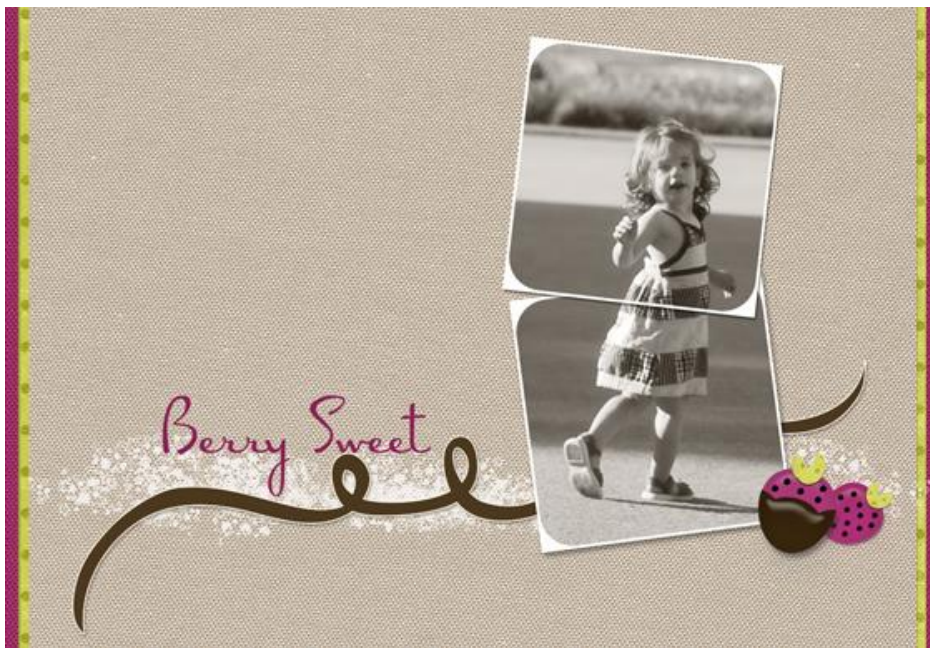




digitization station

DIGITAL SCRAPBOOKING



DIGITAL SCRAPBOOKING

With MyMemories Suite 6



The MyMemories Digital Scrapbooking software allows you to create memory books in a variety of sizes and styles – including photobooks, greeting/postcards, and calendars – and then add your own photos and enhance them with an assortment of papers, imprints, text, and other fun embellishments. You can either save your scrapbook in a JPG or PDF format, print it, or even place an order for a physical copy to be printed from MyMemories.com

If you're not into scrapbooking, but you still want to create a photobook, try Shutterfly (<https://www.shutterfly.com/>) or Picaboo (<http://www.picaboo.com/>); these are commercial websites where you can order photobooks and a variety of other products with your photos.

PART I: GETTING STARTED

MyMemories Suite 6 can be found under "Scrapbook – My Memories" on the Desktop in the **Photos & Slides** section.

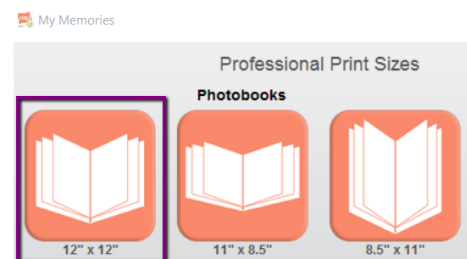


1. Choose Design & Size

When you first launch the MyMemories Suite, you will start by choosing between using a pre-made **Template**, or to **Design** your own pages. While templates can help you get started and give you some layout ideas, they can be a little difficult to work with, so it's sometimes easier to just choose the **Design** option, and make your own layouts from scratch – that way you have full control over the page elements.



Next, select the style and size of project you want to create. For this tutorial, we're going to create a basic 12" x 12" photobook.

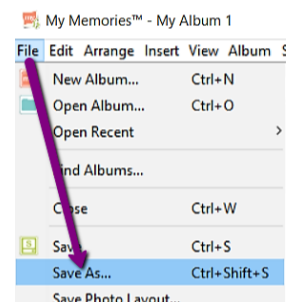


You can also create a custom size using the specific height and width settings at the bottom.

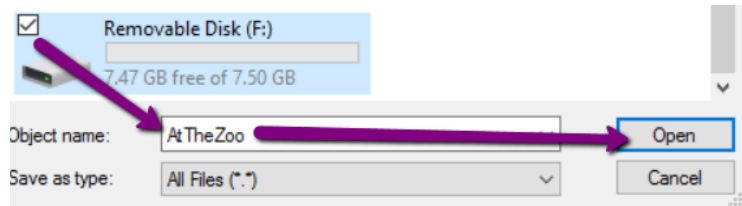
2. Creating a Save Place for Your Album

The first thing you want to do before you start creating your album is to create a place to save it; you'll be **creating a folder which will house your entire project** – both your album itself, and all the elements in it. To save your new album, click **File > Save As**.

You'll get a warning about renaming the album – click **Yes**.

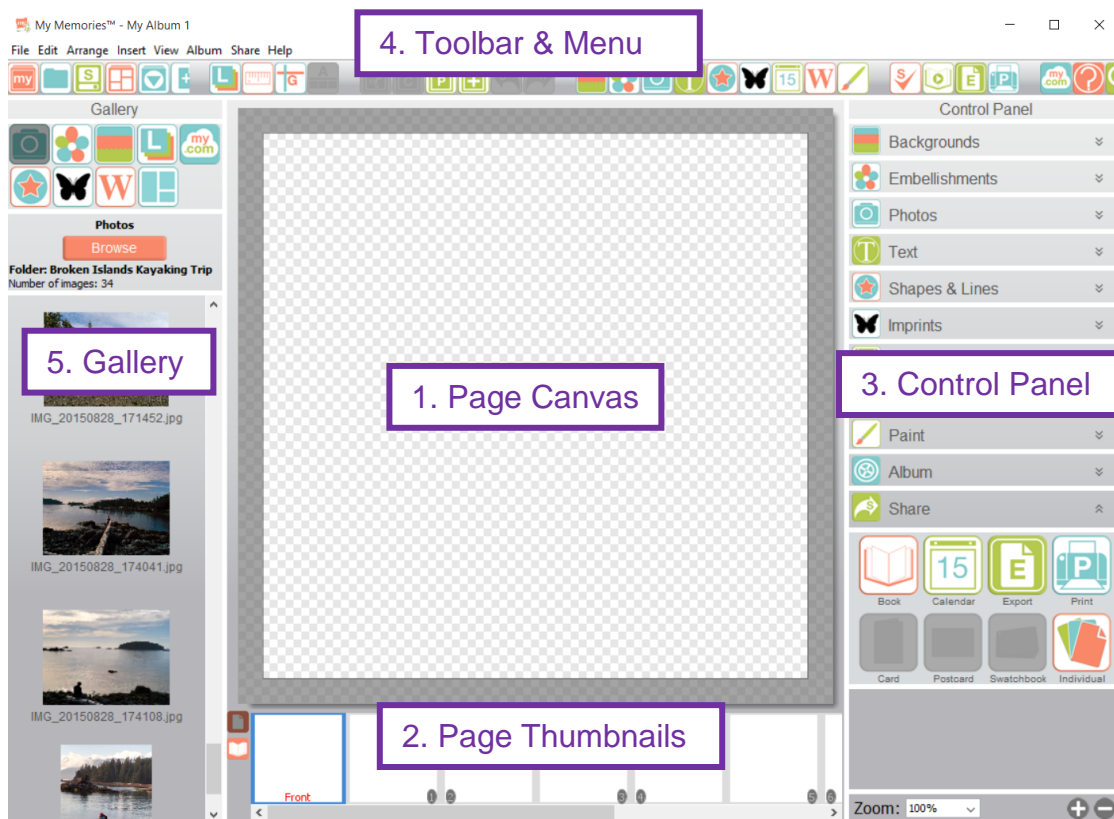


Select a **Place** to save your project to (we recommend your **personal storage device!**), give your project a **Name**, and click **Save**:



You'll get a screen to confirm the save location and name. Click **OK**. You're now ready to start work on your project!

3. Layout



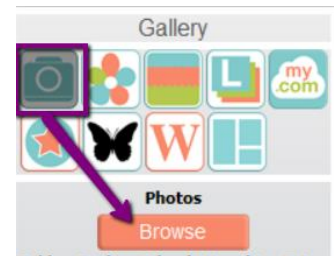
1. The **Page Canvas** is where you will put your pages together, arranging all of your photos, backgrounds, and embellishments.
2. The **Page Thumbnails** are a quick view of all your current pages.
3. The **Control Panel** is where you can add items, and where you can **edit** the items you add.
4. The **Menu & Toolbar** has most of your functions and tools
5. The **Gallery** is where you can easily add photos and other elements to your pages.

Locating Your Photos

Using Photos in MyMemories is easiest when all the pictures you want to use are **stored in a single folder**. While you can add an individual photo at any time, MyMemories' **Gallery** is the quickest way to find and insert photos.

To populate the **Gallery**, make sure the **Photos** icon is selected (it will appear greyed out), and then click the pink **Browse** button.

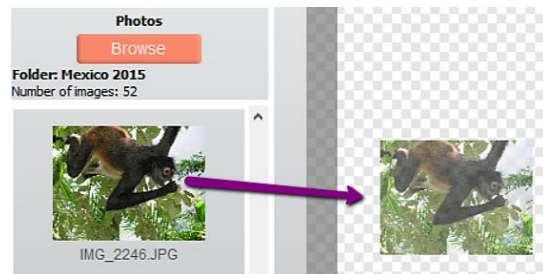
Locate the folder where your photos are stored, and **select any of the photos by clicking on it once** (it will highlight in blue), and then clicking **OK**. MyMemories will then find all the other photos in that album and populate the Photo Gallery with them.



PART II: ADDING ELEMENTS TO YOUR SCRAPBOOK

Adding Photos

Once you've populated the **Gallery** with the photos you want to have in your scrapbook, adding them to a page is just a matter of **clicking on the photo** and **dragging and dropping it** onto the Page Canvas.



Adding Backgrounds

Each of your photobook pages will need to have some kind of background colour or pattern. To add a background, click the **Background** button in the **Toolbar**:

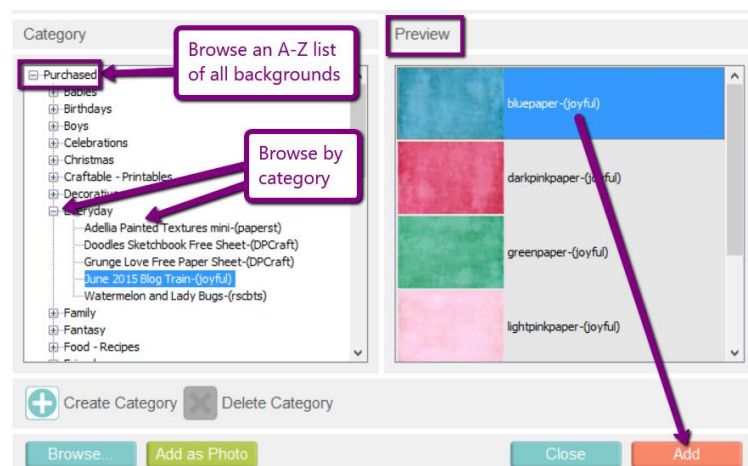


A **menu** will appear where you can browse, preview, and select a background:

- Clicking **Purchased** under the **Category** column will allow you to **Preview** all of the backgrounds on file in an A - Z list.
- Or, you can **Expand +** next to any subcategories, and view the options there.
- Use the **Preview** pane to browse through the offerings in each category/subcategory.

When you have chosen one, **select it** (it will highlight in blue), and click **Add**.

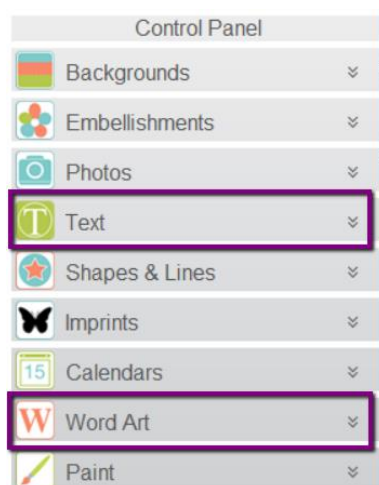
You'll be taken immediately back to your Page Canvas, and your new background will appear.



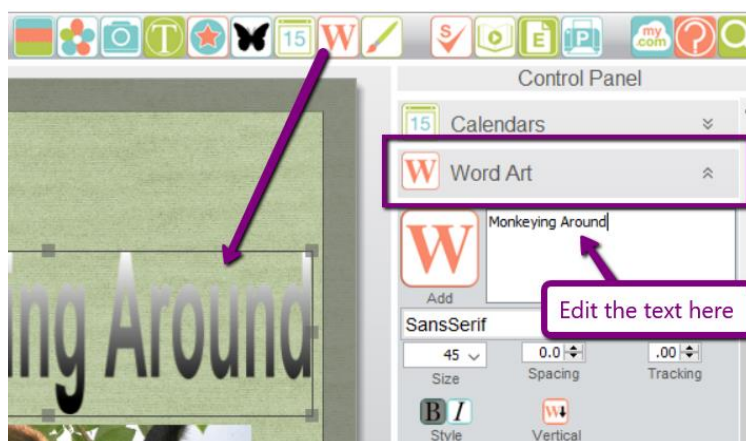
Adding Text & Word Art

There are two ways to add text to your Photobook.

- **Word Art:** usually larger; more editing options (for page titles and emphasized words)
- **Text:** usually smaller, fewer editing options (better for journaling)

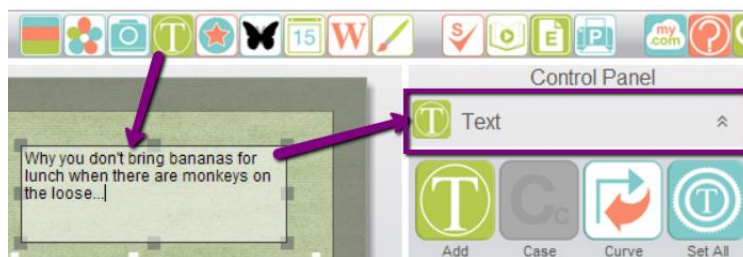


To **Add Word Art**, click the **W** icon in the toolbar, and then edit the text – including the actual content, as well as the font, size, and more – and **add effects** (like shadows, beveling, and shapes) using the options in the **Control Panel**.



To **Add Text**, click the **T** icon in the toolbar, and then start typing in the box that appears.

Use the options in the **Text** section of the **Control Panel** to edit the text.



Adding Embellishments

MyMemories has a variety of Embellishments pre-loaded. To view and add them, click on the **Add Embellishments** icon in the **Toolbar**:



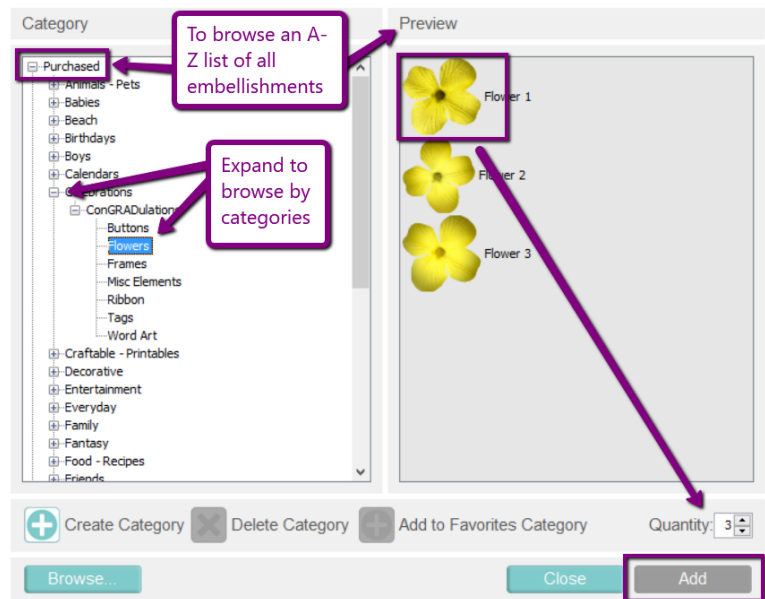
Like with the background selection, you'll get a menu to browse, preview, and select embellishments:

- Clicking **Purchased** under the **Category** column will allow you to **Preview** all of the backgrounds on file in an A – Z list.
- Or, you can **Expand and View** the options in the **Individual Categories**.

- Use the **Preview** pane to browse through the offerings in each category.

When you have chosen one, **select it** (it will highlight in blue), choose the **Quantity** of them that you want to add, and click **Add**.

You can continue adding more embellishments from this menu, or click **Close**.

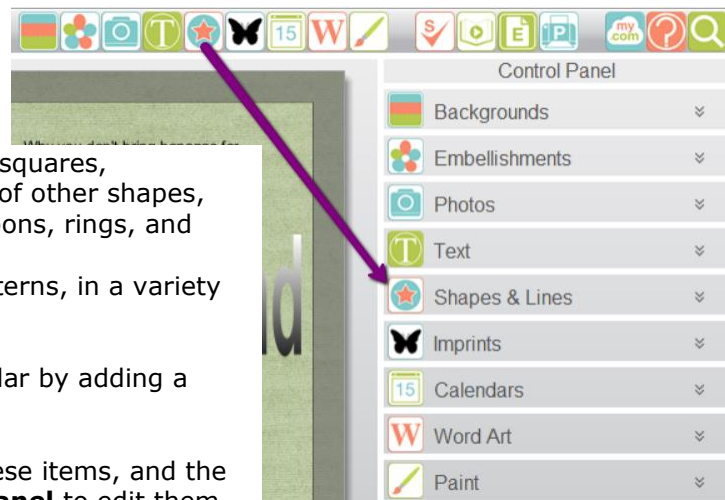


Adding Other Items

MyMemories contains several other types of items you can add to your scrapbook pages

- Shapes & Lines:** add basic circles, squares, diamonds, etc., as well as a variety of other shapes, including frames, puzzle pieces, ribbons, rings, and stamps.
- Imprints:** a collection of stamp patterns, in a variety of shapes, styles, and images.
- Paint:** paint directly on the canvas.
- Calendar:** turn a page into a calendar by adding a month or a year

Click the icons in the **Toolbar** to **add** these items, and the corresponding **options** in the **Control Panel** to edit them.



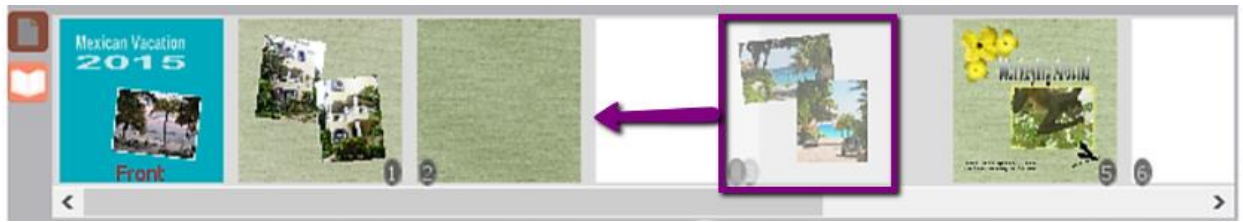
PART III: EDITING & ARRANGING YOUR SCRAPBOOK

While you're arranging and editing your scrapbook pages, remember that if you ever don't like something you've done, you can use the **"Undo"** (and **"Re-do"**) buttons in the toolbar to quickly take back whatever you just did!

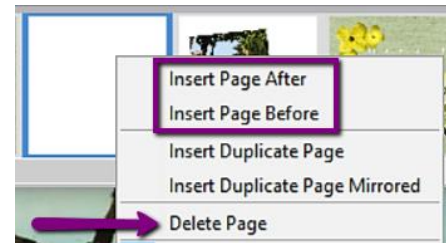


Adding, Moving & Deleting Pages

Use the Thumbnails section of the screen to work with the pages in your scrapbook:

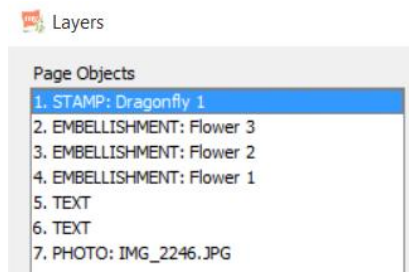


- To **Rearrange the Order** of your pages, click on a page you want to move and then **drag and drop** it into the place you want.
- To **Add a New Page**, right click any thumbnail, and choose **Insert Page Before**, or **Insert Page After**.
- To **Delete** a page right-click it, and choose **Delete**.

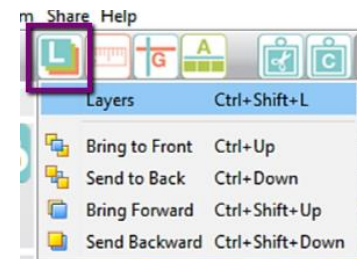


Understanding Layers

With the exception of the background, every item you add to your Canvas creates a new "**Layer**." You can control how the items you add overlap, or which ones appear in front or behind other items by selecting the item you want to change, and clicking the **Layers** button in the **Toolbar**.

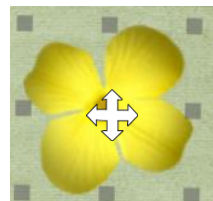


Clicking **Layers** from the drop-down will show you a list of all of the items on your page. Otherwise, choose from the drop-down whether you want to move your selected item **forward or backwards one layer**, **send it to the very back**, or **bring up in front of everything**.



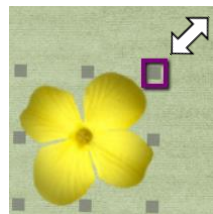
Moving an Item

To move an item around on the page, click it once to select it. Place your mouse in the centre of the item – your pointer will turn into one with four arrows – and then **drag and drop** the item where you want it.



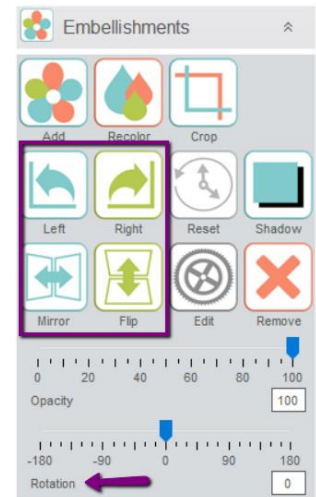
Re-Sizing an Item

To re-size an item, click it once to select it. You'll see a set of squares appear around it. Click and hold one of the corner arrows, and **drag the item diagonally** to make it larger or smaller

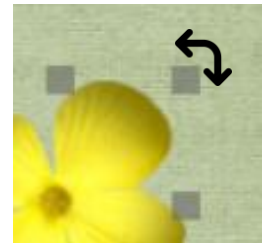


Rotating an Item

Once you've selected an item, you can use the options in the **Control Panel** to make a variety of changes to the item, including flipping it, mirroring it, and changing its rotation.



But you can also rotate the item by selecting it (so that you see the squares around it), and moving your mouse just above one of the corner squares until it looks like a **curved arrow**. When you see the curved arrow, **click and hold then drag the image left or right to the rotation you want**.



You can then fine-tune the rotation in the Control Panel if needed.

Editing Photos

In addition to the editing options you have for embellishments, MyMemories provides a number of other effects that can be added to photos. You can find all of the options in the Control Panel, but here are a few examples:

- Effects includes brightening/darkening, blurring, sharpening, or even an "impressionist painting" setting.
- Shape allows you to fit the image into a specific shape (e.g. a circle)
- Rip creates a ripped effect on the edge(s) of your photo
- Matte puts a border of any colour around your photo
- In and Out are quick Zoom effects
- Opacity lets you create a transparent effect on the photo

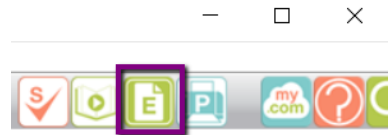


PART IV: EXPORTING, PRINTING, AND SHARING YOUR SCRAPBOOK

Exporting the Scrapbook

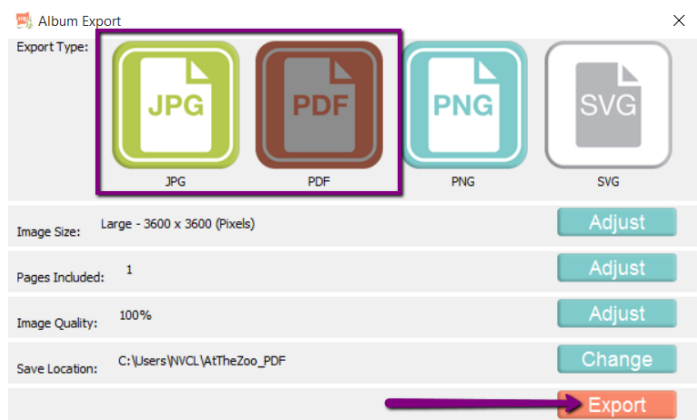
While you've been working on your scrapbook, you have been saving it as a **Project file**. This kind of file can only be viewed on MyMemories. So, when you're finished working on your scrapbook you'll want to **save it in a different file type** so it will be viewable on any computer!

Start by clicking the **Export** button in the toolbar



You have the option to export as a JPG (an image file type), a PDF, a PNG, or an SVG file type:

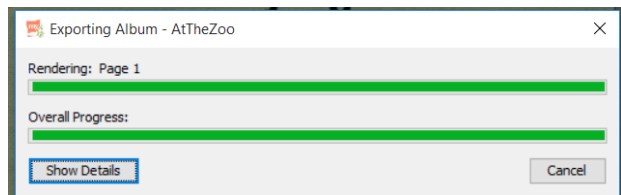
- If you're just planning on sharing **just one or two pages, choose JPG** – this saves all of the pages individually in a standard picture file.
- If you want to share the **whole book, choose PDF** – this saves all of the pages together in a single document.



The format that is greyed out is the one that is currently selected; so, in this example we're exporting as a **PDF**.

You will likely want to change the **Save Location** your **portable storage device** or the **Desktop**, rather than the default setting. Click **Change** to specify where to save.

When you're done, click **Export**. You'll see an Export progress bar. When it's finished, you'll see a **Success** notification. Click **OK**.



You can now take your JPG or PDF file to go, and share it with your friends and family!

Print Your Scrapbook

You can just print the JPG or PDF files on your own, or you have the option to order a physical scrapbook – including a cover – with your content from MyMemories.com. Keep in mind that having a book printed will cost money. **The North Vancouver City Library takes no responsibility for projects uploaded to and/or ordered from MyMemories, nor for the photobook or any other projects received through MyMemories' photobook ordering system.**

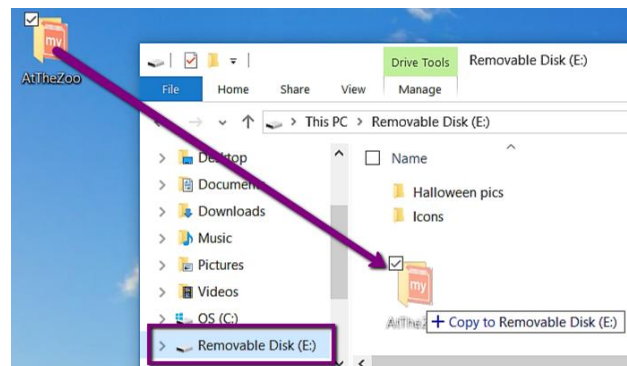
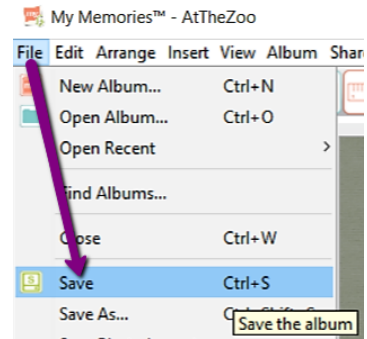
While you can order prints from the MyMemories software, it can take a long time to upload a photobook to the MyMemories site, so we recommend that you **take your Project Files with you, and order from home** (see "Save Your Project File" below). To order your photobook, you'll need to make an account with MyMemories, and order your book from http://www.mymemories.com/store/photobook_pricing_mm

Save your Project File!

Before you exit MyMemories, make sure you save your Scrapbook **Project File** one last time, in case you want to come back to it and make changes later. Click **File** and choose **Save** to save your project files.

Also be sure to **transfer your scrapbook AND the entire project folder** to your personal storage if you didn't save your project there to begin with, as the Digitization Station does not store any personal files once you've logged off. To do this:

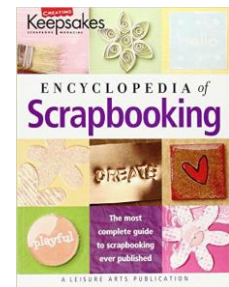
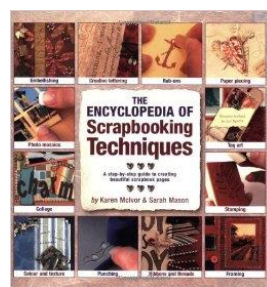
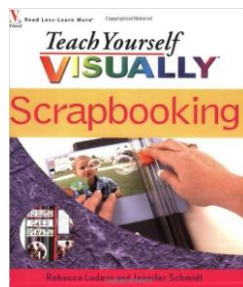
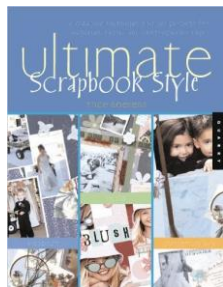
1. Exit the MyMemories Suite.
2. Plug in your storage device and open the **File Explorer**. Bring up your storage device in the File Explorer.
3. Locate your **Project File Folder**, and **drag and drop** it onto your storage device.



PART IV: SCRAPBOOKING RESOURCES

Books at the North Vancouver City Library:

While you don't need the chapters on tools and materials when doing digital scrapbooking, these books can help you when working with photos, page layout, and page design, and can offer new ideas and inspiration for your digital scrapbook!



Online Learning:

- **MyMemories YouTube Tutorials:**
<https://www.youtube.com/user/MyMemoriesSuite>
- **MyMemories Suite 6 User Guide:**
https://www.mymemories.com/support/v6/user_guide.pdf