



Guidelines for PDF fillable forms for Inserts

Successful printing of these insert forms are **dependent on the capabilities of your printer**. Some printers are not able to set-up custom page sizes for printing or alter the printing position. This would cause your printing to not align with your pre-printed pages. Often your printer will not be able to print duplex or perhaps not duplex with custom size pages. In that case print each page individually.

It is recommended to just fill out a couple of the pages and test print to make sure it will work with your printer. Set to print at actual size (Not to: FIT TO SIZE)

After opening the PDF form template;

- 1) execute a **SAVE AS** – with your specific file name;
- 2) fill out the form fields;
- 3) SAVE;
- 4) print page desired.

Page and paper size is 6.75" x 9.5"

PDF forms do not allow changing of font or text size.

If you want more customization than these forms allow, you may want to set up your own documents in Microsoft Word.

Send any questions to customerservice@funeralbooksandbeyond.com