

Electronic Notebook Quick Start

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General

You may access your notebook from any Windows compatible computer running Internet Explorer Version 6 or higher. A broadband connection is recommended.

All documents are saved on a secure server hosted by reDesignLive. You are presented with an option to also save a notebook document to your local computer.

Saving a notebook document generates a new version of the document, saving the previous version in the server archive. (This is required for electronic notebook standards compliance). Versioning is completely automatic and transparent to the user. Each time a notebook document is saved, signed or witnessed a document time stamp is generated by a third party.

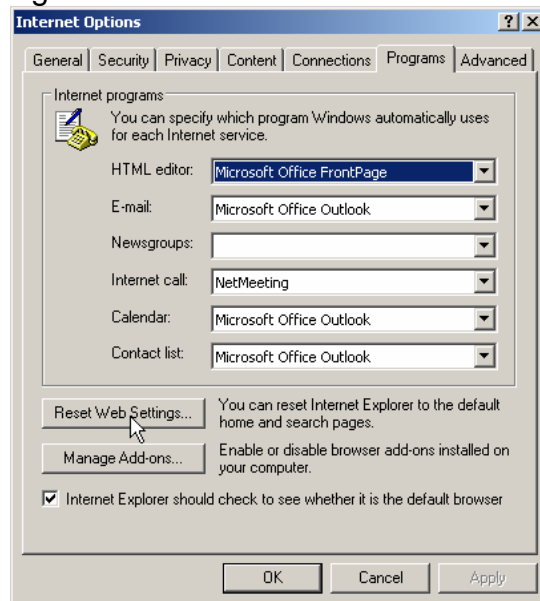
A complete audit trail is maintained on the secure server. It is possible to retrieve a previous version of a notebook document.

Browser Requirements

You must access your notebook via Internet Explorer. Mozilla, Firefox, Opera and other browsers are **not** supported.

Default Browser

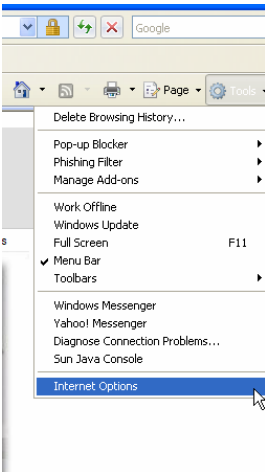
Internet Explorer must be your default browser. To make IE your default browser, open IE and select Tools->Internet Options, click the 'Programs' tab and then click 'Reset Web Settings'



Pop-up Blockers

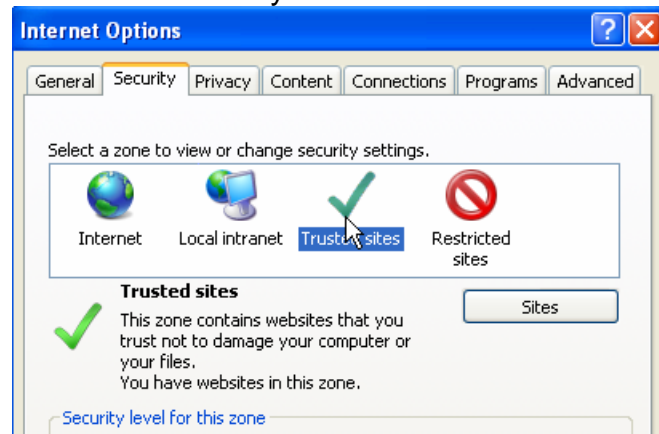
If a pop-up blocker is active on your browser, it must be disabled for the Notebook server site, <https://reDesignLive.com>

Trusted Site

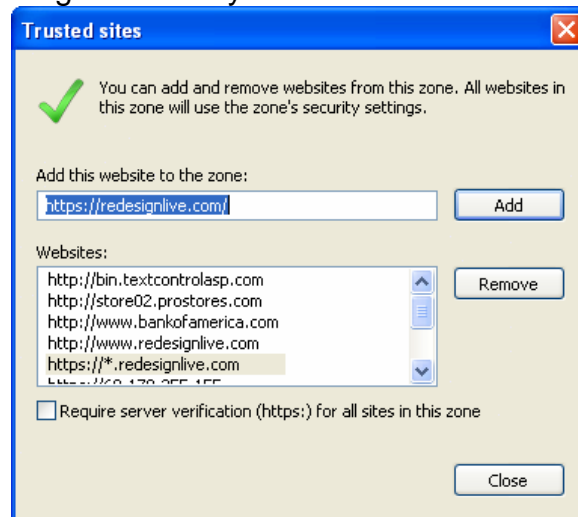


The Notebook Server must be in your 'Trusted sites' list in Internet Explorer. To add the web site to your 'Trusted sites', open Internet Explorer to <https://reDesignLive.com> and select 'Tools', Internet Options from the menu:

Select the 'Security' tab and click on 'Trusted Sites'



Click the 'Trusted Sites' button. Verify that <https://reDesignLive.com> is in the 'Add this Web site' text box (if it's not there, type in the address). Click the 'Add' button. Close the Options dialog and close your browser.



Download the Notebook Helper files

Install the helper files from:

[http://reDesignLive.com/EBookHelper/Electronic Notebook Installer.msi](http://reDesignLive.com/EBookHelper/Electronic%20Notebook%20Installer.msi) .

This is an automatic installation. The helper files provide for a spell checker and permit your notebook to open faster.

Logon to your account

Open a browser to:

<https://redesignlive.com/Logon/Logon.asp>

Your User Name is the email address you entered during registration. Enter your user name and pass phrase.

Logon - Windows Internet Explorer

https://redesignlive.com/Logon/Logon.asp

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Pass Phrase

Logon Reset

click here to recover a lost User Name or Pass Phrase

Web based Electronic Notebook featuring third party notarization now available.

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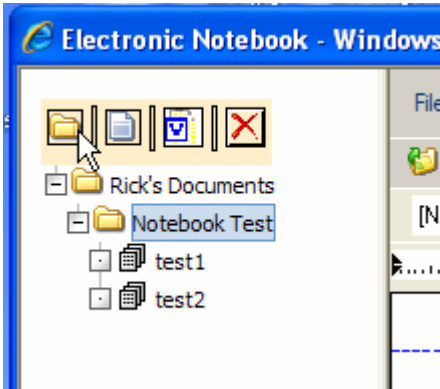
Once you have logged on, your browser will be redirected to your notebook. Closing your Notebook will automatically log you out of the system.

- A logon is valid for a maximum of 24 hours.
- Multiple logons are not permitted. If you logon from computer **A**, then logon from computer **B**, computer **B** will have the only valid logon. Attempts to access your account from computer **A** will fail until you logon again from computer **A**.

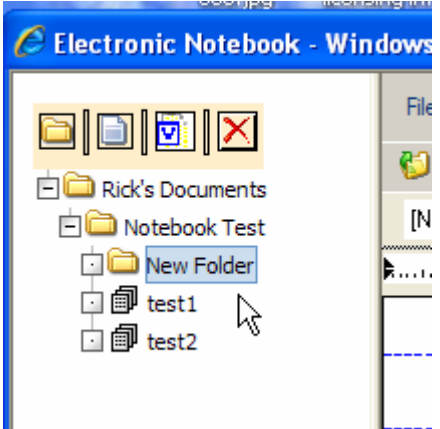
How Do I?

Create a New Folder

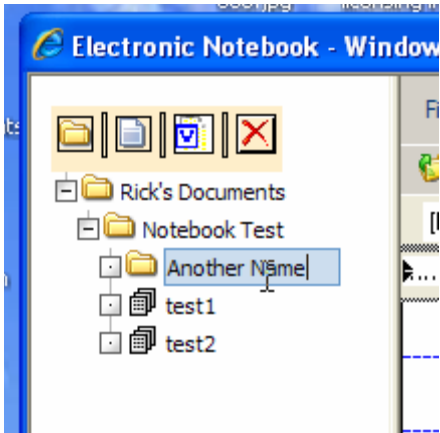
To create a new folder, click the parent of the new folder and then click the New Folder Icon.



In this example, the parent folder Notebook Test was clicked. When the New Folder Icon is clicked, a new Folder appears in the tree.

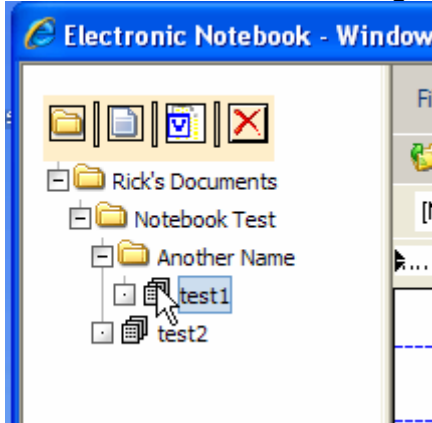


The folder name may be changed by clicking on the new folder and entering a new name.



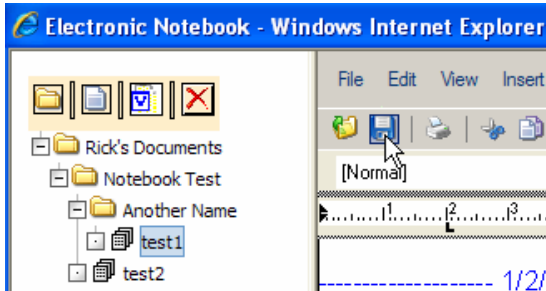
Move a page to a new folder

The document tree supports drag and drop of folders and documents. Left click a document or folder and drag it to a new location in the tree.

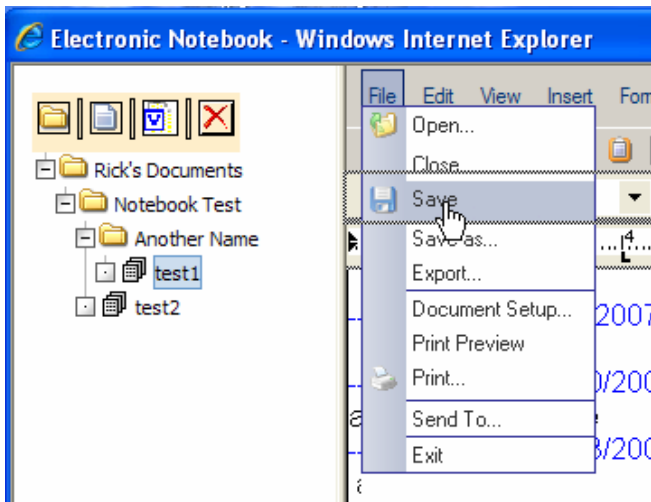


Save a Document

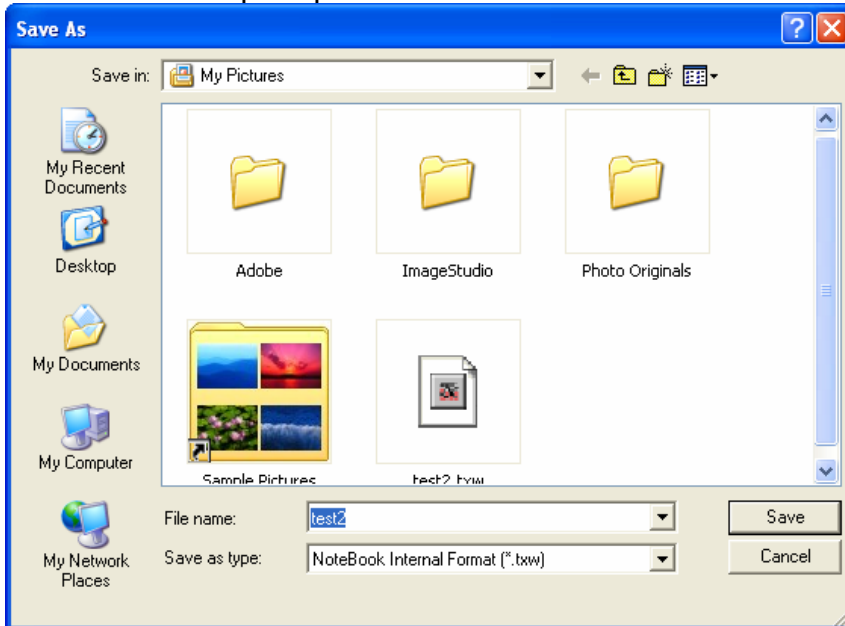
Click the 'File Save' icon



or choose File -> Save from the menu bar

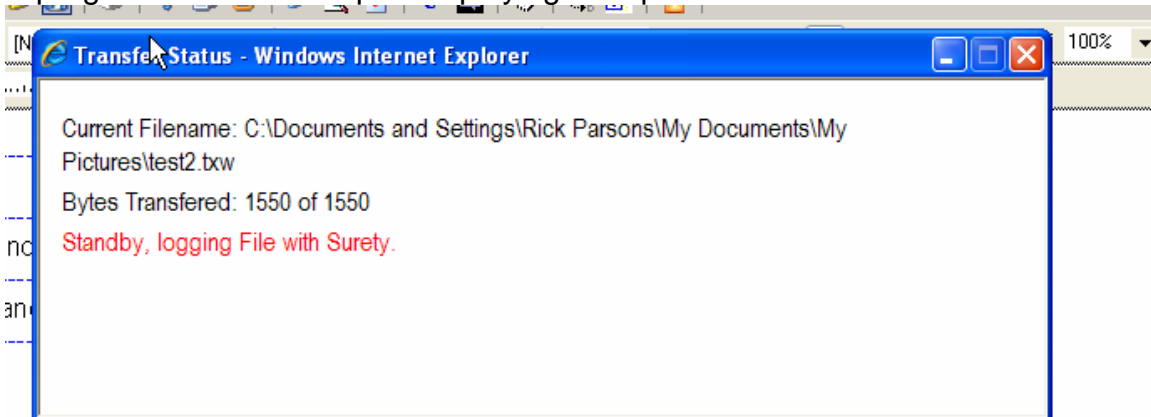


You will then be prompted to save the file to a local folder



Enter a file name and click 'Save'

A progress window will open displaying the upload status.



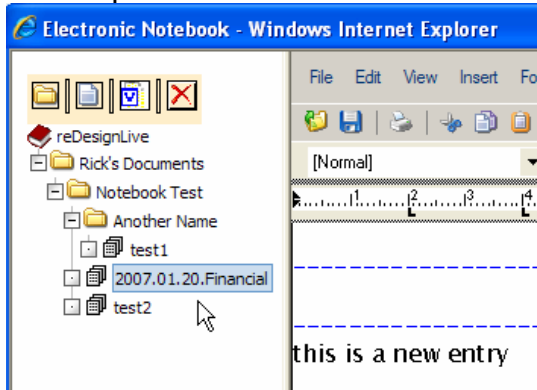
Once the upload is complete, the progress window will display a standby message.

Logging the file with Surety requires from 3 to 30 seconds depending on network traffic. The progress window will close once the file has been logged with Surety

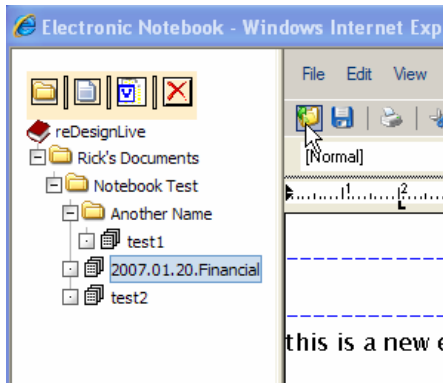
I want to save and Timestamp a spreadsheet (or any other file...)

A Notebook document may encapsulate any file type. Saving an encapsulated document provides a timestamp record for that document.

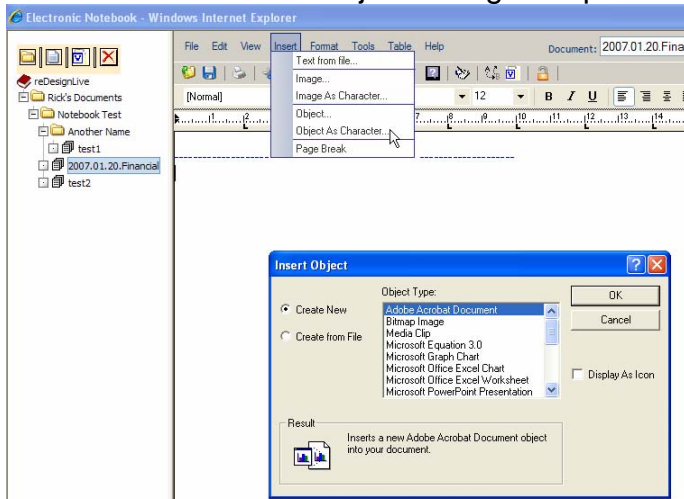
Click a parent folder and click 'New Document' in the Document tree.

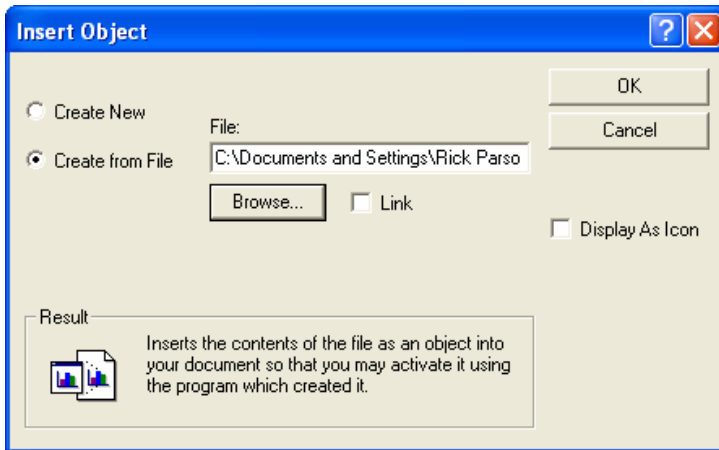


Rename the document and click 'load' in the Edit frame.

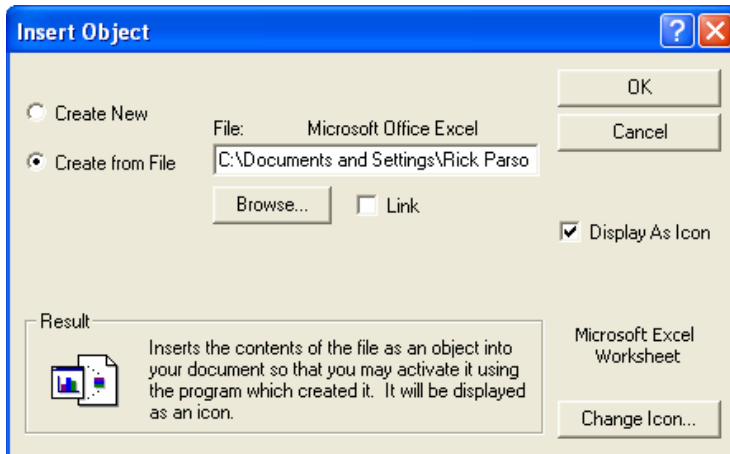


Click the blank document to place the cursor, and then select 'Insert'-'>'Object as Character' The Insert Object dialog will open. Click 'Create from File'



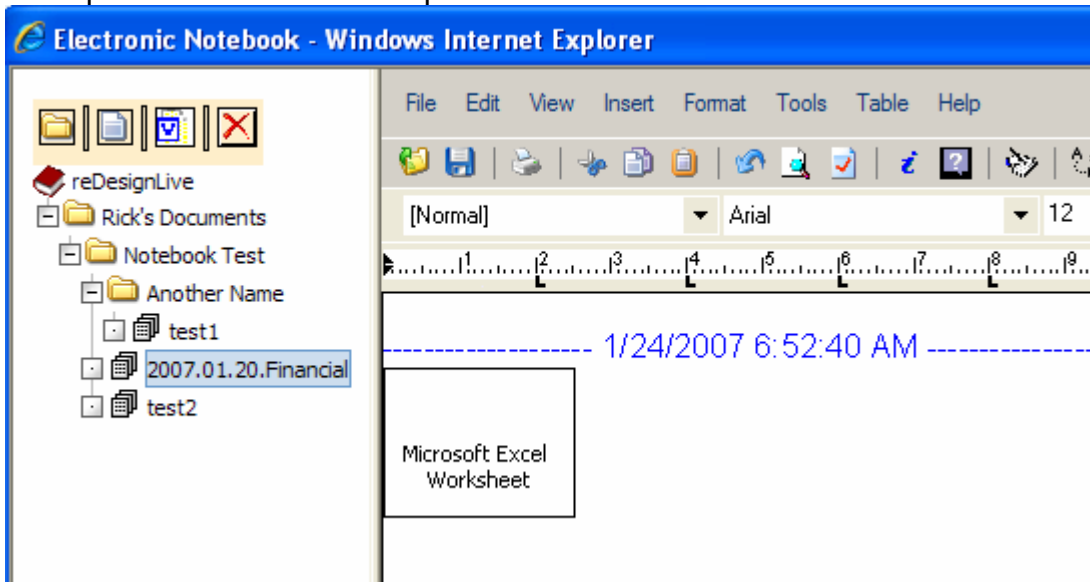


Click 'Browse' and select the file to encapsulate.

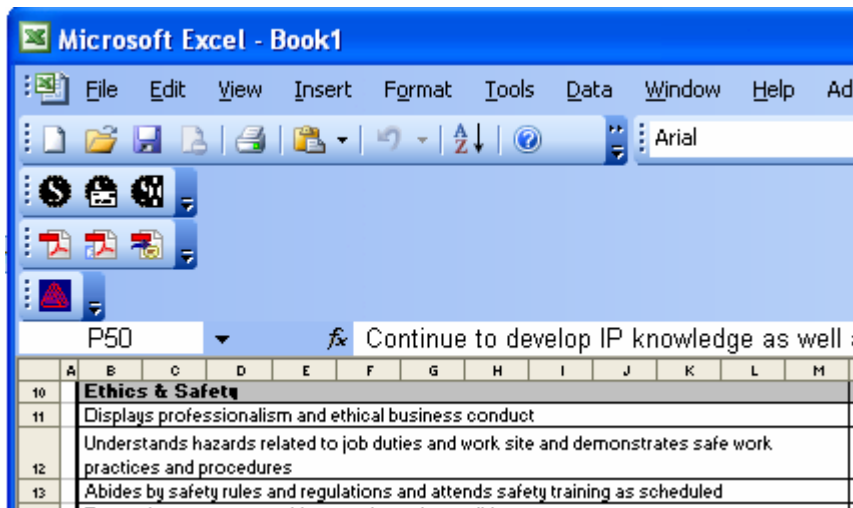


Click 'display as Icon' and then click 'OK'

The spreadsheet is now encapsulated in the document



Double click the spreadsheet in the document and it will open.



Multiple files of any type may be encapsulated by a notebook document.

It Doesn't Work! Now What.....

Most errors have common roots.

1. You are trying to use the Notebook with a browser other than Internet Explorer. **Internet Explorer is the only supported browser.**
2. **Internet Explorer must be your default browser.** If you insist on using Firefox, place a shortcut to Firefox on your desktop and make Internet Explorer your default browser. See '[Default Browser](#)' under Browser Requirements'
3. You did not place the Notebook server in your '**Trusted Sites**' listing. See '[Trusted Site](#)' under Browser Requirements
4. You have a Pop-up blocker installed. **Disable the Pop-up blocker** for the Notebook server. See '[Pop-up blocker](#)' under Browser Requirements..

Questions and Comments

Send questions and comments to:
Richard Parsons
Rick@reDesignLive.com