



Binder for iPad Quick Start Guide

Contents

Downloading Binder to your iPad

Logging in to Binder

Creating a connection

- Create a connection to Learning Environment
- Create a connection to Photos
- Create a connection to Dropbox
- Create a connection to OneDrive
- Create a connection to Google Drive
- Delete a connection

Downloading documents

- Download documents

Viewing documents

Navigating within a document

- Navigate within a document
- Use the scroll bar
- Search for a term within a document

Annotating documents

- Annotate documents
- Delete annotations

Tagging documents

- Create a tag
- Tag documents
- Tag multiple documents
- Delete a tag

Editing a document's status

- Mark as favorite
- Mark as unread
- Mark as bookmarked

Exporting documents

- Open exported documents in other applications
- Copy exported documents to other applications
- Print documents
- Email documents

Archiving documents

- Archive documents

Deleting documents

- Delete documents


Version 2.0

Copyright © 2014 by Desire2Learn Incorporated.
Desire2Learn and the molecule logo are trademarks of Desire2Learn Incorporated, registered in the U.S. and other countries.

Downloading Binder to your iPad

1. On iPad, navigate to the App Store and search for “Desire2Learn Binder”.
2. Install the app.

Logging in to Binder

1. Tap the  **Binder** icon.
2. Log in using your EduDentity or Facebook account.


Creating a connection

Create a connection to access documents.


▶ **Create a connection to Learning Environment**

1. In the Fetch view, tap the **+ Add** icon in the Connections sidebar.
2. Tap **Learning Environment**.
3. Enter the Web Address that you use to log in to your institution’s Desire2Learn Learning Environment.
4. Tap **Connect**.
5. Once connected, enter your login credentials and tap **Log In**.

▶ **Create a connection to Photos**


1. In the Fetch view, tap the **+ Add** icon in the Connections sidebar.
2. Tap  **Photos**.
3. Tap **Connect**.

▶ **Create a connection to Dropbox**

1. In the Fetch view, tap the **+ Add** icon in the Connections sidebar.
2. Tap  **Dropbox**.
3. Tap **Connect**.
4. Sign in to Dropbox using your Dropbox credentials.


Note Binder converts all imported documents from Dropbox into a format that allows for annotation.

▶ **Create a connection to OneDrive**

1. In the Fetch view, tap the **+ Add** icon in the Connections sidebar.
2. Tap  **OneDrive**.
3. Tap **Connect**.
4. Sign in to OneDrive using your OneDrive credentials.


Note Binder converts all imported documents from OneDrive into a format that allows for annotation.

▶ **Create a connection to Google Drive**

1. In the Fetch view, tap the **+ Add** icon in the Connections sidebar.
2. Tap  **Google Drive**.
3. Tap **Connect**.
4. Sign in to Google Drive using your Google credentials.

Note Binder converts all import documents from Google Drive into a format that allows for annotation.

▶ **Delete a connection**

1. In the Fetch view, tap **Edit**.
2. Tap the  **Delete** icon beside the connection you want to delete.
3. Tap **Delete**.

Downloading documents

Once you establish a connection, you can download documents. Access the documents you download in the My Binder view.

▶ **Download documents**




1. In the Fetch view, tap the course you want to download documents from.
2. If documents are organized in modules, tap on a module to access its documents.
3. Tap the document you want to download. If you are downloading from Learning Environment you can tap the document to preview and then tap **Add to Binder**.

Viewing documents

In the My Binder view, tap the document you want to open. The document opens for viewing in full screen mode.

Navigating within a document


▶ **Navigate a document**

1. Tap the ▶ Expand handle to open the navigation panel.
2. Do any of the following to navigate the document:
 - a. Tap the  **Table of Contents** icon, then tap on a listed link to navigate to the linked page.
 - b. Tap the  **Annotations** icon, then tap on an annotation to navigate to the linked location.
 - c. Tap the  **Bookmarks** icon, then tap on a bookmark to navigate to the linked page.

▶ **Use the scroll bar**

1. If the menu bars are hidden, tap anywhere on the screen to display them.
2. The footer displays the scroll bar. Use the scroll bar to navigate to a specific page in the document.







▶ **Search for a term within a document**

1. If the menu bars are hidden, tap anywhere on the screen to display them.
2. Tap the  **Search** icon on the navbar.
3. Enter your search term.
4. Tap **Search**.

Annotating documents


You can augment documents by applying annotations.

► Annotate documents

1. Tap the  **Expand** handle to open the annotation wheel.
2. Do any of the following:
 - a. Tap  **Create Note**, then tap on the document to add the note. Enter your text and tap **Done**.
 - b. Tap  **Highlight**, then drag your finger over the text you want to highlight. You can tap the color selector to change colors. Tap **Done**.
 - c. Tap  **Draw**, then draw with your finger. You can tap the color selector to change colors, color opacity, and line thickness. Tap **Done**.
 - d. Tap  **Underline**, then drag your finger over the text you want to underline. You can tap the color selector to change colors. Tap **Done**.
 - e. Tap  **Strikethrough**, then drag your finger over the text you want to strikeout. You can tap the color selector to change colors. Tap **Done**.

Note In image documents, the only annotation actions available are **Create Note** and **Draw**.

► Delete annotations

1. Tap on the annotation you want to delete.
2. Tap the  **Delete** icon in the menu bar.
3. Tap **Delete**.

Tagging documents

You can tag downloaded documents to assist with navigation and classification. Binder automatically tags downloaded documents with the name of the associated course.



► Create a tag

1. In the My Binder view's Tags panel, enter your new tag in the Create a New Tag field.
2. Tap the **+** **Add** icon to save the tag.


► Tag documents

In the My Binder view's Tags panel, drag a tag from the tag panel and drop it on the document you want to tag.

► Tag multiple documents

1. In the My Binder view, tap **Edit** from the documents list.
2. Select each document you want to tag the same by tapping on the  **Select** toggle.
3. Tap the  **Tag** icon.
4. Tap on each tag you want to add. You can tap a tag in the Shared Tags section to undo a tag.
5. Tap **Done**.

► Delete a tag

1. In the My Binder view's Tags panel, tap Edit.
2. Tap the  **Delete** icon beside the tag you want to delete.
3. Tap **Delete**.

Editing a document's status

▶ **Mark as favorite**

1. Tap on a document from the document list.
2. If the menu bars are hidden, tap anywhere on the screen to display them.
3. Tap the ★ **Favorite** icon on the menu bar.

▶ **Mark as unread**

Note Your document is automatically marked as read the first time you access it.

1. Tap on a document from the document list.
2. If the menu bars are hidden, tap anywhere on the screen to display them.
3. Tap the ● **Read** icon.


▶ **Mark as bookmarked**

1. Tap on a document from the document list.
2. If the menu bars are hidden, tap anywhere on the screen to display them.
3. Use the scroll bar to navigate to the specific page in the document you want to bookmark.
4. Tap the 📖 **Bookmark** icon in the footer menu bar.


Exporting documents

You can export documents to open and copy them in supported applications, print them, and email them in a PDF format.

► Open exported documents in other applications


1. Tap on a document from the document list.
2. If the menu bars are hidden, tap anywhere on the screen to display them.
3. Tap the  **Export** icon in the footer menu bar.
4. Enable the following options:
 - **Include Annotations** Export a non-editable version of the annotated document.
 - **Editable Annotations** Export an editable version of the annotated document.

Note To export document with no annotations, ensure that both the **Include Annotations** and **Editable Annotations** options are not selected.


5. Tap  **Open In**, then tap the application you want to open the document in.

Note Only supported applications will display.

► Copy exported documents to other applications



1. Tap on a document from the document list.
2. If the menu bars are hidden, tap anywhere on the screen to display them.
3. Tap the  **Export** icon in the footer menu bar.
4. Select one of the following:
 - **Include Annotations** Export a non-editable version of the annotated document.
 - **Editable Annotations** Export an editable version of the annotated document.

Note To export the original document with no annotations, ensure that both the **Include Annotations** and **Editable Annotations** options are not selected.



5. Tap  **Save Copy To**, then tap the application you want to save the document in.
6. Tap **Save**.

Note Only connections you've created and supported applications will display.

► **Print documents**

1. Tap on a document from the document list.
2. If the menu bars are hidden, tap anywhere on the screen to display them.
3. Tap the  **Export** icon in the footer menu bar.
4. Tap  **Print**.
5. Set your Printer Options and tap **Print**.



► **Email documents**

1. Tap on a document from the document list.
2. If the menu bars are hidden, tap anywhere on the screen to display them.
3. Tap the  **Export** icon in the footer menu bar.
4. Tap  **Email**.
5. Enter the message information, the **To** and **Subject fields**, and then tap **Send**.

Archiving documents



You can archive documents so they only display when explicitly filtered.

► **Archive documents**

1. In the My Binder view, tap **Edit** from the documents list.
2. Select each document you want to archive by tapping on the  **Select** toggle.
3. Tap the  **Archive** icon in the footer menu bar, then tap **Archive**.

Deleting documents in Binder

► **Delete documents**

1. In the My Binder view, tap **Edit** from the documents list.
2. Select each document you want to delete by tapping on the  **Select** toggle.
3. Tap the  **Delete** icon in the footer menu bar, and then tap **Confirm**.

Notes

- Documents are permanently deleted and can't be restored.
- You cannot delete documents purchased from the Binder store.