

Start here: how the binder works

The one rule: never insert, only append. A sheet gets its number on the day you first use it: the next free No. in the register (No. 1, 2, 3, ...). You write that No. in the box at the top right of the sheet and file the sheet behind the tab it belongs to. The alphabet lives in the index at the front, not in the pages.

1. Print the sheet you need. Write the next free No. from the register in the **No.** box and a name in **Index as** (for a homebrew item, the item's name).
2. File it at the back of its tab. The footer names the tab: "Stuff 7.4" is a Stuff sheet. The printed code (7.4) is not your No. Do not re-sort.
3. Add one line to the register (No., kind, name and **tab**) and one line to the index under the first letter of the name (name, **tab** and No.).
4. To find something: look it up in the index, read its tab and its No., open that tab, and turn to the sheet with that No. in its corner. The register line gives the same tab.

The index has fixed lines per letter, so a letter never needs a gap. A busy letter runs onto the spare lines at the end of the index; when those fill, print another copy of the index pages.

Worked example (fictional campaign)

Register

No.	Kind	Name	Tab
1	Campaign overview	Ashfall	Campaign
2	NPC	Maro Tell	People
3	Region	Dunmere	Places
4	NPC	Ilse Varn	People
5	Homebrew item	Cinder Blade	Stuff

Index (A to Z)

Entry	Tab	No.
A: Ashfall	Campaign	1
C: Cinder Blade	Stuff	5
D: Dunmere	Places	3
I: Ilse Varn	People	4
M: Maro Tell	People	2

To find Cinder Blade: the index says Stuff, No. 5, so open the Stuff tab and turn to the sheet with 5 in its corner. Adding "Brannock Hall" later (a Places sheet) is No. 6 and one new line under B. Nothing moves.

Tabs

- **1. Start:** How the binder works, the A to Z index, the sheet register.
- **2. Session:** Prep, scenes, log and the player recap.
- **3. Campaign:** Overview, session zero, timeline, clocks, threads, party.
- **4. Places:** Region, settlement, site, area key and journey log.
- **5. People:** NPCs, factions and the antagonist plan.
- **6. Table:** Initiative, status tracker, encounters, resources, house rules.
- **7. Stuff:** Shops, loot, homebrew entries, item cards, rumours, random tables.
- **8. Reference:** Travel, weather, prices, calendar, notes and graph paper.

System-neutral: no rules text, stats or monsters. Not affiliated with any game publisher. For personal and table use.

Entry	Tab	No.
A		
B		
C		
D		
E		
F		

Campaign

Session no.

Date

Last time (3 lines)

Strong start: the first scene, on the table in one sentence

Scenes that might happen (5 to 6)

Secrets and clues the party could learn (10)

NPCs they may meet (No.)

Places (No.)

Fights and hazards (No.)

Treasure and rewards

Prep order, about 30 minutes: recap and strong start (5) / scenes (10) / secrets and clues (5) / names and sheet numbers (5) / treasure and what you want to look up (5). Stop when the timer ends.

Round

[illegible]

Slip this sheet into a clear sheet protector and use a dry-erase marker, so one printed sheet serves every fight.

Region name _____ Climate _____

Landmarks

Settlements (with No.)

Rulers and factions

Weather by season (see Reference)

Travel times from here

To	Distance	Terrain	Days on foot

Encounters and hooks (d8)

d8	Encounter or event	d8	Plot hook
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	