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

• Mac OS X 10.4 Tiger or later
• iWork '08 or later

Optional

• iPhone 3GS, iPhone 4, iPhone 4S, iPhone 5, iPod Touch (3rd generation), iPod Touch (4th generation), iPod Touch (5th generation) and iPad, with iOS 5.1 or later
• Pages for iPad, iPhone, or iPod Touch

Purchasing and Installation

Purchasing Templates

1. Select the template product that suits your needs best.
2. Click the Buy button with the standard price indicated.
3. Fill in the PayPal purchase form correctly. Pay special attention to the e-mail address, as the download information is sent to the address you have specified.
4. Upon receiving the e-mail with the download info, click on the indicated link and download your templates.
5. And that's it! Wait for the package to download on your computer.

Installation

1. The DMG package you have downloaded includes the user manual and a folder containing the templates and fonts.
2. Copy the Templates folder from the DMG package to *User Account > Library > Application Support > iWork > Pages >Templates*. Restart Pages and look for the new templates in Template Chooser.
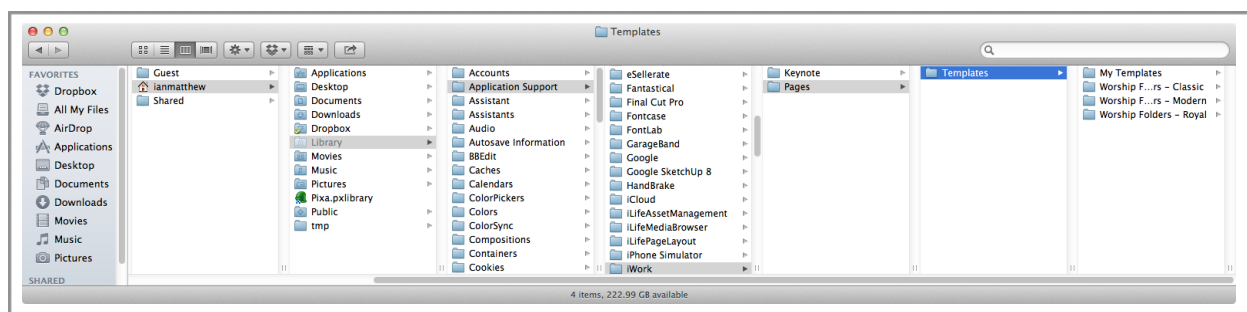
3. Copy the Responses font to *Macintosh HD > Library > Fonts*. Restart Pages and look for the new templates in Template Chooser.
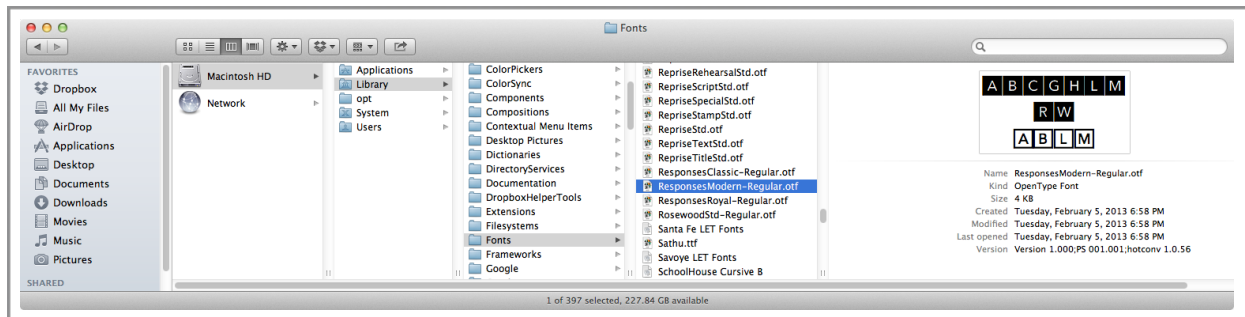

Note: *You may install the templates and fonts by opening them individually. Double-click a template and click* **Save as Template** *in the* **File** *menu. In the same way, double-click a font and install it with Font Book.*

Features

Template Chooser

Once the templates and fonts are installed onto your computer, you can now open Pages and begin creating a new document in the *Template Chooser*. You will now see your new templates categorized in the left sidebar under *My Templates*:
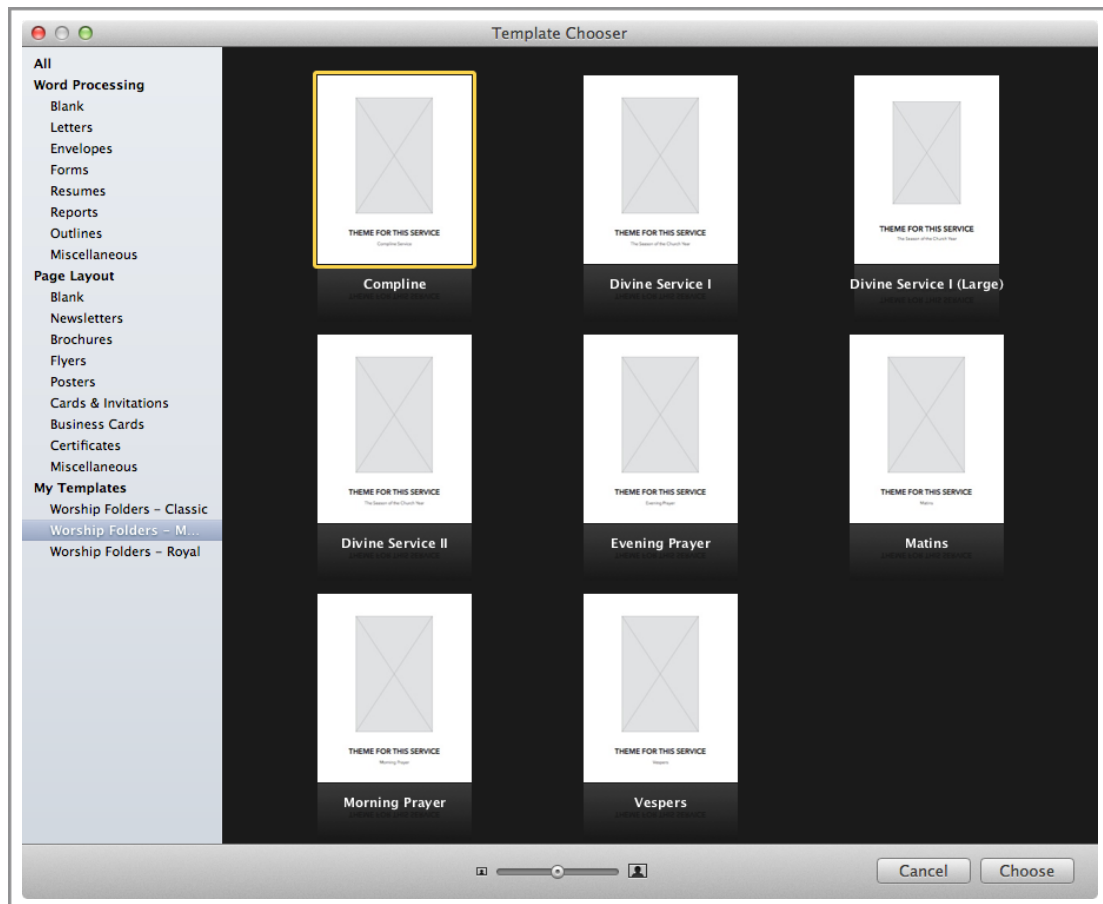

Hovering over the individual templates gives you a preview of all the pages within that template. Double-clicking a template or clicking *Choose* will open that template and you can begin creating your own worship folder.

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*) and choosing **Paste and Match Style**, or going to **Paste and Match Style** in the **Edit** menu, your new text will replace the placeholder text and match the same style in the template. The keyboard shortcut for Paste and Match Style is *Shift-Command-Option-V. (See the **Hints & Tips** section of this guide to simplify this shortcut)*

You can drag and drop images into the grey placeholder images in your document. Your images will be automatically formatted to fit the dimensions of the placeholder image box. You can also copy and paste these images into your document as well.
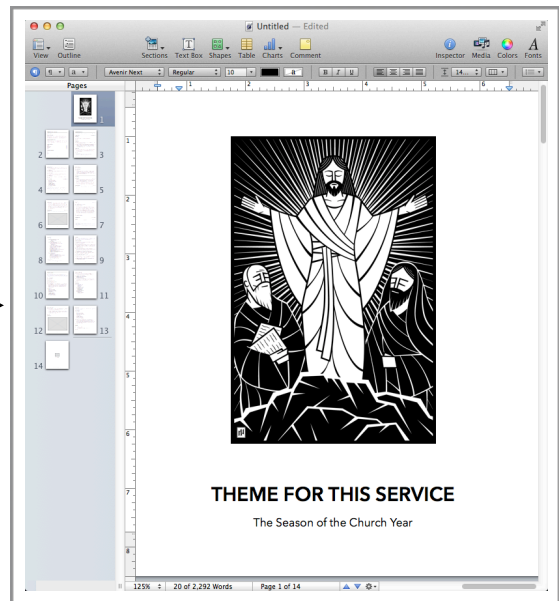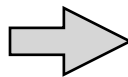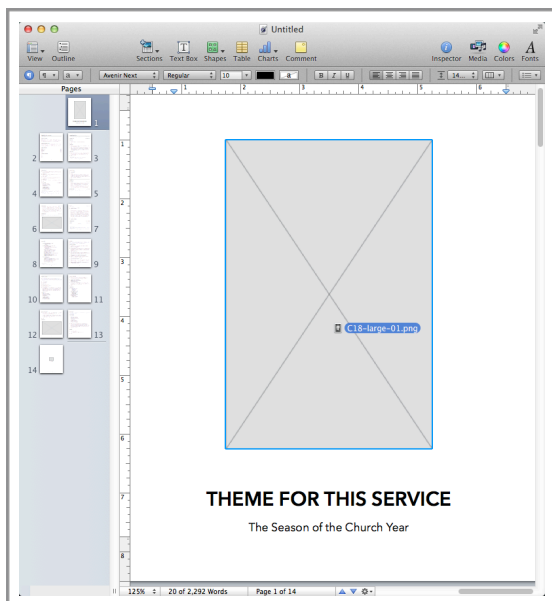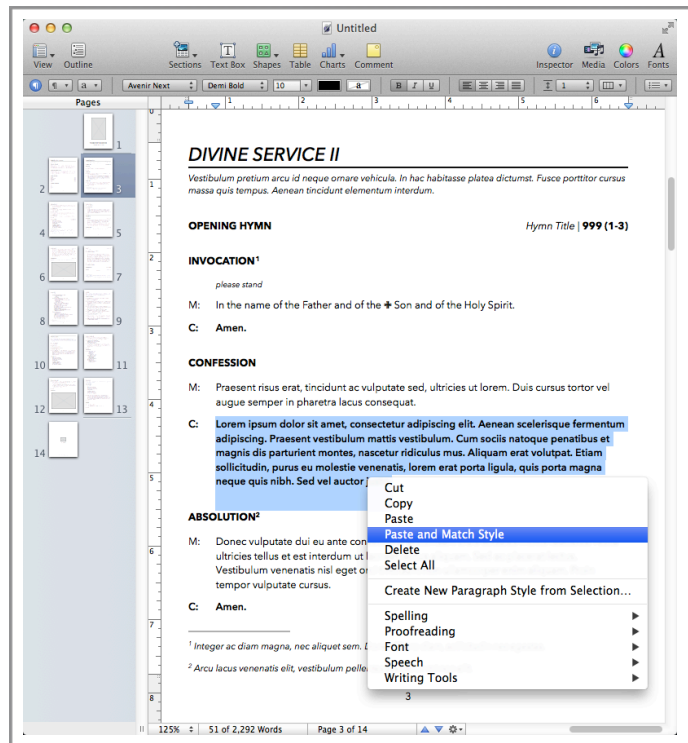
Styles Drawer

The Styles Drawer is a quick and easy way to format the text within your document. Each template has its own unique styles. To access the Styles Drawer, click *Show Styles Drawer* in the *View* menu, turn it on in the *Format Bar* ¶ , or use the keyboard shortcut, *Shift-Command-T*.

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 Drawer. 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.
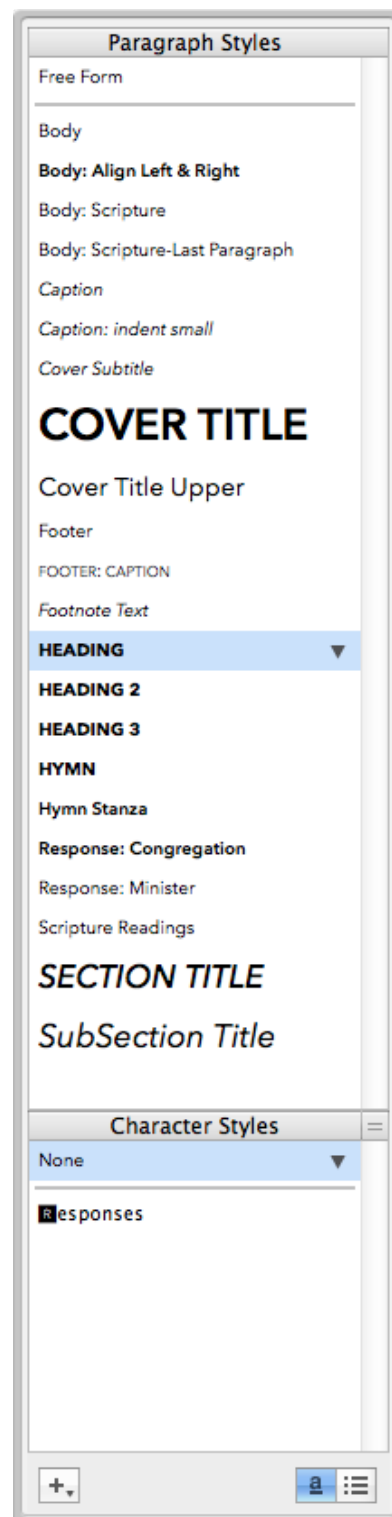
Replacing The Responses

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 Drawer. However, this can become quite time-consuming if you wish to change the format of all the responses in you worship folder. Thankfully, Pages allows you to find and replace the character style of any or all words of your choosing:

1. Go to the Find dialog box by click *Command-F* or going to **Find** in the **Edit** menu.
2. Click the Advanced tab.
3. Enter the response you wish to change in the *Find* field. Include the colon (:) after the letter in order to remove it.
4. In the *Replace* field, enter either the lower-case letter for a white-boxed letter, or an upper-case letter for a black-boxed letter. (m = M̄, C = ■)
5. Choose *Responses* in the *Style* drop-down menu.
6. Click *Replace All*.

Example:
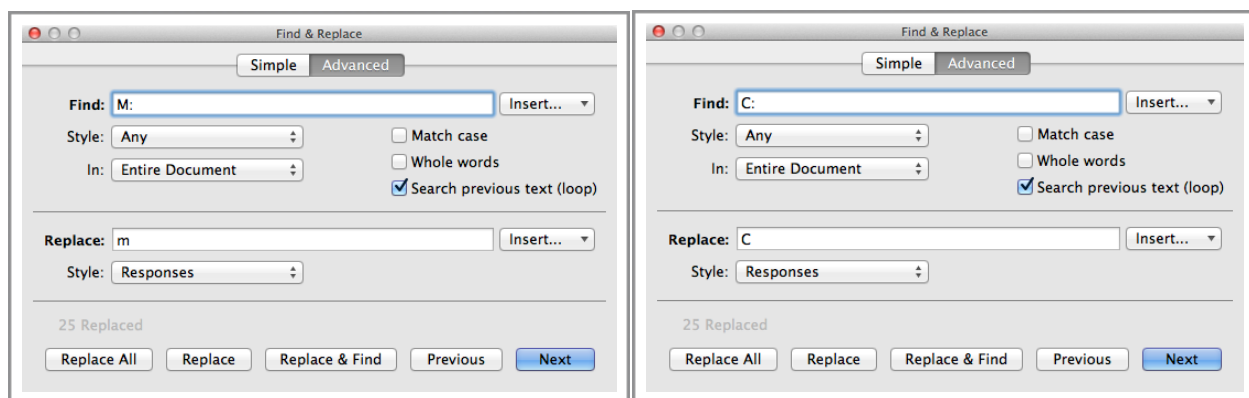
Sections

Every template comes with 5 different sections that can be inserted into you worship folder. These sections are "Cover - Front", "Cover - Back", "News & Announcements", "Calendar", and "Blank".

The front and back cover sections are identical to the ones that are present when opening a new document from a template. The templates are formatted in a way that allows you to remove the front and back covers without altering the inside pages of the document.

If you wish to add a bulletin, or news and announcements section to your worship folder, you can select that from the menu as well. A calendar is can also be added if you want to keep your members and visitors updated on the events of the week.
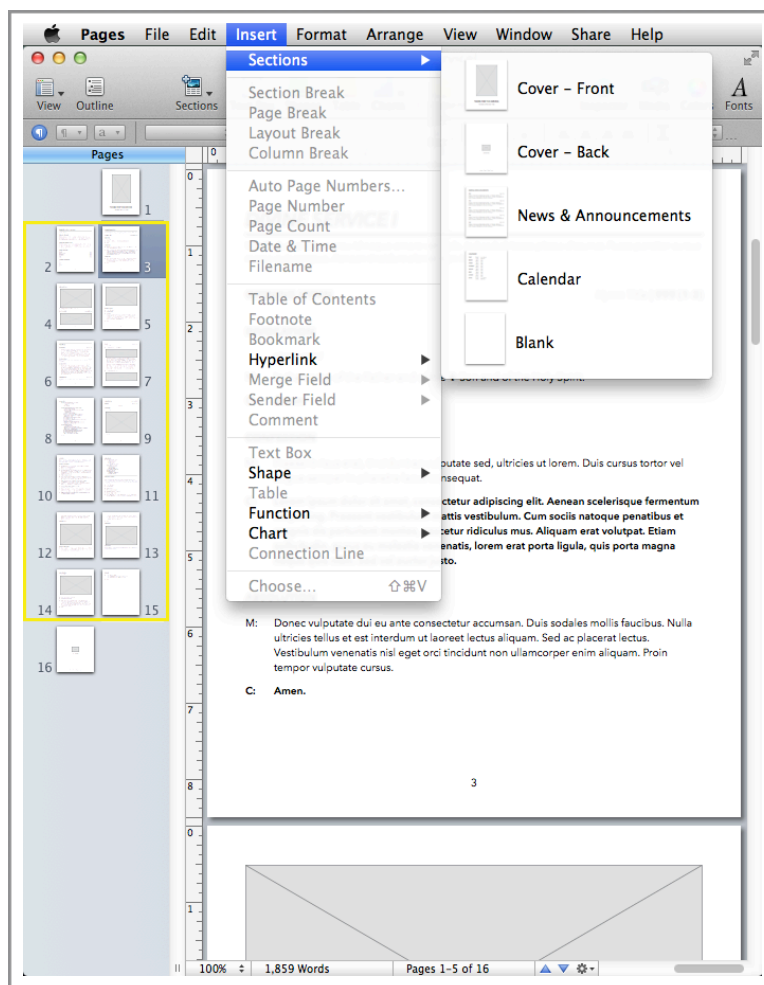
Finally, a blank section page is offered that is useful if you need to add an extra page or two to the end of the document in order to make your worship folder page count divisible by 4.

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 in the *Templates Chooser* and quickly make changes for future services without having to start from scratch every time.

Save your worship folder using **Save as Template** in the **File** menu. Now, every time you start up Pages, you will see your custom template in the *My Templates* menu in the side bar of the *Templates Chooser*.

Adding Art and Music Graphics

Adding art and music graphics to your worship folder is as simple as dragging and dropping selected images from a folder into your document. If you save your images to iPhoto, you can use Pages' built in *Media Browser* to choose media that you wish to add. Once the image is inserted into the document and selected, you may format it to your liking using the options available to you in the *Format Bar*. For more information on adding art to worship folders, you can download the *Style Guide For Worship Folders: Art* at Paramentics.com.

Changing The *Paste and Match Style* Shortcut

If you are like me and like to use keyboard shortcuts when copying and pasting text, using the Paste and Match Style shortcut (*Shift-Command-Option-V*) can be quite cumbersome. Here are the steps to make your life a lot easier:

1. Go to System Preferences > Keyboard.

2. Click on the Keyboard Shortcuts tab above and select Application Shortcuts in the left menu.

3. Click the "+" button and a dialog box will open.

4. Choose the Application which you want change. You may have to select Other at the bottom of the list and manually go into your iWork folder to select Pages.

5. In the Menu Title field, type "Paste and Match Style", without quotes.

6. In the Keyboard Shortcut field, type "v" while holding Command and Option. You should see the Command and Option symbols, and V.

7. Click Add.
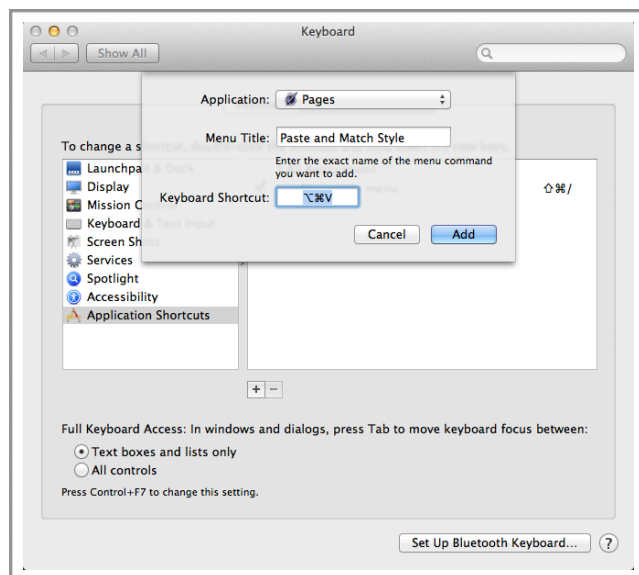
Every time you paste text into your document with Command-Option-V, it will also match the style of the text that is already there. Take note that you could also change this shortcut to Command-V, but this would override the general *Paste* command that has the same shortcut.

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*.

It's possible to arrange the pages manually, either in Pages or Preview, but there are other solutions that make life much easier. Here are two ways of doing this so that 4 pages are correctly printed on one sheet of Legal paper.

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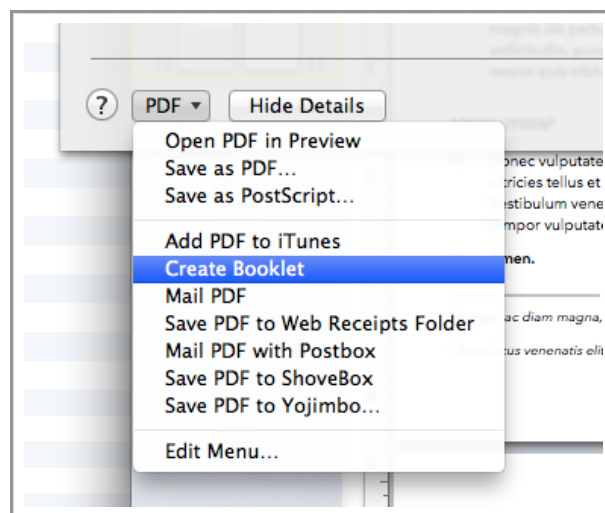
In the Print dialog box, make sure you paper is set to US Legal and that there is no scaling, or that Scale is set to 100%. In the Layout drop-down menu, select Short-Edge Binding so that all your pages print right side up.

2. Another way is to print using **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 (ie. 8, 12, 16, 20, etc.). Add blank pages to the end of your document and before the back cover page using Insert > Sections > Blank if you need more.*

Creating Drop Caps

Drop caps are automatically built into the *Festival* template pack as its own unique character style, but sometimes you may want to add these to your worship folder. This is what we will achieve in the following steps:

N ULLA 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 at the beginning of the paragraph you wish to make a drop cap. From the menu, choose **Insert > Text Box** and Pages adds an inline text box to the paragraph. Type the letter for the drop cap in the text box and set its font size to four times the size of the surrounding font.

2. Press **Command-Return** to select the text box, and resize the text box to fit the letter inside.

3. In the **Text Inspector > Wrap** tab, choose *left-aligned text-wrapping*, and set the *Extra Space* field to 0 pt. The text box should now be placed in the top left corner of the paragraph.

4. You're almost there, but the drop cap is not flush with the top of the paragraph's first line. In the **Text Inspector > Text** tab, set the drop down menu below the *Line Spacing* field to "*Exactly*,"
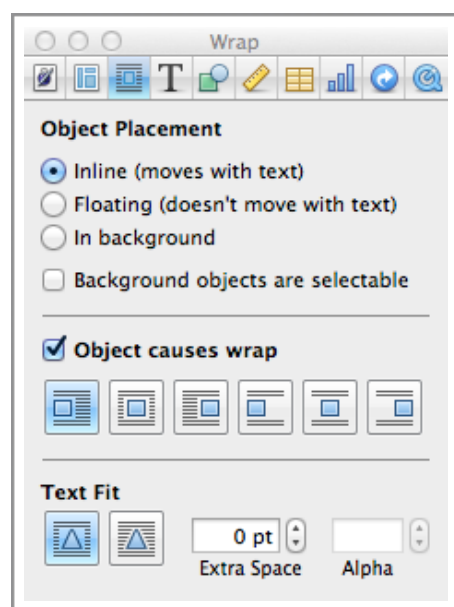
and the number to the same size as the drop cap's font size. For example, a 48-pt font should have line spacing set to 48 points.

5. You'll want to adjust the font size and line spacing so that the drop cap covers exactly three lines of type. Three lines is the professional standard. Drag the text box's bottom selection handle to adjust its height, allowing the text on the line below to fall into place under 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. The above example uses small caps that are created using **Format > Font > Capitalization > Small Caps**.

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.

Using Templates On An iOS Device

If you have an iPhone (3GS or later), iPod Touch (3rd generation or later), or iPad, and also the Pages app for iOS, you can load these templates onto your device.

Using iTunes:

1. Connect your iPad to your computer and open iTunes on your computer. After a moment, your iPad appears under Devices on the left side of the iTunes window.
2. In iTunes, select the name of your iPad and click *Apps*.
3. Scroll to the bottom of the Apps window and select *Pages* (in the Apps list under File Sharing).
4. Click *Add*, and then locate the templates you want to import in the *Choose a File: iTunes* window that appears.
5. Select the templates, and click *Choose*. Your templates are now installed on your iPad.
6. Open Pages on your iPad.

7. In My Documents view, tap the + button, and then tap *Copy from iTunes*. (Pages version 1.0 and 1.1, tap ▭ . Pages version 1.2 and 1.3, tap ⬇ .)

8. Tap the name of the template you want to import. Your template will now open.

9. Repeat steps 6-8 every time you wish to start a new document.

Using iCloud

If you have Mac OS X 10.8 or later, these templates and any worship folders you make can be saved to Apple's iCloud service. You will want to make sure iCloud syncing for Pages is turned on in the *System Preferences* on your Mac and also your iOS device. Any files saved to iCloud from Pages can be opened and edited on Pages for Mac or your iOS device, while retaining any additions or modifications that were made.

Template files and saved documents can be dragged into the iCloud Open dialog box when Pages is loaded on your Mac. You can also manually upload template files or your saved worship folder documents to icloud.com.

Uninstalling Templates & Fonts

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

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 Apple Pages, see tutorials at *apple.com/support/pages*.

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

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