



www.lifeofmine.com

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Managing your Account

Use the *Account* tab to access information about your account and subscription.

Expiry Date

The *Account Status* panel displays your subscription's expiry date, along with the number of days remaining. You must have a current subscription to *lifeofmine.com* in order to build and view your Life Story.

Account Status	
Expiry date	Mar 11 2005 (543 days)
Tell a friend about This is My Life and extend your subscription for Free! Learn more.	
<input type="button" value="Re-subscribe"/>	

The *Account Status* panel looks like this.

The days until expiry will update automatically every day at 0:00Hrs EST

Renewing your Subscription

When your account nears its expiry date it is time to renew your subscription. To do this, click the *Re-subscribe* button in the *Account Status* panel. You will be asked for your credit card information. Enter this carefully and then click the *Subscribe* button. The subscription web page uses a secure (encrypted) connection to our payment gateway so nobody else can read your credit card details.

Tell a friend

If you like using *lifeofmine.com* and you think some of your friends would too, we have made it as easy as possible for you to tell them - and we'd like to say thanks by giving you a small gift as a gesture of our appreciation.

When you use the form that we have provided to refer someone to *lifeofmine.com*, and they join within 30 days, we'll say 'thanks' by extending your subscription by **60 days for free**. This applies to every person who you refer, so if you refer six different friends, and all six people subscribe, you would get 360 days for free added on to your existing subscription. There is no limit to the number of people you can refer.

Email address 1

2

3

4

5

To make a referral, simply enter the email address for each person in the boxes provided, up to 5 email addresses at a time.

Note: Your friends must use the same email address to subscribe in order for us to extend your subscription for free.

I really think you will enjoy using this website.

Send

You can send an optional comment to each address. You could say why you like *lifeofmine.com* and why you think your friends would too.

Click the Send button once.

Tell a friend Calculator Help Sign-out/Home

You can access the referral page at any time by clicking the *Tell a friend* link above the tabs.

Changing your Email Address

If you need to change your email address you can enter your new address in the Email Address field (under the *Contact Email Address* panel) and then click the *Change* button.

Contact Email Address

Email Address

Send me newsletters.

Address me as

Change Email

The *Contact Email Address* panel looks like this. Don't worry if your email address doesn't fit in the space provided. Just type it in and the text will scroll across to make more room.

You can also choose how you would like us to address you when we communicate with you.

Newsletters

From time to time we would like to e-mail you a free newsletter that will keep you informed about our products and services. If you decide that you do not want to receive the newsletter you can remove the tick from the checkbox.

Changing your Password

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.

Note for beginners: 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. You could combine a date (e.g. a date of birth, year of marriage etc) with a name or word (e.g. first pet or favourite colour).

Your password must be between 6 and 15 characters in length and must contain numeric and letter characters only i.e. no spaces or grammatical/symbol characters

Changing your password is a simple exercise. In the *Change Password* panel enter your current password (identifying you as the account holder) and then your new password TWICE, once in the *New Password* field and again in the *Verify Password* field. Finally click the *Change button* to submit the change.

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.

Passwords must be 6-15 characters long and must not contain any symbols (for example: !@#\$\$%)

Note for beginners: 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.

Forgotten Password

In case you forget your password you will have selected a secret question and recorded the answer during the registration process. Your question and answer are displayed under the Account tab and you can change them at any time.

If I forget my Password	
Ask me for	<input type="text" value="My favourite sports team"/> <input type="button" value="v"/>
My answer is	<input type="text" value="Your answer"/>
<input type="button" value="Change Q & A"/>	

Use the drop-down box to select a new secret question and type the answer in the box below.

You should choose a question and answer that other people are unlikely to guess.

If you forget your password you can request a new temporary password that we will email to you. There are instructions on the sign-in page that explain what to do.

The secret question and answer is used to verify that you are the person requesting the password be reset.

The following steps outline the process if you forget your password:

1. You request a new temporary password (from the sign-in page)
2. We display your secret question
3. You type in the answer (very few people should know the correct answer)
4. If the answer is incorrect we will tell you that the answer is wrong
5. If the answer is correct we will immediately email you a new temporary password
6. You access your email (which is private and secure) and retrieve the password.

Note: Only you will have access to the new password via your email.

7. Sign-in to your account using the new password
8. Change your new password to one that is more meaningful and one that you can easily remember.



Information about you

Use the *Myself* tab to record information about yourself.

Account **Myself** **Family & Friends** **My Homes**

Myself

Personal Details

- **First name**
- Middle names**
- **Last name**
- Maiden name**
- Nickname**
- Date of birth**
- Gender** Male Female
- Birth place**

Life Story

Story subtitle

Display my age

Date of birth

Your birth date will be used many times throughout the site to calculate your age when events occurred. Your date of birth was recorded when you first signed in to the website and cannot be changed.

Birthplace

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.

Note for beginners: Don't worry if your address does not fit in the space provided. Just type the full address in one line using spaces and commas to separate the location. The text will scroll across to make more room (100 characters maximum).

Story subtitle

Type a heading that will appear under your name at the top of your Life Story. You may choose to type your occupation, or your birth date and birthplace. Or you may choose to list your qualifications.

Display age

You can choose to automatically display your age in your Life Story. Use the dropdown box to select the frequency. You can change this setting at any time and your story will instantly change to reflect your choice.

Saving your information

After you have entered information on any page you have to click the save button. This applies when you add new information or change any existing information. If you do not save changes, any details that you have added or modified will not be recorded.

Family & Friends**Your Family and Friends**

Family & Friends is used to record details about your loved ones – including when they were born, when they died and when they were married.

You can include as many people as you like. You may want to include just your immediate family or you may decide to record members of your extended family and close friends.

All the details you record here will appear in the *Family & Friends Report* under the *My Life* tab.

Note: There are two reports under the *My Life* tab – one that lists of all your friends and relatives, and another that displays the story of your life.

Every event that you record (which occurred during your own lifetime) automatically appears in your Life Story - along with any details or descriptions that you write about the events. For example, if you record your children's date of birth, their birth dates will automatically appear in your story.

Sometimes you might record events in *Family & Friends* that occurred before you were born (e.g. the year your grandfather was born). These events will be displayed in the *Family and Friends Report* but will not be displayed in your *Life Story Report* because your story starts the year you were born.

Adding Friends and Family

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

1. Add their names and select the relationship from the drop-down menu.



Account	Myself	Family & Friends	My Homes	Personal Events
Family & Friends				
First Name	Last Name	Relationship	Add	
<input type="text"/>	<input type="text"/>	Relationship <input type="button" value="v"/>	<input type="button" value="Add"/>	

2. (Optional) After you have added them, you can click the *Details* button that appears next to their name to complete their details. If two or more people are related (for example by marriage), **add** them **both** before you complete their details. You can then define their relationship in the *Details* section.

Account	Myself	Family & Friends	My Homes
Family & Friends - Details Page			
• First name	<input type="text"/>		
• Last name	<input type="text"/>		
Middle names	<input type="text"/>		
Nick name	<input type="text"/>		
Maiden name	<input type="text"/>		
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female		
Birth date	Month <input type="text"/>	Day <input type="text"/>	Year <input type="text"/>
Death date	Month <input type="text"/>	Day <input type="text"/>	Year <input type="text"/>
Birth place	<input type="text"/>		
Occupation(s)	<input type="text"/>		
• Relationship	Relationship <input type="text"/>		
Comment (1000 character limit)	<input type="text"/>		
Life Story	<input type="checkbox"/> Exclude from Life Story		
	Display age	Never <input type="text"/>	

All fields are optional except those marked with a dot on the left hand side.

Don't worry if a name doesn't fit in the space provided. Just type the person's name and the text will scroll across to make more room (100 characters maximum).

You don't have to record the exact date for births and deaths. You can select partial dates e.g. just the year.

Note: For the person to *automatically* appear in your story you must include a date (birth, death, or change of marriage status) that occurred during your lifetime.

Date of Birth and Death

Month <input type="text"/>	Day <input type="text"/>	Year <input type="text"/>
----------------------------	--------------------------	---------------------------

Use the *Year*, *Month* and *Day* drop-down boxes to define the date that a person was born or died. You don't have to record an exact date. You can select just a year, a year and a month, or the exact day.

Birthplace

You can be as general or as specific as you like defining the birthplace of relatives and friends. For example you might record just the city where they were born, or you might include the town, suburb or name of a hospital. Don't worry if a location doesn't fit in the space provided. Just type the location in one line using spaces and/or commas. The text will scroll across to make more room (100 characters maximum).

Occupation

For your occupation you might want to record your current occupation or a list of jobs, professions or positions that you have had. You can type them in single line using spaces and commas to separate them (100 characters maximum).

Comments

You can add text up to 1000 characters to record additional information about a person. You might use this space to record a personal note about a loved one, or to explain an unusual relationship.

Excluding people

All the events (births, deaths and marriages) that you record in *Family & Friends* will appear in your *Family & Friends Report*.

Note: There are two reports under the *My Life* tab – one that lists of all your friends and relatives, and another that displays the story of your life.

Sometimes you may want to record details about a person but you may not want them to automatically appear in your story.

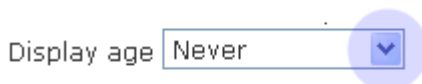


Simply click the *Exclude from Life Story* checkbox.

The person will still be listed in the *Family & Friends Report* but all events (birth, death and marriage) relating to the person will be excluded from your story.

Displaying ages

You may want to know how old some of your friends or relatives were at certain times during your life e.g. your children. You can select how often you would like their age displayed using the drop-down box and their ages will *automatically* appear in your story.



Note: You must include the person's date of birth for this feature to work.

Marital Status

The relationship between two relatives can be easily defined using the *Partner Relationship* panel. You have to add both relatives before you can complete this section.

Partners of 'Relatives Name':

Partner	Marital Status	Date			
Partner	Marital Status	Month	Day	Year	Add

The heading, '**Partners of...**' indicates the name of the person you are currently editing. Select the name of this person's partner from the first drop-down box.

Select the applicable *Marital Status* from the drop-down box and the date that the event occurred. You do not need to know the exact date, but you have to select a year. Click the Add button to define the relationship.



Where you have lived

Use the *My Homes* tab to record information about where you have lived during your life.

Account	Myself	Family & Friends	My Homes	Personal Events	Database
My Homes					
From		Region		Address	
Month ▼	Day ▼	Year ▼	Region ▼	<input type="text"/>	Add

Regions

The regions that you select here will be used in the next two sections - *Personal Events* and *Database*.

On the *Personal Events* page, your address will be displayed to help you remember where you were living at a particular time. As you scroll through the years, your address will be displayed, based on what you record in *My Homes*.

On the *Database* pages, your address will also be used to display some local events. The database will automatically show you historic news items and local events that occurred where you were living at the time. For example, if you were living in England on December the 12th, 1988 and you record your address in *My Homes*, you will see the Clapham Train Disaster in the list of major events for that year. You will only see this event if you were living in the United Kingdom.

Note: You only have to record the dates that you moved address (see *Dates* below).

Addresses

You can be as general or as specific as you like with your addresses. For example you might record just the cities where you have lived, or you might include full street addresses.

Note for beginners: Don't worry if an address doesn't fit in the space provided. Just type the full address in one long line using spaces and commas to separate the street, suburb and city. The text will scroll across to make more room.

It doesn't matter how long you lived at an address. You can include all your homes, including short stays, or only the ones where you have spent most of your time.

My Homes – Details

After you have added a new address you can click on the *Details* button to record more information about where you lived. If you click the *Highlight* checkbox, the address will appear highlighted in your story.

Account **Myself** **Family & Friends** **My Homes** **Personal Events** **Database**

My Homes - Home Details

When Month Day Year

Region Region

Address

Highlight

Comments
(5000 character limit)

Save

Dates

Use the *Year*, *Month* and *Day* drop-down boxes to define the date that you moved to this home. You don't have to record an exact date. You can select just a year, a year and a month, or the exact day.

Comments

You can add text up to 5000 characters (that's about 1000 words) to record additional information about this home. For example, you might record how you came to live in it, how you modified it, your memories of the rooms and gardens or features of the house and location that were important to you.

All the information you record will appear in your Life Story.



Personal Events

Use the *Personal Events* tab to record personal events that have happened during your lifetime. In the *Personal Events* pages you can record stories and personal events that have happened throughout your life. When you start, these pages are like a blank diary but they have several smart features.

Personal Event Views

The *Personal Events* tab displays events by year or by category. If you want to find a specific event you can search your Personal Events using a simple search tool. Click once on any button to change the current view (an icon on the left indicates the current view – as described below).



Click this button to add a new event or to show events for a particular year. This is particularly useful for reviewing events a year at a time – by clicking through the years since you were born or for adding events that you know happened on a particular date.



Click this button to add a new event or show *all* the events in a particular category.



Clicking this button will open the *Search* page. You can type in any word (or part of any word) and click the *Search* button (see below for more details).



An icon on the left hand side of the *Personal Events* page identifies the current view. In addition, text above the list of events defines what items are being displayed.

Categories

Personal Events can be recorded in categories so they are viewed as a group, for example all the events about your education can be saved in the *Education* category. To add a new event in a particular category, simply select the category before recording the event.

Adding new Personal Events

After you have selected the appropriate category, type a short heading for the event, then use the Month, Day and Year drop-down boxes to define the date that the event occurred. You don't have to record an exact date (in fact some events occur over a period of time) so you can select just a year, a year *and* a month, or the exact day.

Headline about what you were doing	When
Write your headline here	Month <input type="text"/> Day <input type="text"/> Year <input type="text"/> Add

Note: If you only know the year, the event will appear at the top of the list. *Personal Events* start in the year that you were born and new years are added automatically on 1 January (at 0:00 EST).

Personal Events – Details page

After you have added a new event you can click on the *Details* button to record additional information.

The *Event Details* page allows you to modify any information previously recorded, such as the date and event headline.

Comments

Many events can probably be described by using a few words or a couple of sentences. But for some events you might feel inclined to tell a story. If this is the case, write a short description of the event in the *Headline* box and then record your story in the *Comments* box. You can use up to 5000 characters (that's about 1000 words) for every *Personal Event Comment*.

Highlighting Events

Highlight



You can highlight some of the events in your Life Story by clicking the *Highlight* checkbox. This feature can also be used to create headings.

Re-categorising Personal Events

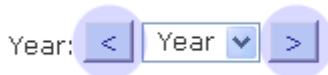
Category

You can re-categorise your personal events by selecting a new category from the drop-down box.

After you have made any changes you should click the Save button.

Personal Events by Year

If you have recorded where you have lived in the *My Homes* section, the *Personal Event* page will display where you were living every year.



You can scroll through the years by clicking the arrow buttons along side the *Year*.



Alternatively, you can click the *Year* box and select any year since your date of birth. All personal events that you record will be displayed for any given year.

Your **age** is also displayed, assisting you to order events that have shaped your life. Note: The age calculation displays how old you were at the end of the year.



Some older Web Browsers do not automatically reload forms. If your browser does not refresh after you select a different year, please click the *Refresh* button.



Categories and Dates

Choose an appropriate category from the drop-down box and use the Month and Day drop-down boxes to define the date that the event occurred. You don't have to record an exact date (in fact some events occur over a period of time) so you can select just a month, a month *and* a day, or neither.

Headline about what you were doing	Category	When		
<input type="text" value="Type a headline for your event here"/>	Miscellaneous	Month	Day	Add

Note: Any events that do not have a month will appear before any other events that occurred during the same year. Any events that do not have a day will appear before any other events that occurred during the same month.

Searching Personal Events



Clicking this button will open the *Search* page.



You can type in any word or part of a word in the Keyword box.

Search Personal Events

Keyword

For years ▾

to ▾

You can narrow the search dates if you know the approximate year the event occurred by choosing years either side of the event. You might do this if your search returned too many results.

Search ▾

You can search either the headline or all the information, including event descriptions.

When you find the item you were searching for, click the *Details* button next to the item to make any changes.

Note: You must click the *Save* button whenever you edit Personal Events.



Database of Events

The *Database* tab is used to access the database of local and world events. You can browse the database and add items to your Life Story with a single click of a button.



The list of displayed events will include world events and local events, depending on where you were living at the time.

Top Events

Some events have been pre-defined as 'top' events. When you click on the *Database* tab, the top events for the year that you were born will be displayed.

Database Views

The *Database* page displays events by year or by category. If you want to find a specific event you can search the database using a simple search tool. Click once on any button to change the current view (an icon on the left indicates the current view – as described below).



Click this button to show events for a particular year. This is particularly useful for reviewing 'top' events – by clicking through the years since you were born. You may also want to see events in a category (not top events) for a particular year. See the next topic *Categories* for more information.



Click this button to show *all* the events in a category. This is especially useful if you have an interest in a particular subject.

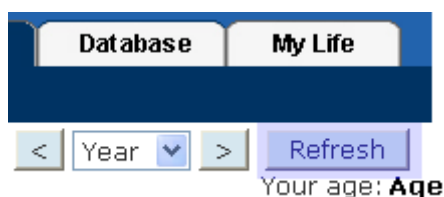


Clicking this button will open the *Search* page. You can type in any word (or part of any word) and click the *Search* button (see below for more details).



An icon on the left hand side of the *Database* page identifies the current view. In addition, text above the list of events defines what items are being displayed.

Browser Performance



Some older Web Browsers do not automatically reload forms. If your browser does not refresh after you select a different year or category, please click the *Refresh* button. The time taken to reload forms will depend on your connection speed and how many events are being displayed.

Categories

There are thousands of events, sorted into four categories and 31 subcategories.

Categories

- Arts
- Entertainment
- News & Events
- Sport

The *Category* panel displays the hierarchical structure of the database. The symbol indicates the presence of subcategories.

Top events for *all* categories will be displayed.

Categories

- Arts
- Entertainment
 - Movies & Films
 - Popular Songs
 - Television
- News & Events
- Sport

When you click on a category, the subcategories are displayed along with the top events for the category.

The symbol changes to indicating the hierarchical structure.

Categories

- Arts
- Entertainment
 - Movies & Films
 - Popular Songs
 - Television
- News & Events
- Sport

When you click on a subcategory, all the events associated with that subcategory will be displayed.

Up to one hundred events can be displayed at a time. Categories that have more than one hundred items will be broken into separate pages. Simply click the numbers above the list to display the next one hundred items.



When you view events by year, only the events that occurred during that year are displayed.



When you view events by category, all events that have occurred since the year you were born are displayed.

Adding Database events to your Life Story

To include a database event in your Life Story simply click the checkbox alongside the item and then click the *Save Changes* button.

Include	When	Headline	
<input type="checkbox"/>	Aug 28	Martin Luther King delivered his 'I have a dream' speech	<input type="checkbox"/> Details
<input checked="" type="checkbox"/>	Nov 22	U.S. President John F. Kennedy assassinated in Dallas	<input type="checkbox"/> Details



The notepad indicates that the event has an additional description, which is included in the Details (see the next section below).

Database Details

The *database details* page allows you to modify how the event will appear in your Life Story.

Descriptions

Some database items contain additional descriptions about events. If an event has a description, it will appear below the *Headline*. By default, event descriptions will be included in your Life Story. If you do not want a particular description included, you can un-check the *Include Description* checkbox.

Highlighting Events

Highlight



You can highlight the headline of very important events in your Life Story by clicking the *Highlight* checkbox.

The *comment* box provides space for you to record anything you would like to about the event. You might describe how the event affected you or what you were doing at the time.

Database Search



Search

Clicking this button will open the *Search* page.

Search Database

Keyword

You can type in any word or part of a word in the Keyword box.

For years to

You can narrow the search dates if you know the approximate year the event occurred by choosing years either side of the event. You might do this if your search returned too many results.

Search

You can search either the headline or all the information, including event descriptions.



This is My Life

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*.

Life Story Reports

Life Story

Family & Friends

To view either report, click on a button next to the name and then click the *Display* button.

Display

Life Story Report

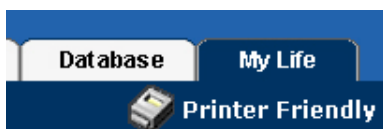
The *Life Story Report* is a chronological list of events that are a culmination of everything that you record in the other sections. You will probably find that some information appears automatically, based on dates that you record.

Family & Friends Report

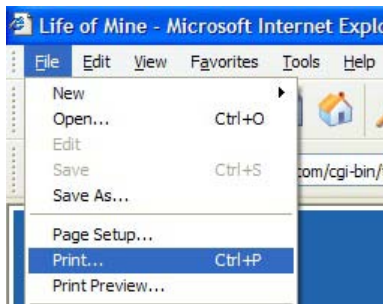
The *Family & Friends Report* is a list of all the people that you recorded in the *Family & Friends* section.

Printer Friendly Version

A *Printer Friendly Version* displays the *Life Story Report* or *Family & Friends Report* in a new window without showing the website control tabs and buttons. This allows you to print a clean-looking version of your story.



To display the printer friendly version, click the button at the top of your *Life Story Report*.



Print your Life Story either by clicking your browser print button...



... or by clicking on *File* and then *Print*...



When you have printed your Life Story, close the *Printer Friendly* window by clicking the cross in the top right corner.

Search

Click the search button to begin the search. Events that match your search criteria will be displayed on the right hand side.

Age Calculator

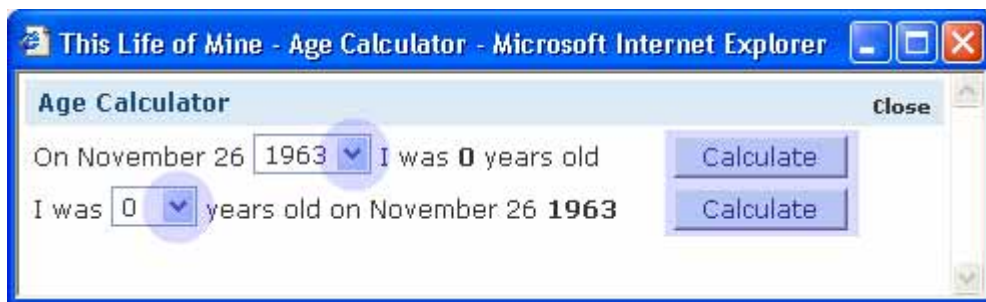
There is an *Age Calculator* to help you calculate how old you were at a particular time or to work out what year it was when you were a certain age. This can be a useful tool if you are trying to remember when certain events occurred.

Note: The calculator uses your data of birth that was previously recorded.

[Tell a friend](#) [Calculator](#) [Help](#) [Sign-out/Home](#)

Clicking the *Calculator* button above the tabs will open a new window displaying the *Age Calculator*.

Select either a year *or* your age from one of the drop-down boxes and click one of the *Calculate* buttons. Your age and year will be displayed.



Sign-out

[Tell a friend](#) [Calculator](#) [Help](#) [Sign-out/Home](#)

You should sign-out from the website by clicking the *Sign-out/Home* link above the tabs. This will also return you to the home page.

Sources of Information

There are many sources and approaches to recording personal events including:

1. Start at the very beginning and scroll through the early years of your life. Include what you were doing, for example, the schools you attended, your teachers and classrooms, favourite subjects, sports teams you played for and achievements in education.
2. Include details of your working life, your employers, positions held, promotions and achievements.
3. Look through family photograph albums, diaries and passports.
4. Record significant assets that you have purchased such as houses and cars.
5. Record important events and achievements of other family members.
6. If you have access to genealogical information, use that to record important dates in the *Family & Friends* section.

Appendix A - Inserting Photographs

This section describes the process of inserting photographs. The website currently supports only text, however it is very easy to copy your story from your web browser and paste it into another application such as Microsoft® Word®. You can then easily insert photographs.

Copy your Life Story to Microsoft® Word®

Open a *Printer Friendly* version of your *Life Story Report*.

Copy the entire story using either your mouse or keyboard shortcut keys. The quickest way is to use keyboard shortcuts. Apple Macintosh users should substitute the Mac Command key ⌘ for the Windows Control key below.

Ctrl-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 Once you have selected the entire story, 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®

Ctrl-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”.

Your entire *Life Story Report* will now appear in Microsoft® Word®. This document should be saved to your local hard disk drive where it can be edited, formatted and printed.

Insert images in your Life Story using Microsoft® Word®

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.

Inserting 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.



Open your saved Microsoft® Word® document that contains a copy of your Life Story. 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. The photograph will appear in your story.

Once you have inserted the image it can be re-sized by clicking on a corner and dragging your mouse diagonally. You can also change the way text wraps around the photograph by clicking once on the image then click Format, Picture, Layout. You may need to click the double-down arrow to see all the menu options.

Inserting 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.



Open your saved Microsoft® Word® document that contains a copy of your Life Story. Scroll down to where you want to insert the image and click once at the insertion point.

Ctrl-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”. Apple Macintosh users should substitute the Mac Command key ⌘ for the Windows Control key.

For more information about inserting images into your document and formatting, consult the Microsoft® Word® Help.

Don't forget to save your document!