

# BNL Worksheets

How to Print Them Out in Full Size

How to Test Your Computer/Device for Using Them

How to Make Your Computer/Device Fully Compatible with Them

How to Interact with Sourcebook Materials Together with Them

## Introduction

### Two ways to use BNL worksheets

The worksheets for the *Begin a New Life* process can be used in either of two ways: You can print them out and go through them in writing, or you can go through them interactively on a computer or other electronic device. Using the worksheets interactively involves *typing* material into them instead of going through them in writing. You can also copy and *paste* information into them from other sources on the *BNL* website. After using the worksheets interactively, you can print out the finished product and/or store it in your computer/device for later use.

### Three-part solution

If your computer/device has difficulty doing any of the above things, there are three parts to a solution:

1. Fully test your computer/device's ability to open, print, and save (store) *BNL* worksheets. You can do this via the instructions on **page 2**.
2. If you plan to use *BNL* worksheets *interactively*, fully test your computer/device's ability to do so. You can do this via the instructions on **page 4**.
3. Depending on the results of the above test(s), you may need to make your computer/device fully compatible with the worksheets. Instructions for this appear on **pages 5 and 6**.

### Printing out BNL worksheets

Whichever way you decide to use *BNL* worksheets, there may be times when you wish to print out either a blank set of sheets, or a set that you've worked on interactively. For these times, we recommend the section of this document titled, *How to Print Out Worksheets in Full Size*—**page 3**.

### Final item

The final section of this document describes how to interact with *BNL* worksheets **together with sourcebook materials**. Instructions for this appear on **page 7**.

## How to Test Your Computer/Device's Ability to Open, Print, and Save BNL Worksheets

In this section you will test your computer/device's ability to open, print, and save *BNL* worksheets. You can do this via the following steps:

- Note: If your computer/device is not able to complete any **one** of the following steps, skip to the section of this document titled, *How to Make Your Computer/Device Fully Compatible* (pages 5 & 6) and follow the instructions there. This will ensure your machine's ability to open, print, and save *BNL* worksheets.
1. Begin by creating a *folder* on your computer/device in which to store worksheets. Title the folder, *Begin a New Life*.
  2. Next, print out these instructions—the same way you print out any other document or pdf. (This will enable you to read the instructions while working on your computer/device.)
  3. Once you've printed out the instructions, click on the **back-arrow** in the top left corner of the window you're currently in. (This will take you back to the *Worksheets* page of the *BNL* website.)
    - a. Note: If you don't see a back-arrow, it may mean that the website is still visible on your screen, or is accessible in a "tab" at the top left corner of the window you're currently in. If either of these things is true, click once on the window that contains the *Worksheets* page, or else on the tab. (Either will get you back onto the *Worksheets* page.)
  4. Once you're on the *Worksheets* page, click on the **Full Version** of the worksheets. (The worksheets then appear on your screen.)
  5. Print out that set of worksheets—the same way you print out any other document or pdf.
  6. Next, use the **Save As** function and *save* that set of worksheets into the *BNL* folder you created in step 1.
  7. Notes:
    - a. If you are able to print out the worksheets, **and you plan to use them in printed/written form only** (not interactively) you are now nearly finished with this document. Read notes 7b. and 7c., below, then proceed to the next section titled, *How to Print Out BNL Worksheets in Full Size*. After you've gone through that section, you're finished. You will return to this document only if you decide to utilize the worksheets interactively on your computer/device.
    - b. At some point, you may wish to click on each of the four versions of the worksheets from the *Worksheets* page of the website and save it into your *BNL* folder. Doing this will enable you to open and use any version quickly and easily in the future.
    - c. **To repeat:** If your computer/device is not able to complete any **one** of steps 1-6, skip to the section of this document titled, *How to Make Your Computer/Device Fully Compatible* (pages 5 & 6) and follow the instructions there. This will ensure your machine's ability to open, print, save, (and also interact electronically with) *BNL* worksheets.

## How to Print Out BNL Worksheets in Full Size

The *Begin a New Life* worksheets are designed with side margins that are each 9/16-inch (1.5 cm) wide. If you print out a set of worksheets and the margins are *wider* than this, the words on each page will be smaller and less easy to read than intended, and the open spaces for writing/pasting will be less spacious.

Wide margins mean that *Page Sizing* needs to be adjusted for printing. You can do this via the following steps:

1. Using your browser, go to the *Worksheets* page of the *BNL* website.
2. Click on the **Full Version** of the worksheets. (It then appears on your screen.)
3. Click *File* in the upper left corner of your screen. (A drop-down menu then appears.)
4. Click *Print* in the drop-down menu. (A *Print* dialogue box then appears.)
5. Somewhere in the *Print* dialogue box, you will see the word(s) *Sizing*, *Page Sizing*, *Scale*, *Page Scaling*, *Fit to Page*, or similar words. (Different browsers call *page sizing* by different names.)
  - a. If you see the word(s) *Sizing* or *Page Sizing*, underneath them you should see the words *Actual Size*. Click *Actual Size*, then click *Print/OK*.
  - b. If you see the word *Scale*, next to it there should be a box with a *percent sign (%)* next to it. Make sure "100" is in that box (type it in if necessary) then click *Print/OK*.
  - c. If you see the words *Page Scaling*, there should be a little down-arrow next to them. Click on that down-arrow. (A drop-down menu then appears.) Click *None* in the drop-down menu, then click *OK/Print*.
  - d. If you see the words *Fit to Page*, you should see a little box next to them. Make sure that box is **un-checked**, then click *Print/OK*.
  - e. If you do not see the word(s) *Sizing*, *Page Sizing*, *Scale*, *Page Scaling*, or *Fit to Page* in the *Print* dialogue box, look for similar words in that box, then experiment till you're able to print out the worksheets with correct margins.
6. Your computer/device will now print out the worksheets with correct margins.

Note: If you've been successful at opening, printing, and saving a set of worksheets, **and you plan to use the worksheets in printed/written form only**, you are now finished with the instructions in this document. Good wishes as you utilize *BNL* worksheets toward life change and spiritual transformation that are true and deep.

## How to Fully Test Your Computer/Device's Ability to Type and Paste Material into BNL Worksheets

If you would like to use *BNL* worksheets *interactively* on your computer/device, you will now test your computer/device's ability to type and paste material into them from other sources on the *BNL* website. You can do this via the following steps:

- Note: If your computer/device is not able to complete any **one** of following steps, proceed to the next section of this document titled, *How to Make Your Computer/Device Fully Compatible* (pages 5 & 6) and follow the instructions there. This will ensure your machine's ability to interact fully with *BNL* worksheets.
1. Using your browser, go to the *BNL* website. Click on *Program Materials*, then *Sourcebook*. (The *Sourcebook* page then appears on your screen.)
  2. Reduce in size the window that contains the *Sourcebook* page so it fills only half of your screen, then click and drag it to one side of the screen. (You'll use it in a minute.)
  3. Now go to the *BNL* folder you created earlier in these instructions (done on page 2). Double click on the **Full Version** of the worksheets you stored there (also done on page 2). (It then appears on your screen.)
  4. Click once on any shaded or blank white area in the worksheets (known as a *field*) and *type* words into it.
  5. Now click on the window that contains the *Sourcebook* page of the website, then click on any *section* of the sourcebook. (That section then appears on your screen.)
  6. Highlight and *copy* a few words from that section of the sourcebook—the same way your normally copy written text.
  7. Next, click on the window that contains the worksheets and *paste* the words you just copied **right next to** the ones you *typed* during step 4—doing this in the same way that you normally paste written text.
  8. Use the **Save-As** function and *save* the worksheets into your *BNL* folder **under a new name**.
    - a. Note: Saving your work under a new name prevents it from being saved **over top of** the worksheets you recently stored in your *BNL* folder.
  9. Now "X" out of the window that contains the worksheets. Do this by clicking on the "X" in the upper right or left corner of your screen.
  10. Finally, go into your *BNL* folder and double click on the **re-named** set of worksheets you just saved in step 8. (That set of worksheets then appears on your screen.) **Are both the typing and pasting you've done still there?** (They should be.)

If you've successfully completed all of the above steps, your computer/device is able to interact fully with *BNL* worksheets. Proceed now to the last section of this document, titled, *How to Interact with BNL Worksheets Together with Sourcebook Materials* (page 7) and go through the instructions there.

**To repeat:** If your computer/device is not able to complete any **one** of steps 1-10, proceed to the next section of this document titled, *How to Make Your Computer/Device Fully Compatible* (pages 5 & 6) and follow the instructions there. This will ensure your machine's ability to interact fully with *BNL* worksheets.

## How to Make Your Computer/Device Fully Compatible

In order to **open, print, save, and interact fully** with *BNL* worksheets, you may need to make your computer/device fully compatible. To do this, there are a few things you'll need to know, and one or two that you'll need to do. (Note: If you encounter difficulty completing any of the following tasks, we recommend that you seek assistance as needed. The tasks are fairly routine for people with experience on computers or other electronic devices.)

1. As of May 2013, there are five browsers that are primarily in use:
  1. Internet Explorer
  2. Safari
  3. Google Chrome
  4. Firefox
    - Opera
2. The first four of these browsers can be made to print and interact electronically with *BNL* worksheets. As of May 2013, *Opera* can be made to print but not fully interact. Therefore, if you currently use *Opera* as your browser, we recommend that you download the latest free version of one of the *other* four browsers as an alternate, then utilize that browser any time you go to the *BNL* website. (Alternatively, you can try downloading the latest version of *Opera*, completing the instructions in this section, and seeing if *Opera* can now be made fully interactive.)
  - a. Note: *Internet Explorer* is a PC browser; *Safari* is Macintosh; *Google Chrome*, *Firefox*, and *Opera* are either.
3. If you already use one of the four browsers numbered above, you will need to download the latest free version of *that* browser. To do this, click on the appropriate link below, or else copy and paste it into your current browser and hit "Enter" on your keyboard/keypad. This will take you to a site for the free download of your choice.
  - a. IE: [www.microsoft.com/en-us/download/internet-explorer-10-details.aspx](http://www.microsoft.com/en-us/download/internet-explorer-10-details.aspx)
  - b. Safari: [www.support.apple.com/downloads/#safari](http://www.support.apple.com/downloads/#safari)
  - c. Google Chrome: [www.google.com/intl/en/chrome/browser](http://www.google.com/intl/en/chrome/browser)
  - d. Firefox: [www.mozilla.org/en-US/firefox/new](http://www.mozilla.org/en-US/firefox/new)
  - e. Opera: [www.opera.com/computer](http://www.opera.com/computer)
4. If you use a **different** browser than the ones listed above, you can try downloading the latest version of **that** browser, then completing the instructions in this section. If this fails to make your computer/device fully compatible, we recommend that you download one of the numbered browsers above, then complete these instructions.
5. Take a moment now to accomplish step 2., 3., or 4., above.

Once you've finished step 2., 3., or 4., you will need to download the latest version of *Adobe Reader* onto your computer/device, then activate it.

- Note: *Adobe Reader* is a free program that helps make your computer/device fully compatible. You will download and activate it only once—you do *not* need to do so every time you interact electronically with *BNL* worksheets.

You can download, then activate the latest version of *Adobe Reader* via the following steps:

1. Using the browser that you just upgraded or downloaded (on page 5), click on the following link – [www.get.adobe.com/reader](http://www.get.adobe.com/reader) – or else copy and paste the link into your browser and hit “Enter” on your keyboard/keypad. (This will take you to the *Adobe* site for the free download.)
2. Once you’ve arrived at the *Adobe* site, and **before you click on the big yellow “Download now” button**, notice if there are any additional, “optional” downloads that are ready to be automatically downloaded.
  - a. Note: Optional downloads will be listed just above the big yellow “Download now” button. Each option will have a square box with a check mark in it, indicating that it is ready to be downloaded.
    - 1) If you don’t see any optional downloads above the big yellow “Download now” button, it means there *aren’t* any. In this case, proceed to step 4., below, and go from there.
    - 2) If you **do** see optional downloads, continue with steps 3b. & 3c., below, then go on from there.
  - b. You can accept any of these optional downloads onto your computer/device, but **none of them are necessary in order to download, activate, and utilize the latest free version of *Adobe Reader***.
  - c. Accordingly, **un-check** a box if you **don’t** want that optional download to happen. Leave a box **checked** if you **do** want it to happen.
3. Now click on the big yellow “Download now” button.
4. Follow any additional instructions or “Next steps” that appear on your screen. (The latest, free version of *Adobe Reader* will now be downloaded onto your computer/device.)
5. Once the download is finished, exit your browser completely.
  - a. Note: If you try to exit your browser by clicking on the “X” in the upper right or left corner of your screen, the browser window will disappear from sight, but you haven’t actually exited—not fully. You can fully exit in the following way:
    - 1) While you are in your browser, click on the *name* of the browser in the top left corner of your screen. (A drop-down menu then appears.) You will see an option that says, “Exit,” “Quit,” “Close,” or something similar. Click on that option.
6. Now that you’ve fully exited your browser, **open your browser again**. This will **activate *Adobe Reader***.
7. With *Adobe Reader* now activated, your computer/device will be able to **open, print, save, and interact fully** with *BNL* worksheets.

Note: If you ever desire to **print out** a blank set of worksheets, or a set that you’ve worked on interactively, we recommend the section of this document titled, *How to Print Out Worksheets in Full Size*—page 3.

**Proceed to the next page.**

## How to Interact with Sourcebook Materials Together with BNL Worksheets

As you go through *BNL* worksheets, you will be invited to consult the *Sourcebook* page for helpful information and then transfer bits of it into the worksheets. (This will happen during Steps 2.1 and 4.2 of the process.) If you will be using the worksheets *interactively*, the easiest and most convenient way to do this involves getting them open on your screen and placed side-by-side with the *Sourcebook* page of the website. You can do this via the following steps:

1. Using your browser, go to the *BNL* website. Click on *Program Materials*, then *Sourcebook*. (The *Sourcebook* page then appears on your screen.)
2. Reduce in size the window that contains the *Sourcebook* page so it fills only half of your screen, then click and drag it to one side of the screen. (You will use it in a minute.)
3. Now go to the *BNL* folder you created earlier in these instructions (done on page 2). Double click on the **Full Version** of the worksheets you stored there (also done on page 2). (It then appears on your screen.)
4. Reduce in size the window that contains the worksheets so it fills only half of your screen, then place it side-by-side with the window containing the *Sourcebook* page.
5. You're now ready to interact with *BNL* worksheets together with sourcebook materials—typing and/or copying and pasting information from any section of the sourcebook into the worksheets.
6. After you've finished interacting with the worksheets electronically, use the **Save As** function and *save* your work into your *BNL* folder **under a new name**.
  - a. Note: Saving your work under a new name prevents it from being saved **over top** of the worksheets you stored in the *BNL* folder earlier in these instructions.
7. Final note: At some point, you may wish to click on each of the four versions of the worksheets from the *Worksheets* page of the website and save it into your *BNL* folder. Doing this will enable you to open and use any version quickly and easily in the future.

You are now finished with the instructions in this document. Good wishes as you use the worksheets toward life change and spiritual transformation that are true and deep.