Creating a Memories Builder Project on Multiple Computers

Introductory Note:

Memories Builder projects are not designed to be opened, accessed, or modified by more than one computer at a time. Doing so will delete parts of the project. Rather than creating a single project and having a number of users access it, have each student create a project and then import all of the parts using the *Import Pages and Sections* function.

Setup

1. Install Memories Builder on every computer you will use to create your project. Ensure that you are using the latest version of Memories Builder.
2. Assign portions of the project to each student. The typical approach is to divide the work among the students by section. For example, one student could work on the Student Life section, while another student works on Sports. Have each student create his or her own project. We suggest that you use the student's name or section name in the project file (e.g. heather.sb3 or sports.sb3).
3. When you are creating projects, designate one of the projects as the *Master Project*. Create this project on a computer that will be able to access all other computers when it comes time to import pages and sections from other projects.
4. After all of the students have completed their sections, make sure they are accessible on the computer that has the Master Project using the suggestions below.

Accessing Projects on the Master Computer

Before importing, the computer with the Master Project must have access to all of the projects. Locate the heading that most closely describes your situation or call Tech Support for help.

All projects are saved on a school network

Windows Computers – When browsing for projects to import, click on the drop-down menu near the top of the *Import from* dialog and choose the network drive (if it is mapped) or *My Network Places*.

Mac Computers – Connect to the school network before importing. When browsing for projects to import, click on the drop-down menu in the *Import from* dialog and choose the bottom option (usually *<Username>*'s Computer – Bob's Computer, e.g.). The network drive should be inside the *Volumes* folder.

Projects are saved on individual computers

You will need to move the projects either to a network or to the hard drive computer with the Master Project.

Network

- For each project, locate the project folder in a My Computer/Windows Explorer window on a Windows computer or a Finder window on a Mac (if you are unsure where the project is located, open Memories Builder and hold down the Ctrl+Alt+Shift keys and then hit the 'F' key).

- Close Memories Builder.
- Copy the project folder (not just the .sb3 file) to a location on the network to which you have full read/write access.
- See the instructions for *All projects are saved on a school network*.

Hard Drive (no network)

- You will need to move the projects to the master computer by burning CDs or using an external hard drive.
- For each project, locate the project folder in a *My Computer/Windows Explorer* window on a Windows computer or a *Finder* window on a Mac (if you are unsure where the project is located, open Memories Builder and hold down the *Ctrl+Alt+Shift* keys and then hit the 'F' key).
- Close Memories Builder.
- Burn the project folder (not just the .sb3 file) to a CD or copy it to the external hard drive. Then insert the CD into or connect the external drive to the Master computer.
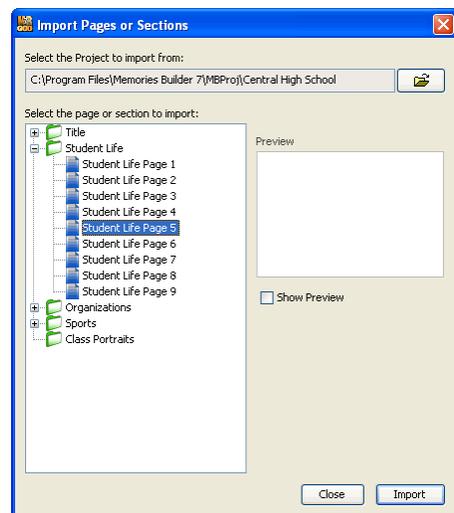
For help with burning a CD, call Tech Support (877-463-6924 ext. 23).

Import Pages and Sections

Before exporting the final project for submission, all pages that will be in the final presentation must be in a single project (the Master Project). Use the *Import Pages and Sections* function to bring all of the parts of the project together. If the section you are trying to import is a portrait section, see *Import Portrait Section* below.

Note: Importing pages or sections that contain Hot Spot links to outside pages or sections may remove the Hot Spot's link. Check and fix Hot Spot links as needed after importing.

1. Open or create the master project.
2. In the *Contents* window, choose a location for the page(s) or section(s) to import by selecting a section, page, or the Master Level.

   Note: Selecting a section will place the imported page(s) or section(s) first in the section. Selecting a page will place the imported page(s) or section(s) directly after the selected page.

3. Choose **Import Pages/Sections** from the **Insert** menu.
4. In the *Import Pages and Sections* dialog, click on the open folder icon and browse for the project folder which contains the page(s) or section(s) to import. Click on the project folder and then the **Select Folder** button.
5. The import window will show the sections and pages in the project. Select the first page or section to import. Click on the *Show Preview* box to display the selected page or section.
6. Click **Import** when you are satisfied with your selection. The icon of the imported section or page will turn gray. Repeat as needed.
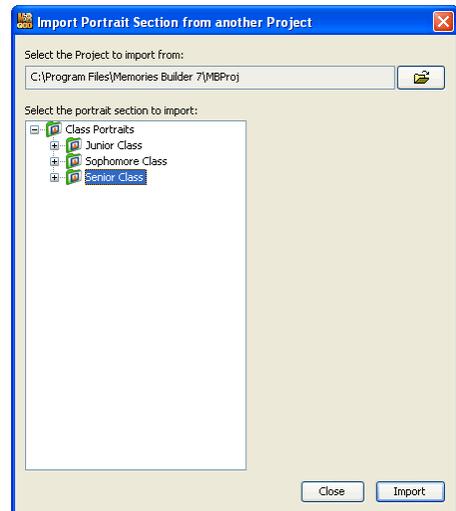
7. Click **Close** when you have finished importing pages and sections.

8. The imported page(s) or section(s) will now appear in the master project. Importing sections will also bring their background images and background music with them.

9. Check any Hot Spots on imported pages that link to other project pages.

10. (Optional) Save the project.

Import Portrait Section

Memories Builder only allows importing of complete portrait sections (individual pages are not available for import). When preparing Class Portraits, finish entire classes before importing them to another project, since it is not possible to combine portions of a single class from different projects. To import a class portrait section:

1. Choose **Import Portrait Section** from the **Insert** menu.

2. In the *Import Portrait Section* dialog box, click on the open folder icon, browse for the project that contains the class portrait section(s) to import. Click on the project folder and then the **Select Folder** button.

3. The import window will now show the Class Portraits sections in the project. Click on the plus or arrow icon to show subsections and pages.

4. Select the first section to import by clicking on it once. Click the **Import** button.

5. Memories Builder will place the imported section as a subsection in Class Portraits. Repeat step 4 as needed.

6. When finished, click the **Close** button.

7. Imported sections include their background images and section objects. Drag the sections in the *Contents* window to reorder them as needed.

After you have all the projects combined into one, you can spell-check, proof/lock, and export your project for submission.