

Quick Start Guide

SUPERBOOKS!

The SuperGlossary and SuperFolder

Do you want to be able to recall any document from anywhere at any time just by typing its name onto your editing screen? Well, it cannot be done!

Sorry to get your hopes up, but the technology of instantly recalling *any* document from any location simply by pressing a hot key just does not yet exist. (This is not to say that desk top indexers like Google and Copernic don't do a marvelous job at showing you the possible choices – they really do. But they cannot actually recall your document in a single step.)

However, Pathagoras offers the next best thing, and it offers it in several different flavors.

If you have named your clauses with the [prefix/suffix naming style](#) (two, three or four letters followed by at least three numbers) and if you have registered the prefix with Pathagoras, then you can indeed recall any clause from wherever it is by typing the name of the clause and pressing <Alt-G>.

Here is proof. Copy the following clause names onto your editing screen. Place your cursor immediately to the right of one of the terms. Press <Alt-G>. Repeat with the second

wil100

boc221

sub100

The above are clauses that have shipped with the demo documents. They are in different folders, and definitely not in the folder in which you are currently working. Yet Pathagoras will instantly recall them to your editing screen no matter where your default file folders are located. Pathagoras can do this with any other prefixed clause.

Read more about this in the [Prefix/Suffix Naming Convention Manual](#).

Enough 'showing off.' There is another, a bit more mundane technique for establishing a universal search location. We are going to spend the rest of this Manual discussing the SuperFolder and the SuperGlossary.

'Book' defined:

A 'book' is Pathagoras' primary container of clauses. These clauses are used to assemble documents. (A clause can also be an entire document. Your document assembly session may simply be recalling the single document, or it can be recalling dozens or hundreds of clauses.)

A book is a component of a library. You can have up to 10 books in a library. You can have an unlimited number of libraries, so ultimately you can also have an unlimited number of books.

A book can be one of two types: a 'glossary' or a 'folder of clauses.'

'Glossary' defined

A glossary is an ordinary Word document that contains multiple clauses. Each clause in the glossary is separated from the others (and identified by) bookmarks. (This is the same kind of bookmarks that you can add to documents via the Insert|Bookmarks tool found in Word's tool bar.)

'Folder of Clauses' defined

A folder of clauses is an ordinary Word folder. It contains one or more (preferably many) ordinary Word documents. Each document in the folder of clauses typically represents a single term that might be assembled during a document assembly routine. (A document can also be a complete document, and not just a clause, but for purposes of this lesson, let's picture these documents as individual terms.)

While you are allowed as many books (glossaries or folders) as you wish, you may wish to designate one of your folders and/or one of your glossaries as a general collection point, i.e., a book that holds your general terms, terms that cannot really be categorized and that span all subject matter. These special books are called the 'SuperFolder' and the 'SuperGlossary.' (You may have one of each.)

There is a bit of a 'pecking' order that Pathagoras will follow in seeking out the requested document. When you press <Alt-G> next to a desired term, Pathagoras analyzes what kind of term it is. If the clause is fully qualified (i.e., has a drive and folder designation in addition to the term name, Pathagoras will look in the specific spot designated, and no further. But if Pathagoras sees only a term name, it will (1) determine if the term name meets the prefix/suffix naming criteria (two to four letters followed by three or four numbers) and if it does, it will look in the book associated with the prefix. (2) If not found in (1) or if not a prefixed clause, Pathagoras will next look in the position #1 book (the book occupying the top slot in the current library). (3) If not yet found, Pathagoras will look in the SuperFolder (if designated) and if still not found, in the SuperGlossary (if designated).

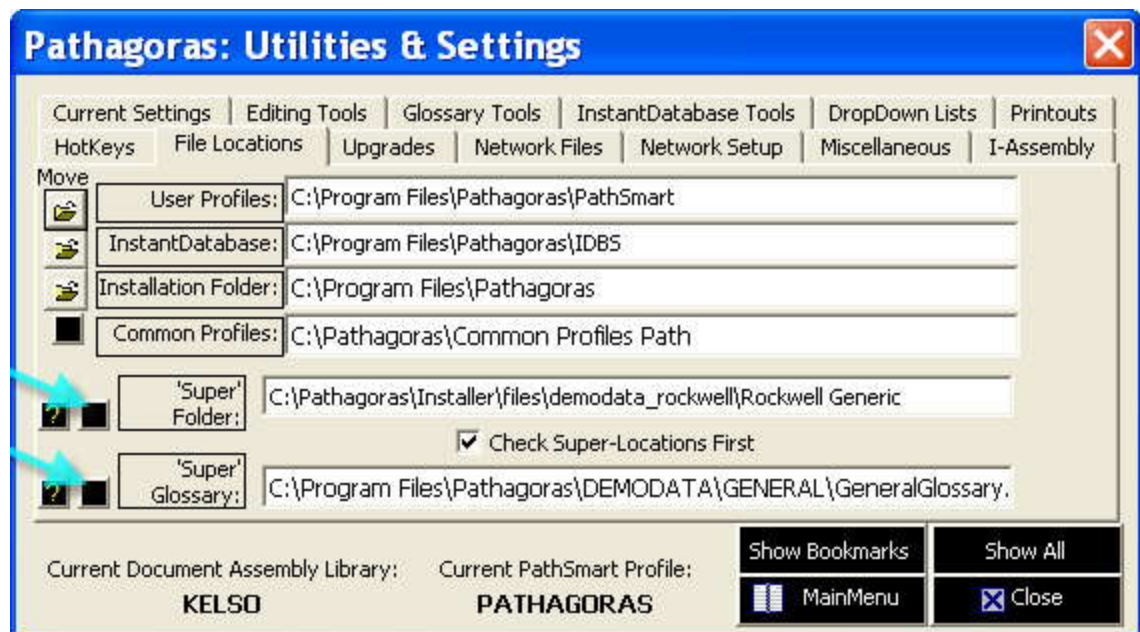
Use a SuperBook to store address lists, letter frames, boilerplate language, etc., used by your office that spans all subjects

The experienced user will observe that a SuperBook has many similarities with Word's built in AutoCorrect and AutoText functions. The main benefit to Pathagoras'

version is that it is universal. Unlike AutoCorrect (which is typically computer bound, everyone can easily point to the same SuperFolder and SuperGlossary. There is no limit to the type of information you can store in a SuperBook. Images, tables, highly formatted text. A SuperBook can handle it all. In addition, since a SuperBook is simply a Word document, you can take any component of it with you to edit and refine it, just like any other Word document. (With Autocorrect, you have to be on the same computer, recall the autocorrect term, edit it and then resave it. Not hard work, but because you are working with a document, the Pathagoras approach is much simpler, and much more direct and intuitive.) Pathagoras does not recommend not using AutoCorrect. It is a wonderful tool for correcting your misspelling and completing words such as days of the week and months of the year. However, when it comes to storing universal large blocks of text, consider the SuperBook. Use Pathagoras to complement Word's offerings, not to supplant them.

Designating the SuperFolder or SuperGlossary.

(1). From the Pathagoras dropdown menu, click the Utilities/Settings button and then the File Locations tab.



(2) Click one of the black 'Set' buttons.

(3) Navigate to the folder or glossary. That is it.

Add a new term to the SuperBook.

Little could be easier. Simply highlight the term and press <Alt-G> ('highlight & add'). The TermWorks screen will appear. Provide a single-word name for the new term and give it a more descriptive subject. Press the <Other Book> button near the center

of the TermWorks screen. This will take you to the listing of the available 'target' glossaries and folders. Select the SuperFolder or the SuperGlossary checkbox at the bottom left of the screen. You are done. The next time you call for the clause via <Alt-G> it will instantly appear.