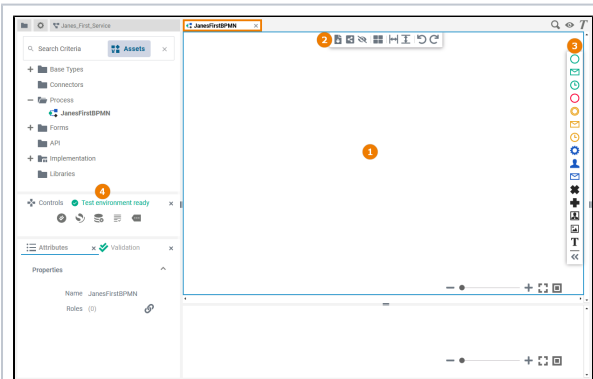


# Working with the BPMN Editor

When you open a model from the [service panel](#), a second tab will open, displaying the model on the diagram pane. This is where you design your BPMN model.



## On this Page:

- The diagram pane consists of two different areas:
  - 1. Menus
    - [Customizing the Diagram Pane](#)
    - [Modeling on the Diagram Pane](#)
  - 2. The Toolbars
    - [The Model Toolbar](#)
    - [The Elements Toolbar](#)
  - 3. The Diagram Context
    - [Shortcuts](#)

## Related Pages:

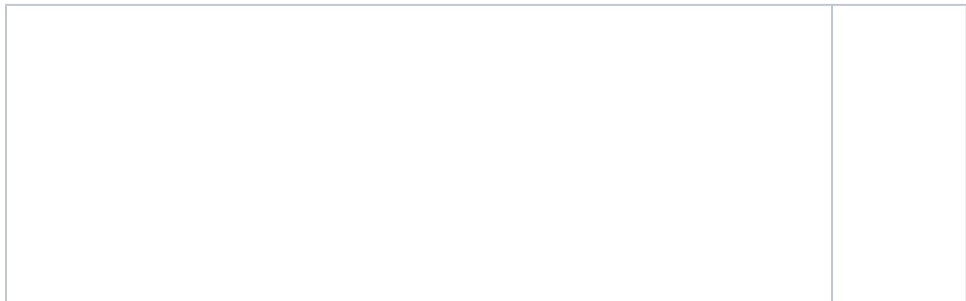
- 1. [Getting Started With Designer](#)
  - [Working With the Explorer](#)
    - [BPMN Model](#)
  - [Modeling Execution](#)
  - [PAS Designer Developer Guide](#)
    - [Supported BPMN Elements](#)
  - [Getting Started With Designer](#)
    - [Customizing Editors and Panels](#)

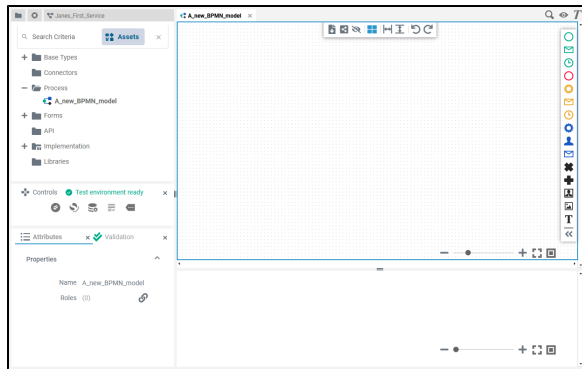
2. [Menus](#)

3. [Toolbars](#)

4. [Diagram Context](#)

## Customizing the Diagram Pane





You have several options to adjust the diagram pane. When you open the pane for the first time, the default view is displayed:


- The **Diagram Pane** is displayed in the centre at the top (refer to chapter [Modeling BPMN](#) for further information)
- The **Execution Pane** is displayed below the diagram pane (refer to chapter [Modeling Execution](#) for further information)

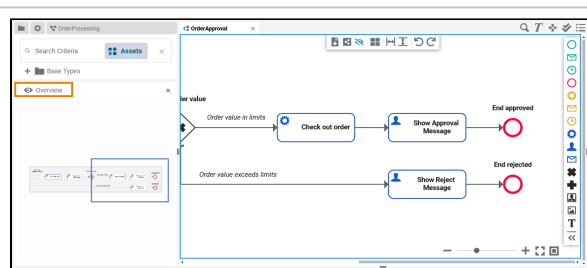
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✓ Refer to Customizing Editors and Panels for detailed information about panel management in general.

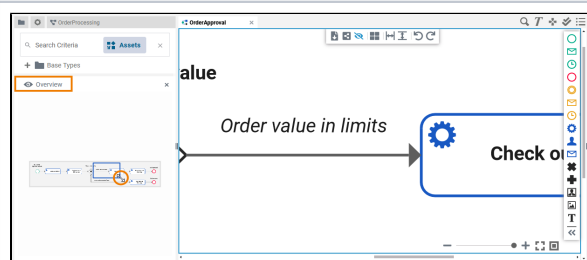
## Modeling on the Diagram Pane

While modeling, some general functionalities help you to browse through your model, and to adjust your working location within the model. Refer to [Customizing Editors and Panels](#) for more details.

In addition to the standard panels that are active by default (like e.g. Attributes and Validation panel), the BPMN editor comes with an **Overview** panel. Activate this panel by clicking the  icon in the top right corner. You can use this panel to navigate in your BPMN model. This is useful when the BPMN model is large and expands beyond the visible canvas.



The **Overview Panel** displays your model and a blue frame, representing the content shown on the diagram pane. If you want to quickly change your working location in large models, you can move the frame to change the visible part of the model.



You can use the **Overview panel** to zoom in or out of the model.

Hover over the right bottom corner of the blue frame. The cursor changes and you can resize the frame.

## The Toolbars

Two toolbars are available for work on the diagram pane:

- [The Model Toolbar](#)
- [The Elements Toolbar](#)

## The Model Toolbar

	The model toolbar assists you during modeling on the diagram pane.
	Enabled options are highlighted in blue.

The following table explains the available tools:


Tool Icon	Tool Name	Description
	<b>Export</b>	Use this icon to export your BPMN model in JSON format.
	<b>Share</b>	If you click the <b>Share</b> icon, the URL of your BPMN model is copied to the clipboard and you can paste it elsewhere, for example in an email.
	<b>Hide Execution Pane</b>	Use this icon to hide the execution pane. This allows to gain more space during modeling.
	<b>Toggle grid</b>	Use this option to enable or disable the grid on the diagram pane. The grid supports you during modeling: If the grid is enabled, elements snap to the grid points.
	<b>Insert /Remove horizontal space</b>	Use this option if you need more or less space on the diagram pane. Click on the pane to display the start line, the second click marks the end line and defines the size of the area to be added. To add space, click from left to right to define the area. If you want to delete a horizontal space, click from right to left to define the area.
	<b>Insert /Remove vertical space</b>	Use this option if you need more or less space on the diagram pane. Click on the pane to display the start line, the second click marks the end line and defines the size of the area to be added. To add space, click from top to bottom to define the area. If you want to delete a vertical space, click from bottom to top to define the area.
	<b>Undo</b>	Undo the previous action you performed in... <ul style="list-style-type: none"><li>• ... one of the Designer editors (except mapping editor).</li><li>• ... the <b>Implementation</b> folder of the service panel.</li></ul> <div> If you click <b>Undo</b> in one of the Designer editors, this may also have an effect on the <b>Implementation</b> folder in the Service panel if you performed your previous action there.</div>
	<b>Redo</b>	Redo your previous action (after undo).

















## The Elements Toolbar

The elements toolbar contains all BPMN elements that you can create on the diagram pane.



By default, the elements toolbar only displays the icons of the available BPMN elements.

But you can also expand the toolbar by using the  icon.

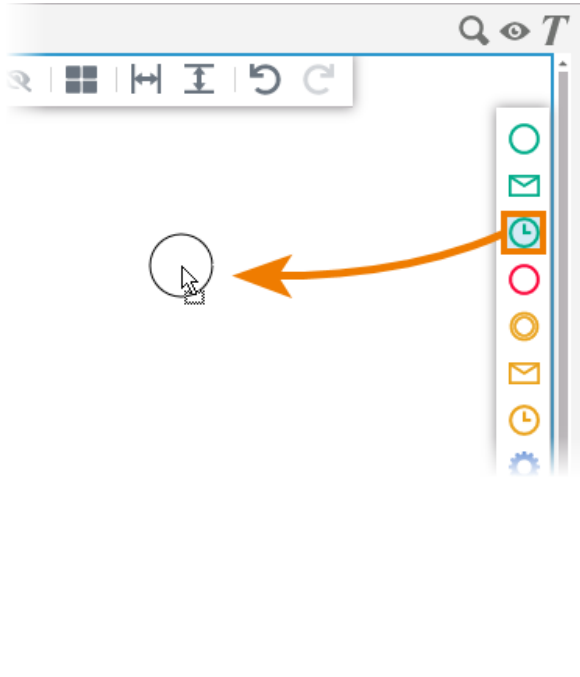
-  Start Event
  -  Message Start Event
  -  Timer Start Event
  -  End Event
  -  Plain Event
  -  Message Event
  -  Timer Event
  -  Service Task
  -  User Task
  -  Receive Task
  -  Exclusive Gateway
  -  Parallel Gateway
  -  Lane
  -  Image
  -  FreeText
- 
-  Collapse

In its expanded version, the names of all elements are also displayed.



In chapter 5, BPMN Elements, all elements and their specific properties are described.



	<p>Drag the element you want to create from the toolbar and drop it on the diagram pane.</p> <p>Another way to create a bpmn element is to click on the element in the toolbar, switch to the editor and click again.</p> <p>To cancel the operation, press the <b>Esc</b> key.</p>
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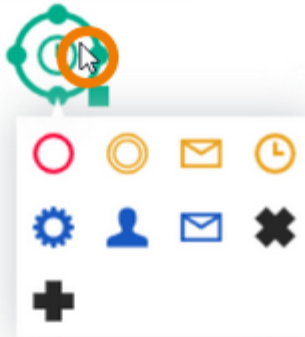
## The Diagram Context Menus

Various context menus support the user during modeling on the diagram pane:

- [The Elements Context Menu](#)
- [The Tools Context Menu](#)
- [The Extended Tools Context Menu](#)
- [The Relation Context Menu](#)
- [The Diagram Context Menu](#)

### Elements Context Menu

### Timer Start Event



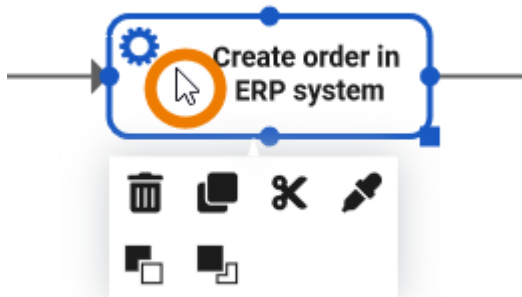
If you click on an element, the element context menu opens. You can use it to create new elements instead of using the elements toolbar.

Choose one of the icons to create the corresponding element:

Icon	Element
	End Event
	Plain Event
	Message Event
	Timer Event
	Service Task
	User Task
	Receive Task
	Exclusive Gateway
	Parallel Gateway

If you create a new element using the context menu, the relation to the current element is drawn automatically.

### Tools Context Menu



If you right click on an element, the tools context menu opens. Use it to edit the current element.

The following options are available:

Icon	Description
	Delete the element.
	Copy the element.
	Cut the element.
	Paste format of the element.
	Bring the element to the <b>front</b> .
	Send the element to the <b>background</b> .

### Extended Tools Context Menu

### Start Order Approval Process



If you have selected more than one element on the pane, the tools context menu is enhanced with additional options:

Icon	Description
	Align left
	Align right
	Align center
	Align top
	Align bottom
	Align middle
	Auto layout
	Distribute horizontally
	Distribute vertically
	Align relation

The number of displayed options depends on your selection on the diagram pane.

### Relation Context Menu

#### Start Order Approval Process



Right-click a relation to open the relation context menu. Only the following options are applicable to relations:

Icon	Description
	Delete the relation.
	Paste format of the relation.
	Bring the relation to the <b>front</b> .
	Send the relation to the <b>background</b> .
	Align the relation.

### Diagram Context Menu

**Start Order Approval Process**

With a right-click on the diagram pane itself, you open the diagram context menu:

Icon	Description
	<b>Paste</b> a copied element.

## Shortcuts

You can also use shortcuts on the diagram pane. The following list of shortcuts can be searched. Enter your search term in the **Global Filter** field.

Shortcut	Description
<b>Arrow down</b>	Moves the selected element(s) downwards by increments of one gridline. If no elements are selected, the whole diagram pane is moved downwards.
<b>Arrow left</b>	Moves the selected element(s) to the left by increments of one gridline. If no elements are selected, the whole diagram pane is moved to the left.
<b>Arrow right</b>	Moves the selected element(s) to the right by increments of one gridline. If no elements are selected, the whole diagram pane is moved to the right.
<b>Arrow up</b>	Moves the selected element(s) upwards by increments of one gridline. If no elements are selected, the whole diagram pane is moved upwards.
<b>Ctrl + 1, 2, 3 ... 9</b>	Opens the tab corresponding to the chosen number. The first nine opened models are offered for activation. Press a number to activate the corresponding model and bring it to the foreground.
<b>Ctrl + A</b>	Selects all elements on the diagram pane.
<b>Ctrl + Arrow down</b>	Moves the selected element(s) downwards by increments of one pixel.
<b>Ctrl + Arrow left</b>	Moves the selected element(s) to the left by increments of one pixel.
<b>Ctrl + Arrow right</b>	Moves the selected element(s) to the right by increments of one pixel.
<b>Ctrl + Arrow up</b>	Moves the selected element(s) upwards by increments of one pixel.
<b>Ctrl + C</b>	Copies the selected element(s) to the clipboard.
<b>Ctrl + D</b>	Closes the active model window.
<b>Ctrl + left mouse button</b>	Allows you to add or remove individual elements from the selection one by one.
<b>Ctrl + Mouse Wheel</b>	Reduces (scrolling down) or enlarges (scrolling up) the zoom factor of the model.
<b>Ctrl + Shift + D</b>	Closes all tabs and switches to explorer tab.
<b>Ctrl + V</b>	Generates copies of the selected element(s).

<b>Ctrl + X</b>	Cuts the selected element(s) and copies them to the clipboard.
<b>Ctrl + Y</b>	Repeats editing steps that have been undone.
<b>Ctrl + Z</b>	Undoes previous editing steps.
<b>Del</b>	Press <b>Del</b> to remove selected elements from the diagram pane.
<b>Esc</b>	Pressing the <b>Esc</b> key aborts the following processes: <ul style="list-style-type: none"> <li>• adding a new element</li> <li>• closing a dialog</li> <li>• drawing a relation</li> <li>• moving elements</li> <li>• reattaching a relation</li> <li>• changing the relation path</li> <li>• creating an image</li> <li>• changing the name of an element</li> </ul>
<b>Mouse Wheel</b>	Moves the model up or down.
<b>Shift + Mouse Wheel</b>	Moves the model to the right (scrolling up) or left (scrolling down).
<b>Shift + Page down</b>	Switches to the next tab from left to right.
<b>Shift + Page up</b>	Switches to the next tab from right to left.