

How to create and order individual pages

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



2. Under the **Photobooks** category, choose the size you would like your project to be out of the three supported sizes shown: 12"x12", 11"x8.5", or 8.5"x11"

My Memories

Professional Print Sizes

Photobooks

12" x 12" 11" x 8.5" 8.5" x 11"

Swatchbook

5.5" x 3.25"

Greeting Cards

4.25" x 5.5" 5.5" x 4.25"

Postcards

5" x 7" 7" x 5"

Calendars

12" x 12" 11" x 8.5"

Custom Size

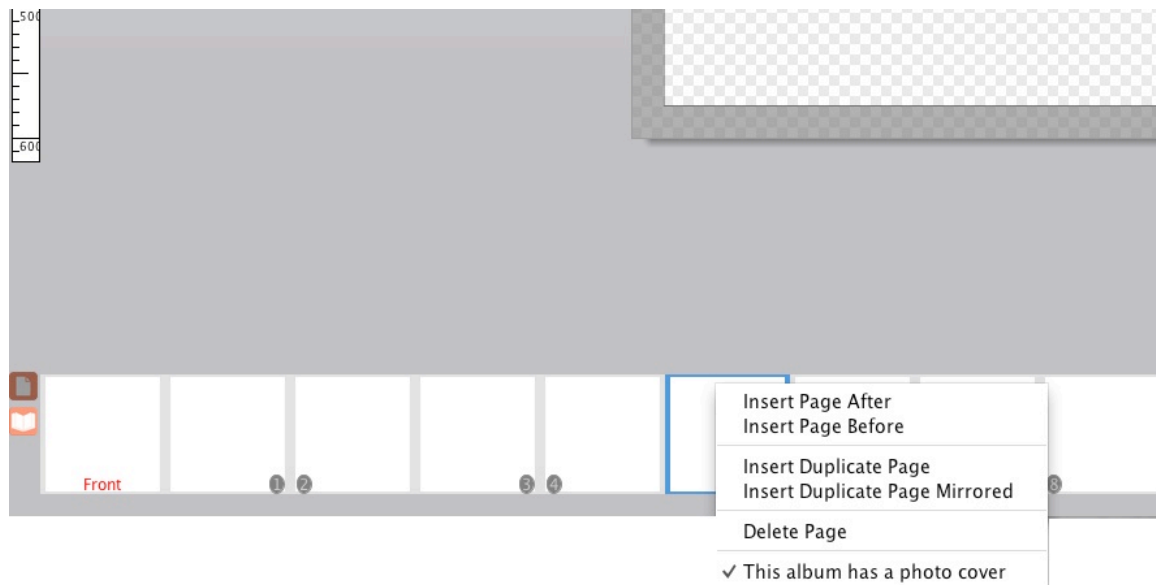
Width: 3,600 Height: 3,600 Units: Pixels Aspect Ratio: Square Quick Sizes: 12x12

Create

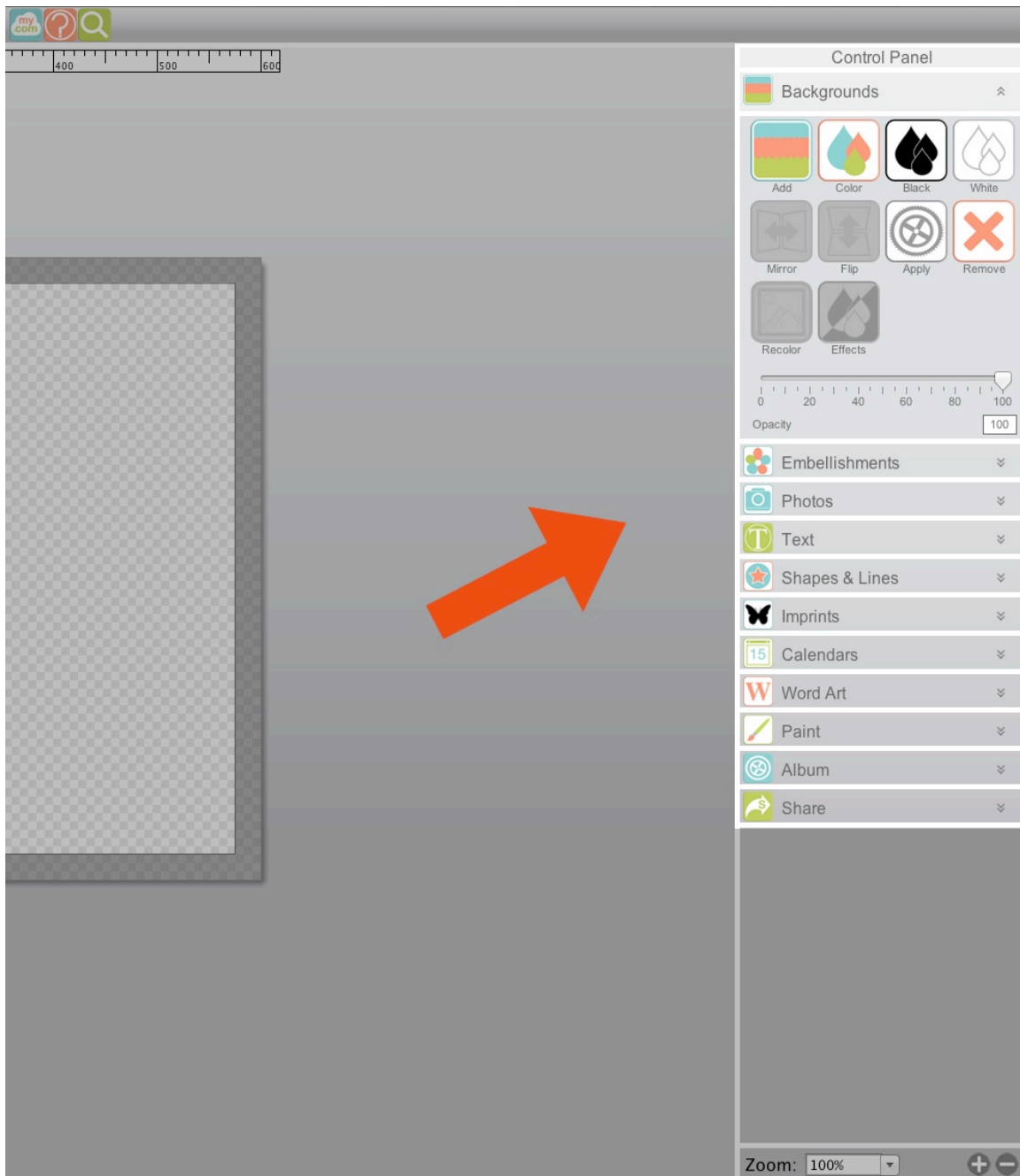
3. Now that your project is open, make sure the number of pages in your project matches the number of pages you would like to design.

You can add or delete pages by right clicking on the thumbnail images below your project.

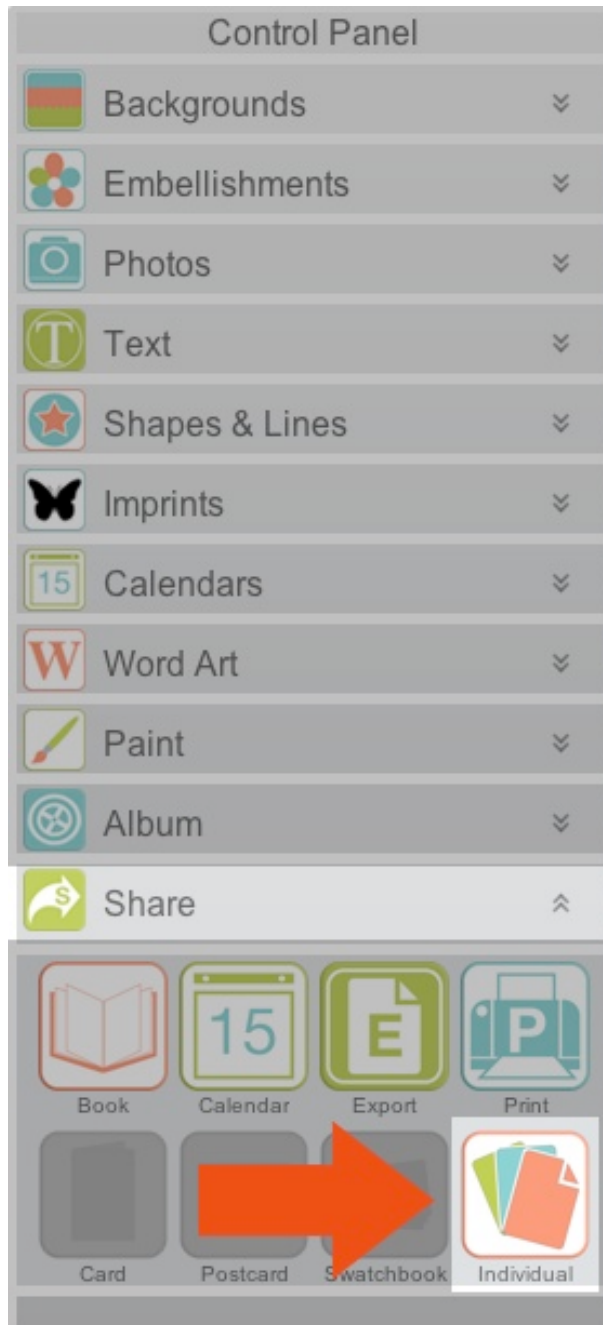
Note: If you want to order multiple copies of a designed page, you can choose that option during the upload process later. You do not need to create the same page multiple times in your project.



4. Design your page(s) using the tabs in the **Control Panel** located on the right hand side of the software.



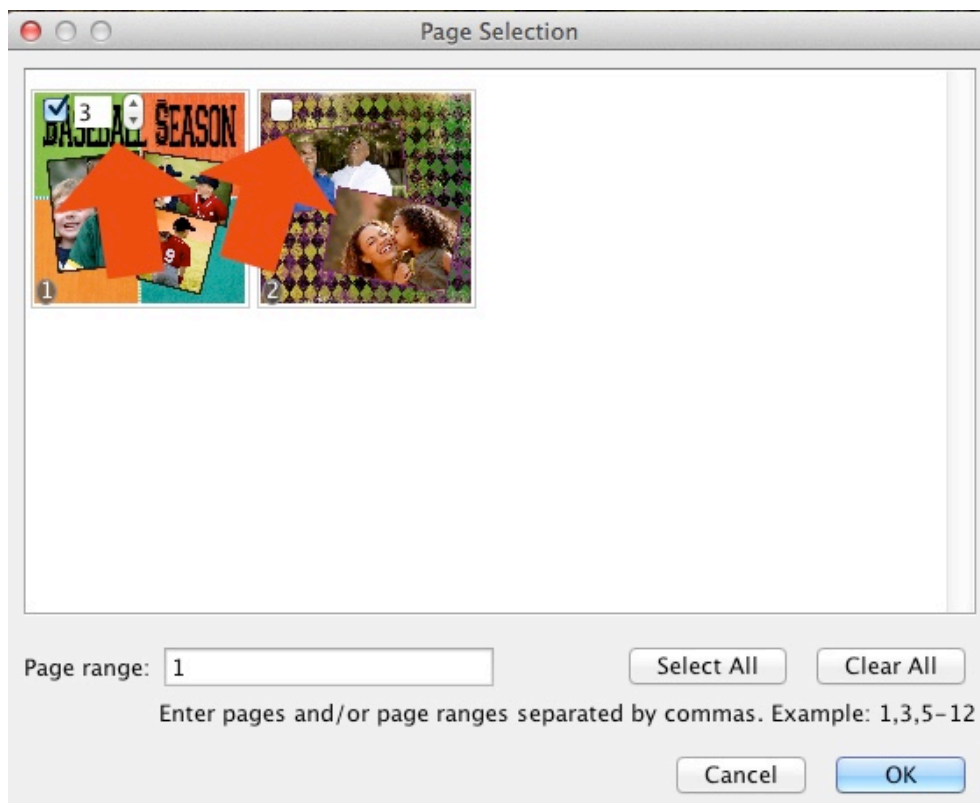
5. Once you have completed designing your pages, order them to be professionally printed by opening the **Share** tab in the Control Panel and clicking on the **Individual** icon.



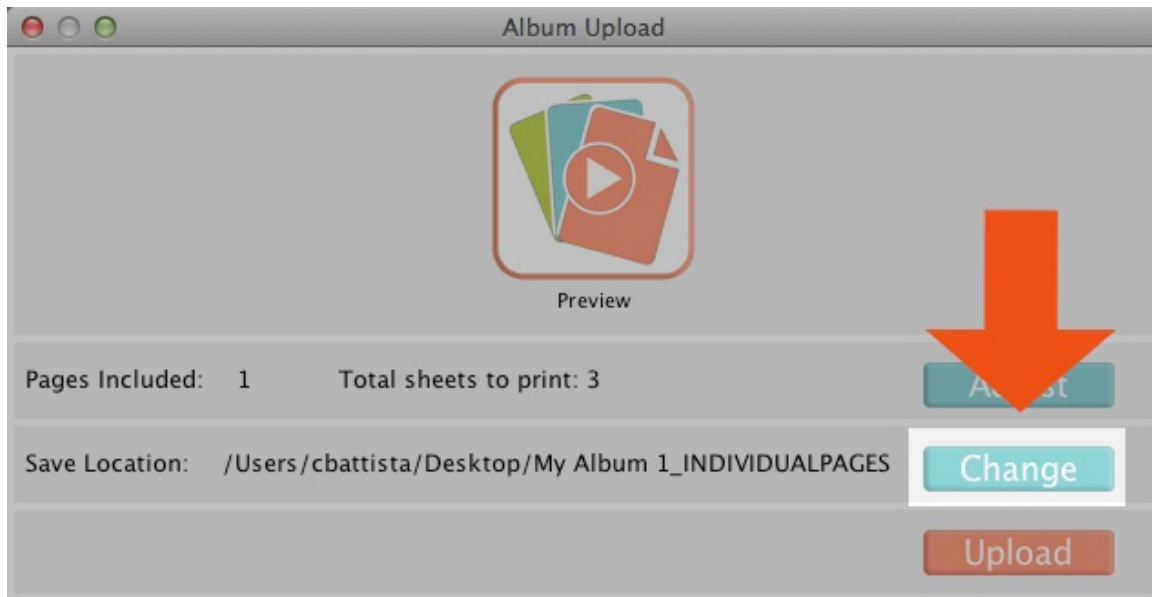
6. If you would like to order multiple copies of one or more of the pages you've designed, click on **Adjust**.



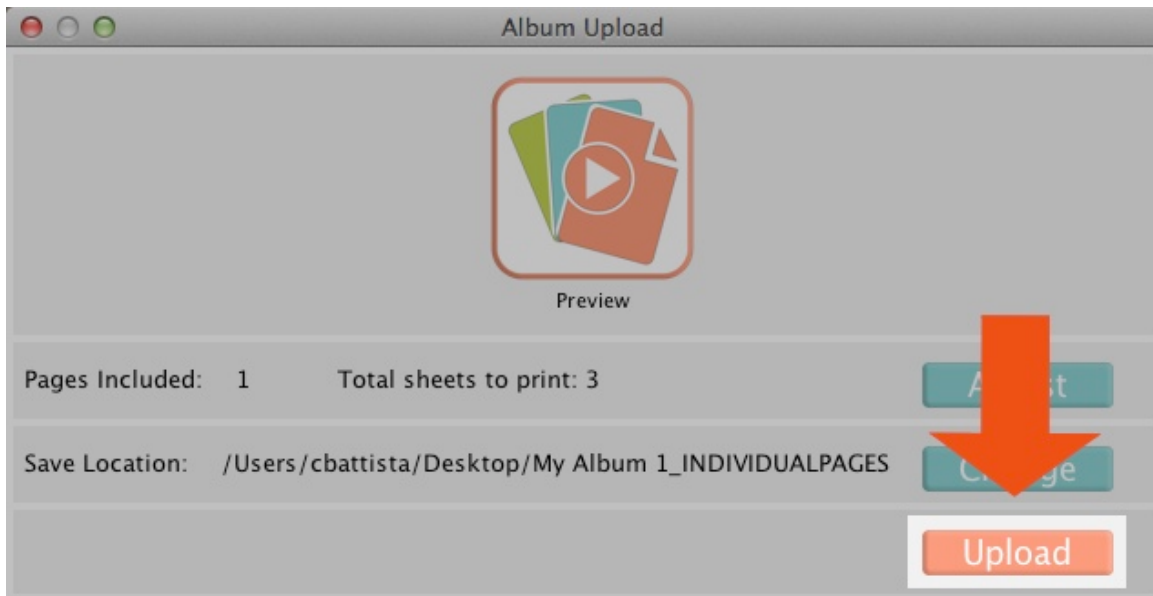
Use the arrows on each of the pages to indicate how many copies of that page you'd like to order. Uncheck the check box on any page you do not wish to order.



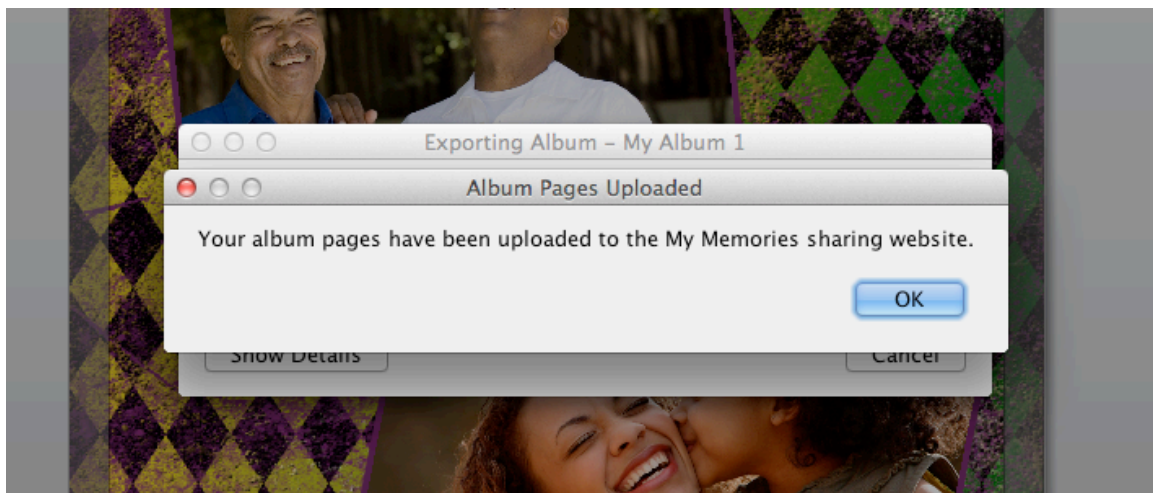
7. If you'd like to change the location that your project is saved to, click on **Change** then select the new save location.



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



Note: Uploading may 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.



9. While your pages are 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 the page, click on **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 or 1.877.463.6924

Upload Progress
Completed: 100%

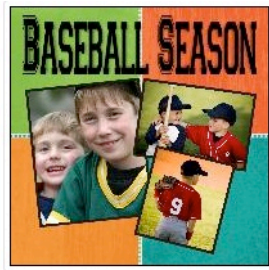


Continue

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.

10. This next page will show you a preview of what you are about to order. Please scan the previews carefully and read the text 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

11. Sign in to your account to proceed.

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

0 item(s) - \$0.00

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

Home - 12x12 Scrapbook Pages

[« Previous](#) [Next »](#)








Preview Project

12x12 Scrapbook Pages

\$2.19

Please Login



Description

Get scrappy with our high quality individual page prints.

- 12" x 12"
- Full color, single sided
- Choose either 100lb cover (thick) or 100lb text (thin) paper stock
- Satin paper finish

Information

[Holiday Shipping Guidelines - 2014](#)
[Delivery Information](#)
[Privacy Policy](#)
[Terms & Conditions](#)

Customer Service

[Contact Us](#)
[Site Map](#)

Extras


[Specials](#)

My Account

[My Account](#)
[Order History](#)

12. If you already have an account at 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.

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0 item(s) - \$0.00

digital scrapbooking wall art cards mobile cases photo gifts

Home » Account » Login

Account Login

New Customer

Returning 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

I am a returning customer

E-Mail Address:

Password:

Login

Account

Login

My Account

Address Books

Order History

Transactions

Information

Holiday Shipping Guidelines - 2014

Delivery Information

Privacy Policy

Terms & Conditions

Customer Service

Contact Us

Site Map

Extras

Specials

My Account

My Account

Order History

13. Now that you're logged in, choose the type of paper you want your pages printed on, then click **Add to Cart**.

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0 item(s) - \$0.00

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Home » 12x12 Scrapbook Pages

« PreviousNext »



Preview Project

12x12 Scrapbook Pages

\$2.19

Available Options

* Paper Stock:

✓ --- Please Select ---

Thin (100lb text)

Thick (100lb cover) (+\$0.80)

Qty:

Add to Cart

[f](#) [t](#) [p](#) [e](#)

Description

Get scrappy with our high quality individual page prints.

- 12" x 12"
- Full color, single sided
- Choose either 100lb cover (thick) or 100lb text (thin) paper stock
- Satin paper finish

Information

[Holiday Shipping Guidelines - 2014](#)
[Delivery Information](#)
[Privacy Policy](#)
[Terms & Conditions](#)

Customer Service

[Contact Us](#)
[Site Map](#)

Extras

[Specials](#)


My Account

[My Account](#)
[Order History](#)

14. 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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3 item(s) - \$7.01

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Home - Shopping Cart

Shopping Cart

Image	Product Name	Quantity	Unit Price	Total
	12x12 Scrapbook Pages - Paper Stock: Thin (100lb text) - ProjectID: 225968 - Title: My Album 1	3  	\$2.19	\$6.57

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: \$6.57
Sales Tax: \$0.44
Total: \$7.01

Checkout

Information

[Holiday Shipping Guidelines - 2014](#)
[Delivery Information](#)
[Privacy Policy](#)
[Terms & Conditions](#)

Customer Service

[Contact Us](#)
[Site Map](#)

Extras

[Specials](#)


My Account

[My Account](#)
[Order History](#)

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

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 **my memories**

3 item(s) - \$7.01

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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

Information

Holiday Shipping Guidelines - 2014

Delivery Information

Privacy Policy

Terms & Conditions

Customer Service

Contact Us

Site Map

Extras

Specials

My Account

My Account

Order History

16. 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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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

Information

Customer Service

Extras

My Account

Holiday Shipping Guidelines - 2014
Delivery Information
Privacy Policy
Terms & Conditions

Contact Us
Site Map


Specials

My Account
Order History

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

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3 item(s) - \$7.01

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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

Information

[Holiday Shipping Guidelines - 2014](#)
[Delivery Information](#)
[Privacy Policy](#)
[Terms & Conditions](#)

Customer Service

[Contact Us](#)
[Site Map](#)

Extras

[Specials](#)


My Account

[My Account](#)
[Order History](#)

18. 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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3 item(s) - \$7.01

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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

Information

[Holiday Shipping Guidelines - 2014](#)
[Delivery Information](#)
[Privacy Policy](#)
[Terms & Conditions](#)

Customer Service

[Contact Us](#)
[Site Map](#)

Extras

[Specials](#)

My Account

[My Account](#)
[Order History](#)

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

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

my memories

3 item(s) - \$7.01

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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
12x12 Scrapbook Pages - Paper Stock: Thin (100lb text) - ProjectID: 225968 - Title: My Album 1	3	\$2.19	\$6.57
Sub-Total:			\$6.57
Priority Mail 1-Day:			\$7.99
Sales Tax:			\$0.98
Total:			\$15.54

Credit Card Details

Card Number: 1234567891234567

Card Expiry Date: January / 2017

Card Security Code (CVV2): 123

Confirm Order

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

Information

Customer Service

Extras

My Account

Holiday Shipping Guidelines - 2014
Delivery Information
Privacy Policy
Terms & Conditions

Contact Us
Site Map

Specials

My Account
Order History

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.

20. 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 order at a later time.

If you have any **questions** please visit our support page at www.mymemories.com/support, email customerservice@mymemories.com, or call 877-463-6924.

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0 item(s) - \$0.00

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

Home - Shopping Cart - Checkout - Success

Your Order Has Been Processed!

Your order has been successfully processed!

You can view your order history by going to the my account page and by clicking on [history](#).

Please [contact us](#) with any questions.

Thanks for shopping with us!

Continue

Information

[Holiday Shipping Guidelines - 2014](#)
[Delivery Information](#)
[Privacy Policy](#)
[Terms & Conditions](#)

Customer Service

[Contact Us](#)
[Site Map](#)

Extras

[Specials](#)

My Account

[My Account](#)
[Order History](#)