

Sanctuary

From: Trinity Administrator <administrator@trinitywestsac.org>
Sent: Friday, December 28, 2012 9:17 AM
To: sanctuary@trinitywestsac.org
Subject: Bulletins for Sunday
Attachments: 12.30.12.9.docx; 12.30.12.11.docx; Announcement 12.30.12.pub; Bible Verse 12.30.12.docx

Hi There

Every once in a while I notice I did not send the bulletin on Thursday night. My apologies and I want to share the path just in case I forget.

TPC Server/Public documents (select this three times). Then Bulletins and then select the year (e.g. 2013 Bulletins). Bulletins are saved by date and service time (e.g. 1.6.13.9). I only save one version so there is no confusion. Also the Bible Verse is saved and is simply called Bible Verse and the date (e.g. Bible Verse 1.6.13). If you want a copy of Check it Out is is saved as Announcements and the date (e.g. Announcements 1.6.13).

Let me know if you have any questions and finally attached are the bulletins, etc. for Sunday, December 30th. Take care and thanks for all you do!

Jane