


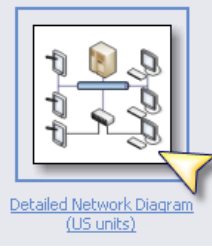
# Lab 3-1 Installing Visio and running tutorials

Check off

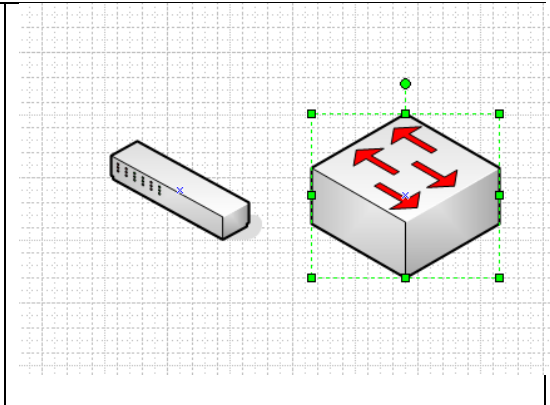
	Installed Visio
	Installed new shapes
	Drew sample network (our room)
	Labeled the room cables, etc.
	Input an annotation box

1. Get out your Visio disk.
2. Start your computer and log into an administrator account.
3. Insert the Visio CD and run the installation.
4. Complete the tutorials at: <http://office.microsoft.com/en-us/visio/HA010837201033.aspx>

Do Dis:

<ol style="list-style-type: none"> <li>1. Open Visio</li> <li>2. Notice that there are a lot of options for drawings you can create. We want to draw a network, so select Network</li> </ol>	 <p>Mechanical Engineering  <b>Network</b>      Organization Chart      Process Engineering</p>
<ol style="list-style-type: none"> <li>3. Select Detailed Network Diagram using US Units</li> <li>4. Visio will open a blank page. The difference in templates is the shapes that open with it. Look on the left. You'll see bunches of shapes that can be used for your network.</li> <li>5. Let's create a simple star topology network.</li> </ol>	 <p>Detailed Network Diagram      (US units)</p>

6. Click on Network and Peripherals and find the switch. It's just a generic switch.
7. Click and drag it onto your drawing space.
8. If you're creating a specific drawing using specific switches, you can download shapes from companies like Cisco.
9. If you're doing a general drawing, such as a proposal, there are accepted symbols that you would use.
10. Click on Network Symbols
11. Find the workgroup switch. Drag it over to your drawing board. Notice that it has arrows that represent data sending and receiving.

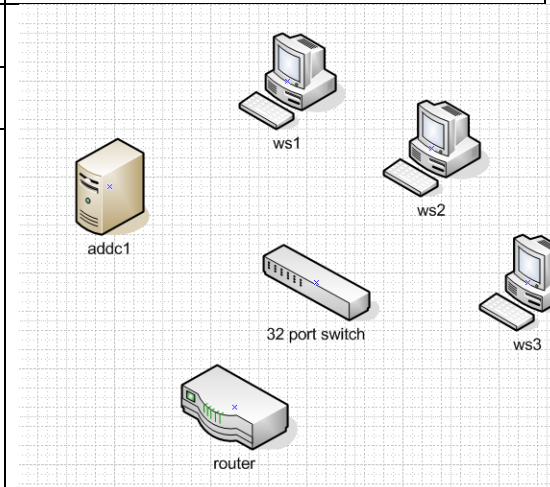


12. Go back to peripherals and drag over one server and one computer and one router. Go ahead and click on the switch symbol, hit the delete key and delete it. We'll use symbols later.

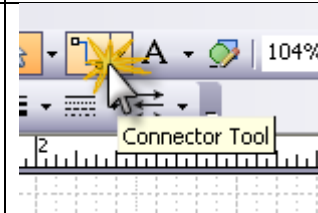
13. To make it easy you can copy shapes. Hold down the ctrl key on your keyboard and click and drag the computer you brought over. Create three of them.

14. Now lets label each thing. Click the switch and just start typing **32 port switch**. Label the others as shown.

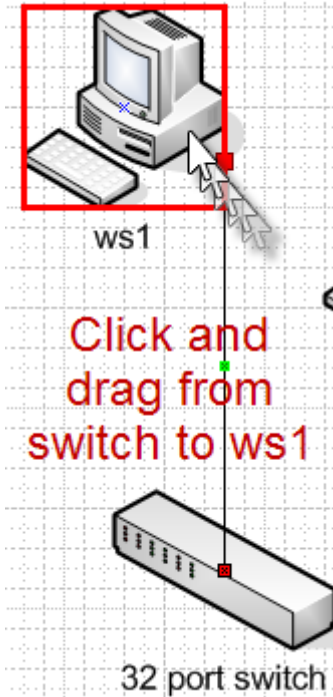
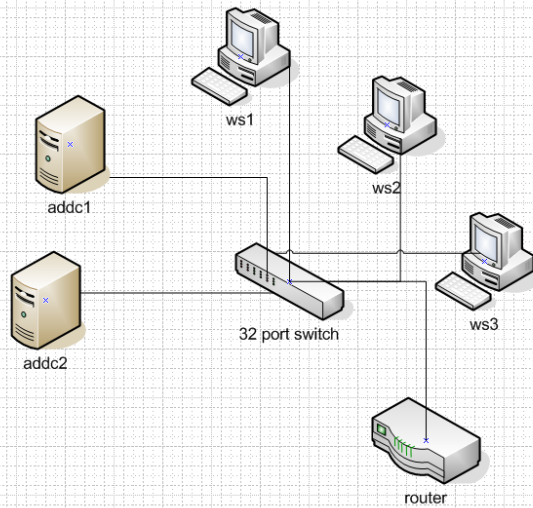
15. Let's create another Active Directory Server. Click, hold down control, and drag. Rename it ADDC2 by double clicking on the words and typing.



16. Now lets connect them together. Go up to the toolbar and select the Connector Tool.
17. Notice that as you bring your mouse over the switch it highlights where you can connect.
18. Click on the switch and drag the connector line to ws1. When ws1 gets a red box around it, let go.
19. Now pick up and move ws1. What happens?



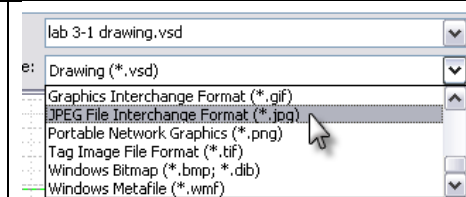
20. Connect the rest of the devices.



21. Go into Annotations in the shapes. Drag over the one named 5 ruled column for annotation.
22. Click and type in your name, team name, and any other important information.
23. In EVERY network drawing you will annotate. This is a good place to indicate things like how many workstations one computer represents, speed of network, type of cable, etc.
24. Now go over to annotations and grab "Callout Bent". Connect it to your router.
25. Type BootP Router. (That means the router will pass broadcast messages for DHCP and for network booting.)

Tory Klementsén
Team Tory
I Rock. Yes I do.

26. Save your drawing. It will save as a VSD file (a visio desktop file). That's good for opening it and modifying it later, but if you want to put it into another program you need to export it.
27. Now let's save it as a JPG. Note that once you do this, you won't be able to change the JPG and any changes you make to the VSD won't go to the JPG.
28. Go to file→save as... and select Jpeg. Ta da!



29. Now create a new document and do the following
30. Go under File→Shapes→Network and note that there are a LOT more network shapes. Select a few and poke around.
31. Go to [www.visiocafe.com](http://www.visiocafe.com) and download the following shape packets:
  - a. Dellfull.zip
  - b. Microsoft Network Equipment Shapes
32. Now using the Network shapes and the Building Plan shapes, draw this room!

Each person turn it in!