

The background features a dark blue grid pattern. Overlaid on this are several semi-transparent, rounded square shapes in various shades of blue. Within these squares are concentric circles, some of which are also semi-transparent, creating a layered, geometric effect. The overall aesthetic is clean and modern.

How to create a binder step by step



Getting started

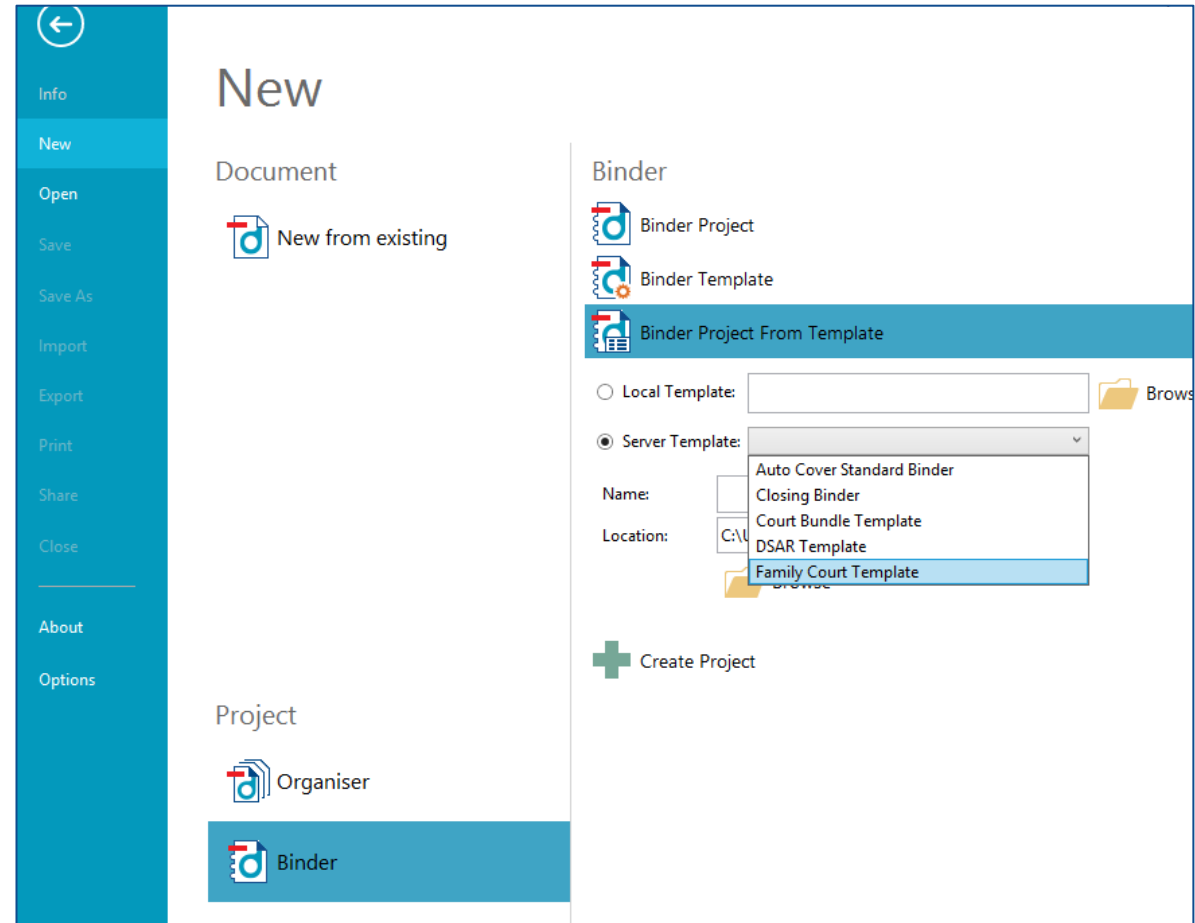
1. Create a Binder Project
2. Add folders and sub-folders
3. Import folders, sub-folders, and documents from iManage
4. Import folders, sub-folders, and documents from Windows File Explorer
5. Choose files to convert to PDF
6. Rename documents
7. Organize documents within the Binder Project
8. Create, view, and edit the Cover Page
9. Preview document content
10. Edit PDF content - Send to Organizer Project Mode to edit PDF content
11. Send back to the Binder Project and delete the previous version
12. Create the binder
13. Add links to other documents and web pages
14. Freeze pagination and add new documents



Create the binder

1. From the Back Stage View, select **New > Binder > Binder Project from Template**.
2. Select **Family Court Template** from the Server Templates drop-down.
3. Type the **name** for the binder in the **Name** field.
4. Click **Create Project** to save the binder to the required location.

NOTE: We would always recommend saving your project as you go along.





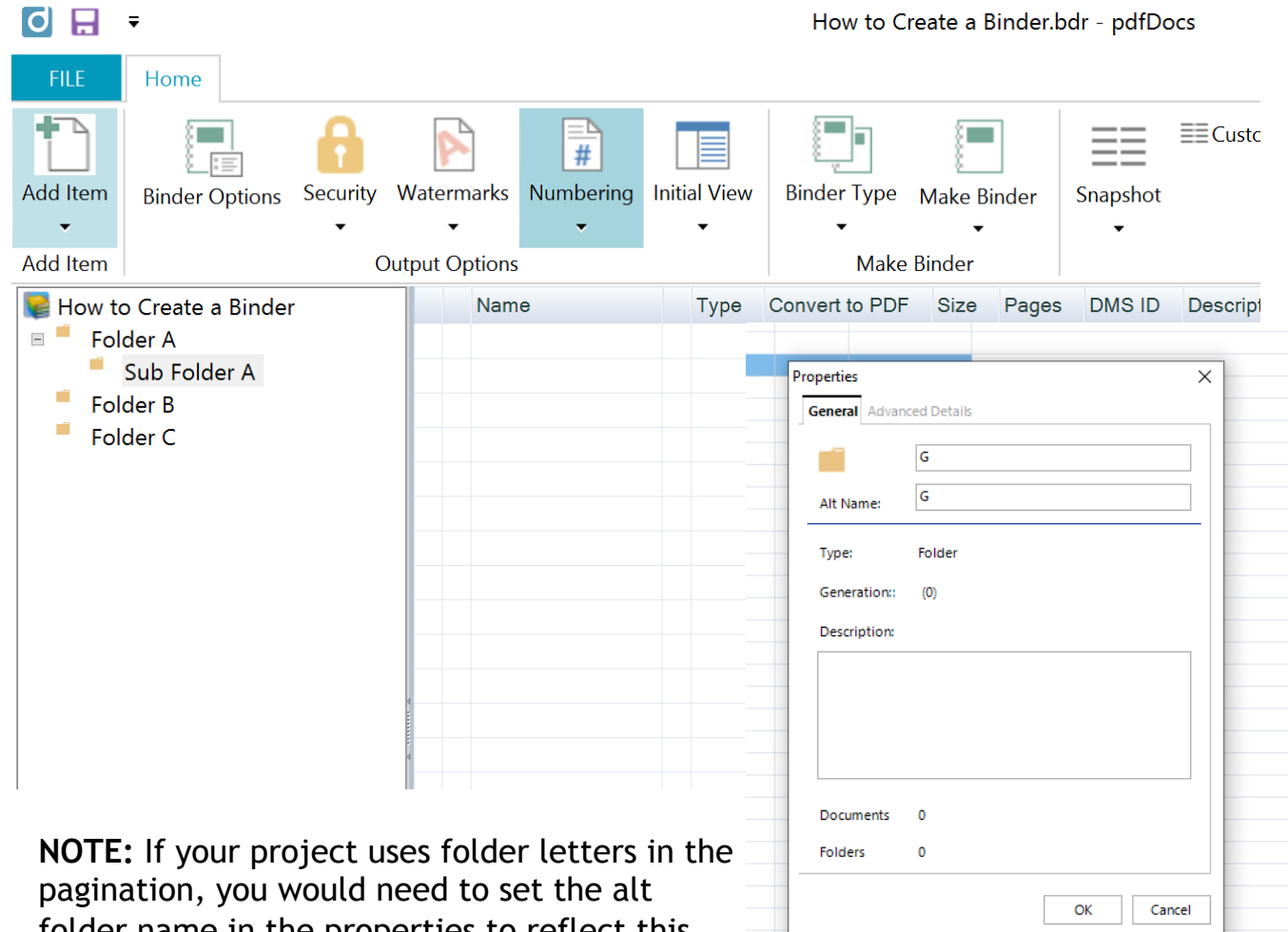
Add folders

We recommend setting up a folder and optimizing files before importing into a Binder Project.

Organizer or Single Document mode can be used to remove incorrect pagination, apply redactions, compress large files, OCR, rotate pages and convert to PDF.

Click the [Add Item](#) button on the toolbar, and select [My Computer](#).

1. From the [Add Item to Binder](#) dialog box, select between a [Folder](#) or [Sub-Folder](#).
2. [Right-click](#) or click into the [folder](#) to [rename](#) it.
3. [Right-click](#) on the [folder](#) and select [New Folder](#) to create a [sub-folder](#).

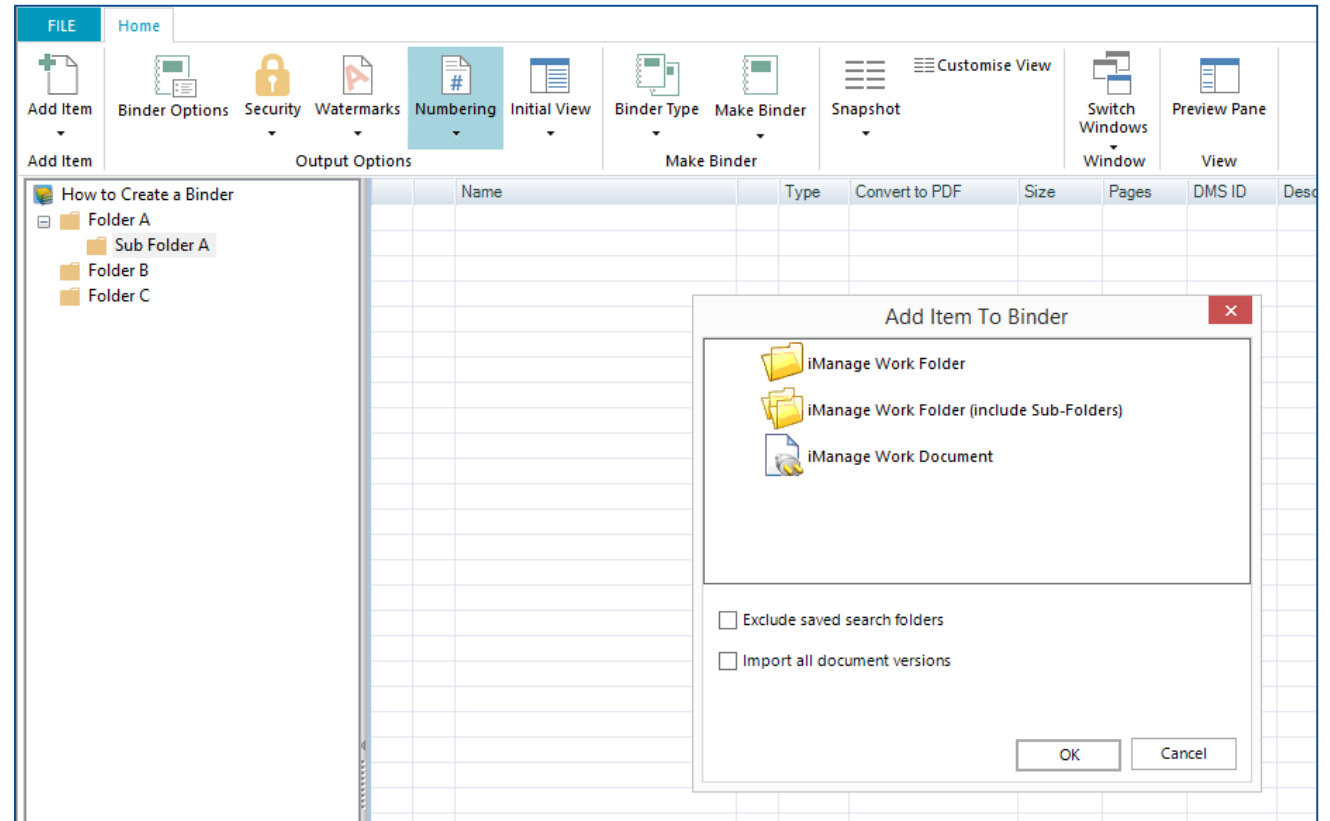
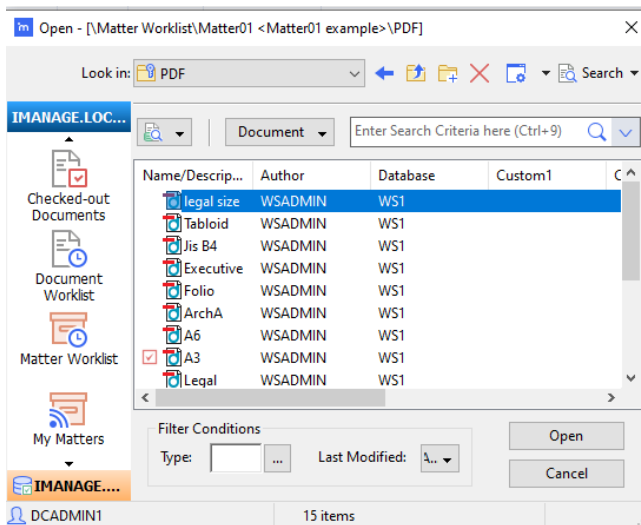


NOTE: If your project uses folder letters in the pagination, you would need to set the alt folder name in the properties to reflect this.



Add/import documents and folders from iManage

- Open an existing Binder Project or create a new one.
- Go Home > click Add Item icon.
- In the Add Item to Binder dialog > select iManage Work > and choose to add a folder, sub-folder, or document and click OK.
- Navigate to the location of the folder/documents > select those you wish to add > click Open





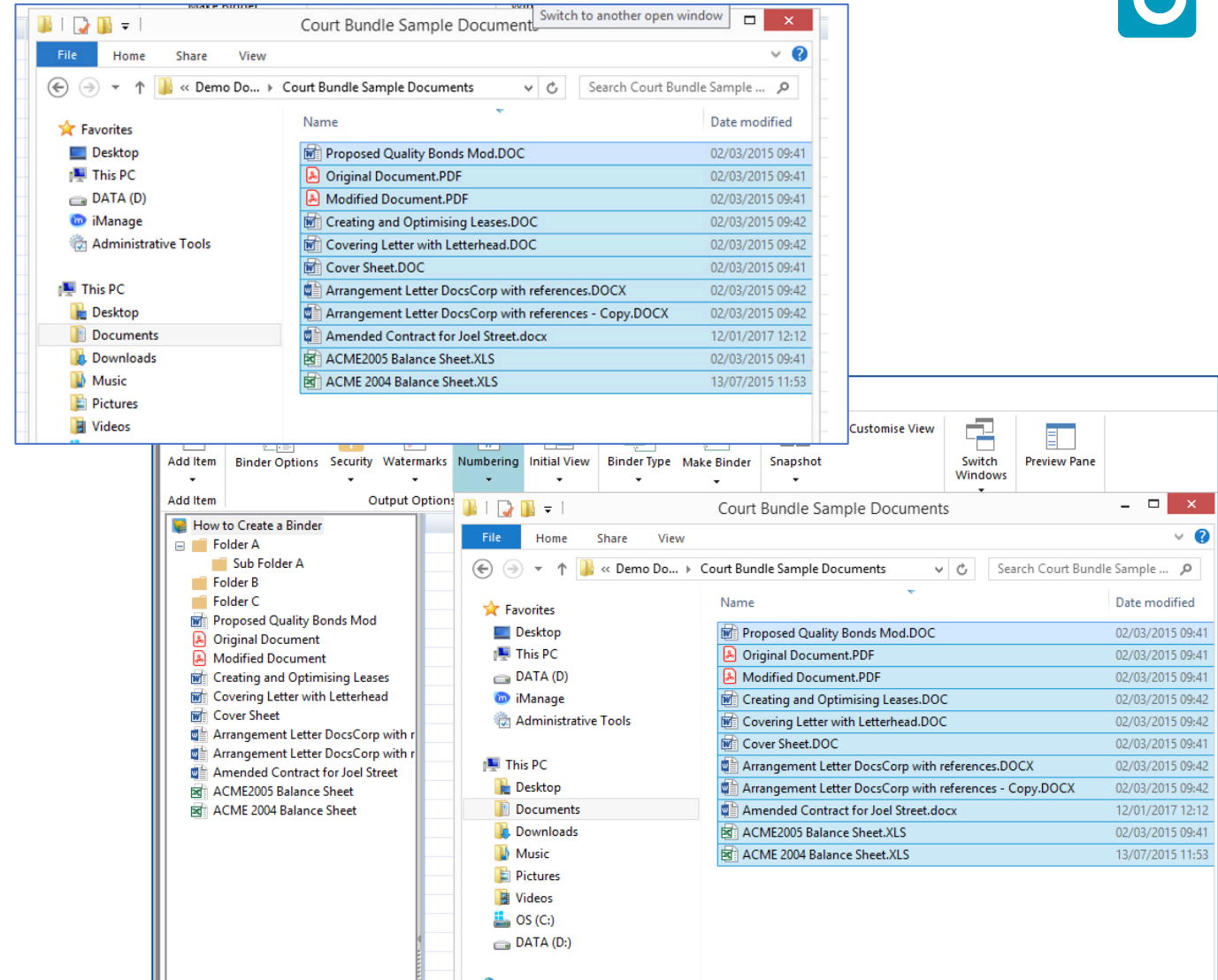
Import from Windows File Explorer

If you drag and drop documents from [Windows File Explorer](#), they will import in the order they were selected (providing the cursor is at the top of the list).

See how the list on the right is ordered **Z-A**. If dragged from the top file [Proposed Quality Bonds Mod.DOC](#), they will be imported in this order.

The result: [identical file structure](#).

NOTE: Custom metadata fields can be created. Speak with your IT department if you wish these to be set up (Doc Dated from iManage etc).





Convert to PDF

pdfDocs will automatically convert supported files to PDF when producing a binder, including:

- Emails
- Excel
- Publisher
- Word
- PowerPoint
- AutoCAD
- Text Documents
- Visio Drawing
- Graphics files (JPG, PNG, GIF)

The screenshot shows the 'Binder Settings' dialog box with several tabs: 'Binder Settings', 'Watermark Settings', 'Encryption Settings', 'Numbering Sets', and 'Initial View'. The 'Binder Settings' tab is active and contains two main sections: 'Table of Contents' and 'PDF Conversion'. In the 'Table of Contents' section, there are three checked checkboxes: 'Create Table of Contents', 'Create Table of Contents Bookmarks', and 'Create Table of Contents Bookmarks in sub-documents'. There is also an unchecked checkbox for 'Expand all Bookmark levels'. Below these is a text field for 'Template Name and Location' containing 'Table of Contents', and another text field containing '.\tableofcontents.doc'. To the right of the second text field are 'Browse' and 'Open' buttons. The 'PDF Conversion' section contains a grid of checked checkboxes for various file types: Emails, Word Documents, Text Documents, Graphic Files (bmp, gif, jpg, jpeg, png, ps, tif, tiff), Excel Books, Powerpoint Presentations, and Visio Drawings. Publisher Documents and AutoCAD Documents are also listed but are not checked.

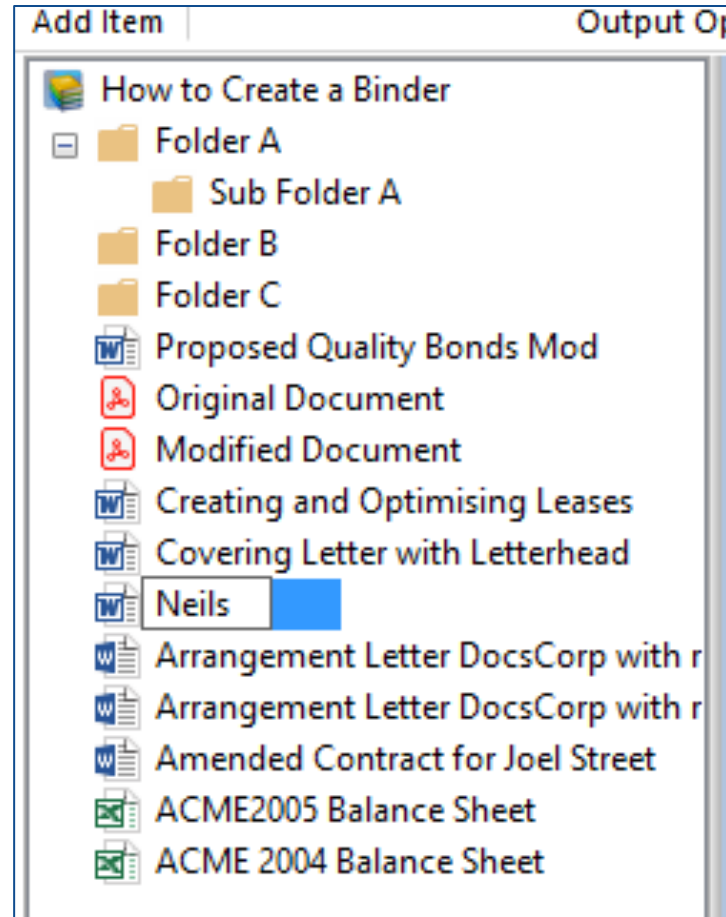


Rename files

1. Rename files by right-clicking on the file name and select Rename

Or

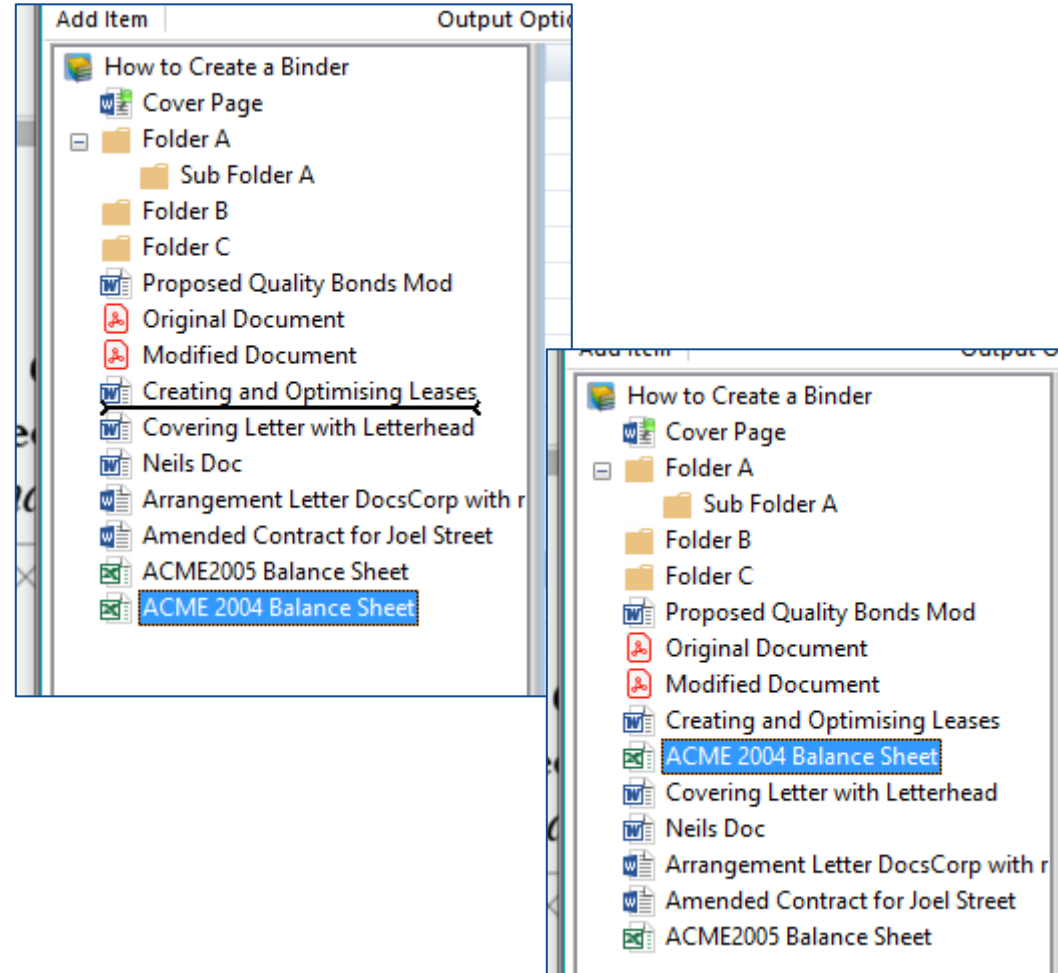
2. Click into the file name and rename.





Organize files

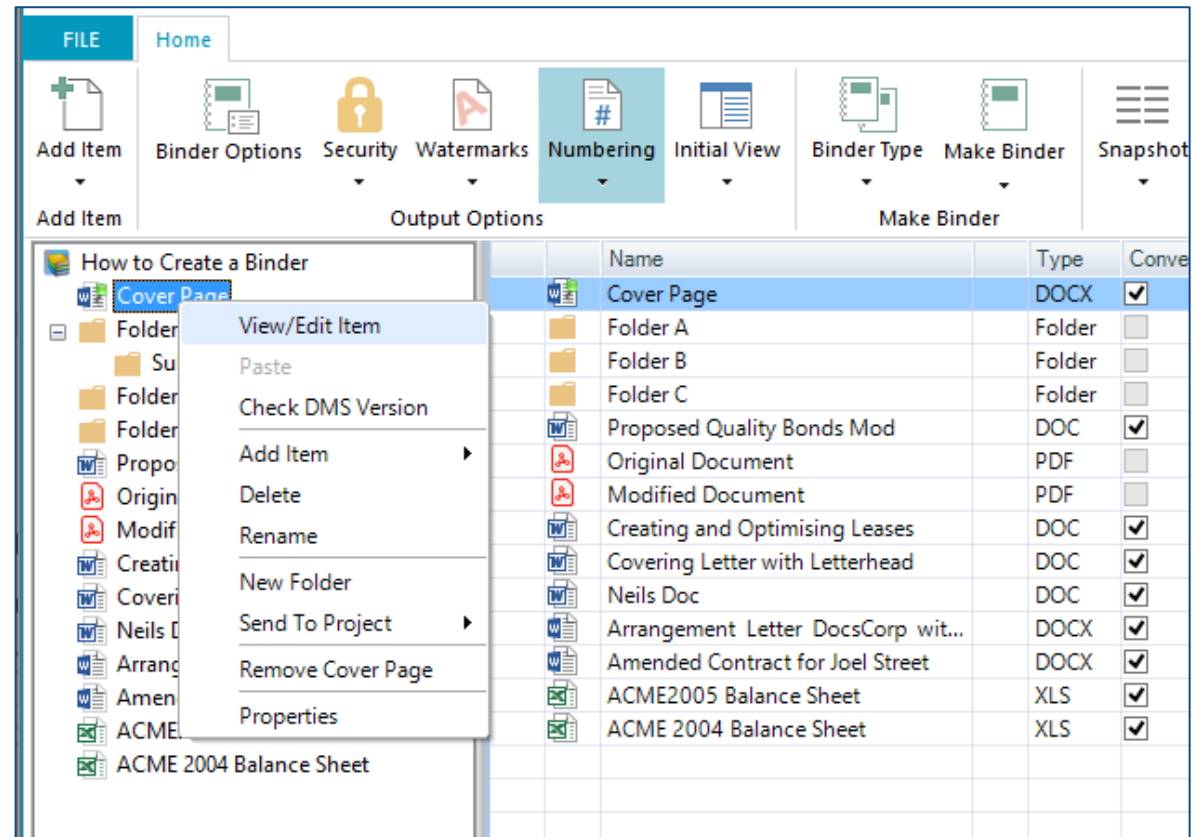
1. Moving files within the Binder Project, or into a folder is a simple drag and drop.





View the Cover Page

1. Select a document in the binder that will be the Cover Page document.
2. Right-click on the document and select Mark as Cover.
3. To view or edit the document, right-click on it and select View/Edit Item.

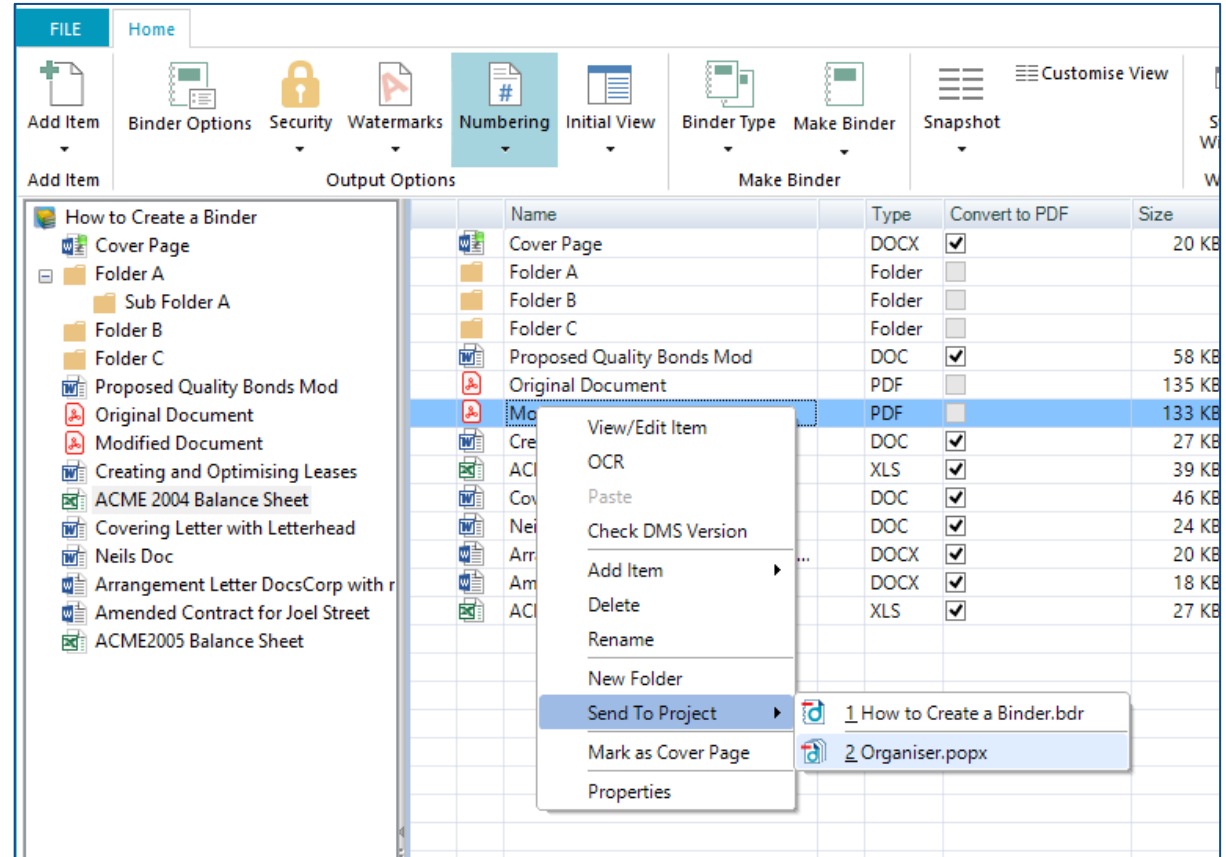




Edit a PDF

1. If you need to amend a page/file, right-click on it and select **Send to Project**.
2. Choose which **Project** to send it to.

Once in the Project, you can mark up, redact or OCR the document.

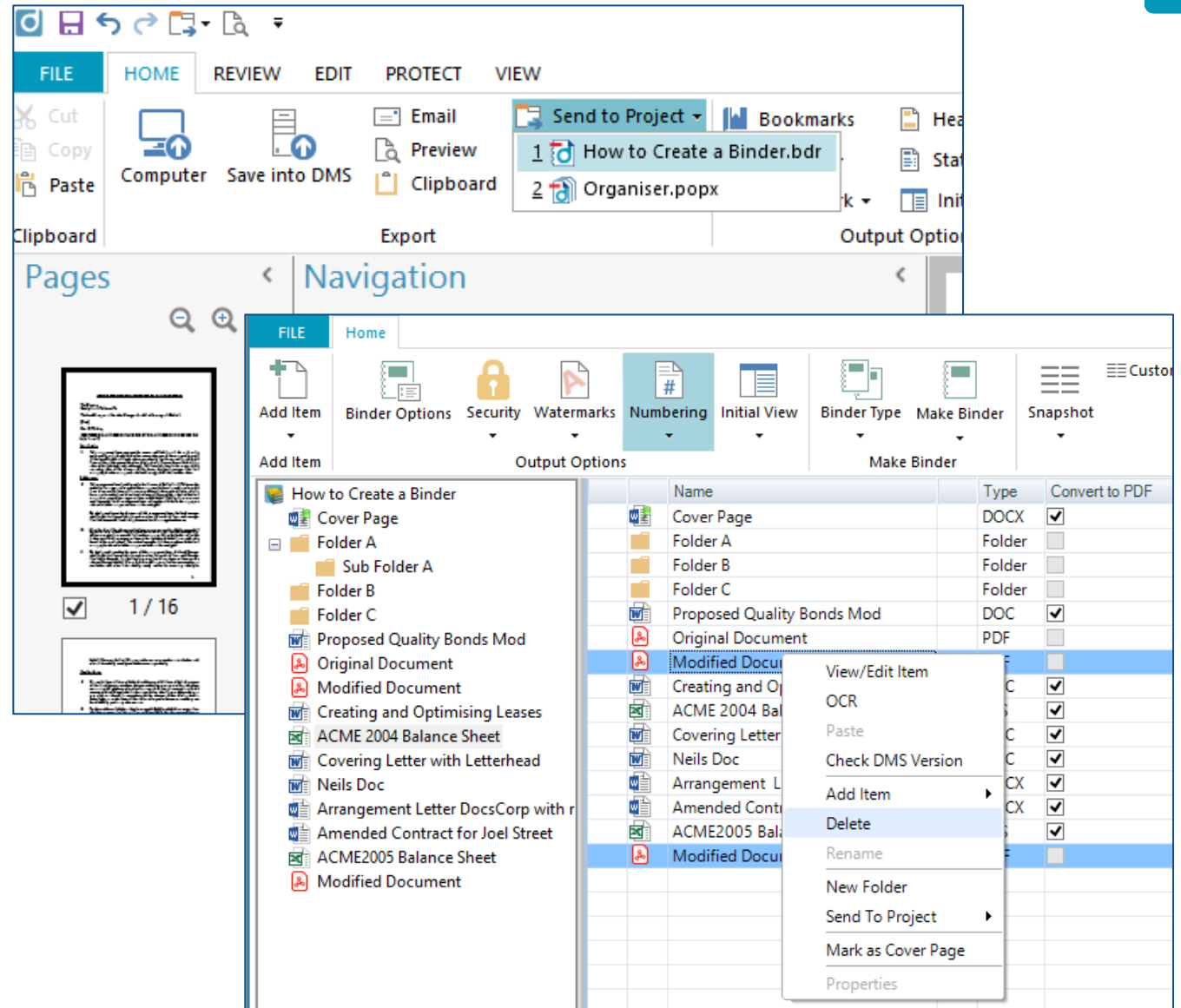




From Organizer to Binder

When you have finished editing, you can send the document back to the binder.

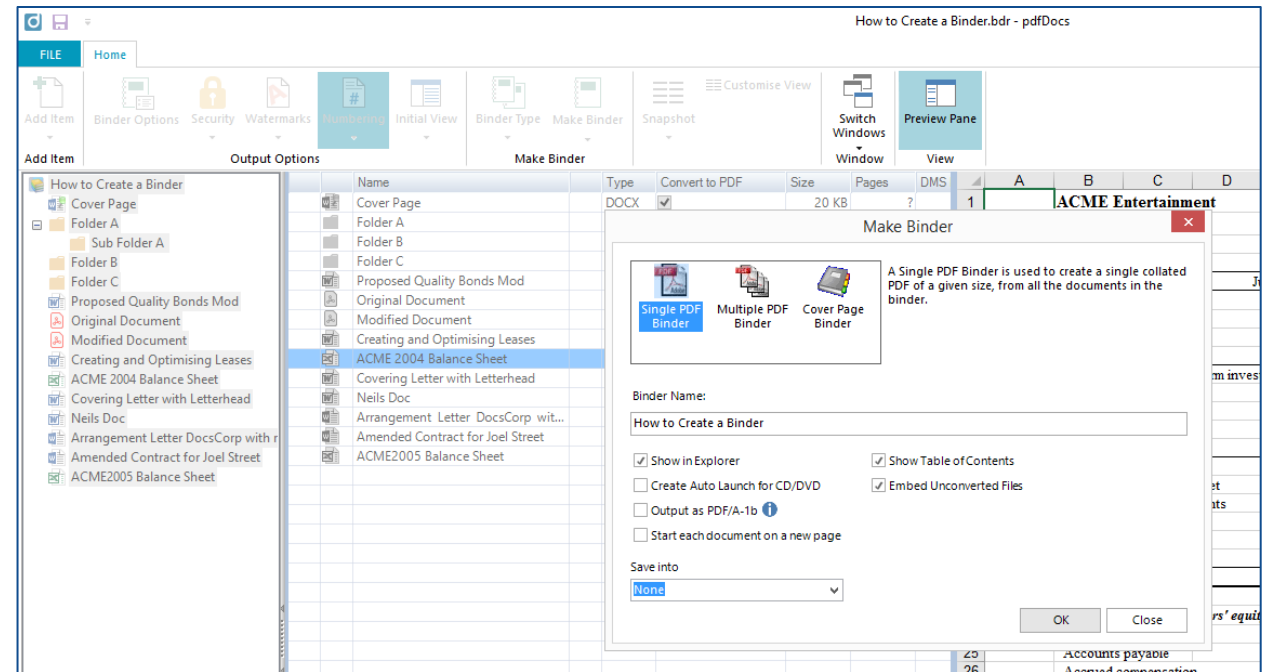
1. From the **Home** tab, click the **Send to Project** button.
2. Select the appropriate **Binder Project** option.
The file will be added to the binder.
3. Remove the **previous version** of the file from the binder.





Create the binder

1. To generate the binder, click the **Make Binder** button on the toolbar.
2. Choose between a **Single PDF Binder**, **Multi-PDF Binder** or a **Cover Page Binder** only.
3. Click **OK**.



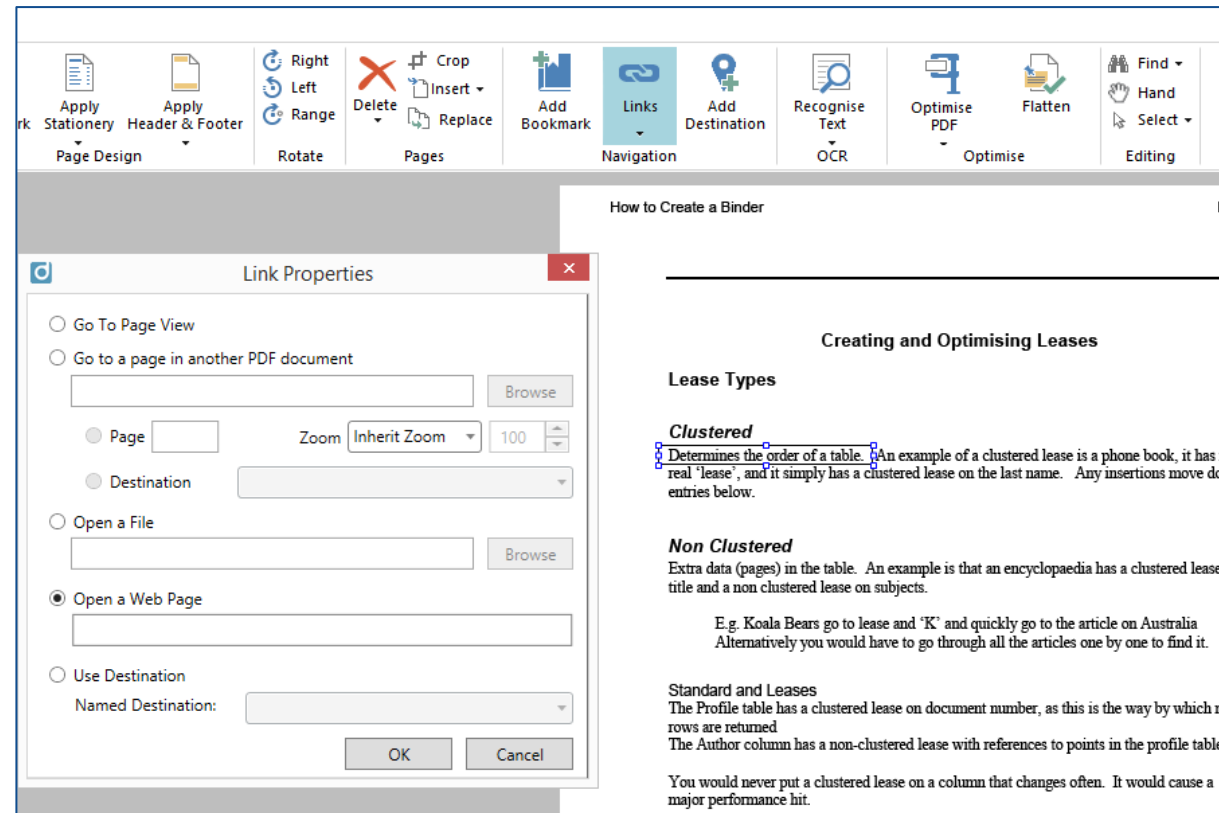


Add links to documents

Bookmarks and the Table of Contents are automatically generated when the binder is created.

If you need to add links to other documents or web pages, this should only be done when the document is final.

Do this in pdfDocs using the Link tool in either Single Document or Organizer Project mode.





Use Snapshot

If you wish to add documents later to a binder and not affect the original pagination, just click Snapshot and this will freeze the Binder Project's layout, allowing you to add files with extended numbering (A1.1, A2.1 and so on).


The screenshot shows the 'Snapshot' menu open, with options: 'Take Snapshot', 'Revert All', and 'Revert Last'. Below the menu is a table of documents in a binder project.

	Type		Size	Pages	D
	DOCX		KB	?	
	Folder	<input type="checkbox"/>			
	Folder	<input type="checkbox"/>			
	Folder	<input type="checkbox"/>			
onds Mod	DOC	<input checked="" type="checkbox"/>	58 KB	?	
	PDF	<input type="checkbox"/>	135 KB	16	
nising Leases	DOC	<input checked="" type="checkbox"/>	27 KB	?	
ce Sheet	XLS	<input checked="" type="checkbox"/>	39 KB	?	
h Letterhead	DOC	<input checked="" type="checkbox"/>	46 KB	?	
	DOC	<input checked="" type="checkbox"/>	24 KB	?	



Appendix

Binder Template Examples



Project Trinity

Project Trinity - Final Documents

Monday, 12 October, 2015

DocsCorp
Capital Tower
91 Waterloo Road
London, SE1 8RT

Table of Contents

Final Reports

1. Creating and Optimising Leases 1
2. Arrangement Letter DocsCorp with referencesv2 3
3. An Agreement 7
4. Scanned Agreement 9
5. Compliance Notes 13
6. Cover Sheet 15
7. Proposed Quality Bonds Mod 17
8. Arrangement Letter DocsCorp with references 21
9. Signature 25
10. Terms Document 27
11. Mitchell & Webb LLP - Term of Engagement 29
12. Updated Notes 33

Letters

13. Further Information to Follow 35
14. My Scanned Document 37
15. Scanned Document 39
16. New terms and Conditions 41
17. Mitchell & Webb LLP - Term of Engagement 43
18. Original document Letters 47

Finance

19. Amended Contract - Joel Street 51
20. Arrangement Letter DocsCorp Example Modified 67
21. Pauls Balance Sheet 71
22. Balance Sheet 73
23. Original Document 75
24. My Scanned Document 91
25. Scanned Document 93
26. Modified Document 95
27. Covering Letter with Letterhead 111


Correspondence

28. Original document Numbers 113
29. Cover Letters 117
30. ACME2005 Balance Sheet 119
31. Proposed Quality Bonds Org 123
32. ACME 2004 Balance Sheet 127



Appendix

Binder Template Examples

	
BILLET D'ÉTAT I	
Thursday, 5th December 2013	
Legislative Business	Page
1. The Competition (Guernsey) (Amendment) Ordinance, 2014	1
2. The Income Tax (Guernsey) (Approval of Agreements with Bermuda, Gibraltar, Hungary, Slovakia, Swaziland and Switzerland) Ordinance, 2014, 2013,	2
3. The Income Tax (Approved International Agreements) (Implementation) (Guernsey) Ordinance, 2013	3
Ordinances Laid Before The States	Page
4. The North Korea (Restrictive Measures) (Guernsey) (Amendment) (No. 2) Ordinance, 2013	4
5. The Syria (Restrictive Measures) (Guernsey) (Amendment) Ordinance, 2013	5
Statutory Instruments Laid Before The States	Page
6. The Immigration (Balliwick of Guernsey) (Amendment) Rules 2013	6
7. The Prison (Guernsey) Regulations, 2013	7
8. Waste Disposal Charges Regulations, 2013	8
9. The Temporary Prohibition of the Importation of Animals from Alderney Order, 2013	9
10. Seafarer Recruitment and Placement Services (Maritime Labour Convention 2006) (Guernsey and Alderney) Regulations, 2013	11
11. (2006) (Guernsey and Alderney) Regulations, 2013	13
12. The Notifiable Animal Diseases Order, 2013	17
All Other Parliamentary Business	Page
13. Policy Council – Election of Chairman and Appointment of One Ordinary Member of the Guernsey Financial Services Commission	21
14. Policy Council – Social Welfare Benefits Investigation Committee	25
15. Treasury and Resources Department – Double Taxation Arrangements with the Republic of Poland	29
16. Home Department – Introduction of a High Risk Drink Driver Scheme in Guernsey	33
17. Public Services Department – Wastewater Charges	37
18. Commerce and Employment Department – Trade in Endangered Species	41
19. Requete- The Airfield in Alderney	42
Appendix	Page
20. Annual Independent Fiscal Policy Review 2013	46



Appendix

Binder Template Examples

MITCHELL & WEBB LLP																																													
BP vs. Texas – 30017.12	Table of Contents																																												
	<table><thead><tr><th>Declared Documents</th><th>Page</th></tr></thead><tbody><tr><td>• State of Texas 2009 Balance Sheet</td><td>-</td></tr><tr><td>• State of Texas 2009 Income Statement</td><td>-</td></tr><tr><td>• Deposition of Billy Fox</td><td>1 - 4</td></tr><tr><td>• Deposition of Jim Smith</td><td>5 - 8</td></tr><tr><td>• Deposition of L. Johnson</td><td>9 - 12</td></tr><tr><td>• Minutes of June 16th 2009</td><td>13 - 13</td></tr><tr><td>• State of Texas 2009 Audit Engagement Contract</td><td>14 - 21</td></tr><tr><td>• State of Texas 2009 Audit Engagement Letter</td><td>22 - 23</td></tr><tr><th>Signed Contracts</th><th>Page</th></tr><tr><td>• BP Case Issues</td><td>24 - 25</td></tr><tr><td>• BP Confidentiality Agreement</td><td>26 - 28</td></tr><tr><td>• Minutes of March 15th 2009</td><td>29 - 29</td></tr><tr><td>• BP plc Board Directory</td><td>30 - 30</td></tr><tr><td>• California Law Business</td><td>31 - 31</td></tr><tr><th>Appendix Documents</th><th>Page</th></tr><tr><td>• State of Texas 2009 Audit Report Appendix A</td><td>32 - 32</td></tr><tr><td>• State of Texas 2009 Audit Report Appendix B</td><td>33 - 33</td></tr><tr><td>• State of Texas Corporate Brochure By Chits</td><td>34 - 34</td></tr><tr><td>• State of Texas Master Services Contract</td><td>35 - 42</td></tr><tr><td>• June 2009 Bill</td><td>43 - 43</td></tr><tr><td>• May 2009 Bill</td><td>44 - 44</td></tr></tbody></table>	Declared Documents	Page	• State of Texas 2009 Balance Sheet	-	• State of Texas 2009 Income Statement	-	• Deposition of Billy Fox	1 - 4	• Deposition of Jim Smith	5 - 8	• Deposition of L. Johnson	9 - 12	• Minutes of June 16th 2009	13 - 13	• State of Texas 2009 Audit Engagement Contract	14 - 21	• State of Texas 2009 Audit Engagement Letter	22 - 23	Signed Contracts	Page	• BP Case Issues	24 - 25	• BP Confidentiality Agreement	26 - 28	• Minutes of March 15th 2009	29 - 29	• BP plc Board Directory	30 - 30	• California Law Business	31 - 31	Appendix Documents	Page	• State of Texas 2009 Audit Report Appendix A	32 - 32	• State of Texas 2009 Audit Report Appendix B	33 - 33	• State of Texas Corporate Brochure By Chits	34 - 34	• State of Texas Master Services Contract	35 - 42	• June 2009 Bill	43 - 43	• May 2009 Bill	44 - 44
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• May 2009 Bill	44 - 44																																												



Appendix

Binder Template Examples

IN THE HIGH COURT OF JUSTICE		Claim No:	
QUEEN'S BENCH DIVISION			
BETWEEN:			
	CLIENT 1		Claimant
	- and -		
	CLIENT 2		Defendant
TRIAL BUNDLE INDEX			
Volume	Contents		
A	Court Orders		
B	Pleadings and submissions		
C	Witness Statements		
D	Exhibits to Witness Statements		
E	Additional Documents		
F	Inter Partes Correspondence		
G	Authorities		
H	Transcript		
X	Miscellaneous		
Y	Documents handed up during Trial		
Core Bundle			

Tab	Document	Dated	Page No.
1.	Consent to Assignment	31.12.12	1 - 1
2.	Ajuba LLP Brochure	31.10.11	2 - 2
3.	Complaint at law	31.08.11	3 - 10
4.	By-Laws	28.07.11	11 - 11
5.	Articles of Incorporation	26.05.11	12 - 12
6.	Defendant's First Set of Interrogatories	22.09.11	13 - 16
7.	Defendant's First Set of Interrogatories - Copy	07.07.11	17 - 20

A - Court Orders

Tab	Document	Dated	Page No.
8.	Defendant's Request for Production of Documents - Copy		21 - 24
9.	Defendant's First Set of Interrogatories - Copy		25 - 28
10.	Defendant's First Set of Interrogatories		29 - 32
11.	Defendant's Request for Production of Documents - Copy		33 - 36
12.	Defendant's Request for Production of Documents		37 - 40

B - Pleadings and Submissions

Tab	Document	Dated	Page No.
13.	Defendant's Request for Production of Documents		41 - 44
14.	Engagement Letter re_ Dispute		45 - 45
15.	Minutes of September 15th 2003		46 - 46
16.	Operative Report, Ingalls Hospital		47 - 47

C - Witness Statements

Tab	Document	Dated	Page No.
17.	Firm Manual		48 - 223
18.	Kraft Engagement Letter re_ Trademark Dispute		224 - 224
19.	Minutes of June 15th 2004		225 - 225
20.	Minutes of March 15th 2004		226 - 226

Claimant's Witness Statements

Tab	Document	Dated	Page No.
21.	Registered Office		227 - 227
22.	Police Report		228 - 230
23.	Minutes of December 15th 2003		231 - 231
24.	Minutes of June 15th 2003		232 - 232

Defendant's Witness Statements

Tab	Document	Dated	Page No.
25.	Minutes of June 15th 2003		232 - 232

D - Exhibits to Witness Statements

Tab	Document	Dated	Page No.
25.	Minutes of June 15th 2003		232 - 232

Claimant's Witness Statements Exhibits

Tab	Document	Dated	Page No.
25.	Minutes of June 15th 2003		232 - 232