HOW TO MAKE A LIVEBINDER

1. Log in at: http://www.livebinders.com/
2. At the top, click **New Binder.**
3. Enter a Binder Name and a Description ~ just keep it on Private mode for now.
4. You will see you have 3 tabs.  Name them. By clicking **Tab** on the top left you can add MORE tabs.
5. Find a website you want to use, copy and paste the address into **Enter a URL** and click **Insert**.  It should appear.
6. If you want to add a Sub Tab, just click above left where it says **+Sub Tab** ~ you can add a website on Sub Tabs, too!
7. To add words above the websites:  **Content, Text, Title-Media,** *x out the screen,* **Click Here to Edit**.  You can choose a variety of fonts, sizes, colors, highlighting. . . .  Everything automatically saves as you go.
8. Next to each Tab and Sub Tab there's a red down arrow ~ click that, and at the bottom there's options to change the tab colors.  You will need to copy and paste each color's individual code to have each tab the exact same shade.  The code is where the # sign is.
9. If it's a document or photo you want to upload, go to **Content, Upload** ~ you then find where it is saved on your computer.
10. To make a cover go to **Settings, Cover**.  Click images and pick one or upload your own image.
11. To change the overall color of your LiveBinder, go to **Settings, Colors, Set Background Color.**
12. To make public, hit **Share** for sharing options.