

V-1 OVERVIEW

In this quick reference guide, we will discuss all of the new features and enhancements in Microsoft Visio 2010. For users who are migrating from Visio 2003 or Visio 2007, this quick reference guide will detail the significant changes found in Visio 2010 such as the new interface, the Ribbon, new diagramming techniques and enhanced diagram functionality.

V-2 USER INTERFACE

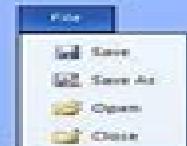
One of the significant changes common to Microsoft Office 2010 applications is the addition of the **Ribbon** which replaces the traditional menu bar and toolbars. New interface features also include the **Backstage View**, the **Quick Access Toolbar**, improved **Navigation** and **Formatting** in diagrams, as well as numerous enhancements that will be discussed throughout this quick reference guide. This guide applies to Visio Standard 2010 and Visio Professional 2010 editions.

V-3 THE MICROSOFT OFFICE BACKSTAGE VIEW

The Microsoft Office Backstage View combines old and new commands that help you manage diagrams, diagram data and file properties (in Visio 2003/2007 these options were found under various menu-bar commands). You can access the Backstage View by clicking the **File** command. For example, you can open diagrams, create new diagrams and print content. In addition, two commands are available at the bottom to exit Visio or to access Visio options. The following section details the commands found "behind the scenes" in the Microsoft Office Backstage View.

➤ Save, Save As, Open, Close

Use the **Save**, **Save As**, **Open** and **Close** commands to manage your Visio files. You can save the current file in one of many different formats, such as: Visio templates, older Visio versions, PDF or XPS (XML Paper Specification).



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