



Step-by-Step Recipe

Create and
Share a PDF



Compatible With Version 6.0 and Higher

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Heritage Collector - Basic - Manager - Professional
Patent # 7,197,493 B2

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Heritage Collector Suite

Premium Quality Software

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New!
6.0





What's a PDF?



PDF is an abbreviation for "Portable Document Format." *That didn't help much did it!*

The PDF format was developed many years ago as a way to send document files so the recipient could see and proof read the file before it was printed.

The main advantage of the PDF is the file can be made small because pictures can be compressed (made smaller) making it possible to e-mail the file.

Recently PDFs have become a popular way to share photos and information. The PDF has become a widely accepted universal format.

Most printing companies require documents in a PDF format. Other file formats are not accepted.



You will need a PDF reader to display a PDF. Acrobat Reader is the accepted standard and most popular reader for PDFs.

Adobe Systems is the owner and developer of Acrobat Reader, a free program that may be downloaded from many shareware sites or from Adobe.com.



How Can I Make a PDF?

Yes. There are several free programs you can download that will create a PDF.

Fortunately Heritage Collector comes with a built-in PDF creator that will easily convert part or a whole collection into a PDF with a few button clicks.



If you are writing a family history, we highly recommend using the PDF creator that comes free with OpenOffice.org. You may download OpenOffice from the following web site:

<http://openoffice.org>

You may install OpenOffice.org from the Create a Family History DVD available from heritagecollector.com





Use a PDF to Share Photos and Information

We speak to many people at family history conventions who want to share their photos with relatives and friends.

Sending large files via e-mail may create problems for people with a slow Internet connection.

Some people spend many hours attempting to move photos and information to a web site. This can turn into a lot of complicated work with a personal web page.

**There's an easier solution.
It only takes a few minutes
using Heritage Collector!**

Use the PDF Creator option that comes with Heritage Collector.



After creating the PDF, it will be much easier to post the PDF on your web site for family and friends to view and download. This is more simple than attempting to put all the photos and information on your web page.

Best of all, the photos in a PDF created by Heritage Collector may include a caption, four lines of description, GPS coordinates and a photo data. Other PDF page options are available.

Heritage Collector makes it really easy to use the built in e-mailer to send the PDF right from the photo collection.



The following screen capture of one page in a PDF created in with Heritage Collector.

Yellowstone NP

Date: 4/6/2005
Description: (6 lines)
This is a sample historical slide show that was made to be shared with family. It's a work in progress and will never be finished. However, many different collections will be added to chronicle our various trips back to the

Click / Slide Show / Play Show / All

Sagebrush in Southeastern Idaho

Date: 4/6/2005
Description:
Sagebrush was a real challenge in the early days of homesteading the Snake River Valley. The Sagebrush was so tall that the Olsen's had to stand on the back of a horse just to see over the brush as they scouted out the valley

Date: 4/6/2005
Description: (6 lines)
More information about Johnny Sack's cabin can be found on the following site.
<http://www.oldhousechronicle.org/archives/eoc/v01/2/issue14/living/sack.html>
Photo copyright 2005 Marlo Schultz. Used with

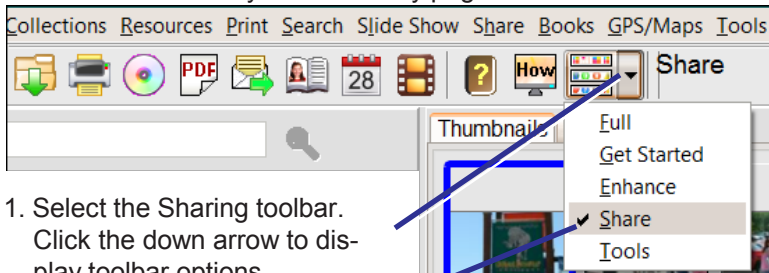
On the way home. Big Springs at Island

Date: 4/6/2005
Description:
Many of the extended Olsen family made this trip to Yellowstone Park. They stopped to visit with an old friend "Uncle Nick" at what turned into the town of Wilson, Wyoming. Nick Wilson was a friend and neighbor to the Olsen's

Olsen's visiting Nick Wilson in 1898 on

Create a PDF

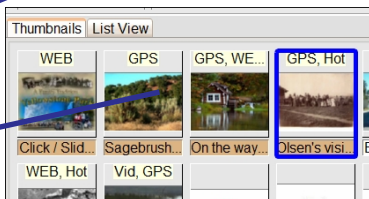
A Portable Document Format (PDF), has been used for many years. Because of the small file size, PDFs are perfect to share via e-mail. PDFs may contain many pages. The PDF function



1. Select the Sharing toolbar.
Click the down arrow to display toolbar options.

2. Click on the Share option.

3. Select a collection and left click to mark the photos to be in the PDF.



4. Click the PDF icon or open the Resources menu and select Create PDF File



Click the "How" button.
Watch Create PDF movie.

Create a PDF - *con't*

PDF Format Options

Selecting PDF options is not as complicated as the following display may appear. Select a printing option, specify where you want the PDF saved (folder or collection, and if the PDF will include all or only selected photos. *View the PDF movie if you need more help.*

Output Options

Select from eight different PDF Output Options (A)

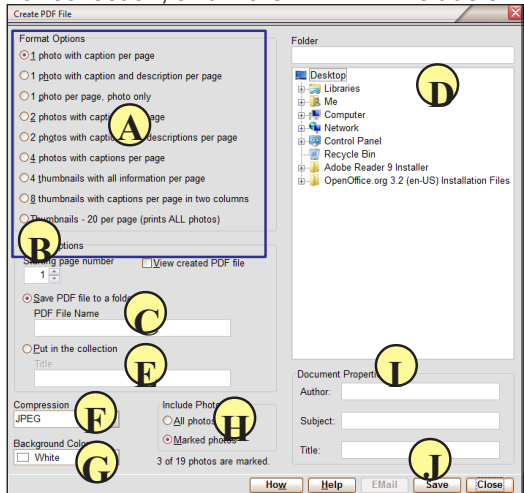
Specify a starting page number (B).

Export the PDF to a collection or to a folder on your computer. *Later, you may e-mail the PDF from the collection using Heritage Collector's e-mail option (see next page).*

Save the PDF file to a folder (C). Type a name in for the PDF. Select a destination folder (D) to save the PDF to and click OK.

Create and save the PDF into a collection (E). Type in a name for the PDF and click OK.

Compression (F). Change the quality and image sizes in the



PDF. *Do not compress images if you plan to print the PDF.*


Background Color (G). Change background color (white) to a different color. Click the down arrow for colors.

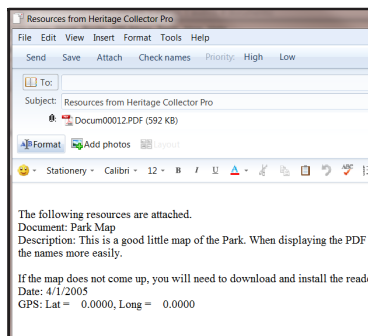
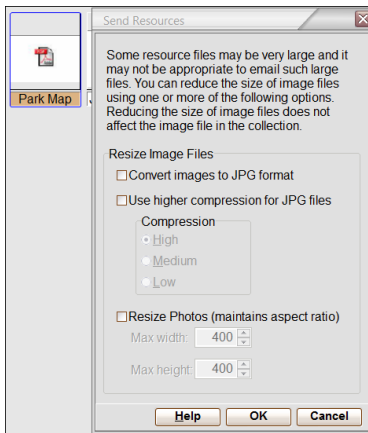
Include Photos. Select All photos or Marked photos (H).

Document Properties (I). Optional information.

Click the Save button (J) to create the PDF.

Share / E-mail a PDF

1. Click on the PDF thumbnail in a collection to select the PDF.
2. Click on the e-mail icon or select the Resource menu and click on E-Mail Resources. 
3. The Send Resources option will appear. (Skip this step) *These options are for compressing (shrinking) photo files to be e-mailed. Click the OK button.*
3. The e-mail will appear with the PDF attached. The e-mail will also contain the caption and description of the PDF if this information was previously entered.
4. Enter an e-mail address.
5. Type in additional information into the body of the e-mail as desired.
6. Click the Send button in your e-mail program.



Note: Some e-mail programs may not automatically come up with Heritage Collector. You may need to consult your e-mail documentation to determine how to specify your e-mail program as your default e-mail program.



Click the "How" button and select Create PDF to watch the "How To" movie.