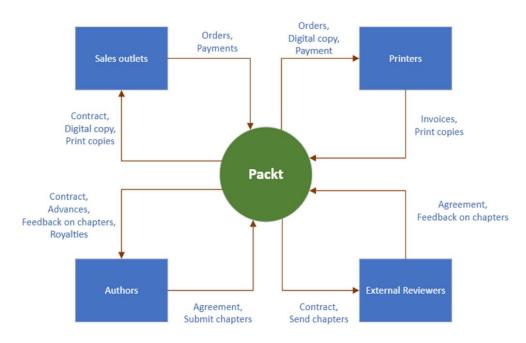
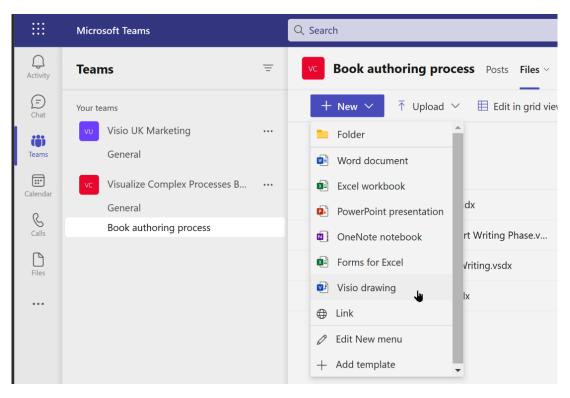
Chapter 1: Choosing the Correct Business Process Diagram Type



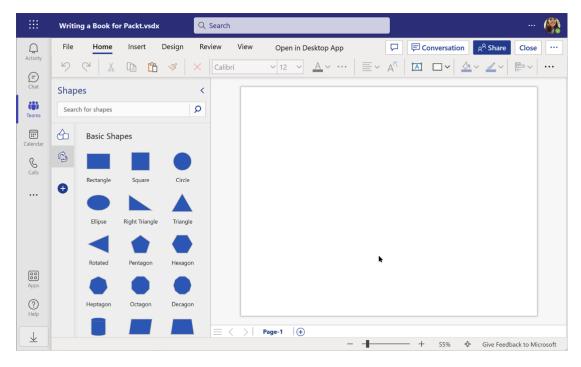


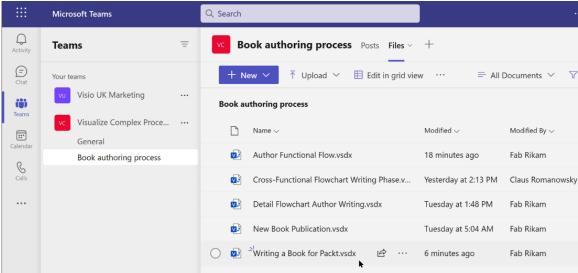
Visio drawing

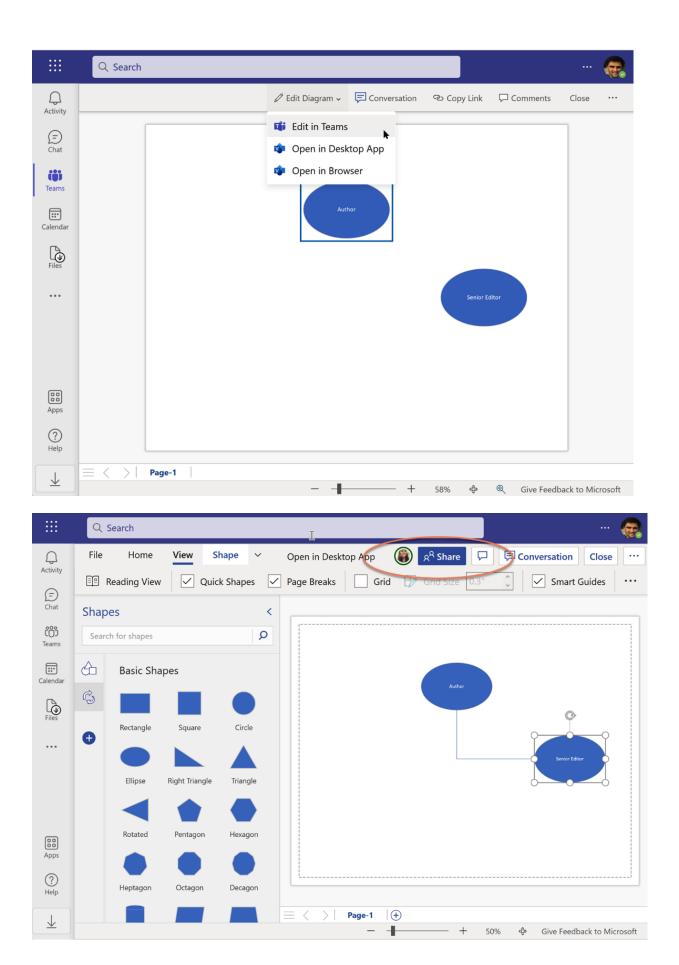
 \times

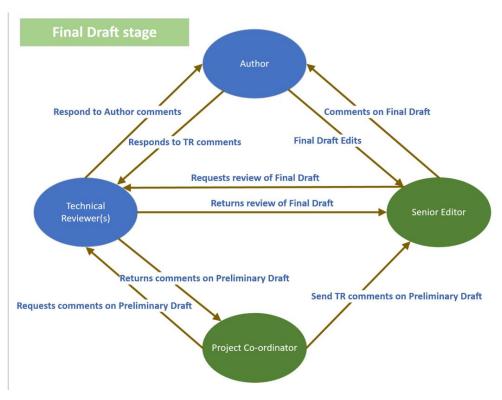
Enter your new name .vsdx

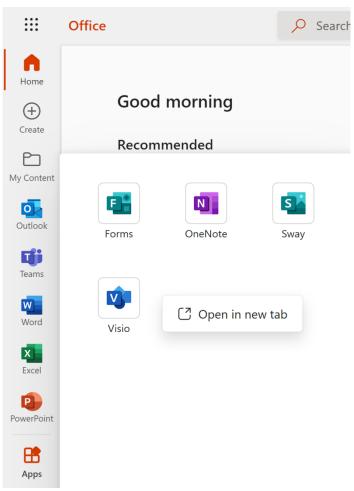
Create

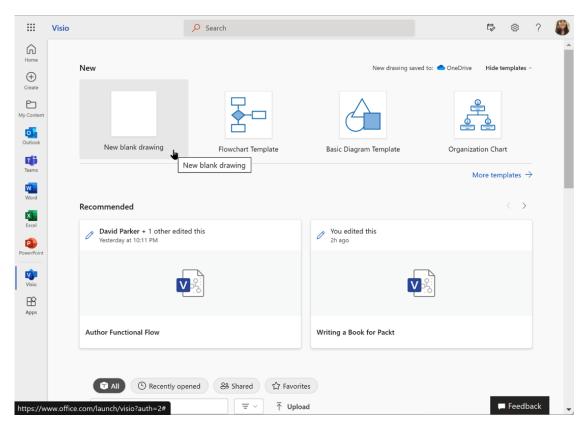


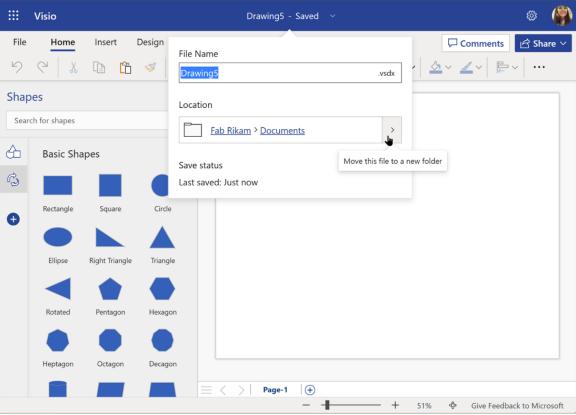


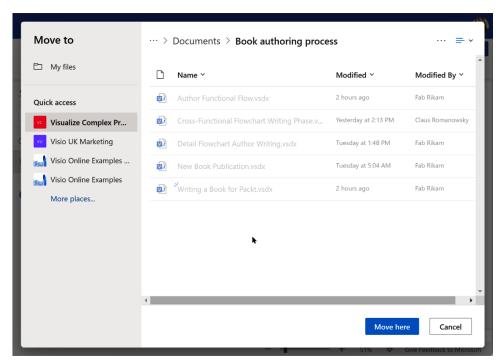


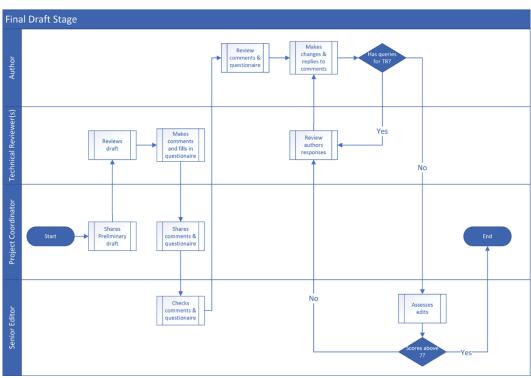


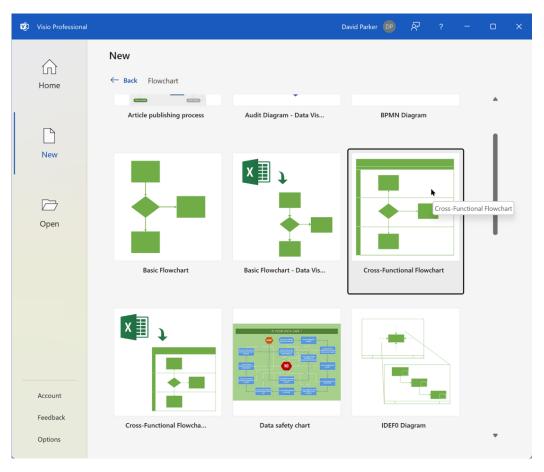


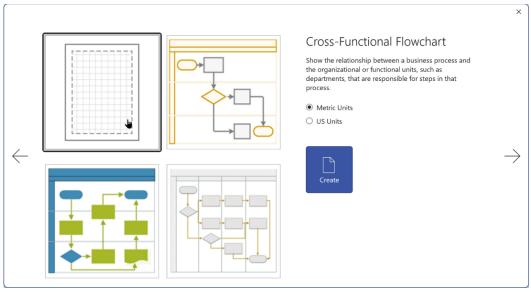


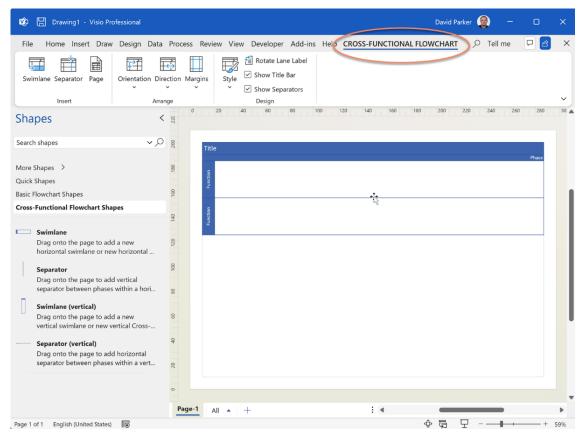


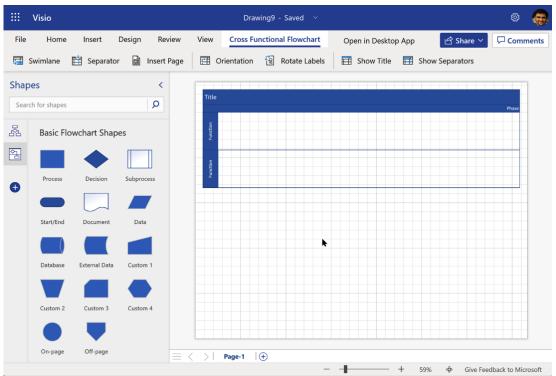


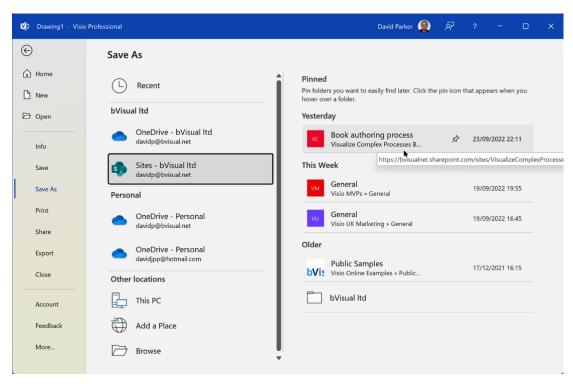


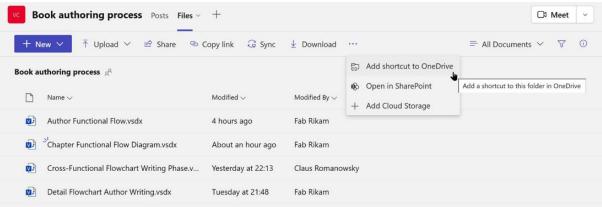


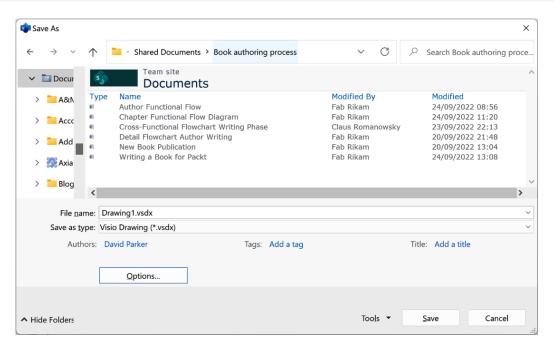


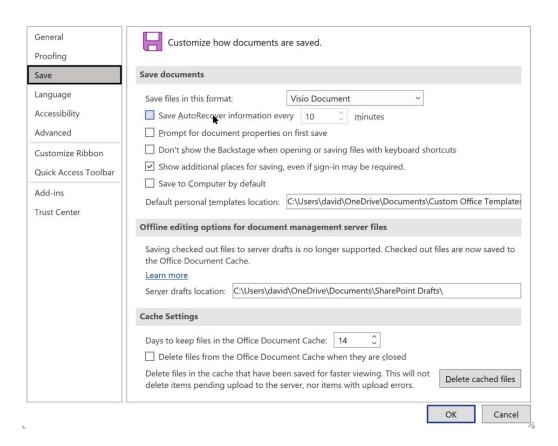


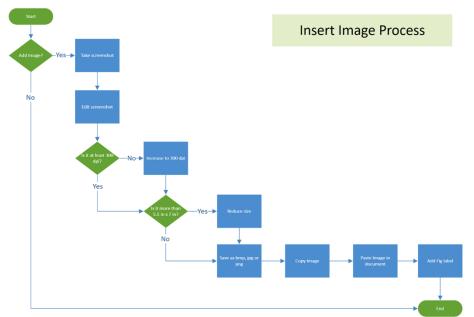


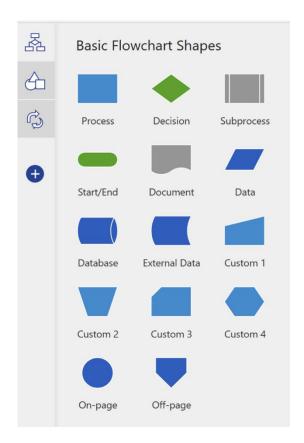


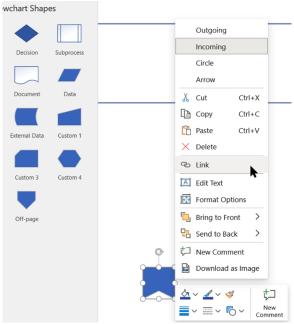












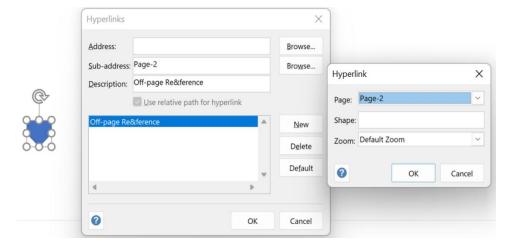
Insert Link

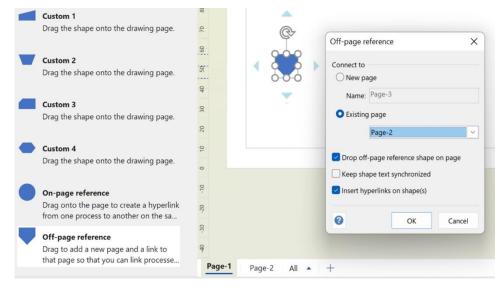
Link To



OK Cancel

X

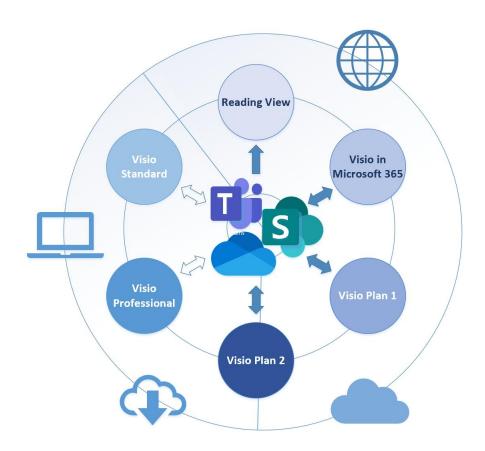




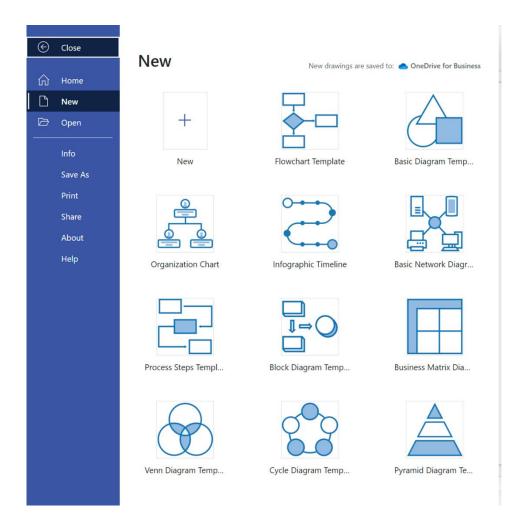
Chapter 2: Choosing the Best Visio Edition for Our Needs



Capabilities of the Visio editions

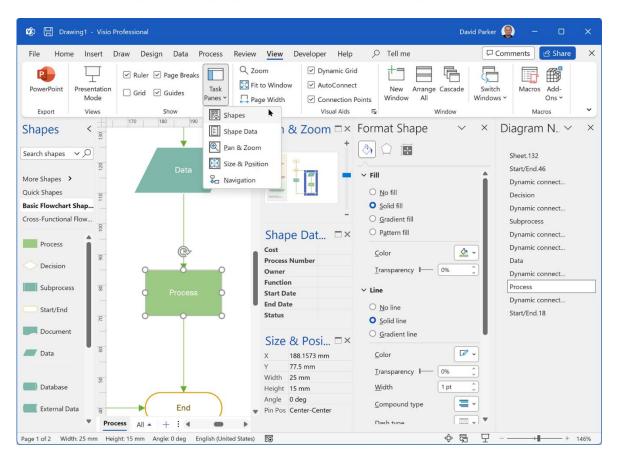


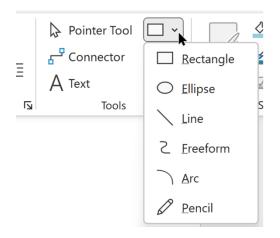
Visio editions on Windows desktop and in a browser

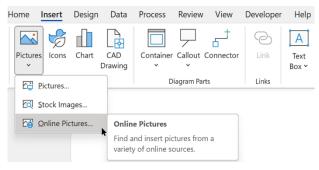


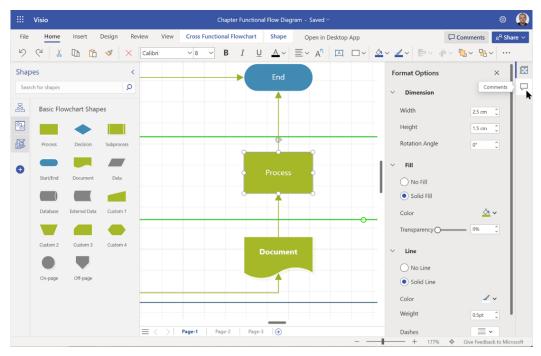
		Bro	wser	Desktop			
	Reading View	Visio in M365	Visio Plan 1	Visio Plan 2	Visio Standard	Visio Professional	Visio Plan 2
Basic Diagrams		•	•	•	•	•	•
Basic Flowcharts		•	•	•	•	•	•
Cross-functional Flowcharts			•	•	•	•	•
BPMN Diagrams				•		•	•
SDL Diagrams			•	•		•	•
UML Diagrams			•	•		•	•
ITIL Diagrams						•	•
Six Sigma Diagrams						•	•
Value-stream maps						•	•
Data Visualizer Diagrams							•

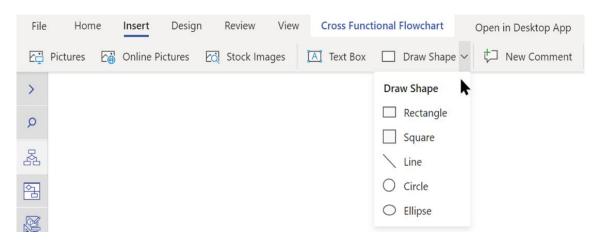
		Brow	wser	Desktop			
	Reading View	Visio in M365	Visio Plan 1	Visio Plan 2	Visio Standard	Visio Professional	Visio Plan 2
Commenting	•	•	•	•	•	•	•
Co-authoring		•	•	•			•
Hyperlinks	0	0	0	0	•		
Shape Data	0						
Shape Reports					•		•
Data Linking & Data Graphics	0				0		•
Subprocesses & Validation Rules							•
Data Visualizer						•	•
Export to Word & PowerPoint							•
Access to Document Stencil				•	•	•	•

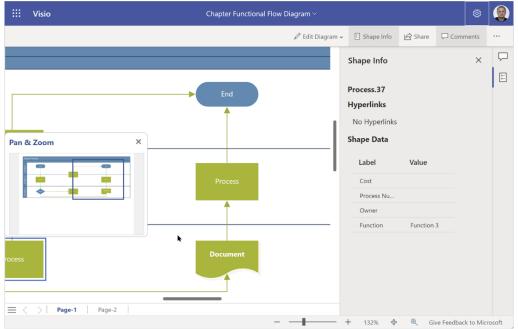


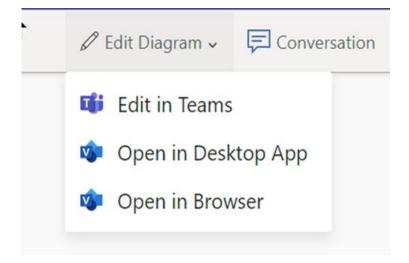


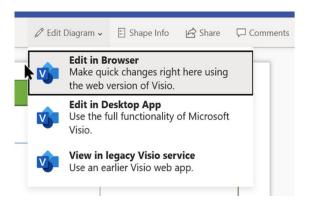


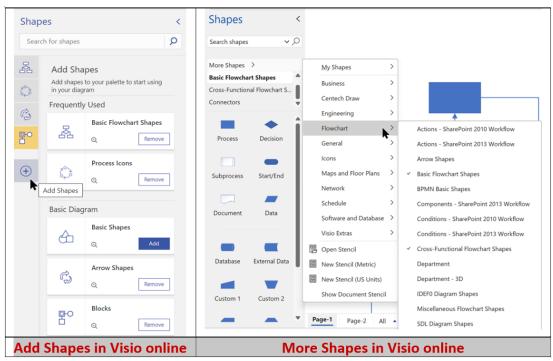


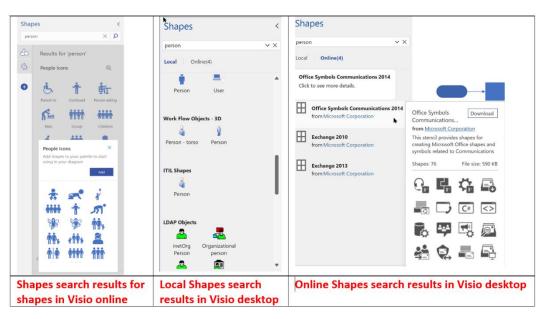




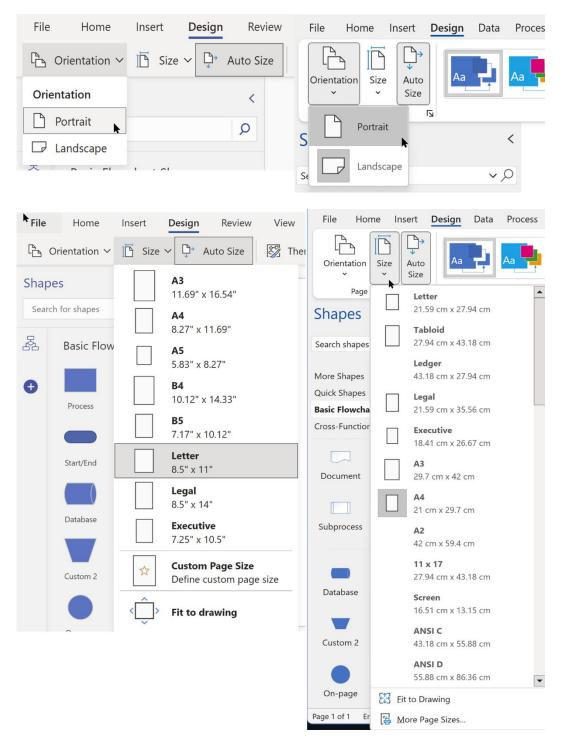


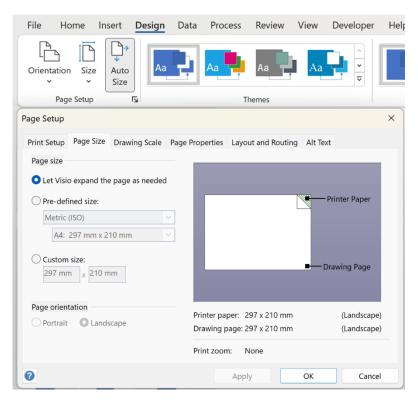


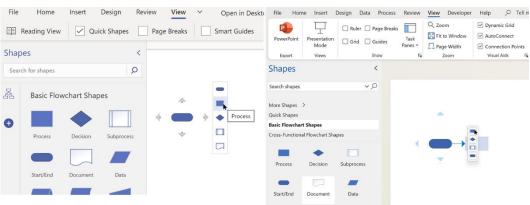


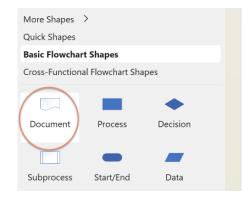


Chapter 3: Learning to Manually Create Process Flow Diagrams

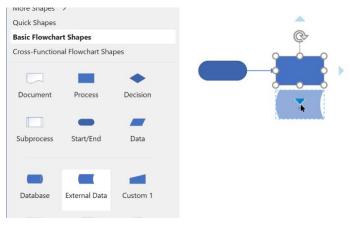


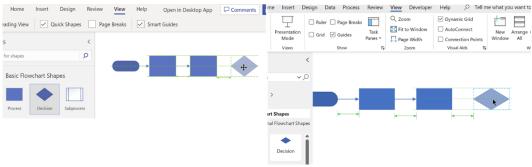


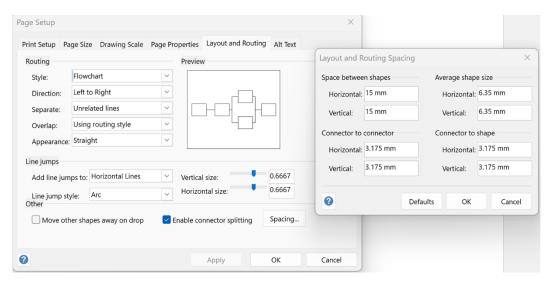


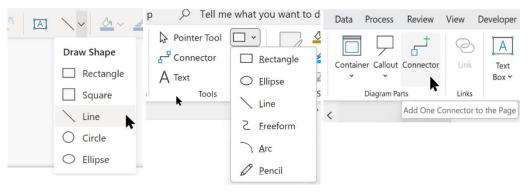


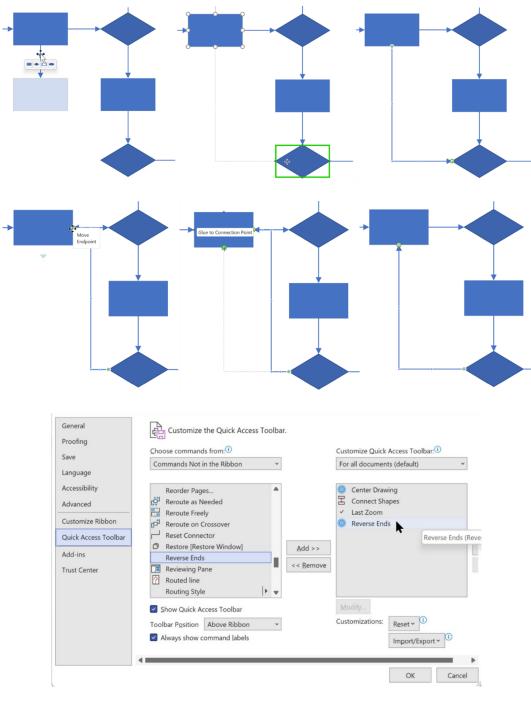


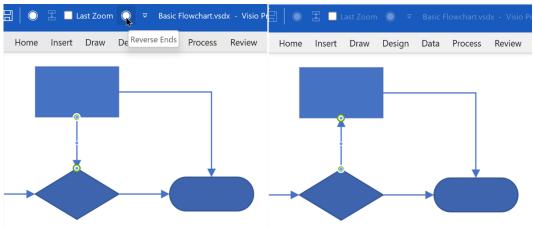


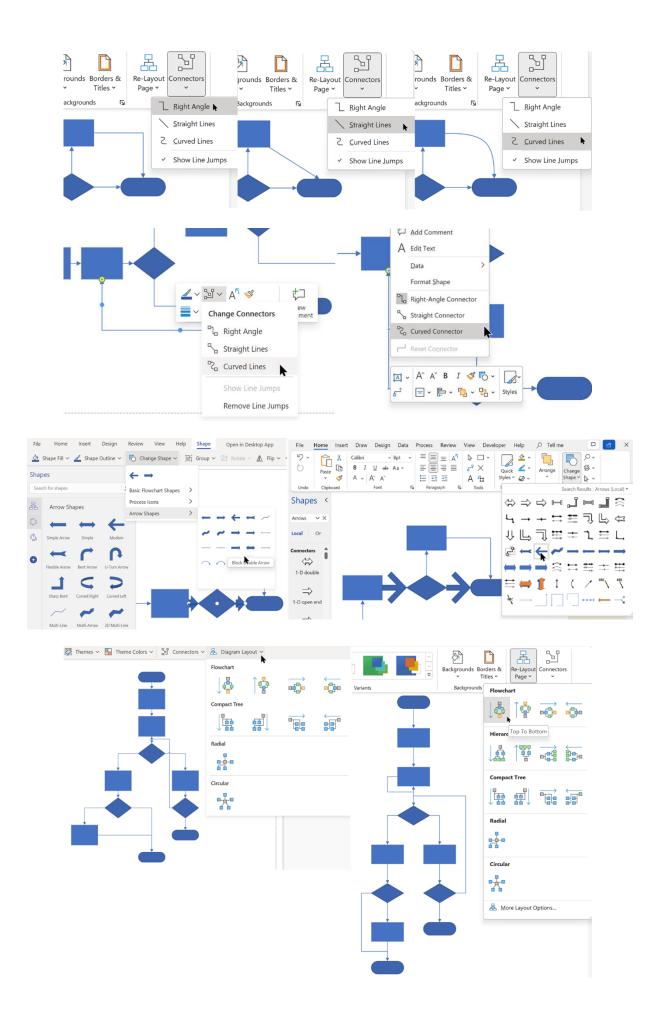


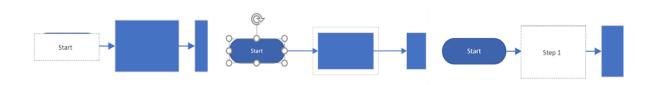


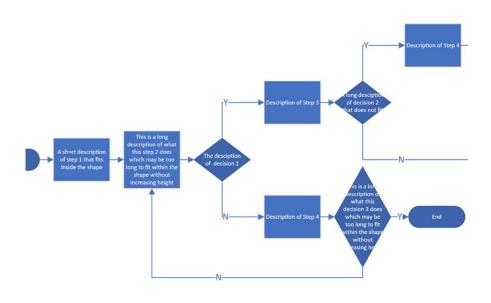


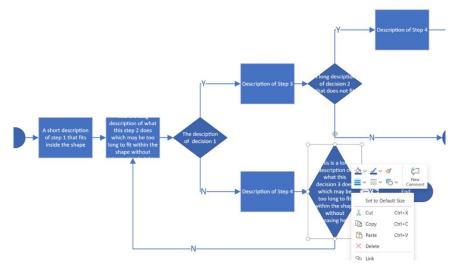


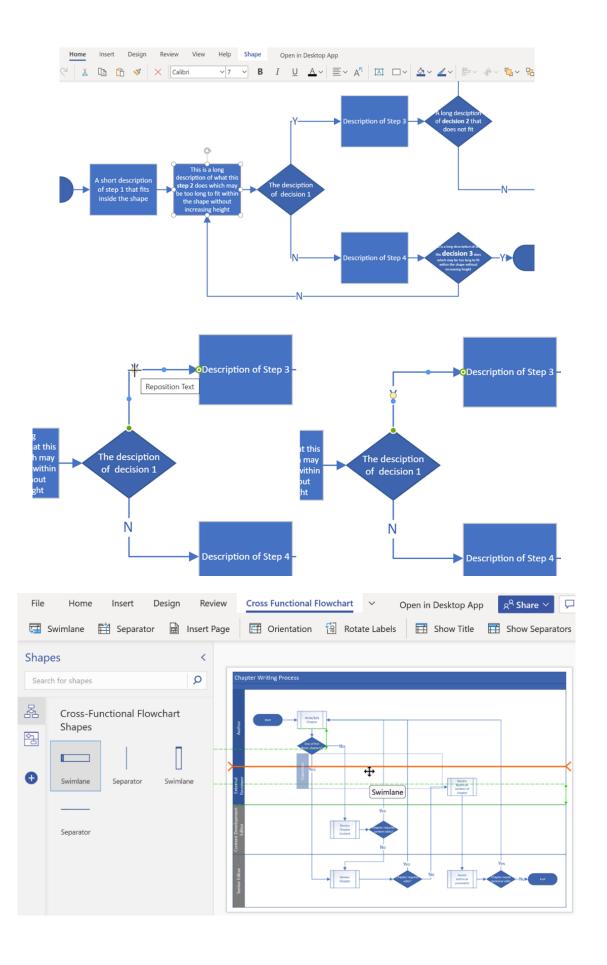


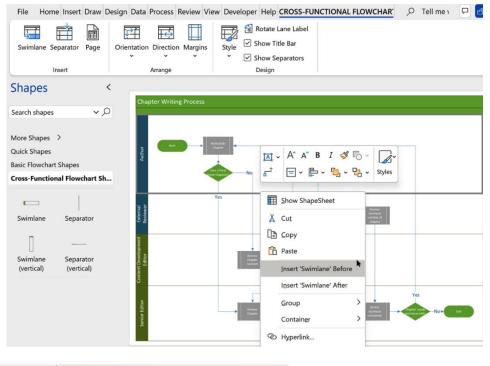




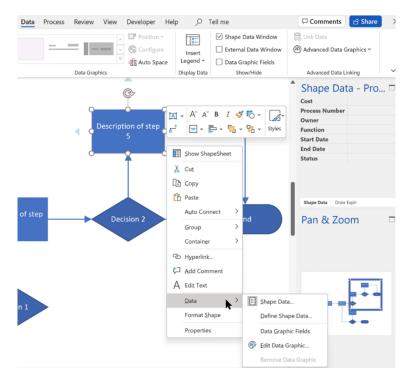


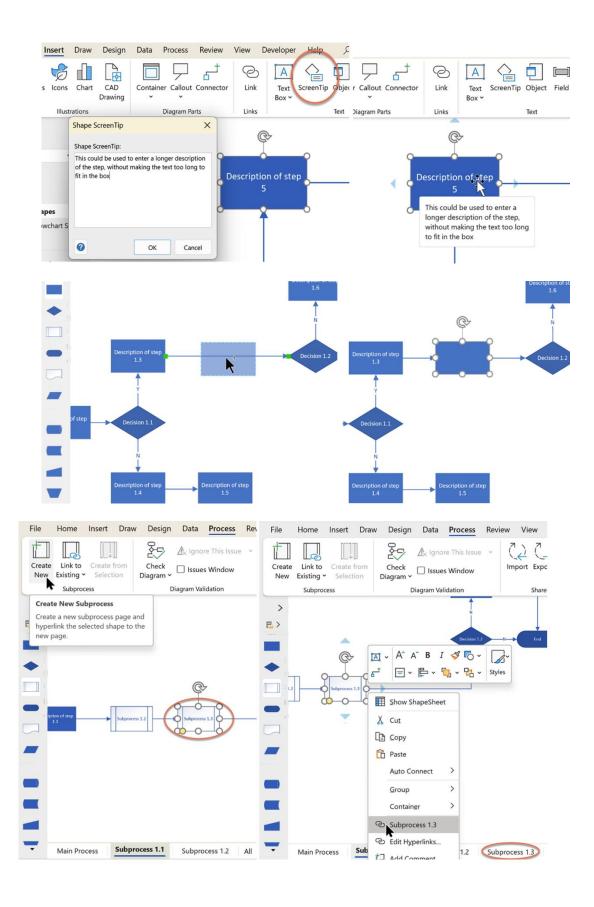


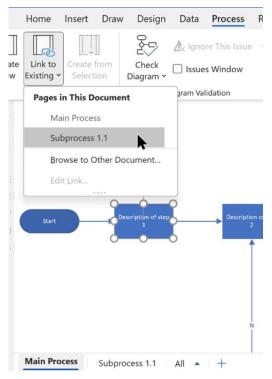


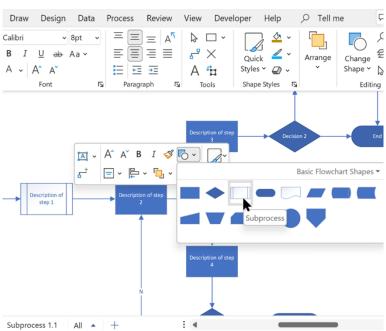


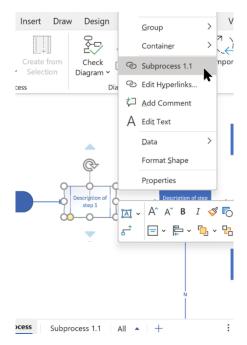


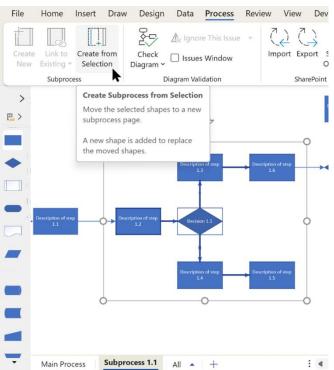


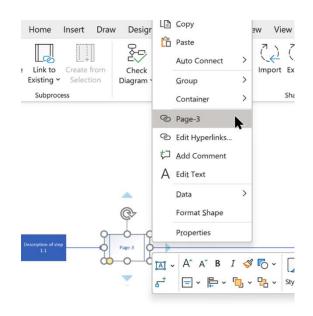


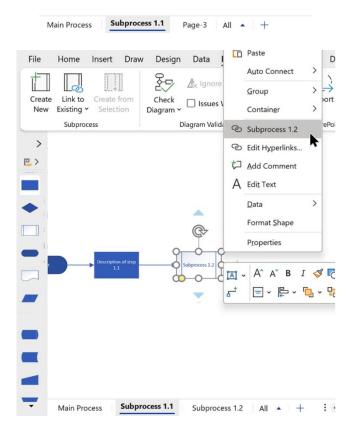


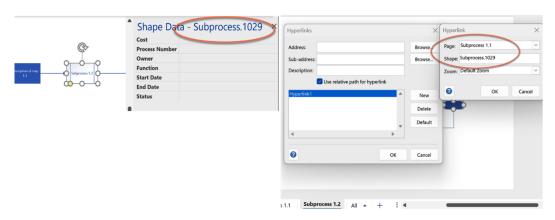


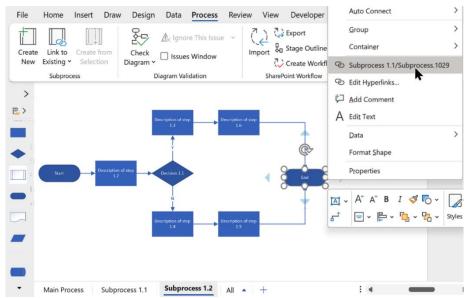


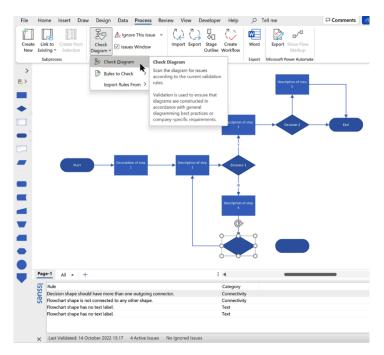






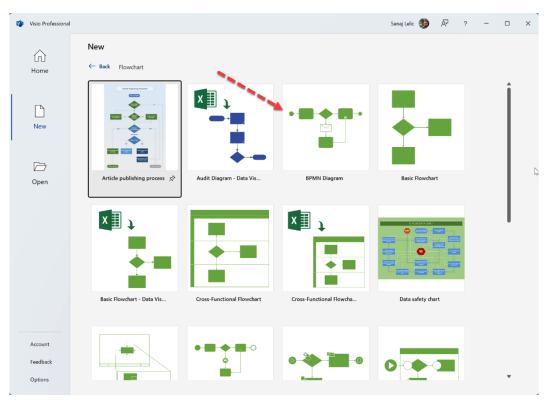


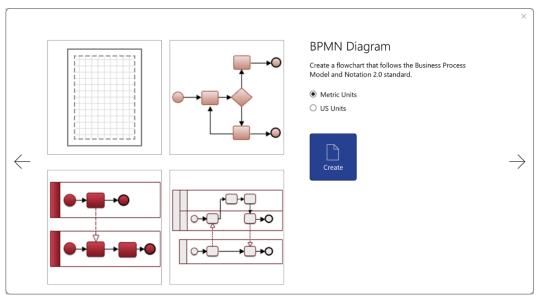


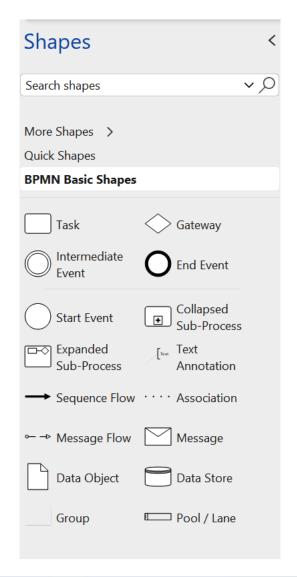


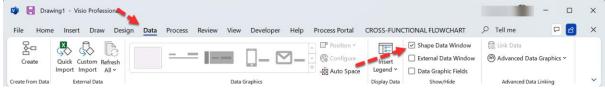
Chapter 4: Using Visio for Desktop with BPMN

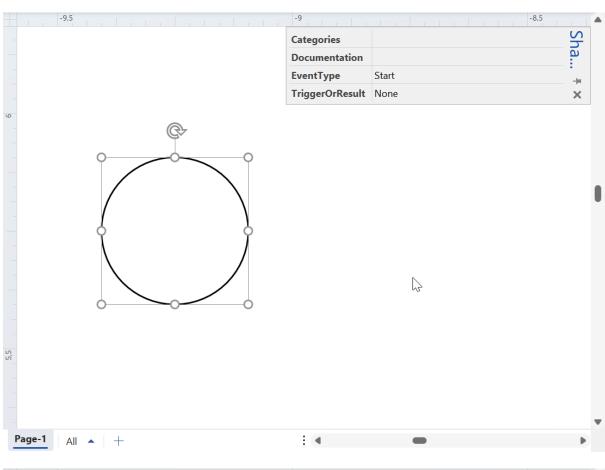


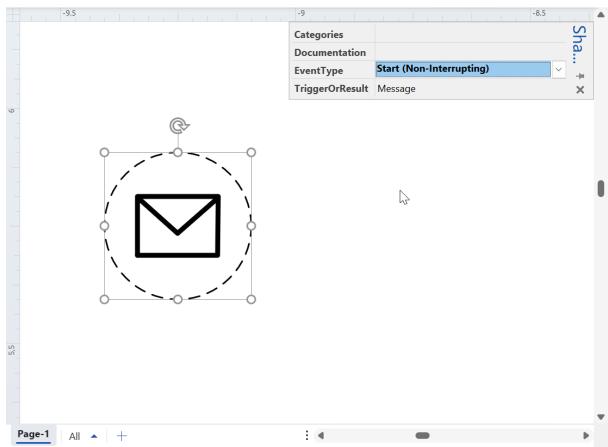


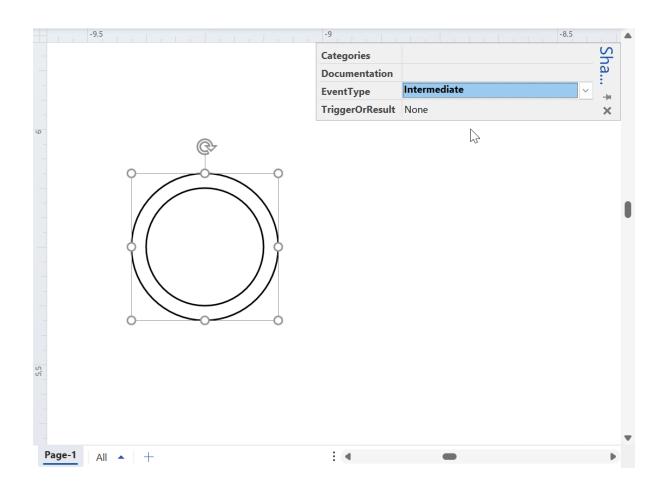


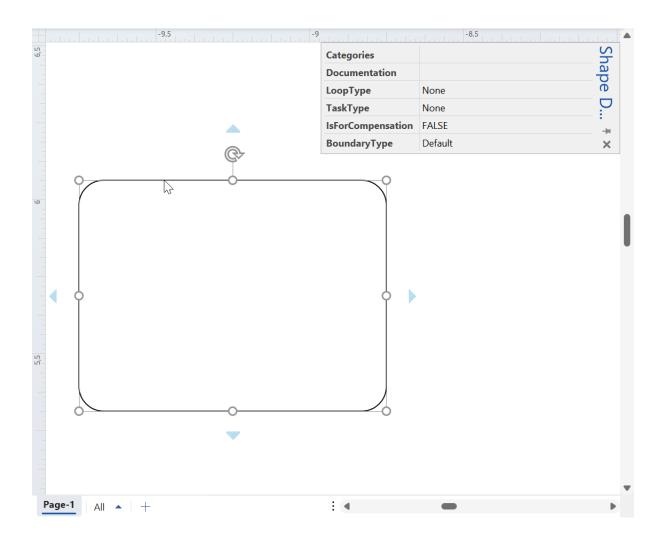


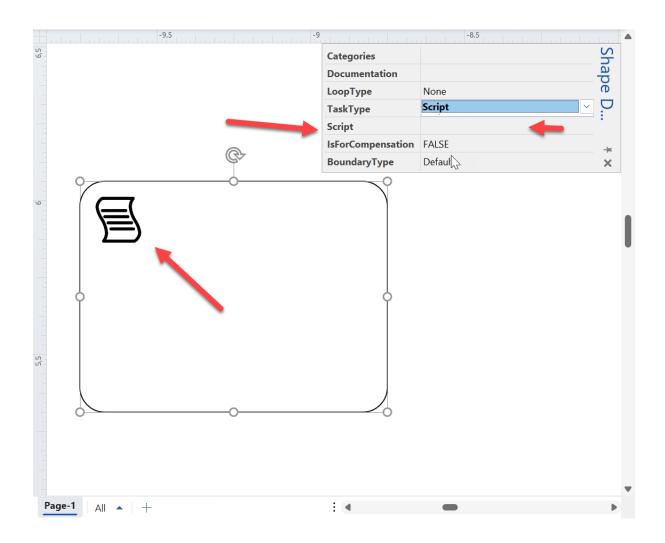


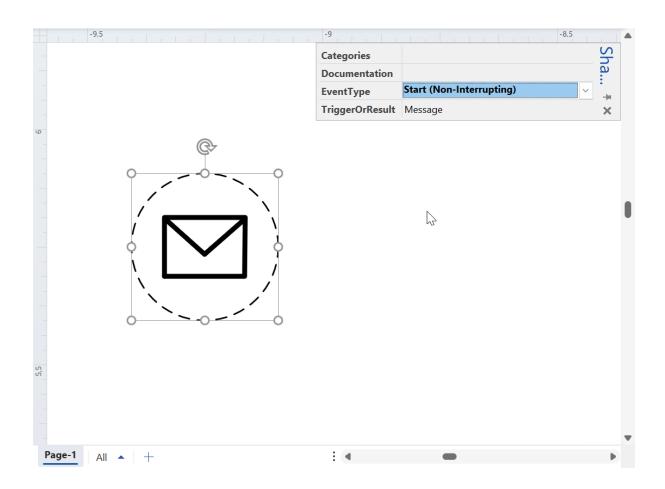


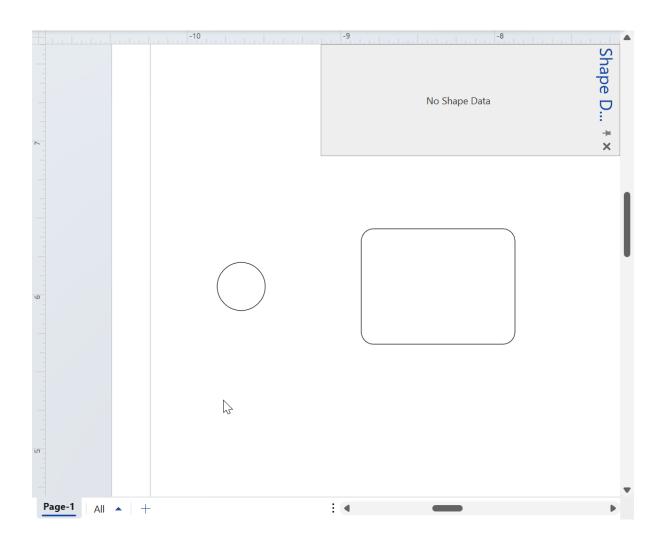


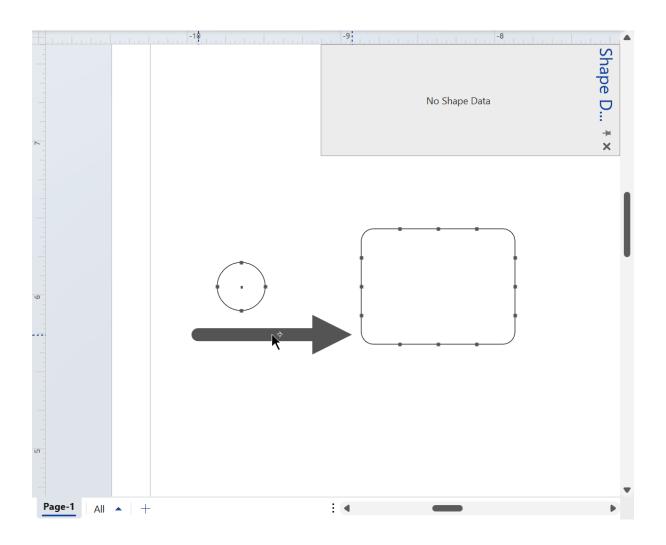


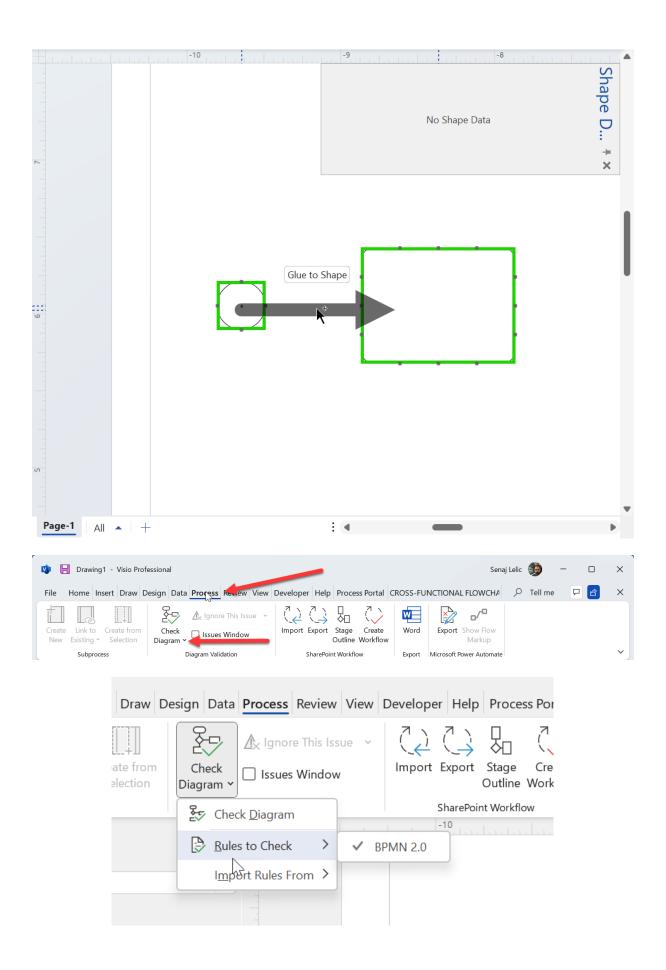


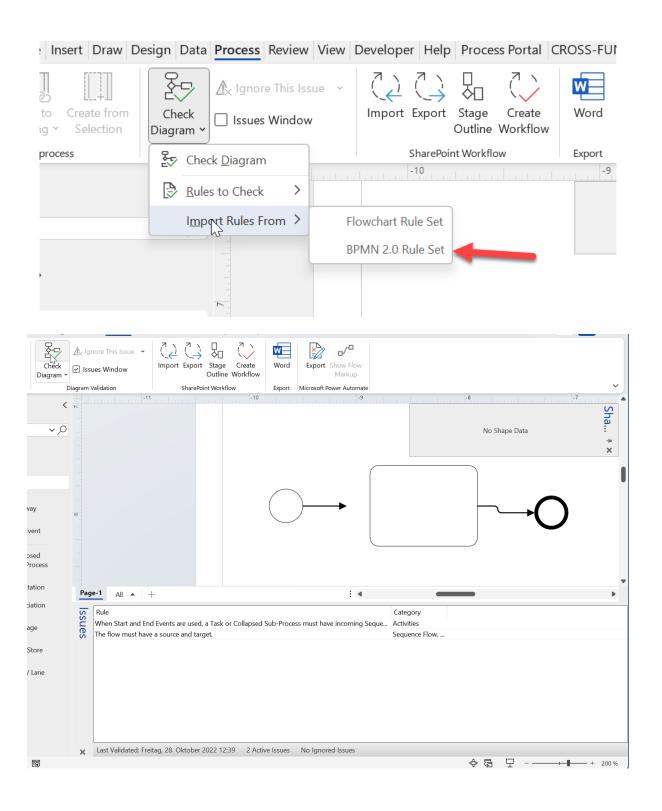


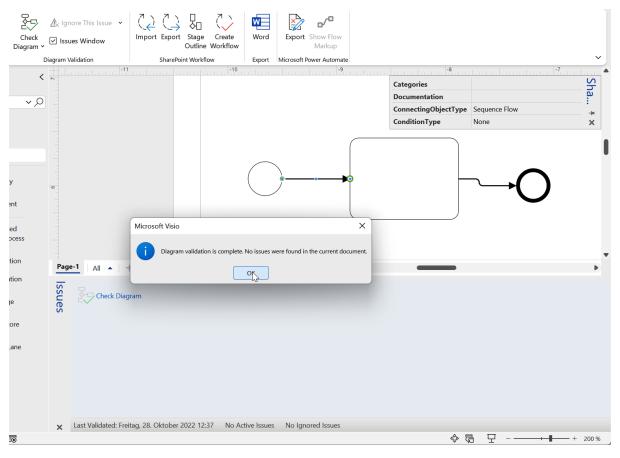


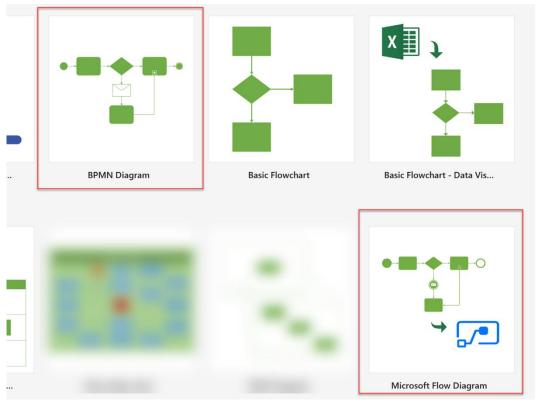






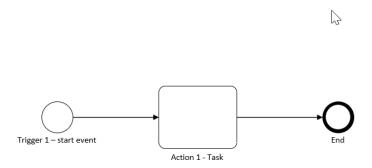


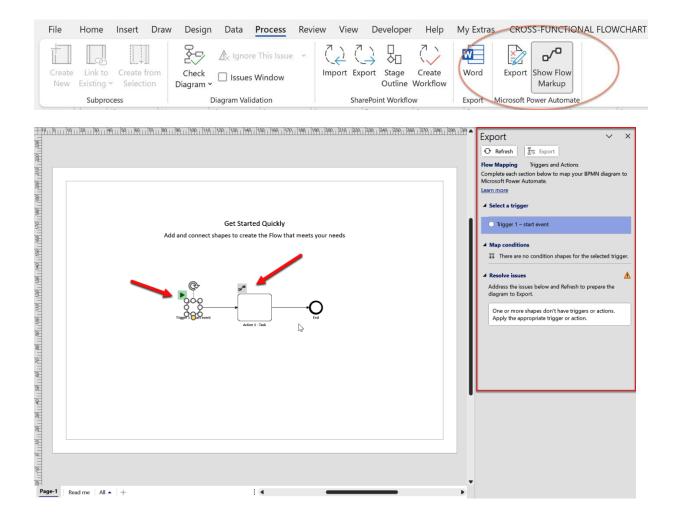


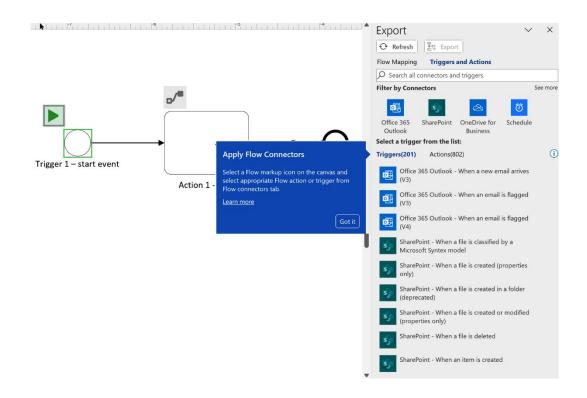


Get Started Quickly

Add and connect shapes to create the Flow that meets your needs

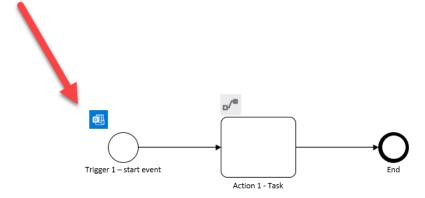


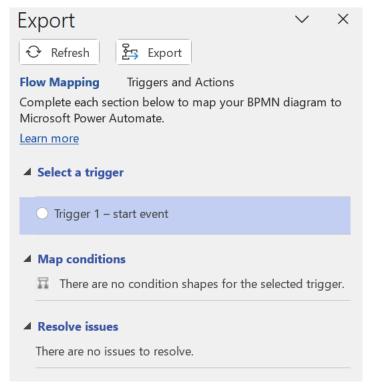


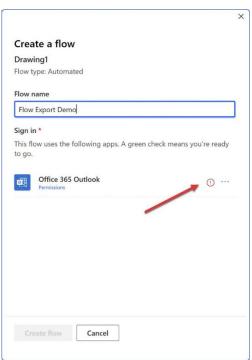


Get Started Quickly

Add and connect shapes to create the Flow that meets your needs





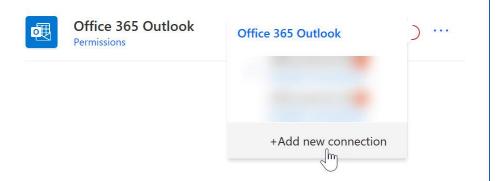


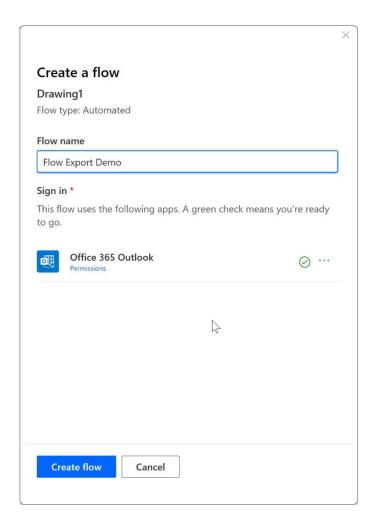
Flow name

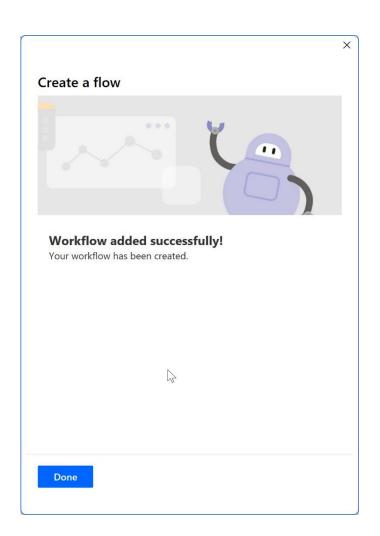
Flow Export Demo

Sign in *

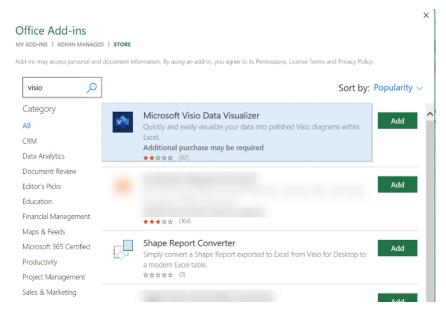
This flow uses the following apps. A green check means you're ready to go.

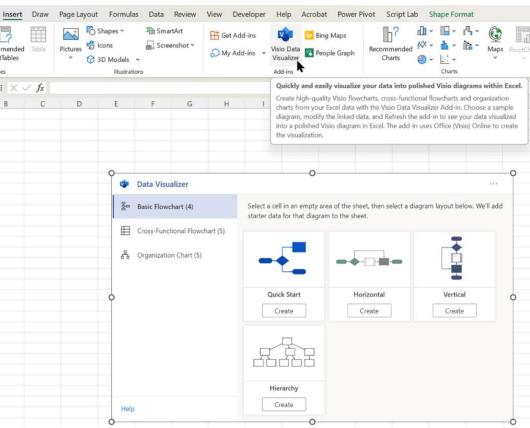


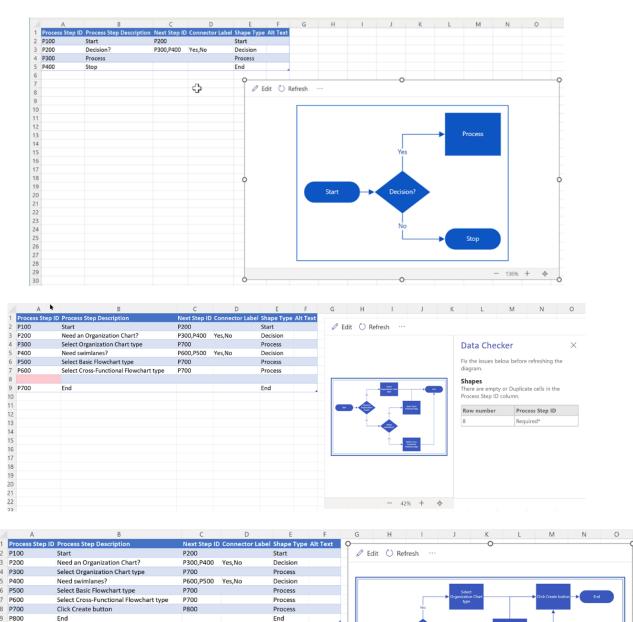


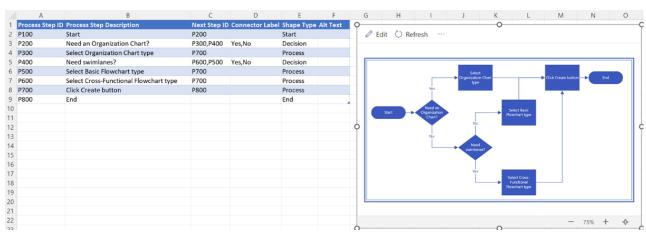


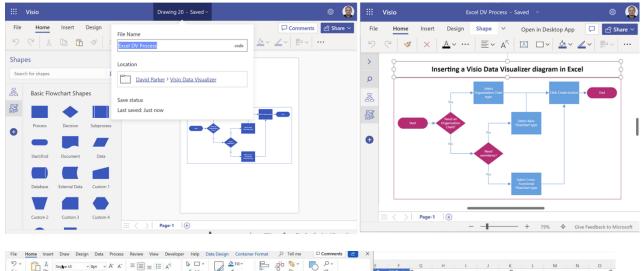
Chapter 5: Utilizing Data Sources to Create and Enrich Business Process Diagrams

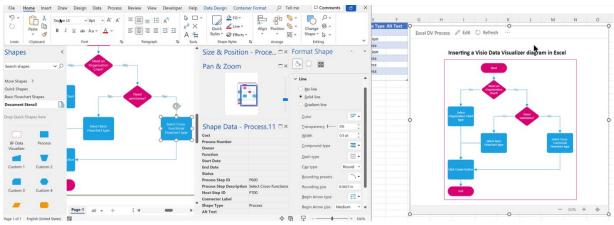




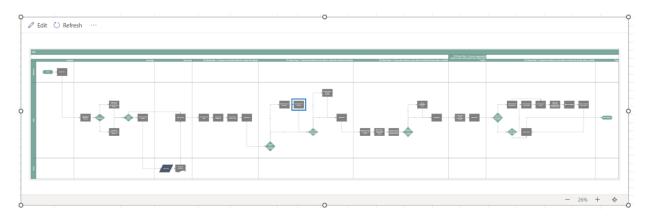


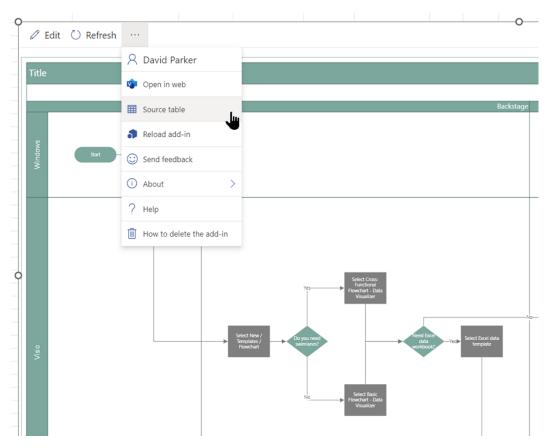


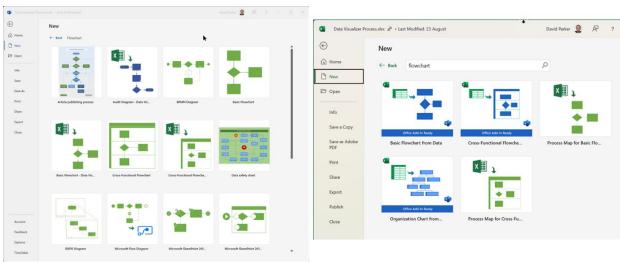


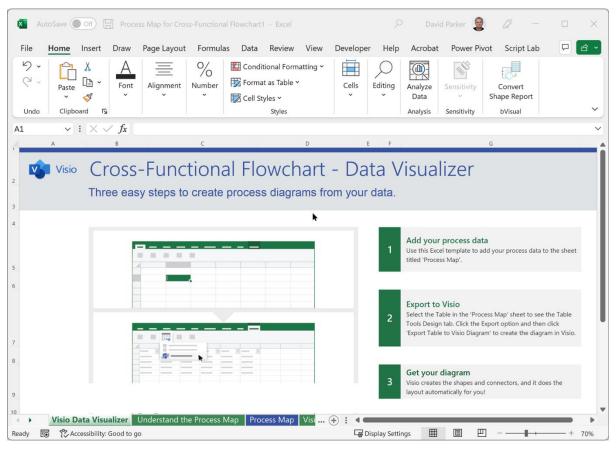


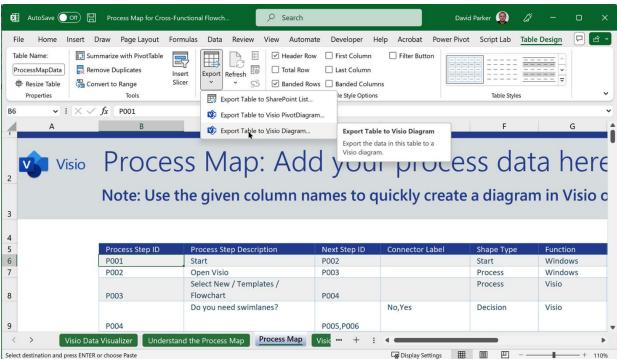
	A	В	С	D	Е	F	G	Н
1	Process Step ID	Process Step Description	Next Step	Connector Label	Shape Type	Function	Phase	Alt Text
2	P001	Start	P002		Start	Windows	Inception	P001-Start-Windows-Inception-Start
3	P002	Open Visio	P003		Process	Windows	Inception	P002-Process-Windows-Inception-Open Visio
4	P003	Select New / Templates / Flowchart	P004		Process	Visio	Backstage	P003-Process-Visio-Backstage-Select New / Templates / Flowchart
5	P004	Do you need swimlanes?	P005,P006	No,Yes	Decision	Visio	Backstage	P004-Decision-Visio-Backstage-Do you need swimlanes?
6	P005	Select Basic Flowchart - Data Visualizer	P007		Process	Visio	Backstage	P005-Process-Visio-Backstage-Select Basic Flowchart - Data Visualizer
7	P006	Select Cross-Functional Flowchart - Data Visualizer	P007		Process	Visio	Backstage	P006-Process-Visio-Backstage-Select Cross-Functional Flowchart - Data Visualizer
8	P007	Need Excel data workbook?	P011,P008	No,Yes	Decision	Visio	Backstage	P007-Decision-Visio-Backstage-Need Excel data workbook?
9	P008	Select Excel data template	P009		Process	Visio	Backstage	P008-Process-Visio-Backstage-Select Excel data template
10	P009	Enter data	P010		Data	Excel	Data setup	P009-Data-Excel-Data setup-Enter data
11	P010	Save Excel workbook	P011		Docume nt	Excel	Data setup	P010-Document-Excel-Data setup-Save Excel workbook
12	P011	Select Create	P012		Process	Visio	Data setup	P011-Process-Visio-Data setup-Select Create
13	P012	Select Diagram Type	P013		Process	Visio	DV Wizard Step 1 : Connect to an Excel workbook to create the diagram	P012-Process-Visio-DV Wizard Step 1 : Connect to an Excel workbook to create the diagram-Select Diagram Type
14	P013	Select Excel Workbook	P014		Process	Visio	DV Wizard Step 1 : Connect to an Excel workbook to create the diagram	P013-Process-Visio-DV Wizard Step 1 : Connect to an Excel workbook to create the diagram-Select Excel Workbook
15	P014	Select table or custom range	P015		Process	Visio	DV Wizard Step 1 : Connect to an Excel workbook to create the diagram	P014-Process-Visio-DV Wizard Step 1 : Connect to an Excel workbook to create the diagram-Select table or custom range
		Coloet Novt			Dracore	Micio	DV/Missed Stop 1 - Connect to an Event workhook	DOLE Braces Visio DV/Miserd Stan 1 : Connect to an Event workhook to

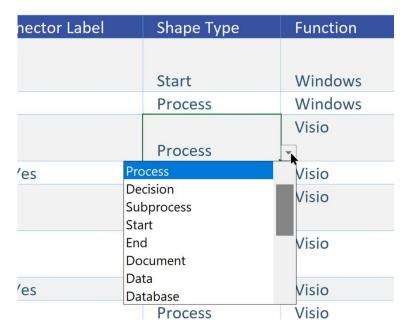


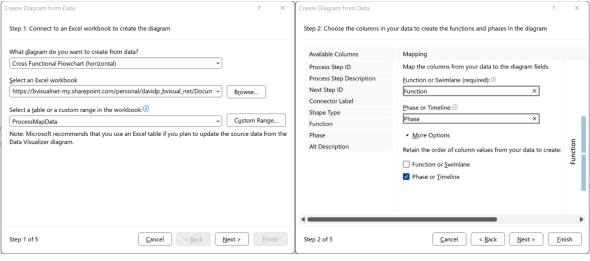


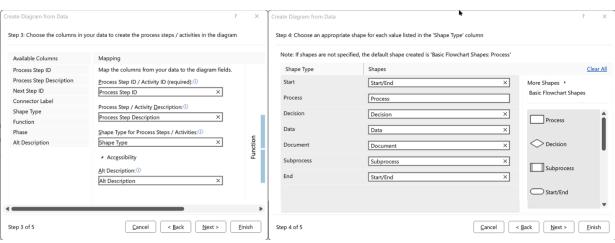


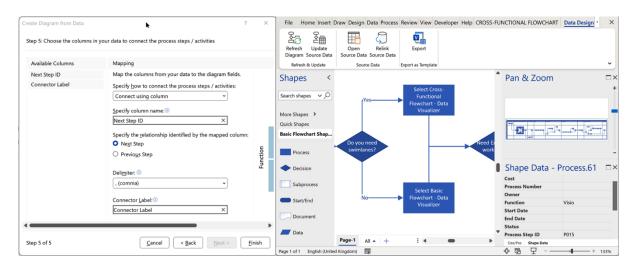


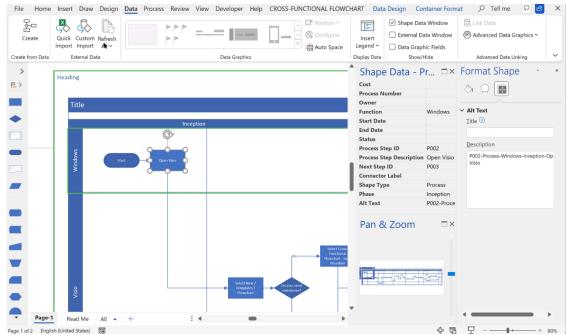


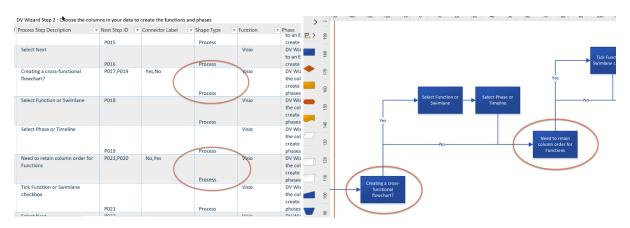


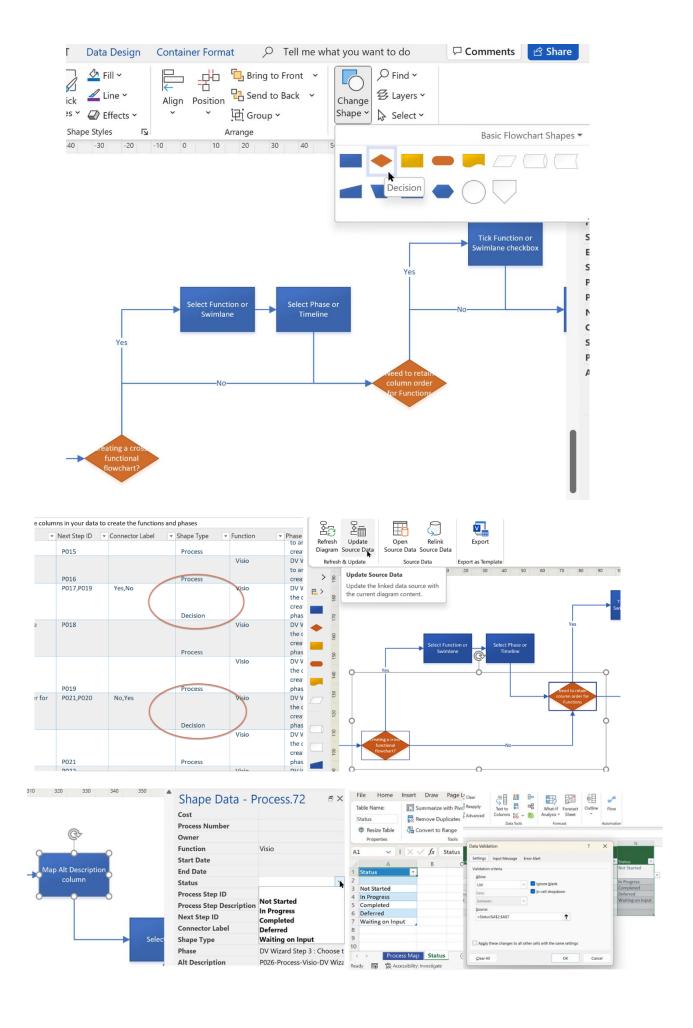


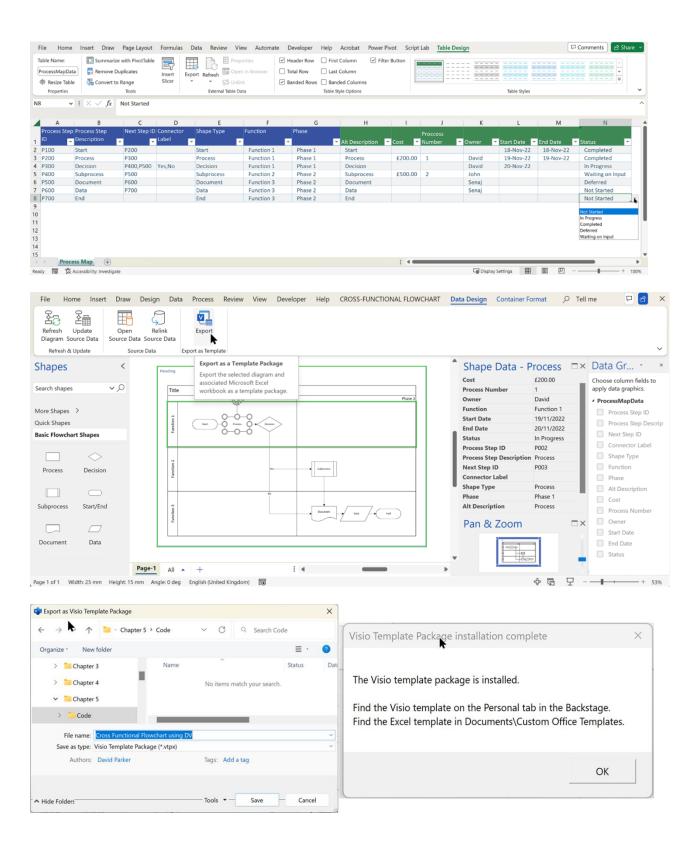


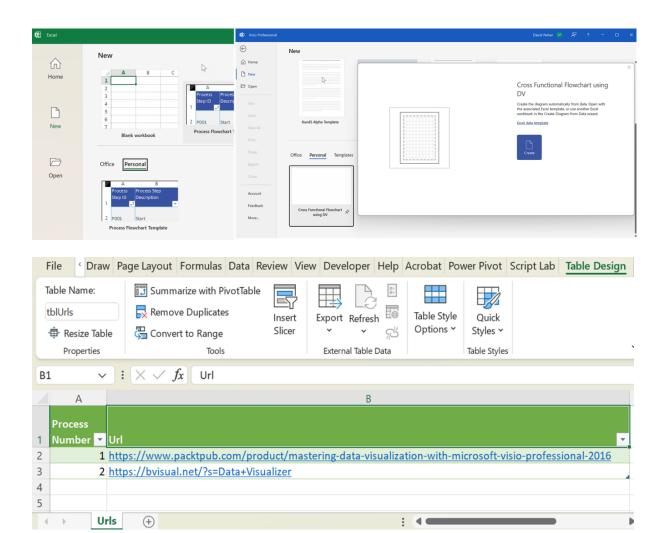


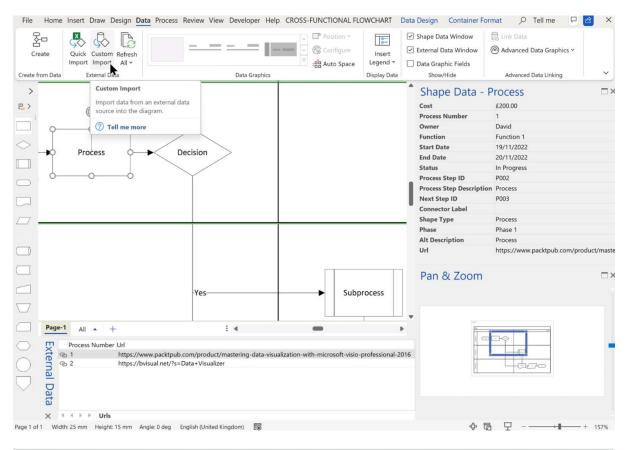


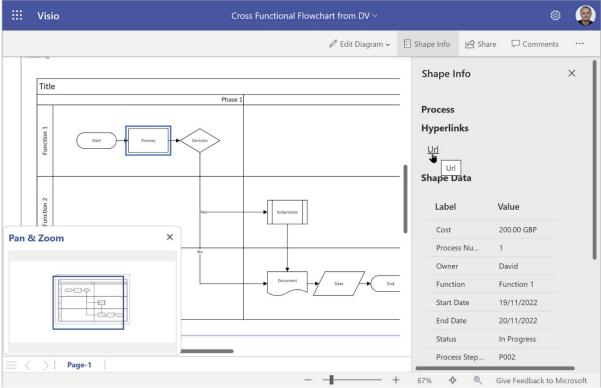




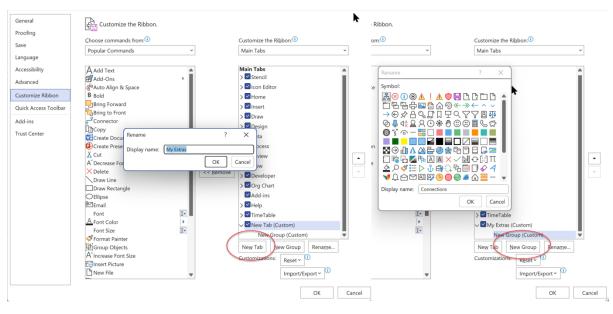


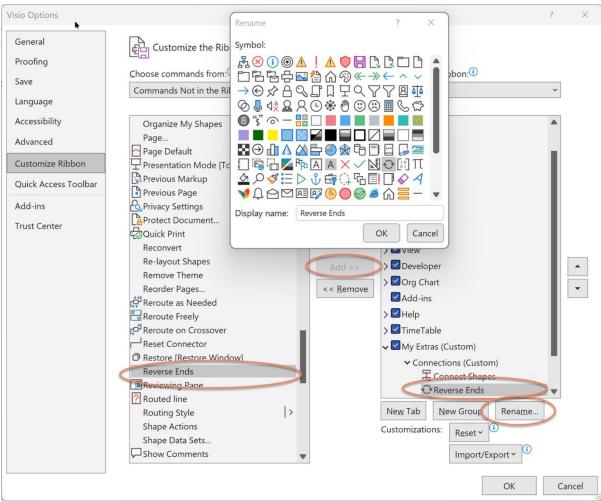


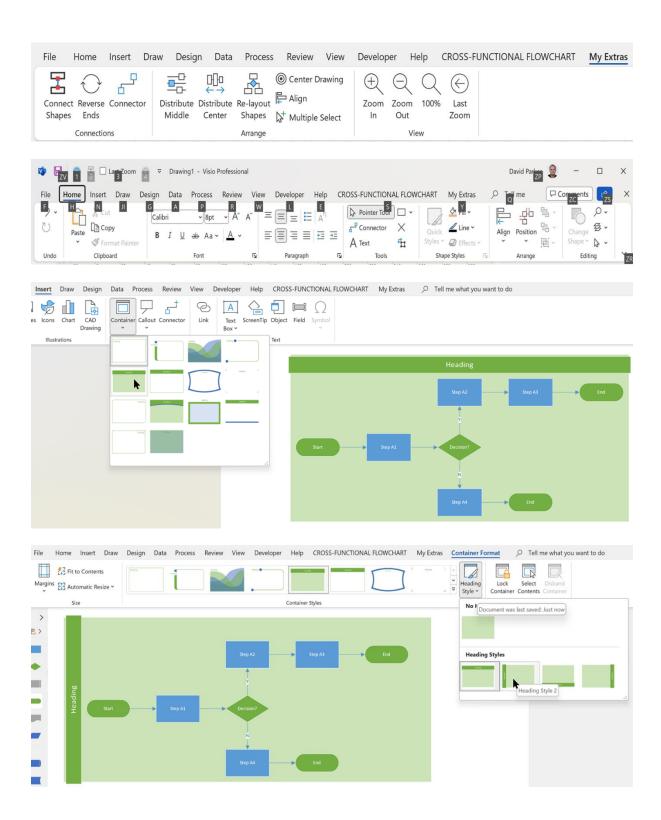


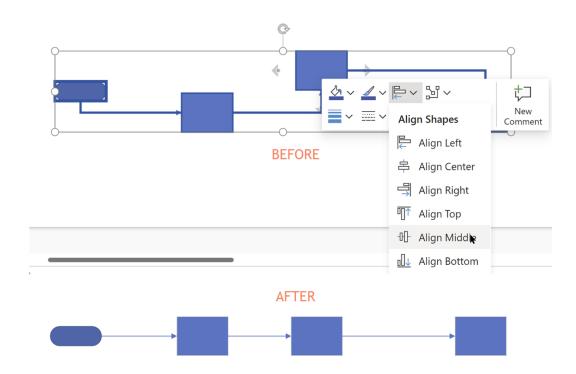


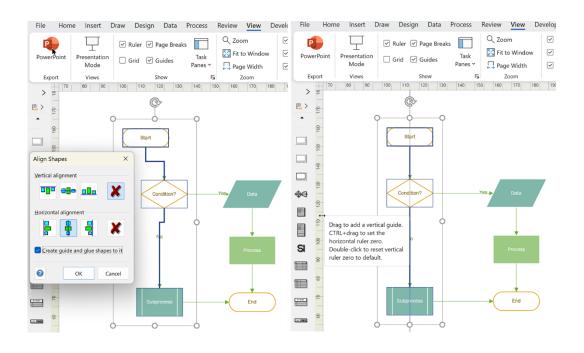
Chapter 6: Learn How to Diagram Efficiently

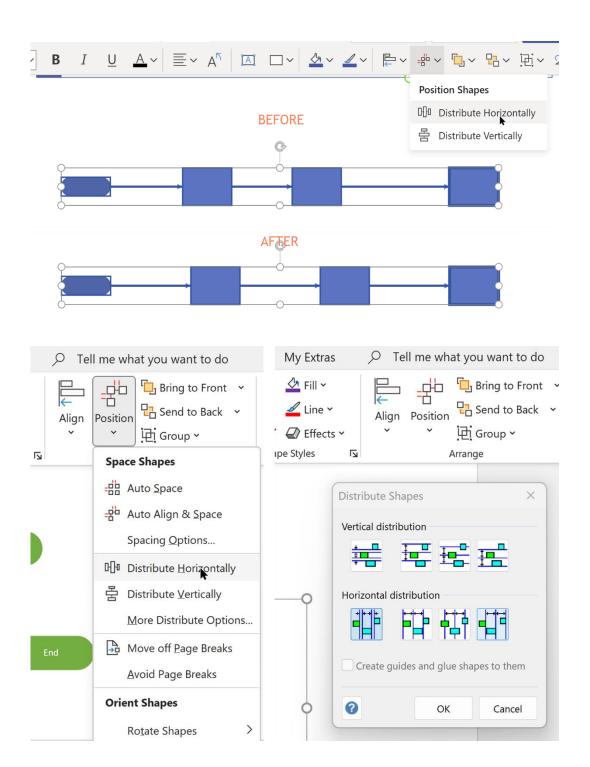


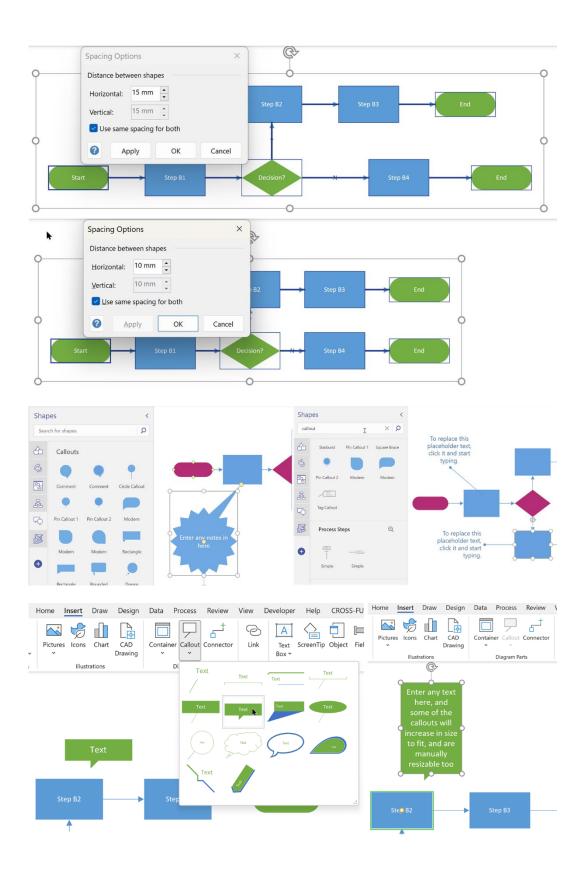


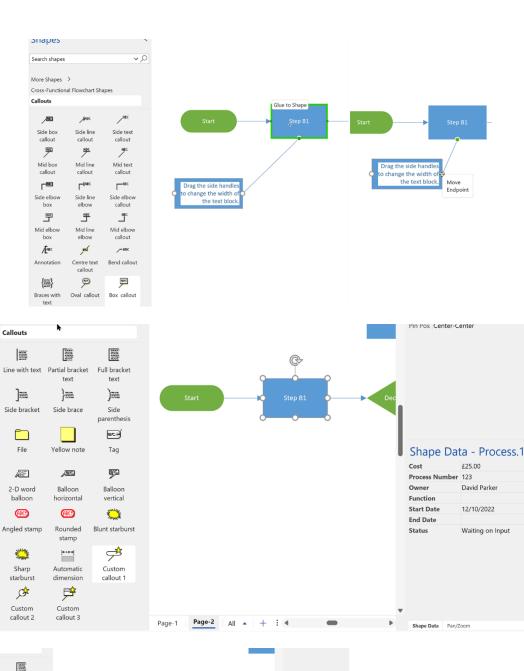


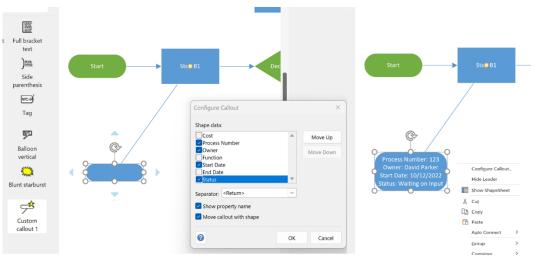


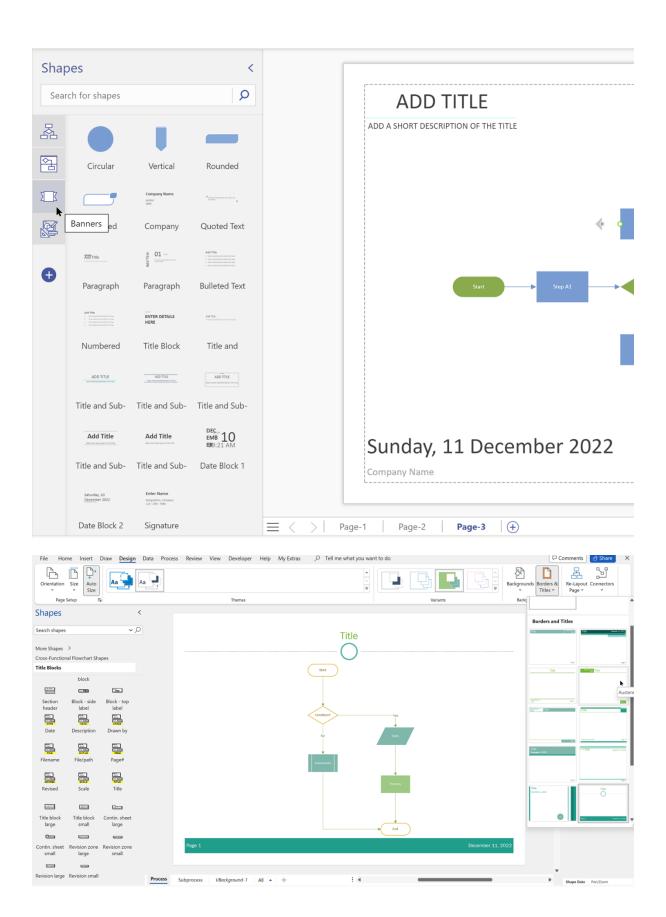


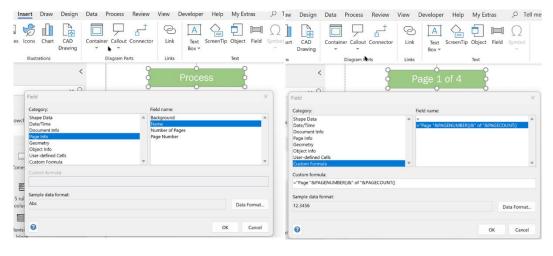


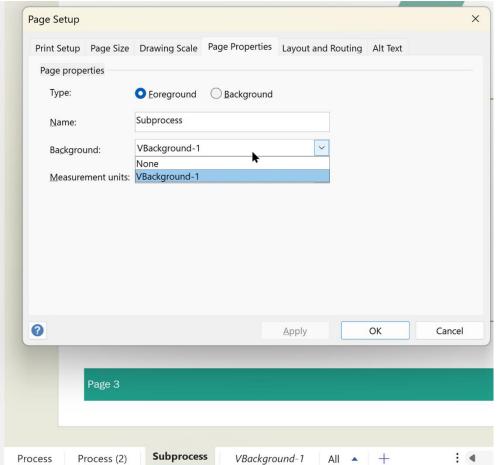


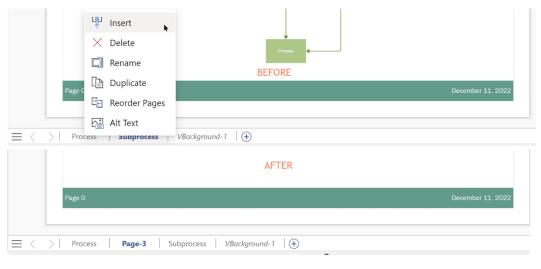


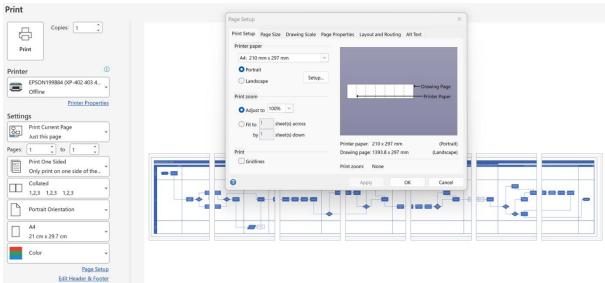


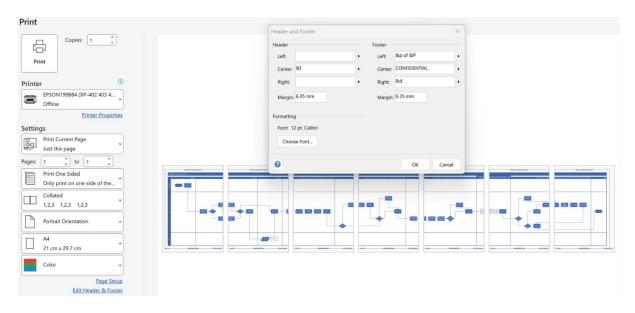


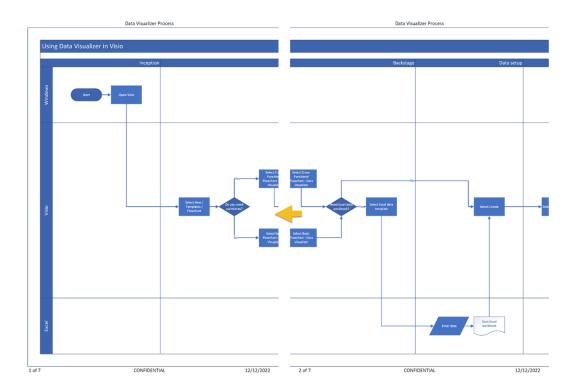




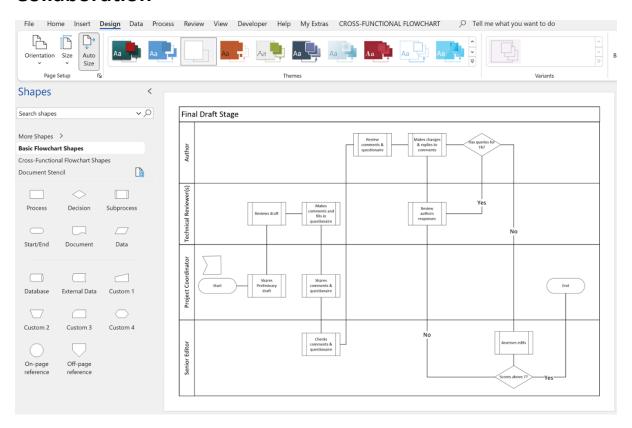




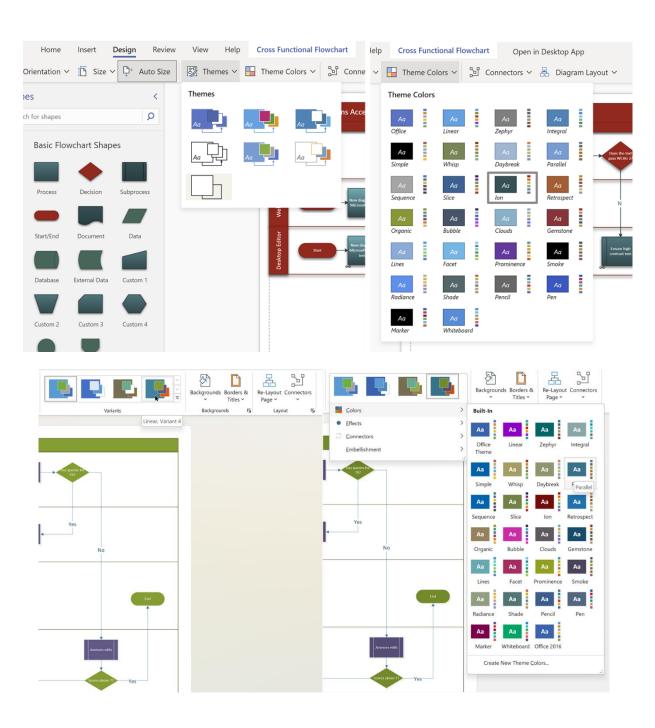


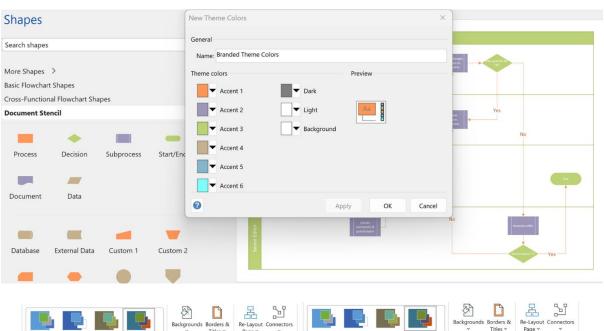


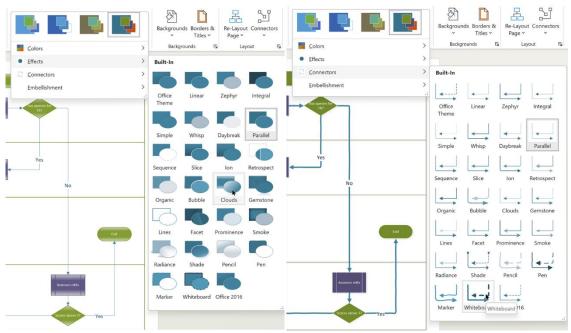
Chapter 7: Preparing Diagrams for Presentation and Collaboration



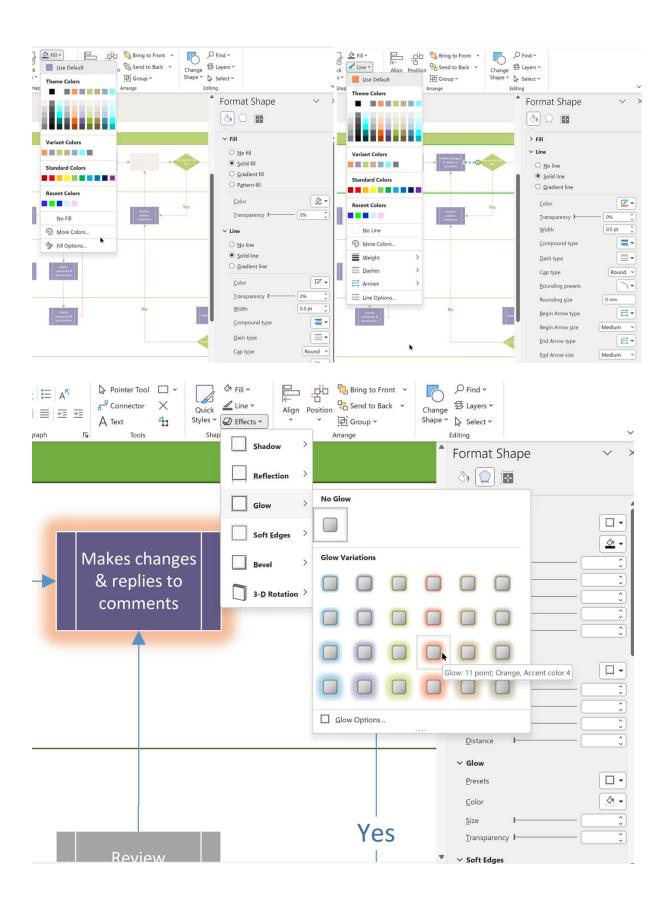


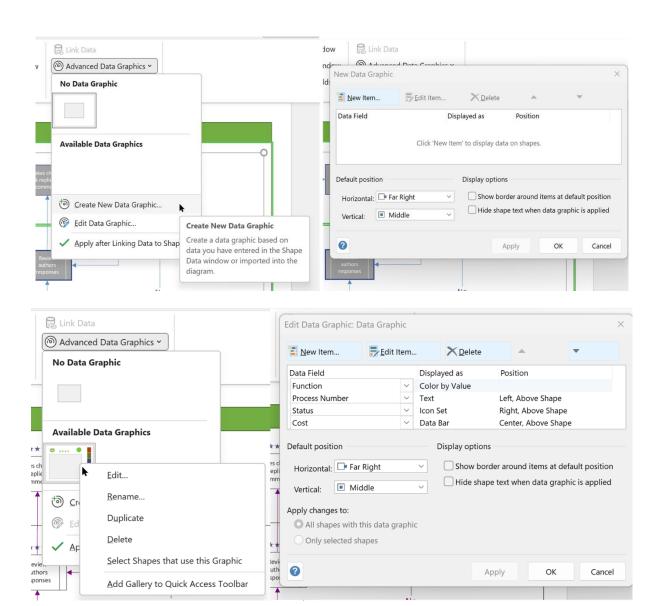


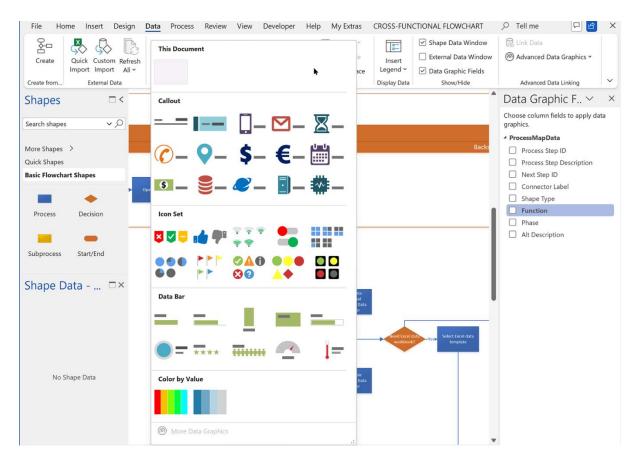


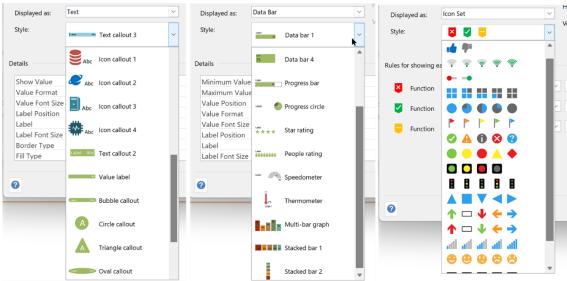


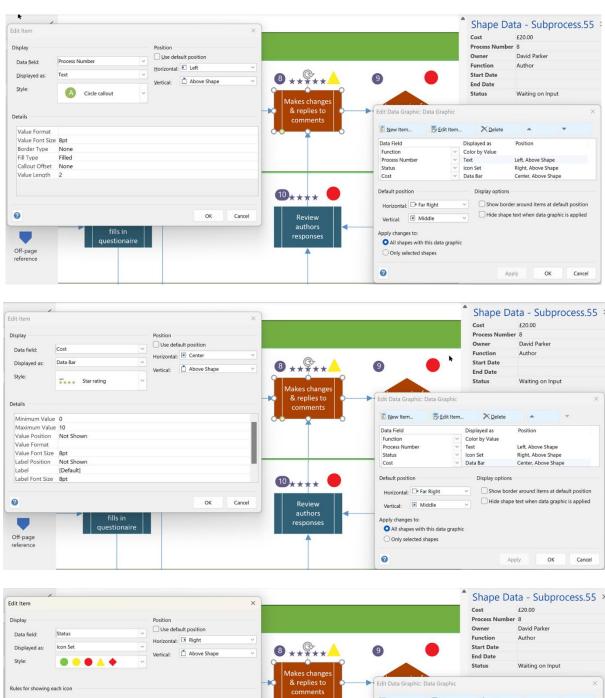


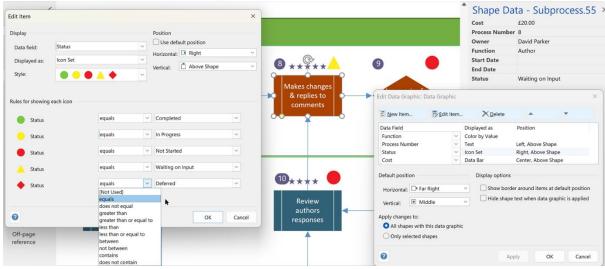


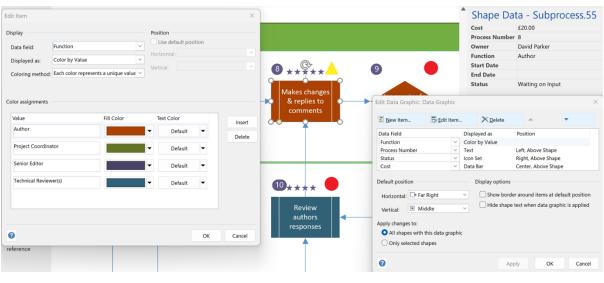


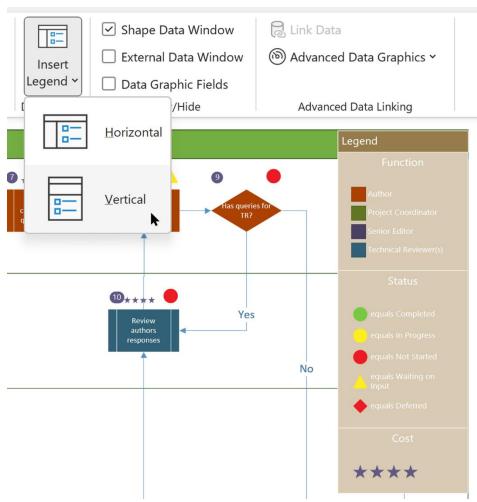


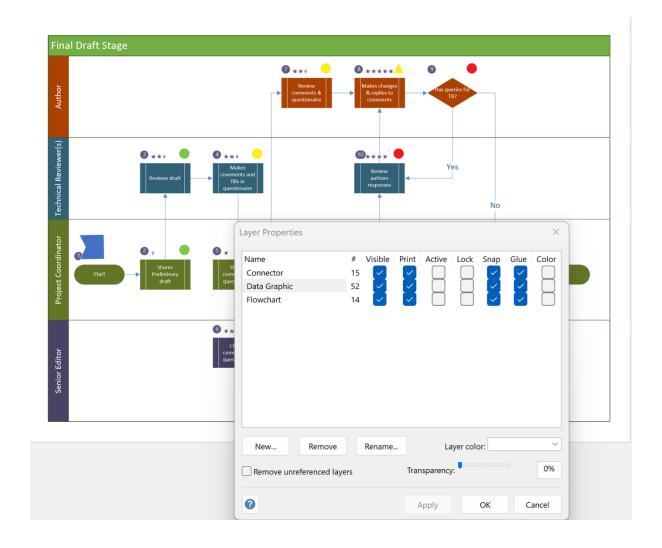


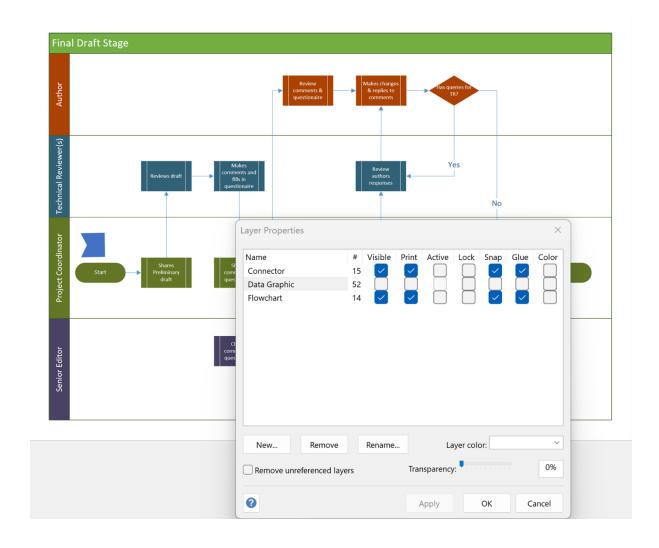


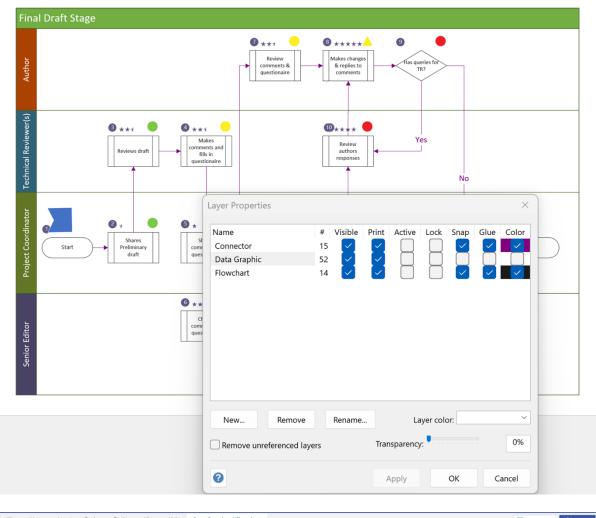


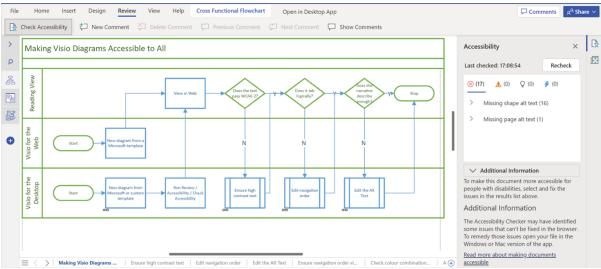


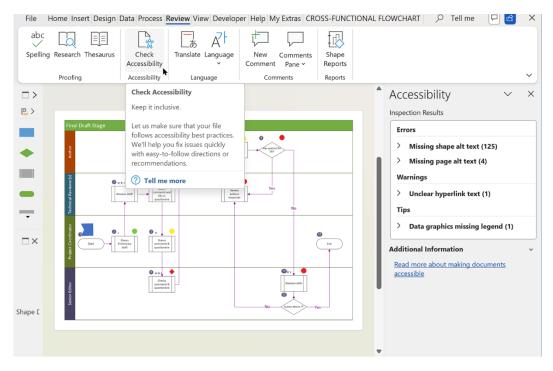


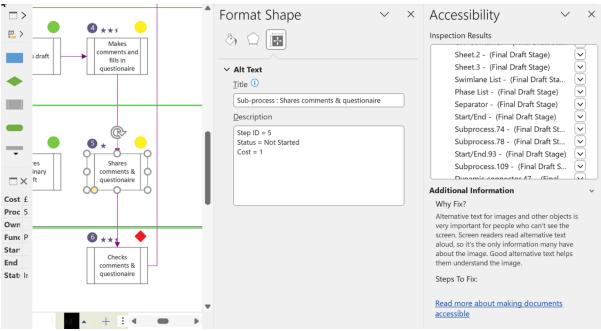


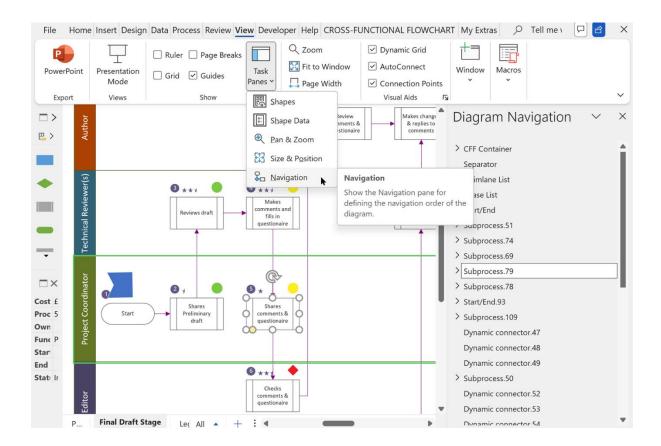




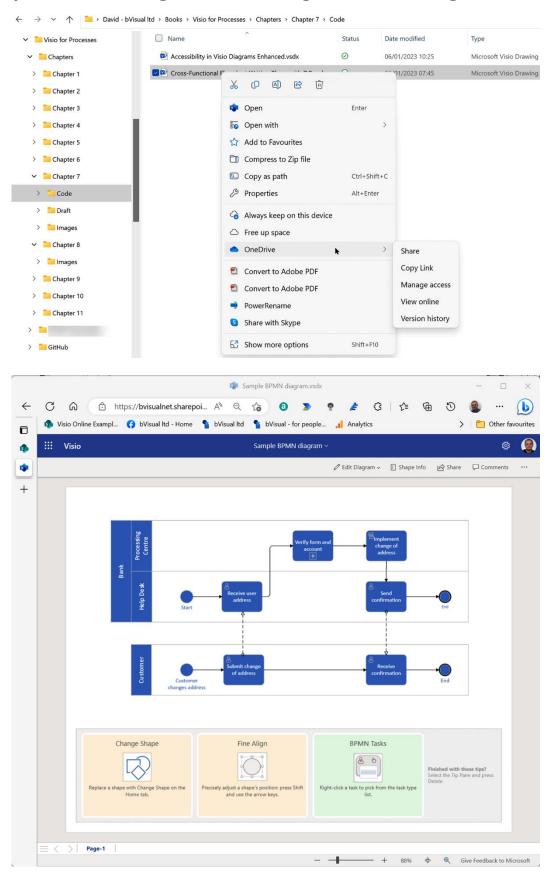


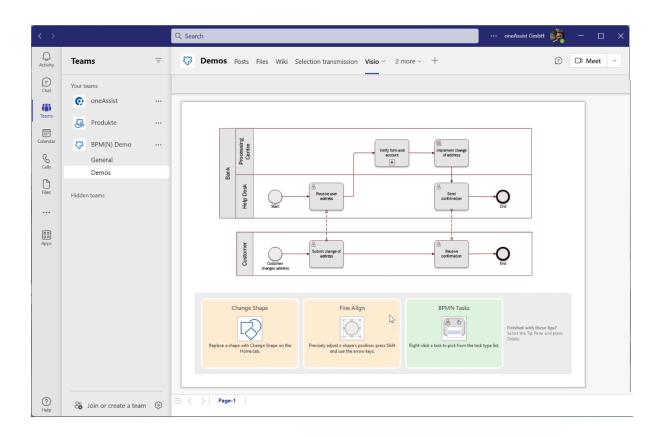


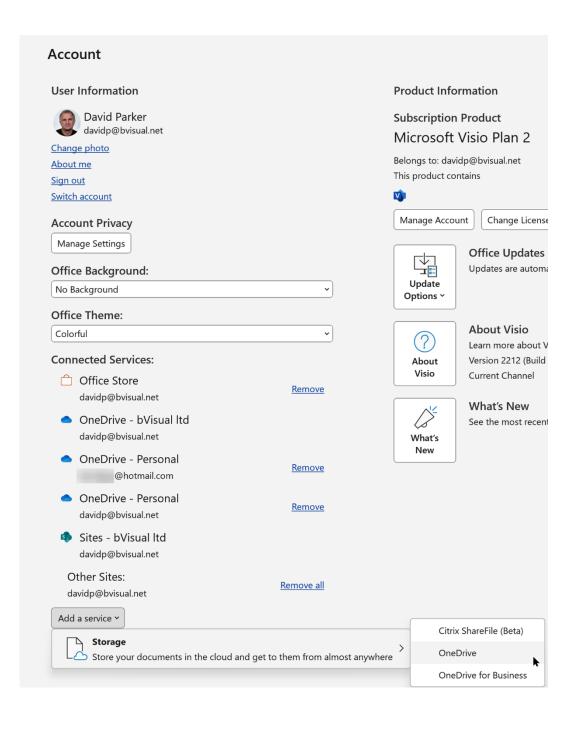


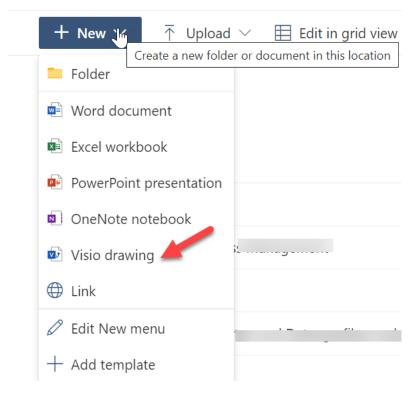


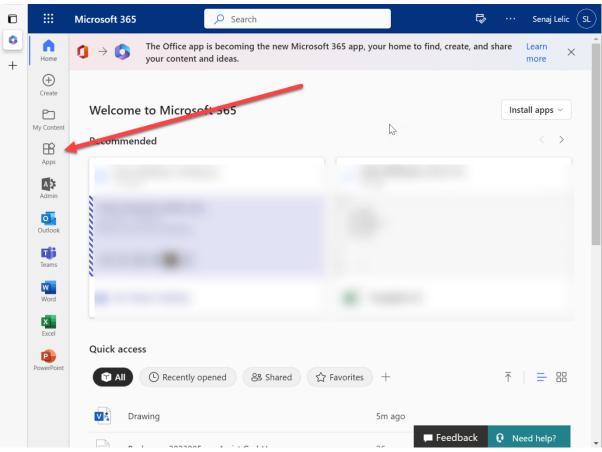
Chapter 8: Securing and Providing Access to Diagrams

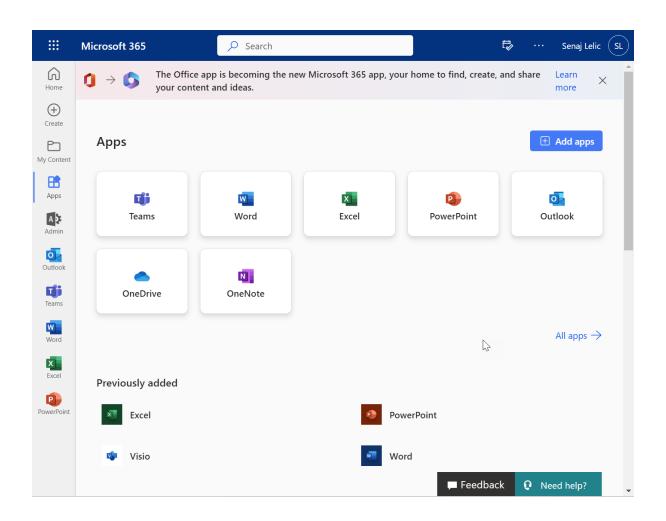


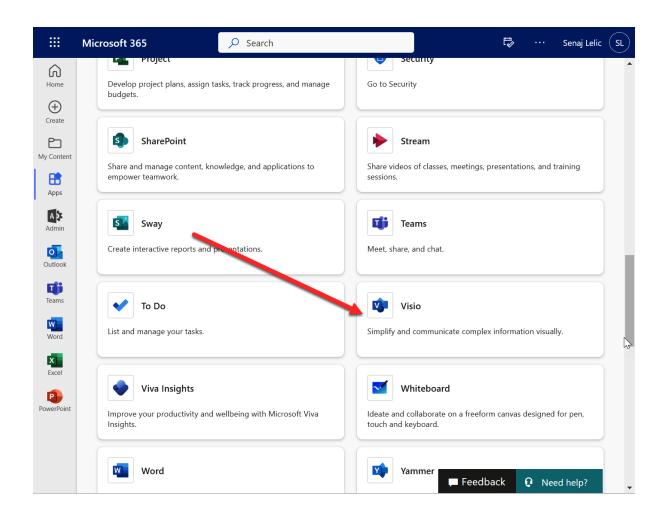


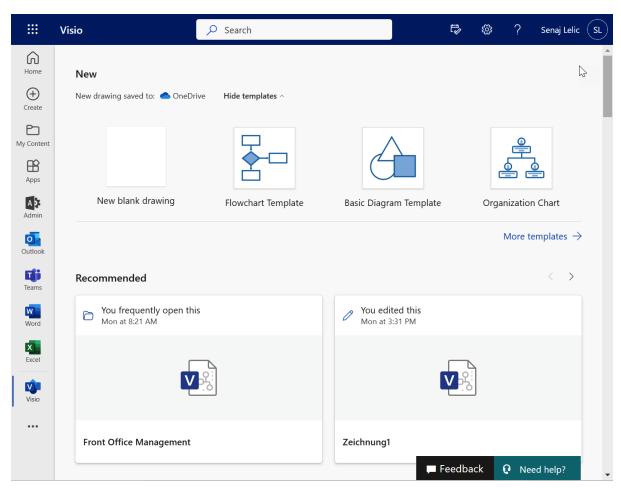


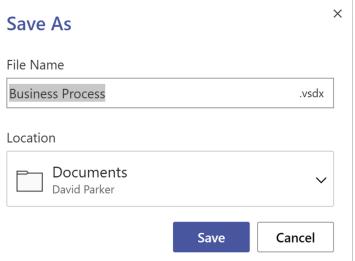




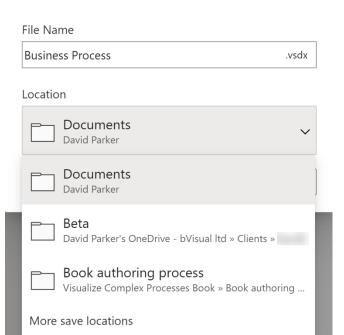




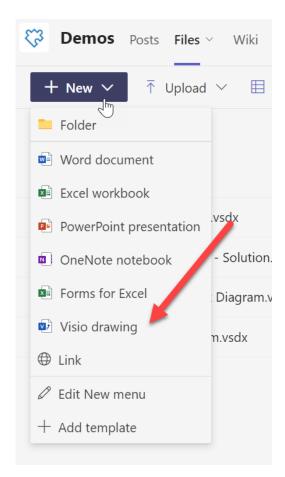


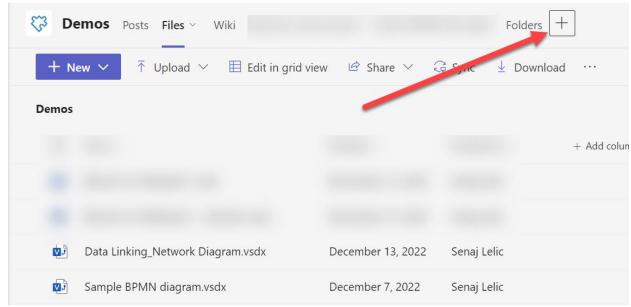


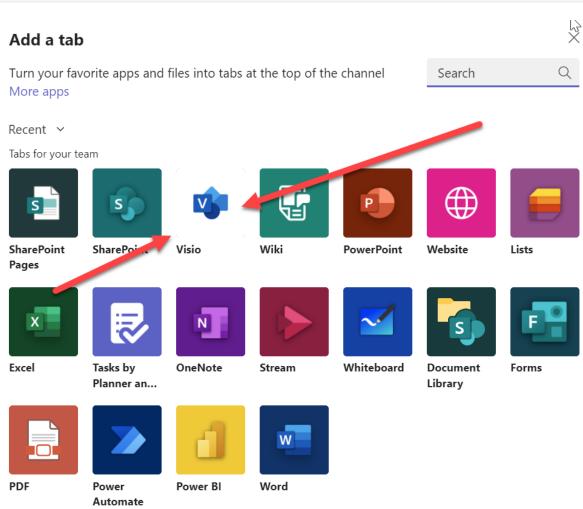
Save As

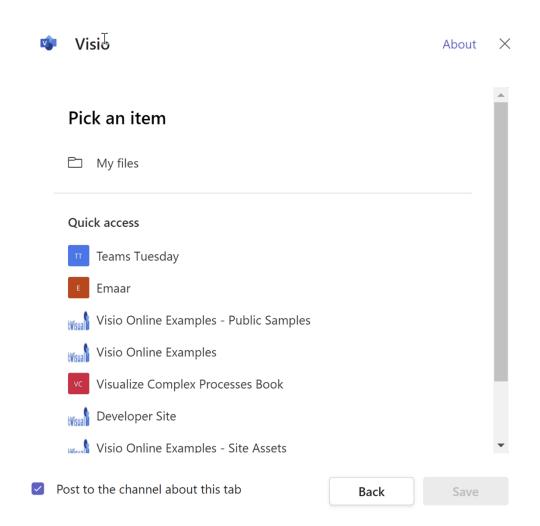


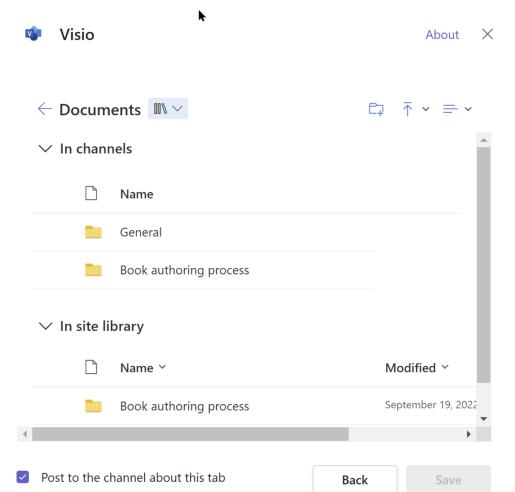
 \times

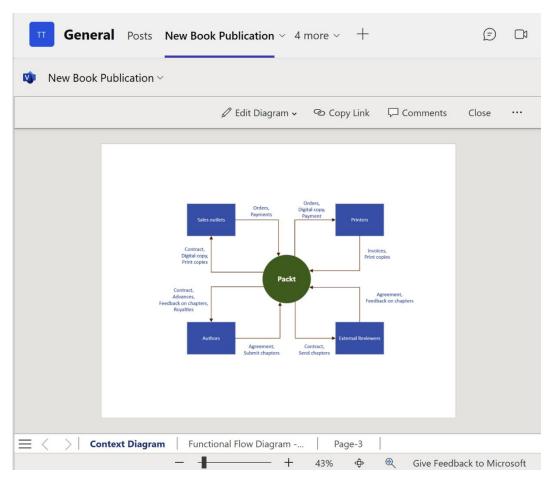


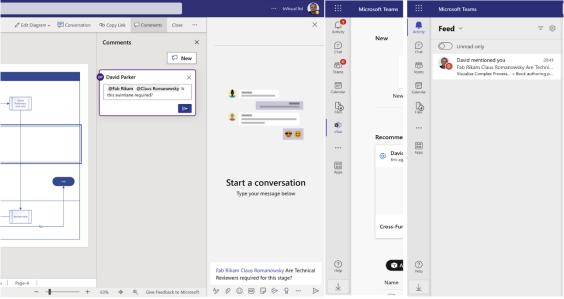


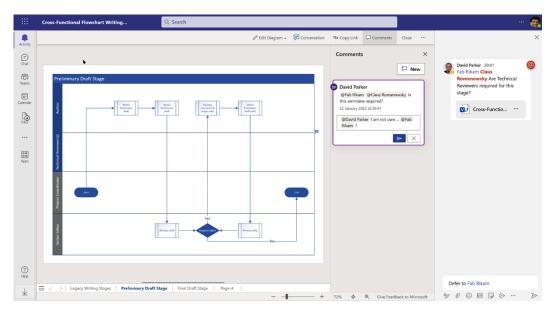


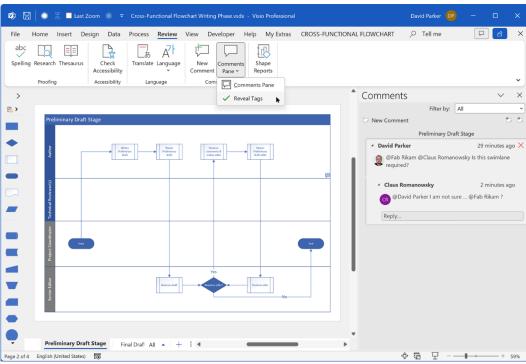


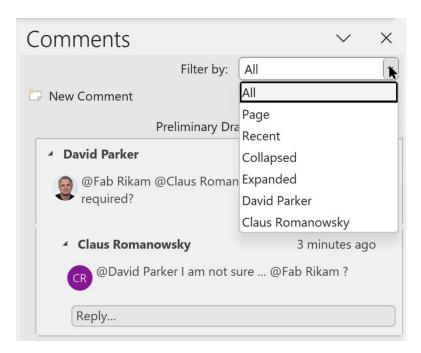


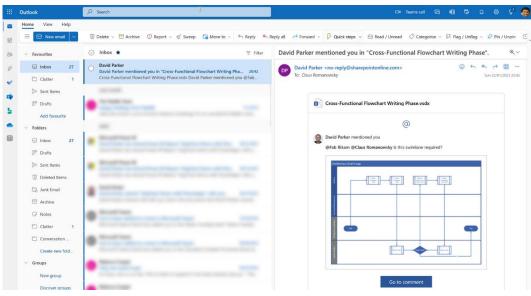


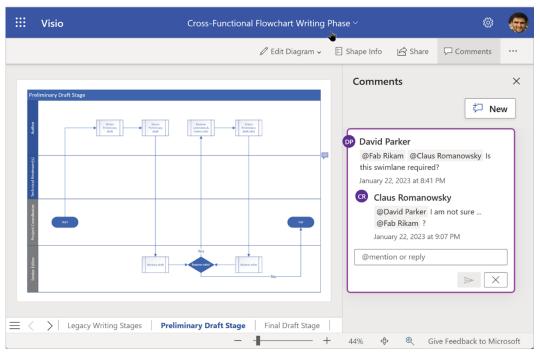


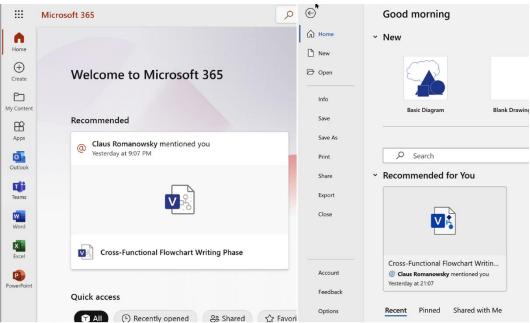


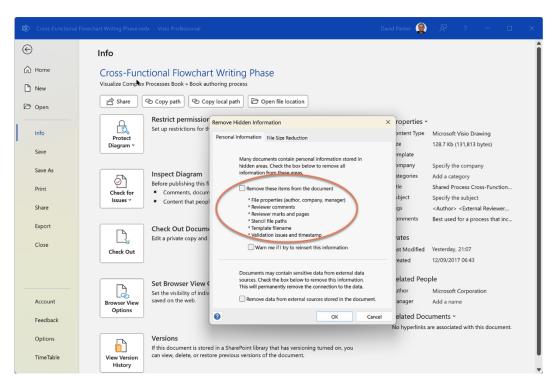


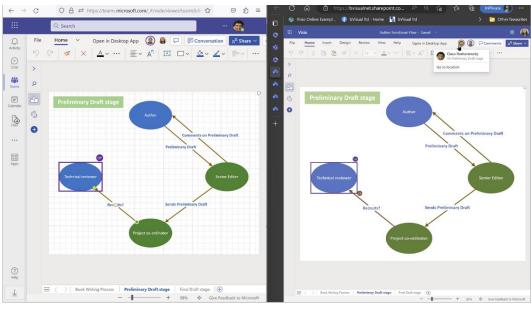


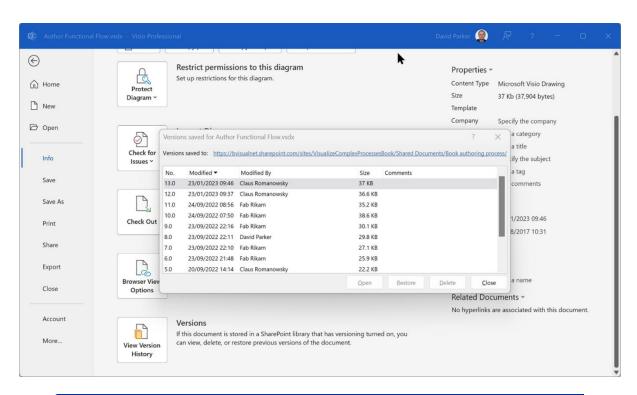


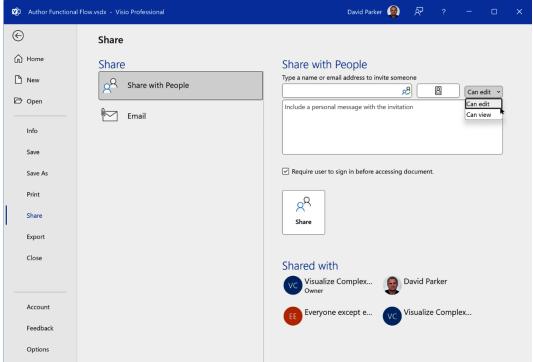


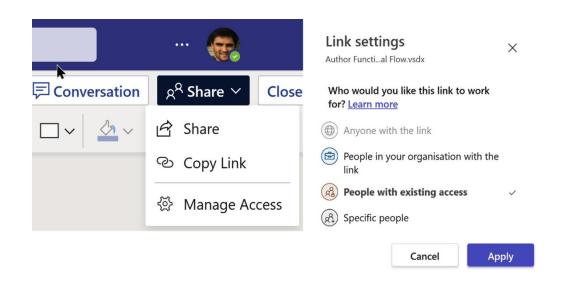


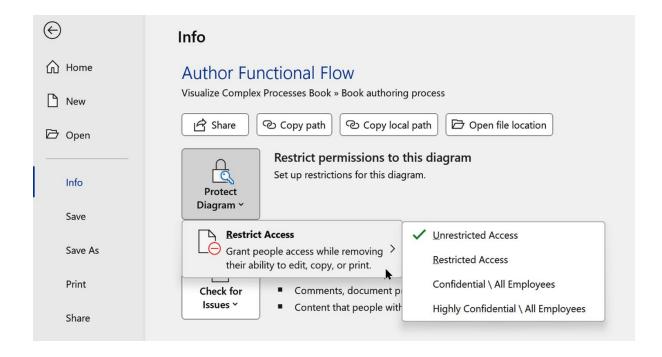


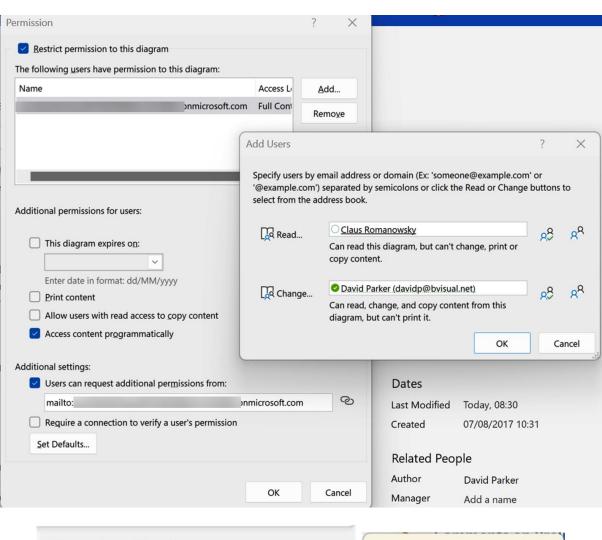


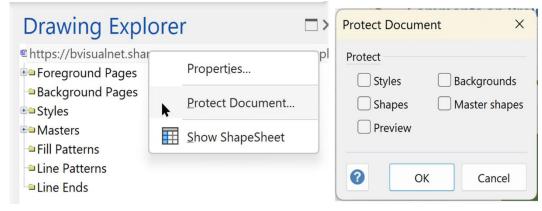


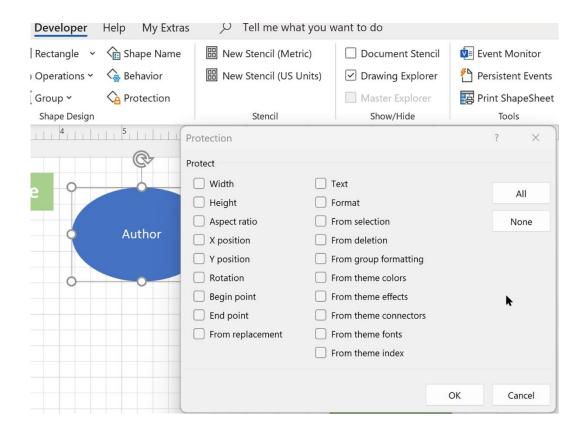




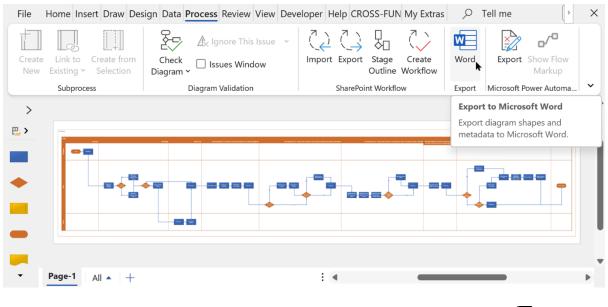


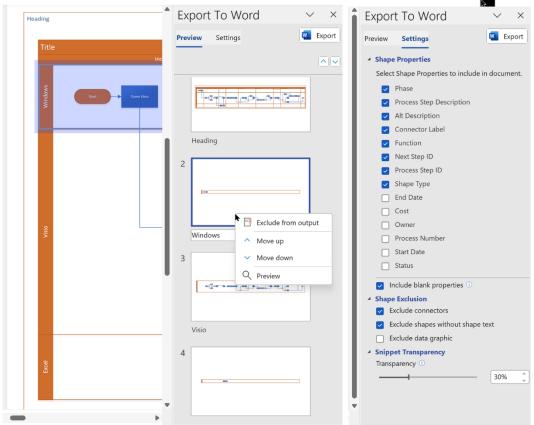


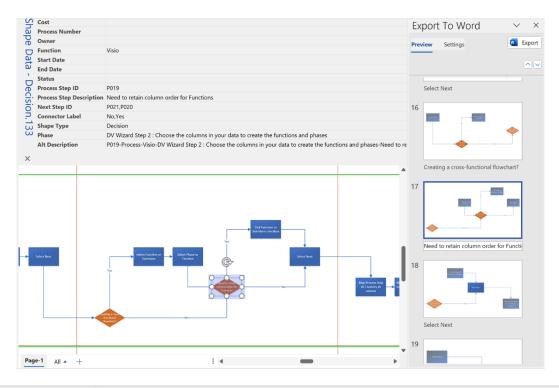


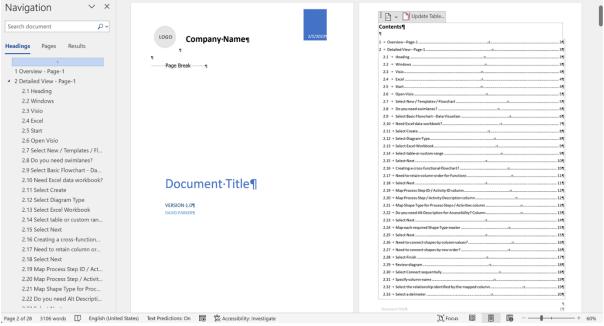


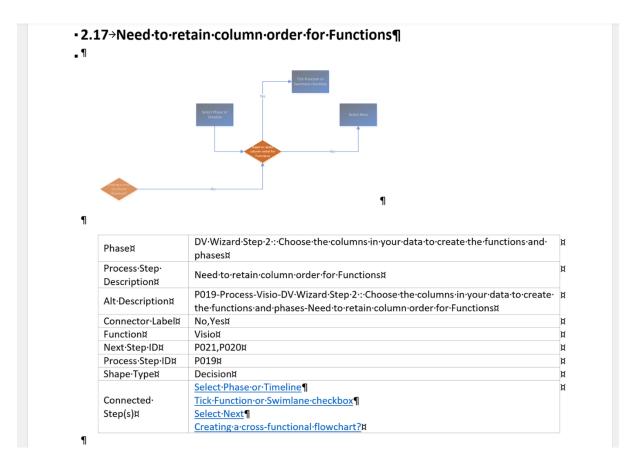
Chapter 9: Integrating Visio with Other Microsoft Apps

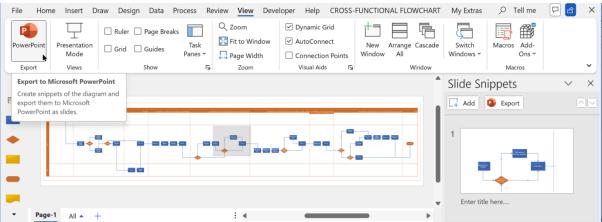


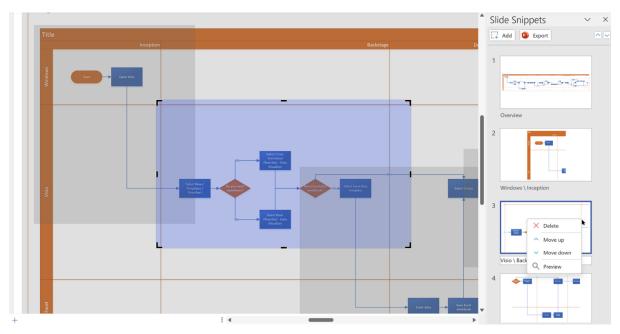


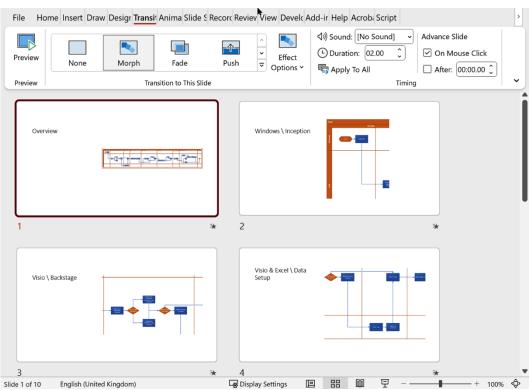


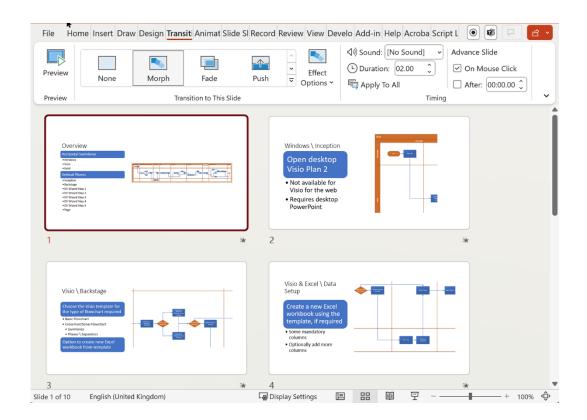


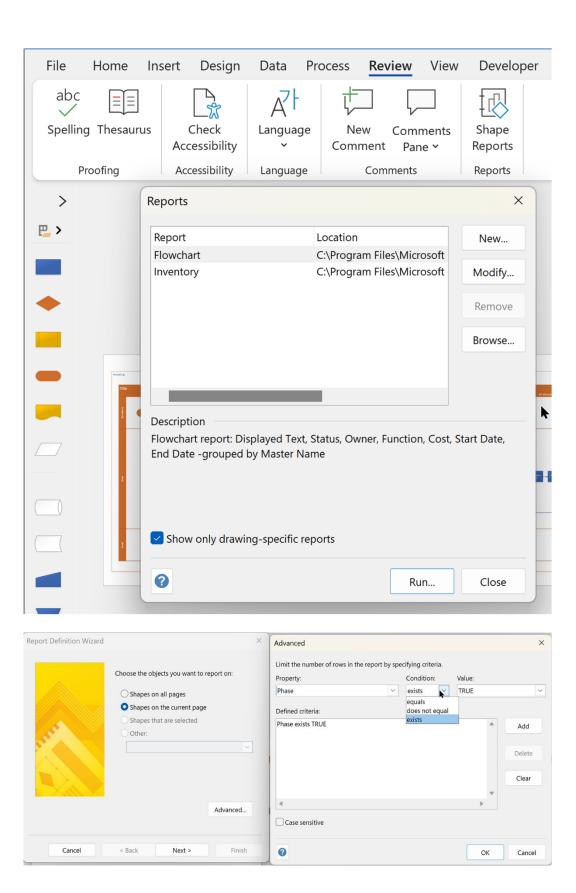


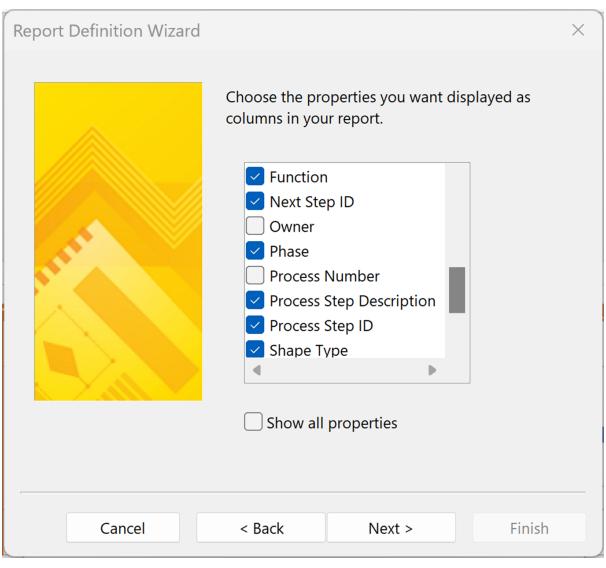


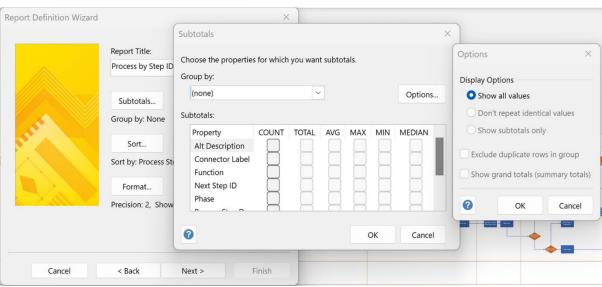


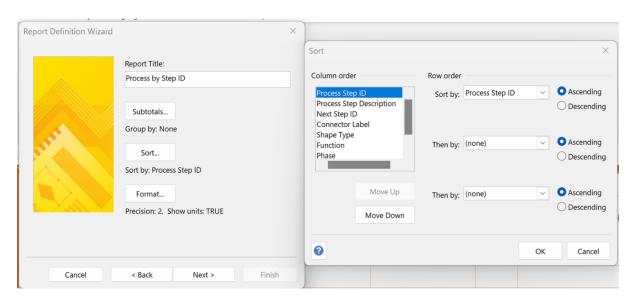


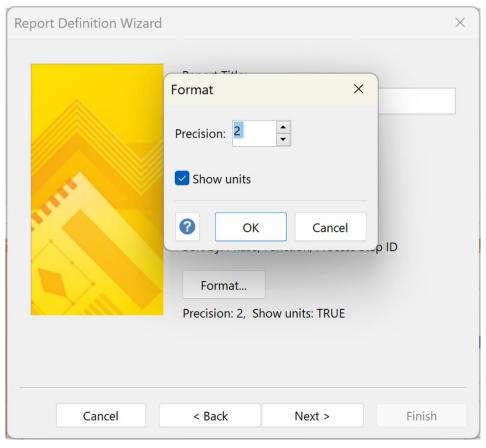


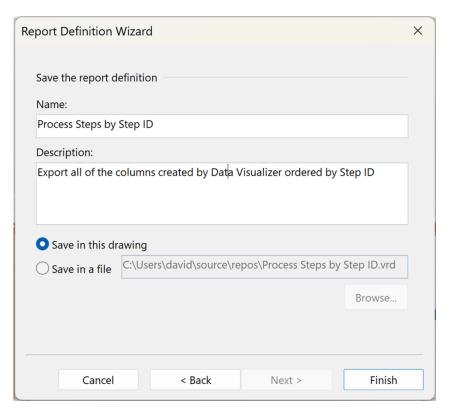


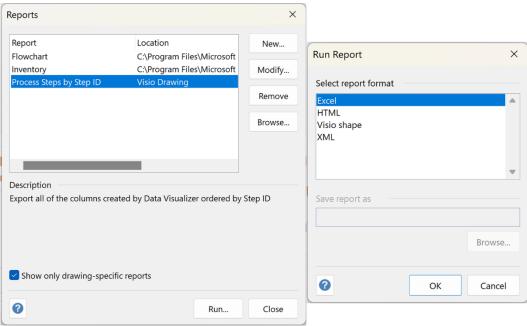


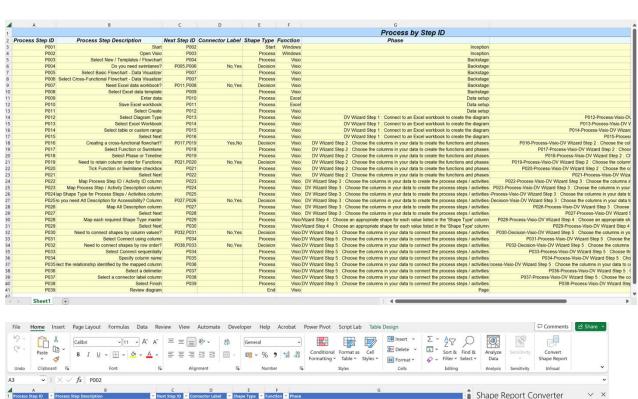


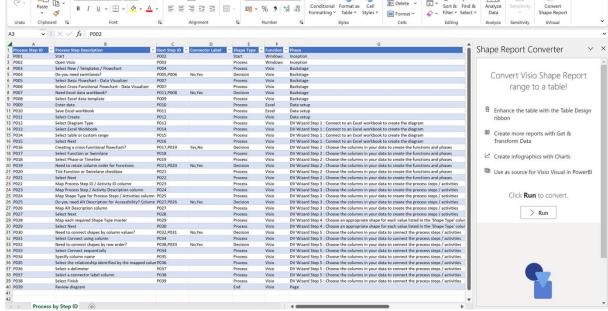


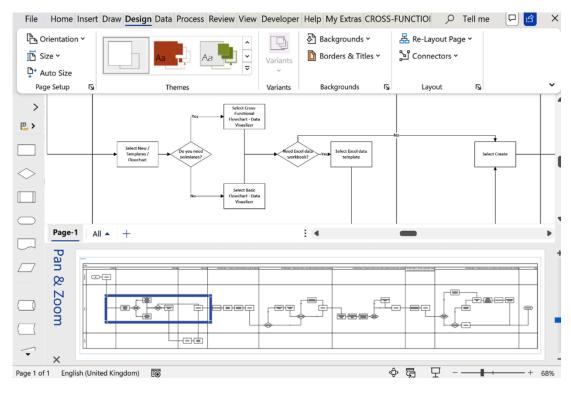


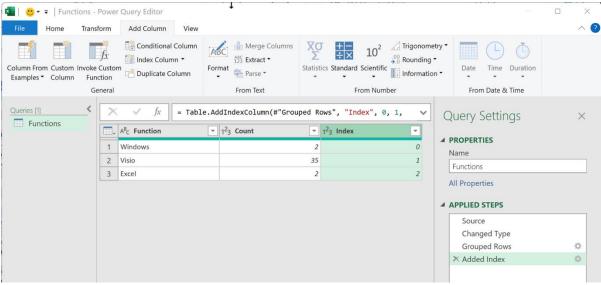


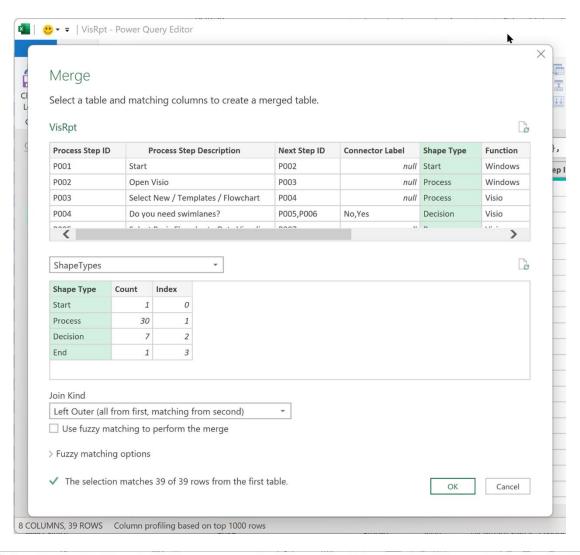


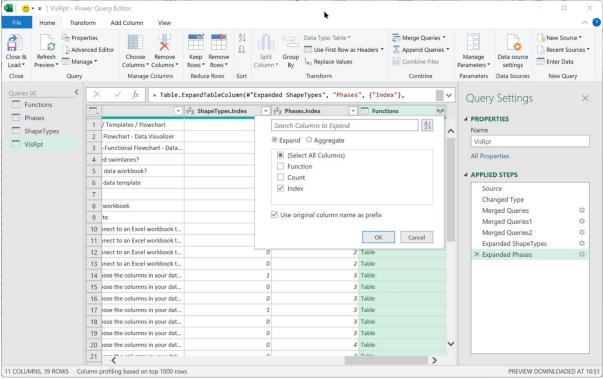


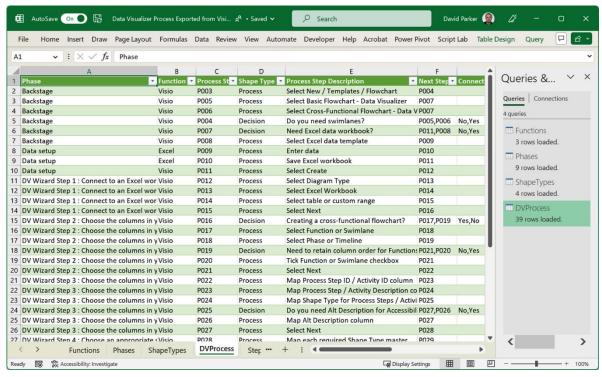


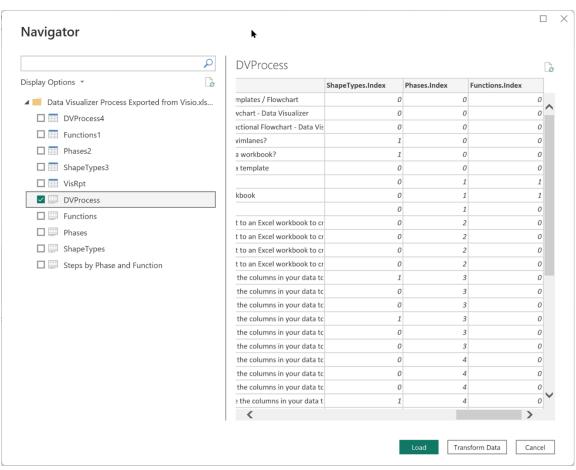


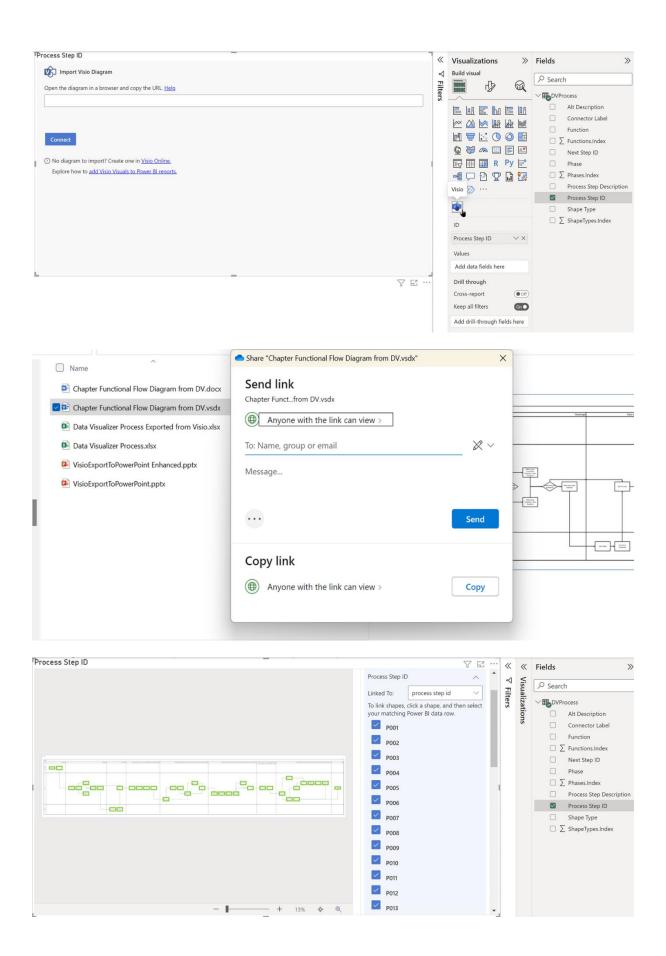


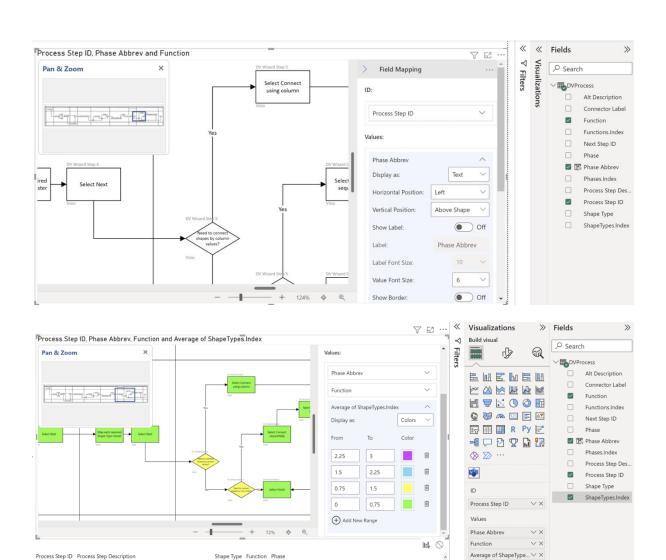












Process Visio DV Wizard Step 1 : Connect to an Excel workbook to create the diagram
Process Visio DV Wizard Step 1 : Connect to an Excel workbook to create the diagram
Process Visio DV Wizard Step 1 : Connect to an Excel workbook to create the diagram
Process Visio DV Wizard Step 1 : Connect to an Excel workbook to create the diagram

Drill through

Keep all filters

● Off

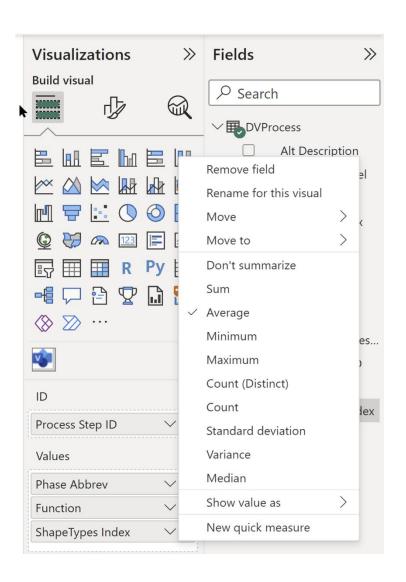
(Off

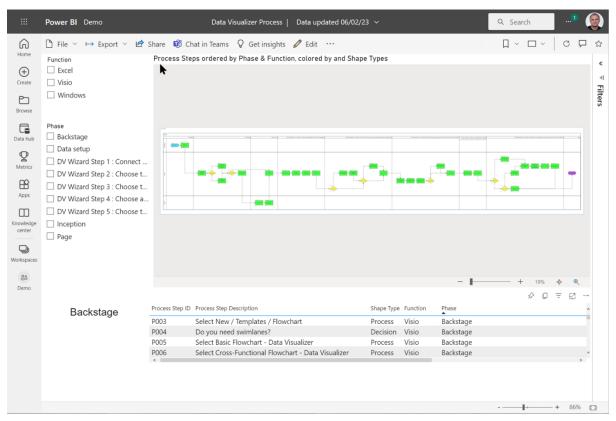
Select Diagram Type
Select Excel Workbook
Select table or custom range

Select Next

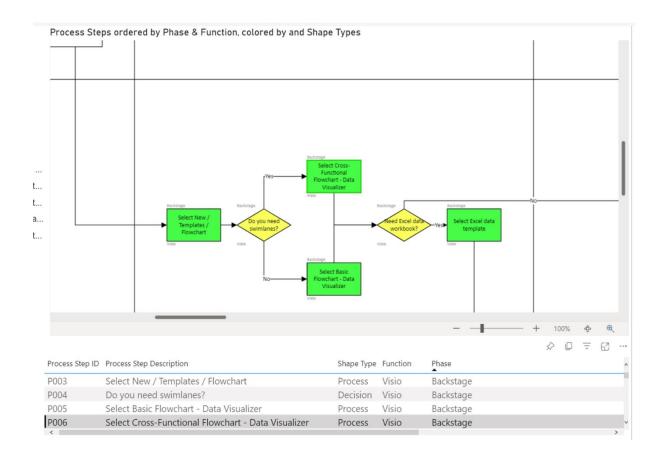
P012

P013 P014

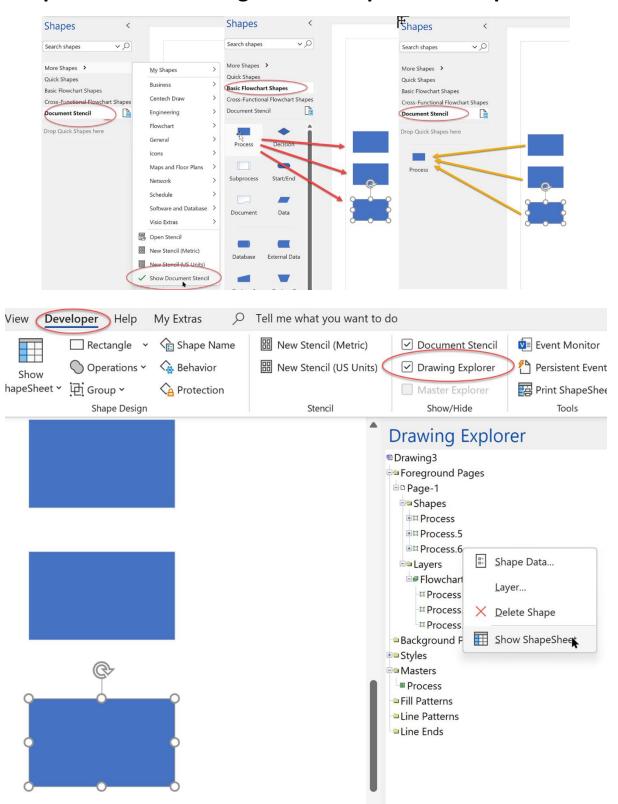


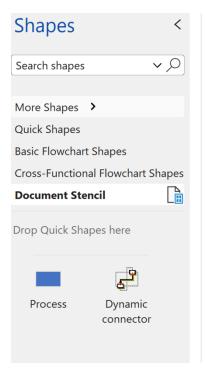


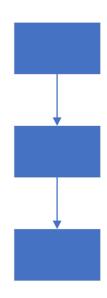


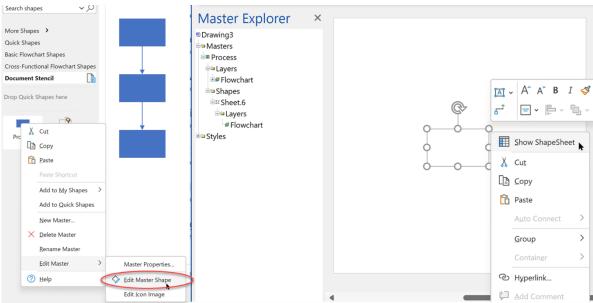


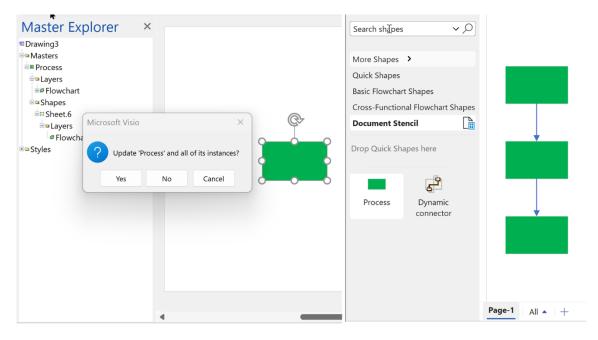
Chapter 10: Customizing Master Shapes and Templates

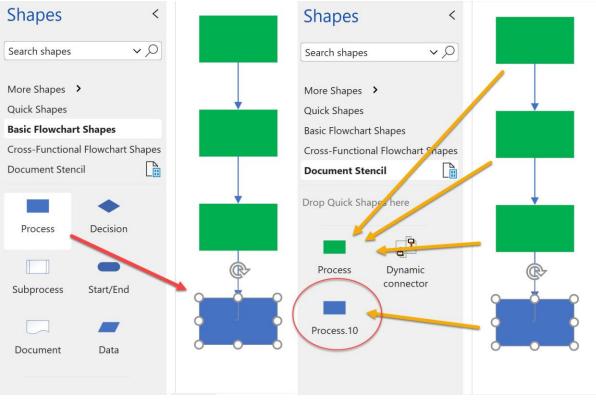


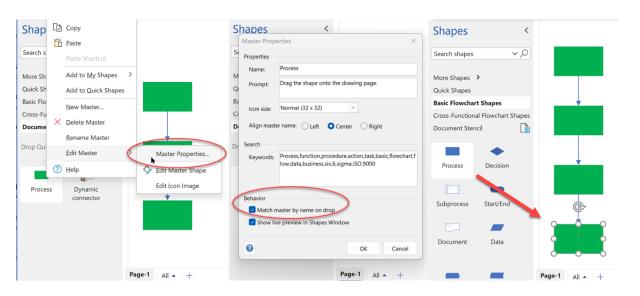


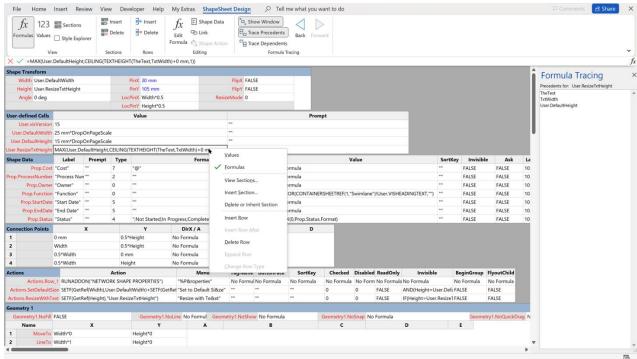


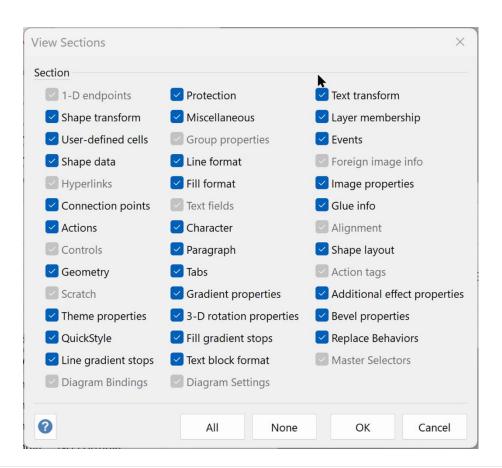








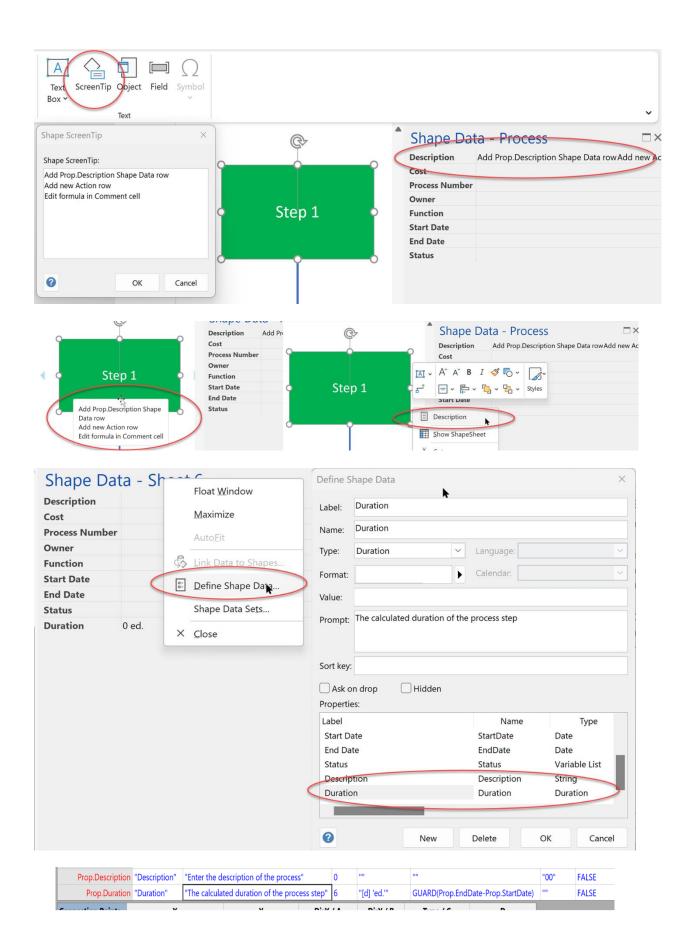


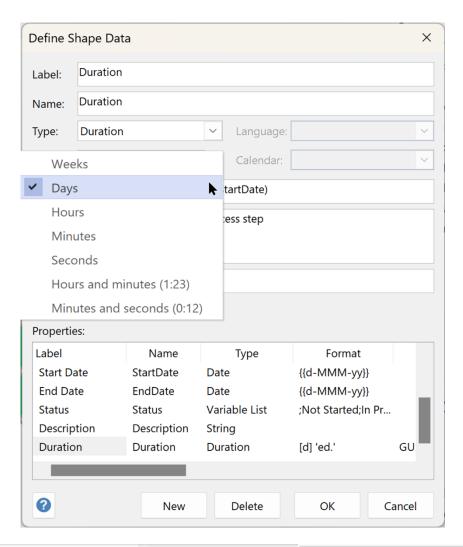


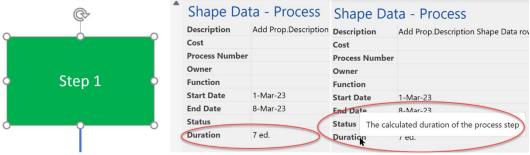
X ✓ =IFERROR(CONTAINERSHEETREF(1,"Swimlane")!User.VISHEADINGTEXT,"")

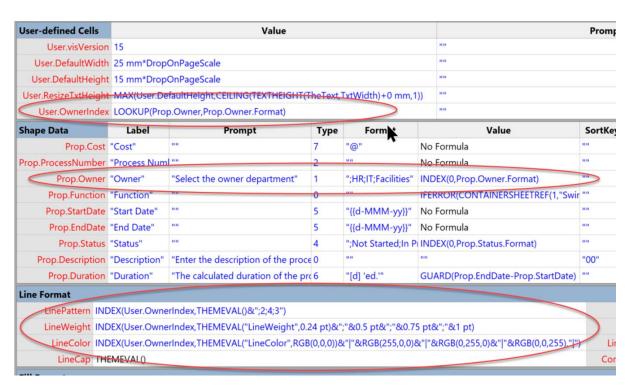
User-defined Cells			Valu	e		Prompt					
Shape Data	Label	Prompt	Туре	Format	Value	SortKey	Invisible	Ask	LangID	Calendar	
Prop.Cost	"Cost"		7	"@"	No Formula		FALSE	FALSE	1033	0	
Prop.ProcessNumber	"Process Number"		2	***	No Formula		FALSE	FALSE	1033	0	
Prop.Owner	"Owner"		0	***	No Formula		FALSE	FALSE	1033	0	
Prop.Function	"Function"		0	***	IFERROR(CONTAINERSHEETREF(1,"S		FALSE	FALSE	1033	0	
Prop.StartDate	"Start Date"		5		No Formula		FALSE	FALSE	1033	0	
Prop.EndDate	"End Date"		5	nn	No Formula		FALSE	FALSE	1033	0	
Prop.Status	"Status"		4	":Not Started:In	INDEX(0,Prop.Status.Format)		FALSE	FALSE	1033	0	

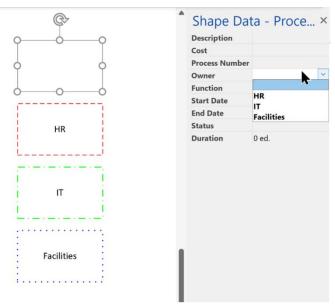
Shape Data	Label		Prompt		Type	Format		Valu	е	SortKe	y Inv	sible	Ask	LangID	Calendar
Prop.Cos	t "Cost"	<u></u> &			7	"@"	No	ormula		***	FALSE	F	ALSE	1033	0
Prop.ProcessNumbe	r "Process Number				2	***	No	ormula			FALSE	F	ALSE	1033	0
Prop.Owne	r "Owner"	***			0	***	No	ormula			FALSE	F	ALSE	1033	0
Prop.Function	"Function"				0	***	IFER	IFERROR(CONTAINERSHEETREF(1,"S			FALSE	F	ALSE	1033	0
Prop.StartDate	"Start Date"				5	***	No	ormula		***	FALSE	F	ALSE	1033	0
Prop.EndDate	"End Date"				5	***	No	ormula			FALSE	F	ALSE	1033	0
Prop.Statu	s "Status"	""			4	";Not Starte	d;In IND	EX(0,Prop.Status	s.Format)		FALSE	F	ALSE	1033	0
Prop.Description	"Description"	"Enter the	e description of the pro	ces	s" 0	***				"00"	FALSE	F	ALSE	1033	0
Actions		Acti	on	-	Me	enu	Tagivan	e ButtonFace	Sortkey	Checked	Disabled	ReadOnl	Invisib	le Begi	nGroup Fly
Actions.Row_	1 RUNADDON("NE	TWORK SI	HAPE PROPERTIES")	-	"%P&roper	ties"	No Form	ul No Formula	No Formu I	lo Formula	No Form	No Formu	la No Form	nula No Fo	ormula No
Actions.SetDefaultSiz	e SETF(GetRef(Wid	th),User.De	efaultWidth)+SETF(GetF	Ref '	"Set to Defa	ault Si&ze"		***)	0	FALSE	AND(He	ight FALSI	FA
Actions.ResizeWithTe	ct SETF(GetRef(Heig	ht),"User.l	ResizeTxtHeight")		"Resize witl	n Te&xt"		***	()	0	FALSE	IF(Heigh	t=L FALSI	FA
Actions.Row	4 DOCMD(1685)				Prop.Descri	ption.Label	***	"5"	"" ()	0	FALSE	FALSE	FALS	FA
Miscellaneous															
NoObjHandles F	ALSE	HideText	FALSE		ObjTy	rpe 1									
						EALCE									
NoCtlHandles F	ALSE Update	AlignBox	FALSE		IsDropSou	rce FALSE									
		AlignBox I eedback (ent SETATRE	F(Prop.D	escription)							
NoCtlHandles F	ALSE DynF		0	<		ent SETATRE	F(Prop.D	escription)							
NoCtlHandles F NoAlignBox F	ALSE DynF ALSE NoLiveD	eedback (o (FALSE D	Orop	Comme	ale 100%	F(Prop.D	escription)							

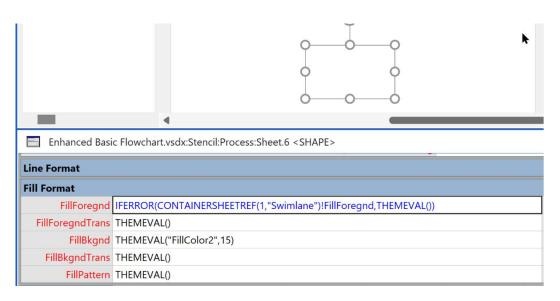


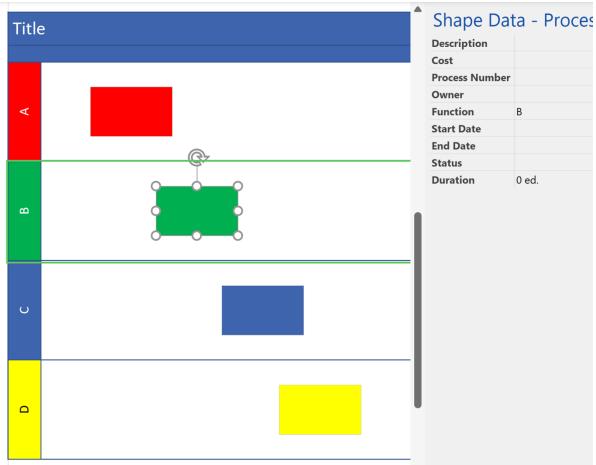




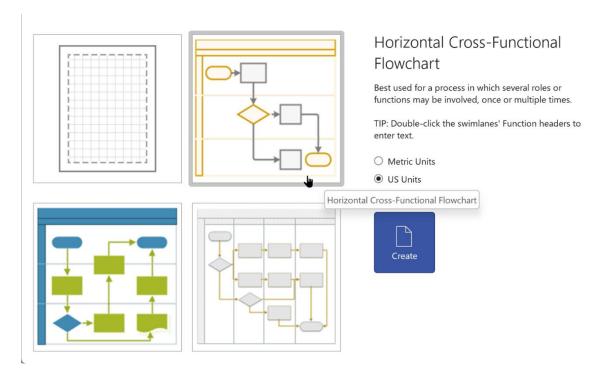


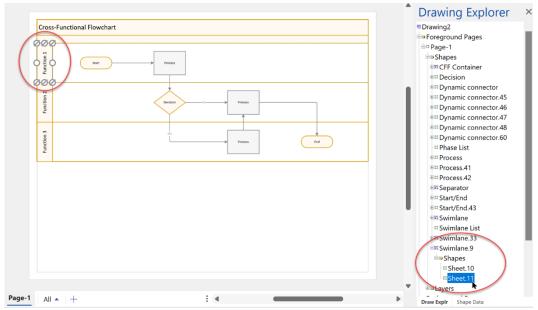


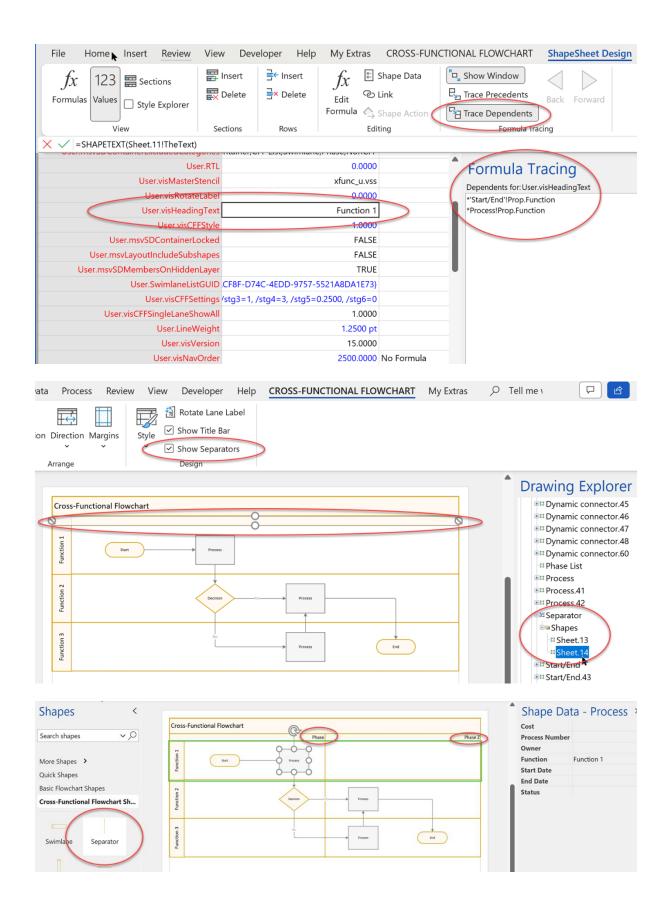


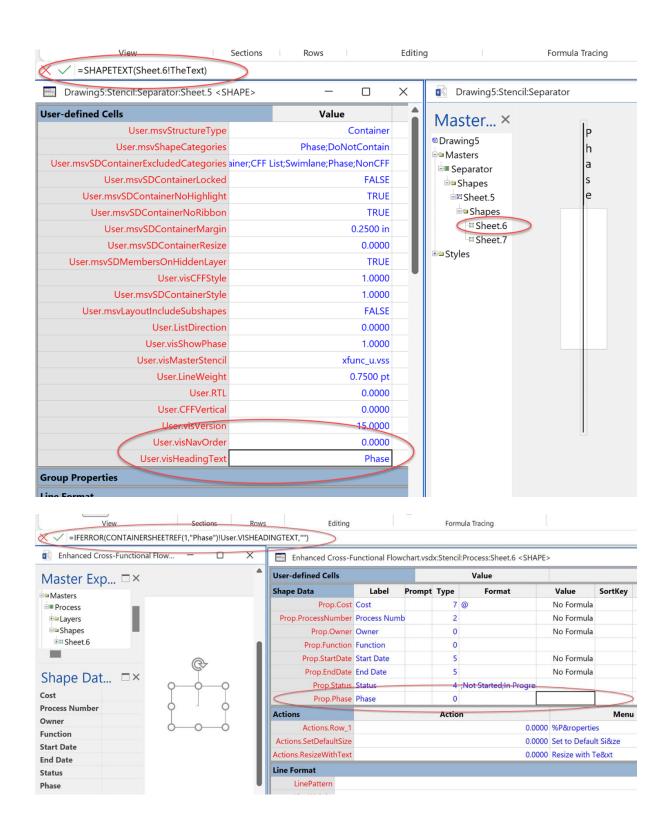


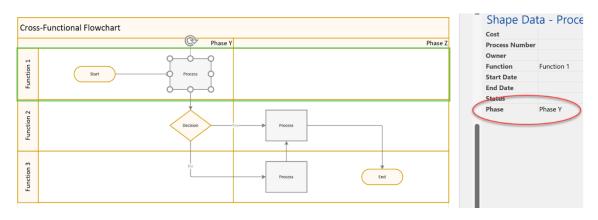
Chapter 11: Improving the Provided Flowchart Shapes

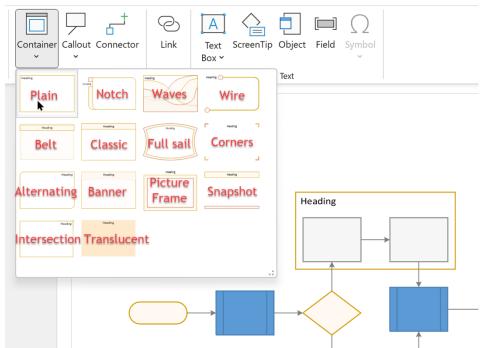


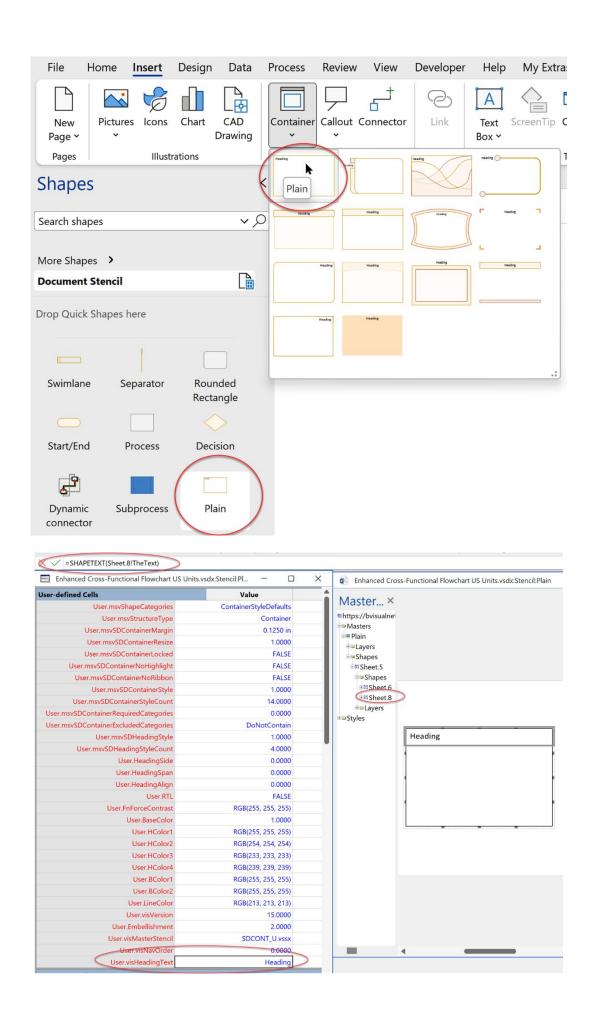


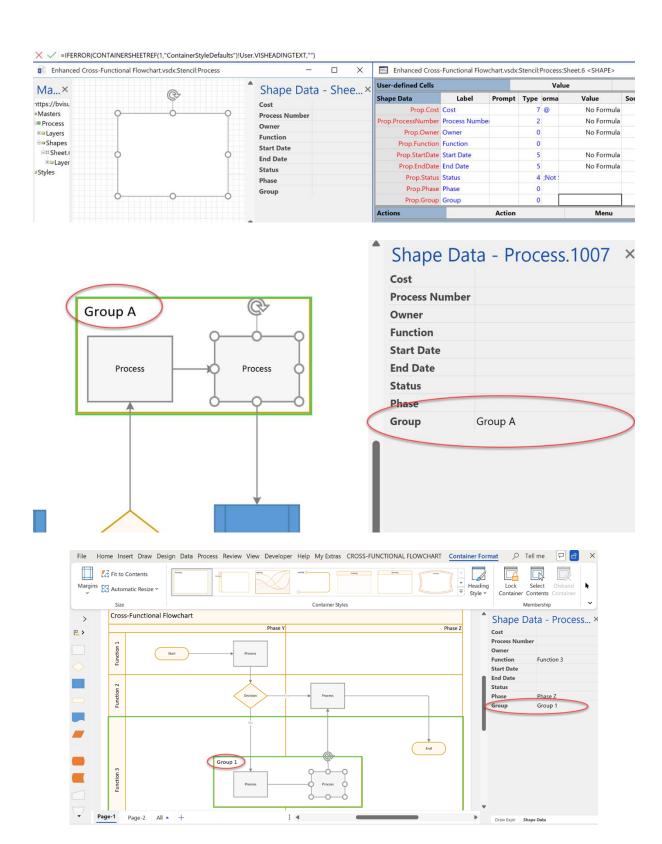


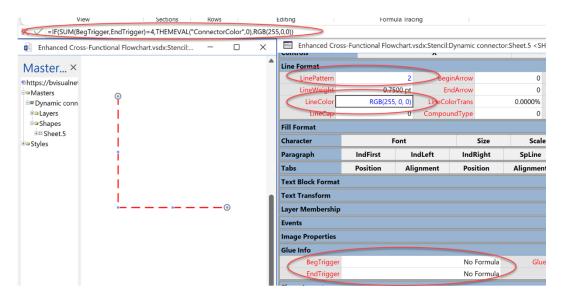


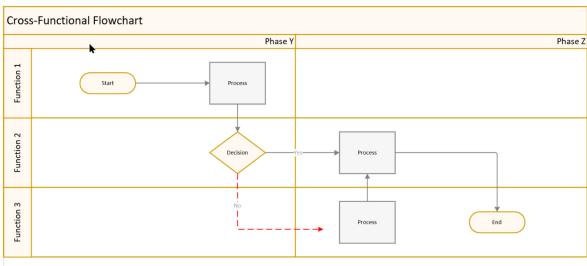


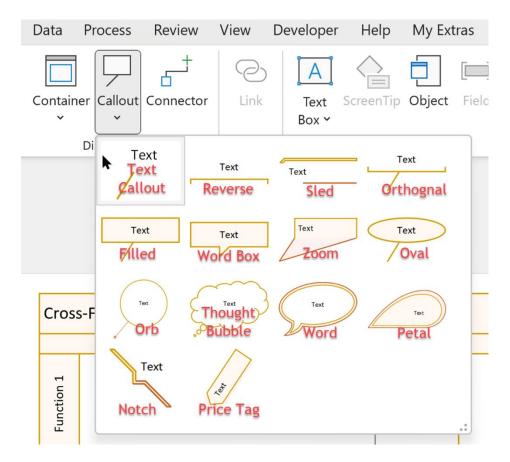












Callouts

Drag onto the page and then type to add text.

Drag onto the page and then type to add text.



Drag onto the page, then drag the yellow square to pull out a pointer.



Drag onto the page, then drag the yellow square to adjust pointer size.

(Recognition of the Angled Stamp

Drag onto the page to add stamp. Width adjusts as you type. Press ENTE...



Drag onto the page and then type to add text. Drag handle to resize to fit te...

Automatic dimension

Drag onto the page, then drag line ends to gray dot's on shape(s) you want to ...

Custom callout 2

Drag onto the page, then right-click to choose properties to display.

2-D word balloon

Drag onto the page, then drag line end to gray dot on shape you want to anno...

駧

Balloon vertical

Drag onto the page and then type to add text.

(ABC!) **Rounded stamp**

Drag onto the page to add stamp. Width adjusts as you type. Press ENTE...

Sharp starburst

Drag onto the page and type to add text. Drag any selection handle to resiz...



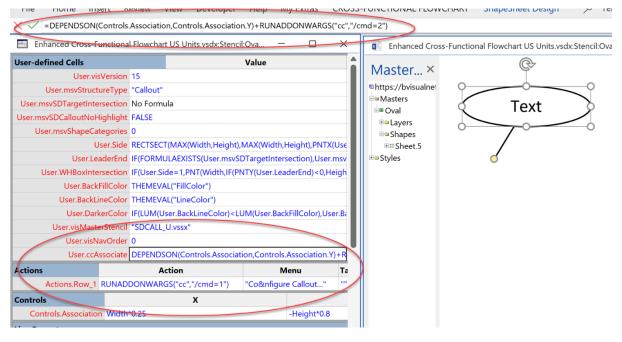
Custom callout 1

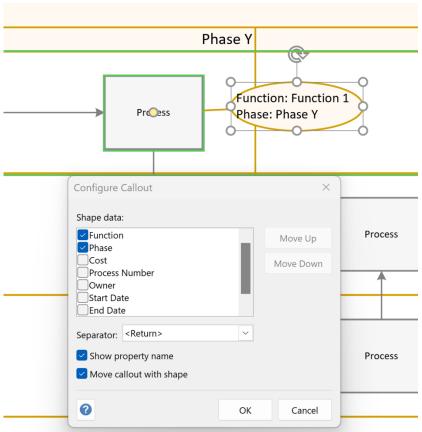
Drag onto the page, then right-click to choose properties to display.

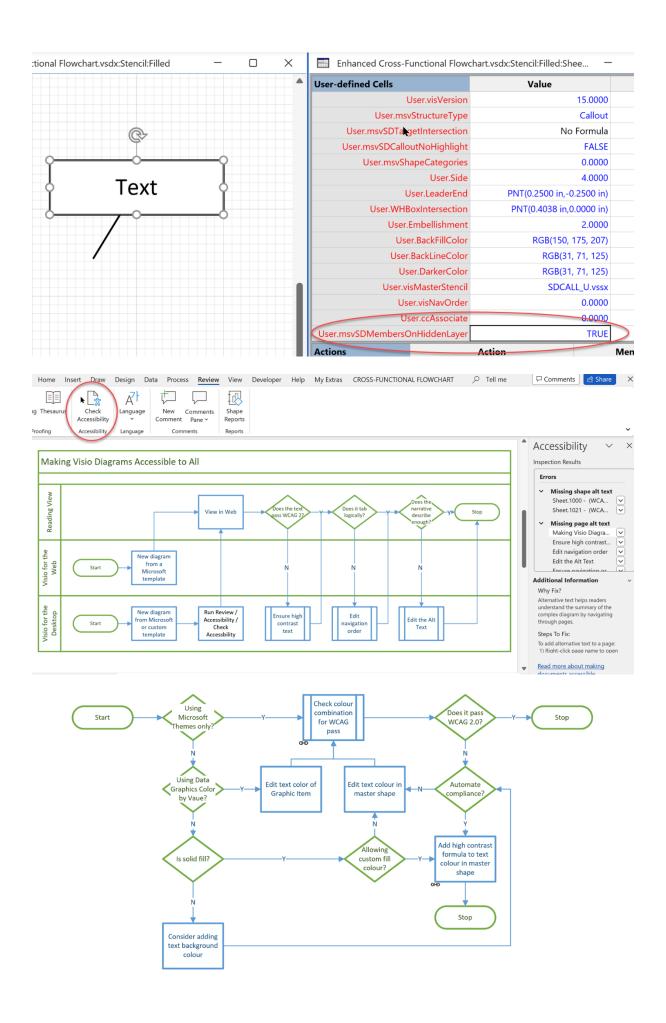


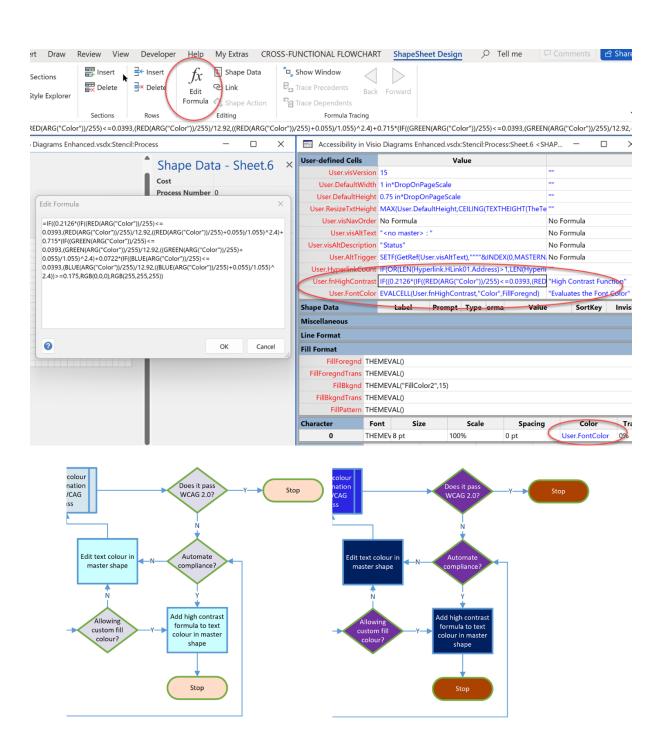
Custom callout 3

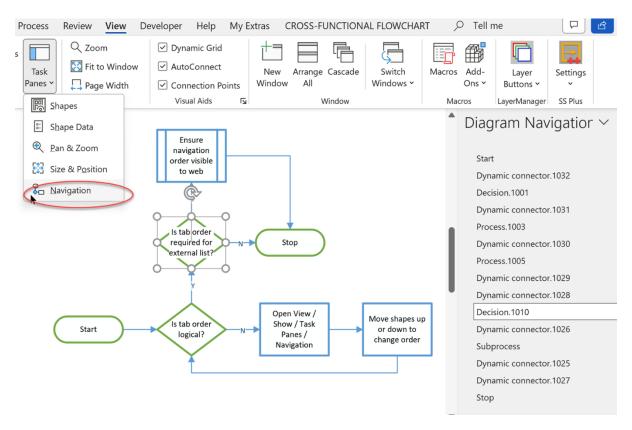
Drag onto the page, then right-click to choose properties to display.











Shape Data	Label	Prompt	Туре	orma	Value	ortKe	Invisible
Prop.Cost	"Cost"	ш	7	"@"	No Formula	ш	FALSE
Prop.ProcessNumber	"Process Number	ш	2		GUARD(User.visNavOrder)		FALSE
Prop.Owner	"Owner"	ш	0	00	No Formula	IIII	FALSE
Prop.Function	"Function"	ш	0		IFERROR(CONTAINERSHEETRE	""	FALSE
Prop.StartDate	"Start Date"	ш	5		No Formula		FALSE
Prop.EndDate	"End Date"	ш	5		No Formula		FALSE
Prop.Status	"Status"	ш	4	";Not	INDEX(0,Prop.Status.Format)		FALSE
Prop.visNavOrder	"Navigation Ord	"Read-only	2	"0"	GUARD(User.visNavOrder)		TRUE

