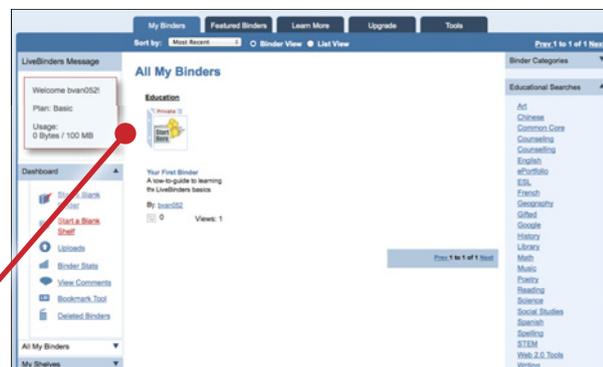# Using LiveBinders

What are LiveBinders?

LiveBinders is a web/iOS application that is used to collate your online information into one easy to find place. LiveBinders is used to mimic the ease and simplicity of arranging your physical documents with a "3 ring binder". They are used to simplify organising things such as web URLs and online documents into a presentable and shareable format. You can even upload documents from your computer into one of your binders.

Once you've created a binder you can use it to easily access, update or share content with others from any other computer.

Signing up to LiveBinders

1 To sign up to LiveBinders, go to *www.livebinders.com* and click the *Sign Up* button in the top right corner.

2 Enter your details and click *Sign Up Now*. You will be taken to the home page where all your binders will be displayed (once they are created!).

- Your only available binder contains a tutorial on how to use LiveBinders. Have a read of points 1 to 4 and their sub tabs. You may wish to add the *LiveBinder It* tool to your web browser now (Tab 3). As the website tutorial is a bit confusing, let's practice making and editing a binder ourselves below.

The basics of how to create and manage a new binder

From the main page you can access the options under *Dashboard* and see all of your current binders. Return to *www.livebinders.com/shelf/my* and we'll practice making and editing our first binder.

Using LiveBinders

1 Enter the appropriate details for your binder and when you are done, click *Create New Binder*.

● If you want to quickly fill your binder with information from a Google search, click *Yes* to *Use Google search to fill a binder*. The binder that is created will have the *first 7 search results from Google added to it*.
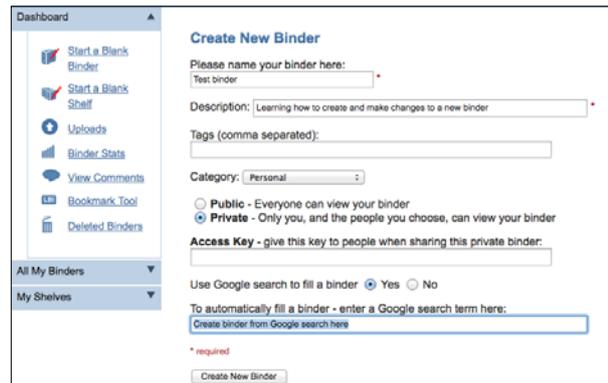
2 Now that we've created our first binder, we can become familiar with editing and adding to it.

3 At the top of the screen, have a read through the features in the *editing menu*. Click *+ Tab* to add a new tab. *Click on any tab to rename it*. Let's call our new tab *The University of Auckland*. You can click the *triangle* next to your tab name to open a *list of options* for your tab.

Next, try adding *http://www.auckland.ac.nz/uoa/* to the region called *Enter a URL* and then click *Insert*. The University of Auckland website should pop up, and now we have our first functional tab.
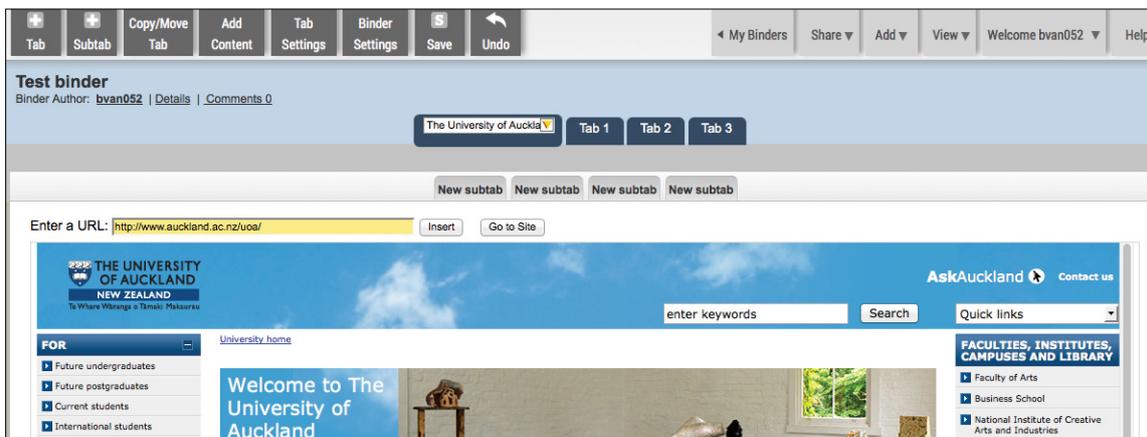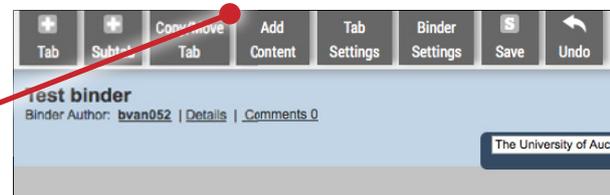
4 Try adding some new sub tabs by clicking *+Subtab* and inserting links into them.

5 To upload a document such as a PDF or image or to add text to your tab, click the *Add Content* button and select the appropriate option. To add online documents such as Google Docs, use the share link feature in that application and insert the link into a LiveBinders tab.
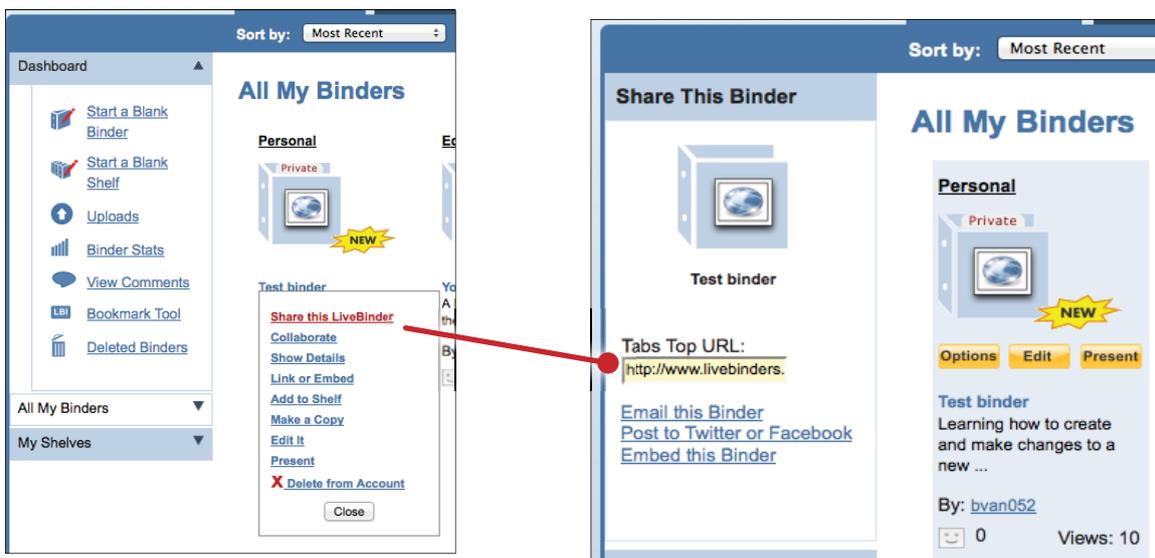

● So far, we have covered the fundamental elements of using LiveBinders. You can construct a binder filled with associated web links and documents similar to using the bookmark feature of your web browser. More importantly though, LiveBinders presents your content in a simple format that you can share with others or access yourself across different devices.

Have at look at some featured binders at the following web link to get an idea about what a fully fledged binder can look like *http://www.livebinders.com/shelf/featured*

Using LiveBinders

Sharing your LiveBinders

1 To share a binder, mouse over the binder and click *Options*. Click *Share this LiveBinder* in the drop down menu. To the left of the page, a list of options will appear. Click the appropriate option to share your binder.

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