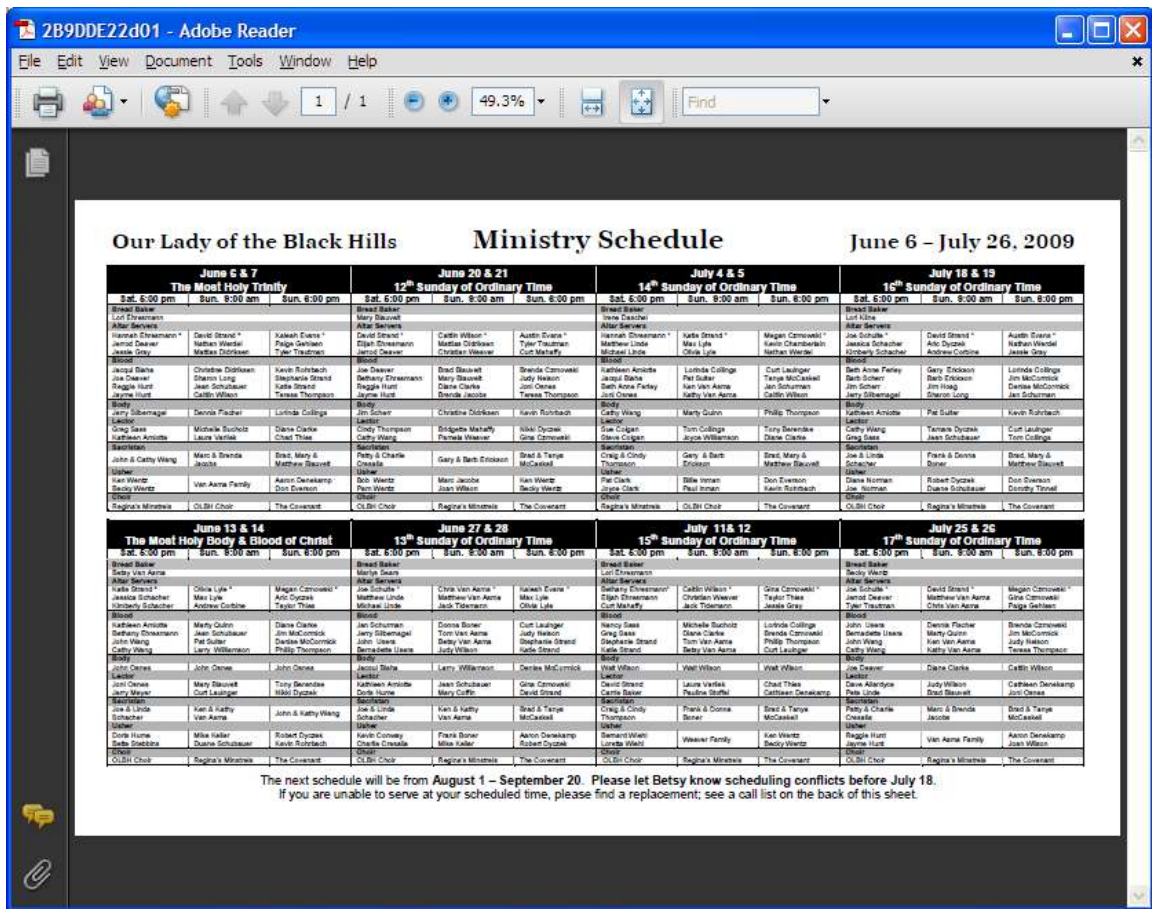


OLBH Ministry Schedule – Printing Instructions

The Ministry Schedules, available online at <http://olbh.org/ministry/> are on legal size (8 ½ x 14) paper. If you have legal size paper, simply insert it into your printer, and follow the instructions for your printer on how to configure it to recognize legal size paper, then print the schedule on it.

But for most of us, we don't have legal paper available. Follow these steps to print the ministry schedule on letter size (8 ½ by 11) paper. These instructions are based on using Adobe Reader to view the schedule.

1. Open the schedule you want to print in



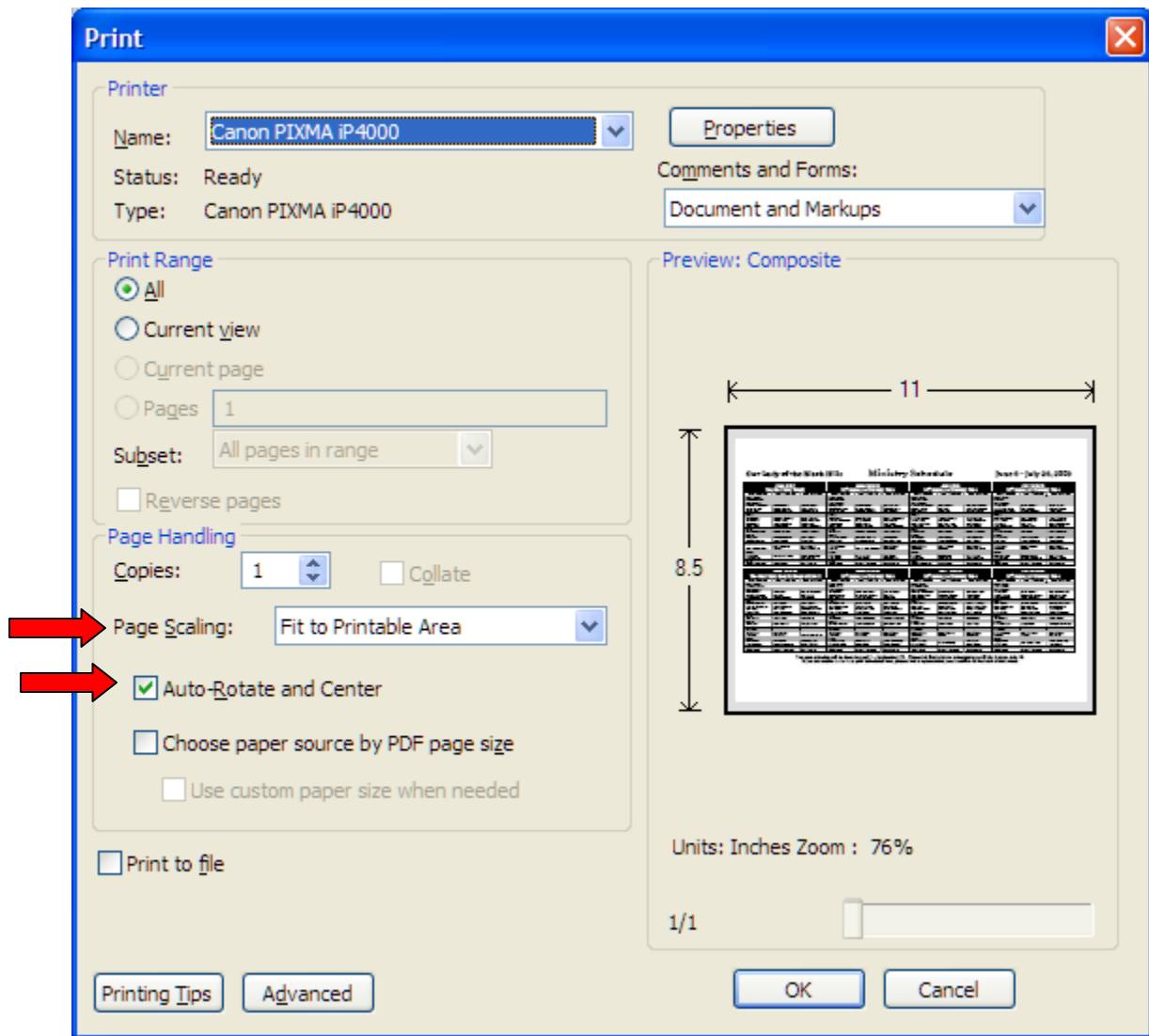
The screenshot shows a PDF document titled "2B9DDE22d01 - Adobe Reader" with a menu bar (File, Edit, View, Document, Tools, Window, Help) and a toolbar. The main content is a ministry schedule for "Our Lady of the Black Hills" from June 6 to July 26, 2009. The schedule is organized into a grid with columns for different dates and times (e.g., Sat. 5:00 pm, Sun. 8:00 am, Sun. 8:00 pm). Each cell contains names of individuals and their roles. The schedule is divided into sections for "The Most Holy Trinity", "12th Sunday of Ordinary Time", "14th Sunday of Ordinary Time", "15th Sunday of Ordinary Time", "16th Sunday of Ordinary Time", "13th Sunday of Ordinary Time", "15th Sunday of Ordinary Time", and "17th Sunday of Ordinary Time". A note at the bottom of the page reads: "The next schedule will be from August 1 - September 20. Please let Betsy know scheduling conflicts before July 18. If you are unable to serve at your scheduled time, please find a replacement; see a call list on the back of this sheet."

2. Click on File, Print from the menu or click the printer icon



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3. In the Print Dialog box, make sure the Print Scaling is set to “Fit to Printable Area” and the “Auto-Rotate and Center” box is checked.



4. Click the OK button.

It should now print out on letter paper. For additional help, check the Adobe Reader program help or check the documentation for your printer.