



PRESERVING LOCAL LEGACIES

[epochlegacies.org](http://epochlegacies.org)

Remembering our community by remembering your loved one.

## SAVE MEMORIES FOR THE NEXT GENERATION

Thanks to the generous grant provided by the Institute of Museum and Library Services, EPOCH is provided at no cost to the community at this time. To create a free tribute, simply create an account. You can add memories and digital memorabilia to each tribute you create. Each tribute can hold up to 15 pieces of digital memorabilia.

## ABOUT EPOCH

EPOCH, Electronically Preserving Obituaries as Cultural Heritage, is a project created by the Orange County Library System for our community to save local history and memories. By engaging the community to memorialize the lives of those they have lost, the fullness of the life of the deceased can be preserved for family, researchers, and genealogists.

This project was made possible by a grant from the Institute of Museum and Library Services.

A free service developed by the Orange County Library System  
with a grant funded by the Institute of Museum and Library Services.



# ABOUT

Every person is a part of our collective history and builds the legacy of our communities.

Remember your loved one with a tribute, and strengthen our community's legacy.

More than a traditional obituary, EPOCH allows you to share your loved one's story with words, pictures, video, and audio.

EPOCH allows family and friends of those who have passed to submit a rich tribute of their loved one, and by doing so share meaningful memories with all residents of our community.

By using EPOCH, our community is able to preserve information and memories for future generations while also contributing to the preservation of local legacies.

## **The tribute you create shares a detailed legacy of your loved ones:**

- When were they born?
- Who were their siblings?
- Did they get married?
- Did they have children?
- What is your favorite memory of them?

Share their life with our community so they will be remembered for generations to come. Learn more about creating a tribute on page 5.

With this booklet, you will learn how to create an EPOCH account, ideas for what to share with your tribute, and how to add digital memorabilia of your loved one.

With EPOCH you are not limited by the traditional newspaper size of only a few lines of text—you can give a rich, detailed history in your honoree.

## **Share the tapestry of your loved one's life. You can share their story by:**

Remembering family—sharing parents, siblings, and children.

Achievements and contributions which gave special meaning to the person's life and the lives of others.

Civic and community life—if they were a part of a religious organization, other clubs or organizations, etc.

Meaningful life experiences—did they battle a severe illness? How did they give back to the community? Did they offer assistance to others?

Favorite quotes from the person such as a witty quip, a touching or humorous story that speaks to the person you're remembering.

Your relationship with the honoree—how did you know this person? What impact did they make on your life?

# CREATING AN EPOCH ACCOUNT

An account is needed to add tributes to EPOCH.  
You can search and add comments without an account.

- 1 Click on **Register** on the upper right hand corner of the website. This will begin your three step registration process.
- 2 Next, fill out your first and last name, and create a user name. Your user name can have numbers and spaces, and does not appear on the tribute. In addition, you will also need to create a password and provide an email address. When you are finished with this step, click on the orange button on the bottom to **Go to Next Step**.
- 3 You must agree to the Terms of Use. Select the **I Agree** radio button, and then click on the orange **Register** button to proceed.

- 4 Confirm your registration. Select **Create User** to finish the last step of your process.

When you click on the **Create User** button an email will be sent to the address you provided with your registration.

- 5 Click on the link in the email to complete your registration. Your account will not be active until this step is completed.

Your User Name: \_\_\_\_\_

Your Password: \_\_\_\_\_



# DRAFTING YOUR EPOCH TRIBUTE

## Getting started—what you need to include in your tribute, and suggestions:

### Required fields: Recommended fields:

- First name
- Last Name
- Tribute
- Date of Birth
- Place of Birth
- Place of Death
- A photo to be used for the main tribute picture

Preparing a tribute for someone we love acknowledges the loss of our loved one and the joy that their presence brought to us. In a tribute you want to highlight the important events and qualities of your loved one and note their relationships with family and friends. Use the following pages as a guide to preparing a thoughtful tribute to your loved one that will clearly bring to light their personality and talents, and preserve this information for your community.

While there are only a few required fields, EPOCH Legacies allows you to share so much more than a traditional obituary. If you're struggling with what to say, here's a starting point to help you in creating your tribute. We will use the fictitious name, Edward Tribute, and answer these questions.

1. Where did they come from?
2. What were they like as a youth?
3. What were they like later in life?
4. Where were they last remembered?

## In Memory of Edward Tribute

Edward Tribute was born on May 1st, 1944 in Oakland, Florida and was the son of Father Tribute and Mother Tribute. The first of three children, he leaves behind his sisters Little Tribute and Sister Tribute. He is also lovingly remembered by his wife Eola Tribute and son Junior Tribute.

Edward Tribute was always remembered as a bright and responsible youth, earning an Eagle Scout award in high school. He attended college at the University, earning a degree in finance. He met his wife, Eola Pre-Tribute, while attending classes. They were married on June 2nd, 1972 at the Church in Zephyrhills, FL.

After marrying Eola, they moved to Small Town, Georgia where Edward started a small insurance business. Edward and Eola had a son, Junior Tribute, in 1974. While raising their son, they often volunteered with community organizations and assisted those who needed help. Edward retired in 1997 and sold his business to his son, which continues to serve the local community of Small Town, Georgia. Edward took up painting in his retirement, and continued to volunteer in helping the community until his illness kept him at home.

Edward Tribute had a funeral memorial service at The Church on December 20th, 2014, where friends and family paid their last respects. He was laid to rest at the Evergreen Cemetery of Orlando, FL.

# DRAFTING YOUR EPOCH TRIBUTE

## Last details—adding digital memorabilia:

Begin with the name, age, and place of residence of your loved one, along with the time and place of death.

'Passed away,' 'died,' 'went to be with his Lord,' 'after a long struggle with cancer,' 'surrounded by her family,' are all common variations that are used in an obituary or tribute. Use what you feel comfortable with. If you are uncomfortable sharing the cause of death, you are under no obligation to list it in the tribute.

Recount some of the most important events, qualities, contributions and connections of your loved one. Some important milestones to consider: the date and place of birth, parents names including mother's maiden name, date and place of marriage, birth name of spouse, education, work, and military service. This tribute is not a legal document, so if you feel that some experience should be omitted, follow your best judgment. Try to give meaningful examples when mentioning a quirky habit, a favorite recipe or a touching expression of love. Did her sense of humor brighten your life, or did he always make time for the children's soccer games? Did she make guests feel welcome? Paint the picture in the tribute with these details.

An important part of a tribute is the listing of survivors and those who preceded your loved one in death. List relatives with their first name, spouse's maiden name in parenthesis if it applies to the individual, then surname. For example, for a spouse, sibling, or maternal parent use the format First Name (Maiden Name) Married Name.

If you have the information available and feel comfortable, include the specifics of the service that was held for your loved one. Here are the essentials: time, full date and place of service; time, full date and place of burial or interment if applicable; and finally, time, full date and place of visitation(s). Please remember that an 'interment' is placing remains in their place of rest, while 'internment' is confining a person to a place against their will.

At the end of an obituary or tribute a special message is sometimes found, such as 'in lieu of flowers, memorials may be made to...' or 'Special Thanks to the staff at General Hospital for...' or 'We will always carry your memory in our hearts'. Sometimes a short prayer or a line from a poem is placed at the end.

You can add up to 15 pieces of digital memorabilia, so others can see and hear the story of the person.

Photos can be a lovely reminder of the person we miss and a useful way for readers to recognize our loved one. We recommend that you use a recent photo of your loved one as the main photo for the tribute. It's great to see older photos of events and memories, which can be added in the media section. Think about the photos you have of your loved one, and note which ones you'd like to include in your tribute.

The purposes of a tribute are to acknowledge the passing of a loved one, celebrate the contributions of the person's life, and share parts of a life that we may not all be aware of. A memorable tribute is a work of the heart and one that is informative, expressive, and easy to read.



# CREATING AN EPOCH TRIBUTE

Log in to your EPOCH account and click on the orange **ADD** button on the center of the screen.

- 1 Enter the name of your honoree—middle names can be added to the First Name field.
- 2 Click on the photo icon to add a picture to your tribute—this will be the main photograph that will represent your tribute.
- 3 Add the place of birth, and place of death.
- 4 Add the Title. (Mr., Mrs., Ms., etc.) Example: Mrs. J.R. Smith
- 5 Write a memorial for your honoree, and share with the community the life and accomplishments for your loved one.
- 6 Add digital memorabilia to your tribute—this could be additional pictures, video (a collage of photos or events), audio files, or word documents.
- 7 Add the date of birth, and date of death.
- 8 You have additional options before publishing your tribute. If you want to allow others to add to the history and personal stories of your tribute by leaving comments you can activate the comment option - click on **Comment settings** and select **Open**.  
Note: comments are moderated by you.
- 9 Once your tribute is complete, click on the orange "Submit Tribute" button at the bottom of the page (this will save your tribute even if you are not ready to publish it yet).

First Name \*

Last Name \*

Photo

Allowed file extensions: jpg, jpeg, png, gif. Images larger than 400 x 400 pixels will be resized.

Place of birth

Country City State

United States

Place of death

Country City State

United States

Name of Tribute \*

Body \*(Edit summary)

Media data

Allowed file extensions: avi, mp4, mov, webm, flv, wmv, gif, png, jpg, jpeg, mp3, ogg, wps, doc, docx

ADD NEW FILE

Date of Birth \*

Year Month Day

Date of Death

Year Month Day

Revision information

New revision

Comment settings

Open

Publishing options

Published


Submit tribute

# CHECKLIST

Here is a checklist to help you get started in creating your tribute:

Created an EPOCH account, and have your user name and password.	
Double checked key facts about your tribute—Where they were born? Birthdate?	
Have a photo chosen to be the main tribute photo. This will need to be in a digital format, and can be either a .jpg, jpeg, .png, or .gif. (Images larger than 400x400 will be resized)	
A draft of what you want to share in the body field of your tribute. This is a required field—although it can be brief, you can also give a detailed memory of your loved one.	
Have you added all the digital memorabilia you want to include in your tribute?	
If you want to allow comments on your tribute, activate the comment option. Remember, you will need to moderate the comments.	
Has your loved one just passed? Include where the service is to be held so family and friends can show their last respects.	

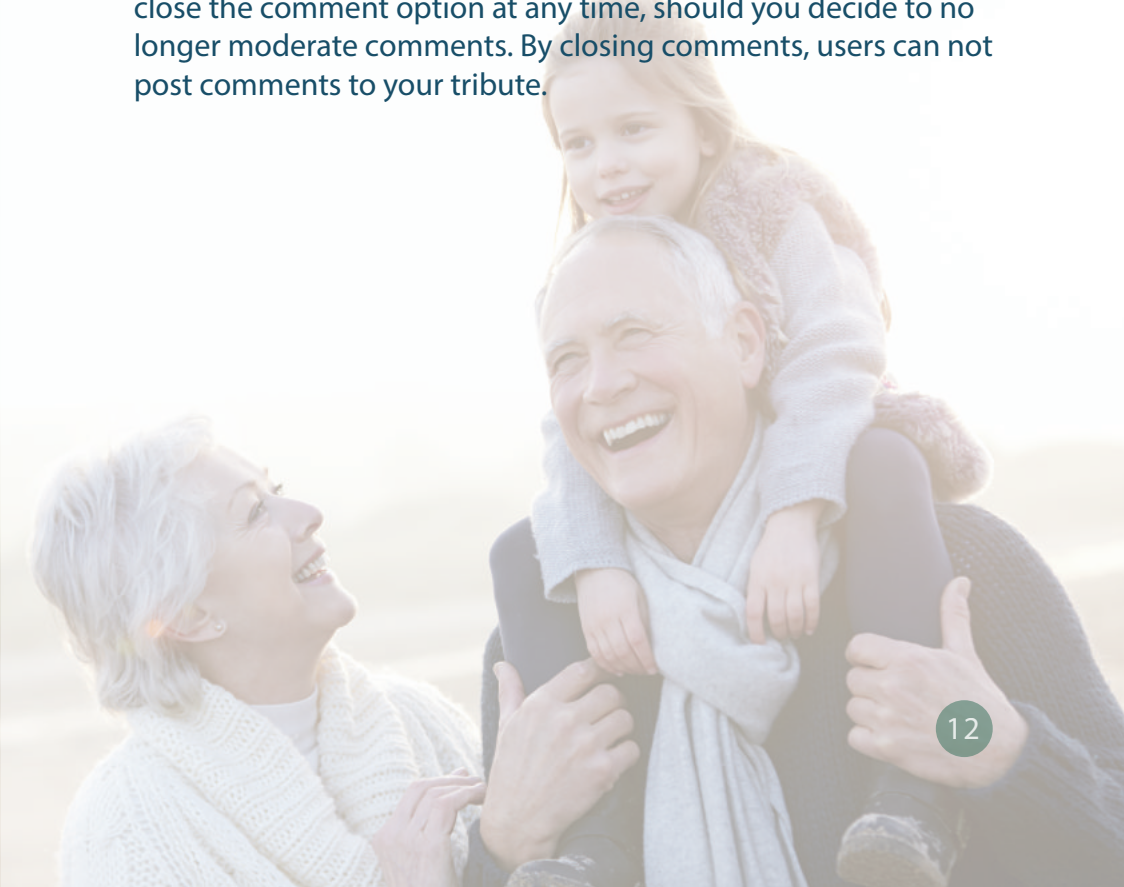
After your tribute is posted, you can share the memory in several ways.

Your tribute will have a custom URL, which you can use to share with family and friends by clicking on: 

This will allow you to share your tribute in a variety of ways, including email and social media.

If you open the comment option, family, friends, and the community can add comments to your tribute and share memories.

Please be aware that opening comments requires you to moderate them. You are responsible for logging in to your account regularly to approve and/or reply to comments. You may close the comment option at any time, should you decide to no longer moderate comments. By closing comments, users can not post comments to your tribute.



## NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.[illegible]