

## LiveBinders Instructions

1. Website: [www.livebinders.com](http://www.livebinders.com)
2. Login with the assigned username and password
3. Click on “New Binder” near the top of the web page—label the binder with your first and last name (my binder would be “Jennifer Timmerman”).
4. Open the binder. If you hover over the menu at the top of the page you’ll see options such as “Go to my binders,” “Featured binders,” and “Add to shelf.” The menu option that looks like an eye allows you to edit your binder. Select that option.
5. Use the button on the top left (“Tab”) to create eight tabs. Label them IM 1, IM 2, IM 3, IM 4, IM 5, IM 6, IM 7, and IM 8. Feel free to add a tab for your resume and work experience, continuing education, and any other professional information you feel is pertinent.
6. Select the IM 1 tab. Click on the “Content” button at the top of the page. You’ll see options to upload (pics or vids), add a link to a website, link to a youtube video, and so on. If you select the “Text” option you can add columns with optional media.
7. The “Settings” button at the top of the page will allow you to change the layout and colors of your binder . . . feel free to be creative!

8. Also in the “Settings” button: the “Access” tab allows you to set a key.

Please create a 3-numerical-digit key (123 or 275, for example) and send this to your instructor with the LiveBinders link.