

My Personal History Journal

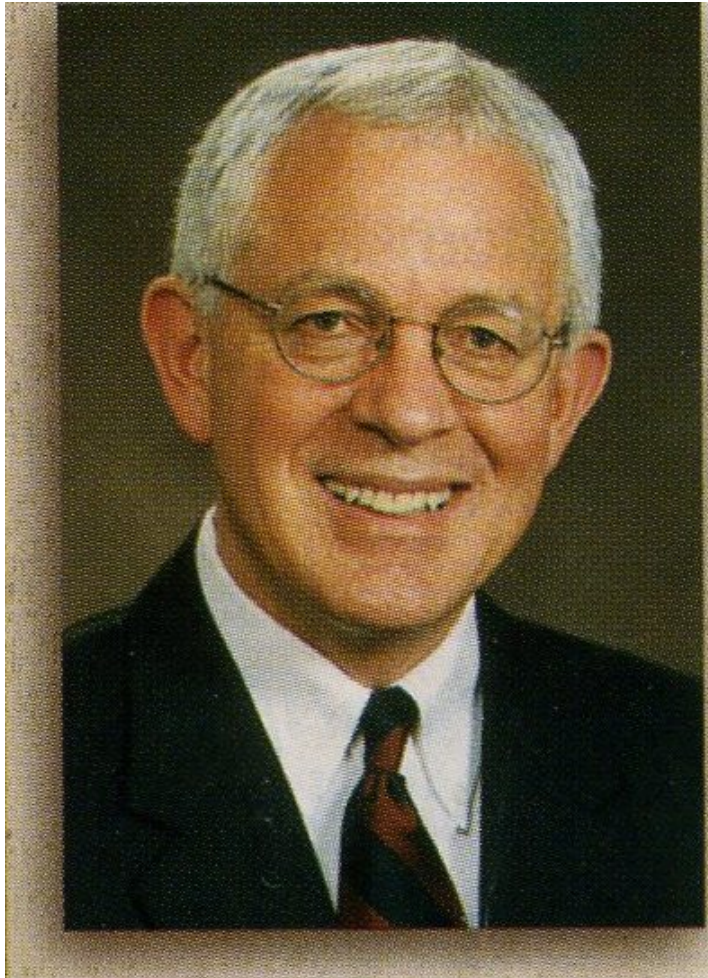
Book of Life

Help File

"The most complete system for writing a personal journal.

Designed especially for those anxious to write their personal history without all the hassle and stress".

Start Your Personal History Journal Now!



“The relationship between Church and family history is also worth considering. Usually a study of one will lead to a study of the other. Many of the Church’s greatest stories are contained in personal and family histories, and these are a part of our individual and family heritages.

Marlin K. Jensen

Ensign, December 2007, page31

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This Help File is designed for versions of Microsoft Word before 2007. If you have Word 2007 for Vista, consult Word 2007's Help File.

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File management

My Personal History Journal is designed in a Word Format. This section will give you hints on the workings of Microsoft Word. Additional helps are available through Microsoft. A Quick Source for Word commands is available through Microsoft at 1-888-280-0424.

Microsoft online helps can be accessed by clicking on the following link. You must be connected to the internet if you have dial-up to access these online helps. If you have high-speed, DSL, or Broadband, it should open your browser when clicked.

[Microsoft Office Online Help](http://office.microsoft.com/en-us/help/default.aspx)

Or type the following in your browser

<http://office.microsoft.com/en-us/help/default.aspx>

It's okay to ask for help.

Press F1 for help.

Copying My Personal History Journal onto the C: Drive

It is recommended that you copy all the files from the My Personal History Journal CD to your C: Drive on your computer's hard drive. This way, the copy on your C: Drive becomes your working copy. It will allow you to open your documents and save without the confusion of which is the CD-Rom copy and your version with your personal history on it. That way you will only have to copy them over once and not every time you want to start a new section.

1. Insert the My Personal History Journal CD into your CD-Rom Drive. Usually auto play will begin. After auto play begins, select "Open or View Files"
2. Click on "Edit" then "Select all".
3. Then click on "Edit" again and "Copy".
4. Then click on the downward arrow and select the "My Documents" icon. Click on it.
5. Then click "Edit" and "Paste". Then all the files on the CD-Rom should copy from your Rom drive to the "My Documents" section of your C: Drive.

Note: If the CD-Rom doesn't automatically start playing, click on the "My Computer" icon on the desktop and then click on the CD-Rom Drive, usually D:, sometimes E:. Then follow the directions starting with number 2.

Opening My Personal History Journal

1. On your desktop click on the “My Computer” icon (graphic).
2. Then click on the My Personal History Journal Folder.
3. You will then see a list of file folders and topics.
4. Select the topic on which you would like to work. Click on that document and it will automatically open Microsoft Word. Then you can work in the document as you would any other.
5. Remember to save often.

Note: Once you have opened and saved a document, if you want to open that same document it will be saved on your hard-drive in “My Documents”. If you re-open the same document from the CD-rom, it will not have any of your personal information on it.

If you need directions for saving, please see the section called, “Saving Your Document”.

Saving Your Document

Being as My Personal History Journal is CD-Rom based, you will need to use “Save as” the first time you save because you cannot save onto the CD.

Using “Save as”

1. Go to the “File”.
2. Click on “Save as.” A dialog box will open with a suggested a save-as name. You can either keep the same name or change it. Due to the topical nature of My Personal History Journal, it is recommended that the save-as name be as close to the original as possible.
3. At this time, you can select where on your computer you would like to save your files. If you save to “My Documents”, you will always know where your documents are.

After you have saved your document in “My Documents”, you can simply click on the floppy disk icon (graphic) to save. It is recommended that you save frequently.



Don't forget to save.

Formatting Text

If you want to change the style or size of your font, the process is as follows.

Formatting a font for a Blank Document – NEW Document

1. Click on the downward pointing arrow that probably says “Times New Roman”. This will activate a list of fonts to choose from.
2. Click on the Font you would like. If you would like to make the font larger, click on the downward arrow to the left of the font box and select a size. The default font is usually Times New Roman and the size is usually 12. It would look like this: Times New Roman.

Altering an Existing Font

This is the process you will most likely use with My Personal History Journal.

Being as My Personal History Journal has created documents for you to add personal information, you will most likely be altering an existing font. The process is as follows.

1. Using your mouse, click and hold the left mouse button down as your slide over the words you would like to alter. This process is called **highlighting**. The words will look like you have drawn over them with a highlighter.
2. Follow the directions 1 and 2 from above.

Note: Be careful with highlighted text. If you accidentally hit a button, it will replace your text with the button you have hit. Should this happen, click on Edit and Undo until your original font returns. You can also click on Control and Z together. It will undo the previous action.

A Few Helpful Keyboard Shortcuts

If you prefer using keyboard shortcuts, here are a few that are helpful. You don't need to put the slashes in. The slashes are only used to separate the keys.

Altering Font

Press these keys simultaneously and a font box will come up and allow you to change your font and its size. Remember, you may need to highlight your text first.

Ctrl/Shift/F

Increasing or Decreasing Font Size

Increase = **Ctrl/Shift/>** (Control/Shift/Period)

Decrease = **Ctrl/Shift/<** (Control/Shift/Comma)

Other Keyboard Shortcuts – Use with highlighted texts.

Bold = **ctrl/B**

Underline = **ctrl/U**

Italics = **ctrl/I**

Cut = **ctrl/X**

Copy = **ctrl/C**

Paste – **ctrl/V**

Undo – **ctrl/Z** (Doesn't need highlighted text.)



Don't be afraid to try new things.

Using the Document Map

The Document Map is a separate pane that shows the outline of a document's heading. It allows you to navigate quickly around your document. By clicking on a heading in the Document Map you automatically jump to the related part of the document.

How to get the Document Map

1. Click on the Document Map icon (graphic). It is a button at the top of the screen that looks like a document with a magnifying glass on top of it.
2. In the Document Map pane on the side, click on the heading you want to go to.

You must have a word document open with text in it for Document Map to work.

If you do not see the Document Map icon, you must do the following.

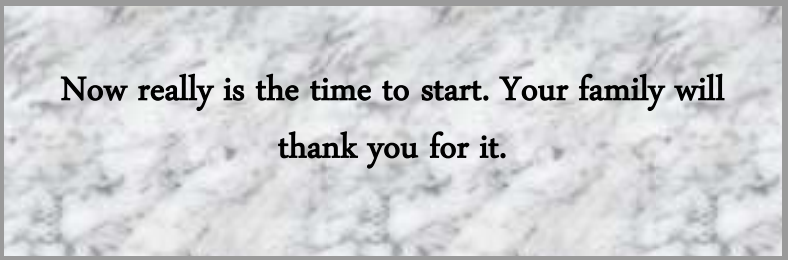
1. Click on "View".
2. Go to "Toolbars".
3. Click on "Standard". It will give you the toolbar with the Document Map button on it.

Getting Started

Getting started is the easy part. My Personal History Journal has a topical arrangement. This arrangement allows the user to pick and choose. You can choose what to write and where to start. Flexibility is the key. It takes all the hassle and stress out of your writing.

We offer a few suggestions for getting started.

1. Choose a topic of most interest.
2. Choose a topic for which you have the most knowledge.
3. Start with the most recent event.



**Now really is the time to start. Your family will
thank you for it.**

Note: Most of us have special memorabilia or items that cannot fit within the pages of a book. We suggest that as you write your journal, you make reference to these items as they pertain to each section of the book. You may want to state where they are kept for ease of finding later. We will address other options for digitizing memorabilia in “Adding Pizzazz to Your Journal” section.



“May I suggest that you write, that you keep journals, that you express your thoughts on paper.....You will bless the lives of many – your family and others – now and in the years to come.”

Gordon B Hinckley
Ensign, November 1984, page 91

Research/Information Gathering

As with any biography, an autobiography may require research. This section will provide suggestions for where to research. Internet links are provided where available. Some are free of charge, others may cost.

Contact friends and relatives. It's great to rekindle our past associations.

Research Ideas

Personal Journal

School Yearbooks

Family Photo Albums

Newspaper clippings/archives

Visits with Friends & Relatives

School Records

Family Reunions

Trips to places of your ancestry.

Sharing Traditions

Genealogical Searches



“ I personally believe that the writing of personal and family histories will do more to turn the hearts of the children to the fathers and the fathers to children than almost anything we can do”

Hartman Rector, Jr.
Ensign, May 1981, page 74

Websites for Genealogical Research

<p><u>Allen County Public Library</u> Free with lots of information More 350K printed books & 513K microfilm/microfiche</p>	<p><u>Genealogy Home Page</u> List of genealogical Resources</p>	<p><u>National Genealogical Society</u> Requires membership. Some free information</p>
<p><u>Ancestry.com</u> Leading Family History Source Free & Premium Access</p>	<p><u>Kindred Konnection</u> Free trial period then costs.</p>	<p><u>National Society of the Daughters of American Revolution</u> Free/May charge for some info.</p>
<p><u>Cyndi's List</u> Great site with lots of genealogical sources</p>	<p><u>Library of Congress</u> Largest library in the world</p>	<p><u>Roots Web</u> Online genealogical community with valuable resources</p>
<p><u>Family Tree Maker</u> For purchase through Ancestry.com</p>	<p><u>National Archives and Records Administration</u> Free; May charge for some info.</p>	<p><u>Family Search.org</u> Owned by LDS church. Free</p>
<p><u>US Gen Web Project</u> Organizes web resources by state and county.</p>	<p><u>World Gen Web</u> Free research guidance from worldwide network of volunteer genealogists.</p>	<p><u>Heritage Quest Online</u> Free resources with Premium subscription</p>
<p><u>Social Security Death Index</u> Database for deaths after World War II. SSDI search by Roots Web.</p>	<p><u>Castle Garden.org</u> Database of 10 million immigrants from 1830-1892</p>	<p><u>Google.com</u> Free searches. May yield results that cost.</p>

Adding “Pizzazz” – Text Color

1. You can either change the color of text before you start typing or highlight the text by sliding over it with the mouse.
2. Click on “Format”.
3. Select “Font”. This will bring a window up that controls all your fonts---size, style, and color.
4. Select the down arrow under color then select the color you would like.
5. Click “ok”.

OR

If you have a tool bar that has a capital A with black bar under it, this will allow you to change the color in two steps. You still need to do step 1 then the next step is to click on the downward arrow next to the capital A and click on the color you want.

Adding “Pizzazz” – Clip Art

1. Click on “Insert”.
2. Move down with the mouse to “Picture”.
3. Select “Clip Art”.
4. This will allow you to select clip art from Microsoft Word.
5. Then click “Insert”.
6. If you own clip art on another program, you will follow the directions on the next page for photos.

The options are limitless. You can also Google for clipart. The process to collect images from the internet will be discussed with the directions for copy/pasting graphics.



Adding “Pizzazz” – Photos

1. Click on “Insert”.
2. Move down with the mouse to “Picture”.
3. Select “From File”.
4. Select the disk drive where your pictures are kept. To select the drive click on the downward arrow next to the file folder with the arrow on it. If they are on your hard drive they are probably on the C:/ drive. If they are stored on your digital camera or a flash drive that plugs into a USB port, it will operate as a removable drive, usually E:/.
5. Select the picture you would like and then click Insert.
6. If your picture comes in too large, click on a corner of the picture and you will see a double-sided white arrow then slide toward the center of the picture to make it smaller and away from the center to make it larger. Make sure to only size your graphics from the corners or they will look out of proportion---either fat or thin.

Remember to follow the same “Insert” procedure for clipart stored in other programs or files.



Adding “Pizzazz” – Navigating Windows to Copy/Paste

When you copy/paste graphics, you are usually working between two applications--- for example the Internet and Word. The Internet will look like the “**Internet Explorer e**” and Word will look like a document with the “**Microsoft Word W**” on it. You will need to navigate between the two windows. To do this, look at the very bottom of the screen. You will see buttons with labels on them. Simply click on the button of the program in which you would like to work. This process also works when using more than one document **within** Word.

If you open the Internet or Word several times, you will have many buttons at the bottom the of page. Try to control the number of applications (programs) you open. The more programs you open the slower your computer will be.



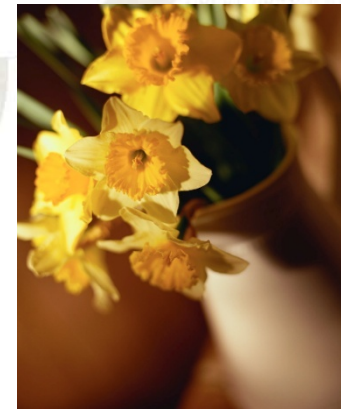
Smile! Everything gets easier with practice.

Adding “Pizzazz” – Photo & Clip Art Using Copy/Paste

Adding graphic using copy and paste, can be done using either the Internet or other documents.

1. Find the picture or clipart that you would like to use in your other document or on the Internet. Put the mouse on it.
2. Right click. That is the button on the right side of the mouse.
3. Slide the mouse to “Copy” then left click.
4. Then click on the button at the bottom of the page to get into your My Personal History Journal document.
5. Then right click again and slide to “Paste” then left click.
6. Size it as you would a photo from the corners.

In some cases graphics may not copy/paste. In that instance, you may have to download them. If so, the website will give you directions to download their graphics. If you have to download them, you will need to put them in a file and follow the directions for Adding Photos using Insert (page 17).



Adding “Pizzazz”


Word Art

1. Click on “Insert”.
2. Move down with the mouse to “Picture”.
3. Click on “WordArt”. It will bring up a box with many WordArt styles.
4. Select the style you would like.
5. Type your text. In this box you can also change the style and size of the text.
6. Click ok.

Editing Word Art

After you have inserted WordArt, it should bring up a toolbar called WordArt. Here you can change your text or WordArt style.

- If you want to change your text, click on “Edit Text” and retype what you want.
- If you want to change the style, click on the shadowed capital A and select a new style.



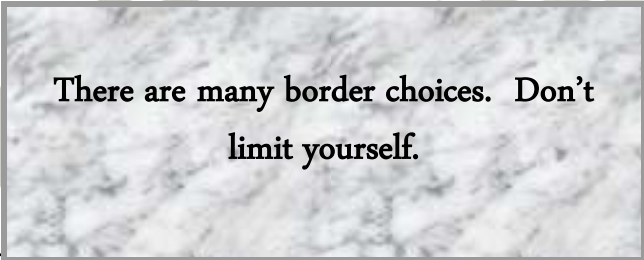
Art! Oh, I love art!!!

Adding “Pizzazz” – Borders

Borders can add fun and interest to your journal. The following are basic directions for adding borders. You may want to experiment with borders in a blank document before you add the borders to your document.

1. Click on “Format” on the menu bar.
2. Click on “Borders and Shading”.
3. Click on the “Page Border” tab. This tab will allow you to put your border around your page.
4. A. If you select a line border, scroll with the up/down arrows and choose your line then click on the preview buttons that will allow you to put the border on 1, 2, 3, or all 4 sides of your document.

OR



There are many border choices. Don't limit yourself.

- B. In the same place, you may also select Art. If you want Art, click on the down arrow and decide on the art you want then you can use the preview to decide again on 1,2,3 or all 4 sides. There are many fun art borders.
5. Click on the ok button. The Border and Shading window will close and you should have a border.

If you already have text on your page, the border should go around you text.

Moving graphics & clipart

Most clipart and pictures can be moved with your mouse. You just need to remember to use the correct set of arrows.

1. To move your graphics, move your mouse over the graphic. You want to move the mouse until you see a cross or plus with arrows on all four sides. It looks like a compass on a map.
2. When you have that arrow, left click and move your graphic where you want it. You need to hold the left mouse button down until the graphic is in position. Once in position, release the left mouse button.

This process works with graphics, WordArt and text boxes.

Adding Pizzazz – Scanning

Any document or standard photo can be digitized (made digital) by scanning it. Since every scanner is different, please refer to your scanner's directions for the "how to" of scanning. Here are some helpful hints.


1. Scan old family documents/photos whether you use them in My Personal History Journal or not. Paper deteriorates. Digital images last.
2. Create a file folder in "My Computer" to store your digitized images. To do this you click on "My Computer" from the desktop and go to "File" then "New Folder". Click on it and type the name of the new folder.
3. After scanning, you will most likely be prompted to "Save as". It is best to save digitized images as a .jpg. Jpegs are the most common digital format. Here is an example of a possible file name: Myphoto.jpg. The three letter extension after the dot, tells the computer what type of file it is. For example, documents are .doc.
4. Documents that are scanned cannot be used if you want to change the text. When you scan them, you are basically making a picture of them.

Adding Pizzazz – Scrapbooking

You can combine My Personal History Journal pages to journal with your traditional or digital scrapbooking pages.

Leisure Travel

My 3rd Birthday @ Disneyland



March 19, 2007, my third birthday was a very exciting one. I awoke and opened my presents that my parents had brought all the way from home. Not only was this an exciting trip for me because I got to spend my birthday in Disneyland, but my favorite cousin, Megan, and Grandma & Grandpa got to spend a week at Disneyland with me. The very first thing we did was have breakfast at the Carnation Plaza on Disneyland's Main Street. At breakfast we met and had are pictures taken with many of the Disney characters. All the characters, I met are included in my scrapbook pages. I met Captain Hook, The Fairy Godmother, Dale, Eeyore, Tigger and Minnie Mouse. She is one of my favorites! If you notice in my pictures, I am wearing my Princess crown. I wore it all day!!! After all, princesses shouldn't be seen without their crowns.

After breakfast, we rode too many rides to count. My favorite ride is Winnie the Pooh's Honey Pot, Buzz Lightyear, and the Alice in Wonderland ride. We also stayed late to watch the parade. By the time the parade began, I just couldn't keep my eyes open. My silly mom just couldn't keep from taking a picture of her "Sleeping Beauty!"

MY PERSONAL HISTORY

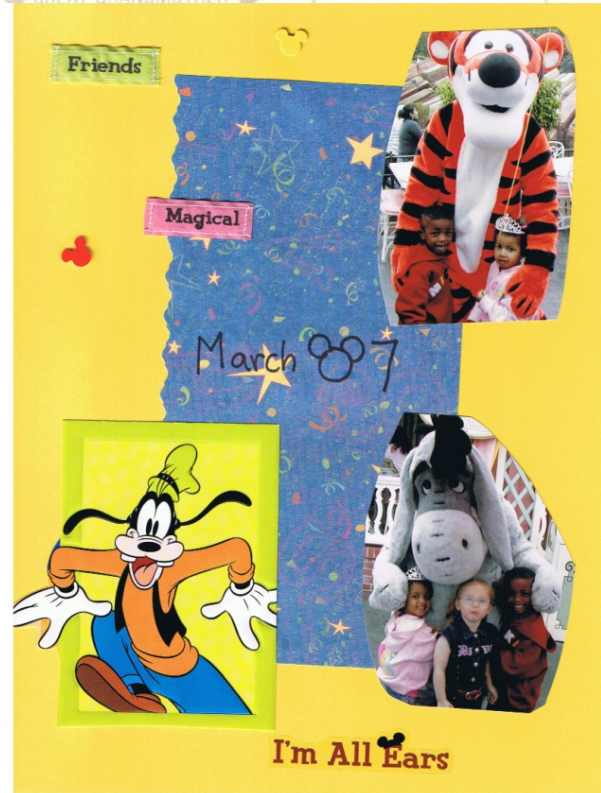
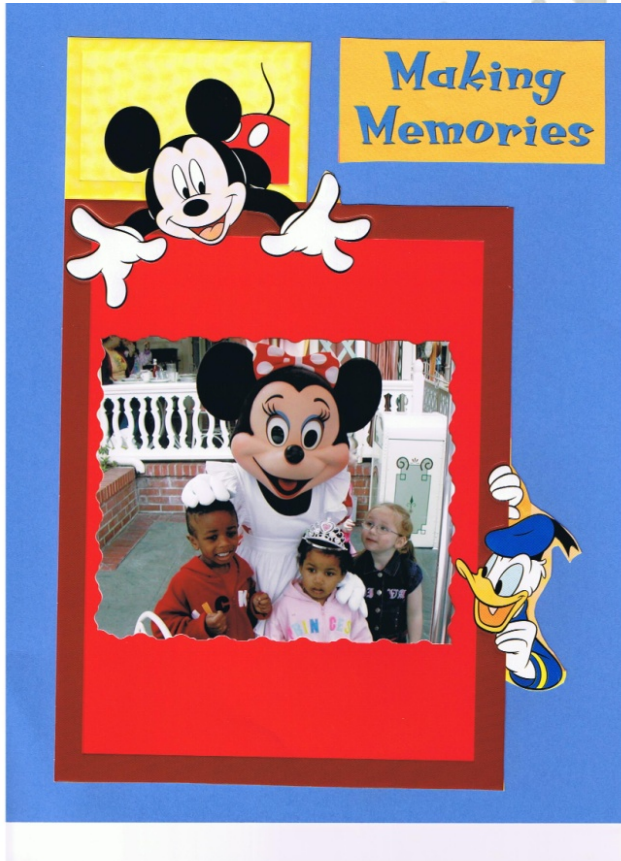
It's Your Special Day

I'm 3 years old!



Birthday Party
Before we go to Disneyland.
3-19-07

Adding Pizzazz – Scrapbooking



Congratulations!

Congratulations on your decision to start your personal history!



“People often use the excuse that their lives are uneventful and nobody would be interested in what they have done. But I promise you that if you will keep your journals and records they will indeed be a source of great inspiration to your families, to your children, your grandchildren, and others, on through the generations”

Spencer W. Kimball

Ensign, November 1978, page 4.