# Working In The Process Design Window

## Dragging Actions from the Toolbox

Actions can be added to the Design Window by dragging the appropriate action from the Action Toolbox to the Design Window. Dragging is accomplished by moving the mouse pointer to the desired action, holding down the left button, moving to mouse pointer to the desired location in the Design Window, and finally, releasing the mouse button. The action will then appears in the Process Design window.

## Inserting Actions

Alternatively, you can add an action by right clicking inside the Design Window. Actions can be added by selecting the desired action from the pop-up menu.

## Deleting Actions

To delete an action, first select it by clicking on it with the mouse. Once it is highlighted press the Delete key on the keyboard.

# Action Properties

There are two ways to view the property dialog for an action in the Design Window. First, you can double-click on the action icon to display its properties.

Second, you can right-click on the action and then select Properties from the menu to display its properties.

# Moving Actions

To move an action, drag the action under the mouse pointer while holding down the left mouse button. Release the button to drop the action at the current location.

# Connecting Actions

To connect an action to another action, drag a "line" from the outward pointing arrow of the first action, to the inward pointing arrow of the second action.

## Removing Connections

Select the line or connection you wish to delete by clicking on it with the left mouse button. Once highlighted, press the Delete key on the keyboard. The connection will then disappear from the process.

## Editing Labels

To change the label text (the action's description or name), click once on the label text with the left mouse button. Once highlighted, the text can then be changed by typing in new information and pressing Enter.

## Zooming

The process in the Design Window can be zoomed in for more detail, or zoomed out to show more of the process in a smaller space. To zoom in or out, select the appropriate menu item from the View menu. The Zoom to Fit option will adjust the zoom level so that the entire process fits in the current window for you.

## Selecting Multiple Actions

To select multiple actions and connections hold the Ctrl key down when clicking/selecting each action.

## Using a Grid

To make it easier to line up action actions in the Design Window, enable the Show Gridlines option from the View menu. Using the grid will allow you to

keep the action icons lined up which may make the process more visually clean. In large or complex processes, using the grid will help keep the visual representation of the process from becoming cluttered.

# Printing

To print the currently selected process in the Design Window, select the Print option from the File menu. From the resulting dialog, you can select the printer to print to along with other printer specific properties.