

General Instruction to edit any Funeral Template in MS Word

Download Files:

After purchase you will get a download link by email. This will lead you to a download page. In the download page you will get some download button which may look like any of the following images:

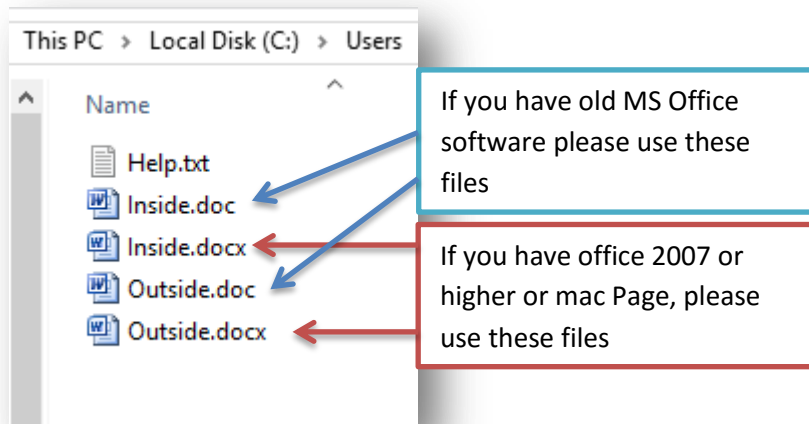
The diagram illustrates five different download button layouts for funeral templates. Each layout includes a 'Download' button, a filename with size, and a date. Blue arrows point to the download buttons, and red arrows point to the filenames. The layouts are separated by '- OR -' text.

Layout	Download Button	Filename & Size	Date
1	Download	MainFile.zip 2.03 MB	Downloaded on Jan 7, 2016
2	Download	Word.zip 863.3 KB	Downloaded on Jan 7, 2016
3	Download	MainFile.zip 2.38 MB	Downloaded on Jan 5, 2016
4	Download	MSWordfile.zip 3.7 MB	Downloaded on Jan 5, 2016
5	Download	Inside.zip 17.9 MB	Downloaded on Jan 4, 2016
6	Download	Outside.zip 19.1 MB	Downloaded on Jan 4, 2016
7	Download	MSWordfile.zip 16.44 MB	Downloaded on Jan 4, 2016
8	Download	MainFile.zip 9.08 MB	Downloaded on Jan 3, 2016
9	Download	MSWordFile.zip 18.42 MB	Downloaded on Jan 3, 2016
10	Download	Funeral-Program-Template-FP060.zip 17.2 MB	Downloaded on Jan 3, 2016

(This tutorial was created with MS Office 2010, there could be some dissimilarity in older or upper version, but there should be some similarity so that you can understand how to do it)

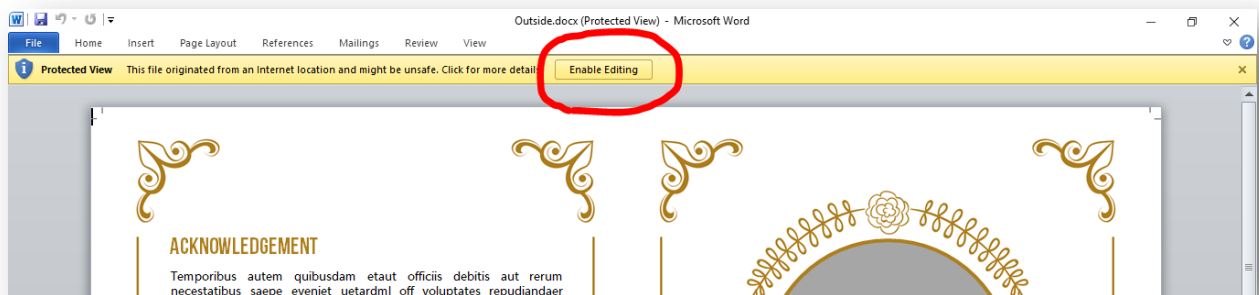
ZIP Extraction:

After download the zip file, expand/extract it by mouse right click on it > select extract all files > choose the destination where to expand/extract files. Now you will get your folder with all files:

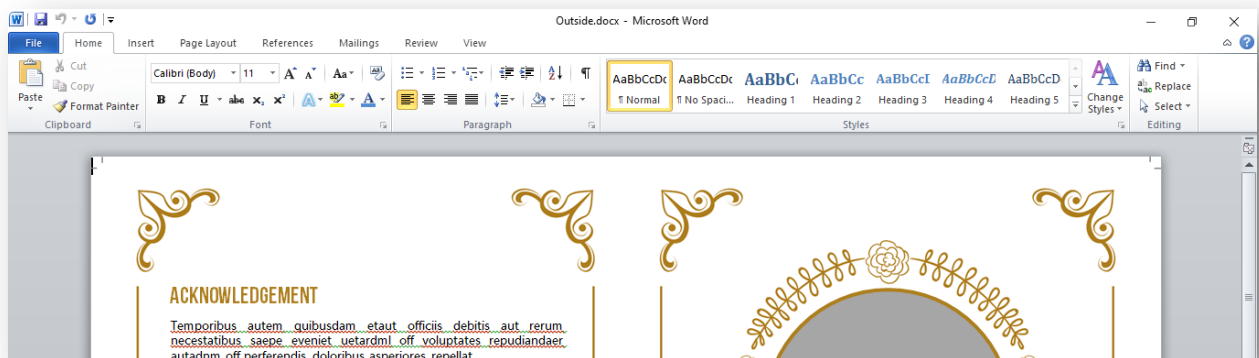


Double click should open the file with appropriate software. If not, use preferred software go to file menu > select open > Select file from where you had extracted earlier.

It could be open with protected mode, in this mode file not editable, software itself will not allow editing. Please look at the top your open window

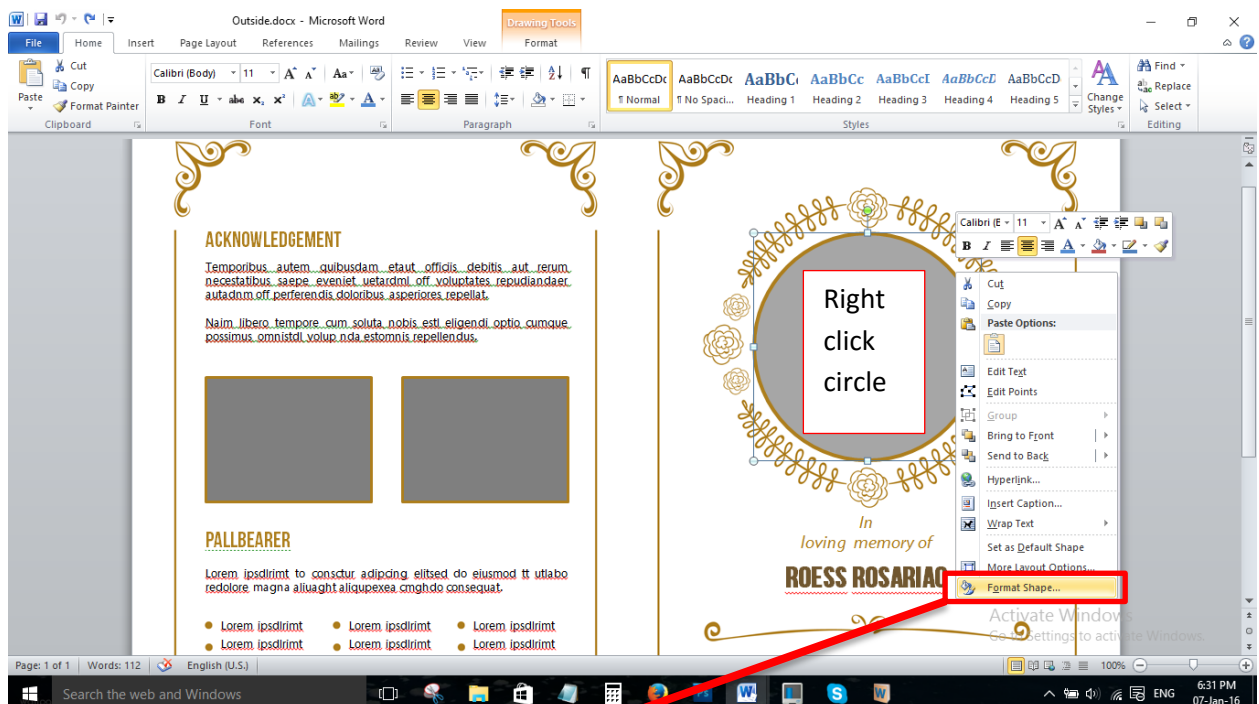


Click on the (red circle in above image) **“Enable Editing”** this will bring it back to normal and editing mode.

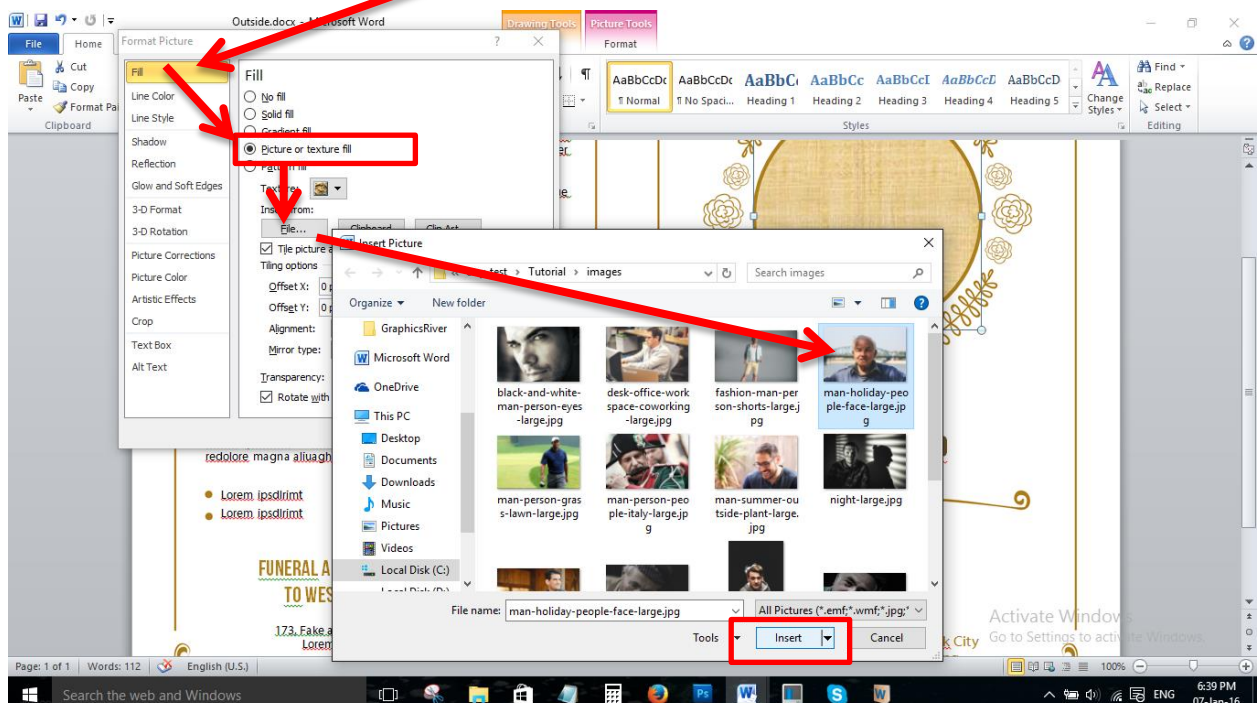


Add Images:

Right click on the gray box / circle > Select “Format Shape” (see image below)

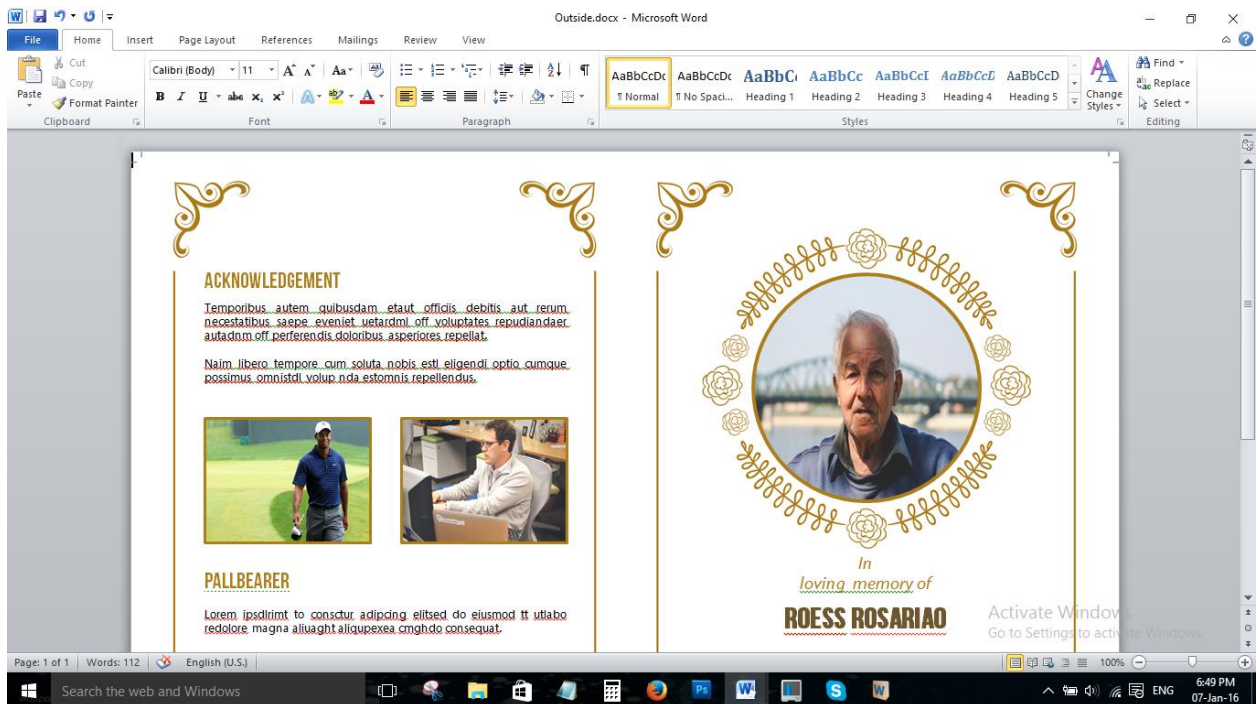


Will bring the following window:

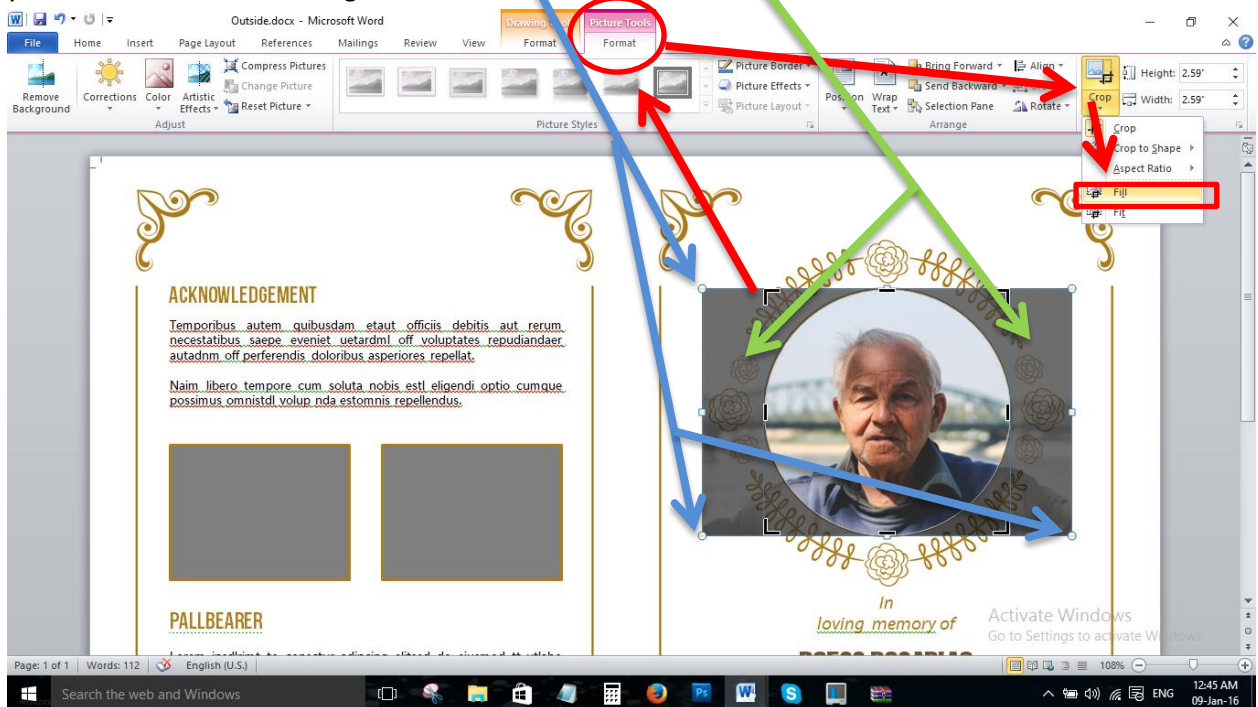


Select a square image for square size box and full circle, for oval shape select a rectangular image similar height and width to oval shape. Note that MS Word will automatically resize the image to fit in box or circle. So, a big-wide image will be squeezed and fitted in the square box or circle or oval shape.

After add images:

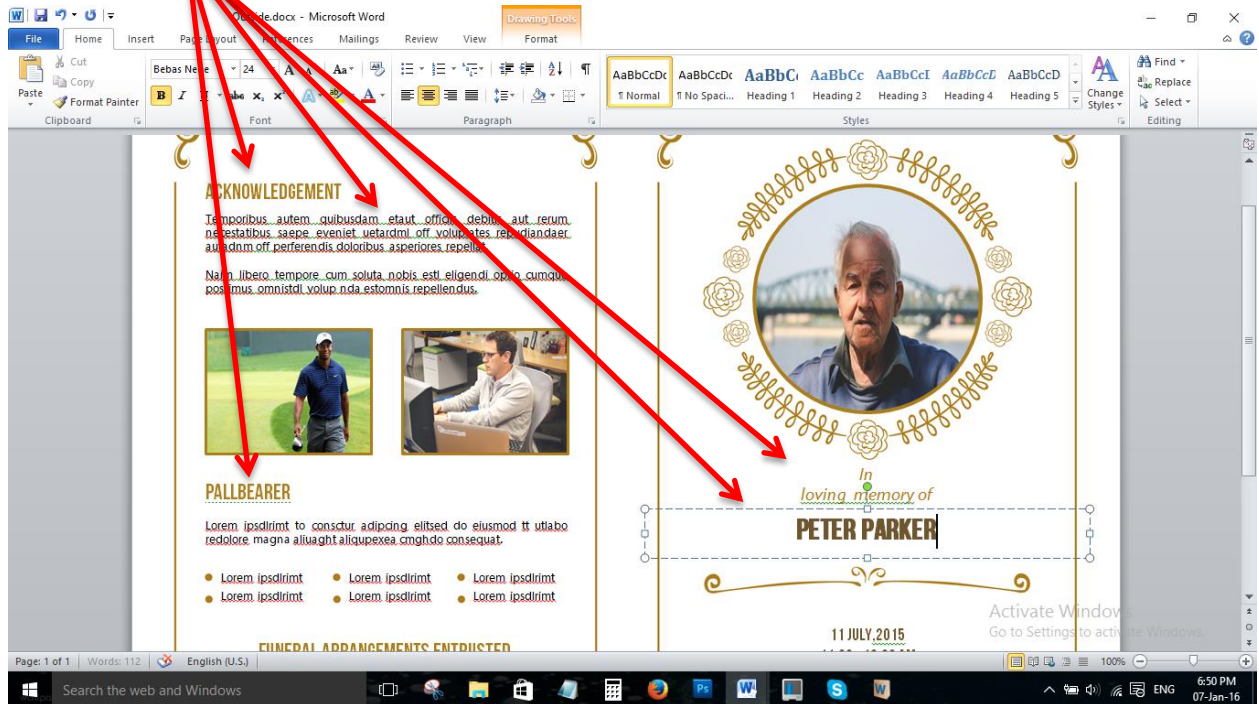


After image it might be squeezed to fill the box/circle, to correct the problem, do following steps:
select the image > click on format menu > click "Crop" button > select Fill. This will fill the image with proportion. If you need to move the image use mouse anywhere other than corner to move. To scale the image further use your mouse at the corner > left click and hold down mouse button and move your mouse to scale the image.



Add text:

Click on each box add your text by simply typing or copy paste from another document. Text color, size can be changed as you always do in your documents.



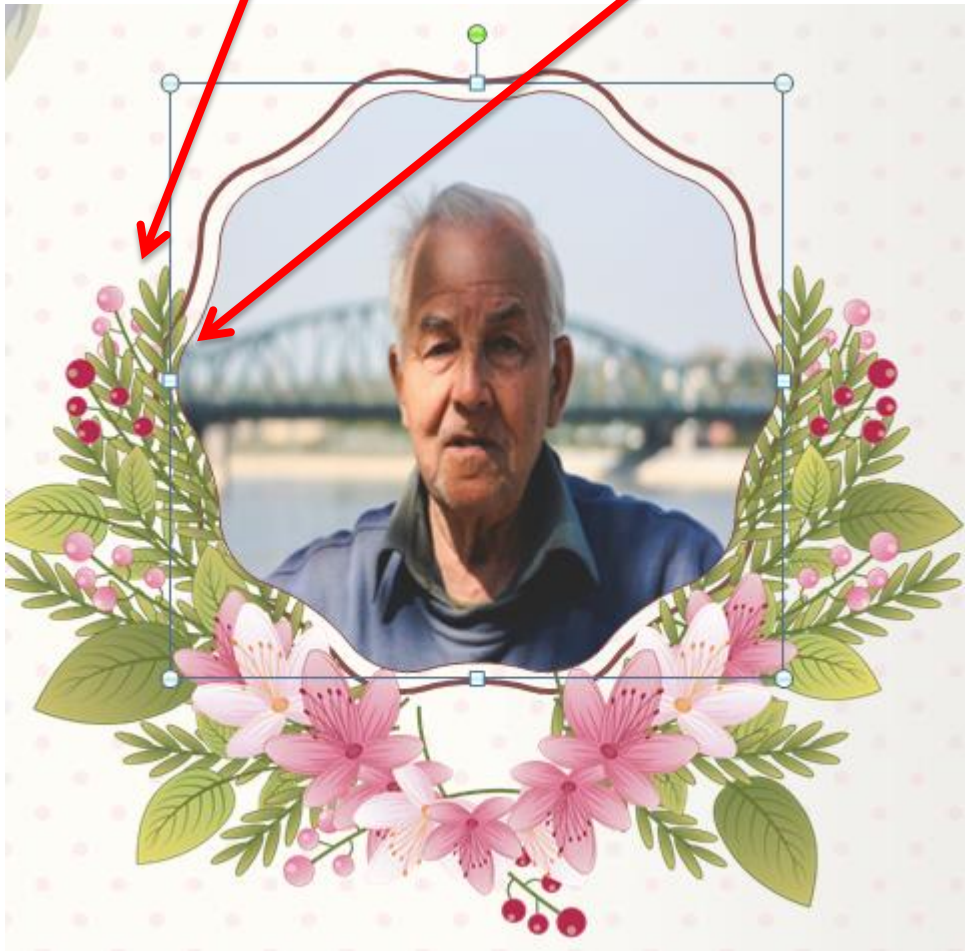
Other Instructions:

There is cut mark added in four corners, after printing you can cut from there, this will make it finished product.

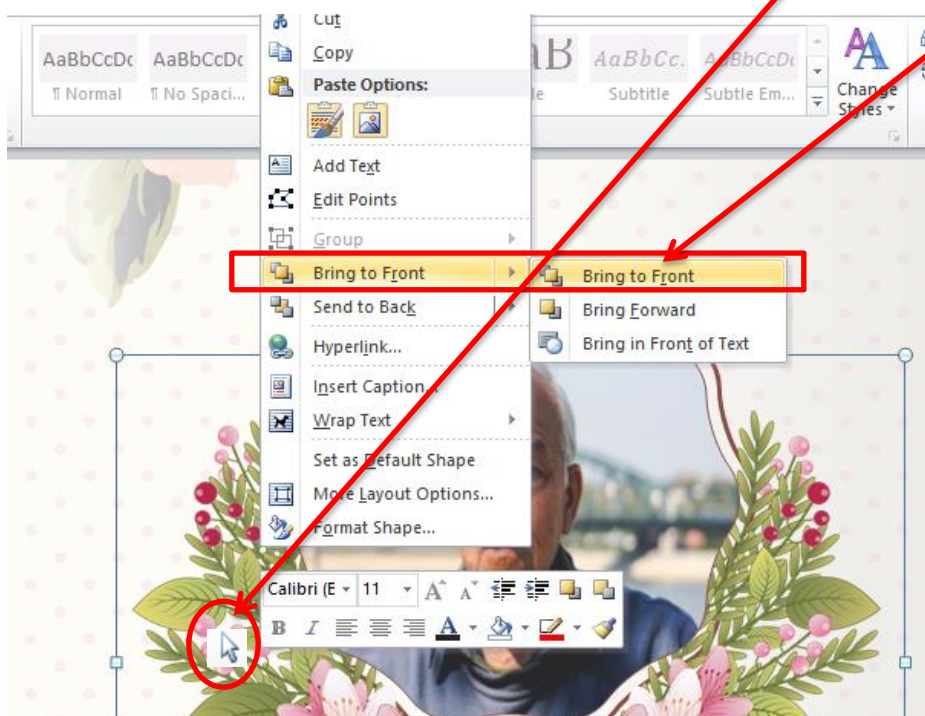


Editing in overlapped images:

In some template floral frame are given under the picture frame



After fill the picture, just bring the frame front (see below): Right click on frame > bring to front > bring to front



After bring back the frame to front you may not able to select the image again (if you want to change it again), if that happen just select the top frame or element (whatever in top) send it to back (don't worry if it disappear from the screen) simply change the image as mentioned above than select the background image repeat background not anything else and send it to back (though seems it is in back). It should bring back the disappeared image where it was.

For any problem just send me email through [etsy.com](https://www.etsy.com), I will respond in few hour. Please be informed that we are in GMT+6 regions so reply may be delayed some time. But I will reply as soon as I wake up.