



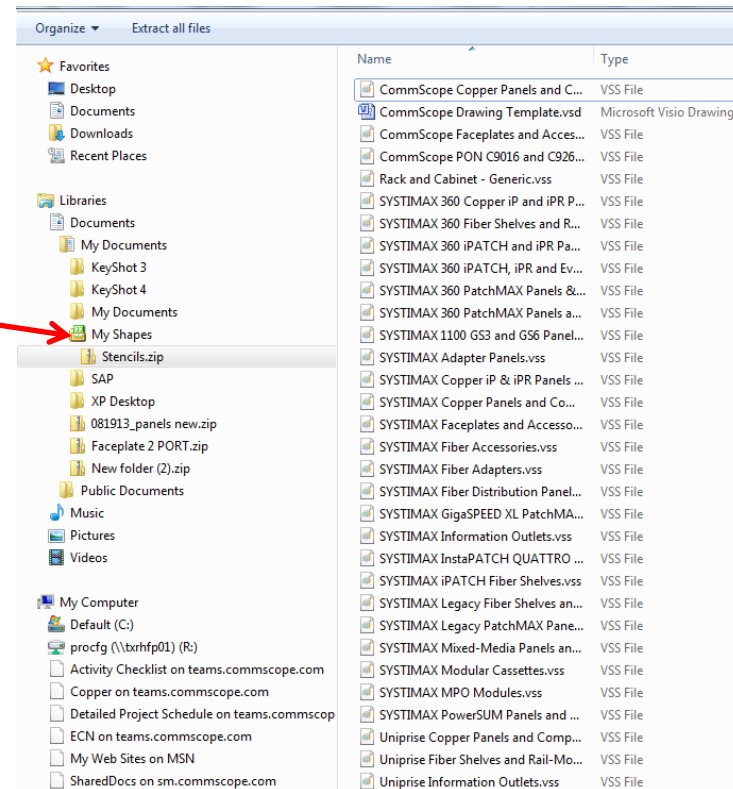
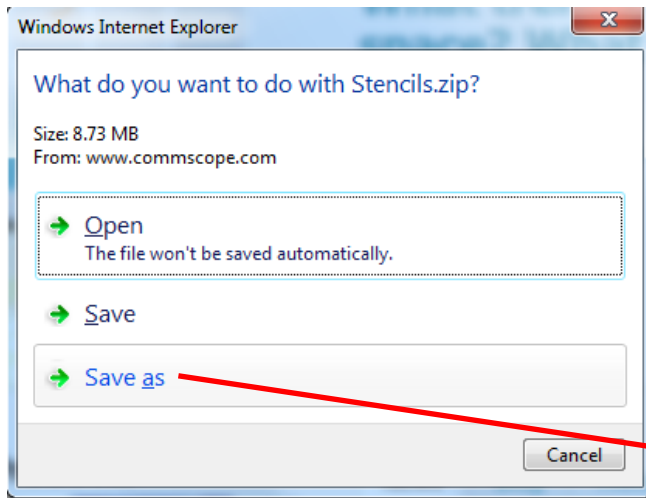
Getting Started with the New Visio Methodology

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# Download Materials.....

Go to <http://www.commscope.com/Visio-Stencils/Visio-Stencils>

Select “Save as” and navigate to C:\Users\yourusername\Documents\My Shapes



All of the required files will extract into My Shapes

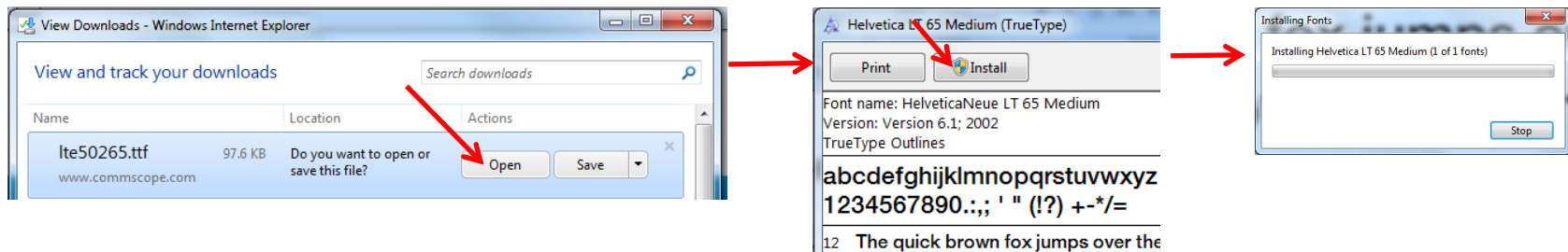
## Before you start.....

To take advantage of all of the benefits offered with the new Visio methodology, the CommScope Drawing Template **must** be used. Failure to do so will result in a needlessly difficult and unsatisfactory experience. Some of the benefits of the template are:

- All available CommScope stencils are preloaded
- Software will alert user to any missing stencils or shapes
- Automatic BOM report that is exportable to Excel is built in
- Drawing scale is preset to insure compatibility with shapes from other manufacturers
- Drawing layer is preset to allow visibility of doors and bezels to be toggled
- Title Block information is semi-automatically populated
- Enables Search for shapes by product code

Some shapes use the SYSTIMAX standard Neue Helvetica font. That font will need to be installed in your C:\Windows\Fonts directory in order for the shapes to appear correctly. To do so, click this link:

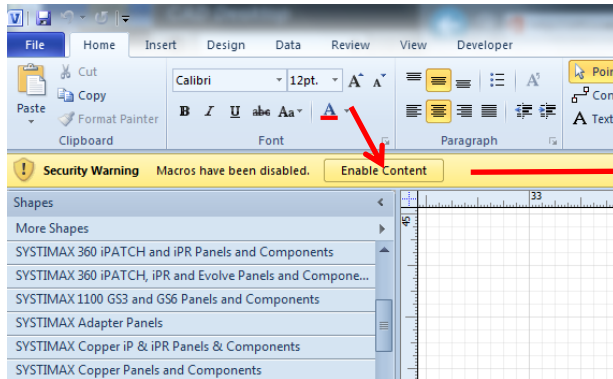
<http://www.commscope.com/Visio-Fonts/>



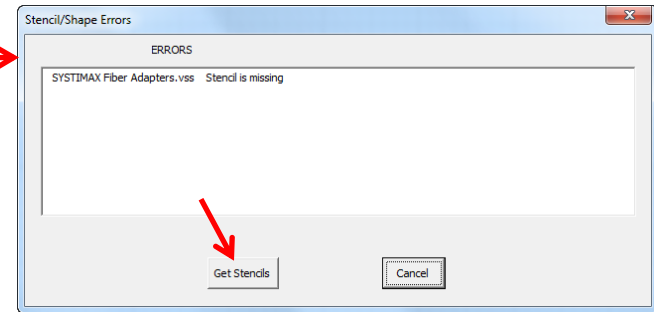
*If Visio is in session during the font install, it will need to be closed and restarted to take effect.*

# Updating stencils.....

*CommScope Drawing Template.vsd contains verification software that launches automatically when the template is opened. The first time that the template is opened, you will be asked to enable macros....*

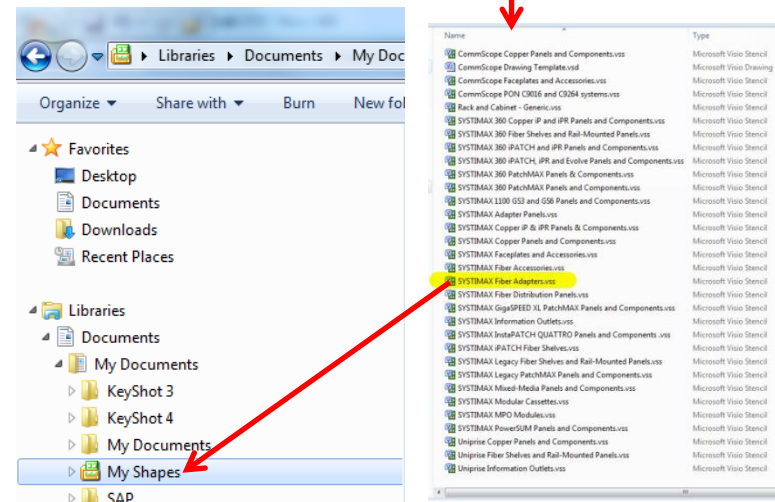
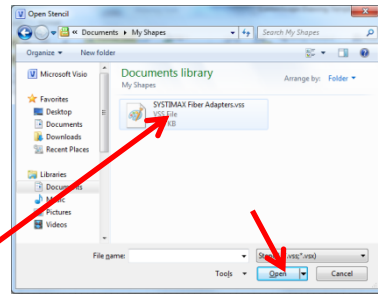
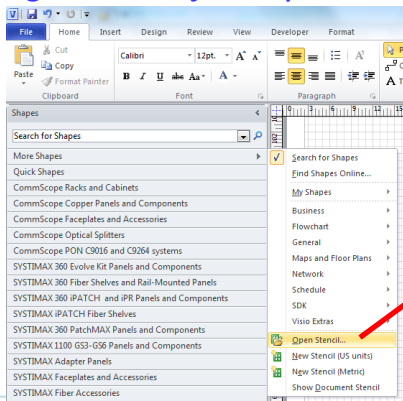


*...the software will then run and if it finds any missing shapes or stencils, you will see a message box. Click "Get Stencils"...*



*...select the appropriate stencil and drag it into "My Shapes" folder.*

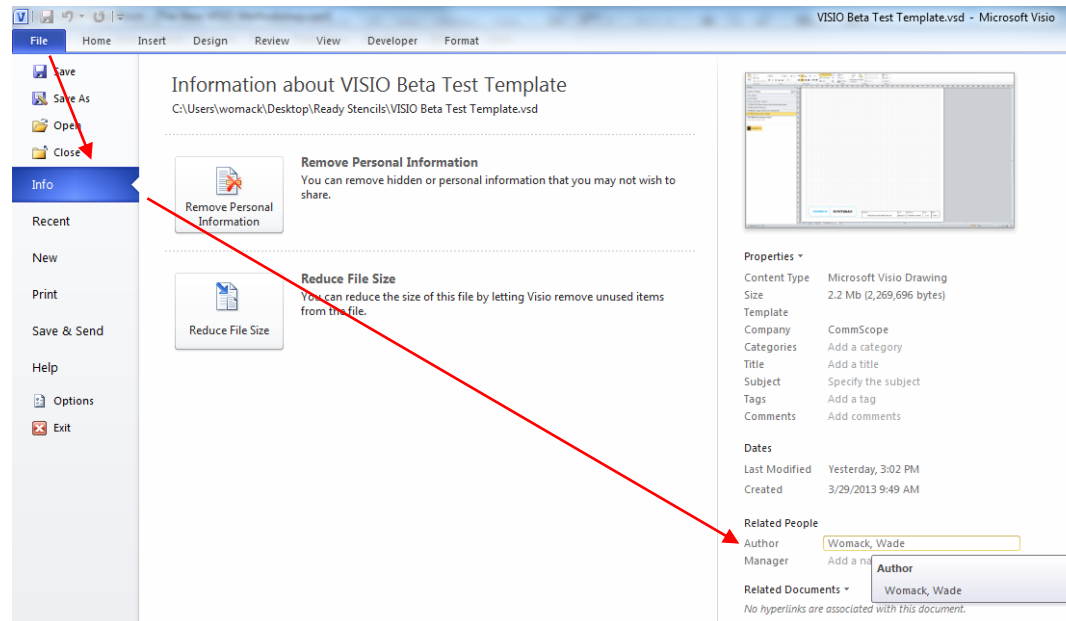
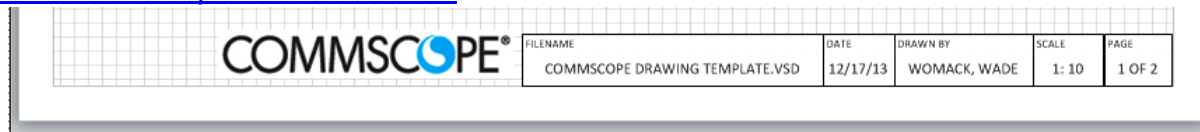
*Then, in Visio, select "More Shapes>Open Stencil" navigate to "My Shapes" and "Open" the appropriate stencil.*



**▶ Delete all stencils not needed in your design to keep drawing size small and email-able**

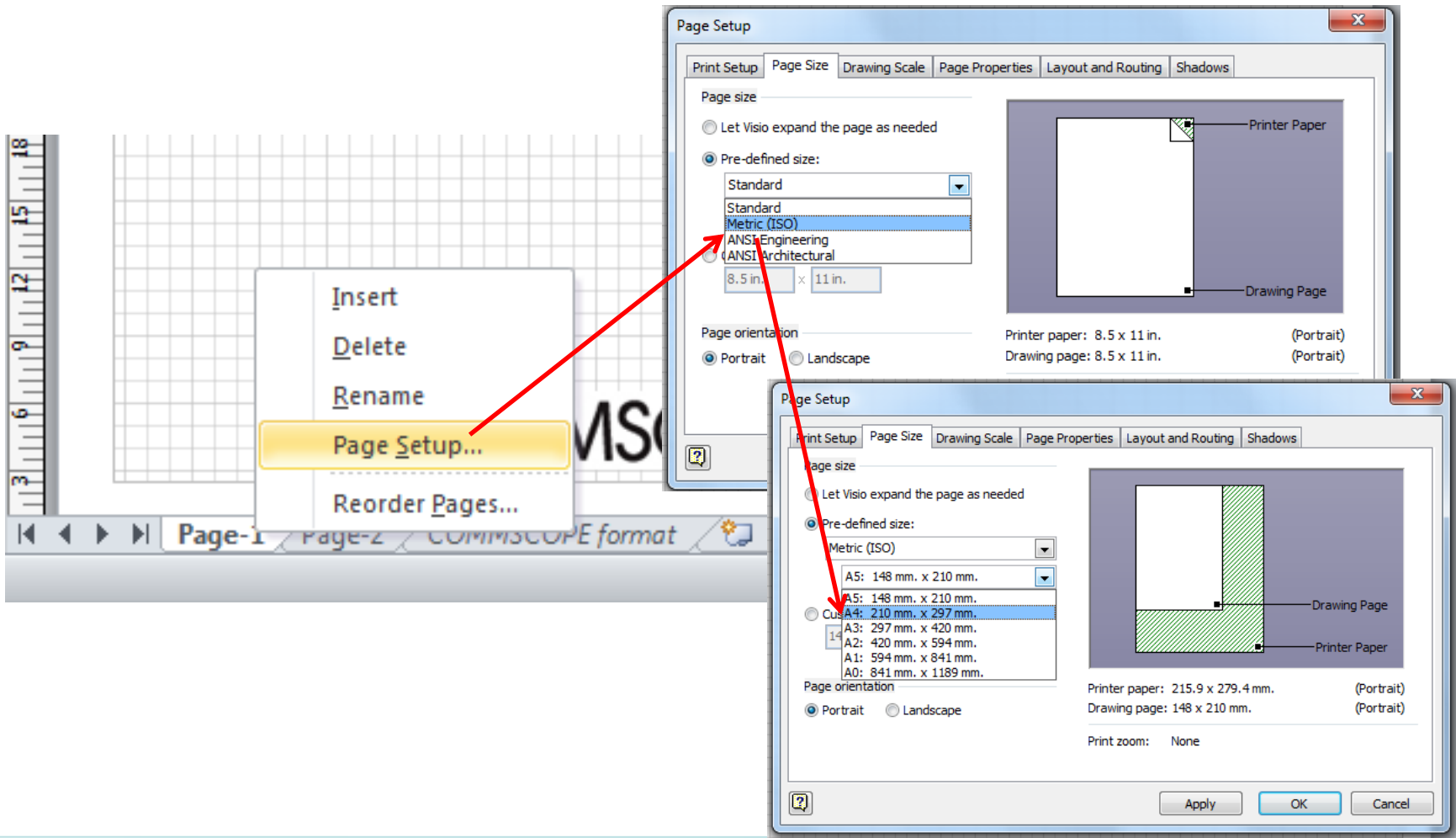
# Working with the Drawing Format.....

The drawing format is semi-automated. The “FILENAME” title block will automatically update to reflect the renaming of the template. The “DATE” block must be manually updated by selecting the “COMMSCOPE format” tab at the bottom of the screen and changing it on that sheet. The “DRAWN BY” block may be changed in the same manner or by changing the “Author” on the File>Info page. Changes made either way are global. Page numbers will update automatically as sheets are added. The “Page-2” tab has a landscape oriented version of the format that may alternatively be used. Drawing scale is preset to 1”=10” which is the de facto industry standard for network VISIO shapes. *Caution – scale modification will cause unsatisfactory results! The only instance in which drawing scale should be altered is when laying out a floor plan and locating cabinets in top view orientation.*



# Working with the Drawing Format.....

The template includes both portrait and landscape versions of the drawing format in “A” sheet size but is easily adjustable to metric sizes using Page Setup



# Managing File Size.....

- Always drag over a new shape from the stencil – DO NOT COPY/PASTE a shape that is already on the drawing as this will greatly increase your file size with each copy operation.
- Delete any stencils that are not needed in your drawing
- Periodically, go to the File>Info page and select the “Reduce File Size” button, check the bottom 3 options and “OK”. This will Remove Hidden Information and drastically cut the file size at the next “Save”. In the example below, the drawing is empty but the size is 2.2 Mb because Visio remembers all of the stencils that were once used in this drawing. Note that after the running the utility, the file size is reduced to 107 Kb!

The screenshot shows the Microsoft Visio interface with the 'Info' ribbon selected. The 'Reduce File Size' button is highlighted. A dialog box titled 'Remove Hidden Information' is open, showing the 'File Size Reduction' tab with three checked options: 'Remove unused master shapes' (37 items), 'Remove unused themes, data graphics and styles' (0 items), and 'Remove inactive validation rule sets' (0 items). To the right, the 'Properties' pane shows the drawing's size as 2.2 Mb (2,269,696 bytes) before the reduction. A red circle highlights the 'Size' field in the 'Properties' pane, with an arrow pointing to the 'After' state of 107 Kb (109,568 bytes).

**Before**

Properties ▾  
Content Type Microsoft Visio Drawing  
Size **2.2 Mb (2,269,696 bytes)**

**After**

Properties ▾  
Content Type Microsoft Visio Drawing  
Size **107 Kb (109,568 bytes)**

Thank You