

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

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

### 1. Preview Your Project

Click on the  icon on the *Toolbar* or choose *Step 1: Preview* from the *Finalize Project* menu. You should carefully examine the project at least one time for each of the items below.

#### General Issues

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

#### Background Audio

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

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

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

#### Text

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

#### Video

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

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

#### Check Class Portrait Sections

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

## 2. Spell Check Your Project

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

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

## 3. Proof Your Project

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

## 4. Finalize Project

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

The output of this process will be a compressed file named *SendToYBI7.ybz*. The compiled project does not replace your original project or any of its files.

- ❑ Before you compile your project, backup your project files to another location (either on your hard drive or by burning to a CD). Choose *Backup Project* from the *File* menu and choose a save location. It is also a good idea to burn the project folder to a CD as an additional backup.
- ❑ To compile, choose *Step 5: Export for Submission* from the *Finalize Project* menu (everything must be locked before exporting).
- ❑ Select a location to save the compressed file. (You can save it to any location on the computer, such as the Desktop. The default location is the Memories Builder 7 folder.)
- ❑ Compiling your project can take quite awhile. Be patient. You must wait for the message that indicates your project has successfully compiled. Your project will not compile if:
  - a. You have not locked all pages and sections.
  - b. There are errors in the project. Memories Builder will inform you of any problems.

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

- ❑ Burn the “*SendToYBI7.ybz*” file to a CD to submit to Yearbook Interactive. After burning the CD, take it to another computer and copy the file to the hard drive to ensure that the burn worked.
- ❑ Make a copy of the CD to keep as a backup.

## 5. Submit Your Project to Yearbook Interactive

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