

toolbar will appear on your screen. Perform Instant Database and other operations on everything at one time. Then click the "Break up Document" button in the new toolbar.

Pathagoras will locate the various "&New Doc&" markers and begin a new document at those points. If you need to apply a different template to one or more of the new documents (margin settings, styles, headers, footers etc.), that will not be a problem. After the single document is broken up, use the new Templates screen to apply the appropriate template for the particular document. (See 'New Templates Screen,' below, for more information.)

* Instant Database Improvements

Page "Categories".

A new text box has been added to the top of each page of the Instant Database screen. Use that box to provide a subject or category describing the category of the (up to 10) variables appearing on that particular page. For example, when drafting estate planning documents, page 1 of the IDB mask might be labelled "Testator Data", page 2: "Spouse Data", page 3: "Personal Rep. Data" etc. For a mask containing the variables for assembly of contracts, page one might be labelled "Buyer Info"; page 2: "Seller Info"; page 3: Property Info, etc.

On-screen 'Search headers and footers' Selector:

A new checkbox has been added to the face of the IDB screen to allow you to search (or refrain from searching) in the active document's headers and footers for variables. If you have variables in your headers and footers, make sure the box is checked. If you don't, uncheck the box and save yourself a bit of time.

Store masks and personal data records locally or on the network.

Many multilicensed users have asked for the option of storing their masks and personal records either on their local computers or to a designated path on the network so all can share. That feature has now been implemented. Access this feature, and set the paths, via the Instant Database Tools screen|File Locations. You can switch between local and network paths 'on-the-fly' using the checkboxes on the IDB screen that will appear when -paths are established.

Archive Instant Database records.

If you want to move inactive records out of your active IDB list, you can now easily and quickly do so. Restore an archived record to active status in just a few mouse-clicks. Available via the Instant Database Tools screen.

AutoScan I:

A new button, called 'AutoScan' has been added to the Pathagoras dropdown menu. When you click the button, not only with the Instant Database screen be displayed, but Pathagoras will scan the document for bracketed variables without any further action on your part. This is one of those "why didn't I think of this earlier" type changes. (Unless you knew that the Scan button resided inside Instant Database, the two step process was hardly intuitive. This makes it much more so.)

AutoScan II:

A new switch, found under Instant Database Tools, allows you to set Pathagoras to automatically scan the current document for bracketed variables whenever IDB is called for (i.e., <Alt-D>), avoiding the two step process of showing the IDB screen and then clicking <Scan>. A sub-setting is available to call for a scan (1) always or (2) only when no IDB mask has been associated with the particular document you have assembled.

Instant Database Tools are now gathered together in a single location. The IDB tools have been reworked and augmented to make them more powerful, more useful and overall much easier to use. Access the new IDB Tools menu via the Pathagoras dropdown list. Look for "IDB Tools."

Read more about the Instant Database here:

[http://www.pathagoras.com/Manuals/Quick%20Start%20Guide%20\(InstantDatabase%20and%20GotForms\).pdf](http://www.pathagoras.com/Manuals/Quick%20Start%20Guide%20(InstantDatabase%20and%20GotForms).pdf)

- * Multi-choice *List* variables listings expanded from 5 to 'infinity'.

Store and use multi-choice *lists* such as ""United States"" (50 elements) or ""Countries of the world* (>150 elements) as multiple choice variables. Perhaps more relevant to your needs, you can create a selectable *list* of all the cities and counties (not just the top 5) in which you conduct business, or the names of the companies or contacts with whom you frequently correspond. The *lists* are stored in easy to create files on your computer, and are displayed within your base document as a simple one or two word *variables* between 'stars' (so you don't have to list the individual elements within the document itself).

Read more about multi-choice*lists* at [http://www.pathagoras.com/Manuals/Quick Start Guide \(Variables\).pdf](http://www.pathagoras.com/Manuals/Quick Start Guide (Variables).pdf).

- * <<*Options/Optional*>> text block Improvements

* Secondary separator character: <<*Options*>> blocks use the plain text forward slash (/) character to indicate where one option end and the next begins. But if you wanted to use a common phrase such as "he/she," that slash would be processed as a options divider, throwing off the count. A secondary separator feature has been added to accommodate that issue. In the base (source) document replace the slash with the secondary character. In the final product, after <<*Options*>> blocks have been processed, the secondary character will appear as the forward slash.

Read more about <<*Options/Optional*>> text blocks at:

[http://www.pathagoras.com/Manuals/Quick%20Start%20Guide%20\(OptionsOptionalText\).pdf](http://www.pathagoras.com/Manuals/Quick%20Start%20Guide%20(OptionsOptionalText).pdf)

- * Networking Tools

Synchronize files between the network to the user's local machine: Document assembly over network connections is only as fast as, well, your network connection. Generally, LANs (Local Area Networks) are pretty quick, but WANs (wide area networks) and VPNs (virtual private networks) can oftentimes be pretty slow. Using this 'sync' feature, you can create a mirror of the network files on your personal computer. You can then build documents locally using the identical information as exists on the network. Plus, document assembly can be done when it is not possible for the user to be connected to the network (on the road, etc.).

The 'sync' function insures that the user will always have the latest files on his or her local computer. The sync can be made automatic so that each time Word is started, the sync will occur. The autosync only will copy over new documents, so after the initial synchronization is accomplished, subsequent syncs should take only a matter of seconds.) You can find the 'sync' feature on Utilities/Settings>>Network Setup>>Sync tab.

Substitute network path with local path. A spin-off of the above. If the files have been 'synced' locally, the user can choose, on-the-fly, whether to use the network files or the local files for assembly purposes. This is done without having to change libraries (or

having to create a library that reflects the local paths). So, even though the book may point to files stored on the network, by your clicking a simple checkbox, Pathagoras will substitute a call to, e.g., "\\networkserver\document folder\files\" to a call to, e.g., "C:\document folder\files\". If your network is slow, this can dramatically improve your document assembly time. (The checkbox is found under Document Assembly>>Settings>>Misc. Click the "Use Local Files if Synched" checkbox.)

Messaging: Users who are registered through the same Common Profiles Path can now send Pathagoras related messages to each other (either individually or 'All'). Technically, any messages can be sent, but a check for messages is not triggered until a Pathagoras function is called. So while it is great for Pathagoras related messages, it is probably not very good for general messaging.) The Send-A-Message button is on the Miscellaneous tab of the Utilities/Settings screen.

* Help System Improvements

Completely revamped Help and "How Do I . . ." information system. Pathagoras has adopted (optional) the use of the Microsoft Assistant. (You know - the paper clip or dog or wizard - that everyone loves to hate. We have found that the Assistant works exceptionally well for giving advice on the best way to use Pathagoras. We encourage you to turn on the Microsoft Assistant, and learn about Pathagoras powerful features in a much more inviting way.)

A new series of in-program tutorials to take you step by step through implementing (and understanding) the various Pathagoras modules (replaces 'Professor Pathagoras'). Whatever features of Pathagoras you currently use, there is always a lot more to the program that you should learn about. You can find these tutorials on the MainMenu, Tutorials tab.

A brand new series of Quick Start Guides for specific Pathagoras modules. Look for these Guides on the website at: http://www.pathagoras.com/learn/quick_start.htm

* Miscellaneous

New 'Templates' screen.

Version 11 provides quick access to your local, workgroup and '1033' templates all from a single screen. (That is all of the locations where templates are typically stored.) You can select (for a new document) or apply (for an existing document) any template with a single click. You can even 'round-robin' a document to see how it will look in a variety of different template styles.

Read more about Templates (and how Pathagoras templates differ from those of other programs) at:
[http://www.pathagoras.com/Manuals/Quick%20Start%20Guide%20\(Templates\).pdf](http://www.pathagoras.com/Manuals/Quick%20Start%20Guide%20(Templates).pdf)

Direct assignment and editing of prefix associations.

Pathagoras' exclusive clause insertion system allows the user to simply type a clause name onto the editing screen. When the user presses <Alt-G> (for 'get'), Pathagoras will instantly locate the clause and insert it at the insertion point. Clause name 'prefixes' (and the table that associates the prefix with the source of the clauses) allows a user to insert a clause from anywhere on your system if the clause has been named with the prefix/suffix naming style. Prior to version 11, the only way to associate the prefix with the book was to make that association via the Document Assembly Settings screen. Now, you can directly associate a prefix to a glossary or a folder with a new screen designed for that purpose. Read more about the power of the prefix/suffix clause naming style, and this new feature, at
http://www.pathagoras.com/features/prefix_suffix.htm.

