

The MemoryMiner™ QuickStart Guide



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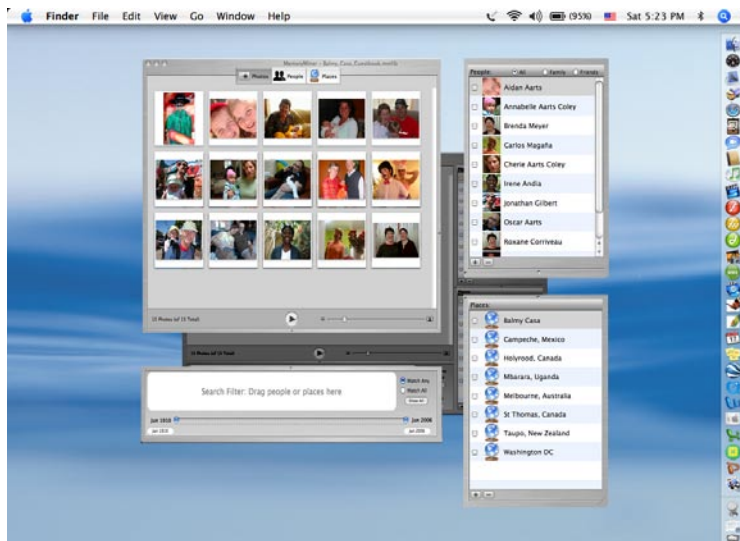
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The Interface

MemoryMiner is a digital storytelling tool that explores the intersection of people, places and time.

There are three main working environments identified by tabs at the top of the page, labeled **Photos**, **People** and **Places**.

Clicking on the tabs allows you to move between the different work environments.



Photos:

When you first launch MemoryMiner it defaults to the Photos view and gives you a broad overview of what is contained in your library. The Photos environment is your main workspace where you search for, select and edit photos.

The Photos environment is subdivided into four areas which change according to the task at hand:

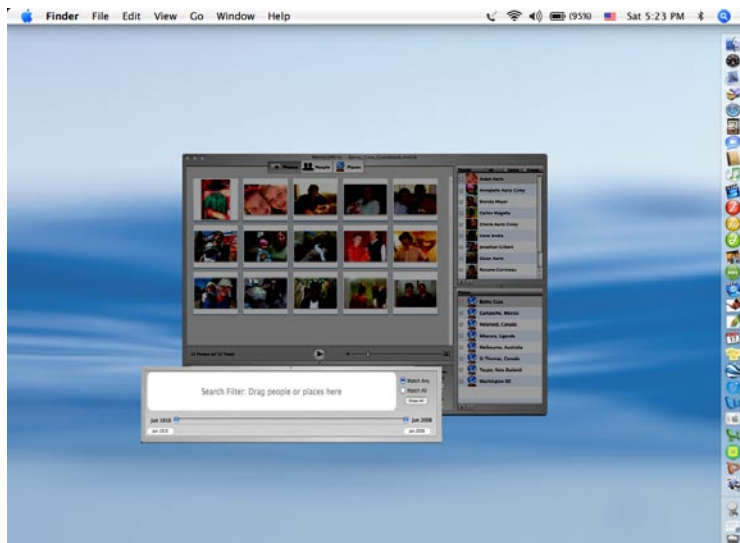
1. Contact Sheet
2. Search Filter
3. People Panel
4. Places Panel



The **Contact Sheet** is the area where you import and select images. Thumbnails of images allow you to have a quick visual guide of your library.

Double-clicking on any image narrows the focus to that one image and enables you to annotate it by identifying people and places and adding text and media attachments. This turns a simple image into a rich story element that can be linked to others.

Use the forward and backward arrows at the bottom of the window to view the previous or next photograph in order on the contact sheet. After editing, click Done to return to the Contact Sheet.



The **Search Filter** (found below the Contact Sheet) enables you to search your library and narrow down the range of images you want to work with.

For instance, as you annotate the images in your library and define the people and places within them, you will be able to use the Search Filter to find images that contain specific people in specific places (simply by dragging and dropping those people and places into the Search Filter; this will be discussed in further detail in Section 3).



People:

Maintaining the list of people in MemoryMiner is simple. Just click on the + or - buttons at the bottom on the People panel to add or remove someone from your list. Customize their birth date, their relationship to you (if relevant) and their gender. Create icons for each stage of life from photographs. Select a person's main icon by double-clicking on the icon at the left beside the person's name and date info.

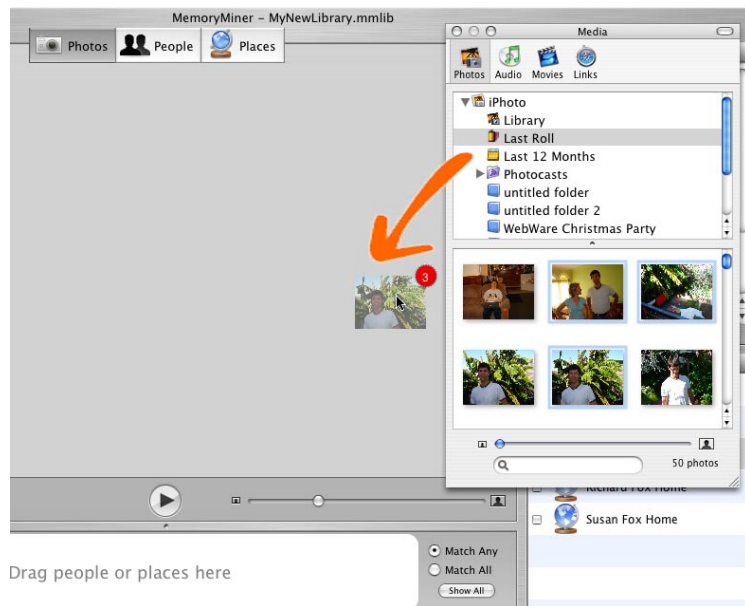
If you're using MemoryMiner for a genealogical project and are already using GEDCOM, you can import people and photos from .ged files by selecting File > Import People from Gedcom file.



Places:

Add or remove relevant places by clicking on the + or - buttons at the bottom of the Places window. By entering a full address or even just a city and country, the Get Map function will attempt to locate a map of the area from web services. It will also pull latitude and longitude information if it is available. You can also Import places from Google Earth .kml files.

Importing Photos

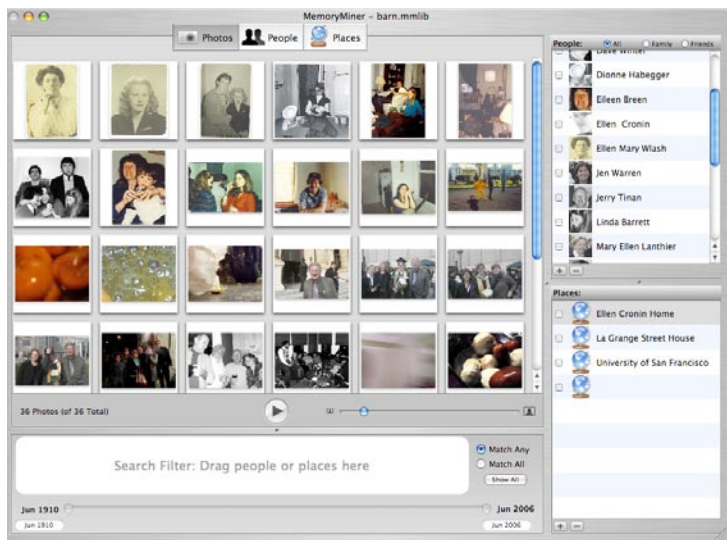


The first step is to digitize your images. When taking pictures with a digital camera, this is as easy as connecting a cable and uploading the photos. For paper photographs, it requires scanning the images. For both methods, you can either place the images in a folder or add to a photo organizer (like iPhoto).

To get the images into MemoryMiner, simply drag and drop them from where they are into the Photos panel of the MemoryMiner window. Once you see a green plus (+) sign you can drop them. You have just told MemoryMiner to catalog the images.

Once imported, the images first “arrive” in their own Photos window. To get back to the main Contact Sheet in Photos to see all images, click “Show All” (beneath Match Any and Match All).

Adding Information



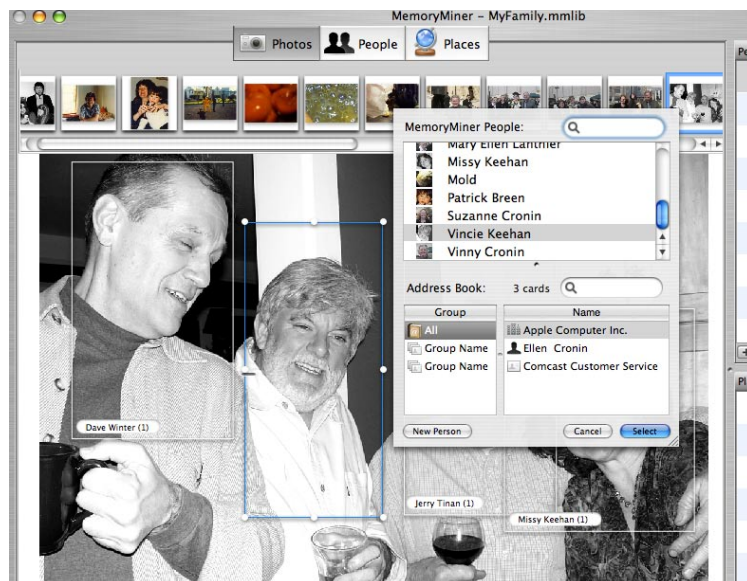
The depth to which you choose to document your photos is completely up to you.

You can start by adding basic information and then gradually expand the information with the addition of audio, video, documents and URL attachments.

How to add data to photographs:

1. Browse photos

Use the scroll bar on the right side of the Contact Sheet window to browse through thumbnails of available photos.

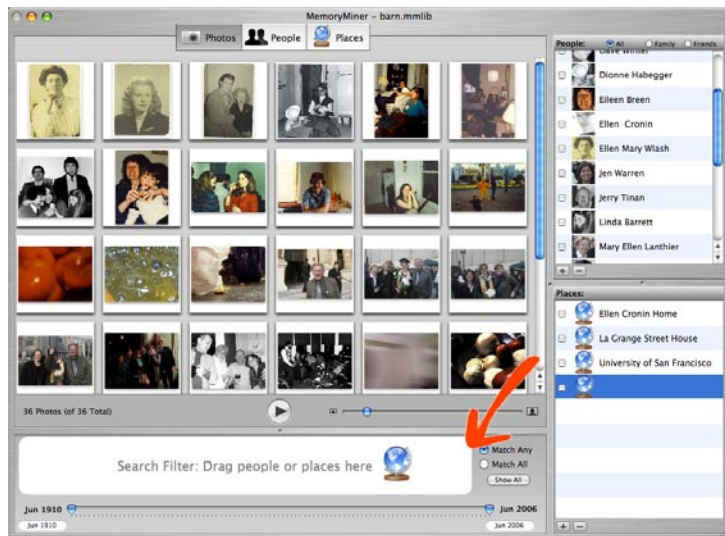


2. Enter edit mode

Double-click on a desired thumbnail to select it. The photo will enlarge to fill the contact sheet. You are now in edit mode.

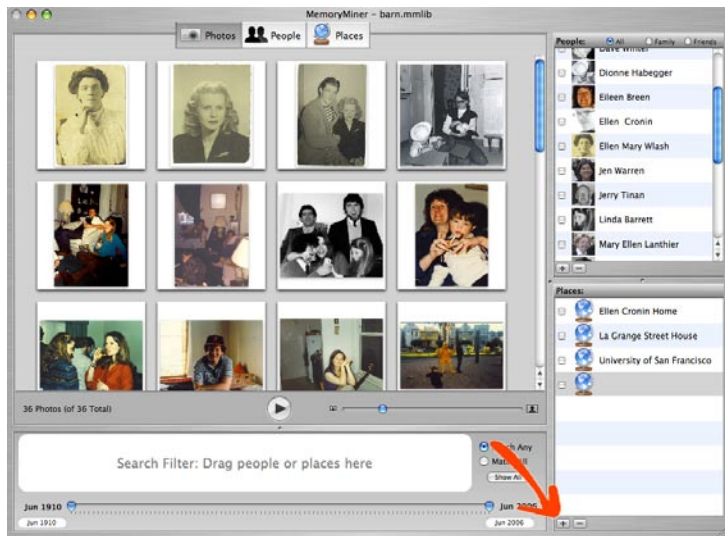
3. Identify people

Using your mouse, draw a selection box around a person you wish to identify in the photo. Use the pop-up window to select a person from your MemoryMiner list of people, from your Address Book or to add a new person. Continue this process with each person you wish to catalog in the photo.



5. Select location

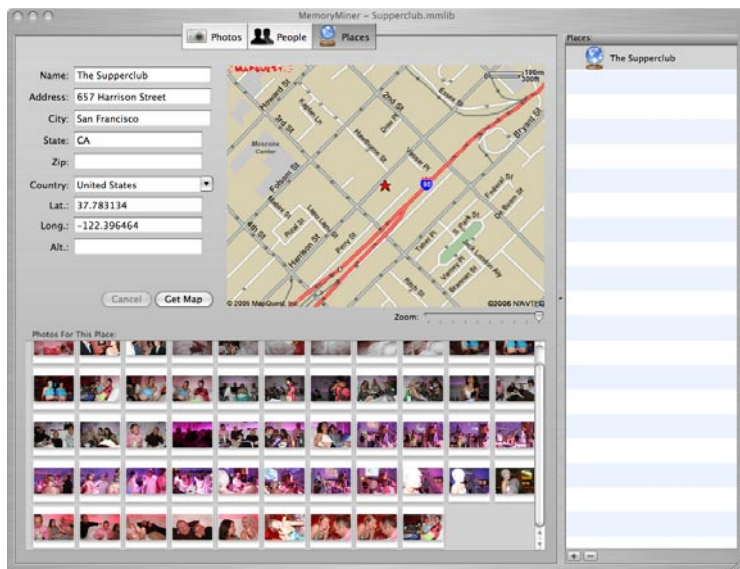
Select location information from the Places pull-down menu, located at the bottom center of the Contact Sheet. You can also drag and drop a location from the MemoryMiner list of Places onto the photo. If the place does not exist in MemoryMiner, you can use the plus (+) button at the bottom of the Places panel to create it.



5b. Creating locations

To create a new location, click on the (+) button at the bottom of the Places panel.

This will take you to a new Place window within the MemoryMiner Places area. Enter the name of your new place, and as much information about its address as you have available.



MemoryMiner uses a variety of web services to determine the latitude and longitude of a given place anywhere in the world. If you are having trouble mapping your location, make sure that you are not including apartment numbers or similarly specific information in your place record.

If you would like to document a place that does not have an exact street address, try providing only the name of the city, town, or state, or access an internet map resource (such as Google Earth) to determine the places exact coordinates.

If you are an avid user of Google Earth, MemoryMiner can import places from Google Earth KML files location (KML) files (File --> Import Places from KML file). For more information please refer to our FAQ page at <http://www.memoryminer.com/support>.



6. Write notations

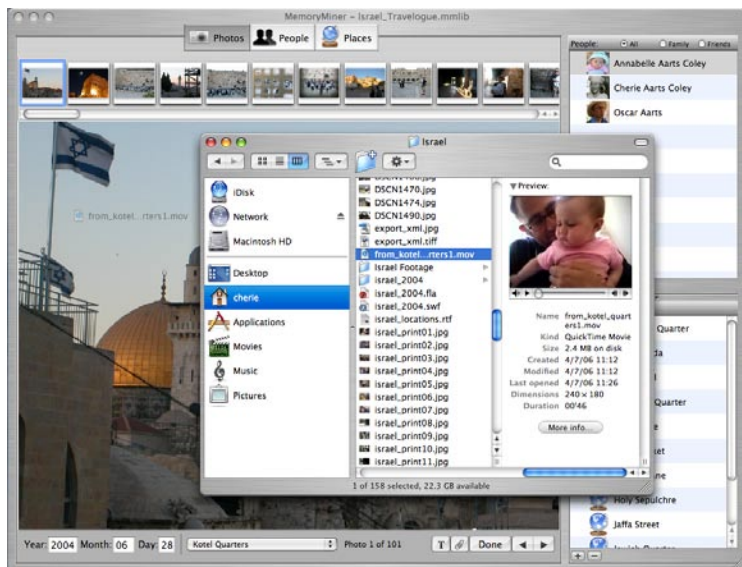
Write notations about the photo by clicking on the Text icon (T) located at the bottom of the edit pane. This is the place where stories and memories of a particular person or place can be recalled and documented.

Tip: In MemoryMiner preferences, check "Show Metadata Icons Under Photos." This will allow you to view at a glance what type of information has been added to each photograph. There are flags for date, place and people.

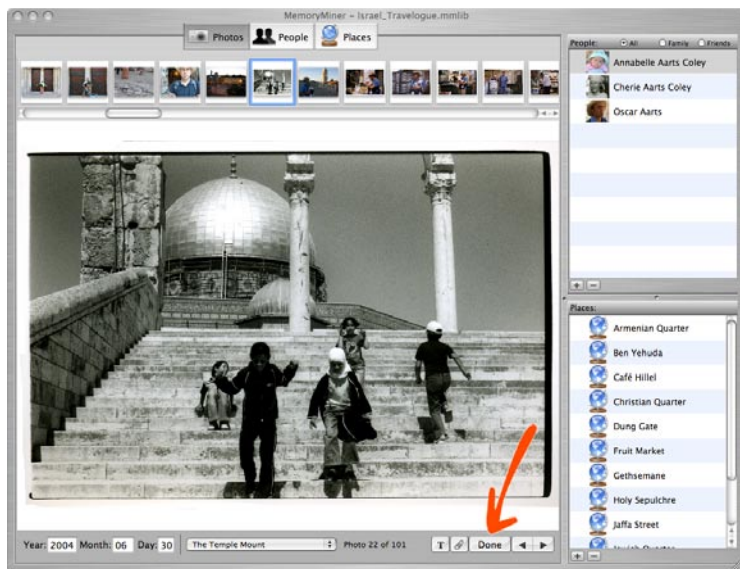


7. Add audio, video, documents or URL attachments

Documents of any kind can be attached to a photo. A PDF of a birth certificate, a Word document describing a vacation, the URL of a the bed and breakfast where the picture was taken, the video you created of an elder family member reliving a memory. Just drag and drop the document onto the image (not the paper clip icon) while it is in edit mode.

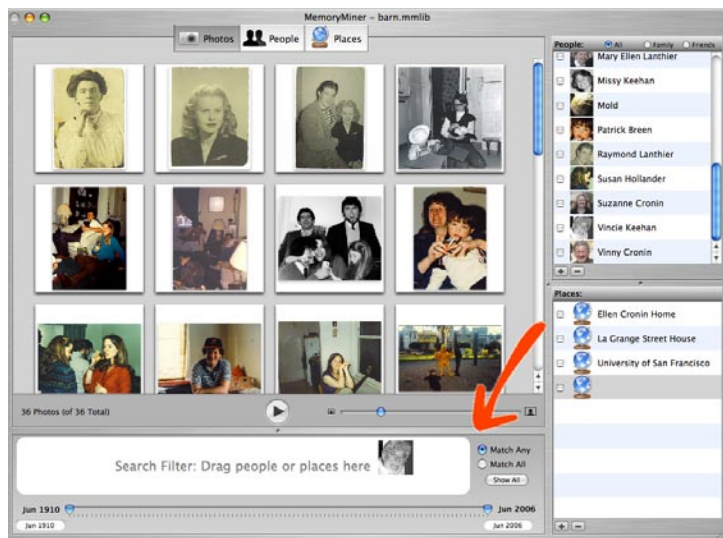


The paper clip icon between the Text (T) icon and the Done button will now undim so that it can be selected. If you click on the paper clip, you will see a list of the attachments which can then be viewed by double-clicking on each.



Once you have documented the selected photo, you can end edit mode by clicking the Done button or edit another picture by clicking on its thumbnail at the top of the screen.

Viewing the Results



Once you have catalogued your photographs with as much detail as you'd like, use MemoryMiner to search for instances of people or places.

1. Search People

Search for combinations of People, by dragging one or more People icons into the filter (or by simply clicking on their checkboxes). Select Match Any to search for all photos that contain any of the selected people. Select Match All to search for photos where all of the selected people are present in the same photograph.



2. View a Person's "Life Wheel"

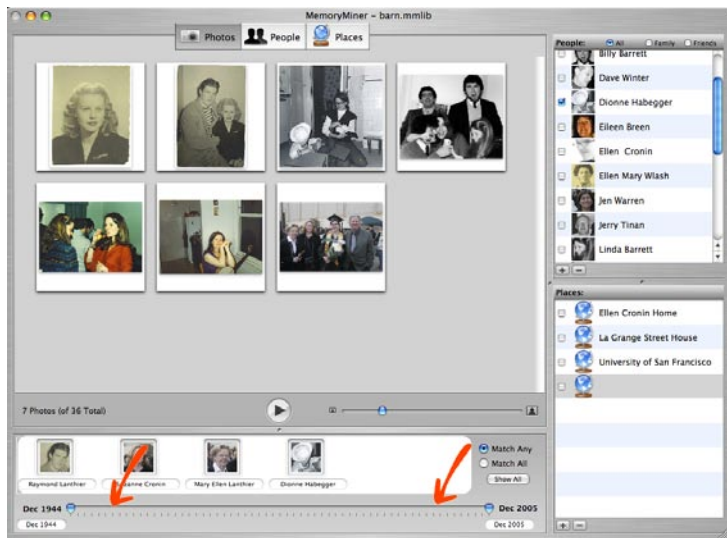
Once you've dragged a person into the Search Filter, you can click on them to bring up an individual Life Wheel. This shows thumbnail images of the person at different stages of their lives, from newborn through to senior. This is interesting to show similarities and differences when comparing members of the same family.

To change the thumbnail images in the Life Wheel, double-click on the person in the People list whose images you want to change (this takes you into that person's profile in the People editor), then click on the relevant thumbnail and make your selection.



3. Search Places

Search for Places by dragging a location icon onto the contact sheet or by placing a check mark in its checkbox.



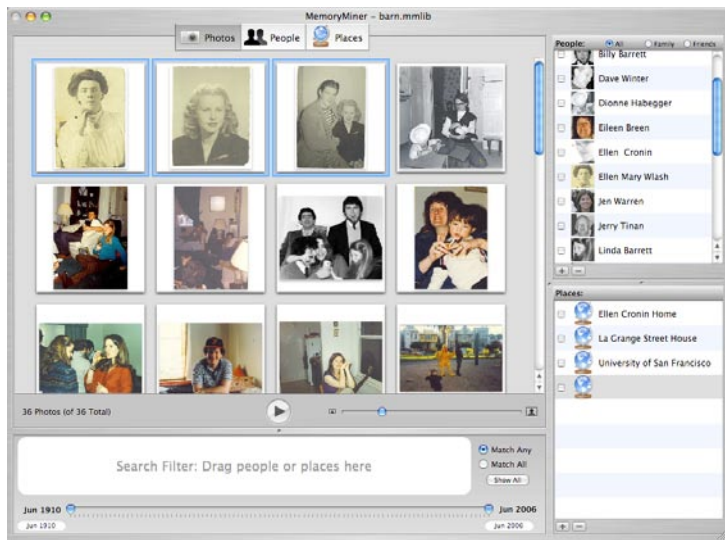
4. Search by Time

To search for photos from a specific timeframe, adjust the date slider at the bottom of the Contact Sheet.

5. Play a Slide Show

Visualize your search results in a chronological order slide show. Click the Forward Play arrow on the Contact Sheet, and adjust the speed of the play using the rabbit-to-tortoise slider.

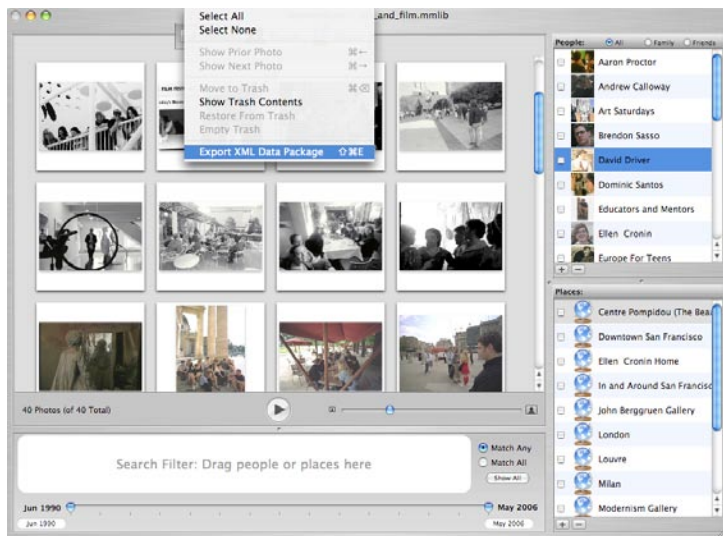
Putting Your Story Online



If you have access to a server, either through a .Mac account or a hosted personal/business account, you can upload a MemoryMiner story for online viewing.

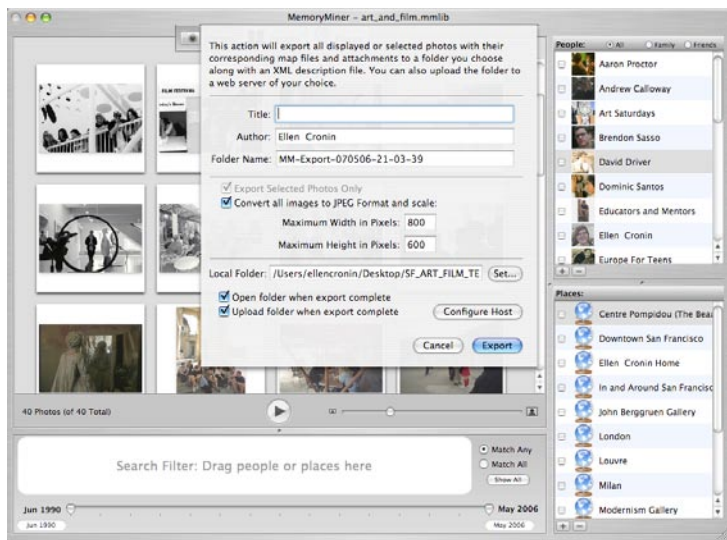
1. Select Images

Select images for export online in the Contact Sheet by clicking the ones you want, and holding down the Shift key.

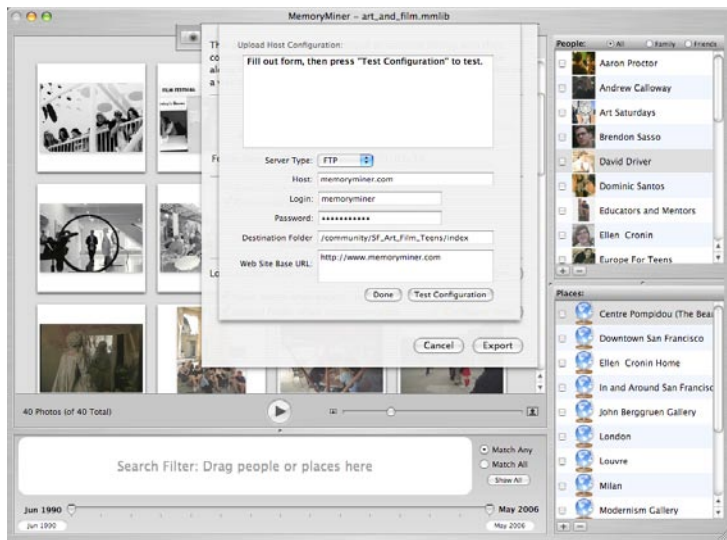


2. Export Images

- From the main menu, select Photos > Export XML Data Package. This will export all images and accompanying data and attachments.



- Add a title for your online story, and an author name. Then enter the name of the folder for the story to be created in and uploaded to. MemoryMiner will automatically create a web-friendly title, but you might like to change it to something more relevant.
- Leave “Export Selected Photos Only” checked if you’re not exporting your entire library of images. For optimal viewing, leave “Convert all images to JPEG and scale (800x600)” checked.
- In the Local Folder box, click Set and “Choose Folder” to select a local destination of your story. Then, click “Configure Host” to configure MemoryMiner for automatic uploading to the server of your choice.



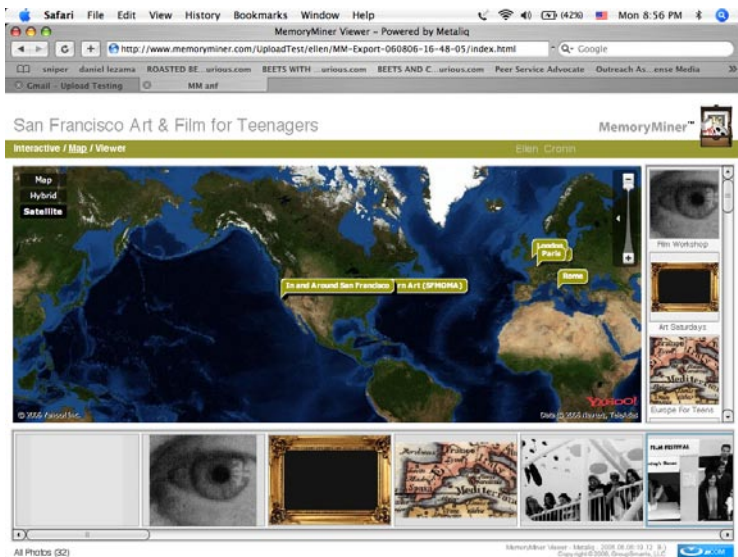
- In the “Configure Host” window you can select either FTP or .Mac from the “Server Type” drop-down menu. If it’s a .Mac account the remainder of the required information will be automatically entered (although you may like to change the folder location). If you’re not using a .Mac account, you’ll need to enter the Host, Login, Password and location as you would to in any FTP application.
- Click “Test Configuration” to ensure the connection works, and then “Done” when it does. (If it doesn’t work please email the MemoryMiner Support team for further assistance).
- Leave “Upload folder when export complete” checked in the Export window for automatic upload of your MemoryMiner story.



3. View Your Story Online

If you uploaded your story automatically, a new window should appear in your browser with the Export View of your MemoryMiner story online. It may take a little while to fully load, depending on your connection rate.

There are three modes within the online Export View: Interactive, Map and Viewer. The default is Interactive mode, which contains an area for each image to be shown, along with an attachments and text annotation panel to the right of that area, and a scrolling list of People to the far right. All images will appear in a scrolling panel at the bottom of the Interactive View.



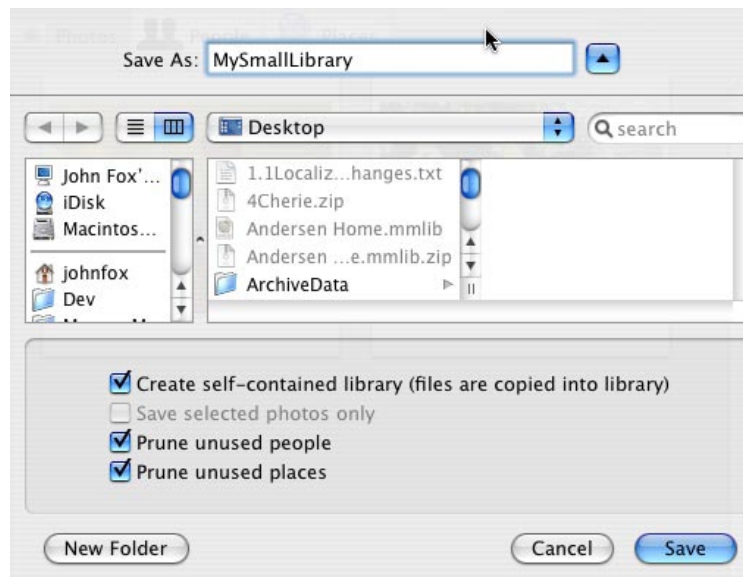
You can click on any of the images in the bottom scrolling panel to view an image and its annotations and attachments. Clicking on an image's attachments will bring up a new window in the top right of the screen, showing whatever the attachment contains.

You can click on different people in the People scrolling panel to find images that contain those people. Deselecting a person will return all images in the bottom scroller.

The Map mode contains a Yahoo maps component that plots locations against a pan and zoom-able satellite image map, street map or hybrid.

The Viewer mode enables a click-through slide show of all images.

Saving Your Library



Once you're done working on your MemoryMiner project (remember you can always come back and add more content), you can save it as a MemoryMiner "Library" (a loadable document).

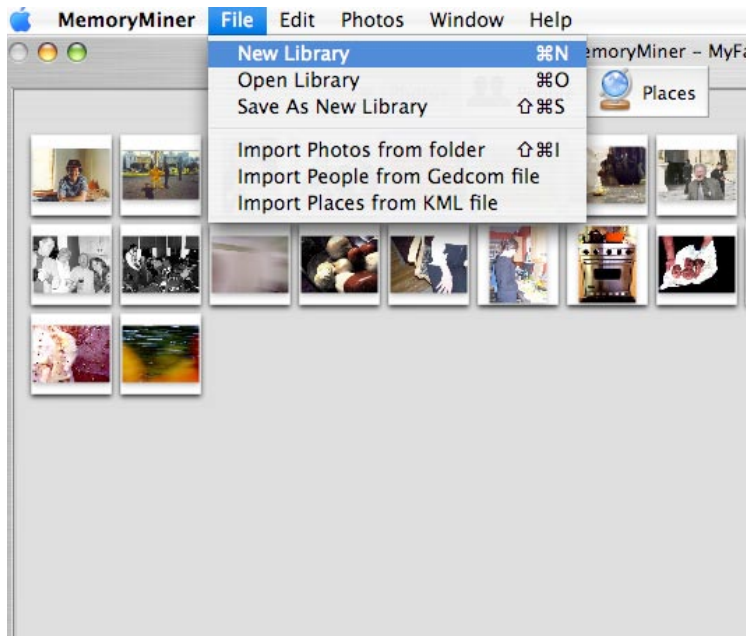
This can either be self-contained (with all relevant images and attachments located within the Library file) or by reference only (where all images and attachments are referred to from the Library but not contained within the actual library).

For ease of use, self-contained libraries are recommended. That way you won't need to relocate images or files if you move the originals (for instance from your desktop to a different folder).

Self-contained libraries are also useful so you can transfer them between different MemoryMiner users on the same or different computers.

To save a self-contained library, select File > Save as New Library from the main menu, and leave the "Create self-contained library" box checked.

Creating a New Library



If you're ready to begin working on a different project in MemoryMiner, creating a new library is as simple as selecting File > New Library from the main menu.

Happy MemoryMining!