

# user guide

## table of contents

- GETTING STARTED
  - CREATING YOUR ACCOUNT
  - NAVIGATING YOUR ACCOUNT
- NAVIGATING PLACING STONES INTERFACE
- TROUBLESHOOTING
  - FAQS
  - SUPPORT
  - GLOSSARY

## introduction/ Step-by-step instructions on how to use our application effectively

We have designed the Placing Stones user interface to make it as simple as possible for you to create your website. **Remember, the site you create will be yours to use and develop over time. You can begin with a few sections and add or edit content as you go.**

## getting started/ Instructions on setting up your account

### CREATING AN ACCOUNT

1. Open [PlacingStonesStudio.com](http://PlacingStonesStudio.com)
2. Click on the button labeled "Get Started"
3. Review the subscription details to determine which one best fits your needs
4. Click on "Start Your Journey"
5. Click on "Sign Up Now"
6. Click on "View Cart"
7. Click on "Proceed to Checkout"
8. Fill in the required details
9. Complete the Payment Details
10. Click on button labeled "Sign Up Now"
11. You will receive two emails confirming order:
  - First: "Placing Stones order is now complete"
  - Second: "Your Shoebox is now created"
12. You will have an account auto-created for you with your username as the email and an encrypted password (for security reasons).
13. If you want to change your password, please log out of your account using the account button.
  - Click *Reset Password*.
  - Once your password is re-set, log back in with your email and your new password.
14. Click on the link to your personalized shoebox.

### NAVIGATING YOUR ACCOUNT

**Dashboard** From your account dashboard you can view your recent orders, manage your billing address, and update your account details.

**Orders** From your orders you can view the order number, the status of your order, and details about your order.

**Subscriptions** From your subscriptions you can view the subscription #, the status of your subscriptions, when your next payment is due, the total amount due, and the details.

**Addresses** From your addresses you can view and edit your billing address.

**Payment Methods** From your payment methods you can view, edit, and change your payments.

**Account Details** From your account details you can view your account details (first name, last name, display name), and your current password. You can also reset your password.

**Log Out** From your log out you can log out of your account or create a new password

**Shoeboxes** From your shoeboxes you can view your shoeboxes by name, the subscription status, the published status, the memories link, and the available actions for each shoebox. You can also buy additional shoeboxes.

## navigating interface/ Start building your website

Launch your Placing Stones™ shoebox link from your account. Your shoebox is the user interface that holds all the content of your website. You can start building your Shoebox using the link that was emailed to you. We recommend organizing your Shoebox contents by following three steps.

To Display section make sure to toggle to  Yes

On All Sections: Customize Headers to your liking

Clicking on [Invite Family and Friends to Contribute to Shoebox](#) allows you to invite others to collaborate and grants them access to your shoebox.

### QUICK GUIDE

SECTION	INSTRUCTIONS
Basic Info	Fill in each text field. (* Indicates required) Determine whether to display the birth and/or death dates Upload a profile photo Add biography / No character limit
Accomplishments	Can use for any text such as list of accomplishments, bio, résumé, eulogy, etc. Modify the header text from "Accomplishments" to your preference Enter the "Accomplishments" text / No character limit
Photo Gallery	Choose up to 30 of your favorite photos to upload Accepted files: jpeg, HEIC and .png
Sound Gallery	Add up to 30 soundbytes Can be used for stories, personal messages and recorded voices, etc. Click "Add Row" Label the "Clip Name" to your preference Click "Add File" Click "Add Row" to add additional sound clips to the "Sound Gallery"
Video Gallery	Choose up to 30 of your favorite videos to upload Name your videos to your liking.
Recipes	Collect your favorites! Title the Recipe Enter the ingredients Enter the directions Click "Add Row" to add additional recipes
Artwork	Can be used for anything photo based such as recipes, collections, etc. Upload up to 30 photos. Accepted files: jpeg, HEIC and .png
Memory Wall	<b>SAVE SHOEBOX before adding to Memory Wall</b> Choose to Display section by selecting "YES" Modify the header text from "Memory Wall" to your preference Click on "CONTRIBUTE TO MEMORY WALL" Submission can be a letter, poem, story, list of attributes, and/or photo The user enters their name (required) The user enters their memory (required) The user can Upload a photo of memory (optional)
Favorites	Enter lists of favorites Ideas: favorite songs, hikes, foods, music, books, vacations, etc. Choose to Display section by selecting "YES" Enter the title of your favorite Enter the text (list) of your favorite Note that the formatting is single spaced, bold, and will appear as a list
Settings	Themes/ select your Styling: color palette and text. Search Engine options <b>Choose color palette:</b> Review the color palette themes for your website Click on the Samples accompanying each theme to display example Click on the circle to choose a set of colors for your on your website  <b>Choose fonts:</b> Review the name fonts and body copy Click on the circle to select the name font and body copy  <b>Hide from Search Engines:</b> If set to "Yes", your personal website is private and will not show up in Google search results. This means that if someone searches on search engines like Google, your website won't
Legacy Library	To add links to additional shoeboxes toggle "yes" and select name
<a href="#">Save Shoebox</a>	This button saves all sections of your Shoebox. Click the "Save Shoebox" after entering all content
<a href="#">View Website</a>	Click to view website at anytime in process
How to Update Shoebox	To update Shoebox use the <b>edit</b> button on your Shoebox dashboard Click the "Edit" button on your Shoebox dashboard Your Shoebox sections will appear Click on any section to add or update text, photos, links, etc.

## FAQs

[Please refer to our FAQs](#)

## support

For additional help, **contact our support team at [hello@placingstonesstudio.com](mailto:hello@placingstonesstudio.com)**

## glossary

**Shoebox:** Your shoebox is the user interface that holds all the content of your website.

**Stripe:** Stripe Payments is a secure on-line payment processing platform that allows businesses to accept and process payments from customers worldwide.

**Color Palette:** A collection of colors used in a design.

**JPEG:** Defined as Joint Photographic Experts Group. JPEG files are a type of faster image file format that uses compression to store data.

**PNG:** Defined as Portable Network Graphic. PNG files are considered lossless. This means they have a fixed number of pixels, and do not lose any quality when they are compressed.

**HEIC:** Defined as High Efficiency Image Container. The format is an updated variant of the High Efficiency Image Format (HEIF), traditionally used by Apple across its mobile devices.