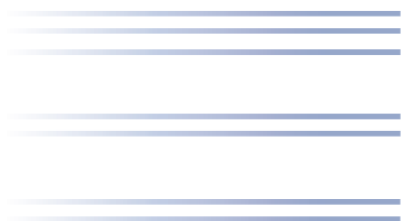


COREL™

The latest version of ABC Flowcharter

Reviewer's Guide



iGrafx®
FLOWCHARTER™ 2003

Visualize Your Way to a Better Business.

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What is iGrafx® FlowCharter™ 2003?

iGrafx® FlowCharter™ 2003 is a business diagramming tool that makes it easy for organizations of all sizes to visualize, document, and communicate the way their business operates. The essential tool for ISO 9000 compliance, iGrafx FlowCharter lets you easily create flowcharts, organization charts, process diagrams, and structured business diagrams that visualize today's fast changing business environment. Continuing the tradition of diagramming excellence started by ABC FlowCharter®, iGrafx FlowCharter 2003 is the foundation for any process improvement effort.

iGrafx FlowCharter can quickly help your organization create information-rich content that communicates workflow and other organizational information. Novice iGrafx FlowCharter users can take advantage of ready-to-use templates to easily create flowcharts, control charts, comparison charts, organization charts, cascade diagrams, cause-&-effect diagrams, hierarchical models, process maps, and timelines. In addition, intuitive drawing features such as intelligent swimlanes, smart line routing, and advanced document management tools can help you document even the most complex process, organizational structure, or system in minimal time.

Diagrams created with iGrafx FlowCharter give you a simple, easy to understand way to visualize the different workflows throughout your organization. You can quickly identify problems and suggest improvements to ensure that your organization operates at peak performance levels. iGrafx FlowCharter delivers the tools your organization needs to visualize and communicate workflow information specific to your business.

To increase efficiency and facilitate teamwork, iGrafx FlowCharter easily integrates with iGrafx® Process Central™ 2003 – a repository that provides a central document storage location. iGrafx Process Central also provides access control, approval tracking, audit trail, version control, query, and link management features.

In addition, process maps created with iGrafx FlowCharter are upwardly compatible with iGrafx® Process™ 2003 and iGrafx® Process™ 2003 for Six Sigma. These applications serve as major extensions of iGrafx FlowCharter and include functionality that enables you to conduct real-world simulations on your process models to maximize the value and impact of your process improvement efforts.

What's in the Box?

Main Application

iGrafX FlowCharter 2003: iGrafX FlowCharter 2003 is a business diagramming tool that makes it easy to create intelligent business process maps, structured diagrams, and visual models for enterprise process management.

Documentation

User guide: iGrafX FlowCharter 2003 includes comprehensive documentation that focuses on tasks rather than features to help you learn and use the application efficiently.

Help: iGrafX FlowCharter 2003 features context-sensitive help where you can find answers to common questions and step-by-step procedural information about using iGrafX FlowCharter.

Tutorials: Tutorials for creating basic diagrams, process maps and organization charts are available in the product Help. iGrafX FlowCharter has always been easy to learn. With the built-in tutorials, now it's even easier to get up to speed quickly.

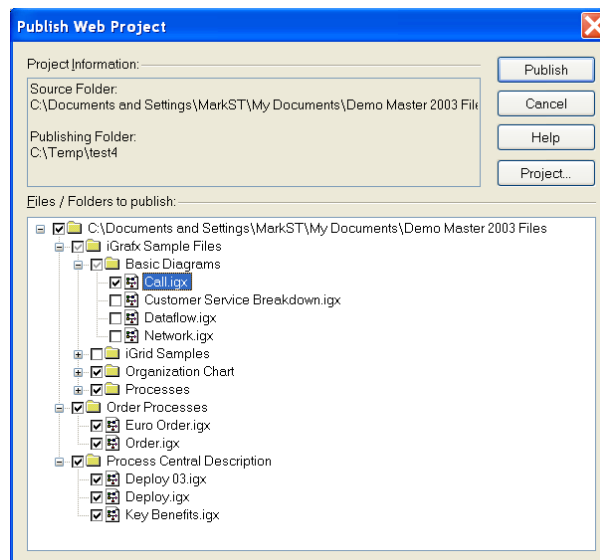
Minimum System Requirements

- Windows® XP, Windows 2000, Windows Me, Windows NT® 4.0, or Windows 98
- Pentium® II, 200 MHz or greater
- 64 MB RAM
- 100 MB or greater hard disk space
- CD drive
- Microsoft® Internet Explorer 4.01 SP2
- Mouse

What's New in iGrafx® FlowCharter™ 2003?

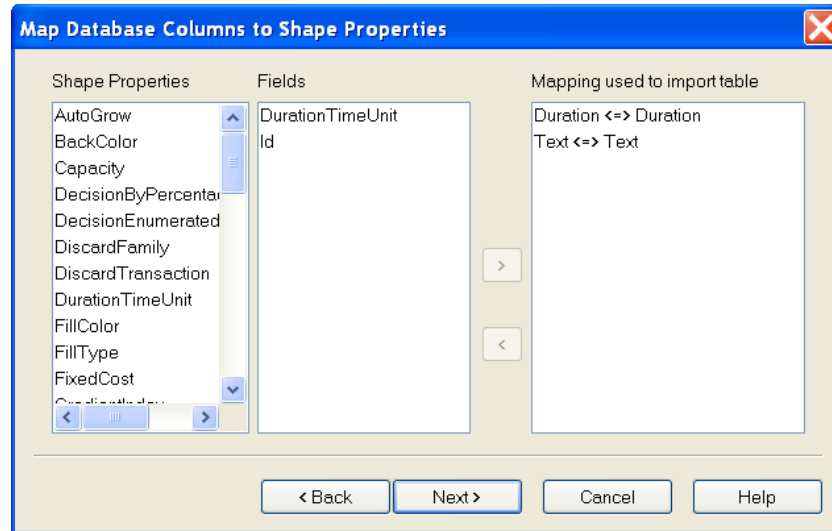
iGrafx FlowCharter 2003 includes many new and enhanced features that have been designed to help you use the application effectively and efficiently.

Effortless Web publishing: The completely refurbished Publish Web Project command now enables you to publish an entire directory of iGrafx and supporting documentation to the Web with the click of a mouse. Once published, iGrafx FlowCharter manages and maintains the project. For example, if you have an already published directory of 25 iGrafx documents, you can modify three of the files, choose the Publish Web Project command, and iGrafx FlowCharter automatically updates the project, changing only the documents whose source was modified. In addition, the convenient tree control view makes it easy to remove documents from the published directory, to select and publish an entire directory, or to select only certain sub-directories for publication.



Publish to Microsoft® Office: iGrafx FlowCharter 2003 allows you to export to Microsoft® PowerPoint® and Microsoft® Word. Now you can easily take advantage of the visual information contained in iGrafx FlowCharter files by incorporating them into presentation and text documentation, such as quality manuals for ISO 9000. All documents exported from iGrafx FlowCharter retain pagination and features, such as automatic off-page connectors, make it easy to navigate and understand multi-page diagrams.

Database Import wizard: The intuitive Database Import wizard helps you import process information from external databases into your iGrafx FlowCharter diagrams. For example, you could store data, such as average process duration times, in an external database and link the process model to the database. If you update the external data, the diagram can be refreshed at any time, without having to recreate or modify the process model, and without having to manually re-enter any data.

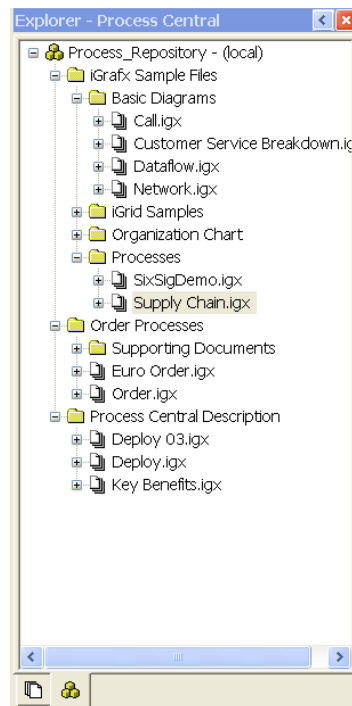


Pop-up notes: iGrafx FlowCharter 2003 uses pop-up notes to associate supporting documentation with a shape in a process model. The supporting documentation further describes the activity that a shape is associated with. The notes pop-up when the cursor is positioned on a shape that contains supporting documentation. For convenience, this feature can be toggled on and off.

Improved Align and Size commands: An anchor shape has been added to the Align and Size functionality for iGrafx FlowCharter 2003 to further improve ease of use. When you select multiple shapes to modify with the Align and Size commands, the new anchor shape provides the basis for changing the dimensions and/or layout of the other selected shapes.

Flexible Print options: The improved Print dialog box in iGrafx FlowCharter 2003 gives you more flexibility when printing enterprise-sized, multi-diagram documents. The Choose Print Components dialog box lets you select and order the printing of components within the document hierarchy. You can even define the starting page number so that printed diagrams are easily combined with existing guides and manuals.

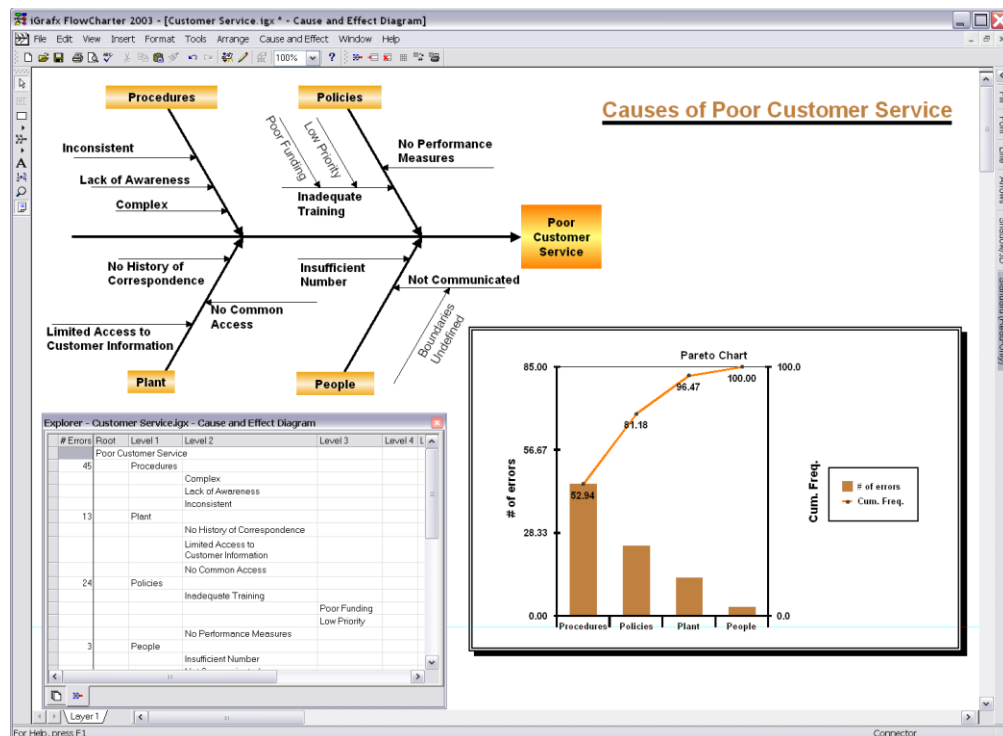
New Explorer window: The new, dockable Explorer window is a powerful feature that helps you manage the relationship between process diagrams and supporting documents more efficiently. You can manage and manipulate components, repositories (if used in conjunction with iGrafx Process Central), and diagrams. You can add, create, delete, and reorganize existing elements, and you can easily navigate through directories and sub-directories of process diagrams and supporting documentation. Double-clicking on a link in the Explorer window automatically highlights the parent shape in the diagram.



Auto-zoom typing feature: To save time when updating large diagrams, iGrafx FlowCharter 2003 includes a new feature that automatically magnifies text within the shape that is being edited.

User-defined document currency symbol: In previous versions of iGrafx FlowCharter, the Windows regional settings determined the document currency symbol. iGrafx FlowCharter 2003 has given control of this functionality to the user so that process models retain their currency settings when moved from one computer to another, no matter where in the world the computers are found. For example, a process model created in the United Kingdom using a £10 per hour resource rate will retain the same currency when a colleague in Germany opens the document.

New Cause & Effect diagram tool: When you use the new Cause & Effect diagram tool, the workspace opens with a default fishbone diagram, a Pareto chart, and a worksheet. iGrafx FlowCharter 2003 links these three elements together so that the fishbone diagram and Pareto chart are automatically updated when data values in the worksheet are changed. The new diagram style communicates twice the information as a solitary fishbone diagram and helps anyone involved in a process improvement project analyze and evaluate their processes faster.



Designed for Windows XP: iGrafx FlowCharter 2003 is designed for Windows XP, which means that it has theme-aware UI and visual styles support; fast user switching for multiple users; and support for users with reduced access rights. In addition, iGrafx FlowCharter conforms to strict data and settings management guidelines that separate user-editable files and application defaults from the application and other settings. When navigating Documents and Settings subfolders, functionality such as effect presets are now stored in a User folder.

Key Features of iGrafx® FlowCharter™ 2003

iGrafx FlowCharter 2003 is an intelligent business diagramming and modeling solution designed for business analysts, IT professionals, knowledge workers, managers, and quality specialists that has set the standard for ease of use in a diagramming tool. With iGrafx FlowCharter, it has never been easier to create free-form, structured, process, software, and presentation diagrams.

The standard for ease of use

The iGrafx FlowCharter 2003 user interface has been streamlined to represent a purpose-oriented workflow. In addition, many diagramming features have been enhanced to provide automatic functionality that helps you get started quickly.

Auto-connect shapes: The auto-connect feature in iGrafx FlowCharter 2003 helps you connect shapes quickly and easily without using the Connector Line tool. Simply click on one shape and then drag and drop the cursor on the other shape that you want to connect. The auto-connect feature automatically adds a connector line between the shapes. This functionality makes the diagramming process more intuitive and will help you create flowcharts and diagrams in record time.

Automatic off-page connectors: iGrafx FlowCharter 2003 uses automatic off-page connectors to help make multi-page diagrams easier to read. Automatic off-page connectors are lettered symbols and line segments that indicate the line's source and destination. For example, if you have two shapes that connect across a page boundary, iGrafx FlowCharter can automatically insert a connector. This eliminates the confusion of having to manually connect unlabeled "spaghetti" lines that cross over page boundaries. This functionality is turned on and off by the user. The Off-Page Connectors tab in the Format Diagram dialog box provides many options for customizing automatic off-page connectors, including numeric or alphabetic labelling, and font style.

Replace Shape command: Another time-saving feature of iGrafx FlowCharter 2003 is dynamic document editing and updating, which is accomplished using the Replace Shape command. Simply select the shape or shapes that you want to change and then choose Replace Shape from the Arrange menu. The Replace Shape dialog box will open to guide you through this process. By using this feature, you can ensure that no shape data, link, or other content is lost when updating your diagrams.

Automatic Line Routing: iGrafx FlowCharter 2003 features dynamic line management in the form of automatic line routing. When you connect two shapes, iGrafx FlowCharter automatically routes the connector line between them. If you modify the shapes in the diagram, the Automatic Line Routing feature saves you considerable time by automatically redrawing the connector lines between the shapes.

Unlimited page/diagram size: iGrafx FlowCharter 2003 imposes no limitation on page or diagram size. The intuitive Page Setup dialog box gives you extensive options for specifying page orientation, scaling, paper size, margins, headers and footers, and page order.

Tabular editing view: For convenience when editing long documents, iGrafx FlowCharter 2003 lets you choose between Normal and Tabular views. The Tabular view presents the information in your diagram in a spreadsheet format. This feature is valuable when editing and updating large, complex diagrams that contain a large amount of information.

Import filters: iGrafx FlowCharter 2003 includes more than 20 import filters, including Computer Graphics Metafile (CGM), AutoCAD® (DWG), and Visio®. You can import and re-purpose any documents created with Visio.

Build enterprise models

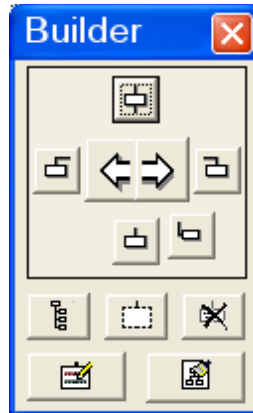
A process map only goes so far in describing how your business operates. The key to truly visualize, understand, and improve your processes is modeling and simulation. By adding information to a process map about how work gets done, you will be able to build a replica of real-life processes. The replica, or process model, can then be experimented with for testing proposed process improvements. This method of modeling and simulation can save your organization considerable time and money during a process improvement initiative.

iGrafx FlowCharter 2003 includes many features that help make it easy for you to get a head start on building process models.

Intelligent Departments (swim lanes): When you create a Process diagram type, Departments, or swim lanes, appear in the diagram by default. When you place a shape within a Department, the shape is anchored to that department. If you choose to reposition the Department, the shape automatically moves with it. You can also add Departments to a Basic diagram type.

Phase lines: When creating a Process diagram type, you can add Phase lines to indicate relative time periods. For example, you may want to add three phases to a production diagram—pre-production, production, and post-production. The Phase lines provide a visual break to illustrate various segments of a process flow. Phase lines may only be placed in a Process diagram or a Basic diagram that has Departments.

Organization Charts: Organization Charts are specialized diagrams that help you create professional organizational charts from a single top-level shape to every employee below. iGrafx FlowCharter 2003 provides you with an OrgChart Builder that helps you create an Organization Chart without having to manually add shapes to your diagram. The OrgChart Builder shown below helps you add subordinate and assistant shapes to your organization chart quickly and easily.



In addition, iGrafx FlowCharter 2003 includes import functionality that automatically creates an Organization Chart from a Microsoft® Excel spreadsheet containing organizational structure information. You can import a human resources database and iGrafx FlowCharter will automatically produce an Organization Chart. The intuitive OrgChart - Excel Worksheet Select dialog box guides you through this process.

OrgChart - Excel Worksheet Select

Select the Worksheet containing the data

Sheet1
Sheet2
Sheet3

Data Source Arrangement

Labels begin in row:

Data begins in row:

Sample Data from selected Worksheet:

Name	ID	ManagerID	Title
Derek Burney	1	1	CEO
AM	2	1	EVP Marketing
JD	4	2	VP Tactical Marketing
ND	5	2	VP Strategic Marketing
TM	10	5	Director EPM
TH	11	5	Director HSB
TP	12	5	Director TI

Cancel < Back Next >

Custom Data dialog box: The Custom Data dialog box lets you add user-definable process metrics to your diagrams to quantify time, cost, resources, and other valuable performance measures.

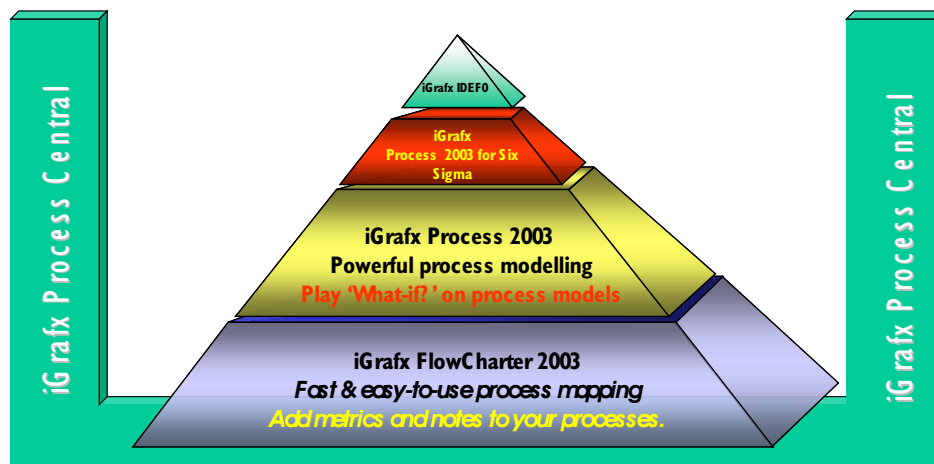
Extend and customize

From support for Microsoft® Visual Basic® for Applications, to upward compatibility with the entire range of iGrafx enterprise process management solutions, iGrafx FlowCharter 2003 is the foundation for any process improvement initiative and includes options for extension and customization.

Support for Microsoft Visual Basic: iGrafx FlowCharter 2003 supports integration with Microsoft Visual Basic for Applications so that you can customize, extend, and integrate iGrafx FlowCharter with other applications. You can integrate iGrafx FlowCharter with your own business applications, or create and add custom functionality that leverages the industry's best business graphics diagramming engine.

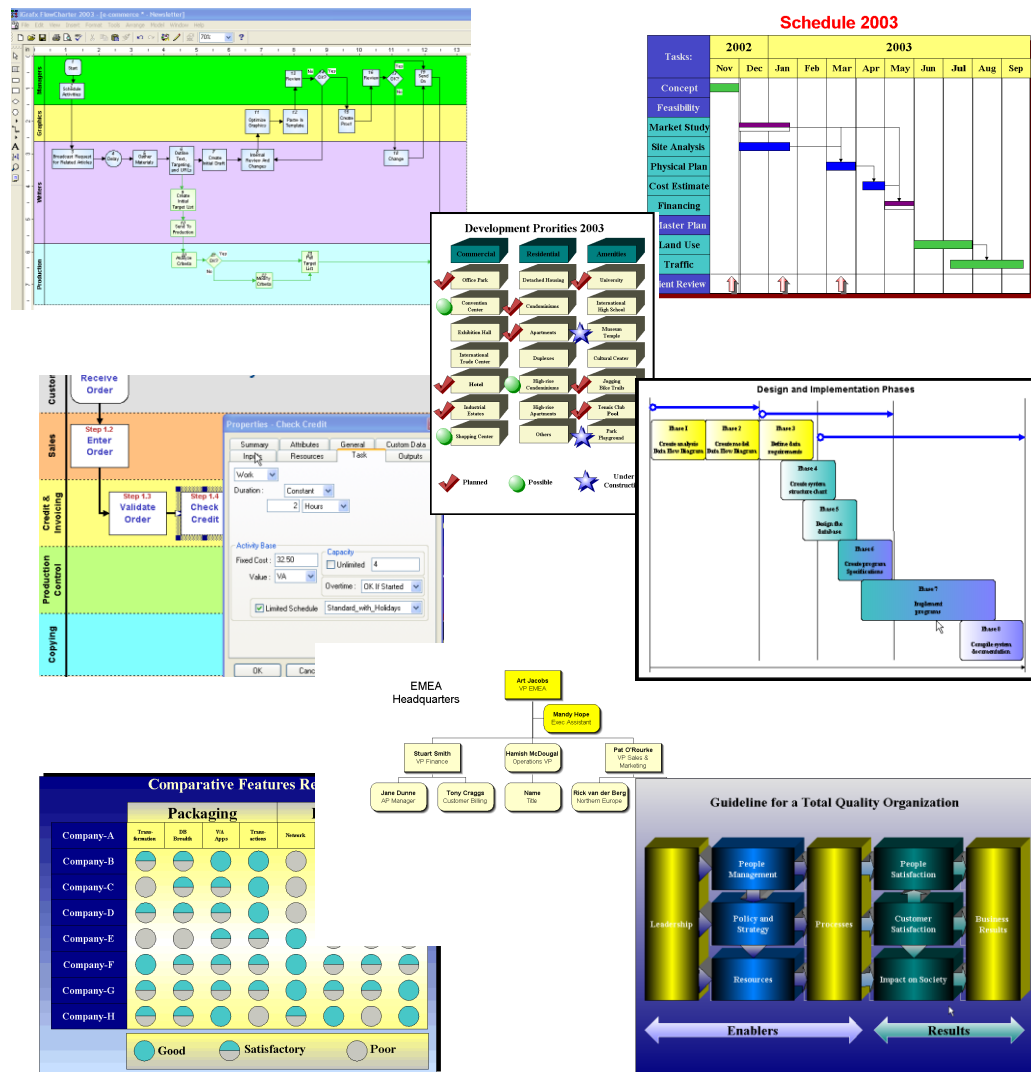
iGrafx Process Central 2003 ready: iGrafx Process Central 2003 is a central process repository that provides a collaborative environment for enterprise process management. Take advantage of features like version control, audit trail, query, approval tracking, access control, and link management to manage change, share business models, and successfully implement process improvement projects.

iGrafx Enterprise Process Management upward compatibility: iGrafx FlowCharter 2003 is the foundation of the iGrafx EPM solutions. The skills acquired through the use of iGrafx FlowCharter are immediately transferable to the other products in the iGrafx family. In addition, any data or diagrams created with iGrafx FlowCharter are completely compatible with iGrafx EPM solutions. The diagram below illustrates how iGrafx FlowCharter fits into the iGrafx family.



iGrafx® FlowCharter™ 2003 sample diagrams

iGrafx FlowCharter 2003 is the most productive and easy-to-use business diagramming software available today. iGrafx FlowCharter is your solution if you need to express or document an idea, process, or structure. It takes only a few minutes to create the following examples and they can be printed, exported in 28 different file formats, or published to your intranet or the Internet.



Corel Corporate Profile

Founded in 1985, Corel Corporation (www.corel.com) is a leading technology company that offers software for home and small business users, creative professionals and enterprise customers. With its headquarters in Ottawa, Canada, Corel's common stock trades on the Nasdaq Stock Market under the symbol CORL and on the Toronto Stock Exchange under the symbol COR.

COREL CORPORATION

1600 Carling Avenue
Ottawa, Ontario
Canada K1Z 8R7

Web site: www.corel.com

General telephone: 1-613-728-8200

Customer service: 1-800-77-COREL

Fax: 1-613-728-9790

Media inquiries: media@corel.com

For more information about iGrafx FlowCharter 2003, please visit www.igrafx.com/flowcharter.