

# Memories Builder 7 Tutorial

For use with Memories Builder version 7.0

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Item #MB7200

# Memories Builder Tutorial

Welcome to Memories Builder version 7.0. This tutorial will guide you through the basic steps of creating a CD presentation using Memories Builder.

**To use the tutorial, you will need to install the tutorial resources from the Memories Builder installation CD.** Insert the Memories Builder CD and choose *Install Tutorial Resources* from the menu.

Follow the step-by-step instructions in the left column of the document. Graphic illustrations are provided on the right to provide visual assistance in following the tutorial. As you follow the steps in this tutorial, you will see how easy it is to start building your project. Once you have completed this tutorial, you will have the knowledge that you need to build a great project.

## ***What You Will Learn***

By the time you complete this tutorial, you will know how to:

[Start a New Project](#)

[Plan the Project](#)

[Create a Page](#)

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[Familiarize Yourself with the Workspace](#)

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[Create a New Page \(with a Page Template\)](#)

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[Place an Image Using a Template](#)

[Add a Hot Spot to the Page](#)

[Add Text and a Shape to the Master Overlay](#)

[Add Text to the Section Overlay](#)

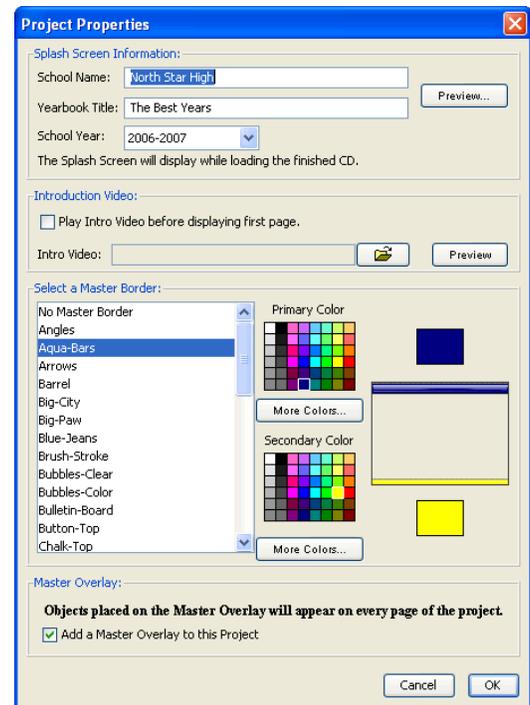
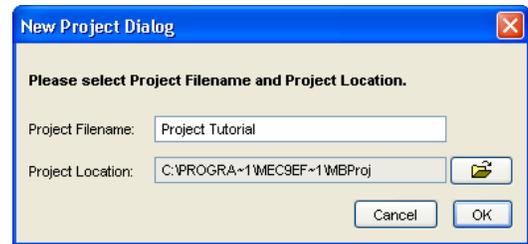
[Use Auto Page Builder](#)

[Add Portraits](#)

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## Start a New Project

1. Launch *Memories Builder 7.0*  
The first time you launch Memories Builder, the *New Project Dialog* will appear.
2. Type in the *Project Filename*: **Project Tutorial**.
3. For *Project Location*, use the default location.  
Please note: If you logged into your computer as a “limited access user,” save the project to the location designated by your computer administrator. To choose the place where the project folder will be saved, click on the open folder icon next to *Project Location*.
4. Click **OK**.
5. The *Project Properties* dialog box appears.
6. Under the *Splash Screen Information*, enter in the *School Name*: **North Star High**.
7. Type in a *Yearbook Title*: **The Best Years**.
8. Make sure *School Year* is 2006-2007.
9. Click on the *Preview* button to the right of these fields to see how this information will be displayed on your splash screen. When finished, click on the  to close the window.
10. Skip the *Introduction Video* section for this tutorial.
11. Select the *Master Border Aqua Bars*. (A *Master Border* is like a “frame” for your project. You are not required to select a *Master Border*; it is optional. Several *Master Borders* use colors, but some do not. You can change your *Master Border* at any time or choose *No Master Border* by clicking on the *Modify* menu and choosing *Project Properties*.)
12. Click on a blue square from the *Primary Color* swatches and a yellow square from the *Secondary Color* swatches.
13. Click **OK**.



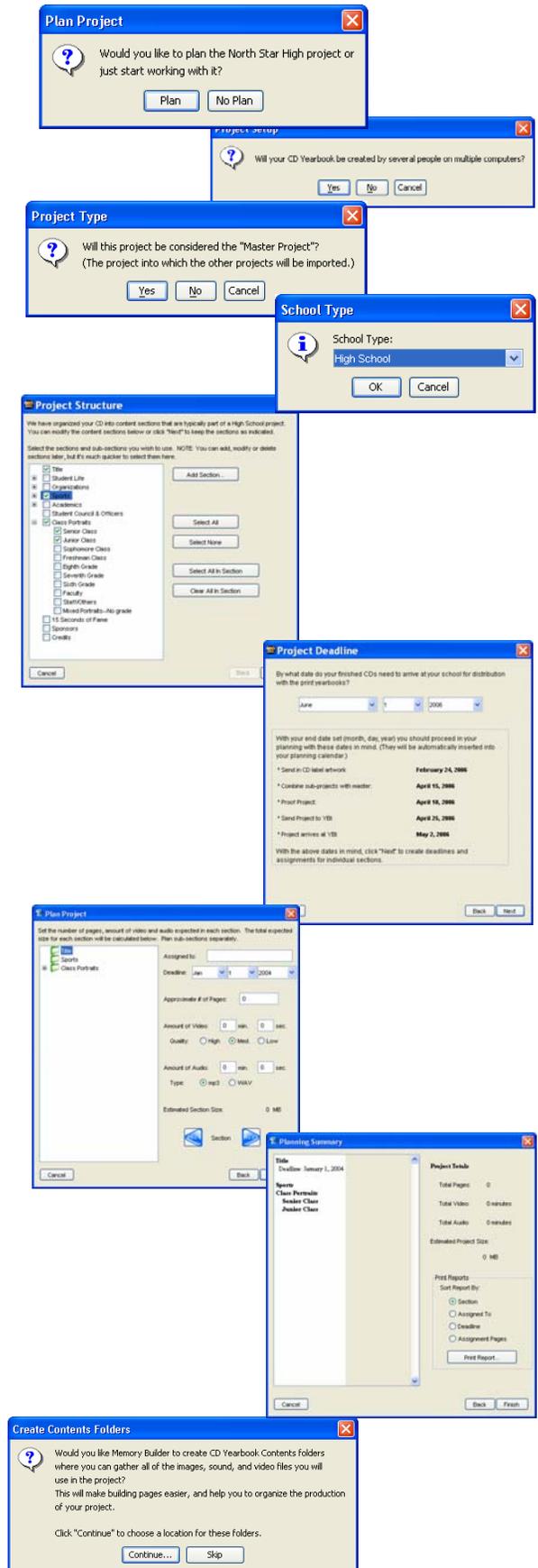
## Plan Project

You will next be prompted to plan your project. Because this tutorial is focused on the basic features of the program, we will not step you through the entire planning process at this time, but we will need to do a couple of things.

1. Click on the **Plan** button.
2. In the dialog, "Will your CD yearbook be created by several people on more than one computer?" click **Yes**.
3. In the dialog, "Will this project be considered the Master Project?" click **Yes**.

Note: Your school should have one master project, but can have several subordinate projects. The subordinate projects will be imported into the Master Project before you submit your project to YBI.

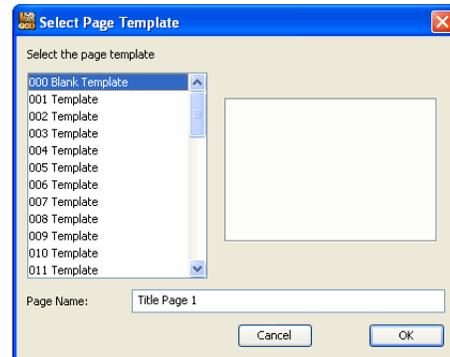
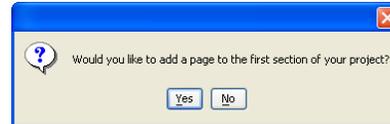
4. When asked, "Which selection best describes your school?" use the default selection, **High School**. Click **OK**.
5. In the *Project Planning* dialog, put a checkmark in the **Sports** section. You will notice that the **Title** and **Class Portraits** sections are already checked by default.
6. Expand the **Class Portraits** section and put a checkmark in the **Senior Class** and **Junior Class** sections.
7. Click on **Next**.
8. In the *Project Deadline* dialog, use the default selections and click **Next**.
9. At this point, you can plan the contents of each section, but we are going to skip these features. Click **Finish**. Click **Finish** again in the next dialog. (For more information on planning, consult the *User's Guide*.)
10. The next dialog will prompt you to create CD Yearbook Contents folders. (*CD Yearbook Contents folders* are simply pre-made folders in which to place your images, sounds, and movies. As with the Planning Process, we will not walk you through this process at this time.) Select **Skip**.



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## Create a Page

1. You will be prompted to create your first page in the Title section of the project. Select **Yes**.
2. A list of *Page Templates* will be displayed.
3. For this first page, choose **000 Blank Template**.
4. Click **OK**.



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## Select Section Properties

1. Next, you will be prompted to set *Section Properties* (such as a background image). Choose **Yes**.
2. The *Section Properties* dialog will appear.
3. We will first add a background image.

### Background Image:

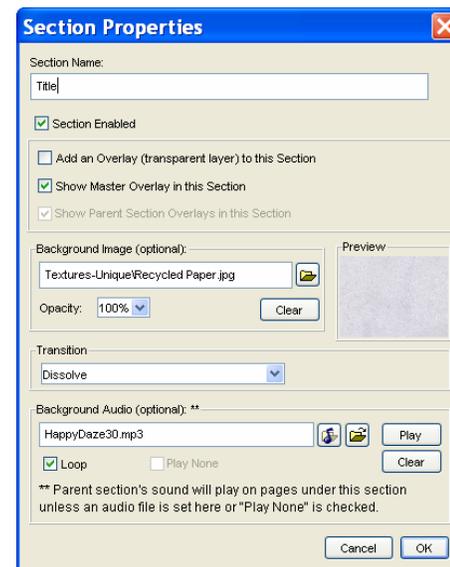
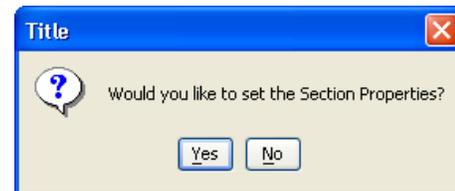
4. Skip down to the *Background Image* section and click on the  icon.
5. Expand the **4 Textured Backgrounds** and **Fiber Paper** folders by clicking on the + box (or arrow on the Mac).
6. Choose the **FiberPaper-LtBlue** background.
7. Click **OK**.

### Transition:

8. Select **Dissolve** from the dropdown menu as a page-to-page transition for this section.  
Please note: Transitions can only be viewed in Preview Mode.
9. Next, let's add some *Background Music*. (Note: *Background Music* is selected per section, not per page.)

### Background Music:

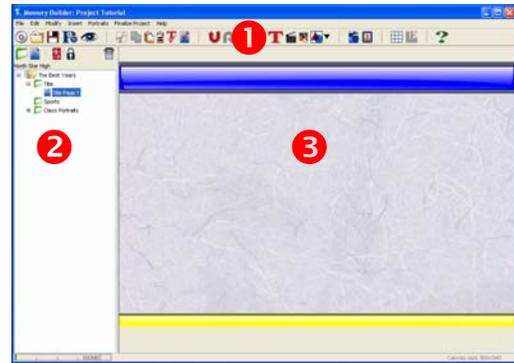
10. Click on the *Memories Builder Music Library* icon  next to the *Background Audio* field.
11. The icon will always take you to the *Memories Builder Music Library*. (However, you can use the Open Folder icon to browse to your own music files.)
12. Open the **Day in the Life** subfolder of the *Music Library* and select **HappyDaze.mp3**. You can preview it in the pane on the left. Click **Open**.
13. You should be back at the *Section Properties* dialog.
14. Click **OK**.
15. This should bring you to the *Builder Mode*.



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## Familiarize Yourself with the Workspace

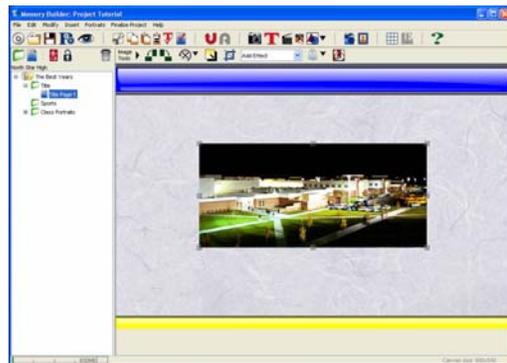
- 1 The *Menus* and *Tool Bars* run across the top.
- 2 The *Contents* window, containing Pages and Sections (groups of pages), is on the left.
- 3 The *Canvas* (where you put objects on pages) is the main window in the middle.



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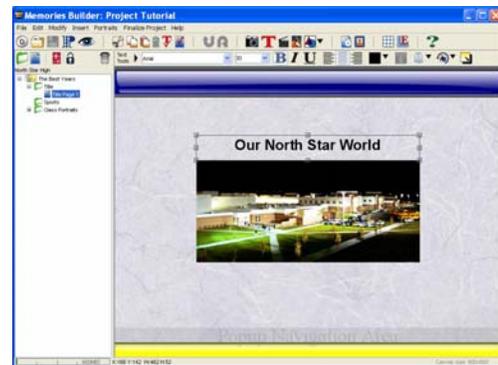
## Add an Image

1. First let's add an image to the page. Make sure you have *Title Page 1* selected in the *Contents* window.
2. Click on the *Image* icon  on the toolbar.
3. A *File Preview* dialog will appear (as shown in the graphic to the right.)
4. Open the **Tutorial Resources** folder located in the *Memories Builder 7* program folder, usually in C:/Program Files (or in the Applications folder on a Mac).
5. Choose the **Campus Main.jpg** image. You can see a preview of it in the left pane of the dialog box. Click the **Open** button.  
You will then be back on your *Canvas* and your cursor will look like a cross-hair ( + ).
6. With the cursor as a cross-hair, click once to place the image in its original size on the *Canvas*. (Another option is to click-hold the left mouse key and drag the cursor across the *Canvas* to the desired size and then release the mouse button.)
7. Now, center the image. Select the image and right-click the mouse (Ctrl-click on a Mac). Select *Align* from the menu and then select *Center Horizontal on Page*.



## Add Text

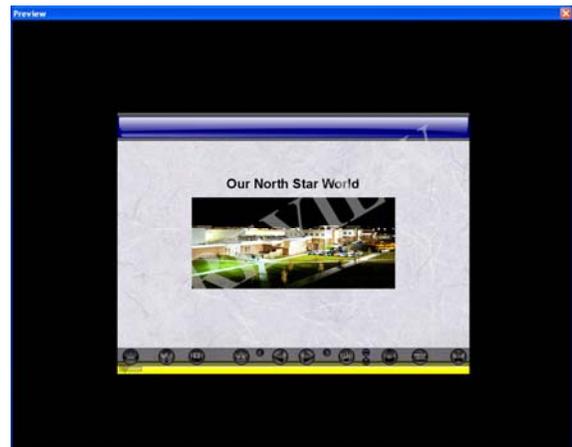
1. Click the *Text* icon **T** on the Toolbar. The *Text Editor* will appear.
2. In the gray area where the cursor is flashing, type in the text **"Our North Star World"**.
3. Select the text. Change the text to *Arial*, the size to 30, select *Bold*, select *Center*, and leave the text color *black*. Click **OK**.
4. The cross-hair cursor should appear on the *Canvas*. Click-hold and drag the cursor to create a text area above the image you just placed. The text will appear in this area.



## Save and Preview as Often as Needed

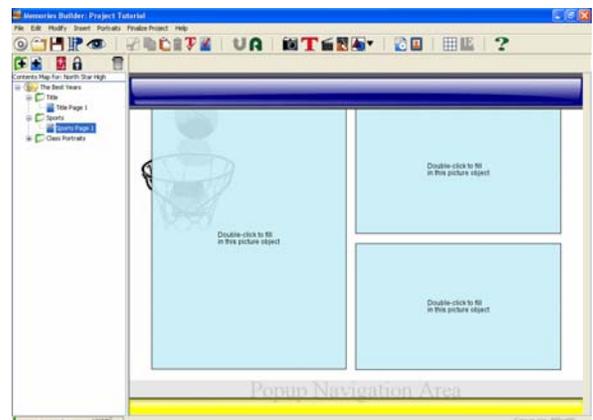
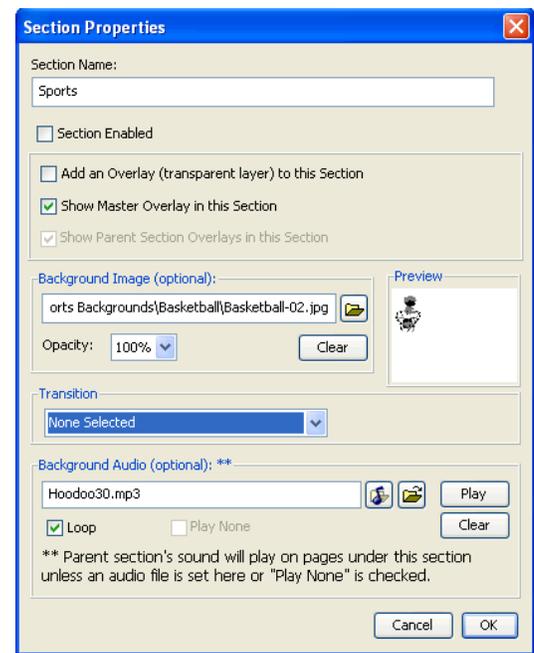
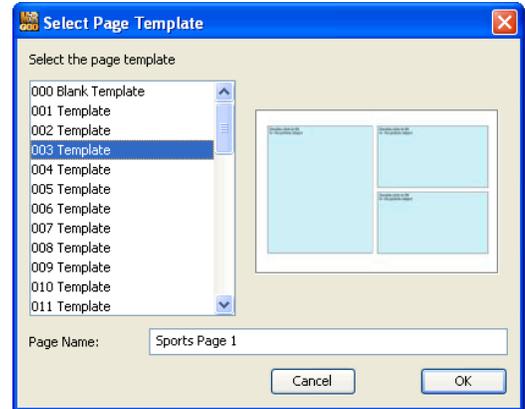
**\*\*An important tip in any software is to save often.\*\***

1. Click on the Save icon  on the toolbar.
2. Also, to make sure you're getting the look and functionality you want, preview as needed. To do this, click on the Preview icon  on the Toolbar.
3. You should immediately hear music and see the page objects that you have added so far.
4. When you are finished previewing, move your cursor to the bottom of the preview screen. The navigation bar should pop up.
5. Click on the *Exit* button [X] to return to the Title Page 1.



## Create a New Page (with a Template)

1. Click on the **Sports** section (green folder icon) in the Contents window.
2. Add a page using the *Add Page* icon  on the *Contents Toolbar* (just above the Contents window).
3. The *Select Page Template* window will appear.
4. Choose the **003 Template** template. Click **OK**.
5. Because no *Section Properties* have been set for this new section, a dialog will ask if you'd like to set Section Properties. Choose **Yes**.
6. In the *Background Image* area, click on the open folder  icon.
7. Open the **7-Sports Backgrounds** and **Basketball** folders and choose the **Basketball-02** background. Click **OK**.
8. In the *Background Audio* area, click on the *Memories Builder Music Library*  icon.
9. Open the **Aggressive** folder and choose the **Hoodoo30.mp3** file. Click **Open**.
10. In the *Section Properties* dialog, click **OK**.
11. You are looking at **Sports Page 1**. Your *Canvas* will show three blue blocks to place images.

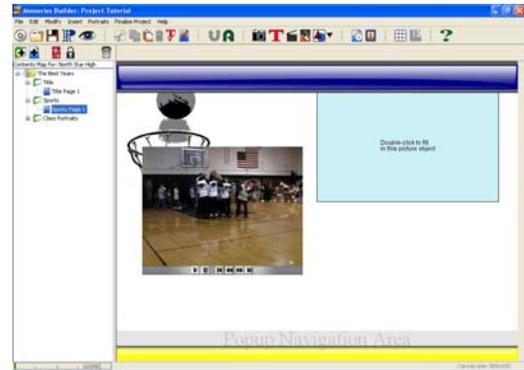


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## Place a Movie on a Page

Before we add a movie, we need to customize this page template by deleting the blue image box on the left side.

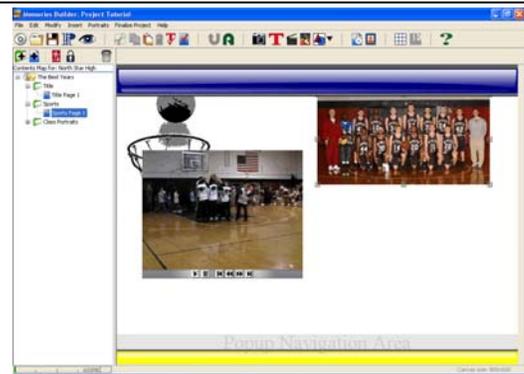
1. Select the blue box by clicking on it once. Press the **Delete** key on your keyboard. The box should disappear. Also, delete the lower blue box on the right.
2. Add a movie by clicking on the **Movie Slate** icon  on the toolbar. A *File Preview* dialog window will appear.
3. Open the **Tutorial Resources** folder located in the *Memories Builder 7* folder and select the **basketball.mov** file. You can preview the movie to make sure it's the one you want. Click **Open**.
4. Please note that your cursor has changed to look like a corner bracket . Place your cursor in the space previously occupied by the blue box. Click your mouse button and the movie will appear in place.
5. The movie can now be viewed on the *Canvas* by clicking the *Play* button located at the bottom of the movie box.



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## Place an Image Using a Template

1. To add an image using the template, double-click the blue graphic box (on the right side) of the same page where you just placed the movie. A *File Preview* window will be displayed.
2. From the *Memories Builder 7* folder, find the **Tutorial Resources** folder and select **BBallTeam.jpg**. Click **Open**. You will see an Image Editor window. The image will be "best fit" to the original blue graphic box, but will retain its original proportions.
3. You will notice that the image is wider than the template box. Since we want to show all of the players, we will "shrink" the image to fit in the box. Use the  icon to zoom out. Zoom out until the entire image is within the box. Click **OK**. You should be back on the Canvas.

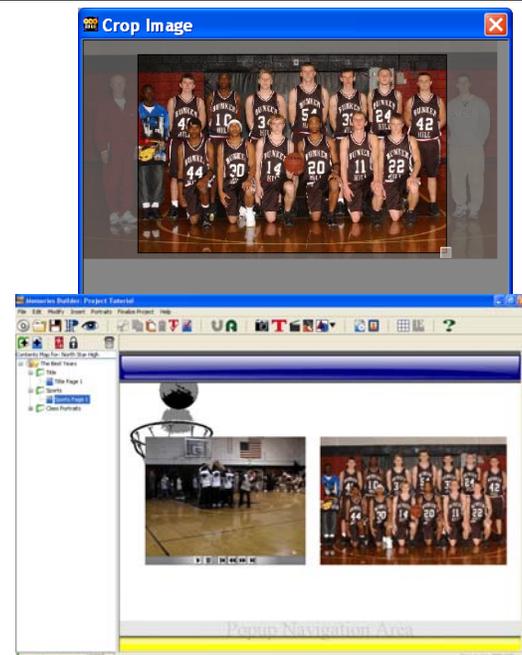


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## Crop an Image

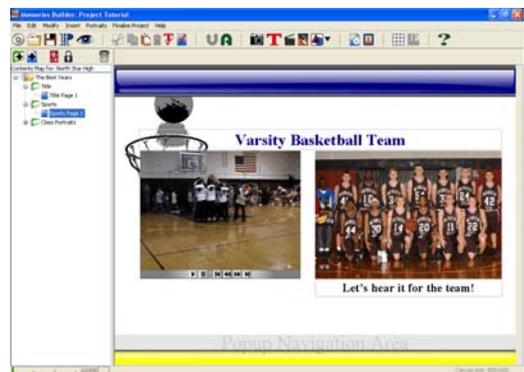
Sometimes you may want to crop an image and focus in on a particular area. To do this, you will use the *Crop Image* tool on the toolbar.

1. In this case, we are going to edit the coaches out of the image. First, select the image by clicking on it.
2. Click on the **Crop** icon  (Or, double-click on the image.) The image will appear in a separate window. (Drag the window open as large as needed by click-dragging the bottom-right corner of the window.)
3. Click-drag the mouse to select over the area you want to crop—in this case, just the players. Click **Accept**.
4. Resize the image by clicking on the gray box at the bottom right corner of the image and dragging it out (dragging the gray boxes on the sides of the image will stretch the image out of proportion and is typically not recommended). Also, center the image vertically by clicking on it, holding down the mouse, and dragging it to the vertical center of the page.



## Add Captions and Titles

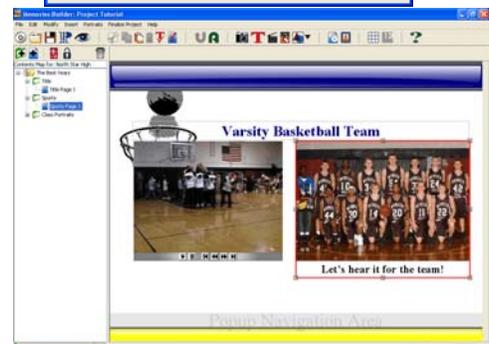
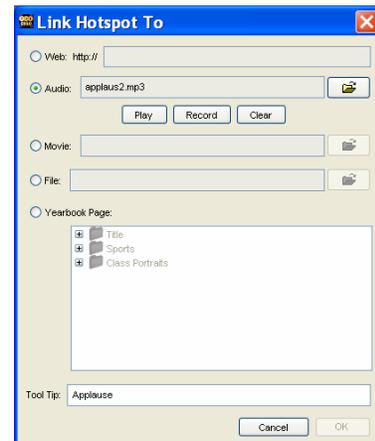
1. Click on the **Text** icon . The *Text Editor* will appear.
2. Type in the text, “**Let’s hear it for the team!**”
3. Once the text has been typed, highlight the text and change the font to **Times New Roman, 24** point size, **bold**, and **centered**. Click **OK**.
4. Click just below the basketball image, hold the mouse button down, and drag out a box.
5. Let’s also add title text above the picture and video by clicking on the **Text** icon.
6. Type in the text, “**Varsity Basketball Team**”.
7. Once the text has been typed, highlight the text and change the font to **Times New Roman, 32** point size, **navy blue, bold**, and **centered**. Click **OK**.
8. Click on the page above the video and basketball image and drag out a box for the text.
9. Right-click on the text box (or control-click on the Mac) and, from the menu, select *Align, Center Horizontal on the Page*.



## Add a Hot Spot to the Page

*Hot Spots* are linkable regions placed on your *Canvas*. They can link to the Web, audio files, video files, document files, and other pages in your yearbook. Let’s put a *Hot Spot* over the basketball team picture.

1. Click on the *Hot Spot* icon  on the *Toolbar*. The *Hot Spot Editor* window will appear.
2. We will make this an audio *Hot Spot*, so click on the circle left of the *Audio* field.
3. Click on the *Open Folder* icon to the right of the *Audio* field. The *File Preview* window should appear.
4. From the **Tutorial Resources** folder, choose **applaus2.mp3**. Click *Open*, and then click **OK** in the *Hot Spot* dialog.
5. The dialog will close and you will see the cross-hair cursor [+]. Click-drag a box around the basketball team picture.
6. When you release on the mouse button, you will see the selected area indicated by a red border.
7. (Optional) *Save* and *Preview*.

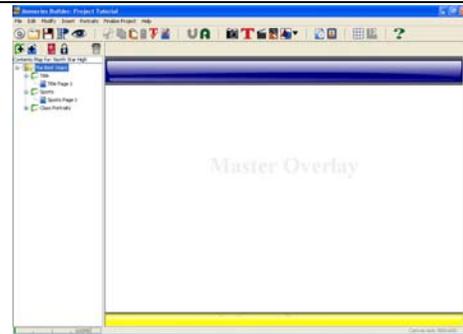


## Add Text and a Shape to the Master Overlay

### Master Overlay:

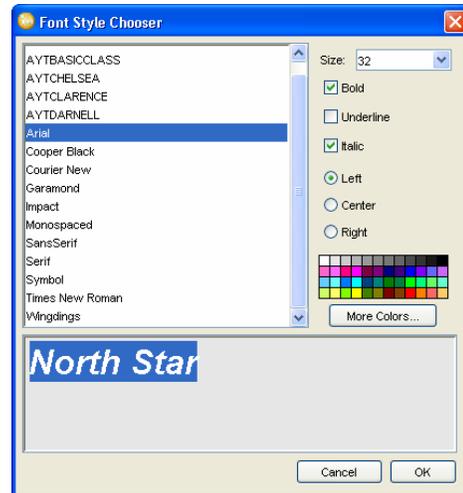
The *Master Overlay* is not a page, but more like a transparency that is laid over all of the pages in your project. (You may want to put the school name, the yearbook title, or a mascot on the Master Overlay.)

1. In the *Contents* window, click on the *Project* icon  and make sure it has a yellow page next to it. This indicates the *Master Overlay* is enabled. (The *Master Overlay* is enabled by default, but can be disabled in the *Project Properties* dialog).



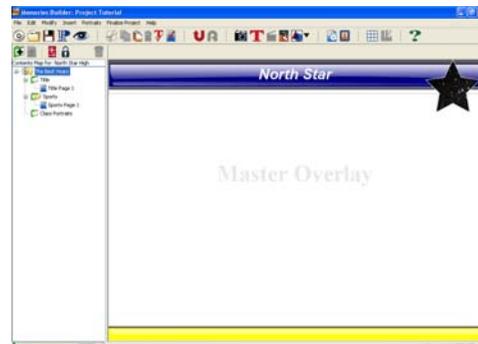
### Text:

1. Add the text "**North Star**" in **centered, white, bolded, italicized, Arial** (Macs use *Times*), **32 pt.** font and place it in the center of the blue *Master Border* bar. (For detailed instructions on adding text, see the *Add Text* section of this tutorial.)
2. With the text box selected, click the shadow icon  from the *Text Toolbar*. The *Shadow Editor* will appear. Click **OK**. (Your text should now have a shadow.)



### Shapes:

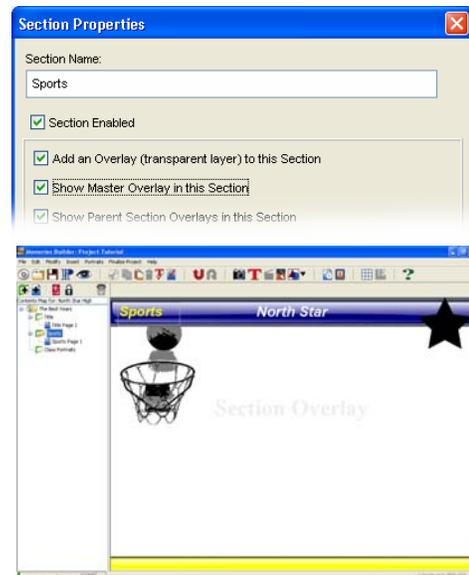
1. Click on the *Shapes* icon  to activate the pull-down selection.
2. Select the **Star** shape. The cross-hair cursor will appear on the *Canvas*. Using your mouse, click-hold and drag the image to about a 2"x2" size and release.
3. Move the shape to the top-right corner of the page.
4. With the star selected, click on the *Fill* icon  to display the pull-down selection. Choose the first option, **Image...**
5. From the **Tutorial Resources** folder, choose **Stars.jpg**. Click **Open**.
6. From the *Shapes* toolbar, click the *Border* icon  to display the pull-down selection. Choose **White**.
7. Next, click on the *Shadow* icon  on the *Shapes* toolbar. In the *Shadow Editor*, click **OK**.
8. Select *Title Page 1* in the *Title* section to see how the *Master Objects* look together with the *Page Objects*.



## Add Text to a Section Overlay

A *Section Overlay* is similar to the *Master Overlay* except it applies only to that specific section and its subsections.

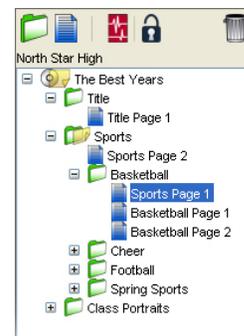
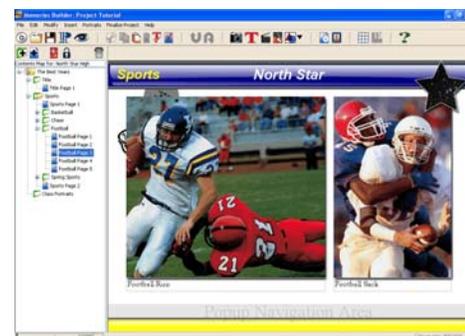
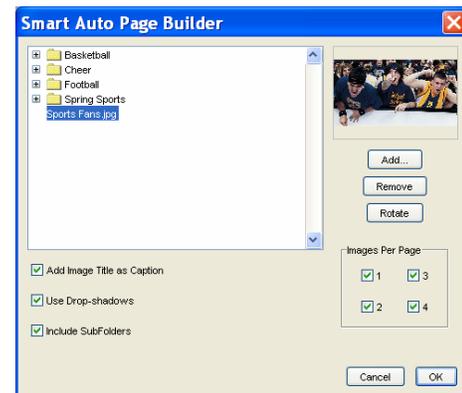
1. Let's apply a *Section Overlay* to the **Sports** section. Double-click on the Sports section in the Contents window. The *Section Properties* window will appear.
2. Click on the select box "Add an Overlay (transparent layer) to this Section." Click **OK**.
3. Click on the *Text* icon on the toolbar.
4. Type in the text "**Sports**". Select all the text in the text editor and make it **bolded, italicized, left-justified, yellow, Arial** (Macs use *Times*), **30 pt.** font.
5. Put the text on the left side of the top *Master Border* bar.
6. Select the *Sports Page 1* in the *Sports* section to see how the *Section Objects* look together with the *Page Objects*.



## Auto Page Builder

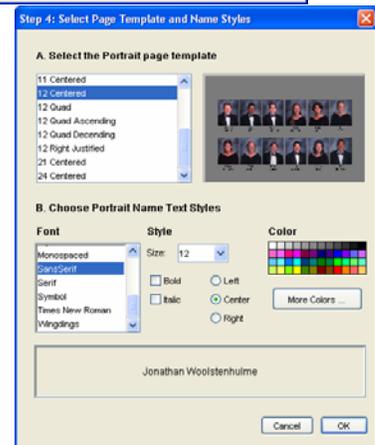
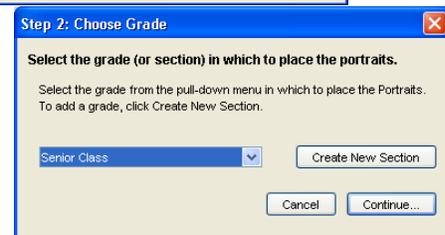
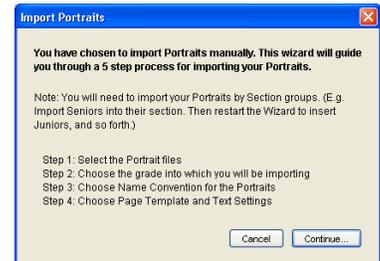
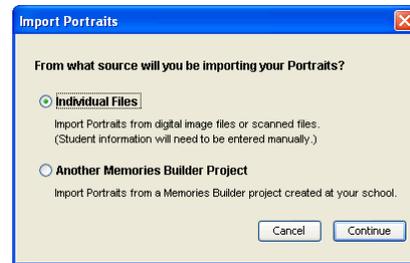
This automated feature takes all of the images in a folder (for instance, your CD Yearbook Contents folder) and places them on templated pages. This is useful for quickly populating image-driven sections.

1. To begin, select the **Sports** section in the Contents window.
2. Click on the *Auto Page Builder* icon  on the toolbar.
3. In the *Auto Page Builder* dialog, click on the **Add** button to browse for the images to import.
4. Double-click the **AutoPageBuilderImages** folder found in the **Tutorial Resources** folder in the *Memories Builder 7* folder. Click on the first folder—**Basketball**—and then, while holding the shift key down, click on the last item (**SportsFans.jpg**) so that all items are selected. (Or select all by pressing Ctrl-A.) Click **Open**.
5. Place a check in the "Use Drop-shadows" box to place a shadow underneath each image, giving it more of a 3-dimensional effect. Also, place a check in the "Add Image Title as Caption" box.
6. Ensure all boxes are checked under the *Images Per Page* box. Click **OK**.
7. Memories Builder creates the new pages and indicates its progress on the status bar. A message will alert you when Auto Page Builder has finished.
8. Review each page Memories Builder creates and make sure you are satisfied with the size and location of every image and caption. All images and captions are regular page objects and can be edited.
9. To reorder pages, click and hold down the mouse button on the page (e.g. Sports Page 2). Drag the mouse to a new position and release.



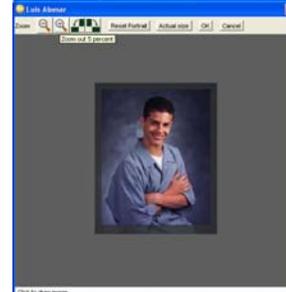
## Add Portraits

1. First, click on the Class Portraits section in the Contents window.
2. Click on the **Portraits** icon  on the *Toolbar*.
3. A dialog box will ask you if you are importing your portraits from *Individual Files* or *Another Memories Builder Project*. Choose *Individual Files*, click **Continue**.
4. An informational dialog will appear detailing the 4 steps for importing Portraits. Please make sure to read the instructions. Click **Continue**.
5. *Step 1: Select the Portrait files.* Browse to the **Portraits** folder in the **Tutorial Resources** folder in the *Memories Builder 7* folder.
6. Click on the first person in the list (**Abbott Luther.jpg**).
7. Holding down the shift key, click on the last person on the list (**Wallace Scott.jpg**).
8. Click *Continue*.
9. *Step 2: Choose Grade.* Select the grade of the students by using the pull down menu. In this case we will choose *Senior Class*. (When Memories Builder creates pages for these Portraits, it will create them in the Senior Class section.) Click **Continue**.
10. (NOTE: It is very helpful to select students of only one grade per import. This will at least allow you to put the students, whether named or not, into the proper section.)
11. *Step 3: Choose Portrait Naming Convention.* Select the "LastName FirstName Initial" option. Check below the *Example Portrait* to make sure the name displays correctly. Click **Continue**.
12. *Step 4: Choose Page Template and Name Styles.* We will use the defaults. Click **OK**.
13. Memories Builder will generate pages for the portraits. The portrait page names will show the range of last names on the page. (e.g. **Abbott-Green**)



## Edit Portraits

1. Click on the first page in the *Senior* section, **Abbott-Green**.
2. Double-click the “**Luther Abbott**” portrait to open the *Portrait Editor*.
3. This brings up the *Edit Portrait Data* window.
4. Choose the *Last Name* field and change his name to “Arbon.”
5. Click *Next* to save the changes and make a change to the next student—**Luis Alomar**.
6. Click on the *Edit Image* button.
7. In the *Image Editor*, click on the *Zoom* icon  twice. Click **OK**.
8. Make *Luis* a Junior by changing the *Grade* drop down selector to “*Junior Class*.”
9. Click *Close* to save and close the *Edit Portrait Data* window.
10. Go back to the first page of the *Senior Class* section. To change the *Portrait Section Background Image*, double-click on the white background behind the Portraits. A *Section Background* dialog box will appear.
11. Lastly, let’s make *Senior Class* legible by moving it and changing the text color. To do so, you will need to select the *Senior Class* section (the green folder with the yellow overlay) in the contents window.
12. Click once on the text box with the text “*Senior Class*.” From the *Text Tools* toolbar, click and hold down your mouse on the text color icon and select yellow. Move the text to the left so it is no longer overlapped with the *Star*.
13. Click back on one of the portrait pages.
14. (Optional) *Save* and *Preview*.



You've now completed the Tutorial. If you've followed all of the steps, you've now successfully learned all the basics of creating a multimedia yearbook. For additional help in building your own multimedia supplement, you can refer to the *Memories Builder 7 User's Guide* and/or the Help system found under the *Help* menu in the *Memories Builder* software.

We wish you good luck and hope you thoroughly enjoy the memories you create using the *Memories Builder 7* software.