

Prior to using the Lifelong Memories Printing Program to create your Premier Candle you will need to first scan the required photo of the deceased and save it onto your computer. Accomplish this by using the scanning software that was included with your scanner or the Photo Editing Program provided with the Lifelong Memories System. Some tips when scanning your photo to achieve the best results with your candle program is the following:

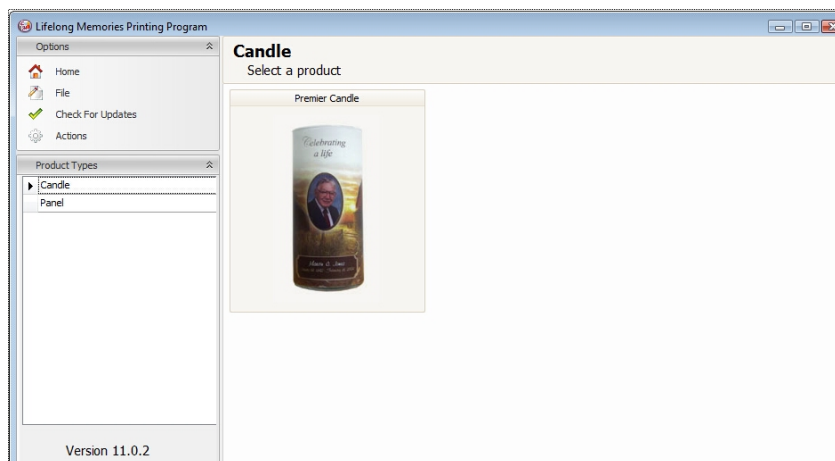
*Tip 1) Don't "crop" your photo to tightly around the person of interest when saving your scan file. Allow plenty of room around the desired area. The Lifelong Memories software will provide cropping tools and it is best to perform such cropping in the printing program. Remember the person's photo will have to fit into an oval shape and cropping to close can make this task difficult.*

*Tip 2) Save your scanned photos into a common folder such as Photos and give the file name using the deceased's name. This will make it easy to locate the desired photo while in the printing program.*

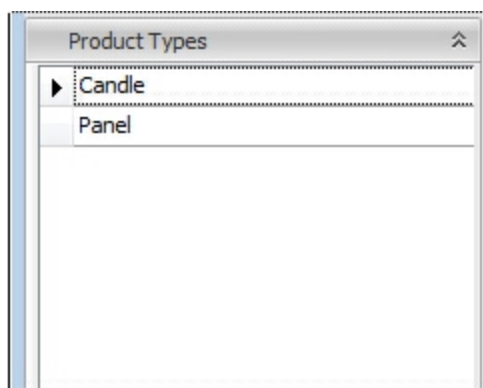
*Tip 3) For the candles it is not necessary to scan at very high resolutions. 150 DPI is plenty of resolution for the candle product.*

To create your Premier candle you will need to follow these steps:

Open the Lifelong Memories Software program by double clicking the icon on your desktop. This Home Page will open.



Click on the **Candle** Product Option in the Menu located on the left side of the screen.



Then place your mouse pointer on the **Premier Candle** Picture located in the right of the screen and click your left mouse button.



The following screen will then appear:

**Premier Candle**  
Select a project option

- Create a new project
- Create a new project using existing information
- Open an existing project
- Delete an existing project
- Archive an existing project
- Unarchive an existing project
- Design the page

< Back      Next >

This screen provides several project options for the Premier Candle. Each option is explained as follows:

### *Create a New Project*

This option is used to create a brand new premier candle project when it is either the only project being created or the first project being created for the deceased.

### *Create a New Project using existing information*

This option is used if you had previously created a different product for the same deceased. For example if you first created a register book for this person you can use this option to select the deceased's information so you wouldn't have to re-type all the information again.

### *Open an Existing Project*

You would use this option if you have previously created a premier candle for the deceased and you wish to open it back up again and edit it or print it.

### *Delete an Existing project*

Use this option if you wish to permanently remove a project from your printing system

### *Archive an Existing Project*

Use this option if you wish to keep the project for possible future printing but you wish not to see it as an active project.

### *Unarchive an existing project*

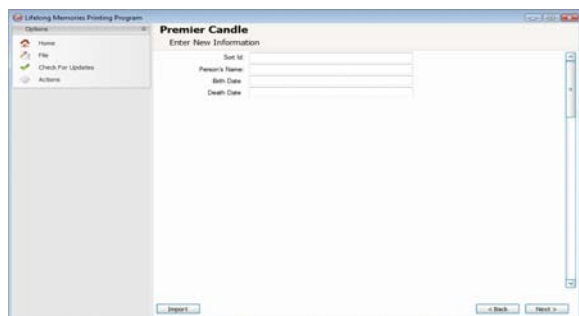
This option is used to bring an archive project to an active project to allow you to either edit it or print the project.

### *Design a Page*

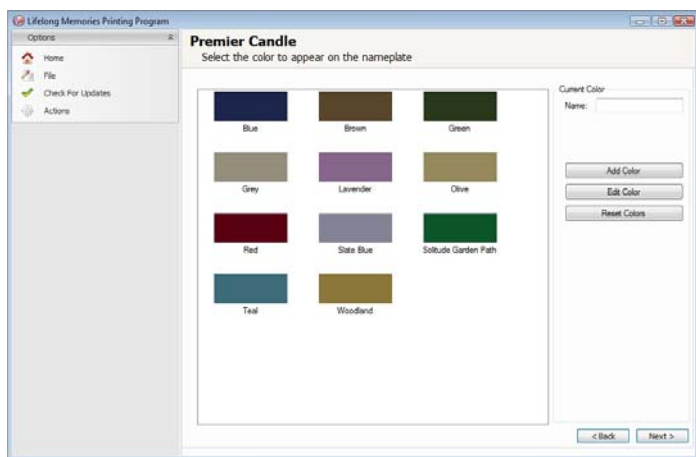
This option is provided to make changes in the actual design of the product. It shouldn't be used unless you are extremely proficient with computers or it can be used by technical support staff. The results could be extremely negative if you are unsure of what you are doing.

## MAKING A PREMIER CANDLE

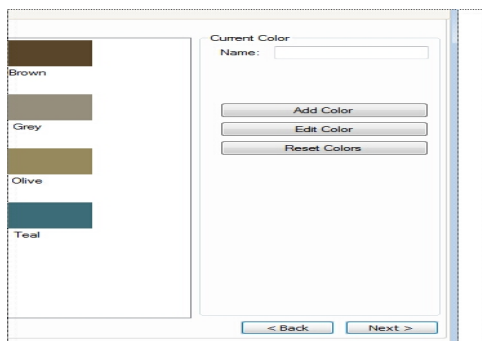
Since we are creating a brand new project select the **Create a New Project** option. Then select the **Next** button. The following screen will then appear.



This screen is used to input the deceased's information that will be used in creating your Premier Candle. The Premier Candle can use the deceased's name, birth date and death date. The program will sort your candles by the person's name. If you wish to sort in a different manner you can add a sort ID and the program will then sort on that entry. Complete the information as needed and then select the **Next** button. The following screen will then appear:

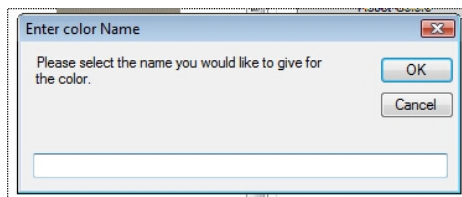


This screen is provided to you for the purpose of selecting a Nameplate color that you will be using for the creation of your premier candle. The premier candle is already hand wrapped with the theme and you do not print the background theme. Choose a nameplate color that coordinates with the candle background you will be using. If you would like to edit the existing colors or add more colors to list, use the options on the right side of this screen.

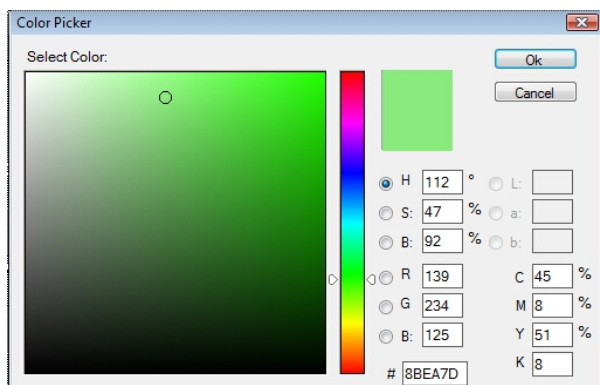


## MAKING A PREMIER CANDLE

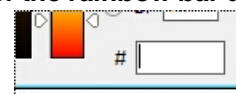
To add additional colors, left click on the Add Color button and the following screen will appear.



Enter any name that you would like to call your new color then select the **OK** button. The following screen will then appear:

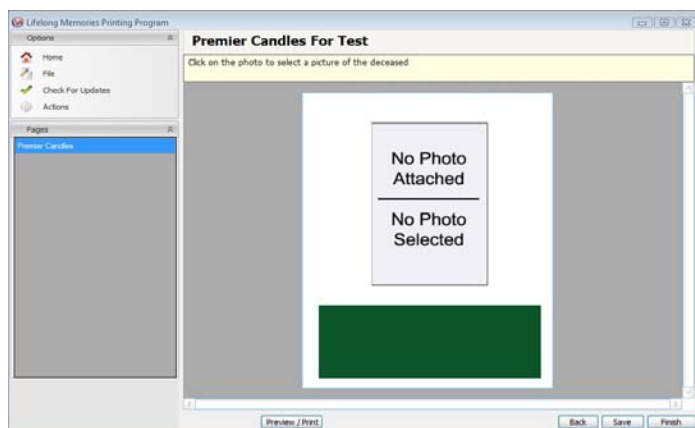


Using your mouse, click on the vertical rainbow bar to choose different colors. Then fine tune the shade by clicking on the inside of the large square. The selected color will appear in the small square to the right of the rainbow bar. When done selecting your new color, click the **OK** button. Your new color will now be included in the color list. **If you have a color code #, insert the code in the # box at the bottom of the rainbow bar and click OK.**



If you would like to edit any of the existing colors, click on that color and select the **Edit Color** button and proceed as above when adding a color. If you would like to reset the color to the program default, just click on the **Reset Color** button before you proceed. If you have added any "new" colors, they will remain and only the program default colors will return.

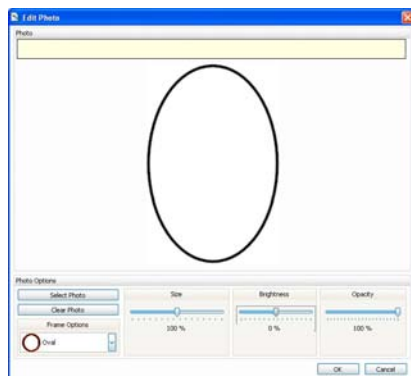
When you have the color of the nameplate selected it will appear in the right column under Current Color by name and shade of color. Then click the **Next** button and the following screen will appear.



This screen is used to create the photo and text labels for your premier candle. We will begin this process by selecting and cropping the deceased's photo that will be used on the candle.

## MAKING A PREMIER CANDLE

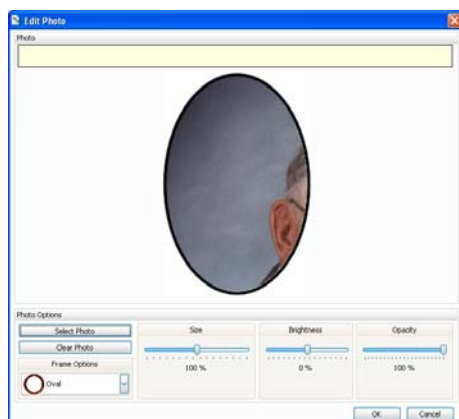
To start this process place your mouse pointer on top of the No Photo Attached box and press your left mouse button. The following screen will then appear:



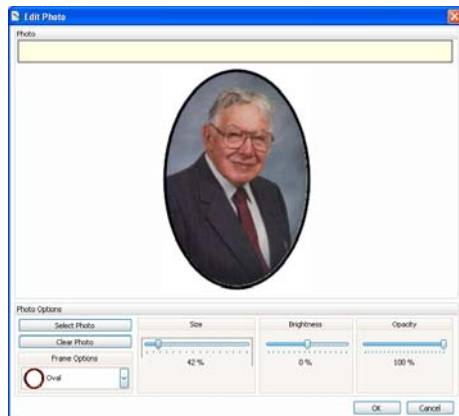
This Photo Modification screen is provided to make it an easy task to select a scanned photo and crop it to fit on the provided labels for your premier candle. To accomplish this select the **Select Photo** button. The following screen will then appear: (locate the folder where you have saved your pictures)



Find the photo that you had previously scanned and saved to your computer. Use the **Look In** drop-down list to change folders. Once you have located your photo click on it and select the **Open** button. The photo will then appear in the picture box of the screen. The screen may look like this:



Using the Size slider bar you can resize the picture to fit into the oval. You can move the photo by placing your mouse pointer on top of the picture and holding your left mouse button down dragging the picture to the desired location. Remember what you see in the oval is what you will get on the candle. Once you are satisfied with the placement of the oval select the **OK** button.

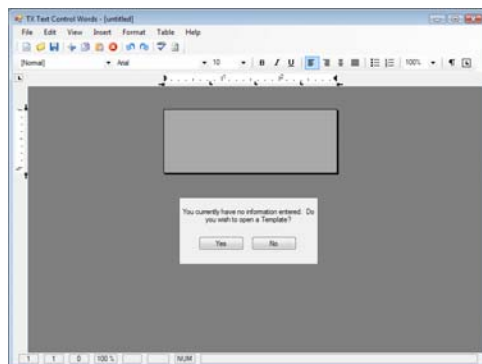


*Tip - Make sure there is no “white space” showing in either the top or the bottom of the oval. This will show on your final printing of the label.*

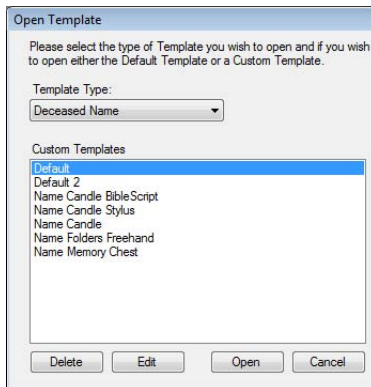
You should now see your picture on this screen.



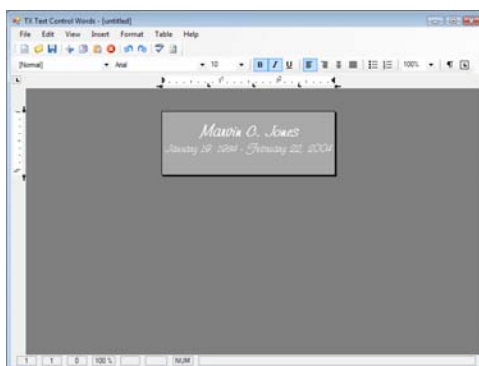
You now need to complete the name plate information for your premier candle. To accomplish this select the text box located under the picture by placing your mouse pointer on top of the text box and pressing your left mouse button. The following screen will then appear:



You can either simply type the text you wish to use for the name plate or you can begin by using a template from the template library. We recommend using templates since this will expedite the creation of the name plate information. To use a template select the Yes button located on the pop up menu. The following screen will then appear:



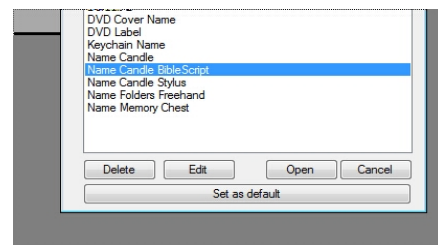
Select the desired template from the list and then select the **Open** Button. You will then be taken back to the Edit Text screen and the information you selected from the template library should appear.



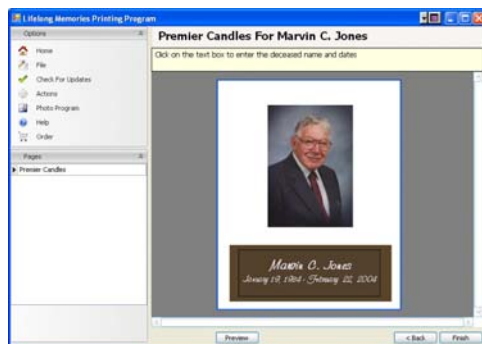
You have the capabilities of changing the font styles and sizes using the font controls of this screen. You can also move the information within the name plate if you desire. You can use the standard two lines of information but if you wish to add a third line you may do so. The only limiting factor is what will fit onto the label provided with the candle.

If you create your own text style and you wish to use it in the future you may save it as a template by selecting **File** from the top toolbar **Load Template**, pick the desired template, select **Edit**, make your changes and then select **File, Save Template As** in the drop down menu and give it a name in the **New Template Name** box and select **Save**.

If you always want to use this Template when you make a candle, you can set it as the "default". To do this, select **File, Load Template**, click on the desired template from the list and Click on the **Set as Default** bar on the bottom of the box. This will now load on all of your candles and auto fill the deceased information. You will still be able to change anything in the edit text box.



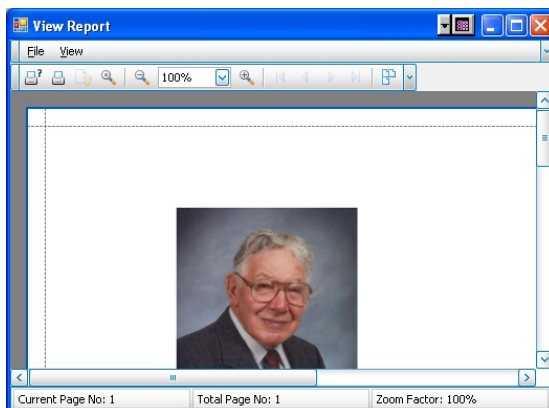
Upon completing the name plate information, select the **red X in the upper right corner** and you will be asked if you wish to save. Select **Yes** and you will then be returned back to the Premier Candle Screen.



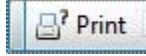
You are now ready to print your candle labels. To begin this process select the **Preview / Print** button located at the bottom of the screen. The following screen will then appear:



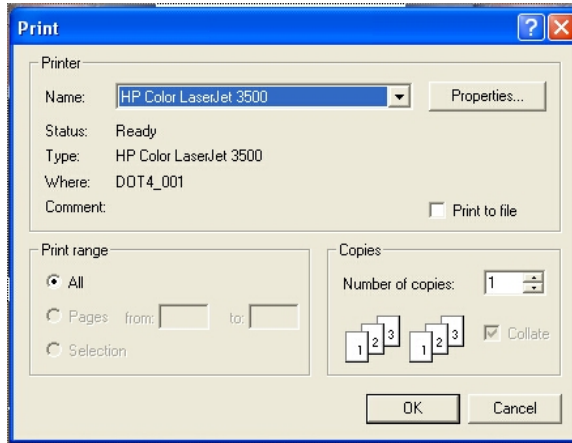
This screen will allow you to select the label position you wish to print. Keep in mind the labels provided with your candles include four labels per sheet. You can print either one position or as many as you need. If this is the first time you printed candle labels you may need to align the labels to print properly with your printer. We have included with your order some placement aligning sheets to get this accomplished. This should only be a one time task. The software will remember your alignment settings and not require you to do so again. For the purpose of this exercise of checking the printer alignment for a first time print, we will select all four positions and then select the **OK** button. The following preview screen will then appear:



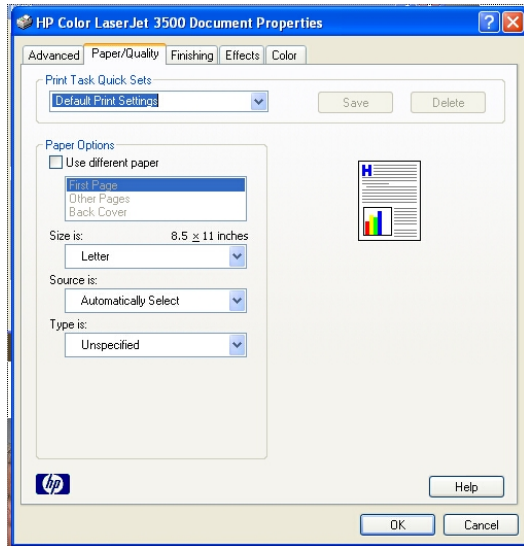
This preview screen allows you to view your print prior to printing. Make sure all the information is correct. Place your alignment sheet into your printer and select the Printer icon located in the upper left of this screen.



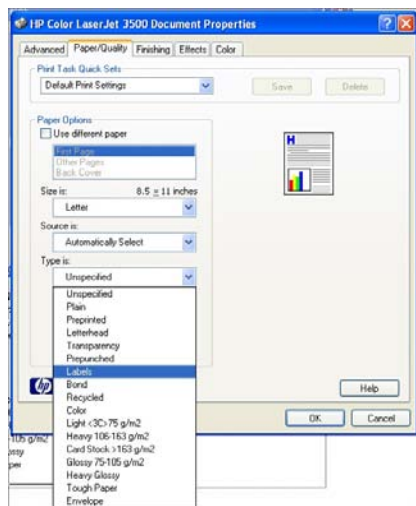
The following Printer Dialog Screen will then appear:



This screen is provided to allow you to select a printer and/or change printer properties. Because we are going to print to labels you should **change the media type to labels prior to printing**. Each printer's dialog may look a little different but each should have a media type to change. Select the printer you wish to print to by using the pull down for the printer name and selecting the printer. Then select the **Properties** button on this dialog screen. For an HP 3500 the dialog looks like the following:

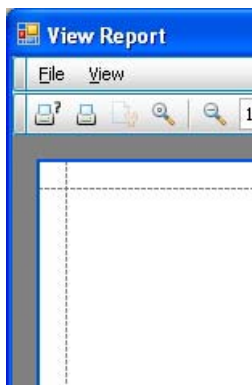


Change the media type to labels by selecting the **Type is** drop down and selecting the **Labels** option.



Then select the **OK** button. You will then be taken back to the Printer Dialog screen. Again select the **OK** button. Your labels should then print onto your alignment sheet.

If your print does not align with the alignment sheet you will need to make some one time adjustments. To accomplish this task you will simply move the print margin lines in the preview window.



To do this place your mouse pointer on top of the dashed line shown in the preview window and hold down your left mouse button and drag the line one way or another. The mouse pointer should change shape. This will move the print and will save your settings. Repeat this process until your labels align properly when printed onto your alignment sheet. When satisfied with the placement replace the alignment sheets with the actual label sheet and print your labels. When you have completed your project close the preview window and select the **Finish** button.

Now that you have your labels printed you just simply have to peel them from the label sheets and affix them to your candle. This process is fairly forgiving and you should be able to pull them off and move as needed. Once you “rub” them down you will have a difficult time peeling them off of the candle. With a little practice this task becomes a breeze.

