Creating DocLists

Use DocLists to manually create lists of documents.

1. Select **File>Create DocList**.
2. In the DocList dialog box, type the **DocList Name** and type a **Description** that explains the purpose of the document list for future reference.
3. Click **Create**.
   The DocList will be listed in alphabetical order under the "DOCLIST" group heading.

Note: You can also create a DocList by dragging a selection of documents into an empty space below the list of DocLists.