

# Tutorial

How to Augment  
Your Americans All  
Heritage Honor Roll  
Legacy Story with  
Hyperlinks



AMERICANS ALL®

# Contents

## Included in this tutorial are:

- Step-by-step instructions on how to link an audio, a video or a PDF from the Internet or a device to your Americans All Heritage Honor Roll legacy story; and
- Step-by-step instructions on how to link an Americans All Heritage Honor Roll legacy story to your legacy story.

**Note: You may want to print these instructions for future use.**

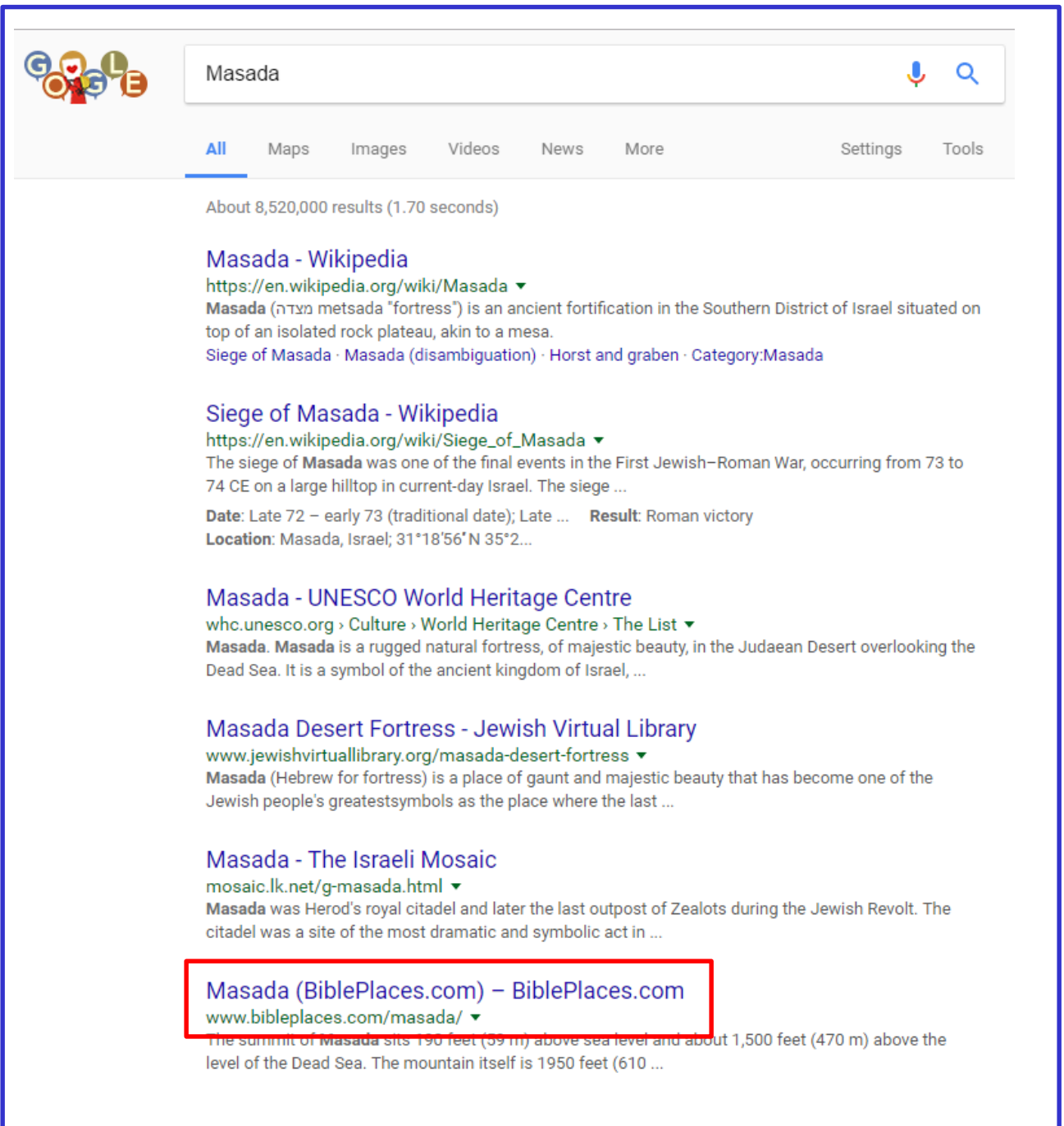
**Step-by-Step Instructions on  
How to Link an Audio, a Video or  
a PDF from the Internet or a  
Device to Your Americans All  
Heritage Honor Roll Legacy Story**

## Step 1(a)

On the Internet, search for the entry you want to link to your legacy story. Make a note of the URL so you can later upload the information to your legacy story. See page 7, step 5 to learn how to insert the image.

In this example, the URL you will need is:

[www.bibleplaces.com/masada/](http://www.bibleplaces.com/masada/)



The screenshot shows a Google search for "Masada". The search bar contains "Masada" and the search button is visible. Below the search bar, there are tabs for "All", "Maps", "Images", "Videos", "News", and "More". The search results are displayed below, starting with "About 8,520,000 results (1.70 seconds)". The first result is "Masada - Wikipedia" with the URL <https://en.wikipedia.org/wiki/Masada>. The second result is "Siege of Masada - Wikipedia" with the URL [https://en.wikipedia.org/wiki/Siege\\_of\\_Masada](https://en.wikipedia.org/wiki/Siege_of_Masada). The third result is "Masada - UNESCO World Heritage Centre" with the URL [whc.unesco.org](http://whc.unesco.org). The fourth result is "Masada Desert Fortress - Jewish Virtual Library" with the URL [www.jewishvirtuallibrary.org/masada-desert-fortress](http://www.jewishvirtuallibrary.org/masada-desert-fortress). The fifth result is "Masada - The Israeli Mosaic" with the URL [mosaic.lk.net/g-masada.html](http://mosaic.lk.net/g-masada.html). The sixth result is "Masada (BiblePlaces.com) – BiblePlaces.com" with the URL [www.bibleplaces.com/masada/](http://www.bibleplaces.com/masada/). This result is highlighted with a red rectangular box. Below this result, there is a snippet of text: "The summit of Masada sits 190 feet (59 m) above sea level and about 1,500 feet (470 m) above the level of the Dead Sea. The mountain itself is 1950 feet (610 ...".

## Step 1(b)

If you have an *audio* or a *video* (e.g., a recording of a speech or eulogy or a movie about a family event) on your device that you want to upload, you must first obtain a URL for the desired file through a commercial service provider such as YouTube (<https://www.lifewire.com/how-to-use-youtube-2655498>), which is free, or Vimeo (<http://www.pcadvisor.co.uk/how-to/photo-video/how-share-videos-online-with-vimeo-3475613>), which has free and premium accounts.

If you have a *PDF* that contains documents and/or photographs on your device that you want to upload, you must first obtain a URL for the desired file. Following are commercial service provider you can use to obtain a URL:

- <http://www.pdfonline.com/pdf-sdk/>
- <https://www.keepandshare.com>
- <http://www.zamzar.com>

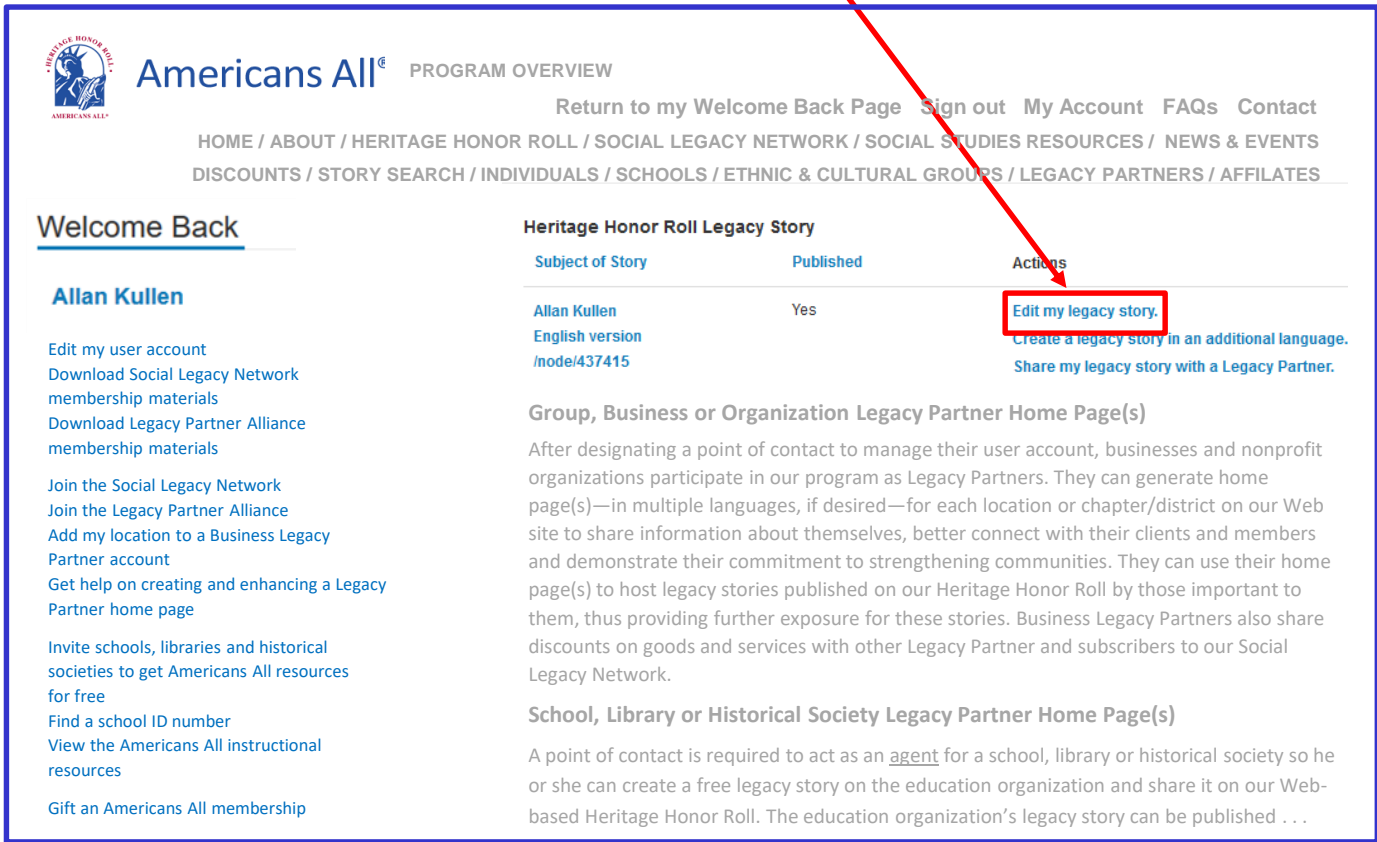
## Step 1(c)

If you have nondigital media (e.g., old photos, videos and audio recordings), you must convert them to a file type that can be stored on your device before you can upload the media to your legacy story.

A list of the best photo scanning services of 2018 can be found at: <http://www.toptenreviews.com/services/multimedia/best-photo-scanning-services/>

## Step 2

Go to your Americans All “Welcome Back” page and select “Edit my legacy story.”



**Americans All** PROGRAM OVERVIEW

Return to my Welcome Back Page Sign out My Account FAQs Contact

HOME / ABOUT / HERITAGE HONOR ROLL / SOCIAL LEGACY NETWORK / SOCIAL STUDIES RESOURCES / NEWS & EVENTS DISCOUNTS / STORY SEARCH / INDIVIDUALS / SCHOOLS / ETHNIC & CULTURAL GROUPS / LEGACY PARTNERS / AFFILIATES

### Welcome Back

**Allan Kullen**

Edit my user account  
Download Social Legacy Network membership materials  
Download Legacy Partner Alliance membership materials  
Join the Social Legacy Network  
Join the Legacy Partner Alliance  
Add my location to a Business Legacy Partner account  
Get help on creating and enhancing a Legacy Partner home page  
Invite schools, libraries and historical societies to get Americans All resources for free  
Find a school ID number  
View the Americans All instructional resources  
Gift an Americans All membership

Subject of Story	Published	Actions
Allan Kullen English version /node/437415	Yes	<a href="#">Edit my legacy story.</a> <a href="#">Create a legacy story in an additional language.</a> <a href="#">Share my legacy story with a Legacy Partner.</a>

### Heritage Honor Roll Legacy Story

#### Group, Business or Organization Legacy Partner Home Page(s)

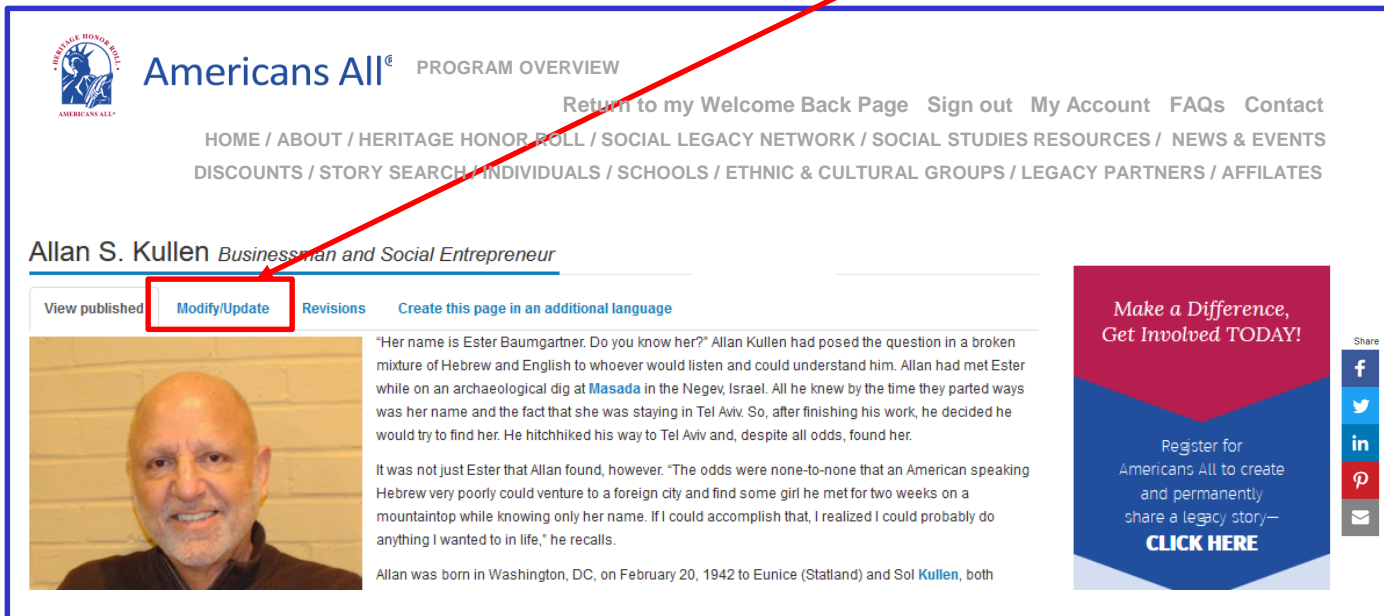
After designating a point of contact to manage their user account, businesses and nonprofit organizations participate in our program as Legacy Partners. They can generate home page(s)—in multiple languages, if desired—for each location or chapter/district on our Web site to share information about themselves, better connect with their clients and members and demonstrate their commitment to strengthening communities. They can use their home page(s) to host legacy stories published on our Heritage Honor Roll by those important to them, thus providing further exposure for these stories. Business Legacy Partners also share discounts on goods and services with other Legacy Partner and subscribers to our Social Legacy Network.

#### School, Library or Historical Society Legacy Partner Home Page(s)

A point of contact is required to act as an [agent](#) for a school, library or historical society so he or she can create a free legacy story on the education organization and share it on our Web-based Heritage Honor Roll. The education organization’s legacy story can be published . . .

## Step 3

When your story appears, click on “Modify/Update.”




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### Allan S. Kullen *Businessman and Social Entrepreneur*

View published **Modify/Update** Revisions Create this page in an additional language



“Her name is Ester Baumgartner. Do you know her?” Allan Kullen had posed the question in a broken mixture of Hebrew and English to whoever would listen and could understand him. Allan had met Ester while on an archaeological dig at **Masada** in the Negev, Israel. All he knew by the time they parted ways was her name and the fact that she was staying in Tel Aviv. So, after finishing his work, he decided he would try to find her. He hitchhiked his way to Tel Aviv and, despite all odds, found her.

It was not just Ester that Allan found, however. “The odds were none-to-none that an American speaking Hebrew very poorly could venture to a foreign city and find some girl he met for two weeks on a mountaintop while knowing only her name. If I could accomplish that, I realized I could probably do anything I wanted to in life,” he recalls.

Allan was born in Washington, DC, on February 20, 1942 to Eunice (Statland) and Sol **Kullen**, both

Make a Difference,  
Get Involved TODAY!

Register for  
Americans All to create  
and permanently  
share a legacy story—  
**CLICK HERE**

Share

f  
t  
in  
p  
e

## Step 4 Select "Legacy Story Text and Summary Text.\*"

**Heritage Honor Roll** Americans All<sup>®</sup> PROGRAM OVERVIEW

Return to my Welcome Back Page Sign out My Account FAQs Contact

HOME / ABOUT / HERITAGE HONOR ROLL / SOCIAL LEGACY NETWORK / SOCIAL STUDIES RESOURCES / NEWS & EVENTS  
DISCOUNTS / STORY SEARCH / INDIVIDUALS / SCHOOLS / ETHNIC & CULTURAL GROUPS / LEGACY PARTNERS / AFFILIATES

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View published Modify/Update Revisions Create this page in an additional language

An asterisk (\*) indicates a required field.

[Click here](#) for step-by-step instructions on how to create a legacy story for an individual. You may want to print these instructions for future reference.

Use this template to create your honoree's legacy story in English. Once it is published in the Heritage Honor Roll, use the link under "Actions" on your "Welcome Back" page to "Create a legacy story in an additional language."

If you want to create a memorial announcement before you create your honoree's legacy story, we first need some basic information on him or her. For all fields inside "Legacy Story Text and Summary Text" and "Print Version Headlines," type in the word "Later." When you are ready to create the legacy story, delete the word "Later" and insert the appropriate text.

Note: Each time you change your honoree's legacy story or a memorial announcement, you must click on "Publish My Story" or "Save My Work."

Language  
English

#### Honoree Information\*

#### Dates\*



**Legacy Story Text and Summary Text\***

## Step 5

Using your browser, highlight the word or words you searched on the Internet or your device that you want to link to your legacy story and for which you have obtained a URL.

[www.bibleplaces.com/masada/](http://www.bibleplaces.com/masada/)


Honoree's Legacy Story Text\*

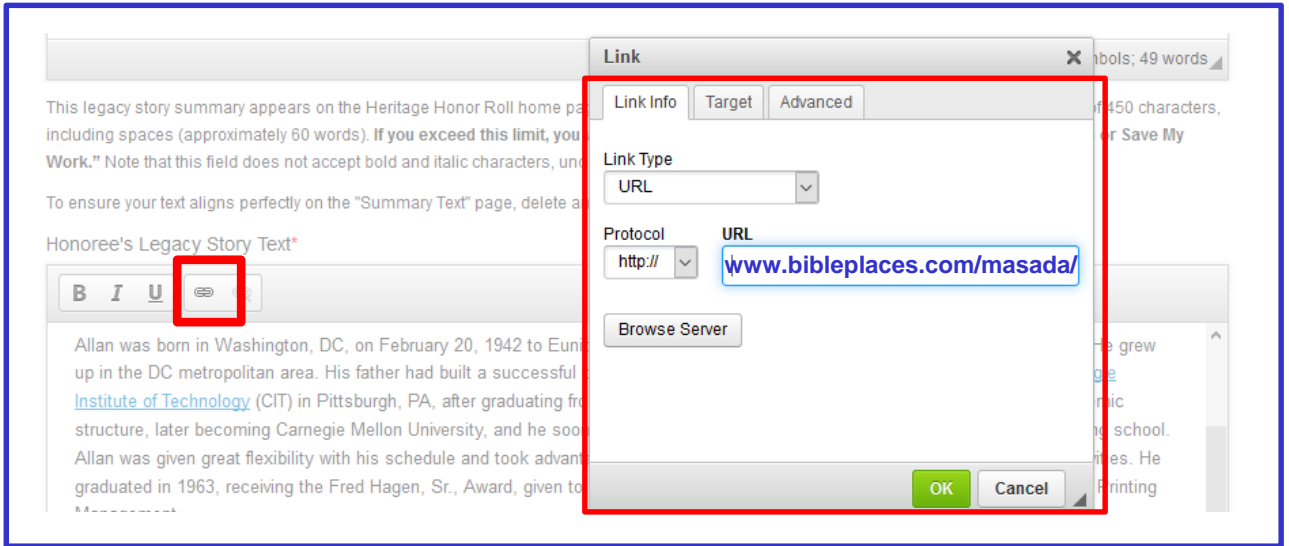
**B I U**  

"Her name is Ester Baumgartner. Do you know her?" Allan Kullen had posed the question in a broken mixture of Hebrew and English to whoever would listen and could understand him. Allan had met Ester while on an archaeological dig at Masada in the Negev, Israel. All he knew by the time they parted ways was her name and the fact that she was staying in Tel Aviv. So, after finishing his work, he decided he would try to find her. He hitchhiked his way to Tel Aviv and, despite all odds, found her.


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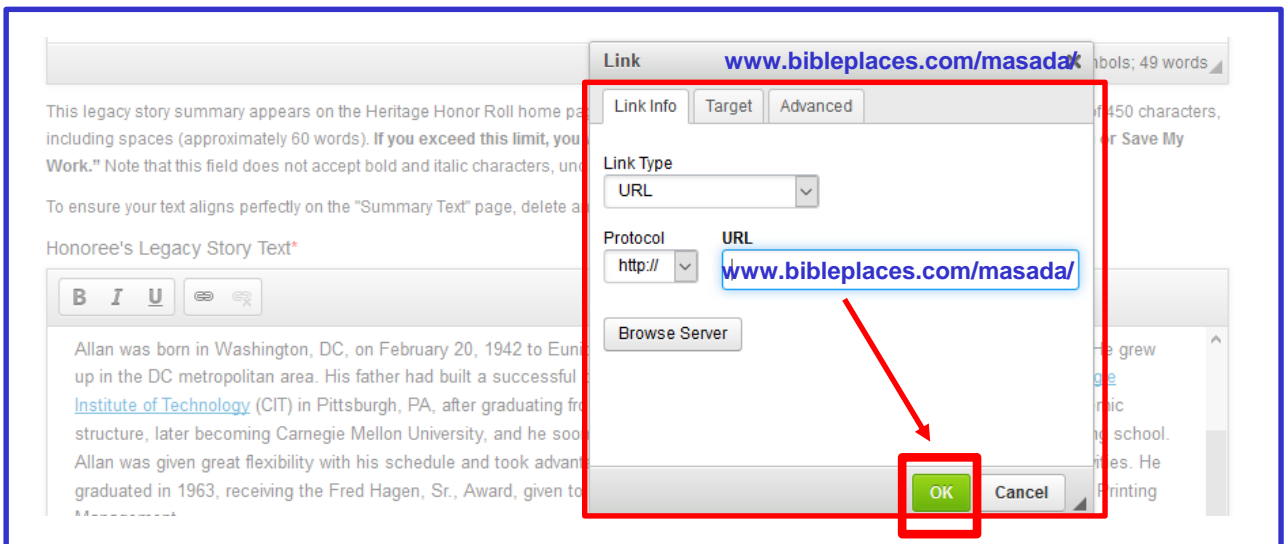
## Step 6

Highlight one or more words and click on  .  
This will bring up a pop-up box. The “Protocol” field is preset at <http://>, the designation commonly used for URLs on the Internet.



## Step 6a

After you have inserted the URL, click on  .  
**Note: If the URL you insert has the term <http://> at the front, our program will automatically delete it.**

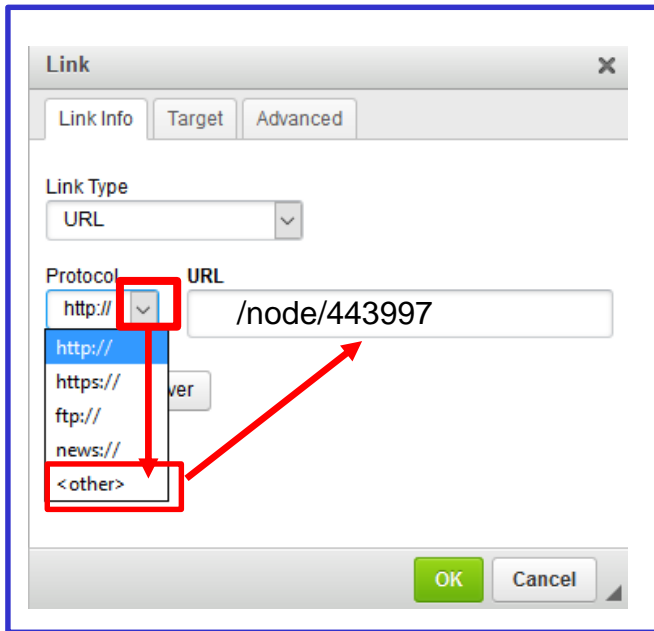




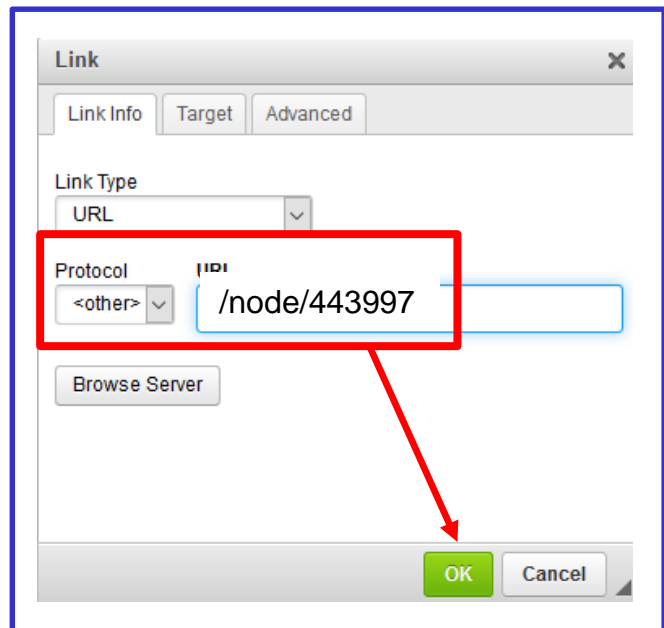
## Step 7a

If you want to create a link to a legacy story that appears on our Heritage Honor Roll, we have created a shortcut you can use.

Using the down arrow in the **Protocol** box, scroll to “<other>” and insert the reference code (“/node/ID number”) for the legacy story of the individual or group you want to link to your legacy story. You will need to insert a front slash in front of the word node as well as between node and the 6-digit ID number.



Then click on  .



## **Step 7(b)**

**It is also easy to link more than one legacy story from our Heritage Honor Roll to your legacy story. After your story has been published, create a one-line sentence at the bottom of each story for each link, as shown below. Use the linking instructions described in Steps “5” and “7(a).”**

### **Sample format for an individual or a group legacy story in two languages:**

Marie-Claire est enterrée à Norbeck/Judean Memorial Gardens à Olney, dans l'Etat du Maryland. Sa famille comme ses amis se souviendront avec affection de ce bout de femme, enjouée, avec son fort accent français. Une femme, une mère, une grand-mère, une sœur et une amie dévouée.

**To view this story in English, [click here](#).**

Marie-Claire is buried in Norbeck/Judean Memorial Gardens in Olney, MD. Family and friends will remember fondly this petite, vivacious woman with a heavy French accent as a devoted wife, mother, grandmother, sister and friend.

**Pour voir cette histoire en français, [cliquez ici](#).**

### **Sample format to connect two related legacy stories for an individual or a group:**

Allan responded by forming a marketing and operations entity, the Americans All Benefit Corporation. Under the new structure, Americans All has become a Social Legacy Network that “connects the dots between life, legacy, education and the American Dream.”

**To view the legacy story about “Chew” Kullen, [click here](#).**

Chew Kullen died in 1966 of a sudden heart attack while working at his Glen Bernie office. He left behind a legacy of integrity, honesty and leadership in an industry that would ultimately cease to exist in his area.

**To view the legacy story about Allan Kullen, [click here](#).**

## Step 8

Scroll to the bottom of the page, click on “Publish My Story or Save My Work\*” and then click on “Publish My Story.”

### Publish My Story or Save My Work\*

**Note:** Each time you change your honoree’s legacy story or a memorial announcement, you must click on “Publish My Story” or “Save My Work.”

**Preview My Story** This will enable you to check the accuracy and appearance of your honoree’s legacy story before it is published online. The ability to “Preview My Story” will be available each time you choose to modify or update your honoree’s legacy story. [Note: The cropping of your honoree’s photograph and the dates under it will appear correctly when you select “Publish My Story” or “Save My Work.”]

Once you have previewed your honoree’s legacy story, select “Publish My Story” or “Save My Work” to complete the process. You will then be asked to confirm your selection. If the action you have selected is not correct, click on “Cancel.”

**Publish My Story** I have verified the information for my honoree’s legacy story. Please publish the story on the Heritage Honor Roll and on the Americans All home pages of the Americans All Legacy Partners I selected. I understand that, at any time and at no cost, I can edit the text, add or replace photographs and logos, and/or add my story to the home page(s) of additional Legacy Partners by going to my “Welcome Back” page and clicking on “Share my legacy story with a Legacy Partner” under the “Actions” tab. If the action you have selected is not correct, click on “Cancel.”

**Save My Work** I am not ready to publish my honoree’s legacy story in the Heritage Honor Roll, even as a draft, but I want to electronically save the work I have done. I understand that, at any time and at no cost, I can complete the story by going to my Welcome Back page and clicking on “Edit my legacy story” under the “Actions” tab. Electronically save my legacy story text and images. If the action you have selected is not correct, click on “Cancel.”

**Unpublish My Story** This will enable you to temporarily or permanently delete your honoree’s legacy story from the Heritage Honor Roll and from the Americans All home page(s) of any Legacy Partner you selected. To do so, click on “Edit my legacy story” under the “Actions” tab on your Welcome Back page after your story has been published. When the page appears, click on “Modify/Update” at the top of the page and then “Complete the Process.” Once that tab has opened, click on the “Unpublish My Story” button. Your story will remain in Americans All’s electronic files, but it will not be visible to the public. You can republish the story at any time, at no cost, by repeating this process and then selecting “Publish My Story.”

Preview My Story

Unpublish My Story

Publish My Story