

# DocList dialog box

Use this dialog box to create a **DocList** that you can manually drag-and-drop documents into.

Field /Option	Description
<b>DocList Name</b>	Type the name of the DocList. It will appear in alphabetical order in the left pane under the heading "DocLists".
<b>Description</b>	Type a description that explains the purpose of the DocList for easy reference.