

## Visio Stencils User's Guide and FAQ

There are several steps to successfully using the stencils. This guide will give step-by-step instructions for downloading, installing, and using the stencils.

- I. Downloading
  - a. To download stencils, go to:  
[http://www.cisco.com/en/US/products/prod\\_visio\\_icon\\_list.html](http://www.cisco.com/en/US/products/prod_visio_icon_list.html).
  - b. Note that if you may need to download chassis and module stencils separately
  - c. The file you download will be in .zip format. Unzip it into any convenient directory, and remember the location of this directory for use in step II(c).
- II. Opening
  - a. Launch Visio
  - b. From the "File" menu select "Stencil -> Open Stencil"
  - c. Locate the .vss files you unzipped in step I(c). You may open multiple .vss files by <cntl>+click'ing on the stencils you'd like to open
- III. Using Shapes
  - a. You can drag and drop any of the shapes from the stencil onto your drawing. If the shape is a chassis, you can drag and drop modules into the chassis. All modular chassis have Visio glue points to allow you to snap modules into chassis. Note that Visio does \*NOT\* ensure that you are placing a module into an appropriate slot. For example, it is possible (but not wise) to put a router module into a switch slot and vice versa. Please use Cisco's online configuration tool at [http://cisco.com/en/US/partner/ordering/ordering\\_multiline\\_configurator\\_tool\\_launch.html](http://cisco.com/en/US/partner/ordering/ordering_multiline_configurator_tool_launch.html) to validate your hardware configurations before documenting them using these stencils.
  - b. You can re-size shapes to make them fit nicely into your drawing. Always use the control point shaped like a plus sign to resize, this will maintain the aspect ratio. In addition if you are resizing a chassis with modules installed, this will resize both the chassis and the modules simultaneously. To do this, click and hold on the plus-sign control point and move your mouse to make the shape larger or smaller. Not that the height and width will both be adjusted, maintaining the same ratio of width to height. You can tell that you are re-sizing correctly when you see your cursor take the shape of a plus sign during re-size. If your cursor takes the shape of a double-arrow when you click, you may be adjusting only the width, only the height, or only the size of the chassis and not of the inserted modules.
- IV. Using Properties
  - i. Visio maintains a set of properties for each shape on your drawing. To see the properties, right click on an item and then select "custom properties". The default set of properties for each Cisco-supplied shape is: Part number, short description, long description, service category, and comments. You can create additional properties by clicking on "Define...". Note that some parts have

different part numbers but look identical (e.g, Transmit Transponder - Ch. 01 part # 15808-TT-10G-SC01 and Transmit Transponder - Ch. 02 part # 15808-TT-10G-SC02). In cases like this, we have provided a single shape and put asterisks in the part number field to indicate where you need to fill information to eliminate any ambiguity (e.g. Part number 15808-TT-10G-SC\*\*)

## V. Adding a "Text Control Handle" to existing Visio shapes

Below are the steps to add a "Text Control Handle" to existing Visio shapes using Visio versions below Visio 2002:

- 1) Drag the shape on to the drawing sheet
- 2) Go to Tools-->Macros-->Visio Extras-->SmartShape Wizard
- 3) Check "customize shape text option" and click on next button
- 4) Select "apply smarts to original shape"
- 5) Click finish
- 6) Select the shapes and copy them to stencil back

Below are the steps to add a "Text Control Handle" to existing Visio shapes using Visio 2002 and above versions

- 1) Drag the shape on to the drawing sheet
- 2) Go to Windows--> Show Shape sheet
- 3) Right click on the empty space of the shapessheet
- 4) click on insert sections menu item
- 5) check the controls and text transform sections and press ok
- 6) Go to Control Section and insert below values in respective cells:

X Dynamics = Width/2

Y Dynamics = Height/2

X Behavior = (Controls.X1>Width/2)\*2+2

Y Behavior = (Controls.X1>Height/2)\*2+2

Tip ="Reposition Text"

- 7) Go to Text Transform Section and insert below values in respective cells:

TxtWidth =MAX(TEXTWIDTH(TheText),8\*Char.Size)

TxtHeight =TEXTHEIGHT(TheText,TxtWidth)

TxtAngle =0 deg.

TxtPinX =Controls.X1

TxtPinY =Controls.Y1

TxtLocPinX=TxtWidth\*0.5

TxtLocPinY=TxtHeight\*0.5

- 8) Go to Events Section and insert below values in respective cells  
EventDBClick =OPENTEXTWIN()

On drawing sheet you can see the yellow control handle. Drag the control handle and double click on the shape. You should be able to edit text.

This FAQ is designed to answer your questions about using the stencils of Cisco products provided by Cisco.

### **Can't find what I want**

Q I don't see the product family that I'm interested in. Where is it?

A The following product families are scheduled to become available in June 2003:

#### Optical

ONS 15XXX

#### Switches

MGX 8XXX

Q. The product family I'm interested isn't listed on the site and isn't on the list of families to be come available in June 2003 (see previous question). How can I get it?

A. If a product family doesn't appear on either list Cisco has no plan to create a stencil for it at this time.

Q. I'm not finding a part in the product family where I expect to find it. Where is it?

A. Check the **Stencil Index and Table of Contents** file. "Table of Contents" tab shows each .vss file and the part numbers it contains. Note that parts shown in red in the **Stencil Index and Table of Contents** are known to be missing but will become available as soon as possible.

Q I know the part number I want but I can't find it. How can I locate the stencil for a particular part number?

A: Check the **Stencil Index and Table of Contents** file. The "Index" tab is an alphabetical listing by part number of all parts available. The name of the stencil in which that part number can be found is in the column adjacent to the part number. Note that parts shown in red in the **Stencil Index and Table of Contents** are known to be missing but will become available as soon as possible.

Q What part numbers are found in a particular stencil?

A Under documentation, download the **Stencil Index and Table of Contents** file. The "Table of Contents" tab has a listing of each .vss file and the part numbers contained in that .vss file.

## Miscellaneous

Q Some linecards aren't oriented the way I want, for example the 7600 Router has vertical slots but the linecard I want to insert is oriented horizontally. How do I fix this?

A Click on the Visio **Rotation Tool** and re-orient the part to suit your needs.

Q I can't install GBICs into my drawing. Why?

A Because of the increased complexity and cost associated with creating glue points for every GBIC slot on every part, Cisco has decided not to create glue points for GBICs. If you need to indicate that a GBIC is populated, you can use other Visio features (such as properties or comments) to indicate which slots are populated.

Q What version of Visio do I need to use the stencils?

A Minimum version is Visio 5. Because stencils are upwardly compatible, Version 5 or any later version (Visio 2000, Visio 2002, etc) will support the stencils

Q Who can use the Cisco Visio stencils?

A Cisco has chosen to put this set of stencils in the public domain. Anyone may use them free of charge.

Q I'd prefer to select from a list of part numbers, how can I do this?

A Right click on the Stencil header and select "Names only"

Q Can I alphabetize this list?

A Unfortunately, no, Visio doesn't provide this capability