Using Your Memory Box
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Introduction

Memory Box is a program designed to aid care takers in the creation of presentations for elderly people participating in reminiscence therapy. This is to be done by adding documents to a profile and tagging them. At any point the user may create a presentation for the patient, and the program will create a cohesive presentation of the added documents based upon the tags each document has. The presentation is used for reminiscence therapy.

About Reminiscence Therapy

Reminiscence therapy is a tool used to counsel and support elderly people diagnosed with Alzheimer’s or dementia. Reminiscence therapy consists of presenting some form of media, be it photo, audio, or video, and discussing it with the patient. The main role of the caretaker is to be a supportive active listener, and to help guide a positive conversation. The primary goals are to facilitate recollection of past experiences in order to promote intrapersonal and interpersonal functioning, and through that improve well-being.

The theory behind the therapy is that by merging past experiences with the present can support self-concept and self-worth if the images of evoke a sense of pleasure and accomplishment. The emphasis for the patient is not to recollect with accuracy, but rather to participate and form bonds with the caretaker while improving their self-worth. This can be done individually or in groups, but groups should not contain members at different stages of the disease.

Underneath the Hood: How it Works

A simple example will be the best way of explaining how the tag system works for creating a cohesive presentation. Picture 1 and Picture 2 are both added to a profile. (You will probably want more descriptive names than this.) They both were from a family vacation, and they both got tagged with “vacation”. This is represented graphically below:
It is easy to see that the program will see a similarity between these two pictures. When the user chooses to present, the program starts from a document, and starts to find other documents that have common tags, or are in some way closely related. Creating a robust set of tags for each document aids the program finding similar documents. Also, based upon the similarities between documents the program will suggest tags that may be useful to your current document.

Getting to Know the Program

The Interface

Below is a screen capture of the window that you will be using in Memory Box. The main window consists of 6 panels and a present button. For this explanation, each panel has a red number to help you identify it.
1. **Documents Panel:** This panel will list all of the documents that you have added to the profile. When a document is added it will appear in this panel, with an icon telling the user which kind of file it is. (i.e. photo, audio, video) By choosing a document here, it will change the information in all the other panels to display the information about it. The currently selected document will be highlighted. At the bottom there are two buttons- Remove and Add. Remove will permanently delete the currently selected document from the profile. Add will add a new document to the profile.

2. **May I Suggest:** Tags that the program believes are related to your current document, to aid the user in tag input. To tag your current document with one of the suggested tags, simply click the tag. In the options menu, the amount of tags being suggested can be changed.
3. **Preview Panel**: Here is where the currently selected document will be displayed, to aid in tagging documents. If the document selected is not an image, a play button will be displayed, and clicking it will create a pop-up that will play the current document. On startup, the panel will be blank, and will remain so until a document is selected.

4. **Available Tags**: All of the tags that have been used for all the documents will be displayed. To select one of these tags for your current document, simply click it.

5. **Type Your Own Tag**: To create a new tag for your currently selected document, write it in the field here, and click the add button or press enter. The clear button will remove everything from the text field.

6. **Applied Tags**: All the tags currently tagged on the current document will be displayed here. You will see its contents grow as you add tags from any of the panels or manually input them. Click any tag to remove it.

7. **Play Presentation**: This button will generate and display a presentation, using the current document as a starting point. Creating a custom presentation can be done from the menu bar at the top.

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**Getting Started**

**Creating a profile**

Once Memory Box is started, go to the File Menu, and select “Add Profile”. Input a name, and you are ready to begin adding documents.

**Adding a document**

Once you are within a profile, go to the “Documents” menu bar, and select “Add Document”, or go to the bottom of the Documents panel and press the “Add” button. From the menu that appears, find and select the
document you would like to add and click “Open”. It should now be in your profile.

**Tagging documents**

If this is the first document added to a profile, begin by manually typing tags into the “Type Your Own Tag” panel. If it is not, tags may still be entered from there, or tags may be selected from the “May I Suggest” or “Available Tags” panel by clicking the tag.

**Presenting**

To begin a presentation of the documents you have added, go the Slideshow menu, and select either “Play Presentation”, or “Customize/ Play Presentation”.

“Play Presentation” will generate a presentation, using the currently selected document as the starting point in its creation. This can also be done from the “Play Presentation” button in the lower right hand corner.

If “Customize/ Play Presentation” is selected, a prompt will appear, and you will be able select tags that you would like to be prominently featured in the presentation. Once the presentation is over, a prompt will appear so the program will return to the regular window.

The user can choose how many documents to present, and for how long to present each document for in the “Options” menu. To do this, simply go to “File”-“Options”.

**Tips and Tools**

**Creating useful tags**

An ideal profile would have a large amount of documents, each with their own robust tag set. However, time does not always permit that, so here are some tips for getting the most out of memory box.
- **Separate out tags:** Rather than using “Grand Canyon vacation” as a tag, turn it into “Grand Canyon” and “vacation”. This will make it relate to other vacation photos, as well as other documents from the Grand Canyon.

- **Use the available and suggested tags:** If any apply to your current document, it helps the program develop stronger connections, to aid in the creation of a cohesive presentation.

- **Create the profile with the patient:** This will help develop a tag set and find out what aspects of the document are important to the patient. Also, it is a great way to develop a relationship to make the process even more enjoyable.

**Profile Options**

In the file menu on options, you may customize certain aspects of the memory box and its presentation, which will be saved for the profile. These are the options:
- Maximum number of tags to suggest
- Maximum number of documents to present
- Time to spend presenting each document
- To present the documents in their thematic found order, or to afterwards organize them into chronological order for the presentation.

**Adding Multiple Documents At Once**

When adding a document, select multiple documents by clicking and dragging the mouse over them. All of these documents will need to have the same basic information (year, month, and day). The name selected will be given to each one plus a number to differentiate them. (i.e. Vacation1, Vaction2, etc.) From here, each document can be tagged normally.

**Accepted Media Types**

**Images:** .bmp, .jpg, .gif, .png, .pcx, .tif

**Video:** .mp4, .mov