

MICROSOFT BINDER

**OTD
MICROSOFT BINDER**

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INTRODUCTION

If you are working on a project you may have an assortment of files you need to organise. These can of course be placed in a Folder but these can be managed more easily under Microsoft Binder. It is also a good program to ensure your files have a consistent style through each of them.

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OPENING MICROSOFT BINDER

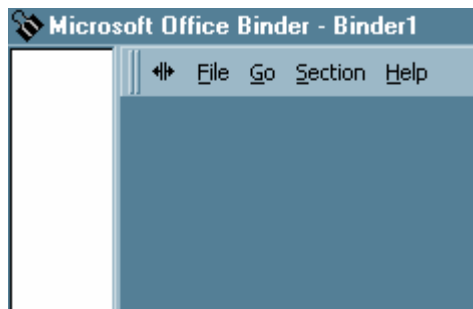
The easiest way of starting Binder is through the Start menu:

1. Click on Start
2. Programs
3. Click on Microsoft Binder


If you wish to create a shortcut to Binder on the Desktop or Office Toolbar:

1. Open Explorer – double-click the Windows NT4 Explorer icon on the Desktop
2. Look for the following folder
C:\Program Files\Microsoft Office\Office\Binder.exe
3. Click and drag the filename to either the Desktop or Office Toolbar area

THE BINDER SCREEN



The white pane down the left-hand side represents where shortcuts to documents will be inserted. These are known as Sections. It is easy to jump from one Section to another by clicking on the appropriate icon.

 It's possible to hide the left-hand pane by clicking on the show/hide toggle button.

When clicking on an icon the document will appear in the main window. Binder will automatically recognise the type of document and give you the appropriate menus. For example, for a Word document it will look as though that program is imbedded within Binder.

Go and Section on the Menu Toolbar will always appear no matter what application or document is current. Go is for working with the Binder on the Internet or Intranet. Section is the menu which will manage each document that has been imported or created within Binder.

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TO CREATE A NEW BINDER

To create a new Binder

1. File
 2. New Binder...
 3. On the General tab double-click the Blank Binder icon
- Or
- On the Binders tab double-click over a Binder template icon

TO OPEN AN EXISTING BINDER

To open a Binder which has been created previously

1. File
2. Open Binder...
3. Choose folder and filename.

NB: Binder files have a file extension of *.obd

ADD AN EXISTING DOCUMENT TO A BINDER

This is to imbed an existing document within the Binder.

1. On the Section menu, click Add from file... (or right-click over the left-hand pane then Add from file...)
2. Find the filename and location of the document, double-click on it
3. An icon appears down the left hand side, click on it to see the document

ADD A NEW DOCUMENT TO A BINDER

To add a completely new Office97 document into Binder

1. On the section menu, click Add... (or right-click over the left-hand pane then Add...)
2. To choose a new document click on the General tab, then double-click on the appropriate icon
To create a new document based on a template choose one of the other tabs.

Notice that this has placed a new icon in the left-hand pane with the name Section followed by a number. Rename this by clicking and typing over it.

The new file can be updated as usual.

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TO SAVE A BINDER

To save a Binder

1. File
2. Save Binder or Save Binder As...

SAVING OUTSIDE OF BINDER

Saving a Binder will not save the imbedded files as separate ones. These will always be stored inside Binder.

To save files outside of Binder

1. Click on the appropriate icon in the left-hand pane
2. On the Section menu, click on Save As File...
3. Choose a folder, type in the filename and click Save

REARRANGING SECTIONS

Sections may not be in the order that is required. To rearrange them

1. Click on Section menu
2. Click on Rearrange...
3. Select the item that needs moving, click on either Move Up or Move Down
4. Click on OK

OR

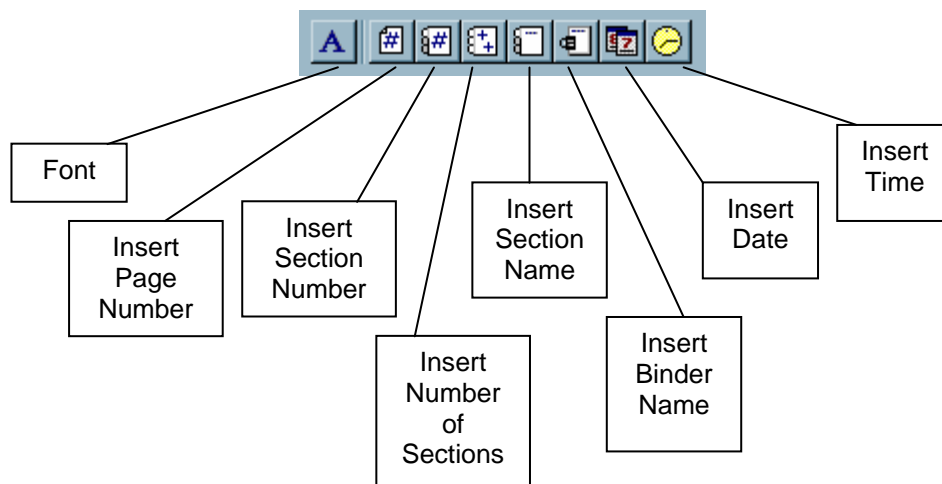
1. In the left-hand pane click on the item that needs moving, a transparent arrow appears immediately to the right
2. Click and drag the transparent arrow (a document symbol appears) to the position required. A black arrow appears where it is a correct place to drop the icon.

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HEADER AND FOOTERS

It's possible to give various or all Sections of the Binder a consistent Header and Footer.

1. File
2. Binder Page Setup...
3. Click on the Header/Footer tab
4. If all Sections are having a Header and/or Footer check "All Supported Sections"
5. If only some of the Sections are required to have a Header and/or Footer check "Only Sections Listed Below – check the appropriate sections.
6. Underneath the Header and Footer are drop down menus, make a selection from each of these lists or...
7. Click on Custom... for either Header or Footer
8. Both Header and Footer zones are split into three sections, and represent the position with these zones. Enter text in these boxes if required, alternatively...
9. Click in the appropriate box and click on the icons at the top of the dialog box



10. Click on OK

PRINTING THE BINDER

All Binder sections can be printed in one job

1. File
2. Print Binder...
3. Under Print What check as follows
 - all visible sections: will print all sections
 - sections(s) selected in left pane: will print out each section that is selected

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4. Under Numbering check as follows
 - consecutive: to have each Section assigned a consecutive page number (type in at which number you wish this to start)
 - restart each section: each section has its own page numbering

PRINT PREVIEW

To Print Preview all sections of the Binder

1. File
2. Binder Print Preview
3. A dedicated Binder Print Preview dialog box appears
 - Previous Section: to go back a section
 - Next Section: to go forward a section
 - Exit Preview: to go back to the Binder

TO DELETE A SECTION

To delete a section of the Binder

1. Select section, in left-hand pane, you wish to delete
2. Section
3. Delete

OR

1. Right-click, in left-hand pane, the Section you wish to delete
2. Click on Delete

TO RENAME A SECTION

To rename one of the sections in the Binder

1. Select section, in left-hand pane, you wish to rename
2. Section
3. Rename
4. Type in new name

OR

1. Left click over the icon, in the filename area
2. Type in new name

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GETTING HELP

When working on a file in application it's possible to access Help Files for both Binder and the current software imbedded

To receive help on the current application

1. Help
2. Click on Contents and Index

To receive help on the Binder

1. Help
2. Binder Help
3. Click on Contents and Index