

Installing Custom Visio Stencils in My Shapes

Purpose: Provide instructions for downloading and saving custom Visio stencil files so they are available for future use in Microsoft Visio Desktop.

Procedure

1. Download the custom Visio stencil (.vssx) file from the provided link.
2. Open File Explorer and navigate to your My Shapes folder: C:\Users\<your username>\Documents\My Shapes
3. Copy or move the downloaded .vssx file into the My Shapes folder.
4. Close Visio if it is currently open.
5. Reopen Microsoft Visio Desktop.
6. In Visio, select More Shapes > My Shapes.
7. Locate and select the custom stencil. The stencil will open in the Shapes pane and be available for use in your diagrams.

Verification

- Open More Shapes > My Shapes.
- Confirm the custom stencil appears in the list.
- Open the stencil and verify the shapes are available in the Shapes pane.

Note: Any stencil saved in the My Shapes folder will remain available under More Shapes > My Shapes each time Visio is opened. If the stencil is updated, replace the existing file in My Shapes with the newer version.