

# LiveBinders

## Quick Reference Guide



created by  
DCS Technology Department

Aug 22-7:47 PM

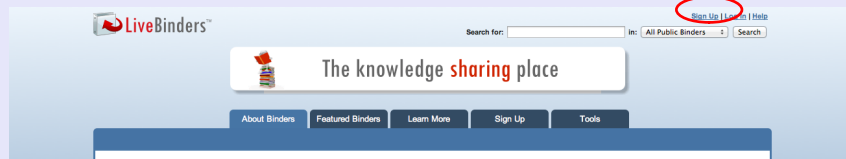
This guide provides an overview on how to complete several tasks with LiveBinders.

· Create a LiveBinder account	3
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· View, print, and comment on DCS Curriculum Guides	6-8
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*It is suggested that you use Internet Explorer or Mozilla Firefox to view LiveBinders.*

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# Create a LiveBinders account



Access LiveBinders by going to [www.livebinders.com](http://www.livebinders.com). Select "Sign Up" in the upper right corner. Enter your user name, email, and password.

**LiveBinders are free!**

Please fill out the following to start making LiveBinders today:

**User Name:**  Letters and numbers only please.

**Email Address:**

Your email is requested so that we can send you your password in case you forget it.

**Password:**  8-32 characters

Strength:

☐ I would like to know when you are changing things at LiveBinders.

☐ I would like to receive updates about how my binders are viewed or commented on.

By clicking on "Sign Up" you agree to the [terms of use](#) and [privacy policy](#).

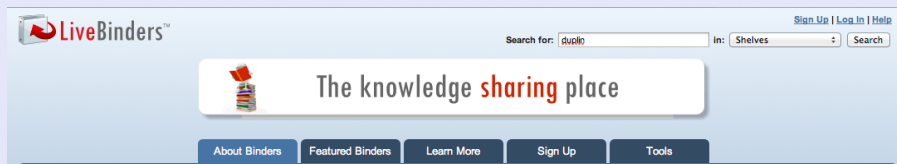
\* Please do not enter personal email addresses for children under 13 as we are not allowed to collect this data. Please use school generated or [teacher generated email addresses](#).

Already have an account? [Log In here.](#)

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# DCS Curriculum LiveBinders



You can locate the DCS curriculum binders by keying "duplin" in the search text box and selecting shelves from the drop down arrow in the top right corner. After you locate the shelf, you can add the binder to your LiveBinders account or a shelf on your account. When you locate the shelf for your subject/grade level click on "Go to Full Shelf" to view the entire shelf.




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## Adding a binder to your shelf

**Education**



Science\_Grade\_8  
Science Grade 8

By: [Duplin County Schools](#)

0 Views: 50


**Options ▼**

[Share this LiveBinder](#)  
[Show Details](#)  
[Link or Embed](#)  
**[Add to Shelf](#)**  
[Present](#)

[Close](#)

**"Existing Shelf"**

Add to Your LiveBinders Shelf



Add "Science\_Grade\_8" to shelf:


Technology ▼

**Add**

Or [add to new shelf.](#)

**"New Shelf"**

Add to Your LiveBinders Shelf



Add "Science\_Grade\_8" to shelf:

Technology ▼

**Add**

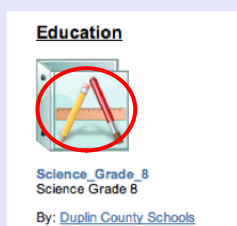
Or [add to new shelf.](#)

**Name:**  
\_\_\_\_\_  
**Description:**  
\_\_\_\_\_  
**Tags (comma separated):**  
\_\_\_\_\_  
☐ **Public** - Everyone can view your shelf  
☒ **Private** - Only you, and the people you choose, can view your shelf  
**Access Key** - give this key to people when sharing this private shelf:  
\_\_\_\_\_  
**Create New Shelf**

When you place your cursor over a binder cover "Options" should be visible. Select the "Options" drop down menu and choose "Add to Shelf." A binder can be added to an "existing shelf" or a "new shelf." When adding to an existing shelf, select the shelf from the drop down menu. When adding to a new shelf, key in the name, description, tags, public/private shelf.

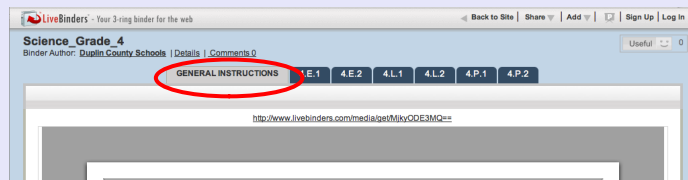
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## Viewing a binder



Click on the cover of the binder to open the binder.

Select the tab that you would like to view inside the binder.



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## Printing and saving binder contents

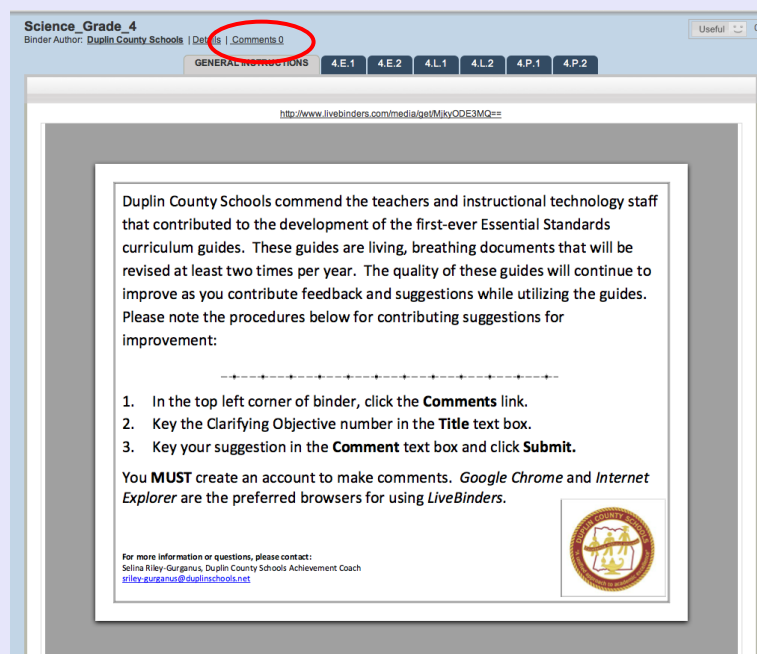


Print and save options will vary depending on the browser you are using. Internet Explorer - The print and save icon is located in the upper left corner of the binder. Firefox - Move your cursor over the bottom center of the page. The print and save icon should be in that area.

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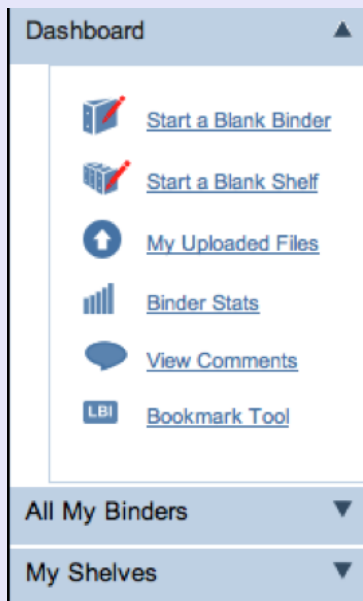
## Commenting on a binder



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## Dashboard Menu



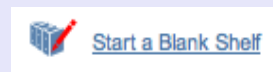
The dashboard allows you to start a blank binder or shelf. You can also view the binders and shelves already in your account.

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## Start a New Shelf

Select "Start a Blank Shelf" from the dashboard.

A form titled "Create a LiveBinders Shelf". It contains the following fields and options: "Name:" (text input), "Description:" (text input), "Tags (comma separated):" (text input), "Public - Everyone can view your shelf" (radio button), "Private - Only you, and the people you choose, can view your shelf" (radio button, selected), "Access Key - give this key to people when sharing this private shelf:" (text input), and a "Create New Shelf" button.

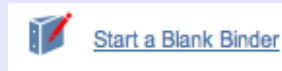
Key in the relevant information for the boxes provided. You can make the shelf public or private and assign an access key to be able to protect the private shelf. After creating a new shelf you can add any of your personal binders to the shelf or other binders that you find on LiveBinders.

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# Start a New Binder

Select "Start a Blank Binder" from the dashboard.



**Create New Binder**

Please name your binder here:

Description:

Tags (comma separated):

Category:

☐ 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:

Use Google search to fill a binder ☐ Yes ☐ No

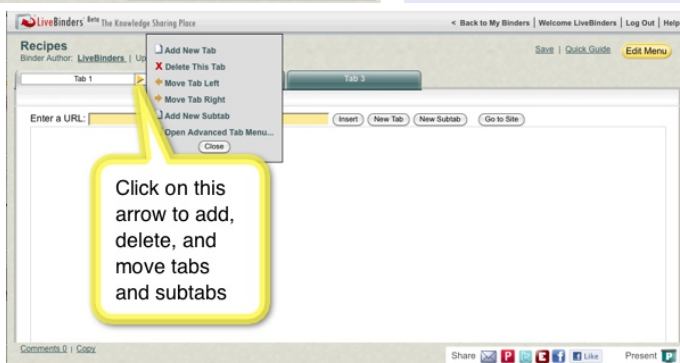
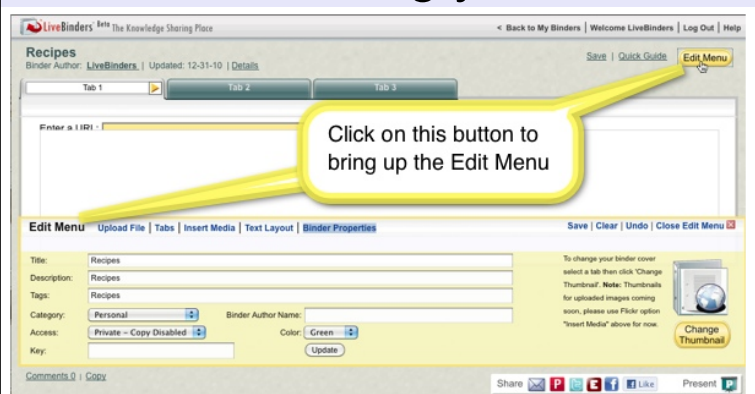
\* required

Key in the required information for your new binder. You can make the binder public or private and assign an access key to protect private binders.

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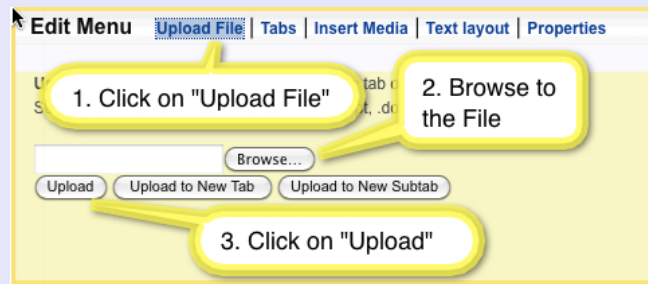
# Editing your binder



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## Uploading a file to your binder



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## Creating a LiveBinder with Google Search

The screenshot shows the 'Create New Binder' form and a preview of a LiveBinder. The form has a sidebar with links: 'Start a Blank Binder', 'Start a Blank Shelf', 'My Uploaded Files', 'Binder Stats', 'View Comments', and 'Bookmark Tool'. The main form area has the following fields: 'Please name your binder here:' (with 'John F. Kennedy' entered), 'Description:', 'Tags (comma separated):', 'Category:' (with 'Education' selected), 'Public/Private' radio buttons (with 'Private' selected), 'Access Key' (with a text input), 'Use Google search to fill a binder' (with 'Yes' selected), and 'To automatically fill a binder - enter a Google search term here:' (with 'John F. Kennedy' entered). Below the form is a 'Create New Binder' button. The preview shows a LiveBinder titled 'John F. Kennedy' with a search bar and a list of tabs: 'John F. Kennedy - Wikipedia, the free enc...', 'John F. Kennedy | The White House', 'JFK - John F. Kennedy International Airp...', 'John F. Kennedy: Biography', 'John F. Kennedy Biography - Facts, Quot...', 'American President: John Fitzgerald Kenn...', and 'John F. Kennedy University'.

You can create a LiveBinder on a selected topic by automatically filling it with Google search results. Key in the binder name, description, category, select yes and key in a search term.

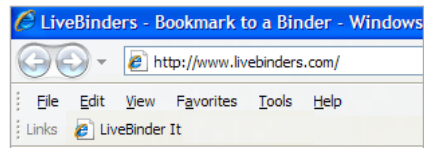
Example of binder created using Google search. You can delete unwanted tabs from the binder.

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# LiveBinder It

## What is LiveBinder It?




"LiveBinder It" is a bookmarking tool that you can add to your browser tool bar. While you are browsing the web, you can add web pages directly into one of your binders or a new binder in your account by clicking on the LiveBinder It link. This way, you can add pages without having to go to the LiveBinders site. It is a quicker and easier way to add web pages to your binders.

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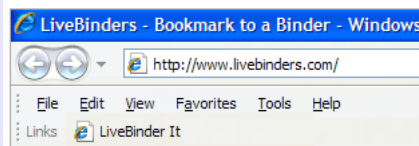
Aug 17-3:53 PM

# LiveBinder It on Internet Explorer

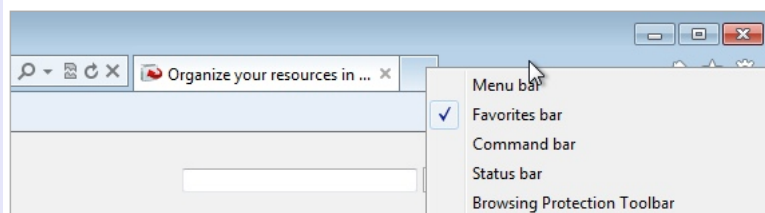
## How do I add the LiveBinder Bookmarklet on IE?

Right-click on this button:  and then select "Add to Favorites". Click "Yes" in the "Security Alert" box. Then under "Create in" choose the "links" folder (for IE7) or the "Favorites Bar" (for IE8 & IE9).

If you don't see "LiveBinder It" in your toolbar (like below image), make sure you select "View >> toolbars >> links" from the "View" menu or click on the ">>" icon on the right side of your toolbar and you should see it listed. (For IE7 & IE8).



For IE9, right click on the area to the right of the tabs at the top and check "Favorites Bar".



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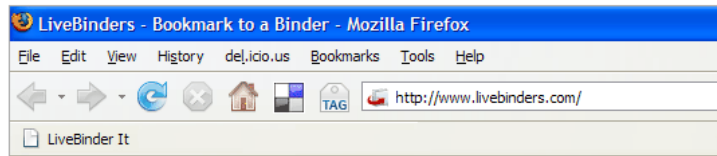


# LiveBinder It on Firefox

## How do I add the LiveBinder it Bookmarklet on Firefox?

Simply **drag this button:**  up to your toolbar. That's it!

If you don't see "LiveBinder It" in your toolbar (like image below), make sure you select "View >> toolbars >> bookmarks toolbar" from the "View" menu and you should see it.



View this video on adding bookmarklet in Firefox:

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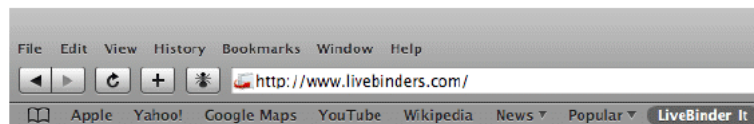
Aug 17-4:01 PM

# LiveBinder It on Safari

## How do I add the LiveBinder it Bookmarklet on Safari?

Simply **drag this button:**  up to your toolbar. That's it!

If you don't see "LiveBinder It" in your toolbar (like image below), make sure you select "View >> show bookmarks bar" from the "View" menu and you should see it.



View this video on adding the LiveBinder it bookmarklet in Safari:

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# LiveBinder It on Chrome

## How do I add the LiveBinder it Bookmarklet on Chrome?

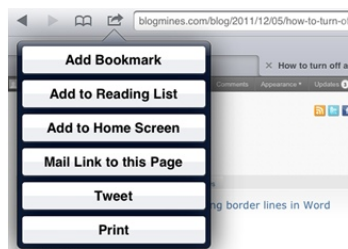
1. Check that you have "Always show bookmarks tool bar" checked in your browser settings.
2. Then simply **drag this link: [LiveBinder It](#)** up to your bookmarks bar. That's it!

# LiveBinder It on an iPad

## How do I add the LiveBinder it Bookmarklet on an iPad?

There are two ways to add "LiveBinder It" to the iPad. One is to add it on to Safari on your Mac and then sync your bookmarks with the iPad. [Here](#) is an explanation of how to sync your bookmarks from your Mac to your iPad.

The second option isn't easy, but it will add the LiveBinder It feature to your iPad. Hopefully Apple will soon come out with a better way to add bookmarklets!



1. In Safari, click on the square with the arrow icon at the top of your browser
2. Click on the "Add Bookmark"
3. For the name, type in "Livebinder It"
4. Click on "Save"
5. Click on the bookmark icon
6. Click on "Edit" in the top right corner of the bookmarks menu
7. Click on the "LiveBinder It" bookmark
8. Under "LiveBinder It", cut and past the following:

```
javascript:var%20w%20=%20window.open("http://www.livebinders.com/media/add_url?url="+encodeURIComponent(location.href)+"&description="+encodeURIComponent(document.title),"LiveBinders",%20"scrollbars=0,status=0,resizable=1,location=0,toolbar=0,width=850,height=700");(function(){setTimeout('w.focus()',1000);})();
```

9. Click on "Done" on the keyboard.

Additional "help" information and  
tutorials are available at

<http://www.livebinders.com/help>

Attachments

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<http://www.livebinders.com/help>