

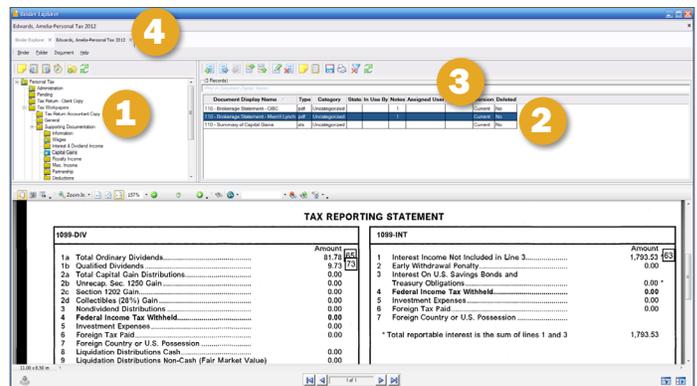
# Work Binders

**Doc.It® Work Binders, the central location where all documents are organized for preparation and review of work, contain documents in their native file formats. Doc.It Work Binders are organized in a logical template-driven, firm-defined folder structure. With Doc.It Suite at work for your firm, productivity increases because documents are always named and filed correctly and instantly available, which eliminates any time wasted searching.**

## How Client Work Binders Function for Partners and Staff

To launch a Doc.It Work Binder and get to work, follow these steps:

1. Open your Doc.It Main Dashboard and see Doc.It Work Binders and documents assigned to you.
2. Click on a Doc.It Work Binder and it immediately opens to reveal a drop-down folder tree in the left pane.
3. Click on any file folder and a list of documents in that folder appears.
4. Click on a document and it appears on screen where you can quickly preview or immediately get to work on it.
5. Work as productively as possible on multiple screens by using the drag-and-drop action to tear-off tabs in a Doc.It Work Binder. Instantly view multiple documents simultaneously on multiple monitors.
6. Collaboration tools include the ability to highlight reviewed documents and keep team notes by Binder or document.
7. Easily roll-forward Binders for the next year, which copies important permanent documents into the new Binder.



## Binder Explorer at Work in Your Firm

1. Different folder structure for different engagement types.
  2. Click a folder and documents in the folder are listed here.
  3. Complete functions according to due dates.
  4. Click, drag, and drop a tab to tear it off and place it on a second monitor.
- Open several Doc.It Work Binders at one time