QUICK TIPS ON COMPLETING YOUR PROJECT

Thank you for registering with ObituariesTomorrow.com! We look forward to providing you with a keepsake that you will be proud of for years to come. Feel free to call our Tech Support line at 888.349.2530 with any questions or concerns.

When completing a project on our website, organization beforehand is key. Here are a few tips to help you complete your project as quickly and efficiently as possible.

1. Browse the site and determine what type of program you would like to use.
2. View the template by selecting "view sample" on the product page to determine what information is required to complete your desired template. (*Cover photo, order of service, obituary, number of photos, tributes, etc.*)
3. Type all information in Microsoft Word or any software that provides grammar check. (You may type directly into the template; however the template does not provide grammar, only spell-check). **Be sure to proofread thoroughly.**
4. Place all images/photos into a folder on your desktop. **Always upload images from this folder.**
5. If typed somewhere other than the template, copy and paste all typed information into the template.
6. Select "edit" on the red image boxes and begin uploading your photos.
7. For quick uploading, count the red image boxes in the template and use that many photos for uploading. You may use more or less photos than provided in the template; however this may take more time as you may need to resize image boxes.
8. Select "Preview" in the upper right hand corner after uploading every two photos (*If the preview of page does not appear then one of the last two photos is corrupt. Do not delete the box, simply upload a new image there. To fix corrupt photos, resave as a new jpeg or pdf and re-upload. If problem persists, call Tech Support for assistance.)*
9. Select "Preview" on each page to determine everything is correct.
10. Email yourself a proof from the My Projects Page. Look to right side select EMAIL. ***If you see any grey boxes where a photo should have been then that photo is corrupt*** *(To fix corrupt photos, resave as a new jpeg and re-upload. If problem persists, call Tech Support for assistance)*
11. Do final proof, verify paper type and quantity of programs.
12. Place Project in cart and follow instructions