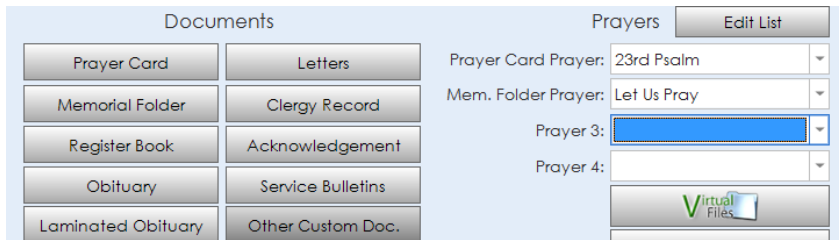


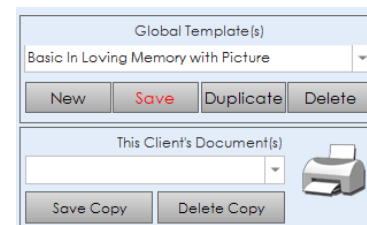
Prayer Cards

In order to do a prayer card in our software, start by opening the Printed Materials Section. The first step is to choose a prayer from our database in the drop down. To add prayers to your list, click Edit List. Click New or Delete to do just that. You can copy and paste prayers from Word or another source if you'd like.

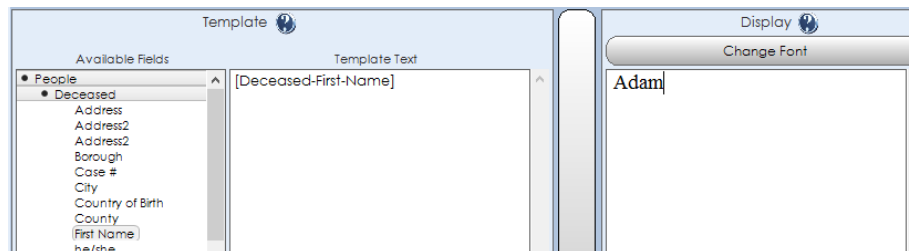


Once you have your prayer selected, click Prayer Card.

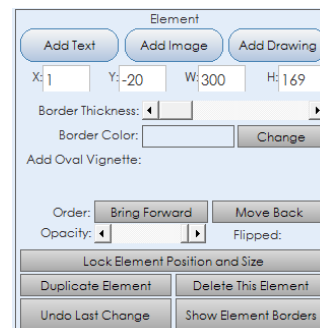
Choose a template from the drop down. You can use one of our templates or create your own! Click the printer icon to see a print preview, and print from there. You can make any edits you'd like before printing.



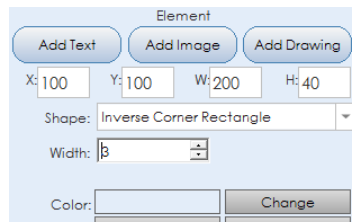
To create new text, simply click Add Text. To edit existing text on your folder, just double click on the text and a box will pop up. The left side offers available text fields that can be set to automatically insert on the memorial folder. There is about every single text field you've typed on a person's case available. If you single click, it defines what will populate on the case. If you double click, it places it to be merged on the template. The middle box is where you can type any text and any merge fields. Click the arrow button in the middle of the boxes to see information populate. You can edit the font and font size. Click done when you're finished. You can resize and adjust the text box you created by clicking on it, drag the right bottom corner of the box, and resizing.



Try adding an image. By clicking Add Image, you have the option to add the default image you've assigned to this case. If you want to add a different image (such as your logo or background images), click From File. This will open your directory of all the pictures on your computer. Just drag and drop the picture to where you want it. You can even layer a picture behind text by clicking on the image then use the move back or bring forward buttons. If you'd like a picture lighter or watermarked, we have an opacity bar to fade it in the background.



The next button for editing is Add Drawing. Use this for lines, boxes, and borders. Select the shape of your drawing from the dropdown, then you can adjust the color and the width of your drawing.



The screenshot shows a dialog box titled "Element" with three buttons at the top: "Add Text", "Add Image", and "Add Drawing". Below these buttons are four input fields for coordinates and dimensions: "X: 100", "Y: 100", "W: 200", and "H: 40". Below these fields is a dropdown menu labeled "Shape:" with "Inverse Corner Rectangle" selected. Below the dropdown is a "Width:" input field with the value "3" and a small up/down arrow icon. At the bottom, there is a "Color:" input field and a "Change" button.

When you're all finished with this prayer card, decide if you want to permanently save it in Global Templates for future use on other clients. Otherwise, save it under THIS CLIENT'S DOCUMENTS, so you will have a copy of what you've created for this specific client. Type in a name for it, then click Save Copy. It's important not to save this under Global Templates unless you want to save this layout and text for every client when you select this template.

Click Settings to go to the page layout information. Here, you can select if you'd like to print 8 or 9 prayer cards on each page.