

# short & Suite with my memories

## Using OUTSIDE CONTENT in your My Memories Suite software!

This is THE most asked question of all in the forums, email and on the Facebook page, so this is the FIRST lesson we are going to tackle! It's a few quick and simple techniques, and you'll be creating amazing pages like a pro in no time at all! Ready?



We have some AMAZINGLY talented designers in the [MyMemories.com](http://MyMemories.com) Design Shop, but sometimes we find a great designer we love and they are not available in the MMS Design Shop, so we must access their digital content in a slightly different way than pre-installed content or content you purchase right from [MyMemories.com](http://MyMemories.com). With the quick and easy steps listed below you will be able to get at those digital goodies lickety split and be done with your project in no time!

- **FIND** a kit/content you would like to purchase (or download as a FREEBIE) from one of HUNDREDS of digital scrapbooking websites easily located online. Sign up for designers newsletters and blogs for even more information!
- **PURCHASE/DOWNLOAD** the kit/content to your hard-drive in a location that you will easily be able to remember
  - Some people set up a "Digital Content" folder on their hard drive or on an external hard-drive
  - The kits will almost always come as a "zipped file" due to the size of the file being transferred - remember that some kits are multiple downloads so make sure you get all the content included
- **UNZIP** the downloaded files to your computer so they will be ready to use
  - There is usually an option on your screen that will say EXTRACT ALL FILES or UNZIP ALL FILES - go through those steps to unzip your new goodies
  - You can usually choose where you would like the file to unzip - I usually send them to my desktop to make them easy to find then move them to the place where they will be permanently stored
- **DECIDE** on an organizational system as quickly in your scrapbooking days as you can, this will save you HOURS of time and TONS of grief and aggravation later on in the process when your digital collection grows out of control (and it WILL grow!)
- **MOVE** your new content to it's new location/folder in your organizational system
  - You can organize your content by Designer, Theme, color, or other designator, but just organize it some way that makes sense to you and will make your new content easy to find and USE - what good is having something new and amazing if you can't FIND it when you want to USE it!???

## \*Coming up on the "March Into MMS"

During the coming month you will receive a \*DAILY\* email and PDF that will highlight one particular feature or function of your "My Memories Suite" software. Some will be more challenging than others, some will be pretty basic. As always, I am \*here\* to answer any questions you might have so never hesitate to email me or pop a post on the MyMemoriesSuite Facebook page!

I am \*SO\* happy you have decided to MARCH INTO MMS with me!!! Hope you enjoy it!

.....and don't forget to make memory today !



Lisa J.

[lisaj@mymemoriesuite.com](mailto:lisaj@mymemoriesuite.com)

# To use BACKGROUND PAPERS

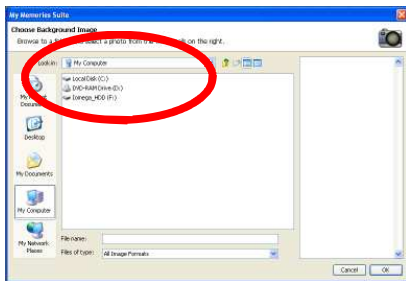
One of the best things about MyMemories Suite software is it's ability to use content you find on most any digital scrapbooking website to create great projects for you and your family. When you find DIGITAL BACKGROUND PAPERS that you either buy or download as freebies from websites other than MyMemories.com it's easy to pull them into your project to create just the look you want without being limited to only content found on the MyMemories website!  
Here's how ya do it!

- Follow all the steps on **PAGE 1** of this PDF to download, unzip and organize your new digital goodies
- Open the page in your project that you wish to add an outside background paper to

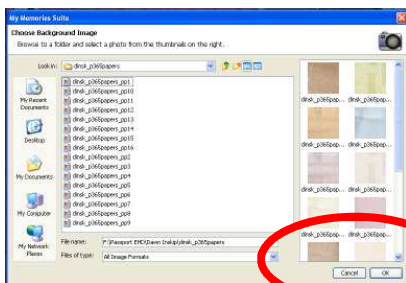


- Click on the **BACKGROUND PAPERS** tab in the right-hand side **CONTROL PANEL** on your work screen

- Click on the **CUSTOM FOLDER** on the Background papers tab



- Select the **FILE/FOLDER** from the drive where your outside content is stored - you should be able to navigate to any location on your computer from here (even your external hard-drive if you have one)
- Double click to open your selected file



- Click on either the **NAME** or the **THUMBNAIL** image of the paper you wish to add to your project and click OK
- That will add the selected paper to your project as a **BACKGROUND PAPER** this will cover the whole project page with the paper you chose (you will not be able to layer anything under it) Check the *\*Special Note\** section below to see how to add your paper to use as a mat or shape

## \* Special Note:

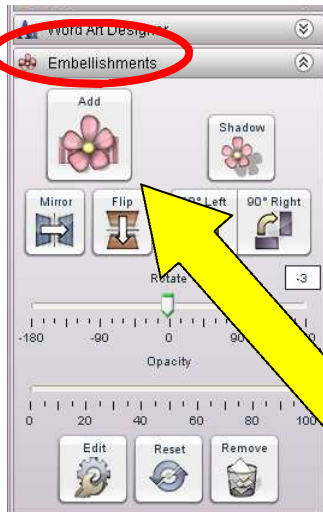
IF you wish to use your outside **BACKGROUND PAPER** as a mat or wish to be able to resize it on your page for layering purposes, or use it as a **SHAPE** use this method...

- Open the **PHOTO TAB** on the **LEFT-HAND** side **RESOURCE GALLERY**
- Navigate to the folder/file where your background paper is saved with the **SELECT FOLDER** option
- Choose the paper you wish to use and drag it into your layout (even though it is a "paper" it is a JPEG file which acts the same as a photo image)
- Then when you click on the paper image, the **PHOTO TOOLS** panel will pop open because the paper was added as a photo, so you can use any of the tools, including the **SHAPE TOOL** to cut your paper into any of the shapes you have available

# To use EMBELLISHMENTS

One of the best things about MyMemories Suite software is it's ability to use content you find on most any digital scrapbooking website to create great projects for you and your family. When you find EMBELLISHMENTS that you either buy or download as freebies from websites other than MyMemories.com it's easy to pull them into your project to create just the look you want without being limited to only content found on the MyMemories website!

Here's how you do it!

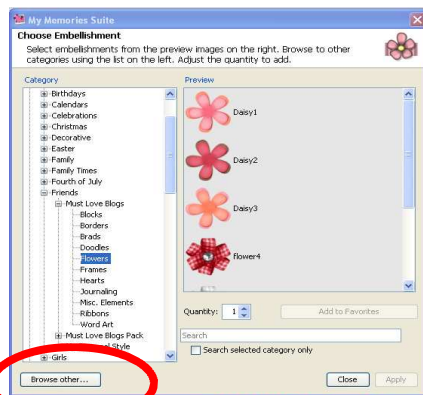


- Follow all the steps on **PAGE 1** of this PDF to download, unzip and organize your new digital goodies - and then proceed to the steps listed below!

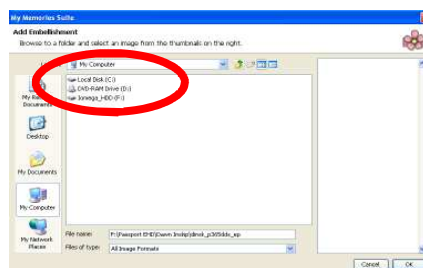
- Open the page in your project that you wish to add an outside embellishments to

- Click on the **EMBELLISHMENTS** tab in the right-hand side **CONTROL PANEL** on your work screen

- Click on the **ADD EMBELLISHMENT** button on the Embellishments tab

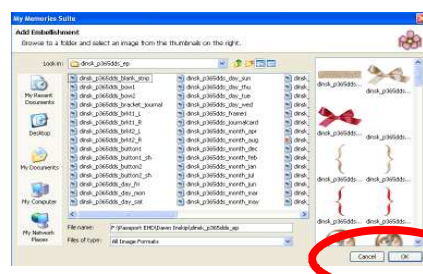


- Click on the **BROWSE OTHER** button on the Choose Embellishments interface pop-up box ... it's right under the list of installed MMS content



- Select the **FILE/FOLDER** from the drive where your outside content is stored - you should be able to navigate to any location on your computer from here (even your external hard-drive if you have one)

- Double click to open your selected file



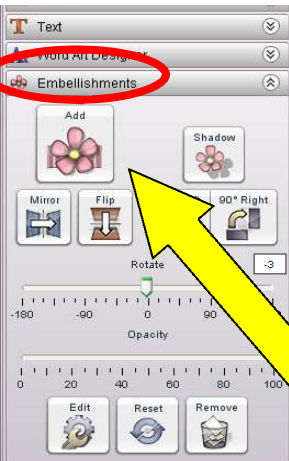
- Click on either the **NAME** or the **THUMBNAIL** image of the paper you wish to add to your project and click OK

- That will add the selected paper to your project as an **EMBELLISHMENT** you can resize it, rotate it, duplicate it, add shadows to suit your taste

# To use QUICK PAGES

One of the best things about MyMemories Suite software is it's ability to use content you find on most any digital scrapbooking website to create great projects for you and your family. When you find QUICK PAGES that you either buy or download as freebies from websites other than MyMemories.com it's easy to pull them into your project! QUICK PAGES are similar to the Designer Template pages in MMS, because all the design work is completed for you – BUT you will not be able to manipulate the individual images on the page like you can with MMS Template pages - they will be imported into your project as a single image with a space for you to add your photos so they can show through!

Here's how you do it!

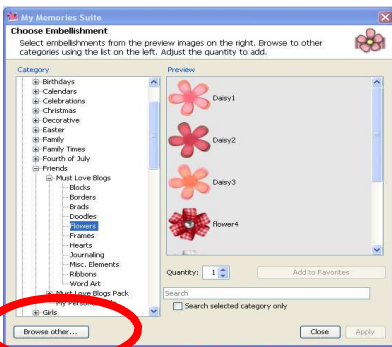


- Follow all the steps on PAGE 1 of this PDF to download, unzip and organize your new digital goodies - and then proceed to the steps listed below!

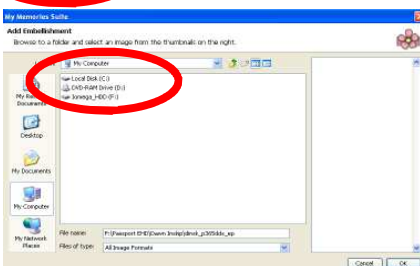
- Open the page in your project that you wish to add an outside "Quick Page" to

- Click on the **EMBELLISHMENTS** tab in the right-hand side **CONTROL PANEL** on your work screen (yes, even though this appears more like a background paper, it needs to be added as an embellishment)

- Click on the **ADD EMBELLISHMENT** button on the Embellishments tab

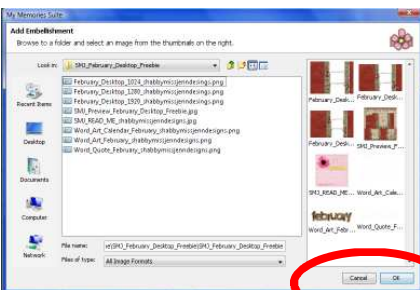


- Click on the **BROWSE OTHER** button on the Choose Embellishments interface pop-up box ... it's right under the list of installed MMS content



- Select the **FILE/FOLDER** from the drive where your outside content is stored - you should be able to navigate to any location on your computer from here (even your external hard-drive if you have one)

- Double click to open your selected file



- Click on either the **NAME** or the **THUMBNAIL** image of the **QUICK PAGE** you wish to add to your project and click **OK**

- That will add the selected paper to your project as an **EMBELLISHMENT**, so you can resize it to cover all or part of the page - this also allows you to use it to "layer" over a photo, the photo shows through and the rest of your page is done! Remember if there are little things you don't like on the QP you can always cover them with other embellishments!

The **\*AMAZING\*** graphics used in the design of this PDF are from the "Love Shack" kit by the incredibly talented designers @ TheEttes! Shop them by name in the MMS Design Shop!