

TombTag©

Welcome to TombTag©! You are about to become a Historian by creating and preserving the life of a relative or friend.

Prior to beginning, it is recommended that you visit a few examples in TombTag© to determine colors, layout, data location, pictures etc.

You should have received the following in your TombTag© introductory package:

- The TombTag© web address sticker
- A TombTag© plastic tag that can be applied to the headstone by the headstone owner. The Tag is printed with the web address & Personal ID tag number (This “TombTag ID” is attached to the TombTag page you will create)
- A TombTag© “User Name” for editing
- A TombTag© “Password” for editing

Contact TombTag© through the Web address help system for programming assistance and FAQs

Let's get started.

- 1) Go to the entry Tombtag© page at www.tombtag.com
- 2) Enter the tag number provided for the friend or relative provide
- 3) Press “Go” to access the personal webpage creation site



- 4) Click on “Sign In” located in the upper Right-hand corner of the page
- 5) Enter the Username and Password provided in your Welcome package
- 6) Click on the “Login” button

7) **Shooter McGavin** will send you the following message



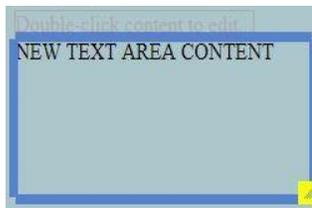
8. Click OK and you will be sent back to the Home Page with a **“Welcome Last Name”** in the upper Right-Hand corner
9. Click on the **“My TombTag”** button
10. Press **“Search”** on the drop-down menu under **“My Tombtag@”**
11. Enter the personal Tombtag@ ID number into the **“search Box”** displayed – press Enter
12. The program will search for information provided for the personal Tombtag@ data already entered or it will find the empty site.
13. The name assigned to your Tag# should appear below the search box (a star designates the name assigned to the Tag Number
14. Click on the Tombtag@ name assigned to you for data entry
15. Your blank canvas should appear on your screen.

Adding the name of the person honored by your Tag: Adding Text to your work-space:

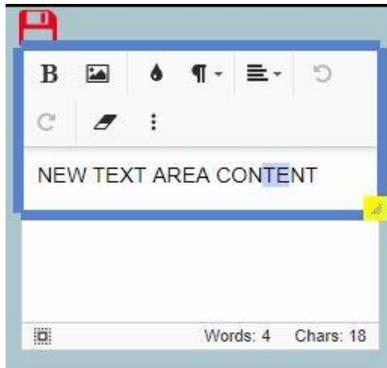
- 1) Click on **“Edit this page”** in the upper left-hand corner of your work page.
- 2) An Edit bar will appear along the top of your work page



- 4) Click on **“Add Text”**
- 5) An Edit box will appear on your work space



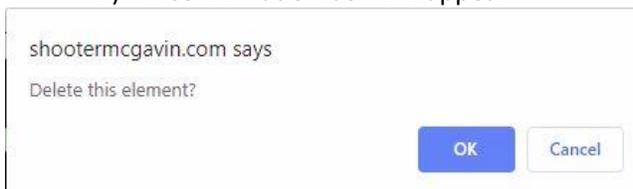
- 6) This box can be dragged to any location in your work space or the size may be adjusted by stretching the Yellow arrow in lower right corner of the box.
- 7) Double click on the script **“NEW TEXT AREA CONTENT”**
- 8) An advanced Edit Box will appear



- 9) Highlight the text “NEW TEXT AREA CONTENT” and replace it with the desired text (Name, Photo description, data etc.
- 10) With the new text highlighted, you can adjust the script format, size etc.
- 11) Once you are satisfied with the format, click on the red “Save icon” in the upper left of the advanced edit box. Your text will be saved.
- 12) Adjust the blue outline around the newly entered text by dragging the lines around the text.
- 13) To view your work, click on the “View Page” button on the edit bar

Editing or deleting text:

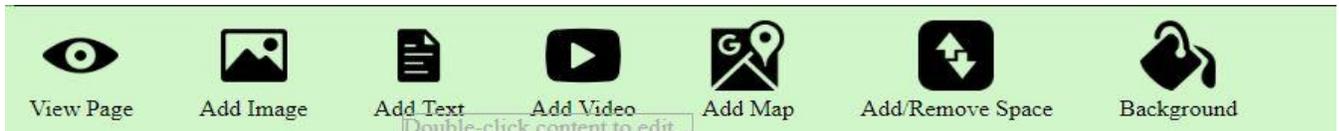
- 1) Click on “Edit this page” in the upper left-hand corner of your work page
- 2) Double click on the text to be edited (if nothing happens, expand the text box)
- 3) Place the cursor over the text to be edited and edit
- 4) Once you are satisfied with the format, click on the red “Save icon” in the upper left of the advanced edit box. Your text will be saved.
- 5) Once the text is SAVED it may be moved and the blue edit lines can be adjusted to fit the text.
- 6) To delete the entire text box, place the cursor over the box and click on the “x” in the upper right-hand corner (your text will not be recoverable once confirmed)
- 7) A confirmation box will appear



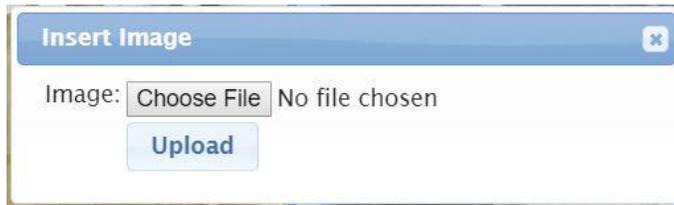
- 8) Press “OK” and the text will be deleted from you Tag page; Press “Cancel” and you will be returned to your work page.

Enter our 1st Photo:

- 1) Click on “Edit this page” in the upper left-hand corner of your work page
- 2) The photo you select to enter into you Tag must be saved onto your computer system.
- 3) An Edit bar will appear along the top of your work page



- 4) Click on “Add Image”
- 5) An “Insert Image box will appear



- 6) Click on the “Choose File” button. (you can cancel with the “x”)
- 7) You will be taken to your picture files – click on the picture to be added
- 8) Click on the bottom right “Open” button on the screen
- 9) You will be taken back to the “Insert Image” button – click on “Upload”
- 10) The chosen image will appear with a blue edit frame around the picture



- 11) When the cursor is placed over the picture an arrow will appear in the upper left hand corner allow you to rotate the photo. An “x” will appear in the upper right corner to delete the photo
- 12) The size of the photo can be adjusted by clicking, holding & dragging the yellow button in the bottom right-hand corner.
- 13) Move the photo to the desired location by placing the cursor on the photo , & holding the left mouse button down.
- 14) Once the picture is in the desired location, release the mouse button and the picture and location will be saved.
- 15) To view your work, click on the “View Page” button on the edit bar
- 16)

Deleting a Photo:

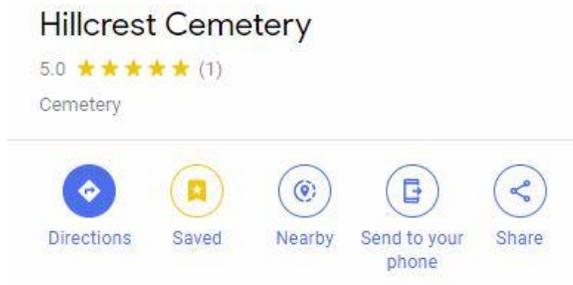
- 17) In the edit mode (see item #1), position the cursor over the photo to be deleted.
- 18) Click on the “x” in the upper right-hand corner of the picture
- 19) A confirmation box will appear



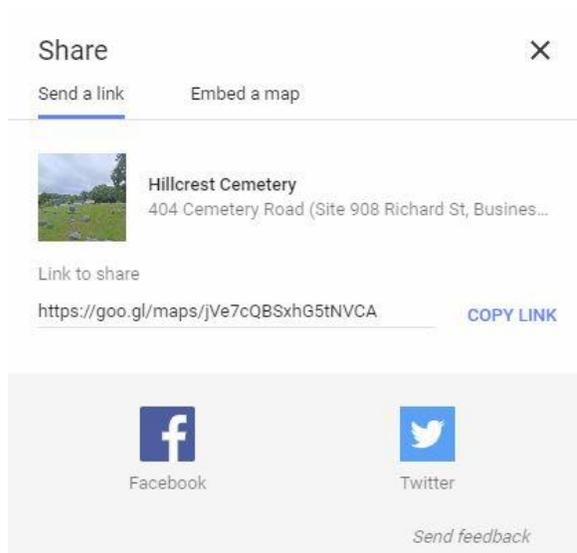
20) Press “OK” and the picture will be deleted from you Tag page; Press “Cancel” and you will be returned to your work page.

Adding a Map:

1. Leave TombTag© open and Go to “Google Maps”
2. Type the place you are searching for in the search box (ie. Hillcrest, Cemetery, Clearfield, Pa)
3. Once Google has found the location click of the Share Icon



4. At the Share pop-up click on “Embed a map”



5. Click on “COPY HTML

Share



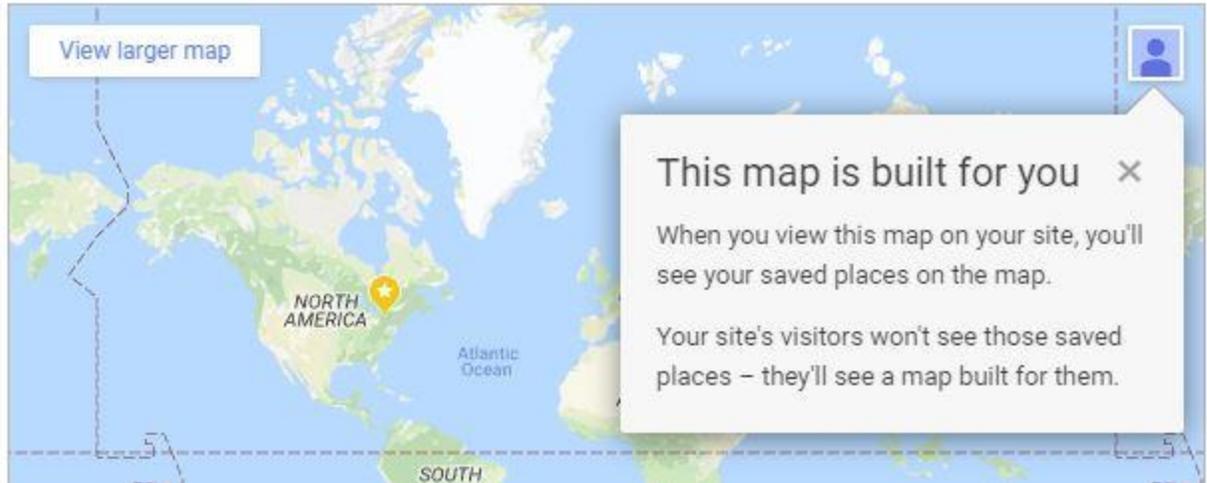
Send a link

Embed a map

Medium ▾

```
<iframe src="https://www.google.com/maps/embed?pb=" width="600"
```

[COPY HTML](#)



6. Return to Tombtag© (edit sector)
7. Click on "Add Map"
8. Paste the copied HTML into the "Map Embed URL" Box
9. Click on "ADD"
10. When the map appears Click and Hold to slide it into position
11. If the "X" is not clicked upon, it will save when you "View Page" or exit

Background: Change the color of the site's white background. Note – the entire TombTag site will always have the same color

1. In the Edit Mode, Click on "Background"

Change Page Background

Color:

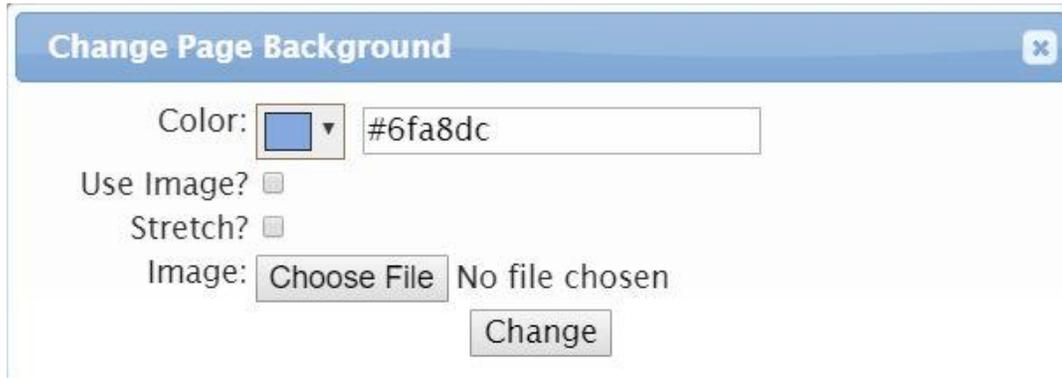
Use Image?

Stretch?

Image: No file chosen

2. Click on the drop-down arrow next to the Color box to display the color choices
3. Choose the desired color by clicking on it
4. A check will appear in the color box and a code will be listed in the search box

5. Click on “choose” in the bottom right corner or cancel
6. If “Choose” is selected a new pop-up will appear



7. Click on the “Change” box to complete the background change. If you are not satisfied with the look, re-perform to the Background change procedure

Add/Remove Space:

1. In the Edit Mode, Click on “Add/Remove Space”



2. The “Space” pop-up will appear



3. Drag and resize and then use the buttons to either push the content down by adding space or pull the content up by removing the space. The space function will only work across the entire page.

View Page



1. Th “View Page” button can be used at any time during the edit phase.
2. Click the “View Page” button to return to the My TombTag page. To continue editing press the “Edit this page” script in the Left-hand corner.

Add Video:

1. After locating the area for the Video , Click on the Add Video button on the Edit task bar



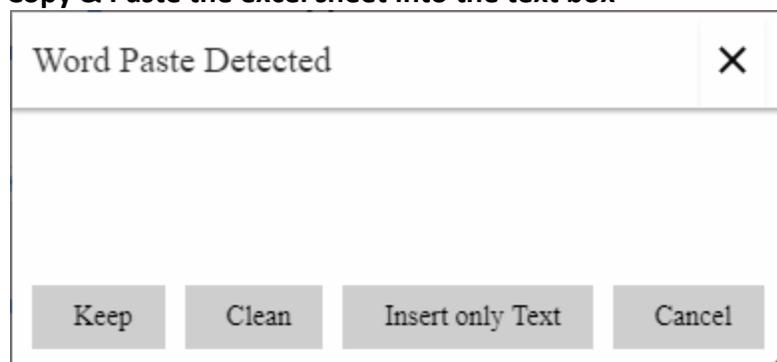
2. An “Insert YouTube Video” box should pop-up



3. Copy and paste the Video URL in the box provided and click on “Add”

Create a chart:

1. Make an excel sheet outside of Tombttag
2. Within Tombttag add a text box
3. Copy & Paste the excel sheet into the text box



- 4.
5. Click on “Keep”

Adding Special characters to text entries (such as the German umlaut)

1. Add text (see adding text) and save
2. Edit the text just added and highlight the letter or area requiring the special character
3. Click on the 3 vertical dots in the edit options
4. Click on the Omega sign  – a pop-up chart will appear

Select Special Character

X

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X Ok

5. Click on the Special character desired
6. The special character will appear where you highlighted the text and the pop-up box will disappear.
7. Save the edit

About Us - What happens to all those memories after a loved one passes? Does one family member have access to the history, pictures, videos, and other memories, or are they scattered about amongst a number of people?

Wouldn't it be great if there was a way those could be easily accessible forever?

Now there is...with TombTag!

Simply purchase a unique tag and have access to our portal where you can preserve those memories forever. Make the information private or publically accessible.

Note: the Google and YouTube names and logos are copyrighted by **Google** and **YouTube**