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| **DropDown Lists** | |
| **DropDown Lists**  **Definition:** Always on, always available list of documents, templates, images or other files.  **Creating:**  If you have none, click the DropDown List iconin the Pathagoras toolbar and follow the prompts. If you have one or more, click the Add New DDL button. (You can also click the ‘Create DDL’ element in the Pathagoras Features list to create a DropDown List.) Whichever way you have used, navigate to inside the folder that contains the files you want displayed in the list. Select a single file in the folder (it doesn’t matter which one) and click OK to lock in the folder. Pathagoras quickly reads the content of the folder and creates the list. It appears in the DropDown List section of the Pathagoras toolbar.  **Using:** Like the name implies, it’s a DropDown List. Click the down arrow to the left of the DDL name. Then click on an item in the list. Pathagoras will instantly place an exact duplicate of the selected file.  Alt-G recall: In addition to ‘point and click’ recall, you can type anywhere on an editing screen the name of a file that is reflected in any of your DropDown Lists. Press Alt-G (for ‘g’et). Pathagoras will find the document and insert it.  Note that a copy, not the original, is placed onto the screen. If you need to edit the original, use one of these three ways. (1) Click the Open Document button and then select the document. (2) Click the Open Folder element at the foot of the specific DDL and then select the document. (3) If the document you want to edit is the last one your called, type ‘Last’ to the editing screen and press <Alt-G>.  Bound the entire block of text with an opening <<\*Options\* or <<\*Optional\* and close with >>  **NewDoc/Insert Toggle:** The status of the button lets you know what will happen when you select an item via point and click. If you want a brand new document, make sure the toggle shows ‘New Doc’.  **Reassign a List**   1. Create a new list and when asked where to place it, select an existing list. The original will be overwritten. 2. Click the ‘Other Settings & Actions’element in the List’s footer. Select ‘Rename/Replace’. Follow prompts to replace.   Other Settings and Tools:  From the settings and tools selection at the bottom of each DDL, you can set: (1) After selection, return cursor to top of document. (2) always insert or always NewDoc (3) show ‘Subject’ or ‘Name’ by default and a few other useful settings. | **Document Disassembly**  This is a ‘must-know’ tool for real document assembly-philes. It’s the quickest way to build your libraries of clauses, snippets, signature blockes etc. Simple highlight a block of text. DropDown a List into which you wish to add the highlighted text. Select the ‘Save Text to Folder’ element at the foot of the selected list. When prompted, provide a name.  **Collections**  While 10 is the maximum number of DDL you can display at one time, you really can have 40 DDLs at the ready. Clck the more options button in the lower right corner of the Collections section (the small south-east pointing arrow) and Save the current collection or Recall and previously saved collection. The switch typically takes less than a second.  **Environments**  A collection load a group of DDLs, but an environment is a complete setup. Not only is the collection replaced, but the document assembly Library is as well. The ‘trick’ is just insuring that the name of the Collection and the name of the Library are identical.  **Building a Clause Set:** A third toggle (that you can activate via the DDL menu and click the ‘Add Doc Name Toggle’. Then, with that toggle selected, when you click a document, only the name of the document, surrounded by << and >> markers is inserted. (Be sure to save this clause set out as a document. So you can build an entire document  **Refresh**  If you know you added something to the folder, but it’s not showing up in the DDL, just click the ‘Refresh’ button at the foot of each list..  **Hints & Tips on maximizing DDL function:**  When naming (or renaming) a file, keep it meaningful, memorable, and as short as reasonable possible. That way, if you want to recall the document using the Alt-G function, you can more easily type its name.  The typical use of a DDL is the recall of a single element in the list You can, however, create a ‘multi-select’ window by clicking the Other Settings element and then the blue “Clause Selection Screen.” (Actually, this is the same as the Document Assembly process, just attached to DDLs)  **Content of DDLs:** Any file can be referenced in a DDL. Documents are the most common, but you can also display spreadsheets, PDF files, WordPerfect documents, images (PI lawyers or illustrated book writers take note).  **Specialty Lists:** Found under Pathagoras Features | DropDown Lists. You can display a list of [Variables] to make it easier to Pathagorize your documents. You can create a list of Pathagoras examples via the ‘Samples’ option. |