

Get familiar with the program

Utilize the help menus and videos inside the program to help you learn more about the features. Memory Book Company will also provide you with a detailed, step-by-step manual and access to our technical support department.

Name and Organize Activity Pictures

Keep your pictures separated into folders on your computer. Name the pictures for the pages on which they will be placed. Keep file names short, 17 characters or less. Do not use punctuation marks in the file name as this may keep the files from importing. Sample: Bball girls 01, Bball girls 02, Bball girls 03, Chess 01, Chess 02...

Edit student portrait information before flowing pictures

Making all of the corrections to your class list before building your class pages will make building your yearbook much easier and less time consuming.

Things to check in your Student List:

- | | |
|------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Misspelled Names | <input type="checkbox"/> Names and Photos Match |
| <input type="checkbox"/> Duplicate Students | <input type="checkbox"/> Missing Students |
| <input type="checkbox"/> Students are in the Correct Class | <input type="checkbox"/> Teacher's Titles are Correct |

Create a page ladder

Even though it is possible to move your pages after they are created, it is time consuming to do so. The best way to save time is to know where the pages need to be in the book before creating them.

Autoflow class or activity pages

If you want all your pages to have the same template style and background on the page, use the autoflow feature in the program. This will create all class pages at the click of a few buttons instead of creating them one by one.



Styles

Create text styles to use over and over in the yearbook. You can create many different styles and then apply them with a click of the button.

Page Templates

Ready made page templates are available in the program. Select a template and drag it onto your pages(s). Fill in the text boxes and drag and drop pictures into the picture boxes. This allows you to plan and set up your pages quickly.