

# Instructions for Using Visio 2007

**Professor Faith A. Morrison**

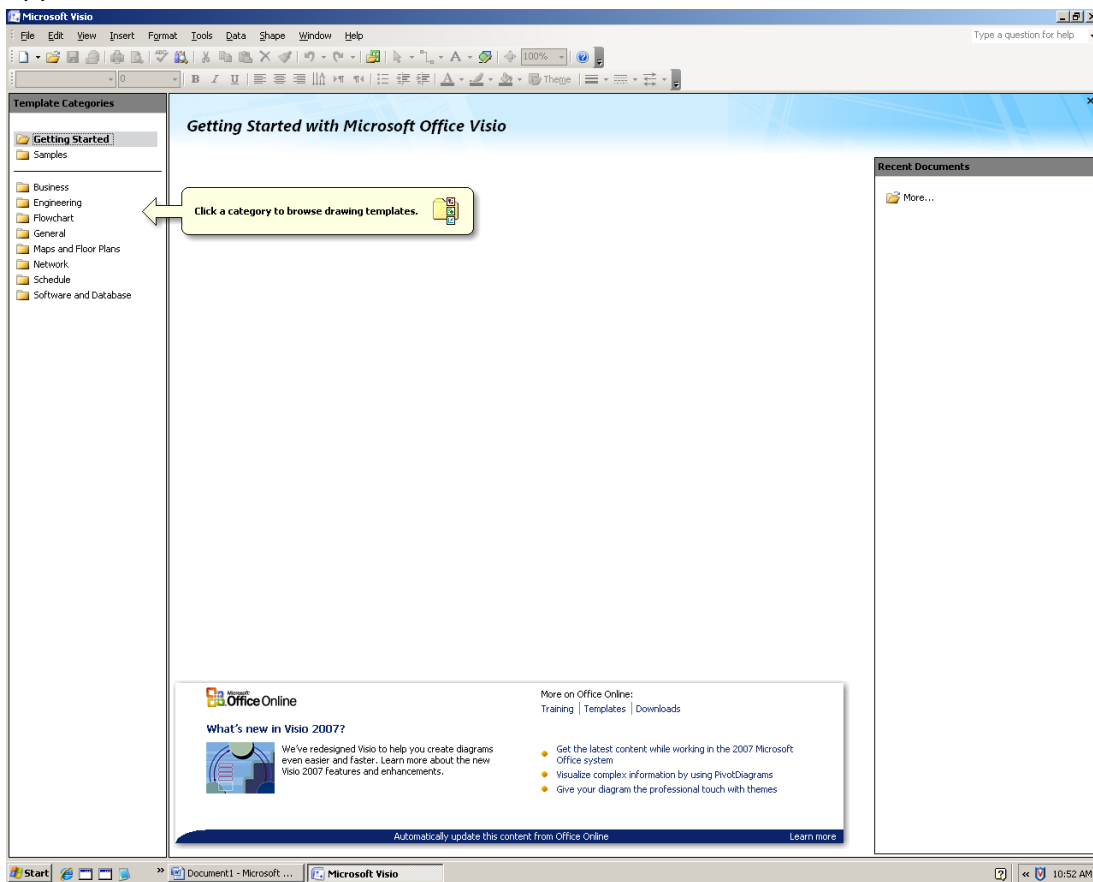
Michigan Technological University

Houghton, MI 49931

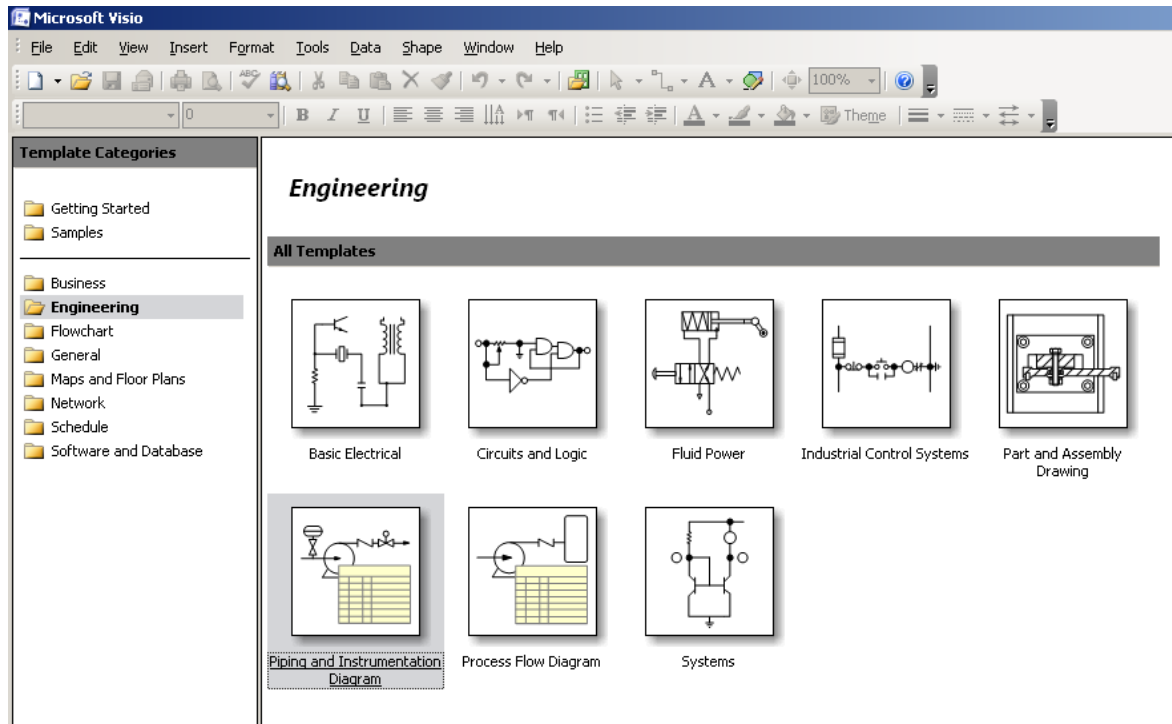
August 30, 2007

Construction of a P&ID using Visio

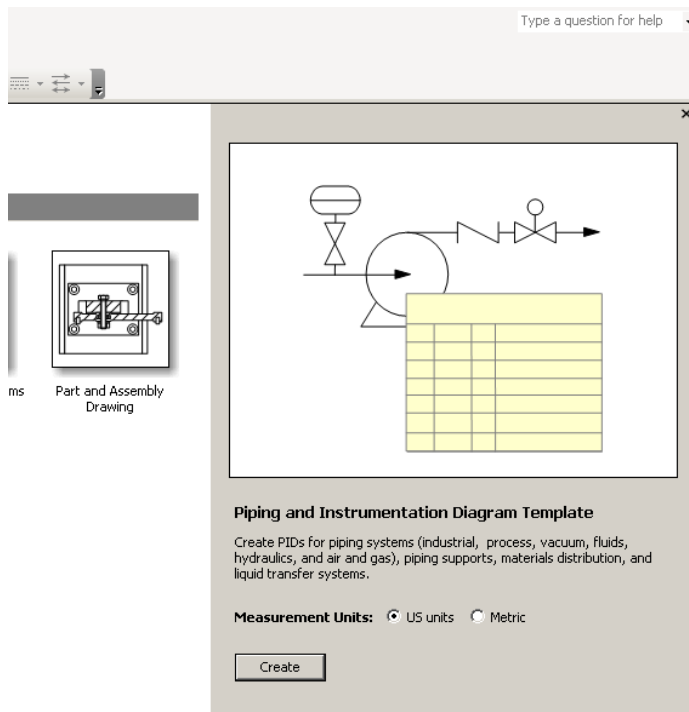
1. Log into any of the PCs in the computer labs.
2. Start up Microsoft Office Visio 2007. The program will start and the screen below will appear.



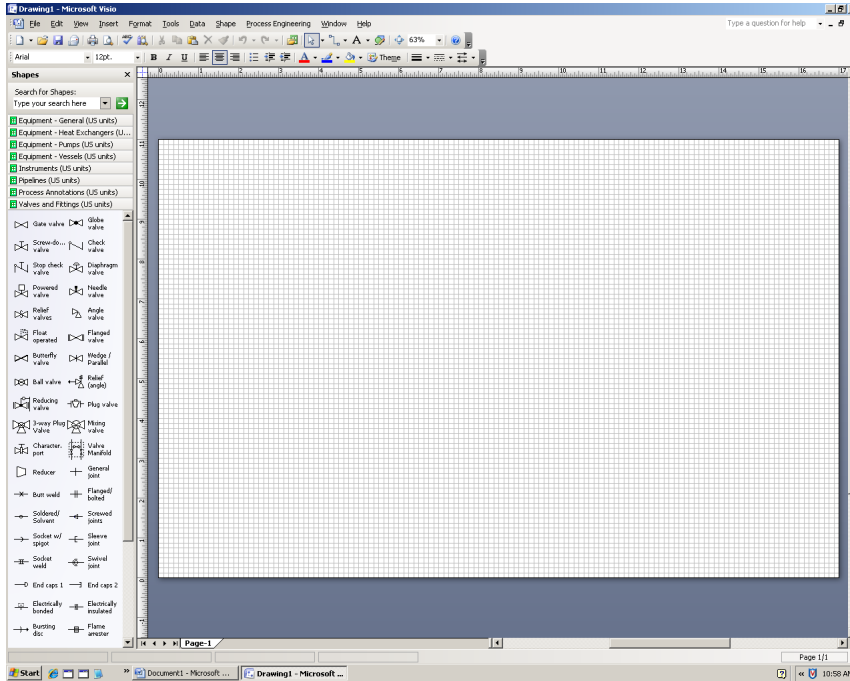
3. Select appropriate template. For example select *Engineering* and *Piping and Instrumentation Diagram*.



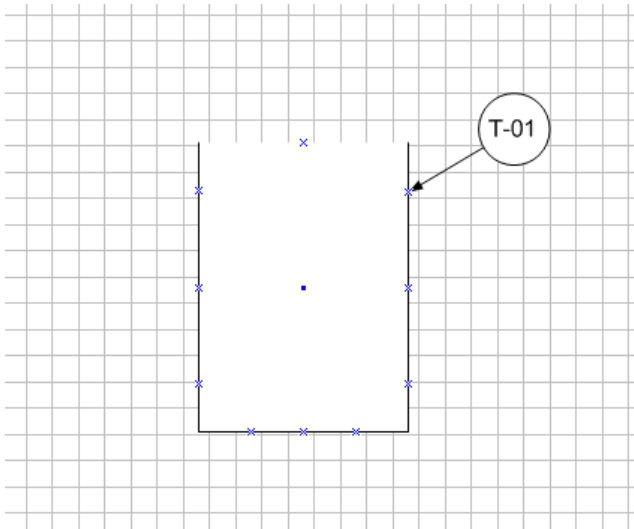
4. Select your desired units from the window on the right side of the screen.



5. The following drawing screen will appear.



6. To change the drawing field to a 8.5" by 11" landscape page, do the following: Choose File, Page Setup, Choose Landscape, click Apply. Choose tab Page Size, Same as Printer Paper Size, click Apply, then OK.
7. To draw your P&ID, use the templates and drag and drop them onto the drawing sheet. For example, to draw tank T-01, choose *Equipment-Vessels* and drag the open tank icon to your drawing sheet. You may edit the shape using standard editing techniques. To add an attached label to the tank choose *Process Annotations* and drag the icon *Callout 6* to the tank. To attach the callout to the unit, drag the small yellow diamond to the point on the unit to which you would like the callout to point.



## Additional tips:

1. To get the *Drawing* menu to appear in your toolbar, position your mouse in the light blue area near the top of the screen, and right click. Choose *Drawing* and the *Drawing Toolbar* will appear. Drag it to the toolbar to dock it with the other toolbars.
2. For the piping between units, use Pipelines. These will connect to the units and allow you to move the units while keeping the connections in place.

