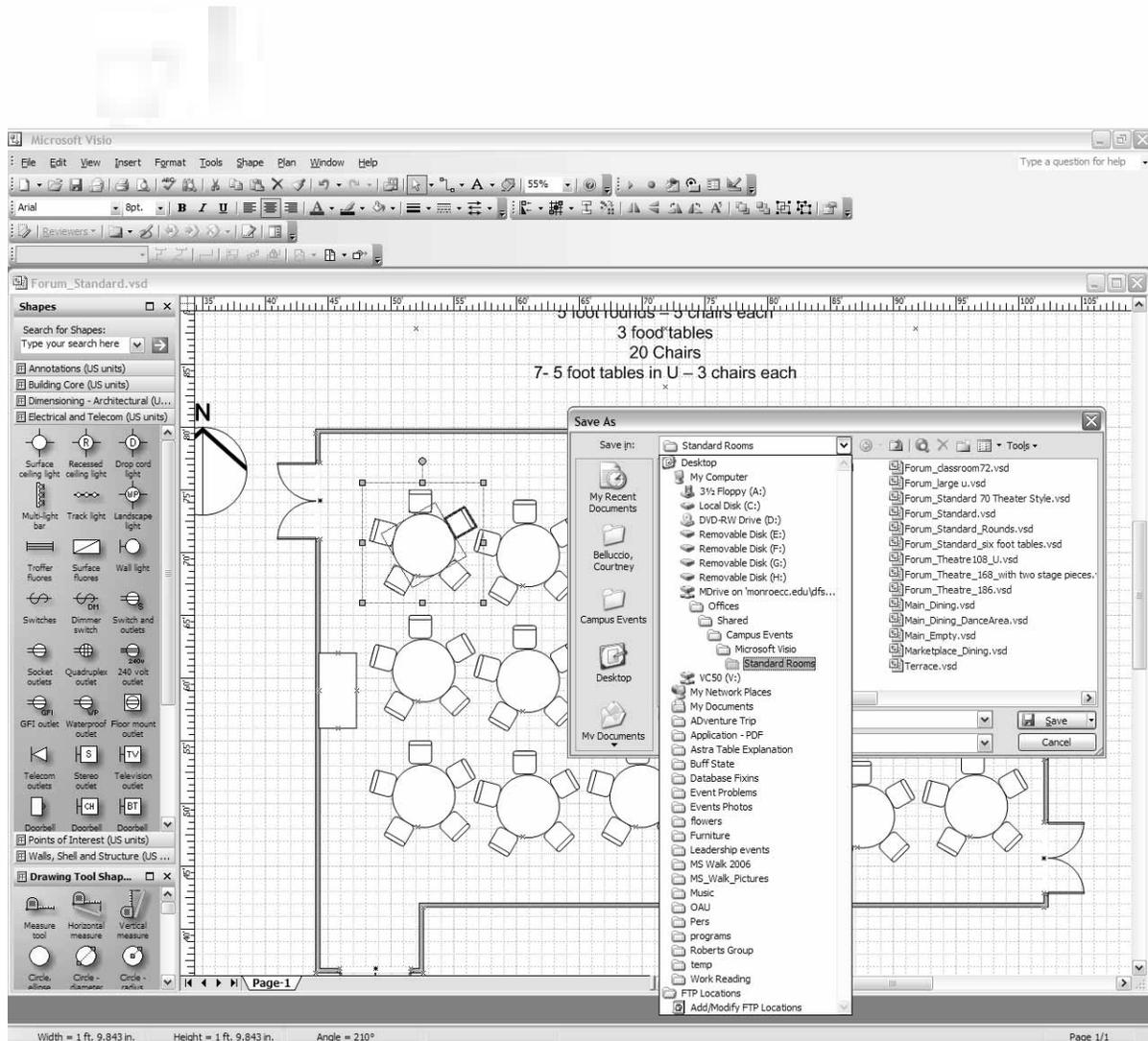
Would you like to view the results?

Choose yes.



## How to save your document

Just like Microsoft Word click File in the menu bar. If the document is from a template please remember not to hit **save** but rather use **save as** so that you do not copy over the original drawing. Please keep a file with a naming convention that works best for you. I have traditionally used Event\_date\_location. This is great in the event that there is a minor change from previous years if the event is a repeat. This also helps if there is a new event that is similar to one that already exists.



## Printing your document

If you click on File, Print Preview you will notice that your document is small on the page and it will print this way. What I have done to circumvent this is

Control A to select all

Control C to copy all

Open Microsoft Windows

Click on file, page set up, and then click on Landscape

Click in the page

Hit control V to paste

Hit file then print

## Additional Resources

MCC Educational Technology Services

Online training

<http://office.microsoft.com/training/training.aspx?AssetID=RC011267461033>

Online website

About Visio

[http://en.wikipedia.org/wiki/Microsoft\\_Visio](http://en.wikipedia.org/wiki/Microsoft_Visio)

Microsoft Visio Homepage 2007

<http://office.microsoft.com/en-us/visio/default.aspx>