

Instruction Sheet
for preparing the
Membership Manual
“What I Should Know”

**PRIMITIVE
METHODIST
CHURCH**



“What I Should Know” is a booklet that is printed on 8 ½ by 11 inch sheets of paper in landscape style.

The completed booklet will consist of 9 sheets of paper, including the cover.

After you print **“What I Should Know”** from the pdf file, you will have 17 sheets of paper.

1 - The page with no number at the bottom is the front and back cover. (The inside of the cover should be blank).

2 - Place page 1 back to back with page 2.

3 - Place page 30 & page 3 back to back with page 4 & page 29.

4 - Place page 28 & page 5 back to back with page 6 & page 27.

5 - Place page 26 & page 7 back to back with page 8 & page 25.

6 - Place page 24 & page 9 back to back with page 10 & page 23.

7 - Place page 22 & page 11 back to back with page 12 & page 21.

8 - Place page 20 & page 13 back to back with page 14 & page 19.

9 - Place page 18 & page 15 back to back with page 16 & page 17.

Using a copy machine, then copy the pages so you will have a completed booklet of 9 sheets of paper, including the cover. You may use a colored sheet for the cover if you desire.

Copy as many booklets as you need for your class.

Fold the 9 sheets of paper in half and place two staples in the middle.