WORSHIP FOLDER
TEMPLATES

USER MANUAL

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Getting Started

Overview

Thank you for purchasing Paramentics *Worship Folder Templates*. This manual will help you find your way around the various templates sets offered by Paramentics. The various sections in this guide will help you make the most of what these templates have to offer and to turn the sometimes tedious job of building worship folders into an easy and smooth task.

Template Info

The *Classic*, *Modern*, and *Royal* templates are formatted to Half-Legal sized paper (7" x 8.5"). Here are the templates that are included with each theme:

Classic, Modern, Royal

- Divine Service I
- Divine Service II
- Matins
- Vespers
- Compline
- Morning Prayer
- Evening Prayer

Note: *The templates mentioned above merely follow the historical orders of service and do not reproduce the actual texts of each. Since liturgies are often copyrighted and different translations are used, placeholder text is used in most instances.*

Minimum System Requirements

- Windows Vista or later, Mac OS X 10.8 or later
- Word 2007 or later

Note: The templates use certain fonts and file formats that are included in specific versions of Mac OS X, Windows and Word. The use of these templates on earlier versions may produce unexpected results. These are the fonts used within each theme:

Classic (Windows)	*Palatino Linotype*
Classic (Mac)	*Palatino*
Modern (Windows)	*Segoe UI*
Modern (Mac)	*Avenir Next*
Royal (Windows)	*Calisto MT, Palatino Linotype*
Royal (Mac)	*Hoefler Text, Palatino*

Purchasing and Installation

Purchasing Templates

1. Select the template product that suits your needs best.
2. Click the *Add to Cart* button with the standard price indicated.
3. Enter the *Shopping Cart* and click *Checkout*.
4. Fill in the forms correctly. Pay special attention to the e-mail address, as the download information is sent to the address you have specified.
5. Click *Continue* and fill in the required payment information and *Place Order*.
6. Upon receiving the e-mail with the download info, click on the indicated link and download your templates.
7. And that's it! Wait for the package to download on your computer.

Installation

1. The ZIP file you have downloaded includes the user manual and a folder containing the templates and font for responses.
2. Copy the Templates folder from the ZIP file to your default user Microsoft Word Templates folder:

   Word 2007 and 2010: C:\ *Users \ user name \ Roaming \ Microsoft \ Templates*. Restart Word and look for the new templates when creating a new document from a template.

   Word 2011: *User Account > Library > Application Support > Word > Templates*. Restart Word and look for the new templates in the template dialog box.

   Note: Your templates may be saved to a different location as the ones shown above. These are the default locations for your templates after installing Word on you computer. Check your settings in Word if the new templates are not showing in the dialog box.

3. Install the Responses font on your computer:

Vista and Windows 7: Copy to *C:\ Windows \ Fonts*.

Mac OS X: Copy to *Macintosh HD > Library > Fonts*.

Note: *You may install the templates and fonts by opening them individually. Double-click a template,* select ***Save As***, and save as a Word template (.dotx). *In the same way, double-click a font and install it.*

Features

Template Dialog Box

Once the templates and fonts are installed onto your computer, you can now open Word and begin creating a new document based on your worship folder template. Location of your templates may vary based on where you have them installed on your computer, but if you installed them in the default location, you should now see your new templates categorized in the left sidebar or tab under *My Templates*.

Your templates will appear as a list or a graphical preview. Double-clicking a template or clicking *Open* will open that template and you can begin creating your own worship folder.

Placeholder Text & Images

All templates include placeholders that make adding your own text and images completely effortless. Simply copy the text you wish to use and then select the placeholder text. By right-clicking (or *Control-Click* on Mac) and using the paste option, **Use Destination Styles**, your new text will replace the placeholder text and match the same style in the template. *(See the **Hints & Tips** section of this guide to simplify your paste options)*

Images can also be inserted into and replace the grey placeholder images in your document. Your images will be automatically formatted to fit the dimensions of the placeholder image box. Art and music graphics can also be added anywhere to your worship folder by selecting *Insert > Picture*.

Styles

Document styles are a quick and easy way to format the text within your document. Each template has its own unique styles based on system fonts and the responses

font that you have installed. To see the styles associated with your document, launch the **Styles Dialog Box** from the **Home** menu under the Styles group.

Paragraph styles will format either an entire paragraph or all of the text you have selected with your cursor. Simply click within a paragraph and select a paragraph style from the Styles Dialog Box. All of the text within that paragraph will be formatted to match the style you have chosen.

Also included are Character styles that make it easy to replace the formatting of individual words and letters. These templates include character styles that makes it easy to replace various responses within your worship folder.

Replacing The Responses

Each template comes with special fonts for liturgical responses. Depending on which templates you have purchased, the fonts that are installed onto your computer are either *Responses Classic*, *Responses Modern*, or *Responses Royal*.

These responses ("M:", "C:", "L:". etc.) can be replaced by selecting the individual response and selecting the character style in the Styles Dialog Box or manually changing the font. However, this can become quite time-consuming if you wish to change the format of all the responses in you worship folder. Thankfully, Word allows you to find and replace the character style of any or all words of your choosing:

1. On the **Home** tab, in the **Editing** group, click **Replace**.
2. Enter the response you wish to change in the *Find* box. Include the colon (:) after the letter in order to remove it.
3. In the *Replace* box, enter either the lower-case letter for a white-boxed letter, or an upper-case letter for a black-boxed letter. (m = M̄, C = ◼C)
4. Choose the character style, *Responses* as the replacement format.
5. Click *Replace All*.

Hints & Tips

Making Your Own Templates

After you have completed your first worship folder using these templates, you can also save your document as its own template. This allows you to select your own revised template when creating a new document and quickly make changes for future services without having to start from scratch every time.

Save your worship folder using **Save As** in the menu. You can now save the document within the dialog box as a template. Now, every time you begin a new document in Word, you can open your custom template in the *My Templates* menu or tab.

Simplifying The *Paste* Command

In most cases, you will want anything that is copied from another document or software program to match the style of the text that is already in you template. Microsoft Word has some hidden and not-so-hidden shortcuts to make life a little easier.

In Word 2010, every time you paste content into a document a *Paste Options* button appears. This can turned off in *File > Options > Advanced* by disabling it in the *Cut, Copy, Paste* options. From here you can also choose the way that content is pasted by default. Word 2007 has similar options that you can find after clicking the Office button and choosing *Word Option > Advanced*.

Printing A Booklet

Before a worship folder is sent from your computer to your printer, the pages have to be imposed. This means that the pages must be sorted properly so that when turning the pages after being stapled, they will be in the correct order. For example, a worship folder that is 8 pages long would be printed like this:

- Pages 8 and 1 in the *first sheet* of paper on the *first side*,
- Pages 2 and 7 in the *first sheet* of paper on the *second side*,
- Pages 6 and 3 in the *second sheet* of paper on the *first side*, and
- Pages 4 and 5 in the *second sheet* of paper on the *second side*.

Creating a booklet from within Microsoft Word is a fairly painless endeavor. Here are a few ways you can do this on both Windows and Mac computers:

1. For Windows, go to your *Page Layout* tab and then click on the icon in the corner called *Page Setup*. In the *Margins* tab, choose *Book Fold* under *Pages*. Make sure the Orientation is still set to Landscape, since the paper we will be using is Legal sized paper. Set your Margins to 0.5" for Top, Bottom, Left, and Right (the bottom margin can also be 0.75" if you want). In the *Paper* tab, set you paper size to *Legal* in the drop-down menu. SInce the paper size was originally Half-Legal in the template, you should see little-to-no change within your document. However, it may be wise to look it over.

   When printing, make sure the options are set for printing on both sides of the paper, as well as short-edge binding. This will make sure your worship folder is printed correctly on both sides.

2. Word for Mac is not entirely the same when it comes to printing booklets. The application, **Create Booklet** is a Apple plugin that can be accessed from the print menu. You can download it for free here: thekeptpromise.com/FreeApps. After it is installed, you will now be able to click the PDF button and choose *Create Booklet*. The document will automatically open in Preview and you can now print your worship folder.

   In the Print dialog box, make sure you paper is set to US Legal and that there is no scaling, or that Scale is set to 100%. In the Layout drop-down menu, select Short-Edge Binding so that all your pages print right side up.

3. Another way to print a booklet on both Windows and Mac is to use **Adobe Reader** after exporting your worship folder as a PDF. You can download it here:

get.adobe.com/reader. Go to the print dialog box and choose your correct paper size in *Page Setup*, click the *Booklet* tab, and print your worship folder.

Note: *Always remember that the pages in your worship folder must be divisible by 4 (i.e. 8, 12, 16, 20, etc.). Add blank pages to the end of your document and before the back cover page if you need more.*

Creating Drop Caps

Drop caps are a great way to draw attention to a particular portion of you worship folder, especially the scripture readings of the day. This is what we will achieve in the following steps:

NULLA EGET MAGNA AC EROS pellentesque gravida id eget nunc. Quisque in nulla neque, in sodales arcu. Nam placerat eleifend semper. Proin porttitor, purus vitae facilisis imperdiet, orci lacus rutrum neque, vitae ullamcorper justo.

1. Place the insertion point anywhere within the paragraph you wish to make a drop cap. From the **Ribbon** menu, select the **Insert** tab**.**

2. In the **Text** group, click **Drop Cap** and choose **Dropped**.

3. You should now have the first letter of the paragraph set as a drop cap that covers three lines by default. Three lines is the professional standard.

4. Depending on the font and the letter used, you may want to distance the drop cap from the rest of the text in the **Drop Cap Options** in the same menu. Moving the spacing to 0.1" or 0.2" should be the max spacing between the lines and the drop cap.

Traditionally, it is common to set the first word or phrase after the drop cap in caps, small caps, or boldface. This offers a nice visual transition from the drop cap to the normal text in the paragraph. To use small caps as in the example above, select the your text and in the **Font** dialog box select the **Small Caps** check box.

And always remember to use drop caps sparingly. Using them for only the scripture readings adds some visual emphasis, but placing them everywhere in your worship folder may be overdoing it.

Uninstalling Templates & Fonts

Here are the steps to safely and quickly uninstall your templates and fonts:

Windows

1. Go to C:\ *Users \ user name \ Roaming \ Microsoft \ Templates.*
2. Remove templates from folder.

Note: *If you changed the default location for you templates, delete from that folder instead.*

And here's how to uninstall the fonts:

1. Open Fonts by clicking the *Start* button, clicking *Control Panel*, then *Appearance and Personalization*, and then *Fonts*.
2. Select the font you want to delete and click *Delete* from the toolbar or File menu.

Mac

1. Go to *User Account > Library > Application Support > iWork > Pages > Templates.*
2. Remove templates from folder.

Note: *If you are running Mac OS X 10.7 or later, you will need to hold the Option key while selecting the Go menu in Finder in order to access the Library folder.*

And here's how to uninstall the fonts:

1. Go to Macintosh HD > Library > Fonts.
2. Remove the fonts that you do not need.

Contact Information

Thank you for using Worship Folder Templates!

For more information about Microsoft Word, see ***office.microsoft.com***.

If you have any feedback or comments, please visit ***paramentics.com/contact***.

For more information about Paramentics, visit ***paramentics.com***.