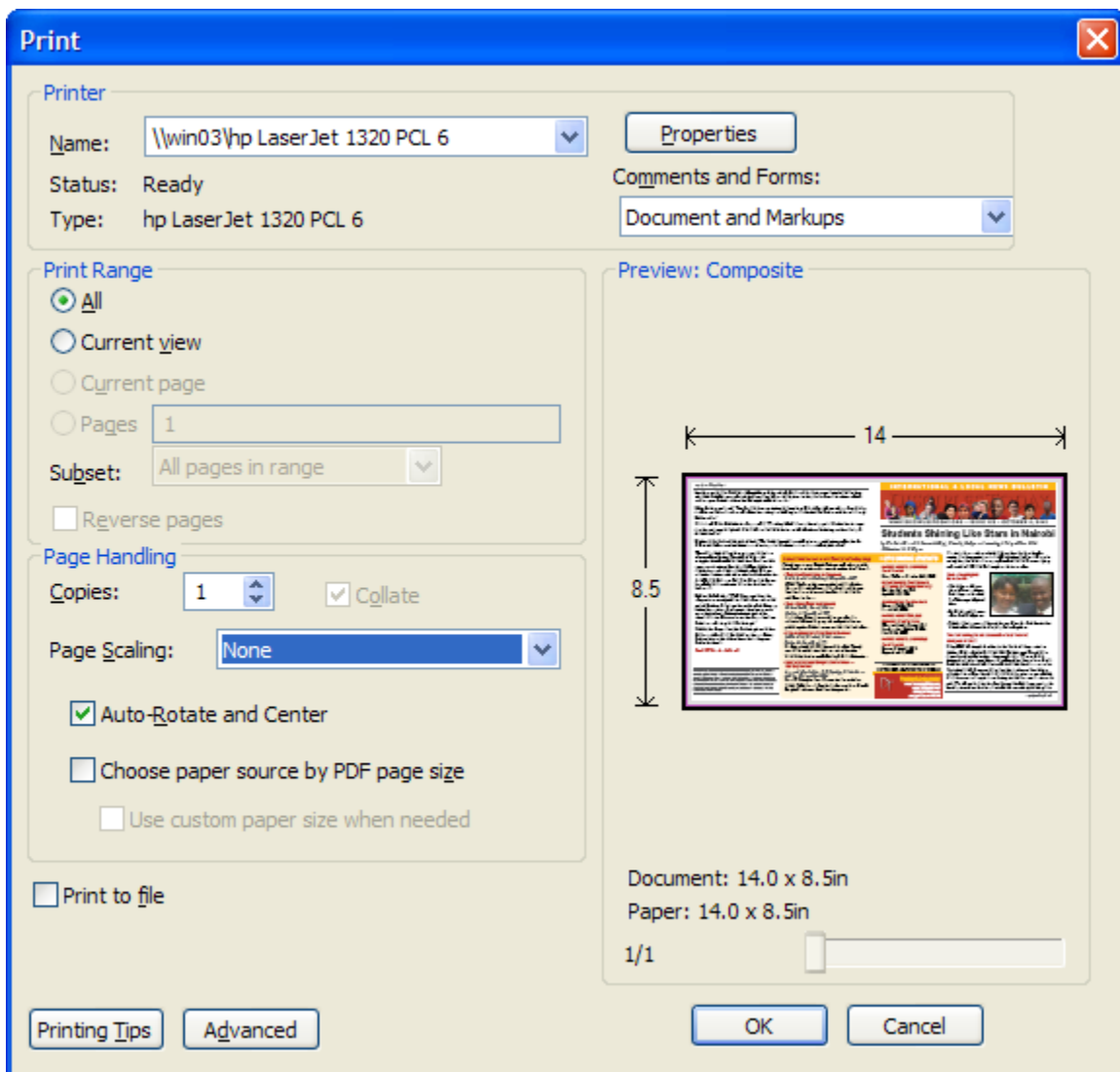


# Disciples Today International Bulletin Help Document

**Step 1: Download documents.** The dated PDF is the outside of the newsletter and the Word Document is the template that each group can adapt to their own needs. Following are instructions and pictures to get this printed the way we intended. The outside PDF is created in color, but prints well in black and white. New PDFs will be available on a weekly basis until otherwise posted. Please contact Disciples Today with any questions.

**Step 2: Print the provided PDF on one side of a legal sheet of paper.** Following is a print menu to help with the correct settings. The main issue is that the page must be printed centered on the page with no 'page scaling'. Anything other than this will create trouble in getting the document correctly printed back to back and the folding will not work correctly. It may take a few tries, so print one at a time to test it.



**Step 3: Edit Word document to reflect your information** (Or use you own template).

**Step 4: Print Word document on the back of the page.** (Or print 2 separate pages if these will be photocopied front to back)