

Family Tree Maker 2008 and 2009 are very similar but life has been made much easier in FTM 2009 when making PDF charts.

- 1) Select the person who is to be the main focus in your chart.
- 2) Choose the chart layout that you require.
- 3) Note the different selections available when creating charts. We recommend making sure the boxes shown in figure 1 are ticked as shown.
- 4) Note also that there are numerous set ups available when you click on the 8 icons across the top of the chart selections panel.

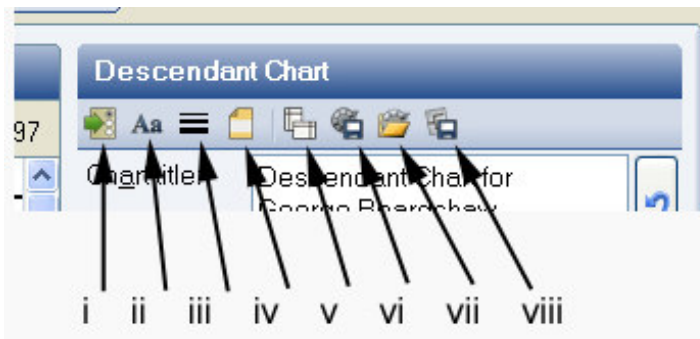


Figure 2

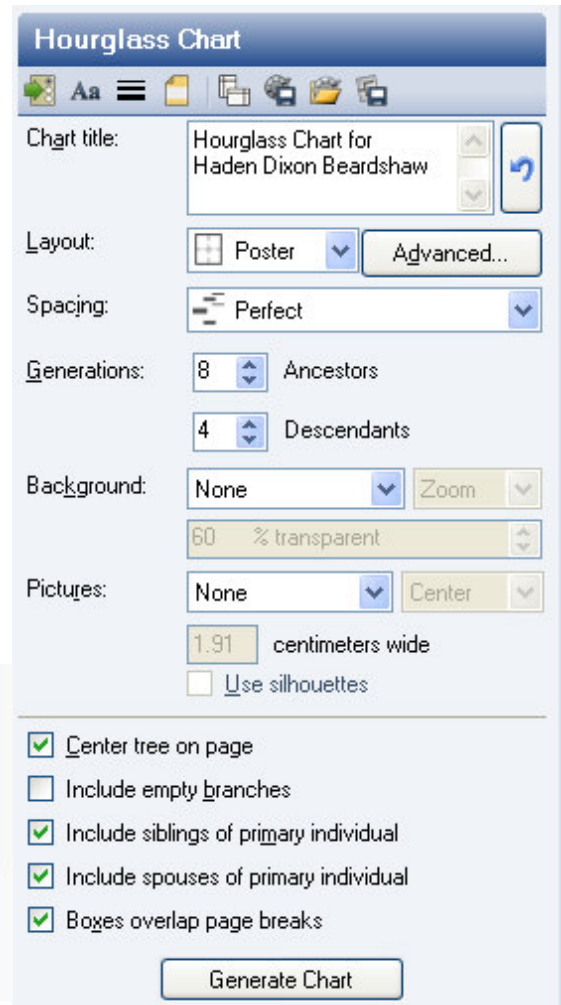


Figure 1

- i. Items to include such as birth date, marriage date, death date etc. Note also that these individual facts may be shown in full or abbreviated.
- ii. Fonts for the chart title, peoples names and facts may all be altered to enhance the final design.
- iii. Border and box lines options.
- iv. Header/Footer – you may change the wording of the header and we recommend adding a footer to indicate who produced the chart and when.
- v. Page set up – You only need to alter this for charts printed on your own printer at home.
- vi. Save Settings – If you want to use all these set ups again on another chart then you are able to save the settings in a file that you may select again for a new chart in the future.
- vii. Use Settings – This is where you retrieve the settings saved in *vi* above.
- viii. Save Chart – You may save this chart so that you may return to work on it at a later date. Saved charts can be found under the category 'Saved Charts' on the 'Collection' tab within the 'Publish' screen.

- 5) Did you know that you may click on the heading and move it to a new place on the page.
- 6) If you click on the advanced button you will be able to alter the spacing of the chart on the page both vertically and horizontally. This means you may make better use of our standard paper sizes by increasing or decreasing your chart to suit.
- 7) To work out the dimensions of your chart you need to be aware that Family Tree Maker works with full A4 pages. See figure 3. It is the number of A4 pages that you will need to keep an eye on, especially if you have a border on the chart. Once you have your chart completed and you have made a note of how many pages long and how many pages high it will be, you are ready to save as a PDF and place your order.

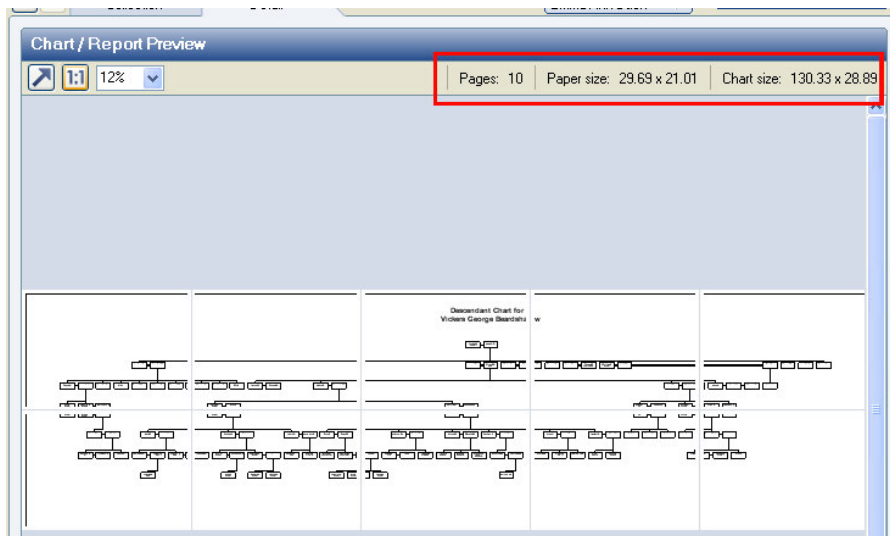


Figure 3

- 8) To make your chart ready for us to print, click on the 'Share' button in the top right part of the screen. Choose to 'Export to One Page PDF...' and a small PDF Options window will open.
- 9) Accept the default settings and click OK. This will open a standard Windows 'Save as' window
- 10) Make a note as to which directory your file is being saved into and give your file a name. Click on 'Save'
- 11) That's it. You are now ready to go to the My History site to order.

You may order and upload your file or just send your PDF file to us for quotation.

To Order: http://www.my-history.co.uk/acatalog/PDF_Chart_Printing_Service.html

To upload files: http://www.my-history.co.uk/upload_form/