



Quick Reference

PowerDesigner® 16.5

Windows

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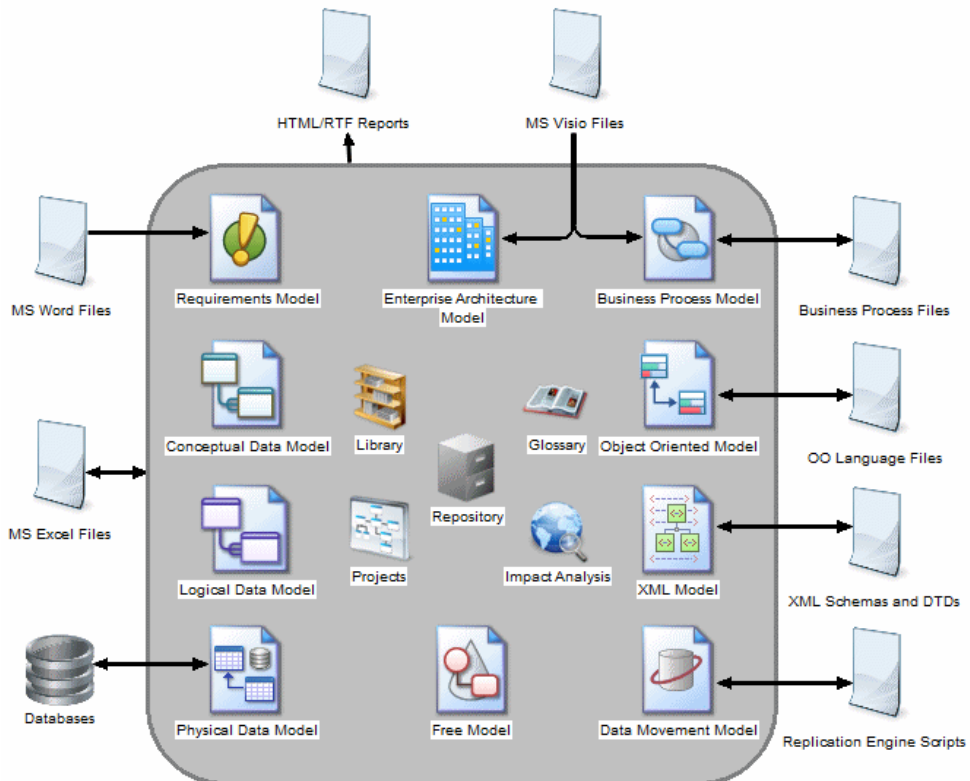
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Core Features Quick Reference

PowerDesigner® is a graphical enterprise modeling solution supporting standard methodologies and notations and providing automated code reverse engineering and generation through customizable templates. It provides a scalable enterprise repository solution with strong security and versioning capabilities to aid multi-user development, powerful reporting capabilities, and is highly extensible.



Creating Models and Projects

Models are the basic working unit in PowerDesigner, and contain one or more diagrams. Projects contain one or more models and can also include a framework diagram or matrix to guide how your project should be modeled:

- To create a new model, select **File > New Model**.
- To create a new model by importing an Excel, Word, ERwin, XMI, Rational Rose, or SIMUL8 file, select **File > Import > type**.

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- To create a new model by reverse-engineering a database, process or object language files, or an XML schema, select **File > Reverse Engineer > type**.
- To create a new project, select **File > New Project**.

Setting Up Your Modeling Environment

- To connect to a repository, select **Repository > Connect**.
- To set model options including naming conventions for your objects, select **Tools > Model Options**.
- To control the look of and information displayed on your diagram symbols, select **Tools > Display Preferences**.
- To set general options for dialog boxes, editors, variables, etc, select **Tools > General Options**.
- To customize the commands in your menus and tools in your toolbars, select **Tools > Customize Menus and Tools**.

The PowerDesigner Interface

These core features are available in all or many models:

- To create an object in a diagram, select the appropriate tool in the Toolbox and then click in the diagram.
- To create an object in the Browser, right-click the model or a package and select **New > Object Type**.
- To open an object property sheet, double-click its Browser entry or diagram symbol.
- To add a diagram to your model, right-click the model node in the Browser and select **New > Diagram Type**.
- To find objects, select **Edit > Find Objects** (or press **Ctrl+F**).
- To find the Browser entry for an object symbol, right-click the symbol and select **Find in Browser**.
- To find the diagram symbol for an object in the Browser, right-click the Browser item and select **Find in Diagram**.
- To check the validity of your model, select **Tools > Check Model** (or press **F4**).
- To add a dependency matrix to your model, right-click the model node in the Browser and select **New > Dependency Matrix**.
- To create a report on your model, select **Report > Report Wizard** (or press **Ctrl+F12**).
- To enable the use of the glossary in your model, select **Tools > Model Options**, choose the **Naming Convention** category, and select **Use glossary for autocompletion and compliance checking**.

Linking and Syncing

These features help you to create and review connections in and between your models:

- To create a connection from one object to any other object, open its property sheet and click the **Traceability Links** tab.
- To generate one model from another (where available), select **Tools > Generate type Model**.
- To generate objects from one model to another, select **Tools > Generate Objects > Define New Object Generation**.
- To create a shortcut to an object in another model or package, right-click on the target object in the Browser (or its symbol in a diagram) and drag and drop it into the diagram where you want to create the shortcut (or onto a model or package in the Browser). Release the right mouse button, and select **Create Shortcut(s) Here**.
- To create a synchronized replica of an object in another model or package, right-click on the target object in the Browser (or its symbol in a diagram) and drag and drop it into the diagram where you want to create the replica (or onto a model or package in the Browser). Release the right mouse button, and select **Replicate Here**.
- To create or review mappings between two models (where available), select **Tools > Mapping Editor**
- To compare two models, select **Tools > Compare Models** (or press **Ctrl+F6**).
- To merge two models, select **Tools > Merge Models** (or press **Shift+F6**).
- To analyze the impact of a change to an object, select **Tools > Impact and Lineage Analysis** (or press **Ctrl+F11**).

Documentation

For detailed documentation, see *Core Features Guide*.

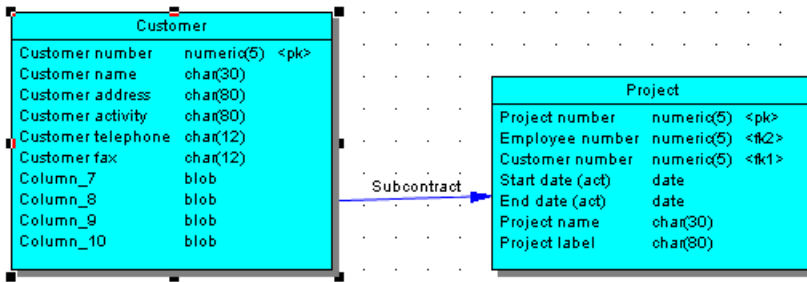
Manipulating Symbols

You can select symbols in a PowerDesigner diagram using standard gestures. You can edit properties of the selected symbol's object or it's sub-objects, and resize the symbol by clicking and dragging on its handles.

Click on a symbol with the default **Pointer** tool to select it. To select:

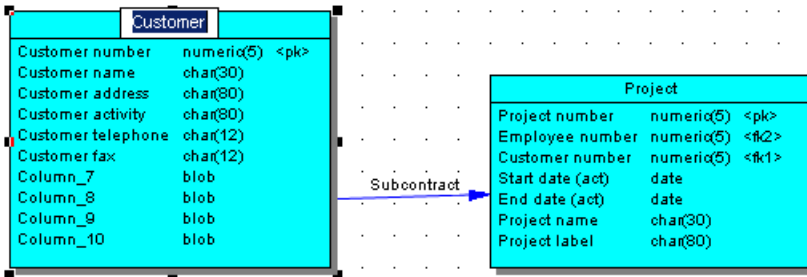
- Additional symbols, press and hold **Shift** while clicking them.
- All symbols in an area, click and hold while dragging the pointer over the area.
- All symbols connected to a symbol, click the symbol and then select **Edit > Select Connected Symbols**
- All symbols in the diagram, press **Ctrl+A**, click the Grabber tool, or select **Edit > Select All**

In the following example, the `Customer` table is selected, and can be moved by dragging or resized by dragging on one of its handles:



Note: To resize all the symbols in a diagram at once, click the **Grabber** tool and then drag one of the handles.

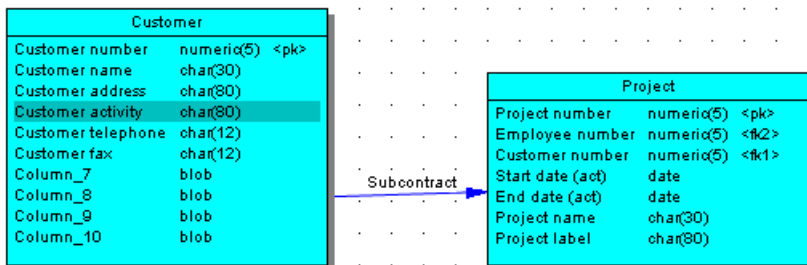
When a symbol is selected, clicking on one of its object properties lets you edit its value. Now, the table name is selected for editing:



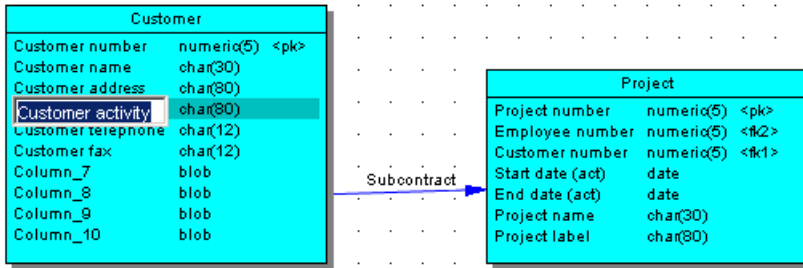
When an object property is selected for editing, you can navigate through its editable properties and on into its sub-object properties by pressing the **Tab** or **Shift+Tab** keys.

Note: You can control the object and sub-object properties that appear on a symbol using display preferences (**Tools > Display Preferences**).

When a symbol is selected, clicking on one of its sub-objects selects that sub-object. Now, the `Customer activity` column sub-object is selected:



You can navigate up and down in the list of sub-objects by pressing the **Up Arrow** or **Down Arrow** keys. When a sub-object is selected, clicking on one of its properties lets you edit its value. Now the `Customer activity` column name is selected for editing:



To create a new sub-object at the end of the list, press **Ctrl+N**. To insert a new sub-object above the selected sub-object, press **Ctrl+I**. To delete the selected sub-object, press **Del**. Right-clicking a sub-object opens a contextual menu offering useful commands.

When a sub-object property is selected for editing, you can navigate right and left along the line of its editable properties by pressing the **Tab** or **Shift+Tab** keys.

Note: The following kinds of properties are not editable via object symbols:

- Boolean properties, such as the **Abstract** property on OOM class symbols.
 - Custom indicators, such as those used to identify keys and indexes on PDM table symbols.
 - Certain calculated properties, such as **Domain** or **Datatype** on PDM table symbols.
-

Manipulating Link Symbols

You can add and remove corners to and from link symbols, and change the objects that they connect.

1. Draw a link between two objects:



2. Press **Ctrl** and click a point on the line to create a handle where you want to insert a corner:

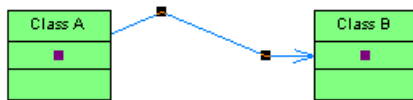


3. You can add a second handle, or as many as you need:



4. To create a corner, click and hold the handle and then drag it to where you want the corner to be:

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5. You can drag the other handles too:



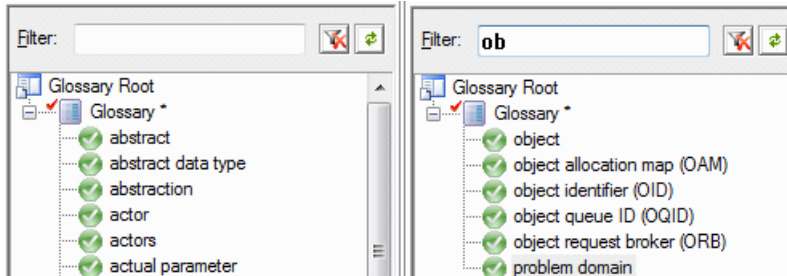
6. To remove a handle (and corner), press **Ctrl** and click on the handle to remove:



Note: To move an extremity of a link symbol from one object to another, click to select the link, and then drag the end handle to the new object.

Glossary Quick Reference

The *glossary model (GLM)* helps you capture and organize the terminology to be used for naming your model objects. An administrator deploys the glossary, and users enable it in their models to provide autocompletion for object names and model checks to ensure compliance. The glossary appears in the Browser **Glossary** tab and updates are pushed to users each time they connect to the repository, or on demand. Only one glossary is permitted per repository.



Administering the Glossary

An administrator performs the initial deployment of the glossary to the repository by adding terms to it and checking it into the repository:

- To control access to the glossary, right-click the **Glossary** node, and select **Permissions**. By default, all users have Read permission on the glossary.
- To import terms from the names of objects from a PowerDesigner model open in your workspace, right-click the **Glossary** node, and select **Import from Model**.
- To import terms from an Excel or CSV file, right-click the **Glossary** node, and select **Import from Excel File**.
- To create a glossary terms list, right-click the **Glossary** node, and select **New > Glossary Terms List**.

Using the Glossary

- To consult the glossary, click the Browser **Glossary** tab.
- To enable the use of the glossary in your model, select **Tools > Model Options**, then click **Naming Convention** in the category list and select **Use glossary for autocompletion and compliance checking**.
- To check glossary compliance, select **Tools > Check Model** and select the **Name/Code contains terms not in glossary** and **Name/Code contains synonyms of glossary terms** for the types of objects whose names you want to verify.

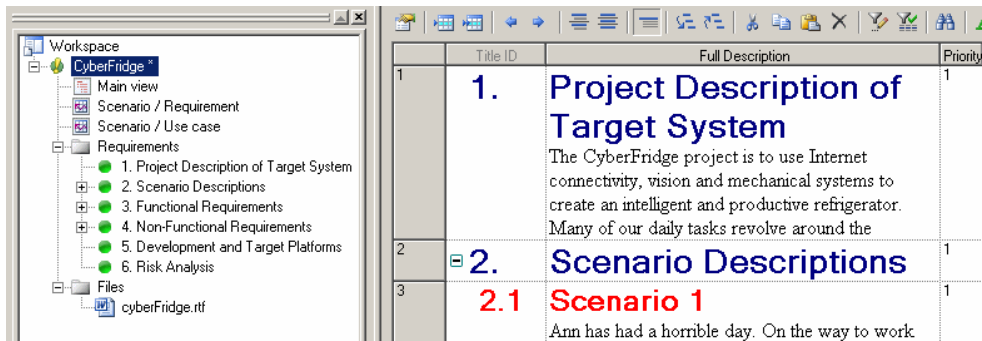
Glossary Quick Reference

Documentation

For detailed documentation, see *Core Features Guide > Modeling with PowerDesigner > The Browser > The Glossary*.

Requirements Model Quick Reference

A *requirements model (RQM)* helps you analyze any kind of written requirements and link them with users and groups who will implement them and with design objects in other models. You can use an RQM to represent any structured document (e.g. functional specification, test plan, business goals, etc.) and import and export hierarchies of requirements as MS Word documents.



Creating an RQM

- To create a new RQM - Select **File > New Model**, and choose **Requirements Model**.
- To create a new RQM by importing a Word document - Select **File > Import > Word Document**.

The following types of views are available:

- A *requirements document view* displays a list of written requirements in a hierarchic grid. Multiple views can be created with different filters to display various subsets of requirements.
- A *traceability matrix view* displays the links between requirements and objects from other types of models, external files or other requirements.
- A *user allocation matrix view* displays the links between requirements and the users and groups who will fulfill them.

Linking Requirements with Design Objects and External Files

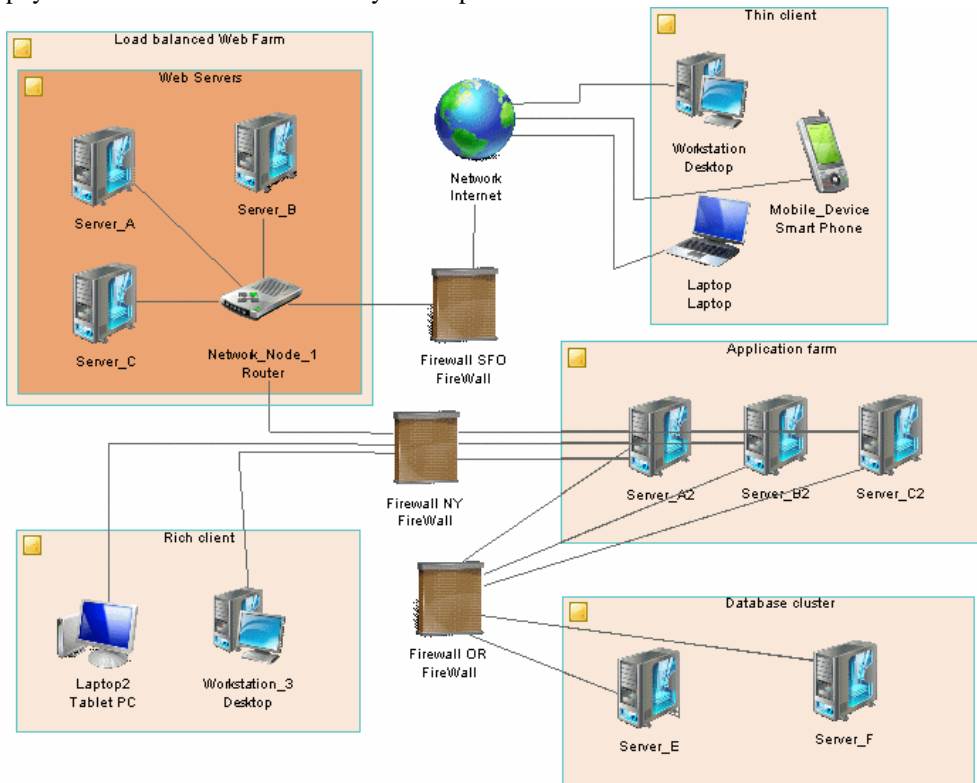
You can link requirements to objects from other types of models, external files, and other requirements on the **Requirement Traceability Links** tab of the requirement property sheet.

Documentation

For detailed documentation, see *Requirements Modeling*.

Enterprise Architecture Model Quick Reference

An *enterprise architecture model (EAM)* helps you analyze and document your organization and its business functions, along with the applications and systems that support them and the physical architecture on which they are implemented.



Creating an EAM

- To create a new EAM - Select **File > New Model**, and choose **Enterprise Architecture Model**.
- To create a new EAM by importing a Visio diagram - Open your diagram in Visio and select **PowerDesigner > Export to PowerDesigner Model**.

The following types of diagrams are available:

- A *process map* provides a graphical view of your business architecture, and helps you identify your business functions and high-level processes, independent of the people and business units who fulfill them.
- An *organization chart* provides a graphical view of your organization as a tree structure, and helps you analyze and display the relationships between organization units (divisions, groups, teams, etc), individuals, and roles.
- A *business communication diagram* provides a graphical view of your organization, and helps you analyze, the relationships, flows, and other connections between business functions, organization units, roles, and sites.
- A *city planning diagram* provides a graphical view of the big picture of your enterprise architecture, using the metaphor of planning the infrastructure of a city to represent the organization of systems, applications, etc into architectural areas.
- A *service-oriented diagram* provides a graphical view of your business and application services and the relationships between them, and helps you associate applications and other application layer objects with business services and processes to assist with SOA design.
- An *application architecture diagram* provides a high-level graphical view of the application architecture, and helps you identify applications, sub-applications, components, databases, services, etc, and their interactions.
- A *technology infrastructure diagram* provides a high-level graphical view of the physical architecture required to support the application architecture.

Exporting and Importing Objects to and from Other Models

The EAM provides wizards to export EA objects to lower-level models and to import implementation objects to be represented in the EAM:

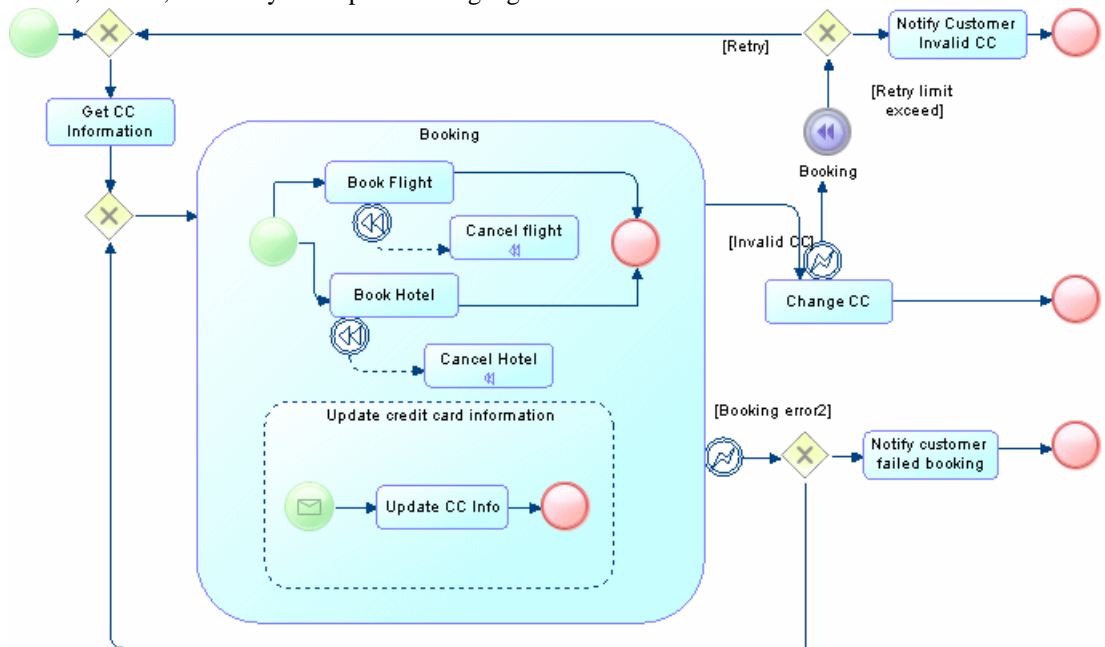
- To export EAM objects to another model - Select **Tools > Export Objects Wizard**
- To import objects from other models into an EAM - Select **Tools > Import Objects Wizard**

Documentation

For detailed documentation, see *Enterprise Architecture Modeling*.

Business Process Model Quick Reference

A *business process model (BPM)* helps you identify, describe, and decompose business processes. You can analyze your system at various levels of detail, and focus alternatively on control flow (the sequence of execution) or data flow (the exchange of data). You can use BPEL, BPMN, and many other process languages.



Creating a Business Process Model

- To create a new, empty BPM, select **File > New Model**, and choose **Business Process Model**.
- To reverse engineer a new BPM from process language files, select **File > Reverse Engineer > Process Language**.

The following types of diagrams are available:

- A *business process diagram* (or process flow diagram) provides a graphical view of the control flow (the sequence of execution) or data flow (the exchange of data) between processes at any level in your system.
- A *process hierarchy diagram* (or functional decomposition diagram) provides a graphical view of the functions of a system and helps you decompose them into a tree of sub-processes.

Business Process Model Quick Reference

- A *process service diagram* provides a graphical view of the services, operations, and interfaces available in your system.

Working with Data in a BPM

PowerDesigner provides various methods for linking data in your BPM to data items, entities, tables or classes in other PowerDesigner models:

- To link data in a BPM with other PowerDesigner objects, use the **Definition** field on the **General** tab of the data property sheet.
- To export data in a BPM to other PowerDesigner objects, select **Tools > Data Export Wizard**.
- To import other PowerDesigner objects as data in a BPM, select **Tools > Data Import Wizard**.

Working with Process Language Definitions

The process language definition file defines features specific to the language being modeled:

- To open the process language definition file in the Resource Editor, select **Language > Edit Current Process Language**.
- To change the process language to model with, select **Language > Change Current Process Language**.

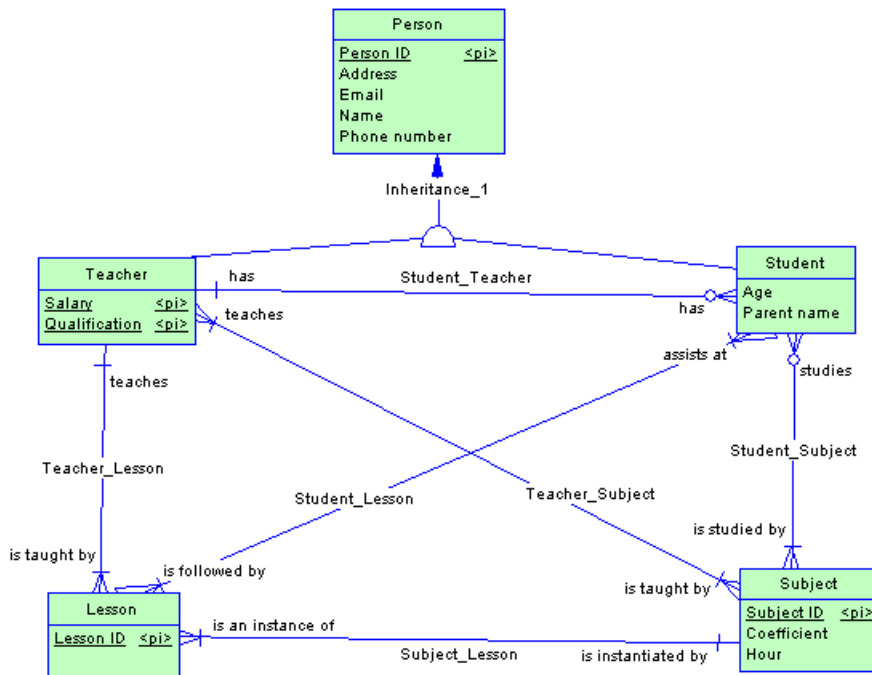
Documentation

For detailed documentation, see *Business Process Modeling*.

Conceptual and Logical Data Model Quick Reference

A *conceptual data model (CDM)* helps you analyze the conceptual structure of an information system, to identify the principal entities to be represented, their attributes, and the relationships between them. A CDM is more abstract than a logical (LDM) or physical (PDM) data model.

A *logical data model (LDM)* helps you analyze the structure of an information system, independent of any specific physical database implementation. An LDM has migrated entity identifiers and is less abstract than a conceptual data model (CDM), but does not allow you to model views, indexes and other elements that are available in the more concrete physical data model (PDM).



Creating a CDM or LDM

- To create a new CDM, select **File > New Model**, and choose **Conceptual Data Model**.
- To create a new LDM, select **File > New Model**, and choose **Logical Data Model**.
- To create a new CDM or LDM by importing one or more ERwin files, select **File > Import > ERwin File** or **File > Import > Multiple ERwin Files**.

Specifying a Modeling Notation and Other Options

- To specify a modeling notation and set other model options, select **Tools > Model Options**.

Generating Other Models

You can generate other PowerDesigner models from a CDM or LDM by selecting **Tools >**:

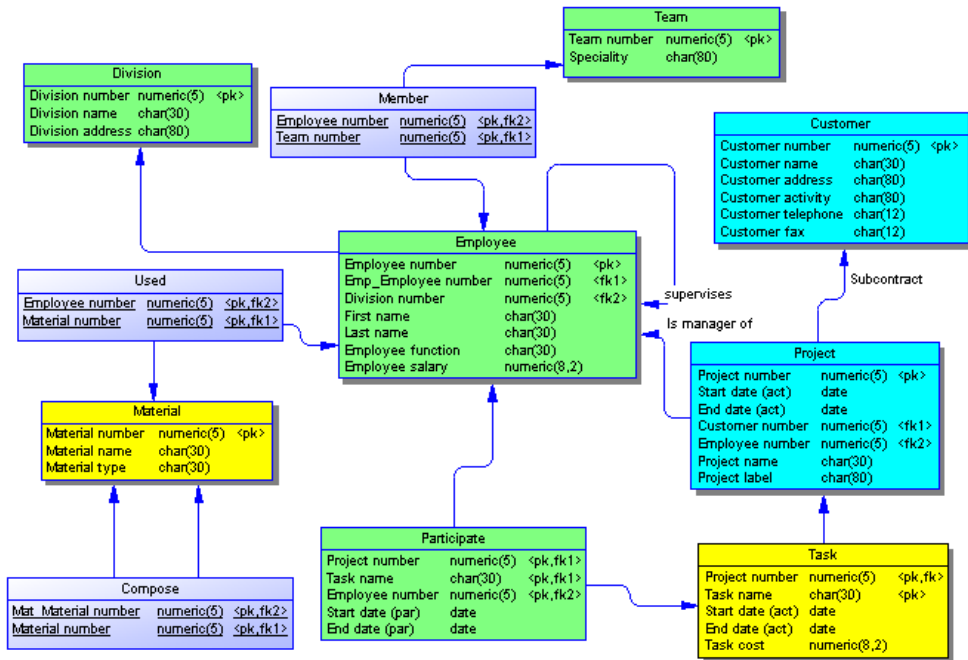
- **Generate Conceptual Data Model** (or press **Ctrl+Shift+C**)
- **Generate Logical Data Model** (or press **Ctrl+Shift+L**)
- **Generate Physical Data Model** (or press **Ctrl+Shift+P**)
- [CDM only] **Generate Object-Oriented Model** (or press **Ctrl+Shift+O**)

Documentation

For detailed documentation, see *Data Modeling*.

Physical Data Model Quick Reference

A *physical data model (PDM)* helps you to analyze the tables, views, and other objects in a database, including multidimensional objects necessary for data warehousing. A PDM is more concrete than a conceptual (CDM) or logical (LDM) data model. You can model, reverse-engineer, and generate for all the most popular DBMSs.



Creating a Physical Data Model

- To create a new, empty PDM, select **File > New Model**, and choose **Physical Data Model**.
- To reverse engineer a new PDM from a live database connection, select **File > Reverse Engineer > Database**.
- To create a new PDM by importing one or more ERwin files, select **File > Import > ERwin File** or **File > Import > Multiple ERwin Files**.

The following types of diagrams are available:

- A *physical data diagram* provides a graphical view of your database structure, and helps you analyze its tables (including their columns, indexes, and triggers), views, and procedures, and the references between them.

Physical Data Model Quick Reference

- A *multidimensional data diagram* provides a graphical view of your datamart or data warehouse database, and helps you identify the facts and dimensions that will be used to build its cubes.

Specifying a Modeling Notation and Other Options

- To specify a modeling notation, column, reference, and ownership defaults and set other model options, select **Tools > Model Options**.

Interacting with Databases

- To connect to a database, select **Database > Connect**.
- To generate a database, select **Database > Generate Database**.
- To modify a database, select **Database > Apply Model Changes to Database**.
- To reverse engineer from a live database connection into an existing PDM, select **Database > Update Model from Database**.
- To generate test data to a database, select **Database > Generate Test Data**.
- To estimate the size of a database, select **Database > Estimate Database Size**.

Generating Other Models

You can generate other PowerDesigner models from a PDM by selecting **Tools >**:

- **Generate Conceptual Data Model** (or press **Ctrl+Shift+C**)
- **Generate Logical Data Model** (or press **Ctrl+Shift+L**)
- **Generate Physical Data Model** (or press **Ctrl+Shift+P**)
- **Generate Object-Oriented Model** (or press **Ctrl+Shift+O**)
- **Generate XML Model** (or press **Ctrl+Shift+M**)

Working with DBMS Definitions

The DBMS definition file defines features specific to the DBMS being modeled:

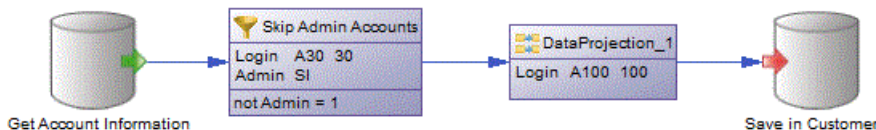
- To open the DBMS definition file in the Resource Editor, select **Database > Edit Current DBMS**.
- To change the DBMS to model with, select **Database > Change Current DBMS**.
- To set default DBMS-specific physical options, select **Database > Default Physical Options**.

Documentation

For detailed documentation, see *Data Modeling*.

Data Movement Model Quick Reference

A *data movement model (DMM)* provides a global view of the movement of information in your organization. You can analyze and document where your data originates, where it moves to, and how it is transformed on the way, including replications and ETL.



Creating a Data Movement Model

- To create a new, empty DMM - Select **File > New Model**, and choose **Data Movement Model**.
- To reverse engineer replication processes into a DMM from a consolidated database connection - Select **Tools > Reverse Engineering Replication Server**.

The following types of diagrams are available:

- A *data movement diagram* provides a high-level graphical view of the movement of your information, including data sources, replications, and ETL operations.
- A *data transformation diagram* provides a graphical view of the inputs, outputs, and steps involved in a data transformation task.
- A *transformation control flow diagram* provides a graphical view of the order in which a series of data transformation tasks is linked together in a control flow.

Creating Replication and Transformation Environments

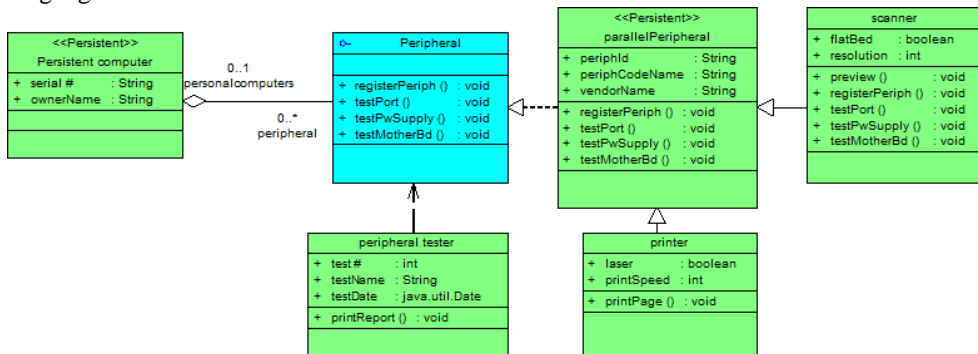
- To create a replication environment, select **Tools > Replication Wizard**.
- To create a transformation process to transform data from a PDM, select **Tools > Transformation Wizard**.
- To create a transformation process from existing PDM-to-PDM mappings, select **Tools > Convert Mappings to ETL Wizard**.

Documentation

For detailed documentation, see *Data Movement Modeling*.

Object-Oriented Model Quick Reference

An *object-oriented model (OOM)* helps you analyze an information system through use cases, structural and behavioral analyses, and in terms of deployment, using the Unified Modeling Language (UML). You can model, reverse-engineer, and generate for Java, .NET and other languages.



Creating an Object-Oriented Model

- To create a new, empty OOM - Select **File > New Model**, and choose **Object Oriented Model**.
- To reverse engineer a new OOM from an object language file - Select **File > Reverse Engineer > Object Language**.
- To import a Rational Rose model into an OOM - Select **File > Import > Rational Rose File**.
- To import an XMI file into an OOM - Select **File > Import > XMI File**.

The following types of diagrams are available:

- A *use case diagram* is a UML diagram that provides a graphical view of the requirements of your system, and helps you identify how users interact with it.
- A *class diagram* is a UML diagram that provides a graphical view of the classes, interfaces, and packages that compose a system, and the relationships between them.
- An *object diagram* is a UML diagram that provides a graphical view of the structure of a system through concrete instances of classes (objects), associations (instance links), and dependencies.
- A *composite structure diagram* is a UML diagram that provides a graphical view of the classes, interfaces, and packages that compose a system, including the ports and parts that describe their internal structures.

- A *package diagram* is a UML diagram that provides a high-level graphical view of the organization of your application, and helps you identify generalization and dependency links between the packages.
- A *sequence diagram* is a UML diagram that provides a graphical view of the chronology of the exchange of messages between objects and actors for a use case, the execution of an operation, or an interaction between classes, with an emphasis on their chronology.
- A *communication diagram* is a UML diagram that provides a graphical view of the interactions between objects for a use case scenario, the execution of an operation, or an interaction between classes, with an emphasis on the system structure.
- An *interaction diagram* is a UML diagram that provides a high-level graphical view of the control flow of your system as it is decomposed into sequence and other interaction diagrams.
- An *activity diagram* is a UML diagram that provides a graphical view of a system behavior, and helps you functionally decompose it in order to analyze how it will be implemented.
- A *statechart diagram* is a UML diagram that provides a graphical view of a State Machine, the public behavior of a classifier (component or class), in the form of the changes over time of the state of the classifier and of the events that permit the transition from one state to another.
- A *component diagram* is a UML diagram that provides a graphical view of the dependencies and generalizations among software components, including source code components, binary code components, and executable components.
- A *deployment diagram* is a UML diagram that provides a graphical view of the physical configuration of run-time elements of your system.

Generating Other Models

You can generate other PowerDesigner models from an OOM by selecting **Tools >**:

- **Generate Conceptual Data Model** (or press **Ctrl+Shift+C**)
- **Generate Physical Data Model** (or press **Ctrl+Shift+P**)
- **Generate Object-Oriented Model** (or press **Ctrl+Shift+O**)
- **Generate XML Model** (or press **Ctrl+Shift+M**)

Working with Object Language Definitions

The object language definition file defines features specific to the language being modeled:

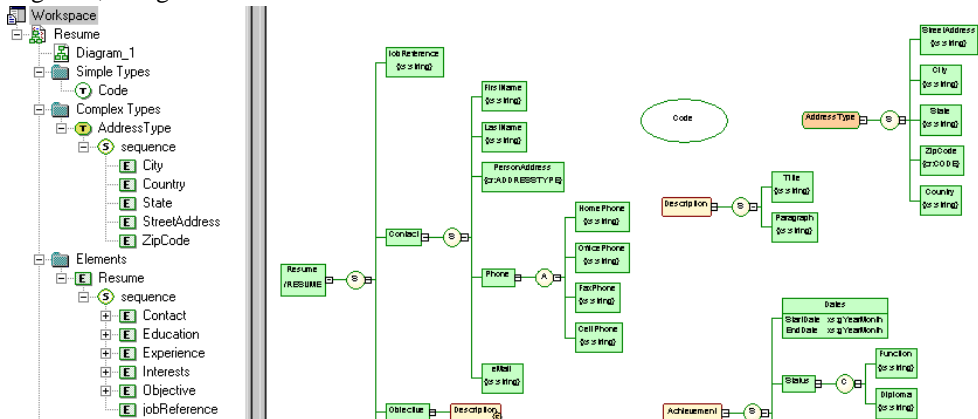
- To open the object language definition file in the Resource Editor, select **Language > Edit Current Object Language**.
- To change the process language to model with, select **Language > Change Current Object Language**.

Documentation

For detailed documentation, see *Object-Oriented Modeling*.

XML Model Quick Reference

An *XML model (XSM)* helps you analyze an XML Schema Definition (.XSD), Document Type Definition (.DTD) or XML-Data Reduced (.XDR) file. You can model, reverse-engineer, and generate each of these file formats.



Creating an XML Model

- To create a new, empty XSM - Select **File > New Model**, and choose **XML Model**.
- To reverse engineer a new XSM from an XML schema definition - Select **File > Reverse Engineer > XML Definition**.

Generating Other Models

You can generate other PowerDesigner models from an XSM by selecting **Tools >**:

- **Generate Physical Data Model** (or press **Ctrl+Shift+P**)
- **Generate XML Model** (or press **Ctrl+Shift+M**)

Working with XML Language Definitions

The XML language definition file defines features specific to the language being modeled:

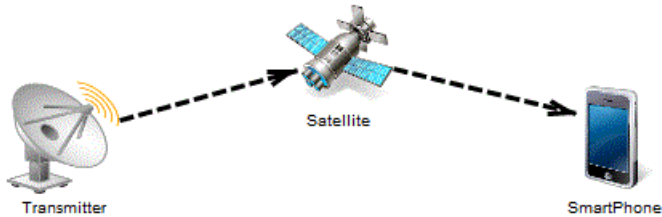
- To open the XML language definition file in the Resource Editor, select **Language > Edit Current Language**.
- To change the XML language to model with, select **Language > Change Current Language**.

Documentation

For detailed documentation, see *XML Modeling*.

Free Model Quick Reference

A *free model (FEM)* provides a context-free environment for modeling any kind of objects or systems. It is generally associated with a set of extensions, which allow you to define your own concepts and graphical symbols.



Creating a Free Model

- To create a new, empty FEM - Select **File > New Model**, and choose **Free Model**.

Changing a Symbol Image

PowerDesigner provides a library of high-quality symbols to use in your models. To change the image associated with a symbol, right-click the symbol and select **Change Image**.



Industry



Advertising



Healthcare



Finance



Government



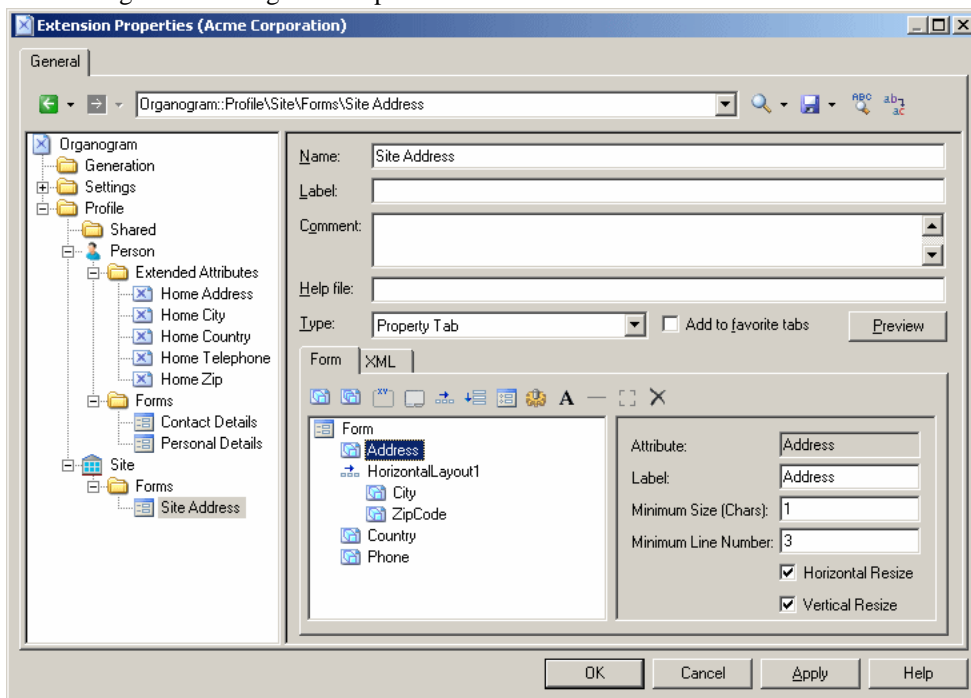
Education

Documentation

See the *Extensions Quick Reference* on page 27. For detailed documentation, see *Customizing and Extending PowerDesigner > Extension Files*.

Extensions Quick Reference

Extensions files (*.xem) allow you to customize and extend the PowerDesigner metamodel to support your exact modeling needs. You can define additional properties for existing objects or specify entirely new types of objects, modify the PowerDesigner interface (reorganizing and adding property sheet tabs, Toolbox tools and menu items), and define additional generation targets and options.



Creating Extensions from a Property Sheet

- To create an extended attribute directly from an object property sheet, click the menu button, and select **New Attribute**.
- To create a new collection directly from an object property sheet, click the menu button, and select **New List of Associated Objects**.

Working with Extension Files

- To attach an existing extension file to a model, select **Model > Extensions**, and click the **Import** tool.

- To create a new extension file, select **Model > Extensions**, click the **Add a Row** tool, enter a name for the file, and then click the **Properties** tool.

Types of Extension

You can extend the metamodel in the following ways:

- Create or sub-classify new kinds of objects:
 - Metaclasses – drawn from the metamodel as a basis for extension.
 - Stereotypes [for metaclasses and stereotypes only] – sub-classify metaclasses by stereotype.
 - Criteria – sub-classify metaclasses by evaluating conditions.
- Add new properties and collections to objects and display them:
 - Extended attributes – to add metadata.
 - Extended collections and compositions – to enable manual linking between objects.
 - Calculated collections – to automate linking between objects.
 - Dependency matrices – to show dependencies between two types of objects.
 - Forms – to modify property sheets and add custom dialogs.
 - Custom symbols – to change the appearance of objects in diagrams.
- Add constraints and validation rules to objects:
 - Custom checks – to test the validity of your models on demand
 - Event handlers – to perform validation or invoke methods automatically.
- Execute commands on objects:
 - Methods – VBScripts to be invoked by menus or form buttons.
 - Menus [for metaclasses and stereotypes only] – to add commands to PowerDesigner menus.
- Generate objects in new ways:
 - Templates – to extract text from object properties.
 - Generated Files - to assemble templates for preview and generation of files
 - Transformations – to automate changes to objects at generation or on demand.
- Map correspondences between different metamodels:
 - Object generations - to define mappings between different modules in the PowerDesigner metamodel for model-to-model generation.
 - XML imports - to define mappings between an XML schema and a PowerDesigner module to import XML files as models.

Documentation

For detailed documentation, see *Customizing and Extending PowerDesigner > Extension Files*.

Shortcut Keys

PowerDesigner provides many shortcut keys to accelerate your workflow.

Toolbox Shortcuts

Shortcut	Action
Double-click Pointer tool / Ctrl+A	Select all symbols in diagram.
Double-click Delete tool	Delete all selected symbols (with confirmation).
Double-click Grabber tool	Zoom to whole diagram.
Double-click any object tool	Select all symbols of this type.
Shift +Double-click any object tool	Retain current selection and add all symbols of this type.
Right-click	Release tool and select pointer.

Browser Shortcuts

Shortcut	Action
* (number pad)	Expand all nodes.
+ (number pad)	Expand subnodes.
- (number pad)	Collapse subnodes.
F2	Rename selected item.
Ctrl+Shift+F	Find selected item in Diagram.

Diagram Shortcuts

Shortcut	Action
DEL and Shift+DEL	Delete object (with and without confirmation).
Alt+ENTER	Open object property sheet.
Ctrl+K	Paste as shortcut.
Ctrl+H	[on selected link] Force link to horizontal.
Ctrl+L	[on selected link] Force link to vertical.
Ctrl+Page Up and Ctrl+Page Down	Bring symbol to front and send symbol to back.

Shortcut Keys

Shortcut	Action
Ctrl+Home and Ctrl+End	Align selection on vertical and horizontal axis.
Ctrl+T	Open Symbol Format dialog.
Ctrl+J	Auto-resize the symbol to display all the text it contains up to the value specified for word wrapping in the diagram.
Ctrl+Resize	Resize object while keeping same center point.
Ctrl+Shift+Resize	Resize object while keeping same center point and proportions.
F2 or Ctrl+Right-click on Name	Rename object.

Drag and Drop Shortcuts

Shortcut	Action
Shift +Drag and drop	Move object.
Ctrl +Drag and drop	Copy object.
Shift+Ctrl +Drag and drop	Create shortcut of object.
Alt +Drag and drop	Create replica of object.
Right-click+Drag and drop	Open menu to choose an action.

Window and General Shortcuts

Shortcut	Action
F4	Check model.
F5	Zoom to actual size.
F6	Zoom in.
F7	Zoom out.
F8	Zoom to whole diagram.
F9	Previous view.
F10	Display used pages.
Shift+F5	Redisplay.
Shift+F9	Next view.

Shortcut	Action
Shift +Click item	Select consecutive items.
Alt +0	Show/hide Browser.
Alt +1	Show/hide Output view.
Alt +2	Show/hide Result List view.
Alt +3	Show/hide Welcome page.
Alt +F6	Cycle between active windows.
Ctrl +Double-click / Ctrl ++ (plus)	[on package or other composite symbol] Open subdiagram.
Ctrl +Tab	Cycle through property sheet tabs.
Ctrl +Page Up / Ctrl +Page Down	Cycle through property sheet tab subtabs.
Ctrl +B	Find selected object in Browser.
Ctrl +D	Select diagram.
Ctrl +E	Open list of reports.
Ctrl +F	Find objects.
Ctrl +F4	Close diagram.
Ctrl +Alt+F4	Close model.
Ctrl +F6 / Ctrl +Shift+F6	Cycle between property sheets.
Ctrl +U	Go to parent diagram.
Shift +F2	Open workspace.
Shift +F3	Save workspace.
Shift +F4	Close workspace.

List Shortcuts

Shortcut	Action
F2	Select text for edit.
F4	Select cell to add text.
Ctrl +Shift+Spacebar	Select line.
Ctrl +A	Select all.

Shortcut Keys

Shortcut	Action
Ctrl+Shift+A	Deselect all.
Ctrl+N	Add entry.
Ctrl+I	Insert entry.
Ctrl+D	Delete entry.

Code Preview Tab Shortcuts

Shortcut	Action
F2	Next bookmark.
F3	Find next.
Shift+F11	Menu.
Ctrl+F2	Insert/Remove bookmark.
Ctrl+I	Insert file.

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