

File menu in Process Template Editor

Note: Not all menu items are available all the time. Some menu items are available only when specific process templates or process template groups are selected.

New Process Template

Select an existing process template or process template group, and then select **New Process Template** to create a new process template of the same type.

For example, select an existing archive process template or archive process template group, and then select **New Process Template**. A new archive process template opens with the default archive process template settings.

Modify and save the new process template as desired.

New Process Template Group

Select an existing process template type process template group, or process template, and then select **New Process Template Group** to create a new process template group. Name the new process template group as desired.

New Workflow Template

Select a type of workflow template, then select **New Workflow Template** to display a dialog box of options for a workflow template. Use the dialog box to create a new workflow template.

New Workflow Template Group

Select a type of workflow template, then select **New Workflow Template Group**. Prinerigy places an unnamed process template group in the Process Template Editor dialog box. The cursor blinks in the highlighted but unnamed group until you name it.

Open

Opens the selected process template.

Delete

Deletes the selected process template or process template group.

Rename

Enables you to rename the selected process template or process template group.

Change Group Icon

Enables you to change the icon that represents the selected process template group. When you select this menu item, the File Browser dialog box opens. From there, you can browse to and select the icon that you want to associate with the selected process template group.

Close Window

Closes the current window, but does not quit Workshop.

Quit

Quits Workshop. Any open Workshop windows are closed.