

Printing and Saving Images in HERITAGEQUESTONLINE

PRINTING: USE "DOWNLOAD" (not "Print") In order to produce usable prints

1. Click *Download*
2. Click *View*. Adobe Acrobat will open and display the page
3. To Print Entire Page
 - a. Click on *Print* on the Acrobat Toolbar (not the Internet Explorer toolbar). The Print Dialog Box will display
 - b. Select "All" or "Current View", depending on what you want to print
 - c. Check display of page in preview box. If it is satisfactory skip to e.
 - d. If the display is unsatisfactory:
 - i. Set page scaling to "Fit to Paper"
 - ii. Select "Auto-Rotate and Center"
 - iii. Use "Properties" to select "Landscape" orientation, if necessary (may not work)
 - e. Click *OK* to send the print
 - f. The Citation will not print; you must write it down
4. To Print Selected Area
 - a. Click on the "Snapshot Tool" on the Adobe toolbar.
 - b. Put the cursor on the upper left corner of the section you wish to print
 - c. Click and hold the left mouse button
 - d. Slide the cursor to the lower right of the section you wish to print, making a box.
 - e. Release the mouse button.
 - f. Click "OK" in the box which says "The selected area has been copied to the clipboard"
 - g. A dotted-line box outlines the section that will be printed.
 - h. Click the "Print" icon on the Acrobat toolbar.
 - i. In the Print Dialog Box select—
 - i. Selected Graphic
 - ii. Fit to Paper
 - iii. Autorotate and Center
 - iv. Use "Properties" to select Landscape orientation, if necessary
 - j. View article in the "Preview" box to verify print
 - k. Click "OK"
 - l. The Citation does not print; you must write it down

DOWNLOADING to Disk

1. Click *Download*; Click *PDF* or *TIFF*
2. (If a dialog box displays, asking you what you want to do, click *Save*)
3. Select *a:* (or the appropriate drive) from the drop-down menu
4. Enter filename and click *Save*.
5. Entire page is saved.
6. The Citation does not print, you must write it down.

Printing from Books in HERITAGEQUESTONLINE

From "Results List"

1. For individual pages, Click "View Image"
 - a. Click on the Print bar immediately above the page
 - b. Print using the Browser Print button in the window which opens
 2. For multiple pages and higher quality prints, Click "View Image"
 - a. Click "Download Images" (immediately above the page)
 - b. Identify 50 pages or less that you wish to print.
 - c. Select View and pages will display in Adobe Acrobat format.
1. Print using the print icon on the Acrobat toolbar.