

Printing the Church Bulletin

All bulletins can be found at newlifemethodistchurch.org/bulletins/

New Life Methodist Church



1. Recommend using chrome browser when printing, but other browsers will work. I like Chrome because it allows the image to be larger.



2. Go to the church website to the bulletin tab and select the appropriate date.

- Click on the link of that date to view the PDF file.
- When the file opens (Ctrl+Shift_P) and print.
- Select the printer 'New Life Color Printer' and use the following setting.
 - Copies __
 - Use paper Size Letter
 - Scale set to Fit to Paper
 - Check Print on both sides
 - Flip on long edge
- I normally print 1 and fold and make sure everything looks correct.
 - If any changes are needed please contact Robert Godsey at 770-601-6814
- If bulletin looks good then print (Ctrl+Shift+P) again and enter the number bulletins required.
 - Number of copies printed today are 65 to 70. May need more for days like Easter or Christmas.

