



## How to install the Metaplan Toolbox into the Microsoft program Visio

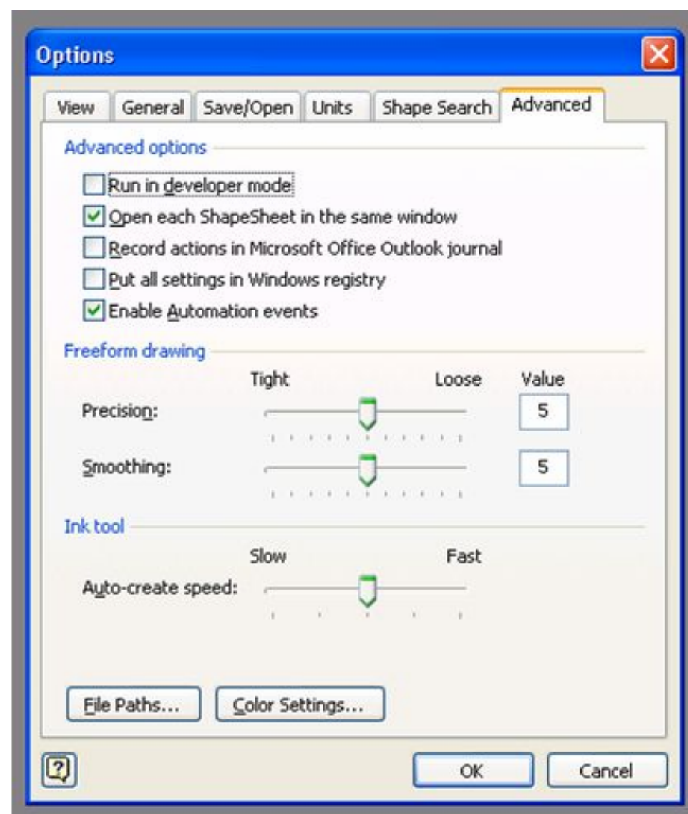
Please extract the containing files to the same folder  
for Example use:

c:\documents and settings\%Username%\my documents\my  
shapes\metaplan\

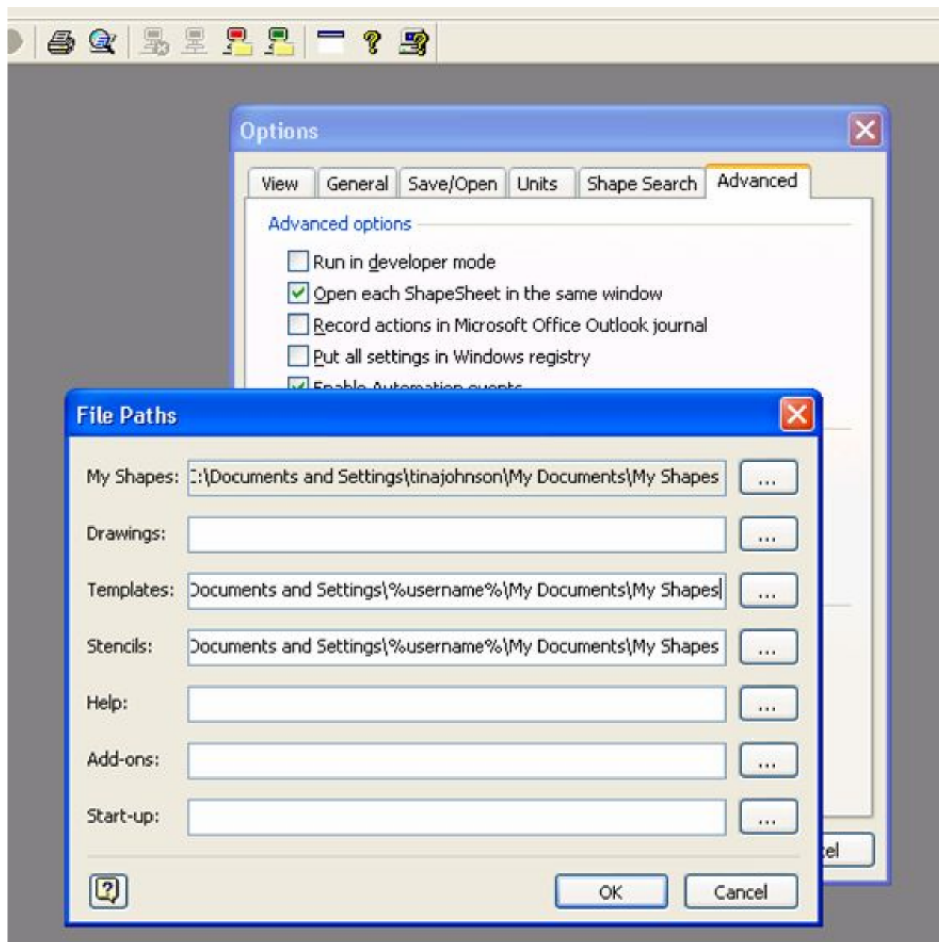
The simple way to use it, is clicking "metaplan.vst"

To use this folder within Microsoft Visio as a template please do the  
next steps:

- open visio
- menubar: TOOLS -> OPTIONS
- you will see the following window:



On the advanced-tab use the button: "File Paths"



- Use the same path now, without the last foldername (Metaplan) for "Templates" and for "Stencils":  
`c:\documents and settings\%Username%\my documents\my shapes\`
- close everything with OK
- restart visio
- now you'll see a new category in the templates on the left called Metaplan.
- just in case:  
 please see the following link for other useful information for different Visio versions:  
<http://softwarestencils.com/uml/index.html>