

Getting Started With Heritage Studio

Heritage Studio presented by Heritage Makers

A new client's guide to:

- Activating Account
- Starting a Project
- Creating a Project
- Submitting a Project
- Publishing Tips

This guide is for use with Heritage Studio Basic and Classic Heritage Makers products. For Heritage Studio Select and Heritage Studio Premier accounts, please see additional instructions provided by your Heritage Consultant.

Dear friend,

Congratulations on making the life-changing decision to become a Heritage Maker! You – and your loved ones – will enjoy the wonderful moments ahead as you celebrate your own special stories – your heritage. Now, let's get started!

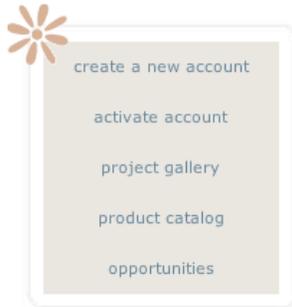
Important Note: The Heritage Studio system will work with Internet Explorer. However, for the best performance, I recommend that you access the internet using Mozilla Firefox. Firefox is an internet browser, like Internet Explorer. To download the latest version of Firefox for FREE, go to www.mozilla.com and follow the instructions for your type of computer. After the download is complete, click on the Firefox icon on your computer desktop to access the internet.

Note: Online tutorials and a "Help" menu are available on the Heritage Makers website to help you every step of the way.

I look forward to helping you as much or as little as you need as you build lasting legacies of family heritage!

- Enjoy!

Step 1 Activate Your Heritage Studio Account



Your Heritage Consultant has or will give you a Client ID number. This number will be used each time you login to your Heritage Studio account. (You can also use your email address). The first time you visit the site, you will need to activate your account and set up a password (part of the activation process) one time, so that you will be able to access your account in the future.

- Go to www.heritagemakers.com
- Click on the “Activate Account” option
- Enter your Client ID
- Follow the instructions to verify your information and set up a password

Congratulations! After following these steps, your Heritage Studio account is activated!

A screenshot of a web form titled 'activate account' in a light blue header. Below the title, there is a line of text: 'If you received your account at one of our in-home Celebrations, use the following form to activate your account.' The form contains two input fields: 'Enter your account number:' followed by a text box, and 'Please enter your postal code:' followed by a text box. At the bottom of the form is a blue button with a white play icon and the text 'continue'.

Step 2

Click on “Go To My Account”

After your Heritage Studio account is activated, you will see a window with the heading, “Activation Success.” This page will show two options:

- Browse Our Products
- Go To My Account

From the “My Account” page, you can:

- Access your account credits
- View recent projects or begin a new project
- View photo albums or create new photo albums
- Track recent orders
- Change your password
- Change you subscription preference
- **Start your Heritage Makers project**



If you are not sure which type of Heritage Makers product you would like to start with, select “product catalog” and review the variety of products offered. You are sure to find something that meets your needs. With each product, there is an option to “Get Started.” By clicking this link, you are on your way to starting your Heritage Makers project!

Step 3

Choose Your Heritage Makers Product

- Review each product's features and decide which type of product you wish to use to publish your story or preserve your memories.

There are many wonderful options available with something to meet just about every need. You might want to speak to your Heritage Consultant as they have additional suggestions and resources to help you get started.



- Click on the “Get Started” button next to the project you have chosen to create.
- Follow the instructions for creating your Heritage Makers book, poster, StoryCard, StoryPost or Family Fold Out. Whatever you choose, you will receive helpful step-by-step instructions.

Step 4

Gather Your Images Offline

After you have decided which type of product you wish to publish, review the online template and layouts for that particular product by clicking on “Get Started” for that product.

Go through the template options to get an idea of the layouts that you want to use and the number of pages needed. This will help you determine how many images you will need. As you gather your images, begin to organize them by date or theme. You do not need to enter text or upload images at this time. For some Heritage Makers products, helpful cue sheets and/or Storybook Planners are available. Cue sheets are available to download from your Heritage Studio account or ask your Heritage Consultant for details.

Step 5

Write Your Story

This step can be done away from your computer, as you gather thoughts, letters, interview loved ones, etc. Need some story writing ideas? Refer to your Storybook Planner or contact your Heritage Consultant for additional suggestions.

Again, you may wish to refer to your online template to get an idea of the space and content needed for each page. (Note: If you do not need to or already have gathered information, some authors prefer to enter the text directly into the online template, as they are building their pages one by one.)

The Secrets of Story Writing

By Dr. Sharon Murdoch, Founder of the Storybooking Process

1. **Audience** – Choose your audience and write to them.
2. **Narrow the Vision** – Do not feel you have to write a lot on every page.
3. **Start Talking About the Idea** – Share your story idea with others.
4. **Dates, Places and Names** – Keep these to an interesting minimum.
5. **Sprinkle With Humor** – Include humor in your story, if possible.
6. **Add Conversation** – Include actual words spoken by a loved one.
7. **Concentrate on Story Threads** – Weave fragments of life together.
8. **Highlight What Appeals to You** – Never forget that you're the author.
9. **Add Favorite Quotes and Poetry** – A wonderful option to add text.
10. **Closure** – Give your story a summary or restatement of the objective.

Step 6

Create Your Photo Album

- From the “My Account” page, click on “Photo Albums.”
- Click on “Create New Album.”
- Follow the instructions to upload the digital images that you wish to use from your computer.

If you have physical photographs that you would like to use, scan them in at 400 dpi or higher (no need to exceed 800 dpi) and save them in RGB color and in the JPG format. (Does this sound like a foreign language? Don't worry! Your Heritage Consultant is ready to help!)

Tip: You may also view the online tutorial for creating photo albums.



Your Photo Albums may also be used for future Heritage Makers projects.

Step 7

Create Your Heritage Makers project

- If you have already started your selected project with the instructions found in Step 3, then you may select “The last uncompleted project you worked on was:…Click here to continue.” This is found on the “My Account” page under “My Projects.”

OR

- To edit another project, select “go to current projects”, and click on the project you would like to edit, then click the edit button (the one that looks like a mouse).

Adding Photos

- To place your photos, click on the photo box that says, "Click To Place Image". This will bring up the editing page. Select the photo album from the drop down list in the lower right hand corner and choose which photo you'd like to place. (Hint: it works best to choose a photo that is the same shape as the space in which you are placing the photo. If the photo is a different shape, be prepared to crop your photo to make it fit).
- The dotted box in the editing window needs to surround the area in your photo that you would like to have on your page. You can drag the corners of the box to be larger or smaller.
 - If the box is **green**, the size is ideal and will print well.
 - A **yellow** box indicates that the photo will print a fair quality.
 - A **red** box indicates the photo will print poorly.The color of the box will change as you drag the corners bigger or smaller. You can click the middle of the box to position it (drag it) where you want it, then select "crop".
- The tabs on the right side of the screen will allow you to rotate the image, adjust the color, or even add a simple border to your photo.
- When you are finished editing your photo, click "Save Image to Project".



The area selected in the image is enough for excellent printing.

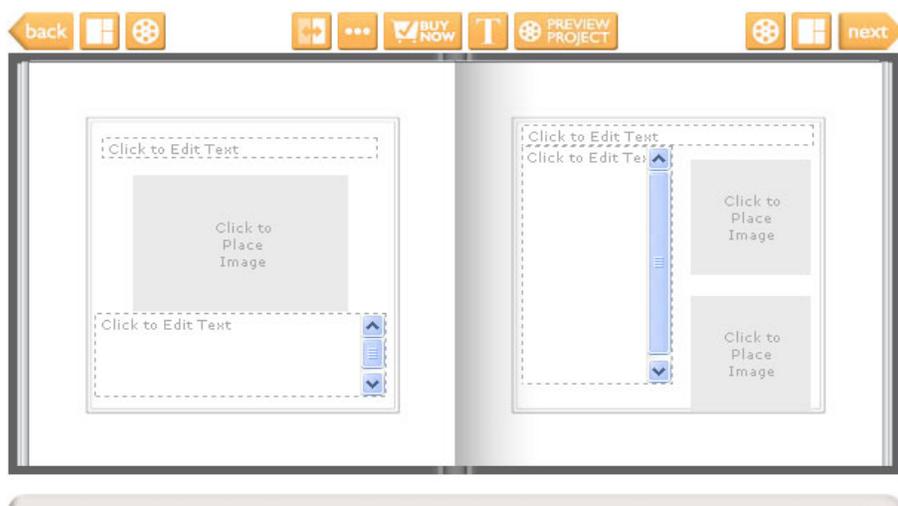
save image to project

Adding Text

- If you have chosen a layout that includes text, select "Click To Edit Text." This will bring up a web-form box where you can begin typing or you can copy and paste your story from a NotePad (or WordPad) document. Note the recommended text length in each area of text editor. In the text editor you can:
 - Spell check
 - Paste from Notepad (check your Project or Page Preview to make sure the text transferred to the Publisher template successfully)
 - Left align, center, or right align text
 - Indent
 - Insert symbols
 - Insert a numbered list or bullet list

Important: After editing text make sure to preview your page to ensure that your text isn't too long or that words run into the border or off the page, using the Preview feature. This is also a good time to edit your text carefully for misspelled words, incorrect dates, grammatical errors, etc.

- As you build your book, remember you have the option to change layouts, fonts and backgrounds as well as the ability to preview each page. (Just move your mouse over the orange icons and wait a second and a description of what each icon does will appear)



Using Heritage Studio Select or Heritage Studio Premier

In addition to the classic features and publishing of Heritage Studio Basic, the Heritage Studio Select and Heritage Studio Premier accounts offer more features, storage space and an exciting line of Scrap Girls elements for all of your digital storybooking needs! Please ask your Heritage Consultant for additional “how to” details that can turn your story, cards, posters and more into an artistic masterpiece.

Step 8 Submit to Publish

CONGRATULATIONS!

Now you are ready to publish! Follow these steps to make sure your book is published exactly as you wish and get ready to receive your published keepsake right at your door!

- **Preview Your Project** - After you have created your project, **make sure you take the time to edit your book by previewing your project.** This step is vital to ensure your book is everything you want it to be as Heritage Makers is not responsible for typos, misspelled names, or photo quality, since this content is controlled by the author. To preview your project, click “Preview Project” at the top of your project in Publisher. This will create a PDF file of your book. This process will take a few minutes but it is worth the time to ensure your complete satisfaction.

Note: When viewing the PDF preview of your project, make sure that the red border included in this version of your project does not cover any important part of your book. The red border shows where the pages and

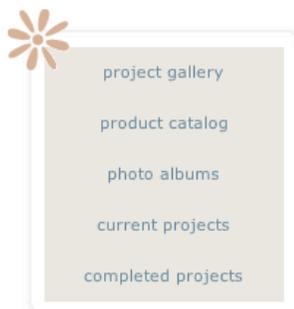
cover will be trimmed and bound during the publishing process and any part of a page or cover that is under the red border will not show in your published book.

- **Submit to Publish** - When you have completed the editing process, submit your project for publishing with the click of your mouse. Click “Buy Now” and follow the instructions for submitting your book for publishing. This process will send your project to Heritage Makers for quality care and publishing. Then, get ready to CELEBRATE - you will receive your special order in about 3 weeks!



Publishing Tips

Where does my project go? How can I order more copies? The information below answers these questions and a few others you may have about publishing with Heritage Makers.



- After you have started a project, it will go into your “Current Projects” library and can be found there whenever you need to edit, make additions, etc. It will move to your “Completed Projects” library when you submit it for publishing.
- When loved ones see your published book, poster, etc. they may want a copy (this happens a lot!). You can order as many additional copies of your Heritage Makers projects as you need, whenever you wish, through your Heritage Studio website.
- Heritage Makers is committed to excellence and your complete satisfaction. If you find that you missed a typo, want to change an image, etc. after reviewing your published book, simply return it to Heritage Makers with a Heritage Assurance form and it will be re-published at half

price. Note: Additional pages will be calculated at the full price. (A “Project Preview” is available with every Heritage Makers project, to thoroughly review your project before submitting to publish.) We realize that Heritage Makers books become more than favorite bedtime stories. They become heirlooms that will be shared with generations to come. That is why we are committed to give you a product of unequalled value and quality.

Questions?

Your Heritage Consultant is ready to help you every step of the way! Please feel free to contact your Heritage Consultant at any time. Happy heritage making!

I am your Heritage Consultant:

