

Use the Shapes window to organize and find shapes

The **Shapes** window organizes shapes and provides ways for you to find more shapes. Shapes are organized in stencils. Every diagram template includes one or more stencils with shapes that are relevant to the diagram type.

What are stencils?

Stencils contain collections of related shapes. For example, in a workflow template there is a stencil that contains all the work flow object shapes, another that contains work flow steps, and a stencil with a collection of arrow shapes to indicate direction. In a home planning template, there is a stencil for walls, one for furniture, one for garden accessories, and so on.

Stencils are stacked one over the other in the **Shapes** window. The shapes from only one stencil at a time are displayed. To see the shapes for a stencil, click the stencil's title bar. The title bars always stay at the top of the **Shapes** window, but if there are several, they can be hidden to leave room to display the shapes. If stencil title bars are hidden, a scroll bar appears next to the title bars so you can scroll through them.

You can extend the title bar area to show all the title bars by grabbing the border between the titles and the shapes and dragging it down.

Browse for more shapes

Any stencil can be opened in any diagram, even diagrams not based on templates that include the stencil by default. You can browse all the available templates from the **Shapes** window.

1. In the **Shapes** window, click **More Shapes**.

A menu opens that shows categories that are similar to the template categories.

2. Point to a category, then browse the stencils in the category and click to open one in your diagram.

Search for more shapes on your computer

1. At the top of the **Shapes** window, click **Search**.
2. Type search terms in the **Search for Shapes** box.

If you don't see the words **Stencils** and **Search** at the top of the **Shapes** window, turn on the search feature.

1. In the **Shapes** window, click **More Shapes**.
2. In the menu that opens, click **Search for Shapes**.

Search for more shapes on the Internet

1. In the **Shapes** window, click **More Shapes**.
2. Click **Find Shapes Online**.

A browser opens and displays a page where you can search for shapes online.

Minimize the Shapes window to make more diagramming room

- Click the **Minimize the Shapes window** arrow (<) in the upper corner of the **Shapes** window.

The window is minimized to a single vertical row of shapes.

You can still drag shapes out of the window, and even change stencils or browse for more stencils by clicking the **Stencil** icon at the top of the minimized window.

To open the window to full size, click the **Expand the Shapes window** arrow (>) at the top of the window.