

# 35<sup>th</sup> Reunion Memory Book Instructions

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**My Grad Year:** 1982  
**My Grad Program:** Master's Degree in Education  
**My Grad Title:** M.Ed.

**My Years of Work Experience:** 20 years

**My Career Path:** I was a high school teacher for 10 years, then a college teacher for 10 years. I am currently a professor at the University of Wisconsin-Madison.

**My Current Position:** Professor of Education, University of Wisconsin-Madison

**My Current Salary:** \$70,000 per year

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Our reunion memory book will help classmates reconnect and provide wonderful reunion "conversation starters".

### Publication & Distribution:

- Individual classmate pages will be viewable online, posted as we receive them.
- A downloadable digital memory book will be available in mid-September.
- A hard copy version will go to ALL classmates in October.

## Here's What To Do:

- Download the memory book page template from your class website.  
<http://alumni.gsb.stanford.edu/reunions/mba1977>
- View the online sample pages to stimulate your creativity.
- Electronically insert images as jpegs only into the body of the page along with any information you would like to share with your classmates.
- Note that all contact information at the top of the page is optional.
- Your reunion book page will be reproduced **exactly** as we received it.

- Email your page, in Word format only, to the GSB Alumni Relations at [reunions@gsb.stanford.edu](mailto:reunions@gsb.stanford.edu)
- **Don't miss our submission deadline!**

## **Your Content:**

- Share your unique story and perspectives:
  - ❖ Work / Career
  - ❖ Family life / Changes
  - ❖ Community / Service / Volunteering
  - ❖ Hobbies / Interests / Passions
  - ❖ Commentary / Words of wisdom
- Cover the recent past, present and future.
- Be creative and enjoy the experience.

## **How to Insert Images**

If you are using **Word 2011** you can easily insert and position images on your memory page by following these instructions:

1. Place the cursor where you want the image to appear in your document
2. Select the *Insert Image* option on the *Home* tab of Word and a sliver of the image will appear
3. "Right click" on the **image**
4. Select *Format Picture*
5. Select *Layout* from the pop-up menu
6. Select *In Front of Text* from the pop-up Wrapping window

The full image should appear.

Position image as you wish.

Congratulations!

If you are using **Word 2010** you can easily insert and position images on your memory page by following these instructions:

1. Place the cursor where you want the image to appear in your document
2. From the Word menu click on INSERT, then PICTURE
3. Browse to the picture you want then click on the INSERT button
4. On the resulting sliver of a picture you get, right click the mouse and (this is the different step) select WRAP TEXT
5. Select IN FRONT OF TEXT from the resulting menu
6. The picture becomes viewable and may be moved around with the mouse

### **Not using either of these versions of Word or have other “technical problems”?**

If you are not using either of these two versions of Word or still encounter technical problems of any kind, then submit your text either in your own version of Word with the file converted into a PDF or simply insert your text in the body of an email message. And send your photos as separate jpg files.

Please remember to submit your memory book page(s) to [Kathleen Lehman](mailto:Kathleen.Lehman@gsb.stanford.edu) at [reunions@gsb.stanford.edu](mailto:reunions@gsb.stanford.edu). She can also answer your questions. Call 650-721-2138.

Questions about what to include/not include in your personal page? Email them to Dana Hendrickson at [dana@rebuildhope.org](mailto:dana@rebuildhope.org) or Scott Duncan at [treehowz@yahoo.com](mailto:treehowz@yahoo.com)

**PLEASE HONOR OUR MEMORY BOOK SUBMISSION DEADLINE.**

**Thank you!**