

WeAre.xyz

Bringing people & places to life

Creating an Article

A Practical Guide

For Family Archives & One Place Studies

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Tutorial: Creating an Article

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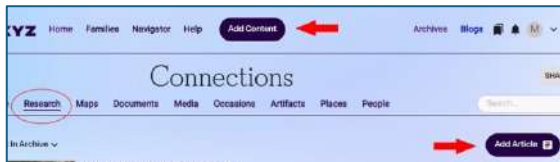
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Quick Start

(Create Your First Article in 10 Minutes)

Let's Get Started

Once logged in, go to the Research tab and choose **Add Article**. Alternatively, choose the **Add Content** → **Add Article** on the top menu. Then select the **Blank Article** option:



A Quick Note on Draft and Published Articles

New articles open in Draft mode and save automatically.

They remain private until you click Publish.

You can access drafts anytime via your account avatar → My Articles – Unpublished.

If you edit a published article, your changes remain in draft until you publish again.

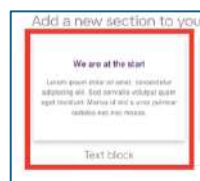
Add a Title

Click in the Title field and then type your title:



Add a Text Block

Click the little '+' symbol, then **Text Block** button:



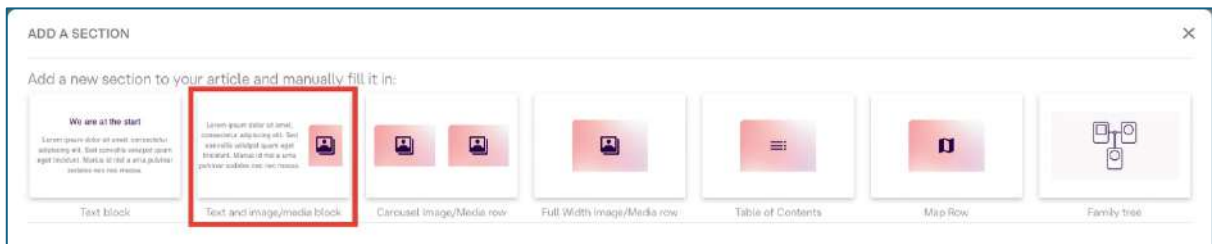
Move cursor to empty Text Block, click to activate cursor, type as required:



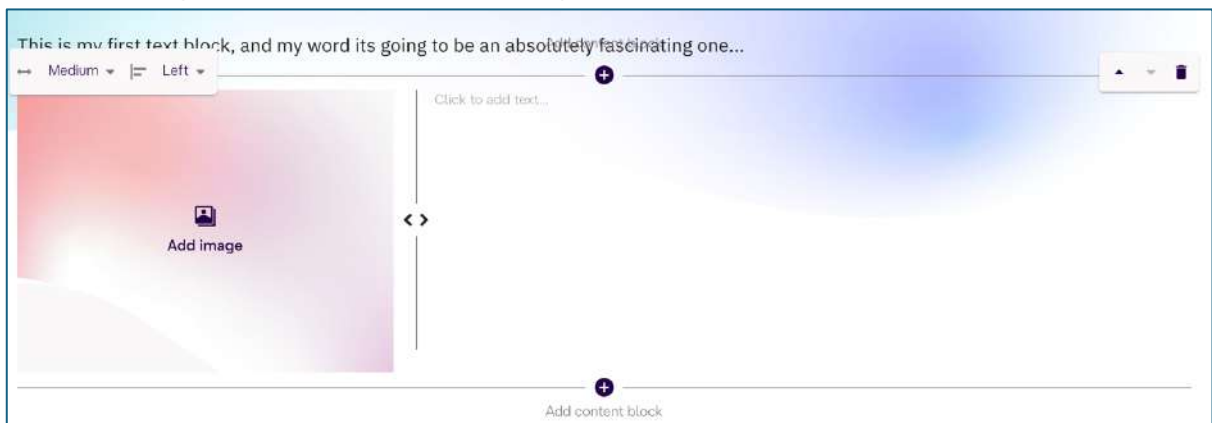
Add an Image

There are several image block options (full details later in document, let's try one for now).

Click on **Text and image/media block**:



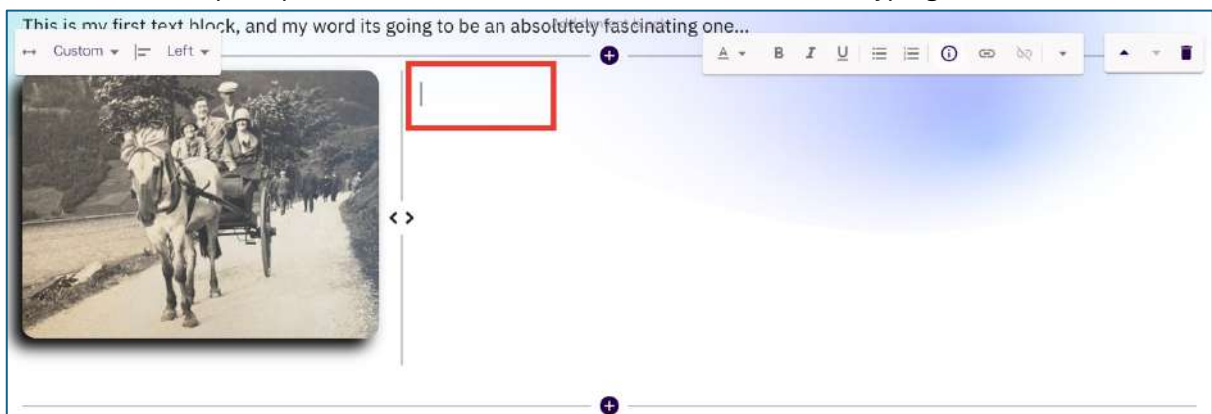
Click **Add image**, or anywhere within pink image placeholder:



Drag and drop image file onto grey rectangle, or click it to bring up your file manager:
Then click **Upload and Select**



Now click in the space provided for text to activate the cursor, and start typing:



Add TAGs

Tagging is so important; it ensures content is included in all sections where it is relevant without the need for duplication.

In required TAG fields, start typing and select result:



A screenshot of a search dropdown menu. The menu is titled "INDIVIDUALS" and contains the text "hartley" with a small "x" icon to its right. Below the text, a search result is displayed: "Hartley Powell Poole (1899-1976)".

Publish

And now for the big moment, your first PUBLISH!



You'll see the TAGs appear both top and bottom in the published article. They give quick access to each section named.

What Makes a Great WeAre Article?

A great WeAre article does more than record facts - it tells a story that can be understood and felt.

Family history is rarely just a list of names and dates. It is lived experience: journeys taken, houses occupied, letters written, losses endured, celebrations remembered. A strong article gathers those fragments and shapes them into something coherent.

It focuses on one thread at a time - a person, a marriage, a migration, a home, a document - and gives it space to breathe.

The most compelling articles:

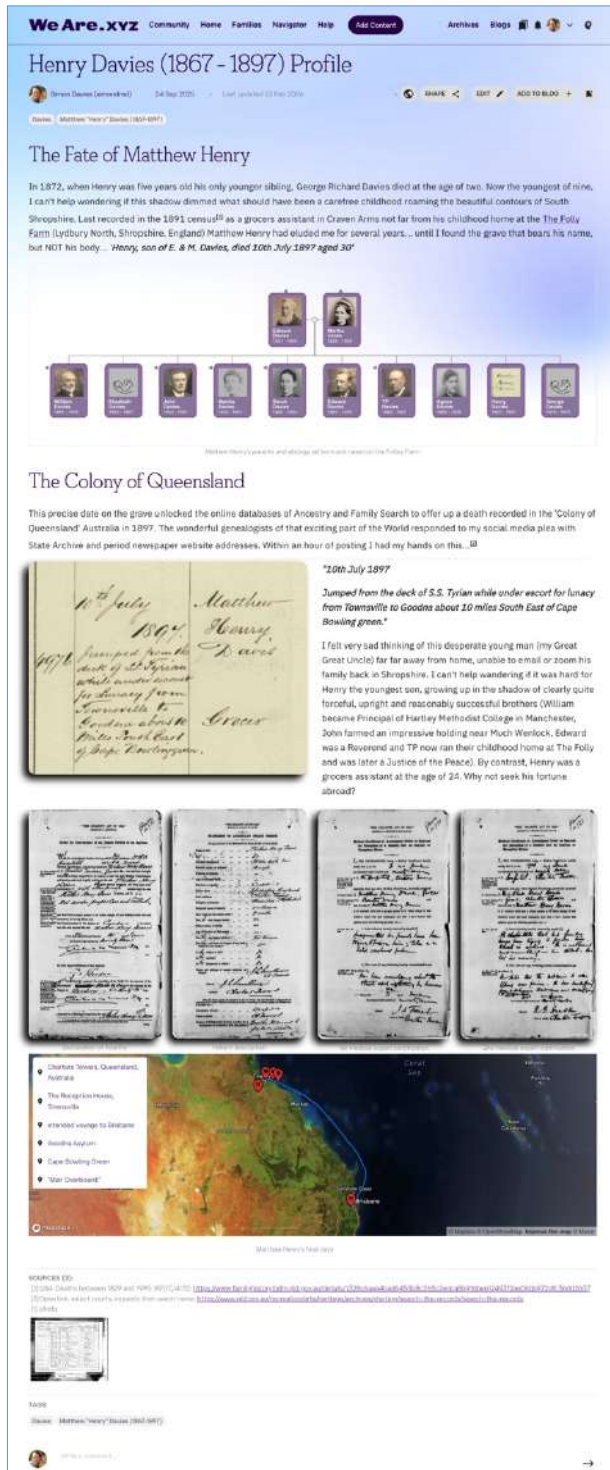
- Connect people, places and artefacts so the relationships become clear.
- Use TAGs thoughtfully, so the story appears wherever it belongs.
- Combine narrative with visual evidence - photographs, maps, documents.
- Add geography where place matters, helping readers see events in context.
- Avoid duplication, allowing one carefully written piece to anchor many sections.
- Above all, a great article helps someone else step into the past and understand it.

Not just what happened - but how it connects, and why it mattered.

WeAre.xyz is designed to help you gather your research and shape it into something lasting - something future generations can navigate, explore and truly appreciate.

Anatomy of a Finished Article

Every WeAre article is built from a small number of flexible building blocks. When combined thoughtfully, they create a structured, connected piece of research. A finished article might include:



Title: Clear and specific, so readers immediately understand the focus.

Introductory Text Block: Sets the scene - who, where, when, and why this matters.

Custom Family Tree Block (optional): A visual explanation of how the individuals mentioned are related. In this case also showing the faces of the parents and siblings Henry left behind, and the infant death of his younger brother.

Text & Image Blocks: Photographs, letters, maps, or documents placed alongside explanatory text. These provide visual evidence and context. In this case the Queensland death certificate for Matthew Henry Davies revealing he was certified as a 'lunatic' and jumped overboard whilst in transit to an asylum

Full Width Image Row (optional): Multiple images grouped together, allowing readers to explore without overwhelming the page. Can be converted to a carousel if more images are required on one line.

Map Block (where relevant): A geographic anchor, opens to full screen - showing where events unfolded, journeys were taken, or homes once stood.

Sources and Footnotes: Supporting detail that strengthens credibility without interrupting the narrative flow.

TAGs: The structural backbone. TAGs ensure the article appears in relevant Family, Individual, Place, Artefact or Occasion section - without duplication.

When these elements work together, the result is more than a collection of notes. It becomes a navigable, interconnected story. You do not need to use every feature in every article. Start simply. Add depth where it adds clarity. **Over time, your archive becomes not just organised - but alive.**

LEVEL 1

Essentials

(Core Article Construction)

Getting Started

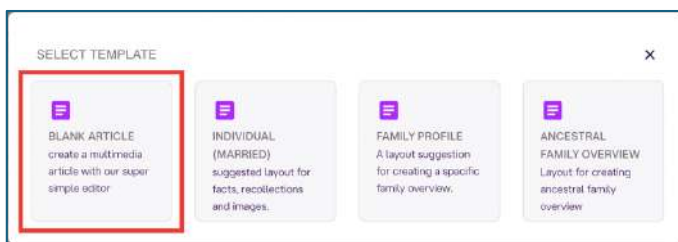
Let's Get Started

Once logged in, go to the Research tab and choose Add Article. Alternatively, choose the Add Content button on the top menu.



Image: location of Research Tab and Add Article button

For this tutorial, select 'BLANK ARTICLE' from the template options shown below.



A Quick Note on Draft and Published Articles

The BLANK ARTICLE window appears, and you will notice that you are in Draft mode. WeAre constantly and automatically saves your article while you are editing.

Your article will remain a draft, and available for further editing until you click the Publish option. Once published the article appears in the Research Tab of your Home page, and the Research Tab of anything you Tag your article to (more on this later).

Prior to first Publish your article is only a draft and can be retrieved at any time by clicking the top right icon (your account avatar) and choosing My Articles – Unpublished.

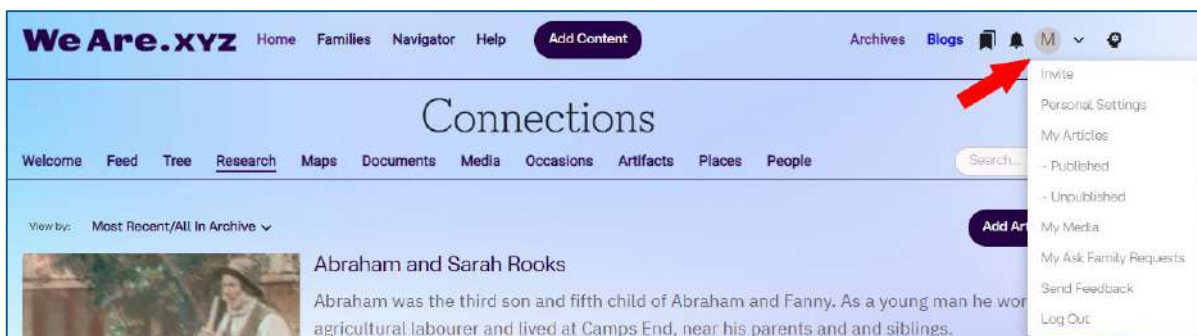


Image: Account Avatar icon dropdown menu

Tip: Add the word 'Draft' to the title as a quick way of identifying your draft articles in the Articles/Research tab. Remove the word before Publishing.

But once Published, whenever you access it from a Research Tab and click Edit you will be editing the most recent draft (i.e. you may have made further changes to the current Published version but have yet to click Publish and update it).

Article Edit Mode Layout

The new article has four distinct areas:

- **Title** – click to add/edit title. The author and current date already inserted below this.
- **Content space** – initially a line with a ‘+’ symbol at the centre. Here you add, edit and order different types of content. For templates, this content area would be prefilled with example placeholders.
- **TAG options** – add tags to include the article in the Research Tabs of particular Families, Individuals, Places, Artefacts or ‘Other’ (which in a Family Archive is used for Occasions). Simply start typing and the item will appear as an option.
- **Override thumbnail** – upload an image to appear in article listings (more later).

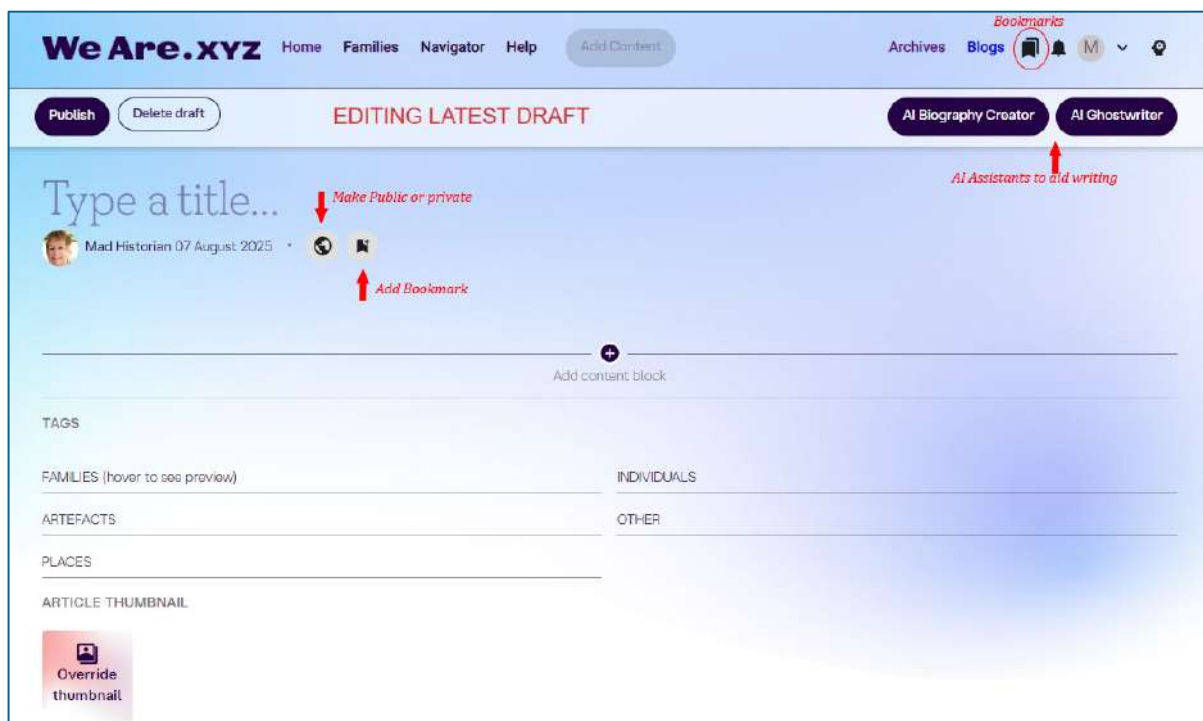
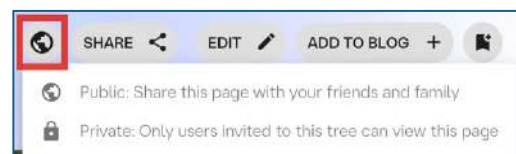


Image: new BLANK ARTICLE in edit mode

Public/Private

You can toggle an article between being publicly accessible and private (not even crawled by search engines). The indicator toggles between a globe for public (as shown above) and a padlock for private.



Add Bookmark

This feature helps by putting areas of your archive which you are working on frequently at your fingertips. Each article has an add bookmark button (see below). A list of your bookmarks can be accessed by the bookmark icon to the left of the notification bell at top of screen (see below).



Adding and Structuring Content Blocks

Adding Content Blocks

Click the little '+' symbol in the small purple circle shown below to bring up content block options.



Image: 'Add content block' button

This reveals a menu of block options: text, media, mixed text and media, table of contents, maps, and custom family tree.

In the second row are AI wizard options for specific topics; after a guided questionnaire and image selection, AI will provide you with a first draft to then review.

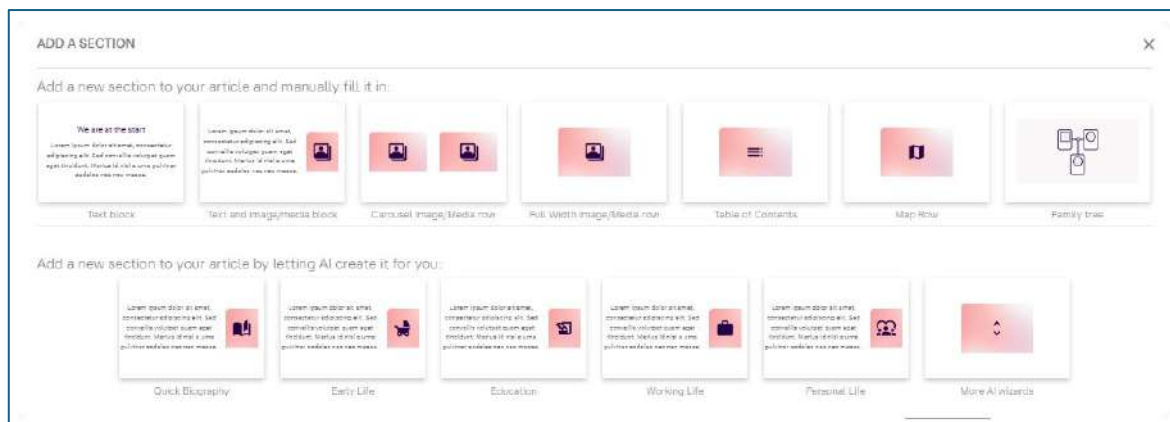


Image: Content Block options

Text Block



Once selected, an empty Text Block will be inserted (see below) with grey text inviting you to 'Click to add text'.

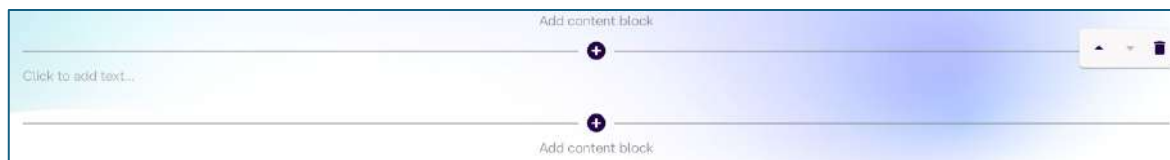


Image: empty Text Block

Click in the block to activate the cursor so that you can start typing. This will reveal the text format toolbar, and to its right the block ordering and delete options (shown below). You can move a block up and down the block order with the arrows or delete it with the bin icon.

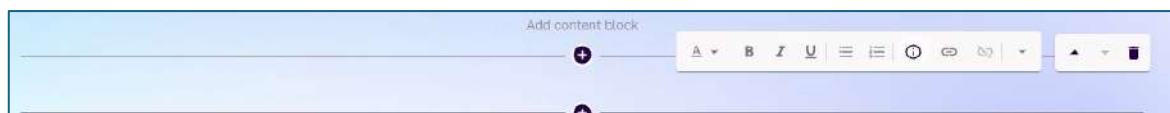


Image: activated Text Block now showing text format toolbar top right.

Write first. Format later. The article saves continuously.

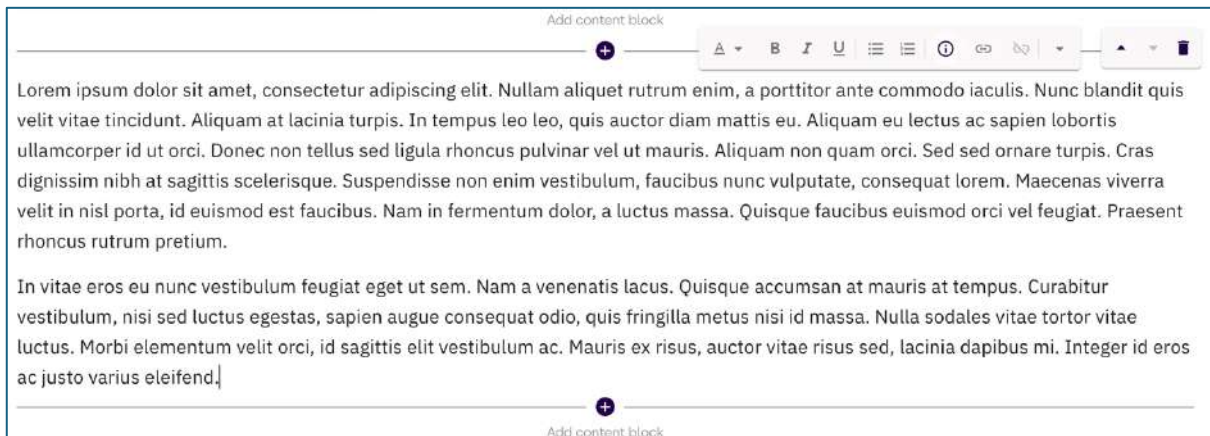
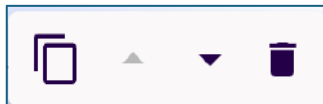
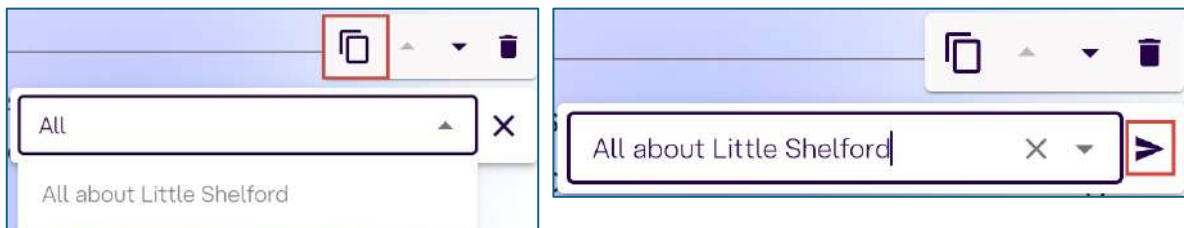


Image: a Text Block full of text, cursor active and format bar showing

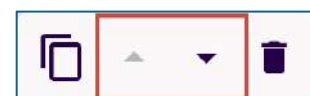
Copy Block to another Article, Block Ordering, and Delete Block



Copy Block: using the type-ahead search box shown below, select another article in the same archive you would like to copy the block to. Click the ‘send’ button as shown to copy over to the bottom of the target article. Upon copying you will be placed in the target article but will have to scroll to the bottom to find the copy. You may wish to use the re-ordering up and down arrows (explained next) to move the block into its desired position.



Block Ordering: the up and down arrows shown move the selected block up and down, one block at a time.



Delete Block: use with care so you don’t lose your work.



Text Formatting Tools

Format Toolbar - Paragraph Text

The first icon on the toolbar applies to paragraphs, not individual letters or words. Make sure that your cursor is activated within the text you wish to format before choosing an option.

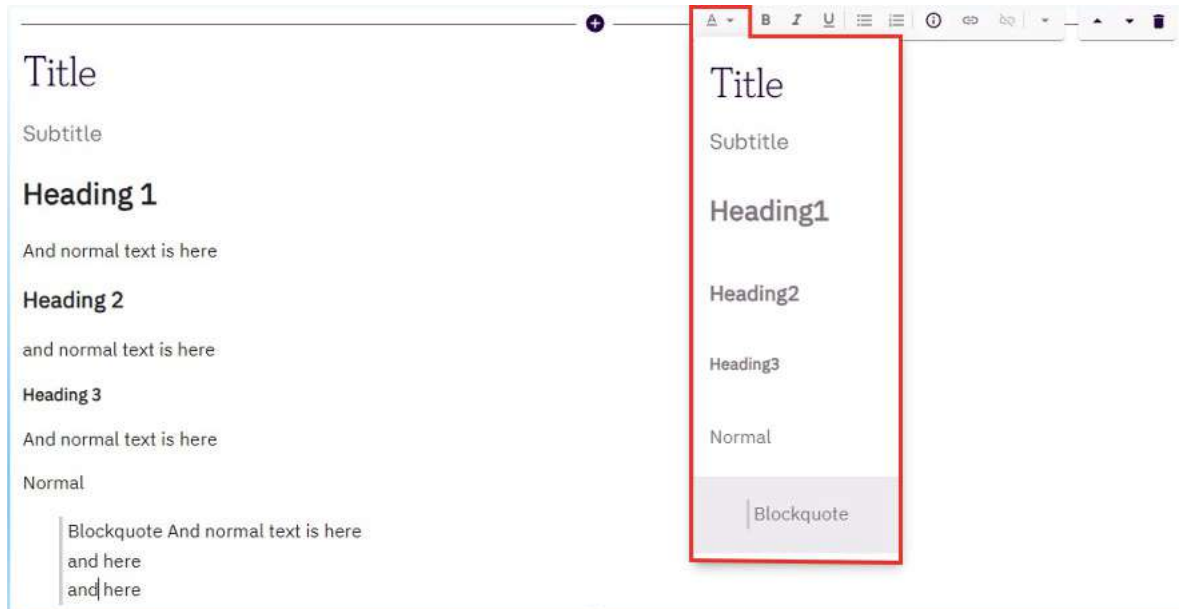
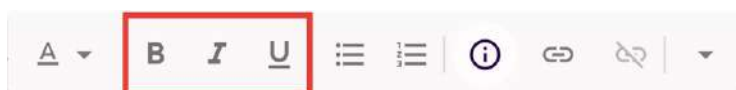


Image: paragraph formatting options

Format Toolbar – Bold, Italic, Underline

The next three icons are for Bold, Italic and Underline. You will need to select or highlight the text before applying any of these options. You can apply one, two or all three of them to a piece of text.



If you click Bold, Italic, Underline or any combination of them without selecting text, then everything you type after that point will be formatted until you turn off by re-clicking your selection.

Format Toolbar – Bullets and Numbers

Next on the toolbar come the bullet and numbering buttons. After making a line into a bullet/numbered sentence, pressing return generates the next bullet/number line.



If you press return without entering text, the bullet or number will be turned off again.

A top tip, if you want an indented line with no bullet immediately under a bulleted/number line, use Shift + Enter (see image to follow).

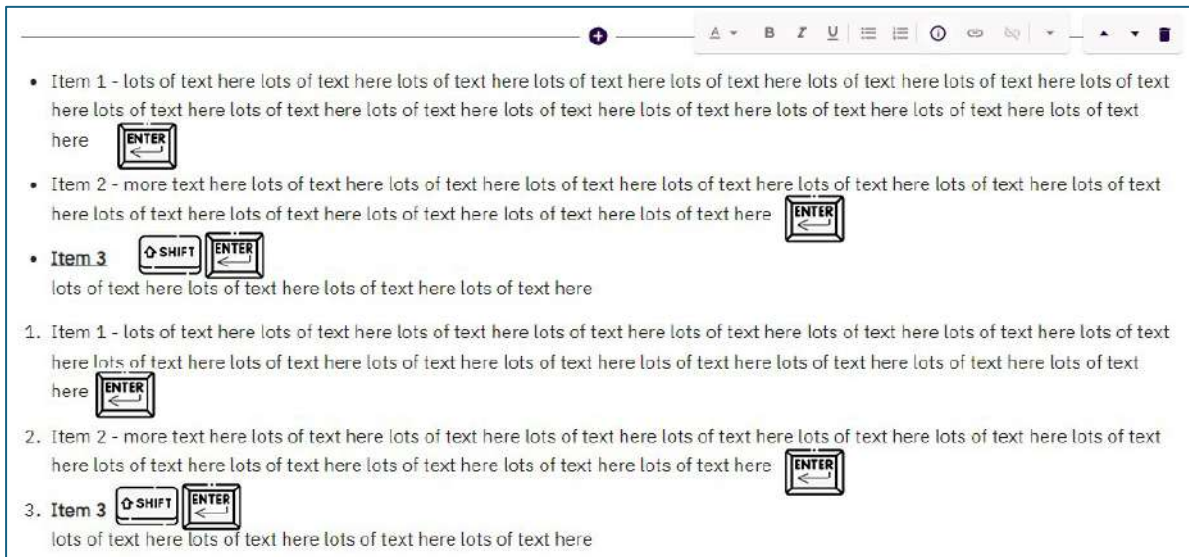


Image: top tip, how to create indented lines below bulleted/numbered lines

Format Toolbar – Source insertion with footnotes

This is a great way to get additional information at the fingertips of your readers without overloading the article.



This is how sources appear when placed within your text:

Lorem ipsum^[1] dolor sit amet, consectetur^[2] adipiscing elit^[3].
blandit quis

The corresponding footnotes appear upon publishing; this is what the reader sees:

Lorem ipsum^[1] dolor sit amet, consectetur^[2] adipiscing elit^[3].
quis

SOURCES (3):

[1] I am a free text source
[2] link to WeAre.xyz website: <https://weare.xyz/>
[3] photo

There are three types of sources you can insert: **free text, link to webpage, and an image**. If the reader clicks the source number in the text, they see the following:

Lorem ipsum^[1] dolor sit amet, consectetur^[2] adipiscing elit^[3] quis
 I am a free text source

SOURCES (3):
 [1] I am a free text source
 [2] link to WeAre.xyz website: <https://weare.xyz/>
 [3] photo



[1]

Free text source - type what you wish, and it will appear as a footnote once the article is published. For example, a book or archive reference.

Lorem ipsum^[1] dolor sit amet, consectetur^[2] adipiscing elit^[3] Nullam
 quis
 link to WeAre.xyz website
<https://weare.xyz/>

SOURCES (3):
 [1] I am a free text source
 [2] link to WeAre.xyz website: <https://weare.xyz/>
 [3] photo



[2]

Link to webpage - useful to show the online source of your information, or to direct the reader to a more comprehensive or detailed piece of relevant information.

Lorem ipsum^[1] dolor sit amet, consectetur^[2] adipiscing elit^[3] Nullam alic
 quis

SOURCES (3):
 [1] I am a free text source
 [2] link to WeAre.xyz website: <https://weare.xyz/>
 [3] photo

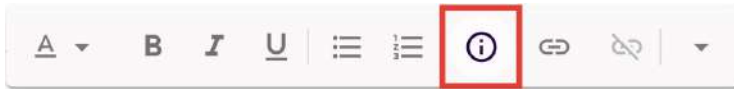



[3]

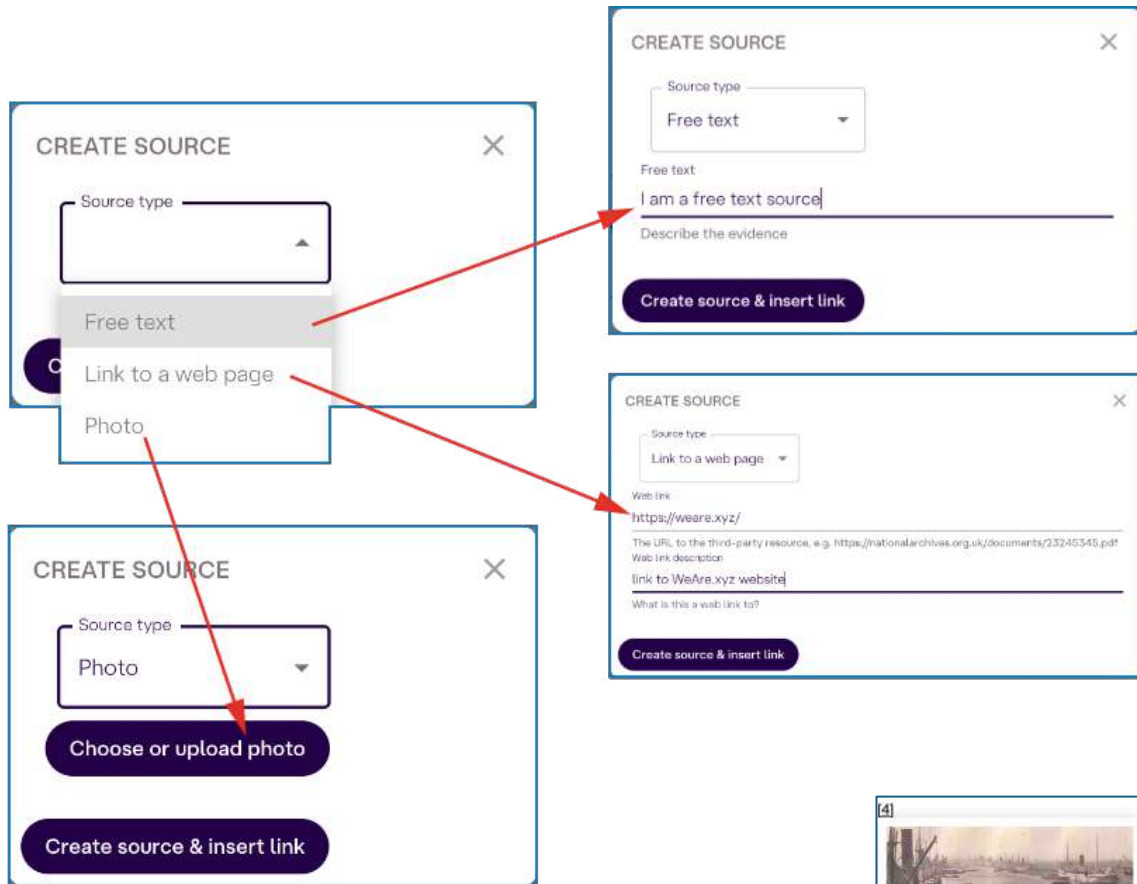
Image source - click for full screen image



How to insert a source: place your cursor after the word where you want your source footnote number to appear, and then click the toolbar button shown here:



You will now see the source type selector, and the resulting menus for each option:



To edit a source, in Edit mode, click on the footnote number, and choose Edit. You will also see an option to delete the footnote.

Format Toolbar – Internal and External Links

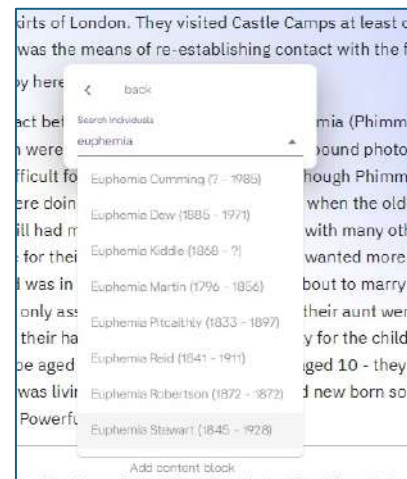
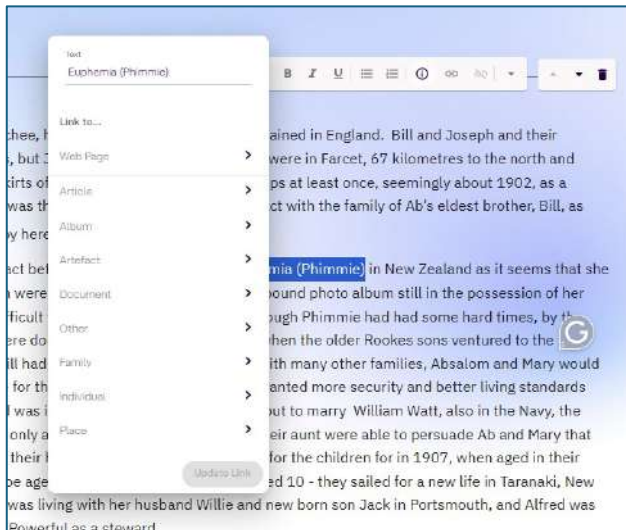


If you highlight text in your article, you can turn it into a clickable link to either:

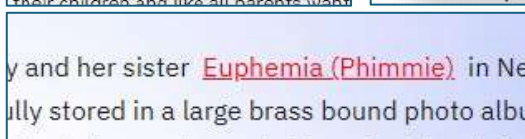
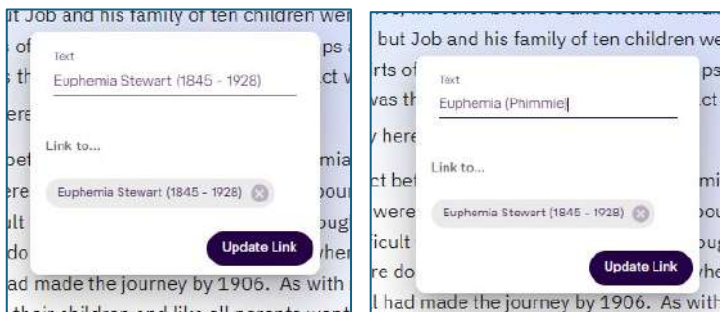
- an external web site, or
- any part of your own WeAre.xyz archive

In the following example I want to make the text “Euphemia (Phimmie)” link to that person in my archive.

I have highlighted the text, clicked the Link button in the format toolbar. Then, from the **Link to** drop down list shown, I click **Individuals** and then start typing her name, and then select her from the list which appears as I type.

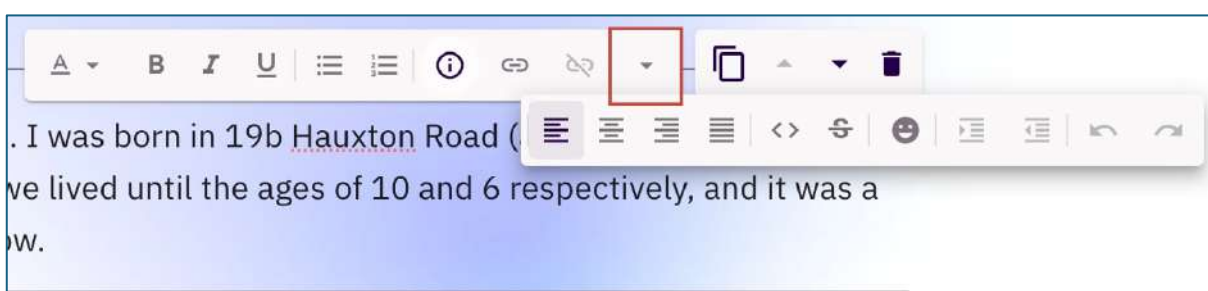


By default, the Individual's name as it appears in the archive will be set for the link text. If I want to use the precise text in the article for the link, then need to retype it, as below, before clicking on the Update Link button. Your text will now be a link to that person (or any other element that you have chosen).



Format Toolbar - Extended Formatting Options

The forma toolbar has additional options – click on the downwards arrow to reveal.



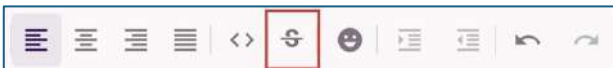
Text justification: the first four buttons set paragraph alignment; left, centred, right aligned and fully justified.



Ignore (inactive)



Strikethrough: highlight text then press to strikethrough text.



Emoji: click to select and then insert emoji.



Indent: disabled at time of writing; highlight text then click to indent.



Undo/redo: click to undo/redo. Note 'ctrl X' is also a convenient undo option.



Working with Images (Core)

Text and image/media block



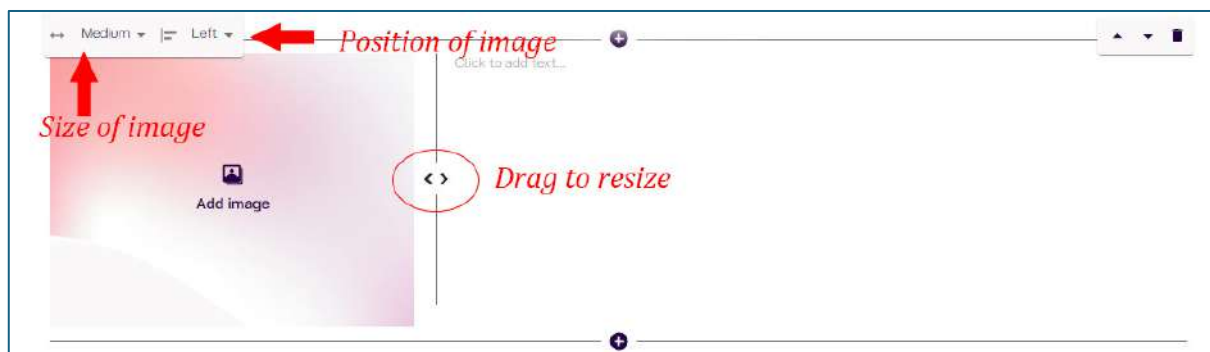
A Text and Media block is a layout that has one or more images on the side of the section, with text on the opposite side. Add it to your article by clicking the Add Content Block + sign, as you did when adding a Text Block.

By default, the layout places the media item on the left side, but you can switch this to the right, and you can also adjust the relative size of the media and text areas (see below).

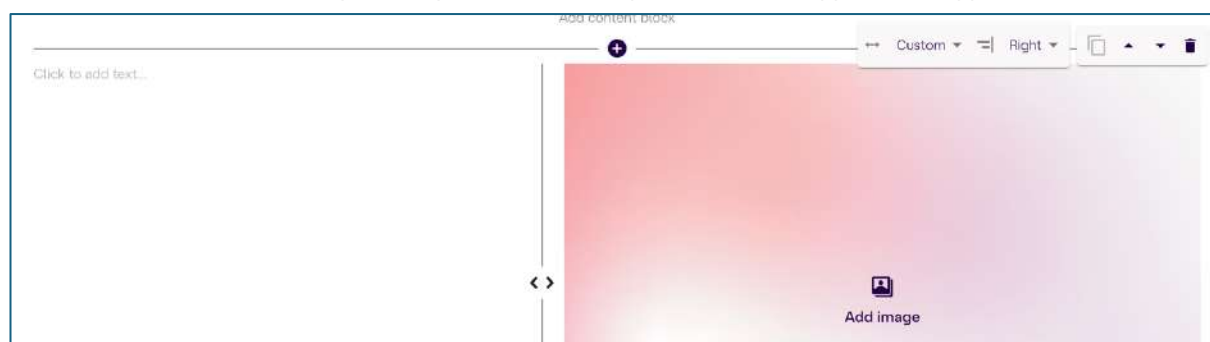
The size drop down gives you three options, but you can use the double arrow on the centre divider bar to drag and resize as you choose. The image(s) may be flipped to the right side by using the position drop down.

All the text options except Block Quote may be used in the text section.

In edit mode, the text will flow down the page and not wrap around the image(s). However, the wrap happens automatically once out of edit mode, whether published or not.



Below shows position changed to right, and the image has been dragged to a bigger size.



Adding Image to Block



Wherever you see this pink image placeholder in a block, you can click it to add an image. You can add an image from your archive's media library (i.e. images you have previously uploaded), or you can add a new image on the fly in the process of creating an article, as we will demonstrate here.

When you click on the image placeholder ('Add image'), the *SELECT MEDIA dialog box will appear as shown below:*

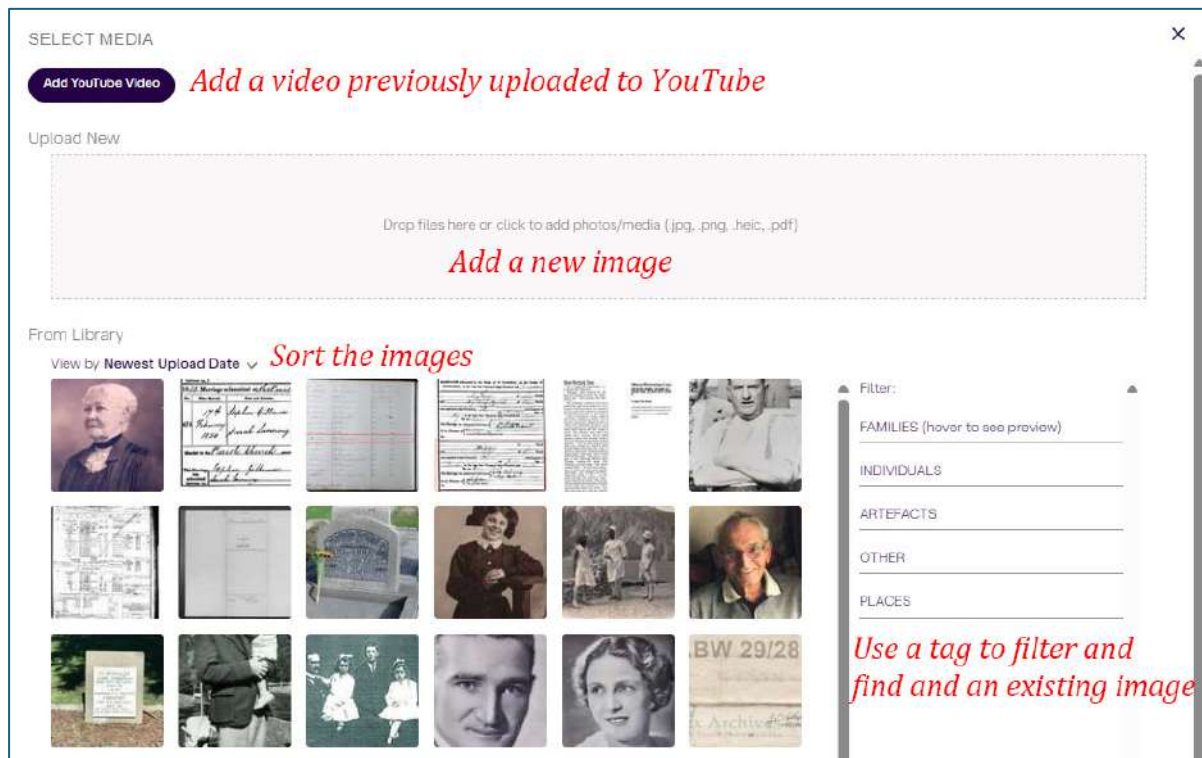


Image: *SELECT MEDIA dialog box*

Key items explained (red text on image above):

Add YouTube video: clicking this button will result in a request to enter the web address of a YouTube video (which will look similar to this: <https://youtu.be/nrVOLYm5QpU>). A preview image with a play button will appear in the image space within your article. When an archive visitor clicks it, the video will play within the archive.

Add a new image (i.e. not in archive library): you can achieve this in one of two ways, either:

1. Drag and drop an image onto the grey rectangular area with central text “*Drag files here or click to add...*”, or
2. Click this same grey area to open your computers file manage in which you can then navigate and select the desired image.

A thumbnail of your chosen image will replace the grey rectangular area, as shown in the next image.

Image formats accepted include .jpg, .png, .heic, .pdf and .webp. If you upload a .tif file it will not show a thumbnail in the upload dialog (see next image), but the image will show up in the article.

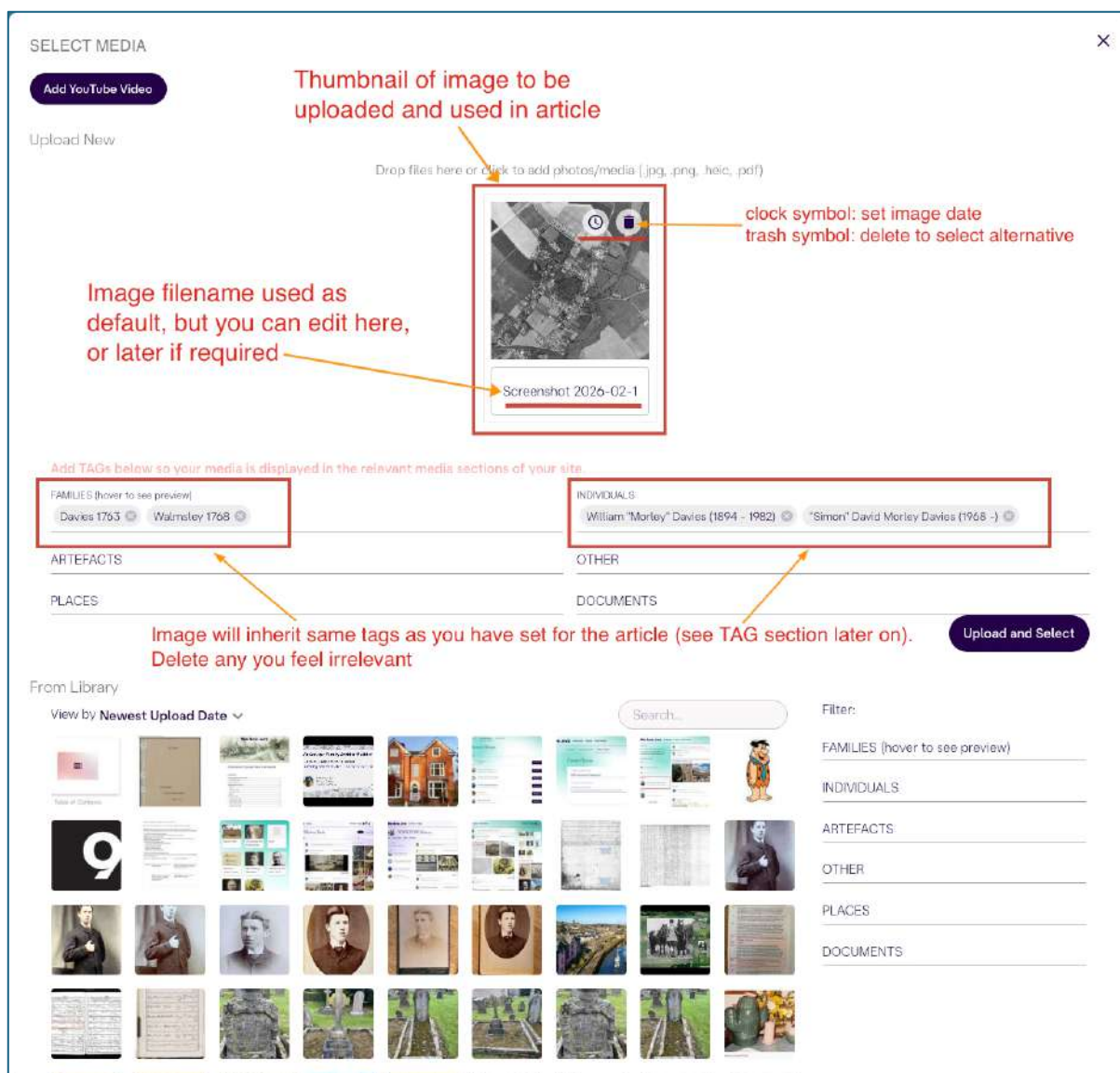


Image: SELECT MEDIA after selecting image

Image name within archive: image default name will be set to the filename (less its filetype extension). So, if you used a descriptive filename, you may not need to edit this, but by clicking in the name area show above you can alter as you prefer. The same name can be used for multiple images (i.e. two pictures of John Doe can both be titled John Doe. The image name is picked up by the search feature).

Set image date: the clock icon top right allows you to put a date on the photo

Delete: the trash can icon allows you to remove this image and choose another.

Image TAGs: TAGS tell the platform which sections should display the image in their media areas (there is more on this later). By default, the image will adopt the Tags (if any) you have set for the article. They may well not all be relevant to the image, so you should delete any that are inaccurate.

Selecting from Media Library

Instead of uploading a new image, you can select one you're your archive's media library. You want to avoid storing duplicate images. TAGs surface images wherever they are relevant, there is no need for duplicates. So always use the library in this scenario. As can be seen below, the media library is displayed as thumbnails.

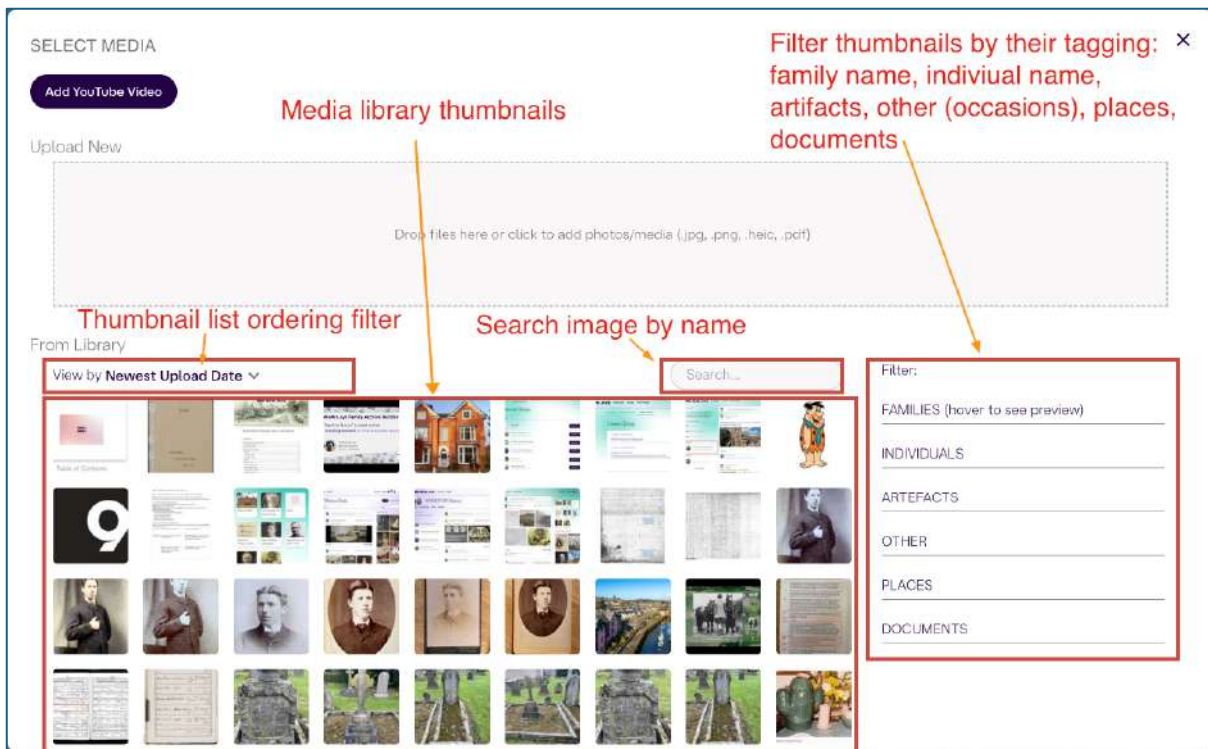
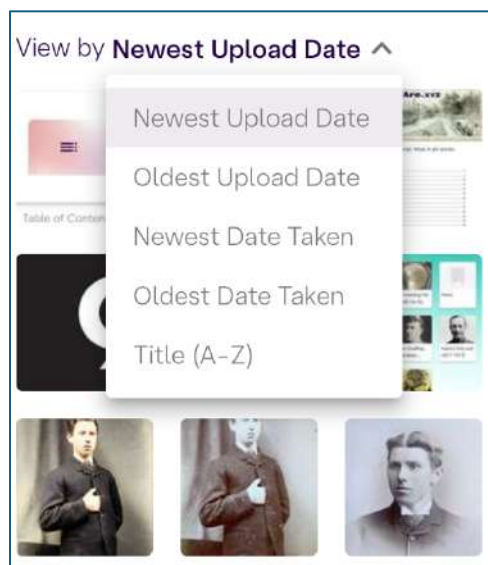


Image: thumbnail selection aids

Over time your media library is likely to become quite large. You will see highlighted above various tools to quickly narrow down your hunt. The search feature is very powerful if your images are general named with something relevant, or you can use the section TAG filter on the right to narrow down on a specific person, family, artifact, occasion ('Other'), place, or indeed a combination.

The view filter above left of the thumbnails offers various ordering options as shown here:



It can be quite hard to identify a specific image from a thumbnail. A final aid is available; if you pause your cursor over a thumbnail a much larger preview will appear. This is especially helpful if, for example, you are trying to identify a specific page of a document.

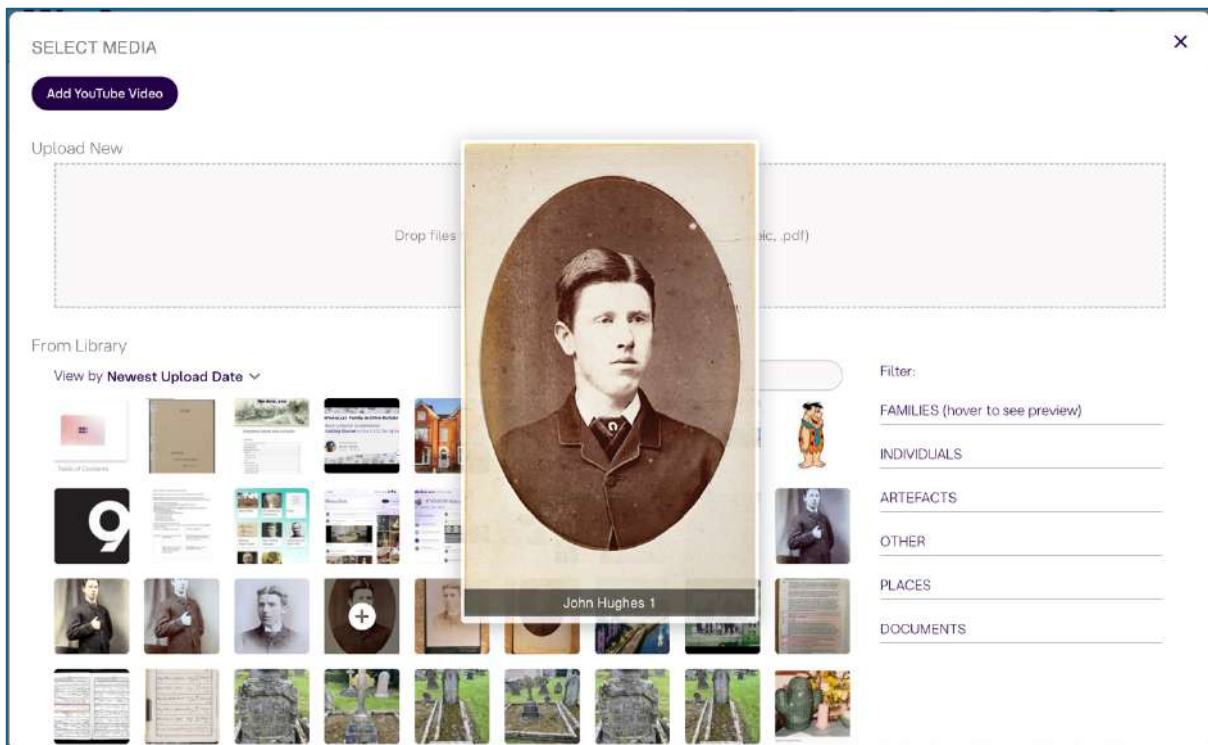
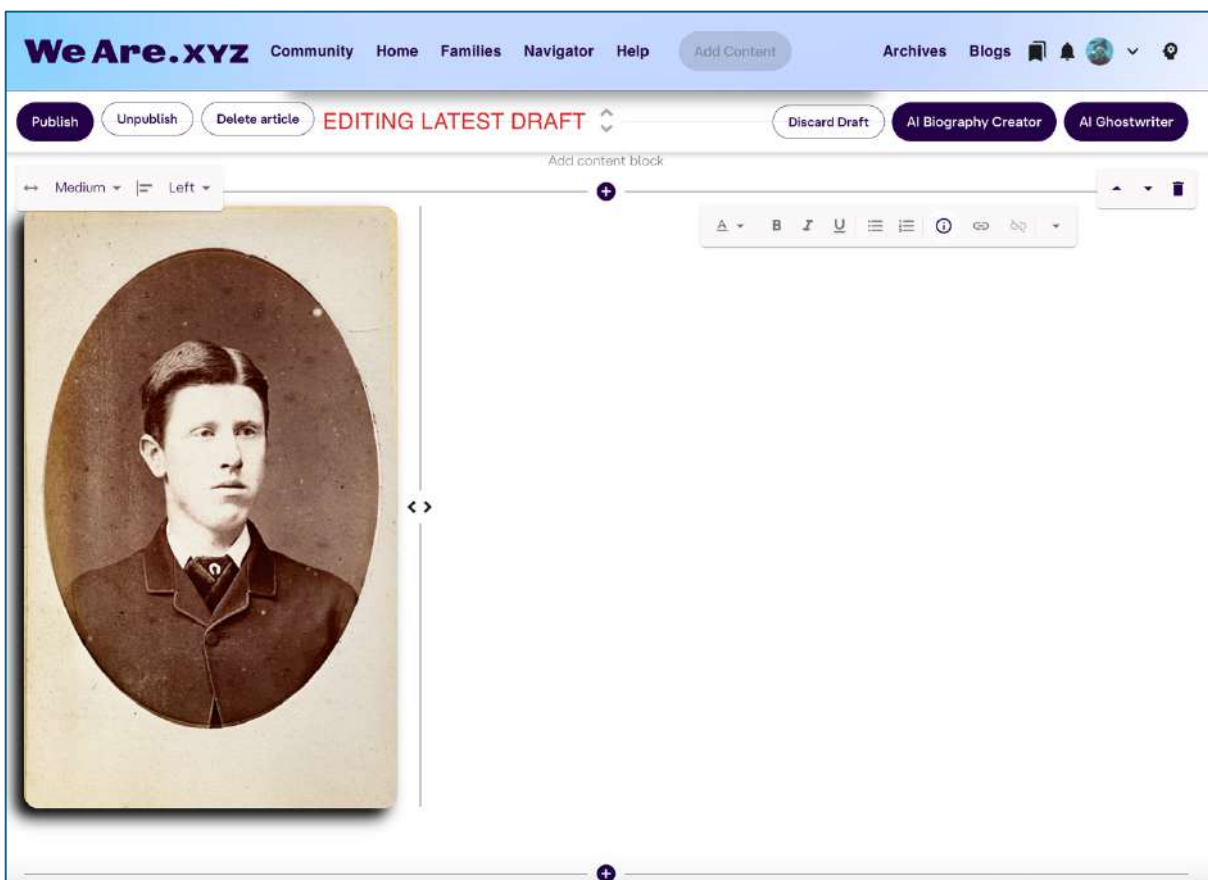


Image: image preview when pause cursor over thumbnail

When you finally click on your desired library image it will immediately be added, and you will find yourself back in the article editor:



Stacking Images in Text/Image block

You can add more than one image in the column – click on the small Add content Block text directly



Medium Left



EDIT
Add content Block

Lorem ipsum dolor sit amet consectetur adipiscing elit. Nullam aliquet rutrum enim, a porttitor ante commodo iaculis. Nunc blandit quis velit vitae tincidunt. Aliquam at lacinia turpis. In tempus leo leo, quis auctor diam mattis eu. Aliquam eu lectus ac sapien lobortis ullamcorper id ut orci. Donec non tellus sed ligula rhoncus pulvinar vel ut mauris. Aliquam non quam orci. Sed sed ornare turpis. Cras dignissim nibh at sagittis scelerisque. Suspendisse non enim vestibulum, faucibus nunc vulputate, consequat lorem. Maecenas viverra velit in nisl porta, id euismod est faucibus. Nam in fermentum dolor, a luctus massa. Quisque faucibus euismod orci vel feugiat. Praesent rhoncus rutrum pretium.


In vitae eros eu nunc vestibulum feugiat eget ut sem. Nam a venenatis lacus. Quisque accumsan at mauris at tempus. Curabitur vestibulum, nisi sed luctus egestas, sapien augue consequat odio, quis fringilla metus nisi id massa. Nulla sodales vitae tortor vitae luctus. Morbi elementum velit orci, id sagittis elit vestibulum ac. Mauris ex risus, auctor vitae risus sed, lacinia dapibus mi. Integer id eros ac justo varius eleifend.

Nullam id posuere ligula. Maecenas aliquet urna turpis, quis vestibulum risus blandit vel. Curabitur elit mi, porttitor eu tellus eu, pellentesque sollicitudin purus. Nulla ac iaculis velit. Pellentesque vehicula nec lacus sit amet pellentesque. Morbi consequat nisl et tincidunt feugiat. Etiam non odio et arcu convallis vestibulum. Cras ac commodo mauris. Aliquam condimentum, mi id fermentum pellentesque, sem odio sagittis felis, vel ornare est metus ut sapien. Vestibulum ornare ante eget metus rutrum, ut aliquam erat lobortis. Morbi quis ullamcorper augue, vel fermentum nunc. Nunc feugiat laoreet consectetur. In faucibus auctor pharetra. Cras tristique pharetra consequat.

Images: (above) click plus symbol outlined in red to add image. (below) result



Medium Left



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In vitae eros eu nunc vestibulum feugiat eget ut sem. Nam a venenatis lacus. Quisque accumsan at mauris at tempus. Curabitur vestibulum, nisi sed luctus egestas, sapien augue consequat odio, quis fringilla metus nisi id massa. Nulla sodales vitae tortor vitae luctus. Morbi elementum velit orci, id sagittis elit vestibulum ac. Mauris ex risus, auctor vitae risus sed, lacinia dapibus mi. Integer id eros ac justo varius eleifend.

Nullam id posuere ligula. Maecenas aliquet urna turpis, quis vestibulum risus blandit vel. Curabitur elit mi, porttitor eu tellus eu, pellentesque sollicitudin purus. Nulla ac iaculis velit. Pellentesque vehicula nec lacus sit amet pellentesque. Morbi consequat nisl et tincidunt feugiat. Etiam non odio et arcu convallis vestibulum. Cras ac commodo mauris. Aliquam condimentum, mi id fermentum pellentesque, sem odio sagittis felis, vel ornare est metus ut sapien. Vestibulum ornare ante eget metus rutrum, ut aliquam erat lobortis. Morbi quis ullamcorper augue, vel fermentum nunc. Nunc feugiat laoreet consectetur. In faucibus auctor pharetra. Cras tristique pharetra consequat.

Fusce mollis, justo sit amet euismod condimentum, nisl nibh euismod massa, sit amet volutpat tortor quam ut nulla. Sed tincidunt tellus at erat feugiat lacinia. Vestibulum accumsan, lorem ac lobortis scelerisque, felis neque consectetur nulla, ac gravida massa elit eu purus. Duis dictum diam a dui eleifend, eget pulvinar nisi luctus. Fusce auctor, metus vitae eleifend vulputate, lorem sapien pharetra sapien, sed elementum lectus purus at neque. Morbi tempor mi lorem, id sodales urna lacinia id. Mauris in est at eros placerat sagittis non sit amet odio. Etiam sagittis nisl vitae tincidunt venenatis. Nunc ac fringilla tortor. Suspendisse ultrices facilisis orci quis rutrum. Aliquam faucibus suscipit pretium. Nam rutrum faucibus efficitur.

Note that the text area of the block does not wrap under the image in edit mode, but will once published.

Image additional formatting

While editing your article, run your cursor over an image to reveal action buttons shown in this screenshot:



Image: action buttons; trash, hotspot, crop, shadow, rounded corners on/off

Adding an image caption

1. Click the EDIT button under the image
2. Click cursor in text field and enter caption
3. Click the tick symbol (or 'x' to delete)



Step 1: click 'Edit' button



Step 2: click in text area, type, click tick



St Tyssil's Church, Llandysill

Image: completed caption

Cropping image



Image: crop button

Clicking crop button opens the following dialog. The size and dimensions of the area to be cropped can be altered by clicking and dragging the little squares at the corners and midway along sides. You can click and hold in the crop area to drag and move the selected area.



Image: crop dialog box.

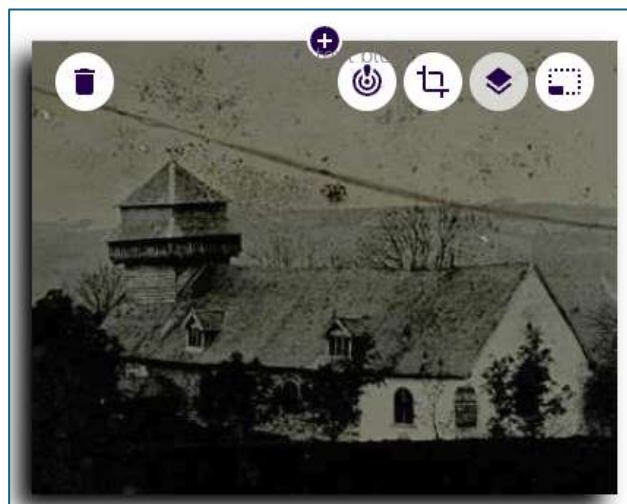


Image: result of cropping

Corner formatting (rounded/straight)



Image: corner formatting button



Image: rounded corners



Image: square corners

Image Shadow



Image: shadow button

Click the button shown above to toggle through no shadowing and shadowing from different angles:



A note on media MetaData

If you have a description in the metadata of the image, it will carry through into the Notes attached to the image, which you can see when accessing through the Media tab, or by clicking on the image in the published article.



Article Structure Enhancements

Table of Contents Block



Click the button shown here to add a Table of Contents block to your article. This is a clever wizard that takes all the text in the article that has been formatted as a Title to generate a clickable table of contents.



Image: above, shows a table of contents, and the text format required to be included in the list

TAGs – The Engine of WeAre.xyz

The powerhouse underpinning WeAre is the use of TAGs; they ensure that items of content surface in every section where they are relevant with no need for duplicate copies.

If, say, your article relates to a certain Family, five Individuals, a Place and an Occasion, then tagging your article with each of these will make sure that the article is found under the research tab of all of these.

Furthermore, your articles display their TAGs both top and bottom. This allows a viewer to click a TAG and go reach a related section very easily.



Image: above, example of the TAG setting area at the bottom of your article in Edit mode.

In the example above, the article will appear in the Research tab of the following:

- Individual Sections for: Absalom John Rooks (1852-1924), Mary Ann Stewart (1853-1931), Euphemia Stewart (1845-1928)
- Artefact Section: Ab Rooke’s Diary Artefact’s Research Tab
- Place Section: New Plymouth
- Other (Occasion Section): Wedding



If you Publish without adding any TAGs, you will be asked to confirm you want to do this. Untagged articles appear only in the Home section’s research tab.

Article Thumbnail Control



By default, the first image in an article is used as the article thumbnail on pages where it is listed, i.e. Research tabs, the Blog Editor and your Published/ Unpublished article list under personal settings. But by clicking on ‘Override thumbnail’ at the bottom of all articles (& Documents) in Edit mode, you can set a preferred image.

Two common uses are, firstly when an article has no image, and secondly when the default image does not auto-crop in a pleasing way (the thumbnail takes a square crop). Both these scenarios are illustrated below.



This article has no image in the main body, and no Override thumbnail, so a pinkish gradient square shows as a placeholder. But it looks much better to have an image, as we will see in the next example.



This article has no image in the main body but does have an Override thumbnail which makes its listing display much more appealing.

In this example, I have cropped the default first image because I want a centred close up of the subject of the article.



Image: above, default thumbnail taken from first image in main body of article.



Image: above, click Override thumbnail, find image and crop as required



Image: above, Override thumbnail added of the same image cropped for building close up

LEVEL 2

Enhanced Storytelling

(Interaction, Presentation & Profiles)

Advanced Image Presentation

If Level 1 helps you construct articles, Level 2 helps you elevate them.

Media Block options – 1. Carousel or 2. Full Width Row

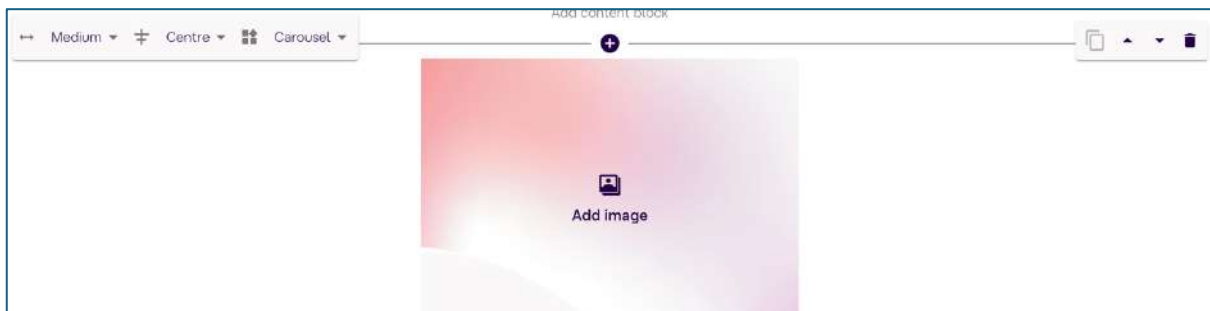
There are two options for an image only block within your article, either a carousel which allows you to slide left and right to see more images than will fit on the screen, or a full width row in which all images in the row are made to fit on the screen.

Each has its pros and cons, but combined they help you make images both accessible and easier to digest.

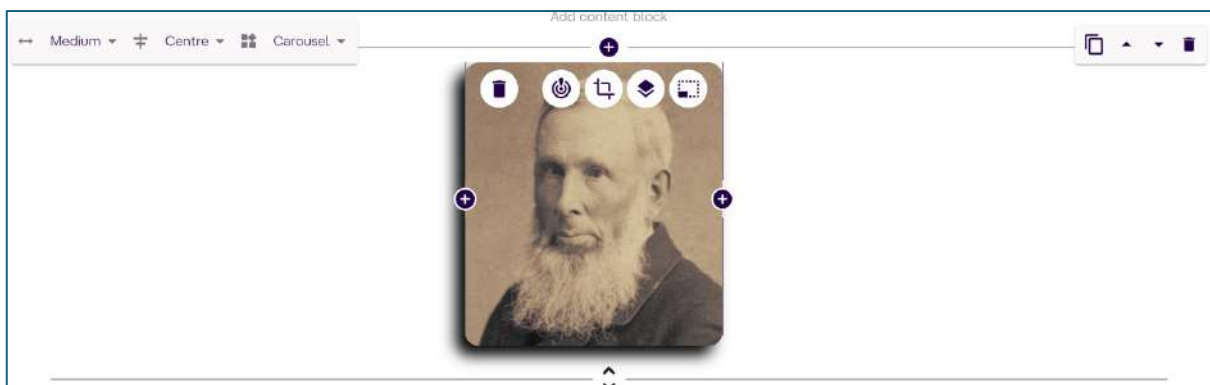
Carousel Image/Media Row



Press this block selection button to insert the empty image block shown below. Follow the sequence of screenshots below to learn how to build your carousel and add captions to each image.

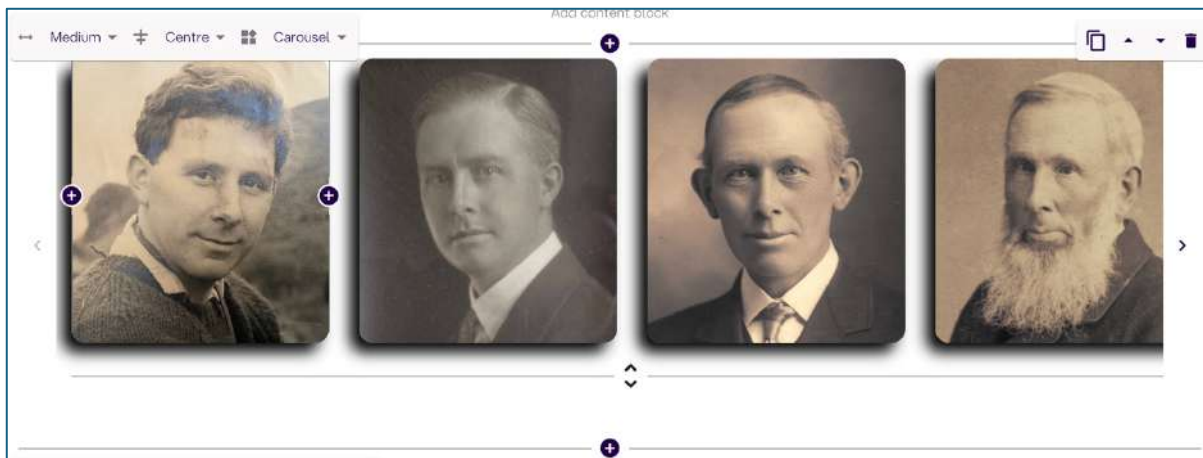


Step 1: above, click add image placeholder to select desired image



Step 2: above, click plus symbol on left of image to select image to place to the left





Step 3: above, continue clicking plus buttons until all required images are in carousel

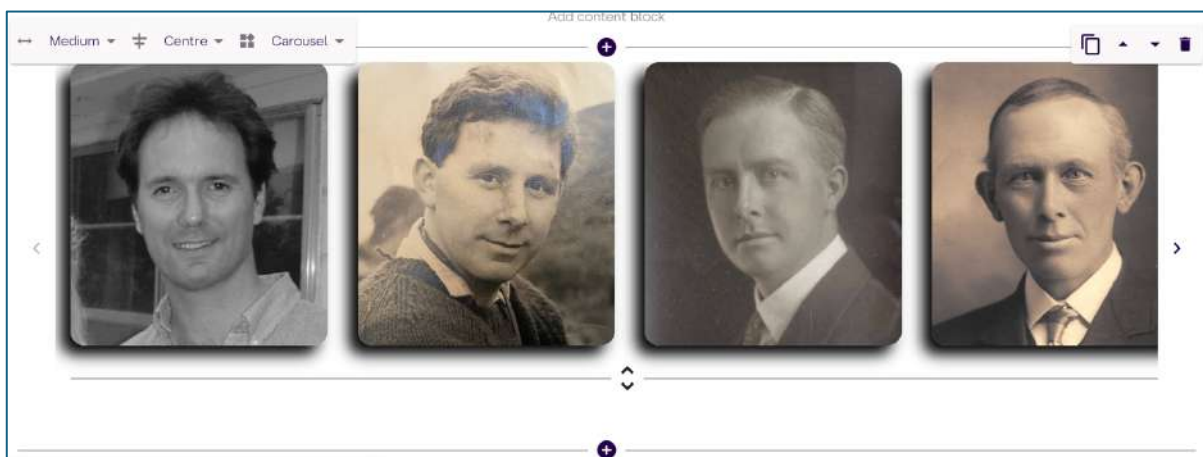


Image: above images will start to extend off the sides of the carousel



Step 4: above, hover cursor over images to reveal action. Captions added in this example

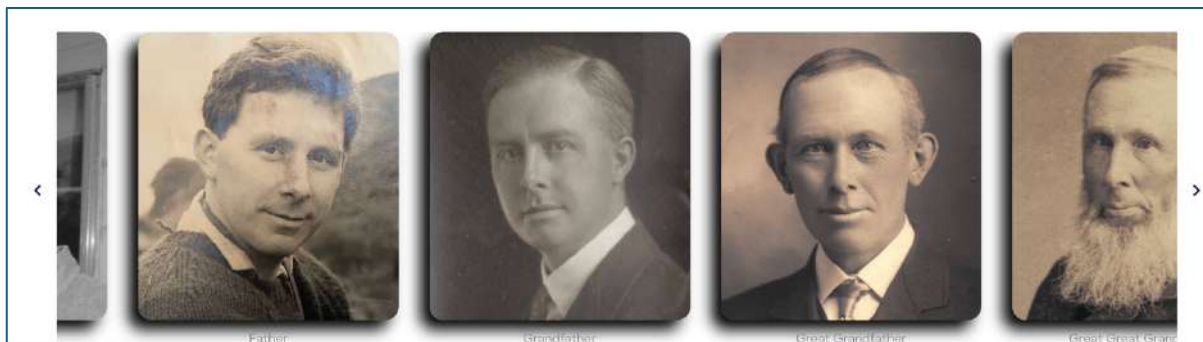


Image: above, published carousel with right and left arrows to scroll to hidden images

Altering height of carousel

Drag the arrows shown below up and down to alter height of the carousel row. In this example the higher row means fewer images are revealed in the visible window of the carousel

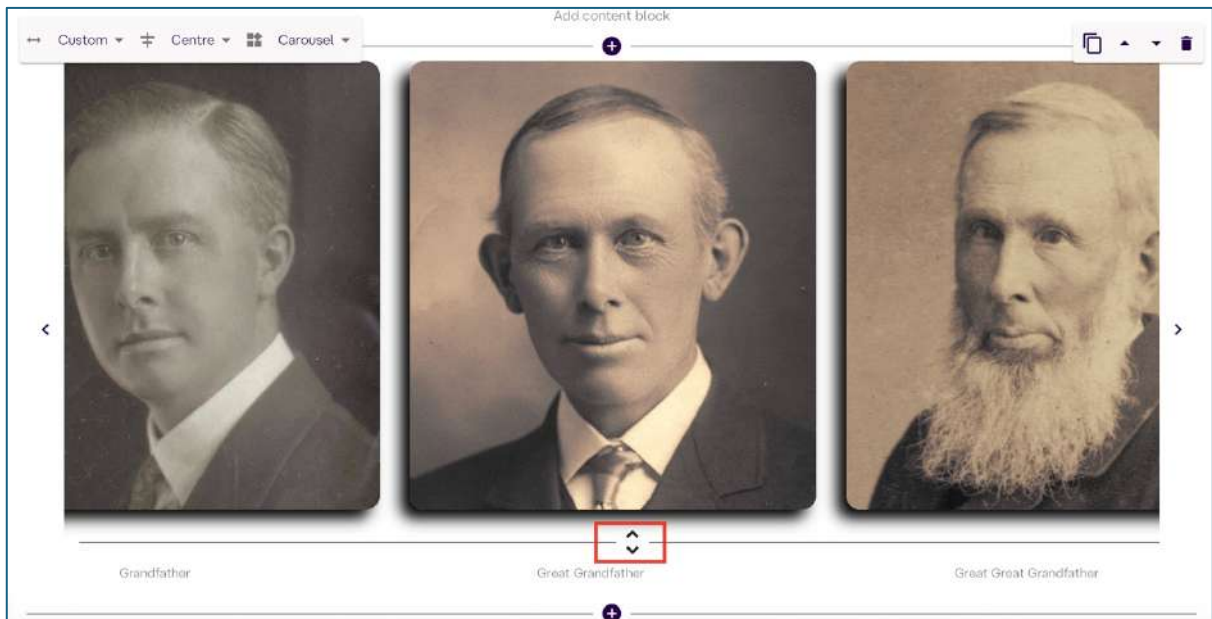


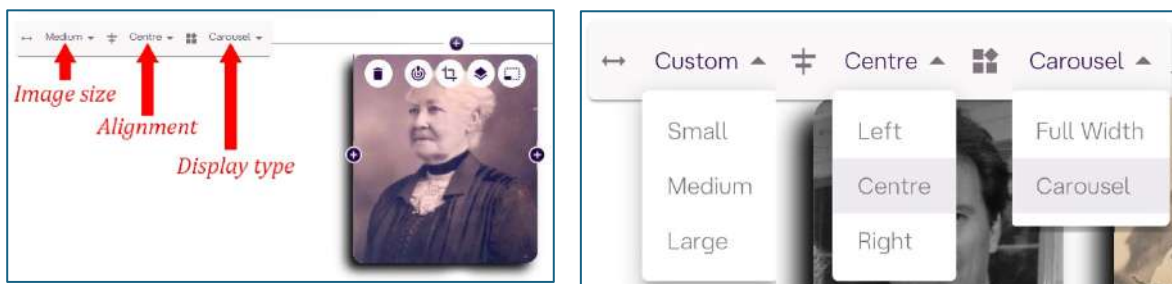
Image: above, resizing arrows are highlighted. Arrows have been dragged down to enlarge



Image: above, arrows dragged up and the carousel height is reduced so all the images now show

Carousel format toolbar

Note the following dropdown options. Custom refers to preset height sizes. If you decide you prefer a full width row of your images use the right-hand menu to affect this.



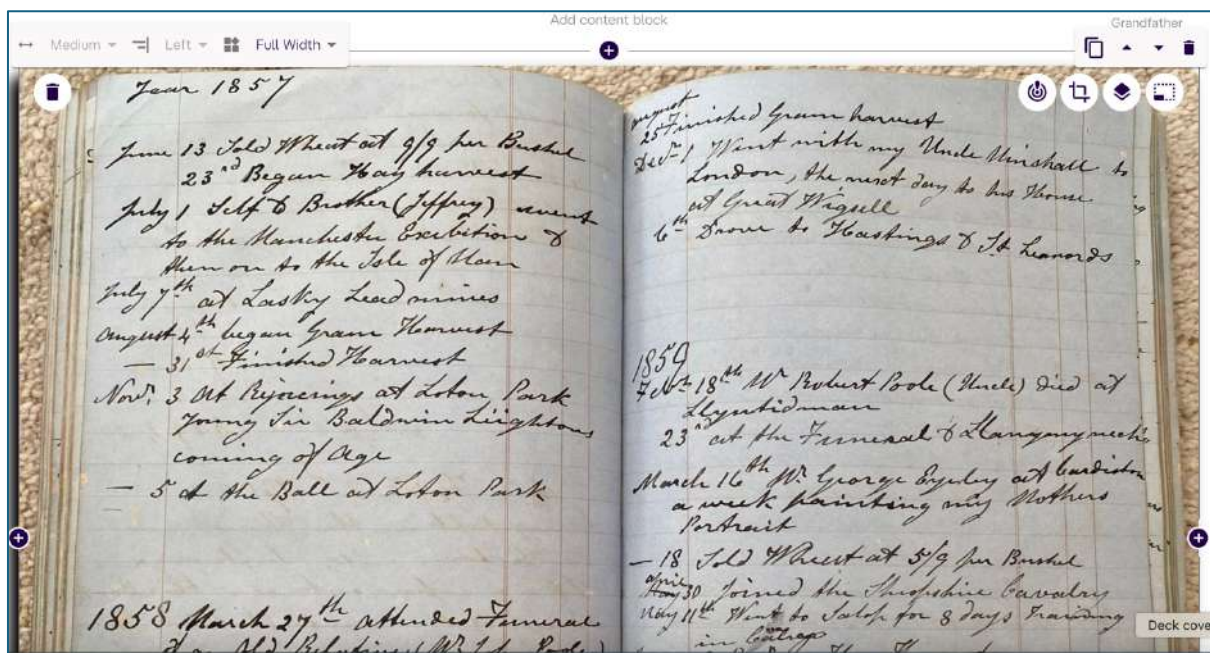
Full Width Image/Media Row



Press this block selection button to insert the empty image block shown below. Follow the sequence of screenshots to learn how to build your full width row and add captions to each image.



Step 1: above, empty full width image block, click 'Add Image'



Step 2: above, click plus symbol on right and edge of image to add next image to the right

Note, the aspect ratio of your first image may mean it is very large and disappears off the bottom of your screen. But this height will reduce as you add images and the row adjusts image sizes to ensure full width display. See next image.

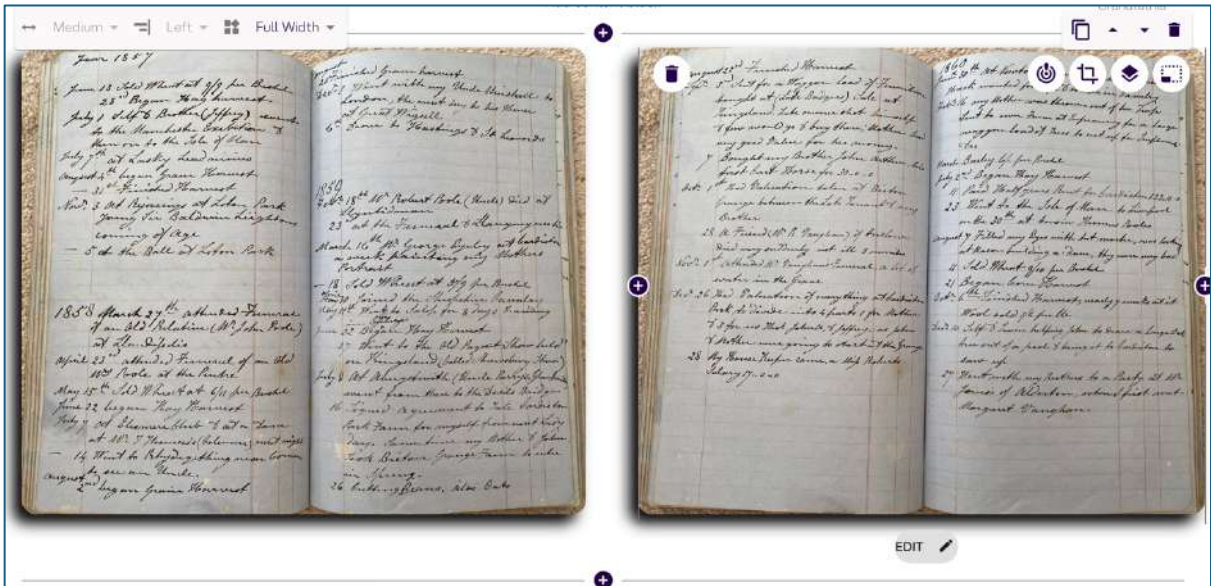


Image: above, second image added, note the Edit button when cursor hovers over image

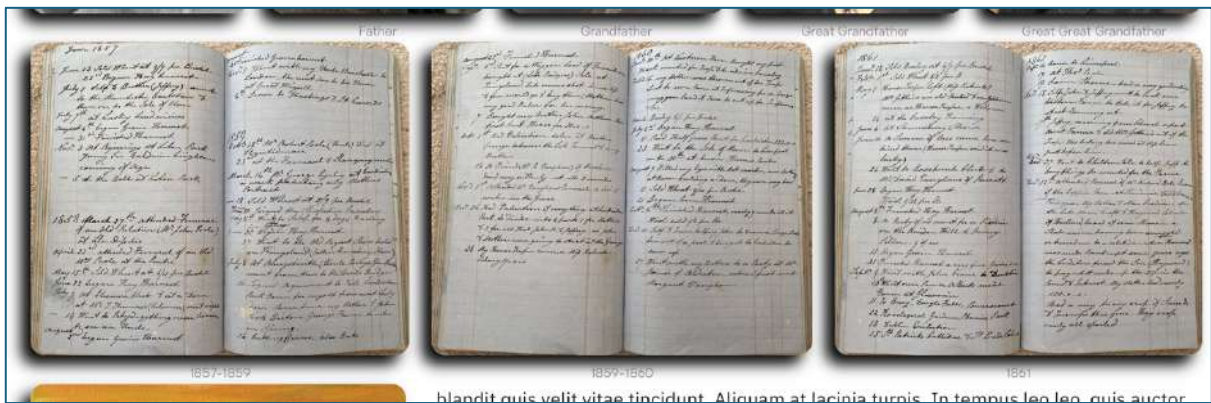


Image: above, third image and captions added, this is the published view

Visitors will be able to click and open each image. This is where they can zoom in to look at detail; especially useful for a document like the diary used in this example.

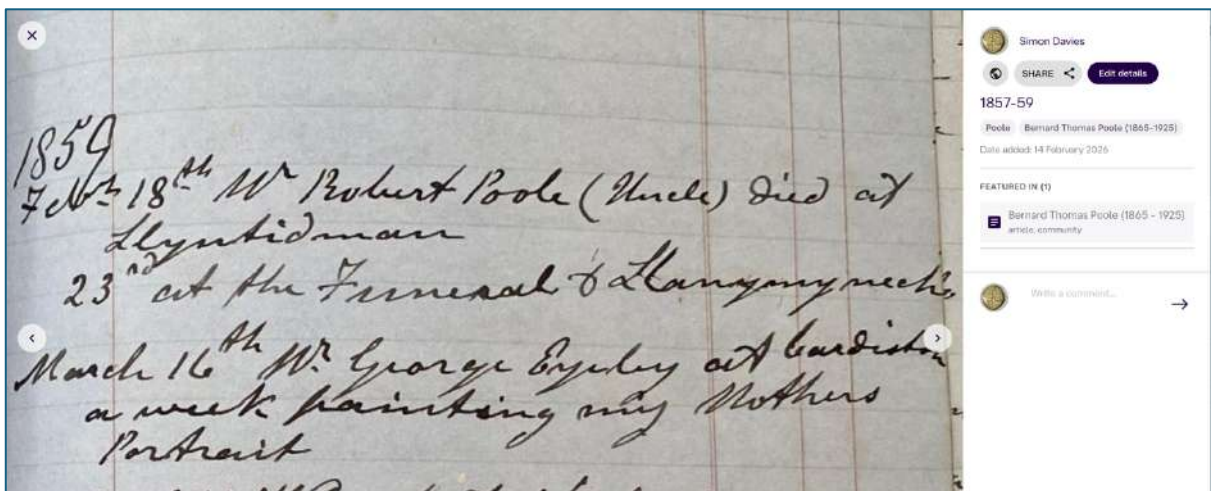


Image: above, visitor has clicked and open first image and zoomed in to see text more clearly

Interactive Images

Add Image Hotspots

This is a powerful feature allowing you to create one or more clickable areas within an image linking to other parts of your archive, namely: article, artifact, document, other (occasion), family, individual, place, media.



Step 1: click hotspot button



Step 2: click square area button in TOP RIGHT toolbar, then click and drag to highlight clickable area, release and click again to set area.

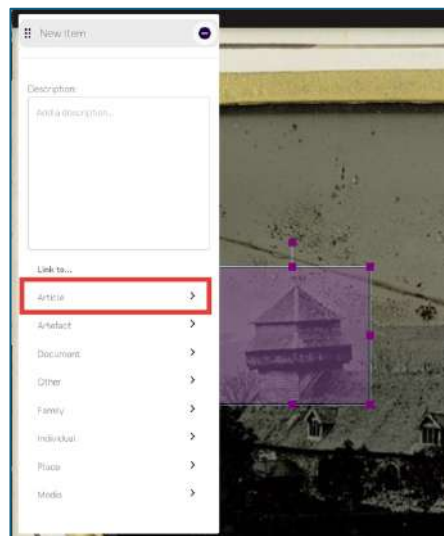
You can create rectangular hotspots or use the polygon tool to create your own outline around a specific item in an image you want to link.

Double click to signal you have finished defining an area. A dialog will appear to the left listing the types of section/content you can link the area too. Maybe you want to link to an article. Click 'Article' to reveal a text field. Start typing the name of the article you are after. It will appear in a list. Select it.

Step 3: click the type of content for the target of your link. In this example I want to link to a particular article, so I click 'Article' as you can see here.

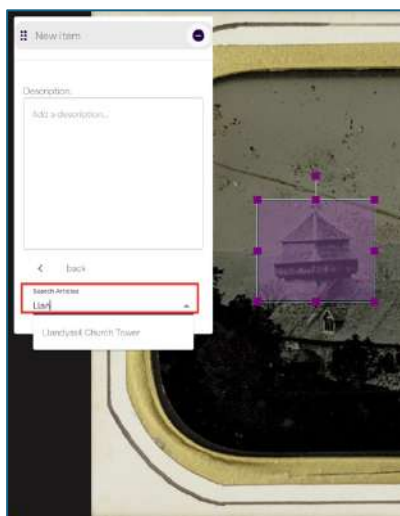
But you can link to any of the following types of content:

- Artifact sections
- Specific Documents
- Other (for now this is Occasion sections)
- Family sections
- Individual sections
- Place sections
- Specific media items.



Step 4: start typing the title of your target content. You will see a dropdown list which reduces in length as you type and narrow down your selection.

You don't have to finish typing the title, you can click on it in the drop down as soon as you see it.



Step 5: click save bottom right as shown, to finishing adding hotspots

Once the article is published, archive visitors who open the image can run their cursor over the image to expose any hotspots, and then click to link through to each target content destination.

Llandyssil Church Tower

Simon Davies

SHARE [Edit details](#)

Llandyssil old church

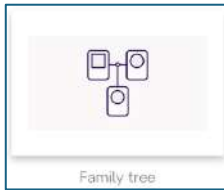
Davies

"Simon" David Morley Davies (1968-
unknown)

Date added: 15 October 2025

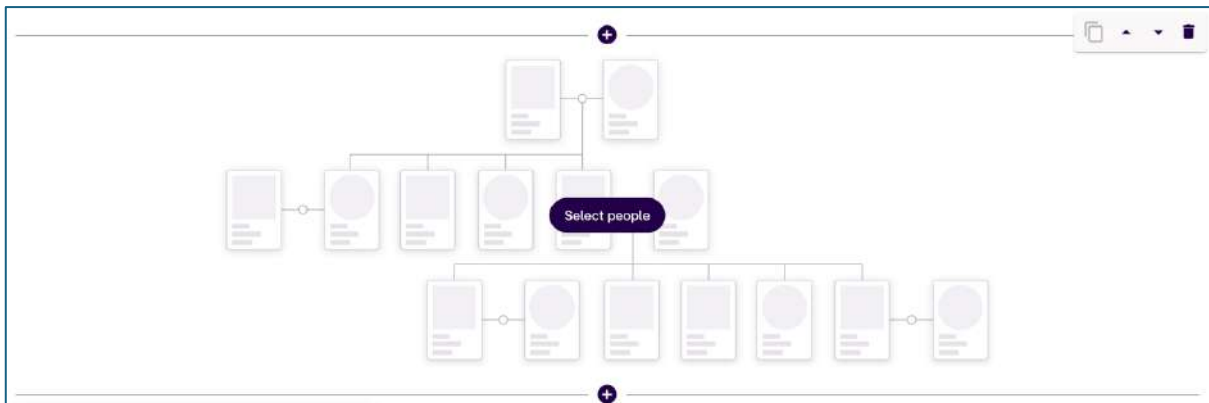
Write a comment... →

Custom Family Tree Block



It can be very helpful to show the individuals mentioned in your article in a family tree within the article itself, to further illustrate their how all the people you mention are connected. You can insert one or more custom family tree blocks into your article. In this step-by-step example I want to create a custom tree block for my grandmother's family (parents and siblings).

Step 1: select the 'Family tree' option from the add content block menu.



Step 2: above, click 'Select people' button in custom family tree block placeholder

See below; now you are in the custom tree people selector, initially centred on your tree Home person. The cluster of people you wish to include may not be visible on this section of tree, and you have two options for navigating to your required starting person.

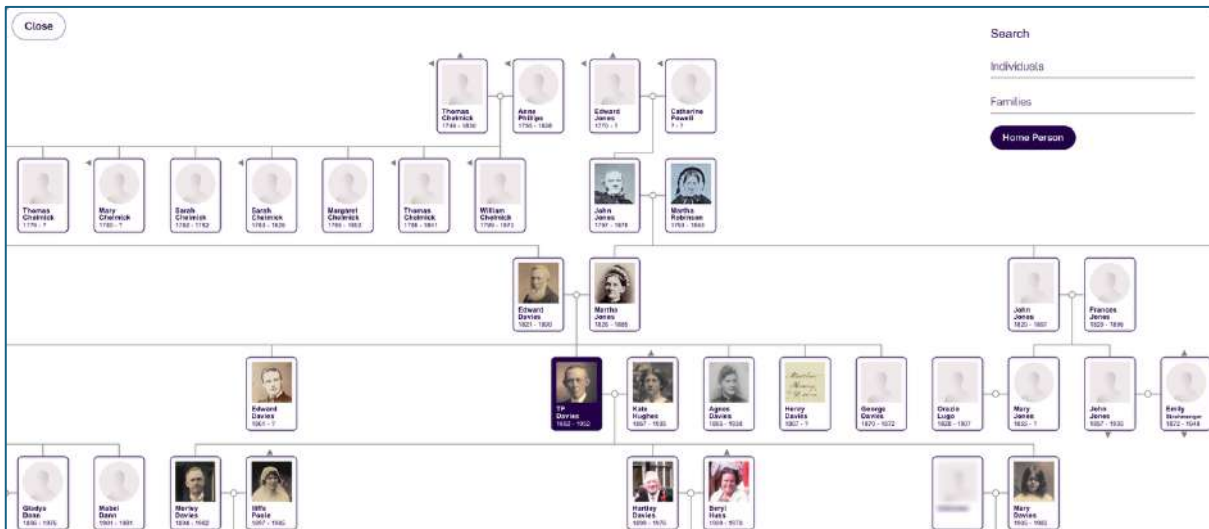


Image: above, the custom tree builder people selector



Step 3a: above method 1, type the name of one of the individuals you want in your custom tree



Image: custom tree selector now centred on Bernard Poole (1865-1925)

Step 3b: below method 2, use the tree itself to navigate by clicking on people and selecting 'Explore' to reveal new areas of the tree

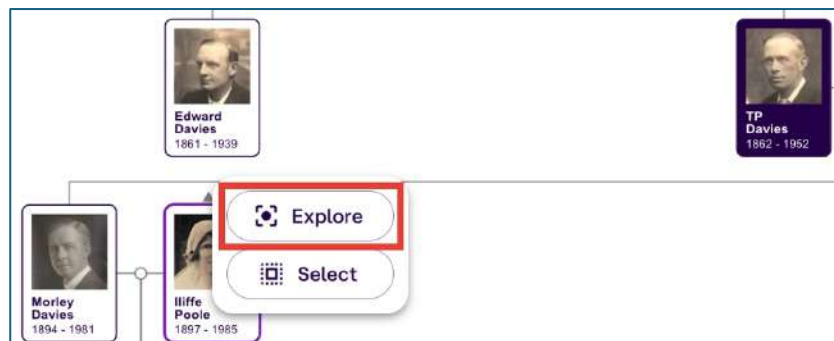


Image: above, click on Iliffe Poole to reveal 'Select' and 'Explore' buttons

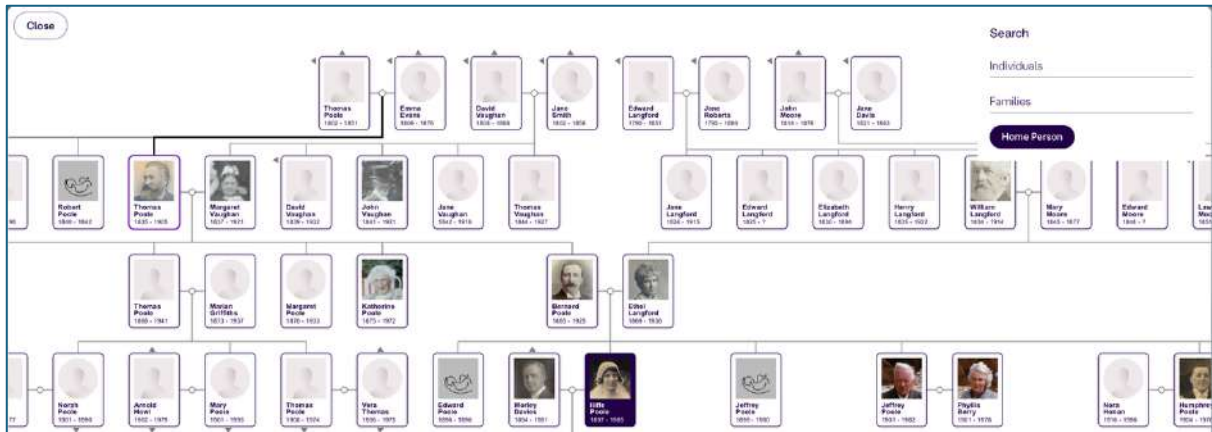
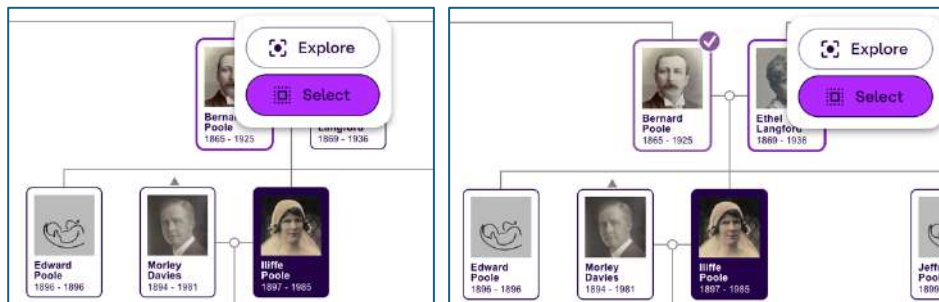


Image: Iliffe's tree area is now in view, which gives me access to all the required people



Step 4: click on the required individuals, clicking the 'Select' button for each.

You may need to scroll around the tree area if some individuals are off the page.

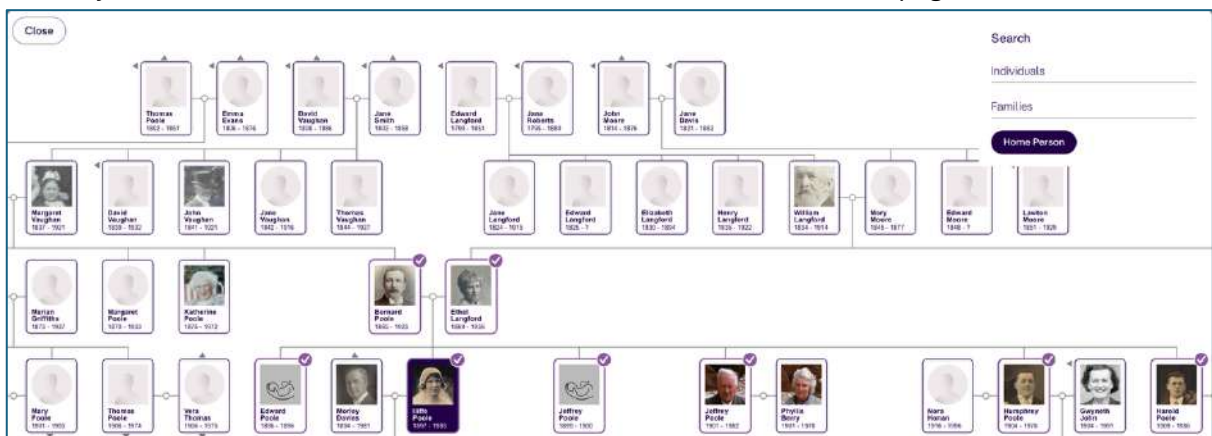
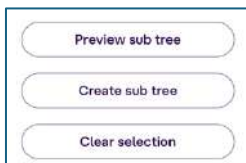


Image: above, my grandmother (purple highlighted), all her siblings and parents are now selected



Once you have selected multiple people the Create and Preview options will appear bottom right of window.

Step 5: click 'Create sub tree' (unless you want to preview first)

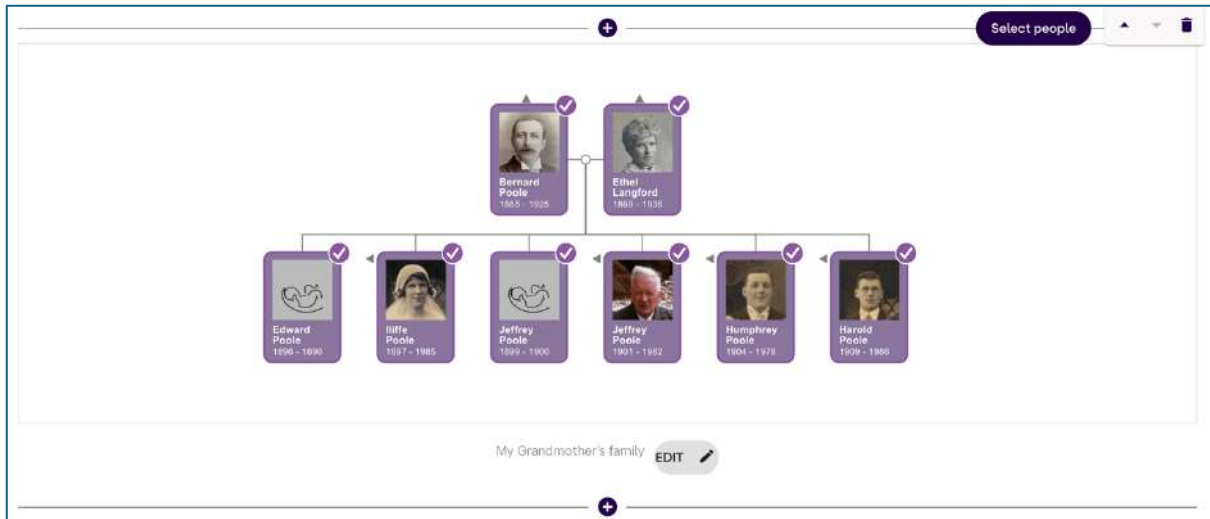
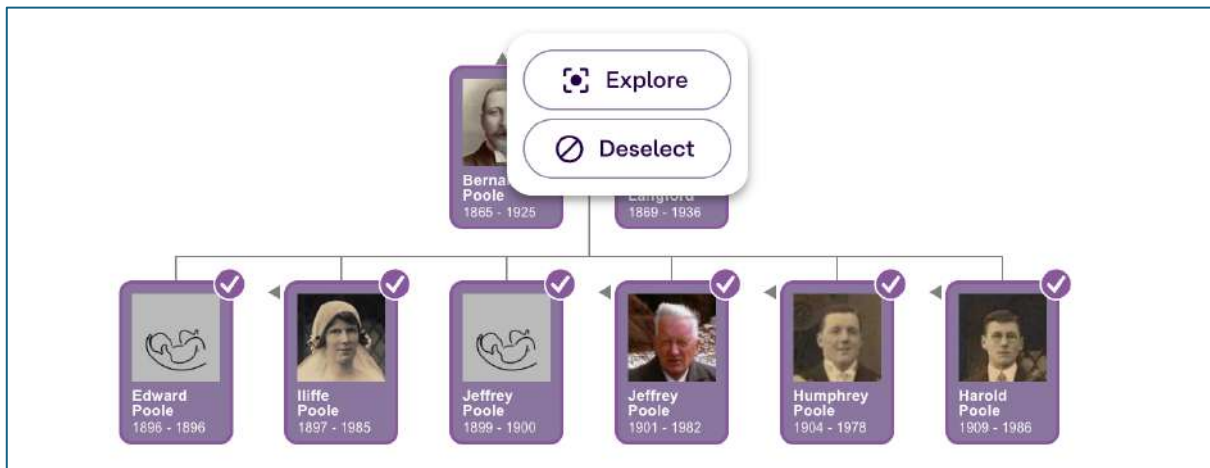


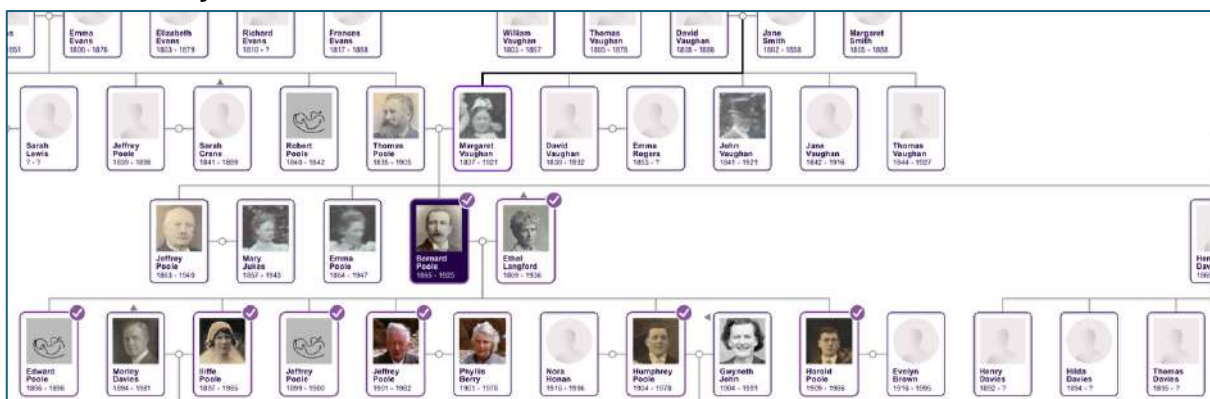
Image: above, the created sub tree back in the article. Remember article still in edit mode

Optional Step 6: if you decide you want to edit the custom tree further (add or remove individuals) then press the ‘Select people’ button shown on the screen above.

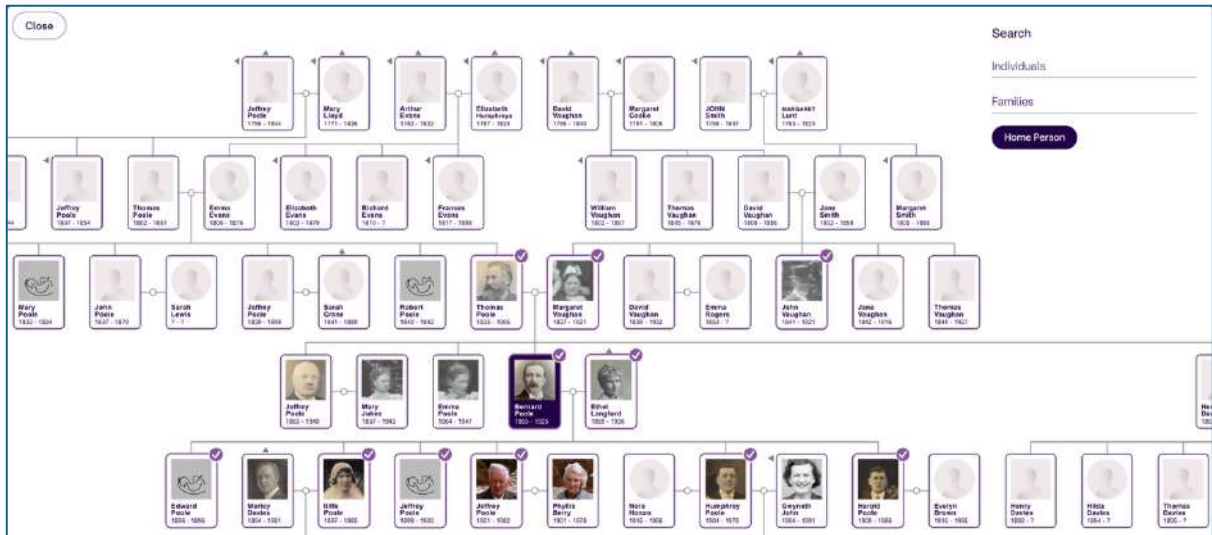
You will be presented with the people selector showing your current selections, as shown below:



Optional Step 7: above, expand the view by clicking on a person and then clicking ‘Explore’, the result of which you can see below:



I am now going to select additional people, including an individual who will have no direct connection to the other selections. In this case, the intermediary people required to make the connection will be added to the custom tree but left unshaded in the final custom family tree block.



Optional Step 7: above, select additional people (you can also click to deselect existing selections). Click ‘Create sub tree’ when finished.

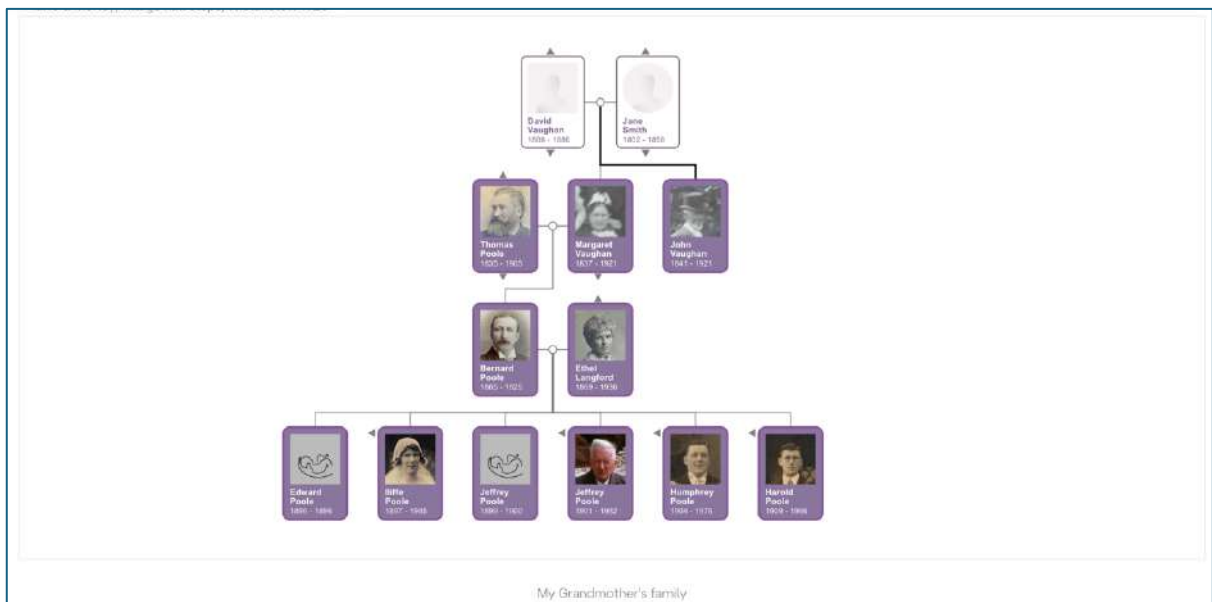


Image: above, final revised custom family tree block in Published article

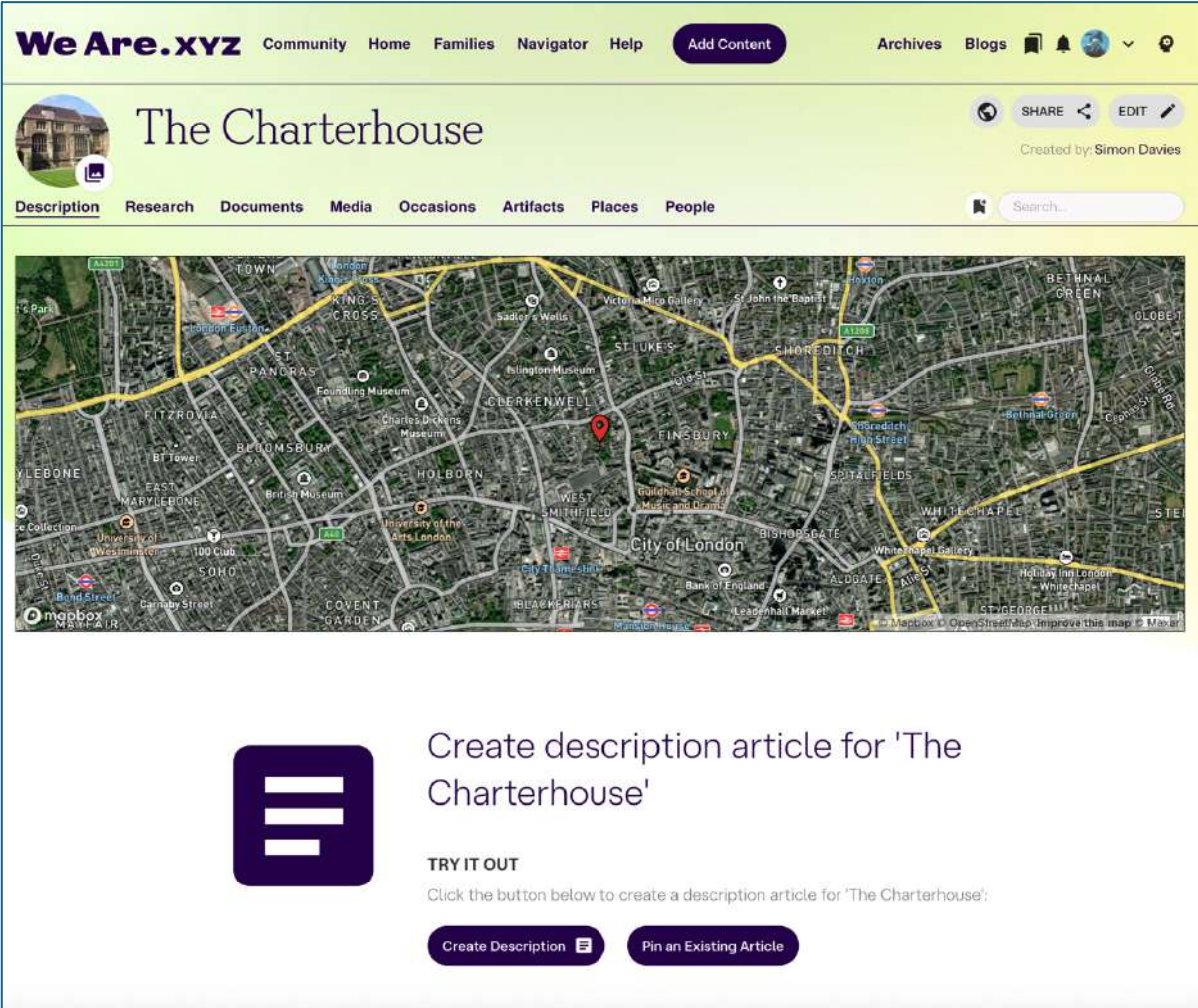
All the people shown within a custom family tree are ‘active-linked’ to their own individual section. Viewers just need to click to investigate each person further.





Pinned Articles & Section Overviews/Profiles/Descriptions


All Sections (Family, Individual, Occasion, Place, Artifact) have a tab for a Description or Profile article. These specific pages are actually an article which is pinned to that tab, i.e. by using the 'Pin an Existing Article' button shown below, you can search and select from all existing articles.

Alternatively, you can click the 'Create Description' (or 'Create Profile' button for an Individual), to create the article from scratch.


In this example, the Description tab for 'The Charterhouse' is empty except for the auto-generated map.




We Are .xyz Community Home Families Navigator Help [Add Content](#) Archives Blogs    

 **The Charterhouse** [SHARE](#) [EDIT](#)
Created by: Simon Davies

[Description](#) [Research](#) [Documents](#) [Media](#) [Occasions](#) [Artifacts](#) [Places](#) [People](#)






 Create description article for 'The Charterhouse'

TRY IT OUT
Click the button below to create a description article for 'The Charterhouse':

[Create Description](#) [Pin an Existing Article](#)

'Create Description' article


Step 1: above, click the 'Create Description' button. When I created The Charterhouse as a Place I gave it a map position. As a result, when I click the button, I get an editable article with a map row automatically generated at the top. I can now proceed to construct the Description article like any other. See next page.

We Are .xyz Community Home Families Navigator Help **Add Content** Archives Blogs   

Description Research Documents Media Occasions Artifacts Places People **Discard Draft** **AI Ghostwriter**

EDITING LATEST DRAFT

Add content block



Map for 'The Charterhouse'

Add content block

TAGS

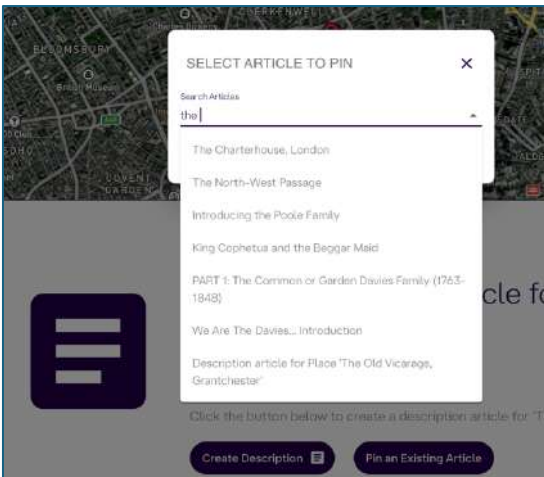
FAMILIES (hover to see preview) INDIVIDUALS

ARTEFACTS OTHER

PLACES

The Charterhouse

'Pin an Existing Article'



SELECT ARTICLE TO PIN ✕

Search Articles

the

- The Charterhouse, London
- The North-West Passage
- Introducing the Pooke Family
- King Cophetua and the Beggar Maid
- PART 1: The Common or Garden Dailes Family (1763-1843)
- We Are The Davies... Introduction
- Description article for Place 'The Old Vicarage, Grantchester'

Click the button below to create a description article for 'The Charterhouse, London'

Create Description **Pin an Existing Article**

Clicking the 'Pin an Existing Article' button produces this dialog on the left. Start typing the name of your preferred article and click on it when it appears.


This article is now set as the Description of, in this case, the Place, as shown on the next page.

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The Charterhouse [SHARE](#) [EDIT](#)
Created by: Simon Davies




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The London Charterhouse is a historic complex of buildings in Farringdon, London, dating back to the 14th century. It occupies land to the north of Charterhouse Square, and lies within the London Borough of Islington. It was originally built (and takes its name from) a Carthusian priory, founded in 1371 on the site of a Black Death burial ground. Following the priory's dissolution in 1537, it was rebuilt from 1545 onwards to become one of the great courtyard houses of Tudor London. In 1611, the property was bought by Thomas Sutton, a businessman and "the wealthiest commoner in England", who established a school for the young and an almshouse for the old. The almshouse remains in occupation today, while the school was re-located in 1872 to Godalming, Surrey.

Although substantial fragments survive from the monastic period, most of the standing buildings date from the Tudor era. Thus, today the complex "conveys a vivid impression of the type of large rambling 16th-century mansion that once existed all round London"

Unpinning an article

If change your mind about the article you are using, you can use the 'unpin' button shown below. A scenario in which I have used this would be when I have written a profile article for an ancestor, but not specifically their spouse. I will attach it to the spouse until I compose a specific one for them.

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A Powerful Starting Point: The Ancestral Family Overview

A simple and highly effective way to structure your archive is to begin with making pinned Overview articles for your four grandparental families.

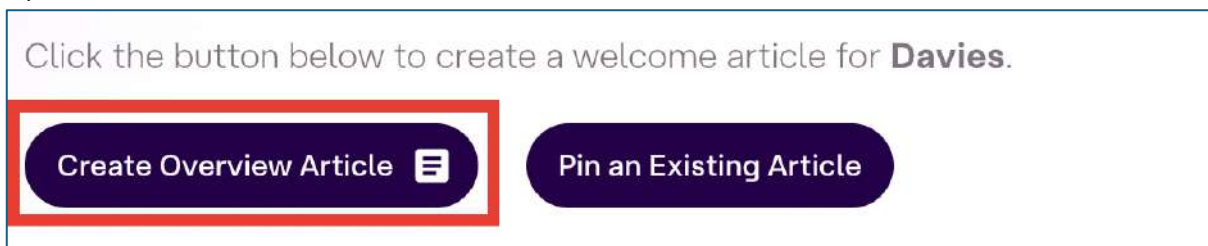
These overview pages give relatives and future readers immediate bearings - clarifying how the archive is organised and where each family line connects.

To create one, click **Families** in the top menu to reveal your family pyramid:

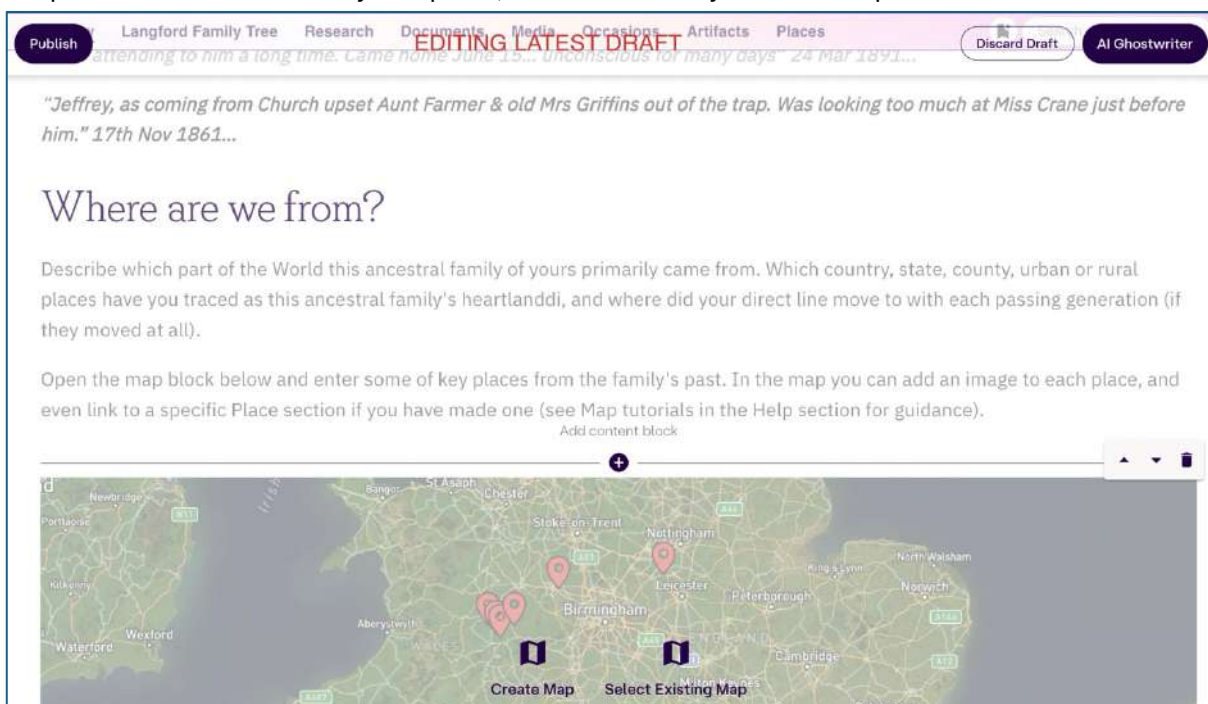


Select one of the top four ancestral surnames to go to that family section.

Open its **Overview** tab and click on the **Create Overview Article** button:



This loads the Ancestral Family Overview Template. All the text, images, map, family trees you see are placeholders. Click on any to replace, and delete what you do not require.



For a full demonstration, see this webinar:

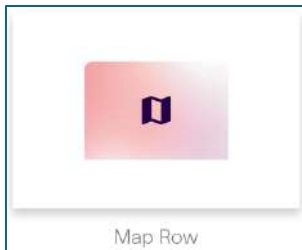
https://www.youtube.com/watch?v=yksEJMR9g2Y&list=PLaHPRkiXL-lx7s_iNrVK6VzpoolgT7dg&index=6

LEVEL 3

Geographic Storytelling

(Maps, Places & Journeys)

Map Row Block



The map creation feature offers wonderful possibilities for illuminating your archive. Follow the screenshots over the next few pages for a step-by-step guide to creating engaging maps that tell a tale.

Start by pressing the Map Row button shown here to the left, to generate the empty map row block shown next.



Step 1: above, click 'Create Map' option



Step 2: top centre above, enter map title (you cannot 'create' map until title added)

Image: menu items available on first screen

IMPORTANT: difference between location marker and Archive Item Pin



Image: location marker



Image: Archive Item Pin

- A Location marker is a simple map label that does NOT link to any part of your archive
- An Archive Item Pin indicates the global position of an item within your archive (for which a position is set), and a user can click to navigate to that item from the map.

Placing a location marker (Methods 1 & 2)

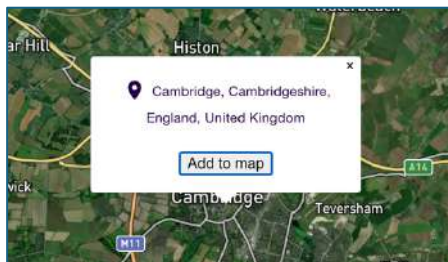
Method 1: Using Search tool



Start typing the location into the search tool found top left in map edit mode and click on the location when it shows in the list. You will not find every location you are after in the map database. In this scenario, and for generally more precise pinpointing of locations use Method 2.

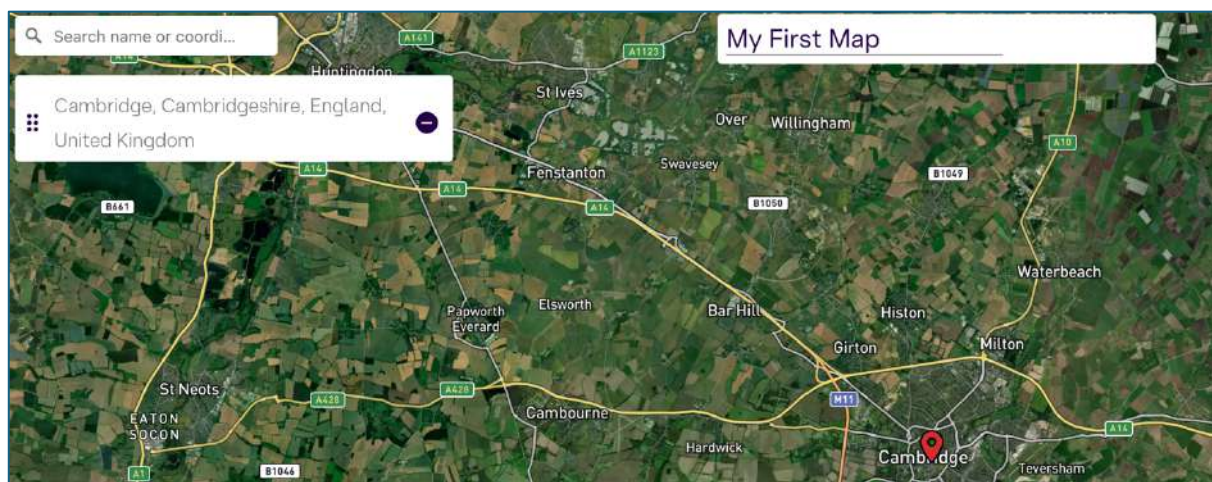
Note you can also enter GPS coordinates (which you can identify using Google Maps).

Step 3a: type location

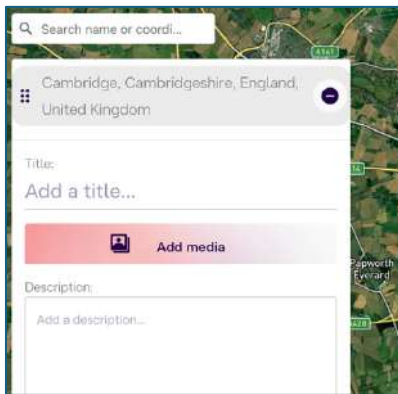


Once clicked, the globe will go to the location and give you the option to add a marker.

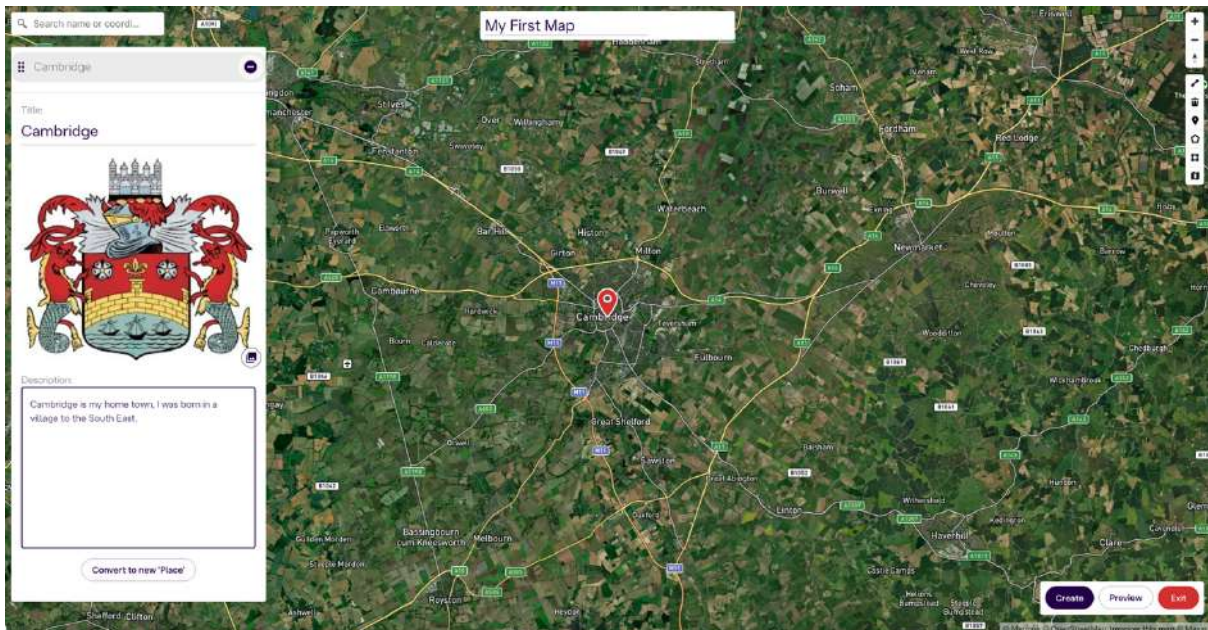
Step 4a: click 'Add to map'



Step 5a: Click the location once it appears in the left-hand list



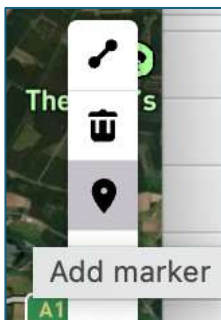
Step 6: give your marker a title (the default location title from the search can be a bit over the top), **add an image**, and **type some description text** if you wish to.



Step 7: add more things to your map or press 'Create' to generate your map block

Method 2: Manual placement using location marker tool

Manual placement allows much more precise positioning, for example on an individual building or a field. Also use if the search tool fails to find your location.

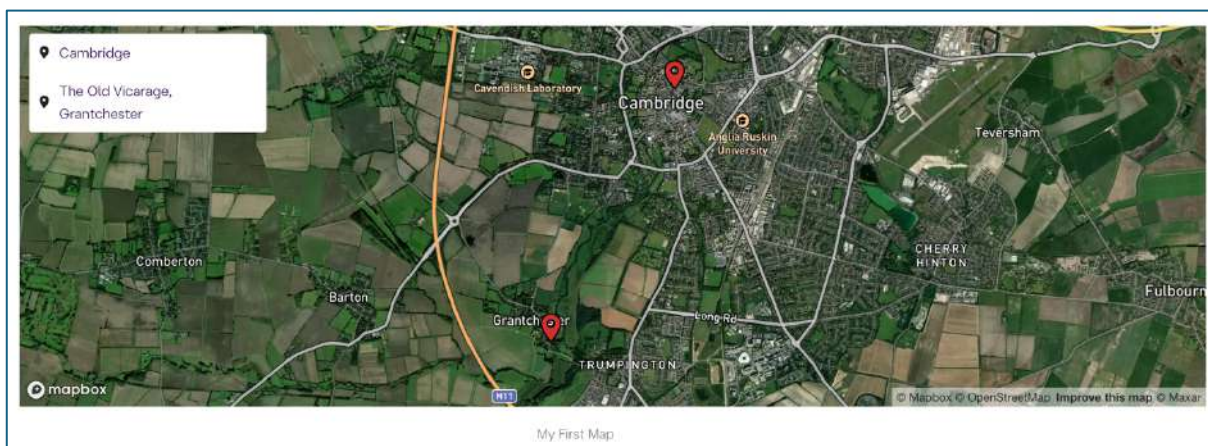


Step 3b: click the Add marker tool button in the main map toolbar.

The cursor will change into a small cross. You will still be able to click and drag to scroll the map, and zoom in and out, but when the map is stationary and you click you will be creating a location marker on that spot, and it will appear in the left-hand panel. If you mess up, click the minus sign next to it in the panel and start again by selecting the marker tool.



Step 4b: navigate to, then click on precise location. Add title, image and description in panel.



Step 5b: click 'Create' or 'Save' bottom right. Create becomes Save in future edits. Above is how the map block will appear in published article. Viewers can click it to generate whole screen map and side panel list of locations.

Converting a Location Marker into an Archive Place



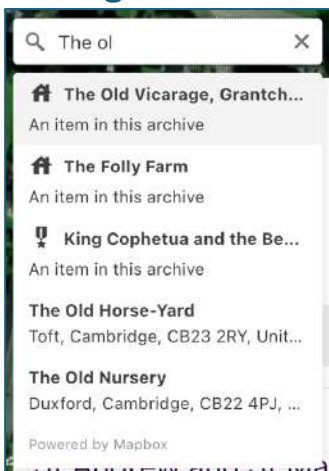
Location markers are great for pinpointing somewhere of interest which does not warrant a whole Place section in your archive. But that may change as you build your research; for example, you mark the location where your Great Grandparents lived, but as yet have little detail. At some point you come across photos and have elderly relatives who recount memories of visits. You now decide that the location merits a whole Place section of its own.

All location markers have a **‘Convert to Place’** button in their map panel entry for just this moment (see left). One click and your marker will have generated a Place section in which you can add all those images and recollections. Having used this button, and once the map is saved and the article re-published, the location marker will change to the Archive Item Pin shown earlier, and you will be able to click on the map’s information panel to take you to that new Place section.



Image: above you can see The Old Vicarage marker has become an Archive Item Pin

Adding an Archive Item Pin (Place, Occasion, Artifact, Fact...)



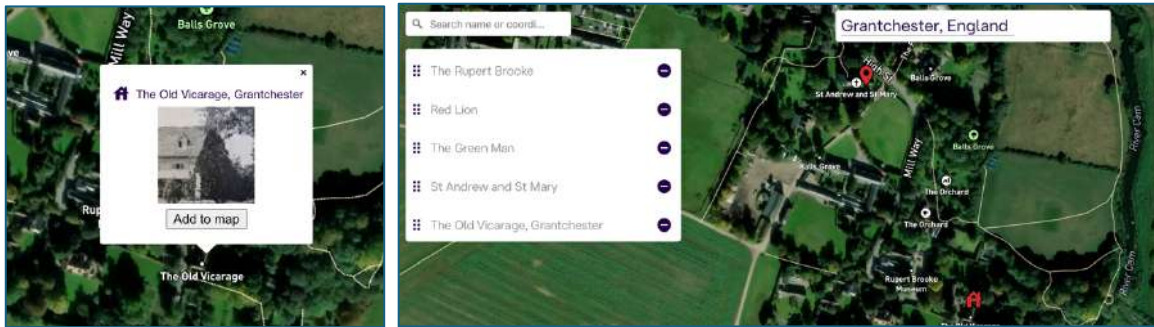
The search tool will also show results for any archive items which have location data. They will always sit above general map location results and can be identified by an icon indicator in the search list.

Step 1: type the name of your archive item in the map search tool.

Here you can see two archive Places and an Artifact show up as I start to type ‘The Old Vicarage’.

Step 2: click on the archive question you wish to place on the map.

In this case ‘The Old Vicarage, Grantchester’



Step 3: above, click 'Add to map' button shown. You can now see 'The Old Vicarage, Grantchester' added to the map panel on the left.

Step 4: click save bottom right of the map and then publish article.



Image: in published article, opening the map and clicking on The Old Vicarage in the panel, or on the map will produce the screen above.

In the panel, clicking 'The Old Vicarage, Grantchester' will open the archive section for this Place:

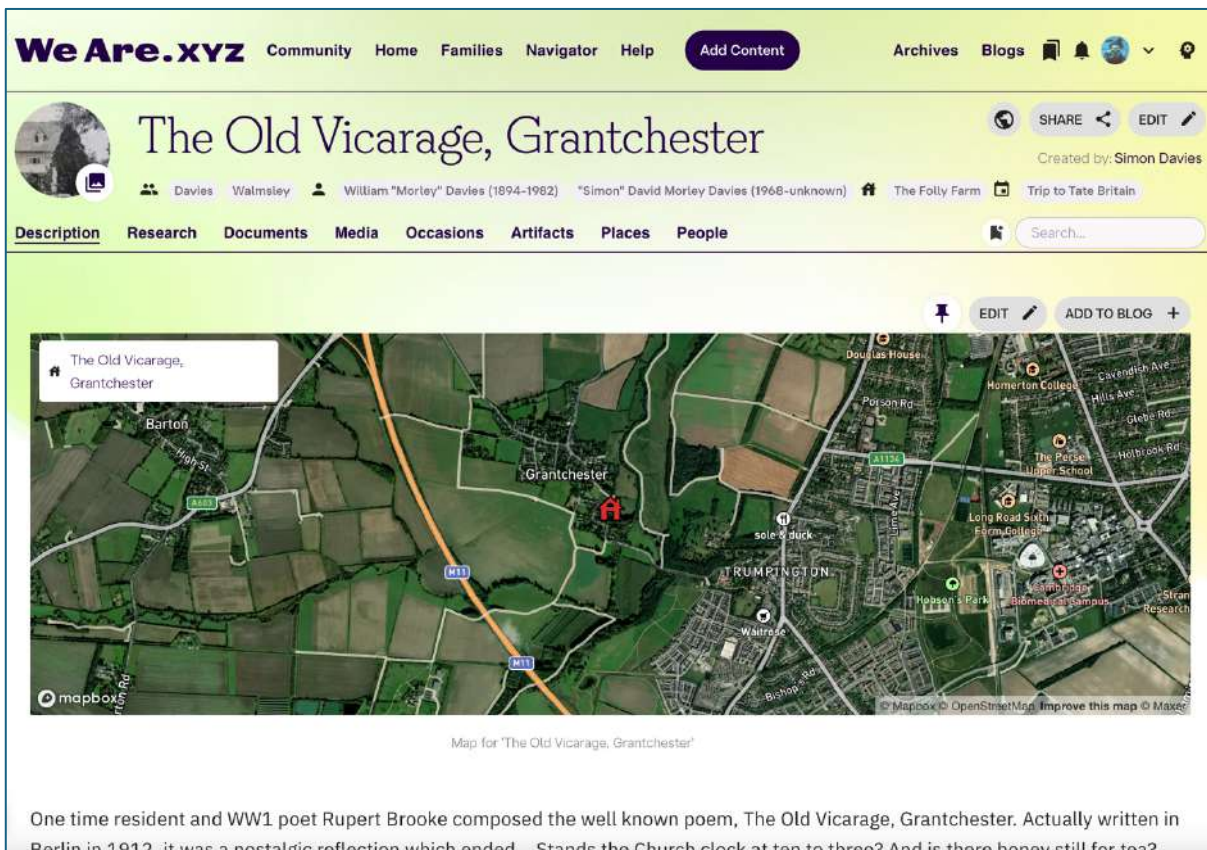
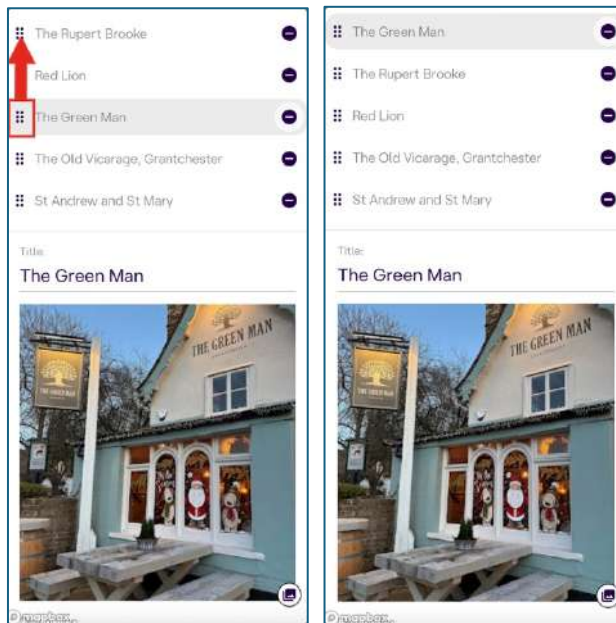


Image: the Place section of the Archive for The Old Vicarage, Grantchester

Ordering Items in the Map Panel



With the map in edit mode, you can click on the 6 dots to the left of an item (item drag handle) in the list and drag its position up and down, as can be seen in this example.

For Grantchester, this lets me place the various locations in the village in geographic order, which will be useful when a reader tries the 3dflby feature (see next).

3D Exploration

Putting your mapping globe into 3D mode affords some fabulous viewpoints for understanding your place of interest. Here are two methods for 3D exploration.

3D Flyby Mode

Viewing your published article, open the map to full screen and click on a place in the panel. Toggle the '3D flyby' toggle shown below.

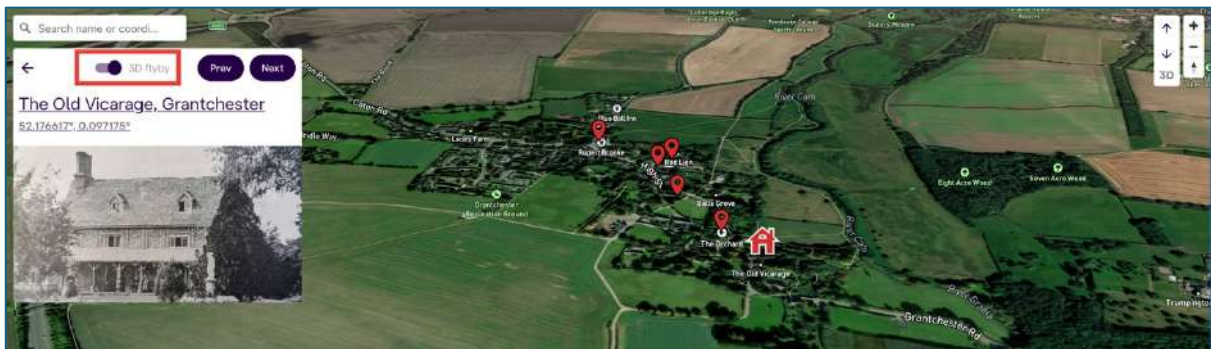


Image: 3D flyby toggle is activated

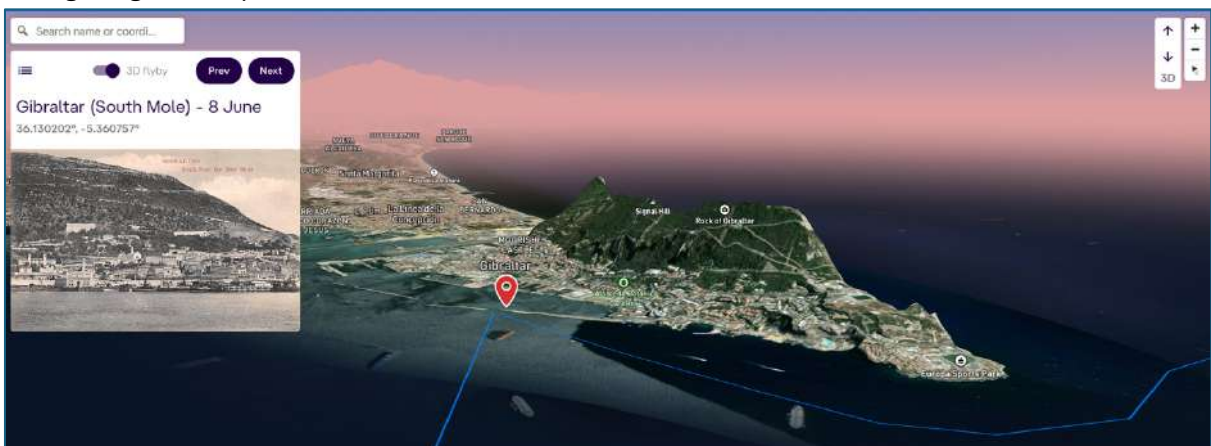


Image: use 'Pre' and 'Next' buttons to 'fly' between locations

The screenshot above shows St Andrew & St Mary's Church, which featured in the BBC drama 'Grantchester'.

Manual 3D Map Manipulation

The controls to do this will be different for different computer/device types (Mac, PC, tablet, mouse, trackpad...). But with experimentation, you will be able to zoom in amongst the hills, rotate and change angle with spectacular effect.





In the two previous images I have used a Mac. The following were used to set up these relating to an ancestor's sea voyage via Gibraltar in 1893:

- Hold **control** button and drag with ONE finger to rotate screen in any direct
- Drag TWO fingers on trackpad to zoom in and out

Historical Overlays

Image Overlays and Opacity Slider

Another absolute delightful feature is the ability to overlay images of old maps (or anything, but this is really designed for then and now mapping comparisons) onto the surface of your globe.



Image: a 1910 map image overlay of Cambridge, England



Image: same screen with opacity slider set to 54%



Image: same screen with opacity slider set to 0%

Step-by-step instructions for aligning image overlay:

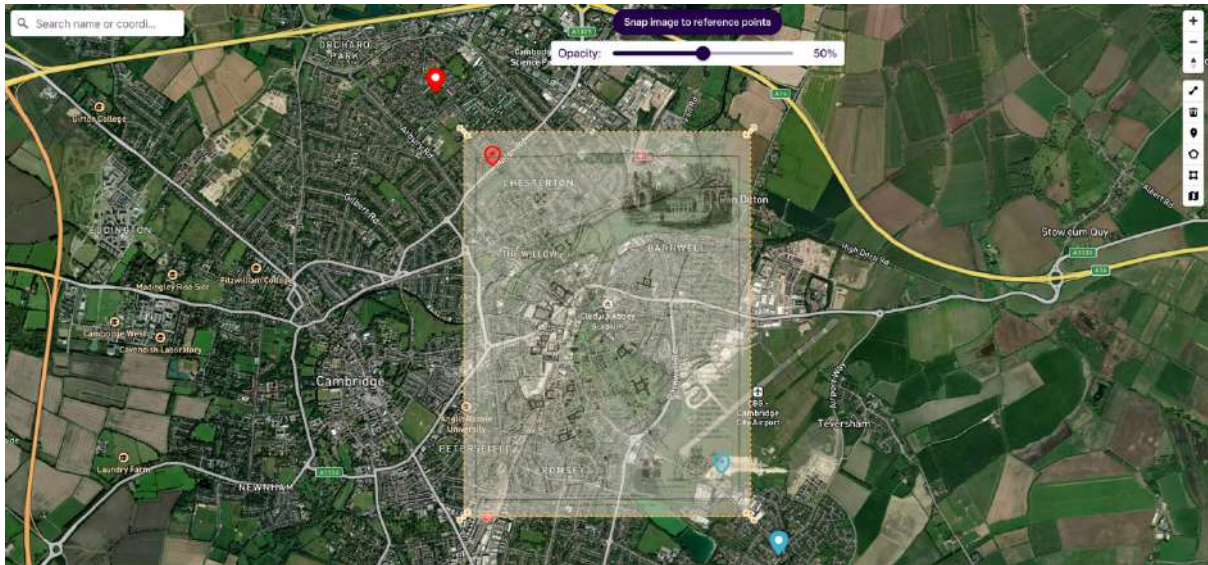


Step 1: to make the process as easy as possible navigate the globe view to the vicinity of the area on which the map will ultimately sit.

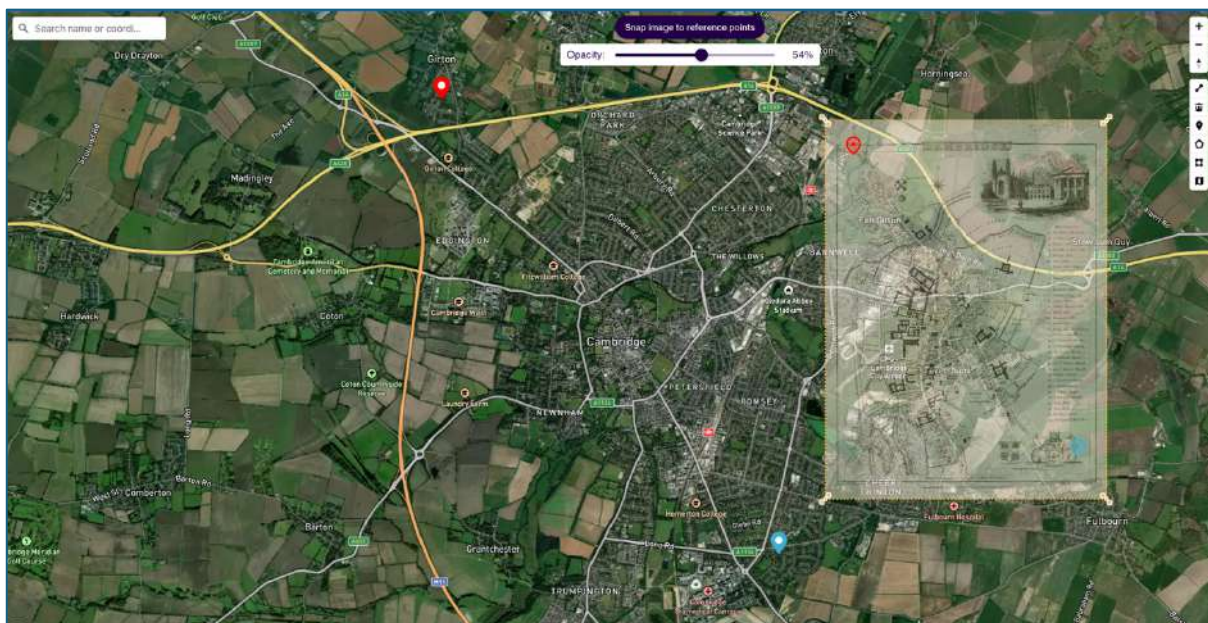
Step 2: click image overlay button shown here on the main map toolbar (right side of map screen), select the map image you with the usual Media Select dialog.



Image: above, your map image will now sit on the globe on the surface of your globe



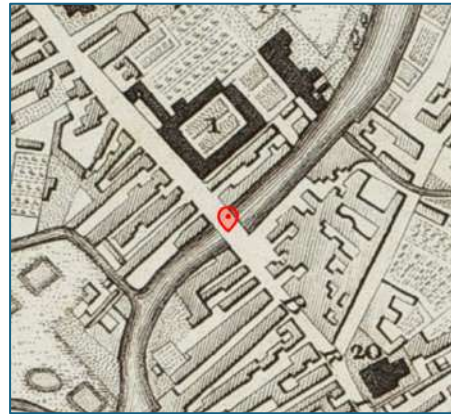
Step 3: above, click on the map image to ‘activate’ it, and reveal a pair of red, and a pair of blue positioning pins.



Step 4: click & hold to drag the map so it is clear, but close, to the area it will be positioned over

Now you are going to place each pair of positioning pin on their corresponding map image and physical globe positions. You will probably need to zoom in and out, focusing on one pin at a time. You need to judge locations on the map image that will have remained as fixed as possible over time, maybe a crossroads, centre of a bridge, a distinct building. But remember map accuracy deteriorates as you go back in time, but even a rough matching is satisfyingly revealing.

To move a positioning pin, click and drag.



Step 5: place corresponding red positioning pins (here I have used a bridge)

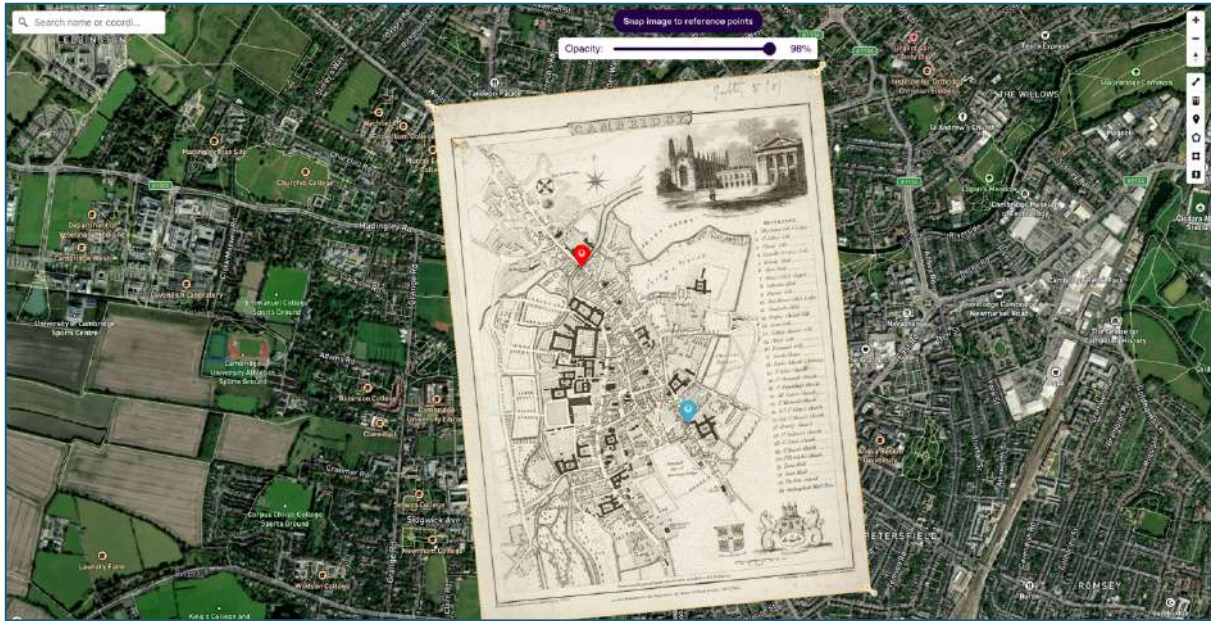


Step 6: place corresponding blue positioning pins (here using a street junction)

You are now ready to snap the map image onto your reference positioning points.



Step 7: above, click the 'Snap image to reference points' button at top centre of map screen, resulting in the map image resizing and rotating to align the reference points, see below:



Step 8: move the opacity slider to set the default opacity for published view

Step 9: IMPORTANT, you need to click outside of the image to 'deactivate' it and reveal the Save button.

Step 10: Click Save



If the task of setting reference points is hampered by the image being way too big or small, you can click and drag the corners to resize.

Remember, if it is not going to plan you can always click on the image and press delete, then start again.

Shape & Route Tools

Rectangle and Polygon tools



Both these buttons allow you to create shapes over an area on the globe. One great use is for tracing the outline of a building visible on an old map overlay, so that when the map is made transparent with the opacity slider you can see what is on the same spot today.

Furthermore, the shape can be given a title, image and description, just like a location marker. You can then convert it into an archive Place section of its own. I will demonstrate this using the grim 19th century Victorian prison in Cambridge, long since consigned to dust.

Polygon Trace Example



Step 1: zoom in on the building, click the polygon tool in the main toolbar



Step 2: above, click on external point of building, release, click on next point, continue until click back on start point, resulting in next screen





Step 3: give the shape a title, image and description, click 'Convert to Place', then click 'Save'

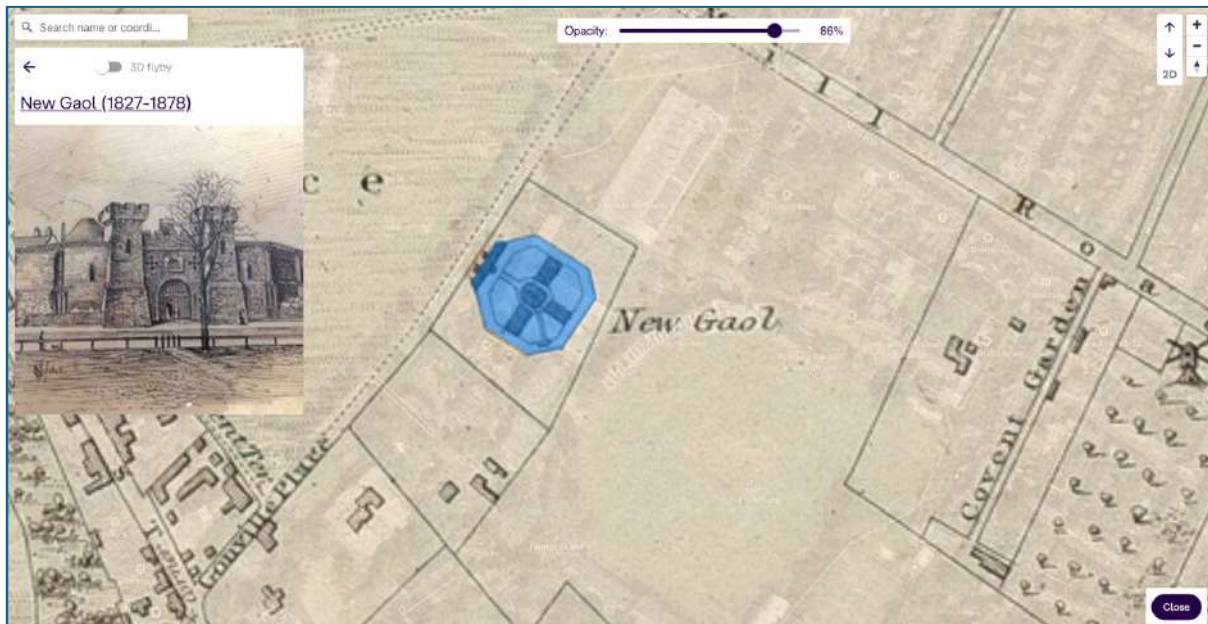


Image: above, the published map with opacity slider at 86%



Image: above, the published map with opacity slider at 0%, revealing the site today

The Convert to Place button created a Place section for the 'New Gaol (1827-1878)' where I have expanded the Description into a more comprehensive historical account.

New Gaol (1827-1878)

Created by: Gene Poole

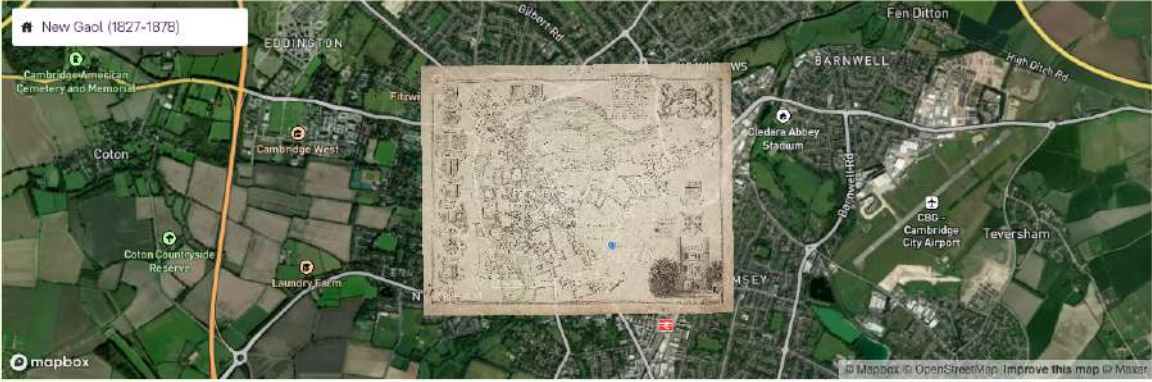
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New Gaol (1827-1878)

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Description article map for Place 'New Gaol (1827 - 1878)'



OLD TOWN GAOL, CAMBRIDGE

Cambridge Town Gaol was located on Parker's Piece from 1827 to 1878. It was very expensive to build (the cost amounting to £25,000), leading to disagreements between the Town and University over who had to pay for its construction. The prison held a number of prisoners in the nineteenth century. Many were accused of theft, but there are also records of imprisonment for a variety of other crimes. A certain Robert Canham spent 3 months at the gaol in 1835 for trying to bribe inhabitants of Cambridge into voting for the Tory candidate in the election!

There are records of a Town Gaol in Cambridge from the 13th century onwards, but it was only located on Parker's Piece for a relatively short amount of time in the 19th century. The new

gaol was built in 1827, but had fallen out of use by 1878.

The building of the Town Gaol on Parker's Piece was a controversial matter. It was an incredibly expensive enterprise, costing the town £25,000! Not everybody was happy to pay for a new prison. Lord Palmerston presented a petition to Parliament from the Chancellor, Master, and Scholars of the University of Cambridge, complaining that they should not have to pay for the new prison. This was clearly a matter of tension between the town and University.

The new prison was apparently state of the art. The Municipal commissioners visiting the Town Gaol in 1833 were very impressed. They noted that there were 8 yards for the prisoners to exercise, 8 dayrooms, and the prison could comfortably accommodate 47 prisoners. Indeed, in 1832 there had been 208 prisoners staying at the gaol in total, and there had been no deaths, a fact that was considered something of a success. We are also told




Image: Place section description for the New Gaol

Line Tool

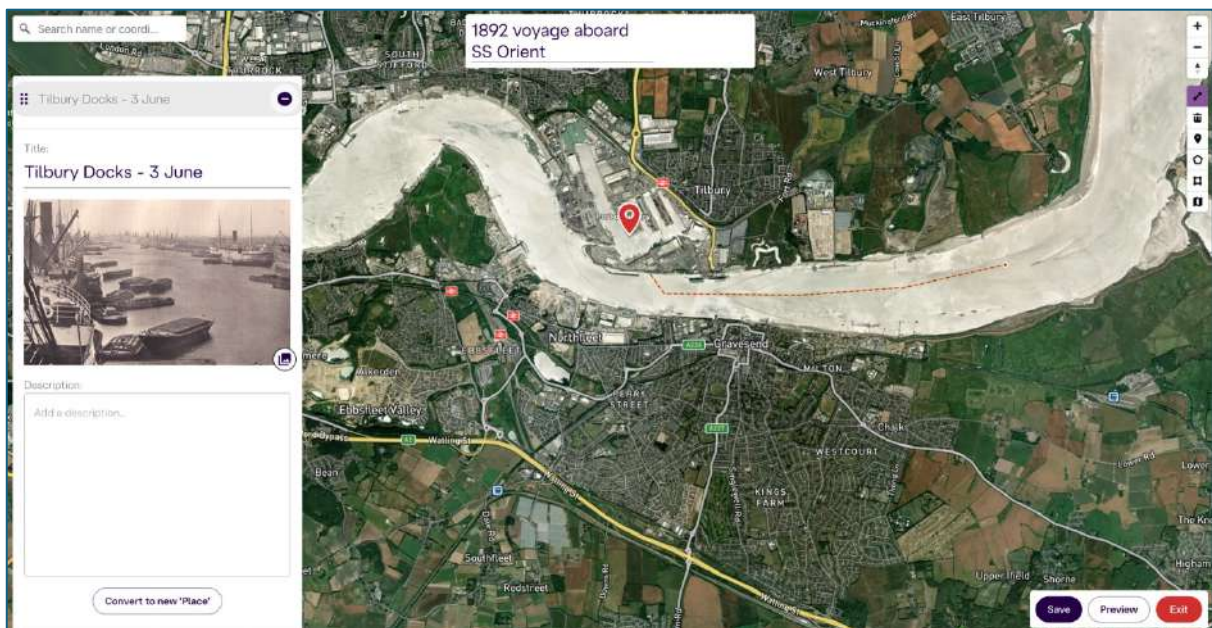


The line tool is especially good for marking journeys and migrations, amongst other things. As an example, I will use the voyage of Matthew Henry Davies (1867-1897) who boarded the SS Orient in June 1892 at Tilbury Docks, London, bound for Australia, never to return. The ship stopped in several ports, and I have used the line tool to plot each leg of the voyage.

Step 1: open your map in edit mode and navigate to the vicinity of the starting point

I have already entered Tilbury docks with a location marker and a photo from the 1890s.

Step 2: click the line tool button on the right of the map screen



Step 3: above, with line tool selected, click on starting point. An orange dotted line is attached to this point and your cursor as you move it about. Move cursor to next waypoint and click. Continue adding points along the route.

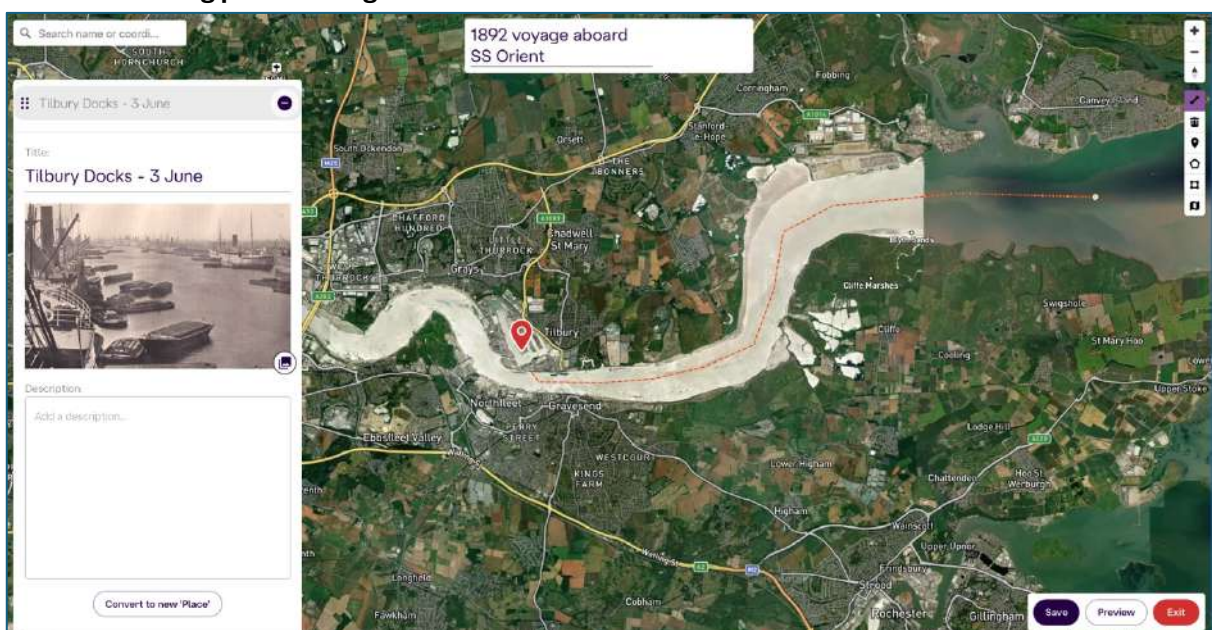
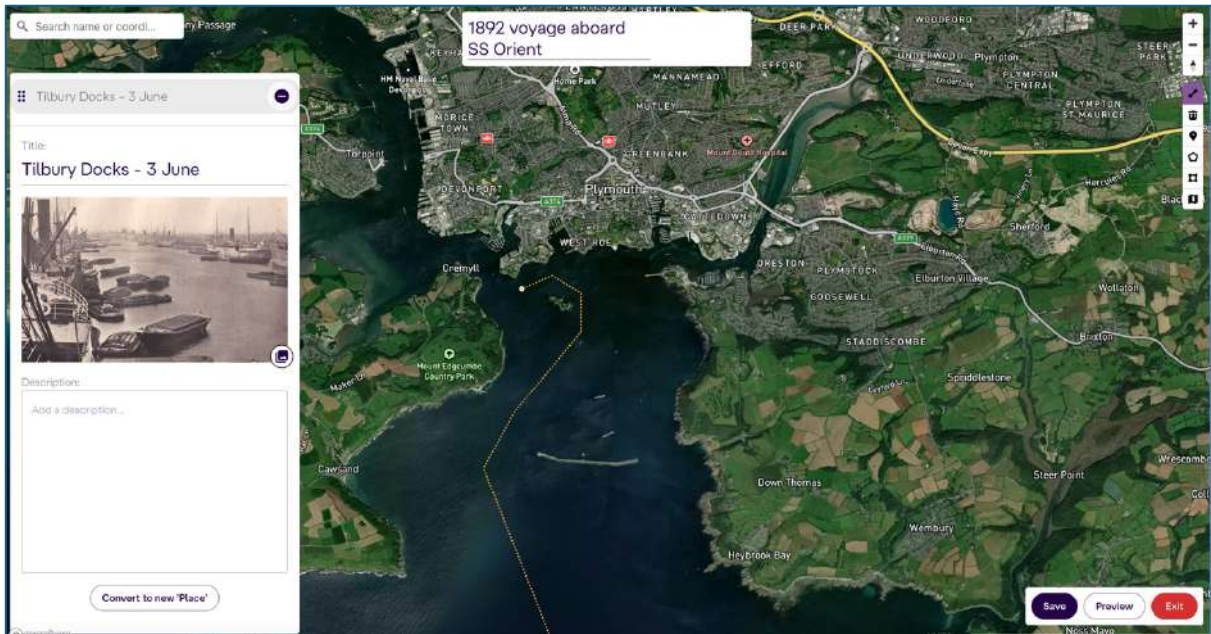




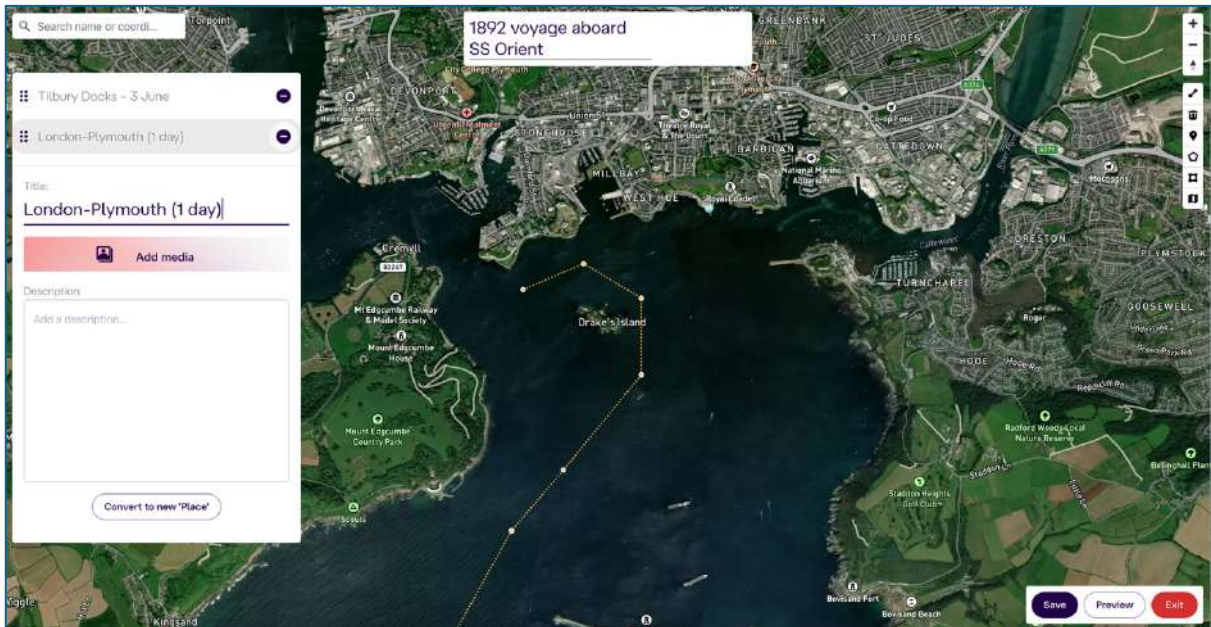
Image: above I have zoomed out and dragged the globe surface so I can extend the voyage along the English Channel



Image: I have extended the route as close as I can to the destination in Plymouth Sound



Step 5: Now I need to zoom in and drag the globe surface to finish off the route



Step 6: double click on final destination. The line is now an item in the map panel where you can give it a title and add a picture and description if desired.

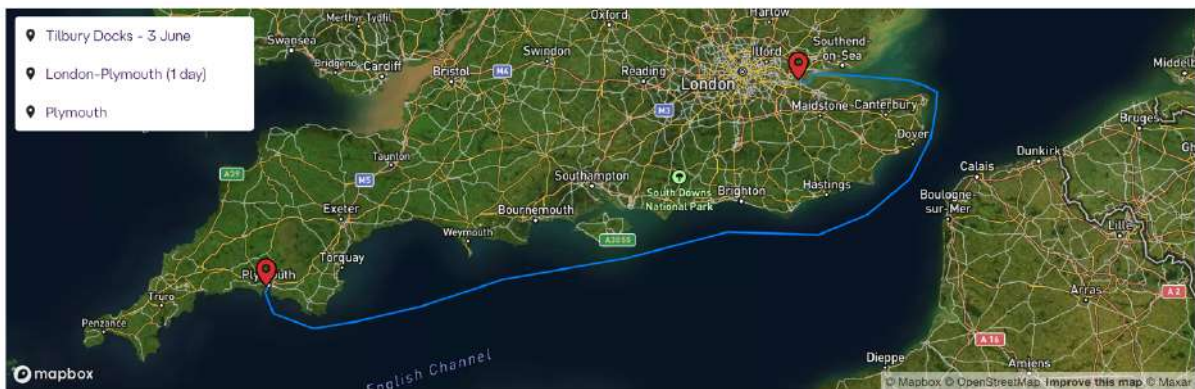


Image: the final map block in the published article. Reader can click to open full-page map

Support & Further Help

Good luck!

We hope this guide proves useful and helps you forge ahead composing pieces that bring your research to life.

If you have any questions, please contact us at any time.

Send Feedback

In the first instance, we recommend the **'Send Feedback'** button on each page of your archives. It creates a support ticket so we won't miss it, and you can also attach a screenshot to help explain your question.



Email Support

Another option is to email: support@weare.xyz

YouTube Playlist

There is an extensive playlist on our YouTube site:

https://www.youtube.com/playlist?list=PLaHPRkiXL-lx7s_iNrVK6Vzpoo1lgT7dg

Facebook Group

And our Facebook User Group is a very friendly, helpful and mutually encouraging community:

<https://www.facebook.com/groups/weare.xyz>

We look forward to seeing the stories you create.

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