

Ancestry Library Edition: Printing, Saving, and Emailing

The Ancestry Viewer opens automatically when there is an image to view *

To PRINT**

- ❖ On the Toolbar for the Viewer (*not* Internet Explorer)—Click on the *Print* Icon
- ❖ If Landscape orientation is desired
 - Click *Properties*
 - Click on *Layout*
 - Select *Landscape*
 - *OK*
- ❖ Select *Entire Image* or *Current View*
- ❖ Click *OK* Be patient; these large files take a while to transmit to the printer.

To SAVE

- ❖ On the Toolbar for the Viewer (*not* Internet Explorer)—Click on the *Save* Icon
- ❖ Use the “Save In” drop down menu to select the appropriate drive
 - A: for a diskette
 - D: for burning a cd
 - E: for a USB drive
- ❖ Name the image
- ❖ Click *Save*

To Email (sends a *temporary* link to the image; not an attachment)

- ❖ On the Toolbar for the Viewer—Click on the *Share* Icon
- ❖ Enter email address
- ❖ Click *Send*

*Ancestry reports that there are still a very few images using older viewers.

** To be sure you have the best quality image:

- On the Toolbar for the Viewer--Click *Options*
- Be sure “Enhanced Images” and “High Quality Images” are both selected
- (You only need to do this once)