



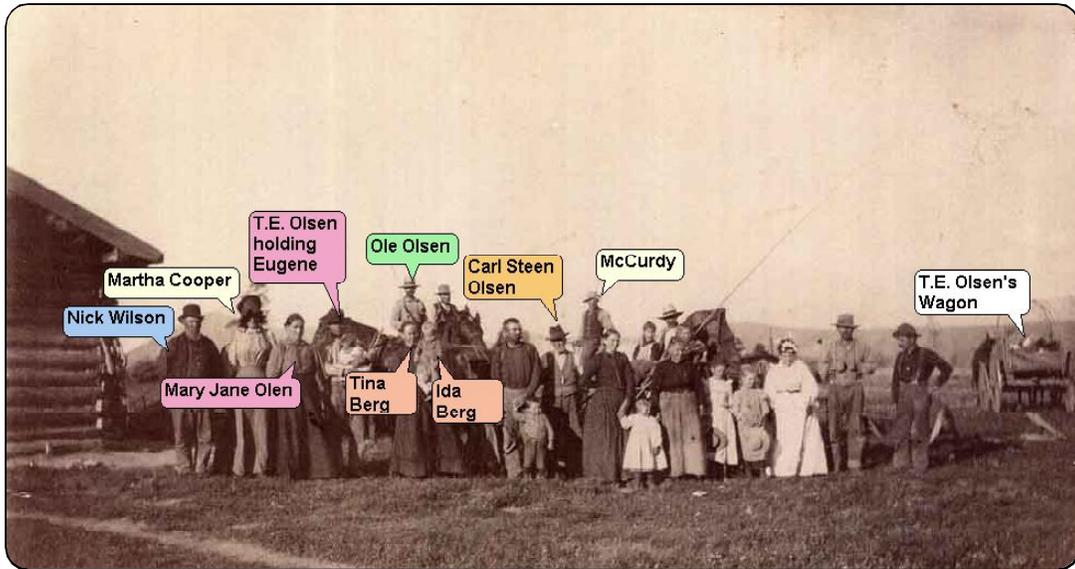
Photos - Collections - Folders - Files
Import - Hotspots - Photo \ Collection Order
Drag and Drop - Right Click Tips



Heritage Collector Suite
Version 9.0 **Basic**

© Copyright 2001-16 LifeStory Productions, Inc.
Heritage Collector Professional Patented Software
www.heritagecollector.com

Welcome to our Family of Users!
Thank You for purchasing Heritage Collector



Take a minute and register your software:
Click the About button on the Main Menu and select Register.

System Requirements

Intel[®] Pentium[®] Processor or
Equivalent 32 and 64 bit processors
512 MG Ram - *more recommended*

Video card with high resolution
24-bit color recommended
Resolution 1024 X 768 or greater

Microsoft[®] Windows[®]
10, 8, 8.1, Vista, 2000, and XP, 2000

Heritage Collector Suite Includes

Heritage Collector Pro
Digital Family History Guidebook
Storybook Module
Calendar
GPS Module
"How To" Tutorials

573 MB total needed to install

CD-ROM - DVD drive

Optional Recommended Items:

Scanner
CD Writer to create shareable CDs
Printer, Sound Card and Speakers

Come and visit us on the web at:

<http://heritagecollector.com>

Stay in touch with the latest news by visiting our free newsletter site at:

<http://www.heritagecollector.com/Newsletter/Newslist.htm>

Please consult the Getting Started manual for our
END-USER SOFTWARE LICENSE AGREEMENT

Heritage Collector Suite - Basic

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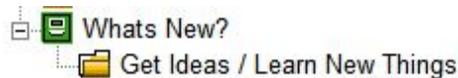
Additional Manuals and Resources



Several other intermediate and advanced manual will be available in PDF format and free to download.

<http://www.heritagecollector.com/new.htm>

Click on the What's New folder and then open the Get Ideas / Learn New Things collection. Open the PDF and click on the link.

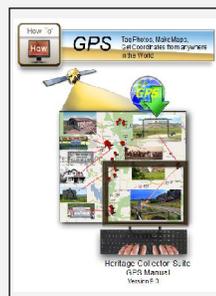
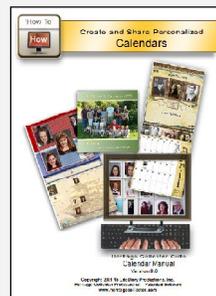


Additional Manuals

This manual discusses basic features and information about folders, collections, importing files, creating Hot spots, backing up, and more. Please consult other manuals for additional information.

You can do many fun and exciting things with Heritage Collector. However, it's easy to become overwhelmed trying to navigate through a large manual. We now provide several smaller manuals covering related topics such as Basics, Scanning and Importing, Tools, Advanced Features, Slide Show, Using GPS, Storybook, Calendar, and more.

Manuals are free to download and view as a PDF or to print in the standard 8 1/2 X 11 inch format allowing for easy storage in a binder. Manuals may be download from the link listed above.



Free and Recorded Webinars

Webinars provide basics, tips and ideas, answer questions, and help you over the rough spots.

We teach a wide variety of topics. Questions are always welcome. Watch our recorded Webinars if you can't attend.



'Go to the following web site to view or signup for a webinar:

<http://heritagecollector.com/webinars.htm>

Free Newsletters

Newsletters offer new ideas and step-by-step instructions. They are free to download and print.



Go to the following web site to view or download PDFs:

www.heritagecollector.com/Newsletter/Newslist.htm

Collection Menu

Collections
New Collection Properties
Pack Collections Delete Collections
Backup Restore Recover
Folder Manager
Resequence Find and Replace Find Res Need Info
Preferences Exit



Collections Menu

Each menu item provides options that are useful to manage, edit, and configure collections.

The Folder Manager is used to edit or create new folders in which collections may be stored.

Organize and store files (photos, videos, sound files, PDFs, and more) into a collection (A).



Collections may be grouped or organized into folders and subfolders (B) as shown below.



Family Folders

- Baadsgaard Family
- Edward Schuldt
- Marlo Schuldt Family
- Olsen Family
 - Bill Olsen
 - Carl Stein Olsen
 - Carl Steen Olsen
 - A Carl Steen Olsen - Norway
 - Carl Steen Olsen's Iona Home
 - Carl's Iona Home
 - Citizen & Homesteading Docs
 - Farmington to Ovid
 - Norway

Collection Menu Options

New Collection. Create new collections.

Properties. Change or edit a collection name or other basic information about a collection.

Pack Collections. Removes sound and video files no longer being used in a collection.

Delete Collection. Permanently removes a collection.

Backup. Quickly backs up all your files and information to an external drive.

Restore. Import collections that have been deleted if a backup was previously made.

Recover. Use when collections were lost due to a hard drive failure or when installing to a new computer.

Folders Manager. Create a folder so collections can be placed under a folder name.

Resequence. Change the order of photos or media in a collection.

Find and Replace. Specify a word or phrase to search for and then have the computer automatically change the word or phrase to a word or phrase you entered previously.

Find Resources Need Info. Each file may be labeled with a "Need More Information" notation. All files in a collection may be searched for this notation by selecting this option.

Preferences. Change program settings and options. *More information about changing preferences may be found on the next page.*

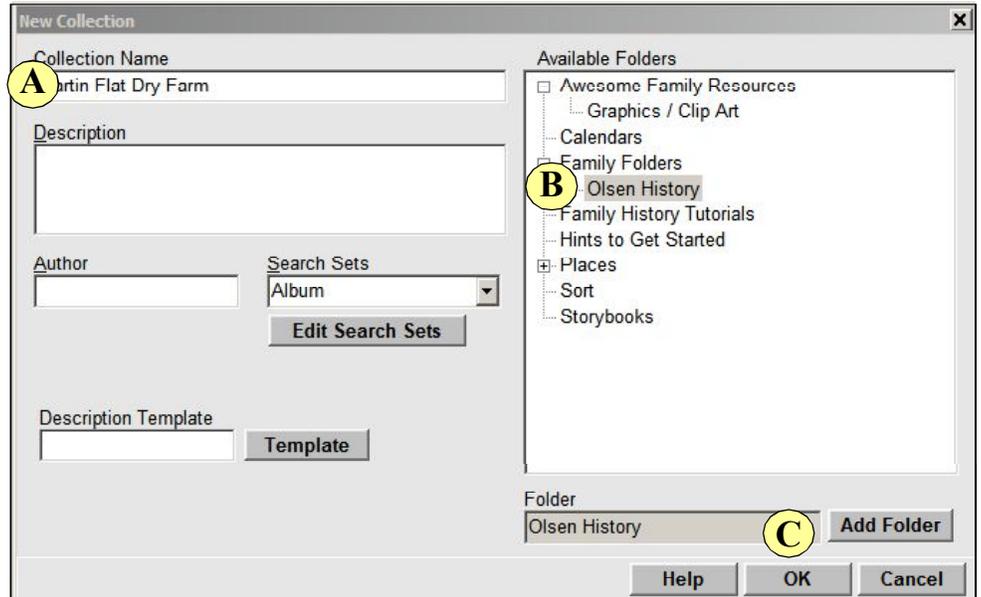
Note: Photos can not be imported a folder. Photos can only be imported into collections.

Create a Collection



Create collections to store and organize your photos, videos, sound files, documents and other file types. *Collections may have unique names making it easier to organize and find collections later.*

1. Click the “Get Started” tab at the top left of the main display.
2. Click the “Collection” icon or select “New Collection” in the Collection menu.
3. Type in a collection name (A).
4. Select a Folder (B) and where the collection will be created.
5. Click the “OK” button (C) to create the collection. The following message will appear.



Use Descriptive Collection Names

Martin Flat Dry Farm
Carl Steen Olsen History
Olsen Citizenship Documents
Cooper Family
Mary Smith Growing Up Years
South Fork Canyon Hike 2012
Baadsgaard 50th Anniversary

6. Clicking “Open” (D) will automatically start the “Import” process allowing you to immediately start selecting and importing photos and files.
7. Clicking the “Help” button displays information from the manual. Click the “How To” button to display a movie about this function. Click “Close” (E).
8. The main thumbnail display will appear. No thumbnails will appear in the center of the display because the collection just created is blank and ready to import files into.

Drag Collections to a Folder or Subfolder

1. Left click on a collection and hold down the mouse button.
2. Drag the collection to a Folder and release the mouse button.

Note. You can not drag a collection and drop it on another collection. You must drop the collection on the folder icon.



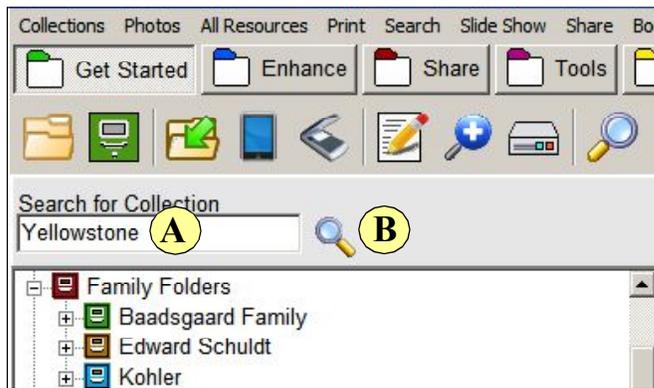
Click the How button. Watch Creating a Collection movie.

Find a Collection



Locating a collection may be difficult if you have created several collections. Use the collection search option.

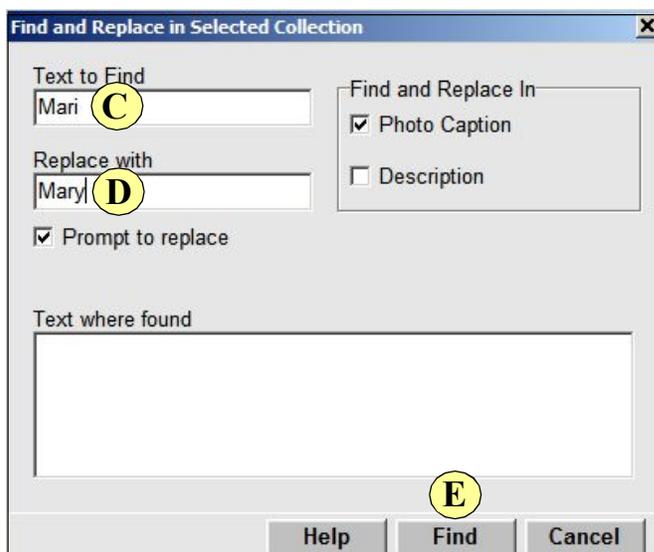
1. Type collection name (A) at the top left of the main display.
2. Click the “Find” button (B) and the collection will be highlighted.
3. Click “Find” button again if a collection with a similar name was found or until the correct collection you are looking for is displayed.



Find and Replace

Use this option to “Find” a specific word in all the files in a collection and then replace the word with another word. For example, you discover that the middle name of your great-grandfather was incorrectly spelled as Steen. You have several entries with the misspelled name that need to be changed.

Select the collection, open the Collections menu and select Find and Replace. Select where you would like to search in the collection - caption, hotspot or description. Enter the text (C) to be replaced and then enter the text you would like it replaced with (D). Click Find (E).

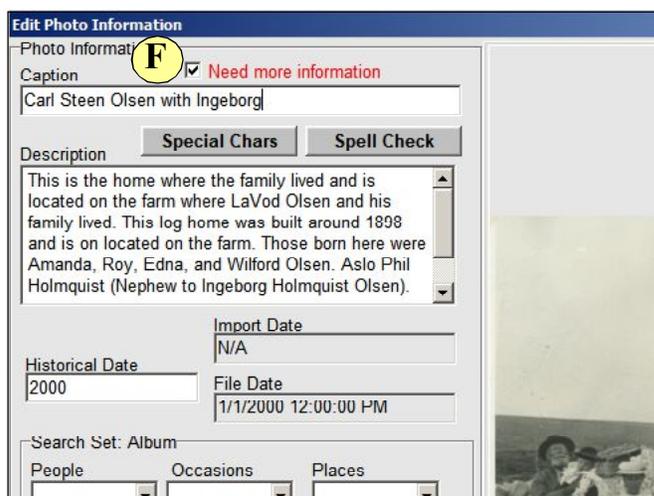


Find Resources Need Info

Would you like to easily find files that need more information? Occasionally you may import photos that do not have any or limited information. Remembering which photos need more information will become an impossible task unless you have the memory of an elephant!

Right click on a thumbnail from the Main display. Select Edit Info. The option, “Need more information” (F) is located at the top right of the display. Click the little box. A check mark will appear indicating the file needs information.

Search through a collection by selecting a collection, open the Collections menu and then select “Find Res Needs Info.” Files will appear.



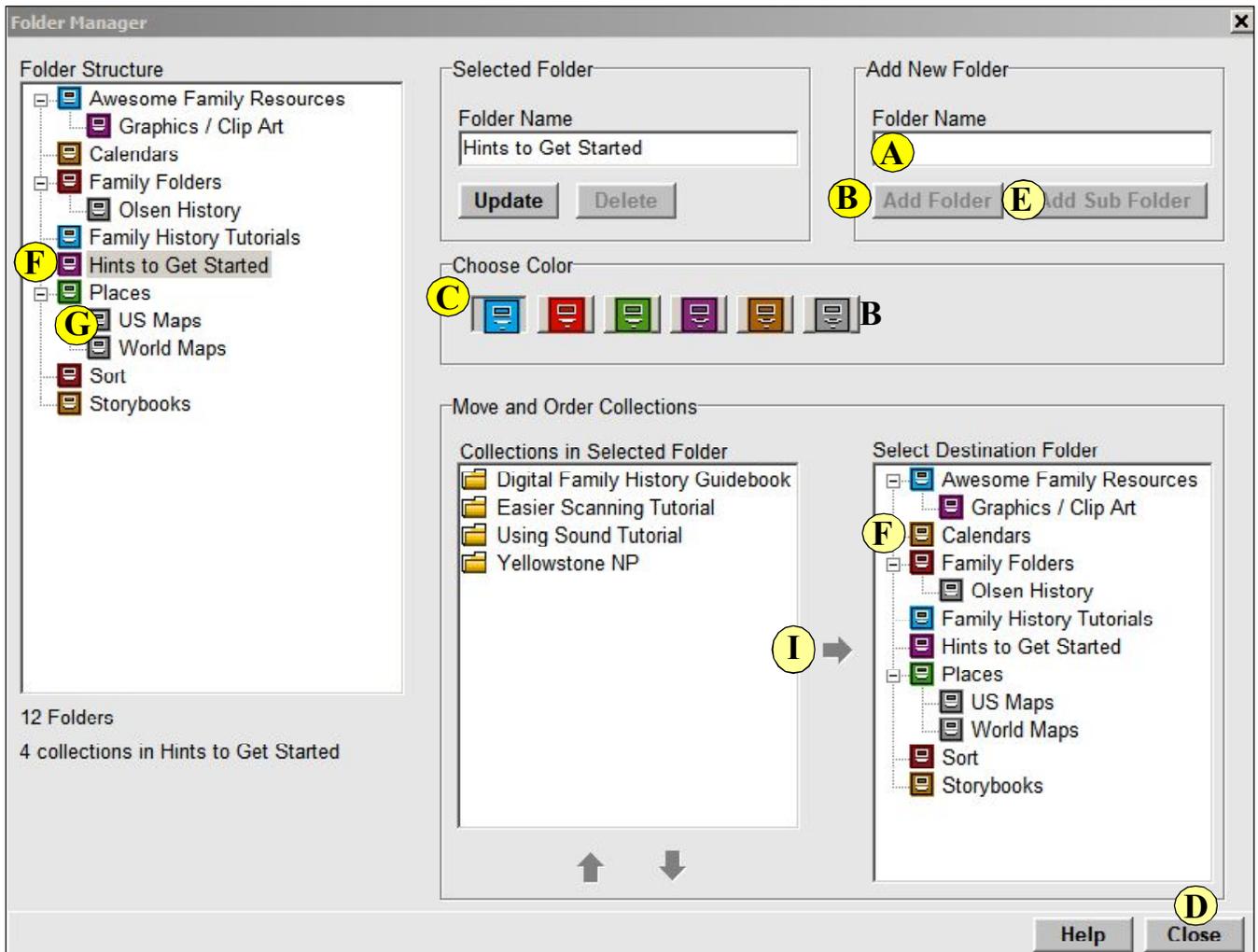
Using a Folder



What's a Folder?

A "Folder" is a place to group and store collections. Folders can be different colors making it easy to spot different categories. A folder may have subfolders with collections under each subfolder. Just remember, the only thing you can put into a folder is collections.

A folder is a holder of collections.



Creating a Folder



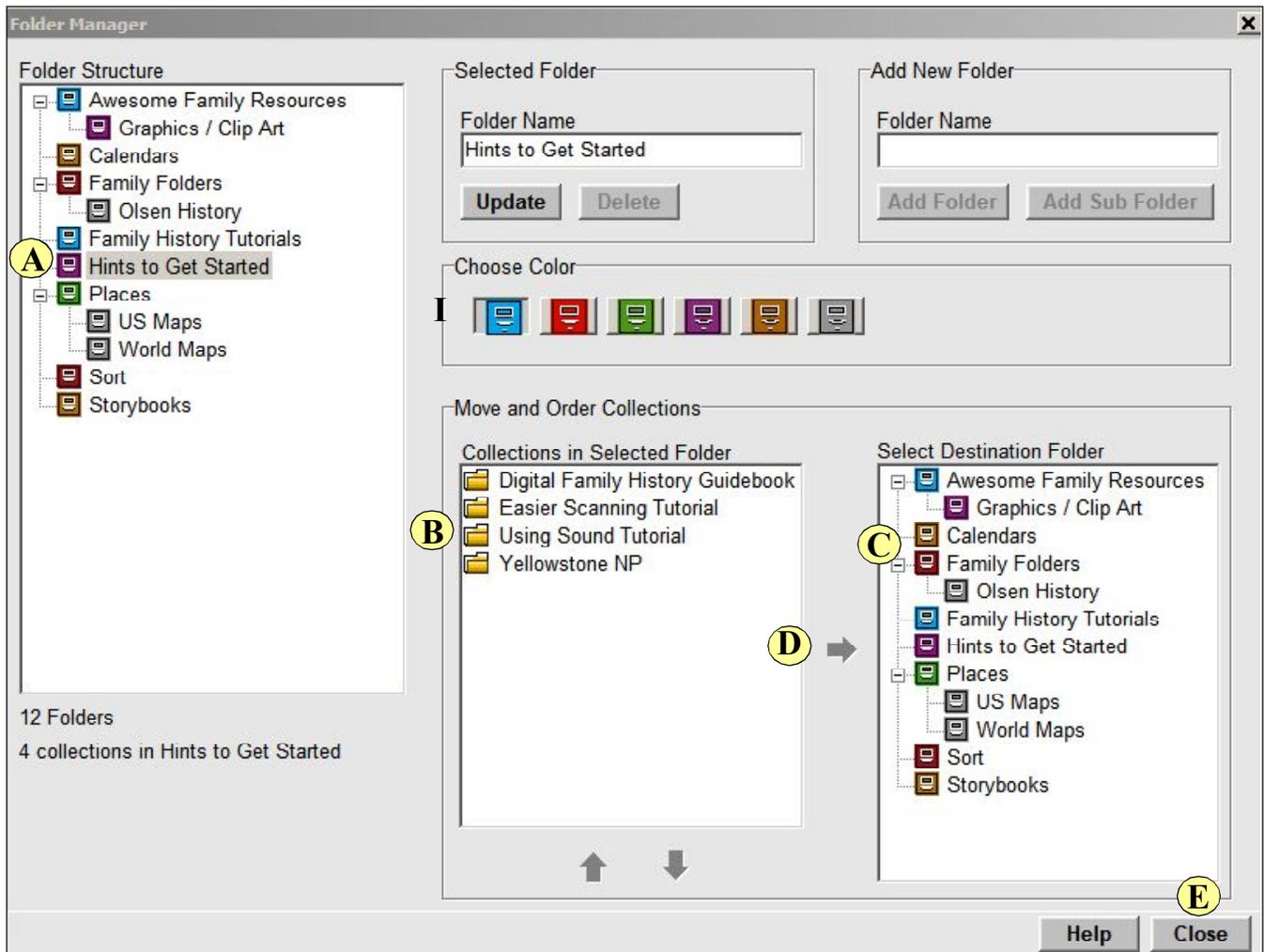
1. Click the "Folder" icon on the Getting Started toolbar or open the Collections menu and click the "Folder Manager" option.
2. Type a new name in the Folder Name box (A).
3. Click the Add Folder button (B).
4. Select a folder color (C). Click on one of the colored folder icons.
5. Click the Close button (D).

Creating a Sub Folder

1. Click the "Folder" icon on the Getting Started toolbar or open the Collections menu and click the "Folder Manager" option.
2. Type a Subfolder Name (A) and select a folder the subfolder will be created in (F).
3. Click the Add Subfolder button (E).
4. Select a folder color (C).
5. Click the Close button (D).

Folder Options

Folders serve a different purpose than a collection. A folder holds and organizes collections. Using a folder and subfolders may make it easier to organize and find specific collections later.



Use Folder Manager to Move Collections

1. Click the green Folder icon or open the Collections menu and select the Folder Manager. 
2. Select a Folder (A).
3. Click the collection to be moved (B).
4. Select a folder (C).
5. Click the blue, right pointing arrow to move the collection (D) into the folder.
6. Click the Close button (E).

Drag Collections to a Folder or Subfolder

1. Left click on a collection and hold down the mouse button.
2. Drag the collection to a Folder or Subfolder and release the mouse button.

Note. You can not drag a collection and drop it on another collection. You must drop the collection on the folder icon.



Click the How button. Watch the Creating a Folder movie.

Folder Order Display Options

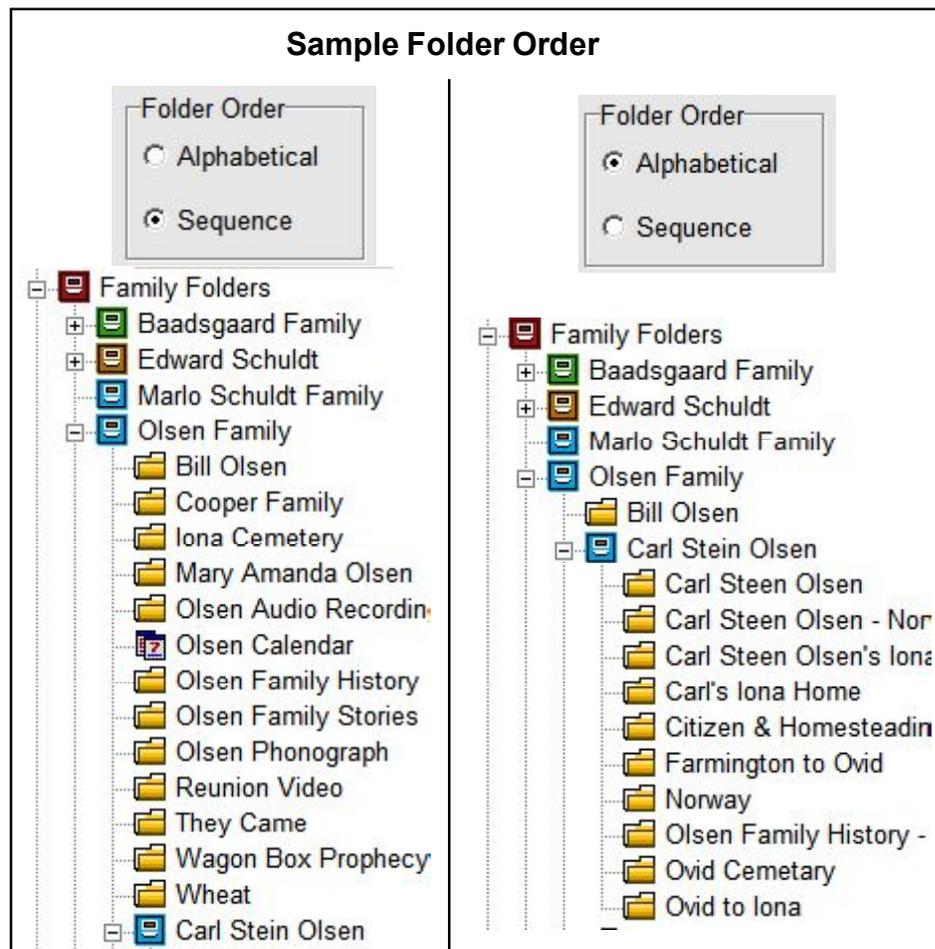
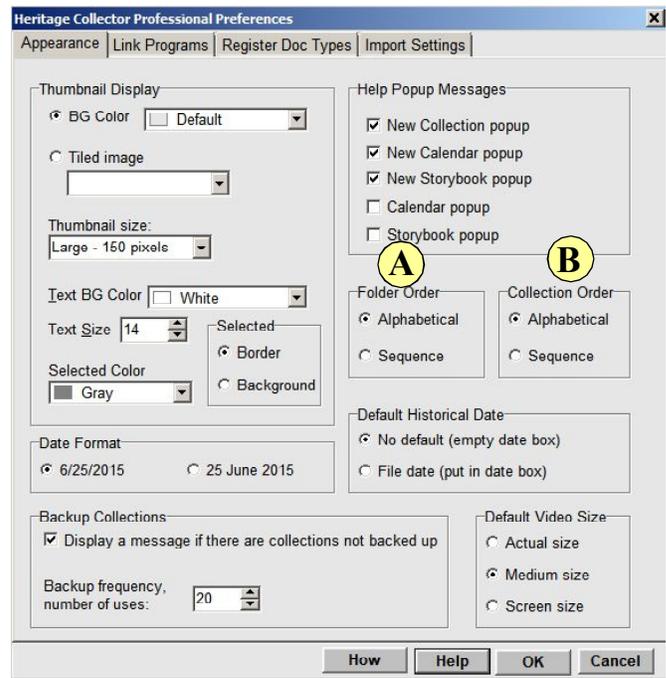
The display order of folders may be changed by selecting one of following options:

Alphabetical - Display folders according to the first word in a title.

Sequence - Displays folders in the orders in which they were created.

Change Folder or Collection Order

1. Open the Collections menu.
2. Select the Preferences option.
3. Select the Appearances tab.
4. Change the Folder order (A). Select Alphabetical or Sequence.
5. Change the collection order within a Folder (B). Select Alphabetical or Sequence.

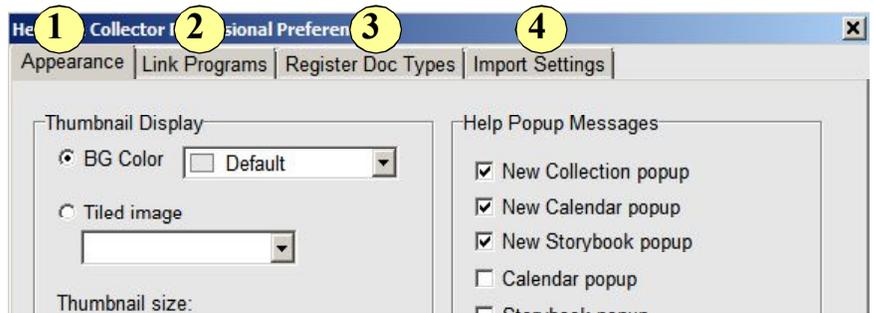


Changing Preferences



Preferences Option

Many display and format options may be personalized.



Preference Tabs

Appearance (1). Controls the size thumbnails and the way the main display appears.

Link Programs (2). Display and use other programs and their associated file types. Double click on the file thumbnail. The program loads and displays the file.

Register Doc. Types (3). Display and use other types of document files.

Import Settings (4). Select and set the type of files that can be imported into the program.

Appearance Settings

Thumbnail Display. Background color or tiled image, size, text size, or border color (A).

Date Format (B). MM/DD/YY
DD/MM/YY

Backup Reminder (C).

Help Pop Messages (D).

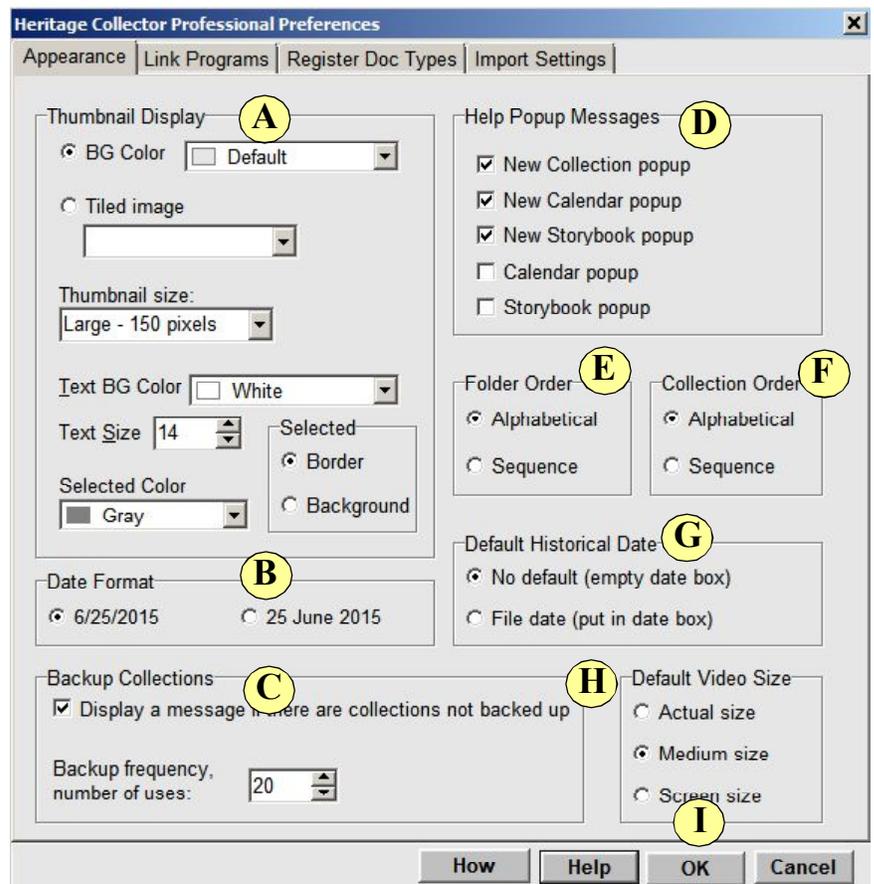
Folder Order (E).

Collection Order (F).

Default Historical Date (G).

Default Video Size (H).

Click the “OK” (I) button after making any changes to the settings.



Link Programs

Several different programs may be used with Heritage Collector. Select the type of program you would like to link.

Click the “Browse” button and then locate the folder where the program has been installed. The Program Files or the Program Files (X86) are folders where programs are typically installed.

Open one of these folders, select the folder containing the program and then click on the name of the software program which usually have a colored icon and the file name ends with “.EXE”.

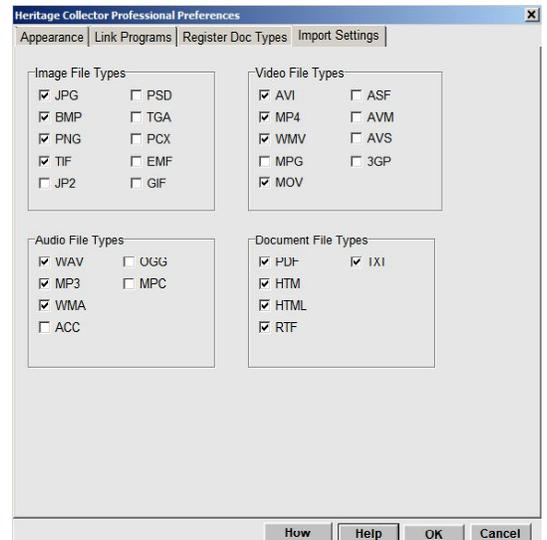
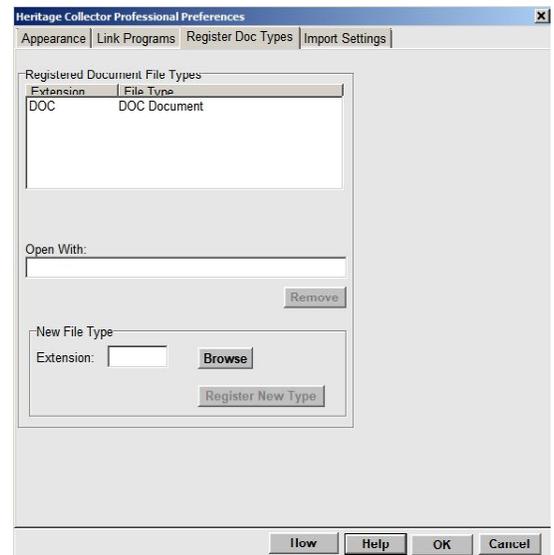
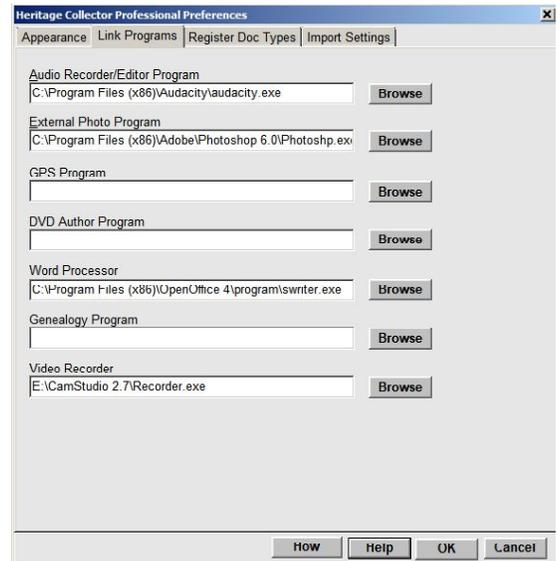
Register Doc Types

This option allows you to “link” or associate different kinds of document files and then specify the program to use to open and run these files.

You will then be able to import and open a specific file type by double clicking on the thumbnail shown in a collection.

Import Settings

There are many different types of photo, video, audio, and document types. Specify the types of files you would like to use.



Photos Menu



Photo Options

The Photos menu provides a list of many features, processes and options you can use with one or a group of photos.

Photos

Import Resources
Import From Device
Scan Photos
Batch Scan

Enlarge Photos
Edit Photo Info
Enhance Photo

Photo Hotspots
Photo Linkspots
Compare Photos
Photo Options

Convert Photos
Resize Photos
Embed Information

Rotate / Flip Photos
Copy Photo to Clipboard

Merge Photos
Frame Photo
Collage
Annotate Photo
Reflection
Photo Sphere
Panorama

Import Photos. Select a folder from which to import (copy) photos into a collection.

Import from Device. Attach a phone or other device such as an external hard drive. Select this option to make it easier to find the device and folder containing photos.

Scan Photos. Scan a photo into a collection.

Batch Import. Scan several photos into the Sort folder containing the Scan collection. Later, the scans can be moved into other collections.

Enlarge Photo. Select a photo thumbnail, and select this option to display the photo full screen. *Double clicking on the thumbnail will also display it full screen.*

Edit Photo Info. Add or edit the caption, description, date and other photo information. *Right clicking on the thumbnail and select Edit Info to do the same thing.*

Enhance Photo. Access several enhancement options to Improve photo quality.

Photo Hotspots. Label people in a photo. Associate sound and video files.

Photo Linkspots. Associate and link to photos and resources in the same collection.

Compare Photos. Select two or more photos and then select this option to enlarge and display the photos on the same display.

Photo Options. Select this menu item to display and access the following options.

Merge Photos. Combine two photos into one.

Frame Photo. Crops and frames a photo.

Collage. A montage is a work of art created by adding photos on a background photo to form a single image.

Annotate Photo. Enter a caption and draw a line to a desired area or person in a photo.

Reflection. Creates a mirror image or reflection under the photo.

Photo Sphere. Display a photo in 360 degrees.

Panorama. Display a panorama.

Convert Photos. Change image file to a different file type.

Resize Photos. Decrease / increase image size.

Copy Photo to Clipboard. Places the photo in memory so it can be pasted to another program. Photos may be arranged in different orders. Changing the photo order may be necessary if you would like to display the photos as a slide show. There are two ways to change photo order - Drag and Drop or Resequence.

Rotate / Flip Marked Photos. Mark one or more photos and select the appropriate action for ALL the photos marked.



Embed Information

Image files may be the only thing that survive all the changes in technology in the years to come. A caption, description and GPS coordinates may be permanently embedded within an image file.

How To Embed Information

1. Select (click) thumbnails images. To select all images in a collection click on the first thumbnail, hold down the shift key and click the last thumbnail. *This will select all images in a collection.*

2. Open the Tools menu and select Embed Information. This embeds the photo caption, description and GPS coordinates into the IPTC portion of the image file. Click the IPTC button when using the Edit Info option to view this information.

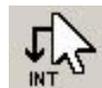


Drag Photos to Different Collections

Collections will grow in size as more files are added. Soon you will need to move photos and files to different collections or you may create new collections and move photos into the new collections.

Drag and Drop Photo Thumbnails

1. Display a collection.
2. Click to mark one or more thumbnails.
3. Left click and hold the mouse button down on one of the thumbnails. Drag to a collection and Release the left mouse button.



The "Internal Drag" option must be selected before you can drag photos within a collection.

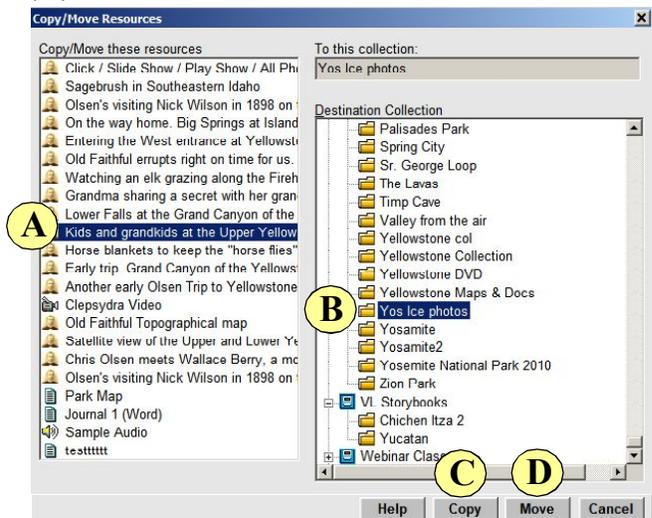


The type of active drag and drop option will be shown as a button at the bottom of the display.

"Click the "Drag" options button located at the bottom of the display to change drag and drop options.

Copy / Move Resources Option

1. Open a collection to copy / move photos from.
2. Open the "All Resources" menu.
3. Select Copy / Move - Marked or ALL resources.
4. Click description(s) to select (A).
5. Select collection (B) and click "Copy" (C) or (D) "Move" the files into that collection.



Changing Photo Order in a Collection



Change the Photo Sequence

Change the order or sequence of thumbnails in any collection at any time.

Display Order

Change the display order of files and photos displayed in a collection.

Click the Display Order option in the “All Resources” menu and one of the following options:

Original. Photos appear in the same order as they were imported.

Sequence. Manually move or change the sequence of photos and files in a collection.

Alphabetical. Reorder images in a collection based on the photo or file date or when files were imported.

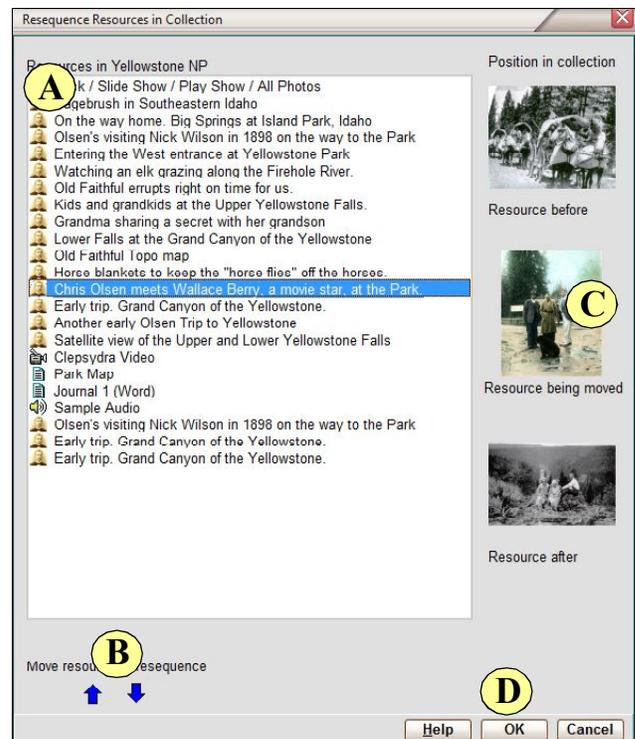
Date - Order based on the date.

Drag and Drop Photo Thumbnail

1. Right click to select a thumbnail.
2. Left click and hold the mouse button down while dragging the thumbnail to a different location in the collection.
3. Release the mouse button.

The Resequence Option

1. Select a collection.
2. Click the Collections on the Main Menu and select the Resequence option. A list of photo captions will appear. *Blank lines appear for photos without a caption.*
3. Click the caption of the photo to be moved. Thumbnails will appear.
4. Move the photo selected up or down in the sequence by clicking the ‘Up’ or Down arrows. You can also left click and hold on a caption and then drag it up or down. Photos will move past the center photo (highlighted or selected photo) (C).
5. Click OK (D) when you are finished changing the photo order of a collection.



Hotspots



Using Tags

There's a fun and easy way to label everyone in a photo. It's called a photo "Hotspot" or a tag. Chose from several hotspot shapes and an unlimited number of colors.

Rounded Corners

Rectangle

Transparent Text

Pointer

Pointer

Pointer

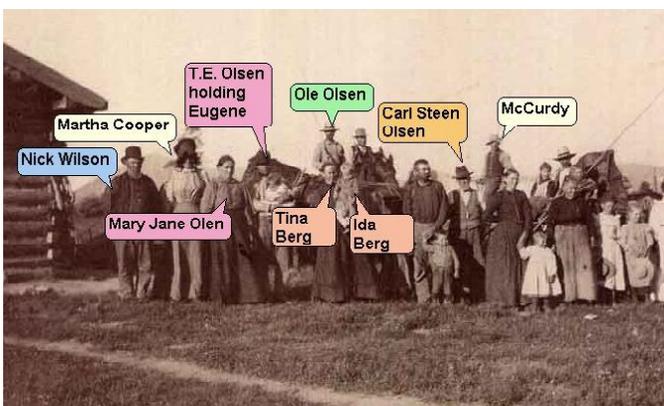
Pointer

Pointer

Pointer

Photo Hotspot Tags

Once hotspots have been added, move your mouse over the photo and see the names appear over each person. Hot spots are more accurate than captions since they point to each person.



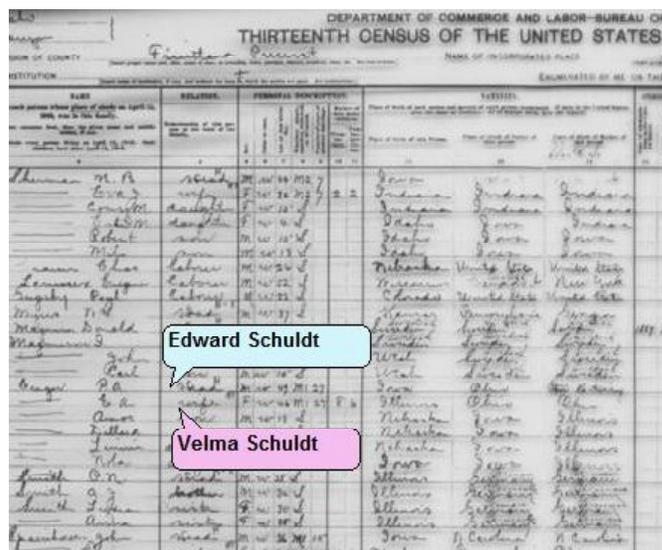
Video Spots

A hotspot can play a video when the mouse is passed over a photo. Just think how fun it would be to view a photo and immediately see a video of the same place the photo was taken or short video about a person in the photo.



Family History Tags

Finding specific information on a census or other types of genealogical records can be difficult when you don't know where to look. Instead of studying and trying to read the whole record just look where the hotspots are pointing.



You could also add audio narrative (Audio Spot) to the record to share personalized information and stories.

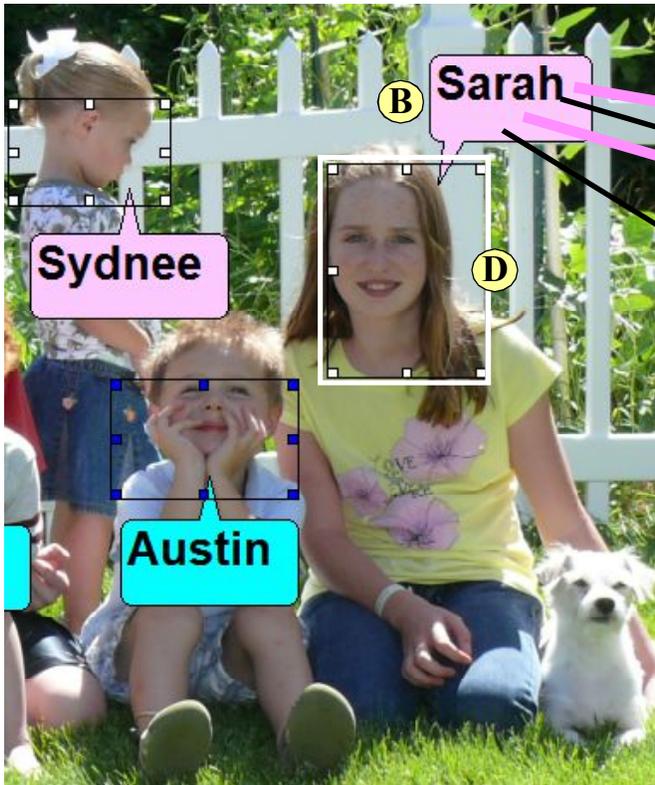
Audio Spots

A hotspot can play a sound file. For example, the hotspot on this image will play an old song my dad used to sing when my sister and I were kids.

It was fun for my children to hear my dad sing and speak to them when the cursor was passed over the old photo of me and my dad photo!



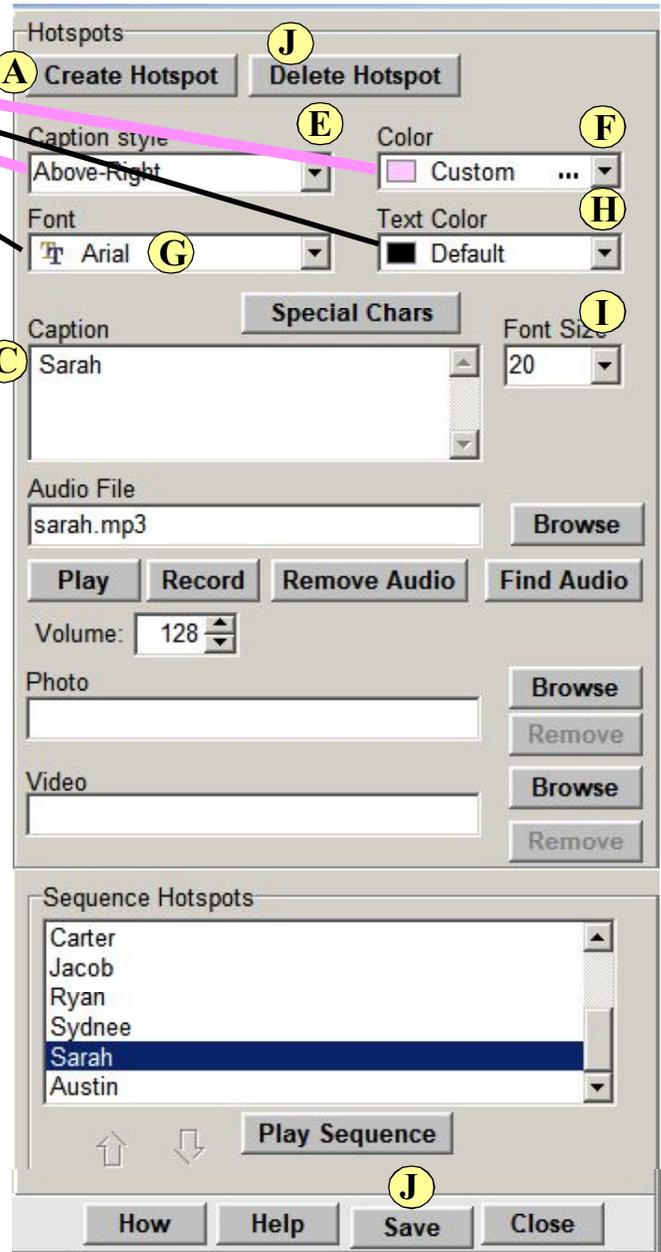
Hotspot Options



Create a Hotspot

Any photo can tell its own story using a variety of hotspots. Here's how:

1. Right click on a thumbnail. Select the Hotspot icon or select Photo Hotspots from the menu.
2. Click the Create Hotspot button (A). Move the cursor to area where the hotspot will be created and left click (B).
3. Type a name or description (C). *Each Hotspot has a limit of 45 characters. Create up to 50 Hotspots per image.*
4. Active Area. Each hot spot has an "active area" or rectangular shape that may be changed to fit the area being marked. Click and drag the little white squares to change the shape or location of the active area (D). Moving the cursor through the active area will cause the hotspot to appear and / or a sound file to play.
5. Hotspot Style Options. Change the caption, balloon type (E), balloon color (F), type of text font (G), text color (H), font size (I).
6. Click the "Save" (J) button when finished.



Move a Hotspot

Click a hotspot while holding down the left mouse button to move or drag the Hotspot.

Delete a Hotspot

Select the hotspot and click the Delete hotspot button (K).

Audio Hotspot Options



Personalize Photos With Audio

Hotspots make it possible to make photos interactive. Instead of just displaying a name or caption, a hotspot can play a video or an audio file.

A photo comes to life as you hear your dad, child or a relative share a story about the photo or an experience in their life.

Create an Audio Hotspot

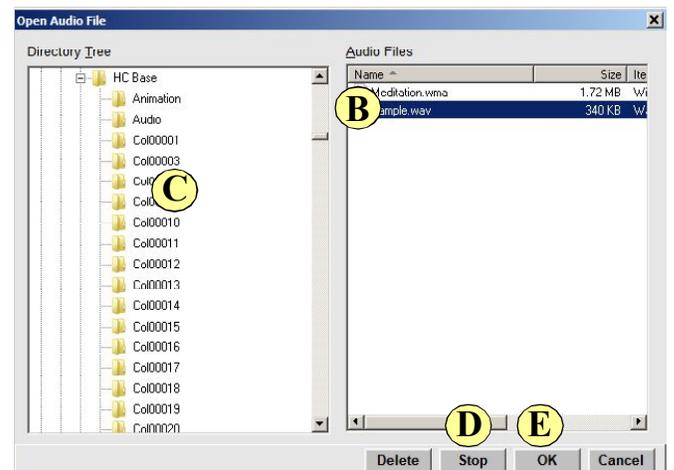
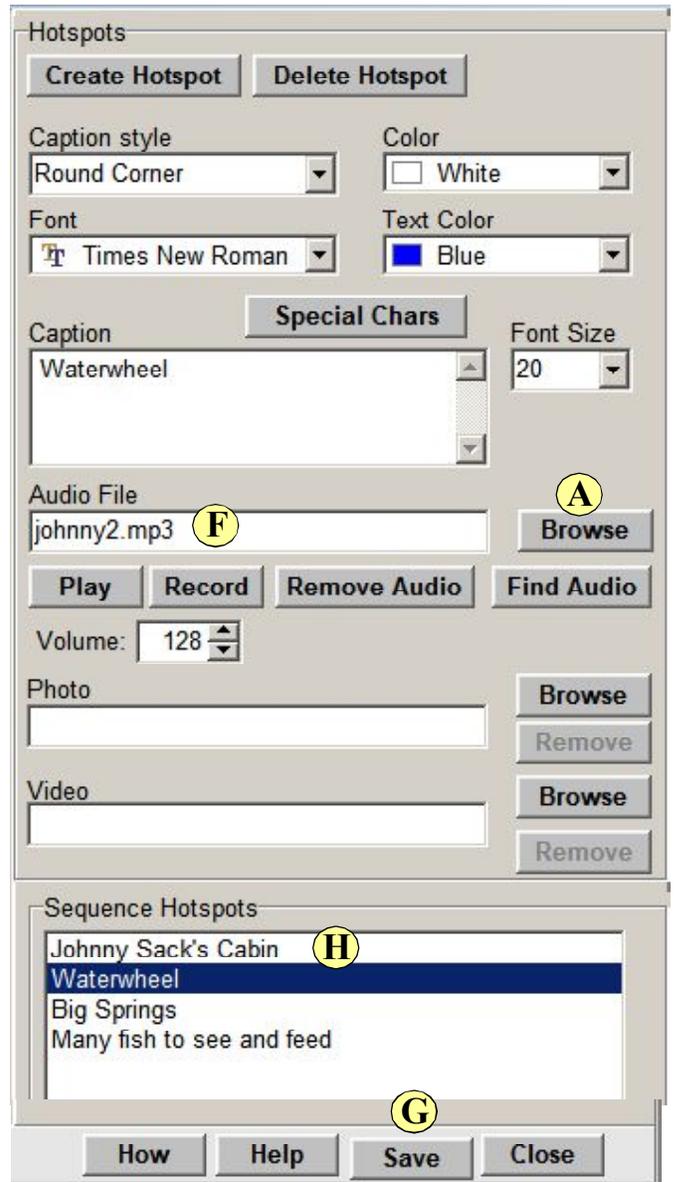
Audio files need to be created or accessed from a folder on your computer. Consider creating a folder called “Audio” on your C drive. Copy some sound files into this folder. You may need to use a sound editing program such as Audacity to create or edit audio files.

1. Create a hotspot (see previous page).
2. Click the “Browse” button (A) and then access the Audio folder (B) or another folder containing audio files on your drive.
3. Click on an audio file (C) to select it.
4. Click the “Play” button (D) to listen to the file.
5. Click “OK” (E) to select the file.
6. The name of the file selected will appear in the Audio File window (F).
7. Click “Save” (G).

Test your new audio hotspot by passing the mouse cursor over the new hotspot.

Change the Hotspots Display Order

Hotspots will “play” or appear during a slide show. The display order or sequence may be changed. Hotspots are listed (H) in the Sequence Hotspots windows. Change the order left clicking while holding the mouse button down and dragging the hotspot caption up or down. You may also change the order by left clicking on a hotspot caption and then clicking on the up or down arrows at the bottom of the window.



Video Hotspots



Do More With Video Hotspots

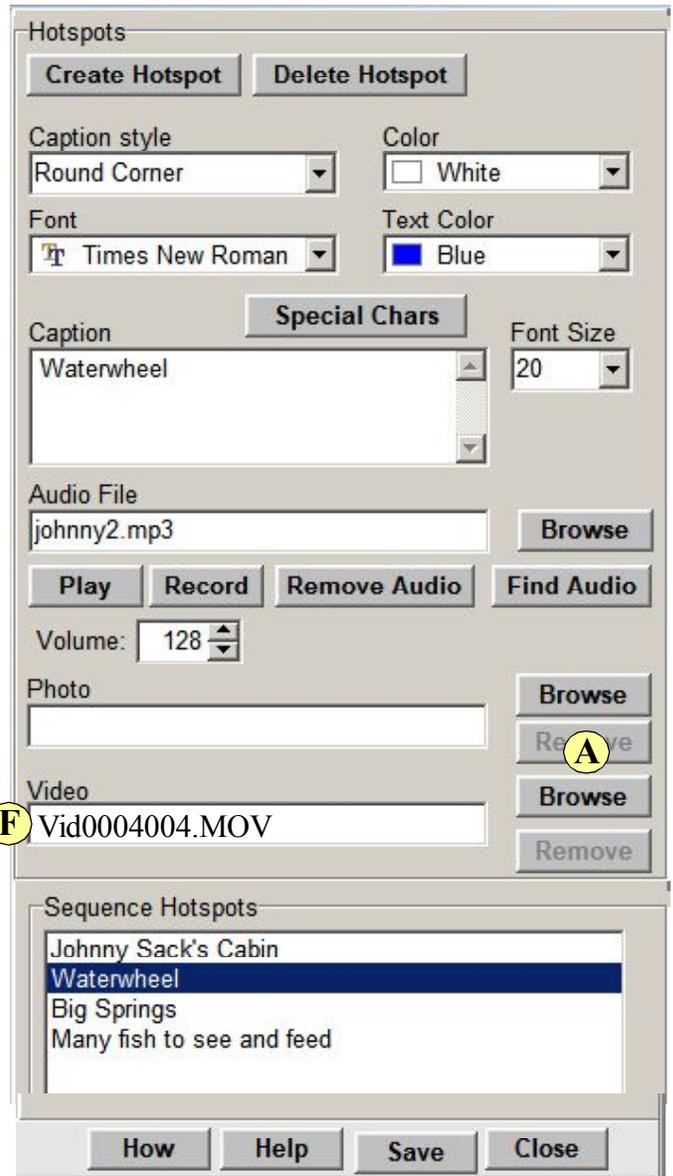
Viewing a photo is a passive experience. Watching a short video that plays from a hotspot on a photo transports us to the location of the video as if you were actually there where the video was taken.

Create a Video Hotspot

Video files will need to be created or accessed from an existing collection. It may be easier to copy video files into the same collection from which you will be creating video hotspots.

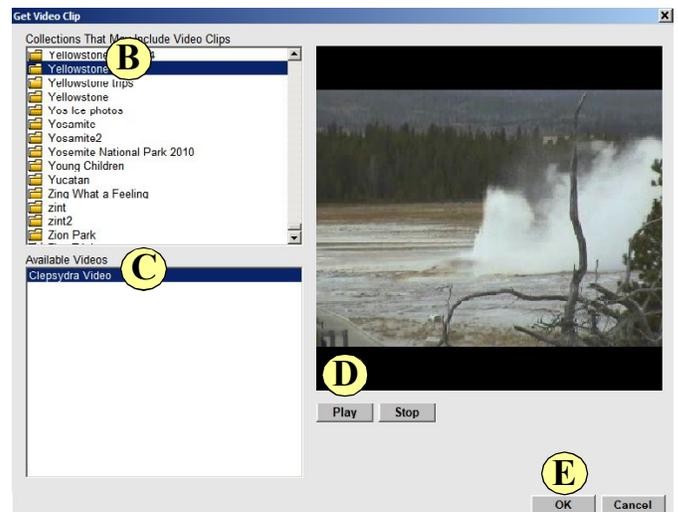
1. Create a hotspot (see previous page).
2. Click the "Browse" button (A). A list of collections will appear (B).
3. Click on the collection containing the video you wish to use.
4. Select a video (C).
5. Click "Play" (D) to preview the video.
6. Click "OK" (E).
7. The video file name will appear (F).

Test your new video hotspot by passing the mouse cursor over the new hotspot.



F

A



The Right Click Menu and a Few Tips



Save Time With a Right Click

Right click on a thumbnail and a menu containing the most used functions will immediately appear.

Right Clicking

Right click on a thumbnail to display the following options. A few of the most commonly used options are listed below.

Enlarge Photo Edit Info Enhance Photo	
Photo Hotspots Photo Linkspots Photo Options	>
Resize Photo Export Photos Rotate / Flip Photo	>
Go To Map Go To Web	
Copy / Move Photo	
Print Photo Delete Photo	Del
Copy Photo to Clipboard Mark All Resources Unmark Resources	Ctrl+C Ctrl+M Ctrl+U

Tips

Click to Mark

Single left click a thumbnail to mark it. Double click a thumbnail to display the photo full screen, open a document, play a movie clip or open other files.



Delete Marked Resources

Deletes all marked resources at once. Mark thumbnails, open the Resources menu and click "Delete Marked Resources."

Rotate, Mirror and Flip

Save time by rotating or flipping several images at one time. Select the image and click the icon located on the Share toolbar.



Entering Photo Captions

Use one or two word captions when importing a group of photos. Later, search the same words and add more information.

E-mail Resources

Click the thumbnails you would like to send and click the e-mail icon on the Share Toolbar or open the Resources menu and select E-mail Resources.



Clean the Camera Card

Use the "delete original photo" option in the import option when importing to empty the camera card.

Use Shortcut Keys

Keys can be used in Menus as indicated by an underlined letter (Copy). Hold down CTRL key and press the letter key.

- Ctrl+M Mark all resources
- Ctrl+U Unmark resources
- Ctrl+C Copy photo to clipboard

Fast Caption Editing

Right click a thumbnail. Select Edit Info. Highlight the caption. Right click, and select Copy. Click the Next button, right click on a caption and select Paste.

All Resources Menu

All Resources	
<u>I</u> mport Resources <u>S</u> can Photos and Documents	
Enlarge Photos <u>E</u> dit Resource Info	
<u>C</u> opy/Move Resources <u>E</u> xport Resources Batch Assign Info Go to Map Go to Web Page	
Ma <u>r</u> k All Resources Ctrl+M Unmark Resources Ctrl+U <u>D</u> elete Resource Delete Marked Resources	
Display Order > Copy Resources to Clipboard Paste From Clipboard	Original Sequence Alphabetical Date



All Resources Menu

A “resource” is defined as a file such as a photo, video, document, PDF or other file type. The All Resources menu provides options to manage and work with different types of resources.

Go to Web Page. Selecting this option will display a URL if the photo has a URL associated with it in the Description field.

Mark All Resources. Select all files in a collection.

Unmark All Resources. Deselects or unmarks all marked files in a collection.

Delete Resources. Delete file(s) selected.

Delete Marked Resource. Delete marked files.

Copy Resource to Clipboard. Left click on a thumbnail to select the file. The image can then be pasted into another document or program.

Paste From Clipboard. Paste the previously selected file into a collection.

Display Order. Change the display order of files and photos displayed in a collection. Click the Display Order option for the following options:

Original. Photos appear in the same order as they were imported.

Sequence. Manually move or change the sequence of photos and files in a collection.

Alphabetical. Reorder images in a collection based on the photo or file date or when files were imported.

See page 15 for additional ways to change the photo and file order in a collection.

See next page for instructions about changing display order of folders and collections.

Import Resources. Select a variety of file types to import into a collection.

Scan Photos. Scan into collections.

Enlarge Photos. Select a thumbnail and then select this option.

Edit Resource Info. Add or edit information.

Copy / Move Marked Resources. Move or copy files to another collection. (See page 15).

Export Marked Resources. Select one or several thumbnails and then use this option to copy the selected files to another location.

Batch Assign Info. Add the same information to a group of resource files.

Go to Map. For resources that have GPS coordinates, select Go To Map in the GPS/Maps menu, click the Go To Map.

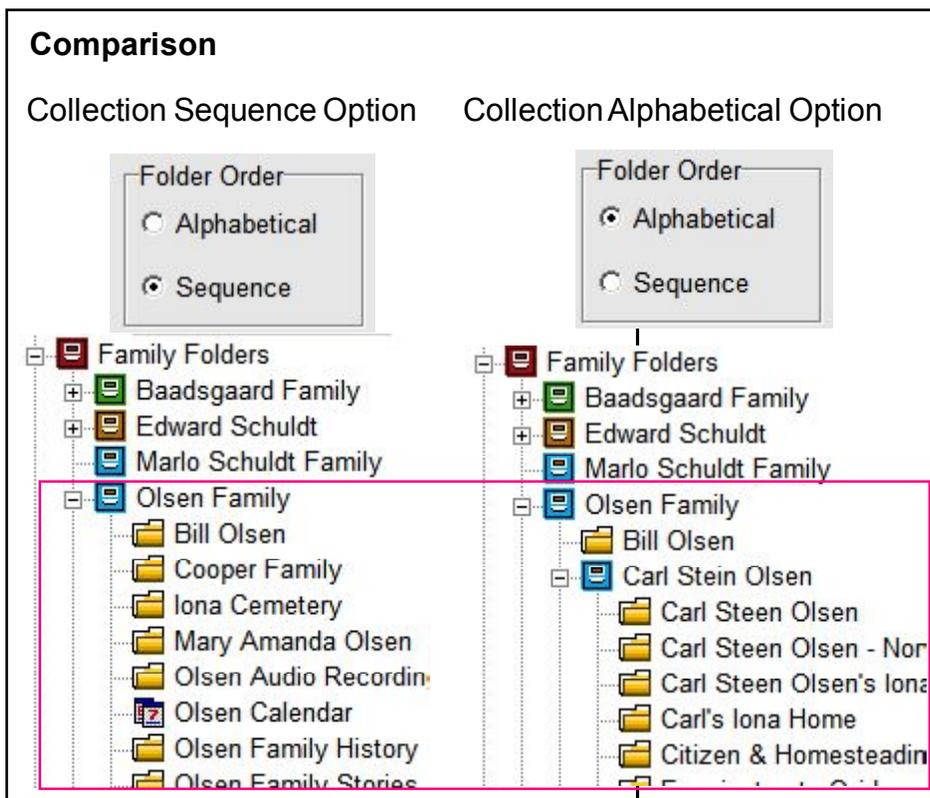
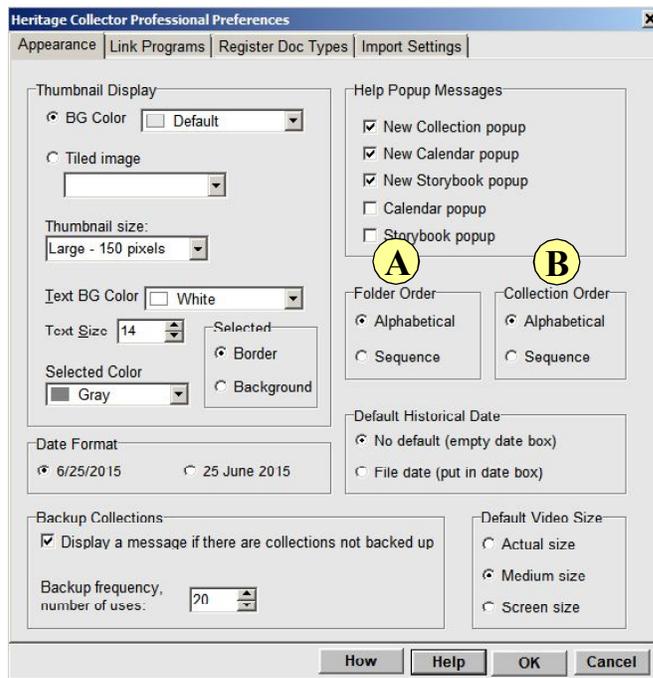
Change The Folder / Collection Order

Change The Folder / Collection Order

The display order of folders and collections may be changed. Do the following:

1. Select the Collections menu.
2. Select Preferences.
3. In Folder Order (A), select Sequence, Alphabetical, or date.
4. In Collection Order (B), select Sequence or Alphabetical to change the order of collections.

The options listed above are not permanent and may be changed by selecting different options.



Note: The photo order within a collection may be changed. See the "Changing Photo Order" section of this manual for instructions.

Download Additional Manuals



Several other intermediate and advanced are available in PDF format and are free to download. Click on the link below:

<http://heritagecollector.com/new.htm>

Click on the What's New folder and then open the Get Ideas / Learn New Things collection. Open the PDF and click on the link.

