

HeritageQuest Online™

Printing Enlarged Census Images with Adobe Reader, version 8.x

Note: To get the best results when printing census page images from HeritageQuest Online, you must have Adobe Reader installed on your computer. These detailed, step-by-step instructions are for Reader version 8.x.

To print a copy of the entire census page (image) you are viewing, you can use the standard Print button [Print](#) within the HeritageQuest Online interface. However, you may obtain better results by selecting sections of the page and printing these sections from within Adobe Reader. Follow these steps:

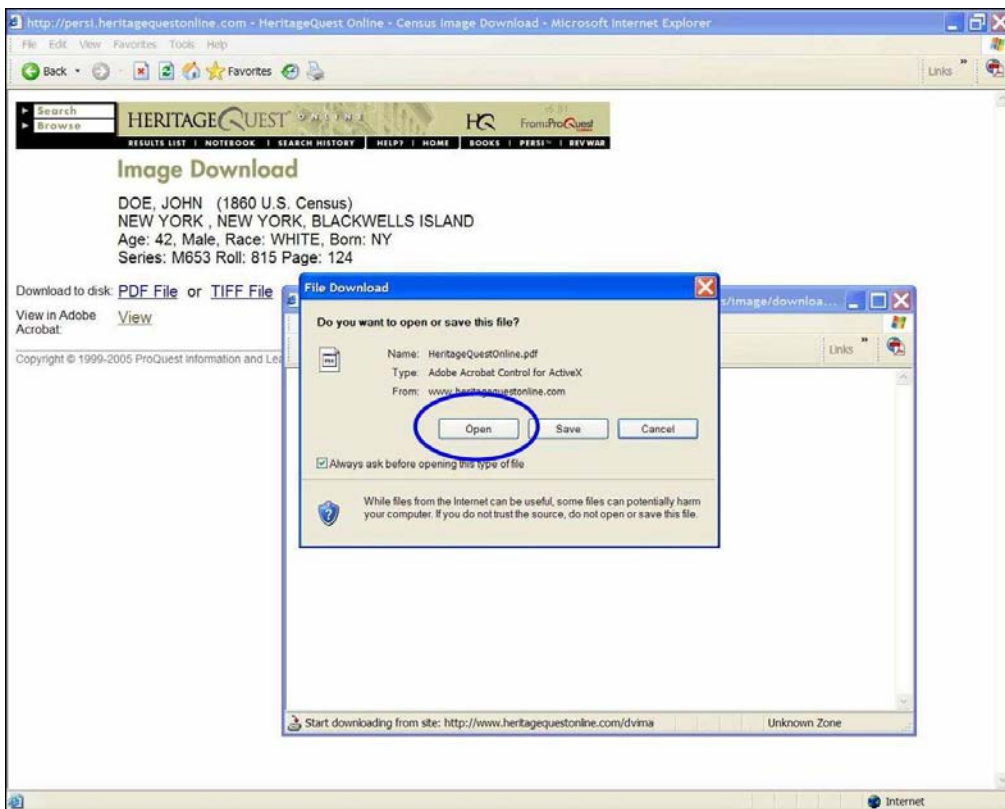
1. Begin by making sure you are viewing the census image you want to print.
2. Click on the **Download** button just above the census image (see circled area below):

The screenshot shows the HeritageQuest Online interface in a web browser. The page title is "Census Image" and the breadcrumb trail is "1860 > NEW YORK > NEW YORK > BLACKWELLS ISLAND". The series information is "Series: M653 Roll: 815 Page: 124". Below this, there is a table with columns for Surname, GivenName, Age, Sex, Race, Birthplace, State, County, Location, and Year. The first row shows "DOE JOHN 42 M W NY NY NEW YORK BLACKWELLS ISLAND 1860". There are navigation buttons for "PAGE" and "NAME". Below the table, there are buttons for "Print", "Download" (circled in blue), "Positive", and "Negative", along with a "Zoom: 100%" dropdown. The main content area displays a scanned census page titled "SCHEDULE 1--Free Inhabitants in Blackwells Island, in the County of New York, State of New York, enumerated by me, on the 29 day of June, 1860. Post Office: Mrs. Pratt". The page contains a detailed table with columns for Name, Sex, Age, Color, and various other attributes, with handwritten entries for each individual.

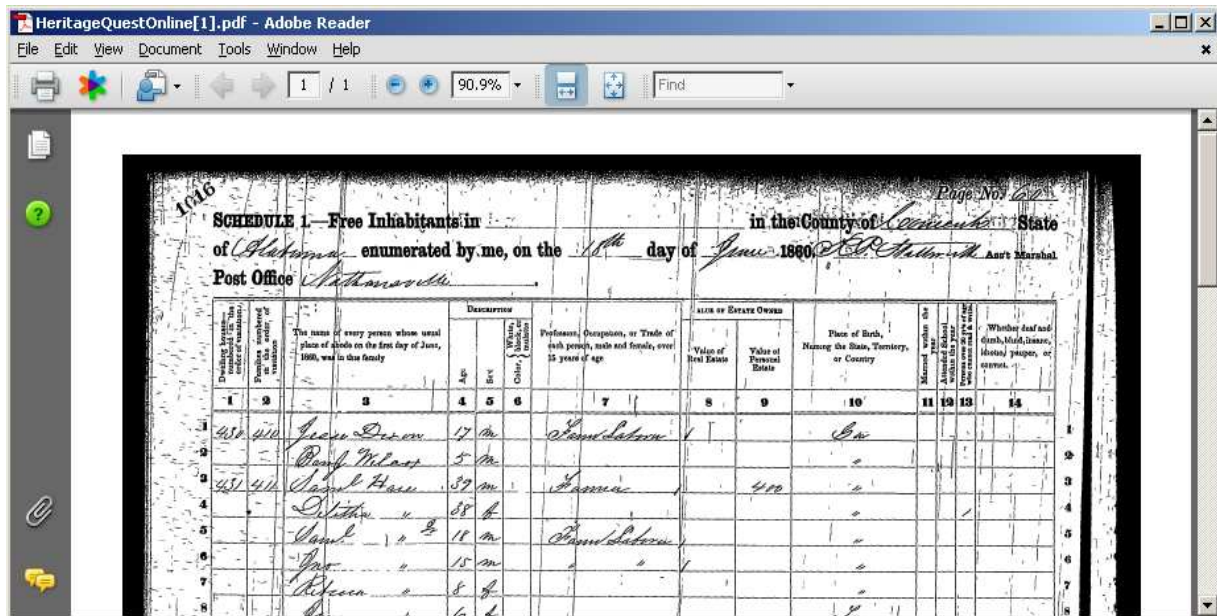
- To view the census image in Adobe Reader (or Adobe Acrobat), **click on the View link** (see circled area below):



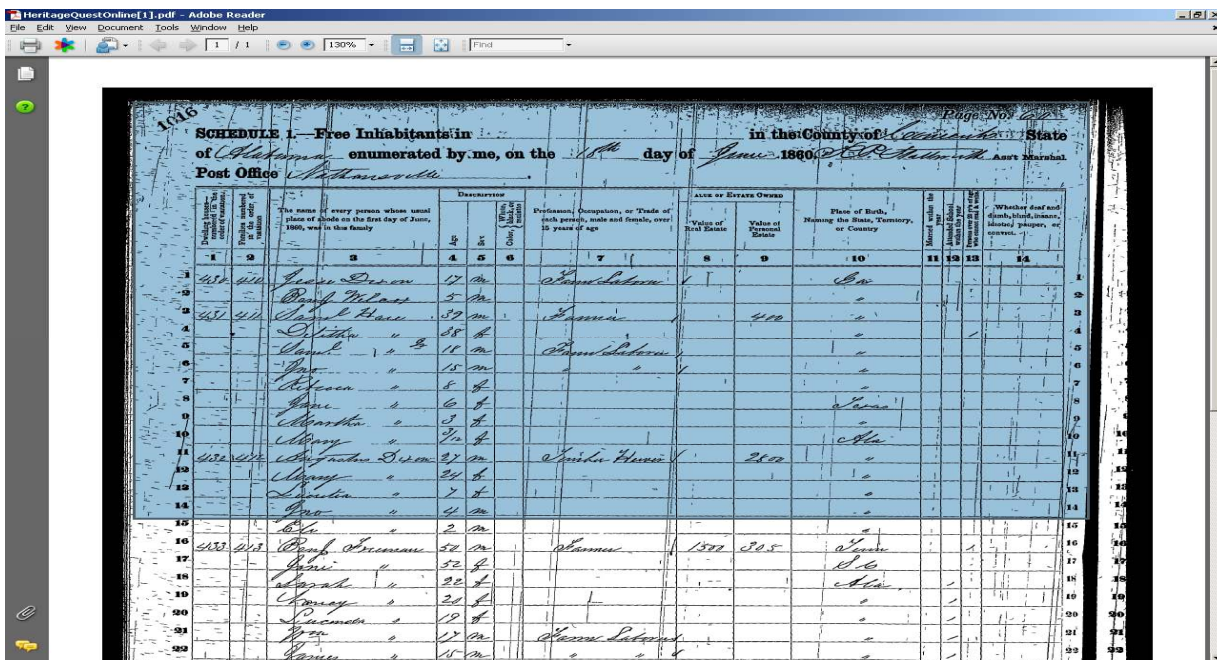
- The File Download window *may* appear, asking “Do you want to open or save this file?” If it does appear, **click on the Open button** (see circled area below). Otherwise, go to step 5.



5. You should now see the census image within the Adobe Reader plug-in application (which is also within the browser window), as shown below. You may need to maximize the window size to improve your view.

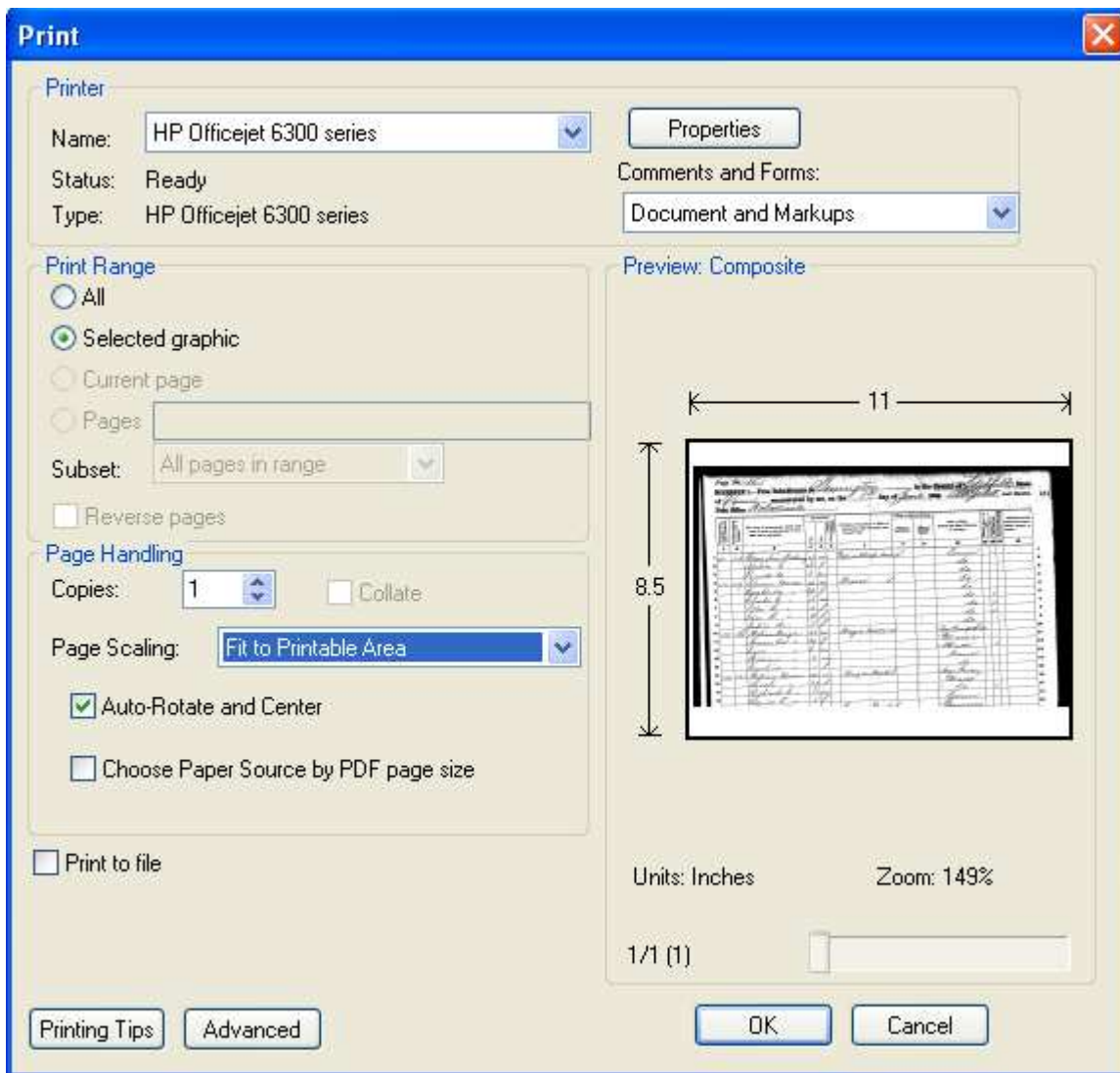


6. To print a section of the census image and make it larger and more readable on paper:
 - a. **Click on the Tools menu.** Then click the Select & Zoom menu. Find Snapshot tool and click on it.
 - b. Then, by holding down the left mouse button, click and drag the crosshair pointer to select a section of the census image to print. The selected area will be highlighted in a light blue color. A pop-up window will announce that, "The selected area has been copied to the Clipboard." Click the OK button. (You can disable the pop-up window in the future by clicking on the box next to the words, "Do not show this message again.")



- c. When you have selected an area to print, **click on the Print button** in Adobe Reader. **Caution:** Do not click on the browser's Print button, which is usually found near the top of the window. (Depending upon how you have Adobe Reader configured, the browser tool buttons may or may not appear at the top of the window.)
- d. The Print dialog box will appear. For Page Handling, select **Fit to Printable Area** in the drop-down list. The selected section of the census image will expand to fit the selected paper size and will be shown in the Preview pane.

The Auto-Rotate and Center check box should be automatically checked. If not, click on the box.



- e. Set the print options in the Print dialog box:
- To change the page layout orientation (when necessary), click the Properties button on the Print dialog box. Within the Properties dialog, select **Landscape** instead of **Portrait** orientation. Click the OK button.
 - If **legal size** paper (11" x 14") is available, click the Properties button on the Print dialog box. Within the properties dialog, select legal paper size (or in some cases, click on the Advanced button *within* the properties dialog box and select the legal paper size.) Click the OK button(s).
- f. You should be back to the Adobe Reader Print dialog box. When you are ready to print, click the OK button in the dialog box.

NOTE-The Snapshot Tool may be added as an additional & permanent icon to the Adobe toolbar. Right click with your mouse in the blank area of the Adobe toolbar. Select 'More Tools' from the menu. Then in the 'More Tools' dialogue box you'll find the Snapshot tool at the end of the list. Put a check mark in the box next to 'Snapshot Tool' and click the 'OK' button. Now the Snapshot Tool will be available on the toolbar.