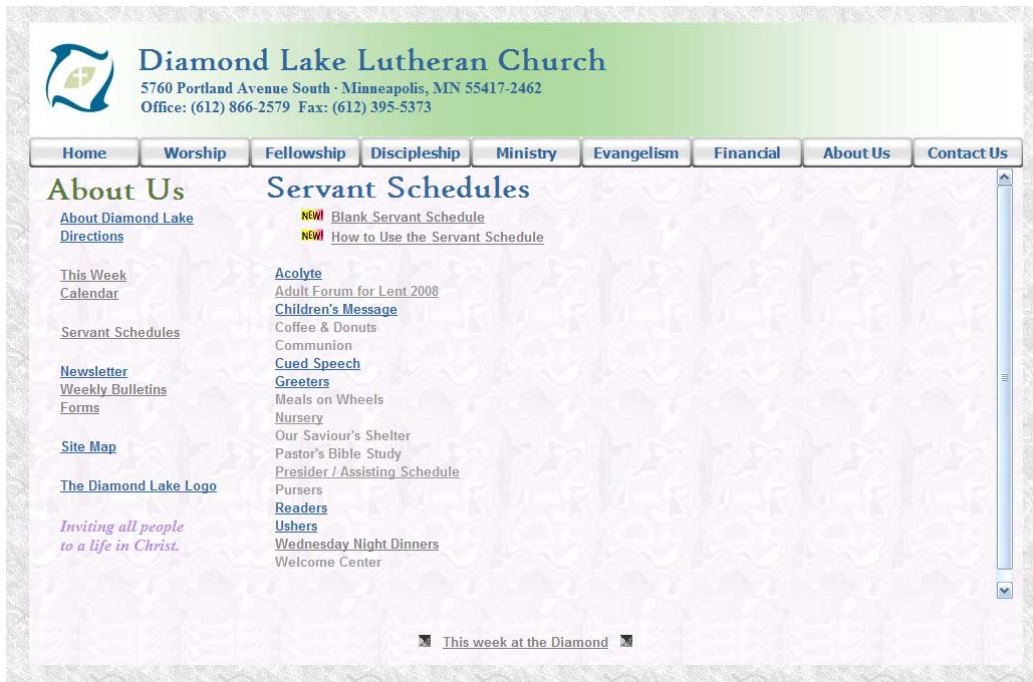
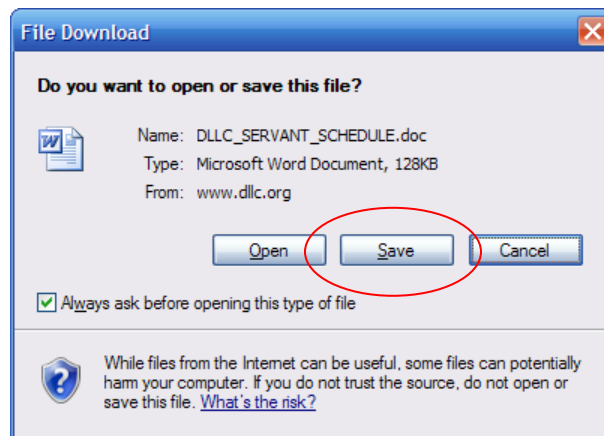


How to use the Servant Schedule

1. From the Diamond Lake website, click "About Us" and then "Servant Schedules." You will see this screen:

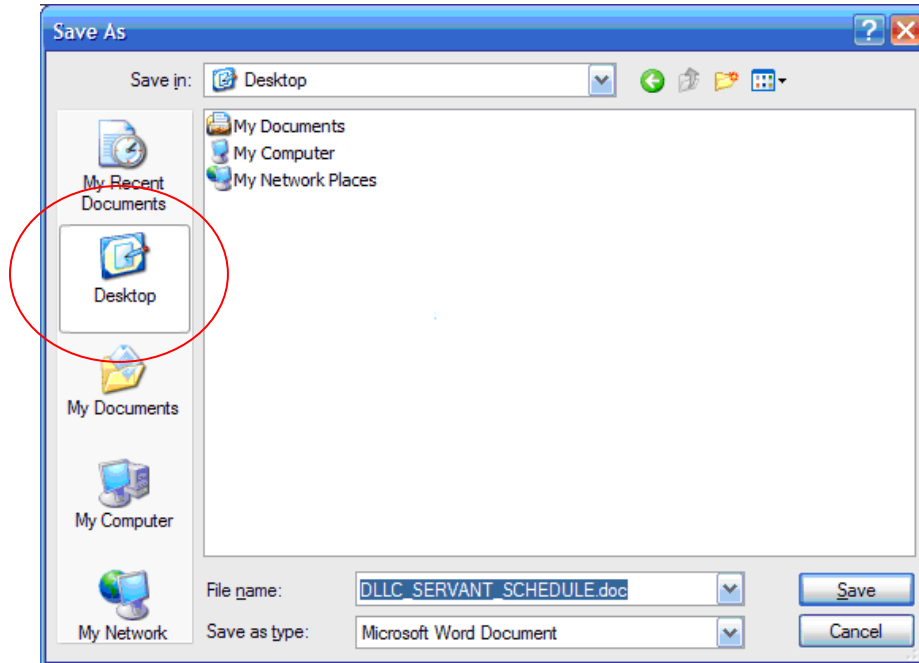


2. Click on "Blank Servant Schedule." The following dialog box will open:

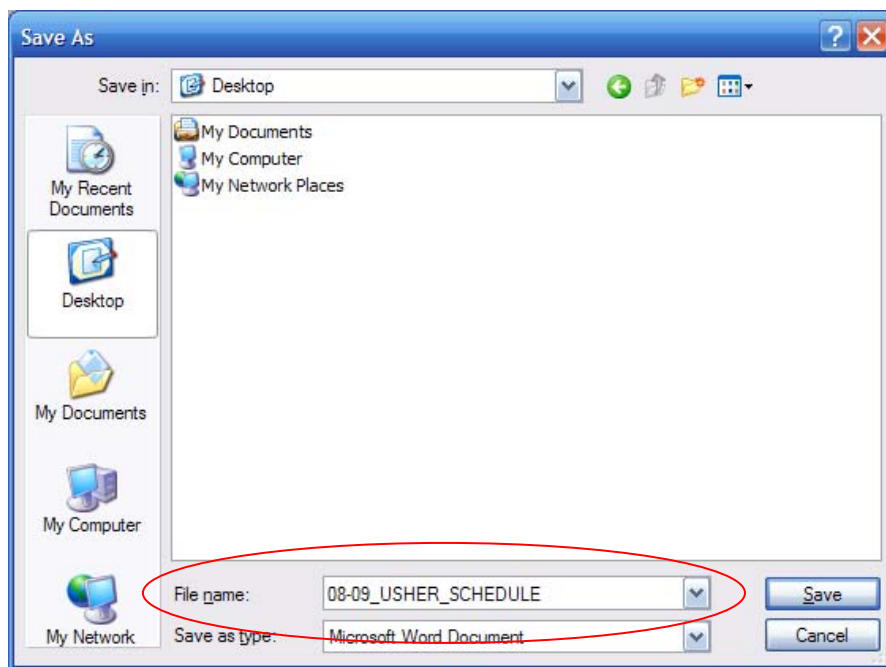


3. Click Save. You will need to save the form to your own computer in order to update it and then send it to the webmaster.
4. Once you click Save, your computer will automatically suggest a folder in which to save the document. However, it may NOT be where YOU want it, and since you will need to find it again, now's the time to put the document where you want it. I suggest you put it on your Desktop so that it is easy to find. When the "Save As" dialog box opens (below),

Click on the Desktop icon on the left side.



5. You may certainly save the document with the same name, but if you are the Usher Coordinator, now might be the time to give the document a new name. To do this, simply type the new name in the File name box (below) and click Save.



6. Once you have saved the document, you can now fill it out with the correct information. Simply locate it on your computer's desktop, and double click it. It will open into Microsoft Word¹.

¹ If you do not have Microsoft Word, then this schedule will simply not work. Please inform the webmaster at dllc.webmaster@dllc.org.

7. Click the type of schedule at the top, and then simply fill in the names in the blanks. When you are finished, email it both to the church office (dllc.office@dllc.org) and to the webmaster (dllc.webmaster@dllc.org).