



Enterprise Architect

User Guide Series

Ribbons

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Ribbons

When you first open Enterprise Architect version 13 or later you will see a set of Ribbons at the top of the screen. This is a modern, contemporary way of accessing the tool's powerful features. Ribbons bring many features immediately to the surface, making them easily accessible to a modeler; both new users and those who have been using Enterprise Architect for many years will be delighted to find their preferred tools right at their fingertips. Each Ribbon provides actions with a particular focus, and the commands on the Ribbons are grouped by function into panels.

Searching for an Item

The Ribbons expose a wide range of Enterprise Architect features, and the system provides two facilities to help you locate and access the feature you need:

- Click on the 'Find Command' field at the end of the sequence of tabs and type in some text relating to the feature you want to locate, then press the **Enter key**; this displays a hierarchical menu of options that match your search text, and when you click on an option the appropriate dialog opens
Note that this facility is not available in some of the Visual Style themes
- Click on the  button (for File Management options) to the left of the Ribbon tabs and, on the resulting dialog, type your search text in the 'Search' field at the bottom; a list of options relating to the search text is immediately displayed down the left hand side of the dialog and, when you click on an option, the appropriate dialog opens

Also, when you 'mouse over' any option on any of the Ribbons, a tooltip displays in the left end of the Status bar at the bottom of the screen, summarizing the function of the option.

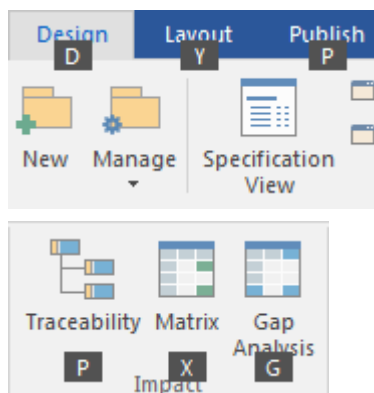
You therefore have help in identifying both what option provides a function, and what function an option provides.

Contextual Ribbons

Some Ribbons are contextual and are only needed when you are performing a particular task. For example, the Document Edit Ribbon is only needed when you are viewing or editing a document inside Enterprise Architect. This Ribbon will remain visible while a document is open; when all documents are closed the Ribbon will be removed from view.

Using the Keyboard with Ribbons

The actions that are presented on the Ribbons can also be accessed using the keyboard. If you tap and release the **Alt key**, each panel will be annotated with a letter code. Pressing this letter on the keyboard will activate the Ribbon and display a further set of annotations for the actions in the Ribbon.



Customizing the Ribbons

If a Ribbon presents more options than you require, you can customize it to hide the panel containing those options, or hide the whole Ribbon. To do this, you select the 'Ribbon Menu' page of the **Workspaces and Commands window**, expand the Ribbon name and deselect the checkbox against the appropriate panel name. You can re-activate hidden panels by selecting the checkbox again.

Minimizing the Ribbon Bar

On occasion you might need more screen space to view diagrams and other model representations. To help with this, you can conveniently minimize the Ribbons and completely hide them from view. The Ribbon **tabs** will still be visible, so you can click on the required tab and redisplay the corresponding ribbon until the focus is returned to another part of the user interface. Many modelers will find that leaving the Ribbons maximized will provide a convenient visual reminder of the actions that are available while working on models.

To minimize or restore the Ribbons, right-click on the Ribbon bar and select or deselect the 'Minimize the Ribbon' option. Alternatively, double-click on the currently-displayed Ribbon tab.

File Management

When managing the project as a unit, you can create, open, close or save projects, provide desktop shortcuts to a project, or perform print tasks.

Access



File Management Options

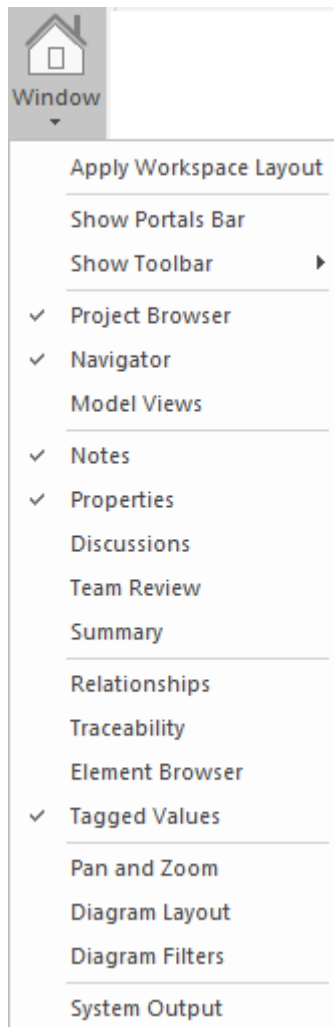
Option	Action
New Project	Create a new Enterprise Architect project, using the Model Wizard to help you define the base technology, model types and patterns to use as a framework. Shortcut: Ctrl+N
Open Project	Open an existing project, or create a new project from scratch or from a base template project. Shortcut: Ctrl+O
Reload Project	Reload the current project. (Use this in a multi-user environment to refresh the Project Browser). Shortcut: Ctrl+Shift+F11
Close Project	Close the current project.
Save Project As	Save the current project with a new name (as a .eap or .feap file). The current project can be a base template or a complete operational project.
Save as Shortcut	Create a desktop shortcut to the current project. (This option is also active in the 'Lite', read-only edition of Enterprise Architect.)
Print Setup	Configure your printer's settings.
Page Setup	Configure the page settings to print the current diagram.
Print Preview	Print Preview how the currently displayed diagram will print.
Print	Print the currently displayed diagram. You can also make use of other facilities to change the scale of the printed diagram (the number of pages it takes up) and to print or omit page headers and footers on the diagram. By de-selecting the 'Printable' option on an element on a diagram, you can omit that element and its connectors from the printed diagram. Shortcut: Ctrl+P
Print to PDF	Save the currently displayed diagram as a PDF file. A browser displays to select the

	<p>PDF file name and directory path.</p> <p>By de-selecting the 'Printable' option on an element on a diagram, you can omit that element and its connectors from the diagram in the PDF output.</p>
<Recent Files List>	Select from a list of up to ten of the most recently opened projects, to re-open the selected project.
Exit	Exit from Enterprise Architect.

Show Panel

The 'Show' panel contains a single 'Window' icon, which displays a list of the common windows and toolbars that you might use in your work. When you click on the window name the window either opens or - if it is already open - becomes active and is highlighted.

The name of each selected window and toolbar is marked with a tick, so the list provides a summary of which displays are open. By moving the focus to the window when you click on the name, the list also helps you to quickly check or update the window content. These are very useful aids when you might be working with a number of open windows and toolbars positioned across two or even three monitor screens.



Available Facilities

Window	Description
Apply Workspace Layout	Click on this option to display the Workspaces and Commands window, through which you can customize your workspace display by creating, editing and applying workspace definitions, menu sets, Perspective sets and Ribbon menus.
Show Portals Bar	Select this option to display the Portals Bar, above which is the Portals window showing the Start Portal. You use the Portals Bar to select which Portal to show in the Portals window, and to reorganize the sequence of, or access to, the separate

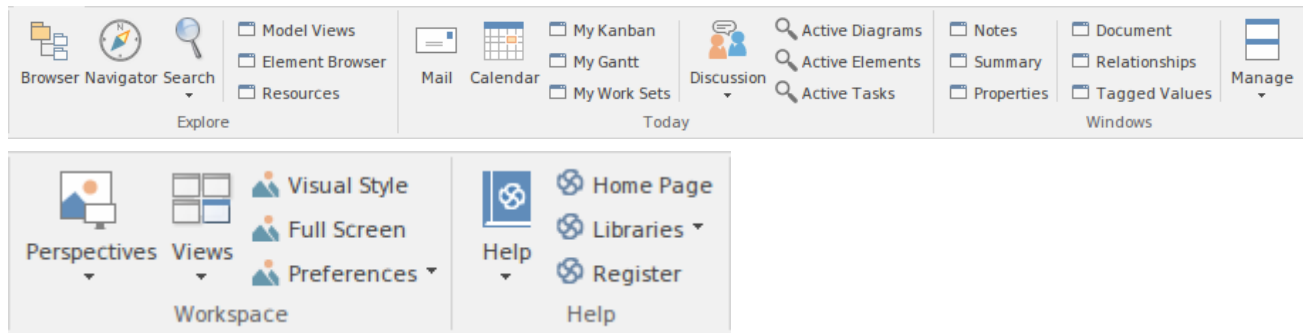
	Portals.
Show Toolbar	Select this option to display a list of the ten standard Enterprise Architect Toolbars, from which you can select the Toolbars to insert above the central work area or to dock in some other convenient location on the screen. You can hide each Toolbar again by deselecting the name in the list.
Project Browser	Select this option to display the Project Browser , which shows the hierarchical structure and content of your models.
Navigator	Select this option to display the Navigator Toolbar above the central work area. You can also dock the toolbar in some other convenient location on the screen, and hide it again by deselecting the option in the list.
Model Views	Select this option to display the Model Views window, which you use to capture information on the objects in your model from different perspectives that you define yourself, helping you to encapsulate your model under the areas in which you are interested.
Resources	Select this option to display the Resources window, a repository of project-standard and re-usable document generation templates, MDG Technologies, Relationship Matrix profiles, commonly-used model elements, stylesheets, UML Profiles and UML Patterns.
Notes	Select this option to display the Notes window , which displays the descriptive text that has been recorded against an element, diagram, feature or connector in Enterprise Architect. It also enables you to create and edit the text, providing a wide range of editing facilities through the Notes Toolbar and context menu.
Properties	Select this option to display the Properties window , which provides a convenient way to view (and in some cases edit) common properties of elements. When an element is selected, the Properties window shows the element's name, stereotype, version, author, dates and other pertinent information.
Document	<p>Select this option to display the Document window, which shows the Linked Document of the selected element (if it has one). If you click on another element, the window updates immediately to show the Linked Document of that element. The element name displays just under the window title; click on the title bar to display a short menu of options:</p> <ul style="list-style-type: none"> • Edit Document - opens the document in the Document Editor for you to update • Reload - refreshes the content of the displayed document with the last-saved version • Print - displays the 'Print' dialog, which you use to configure the print job for printing the Linked Document • Find Elements with Linked Documents - opens the Find in Project view preloaded with an executed search for elements that have Linked Documents; as you click on an item in the search results, the Document window shows the corresponding Linked Document • Find Elements with Linked Documents modified recently - opens the Find in Project view preloaded with an executed search for elements that have Linked Documents that have updated within the last seven days (you can re-execute the search with a different number of days); as you click on an item in the search results, the Document window shows the corresponding Linked Document

Discussions	Select this option to display the Element Discussions window, in which you can read and develop a discussion or review of a specific element that is directly attached to that element.
Team Review	Select this option to display the Team Review window, which provides a forum in which to discuss the development and progress of the project, covering any aspect of the project from whatever perspective is appropriate to the reviewers.
Summary	<p>Select this option to display the Summary View which, as its name suggests, provides a brief, read-only summary of the general properties of the currently selected:</p> <ul style="list-style-type: none"> • Element (including Packages) • Attribute • Operation • Test • Maintenance item • Resource <p>The display refreshes immediately as you select different objects and items. You can highlight a section of text or the complete content, and copy it to be pasted into an external document.</p> <p>The Summary View does not display details for Views, Model Packages, diagrams, instances or connectors.</p>
Relationships	Select this option to display the Relationships window, which provides a comprehensive view of all relationships of one or more selected elements, showing the type, direction, stereotype, source and target elements, and characteristics of the source and target elements.
Traceability	Select this option to display the Traceability window , which helps you to see what relationships an element has, and to follow the chains of relationships to see what might influence the design or content of an element or what that element might itself affect.
Element Browser	Select this option to display the Element Browser , a window that neatly summarizes a wide range of 'add-on' properties for a selected element. You can use this as a starting point to edit the properties, and you can drag many of the properties from the Browser onto other elements.
Tagged Values	<p>Select this option to display the Tagged Values window, through which you can view and modify Tagged Values for a selected modeling item, either from the current diagram or in the Project Browser, and:</p> <ul style="list-style-type: none"> • Assign a Tagged Value to an Item • Modify Tagged Values • Assign Notes to a Tagged Value • Perform advanced tag management
Pan and Zoom	Select this option to display the Pan and Zoom window, which provides a 'birds-eye' view of the currently active diagram and enables you to pan quickly around a large diagram and zoom in to sections of interest.
Diagram Layout	Select this option to display the Layout Tools window, which provides a range of standard formats that you can apply to automatically lay out specific areas or sets of

	elements in the diagram in a structured arrangement.
Diagram Filters	Select this option to display the Diagram Filters window , which provides a number of Diagram Filters (Dynamic Visual filters) that you can use to modify the display of diagram components so that the relevant items are immediately identified, without damaging the structure and integrity of the model.
System Output	Select this option to display the System Output window, which displays information generated by internal Enterprise Architect processes, or by Add-Ins and other third-party tools. The output from each type of operation is generally displayed on its own tab within the window.

Start Ribbon

The Start Ribbon provides a range of facilities for exploring, navigating and viewing the information in the repository. These include tools to navigate and search for items, to view the important events, messages, discussions and work that is relevant to a modeler on a given day, and to view and change the workspace, including styles and preferences. This Ribbon also provides access to the Help facilities, including registering licence keys and checking for updates.



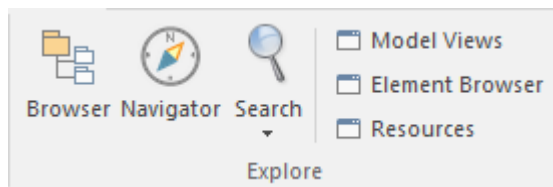
Panels

Explore	You can use the 'Explore' panel to navigate the repository and explore its contents. Most repositories will contain thousands - if not tens of thousands - of elements, and having tools to navigate through and locate items of interest is critical when working in the repository. There are a number of Browsers that are tree views, showing the hierarchical relationships of Packages (folders), elements, diagrams, features, resources, views, items and more. Other tools help you to search for and locate elements, diagrams and Packages regardless of their location.
Today	The 'Today' panel provides a convenient collection of the tools that are useful for visualizing what is important in the model right now - that is, today! For any contributor to the repository, there will be things that must be attended to today; these are conveniently brought together, ensuring that you are informed about what you need to attend to, and made aware of information that is important to your role. These tools include Model Mail , which contains messages from other modelers, the Project Calendar listing important events, Gantt Charts listing work allocations, Discussions about elements, Kanban diagrams where tasks are presented, and a number of other facilities.
Windows	The 'Windows' panel is a collection of windows that are often referred to as 'docked windows' as they are typically docked around the edges of the workspace and provide information about the model and system activity. They provide a rich way of viewing information about elements as you navigate through elements in diagrams or the Project Browser . The Notes window provides descriptive text, the Summary window list the important aspects of an element and the Properties window provides details of an element's metadata and more.
Workspace	The 'Workspace' panel helps you to define the look and feel of the application. You can set preferences that change the style of the interface to suit the work role you are performing. You can define any number of workspace layouts, saving sets of windows that are specific to a role that ultimately increases your productivity as a modeler. There is a wide range of preferences you can set to tailor the way the application behaves for individual users, including setting colors, fonts and diagram

	styles.
Help	<p>The 'Help' panel provides access to the powerful Help system and to a wide range of on-line facilities to support your use of the tool, including the management of Licence Keys. The Help system contains both overviews of functional areas of the application and detailed topics on how to use specific tools, helping you to be highly productive. The Help is normally accessed as an on-line, web-based system, but you can select to download the file-based Help to provide a local Help system. You can also open the Learning Center, which provides user-focused guidance for common tasks.</p>

Using the Explore Panel

You can use the 'Explore' panel to navigate the repository and explore its contents. Most repositories will contain thousands - if not tens of thousands - of elements, and having tools to navigate through and locate items of interest is critical when working in the repository. There are a number of Browsers that are tree views, showing the hierarchical relationships of Packages (folders), elements, diagrams, features, resources, views, items and more. Other tools help you to search for and locate elements, diagrams and Packages regardless of their location.



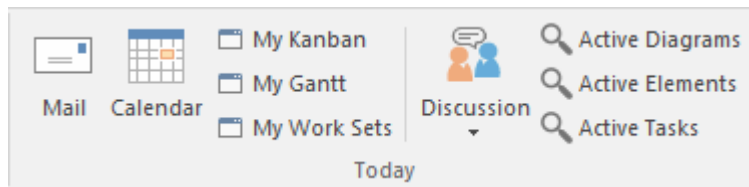
Available Facilities

Facility	Description
Browser	Click on this icon to redisplay the Project Browser , if you have previously closed or hidden it.
Navigator	Click on this icon to display and hide the Navigator bar, which helps you to navigate the hierarchy of Packages in the repository using a textual breadcrumb control, showing you the current Package location. The Navigator bar is usually anchored underneath the Ribbon, but you can move it around freely and anchor it to other areas of the workspace.
Search	<p>Click on the drop-down arrow to display this selection of search facilities that you can use to locate objects in the model, or code in source files.</p> <ul style="list-style-type: none"> • Search in Model - display the Find in Project view, which provides access to the full range of standard and customized searches in your project • Search in Project Browser - search the Project Browser for specific elements, which you identify using the 'Find in Project Browser' dialog • Search for Diagram - display the Find in Project view, pre-loaded with the Diagram Details search to locate diagrams of a specific name or type • Search for Package - display the Find in Project view, pre-loaded with the Find Package search to locate Packages of a specific name or type • Browse for Diagram - locate and select a specific diagram using the 'Select a Diagram' dialog, which shows the full hierarchy of Packages that contain diagrams • Browse for Package - locate and select a specific Package using the 'Find Package' dialog, which shows the full hierarchy of Packages in the model • Search in Source Files - locate and open source files having specific characteristics, using the 'Find in Files' dialog
Model Views	Click on this icon to display the Model Views window, which you can use to capture information on the objects in your model from different perspectives that you define yourself, and to present that information in a number of ways including as a slide show of diagrams.

Element Browser	Click on this icon to display the Element Browser window, which you can use to review and manage a wide range of properties of a selected element.
Resources	Click on this icon to display the Resources window, through which you can manage and apply a wealth of resources to support your modeling work, including shortcuts, templates, Patterns, Profiles, stylesheets and MDG Technologies.

Using the Today Panel

The 'Today' panel provides a convenient collection of the tools that are useful for visualizing what is important in the model right now - that is, today! For any contributor to the repository, there will be things that must be attended to today; these are conveniently brought together, ensuring that you are informed about what you need to attend to, and made aware of information that is important to your role. These tools include **Model Mail**, which contains messages from other modelers, the Project Calendar listing important events, Gantt Charts listing work allocations, **Discussions** about elements, Kanban diagrams where tasks are presented, and a number of other facilities.



Available Facilities

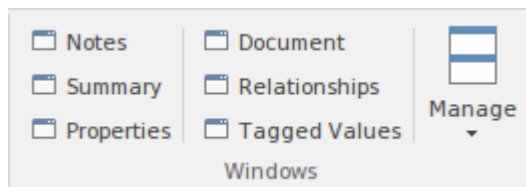
Facility	Description
Mail	The Model Mail facility provides you with the ability to send, receive and respond to emails within the project team, under your User Security ID, either as an individual user or as a member of a group that has a shared mail inbox.
Calendar	Displays the Project Calendar, defaulted to today's date, on which you can check for scheduled meetings and reminders of events, and add items for today or any day in the future.
My Kanban	Displays the Kanban diagram that you have set as your personal default.
My Gantt	Display a Gantt chart listing the tasks that have been allocated to you and that are not yet complete.
My Worksets	Displays the 'Manage Working Sets' dialog, on which you can define the windows and dialogs you want to automatically display when you next log on to Enterprise Architect, either to pick up where you left off or to form a 'home base' for your day-to-day work.
Discussion	<p>Displays the Discussion Review window (main icon) on which recent discussions are listed for review, or a short menu (drop-down arrow) providing these options:</p> <ul style="list-style-type: none"> • Manage Discussions - to display the Discussion Review window • Discuss - to display the Discussions panel on which you can either: <ul style="list-style-type: none"> - Create a new discussion or add to an existing discussion on a specific element, or - Participate in an exchange of brief comments on any point, with members of one of the defined user security groups • Recent Discussions - to display the 'Find in Project' view, defaulted to a specific search for recently discussed elements • Help - to display the Help topic on Discussions
Active Diagrams	Displays the 'Find in Project' view defaulted to an executed specific search for recently modified (that is, Active) diagrams. The default time period is the three

	days prior to today's date.
Active Elements	Displays the 'Find in Project' view defaulted to an executed specific search for recently modified (that is, Active) elements. The default time period is the three days prior to today's date.
Active Tasks	Displays the 'Find in Project' view defaulted to an executed specific search for Active tasks (those that are in progress).

Using the Windows Panel

The 'Windows' panel provides access to a small collection of commonly-used windows; these are often referred to as 'docked windows' as they are typically docked around the edges of the workspace and provide information about the model and system activity. They provide a rich way of viewing information about elements as you navigate through elements in diagrams or the **Project Browser**.

If a window is already open, clicking on the option highlights the window and makes it the active window.



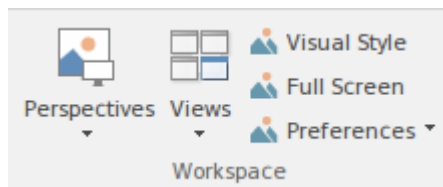
Available Facilities

Facility	Description
Notes	The Notes window displays the descriptive text that has been recorded against an element, diagram, feature or connector in Enterprise Architect. It also enables you to create and edit the text, providing a wide range of editing facilities through the Notes Toolbar and context menu.
Summary View	<p>The Summary View, as its name suggests, provides a brief, read-only summary of the general properties of the currently selected:</p> <ul style="list-style-type: none"> • Element (including Packages) • Attribute • Operation • Test • Maintenance item • Resource <p>The display refreshes immediately as you select different objects and items. You can highlight a section of text or the complete content, and copy it to be pasted into an external document.</p> <p>The Summary View does not display details for Views, Model Packages, diagrams, instances or connectors.</p>
Properties	The Properties window provides a convenient way to view (and in some cases edit) common properties of elements. When an element is selected, the Properties window shows the element's name, stereotype, version, author, dates and other pertinent information.
Document	<p>Select this option to display the Document window, which shows the Linked Document of the selected element (if it has one). If you click on another element, the window updates immediately to show the Linked Document of that element. The element name displays just under the window title; click on the title bar to display a short menu of options:</p> <ul style="list-style-type: none"> • Edit Document - opens the document in the Document Editor for you to update

	<ul style="list-style-type: none"> • Reload - refreshes the content of the displayed document with the last-saved version • Print - displays the 'Print' dialog, which you use to configure the print job for printing the Linked Document • Find Elements with Linked Documents - opens the Find in Project view preloaded with an executed search for elements that have Linked Documents; as you click on an item in the search results, the Document window shows the corresponding Linked Document • Find Elements with Linked Documents modified recently - opens the Find in Project view preloaded with an executed search for elements that have Linked Documents that have updated within the last seven days (you can re-execute the search with a different number of days); as you click on an item in the search results, the Document window shows the corresponding Linked Document
System Output	The System Output window displays information generated by internal Enterprise Architect processes, or by Add-Ins and other third-party tools. The output from each type of operation is generally displayed on its own tab within the window.
Relationships	The Relationships window provides a comprehensive view of all relationships of one or more selected elements, showing the type, direction, stereotype, source and target elements, and characteristics of the source and target elements.
Tagged Values	<p>You can use the Tagged Values window to view and modify Tagged Values for a selected modeling item, either from the current diagram or in the Project Browser, and:</p> <ul style="list-style-type: none"> • Assign a Tagged Value to an Item • Modify Tagged Values • Assign Notes to a Tagged Value • Perform advanced tag management
Manage	<p>Click on this icon to display a short menu of options for hiding and redisplaying the windows you have opened.</p> <ul style="list-style-type: none"> • Auto Hide Active Window - autohide the currently active window • Auto Hide All Docked Windows - autohide all open and docked windows • Close Active Window - close the currently active window • Show Start Page - show or hide the Start Page; this setting persists through shut down and restart, until you specifically change the option • Always on Top - force the main Enterprise Architect window to be on top of all other windows

Using the Workspace Panel

The 'Workspace' panel helps you to define the look and feel of the application. You can set preferences that change the style of the interface to suit the work role you are performing. You can define any number of workspace layouts, saving sets of windows that are specific to a role that ultimately increases your productivity as a modeler. There is a wide range of preferences you can set to tailor the way the application behaves for individual users, including setting colors, fonts and diagram styles.



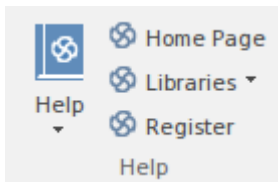
Available Facilities

Facility	Description
Perspectives	<p>Click on the drop-down arrow to display these commands:</p> <ul style="list-style-type: none"> • Show Perspectives Window - display the 'Workspaces and Commands' dialog, where you can choose from pre-defined workspace layouts and menu sets that suit particular types of work, such as Requirements Management or Database Design, or you can customize your own layouts and menus • Help - displays the Help topic <i>Perspective Sets</i>
Views	<p>Click on this icon to display a list of commands for saving, reloading and floating the currently open Views such as Diagrams, Search Results and Gantt charts</p> <ul style="list-style-type: none"> • Float View - Display the current View as a floating window, allowing it to be displayed in 'Full Screen' mode or to be moved to a different display monitor • Focus View - Set the input focus back to the View that last had focus (intended to be accessed via command shortcut keys (Ctrl+Shift+0)) • Reload View - load the latest information from the model database, to update the display of the current View • Save Modified Views - for each View that is currently open, save to the model database any modifications to the appearance of the View; modifications such as changes to colors, size or position • Close View - close the current View; you will be prompted to save any unsaved modifications • Close All Except Current - close all Views except the current view; you will be prompted to save any unsaved modifications • Close All - Close all Views; you will be prompted to save any unsaved modifications
Visual Style	<p>Displays the 'Application Look' dialog, on which you can select from a range of visual styles, themes and accent colors. You can also choose options such as displaying window tabs at the top or bottom of the windows and displaying element properties using tree or list style displays.</p>
Full Screen	<p>Click on this icon to toggle Enterprise Architect in and out of 'Full Screen' mode.</p>

Preferences	<p>Click on the drop-down arrow to display these commands:</p> <ul style="list-style-type: none">• Preferences - displays the 'Preferences' dialog, on which you can set the general options of Enterprise Architect; you can control how the system behaves when you open a project, including setting the home directories and web pages the project refers to and how the Project Browser responds when items are selected in it• Customize - displays the 'Customize' dialog, which provides the means for building custom toolbars, setting keyboard accelerators for specific commands and defining User Tools
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Using the Help Panel

The 'Help' panel provides access to the powerful Help system and to a wide range of on-line facilities to support your use of the tool, including the management of Licence Keys. The Help system contains both overviews of functional areas of the application and detailed topics on how to use specific tools, helping you to be highly productive. The Help is normally accessed as an on-line, web-based system, but you can select to download the file-based Help to provide a local Help system. You can also open the Learning Center, which provides user-focused guidance for common tasks.



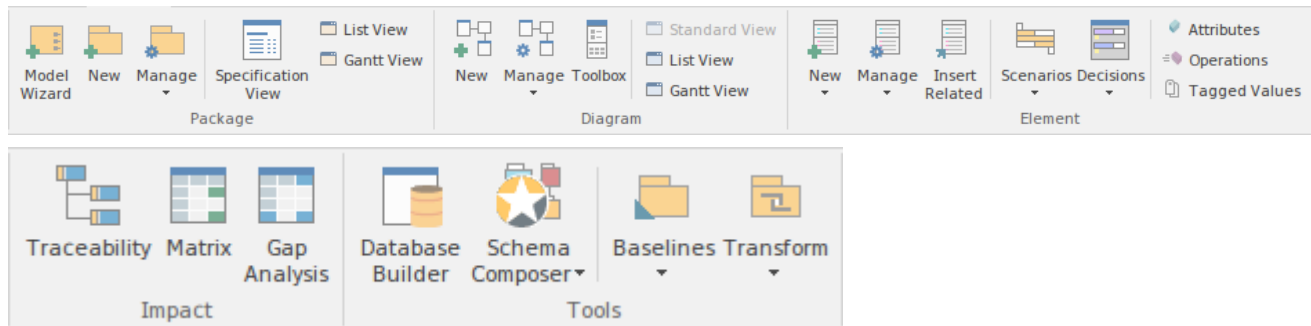
Available Facilities

Facility	Description
Help	<p>The Help icon opens a menu containing a wealth of options for opening and exploring the Help, obtaining information from a number of other sources, and requesting support from Sparks Systems.</p> <ul style="list-style-type: none"> • Open Help System - opens the Help as a set of pages in HTML format, either on the web or local to your system, beginning with the <i>Introduction to Enterprise Architect</i> page • Search Help - opens the 'Find in Files' search facility, which you use to specify and search for a text string in the Help • Go to Help Topic - opens a specific Help topic that you identify by name, if you already know the topic you want to display • Open Keyboard Accelerator Map - displays the 'Help Keyboard' dialog, which identifies which keyboard keys have been mapped to Enterprise Architect commands; you can customize these mappings if necessary • Configure Google Translate - displays a short dialog in which you specify the language into which you want to translate the online Help when you display a page; the requested page is passed to the Google Translate site and displayed in the specified language (this option does not operate on the downloaded local Help) • Explore Online Resources - opens a submenu of options for accessing resources on the Sparx Systems web site: <ul style="list-style-type: none"> - Install Help Locally - displays a prompt to download the EA User Guide installer file (EAUserGuide.msi), which you use to install the Help files locally - User Forum and News - opens the Sparx Systems User Forum, which you can read as a guest or as a logged-in user - Request a Feature - opens the standard form for submitting a request for a feature you would like to see in Enterprise Architect - Bug Report Page - opens the standard form for reporting the details of a bug you have found in Enterprise Architect (also prompts you for your registered user ID and password) - Automation Interface - opens the Sparx Systems web page on the Automation Interface, providing a number of examples of its use - Introducing UML - accesses the Sparx Systems online UML tutorials

	<ul style="list-style-type: none"> - Pricing and Purchase Options - displays details on purchasing or upgrading Enterprise Architect over the internet • Open the Example Model - opens the EAExample model within the current instance of Enterprise Architect • Register and Manage Your License Key(s) - configure and manage the license keys used to register Enterprise Architect and its Add-Ins • Check for Updates - displays the Sparx Systems web page on the latest build and its release notes • View the License Agreement - displays the Enterprise Architect End User License Agreement • Ordering Information - displays information on how to purchase Enterprise Architect. • Read Me - displays the Readme.txt file, which details the changes and enhancements in Enterprise Architect, build by build • About EA - displays a window showing your installation details, including the program version, your registration key, your repository connection, the Enterprise Architect edition, and your user id
Home Page	Click on this option to open the Home page of the Sparx Systems web site.
Libraries	<p>Click in the drop-down arrow to display these commands;</p> <ul style="list-style-type: none"> • Learning Center - displays the Learning Center as a view in the central workspace area. • Download Library - download the Learning Center library from the Sparx Reusable Asset Service Registry. • Manage Libraries - install, enable and disable Library files
Register	Click on this option to register a new Enterprise Architect license key.

Design Ribbon

The Design Ribbon is used to develop and visualize a model by creating diagrams, matrices and lists of important aspects of the system. Requirements and other specifications can be created and viewed and, regardless of the technology or language of expression, compelling representations can be created, viewed and tied together to form either powerful blueprints of a system to be implemented or documentation of an existing system.



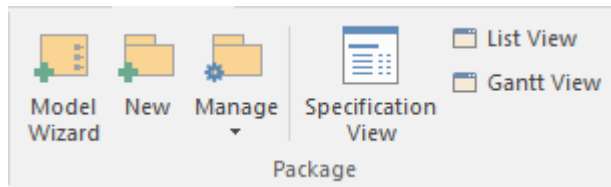
Panels

Panel	Description
Package	The 'Package' panel provides facilities to create and manage folders (Packages). New models can be added that typically contain a number of other Packages. These Packages form the structure of the model and can be used to group elements, diagrams or other Packages. A Package can also be viewed as a list of elements that will include other Packages, or as a Gantt chart describing the allocation of resources to the elements in the Package.
Diagram	The 'Diagram' panel contains a set of facilities for creating and managing diagrams and the elements they contain. Diagrams are a powerful way of presenting and visualizing a model's elements and their connections. They can be enhanced by a range of overlays that transform the diagram into an expressive view such as a Kanban board, a Roadmap diagram, or swimlanes that allow elements to be allocated to different aspects such as responsibility or ownership. A diagram can also be viewed as a list of elements or as a Gantt chart describing the allocation of resources to the elements.
Element	The 'Element' panel provides facilities to manage the elements that are the building blocks of models. Elements can be created and specified with attributes and operations. Scenarios can be added and Decision Tables defined.
Impact	The 'Impact' panel provides a set of tools for viewing how elements are related to each other in the repository. While diagrams provide one way of visualizing the relationships, the Traceability window , the Relationship Matrix and the Gap Analysis Matrix present the information in a compelling and often more appealing format. The matrices allow visual analysis to be performed and they can be exported to Spreadsheets if more detailed analysis is required.
Tools	The 'Tools' panel is a collection of powerful tools for working with elements and Packages. These tools can be used to create business or technical level specifications of elements from business rules and requirements to technology descriptions. They can be used to manipulate data models with live connections to

	databases, and to transform a model from a one format or technology to another. Snapshots of models can be taken and comparisons made to the current model.
Add-Ins	The Add-Ins panel provides access to the facilities of each Add-In that is enabled in Enterprise Architect.

Using the Package Panel

The 'Package' panel provides facilities to create and manage folders (Packages). New models can be added that typically contain a number of other Packages. These Packages form the structure of the model and can be used to group elements, diagrams or other Packages. A Package can also be viewed as a list of elements that will include other Packages, or as a Gantt chart describing the allocation of resources to the elements in the Package.



Available Facilities

Facility	Description
	Click on this icon to open the Model Wizard , which provides Patterns from a wide range of technologies that you can use to quickly generate new models in your project.
	Click on this icon to create a new child Package under the current Package. The 'New Package' dialog displays, on which you specify whether to create the Package from a Pattern (with child structures), with a child diagram, or as a Package only.
	<p>Click on the drop-down arrow to display a selection of facilities that you can use to manage Packages in the model.</p> <ul style="list-style-type: none"> • Properties - maintain the properties of the current Package, using the 'Properties' dialog • Baselines - display the 'Baselines' dialog for the selected Package, to create and compare Baselines of the Package with the current version • Validation - display a short menu of options to create validation rules and run and cancel a validation of the current Package • Lock - display the 'Lock Package' dialog for the selected Package, on which you restrict changes to the Package • Browse for Package - display a 'Project Browser' dialog listing only Packages, through which you can easily locate and select a specific Package from within the model hierarchy • Search for Package - display the Find in Project view, pre-loaded with the 'Find Package' search to locate Packages of a specific name or type • Export Package (XMI) - export the selected Package as an XMI file • Import Package (XMI) - import a Package from an XMI file • Copy Package to Clipboard (XMI) - immediately copy the selected Package to the clipboard • Paste Package from Clipboard (XMI) - paste a Package held on the clipboard as a child of the selected Package • Clone Package Structure as New Version - copy the structure of the selected Package and paste it into the Project Browser as a new Package and contents; a prompt displays for you to enter a version number for the new Package,

	followed by a browser on which you select its parent Package
	Click on this icon to display the Specification Manager , a document-based interface to a selected Package in the model, providing the means of creating and reviewing elements as text representations of objects in the Project Browser . When you select this option, the Design Ribbon changes to the Specification Edit Ribbon.
	Click on this icon to display the selected Package in the Package Browser window, in List View mode.
	Click on this icon to display the selected Package in the Package Browser window, in Gantt View mode.

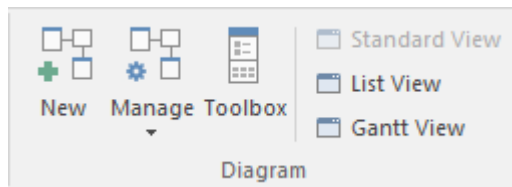
Learn more

- [Ribbons](#)
- [Design Ribbon](#)

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Using the Diagram Panel

The 'Diagram' panel contains a set of facilities for creating and managing diagrams and the elements they contain. Diagrams are a powerful way of presenting and visualizing a model's elements and their connections. They can be enhanced by a range of overlays that transform the diagram into an expressive view such as a Kanban board, a Roadmap diagram, or swimlanes, which allow elements to be allocated to different aspects such as responsibility or ownership. A diagram can also be viewed as a list of elements, or as a Gantt chart describing the allocation of resources to the elements.



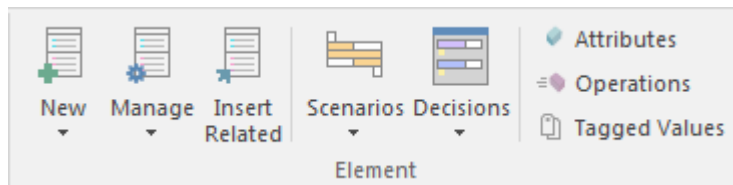
Available Facilities

Facility	Description
	Click on this icon to create a new diagram under the selected Package or element. The 'New Diagram' dialog displays, through which you can create a new diagram of any type under any technology supported by Enterprise Architect.
	<p>Click on the drop-down arrow to display a list of options for actions to apply to the selected diagram.</p> <ul style="list-style-type: none"> • Properties - maintain the properties of the current diagram, using the diagram 'Properties' dialog • Lock - display the 'Lock Diagram' dialog for the currently-open diagram, on which you restrict changes to the diagram • Browse for Diagram - display the 'Select a Diagram' browser, through which you can locate and open a diagram in your model • Search for Diagram - display the Find in Project view, pre-loaded with the 'Diagram Details' search to locate diagrams of a specific name or type • Swimlanes - divide the currently-open diagram into logical areas or partitions using the 'Swimlanes' page of the 'Swimlanes and Matrix' dialog • Roadmap - convert the currently open diagram to a roadmap with a timescale, using the 'Roadmap options' dialog • Kanban - convert the currently open diagram to Kanban format, using the 'Kanban' dialog • Copy Diagram - copy the currently-selected diagram in the Project Browser to the clipboard • Paste Diagram - paste the diagram on the clipboard into the currently-selected Package, according to the settings you define on the 'Paste Diagram' dialog • Clone Diagram as New Version - copy the currently-selected diagram in the Project Browser and paste it into the Project Browser as a new diagram; a prompt displays for you to enter a version number for the new diagram, followed by a browser on which you select its parent Package
	Click on this icon to display the Diagram Toolbox (if it is not already open); the Diagram Toolbox is a panel of icons specific to a diagram type that you can use to

	create elements and connectors on a diagram.
	Click on this icon to display the currently-open diagram in the standard graphical display format.
	Click on this icon to display the content of the currently-open diagram as a tabular, editable list of elements.
	Click on this icon to display the elements of the currently-open diagram in a Gantt Chart format, showing the Project Resources assigned to each element.

Using the Element Panel

The 'Element' panel provides facilities to manage elements, which are the building blocks of models. Elements can be created and specified with attributes and operations. You can define scenarios for the activities that the element represents, and add Decision Tables for decision points in the element's behavior.



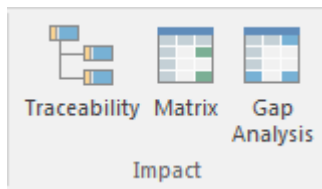
Available Facilities

Facility	Description
	<p>Click on the drop-down arrow to display a short list of options for adding elements to the model:</p> <ul style="list-style-type: none"> • Add New Element - define and add a new element to the currently-selected Package or element and, if required, the currently open diagram, using the 'New Element' dialog • Add Multiple Elements - add a number of individual elements to the currently-open diagram, using the 'Create Multiple Elements' dialog. • Insert Existing Element - add an existing element to the currently-open diagram; the option displays the 'Select Element' browser, which you use to locate the element to add • Edit Linked Document - create a new linked document, or edit the existing document, for the selected element; note that when the Linked Document editor opens the Ribbon changes to the Document Edit Ribbon, and when you close the editor the Ribbon defaults to the Start Ribbon
	<p>Click on the drop-down arrow to display a list of commands you can use to manage the properties and appearance of the element you have selected in a diagram or in the Project Browser.</p> <ul style="list-style-type: none"> • Properties - define the properties of the element using its 'Properties' dialog • Specific Property Page - select an option to review the element properties on a specific page of the 'Properties' dialog • Edit Linked Document - open the Linked Document editor for the linked document on the currently-selected element • Lock - open the 'Lock Element' dialog through which you can set or clear editing locks on the selected element • Structural Elements - create, hide and show embedded elements - such as Ports and Parts - on the selected element, using the 'Structural Elements' dialog • Parents and Interfaces - add or delete Generalization and Realization relationships to Parent or Interface Classes, using the 'Set Parents and Interfaces' dialog • Overrides and Implementations - set the system to automatically override methods from parent Classes and from realized Interfaces, using the 'Override Operations/Interfaces' dialog • Change Type - change the type of the selected element, using the 'Select

	<p>Element Type' dialog</p> <ul style="list-style-type: none"> Find in Diagrams - find the selected element in every diagram in which it has been used; if the element is used in more than one diagram, the 'Element Usage' dialog displays Find in Project Browser - highlight in the Project Browser an element selected from a diagram Find Elements with Linked Documents - display the Find in Project view, pre-loaded with an executed search for elements that have Linked Documents; right-click on an item and select the 'Edit Linked Document' option to review the element's document Find Elements with Linked Documents modified recently - opens the Find in Project view preloaded with an executed search for elements that have Linked Documents that have updated within the last seven days (you can re-execute the search with a different number of days); right-click on an item and select the 'Edit Linked Document' option to review the element's document Search Model - display the Find in Project view, through which you can search for the use of any aspect of an element across the model Clone Element as New Version - copy the structure of the selected element and paste it into the Project Browser as a new element and contents; a prompt displays for you to enter a version number for the new element, followed by a browser on which you select its parent Package or element
	<p>Click on this icon to display the 'Insert Related Elements' dialog, through which you can identify elements that are related to the currently selected element and, if they are not on the currently-open diagram, add them to it</p>
	<p>Click on the drop-down arrow to display a short menu of options for working with element Scenarios.</p> <ul style="list-style-type: none"> Manage Scenarios - create, edit and delete scenarios using the 'Structured Specification' tab of the 'Scenarios' page of the Scenarios & Requirements window Find Scenarios - locate and list all elements that contain structured scenarios Help - display the top-level Help topic on Scenarios
	<p>Click on the drop-down arrow to display a short menu of options for working with Decision Tables for the selected element.</p> <ul style="list-style-type: none"> Manage Decisions - create and configure a Decision Model for the current element, using the Decision Table Editor Find Decisions - locate and list all elements that contain Decision Tables Help - display the top-level Help topic on Decision Models
	<p>Click on this icon to create and edit attributes for the currently-selected element, on the 'Attributes' page of the 'Features' dialog.</p>
	<p>Click on this icon to create and edit operations for the currently-selected element, on the 'Operations' page of the 'Features' dialog.</p>
	<p>Click on this icon to add, edit and delete Tagged Values on the currently-selected element, using the Tagged Values window.</p>

Using the Impact Panel

A model is a structure of Packages and elements, most of which have interactions with each other at various levels. The 'Impact' panel provides a set of facilities for establishing how the objects interact and - equally important - where actions and interactions are missing.

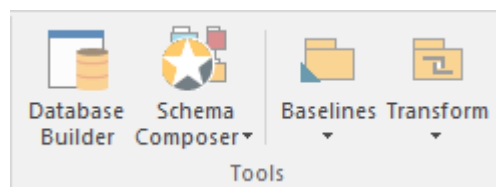


Available Facilities

Facility	Description
Traceability	Click on this icon to follow the connections in a chain of elements, and to establish the dependencies radiating from a selected element. For this purpose you use the Traceability window .
Matrix	Click on this icon to examine how sets of elements in one Package are linked to each other, or to elements in another Package, using the Relationship Matrix . You can also add and delete relationships using the Matrix.
Gap Analysis	Click on this icon to explore the implementation of features in the model, and to identify potential gaps between solution architectures. The Gap Analysis Matrix displays.

Using the Tools Panel

The Tools panel provides four very significant model development facilities that streamline the construction or generation of domain-specific or platform-specific models, and help you monitor change over development stages.



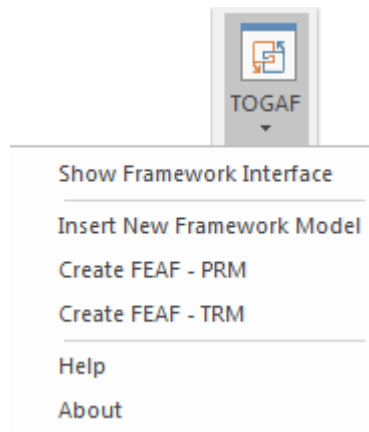
Available Facilities

Facility	Description
Database Builder	Click on this icon to add, edit and manage database models for a wide range of DBMS products, using the Database Builder view.
Schema Composer	Click on the drop-down arrow to display options for creating and managing custom profiles for the generation of industry-specific XSD files. <ul style="list-style-type: none"> • Open Schema Composer - display the Schema Composer view, which you use to create Schema profiles and generate XSD files from them • Import for Schema Composer - import a Schema Composer profile from an external file, using the 'Schema Importer' dialog • Help - display the Help topic on the Schema Composer
Baselines	Click on this icon to display options for managing successive versions of a Package through development, by storing one or more Baselines to compare with the current Package in the model. <ul style="list-style-type: none"> • Manage Baselines - create and manage Baselines for the currently-selected Package, using the 'Baselines' dialog • Find Baselines - find and list Packages in the model that have Baselines • Help - display the Help topic on Package Baselines and the Baseline facilities
Transform	Click on the drop-down arrow to display options for applying Transformation Templates in building physical models from more abstract content. <ul style="list-style-type: none"> • Transform Selection - define and perform one or more transformations on selected elements to generate new model content, using the 'Model Transformation' dialog • Transform Templates - edit and configure the templates used to perform transformations, in the Transformation Editor view • Help - display the main Help topic on Model Transformation

Using the Add-Ins Panel

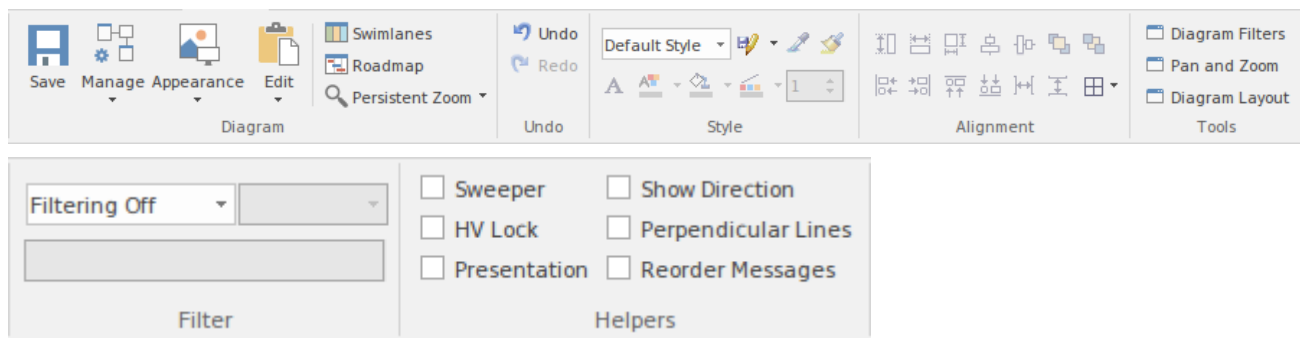
The **Add-Ins** panel contains an icon for each **Add-In** that is enabled in Enterprise Architect. The icons list options for working with the Add-In, accessing whatever facilities the Add-In is designed to provide. The lists can be context-sensitive and will present options appropriate to the object that is selected in the **Project Browser** or diagram.

This example shows the icon and menu options for TOGAF:



Layout Ribbon

The Layout Ribbon can be used to create sophisticated views of a model alignment of elements and sections to create high-quality diagrams. Diagrams are one of the most powerful and compelling ways of visualizing information. The appearance of elements in diagrams can be completely changed by adding border, fill and text colors, creating meaning and appeal. Diagram Filters and Layout tools can be used to automatically change the appearance of diagrams, and Swimlanes and Roadmaps can be configured, adding rich presentations. A filter can be applied to obscure elements that don't meet a specific condition, and a range of helpers can assist with element alignment.



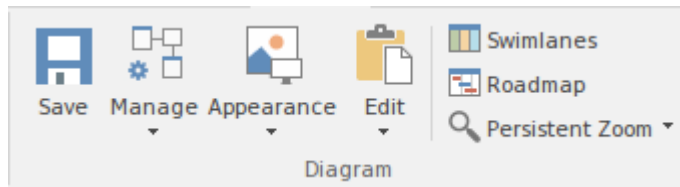
Panels

Panel	Description
Diagram	The 'Diagram' Panel provides a collection of tools for managing the use of diagrams and for manipulating the appearance and presentation of elements in a diagram.
Undo	The 'Undo' panel provides options to roll back - or undo - the changes in a diagram's appearance, or to re-establish undone changes.
Style	The 'Style' panel contains a range of tools for applying different styles to the elements in a diagram, to emphasize their importance or relevance in the context of the diagram. An element's fonts, fill, and borders can be colored and styled, and the settings can be individually copied to other elements or saved as a style that can be applied to other elements as a group.
Alignment	The 'Alignment' panel provides a series of tools that can be used to refine the positions of the diagram's elements relative to each other. Groups of elements can be selected and their edges aligned or their centers aligned vertically or horizontally. An element's position in the visual stack can be altered by moving them forward or backwards, and you can display a convenient grid that can be configured so that elements and connectors 'snap' into position on the grid.
Tools	The 'Tools' panel provides a series of facilities for aligning, viewing or filtering the elements in a diagram. These are powerful tools that assist in working with large or detailed diagrams. Diagram Filters can be used to obscure elements that aren't relevant in a certain context. The Pan and Zoom window helps you change a diagram's magnification, and to quickly traverse a large diagram. The Diagram Layout facility can automatically change and organize the layout of elements in a diagram.
Filter	The ' Filter ' panel helps in emphasizing aspects of a diagram, filtering out elements so that only the relevant or important elements are clearly visible whilst the other

	elements are muted. The filtering can be based on a variety of element properties that can be set for exact matches, presence of text strings or ranges of dates. The tool is invaluable for quickly locating and visualizing particular elements in a diagram.
Helpers	The 'Helpers' panel contains a series of specialized tools for working with the elements in a diagram, to save time, preserve layouts and enhance visualization.

Using the Diagram Panel

The 'Diagram' Panel provides a collection of tools for managing the use of diagrams and for manipulating the appearance and presentation of elements in a diagram.



Available Facilities

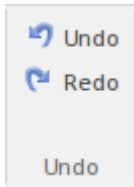
Many of these facilities are activated when you open a diagram in the **Diagram View**.

Facility	Description
Save	Click on the icon to save changes to the current diagram.
Manage	<p>Click on the drop-down arrow to display a list of options for managing the diagram's behavior.</p> <ul style="list-style-type: none"> • Properties - set the diagram properties using the 'Diagram Properties' dialog. • Set as Model Default - set the current diagram to automatically display when any user opens the model • Set as User Default - set the current diagram to automatically display when you open the model • Add to Working Set - add the diagram to a working set to open when you open the model • Compare to Baseline - compare the current diagram layout with the layout captured in a Baseline • Change Type - change the diagram type • Show Property Note - display the diagram property notes on the current diagram • Sequence Communication Messages - (in a Communication diagram) change the sequence of messages • Make All Elements Selectable - set all elements in the current diagram to Selectable, so that you can move them around the diagram and perform operations on them (make elements unselectable by right-clicking on them and clicking on the 'Unselectable' option) • Save as Profile - save the diagram as a UML Profile
Appearance	<p>Click on the drop-down arrow to display a list of options for configuring the appearance of the current diagram.</p> <ul style="list-style-type: none"> • Show Status Colors (All Diagrams) - display status colors on the status compartment or borders of all status-applied elements on all diagrams you review; deselect to hide status colors • Configure Status Colors - set the status types and colors, using the 'Status' page of the 'General Types' dialog • Theme & Appearance Options - set the theme and appearance options for all diagrams that you review, using the 'Diagram Themes' page of the

	<p>'Preferences' dialog</p> <ul style="list-style-type: none"> • Hand Drawn - display the current diagram in 'hand drawn' mode; deselect the option to revert to normal display • White Board - display the current diagram in 'white board' mode; deselect the option to revert to normal display • Standard - as an alternative, if the current diagram is in 'hand-drawn' or 'white board' mode, select this option to revert to normal display • Hide Page Borders (All Diagrams) - hide the printable-page border lines on all diagrams that you review; deselect the option to redisplay the borders (overridden by the 'Hide page borders (current diagram)' setting on the 'Diagram' page of the 'Diagram Properties' dialog)
Edit	<p>Click on the drop-down arrow to display a list of options for selecting, copying and pasting elements on the current diagram.</p> <ul style="list-style-type: none"> • Select by Type - specify an element type and - if appropriate - stereotype, and select all elements of that type in the diagram • Clear Selection - clear all selections in the diagram • Select All - select every object in the diagram • Copy - copy any selected elements to the clipboard • Paste as Link - paste elements from the clipboard into the diagram as links to the original elements (the elements being copied from a different diagram) • Paste as New - paste elements from the clipboard into the diagram as new elements; the 'Paste Elements as New' dialog displays, on which you change the names of the new elements • Paste Image from Clipboard - paste a single image of the copied element(s) and any connectors between them from the clipboard into the current diagram; the image is enclosed within a System Boundary, and the element images cannot be selected or moved within the boundary • Autosize Selected - returns the selected element(s) to the default size for the element type, or to the minimum size that can show the element contents; the resizing operates from the center of the element, so that you do not have to reorganize the diagram layout
Swimlanes	<p>Click on this icon to divide the currently-open diagram into logical areas or partitions using the 'Swimlanes' page of the 'Swimlanes and Matrix' dialog.</p>
Roadmap	<p>Click on this icon to convert the currently open diagram to a Roadmap with a timescale, using the 'Roadmap options' dialog.</p>
Persistent Zoom	<p>This option provide four zoom settings that you can apply to your diagram:</p> <ul style="list-style-type: none"> • 75% • 100% • 150% • 200% <p>When you select a zoom level, it persists when you close and re-open the diagram.</p>

Using the Undo Panel

When working with diagrams, it is quite common for a modeler to make a series of changes and then decide to revert to a previous state of the diagram, using the Undo tool to step back through all the unsaved changes that have been made. If necessary, the changes can be reinstated using the Redo tool. There is practically no limit to how many consecutive unsaved changes can be undone or redone.

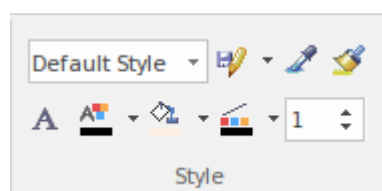


Available Facilities

Facility	Description
Undo	Click on this icon to reverse the last unsaved and unreversed change made to the diagram.
Redo	Click on this icon to re-establish the last undone and unsaved change made to the diagram.

Using the Style Panel

The 'Style' panel provides a range of tools for applying different styles to the elements and connectors in a diagram, to emphasize their importance or relevance in the context of the diagram. An element's fonts, fill and borders, and a connector's line, can be colored and styled, and the settings can be individually copied to other elements and connectors or grouped and saved as a style that can be applied to other elements and connectors.



Available Facilities

Facility	Description
Style List	Click on the drop-down arrow on this field and select an existing style to apply to the selected object(s) in the diagram.
Save Style	Click on this icon to display a short menu of options for creating styles. <ul style="list-style-type: none"> Save as New Style - save the style of the selected object under a new name (for example, after changing the appearance of the object); a dialog displays in which you type the new style name, and when you click on the OK button the style is added to the 'Style List' field Save Style - save the style of the object under its existing style name (after changing the appearance of the object) Refresh List - change the 'Style List' field setting back to 'Default Style' Delete Current Style - delete the style currently shown in the 'Style List' field; the field reverts to 'Default Style' but the objects using that style stay as they are
Get Style	Click on this icon to copy the style of the currently selected object, to immediately apply to other objects.
Apply Style	Click on this icon to apply the style copied using the 'Get Style' icon to the currently selected object. You can keep clicking on new objects and on this icon to apply the style to several objects. As long as the style characteristic applies to the object (such as line width and line color) you can apply the style to any kind of object, although you would usually apply a style to closely related objects.
Set Font	Click on this icon to set the text font, style, size and effects for the selected element(s). (You can also select from a small range of text colors.)
Text Color	Click on this icon to select from a wide range of colors in which to display the text of the selected element(s).
Fill Color	Click on this icon to select from a wide range of colors to set as the fill color of the selected element(s).

Line Color	Click on this icon to select from a wide range of colors to set for the borders of the selected element(s) or lines of the selected connector.
Line Width	Click on the 'spinner' arrows to set the selected element border or connector line width to a value between 1 (thinnest) and 5 (thickest).

Using the Alignment Panel

The 'Alignment' panel provides a series of tools that can be used to refine the positions of the diagram's elements relative to each other. Groups of elements can be selected and their edges aligned or their centers aligned vertically or horizontally. An element's position in the visual stack can be altered by moving them forward or backwards, and you can display a convenient grid that can be configured so that elements and connectors 'snap' into position on the grid.



Available Facilities

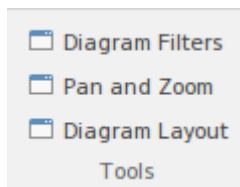
Most of the options on this panel become available when you select two or more elements together (press **Ctrl** or **Shift** as you click on the elements). Usually, the last-selected element is the reference element against which the others align; this element is indicated by a hatched border.

Facility	Description
Make Same Height	Click on this icon to make all selected elements the same height as the reference element.
Make Same Width	Click on this icon to make all selected elements the same width as the reference element.
Make Same Size	Click on this icon to make all selected elements the same height and width as the reference element.
Align Vertically	Click on this icon to align the centers of all selected elements vertically with the center of the reference element.
Align Horizontally	Click on this icon to align the centers of all selected elements horizontally with the center of the reference element.
Bring to Top	Move the selected elements to the top of the diagram relative to other elements (the top of the Z-Order).
Send to Back	Move the selected elements to the back of the diagram relative to other elements (the bottom of the Z-Order).
Align Left	Click on this icon to align the left edges of all selected elements vertically with the left edge of the reference element.
Align Right	Click on this icon to align the right edges of all selected elements vertically with the right edge of the reference element.
Align Tops	Click on this icon to align the top edges of all selected elements horizontally with the top edge of the reference element.
	Click on this icon to align the bottom edges of all selected elements horizontally

Align Bottoms	with the bottom edge of the reference element.
Space Horizontally	Click on this icon to evenly separate the selected elements by the same amount horizontally.
Space Vertically	Click on this icon to evenly separate the selected elements by the same amount vertically.
Snap to Grid	<p>Click on this icon to display a short menu of options for applying a grid to help you position elements on each diagram you review. If all of the options are deselected, you can move and resize elements freely.</p> <ul style="list-style-type: none">• Standard Grid - make elements 'snap' to the nearest grid point when you move or resizing them• Smart Placement - place elements even distances away from other elements and space elements evenly; for Sequence diagrams, this helps position Notes on Messages• Show Grid - display the grid on the diagram as pale gray dots against the diagram background

Using the Tools Panel

The 'Tools' panel provides a suite of facilities for aligning, viewing or filtering the elements in a diagram. These are powerful tools that assist in working with large or detailed diagrams. Diagram Filters can be used to obscure elements that aren't relevant in a certain context. The **Pan and Zoom** window helps you change a diagram's magnification, and to quickly traverse a large diagram. The Diagram Layout facility can automatically change and organize the layout of elements in a diagram.

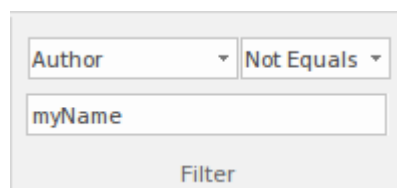


Available Facilities

Facility	Description
Diagram Filters	Click on this icon to display the Diagram Filters dialog, which you use to create and apply filters for selectively muting parts of the diagram that are not relevant to an aspect you are investigating.
Pan and Zoom	Click on this icon to display the Pan & Zoom window, which helps you to scan across large diagrams and 'dive into' areas of interest.
Diagram Layout	Click on this icon to display the Layout Tools dialog, which you can use to select, configure and apply a wide range of diagram layouts to the current diagram.

Using the Filter Panel

The **'Filter'** panel helps in emphasizing aspects of the currently-open diagram, quickly filtering out elements outside a context so that only the relevant or important elements are clearly visible whilst the other elements are muted. The context can be derived from a variety of element properties, some of which can be set to an exact match, the presence of text strings or a date range. The tool is invaluable for quickly locating and visualizing particular elements in a diagram.



The image shows a 'Filter' panel with three main components: a dropdown menu on the left with 'Author' selected, a second dropdown menu on the right with 'Not Equals' selected, and a text input field below the first dropdown containing the text 'myName'. At the bottom of the panel is a button labeled 'Filter'.

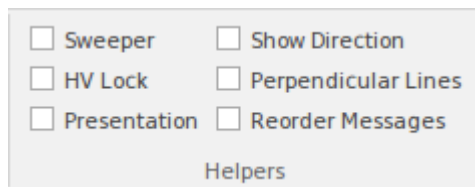
Fields

The three fields are unlabelled and are referred to by their position on the panel.

Field	Description
Top Left	<p>This field identifies the type of filter to apply. It defaults to the value 'Filtering Off'. Click on the drop-down arrow and select the filter type.</p> <p>To expose the full list of filter types, either use the vertical scroll bar or drag the 'dotted line' bar down as far as is necessary.</p> <p>For some filter types, one or both of the remaining two fields might not be required and they will be grayed out.</p>
Top Right	<p>This field defines the operator to apply to any property or value you define; that is, whether the element property or text contains, is equal to, or is not equal to the defined value, or is within a specified range of values.</p> <p>Click on the drop-down arrow and select the appropriate operator.</p>
Bottom	<p>In this field you type the value or range of values to be matched against the element property or text.</p>

Using the Helpers Panel

The 'Helpers' panel contains a series of specialized tools for working with the elements in a diagram. These perform useful function that will save time, preserve layouts and enhance visualization. The 'Sweeper' and 'HV Lock' tools move multiple elements vertically, horizontally or diagonally in the diagram. The 'Presentation' tool can be used to show which element is in focus during a workshop or meeting. The 'Show Direction' tool indicates the direction of relationships connected to the selected element.



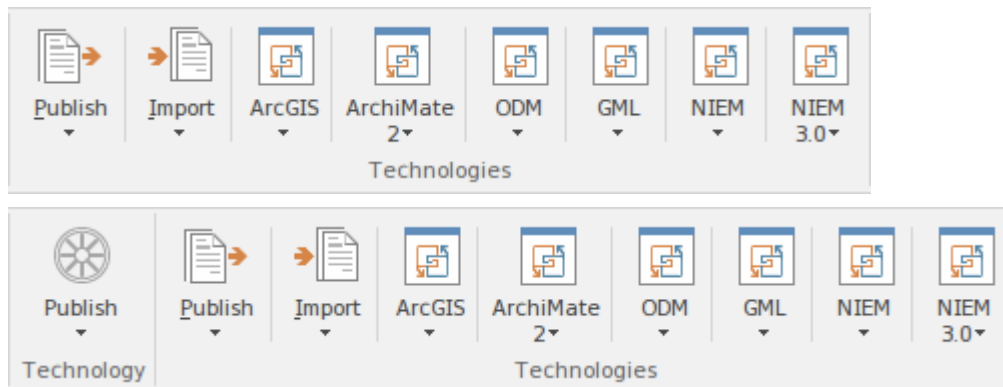
Available Facilities

To apply each of these tools to your diagram, click on the checkbox against the tool name. The options remain selected across diagrams and work sessions until explicitly turned off again.

Facility	Description
Sweeper	When the Sweeper is on, you can move sections of the diagram in one direction vertically, horizontally or diagonally. Click on the diagram and move the cursor; the section of diagram ahead of the cursor in its direction of movement is moved in the same direction.
HV Lock	When the HV Lock is on, when you click on an element and start to move it horizontally or vertically, the movement becomes restricted to that direction. So if you start to move the element vertically, you cannot move it horizontally until you release the mouse button and start another movement. The lock prevents any diagonal movement.
Presentation	When the Presentation option is selected, the borders of selected elements are a simple solid red line. There are no diagram icons (such as the Quicklinker arrow), movement handles or hatching. You cannot select and work on connectors. Whilst you can still move and resize the element(s), you might use this option when you are examining element content rather than element placement on the diagram, or using the diagram for display rather than change.
Show Direction	When this option is selected, the physical direction of connectors on the selected element are indicated by color: incoming relationships are red, and outgoing relationships are green.
Perpendicular Lines	When this option is selected, connectors are forced to adopt a vertical or horizontal position when they are adjusted. Not all types of connector are affected by this setting.
Reorder Messages	This option enables and disables the ability to swap the order of messages on a Sequence diagram. When this option is enabled, if you drag a message up or down a lifeline beyond the position of the next or previous message, the messages swap positions. If this option is disabled, then dragging a message will only extend or reduce the spacing between the message being dragged and its preceding message.

Publish Ribbon

The Publish ribbon groups together all the tools for publishing, documenting and importing and exporting valuable model assets in a wide range of formats and styles. The publishing system provides a great deal of flexibility and outputs and inputs can be tailored to exactly what an audience requires. This includes the flexible Documentation engine with its in-built and user defined templates and styles that can produce high quality corporate publications directly from the model. Elements and diagrams can be imported and exported including exchanging information with spreadsheet tools and saving to reusable patterns and assets.

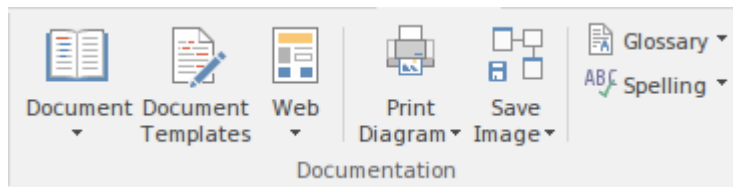


Panels

Panel	Description
Documentation	The 'Documentation' panel groups together a set of tools used to extract information from the model in a variety of useful formats, ranging from publications for corporate audiences to spreadsheets, XML schemas, patterns, Reusable Assets and much more. The model is the repository of valuable organizational information and knowledge, and people who don't access the model directly can still get access to this knowledge through this panel of tools. There several documentation formats including docx, pdf and HTML, and schemas can be extracted for information exchange between divisions or separate organizations. There is also the ability to save parts of the model for reuse with the Pattern and Reusable Asset Server facilities.
Model Exchange	The 'Model Exchange' Panel contains tools for controlling Packages and importing and exporting parts of the model in the XML based model exchange format XMI, and to formats that can be opened in a spreadsheet. The Reusable Asset Server (RAS) is a valuable resource for either sourcing existing model fragments or saving parts of the current model for reuse on future initiatives.
Technology	The 'Technology' panel provides a suite of facilities for creating and/or importing technologies for use within Enterprise Architect, and for generating Profiles and Patterns from the Packages and diagrams in your model, to help in modeling recurrent themes.
Technologies	The facilities supported by the 'Technologies' panel depend on which Technologies you have installed and which of those you have enabled (using the 'Manage' option on the 'Technology' panel of the Configure Ribbon). Some of the common Technologies you might access through this panel are described in the <i>Using the Technologies Panel</i> topic.

Using the Documentation Panel

The 'Documentation' panel groups together a set of tools used to extract information from the model in a variety of useful formats, ranging from publications for corporate audiences to spreadsheets, XML schemas, patterns, Reusable Assets and much more. The model is the repository of valuable organizational information and knowledge, and people who don't access the model directly can still get access to this knowledge through this panel of tools. There are several documentation formats including docx, pdf and HTML, and schemas can be extracted for information exchange between divisions or separate organizations. There is also the ability to save parts of the model for reuse with the Pattern and Reusable Asset Server facilities.



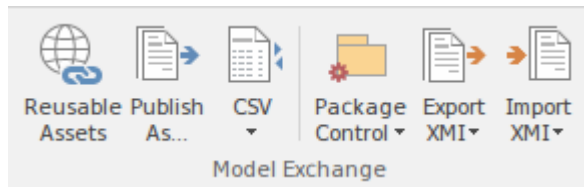
Available Facilities

Facility	Description
Document	<p>Click on this icon to access a short menu of documentation options:</p> <ul style="list-style-type: none"> • Generate Documentation - generate a document from the content of the model; generate rtf, pdf or docx format, from built-in or customized templates • Open Document - open an existing document file in RTF or DOCX format, for manual editing • New Document - create a new document for manual editing and export as RTF or DOCX format • Diagram Only Report - generate an RTF report of all diagrams in the current package, showing images only
Document Templates	Click on this icon to manage, create and modify the templates used in generating documents in rtf, pdf or docx format.
Web	<p>Click on this icon to select from two options for publishing documents on the web:</p> <ul style="list-style-type: none"> • Publish a document to an internal or internet website as static web pages, in standard HTML • Publish to Joomla! - generate an HTML document to a Joomla! database, for internet distribution
Print Diagram	<p>Click on this icon to display a short menu of options for printing the currently-open diagram:</p> <ul style="list-style-type: none"> • Print - print the diagram directly on the default printer • Preview - display an image of how the diagram will appear if it is printed • Setup - display the 'Print Setup' dialog to configure the default printer on which the diagram will be printed, which you would have selected on the Windows 'Control' panel • Print to PDF - print the diagram to a pdf file instead of to a printer - a browser displays to select the PDF file name and directory path; by de-selecting the 'Printable' option on an element on a diagram, you can omit that element and its connectors from the diagram in the PDF output

Save Image	<p>Click on this icon to save an image of the current diagram. A small menu displays from which you can select to:</p> <ul style="list-style-type: none">• Save the image to file - a Browser displays in which you select where to save the file• Save to the Clipboard - the image is immediately saved to the Enterprise Architect clipboard• Generate a Diagram Only Report to file - the 'Export Diagrams to RTF Document' dialog displays, on which you specify the file location, diagram file format and certain other parameters, to capture images of all diagrams in the current Package
Glossary	<p>Click on this icon to display options for viewing and editing the terms defined in the Project Glossary:</p> <ul style="list-style-type: none">• Glossary View - display the 'Glossary' window; lists all terms defined in the Project Glossary• Edit - displays the Glossary dialog, which provides options to add, edit, and delete glossary terms and modify the display of terms.
Spelling	<p>Click on this icon to access the project Spell Checking facilities. A short menu displays from which you can select to:</p> <ul style="list-style-type: none">• Spell Check Project - the 'Spell Check' dialog displays, on which you specify what model components to check• Spell Check Current Package - the 'Spell Check' dialog again displays, but in this context you do not have to set any parameters• Set the Spelling Options - configure the spell checker using the 'Spelling Options' dialog

Using the Model Exchange Panel

The 'Model Exchange' Panel contains tools for controlling Packages and importing and exporting parts of the model in the XML based model exchange format XMI, and in other formats that can be opened in a spreadsheet. The Reusable Asset Server (RAS) is a valuable resource for either sourcing existing model fragments or saving parts of the current model for reuse on future initiatives.



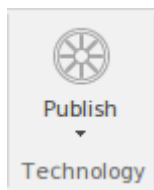
Available Facilities

Facility	Description
Reusable Assets	Click on this icon to open the Reusable Asset Service (RSA) view in the central work area. The RSA provides a simple and convenient mechanism for modelers to distribute or download reusable model structures, information, corporate directives and standards. The shared repository is accessible via a Cloud Service connection, making it accessible for distributed teams.
Publish As...	Click on this icon to publish a Package at any level in the model as an external file in one of several XML formats, including XMI 1.1, XMI 2.1, ArcGIS and BPMN 2.0 XML. The ' Publish Model Package ' dialog displays.
CSV	Click on this icon to access the CSV Import and Export facilities, and to create and maintain the CSV specifications that define how the imports and exports proceed. You can also display the summary Help topic for CSV transfers.
Package Control	<p>Click on this icon to display a menu of options for storing and managing Packages by creating XMI files from them (Package Control), supporting lightweight version management and model exchange.</p> <ul style="list-style-type: none"> • Configure - set up Package Control using the 'Package Control Options' dialog • Manage Baselines - capture snapshots of the Package in XMI directly in the model using the 'Manage Baselines' dialog, for later comparison with the Package at a significant point • Save Package to File - save the Package to its configured XMI file (from the Package Control option), using the 'Export Package to XMI' dialog • Load Package from File - replace the Package from its saved XMI file, using the 'Import Package from XMI' dialog • View Package XMI - review the content of the (exported) XMI file for the Package, in the Code Editor • Compare Package to XMI - compare the current version of the Package with the exported XMI file for the Package (the 'Compare Model to File' option in Managing Baselines) • Merge Package with XMI - import an XMI file for the Package and merge the content of the file with the Package; you might do this with a sequence of XMI files for the Package, such as when a number of people are working on the

	same Package offline and storing their work in separate XMI files
Export XMI	<p>Click on this icon to display options for exporting the current Package to an XMI file for use in other models and/or different modeling tools.</p> <ul style="list-style-type: none">• Export XMI - export the Package to a file in one of several XMI formats, using the 'Export Package to XMI' dialog• Batch Export Controlled Packages - export a number of controlled Packages to XMI in a batch process, using the 'Batch XMI Export' dialog
Import XMI	<p>Click on this icon to display options for importing an XMI file to update one or more Packages in the model.</p> <ul style="list-style-type: none">• Import Model XMI - import a Package from an XMI file in one of several XMI formats, using the 'Import Package from XMI' dialog• Batch Import Controlled Packages - import model Packages from an import set for controlled Packages, using the 'Batch XMI Import' dialog

Using the Technology Panel

The 'Technology' panel provides a suite of facilities for creating and/or importing Model Driven Generation (MDG) Technologies to extend the capabilities of Enterprise Architect, and for generating Profiles and Patterns from the Packages and diagrams in your model, to help in modeling recurrent themes.

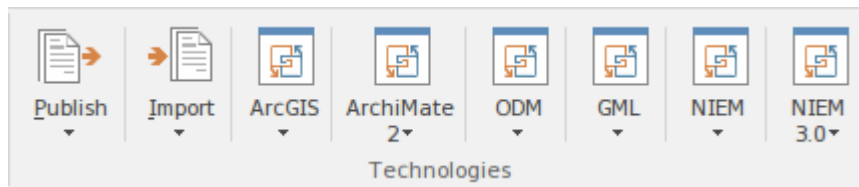


Available Facilities

Facility	Description
Publish	<p>Click on this icon to display a short menu of options for working with MDG Technologies.</p> <ul style="list-style-type: none">• Import MDG Technology - import an MDG Technology into the model either for your own use or for the use of all users of the model; the 'Import MDG Technology' dialog displays• Publish Diagram as UML Pattern - create a UML Pattern file from the currently-open diagram, using the 'Save Diagram as UML Pattern' dialog• Publish Package as UML Pattern - create and export a UML Profile file based on the current Package, using the 'Save UML Profile' dialog• Generate MDG Technology - open the MDG Technology Creation Wizard to guide you through the process of creating and integrating the structures and resources appropriate to an MDG Technology of your own design

Using the Technologies Panel

The facilities provided by the 'Technologies' panel depend on which Technologies you have installed and which of those you have enabled (using the 'Manage' option on the 'Technology' panel of the Configure Ribbon). Some of the common Technologies you might access through this panel are outlined here.



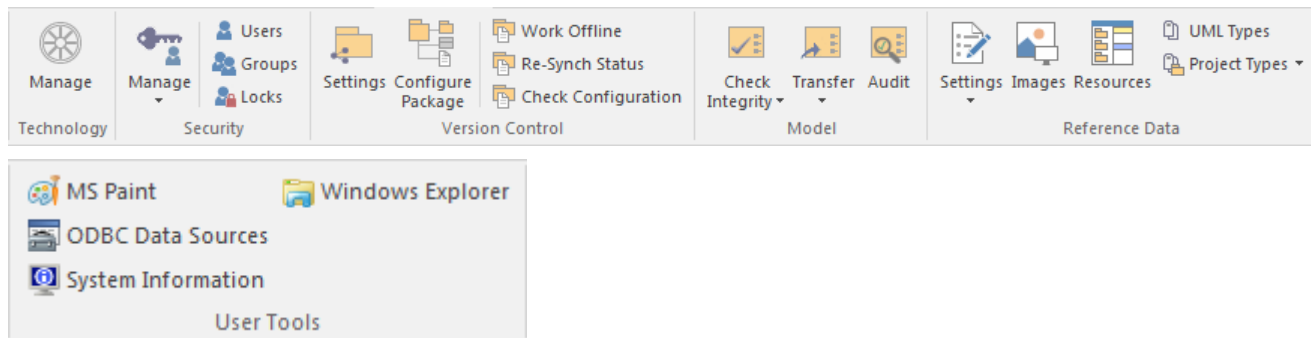
Available Facilities

Facility	Description
Publish	<p>Display a menu of options for Publishing (exporting) Enterprise Architect model information in a specific format for consumption by other tools or processes.</p> <p>A wide range of output formats is supported, and you can further tailor the output by including or excluding diagram information, Enterprise Architect specific extensions and so on. You would tailor your published file for the capabilities of the tool or process expected to consume it.</p> <p>The 'Normative XMI 2.4.2' option provides a quick means of exporting model information in the latest UML/XMI combination with no Enterprise Architect extension information or diagram information. This format is most useful for standards development and for base interoperability with other UML based tools.</p> <p>Note that you should not use this menu to Publish model information for consumption by other users of Enterprise Architect. For that purpose, use the 'Project Model Import/Export' options.</p>
Import	<p>Display a menu of options for importing XMI/XML from a variety of formats. ArcGIS, EMX, Rhapsody, OWL/RDF, BPMN 2.0 and MDZIP are specifically supported, but a wide range of other tools' XML output can be imported into Enterprise Architect using the 'Other Tools/Formats' menu option.</p>
ArcGIS	<p>Provides access to facilities that help you create ArcGIS models; the ArcGIS system supports the development and management of geodatabases.</p>
ArchiMate2	<p>Provides access to the facilities of the MDG Technology for ArchiMate 2, one of the business modeling tools integrated with Enterprise Architect. It offers a common language for describing the construction and operation of business processes, which you can use to describe, analyze and visualize clearly the relationships between business domains.</p>
ODM	<p>Provides access to the facilities of the MDG Technology for the Ontology Definition Metamodel (ODM), the implementation of the Object Management Group's ODM for Enterprise Architect. It provides ontology modeling capabilities</p>

	within Enterprise Architect, enabling you to develop large-scale ontologies within the fully-integrated modeling environment, for your project domain.
GML	Provides access to the facilities of the MDG Technology for Geography Markup Language (GML) application schemas, which integrates the Open Geospatial Consortium's GML 3.3 with Enterprise Architect, providing an XML grammar for geographical feature modeling capabilities.
NIEM	Provides access to the facilities of the MDG Technology for National Information Exchange Model (NIEM), which provides a common framework that is used to define how information can be shared between systems, government agencies and organizations.
NIEM 3.0	Provides access to the facilities of the MDG Technology for National Information Exchange Model (NIEM) 3.0.

Configure Ribbon

The Configure Ribbon is used for managing the way a repository is used from the setup of reference data, security and version control to audits and integrity checks. Enterprise Architect is a powerful and flexible platform and can be configured to suit any enterprise, business or technical team.



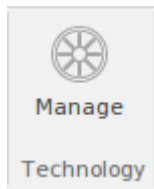
Panels

Panel	Description
Technology	The 'Technology' panel provides the 'Manage' command, from which you can activate and configure a large range of modeling technologies such as basic UML, BPMN and SysML, or your own custom-built technology.
Security	The 'Security' panel collects together a set of facilities for using and managing security in the model. Security helps teams collaborate by allowing individuals to intentionally signal that they are working on a part of the model.
Version Control	The ' Version Control ' panel is used for working with the powerful version control facility in the tool, allowing you to manage changes and versions of model content for individual packages or the entire model. Version Control Configurations can be defined using the 'VC Settings' option and checked for all versioned packages using the 'Check Configuration' option. There are a range of options to view the history of changes and to revert the model to a previous version if desired. There are also options to work offline and to compare the status reported by the model and the version control provider.
Model	The 'Model' panel provides facilities to check and repair the integrity of the model database, to transfer project data from one database to another and to configure auditing settings for recording changes to the model database.
Reference Data	The 'Reference Data' panel is used to set up and manage the metadata for a model. Reference Data is typically created when the model is initiated but some of this data such as Resources and Images will be added to as the model evolves. There are a wide range of options from setting up auto naming counters for elements creating Stereotypes, Tagged Value Types and Cardinalities to setting up people, Status, Priority and much more. Resources store a wide range of additional model content such as Templates, Profiles, Patterns Relationship Matrices and more. Images can be saved in the model and used to replace the conventional geometric representations with descriptive and compelling images that resonate with non-technical audiences.

User Tools	<p>The 'User Tools' panel provides access to a series of external tools useful to you while working on the model. MS Paint is a simple but useful drawing tool; Windows Explorer can be useful when working with importing and exporting content from the model, including CSV files for exchange with a spreadsheet tool, XML Schema files, Database and Source code files and the generation of Documentation. Open Database Connectivity (ODBC) settings can be accessed to assist when working with live databases, and system information can be viewed.</p>
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Using the Technology Panel

The 'Technology' panel provides the 'Manage' command, from which you can activate and configure a large range of modeling technologies such as basic UML, BPMN and SysML, or your own custom built technology.

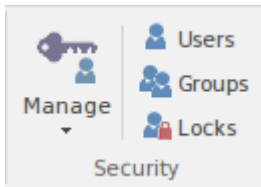


Available Facilities

Facility	Description
Manage	Clicking this icon opens the 'MDG Technologies' dialog. This dialog helps you to add and configure paths to additional technology files and to activate or deactivate the built-in technologies.

Using the Security Panel

When Security is enabled on a project, users are required to provide a User ID and password to login to that project. Project Security helps teams to collaborate by allowing individuals or groups to intentionally signal that they are working on specific parts of the model.



Available Facilities

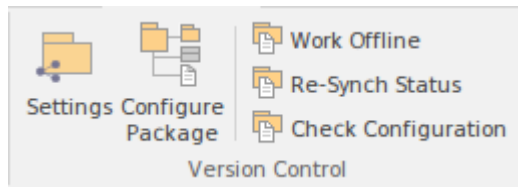
The 'Security' panel collects together a set of facilities for managing security in the model, such as enabling Project Security, specifying which security mode to use, defining the lists of authorized users and user groups, and assigning permissions to users and groups to grant access to various aspects of Enterprise Architect's functionality.

Facility	Description
Manage	<p>Click on the drop-down arrow to display a selection of commands for configuring security in the model.</p> <ul style="list-style-type: none"> Require User Lock to Edit - enable pessimistic locking on the current project; in this mode, users must apply a personal lock to model elements and diagrams before any modifications can be made Apply Locks to Connectors - set a global lock on all connectors with a locked source element, so that those connectors cannot be deleted and their properties cannot be edited Manage My Locks - display a dialog that lists all locks applied by the current user; locks can be reviewed and also released using this dialog Login as Another User - log in to the Enterprise Architect project as another user Change Password - display the 'Change Password' dialog for the currently logged in user Encrypt Password - provides legacy support for older models hosted on Oracle and SQL Server database systems; administrators can create an encrypted password that is distributed to modelers, thus avoiding the need to distribute the DB connection password Enable Security - toggle (either enable or disable) the state of Project Security for the current project; you are prompted to supply an Authorization Key before the security state is changed
Users	This command displays the 'Security Users' dialog, where new users can be defined and permissions can be granted to those users. Users can be added to existing User Groups. The dialog also provides for import of user definitions from Windows Active Directory lists.
Groups	This command displays the 'Security Groups' dialog, where new User Groups can be created and users can be added to those groups. Permissions can be granted to User Groups using this dialog.
	This command displays the 'Manage Locks' dialog. The dialog shows a list of all

Locks	elements and diagrams within the model that have active locks . You can also filter to show only items with User Locks or Group Locks. The list of items can be sorted by lock type, item name, locking user, locking group, or the time of lock application. The dialog can be used to select some or all of the locked items, and then to unlock the selected items.
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Using the Version Control Panel

The '**Version Control**' panel provides facilities for configuring and managing the powerful version control facility in the tool. Version Control Configurations can be defined using the 'VC Settings' option and validated for all versioned Packages using the 'Check Configuration' option. There are options to work offline and also to compare the status recorded in the model against that reported by the version control provider.

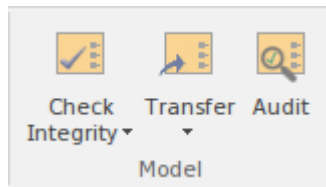


Available Facilities

Facility	Description
Settings	Displays the Version Control Settings dialog, in which you can define new Version Control Configurations, or re-specify the Working Copy Folder of an existing Version Control Configuration.
Configure Package	Configure a single Package for version control. Display the ' Package Control Options ' dialog to specify the Version Control Configuration and the name of the file to use in controlling the selected Package.
Work Offline	Toggles version control in and out of 'Offline' mode. The 'Offline' mode allows modelers to work with version controlled Packages, even when there is no connection to the version control server. Packages can be 'checked-out' offline and modified, but can only be 'checked-in' once a connection to the version control server has been re-established.
Re-Synch Status	Query the version control server to retrieve the check-out status of the file associated with each of the version controlled Packages in the current project. Where it is necessary and appropriate to do so, the status of the Package is updated in the project database to match the status reported by the version control system. For example, if a Package is marked in the project database as checked-out to the current user, but the version control server reports the associated file as not checked-out, then the Package flags will be updated to show 'not checked-out'.
Check Configuration	This command scans all version controlled Packages within a project, checking the validity of the version control settings for each Package. The validation process scans the model database and verifies that the version control configuration associated with each version controlled Package is fully specified in the current model. It also queries the corresponding version control provider to find the status of the Package file associated with each version controlled Package. The results of the validation process are sent to the System Output window.

Using the Model Panel

The Model panel provides facilities to check and repair the integrity of the model database, to transfer project data from one database to another and to configure auditing settings for recording changes to the model database.



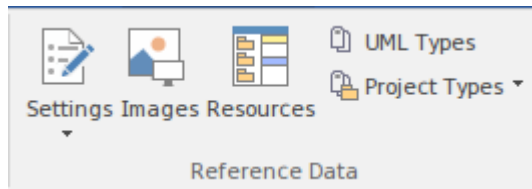
Available Facilities

Facility	Description
Check Integrity	<p>Occurrences such as network crashes or failed XMI imports can sometimes compromise the integrity of information in the model database. Clicking on the 'Check Integrity' drop-down arrow displays a list of commands for addressing these kinds of issues and for general database maintenance.</p> <ul style="list-style-type: none"> • Project Integrity - displays the 'Project Integrity Check' dialog; used for examining database records to check for 'orphaned' records or inaccurate or unset identifiers • Reset IDs - displays the 'Reset Auto Increment Columns' dialog; used to re-sequence Auto ID numbers, eliminating gaps that occur from repeated import/export of packages, thereby avoiding the maximum value allowed by the database • Project Compare - displays the 'Project Compare' dialog, with which you can compare one model database against another, at a table record level • Run Patch - displays the 'Run Patch' dialog; this provides a means to run patches that may be provided by Sparx Systems, to update the database structure of the current model • Manage .EAP File - clicking on this item displays a pop-up menu with the following options: <ul style="list-style-type: none"> - Repair .EAP File - use this option to repair an .EAP file that has become damaged due to system or network outages - Compact .EAP File - removes deleted records from the database tables - Make Design Master - prepare an .EAP file for the creation of database replicas - Create New Replica - create database replicas from the Design Master file - Synchronize Replicas - merge the changes made to each replica with the design master - Remove Replication - remove from the database, the additional information that is required for managing database replication - Resolve Replication Conflicts - where two user have made conflicting changes to the model database, manually decide which change will override the other • Manage Firebird <ul style="list-style-type: none"> - Update Index Statistics - optimize indexes on Firebird databases
	Clicking on the drop-down arrow displays a short menu of facilities for copying or

Transfer	<p>sharing project data between one project and another.</p> <ul style="list-style-type: none">• Project Transfer - display the 'Project Transfer' dialog; use this dialog to copy the tables and records of one project database to another• Shared Repository - set up a shared repository for basic reference data to be shared between multiple implementation models• Export Reference Data - display the 'Export Reference Data' dialog; used to select specific types of Reference Data, for export to an XML file• Import Reference Data - display the 'Import Reference Data' dialog; used to import Reference Data from an XML file into the current model
Audit	<p>Open the Audit View to configure and view audit management information for the current model.</p>

Using the Reference Data Panel

The 'Reference Data' panel is used to set up and manage the metadata for a model. Reference Data such as Resources and Images is generally added as the model evolves. A wide range of additional model content such as Templates, Profiles, Patterns and Relationship Matrices can be stored as Resources. Images can be saved in the model and used as alternatives to the conventional geometric representations of elements, to appeal to non-technical audiences.



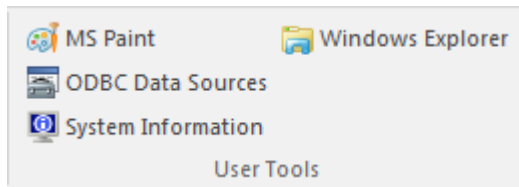
Available Facilities

Facility	Description
Settings	<p>Click on the drop down arrow to display a menu of options for setting a wide range of project-level parameters.</p> <ul style="list-style-type: none"> • Project Options - configure options for the current model, including code generation and general options • Auto Names and Counters - set up and manage the use of automatic name generation • Namespace Roots - manage a list of Namespace roots for the current model; used mainly for code generation • Project Template Package - specify a Package that holds diagrams and elements that will be used as templates for all new elements • Preprocessor Macros - manage a list of preprocessor macros that will be used when C and C++ code is imported into the model • Code Engineering Datatypes - manage the list of Datatypes that are used in Code Engineering • Database Datatypes - manage the list of Datatypes that are used in Database Engineering • Colors - provides options to define and manage a set of standard colors for use in the current project <ul style="list-style-type: none"> - Get Project Custom Colors - Set Project Custom Colors
Images	<p>Click on this icon to display the 'Image Manager' dialog. The Image Manager provides facilities for storing images in the current model, that can then be used as alternatives to the standard geometric shapes normally used to represent elements on your model diagrams. Stored images can be previewed, renamed and updated using this facility.</p>
Resources	<p>Click on this icon to display the Resources window, from which you can manage a variety of custom resources, model patterns, templates and technologies.</p>
UML Types	<p>Displays the 'UML Types' dialog, from which you can manage basic model information, such as Stereotypes, Tagged Value types and Cardinality settings.</p>

Project Types	<p>Provides a range of facilities for managing various Types used in a project.</p> <ul style="list-style-type: none">• People - manage the list of people associated with the model, including authors, resources, roles and clients• General Types - manage project factors, such as Status types, Constraints, Difficulty and Priority• Project Indicators - configure indicators such as Metrics, Risk and Effort types• Maintenance - define and manage Issue and Test types• Estimation Factors - set up and manage a list of estimation factors used for Use Case Estimation
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Using the User Tools Panel

The User Tools panel provides access to external tools. A pre-defined list of tools includes MS Paint, Windows Explorer, ODBC Data Sources and System Information. You can extend this list with any other tools of your choice.



Available Facilities

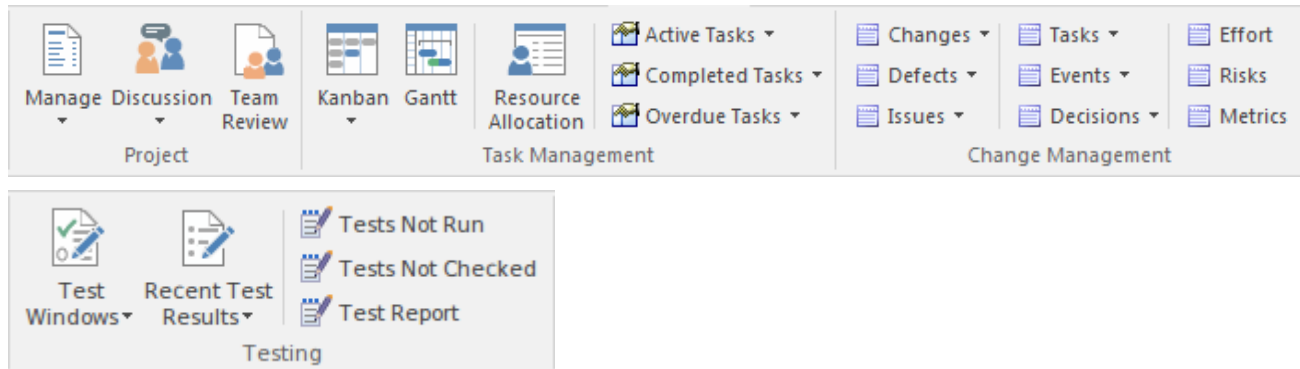
Which User Tools appear in the list depends on what has been configured by the user.

For example, you might add 'WINE Console' for the purpose of setting up Subversion clients for Enterprise Architect under WINE.

Facility	Description
MS Paint	Launches 'MS Paint', a simple but useful drawing tool.
ODBC Data Sources	Launches 'ODBC Data Sources', from which you can set up ODBC drivers for various DBMS, thereby enabling Enterprise Architect to connect to repositories hosted in that DBMS.
System Information	Displays System Information pertaining to your personal computer.
Windows Explorer	Launches 'Windows Explorer'.

Construct Ribbon

The Construct ribbon presents the tools and facilities for visualizing and managing the tasks and the resources needed to construct a system, from the allocation of human resources to tasks, to the powerful Kanban boards and Gantt chart for visualizing the progress of work done. Teams can collaborate directly in the tool and manage a wide range of variations to model elements - including Issues and Defects - and tests can be defined and results recorded.



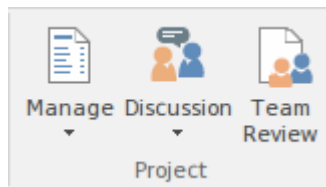
Panels

Panel	Description
Project	The 'Project' panel provides facilities for obtaining an overview of the project status, and tools for collaborating with other modelers and team members. Enterprise Architect is a powerful collaboration platform and allows any number of people to work on models and diagrams at the same time. The collaboration tools facilitate conversations, discussions, reviews and more, and make working on a model a cooperative and team effort. The tools ensure that communication about the elements, diagrams, lists and matrices are available in the model and links can be created back to these items from the collaboration tools.
Task Management	The 'Task Management' panel is a collection of tools for managing human resources and their allocation to elements that represent tasks to be completed. Kanban diagrams can be used to visualize boards of elements and a Gantt chart shows the duration of assigned tasks and other important views. The Allocation window is used to assign resources to elements representing work to be done. There are several searches that list a variety of useful views, such as Overdue Tasks, Tasks Starting Today, and more.
Change Management	The 'Change Management' panel is used for describing important items that apply to an element. Enterprise Architect is a powerful platform for managing any initiative and can keep track of variations in the life time of any element. Regardless of the methods or processes that are being used elements such as Requirements, User Stories, Business Rules, Components and others will change, have issues, require tasks, have defects and events and decisions will be made about them. All of these variations can be created and managed and a series of useful searches are conveniently made available to find items such as recently requested changes, incomplete tasks and many more.
Testing	The 'Testing' panel is used for creating and managing all aspects of testing. The Testing window conveniently collects all the tests for an element, and allows new tests to be created and existing ones to be managed. The tests can be fully described and Inputs, Acceptance Criteria, Results, Status and more can be defined for each test. There are several predefined searches that can be run to find recent test results,

	such as the recent test that have passed. A configurable Test Report can also be generated, creating a single document that describes all tests or any combination of tests.
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Using the Project Panel

The 'Project' panel provides facilities for obtaining an overview of the project status, and tools for collaborating with other modelers and team members. Enterprise Architect is a powerful collaboration platform and allows any number of people to work on models and diagrams at the same time. The collaboration tools facilitate conversations, discussions, reviews and more, and make working on a model a cooperative and team effort. The tools ensure that communication about the elements, diagrams, lists and matrices are available in the model and links can be created back to these items from the collaboration tools.

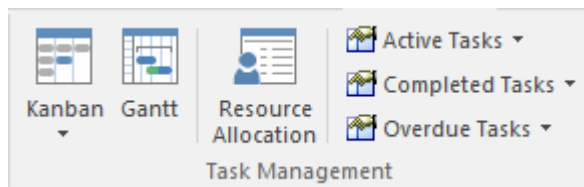


Available Facilities

Facility	Description
Manage	<p>Click on this icon to access options for reviewing the project-level tasks and issues currently recorded, and to generate a series of reports on the project management items.</p> <ul style="list-style-type: none"> Project Status (Tasks & Issues) - access the Project Status view, which has three tabs documenting tasks and issues that relate directly to the current project, and the statistics of the project QA Reports and Use Case Metrics - to run a number of system-provided status reports, and to calculate Use Case metrics for a model
Discussion	<p>Click on this icon to display a short menu of options for initiating or participating in open discussions on a specific element or opening the Project Mail facility to send emails to specific team members on any item of interest.</p> <ul style="list-style-type: none"> Discussion review - display the Discussion Review window on which all recent discussions are listed; you can select and open any discussion to read and/or add to it Discuss Element - display the Discussions panel on which you create a new discussion or add to an existing discussion on the currently-selected element Recent Discussions - display the 'Find in Project' view, defaulted to a specific search for recently discussed elements Model Mail - send, receive and respond to emails within the project team, under your User Security ID, either as an individual user or as a member of a group that has a shared mail inbox
Team Review	<p>Click on this icon to open the Team Review forum, which you use to review and add to a hierarchically-structured repository of comments, reports, reviews and documents on any structure, feature or aspect of the project or of other, related projects.</p>

Using the Task Management Panel

The 'Task Management' panel is a collection of tools for managing human resources and their allocation to elements that represent tasks to be completed. Kanban diagrams can be used to visualize boards of elements, and a Gantt chart shows the **duration** of assigned tasks and other important views. The **Allocation window** is used to assign resources to elements representing work to be done. There are several searches that list a variety of useful views, such as Overdue Tasks, Tasks Starting Today, and more.



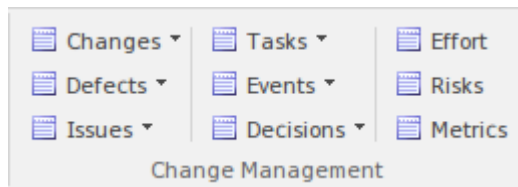
Available Facilities

Facility	Description
Kanban	<p>Click on the drop-down arrow to display a list of options for using Kanban diagrams to effectively manage tasks and work assignments necessary to construct the model and its deployable artifacts.</p> <ul style="list-style-type: none"> Find Kanban Diagram - open the 'Find in Project' tab containing an executed search for finding Kanban diagrams in the model; double-click on an entry to open that Kanban diagram Open My Kanban Diagram - if a Kanban diagram has been set up with your work assignments and tasks, open that diagram Open Project Kanban Diagram - if a Kanban diagram has been set up with the work assignments and tasks for the overall project, open that diagram New Standard Kanban - create a new standard Kanban diagram to contain active work assignments and tasks, which you can customize as required New Backlog Kanban - create a new Kanban diagram to contain work assignments and tasks that have not yet been allocated to a resource New Iteration Kanban - create a new Kanban diagram to contain active work assignments and tasks associated with the current iteration or sprint New Complete Kanban - create a new Kanban diagram to contain work assignments and tasks that have been completed and are processing through to deployment and maintenance One Stage Workflow - create a single-stage Kanban workflow diagram from a Pattern Two Stage Workflow - create a two-stage Kanban workflow diagram from a Pattern, including a Backlog Kanban and an Iteration Kanban Three Stage Workflow - create a three-stage Kanban workflow diagram from a Pattern, including a Backlog Kanban, an Iteration Kanban and a Complete Kanban
Gantt	<p>Click on this icon to display the Project Gantt View, to review the breakdown of work for the project and for specific sections of the project. The display defaults to the 'Resource View' tab, but you can also select the 'Element View' and 'Report View' tabs.</p>

Resource Allocation	Click on this icon to display the Resource Allocation window to assign resources to Task, Issue, Change and other project-level elements.
Active Tasks	<p>Click on this icon to display a short menu of options for searching for and charting active tasks within the model.</p> <ul style="list-style-type: none"> • Active Tasks - open the Find in Project view and execute a pre-loaded search for Active tasks; click on an item to display the resource allocation details in the 'Assigned Resources' dialog • Create Chart - create a chart within the open diagram showing the currently active tasks • Tasks Ending Today - open the Find in Project view and execute a pre-loaded search for tasks scheduled to complete today • Tasks Starting Today - open the Find in Project view and execute a pre-loaded search for tasks scheduled to begin today
Completed Tasks	<p>Click on this icon to display a short menu of options for searching for and charting completed tasks within the model.</p> <ul style="list-style-type: none"> • Recently Completed - open the Find in Project view and execute a pre-loaded search for recently-completed tasks; click on an item to display the resource allocation details in the 'Assigned Resources' dialog • Create Chart - create a chart within the currently-active diagram showing the recently-completed tasks • All Completed - open the Find in Project view and execute a pre-loaded search for all tasks completed within the lifetime of the project
Overdue Tasks	<p>Click on this icon to display a short menu of options for searching for and charting overdue tasks within the model.</p> <ul style="list-style-type: none"> • Overdue Tasks - open the Find in Project view and execute a pre-loaded search for all tasks that are currently overdue • Create Chart - create a chart within the currently-open diagram showing the overdue tasks

Using the Change Management Panel

The 'Change Management' panel is used for describing important model management items that apply to an element. Enterprise Architect is a powerful platform for managing any initiative and can keep track of variations in the life time of any element. Regardless of the methods or processes that are being used, elements such as Requirements, User Stories, Business Rules and Components will change, have issues, require tasks, have defects and events, and decisions will be made about them. All of these variations can be created and managed, and a series of useful searches are conveniently made available to find items such as recently requested changes and incomplete tasks.



Available Facilities

Facility	Description
Changes	<p>Click on the drop-down arrow to display a menu of options for performing searches and generating charts to manage and visualize changes to elements in the model.</p> <ul style="list-style-type: none"> • Show Changes Window - display the Changes window, which you use to record and manage specific requests for changes to the selected element • Verified Changes - open the Find in Project view and execute a pre-loaded search for elements having Change items with the status 'Verified' • Recently Requested Changes - open the Find in Project view and execute a pre-loaded search for elements having Change items that have been recorded within the last 7 days • Chart Requested Changes - create a chart in the currently-open diagram, showing recently-requested changes • Recently Completed Changes - open the Find in Project view and execute a pre-loaded search for elements having Change items that have been completed within the last 7 days • Chart Completed Changes - create a chart in the currently-open diagram, showing recently-completed changes • New Changes - open the Find in Project view and execute a pre-loaded search for elements that have new Change items • Incomplete Changes - open the Find in Project view and execute a pre-loaded search for Change items that have not been completed
Defects	<p>Click on the drop-down arrow to display a menu of options for performing searches and generating charts to manage and visualize records of defects raised against elements in the model.</p> <ul style="list-style-type: none"> • Show Defects Window - display the Defects window, which you use to record and manage specific reports of defects in the selected element • Verified Defects - open the Find in Project view and execute a pre-loaded search for elements having Defect items with the status 'Verified' • Recently Reported Defects - open the Find in Project view and execute a pre-loaded search for elements having Defect items that have been recorded

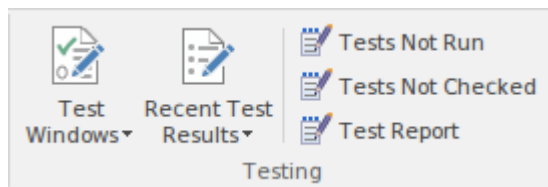
	<p>within the last 7 days</p> <ul style="list-style-type: none"> • Chart Reported Defects - create a chart in the currently-open diagram, showing recently-reported Defect items • Recently Resolved Defects - open the Find in Project view and execute a pre-loaded search for elements having Defect items that have been resolved within the last 7 days • Chart Resolved Defects - create a chart in the currently-open diagram, showing recently-resolved Defect items • New Defects - open the Find in Project view and execute a pre-loaded search for elements that have new Defect items • Unresolved Defects - open the Find in Project view and execute a pre-loaded search for Defect items that have not been resolved
Issues	<p>Click on the drop-down arrow to display a menu of options for performing searches and generating charts to manage and visualize records of issues raised against elements in the model.</p> <ul style="list-style-type: none"> • Show Issues Window - display the Issues window, which you use to record and manage specific reports of issues with the selected element • Verified Issues - open the Find in Project view and execute a pre-loaded search for elements having Issue items with the status 'Verified' • Recently Reported Issues - open the Find in Project view and execute a pre-loaded search for elements having Issue items that have been recorded within the last 7 days • Chart Reported Issues - create a chart in the currently-open diagram, showing recently-reported Issue items • Recently Resolved Issues - open the Find in Project view and execute a pre-loaded search for elements having Issue items that have been resolved within the last 7 days • Chart Resolved Issues - create a chart in the currently-open diagram, showing recently-resolved Issue items • New Issues - open the Find in Project view and execute a pre-loaded search for elements that have new Issue items • Unresolved Issues - open the Find in Project view and execute a pre-loaded search for Issue items that have not been resolved
Tasks	<p>Click on the drop-down arrow to display a menu of options for performing searches and generating charts to manage and visualize records of tasks opened against elements in the model.</p> <ul style="list-style-type: none"> • Show Tasks Window - display the Tasks window, which you use to record and manage specific reports of tasks opened against the selected element • Verified Tasks - open the Find in Project view and execute a pre-loaded search for elements having tasks with the status 'Verified' • Recently Requested Tasks - open the Find in Project view and execute a pre-loaded search for elements having tasks that have been recorded within the last 7 days • Chart Requested Tasks - create a chart in the currently-open diagram, showing recently-requested tasks • Recently Completed Tasks - open the Find in Project view and execute a pre-loaded search for elements having tasks that have been completed within the last 7 days • Chart Completed Tasks - create a chart in the currently-open diagram, showing recently-completed tasks

	<ul style="list-style-type: none"> • New Tasks - open the Find in Project view and execute a pre-loaded search for elements that have new tasks • Incomplete Tasks - open the Find in Project view and execute a pre-loaded search for tasks that have not been completed
Events	<p>Click on the drop-down arrow to display a menu of options for performing searches and generating charts to manage and visualize records of events reported against elements in the model.</p> <ul style="list-style-type: none"> • Show Events Window - display the Events window, which you use to record and manage specific reports of events lodged against the selected element • Recently Reported Events - open the Find in Project view and execute a pre-loaded search for elements having events that have been reported within the last 7 days • Chart Reported Events - create a chart in the currently-open diagram, showing recently-reported events • Recently Completed Events - open the Find in Project view and execute a pre-loaded search for elements having events that have been marked as complete within the last 7 days • Chart Completed Events - create a chart in the currently-open diagram, showing events that were recently marked as complete • High Priority Events - open the Find in Project view and execute a pre-loaded search for elements that have events with the status High Priority • Open Events - open the Find in Project view and execute a pre-loaded search for events that are currently open
Decisions	<p>Click on the drop-down arrow to display a menu of options for performing searches and generating charts to manage and visualize records of decisions associated with elements in the model.</p> <ul style="list-style-type: none"> • Show Decisions Window - display the Decisions window, which you use to record and manage specific records of decisions associated with the selected element • Verified Decisions - open the Find in Project view and execute a pre-loaded search for elements having decisions with the status 'Verified' • Recently Created Decisions - open the Find in Project view and execute a pre-loaded search for elements having decisions that have been recorded within the last 7 days • Chart Created Decisions - create a chart in the currently-open diagram, showing recently-created decisions • Recently Effective Decisions - open the Find in Project view and execute a pre-loaded search for elements having decisions for which the Effective date has passed within the last 7 days (that is, the decision has become effective) • Chart Effective Decisions - create a chart in the currently-open diagram, showing recently-effective decisions • New Decisions - open the Find in Project view and execute a pre-loaded search for elements that have new decisions • Decisions with no Effective date - open the Find in Project view and execute a pre-loaded search for elements that have no Effective date recorded
Effort	<p>Click on this icon to open the Effort window, on which you can create and maintain Effort records for the currently-selected element.</p>
Risks	<p>Click on this icon to display the Risks window, on which you create and maintain records of Risks to the work on the selected element.</p>

Metrics	Click on this icon to display the Metrics window , on which you create and maintain records of metrics that have an influence on the work on an element.
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Using the Testing Panel

The 'Testing' panel is used for creating and managing all aspects of testing. The **Testing window** conveniently collects all the tests for an element, and allows new tests to be created and existing ones to be managed. The tests can be fully described and Inputs, Acceptance Criteria, Results, Status and more can be defined for each test. There are several predefined searches that can be run to find recent test results, such as the recent test that have passed. A configurable Test Report can also be generated, creating a single document that describes all tests or any combination of tests.



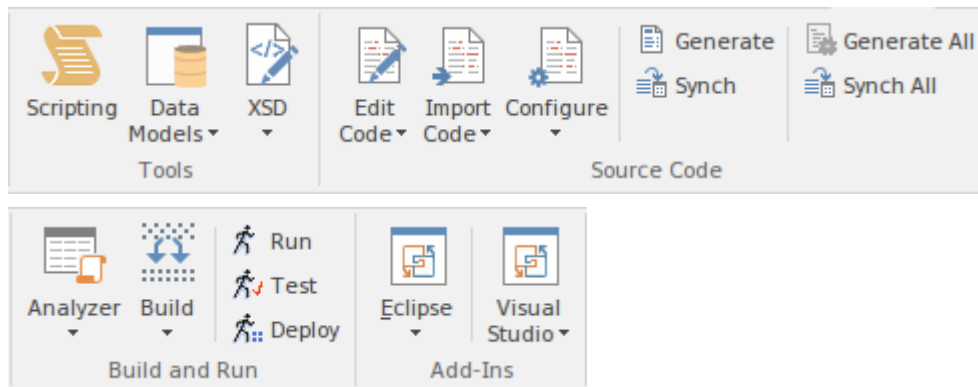
Available Facilities

Facility	Description
Test Windows	<p>Click on this icon to display a menu of types of Test that you can define for the current element, using the Testing window.</p> <ul style="list-style-type: none"> • All - display the Testing window with no test type defined in the 'Class Type' field; you might select this option if you are developing a test but not yet certain of what type it should be, or if you are creating a suite of tests of different types • Inspection - display the Testing window set to work on Inspection tests • Unit - display the Testing window set to work on Unit tests • Integration - display the Testing window set to work on Integration tests • System - display the Testing window set to work on System tests • Acceptance - display the Testing window set to work on Acceptance tests • Scenario - display the Testing window set to work on Scenario tests
Recent Test Results	<p>Click on this icon to display a list of options for generating reports on recently-performed tests, and to represent the results of those tests in various forms of chart.</p> <ul style="list-style-type: none"> • Tests on Recently Modified Elements - open the Find in Project view and execute a pre-loaded search for tests that have defined for recently-modified elements (defaulting to modification within the last 7 days) • Recent Test Results - open the Find in Project view and execute a pre-loaded search for tests that have been run within the last 7 days • Add Pie Chart - generate, in the currently-open diagram, a Pie Chart of the test status statistics from the last seven days, per status type • Add Bar Chart - generate, in the currently-open diagram, a vertical Bar Chart of the test status statistics from the last seven days, per status type • Test Results from last week - generate, in the current diagram, a horizontal, stacked bar chart showing the test status statistics for each day of the last week • Test Results from last 30 days - generate, in the currently-open diagram, a horizontal, stacked bar chart showing the test status statistics for each day of the last 30 days, the most recent date being at the bottom of the chart • Test Results weekly summary - generate, in the currently-open diagram, a

	<p>horizontal, stacked bar chart showing the test status statistics for each week of the current year</p> <ul style="list-style-type: none">• Recent Test Passes - open the Find in Project view and execute a pre-loaded search for tests that have been given a Pass status within the last 7 days• Recent Test Failures - open the Find in Project view and execute a pre-loaded search for tests that have been given a Fail status within the last 7 days• Recently Deferred Tests - open the Find in Project view and execute a pre-loaded search for tests that have been given a Deferred status within the last 7 days
Tests Not Run	Click on this icon to open the Find in Project view and execute a pre-loaded search for tests that are currently open but have not been run within the last 7 days.
Tests Not Checked	Click on this icon to open the Find in Project view and execute a pre-loaded search for tests that are currently open but have not been checked within the last 7 days.
Test Report	Click on this icon to display the 'Generate Test Documentation' dialog, which you use to generate a report on the test records of one or more test types lodged against the elements of the current Package.

Code Ribbon

The Code Ribbon collects together all the tools for working with programming and database languages, including powerful tools to reverse engineer, forward engineer and synchronize code and models. A visual model of an existing system can be created and powerful visualizations can be built, linking data, code and requirements using traces and matrices, and then compelling documentation can be automatically generated. Alternatively, a system can be designed from requirements down to visual models of the components and code elements, and then generated to programming or database code.



Panels

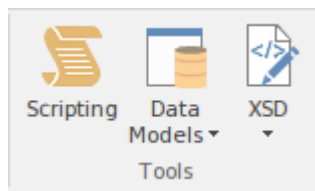
Panel	Description
Tools	The 'Tools' panel provides a collection of facilities to create and run automation scripts, to design and create data models or import existing database schemas into your model and also for importing and generating both XSD and WSDL files.
Source Code	The 'Source Code' panel brings together a number of facilities for working with source code. Here you can import existing source code files into your model, creating new model elements that represent the classes in those files. You can select a Class in your model, then click a button to open the code editor window and automatically load the source code file associated with that Class. Facilities for editing Code Generation Templates and Language Grammars are also accessed from this panel, as are the commands to generate source code from the model and synchronize the model from the source code.
Build and Run	The 'Build and Run' Panel provides tools to create software products directly from the models. The powerful Execution Analyzer is used to specify how the model is used to generate a built product including how an application will be compiled, debugged and simulated. Source code files can be located and opened. There are commands to Run, Test and Deploy an application.
Add-Ins	The Add-Ins panel provides access to any Add-Ins that have been included with the Enterprise Architect installer for the edition you are using, and any Add-Ins that you have imported into Enterprise Architect, whether commercially bought or developed in-house. The options and facilities presented therefore depend on what Add-Ins are enabled on your system.

Using the Tools Panel

The 'Tools' panel provides facilities for working with various kinds of schemas. The powerful **Database Builder** is accessed from this panel, as well as facilities for importing existing database schemas from a wide range of supported database products, generating DDL scripts from your database model and also managing and editing the templates used in generating those DDL scripts.

Facilities for importing both **XSD** and WSDL files, and for generating XSD and WSDL files from your model are accessed from this panel.

Also accessed from this panel is the model **Scripting window**, which provides the means to manage, create and edit automation scripts to work with your model.



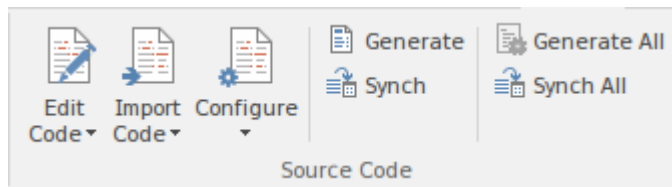
Available Facilities

Facility	Description
Scripting	Click on this icon to display the Scripting window , where you can add, edit and manage model based scripts in Javascript, JScript and VB.Net.
Data Models	<p>Click on this icon to display a short menu providing access to tools used for designing, importing and creating data models.</p> <ul style="list-style-type: none"> • Database Builder - display the Database Builder view, where you can add, edit and manage database models, targeting a wide range of supported DBMS products • DB Schema Import - display the 'Import DB Schema' dialog, where you can specify a database schema to import, from a target DBMS • DDL Export - display the 'Generate DDL' dialog, from which you can export the current model selection as DDL script, targeting a particular DBMS • Edit DDL Templates - display the 'DDL Template Editor', where you can edit the templates used to create DDL scripts for each DBMS
XSD	<p>The XSD (XML Schema) icon provides access to a collection of tools for importing, exporting and viewing both XSD files and WSDL files. Also available is an XSLT debugger tool.</p> <ul style="list-style-type: none"> • Open XML/XSD File - choose a file to be opened in the code editor window. • Import XSD - display the 'Import XML Schema' dialog for importing an XSD file to a model package; choose a file to import and specify a range of options to apply when importing the file • Export XSD - display the 'Generate XML Schema' dialog for generating the current package to an XSD file; specify a path for the export file and specify a range of options to apply when exporting the package • Import WSDL - display the 'Import WSDL' dialog, where you can choose a file to import into the selected package • Export WSDL - generate either a «WSDLnamespace» stereotyped Package or a

	<p>«WSDL» stereotyped Component (Document) to WSDL files</p> <ul style="list-style-type: none">• XSLT Debugger - display the XSLT Debugger window
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Using the Source Code Panel

The 'Source Code' panel brings together a number of facilities for working with source code. Here you can import existing source code files into your model, creating new model elements that represent the classes in those files. You can select a class in your model, then click a button to open the code editor window and automatically load the source code file associated with that class. Facilities for editing Code Generation Templates and **Language Grammars** are also accessed from this panel, as are the commands to generate source code from the model and synchronize the model from the source code.



Available Facilities

Facility	Description
Edit Code	<p>This icon provides a collection of tools for viewing and editing source code files associated with elements in the current model. Also provided are tools that generate source code for a particular element and synchronize an element to reflect changes in its associated source code file.</p> <ul style="list-style-type: none"> • Open Source File - display a File Chooser dialog to browse for a source code file to open in the code editor window • Edit Element Source - open the code editor window and load the source code file associated with the currently selected element • Browse Element Source - open a docked source code window and load the source code file associated with the currently selected element • Open in External Editor - launch the configured External Editor and load the source code file associated with the currently selected element • Generate Current with Options - display the 'Generate Code' dialog, for the currently selected element • Synchronize Current - update the selected model element to match the declaration/definition in its associated source code file
Import Code	<p>Click on the drop-down arrow to display a list of options for importing code from a variety of sources, selecting from a range of popular coding languages.</p> <ul style="list-style-type: none"> • Import Directory - display the 'Import Source Directory' dialog from which you import a complete directory tree in one pass; language and other options can be specified within the dialog • ActionScript Files - import ActionScript files into the current model • C Files - import C files into the current model • C# Files - import C# files into the current model • C++ Files - import C++ files into the current model • Delphi Files - import Delphi files into the current model • Java Files - import Java files into the current model • PHP Files - import PHP files into the current model

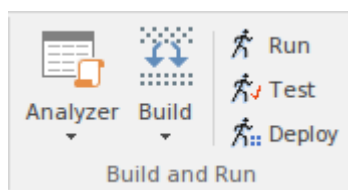
	<ul style="list-style-type: none"> • Python Files - import Python files into the current model • Visual Basic Files - import Visual Basic files into the current model • VB .Net Files - import VB.Net files into the current model • Binary File - import a binary file; supported file types are: Java JAR files and .NET PE or IL format (exe, dll) • Windows .RC File - import a Windows C/C++ .RC file into the model, as a series of screen definitions
Configure	<p>Click on the drop-down arrow to display a list of options for managing templates and grammars, which determine the way source code is imported into your model and generated from your model</p> <ul style="list-style-type: none"> • Code Template Editor - display the 'Code Template Editor' window, where you can review and edit the templates used for generating source code from your model • Manage Local Paths - display the 'Local Paths' dialog, where you can set up and manage a list of Local Path definitions, used for path substitutions in collaborative environments • Language Grammar Editor - display the 'Grammar Editor' window, an advanced facility that allows you to view, add, edit and manage language grammars, used for importing source code
Generate	<p>Use this command to generate source code for the currently selected model elements. Source code is generated into the file that is associated with each individual element. Code is generated only for elements that are of type class or interface.</p>
Synch	<p>Use this command to synchronize the currently selected model elements, with their associated source code files, updating the elements in the model.</p>
Generate All	<p>Use this command to generate source code for all of the elements in the currently selected Package. Source code is generated into the file that is associated with each individual element. Code is generated only for elements that are of type Class or Interface.</p>
Synch All	<p>Use this command to synchronize all elements in the currently selected Package, with their associated source code files, updating the elements in the model.</p>

Using the Build and Run Panel

Enterprise Architect's 'Analyzer Scripts' are used to define the behavior of various commands, such as Build, Run and Debug, which are available in the 'Execution Analyzer'. Any number of scripts can be defined in a model and each user can set their own active script, independent of other users of the same model. The active script governs the behavior of the Execution Analyzer's commands.

The 'Build and Run' panel provides facilities for creating, editing and managing the model's 'Analyzer Scripts' and also provides direct access to Execution Analyzer commands, such as Build, Run, Test and Deploy, so you can easily build, run and test a project's source code, all from the one place.

Tools such as the **Debugger**, **Profiler**, Execution Recorder and the **Testpoints Window** are also available from this panel.



Available Facilities

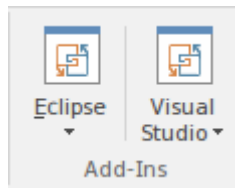
Facility	Description
Analyzer	<p>Click the drop-down arrow to access a menu of Analyzer tools.</p> <ul style="list-style-type: none"> Analyzer Scripts - display the 'Execution Analyzer' window, where you can create and manage scripts that define the build, run, test, deploy and simulate functions for the current package Show Testpoints Window - display the Analyzer Test Points window, to configure, execute and work with dynamic test suits and test cases Find Test Suites and Test Sets - search the model for Test Suites and Test Sets Debug - display the Analyzer Debug window to facilitate debugging and testing of the current application Profile - display the Analyzer Profiler window, from which you can perform application performance profiling and execution inspection of the current application Record - display the Analyzer Recording window, from which you can set recording points, record program execution and create diagrams based on recordings Open Object Workbench - open a simple Object Testing window, from which you can make ad hoc calls on Object methods; available for Java and .NET objects
Build	<p>Click the drop-down arrow to display a short menu of commands for building application source code</p> <ul style="list-style-type: none"> Build - build the current application, according to the currently active Analyzer script Clean - run the Analyzer Clean command to delete intermediate files from the current application Rebuild - run the Analyzer Rebuild command as defined in the currently active

	<p>Analyzer script</p> <ul style="list-style-type: none">• Cancel Build - cancel the currently executing build
Run	Execute the Analyzer 'Run' command defined by the currently active Analyzer script.
Test	Execute the Analyzer 'Test' command defined by the currently active Analyzer script.
Deploy	Execute the Analyzer 'Deploy' command defined by the currently active Analyzer script.

Using the Add-Ins Panel

The **Add-Ins** panel provides access to any Add-Ins that are integrated with the Enterprise Architect installer for the edition you are using, and any Add-Ins that you have imported into Enterprise Architect, whether commercially bought or developed in-house. As part of the Code Ribbon, the **Add-In** options here are particularly associated with code generation and management.

The options and facilities presented therefore depend on what Add-Ins are enabled on your system. Two integrated Add-Ins that are associated with code development are the MDG Link for Eclipse and MDG Link for Visual Studio, as illustrated here.



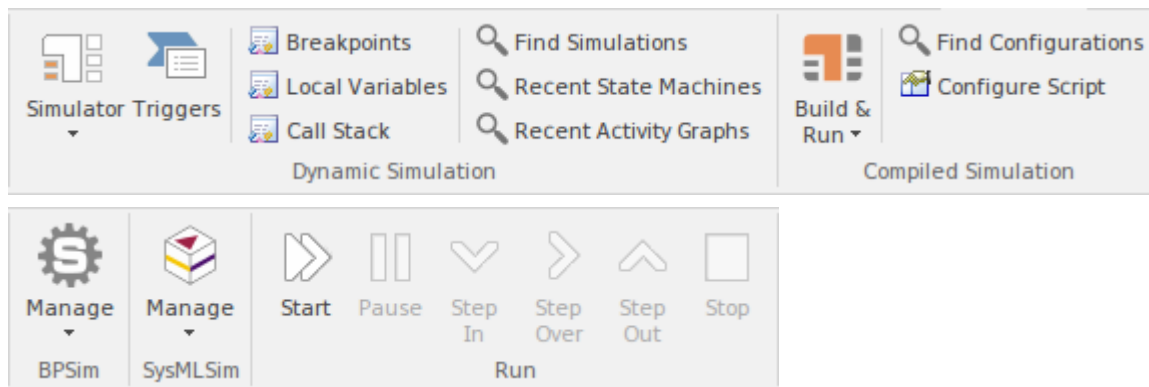
Available Facilities

Facility	Description
Eclipse	<p>The MDG Link™ for Eclipse is designed to support simultaneous UML development in both Enterprise Architect and Eclipse, adding extra functionality to the code generation abilities of Enterprise Architect and merging the changes with minimal effort. Click on the icon to display a short menu of options for using the Add-In.</p> <ul style="list-style-type: none"> • View Project Connections - display the 'Eclipse Connections' dialog, to review the connections between Enterprise Architect Packages and Eclipse Projects • Options - display the 'Options' dialog on which you set up the Eclipse installation path for Enterprise Architect to use to access Eclipse
Visual Studio	<p>The MDG Link™ for Visual Studio.NET is designed to support simultaneous UML development in both Enterprise Architect and Visual Studio, adding extra functionality to the code generation abilities of Enterprise Architect and merging the changes with minimal effort. Click on the icon to display a short menu of options for using the Add-In.</p> <ul style="list-style-type: none"> • View Project Connections - display the 'Visual Studio Connections' dialog, to review the connections between Enterprise Architect Packages and Visual Studio Projects • MDG Options - display the 'MDG Link Options' dialog to set or cancel Enterprise Architect as the tool for editing source code, and to automatically check for changes on merge (or not) • Import Build Scripts - import build scripts into Enterprise Architect from Visual Studio • Export Linked Package List - export a linked-Package list from Enterprise Architect into Visual Studio • Import Linked Package List - import a linked-Package list into Enterprise Architect from Visual Studio • Help - open the integrated Help for the MDG Link for Visual Studio • About - display a panel of information on your installation of the MDG Link for Visual Studio

Simulate Ribbon

The 'Simulate' ribbon presents a range of tools for configuring, building and running simulations.

Simulations based on Behavioural Models as well of simulations based on Executable State Machines are both catered for, with the ability to start pause & resume execution of a simulation, as well as setting break points and viewing call stacks or local variables. A number of pre-defined model searches are also provided to assist with locating model artifacts related to your simulations.



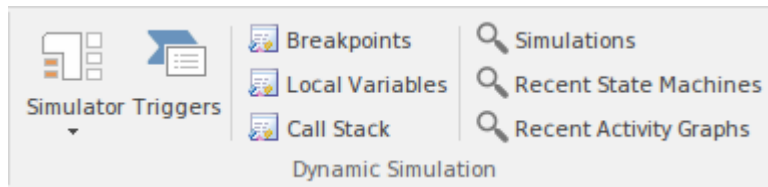
Panels

Panel	Description
Dynamic Simulation	The 'Dynamic Simulation' panel brings together a range of tools for working with Behavioral Model simulations. It provides access to a range of windows that allow you to control a simulation, set up simulation triggers and signals, set breakpoints, inspect local variables or view the Call Stack . It also offers a number of pre-defined model searches for retrieving recently modified state machines and activity graphs.
Compiled Simulation	Executable State Machines provide a powerful means of rapidly generating, executing and simulating complex state models. In contrast to dynamic simulation of State Charts using Enterprise Architect's Simulation engine, Executable State Machines provide a complete language-specific implementation that can form the behavioral 'engine' for multiple software products on multiple platforms. The 'Compiled Simulation' panel provides a number of facilities for working with Executable State Machines. You can access facilities to configure Analyzer Scripts that determine how code is generated, compiled and executed for the executable state machine. There are commands for you to generate, build and execute the code that runs the simulation, as well as a facility to view the generated code in the built-in code editor.
BPSim	The 'BPSim' panel provides facilities to manage and run BPMN simulation models, based on the BPSim standard.
SysMLSim	The 'SysMLSim' panel provides access to the 'Configure SysML Simulation' view where you can configure and manage SysML based simulations, as well as access a pre-defined search to retrieve SysML configuration artifacts.
Run	The 'Run' panel provides a number of buttons to control execution of the active

	simulation, such as Start, Pause, Step-in, Step-over, Step-out and Stop.
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Using the Dynamic Simulation Panel

The 'Dynamic Simulation' panel brings together a range of tools for working with Behavioral Model simulations. It provides access to a range of windows that allow you to control a simulation, set up simulation triggers and signals, set breakpoints, inspect local variables or view the **Call Stack**. It also offers a number of pre-defined model searches for retrieving recently modified state machines and activity graphs.



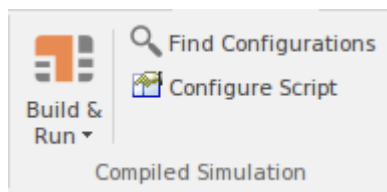
Available Facilities

Facility	Description
Simulator	<ul style="list-style-type: none"> Open Simulation Window - display the Simulator control window, from which you can manage, activate and control simulations Apply Simulator Layout - apply a workspace layout that contains the most commonly used simulator windows in a convenient arrangement
Triggers	Open the Simulator Triggers window to work with signals and triggers that are used as input to the currently active simulation.
Breakpoints	Display the Breakpoints window for the Simulator. Breakpoints can be set on model elements to halt simulation and inspect variables.
Local Variables	Display a list of Local Variables and their values from the current simulation. The simulation must be halted at a break point in order to display variables.
Call Stack	Display the current simulation Call Stack .
Simulations	Open the Model Search window and load a pre-defined set of search parameter to search the current model for Activities, State Machines, Interactions and other objects related to running simulations.
Recent State Machines	Open the Model Search window and load a pre-defined set of search parameters to display a list of State Machines that have been recently modified. You can specify the time period (number of days) in which to search.
Recent Activity Graphs	Open the Model Search window and load a pre-defined set of search parameters to display a list of Activity diagrams that have been recently modified. You can specify the time period (number of days) in which to search.

Using the Compiled Simulation Panel

Executable State Machines provide a powerful means of rapidly generating, executing and simulating complex state models. In contrast to dynamic simulation of State Charts using Enterprise Architect's Simulation engine, Executable State Machines provide a complete language-specific implementation that can form the behavioral 'engine' for multiple software products on multiple platforms.

The 'Compiled Simulation' panel provides a number of facilities for working with Executable State Machines. You can access facilities to configure Analyzer Scripts that determine how code is generated, compiled and executed for the executable state machine. There are commands for you to generate, build and execute the code that runs the simulation, as well as a facility to view the generated code in the built-in code editor.

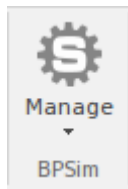


Available Facilities

Facility	Description
Build & Run	<p>Click on the drop-down arrow to display a list of options for working with Executable State Machine artifacts to configure, generate and run code-based simulations.</p> <ul style="list-style-type: none"> • Generate, Build and Run - generate, build and run the current executable state machine artifact, according to the Analyzer Script configuration • Generate - generate the current executable state machine artifact, according to the Analyzer Script configuration • Build - build the current executable state machine artifact, according to the Analyzer Script configuration • Run - start a simulation of the current executable state machine artifact, according to the Analyzer Script configuration • Analyzer Scripts - display the 'Execution Analyzer' dialog, where you can configure Analyzer Script options for the current executable state machine artifact • View Source - view the source code generated for the current executable state machine artifact • Help - display Help information about Executable State Machines; opens in your default web browser
Find Configurations	<p>Open the Model Search window and load a pre-defined set of search parameters to find Executable State Machine artifacts.</p>
Configure Script	<p>Display the 'Execution Analyzer' dialog, where you can configure Analyzer Script options for the current executable state machine artifact.</p>

Using the BPSim Panel

The 'BPSim' panel provides access to the **Configure BPSim window**, and also a pre-defined search to retrieve BPSim configuration artifacts.

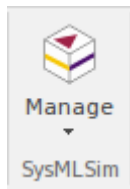


Available Facilities

Facility	Description
Manage	<p>Click on the drop-down arrow to access the Configure BPSim window, or to access a pre-defined Model Search that retrieves BPSim configuration Artifacts.</p> <ul style="list-style-type: none">• Open BPSim Manager - display the main BPSim window to work with BPMN simulation models• Find BPSim Configuration Artifacts - open the Model Search window and load a pre-defined set of search parameters to find BPSim configuration artifacts containing simulation parameters for executing BPMN simulations

Using the SysMLSim Panel

The 'SysMLSim' panel provides access to the **Configure SysML Simulation** view where you can configure and manage SysML based simulations, as well as access to a pre-defined search to retrieve SysML configuration artifacts.

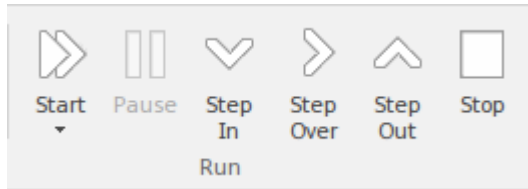


Available Facilities

Facility	Description
Manage	<p>Click on the drop-down arrow to access the SysML Simulation configuration and management window, or to access a pre-defined model search that retrieves SysML configuration Artifacts.</p> <ul style="list-style-type: none">• SysMLSim Configuration Manager - display the Configure SysML Simulation view to build and run simulations using SysML and Open Modelica• Find SysMLSim Configuration Artifacts - open the Model Search window and load a pre-defined set of search parameters to find SysMLSim configuration artifacts

Using the Run Panel

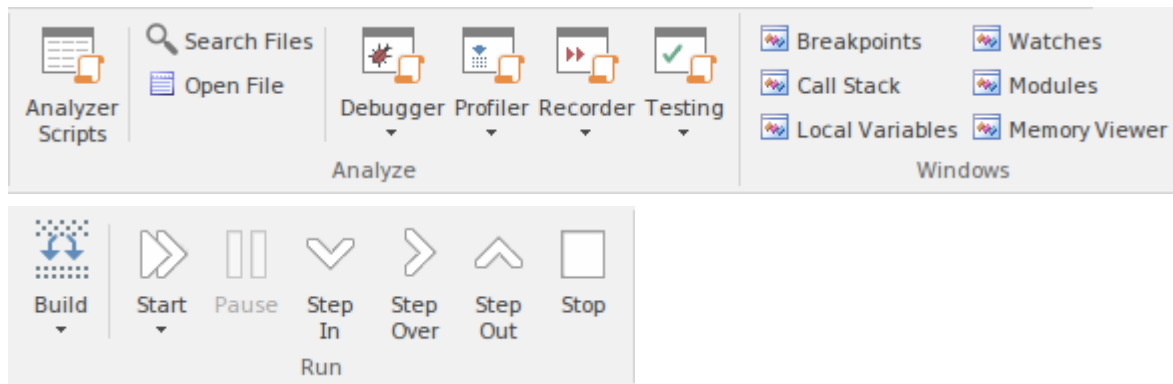
The 'Run' panel provides a number of buttons to control execution of the active simulation.



Available Facilities

Facility	Description
Start	Begin or continue execution of the currently active simulation.
Pause	Pause execution of the current simulation
Step In	Step into a sub-process in the current simulation
Step Over	Step over a transition or a control path that enters a different process or State Machine space
Step Out	Step out of a sub-process or sub-machine state and return to the parent process or State Machine
Stop	Halt execution of the current simulation at the current execution point.

Execute Ribbon

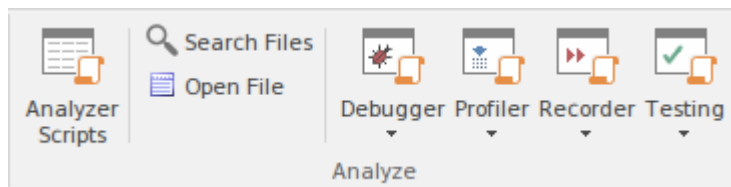


Panels

Panel	Description
Analyze	The 'Analyze' panel brings together a collection of powerful tools for analyzing the execution of an application. The tools available are a fully featured Debugger , an execution Profiler and a stack trace Recorder. There are also facilities for running the application and recording Test Point output, for subsequent analysis. The active Analyzer Script will determine the behavior of these tools, by specifying the commands that are executed as well as the settings and parameters for those commands.
Windows	The 'Windows' panel provides access to a suite of windows associated with the debugging process, each of which provides information on an aspect of the application being debugged, particularly at a breakpoint.
Run	The 'Run' panel provides a set of buttons for building and running an application that is being analyzed. After making modifications to the code base, you can simply click on 'Build', then click on buttons to begin execution of the updated application, pausing or stepping through code as required.

Using the Analyze Panel

The 'Analyze' panel brings together a collection of powerful tools for analyzing the execution of an application. The tools available are a fully featured **Debugger**, an execution **Profiler** and a stack trace Recorder. There are also facilities for running the application and recording Test Point output, for subsequent analysis. The active Analyzer Script will determine the behavior of these tools, by specifying the commands that are executed as well as the settings and parameters for those commands.



Available Facilities

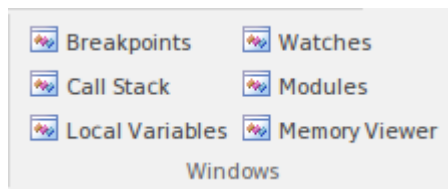
Facility	Description
Analyzer Scripts	Display the Execution Analyzer window , which lists by Package, all Analyzer Scripts defined in the model. From this window, you can create, edit and manage scripts that specify the commands and parameters required to build, test, run, debug, deploy and simulate your applications. The window's toolbar buttons provide for control of script tasks, such as build, run, test and deploy and also provide access to a range of debugging facilities.
Search Files	Open the 'Find in Files' window to search the local file system for source files that contain particular text.
Open File	Display a browser dialog from which you can select a file to be opened in the internal code editor.
Debugger	<p>Click on the drop-down arrow to display a list of options for starting and using the Debugger.</p> <ul style="list-style-type: none"> • Open Debugger - open the 'Debug' window; this window provides a toolbar for controlling Debugger operations such as run, step-into, step-over, pause and also displays debug output messages • Start Debugging - start the application, according to the debug options of the active analyzer script • Attach to Process - display a list of executing processes - select and attach to a process for debugging purposes • Apply Debug Layout - apply a workspace layout containing windows useful for debugging, set out in a convenient arrangement • Create Stack Diagram - create an interaction diagram based on the current execution stack; available only when execution is halted at a breakpoint • Set as JIT Debugger - set Enterprise Architect as the default Just In Time debugger; for Windows systems only • Process First Chance Exceptions - enable processing of First Chance Exceptions • Switch to Profiler - switch dynamically from the Debugger to the Profiler, allowing performance monitoring and execution tracing

Profiler	<p>The Profiler is used to record stack trace information for an application that is being analyzed, at pre-determined sampling intervals.</p> <p>Click on the drop-down arrow to display a list of commands for starting and working with the application Profiler.</p> <ul style="list-style-type: none"> • Open Profiler - open the 'Profiler' window; this window provides a toolbar for controlling Profiler operations and displays a summary of the collected sample data • Attach to Process - display a list of executing processes - select and attach to a process to enable execution profiling and activity monitoring of that process • Apply Profiler Layout - apply a workspace layout containing windows useful for application profiling, set out in a convenient arrangement • Start - reattach the Profiler to the last profiled application process (where available), otherwise start the application specified the debug options of the active analyzer script and attach the Profiler to that application process • Resume - begin or resume collection of profiling data. • Stop - detach the Profiler from the application process; the application process will continue to run - click start to re-attach to that process • Create Report from Current Data - create a detailed execution call graph and overall summary, showing functions called and number of times a function was active when the profiler inspected execution • Load Report from File - load a profiler report from a saved file • Save Report to File - save the collected profile data to a file • Stop Process on Exit - an option to stop the application process when the Profiler is detached from that process • Show Debug Output - optionally show debug output as the Profiler executes • Discard Current Data - Discard all collected sample data in preparation for a new run • Switch to Debugger - Dynamically switch from Profiling to Debugging to allow finer grained inspection of application behavior
Recorder	<p>The Recorder is used to record information about function calls made by an application that is being analyzed.</p> <p>Click on the drop-down arrow to display a list of commands for starting and working with the Recorder.</p> <ul style="list-style-type: none"> • Open Recorder - open the 'Record and Analyze' window; this window provides a toolbar for controlling Recorder operations, such as run (the application), manual record, auto record, stop recording and also displays the recorded function call information. • Apply Recording Layout - apply a workspace layout optimized for use of the Recorder • Synchronize Model to Source Code - synchronize the source code of the current application with the model, to ensure correct recording and creation of diagrams • Attach to Process - attach the Recorder to an executing process • Start Recorder - start the application specified the debug options of the active analyzer script and attach the Recorder to that application process; recording will begin when execution hits a recording marker that has been set in the source code • Manual Record - use the manual record functions to start and stop recording

	<p>while stepping through source code in the Debugger</p> <ul style="list-style-type: none"> • Auto Record - automatically begin recording an execution trace, without manual intervention, once execution hits a recording marker that has been set in the source code • Step Thru - step through executing code while recording an execution trace • Stop Recording - stop recording the execution trace of the application process; the application process will continue to run • Save Recording to Model (Artifact) - save the recorded execution trace to a model artifact • Save Recording to File - save the recorded execution trace to a file in the local file system • Load Recording - load a recorded execution trace from a previously saved file • Clear Recording Data - discard any recorded execution trace in preparation for recording a new trace • Create Sequence Diagrams - create a Sequence (Interaction) diagram from the current execution trace; requires that model and code are synchronized • Create Call Graph - create a Call Graph from the current execution trace; requires that model and code are synchronized • Create Class Diagram - create a Class diagram using the elements that are instantiated and accessed in the current recording • Create Test Point Diagram - create a Test Point diagram and Test Sets based on the elements and their active members that were hit during the recorded session • Show/Hide Execution Point - show or hide the current execution point during the recording process. Hiding this results in a faster recording time
Testing	<p>Test Points are a scheme by which rules and constraints governing the behavior of objects can be taken from the model to create test cases to verify the application.</p> <p>Click on the drop-down arrow to display a list of options for working with Test Points and Test Cases.</p> <ul style="list-style-type: none"> • Show Testpoints Window - open the Test Points window to manage, configure and run Test Points and associated Test Cases, Sets and Suites • Find Test Suites and Test Sets - search the current model for Test Suites, Test Sets and related elements used in managing Test Point based verification • Open Object Workbench - open a simple Object testing environment for Java and .Net; instantiate objects and dynamically call their methods

Using the Windows Panel

The 'Windows' panel provides access to a suite of windows associated with the debugging process, each of which provides information on an aspect of the application being debugged, particularly at a breakpoint.

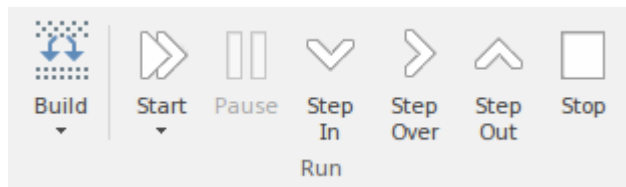


Available Facilities

Facility	Description
Breakpoints	Click on this icon to open the Breakpoints & Markers window, which you use to manage and configure source code breakpoints and other markers.
Call Stack	Click on this icon to open the Call Stack window, which displays all the currently-running threads in a process, at a breakpoint.
Local Variables	Click on this icon to open the Locals window , which displays the local application variables at a breakpoint.
Watches	Click on this icon to open the Watches window , which lists the customer variables by name when the application is at a breakpoint.
Modules	Click on this icon to open the Modules window , which lists the modules an application has loaded and is using at run time.
Memory Viewer	Click on this icon to open the Memory Viewer window to view a piece of memory when the application is paused at a breakpoint.

Using the Run Panel

The 'Run' panel provides a set of buttons for building and running an application that is being analyzed. After making modifications to the code base, you can simply click on 'Build', then click on buttons to begin execution of the updated application, pausing or stepping through code as required.



Available Facilities

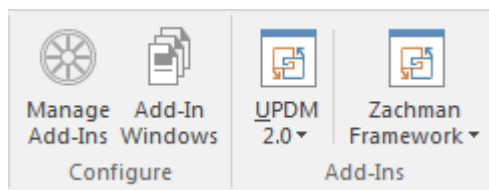
Facility	Description
Build	<p>Click on the drop-down arrow to display a short menu of commands for building application source code</p> <ul style="list-style-type: none"> • Build - build the current application, according to the currently active Analyzer script • Clean - run the Analyzer Clean command to delete intermediate files from the current application • Rebuild - run the Analyzer Rebuild command as defined in the currently active Analyzer script • Cancel Build - cancel the currently executing build
Start	<p>Click on the drop-down arrow to display a short menu of commands</p> <ul style="list-style-type: none"> • Run - resume execution of the application process that is currently being debugged - if no process is currently being debugged, then start the application specified the debug options of the active analyzer script and attach the Debugger to that application process • Attach to Process - display a list of executing processes, select and attach to a process for the purpose of debugging • Show Execution Point - display and highlight the line of source code that corresponds to the current execution point
Pause	Pause execution of the application being debugged.
Step In	<p>Execute the next line of source code, stepping into any method that is called. Execution is paused before executing the first executable line in the called method. If source code for the called method is not available, the debugger will return immediately to the calling code.</p>
Step Over	<p>Execute the next line of source code, without pausing inside any methods called by that line. The execution point will move to the next source line in the current context.</p>
Step Out	<p>Automatically run to the end of the current context/method and return to the calling context. Execution will pause again, upon return to the calling context.</p>

Stop	Terminate execution of the application being debugged.
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Extend Ribbon

The Extend Ribbon provides facilities to enable and access **Add-In** technologies (extensions written in COM) that interact with the Enterprise Architect user interface to extend and specialize the product's capabilities. When an Add-In is added to Enterprise Architect, either by inclusion with the installer or by subsequently importing into Enterprise Architect, it can be assigned to the particular area of functionality that it supports (using the EA_GetRibbonCategory function), and is represented by an icon in an 'Add-In' panel in the appropriate Ribbon. Icons for unassigned **Add-Ins** are shown on this Extend Ribbon.

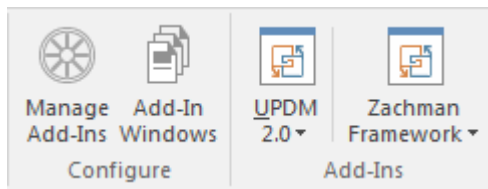
The contents of this Ribbon therefore depend on what Add-Ins you have installed and enabled, and whether they have been assigned to a particular functional area of Enterprise Architect. In this illustration of the Ribbon, there is an 'Add-In' panel that gives access to UPDM and Zachman Framework as 'unassigned' Add-Ins. If these had been assigned, the Ribbon would not include an 'Add-In' panel.



Panels

Panel	Description
Configure	<p>This panel provides two icons for enabling and configuring Add-Ins:</p> <ul style="list-style-type: none"> Manage Add-Ins - display the 'Manage Add-Ins' dialog, which you use to enable or disable Add-Ins for use; an Add-In that is disabled is not loaded when you start up Enterprise Architect, and no icon appears for it in the Ribbons Add-In Windows - display the Add-In window containing any window that has been defined to display in this space, for the currently active Add-In
Add-Ins	<p>This panel displays in the Extend Ribbon only if there are unassigned, enabled Add_Ins in Enterprise Architect. Each Add-In is represented by an icon that displays a drop-down list of options for working with the Add-In. These options might include:</p> <ul style="list-style-type: none"> Help - open the Help file for the Add-in About - display a short panel of information on your installation of the Add-In Open Example Model - open the EAExample Model in another instance of Enterprise Architect, to explore the use of the Add-In Synchronize Tagged Values - page through your model and synchronize Tagged Values in Enterprise Architect against those defined by the Add-In Import <data> - import data defined in the Add-In into Enterprise Architect Export <data> - export data from Enterprise Architect to data structures specific to the Add-In Generate <data> - generate data structures defined by the Add-In, into Enterprise Architect

Using the Configure Panel

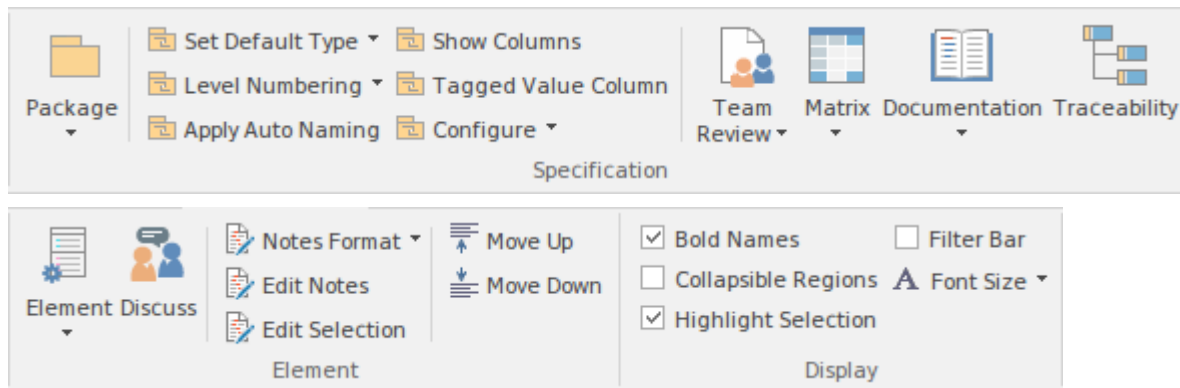


Available Facilities

Facility	Description
Manage Add-Ins	
Add-In Windows	

Specification Specify Ribbon

The 'Specification Specify' ribbon provides a selection of facilities that you might use when creating and editing model elements as a text-based specification, using the **Specification Manager**. The ribbon becomes available when the Specification Manager is open.

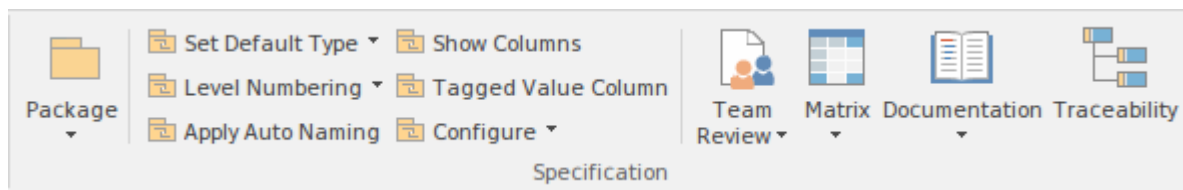


Panels

Panel	Description
Specification	The 'Specification' panel brings together a broad range of facilities that are commonly used in creating and reviewing specifications. There are facilities for managing change within your Specifications Package, such as Package Baselines, and Auditing . There are also facilities for managing tasks and reviewing work associated with elements of the Specification Package, such as the Gantt Chart view and the Team Review facilities. Options available on this panel provide for configuring what information is displayed and how it is presented by the Specification Manager , such as restricting the display to a particular element type or specifying which element properties are displayed and the layout of that display. The Relationship Matrix and Traceability window for the selected Package are easily accessed from this panel and there is easy access to management of Project Reference Data that is commonly used within the Specification Manager.
Element	The 'Element' panel offers a range of facilities for working with the elements that are displayed in the Specification Manager view. There are facilities for adding new elements, viewing and editing the Properties of elements, as well as creating, viewing and managing other items associated with the elements, such as Tests, Maintenance items (such as Defects, Issues, Changes and Tasks), Resource Allocations and Element Discussions .
Display	The 'Display' panel provides a range of options that make it possible to tailor the appearance of the Specification Manager view, to better display the information you want to examine. There are options providing visual cues, such as highlighting the selected element and using bold fonts to emphasize element names, as well as options to filter the list of elements that are displayed.

Using the Specification Panel

The 'Specification' panel brings together a broad range of facilities that are commonly used in creating and reviewing specifications. There are facilities for managing change within your Specifications package, such as Package Baselines, and **Auditing**. There are also facilities for managing tasks and reviewing work associated with elements of the Specification package, such as the Gantt Chart view and the **Team Review** facilities. Options available on this panel provide for configuring what information is displayed and how it is presented by the **Specification Manager**, such as restricting the display to a particular element type or specifying which element properties are displayed and the layout of that display. The **Relationship Matrix** and **Traceability window** for the selected package are easily accessed from this panel and there is easy access to management of Project Reference Data that is commonly used within the Specification Manager.



Available Facilities

The facilities and operations described in this section, in general apply only to the package that is currently displayed in the **Specification Manager** and elements contained within that package.

Facility	Description
Package	<p>Clicking on the drop-down arrow displays a list of commands for managing and working with aspects of the current package.</p> <ul style="list-style-type: none"> • Open - browse the model's package hierarchy to select a package to display in the Specification Manager window • New - display the 'New Package' dialog; create a new package as a child of the current package and open the new package in the Specification Manager window • Find in Project Browser - locate the Specification Manager's current package, in the Project Browser • Manage Baselines - display the 'Baselines' dialog, for creating, managing and restoring from baselines associated with the current package • View Package as Gantt - open the Gantt View window to display tasks and work assignments associated with elements in the current package • Auditing - use the Auditing window to explore additions, deletions and changes to the current package
Set Default Type	<p>Display a list of options to select the default type for new elements created within the current package and optionally restrict the display of elements to those matching the chosen type</p> <ul style="list-style-type: none"> • <Any> - allow creation of any type of element and display all element types • Other - choose an element type from a range of domain tool sets, that will be used as the default type when creating new elements in the current package • Recent - displays a list of recently selected default types for element creation and an option to clear that list <p>- <a list of recently selected element types> - choose one of the recently selected element types, to use as the default type when creating new elements in the current</p>

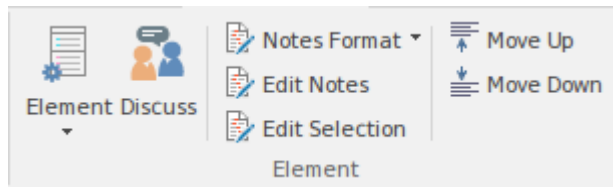
	<p>package</p> <ul style="list-style-type: none"> - Clear Recent Items - clear the list of recently used element types • Limit Display to Selected Type - restrict the display of elements in the Specification Manager window, to those matching the selected default type
Level Numbering	<p>Clicking the drop-down arrow displays options for applying level numbering and indenting notes for elements contained within the current package.</p> <ul style="list-style-type: none"> • Enable - toggle the display of automatically applied level numbering within the Specification Manager and the Project Browser, for elements within the currently displayed package • Indent Description - if you have enabled level numbering, this option is available to indent the element description under each element name, to align with the element name.
Apply Auto Naming	<p>Display the dialog 'Apply Auto Naming to Elements'. If you have set up auto-naming conventions for the names and/or Aliases of specific types of elements, you can apply those naming conventions to all of the elements of those types in the currently selected Package, in one operation. The dialog groups by type, those elements that have defined auto-naming conventions and shows the effects of applying the conventions to the element names and/or Aliases. You can update the names of all the elements in the Package, or select only certain elements to update. The facility for configuring auto-naming conventions can be accessed via this dialog.</p>
Show Columns	<p>The Specification Manager can display a wide range of properties for the elements in the selected Specification Package, with each property being shown in a separate column. This command opens the 'Field Chooser' dialog, allowing you to customize the display of the columns so that you show as many or as few as you need, in an appropriate sequence.</p>
Tagged Value Column	<p>Display the 'Add Tag Value Column' dialog. This dialog allows you to add a specific Tagged Value to the list of columns displayed by the Specification Manager. If the current element already has the named Tagged Value, the value may be edited, otherwise the Tagged Value must first be added to that element.</p>
Configure	<p>Clicking on the drop-down arrow provides access to commands for setting up reference data that is commonly used when working with the Specification Manager.</p> <ul style="list-style-type: none"> • Project Glossary - opens the Project Glossary view, from which you can edit and manage a list of dictionary terms relevant to the current model • Project Authors - opens the Project Authors dialog; use this dialog to edit and manage the list of people set as Authors within the current model • Auto Names and Counters - opens the 'Auto Name Counters' dialog; use this dialog to configure automatic naming and counters for specific element types • Requirement Types - opens the 'General Types' dialog and displays the 'Requirement' page; use this dialog to edit and manage a list of requirement types defined for the current model • Tagged Value Types - opens the 'UML Types' dialog and displays the 'Tagged Value' page; use this dialog to edit and manage the list of Tagged Value types defined for the current model
Team Review	<p>Click on the drop-down arrow to reveal a number of commands relating to the Team Review facility.</p> <p>Team Review provides a forum in which to discuss and review the development of your project. It acts as a repository for review documents generated from the</p>

	<p>Specification Manager, such as simple progress checklists, complex generated documents based on the content of the Specifications package and even discussion threads where team members can post questions and replies concerning different aspects of the project.</p> <ul style="list-style-type: none"> • Open Team Review - displays the Team Review docked window, where you can explore, edit and manage a list of review documents, linked to various aspects of the current model • Create Review Document - choose from a list of template documents to create a review document, linked to current package and add it to the Team Review for comment • Auto Generate Review - choose a generation template to automatically generate a Review Document from the current package, as the basis of a Team Review session • Current Reviews - explore current reviews in the Team Review, that are linked to the current package • Bind Package to Team Review Folder - choose a folder in the Team Review structure to bind to the current package, allowing easy access from the Specification Manager, to Review items related to the current package • Model Mail - open the Model Mail window to edit and manage model based mail messages
Matrix	<p>Clicking on the drop-down arrow displays a number of commands that will open the Relationship Matrix window, allowing you to explore and refine dependencies and other relationships associated with elements of the current package.</p> <ul style="list-style-type: none"> • Open as Source - open the Relationship Matrix window, with the current package specified as the Source package • Open as Target - open the Relationship Matrix window, with the current package specified as the Target package • Open as Both - open the Relationship Matrix window, with the current package specified as both the Source package and the Target package • Previous Settings - open the Relationship Matrix window using the same settings that were in effect when it was last open • Matrix Profiles - opens a sub-menu with commands to create new Matrix Profiles or load previously defined Matrix Profiles <ul style="list-style-type: none"> - Create New - displays the 'Create Matrix Profile' dialog, where you can specify the name, source and target packages as well as other settings, to create and save a new Relationship Matrix profile - <list of previously defined matrix profiles> - select and load a previously defined Relationship Matrix profile
Documentation	<p>Clicking on the drop-down arrow displays a list of commands for generating documentation and reports based on the current package, in a range of different formats. Also available is a facility for spell-checking the notes of elements belonging to the current package.</p> <ul style="list-style-type: none"> • Generate Documentation (RTF / PDF / DOCX) - displays the 'Generate Document' dialog, where you can specify a range of parameters and options that control generation of a report document; you can select document templates that control which elements are included in the report, choose from a range of cover pages and style sheets, as well as specifying the file output path and file format. • Publish as HTML - displays the 'Publish as HTML' dialog, from which you can create a report on the current package, for display as a web page; the dialog allows you to specify a range of parameters and options to control the report generation, such as style templates, diagram themes, image formats as well as the output file path name

	<ul style="list-style-type: none">• Publish as Joomla! Article - opens the 'Publish as Joomla! Article' dialog; use this dialog to specify connection details for the Joomla! database, the content template and diagram theme to use as well as which element information to include, then initiate the generation• CSV Import / Export - opens the 'CSV Import / Export' dialog from which you can import and export element data from Enterprise Architect using CSV files for exchange with spreadsheet tools; the 'CSV Import / Export' dialog allows you to define file specifications that control which element properties are exported and imported, as well as specifying the actual file to use for the export or import• QA Reports and Metrics - open the 'QA Reports' window, which provides a number of pages, each of which provides facilities for reporting on a particular aspect of the elements in the current package, namely Testing, Maintenance, Dependency Details, Implementation Details and Use Case Metrics; each page provides a set a particular set of parameters and options to control that type of report generation• Spell Check Current Package - display the 'Spell Check' dialog, that is used to run the spell checker to review the notes of all elements within the current package
Traceability	Use this command to open the 'Traceability' window. The Traceability window allows you to quickly trace dependencies and other relationships of the currently selected element.

Using the Element Panel

The 'Element' panel brings together a range of facilities for working with the elements that are displayed in the **Specification Manager** view. There are facilities for adding new elements, viewing and editing the Properties of elements, as well as creating, viewing and managing other items associated with the elements, such as Tests, Maintenance items (Defects, Issues, Changes, Tasks...), Resource Allocations and **Element Discussions**.



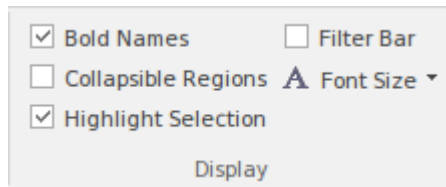
Available Facilities

Facility	Description
Element	<p>Click on the drop-down arrow to display a range of commands, by which you can edit and manage various aspects of the currently selected element, including properties, tagged values, tests, maintenance and work items.</p> <ul style="list-style-type: none"> • Properties - access the properties dialog for the currently selected element • Add New Element - add a new element to the current Specification Manager list; if a default element type has been specified, an element of that type is created, otherwise the 'New Element' dialog is displayed, prompting the user to choose a type • Add Child - add a new element as a child of the currently selected element; if a default element type has been specified, an element of that type is created, otherwise the 'New Element' dialog is displayed, prompting the user to choose a type • Repeat Previous - repeats the previous element insertion action, creating a new element of the same type, as a sibling to the previously inserted element • Find in Project Browser - locate the currently selected element in the Project Browser • Properties Window - open the common properties window to quickly access major properties for any selected element • Tagged Values - open the Tagged Values docked window, to edit and manage the tagged values associated with any selected element • Find Elements with Linked Documents - open the 'Find in Project' window and run a pre-defined search, to retrieve all elements in the model that have a Linked Document attached • Resource Allocation - open the Resource Allocation window to assign resources and schedule tasks for the currently selected element • Maintenance - display a short menu of options that facilitate opening the various Maintenance windows for the currently selected element. The Maintenance windows allow you to create and review maintenance items, such as Defects, Issues and Tasks, related to the selected model element. Each of the various Maintenance windows shows a particular kind of Maintenance item <ul style="list-style-type: none"> - Defects - show Defects window; create and review Defect items - Changes - show Changes window; create and review Change items

	<ul style="list-style-type: none"> - Issues - show Issues window; create and review Issue items - Tasks - show Tasks window; create and review Task items - Events - show Events window; create and review Event items - Decisions - show Decisions window; create and review Decision items • Testing - display a short menu of options that open the Testing window for the current element. The different menu options filter the test classes that are displayed in the window. The testing window is used to create a set of test cases for the currently selected element and to record the results of running those tests. The Test window also supports copying tests of one class, to create tests of another class, such as creating System tests, from existing Unit tests. <ul style="list-style-type: none"> - All - open the Testing window, and display All classes of tests - Inspection - open the Testing window and display only 'Inspection' tests - Unit - open the Testing window and display only 'Unit' tests - Integration - open the Testing window and display only 'Integration' tests - System - open the Testing window and display only 'System' tests - Acceptance - open the Testing window and display only 'Acceptance' tests - Scenario - open the Testing window and display only 'Scenario' tests
Discuss	<p>Open the 'Discussions' docked window. Element Discussions allow modelers to have conversations about elements without 'polluting' the element's notes with questions and modeling level comments such as 'Properties need to be added before the first release'. This feature brings the collaborative modeling platform alive where modelers can add informal discussions about elements, emulating a 'workshop' environment.</p>
Notes Format	<p>Click on the drop-down arrow, to a display a brief menu of commands that allow you to customize the visibility and style of displayed element notes</p> <ul style="list-style-type: none"> • Preview - show the Notes in Preview mode. This limits the Notes displayed to a maximum size and uses the Notes window for editing • Full Notes Inlined - show the complete Notes text for each element underneath the element name; in this mode you can create, edit and delete Notes text in the Specification Manager and perform the same operations as are available in the 'Notes' window context menu • Full Notes in Column - show the complete Notes text for each element in a new column next to the element names; you have the same freedom to edit the text as for 'Full Notes Inline' • Document View - columns are hidden and Notes are displayed inline. Use the Enter key as a keyboard shortcut to begin editing. • Hide - show no Notes at all; to edit or view the Notes, open the Properties window or docked Notes window
Edit Notes	<p>Click on this button to begin editing the element's Notes. If the Notes are hidden, or displayed in Preview mode, the Notes window will be used for editing, otherwise the Notes field or column within the Specification Manager will be used. With the element selected, the Space key may be used as a keyboard shortcut to begin editing.</p>
Edit Selection	<p>Click on this button to begin editing the current element's Name. With the element selected, the Enter key may be used as a keyboard shortcut to begin editing.</p>
Move Up	<p>Click on this button to move the selected element Up in the Specification Manager list. The element's position is also reflected in the Project Browser.</p>
Move Down	<p>Click on this button to move the selected element Down in the Specification Manager list. The element's position is also reflected in the Project Browser.</p>

Using the Display Panel

The 'Display' panel provides a range of options that make it possible to tailor the appearance of the **Specification Manager** view, to better display the information you want to examine. There are options providing visual cues, such as highlighting the selected element and using bold fonts to emphasize element names, as well as options to filter the list of elements that is displayed.



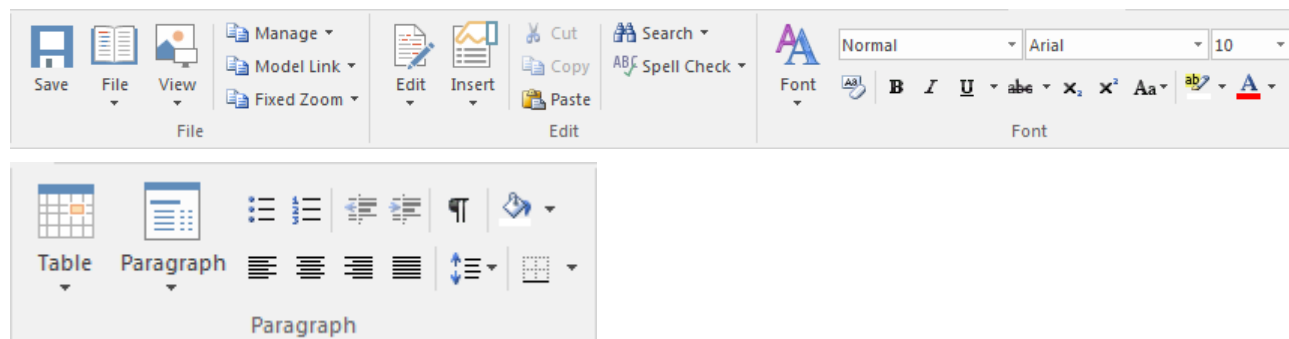
Available Facilities

Facility	Description
Bold Names	<p>Use this option to turn on or off, the use of Bold element names in the Specification Manager view.</p> <p>When on, all element names, including the names of child elements, are displayed using bold font.</p>
Collapsible Regions	<p>Use this option to enable the use of Expansion boxes on parent elements.</p> <p>If an element has child elements, you can configure the Specification Manager to either:</p> <ul style="list-style-type: none"> Hide the child elements but provide an expansion box that you can click on to open and collapse the element hierarchy (select the 'Allow Collapsible Regions' option), or Automatically display the child elements indented underneath the parent element (deselect the 'Allow Collapsible Regions' option)
Highlight Selection	<p>Use this option to actively highlight the currently selected row. When you click on an element name or property, the Specification Manager defaults to indicating the selection with side bars and/or underlines. You can, if you prefer, also highlight the entire row of data for the element, by selecting the 'Highlight Selected Row' option. This is only relevant when columns are visible.</p>
Filter Bar	<p>Use this option to show or hide the Filter Bar, which allows filtering of the visible items in the Specification Manager view.</p> <p>The Filter Bar displays underneath the column headings and consists of a row of fields, one field per column. As you type a value into one of these filter fields, element rows in the Specification Manager list are hidden unless the value in the corresponding column contains the value in the filter field.</p>
Font Size	<p>Across the Specification Manager view, the various display components such as parent element names, child element names, Notes/property values and column headings each have their own font size. You can select to increase or decrease the font sizes as a set across the display, relative to the current sizes.</p> <p>Specify the default font size based on preference</p> <ul style="list-style-type: none"> - Small

	<ul style="list-style-type: none">- Medium- Large
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Document Edit Ribbon

The Document Edit ribbon provides a set of tools and facilities for working with documents such as imported document files and linked documents. It becomes available when you open an editable document within Enterprise Architect.

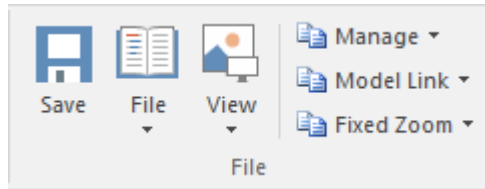


Panels

Panel	Description
File	The 'File' panel helps you to manage internal document files, the way the content displays, file security and objects you can add to the content (such as hyperlinks).
Edit	The 'Edit' panel provides a wide range of facilities for manipulating and checking the text within a document, and searching the content for specific text strings.
Font	The 'Font' panel helps you to completely control the Fonts in a document, including setting Bold, Italics and font types and size. The color of text and background can be altered to create visually attractive documents.
Paragraph	The 'Paragraph' panel helps you to format all aspects of paragraphs in a document including left, right and center alignment and justification. Text indentation, bullets and numbered lists can be added to create well formatted documents. Line spacing, document styles and table borders can be set to facilitate reading.

Using the File Panel

The 'File' panel helps you to manage internal document files, the way the content displays, file security and objects you can add to the content (such as hyperlinks).



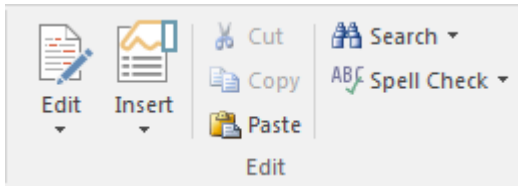
Available Facilities

Facility	Description
Save	Click on this icon to save any changes you have made to the document file. (The icon is not available if no changes are pending).
File	<p>Click on the drop-down arrow and select from a number of options for manipulating the file contents as a whole.</p> <ul style="list-style-type: none"> • Import - import the contents of an existing document into the current file • Save As (Export to File) - save your document to a different document file • New (Clear Document) - clear the current contents of the document for redesign • Reload from Repository - reload the file contents from the previously-saved version • Update Styles (Import Stylesheet) - either: <ul style="list-style-type: none"> - Re-import the standard styles from Normal.rtf, into the current document, or - Apply one of the system-supplied standard Stylesheets to the document • Page Layout - display the 'Page Setup' dialog and set the page margins for the file • Printer Setup - display the 'Print Setup' dialog and confirm or reselect the core parameters such as page size, or click on the Properties button to define more advanced settings • Print - display the 'Print' dialog to define the print job for the document • Print Preview - display the document as it would appear when printed
View	<p>Click on the drop-down arrow to display options for displaying the document content on the screen.</p> <ul style="list-style-type: none"> • Page Layout Mode - toggle the text display between page layout and window layout • Borderless Mode - toggle between the setting of the 'Page Layout Mode' option and a full-screen view of the document with no margins • Horizontal Ruler - display or hide the ruler at the top of the page, showing tab stops and paragraph indentation marks • Vertical Ruler - display or hide the ruler against the left edge of the page, indicating the depth of the top and bottom margins of the page • Status Ribbon - display or hide the status ribbon at the bottom of the editing

	<p>panel, showing the current page number, line number and column number</p> <ul style="list-style-type: none"> • Hidden Text - show text marked as 'Hidden' using the 'Font Hidden Text' option • Field Names - toggle between displaying field names in the text and displaying the field values • Hyperlink Cursor - toggle the cursor icon when you 'mouse over' a hyperlink, between the default image (a line or arrow) and a pointing hand • Page Header/Footer - display or hide the text of page headers and footers
Manage	<p>Click on this icon to select from a set of options for protecting the document from being edited or deleted, so that it is safe from accidental change. The Document Editor defaults to locking against protection, so you first turn off the lock and then protect either the whole document or a selected block of text.</p> <ul style="list-style-type: none"> • Protect Document - toggle between setting a lock to prevent any editing or deletion of the entire document, and removing protection so that changes can be made • Text Selection Lock - remove the lock against setting protection on the text of the document • Snap to Grid - (defaults to on) applies a grid to the tab markers and paragraph indents, so that they snap to the nearest sixteenth of an inch • Watermark Picture - display an image file browser and select an image to use as a watermark in the document • Remove Unused Lists - clear unused list formats from the file when you save it, to reduce file size
Model Link	<p>Click on this icon to select from options to create a link between a text string that you highlight in the document and a new or existing object in the model.</p> <ul style="list-style-type: none"> • Glossary Definition - display the 'Glossary Detail' dialog, to create a Project Glossary entry for the highlighted text string • New Model Element- display a short list of types of object to create (or select the 'Other' option to access a wider range of object types) to generate an object of that type from the highlighted text string, in the current Package; the object is linked to the highlighted text in the document • Link to Existing Element - display the 'Select Classifier' dialog, through which you browse for and select an element to link to a highlighted text string • Hyperlink - create a hyperlink from the highlighted text to an existing object in the model; the 'Hyperlink Details' dialog displays, through which you specify the type of object to link to, and its location
Fixed Zoom	<p>Click on this icon to display a list of page magnification options, including one to set a custom magnification of the document page content, between 10% and 500%.</p>

Using the Edit Panel

The 'Edit' panel provides a wide range of facilities for manipulating and checking the text within a document, and searching the content for specific text strings.



Available Facilities

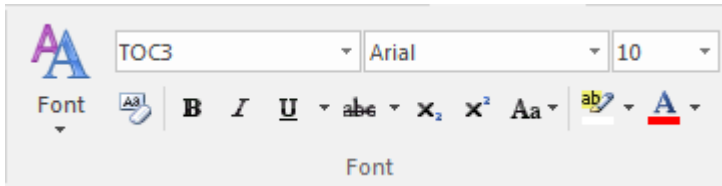
Facility	Description
Edit	<p>Click on this icon to display and select from a list of editing operations you can perform within your document. This list includes facilities for tracking changes, setting the direction of text flow, and setting up list overrides.</p> <ul style="list-style-type: none"> • Cut - remove a highlighted text string and hold it in the clipboard • Copy - copy a highlighted text string and hold it in the clipboard • Paste - paste a text string from the clipboard into the document at the cursor position • Paste Special - paste a specially-formatted object from the clipboard into the document, such as formatted text or an OLE object • Edit Picture - open the appropriate graphics editor for the selected image, to edit the image • Undo - roll back the last unsaved change made; you can undo a succession of unsaved changes • Redo - re-establish the last unsaved change that has been undone; you can redo a succession of undone changes • Select All - highlight the text of the whole document for performing an operation on it • Repaginate - repaginate the document, and update the 'Page Number' and 'Page Count' fields and the Table of Contents • Edit Section - display the 'Section Parameters' dialog, on which you set up the document properties to apply to the text between two section breaks • Edit Style - display the 'Edit Stylesheet' dialog, through which you create and edit styles to apply to either paragraphs of text or characters • Edit Input Field - display the 'Input Field Parameters' dialog, through which you create or edit a field at the cursor position in the document, for the document users to enter data in • Edit Frame/Drawing Object - display a short list of options for editing or re-positioning a frame or drawing object, including setting the direction of text flow within the object • List and Overrides - display a list of options for setting up paragraph numbering list items, overrides and levels • Edit Page Header/Footer - display a hierarchy of menus for creating, editing and deleting the page headers and footers of the document • Edit Footnote/Endnote - select to add or edit either an end-note or the footnotes of the current page

	<ul style="list-style-type: none"> • Track Changes - display a menu of options for enabling and using Change Tracking in the document • Apply Comment - create a comment of the selected text, which displays in the outside page margin • Edit OLE Object - open the appropriate editor to edit the embedded OLE object • Inline IME - set the document to accept both single-byte characters and double-byte characters, without having to switch to an external Input Method Editor (IME) application (double-byte characters are complex characters used in languages such as Japanese and Cyrillic) • Document Text Flow - display the 'Document Text Flow' dialog, on which you set the text flow for the whole document to left-to-right, right-to-left, or the default for the system
Insert	<p>Click on this icon to display and select from a list of text breaks, objects, special text structures and special characters to insert in the document at the cursor position.</p> <ul style="list-style-type: none"> • Insert Break - display a short menu from which you select to insert a page break, section break or column break • Embed Picture - insert an image file as a picture in the document • Link Picture - insert a link to an image file in the document • OLE Object - display the 'Insert Object' dialog, from which you can select the appropriate application to create the OLE object in the document • Insert RTF File - insert the complete contents of another document file • Frame - inserts a small frame at the cursor position, which you can then drag to the appropriate size • Drawing Object - display the 'Select Drawing Object' dialog and select to insert a text box, rectangle or line, which you can then drag to the appropriate size • Page Number - insert a page number field at the cursor position • Page Count - insert a page count field at the cursor position • Date and Time - display the 'Insert Current Date and Time' dialog, which you use to create data and/or time fields in the page layout, in one of a selection of formats • Footnote/Endnote - • Bookmark - display the 'Bookmark' dialog, which you can use to create, locate and delete bookmarks in your document • Table of Contents - display a short dialog in which you define the highest and lowest heading levels to reflect in the Table of Contents (you must define the appropriate Table of Contents level styles before doing this); when you click on the OK button, the Table of Contents generates • Data Field - display the 'Data Field Parameters' dialog, in which you enter the field name and the data value of your own data field to insert in the document • Text Input Field - display the 'Input Field Parameters' dialog, in which you enter the field name and characteristics of a field in which the document users can enter their own information • Checkbox Field - display the 'Checkbox Field Parameters' dialog, in which you define a checkbox that the document users can select or clear • Selection Field - display the 'Selection Field Parameters' dialog in which you define a drop-down list field for which the document users can select one of a set of values to display • Hyperlink - display the 'Insert Hyperlink' dialog, on which you enter the hyperlink text and the identifier for the object being linked to, either within the

	<p>model or external to it</p> <ul style="list-style-type: none"> • Non-breaking Space - insert a non-breaking space at the cursor position, so that if the document text flows to a new page at that point, the words linked by the space are kept together • Non-breaking Dash - insert a non-breaking dash at the cursor position, so that if the document text flows to a new page at that point, the words linked by the dash are kept together • Optional Hyphen - insert a hyphen at the cursor position
Cut	Click on this option to remove a highlighted text string and hold it in the clipboard.
Copy	Click on this option to copy a highlighted text string and hold it in the clipboard.
Paste	Click on this option to paste a text string from the clipboard into the document at the cursor position.
Search	<p>Click on this icon to display a short menu of options for locating a text string in the document.</p> <ul style="list-style-type: none"> • Search - open the 'Search Text' dialog, to specify the text string to locate and the initial search parameters • Search Forward - continue the search forwards towards the end of the document, to the next occurrence of the defined text string • Search Backward - continue the search back towards the start of the document, to the next occurrence of the defined text string • Replace - open the 'Replace Text' dialog to search for a text string and replace it with another, in selected text or throughout the document • Go to Line - display a short dialog in which you specify the number of a line in the document to 'jump' the cursor to
Spell Check	<p>Click on this icon to display a set of simple options for checking the spelling in the document.</p> <ul style="list-style-type: none"> • Spell Check - start a spell check on the document, and respond to all apparent spelling errors • Auto Spell Checking - set the system to automatically check all existing text and new text as it is typed or imported into the document, underlining apparent errors in red • Thesaurus - display the 'Thesaurus' dialog in which you can check for alternative or opposite terms for the selected text string

Using the Font Panel

The 'Font' panel helps you to completely control the Fonts in a document, including setting Bold, Italics and font types and size. You can alter the color of the text and highlighting to create visually compelling documents.



Available Facilities

For many of these facilities, you can either select an icon from the panel or an equivalent option from the 'Font' drop-down menu.

Facility	Description
Font	<p>Click on this icon to display a list of options for changing the appearance of a selected string of characters. These options include:</p> <ul style="list-style-type: none"> • Normal - return changed text to the Normal, unformatted style • Bold - bolden the selected text • Underline - underline the selected text with a single line • Double Underline - underline the selected text with a double line • Italic - italicize the selected text • Subscript - make the selected text a subscript • Strike - run a single line through the selected text • Double Strike - run a double line through the selected text • All Caps - change all selected characters to upper case • Small Caps - change all selected characters to small capitals • Fonts - display the 'Font Selection' dialog, from which you select the typeface and point size to apply to the selected characters • Style - display the 'Select a Style' dialog, from which you select a defined style to apply to the selected characters • Spacing - display the 'Character Spacing' dialog, on which you select to expand or compress the spacing between characters to a number of Twips that you define, or return the spacing to Normal • Horizontal Scaling - display the 'Horizontal Character Scaling' dialog, on which you set the width of the selected characters to less than or greater than 100% • Hidden - hide the selected text and close up the remaining text; you can reveal the hidden text using the 'View > Hidden Text' option on the 'File' panel • Boxed - place a simple rectangular frame around the selected text • Protect - prevent any changes to the selected text; available if the 'Manage > Protection Lock' option is deselected on the 'File' panel • Hyperlink - make the selected text into a hyperlink
<style> field	Click on the drop-down arrow and click on the text style to apply to the selected text.

<typeface> field	Click on the drop-down arrow and click on the name of the typeface to apply to the selected text.
<point size> field	Click on the drop-down arrow and click on the point size to apply to the selected text. You can also type a point size into the field.
Clear Formatting	Click on this icon to clear any formatting you have applied to the selected text using the other facilities of the 'Font' panel.
Bold	Toggle the selected text between bold and normal type.
Italic	Toggle the selected text between italics and normal type.
Underline	Click on the icon to underline the selected text with a single line, or to remove the underline. Click on the drop-down arrow and select: <ul style="list-style-type: none"> • Double Underline - underline the selected text with two lines, or to remove the double underline • Underline Color - display a color palette from which you can select a color for the <i>existing</i> underlines, or define a color not presented in the palette
Strikethrough	Click on the icon to put a single strike-through line across the selected text, or to remove the line. Click on the drop-down arrow and select the 'Double Strikethrough' option to do the same with a double line through the text.
Subscript	Click on this icon to toggle the selected text between a subscript (below the level of the adjacent text) and normal.
Superscript	Click on this icon to toggle the selected text between a superscript (above the level of the adjacent text) and normal.
Character Case	Click on the drop-down arrow and select an option for changing the case of the selected text: <ul style="list-style-type: none"> • Sentence case - convert the selected text to sentence case; capital letter at the start of the first word, lower case for the rest • lowercase - convert all characters of the selected text to lower case • UPPER CASE - convert all characters of the selected text to upper case • Capitalize Each Word - make the first character of every word of the selected text a capital letter • tOGGLE cASE - change all lower case letters in the selected text into upper case, and all upper case letters into lower case
Highlight Text	Click on the drop-down arrow to display the 'Color Palette', and select or define a color to show behind the selected text as a highlight.
Text Color	Click on the drop-down arrow to display the 'Color Palette', and select or define a color in which to display the selected text.

Using the Paragraph Panel

The 'Paragraph' panel helps you to format all aspects of paragraphs in a document including left, right and center alignment and justification. Text indentation, bullets and numbered lists can be added to create well formatted documents. Line spacing, document styles and table borders can be set to facilitate reading the text.




Available Facilities

For many of these facilities, you can either select an icon from the panel or an equivalent option from the 'Paragraph' drop-down menu.

Facility	Description
Table	<p>Click on this icon to display a list of facilities for setting up and formatting a table in your document. For options that apply to cells, you can apply the settings to the whole table, just the selected cells, just the column(s) containing the selected cells, or just the rows(s) containing the selected cells.</p> <ul style="list-style-type: none"> • Insert Table - display the 'New Table' dialog and specify how many rows and columns to create; the table defaults to showing the gridlines • Insert Row - add a row above the current row, with the same row properties • Insert Column - add a column to the left of the current column, with the same column properties • Merge Cells - merge the selected cells into one cell, across or down the table, or both • Split Cell Horizontally - split the selected cell into two columns within the row • Split Cell Vertically - split the selected cell into two rows within the column • Delete Cells - display the 'Delete Table Cells' dialog, in which you specify whether to delete just the selected cells, the rows containing the selected cells, or the columns containing the selected cells • Row Position - display the 'Table Row Alignment' dialog, in which you align the row borders with the left margin, the page center or the right margin, either just for the selected row or for the whole table • Row Height - display the 'Row Height' dialog, in which you set the row height to automatically adjust to the row contents, or to only adjust above a minimum height or to always be an exact height (which you specify, in Twips), for just the selected row or for all rows in the table; content that exceeds a fixed row height is not visible in the table • Header Row - set the first row of the table as a header row, which will be duplicated at the top of each section of the table flowing onto a new page • Keep Row Together - set the selected rows to stay together if the table would be split by an automatic page break at those rows • Row Text Flow - display the 'Table Text Flow' dialog, on which you specify whether the text should flow left-to-right or right-to-left, or the direction of the system default; you can apply the setting to selected rows or to the whole table, and the rows are aligned with the left or right margins of the page to match the text flow

	<ul style="list-style-type: none"> • Cell Width - display the 'Set Cell Width' dialog, on which you specify the width of the selected cells and the indent of text within the cells, in Twips • Cell Border Width - display the 'Set Cell Border' dialog on which you set the width of the lines at any or all of the top, bottom, left and right of the selected cells, with the border around either the selected cells as a block or around each individual cell • Cell Border Color - display the 'Set Cell Border Color' dialog, on which you select one color for all the lines of the cell borders or a color for each or any of the border lines, clicking on the border-name button to select the color to apply • Cell Shading - display the 'Cell Shading' dialog, on which you select a shading of the background of the selected cells, from 0% (no shading) darkening to 100% (black) • Cell Color - display the 'Cell Color Selection' dialog, on which you click on the Set Color button and on a background color for the selected cells • Cell Vertical Align - display the 'Cell Vertical Alignment' dialog, on which you align the text in the cells to the top, center or bottom of the cell, or the baseline of the lowest top line of text (if you have applied special formatting to a cell within the selection) • Cell Rotate Text - display the 'Cell Text Rotation' dialog, in which you set the text to display horizontally (as normal), rotated by 90 degrees anticlockwise to flow from the bottom of the cell to the top and left to right, or rotated by 90 degrees clockwise to flow from the top of the cell to the bottom and right to left; this is especially useful when the cells are in the outside columns and act as labels for the content of the body of the table • Select Current Column - select the whole column containing the currently-active cell • Show Gridlines - display or hide the pale blue table and cell borders on the screen, so that you can visualize the layout of the table; the grid is not printable - if you intend to print the table, you must define the borders as having at least minimum width
Paragraph	<p>Click on this icon to display a list of facilities for formatting the selected paragraphs of text in your document.</p> <ul style="list-style-type: none"> • Normal - align the text so that new lines begin parallel with the left margin of the page and flow to the right • Center - align the text so that new lines begin at the center of the page and flow equally towards the left and right margins of the page • Right Justify - align the text so that new lines begin parallel with the right margin of the page and flow to the left • Justify Both - align the text so that lines begin and end parallel with the left and right margins respectively • Double Space - separate the lines within the selected paragraph with double line spacing • Indent Left - indent the selected paragraph one tab space in from the left margin; each selection indents the text one more tab space • Indent Right - indent the selected paragraph one tab space in from the right margin; each selection indents the text one more tab space • Hanging Indent - indent the paragraph except for the first line one tab space • Keep Together - if there is a possibility that the selected text will be split by a page break, set the text to be moved to the top of the next page as a single unit • Keep With Next - if there is a possibility that the selected paragraph will be separated from the next by a page break, set the paragraph to move onto the same page as the next paragraph

	<ul style="list-style-type: none"> • Widow/Orphan Control - prevent the first and last lines of the selected paragraph from being separated from the rest of the text by a page break; at least one other line will stay with or move with the separated text • Page Break Before - set the selected paragraph to print at the top of a new page • Border and Shading - display the 'Paragraph Box' dialog, on which you select to add borders above, below, to the sides and - for multiple-column text - between the columns of the selected text, to format the borders as a single or double thin line or thick line, to set the color of the borders, and to add a shaded background to the selected text; as you increase the percentage shading, the text color changes to contrast with the background • Paragraph Spacing - display the 'Paragraph Spacing' dialog, on which you set the line spacing within the paragraph to one of three standard spacings, or to a point-spacing that you define, or to a multiple line spacing that you define; you can also set extra spacing to apply before and/or after the paragraph • Background Color - displays the 'Color' dialog, on which you select a color as the background of the selected text; note that the text color does not automatically change to contrast with the background, and if this option is used with the 'Border and Shading' option it blocks that text change • Bullet - convert the selected lines of text to a bullet list, or to convert a bulleted list to unbulleted paragraphs • Numbering - convert the selected lines of text to a numbered list, or to convert a numbered list to un-numbered paragraphs • Increase Level - increase the indent of the selected text and move it further in from the left margin • Decrease Level - if the selected text is indented from the left margin, reduce the indent and draw the text closer to the margin • List Numbering - display the 'Apply paragraph numbering using Lists' dialog, which you use to apply a hierarchical numbering system to the paragraphs in the document • Set Tab - display the 'Set a Tab Position' dialog, on which you set the interval for tab points, the type of tab point, and what kind of lead-in line the tab has, if any • Clear Tab - display the 'Clear a Tab Position' dialog and select a single tab from the list to clear • Clear All Tabs - clear all tab settings from the document • Style - display the 'Select a Style' dialog, on which you select a pre-set style to apply to the selected text • Text Flow - display the 'Paragraph Text Flow' dialog, on which you select the direction in which text flows from the opening words - Left-To-Right, Right-To-Left, or the system default direction
Bullets	Click on this icon to convert the selected lines of text to a bullet list, or to convert a bulleted list to unbulleted paragraphs.
Numbers	Click on this icon to convert the selected lines of text to a numbered list, or to convert a numbered list to un-numbered paragraphs.
Decrease Indent	If the selected text is indented from the left margin, click on this icon to reduce the indent and draw the text closer to the margin.
Increase Indent	Click on this icon to increase the indent of the selected text and move it further in from the left margin.

Show Paragraph Markers	Click on this icon to toggle the display of paragraph markers () throughout the document.
Fill	Click on this icon to display a selection of colors, and select one to use as the background color for the selected block of text. If you want to clear the background color, select the 'No Color' option. If you want to use a color that is not offered in the selection, click on the 'More Colors' option and select or define the color you require.
Left Alignment	Click on this icon to align the left ends of the selected lines of text with the left margin of the page.
Center Alignment	Click on this icon to align the centers of the selected lines of text with the vertical center of the page.
Right Alignment	Click on this icon to align the right ends of the selected lines of text with the right margin of the page.
Left and Right Alignment	Click on this icon to align the ends of the selected lines of text with the left and right margins of the page.
Line Spacing	<p>Click on this icon to display a list of conventional line spacings, and options to customize line spacing and paragraph spacing.</p> <ul style="list-style-type: none"> • 1.0) • 1.15) • 1.5) set the line spacing in the highlighted text to the selected value • 2.0) • 2.5) • 3.0) • Line Spacing Options - display the 'Paragraph Spacing' dialog, on which you set the line spacing within the paragraph to one of three standard spacings, or to a point-spacing that you define, or to a multiple line spacing that you define; you can also set extra spacing to apply before and/or after the paragraph • Add Space Before Paragraph - if you have defined a space to add before paragraphs, apply the space to the current paragraph • Add Space After Paragraph - if you have defined a space to add after paragraphs, apply the space to the current paragraph
Borders and Shading	<p>Click on this icon to display a list of options for adding borders to the table cells you have selected - individual cells, groups of cells, rows, columns or the whole table. Other table-formatting options are available from the 'Table' option.</p> <ul style="list-style-type: none"> • Bottom Border - convert the gridline to a black border along the bottom of the selected cell(s) • Top Border - convert the gridline to a black border along the top of the selected cell(s) • Left Border - convert the gridline to a black border along the left edge of the selected cell(s) • Right Border - convert the gridline to a black border along the right edge of the selected cell(s) • No Border - remove any borders around and between the selected cells • All Borders - convert the gridline to a black border around the selected cell(s) and - for multiple cells - between the selected cells

	<ul style="list-style-type: none">• Outside Borders - convert the gridline to a black border around but not between the selected cells• Inside Borders - convert the gridline to a black border between but not around the selected cells• Insert Table - display the 'New Table' dialog and specify how many rows and columns to create in a new table starting at the cursor position; the table defaults to showing the gridlines• View Gridlines - toggle between showing and hiding the pale blue table outlines on the screen display; the gridlines are not printable, so if you want to show borders on the table in the printed document, add cell borders• Borders and Shading - display the 'Cell Shading' dialog, through which you identify which grouping of table cells to shade and the depth of shading to apply
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