

EDITING YOUR TEMPLATE

MARGINS

Margins used for the template design is .18 for left, right, top, and bottom. This prints 1/8 inch from the edge. Your margin may be changed to go closer to the edge, or farther from the edge, as desired. Margins may be changed by going to file, page setup, and changing the margins. After change, click ok.

MOVING AROUND IN YOUR TEMPLATE TO EDIT

Use the Tab to move from one text block to another, or click directly in the text box to start typing or editing.

INSERTING THE PHOTO

Templates show a circle or square Auto Shape to insert photos. Double click the shape, at color and lines tab, click on color drop down and click on Fill Effects, click on the Pictures tab, Select Picture (browse to where your picture is stored), click ok after selection until you get back to your template. Shapes can be resized as desired, using the corner arrows. **TIP:** If your photo circle or square is surrounded by a frame, it's easier to add your photo by tabbing to the shape, click on format, AutoShape, color, fill affects, and add the photo.

CHANGING THE SHAPE OF THE AUTO SHAPE

Microsoft Word - Select the AutoShape that you want to change.
On the Drawing toolbar, click Draw, point to Change AutoShape,
point to a category, and then click the shape you want.

Microsoft Publisher - Select the AutoShape that you want to change.
On the Arrange menu, point to Change AutoShape, point to a command, and then click the shape you want.

GRAPHICS

Can be moved or resized as desired. Simply click on the item you desire to change, use the arrows located at the top, bottom, and sides of the shape. **TIP:** Using the corner arrows will get better results in retaining the shape of the photo.

POEMS AND ACKNOWLEDGEMENTS

Be sure to choose any poems, verses or acknowledgements from our site that you may wish to add to your program. You may use the following links. All text from these pages can be copied and pasted into your program.

www.obituaryprogram.com/thankyouacknowledgements.html

www.obituaryprogram.com/versesandpoems.html