



Memory Station Software

 **VIVID-PIX®**
Memory Station
WWW.VIVID-PIX.COM

USER MANUAL FOR VIVID-PIX MEMORY STATION / MEMORY STATION SOFTWARE

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LICENSE AGREEMENT

Vivid-Pix Memory Station Software
[End User License Agreement](https://www.vivid-pix.com/memory-station-software-eula/)
<https://www.vivid-pix.com/memory-station-software-eula/>

For more information, please contact us via our social
media or visit our official website: [VIVID-PIX.COM](https://www.vivid-pix.com)



USER MANUAL

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DISCLAIMER

This product has been designed to assist users in setting up and operating Memory Station Software. This document is not intended to provide all operation scenarios. Omissions may exist.

TRADEMARK RECOGNITION

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LATEST RELEASE TO SOFTWARE

Build 5.3.0 Release Notes:

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PRODUCT DISPLAY

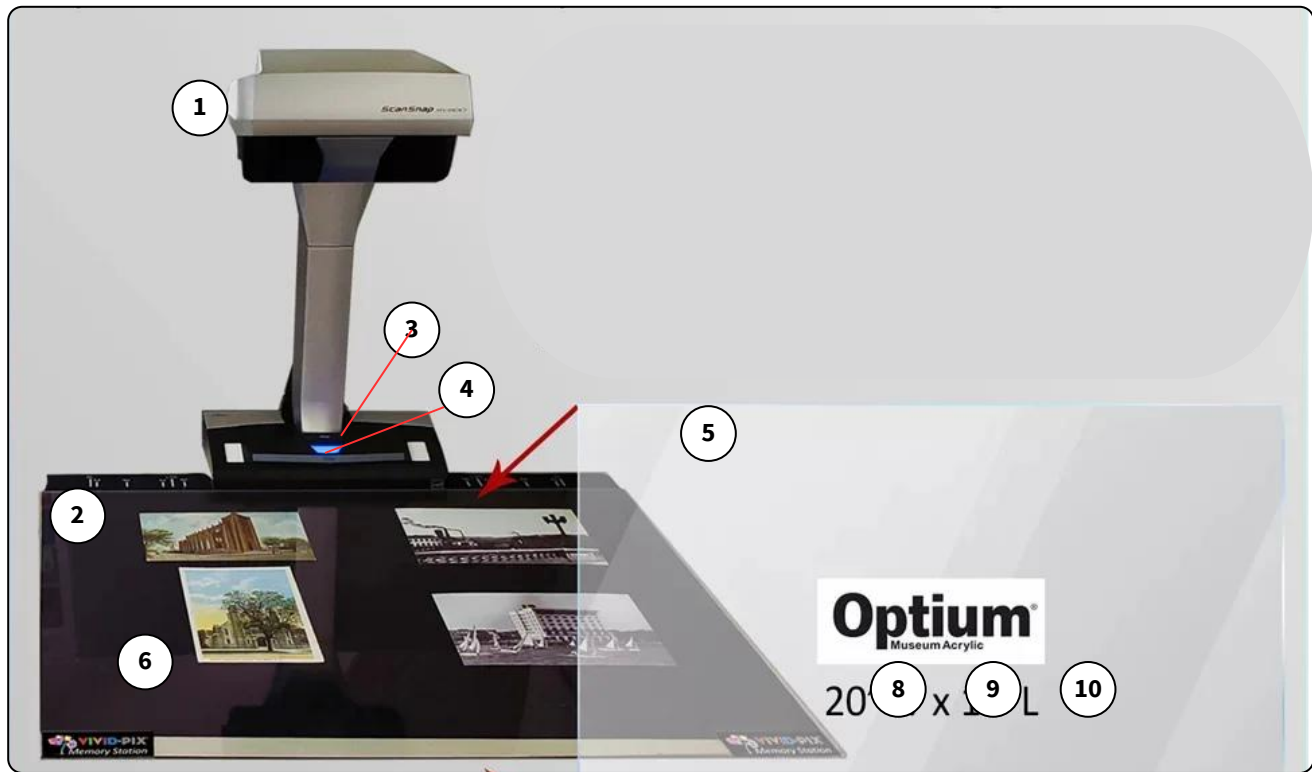


Diagram 1 : Full product display

1.	SV600 Scanner	6.	Personal Photos or Documents
2.	Background Pad		
3.	On/Off Button		
4.	Scan Button (ScanSnap software)		
5.	Image Stabilizer*		*The Image Stabilizer is an optional accessory.

COMPONENTS & ACCESSORIES



SV600 Scanner



**Background Pad with
Guide Marks**



Scanner Braces (2)



Power Cord



USB Cable



**Image Stabilizer
(Optional Accessory)**

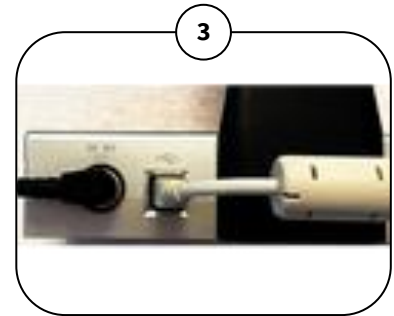
GENERAL SET UP



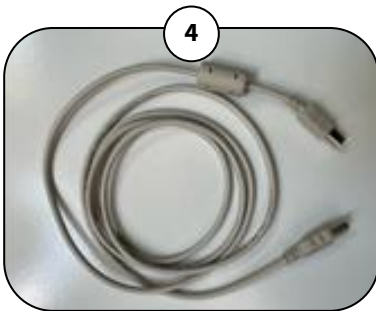
Place scanner on a sturdy surface.



Unroll pad from white protective cover and place edge with notches in front of scanner.



Connect the black power supply cable and black outlet cable together and plug into the back of the scanner and a wall outlet.



Plug the gray USB cable into the back of the scanner and into a USB port on your computer device.



If the Scan Button is not lit in blue, press the Stop Button to activate scanner.



The blue Scan Button operates independently of the Memory Station Software. Use Scan Button if you wish to scan and create .pdf documents and operate using ScanSnap software.



install ScanSnap Software per included instructions.



Install Memory Station software per included instructions.

HOW TO INSTALL SOFTWARE



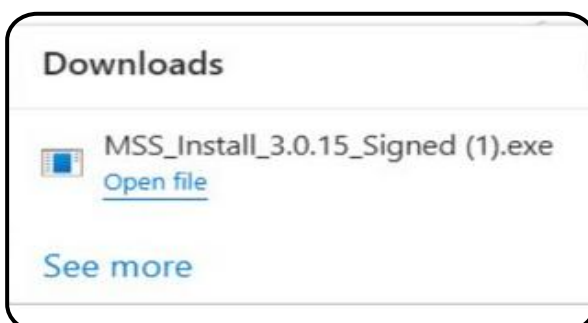
STEP 1: CLICK ON THIS LINK TO DOWNLOAD THE MEMORY STATION SOFTWARE

<https://vivid-pix.com/download>



STEP 2: CLICK THE MEMORY STATION SOFTWARE DOWNLOAD BOX.

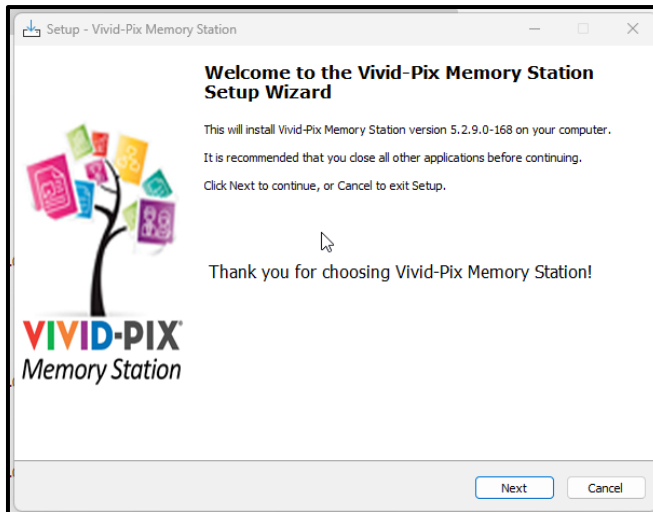
Please note for previous users, you will be prompted when installing Vivid-Pix Memory Station V5, that your existing work (V3) is being brought into the new Memory Station software. Click "OK". The database has been updated to ensure your previous work is able to be used within the new software.



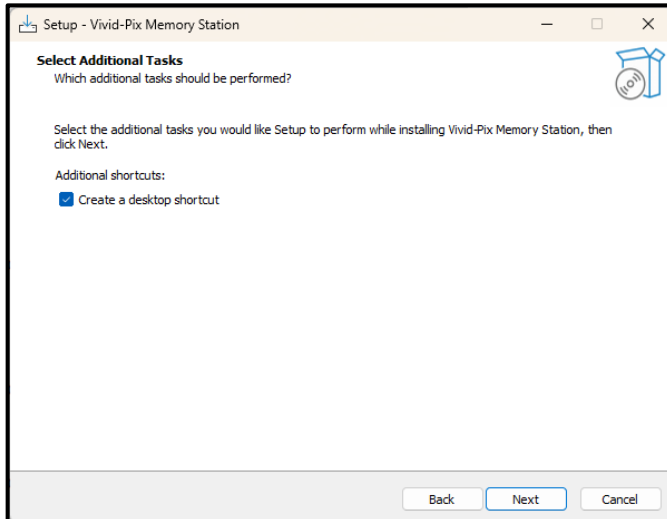
STEP 3: ONCE THE SOFTWARE HAS DOWNLOADED, CLICK "OPEN FILE".



HOW TO INSTALL SOFTWARE



**STEP 4: CLICK “NEXT”
ONCE THE SET UP
WIZARD BOX APPEARS.**

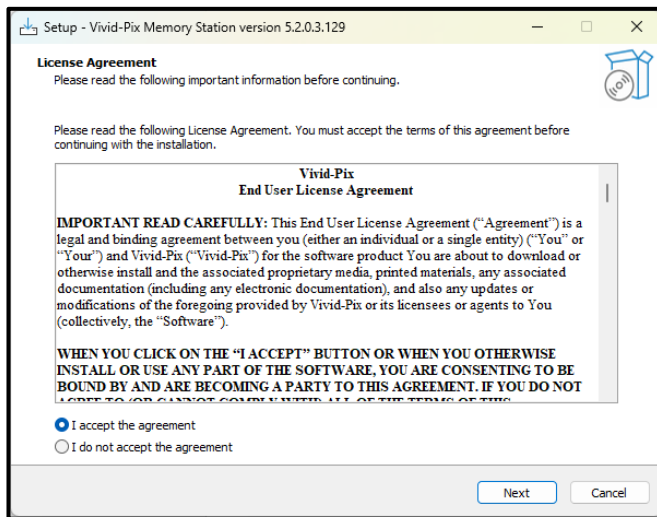


**STEP 5: IF YOU WISH TO
CREATE A SHORTCUT FOR
FUTURE EASE OF USE,
CLICK “CREATE A DESKTOP
SHORTCUT”.**

Selecting “Create a desktop shortcut” will allow you to access the software from your home screen. It’s recommended to do so for ease of use. Click “Next” to continue installation.

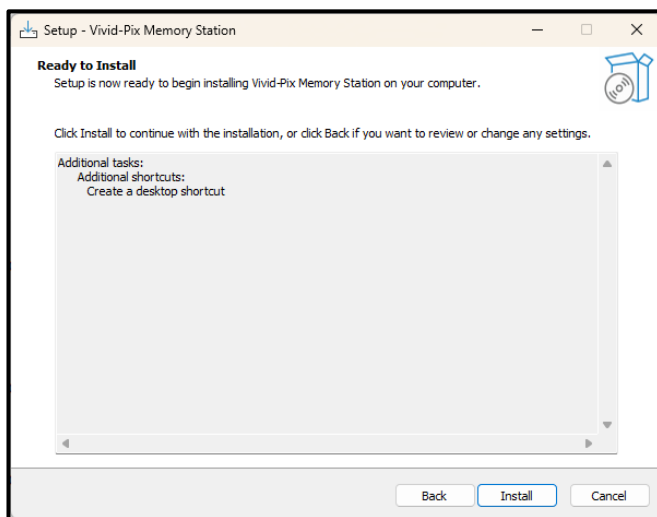


HOW TO INSTALL SOFTWARE

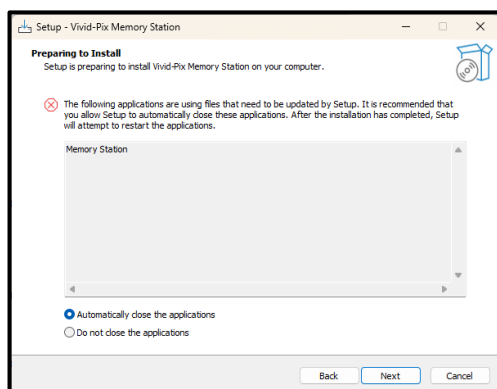


STEP 6: A LICENSE AGREEMENT WILL APPEAR. READ THE AGREEMENT AND SCROLL TO THE END.

If you agree, click “I accept the agreement”. Then click the “Next” button.



STEP 7: CLICK “INSTALL” WHEN ASKED IF READY TO INSTALL.

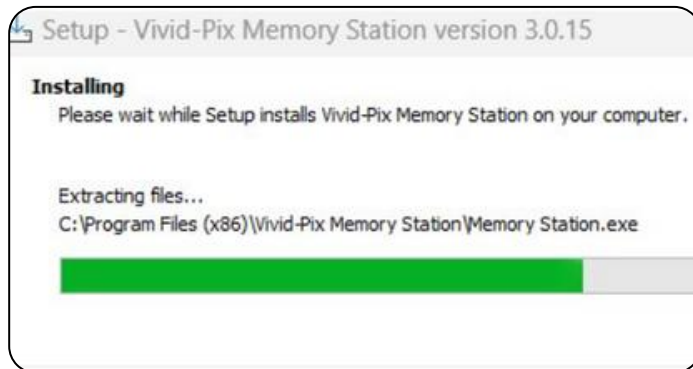


CLICK “NEXT” IF THE PREPARING TO INSTALL BOX OPENS.

Note-This box will not open when installing the software for the first time, this feature appears when you are updating the software.

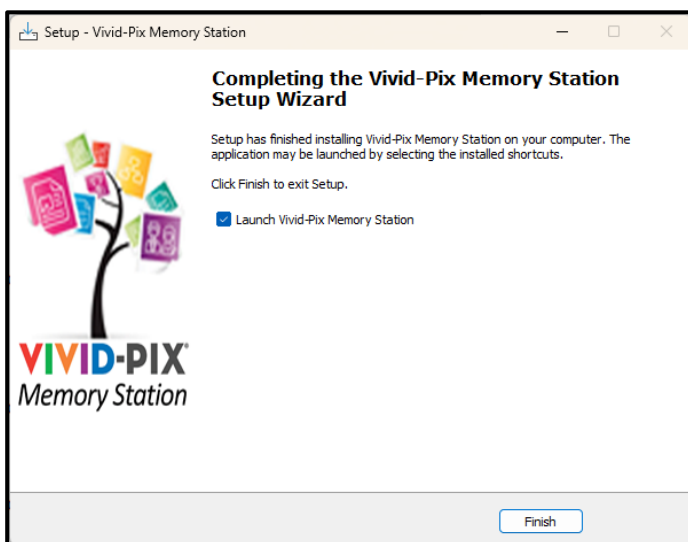


HOW TO INSTALL SOFTWARE



STEP 8: PLEASE WAIT WHILE THE SETUP INSTALLS ON THE COMPUTER.

Click "Next".

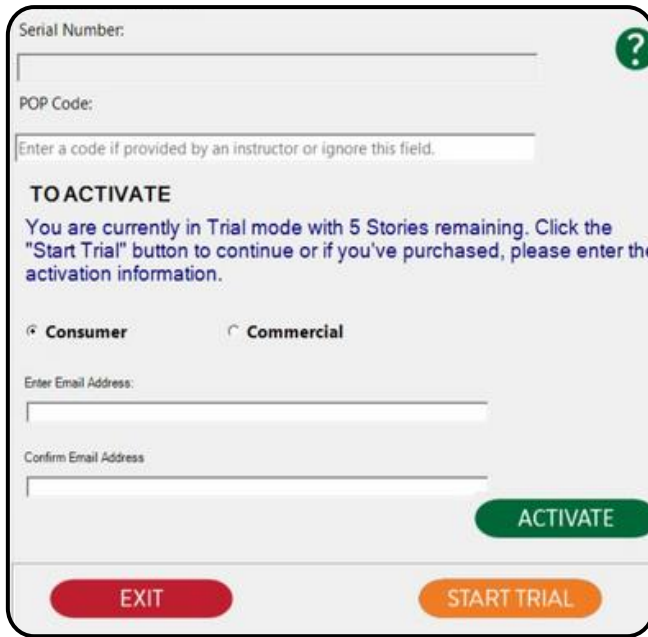


STEP 9: ONCE THE SETUP IS FINISHED INSTALLING, YOU MAY BEGIN USING SOFTWARE IF THE "LAUNCH VIVID-PIX MEMORY STATION" IS CHECKED.

Click "Finish" to launch VIVID-PIX Memory Station.



HOW TO INSTALL SOFTWARE



Serial Number:

POP Code:

Enter a code if provided by an instructor or ignore this field.

TO ACTIVATE

You are currently in Trial mode with 5 Stories remaining. Click the "Start Trial" button to continue or if you've purchased, please enter the activation information.

☒ Consumer ☐ Commercial

Enter Email Address:

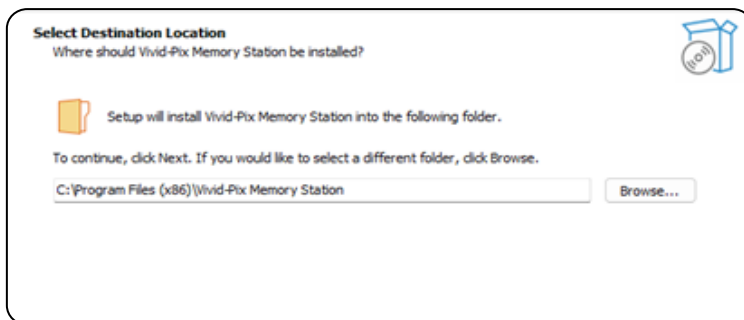
Confirm Email Address:

ACTIVATE

EXIT **START TRIAL**

STEP 10: SELECT “CONSUMER” TO ACTIVATE HOME OR STANDARD EDITION SOFTWARE OR “COMMERCIAL” TO ACTIVE PROFESSIONAL EDITION SOFTWARE AS APPROPRIATE. ENTER THE ACTIVATION CODE PROVIDED IN YOUR EMAIL RECEIPT OR CLICK “START TRIAL” TO BEGIN TRIAL.

TRIAL OF EITHER VERSION IS AVAILABLE BY CHOSING EDITION RADIO BUTTON AND THEN CLICKING START TRIAL.



Select Destination Location

Where should Vivid-Pix Memory Station be installed?

 Setup will install Vivid-Pix Memory Station into the following folder.

To continue, click Next. If you would like to select a different folder, click Browse.

C:\Program Files (x86)\Vivid-Pix Memory Station **Browse...**

STEP 11: SELECT DESTINATION LOCATION OR ACCEPT THE DEFAULT LOCATION. SAVE THE SOFTWARE TO CHOSEN FOLDER.

Click “Next”.

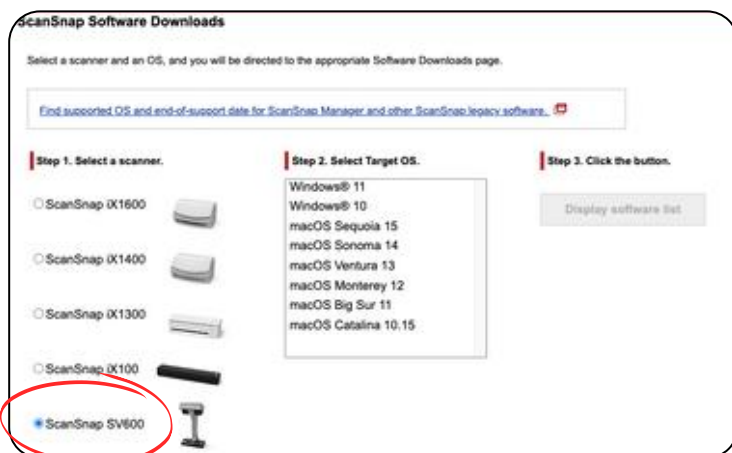


INSTALL SCANSNAP SOFTWARE*



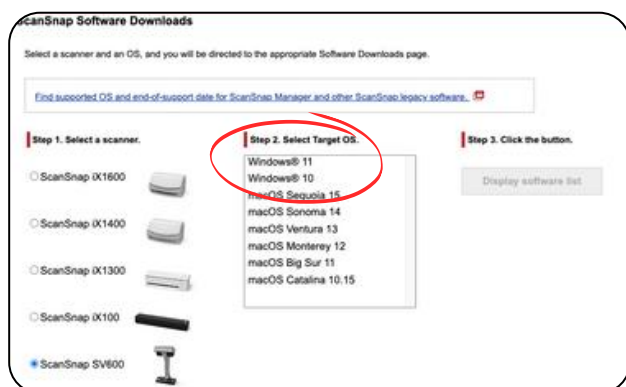
STEP 1: CLICK ON THIS LINK TO DOWNLOAD SCANSNAP SOFTWARE

<https://www.pfu.ricoh.com/global/scanners/scansnap/dl/>



STEP 2: SELECT SCANSNAP SV600 OR IX2500 FROM THE OPTIONS DEPENDING ON YOUR PURCHASE.

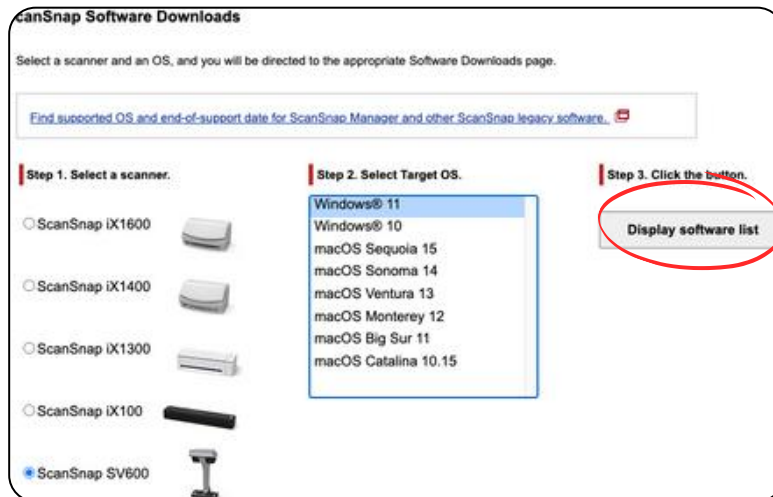
While installing you may wish to product register the scanner.



STEP 3: SELECT TARGET OS- DETERMINE WHICH OPERATING SYSTEM YOU ARE USING (WINDOWS 10 OR 11 IF PLANNING TO USE MEMORY STATION SOFTWARE, AS IT IS WINDOWS ONLY)

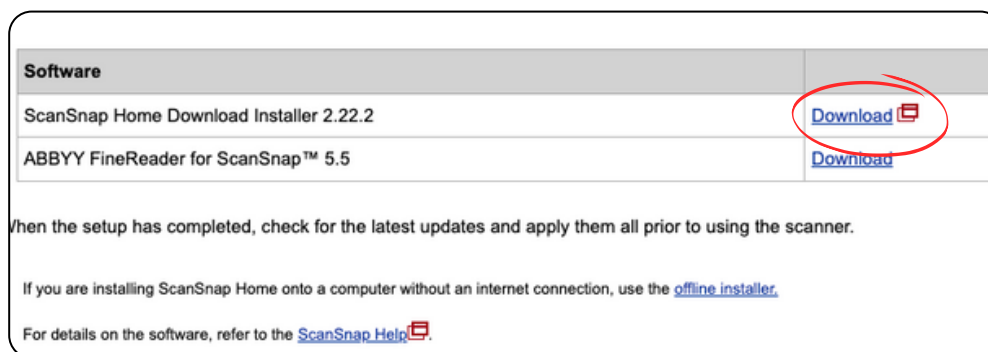
ScanSnap is a registered trademark of PFU Limited in Japan. These instructions are to assist with use of the ScanSnap scanner and by no means constitutes any ownership of product or programs by VIVID-PIX.

INSTALL SCANSNAP SOFTWARE*

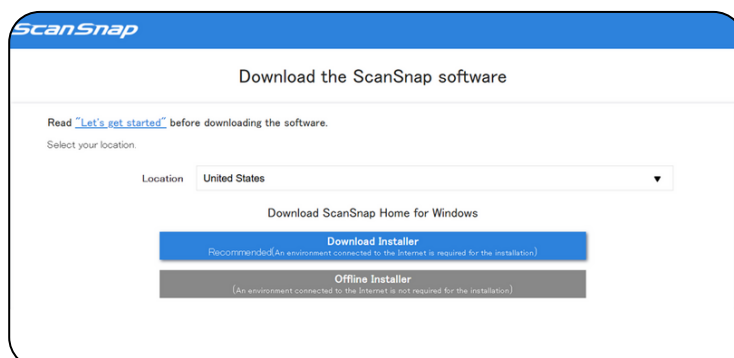


STEP 4: CLICK “DISPLAY SOFTWARE LIST” BUTTON

Scroll down to ScanSnap Home Download Installer (at the time of this manual, version 2.22.2 – this is subject to change as PFU makes any changes or updates)



STEP 5: CLICK DOWNLOAD



STEP 6: CLICK “DOWNLOAD INSTALLER”

Click on the “Let’s get started” link for more information.

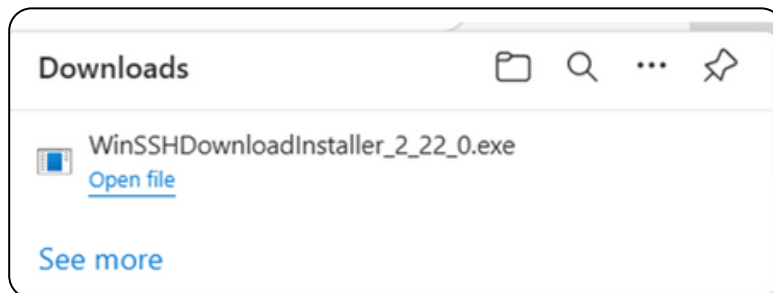
ScanSnap is a registered trademark of PFU Limited in Japan. These instructions are to assist with use of the ScanSnap scanner and by no means constitutes any ownership of product or programs by VIVID-PIX.

INSTALL SCANSNAP SOFTWARE*



STEP 7: READ THE END-USER LICENSE AGREEMENT

Scroll to the bottom of the agreement and click “Agree”.



STEP 8: CLICK “OPEN FILE” ONCE THE DOWNLOAD HAS FINISHED

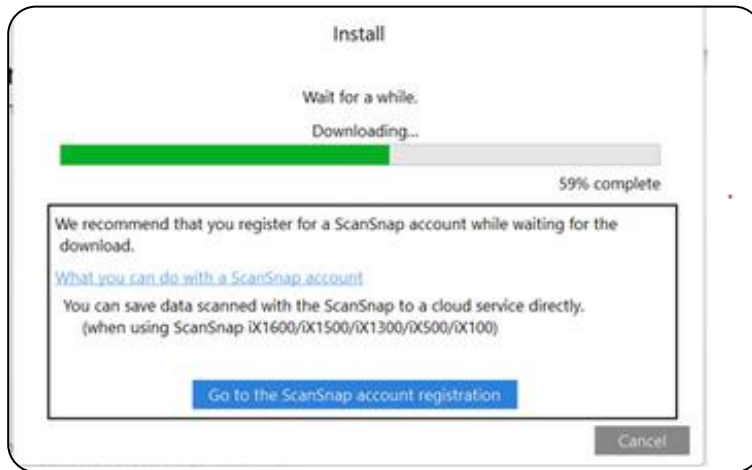
Answer the question, do you want to allow this App to make changes to your device, click “Yes”.



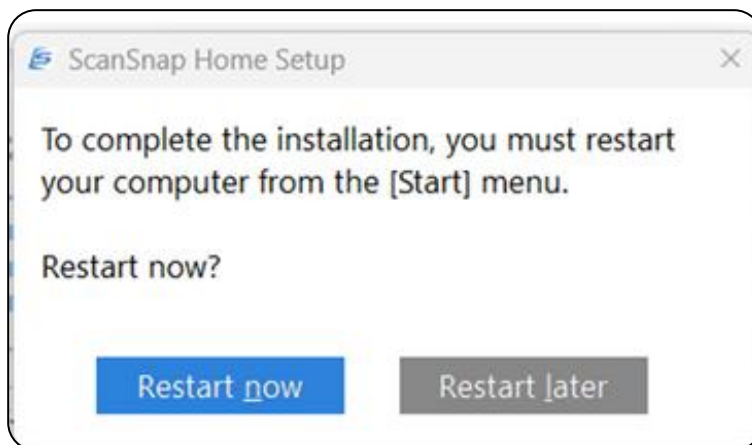
STEP 9: CLICK “NEXT” AT THE WELCOME TO SCANSNAP HOME SETUP SCREEN.

ScanSnap is a registered trademark of PFU Limited in Japan. These instructions are to assist with use of the ScanSnap scanner and by no means constitutes any ownership of product or programs by VIVID-PIX.

INSTALL SCANSNAP SOFTWARE*



STEP 10: CLICK “GO TO THE SCANSNAP ACCOUNT REGISTRATION”



STEP 11: CLICK “RESTART NOW” TO COMPLETE THE INSTALLATION.

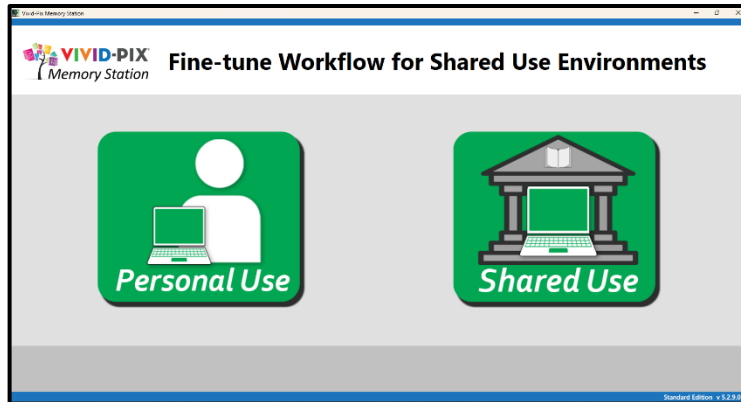
DOWNLOAD THE SV600 OWNER’S MANUAL HERE:

<https://www.pfu.ricoh.com/global/scanners/scansnap/support/manuals/sv600.html>

ScanSnap is a registered trademark of PFU Limited in Japan. These instructions are to assist with use of the ScanSnap scanner and by no means constitutes any ownership of product or programs by VIVID-PIX.



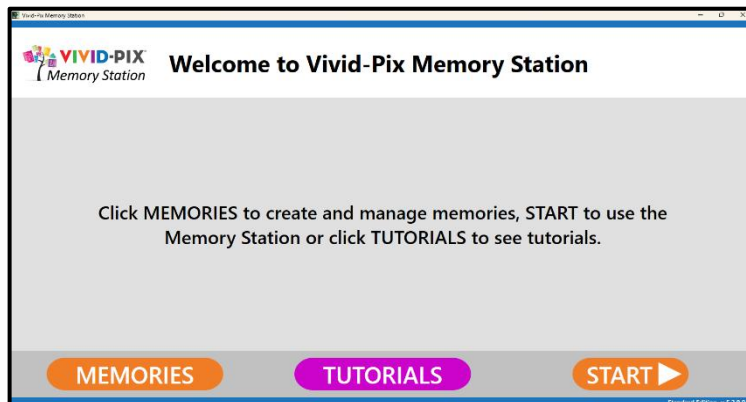
OPEN MEMORY STATION APPLICATION



SELECT "PERSONAL USE" OR "SHARED USE".

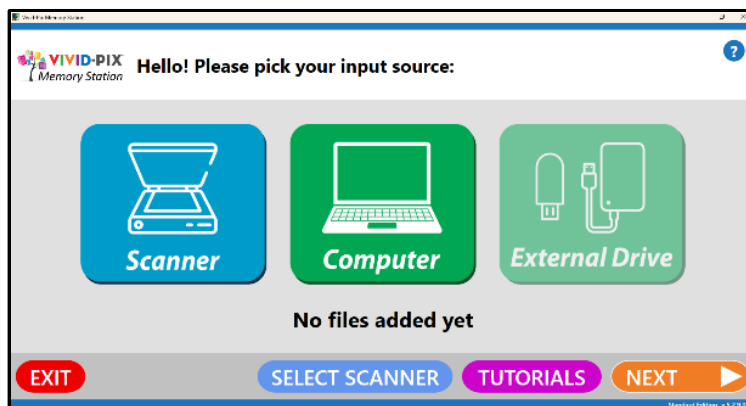
Depending on home use or a shared use environment, choose if you wish saving to be enabled or disabled to the Computer.

Shared Use requires saving to a removable media such as USB drive.



CLICK ON THE TUTORIALS BUTTON WHEN NEEDED

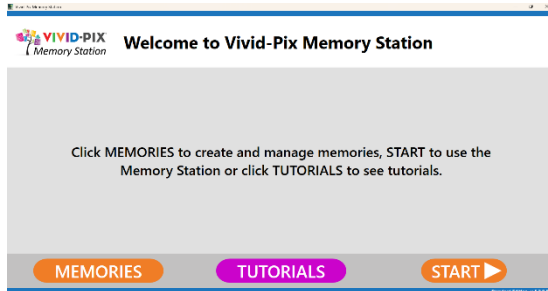
For assistance throughout the application, click on the Tutorials button or the "?" mark in the top right of the program throughout the program for use instructions.



Tutorial videos available at: <https://www.vivid-pix.com/mstutorials/>



IMPORT IMAGES WITH SCANSNAP SCANNER

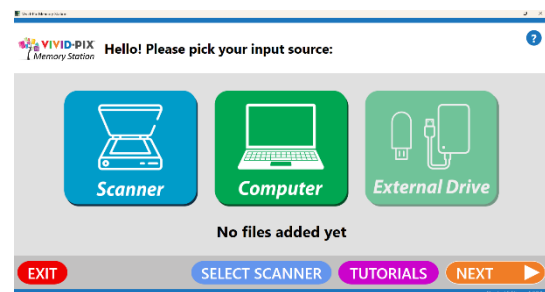


STEP ONE: CLICK “START” TO BEGIN USING THE MEMORY STATION.

STEP TWO: SELECT YOUR INPUT SOURCE.

Your Input Source will either be a scanner, a computer, or an external hard drive.

- Use with the ScanSnap SV600 Scanner: Up to 10 (ten) photos and/or document hard copies can be placed 1" apart on the background, inside the guide marks.
- Other Scanner-See included instructions on Page 16.
- Use with computer: Skip to Page 17.
- Use with external hard drive: Skip to Page 18.



STEP THREE: PLACE IMAGE(S)/DOCUMENT(S)/ OBJECT(S) ON BACKGROUND PAD. CLICK “SCANNER”.

WHEN CREATING A STORY, SCANNING IN STORY GROUPINGS MAKES STORY CREATION EASIER.

PLACE IMAGE STABILIZER OVER IMAGES IF PURCHASED, TO FLATTEN AND IMPROVE SCAN.

STEP FOUR: CONTINUE/FINISH SCANNING

To scan more images or documents, place up to 10 (ten) more on the document pad and click “Continue Scanning”.

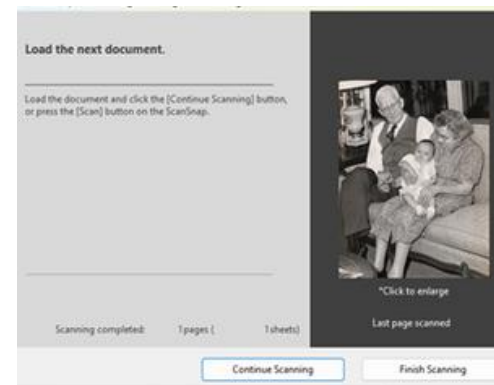
Repeat until you have finished scanning for this session.

When complete, click “Finish Scanning”.

Separate images by greater than 1” to have software straighten and separate scanned images. Dark images should be placed on a white background to standout from pad.

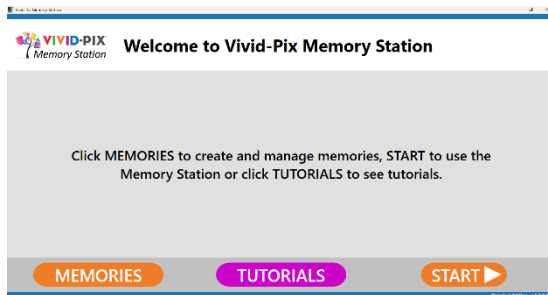
STEP FIVE: CONFIRM FILES ADDED.

Confirm the number of files, click “OK”. (Depends on version.)





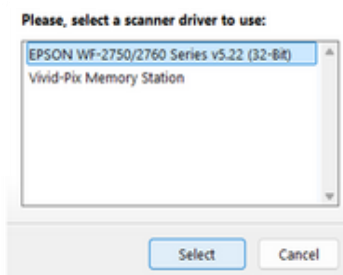
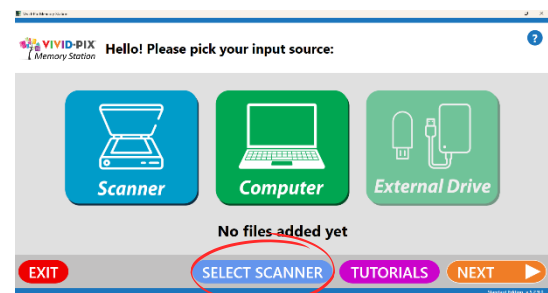
IMPORT IMAGES WITH OTHER SCANNER



STEP ONE: CLICK “START” TO BEGIN USING THE MEMORY STATION.

STEP TWO: SELECT YOUR INPUT SOURCE.

Use with another scanner (Brother, Canon, Epson, HP, Lexmark, or another All-In-One printer/scanner device). Click “Select Scanner”.

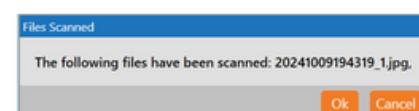


STEP THREE: SELECT SCANNER

Highlight the scanner you wish to use, click “Select”.

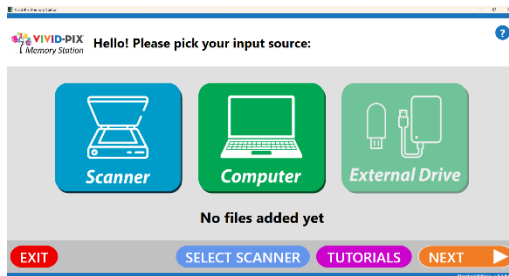
STEP FOUR: PLACE IMAGE(S)/DOCUMENT(S) ON THE GLASS.

Click “Scanner”. Click “OK” to confirm the file has been scanned. For each hard copy photo and/or document placed on the glass, you will need to click on the Scanner the corresponding number of times. For example, if you have placed three images to scan, scan once for each image by clicking the Scanner button three times – Restore step provides cropping individual images from the combined scanned image.





IMPORT IMAGES WITH OTHER SCANNERS

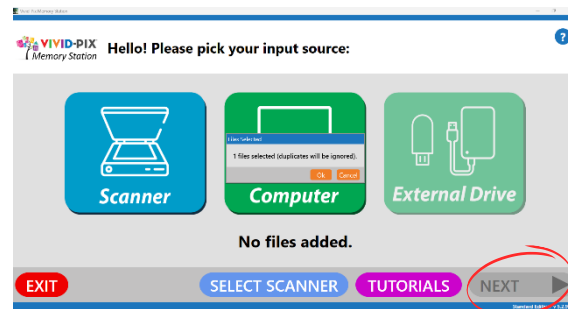


STEP FIVE: FOR MULTIPLE PHOTOS OR DOCUMENTS ON THE GLASS, CLICK “SCANNER” THE CORRESPONDING MULTIPLE NUMBER OF TIMES TO BE ABLE TO CROP EACH ITEM AS AN INDIVIDUAL IMAGE WITH RESTORE SOFTWARE.

For example, if three images are placed on the glass, click on “Scanner” three times.

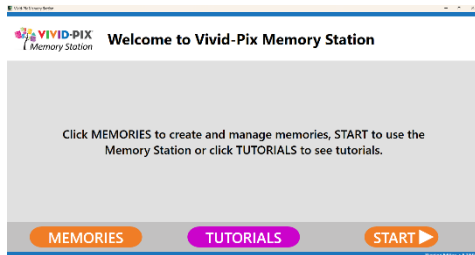
STEP SIX: CONFIRM FILES ADDED.

Once all the files/documents/objects have been scanned and added. Click “Next”.





IMPORT IMAGES FROM COMPUTER

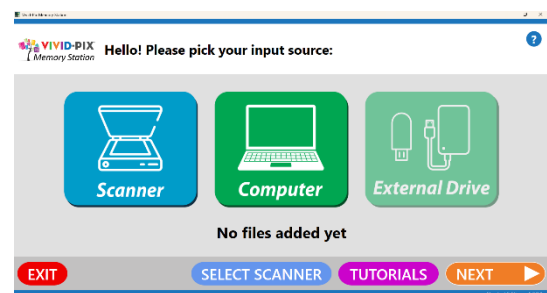


STEP ONE: CLICK “START” TO BEGIN USING THE MEMORY STATION.

STEP TWO: SELECT YOUR INPUT SOURCE.

Your Input Source will either be a scanner, a computer, or an external hard drive.

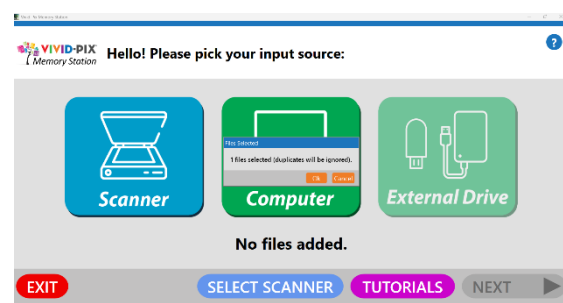
- Click on the Computer image.
- The computer will access your file manager and display images.



STEP THREE: CLICK ON THE IMAGES YOU WANT TO EDIT. TIP: HOLD DOWN THE CTRL KEY ON THE KEYBOARD TO SELECT MULTIPLE IMAGES.
Click “OK”.

STEP FOUR: CONFIRM FILES ADDED.

Confirm the number of files selected by clicking “OK” again. (Depending on version.)





IMPORT IMAGES FROM EXTERNAL DRIVE



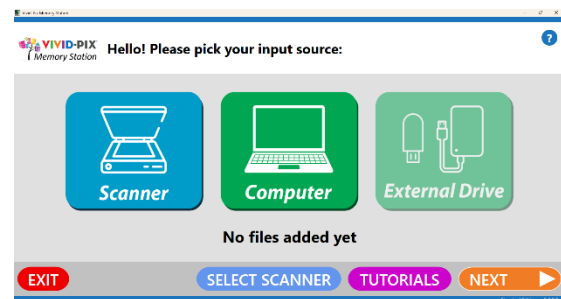
STEP ONE: AFTER YOU CLICK “START” TO BEGIN USING THE MEMORY STATION, INSERT THE EXTERNAL/FLASH DRIVE IN THE USB PORT ON THE COMPUTER.

Once the drive has been inserted, files/images may load and display. Toggle back to Memory Station page if necessary.

STEP TWO: SELECT YOUR INPUT SOURCE.

Your Input Source will either be a scanner, a computer, or an external hard drive.

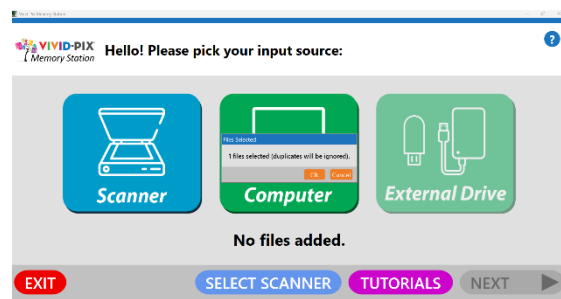
- Click on the External Drive image.
- The computer will access your file manager and display images.



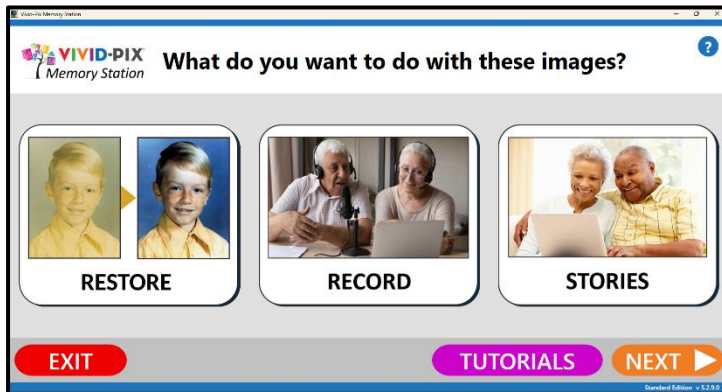
STEP THREE: CLICK ON THE IMAGES YOU WANT TO EDIT. TIP-HOLD DOWN THE CTRL KEY ON THE KEYBOARD TO SELECT MULTIPLE IMAGES.
Click “OK”.

STEP FOUR: CONFIRM FILES ADDED.

Confirm the number of files selected by clicking “OK” again. (Depending on version.)

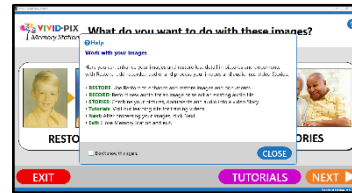


RESTORE: EDIT



STEP 1: SELECT FROM THE OPTIONS: RESTORE, RECORD, AND STORIES.

To edit the images that have been scanned or imported, click on “Restore”. An informational box will pop up with your first use.



STEP 2: SELECT THE FIX TYPE THAT BEST DESCRIBES YOUR IMAGE BY CLICKING ON THE BLUE BOX.

You can compare fix types by selecting the different blue buttons.



STEP 3: SELECT YOUR FAVORITE FIX BY CLICKING ON ONE OF THE NINE IMAGES.

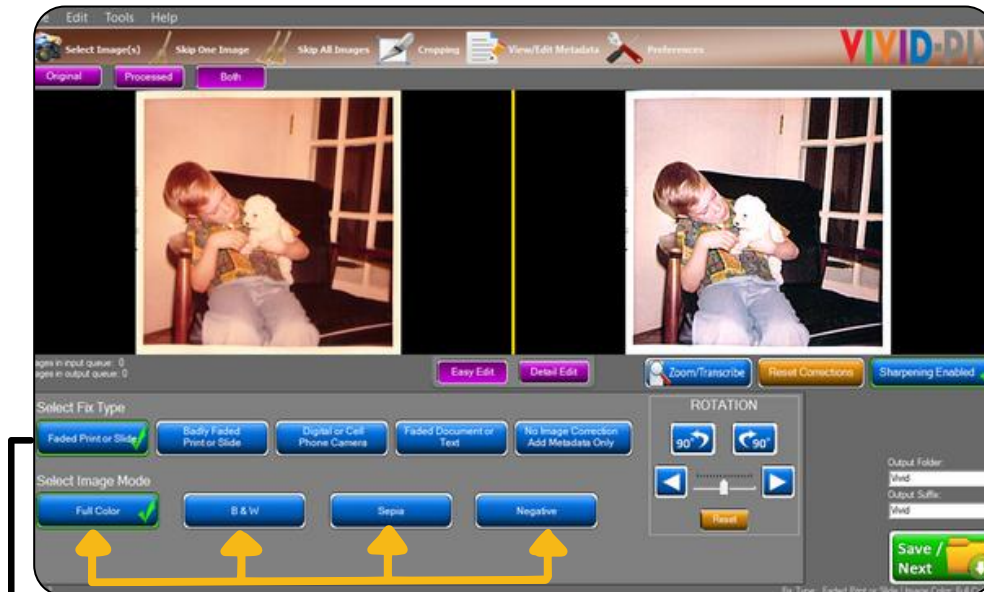
Pick 1 of the 9 edited images you like best and click on it. Once your selection has been made, the Easy Edit screen will appear. *Tip: The center image is what the software perceives is the best contrast/brightness from its calculations – however we see differently so choose the image that looks best to you. The lower left image has more contrast and less light. The upper right image has less contrast and more light.*

RESTORE: EDIT

STEP 4: EASY EDIT MODE

The four yellow arrows point to the Image Mode options available. The four blue buttons include; Full Color, B&W, Sepia, and Negative. Click on the button of choice and the image will automatically adjust.

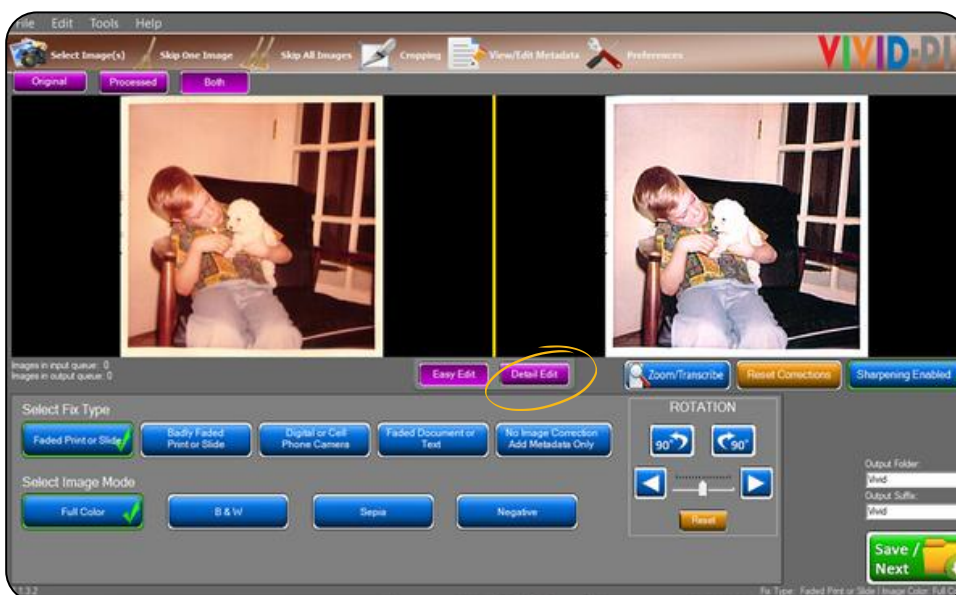
Negative inverts a digitized negative to a positive so that Restore can improve it. (This is a Windows only feature).



Pro Tip: The Fix Type can be changed again by clicking one of the five blue buttons presented previously.

STEP 5: DETAIL EDIT

To further enhance the image/document, click "Detail Edit".

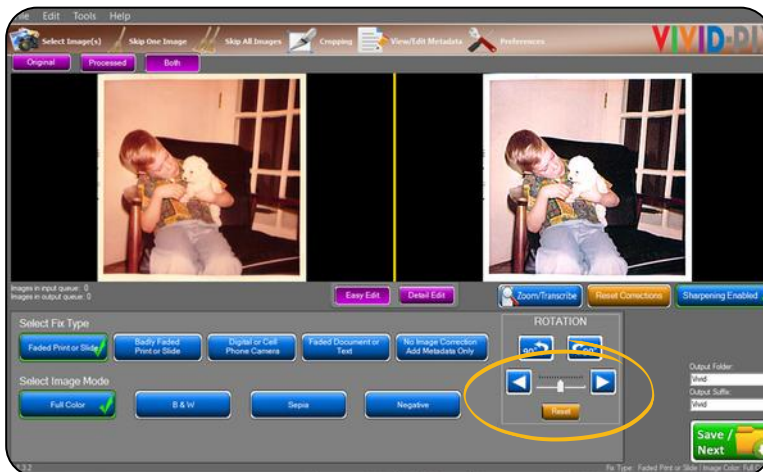


RESTORE: EDIT



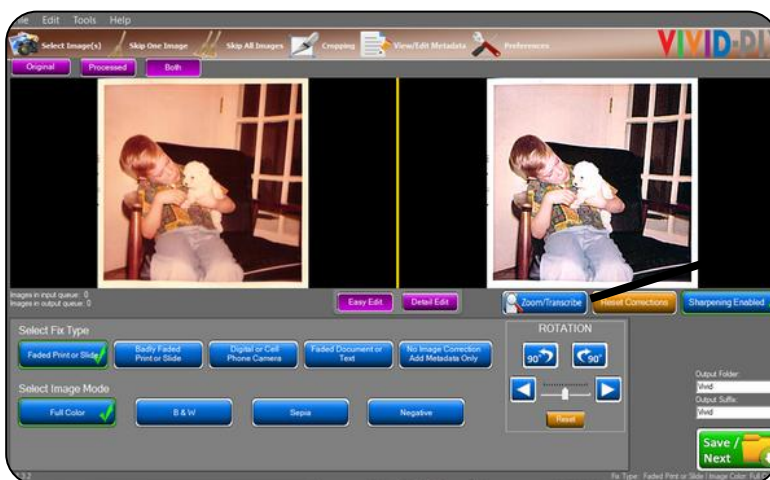
STEP 6: DETAIL EDIT MODE

The slider square, left and right arrow keys can be used to fine-tune the lightness, contrast, vividness, sharpness, cyan/red, magenta/green, and yellow/blue options.



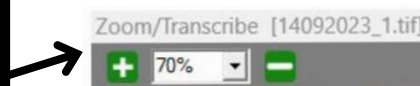
STEP 7: ROTATION OPTIONS

The image can be rotated left or right by 90-degrees and/or tilted in 1-degree increments to straighten by clicking on the blue arrow keys circled in yellow. The image can be placed back to its original position by clicking the "Reset" button.



STEP 8: ZOOM/TRANSCRIBE

To view a specific area, click "Zoom/Transcribe".



Click on the + or - keys as shown above to adjust how much to zoom in or out the image/document.

VIVID-PIX RESTORE

RESTORE: EDIT



STEP 9: ZOOM/TRANSCRIBE

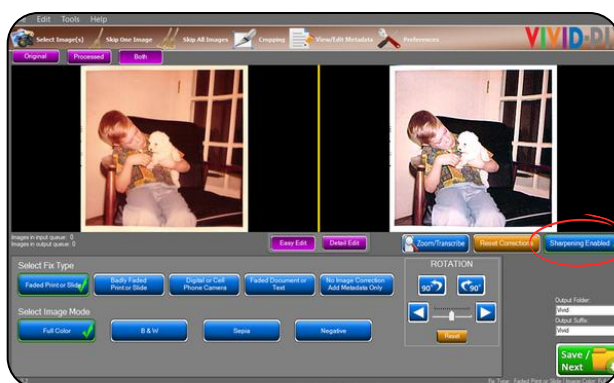


Comments/Notes can also be added once you click “Zoom/Transcribe”. Type the information and click “Save”. This data will be recorded within the image and visible within Windows File Manager and to other programs that can read metadata.



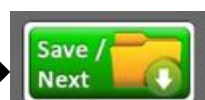
STEP 10: RESET CORRECTIONS

The editing screen displays the original and the edited image, side by side. If you are not happy with the corrected image on the right, click “Reset Corrections” to take you back to the previous screens to choose another option.



STEP 11: SHARPENING ENABLED

This function sharpens your image. Click to uncheck sharpening if you do not wish your image sharpened. You can increase/decrease sharpening in “Detail Edit”. Images that are printed on matte paper and other image types will have better image improvement results by reducing/increasing sharpening. *Tip: Using “Detail Edit” screen sharpening fine-tuning works best.*



STEP 12: CLICK SAVE/NEXT WHEN EDITS ARE COMPLETE.

Tip: If multiple images/documents were selected, the next one will populate automatically.

Additional RESTORE tutorial videos available at: <https://www.vivid-pix.com/mstutorials/>

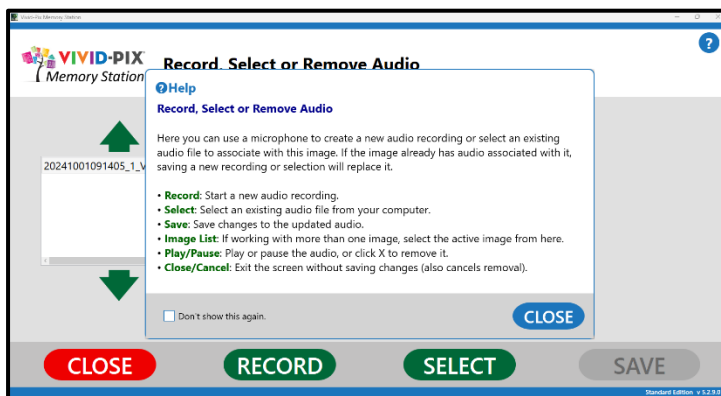


RECORD



STEP 1: CLICK RECORD TO CREATE A VOICE RECORDING

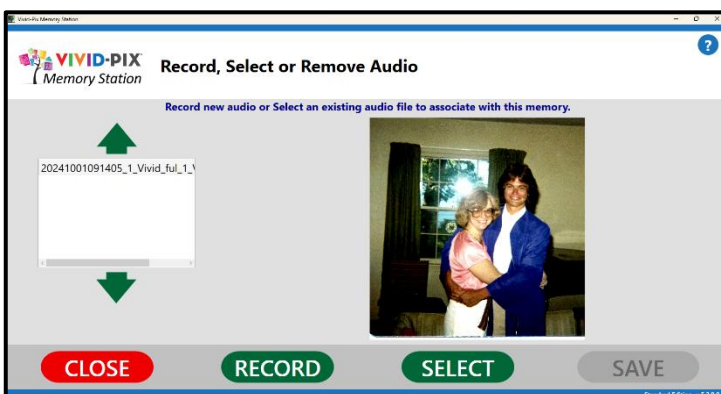
Create a voice recording such as sharing memories, feelings, names, locations, dates, etc. that will be saved with any/all the images that you select from your saved images.



AN INSTRUCTIONAL BOX WILL POP UP

Review the instructions and check the “Don’t show this again” box if you do not wish to have it open again. Click on “Close” when finished reviewing.

This information is available by clicking the “?” on the page.



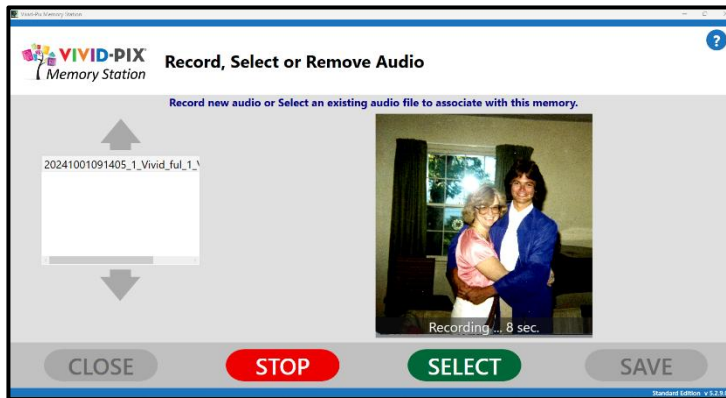
STEP 2: RECORD, SELECT, OR REMOVE AUDIO

Click “RECORD” to begin recording your message and STOP to end recording.

Click “SELECT” to choose an audio file (voice recording, music, other) already saved on your computer.

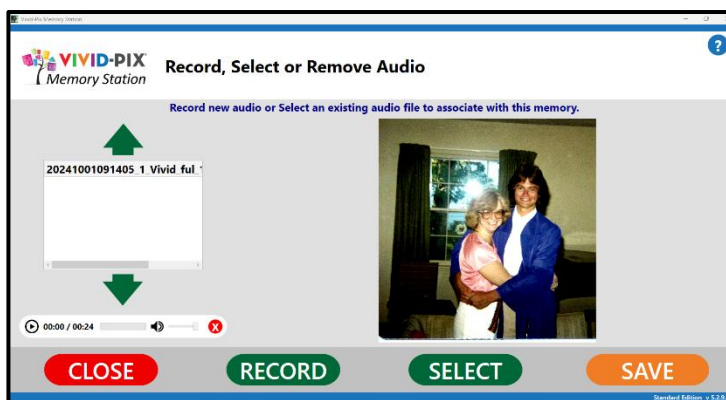


RECORD



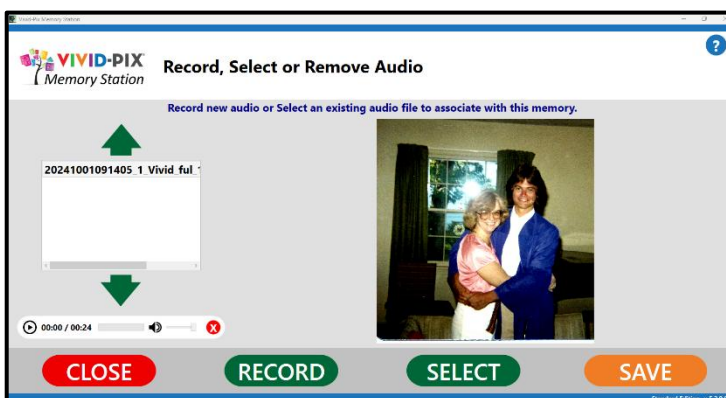
STEP 3: CLICK STOP RECORD WHEN YOU ARE FINISHED SPEAKING

The recordings will be displayed within the grey box, below the green arrows. Use the green up / down arrows to scroll to the recording you want to listen to. Once the file is highlighted in blue, the recording will play.



STEP 4: SELECT NEXT STEP FROM THE OPTIONS

After creating a recording for an image, the file name is bold. Click on “Save” to save the audio to the image selected. Click on “Select” to choose an audio recording already on your computer instead of recording. Select “Record” to re-record message. Select “Close” when finished with this step.



STEP 5: WHEN FINISHED RECORDING TO THE APPROPRIATE IMAGES, CLICK “SAVE”

From the Restore/Record/Stories screen, click Next.

STEP 6: WHEN FINISHED RECORDING FOR ALL DESIRED IMAGES, CLICK “CLOSE” TO CLOSE THIS SCREEN.

If nothing is recorded, image will stay on screen for 5-seconds during a story.

Tip: To re-record different information, simply highlight the image in the box, click RECORD and begin speaking again. When finished speaking about the image, click “STOP RECORD”.

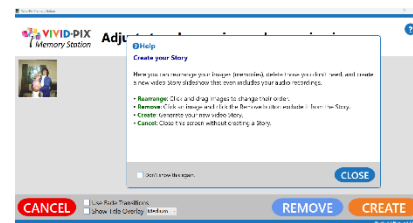


STORIES



STEP 1: CLICK STORIES TO COMBINE IMAGES AND RECORDINGS.

All “Restored” images or original images that have not been restored are placed into the Stories screen. An informational box will pop up with your first use.



STEP 2: MOVE/REMOVE IMAGES TO CREATE STORIES

Highlight images by clicking on images with mouse and move to the location desired in the story. If you wish to remove an image/recording from the story, click “Remove”.

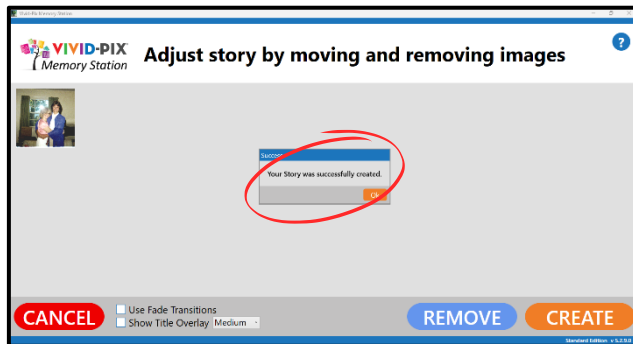
Tip: Removing images from the Story will not delete the original scan, restored image, or recording. They will be saved into the project folder when completed. The “Remove” button here will only remove the image from this Story.

Tip: Use Fade Transitions to have images fade before transitioning to the next image.

Title Overlay is a feature that is available in “Edit Text” within the Memories workflow.

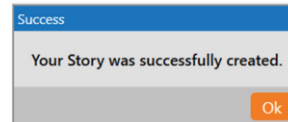


STORIES



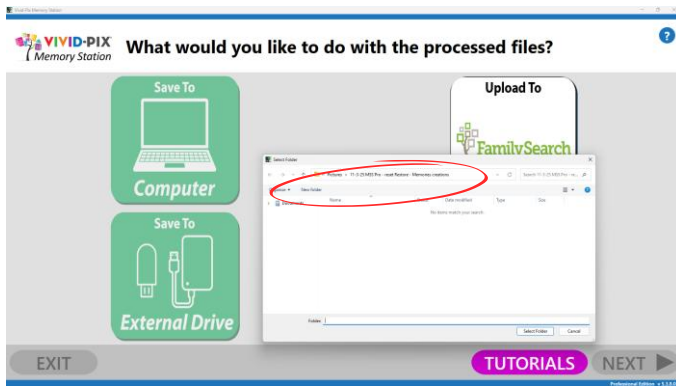
STEP 3: CLICK CREATE WHEN FINISHED WITH THE STORY

The Story is generated. Click “OK” and you will be taken back to the Restore, Record, and Stories option page.



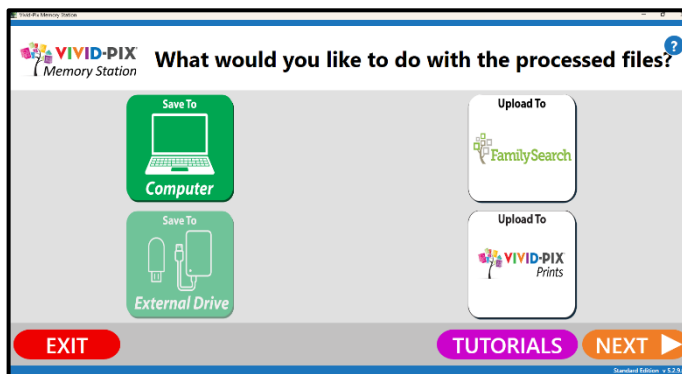


SAVE FILES



STEP 1: CHOOSE WHERE YOU WANT TO SAVE THE PROCESSED FILES

If Computer was enabled in the setup, you may save images, recordings, and Story to the Computer and/or place the external drive into USB slot on the computer to save to External Drive. If saving to Computer, select an existing folder or create a new folder and click Save.



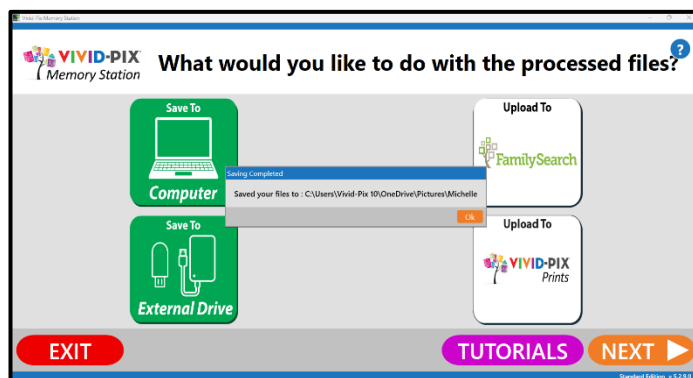
STEP 2: SELECTING EXTERNAL DRIVE

If Computer was disabled in the setup, saving to the computer is not available and user must save to External Drive (USB).

A folder is automatically created with date and time as the file name and files are placed in this folder.

STEP 3: SELECTING FAMILYSEARCH

Opens browser window to FamilySearch welcome page to log in and upload.



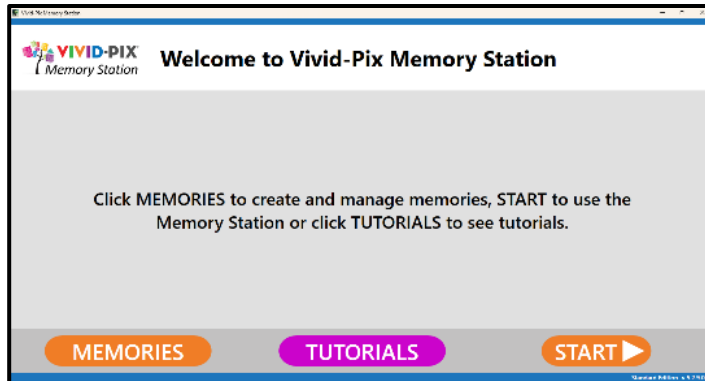
STEP 4: SELECTING VIVID-PIX PRINTS

VIVID-PIX Prints provides professional photofinishing at consumer prices. Select the desired images from your computer to be uploaded into your account. By clicking this button, you may view the full assortment of VIVID-PIX products. Go to: <https://vivid-pix-prints.com> to place orders.

STEP 5: CLICK NEXT WHEN COMPLETED



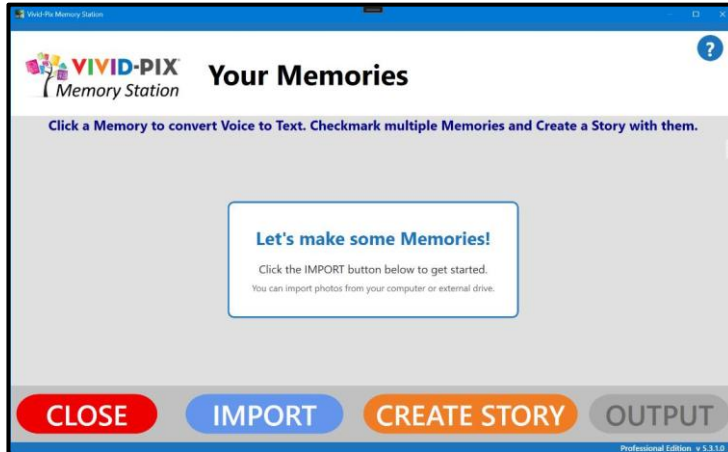
SAVE FILES



AFTER SAVING OR UPLOADING YOUR IMAGES AND CLICKING NEXT, YOU WILL BE RETURNED TO THE OPENING SCREEN

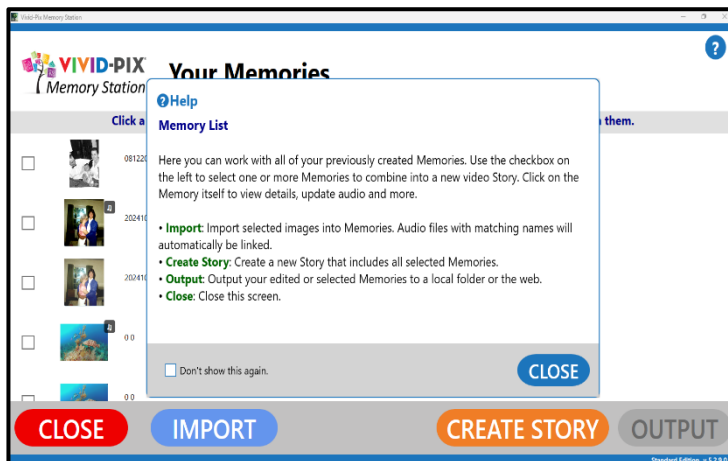


INTRODUCTION TO MEMORIES



CLICK MEMORIES TO CREATE AND MANAGE MEMORIES

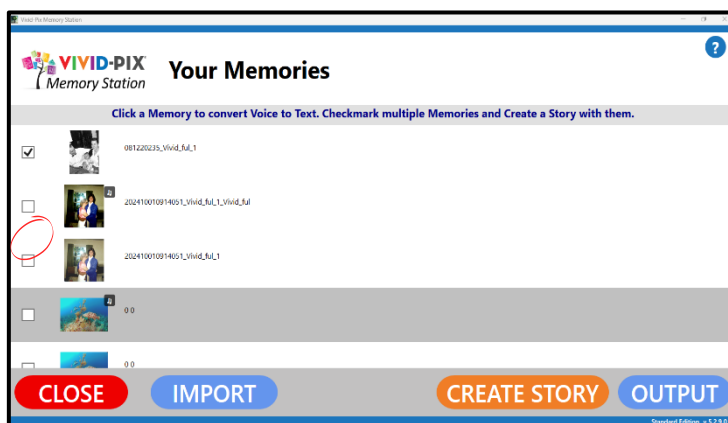
Memories provides the user great flexibility-using one image and audio to create a memory, or several images to create a story. The addition of metadata when using the output function allows the user to further link and preserve data with an image.



A POP-UP INSTRUCTIONAL BOX WILL OPEN

Review the functions shown:

- Import-images or audio files
- Create Story - checkmark memories to combine and create a story
- Output - save to a local folder or the web
- Close - close the screen

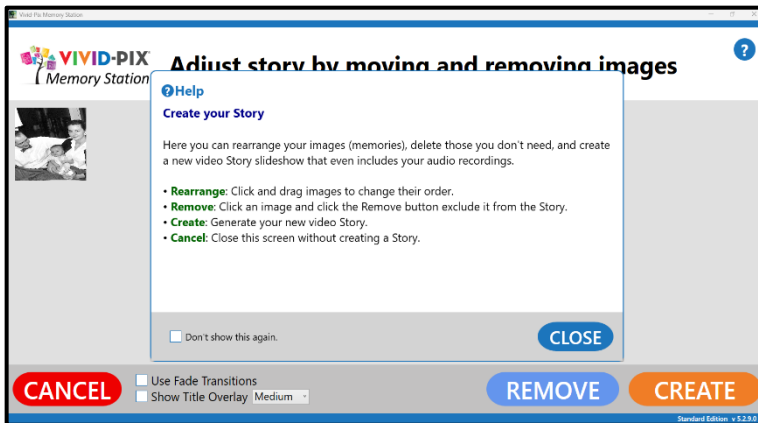


CHOOSE WHETHER TO WORK WITH AN EXISTING IMAGE/FILE OR TO IMPORT A NEW IMAGE

To work with an image or images already saved, click the box next to the image. "Create Story" Advances you to the next step where you can move and remove images. "Output"-Advances you to the next screen where you can save your file. (See page 27 for more about saving a file.) Clicking on the image will advance you to the next step where you can add audio or convert voice to text. Skip to page 31 for further instructions.



MEMORIES – STORIES CREATION OPTION



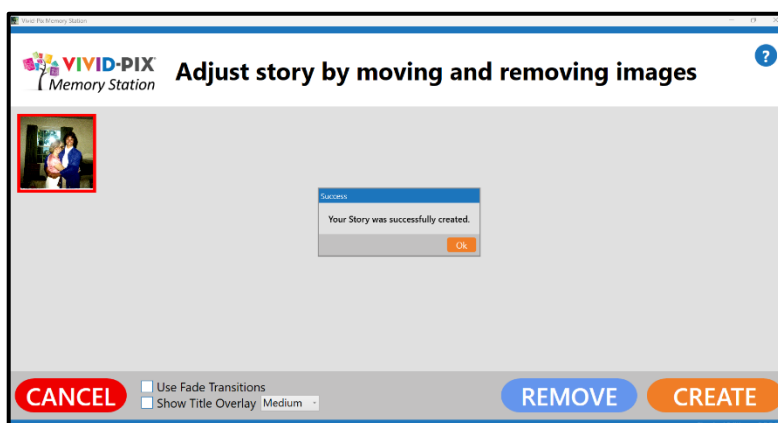
ONCE YOU CLICK “CREATE STORY” AN INSTRUCTIONAL POP-UP BOX WILL OPEN

- Rearrange – click and drag images to change their order
- Remove - will exclude the image from the story
- Create - will generate your new video Story
- Cancel - will close the screen without creating a Story



CLICK ON THE IMAGE TO MOVE IT OR REMOVE IT

Once you click on the image, it will be outlined in red. You can move it or click on “Remove” to hide it from the Story.



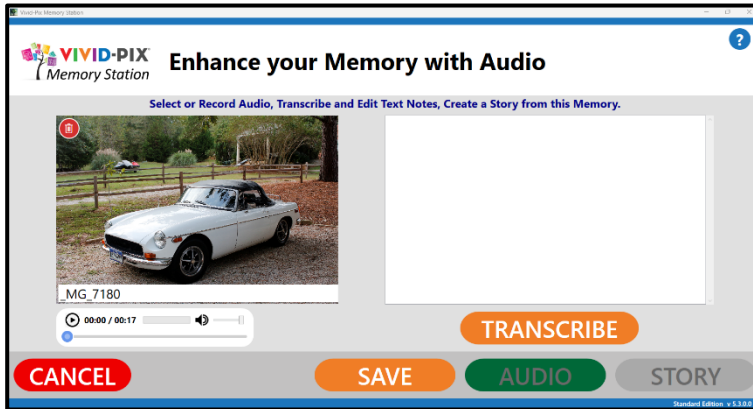
CLICK CREATE AND THE STORY WILL BE CREATED.

A pop-up box will open that tells you your Story was created successfully.



MEMORIES –

RECORD & IMPORT AUDIO AND/OR TRANSCRIBE VOICE TO TEXT



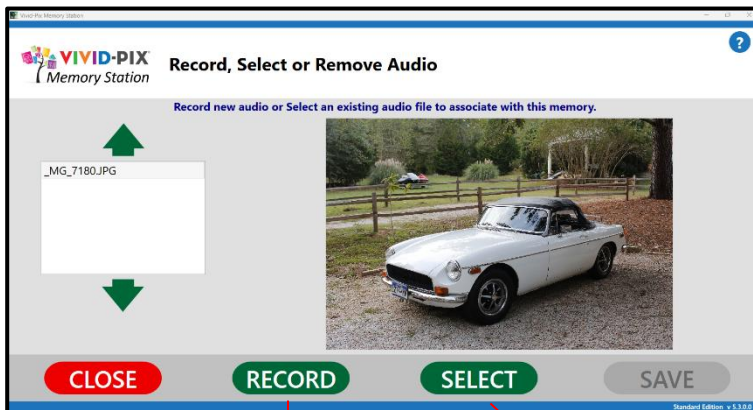
STEP 1: CLICKING ON THE IMAGE OPENS IMAGE, ALLOWS YOU TO SELECT AND/OR RECORD AUDIO, TRANSCRIBE, AND EDIT TEXT

Click on Audio to create a recording or import an existing audio file.

Click on Edit Text to Transcribe or Edit Text and add a Title to image.

Click on Story to create the Story.

Click Cancel to close the screen.

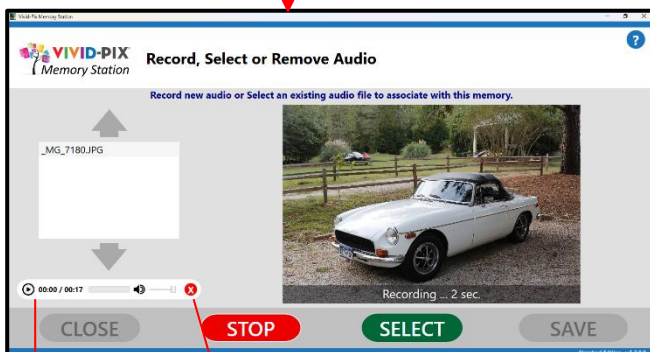


STEP 2: CLICKING AUDIO ALLOWS RECORDING OF NEW AUDIO OR SELECTING EXISTING AUDIO FROM YOUR COMPUTER

Click on Record and begin speaking when the countdown ends and click Stop to stop recording. Click Save and it will take you back to the image with text box.

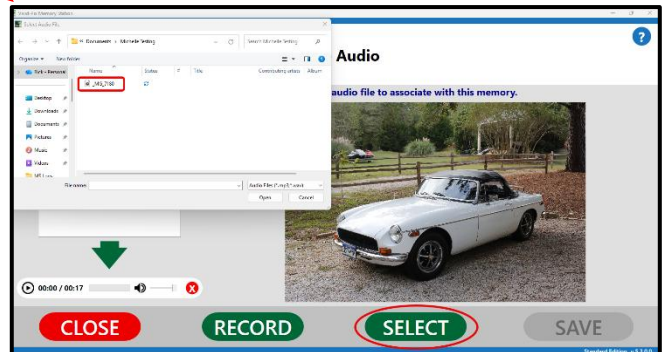
Clicking Select opens Windows navigation to import a previously recorded voice or music audio file.

Click Save.



Play or pause audio.

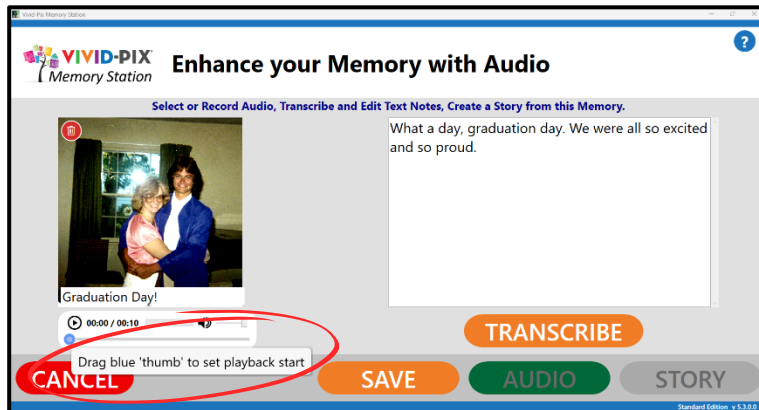
Click X to remove it.





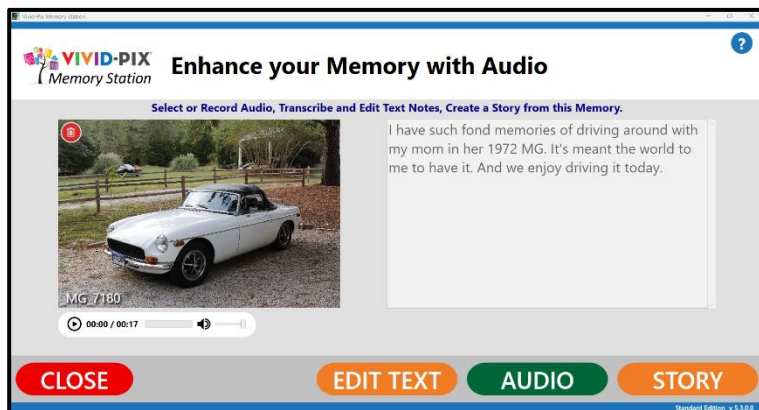
MEMORIES –

RECORD & IMPORT AUDIO AND/OR TRANSCRIBE VOICE TO TEXT

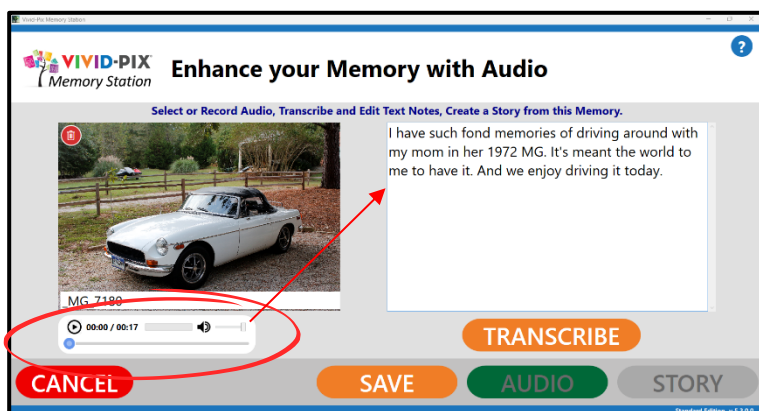


STEP 3: LISTEN TO AND ADJUST THE AUDIO CLIP START BY DRAGGING THE BLUE DOT/THUMB

You can now control audio playback and what is included in Stories by dragging the blue dot/thumb to where you want to start the audio clip.



STEP 4: TO CREATE TEXT OF YOUR AUDIO CLIP, CLICK ON EDIT TEXT



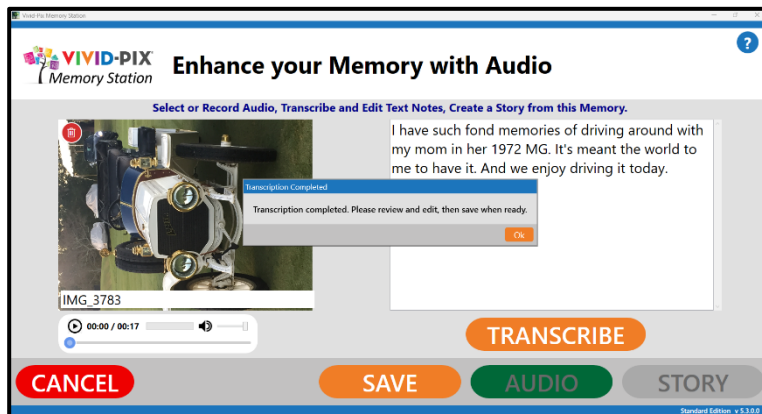
STEP 5: CLICK ON TRANSCRIBE

Once you click on Transcribe, text will be created of your audio clip. Please note-transcribing requires tokens. If you need to purchase additional tokens, please see page 38 for more information.



MEMORIES –

RECORD & IMPORT AUDIO AND/OR TRANSCRIBE VOICE TO TEXT

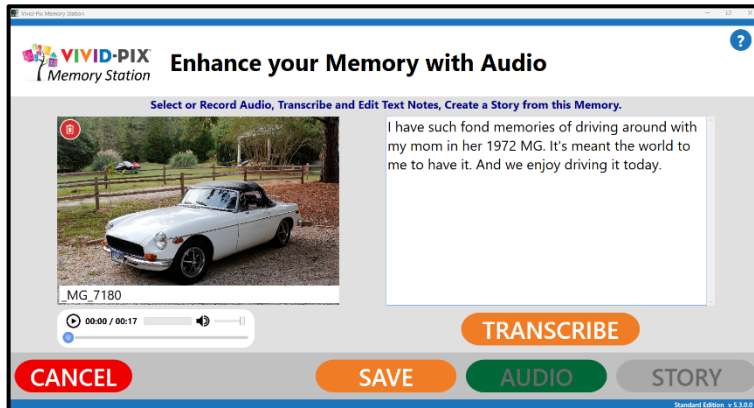


**YOU WILL RECEIVE A
TRANSCRIPTION COMPLETED
MESSAGE WHEN
TRANSCRIPTION IS DONE.**

Note-You can edit the text if necessary. Click Save and then click Close to close the screen or Click Story to create a story.

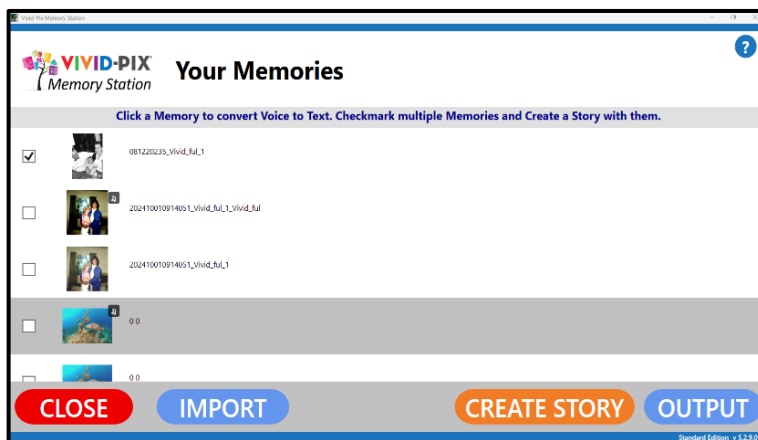


MEMORIES-METADATA FUNCTION

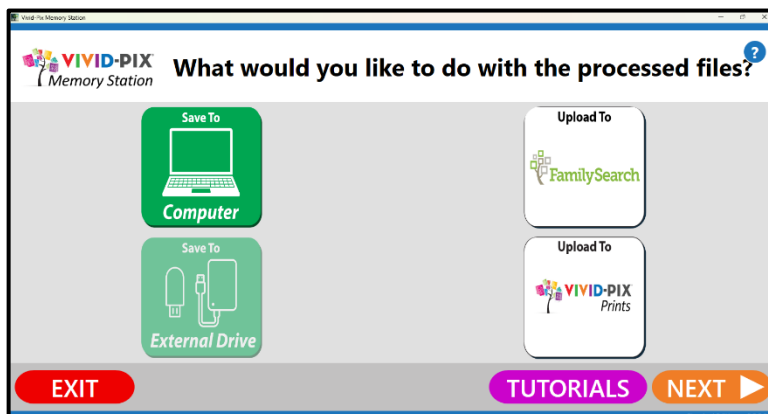


ONCE YOU ADD TEXT TO YOUR IMAGE AND SAVE IT, THE TEXT IS BROUGHT INTO IMAGE METADATA

Click Close after saving the edited text.



CLICK THE BOX NEXT TO THE IMAGE AND THEN CLICK OUTPUT



STEP 12: CHOOSE WHERE TO SAVE YOUR MEMORY

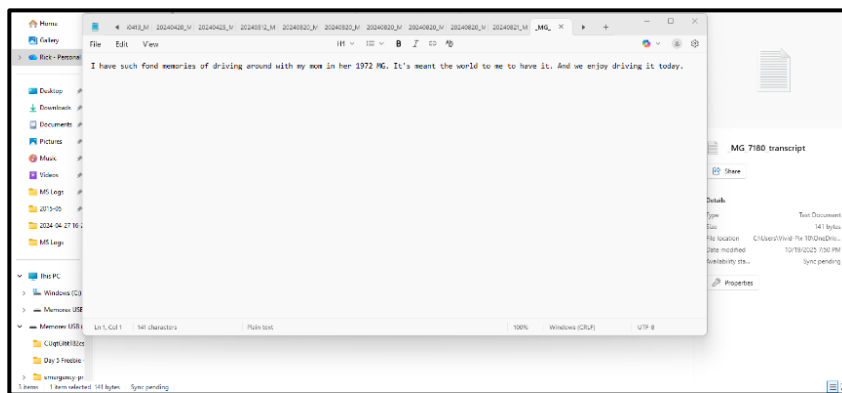
See page 27 for more information on saving files/memories.



MEMORIES-METADATA FUNCTION



CLICK ON THE SAVED MEMORY AND YOU WILL SEE THE TEXT WITHIN THE PROPERTIES OF THE IMAGE

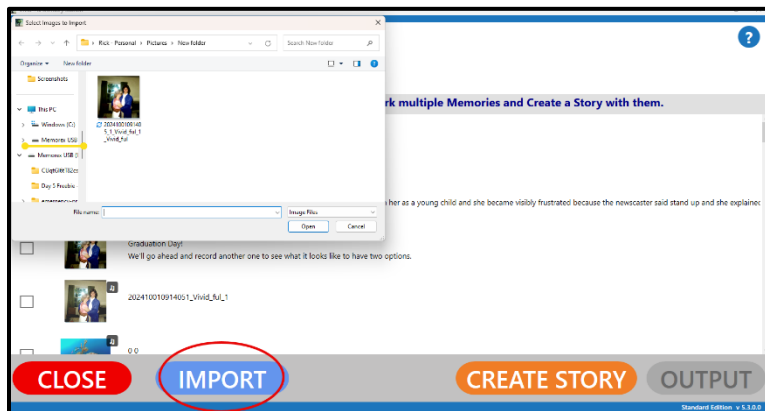


THE TEXT ADDED IN MEMORIES IS ALSO NOW AVAILABLE AS A .TXT FILE WHICH CAN BE USED IN VARIOUS WAYS

Copy and Paste text into online locations such as social media, genealogy sites, create Memory Cards, create Photo Books, and even to make writing your memoirs easier!

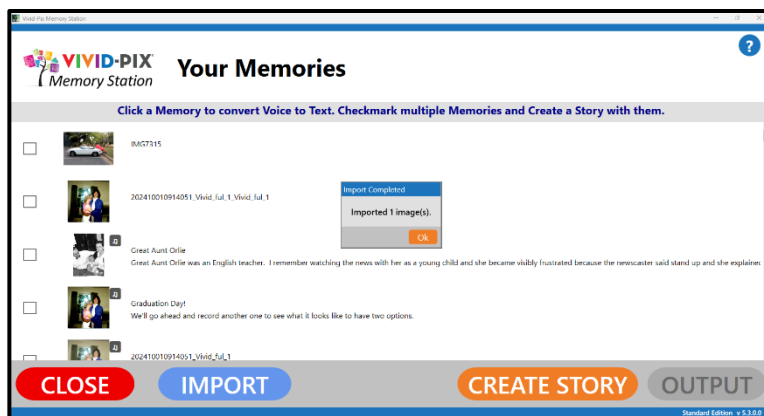


MEMORIES – CREATE NEW STORIES WITH IMAGES ON YOUR COMPUTER – RECORD & TRANSCRIBE

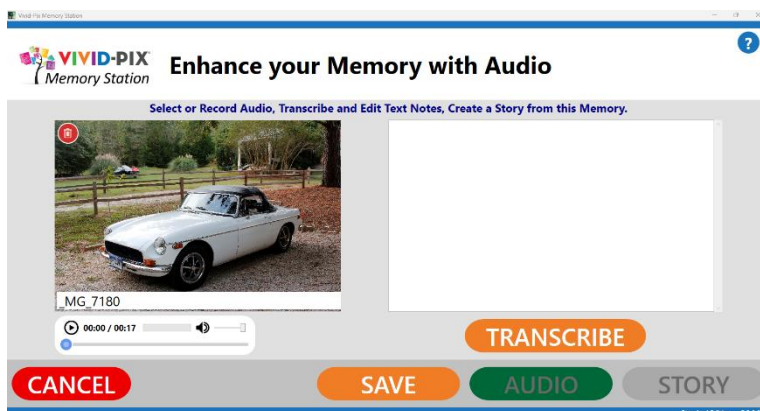


STEP 1: CLICK ON THE IMPORT BUTTON TO UPLOAD AN IMAGE/FILE

Clicking Import opens Windows navigation where you can select an image from a designated folder.



STEP 2: A NOTIFICATION BOX WILL CONFIRM YOUR IMAGE WAS IMPORTED PROPERLY



STEP 3: CLICK ON THE IMAGE TO SELECT AND/OR RECORD AUDIO, TRANSCRIBE, OR EDIT TEXT

Click on Audio to create a recording or import an existing audio file.

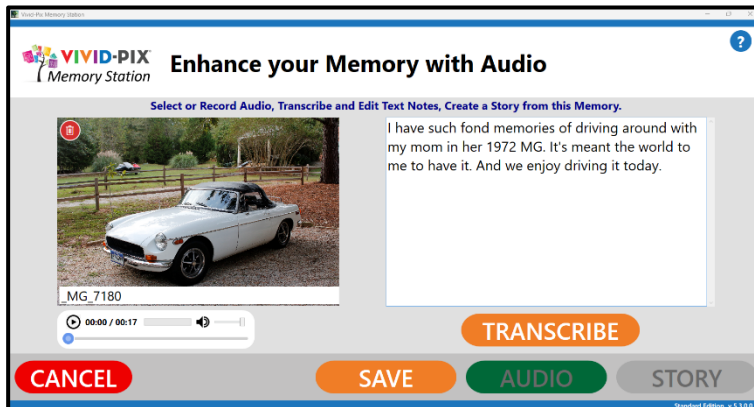
Click on Edit Text to edit title of the image or to Transcribe and/or edit transcription.



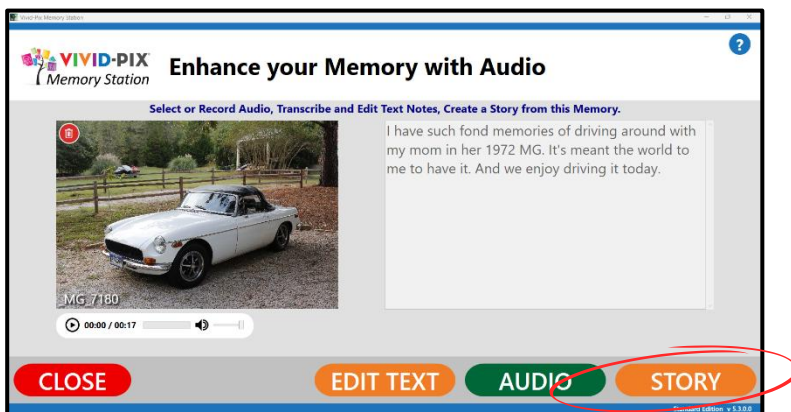
MEMORIES –

CREATE NEW STORIES WITH IMAGES ON YOUR COMPUTER –

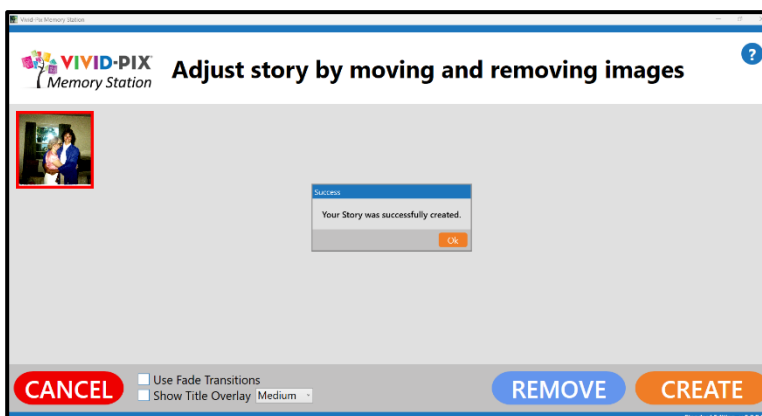
RECORD & TRANSCRIBE



STEP 4: ONCE YOU ARE FINISHED WITH YOUR EDITS AND ADDITIONS, CLICK SAVE.



STEP 5: TO CREATE A STORY FROM YOUR MEMORY, CLICK STORY



STEP 6: CLICK ON THE IMAGE TO MOVE IT OR REMOVE IT, THEN CLICK CREATE

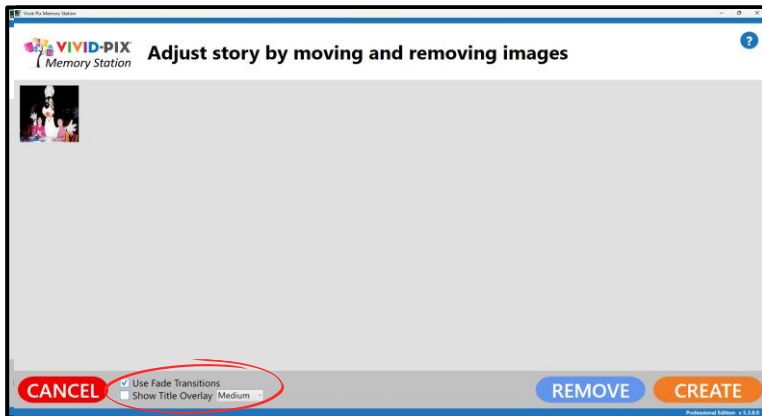
A pop-up box will open that tells you your Story was created successfully.



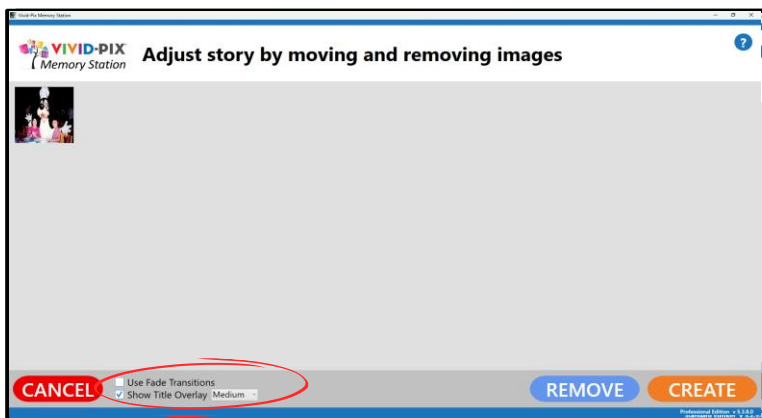
MEMORIES –

CREATE NEW STORIES WITH IMAGES ON YOUR COMPUTER –

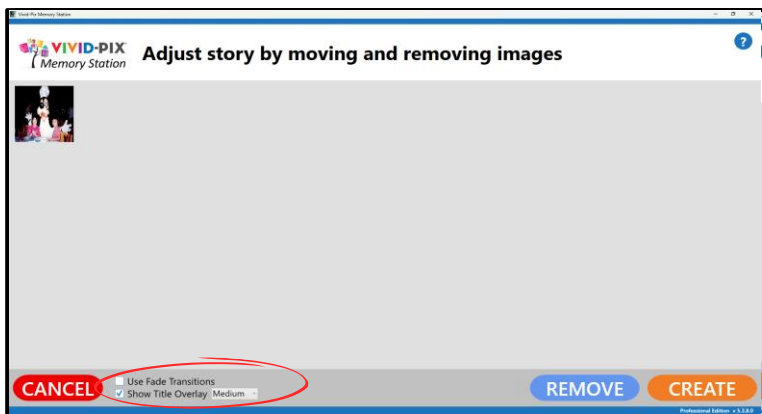
RECORD & TRANSCRIBE



STEP 7: CLICK ON “Use Fade Transitions” TO CREATE A FADING OUT AND FADE IN OF AN IMAGS BETWEEN IMAGES SMOOTH THE IMAGE TO MOVE IT OR REMOVE IT, THEN CLICK CREATE



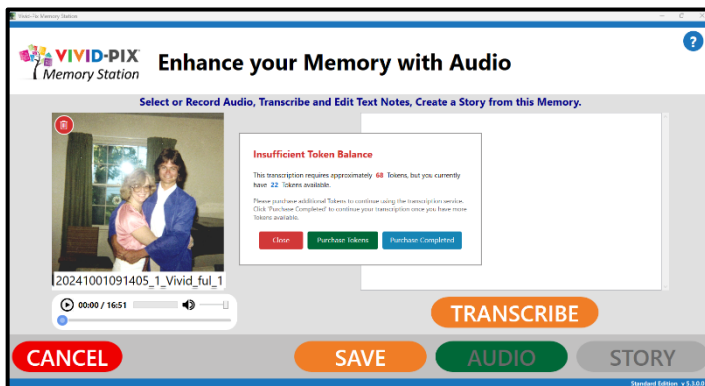
STEP 8: CLICK ON “Show Title Overlay” TO SHOW THE TEXT YOU’VE COPIED FROM THE TRANSCRIPTION THAT DESCRIBES THE IMAGE OR SOMETHING ELSE YOU’VE TYPED INTO THIS AREA



STEP 9: CLICK ON DROP-DOWN ARROW TO REDUCE AND ENLARGE SIZE OF TEXT/BOX



PURCHASING TOKENS



INSUFFICIENT FUNDS ALERT

Transcribing requires tokens. You will receive 240 of tokens with your purchase. Each token is about 15-seconds of transcription. To purchase additional tokens, click on “Purchase Tokens”. After purchasing tokens, return to the software pop-up / page and click on “Purchase Completed”.

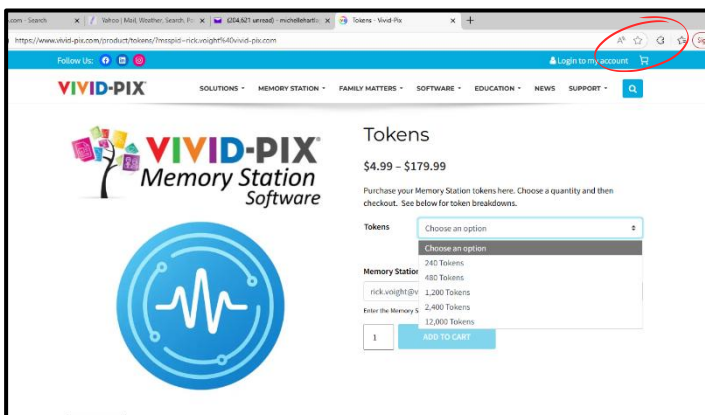


PURCHASING TOKENS

After clicking on purchase tokens, you will be redirected to a new page where you can purchase additional tokens. Example of purchase options*:

Package	Minutes per pack	Tokens (30 sec)	Price USD
Starter	60	240	\$4.99
Standard	120	480	\$9.99
Pro pack	240	960	\$19.99
Professional	480	1,920	\$39.99
Enterprise	1,200	4,800	\$99.99

* Prices subject to change.



CHOOSE THE NUMBER OF TOKENS TO PURCHASE

After selecting the number of tokens desired, click on “Add to Cart”. Click on the cart in the upper right corner and you will be directed to enter your payment and billing information. Return to the page and click on the open dialog box, “Purchase Completed”.