

Microsoft Visio 2003 Frequently Asked Questions



Find answers to the most frequently asked questions on Visio 2003.

Q. What is Visio 2003?

A. Visio 2003 is a drawing and diagramming solution that helps people transform business and technical concepts into visual diagrams. Use Visio to formulate, document, and communicate important information and make a professional impact on your audience.

Graphics can be a powerful way to communicate information, but most graphics software packages require users to have artistic skills to render effective images; Visio is intended for people who feel uncomfortable drawing freehand but who need visuals to help relay important information. Create diagrams with Visio 2003 using formatting tools and predefined Microsoft SmartShapes® symbols; add backgrounds, titles and page borders.

Q. Who can benefit from using Visio?

A. Just about anyone can benefit from using Visio. Microsoft Office Visio Standard 2003 helps business professionals easily create diagrams that can help them demonstrate how their business operates. For technical users such as IT professionals, software developers, engineers, and space planners, Microsoft Office Visio Professional 2003 provides comprehensive diagramming tools that can help communicate technical information through simple diagrams.

Q. I already create diagrams in Word and PowerPoint. Why do I need Visio?

A. While other Office programs, such as Microsoft Word and Microsoft PowerPoint®, provide basic diagramming capabilities, Visio is a dedicated diagramming tool that can help you easily create a broad range of diagrams. In contrast to other Office programs, you can use Visio to automatically create diagrams and complete tasks, or to export data to reports and store information within each shape.

Q. What kinds of artistic skills do I need to use Visio?

A. None. With Visio, you can easily create diagrams using intelligent, predefined SmartShapes symbols and templates. You can get started with tutorials, available in the Help menu.

Q. What's new in Visio 2003?

A. Visio 2003 features enhanced diagramming capabilities, new templates, updated importing and exporting capabilities, improved methods for collaborating with other applications, and many new advanced features for developers and power users.

Q. Why should I upgrade?

A. There are many reasons to upgrade to Visio 2003, including new templates and brainstorming tools, updated diagramming tools, and improved ways to collaborate with other applications.

Top Ten Reasons to Upgrade

- **Document and analyze business processes.**

Design, document, and analyze business processes using templates and shapes that support business process management (BPM) projects, including Six Sigma quality improvement initiatives and ISO 9000 documentation.

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Top Ten Reasons to Upgrade

- **Track comments by individuals.**
Use the review mode to easily track comments, shapes, and digital ink added by others.
- **Collaborate in new ways.**
Publish diagrams from Visio to a Microsoft SharePoint™ Portal Server workspace, or export diagrams using the Scalable Vector Graphics (SVG) format or updated Save as Web Page functionality.
- **Annotate diagrams more naturally on the Tablet PC.**
Built-in support for the Tablet PC can help you navigate, modify, and annotate your diagrams when you're away from your desk. Use digital ink to annotate your diagrams, then format, scale, or rotate your information, or associate it with the ink. You can convert digital ink to basic geometry or text.
- **Capture ideas with brainstorming tools.**
Use new templates in Visio 2003 to capture and structure ideas from a brainstorming session. Export brainstorming diagrams to Microsoft Word, Microsoft Excel, or XML to jumpstart the creation of other business files.
- **Create calendars from Outlook.**
Convert a Microsoft Outlook® calendar to a Visio calendar that can be richly formatted and easily shared with others.
- **Create and use technical diagrams more easily.**
Take advantage of numerous enhancements to the database, engineering, network, software, and Web diagramming tools in Visio 2003.
- **Create and modify diagrams more quickly.**
Visio 2003 includes a number of enhancements to help improve productivity. Among other things, you can now rotate shapes without switching to a special rotation mode, select and rotate multiple shapes more easily, and print selected portions of a diagram. In addition, the Shape Search feature is now always open to help you quickly find the shape you want.
- **Build powerful, connected solutions.**
Incorporate Visio 2003 into solutions that take advantage of XML Web services and Microsoft .NET–connected software for connecting people, information, systems, and devices. Connect your diagrams to important business information to enhance understanding and enable more decisive action.
- **Access improved support in other locales and languages.**
Visio 2003 is available in two new languages—Polish and Czech—for a total of 17 languages, including enhanced support for Asian and bidirectional text.

If you're using Microsoft Visio 2000 or Visio 5.0, you can upgrade to Visio 2003 to:

- **Find exactly the shape you need.** Use the Find Shape feature to quickly locate shapes installed on your hard drive, as well as shapes available online. The search interface works just like a Visio stencil: Simply drag the desired shape into your diagram.
- **Create project diagrams from existing data.** Create a timeline or Gantt chart automatically from Microsoft Project data to help you better communicate key milestones to stakeholders.
- **Deploy and maintain Visio more efficiently.** Take advantage of Microsoft Windows® installer technology to streamline deployment and maintenance of Visio across an enterprise. Visio Professional 2003 detects and repairs missing or corrupt files that it needs to run, helping you save your work should the program stop responding.

Q. Are Visio 2002 files compatible with Visio 2003, and vice versa?

A. Yes. You can open and use any Visio diagram from any previous version in Visio 2003. You can open a Visio 2003 diagram in Microsoft Visio 2002 or Visio 2000 by first saving the diagram in the Visio 2002/2000 file format. **Note** Some specific functionality may be unavailable after saving your diagram in a previous version.

Q. What products are included in the Visio 2003 product lineup?

A. The Visio product family comprises Visio Standard 2003 and Visio Professional 2003.

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Q. In which languages is Visio 2003 available?

A. Visio 2003 is available in 17 languages:

Chinese (Simplified)	Finnish	Norwegian
Chinese (Traditional) Czech	French	Polish
Danish	German	Portuguese (Brazil)
Dutch	Italian	Spanish
English	Japanese	Swedish
	Korean	

Q. How can I use Visio 2003 with other Microsoft Office System programs?

A. You can use Visio 2003 with Office programs to:

- **Emphasize important points.** Emphasize and clarify important points in everyday business communications by inserting information-rich Visio diagrams into Microsoft Excel spreadsheets, Microsoft Outlook® e-mail messages, Microsoft Word documents, and Microsoft PowerPoint® presentations.
- **Edit your diagrams in place.** With in-place editing, you don't have to go back to your original diagram to modify it. From another Microsoft Office program, simply double-click the diagram to access the Visio editing environment and make your changes.
- **Transfer your PowerPoint color scheme.** Create a Visio diagram in PowerPoint and then transfer the slide's color scheme into your diagram.
- **Brainstorm.** Export a brainstorm diagram (based on the new template) to a Word document in outline form to easily organize and communicate ideas generated in meetings.
- **Create a calendar.** Create a calendar in Visio from Outlook data using Visio tools to customize the look and feel.
- **Create project timelines and Gantt charts.** Generate timelines and Gantt charts by importing project tasks and milestones from Microsoft Project. Also, data stored in Visio timelines and Gantt charts can be exported to Microsoft Project. Use Visio to create a work breakdown structure from your Microsoft Project data.

Q. Can I customize Visio 2003?

A. Create Visio-based solutions that meet the needs of your organization with Visio 2003 tools, such as:

- **ActiveX Controls.** Use Microsoft ActiveX® Controls to add Visio drawing capabilities to your development project.
- **The Shape Studio.** Create shape libraries with this Visio tool.
- **The Visio SDK.** The Microsoft Visio Software Development Kit (SDK) provides sample code, tools, documentation, and Primary Interop Assemblies (PIAs) for creating custom solutions.

A. Yes, Visio 2003 integrates with:

- **Exchange Server.** Use a wizard in Visio to generate an organization chart from the Microsoft Exchange Server global address list.

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Yes, Visio 2003 integrates with:

- **SQL Server and Access.** Use Visio Professional to document Microsoft SQL Server™ and Microsoft Access databases by reverse-engineering existing schemas, or to design proposed database structures using entity relationship diagrams. Create or modify Visio diagrams by linking them to a database.
- **Visual Studio .NET.** Use Visio Professional to create Unified Modeling Language (UML) diagrams of Microsoft Visual Studio® .NET development projects by reverse-engineering the class structure. Visio supports add-ins written in Microsoft Visual Basic® .NET and C#, and also supports XML Web services. Visio includes a macro recorder and an integrated Visual Basic for Applications (VBA) editor.
- **BizTalk Server.** Use Visio to design or document a business process and then dynamically share the data through XML process standards, such as old domain exit (ODX) or business process execution language (BPEL); automate the task with Microsoft BizTalk® Server.
- **Windows Server.** Use Visio Professional to document or design a Microsoft Windows Server™ Active Directory® directory service topology for organizations to use with deployment and migration planning.

Visio Standard 2003

Q. Why should I use Visio Standard 2003?

A. As a business user, Visio Standard provides you with dedicated diagramming capabilities to help you perform tasks such as documenting processes, organizing and mapping charts, and diagramming project timelines.

Q. What's new in Visio Standard 2003?

A. New features in Visio Standard 2003 include:

- **A brainstorming template.** Export a brainstorm diagram (based on the template) to a Word document in outline form to easily organize and communicate ideas generated in meetings.
- **The ability to add pictures and dotted-line relationships to organization charts.** Import pictures of employees into organization charts and show important reporting structures.
- **The ability to generate a calendar from Outlook data.** Import your Outlook calendar data to Visio for easy viewing and reference.
- **An improved Timeline template.** New functionality enables you to split multiple timelines.
- **A business process diagramming category.** Access specific tools for almost any business process documentation effort.

Q. What's the difference between Visio Standard 2003 and Visio Professional 2003?

A. Visio Standard enables users to create business-related diagrams, such as flowcharts, organization charts, and project schedules. Visio Professional combines the shapes and solutions in Visio Standard with shapes and solutions that enable technical professionals to create IT, Web, developer, engineering, and other technical diagrams.

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Visio Professional 2003

Q. Why should I use Visio Professional 2003?

A. For technical users, Visio Professional provides you with dedicated diagramming capabilities across multiple technical categories. Whether you are an electrical engineer, a building floor planner, or a software developer, you can use Visio Professional to create the diagram for the project.

Q. What's new in Visio Professional 2003?

A. New and improved features include:

- A Rack Diagram template.
- Updated network shapes.
- An improved Web site mapping solution.
- A Microsoft Windows® XP user interface (UI) template.
- Improved support for incorporating data into building plans.

Q. What are the system requirements for Visio 2003?

A.

Microsoft Office System Beta 2 Kit 2003 Minimum Requirements	
Computer/Processor	A computer with a 133 megahertz (MHz) or higher processor; Pentium III recommended
Memory	64 MB of RAM (128 MB recommended) for the operating system, plus an additional 8 MB of RAM for each program running simultaneously
Hard Disk	245 MB of available hard-disk space with 115 MB on the hard disk where the operating system is installed (hard-disk usage varies depending on configuration; custom installation choices may require more or less hard-disk space)
Operating System	Microsoft Windows 2000 with Service Pack 3 (SP3), Microsoft Windows XP, or a later operating system
Drive	CD drive
Display	Super VGA (800 × 600) or a higher-resolution monitor with 256 colors
Peripherals	Microsoft mouse, Microsoft IntelliMouse®, or a compatible pointing device

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