

1. Specialize - Manage-Tech
Disable technologies not in use e.g. old versions of BPMN, ArchiMate
Removes diagrams and toolboxes

3. Start - Workspaces - Manage Workspaces...
Built-in or custom window layouts
<< and >> to show / hide Toolbox and Specification window

5. Start - Perspectives - Manage Workspaces...
Focus on certain technologies
Restrict to limit diagrams, element and connector types

7. Start - Workspaces - Manage - Set Current as Default
Automatically open landing page
Populate with project overview and hyperlinks or navigation cells

9. Configure - Settings - Project Template Package...
Define default properties, apply default colours and automatically add custom properties (tagged values)

11. Specialize - Publish-Tech
Publish profiles to define custom diagrams, toolboxes and elements
Combine into an MDG technology to import into projects

- Declutter EA Checklist**
- 1. Manage Technologies
 - 2. Visual Style
 - 3. Workspace Layouts
 - 4. Ribbon Sets
 - 5. Perspectives
 - 6. Context Browser
 - 7. Landing Pages
 - 8. Working Sets
 - 9. Template Package
 - 10. Security Groups
 - 11. MDG Technology (Profiles)
 - 12. Prolaborate

2. Start - Visual Style
Choose style and theme (MS Office 2016 provides 'Find Command')
Optionally remove Caption style and set **diagram background** colour

4. Start - Workspaces - Manage Ribbon Sets...
Hide ribbons and/or panels on ribbons

6. Browser - Context/Diagram
Explore content of currently selected package or diagram

8. Start - Perspectives - Manage Working Sets...
Automatically open a set of diagrams in regular use

10. Start - Perspectives - Manage Perspectives...
Administrator can assign perspectives and ribbon sets to security groups

12. Prolaborate
Use Sparx Systems Pro Cloud Server and Prolaborate to share diagrams and element properties in a browser (read-only or edit)