A step by step instructional guide for using

riteworship

Minimum System Requirements

The riteseries products work best with the following:

- Internet Explorer 7.0 or newer (Windows)
- Firefox 3.0 or newer
- Safari 4.0 or newer
- Javascript enabled
- QuickTime installed (included with Mac OS X)

The riteseries products download files for your use in the following formats: RTF, TIF, and PDF. Many applications can open these types of files. Here are recommendations for the most commonly used applications to open the files. Most applications are part of your computer's operating system and do not need to be installed separately.

- PDF files for Windows: Adobe Reader
- PDF files for Mac: Preview, Adobe Reader
- RTF files for Windows: Microsoft Word, WordPad
- RTF files for Mac: Pages, TextEdit, Microsoft Word
- TIF files for Windows: Photo Viewer, Adobe Photoshop
- TIF files for Mac: Preview, Adobe Photoshop

riteworship

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Introduction

Welcome to the user guide for riteworship. Riteworship is the powerful bulletin builder for churches. This guide is designed to help you explore the features of riteworship.

Guidelines for this User Guide / Conventions

This guide provides step-by-step instructions for using riteworship. The following conventions are used in the guide.

Bold words – Indicate a field or button name on the screen.

NOTE: An important piece of information to know when following the instructions.

Setting Up User Accounts and Permissions

Before using riteworship, user accounts and permissions must be set up. Please view the "Riteseries – Getting Started" user guide.

Dashboard

After permissions are set up, navigate to riteformation.

1. Click **riteseries/riteworship.**
2. Click **Log In** located in the top right.
3. Enter your **Email Address** and **Password.**
4. Click **Log In**.

The riteworship dashboard appears.

The dashboard is divided into three parts.

1. The top left contains links to **Dashboard** and **My Bulletins**.
   - Click **Dashboard** for the main Dashboard page which displays the bulletins recently edited. Bulletins are ordered by the **Service Date** column.
   - Click **My Bulletins** to search for existing bulletins you've already created, even those you have deleted. You can search by date and service type. See *Searching for a Bulletin* on page 20 for more information.

2. The middle left of the dashboard contains the button to **Build** a bulletin. See *instructions for Creating Bulletin Framework*.

3. The right of the dashboard contains the bulletins already created. The columns are:
   - Name: The name of the bulletin. Entered in Bulletin Settings. See *Bulletin Settings* on page 19 for more information.
   - Service Date: The date of the service.
   - Service: The type of service, selected from the Services drop-down list when creating a bulletin.
   - Feast: The feast for the service, selected from the Feasts drop-down list when creating a bulletin.
   - Last Edit: The date the bulletin was last edited.
   - Action: Contains the **Edit** and **Delete** links to edit the bulletin or delete it.

Dashboard Settings

The **Settings** link at the top-right of the dashboard allows you to adjust the default settings for each bulletin. From the Dashboard, click **Settings**. Click the checkbox to select or deselect the options:

- Include a cover page (feast name and date)
- Include Page Numbers
- Include Rubrics
- Include Headings
- Include Full Text
- I prefer the sung version where one exists

After making your selections, click **Save**. For each new bulletin you create, the default settings will be applied.

Creating Bulletin Framework

Follow these steps to create the framework for your bulletin.

1. On the left of the Dashboard, select the **Date** for the service by clicking the calendar icon next to the date.

2. Click the arrows to the left and right of the month name to scroll through the months.

3. Click the date on the calendar for your bulletin.

NOTE: Not all liturgies are available on all dates. For example, the liturgies of Holy Week will not display during Advent.

NOTE: To prepare a service for a date it is not normally permitted, select a date when the service is permitted, and edit the date later. See *Edit Heading* Text on page 9 for more information.

NOTE: To create one bulletin for several services over a range of dates, select the most complicated service, and then add the other sections. See the instructions below for inserting different sections of the bulletin.

4. Select a **Category** from the drop-down list. The categories are used in the *Book of Common Prayer, Book of Occasional Services*, and other liturgical sources.

5. Select **Services** from the drop-down list. The Services that appear in this list depend on the Category selected.

6. Select the **Feasts** from the drop-down. The Feasts that appear are based on the date selected.

NOTE: The feasts are determined by which saint's day or feasts are permitted on the date. Regardless of what you are celebrating, the feastday governs certain choices you will make for the bulletin.

7. Click **Build**.

NOTE: Depending on the date, category, services, and feast selected, riteworship will ask a few questions to determine how to build the bulletin. For example, the Eucharist can begin with one of several ritual elements. You will be prompted to select which elements you would like.

8. After you have made your choices, click **Build**. Riteworship creates your bulletin framework.

Notes about the Bulletin Framework
The bulletin framework contains sections based on your selection of date, category and service.

• Each section appears as a row in the bulletin and can be edited or deleted.

• To edit a section click **Edit** at the end of the row for that section, or double-click the section.

• To delete a section click **Delete** at the end of the row for that section.

• The type of section appears in gray text at the right of the row. The text options are: Custom Text, Dialog, Heading, Psalm, Prayer, Reading, and Rubric. Other sections are: Heading, Page Break, Image, Hymn, and Service Music. This guide provides detailed instructions for inserting and editing all section types.

• The framework is not the final look for the bulletin. The framework is an editing area that allows you to customize the bulletin and select various liturgical options.

• Reorder the sections in the bulletin by dragging and dropping in the framework. Click on a section and drag it up or down to relocate it in the bulletin.

Create a Custom Bulletin Framework

To create a bulletin for an event that is not currently supported in riteworship, follow these steps.

1. From riteworship Dashboard, select a date by clicking the **Calendar** icon.
2. Select **My Own Services** from the Category drop-down list.
3. Select **My New Service** from the Services drop-down list.
4. Click **Build**.
5. The bulletin will be created with limited information: a heading and the date. All other sections such as prayers, music, and readings can be added using riteworship. See instructions below for inserting different bulletin sections.

Editing and Inserting Bulletin Text

Insert Custom Text

Custom text allows you to enter any text needed. You can format the text using standard word-processing functions. To insert custom text:

1. Click a section in the bulletin. The new section of custom text will appear below the section you click.
2. Select **Custom** from the **Text** drop-down list.
3. The Custom Text window appears. Enter a **Heading** and select a **Style** for the heading.
4. Enter the text. Use the standard word-processing functions to change the properties of the text such as font size and font style. You can also add a numbered or bulleted list, increase or decrease indentations, and change the alignment for the text.
5. Add a horizontal line by clicking the "Insert Horizontal Line" icon.
6. Add a table by clicking the "Table" icon. Table properties can be adjusted. After the table has been inserted into the custom text, you can adjust the table properties by right-clicking the table and selecting **Table Properties**.
7. Click **Apply**. The custom text appears in the bulletin.

Edit Custom Text

1. Click the custom text section and click **Edit** at the far right of the row. Or, double-click the row.
2. Make changes to the **Heading** or the **Text**.
3. Click **Apply**.

Edit Dialog Text

A dialog is text that alternates between two or more people or groups of people. An appropriate dialog appears based on the service and date, and can be modified if necessary.

1. Click the dialog text section and click **Edit** at the far right of the row. Or, double-click the row.
2. The dialog window is divided into three sections:
    • Heading
    • Preview – Displays the full dialog and is <u>not</u> modifiable.
    • Custom Dialog – Displays the full dialog and is modifiable.
3. Modify the **Heading** text and **Style** if needed.
4. The Preview section displays the dialog. To see other dialog suggestions, click **Dialogs**…
5. Additional possible dialogs appear in the **Suggested Dialogs** section of the window. Click a dialog and click **Select** to use that dialog. Or click **Cancel** if you do not want to use a suggested dialog.
6. The dialog appears in the Preview section of the dialog window, and in the Custom Dialog section.
7. Click **Apply** to add the dialog to the bulletin, or modify the dialog by following the steps below.

Modify Custom Dialog

1. Modify the **Role** and **Text** as needed. Click in the **Role** or **Text** field and type changes, or use the Tab key on the keyboard to move through the fields.
2. To insert a new section of dialog, click the **Insert Section** button. The new section will be added below the selected section. If no section is selected, it will be added as the last section.
3. Enter the **Role** and the **Text** that will be spoken. Updates appear above in the Preview section of the window.
4. To delete a section, click **Delete**.
5. To reorder the sections, click, drag and drop the section in the order you prefer.
6. Click **Apply** to add the dialog to the bulletin.

NOTE: Instructions for using the dialog editor appear when you hover your mouse cursor over the red question mark.

Insert Dialog Text

1. Click a section in the bulletin. The new section of Dialog text will appear below the section you click.
2. Select **Dialog** from the **Text** drop-down list. Two options appear:
   • **Use the following type**: is selected. Select an option from the list. By choosing a type, suggested dialogs for that type will be available, if they exist.
   • **None: no suggestions will be available in the section editor**. Select this option to open a blank Dialog window with no suggestions available.
3. Click **Select**.

NOTE: If appropriate dialog exists, it appears in the dialog window. Otherwise, a blank dialog window appears.

4. Follow the instructions above for *Edit Dialog Text* and *Modify Custom Dialog* to make changes.

Edit Heading Text

Heading text marks important moments in the liturgy.

1. Click the Heading text section and click **Edit** at the far right of the row. Or, double-click the row.
2. Make changes to the **Heading** or modify the **Style**.
3. Click **Apply**.

Insert Heading Text

1. Click a section in the bulletin. The new section of Heading text will appear below the section you click.
2. Select **Heading** from the **Text** drop-down list.
3. Enter the **Heading** and select a **Style** from the drop-down list.
4. Click **Apply**.

Edit Psalm Text

Psalm text contains musical elements that are associated with scriptural texts, either from the Book of Psalms or canticles from other parts of the Bible. There are three types of Psalm texts to include in a bulletin: Psalms, Canticles and Hymns.

NOTE: Headings are editable, but the Psalm, Canticle, and Hymn texts, even those in the public domain, are not editable.

NOTE: The options displayed to format the text depend on the origin of the text. If the text is from a musical setting, one set of options displays. If the text is sourced from the *Book of Common Prayer* or other source, another set of options displays. The options are detailed below.

1. Click the Psalm, Canticle, or Hymn text section and click **Edit** at the far right of the row. Or, double-click the row.
2. Make changes to or add a **Heading**. Or modify the **Style** if necessary.
3. The Preview section displays the text that will appear in the bulletin.
4. Follow the steps below, based on the origin of the Psalm.

If the text is from the Book of Common Prayer or other source:

1. Select **Show full text with reference** to display the full text and the reference. The reference appears before the text.
2. Select **Show reference only** to display only the reference information without any text.
3. Select **Show full text only** to display the text only without the reference.
4. Add an **Antiphon** if necessary. Use the standard text-editing tools to change the appearance of the text.
5. Click **Apply** to save the changes and return to the bulletin builder.
6. For suggestions, click **Psalms**… or **Canticles**… or **Hymns**… to see other appropriate options. See *Suggested Psalms*, *Canticles*, *Hymns*, *and Prayers* on page 12 of this guide for detailed instructions.

If the text is of selected musical setting:

1. To include the Hymnal Reference, select **Include the following reference**. The reference text can be modified.
2. In the Hymn Display area, select **Music with words (hymnal print version)** to include both the music and the words in the bulletin.
3. Select **Words only** to include only the words in the bulletin.
4. Select **None (reference only, if selected)** to prevent music and words from being printed in the bulletin.

NOTE: If the hymn has not been approved for use in electronic products by its copyright holders, these options will not be available. Only **None** will be available and selected.

5. For suggestions, click **Psalms**… or **Canticles**… or **Hymns**… to see other appropriate options. See Suggested Psalms, Canticles, Hymns, and Prayers on page 12 of this guide for detailed instructions.

Insert Psalm Text

1. Click a section in the bulletin. The new section of Psalm text will appear below the section you click.
2. Select **Psalm** from the **Text** drop-down list. Two options appear:
   • **Use the following type**: is selected. Select an option from the list. By choosing a type, suggested psalms for that type will be available, if they exist.
   • **None: no suggestions will be available in the section editor**. Select this option to open a blank Psalm window with no suggestions available.
3. Click **Select**.
4. Follow the instructions above for *Edit Psalm Text* to make changes.

Edit Prayer Text

Prayer text can include everything from the Preface Dialog *(Sursum corda)* to the Amen, in the case of a Eucharistic Prayer. A Preface Prayer is part of the Great Thanksgiving or Eucharistic Prayer that comes before the Sanctus (Holy, holy, holy).

NOTE: In order to include texts that are specific to a Rite II Eucharist, *riteworship* often needs to duplicate some of the sections, such as the Preface prayer, Sanctus (Holy, holy, holy) etc. These sections are noted when you choose the Eucharistic Prayer for a Rite II liturgy. Delete the first instances of the named sections by clicking **Delete** at the end of the section row.

NOTE: If there are prayers for both the day (Proper 20) and the service (Confirmation) you are preparing, the prayers for the day will display first, then the prayers for the service.

1. Click the Prayer section and click **Edit** at the far right of the row. Or, double-click the row.
2. Make changes to or add a **Heading**. Or modify the **Style** if necessary.
3. The Preview section displays the prayer text that will appear in the bulletin.
4. Click **Include the following reference**: to display the reference in the bulletin. The reference is modifiable.
5. To include an introduction for the prayer, click **Insert Section** in the Introduction area.
6. Enter the **Role** and the **Text**. Insert as many sections as needed. The Preview section changes to display the **Introduction**.
7. Modify the **Prayer Content** using standard text-editing tools.
8. If you do not want the prayer text included, click **Include the following prayer text**: to remove the check mark and remove the text from the bulletin.
9. Click **Apply** to save the prayer and return to the bulletin builder.

Insert Prayer Text

1. Click a section in the bulletin. The new section of Prayer text will appear below the section you click.
2. Select **Prayer** from the **Text** drop-down list. Two options appear:
     - **Use the following type**: is selected. Select an option from the list. By choosing a type, suggested prayers for that type will be available, if they exist.
     - **None: no suggestions will be available in the section editor.** Select this option to open a blank Prayer window with no suggestions available.
3. Click **Select**.
4. Follow the instructions above for Edit Prayer Text to make changes.

Suggested Psalms, Canticles, Hymns, and Prayers

When editing and inserting Psalms, Canticles, Hymns and Prayers riteworship provides suggestions for these sections based on the category of service and the date of the service. The instructions below describe how to display and select the suggestions.

If the suggestions do not fit your needs, replace the section with custom text. First, delete the existing section, and then add a new **custom** section by clicking Custom under the **Text** drop-down menu.

Suggested Psalms

1. After clicking **Psalms...**, the bottom of the window changes to display two tabs: Suggested Psalms and All Psalms.

NOTE: Only **All Psalms** will display if no suggested psalms exist.

2. Suggested Psalms list other appropriate psalms for the service. Click a row to select one, and then click **Select**. The Psalm appears in the Preview area of the window and is not editable.
3. Click **All Psalms** to see a list of all Psalms and their references. Enter search criteria in the **Filter Psalm list...** field to narrow down the psalms that display.
     - For example, type **95** to view Psalm 95 only.
4. Click a row to select one, and then click **Select**. The Psalm appears in the Preview area of the window and is not editable.
5. See instructions above for *Edit Psalm* Text on page 10 of this guide for more instructions.
6. Click **Apply** to save the changes to the Psalm and return to the bulletin builder.

Suggested Canticles

1. After clicking **Canticles…**, the bottom of the window changes to display other appropriate canticles.

2. Click a row to select one, and then click **Select**. The Canticle appears in the Preview area of the window and is not editable.

3. See instructions above for *Edit Psalm Text* on page 10 of this guide for more instructions.

4. Click **Apply** to save the changes to the canticle and return to the bulletin builder.

Suggested Hymns

1. After clicking **Hymns**…, the bottom of the window changes to display two tabs: **Suggested Hymns** and **Search ritesong.**

2. **Suggested Hymns** lists other appropriate hymns for the service. Click a row to select one, and then click **Select**. The Hymn appears in the Preview area of the window and is not editable.

3. Click **Search ritesong** to search the online musical library called ritesong. Ritesong is a digital library of online music.

4. Enter search criteria in the **Search ritesong…** field, select the musical book to search from or choose **All Books**, and click Go.

  • For example, type **morning** to view all songs that contain the word "morning".

5. Click a row to select a hymn, and then click **Select**. The hymn appears in the Preview area of the window and is not editable.

6. See instructions above for *Edit Psalm Text* on page 10 of this guide for more instructions.

7. Click **Apply** to save the changes to the Hymn and return to the bulletin builder.

Suggested Prayers

1. After clicking **Prayers**…, the bottom of the window changes to display other appropriate prayers.

2 Click a row to select one, and then click **Select**. The Prayer appears in the Preview area of the window and is not editable.

3. See instructions above for *Edit Prayer Text* on page 11 of this guide for more instructions.

4. Click **Apply** to save the changes to the Psalm and return to the bulletin builder.

Edit Reading Text

A reading is a passage that is normally from the Bible. Readings are displayed in riteworship in this order:

1. From the Episcopal Edition of the Revised Common lectionary.
2. From the Revised Common Lectionary in the BCP, if there are differences.
3. From the Daily Office lectionary for that same day:
    a. For the First Reading, the Old Testament reading is always listed first, but all possible readings are included. If multiple readings are prayed at both Morning and Evening Prayer, the Old Testament reading for the opposite year is also used. This is provided as the last option for the First Reading.
    b. For the Second reading, normally used at Morning Prayer. The Gospel is listed first in year II, when the Gospel is used at Morning
    Prayer and second in year I when it is normally the single reading at Evening Prayer.
4. From the service (Baptism, Marriage, etc.) if the service has suggested readings.

To edit reading text:

1. Click the reading text section and click **Edit** at the far right of the row. Or, double-click the row.
2. Modify the **Heading** and **Style** if necessary.
3. The **Preview** window displays the reading text that will appear in the bulletin and cannot be modified.
4. Modify the **Citation** if necessary.

NOTE: As you make changes, the Preview section of the window is updated to display the new information.

5. For other suggested readings, click **Suggested**…
6. Click a reading option from the **Citation** drop-down list and click **Select**. The reading appears in the Preview window.
7. Click the **Introduction** drop-down list to see options. Select one, or create your own introduction by clicking **Custom** in the drop-down list. Enter the introduction text in the field that appears.
8. Enter a **Response** if necessary.
9. Choose from the following **Display Options**:
    • **Include Citation**: The text in the **Citation** field will be included in the bulletin.
    • **Include Reading Text**: The text of the reading will be included in the bulletin.
    • **Include Reading Contextualization, if available**: Reading contextualization will be included in the bulletin.

NOTE: Any combination of these three fields is acceptable.

10. Enter a **Conclusion** if necessary. Speakers such as "Reader" or "Congregation" may be added. If you do not want to enter a Conclusion, leave these fields blank.
11. Click **Apply** to save the changes and return to the bulletin builder.

Insert Reading Text

1. Click a section in the bulletin. The new section of Reading text will appear below the section you click.
2. Select **Reading** from the **Text** drop-down list. Two options appear:
    • **Use the following type**: is selected. Select an option from the list. By choosing a type, suggested readings for that type will be available.
    •**None: no suggestions will be available in the section editor**. Select this option to open a blank Reading window with no suggestions available. If this option is chosen, the text of the reading will not appear in the bulletin, but you can add a Citation, Introduction, Response, and Conclusion.
3. Click **Select**.
4. Follow the instructions above for *Edit Reading Text* to make changes.

Edit Rubric Text

A rubric text indicates a change in posture or some other action that people are to do. Standard rubrics are preset.

1. Click the rubric text section and click **Edit** at the far right of the row. Or, double-click the row.
2. To modify the suggested rubric, select **Custom** from the drop-down list.
3. Enter the rubric text in the **Custom Rubric** field.
4. Click **Apply** to save changes and return to the bulletin builder.

Insert Rubric Text

To insert new rubric text:

1. Click a section in the bulletin. The new section of rubric text will appear below the section you click.
2. Select **Rubric** from the **Text** drop-down list.
    • **Use the following type**: is selected. Select an option from the list. By choosing a type,
    suggested rubrics for that type will be available, if they exist.
    • **None: no suggestions will be available in the section editor**. Select this option to open a blank Rubric window with no suggestions available.
3. Click **Select**. One of the following will appear:
    • If a suggested rubric exists, it appears in the rubric window. If it is accept able, click **Apply** to add it to the bulletin.
    • If a **suggested rubric** does not exist, or if None was selected, Custom ap pears in the Suggested Rubrics field. Enter the **Custom Rubric** text and click Apply.
    • If the Suggested Rubric is not acceptable, select Custom from the drop-down and en ter the rubric text in the **Custom Rubric** field. Click **Apply** to save the rubric and add it to the bulletin.

Editing and Inserting Bulletin Music

Edit Hymn

Hymns are musical elements not associated with ritual texts, including the Offertory Hymn, Hymn at Communion, and others.

1. Click the Hymn section and click **Edit** at the far right of the row. Or, double-click the row.
2. The dialog window is divided into four sections:
    - Heading
    - Preview
    - Hymnal Reference
    - Hymn Display
3. Add or modify the **Heading** text and **Style** if needed.
4. The Preview section displays the service music details that will display in the bulletin.
5. To include the Hymnal Reference, select **Include the following reference**. The reference text can be modified.
6. In the Hymn Display area, select **Music with words (hymnal print version)** to include both the music and the words in the bulletin.
7. Select **Words only** to include only the words in the bulletin.
8. Select **None (reference only, if selected)** to prevent music and words from being printed in the bulletin.

NOTE: If the hymn has not been approved for use in electronic products by its copyright holders, these options will not be available. Only None will be available and selected.

9. For suggestions, click **Hymns**… under the Preview section to see other appropriate options. See Suggested Psalms, Canticles, Hymns, and Prayers on page 12 of this guide for detailed instructions.

Insert Hymn

To insert a new hymn:

1. Click a section in the bulletin. The new section with the hymn will appear below the section you click.
2. Select **Hymn** from the **Music** drop-down list.
    - **Use the following type**: is selected. Select an option from the list. By choosing a type, suggested Hymns for that type will be available, if they exist.
    - **None: no suggestions will be available in the section editor**. Select this option to open a blank Hymn window with no suggestions available.
3. Click **Select**.
4. See instructions above for *Edit Hymn* for more instructions.

Edit Service Music

Service music is defined as musical elements associated with ritual texts, including the Nicene Creed, Sanctus (Holy, holy, holy), and others.

1. Click the Service Music section and click **Edit** at the far right of the row. Or, double-click the row.
2. The dialog window is divided into four sections:
    • Heading
    • Preview
    • Hymnal Reference
    • Hymn Display
3. Add or modify the **Heading** text and **Style** if needed.
4. The Preview section displays the service music details that will display in the bulletin.
5. To include the Hymnal Reference, select **Include the following reference**. The reference text can be modified.
6. In the Hymn Display area, select **Music with words (hymnal print version)** to include both the music and the words in the bulletin.
7. Select **Words only** to include only the words in the bulletin.
8. Select **None (reference only, if selected)** to prevent music and words from being printed in the bulletin.

NOTE: If the hymn has not been approved for use in electronic products by its copyright holders, these options will not be available. Only **None** will be available and selected.

NOTE: Service Music can be a prayer, like the Lord's Prayer. Although it falls under the "Service Music" section heading, the section will function like a prayer when editing it. In cases like this, see Edit Prayer Text on page 11 for more information.

9. For suggestions, click **Hymns… Prayers**…. or **Canticles**… under the Preview section to see other appropriate options. See *Suggested Psalms*, *Canticles*, *Hymns*, *and Prayers* on page 12 of this guide for detailed instructions.

Insert Service Music

To insert new service music:

1. Click a section in the bulletin. The new section with the service music will appear below the section you click.
2. Select **Service Music** from the **Music** drop-down list.
    • **Use the following type**: is selected. Select an option from the list. By choosing a type, suggested Service Music for that type will be available, if they exist.
    • **None: no suggestions will be available in the section editor**. Select this option to open a blank Service Music window with no suggestions available.
3. Click **Select**.
4. See instructions above for *Edit Service Music* for more instructions.

Bulletin Image and Page Breaks

Insert a Bulletin Image

A bulletin image can be clip art, or a picture, or a drawing. The file format for bulletin images must be GIF, JPG, or PNG. That is, the file extension must be one of the following: .gif, .jpg, or .png.

To insert an image:

1. Click a section in the bulletin.
2. Click **Image**. The Image window appears. The Current Image shows the image that is currently in the bulletin. If you are inserting a new image, this section will be blank, as in the screen shot below. If you are editing an image, it will appear in the Current Image section.
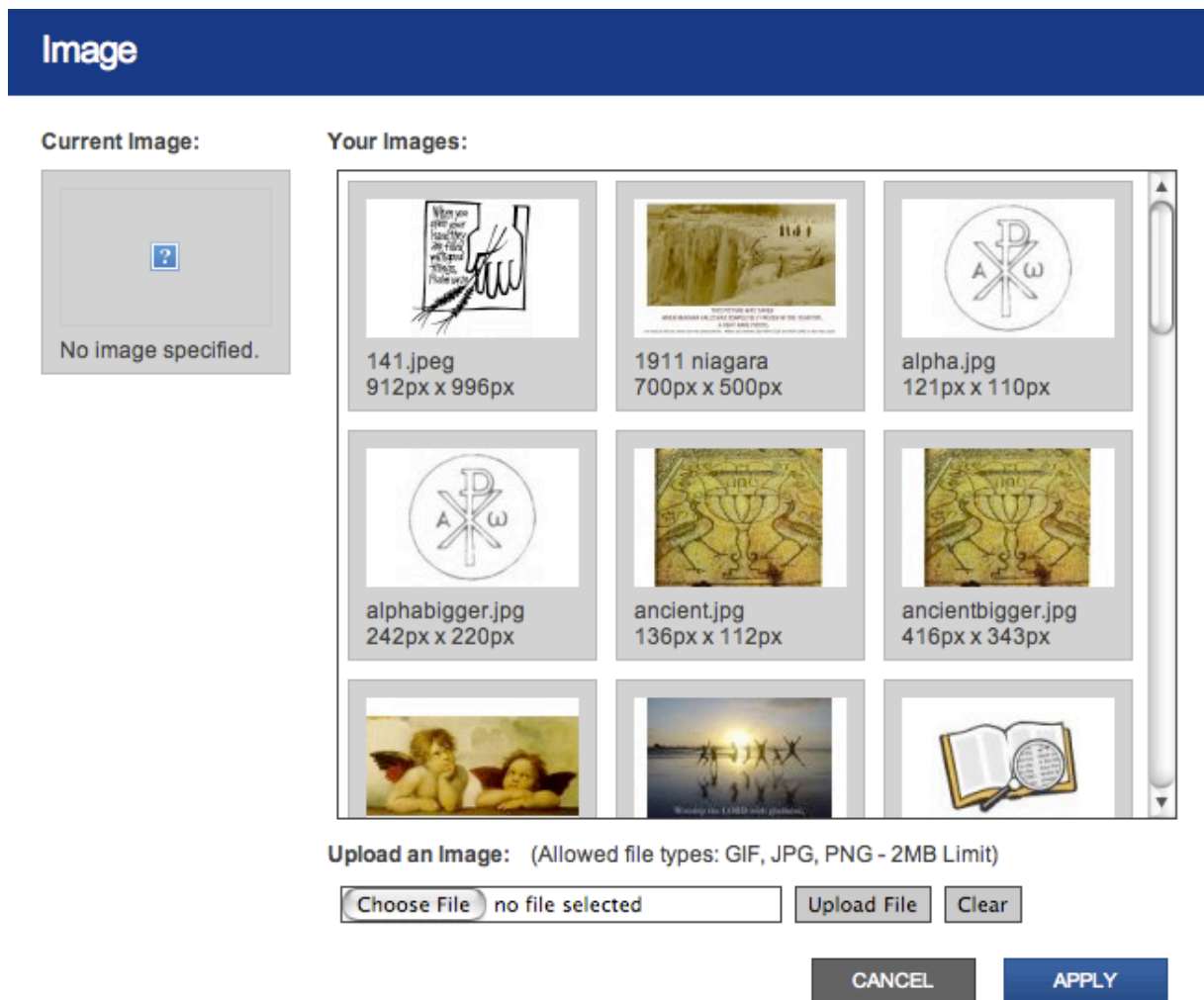
3. If you have already uploaded images in riteworship, they will appear in the **Your Images** section. Select an image and click **Apply** to add it to your bulletin.

4. To upload a new image, click **Choose File** under **Upload an Image**.

5. Navigate to the location of the image, and select it. The file name appears in riteworship next to the **Choose File** button.
6. Click **Upload File**. Or click **Clear** to clear the image name.
7. If the file is the correct format and size, a thumbnail of the picture will appear above in the **Your Images** section. If the file is not the correct format, an error message appears.

NOTE: The image must be 2MB or less. The image must be of the following type: GIF, JPG, PNG.

NOTE: Once the image is uploaded, it can be used in any bulletin. Your library of images is not specific to one bulletin, but can be used across all of them.

8. Select the image from the **Your Images** section and click **Apply.** A thumbnail of the image appears in the bulletin builder. In the actual bulletin, the image will fill the width of the page and be adjusted for height.

NOTE: To delete an image from the bulletin, click **Delete** at the end of the row for the Image section. The image will be deleted from the bulletin, but not from your library of images. It can still be used in other bulletins, or reinserted into the current bulletin.

Bulletin Page Breaks
A page break moves the section following that break to the top of the next page. This feature is commonly used before major sections of a service.

To insert a page break:
1. Click a section in the bulletin.
2. Click **Page Break**.
3. A page break is inserted after the section you selected.

Important notes about inserting page breaks:
• Inserting a page break as the first section will insert a blank page as the first page of the bulletin. This feature is commonly used when you have a printed cover and want to start printing on the inside of that printed cover. To start on the second page, insert two page breaks.

• To have a full blank page (front and back) in the middle of the bulletin, insert two page breaks in a row.

• Be sure to use the Preview option to ensure the page breaks create the desired outcome for your bulletin. For instructions on previewing the bulletin, see Download Bulletin on page 20 of this guide.

Views and Settings

Bulletin Views

There are two ways to view your bulletin in riteworship:

1. Click **Outline** under **Views** in the top-left of the bulletin window. Outline view displays each section of the bulletin, but not the content of the section. For example, you will see the name of the prayer, but not the prayer text.

NOTE: Click a section while in Outline view to see more content for that section.

2. Click **Full** under **Views**. Full view displays each section of the bulletin, as well as some content for the section.

NOTE: The default view is Full.

Bulletin Settings

To name your bulletin and select the page size, use **Settings**.

1. Click Settings in the top-right of the bulletin framework.
2. Enter the Name for the Bulletin. This is the name that will appear in the Dashboard and at the top of the bulletin builder page. It will not appear on the printed bulletin.
3. Select a Page Size from the drop-down list. The choices are:
• 8.5 X 11: The bulletin should be printed on letter-size paper with each page encompassing one side of the paper.
• 7 X 8.5: The bulletin should be printed on legal-size paper and then folded in half.
• 5.5 X 8.5: The bulletin should be printed on letter-size paper and then folded in half.
• 5 2/3 X 11: The bulletin should be printed on ledger-size paper and then folded into a tri-fold format. Ledger size paper is 11 X 17.
4. Include page numbers is selected. If you do not want to include page numbers, click the checkbox to remove the checkmark.
5. Click Save to save the settings or Cancel to close the window without saving the settings.

Saving and Downloading a Bulletin

Save Bulletin

Save changes to the bulletin during editing. Use one of these options:

1. Click **Save and Continue** in the upper-right corner. This option saves the work you've done and keeps the bulletin open for more changes.
2. Click **Save and Close.** This option saves the work, closes the bulletin, and displays the dashboard.

Cancel Changes

If you have made changes to the bulletin that you want to undo:

1. Click **Cancel** in the upper-right corner.
2. A message appears indicating that you are about to cancel changes. Click **Yes** to cancel any changes made since the last time you opened the bulletin. Even if you have clicked "**Save and Continue**" during your work, clicking **Cancel** will undo any changes you've made since you last opened the bulletin.
3. Click **No** to return to the bulletin without canceling the changes.

NOTE: This option does not delete the entire bulletin. It deletes the changes made since you last saved the bulletin. If you want to delete the entire bulletin, click the **Delete** link next to the bulletin on the Dashboard.

Download Bulletin

To view the bulletin in the way it will look when printed, use the **Download** button. Use one of these options:

    1. Click **Preview** to create a .pdf document of the bulletin. This option should be used while you are customizing the bulletin. The preview version has a PREVIEW watermark on the top of every page.

    2. Click **Final** to create a .pdf document of the bulletin when it is complete.

Searching for a Bulletin

The Dashboard displays the bulletins that have been edited most recently, ordered by the Service Date. To view a bulletin created less recently, or to search for a specific bulletin, follow these steps.

    1. Click **My Bulletins** at the top left of the Dashboard. Or click **View All Bulletins** under the list of bulletins.

    2. The **My Bulletins** window appears. This window displays any bulletin you ever created, including those that you deleted.

    3. To search for a specific service, select the **Service** from the drop-down list. Or keep the selection at **All** to search for all services.

NOTE: The **Service** drop-down list displays only services that you have created bulletins for.

    4. To narrow down the search, enter the dates in the **Service From and To f**ields. Click the calendar icon to help populate the date fields.

    5. Click **Update**. Bulletins that match the search criteria display in the list below. The number of bulletins that match is shown above the list of bulletins.

    6. Click **Reset** to clear the search criteria and display the full list of bulletins again.

    7. Click **Show/Hide** filter to remove the search criteria from the window. Click it again to display the search criteria again.