

Materials:

4 ¼ x 10 Card Stock – 8 pieces

Additional pattern and plain cardstock to embellish.

9 #10 envelopes (4 1/8 x 9 ½)

Printed and trimmed insert pages

Transparency /Acetate– 8 ½ x 11 – 2 sheets

2 Jumbo Eyelets

2 6” pieces 1 ½ “ Bind it All wires

Adhesive

12” paper trimmer

Scissors

Bind It All

Big Bite Cropadile

Ribbon to tie closed and embellish spine

Stamps and inks of choice

Christmas Planner

1. Print and trim insert pages from <http://stampez.typepad.com/files/xmas-planner-printables.pdf>
2. Seal all but three of your envelopes.
3. Cut 3 envelopes in half diagonally by making a mark at 3 ½” from top left side and bottom right side and cutting along that line.
4. Repeat with other 3 sealed envelopes only mark at 3 ½ from bottom left and top right sides. Doing this will ensure you end up with left and right sides for your pockets.
5. Ink edges of all pockets and stamp along diagonal edge if desired.
6. Adhere pockets to front and back of 4 ¼ x 10 pages 1, 2-3, 4-5, 6-7, 8-9, 10-11 – line up edges of envelope with SPINE side of each page. (So on left page it would line up to the right edge on right pages it would line up with left edge of page)
7. You should have 2 4 ¼ x 10 pieces left over for front and back cover.
8. Embellish each page and pocket as desired – be sure not to go thru the pocket with hardware though! Be sure not to stick buttons near spine.
9. Ink edge and stamp on flap of the three unsealed envelopes.
10. Embellish cover 4 ¼ x 10 piece of cardstock as desired. Be sure not to stick buttons near spine.
11. Score Transparency long ways at 4 1/4 “ Wrap around front and back cover pieces so that the FOLD is on the outside – and open area will be in the spine of the book.
12. Set up Bind It All in the C-cover position on right side of machine.
13. You will punch each page and cover piece on the top and bottom – being sure to line up edges with the C-cover stopper. If you have a PINK BIA you can punch several at a time. When punching areas where pockets are you can only do 2 at a time for thickness.
14. For Back cover stack the 3 unsealed envelopes with the back cover – centering them on the cover and with flaps to the outside of the page – and punch them with the back cover. The envelopes WILL NOT be lined up with the C-cover stopper!
15. Once all pages are punched Flip back cover around to front of book and insert wires thru holes.
16. Pinch wire with BIA and flip back cover around to back.
17. Attach eyelet to each cover piece and run ribbon thru to tie closed.
18. Tie ribbons onto binding wires for embellishment.
19. Insert pages into pockets and enjoy your planner!

Any Questions or Need Stamping Advice??

Call or e-mail me ANYTIME! I specialize in Stamping and would love to help!

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