

Instructions on how to use the manuscript templates:

These templates are free to use, customise and print. Just follow the simple steps below to create your project ideas...

- Double click and open the pdf manuscript template. On your computer, select File from the toolbar menu, and click Export and then Save to move the interactive template to your desktop.
- Click on the various text boxes within the pdf to begin the process of creating your own project template.
- By deleting the content in each text box you will be able to remove these items from print. Only the text remaining on the page will appear on the printout.
- You can replace the text by deleting and typing in your own text. You can also position your new text by selecting the text box and using your computer spacebar.
- Remember to save each new, customised template with a different saver name. This will allow you to re-visit the same page and print as many copies as you require. To save, select File from your toolbar menu again, and click Export as PDF. You can then re-name your pdf template and then click Save. Remember, when using this command, your text will then become locked.
- We plan to add more manuscript templates with time. If you require a very specific stave layout for a unique project, which we have not already provided, please inform us through the Contact Us link on our website, and we will try and create this template for you.