Microsoft® Visio® 2010 Step by Step

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To ensure the ongoing accuracy of this book and its companion content, we've reviewed and confirmed the errors listed below. If you find a new error, we hope you'll report it to us on our website: www.microsoftpressstore.com/contact-us/errata.

Page	Location	Description	Date corrected
xxiii	"Getting Help with Visio 2011" heading	Reads: Visio 2011 Should read: Visio 2010	1/11/2013
xxvii	Before last paragraph	The following paragraph should be added before the last one: Thanks to eagle-eyed and thoughtful reader Wayne Dale for dozens of suggestions and corrections between the first and second printings of this book.	2/3/2012
22	Step 5, second sentence	Should read: If the window does not already show two columns of flowchart shapes, adjust the width so it does.	2/3/2012
23	Step 7	Reads: ...and then click Flowchart. Should read: ...and then point to Flowchart.	2/3/2012
28	Tip reader aid	The following paragraph should be added at the end of the Tip reader aid: You can also move the drawing page using the arrow keys on your keyboard. Be sure that no shapes are selected before pressing the arrow keys, however, or you will move the selected shape(s) instead of moving the page.	2/3/2012
41	After CLEAN UP instructions	The following Tip reader aid should be added: Tip To return Visio to normal operating mode after using one of the drawing tools, on the Home tab, in the Tools group, click Pointer Tool.	2/3/2012
42	Second paragraph, second sentence	Reads: ...clear the Select Shapes Partially... Should read: ...select the Select Shapes Partially...	7/19/2013

Page	Location	Description	Date corrected
42	First paragraph, last sentence	The last sentence in the paragraph should be replaced with the following sentences: To create a lasso selection, click the left mouse button and drag a lasso around the shapes of interest, being certain to end at the same place you began. When you release the mouse button, the enclosed shapes will be selected. The lasso in the following graphic will select the circle and the octagon.	2/3/2012
43	Before the "Connecting Shapes with Lines" heading	The following Keyboard Shortcut reader aid should be added: Keyboard Shortcut Duplicating shapes is often faster and easier than copying and pasting, especially if you want to reproduce the same shape multiple times. To create duplicates: after selecting one or more shapes, type Ctrl+D or hold down the Control key while dragging the shape(s) with the mouse.	2/3/2012
66	First paragraph, last sentence	Reads: If you explore the network and computer stencils,... Should read: If you explore the rack-related stencils,…	2/3/2012
66	First paragraph, first sentence	Reads: ...(the connections points are visible in the following graphic.) Should read: ...(the connection points are the small blue X's in the following graphic.)	2/3/2012
76	CLEAN UP instructions	The following should be added as the first sentence in the CLEAN UP instructions: Press Ctrl+Z twice to undo the last two rotations.	2/3/2012
88	SET UP instructions	Reads: Click the File tab, and then click New. In the Template Categories section, click General, and then double-click the Work Flow Diagram thumbnail. Save the drawing as Corporate Diagram. Should read: Click the File tab, and then click New. In the Template Categories section, click Flowchart, and then double-click the Work Flow Diagram thumbnail. Save the drawing as Corporate Diagram.	7/29/2011
93	Step 6	Reads: In the Search for box, type EU flag, and then press Enter. Should read: In the Search for box, type EU flag, select the Include Office.com content checkbox, and then press Enter.	7/29/2011
104	Keyboard Shortcut reader aid	Reads: Alt+Page Up and Alt+Page Down Should read: Ctrl+Page Up and Ctrl+Page Down	6/8/2012

Page	Location	Description	Date corrected
116	Step 7	The following sentence should be deleted: Do not release the mouse button yet.	2/3/2012
126	Second paragraph, second sentence	Reads: You also enter data… Should read: You will also enter data…	1/11/2013
133	First paragraph, second sentence	Reads: If the assumptions are not correct, click the arrows to the right of Name and Reports to in order to select the correct columns. Should read: If the assumptions are not correct, click the arrows to the right of Name and Reports To in order to select the correct columns.	2/3/2012
136	CLEAN UP reader aid	Reads: CLEAN UP Save your drawing as <italic>Org Chart using Wizard</italic>. Should read: CLEAN UP Save your drawing as <italic>Org Chart using Wizard</italic>, and then close it.	2/3/2012
161	Step 3	Reads: …and then and use it… Should read: …and then use it…	2/3/2012
162	Step 6	Reads: Click the rightmost theme… Should read: Click the Apex colors theme…	2/3/2012
166	Step 6, result paragraph after Tip reader aid	Should read: The shapes to which you manually applied a fill color in steps 1, 2 and 3 will still have a fill color after you select No Themes. The text block will retain its Standard Color. The org chart shapes will contain fill colors from the diagram's default color palette.	2/3/2012
173	Second Tip reader aid, last paragraph, second sentence	Reads: …entry is actual… Should read: …entry is actually…	2/3/2012
183	Tip reader aid, second sentence	Should read: Be sure that the entry you type exactly matches a list item in the Format field, including upper and lower case letters.	2/3/2012

Page	Location	Description	Date corrected
194	Tip reader aid, first paragraph	Should read: It is not necessary to close the spreadsheet or other data source in order to update the Visio drawing.	2/3/2012
243	Keyboard shortcut reader aid	Reads: You can also open the print preview window by typing either Alt+F, P, V (File, Print, Preview) or Alt+F, F. Should read: You can also open the print preview window by typing Alt+F, P, V (File, Print, Preview).	1/11/2013
255	Step 3	Reads: In the Stencil window... Should read: In the Shapes window…	1/11/2013
256	Step 9	Reads: In the Stencil window... Should read: In the Shapes window…	1/11/2013
257	Step 10	Reads: On the Home tab... Should read: On the File tab…	2/3/2012
258	"Where Do I Store Custom Templates?" sidebar, step 1	Reads: On the Home tab... Should read: On the File tab…	2/3/2012
292	"Running Computer and Network Reports" section, second sentence	Reads: Both the Basic Network Diagram (see preceding section) and the Detailed Network Diagram (see following section) include three reports that highlight different subsets of the shape data in the various computer and network shapes. Should read: Both the Basic and Detailed Network Diagram templates that were described earlier in this chapter include three reports that highlight different subsets of the shape data in the various computer and network shapes.	1/11/2013
294	Step 1, second paragraph	Reads: If you look at the PC Report toward the end of "Running... Should read: If you run the PC Report mentioned in "Running…	2/3/2012
304	Step 2	The following sentence should added to the end of step 2: When you point to a data graphic, popup text will display its name.	2/3/2012

Page	Location	Description	Date corrected
310	Step 10, first paragraph	Reads: In the Position section of the dialog box, display the Vertical list, and then click Above shape. (You might need to scroll up to locate this selection.) Should read: In the Position section of the dialog box, display the Vertical list, click Above shape (you might need to scroll up to locate this selection), and then click OK.	2/3/2012
316	Second Tip reader aid	Reads: ...data graphic that is has been... Should read: ...data graphic that it has been…	2/3/2012
338	Step 3	Reads: ...swimlane, and then type Legal. Should read: ...swimlane, type Legal, and then press the Escape key.	2/3/2012
338	Step 1	Reads: ...the edge of the CFF,... Should read: ...the top edge of the CFF,…	2/3/2012
338	SET UP section	Reads: ...click Flowcharts,... Should read: ...click Flowchart,…	2/3/2012
342	"Wireframes" section, second paragraph, fourth sentence	Reads: ...all off the contained... Should read: ...all of the contained…	2/3/2012