How to use the LYNX Visio Shapes

1. **Minimum requirements**
   The Visio shapes are built to work on Visio 2002 or higher.

2. **Unzip and install**
   The Visio shapes come as a zip file e.g. "2014_LYNX_Modules_Visio.zip". If you have installed Visio on your computer, you will find the folder "My Shapes" under "My Documents". Unzip the file into this folder.
   You will now also find a .txt file with the content description of the individual Visio stencils.
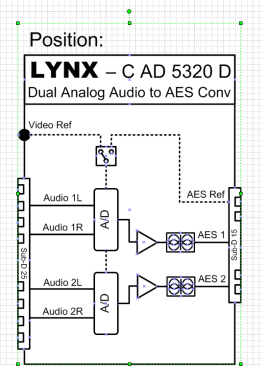
3. **Opening the Visio shapes**
   To use the Visio shapes, open a new document in Visio. In the "File" menu, you will find an entry called "Shapes". Open this and you can then select "My Shapes". Here you have all the different LYNX files to open.

4. **Using the Visio shapes**
   After having opened the LYNX shape file(s), a separate window on the left hand side of the drawing sheet will appear. Within this window, you have the selection of the LYNX modules. Simply drag and drop the module onto your drawing sheet.
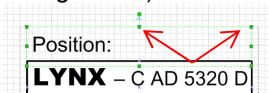
5. **Editing the "position" text**
   After having dragged and dropped the drawing onto your drawing sheet, the LYNX shape will be highlighted (green frame around the module with small squares for resizing) as you can see on the image below. For the following steps, the drawing needs to be highlighted like this.

There are two different ways to edit the "Position" text.

    a. Click on the "Position" text. It will then be highlighted as shown below (i.e. little x in the sizing boxes):

       When highlighted like this, just start typing the text you want to use.

    b. Right click onto the highlighted module (complete module)
   and a menu will appear. Hover over the entry "Shape" and select "Ungroup".
   A popup dialogue will then warn you that you are about to detach the object from the master-shape. Press OK and you will be able to edit and move the "position" text field as you want.