

# Welcome to **Quick Start!**

## First Things First! What Will You Need?

We will need the following items to do this ministry! We'll step you through it; it's pretty easy!

1. [Free Adobe Acrobat Reader](#) (you may have this already).
2. [www.JesusThisWay.Com](http://www.JesusThisWay.Com) newsletter download
3. A Ream of Copy Paper (you may have this already)
4. A Printer (you may have this already)
5. Printer Ink (you may have this already)
6. Forever Postage Stamps (1 stamp per mailer- suggest sending to 30 homes)
7. A Staple Gun
8. You List of Addresses (No Names) for Mailing Our Newsletter to House Residents.

## What Will The Ministry Cost Me? \*

Item	Cost	Cost Basis	Product Provider	Spec:
Acrobat Free Reader	Free	New England Pricing 01/25/ 022	Adobe.com	
Newsletter Download	Free	New England Pricing 01/25/ 022	JesusThisWay.Com	
Paper Ream 500 Sheets	\$4.17 +Tax	New England Pricing 01/25/ 022	Walmart.com Pen & Gear	(500sheet, 20LB, 92Bright)
Ink Cost (60 average printed pages)	\$0.07 X 60 = \$4.20	New England Pricing 01/25/ 022	Google**	
Forever US Stamp	\$0.50 X 30 = \$15.00	New England Pricing 01/25/ 022	Any Local Post Office	Forever Type
Stapler Swingline	\$5.95 +Tax	New England Pricing 01/25/ 022	Walmart.com	Standard
Box of staples	\$3.12 + Tax	New England Pricing 02/02/ 022	Walmart.com	Swingline 5000 Staples, 1/4" Length
Address List	Free	New England Pricing 02/02/ 022	Google, Walk, Cycle	Volunteer Self Labor

Grand Total First Month: \$32.24 +Tax

Paper P/S \$0.00834 X30	\$ 0.25 + Tax
Ink P/P \$0.07 X60	\$ 4.20 + Tax
Forever Stamps \$0.50 X30	\$15.00 + Tax
Staple usage \$ 0.000624 X30	< 1 ¢ + Tax
Address List Self-Volunteer	\$ 0.00
Monthly Average After Startup	\$19.46 + Tax

\*Cost based on 30 mailers, and prices are approximations.

\*\*With a cheap printer (under \$200), the average cost per page using black ink is **5.5 cents** and the average cost per page in color is 8.9 cents. However, a more expensive printer (more than \$200) typically yields lower costs per page – 3.9 cents using black ink and 8.3 cents using color ink; Research as of Feb 26, 2020

## Getting Started

1. **Getting The Addresses:** You'll need a list of addresses, in order to send your Newsletter mailers. Since this is designed for you to evangelize your own neighborhood, you could drive, walk or bicycle through your neighborhood with a pen and paper and write down the addresses (addresses only) of all your neighboring houses, apartment buildings and their apartments, making a complete list for mailing! Don't knock on doors to get names. We are going to use a general heading for mailing (Address, City, State & Zip (Don't Use Names).
2. **Stamps:** If you're out and about for you newsletter ministry, you may as well pick up some stamps at the post office.
3. **Printing Your Newsletters:** [See page 5](#) of this manual for complete instructions on how to print both pages of the newsletter on one sheet of paper for simple inexpensive mailings.
4. **Enter Addresses:** Look at the newsletter so that you see the "Place Stamp Here" box in the upper right corner of the page. Look for the **Address Box.** Inside the box you will see the words: "To the residence of:" Here is where you will enter the address of each home and apartment you found in your neighborhood (obviously: one address per mailer).
5. **Place Your Stamps:** Look at the newsletter so that you see the "Place Stamp Here" box in the upper right corner of the page. Place your stamp on the "Stamp Box", fold on the "Fold Here" lines and you're almost done.
6. **Staple It:** Look at the newsletter so that you see the "Place Stamp Here" box in the upper right corner of the page. At the center of the top of the page you will see a small box with the words "Staple Here." Staple it!
7. **Mailing It: Next,** Put all of your stamped newsletters in the mailbox and your done for this month's mailer! It's pretty simple actually!

# Doing Part One

## Getting our PDF Newsletter into the Acrobat PDF Reader

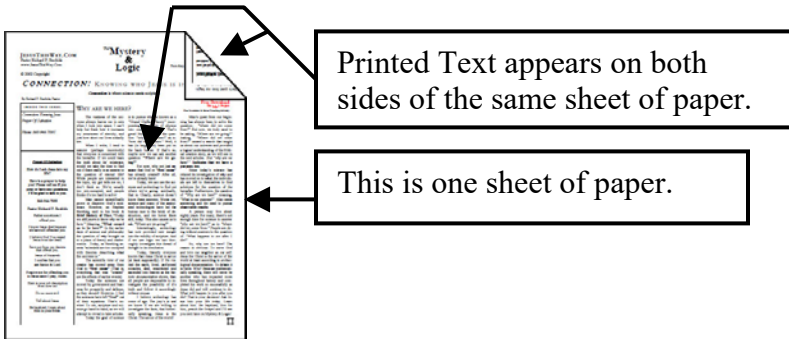
I'm sure you'll want to get started right away with your very own **Mystery and Logic™ Newsletter Ministry**. This page will help you do just that! So, let's get started. This is so simple you'll be amazed at how quickly you'll be up and running. This Guide assumes you have downloaded "**Article One**" PDF newsletter file. If not, stop here and watch the "**Start Ministry Video**", or go to **JesusThisWay.Com** and **Click** the "**My Ministry**" link to select and download "**Article One**" (ML-A-00001-a.pdf).

You will find that your newsletter is a two-page PDF article (See example 1 below).



Example 1

We are going to prepare the newsletter to print both pages of text to a single sheet of paper. (See Example 2 below).



Example 2: The above is an example of "**Full Duplex Printing**" (Text printed on both sides of one sheet of paper). So, we want our complete two-page newsletter to be printed out on one sheet of paper.

However, Your printer's **full duplex printing** capabilities may require you to assist the process. If so, follow the on-screen instructions, but feel free to call me at 860-210-1396 if you need help.

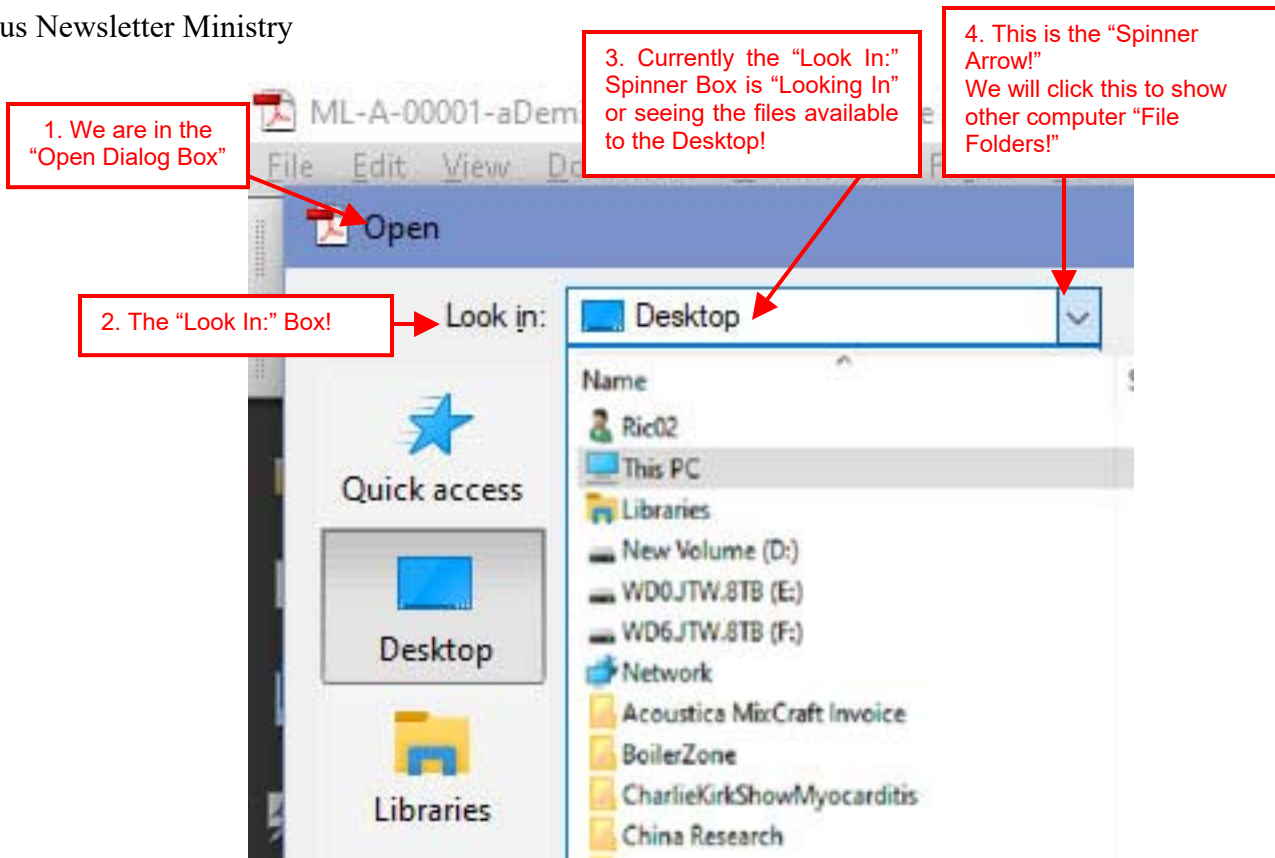
### 1. First, Let's Open Your Newsletter Article In the Adobe PDF Reader

1. **Start** your Adobe PDF Reader Program
2. Next, Click "**File**"
3. Look for and Click "**Open**"
4. Next, Adobe's "**Open Dialog Box**" appears in the center of the screen!

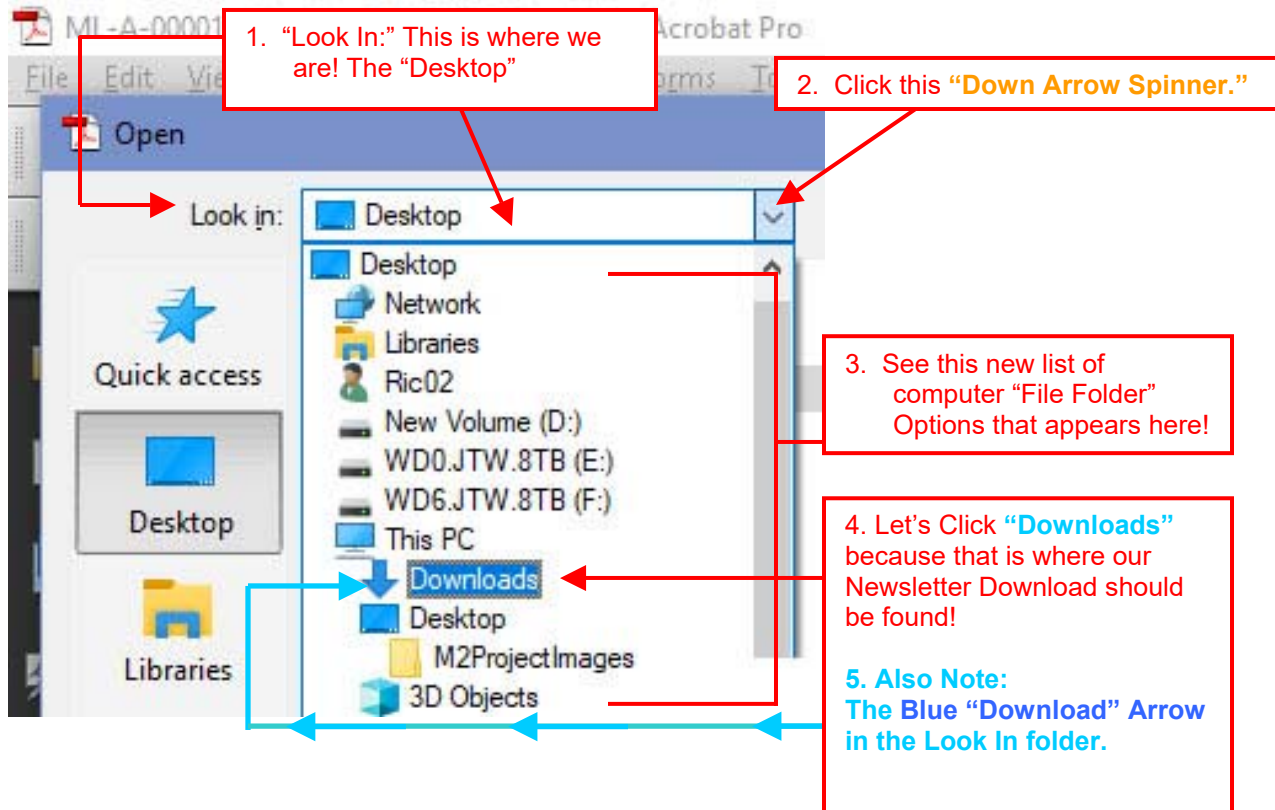
5. In that dialog box look for the "**Look In:**" spinner box with a "**down arrow**".



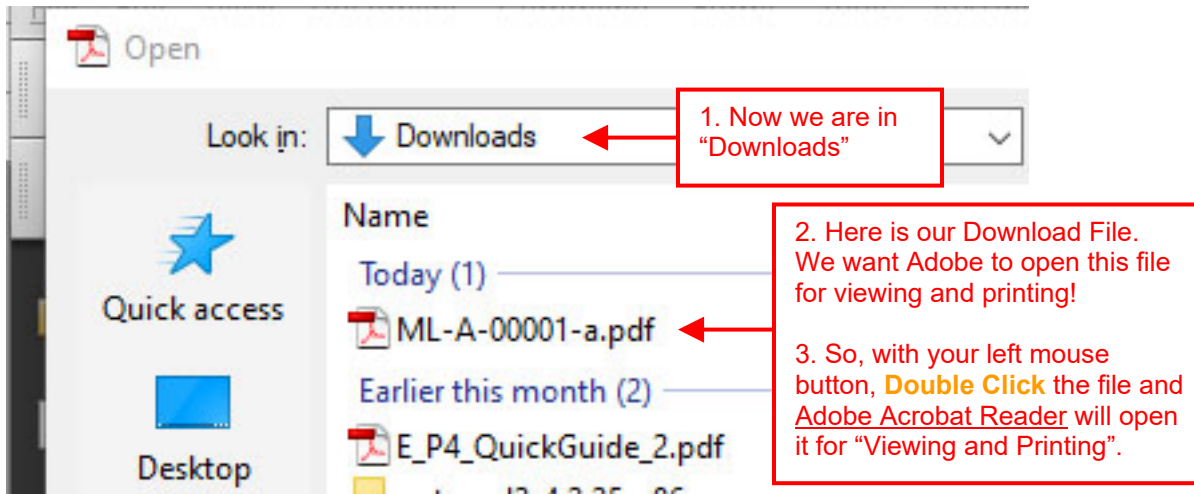
### 2. Let's look at the examples below!



**3. Click the "Look In:" box "Down Arrow Spinner." Call 860-210-1396 if you need help!**



#### 4. Opening our Newsletter File in Adobe Acrobat Reader



#### 5. Now Adobe Acrobat PDF Reader is Open and we are viewing our Newsletter!

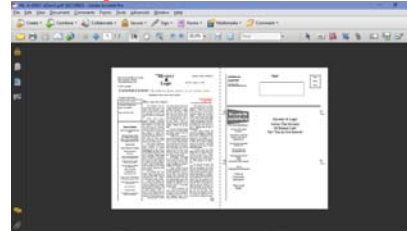
Your newsletter article is being displayed in your *Adobe Acrobat Reader*.

With the *Reader* open and your newsletter open, your screen will look *something like* one the following:

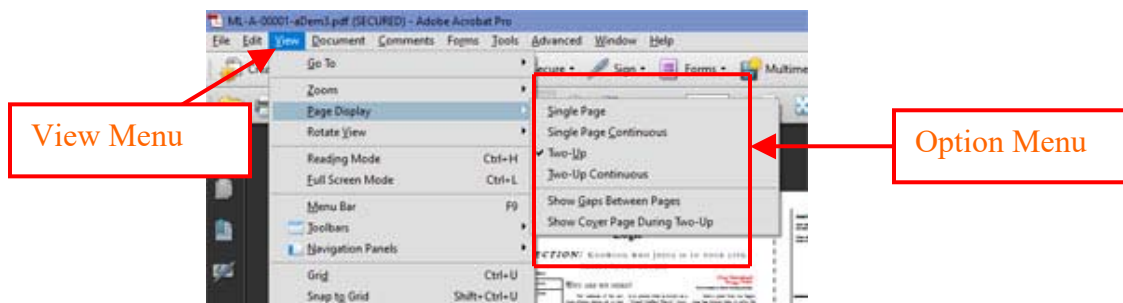
**Single Page View**



**Two-Up View**



#### 6. Click the "View" Tab >>> scroll down to "Page Display" you see viewing options (See Example 5).



#### 7. Now, we are "Viewing" our PDF Newsletter in the Reader.

**Great Job!**

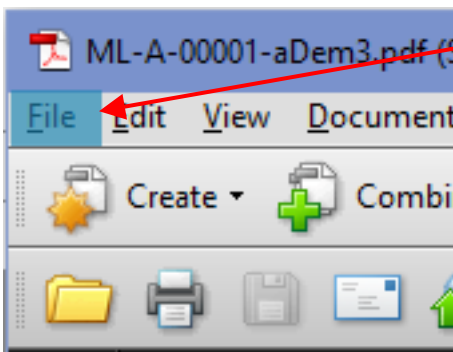
**Let's Get it Printed!**

# Doing Part Two

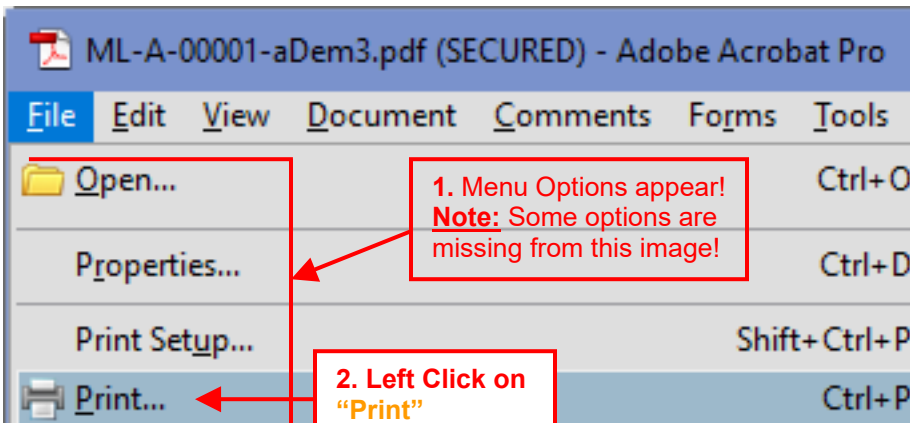
## Printing our PDF Newsletter to the Paper from the Acrobat PDF Reader

### 1. Printing Our Newsletter

1. In the **Adobe Reader** upper tool bar look for the **"File"** tab.
2. Left Click the **"File"** tab.
3. Left Click **"Print"**
4. A **"Print"** Dialog Box appears.
5. Let's see the examples!



1. Go to "File" Menu
2. Left Click "File"

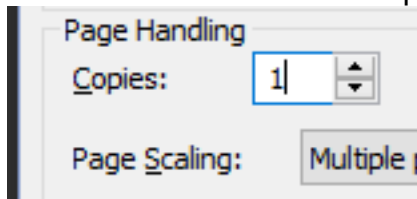


1. Menu Options appear!  
**Note:** Some options are missing from this image!

2. Left Click on "Print"

**Note:** In order to print two pages on one sheet of paper, your printer will require you to change two very simple settings.

6. We are now in the **"Print"** Dialog Box. Find the **"Page Handling"** And enter the number of copies to **"Print"**. In our case type in **30 copies!**

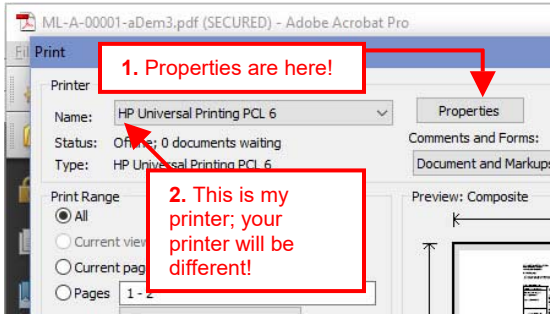


Okay, We are done here, **DO NOT** CLICK OK!

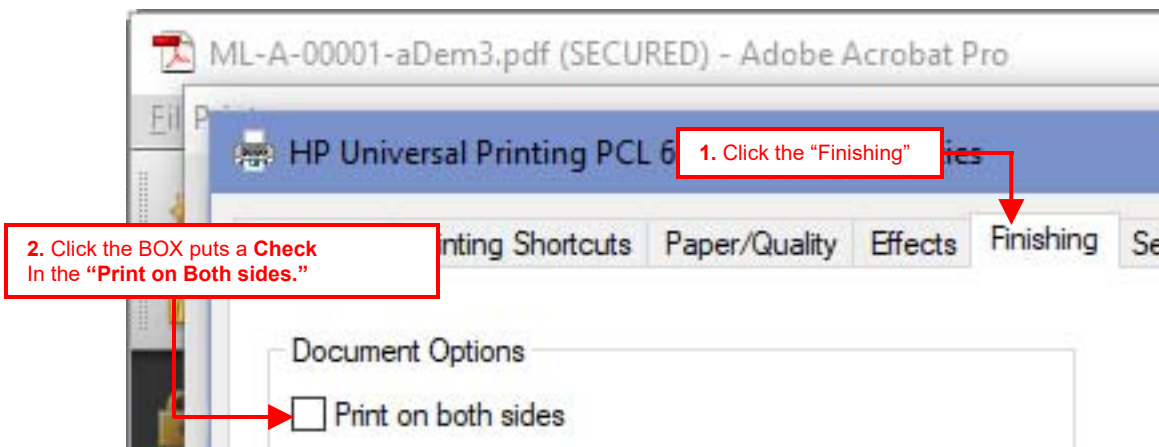
Instead, look for the **"Properties"** Box in the **"Print"** Dialog Box, **And Stop There!**

**2. Next, Let's Change Our Print Setting To "Print On Both Sides"**

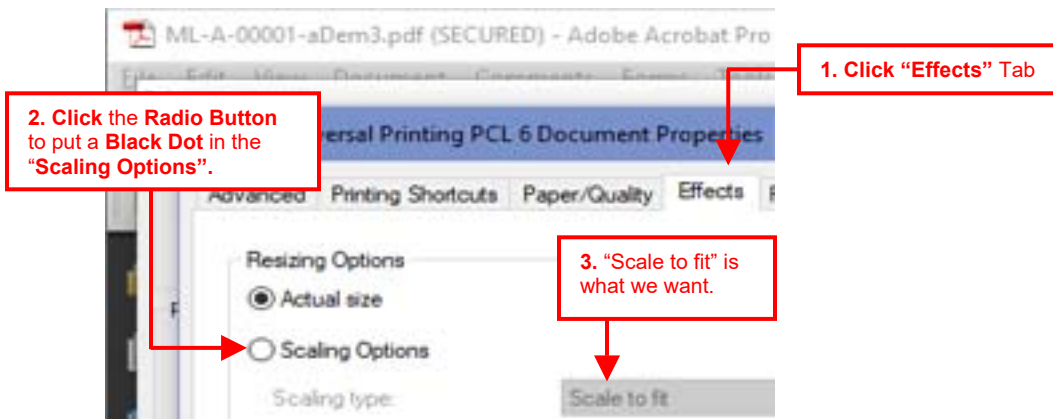
- a) Next, on the **"Print"** Dialog Box, look for **"Properties"** and **Click it!**
- b) **"Properties"** are in the **"Print Dialog Box"** (See below).



- c) Under **"Properties"** find the **"Finishing"** Tab



- d) Next in the **"Properties"** Tab find the **"Effects"** Tab



- e) Click **"OK"** and you will go back to the **"Print"** Dialog Box.
- f) Click **"OK"** in the **"Print"** Dialog Box and you printer will begin printing.
- g) From here follow your on screen Printer Directions or call me @ 860-210-1396 for assistance!

Using The Mystery & Logic Newsletter  
The Me<sup>2</sup> Project

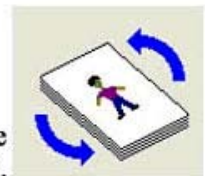
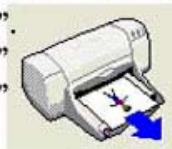
Call 860-946-7095  
If you need help!

### Sample of Assisted Duplex Printing!

1. A sample exercise to see how "Assisted Duplex Printing" works.
2. Go to "Doing Part 2" on page 4 of this document for assistance!
  - a. Click "File" then scroll down to find & Click "Print"
  - b. In the "Print" Dialog Box find "Page Handling" Set to "1" copy.
  - c. Click "Properties" then find and click the "Finishing" tab.
  - d. Click "Print on both sides" that puts a Check in the box.
  - e. Find & Click the "Effects" tab then Click "Scaling Options".  
A black dot appears. Leave at "Scale to fit".
  - f. Click OK, which closes "Properties" & goes back to "Print"
  - g. Click OK, your printer prints starting the Duplex Process!  
Follow Instructions (Call 860-946-7095 for help)!

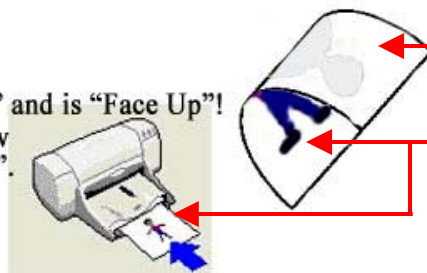
3. When done find your printed page in the "Done Ejection Tray".

4. Remove your newly printed page from the "Done Eject Tray".  
The "Done Eject Tray"  
Is usually above the "Paper Feeder"



5. Keeping the printed page face up as shown to the right, turn it so the the head on the sheet of paper enters the paper feeder first.

6. Note how the head is entering the "Paper Feeder" and is "Face Up"!  
Also note the "Paper Feeder" is below  
the "Done Eject Tray".



1. Backside of the printed Sheet of Paper is blank. It faces downward.

2. Front side of the printed sheet has our MAN image. He faces up and he enters the "Paper Feeder" HEAD FIRST!

7. Now, page 2 of the article can print on the unprinted side of the "Sheet of Paper"

