

## How to create and order swatchbooks

1. Once you open the My Memories Suite software, choose the **Design** icon.



2. Under the **Swatchbook** category, click on the **5.5" x 3.25"** icon.

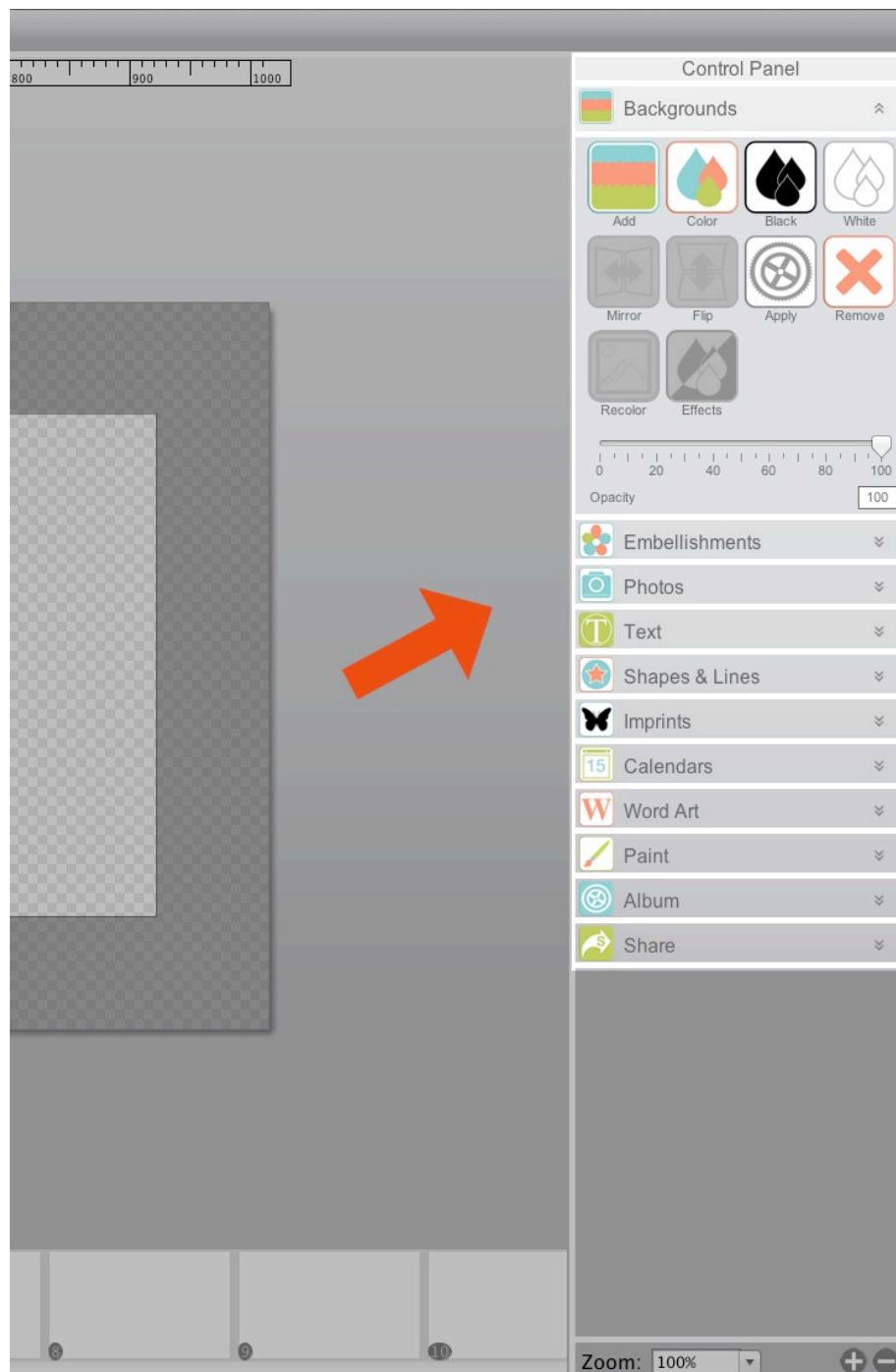


3. Now that your project is open, you will see that there are exactly 20 pages available. Swatchbooks have a 20-page requirement, so make sure you **do not** add or delete any pages, as this will disable the upload option.

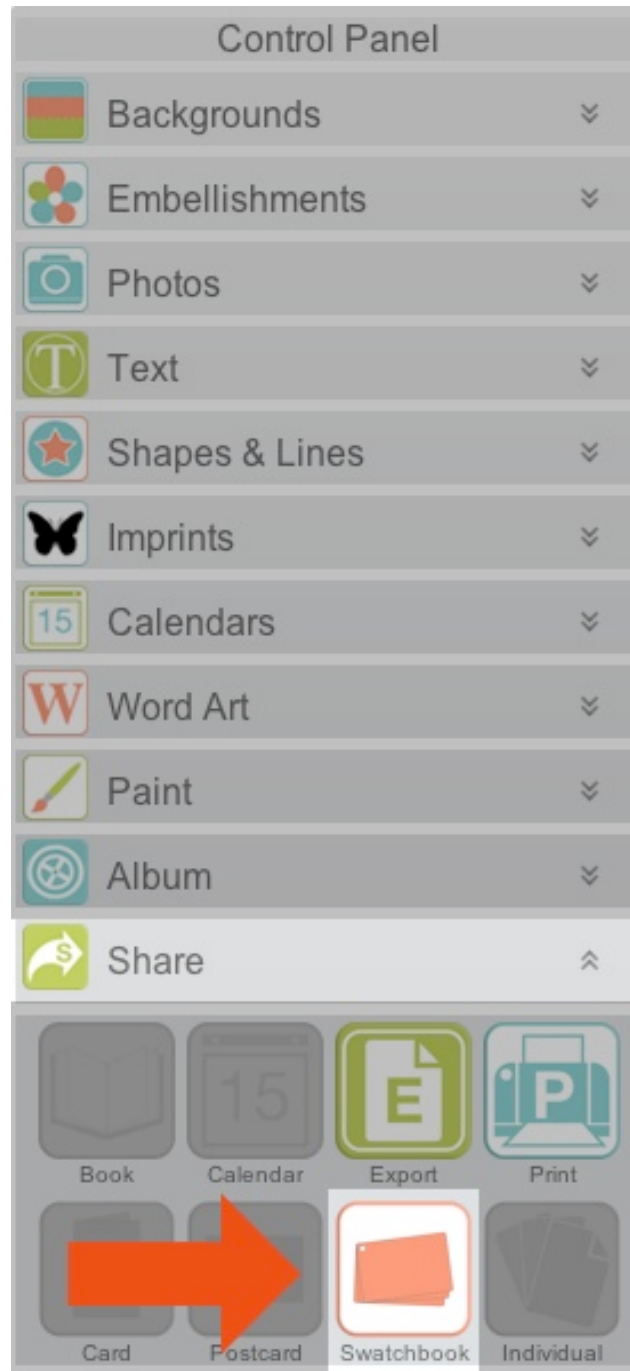
**Note:** We have included our My Memories branding on the back cover. You may choose to leave that branding there or to remove it. It is up to you.



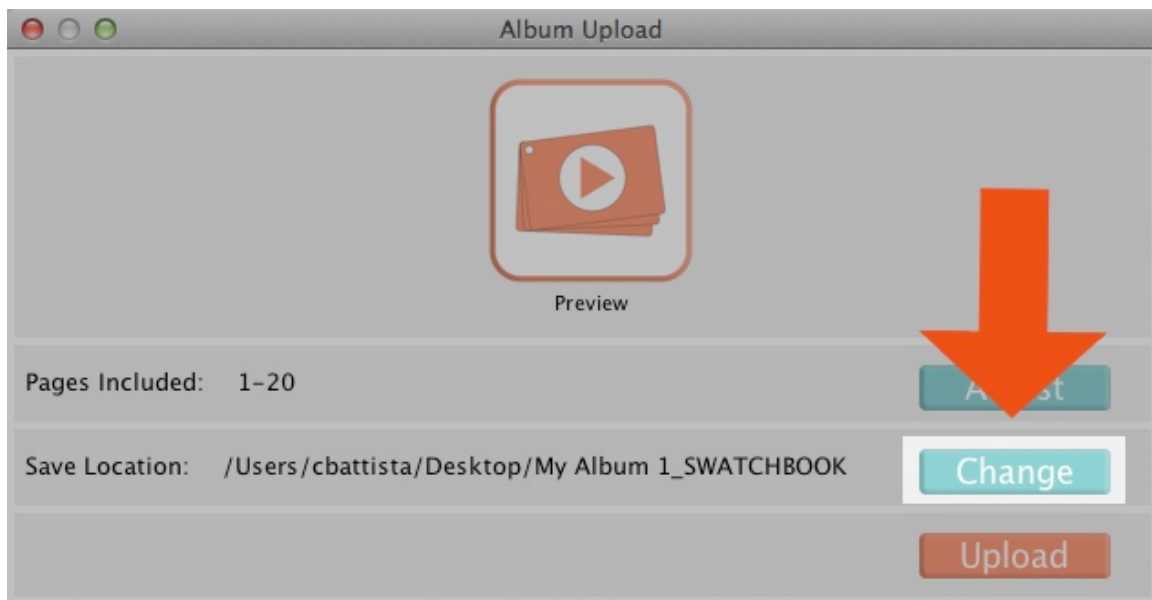
4. Design your pages using the tabs in the **Control Panel** located on the right hand side of the software.



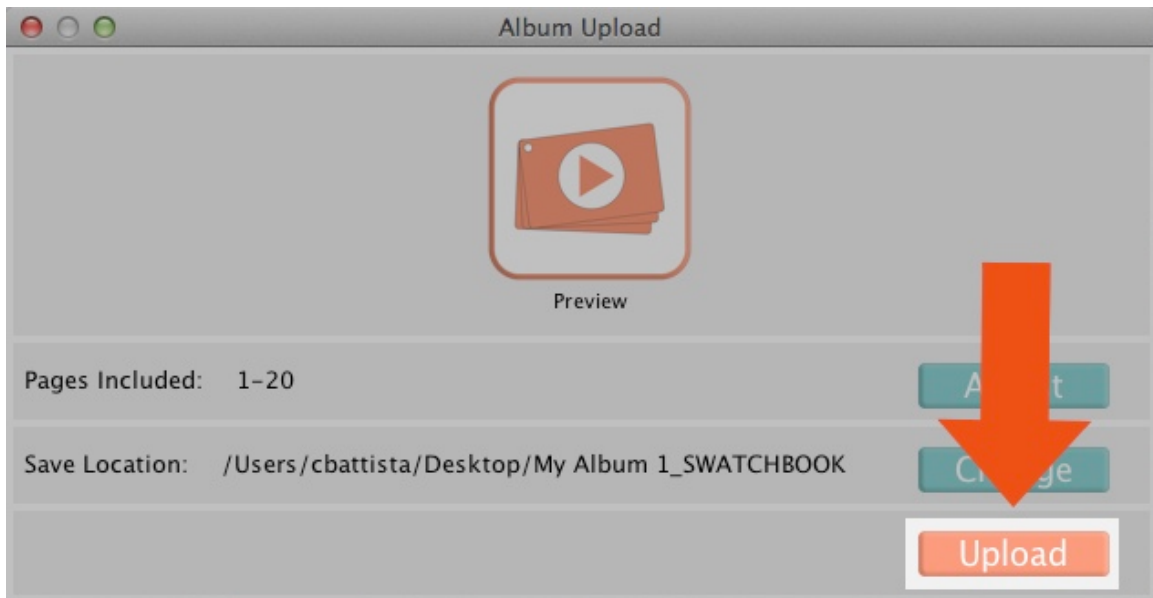
5. Once you have completed designing your pages, order them to be professionally printed and bound by opening the **Share** tab in the Control Panel and clicking on the **Swatchbook** icon.



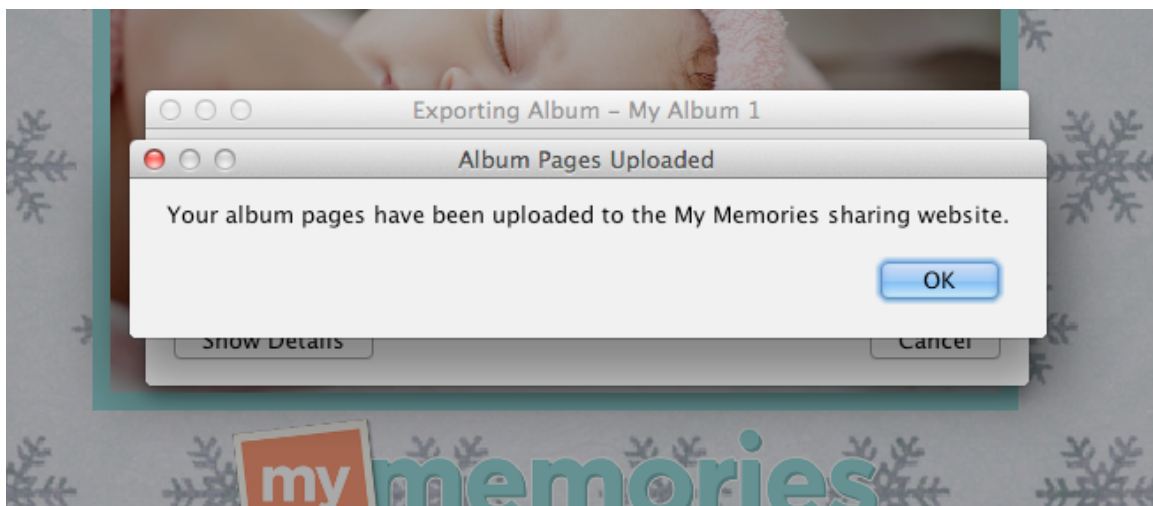
6. If you would like to change the location that your project is saved to, click on **Change**, then select the new save location.



7. Once you are finished with these settings and you are ready to upload your Swatchbook for printing, click on **Upload**.



**Note:** Uploading my take several minutes to a few hours depending on upload internet speed. Please ensure hibernation is disabled and you remain connected to the internet while uploading. When they are finished, you will receive a notice that the process has been completed.



**8.** While your Swatchbook is uploading, a web page will open. Please wait for the confirmation notification in your software before continuing on the web page. Once the upload is complete, you will finish ordering your project from the web page. Once you have finished reading everything on that page, click **Continue**.



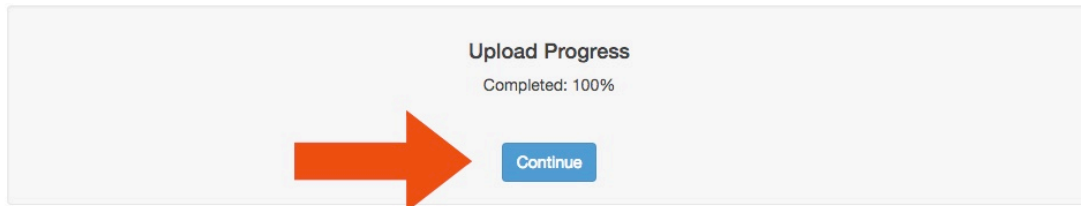
### Thanks for uploading your project.

Please wait for all your high-resolution pages to upload.

Once that's done, your product will be created and you will be able to preview, order and share your product.

Please allow 5 business days + shipping time for delivery.

If you have any problems during this process please contact us at [customerservice@mymemories.com](mailto:customerservice@mymemories.com) or 1.877.463.6924

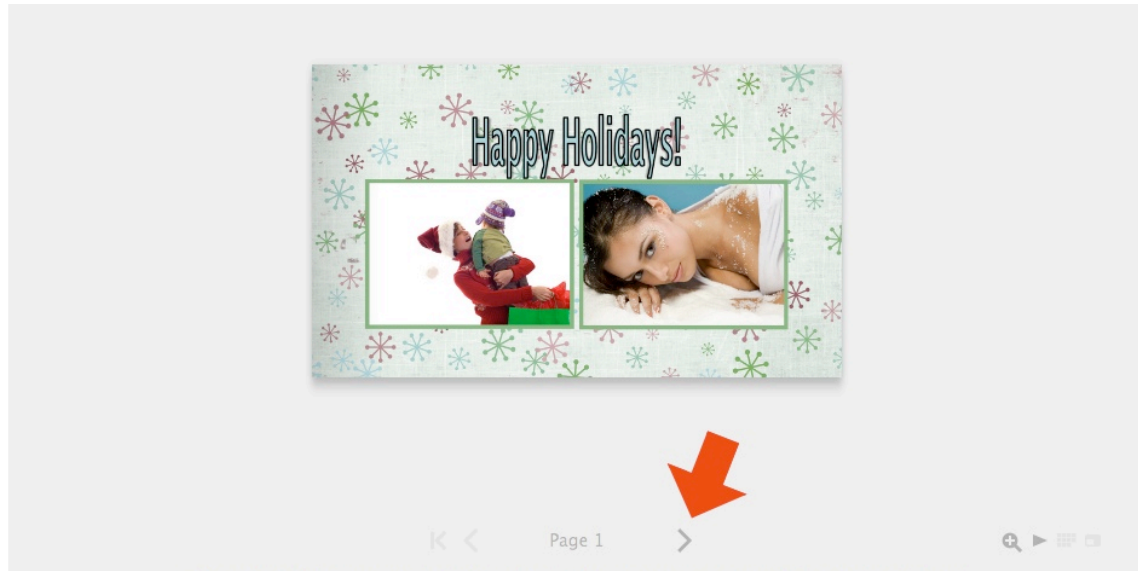


### Placing your order is easy, here are some things you should know:

- Each project comes with our "Life-Time of use Guarantee".
- Please allow 5 business days from order date for book completion + shipping time before receiving your order.
- Your order will be completed within 5 business days from order date.
- Holidays & weekends are excluded from production days.
- Orders placed after 5:00pm mountain time, or on weekends & holidays, will be processed on the next available business day.
- If you have any questions please contact customer service prior to placing your order.



9. This next page will show you a preview of what you are about to order. Using the arrows below your project, please scan the previews carefully and read the text below the images. Once you have confirmed that everything is correct, check the box below the images. Once you have confirmed that everything is correct, check the box to confirm that you have reviewed the previews and then click **Continue**.



*This preview is a high resolution preview and may take some time to load depending on your Internet connection speed.*

- Your order will print as displayed in this preview. Please wait for the preview to load and review each page of your order.
- Uploaded orders are stored for 60 days, after 60 days they are removed. Please place orders within that time.
- If changes need to be made return to your desktop software, adjust your project and upload again.

☒ I have previewed my project using the preview above for typos and errors and understand orders cannot be cancelled.

Continue

10. Sign in to your account to proceed.

CLICK HERE FOR 2014 HOLIDAY SHIPPING GUIDELINES

my memories

0 item(s) - \$0.00

digital scrapbooking wall art cards mobile cases photo gifts

Home - Swatchbook

« Previous Next »

Swatchbook

\$8.99

Please Login

Description

Plastic covers and thick pages make swatch books the perfect way to carry around your memories for easy sharing.

- 5.5" x 3.25"
- Chicago screw binding
- Clear plastic protective covers
- 10 double-sided pages included
- Rounded corners

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My Account

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**11.** If you already have an account at [www.mymemories.com](http://www.mymemories.com), enter your email address and password and **Login**. If you don't, you will need to create an account using the option on the left.

[CLICK HERE FOR 2014 HOLIDAY SHIPPING GUIDELINES](#)



[Login](#) | [Register](#) | [View Cart](#)

0 item(s) - \$0.00

[digital scrapbooking](#) [wall art](#) [cards](#) [mobile cases](#) [photo gifts](#)

Home » Account » Login

## Account Login

### New Customer

**Register Account**

By creating an account you will be able to shop faster, be up to date on an order's status, and keep track of the orders you have previously made.

After registering, please return to this window to login and continue ordering your products.

[Continue](#)

### Returning Customer

I am a returning customer

**E-Mail Address:**

**Password:**

[Login](#)

### Account

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12. Now that you're logged in, click **Add to Cart**.

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Welcome, Carley | [Logout](#) | [My Designs](#) | [My Photos](#) | [View Cart](#)



0 item(s) - \$0.00

digital scrapbooking | wall art | cards | mobile cases | photo gifts

Home - Swatchbook




Preview Project

Swatchbook


\$8.99

Available Options

Qty:



Add to Cart



Description

Plastic covers and thick pages make swatch books the perfect way to carry around your memories for easy sharing.

- 5.5" x 3.25"
- Chicago screw binding
- Clear plastic protective covers
- 10 double-sided pages included
- Rounded corners

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13. Look over your cart once more to ensure that everything looks correct. If it does and this completes your order, enter any promotion code you have, estimate the cost with shipping and taxes if you'd like, then click **Checkout**.

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Welcome, Carley | [Logout](#) | [My Designs](#) | [My Photos](#) | [View Cart](#)

1 item(s) - \$9.60

digital scrapbooking | wall art | cards | mobile cases | photo gifts

Home - Shopping Cart

## Shopping Cart

Image	Product Name	Quantity	Unit Price	Total
	Swatchbook - ProjectID: 225975 - Title: My Album 1	1  	\$8.99	\$8.99

### What would you like to do next?

Choose if you have a discount code or reward points you want to use or would like to estimate your delivery cost.

☐ Use Promotion Coupon Code

☐ Estimate Shipping & Taxes

Continue Shopping

Sub-Total: \$8.99  
Sales Tax: \$0.61  
Total: \$9.60  
Checkout

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14. Complete the billing information, then click **Continue**.

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Welcome, Carley | Logout | My Designs | My Photos | View Cart

 3 item(s) - \$7.01

digital scrapbooking wall art cards mobile cases photo gifts

Home » Shopping Cart » Checkout

Checkout

Step 1: Checkout Options

Step 2: Billing Details

• First Name:

First

• Last Name:

Last

Company:

• Address 1:

1234 Somewhere Street

Address 2:

• City:

Small Town

• Post Code:

12345

• Country:

United States

• Region / State:

Utah

Continue

Step 3: Delivery Details

Step 4: Delivery Method

Step 5: Payment Method

Step 6: Confirm Order

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15. Complete the delivery details. You can either use the same address as the billing address you entered or you can use a new address. If you choose to use the same address as the billing address, make sure to click on the address so it is selected before pressing continue. When you are finished, click **Continue**.

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Welcome, Carley | [Logout](#) | [My Designs](#) | [My Photos](#) | [View Cart](#)

3 item(s) - \$7.01

[digital scrapbooking](#) | [wall art](#) | [cards](#) | [mobile cases](#) | [photo gifts](#)

Home - Shopping Cart - Checkout

Checkout

Step 1: Checkout Options

Step 2: Billing Details [Modify -](#)

Step 3: Delivery Details

☒ I want to use an existing address

First Last, 1234 Somewhere Street, Small Town, Utah, United States

☐ I want to use a new address

Please click on your address to continue [Continue](#)

Step 4: Delivery Method

Step 5: Payment Method

Step 6: Confirm Order

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16. Complete the delivery method. Choose which shipping option you would like, then click **Continue**.

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Welcome, Carley | Logout | My Designs | My Photos | View Cart

1 item(s) - \$9.60

digital scrapbooking wall art cards mobile cases photo gifts

Home - Shopping Cart - Checkout

Checkout

Step 1: Checkout Options

Step 2: Billing Details [Modify -](#)

Step 3: Delivery Details [Modify -](#)

Step 4: Delivery Method

Please select the preferred shipping method to use on this order.

Please note that shipping time is in addition to our [standard manufacturing timeframes](#)

United States Postal Service

☒ Priority Mail \$7.99

United Parcel Service (1pkg)

☐ UPS Ground \$11.24

☐ UPS 2nd Day Air \$20.87

☐ UPS Next Day Air \$32.93

Continue

Step 5: Payment Method

Step 6: Confirm Order

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**17. Complete the payment method. Choose whether you'd like to purchase your order using a credit or debit card or if you'd like to checkout using PayPal. Click **Continue**.**

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Welcome, Carley | [Logout](#) | [My Designs](#) | [My Photos](#) | [View Cart](#)

1 item(s) - \$9.60

digital scrapbooking | wall art | cards | mobile cases | photo gifts

Home » Shopping Cart » Checkout

Checkout

Step 1: Checkout Options

Step 2: Billing Details [Modify »](#)

Step 3: Delivery Details [Modify »](#)

Step 4: Delivery Method [Modify »](#)

Step 5: Payment Method

Please select the preferred payment method to use on this order.

☒ Credit/Debit Card

☐ PayPal

Continue

Step 6: Confirm Order

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18. Again, confirm that your order looks correct and if it does, enter your payment information, then click **Confirm Order**.

CLICK HERE FOR 2014 HOLIDAY SHIPPING GUIDELINES

Welcome, Carley | Logout | My Designs | My Photos | View Cart

**my memories** 1 item(s) - \$9.60

digital scrapbooking wall art cards mobile cases photo gifts

Home » Shopping Cart » Checkout

### Checkout

Step 1: Checkout Options

Step 2: Billing Details [Modify »](#)

Step 3: Delivery Details [Modify »](#)

Step 4: Delivery Method [Modify »](#)

Step 5: Payment Method [Modify »](#)

Step 6: Confirm Order

Product Name	Quantity	Price	Total
Swatchbook - ProjectID: 225975 - Title: My Album 1	1	\$8.99	\$8.99

Sub-Total:	\$8.99
Priority Mail 1-Day:	\$7.99
Sales Tax:	\$1.15
<b>Total:</b>	<b>\$18.13</b>

Credit Card Details

Card Number:

Card Expiry Date:  /

Card Security Code (CVV2):

[Confirm Order](#)

By clicking Confirm I understand that if order changes or cancellations are requested I accept any change or cancellation fees.

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**Note:** Note the text underneath the **Confirm Order** button.

By clicking Confirm I understand that if order changes or cancellations are requested I accept any change or cancellation fees.

**19.** You have now successfully placed your order. The next page will confirm your order has been placed. You will also receive an order confirmation email and a second email when your order ships with tracking details.

If you click **Continue**, it will take you to your order history page so that you can review your order details, and place additional orders of this same Swatchbook at a later time.

If you have any **questions** please visit our support page at [www.mymemories.com/support](http://www.mymemories.com/support), email [customerservice@mymemories.com](mailto:customerservice@mymemories.com), or call 877-463-6924.

