HILTON FUNERAL SUPPLY STATIONERY WEBSITE

Welcome to the Hilton Funeral Supply Shared Memories Stationery website. Here are some helpful hints to make using the program easy.

If you cannot find what you need in this guide, please give us a call at **800.433.8878** and we'd be happy to answer any questions.

First, for ease of use, we recommend using the Google Chrome browser. Any web browser (Internet Explorer, Mozilla Firefox, Safari, etc.) WILL work, however, we find that Chrome works best. If you'd like to download Google Chrome, click this link: https://www.google.com/chrome/browser/desktop/

LOGGING IN

After clicking the "Log In to Get Started" link, type in the username and password provided when you purchased your blank stock or Keepsake Candles.

Google Chrome (and other browsers) may ask if you would like it to remember the username and password for the site. Click "Save". If you do this, you will automatically be logged in next time you go to the site and will not have to type in the username and password again.
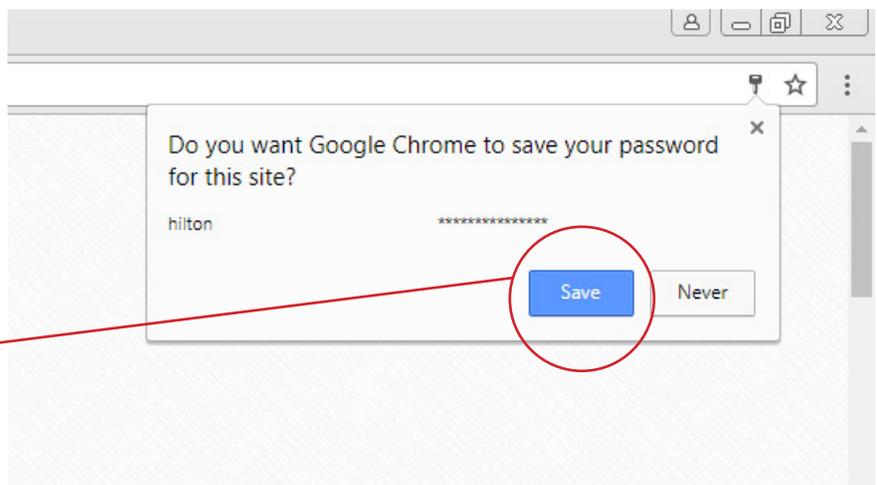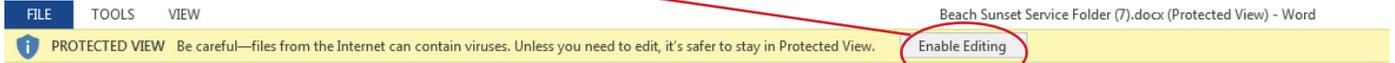

NAVIGATING THE SITE

To go back to the previous page, use the "Back" button at the top of your browser window. To return to the home page at any time, click the Hilton Funeral Supply logo at the top of the page.
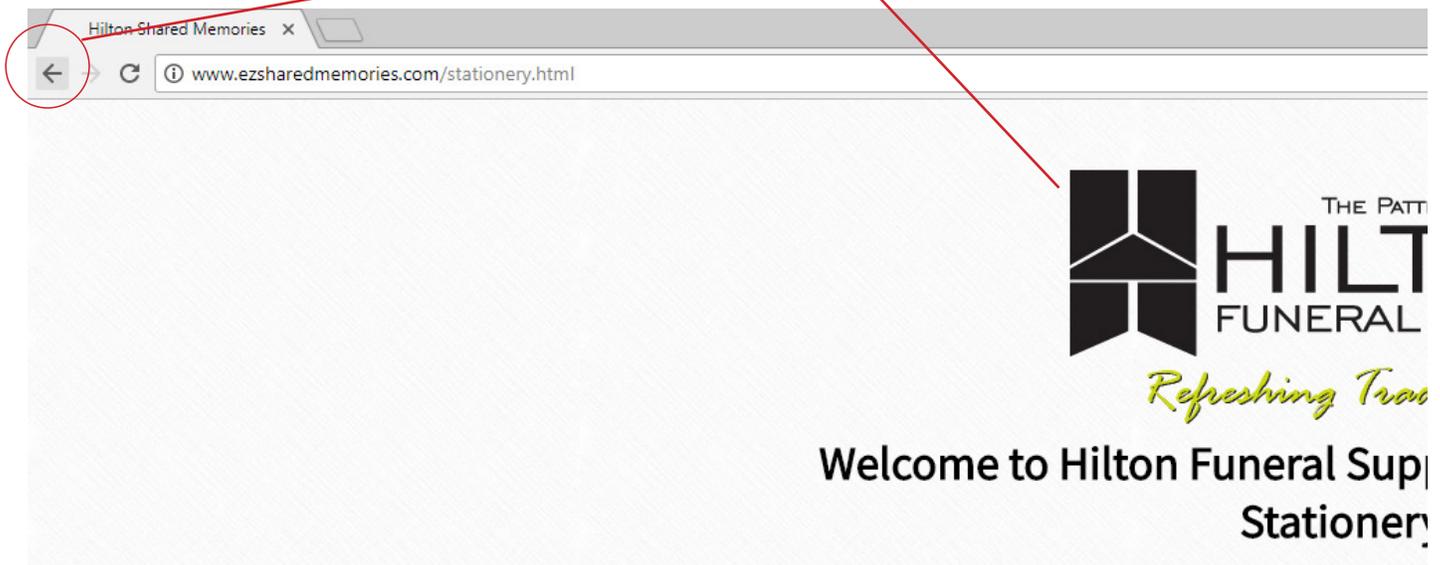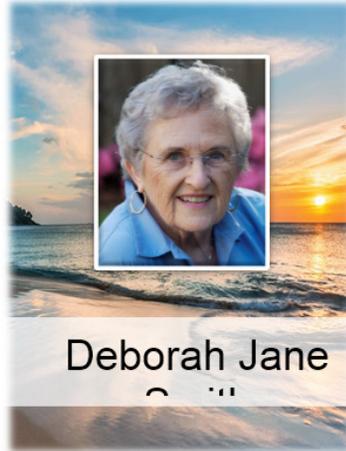
OPENING THE FILE

After selecting your theme, the file should download. Open or Save the file. If the file opens in Protected View, click "Enable Editing".
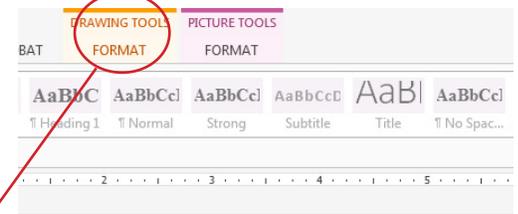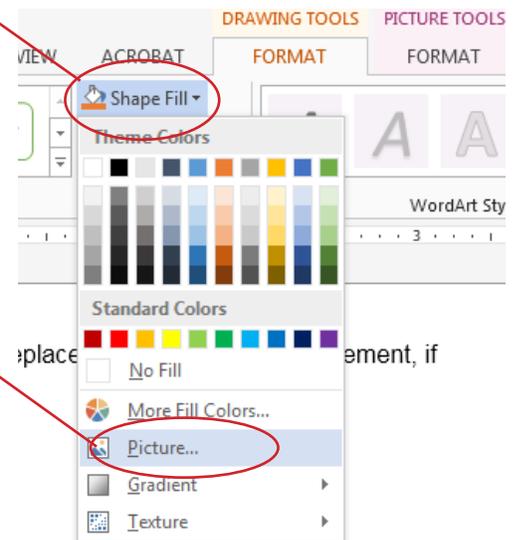

REPLACING THE PHOTO

Make sure that the photo you would like to insert is somewhere on your computer that you can easily find it (such as on your Desktop).

Click the photo. A dashed line should appear around the image. At the top of the screen, an option for "Drawing Tools Format" should appear. Click that.

After selecting "Drawing Tools Format", click the "Shape Fill" option. Then select "Picture".

REPLACING THE PHOTO (CONTINUED)

Click "Browse" on the menu that shows up.

After that, find the location where the image is saved.
Select the image and click "Insert".

Replace text with a verse or statement, if not highlight and delete.

Insert Pictures

From a file
Browse files on your computer or local network   Browse ▶

Bing Image Search
Search the web   Search Bing

Sign in with your Microsoft account to insert photos and videos from OneDrive, Flickr, and other sites.

Jane_Williams.jpg

File name: Jane_Williams.jpg   All Pictures (*.emf;*.

Tools   Insert

CUSTOMIZING

Change the text for the name and date. Replace the text in the text boxes or delete any text boxes you don't need. Change any fonts and colors.

Jane R. Williams

September 1, 1940 – July 1, 2017

Smith |

Smith Funeral Home

Jane R. Williams

September 1, 1940 - July 1, 2017
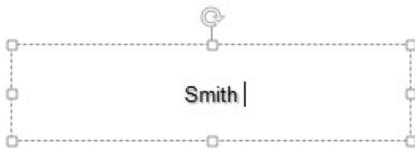
When you're done, save the document and print.