

## **Tips for perfect Cover-alls every time!**

### **General Tips**

- Cover-All sets come with the chipboard cover, and an inserted frosted plastic page mounting sheet.
- The proper setting to punch the mounting sheet on the BIA should be "C" for Covers. This will provide perfect centering of punched holes.
- Depending on the size Cover-All being utilized, be sure to follow the steps in the instruction manual that came with the Bind-it-All V2.0, pages 11 thru 17.
- You may download binding instructions at [www.Binditall.com](http://www.Binditall.com). Click on the "Help" icon. Then select "Binding Help".

### **Select the proper size inner pages for your Cover-all projects**

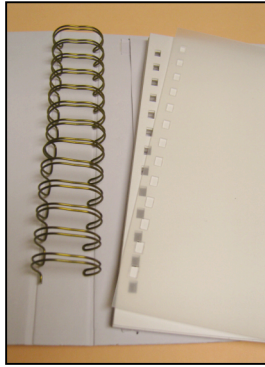
- The size of the inner pages used in the Cover-All is the same as the size of the cover itself. Therefore, a 6" x 6" Cover-All will require 6" x 6" inner pages.
- For best results punch inner pages for use in Cover-Alls on the "C" for Covers punch setting. This is unlike the setting for mini books where inner pages are punched on "D" for Inner Pages.

### **Selecting the proper Owire diameters for your Cover-all projects**

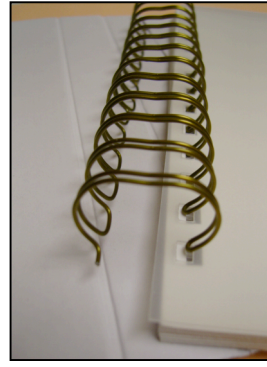
- All Zutter Cover-Alls designate the recommended Owire size that will best fit inside that cover. This information is noted on the front of the Cover-Alls package.
- With the exception of the 3" x 4" Cover-Alls (which accommodate ½" Owire) all Cover-Alls are made for either ¾" or 1" Owire sizes.
- In most instances, and depending on the thickness of inner pages, smaller Owires can be interchangeable among the Cover-Alls, regardless of the recommendation on the Cover-Alls packages. In other words, Cover-Alls designated for 1" Owires will work well with any of the smaller diameter size Owires. Cover-alls designated for ¾" Owires will work well with ½" and in some cases the larger 1". A little bit of trial and error will allow you to master this process, should you not have the proper Owire size available at the time of binding the project.

### **Proper steps to make pages for Cover-Alls**

- Remove the plastic frosted sheet that is included in the Cover-alls. With the BIA set on "C" for covers, punch the necessary holes onto the frosted plastic mounting sheet. (For proper centering and balancing of punched holes be sure to follow punching guide instructions in the BIA V2.0 instruction manual pages 11 thru 17). You may download binding instructions at [www.Binditall.com](http://www.Binditall.com). Click on the "Help" icon. Then select "Binding Help".
- Select inner pages to be used. If using standard inner page sizes (in ½" increments) punch the inner pages utilizing the "C" setting for covers. (For proper centering and balancing of punched holes be sure to follow punching guide instructions in the BIA V2.0 instruction manual pages 11 thru 17). Again, you may download binding instructions at [www.Binditall.com](http://www.Binditall.com). Click on the "Help" icon. Then select "Binding Help".
- Once the necessary holes have been punched on the inner pages as well as on the frosted plastic mounting sheet it is now time to insert the Owire to bind everything together. (F1). Note that the inner pages should be ordered on the bottom, and the frosted sheet on top; the Owire is ready to be placed into the pre-punched holes. (F2)



F1

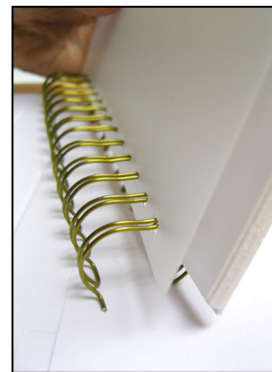


F2

- The Owire has been inserted thru the punched holes. (F3 and F4) The loops of the Owire have first gone thru the plastic frosted mounting sheet and then thru the inner pages.

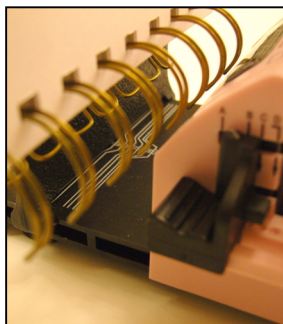


F3

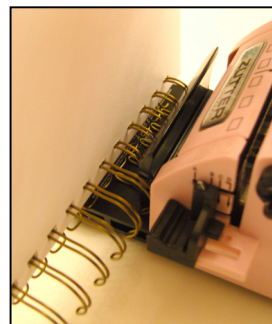


F4

- It's now time to bind! (F5). Note that the small loops of the Owire are facing the Zutter logo on the BIA. Use the Owire measuring templates to ensure proper adjustment of the closing channel. Gently squeeze the handle to close the binding channel. (F6). Continue binding Owire segments until the full length of Owire is completed.



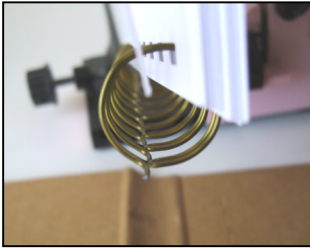
F5



F6

- NOTE: In order for the Owire to fit properly within the Cover-All, bind the Owire so that the seam of the Owire falls on the inside back cover of the inner pages and frosted plastic sheet. Reference the instruction manual for details.
- If binding blank note pages in the Cover-All, (F7) allow the frosted mounting page to drop vertically (F8) and flip it over to the right side of the back page (F9). Note that the frosted plastic mounting sheet has been flipped over to the right side. You will also note that the binding seam appears on the inside back.

F7



F8



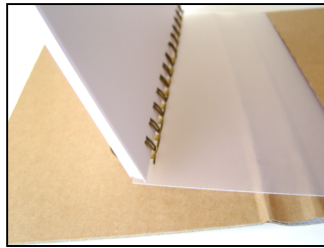
F9



- Insert the plastic binding sheet into the pocket of the Cover-All. (F10, F11, F12)



F10



F11



F12

- A dull, flat tool can help to insert the plastic sheet into the pocket, should it be difficult to insert fully. (F13)



F13

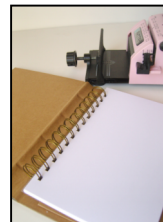
- The pages are now properly inserted /secured into your Cover-all. (F14, F15, F16, F17)



F14



F15



F16



F17

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