Using Drop to Swap Templates in Heritage Makers
By Helen Watt

If your projects are already in digital format, you can upload them to the Heritage Makers site and use the Drop to Swap Templates to pull them into your project already pre-designed in SBC/Artisan or any other Software.

There is a Free App – to download pics from your phone to HM.

I recommend creating a filing system first and then upload photos to it.
- HM is NOT an editing program, fix that first. (so in MM/Historian or whatever software you use, fix the Red Eye, colors, or shading)
- Don't CROP your photos, keep the largest pixels. (so if in MM/Historian you have already edited the photo, go back to Original photo, edit the red eye, color, shadows and upload THIS photo to HM.)

Register for a FREE HM Studio account at: www.heritagemakers.com/barborozco or Sign into your HM Studio account

Go to Template Gallery

Type in one of the Key words (Drop to Swap or Helen Watt) to find the Drop In templates, OR

Click on the Template Gallery and Browse the Gallery to find the one you want.

There are many different Drop to Swap categories, so don't just think of the 1 picture a page on a 12x12, in some cases it could be 2 pictures, or 1 picture on an 8x8, etc.

In Heritage Makers, you are only allowed one project open at a time.

After you start working with Studio and you find you don't need the extra colored tips surrounding the page, simply click on Design Guide in the upper right hand corner – this turns this off. You can always turn it back on.

If you are trying to check the resolution of a photo, click on the "Tools" Unlock (padlock) button on the left side of the screen in the Tools section (bottom right of the Tools section), if you have a **Green** RIBBON surrounding the outside of your page, you are good to go.

To zoom in on pic and see how large you can go with a zoom in:
- Pink = locked
- Green = Good
- Yellow = cautious
- Orange = more cautious
- Red = Stop – don't use

To Zoom in on a photo (i.e. Crop), go to the Adjust button to move photo (Tools)
Lock it and you can then see a scale to zoom in
You HAVE to have it LOCKED to be able to zoom picture.
Other editing is done in the "unlocked mode"

You can print other software projects with Heritage Makers (SBC, Artisan, Photoshop). Margins are what you have to adjust based on software. The owner of the software program has to make it fit to work with other printers such as HM.

Don't adjust the size of the Drop to Swap templates, go back and adjust the page in SBC/Artisan (to avoid white space)

The 12x12 Pages are evenly spaced, but a little bit smaller.

First, with any project you are going to move from SBC/Artisan to HM Studio, do a Save As of the StoryBook or Page Print.

Page Prints
1. If using SBC/Artisan = go into your SBC/Artisan project and mark the margins 1" SMALLER by clicking on the 1", 11" on both vertical and horizontal sides for Page Prints
2. Click on all the photos and journaling and "Group" them (you can leave the back ground paper and borders depending on where they fall)
3. Move the Group of photos/embellishments with your new margins (i.e. HM Studio Margins). If necessary, shrink them to fit into the revised ruler lines.
4. Once you have everything within the HM Studio boundaries, click Save As and then "Export Current Page" (or you can do multiple pages at a time), when the File Name comes up, change this file Type to JPG. (I believe if you have a higher level HM membership, you can choose to save it as a PNG file, I didn't pay attention to this detail.)
5. Always Export out as FULL, not trimmed.

StoryBook
1. If moving your pages from a SBC/Artisan book to a HM Studio book – are you doing a **Right** page? Or **Left** page?
2. If a Left Page, mark your RIGHT ruler at 1 ¼" from center edge. On the LEFT side, mark the ruler ¾" from the edge. The TOP and BOTTOM still mark 1" from top and 1" from bottom. (If a RIGHT Page, your Right ruler will be ¾", your Left 1 ¼" to allow everything to show up and not in the binding area)
3. Click on all the photos and journaling and "Group" them (you can leave the back ground paper and borders depending on where they fall)
4. Move the Group of photos/embellishments with your new margins (i.e. HM Studio Margins). If necessary, shrink them to fit into the revised ruler lines.
5. Once you have everything within the HM Studio boundaries, click Save As and then "Export Current Page" (or you can do multiple pages at a time), when the File Name comes up, change this file Type to JPG. (I believe if you have a higher level HM membership, you can choose to save it as a PNG file, I didn't pay attention to this detail.)
6. Always Export out as FULL, not trimmed.
7. Your SBC/Artisan designed page.JPG file is now ready to upload to HM Studio as a photo to drop onto the Drop In template pages.

Export the whole project out, it will name it "your project name page 1", "your project name page 2" and you will be able to pull them in to HM Studio in order.

If you decide to do that same page from your Book for a Page Print later – everything is offset to the Right or Left and you need to re-adjust to center it with 1" on Right & Left.

Measurements are not exact, so play around with them until you are comfortable. Pull them into Studio to check them, and if needed make adjustments.

You can turn on the ruler in red green or blue. The grids are in 1"x1" blocks. So if you wanted to create a phone case, you can count out the number of 1" blocks to see how large you should make it in SBC/Artisan.

Bronze, Silver or Gold Club members can create PNG files (artwork) and save them in HM and categorize however you want (plus save money when you order!)

HM Studio is Limited in storage space based on club size.

Idea Book:
    Free Basic = 2 Gig
    Bronze = 10 gig
    Silver = 10 gig
    Gold= 25 gig

Once you **publish and order**, it goes into unlimited space and is no longer taking up your space.

If you store photos in more than one folder on HM, it will take up space in both folders. (so unlike MM/Historian, it doesn't just "point" to the file name, but actually stores the photo a second time taking up space on HM)

If you use the APP on your phone, you will see your folders as you have them categorized. Just make sure to edit the photo with Red Eye and Color BEFORE you move to your HM storage.

PC Keyboard Shortcuts:

Save current progress	CTRL+S
Save and quit	CTRL+Q
Undo	CTRL+Z
Redo	CTRL+Y
Select all	CTRL+A
Select multiple items	Hold SHIFT while selecting items
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Paste in place	SHIFT+CTRL+V
Paste format	SHIFT+CTRL+F
Lock or unlock selection	CTRL+L
Lock all on page	SHIFT+CTRL+L
Unlock all on page	CTRL+ALT+L
Delete item	DELETE or BACKSPACE
Show or hide ruler	CTRL+R
View, fit to screen	CTRL+0

Item Layering:

Send item to back	SHIFT+CTRL+down
Send item backward	CTRL+down
Bring item forward	CTRL+up
Bring item to front	SHIFT+CTRL+up
Scroll item layering, bottom to top	CTRL+right
Scroll item layering, top to bottom	CTRL+left

Function Keys:

Open Studio help	F1
View or hide Tool Box	F2
View or hide Content Explorer bar	F3
View or hide page navigation bar	F4
View or hide spell check	F7

Mac Keyboard Shortcuts:

Save current progress   COMMAND+S

Save and quit   COMMAND+Q

Undo   COMMAND+Z

Redo   COMMAND+Y

Select all   COMMAND+A

Select multiple items   Hold SHIFT while selecting items

Cut   COMMAND+X

Copy   COMMAND+C

Paste   COMMAND+V

Paste in place   SHIFT+COMMAND+V

Paste format   SHIFT+COMMAND+F

Lock or unlock selection   COMMAND+L

Lock all on page   SHIFT+COMMAND+L

Unlock all on page   COMMAND+ALT+L

Delete item   DELETE or BACKSPACE

Show or hide ruler   COMMAND+R

View, fit to screen   COMMAND+0

Item Layering:

Send item to back   SHIFT+COMMAND+down

Send item backward   COMMAND+down

Bring item forward   COMMAND+up

Bring item to front   SHIFT+COMMAND+up

Scroll item layering, bottom to top   COMMAND+right

Scroll item layering, top to bottom   COMMAND+left

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