



Memory Management System  
v. 1.2 User Guide

**Quick start guide:** Begin by selecting a folder. It will contain a copy of every image you import with Pinpoint.

**1. Import your memories:** click import and select a few photos – small groups are simpler for getting started.

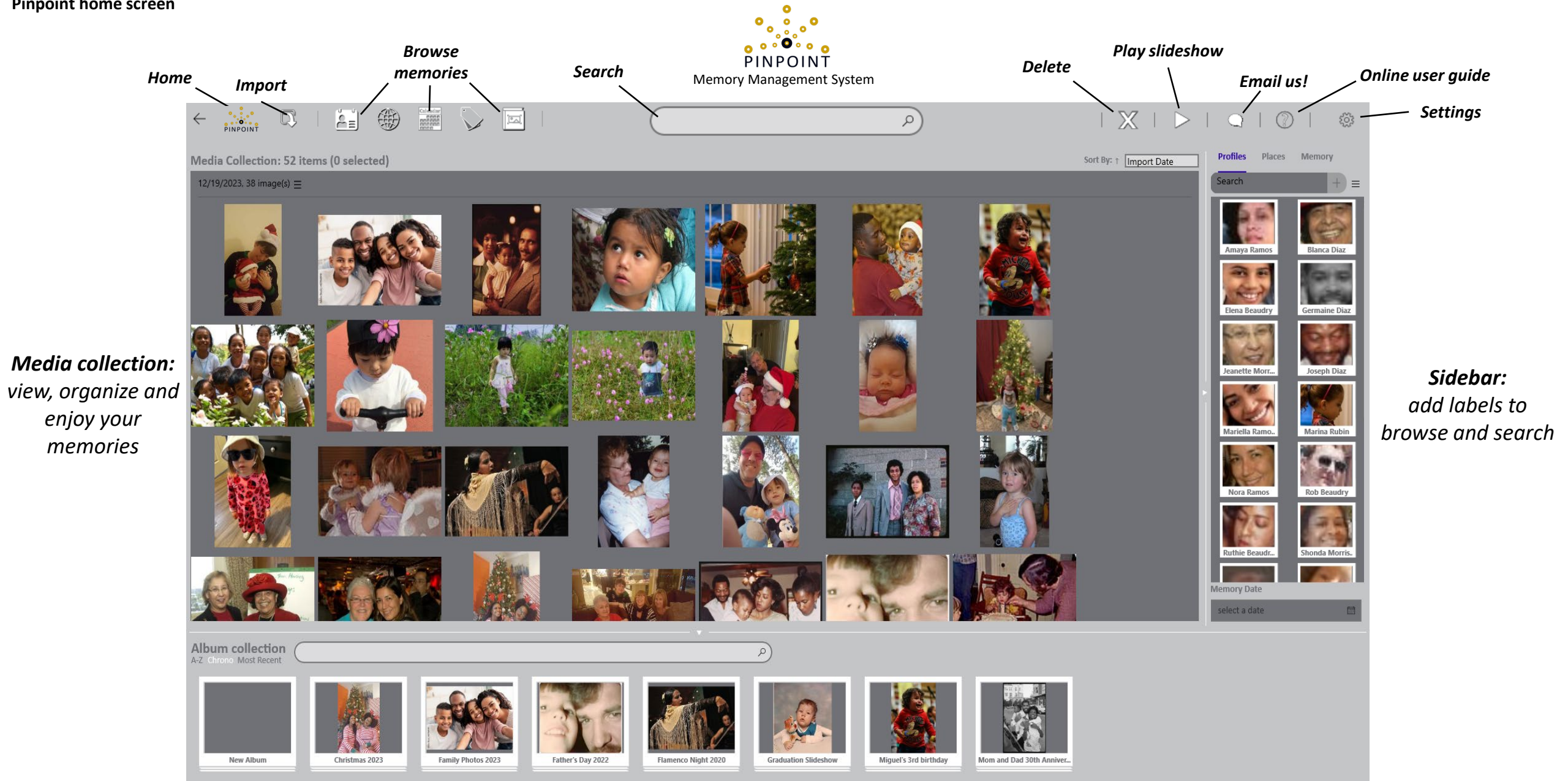
**2. Label your memories:**

- ✓ **Who:** Double-click any thumbnail to view the image. Add names to auto-generated Profile regions. Click and drag on an image to create a Profile region.
- ✓ **Where, What & When:** On the home screen, select some images then use the sidebar to add Places, Tags or change the Memory Date.
- ✓ **Create albums:** Select some images then click, drag and release them on the 'New Album' icon.

**3. Enjoy your memories:** Select some images or an album then click play for an instant slideshow!

### **User Guide Contents:**

4. Create a memory library folder
5. Build a library: import, select, action!
- 6-7. “Who, where, what, when?” Profiles, Places, Tags and Memory date
8. Memory albums: personalized digital photo albums
9. Browse and search your library: find what you want when you want it
10. Infographic screen: explore your memories one image at a time
11. Just Press Play: enjoy instant memory slideshows!



**Media collection:**  
view, organize and  
enjoy your  
memories

**Sidebar:**  
add labels to  
browse and search

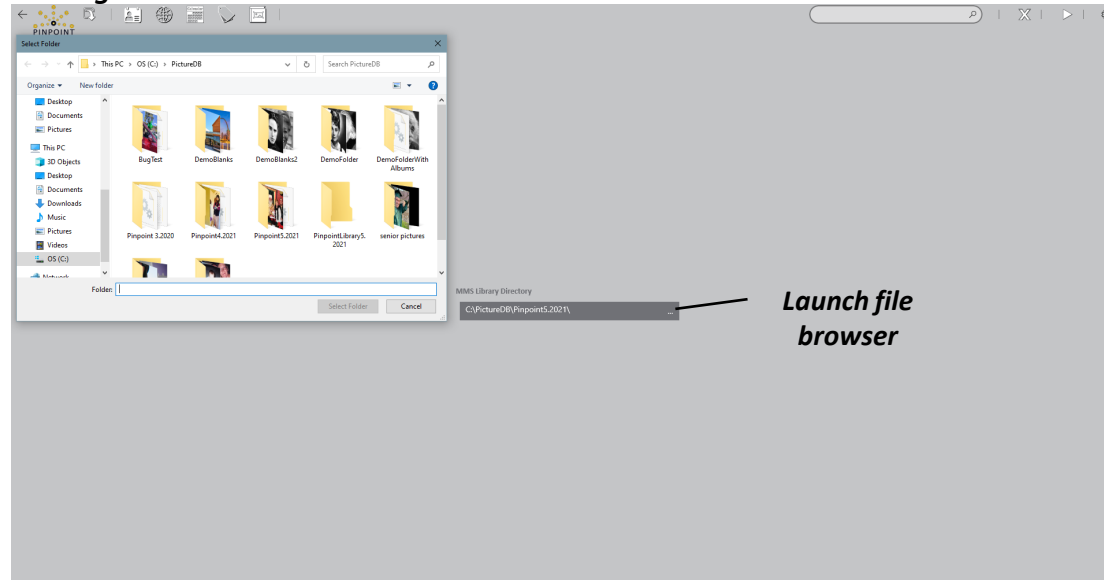
**Album collection:**  
Create photo albums then click play for an instant slideshow!

## Create a memory library folder

On first launch, you will be asked to select a folder for your memory library. This folder will contain a copy of every image you import with Pinpoint.

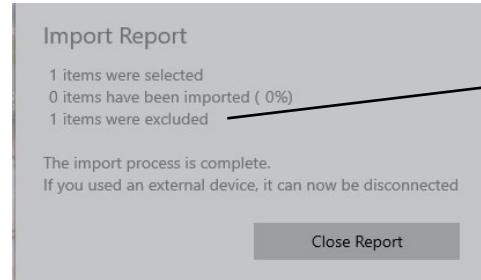
Switch to a different folder anytime by going to the settings screen to choose a new directory.

### Settings screen



## Import, select and delete items

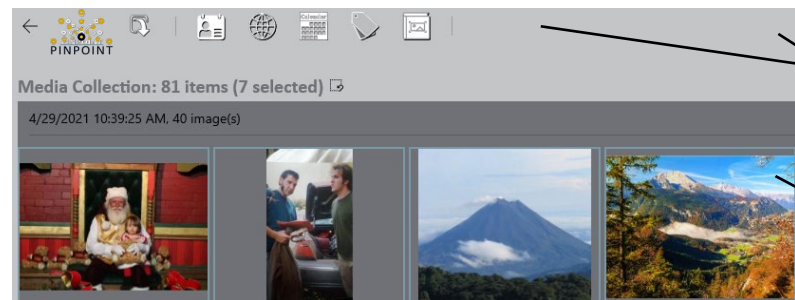
*Add items your memory library:* click import and select a small group of photo files. Pinpoint copies them to your library leaving the originals in their current location.



**Files with the same name are excluded**

*To select & deselect,* click the upper right corner of any image. Select photos to:

- *Label:* drag the items to the sidebar and onto any Place or Tag
- *Display:* press play for an instant memory slideshow
- *Add to an album:* drag to the album collection
- *Delete:* deleted items are moved to your computer's recycle bin



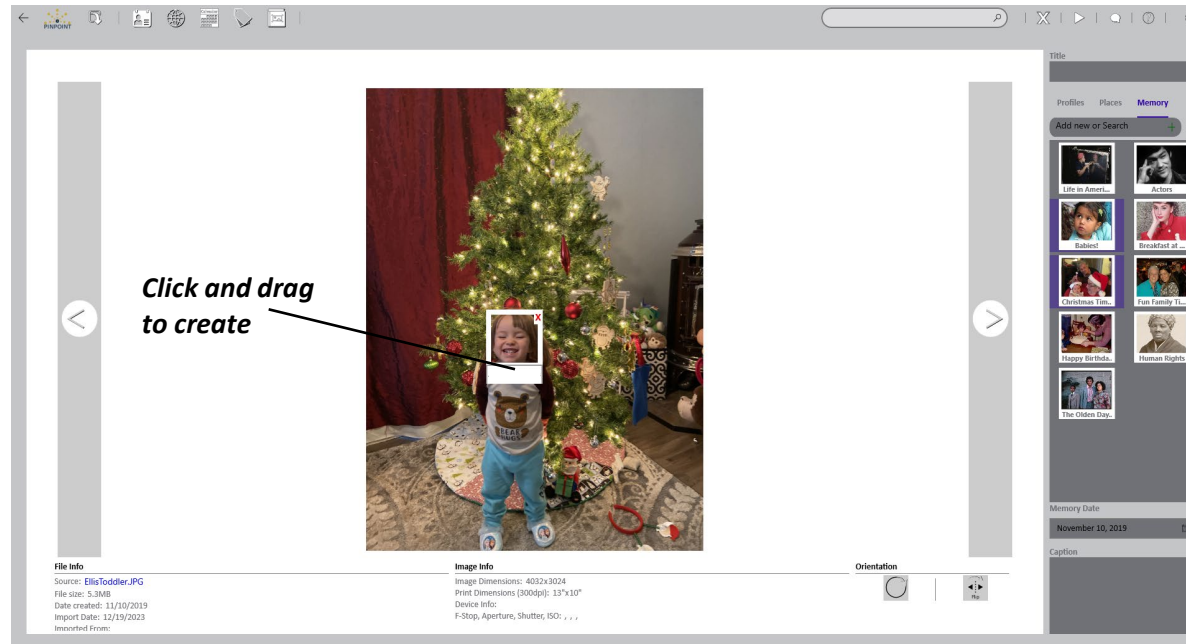
**Click the frame to deselect**

**Click to select or deselect**

## Profiles: Pinpoint's face-matching automation

Profiles are auto-generated by the built-in, private, face-matching system or created by the user. Labeling auto-generated Profiles improves future imports and saves you time!

**Infographic screen** - double-click any item to open

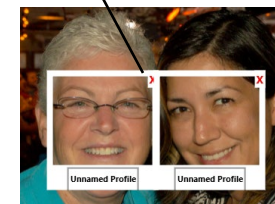


To create a new Profile region, click the image and drag diagonally.

To add a Profile name, click once on the text box.

To delete a Profile region and remove the Profile name, click the red "x" in the frame.

**Alert: deleting a region removes the Profile label.**





## Places, Tags and the Memory Date

*To create a Place or Tag label:*






Go to the sidebar, select the category (Places or Tags), type the name and click the plus sign.

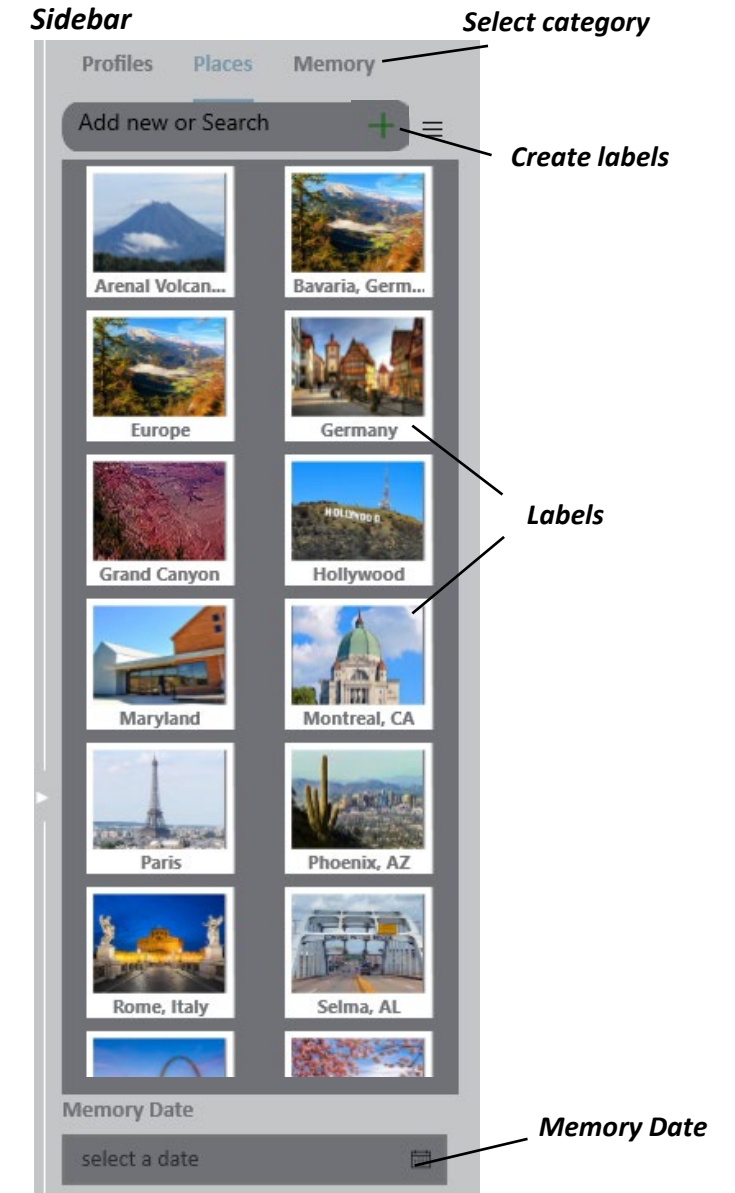
*To assign an existing Place or Tag label,* drag selected items to the sidebar and drop on the label.

*To remove labels from selected items,* click the sidebar tag label once.

*To change the Memory Date of selected items,* use the memory date selector on the sidebar.

Categories contain the “who, where, what, when” of each memory!

Category:	Refers to...	You can...
Profiles	“who” 	label <i>who</i> is in a photo (page 6)
Places	“where” 	label <i>where</i> a photo took place
Tags	“what” 	label any <i>action, event or highlight</i>
Memory Date	“when” 	label the <i>year-month-day</i> a photo took place
Memory Album	special collections 	collect images into a themed album (page 8)



## Memory albums

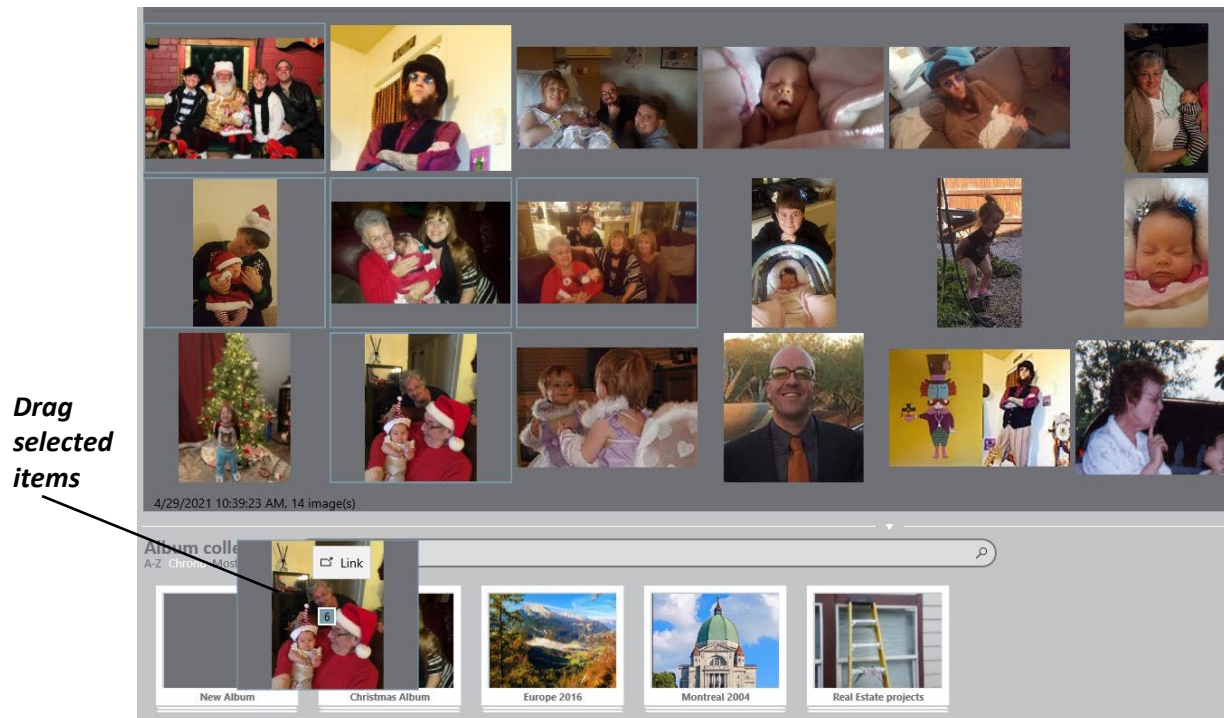
To 'create new' or to add images to an album, select images, click and drag to the album collection.

To view the contents of a memory album, double click the album.

To remove images from a memory album, go to the album subcollection, select the images and delete.

To delete a memory album, go to the album collection screen, select the memory album and delete.

### Home screen media collection








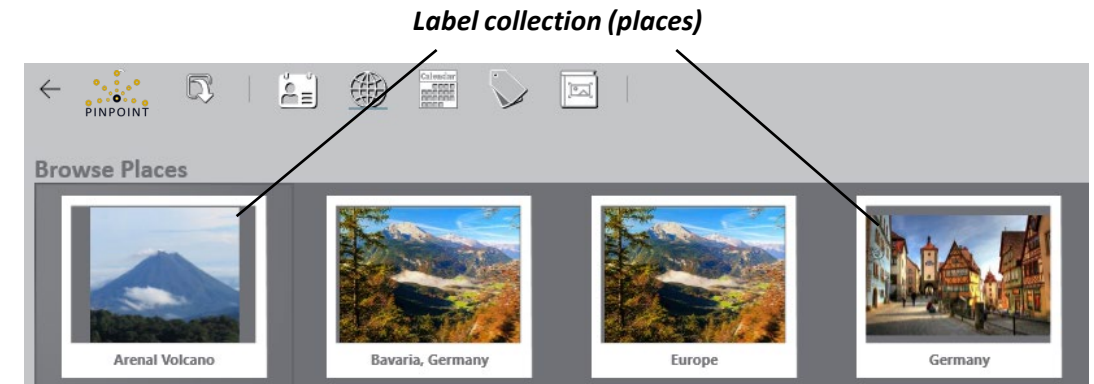


## Browse or search labels and memory albums

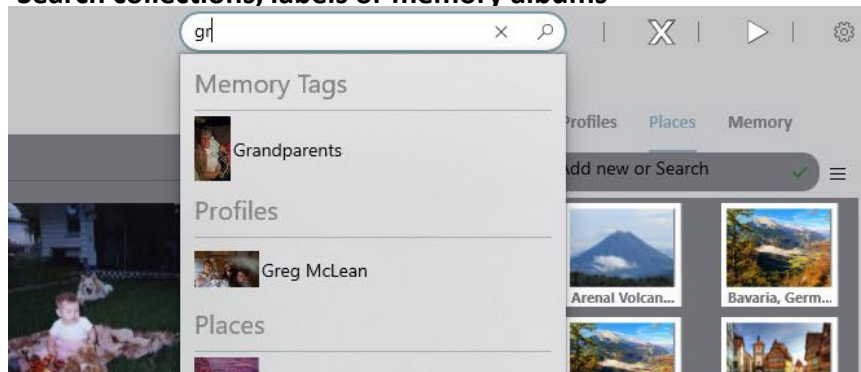
Every label has an entry on a browse screen. Click an entry, then: 1. click play for a slideshow, 2. drag to an album or 3. delete the label. Double-click any entry to view or edit the contents. Search bars can help you find what you want when you want it!

### Browse your “who, where, what & when” labels!

Browse screen:	Click here:	You can...
Profiles		browse your Profiles
Places		browse your Places
Tags		browse your Tags
Memory Dates		browse by month and year
Memory Album		browse your albums



### Search collections, labels or memory albums

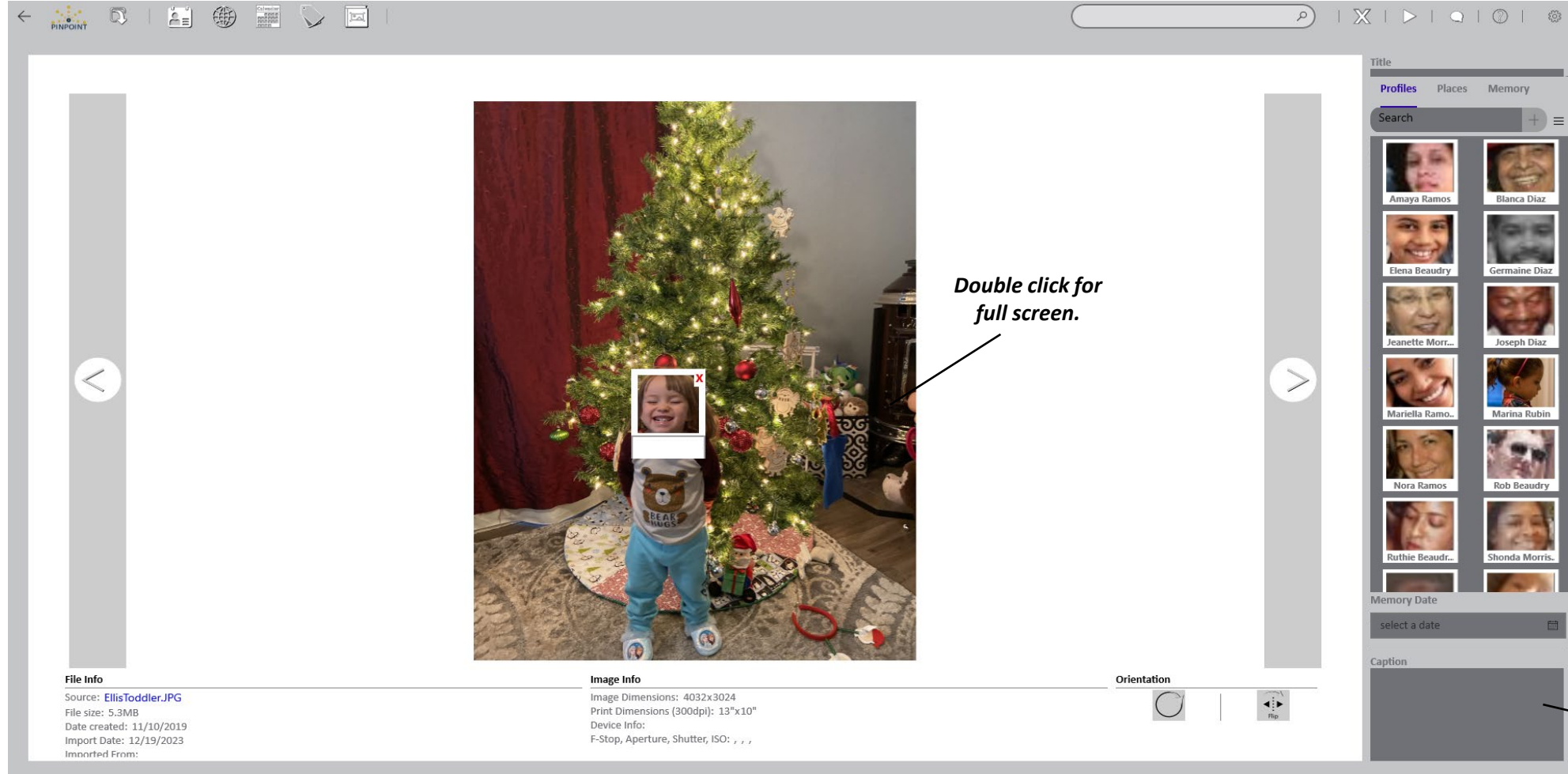


## Explore your memories

To view the *Infographics* screen, double-click any thumbnail on any screen.

To view an image in *full-screen mode*, double click anywhere in the image.

### Infographics screen



**File Info**

Source: [EllisToddler.JPG](#)  
File size: 5.3MB  
Date created: 11/10/2019  
Import Date: 12/19/2023  
Imported From:

**Image Info**

Image Dimensions: 4032x3024  
Print Dimensions (300dpi): 13"x10"  
Device Info:  
F-Stop, Aperture, Shutter, ISO: , , ,

**Orientation**

select a date

**Caption**

**Profiles** Places Memory

Search

Amaya Ramos  
Blanca Diaz  
Elena Beaudry  
Germaine Diaz  
Jeanette Morr...  
Joseph Diaz  
Mariella Ramo...  
Marina Rubin  
Nora Ramos  
Rob Beaudry  
Ruthie Beaudr...  
Shonda Morris...

**Add a title**

**Double click for full screen.**

**Tell a story**

## Enjoy your memories

*Pinpoint has a built-in viewer for enjoying instant memory slideshows.*

Select any images, any album or any label and just press play – the slideshow starts instantly!

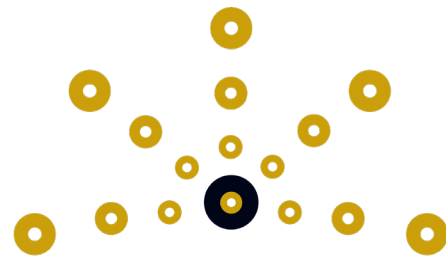
### *Memory slideshow viewer*



# MMS

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**MEMORY • MEDIA • SOLUTIONS**



**PINPOINT**

Memory Management System