

The Old Shoebox Newsletter

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Newsletter Storage and Organization

by Marlo E. Schuldt



There are now over thirty-five Old Shoebox newsletters on our web site and the list continues to grow each month.

Did you know you can use Heritage Collector to store, find, and view each newsletter? You will also learn how to search within a PDF.

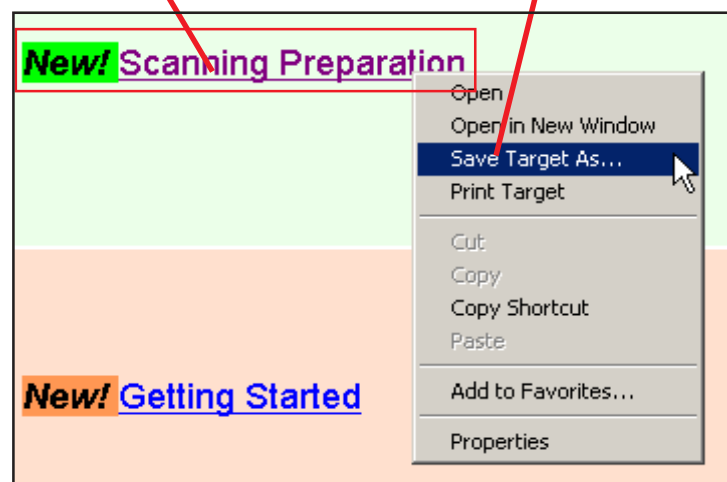
Here's How:

1. Go our newsletter site:

<http://www.heritagecollector.com/Newsletter/Newslist.htm>

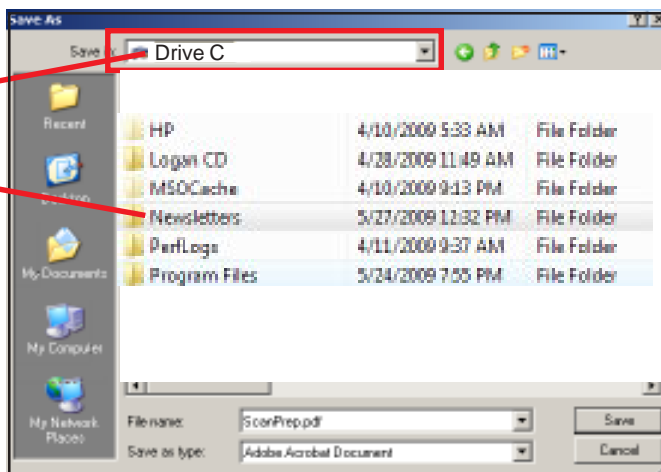
2. Save newsletters to your computer. There are two ways to save newsletters:
 - a. Right click on the newsletter link on the newsletter web page.

Select "Save Target As".



Specify where the PDF will be saved on your computer by selecting a drive and folder.

Consider creating a folder called “Newsletters” on your “C” drive. If you don’t know how to create a new folder, *now is the time to learn. Go to the end of this newsletter for instructions about creating a new folder.*



b. Click on the newsletter title to view the newsletter on the newsletter web page. After it comes up, select “File” or click on the little disk icon in the upper left of the PDF display. If you select the “File” menu option, use the “Save As” function.



Next select a folder location where the PDF will be saved.

Importing Newsletters into Heritage Collector

Creating a collection group in Heritage Collector will allow you to put newsletter in a group making it easier to find the newsletters. *Note: Creating a Group is optional.*

Create a New Group and Collection

Here’s How:

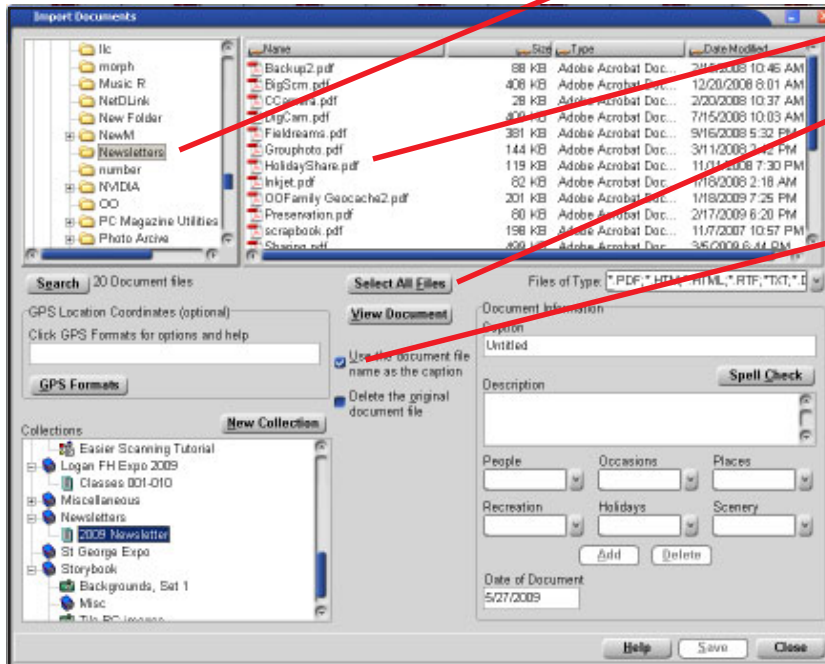
Create a new Group called Newsletters.

1. Open Heritage Collector and select the Collections menu.
2. Select the Groups option.
3. Type in a group name such as “Newsletters.”
4. Click the Add Group button and click the Close button at the bottom right.
5. Create a new collection in the Newsletter group such as “2009 Newsletters.”

Import Newsletters

Here's How:

1. Click on the "2009 Newsletters" collection group you previously created in the Newsletters Group.
2. Click the "Resources" button and select Import > Documents. You can also click on the Import Document Resource icon.
3. Locate the "Newsletters" folder on your "C" drive.



4. Select the newsletter(s) you would like to import.

If you have all the newsletters in a folder, click the "Select All Files" button and then click the "Save" button.

Check the option to "Use the document file name as the caption." This will put the PDF file name in as the caption.

5. If you are importing each newsletter individually, you could copy and paste the description of the newsletter from the web page into the description heading in Heritage Collector.

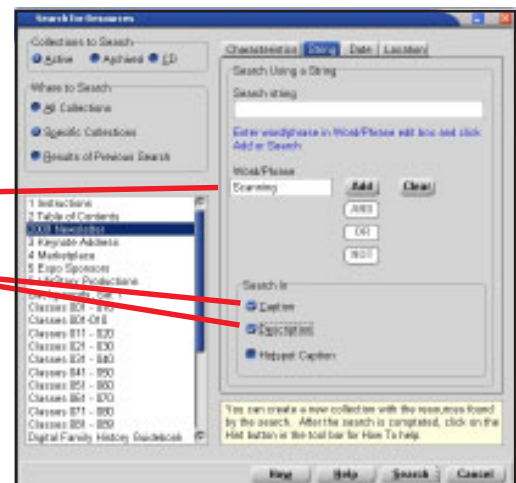
6. Click the Save button.

Searching For a PDF

Soon you will have several newsletters in your Newsletter Collection. Search for the specific PDF using Heritage Collector's Find option. You can refine your search by choosing to search within a specific collection such as searching in the 2009 Newsletters collection. Select the Specific Collections option. *Note: It is not necessary to use this step unless you have many PDFs.*

Here's how:

1. Type in a search word.
2. Select to search within a caption and/or description.
3. Select the "Search In" collection option.
4. Click the "Search" button at the bottom of the display.



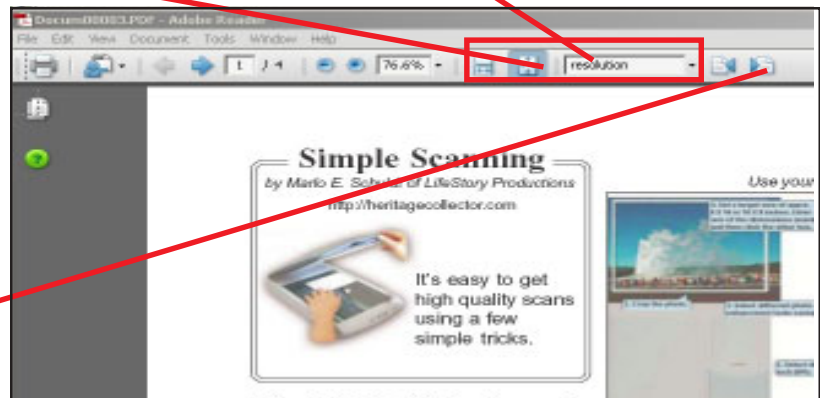
Search Within a PDF? *You can and it's fast and easy.*

So your memory is not as good as it used to be. Join the club! Now that you have found the right PDF you would like to find the exact information really fast.

Many of you do not know how to search within a PDF. This is going to be fun and learning this trick will save you lots of time!!

Here's How:

1. Open the PDF. Double click on the PDF icon if you are using Heritage Collector
2. Click on the "Find" box and type in a word such as "Resolution".
3. Press your Enter key. This will bring up the first occurrence of the highlighted word "Resolution" in the PDF.
4. To find more occurrences of the word "Resolution" in the PDF, click the right arrow button. Continue to click the arrow button until you find the information you are looking for.



Note: You can use this PDF search option in any PDF you are viewing. The search option may not appear the same as the example shown if you are using a different version of Acrobat Reader.

Creating a New Folder

"How do I create a new folder?" I get this question all the time. So don't feel like you are the "Lone Ranger."



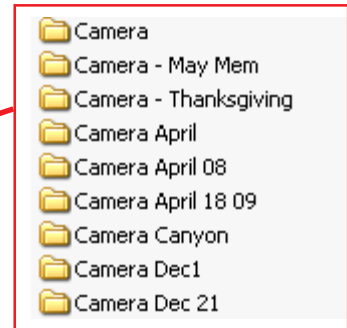
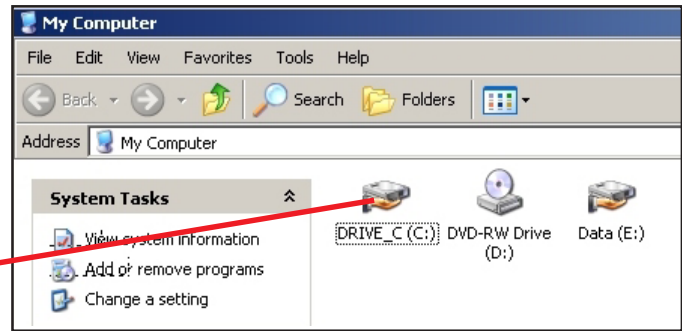
Many people have never created a folder.

Instead they put everything on their desktop which will create a real mess and even slow down your computer. I call the desktop the biggest "Black Hole" in the universe where you put things you will never be able to find in the future. It creates a desktop with so many folder icons it's like finding one star in the Milky Way.

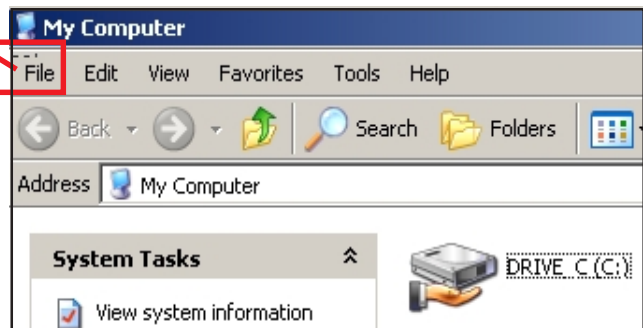
Creating a new folder is easy and it will save time finding files later.

Here's How:

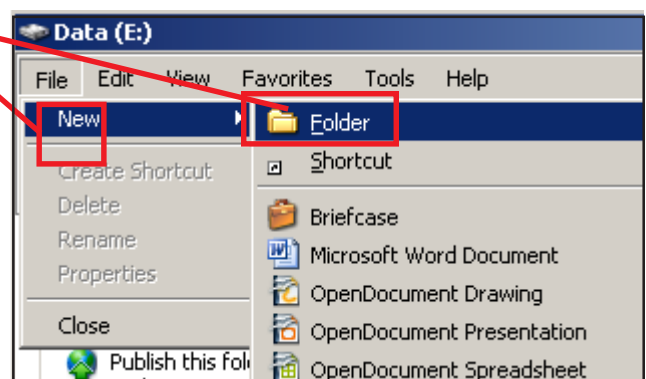
1. Open "My Computer." There are many ways My Computer is displayed as shown in this sample display.
2. Select your "C" drive or the drive where you would like to create the new folder. Double click on the drive to open it so you can view the existing folders and contents.
3. Typically you will see a list of yellow folders with names.



4. Click on File in the upper left side of your display. Or right click on a white space on the display – NOT on a folder or you will create a folder within a folder.



5. Select "New" and select Folder.
6. You will see a yellow folder icon with the words, "New Folder."



7. Type in a new name such as Newsletters and click enter.

Now you know how to make folders so you can become more organized instead of saving everything on your desktop.

Here's a tip. I have a folder called "Download." I use this folder to save all the updates and programs I download. There is never a question where the updates are stored or where to save download files when you save to folder instead of the desktop.



The Old Shoebox Newsletter

A complete list of newsletters may be found by clicking on the following link:

<http://www.heritagecollector.com/Newsletter/Newslist.htm>

Click on the blue text to go to the web page.

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