

Finalizing the Project

Use the steps in this section to prepare your project to send to Yearbook Interactive for duplication. **This process is required before project submission.** It may take up to two weeks to complete. Please plan accordingly.

Preliminary Suggestion: Back Up the Project

1. If hard drive space is not limited, save a backup copy of the project file. Choose **Backup Project** from the **File** menu.
2. Select the backup location by clicking on the open folder icon. Browse to a folder and click **Select Folder**.
3. Memories Builder creates a copy of the project with the date added to the file name in the folder you specified.

Step 1: Preview Project

The project is created in *Build Mode*. *Preview Mode* simulates the viewing mode; it has all of the functionality of the final presentation, including background music, navigation buttons, etc. Preview the entire project before compiling it. (See the Project Completion Checklist in *Appendix G* in the User's Guide for more detailed information).

1. To enter *Preview Mode*, choose **Preview** from the **Finalize Project** menu or click on the **Preview** icon  on the toolbar.

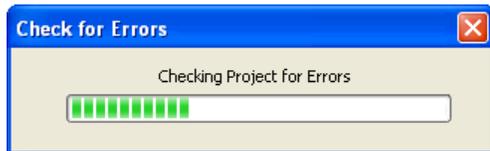


2. Memories Builder will go into Preview Mode. A row of navigation and function buttons will appear at the bottom of the presentation as you move the mouse to the bottom of the screen. Browse through the project with the arrow icons or go to specific pages with the **Table of Contents** icon (far left).
3. When finished *Previewing*, click on the **Exit** button.
4. As an additional aid, you may print any page in your project by selecting the page in the *Contents* window and then selecting **Print Page** from the **File** menu while in *Build Mode*.

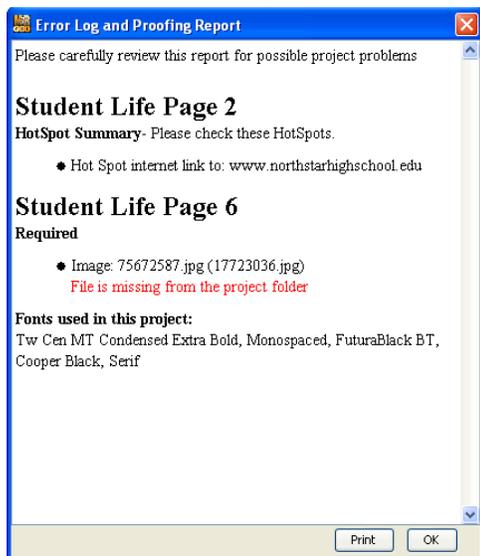
Step 2: Check Project for Errors

This step searches the project for problems and displays a list of anything it finds. This function primarily searches for corrupt objects, missing files, and images and text that extend beyond the edge of the Canvas.

1. Choose **Step 2: Check Project for Errors** from the **Finalize Project** menu.
2. Memories Builder begins checking the project.



3. When it has finished, Memories Builder displays a printable list of errors.



Common Errors:

- *File is missing from the project folder* – If you receive this error, it is because an object file (video, image, or text) is missing. If the project is missing a large number of objects, call Technical Support for assistance (877-463-6924 ext. 23). If there are only a few missing objects, make a note of the missing objects' locations or print the error log, locate the missing objects on their respective pages (video files will be replaced by a blank, white background, images by a blue box, and text by a yellow box), and replace them with the original file or text.
- *Image: <Name of file> Image rectangle is off the canvas* – This error indicates that an image has been pushed off the edge of a page. Select the image and move it back onto the page.
- *Text Box: "<Excerpt of text>" is off the canvas* – This indicates that part of text box may be off the canvas, possibly making the text unreadable. Move the box fully on the canvas to show all of the text.

If you have questions, contact Yearbook Interactive Tech Support at (877) 463-6924 ext. 23.

Step 3: Check Spelling

Ensuring accuracy in a project's spelling is a critical part of professionalism. The spell checker will go through the entire project, checking all text boxes for spelling. To run the spell check:

1. Click on the **Spell Check** icon or choose **Check Spelling** from the **Finalize Project** menu.



2. If the spell checker finds misspelled words, it will launch the *Check Spelling* dialog. The following image and list describe the function of each button in the dialog:



- a. *Ignore* – Leaves the current word as it is and moves on to the next misspelling.
 - b. *Ignore All* – Leaves the current word and any identical words in the entire project as they are.
 - c. *Change* – Replaces this instance of the word in the *Not in dictionary* field with the one in the *Change to* field.
 - d. *Change All* – Replaces this and all subsequent instances of the word in the *Not in dictionary* field with the one in the *Change to* field.
 - e. *Suggest* – If the spell checker doesn't automatically provide alternate words in the *Suggestions* field, click on this button.
 - f. *Add* – Places the current word into the dictionary and continues with the spell check process.
 - g. *Undo* – When making multiple changes within the same text box, this allows you to return the last word you changed to its former spelling.
 - h. *Cancel* – Exits the spell checker.
3. The spell check will pop up a dialog box to inform you when it has finished checking the text in the project.

Step 4: Proof/Lock Project

The proofing of your project is so critical that Memories Builder requires that all pages be proofed and locked before submission. Locking the pages ensures that, once proofed, no changes, additions, or deletions can be made to a page or section. The Proof Project process also requires an adviser or editor to create a password which will limit access to proofed pages.

Before proofing and locking pages, check the size of your project. If your project is too large to submit, it will be easiest to make changes before locking sections and pages. To check the size of your project, choose **Compare to Plan** from the **Modify** menu. Check the figures in the *Actual* column to see the size of your project and its components.

For suggestions for reducing the size of your project, see *Appendix E* in the User's Guide.

1. Click on the **Master Level** to begin.



2. If the project has a Master Overlay, check the objects on it carefully. Make any necessary fixes. If everything is right, click on the **Lock** icon.



3. Memories Builder will launch a screen prompting you to provide an e-mail address, choose a password, and type in your initials. Enter the requested information. You will be prompted for the password and your initials every time you go back to locking pages, so be sure to make note of the values you enter. Then click the **Continue** button.

Project Password

Create a Proof Project password.

Enter Password: ****

Confirm Password: ****

Enter Your Initials: aa

Choose an email address for password reminders.

Enter Your Email Address: staff@my-domain.com

Cancel Continue

4. Memories Builder will lock the Master Level, as indicated by a lock icon over the **Master Level** icon.
5. Now select the first section in the project and proceed to lock sections and pages (the section must be locked before any of its subsections or pages can be locked).
6. Be sure to expand all sections by clicking on the plus symbol (arrow icon on the Mac) next to every section name.

7. If you would prefer not to enter your password as you lock each page, check the box next to *Allow locking without requiring password* in the Project Password dialog.
8. Once a page is locked, users will be unable to select or change objects. If you later discover a problem with a page, you may unlock it by selecting the page or section and clicking on the **Lock** icon.
9. If at any time you forget your password, click the **Forgot Password** button in the Project Password dialog to have it e-mailed to you. Click **Continue** when you have finished.



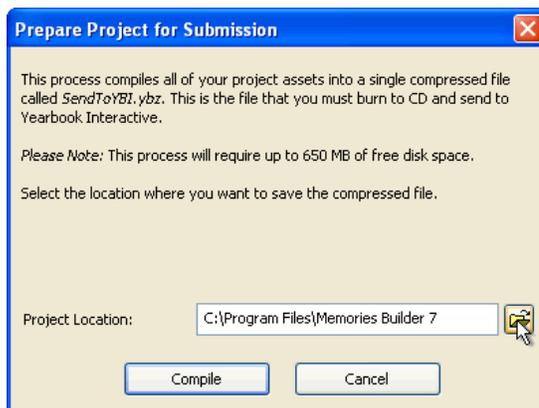
10. Save the project after proofing.

Step 5: Export for Submission

The final step before sending a project to Yearbook Interactive is the *Export for Submission* process. Memories Builder automatically compresses all of the project elements into a single file. **Make a note of the location of the submission file** (see step 2 below). The location is needed in order to burn a CD of the submission file. Errors or problems with the *Export for Submission* process may be difficult to solve. Call Tech Support toll-free at (877) 463-6924 ext. 23 for assistance.

This process may take a long time (20-30 minutes typically). Do not turn off the computer until the process is finished.

1. After locking the project, choose **Step 5: Export for Submission** from the **Finalize Project** menu.
2. The software will prompt you to choose a save location for the submission file. Click on the open folder icon to select a location. Browse to a folder and click on the **Select Folder** button. Make a note of the chosen location.



3. After choosing a save location, click on the **Compile** button.
4. During the *Export for Submission* process, Memories Builder will display a warning if there is something wrong with the project.
5. When the process has completed, Memories Builder will display a message showing the size of the project. In order for your final presentation to fit on a CD, the project should be less than 600MB. If the process completes successfully, you will find a file named *SendToYBI7.ybz* in the location you specified in step 2.

Submit the Project

Burn the *SendToYBI7.ybz* file to a CD. Send the CD to *Yearbook Interactive* by mail for production and replication.

*Note: If you are using Roxio Easy CD Creator, please burn your CD as a DataCD project. **Do not use DirectCD.***

To mail the compiled project:

Send a Final Submission Form (go to www.ybi.com/support.html to download the latest form) and the CD with the submission file to the address shown on the Final Submission Form. Fill out all requested information and sign the form. If you have any questions, contact your Customer Service Representative at 1-877-463-6924.