

How to Create Pictavo Proof Pages

Creating PDFs, or printing proof pages, should be done throughout the design process and can be useful to give you a sense of what your final pages will look like. The **Share & PDF icon** allows you to export your pages as a PDF to then print or share via email. This icon can be found in the top icon navigation bar of the ladder or any page.



1. From the Ladder, or while on a page, click the **Share & PDF icon** and the share window will open.
2. Check the boxes of the items you would like to share, as well as the resolution quality.
 - A low-resolution PDF generates quicker than a high-resolution PDF and is good for checking the general page layout and making sure names and faces match.
 - A high-resolution PDF is recommended when you want to see the quality or detail of an image.
3. Choose whether to save the PDFs on your device or send them:
 - **Save to your device** will generate PDFs to download from Pictavo to save to your computer. See further instructions below.
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If you selected **Save to your device**:

Pictavo will let you know it is generating your PDFs. You may continue working while this task runs in the background.

When your file is ready to download, this PDF icon  will appear in the upper right corner. Pictavo will continue to generate the PDFs even if you log out or close the browser.

1. To view the PDF, click the PDF icon and, from the dropdown menu, select PDF downloads. PDFs will remain in the Download Center for approximately one week before they are automatically removed.
2. After downloading the PDF, click on the printer in the upper right-hand corner to print.

Pro Tip: Proof your book all season long!

Proofing your book should be done throughout the creation process. While you can and should proof your own pages, we suggest you share your pages with other people to help proof your project. Fresh eyes often catch errors that can be easily avoided. For information on sharing pages, see the Printing & Sharing help articles in the Pictavo Help Menu.

If you need assistance creating these PDF proofs, contact the Pictavo Tech Support Team at 800-887-0414.