



Acrylic Organizer Stamp Album Kit Instructions

Congratulations on purchasing a versatile and easy to handle stamp album organizer, that you can customize yourself!



In your kit you will find the following components.

- #1 – 8 acrylic 8 x 8” sheets
- #2 - 7 frosted 8 x 8” frosted sheet dividers
- #3 – black 1 ¼” Owire Bindings (14 loops)
- #4 - Zutter’s Perfect Closures (design may vary)



For best results we recommend that each task/step be done in the following order.

Step 1. Punch initial 6 holes

Important: 2 of your acrylic sheets have pre-punched 1/8” holes that will be utilized when attaching your perfect closure. The binding holes must be punched on the opposite edge of the pre-punched 1/8” holes. .

Punch the first set of 6 holes onto all acrylic sheets as well as the frosted sheet dividers.
Set your Bind-it-All to setting “C” . (F-2)



F-2

Place each single acrylic sheet into the punching channel (F-3, F-4). Note that you must slide the acrylic sheets all the way until they reach the Paper Stop Guide that has been set on “C”. (F-5)



F-3



F-4



F-5

Once the acrylic has been set in the proper position laying flat on the punching channel of the Bind-it-All and against the paper stop guide (setting “C”), bring down the handle on the Bind-it-All to punch out the initial set of 6 holes. (F-6). Continue this step on all 8 clear acrylic sheets.



F-6

Maintain Bind-it-All on setting “C”. Now proceed to punch the first set of 6 holes onto the frosted sheet dividers.

You may take up to 4 frosted sheet dividers at a time and place them into the punching channel (F-7, F-8). Note that you must slide your frosted sheet dividers all the way until they reach the Paper Stop Guide that has been set on “C”. (F-9). Continue this step on all 7 frosted sheet dividers.



F-7



F-8



F-9

By this point you should already have the 6 initial punch holes on all acrylic sheets as well as the frosted sheet dividers. (F-10, F-11)



F-10



F-11

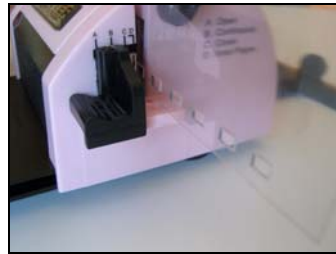
Step 2 – Punch the second series of 6 holes

Continue to punch the second series of 6 holes on all acrylic sheets as well as 7 frosted sheet dividers.

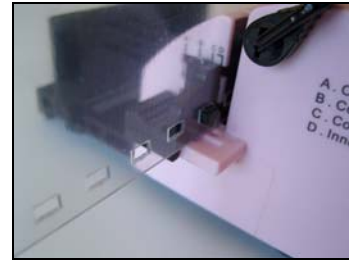
Start by taking the pre-punched single acrylic sheets (with 6 hole punch outs) and placing them into the punching channel of the Bind-itAll (F-12) (Paper Stop Guide must be set on “A”). Slide the acrylic sheets past the Paper Stop Guide. (F-13). Find the 5th punched hole in order to engage the Paper Stop Guide tab into the pre-punched 5th hole. (F-14) Slide Paper Stop Guide onto position “B”.



F-12



F-13



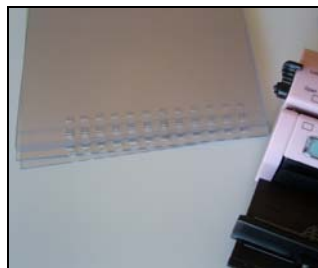
F-14

Once the Paper Stop Guide tab has been engaged into the 5th pre-punched hole be sure and keep the acrylic sheet flat and straight in the Bind-it-All punching channel. It is essential to apply downward pressure on the acrylic sheet on the side opposite the Paper Stop Guide. (F-15). **(Applying downward pressure on the acrylic sheet on the proper side will ensure that all holes end up in a perfect straight line).**



F-15

Continue punching the 8 acrylic sheets until you complete the second set of 6 holes onto all acrylic sheets. (F-16) (All acrylics should now have 12 holes).



F-16

Now punch the second set of 6 holes onto the frosted sheet dividers. In this case you may take as many as 4 of them at a time. Place them into the punching channel of the Bind-it-All. (Paper Stop Guide must be set on “A”) Slide the frosted sheet dividers past the Paper Stop Guide. (F-17) Find the 5th punched hole in order to engage the Paper Stop Guide tab into the pre-punched 5th hole. (F-18) Slide the Paper Stop Guide onto position “B”. (F-19)



F-17



F-18



F-19

Once the Paper Stop Guide tab has been engaged into the 5th pre-punched hole be sure and keep the frosted divider sheets flat and straight in the Bind-it-All punching channel. It is essential to apply downward pressure on the frosted divider sheets on the side opposite of the Paper Stop Guide. **(Applying downward pressure on the frosted divider sheets on the proper side will ensure that all holes end up in a perfect straight line).** (F-20)



F-20

By now you should have 12 punched holes on both the acrylic sheets and the frosted divider sheets. (F-21)



F-21

Step 3 – Punch the final set of holes

Continue to make the final series of holes onto both the acrylic sheets and frosted divider sheets.

Taking an individual acrylic sheet and place it into the punching channel of the Bind-it-All (the Paper Stop Guide must be set on “A”) slide the acrylic sheet past the paper stop guide until you reach the 7th pre-punched hole. (F-22, F-23) Important to note before you bring down the handle for the final hole punching: the acrylic sheet must line up with the edge of the machine opposite the side of the paper stop guide (F-24).



F-22



F-23



F-24

On the final punching remember to apply downward pressure on the acrylic sheet on the side opposite of the Paper Stop Guide. **(Applying downward pressure on the acrylic sheet on the proper side will ensure that all holes end up in a perfect straight line).**

Once you have successfully punched the final holes on the acrylic sheets, proceed to punch the final holes on the frosted divider sheets. Follow the same instructions as noted on step 3 for the acrylic sheets, with the exception that with your frosted divider sheets you may punch up to 4 sheets at a time. (F-25, F-26, F-27).



F-25



F-26



F-27

You now have a total of 14 holes on both the acrylic sheets and frosted divider sheets.

Step 4 – Corner Rounding - Optional

You may select to round off all corners on both acrylic (F-28) and frosted divider sheets. (F-29,F-30)



F-28



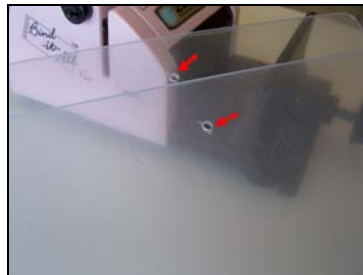
F-29



F-30

Step 5 – Perfect Closure Installation

Note that on two of the acrylic sheets there are pre-punched 1/8” holes. (F-31). One hole will be for the front cover closing buckle and the second one will be for the back cover leather strap.



F-31

On one of the acrylic sheets with 1/8” hole place the buckle as shown. (F-32.F-33, F-34)



F-32



F-33



F-34

Secure the rivet on the buckle as shown (F-35) utilizing the included wooden dowel tool provided with the closure or as shown on (F-36) utilizing Zutter's Rivet Setter (F-37).



F-35



F-36



F-37

The goal is to flatten the cap of the rivet while tightly securing the buckle onto the acrylic front cover. (F-38, F-39, F-40)



F-38



F-39



F-40

Proceed by installing the leather strap onto the back cover with the 1/8" hole. (F-41, F-42, F- 43).



F-41



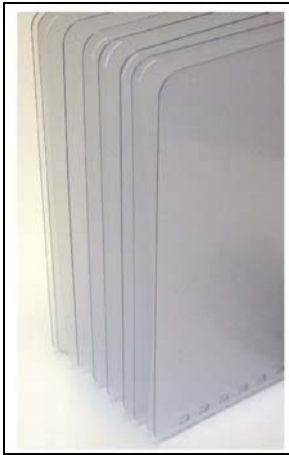
F-42



F-43

Step 6 – Prepare to bind your album

Organize the acrylic sheets and frosted divider sheets. Start off with the acrylic that has the closure buckle attached to it, followed by a frosted sheet. Continue stacking all of the acrylics one after another remembering to separate them by your frosted divider sheets as shown on (F-44, F-45). Note that the leather strap is on the back cover acrylic sheet.



F-44



F-45

Rotate the back cover with the leather strap 360 degrees as shown on (F-46, F-47, F-48, F-49, F-50)



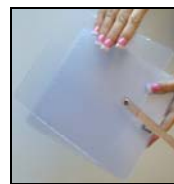
F46



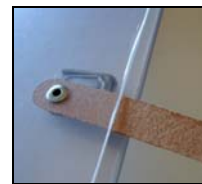
F-47



F-48



F-49



F-50

Insert the Owire binding as shown on (F-51, F-52, F-53).



F-51



F-52



F-53

Set the Bind-it-All to 1 ¼” setting for your Owire closing. (F-54)



F-55

Proceed to close the Owire bindings. (F-56, F-57, F-58, F-59)



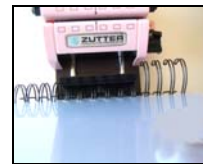
F-56



F-57



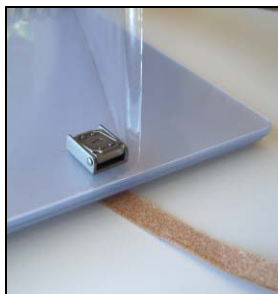
F-58



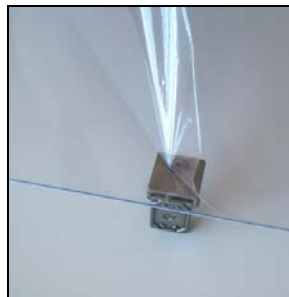
F-59

Step 7 – Remove the protective film

Remove the protective film from both sides (front and back) of the acrylic sheets. (F-60, F-61)



F-60



F-61

Step 8 – Attach clear and/or unmounted rubber stamps to acrylic pages. Embellish covers as desired.