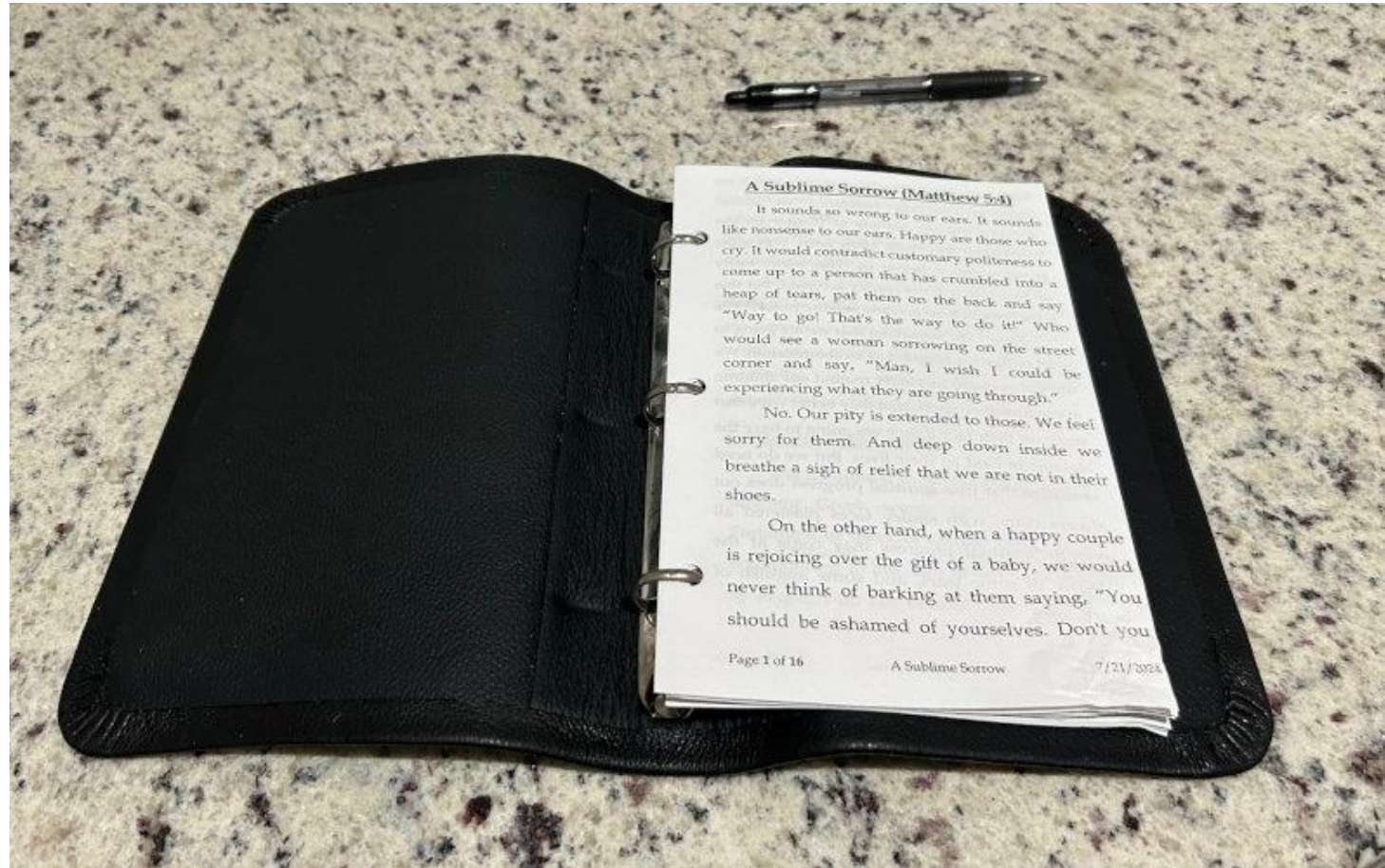


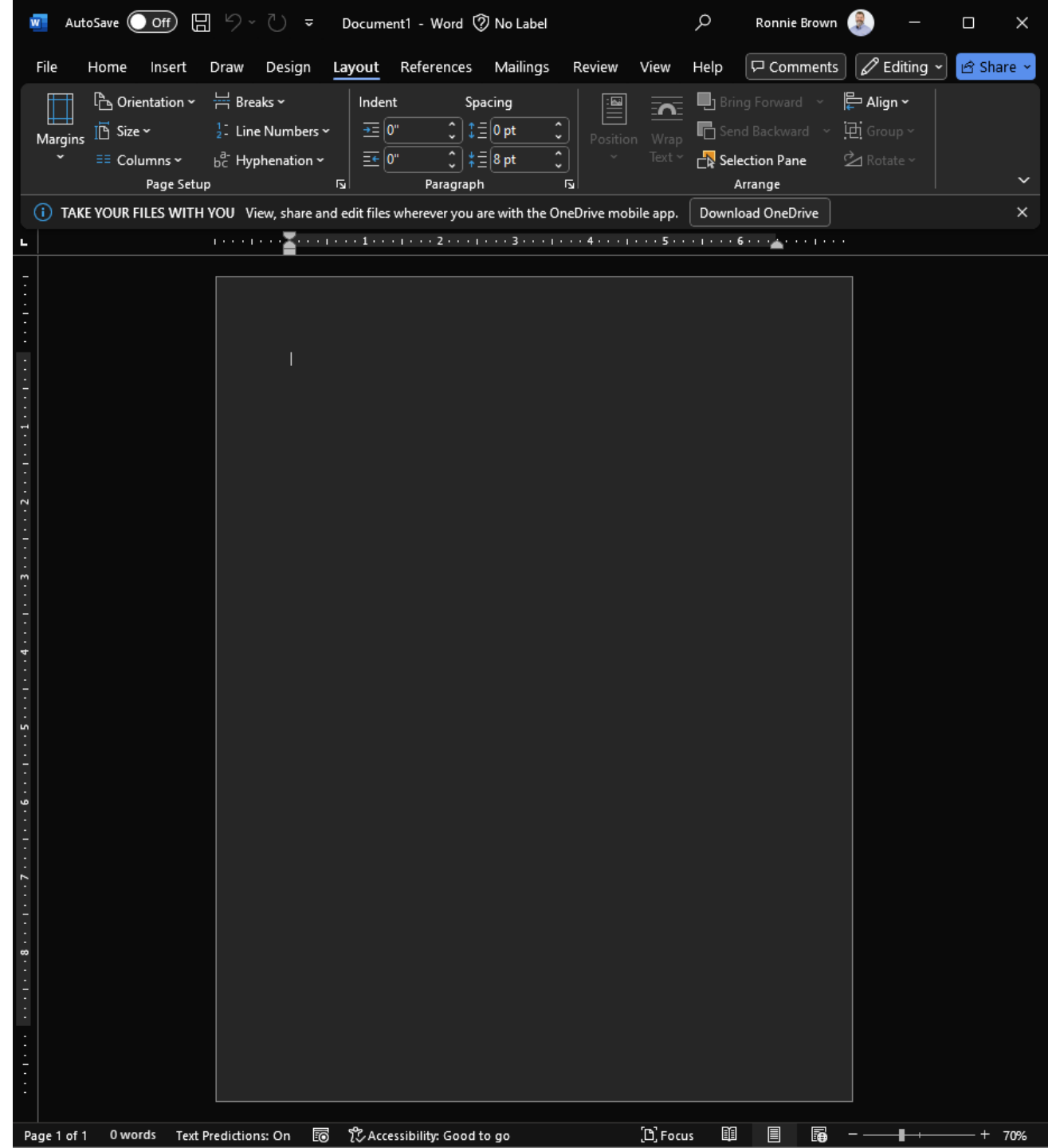
How To Create A Sermon Template For Half Letter Size Pages

These steps are specially for Microsoft Word, but likely apply to many different word processors.



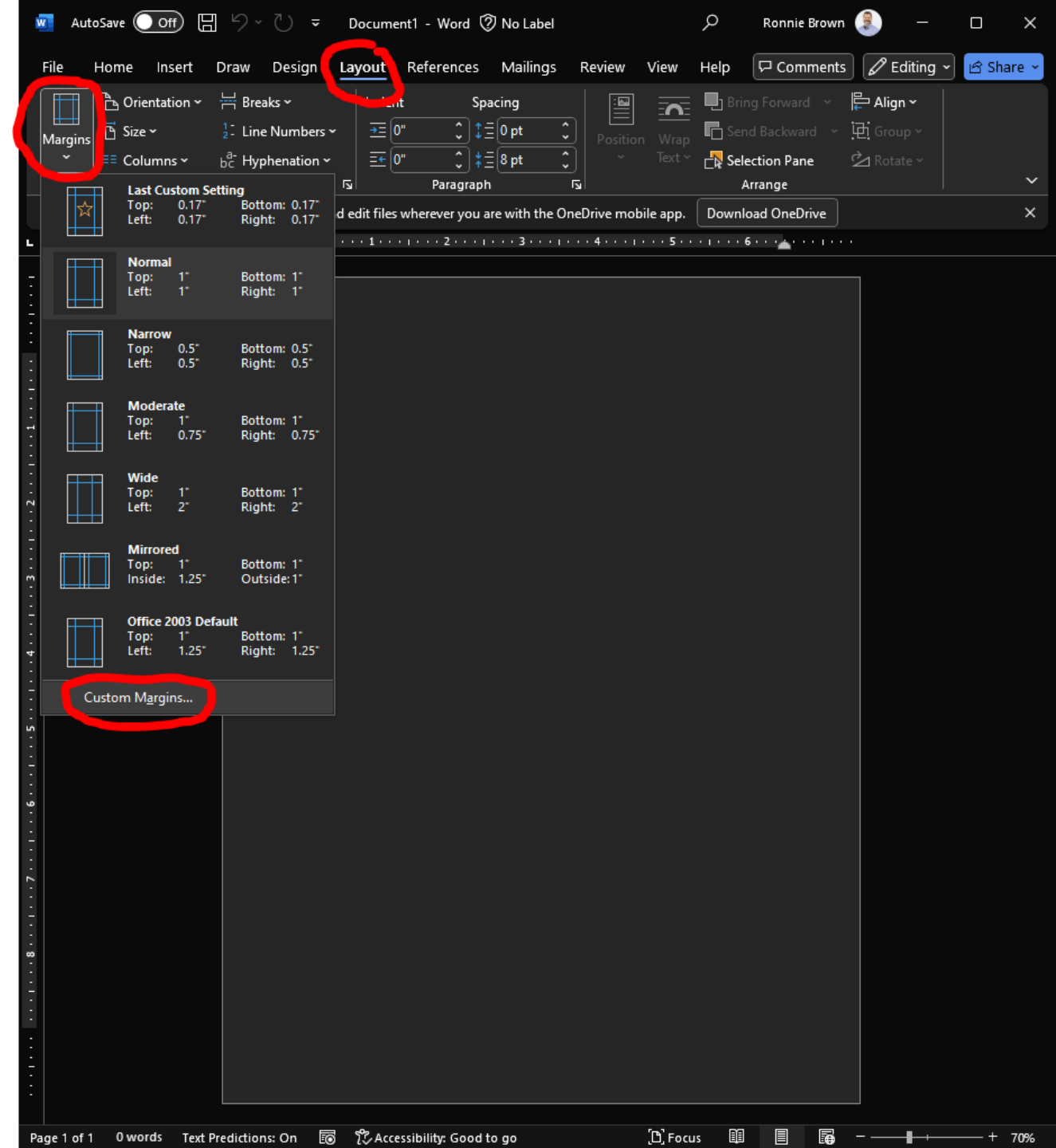
How to create a sermon template for half letter size pages

- Open a new document in Microsoft Word.



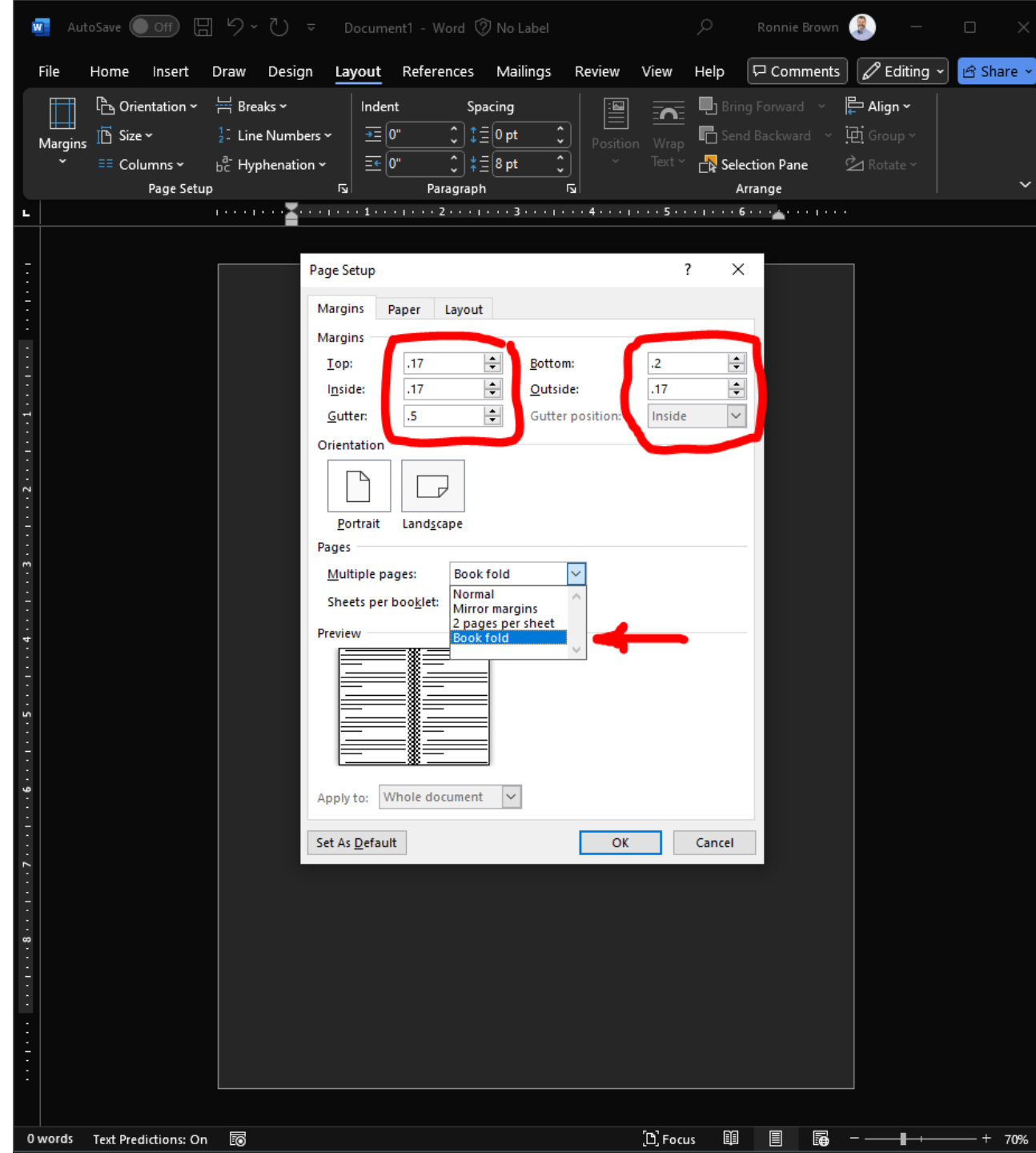
How to create a sermon template for half letter size pages

- Click on Layout.
- Then click on Margins
- Then click on Custom Margins



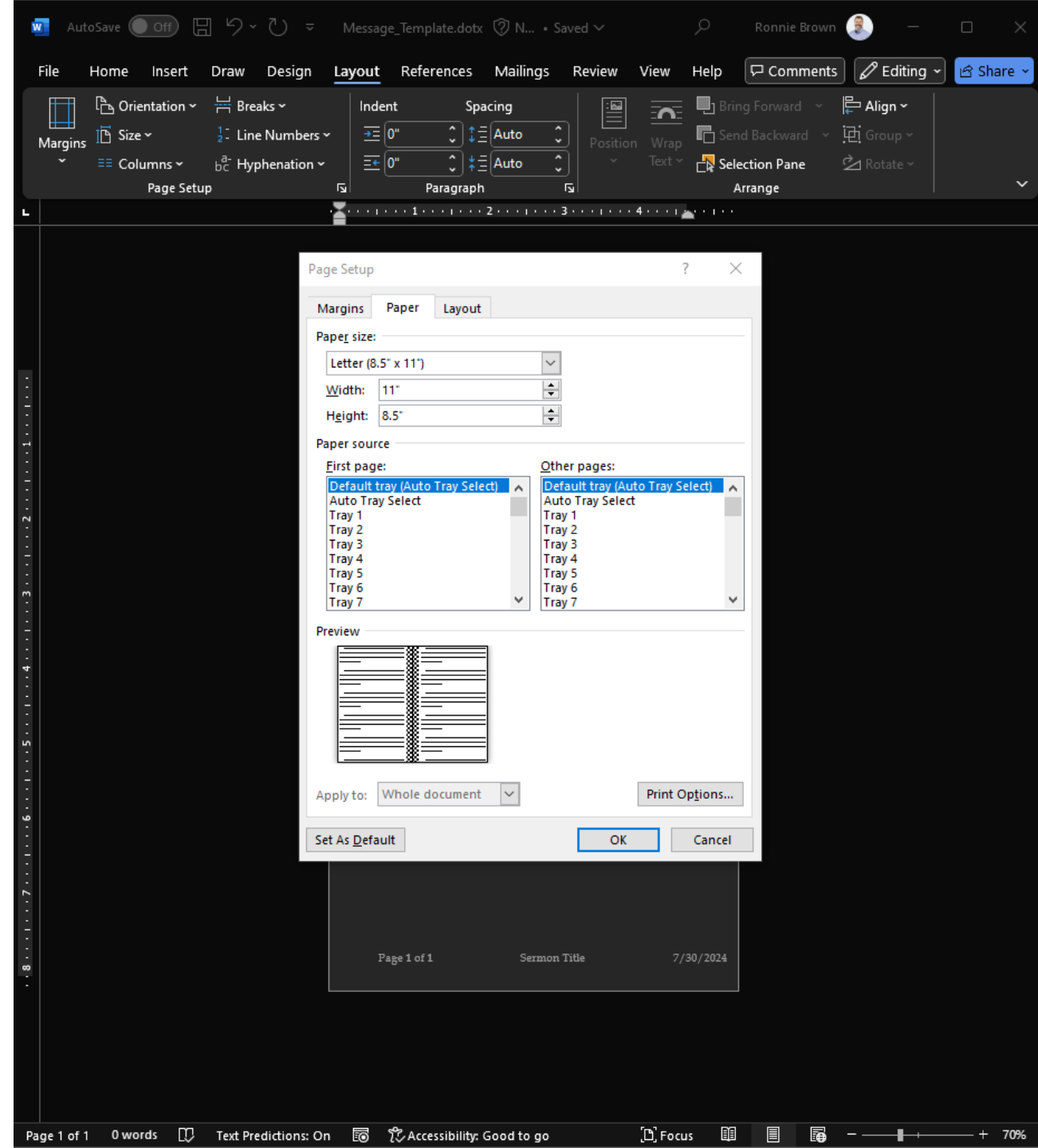
How to create a sermon template for half letter size pages

- Under the pages section, click the pull-down next to Multiple pages: Normal
- Then select “Book fold”
- In the Margins section: Set the margins and gutter as shown. (*Note: You may or may not be able to set the margins that small. This puts you text as close as possible to the edge of the paper. Your printer will dictate what this number should be. I would set it at 0.1”. If it accepts it, great! If not it will give you an error and then set the margin at the minimum.)
- You want to leave a little room at the bottom margin (set at 0.2”) because we are going to put a footer with the page number and the date.



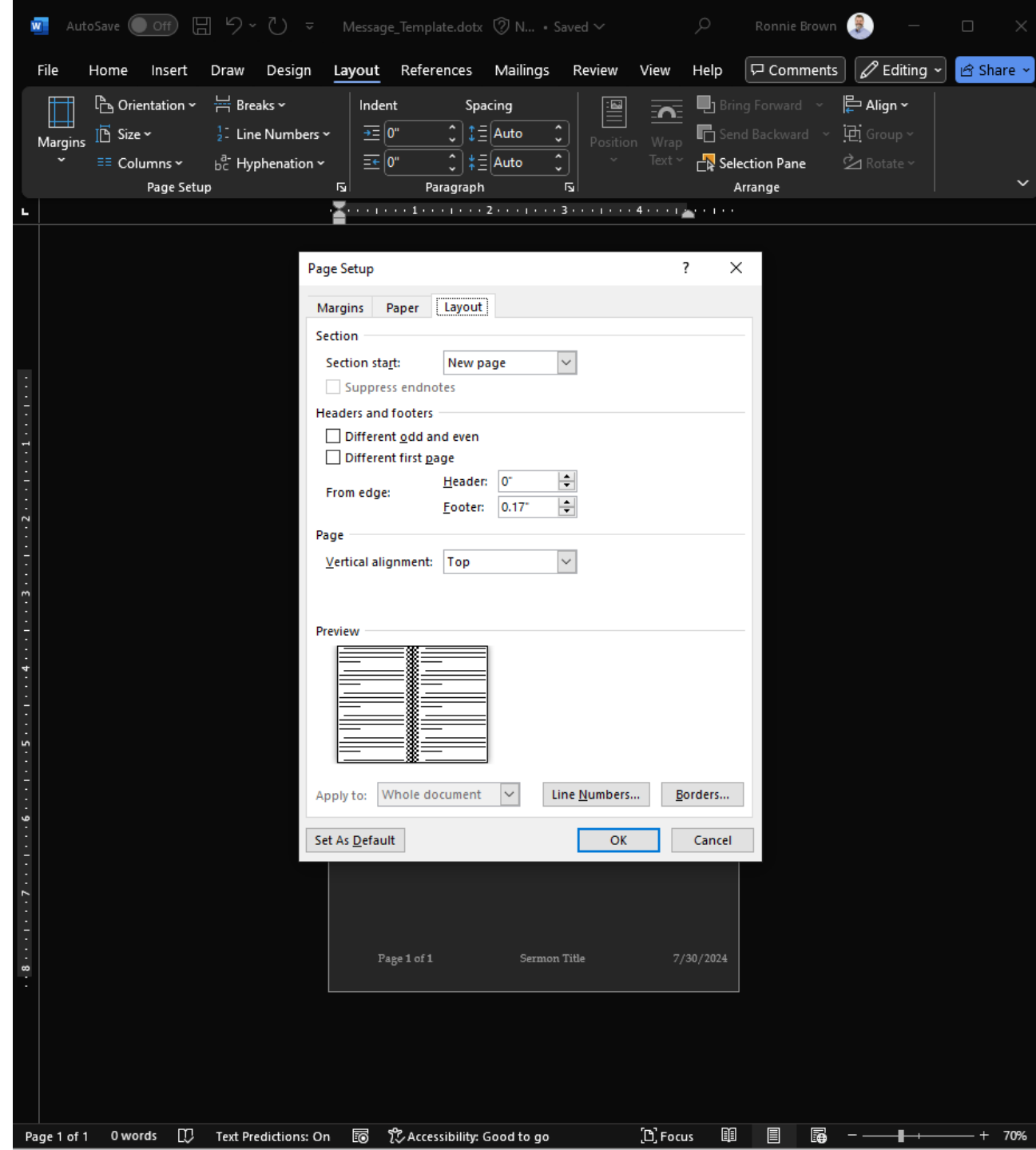
How to create a sermon template for half letter size pages

- The Paper tab should look like this image by default. But if it does not, change as shown.



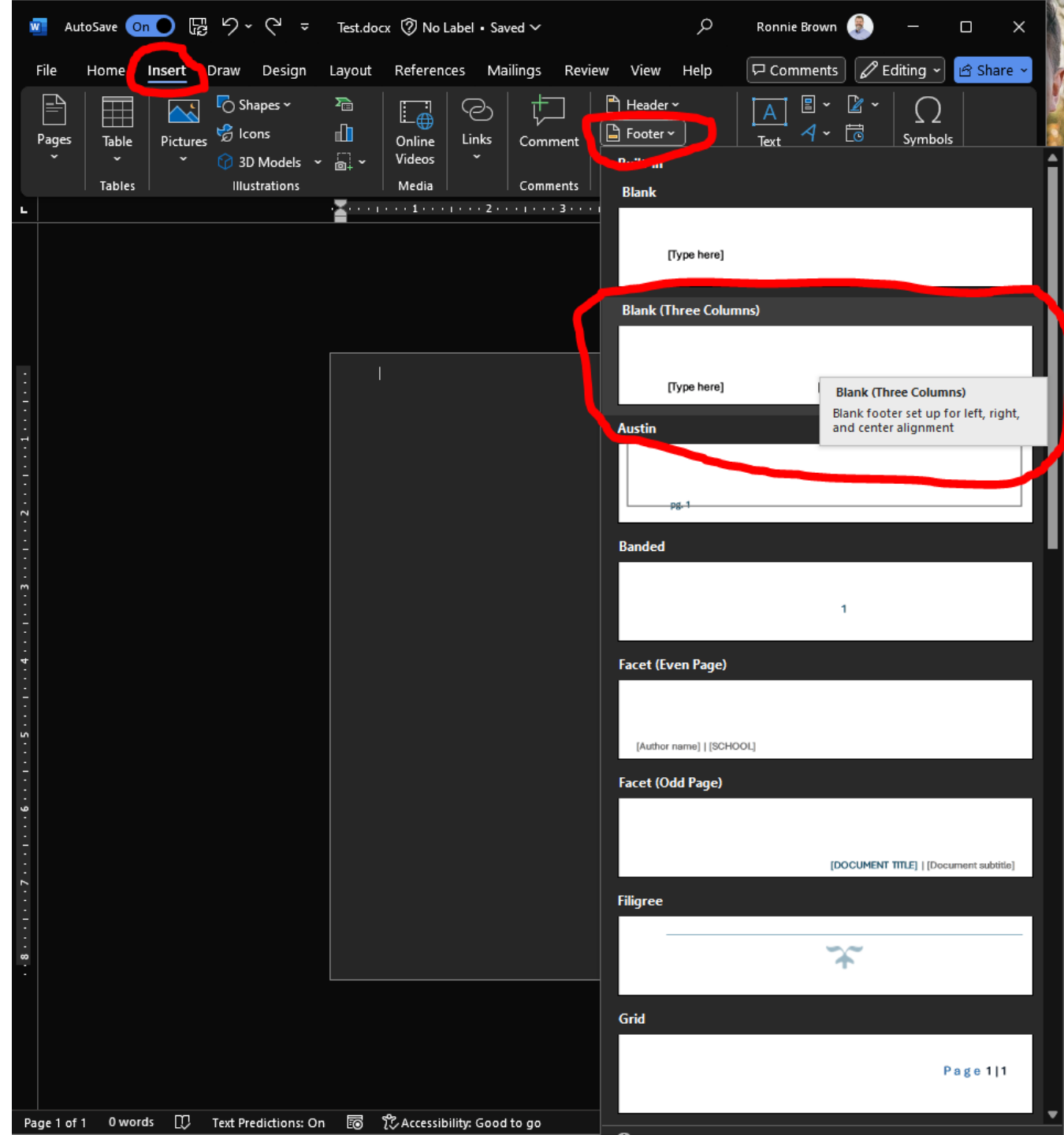
How to create a sermon template for half letter size pages

- Change the Layout tab as shown, setting the Header size to 0” and the Footer to that minimum dimension set by the printer. For me it is 0.17”
- Then click “OK”



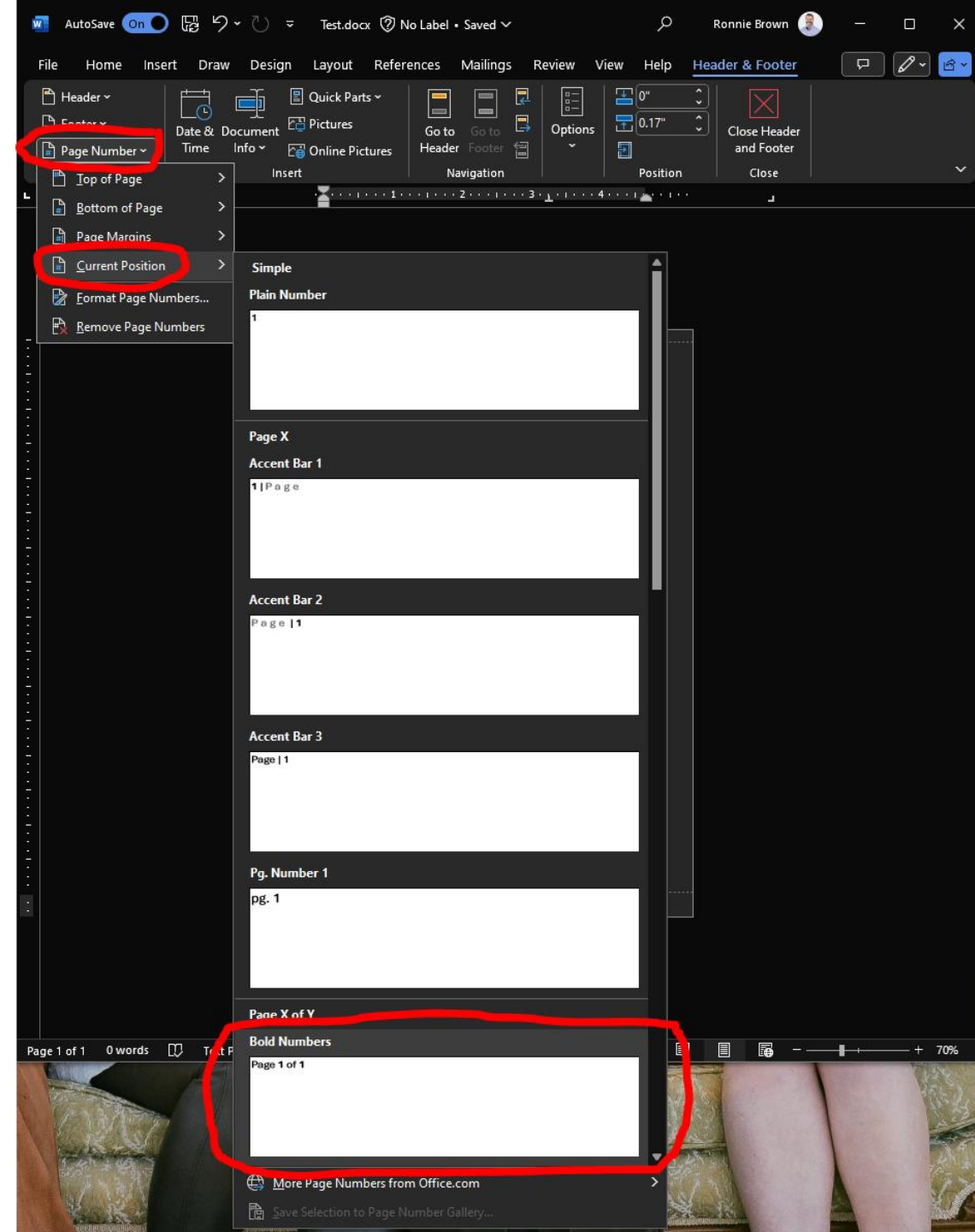
How to create a sermon template for half letter size pages

- Click on the “Insert” tab.
- Click on the “Footer” button.
- Then select “Blank (Three Columns)” from the menu.



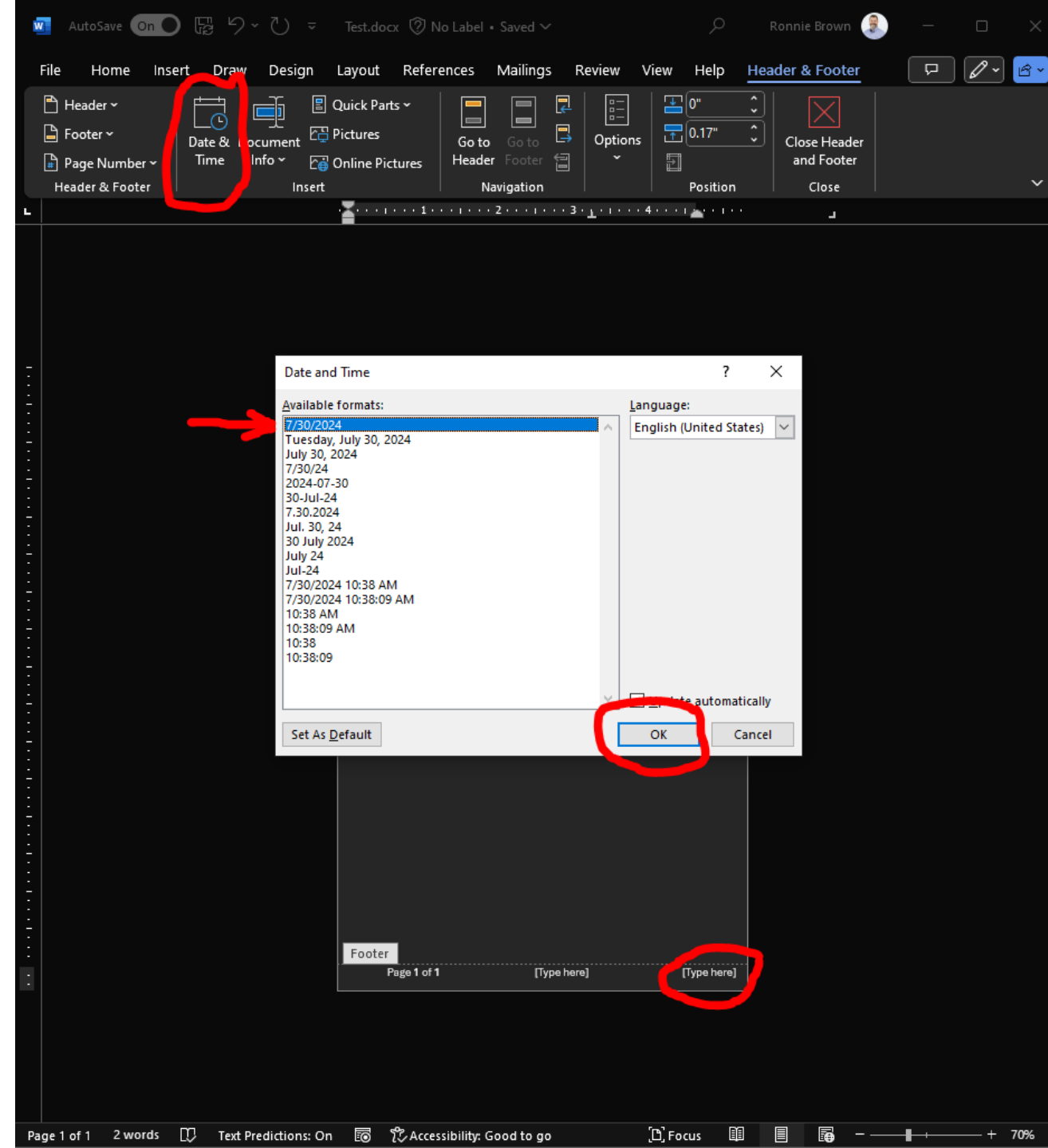
How to create a sermon template for half letter size pages

- Click on the words “[Type here]” on the left side of the footer. This will become selected.
- Then click on the “Page Number ” button.
- Select “Current Position” from the menu.
- Then select “Page X of Y” from the bottom of the menu.



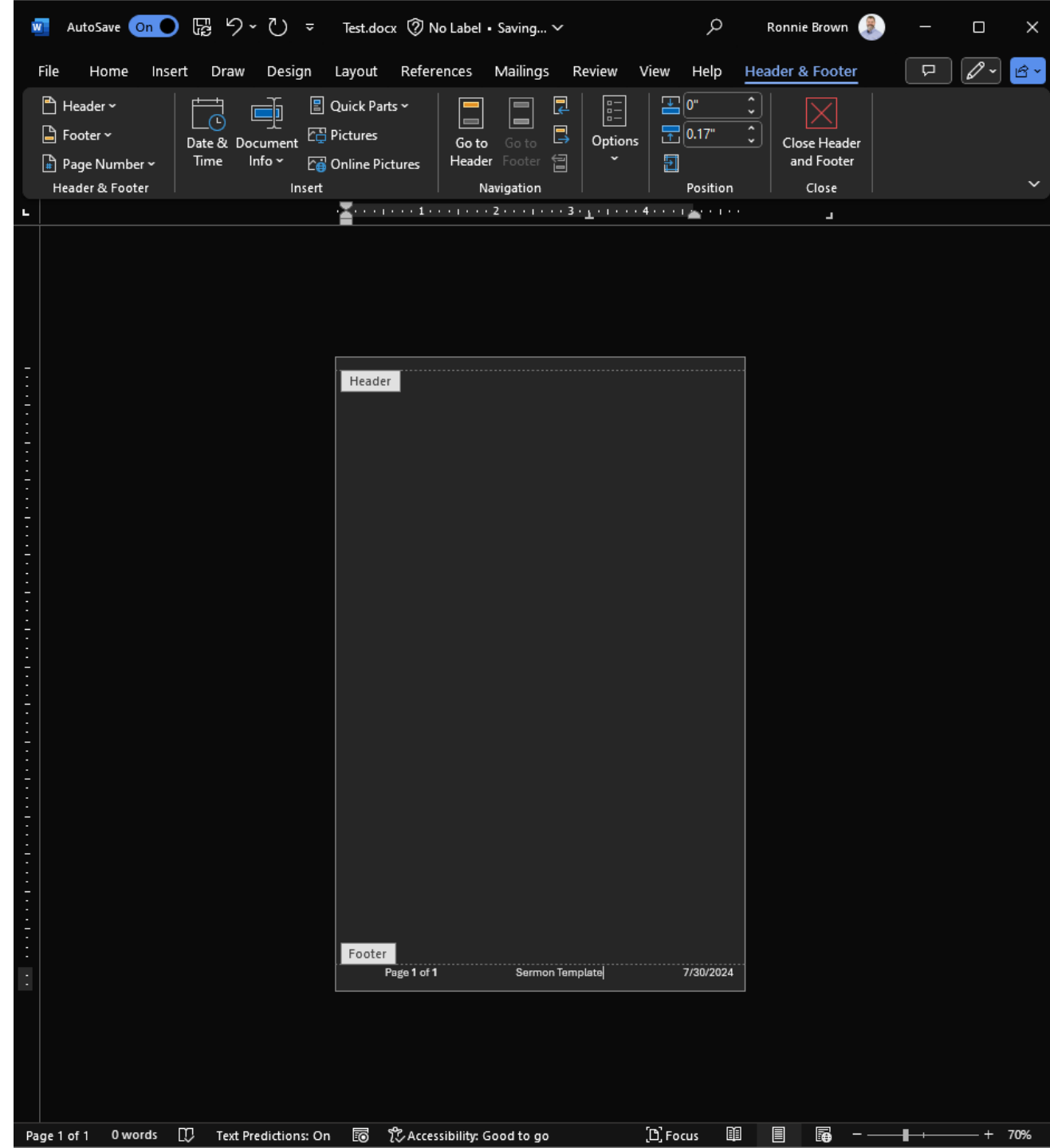
How to create a sermon template for half letter size pages

- Click on the words “[Type here]” on the right side of the footer. This will become selected.
- Then click on the “Date & Time” button from the top ribbon.
- Select the format of the date you want from the date and time window.
- Then click “OK”



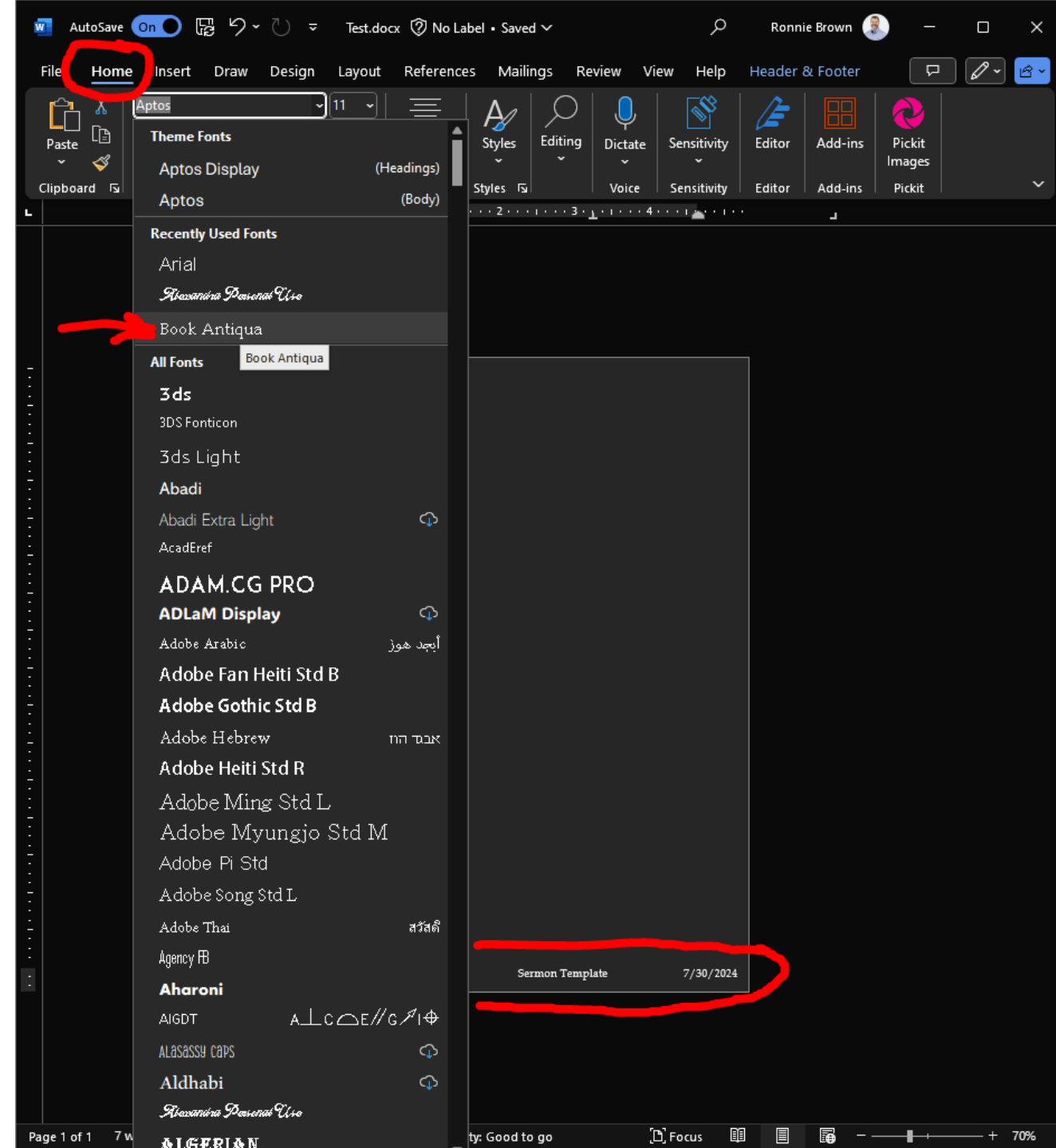
How to create a sermon template for half letter size pages

- Click on the words “[Type here]” at the center of the footer. This will become selected.
- Then type “Sermon Template.”
- Select the format of the date you want from the date and time window.
- Then click “OK”



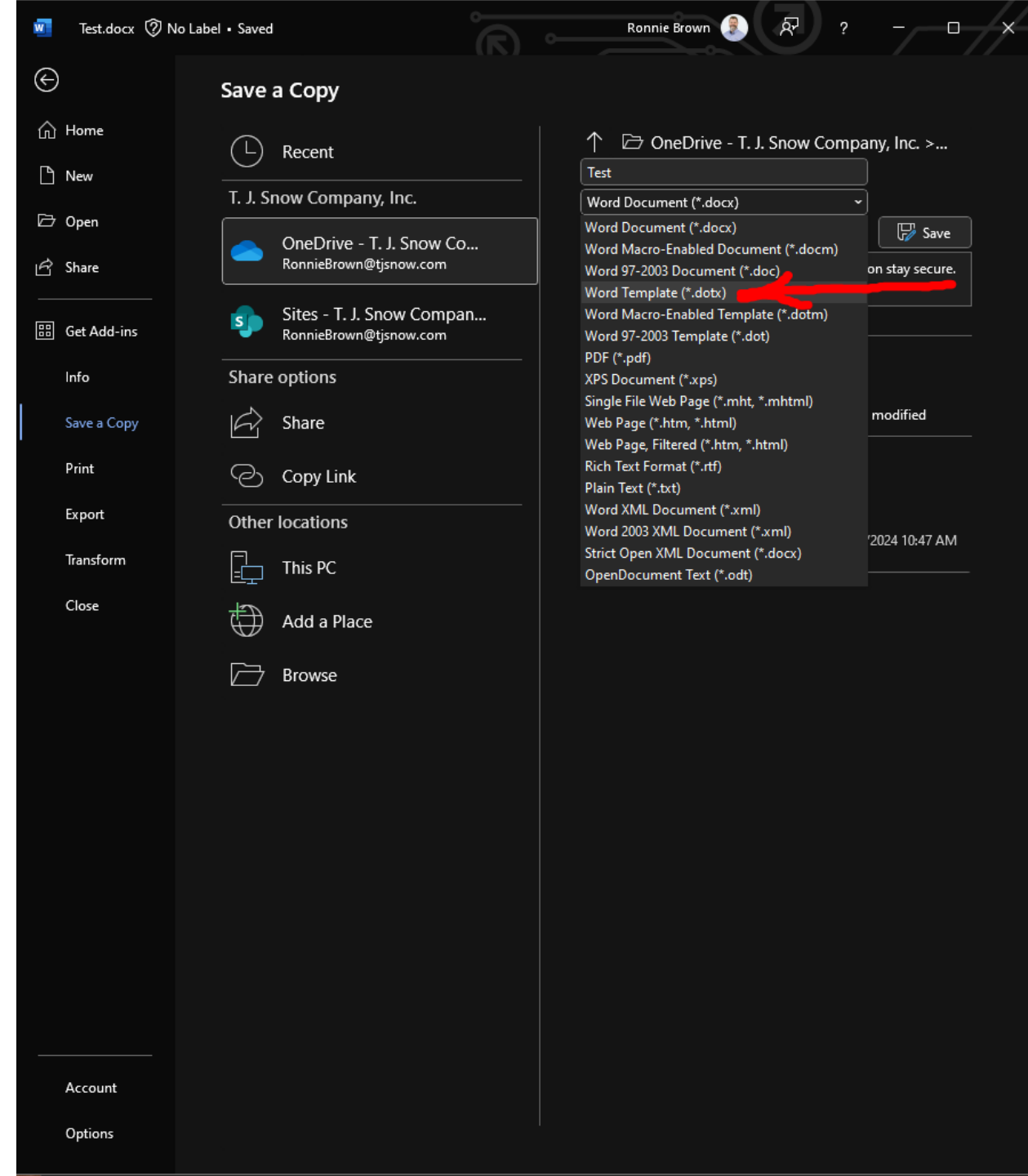
How to create a sermon template for half letter size pages

- Select all the text in the footer.
- Click on the “Home” tab in the top ribbon.
- Select the font you want. I personally use “Book Antiqua” I find it to be the clearest in reading.



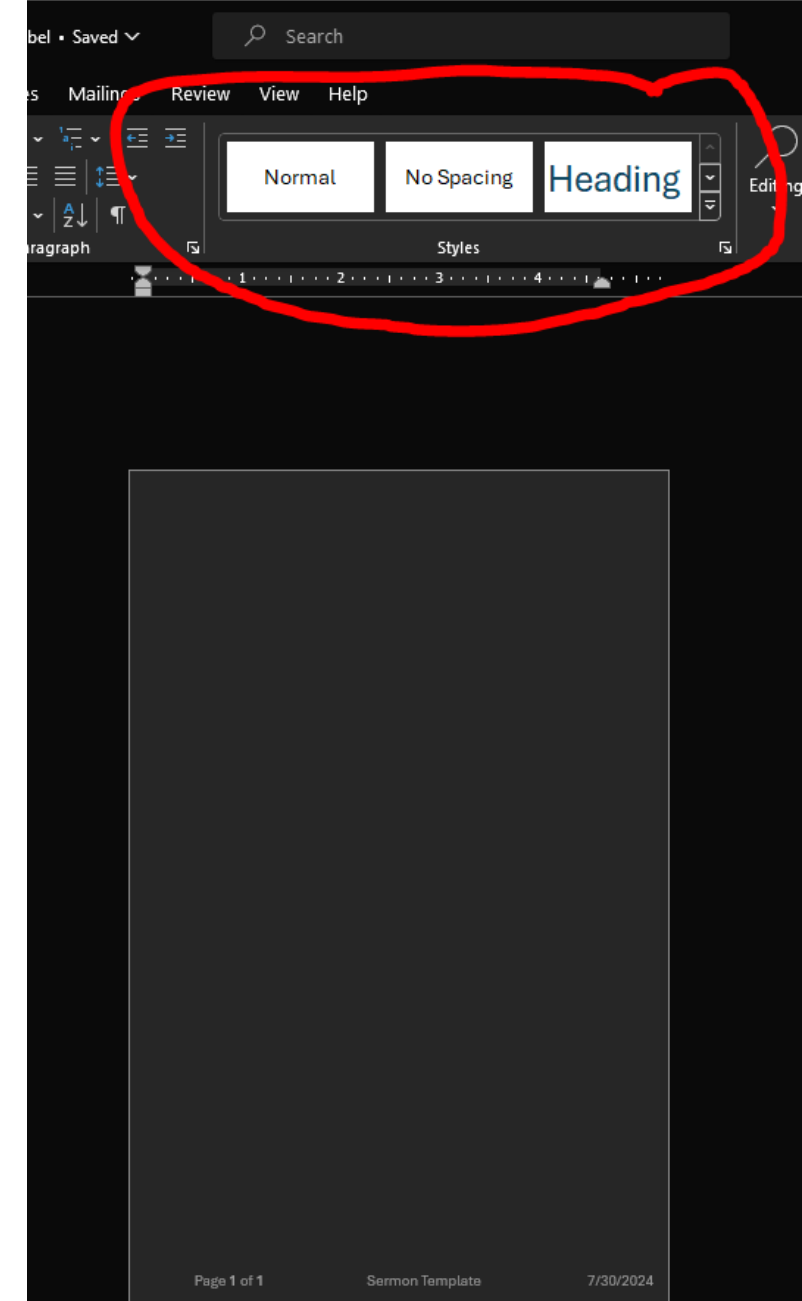
How to create a sermon template for half letter size pages

- Double click on the space for text, and set the font “Book Antiqua” and font size. (I use a 16pt font size for Book Antiqua).
- Then save the document as “Message Template” and as a Word Template file (*.dotx). This way every time you click on it, you get a new copy of the template document.



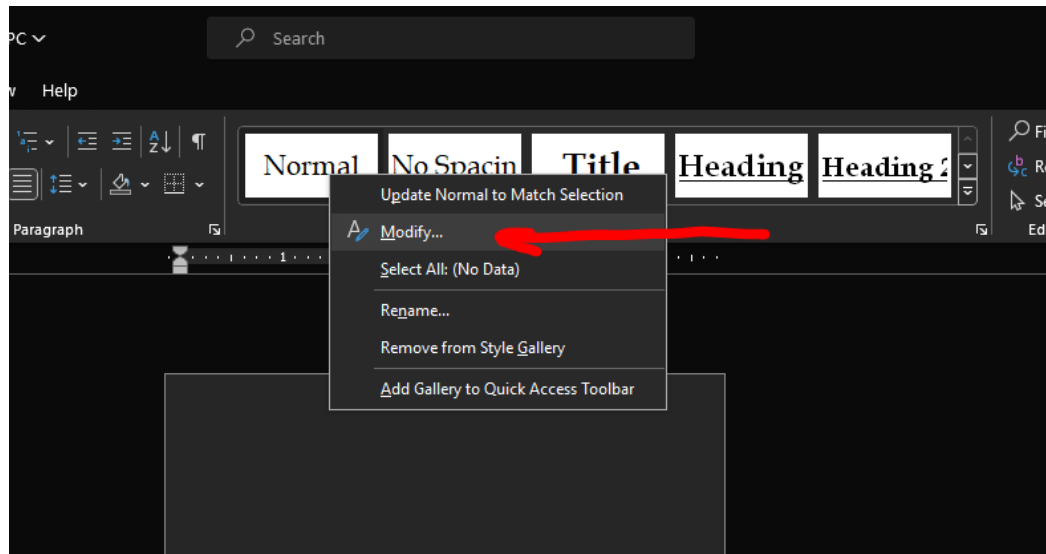
How to create a sermon template for half letter size pages

- I use the styles panel to quickly format my title, my main points, my sub points, any quotations I use, and any scripture quotations I have.
- The default settings for these styles use different colors for these styles. I do not have a color printer, so I modified all of them to have different sizes, italics, and underlining. So, in the following pages I will show you my modified styles all of which are based on a “Book Antiqua” font.



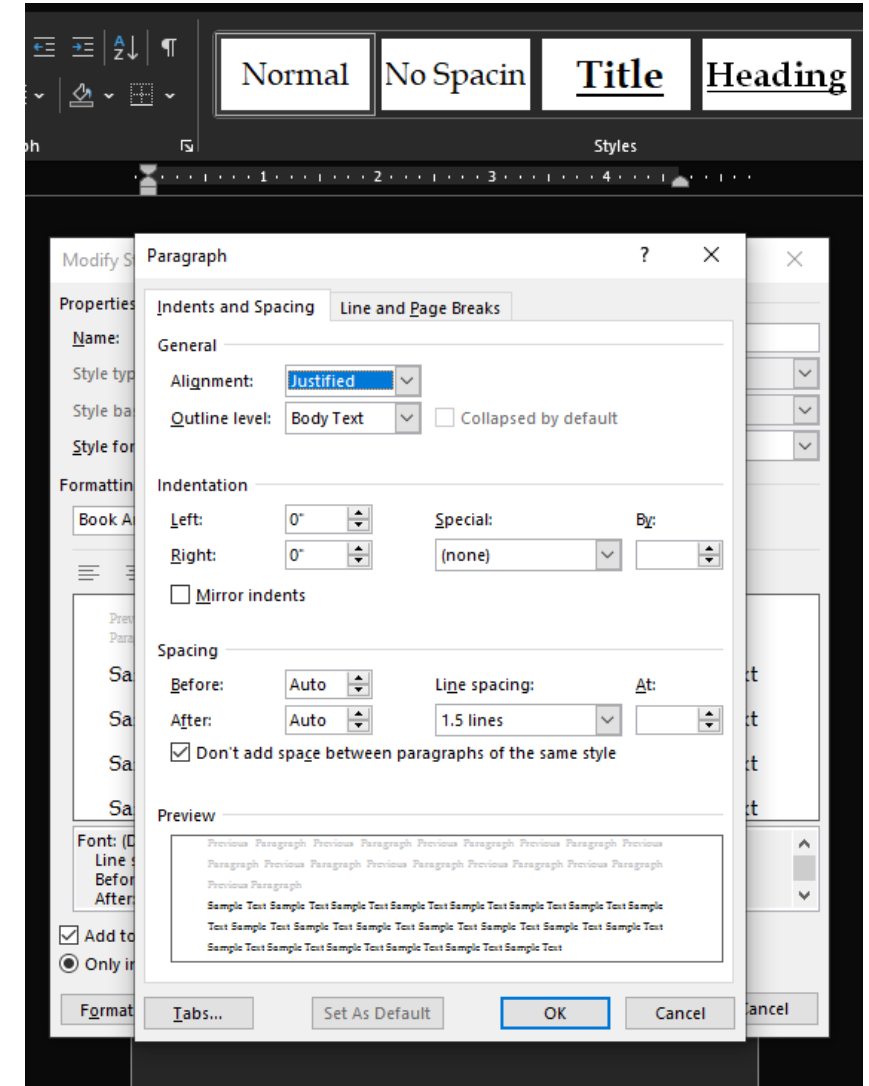
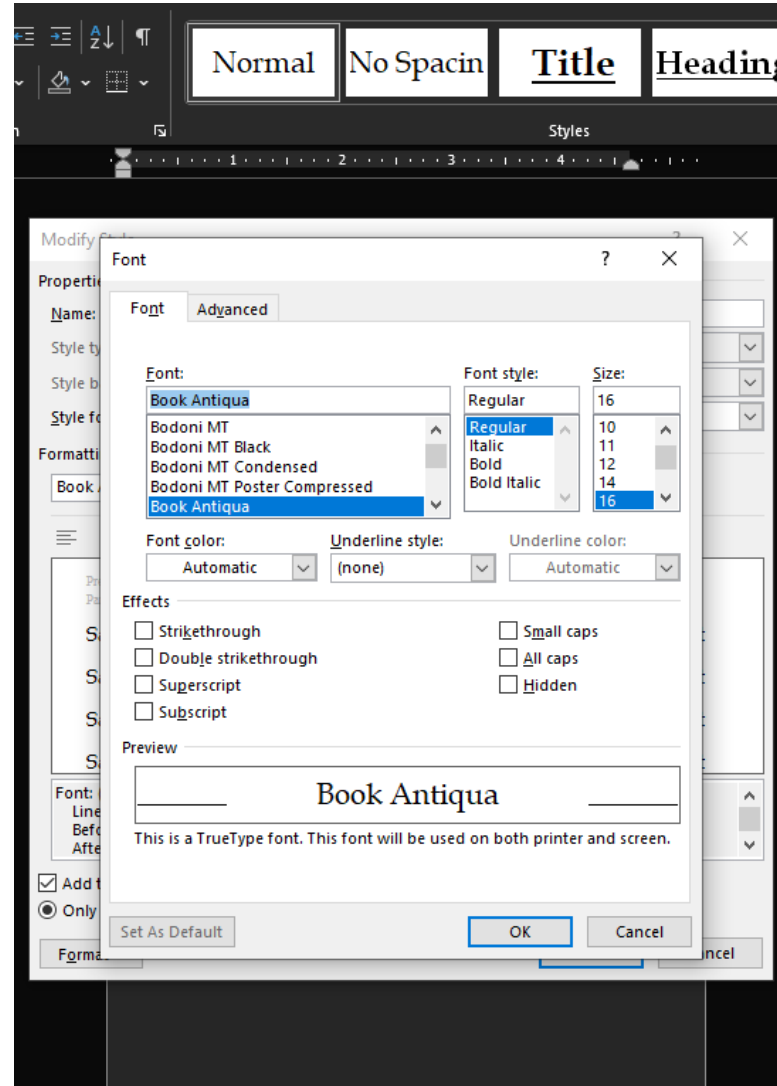
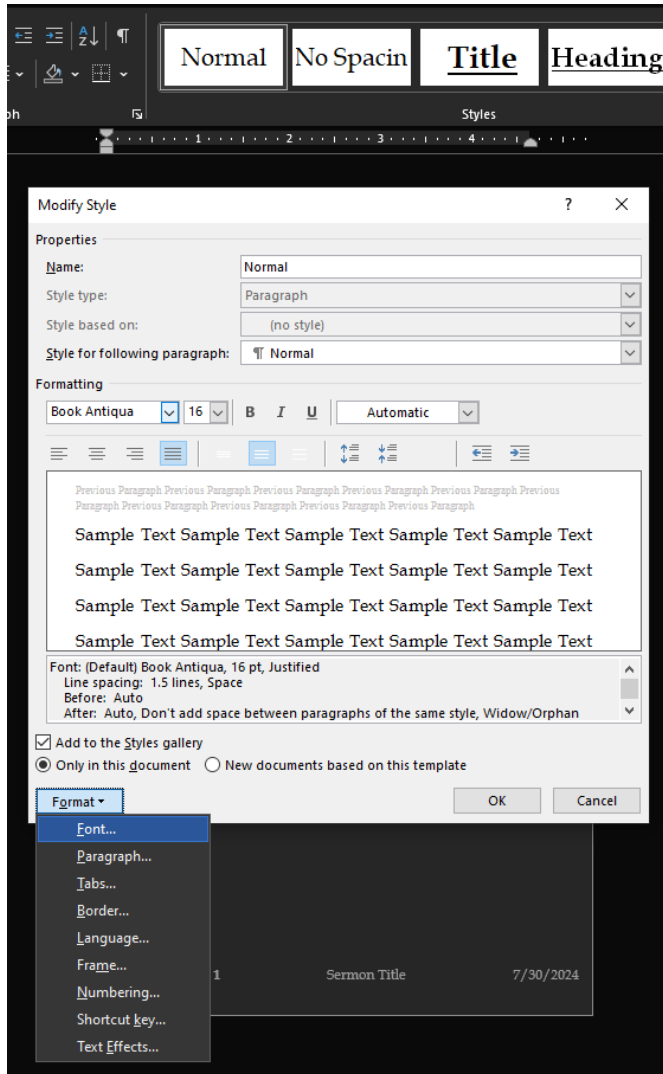
How to create a sermon template for half letter size pages

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- To modify the styles, hover your cursor over the style, right click and select “Modify...”



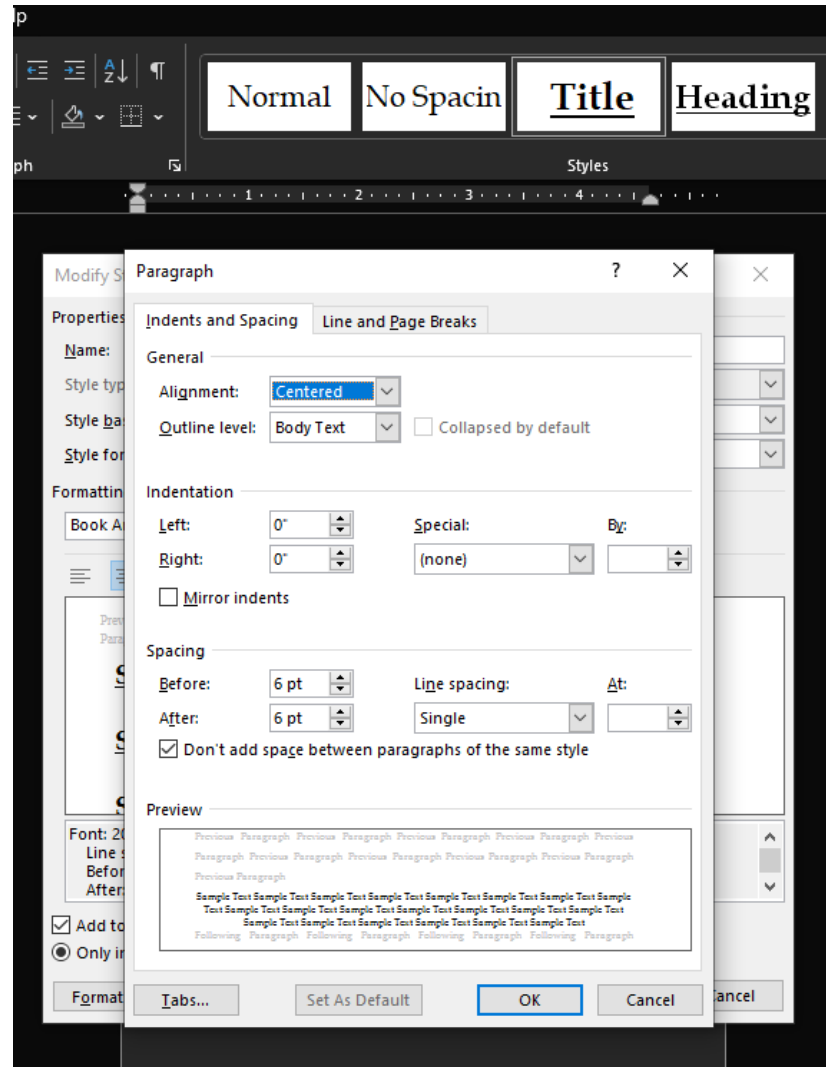
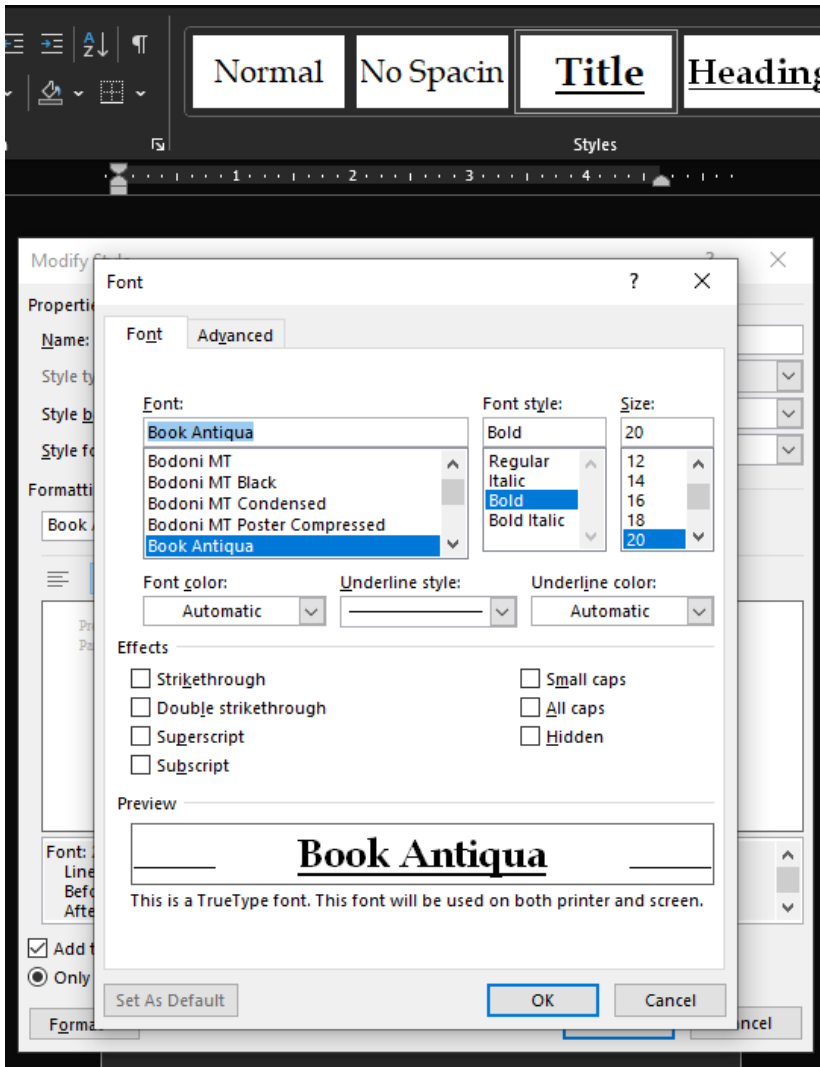
How to create a sermon template for half letter size pages

- For the Normal Style I have as shown. (For the “Normal” style, I only change the font and the paragraph)



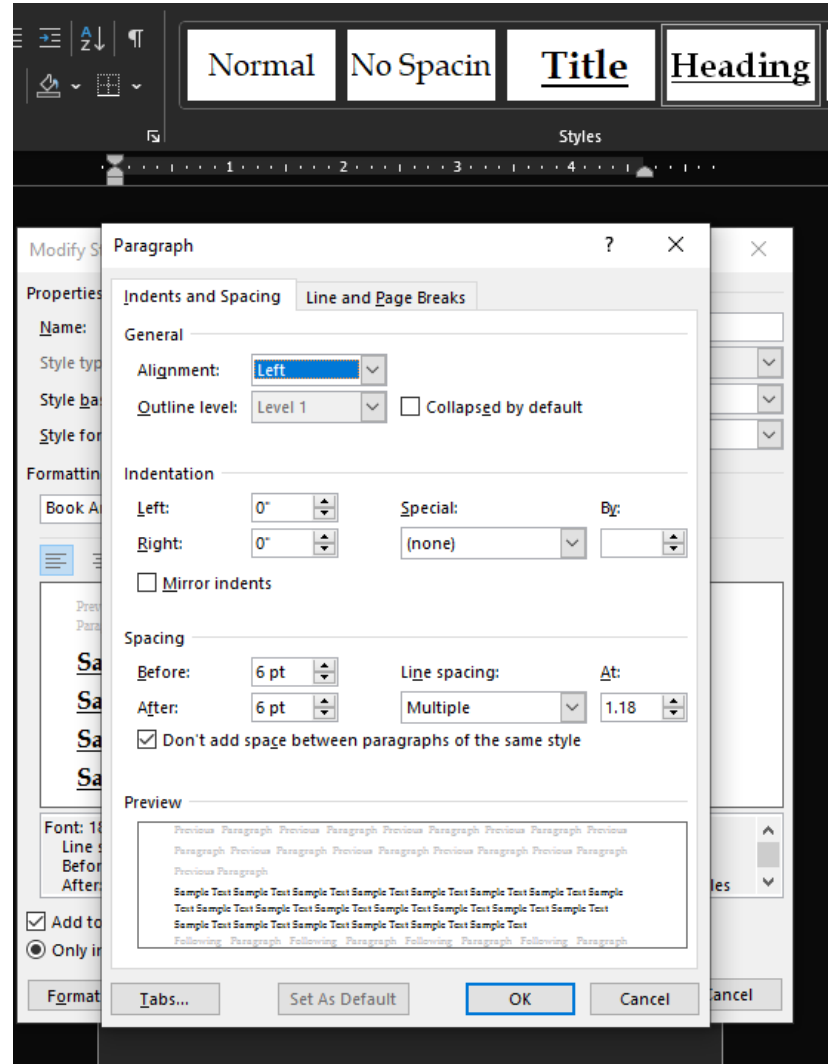
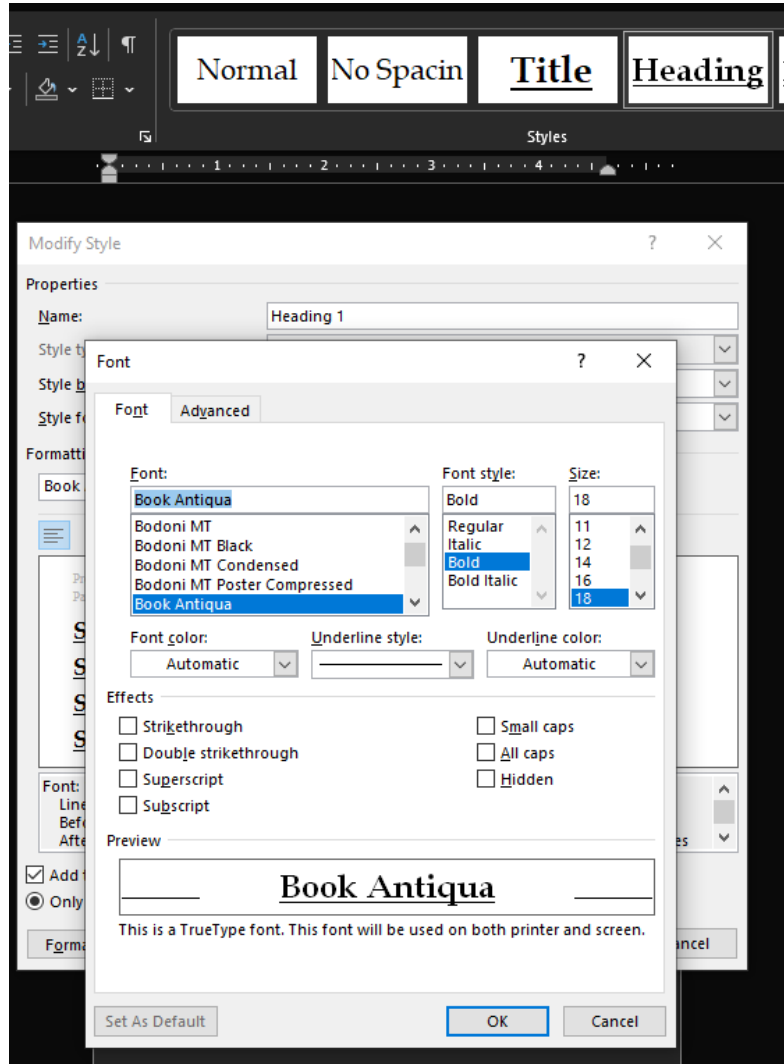
How to create a sermon template for half letter size pages

- I don't really use the "No Spacing" style. For the Title Style I have as shown. (Again, I am only changing the font and the paragraph)



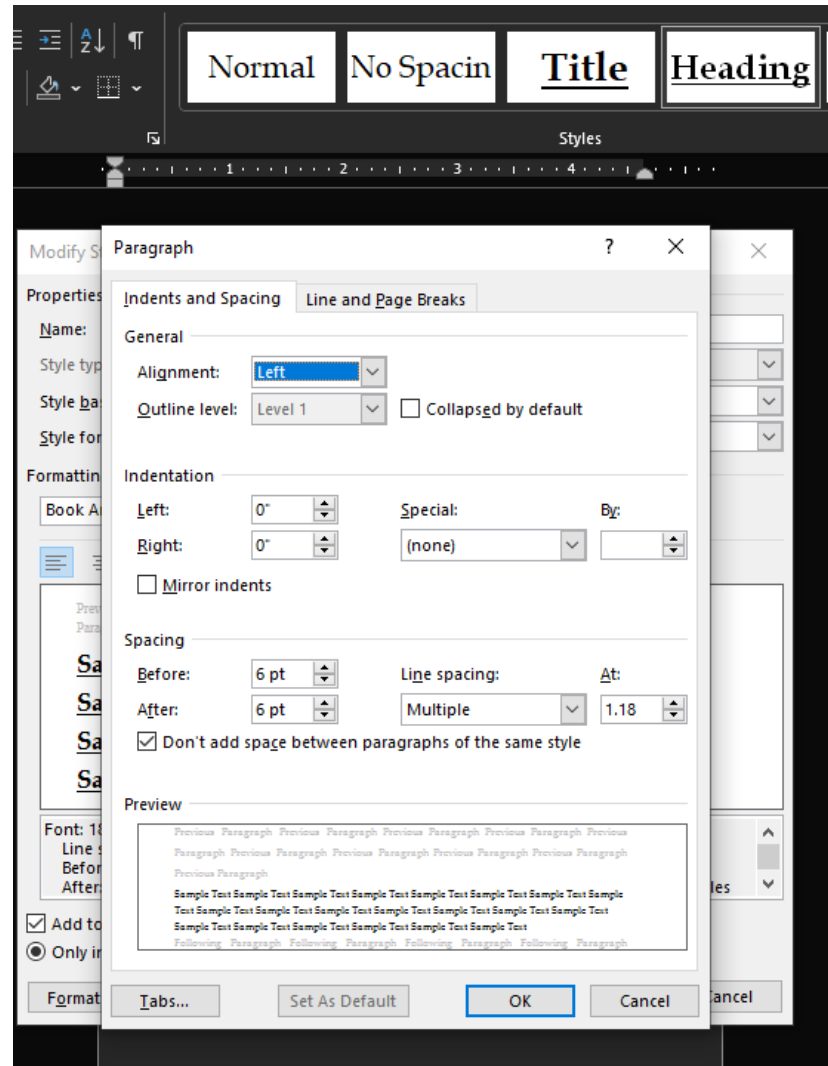
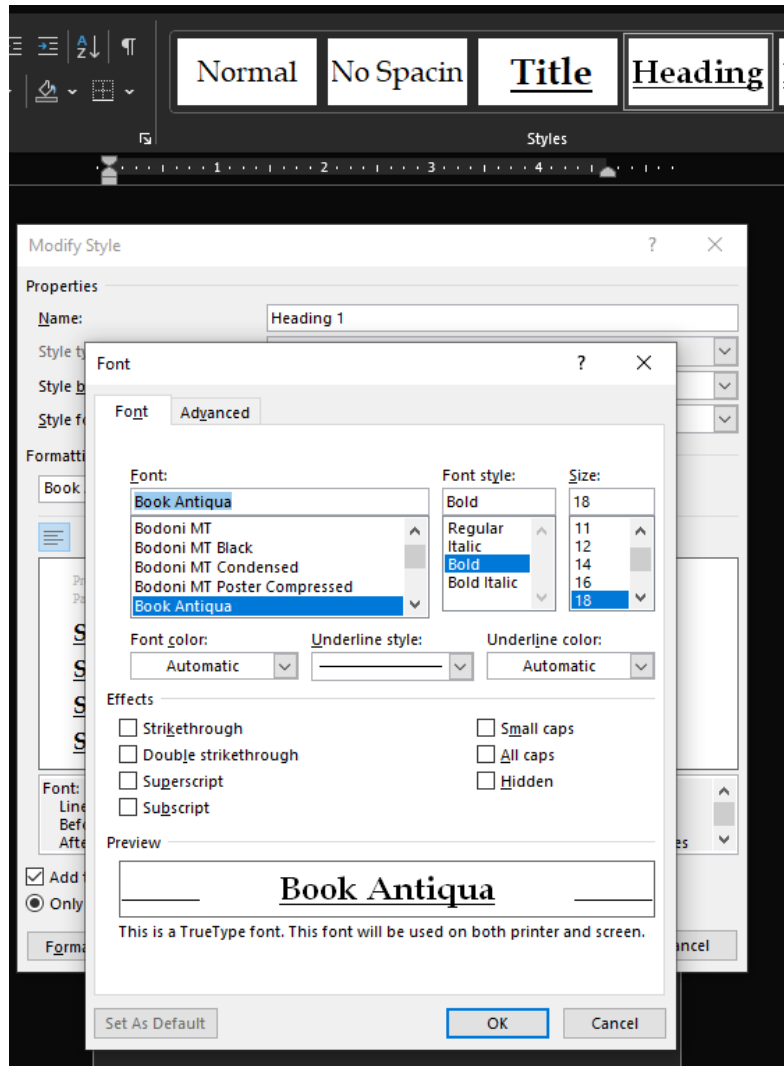
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- For the Heading 1 Style, I have as shown. (Again, I am only changing the font and the paragraph)



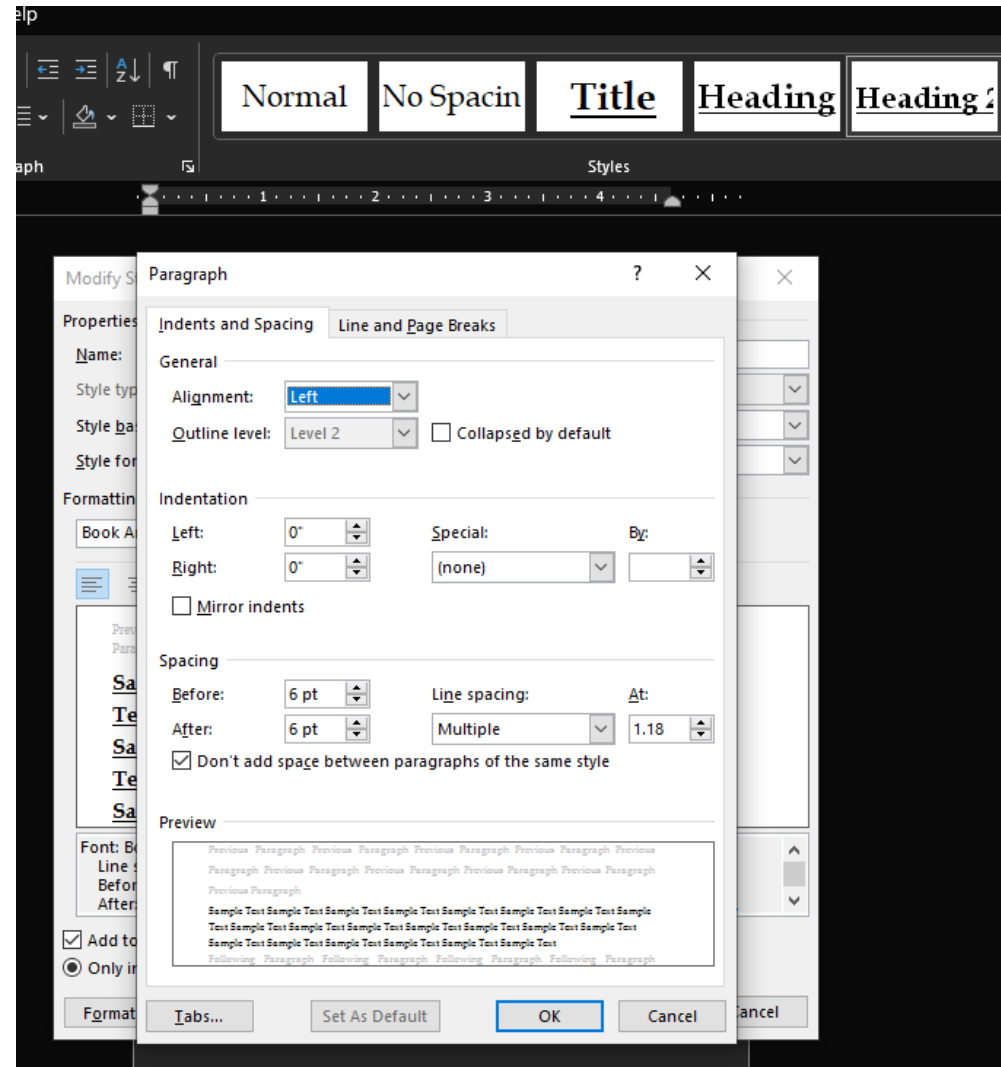
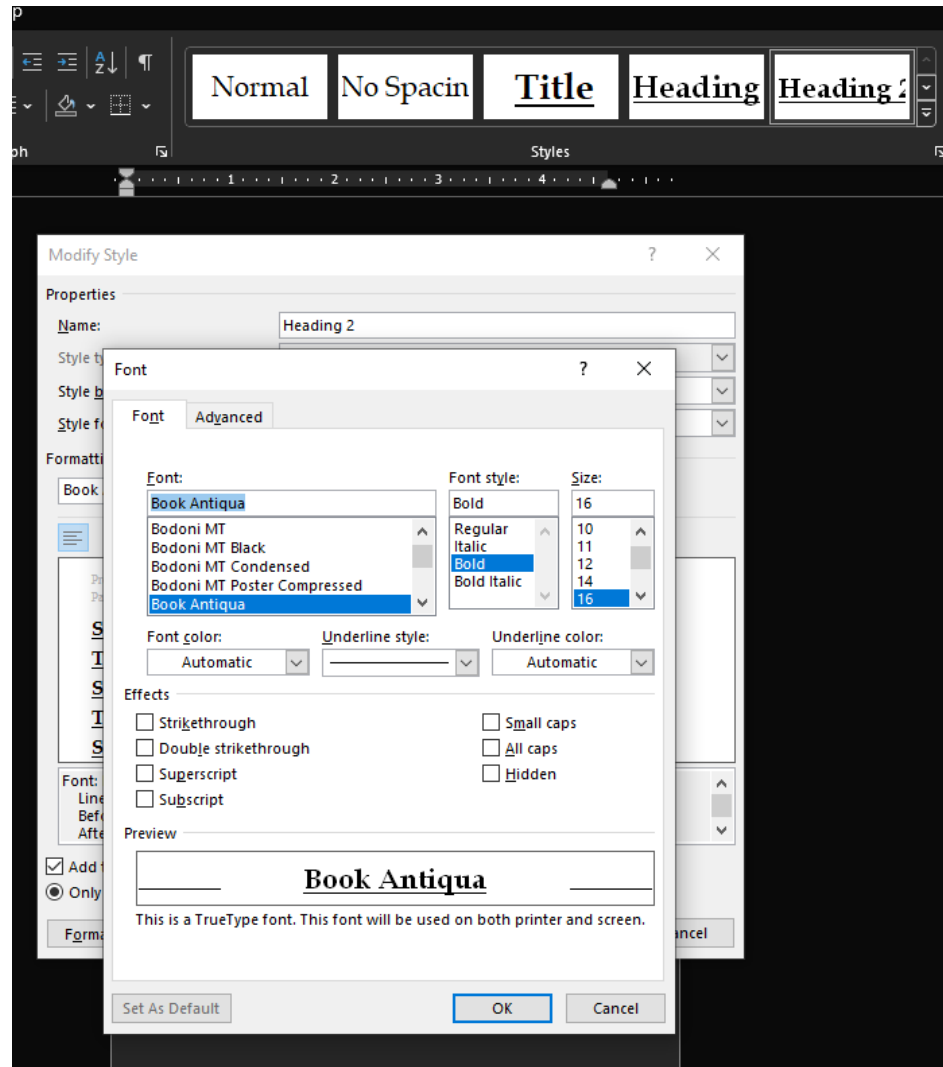
How to create a sermon template for half letter size pages

- For the Heading 1 Style, I have as shown. This style would be for my main points (I, II, III, IV, V,... (Again, I am only changing the font and the paragraph)



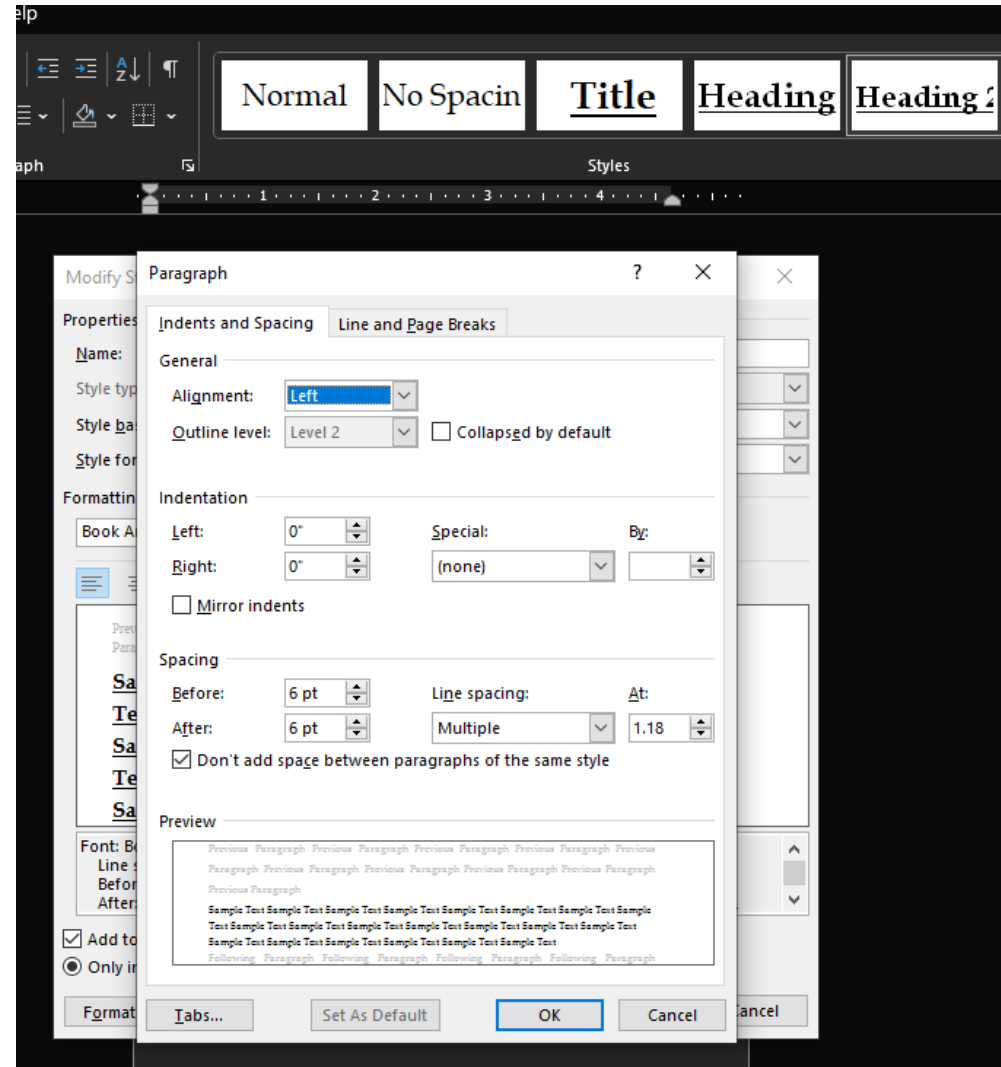
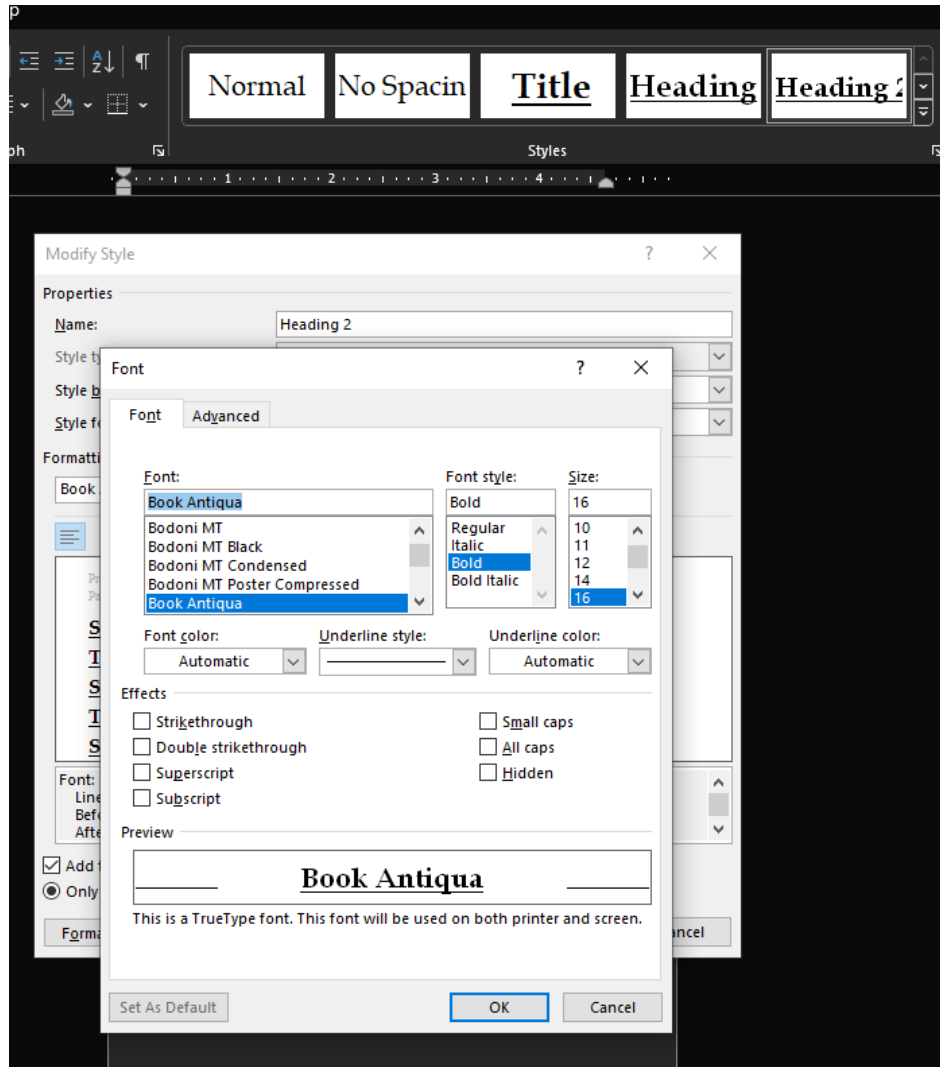
How to create a sermon template for half letter size pages

- For the Heading 2 Style, I have as shown. This style would be for my sub points (A, B, C, D,... (Again, I am only changing the font and the paragraph)



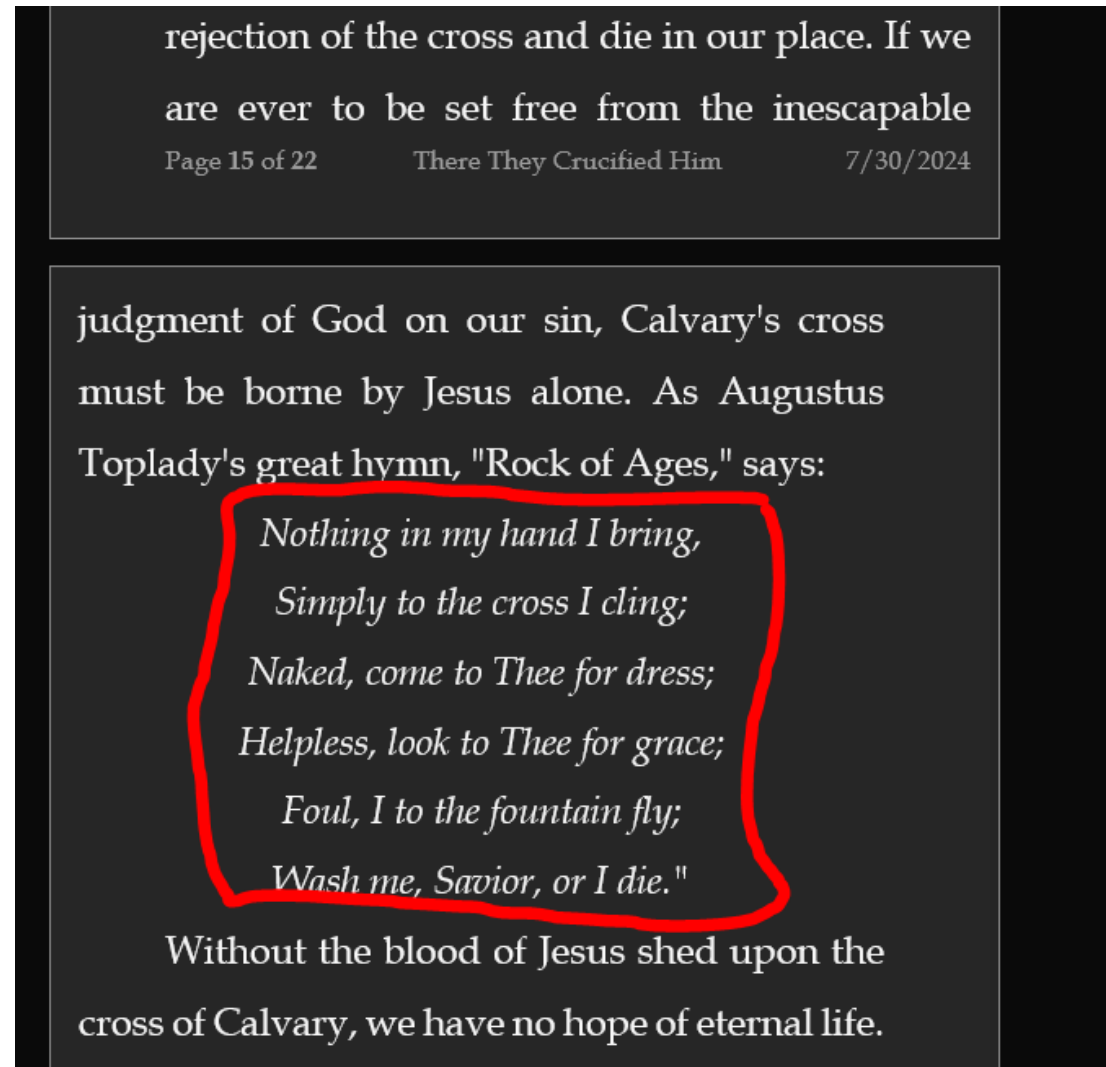
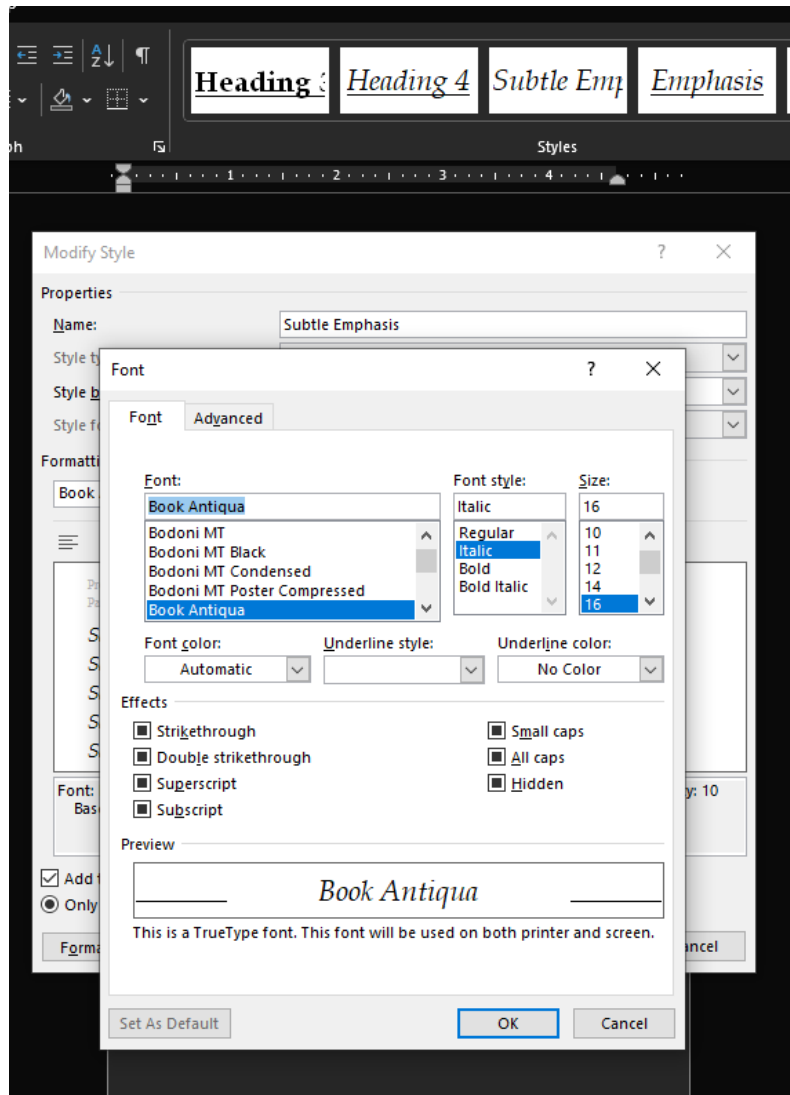
How to create a sermon template for half letter size pages

- For the Heading 2 Style, I have as shown. This style would be for my sub points (A, B, C, D,... (Again, I am only changing the font and the paragraph) I rarely use Heading 3 style. This would be for some type of numbering. But I think you get the drift of modifying it if you want to use it.



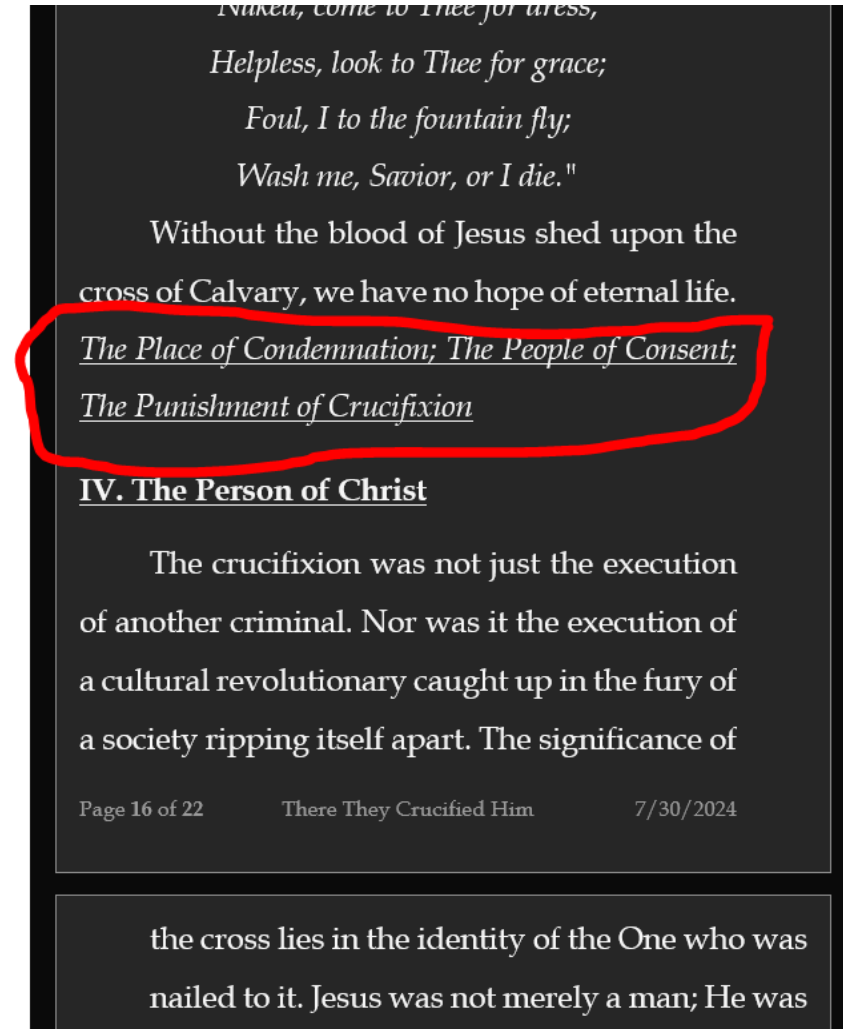
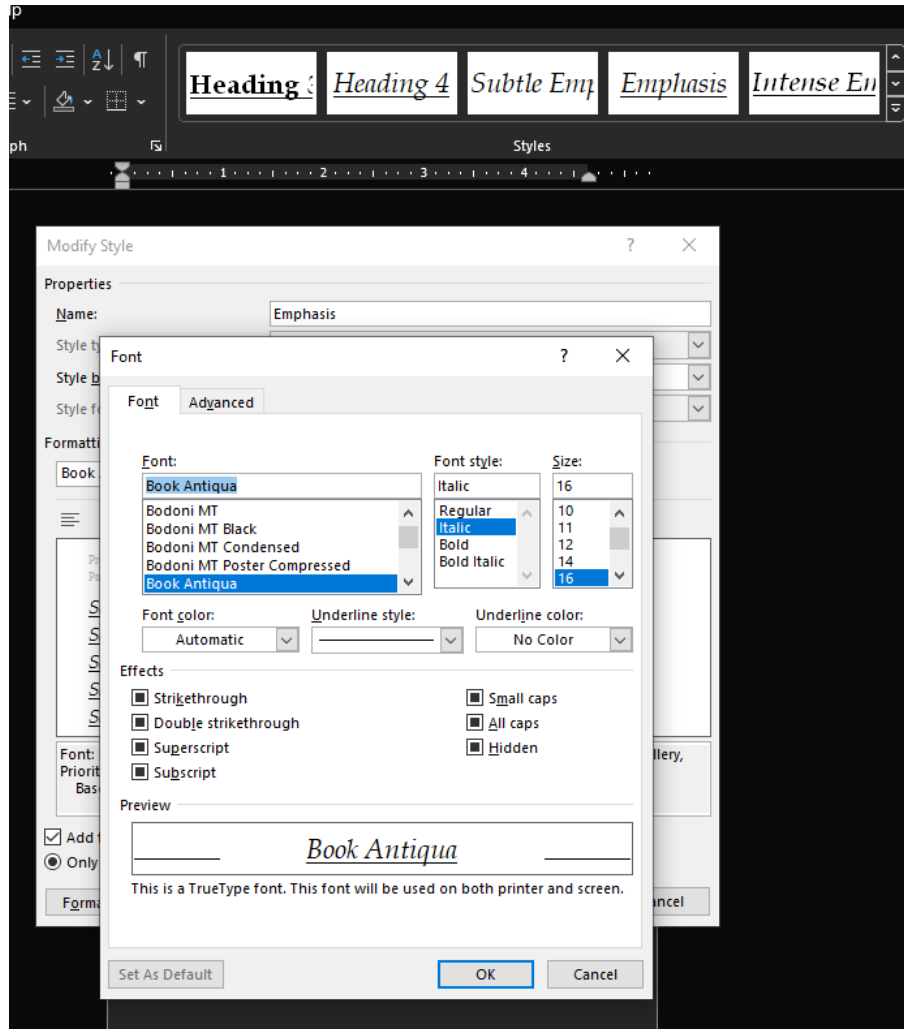
How to create a sermon template for half letter size pages

- For the Style Emphasis Style, I have as shown. This style would be for quotation from other authors, hymns or poetry. For hymns and poetry, I would center justify the text on separate lines. See example below. (Again, I am only changing the font. This style has no paragraph settings).



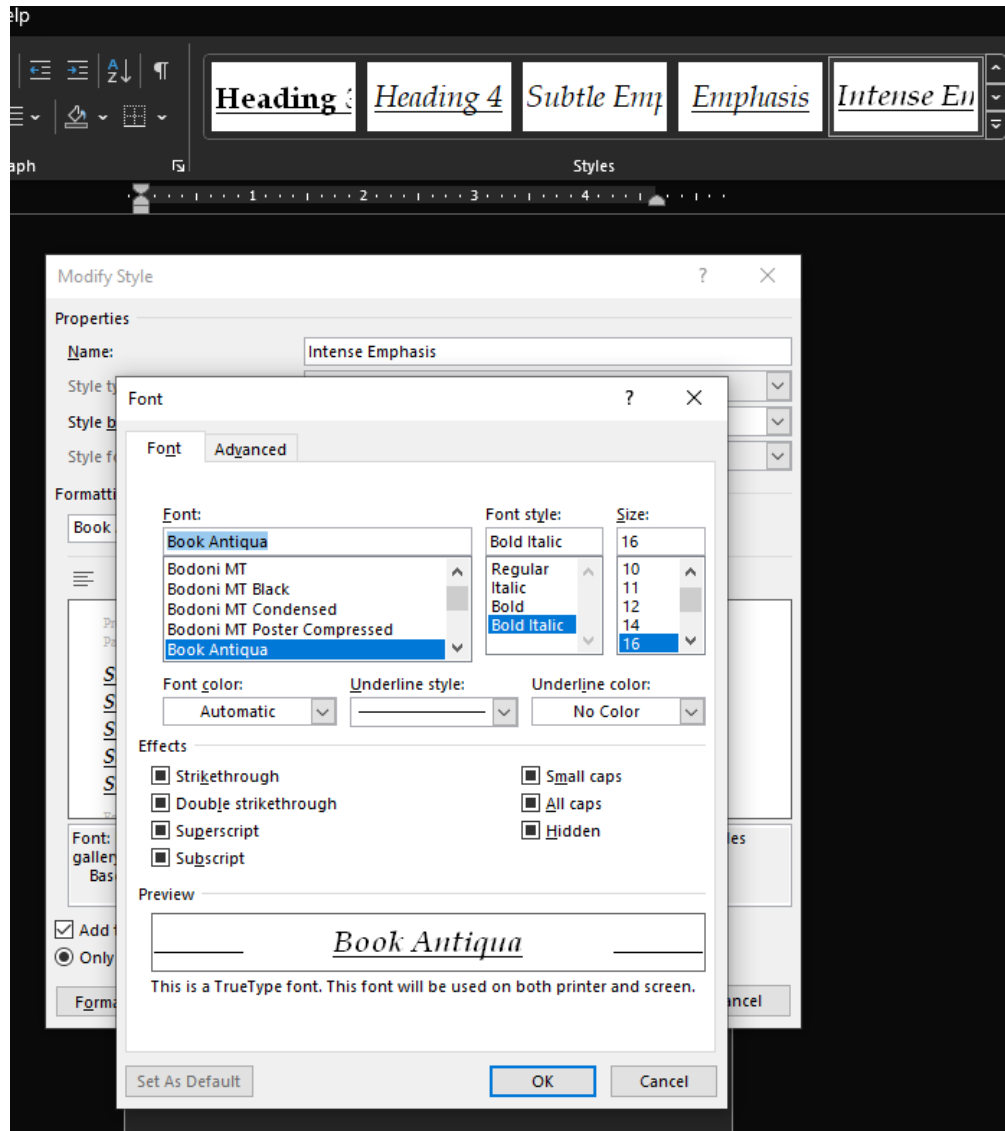
How to create a sermon template for half letter size pages

- For the Emphasis Style, I have as shown. This style would be for lines that I use as a road map during my message. At the end of every main point, I would copy and paste my previous points, so I know where I am. Look closely at the example sermon below. I would do the same for sub points. (Again, I am only changing the font. This one has no paragraph settings).



How to create a sermon template for half letter size pages

- For the Intense Emphasis Style, I have as shown. This style would be for quotations of scripture. See example below. (Again, I am only changing the font. This one has no paragraph settings).



regenerated, saved, and secured from eternal damnation. Isaiah 53:4-6 declares,
Surely he hath borne our griefs, and carried our sorrows: yet we did esteem him stricken, smitten of God, and afflicted. But he was wounded for our transgressions, he was bruised for our iniquities: the chastisement of our peace was upon him; and with his stripes we are healed. All we like sheep have gone astray; we have turned every one to his own way; and the LORD hath laid on him the iniquity of us all.

Hebrews 9:12 tells us that Jesus entered once into the holy place by His own blood, having obtained eternal redemption for us. Hebrews 2:9 explains that *"He by the grace of God should taste death for every man."* Because

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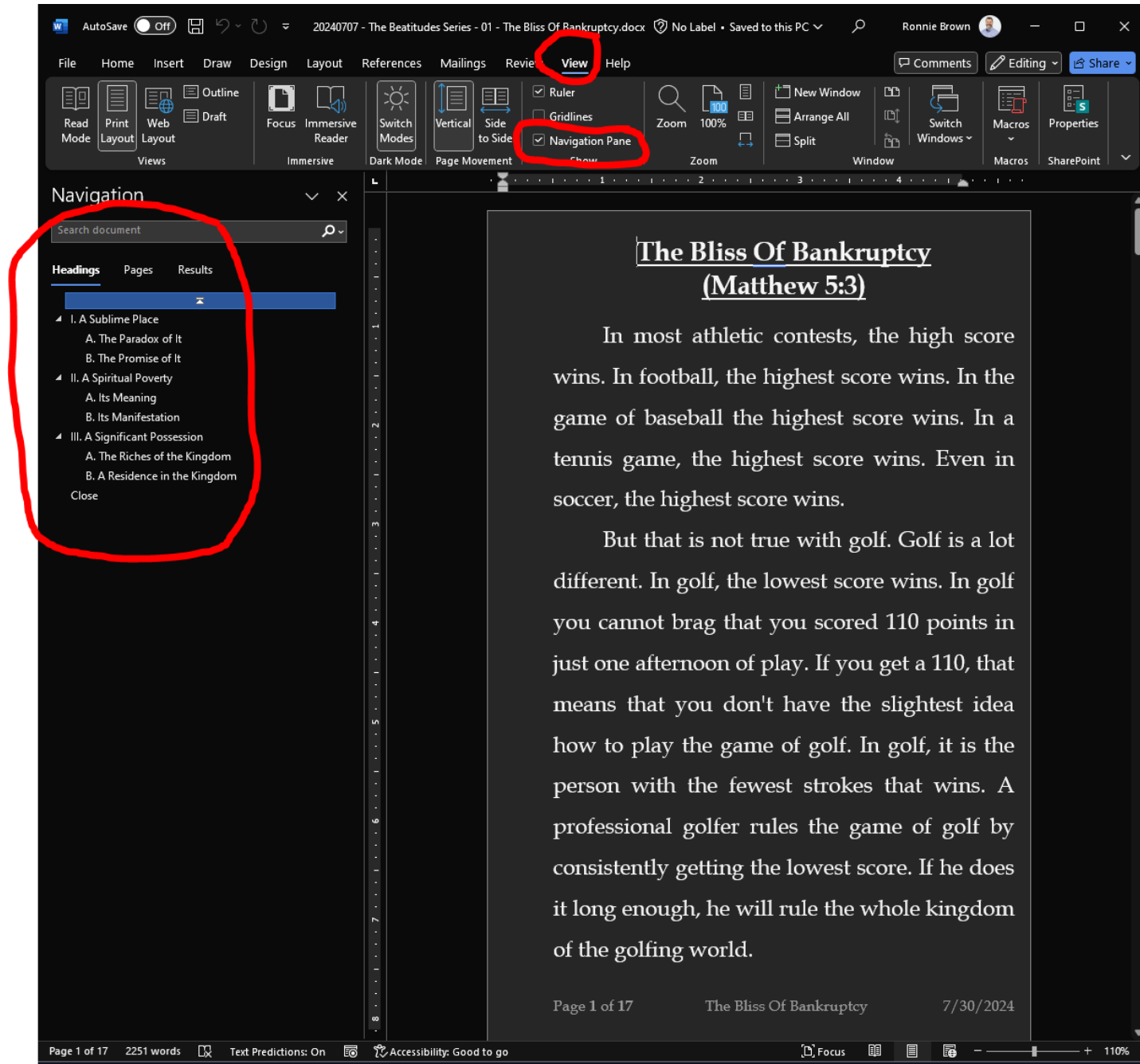
There They Crucified Him

7/30/2024

of this substitute, Romans 10:13 rings clear: *"For whosoever shall call upon the name of the Lord shall be saved."*

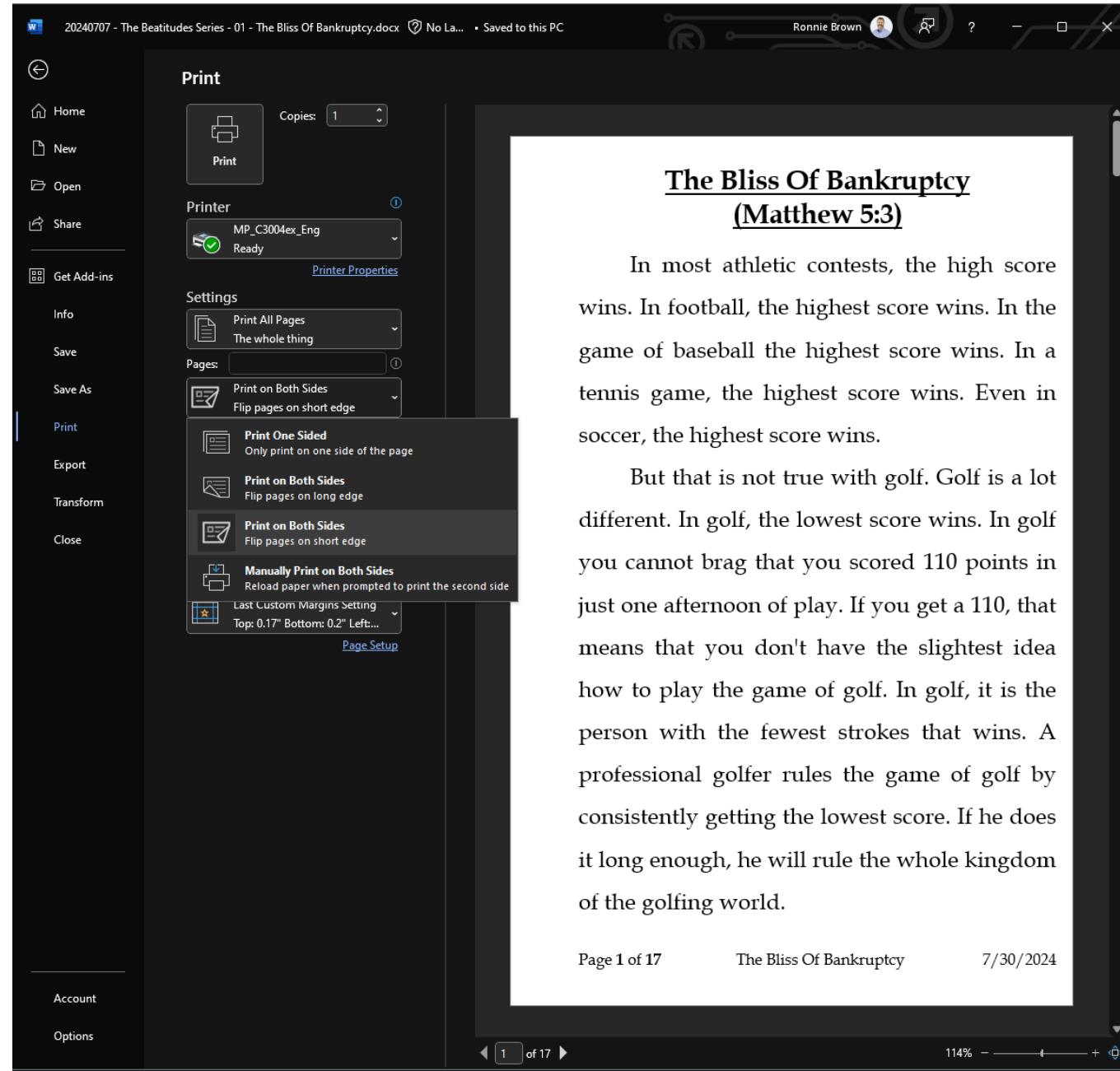
How to create a sermon template for half letter size pages

- The reason I use these headings is as follows: When you make the first line in the sermon your title, then when you save it, the title will be the file name automatically. Also if you will go to the View tab on the main ribbon and check the box that says Navigation Plane in the show section of the ribbon, you will see an outline form based on your Heading 1 and Heading 2 settings, which will allow you to easily jump from one section to another.



How to create a sermon template for half letter size pages

- To print these pages to fit a half letter size 3 ring binder, you must have what is called a duplex printer. This is a printer that prints on both sides of the paper automatically.
- If you have a duplex printer, click on the “File” tab, and then print.
- Under the “Pages” settings of the “Print” pop-up, select the down arrow next to “Print One Sided”
- From the menu, select “Print on Both Sides Flip pages on short edge.”
- Leave all the rest of the settings the same.
- If your printer is not duplex, you might be able to select that last option “Manually Print on Both Sides Reload paper when prompted” and after some trial and error with loading make it print like a booklet.



How to create a sermon template for half letter size pages

- Once the notes are printed, you will have to cut the pages in half from 8.5" x 11" to 5.5" x 8.5". I purchased a paper chopper to do this, but years ago I used to fold them and use a letter opener to cut the pages in half.
- You will need an adjustable 3-hole punch to put the holes in the paper for the half letter 3-ring bonder. Over 20 years ago I bought a Swingline hole punch with moveable punches that I still use to this day. I scribed a line where the top of the page was to be so that the holes would be centered properly in the binder, and then line up my note pages on the scribe line for consistent location.