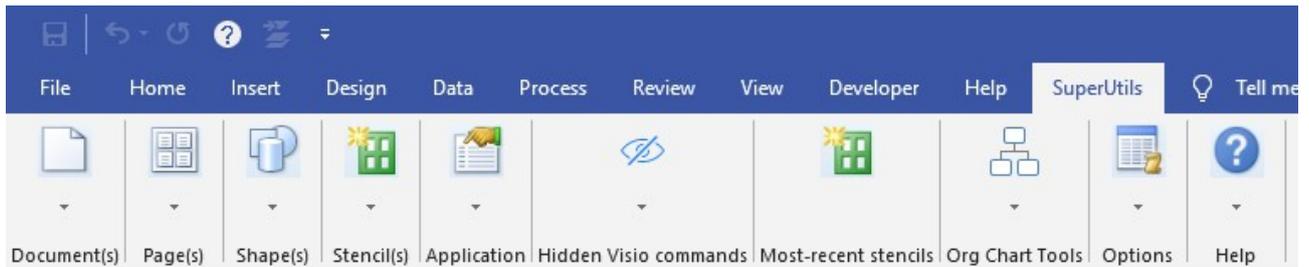


Super Utilities for Microsoft Visio

For Microsoft Visio 2010 / 2013 / 2016 / 2019

Visio Super Utilities adds a new ribbon to Microsoft Visio



Each section of the ribbon (Document, Page, Shape, Stencil etc.) gives you a selection of tools that I've developed over the years. I hope you also find them useful.

Document utilities

Close all documents without saving

This will close all the currently open documents. If there are unsaved changes then they will be lost. Equivalent to a “No to All” response when asked to save documents when Visio closes. When you are creating documents by automation and have 83 unwanted but unsaved documents then you may realise how useful this is!

Mark all documents saved

When creating a large number of documents, if the documents are not saved or marked as saved then when you want to exit from Visio without saving the documents, Visio will ask whether you want to save each unsaved document. If you have 100 unsaved documents open then this is inconvenient to say the least.

By marking all documents saved, you may exit from Visio without being asked to save the documents.

Export Documents/Pages as images

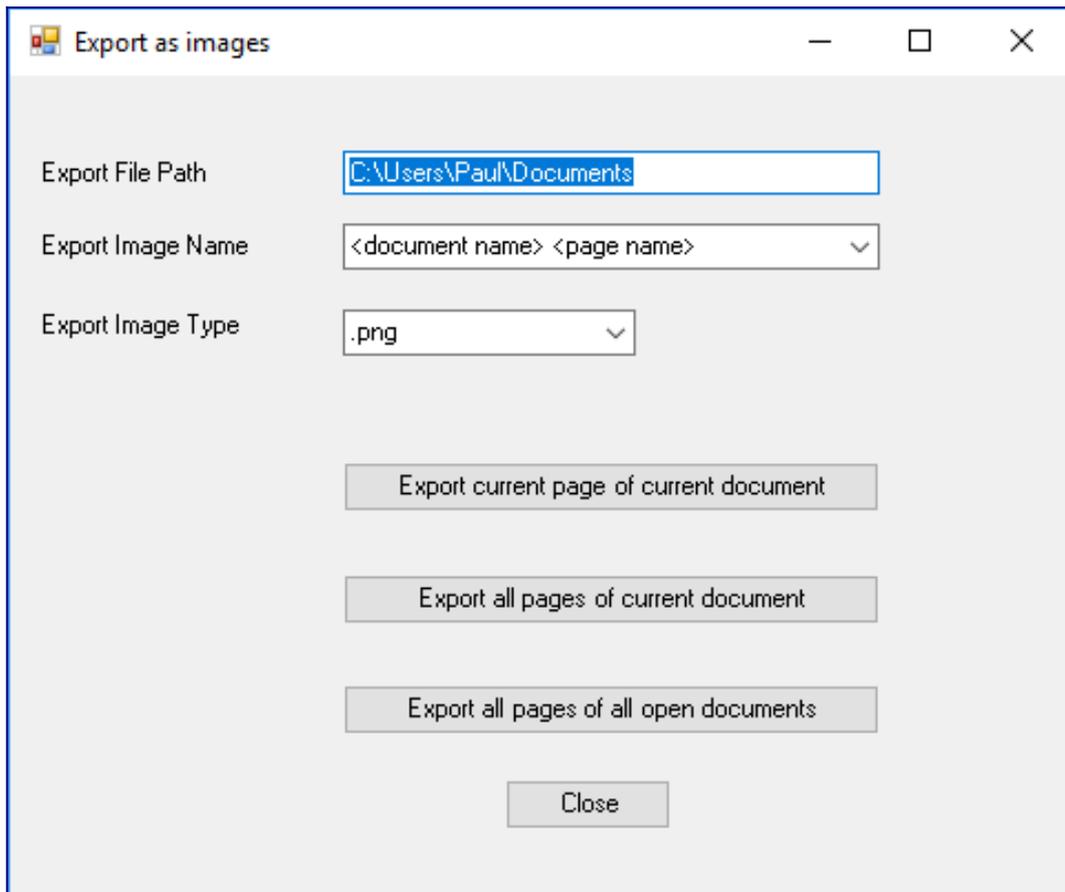
If you need to import Visio documents into a word processor, send them by email or prepare images for a web page then the standard Visio menu options only allow you to save one page at a time.

SuperUtils enables you to export all the pages of the current document or of all the open documents to be saved as images.

The 'Export File Path' is where the images get saved, use the yellow 'change folder' dialog box to change this path (you can also create new folders here).

The 'Export image name' options allow you to choose the name created for the image. It can be either the document name followed by the page name (with options of space or underline as separator), or just the page name by itself. When exporting images from multiple documents be careful with this option as any duplicate page names will overwrite a page image of the same name.

The 'Export as image type' can be set to one of (BMP, DWG, DXF, EMF, EMZ, GIF, JPG, PNG, SVG, SVGZ, TIF, WMF).



Alternative webpage export

The built-in web page export available in Visio is very powerful and has some very nice features. However, the output it produces can be very complicated and if it is to be incorporated into other web pages with manual editing then an alternative, simpler output may be useful.

Also, we've added a few features we find useful. Please be aware though that it is very easy to create Visio pages with names that are not very friendly for webpages i.e. pages can contain '?', '<', '>' and so forth as well as names containing Unicode characters. This utility does not cope at all well with names like this.

Save File Path The folder for all output files. use the yellow 'change folder' dialog box to change this path (you can also create new folders here).

Include HTML Head File Include the contents of this file before the HTML `</head>` tag.

Include Header File Include the contents of this file before the images.

Include Footer File Include the contents of this file after all the images.

File Type Choose one of htm, html or php.

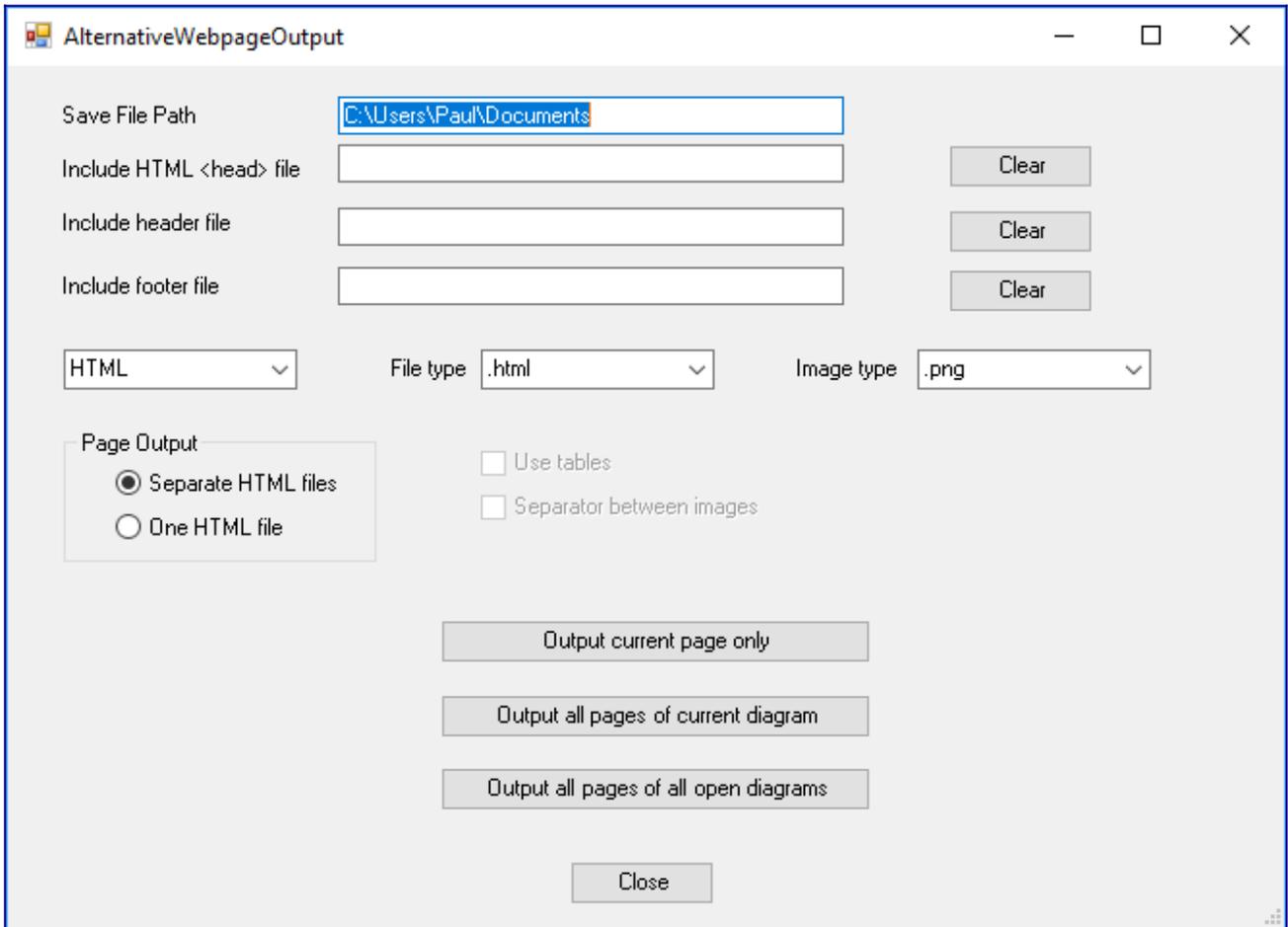
Image Type Choose one of GIF, JPG, PNG or SVG. SVG requires that you have an SVG plug-in installed in your browser.

Page Output One web page per Visio page or the whole lot in one file.

HTML/XHTML Choose the type of output required.

Use Tables Whether to use a table to locate the image files.

Separator between images Adds a horizontal separator line between each image.



Shape Text Export (current document)

This feature reads all the text in each shape on all pages within the current document and outputs it to the dialog box.

From here all the text can be read and saved if required.

Shapes in Document Report

A document-wide version of the [Shapes on Page Report](#) but repeats for each page in the document and provides a total shape count for all pages at the end.

Count Shapes in Document

Displays a list of the counts of all the different shapes on all the pages within a document.

A page version of this is available at [Count Shapes on Page](#).

Word Count Report

This feature counts all the words in each shape and page of the current document, displaying a total for each page and a total for the whole document, however complex the shape, remembering that shapes can be groups of other shapes to any depth.

Copy Document to Other Document (Document Merge)

This copies all the pages of the current document into another open document. To use this feature open both documents, go to the document you wish to copy from, select “Copy Document to Other Document” from the SuperUtils → Document menu, from the dialog box select the document where you want to copy to and select OK. All the pages will be copied to that document.

[Copy and merge limitations](#)

Copying and merging some pages and documents may not work correctly when the positioning of shapes on a page is under the control of Visio or an add-on within Visio. Various of the built-in diagram types within Visio are of this type:

- Organization Chart
- Cross-functional Flowchart
- Maps and Floor Plans
- Calendar
- Gantt Chart
- Pert Chart
- Timeline

Shape position, shape name, connections and other factors can all be under the control of Visio, so copying a diagram may result in anything from small imperfections to a total mess. There is nothing that can be done about this.

Compare Documents

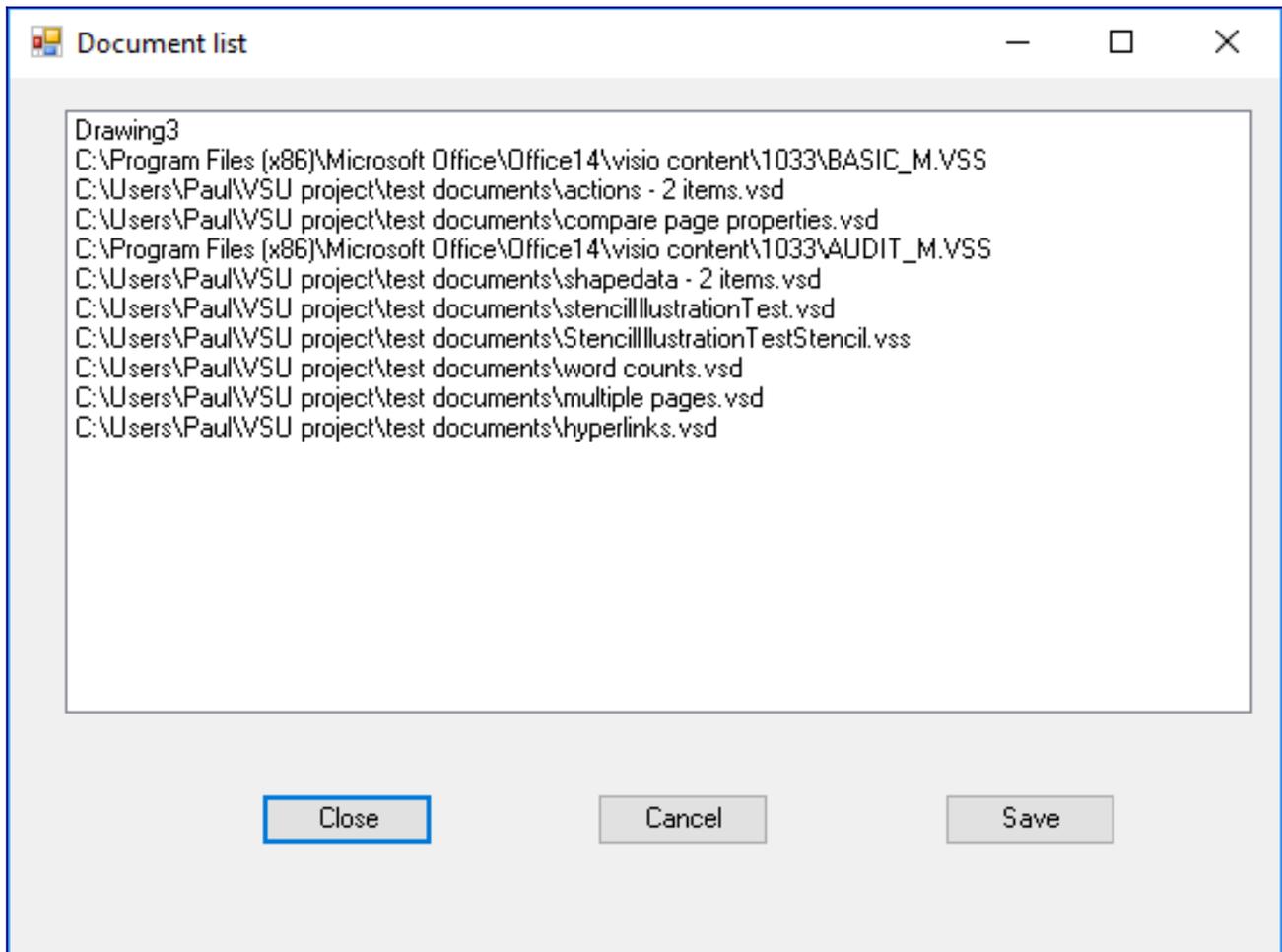
A document-wide version of [Compare Pages](#). If both documents have the same number of pages then a page-by-page compare is performed, otherwise the page names are compared to try to identify where the first difference may be found.

Once you have an idea about which pages might be different, use the Page → Compare Pages utility to find how the pages differ.

List all open Documents

When dealing with a large number of documents, the built-in Visio method of selecting which document to view is far from ideal. Use the “List all open Documents” menu to select which document to view. It provides the document type and name to allow you to clearly see all the current documents that are open. The current document is highlighted. Note that if there are a very large number of documents then it can take a few seconds to populate the list.

To save the list of documents in a text file, use the 'Save' button.



Hyperlink Report/Check

This feature reads all the shapes on the current page or document and outputs a list of all the hyperlinks within these shapes. It also takes into account grouped shapes where different parts of a shape may contain hyperlinks.

Hyperlink Check tests the existence of all the linked documents, whether internal or on the internet.

Layers Report/Check

This feature reports all the layers used on the current page or document and outputs a list of all the layer names. It also checks that the layer Name and NameU are both set and whether there is any difference between the two.

Document Comments Report

This generates a report on all comments that exist in the current document. Copy the report by selecting the text and use the right-click Copy menu. The report can also be saved to a file from the Save Text button.

Convert Comments to Text Boxes

Comments that have been added to a Visio page or document cannot be selected, searched, spellchecked or similar. Now you can convert comments into text boxes and use them in the same way as any other shape.

The action of converting the comments into text boxes can be undone using the Edit → Undo menu.

Copy and Paste

Copy, Paste and Delete Shapedata

You can use this utility to copy Shapedata from one shape (or master), or sub-shape to another or a page. Just select the shape from which you want to copy and use the SuperUtils → Shape → Copy → Shapedata menu, then select the shape or shapes to which you wish to copy these properties and use the SuperUtils → Shape → Paste → Shapedata menu. Or you can paste the Shapedata to a page with the SuperUtils → Page → Paste → Shapedata menu. Once a set of Shapedata has been copied they can be used to paste many times to as many shapes or pages as you want.

You can even paste multiple times to the same shape but Visio will allocate a new name to any duplicate row as a shape cannot have two rows with the same name.

The properties are not stored in the regular copy/paste buffer so you can use normal copy and paste operations without overwriting any stored Shapedata.

You can also delete the Shapedata from one or more shapes (or masters) using the SuperUtils → Shape → Delete → Shapedata menu.

Copy, Paste and Delete User-defined Cells

You can copy user-defined cells from one shape (or master) to another or to a page.

Once a set of user-defined cells has been copied they can be used to paste many times to as many shapes or pages as you want.

The cells are not stored in the regular copy/paste buffer so you can use the standard copy and paste operations without overwriting any stored user-defined cells.

This utility can also be used to delete all the user-defined cells for any number of shapes on a page.

Page utilities

Export Pages as images

See section for Documents

Alternative webpage export

See section for Documents

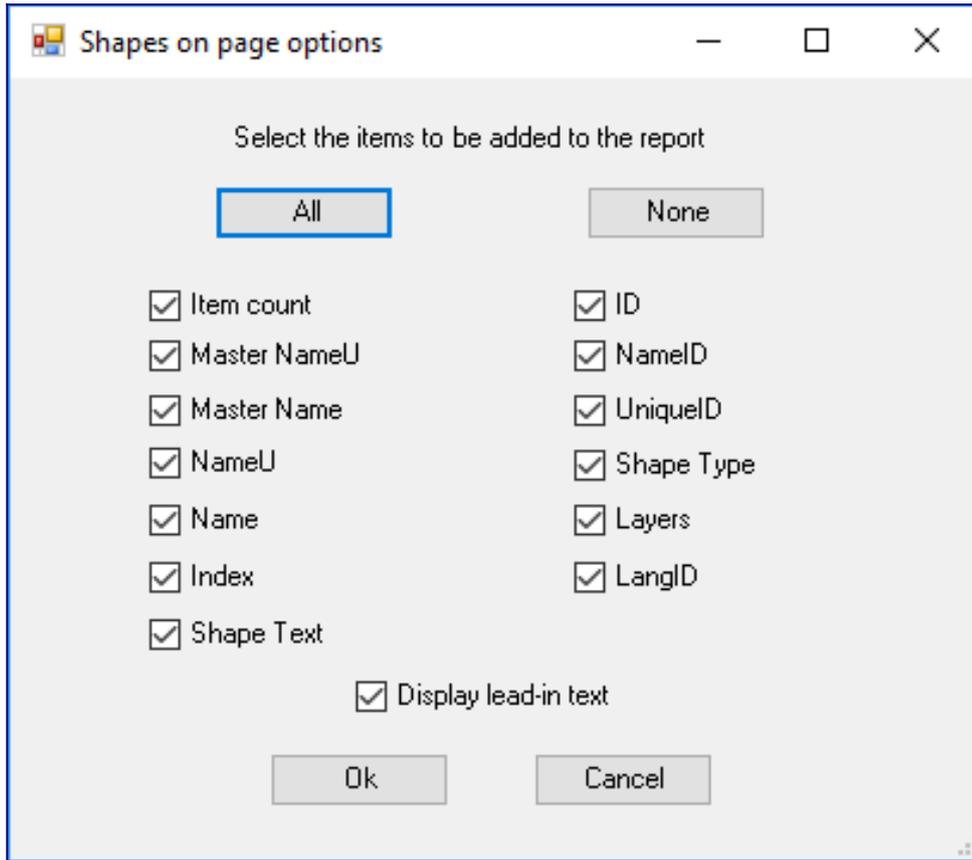
Shapes on Page

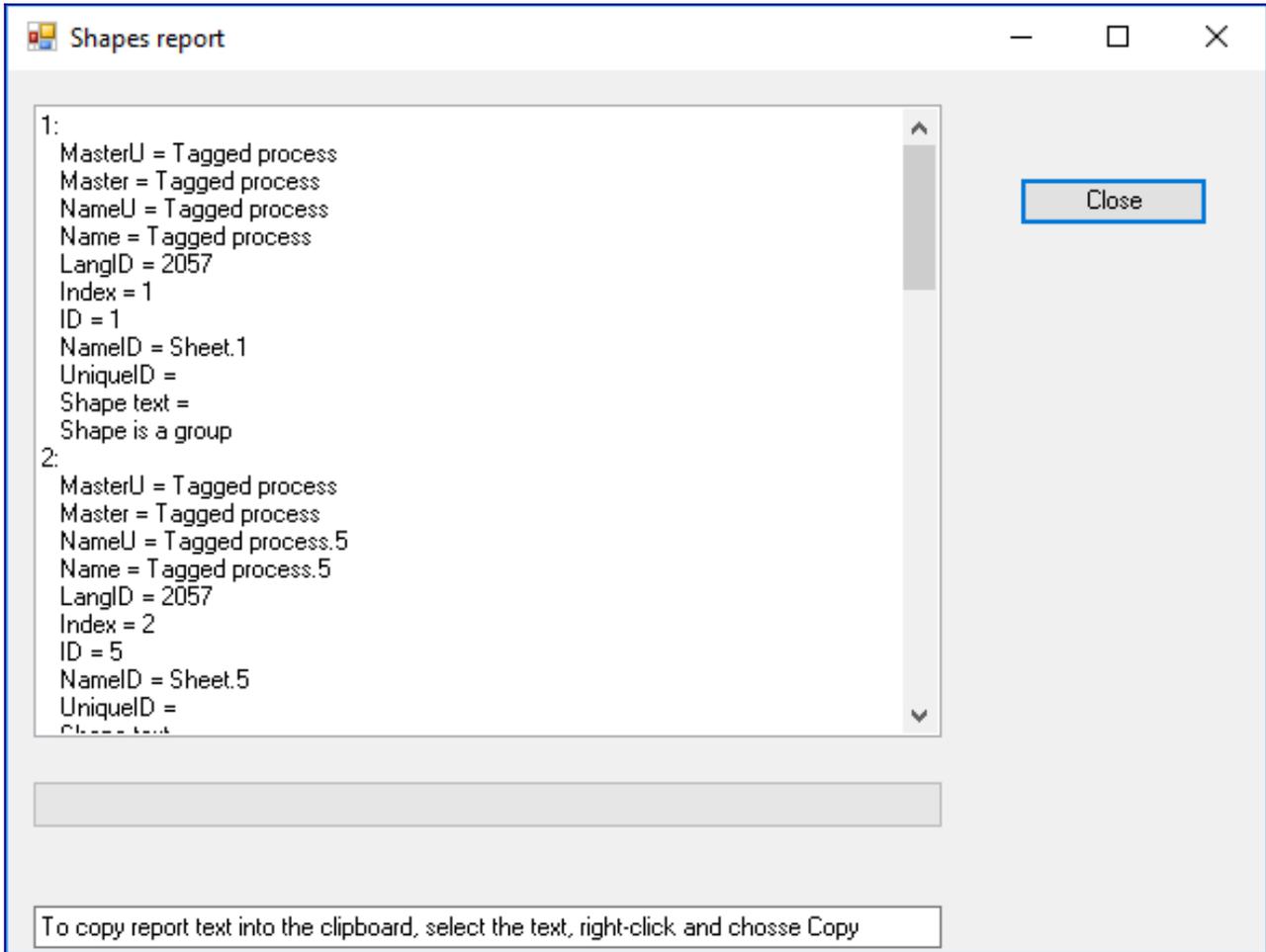
Sometimes when developing Visio applications you are left wondering why a certain shape on a page isn't being recognised. This utility will list all the shapes on the current page.

You can select the items to be listed from the Options dialog, this will enable you to display, for example, just a list of all the shape names on the page.

The output from this utility can be saved to a text file using the "Save Text" button.

A document-wide version of this can be found at [Shapes in Document Report](#).





Count Shapes on Page

Displays a list of the counts of all the different shapes on a page.

A document-wide version of this is available at [Count Shapes in Document](#).

Word Count Report

See section for Documents

Shape Text Export (current page)

This feature reads all the text in each shape on the current page and outputs it to the dialog box.

From here all the text can be read and saved if required.

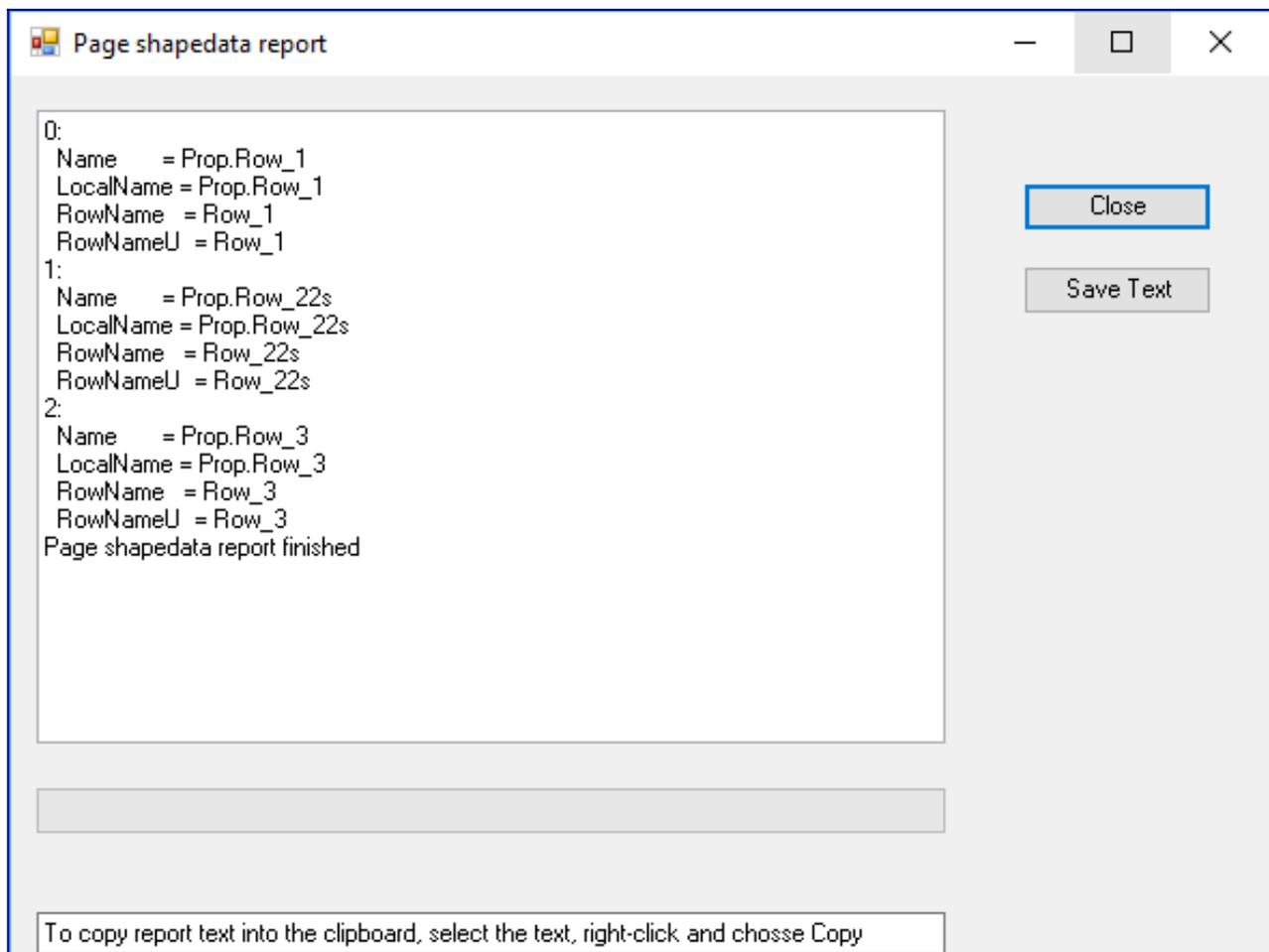
Page Report

Reports upon different values for the Name, NameU and ID properties of all the pages in the current document.

Checks page names for leading and trailing spaces and asks if you wish to correct this potential problem. If the page has its invisible attribute set then you will be asked if you want to make the page visible.

Pagesheet Shapedata Report

A problem that we had in the past was that a Pagesheet Shapedata property had not been set correctly but this couldn't be seen in the standard Shapesheet. It turned out that the property Name and LocalName were different. This utility may help you find similar problems.



Compare Pages

Select the document and/or page to compare with the current page and list the differences. Each page must have the same number of shapes.

For a document-wide version see [Compare Documents](#).

Compare Page Properties

Sometimes you might just want to compare the properties of two pages as this could show up a reason why routing or shape placement is different.

Copy Current Page

Duplicate Page / Copy Page to other Document / Copy Current Page as New Document

This will copy everything* in and on the current page and copy it to:

- a new page in the current document (i.e. duplicate page)
- copy the page into another document (this must be another document opened in Visio)
- or copy it into a brand new document

Visio decides on the name of the new page; you may want to rename it. There are potential problems with copying a whole page:

- Other add-ons may have an effect on pages being created and shapes being dropped on a page which may interfere with the operation of this add-on.

However, in most cases this feature will make a complete copy of a page. Please let us know of any special problems that you find with this.

Duplicate page asks how many duplicates should be made using a dialog similar to “Add new pages” below. Once you've copied a page to another or a new document you can then duplicate it by Duplicate Page.

Please Note: Page Annotations are not copied on purpose as these are normally used to indicate that a page has been commented or reviewed by other people.

Copy all Pages to Separate Documents

With this menu you can split a document of n pages into n separate documents. You will be asked if you want to copy over each page's name, if not then each page will be given the default new

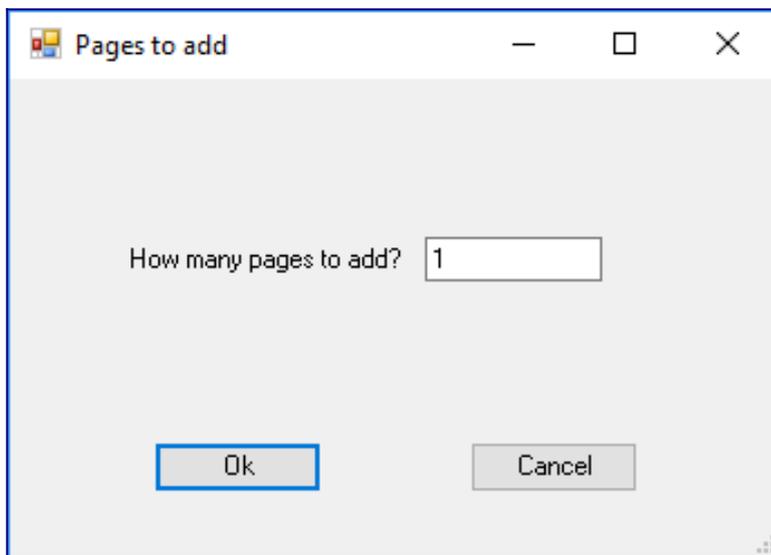
page name allocated by Visio (this is language dependant, the English language version being "Page-1").

Add multiple new pages

Normally, adding new pages to a Visio document can only be done 1 page at a time, if you want to add 25 new pages then it'll take you a long time.

This utility will allow you add as many pages as you want in one simple operation. No range checking is done on the number of pages you want to add except only 3 digits are allowed.

The addition of multiple new pages can be undone from the Edit → Undo menu.



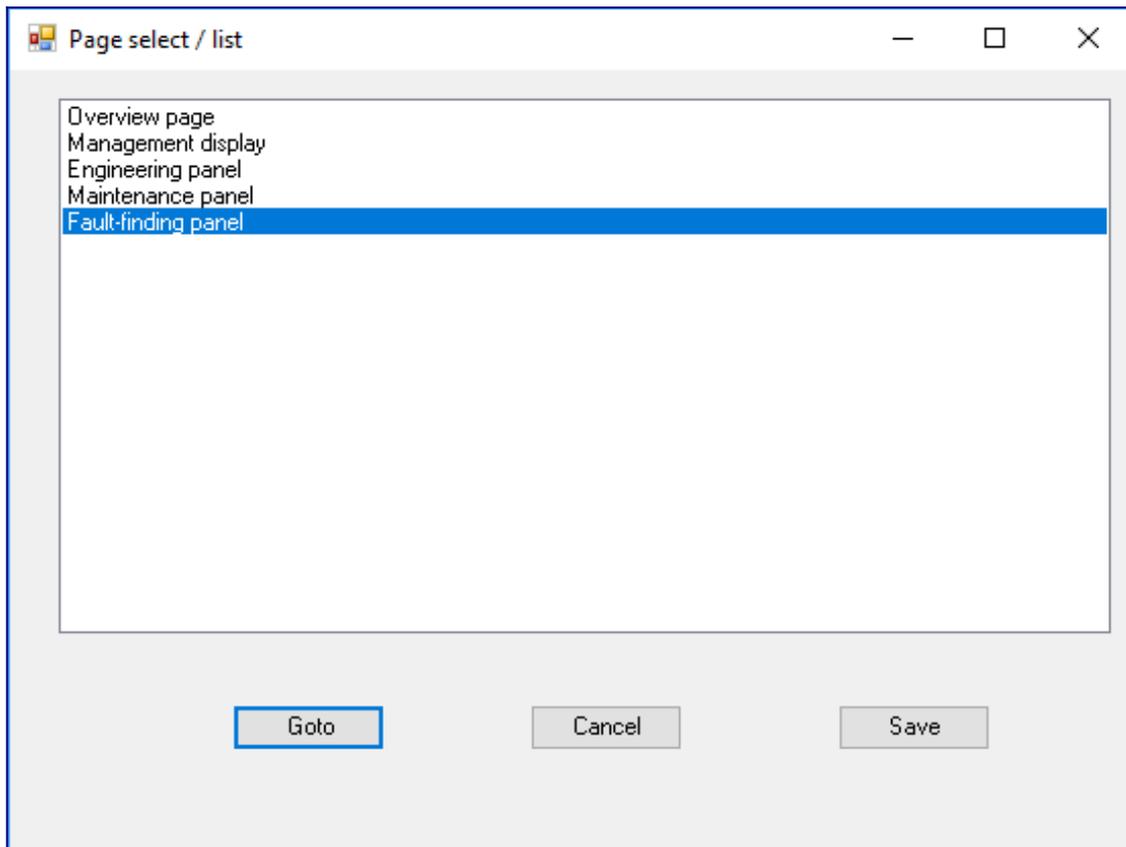
List/Goto Page

When dealing with a document containing a large number of pages, the built-in Visio method of selecting which page to view is far from ideal.

Use the 'List/Goto Page' menu to select which page to view. The current page is highlighted.

The list of pages is fully Unicode compatible. Note that if there are a very large number of pages then it can take a few seconds to populate the list.

To save the list of pages in a text file, use the 'Save' button.

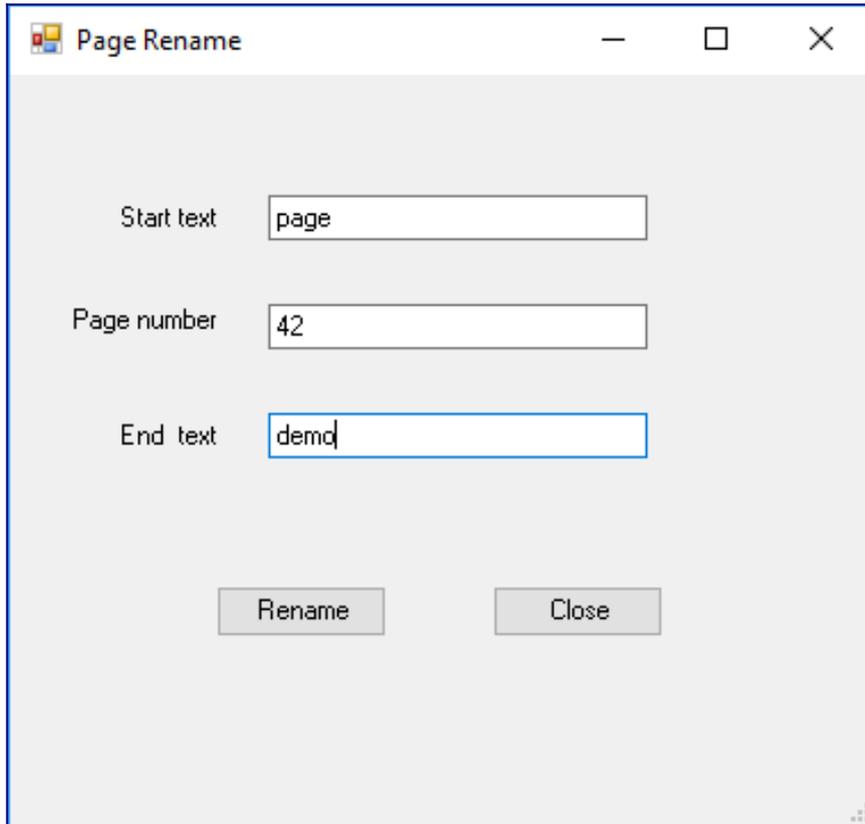


Rename Pages

Renaming a large number of pages can be a long job. If all the pages need to be renamed sequentially then use this utility.

The example dialog will rename all the pages in the current document as "page-42", "page-43", "page-44" etc. The start text is always used as the first part of the new name and the end text is always placed at the end (seem logical?) - either or both may be left blank. The Page number auto-increments for each page from the starting point that you define, empty is taken to be 0. However, if the page number is negative then the page number will auto-decrement i.e. your pages will be renamed "page-42", "page-41", "page-40" etc.

The page renaming can be undone in one unit using the Edit → Undo menu.



Hyperlink Report/Check

This feature reads all the shapes on the current page or document and outputs a list of all the hyperlinks within these shapes. It also takes into account grouped shapes where different parts of a shape may contain hyperlinks.

Hyperlink Check tests the existence of all the linked documents, whether internal or on the internet.

Layers Report/Check

This feature reports all the layers used on the current page or document and outputs a list of all the layer names. It also checks that the layer Name and NameU are both set and whether there is any difference between the two.

Page Comments Report

This displays a report of all comments made on a page, these comments can be copied and pasted into another document by selecting the text and right-click menu. The report can also be saved to a file from the Save Text button.

Convert Comments to Text Boxes

Comments that have been added to a Visio page or document cannot be selected, searched, spellchecked or similar. Now you can convert comments into text boxes and use them in the same way as any other shape.

The action of converting the comments into text boxes can be undone using the Edit → Undo menu.

Copy, Paste and Delete

Copy, Paste and Delete Shapedata

You can use this utility to copy Shapedata from one shape (or master), or sub-shape to another or a page. Just select the shape from which you want to copy and use the SuperUtils → Shape → Copy → Shapedata menu, then select the shape or shapes to which you wish to copy these properties and use the SuperUtils → Shape → Paste → Shapedata menu. Or you can paste the Shapedata to a page with the SuperUtils → Page → Paste → Shapedata menu. Once a set of Shapedata has been copied they can be used to paste many times to as many shapes or pages as you want.

You can even paste multiple times to the same shape but Visio will allocate a new name to any duplicate row as a shape cannot have two rows with the same name.

The properties are not stored in the regular copy/paste buffer so you can use normal copy and paste operations without overwriting any stored Shapedata.

You can also delete the Shapedata from one or more shapes (or masters) using the SuperUtils → Shape → Delete → Shapedata menu.

Copy, Paste and Delete User-defined Cells

You can copy user-defined cells from one shape (or master) to another or to a page.

Once a set of user-defined cells has been copied they can be used to paste many times to as many shapes or pages as you want.

The cells are not stored in the regular copy/paste buffer so you can use the standard copy and paste operations without overwriting any stored user-defined cells.

This utility can also be used to delete all the user-defined cells for any number of shapes on a page.

Copy, Paste and Delete Action Cells

You can copy action cells from one shape (or master) to another or to a page.

Once a set of action cells has been copied they can be used to paste many times to as many shapes or pages as you want.

The cells are not stored in the regular copy/paste buffer so you can use the standard copy and paste operations without overwriting any stored action cells.

This utility can also be used to delete all the action cells for any number of shapes on a page.

Copy and Paste Layers

Use this menu to copy and paste layers between pages. The copied layers are stored internally and can be pasted any number of times to multiple pages.

Just go to the appropriate page and use the Page → Copy → Layers, then go to the page where you want to copy to and then use the Page → Paste → Layers.

Shape utilities

Selected Shape(s) Text Export

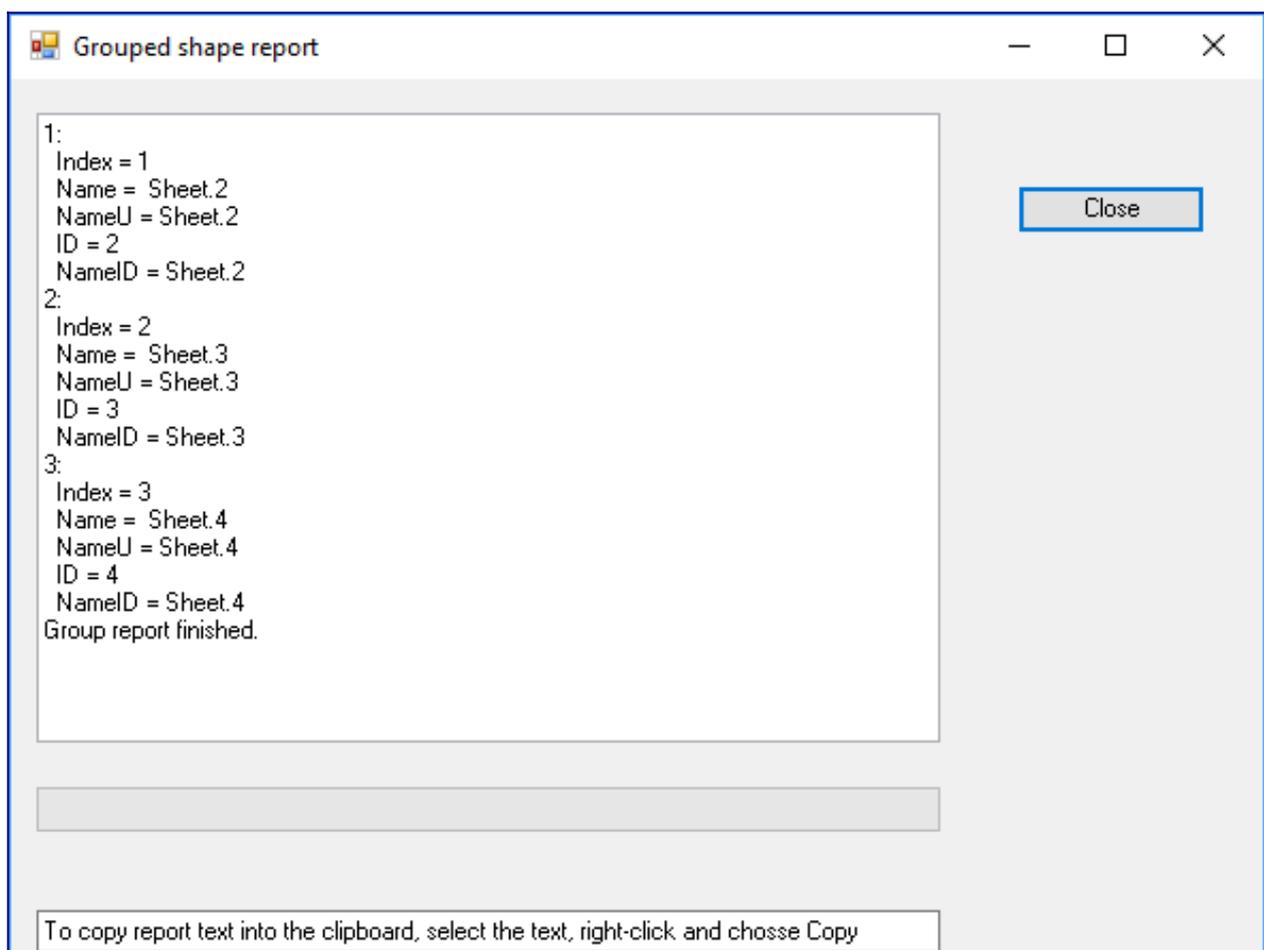
This feature reads all the text in each selected shape on the current page and outputs it to the dialog box.

From here all the text can be read and saved if required.

Grouped Shape Report

This report shows the contents of a grouped shape. It lists all the shapes that make up the group together with all of the identifiers for those shapes.

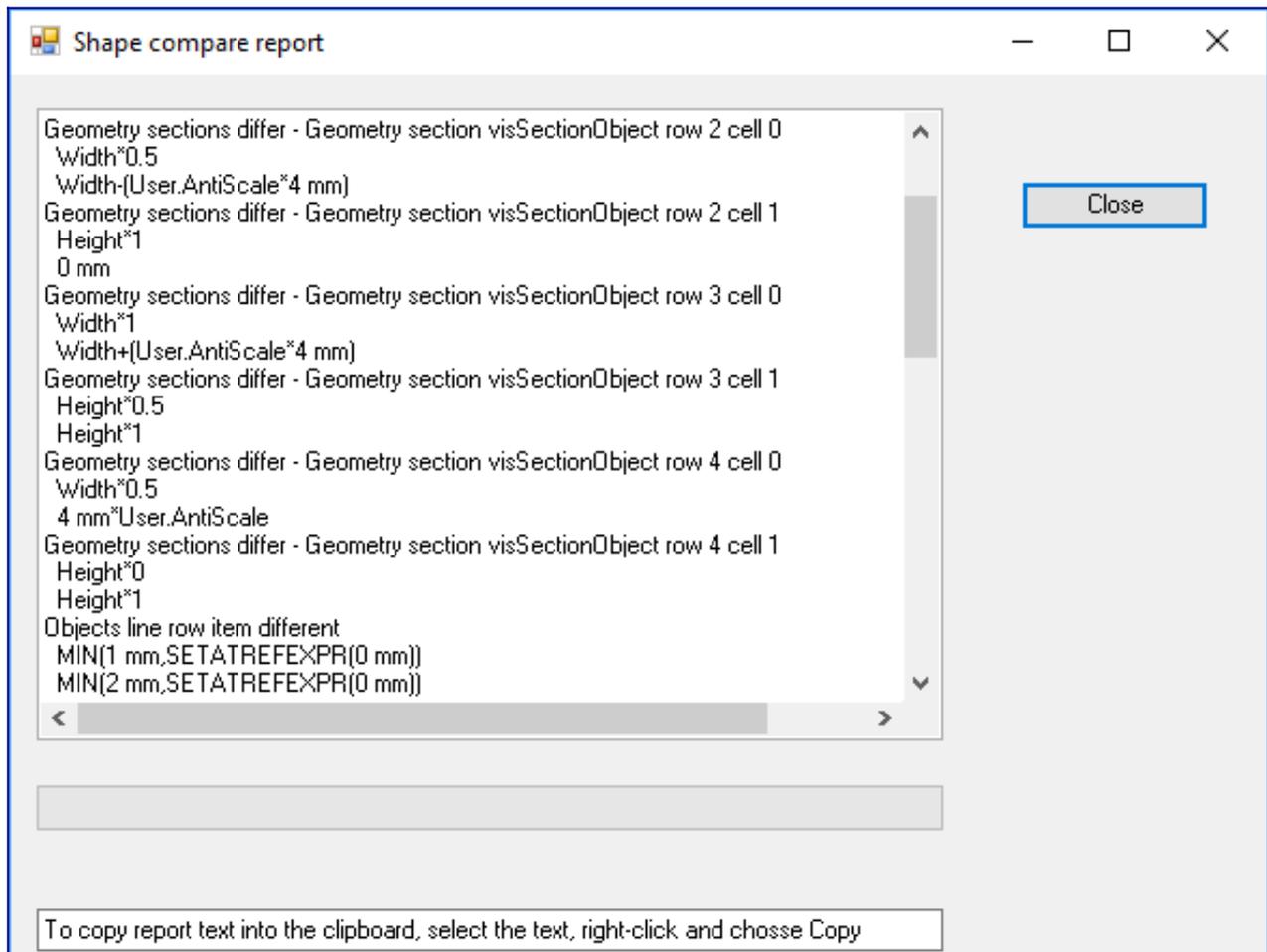
If the Name and NameU for a shape within a group are different then you will be asked whether you want to rename the shape.



Compare Shapes

Compare two shapes and list the differences. At the moment this feature cannot work with grouped shapes. Just select the two shapes to be compared.

The X and Y coordinates of the shape's position on the page are not compared as the chances are that they will always be different.

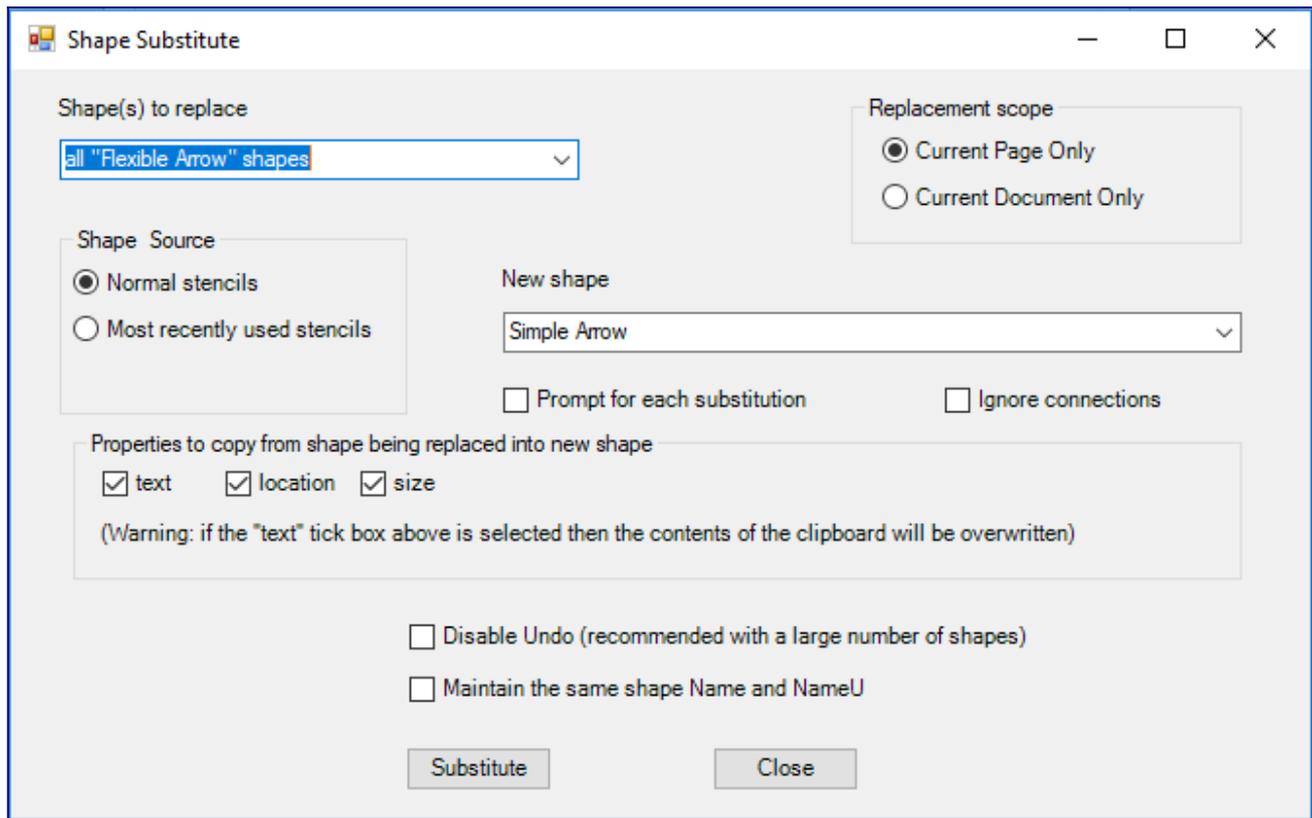


Shape(s) Substitute

It can be very useful to be able to substitute one or more shapes in a Visio diagram with a different shape.

These utilities can help you with that.

Select the shape (or type of shape) that you wish to replace. **Select Shape → Shape Substitute** from the ribbon.



The **Shape(s) to Replace** box will show options of which shapes to replace and the **Replacement Scope** boxes will allow you to change where the shape substitution will take place.

Choose the shape that you wish to be the replacement shape from the New Shape box. This will list all the shapes in all the open stencils.

Remove small shape details

You may have a very detailed drawing that needs to have all the small details removed. Another area where this is useful is when you've imported an AutoCAD diagram. These often contain many very small shapes that are not useful.

With this utility select the shapes you wish to work on, select this tool from the ribbon menu, you will be asked the size of the items to be removed (in units of mm, cm, m, inches, feet or yards). The shape must be smaller than BOTH the selected height and width.

This tool even gets down into grouped shapes to remove small items.

If you are unhappy with the shapes that have been removed then the operation may be undone via the normal Visio Undo menu.

Copy, Paste and Delete

Copy, Paste and Delete Shapedata

You can use this utility to copy Shapedata from one shape (or master), or sub-shape to another or a page. Just select the shape from which you want to copy and use the SuperUtils → Shape → Copy → Shapedata menu, then select the shape or shapes to which you wish to copy these properties and use the SuperUtils → Shape → Paste → Shapedata menu. Or you can paste the Shapedata to a page with the SuperUtils → Page → Paste → Shapedata menu. Once a set of Shapedata has been copied they can be used to paste many times to as many shapes or pages as you want.

You can even paste multiple times to the same shape but Visio will allocate a new name to any duplicate row as a shape cannot have two rows with the same name.

The properties are not stored in the regular copy/paste buffer so you can use normal copy and paste operations without overwriting any stored Shapedata.

You can also delete the Shapedata from one or more shapes (or masters) using the SuperUtils → Shape → Delete → Shapedata menu.

Copy, Paste and Delete Connection Points

You can copy connection points from one shape (or master) to another, pasting back to the original shape duplicates all the connection points which can be useful if you want, say, to create a large number of connection points and then edit them.

Once a set of connection points has been copied they can be used to paste many times to as many shapes as you want.

The connection points are not stored in the regular copy/paste buffer so you can use normal copy and paste operations without overwriting any stored connection points.

This utility can also be used to delete all the connection points for any number of shapes on a page, even grouped shapes.

Copy, Paste and Delete User-defined Cells

You can copy user-defined cells from one shape (or master) to another or to a page.

Once a set of user-defined cells has been copied they can be used to paste many times to as many shapes or pages as you want.

The cells are not stored in the regular copy/paste buffer so you can use the standard copy and paste operations without overwriting any stored user-defined cells.

This utility can also be used to delete all the user-defined cells for any number of shapes on a page.

Copy, Paste and Delete Action Cells

You can copy action cells from one shape (or master) to another or to a page.

Once a set of action cells has been copied they can be used to paste many times to as many shapes or pages as you want.

The cells are not stored in the regular copy/paste buffer so you can use the standard copy and paste operations without overwriting any stored action cells.

This utility can also be used to delete all the action cells for any number of shapes on a page.

Copy and Paste Text Transform and Character Formatting

If you've ever tried to copy text formats by using the Format Painter you may have been disappointed because it doesn't copy any of the Text Transform section, even the bits it does copy only copies values, so if you have a formula set up to control font size all you can copy is the current value.

You can now get around this by using this Copy and Paste of the Text Transform and Character Formatting.

Copying the Text Transform and Character Formatting stores the copied information into an internal memory so it doesn't affect the normal copy and paste operation.

Select the shape you wish to copy from and use the Copy feature, then select the shape or shapes you wish to copy to and use the Paste feature.

The Paste can be used as many times as you like, it only gets cleared when you close Visio.

Shape Nudge

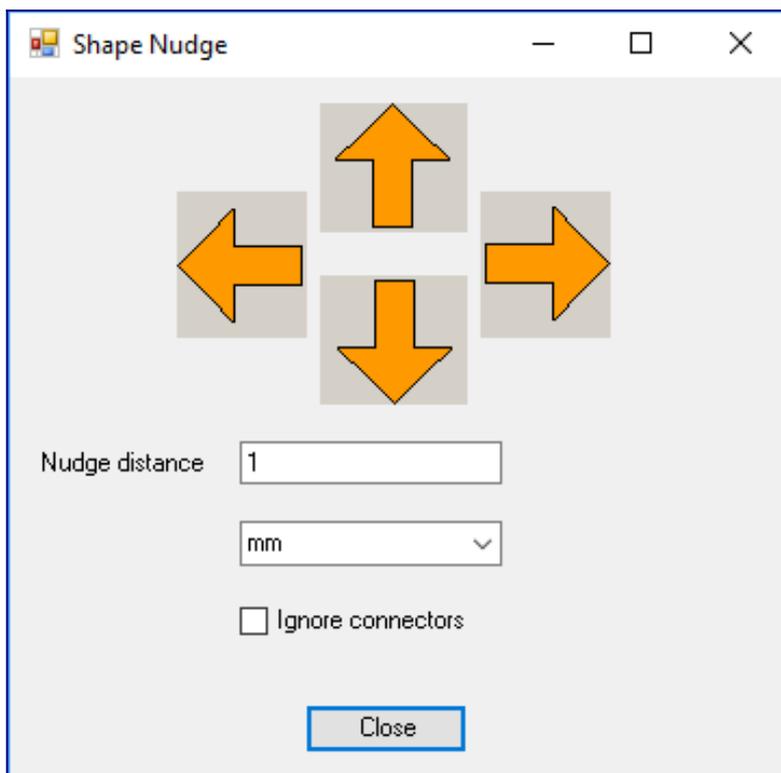
You might want to move a shape or selection of shapes by a small or a defined distance, this utility will move the selected shape or shapes by the user-defined distance and units. No range checking is done so if you move a shape 100000 yards or meters and it goes way off screen then just move it back in the opposite direction (or use the Edit → Undo menu).

The dialog box can be moved anywhere on your screen to keep it out of the way of the shapes that you are moving, also you can use other features of Visio without having to close the Nudge window.

Units can be selected in (metric) mm, cm, m and (imperial) in, ft and yd.

To help maintain connectors between shapes select the “Ignore connectors” box. Nudge will ignore these shapes but they will then move together with the shapes they are connected to.

A shape nudge action can be undone as one unit by using the Undo menu (or Control-Z) and the direction of the nudges are identified within the undo options.



Clear Shape Text Formatting

Use this menu to clear all the text formatting for the selected shapes. The text font is set to font 0 (Arial) at 8pt and the colour is set to black. If the text has been set as protected then the formatting will still be cleared and any protection is retained.

Stencil utilities

Startup Stencils

Sometimes you always want to load a number of stencils, the shapes that you use every day. From the Manage Startup Stencils menu just add the stencils that you want to use. You can delete the ones you no longer require by selecting them and clicking the Delete button. A stencil can also be temporarily prevented from being opened by turning off its check mark. You can also prevent any of the stencils being opened by setting the Active tick box to unticked.

Close All Stencils (without saving)

This option closes all the open stencils for all open documents.

Stencil Report

When developing a stencil or Visio application, the Name and NameU of a master shape within a stencil can be very important, especially when the Name and NameU are expected to be identical.

Normally the NameU of a master shape can only be set when the master shape is created and this same NameU will be kept when a new shape is developed from an original or the shape is renamed.

For each shape within the currently open stencils this utility firstly lists the Name and NameU and then checks that the Name and NameU are identical, if not then the user is asked whether the NameU should be set to be identical to Name. Then the shape's prompt, hidden status, search keywords, copyright text and icon size all are output followed a check on whether the shape's icon is always updated whenever the master shape is edited. Finally, some shapes will be listed here but still not be visible within the stencil. These shapes can be custom line patterns, line ends and fill patterns.

The output from this utility can be saved to a text file using the "Save Text" button.

At the end of the report a summary is given of the total number of shapes with the number of stencils.

The output of this report can be customized to generate only the information you want, e.g. if you only to list all the shapes within the stencil the at the initial dialog have only the Name box ticked.

This will give you a listing like:

```
BASIC_M.vssx
```

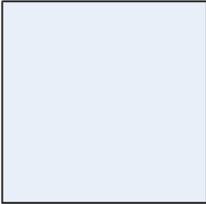
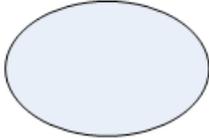
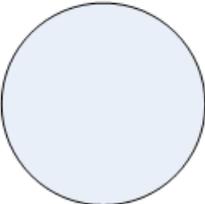
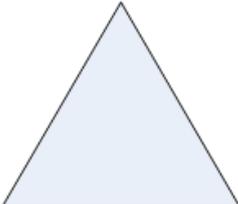
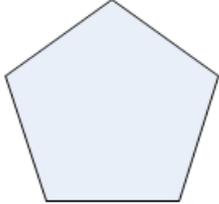
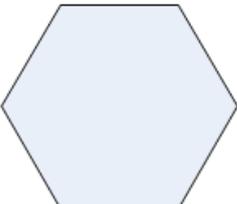
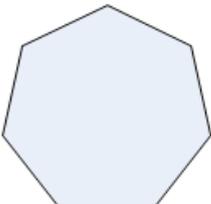
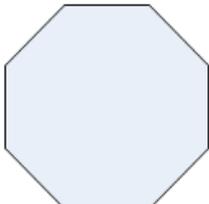
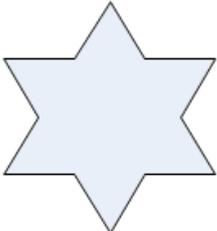
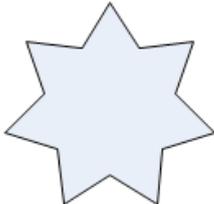
Rectangle
Ellipse
Square
Triangle
Circle
Pentagon
Right Triangle
Heptagon
Hexagon
Decagon
Octagon
Parallelogram
Can
Diamond
Trapezoid
Chevron
Cross
4-Point Star
Cube
6-Point Star
5-Point Star
16-Point Star
7-Point Star
32-Point Star
24-Point Star
Single Snip Corner Rectangle
Rounded Rectangle
Snip Diagonal Corner Rectangle
Snip Same Side Corner Rectangle
Round Same Side Corner Rectangle
Single Round Corner Rectangle
Snip and Round Single Corner Rectangle
Round Diagonal Corner Rectangle
Round Corner Rectangle
Snip Corner Rectangle
Frame
Snip and Round Corner Rectangle
L Shape
Frame Corner
Plaque
Diagonal Stripe
No Symbol
Donut
Left Parenthesis
Center Drag Circle
Left Brace
Right Parenthesis
Right Brace
Stencil report finished.

You can now easily build a complete list of all the shapes within Visio!

Stencil Display

Back in the days of Visio 2000 there was a useful feature for showing a graphical display of all the shapes in a stencil. For some reason this has been discontinued. Never mind, I've written an alternative version. This can display the shapes in one stencil or for all the open stencils. Use Visio to open the stencil and choose Stencil Display from the menu SuperUtils → Stencil → Stencil Display, select the stencil you want to show (or scroll to the end of the list to select "All open stencils"), on a standard portrait format page 3 by 5 images should be OK, if you want more or fewer images per page then adjust these numbers. For your further convenience the page name is set to be the same as the stencil name, and if more than one page is required for each stencil then 2, 3, 4 etc gets added to any extra pages. Please note that some Visio shapes cannot be displayed properly:

- Backgrounds
- Shapes that invoke an add-on
- Shapes that calculate their size from another shape
- Shapes that extend their geometry outside of their nominal dimensions.

BASIC_M.VSS		
Rectangle 	Square 	Ellipse 
Circle 	Rounded rectangle 	Triangle 
45 degree single 	45 degree double 	Pentagon 
Hexagon 	Heptagon 	Octagon 
Star 5 	Star 6 	Star 7 

Update Stencil Master BaseIDs

Warning - this is a very dangerous feature - only use it if you know what you are doing!

If you create new master shapes you may need to change the shape's BaseID value, every master should have a different value, but this can only be changed programmatically. It appears to be very poorly documented.

Ensure only one Visio document is open, open the stencil you wish to update, then use the utility to change the BaseID values. When you create a new shape put that shape into it's own stencil initially and update the master's BaseID in that stencil, then move the new shape into its destination stencil. You only need to do this once per master.

Delete Item from Stencil

Some shapes in a stencil can be invisible or cannot be deleted by the normal method of opening the stencil for edit, selecting the shape and selecting delete from the menu. If you have a shape like this that you need to delete from a stencil then:

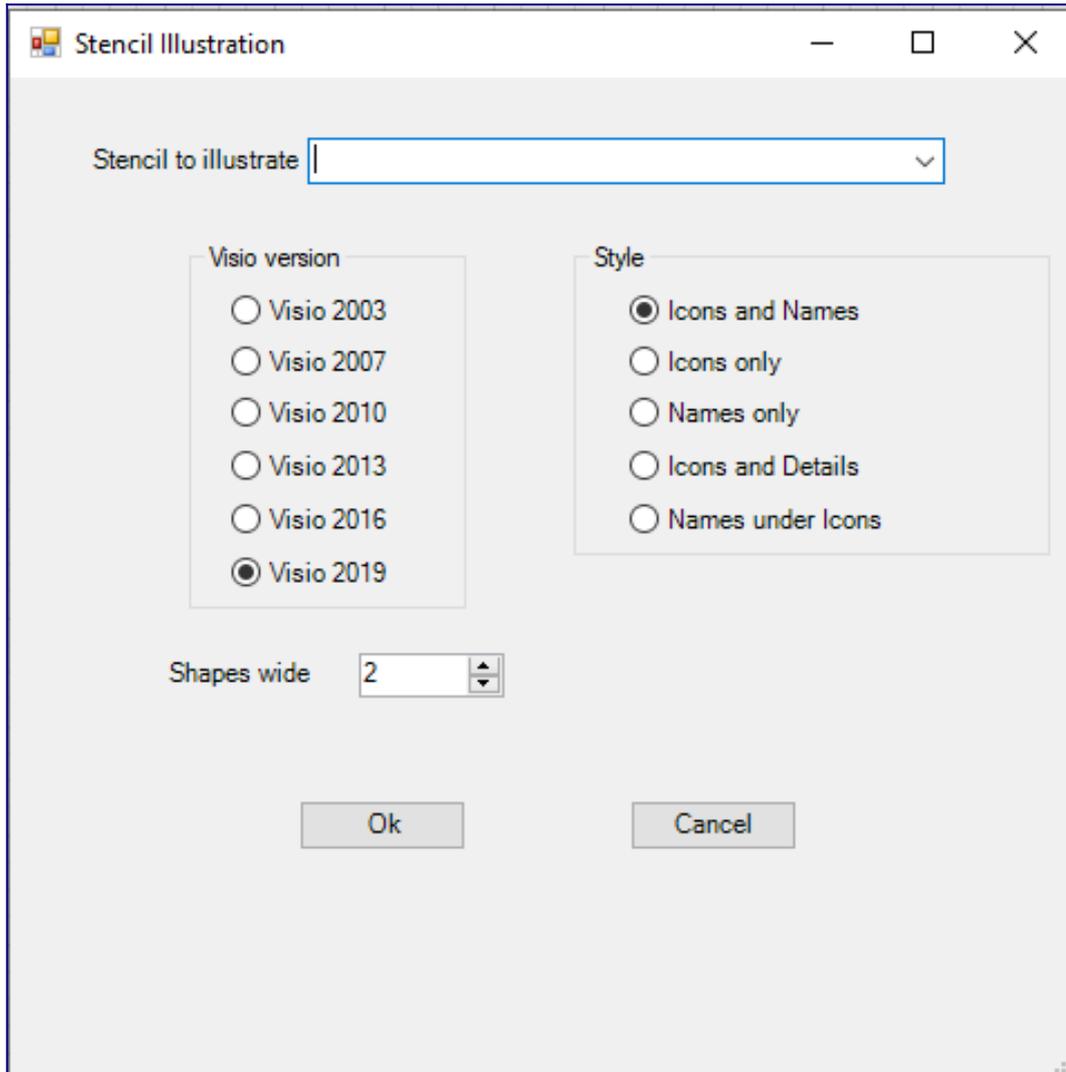
- Make a copy of the stencil first in case it all goes wrong!
- Now open a blank document then open the stencil.
- Use the menu SuperUtils → Stencil → Stencil Report and get the index number of the shape that you need to delete.
- Now use the Delete Item from Stencil menu to delete this item.

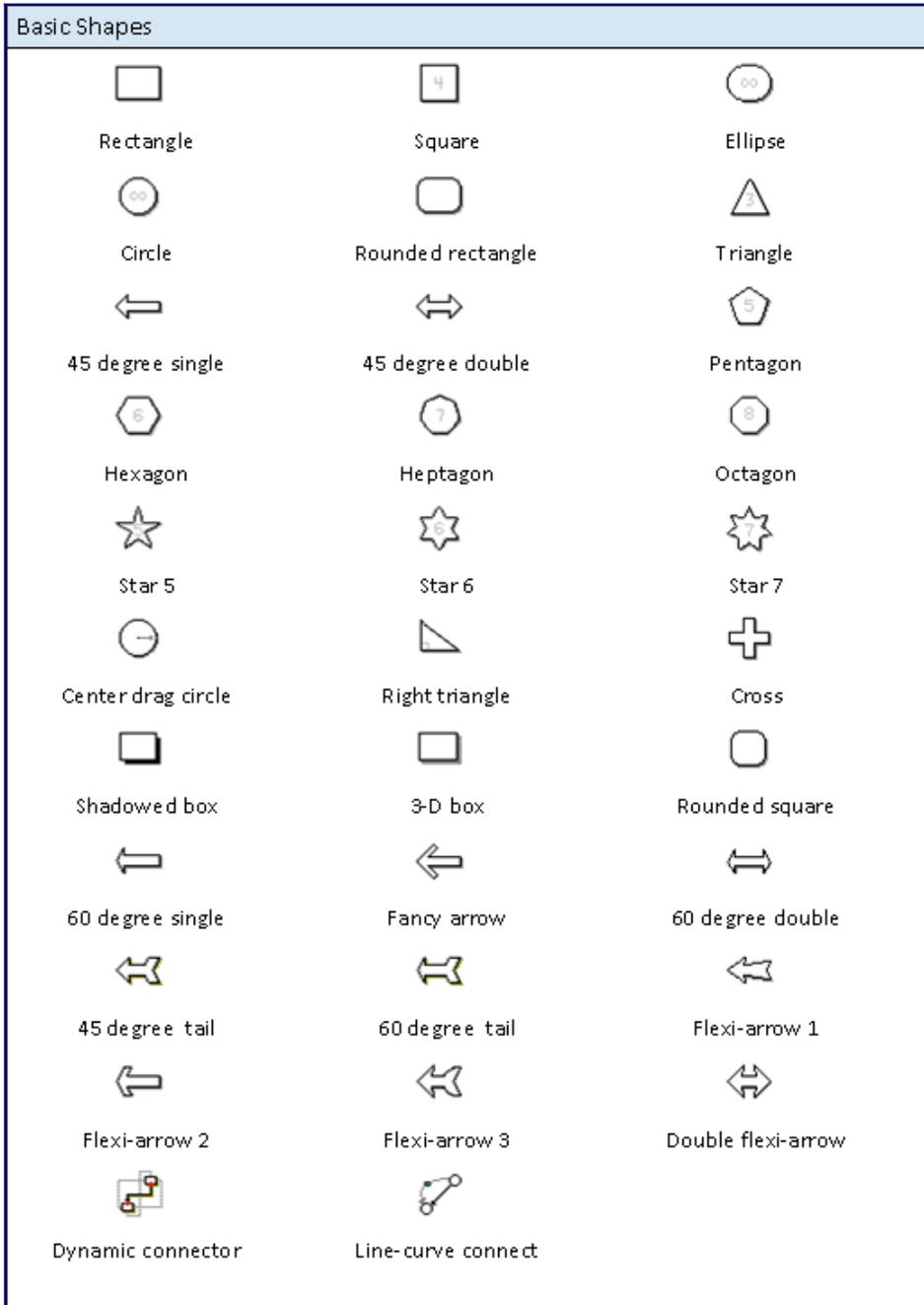
Create Stencil Illustration

As a vendor of a large number of Visio stencils I have a frequent need to create screen shots of one or more stencils for use on web pages, help files and instruction manuals. Until now I'd have to fire up the appropriate version of Visio, ensure the stencils were easily available to Visio, start my graphics software, load a stencil, adjust its size, do a screen dump, load it into the graphics editor, crop the image to just the stencil area, then save it. Now repeat for 50 stencils!. And how do you cope with a stencil containing 100 shapes so some are off the bottom of the screen? What a kerfuffle!

This little utility will fix that, just load up the stencils you want to create illustrations for, start this utility from the menu, choose which stencil (or all open stencils), select which version of Visio and the style of illustration and press OK. The page name will get changed to reflect the stencil name so when you want to save all the pages as images the images will have suitable names (see menu Super Utilities → Page → Export Pages as Images).

You can have your illustrations done in just minutes!





When creating stencils in one of the 3 formats that Visio uses it can be very important to convert between these 3 formats quickly and easily, OK, there is a Save As command on the stencil toolbar, but what if you have 100 stencils to convert?

Put your stencils into a new folder and use this command to select the stencil input format, then select the folder to convert, then select the output format. The input and output formats can be in VSS/ VSX or VSSX/VSSM formats.

Note that the VSSX/VSSM format was not introduced until Visio 2013 so this option is not available for Visio 2010.

Saving in VSX format is no longer available as of Visio 2013 so this option is disabled in version 2013 onwards.

Also note that the output format cannot be the same as the input format.

Warning. If files of the same name and type as the output format already exist then they will be overwritten with no warning.

Hidden Visio Commands

Array Shapes

Creates a table layout of shapes, but hidden away on a totally inappropriate menu. Why would anyone use the View menu to find something like this? Only available in Visio Pro.

Auto-Correct Options

OK, these are not quite so useful as some of the others but if you do need them I'll bet you'd not be able to find them.

Snap and Glue Settings

These are very useful settings, for some reason hidden away so they can't be found.

Center Drawing

Centers the shapes on the page. Useful. Why hide it?

Shape Operations

There are a number of shape operations that are only available on the Developer ribbon, don't know why that was decided, they are useful things to have available.

So, here are the shape Union, Combine, Fragment, Intersect, Subtract, Join, Trim and Offset commands.

Here is also the Update Alignment Box command that has also been hidden.

Connect Shapes

Draw a number of shapes on a page, select them all, now use this Connect Shapes command. How useful is that???? Why hide it?

Visio About

Most software is only too happy to provide an About box so you see the software version etc.

From Visio 2010 onwards Microsoft have decided not only to make it difficult to find the Visio About box but to actually not provide a menu entry for it at all. You have to edit the ribbon or Quick-access system to be able to get to it!

So, here it is, easy to get at now. Simple.

Most-Recently Used Stencils

Visio keeps a list of your most recently used documents and templates but not stencils.

Super Utilities can track up to 50 of your most recent stencils (limited to just 3 in the unregistered version).

Whenever a stencil is opened the name of the stencil is kept in a list and can be found at the menu **Most-recent stencils**, just select the stencil you want and click **Load**.

Org-Chart Tools

The Org-Chart template within Visio gives you a ribbon with various options

One thing missing though is the ability to do a headcount on the diagram, and in a large diagram that could take a long time manually.

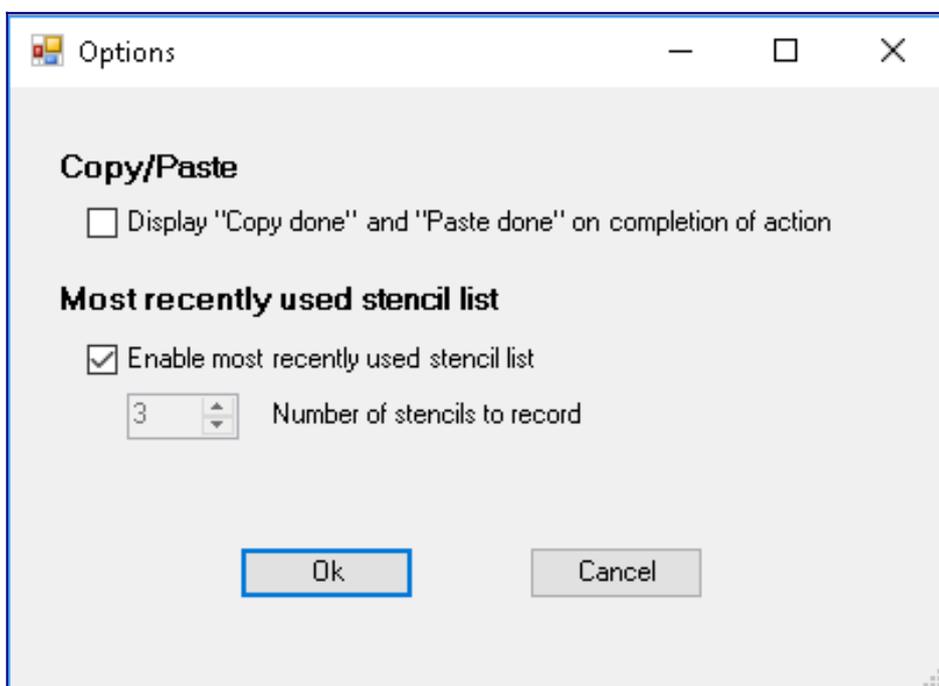
This utility allows you to create a headcount for the whole document, the current page, the current selection, or just the subordinates of the current selected shape (the headcount here does include the selected shape).

Not only do you get the total headcount but also each individual position type e.g. Managers, Executives, Contractors etc.

Options

The Copy, Paste and Delete features can display a pop-up box to tell you when the requested action has been performed. Without this pop-up you may not know that anything has happened, but if you use these features a lot then the pop-up may get tiresome.

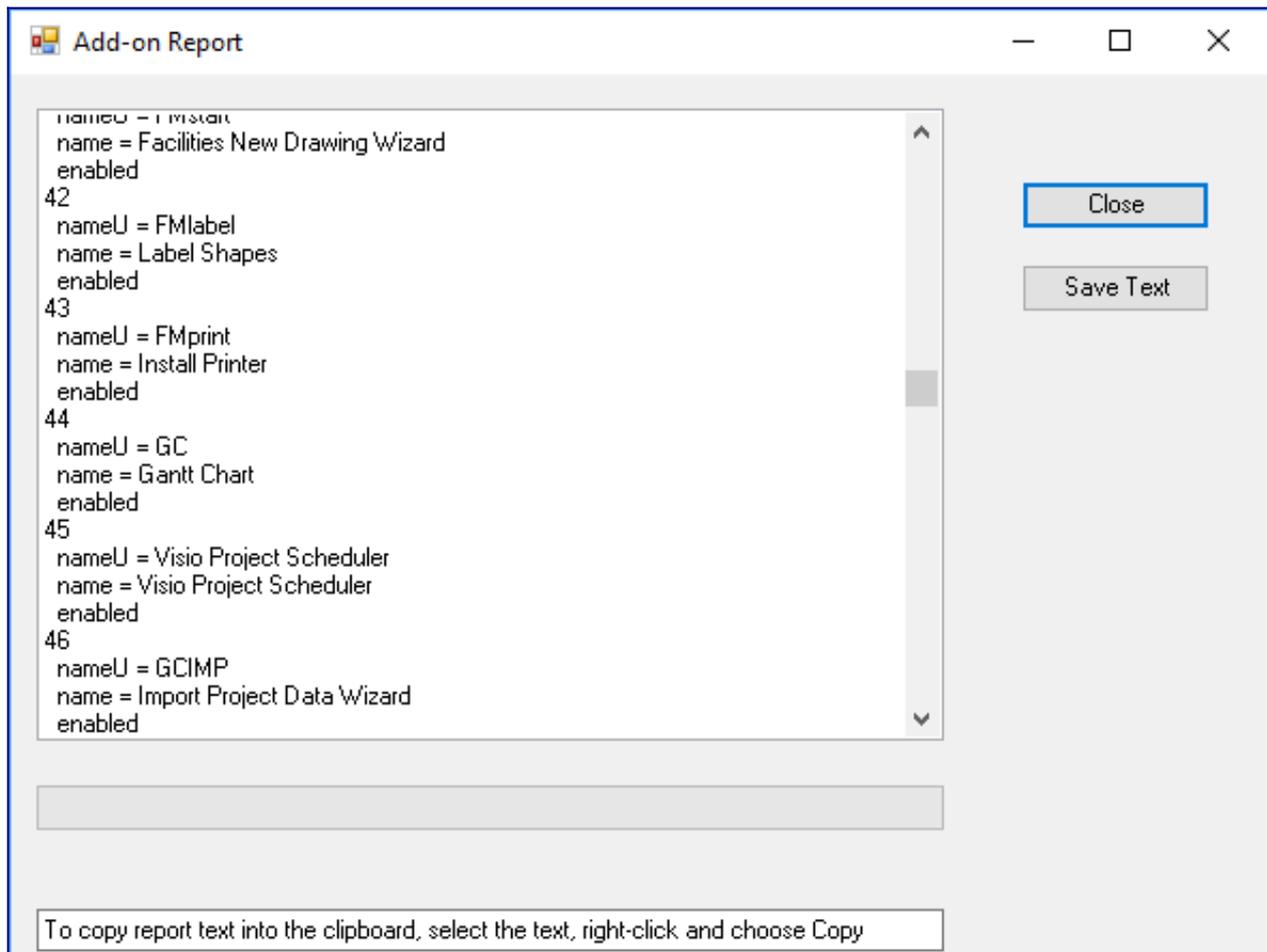
The Most-Recently Used stencils option may be turned on or off and the maximum number of stencils set from 3 to 50 (it is set to 3 in the unregistered version).



Application utilities

List all Add-ons

When developing Visio add-ons it can be useful to know not only that your own add-on has been recognised but also the names of all the other add-ons recognised by Visio. If there is a clash of add-on names then one of the add-ons won't be working! The output from this utility can be saved to a text file using the "Save Text" button.



Clear undo data

Does what it says on the tin! Clears all the undo data within Visio.