

Adding the Bride and Grooms names to the Ceremony.

You are now Ordained... What's next?

Have a quick conversation with the bride and groom and get an idea on what they are looking for. They might say they have no idea. I would start with "Dan's Ceremony". This one fits just about every couple.

Any of the ceremonies you choose will be solid choices.

You will see two choices to download the ceremony. A word doc and a .PDF. Everybody has different levels of computer abilities. I tried making it easy for everyone.

Probably the easiest to start with the word document. Once the ceremony is downloaded and opened, follow these steps.

Quick explanation – Start with changing the wedding date.

Then "Select All" / hit Replace / Find "Bride" / Replace with Brides name. Do the same with "Groom" and replace it with the groom's name. Don't forget to change the last name at the end of the ceremony.

Need more details? Here you go....

1 – Change the date to their wedding date

2 – Select all (Ctrl + A)

3 – Go to "Replace" and in the "Find what" box type "Bride"

4 – In the "Replace with" box, type the brides first name (use the formal name, Example instead of Tina, use Christina)

5 – The hit the "Replace all" button

6 – A box will pop up saying they made (X) number of changes and ask you if you want to search the rest of the document... Hit yes.

7 – The do the same for "Groom" - After the names have been changed, you can close out of that box.

8 – Now scroll to the bottom of the page and change the "last name" to the Last name of the groom.

9 – Ask the couple if the groom's last name will be taken. Make the changes if needed.

10 – Then at the top, hit File / Save as / Find the folder you want/ Then name it the bride and grooms name with wedding date. (Copy and paste the first line of the ceremony to make it easy)

11 – Make edits as you please. Change out vows or readings. Make it perfect!

12 – Practice reading it and rehearse the notes and tips we put in there for you, all these are very important.