Working with document lists

The following list of tasks explains how you can work with **DocLists** and **Smart DocLists**.

To	Do This
To add a document to a DocList	Select the document and drag it to the DocList, or select the document and select **Document** > **Add to DocList**. You can only add documents to DocLists. You can't add documents to Smart DocLists because they are automatically populated with documents based on search criteria.
To remove a document from a DocList	Select the document, and select **Document** > **Remove from DocList** . The document is removed from the DocList, but a copy of it remains in the **All Document** list.
To edit information about a DocList or Smart DocList	Select the list, go to **Edit > Edit List**, and type the new information about the list.
To copy a DocList or Smart DocList	Select the list that you want to copy and go to **Edit > Duplicate List**. The documents that were contained in the original list are copied to the new list.
To delete a DocList or Smart DocList	Select the list that you want to delete and go to **Edit > Delete List**.