

## How to use the Places of Worship Templates

Download the appropriate template for your needs, either the PDF, the Microsoft Word template or the Apple Pages template. You can distribute as many as you need on as many devices as you need, or keep one in a central store.

Note that it although it is possible to add text to the PDF template, it is not possible to add images with the standard Adobe PDF Reader.

The Word and Pages templates will allow you to edit the text and replace the Picture holders with your own photos and images already on your device.

Create your new document from the template in the normal way. Consult your word-processor help section if you do not know how to do this. Usually, opening the template will cause a new document to be created. Save As a new document (as a new Word or Pages document) so you so not overwrite the original template.

Below is an example of the MS Word template. Pointing at the Image Place Holder and right-clicking (secondary mouse button), or on a tablet, either tapping or holding your finger on the image should activate the context-sensitive menu as shown.

From this menu you will be able to 'Change Picture' or 'Replace Picture' (depending on your App) and choose an image from from your own hard disk, online storage or camera roll.

