



WORSHIP FOLDER TEMPLATES

USER MANUAL

Table of Contents

Getting Started	1
Overview	1
Template Info	1
Minimum System Requirements	2
Purchasing and Installation	3
Purchasing Templates	3
Installation	3
Features	5
Template Dialog Box	5
Placeholder Text & Images	5
Styles	6
Replacing The Responses	6
Hints & Tips	7
Making Your Own Templates	7
Simplifying your Paste Command	7
Printing A Booklet	7
Uninstalling Templates & Fonts	9
Contact Information	10

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 *Festival* templates are formatted to Half-Legal sized paper (7" x 8.5"), and one formatted to Half-Ledger sized paper (8.5" x 11"). Here are the templates that are included with each theme:

Classic, Modern, Royal

- Divine Service 1
- Divine Service 2
- Divine Service (Ledger)
- 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
- Publisher 2007 or later

Note: *The templates use certain fonts and file formats that are included in specific versions of Windows and Publisher. The use of these templates on earlier versions may produce unexpected results.*

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 Publisher Templates folder:

Publisher 2013: *C:\Users\username\My Documents\Custom Office Templates.*

Publisher 2007 and 2010: *C:\Users\user name\AppData\Roaming\Microsoft\Templates.*

Note: *Your templates may be saved to a different location as the one shown above. This is the default location for your templates after installing Publisher on you computer. Check your settings in Publisher if the new templates are not showing in the dialog box.*

3. Install the Responses font on your computer:

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

Note: *You may install the templates and fonts by opening them individually. Double-click a template, select **Save As**, and save as a Publisher template. 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 Publisher 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* or *Personal*.

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 and using the paste option, **Merge Formatting (M)**, 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 > Pictures*.

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, click the **Styles** box from the **Home** menu.

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.

Replacing The Responses

The Festival templates come with a special font for liturgical responses. These responses ("M:", "C:", "L:". etc.) can be replaced by selecting the individual response and manually changing the font. Unlike Microsoft Word, Publisher does not have an easy way to change these using character styles.

The easiest way to replace them would be to change the first two responses (for Divine Service, "M:" and "C:") to their new font (m = **M**, C = **C**) and then copy and paste them throughout the document where they occur.

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 Publisher, you can open your custom template in the *My Templates* or *Personal* menu or tab.

Simplifying your 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 Publisher has some hidden and not-so-hidden shortcuts to make life a little easier.

In Publisher 2013, every time you paste content into a document a *Paste Options* button appears. This can be turned off in *File > Options > Advanced* by disabling it in the options. Earlier versions of Publisher have similar options that you can find after clicking the Office button and choosing *Publisher 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**.

The great thing about the Festival templates is that this is all automatically set up for you, which makes creating a booklet from within Microsoft Publisher extremely easy.

1. After completing your folder, click **File** and then **Print**.
2. In the Print dialog box, your paper size should automatically be set to Legal (8.5" x 14") or Ledger (11" x 17") if you're using the Ledger Divine Service template.
3. In the Layout drop-down box, select **Print on Both Sides (Flip sheets on short edge)**. Make sure that the *short edge* option is selected so that all your pages print right side up.

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. Publisher will recognize this as you add pages and will automatically add 4 pages unless you choose otherwise.

Uninstalling Templates & Fonts

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

1. Go to the folder where your custom templates are stored.
2. Remove templates from folder.

Note: *The location of your template folder will depend on the version of Publisher you are using.*

And here's how to uninstall the fonts:

1. Go to *C:\Windows\Fonts*.
2. Remove the fonts that you do not need.

Note: *Be sure to not remove or delete system fonts that came with Windows or Office as this could cause problems on your computer.*

Contact Information

Thank you for using Worship Folder Templates!

For more information about Microsoft Publisher, see [*office.microsoft.com*](http://office.microsoft.com).

If you have any feedback or comments, please visit [*paramentics.com/contact*](http://paramentics.com/contact).

For more information about Paramentics, visit [*paramentics.com*](http://paramentics.com).