

## 5<sup>th</sup> Period Task Sheet: FORMATTING YOUR COLLEGE LiveBinder

1. Go to <http://www.livebinders.com/>
2. Login in- Username: **EXPO5thperiod.Dearman** Password: **123govikings**
3. Find your binder; hover over it.
4. Click Edit
5. Hover on "TAB": Add 7 more tabs for a total of 10 tabs
6. Select TEXT LAYOUT
7. Select 3<sup>rd</sup> Box: TEXT MEDIA
8. Use each section of your notes as an area in a tab.
9. In Text for each page, write in your information; In Media box, add an appropriate website from your university that corresponds to the information you are covering in that section of your binder.
10. Don't forget your CITATION PAGE!!! (Use MLA Format!)
11. For "tips" on making your binder, click on "Quick Guide"
12. BE SURE TO SAVE!!!!
13. STAY OUT OF OTHER PEOPLE'S BINDER!!! YOU WILL BE REFERRED FOR DISCIPLINE IF YOU MESS W/ OTHER PEOPLE'S PROJECTS!!!!
14. May the binder be forever in your favor!