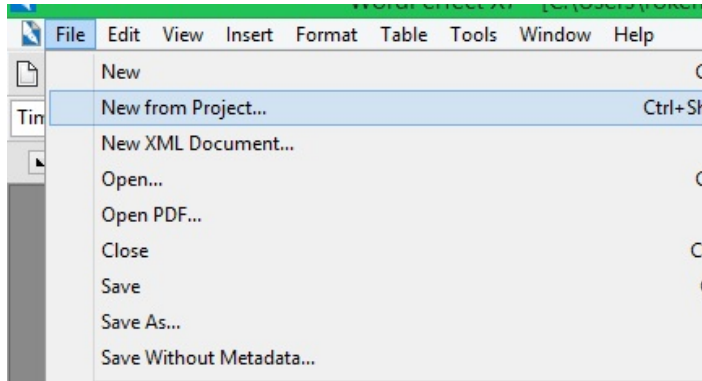
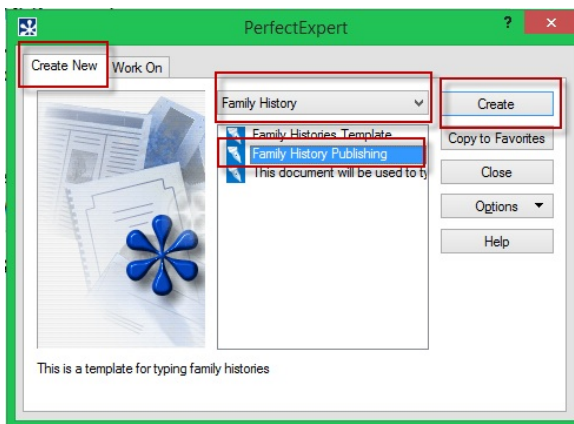


# Using the Family History Template Created in WordPerfect

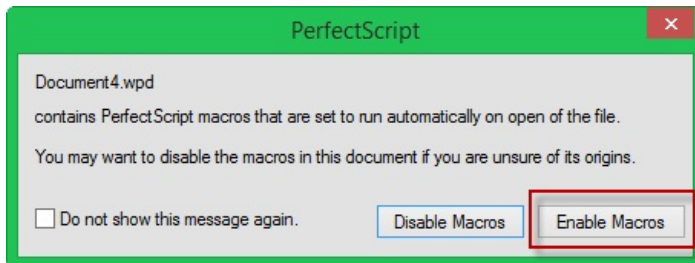
1. To Use the Template
  - a. On a blank document click File, New From Project,



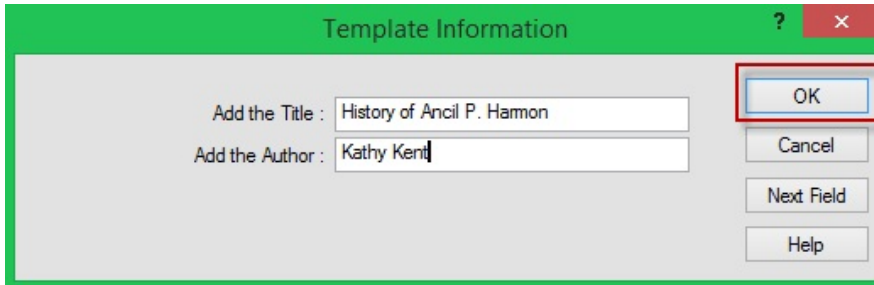
2. Select Family History, Family History Publishing and click on Create



3. Click to enable macros.

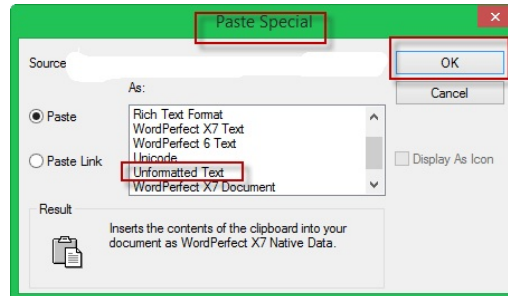
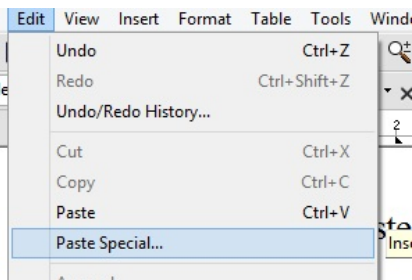


4. When prompted - add the title of your document and the Author



- a. The prompt will place both of these on the title page, text box and header automatically.

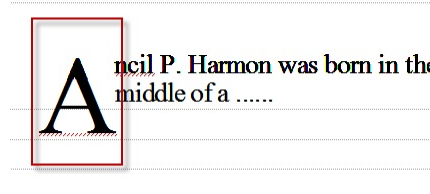
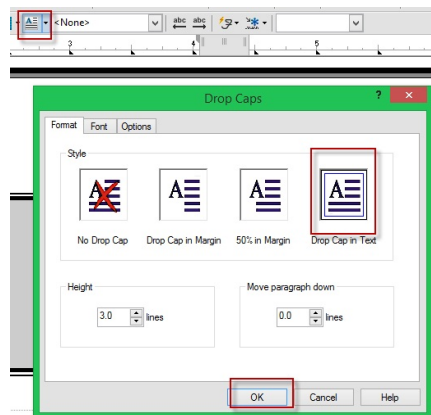
2. To paste text from another file, always paste in unformatted text (Edit, Paste Special, Unformatted).



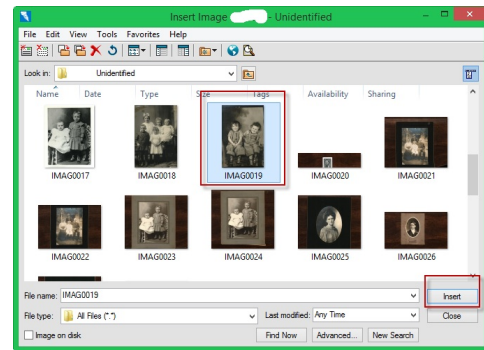
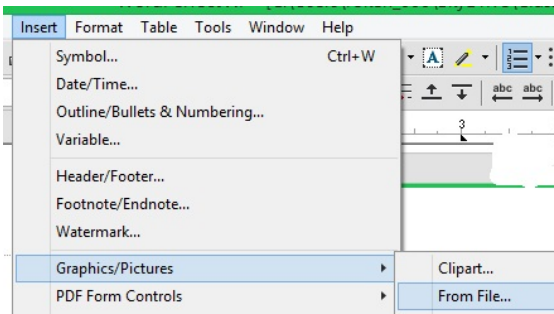
3. If you don't you will bring in all kinds of codes that will ruin what you have done.

4. Adding Drop Cap

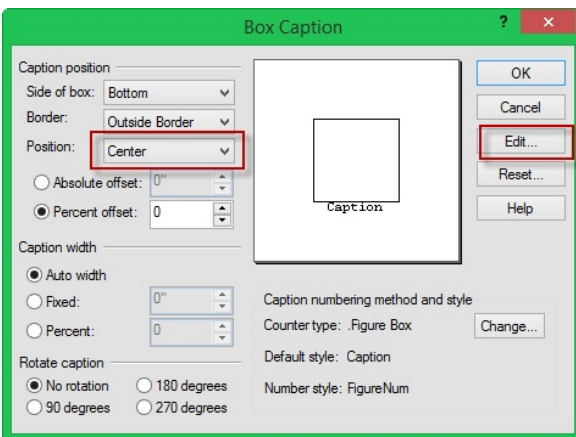
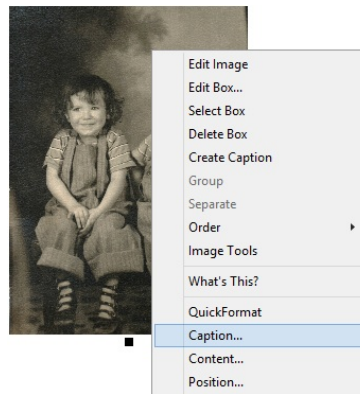
- a. Go to the menu bar and select drop cap, format it the way you want, type the first letter.



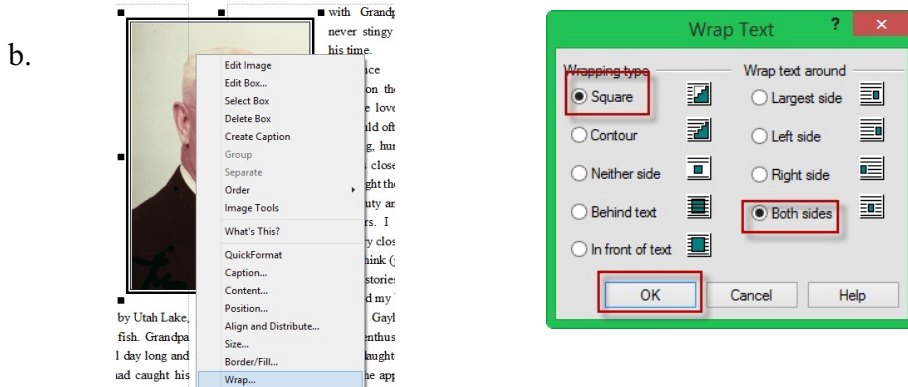
5. Inserting a Photo
  - a. Go to Insert, Graphics/Pictures, From File – go to the location of your picture and click on it.



6. To Create a Caption right-click with your mouse on the photo and select caption, select the position you would like and click edit. Now type in the caption you would like.



7. To wrap a picture on a page
- a. Right Click on the picture then choose wrap. Choose the options you would like and then click ok.



8. Make all the formatting changes you want and then save the document
- a. Click File and Save and it will name your document. Your template wasn't touched, it's ready to be used again!
9. Good Luck!!!!