

Copyright Information

Memories Builder 7

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Memories Viewer 7

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The Sentry Spelling-Checker Engine

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INTRODUCTION TO MEMORIES BUILDER 7

What Does Memories Builder Do?

Memories Builder™ is software for creating a presentation on a CD that can include images, video, audio, text, class portrait sections, and links to the Web.

Customer Support

If questions arise while using the software, don't hesitate to call our technical support specialists.

Telephone: (877) 463-6924 ext. 23

Toll-free Monday - Friday between 7 am and 5 pm (PST)

E-mail: techsupport@ybi.com

Project Creation Principles – Please Read

The following items will have a serious impact on your experience creating a yearbook. These items will help you avoid the most serious and catastrophic problems. *These items are critical!*

- **Do not delete your project prematurely.** Keep your project and all related files (videos, images, and audio) on your computer's hard drive until you receive the finished product back from us and have ensured that everything is the way you want it to be. Please inform your computer system administrators about this to keep them from deleting your files.
- **Follow all Finalize Project steps.** It is critical that you follow the steps in the *Finalize Project* menu before sending your project to Yearbook Interactive. The most critical of these steps is called *Export for Submission*, which will put everything your project needs into a single file. This ensures that your project will have all of the necessary components when you send it. Please do not attempt to send project files before exporting.
- **Send a Final Submission Form.** You must send a Final Submission Form with your project submission to Yearbook Interactive (see www.ybi.com/support.html to download the latest form). Projects that do not come with a completed Final Submission Form will be delayed until one is received.
- **Always exit the program.** Always exit the program before logging off or turning off your computer to avoid corrupting your project.
- **Ensure adequate hard drive space.** Memories Builder projects require large amounts of hard drive space. Check your computer for free hard drive space on a regular basis. If you run out of space while you are building your project, you may lose some of your work.
- **Keep the project under 600 MB.** If the Space Indicator shows that the project is larger than 600 MB, it will not fit on a CD. Also, you will not be able to submit the project until it is small enough to fit on a CD. To reduce project size, determine what is taking up the space by choosing **Compare to Plan** from the **Modify** menu. The bottom of the dialog shows how much space video and audio files are taking up, as well as the number of pages in the project. To reduce project size, compress videos more or remove contents. Call technical support for more help at (877) 463-6924 ext. 23.

Installation

System Requirements

Prior to installing Memories Builder, ensure that your computer meets the following technical specifications:

Windows:

- Windows 2000 or XP
- Pentium® 4 1.6 GHz or comparable AMD Athlon processor
- 256 MB RAM (512 MB recommended)
- 16 MB Video RAM (64 MB recommended)
- Available Hard Disk Space: at least 1 GB
- CD Burner

Macintosh:

- OS X 10.2.6 or greater
- G3 600 MHz or Faster (1 GHz recommended)
- 256 MB RAM (512 MB recommended)
- 16 MB Video RAM (64 MB recommended)
- Available Hard Disk Space: at least 1 GB
- Power Mac G3, G4, G4 Cube; iMac; PowerBook G3, G4; iBook; or eMac with CD burner

Software Requirements:

- QuickTime™ is required. (Available on the Memories Builder disc or at www.quicktime.com.)
- Java 1.4.2 is required for the PC. (Will be installed with the Memories Builder software.)

System Settings

- Monitor Resolution: 1024 x 768 or higher
- PC Color Depth: High Color-16 bit. (True Color-32 bit recommended)
- Mac Color Depth: Millions of Colors

Recommended Additional Equipment

- Speakers
- Digital Camera
- Photo Editing Software (e.g. Photoshop)
- A microphone compatible with your specific computer
- Digital Camcorder
- Movie Editing Software (e.g. iMovie, Adobe Premier, Muvee)
- Audio Editing Software (e.g. Audacity, Bias PEAK, Sound Forge)
- Scanner

Installing Memories Builder on a PC

1. Insert the Memories Builder 7.0 disk into the CD-ROM drive of your computer.
2. The disc is programmed to auto run and will automatically launch a menu.
Note: If the disk does not automatically run, locate the CD from My Computer. Click with the right mouse button on the CD drive, and select Explore from the menu that pops up. In the new browse window, double-click on Menu.exe.
3. Click on the first menu item, *Install Memories Builder 7.0*. If installation does not begin, call technical support at (877) 463-6924 ext. 23.
4. Allow the installation to keep the default settings and locations. If you need to do a custom installation, read each step carefully.
5. When the installation is completed, the CD will check to make sure you have a recent version of QuickTime installed on your computer. If you don't, follow the instructions to install it.
6. When installation has finished, close all installation windows.
7. The Memories Builder 7.0 CD menu also includes the following options (if the menu is no longer open, eject the Memories Builder CD from your CD-ROM drive and re-insert it):
 - **User's Guide**—Opens this document, which contains instructions on how to use the many features of Memories Builder 7.
 - **Visit Our Web Site**—Visit our Web site at www.yearbookinteractive.com for information, updates, support, downloads, and more.
 - **Install Acrobat Reader**—Installs Acrobat Reader, the program required to view documents in .pdf format, such as the User's Guide.

Installing Memories Builder on a Macintosh

1. Insert the Memories Builder 7.0 disc into the CD-ROM drive of your computer.
2. Double-click on the CD-ROM image on your desktop to view its contents.
3. Double-click the menu icon (Double-Click to Start).
4. Click on the first menu item, *Install Memories Builder 7.0*. If installation does not begin, call technical support at (877) 463-6924 ext. 23.
5. Allow the installation to keep the default settings and locations. If you need to do a custom installation, read each step carefully.
6. When installation has finished, close all installation windows.
7. The Memories Builder 7.0 CD menu also includes the following options (if the menu is no longer open, eject the Memories Builder CD from your CD-ROM drive and re-insert it):
 - **User's Guide**—Opens this document, which contains instructions on how to use the many features of Memories Builder 7.
 - **Visit Our Web Site**—Visit our Web site at www.yearbookinteractive.com for information, updates, support, downloads, and more.

Updating Memories Builder

Yearbook Interactive is always seeking to improve Memories Builder, and will occasionally release updates to the program with enhanced features and fixes.

We strongly recommend that you install updates to Memories Builder as they become available. To update Memories Builder, choose **Check for Updates** from the **Help** menu or visit the Yearbook Interactive website (www.yearbookinteractive.com) and click on Updates, where you will find update files and instructions.

If you do not have access to the Internet, you may request product updates by calling Tech Support at (877) 463-6924 ext. 23.

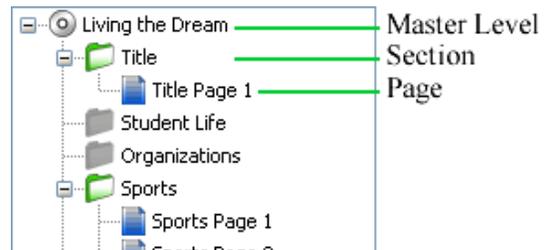
USING MEMORIES BUILDER 7.0

Note on appropriate permissions:

Your Yearbook Interactive project will contain text, images, audio and video, some of which will be subject to copyright protection. It is the responsibility of the school to secure any permission necessary to reproduce stories, images, audio and video recordings. For more information on copyright, see the U.S. Copyright Office website at www.copyright.gov.

Quick Overview

- The **Master Level** contains the top-level sections and may also have a Master Overlay.
- **Sections** are dividers for organizing the project. Also, background images and music are associated with the section and appear on every page in the section (they can be suppressed for specific pages by double-clicking on the page name).
- **Pages** are what the viewer sees. They contain objects, such as images, movie files, shapes, and text.
- **Overlays** allow you to place images, shapes, or text on every page in the project (Master Overlay) or section (Section Overlay). To enable an overlay for a section or the Master Level, choose **Section Properties** or **Project Properties** from the **Modify** menu and check the appropriate box.
- **Objects** are items that you place or create on pages, such as images, text, video, audio, shapes, and Hot Spots.

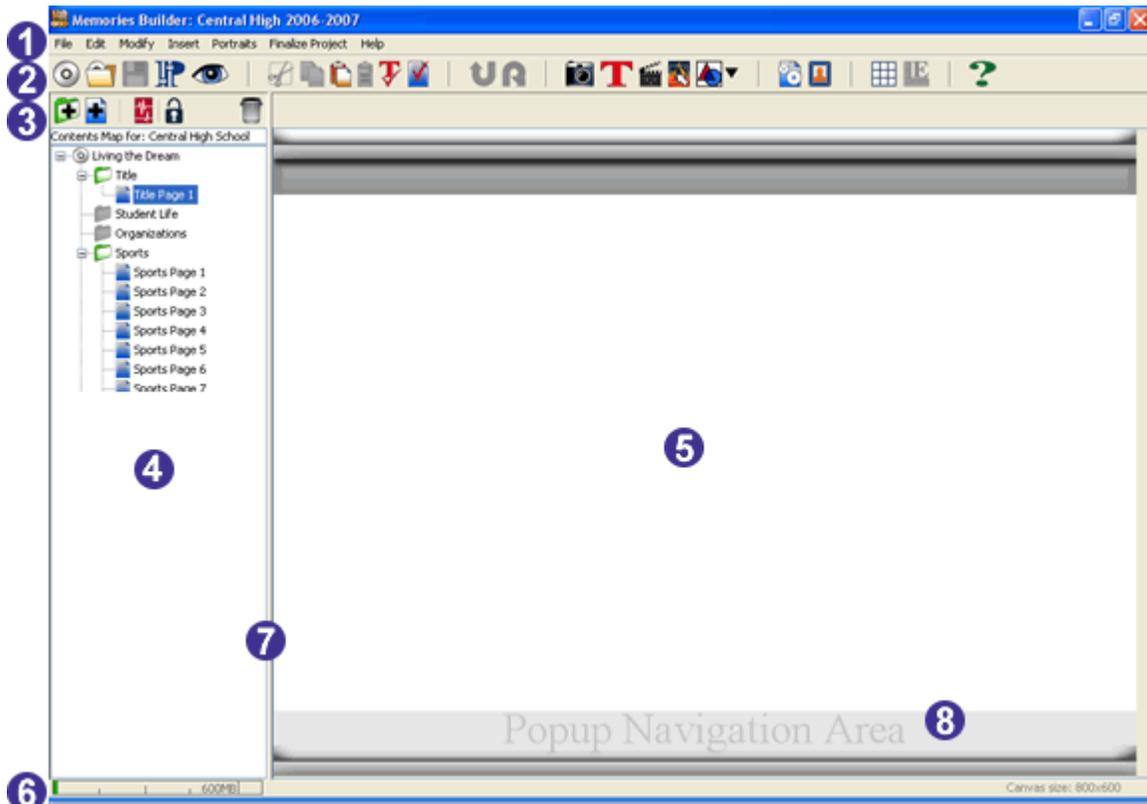


From the Contents Map (left side of program)

Becoming Familiar with the Project Workspace

Memories Builder makes building a CD presentation easy. Understanding the workspace is the key.

The project workspace consists of 8 major elements:



1. **Menu Bar**—Most application functions can be accessed through this area.
2. **Main Toolbar**—The most commonly used project or page functions can be accessed here.
3. **Contents Toolbar**—Page and section functions can be accessed on this toolbar.
4. **Contents Window**—Displays the project structure (tree), including the Master Level, sections, overlays, and pages, as well as their status (enabled or disabled).
5. **Canvas**—*Master Overlay*, *Section*, and *Page* objects are displayed in this area. The *Canvas* is where you will create the multimedia presentation by adding images, text, audio, and Hot Spots ([see p. 31](#)) to the *Sections*, *Subsections*, *Pages*, and *Overlays*. It is 800 pixels wide by 600 pixels high.
6. **Space Used Indicator Bar**—Visual indicator of the amount of space available to allow the project to fit on a CD (green indicates the space used, red indicates the project is too big).
7. **The Frame Adjustment Bar**—Allows control over the amount of space used for the *Contents* window or the *Canvas*.
8. **Pop-up Navigation Area**—The final presentation will include a bar that has navigation buttons similar to a Web browser. **Warning: Hot Spots and video placed in this area may interfere with the ability to access pages.** Preview the project to check for problems.

Project Structure

The Project Structure portion of this User's Guide will instruct you on the basic steps for beginning your Memories Builder project, organizing it, and preparing it for objects.

Creating a New Project

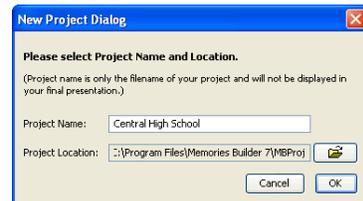
The first step in starting a CD yearbook project is to create a new project. This process will also allow you to choose where to save the project and what to name it.

1. The first time you open Memories Builder, it will prompt you to create a new project. You may also create a new project at any time by clicking on the **Create Project** icon or choosing **New Project** from the **File** menu.



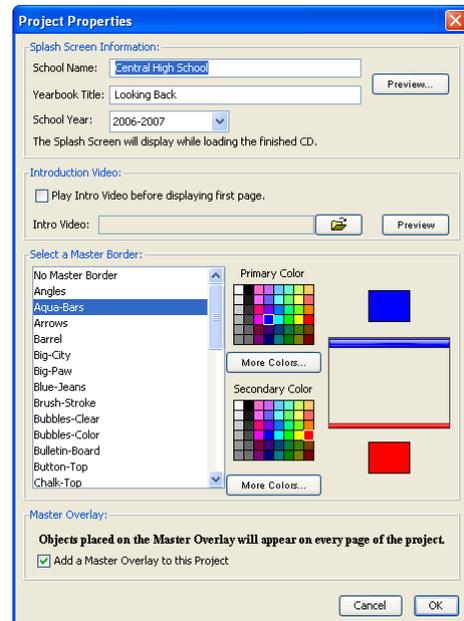
2. In the *New Project Dialog*:

- Type in a **Project Filename** (e.g. Legacy Elementary School). When Memories Builder creates your project, this will be the name of the project folder. You will not be able to create two projects with the same name in the same folder.
- Click on the open folder icon to choose a location for your project or make a note of the default location.
- Click on a folder in the *Open* dialog and click the **Select Folder** button.
- When you have made your choices, click on the **OK** button.



3. The *New Project Information* box appears. Please provide the following:

- *School Name, Yearbook Title, School Year* – These items appear on a screen that displays while the final presentation is loading.
- *Preview* – Click on this button to see what the splash screen for the final presentation will look like.
- *Introduction Video (Optional)* – Check the box to include a video that plays before the regular presentation. Click on the open folder icon to browse for the video file to use as an introduction.
- *Select a Master Border* – The selection box in the lower left side of the dialog allows you to choose a *Master Border*. A *Master Border* is a design element such as a border or graphic that shows up on every page of



the project to provide consistency and visual interest. Click on a *Master Border* in the list, and the preview will appear in the window to the right. To learn how to create your own Master Border, [see p. 54](#).

- *Primary and Secondary Colors* – Some of the *Master Borders* change colors based on your selections for the *Primary Color* and *Secondary Color*. For more choices, click on the **More Colors** button. This brings up the *Choose School Color* dialog box, which is essentially the same as the Font Color Chooser dialog (for more information, see *Color Chooser* on [p. 26](#)).
- *Master Overlay* – Adding a Master Overlay to your project will allow you to place objects on every page of your presentation, such as a project title (see *Master Overlay* on [p. 52](#)).

4. Click **OK** when you have made all of your selections.

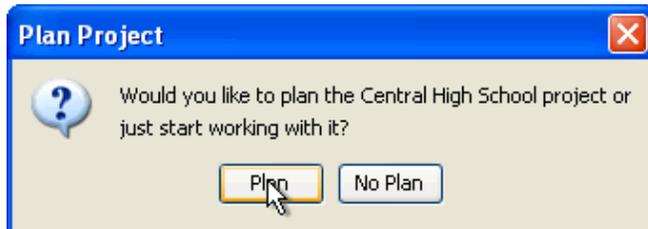
Part II: Planning

Memories Builder will ask you whether you would like to plan the project. There are a few steps to planning the project:

- Multiple User Information
- Select and name sections
- Assign sections and deadlines, estimate contents
- Project plan summary (with option to print)

*Note: You may view, change, or fill in a project plan at any time, even if you decide not to plan at this point, by choosing **Plan Project** from the **Modify** menu.*

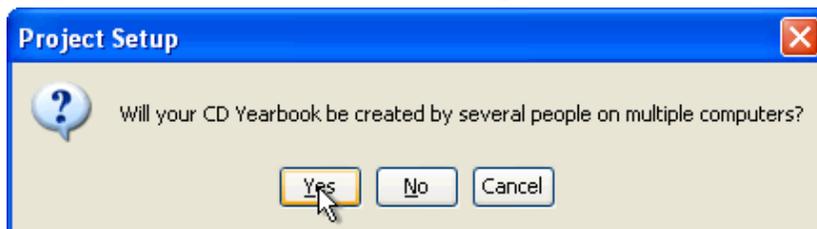
1. Click on the **Plan** button to begin the planning process. To begin work immediately, click on **No Plan** and proceed to *CD Yearbook Content Folders* ([p. 15](#)).



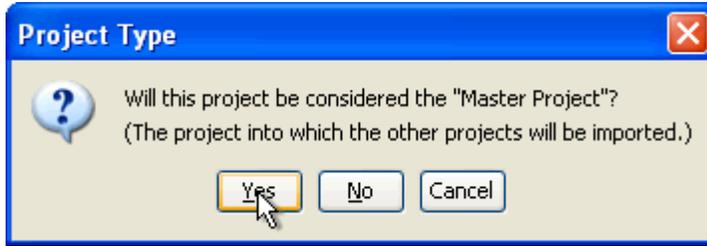
Multiple Users

If you choose to plan at this point, Memories Builder will ask you whether you will be working on more than one computer or project (and then combining them at the end).

2. Click on the **Yes** button if you will be combining multiple projects at some point. Otherwise, click on the **No** button and proceed to *Sections* below.



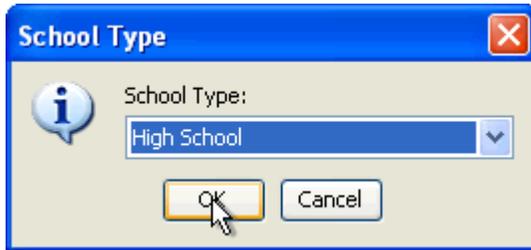
3. The next prompt asks whether this will be the Master Project. When you combine all of your projects, the project into which you combine them all is considered the Master Project. Click on the **Yes** button if this will be the Master Project. Otherwise, click **No**.



Sections

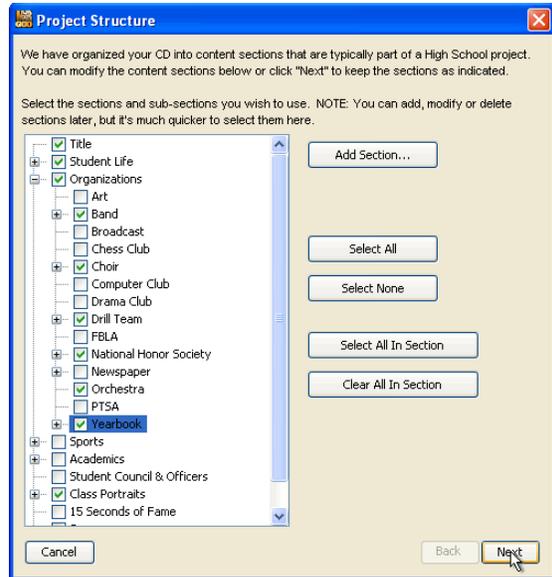
The next part of the planning process helps you create your project's sections. Sections contain the pages of the project.

4. Choose a school type by clicking on the drop-down menu and then clicking **OK**.



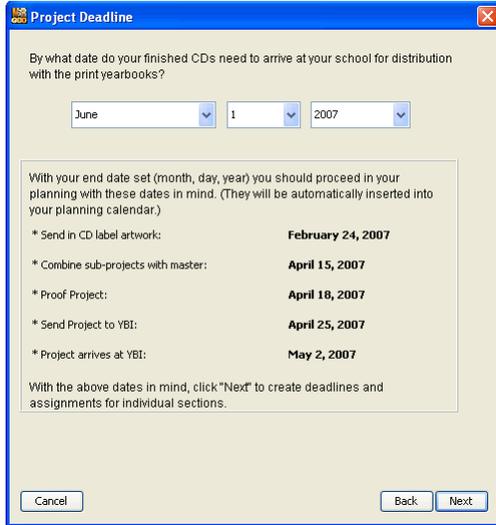
5. Now the *Project Planning* window will appear.

- a. Select the sections the project will include by checking the boxes next to the section names.
- b. Click on the plus symbols (arrow symbols on the Mac) to expand the section structure.
- c. To add custom sections, click on the **Add Section** button. In the *Add Section* dialog, type in a section name. The section will be created as a subsection of the currently selected section unless you check the *Create on main level* checkbox.
- d. The **Select All**, **Select None**, **Select All In Section**, and **Clear All In Section** buttons are there to help

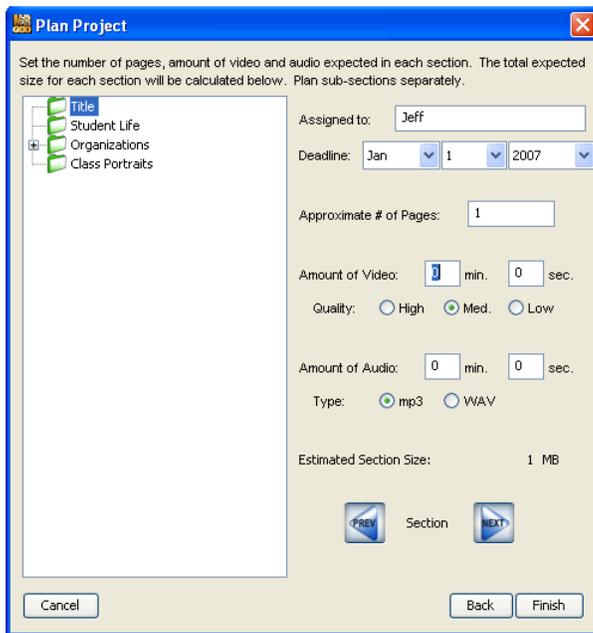


you choose your sections more quickly or clear everything out. As a precaution, the Class Portraits section cannot be removed. Since there is no way to create a portrait section from the *New Section* action, the locked Class Portraits section insures that you will always be able to have a portraits section. If you choose to not include portraits in your project, disable the Class Portraits section, and it will be removed from the presentation when you finalize your project.

- e. When you have finished, click on the **Next** button.
6. The next screen prompts you to choose the date you need to receive your project back from Yearbook Interactive. Click on the drop-down menus to select the date. This screen will show you other deadlines related to your project. Click **Next**.



7. The next screen is for assigning portions of the project to students and setting deadlines and expectations for sections.



- a. Fill in the *Assigned to* and *Deadline* fields for each section. Navigate through the sections by clicking on the blue arrows (PREV and NEXT).
- b. Approximate how many pages each section will have, as well as the amount and type of audio and video you will use. Memories Builder will estimate how much space each section will take.
- c. You may add sections by clicking twice on the **Back** button.

- d. When you have finished all of your assignments, click **Finish**.
8. The final screen shows you a summary of the Project Plan. There are a number of informative reports you can print. Choose the type of report and click on **Print Report** to print the Project Plan summary.

Project Report Types:

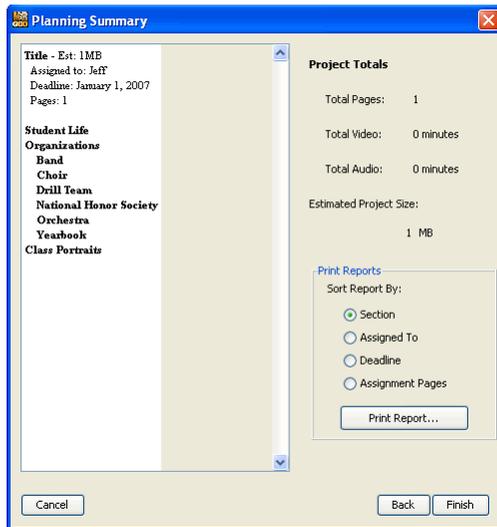
Section – This report presents a summary of the project plan with the information organized by section.

Assigned To – Shows the project plan information for every section that has been assigned, grouped according to assignment.

Deadline – This report organizes deadlines chronologically. Useful for keeping track of which project and section deadlines are approaching.

Assignment Pages – Prints a planning and deadline sheet for each person who is assigned a section of the project. Useful for handing out to students.

9. Click **Finish** to exit the Project Plan.



CD Yearbook Content Folders

As a final option when creating a new project, Memories Builder can create folders to hold the images, audio, and video you will use in the project. The folders will be created with the same structure as your project.

10. To create these folders, click **Continue**. Memories Builder will prompt you to select a location for the folders. Click **Skip** if you do not wish to create the folders.



11. After creating contents folders or choosing to skip creating contents folders, Memories Builder will create your new project.
12. As Memories Builder creates your new project, it will prompt you to create a page and to set section properties. For more information on these items, see *Add a Page* (below) and the section properties description in #3 of *Add a Section* on [p. 17](#).

Opening a Memories Builder Project

To open and begin working on an existing project:

1. Choose **Open Project** from the **File** menu.
2. Browse to the location of the project and click once on the project folder to select it. Click on the **Select Project** button.

Please note that you are browsing for a folder, not a file. Also note that you will be unable to open a project by double-clicking on a project’s folder or files outside of Memories Builder.

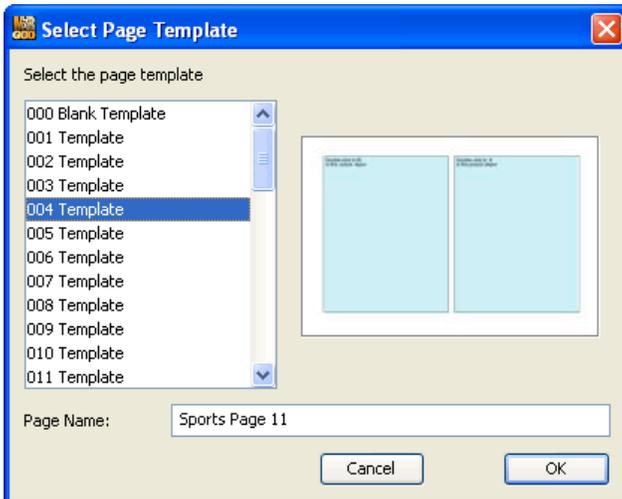
Add a Page

Memories Builder pages are like pages in a print yearbook – they hold all of the content, including images, movie files, captions, and more. Memories Builder provides the option of using a template or creating a custom layout by starting with a blank page.

1. In the *Contents* window (left side of the program), select a section.
2. Either click on the **New Page** icon, or choose **New Page** from the **Insert** menu.



3. Choose a blank page or a page template in the *Select Page Template* dialog. The number in the page template name represents the number of images in the template. In the preview pane on the right side of the *Select Page Template* dialog, blue boxes represent image areas, while yellow boxes represent text areas.



- Click **OK**. If this is the first page in a section, Memories Builder will prompt you to set the section options. For more information, see the section properties description in #3 of *Add a Section* (below).

Add a Section

Sections help organize the presentation. Background images and music are section properties, meaning that a background image will display on every page in a section and background music will play on every page in a section.

- In the *Contents* window, select the *Master Level* to add the section at the top level, or select a section to create a subsection.

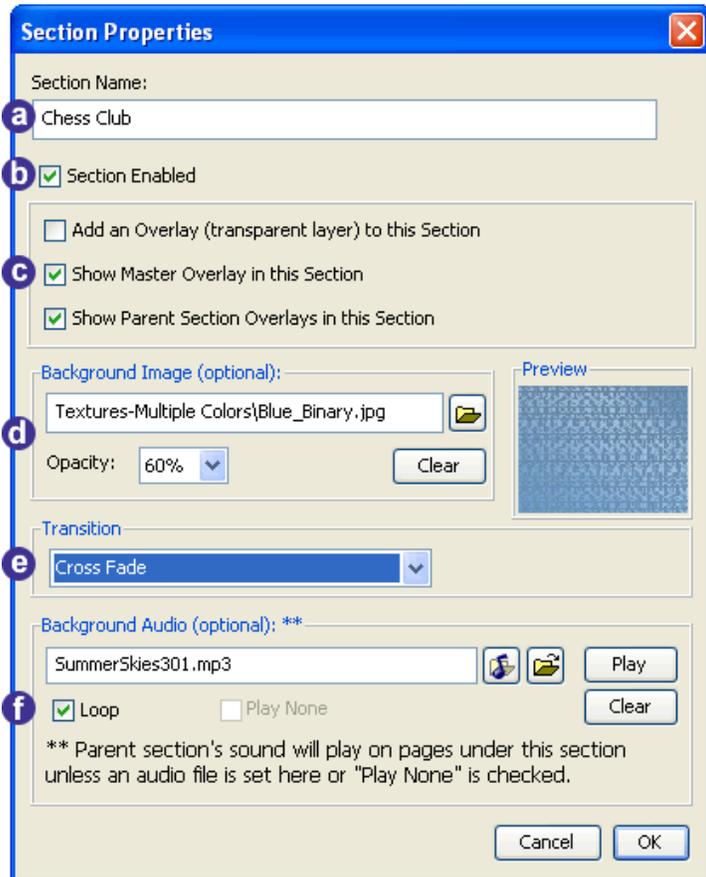


- Click on the **Add Section** icon or choose **New Section** from the **Insert** menu.



- The *Section Properties* box appears.

- Section Name* – Assign a name to the new section.
- Section Enabled* – If this box is checked, the section will appear in the final presentation. To disable the section without deleting it, uncheck the box.
- Overlay Options* – Allows you to add an overlay to this section and determine whether other overlay objects appear in this section or not.
- Background Image* – This provides a design backdrop for the images and text on the pages, and gives the project a professional look. Click on the



folder icon to browse and preview the background images that Memories Builder provides. Reducing the opacity (lower percentages) will make it easier to read text on the pages in the section. To design or import a custom background, see *Create a Custom Background Image* on [p. 57](#).

- e. *Transition* – A transition smoothes the change between pages and adds a nice visual effect. Click on the down arrow to choose a transition style for the section. To see what the transition looks like, enter Preview mode by clicking on the **Preview** icon (the section must have at least two pages).
- f. *Background Audio* – Background music adds to the energy and personality of the project. Memories Builder supports a number of different audio file formats: WAV, MP3, AIFF, AU, MIDI, and System 7 sounds. The **Memories Builder Music Library** icon  will take you to the music selections that come with Memories Builder. To choose a custom background audio file, click on the plain yellow folder icon to browse for your file. Choosing **Loop** will cause the audio to continue playing until viewers reach the next music selection. For more information about the **Play None** option, see *Organizing Sounds and Music* on [p. 59](#).

Rename a Page

Not only will page names help organize a project, they will also show up when a viewer clicks on the **Table of Contents** icon in the final product.

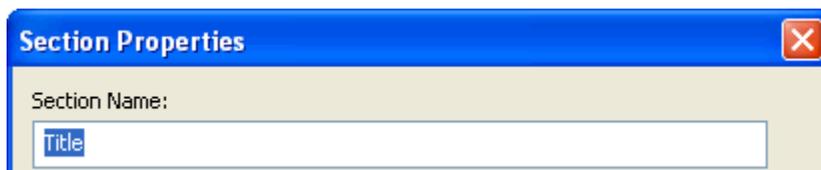
1. Locate the page in question in the *Contents* window and double-click on it.
2. In the *Page Properties* dialog, select the current name, delete it, and type in a new name (or just type over it).
3. Click **OK**.



Rename a Section

Section Names help to organize sections of the project. They will appear in the final presentation when students click on the **Table of Contents** icon.

1. To rename a section, double-click its green folder icon in the *Contents* window.
2. In the *Section Properties* dialog, select the current name, delete it, and type in a new name (or just type over it).



3. Click **OK**.

Move a Page

The process for moving a page to a different section is the same as reordering pages within a section.

1. Locate the page to move in the *Contents* window.
2. Click on the page name and hold down the mouse button.
3. Drag the page to its new location (a light gray line will show where the page is moving) and release the mouse button.



Note: To move a page to another section, expand the destination section in the *Contents* window by clicking on the plus symbol next to the section name.

4. To move a page to a section that currently has no pages, drag it over the section diamond and move the mouse to the right until the down-pointing arrow appears and then release.



5. To move several pages that are in the same section, follow these instructions:

Windows Computers: Hold down the *Ctrl* key and click on pages to select them. Then right-click and choose **Move To** from the pop-up menu. A new window appears with the contents of the project. Click on the section to place the pages in. Click **OK**.

Mac Computers: Click on the first page to move. Hold down the Apple key and click on more pages to select them. Hold down the *Apple* and *Control* keys simultaneously and click on the last page to move. A menu appears. Choose **Move To** from the pop-up menu. A new window appears with the contents of the project. Click on the section to place the pages in. Click **OK**.

Move a Section

Memories Builder allows flexibility in organizing the CD supplement. To move a section or subsection:

1. Locate the section to move in the *Contents* window.
2. Click on the section name and hold down the mouse button.

3. Drag the section to its new location and release the mouse button. A light gray line will show where the section is moving.



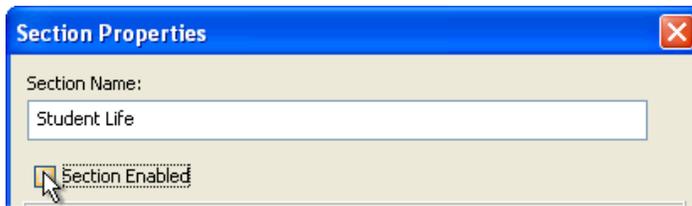
Note: To group sections into subsections, take each section and drag it over the name of the parent section until a down-pointing arrow appears to the left of the mouse pointer.



Disable/Enable a Page or Section

To deactivate a page or section in the project without deleting it:

1. Double-click on the page or section in the *Contents* window.
2. In the Properties dialog box, uncheck the *Page Enabled* or *Section Enabled* checkbox.



3. Click **OK**.

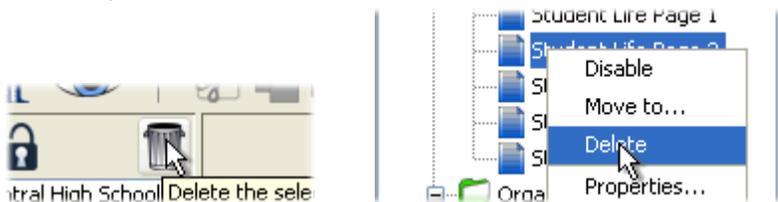
To enable a page or section that is disabled:

1. Double-click the page or section in the *Contents* window.
2. In the Properties dialog box, check the *Page Enabled* or *Section Enabled* box.
3. Click **OK**.

Delete a Page or Section

To remove a page or entire section from the project:

1. Locate the page or section in the *Contents* window.
2. Select the page or section by clicking once on it.
3. Either click on the **Delete** icon on the toolbar or right click the mouse (Ctrl-click on the Mac) and select **Delete**.



4. Confirm deletion of the page or section in the message box that pops up by clicking **OK**.

Preview the Project

Previewing is the best way to check the progress of the project. *Preview* mode simulates the final presentation. It has all of the functionality of a final presentation, including background music, navigation buttons, etc.

1. Click on the **Preview** icon on the toolbar or choose **Preview** from the **File** menu.



2. Memories Builder will go into *Preview* mode. Moving the mouse near the bottom of the presentation brings up a row of navigation and function buttons.
3. Passing the mouse over the navigation and function buttons will pop up a tool tip that explains what each button does. Use the next and previous arrows to move through the presentation.



Note: For a high quality presentation, preview frequently. Use the guidelines in the Project Completion Checklist (See Appendix G on [p. 93](#)).

Compare Project to Plan

Choosing **Compare to Plan** from the **Modify** menu brings up a new dialog with a side by side comparison of the project plan and the project's current contents, including number of pages, size of video files, size of audio files, and total section size, as well as deadlines and assignments for the section.

Page Objects

A *Page Object* is anything that you place on a page, such as images, text, links to files and pages, etc. All of these objects can be manipulated on the canvas with cut, copy, paste, and move operations.

Selecting Objects

In order to move or modify objects that you place on the page (images, text, video clips, etc.), you will need to select the object first. To select an object, click on it once.

You can select multiple objects by holding down the mouse button and dragging a selection rectangle over the objects you would like to select or by holding down the *Shift* key as you click on objects.



You may also use the drag method for selecting a single object.

Cut, Copy, and Paste

Memories Builder's *Cut*, *Copy*, and *Paste* functions help students edit pages by moving graphics, photos or text to different pages. These functions are also useful for placing the same images or text on several pages.

Cut

1. Click on the object(s) to be cut.
2. Select the **Cut** icon  or choose **Cut** from the **Edit** menu.
3. The cut object(s) is now available for pasting anywhere in the project.

Copy

1. Select the object(s) to be copied by clicking on it.
2. Select the **Copy** icon  or choose **Copy** from the **Edit** menu.
3. The copied object(s) is now available for pasting anywhere in your project.

Paste

1. After cutting or copying an object, select the page in the *Contents* window where the object(s) should be pasted.
2. Either click on the **Paste** icon  or choose **Paste** from the **Edit** menu.
3. The object(s) will be placed on the canvas slightly offset from the original position of the cut or copied object(s).

Note: After the initial offset paste, all subsequent pasted objects will paste right on top of each other.



4. Alternately, click on the **Paste in Place** icon  to paste the object without an offset.

Move and Align Objects

To move objects:

1. Select the object to move by clicking on it and holding the mouse button down.
2. While holding the mouse button and dragging, the object may be placed anywhere on the page. A light gray outline of the object will move around the page to assist in placing the object.
3. The process for moving multiple objects simultaneously is the same. Simply select objects by clicking on them while holding down the *Shift* key. You may also select all objects on a page by choosing **Select All** from the **Edit** menu. Then proceed moving the objects as you would a single object.

Canvas Grid

To ensure accuracy when aligning objects, an underlay grid can be placed on the Canvas. Click on the grid icon to display the grid.



Another way to align objects on the canvas is with the *Align* menu item. The first six options align selected objects in reference to one another. The last two align objects with respect to the canvas.

1. After selecting one or more objects, choose **Align** from the **Modify** menu (also available from the right click menu).
2. The submenu pops out. Choose from the listed options. Available alignments:
 - Top – Aligns all selected objects to the topmost object on the canvas.
 - Middle – Lines up the vertical middle of each selected object.
 - Bottom – Aligns all selected objects to the bottommost object on the canvas.
 - Left – Aligns all selected objects to the leftmost object on the canvas.
 - Center – Lines up the horizontal center of each selected object.
 - Right – Aligns all selected objects to the rightmost object on the canvas.
 - Center Vertical – Places all selected objects in the vertical center of the canvas.
 - Center Horizontal – Places all selected objects in the horizontal center of the canvas.

Delete Objects

Memories Builder provides a number of ways to remove objects from the project.

1. Select the object by clicking on it.
2. Do one of the following:
 - Choose **Delete Object** from the **Modify** menu.
 - Click on the **Cut** icon. 
 - Choose **Cut** from the **Edit** menu.
 - Hit the *Delete* key on your keyboard.
 - Click on the object with the right mouse button (*Ctrl*-click on the Mac) and choose **Delete** from the menu that appears.

Add Images

Images such as pictures are a major component of the CD multimedia presentation.

Note: To preserve transparency in images, save the image in PNG format from your image editor.

Template Images

1. To add an image on a template page, double-click on a blue image box.
2. Browse to the image file, and click **Open**.
3. The image will appear in the *Image Editor*.



- The grayed-out portions of the image will not appear on the page.
- The **Reset** button will undo any changes you make in the editor.
- The next set of buttons will rotate the image 90° counter-clockwise (left button) or clockwise (right button).
- The magnifying glass icons will adjust the cropping of the image to include more (left button) or less (right button) of the image.
- To change which portion of the image is displayed, click on the image and hold the button down while dragging the mouse around.
- Click **OK** to place the image.

4. The image replaces the blue box on the page.
5. To move the image, click on it and hold the mouse button down while dragging the image to its new location. To resize the image, drag one of the gray boxes around the edge of the image.

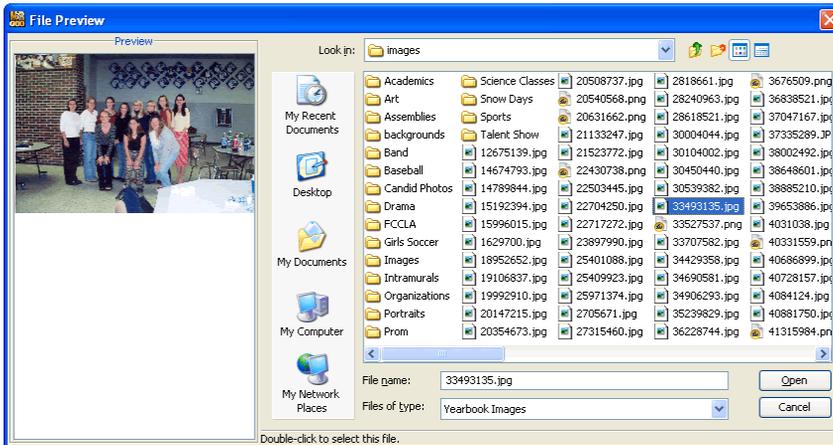
Non-Template Images

Place an image anywhere on the canvas and make it any size with this method.

1. Click on the **Image** icon or select **Add Image** from the **Insert** menu.



2. Browse to the image in the *File Preview* dialog, select the image, and click **Open**.



3. Position the crosshair to place the image on the page. Click once on the page to place the full-sized image, or click and hold the mouse button down and drag the mouse to open up a placement rectangle, as shown at right. Memories Builder will display the dimensions of the placement rectangle on the bottom right bar (next to the *Space Indicator*) as you drag.



4. After releasing the mouse button, Memories Builder will place the image. To learn how to edit images after placement, see *Edit Images* on [p. 33](#).

Image Borders and Shapes

To add an image with a border or a particular shape (see example below), add a shape first and fill the shape with the image. See *Add Shapes* for more information ([p. 32](#)).



Add Text

General Suggestion: Ensure that there is enough contrast between the text and the background image so that text is easily readable. Choose a text color that stands out and/or add a text shadow to make text easier to read.

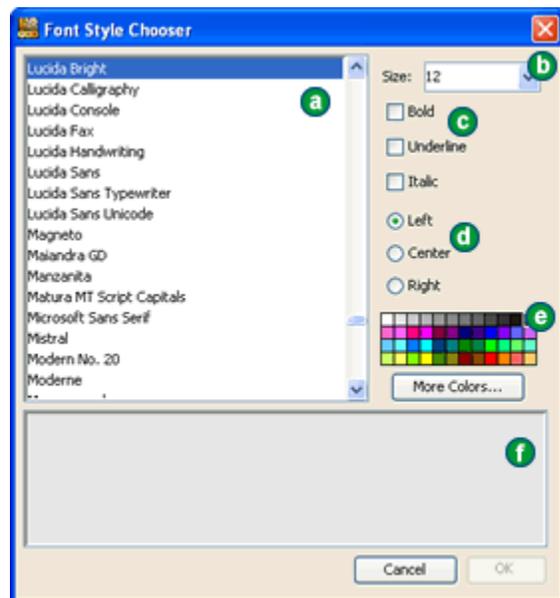
To add captions, titles, or stories:

1. Click on the **Text** icon or choose **Add Text** from the **Insert** menu.



2. The *Font Style Chooser* dialog will pop up. It provides a number of options for the text.

- a. *Font face* – a set of printable or displayable text characters in a specific style.
- b. *Font size* – determines how large the characters are. Choose from the list or type in a number.
- c. *Font style* – allows emphasis of words using bold, underline or italic styles.
- d. *Font alignment* – determines the justification of the text inside the text box.
- e. *Font color* – changes the text color for the selected words or characters. Click on a color on the color palette or click on **More Colors...** to open the *Font Color Chooser* (see *Color Chooser* below for more information).



- f. *Preview box* – shows how the text will appear on the page.
3. Type text in the text preview area. To change style elements after typing in the text, highlight the portion of the text to change (any portion may be selected and changed independently of the rest of the text) and choose the style change.
 4. Click **OK** when finished.
 5. When returning to the page, click and hold the mouse button down and drag the mouse to open up a placement rectangle. The text appears in a box that can be moved or resized like any other object. The text tool bar above the page canvas provides access to a number of text functions (see *Edit Text* on [p. 36](#)).

Color Chooser

A number of functions provide advanced color choices through Memories Builder's *Color Chooser*. See the instructions below for accessing the *Color Chooser*.

Text

- Method 1: Double-click on the text on the page canvas. In the *Font Style Chooser* dialog, highlight the text. Click on the **More Colors** button.
- Method 2: Select a text box. Click on the **Text Color** icon from Text Tools. Choose *More....*

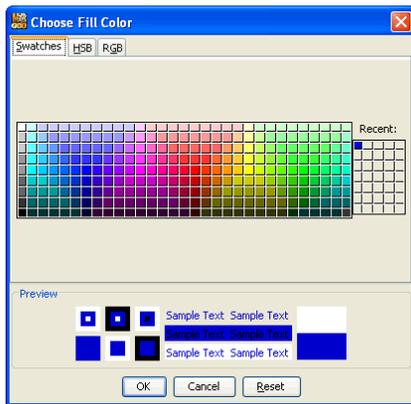
Shapes

Click on the shape on the page canvas. The Shape Tools give you the option of changing the color of the border or fill. Click on one of the color icons and choose *More....*

Portrait Names

Choose a portrait section in the *Contents* window. Choose **Portrait Page Template and Name Settings** from the **Portraits** menu. Click on the **More Colors** button.

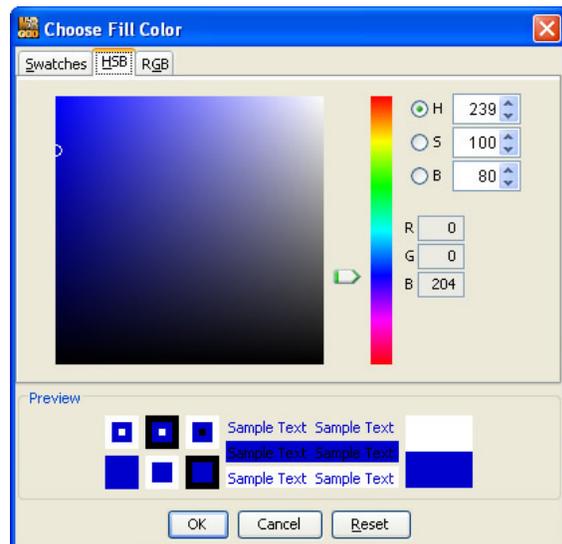
1. The easiest way to select colors is to click on one of the color squares on the *Swatches* tab. For this or any other method of choosing colors, the *Preview* window will show the chosen color.



2. To custom select a color or choose a color that is not available in the swatches, click on the **HSB** or **RGB** tab.

HSB (short for Hue, Saturation, Brightness) is useful for adding or removing white, black, and gray in the color, as well as lightening and darkening a color.

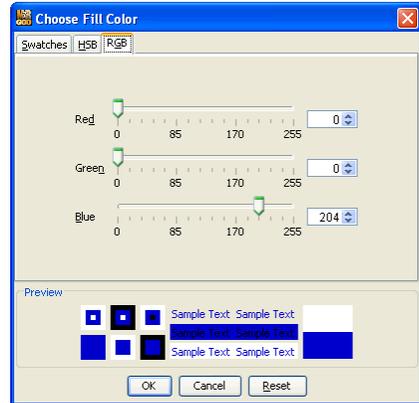
- Move the slider next to the color bar up and down to choose the desired hue or type it into the *H* field.
- Click on the circle in the large color box and drag it around to add or remove white, black, and gray.
- The **Reset** button returns to the original color selection.



RGB (short for Red, Green, Blue) is a standard method of choosing colors.

- Move each slider bar back and forth to add or reduce the amount of each color in the composite color.
- An absence of the color is 0, while 255 represents the maximum amount of that color.

3. After selecting the desired color, click **OK**.



Add Video

Memories Builder uses video clips in two manners: directly on the *Canvas* or as a link (see *Add Hot Spots* on p. 31). Placing a movie on the *Canvas* will allow viewers to play the movie directly on a page. Adding a video clip as a link will open a new window to play the clip.

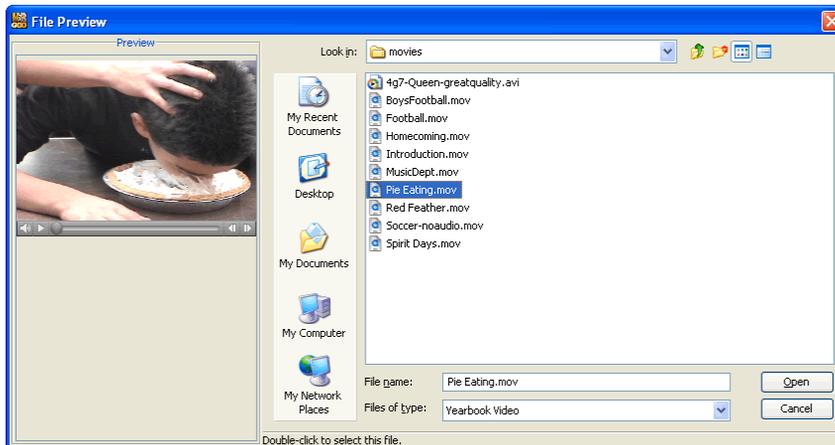
Important: Do not attempt to place video files on or below the Pop-up Navigation Area. Viewers will be unable to access any navigation bar buttons that the video covers up, and may be unable to properly view the project.

Memories Builder 7 can accept the following formats: QuickTime movie (.mov), AVI (using Cinepak, DV, or Motion JPEG codecs), MPEG (.mpg), and Flash (.swf) files.

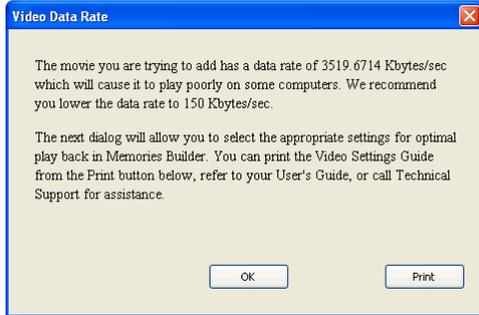
1. Click on the **Movie** icon or choose **Add Movie** from the **Insert** menu.



2. Browse to the correct file in the *File Preview* dialog. Preview the movie by clicking on the play button in the preview pane on the left.
3. Double-click on the video file in the *File Preview* dialog or select the file and click **Open**.



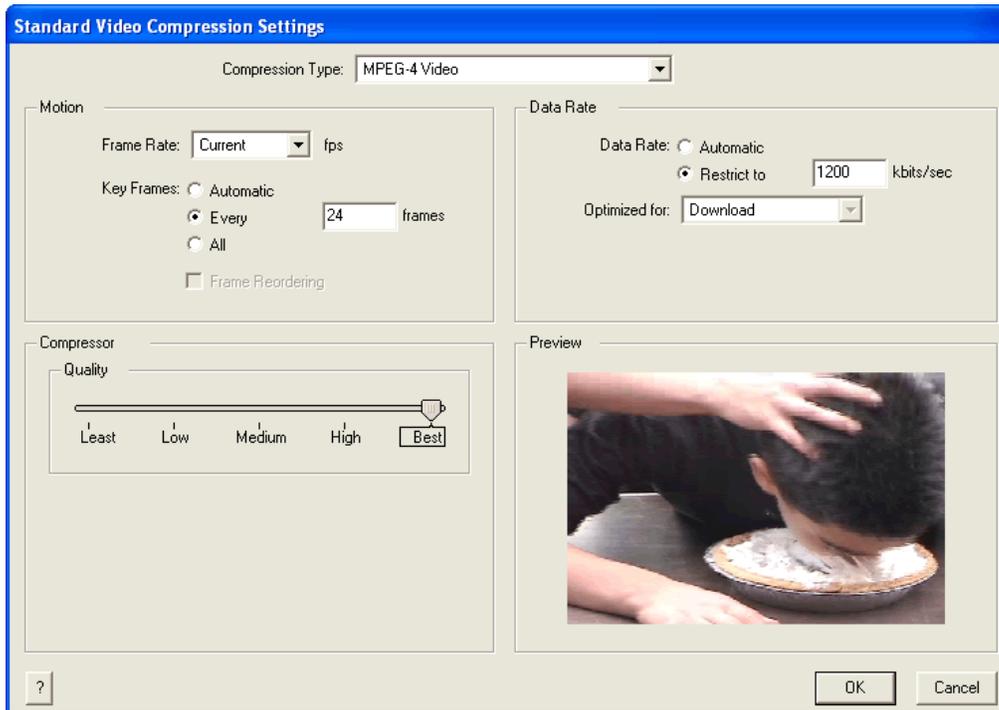
4. The cursor will change to a corner bracket. Click on the canvas to place the video.
5. If your movie file is an uncompressed file (e.g. straight from a digital camera or camcorder) or if it is insufficiently compressed, Memories Builder will start the Export Settings process unless you are using a Mac OS 10.2 computer (in that case, call Tech Support for suggestions). Click on the **OK** button to begin. If you do not see this dialog, Memories Builder will place the video immediately. Skip to step 19 on p. 31.



6. In the *Movie Settings* screen you will have 3 sections: Video, Sound, and Prepare for Internet Streaming.
7. Click on the **Settings** button in the *Video* area.



8. The *Compression Settings* box opens.



9. Set the following options:
 - Choose *MPEG-4 Video* from the top pull-down menu.
 - Drag the *Quality* slider to Best.
 - **Frames per second** set to Best.
 - **Key frame every 24 frames**.
 - **Limit data rate to 90 to 150 Kbytes/sec** (the lower range for interviews and less motion, higher range for action and sports).
10. Click **OK**. You will be returned to the *Movie Settings* screen.
11. In the *Video* section click the **Size** button. The *Export Size Settings* box opens.



12. Set the following options:
 - Choose *Use custom size*.
 - Set **Width** to 320 (if people look too thin, try 360).
 - Set **Height** to 240.
13. Click **OK**. You will be returned to the *Movie Settings* screen.
14. In the *Sound* section click the **Settings** button. The *Sound Settings* box opens.



15. Set the following options:
 - Choose *None* from the **Compressor** pull-down menu.
 - **Rate:** 22.050 kHz.
 - **Size:** 16 bit.
 - **Use:** Mono.
16. Click **OK**. You will be returned to the *Movie Settings* screen.
17. In the *Prepare for Internet Streaming* section, make sure that the box is NOT checked.
18. Click **OK**. Memories Builder will compress the video and then place it on the canvas.

- To move the file position on the page after placing it, just click and drag.



Add Hot Spots (Add Links to Files)

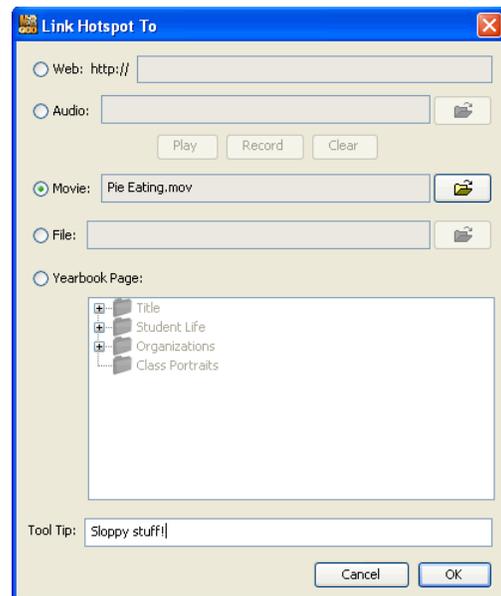
Hot Spots make the project interactive. A Hot Spot is an area on a page that viewers can click to open a file (text, movie, audio), jump to another page in the CD presentation, or link to a Web page.

Important: Avoid putting Hot Spots in the area below the Pop-up Navigation Area. Navigation bar buttons will take priority, making the Hot Spot unusable.

- Click on the **Hot Spot** icon or choose **Add Hot Spot** from the **Insert** menu.

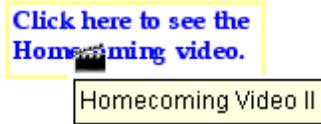


- The *Link Hotspot To* dialog box will appear. Select the type of link to create – Web, Audio, Movie, File, or Yearbook Page.
 - To link to a Web page, select Web and type the Web address in the Web field.
 - For Audio, Movie or another File, select the appropriate radio button and browse to the file by clicking on the open folder icon.
 - To link to another page in the yearbook, select *Yearbook Page*. Memories Builder displays a structure of the project similar to the *Contents* window. Click on the plus symbols (arrow icons on the Mac) to open sections, and then click on the name of a page to link to it.

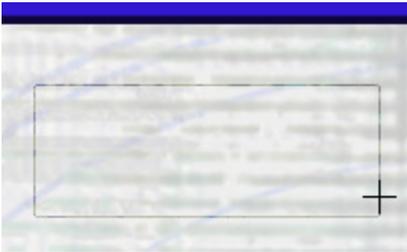


Note: Linking to Class Portraits pages is not allowed because of the dynamic nature of portrait pages (every change to a portrait page would break the link).

- d. The *Tool Tip* box displays a description of the link when the viewer holds the mouse over the link in the final presentation (see example below).



- e. When you have finished setting up the *Hot Spot*, click **OK**.
3. Click and drag the mouse to create a rectangle on the page where the *Hot Spot* will appear. This defines the active area where viewers will click.



4. The *Hot Spot* area may be resized by clicking and then dragging one of the semi-transparent rectangles on the border of the *Hot Spot* rectangle.
5. To prevent *Hot Spots* from getting lost on a page, they are always on the top layer. If you need to select an object on a layer underneath a *Hot Spot*, temporarily move the *Hot Spot* out of the way, modify the other object, and then replace the *Hot Spot*.

Tip: Be careful when linking to files created in a program that may not be on every computer, such as WordPerfect or Windows Media Player. Save files in generic formats, (for example, .rtf or .wav) to accommodate everyone.

Add Shapes

Shapes can be used as design elements in a number of ways. Shapes behind text can make the text stand out, or various odd shapes can make the page more fun. Shapes can also act as a border for an image.

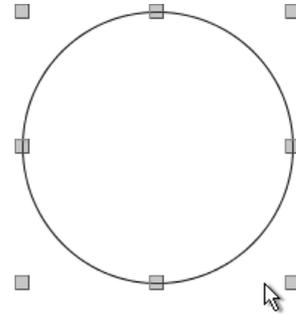
1. To add a shape to the page canvas, click on the **Shape** icon.



2. Choose a basic shape from the drop-down menu.



3. Click on the page canvas and hold the mouse button down as you drag open an area to define the size and placement of the shape (as shown at right). Release the mouse button. Memories Builder will draw the shape.
4. Click and hold on any of the gray squares at the edges of the shape while dragging the mouse around to resize a shape.
5. See *Edit Shapes* on [p. 38](#) for information on modifying the shape.



Edit Images

With Memories Builder students can modify images in a number of ways using the *Image Tools*. When you click on an image, the Image Tools will appear immediately above the Canvas. Selecting an image on a page brings up the following tool icons just above the workspace:

Image Tools



Icon Descriptions:

1. Zoom

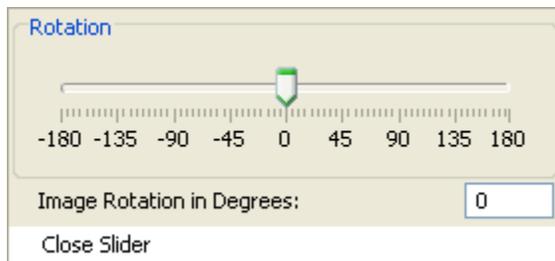
Click on the left button to increase the size of the image on the canvas. Click on the right button to reduce the size of the image on the canvas.

2. Orientation

This feature makes it easy to correct images that were taken in different orientations (portrait and landscape) so that everything is right side up. The left button rotates the image 90° counter-clockwise, and the right button rotates it 90° clockwise.

3. Rotate

Click on this icon to rotate images by degrees. Drag the slider to the right to rotate the image clockwise or left to rotate it counter-clockwise by the number of degrees indicated on the slider. You may also type the number of degrees to rotate the image in the text field near the bottom (this feature does not work for Mac OS 10.2). Positive numbers rotate the image clockwise and negative numbers rotate it counter-clockwise.



4. Crop

Use this tool to select desired parts of an image.

- a. Click on the **Crop** icon. 
- b. In the crop window, click on the image and hold the mouse button down while dragging to define an area of the photo or graphic to use.
- c. The cropped area may be moved around for the best editing by clicking inside the selected area, holding the mouse button down, and moving the crop marked area to the desired portion of the image.
- d. Clicking on the light gray box in the bottom right corner of the crop region and dragging the mouse will enlarge or reduce the region and change its shape.
- e. To clear out your crop region selection, click on the **Cancel** button.
- f. When satisfied with the crop selection, click on the **Accept** button in the crop window.



5. Image Effects

Click on this drop-down menu to select an effect for the selected image.

Sharpen – Increases the focus or definition of the image.

Blur – Softens the focus or reduces the definition of the image.

Negative – Reverses the color of the image.

Darken – Moves the balance of light and dark shades in the image more toward the dark shades.

Brighten – Moves the balance of light and dark shades in the image more toward the light shades.

Gamma Correction – Changes brightness values of the middle range of gray tones without dramatically altering the shadows and highlights.

Emboss – Makes the image look like foil has been placed over the image and it has been sculpted to the image's contours and colorized.

Sketch – Simulates a drawing of the image (black and white).

Black/White – Transforms a color image into a black and white image.

Fish Eye – Simulates viewing the image through a fisheye lens, a lens that distorts the image to make the middle portion of the image appear larger and the outer edges smaller.

Impressionist Painting – Gives the image an artistic brushed look.

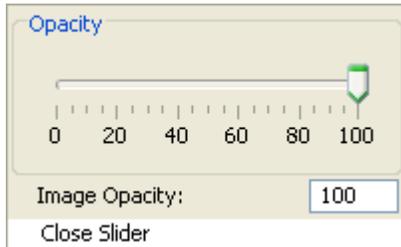
Mirror – Turns the image around, as if you were seeing it in a mirror.

Flip – Turns the image upside down.

Sepia – Applies a brown and white coloration to the image like early 20th century photographs.

6. Opacity Slider

This image property allows you to make images semi-transparent (the original state of the image is 100% opaque – not transparent at all). The percentage you choose will determine how transparent or opaque the image is (the lower the percentage, the more transparent). You may also type an opacity percentage into the text field near the bottom of the Opacity dialog (this feature does not work for Mac OS 10.2).

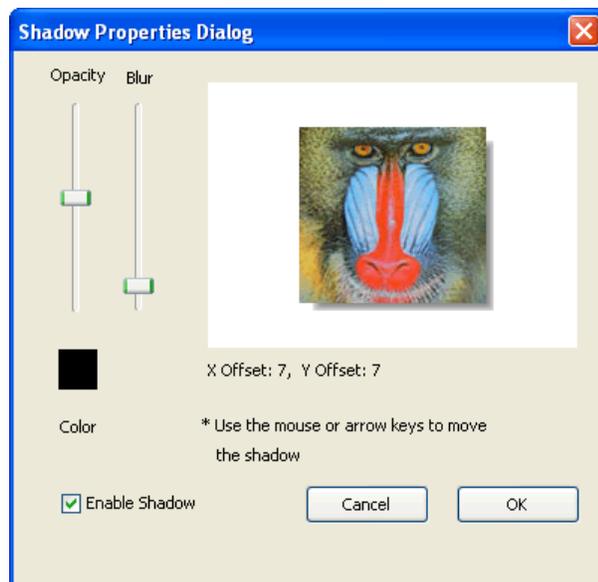


7. Shadow

Click on this icon to bring up a dialog in which you may add a shadow to an image or edit an existing shadow. A shadow makes the image stand out and to give it a sense of depth on the canvas.

In the *Shadow Properties* dialog:

- Use the *Opacity* slider to affect how deep or light the shadow is.
- Use the *Blur* slider to increase or decrease the sharpness of the shadow's edge.
- Click on the *Color* box to choose what color the shadow will be.
- Click on the shadow in the area to the top right and hold the mouse button while dragging to move the shadow around. You may also use the arrow keys on the keyboard to nudge the shadow.
- Ensure that the Enable Shadow box is checked (uncheck the box to remove the shadow).
- Click **OK** to place the shadow.



Edit Text

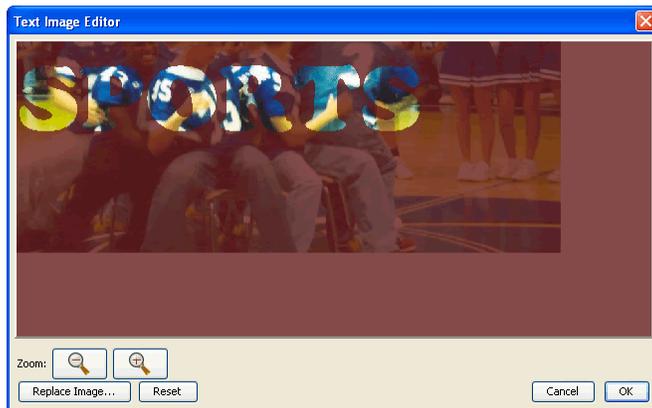
The Text Tools allow you to modify text in a number of ways, including rotation, transparency, fills, and borders. Selecting text on a page brings up the following tool icons just above the workspace:



Note: If you are unable to see all of these icons, click off of the text box, drag the Frame Adjustment bar (the bar in between the Canvas and the Contents window) to the left, and select the text again.

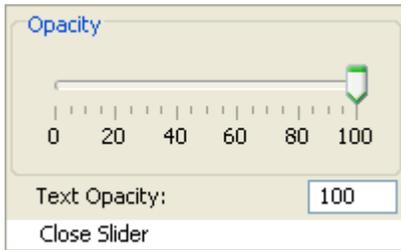
Icon Descriptions:

1. **Font** – Changes the font (a set of printable or displayable text characters in a specific style) in the text box.
2. **Size** – Changes the size of the text (larger numbers correspond with larger text).
3. **Style Buttons** – Emphasize words or characters using **bold** (**B** icon), *italic* (**I** icon), or underline (**U** icon) styles.
4. **Alignment Buttons** – Determines the justification of the text inside the text box (left, center, or right alignment).
5. **Color** – Use this button to change the color of the text or choose an image to fill the text.
6. **Edit Image Fill** – After filling the text with an image, click on this button to choose the portion of the image to use as a text fill or replace the current text fill image with a different image.

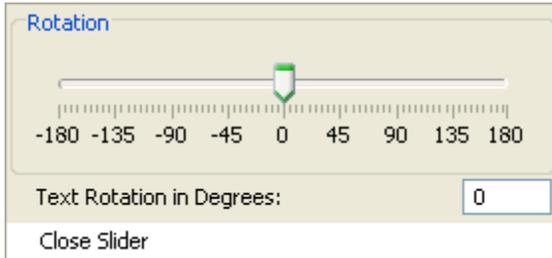


- Use the **Zoom** buttons to use a larger or smaller portion of the image in the text.
 - Click on the **Replace Image** button to choose another image to fill the text.
 - Click on the **Reset** button to return the image to its original state.
 - Click on the image and hold the mouse button down as you drag to move the image around.
 - Click **OK** to accept the changes.
7. **Opacity** – This text property allows you to make text semi-transparent (the original state of the text is 100% opaque – not transparent at all). The percentage you choose

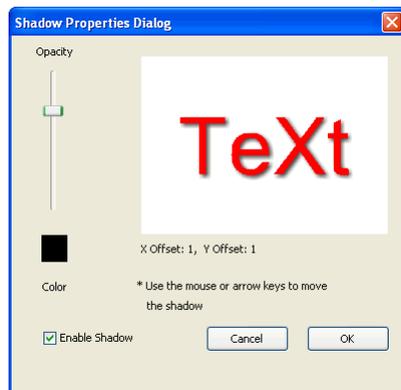
will determine how transparent or opaque the text is (the lower the percentage, the more transparent). You may also type an opacity percentage into the field near the bottom of the *Opacity* dialog (this feature does not work for Mac OS 10.2).



8. Rotate – Click on this icon to rotate text by degrees. Drag the slider to the right to rotate the text clockwise or left to rotate it counter-clockwise by the number of degrees indicated on the slider. You may also type the number of degrees to rotate the text in the field near the bottom (this feature does not work for Mac OS 10.2). Positive numbers rotate the text clockwise and negative numbers rotate it counter-clockwise.



9. Shadow – Add a shadow to the text.



- Use the **Opacity** slider to affect how deep or light the shadow is.
- Click on the **Color** box to choose what color the shadow will be.
- Click on the shadow in the area to the top right and hold the mouse button while dragging to move the shadow around. You may also use the arrow keys on the keyboard to nudge the shadow.
- Ensure that the **Enable Shadow** box is checked (uncheck the box to remove the shadow).
- Click **OK** to place the shadow.

Edit Shapes

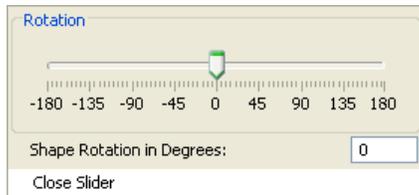
The Shape Tools allow you to modify shapes in a number of ways, including rotation, transparency, fills, and borders. Selecting a shape on a page brings up the following tool icons just above the workspace:



Note: If you are unable to see all of these icons, click off of the shape, drag the Frame Adjustment bar (the bar in between the Canvas and the Contents window) to the left, and select the shape again.

Icon Descriptions:

1. Type – Changes the basic shape (e.g. changing from a triangle to a circle).
2. Points/Sides – If the number of points or sides is not pre-determined by the type of shape (e.g. polygons or stars), this drop-down will change the number of points or sides the shape has.
3. Border Color – Changes the color of the shape's border.
4. Border Thickness – Changes the thickness of the shape's border (including zero width to remove the border).
5. Rotate – Turns the shape the amount and direction you set with the slider.



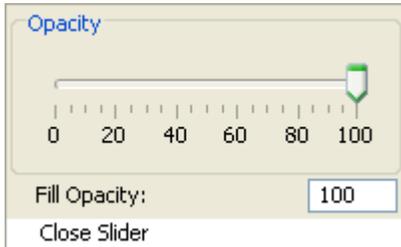
6. Zoom – Increases (+) or decreases (-) the size of the shape.
7. Fill – Changes the color of the shape (not including the shape's border). Alternately, this icon allows you to fill the shape with an image instead of a color. The shape then acts as a border for the image. To do this, choose *Image* instead of a color.
8. Shape Image Editor – Allows editing of the shape fill image.

- Use the **Zoom** buttons to use a larger or smaller portion of the image in the shape.
- Click on the **Replace Image** button to choose another image to fill the shape.
- Click on the **Reset** button to return the image to its original state.
- Click on the image and hold the mouse button down as you drag to move the image around.
- In order to rotate the shape image with the shape, put a check in the *Rotate image with shape* box. If the box is not checked, the image

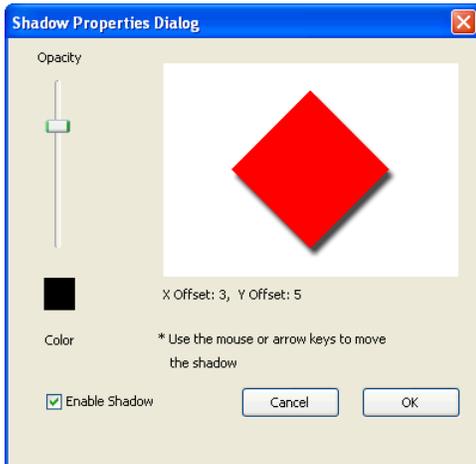


will retain its orientation with respect to the canvas as the shape is rotated.

- Click **OK** to accept the changes.
9. Fill Opacity – This shape fill property allows you to make shape fills semi-transparent (the original state of the shape fill is 100% opaque – not transparent at all). The percentage you choose will determine how transparent or opaque the shape fill is (the lower the percentage, the more transparent). You may also type an opacity percentage into the text field near the bottom of the Opacity dialog (this feature does not work for Mac OS 10.2).



10. Shadow – Add a shadow to the shape.



- Use the **Opacity** slider to affect how deep or light the shadow is.
- Click on the **Color** box to choose what color the shadow will be.
- Click on the shadow in the area to the top right and hold the mouse button while dragging to move the shadow around. Alternately, use the arrow keys on the keyboard to nudge the shadow.
- Ensure that the **Enable Shadow** box is checked (or uncheck to remove).
- Click **OK** to place the shadow.

Edit Layers

Memories Builder puts each page and section object on its own layer. The order layer determines which objects display on top of other objects if they overlap.

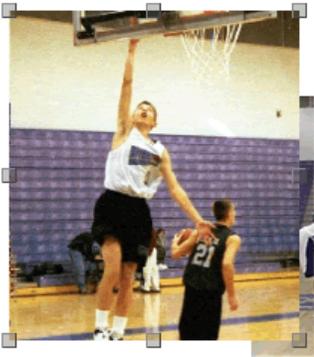
General Guidelines

- A video on the canvas will always display on top of all other objects.

- Multiple videos that overlap will not display in a predictable manner (the overlap order may change from computer to computer), which may make it impossible for some viewers to access the player controls. *Recommendation:* never overlap video files.
- Section objects will display on top of other kinds of objects (except videos).
- Master borders and objects will display on top of most objects, except videos and section objects.
- Page objects will display underneath all other kinds of objects. Be careful to not place page objects under master or section objects. Also, check portrait pages to ensure that portrait images and student names are not under master and section objects.
- Hot Spots will display on top of other page objects.
- The most recently placed page objects display on top of older page objects.

To adjust layers:

1. Select the object to adjust.



2. Select the desired action from the **Modify** menu or click with the right mouse button on the object to change and select the action from the drop menu.

Note: Videos will stay as the top layer. Hot Spots cannot be moved underneath other objects.



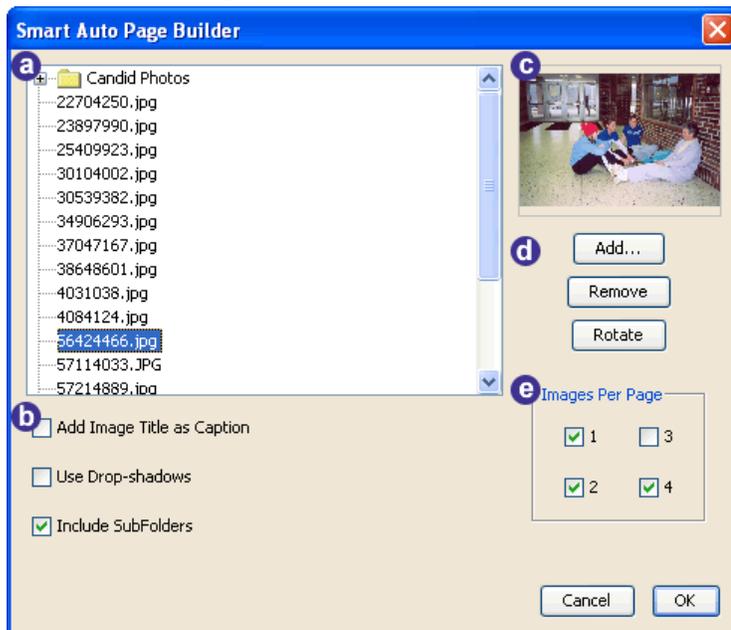
- *Bring to Front* – Places the object on top of all other similar (page or section) objects.
- *Send to Back* – Places the object behind all other similar objects.

- *Bring Forward* – Moves the object up one layer.
- *Send Backward* – Pushes the object back one layer.

Auto Page Builder

As an alternative to placing images on pages one at a time, Auto Page Builder will place a number of selected images on pages automatically. It can be an excellent tool for getting a large number of images on pages in preparation for more detailed layout and editing of each page.

1. To begin, select a section in the *Contents* window. Auto Page Builder will place any new pages it creates in that section.
2. Choose **Auto Page Builder** from the **Insert** menu.



3. Click on the **Add** button (d) to browse for the images to include in the Auto Page Builder process.
 - Select either folders or individual files.
 - To select multiple files in sequence, click on the first file and then *Shift-click* on the last file.
 - Select multiple random files by holding down the *Ctrl* key (*Apple* key on the Mac) as you click on files.
 - When you are satisfied with your selection, click on **Open** (**Choose** on the Mac). This will return you to the *Auto Page Builder* dialog.
4. The selected files will appear in the box at the top left of the Auto Page Builder dialog (a).
5. Click on an image in (a) to see a preview of it in the preview area (c).
6. To remove an image or folder from the Auto Page Builder process, click on it in (a) and then click on the **Remove** button (d).

7. If an image is on its side, click on it in (a) and then click on the **Rotate** button (d).
8. Checking the *Add Image Title as Caption* box in (b) will place a text box below each image with the name of the file in it.
9. Checking the *Use Drop-shadows* box in (b) will place a shadow underneath each image, giving it more of a 3-dimensional effect.
10. If any of the items in (a) are folders that contain subfolders, checking the *Include Subfolders* box in (b) will create a new subsection for each subfolder using the name of the subfolder and place the images from the subfolder on pages in the subsection. For example, if a Dances folder has two subfolders, Homecoming and Prom, the Auto Page Builder process will create two new subsections named Homecoming and Prom and will place all of the images from the subfolders on pages in their respective subsections.
11. Checking or unchecking the boxes in (e) determines the number of images that Auto Page Builder will place on each page.
12. When you are satisfied with your selections, click **OK**. Memories Builder creates the pages and indicates its progress on a status bar.
13. Review each page Memories Builder creates and make sure you are satisfied with the size and location of every image. All images can be moved, resized, and edited ([see p. 33](#)).

Class Portraits

Critical information about Class Portraits sections:

- **Automatic Page Creation:** Memories Builder automatically alphabetizes portrait images and creates pages for them during the import process.
- **Ideal Portrait Image Aspect:** Portrait page templates use an aspect ratio of 4:5 for portrait images (for example, 100 pixels wide by 125 pixels high).
- **Check Portrait Page Template:** The arrangement of portraits on a page can only be changed by changing the template for the entire section ([see p. 49](#)). If objects from the Master Overlay overlap portrait names or images, suppress Master Overlay objects in the portraits section ([see p. 54](#)).
- **Time-Saving Preparation:** Sort portrait images into folders according to grade before importing and import one grade at a time.
- **Hot Spot Link:** Linking directly to a portrait page is not allowed (because every change to the portrait section would break the link). Instead, create a title page (e.g. Junior Class Portraits) for the portrait section in the main Class Portraits section, move it so that it is immediately before the portrait section, and link to the title page.

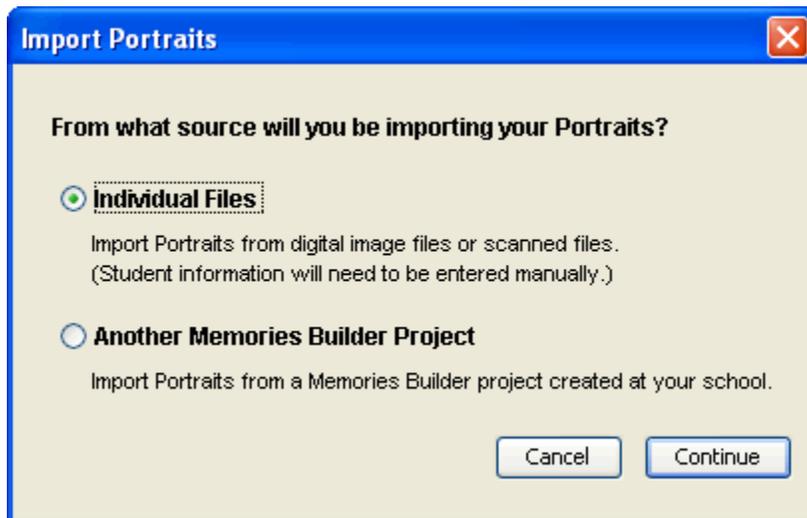
In addition to the portrait images, Class Portraits sections include the ability to attach a personal message, an audio clip, and a video clip to each portrait. See the *Edit Portraits* section on [p. 47](#) for more information.

Importing Class Portraits

To begin creating a Class Portraits section, click on the **Portraits** icon or select **Import Portraits** from the **Portraits** menu.



The dialogue box below will appear.

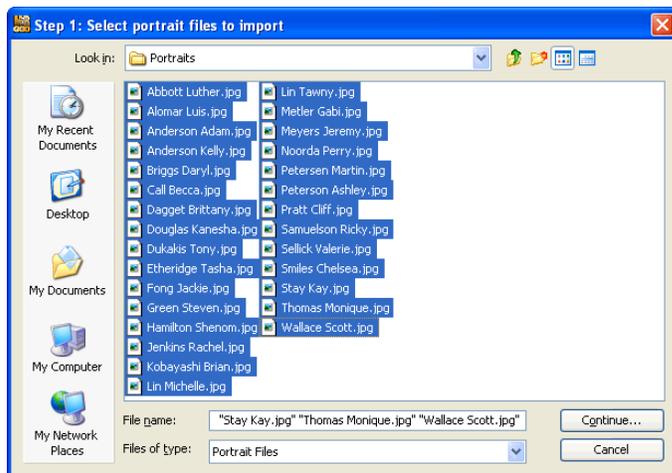


- *Individual Files*
This is the default method for importing portrait images. The general process for importing portraits is a four step process. Click on the **Individual Files** button and then click **Continue** to begin (see *Portrait Process – Individual Files* below).
- *Another Memories Builder Project*
If you created one or more class portrait sections that you wish to bring into the current project, use this option. First, click the button next to *Another Memories Builder Project* and then click **Continue**. See [p. 79](#) to continue.

Portrait Process – Individual Files

Step 1: Select Portrait Files

After clicking the **Continue** button, Memories Builder will display an instruction screen. Read the instructions and click **Continue**. Memories Builder opens a browse window.



Find the portrait source files—the original electronic images of the student body and faculty. Original images are usually found on a CD provided by a school photographer or in a directory of scanned photos.

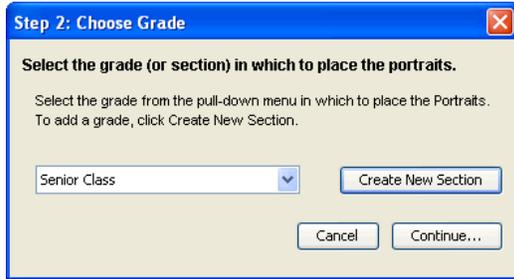
Recommendation: If portrait images are not already sorted by grade, sort them into folders before importing them into Memories Builder. This will greatly simplify the Import Portraits process. Also, you may add portrait images to a grade at any point in time.

Select the image files to import. Select one or multiple files.

- Select multiple files in sequence by clicking on the first file and then *Shift-clicking* on the last file.
- Select multiple random files by using *Ctrl-click* (*Apple-click* on the Mac).

After selecting all the files to use, click **Continue**.

Step 2: Choose Grade

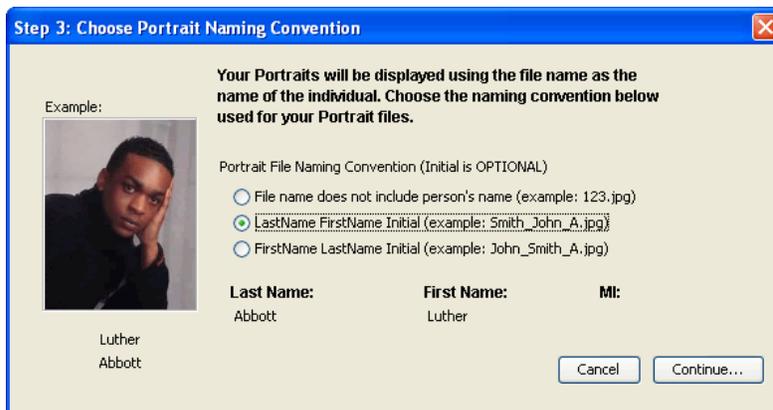


In the *Choose Grade* dialog, click on the pull-down menu and choose a grade for the portrait images. When Memories Builder creates pages for the portraits, it will create them in the section you choose in this step.

If the grade that corresponds to the images does not appear in the pull-down menu, click on the **Create New Section** button. Enter a name in the prompt that appears and click **OK**.

After selecting the grade, click **Continue**.

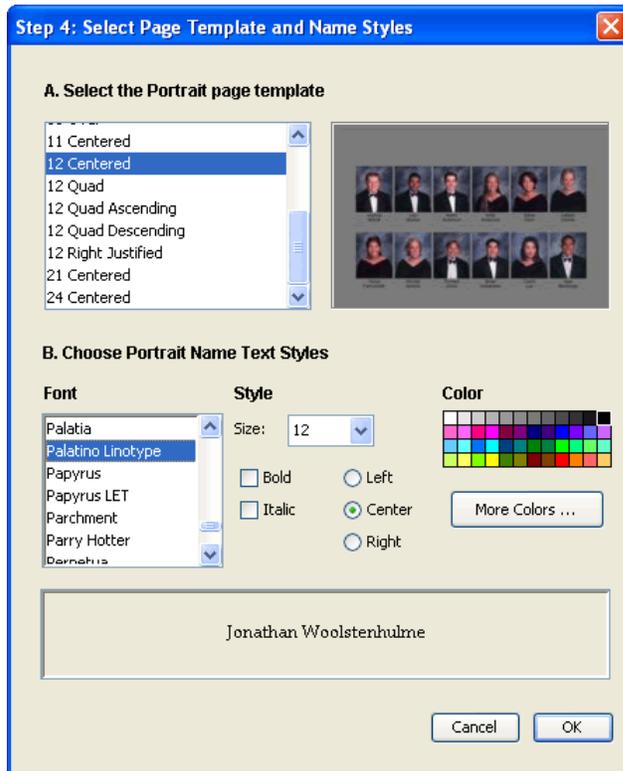
Step 3: Choose Name Convention



If the portrait image file names include the students' names, choose a *Portrait File Naming Convention*. The information below the selection box and example portrait will help you confirm that you've chosen the proper naming convention.

If the portrait images do not include the students' names, select *File name does not include person's name* and enter the names manually after the import process is complete (see *Edit Portraits* on [p. 47](#)).

Step 4: Page Template and Name Style

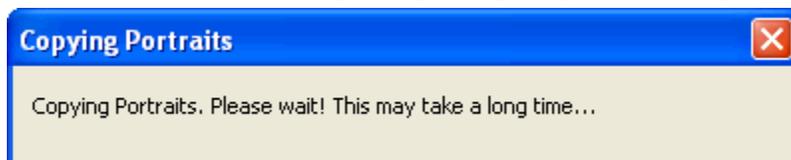


- Choose a page template from the list of available templates. The first number in the template name indicates how many portraits per page the template has.
- The second part of this dialog is for setting the font, styles, and color of the text below each name on portrait pages. Choose text styles as you would in the regular Font Style Chooser (see #2 under *Add Text* on [p. 26](#)).

Click **OK** when you have made your selections.

Automatic Page Generation

Memories Builder will begin importing the portrait images.



After importing, Memories Builder will generate pages for the portraits. The portrait page names will show the range of last names on the page.

Each portrait section has its own title on the Section Overlay (e.g. Senior Class). To edit the title, select the section in the *Contents* window and double-click the title on the canvas to change the text or font style.

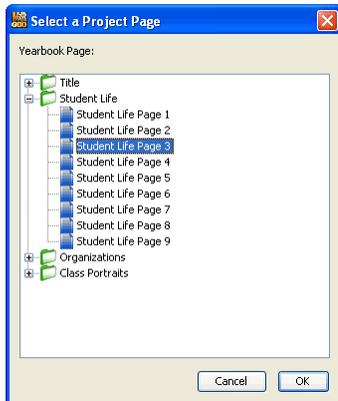
Edit Portraits

The *Edit Portrait Data* window is used to change the student name, linked files, and edit the portrait image.

1. Locate the page with the portrait image in the *Contents Window* and click on it.
2. Select the Portrait on the page canvas to change by double-clicking the photo. This brings up the *Edit Portrait Data* window.



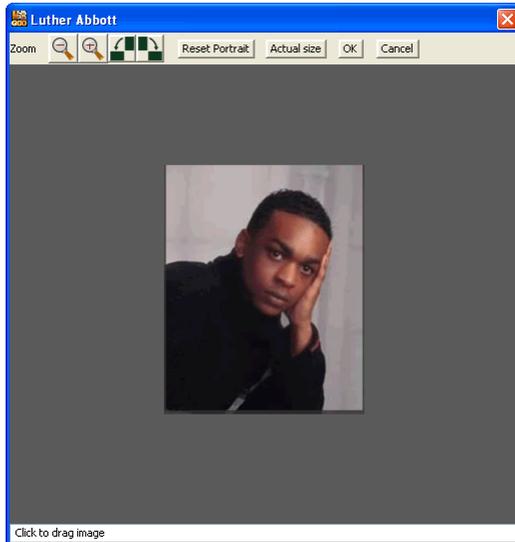
3. Edit the text fields, i.e. correct a name, add a movie, or link to a personal page.
4. The *Middle Initial*, *Text*, *Personal Sound*, *Personal Movie*, and *Personal Page* fields are optional. The text field is for entering in any miscellaneous information that the yearbook staff deems appropriate.
5. Click on the open folder icons next to the *Personal Sound* or *Personal Movie* fields to associate a corresponding file with a student’s portrait. In the final product, when viewers click on the student’s portrait, a box will pop up that allows them to watch the *Personal Movie* or listen to the *Personal Sound* by clicking on a button. Click on the trash can to remove a *Personal Sound*, *Personal Movie*, or *Personal Page*.
6. Clicking on the open folder icon next to *Personal Page* will pop up a box that displays all of the pages in the project. Using this, a page could be selected to associate with the student (for example, a *15 Seconds of Fame* page).



7. Use the **Delete** button when a photo does not belong in the *Class Portraits* section. It will delete the file permanently from your project directory.

Note: Individuals in any of the Class Portrait sections cannot be added without adding a photo. If no photo is available but the yearbook staff wants to include a student, import a “filler photo” image and associate the student’s name with it.

8. To edit the image itself (cropping, zoom, etc.), click on the **Edit Image** button. This will bring up the *Portrait Editor*.



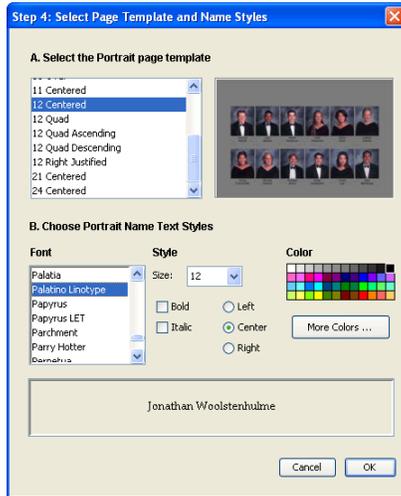
- a. Use the **Zoom In** icon  to increase the size of the image or the **Zoom Out** icon  to decrease the size of the image.
 - b. To change the orientation of the portrait image (landscape or portrait), use the **Rotate** buttons. 
 - c. To change the cropping of the image, click on the image and hold the mouse button down while dragging.
 - d. Clicking on the **Reset Portrait** button will restore the portrait image to its original state (the way it was just after importing it).
 - e. The **Actual Size** button will reset the image to its original size.
 - f. When you have finished cropping the portrait, click **OK**.
9. Memories Builder will save changes whenever you select another student or close the *Edit Portrait Data* dialog. To keep from saving changes, click on the **Revert** button to undo changes to a record.
 10. You may select other *Portrait* records and images to modify by clicking on the **Next** button or a name in the pane on the left side of the *Edit Portrait Data* dialog.
 11. When finished with all modifications, click **Close**. Memories Builder will recreate the pages in the portrait section.

Recommendation: Make all changes to portraits of students in the same grade before closing the *Edit Portrait Data* window. This will reduce the amount of time spent waiting for Memories Builder to recreate portrait sections after changes.

Portrait Page Templates and Name Settings

Memories Builder provides a number of pre-designed *Portrait Page Templates* with a different number of portraits per page and different layouts, as well as options for changing the font, styles, and color of the name below each image on portrait pages.

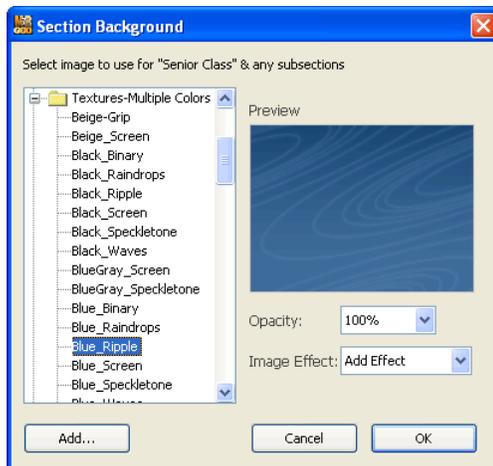
1. To modify a portrait page template or name settings, click on a portraits section or any of its pages and select **Portrait Page Template and Name Settings** from the **Portraits** menu. The following dialog appears:



2. Select a *Page Template* from the list at the top.
3. Use the options in the Text Styles to change the way the names on portrait pages will appear. It uses the same options as the *Color Chooser* ([see p. 26](#)).
4. Click **OK**.

Change a Portrait Section Background

1. To change a portrait section's background image, double click on the name of the portrait section.
2. Click on the open folder icon next to the *Background Image* field.
3. Select a *Section Background* from one of the directories in the left pane.



4. To adjust the opacity (to decrease the contrast with the portrait images and names), click on the **Opacity** drop-down and choose a percentage (the lower the percentage, the more transparent the background image will be).
5. To apply an effect to the background image, choose an option from the **Image Effect** drop-down menu. See effect descriptions on [p. 34](#).
6. To use a custom image, see *Create a Custom Background Image* on [p. 57](#).
7. When finished, click **OK**.

Student Index

Memories Builder provides the ability to link a student's portrait to the pages on which the student appears or is referenced (as part of a club, has featured artwork, etc.). Viewers can then jump to those pages from the student's portrait.

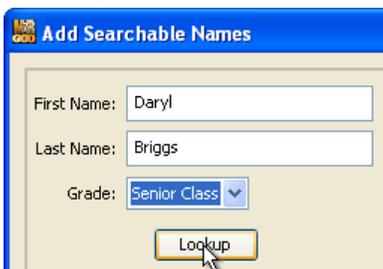
1. Import all student portraits before indexing ([see p. 43](#)).
2. Click on a page in the project that contains images of students or references to specific students. After identifying the students in the images, choose **Page Properties** from the **Modify** menu, or double-click on the name of the page.
3. In the *Page Properties* dialog, click on **Add Names to Index...**



4. The *Add Searchable Names* dialog comes up.



5. Locate the first person in one of the page's images by entering all or a portion of the person's name in the *First Name* or *Last Name* fields, selecting a grade, and clicking **Lookup**.



6. Memories Builder will return a list of students that fit the search parameters you entered. To browse through results, click on the arrow buttons directly underneath the image of the student.
7. Once you have located the correct student, click on the **Add** button to put the student in the *People on this page* box.
8. Repeat steps 5-7 for every student that is associated with the page.
9. When you have finished, click on the **Close** button. Memories Builder will then create a link from the portrait of each student that was in the *People on this page* box to the page. Click on the **OK** button in the *Page Properties* dialog.
10. To check the link, save the project and then enter Preview mode by clicking on the **Preview** icon. 
11. In Preview mode, click on the **Menu** button and choose a Class Portraits section.
12. Browse through the portrait section until you locate one of the students you added into the *People on this page* box in step 7. Click on the portrait to bring up the student's personal screen.



13. In the personal screen, click on the arrow next to the *My Portrait Page* menu (bottom right) and select *Find My Pages*.
14. The menu will disappear as Memories Builder populates the list of pages (in the finished yearbook, the list of pages will already be populated, and viewers will be able to select from the list immediately). Click on the arrow again to see the page(s) where the student appears.



15. Choose one of the pages by clicking on it. Memories Builder will jump to that page.
16. After exiting Preview mode, repeat steps 2-8 for all of the pages in the project.

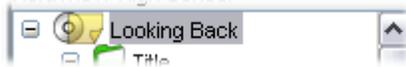
Project Presentation

The Master Overlay (putting an object on every page in the project)

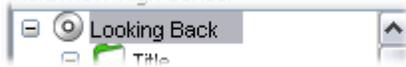
The *Master Overlay* is a layer where students may place an image or text on every page of the project, such as a title bar with the school name. When placing an item on the *Master Overlay*, it appears on top of other objects in the project, with the exception of section overlay objects and videos. *Master Objects* can include images, text, and [Hot Spots](#).

Enable the Master Overlay

1. By default, the Master Overlay should be enabled. If the overlay is enabled, the **Master Level** icon will have a partially transparent yellow paper icon over part of it:



If the Master Overlay is not enabled, the yellow paper icon will not appear:



2. To enable the overlay, double-click the Master Level or choose **Project Properties** from the **Modify** menu.
3. In the *Project Properties* dialog, check the box next to *Add a Master Overlay to this Project*.



4. Click **OK**. Memories Builder will now show the yellow transparent icon over the **Master Level** icon to indicate that the *Master Overlay* is enabled.

Add Objects to the Overlay

Adding objects to the *Master Overlay* is just like adding objects to regular pages.

- a. **Adding images** – Click on the **Image** icon. Browse for an image file and click **Open**. Click on the canvas and place the image. For more detailed information, [see p. 24](#). To review the process for editing images, [see p. 33](#).

Note: In order to preserve transparency in images, you must use the PNG format for the image.

- b. **Adding text** – Click on the **Text** icon. Choose your font, size, style, alignment, and color. Type your text in the text preview box. Click **OK**. Click and drag on the canvas to place text. For more detailed information, [see p. 36](#).
- c. **Adding links** – Click on the **Hot Spot** icon to link to a file, movie or Web site. In the *Link Hotspot To* dialog, choose what kind of a link to create, and then browse for the

appropriate file or project page or type in a web address. Enter a *Tool Tip*, if desired. Click **OK**. Click and drag to define the Hot Spot region. To read more, [see p. 31](#).

- d. **Adding shapes** – Click on the **Shape** icon and select a shape from the drop-down menu. Click on the canvas and hold down the mouse button as you drag open an area to place the shape. See [p. 32](#) for more information on shapes.
- e. **Navigation Buttons** – Memories Builder includes a built-in navigation bar, which you can see in *Preview* mode and select by choosing **Preferences** from the **Edit** menu (*Navigation* tab).

The Master Overlay provides the possibility of creating additional navigation buttons that will display on every page in the project, such as a button to return to the title page. To create a navigation button on the Master Overlay:

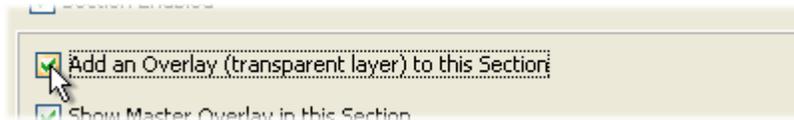
- The *Memories Builder Resources* disc provides several blank button images (in the *Buttons* folder). Add one of these blank button images or your own custom button on the *Master Overlay* (see *a* above).
- When using a plain button image, add text on top of the button so the viewer knows what the button is for (see *b* above).
- Create a *Hot Spot* on the *Master Overlay* that links to the destination page and place it on top of the button (see *c* above).
- Check the link in *Preview* mode to ensure that it works as expected.

Section Overlay

A *Section Overlay* is similar to the *Master Overlay*, except that it only applies to a section. *Section Overlay Objects* can be useful for displaying section titles and showing images on every page of a section.

Enable the Section Overlay

1. By default, section overlays are not enabled (except for portrait sections). To add an overlay to a section, double-click on the name of the section in the *Contents* window.
2. In the *Section Properties* dialog, check the box next to *Add an Overlay to this Section*.



3. Click **OK**. Memories Builder will now show a yellow transparent icon over the **Section** icon to indicate that the *Section Overlay* is enabled.

Add Objects to the Overlay

Adding objects to the *Section Overlay* is just like adding objects to regular pages.

- a. **Adding images** – Click on the **Image** icon. Browse to find the image and click **Open**. Click on the canvas and place the image. For more detailed information, [see p. 24](#). To review the process for editing images, [see p. 33](#).

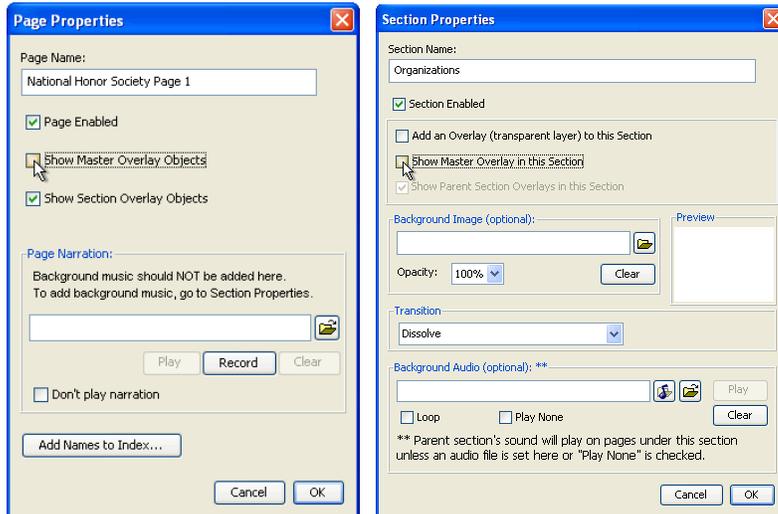
- b. **Adding text** – Click on the **Text** icon. Choose your font, size, style, alignment, and color. Type your text in the text preview box. Click **OK**. Click and drag on the canvas to place text. For more detailed information, [see p. 36](#).
- c. **Adding links** – Click on the **Hot Spot** icon to link to a file, movie or Web site. In the *Link Hotspot To* dialog, choose what kind of a link to create, and then browse for the appropriate file or project page or type in a web address. Enter a *Tool Tip*, if desired. Click **OK**. Click and drag to define the *Hot Spot* region. To read more, [see p. 31](#).
- d. **Adding shapes** – Click on the **Shape** icon and select a shape from the drop-down menu. Click on the canvas and hold down the mouse button as you drag open an area to place the shape. See [p. 32](#) for more information on shapes.

Removing Master and Section Overlays from a Page or Section

To keep *Master Overlay Objects* and *Section Overlay Objects* from appearing on specific pages or in certain sections without deleting them from the entire project:

*Note: To delete Master Objects and Section Objects from the entire project, select the Master Overlay or Section Overlay, click on the object to delete, and choose **Clear** from the **Edit** menu or hit the **Delete** key. To remove a Master Border, choose **Project Properties** from the **Modify** menu, and select **No Master Border** from the Master Border area.*

1. Double-click on the name of the appropriate page or section in the *Contents* window. The *Page Properties* or *Section Properties* dialog will appear.



2. Uncheck the *Show Master Overlay* box or the *Show Section Overlay* box. To remove a parent section's *Section Objects* from a section, uncheck *Show Parent Section Overlays* in the *Section Properties* dialog.
3. Click **OK**.

Creating and Importing a Custom Master Border

You can design your own *Master Border* in another program like Adobe Photoshop. Memories Builder provides an easy method for importing it.

Design Hints and Suggestions:

- The project canvas is 800 pixels wide by 600 pixels high.
- Save the file in PNG (.png) format. This is the only way to preserve transparency in Memories Builder.

There are two methods for using your design images in Memories Builder:

Master Border Method

Use this method if your design uses all of the project's borders (top, sides, and bottom).

1. After creating your image, save it to the following location:
Memories Builder 7/Components/Themes (the Memories Builder 7 folder is located where Memories Builder was installed – usually in Program Files on a Windows computer or in the Applications folder on the Mac)
2. In order for the custom Master Border to work, it will need to have a filename in the following format:
<name>_1.png (e.g. stars_1.png)
3. When you reopen Memories Builder, you will be able to access the new Master Border in the *Project Properties* window or during the project creation process.

Master Overlay Method

Use this method if you are using several images, or if your design image only uses a single border (a bar along the top, for example).

1. Ensure that the Master Overlay is enabled in *Project Properties* ([see p. 52](#)).
2. The semi-transparent yellow paper icon on the **Master Level** icon will show the presence of a Master Overlay.



3. Assemble your design images on the Master Overlay using the instructions for adding images ([see p. 24](#)).

Navigation

Memories Builder provides full navigation to viewers. As a part of creating your project, you will be able to select a navigation bar that viewers will use when viewing the project. To see the bar, go to Preview mode (click on the eye icon).

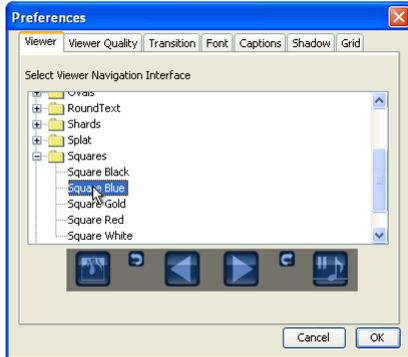
Note: The navigation bar will pop up in the gray area of the canvas titled Pop-up Navigation Area as a user moves the mouse to the bottom of the presentation. Avoid putting videos and Hot Spots in this area, since they may interfere with the navigation bar.

Choosing a Navigation Bar

1. Choose **Preferences** from the **Edit** menu (**Memories Builder** menu on the Mac).
2. Click on the **Viewer** tab.



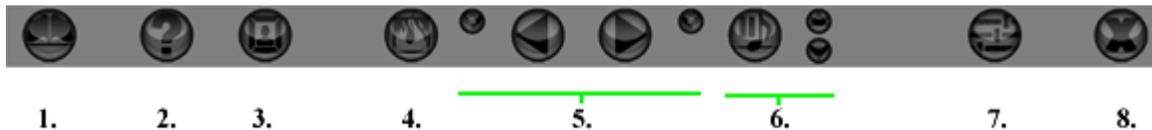
3. Double-click on the names of folders to open them. Click on the name of a navigation bar to see a preview of the buttons.



4. When you have selected a navigation bar you like, click **OK**.
5. Click on the **Preview** icon. To see the navigation bar, move the mouse near the bottom of the presentation. The navigation bar will appear.



Navigation Bar Reference



Button Descriptions:

Note: Buttons like the Portraits button that don't apply to your project will not appear in the final product.

1. **Table of Contents** – Clicking on this button will pop up a window that displays all of the sections and pages in the project. Viewers can click on a page to jump straight to the page.
2. **Help** – Clicking on this button brings up a help file for the presentation.
3. **Portraits** – If the project includes a *Portraits* section, viewers can click on this button to search for friends.
4. **Show Links** – This button allows viewers to reveal Hot Spots in the presentation. They will show up with a thick border outline, color coded as follows:
 - a. Red – Web link
 - b. Blue – Audio file
 - c. Yellow – Movie file
 - d. Violet – Text file
 - e. Green –Project page link
5. **Browse Arrows** – Click on the **Next** button to step forward from page to page through the project presentation. Click on the **Back** button to step backward through

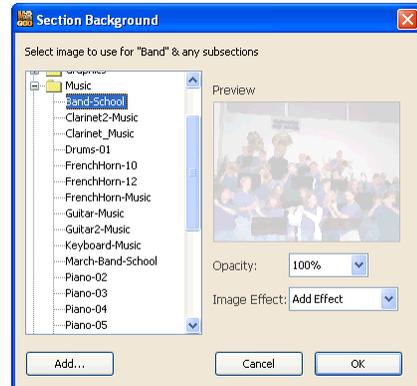
the project. The small right and left arrows work like a Web browser's forward/back buttons.

6. **Music Buttons** – Click on the **Play Music** button to toggle background music on and off. Click on the up/down arrows to increase or decrease volume.
7. **Settings** – This button sets up Memories Builder to automatically move to the next page in timed intervals. Clicking on this icon will bring up a dialog that will allow viewers to set the time interval and turn auto advance on and off. When auto advance is enabled, Memories Builder will display a pause button that pauses auto page advance when clicked on.
8. **Exit** – Closes the presentation.

Add/Change Background Image

Background images go behind all other objects on a page. They help to create visual interest, unify sections of the project by using a common background, and give the project a more professional look. Background images are assigned by section.

1. To add a background to a section, select the section in the *Contents* window.
2. Double-click on a blank spot on the page canvas.
3. In the *Section Background* dialog (shown at right), browse through the available backgrounds by clicking on the plus symbols (arrows on the Mac) next to folder names and selecting background names. A preview will appear in the box on the right.
 - To adjust the opacity (to decrease the contrast with the portrait images and names), click on the *Opacity* slider and choose a percentage (the lower the percentage, the more transparent the background image will be).
 - To apply an effect to the background image, choose an option from the *Image Effect* drop-down menu. See effect descriptions on [p. 34](#).
4. Subsections will inherit their parent's background image unless the subsection has its own background.
5. To learn about the functionality of the **Add** button, see *Create a Custom Background Image* (below).



Create a Custom Background Image

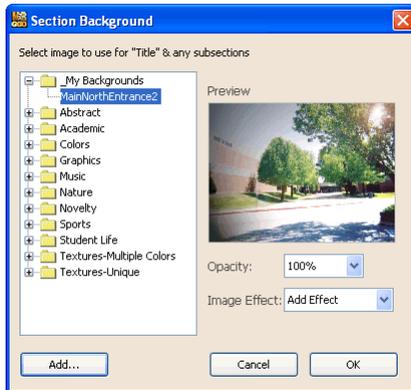
Personalize the project by creating custom background images from school photos or student art. Background images can be in JPG, GIF, or PNG formats, and should be 800 pixels wide by 600 pixels high.

1. Create the image in an image-editing program.
2. In Memories Builder, click on a section in the *Contents* window.
3. Double-click on the current background image or a blank spot on the canvas.

- Click on the **Add** button.



- In the *File Preview* dialog, browse to select the background image you created and click on it.
- Click **Open**.
- The new background image should now be selected. Click **OK**.



Creating Custom Page Templates

Custom page templates provide a further level of customization by allowing you to create new page templates based on pages you have created.

Regular Page Template

After building a page:

- Choose **Save Page Template** from the **File** menu.
- Type a name in the *Name* field of the *Save Page Template* dialog and click **Save**.
- The new page template will now appear in the *Select Page Template* dialog that appears when you click on the **New Page** icon or choose **New Page** from the **Insert** menu.

Note: The new custom page template will substitute blank image boxes (blue) and blank text boxes (yellow) for the original page's images and text. The template will also include any shapes that were on the page.

Auto Page Builder Template

This option will allow you to add to the templates that Auto Page Builder uses. Note that Auto Page Builder templates cannot have more than four images on a page. After building a page:

- Choose **Save Auto-Builder Template** from the **File** menu.
- Type in a name for the new template and click the **Save** button.

3. Auto Page Builder will now use the new template along with the default templates. The selection of templates considers the number of images per page setting (1-4), the orientation of the images (portrait or landscape), and also uses a random factor.

Organizing Sounds and Music

To further enhance the final CD, add background audio, an audio file (typically music) that will play throughout the pages in a section.

To add audio clips to individual pages (especially spoken word), Memories Builder also offers a page narration feature. Narration is assigned by page, and pauses the background audio. When the narration clip finishes, background audio resumes.

Background audio follows an “inheritance principle.” This means that a subsection will play the audio selected for its parent section unless another background audio file is selected for the subsection.

Memories Builder comes with a number of license-free music selections that you can use in your project. Look for the **Memories Builder Music** icon. 

Recommended sound file format information –

Full Songs: MP3 format, 128 kbps (160 for better quality), Stereo channels

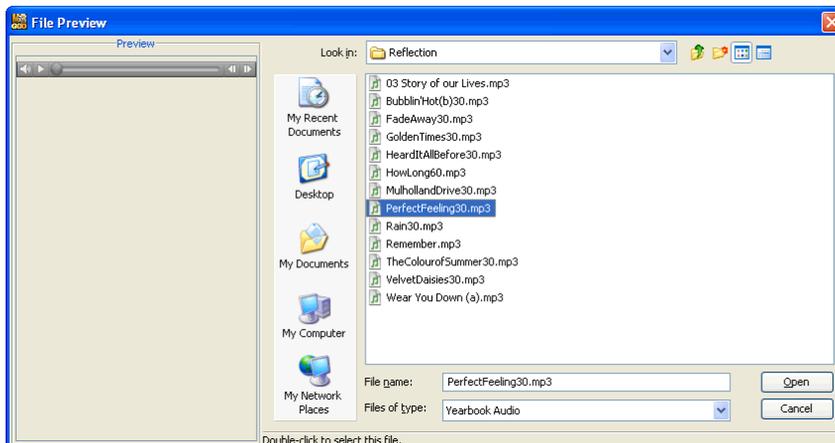
Loops: WAV, 44,100 Hz, 16 bit, Stereo channels

See the Preparing Audio Files guide (in [Appendix D](#)) on page 83 for more information.

Note: You can also link to an audio file with a Hot Spot. To learn more, [see p. 31](#).

Background Audio

1. In the *Contents* window, double-click a section name to add background audio to it.
2. In the *Section Properties* dialog, click on the **Memories Builder Music** icon  to select one of the music files that comes with Memories Builder, or on the open folder icon next to the *Background Audio* field to browse for one of your own music files.
3. In the *File Preview* window, browse to an audio file. Memories Builder supports the following audio file formats: WAV, MP3, AIFF, AU, MIDI, and System 7 sounds. Select the music file and click **Open**.



4. The *Section Properties* dialog also provides the following options:
 - a. **Loop** puts the music in continuous replay mode until the viewer encounters another background audio selection.
 - b. **Play** provides an audio preview of the background audio in the *Section Properties* dialog box.
 - c. **Clear** removes the background audio file for this section (any music selected in a parent section will continue to play through this section).
 - d. **Play None** – Selecting this box will disable all background audio for this section, including [inherited background audio](#).

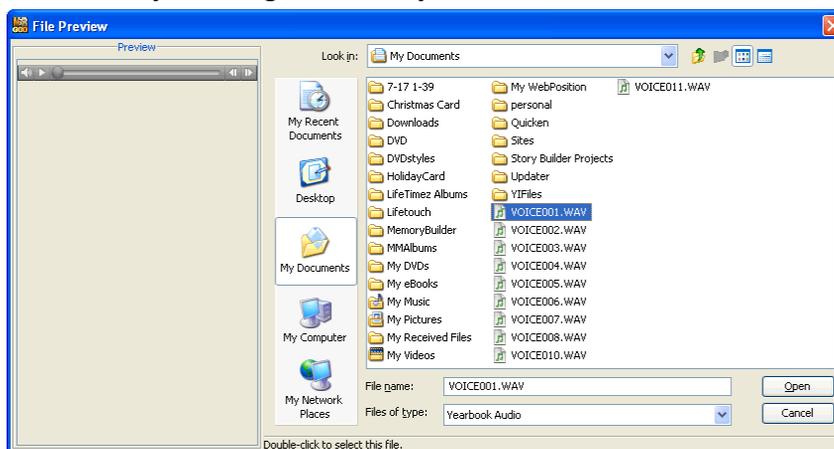
Page Narration

Although *Page Narration* is typically spoken word, it can be any type of sound file. Remember that it will pause the background audio while playing.

1. In the *Contents* window, double-click a page name to add page narration.
2. In the *Page Properties* dialog, click on the open folder icon next to the *Page Narration* field to choose a pre-recorded file. To record your own, [see step 5](#).



3. In the *File Preview* dialog, browse to the file to use. Memories Builder supports the following audio file formats: WAV, MP3, AIFF, AU, MIDI, and System 7 sounds. The *Preview* box in the left side of the *File Preview* dialog allows a preview of the audio file by clicking on the **Play** button.



4. Select the file and click **Open**.

5. In the *Page Properties* dialog, several additional boxes and buttons provide additional options.



- The **Play** button provides a preview of the audio in the *Page Properties* dialog box.
 - The **Record** button

Instructions for PC computers: To prepare for recording page narration, plug a microphone into the computer. Select the microphone input in the *Recording Control* panel (choose Properties from the Options menu, and then select the **Recording** radio button) of the Windows Volume Control. This can be accessed from the **Start** button by going to Program Files > Accessories > Entertainment.

Instructions for Mac computers: Click on the Apple in the top menu bar, and choose System Preferences. Choose the Speech item in System Preferences. In the Speech window, make sure that the Microphone field is set to Microphone or Internal Microphone (rather than Line In).

After setting up, click the **Record** button. A new window will pop up that instructs you to begin recording. When you have finished, click the **Stop** button.
 - **Clear** removes the page narration for this page.
 - **Don't play narration** disables the page narration to allow testing pages with and without narration in *Preview* mode.
6. When finished, click **OK**.

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* on [p. 93](#) 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.

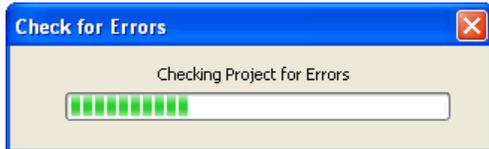


2. Memories Builder will go into Preview Mode. A row of navigation and function buttons will appear at the bottom of the presentation as you move the mouse to the bottom of the screen. Browse through the project with the arrow icons or go to specific pages with the **Table of Contents** icon (far left).
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*.

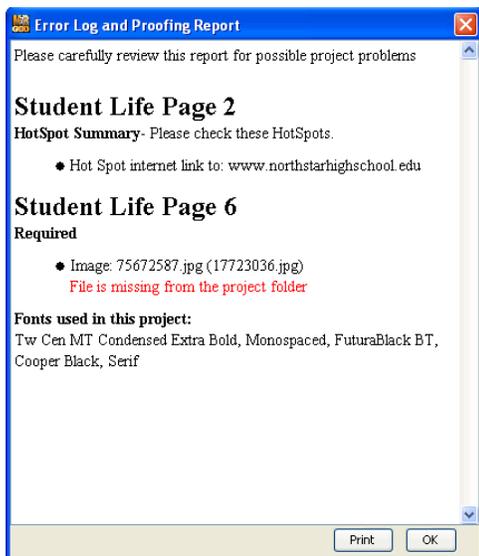
Step 2: Check Project for Errors

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.

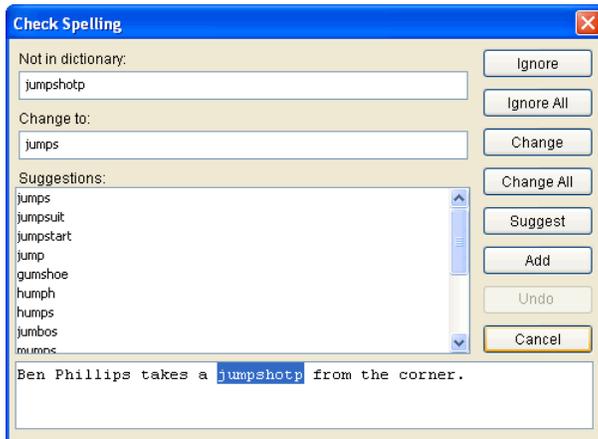
Step 3: Check Spelling

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.

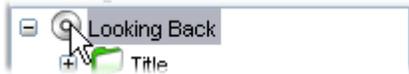
Step 4: Proof/Lock Project

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 recommendations on reducing the size of your project, see *Appendix E* on [p. 87](#).

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:

Choose an email address for password reminders.

Enter Your Email Address:

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.



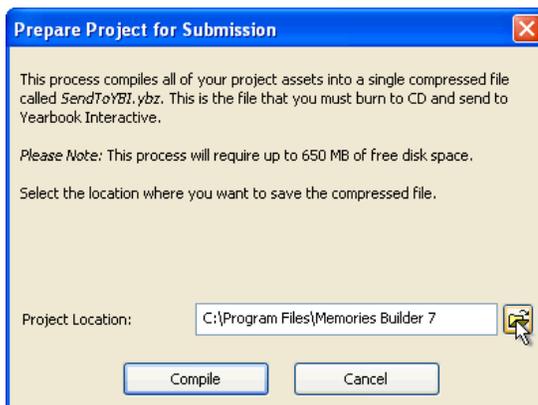
10. Save the project after proofing.

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 *SendToYBI.ybz* in the location you specified in step 2.

Submit the Project

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

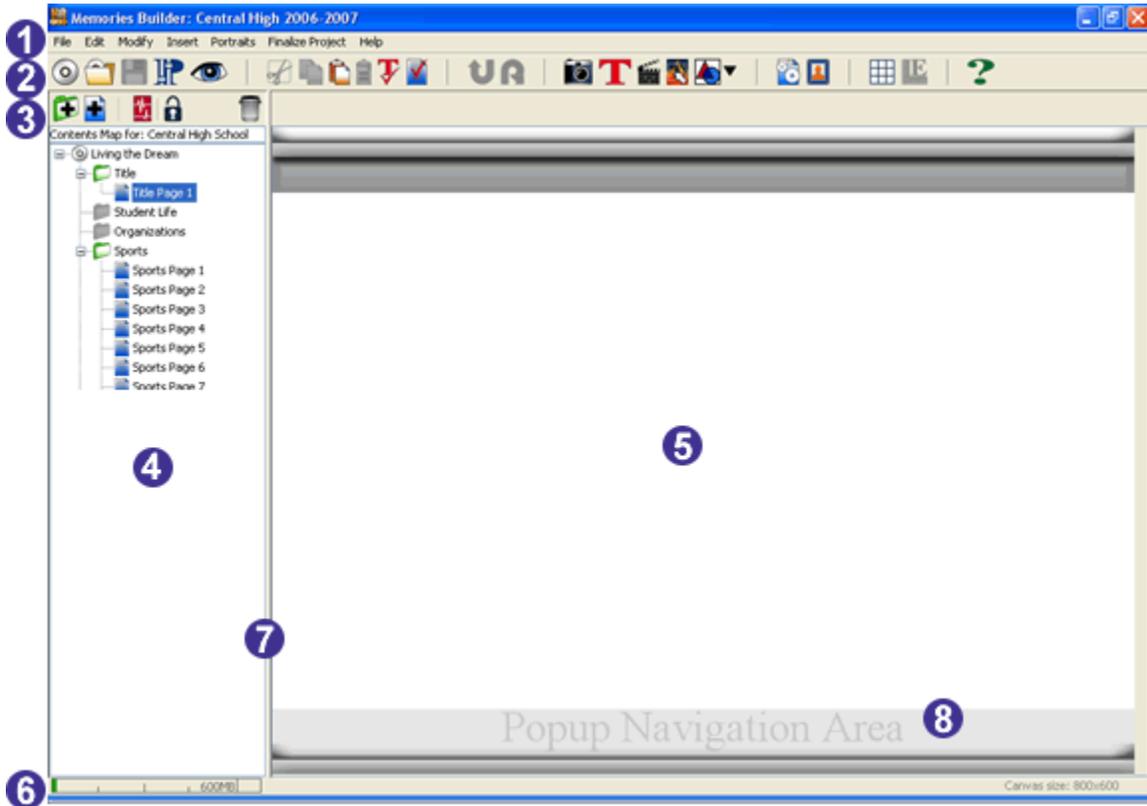
*Note: If you are using Roxio Easy CD Creator, please burn your CD as a DataCD project. **Do not use DirectCD.***

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.

Appendix A: Interface Reference

This appendix contains information about the major elements of Memories Builder, shown below:



1. [Menus \(Function Definitions\)](#) (p. 69)
2. [Main Toolbar](#) (p. 72)
3. [Contents Toolbar](#) (p. 72)
4. [Contents Window](#) (p. 73)
5. [Canvas](#) (p. 75)
6. [Space Used Indicator](#) (p. 75)
7. [The Frame Adjustment Bar](#) (p. 76)
8. [Pop-up Navigation Area](#) (p. 76)

1. Menus (Function Definitions)

File

- New Project*—Closes the current project to create a new project.
- Open Project*—Closes the current project to open an existing project.
- Close Project*—Closes the current project.
- Save*—Saves the project with the current name in the current location.
- Save As*—Saves the project in a custom location with a new name. (The previously named project will exist separately under the original name.)
- Save Page Template*—Uses the objects on the current page (images, text boxes, and shapes) to create a page template.
- Save Auto-Page Template*—Uses the objects on the current page (images, text boxes, and shapes) to create a page template for Auto Page Builder.
- Print Page*—Prints the current page for proofing or preview.
- Backup Project*—Creates a safety copy of the open project and all of its files.
- Restore from Backup*—Returns a project to the state it was in when it was backed up with the Backup Project menu item.
- Recent Projects*—A list of the projects you have opened recently. Click on a project to open it.
- Exit*—Closes the current project and quits the application.

Edit

- Undo*—Cancels the last operation.
- Redo*—Restores the “undone” operation.
- Cut*—Removes a page object to the clipboard to be pasted in another location.
- Copy*—Copies a page object to the clipboard to be pasted in another location.
- Paste*—Applies the page object stored in the clipboard to the current page.
- Clear*—Permanently deletes the page object from the page.
- Delete Page or Section*—Brings up a dialog for selecting and deleting a page or section. Useful for deleting pages or sections that are generating errors.
- Check Project for Errors*—Brings up a utility that checks for errors in the project and displays a printable list of results.
- Check Page for Errors*—Brings up a utility that checks for errors on the current page and displays a printable list of results.
- Select All*—Selects all objects on the current page.
- Preferences*—Sets a number of options for projects. See *Appendix C: Project Preferences* on [p. 80](#).

Modify

- Page Properties*—Displays the Page Properties dialog to view or change:
 - Page Name

- Enable/Disable Page
- Show Master and Section Overlay Objects
- Page Narration
- Student Index

Section Properties—Displays the Section Properties dialog to view or change:

- Section Name
- Enable/Disable Section
- Suppress Master Overlay Objects and Parent Section Overlay Objects
- Background Image
- Page Transitions
- Background Audio (Music)

Project Properties—Displays the Project Properties dialog to view or change:

- Splash Screen Information, including the School Name and Yearbook Title (a screen that displays as the finished CD supplement is loading).
- Intro Video Information—A video that plays before the presentation.
- Master Border—A graphic or set of images that shows up on every page. Includes a preview of the selected Master Border.
- School Colors—Affects the way certain Master Borders display.
- Master Overlay Option—Creates a transparency for placing objects that will show up on every page in the project.

Project Plan—Brings up the Project Planning dialog, where you can view and change plan attributes.

Compare to Plan—Brings up a dialog that shows how much of the project you've built alongside a review of the projections you created in the project plan, as well as deadlines and assignments.

Renumber Pages—Assigns names to the pages in a section based on the order they are in (useful after moving pages in a section around).

Change Password—Allows you to change the password for locking and unlocking pages and sections.

Edit Object—Allows for changes to objects on the page.

- Opens the Text Editor when a text box is selected on a page.
- Opens the Hot Spot Editor when a Hot Spot is selected.

Delete Object—Permanently deletes a selected object from the page.

Bring to Front—Makes the selected page object the front (top) layer.

Send to Back—Makes the selected page object the back (bottom) layer.

Bring Forward—Brings the selected page object one layer forward.

Send Backward—Moves the selected page object one layer backward.

Align—Brings objects into alignment with each other or the Canvas. See [p. 23](#) for details.

Show Grid—Displays a grid on the current page for assistance in placement of page objects.

Insert

New Page—Adds a new page to the section that is highlighted or to the parent section of the page that is highlighted.

New Section—Creates a section as a subsection of the currently selected section or at the root level if the Master Overlay is selected.

Import Pages/Sections—Imports pages or sections from another project. The new page will be placed below the selected page or section in the *Contents* window of the current project.

Import Portrait Section—Brings a portrait section from another project into the current project.

Auto Page Builder—Creates and fills pages with images of your choice. See [p. 41](#).

Add Image—Adds an image (jpg, bmp, png, gif, tif, pic) to the current page.

Add Text—Adds text to the current page.

Add Movie—Adds a movie (mov, avi, mpg) to the current page.

Add Hot Spot—Adds a Hot Spot to the current page.

Add Shape—Pops up a menu for selecting a shape to add to the current page.

Portraits

Import Portraits—Brings portrait images into a project, alphabetizes them, and creates pages for the images.

Edit Portraits—Brings up a dialog box for adding or changing the name and other information associated with portraits, such as a Personal Movie, Personal Sound, Personal Page or message. Includes tools for editing portrait images.

Portrait Page Template and Name Settings—Opens a dialog box for selecting a page template for the auto-generated pages in a Portrait section and the text font and styles for names displayed in the Portrait section.

Finalize Project

Step 1: Preview Project—Puts Memories Builder in *Preview* mode, which shows what the final presentation will look like.

Step 2: Check Project for Errors—Brings up a utility that checks for errors in the project and displays a printable list of results.

Step 3: Check Spelling—Brings up a utility that checks the spelling in all of the project's text boxes, points out errors, and suggests changes.

Step 4: Proof/Lock Project—Brings up information on locking pages and sections (required before the Export for Submission step).

Step 5: Export for Submission—Compresses the project files into a single file named SendToYBI.ybz in preparation for sending the project to Yearbook Interactive.

Finalize Project Help—Brings up detailed information about the steps to finalizing a project.

Help

Memories Builder Help—Brings up the help system, which contains topics, an index, and a search function for finding help with Memories Builder.

Check for Updates—If your computer is connected to the Internet, this will check to see if you have the most current version of Memories Builder.

User's Guide—Opens this User's Guide in another window, a print-ready document that contains complete information about using Memories Builder.

Tutorial—Opens a document that leads you through the basic steps of using Memories Builder.

Memories Builder Web Site—Launches the Memories Builder Web site, which contains information and updates for Memories Builder.

Give YBI Feedback—Launches a form on the Memories Builder Web site, which allows you to send feedback to Yearbook Interactive.

About Memories Builder—Displays a screen that contains copyright and version information for Memories Builder.

2. Main Toolbar

See *Menus (Function Definitions)* on [p. 69](#) above for explanations of each of the *Main Toolbar* icon functions.



- | | | | | |
|-----------------|--------------------|---------------------------|-----------------------|-----------------|
| 1. New Project | 6. Cut | 11. Check Page for Errors | 16. Add Movie | 21. Show Grid |
| 2. Open Project | 7. Copy | 12. Undo | 17. Add Hot Spot | 22. Edit Object |
| 3. Save | 8. Paste | 13. Redo | 18. Add Shape | 23. Help |
| 4. Preferences | 9. Paste in Place | 14. Add Image | 19. Auto Page Builder | |
| 5. Preview | 10. Check Spelling | 15. Add Text | 20. Import Portraits | |

3. Contents Toolbar



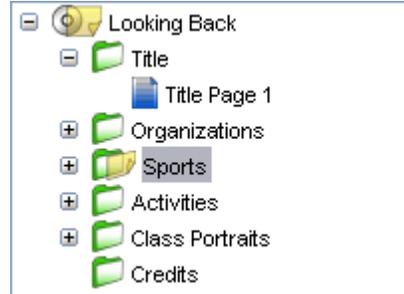
1. *New Section* - Creates a new project section.
2. *New Page* - Creates a new page in the currently selected project section.
3. *Properties* – Brings up the properties dialog for the selected page or section, which allows modification of names, music selections, background images, whether master and section objects appear, and more. See p. 74.
4. *Lock* – Locks or unlocks sections and pages. All project contents (Master Level, sections, pages) must be locked before exporting the project, the final step in submitting it to Yearbook Interactive.

5. *Delete* - Removes a page or section by clicking on the page or section in the *Contents* window and then clicking on this button.

4. Contents Window

The *Contents* window displays the sections and pages of your project.

- Click-drag sections and pages to move them to the desired location in the *Contents* window.
- To delete a section or page, select the section or page then click on the **Trash** icon on the *Contents Toolbar*.
- To quickly move through pages and sections, hold down the Ctrl key (Apple key on the Mac) and hit the up or down arrows.
- Click with the right mouse button (Ctrl-click on the Mac) on selected sections or pages to bring up a menu that allows you to modify properties:



- *Disable* – keeps the page or section from appearing in the final presentation without deleting it. To enable it again, right-click (Ctrl-click on the Mac) and choose *Enable*.
- *Move to* – brings up a window which allows you to choose a new location in the project for the selected section or page. Click on the name of the destination section (expand sections by clicking on the plus or arrow icon next to it) and click **OK**.
- *Delete* – permanently removes the page or section from the project.
- *Properties* – opens the *Page Properties* or *Section Properties* dialog for the selected item. See *Sections* and *Pages* below.

Master Level/Master Overlay

The *Master Level* contains all of the top-level sections in a project. The *Master Overlay* is a transparency that lies over every page. It is used for placing objects that are to be displayed throughout the project.

- Objects on the Master Overlay always appear above the page objects, but below the section objects.
- Logos, mascots, school name, and other titles are the perfect design elements to be placed on the Master Overlay.
- The Master Overlay is enabled by default. To disable it, choose **Project Properties** from the **Modify** menu.
- A yellow transparent page over the **Master Level** icon indicates that the Master Overlay is enabled. 

Sections

Sections are separators or dividers in the CD supplement. They typically contain pages related to a single subject or activity, such as homecoming or softball. Sections contain background images and background music that help to bind a set of pages together. Sections can also have a *Section Overlay* with objects that show up on every page in the section (a section title, for example).

- The **green folder** icon  identifies sections.
- When the icon is green, it has been enabled and is active.
- When it is gray, it has been disabled and neither it, nor any of the pages contained therein will be displayed in the presentation CD unless re-activated. (Double-click the section to open *Section Properties* and enable it.)
- Section properties are set by double-clicking on the section name or by clicking on the **Properties** icon .

You may edit the following in *Section Properties*:

Section Name ([see p. 18](#))

Enable/Disable Section ([see p. 20](#))

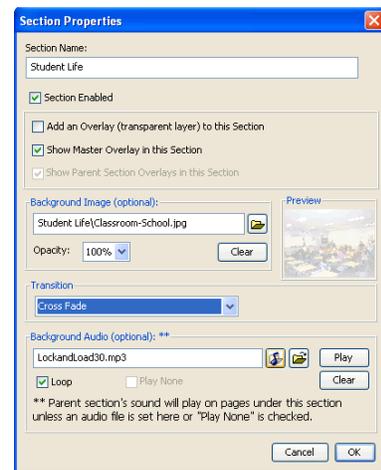
Enable Section Overlay ([see p. 53](#))

Show/Hide Master and Section Overlays in the Section ([see p. 54](#))

Section Background Image ([see p. 57](#))

Page Transitions ([see p. 17](#))

Background Audio ([see p. 59](#))



Pages

The blue **page** icon  designates individual pages. A *Page* contains all of the standard objects, such as movies, sounds, images, hot spots, etc.

- When the icon is blue, it has been enabled and is active.
- When it is gray, it has been disabled and it will not be displayed in the presentation unless re-activated. (Double-click the page to open *Page Properties* and enable it.)
- Modify page properties by double-clicking on the page name or by clicking on the **Properties** icon  after selecting the page.

You may edit the following in *Page Properties*:

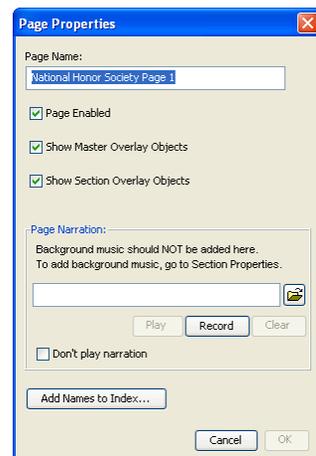
Page Name ([see p. 18](#))

Enable/Disable Page ([see p. 20](#))

Show/Hide Overlays on the Page ([see p. 54](#))

Page Narration ([see p. 60](#))

Student Index ([see p. 50](#))



5. Canvas

The project *Canvas* is where students will do most of the work. The canvas size is 800 pixels wide by 600 pixels high. When a section has been selected in the *Contents* window, the background (if already chosen) and instructions will appear on the page. When a page has been selected in the *Contents* window, all of the page objects previously added to the selected page will be displayed.

Tips for making changes on the *Canvas*:

- To change the background image, double-click on the background. The *Section Background* dialog box will open.
- Move page objects by clicking on them, holding the mouse button down, and dragging them on the canvas.
- Double-click on a text box, Hot Spot, or image-filled shape to open an editing window.
- Delete or change the layer order of objects on the page canvas by right-clicking the mouse (Ctrl-click on the Mac) and choosing from the drop down menu shown to the right. Master Overlay and Section Overlay objects always display on top of standard page objects, with the exception of video.
- The other right-click (Ctrl-click on the Mac) items are shortcuts to common object functions.



6. The Space Indicator

Even though a CD can hold a lot of information, its space is still limited. Since video and audio files take up quite a bit of space, keep an eye on how much space is being used. Memories Builder provides a handy visual reference bar called the *Space Indicator*. It is located in the lower left corner of Memories Builder.

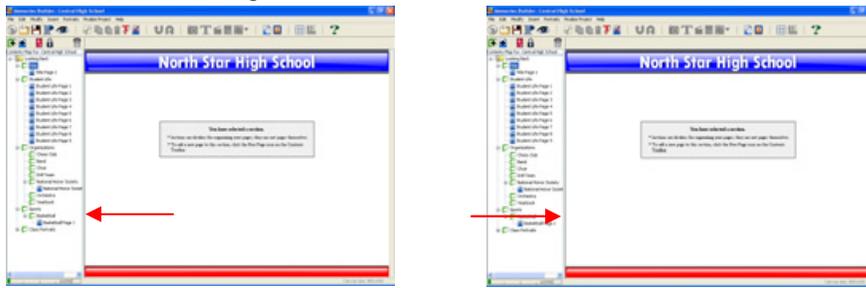


The Space Indicator bar shows how much space the project is using. Since the average CD-R has about 650MB available, the entire transparent gray rectangle represents 650MB. The green bar indicates how much space has been used.

The Space Indicator is only a rough approximation of the project's current size. The software that allows students to view the final product takes up some room as well, so 600MB is set as the size limit for your project. When the project reaches 600MB in size, the bar turns to red, indicating that the project may be in danger of using up more space than a CD can hold. Your project should be less than 600MB before you submit it to Yearbook Interactive.

See [p. 87](#) for recommendations on reducing project size.

7. The Frame Adjustment Bar



The bar between the *Contents* window and the canvas can be adjusted for display purposes. A double arrow cursor will appear when placing the cursor over it. Click-drag the bar to the left to see more of the canvas or to the right to see more of the *Contents* window.

8. Pop-up Navigation Area

The final CD presentation will include a navigation bar ([see p. 55](#)) for browsing through pages and accessing certain features and settings (class portrait search, auto page advance, music volume, etc.). The navigation bar will pop up as a viewer moves the mouse near the bottom of the presentation in the area indicated. Placing videos and hot spots in this area may interfere with the navigation bar or hot spot functionality.

- To see the navigation bar, preview the project ([see p. 62](#)).
- To change the navigation bar, choose **Preferences** from the **Edit** menu (the **Memories Builder** menu on the Mac) and click on the **Viewer** tab. See [p. 80](#).

Appendix B: 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

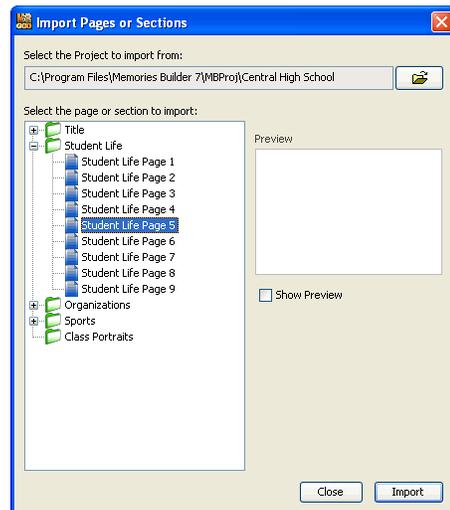
Before exporting the final project for submission, all pages that will be in the final presentation must be in a single project (the Master Project). Use the *Import Pages and Sections* function to bring all of the parts of the project together. If the section you are trying to import is a portrait section,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

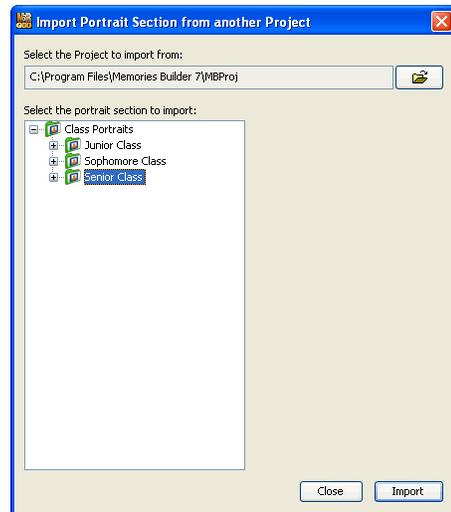


5. The import window will show the sections and pages in the project. Select the first page or section to import. Click on the *Show Preview* box to display the selected page or section.
6. Click **Import** when you are satisfied with your selection. The icon of the imported section or page will turn 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.

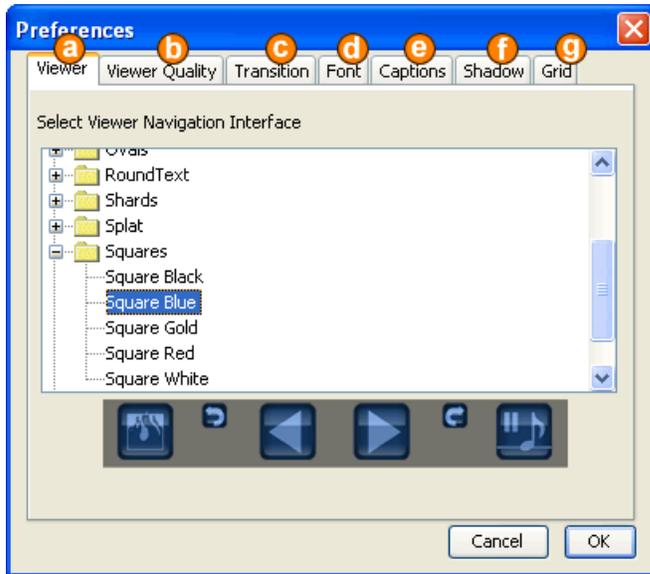


After you have all the projects combined into one, you can spell-check, proof/lock, and export your project for submission.

Appendix C: Project Preferences

The Memories Builder *Preferences* dialog is an interface for accessing functions and default settings that affect the entire project and the way that you use Memories Builder.

To access *Preferences*, choose **Preferences** from the **Edit** menu. The following dialog will appear:



- a. **Viewer** – Choose the navigation bar that users will see when viewing the final product. Double-click to open folders and click to select and preview different options.
- b. **Viewer Quality** – Click the **Best Quality** button to choose a setting that creates higher quality pages in the final product. Click on **More Pages** to allow more total pages. The higher quality pages take about 1 MB per page, while the **More Pages** setting averages about half of that per page.
- c. **Transition** – A transition is an effect that happens between page changes. Choose the default transition for new sections from the drop-down menu. Check the **Apply selected transition to all sections** box to change all project transitions.
- d. **Font** – Choose the default font style options for new text boxes (see #2 on [p. 26](#) for more information on font style options).
- e. **Captions** – Check the box on this tab enable auto captions. When auto captions are enabled, Memories Builder will include a text box with the image name every time you place an image on the page canvas.
- f. **Shadow** – Choose the default shadow settings for images, shapes, and text. There is also an option to add shadows to every object in the project (except portrait images).
- g. **Grid** – Choose **Show Grid** to display guide lines on the page canvas to help align objects. Choose **Snap to Grid** to have objects align to the nearest grid line when you move them. Use the **Grid Size** slider to determine how far apart the guide lines are.

Appendix D: Preparing Your Media Files

Preparing Images

Images are the real focus of a yearbook; students will spend most of their time looking at them. Therefore, you want your images to look as good as possible. The following recommendations will help you maintain a professional look throughout your project.

Bringing Images into Your Computer

Since Memories Builder supports a large number of image file formats (JPG, GIF, PNG, BMP, PSD, TIF, PIC, and PCT), there are a number of ways to save images to your computer. When importing images from a digital camera or photo disk, the default settings should work fine.

Image Scanning – Recommended Settings

Format: JPG

Quality: High

Resolution: 150 dpi (300 dpi if you will be using the same image in the print yearbook)

Changing Image Settings

Computer image files, like sound and video files, tend to be large and can quickly eat up hard drive space. If you are running out of room on your hard drive, change your images' settings if you have them in uncompressed file formats (like BMP or PSD) or if you are planning to include a large number of images in your project. We recommend that you use file formats that compress the size of the image file (such as JPG or GIF).

Image Editing Programs (Photoshop, etc.) – Recommended Save/Export Settings:

File Format: JPG (jpeg)

Quality: Medium to high (8-10 in Adobe Photoshop™)

Resolution: 72 dpi*

Size: not much larger than 800 pixels wide by 600 pixels high**

* Unlike images that you are using for a print yearbook, images that you will use in the CD supplement don't require a high resolution; 72 dpi is usually sufficient.

** Size settings are a balancing act. On the one hand, if your images are larger than necessary, you will be using extra hard drive space since larger images generate larger files. On the other hand, if you blow up a small image to fill a large area on a page, it will lose quality. Try to save images so that their dimensions are the same size or a bit larger than the area they will fill on the page.

Other formats:

See the documentation for your image-editing program for recommendations.

Portrait Preparation

When planning the portrait section of your CD yearbook, the first step is to figure out how you will get the portrait images onto computer. There are three possibilities:

- Your school photographer may have these photos on a CD-ROM.
- The portraits could be on a digital camera.
- You have hard copies of the images, and will need to scan them.

Images on CD

You will save time if you have access to a CD containing digital student photos. Most photo CDs store the pictures in JPEG format.

Some photo CDs are set up for Macintosh computers and won't have the file extensions (.jpg, for example).

- *Windows Computers:* Download a program called A.F.5 Rename to run batch renaming. You can download this program from www.download.com (do a search on A.F.5 Rename).
- *Mac Computers:* Call Technical Support for information about using the Mac utilities that are included on the Memories Builder CD.

Digital Camera

Getting images is a matter of plugging your digital camera into your computer, choosing the **Import Portraits** item from the **Portraits** menu in Memories Builder, selecting **Individual Files**, and browsing to your camera to find the images. If you can't locate your camera in Memories Builder, copy the images to the hard drive using *Windows Explorer (My Computer)* or the *Mac Finder*.

Scanning

If you have to scan your photos, select color and 72 dpi. Save the images in JPEG format. Memories Builder recognizes certain naming conventions, and you will save yourself a lot of hassle when it comes time to edit portrait names if you use one of the following formats when choosing file names:

LastName FirstName Initial (example: Smith_John_A.jpg)

FirstName LastName Initial (example: John_Smith_A.jpg)

Once you have access to the portraits on your machine, you are ready to import them into the program. See *Class Portraits* on [p. 43](#) for more information.

Preparing Audio Files

Audio files can make your yearbook much more appealing.

Ways to Use Audio in Memories Builder:

- Background Music
- Page Narration
- Hot Spot Link

This guide will explain how to prepare your files and the different ways of using them in your yearbook.

Software

In order to prepare your audio for use, you will need audio editing software. There are many programs available, ranging in price and features from the free Audacity to Cakewalk SONAR (a full suite of digital audio editing tools and effects).

Free Audio Software:

Audacity (recorder/editor) audacity.sourceforge.net

CDex (utility for transferring music from a CD) www.cdex.n3.net

For other recommendations, call Technical Support at 877-463-6924.

Optimizing Audio

Audio editing programs allow you to change a number of settings that will affect the sound quality and size of your audio files (the higher the sound quality, the larger the file size). Audio files can be very large. It's best to make your files as small as possible, without compromising too much sound quality, to save space and speed up your project.

MP3 Format

This popular format is extremely useful for reducing file size while maintaining acceptable standards of quality. We recommend this format for full-length songs. If your sound-editing program doesn't have an mp3 encoder, save your files on your hard drive as WAV or AIFF files, and then download CDex (see above) to convert the files to mp3 format. Once they're in mp3 format, you can bring them into the project. We recommend the following settings for mp3 files:

- 160 kbps Bit Rate (128 kbps is fine for speech)
- Stereo Channel Setting

WAV and AIFF Formats

WAV is the standard Windows audio file format, and AIFF is the standard for Mac computers. We recommend these formats for loops. After recording speech or music, it's

always a good idea to save a copy of the file in WAV format or AIFF format, depending on your platform.

For speech, we recommend the following settings:

- 22,050 Hz Sample Rate (also called Sampling Frequency)
- 16 Bit Resolution
- Mono Channel Setting

For music, we recommend the following settings:

- 22,050 Hz Sample Rate (also called Sampling Frequency)
- 16 Bit Resolution
- Stereo Channel Setting

We also recommend that you *normalize* your audio files. This will set them to more even volume levels (so that one file is not much louder or softer than another). Most audio editing programs have a normalize function. CDex provides an option for normalizing files when you are recording from a CD or converting files from one format to another. If the normalize function has settings, choose 100% or 0.0dB.

Using Audio in Your Project

After you have prepared your audio files, you are ready to bring them into the project. There are three ways that you can use audio files. Consult the following descriptions to help you decide how to best use your audio:

- *Background Audio* – Plays continuously as viewers browse the project.
- *Page Narration* – When a viewer navigates to a page with Page Narration, Memories Builder interrupts the background music to play the narration file. Afterwards the background music will resume.
- *Audio File Hot Spot* – Makes an area of the canvas active (a Hot Spot). When viewers click on the Hot Spot, Memories Builder interrupts the background music to play the audio file. After the audio file is finished playing, background music resumes.

How you add the audio file into your Memories Builder project will depend on how you decide to use the file in your project. Consult the instructions below:

Background Audio

1. Background audio is assigned by section. Locate the section to which you'd like to add background audio in the *Contents* window and double click on it.
2. In the *Section Properties* dialog, click on the **Memories Builder Music Library** icon or the open folder icon next to the *Background Audio* field.
3. Browse for your audio file in the *File Preview* dialog and double click on it.
4. The file will now be assigned as background audio. Click on **OK** in the *Section Properties* dialog.

Page Narration

1. Page narration is assigned by page. Locate the page to which you'd like to add page narration in the *Contents* window, and double click on it.
2. Click on the open folder icon next to the *Page Narration* field.
3. Browse for your audio file in the *File Preview* dialog and double click on it.
4. You may also record your own page narration if you have a microphone for your computer. Click on the **Record** button. Wait for the prompt to begin recording and the time counter that shows the length of the recording and then speak into the microphone. When you have finished, click **Stop**. Go into preview (click on the eye icon on the toolbar) and check the page narration. If necessary, record again.
5. The file will now be assigned as page narration. Click on **OK** in the *Page Properties* dialog.

Audio File Hot Spot

1. Click on the **Hot Spot** icon  on the *Main Toolbar*.
2. In the *Link Hotspot To* dialog, click on the **Audio** radio button.
3. Click on the open folder icon next to the *Audio* field.
4. Browse for your audio file in the *File Preview* dialog and double click on it.
5. The file will now be assigned as a Hot Spot. (You may preview it with the **Play** button or remove it with the **Clear** button.) Click on **OK**.
6. Select an area for the Hot Spot by clicking and holding the mouse button down on the canvas, and then dragging to open up a Hot Spot area. When you release the mouse button, Memories Builder creates the Hot Spot.
7. The Hot Spot will appear as a red rectangle outline on the canvas.

For your convenience, Memories Builder provides a few royalty-free audio selections that you can use. Look for the **Memories Builder Music Library** icon. 



Yearbook Interactive CD Video Overview



Three steps are involved in creating videos for your CD yearbook: Importing, Editing, and Exporting.

Importing:

Video can be imported to your computer in one of two ways:

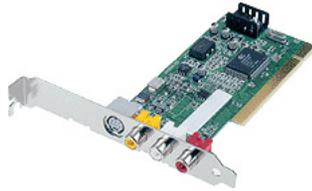
Analog Video Capture

or

Digital Video (DV) Capture



(RCA) Analog Cables



Analog Capture Card (PCI)



DV Cable



DV Card (PCI)

You may need to purchase an analog video capture card (\$90 to \$350) or a DV capture card (\$29 to \$199) if your computer doesn't have one. Many new Apple™ PowerMacs, iMacs, PowerBooks, and iBooks include built in DV capture called FireWire™. Some new PC computers include DV capture called iLink™ or IEEE1394. If you have a computer with DV ports but only have video on VHS cassettes (analog video) you will need a media converter (\$249-\$399) or an analog capture card. Call Yearbook Interactive for more information (877-463-6924 ext. 23). Some DV camcorders have video inputs that convert analog to digital (basically a media converter built in).

Editing:

Editing consists of taking raw video and cutting out extra footage, boring scenes etc., or adding special effects such as slow motion or fades. Some popular programs with varying features and cost are listed below:

iMovie™ (included with OS X, Mac only)

Final Cut Pro™ (\$499 Educational Price, Mac only)

Adobe Premiere or Premiere Elements (\$599 or \$100 PC & Mac)

Exporting:

It is important that your video not only looks good, but also utilizes a small amount of space. Our recommended settings are:

File Type: **QuickTime** “.mov”*

Video Settings:

Frame Size: **320x240**

Compressor: **MPEG-4**

Quality: **High**

Frame Rate: **15fps** (30fps sports)

Key Frames Every: **24**

Limit Data Rate: between **720** and **1200** kbits/sec

Audio Settings:

Compressor: **uncompressed**

Sample Rate: **22.050 kHz**

Size: **16bit**

Channels: **Mono**

*Memories Builder also supports AVI with Cinepak codec and MPEG using Multi-Media Settings.

Appendix E: Troubleshooting

Memories Builder opened up blank (no project is showing) or prompted me to create a new project, even though I have already created a project.

There are a number of things that could have caused this, including:

Changing computers or logging on as a different user

Memories Builder will not automatically open your most recent project if you change to a different computer or if you log in as a different user.

- Cancel the *New Project* dialog (if prompted), choose **Open Project**, browse to your project, click on the project *folder* (not the project file), and click on the **Select Project** button.
- If you need to open your project, but are not sure where you saved it, do a search on the hard drive for files with ‘.sb3’ (without the quotes) in the filename.

Lost user preferences file

Memories Builder keeps track of your most recent project through a preferences file. Occasionally, this file may get lost for unknown reasons.

- Cancel the *New Project* dialog (if prompted), choose **Open Project**, browse to your project, click on the project *folder* (not the project file), and click on the **Select Project** button.
- If you need to open your project, but are not sure where you saved it, do a search on the hard drive for files with ‘.sb3’ (without the quotes) in the filename.

Corrupt or lost project

If you received a message that there is a problem with the project and you need to call Technical Support, do so immediately (877-463-6924 ext. 23). Also, call Tech Support if the project folder is missing or parts of the project folder (such as the .sb3 file) are missing or if project pages come up with error messages or blue and yellow boxes where images and text should be.

No network connection or not logged in

If your project is saved on a network, ensure that you are logged into the network and that your network connection is working.

It’s time to combine our projects, and I can’t remember where we put them all.

Open projects on their original computers, hold down the *Ctrl+Alt+Shift* keys together and hit the ‘F’ key. This will display the location of the project file.

Our project is too big.

This is typically caused by video files, but there are a number of possible causes.

Figuring Out What Is Taking Up Space

Choose **Compare to Plan** from the **Modify** menu (even if you did not create a project plan). Look at the right column (*Actual*). Near the bottom it will tell you how much space you are using in each category (except pages). Pages take about 1 MB each.

If video and audio are taking up a lot of space, you should compress or recompress the video and audio files. If you are unsure of how to do this, call Tech Support at 877-463-6924 ext.23. See our recommended settings on [p. 86](#).

Images – Resolution and Space

The image resolution of your scanned images will not make any difference, since Memories Builder adjusts the image resolution before adding an image to a page (or calculating how much space it uses).

Pages

If you are planning to have more than 400 or 500 pages, you should probably use the lower quality setting for pages.

The disadvantage of the lower quality pages is that text will sometimes appear blurry, especially if you are using red or green text or a text color that is similar to the color of the section background.

Page/Viewer Quality

Important: Only make this change if you run out of room because of pages.

To change the text quality setting, choose **Preferences** from the **Edit** menu.

Click on the **Viewer Quality** tab.

Click on the **More Pages** button (notice how the red text is a little blurry in the example image).

If you are worried about the quality of the pages or if you end up using fewer than 400-500 pages, you can always change this setting back to **Best Quality**.

If you have any other questions about project size, call Tech Support.

We locked all of our pages, but Memories Builder says we still have pages or sections that are unlocked.

Hold down the Ctrl key (Apple key on the Mac) and then hit the Page Down key. Memories Builder will search the project and select the first unlocked page.

Do we have to lock all of the pages and sections in our project?

Yes. This ensures that there will not be problems with the final presentation (since Memories Builder checks pages for errors are you lock them) and also gives you a final chance to approve the contents of the project. The Export for Submission process will not work until all pages and sections are locked.

We finished the Finalize Project steps, but we don't know where the submission file is.

Search the computer for a file named *SendToYBI.ybz*. Burn that file to CD.

MB says that the name I am choosing for my project already exists. However, this is the first project I have created.

This is most likely a permissions issue. Call Tech Support (877) 463-6924 ext. 23.

Appendix F: Memories Builder 7.0 License Agreement

Note: This User's Guide contains this License Agreement as a courtesy. It is a copy of the agreement that you approved when you installed Memories Builder 7.0.

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Questions

All questions concerning this Agreement may be directed to manufacturer:

StoryRock, Inc.
474 Bearcat Drive
SLC, UT 84115

or to:

Service@StoryRock.com

You hereby acknowledge that you have read these software program license terms and conditions, understand them and agree to be bound by them.

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Appendix G: Completion Checklist

Project Completion Checklist – Use this form to ensure that your project is ready to send.

The *Before-You-Send-in-Your-Project* Check List

Memories Builder 7 includes a Finalize Project process that assists you in ensuring the quality and on-time delivery of your yearbook. The checkboxes below will help you follow the process.

1. Preview Your Project

Click on the  icon on the *Toolbar* or choose *Preview* from the *File* menu. You should carefully examine the project at least one time for each of the items below.

General Issues

- Ensure look and feel is as desired.
- Review the flow of the project, including the organization of the sections and pages.
- Ensure that all desired sections and pages exist and are enabled as expected.
- Unwanted pages have been disabled or deleted.

Background Audio

- Background audio is present in desired sections and plays as expected.
- Background music loops where desired.
- Background music is not copyrighted or written permission has been obtained to use copyrighted music. (All music provided by YBI is royalty-free music.)

Note: If a long delay occurs before the background audio starts, it may indicate the audio file size is too large. Avoid using audio clips larger than 5MB in size. To reduce the size of music files, try looping them into short clips to save on space and/or convert .wav and .aiff to the .mp3 format.

- Narration auto-plays on the appropriate pages and is audible.
- Audio clips and narration do not contain any offensive or questionable material or sounds.

Text

- Text is not cut off or truncated in any of the text boxes.
- All desired text content is present and laid out as expected.
- Text contains no offensive language, terms, or ideas.
- Spelling has been verified by running the Spell Checker and by reading through the text. Proper names have also been verified.
- Text colors have adequate contrast to be seen over background or other images.

Video

- Video clips are present and play as expected.
- Video clips are appropriate. (No offensive material.)
- Ensure that video clips have been saved in a compressed format (e.g. QuickTime movie format with MPEG-4 compression.). For more information, see the Video Guide on the Yearbook Interactive Web site (www.yearbookinteractive.com/support.html).

Note: We recommend that you test your video clips on a few different computers to ensure that they will play properly.

Check Class Portrait Sections

- All Class Portraits are present.
- Names associated with each portrait are correct and are spelled correctly.
- Clicking on portrait images brings up a larger photo with associated information.
- Audio/Video clips, if included, are present and contain no offensive material.

- Written permission has been obtained for the use of portrait images.

2. Spell Check Your Project

- Run the Spell Checker by clicking on the  icon. Words that are not currently in the Memories Builder Spell Check dictionary will be displayed.

Note: The Spell Checker identifies a word as a string of text with a space on both sides. In cases where a single word has multiple colors or styles, the Spell Checker will “read” the text between spaces and style or color changes as a word and display them as misspelled words.

3. Proof Your Project

- Check the Master Overlay and the sections first. (They must be locked in order to lock pages.)
- Click on the lock icon  just above the *Contents* window.
- As you lock pages and sections, Memories Builder will indicate if there are any problems. Fix the items shown on the error list. Lock the Master Level, all sections, and all pages.
- For each page, check for the following:
 - All desired objects are present and display as intended.
 - There are no hidden images, Hot Spots, or text.
 - Content is not offensive, suggestive, or disrespectful of any group or individual.
 - Video and audio links play as expected and are appropriate.
 - Hot Spots do not launch or link to offensive or questionable materials, nor do they criticize, demean, or disrespect any persons or groups directly or indirectly.

4. Finalize Project (formerly *Compile*)

Yearbook Interactive requires your project to be exported to a special format in order to be submitted for final replication. This is done from the *Export for Submission* option under the *Finalize Project* menu.

The output of this process will be a compressed file named *SendToYBI.ybz*. The compiled project does not replace your original project or any of its files.

- Before you compile your project, backup your project files to another location (either on your hard drive or by burning to a CD). Choose *Backup Project* from the *File* menu and choose a save location. It is also a good idea to burn the project folder to a CD as an additional backup.
- To compile, choose *Export for Submission* from the *Finalize Project* menu (everything must be locked before exporting).
- Select a location to save the compressed file. (You can save it to any location on the computer, such as the Desktop. The default location is the Memories Builder 7 folder.)
- Compiling your project can take quite a while. Be patient. You must wait for the message that indicates your project has successfully compiled. Your project will not compile if:
 - a. You have not locked all pages and sections.
 - b. There are errors in the project. Memories Builder will inform you of any problems.

Note: After you compile you still are able to make changes to your project by unlocking pages. However, if you make any changes, be sure to re-compile and overwrite the previous file.

- Burn the “*SendToYBI.ybz*” file to a CD to submit to Yearbook Interactive. After burning the CD, take it to another computer and copy the file to the hard drive to ensure that the burn worked.
- Make a copy of the CD to keep as a backup.

5. Submit Your Project to Yearbook Interactive

A Final Submission Form will be required to submit your project. For more assistance, contact a YBI Customer Service Representative at 1-877-463-6924. Projects must be submitted by mail. Please plan adequate time to send your project to Yearbook Interactive.