



How to Use Ohio Memory's My Scrapbook Feature www.ohiomemory.org

To create your scrapbook:

1. Click on the "My Scrapbook" icon link on any Ohio Memory page.
2. On the "Sign in to My Scrapbook" page, click "Register Now."
3. Create a user name and password. Try to pick something you will find easy to remember.
4. Click the Register button; and you're all set!
5. To access this scrapbook again whenever you come back to Ohio Memory, click on the "My Scrapbook" icon link, and enter your user name and password.

To let others know about your scrapbook:

6. Inform them of the url that is displayed at the top of your scrapbook, just below where it says "**The url you can give to others is:**".
7. An easy way to send the url to others is to copy and paste it into an e-mail message.
8. Place cursor at the beginning of the url. Press down the mouse button to highlight the text and drag it to the end of the url.
9. Now press and hold down the **Control or Command** key while pressing **c**. This copies the link to the clipboard.
10. Switch to your e-mail, and in the body of the message, click where you want the url to be pasted.
11. Now press and hold down the **Control or Command** key while pressing **v**. This pastes the link into the message.

To add new images to your scrapbook:

1. Use either the **Search** or **Browse** features to find records to save to your scrapbook.
2. At the top of any descriptive record you find you will see a **Save to My Scrapbook** tab.
3. When you click on this tab it will change to **Saved!** and the record will be saved into your scrapbook.
4. You may continue searching or browsing for records and saving them to your scrapbook.
5. When you wish to see the records that you have saved to your scrapbook, click on the **My Scrapbook** icon at the top of any page.

To remove records from your scrapbook:

1. Click on the **Remove** check box located beneath the thumbnail image of the item or items you wish to remove.
2. Click on the **Remove checked items** link located in the top right area of your scrapbook
3. The page will reset and the item or items will be removed from your scrapbook.

To add your own notes to images that you have in your scrapbook:

1. Click on the **Add note** link that is located to the right of the image you wish include a note for.
2. In the window that opens up, type in the text you would like for the image.
3. Click on the **Save note** button and the text will show up next to your image.
4. If you want to modify your note, just click on the **Edit note** link located below the note area.

To add a new scrapbook to your user account:

1. Click on the [Add a new scrapbook](#) link that is located in the upper right corner of the My Scrapbook work area.
2. Fill out a new registration, specifying the new title, background, etc., that you would like for the new scrapbook.
3. Click "continue" from the Registration Report page.
4. You can switch between scrapbooks using the [Choose a scrapbook](#) option menu located in the upper right corner of the My Scrapbook work area.

To delete a new scrapbook associated with your user account:

1. **Caution:** Please use the delete function carefully, as the selected scrapbook (the one shown on-screen) and all of its selections will be lost if you click on the delete link.
2. Click on the link to [Delete this scrapbook](#) link that is located in the upper right corner of the My Scrapbook work area.
3. Verify that you want to delete the scrapbook displayed on screen by clicking **OK** on the pop-up box.
4. **Note:** if you only have one scrapbook associated with your user account, deleting the scrapbook will also delete your user account.

Other features:

1. You can use the [Edit My Scrapbook Settings](#) link to change your scrapbook's password, hint, background, and font. You can also change whether you want a viewable url for your scrapbook that you can give to others.
2. You add and edit a description for the top of your scrapbook. Click on the [Add a description](#) link at the top right of the scrapbook to do this. To enter or modify the text, see the instructions above for adding an annotation. The maximum number of characters (letters, spaces, or punctuation) you can enter for a description is 2000.
3. You can change the background of your scrapbook by selecting the desired style from the **Background:** option menu located in the upper left corner of your My Scrapbook work area.
4. You can change the sort order of the images in your scrapbook by selecting the desired criteria from the **Sort by:** option menu located in the upper left corner of your My Scrapbook work area.

Troubleshooting: If your notes are not showing up when you save them, here are some tips:

- Some browsers assume that pages never change (or do so infrequently). If you would like to make sure you get the current copy of a page every time you go to it, all browsers allow you to ensure that this is done. For example, with Internet Explorer, if you go to Tools/Internet Options/Settings, you can have the browser check for a newer version of a page every time it visits it. This way, each time you enter or edit a note and your "My Scrapbook" page updates, you will see the change immediately.
- Some organizations route their internet access through local proxy servers that have their own web page caches, and do not refresh when you reload or refresh in the usual manner. Usually you can get around this by refreshing in a different way: press Ctrl-F5 (or hold down the Ctrl key and click the refresh button). Often Shift-F5 (or Shift-refresh) will accomplish the same thing.