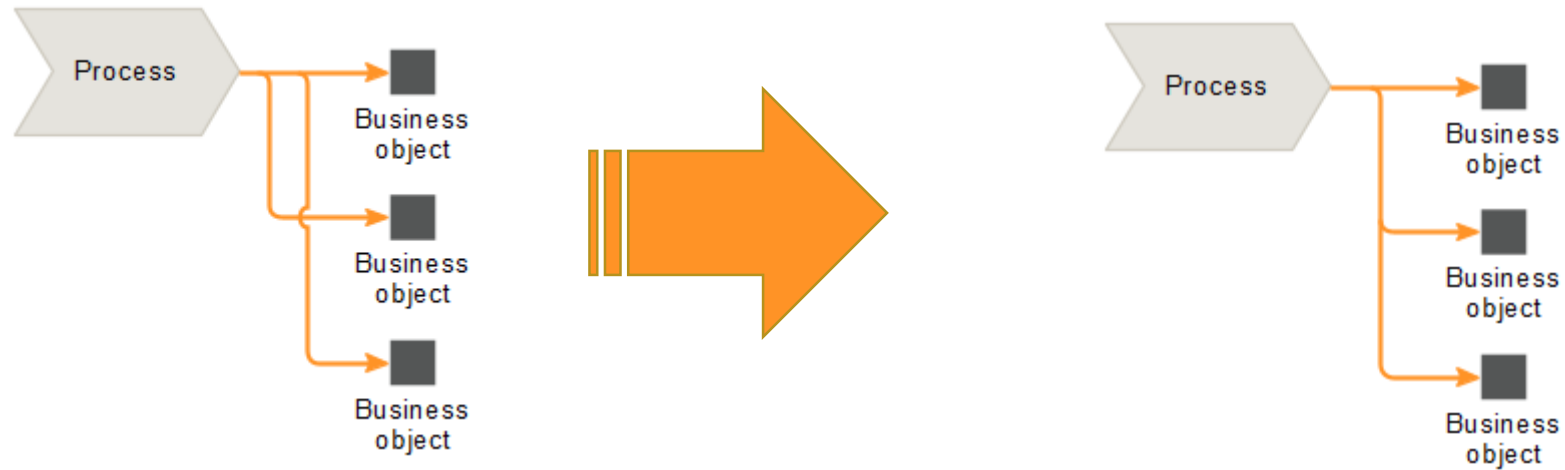


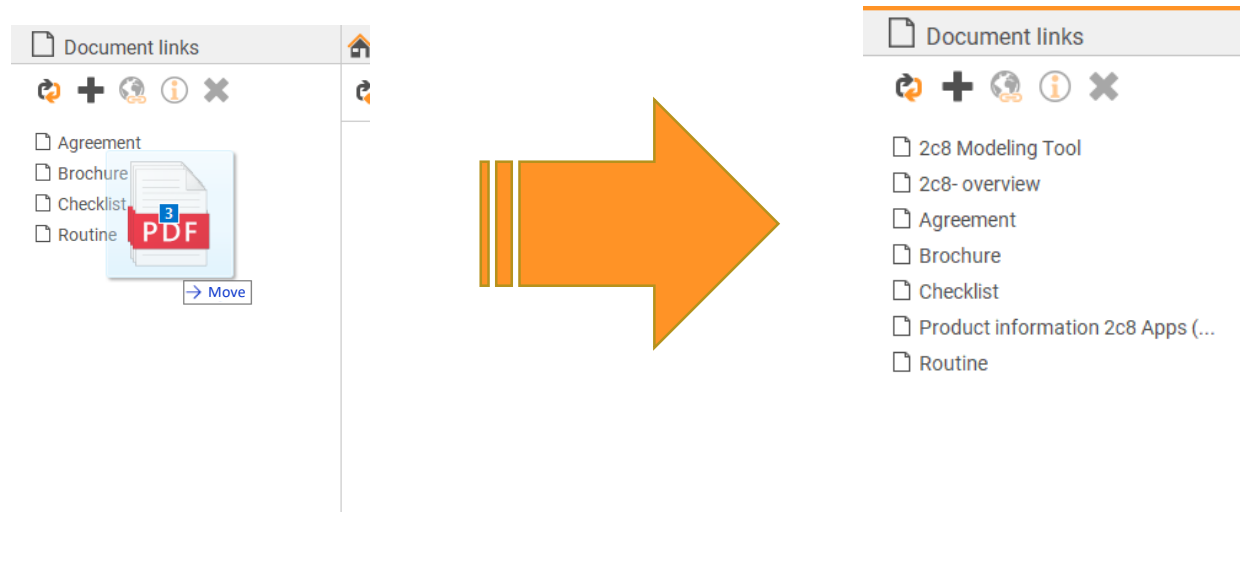
# Tip #1

Did you know that you can adjust you relations by selecting an object and press space?



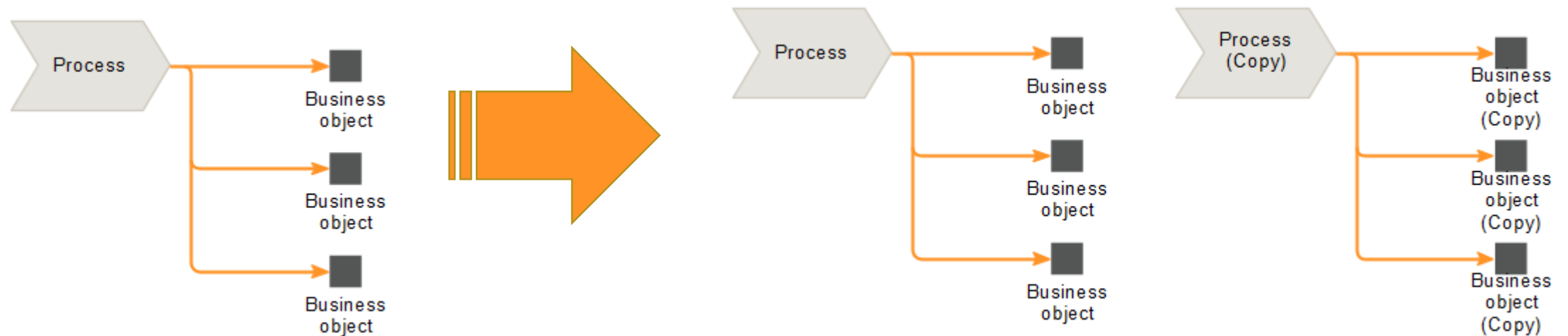
# Tip #2

Did you know that you can drag and drop documents from a folder on your computer straight to the left panel and document links are created automatically? PS. click the refresh button if you don't see the links after dropping the documents.



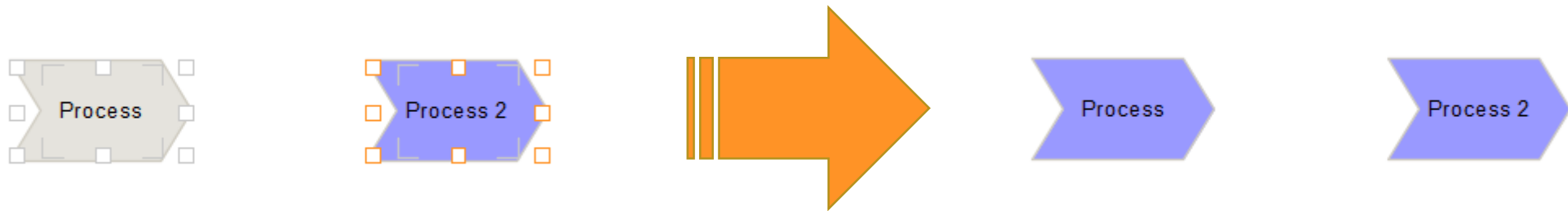
# Tip #3

Did you know that you can reuse a model structure without using the actual objects? Copy the objects you want to use and use right click -> "Paste as copy" press Ctrl + Shift + V.



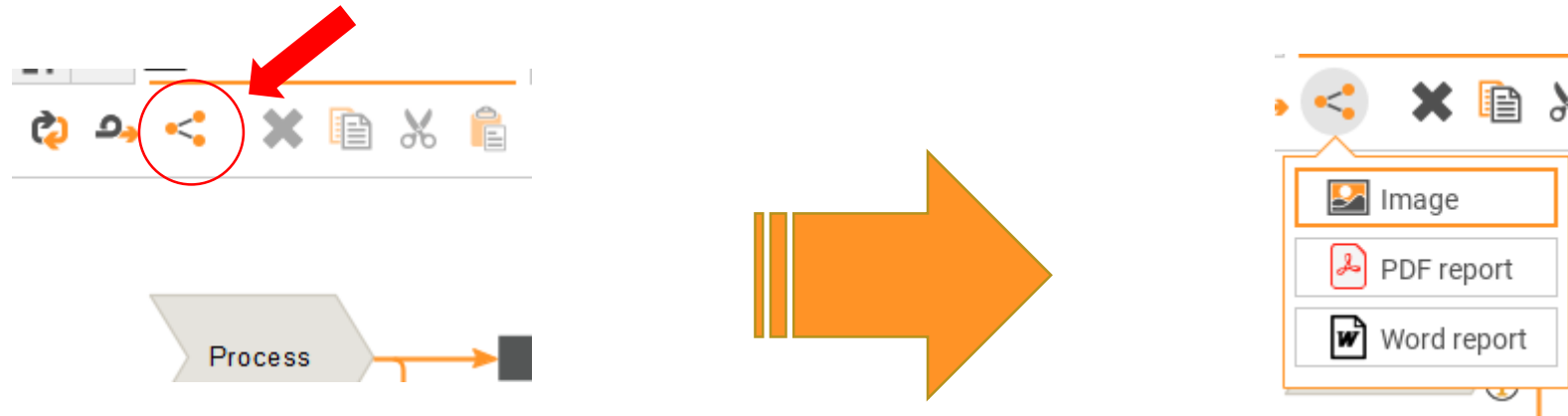
## Tip #4

Did you know that you can select multiple object att press C to make the objects get the same color? They get the same color as the first object being selected.



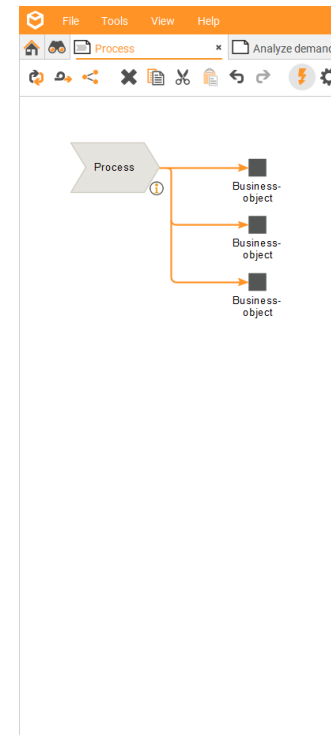
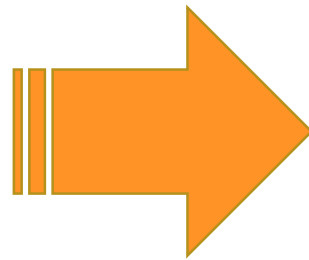
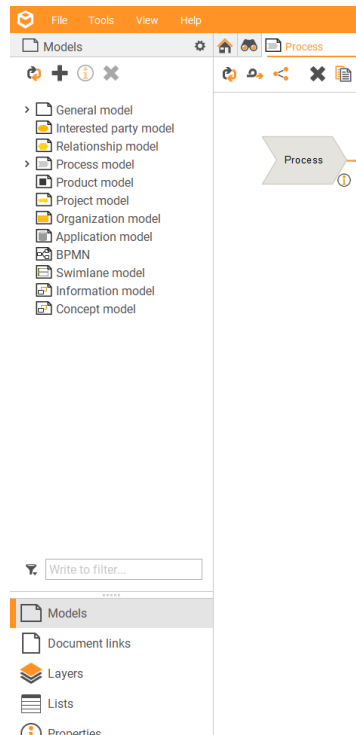
# Tip #5

Did you know that you easily can share a model straight from 2c8 Modeling Tool or 2c8 Lite as a report or image via email?



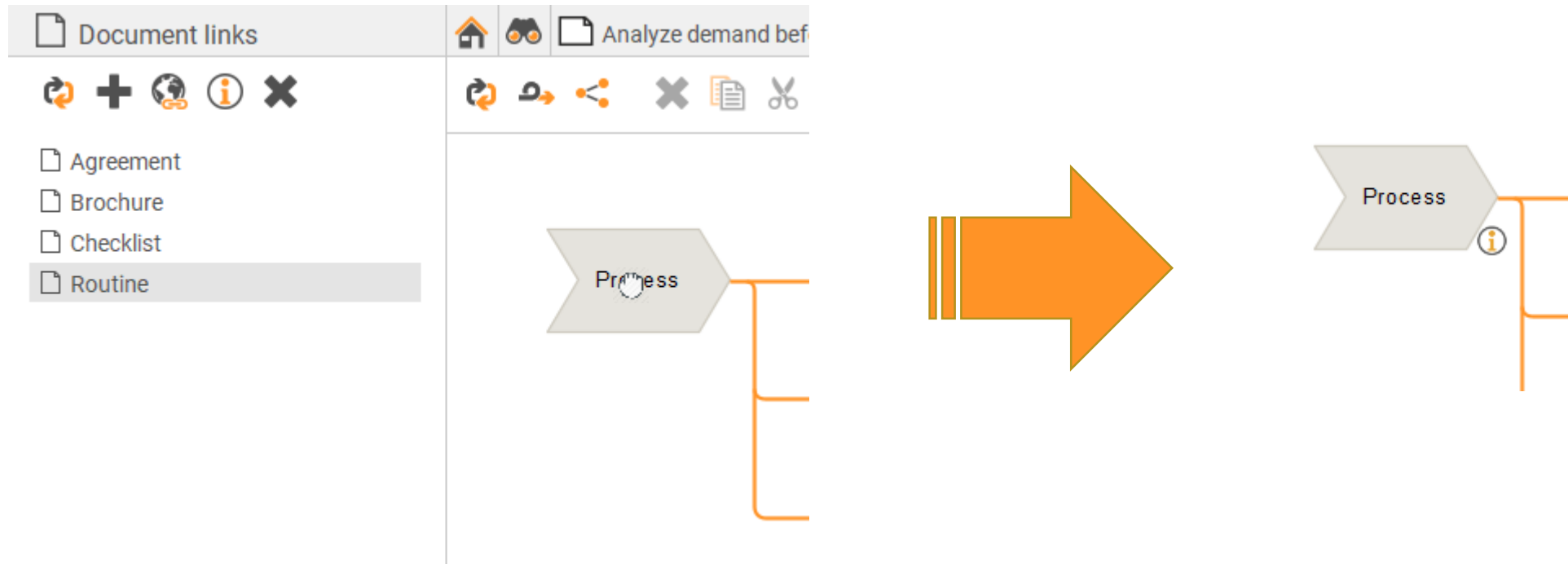
# Tip #6

Did you know that you easily can hide the left panel to get more space for your model? Use Ctrl + H to hide and show the left panel.



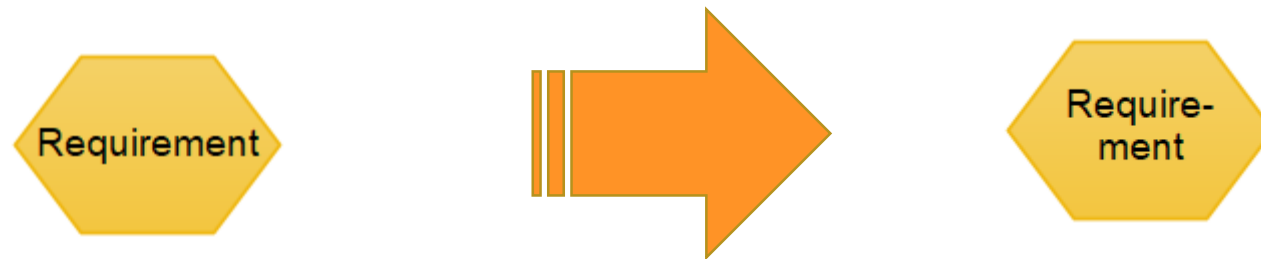
# Tip #7

Did you know that you can drag and drop document links directly from your left panel to your objects or models?



## Tip #8

Did you know that you can create a soft dash in your labels that breaks a word if the text area is too small? Use Ctrl + - (dash) to get the soft dash.

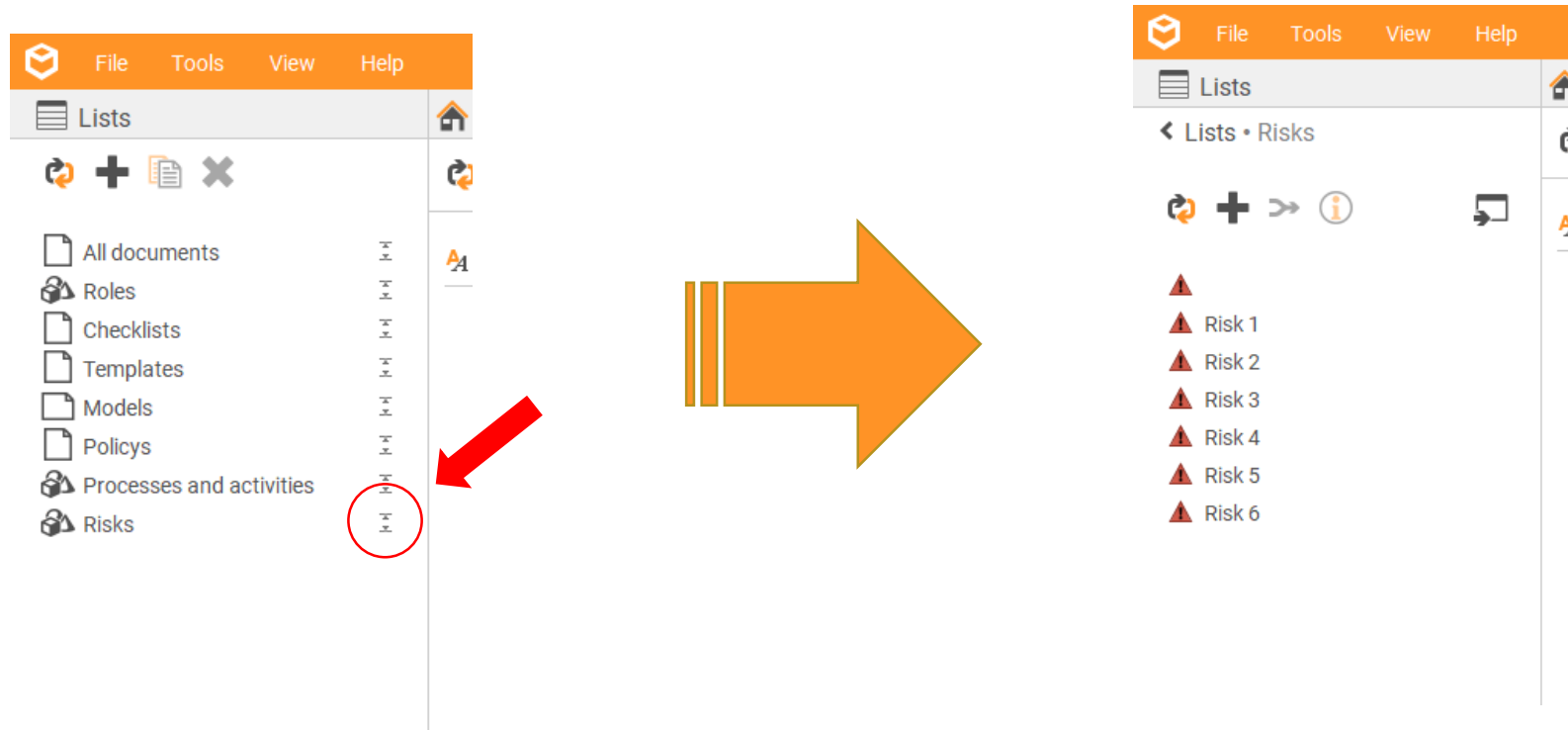




# Tip #9

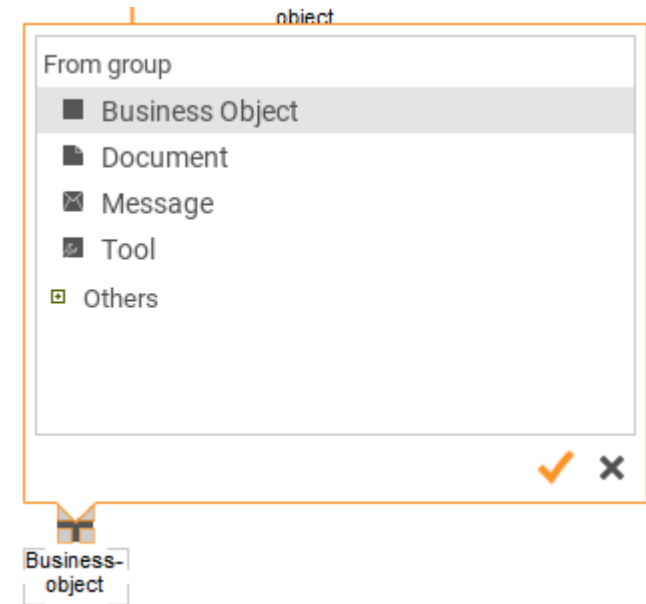
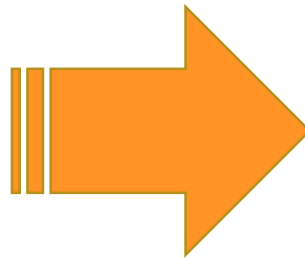
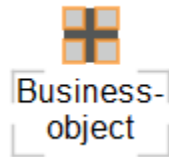
Did you know that you can show any list in the left panel?

Click on the highlighted symbol after opening "Lists" in the left panel.



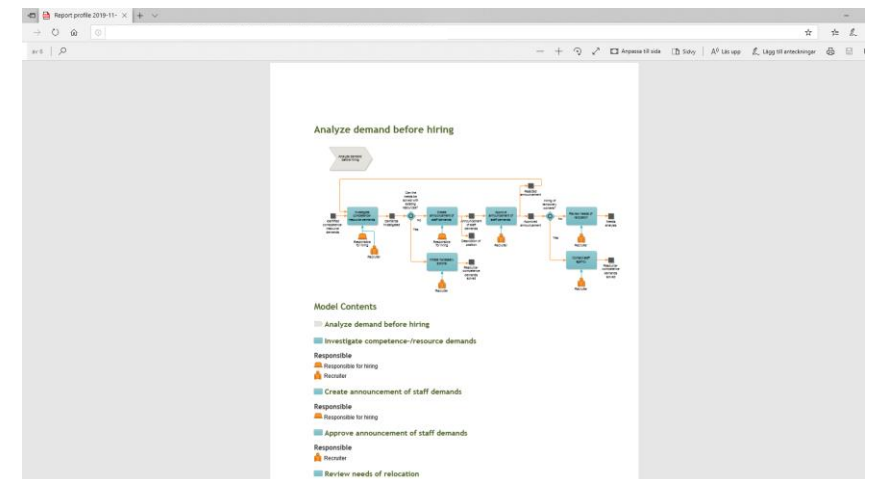
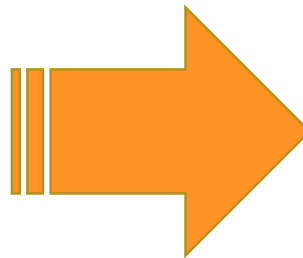
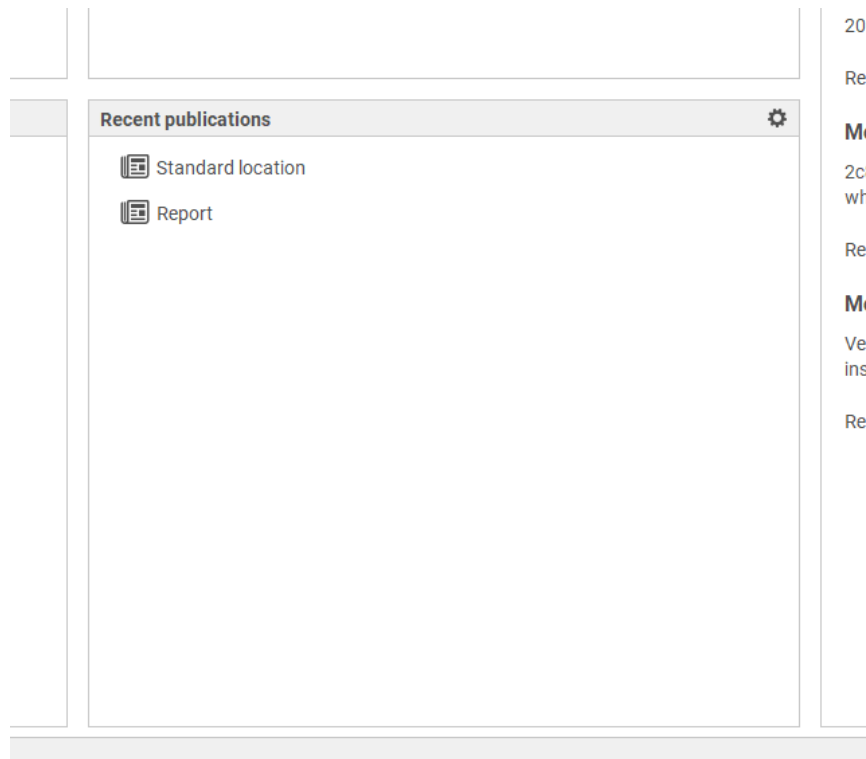
# Tip #10

Did you know that you can select an object and press X to switch object type?



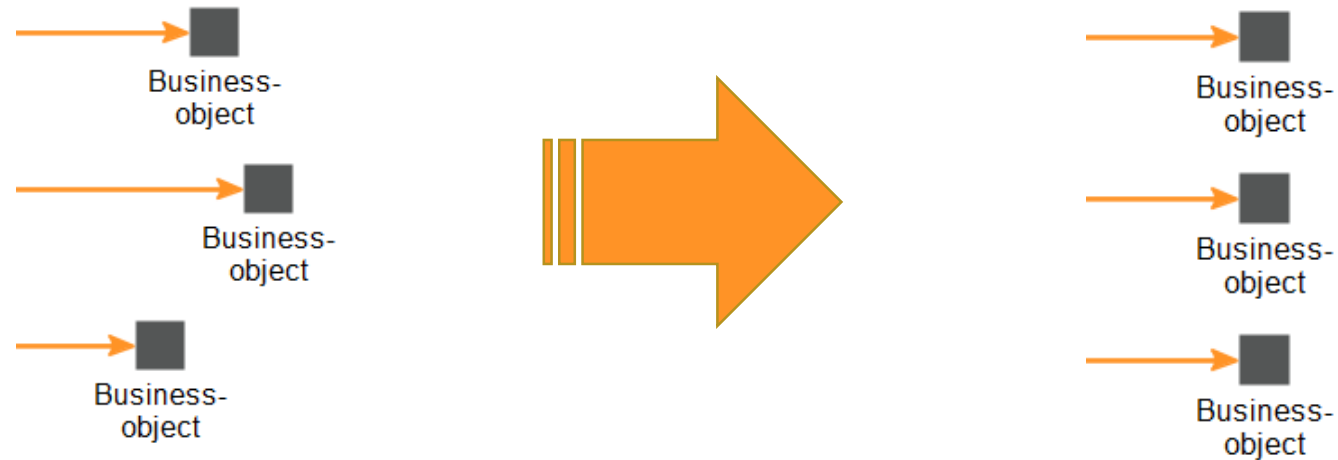
# Tip #11

Did you know that you can access your last published material from the start screen in 2c8 Modeling Tool?



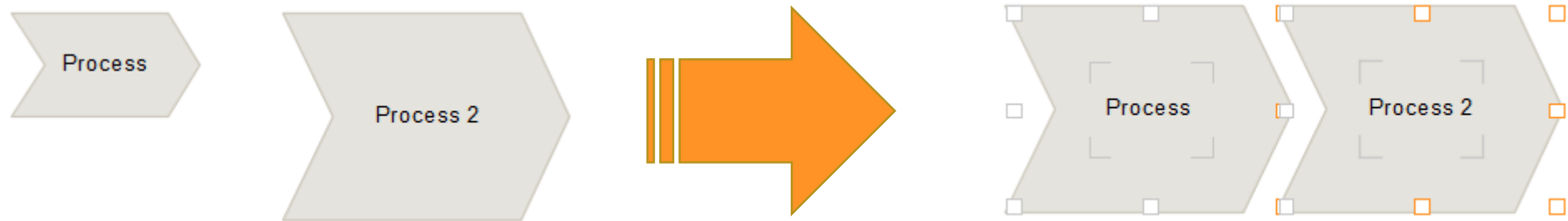
# Tip #12

Did you know that you can align your objects horizontally or vertically by selecting all the objects and pressing J? The objects will adjust to the first selected object.



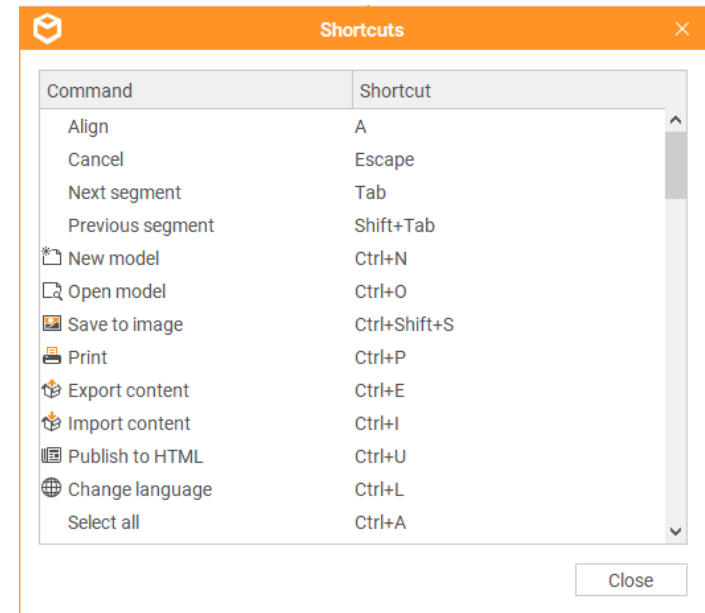
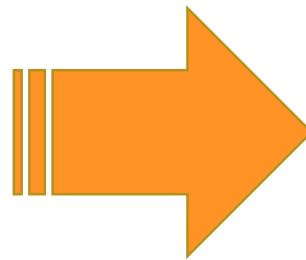
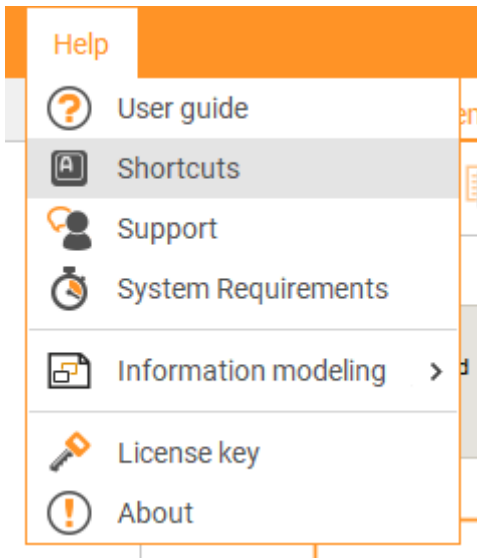
# Tip #13

Did you know that you can select multiple objects and press S to make them the same size? The objects will get the same size as the object selected first.



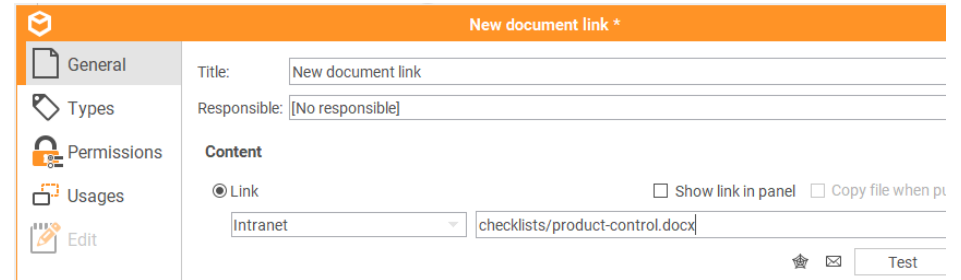
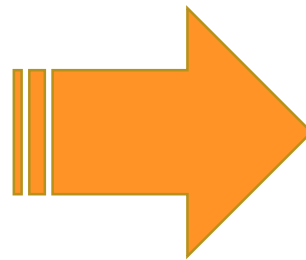
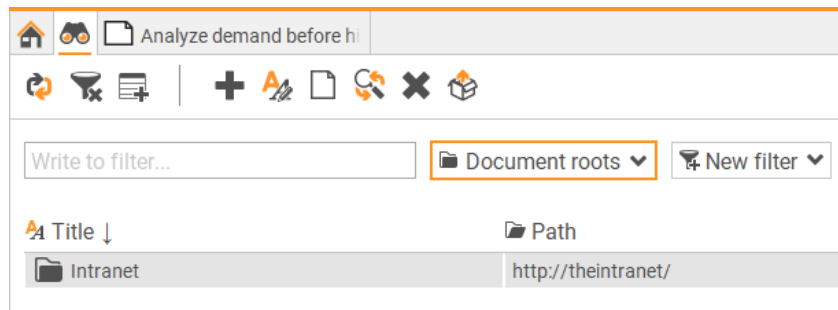
# Tip #14

Did you know that you can find all the shortcuts in the application from the menu option "Help"?



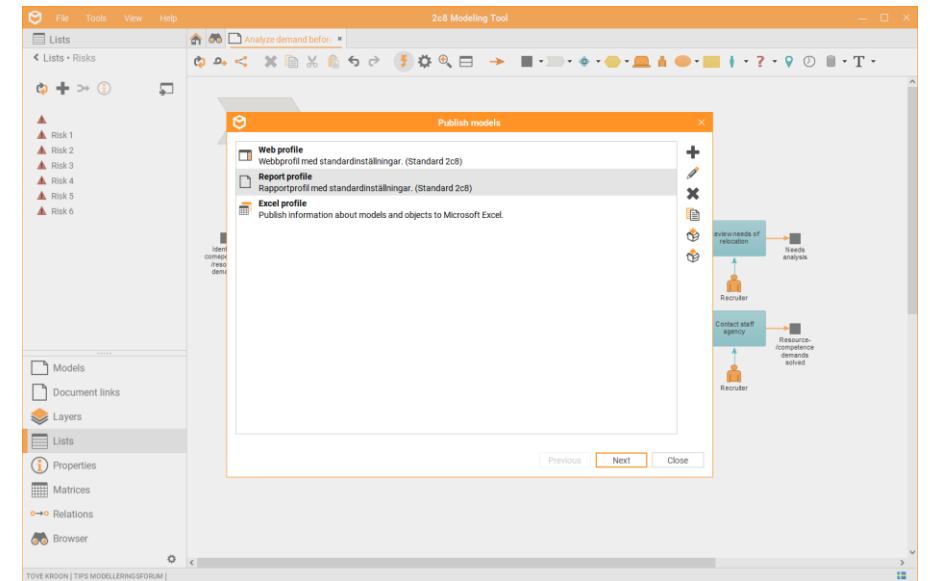
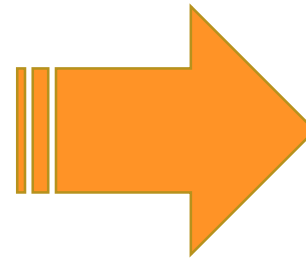
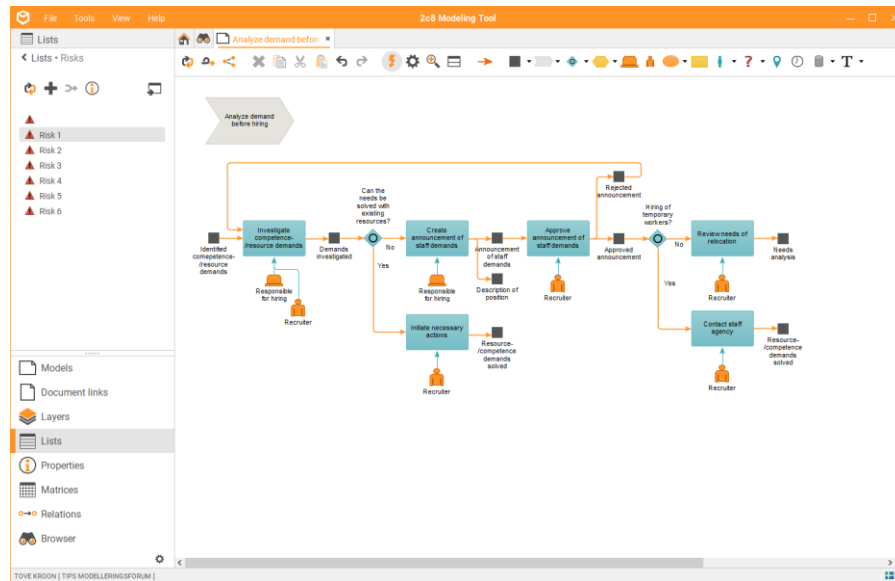
# Tip #15

Did you know that you can create and use document roots for your document links to make it easier if your document library will be moved in the future?



# Tip #16

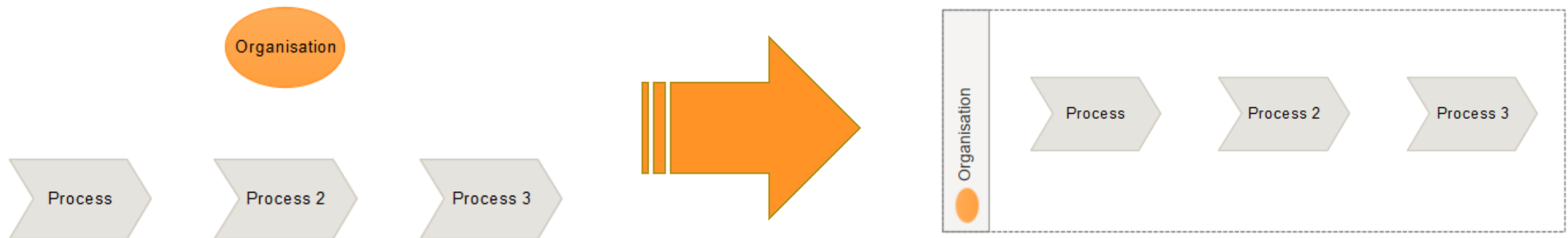
Did you know that the shortcut for publishing is Ctrl + U?





# Tip #17

Did you know that you can make any object into a frame that can hold other objects and therefore create a relation to the objects? Right click on an object and choose "Show symbol as frame". Choose what relationship the frame will get to the objects it holds in the popup opening up.

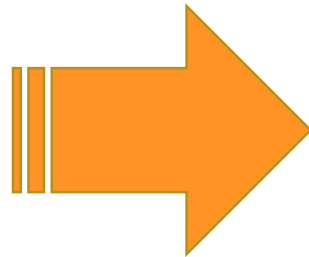


# Tip #18

Did you know that you can fill the space between two business objects with activity objects and business objects? Select both objects, right click on one of them and select "Fill".

Input

Output



Input



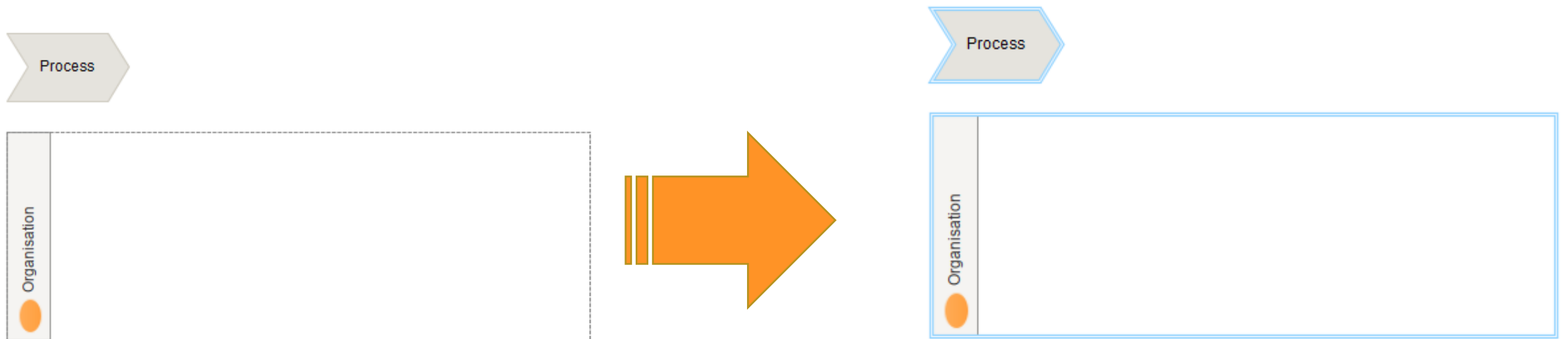
Output



Output

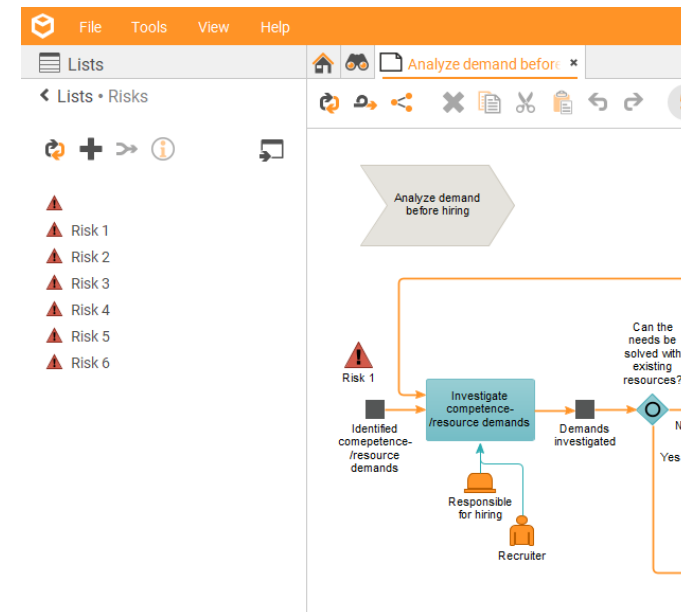
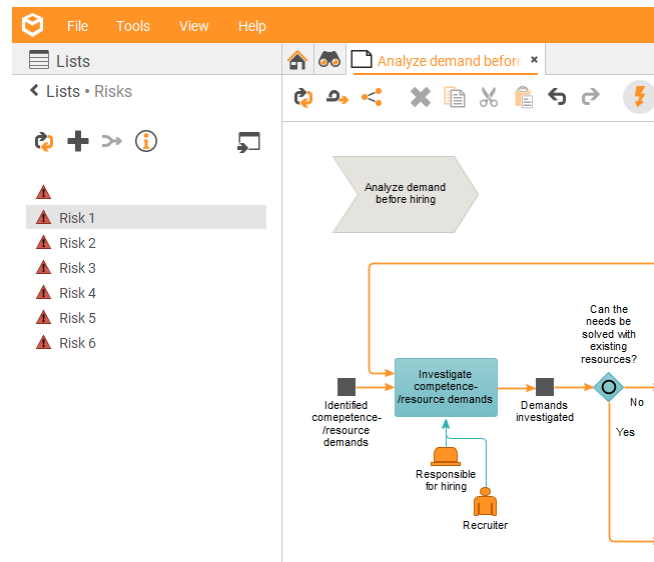
# Tip #19

Did you know that you can freeze an object so that it will not be moved? Right click on an object and select "Freeze" or press Ctrl + F.



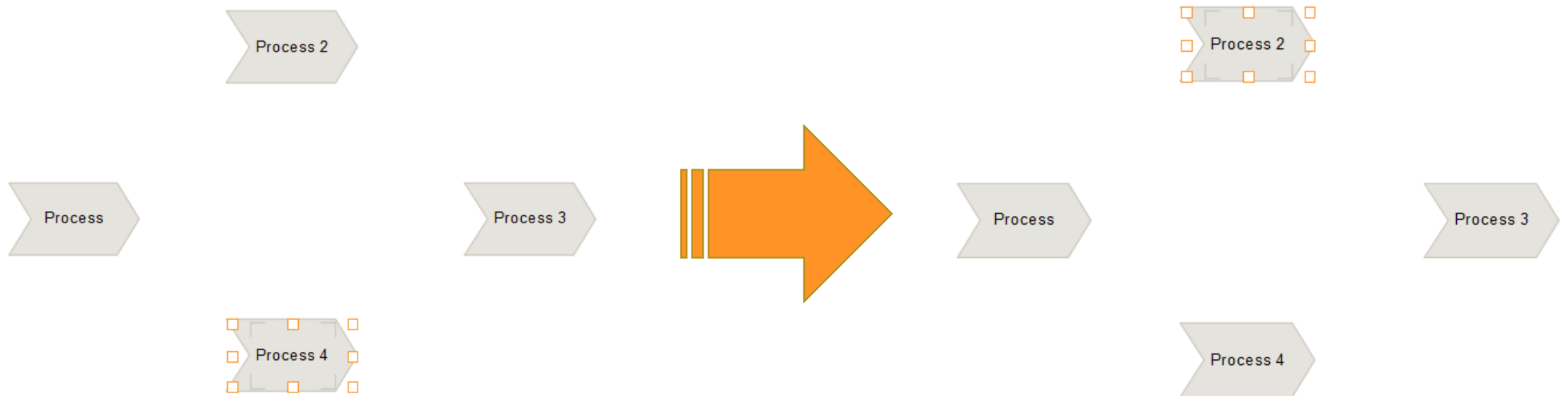
# Tip #20

Did you know that if you have a list open in the left panel (see tip #9) you can drag and drop objects, document links or models directly to the model you have open? Refresh if you can't see what you just dropped on the model.



# Tip #21

Did you know that you can hold Ctrl and use the arrow keys to switch what objects is selected?



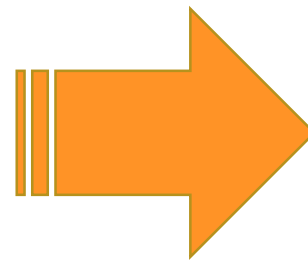
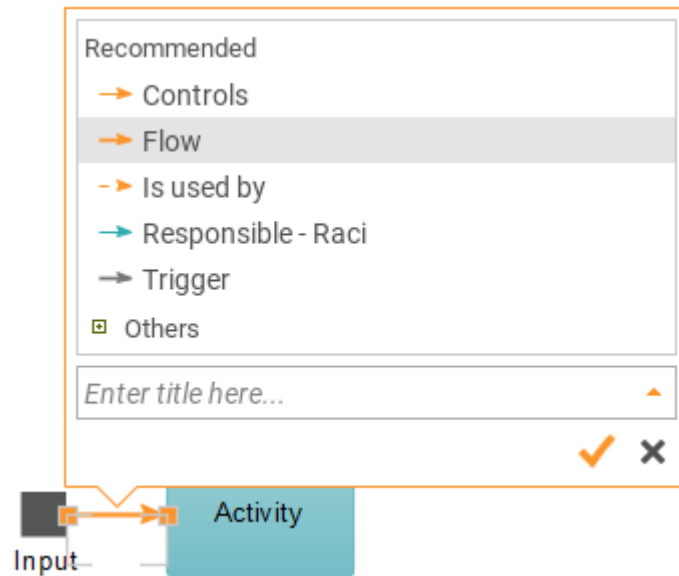
## Tip #22

Did you know that you can use Ctrl + Shift + arrow keys to place the next object being suggested by Quickdraw? Select an object and hold Ctrl + Shift at the same time as you press the arrow key in the direction you want a new object. Press the arrow key again to switch between suggested objects.



# Tip #23

Did you know that if you press Ctrl while drawing a relation the popup where you choose a relationship type will not open? You will automatically get the last relationship type you used between two similar objects.



## Tip #24

Did you know that you automatically can create relations between objects by "snapping" an object to another? Make sure "snap" is turned on for it to work.

