

## Finishing Your Project (Finalize Project Menu)

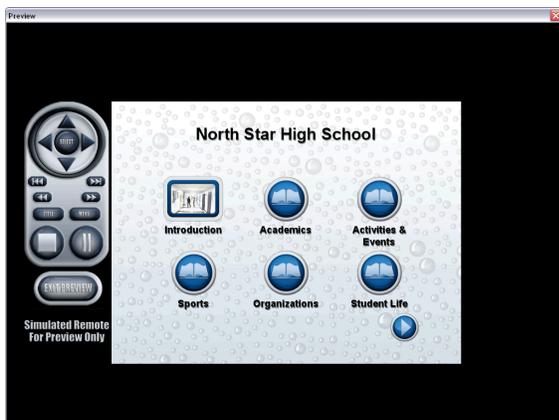
The Finalize Project menu contains the final steps required to prepare your project for submission. Call a Customer Service Representative early in the school year at 877-463-6924 to ensure that you meet the schedule deadlines and to get your portable hard drive.

### Step 1: Preview Project

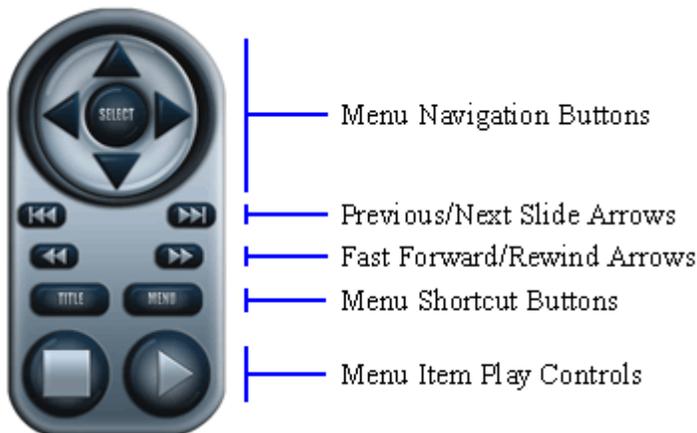
Preview mode presents your project the way users will see it. You may use preview at any time to see what your project will look like to users. **To ensure that everything in your project is just the way you want it, preview the entire project before sending it to Yearbook Interactive.**

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.



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.