

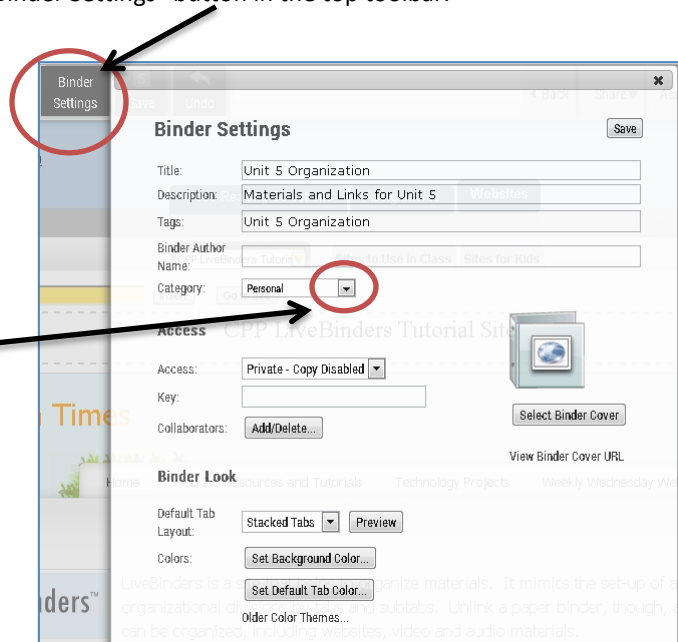
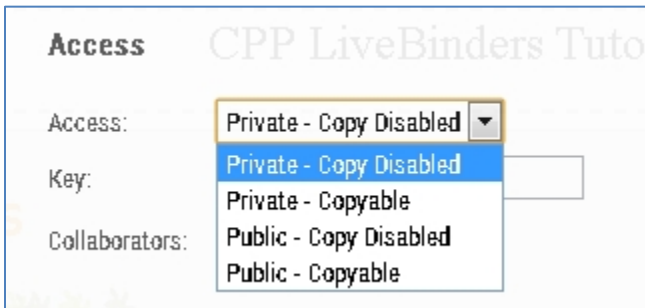
Saving and Sharing a Binder on LiveBinders

Once a completed binder is ready, decisions can be made about how (or if) to share the binder.

To set the privacy settings on a binder, click the “Binder Settings” button in the top toolbar.

The Binder Settings box allows users to set many options other than privacy, or “Access” Settings, such as the title and category of the binder and the Look, or appearance, of the binder.

To set the access settings, click the drop-down arrow next to the “Access” box in the “Access” section of the binder.



When that drop-down is selected users are offered four options:

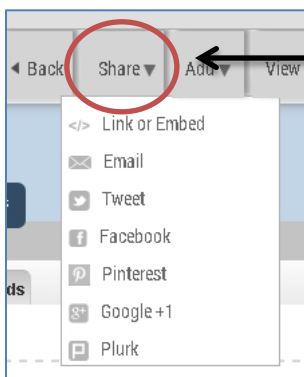
Private-Copy Disabled - Only people that the creator of the binder designates, by giving them the url and the access code, can see the binder, and only the creator can copy it.

*Access code – the access code is set in the “Key” box under the Access area. Users can set this code to whatever they want.

Private-Copyable: Only people that the creator of the binder designates, by giving them the url and the access code, can see and copy your binder

Public-Copy Disabled: - anyone can see the binder, but only its creator can copy it

Public-Copyable: anyone can see the binder and copy it



Clicking the “Share” button in the top right toolbar also offers options for sharing the binder, including embedding it, linking to it, or sharing it via email and social media.