

iGrafx[®] 2015

Process Diagram
Quick Reference Guide

iGrafx® 2015 Process Diagram Quick Reference Guide

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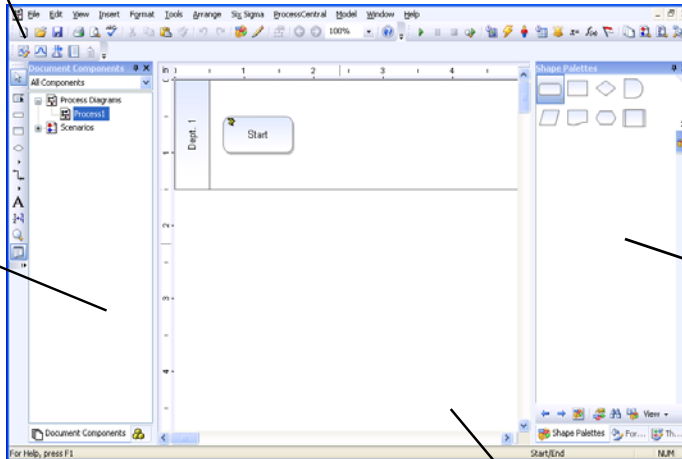
iGrafx® 2015 Process Diagram Quick Reference Guide

Standard toolbar



- | | | |
|----------|-----------------------|-----------------|
| A. New | E. Print Preview | I. Draw |
| B. Open | F. SpellChecker | J. Back/Forward |
| C. Save | G. Undo/Redo | K. Zoom Control |
| D. Print | H. Open Shape Palette | |












Document Components window in the Explorer bar



Shape Palettes window

Diagram Editor

Toolbox toolbar (Process Diagram)


-  — L. Select (and connector lines)
-  — M. Departments
-  — N. Start shape
-  — O. Activity shape
-  — P. Decision Shape
-  — Q. Shape Library
-  — R. Connector Line tool
-  — S. Text tool
-  — T. Shape numbering
-  — U. Zoom tool
-  — V. iGrafx Explorer bar

Create a New Process Diagram





- 1 Start iGrafx.
- 2 Click the New icon (A) in the Standard Toolbar (or on the *File* menu, choose *New*).
- 3 Choose the Process template category, and a template such as Cross-Functional Process.

Select a Shape to Place

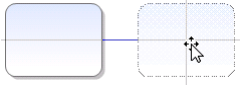
Use one of these methods:

- Click shape icons (N, O, P) to select from the Toolbox (double-click for quick multiple placements).
- Click to select a shape from the Shape Palettes window.
- Click on an empty space until you see  to quickly reselect the last shape placed. This will not work if you've clicked on the Line or Text tools (R or S).

Place and Auto-Connect Shapes

- 1 Click the Activity shape icon (O).
- 2 Move the cursor over the diagramming area. The cursor now displays  indicating you are in shape placement mode.
- 3 Click to add an Activity shape. You may also press and drag an outline of the shape, and then release the mouse button.
The shape is selected and the cursor displays  when it is over the shape, indicating text entry mode.
- 4 Type text in the shape.
- 5 Click outside the shape to clear the selection. The cursor displays  indicating select mode.
- 6 Click outside the shape again to return to shape placement mode.
- 7 Position the cursor inside the shape border of the last placed Activity shape. The cursor now displays  indicating shape auto-connect mode.

- 8 Press and hold your mouse button, drag to the right, then release to place the shape.



Exit Shape Placement Mode

Press the Esc key to temporarily exit shape placement mode
or
Click an icon on a toolbar.

Connect Shapes with the Selector Tool

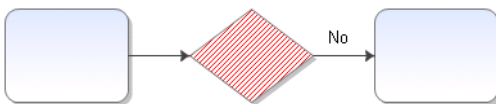
- 1 Position the arrow cursor over a shape, inside its border.
- 2 Press-and-hold the mouse button, and drag your mouse cursor to slightly inside the border of the destination shape.
- 3 Release the mouse button. Note that you can connect almost anywhere along the shape.

Add a Shape In Between Lines

- 1 Make ample room on the connector line between shapes.
- 2 Click a shape in the Toolbox toolbar (N, O, P).

Decision shape (P) is shown.

- 3 Press and hold your mouse button, and drag the shape on top of the connector line.



The No output is assigned to the resulting connector because it is the first line drawn from the Decision shape. The real-time checking indicates not all paths are drawn.

- 4 Type text in the new Decision shape.

Delete Shapes

Click the shape, or hold the Shift key (or Control key) and click to select multiple shapes, then press the Delete key.

If you make a mistake, click the Undo tool (G) on the toolbar.

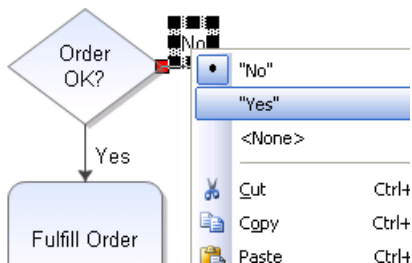
Place a Decision Shape and Outputs

- 1 Click the Decision shape (P) on the Toolbox toolbar, then click to place it.
- 2 Place the cursor inside the Decision shape border.
- 3 Press-and-hold the mouse button, and drag the cursor out of the shape. **Do not release the left-mouse button yet.**
- 4 Press the Space bar to alternate through the Output text on the connector.

Move your cursor inside the destination shape. When you release the mouse button, the new connector (and shape if you were in Auto-Connect shapes) is drawn.

Change Outputs on an Existing Decision Shape

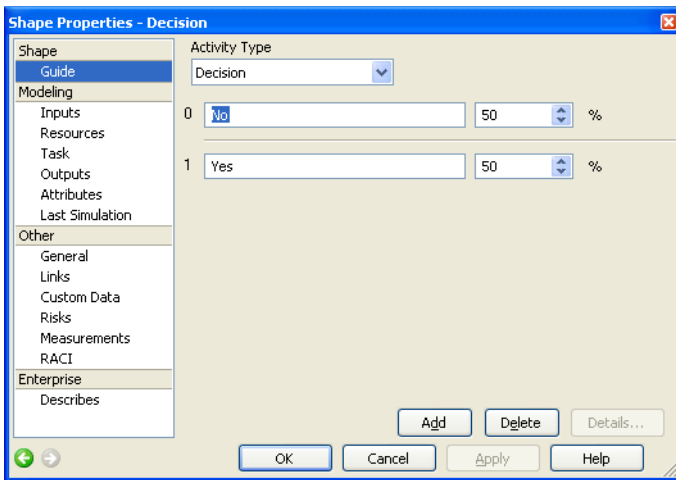
- 1 Right-mouse click the Yes or No label by the Decision shape.
- 2 Select a decision output.



iGrafx recommends Yes or No. The <None> option defeats the decision behavior in simulation.

Change the Output Text on a Decision Shape

- 1 Double-click the Decision shape.
- 2 In the Properties dialog box, click the Guide page in the Shape category.



- 3 Click in an Output text field, highlight the text, such as No, and enter new text.
- 4 Click OK.

To add more options, click the Add button on the Properties dialog box shown. For a Basic diagram, use the Outputs page.

Add Text to Shapes

Select the shape and start typing.

Add Shape Numbers

- 1 Click the Shape Numbering icon (T) in the Toolbox toolbar.
- 2 Choose Show All Shape Numbers. iGrafx increments the shape numbers according to the order in which the shapes were created.

Renumber Shapes

- 1 Click the Shape Numbering icon (T) in the Toolbox toolbar.
- 2 Choose Manual Renumber.
- 3 Set the Renumber value.
- 4 Click the individual shapes to renumber the shapes as desired, and click the Finished button to end.

Use Auto Renumber to renumber shapes by flow, or left to right across departments, and by a defined starting number.

Attach a Note to a Shape

- 1 Select the shape.
- 2 Press the F6 key or, on the *View* menu, choose *Note*.
- 3 Type note text and close the Note window when finished.

The default note indicator is a yellow icon in a Process diagram. To change the indicator, on the *Format* menu, choose *Diagram* and click the Indicators tab.

Add Links to a File, Web Page, or Diagram

- 1 Select the shape.
- 2 On the *Insert* menu, choose *Link*.
- 3 Under **Link to**, click File, Web Page, or Diagram.
- 4 Click the folder or web icon to browse to find your file or web page and select it.

- 5 In the Open dialog box, click the Open button.
- 6 Place your mouse in the Key Modifiers text box, and press the Ctrl, Alt, and/or Shift keys.
- 7 Enter text in the Description box if you choose to name the link, then click OK.

The shape shows an indicator for the type of object you linked to. If you create more than one link, a chain link indicator shows:



The default indicator for a shape with more than one link to another file in a Process diagram is a chain icon.

- 8 Press and hold your Key Modifier (for example, the Ctrl key) while you double-click on the shape to go to the linked diagram. You can also right-click over the shape and choose the link on the context menu.

Control Viewing in a Document

Use one of these methods:

- Click the Zoom Control (K) drop-down arrow and choose All, Best Fit (zoom on selected objects), or use a pre-set zoom percentage level.
- Click Zoom in the Toolbox toolbar (U) and choose the Zoom Tool (drag a box around what you want to zoom in on, then click the Finished button), Zoom In, Zoom Out, or Previous Zoom Level.
- To maximize the entire diagram on the screen, on the *View* menu, choose *Full Screen*.

Press the left, right, or both mouse buttons to draw red, green, or yellow lines for temporary notation or illustration purposes, and press the Space bar to start over.

Press the Esc key to exit this mode.

Display Real-Time Modeling Errors (Process or BPMN Diagram)

On the *View* menu, choose *Real-Time Checking* if it is off, to show modeling errors as you place shapes in a diagram. Shapes with detected errors display red when real-time checking is enabled.

Use the Help Content

- On the *Help* menu, choose *iGrafx Help*, or
- In a dialog box, click the Help button.

Other Learning Resources

On the *Help* menu, choose *Download Documentation* or *Download Tutorials*.