

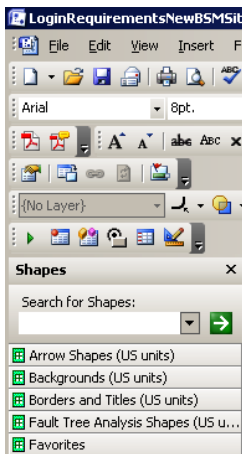
## BSM Connection™ Online Library Software Tips - *Microsoft Visio*

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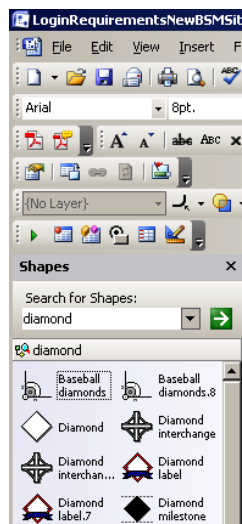
### Finding a Specific Shape for the Diagram

There are several shapes available to use when creating a diagram.

1. In the top toolbars menu, go to **View** and then select the **Shapes Window** option.
2. The following dialogue box will appear in the left navigation menu:



3. In the **Search for Shapes** box, type the shape you are searching for and select the green arrow.
4. Visio will display a list of the different shapes found during the search:



5. Once the desired shape is selected, click and drag the shape onto the drawing canvas.