

## To Create a PDF File with Family Historian v4

After you have selected your chart and made sure that everything is just how you want it to look then you are almost ready to produce a PDF file.

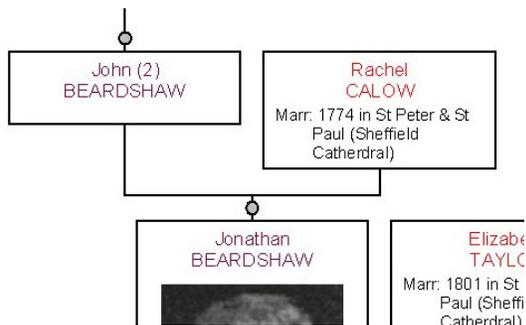
There are a few other tips that we feel you should be aware of. Please accept our apologies if these tips seem rather basic but they can sometimes get missed and we would much prefer you to receive a chart that is of high quality.

**Titles** – You will need to add a chart title as Family Historian does not do this automatically. Don't accept the default size of the font as it will appear rather small. The program appears to only offer font sizes of up to 72 point but if you have a chart that is larger than a few sheets of A4 then you can manually key 150 or an even larger number so that you will have a title font size that is more in keeping with the dimensions of the chart.

We also recommend that you make sure the title is close to or below the level of the top people on your chart. This will ensure that you are able to make full use of the height of the paper and not leave large blank areas at the top of the page either side of the title.

**Footnotes** – Adding the date and your name on the bottom corner of the chart is a good idea as it will give people an accurate date when the chart was produced.

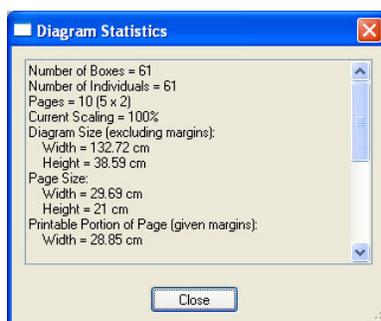
**Other Text boxes and Images** – Remember that you can add as many text boxes as you like and you may also add additional photographs to the chart in addition to the individual photos alongside your relatives.



**Expansion Buttons** – We sometimes receive charts through for printing that still have the expansion buttons visible between the generations (see left). These are not required on printed charts and may be turned off using the expansion button icon on the tool bar (below).



**More Reading** – There are some very useful chapters about creating and modifying charts in the Manual 'Getting the Most from Family Historian 4'. We definitely recommend that you read chapter 3 if you have not already done so and perhaps take a look at chapters 9, 10 & 11 where you will see how every aspect of a chart can be changed or modified.

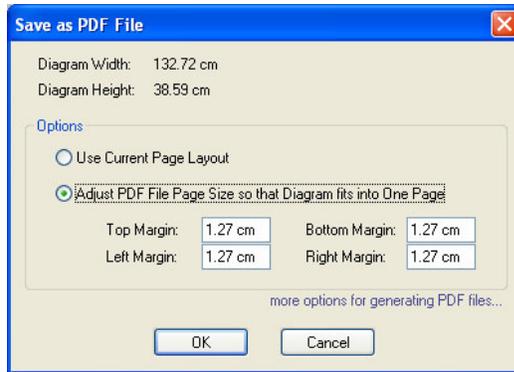


**Finding the size of your chart** – You may check the size of your diagram by selecting the menu options 'Diagram | Diagram Statistics'. This will display a window similar to the one shown here.

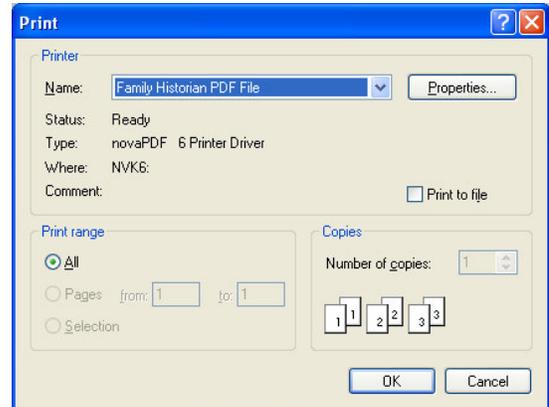
## How to Save Your Chart as a PDF File

You are now ready to save the chart as a PDF file that will print onto a single sheet of paper.

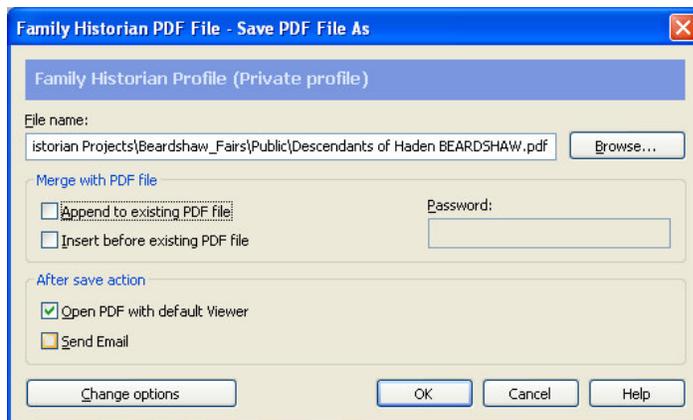
Click on the 'Diagram | Save Diagram As... | PDF File (.pdf)...' menu and the following window will open:



Choose the option shown and adjust the margins if you require more space around the edge of your page (eg for framing).



This second window open and all you need to do is select OK.



Notice on this next screen that it is showing where your file will be saved. You may want to alter this or at least make a note of it so that you can select it at a later date for attaching to an email or saving on writable CD or USB memory stick. Untick the top two boxes and make sure 'Open PDF with default Viewer' is ticked.

Once you have clicked OK in this last window the PDF will be created and saved to your drive and then opened in default viewer such as Adobe Reader. You will then see your chart displayed as a single page document.

To have your PDF file printed please go to:  
[http://www.my-history.co.uk/acatalog/PDF\\_Chart\\_Printing\\_Service.html](http://www.my-history.co.uk/acatalog/PDF_Chart_Printing_Service.html)

Upload your chart to our server:  
[http://www.my-history.co.uk/upload\\_form/](http://www.my-history.co.uk/upload_form/)