FUNERAL TEMPLATES

Step by Step instructions

1.

OPEN
Open your template using Microsoft Word on a desktop or laptop. Microsoft Word is available for PC or Mac (the Mac version is called 'Microsoft Word for Mac').

PLEASE NOTE: The files will **not load** or edit properly with Google Docs, Mac Pages, Open Office or free Microsoft Word apps.

2.

EDIT
Edit the text - All text is setup inside text boxes. To edit, click where you see text and begin editing the document. To add any additional text boxes, it's best to copy and paste one that is already in the template as it has been set up correctly.

Edit the photos - Use the **'How to insert photos'** instructions below for help on editing and adding more

3.

PRINT
Print at home or **save the template as a PDF** (if you're taking it to a print shop or printing from another printer). This will ensure that the template loads and prints correctly.

For further instructions on printing, see:
'Printing your template' page below.

For more help and tips on editing your template:
click here for a video tutorial and FAQ's

or copy and paste this link into your browser (web page):
https://funeraltemplates.com/pages/how-to-edit-your-funeral-template

How to insert photos

1. Click on the Word document either to the right or left of the photo.

2. You will see a box appear, this is a text box. The photo has been placed inside the text box.

3. To change the photo follow option 1 or option 2 below:
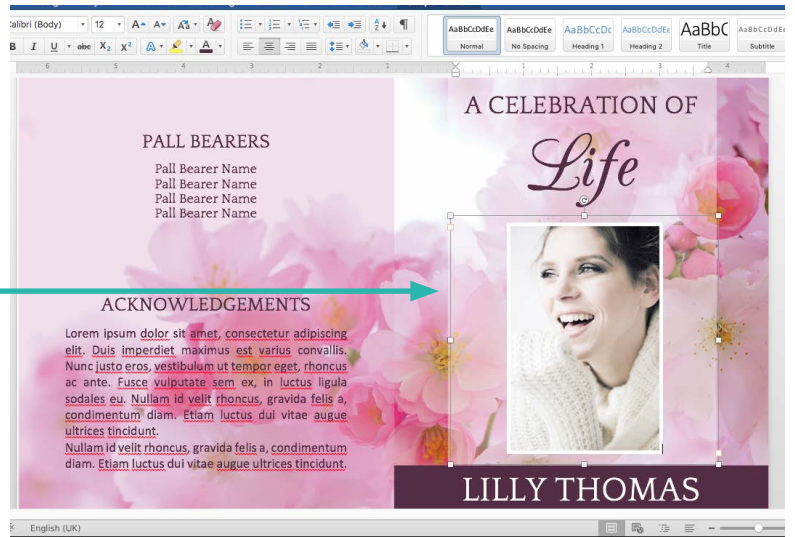
Option 1 - Right click the photo, select 'Change Picture' and select a new photo from your computer.

Option 2 - Delete the photo, click on the text box and insert a new image from the Insert menu in your Word document.
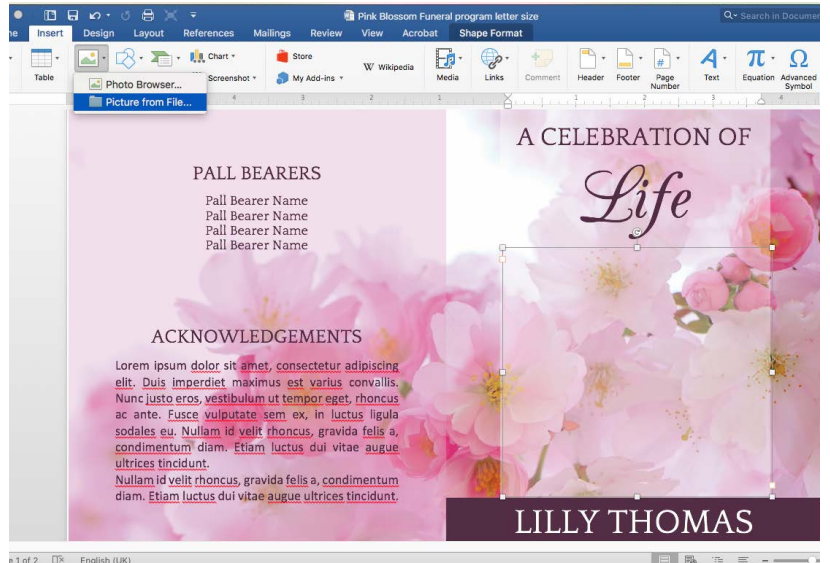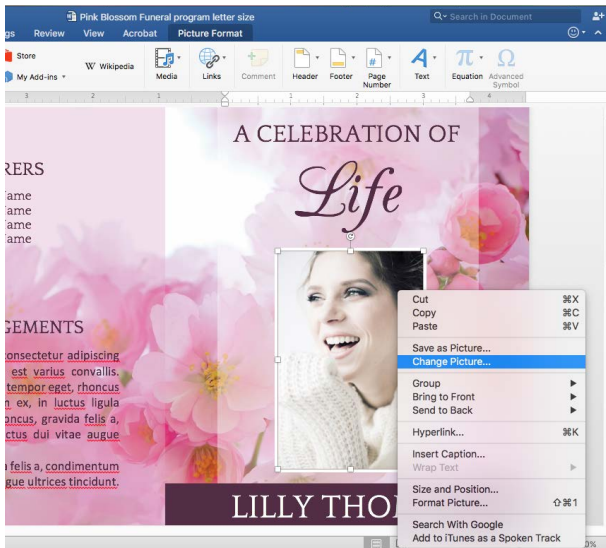
Useful tips

To crop the photo:
Click the photo, select the Picture Format tab and then use the crop tool.

To move photos around the document:
Select the text box that the photo sits in (not the photo) and move it to the location you would like.

To add more Photos:
Select a photo by clicking the text box it sits in, (for example the one on the cover) and copy and paste it. Then follow the same steps above to change the photo.

To center the photo within the text box:
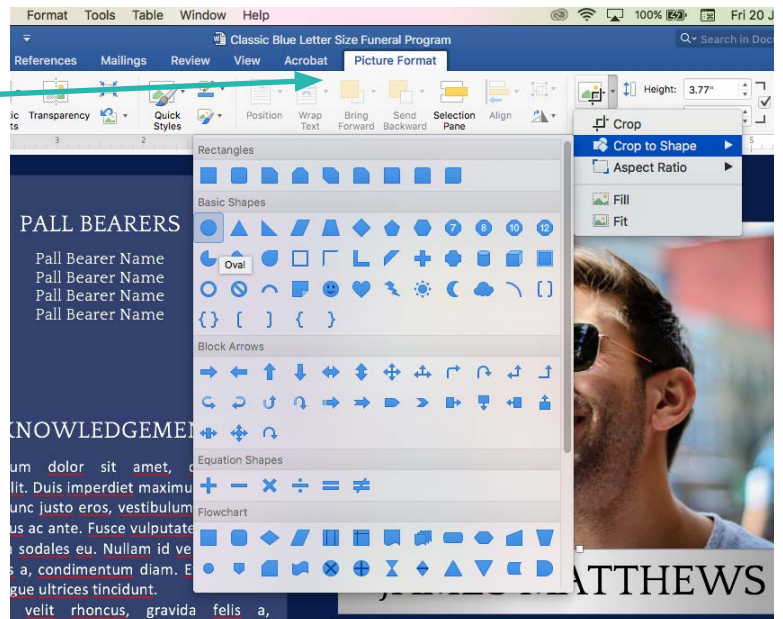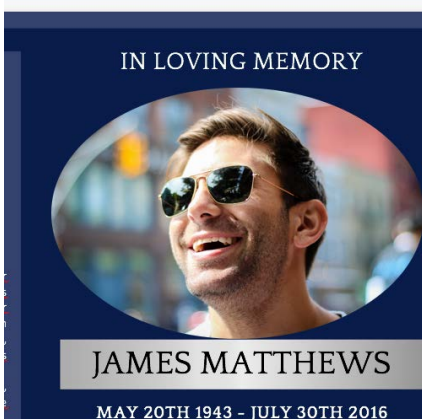Click the photo, and then click the center text button:
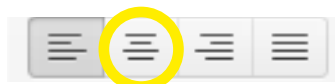
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How to make your photo round

1. Click on the photo you have just inserted.

2. Click the **Picture Format** tab then click 'crop to shape' and select 'oval' (blue circle icon).

3. Your picture will look like this if it's not square:

4. To make your picture a circle click the **Picture Format** tab then click 'Aspect Ratio' then select '1:1' under square.

It should then look like this picture below:

Please note: If you have an older version of Word you may not be able to do step 4. You will need to crop the photo into a square first and then select 'oval' under Picture Format.

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Printing your template

Printing at home

To print your template at home, you can print directly from Microsoft Word by selecting **File > Print.** (Make sure you select 'print on both sides' and 'borderless' if printing a double sided document or a document with a design that goes right to the edge of the paper.

Please Note: If your program isn't printing correctly, see the **help section below**.

Printing at a print shop (or another computer/printer)

Save as PDF and take the template to a print shop. Saving as PDF will ensure your layout and fonts view correctly on another computer.

Please Note: When you save as PDF, it saves a copy of the template using your print settings on your computer. If the PDF doesn't look right, see the **help section below**.

Help Section

The PDF has a white border or part of the template is missing:
Select the following options (for PC or Mac) and try saving as a PDF again:

PC users:
Go to **File > Page Setup** and select **'0' for all margins.**
Or go to **Layout > Margins > Custom Margins** and enter **'0' for all margins.**

Mac users:
Latest versions of Word for Mac:
File > Page Setup and select **Paper Size > US Letter > 'US Letter borderless'**
Or select **Paper Size > A4 > 'A4 borderless'** (depending on your program size).

Older versions of Word for Mac:
Select **File > Page Setup**
Select **Format For > Any Printer** and **Paper Size > Manage Custom Sizes**
Click on the '+' sign and type a descriptive name, like 'Edge to Edge'
Select **Non-Printable Area > User Defined** and enter '0' in top, bottom, left and right boxes and click ok.

The program is printing with a white border, how do I print the program without it?
The program will print with a thin white border if your printer doesn't have a 'borderless' setting in the print options when you select print in Microsoft Word ('borderless' is an option that you can select to print to the edge of the paper). If you can't find the 'borderless' setting, check if your printer has this option by looking at the manual or googling the printer model. If you don't have a printer with the 'borderless' setting and you don't want a border, you can either trim the edges off or print the program on a printer that has the 'borderless' setting.