

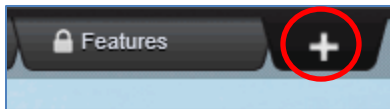
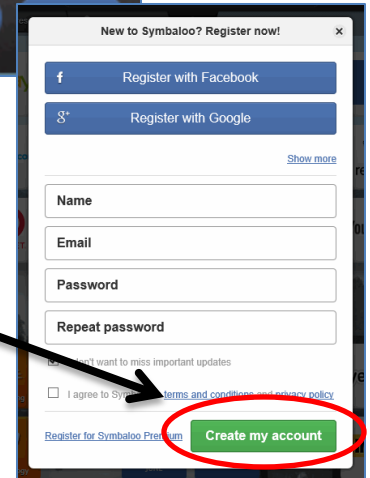
# A User's Guide to Symbaloo

Symbaloo is a visual favorite's list – a site that allows users to organize frequently used sites visually. Symbaloo is also interactive, in that users can share these “favorite lists” – called webmixes – with other users.

To create a Symbaloo account, visit the site at <http://www.symbaloo.com>.

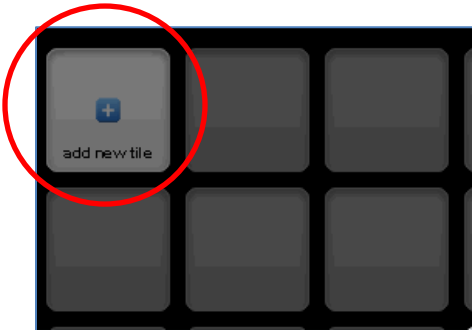
Click the button in the upper right that says “Create free account,” then fill out the registration information and click “Create my account.”

**Note:** You will be sent a confirmation email. Until you validate your account through this email, you won't be able to publish or share your webmixes.



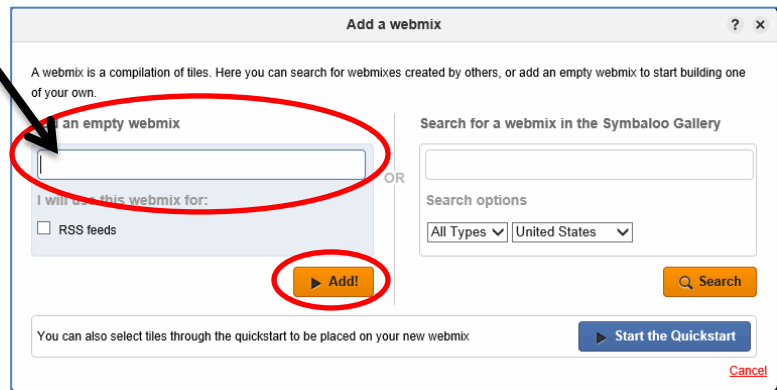
When you create a new account, it will have a few standard webmixes already added. You can see webmixes as tabs along the top of the mix you're currently looking at. To create your own webmix, click the plus sign next to those tabs.

When you click the plus sign, you have two options. Search for a webmix that someone else has created (on the right) or create your own, just put a title in the text box, and click “Add!”



Once you've created a webmix, then next step is to add links. Add them by clicking into any of the empty black boxes (called tiles).

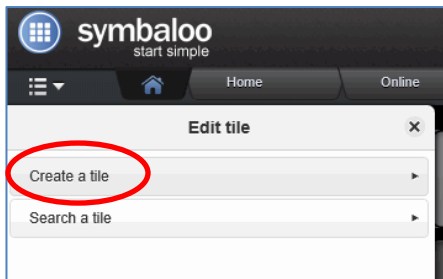
Users have two options – search for a tile (a site) someone has already added to a symbaloo, or create your own tile.



When you add your own tile, you simply put the URL of the “site you wish to add into the address box.

Click the “Show text?” checkbox to show the title of the site on the tile.

If a title doesn't automatically appear, type one into



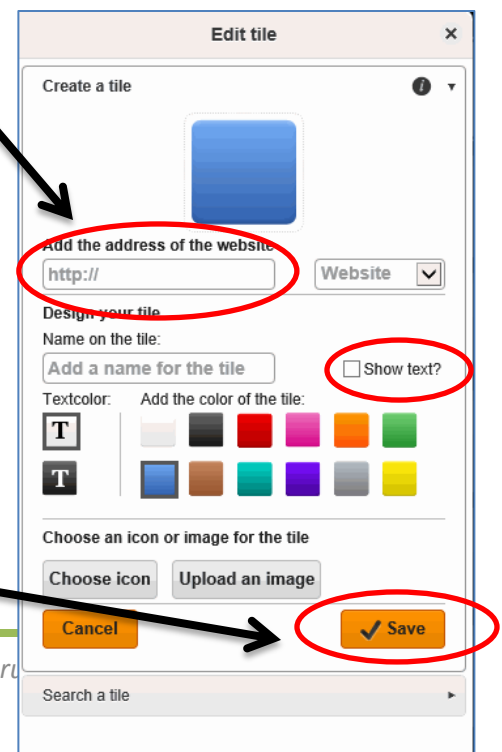
the “Name on tile” box.

Use the text color buttons to choose whether text on the tile appears in black or white.

Select the background color for the tile.

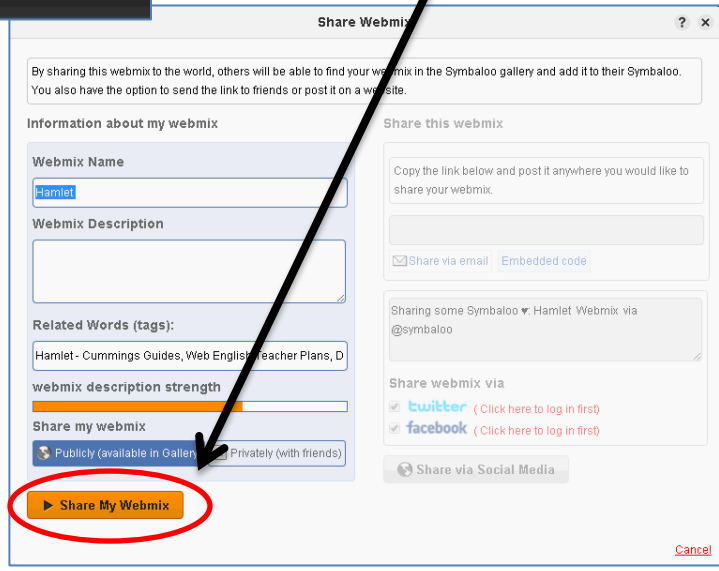
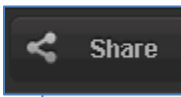
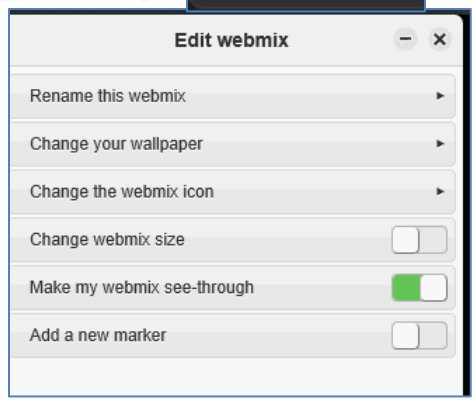
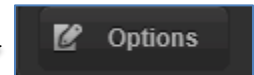
Click “Choose icon” to select a clip-art picture to appear on the tile.

Click “Save” to save the tile. It will appear on the mix in the box you initially clicked.



To change the look of the webmix, click the "Options" button above the mix. This opens the edit menu, where you can rename the mix, change the background, add or diminish the number of tiles, and more.

To allow others to view the webmix, click the "Share" icon. When the Share Webmix box opens, click "Share My Webmix" in the bottom left of the box.



Once you click "Share My Webmix," in the right column you'll be given options for sharing the mix. The link given can be distributed to any user. To get a code to embed the mix into a webpage, click the blue link that says "Embedded code."

After the first time you share a mix, you'll see this menu when you click "Share." You can get the link, embed code or stop sharing from here.

