Time Saving Guide

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Welcome to the iDraft Pro Time Saving Guide

This document has been created to further explain some of the time saving functions on offer within iDraft Pro. For a full outline of iDraft Pro's functions please see the User Guide.

Quickly Adding New Grid Items
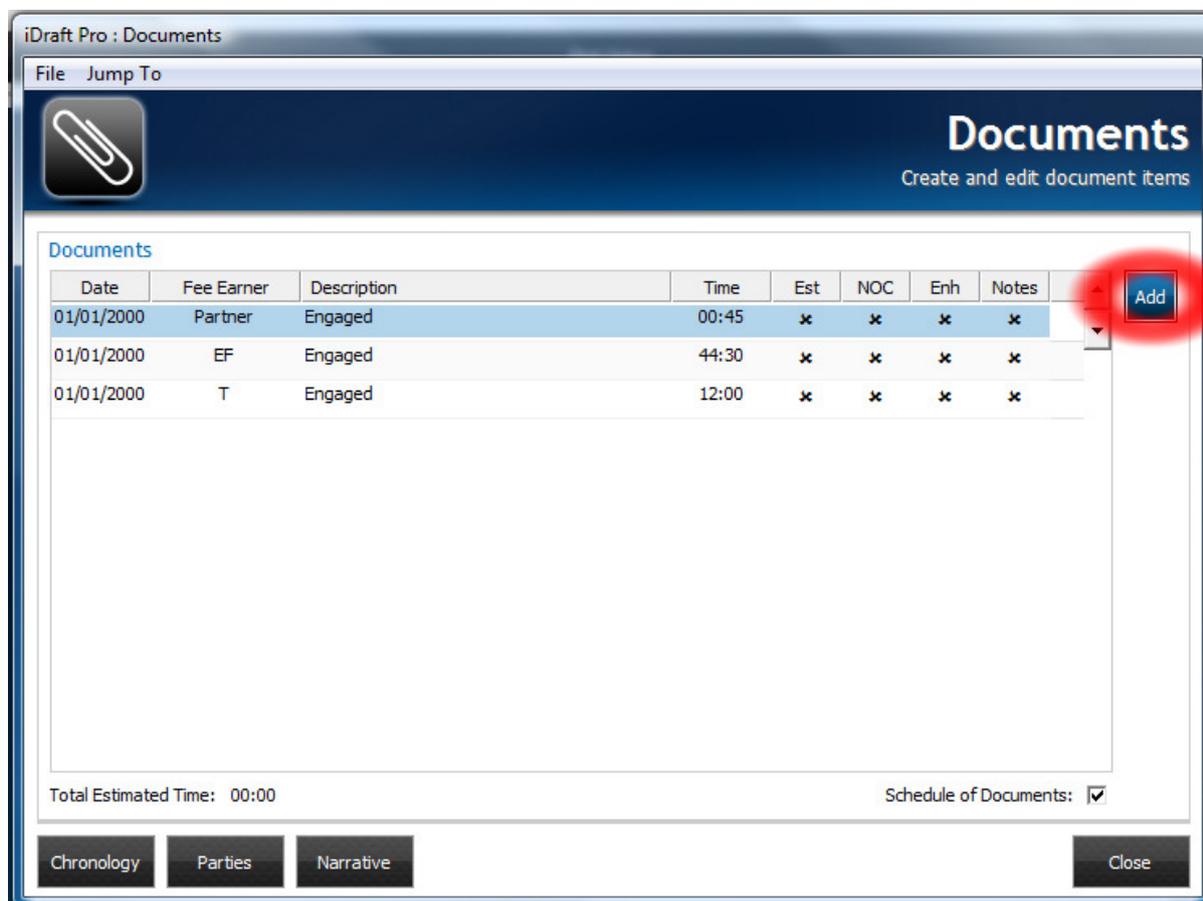
On entering new items into any of the main grids, e.g. Documents, Chronology, etc., you will notice that the Add button is highlighted. When any button is highlighted within the program pressing the Enter key on your keyboard will have the same effect as clicking the button, thereby allowing you to easily add new items without using your mouse.

For example, on opening the Documents window the Add button is highlighted. Pressing the Enter key will open the new Document Item window.

Tab button

The Tab button can be used extensively throughout the program. Whilst entering new items, pressing the Tab button will select the next field within an item. To move backwards through the fields press Shift+Tab.

Templates

iDraft Pro's Template system allows you to create a standard bill setup, which can then be easily used as a starting point for future bills. To create a template, simply start a new bill and enter any standard items you would like to appear within the Template, e.g. Column Formatting, standard Narrative Text, Certificates, etc. Once this is complete, save the bill as normal.

To use a Template, select "New from Template" from the File menu and select the Template you wish to use. You will notice that the program will open the bill as if you had started a new bill. On saving the bill you will be prompted for a File name, as per the first save of a new bill.

Replacements

The Replacements function is perhaps the program's most efficient time saving tool. It allows you to quickly and easily type large amounts of text with a few keystrokes, e.g. typing "crucert" and pressing the spacebar can generate the text "Considering CRU certificate".

These Replacements can be customised within the Preferences screen. For quick access to the Replacements screen, right click on any text box and select "Edit Replacements..."

Auto-set Schedules

For flexibility the program allows Party Attendances and Document Item Schedules to be turned on and off manually. The Auto-set Schedules function can automatically turn on or off schedules for these items based on a figure which you can set.

Preview Right Click

Right clicking on the Preview pane brings up a shortcut menu, which will allow easy access to view the various section of the bill.