

Easy Instructions for Bind-it-All Punching

These simple steps will ensure perfect balance and centering on all your Bind-it-All projects

For 10 ½ inch Covers, you'll need to punch 18 holes by following these simple steps:

1. Adjust the Bind-it-All Stop Guide to “C – Cover” setting.
2. Insert your Cover into the punching slot sliding it down to the right so it rests flat in the slot and even against the Stop Guide. Pull down the Bind-it-All handle for perfect punch results.
3. Open the punching slot on the Bind-it-All by adjusting the Stop Guide to “A – Open” setting.
4. Keeping your Cover flat in the punching slot, slide the Cover to the right until you find the 5th punched out hole (counting on your Cover from right to left).
5. Adjust the Stop Guide to “B – Continuous” setting. You will be engaging the Stop Guide Tab into the 5th punched out hole of your cover. Pull down the Bind-it-All handle to complete your perfect Cover punching.
6. Open the punching slot on the Bind-it-All by adjusting the Stop Guide to “A – Open” setting.
7. Keeping your Cover flat in the punching slot, slide the Cover to the right until you find the 11th punched out hole (counting on your Cover from right to left).
8. Adjust the Stop Guide to “B – Continuous” setting. You will be engaging the Stop Guide Tab into the 11th punched out hole of your Cover. Pull down the Bind-it-All handle to complete your perfect Cover punching.
9. Open the punching slot on the Bind-it-All by adjusting the Stop Guide to “A – Open” setting.
10. Keeping your Cover flat in the punching slot, slide the Cover to the right until you find the 12th punched out hole (counting on your Cover from right to left).
11. Adjust the Stop Guide to “B – Continuous” setting. You will be engaging the Stop Guide Tab into the 12th punched out hole of your Cover. Pull down the Bind-it-All handle to complete your perfect Cover punching.