

Creating and modifying workflow templates

1. In the **Process Templates** pane, expand **Workflow**.
2. Open the Workflow Template Editor to modify or create a workflow template as follows:

To	Do This
Modify an existing workflow template	Double-click it.
Create a new workflow template	Right-click any workflow template and click New .

3. In the **Type** column, select the check boxes next to each type of process template you want the workflow template to include.
4. If you selected **Import**, perform the following actions:
 - a. In the **Group** column, select the process template group that contains the process template you want to use.
 - b. In the **Process Template** column, select the process template that you want to use for the import process.
 - c. If you want to edit the process template, click **Edit**.
5. If you selected **Refine**, perform the following actions:
 - a. In the **Group** column, select the process template group that contains the process template you want to use.
 - b. In the **Process Template** column, select the process template that you want to use for the refine process.
 - c. If you want to edit the process template, click **Edit**.
6. If you selected **Loose Page Output**, perform the following actions:
 - a. In the **Group** column, expand the process template group that contains the process template you want to use.
 - b. Select the process template that you want to use for the loose page output process and click **Add**.
 - c. If desired, add more Loose Page Output process templates.
 - d. If you want to edit a process template, select the item in the **Process Template** column and click **Edit**.
7. Save the workflow template as follows:

To	Do This
Save an existing workflow template	From the File menu, click Save .
Save a new workflow template	From the File menu, click Save as . In the Save Workflow Template dialog box, save the template.