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## Welcome to the Family Websites User Guide for Visitors!



The **Family Website** has been specifically designed to meet the needs of busy, modern families like yours. You'll have hours of fun exploring all of the awesome features with your family!

### **Photo Album**

View pictures of your family vacation or your kid's birthday party

### **Blog**

Read the thoughts, opinions, stories, and experiences of friends and family in their online Web journals

### **Family Tree**

Trace back generations of ancestors and view your family's history

### **Calendar**

Keep track of all the birthdays, soccer games, baseball practices, events, and appointments in your family's busy life

### **File Cabinet**

Upload files for personal use or to share with friends in the online storage center

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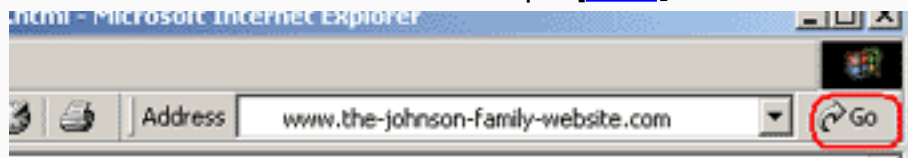
# Viewing Your Web Site

- [Getting to Your Web Site](#)
- [How Your Web Site is Organized](#)
- [The Left Navigation](#)
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  - [Start/Stop the Animation](#)
  - [Start/Stop the Sound](#)

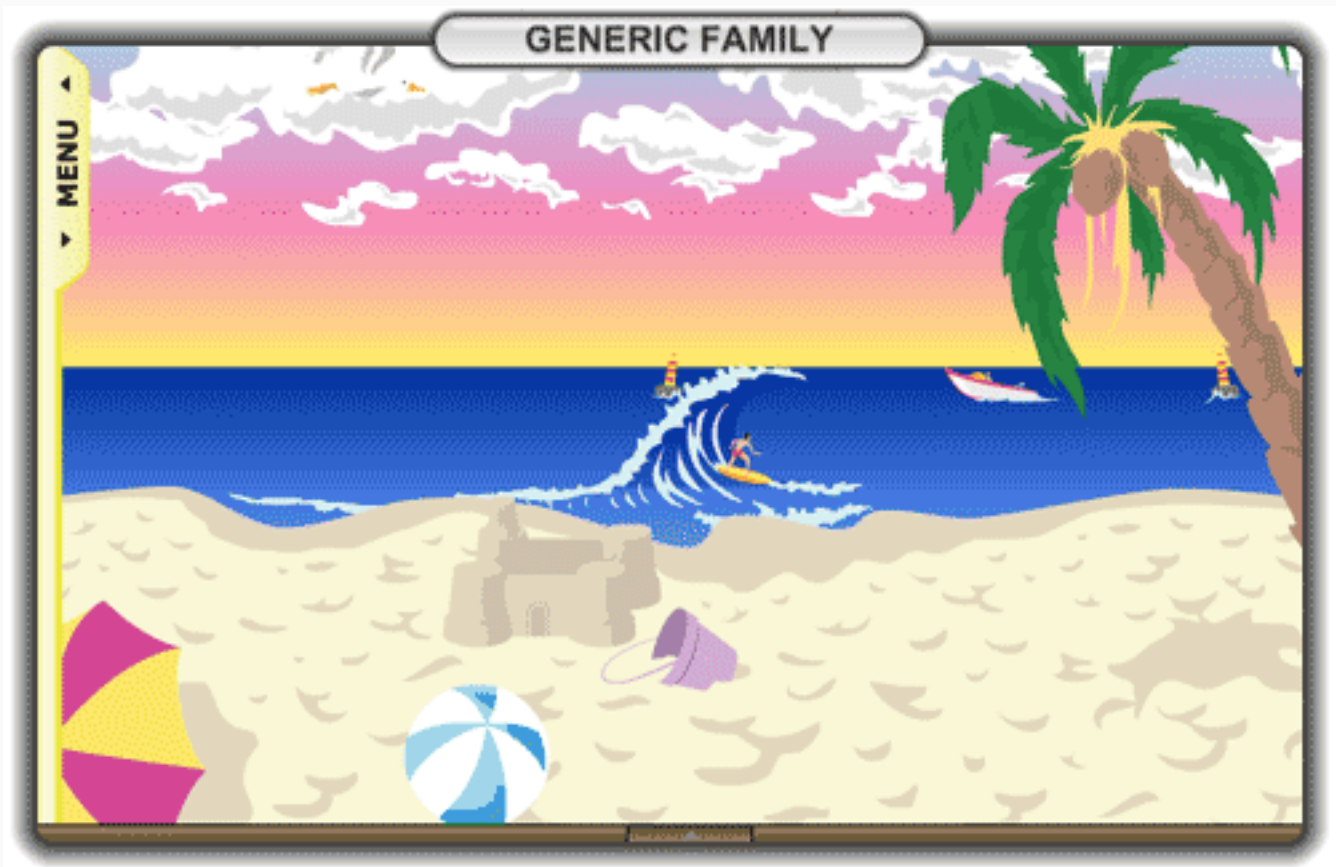
## Getting to your Web Site

1. Type the Web site address of your Family Website in the address bar of your Internet browser. Your Administrator may have registered a [domain name](#) for your Web site. If so, enter that as your Web address. Click on your Internet browser's "GO" button to visit the Web site address that you entered. [ [Example](#) ]
2. When you visit your Family Website, you may see something like this: [ [Example](#) ]. The actual appearance depends upon which [theme](#) your site is using. Your family name should appear at the top center of the theme page.
3. If you see a blank page or have other problems viewing your site, please view our [Hints and Tips section](#) of the User Guide.

Address Bar Example [\[Back\]](#)



Family Website Example [\[Back\]](#)



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## How your Web Site is Organized

Your Web site includes sections for public viewing and members-only viewing. So where are all the pages, buttons, links, and text? They are hidden until you need them. Two things on your site probably have gotten your attention: the yellow tab called **MENU** at the upper left corner of the window [ [Example](#) ], and the small blinking arrow at the bottom center of the window. [ [Example](#) ] These are the [left navigation](#) and [bottom navigation](#) tabs that appear when you first visit your site.

### Left Navigation

The left navigation tabs give access to the various sections of your site. Here are the tabs that may appear:

- Every visitor will see the **MENU** tab, on the left side of the window. The Menu tab is for the **public** section of your Web site. Visitors do not have to log in to access the public section.

- Members who log in will see the MENU tab, and they will also see a **MEMBERS** tab leading to the "Members" section. The Members section includes all information that the Administrator has marked as "for members only."

Click on the MENU tab at the upper-left corner. The tab will slide out, and you'll see a list of your site's public information. This information is organized into [components](#). Components may contain information such as an online journal ("blog"), a calendar, a page of your favorite links, or your family tree. [ [Example](#) ].

You view a component by clicking its name in the tab's navigation list. The component's folder will expand. The type of component that you're viewing is noted on the tab at the far right of its folder. Click the red "X" at the top of the tab to close the component's folder. [ [Example](#) ].

Close the MENU navigation itself by clicking on the "Menu" tab. It will slide left, hiding its options until you click "MENU" again.

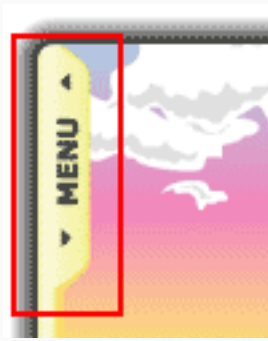
Members use the same methods to navigate the MEMBERS tab.

## **Bottom Navigation**

The bottom navigation tab is where you find the options to start and stop animation and to turn sound on and off. Members may use the bottom navigation to log in to the "members only" section of the Web site.

1. Click on the **blinking arrow** at the bottom of the window. The bottom navigation will slide open. [ [Example](#) ]
2. Click on **Stop Animation** to pause the animation. The button will then change to say "Start Animation". Click on **Start Animation** to start the animation again.
3. Click on **Sound** to pause the sound. The small icon to the left of "Sound" will display a red "X" indicating that sound has been turned off. To start sound again, click the **Sound** button again. The icon will change back to its original appearance.
4. Click on the "Login" button if you are authorized to log in as a Member.
5. Click on the blinking arrow again to close the bottom navigation until the next time you need it.

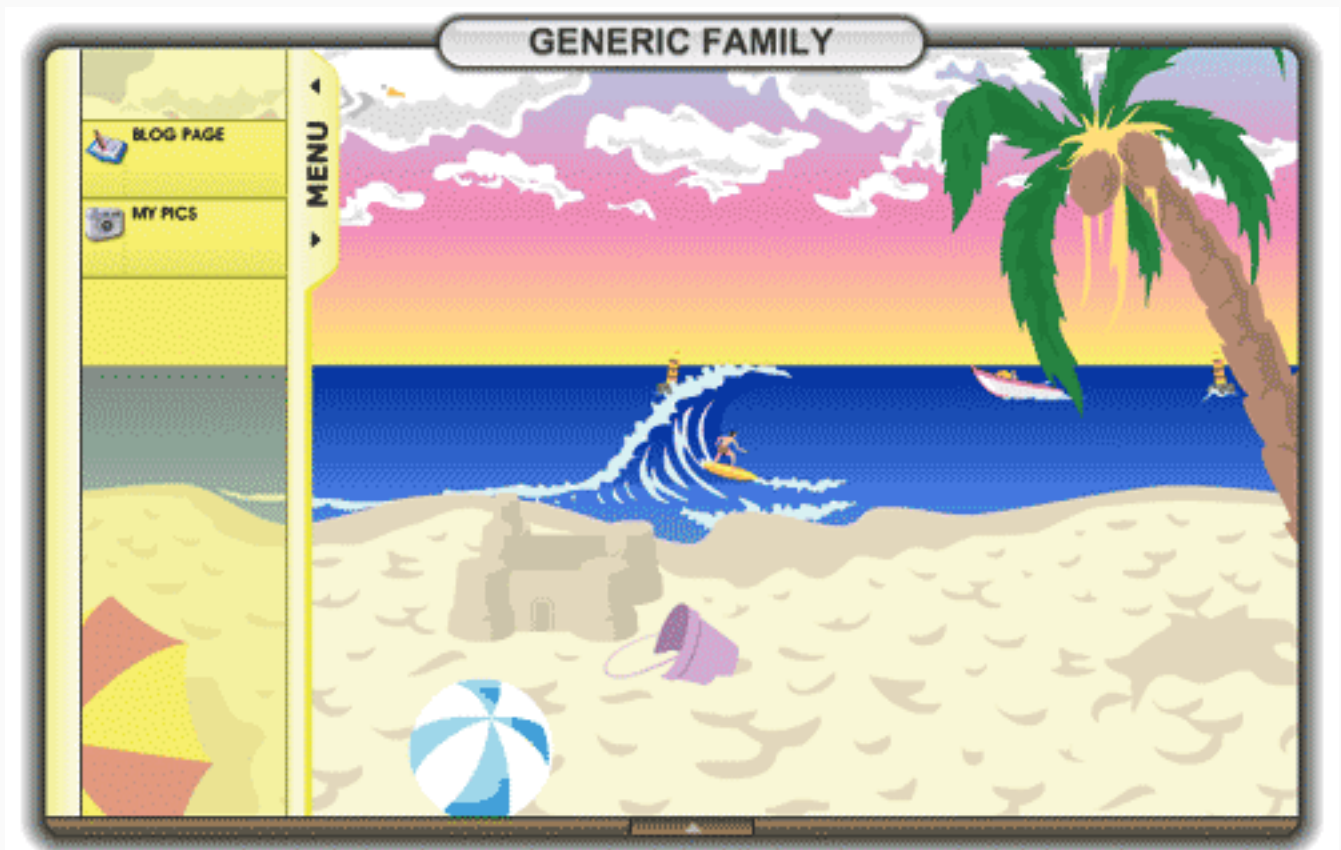
Menu Tab in the Upper-Left Corner[[Back](#)]



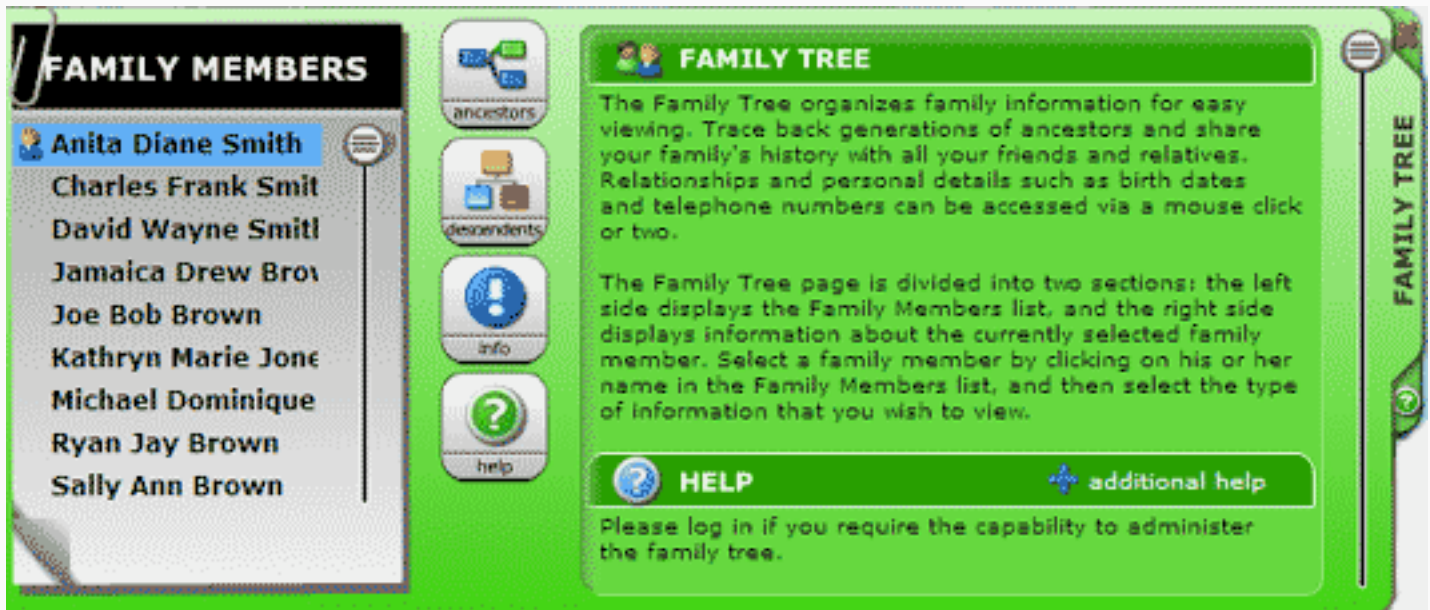
Blinking Arrow at the Bottom [\[Back\]](#)



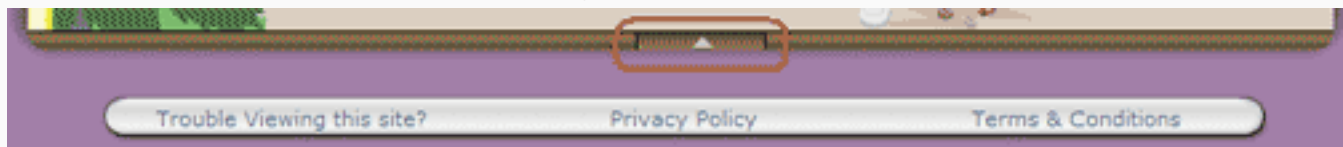
Menu Tab, Expanded [\[Back\]](#)



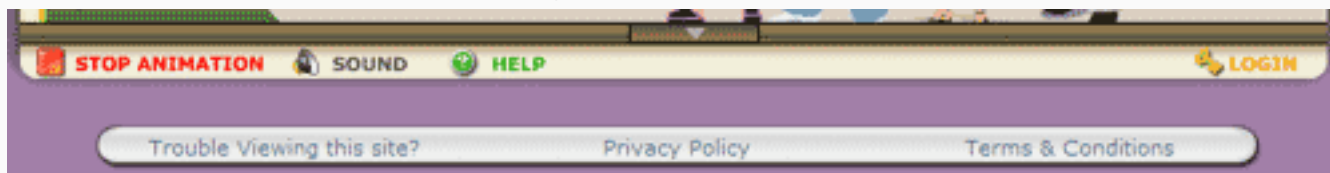
Component Folder Example [\[Back\]](#)



Bottom Navigation Tab, Closed [\[Back\]](#)



Bottom Navigation Tab, Expanded [\[Back\]](#)



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# Photo Albums

The Photo Album folder will show you the albums and photos for the Family Website.

- [How do you get to the Photo Albums?](#)
- [Viewing the Photo Album folder](#)
- [Download photos from the Photo Album folder](#)

## How do you get to the Photo Albums?

1. Click on the "Menu" tab on the left navigation.
2. Click on the "My Pics" button [ [Example](#) ].
3. The Photo Album folder will appear, displaying all the albums of the Family Website [ [Example](#) ].

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My Pics Button [[Back](#)]



Photo Album folder [[Back](#)]



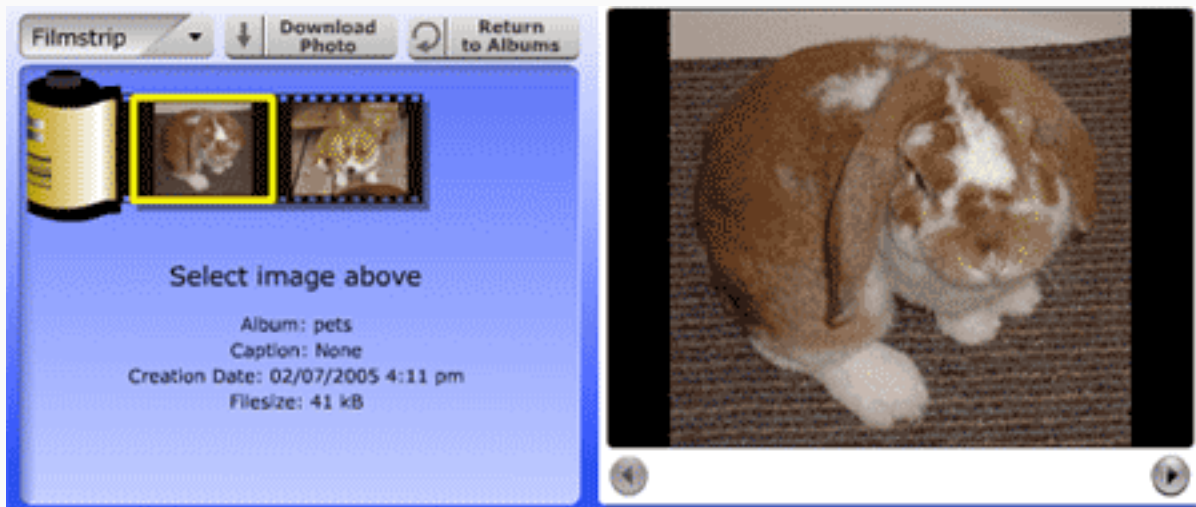
## Viewing the Photo Album folder

1. Click on an album. The Photo Album folder will reload and show you the photos of that album [ [Example](#) ].
2. The photo album layout can be changed with the drop-down menu - it will display as a Filmstrip, Grid [ [Example](#) ], or Slideshow [ [Example](#) ]. The Slideshow layout is similar to the Filmstrip layout except that the system will automatically display every photo in the album after a brief interval.
3. To download a particular photo, select the photo and then click on the "Download Photo" button.
4. To return to the other photo albums, click on the "Return to Albums" button.

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Viewing a Photo Album Window [[Back](#)]



Grid Layout for Photo Album Window [[Back](#)]



Slideshow Layout for Photo Album Window [[Back](#)]



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# File Cabinet

The File Cabinet provides access to public files and allows visitors to upload files.

- [How do I get to the File Cabinet folder?](#)
- [Viewing the File Cabinet folder](#)
- [Uploading files to the File Cabinet folder](#)

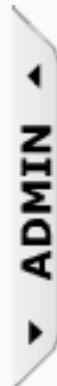
## How do I get to the File Cabinet folder?

1. [Log in to the Admin.](#)
2. Click on the Admin tab to the left. [ [Example](#) ]
3. Click on the **File Cabinet** button. [ [Example](#) ]
4. The File Cabinet folder will now load. [ [Example](#) ]

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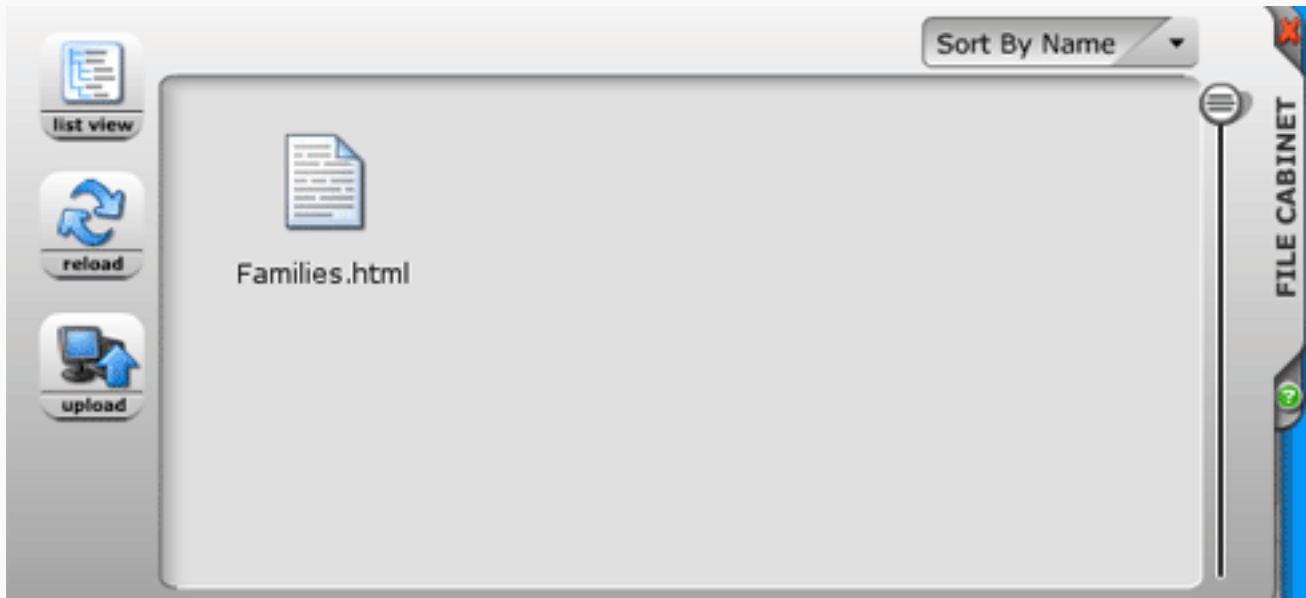
Admin Tab [\[Back\]](#)



File Cabinet Button [\[Back\]](#)



File Cabinet folder [\[Back\]](#)



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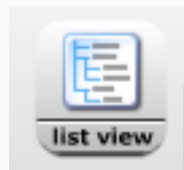
## Viewing the File Cabinet folder

1. Change the viewing of files by clicking on the **list view** button [ [Example](#) ] to display a list view of your files or click on the **icon view** button [ [Example](#) ] to display an icon view of your files. If the files are viewed in list mode, you will see the drop-down to sort the files by name, type, size, or date.
2. Click on the **reload** button [ [Example](#) ] to refresh the File Cabinet folder to see any changes that were done.

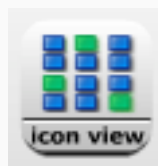
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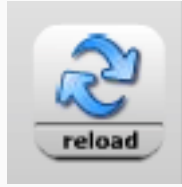
List View button [[Back](#)]



Icon View button [[Back](#)]



Reload button [[Back](#)]



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## Uploading files to the File Cabinet folder

1. Click on the **upload** button [ [Example](#) ] to upload files to the File Cabinet folder.
2. A new window will load on the screen. [ [Example](#) ] The new window advises that any files uploaded still need to be approved by the Family Website administrator before it is viewable by others. If the Family Website administrator assigned a password to restrict uploads, you will need to know that password before you will be able to upload anything. [ [Example](#) ]
3. Click on the **Add Files** button to select files for upload. A new window will appear asking for the destination of your files. [ [Example](#) ]
4. Find the file you wish to upload and then click on the file. If you have multiple files in the same folder that you want to select, hold down the CTRL key and click on the rest of the files. When you are done selecting files, click on the "Add files" button at the bottom of the window. [ [Example](#) ]
5. You will be back at the upload files window. If the files selected are the files you intend to upload, you can click on the "Upload Files" button [ [Example](#) ] to upload those files to the File Cabinet folder. **If the Family Website administrator assigned a password to restrict uploads, you will need to know that password before you will be able to upload anything.**
6. When the upload is complete, the bottom-left section will summarize which files were uploaded successfully. [ [Example](#) ] When you are done uploading files, you can close the upload window.
7. When the Family Website administrator approves the uploaded files, you will be able to see the files.

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Upload button [[Back](#)]



Public upload window [\[Back\]](#)

After you upload files, you will not be able to see them on the website.  
The website administrator has to approve the upload and make it viewable on the website.

Upload Password:

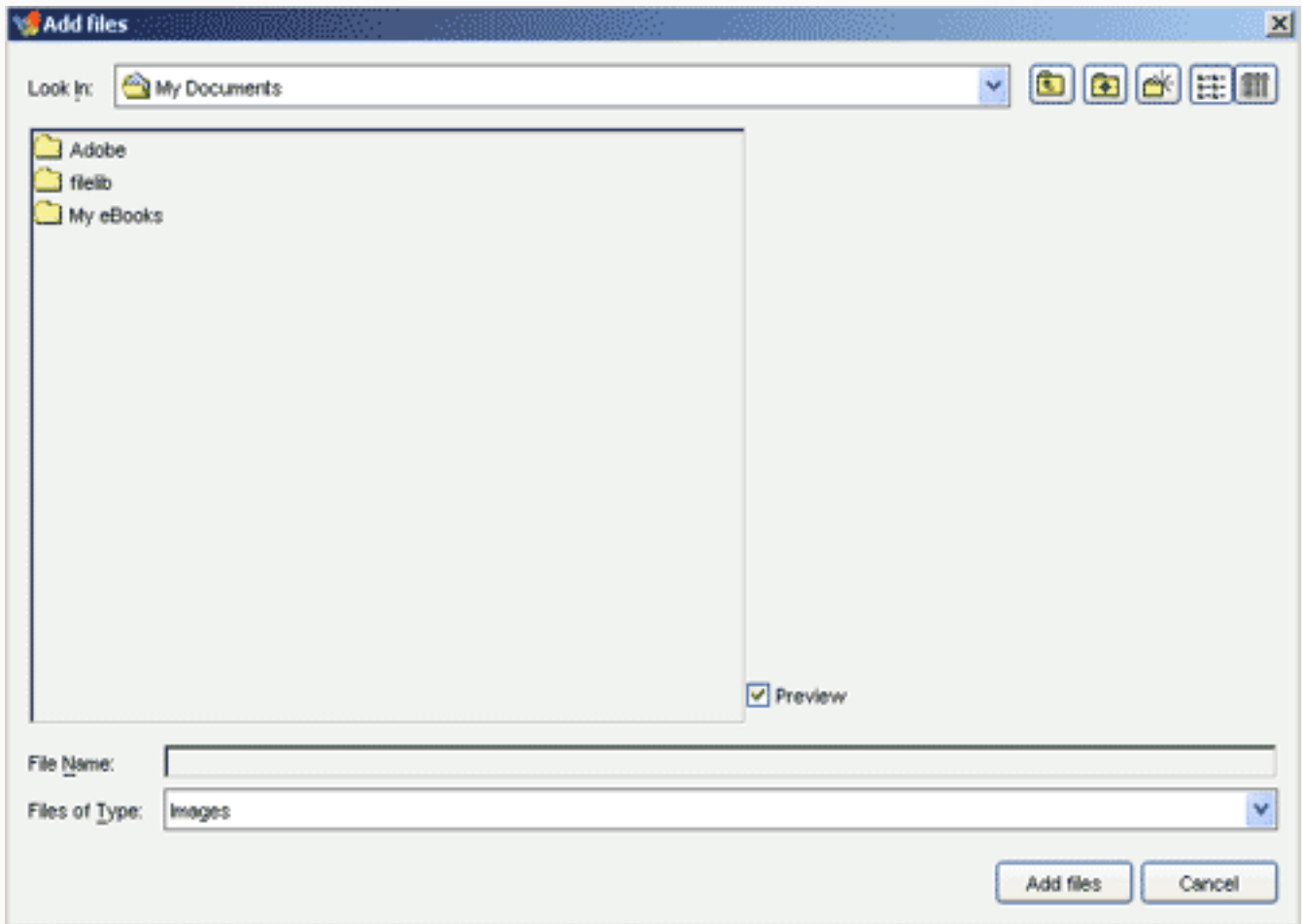
<div style="background-color: #e0e0e0; height: 100px; width: 100%;"></div>	<input type="button" value="Add Files"/>
	<input type="button" value="Remove Files"/>
	<input type="button" value="Upload Files"/>

Public upload password [\[Back\]](#)

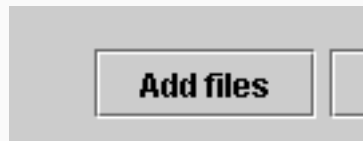
After you upload files, you will not be able to see them on the website.  
The website administrator has to approve the upload and make it viewable on the website.

Upload Password:

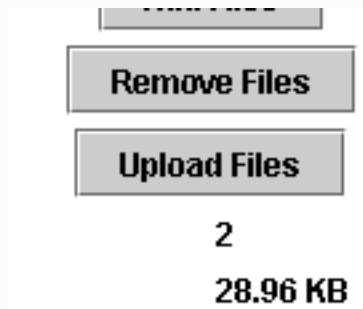
Adding Files for Upload [\[Back\]](#)



Add Files Button for Upload [\[Back\]](#)



Upload Files Button for Upload [\[Back\]](#)



Upload Summary [\[Back\]](#)

	<b>Files:</b> 2
	<b>Bytes:</b> 28.9
<b>Upload Files</b>	
<u>Upload Results:</u>	
- <b>newsletter.txt:</b>	
Uploaded Successfully	
- <b>upload_log.log:</b>	
Uploaded Successfully	

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## Blog (Web logs)

Blogs are web logs (or journal entries) that others can see – they are displayed so that the most recent entry is on the top and the oldest entry is on the bottom.

1. Click on the **Menu** tab.
2. Click on the Blog page's button. Since Blog folders can be named anything, whatever it was called the button's icon will still look the same. [ [Example](#) ]
3. The Blog's content will then load. [ [Example](#) ]
4. Blog content is separated into two sections, the left side has **Recent Entries** and the right side has all of the Blog post. The right side will display the title of the post as well as the description of the post itself.
5. Visitors do not have the ability to add or modify posts.

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Blog button [[Back](#)]



Blog content [[Back](#)]

**RECENT ENTRIES**

- my second post
- my first post

**Blog Page**

February 14, 2005 08:17 AM

**my second post**

this is awesome. everyone will be able to see all the latest news!

February 14, 2005 08:16 AM

**my first post**

This is my first post. This is great!

year: 2005 page: 1

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# Calendars

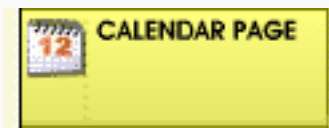
Calendar folders will display all the events and appointments set by the Family Website administrator.

1. Click on the **Menu** tab.
2. Click on the Calendar page's button. Since Calendar folders can be named anything, whatever it was called the button's icon will still look the same. [ [Example](#) ]
3. The Calendar content will then load. [ [Example](#) ]
4. Calendar content is separated into two sections, the left side has a calendar for the month and the right side has all of the events for a particular day.
5. Visitors can move between months by clicking on the left and right arrows. To display a particular day's schedule of events, click on the day – visitors will see that day's events on the right side.
6. The day that is colored pink in the calendar view on the left always represents the current day. Days colored as dark-blue indicate that the day has at least one event scheduled.

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Calendar folder button [[Back](#)]



Calendar folder content [[Back](#)]

**February 2005**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

**Event Calendar**  
Monday, February 14, 2005

---

**12:00 AM - 04:00 AM**  
**Happy Valentine's Day**  
Today is Valentine's Day.  
Need to buy flowers and candies...

**04:00 AM - 04:00 PM**  
**work**  
need to work.

---

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## Viewing Your Family Tree

The **Family Tree** organizes family information for easy viewing. Relationships and personal details such as birth dates and telephone numbers can be accessed via a mouse click or two.

Your Family Website Administrator may have added your Family Tree to either the public **Menu** tab or the **Members** tab. The name that was assigned to the Family Tree will appear on the relevant tab. [ [Example](#) ]

To view the Family Tree, click its name on the appropriate tab in the site's navigation. Its folder will open. [ [Example](#) ]

The Family Tree page is divided into two sections: the left side displays the **Family Members** list, and the right side displays information about the currently selected family member. Select a family member by clicking on his or her name in the **Family Members** list, and then select the type of information that you wish to view:

-  Click the **info** button to see all details about the selected person. [ [Example](#) ]
-  Click the **ancestors** button to see a chart of that person's ancestors (parents, grandparents, etc.). [ [Example](#) ]
-  Click the **descendants** button to see a chart of that person's descendants (children, grandchildren, etc.). [ [Example](#) ]

You can also access family member information via the ancestors and descendants charts: [Hover your mouse over a person](#) and basic information will appear (name, sex and date of birth). Click the person's tiny "i" icon and the tree will switch from the chart to the **Info** details page for that person.


Family Tree Button [ [Back](#) ]




Family Tree Folder [ [Back](#) ]

## FAMILY MEMBERS


- Anita Diane Smith
- Charles Frank Smit
- David Wayne Smit
- Jamaica Drew Bro
- Joe Bob Brown
- Kathryn Marie Jone
- Michael Dominique
- Ryan Jay Brown
- Sally Ann Brown




ancestors



descendants



info




help

### FAMILY TREE

The Family Tree organizes family information for easy viewing. Trace back generations of ancestors and share your family's history with all your friends and relatives. Relationships and personal details such as birth dates and telephone numbers can be accessed via a mouse click or two.

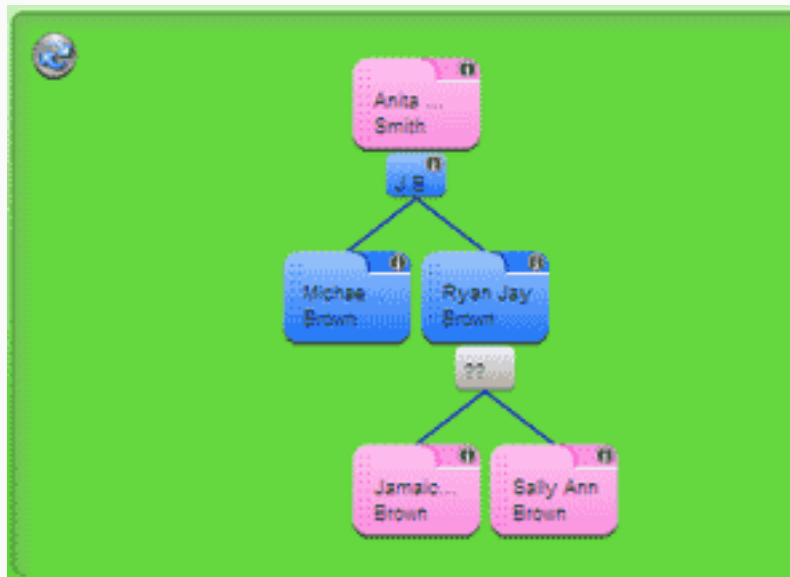
The Family Tree page is divided into two sections: the left side displays the Family Members list, and the right side displays information about the currently selected family member. Select a family member by clicking on his or her name in the Family Members list, and then select the type of information that you wish to view.

 **HELP**
 additional help

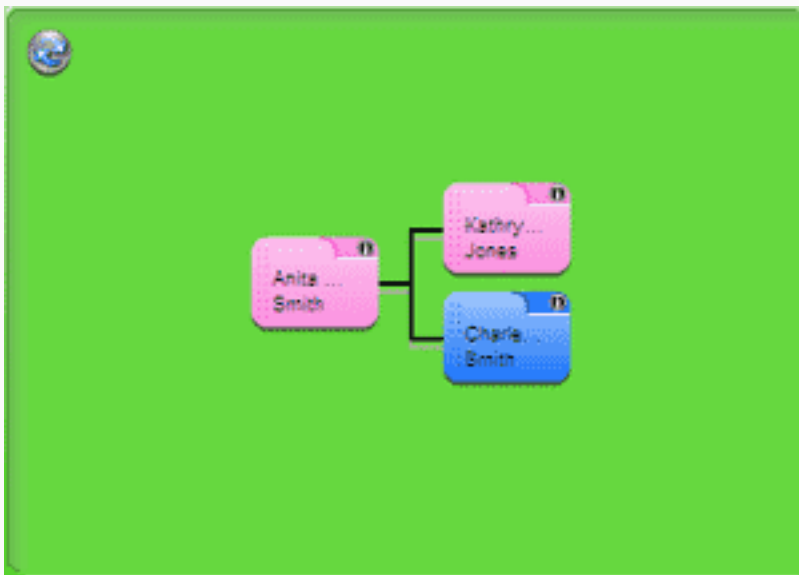
Please log in if you require the capability to administer the family tree.

FAMILY TREE

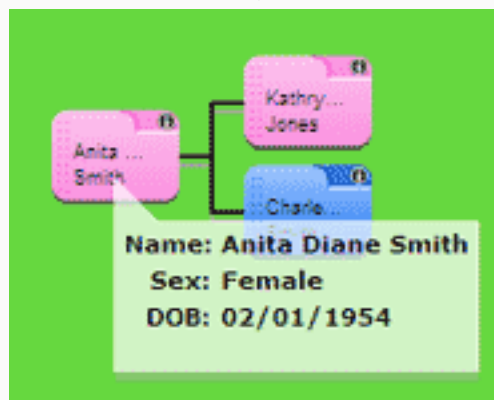
Descendents Chart Example [\[Back\]](#)



Ancestors Chart Example [\[Back\]](#)









Ancestors Chart Hovering for Basic Details [[Back](#)]



Info (Detailed Information) Example: [[Back](#)]

GENERAL INFORMATION	
NAME	Anita Diane Smith
SEX	Female
HEIGHT	66
WEIGHT	137
DATE OF BIRTH	1954-02-01
PLACE OF BIRTH	n/a
DATE OF DEATH	0-00-00
PLACE OF DEATH	n/a
CONTACT INFORMATION	
ADDRESS 1	n/a
ADDRESS 2	n/a
CITY	n/a

PHONE #	n/a
 <b>TRAITS</b>	
HAIR COLOR	n/a
EYE COLOR	n/a
 <b>ADDITIONAL INFORMATION</b>	
QUOTE	n/a
 <b>PARENTS</b>	
	Kathryn Marie Jones
 <b>SPOUSES</b>	
 <b>CHILDREN</b>	
 <b>SIBLINGS</b>	

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# Tips for Viewing Your Family Website

## Questions

- [My browser brings up a blank page that says "Done" in the bottom left corner.](#)
  - [My Family Website is slow.](#)
  - [I have one of the fastest Macintosh computers available - so why is the Family Website slow?](#)
- 
- 

## Answers

### **My browser brings up a blank page that says "Done" in the bottom left corner.**

Reinstall Macromedia Flash Player 7 again. Choose all the browsers that are on your computer.

[ [Back](#) ]

### **My Family Website is slow.**

- Reduce the quality of Flash.  
Right-click anywhere in the Web site window. In the pop-up window that appears, go to Quality. Choose "Medium" quality. If the site is still slow, choose "Low" quality instead. If your Web site Theme Park has a lot of animation, consider stopping the animation while you are in the Web site.
- What kind of computer are you running?  
The minimum computer specifications are a computer processor running at 500 Mhz with at least 256 MB of RAM. The faster your computer is and the more memory it has, the faster the Web site should respond.
- Is your computer virus and spyware free?  
If your computer is well above the minimum computer specifications, it could be running slowly because of virus or spyware infections. To check, go to other Web sites such as [www.usatoday.com](http://www.usatoday.com) or [www.yahoo.com](http://www.yahoo.com). If those two Web sites are as slow as your Family Website, then your computer is probably infected with viruses or spyware. Have the infections cleaned out, and then double check to make sure you are not still infected.

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### **I have one of the fastest Macintosh computers available - why is the Family Website slow?**

Macromedia Flash Player 7 runs very slowly on Macintosh computers, regardless of

the processor speed or the amount of memory. To speed things up on your Macintosh, use another browser other than Mozilla. Also increase the amount of cache for the Flash Player by right-clicking on any Flash-animated section of the page. Choose "Settings". Move the slider to the right until the window reports 10 MB.

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## Common Questions

- [How do I view the Family Website?](#)
- [What are the minimum system requirements for viewing the Family Website?](#)

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### Q: How do I view the Family Website?

**A:** Type the Web site address of your Family Website in the address bar of your Internet browser. Your Administrator may have registered a domain name for the Family Website. If so, enter that as your Web address. Click on your Internet browser's "GO" button to visit the Web site address that you entered.

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### Q: What are the minimum system requirements for viewing the Family Website?

**A:**

- computer - any computer with a processor running at least 500 Mhz with at least 256 MB or memory (RAM)
- internet browser - Microsoft Internet Explorer 5 or higher, Mozilla 1.5 or higher, Mozilla FireFox 1.0 or higher, Opera 7 or higher, Safari 1.0 or higher, Camino 0.8 or higher
- Flash plug-in - Macromedia Flash Player 7.0 or higher is required. If you do not have this, you may [click here to get the latest Macromedia Flash Player](#)
- internet connection - any broadband Internet connection

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