FUNERAL PROGRAM
INSTRUCTIONS FOR CREATING YOUR PRINT READY FILE

STEP 1: Create File

Use the template file to input your photos & information (ex. Names, dates, order of service, etc.).
File must be submitted with all changes made to avoid set up fees.
Additional set-up fees may apply if you need assistance in changing the file.

Microsoft Word	Google Slides
For Microsoft Word, you will need to have this program already installed on your computer.	For Google Slides, you will need to have a Google account and be logged in. **To make changes:** Select File > Make a copy > Entire Presentation.

CLICK OR SCAN FOR A FREE TEMPLATE

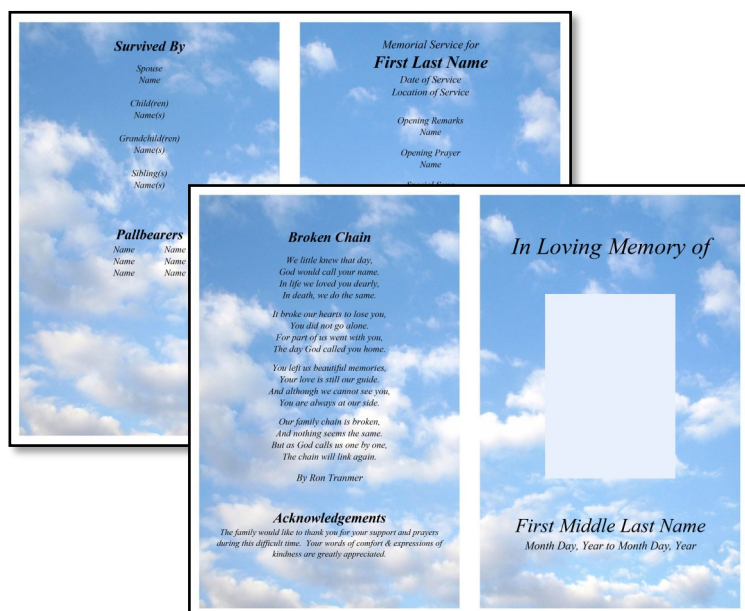## STEP 2: Save As PDF

Go to: File > Save As > Browse > in "Save as type" choose PDF > Choose file location	**Go to:** File > Download > PDF Document (.pdf) > Choose file location

STEP 3: Email Final PDF File to print@aieacopy.com

Please provide your name, a contact phone number, and printing instructions.
Printing instructions to include: Quantity? Paper type? With or without folding?

Our free funeral program template includes a cloud background.

Want a different background?
Contact us for a layout quote (minimum $200 custom layout fee). You can also swap out the cloud background for your own image on the editable file.

Free resource provided by Aiea Copy
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