

REPEATED ITEM CATALOG MANAGER



Repeated Item Catalogs are an organization tool for repeated items which allows quick and easy location and selection of the desired item. Within a repeated item catalog, R.I.'s are organized in a hierarchy of *Category*, *Heading*, and *Item*. *Categories* may be created which have one or more *Headings* within them, which in turn may have one or more *Repeated Items* listed in them, along with description data about the repeated item. The catalog itself does not contain the repeated items, but is a text file which contains the organization data. The repeated items are stored in *libraries*. See the [Repeated Item](#) topic for more information. All three levels of organization are required, i.e. a Repeated Item entry must be within a Heading which is within a Category. For any given catalog there must be at least one Category, and each Category must contain at least one Heading in order to store a Repeated Item entry. A given repeated item may be listed in a catalog more than once, and a catalog may have repeated items which are stored in more than one library. A repeated item may be selected for placement from either its library, or from catalogs.

The *Repeated Item Catalog Manager* provides tools for creating, renaming, and deleting Repeated Item Catalogs, as well as tools for adding, deleting, and manipulating categories, headings and item entries within a catalog.

Repeated Item catalogs may be found in 4 places. These are *Project RI Catalogs*, *Standard RI Catalogs*, *Plug-In RI Catalogs* and *System* or **ARRIS RI Catalogs**.

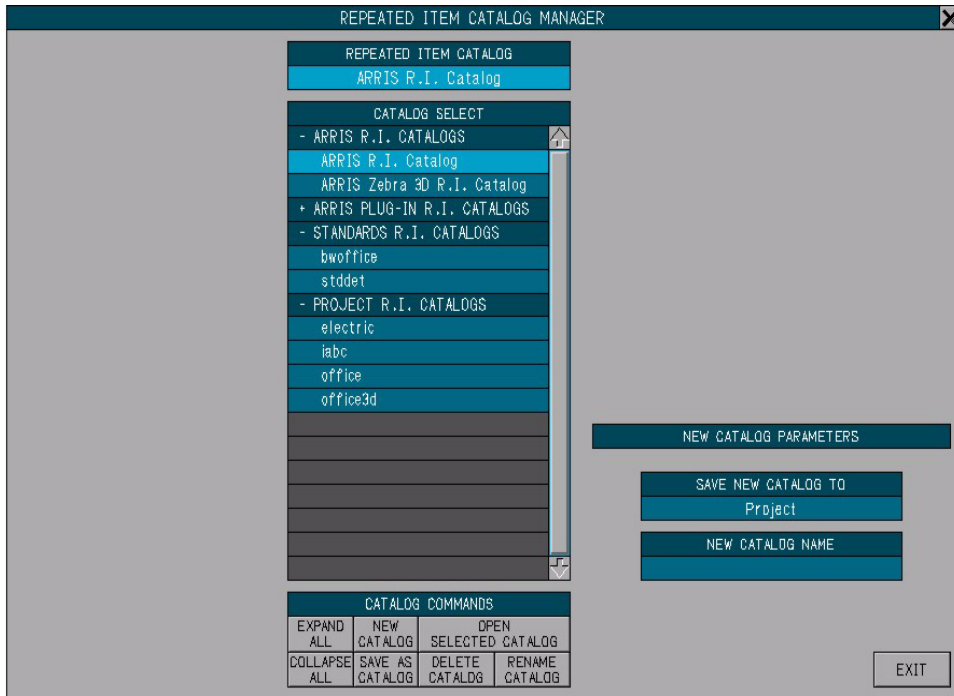
The **ARRIS** and Plug-In Repeated Item catalogs are distributed with **ARRIS** and the individual Plug-Ins. They may not be altered. While they may be used, these catalogs are primarily intended as examples or templates of a repeated item catalog, from which you can create your own. The Repeated Items created or used most often will vary from company to company or user to user and are therefore best defined by the user.

The Repeated Item catalogs found in *Standard* and *Project* directories are user created and defined. There may be as many Standard and/or Project RI catalogs as you wish. A *Standard* or *Project* RI Catalog is stored in a user-named file with a ".ct" extension and is saved in the *ricat.dir* sub-directory under the standards (std:) or current project directory.

The *Repeated Item Catalog Manager* may be accessed by selecting the [Catalog](#) button located under the [Create](#) heading on the **Repeated Items** Application Sub-menu. The **REPEATED ITEM CATALOG MANAGER** pop-up menu will appear on the screen.

Catalog Select

When the *Repeated Item Catalog Manager* feature is first opened, or when the current [Repeated Item Catalog](#) name display is selected, the *Catalog Select* functions are displayed in the **Repeated Item Catalog Manager** menu.



A Repeated Item catalog is selected by left clicking on the box in which the desired catalog is displayed. Selecting one of the 4 location titles will expand or collapse the list of RI catalogs shown under that title.

New Catalog Parameters

The *New Catalog Parameter* settings are shown on the right side of the **REPEATED ITEM CATALOG MANAGER** menu. These settings are used when creating new or renaming existing Repeated Item Catalogs.

SAVE NEW CATALOG TO: Repeated Item catalogs may be saved to either the Standards (std:) or Current Project directories. The current setting is displayed in this box. Select the box to toggle between the two settings.

NEW CATALOG NAME: Select this box to enter a name for a new Repeated Item catalog. RI catalogs must end in a .ct suffix. The New Catalog Name must be set before using the New Catalog, Save As Catalog, or Rename Catalog functions.

R I Catalog Commands

These commands allow you to create new catalogs, rename or delete existing

catalogs, or open repeated item catalogs for editing.

EXPAND ALL: Expands all RI Catalog locations on the RI Catalog Select list. All available catalogs are now viewable on the list.

COLLAPSE ALL: Collapses all RI Catalog locations on the RI Catalog Select list. Only the RI Catalog location titles and the current RI Catalog are now viewable on the list.

NEW CATALOG: Creates a new RI catalog using the name set in the New Catalog Name box, placed in either the *Standard* or *Project* directory as shown in the Save New Catalog To box. A new catalog name must be specified in the New Catalog Name box before this function is executed. The new RI catalog will display in the appropriate location on the RI Catalog Select list in the center portion of the **REPEATED ITEM CATALOG MANAGER** Menu and be highlighted as the current selection.

SAVE AS CATALOG: Creates a new Repeated Item catalog using the name set in the New Catalog Name box, placed in either the *Standard* or *Project* directory as shown in the Save New Catalog To box. The new Repeated Item catalog created is a copy of the currently selected Repeated Item catalog on the RI Catalog Select list in the center portion of the **REPEATED ITEM CATALOG MANAGER** Menu. A new catalog name must be specified in the New Catalog Name box, and a catalog must be selected in the RI Catalog Select list before this function is executed. The new RI catalog will display in the appropriate location on the RI Catalog Select list in the center portion of the **REPEATED ITEM CATALOG MANAGER** Menu and be highlighted as the current selection.

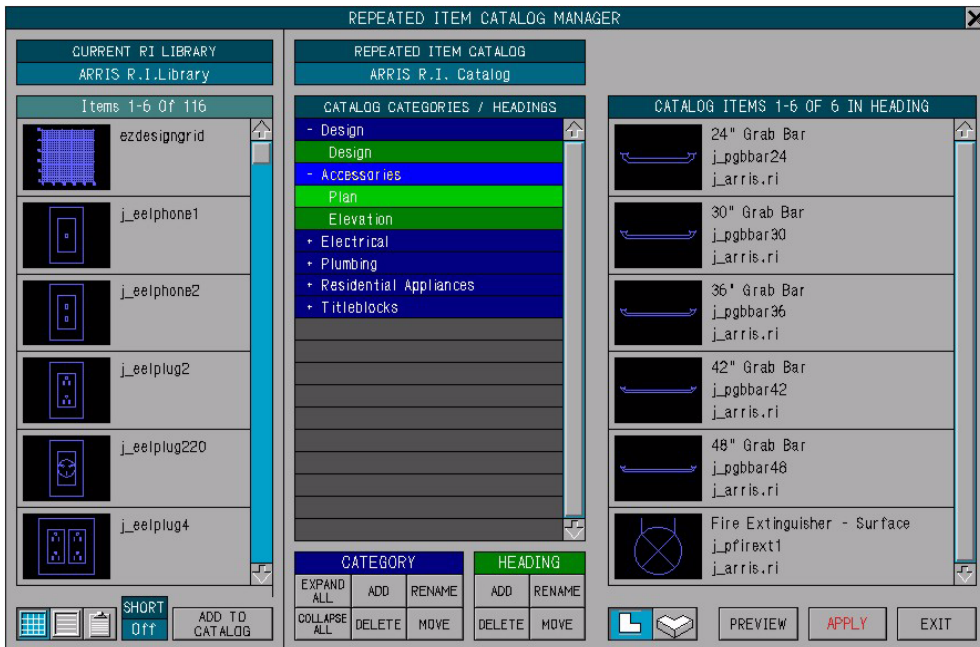
OPEN SELECTED CATALOG: Opens the currently selected Repeated Item catalog on the RI Catalog Select list in the center portion of the **REPEATED ITEM CATALOG MANAGER** Menu. If the currently selected (highlighted) RI catalog on the list is selected again, the catalog will open as if this button were selected. When the selected catalog is opened, the **CATALOG CATEGORIES / HEADINGS** and the **CATALOG REPEATED ITEMS** will display in the **REPEATED ITEM CATALOG MANAGER** Menu. Refer to the *Catalog Categories / Headings* and the *Catalog Repeated Items* sections of this topic below.

DELETE CATALOG: Deletes the currently selected *Standard* or *Project* Repeated Item catalog on the RI Catalog Select list in the center portion of the **REPEATED ITEM CATALOG MANAGER** Menu from the disk. **ARRIS** will prompt to verify the deletion. **ARRIS** System and Plug-In RI Catalogs catalogs may not be deleted.

RENAME CATALOG: Renames the currently selected *Standard* or *Project* Repeated Item catalog on the RI Catalog Select list in the center portion of the **REPEATED ITEM CATALOG MANAGER** Menu. The catalog is renamed to the name set in the New Catalog Name box, and is placed in the *Standard* or *Project* directory as shown in the Save New Catalog To box. If the Save New Catalog To setting is different than the current location of the catalog, it will be moved as it is renamed. A new catalog name must be specified in the New Catalog Name box, and a catalog must be selected in the RI Catalog Select list before this function is executed. **ARRIS** System and Plug-In RI catalogs may not be renamed.

General Commands

When a Repeated Item Catalog is opened, the **REPEATED ITEM CATALOG MANAGER** pop-up menu will change to show the contents of the catalog including Categories, Headings, and Items, as well as the currently loaded Repeated Item Library. The menu is divided into two main sections. The left portion is devoted to the Repeated Item Library / Catalog Manager Clipboard, and the center and right portion is devoted to the Repeated Item Catalog. The Manager functions which allow the user to edit the Catalog are included at the bottom of the menu.



General Commands

The general commands found at the bottom right portion of the **REPEATED ITEM CATALOG MANAGER** menu perform overall tasks relating to the currently open Repeated Item catalog.

EXIT: Exits the *Repeated Item Catalog Manager* and clears the menu from the screen. If there are any unsaved changes and changes are allowed, the Repeated Item Catalog Manager will prompt to save these changes. You have the choice of *Saving* the changes and exiting, *Continuing* to exit with-
out saving the changes, or *Stop* the exit command.

Note 1: Selecting the **REPEATED ITEM CATALOG MANAGER** menu title bar or the "X" icon at the right end of the title bar will also exit the RI Catalog Manager.

Note 2: The Repeated Item Catalog Manager must be exited normally, using the Exit button, or by selecting the Title Bar or "X" icon in order to check and prompt for unsaved changes. Selecting another command in **ARRIS** before exiting the *Repeated Item Catalog Manager* will cause unsaved changes to be lost.

Note 3: The *Repeated Item Catalog Manager* will check for unsaved changes and prompt to save those changes when an editable currently loaded catalog is exited by selecting the Repeated Item Catalog box.

APPLY: Applies any changes made to the RI Catalog and writes the RI Catalog to disk. No changes are saved until this button is selected. If changes have been made to the currently open RI catalog, the "Apply" text in this button appears yellow, warning that there are unsaved changes. If the current RI Catalog is either an **ARRIS** System or Plug-In catalog, or if write permission is denied on the catalog (see the Permissions section below), the "Apply" text in this button will appear red, indicating that changes are not allowed.

PREVIEW: Displays the currently selected Repeated Item entry in the **CURRENT CATALOG ITEM** sub-menu on the right side of the **REPEATED ITEM CATALOG MANAGER** menu. Refer to the *Preview* functions in the *Catalog Repeated Items* portion of this topic below.

Repeated Item Sample Views

Plan View



Displays all Repeated Items in display boxes in the **REPEATED ITEM CATALOG MANAGER** menus in plan view. The display of all repeated items currently shown in the *Repeated Item Catalog Manager* is updated when this box is selected.

Iso View



Displays all Repeated Items in display boxes in the **REPEATED ITEM CATALOG MANAGER** menus in isometric view. This function is particularly useful with 3 dimensional repeated items. The display of all repeated items currently shown in the *Repeated Item Catalog Manager* is updated when this box is selected.

Repeated Item Catalog

The current Repeated Item catalog name is displayed here. If this button is selected, the **REPEATED ITEM CATALOG MANAGER** Menu toggles to Catalog selection mode and the [RI Catalog Select](#) list is displayed. Refer to the *Catalog Select* portion of this topic above.

Current RI Library

The current Repeated Item library name is displayed here. If this button is selected, the **RI LIBRARY SELECT** sub-menu is displayed. Refer to the *RI Library Select* portion of this topic below.

Menu List Selections

Categories and *Headings* on the [Catalog Categories / Headings](#) list, *Items* on the [Catalog Repeated Items](#) list, *RI Catalogs* on the [RI Catalog Select](#) list, *RI Libraries* on the [RI Library Select](#) list, and *Repeated Items* on the [Current RI Library](#) list in the menus are selected or made current by selecting the box in which they are displayed. The current *Category*, *Heading*, *Item*, *RI Catalog*, *RI Library*, or *Library RI* is highlighted in the menu. An *Item* which is displayed in [Preview](#) mode on the menu is the current catalog item. In some cases, selecting the current (highlighted) *Category*, *Heading*, *Item*, *RI Catalog*, *RI Library*, or *Library RI*, or a right-click selection on these lists will perform a separate function. These are described with the function they perform.

Slidebars

The menu slidebars contained within the **REPEATED ITEM CATALOG MANAGER** Menus allow the user to quickly browse through lists of Catalogs, Categories, Headings, or Items when the list is longer than the menu available to display it. These slidebars are located on the menu on the right side of the list for which they function. A sidebar consists of an up arrow at the top, a down arrow at the bottom and a sidebar in between. The sidebar shows the proportion of, and relative location within the entire list of the portion of the list currently displayed in the menu. Refer to the [Slidebars](#) topic for more information. Sidebar commands are as follows:

UP ARROW: A left click selection on the [Up Arrow](#) moves the display of the

list up 1 item. A right click selection on the Up Arrow moves the display of the list up 1 menu page.

DOWN ARROW: A left click selection on the Down Arrow moves the display of the list down 1 item. A right click selection on the Down Arrow moves the display of the list down 1 menu page.

SLIDEBAR: Selecting on the Slidebar moves the portion of the list displayed in the menu to the relative position of the selection on the slidebar.

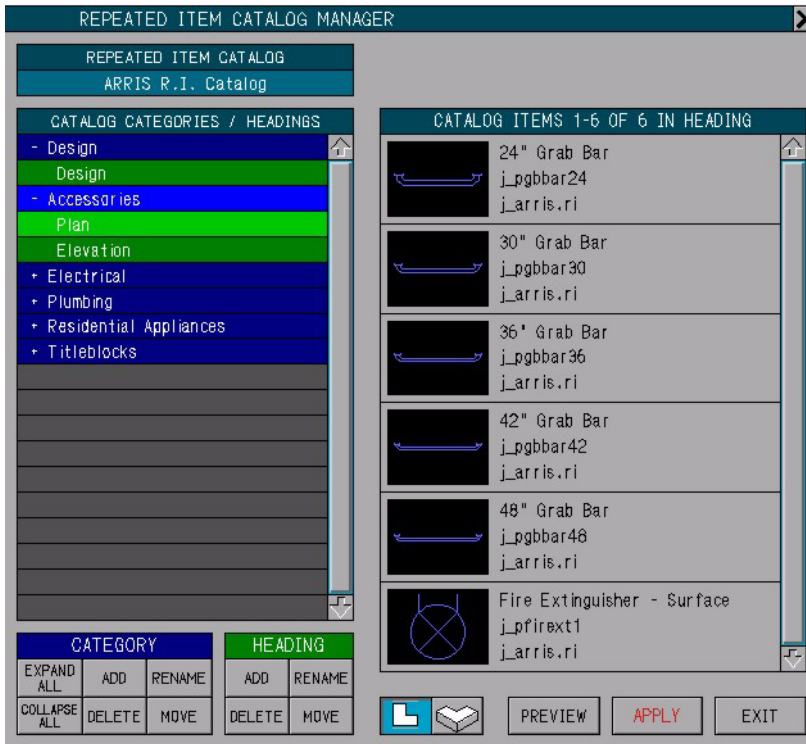
MOUSE SCROLL WHEEL: Scrolling the mouse scroll wheel up or down while the cursor is over the slidebar or the list will page the list up or down 1 line for each click of the mouse scroll wheel.

Permissions

Access to add, change, or delete repeated item catalogs can be limited to specific users. When the "Apply" button is selected, the program checks the ricat.dir directory under the standards (std:) directory for a text file named "*ricatalog_rw.txt*". If it exists, the file is read and the users found within are compared to the current computer login user. If the current user is on the list, permission is granted and the RI catalog ".ct" file is saved. If the user is not on the list, an error message "Catalog Write Permission Is Denied" is displayed and the catalog is not saved. If the file does not exist, permissions are open to everyone. The file is a simple ascii text file with one user per line which can be created with any text editor. Note that **ARRIS** system and plug-in RI catalogs may not be saved or altered by any user.

Catalog Categories / Headings

Categories and Headings within the currently opened Repeated Item Catalog are displayed on the Catalog Categories / Headings list , in the center portion of the **REPEATED ITEM CATALOG MANAGER** menu.



Categories are displayed in dark blue (system colormap) with a "+" or "-" symbol in front of the Category name. The "+" or "-" symbol indicates the expansion status of the Category. The "-" symbol indicates that the category is expanded, displaying all headings contained within the category below it. The "+" symbol indicates that the category is collapsed, displaying only the Category name, and the currently selected heading below (highlighted) if it occurs in that category. The currently selected category is highlighted in Bright Blue (system colormap). Selecting on the category name will toggle the expansion status of the category, expanding or collapsing it. A right-click selection of the Category name will clear the current Category/Heading selection and select the Category picked as current.

Headings are displayed below the category in which they occur, with the Heading name indented. The currently selected Heading is highlighted in Bright Green (system colormap). Selecting on the heading name will make the selected *Heading* and the *Category* in which it occurs current. The Catalog Categories / Headings list will redisplay showing the newly selected current Category and Heading. The list of Repeated Item entries contained within the selected Heading will display on the **CATALOG REPEATED ITEMS** sub-menu on the right side of the **REPEATED ITEM CATALOG MANAGER** menu.

Category Commands

EXPAND ALL: Expands all Categories on the Catalog Categories / Headings list to show the Headings contained within them. The Catalog Categories / Headings list display on the **REPEATED ITEM CATALOG MANAGER** Menu is updated.

COLLAPSE ALL: Collapses all Categories on the Catalog Categories / Headings list to show only the Category titles. The Category containing the current Heading will display the current Heading only below it, with both the Category and Heading highlighted. The Catalog Categories / Headings list display on the **REPEATED ITEM CATALOG MANAGER** Menu is updated.

ADD: Adds a Category to the Repeated Item Catalog. The user is prompted for the location on the Catalog Categories / Headings list to add the category. The new category is inserted in front of the category selected. Pressing the <cr> or <Enter> key, or selecting a position on the menu Catalog Categories / Headings List display beyond the end of the list will add the new category to the end of the list. **ARRIS** will then prompt for the new Category name.

DELETE: Deletes the currently selected category from the Repeated Item Catalog. A catalog Category must be selected first. All Headings and Item entries within the category are also deleted.

Note 1: This command deletes the Category and all Headings and Item entries contained within from the currently open catalog only. It does not affect any other catalogs, or any graphic data in the database.

RENAME: Renames the currently selected Category. A catalog Category must be selected first. The user is prompted for the new Category name.

MOVE: Moves the currently selected Category from one location on the Catalog Categories / Headings list to another. A catalog Category must be selected first. The user is prompted for the new location. The selected Category is inserted at the new location in front of the category shown in the box selected. If a position beyond the end of the list is selected, or if the <cr> or <Enter> key is pressed at the New Location prompt, the category is moved to the end of the list. All Headings and Item entries contained within the category are moved along with the Category.

Heading Commands

ADD: Adds a Heading to the Repeated Item Catalog. The user is prompted for

the location on the Catalog Categories / Headings list to add the heading. The new Heading is inserted in front of the heading selected in the same category as the selected location heading. Selecting a Category name on the list will add the new Heading to the end of the selected Category. Pressing the <cr> or <Enter> key will add the new Heading to the end of the current Category if one is highlighted. **ARRIS** will then prompt for the new Heading name.

DELETE: Deletes the currently selected heading from the Repeated Item Catalog. A catalog Heading must be selected first. All Item entries within the Heading are also deleted.

Note 1: This command deletes the Heading and all Item entries contained within from the currently open catalog only. It does not affect any other catalogs, or any graphic data in the database.

RENAME: Renames the currently selected Heading. A catalog Heading must be selected first. The user is prompted for the new Heading name.

MOVE: Moves the currently selected Heading from one location on the Catalog Categories / Headings list to another. A catalog Heading must be selected first. The user is prompted for the new location. The selected Heading is inserted at the new location within the Category and in front of the Heading shown in the box selected. If a Category name is selected, the Heading is moved to the end of the selected Category. If the <cr> or <Enter> key is pressed at the New Location prompt, the Heading is moved to the end of the same Category in which it is located. All Item entries contained within the Heading are moved along with the Heading.

Catalog Repeated Items

When a Catalog Category and Heading are selected as current, the Repeated Item entries within the Heading are displayed on the **CATALOG ITEMS** list Sub-menu on the right side of the **REPEATED ITEM CATALOG MANAGER** menu. This display shows a picture of the repeated item, along with a *Description* if one has been entered, the *Repeated Item Name*, and the *Repeated Item Library* where the repeated item is stored. The Repeated Item Description may be edited from the **CURRENT CATALOG ITEM** menu described below. The Repeated Item Name and Library are displayed for information only and may not be edited. An individual Repeated Item entry is made current by selecting it on this menu. The selected current entry will highlight. If a Repeated Item entry is selected using a right click, the entry is made current and the menu is toggled to the **CURRENT CATALOG ITEM** Preview menu, as if the Preview button had been selected also.

Current Catalog Item Menu

The **CURRENT CATALOG ITEM** Preview menu displays the *Repeated Item Name*, *Repeated Item Description* and *Repeated Item Library*. The Preview button will highlight when the **CURRENT CATALOG ITEM** Preview menu is displayed. Selecting The Preview button while the **CURRENT CATALOG ITEM** Preview menu is displayed will toggle the menu back to the **CATALOG ITEMS** list sub-menu. A right click selection on the Repeated Item display in the **CURRENT CATALOG ITEM** Preview Sub-menu will toggle the display back to the **CATALOG REPEATED ITEMS** Sub-menu.



Current Catalog Item Commands

REPEATED ITEM DESCRIPTION: This box displays the *Description* of the Repeated Item. A description is a user defined text string, descriptive of what the repeated item is. The description is displayed in the **REPEATED ITEM SELECT** Menu, as an aid in selecting the desired repeated item. The Repeated Item Description may be set or changed by selecting this box. The default value is <None>.

RETURN: Returns the menu display on the right side of the **REPEATED ITEM CATALOG MANAGER** to the **CATALOG ITEMS** list sub-menu.

NEXT: Displays the *Next* Repeated Item entry in the current Catalog Heading in Preview mode. From the last Repeated Item entry in the Heading, the display will cycle to the first Repeated Item entry in the current Heading.

PREVIOUS: Displays the *Previous* Repeated Item entry in the current Catalog Heading in Preview mode. From the first Repeated Item entry in the Heading, the display will cycle to the last Repeated Item entry in the current Heading.

DELETE FROM CATALOG: Deletes the current *Repeated Item Entry* from

the current Catalog Heading. The Display on the right side of the **REPEATED ITEM CATALOG MANAGER** Menu will return to the **CATALOG ITEMS** list sub-menu.

Note 1: The Repeated Item Entry is removed from the current catalog Category and Heading only. It does affect any other listing in the current catalog, or any other catalogs. It does not delete the repeated item from from the library in which it is stored, or affect any data placed in the database in any way.

ADDING A REPEATED ITEM TO THE CATALOG: A Repeated Item is added to the catalog by selecting the desired repeated item on the current RI Library list and using the Add RI To Catalog button. See the *Current Repeated Item Library* section below.

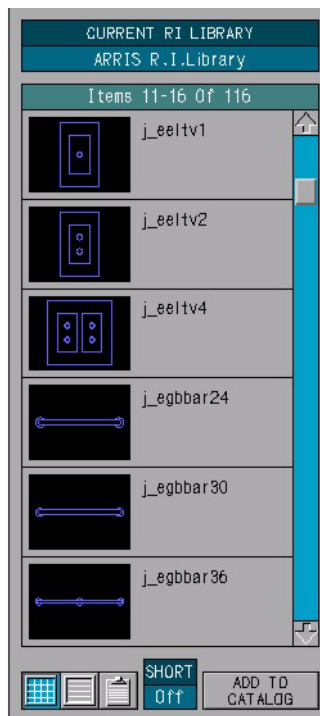
Current Repeated Item Library

The current repeated item library name is displayed at the top left of the **REPEATED ITEM CATALOG MANAGER** Menu. Selecting on the name allows you to change the current RI Library. See the *Repeated Item Library Select* section below.

The contents of the current repeated item library are displayed on the left side of the **REPEATED ITEM CATALOG MANAGER** Menu, below the current RI library name. The repeated items in the current library may be displayed either in icon mode, which displays the repeated item graphics and the names, or list mode, which displays the repeated item names only.

A library repeated item is made "current" in the *Repeated Item Catalog Manager* by selecting the box in which it is shown. The current library Repeated Item is highlighted in the display

Note 1: A right click selection of a repeated item will make the selected RI the current library repeated item and add it to the RI catalog as if the Add RI To Catalog button had been selected. Refer to the discussion on the Add RI To Catalog button below.



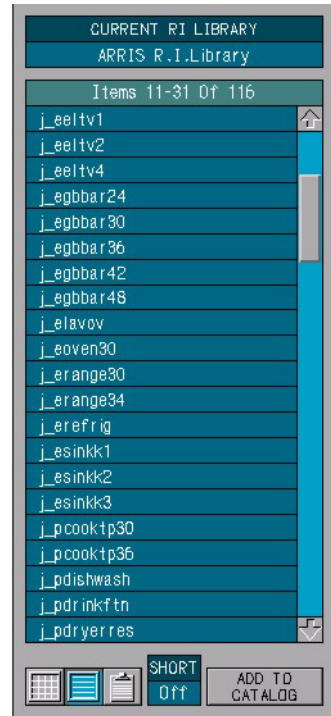
Current RI Library Commands

ICON MODE: Displays the contents of the current repeated item library, showing the repeated item graphics, and the names. The repeated items are shown on the menu 6 at a time, with a slidebar.

LIST MODE: Displays the contents of the current repeated item library, showing the repeated item names only. The repeated items are shown on the menu 21 at a time, with a slidebar.

RI CATALOG MANAGER CLIPBOARD: Displays the contents of the Repeated Item Catalog Manager Clipboard. Refer to the *RI Catalog Manager Clipboard* section below.

ADD RI TO CATALOG: Adds the currently selected library repeated item to the Currently open Repeated Item Catalog. A repeated item in the current library must be selected first. The user is



prompted for the location to add the repeated item to the catalog. The location is selected by selecting a box on the **CATALOG ITEMS** List sub-menu on the right side of the **REPEATED ITEM CATALOG MANAGER** Menu, selecting the RI display on the **CURRENT CATALOG ITEM** Preview sub-menu on the right side of the **REPEATED ITEM CATALOG MANAGER** Menu, selecting a *Heading* box in the Catalog Categories / Headings List in the center of the **REPEATED ITEM CATALOG MANAGER** Menu, or by pressing the <cr> or <Enter> key on the keyboard.

If a box on the **CATALOG ITEMS** List sub-menu is selected, the currently selected library Repeated Item is inserted at this point on the list of items in the current Category and Heading of the Catalog in front of the entry shown. If the selected box is beyond the end of the list of items in the current heading, the RI is added to the end of the Heading.

If the Repeated Item display on the **CURRENT CATALOG ITEM** Preview sub-menu is selected, the RI is inserted in front of the current item entry shown in the current Category and Heading.

If a *Heading* is selected on the Catalog Categories / Headings list, the Repeated Item is added to the catalog at the end of the selected heading. The Heading selected and the Category in which it occurs will become the current Category and Heading and the **CATALOG ITEMS** List sub-menu will

display the Repeated Item entries in the selected Heading.

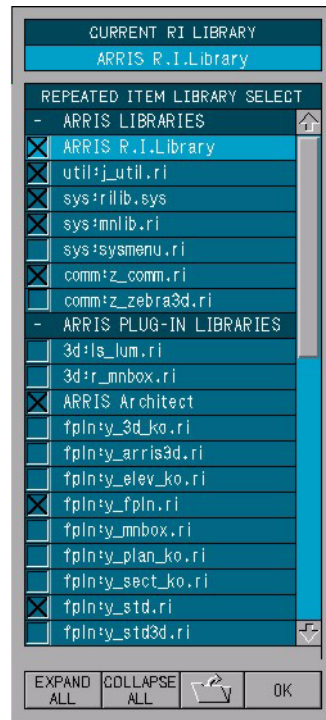
If the <Enter> key is pressed, the current library Repeated Item will be added to the end of the list in the current Heading. A Catalog *Category* and *Heading* must be selected first for this option.

LIBRARY SHORT LIST: If the RI Library Short List is *Off*, the entire contents of the current Repeated Item library is shown in the list. If the RI Library Short List is *On*, the list is filtered to show only the Repeated Items in the current RI library that are *not* already in the current RI Catalog.

Repeated Item Library Select

This function of the *Repeated Item Catalog Manager* allows the user to load and unload Repeated Item libraries and select which RI library is current. When the Current RI Library name display is selected in the top left portion of the **REPEATED ITEM CATALOG MANAGER** Menu, the left side of the menu will display the **RI LIBRARY SELECT** sub-menu. This listing displays all repeated item libraries found in the **ARRIS** system directory, in **ARRIS** Plug-ins, in the Standards directory, in the current Project directory, and any library which is currently loaded and is not located in one of the four locations above. Each of these 5 categories may be expanded and collapsed to show/not show the RI libraries contained there. To the left of each RI library is a checkbox. An "X" in the box indicates that the library is currently loaded. The current repeated item library is highlighted.

Selecting on a library in this menu will load the Repeated Item library and make it the current RI Library. Selecting on the checkbox containing the "X" on a loaded RI library will unload the library.



RI Library Select Commands

EXPAND ALL: Expands the display of all RI Library Select location categories to show all Repeated Item Libraries contained in them on the menu.

COLLAPSE ALL: Collapses the display of all RI Library Select location cate-

gories to show only the Categories on the menu. The **ARRIS** RI Library, **ARRIS** Architect RI Library, and the current RI Library are always shown regardless of the expansion status of the RI Selection Category.

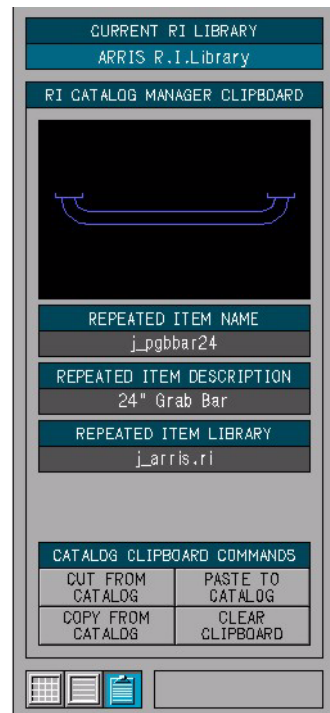
OPEN: The Open icon allows the user to browse the computer file system to locate and load a Repeated Item library not found in one of the 4 standard locations.

OK: Returns the *Repeated Item Catalog Manager* to the Current RI Library display on the left side of the **REPEATED ITEM CATALOG MANAGER** Menu. The display will return to either Icon or List mode, or the RI Catalog Manager Clipboard, which ever was current at the time the RI Library Select was entered.

RI Catalog Manager Clipboard

The *Repeated Item Catalog Manager Clipboard* features allow the user to Cut, Copy, and Paste Repeated Item entries from one portion of the RI Catalog to another. One Repeated Item entry is allowed on the *RI Catalog Manager Clipboard* at any given time. All catalog data of the RI entry including the *RI Name*, *Description*, and the *RI Library* in which the RI is stored are remembered and displayed in the clipboard. Note that the Repeated Item Catalog Manager Clipboard is a feature completely contained within the *Repeated Item Catalog Manager* and is not tied in to either the **ARRIS** Clipboard feature (used for cutting & pasting drawing data), or the MS Windows Clipboard.

This feature is accessed by selecting the Clipboard Icon in the *Current RI Library/Repeated Item Catalog Manager Clipboard* section on the left side of the **REPEATED ITEM CATALOG MANAGER** Menu.



RI Catalog Manager Clipboard Commands

CUT FROM CATALOG: Cuts (removes) the currently selected Repeated Item entry from the Current Category and Heading Catalog Items list and places it in the *Repeated Item Catalog Manager Clipboard*. An Item must be

selected before this function is used. Any RI entry previously stored in the *Repeated Item Catalog Manager* Clipboard is overwritten.

COPY FROM CATALOG: Copies the currently selected Repeated Item entry on the Current Category and Heading Catalog Items list into the *Repeated Item Catalog Manager* Clipboard. An Item must be selected before this function is used. Any RI entry previously stored in the *Repeated Item Catalog Manager* Clipboard is overwritten.

PASTE TO CATALOG: Pastes (copies) the Repeated Item entry stored in the *Repeated Item Catalog Manager* Clipboard to a selected position in the current Category and Heading Catalog Items list. **ARRIS** will prompt for the Catalog Items list location. The Repeated Item entry will be placed in the current Catalog *Category* and *Heading*, inserted in front of the Item entry contained in the line selected. If a *Heading* is selected on the Category/Heading list, a position beyond the end of the Item list is selected, or a <cr> is entered at the location prompt, the item entry will be added to the end of the list in the current Category and Heading. Refer to the Add RI To Catalog discussion in the *Current Repeated Item Library* section above. The *Repeated Item Catalog Manager* Clipboard must contain a Repeated Item entry before this function may be used.

CLEAR CLIPBOARD: Clears the *Repeated Item Catalog Manager* Clipboard.

See Also

[Repeated Items](#), [Catalogs](#), [Slidebars](#), [Clipboard](#), & [Datalinks](#).