



Thank you for your purchase.

Kind Designed templates are designed to be as *easy as possible* for you to use. If you would like to provide feedback, please contact me via Etsy. I am available to support you AEST (Australian Eastern Standards Time).

You'll receive two files from Etsy - either your template and these instructions, OR a Zip folder, and these instructions.

If you aren't familiar with Zip files, they are a standard file format for both compressing and keeping files together.

Here's how to open Zip files:

<https://www.wikihow.com/Open-a-Zip-File>

Product Instructions

Select from the following options

"I am editing a..."

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Funeral Program Template

Edit in Microsoft Word 365

Size A4 folded to A5

Editing Instructions

Step 1 Save a copy

It's recommended you re-save the template under a different name, before proceeding. Just in case you need to go back to the original template provided.

Click File/Save As/'appropriate name'/Save



Step 2 Customise the front page

When you open your template, you'll see the front page on the right of the A4. The document is designed to be A5 once folded.

Edit the placeholder text

Select the placeholder text, such as the name and dates. Edit.

Change the image

To change the image select the placeholder image. Right-click the placement image. This will bring up the Shape Format menu. Click, 'Shape Fill', 'Picture', and navigate to your image of choice. Insert.

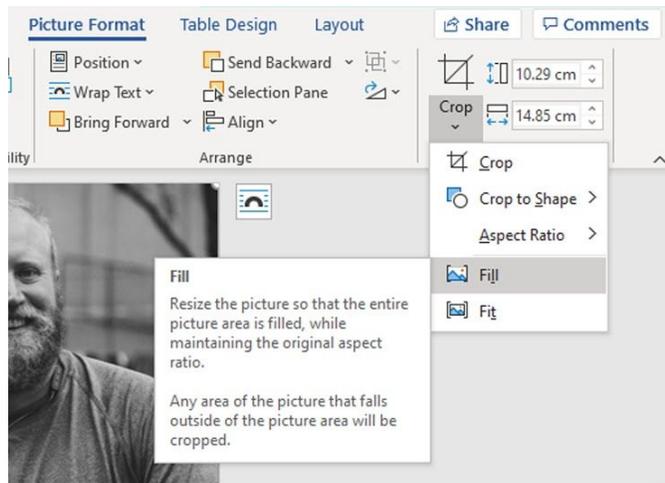


Adjust how the image sits

Is that image sitting funny? If it is, it's an easy fix.

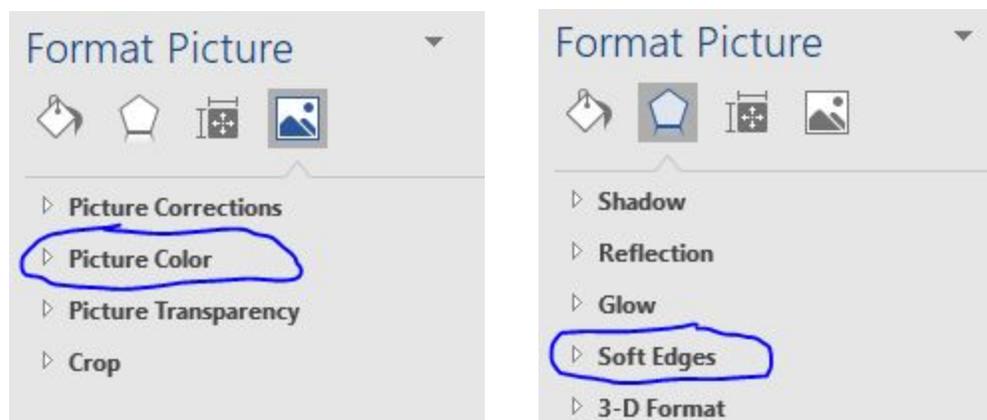
Select 'Picture Format' from the top menu. Click 'Crop', and 'Fill'. This should get rid of any image distortion issues.

To move the image around, click 'Crop'. This will allow you to move the image to sit the space as you desire.



If you need to adjust the image edges select the image, right-click, select, Format Shape, Soft Edges.

If you would like to adjust the image colors, do the same but select, Picture Color under the image icon as pictured below.



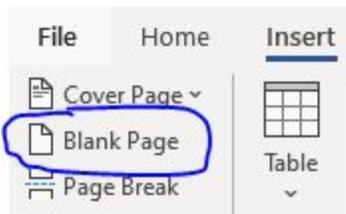
Step 3 Edit the *Order Of Service* page

Editing the *Order Of Service* page may help you decide what you'd like to include in the program. Planning your page order early in makes it easier to move pages around rather than copying and pasting content at a later stage.

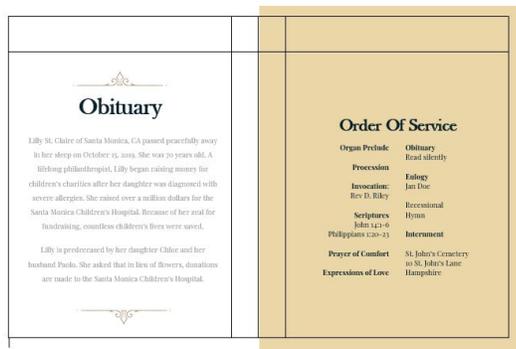
If you are happy with the page layout as it is, edit the content on this page, and skip Step 4.

Step 4 Adjust page layout

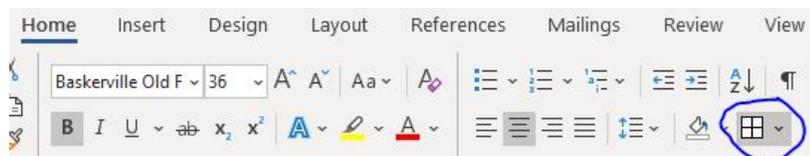
Position the cursor where you would like to insert a page. Then click Insert, Blank Page.



Now, copy the pages you would like to insert and adjust the content table. If lines appear, don't worry, it's an easy fix! It's just the layout table.



You can hide any table lines by selecting the table, and hiding the table borders under Home/Borders. Select 'No Border'.



You can delete blank or pages you no longer you need by selecting the content, and pressing delete. If a blank page stubbornly appears at the bottom of the template there are ways to fix that on page 11.

Step 5 Edit remaining text & replace any other placeholder photos as required

Adjust the remaining content, including any other placeholder images as particular to your template.

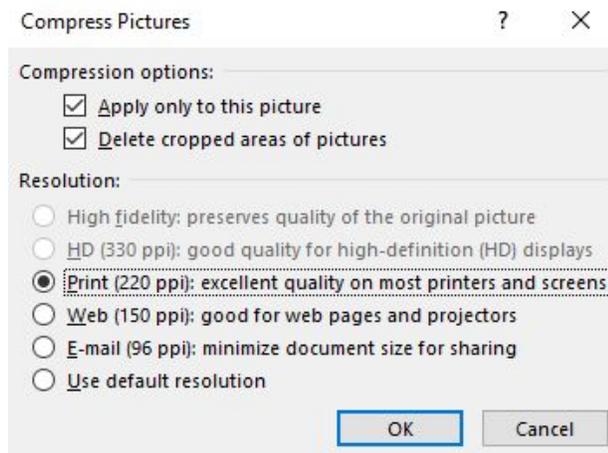
Edit the images as detailed in step 2.

Step 6 Compress the images

Once you are happy with how your images are sitting, it's recommended you compress them. This is so your file is small enough to email OR to send to print without 'crashing' your home printer. To do so, select an image and navigate to the 'Picture Format' menu again. Click, the 'Compress image' symbol next to color.



This will bring up the following options:



It's recommended to select the higher Pixels Per Inch (PPI) option.

Save your document.

Step 7

Print a draft

Once you are happy with your layout, it's recommended you print out a draft to check for any mistakes such as typos, *and* check that the pages are in the order you need.

Print double-sided, on both sides of the paper. Depending on your printer, you may need to insert the paper manually according to your printer instructions.

Fix any errors before printing more.

You may also like to try different types of paper or card to create the final 'look'.

More detailed printing instructions are included on the following page.

Printing Instructions

Great work completing your template set-up. Here are some printing tips and guidelines.

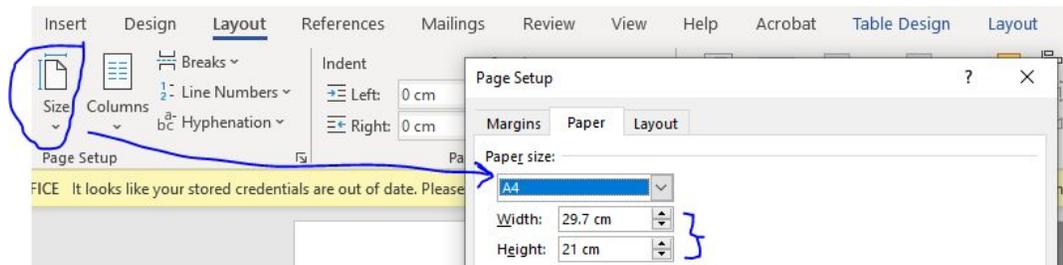
Commercial Printer

Step 1 Create a 'bleed'

To send to a commercial printer, check with your printer if you need what we call a 'bleed'. A bleed is a bit of extra margin around the entirety of the document that allows the printer to cut the printed documents to the edge so that no white margin shows.

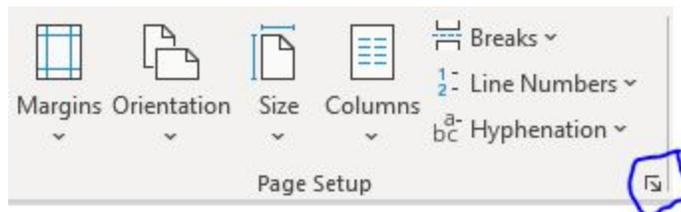
To do this, you'll need to customise the size of the document to make it about .5cm (0.1") bigger.

Click Layout, Size, More Paper Sizes, Paper and add 0.5cm to the A4.



Then, stretch the background images slightly to the white edge of the page.

If you have trouble getting to the extended Page Setup menu for whatever reason, try selecting the expand menu option in the corner of 'Page Setup'



Let the printer know your 'bleed' is 0.5cm or 0.1".

Step 2 Confirm colors, but only if necessary

If the printer asks for CMYK color details, which are the most accurate colour format for print, Word *does not provide this feature*.

Word only displays colours as RGB, which is not considered as accurate. This is a limitation of the program.

However, if you do want to be very specific, the RGB value of the Pantone colours are found on Pantone's website <https://www.pantone.com/color-finder>.

Here, you can find the RGB values of your template colors, and adjust them by entering the RGB values under Colors in Word, OR, providing this information to the printer.



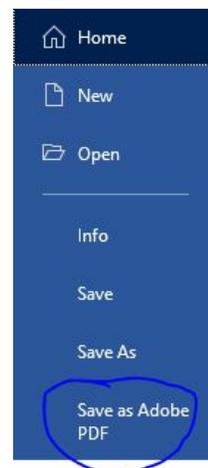
Step 3 Export as PDF

To send to your printer, export as a PDF. Just click, 'File', 'Save As Adobe PDF'.

If you have changed any font styles, you may need to double-check you have selected 'embed fonts' under File/Options/Save. This is to make sure they appear in the PDF on a computer that may not have those fonts installed.

Preserve fidelity when sharing this document:

- Embed fonts in the file 
- Embed only the characters used in the document
- Do not embed common system fonts



Home Printer

Most home printers *do not* print the document to the absolute edge. This means there will be a small margin around your document. You can either cut this off OR, leave it as is.

Microsoft Word Limitations

Word does have a few limitations you may need to be aware of. These include:

Image Quality

Microsoft Word does reduce the resolution of photos, with an output maximum of 220 DPI (Dots Per Inch). This means, that some graphics can appear pixelated on a commercial press.

Printing

Microsoft Word does not cater to 'bleed' requirements. A bleed is a bit of extra margin to avoid having a white margin around the document. You'll need to create this manually if you are sending to a commercial printer. Don't worry though, it's not too hard! How to do this is detailed under *Commercial Printer* Instructions.

Colors

Word only displays colours as RGB, which is not considered as accurate as what printers use - CMYK. This is a limitation of the program.

However, if you do want to be very specific, the RGB value of the Pantone colours are found on Pantone's website <https://www.pantone.com/color-finder>.

Here, you can find the RGB values of your template colors, and adjust them by entering the RGB values under Colors in Word, OR, providing this information to the printer.



Common Problems & How To Fix Them

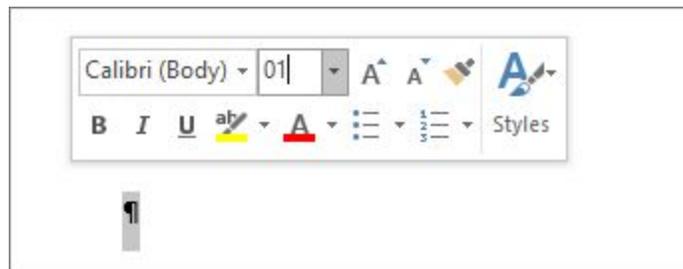
If you run into any troubles that are not included in these instructions, please let me know so I can update this document! I want these templates to be as *easy as possible* for you to use.

BLANK PAGE

There's a blank page at the end of my document, how do I delete it?

Word includes a non-deletable end-paragraph that sometimes gets pushed out to a new, blank page at the end of a document. The way to delete the page is to make the end-paragraph fit onto the preceding page. The most sure-fire way is to make the end-paragraph very small (1 point):

1. Press Ctrl+Shift+8 (⌘+8 on a Mac) to show paragraph marks.
2. Select the paragraph mark.
3. Select inside the Font size box, type 01, and then press Enter.



The paragraph now fits on the preceding page, removing the unwanted blank page.

4. Press Ctrl+Shift+8 again to hide the paragraph marks (⌘+8 on a Mac).

If that paragraph still doesn't fit on the preceding page, you can make the bottom margin smaller (Layout tab > Margins > Custom Margins, and set the bottom margin to something small, like 0.3 inches).

Tip: If the paragraph mark has a square bullet next to it, the paragraph might have the Page break before option turned on. To turn it off, right-select the empty paragraph, select Paragraph Settings (Home tab), and on the Lines and Page Breaks tab of the dialogue box, uncheck Page break before.

Slideshow Template

Edit in Microsoft PowerPoint 365

Size Widescreen 16:9

Editing Instructions

Step 1 Add, move and delete the slides you don't need

To add a new slide template, select 'Insert' from the top menu bar, and select 'New Slide'.



This will bring up a range of templates for you to choose from. You can also delete Slides by right-clicking the slide preview on the left, and selecting, 'Delete' from the drop-down menu.

Step 2 Edit text

Add your desired text to the templates.



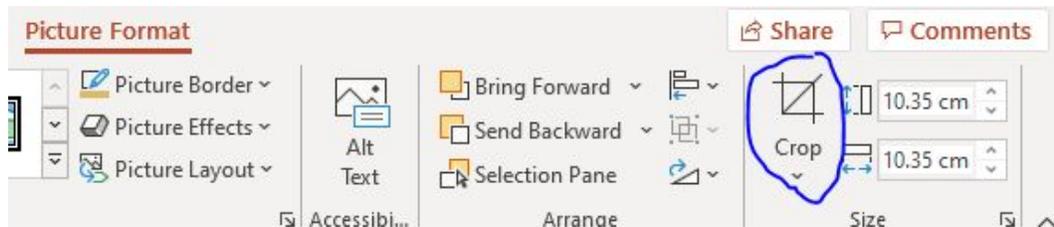
Note that if you don't add text to a placeholder text box, it won't appear in the slideshow. This is an easy fix - just add your desired text!

Step 3 Add & adjust images

Add images by clicking on the image icons:



To adjust image sizing, image distortion issues or image placement *within* the shape, go to 'Picture Format', 'Crop'.

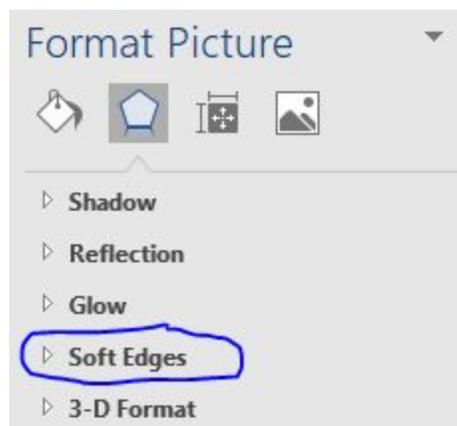


Here you can also adjust the image dimensions.

Fix image distortion issues using the 'Fill' option under 'Crop'.

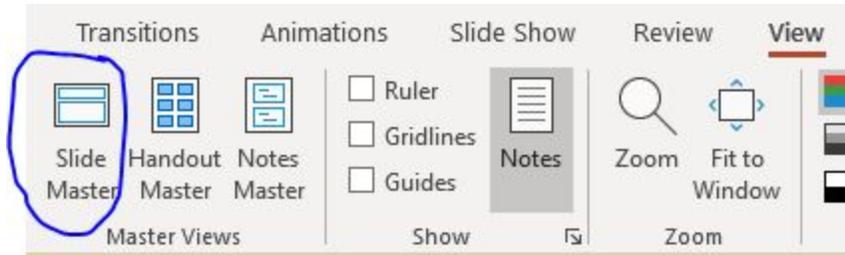
Step 4 Adjust image colors and effects

You can adjust image colors and effects, such as 'Soft Edges' under 'Picture Format'.



Step 5 Edit fixed elements if required

Fixed elements can be edited under the Master Slide Template. Click 'View', 'Slide Master'.



Remember that anything you change here will affect the whole template. For example, you can change slide transitions ALL at once.

Step 6 Test Slideshow & Adjust

Test your slideshow and make any adjustments as required. I recommend checking how it runs on venue equipment if at all possible prior to the time the slideshow is needed.

You'll need to follow instructions of the service/equipment provider.

Tip: You may need to shrink your file size. You can do this by compressing images under 'Picture Format' 'Compress Pictures'.

A button with a small icon of a picture and the text 'Compress Pictures'.

Memorial/Prayer Card Template

Edit in Microsoft Word 365

Size 6cm x 10.7cm (2.3" by 4.2") 6 per A4

Editing & Printing Instructions

Step 1 Save a copy

It's recommended you re-save the template under a different name, before proceeding. Just in case you need to go back to the original template provided.

Open the template file. Click File/Save As/'appropriate name'/Save



Step 2 Edit the text

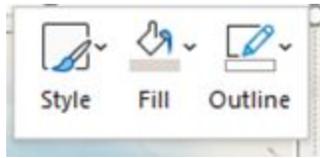
Great. Now let's start by editing the text.

Replace the placeholder name. Edit the dates. If you want to make any changes on the back of the card, you can do that too.

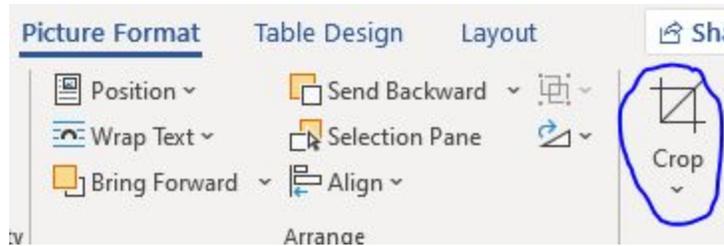


Step 3 Change placeholder image/s

Right-click the image you would like to change. Select Fill, Picture. Follow the prompts and navigate to the image you want to include.



You can adjust how this image sits using the Crop Tool which you can find under the Picture Format Menu.



If the image is distorted, select the 'Fill' option from this menu.

You can also adjust the image position within the shape by using the Crop tool.

Step 4 Repeat OR, Group & Copy Paste

Great, once you are happy with your layout, you can either repeat for the rest of the 6 cards.

OR, delete the remaining template content (but not the background).

Group your edited design, then copy and paste it to the other cards. To do this, hold down the shift key and select the content you would like to 'Group' together. Then Copy the edited group into each card space.

Repeat for the back of the card.



Step 5 Print

I recommend you start with a draft, to double-check you haven't accidentally altered the layout in a way that both sides no longer line up for example.

Home Printer

Many home printers will require you to manually re-insert the page to achieve a double-sided print. Because I am awesome, I have set the template up so you don't have to stress about which way the page faces. However, you'll need to follow your printer's instructions for the rest.

Commercial Printer

You may need to compress your images to ensure the file size isn't too large to email to your printer.

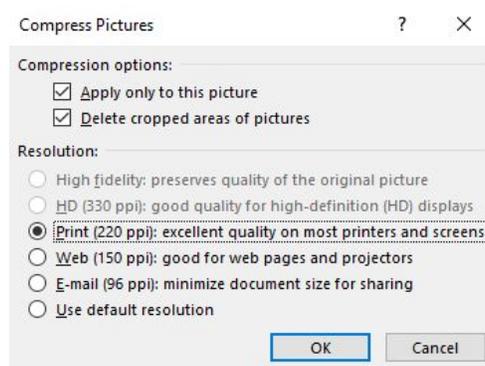
To do so, select an image and navigate to the 'Picture Format' menu.



Click, the 'Compress image' symbol next to color:



This will bring up the following options:



It's recommended to select the higher Pixels Per Inch (PPI) option.

Export the document as a PDF and email!

Venue Sign/Poster Template

Edit in PowerPoint 365

Size A2

Editing Instructions

Step 1 Save a copy

It's recommended you re-save the template under a different name, before proceeding. Just in case you need to go back to the original template provided.

Open the template file. Click File/Save As/'appropriate name'/Save

A rectangular button with a dark red background and the text "Save As" in white.

Step 2 Add image/s

You'll see that there is a blank template, as well as an example template.

You can delete the example template later before sending your poster off to print.

Navigate to the blank template. Select the Shape, or the Picture Icon (depending on your template).

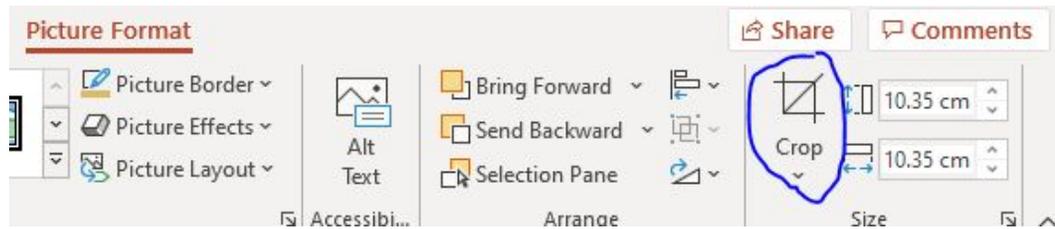


For the Picture Icon, follow the prompts to insert your image.

For a Shape, right click the Shape and select 'Fill', 'Picture', and follow the prompts to insert your image.

Step 3 Adjust image/s

To adjust image sizing, image distortion issues or image placement *within* the set shape, go to 'Picture Format', 'Crop'.



Here you can also move the image around to sit in your desired position.



Step 4 Compress image/s

Ok, once you have your images sorted, you'll want to compress them. This makes your file size smaller when you send it off to print!

To do that, double click on an image to bring up the Picture Format menu. Navigate to 'Compress image' on the Picture Format menu, which is next to color options.



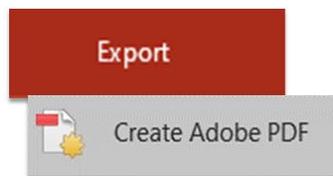
Select your desired resolution based on the recommendations. For example,

'Print 220 DPI'.

Step 5 **Export to PDF for Print**

Great work, you're almost ready to email your document off to the printers. Delete the example poster, you don't need it anymore! Right click it within the Slide Preview, and select 'Delete Slide'.

Now, click 'File, Export, Create Adobe PDF'.



Open your PDF and check that you're happy with it.

And that's it! It's ready to send to print.