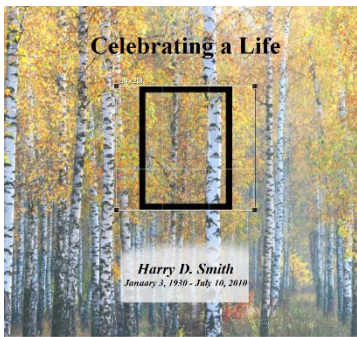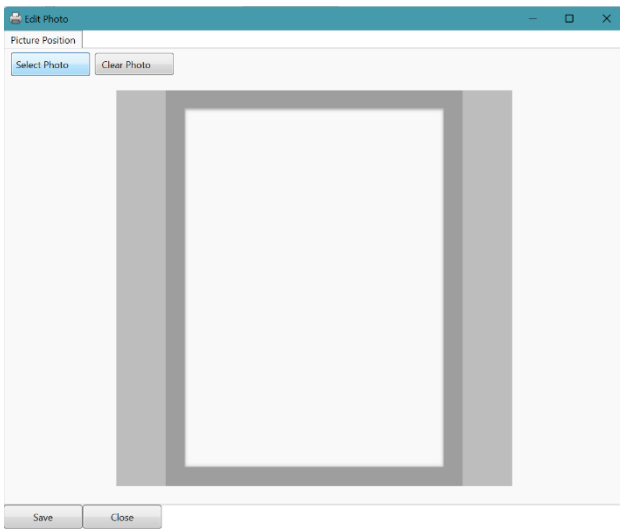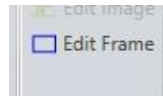Many of the Themes in Lifelong Publisher include a frame to place the photo of the deceased into. It is a simple process to put this photo into the frame by following these steps.
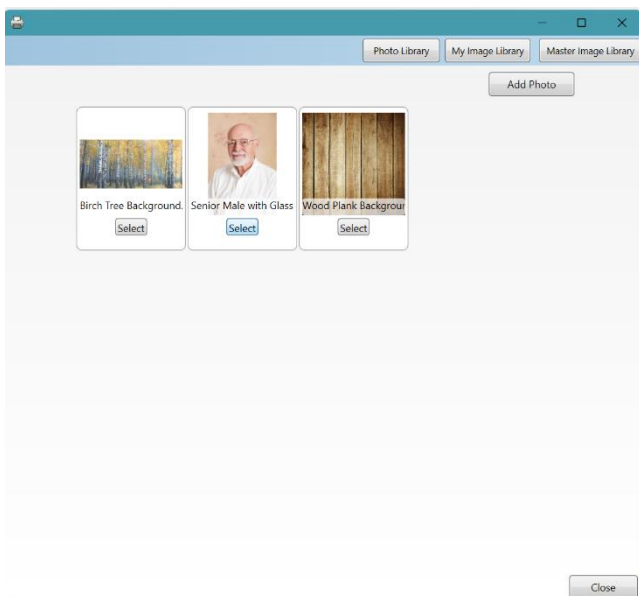

Place your mouse pointer on top of the frame and either double click your left mouse button or click once on the frame and select the **Edit Frame** command located at the top of the screen.

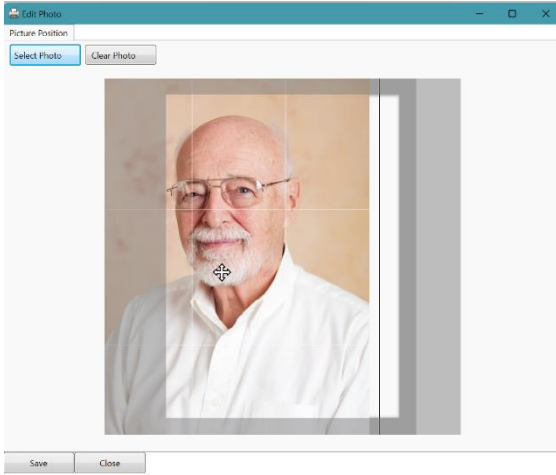The following frame dialog screen will than appear:

You will need to tell Publisher what photo you would like to place into the frame. To do this you need to click on the **Select Photo** button.
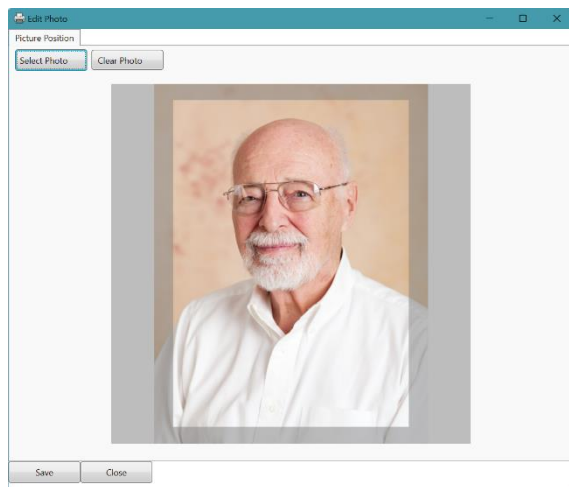

The following screen will than appear:

If you selected a photo during the process of entering the deceases information in the data input screen the photo will be shown on this screen. If you forgot that step no problem, you can add the photo at this time. If you need to add a photo, click on the **Add Photo** button located on this screen. Navigate to the folder where you saved the photo and double click on it. Lifelong Publisher will then upload a copy of the photo and show it on this screen. Once you have the photo click on the **Select** button located under the photo you wish to use.
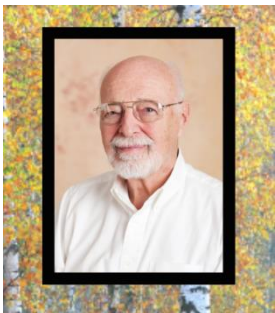
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You will then be returned to the frame dialog screen and the selected photo will be shown in the frame.

You will probably have to resize and move your photo to fit into the frame the way you would like it to be displayed. To accomplish this task, click on the photo. You should then see some lines in the photo.

To move the photo simply place your mouse pointer on top of the photo and hold your left mouse button down and drag the photo to the location you want it to be in. If you need to make the photo larger or smaller you will need to move the photo until you see a corner. Place your mouse pointer on top of the black dot on a corner. Hold your left mouse button down and drag the photo and stretch it to the size you would like it to be. Then move the photo to a position you would like it to be in. Repeat these steps until you get the photo the size and location you need. Make sure the photo utilizes the entire space within the frame and no white space is shown. Once this has been accomplished select the **Save** button. Then select the **Close** button.

You will then be returned to the initial screen and your photo should be shown in the frame:

You will be able resize the frame or move it within your project. To accomplish this, click on the photo. Place your mouse pointer on a corner, hold down your left button and drag it to resize the frame and photo. Then drag the frame to a position you would like it to be in.

This completes this process.

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