

## REMOVING THE “GETTING STARTED WITH MICROSOFT OFFICE VISIO” SCREEN

Each time Microsoft Visio is opened, it defaults to a “Getting Started with Microsoft Visio Screen”. Follow these steps to turn the startup screen off.

1. Open Microsoft Visio.
2. In the top navigation toolbar select Tools and then Options.
3. The “Options” multi-tab dialogue box appears. Be sure that the View tab is selected.
4. Below the Show category, uncheck the Getting Started Screen.
5. Click OK to close the dialogue box.

