Creating and Editing a Binder on LiveBinders

Log into your account on Livebinders – http://www.livebinders.com

In the "Dashboard" toolbar on the left of the screen, select "Start a Blank Binder."

Fill out the boxes in the "Create New Binder" prompt. Name the binder carefully – this is what others will see! The categories and privacy settings are covered in more depth in the "Save and Share your LiveBinder" Tutorial.

Click "Create New Binder" to create the binder.

Everything that you need to make changes to your binder appears in the toolbar at the top of the screen, and in the tabs at the top of the binder.

Unit 5 Organization
Binder Author: CPPPersonalProject | Details | Comments 0

Close Reading Selections | Assignments | Websites ▼
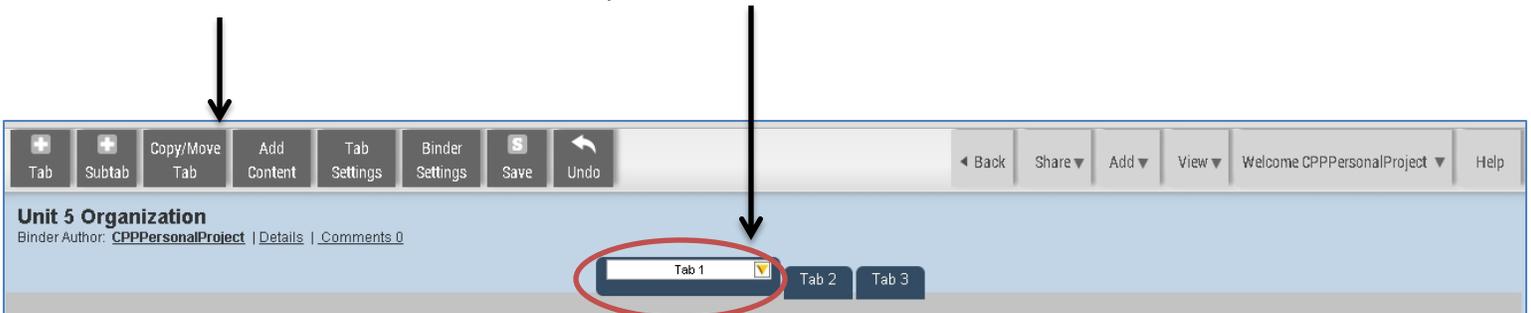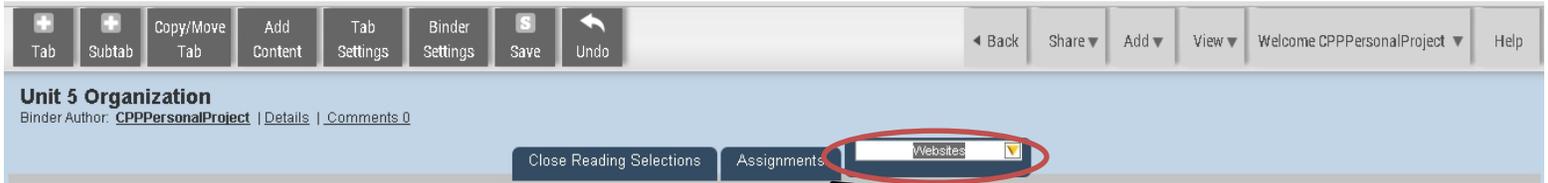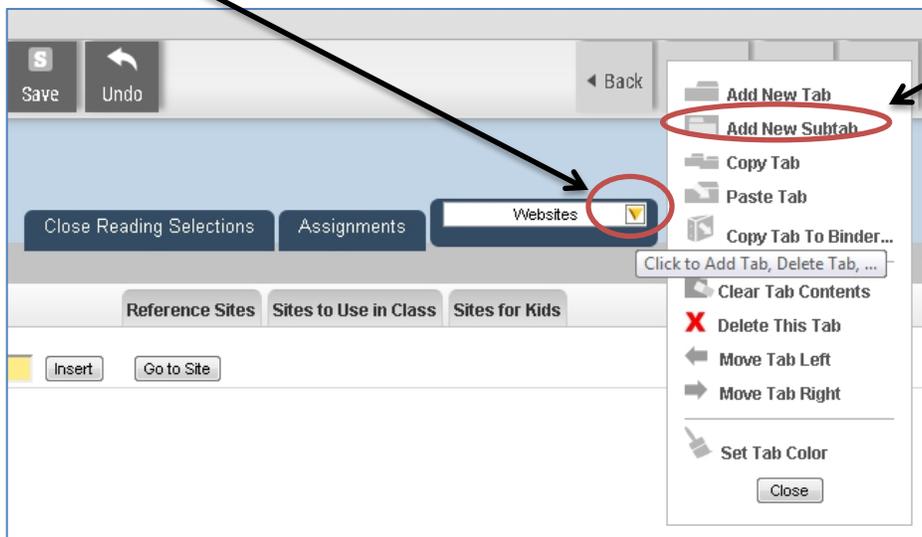
Tabs: The tabs represent sections of your binder, just as would be arranged by placing dividers within a paper binder. The name of each tab can be changed by simply double-clicking on the tab, then typing in the appropriate name.

Subtabs can also be created within each tab, to further organize information. To create a subtab, click in the tab to activate it, then click on the yellow arrow to the right of the tab name.

Save | Undo   ◄ Back

Close Reading Selections | Assignments | Websites ▼

Click to Add Tab, Delete Tab, ...

Reference Sites | Sites to Use in Class | Sites for Kids

Insert | Go to Site

Add New Tab
Add New Subtab
Copy Tab
Paste Tab
Copy Tab To Binder...
Clear Tab Contents
✗ Delete This Tab
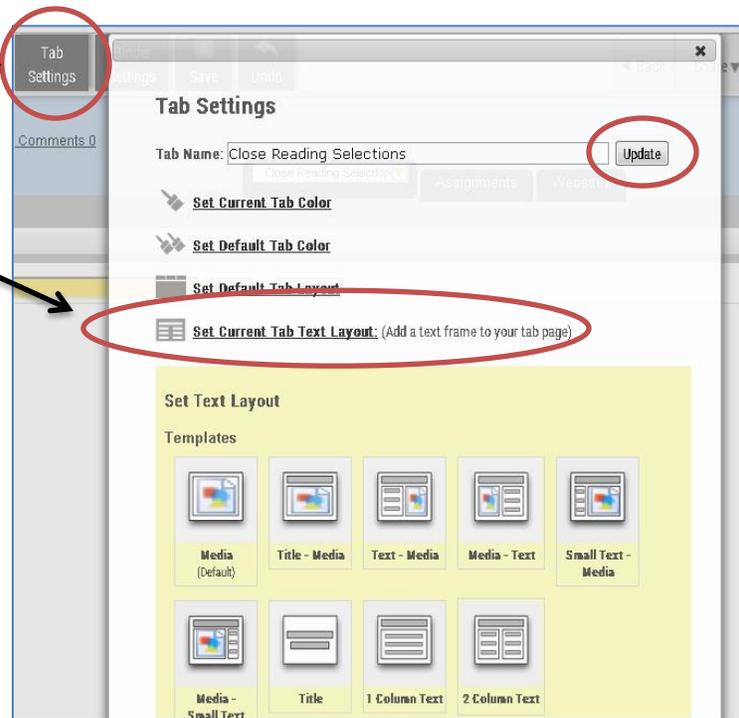Move Tab Left
Move Tab Right
Set Tab Color
Close

Select "Add a New Subtab." The new tab will appear beneath the tabs, and can be titled in the same way as a tab.
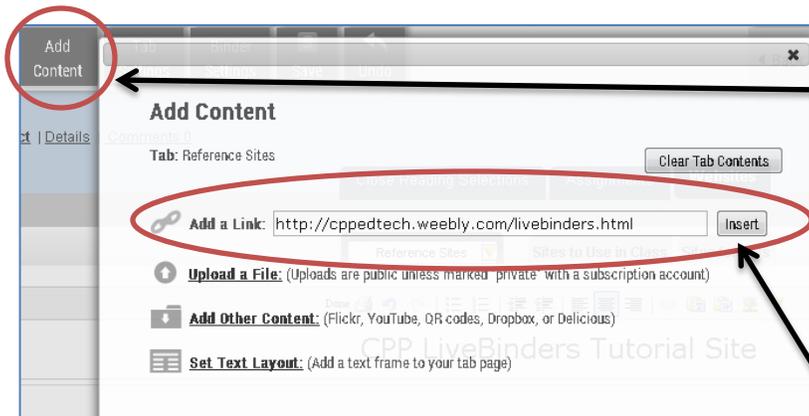
This menu can also be used to add another tab, change the order of tabs, delete tabs, and change the tab color.

Adding Content:
To change the way the screen is set up within the tab, click "Tab Settings" in the upper toolbar, then "Set Current Tab Layout" in the "Tab Settings" box that opens.

The templates allow users to decide if they want the content to be viewed full screen, if it should be titled, if explanatory text and/or questions should be viewed beside the content. There are many options for arranging tabs! Just click on the one desired, and click "Update" next to the tab name.

Tab Settings

Tab Settings

Comments 0

Tab Name: Close Reading Selections | Update

Set Current Tab Color
Set Default Tab Color
Set Default Tab Layout
Set Current Tab Text Layout: (Add a text frame to your tab page)

Set Text Layout

Templates

Media (Default) | Title – Media | Text – Media | Media – Text | Small Text – Media

Media – Small Text | Title | 1 Column Text | 2 Column Text

Add Content

Tab: Reference Sites

Clear Tab Contents

🔗 **Add a Link:** http://cppedtech.weebly.com/livebinders.html Insert

ⓘ **Upload a File:** (Uploads are public unless marked 'private' with a subscription account)

⬇ **Add Other Content:** (Flickr, YouTube, QR codes, Dropbox, or Delicious)

▦ **Set Text Layout:** (Add a text frame to your tab page)

To add content into a tab or subtab, click the "Add Content" button in the toolbar at the top of the screen.

Choose what type of content to add. To add a link to a webpage, just paste the URL into the "Add a Link" box and click "Insert."
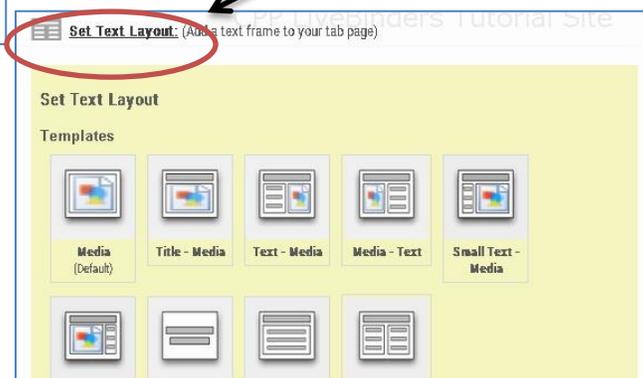
To add a document, PDF, powerpoint or other type of file, choose the "Upload a File" option, and click the "Choose File" button to browse for the file. When it is selected, click "Upload."

Add Content

Tab: Reference Sites

Clear Tab Contents

🔗 **Add a Link:** http://cppedtech.weebly.com/livebinders.html Insert

ⓘ **Upload a File:** (Uploads are public unless marked 'private' with a subscription account)

Choose File No file chosen

Upload

Usage: 0 Bytes / 100 MB = 0.00%

⬇ **Add Other Content:** (Flickr, YouTube, QR codes, Dropbox, or Delicious)

▦ **Set Text Layout:** (Add a text frame to your tab page)

To add a photo from Flickr, a YouTube video, or from several other cloud-based storage sites, including another LiveBinders, choose "Add Other Content," select the correct tab, and choose content.

⬇ **Add Other Content:** (Flickr, YouTube, QR codes, Dropbox, or Delicious)

Flickr | YouTube | QR Code | My Dropbox | My Delicious | My Binders

Search Flickr

Search Flickr photo library

[   ] Find Cancel

Another option for adding text to a binder, aside from setting it in "Tab Settings" as shown above, is to choose the "Set Text Layout" option here, and select a template.

▦ **Set Text Layout:** (Add a text frame to your tab page)

Set Text Layout

Templates

Media (Default) | Title – Media | Text – Media | Media – Text | Small Text – Media

When in doubt, always reference the top toolbar, especially the left-hand side. Tabs and subtabs can be added and moved here, the "Save" button ensures that your changes are saving, and there is also an "Undo" button.

➕ Tab | ➕ Subtab | Copy/Move Tab | Add Content | Tab Settings | Binder Settings | Ⓢ Save | ↩ Undo

Finally, if more help is needed there is a "Help" button in the upper right of the toolbar. There are many helpful references available from LiveBinders!

Help