

Create a LiveBinder Account

1. Select the **Sign Up** link in the upper right hand corner.
2. Fill out the requested information. The user name you select will be tied to all binders you create. Since my binders will be for school, I selected mrsmmueller as my user name.

Using LiveBinders

1. Log in.
2. Once logged in, you will see your dashboard. Your dashboard is your starting place and your control center. From the dashboard you can see the binders you have created, create new binders, upload files, etc.

The screenshot shows the LiveBinders dashboard interface. At the top, there are navigation tabs: "About Binders", "Featured Binders", "My Binders" (selected), "Create Binder", and "LiveBinder It Tool". Below the tabs is a search bar with "All" selected. The main content area is titled "My Binders Dashboard" and features a "Sort by: Most Recent" dropdown and a "Prev 1 to 3 of 3 Next" link. The dashboard displays three binders in a grid:

- Education:** "NCE Presentation" by Mickie Mueller, 10 views. Description: "Enjoy the resources from my 2011 NCE presentation...".
- Personal:** "Nebraska Cornhuskers" by mrsmmueller, 0 views. Description: "Everything Nebraska".
- Education:** "Your First Binder" by mrsmmueller, 2 views. Description: "A how-to-guide to learning the LiveBinders basics".

Each binder card includes a "Private" label, a star rating, and an "Options" dropdown. The right sidebar contains sections for "Uploaded files", "Top 3 Viewed Binders" (listing "NCE Presentation" with 10 views, "Your First Binder" with 2 views, and "Nebraska Cornhuskers" with 0 views), "Today's Commented Binders", and "Today's Updated Binders". At the bottom of the sidebar, there are two buttons: "Start a Blank Binder" (circled in black) and "Share and Embed Your Public Shelf" (with a "NEW" starburst).

3. Select **Start a Blank Binder**.

4. Fill in the binder information—asterisked lines are required. If you are in a hurry, try using a Google search to automatically fill in a binder.

Create Binder

Please name your binder here:

Type binder name here *

Description: Type description here *

Tags (comma separated):
Type comma separated search terms here

Category: Personal ▼

Public - Everyone can view your binder
 Private - Only you, and the people you choose, can view your binder

Access Key - give this key to people when sharing this private binder:
 Type access key (any string of letters and numbers) here

Use Google search to fill a binder Yes No

To automatically fill a binder - enter a Google search term here:
 Create binder from Google search here

* required

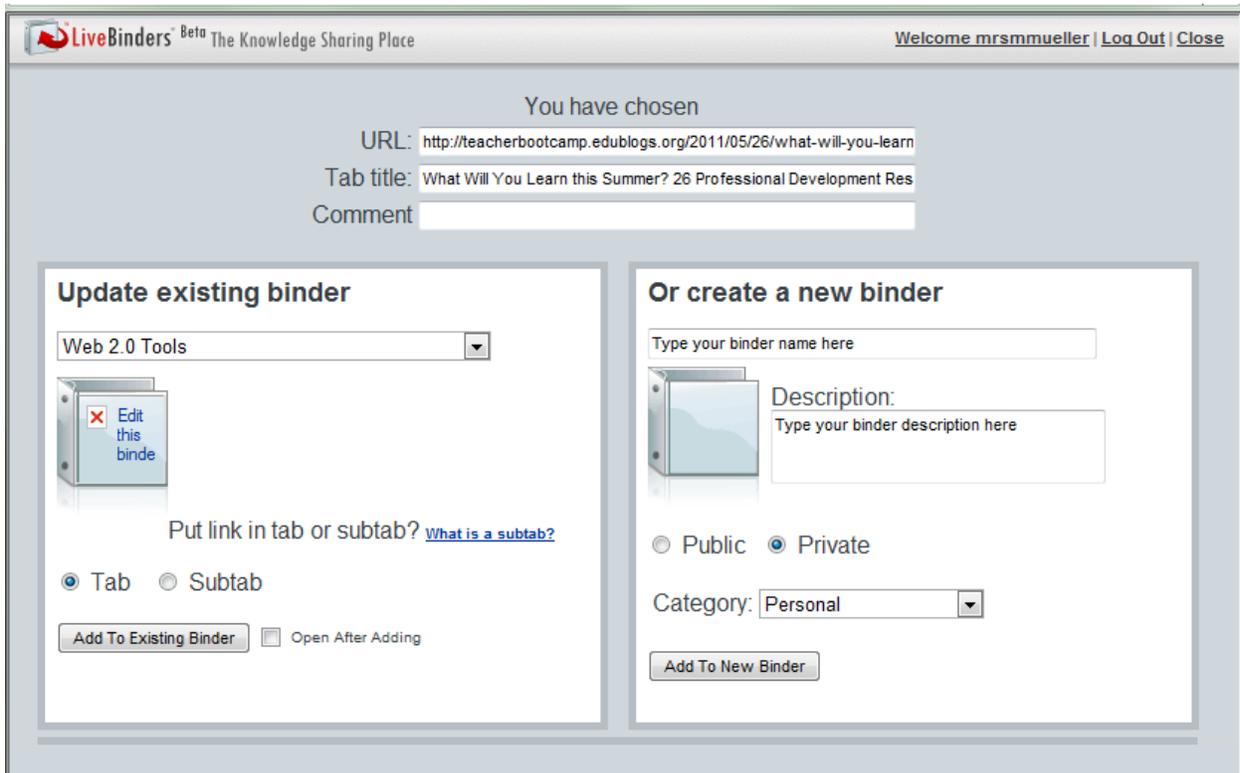
[Create New Binder](#)

5. Click **Create New Binder**
6. A new binder will come with three tabs. You can add more tabs or delete the tabs as needed. To rename a tab, simply highlight the tab name and type a new one.
7. You can enter an URL to connect to a site or you can use the LiveBinder It tool while surfing.

Using the LiveBinder It tool

1. Open a new tab and browse to a site you would like to add to your binder.
2. Once the site loads, click the **LiveBinder It** tool on the Favorites Bar.

3. A new window will open. From here you can add the page to an existing binder or create a new binder to save the page in. The tab title comes from the web page title so the titles can be long. You can change the tab title by typing over it. You can choose to make this page a tab or a subtab.
4. Select the binder you wish to add the page to and click **Add to Existing Binder**



5. Wait while LiveBinder It tests the page. Once the page is tested, you will see that it has been added to your LiveBinder.



- To edit your binder, click the **Edit Menu** button in the upper right hand corner of your screen. The edit menu will open below the binder. The edit menu allows you to upload files, edit tabs, insert media, change the text layout and change the binder properties.



The screenshot shows the 'Edit Menu' interface for a binder. The menu is titled 'Edit Menu' and includes options: 'Upload File', 'Tabs', 'Insert Media', 'Text Layout', and 'Binder Properties' (which is currently selected). Other options include 'Save', 'Clear', 'Undo', and 'Close Edit Menu'. The version is 'Version: 3'. The binder details are as follows:

Title:	Web 2.0 Tools		
Description:	Web 2.0 Tools		
Tags:	Web 2.0 Tools		
Category:	Education	Binder Author Name:	
Access:	Private - Copy Disabled	Color:	Steel Blue
Key:			<input type="button" value="Update"/>

On the right side, there is a section for changing the binder cover. It says: 'To change your binder cover select a tab then click 'Change Thumbnail''. Below this text is an icon of a binder with a globe on the cover and a yellow button labeled 'Change Thumbnail'.

Binder Tips

Your binders can be private for just you or you can give an access code to people you want to view your binders. You can also set the access level to Public so that everyone can view your binders. I suggest leaving the access level set to Private while you are working on the binder. Once the binder is finished, change the access level to Public.

The best way to learn about setting up a binder is to look at binders other people have created. There are lots of great binders in the Education category.