



TENNESSEE STATE UNIVERSITY



BANNER TIPS AND TRICKS

Productivity Tip

Have you ever wanted an shortcut on your desktop for the Banner Bookshelf but just didn't know how to get it?

The Banner Documentation Bookshelf is an easy way to access Banner documents directly from your computer. The Bookshelf includes both user and technical documentation. Documents in the Bookshelf appear in PDF (portable document format). They look the same as the hard copy versions, regardless of the computer you are using. You can print any document locally.

How To Create a Desktop Shortcut for the Banner Bookshelf:

1. Open Windows Explorer.
2. Browse to the location where the Bookshelf directory is stored at your institution (*bdoc6x* or *bdoc7x*, depending upon the version of Banner you are using).
3. Right click *bkshlfx.pdf* and choose ***Create Shortcut***.
4. Drag the shortcut to your desktop.
5. (Optional) Rename it.
6. Double-click the icon to launch the Bookshelf.

To access a specific manual and chapter:

1. Open the Bookshelf.
 2. In the left pane, click the bookmark in front of the product you want to access. The bookmark expands to show the product's documents.
 3. If necessary, expand bookmarks in the left pane until you see the document or chapter you want to display.
 4. Click the name of the document or chapter you want to display. The selected document or chapter appears in the right pane.
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