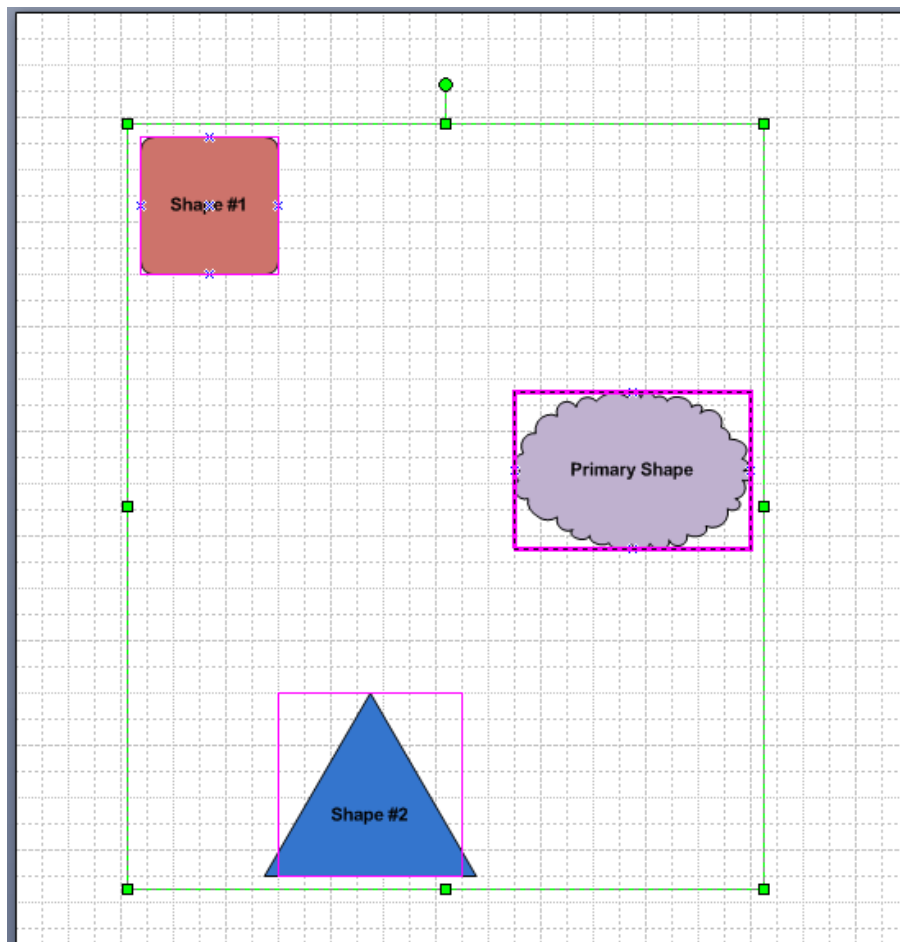


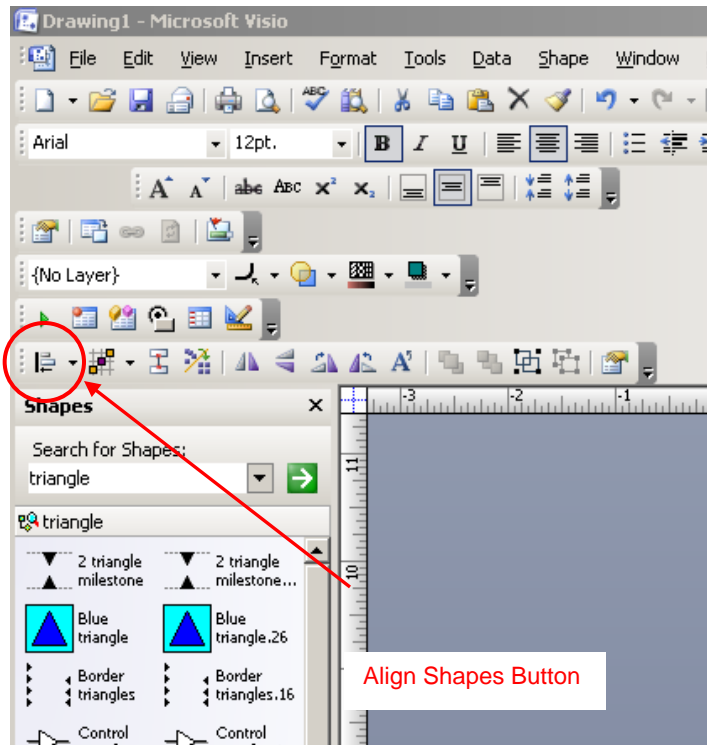
ALIGNING SHAPES TO THE PRIMARY SHAPE IN VISIO

If you are using a group of different shapes and want to align all of them to the primary shape, you can do so by following these simple steps:

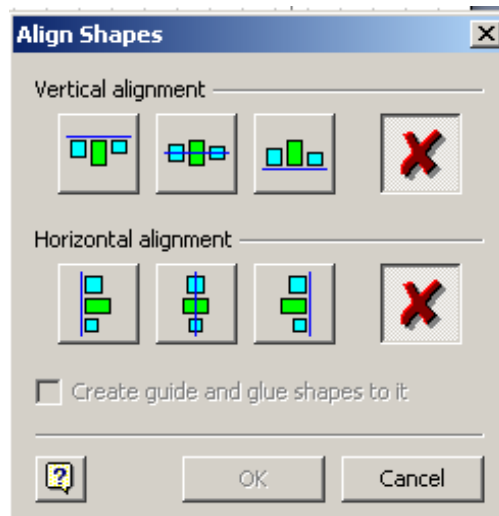
1. Select the **Primary Shape** to which you want to align your other shapes.
2. Press **Shift** and select each of the shapes you want to align.
Note: The primary shape you have selected will have a thick magenta outline as shown below.



3. On the **Shape** menu, select the **Align Shapes** button.

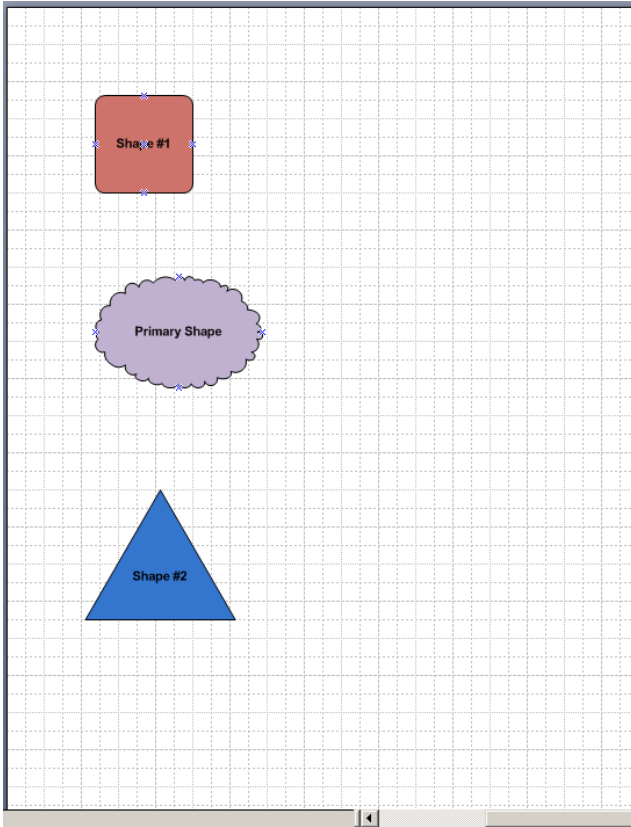


4. Select the desired alignment options in the dialogue box that appears and press **OK**. Both a Vertical alignment and a Horizontal alignment can be used. To cancel a selection, click the red **X**.

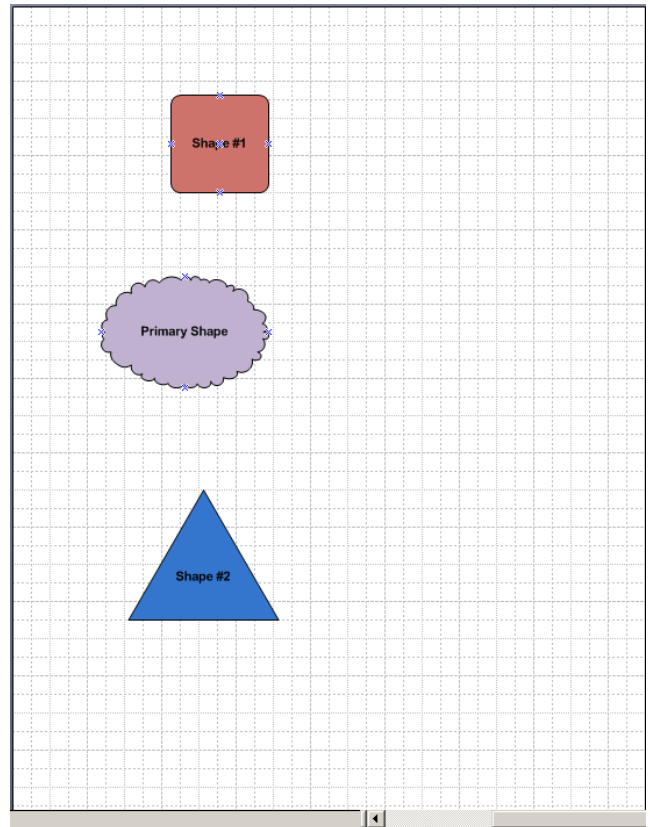


Examples of how the shapes will align are shown below:

Left Alignment



Right Alignment



Middle Alignment

