
Memories Builder DVD User's Guide

For use with Version 2.1

Memories Builder DVD Version 2.1 User's Guide

Introduction

What is Memories Builder DVD?

Memories Builder DVD is a software application for creating a multimedia supplement to the print yearbook on DVD in the DVD-Video format. Since this format is built for video, the supplement should be based on video footage, but can also include slideshows of images.

What does Memories Builder DVD do?

Memories Builder DVD helps you organize your content into a series of menus and objects, such as videos and slideshows. It also gives you the tools to create your slideshows and create a look for the DVD. Finally, it prepares your project to send to Yearbook Interactive for encoding onto a DVD and duplication.

For more information about the DVD presentation, including definitions of basic concepts like menus and buttons, see [DVD Concepts](#) on page 6.

Copyright Information

Memories Builder DVD Version 2.1

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The Sentry Spelling-Checker Engine

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How to Use Memories Builder DVD Version 2.1

Getting Started

This section of the User's Guide contains instructions for installing Memories Builder DVD 2.1. To begin reading about the program, see [Memories Builder DVD – Core Concepts](#) on p. 6.

Important: You will need to receive a portable hard drive from Yearbook Interactive *before* you can return your project to us for duplication. Contact your Customer Service Representative at least 30 days prior to submission to request one (877-463-6924 M-F 7am-5pm PST).

System Requirements

Prior to installing Memories Builder DVD 2.1, ensure that your computer meets the following technical specifications:

Windows:

- Windows 2000 or XP
- Pentium IV, 1 GHz (1.6 GHz recommended) or comparable AMD Athlon processor
- 256 MB RAM (512 MB recommended)
- 32 MB Video RAM (128 MB recommended)
- Available Hard Disk Space: 15 GB or more

Macintosh:

- OS X 10.2.8 or greater (including the most recent updates for QuickTime and Java)
- G4 700 MHz or Faster (1 GHz recommended)
- 256 MB RAM (512 MB recommended)
- 32 MB Video RAM (128 MB recommended)
- Available Hard Disk Space: 15 GB or more
- Power Mac G4 and G5; iMac *flat panel*; PowerBook G4; iBook G4; or eMac

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

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

Installation

Note: In many cases, you will need to have your computer systems administrator install Memories Builder DVD using an administrator account (especially for Windows 2000). To read more, see [Folder Access, Security, and Memories Builder](#) in Appendix C.

PC (Windows computer) Instructions:

1. Insert the Memories Builder DVD 2.1 disc into your CD-ROM drive.
2. The disc is programmed to auto run and will automatically launch a menu. 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 *MBDVMenu.exe*.
3. In the menu that comes up, click once on Install Memories Builder DVD.
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 QuickTime installed on your computer. If you don't, follow the instructions to install QuickTime.
6. When installation has finished, close all installation windows.

Mac Instructions:

1. Insert the Memories Builder DVD 2.1 disc into your CD-ROM drive.
2. Double-click on the CD-ROM image on your desktop to view its contents.
3. Double-click the installation icon.
4. Choose Applications for the location and allow the installation to keep the default settings. If you're doing a custom installation, read each step carefully.
5. When installation has finished, close all installation windows.

Installation Notes:

- Memories Builder DVD requires QuickTime™ to work properly. A QuickTime installer will be part of the full installation process.

- Java 1.4.1 is required for the PC. Memories Builder DVD will install it automatically on Windows PCs (Mac computers will need to use Software Update if they do not already have Java 1.4.1).

Project Creation Principles – Please Read

Here we'd just like to point out a couple of things that will have a serious impact on your experience creating a DVD multimedia supplement. 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, 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 copy your project to a portable drive. 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 (contact your Customer Service Representative). 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 your computer to avoid corrupting your project.
- **Ensure adequate hard drive space.** Memories Builder DVD projects require serious amounts of hard drive space (up to 36 GB). 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 all of your work.

Memories Builder DVD – Core Concepts

This section of the User’s Guide presents the most important features of Memories Builder DVD and the DVD format. The second section of the User’s Guide contains information about the program interface, tool icons, and program menus.

This section is organized as follows:

[DVD Concepts](#) (p. 6)

[Overview of the Memories Builder DVD Structure](#) (p. 8)

[Creating a New Project](#) (p. 10)

[DVD Menus](#) (p. 13)

[Menu Buttons](#) (p. 15)

[Videos](#) (p. 17)

[Slideshows](#) (p. 18)

[Finishing Your Project](#) (p. 28)

The second section of the User’s Guide is organized as follows:

[Contents Window](#) (p. 34)

[Project Workspace](#) (p. 35)

[Program Menus and Toolbars](#) (p. 37)

DVD Concepts

General Concept

Understanding DVD presentations is key to creating a great project. This section contains basic information about DVD Video, the format the multimedia supplement uses.

Navigation

The navigation in a DVD multimedia supplement works like the navigation for movies on DVD. Viewers of the multimedia supplement will access submenus, slideshows, and videos by clicking on menu buttons. The menus, submenus, slideshows, and videos form a structure for the project that Memories Builder DVD displays in the Contents window on the left side of the program.

Capacity

A DVD project can hold either one or two hours of content in 99 titles (videos and slideshows), depending on the project setting you choose when creating a new project (see [Creating a New Project](#) on p. 10).

Definitions

Button

An interactive area that users click on to access a submenu or launch a title.

DV Format

Digital Video format. This uncompressed format stores video with the highest quality, but also uses the most storage space. If disk space allows, save your videos in DV format to preserve as much quality as possible.

DVD-Video

The standard format for presenting movies on a DVD. When you rent a DVD from the video store, this is the format that the movie is in.

Menu

A navigation screen in DVD-Video. The viewer interacts with the menu by clicking on the buttons (or using a remote control on a DVD console player). The menu also includes a background image or movie and background audio.

Menu Style

Determines the appearance of menus, including the title font, menu button appearance and fonts, and background images.

Motion Button

A DVD menu button that shows a short preview of a video or slideshow as the button image. Clicking on the menu button will launch the full video or slideshow. In the menu, the preview video or slideshow repeats until the user makes a menu selection.

Motion Menu

A DVD menu that incorporates motion video as the background. The video is a short clip that repeats until the user makes a menu selection.

Slideshow

A sequence of timed still images.

Title

A video or slideshow in the DVD presentation. There is a limit of 99 titles in a DVD presentation.

TV Safe Area

Not all television sets display the full DVD picture (usually 5-10 percent of the picture will extend beyond the visible area of a TV screen). For this reason, text, menu buttons, and other essential objects must be within the area that is visible on all TV sets. This area is called the TV Safe Area. The TV Safe Area is the area in the middle of the workspace that is not covered by the semi-transparent gray.

Overview of the Memories Builder DVD Structure

It is crucial to understand the structure of a DVD before beginning your project. A DVD is made of three types of content: Menus, Videos, and Slideshows.

Menus (see top image at right)—DVD menus form the structure of your presentation and provide navigation for users. The Title Menu (top level menu) is the first thing that viewers will see when viewing the DVD. From this menu and submenus, a user clicks on a DVD menu button (the active area) to launch a video, slideshow, or submenu. A button can be a graphic, a still frame, or a motion preview of a video file or slideshow.



Videos (middle image)—Videos are high-quality, digital movies that, most likely, will make up the largest portion of your DVD.

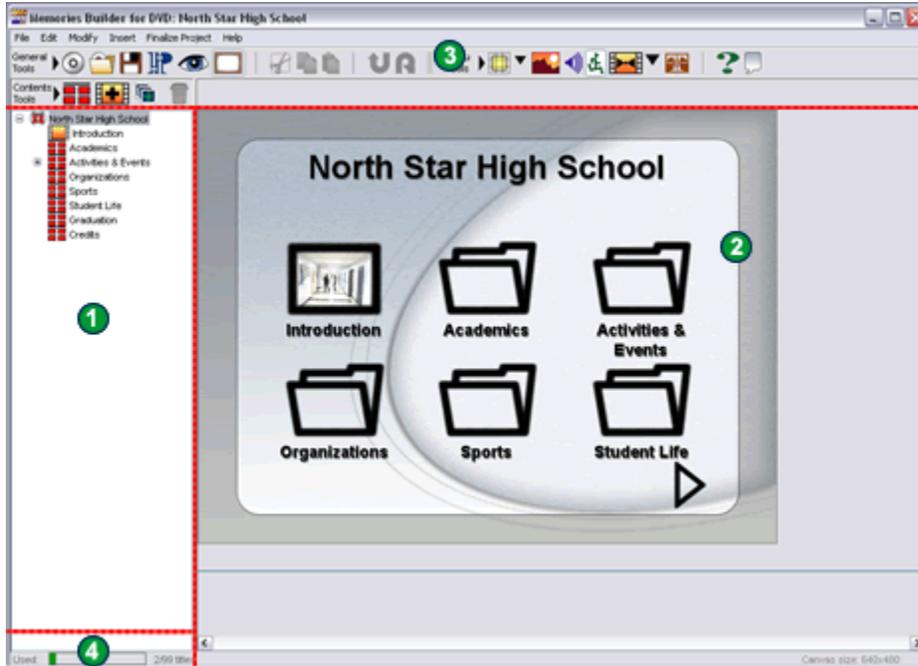


Slideshows (bottom image)—A slideshow is what you would expect - a sequence of timed still images. With Memories Builder you can customize slideshows in a number of ways, including adding a background image, setting the time interval between slides, and placing images, custom shapes, and text on the slides.



Getting Familiar with the Memories Builder Workspace

Memories Builder DVD User Interface



- ① Contents Window – Shows the structure of the project
- ② Project Workspace – Displays the menus and objects. This is where users will select and edit slideshow objects and menu names.
- ③ Program Menus and Toolbars – Contain Memories Builder DVD's functions. The toolbars have icons for the most common functions. The gray area around the outside shows parts of the presentation that may not be visible when viewing the DVD on a TV.
- ④ Space Indicator – The green bar indicates how much of the project's available space you have used. The numbers to the right indicate how many of the available titles (video clips and slideshows) you have used.

For more detailed information on the Memories Builder DVD interface, [see page 33](#).

Building Your DVD Project

Creating a New Project

The first step in building your DVD presentation is to create a project file. Memories Builder DVD creates a new project with a default menu style, which includes the menu title font, menu button appearance and font, and menu background. During the planning process you will have the opportunity to build a menu structure and create deadlines and assignments.

Important: Your DVD project can contain up to 2 hours of content in up to 99 titles (videos and slideshows). Using motion menus and buttons will decrease the amount of content you can include.

To create a new project:

1. Click on the New Project icon.



2. A dialog pops up, prompting you to choose a folder for your DVD project. Memories Builder DVD will save your project files in the folder you choose. We recommend using the default location in the DVDProj folder found in your *Memories Builder DVD Version 2.1* folder. Choose a folder and click on the Choose button.
3. A new dialog appears, prompting you to enter a name for your project. Type in a name and click OK.

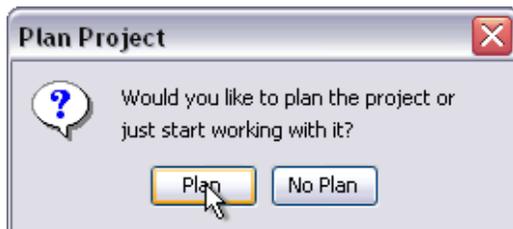
Planning

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

- Project quality setting
- Create project structure (menus)
- Assign menus 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.

4. Click on the Plan button to begin the planning process. To begin work immediately, click on No Plan and proceed to [DVD Menus](#) (p. 13).

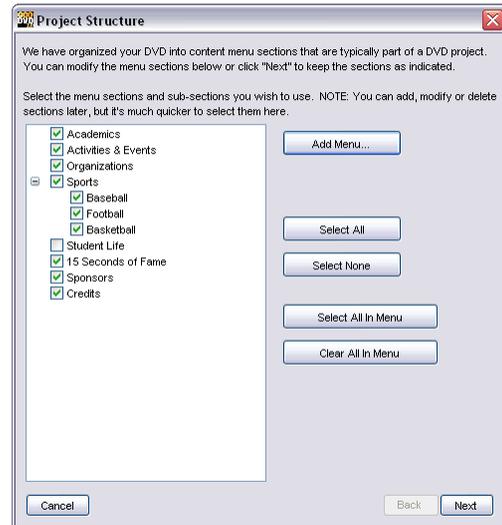


5. If you decide to plan, Memories Builder will prompt you to choose the project quality and length setting.
 - 1 Hour Setting - This setting produces the highest quality video. This is the recommended setting unless you are sure you have more than one hour's worth of video footage and slideshow material.
 - 2 Hour Setting - This setting allows you to fit the most video onto a DVD. This setting produces average quality video and is not recommended if your DVD project will include video with a lot of action (e.g. sports) or low-quality source video (e.g. video transferred from a VHS tape).

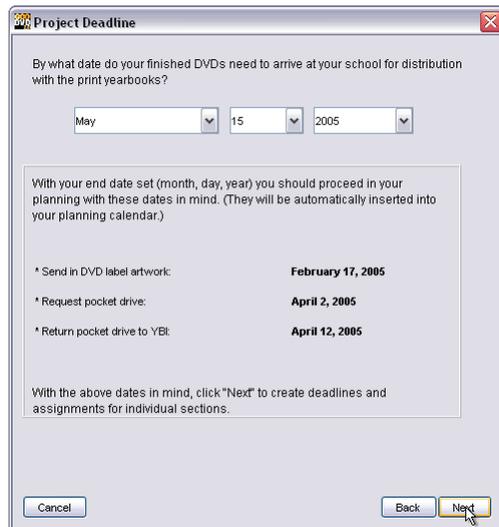
Click on a button to choose the project quality setting. You may change this setting at any time by choosing Preferences from the Edit menu.



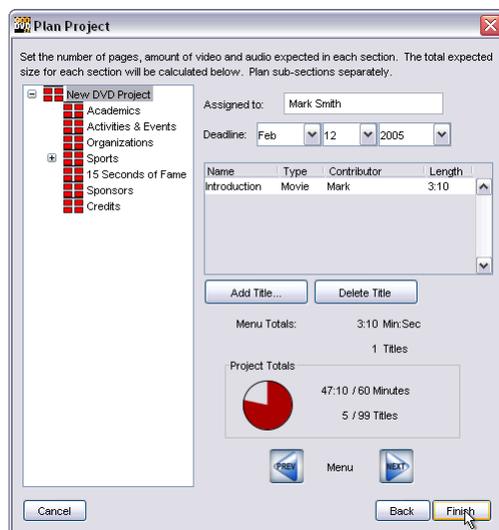
6. Now the Project Planning window will appear. In this first screen, you will create your project structure by selecting, moving, and creating menus.
 - a. Check the box next to the name of any default menu you would like to use. Unchecked menus will not be added to your project (even if you created them).
 - b. To add custom menus, click on the Add Menu... button. In the Add Menu dialog, choose a menu name. The menu will be created as a submenu of the currently selected menu unless you check the *Create on main level* checkbox.
 - c. A menu with submenus will have a plus or minus symbol next to its checkbox. Click on the plus or minus symbol to expand or collapse the menu structure.
 - d. The *Select All*, *Select None*, *Select All In Menu*, and *Clear All In Menu* buttons are there to help you choose your menus more quickly or clear everything out.
 - e. To reorder menus, click on a menu name and hold the mouse button down as you drag the menu up or down.
 - f. When you have finished, click on the Next button.
7. 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. Pay careful attention to these dates. If you do not complete the tasks by the date listed, Yearbook



Interactive may not be able to ship your final discs on time (see [Finishing Your Project](#) on p. 28 for more details).

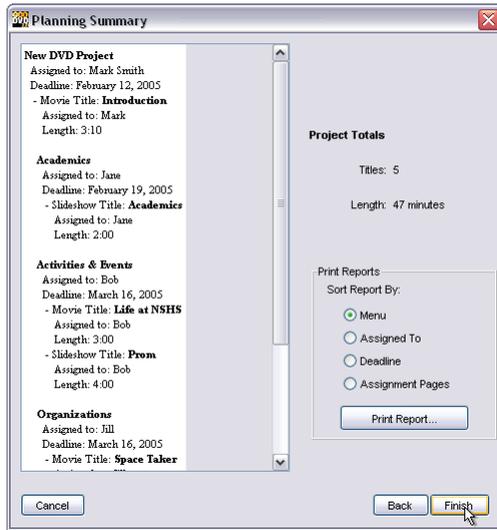


8. The next screen is for assigning portions of the project to students and setting deadlines and expectations for project contents.



- a. Fill in the *Assigned to* and *Deadline* fields for each menu. Navigate through the menus by clicking on the blue arrows (PREV and NEXT).
 - b. Click on the Add Title button to add video clips and slideshows to the plan for each menu. Fill in the information for each title, including an approximate length.
 - c. The Project Totals area will show you how much of the available project time and titles you have planned.
 - d. If you need to add more menus, click on the Back button twice to get back to the menu structure screen. Return to the Assignments screen when finished.
 - e. When you have finished all of your assignments, click Finish.
9. 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 by selecting an option

under Sort Report By and click on Print Report to print the Project Plan summary. Click Finish to exit the Project Plan.



Memories Builder will now create your project.

DVD Menus

The following functions allow you to set up and modify the structure of your presentation.

To create a new menu:

1. Select a menu in the Contents window (the left pane).
2. Click on the New Menu icon from the Contents Tools (above the Contents window).



3. Choose a name for the menu in the new menu dialog.
4. Click OK. Memories Builder DVD creates the menu as a submenu of the current menu and displays its button on the workspace.

To change the name of a menu:

1. Double-click the menu name in the Contents window (the left pane) or in the workspace.
2. Type the new name of the menu in the rename dialog.
3. Click OK. Memories Builder DVD updates the menu name.

To change a menu style:

Memories Builder creates new projects with a default style, which you may change.

Important Note: Changing a menu style will also change the menu style for all submenus, unless you have already chosen a custom menu style for the submenu. As an example, a project has a menu titled Sports with three submenus (Baseball, Basketball, Hockey). The Sports menu is using the Blue Bubble menu style. The Hockey submenu has been customized to use Gold Hollow. If an editor changes the Sports DVD menu style to White Classic Oval, the Sports menu, Baseball submenu, and Basketball submenu will all change. However, the Hockey submenu will retain its original customized menu (Gold Hollow).

1. Click on the Menu Style icon (top icon bar).



2. Click on one of the options from the pull-down menu, as shown at right.
3. Memories Builder DVD updates all of your project menus with the new style choice. Any custom menu background images you are using will remain unchanged.



To move (reorder) menus and other objects:

1. In the Contents window click and hold down the mouse on the name of the menu or object you would like to move.
2. Drag the object to a new position. A light gray line will show where the object is currently moving.



3. Release the mouse button to place the object in its new position.
4. Note: To move an item inside a menu, drag it over the top of the menu icon and then start moving the mouse to the right until a dark, right-pointing arrow appears. Release the mouse button.

To change a menu background:

1. Double-click on the menu background.
2. Change the background image by clicking on the blue Memories Builder Backgrounds Library icon next to the *Background* field. To choose your own image or a video file, click on the yellow open folder icon. If you choose a video file, the menu will become a motion background (see below).

3. Browse to the image file you would like to use in the File Preview window. Click once on the file to select it and click Open.
4. Click OK in the Menu Background Properties window to apply the change. The new background will affect the selected menu only.

For more background image options, see the [Menu Background Properties](#) icon description on p. 39.

To create a motion (video) background:

Motion backgrounds allow you to have a looped video segment instead of a background image. *Note:* Using a large number of motion backgrounds will dramatically increase the size of your project and may limit the amount of content you can use.

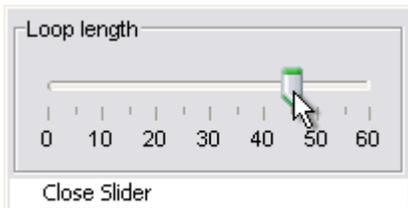
1. Select a menu in the Contents window.
2. Double-click on the background of the menu (or use the [Menu Background Properties](#) icon – see p. 39).
3. Click on the yellow open folder icon (top right). Browse to a video file, select it, and click Open. In the Menu Background Properties box, click OK.
4. A frame of the background video shows up as the background of the menu, and the menu automatically becomes a motion menu. This change applies only to the currently selected menu.
5. By default, the menu will loop the entire video or its first 60 seconds, whichever is shorter. The motion menu loop length is also determined by the maximum loop length setting (see below).

To set the maximum loop length for your project's menus:

1. To change the maximum loop length for motion backgrounds, motion menu buttons, and background audio, click on the Menu Loop Length icon.



2. Drag the slider to choose a length for the loop.



3. Changing the Menu Loop Length will set the maximum length for all menus (including motion backgrounds and buttons).

Menu Buttons

A menu button is an interactive area that viewers click on to access a submenu or launch a title (video or slideshow). Buttons that launch submenus are a fixed graphical icon. Buttons that launch titles show a preview of that title. The preview may be a static frame or a short motion preview loop.

To add a button:

Memories Builder will automatically add buttons when you add a new menu, video, or slideshow to the project contents. See [Contents Window](#) on page 34.

Note: Adding more than six contents items to a menu will push the new contents items over to a new menu page. To access different menu pages, double-click the right or left-pointing arrow icon in the bottom right corner of the workspace.

To delete a button:

Click on the button in the workspace and hit the delete key.

To change a menu button's appearance:

Click on the button on the workspace. The Button Tools appear in the toolbar just above the workspace.



- If the button is a slideshow or video button, clicking on the first icon brings up a slider that allows you to choose which slide or video frame to display in the button preview.
- Clicking on the right-most icon brings up the Menu Title/Button Font dialog, which allows you to change the font for the menu buttons or title. *Note:* Font settings for buttons are global; changing the font settings will change the font for all buttons in the project.

Note: The location of menu buttons is not adjustable. However, the button image itself can be changed by changing the style (see [To change a menu style](#) on p. 14).

To enable or disable motion buttons:

By enabling motion menu buttons, buttons that link to a video or slideshow will show a short preview loop of the video or slideshow. Enabling motion buttons makes all menus motion menus. *Note:* Motion menus dramatically increase the size of your project and may limit the amount of content you can use. By default, motion buttons are disabled.

1. Click on the Motion Buttons icon.



2. The icon highlights and changes to the state indicating motion menu buttons.



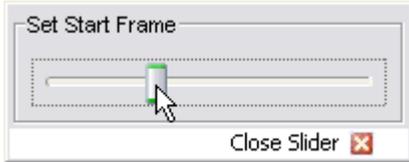
3. Clicking the icon will toggle between motion and static states.

To choose the preview frame and start point for a specific button’s video or slideshow preview loop:

1. Click on a menu, slideshow, or video button to select it.
2. Click on the Button Start Point icon.



3. Drag the start point slider that appears until you see the video frame or slide that you want to use for a start point in the menu button.



4. Once you have made your selection, close the pop-up slider.

Videos

Videos are the real focus of the DVD presentation. Due to its high resolution, the DVD presentation may reveal imperfections in your source video. To avoid this, always use the highest quality source video possible.

Important: *Many programs have both a Save Project and Export (or Make Self-Contained) option. Use the Export or Make Self-Contained option to avoid problems during the Export for Submission process.*

Here are our recommendations for your video files:

Format: DV (uncompressed) format. The method for selecting this format depends on your video editing program (see bullet points below).

Note: Playback of uncompressed video requires more processing power and system resources than many computers can provide. Playback may be choppy on some machines. Yearbook Interactive will compress the video as part of the DVD encoding process, allowing video in the final product to play smoothly on computers and TV set-top DVD players.

- In **iMovie**, use the Full DV setting. This is available by choosing to export to QuickTime, and then choosing Full Quality DV from the Format drop-down.

- In **Windows Movie Maker**, choose Save Movie from the File menu. Choose Other from the Setting drop-down and DV-AVI NTSC from the Profile drop-down.
- In **Adobe Premiere**, choose Export and then Movie from the File menu. Click on the Settings button in the Save dialog. Click on the Next button in the Export Settings window. Choose DV/DVCPRO – NTSC from the Compressor drop-down and enter 720x480 in the Frame Size boxes. Click OK and save the file.
- In **QuickTime Pro**, choose Movie to DV Stream from the Export pull-down in the Export dialog.
- In **Pinnacle Studio**, choose the Make Movie tab, click on the AVI button on the left, click on the Settings button, and choose DV Video Encoder from the drop-down menu.

In some cases, you will still need to choose a few settings before exporting your video. Other Recommended Settings (if necessary):

Frame Size: 720x480

Frames Per Second: 30

Sound Settings: Uncompressed, 44,100 Hz sample rate, 16 bit resolution, stereo.

For a summary of the overall video process, see [Preparing Video](#) on page 50.

To place a video in the DVD presentation:

1. Select a menu in the Contents window (the left pane).
2. Click on the New Movie icon in the Contents toolbar.



3. Browse for the movie file and click on it. The preview pane in the left part of the browse dialog allows you to see the movie before adding it to your presentation.
4. Double-click on the video file in the file preview dialog or click Open to add the movie to the current menu.

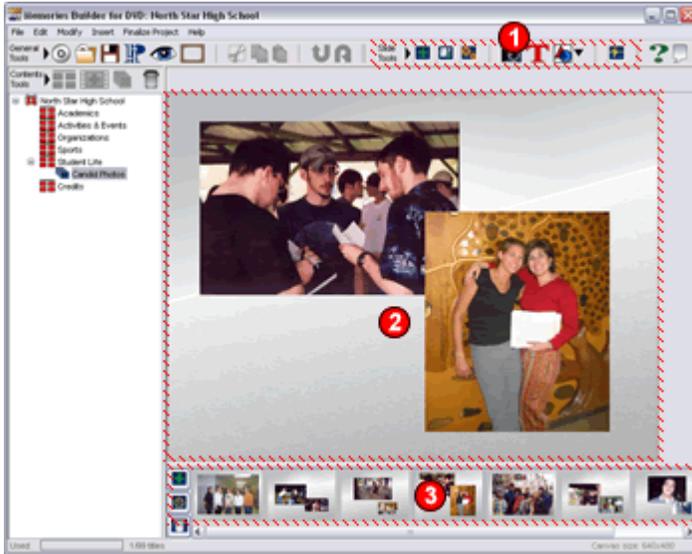
Slideshows

These functions allow you to create, remove, and reorder slides. They also allow you to place and modify images, text, and shapes on slides.

When you select a slideshow in the Contents window, Memories Builder DVD will display the first slide in the project workspace. A timeline of the slides in the slideshow will appear below the workspace with thumbnails of each slide.

Note: Slideshows are limited to 99 slides per slideshow.

Editing a slideshow



- ❶ Slide Tools – Access general functions for editing slideshows with these icons.
- ❷ Project Workspace – Click on slideshow items in the workspace to move, resize, and edit them.
- ❸ Timeline – Use this to see the slide order and to reorder, delete, and add slides. The buttons to the left of the timeline allow you to add, hide, and delete slides.

Slideshow Functions:

- | | |
|---|--|
| To create a new slideshow (p. 19) | To crop a slideshow image (p. 22) |
| To add a slide to a slideshow (p. 20) | To automatically build a slideshow (p. 23) |
| To select a different slide for editing (p. 20) | To add text to a slide (p. 24) |
| To change slide order (p. 20) | To create a shape (p. 25) |
| To add an image to a slide (p. 21) | Slideshow Properties (p. 25) |

To create a new slideshow:

1. Select a menu in the Contents window (the left pane of Memories Builder).
2. Click on the New Slideshow icon.



3. Type a name for the slideshow in the new slideshow dialog box and click OK. Memories Builder DVD creates the new slideshow, which will appear as an item in the current menu in the Contents window.
4. Click on the name of the slideshow in the Contents window. The project workspace now shows the first (blank) slide of the slideshow.

To add a slide to a slideshow:

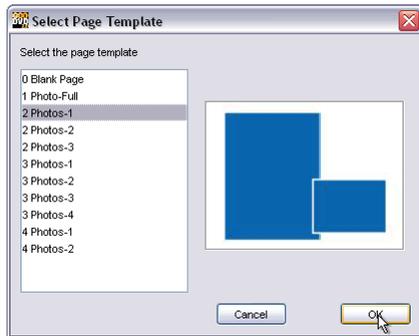
1. With a slideshow selected, click on the New Slide icon from the Slide Tools.



2. Memories Builder DVD creates a new slide at the end of the slideshow.
3. To add slides with a template, click on the New Slide from Template icon.



4. After clicking on the icon, Memories Builder will present a list of templates.



5. Click on the name of a template to see a preview of the template. Click OK to select a template and add the new slide.
6. Memories Builder will now remember the template you have selected. Any new slides you add with the regular New Slide icon will use this template. To change templates, use the New Slide from Template icon.
7. You may also add or insert slides by right-clicking (Ctrl-click on the Mac) on a slide thumbnail in the timeline (below the project workspace) and choosing Insert After or Insert Before.

To select a different slide for editing:

1. Click on a slide thumbnail in the timeline (below the project workspace).
2. Memories Builder DVD displays the slide in the project workspace for editing.

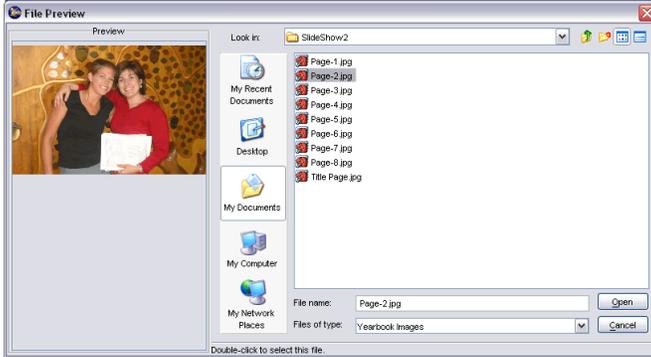
To change slide order:

1. Click on the thumbnail in the timeline of the slide that you would like to move and hold down the mouse button.
2. Drag the slide to its new position (indicated by the solid black vertical line).
3. Release the mouse button to place the slide.

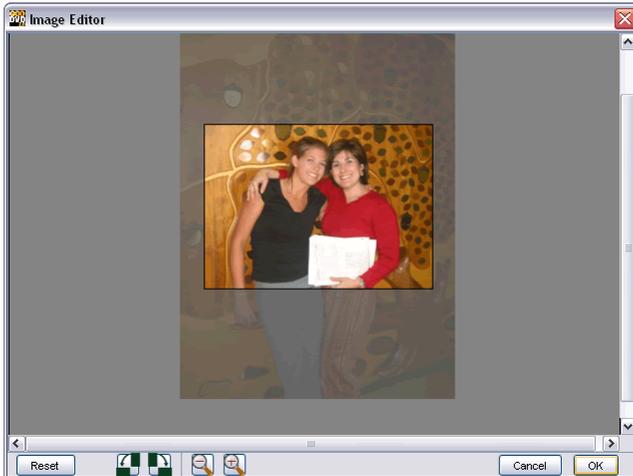
To add an image to a slide:

Slide with Template

1. Double-click on a template box.
2. Browse to an image file (JPG, BMP, PNG, GIF, TIF, PIC), select it, and click Open.



3. The image will appear in the Image Editor box.



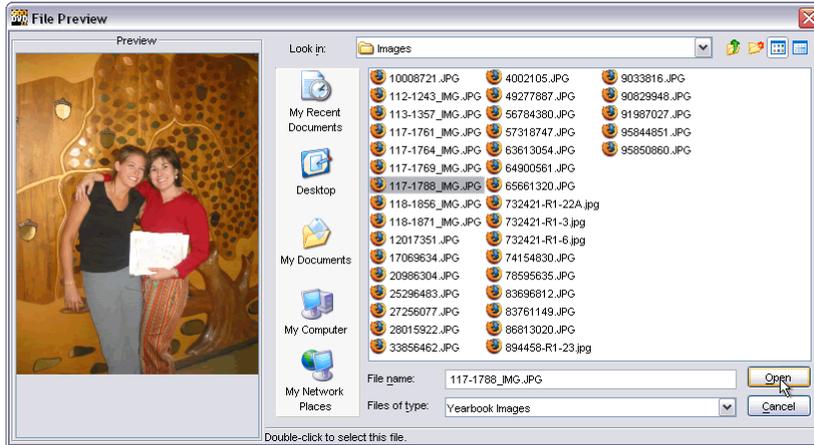
- The rotate buttons make it easy to correct images that were taken in different orientations (portrait and landscape) so that everything is right side up. The left button rotates the image 90° counter-clockwise, and the right button rotates it 90° clockwise.
 - Zoom in or out with the magnifying glass icons and drag the image around to fit the template box.
4. After adjusting the image, click OK. The image will now replace the template box on the slide.

Blank Slide

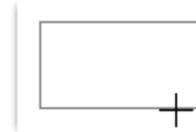
1. With a slide selected, click on the camera icon from the Slide Tools.



2. Browse to an image file (JPG, BMP, PNG, GIF, TIF, PIC), select it, and click Open.



3. The mouse pointer becomes a crosshair. Position the crosshair to place the image on the slide. Click once on the slide 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 DVD will display the dimensions of the placement rectangle on the bottom bar as you drag.
4. After releasing the mouse button, Memories Builder DVD will place the image.



To crop a slideshow image:

1. Click on an image to select it.
2. Click on the Crop icon from the Image Tools (just above the Workspace).



3. The Crop window opens with the image in it. The mouse cursor becomes a crosshair.
4. Position the crosshair, click and hold the mouse button down while dragging the mouse to define a crop region, and release the mouse button.



5. You can drag the crop region around by clicking on it and holding the mouse button down as you move the mouse. You can also increase or decrease the crop region size

by clicking on the gray box at the bottom right corner of the crop region and holding the mouse button down as you move the mouse.

- When you are satisfied with your crop region selection, click on the Accept button. The grayed out parts of the image will be deleted.

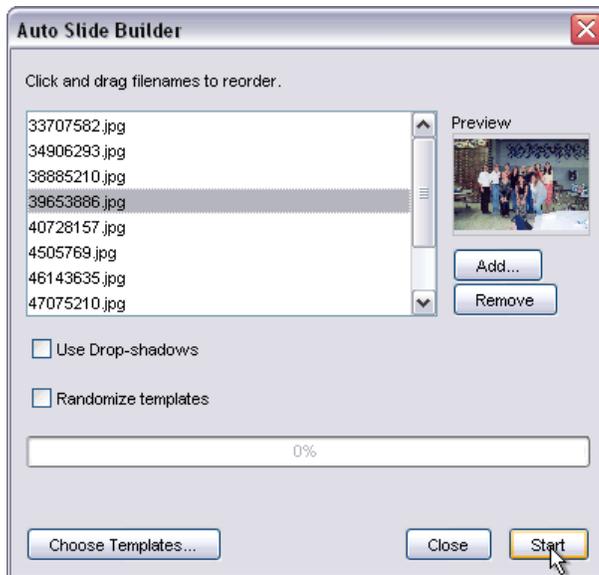
To automatically build a slideshow:

Auto Slide Builder is a tool that will create a slideshow of up to 99 slides from the images you select. The tool will automatically create slides as needed and place the selected images using layouts that you specify.

- Click on a slideshow in the Contents window or create a new slideshow ([see p. 19](#)).
- Click on the Auto Slide Builder icon.



- The Auto Slide Builder dialog appears.



- Click on the Add button to browse to your images. In the file browse window, double-click folders to open them and click once on files to select them.
- 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).
- You may also select entire folders by clicking once on the folder name.
- After selecting images, click on the Open (Choose on the Mac) button.
- You may click on the Add button multiple times to continue adding images from different locations to the list.
- Click on an image to see a thumbnail of it in the Preview area.
- Click on the Remove button to take the selected image out of the list of files to use for Auto Slide Builder.

- Checking the *Drop shadows* box will add a shaded area behind the image to give it the illusion of depth on the slide.
 - Checking the box next to Randomize templates will make Memories Builder choose from the templates you have selected in random order when creating new slides (by default, Memories Builder will use the templates in order).
 - Clicking on the Choose Templates button brings up a new dialog which displays previews of the slide templates that Auto Slide Builder will use when creating slides.
 - Check the boxes next to the templates you would like to use. Click Select All to use all slide templates or Deselect All to clear the current selection.
 - When finished, click OK (at least one template must be selected).
4. After choosing the Auto Slide Builder options, click Start. Memories Builder DVD will begin creating slides and placing images. When the progress bar indicates that Auto Slide Builder is finished, click the Close button to return to the slideshow.
 5. Click on the slides in the timeline bar to preview and edit the new slideshow slides.

To add text to a slide:

General Suggestion: Text will not be as clear on a TV as on a computer. To compensate, use high contrast colors, bold fonts and large font sizes (at least 18 point), and avoid putting any text outside the TV Safe Area (see [Definitions](#) on page 7).

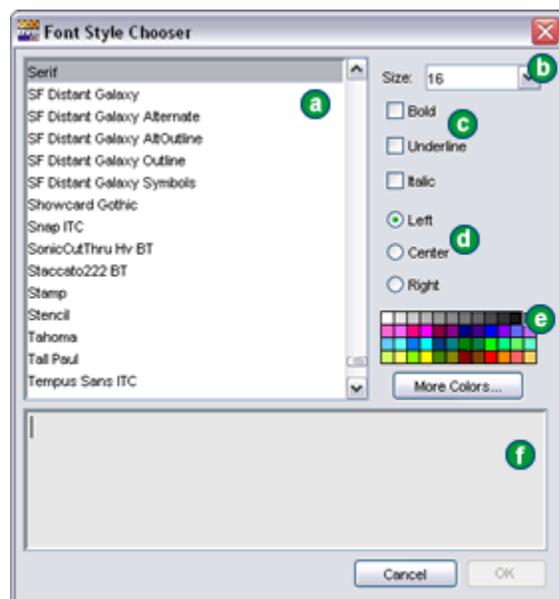
To add captions, titles, or stories:

1. Select a slideshow.
2. Click on the **Text** icon or choose **Add Text** from the **Insert** menu.



3. 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.
4. 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.
5. Click **OK** when finished.
6. When returning to the slide, 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 workspace provides access to a number of text functions. For more information on text, see [Text Tools](#) on page 45.

To create a shape:

1. Select a slideshow.
2. Click on the Add Shape icon from the Slide Tools (top right).



3. The shape drop-down menu appears. Choose a shape from the drop-down menu.
4. Position your cursor in the workspace, click the mouse button, and hold down.
5. Drag out an area to define the size of the shape.
6. When you release the mouse button, Memories Builder places the shape on the slide. See the sections starting with [To move a slideshow object](#) on p. 36 and the [Shape Tools](#) section on p. 43 for more information on shapes.

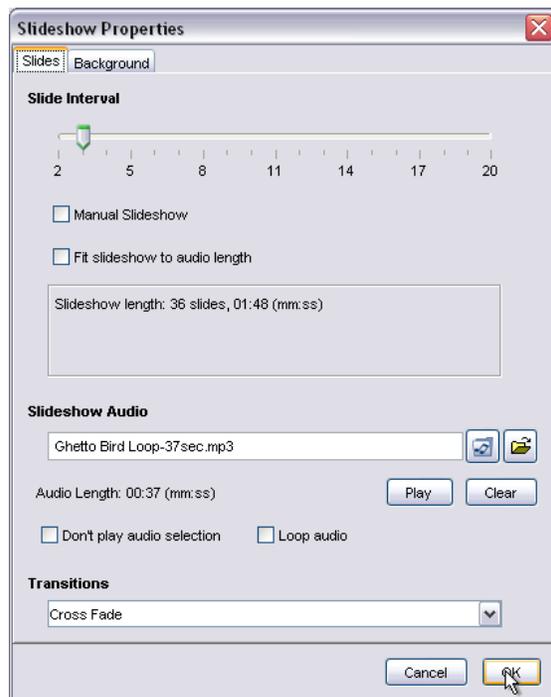
Slideshow Properties

The Slideshow Properties dialog contains features that affect the entire slideshow, including slide time interval, transitions, background music, and background image. It also contains information on the total number of slides in the slideshow and its length.

To open the Slideshow Properties dialog, select a slideshow in the Contents window and click on the Slideshow Properties icon.



The Slideshow Properties dialog appears:



Slide Interval

- Sets the length of time each slide is displayed. Drag the slider to change the time interval (in seconds). Two seconds is the minimum interval (to give viewers enough time to see each slide).
- Check the *Manual Slideshow* box to make the slideshow a manual slideshow, which cannot have dynamic features like audio and transitions. Instead, the user will decide when to advance to the next slide using the remote control.
- Check the *Fit slideshow to audio length* box to have Memories Builder DVD set a time interval per slide that will allow the total slideshow length to match the length of the slideshow's audio file (see Slideshow Audio below).

Note: A minimum interval of two seconds per slide is required. If fitting the slideshow to the audio length would set the slide interval to less than two seconds per slide, Memories Builder will force the interval to two seconds and the audio will stop playing before the slideshow has finished.

- The slideshow length box shows the total number of slides and the slideshow duration (based on the number of slides multiplied by the slide interval).

Slideshow Audio

The Slideshow Audio feature allows you to choose an audio file to play in the background as users view the slideshow.

- To include background audio, click on the Memories Builder Library icon (the blue folder on the left) to use the music that comes with Memories Builder, or click on the open folder icon to browse for your own audio file.

Note: Slideshow audio can loop if you check the box next to *Loop audio*. If you do not loop the audio file, ensure that the length of the audio file is equal to or greater than the length of your slideshow if you want audio to play for the entire slideshow.

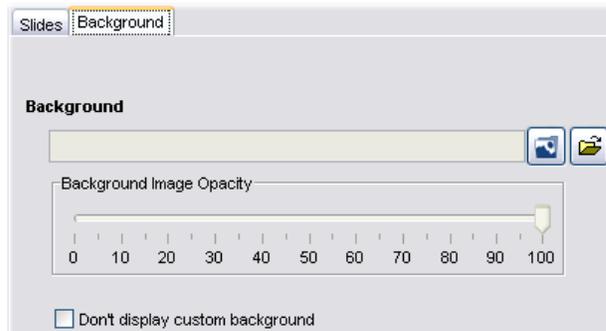
- Select an audio file and click Open. The audio file is assigned to the slideshow.
- Click on the Play button to listen to the audio file.
- Click on the Clear button to remove the slideshow audio file.
- If you decide not to use background audio, check the *Don't play audio selection* box (you can also use this checkbox to compare the slideshow in preview with and without the audio file without removing the file from your project).

Transitions

- A transition is a visual effect between adjacent images. It can make the change to the new image smoother or more interesting.
- Choose a transition from the pull-down menu (*Cut* is equivalent to no transition). The final product will use the selected transition between slides.

Background

A background image displays behind all other objects on every slide of the slideshow. To add or change a slideshow background image, click on the Background tab.



- To set the background image, click on the Memories Builder Library icon (the blue folder on the left) to use the images that come with Memories Builder, or click on the open folder icon to browse for your own image file.
- When you have selected and previewed your background image, click Open. *Note:* If the image is not 640x480 pixels in size, it will be stretched to fit the workspace.
- Drag the *Background Image Opacity* slider to change the contrast of the background image.
- If you decide not to use a background image, check the *Don't display custom background* box.
- Click OK to close the Slideshow Properties box and apply any changes.

See the [Project Workspace](#) section on p. 35 for other slideshow functions, such as editing images and shapes.

Finishing Your Project (Finalize Project Menu)

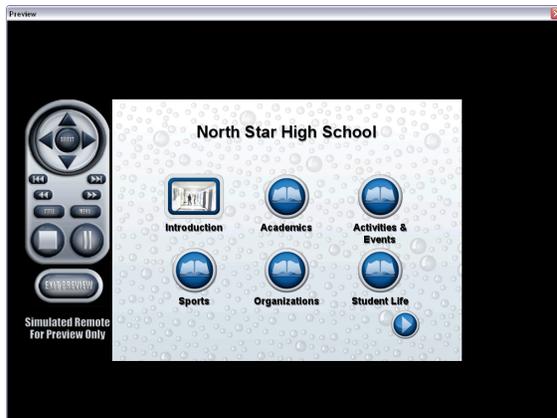
The Finalize Project menu contains the final steps required to prepare your project for submission. Call a Customer Service Representative early in the school year at 877-463-6924 to ensure that you meet the schedule deadlines and to get your portable hard drive.

Step 1: Preview Project

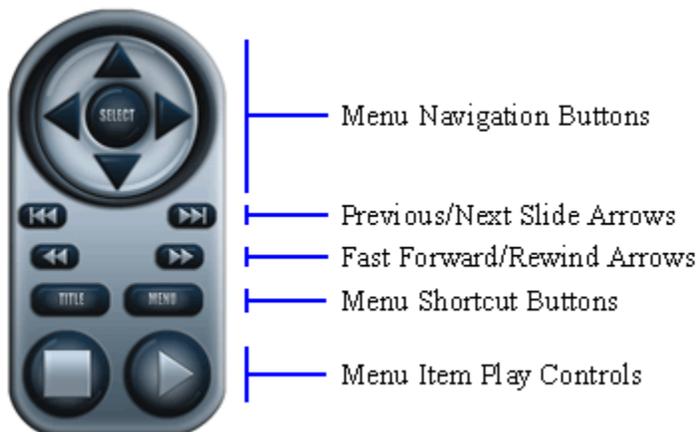
Preview mode presents your project the way users will see it. You may use preview at any time to see what your project will look like to users. **To ensure that everything in your project is just the way you want it, preview the entire project before sending it to Yearbook Interactive.**

Choose *Step 1: Preview Project* from the Finalize Project menu or click on the eye icon on the toolbar. Memories Builder DVD will now display your project as viewers will see it in the final product, starting with the Title Menu.

Note: By default, motion menus and buttons are not displayed in preview mode (for the purposes of speed), but will be activated in the finished DVD. To see motion, [see p. 32](#).



The graphic remote control on the left side of the screen is provided to emulate the handheld remote control used with a DVD player. It controls the navigation and playback of the presentation.



Menu Navigation Buttons move the cursor around to different menu items in the direction indicated. Click on the Select button to launch menu items.

Previous/Next Slide Arrows move to the previous or next slide when viewing a slideshow.

Fast Forward/Rewind Buttons advance or rewind a video clip.

Menu Shortcut Buttons jump to menus. Click on the Title button to return to the presentation's main menu. Clicking on the Menu button while viewing a video or slideshow returns you to its parent menu.

Menu Item Play Controls stop, pause, or resume playback of a video or slideshow.

Click on the Exit Preview button when you have finished previewing your project.

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 and missing files.

Choose *Step 2: Check Project for Errors* from the Finalize Project menu. Memories Builder DVD will generate a report of any errors it finds. Errors are listed under the name of the menu item where the problem exists.

Common Errors:

<Type of File> does not exist in project folder – If you receive this error, it is because an object file (video, slideshow image or text) is missing. Locate the object in the menu that the error indicates (video files will be replaced by a blank, white background, slideshow images by a blue box, and slideshow text by a yellow box). For video files, select the object and delete it. Then replace the object with the original file. For slideshow objects, double-click on the blue or yellow box to browse for the original image file or re-enter the original text.

Image Rectangle is off canvas (Slideshow) – This error indicates that an image has been pushed off the edge of a slide. Select the image and move it back onto the slide.

Text exceeds boundaries of text box (Slideshow) – This warns you that not all of the text in a text box may be visible. Make the box larger to show all of the text.

If you have questions, contact Yearbook Interactive Tech Support at 877-463-6924 x23.

Step 3: Check Spelling

Choose this menu item to have Memories Builder DVD check the text boxes in your project for misspelled words. The Spell Checker will notify you of anything it finds.

Step 4: Export for Submission

The final step before sending a project to Yearbook Interactive is the Export for Submission process. Errors or problems with the Export for Submission process may be difficult to solve. Call Tech Support toll-free at 877-463-6924 x23 for assistance.

Your project will be too large to send on CD. So, before you can export your project, you will need a portable hard drive that Yearbook Interactive will send to you. Call 877-463-6924 and ask to speak to a Customer Service Representative for assistance.

1. Ensure that the portable hard drive is connected to your computer before beginning. Double check to make sure it has power and shows up in My Computer (Windows computer) or on the desktop (Mac). Memories Builder DVD will copy all of your project files to the portable hard drive in preparation for sending your project to Yearbook Interactive.
2. Choose *Step 4: Export for Submission* from the Finalize Project menu.
3. Memories Builder DVD will begin copying files to the portable drive. **Important Note:** This process could take a long time (more than an hour in some cases).
4. During the Export for Submission process, Memories Builder DVD will display error messages if there is something wrong with the project.
5. Memories Builder DVD will inform you when the process is complete. Do not log out or shut down your computer until the Export for Submission process is complete.

Submit the Project

- After disconnecting the drive, send your project back to YBI for production and duplication. Make sure it arrives before your project due date.
- **Do not delete the project from your computer until you have received and distributed your final discs.**

To mail the compiled project:

1. Fill out a Final Submission Form (contact your Customer Service Representative) and include it with the hard drive.
2. Package the hard drive in the box you received it in. Please include all cords and other items that came with it.
3. The shipping label that is included with the portable hard drive is UPS 3-day. Allow at least 3 business days for delivery of the hard drive.
4. Affix the enclosed shipping label over the original shipping label, tape up the box, and drop it off at a UPS office or drop box.
5. Yearbook Interactive will return your finished DVDs to you within 30 days of receiving the portable hard drive.

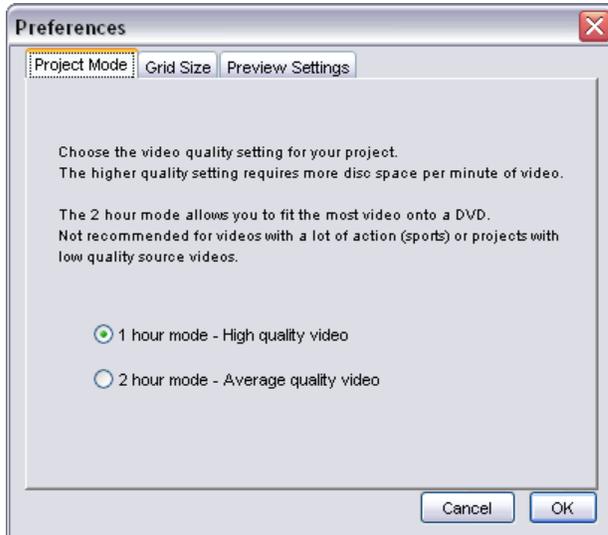
Contact a Yearbook Interactive Customer Service Representative for any further questions about mailing your project to Yearbook Interactive at 1-877-463-6924.

Project Preferences

The Preferences dialog allows you to change settings that will affect the whole project. To access the Preferences dialog, choose Preferences from the Edit menu.

Project Mode

The Project Mode setting affects the amount of content you can include in your project and the quality of video in the final product.

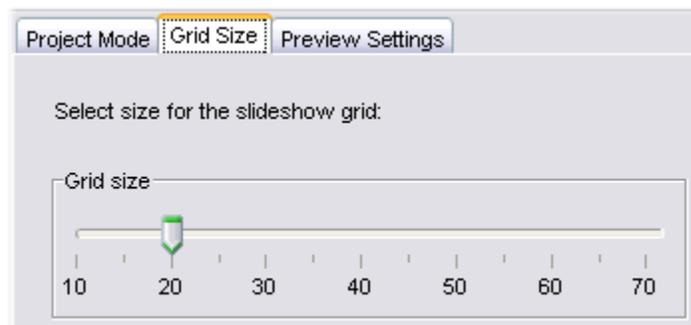


- 1 Hour Setting - This setting produces the highest quality video. This is the recommended setting unless you are sure you have more than an hour's worth of video footage and slideshow material.
- 2 Hour Setting - This setting allows you to fit the most video onto a DVD. This setting produces average quality video and is not recommended if your DVD project will include video with a lot of action (e.g. sports) or low-quality source video (e.g. video transferred from a VHS tape).

Click on a button to choose the project quality setting. You may change this setting at any time.

Grid Size

Clicking on the Grid Size tab brings up the grid setting.



The grid displays as a backdrop on slideshow slides to assist you in aligning objects, as shown below. It must first be enabled. Choose Snap to Slideshow Grid or Show Slideshow Grid from the Modify menu ([see p. 47](#) for more info).



To change the distance between the grid lines, drag the slider.

Preview Settings

The Preview Setting tab brings up the options for showing motion in Preview mode.

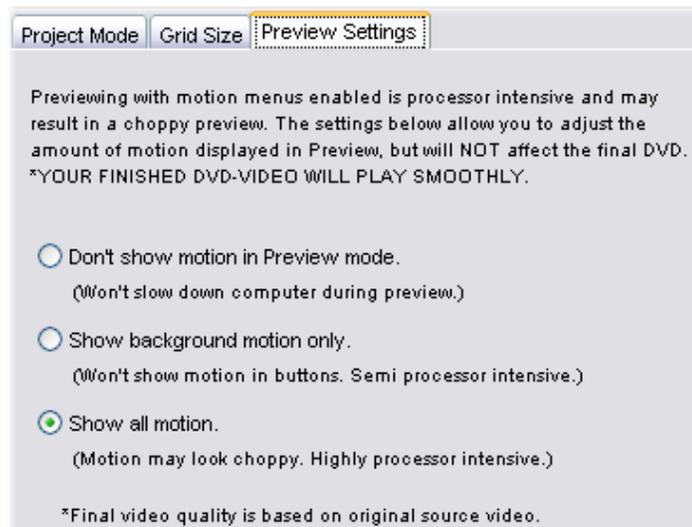
A DVD menu can have two different types of motion:

Motion Button

A DVD menu button that shows a short preview of a video or slideshow as the button image. Clicking on the menu button will launch the full video or slideshow. In the menu, the preview video or slideshow repeats until the user makes a menu selection.

Motion Menu

A DVD menu that uses a video file as the menu background. The video is a short clip that repeats until the user makes a menu selection.



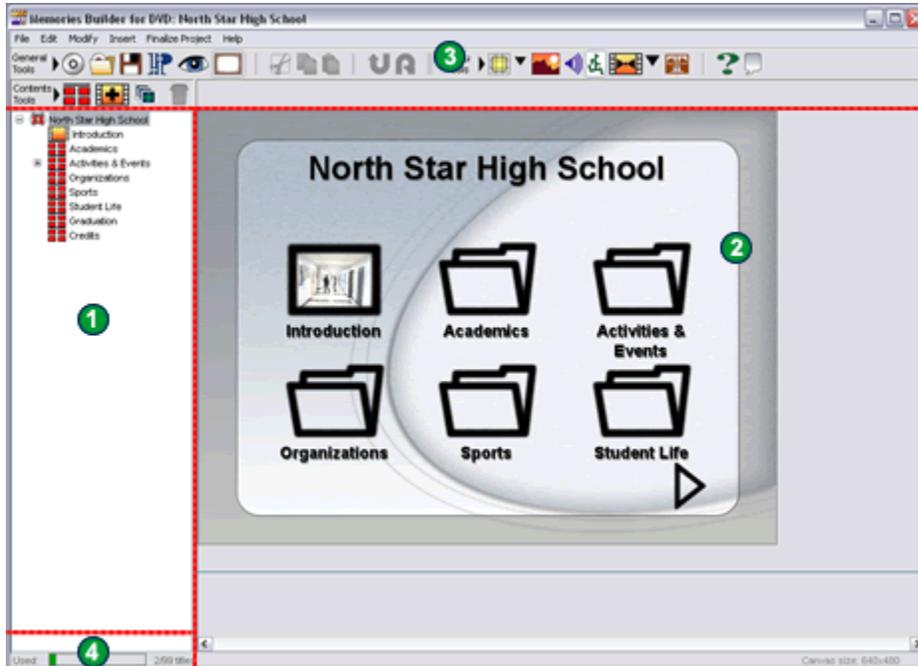
Previewing a project with both motion menus and motion buttons enabled is processor-intensive, and may result in choppy or stuttered playback. In order to see playback smoothly, choose a setting that your computer can play without choppiness.

Note: The final DVD will be optimized to play smoothly on any DVD player.

Click on a button next to one of the options. You may change this setting at any time.

Program Interface

Memories Builder DVD User Interface



- ① [Contents Window](#) (p. 34) – Shows the structure of the project. This is the primary area for working with menu items (select, rename, move, delete).
- ② [Project Workspace](#) (p. 35) – Displays the menus and objects. In this area users will select and edit slideshow objects.
- ③ [Program Menus and Toolbars](#) (p. 37) – Contains Memories Builder DVD's functions. The toolbars have icons for the most common functions.
- ④ Indicators – DVD-Video is limited to 60 or 120 minutes of content (see [Project Preferences](#)) in 99 titles (movies or slideshows). To help you keep track of your project's size, Memories Builder displays a Space Indicator Bar and a Title Counter.

Space Indicator

The space indicator is located at the bottom-left of the Memories Builder DVD application. The green progress bar will move from left to right based on how much data and/or time your DVD elements will require on the final DVD. If the progress bar begins to show red, you have reached the full capacity of your DVD.

Title Counter

The Title Counter, located just to the right of the Space indicator, displays the number of titles currently found in the project. The number of titles used is shown in relation to the maximum number of titles allowed. (E.g. If you were to include 5 movie clips and 3 slideshows, you would have 8 titles. The Title Counter would display: 8/99 titles.)

Contents Window

This area of the program interface displays the structure of your DVD presentation. It also allows you to edit the structure by selecting, renaming, moving, or deleting items. To add new items to the contents of your project, use the [Contents Tools](#) (see p. 38).

To select a menu, video, or slideshow:

1. Locate the name of the item in the Contents window and click on it once.
2. The workspace updates to display the menu, video, or slideshow.

To change the name of a menu, video, or slideshow:

1. Locate and double-click on the name of the item in the Contents window.
2. Type a new name in the box that appears and click OK.
3. Memories Builder DVD updates the name of the item.

To move (change the order of) menu items:

1. Click on the name of the item you would like to move in the Contents window and hold the mouse button down.
2. Drag the item to its new location (a light gray line will show where the item is moving) and release the mouse button.
3. Note: To move an item to a submenu, expand the destination submenu in the Contents window by clicking on the plus symbol (right-pointing arrow on the Mac) next to the submenu name.
4. To move items into a menu, drag it over the menu icon and move the mouse to the right until the right-pointing arrow appears and then release.



To delete an item in the Contents window:

1. Right-click (Ctrl-click on the Mac) on the name of the item to delete.
2. Choose Delete from the menu that appears.

For more information regarding the Contents window, see [Contents Tools](#) (p. 38) under *Program Menus and Toolbars*.

Project Workspace

The project workspace allows for navigation and basic project editing, such as renaming a title and slideshow functions (moving and resizing slideshow objects).

To navigate the project:

- Double-click on menu buttons to open and edit menus in the workspace.
- Double-click on the home or up icons in the lower left corner of the workspace to return to the title menu or the current item's parent menu, respectively.

To rename a menu title on the workspace:

1. Double-click on the title.
2. Type a new name in the box that appears.
3. Click OK.

To customize a button:

Buttons can be customized in a few different ways, depending on the type of button. The type of the button is determined by what it links to (a menu, video, or slideshow).

Menu button appearance (the border or frame of the button) is determined by the menu style. To change menu button appearance, choose a different menu style ([see p. 14](#)).

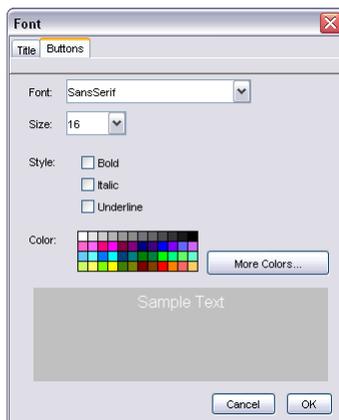
To change the button font (any button type):

Note: This change will affect all buttons in menus for which you haven't yet chosen a custom DVD style.

1. Click on a button. The Button Tools icons appear just above the project workspace:



2. Click on the Menu Fonts icon (the icon on the right). The Fonts dialog will appear with the Buttons tab selected.



3. In the Fonts dialog, choose the font face, size, style, and color for the button fonts. Click OK when you have made your selection.
4. Memories Builder will update all menu buttons with the new font selection.

Other Customization Options:

Menu Button

- No customization possible.

Video Button

- Click on the video button. A toolbar appears just above the project workspace.
- Click on the Button Start Point icon (the icon on the left). Drag the slider around to choose which part of the video to display in the button. If motion buttons are enabled ([see p. 16](#)), the slider will set the start point for the video loop.

Slideshow Button

- Click on the slideshow button. A toolbar appears just above the project workspace.
- Drag the slider around to choose which slideshow slide to display in the button. If motion buttons are enabled ([see p. 16](#)), the button will loop the slideshow, starting with the point in the slideshow you chose with the slider.

To move a slideshow object:

1. Select the object to move by clicking on it and holding down the mouse button.
2. While holding the mouse button and dragging, the item may be placed anywhere on the slide. A light gray outline of the object will move around the slide to assist in placing the object.
3. Release the mouse button to place the object in its new location.

To resize a slideshow object:

1. Click on the object. Small gray boxes appear around the edges of the object.
2. Click and hold one of the gray boxes while dragging the mouse.
3. Side boxes resize the object in one dimension (horizontally or vertically), while corner boxes allow you to resize objects in both dimensions (images and shapes will retain their aspect ratio, text will not).
4. When you have resized the object, release the mouse button. Memories Builder DVD will update the object in the project workspace.

To delete a slideshow object:

Click on the object and hit the Delete or Backspace key, or choose Delete Object from the Edit menu.

Program Menus and Toolbars

Memories Builder toolbars contain icons for the most common program functions.

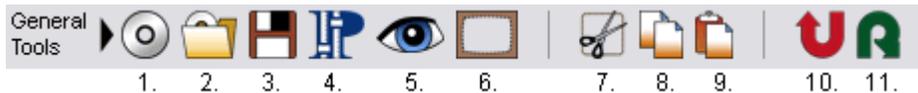


- ① [General Tools](#) – Basic program functions like opening and saving projects, cut, copy, paste, and undo/redo.
- ② [Contents Tools](#) – Adding and deleting project contents.
- ③ [Workspace Tools](#) – Functions that relate to the workspace (menus, slideshows, etc.).
- ④ [Objects Tools](#) – Functions that relate to editing the currently selected object.

The [Program Menu](#) subsection starts on page 46.

General Tools

This unchanging set of icons provides access to the most common project functions.



Icon Descriptions:

1. New Project – Begins the process for creating a Memories Builder DVD project (and closes the current project).
2. Open Project – Provides access to Memories Builder DVD projects through a browse window.
3. Save – Saves (writes the project to disk) in the current or default location with the current filename. The default location is in the Memories Builder DVD folder inside a folder named Projects.
4. Preferences – Opens the Preferences dialog, which includes settings for Project Quality Mode, Grids, and Preview motion. See [Project Preferences](#) on p. 31.
5. Preview Project – Shows the current project in a mode that simulates the final DVD product.
6. Show Safe Area – Hides or displays the semi-transparent gray overlay that indicates which part of the workspace is most useful for critical images, text, and navigation (not all of the workspace will appear on a typical TV screen. See [TV Safe Area in Definitions](#) for more information).
7. Cut – Moves a slideshow object to the clipboard to be pasted in another location.
8. Copy – Copies a slideshow object to the clipboard to be pasted in another location.

9. Paste – Applies the slideshow object stored in the clipboard to the current slide. You may also paste a cut object by clicking with the right mouse button (Ctrl-Click on the Mac) and choosing Paste from the menu that appears.
10. Undo – Cancels the last slideshow edit.
11. Redo – Reverses the undo operation.

Contents Tools

The Contents Tool icons are for adding and deleting Contents window items.



Icon Descriptions:

1. New Menu – Creates a menu as a submenu of the currently selected menu.
2. New Video – Opens a browse window for selecting a video to add to the current menu.
3. New Slideshow – Creates a slideshow in the currently selected menu. [See p. 19.](#)
4. Delete – Permanently removes the currently selected item from the menu. If the item is a submenu, Memories Builder DVD will delete all of its sub-objects as well.

Workspace Tools (Menu, Slide, and Video Tools)

The functions available through the Workspace Toolbar change according to what the workspace is displaying. The three available tool sets are Menu Tools, Slide Tools, and Video Tools.

Menu Tools

The Menu Tools are for customizing the look of project menus. Tools include functions for choosing and customizing menu styles, background image or movie, and background audio. To access this tool set, select the menu you wish to customize in the Contents window. The following tool icons appear on the top icon bar next to the General Tools:



Icon Descriptions:

1. Menu Styles – Provides choices for changing the menu style, which determines the appearance of the menu, including button appearance and default background image, title font, and button font.

2. Menu Background Properties – Opens the Menu Background Properties dialog, which allows you to modify the menu background in the following ways:
 - Change the background image by clicking on the blue Memories Builder Library icon next to the Background field. To choose a custom image or a video file, click on the yellow open folder icon. Choosing a video file will make the menu a motion menu – a short segment of the video will loop in the background of the menu until the user makes a selection. *Note:* By default, motion backgrounds are not displayed in preview mode (see [Preview Settings](#) on p. 32).
 - Background Image Opacity – For custom background images, sets the opacity (the opposite of transparency) of the image. Setting a lower opacity reduces contrast in the image, allowing menu objects to stand out more.
 - To remove a background image, check the *Don't display custom background* box.
3. Background Audio – Opens the Menu Audio Properties window.
 - Click on the Memories Builder Library icon (the blue folder) to choose one of the music files that comes with Memories Builder to play in the background of the menu.
 - Click on the yellow open folder icon to browse for one of your own music files to play in the background of the menu (WAV, MP3, AIFF, AU, MIDI).
 - If you decide not to use background music, check the *Don't play audio selection* box.
 - The Play and Clear buttons allow you to hear or remove the audio file from the menu (respectively).
4. Motion Buttons – Enables motion menu buttons. When motion buttons are enabled, each menu button will show a short preview of its contents (if the button leads to a video or slideshow) until the user makes a selection. See the [motion button info](#) on p. 16.
5. Motion Menu Loop Length – If motion buttons are enabled or if your project includes menus with background video, this button sets the maximum motion loop length for every menu in the project. Drag the slider to choose the maximum loop length.

Note: If a motion menu background video is shorter than the maximum loop length, that menu (both buttons and background) will only loop for the duration of the background movie.
6. Menu Button/Title Fonts – Allows you to change the font for menu titles and buttons. Changes will be applied to the current menu and any of its submenus that do not already have a custom menu style.
7. Help – Launches the Help files, organized by subject. The Help files also feature a search function.
8. Send YBI Feedback – Click on this icon to launch a Web browser that will go to Yearbook Interactive's feedback page.

Slide Tools

Slide Tools allow you to quickly build slideshows and edit slides. They include functions for placing images, text, and shapes, as well as modifying the general slideshow settings. To access these tools, select a slideshow in the Contents window. The Slide Tools appear next to the General Tools on the top toolbar.



Icon Descriptions:

1. Add Slide – Creates a new slide and places it at the end of the slideshow.
2. Add Slide with Template – Creates a new slide, allowing you to choose the template to use.
3. Auto Slide Builder – Launches the Auto Slide Builder. [See p. 23.](#)
4. Add Image – Opens a browse window for selecting an image to add to the current slideshow slide.
5. Add Text – Allows you to add captions and titles to the current slide and edit the appearance of the text.
6. Add Shape – Displays a selection list of shapes to create on a slideshow slide. [See p. 25](#) for more information.
7. Slideshow Properties – Opens the Slideshow Properties dialog box. [See p. 25.](#)
8. Help – Launches the Help files.
9. Send YBI Feedback – Click on this icon to launch a Web browser that will go to Yearbook Interactive’s feedback page.

There are also three icons to the left of the timeline (just below the slide workspace):



- Add a new slide at the end of the slideshow presentation.



- Hide the currently selected slide. The slide will not display in the slideshow.



- Permanently remove the currently selected slide from the slideshow.

Video Tools

Only the Help and Feedback icons are available.

Objects Tools (Button, Image, Shape, and Text Tools)

The functions available through the Objects Toolbar change according to what the workspace is displaying. The four available tool sets are Button Tools, Image Tools, Shape Tools, and Text Tools.

Button Tools

The Button Tools are for customizing the appearance of buttons in a menu. To access this tool set, click on the button you wish to customize on the workspace. The following tool icons appear just above the workspace:



Icon Descriptions:

1. Button Start Point (Video and Slideshow Buttons) – Changes the preview frame for a movie or slideshow ([see p. 17](#)). It also selects the start point for the motion button loop (if motion buttons are enabled). Click the icon to open a pop-up slider. Drag the slider to adjust the setting.
2. Menu Button/Title Fonts – Allows you to change the font for menu titles and buttons. Changes will be applied to the current menu and any of its submenus that do not already have a custom menu style.

Image Tools

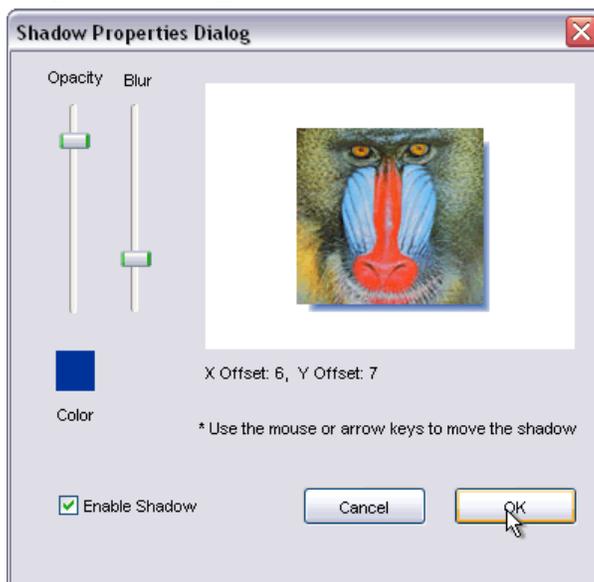
When you select a slideshow image, Memories Builder DVD will display the Image Tools just above the workspace. The Image Tools allow you to edit images in a number of ways.



Icon Descriptions:

1. Zoom In – Click on this icon to increase the size of the image.
2. Zoom Out – Click on this icon to decrease the size of the image.
3. Rotate Counterclockwise – Turns the image 90° counterclockwise.
4. Rotate Clockwise – Turns the image 90° clockwise.
5. Free Rotate Image – Drag the slider or type in a number of degrees to rotate the image. Positive values rotate the image clockwise, while negative values rotate the image counter-clockwise. If typing in the degree, use a minus (-) symbol to indicate negative values.
6. Crop – Allows you to select an area of a slideshow image to keep, deleting the unwanted portions ([see p. 22](#)).
7. Image Effects Drop-down – Applies effects to the selected image. The available effects are:
 - Sharpen – Increases the focus or definition of the image.
 - Blur – Softens the focus or reduces the definition of the image.

- Negative – Reverses the light patterns of the current 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 – Adjusting the gamma of an image allows you to change brightness values of the middle range of gray tones without dramatically altering the shadows and highlights.
 - Emboss – Makes the image look like it has been pressed onto the project workspace.
 - 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 appear smaller.
 - Impressionist Painting – Gives the image an artistic brushed look.
 - Mirror – Flips the image around horizontally, like seeing the mirror image.
 - Flip – Turns the image upside-down, like seeing a reflection of the image.
8. Opacity – Adjusts the opacity of the selected image. Opacity is the opposite of transparency.
9. Shadow - Displays a shadow underneath an image to make it stand out and to give it a sense of depth on the slide. Click on the Shadow icon to bring up the Shadow Properties Dialog.

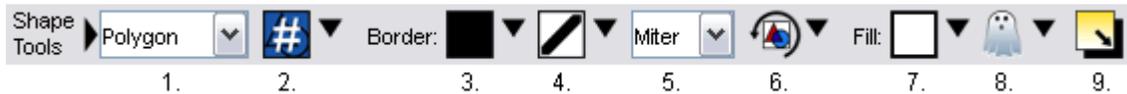


- Click on the Shadow Color square to adjust the hue of the shadow.
- To move the shadow, click and hold the mouse down in the white box area as you move the mouse. You may also use the arrow keys on your keyboard to move the shadow.

- Drag the Opacity slider to adjust the transparency of the shadow. Higher values for the slider make the shadow more opaque (darker); lower values make it more transparent.
- Drag the Blur slider to adjust the depth of the shadow around the edges. Lower values for the slider make the shadow darker around the edges, while higher values lighten the shadow edge.
- The Enable Shadow checkbox allows you to quickly apply or remove the shadow.
- Click the OK button to apply your changes to the shadow and return to the slide.

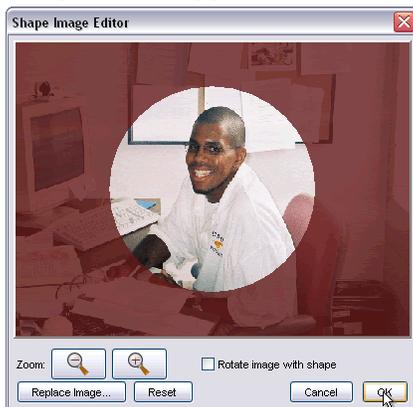
Shape Tools

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

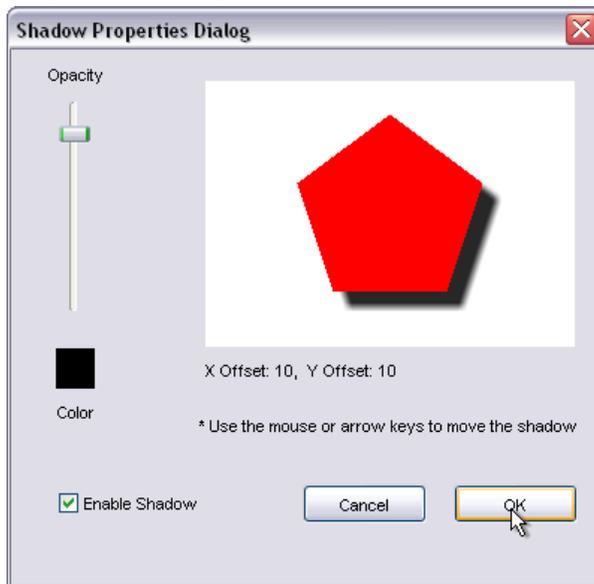


Icon Descriptions:

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.
5. Border Corner Style – Changes the appearance of the border's corners.
6. Rotate – Turns the shape the amount and direction you set with the slider.
7. Fill – Changes the color of the shape, not including the shape's border. To fill the shape with an image, choose Image from the drop-down and browse for an image. To edit the way the image looks in the shape, double-click on the shape. The Shape Image Editor appears:



- Click on the image and hold the mouse button down as you drag the mouse to move the image inside the shape.
 - Click on the Zoom In or Zoom Out buttons to make the image larger or smaller inside the shape.
 - Checking the *Rotate image with shape* box will lock the image to the shape so that the image will rotate with the shape whenever it is rotated (otherwise the image will retain its original orientation when the shape is rotated).
 - Click on the Replace Image button to browse for a different image file.
 - Click on the Reset button to return the image to its original size and position in the shape.
 - Click OK when you are finished.
8. Fill Opacity – Adjusts the opacity of the selected shape fill. Opacity is the opposite of transparency.
9. Shadow - Displays a shadow underneath a shape to make it stand out and to give it a sense of depth on the slide. Click on the Shadow icon to bring up the Shadow Properties Dialog.



- Click on the Shadow Color square to adjust the hue of the shadow.
- To move the shadow, click and hold the mouse down in the white box area as you move the mouse. You may also use the arrow keys on your keyboard to move the shadow.
- Drag the Opacity slider to adjust the transparency of the shadow. Higher values for the slider make the shadow more opaque (darker); lower values make it more transparent.
- The Enable Shadow checkbox allows you to quickly apply or remove the shadow.
- Click the OK button to apply your changes to the shadow and return to the slide.

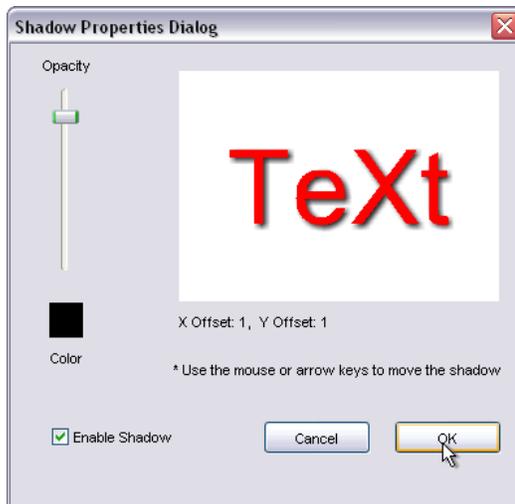
Text Tools

The Text Tools give you control over the appearance of text on slideshow slides. Select the text to bring up the following icons just above the workspace:



Icon Descriptions:

1. Font – Changes the style of the text.
2. Size – Changes the size of the text.
3. Bold – Increases the thickness of the text.
4. Italic – Applies an italic style to the text.
5. Underline – Applies an underline to the text.
6. Left Align – Justifies the text to the left of the text box.
7. Center Align – Centers the text in the text box.
8. Right Align – Justifies the text to the right of the text box.
9. Color – Changes the color of the text.
10. Shadow- Displays a shadow underneath the text to make it stand out and to give it a sense of depth on the slide. Click on the Shadow icon to bring up the Shadow Properties Dialog.



- Click on the Shadow Color square to adjust the hue of the shadow.
- To move the shadow, click and hold the mouse down in the white box area as you move the mouse. You may also use the arrow keys on your keyboard to move the shadow.
- Drag the Opacity slider to adjust the transparency of the shadow. Higher values for the slider make the shadow more opaque (darker); lower values make it more transparent.

- The Enable Shadow checkbox allows you to quickly apply or remove the shadow.
- Click the OK button to apply your changes to the shadow and return to the slide.

Program Menus

File

New Project – Begins the process for creating a Memories Builder DVD project (and closes the current project).

Open Project – Provides access to Memories Builder DVD projects through a browse window.

Close Project – Closes the current project without exiting Memories Builder DVD.

Save – Saves (writes the project to disk) in the current or default location with the current filename. The default location is in the Memories Builder DVD Version 2.1 folder inside a folder named DVDProj.

Save As – Saves project in custom location with new name (the previously named project will exist separately under the original name). Warning: DVD projects require large amounts of free hard drive space.

Print Slide (Slideshows only) – Sends the current slide to the default printer. Printed slides are useful for closer proofing.

Backup Project – Creates a safety copy of the open project and all of its files.

Recent Projects – Displays a list of the projects you have opened recently. Click on a project to open it.

Exit – Closes the Memories Builder DVD program.

Edit

Undo – Cancels the last operation (applies to slideshow editing).

Redo – Reverses the undo operation.

Cut – Removes a slideshow object to the clipboard to be pasted in another location.

Copy – Copies a slideshow object to the clipboard to be pasted in another location.

Paste – Applies the slideshow object stored on the clipboard to the current slide.

Delete Object – Removes the currently selected object from a slide.

Delete Contents Item – Brings up a dialog for selecting and deleting project contents. Useful for deleting menus, slides, or videos 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.

Select All – Selects all of the objects on a slide.

Preferences – Opens the Preferences dialog, which includes settings for Project Quality Mode, Grids, and Preview motion. See [Project Preferences](#) on p. 31.

Modify

Rename – Changes the name of the item currently selected in the Contents window.

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.

Bring to Front – Moves the selected slideshow object in front of all other slide objects.

Send to Back – Moves the selected slideshow object behind all other slide objects.

Bring Forward – Moves the selected slideshow object one layer forward.

Send Backward – Moves the selected slideshow object back one layer.

Align (Slideshow objects)

Top – Aligns all selected objects to the topmost object on the slide.

Middle – Aligns the middles of all selected objects.

Bottom – Aligns all selected objects to the bottommost object on the slide.

Left – Aligns all selected objects to the leftmost object on the slide.

Center – Aligns the centers of all selected objects.

Right – Aligns all selected objects to the rightmost object on the slide.

Center Vertical on Slide – Places all selected objects in the vertical center of the slide.

Center Horizontal on Slide – Places all selected objects in the horizontal center of the slide.

Snap to Slideshow Grid – Displays a grid in the workspace for assistance in placement of slide objects. Slideshow objects will “snap” to the grid point nearest the top left corner of the slide object when moved.

Show Slideshow Grid – Displays a grid in the workspace for assistance in placement of slideshow objects (slide objects don’t snap).

Show Safe Area – Displays an overlay that indicates which part of the workspace is most useful for critical images, text, and navigation (not all of the workspace will appear on a typical TV screen).

Insert

New Menu – Creates a menu as a submenu of the currently selected menu.

New Movie – Opens a browse window for selecting a video to add to the current menu.

New Slideshow – Creates a slideshow in the currently selected menu. [See p. 19.](#)

New Slide – Creates a new slide and places it at the end of the currently selected slideshow.

New Slide Template – Creates a new slide at the end of the currently selected slideshow, allowing you to choose the template to use.

Import – Brings contents from another project into the current project. [See p. 56.](#)

Auto Slide Builder – Launches the Auto Slide Builder. [See p. 23.](#)

Add Image – Opens a browse window for selecting an image to add to the current slideshow slide.

Add Text – Allows you to define a text box on the current slide for typing in and editing the appearance of text.

Add Shape – Displays a selection list of shapes to create on a slideshow slide. [See p. 25](#) for more information.

Finalize Project

Step 1: Preview Project – Shows the current project in a mode that simulates the final DVD product.

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 slideshow text boxes, points out errors, and suggests changes.

Step 4: Export for Submission – Copies your project to a portable hard drive in preparation for sending the project to Yearbook Interactive.

Finalize Project Help – Brings up detailed information about the steps for 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 program functions.

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 DVD.

User's Guide – Opens this User's Guide, a print-ready document that contains complete information about using Memories Builder DVD.

Yearbook Interactive Web Site – Launches the Yearbook Interactive Web site, which contains information and updates for Memories Builder DVD.

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

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

Project Building - Approaches and Tips

Reading the following information will make a critical difference in the success of your project:

- [What you will be building \(a YBI DVD\)](#)
- [How to organize your content \(the images and video you will be using in your project\)](#)
- [What Memories Builder DVD does](#)
- [Preparing video](#)
- [Sample menu structures](#)
- [Memories Builder supported formats](#)

The YBI DVD – Quick Summary

Suggestions for understanding the YBI DVD:

- View the DVD sample.
- If you didn't get a sample, ask your Customer Service Representative for one (877 463-6924).
- Read [DVD Concepts](#) on p. 6 for information about DVD-Video.
- Preview the project frequently to see how users will view and interact with the final product. [See page 28](#) for more information.

A YBI DVD brings your school memories to life by adding a new dimension to the print yearbook. Summary of a YBI DVD:

- Presentation on DVD that brings your memories to life with video and audio.
- DVD-Video format – the same format that DVD movies from the video store use.
- Works on DVD console (set-top) players or DVD-ROM computer drives.

How the presentation works:

- Launches the title menu on startup (top item in the Contents window).
- Users choose from the menu options you provide them by selecting menu buttons.
- Menu buttons can launch a video, a slideshow (a series of still images), or a submenu.

What you will be doing:

- Preparing video segments to import into the presentation.
- Organizing the structure of menus.
- Preparing slideshows.

How to Organize Your Content

Organizing your content before building your project will help you avoid confusion and keep track of how much you have done. Here are some suggestions:

- Have a computer systems administrator install Memories Builder DVD to the default location. If you experience trouble accessing your project, you may need to have a computer systems administrator give you access to the proper folders. Contact Tech Support for more information (877-463-6924 ext. 23).
- We recommend that you save projects to your computer's local hard drive (rather than a network drive), if possible. We also recommend using the same computer every day. These two items will help you keep track of how much hard drive space you have available, and give you better control over the project.
- Organize your files according to type or the menu that they will go in. For example, you could put all of your video files in a single folder, or you could create a series of folders with the same names as your menus and place all files you will use in the menu in the folder (video files, images for slideshows, music).
- Give video segments unique, meaningful names. It will be much easier to locate the right video file if it includes the name of its menu and something to identify its unique content (e.g. Sports-SoccerFinals.mov).

What Memories Builder DVD does

Memories Builder DVD helps you organize your content into a series of menus and titles (videos and slideshows). Memories Builder DVD also gives you the tools to create your slideshows and create a look for the DVD. Finally, it gives you the tools you need to prepare your project to send to Yearbook Interactive for encoding onto a DVD for duplication.

Preparing Video

Good video files and footage are critical to a good DVD multimedia supplement. Unfortunately, video capturing and editing can be a pretty confusing and challenging subject. This overview is just intended to get you started.

For a more detailed introduction to video editing, go to the following Web address:
<http://electronics.howstuffworks.com/video-editing.htm>

There are four basic phases of video editing:

Phase I: Footage – Getting and using a video camera.

If you do not already have a video camera, consult with your local electronics stores for more information on purchasing and using video cameras. We recommend that you use a *digital* camcorder that uses MiniDV tapes.

Since the operational methods of video equipment vary widely, you will need to consult your video camera's documentation for information on using your video camera. It's a

good practice to shoot a few more seconds of footage before and after the event you are trying to capture because it will make editing easier.

Phase II: Capturing – Transferring the footage from the video camera to computer.

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

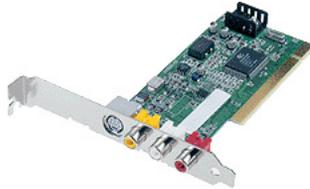
Analog Video Capture

or

Digital Video (DV) Capture



(RCA) Analog Cables



Analog Capture Card (PCI)



DV Cable



DV Card (PCI)

Depending on whether you are using a digital or analog camcorder or camera, you may need to purchase an analog video capture card (\$129 to \$399) 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™, FireWire, 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. Some DV camcorders can convert analog video to digital video (basically a media converter built in).

Phase III: Editing – Trimming footage and adding effects and titles.

Some popular programs with varying features and costs are listed below:

- iMovie™ (included with OS X, Mac only)
- Final Cut Pro™ (\$299 for schools, Mac only)
- Adobe Premiere (\$699 PC & Mac)

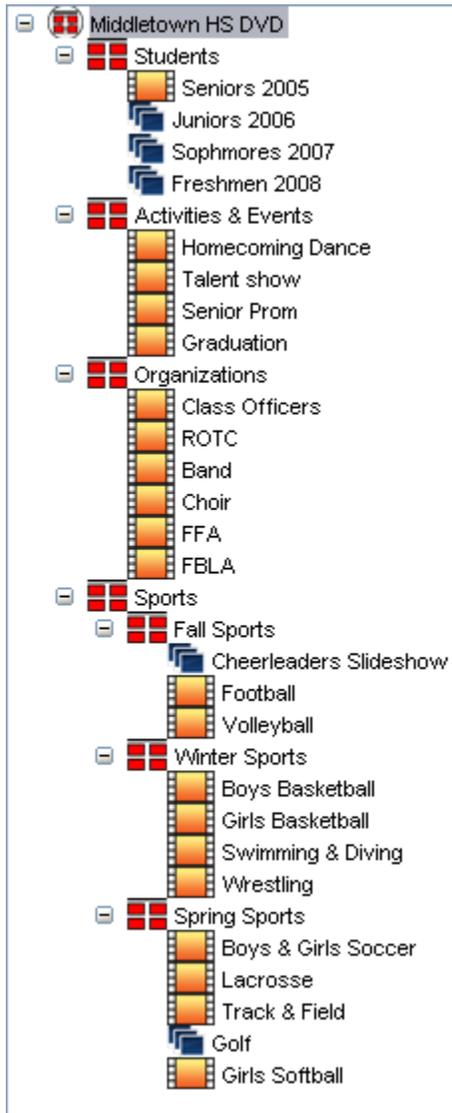
Check your program's documentation for more information on the editing process.

Phase IV: Export – Saving the edited file to a computer file.

This process also depends on your video editing program. Check your documentation for the specific instructions. We recommend that you choose a DV format or an uncompressed AVI or QuickTime movie format. Export your movies at full size (usually 720x480). Other supported formats include QuickTime Movie Format (.MOV), AVI - Cinepak codec only, MPEG Format (.MPG) - Warning: These are usually low quality videos. We don't recommend this format unless you have no other choice.

See the [Video section](#) starting on page 17 for more information on video.

Sample Menu Structure:



Key

 = Menu  = Movie  = Slideshow

Memories Builder Supported Formats

The formats that Memories Builder DVD supports are determined by QuickTime. If you can open a file in QuickTime, it is compatible with Memories Builder.

Audio

WAV (Windows default)

AIFF (Mac default)

MP3

MIDI

Images

JPG

PNG (Use this format to preserve transparency.)

GIF

BMP

TIF (CMYK mode images may not display well. We recommend RGB mode.)

PSD

PIC

Video

DV

AVI (DV-AVI or Cinepak codec *only*)

QuickTime Movie (.MOV)

MPEG I (.MPG) – *Not recommended*, based on its typically low quality.

Appendix A: Project Limitations and Constraints

Size Limitations

- The DVD specification only allows for 99 titles (i.e. movies or slideshows) per DVD.
- Only 60 minutes of high quality video can fit on a DVD. A 2-hour mode is also available, which uses average quality video. (DVDs created by Memories Builder are single-sided, single-layer discs.)
- The workspace of Memories Builder DVD is 640 pixels wide and 480 pixels high (640x480) because this is the size of the viewing area on a standard television set. However, videos exported for use in Memories Builder should be sized at 720x480.
- Note: Many users ask, “If a DVD holds 7 times more data than a CD, why can we only have 60 (or 120) minutes of video? Hollywood videos have at least 2 hours of video, if not more.” The answer is complex, but stated simply: 1) DVD-Video is a specific format (like CD-Audio) and must be created using defined standards. 2) DVD-Video requires a lot of (data) space to provide a high quality video image. 3) “Hollywood” DVDs are often produced with multiple data layers on a single disc. Current consumer-oriented DVD authoring is only geared for replication of single layer discs.

Motion Menus

- Motion Menus can have a maximum loop length of 60 seconds or shorter.
- Because most computers are not able to play raw (uncompressed) projects before Yearbook Interactive has compressed the project in DVD format, Memories Builder does not display button motion or background motion in the Preview mode by default. You may enable motion in Preview by choosing from the options on the Preview Settings tab in the Preferences dialog (choose Preferences from the Edit menu). Try different settings to reduce jitter or freezing. In any case, your final DVD will have motion, if enabled.
- The Maximum Menu Loop Length setting affects menu background video and audio differently. Video backgrounds can be shorter than the Maximum Menu Loop Length and will just loop more often. However if a menu background audio file is shorter than the Maximum Loop Length, a period of silence may result. Ensure that your audio files are longer than the maximum loop length to avoid silence.

Slideshows

- The DVD-Video specification only allows for 99 slides per slideshow.
- Slides cannot be displayed for fewer than 2 second intervals (unless set to “Manual Advance.”)
- Manual-advance slideshows cannot have background audio or transitions.
- To avoid silence at the end of a slideshow, background audio selections for slideshows should be long enough to fill the duration of the slideshow, the slide intervals should be reduced to shorten the duration, or the loop option should be checked.

Movies

- Memories Builder supports only .dv, .mov, .avi, and .mpg movie file types.
- Video should always be brought in at the highest quality possible with an optimum frame size of 720x480 pixels. Avoid compressing the video, if possible.
- Uncompressed video may be taxing on your computer's resources. Even in Memories Builder DVD, the video may not stream smoothly. However, when submitted to Yearbook Interactive, the video will be transcoded and optimized for DVD and will play smoothly on DVD players.

Audio

- If Motion Buttons are not enabled and no motion background video has been chosen, menu background audio will play through the end of the clip, but will not loop.
- If Motion Buttons are enabled, the audio clip will play for the duration of the menu loop length and then start over again (e.g. If the maximum menu length is set to 0:40 seconds, a 0:60 audio clip will play for 0:40 seconds and then start again at the beginning.). If the audio clip is shorter than the Maximum Loop Length, a period of silence may result every time the menu loops.
- The Memories Builder Preview does not completely mirror the final DVD audio looping. In the final product, if the audio file you have chosen is shorter than the maximum menu loop length ([see p. 15](#)), there will be silence in the space between the end of the audio file and the point at which the menu loop begins again. Preview mode does not accurately reflect this.
- Memories Builder supports .wav, .mp3, and .aiff audio file types.

Images

- Memories Builder supports .jpg, .png, .bmp, .gif, .pic, and .tif image file formats.

Fonts

- Memories Builder allows for the use of a few basic fonts and all YearTech (AYT) fonts. If YearTech fonts are not already on your computer, you can install them from the YearTech disc.

Appendix B: Building on Multiple Computers

Introductory Note:

Memories Builder DVD 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 an individual project and then import all of the parts using the Import function.

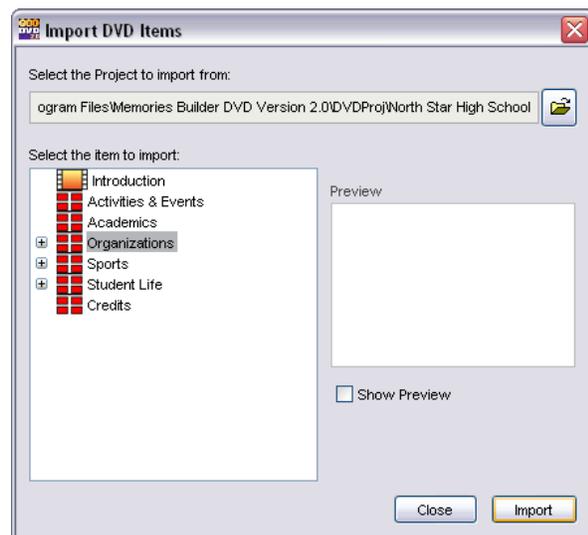
Setup

1. Install Memories Builder on every computer you will use to create your project. We suggest using the default installation options.
2. Assign portions of the project to each student. The typical approach is to divide the work among the students by menu. For example, one student could work on the Student Life menu, while another student works on Sports. Have each student create his or her own project file, preferably saving it to the local hard drive (unless school security requires that you save it to a network drive). We suggest that you use the student's name or menu name in the project filename (e.g. heather.sb3 or sports.sb3).
3. When you are creating project files, designate one project as the master project.
4. After all of the students have completed their parts of the project, import them into the master project using the steps below.

To combine projects into one master project:

Before submitting your project, all contents that will be in the final presentation must be in the master project. To combine work from multiple computers:

1. Designate one machine as the master machine. Use a computer that has network access to the other machines with projects (or burn each individual machine's project file and folder onto a CD and import from the CD).
2. Open the master project.
3. In the Contents window, choose a location for the slide(s), menu(s), or menu item(s) to import by selecting an item in the Contents window.
4. Choose Import from the Insert menu. The Import dialog opens (see image at right).
5. Click on the open folder icon next to the *Select the Project to import from:* field and browse for the project folder which contains the contents to import.



6. The Select window will show the contents of the project. Click on the plus symbols (arrow on the Mac) to open menus. Select the first item to import in the Contents window. Click on the Show Preview box to see a preview of the item. Click Import when you are satisfied with your selection. The icon of the imported item will turn gray. Repeat as needed.
7. Click the Close button when you have finished importing.
8. The imported contents will now appear in the master project. Importing slideshows will also bring their background images and background music with them.
9. Save the project.

Appendix C: Documents

This appendix contains program-related documents.

[License Agreement](#) – This copy of the License Agreement that you accepted when you installed the program is reprinted here for your convenience.

[Security and Memories Builder](#) – Information about setting up Memories Builder DVD on Windows 2000 or Windows XP Professional computers.

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Folder Access, Security, and Memories Builder

Introduction

This document is for computer system administrators and applies specifically to computers running Windows 2000 and Windows XP Professional.

In order for Memories Builder to function properly, each user will need access to certain folders. The Memories Builder program reads, writes, modifies, and deletes files and folders. It also creates some subfolders.

Many computer system administrators are concerned about giving students access control to any part of the system or network. Memories Builder only requires access to non-critical files and folders on the computer. Specifically, users will need access to the Memories Builder DVD Version 2.1 program folder and a folder somewhere else on the computer or network in which they may save their projects.

Basic Program Information

Here is some information that will help you decide how to accommodate Memories Builder:

- By default Memories Builder installs to C:\Program Files\ Memories Builder DVD Version 2.1 (custom installation is available).
- By default Memories Builder creates and saves projects to C:\Program Files\ Memories Builder DVD Version 2.1\DVDProj. Users can choose to save projects anywhere on the local machine and on any mapped network drive.
- Some computer administrators have installed Memories Builder to the All Users folder in Documents and Settings or saved projects to that same location to allow all users to use the program and access the files. Even if you decide to do that, you will still need to set access control for those folders.

Recommendations

The fastest and simplest way to get Memories Builder to work for all computers is to use Memories Builder's default options. To set up a computer to use Memories Builder:

1. Log in to the computer as an administrator.
2. Insert the Memories Builder disc into the computer's CD-ROM drive.
3. The CD should automatically launch a menu. If not, 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 *MBDVMenu.exe*.
4. Choose *Install Memories Builder* from the CD menu. Follow the steps to install Memories Builder, using the default locations and settings.
5. After installation, browse to the **Program Files** folder.

6. Right-click on the **Memories Builder DVD Version 2.1** folder and choose *Properties*.
7. Click on the **Security** tab. If the tab is not visible, follow the instructions in the Enable Security section below.
8. In the top box, choose the user or user group for the student(s) who will be using Memories Builder. You may need to add the user or user group with using the **Add** button.
9. Choose **Full Control** for this folder (the **Allow** checkbox). This will only affect the **Memories Builder DVD Version 2.1** folder. Click **OK** or **Apply**.
10. If students will be saving their projects to a location other than the default location, you will also need to set access control for that folder. If this is how you would like the students to operate, we suggest that you create a folder for Memories Builder projects and give students full access to the folder.

Other Options

Some computer system administrators have experimented with setting the students' permissions to *Modify* (rather than *Full Control*). This may cause a problem with a file that Memories Builder uses to ensure that students don't try to access project files at the same time. You can check for this problem by creating a new project in a student's account, closing the project, and reopening it. If the project opens without error messages, then the folder access should be fine.

If students are not assigned to a specific machine, you may want to test their ability to access a project from several machines. Create a new project on one machine. Close the project. Move to another computer, and try opening the project using the Open Project function from the File menu.

Enable Security

If the Security tab doesn't show up in Windows 2000 or XP Pro in the Properties window for a folder, do the following:

- Open Folder Options in Control Panel. (Click Start, click Control Panel, click Appearance and Themes, and then click Folder Options.)
- On the View tab, under Advanced settings, clear *Use simple file sharing*.

Further information about Windows XP Professional and folder access:

www.microsoft.com/windowsxp/pro/using/howto/security/accesscontrol.asp