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| **Aliases**  **(Single words or phrases representing longer lists of items)** | |
| **Definition:** Much like its dictionary definition, a alias is a term that stands for something else. In practice, an alias is a reference to lists of items stored in an Excel spreadsheet.  When you initially are conceiving of what is this application, think \*States\*. Instead of you typing into a document a multiple choice list of the 50 United States separated by slashes: [Alabama/Alaska/Arkansas . . ./Wyoming], you would save that list in an Excel spreadsheet under the column head ‘States’. In your document, you would just type [\*States\*] in place of the long list. (Indeed, \*States\* and its complement \*Capitals\* are part of the initial Pathagoras install. Using them, and the examples below, you can get a feel of the power and utility of Aliases.)  Any word or phrase (up to 39 characters) can be an alias. You can have an unlimited number of aliases, and each alias can have an unlimited number of choices which it represents.  The content of the list (and alias name) can be anything. Typically, aliases reflect names,addresses product names, descriptions, numbers. If you can put it into an Excel spreadsheet, it can be referenced by an alias.Pathagoras can feed the list automatically, or you can create a list or edit and existing list manually.  The name of the Excel spreadsheet that contains your \*Aliases\* is called ‘Multichoice.xlsx. It is stored in the same folder as are your instant Database records (typically C:\program files (x86)\Pathagoras\IDBs, but if you moved the folder for networking and sharing purposes, it will be in that new folder). It comes ‘pre-populated’ with the States and Capitals  Aliases can be used with both Variables [\*States\*] and any kind of Conditional text.{\*States\*}, <<\*Options\*!st!\*\*States\*>>. (Notice the double star in the last example. The first star closes the administrative text. The second star introduces the alias term.)  Aliases can be !grouped!. Indeed, the power of aliaas becomes most apparent when you group. E.gl,  [!atty!\*Attorney Name\*]  [!atty!\*Attorney Bar number\*]  [!atty!\*Attorney Email\*]  !atty!\*Attorney Phone\*]  [!atty!\*Attorney Address\*] | **Creating**:  *From scratch:* Type a variable containing an alias that does not exist and scan the document. When the alias is encountered (and Pathagoras cannot ‘find’ it), Pathagoras will ask you to provide the choices. Add all or some (you can add the rest later). When you press ‘OK,’ Pathagoras will save your list in the Excel spreadsheet under the proper column title that it creates  *Directly into Multichoice.xlsx:* Open up the spreadsheet and type (or cut and paste) away. It really is as simple as that. (The word or phrase in row 1 is the ‘alias’. The words or phrases beneath are the choices.)  *From prepared lists in Word:* Type a list of choices. The list can be a column of choices in a single Word table, or it can be a string of choices separated by slashes. Highlight the list. Display the Alias menu and select the Tools tab. Select the ‘Add prepared list’ and then Go. Provide an alias name. All done.  From a Table: You can create a two column table, column 1 containing alias names and column two, lists that the alias represents, each choice separated by slashes. Display the Alias menu and select the Tools tab. Select the ‘Add prepared list’ and then Go. Provide an alias name. All done.  **Editng**:  The more formal way to access the multichoice.slsx file is’PathagorasFeatures |Editing Tools |\*Aliases\*. Click the green button that says Edit. The easiest way, however, is simply to type ‘alias’ onto an editing screen and pressing <Alt-G>.  **DropDown Lists:** You can place the content of any alias list into a DropDown List. Just begin creating a DropDown List using the tools for such. Select ‘Alias List’ as the content under the ‘Other’ choices. You can click in any term in the resulting list just like any other term. |