

# How to Use These Files—Unlocked PDF for Print

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**1. To insert a song into an existing document or software, first open the document in which you want the song to appear.** Insert the PDF or PNG file as a picture into your document. Each song in the *Trinity Psalter Hymnal* folder is included both as a PDF file (good for Apple Mac users) and a PNG file (good for Windows users).

**Apple Mac users:** Insert the *PDF file* as a picture into your document. Songs with multiple pages will be contained in one PDF file.

**Windows users: Microsoft Office users –** Insert the *PNG file* as a picture. Songs with multiple pages will have separate PNG files for each page.

## 2. How to find your song:

- Open either the PDF or PNG folder, depending on your operating system (see #1 above).
- Each song has been saved as an individual file numbered the same way as the print edition. You can also use the last index, Titles and First Lines to find the song number.

**3. Resize as needed.** The entire page of music and words can be made larger or smaller. You cannot change the font size within the image separate from the music.

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