

timelesstributes™

WEB PUBLISHING

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# CHAPTER 1

## Overview

**TimelessTributes™** videos were designed to be published to the web. The videos produced are high quality, even on a dial-up line Internet connection.

### TWO ONLINE VIDEO OPTIONS

- 1) Publish it as a **TimelessTributes™** video only
- 2) Publish it as part of a WebTribute Memorial website

### BENEFITS OF WEB PUBLISHING

We can't overemphasize how important it is to publish your **TimelessTributes™** videos to the Web.

- Your families and guest will appreciate the convenience of having their video online... enabling distant friends and family to view the **TimelessTributes™** video.
- Increased Word-of-Mouth Advertising – Family, friends and relatives will talk about the unique, memorable **TimelessTributes™** video you created.
- Increased Web Traffic – Online viewing of your **TimelessTributes™** video increases your website traffic
- Increased Business – because of the above, our customers report **TimelessTributes™** videos increase pre-need sales

### WE HAVE AN OBITUARY, DO WE NEED A WEBTRIBUTE?

The WebTribute is a memorial website for the family. You create it in less than 3 minutes then give it to the family. They customize, add-to and edit the memorial website whenever and however they like. It doesn't replace your obituary listing... it compliments it. You don't have to offer WebTributes. Your **TimelessTributes™** video can be published to the web and only linked to your website's obituary page. The choice is yours.

## CHAPTER 2

### Configuring your “Upload Settings”

Before you can publish your **TimelessTributes™** video to the Web you need to configure your software so that it knows where to store your videos. You only have to do this once! Here is what you do....

**Start TimelessTributes™ and click-on EDIT and select UPLOAD SETTINGS**

**Upload Settings**

Login

Password   Save

Hosting Provider

Enter your login and password for the selected hosting provider. If you do not yet have a login, click **Signup...** to create a new account.

To enter settings for uploading to a server that supports the File Transfer Protocol (FTP), choose the **Custom** provider.

Enter your Login and Password.

\*\*We will give you a username and password when you purchase **TimelessTributes™**. If you do not have one yet, or yours is not working, call us at 1-866-468-4996 or email us at [support@timeless-tributes.com](mailto:support@timeless-tributes.com)

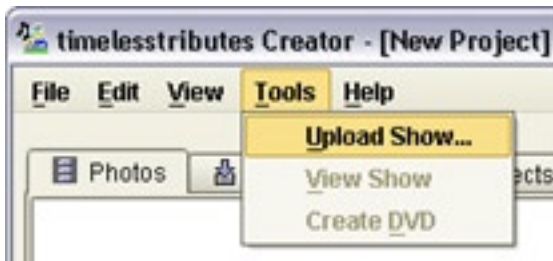
After entering your login and password, select OK. That is it! Your configuration is now complete.

\*\*NOTE: The Hosting Provider will default to “Timeless-Tributes FTP Upload”. Do not change this.

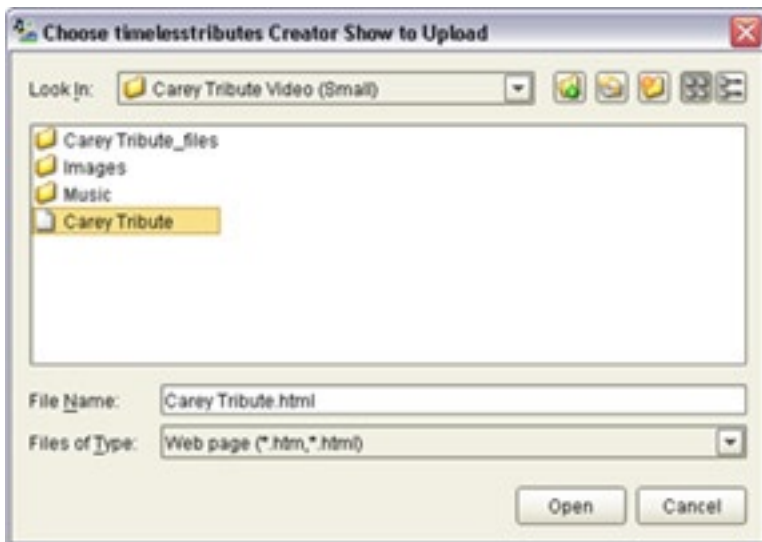
# CHAPTER 3

## Uploading a Video to the Web

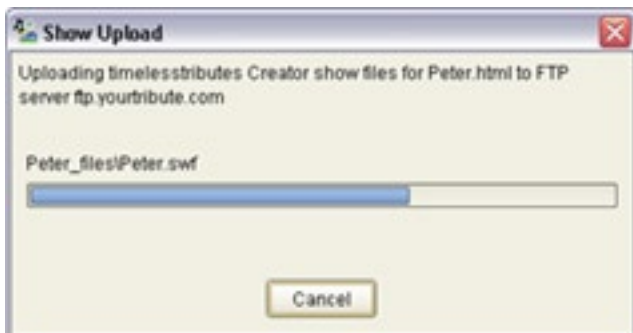
Go to the **TOOLS** tab and select **UPLOAD SHOW**.



Select the show you want to upload then press **OPEN**, make sure you select an **.html** show! (Not avi, mov or exe)



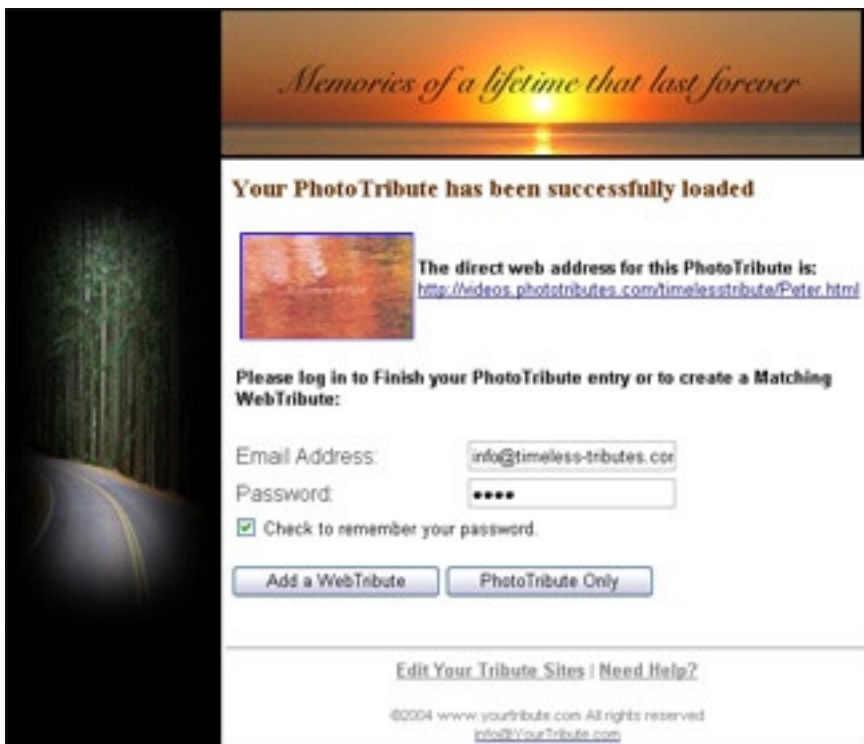
The **TimelessTributes™** video will begin to upload.



After the upload is complete, select **MANAGE SHOW**.



Selecting **MANAGE SHOW** will launch a web browser. You will see the following screen:



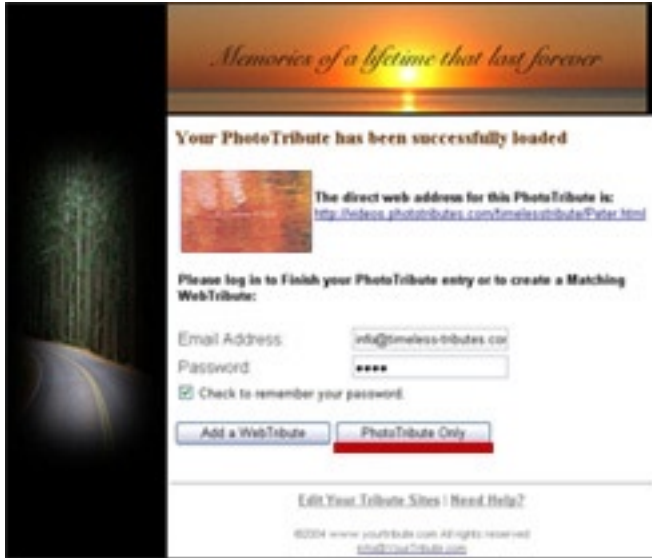
\*\* NOTE: The actual web address of your newly uploaded **TimelessTributes™** video is listed next to the picture; you can copy and paste this Web address into your obituary module as a hyperlink.

Now that your **TimelessTributes™** video is uploaded you have a choice: 1) you can publish this as a stand-alone **TimelessTributes™** video or 2) integrate it into a WebTribute Memorial website. Let's first discuss publishing this as a stand-alone **TimelessTributes™** video.

# CHAPTER 4

## Publishing a TimelessTributes™ Video to the Web

To get started, select the **PHOTOTRIBUTE ONLY** button.



Next, fill-in the name, date-of-birth and date-of-death information. All of the **TimelessTributes™** videos you publish to the Web are automatically listed on a special webpage under your funeral home's name.... we call this your "index page". The index page includes a small photo which is automatically taken from the first picture on you **TimelessTributes™** video. If you want to select a different photo, simply click on the **BROWSE** button. Locate the picture you want (remember, it needs to be in a JPG format) and the click the **UPLOAD PHOTO** button.

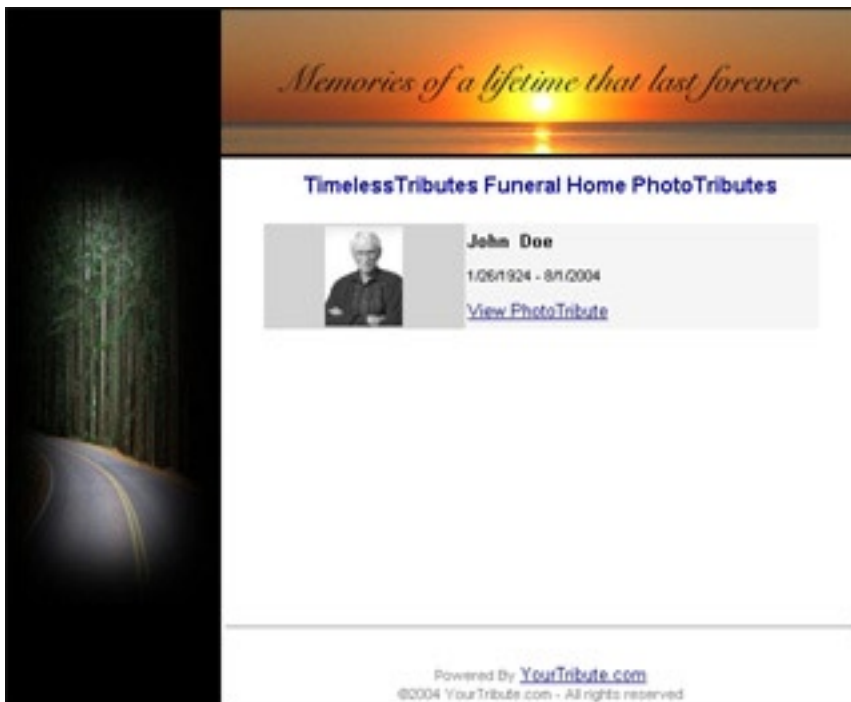


After you click **SAVE PHOTOTRIBUTE** you will see the following screen confirming that your tribute has been created. Click **TRIBUTE LISTING** to view your Funeral Home's index page.



The "index page" is a gallery of all your **TimelessTributes™** videos. Families viewing this page can easily locate the **TimelessTributes™** video (or WebTribute) they wish to view. The index page is automatically created for you. At the bottom of the index page we include a link to your website. Our goal is to drive as much traffic and business as we can to your funeral home.

**\*\*Tip:** Provide a link to your index page from your website's home page. You will find that people enjoy viewing **TimelessTributes™** videos and seeing the story they tell.



Above is an example of a Funeral Home's WebTribute index page. We set-up your index page when you purchase **TimelessTributes™**. We create the web address of your index page using your funeral home name. For example, "ABC Funeral Home" would be <http://abcfh.yourtribute.com>.

# CHAPTER 5

## Creating a WebTribute

### WHAT ARE WEBTRIBUTES?

WebTributes are actual websites, with their own web address, that you setup for the family. They can contain a simple obituary or be expanded to contain dozens of photos, personal pages, stories and poems from people who knew the deceased. Visit [www.yourtribute.com/fatherbeck](http://www.yourtribute.com/fatherbeck) for an actual example.

### HOW DO YOU CREATE A WEBTRIBUTE?

After uploading your **TimelessTributes™** video, select **ADD A WEBTRIBUTE**



Next select **CLICK TO CREATE A NEW TRIBUTE WEBSITE**. You can add multiple **TimelessTributes™** videos to a Web Tribute. To do so click-on the pull-down window and select the WebTribute to which you would like to add the **TimelessTributes™** video. Click-on the **ADD VIDEO** button.



## STEP 1 - Memorial Information

An activation code should already be entered (it is the username given when you purchased **TimelessTributes™**). If the activation code does not work please email [support@timeless-tributes.com](mailto:support@timeless-tributes.com).

Next, fill in the decedents memorial information and click **CONTINUE**.

## STEP 2 - Web Address

Next, select a Web address for this WebTribute. The pull down menu contains a variety of personalized domains from which to choose. The default WebTribute address is: <FH name>.YourTribute.com/<decedent's name>

Type the decedent's name in the **TRIBUTE NAME** box. For example, if "ABC Funeral Home" created a WebTribute for "Jane Doe", the default WebTribute address would be <http://abcfh.yourtribute.com/JaneDoe>

Now click-on the **CONTINUE** button

## STEP 3 - Choose Template

Select the template style that you feel is best. Remember that you or the family can change the style at any time.



After you have selected the template you will see the following screen. (Chapter 6 explains how to edit your new WebTribute).



# CHAPTER 6

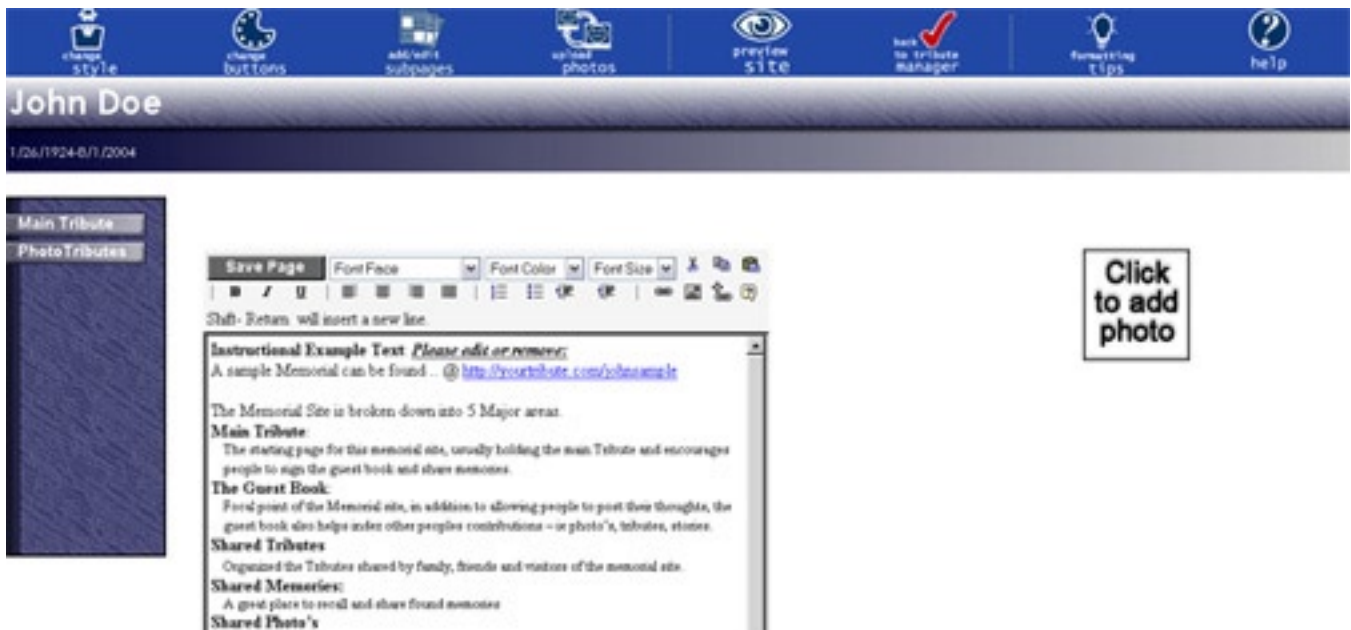
## Editing a WebTribute

### LOGIN

It is easy to go back and edit a WebTribute. Go to [www.yourtribute.com](http://www.yourtribute.com), select **EDIT YOUR TRIBUTE**, enter your email address and assigned password. Click on the **EDIT** hyperlink next to the WebTribute you want to edit. Change anything or everything... the EDIT mode gives you complete control over the WebTribute Memorial website.

### MAIN WINDOW

After selecting the WebTribute style you will be able to start creating your first WebTribute. The screen will look like the window below. Make sure that you delete the sample text first. We recommend that you copy your obituary text from Microsoft Word and paste it into the text box on the home page.



### BUTTONS

There are 6 editing buttons and 2 help buttons on the top navigation bar. Below is a description of what each editing button controls.



## Change Style

This allows you to change style of the WebTribute.

## Change Buttons

You can change the page names, as well as turn-on and off different features. You will find two custom pages that can be named whatever you want...charities, family tree, etc.

## Add/Edit Subpages

Subpages are custom pages that can contain *anything* you want. They can be placed anywhere on the WebTribute site and allow you to totally customize the memorial. This is a great feature for the family... allowing them to add new pages and information that is unique to them. (You or the family can add up to 20 subpages.) Because of the flexibility offered by subpages, they are the most complicated feature of a WebTribute. We recommend *not* using subpages until you are comfortable with all the standard WebTribute features. Candidly, you will probably never have a need to create a subpage... but we want you to know that the feature is available. In the future we will have a separate write-up on how to create and manage subpages.

## Upload Photos

Use this option to: 1) upload Photos from you PC to the WebTribute, 2) view photos others have added, and 3) drag photos to your website pages.

## Preview

Click on this button to preview what your WebTribute page will look like on the Web. You will notice that the EDIT mode looks very close to the finished site so there is little need for the PREVIEW feature.

## Back to tribute manager

This button takes you back to your control panel so you can exit, create other tributes, or add a family member as an administrator to this WebTribute.

*\*\*NOTE: Adding an administrator is how you create a unique username and password for the family to manage their WebTribute. This will be discussed later in this manual.*

## ENTERING TEXT

Using the WebTribute editor is much like using Microsoft Word; in fact, you can copy and paste directly from Word (formatting will carry over). We recommend that you delete the standard text on the home page and replace with the obituary. When finished entering text – select the **SAVE PAGE** button (above the text box).



## ADDING A PHOTO

To add a photo, click on the **UPLOAD PHOTOS** icon.

An upload box like the one shown below will appear. Click on the **BROWSE** button to locate the desired photo on your PC.

After finding the desired photo, click-on it and choose **OPEN**. Next, click on the **UPLOAD** button

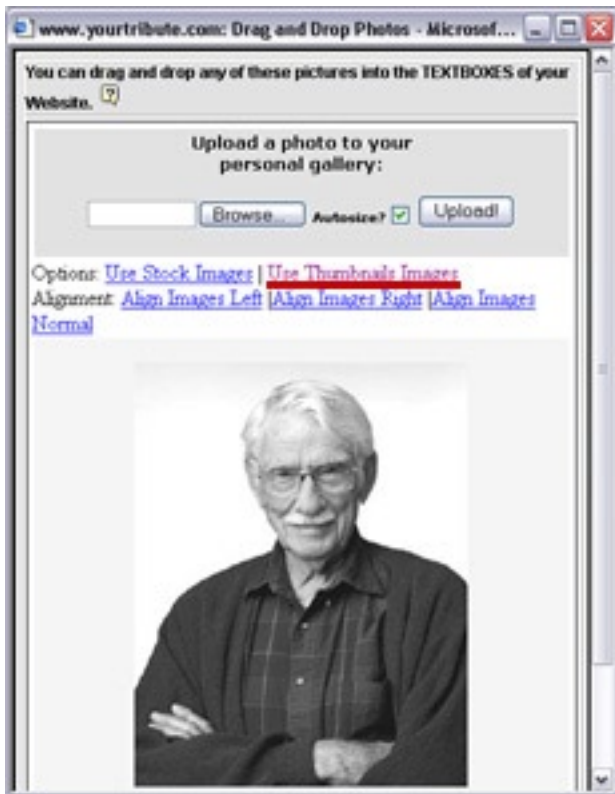
**\*\*NOTE:** There is no need to compress your photos before uploading them. WebTributes manages the photos and creates optimal size for the Web.



After uploading is complete you will see the picture you selected in you Personal Photo Gallery.



If you look at the **OPTIONS** line you will see **USE FULL SIZE IMAGES**, click on this and your pictures will go to full-size. (The default is the smaller “thumbnail” size.) You can also select how you want the picture aligned on the page.



Next, just drag the photo to the desired location(s). You can drag the photos from your Personal Photo Gallery to any text box and the photo box that appears on the HomePage of some of the website styles. Click on **SAVE PAGE** and that's it!



Remember to **SAVE** your work before you log-out by clicking-on the **BACK TO TRIBUTE MANAGER** icon!



# CHAPTER 7

## WebTribute Management

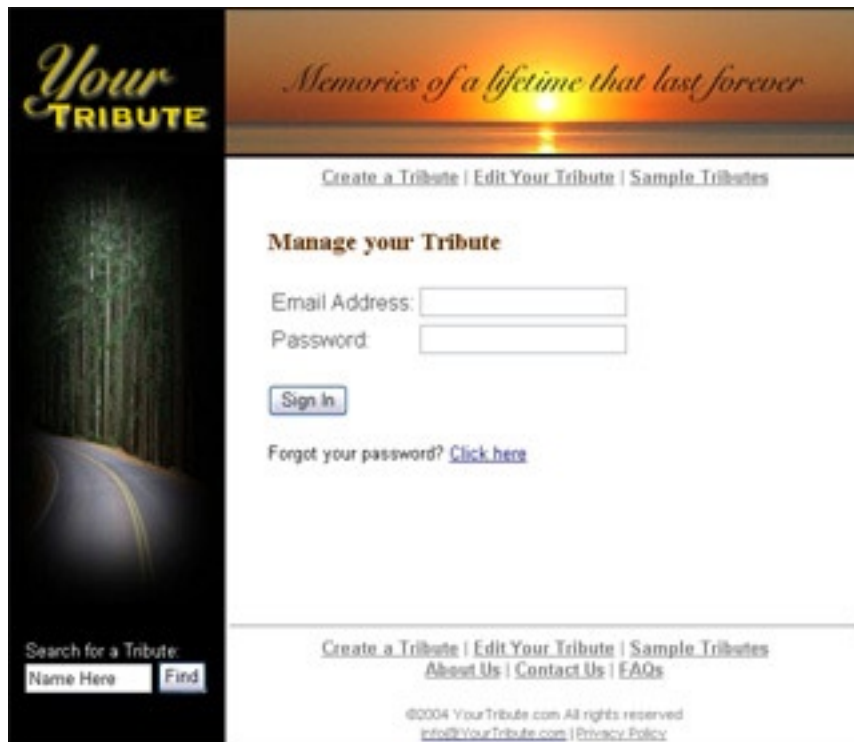
### GIVE THE FAMILY CONTROL

One of the most important features of the WebTribute is that you can give complete control of the website to the family. They can add/delete pages, change texts/formats, add more photos and change any aspect of their memorial website. Let the family know that you have created this WebTribute for them!

To give the family control of their WebTribute, you will first need to make them an “Administrator”. To do this, create a username and a password for them. Let’s review how to do this.

#### STEP 1 - Login

Go to [www.yourtribute.com](http://www.yourtribute.com) and click-on **EDIT YOUR TRIBUTE**. The following screen will appear. Enter you email address and password then click-on the **SIGN IN** button.



## STEP 2 - Manage Tribute

You will now be at the Tribute Overview page. Select the name of the WebTribute for which you wish to create a new family Administrator and click-on the **MANAGE TRIBUTE** link for that WebTribute site.

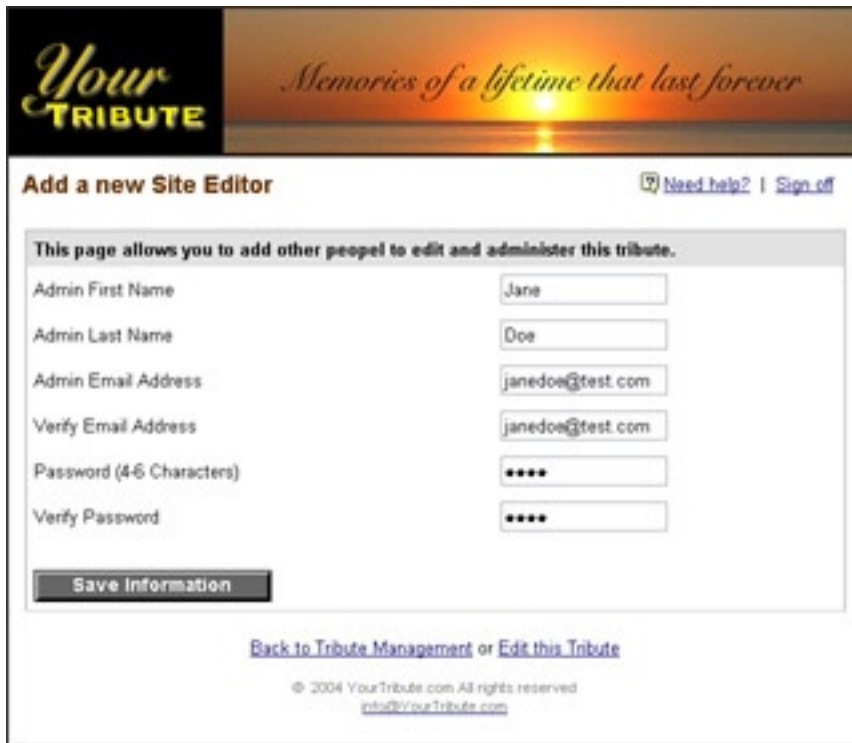


## STEP 3 - Add New Administrator

On the screen that appears, select **ADD A NEW ADMIN.**



Fill in the requested information (name, email address and password). Click on the **SAVE INFORMATION** button and you're done. You have created an account that you can give to the family to manage and update their WebTribute!



The screenshot shows the 'Add a new Site Editor' form on the YourTribute website. The header features the 'Your TRIBUTE' logo and the tagline 'Memories of a lifetime that last forever'. The form includes a 'Need help?' link and a 'Sign off' link. The main content area contains a heading 'Add a new Site Editor' and a sub-heading 'This page allows you to add other people to edit and administer this tribute.' Below this, there are six input fields: 'Admin First Name' (Jane), 'Admin Last Name' (Doe), 'Admin Email Address' (janedoe@test.com), 'Verify Email Address' (janedoe@test.com), 'Password (4-6 Characters)' (masked with dots), and 'Verify Password' (masked with dots). A 'Save Information' button is located at the bottom of the form. Below the form, there are links for 'Back to Tribute Management' and 'Edit this Tribute', and a copyright notice for 2004 YourTribute.com.

**Your TRIBUTE** *Memories of a lifetime that last forever*

**Add a new Site Editor** [Need help?](#) | [Sign off](#)

**This page allows you to add other people to edit and administer this tribute.**

Admin First Name

Admin Last Name

Admin Email Address

Verify Email Address

Password (4-6 Characters)

Verify Password

**Save Information**

[Back to Tribute Management](#) or [Edit this Tribute](#)

© 2004 YourTribute.com All rights reserved  
[info@YourTribute.com](mailto:info@YourTribute.com)

# CHAPTER 8

## Setting WebTribute Defaults

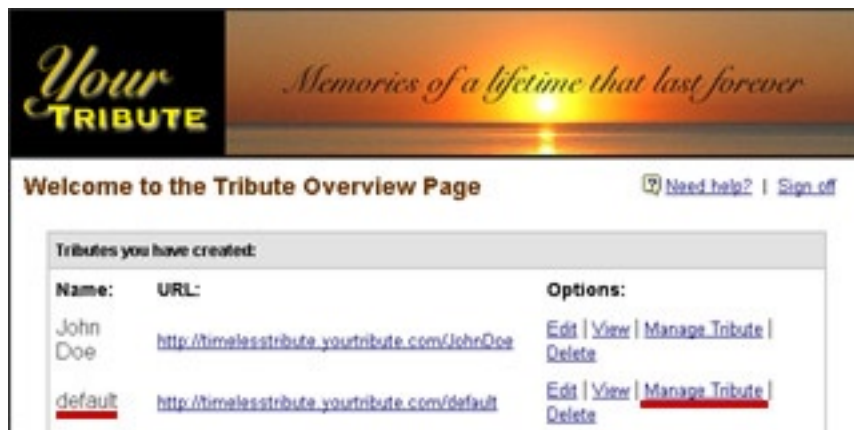
The “Default” WebTribute is a great time saver. Whatever you put into this site will automatically appear in all new sites you subsequently create. Set-up your Default WebTribute to include everything you want in your future sites. This includes WebTribute pages, page names, page text, logos, photos, links to other web pages... especially your own. When you create a new WebTribute all of this will automatically appear! You just make a few minor customizations and you're done.

There are two ways you can get to your Default WebTribute. If you are already editing a site, save your work and click on the **BACK TO TRIBUTE MANAGER** icon or go to [www.yourtribute.com](http://www.yourtribute.com), select **EDIT YOUR TRIBUTE**, enter your email address and assigned password and click **SIGN IN**.

### MANAGE TRIBUTE

Click **MANAGE TRIBUTE** for the WebTribute named “/default”. As discussed above, anything you do to this website will automatically be included in all new WebTributes you create. Use this to set-up your standard WebTribute format including:

- Creating standard text, funeral home contact information and funeral home logo
- Selecting which WebPages will appear
- Choosing Button names
- Creating a Standard Thank-You Message for Guestbook Visitors



### EDIT TRIBUTE WEB SITE

On the Tribute Management Page click on **EDIT TRIBUTE WEB SITE**.

You will now be able to be in the EDIT-mode of the default WebTribute (see Chapter 6 for more information on editing a WebTribute). Insert text and photos. Whatever you insert into the text fields (including your contact information, logo and a standard message) will appear on all future sites.

## ADD/REMOVE BUTTONS

On the Tribute Management Page click on **EDIT BUTTONS**. The following manage buttons page will appear:



As you can see, this account has a “1” in the **ORDER NUM:** column next to HOME PAGE Option Name while all the other pages have “0”. This means that the page labeled “*Main Tribute*” will appear as the first page in any future WebTribute site created this Default configuration. Also, because all of the other pages have “0” they won’t appear. Furthermore, this HOME PAGE will be titled “Main Tribute” because this is what we typed-into its **LABELLED AS:** field. We can change the name of this page by simply changing what we type into this field. We can add pages and establish their respective order by putting sequential numbers (representing the order in which we want their respective navigation buttons to appear) in the **ORDER NUM:** fields for each respective page we want to display.

Let’s change the default so that all new WebTributes show the following pages in order:

- 1) Home Page named “Main Tribute”
- 2) Tributes page named “Tributes”
- 3) Guestbook page named “GuestBook”
- 4) Memories page named “Memories”
- 5) Photos page named “Photos”
- 6) Videos page named “PhotoTributes”

Fill-out the screen so it looks like this.

Option Name:	Labeled As:	Order Num:
CUSTOM:	Family Tree	0
GUESTBOOK:	GuestBook	3
LINKS:	Links	0
CUSTOM:	Locations	0
MEMORIES:	Memories	4
PHOTOS:	Photos	5
TRIBUTES:	Tributes	2
HOME PAGE:	Main Tribute	1
VIDEOS:	PhotoTributes	6

Click **SAVE INFORMATION** and your new defaults are saved.

## GUESTBOOK THANK YOU EMAIL

Your default account can contain a customized message that is sent to all visitors who sign the Guestbook or share a Memory. You can change three things:

- 1) The "Subject Line" that will appear in the email
- 2) The return email address that will appear in the email
- 3) The letter content

To change the Subject Line and return email address, simply fill-in these boxes:

As you scroll down this webpage you will see a text box that can be edited to include your custom message. Replace the text included in the text box and write the message you would like to automatically send to visitors who use the Guestbook and Memories pages. You can include photos and graphics. So make this a special thank-you that will communicate the family's gratitude and your message of care.