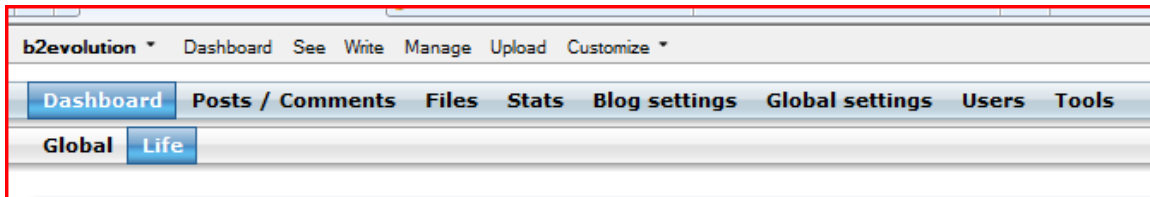


# REMEMBERS WHEN

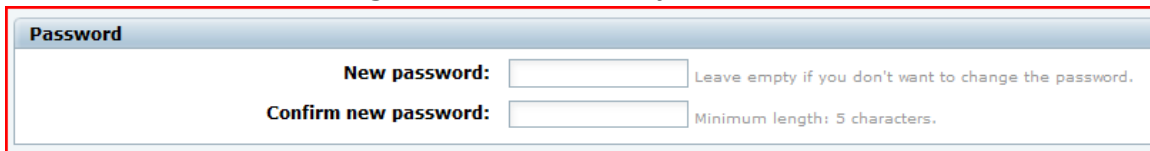
## LESSON 16 WORKSHEET

# PUBLISHING YOUR MEMOIRS AT REMEMBERS WHEN

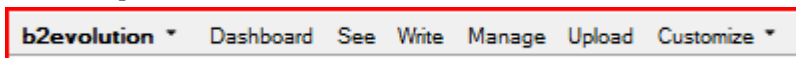
1. Follow log-in instructions in your welcome email.
2. Click on “Users” tab



3. Click on your user name.
4. The fourth item on the screen is “Password.” Type your new password in the two boxes as indicated. Be sure to make note of your password so that you do not lose it. One successful method for doing this is to email it to yourself.

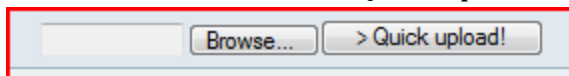
A screenshot of a password change form. The form has a title 'Password' in a blue header. Below the header, there are two input fields. The first is labeled 'New password:' and has a small text note to its right: 'Leave empty if you don't want to change the password.' The second is labeled 'Confirm new password:' and has a small text note to its right: 'Minimum length: 5 characters.'

5. At the top of the screen, click on the “Write” tab.

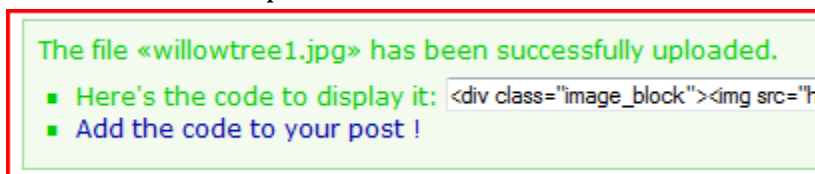


6. This screen is where you will do most of your work. Open your “Introduction” document in your word processor. Copy and paste the title in the corresponding box on your memoir site. Copy the category names and paste them into the “Tags” field. Then copy and paste the body of the introduction into the main field in the center of the form.

7. Be sure you have double spaced between paragraphs. If you have a photo to add, proceed to step 8. Otherwise, if there are no photos to go with this post, simply click the “Save!” button. Then click on “See” at the top of your screen to see your first memoir post.
8. To add a photo to your post, first click in the text or between paragraphs where you want the photo to be positioned and then click the “Files” button. A new window will open so you can upload a photo from your computer.
9. Click the “Browse” button and locate the photo on your computer. This should be in the same folder as your stories. Select the photo and click “Open” to return to the files window. Then click the “>Quick Upload!” button.



10. A new message will be displayed at the top of the window giving the code for you photo and a quick link to add the code to your post. Click the “Add code to your post!” link, then close the file upload window



11. When you chose your photos, you created a title and a description for each one. Copy the description and paste it between the quotation marks after “alt=.” Paste the title of

your photo between the quotation marks following "title="

```
<div class="image_block"><img src="" alt="" title="" width="300" height="" data-bbox="155 49 436 80"/>
```

12. Your photo is now included in your memoir post. Click the "Save!" button and then click "See" in the top menu bar.
13. Repeat steps 5-12 for each memoir you post.

## REMEMBER THESE IMPORTANT ITEMS:

- Post your introduction first so that it will always be the first thing people see when they come to your memoir site. You may post your memoirs in any order after that. There are separate special instructions for organizing and categorizing your memoirs.
- A separate instruction sheet will explain how to manage the display of photos in your memoirs (like having text wrap around a small photo) and how to post photos to your photo memoirs.
- Advanced formatting features for text in your memoir (Italic, bold, etc.) and for breaking your memoir into pages will also be covered in a separate instruction sheet.

You'll find more great resources and a place to publish and read memoirs at <http://rememberswhen.com>.