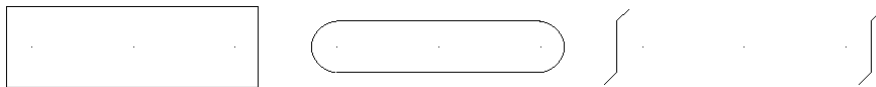


Using Graham Process Mapping Software - Basics

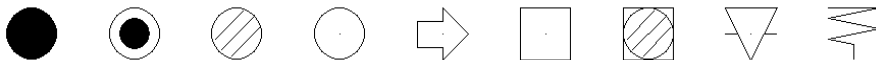
All drawing is done with a pointing device. What you draw depends on the pointer. Every pointer has a hot point in the upper left corner that is identified with a red crosshair. You can change the pointer by selecting it from the toolbar, by right clicking on an object, or by pressing a shortcut key.



The Label, the Connector Label and the Stop/Start conventions each occupy 3 grid points. When you click to place one of these conventions, you will need to have 2 free grids available to the right of where you click. **To delete any 3-grid conventions, click on it with a matching pointer.**

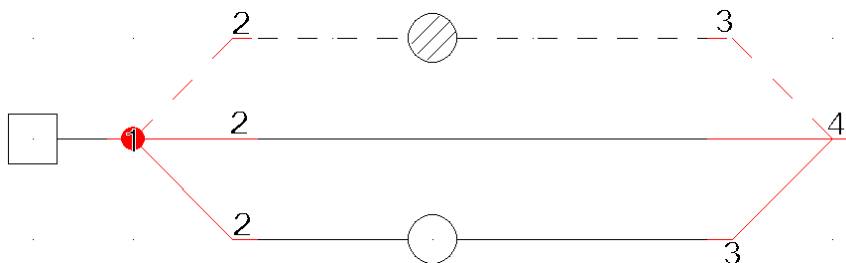


All of the symbols are single-click objects. Position the pointer hot point on a grid and left click. **To delete a symbol, click on it with a matching pointer.**

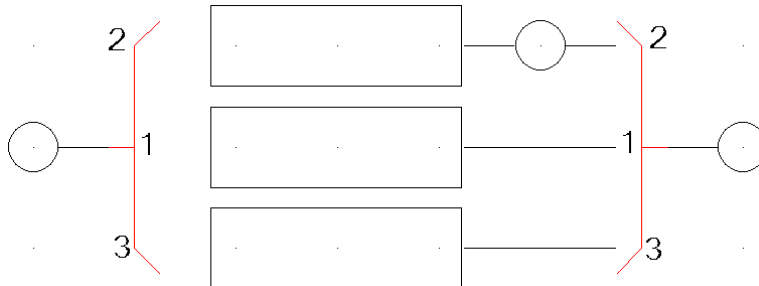


The alternative requires two clicks. The first click places the decision point (1). Then move the pointer up or down and click a second time (2) to draw a line up or down to the row you clicked. It doesn't matter where on the row you click; the line will draw up or down to that line and over one grid from the decision point. To place a second branch, simply click the first click on the existing decision point. **To delete an alternative, click with the matching pointer on the end of the branch (2).**

The rejoin also requires two clicks. Click first on the grid at the end of the line that is rejoining (3), and then move the pointer to the line it will join and click again (4). **Click at either end of a rejoin with a matching pointer to delete it (3 or 4).**

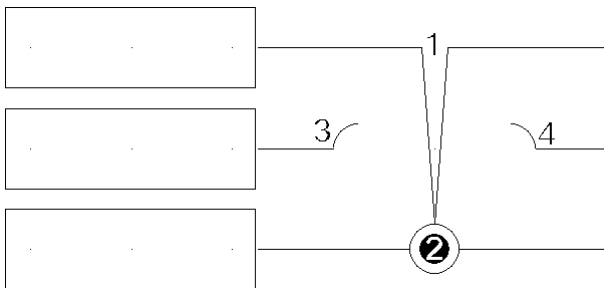


A bracket takes three clicks. Click first on the line where the line comes in to an opening bracket (1) or where you want the line to extend out of a closing bracket (1). Then move the pointer up and click (2) then below the first click and click a third time (3). **To delete a bracket, click on any of the three click points with a matching pointer.**



An effect takes two clicks. Click first at the open end (1), then position the pointer in the center of the symbol the effect is pointing into and click a second time (2). **Click on the open end of the effect (1) with a matching pointer to delete it.**

The Bypass is a single-click object. Select the starting bypass and left click on a grid point (3). When the starting bypass is placed, the pointer changes to an ending bypass. Move the point to an appropriate grid point (4) and left click to place the ending bypass. **To remove a bypass, click on it with a matching pointer.** If you cross over a line when you are placing an Effect, the Bypass will draw in automatically.



Broken or missing line segments can be drawn in automatically by clicking on the object at the right end of the segment (or where the segment should be) (1) with any symbol or Label pointer.

