INTERIM MINISTRY RESOURCES TEMPLATE

Instructions for using the IM Template

This should be put into your Templates folder, then opened from there. Once you test it, you 'Save as' and it becomes a normal Word document (docx). You can then carry on working on docx document. To start a new resources paper you go back to the Template (dotx) and do the same.

If you use the template you can either copy and paste your text over the formatted text on the page **or** run all the text in and use the styles pane, which provides the formatting for all the different styles including the First Paragraph, Headings 1, 2 and 3, and Body Text Style. The Numbered Lists and Bulleted Lists are styles created from Word's selection menu of tools on the Home page where I have created a 'new' coloured up set in the bullet and numbered bullet options so you can use these as well.

The margins for all pages are 20mm at the top, left and right sides, and 10mm from the bottom with two columns.

On the first page the whole Title and rules are placed at the top of the page over the grid with the First paragraph text positioned below. When you get to the bottom of the first column, the text will go to the top of the document, so you have to do around 8 returns to get to the position for the text on the second column. I've put text there so you can see where you want the text to start. **This is only the case for the first page of each document**. The continuation pages run on to the normal top margin of the page.

We have used the following Web safe colours for the text:
Titles: top line of caps and rules – 666699 (blue), heading 660066 (purple)
heading, bullet and number lists and some text – 660066
footnotes, links, references – 336600 (green)

All text Calibri. Body text 10/13pt
Heading 1: 14/16pt bold with space before and after
Heading 2: 12/15pt bold with space before and after
Heading 3: 10/13pt bold with space before and after