



www.lifeofmine.com - Tutorial

Student Guide

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Introduction

This 2-hour course will teach you how to navigate the website, where to record information and how to use many features of the website. It is very simple to use and you should find this course interesting and enjoyable.

You will log on to your own account and start recording your own *Life Story*. When you get home, simply connect to the Internet, sign in, and continue. All the information that you record during the course will be visible from your own computer at home!

Course Structure

The course is organised into sections. Each section covers a separate part of the website. We have provided some time estimates for each section so you can make sure you are on target to complete all the sections within 2 hours. Don't worry if you don't have time to record very much information. It is more important that you understand how to use the website and learn what features are available. If you complete the course with time to spare you can always go back and record more details in any of the sections.



This symbol appears next to information that is of a general nature. New users may find some of the information particularly interesting and helpful.

Prerequisites

You need access to the Internet in order to use the software. Lifeofmine.com is a web-based service and the software is only available online.

Before you begin this course you will need to have purchased a subscription. Alternatively, you can sign-up for a Free Trial, which lasts for 3 days.

Subscriptions may be available from your Learning Centre administrator, or you can subscribe online using our secure (128-bit encrypted) online credit card payment facility.

Both Mac and PC

These course notes can be used for either Macintosh or PC platforms.

Section I – Signing in

What you will do in this section:



- Connect to the Internet
- Launch your web browser
- Access www.lifeofmine.com
- Enter your Member ID and password

1.1 Connect to the Internet

Whenever you want to use the website you have to connect to the Internet. Most people have dial-up modems that connect to local Internet Service Providers (ISP's) using a phone line.

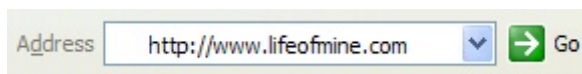
1.2 Launch your web browser

Most people use either Internet Explorer or Netscape Navigator to browse the web.



You probably have an icon or shortcut on your desktop that looks something like this (depending on what version of Windows or Mac OS you are using). Double-click the icon to launch your web browser.


1.3 Access www.lifeofmine.com



Type www.lifeofmine.com in the *Address* field and press the **Enter** key or click the **Go** button.

Make sure your browser window is *maximised* so it fills the entire screen.



To maximise your browser window, click the  button that appears next to the cross in the top-right corner of the window. You can restore the window back to its previous size by clicking the button that appears in its place. If you don't maximise the browser window, the website will still work, but you will probably have to use the horizontal and vertical scroll bars to move the visible part of the page in order to see it all.

1.4 Enter your unique Member number and Password

Member Sign-In

Member number

Password

Type your Member number and 6-digit temporary password in the boxes and then click the Sign-In button.

It is important to keep your Member number in a safe place. This number never changes and you will need to use it every time you sign-in.



The website uses 128-bit SSL data encryption to ensure your information cannot be viewed during transmission over the Internet. As soon as you sign-in a padlock will appear in the Status Bar, indicating that the connection is secure. If you do not see a padlock your Status Bar has probably been hidden from view. To unhide the Status Bar click *View* and then click *Status Bar*.

Section II – Required Information

What you will do in this section:

- Complete the first-time sign-in screen
- Read the Terms & Conditions
- Find out about the general layout of the site.



2.1 Required Information

Before you can start recording your Life Story you need to provide some required information. You will probably have to use the scroll bar on the right-hand side and scroll down to see the bottom of the form.

You can change any of this information later EXCEPT your date of birth. Please make sure it is recorded correctly as the date is used throughout the site to calculate your age.

2.3 Terms and Conditions

Our Terms and Conditions must be accepted before you can start using the website. We in no way want to offend you or put you off subscribing to our service. The Terms and Conditions protect you, and all our members, as well as ourselves.

2.3 Layout

You can now see the *User Interface* for the software. The tabs across the top of the screen are used to navigate the website. They are fairly self-explanatory, but here is a brief description of each:



This tab gives you access to your account administration page.



The *Myself* tab is where you to record information about you.



Use this tab to add friends and family members to your story.



This tab allows you to record where you have lived.



Use this tab to add personal events and memories to your story.



Click this tab to add world and regional events to your story



Click the *My Life* tab to see your life story unfold.

Section III – Myself

What you will do in this section:



- Change your password
- Review general website rules
- Complete recording details about yourself
- Save your changes
- View your story so far!

3.1 Change your Password



Click on the *Account* tab to access your account information.

When you first join *lifeofmine.com* you are assigned a randomly generated number as a temporary password. It is a good idea to change it to something more meaningful and one that you can easily remember. Passwords must be 6-15 characters long and must not contain any symbols. We recommend that you change your password every 90 days.



A good password is one that only you will know and one that will be difficult for other people to guess. The best passwords use a combination of letters and numbers, making a word that you can't find in a dictionary.

Change Password	
Current Password	<input type="text"/>
New Password	<input type="text"/>
Verify Password	<input type="text"/>
<input type="button" value="Change Password"/>	

The *Change Password* panel looks like this. Type your existing password in the top box. Type your new password in the bottom two boxes and click the *Change* button.

A message will be displayed at the top of the page confirming the change.



To stop anybody else seeing your password, black dots will be displayed instead of characters. Don't worry if your new password doesn't fit in the space provided - just type it in and the dots will scroll across to make more room.

3.2 Review general website rules

Before you really get stuck into recording your story, now is a good time to lay down some rules. There will be no running in the corridors!

There are four main rules that apply throughout the website:

- 1. If a field does not apply, just leave the box blank.**
- 2. All fields are optional. Record only what you want.**
- 3. Dates can be partial or exact (i.e. year-only, year and month or the exact day).**
- 4. You decide how much information you record. Some people will choose to write long stories, others will write short summaries.**

**Definitions of terms:**

A *field* is a place for storing specific information in a database, like a labelled box. Fields can be used to store different things such as text, dates or numbers. A *character* is a letter, a number or a symbol (i.e. a single keystroke).

3.3 Record information about yourself



Click on the *Myself* tab to access your personal information.



Complete the form by recording your names, birthplace and occupations.

You can be as general or as specific as you like with your birthplace. For example you might record just the city where you were born, or you might include the town, suburb or name of a hospital.

Your occupation(s) will appear as a subtitle in your *Life Story* so we recommend that you include only one or two occupations here. Other occupations should be recorded as *Personal Events*, so they appear in your *Life Story* in chronological order.



Don't worry if something does not fit in the space provided. The text will scroll across to make more room as you type (100 characters maximum).

3.4 Save your changes!



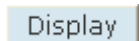
You will probably learn this lesson the hard way! You have to click the Save button on each page after you have made any changes.

3.5 View your story so far



Click on the *My Life* tab to view your Life Story.

My Life is what this website is all about. You can click on this tab at any time to see your story unfold. There are currently two reports: *Life Story* and *Family & Friends*. The *Life Story Report* is a chronological list of events that are a culmination of everything that you record under the other tabs. The *Family & Friends Report* will display a list of the people that you record under the *Family & Friends* tab.



Click on the Display button to view your *Life Story*

You will see a screen that displays your name and your birthday. This is like viewing the blank pages of a new exercise book or diary. Most people return frequently to this page to see their story unfold. In the next section you will add some family members.

Section IV – Family and Friends



20 mins

What you will do in this section:

- Add some family members to your story
- Record details about some family members
- Define a marriage
- View your story so far
- View your Family and Friends Report

4.1 Add family members



Family & Friends

Click on the *Family & Friends* tab to add family members and friends to your story.

Adding family and friends to can be a 2-step process:

1. Add their names and select their relationship to you from the drop-down menu.
2. After you have added them, you can click the Details button that appears next to each name to record more information about each person.

For now, just add a few family members. We will complete their details soon...



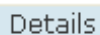
Add a few people, such as your husband, wife, children, parents or siblings by typing their names and clicking the *Add* button. You can add as many or as few people as you like, but for now, just add a few (say 3 or 4). You can come back any time in the future to add more relatives or friends. It doesn't matter which order you add them.



As you add family members, they appear in a list on the *Family and Friends* page. They are sorted in a pre-defined order. Partners appear at the top, followed by your children, your parents and siblings... to third cousins and friends.

4.2 Record details about some family members

Now that you have added a few people, you can record some of their details.



Details

Click the details button next to one of the people you have added.



Complete as many details as you want to. For some people you will probably want to check some dates or details and record those later.

The *Comments* field is used to record anything specific about the person. The information you record here will be displayed in the *Family and Friends Report*.



Save

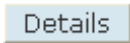
Click the Save button when you're done.



Repeat the above to complete details for other family members and friends

4.3 Define a relationship between two people

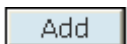
You need to know the date of marriage of at least two individuals (which can include yourself) to complete this section. For example, you can add your husband, wife or partner in the previous page OR add two other people who are married such as your mother AND father.



Click the Details button to display the details of someone who is married (most people will select their husband or wife) and scroll to the bottom of the page so you can see the Partners panel.



Select the person's partner from the first drop-down box (select yourself from the list if you are defining your own marriage), and then select the applicable Marital Status and Date.



Click the Add button to record the relationship



Don't forget to click the Save button when you have finished!

4.4 View your story so far



Click on the *My Life* tab to view the your Life Story. Click the Display button to see what has changed.

You may notice that some things have appeared automatically in your story. If you recorded any birth dates for your parents or older siblings you will see how old they were when you were born.

An important note about dates:

Only those events that have occurred since your YEAR OF BIRTH will be displayed in your Life Story, since your story starts in the year you were born.

For example, if you record the birth date of your parents and grandparents, those dates will appear in your *Family and Friends Report*. But because these events happened before you were born, they will not appear in your Life Story.

4.5 View your Family & Friends Report



Click your browser Back button to display the previous page. You can also click the *My Life* tab again, even though it is currently selected.



Click the button next to the *Family & Friends Report* and then click the *Display* button

The family members you have added will be displayed. This report can be printed (See Section 8 – Other website features).

Section V – My Homes

**10 mins**

What you will do in this section:

- Add places where you have lived
- Record details about your homes

5.1 Add places where you have lived



Click on the *My Homes* tab to add places where you have lived.



You can record any number of homes. For now, just record one or two places where you have lived and when you moved there. The locations will be used in the next sections, so for these first few locations try to choose places where you have lived for the majority of your life.

An important note about regions:

The database section (Section 7) uses the information recorded in *My Homes* to show local events that occurred in the places where you were living at the time.

So if you were living in New Zealand in 1968 you will see the Wahine Disaster in the list of database events. If you were living in another country at the time you will see local events for that country instead.

5.2 Record details about the places you have lived in



Click the details button next to one of the homes you have added.



In the Comments field you can record a description of each home and what it was like living there. If you click the highlight checkbox, the address will appear in bold in your Life Story.



Don't forget to click the Save button when you have finished!

Section VI – Personal Events



What you will do in this section:

- Add a personal event
- Record details about a personal event
- View your Life Story

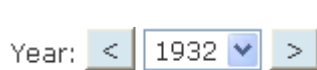
6.1 Add a personal event





Click on the *Personal Events* tab to record your personal memories.

The Personal Event page is where you can record anything you like about any of your memories. As in the previous sections, adding Personal Events can be a 2-step process:

In this case, you add an event headline, which is a brief description of the event. After you have added the headline you can record details about the event.



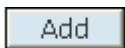
Select a year by clicking  or .

Also try the year-selector by using the drop-down box.

You will notice that the year drop-down box starts in the year that you were born and your age changes as you scroll through the years.



Add a personal event to your story by typing a headline for the event. Many people start by recording where they went to school.

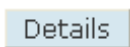


Click the Add button to record the headline



The *Refresh* button is used to re-display the window if you are using an old browser that does refresh automatically when you select a different year. We would suggest you update your web browser software.

6.2 Record details about a personal event



Click the details button that appears next to the headline you have just added.



You can now record up to 5000 characters (roughly 1000 words) about this event in the *Comments* field. You can also make the headline bold in your Life Story by clicking the *Highlight* check-box if you want to.



As always, click the *Save* button when you have finished.

6.3 See how your story is looking now



Click on the *My Life* tab and then click the *Display* button to view your Life Story.

Section VII – Event Database

The database of events is the most significant part of the website. Here you can browse thousands of pre-recorded events and add them to your story with a single click. The events will almost certainly bring back lots of memories to help you build your story. You can record your own memories about any of the events.

What you will do in this section:



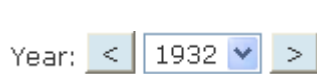
- Browse the Event Database by year
- Add a database event to your story
- Record details about the event
- Browse the categories by year
- Browse the Event Database by category
- Search the Event Database for a specific event
- View the online suggestion form
- View your Life Story



7.1 Browse the Event Database by year



Click on the *Database* tab to browse the database of events.

When you first click on the *Database* tab you will see major events for a given year.



Browse some other years either by clicking  or . Also try the year-selector by using the drop-down box.

Each time you select a different year the web page should automatically refresh to display the events for the year you have selected. If your screen does re-display the correct events when you select a different year, click the *Refresh* button.

You will notice that the database is displaying a selection of major world events. You may also see some **local events**, depending on what you recorded under the *My Homes* tab. The database displays the current locations on left hand side, above the Categories panel. As a general rule, if you have lived in different countries at different times of your life you should record all those locations in *My Homes* before you start adding Database events.

7.2 Add a database event to your story




Select any event that you would like to add to your story and click the check-box next to the event.



Click the *Save* button. It's as simple as that!

7.3 Record details about a database event

Some events have additional descriptions, indicated by a notepad symbol  next to the *Details* button.



Find an event that includes an additional description, preferably one that you would like to add to your story, and click the check-box next to the event.

Details

Click the details button next to database event you have just selected.



The event *Description* is optional text that you can include in your Life Story. If you do not want to include the description, uncheck the check-box that appears below the description.



You can now record up to 5000 characters (roughly 1000 words) about this event in the *Comments* field. You can also make the headline bold in your Life Story by clicking the *Highlight* check-box if you want to.

Save

If you haven't already, click the *Save* button!

7.4 Browse the categories by year

There are thousands more events, sorted into four categories and 31 subcategories. The *Category* panel displays the hierarchical structure of the database. The symbol indicates the presence of subcategories.

Categories

- Arts
- Entertainment
- News & Events
- Sport

Click on a category on the left hand side of the page. When you click on a category, the subcategories are displayed along with the major events for the category. The symbol changes to , indicating the hierarchical structure. The numbers in brackets indicate the number of items within each category.



Click on a *subcategory*. All the events associated with that subcategory will be displayed.

You can add any event to your story simply by clicking the check-box next to the event.

7.5 Browse the Event Database by category

So far we have been viewing the Event Database a year at a time. You can also browse by category, which will display all events in a category for all years since your year of birth until the current year.



Because there are so many events in some of the categories, the time taken to download them will be slower than viewing events by year. If you are sharing a dial-up modem on a network we advise that only one person tries this at a time.

By Category**Categories**

- Arts
- Entertainment
- News & Events
- Sport

Click the *By Category* button above the year selector.

If you click on one of the categories on the left hand side of the page, **ALL MAJOR** events for the category will be displayed.

If you then click on one of the sub-categories, **ALL** events for the sub-category will be displayed (up to 100 items at a time).



Click on any of the check-boxes to add events to your Life Story and then scroll to the bottom of the page to save your changes.

7.6 Search the Event Database for a specific event

Sometimes you may remember a specific event that you would like to add to your Life Story, but you can't remember exactly when it occurred.



Click the *Search* button on the right hand side of the page.



Type "Kennedy" (without the quotation marks) in the *Keyword* box and click the *Search* button.

You can now see how the search function locates events. If you can't find the event you are looking for, try searching *All Information*, not just the event headlines.



The search function will also work with parts of a word or more than one word. Try typing "first man" (without the quotation marks) in the *Keyword* box and select *All Information* from the drop-down box. Click the *Search* button.

You will see that some of the event headlines do not contain "first man" but the event descriptions do.

7.7 View the online suggestion form

If you still can't find the event you are looking for we would really appreciate you telling us about it.



Click the link below the save button.

A web form will be opened, enabling you to easily notify us about missing events.



Click the *Suggestion Type* drop-down box

You can see that this form can be used to advise us of database suggestions, mistakes or general site improvements.

One of the significant benefits of using an online product is that it will continue to be developed and updated. Once a member's suggestion is included in the database, the event will be visible to everyone.

7.8 See how much you have done already!



Click on the *My Life* tab and then click the *Display* button to view your Life Story.

Section VIII – Other website features

**10 mins**

What you will do in this section:

- View a Printer Friendly version of your Life Story
- Copy your Life Story into Microsoft Word®
- Use the Age Calculator
- View online Help

8.1 View a Printer Friendly version of your Life Story



Click the *Printer Friendly* button below the *My Life* tab. A new browser window will open and your Story will appear without any tabs.

This uncluttered version of your story can be printed directly from your web browser by clicking *File* and then *Print*.

8.2 Copy your Life Story into Microsoft Word®

This is an optional topic. You need to have basic knowledge of Windows or Mac OS and a word processing application such as Microsoft Word® to complete this topic.



Apple Macintosh users should substitute the Mac Command key ⌘ for the Windows Control key below. Do not type the square brackets.

Ctrl-A
[⌘-A]

Press and hold the Ctrl key (there are two of them under each shift key - either one will do) and then press the “A” key. This is a standard Windows keyboard shortcut for clicking “Edit” and then clicking “Select All”.

Ctrl-C
[⌘-C]

Press and hold the Ctrl key, but this time press the “C” key. This is a standard Windows keyboard shortcut for clicking “Edit” and then clicking “Copy”.



Launch Microsoft Word® by double-clicking it’s icon.

Ctrl-V
[⌘-A]

Press and hold the Ctrl key and then press the “V” key. This is a keyboard shortcut for clicking “Edit” and then clicking “Paste”.

Your entire Life Story will now appear in Microsoft Word®. This document can be saved to your local hard disk drive where it can be edited, formatted and printed. You can even include pictures (see Appendix 2).



Close Microsoft Word® without saving your changes and return to your web browser. Also close the Printer Friendly window so you can see the tabs.

8.3 Use the Age Calculator

The Age Calculator can be used to help you work out how old you were at a given year, or determine what year is was when you turned a certain age. It is personalised calculator that uses your year of birth - which you recorded at the very beginning of the lesson.



Click the *Calculator* link above the *Database* tab. A small window will open.

Select a year or age and click one of the calculate buttons. The result will be displayed.

8.4 View the online Help

The website includes substantial online Help in the form of a User Guide, including a .pdf version that you can download and print.



Click the *Help* link above the *My Life* tab. The online help launches in a new browser window.

The online help is Topical, which means that whenever you click the Help link, you will see help content for the web page that you are using.

You can browse the User Guide online by clicking the topics and sub-topics on the left hand side of the page. The help system has navigation buttons like a web browser so you can click back to a previous page or forward again.

The User Guide is full of useful information including tips for beginners. It is written in easy-to-understand language and covers all aspects of the website.

This is the end of the lesson.

The last two pages (appendix pages) describe optional tasks that you can complete if you have time.



Click the *Sign-out/Home* link above the *My Life* tab to end your session and disconnect from the Internet.

Thank you for taking this course. We really hope you enjoyed it and you continue to enjoy using the website at home.

Please feel free to tell your friends about the service. We would be delighted to hear from them too. Using our referral system, you can get some free days added to your subscription when your friends join. Click on Tell a friend above the tabs for more information.

From the team at www.lifeofmine.com

Appendix 1: Copy and Paste text from another application

This is an optional topic. You need to have basic knowledge of Windows or Mac OS and a word processing application such as Microsoft Word® to complete this topic.

You can copy text from another application such as Microsoft Word® and paste it straight into the comments field! This feature will be particularly useful for people who have already started writing their memoirs and what to copy what they have written into lifeofmine.com.

Copying text from a word processing application has two significant benefits:

1. You can use the spelling and grammatical proofing tools of your word processing application to correct any mistakes.
2. You can write some of your story 'off-line' (i.e. not connected to the Internet).



Apple Macintosh users should substitute the Mac Command key \mathring{A} for the Windows Control key below. Do not type the square brackets.



Add a new Personal Event headline (for example, an early memory). If you can't think of a real example, just call the headline "Test copy from Word". Do not complete the details yet.



Minimise your browser window by clicking the *Minimise* button



Launch a word processor such as Microsoft Word® by double-clicking it's icon. If you use a PC and you don't have Microsoft Word® installed, you can probably use a text editor called WordPad that is shipped with Windows 98/Me/XP. Click Start, Programs, Accessories, WordPad to start the application.



Type a few sentences to describe your Personal Event. If you can't think of something, just write a line of random keystrokes.

Ctrl-A
[\mathring{A} -A]

Press and hold the Ctrl key (there are two of them under each shift key - either one will do) and then press the "A" key. This is a standard Windows keyboard shortcut for clicking "Edit" and then clicking "Select All".

Ctrl-C
[\mathring{A} -C]

Press and hold the Ctrl key again, but this time press the "C" key. This is a standard Windows keyboard shortcut for clicking "Edit" and then clicking "Copy".



Click the Web Browser button in the task bar (at the very bottom of your screen), to restore you browser window.

Details

Click the details button that appears next to the headline previously added



Click your left mouse button anywhere in the Description box

Ctrl-V
[\mathring{A} -V]

Press and hold the Ctrl key and then press the "V" key. This is a keyboard shortcut for clicking "Edit" and then clicking "Paste".

The text that you copied from the word processing application should appear in the Description field. If you want to delete the event, simply click the delete button and then confirm.

Appendix 2: Inserting images using Microsoft Word®

This is an optional topic. You need to have basic knowledge of Windows and Microsoft Word® to complete this topic.

Inserting images into your Life Story is very simple using Microsoft Word®.

There are several sources for pictures including scanned photographs, digital camera photos and images from the Internet.

Begin by making a local copy of your Life Story.



Copy a Printer Friendly version of your Life Story into Microsoft Word® using the instructions in Section 8 and save the document on your hard drive.

Locally stored images

For scanned photographs and digital camera photographs you need to know the name of the file and folder where the image is stored.



Scroll down to where you want to insert the image and click once at the insertion point. Then click Insert, Picture, From File...
Locate the image and click the Insert button.

Once you have inserted the image it can be re-sized by clicking on a corner and dragging toward the centre of the image.

Images from the Internet



Use a search engine (e.g. www.google.com) and browse the web to locate an appropriate image. There are millions of images that you can use for personal use on the Internet.



Right-click (using the right mouse button) on just about any image in your web browser and select *Copy* (using the left mouse button). Some image files may be encrypted and cannot be copied.



Make Microsoft Word® the active window.



Scroll down to where you want to insert the image and click once at the insertion point



Apple Macintosh users should substitute the Mac Command key ⌘ for the Windows Control key below. Do not type the square brackets.

Ctrl-V
[⌘-V]

Press and hold the Ctrl key and press the “V” key. This is a standard Windows keyboard shortcut for clicking “Edit” and then clicking “Paste”.

Once you have inserted the image it can be re-sized by clicking on a corner and dragging toward the centre of the image.

Don't forget to save your document!