

“TIS THE SEASON”

5x7 BRACKET WORKSHOP CLASS
DESIGNED BY TERESA COLLINS
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Cover:

Punch both 5x7 Red Bracket Chipboard covers. *Note: Covers need to be punched individually. **Instructions for perfect and easy punching.** Adjust the Bind-It-All stop guide to “C for Cover” setting. Insert the 5x7 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 BIA handle for perfect punch results. Open the punching slot on the Bind-It-All by adjusting the stop guide to “A- Open” setting. 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.) 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. On front cover, use bracket shaped Christmas tiles die-cut (punch with BIA) and adhere to front cover with adhesive. Mat photo on 3x4 black cardstock and adhere to cover, placing it on the top/middle of the die cut page. Cut out circle from 12 tag (Christmas Notes) paper that says, “ho,ho,ho December 25th”. Adhere with Pop-its to the lower right section of the book edge. Cut out journaling from journaling sheet and adhere within circle. Journaling reads: What will I remember most? {MEMORIES}. Cut out STAR from Gift Tag paper and adhere along top edge of circle tag. (Optional: adhere small red gem to center of STAR with Glossy Accents.) Along lower left section of circle tag, adhere “ho, ho, ho” that is cut out from the Gift Tag paper. (Optional: adhere rectangular blings to the lower left bottom section of photo, if desired.)*

Bracket and Scallop Die-Cut Shape Pages: Instructions for Punching

1. Adjust the Bind-It-All stop guide to “D-Inner Pages” setting.
2. Insert your page(s) into the punching slot, sliding them down to the right so they rest flat in the slot and even against the Stop Guide. Pull down on 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 page(s) flat in the punching slot, slide the page(s) to the right until you find the 5th punched out hole (counting on the page(s) 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 on your page(s). Pull down the Bind-It-All handle to complete your punching.

Ticket and Zig Zag Shape Die Cut Shape Pages: Instructions for Punching

1. Adjust the Bind-It-All stop guide to “D-Inner Pages” setting.
2. Insert your page(s) into the punching slot, sliding them down to the right so they rest flat in the slot and even against the Stop Guide. Pull down on 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 page(s) flat in the punching slot, slide the page(s) to the right until you find the 3rd punched out hole (counting on the page(s) from right to left).
5. Adjust the stop guide to “B-Continuous” setting. You will be engaging the Stop Guide Tab into the 3rd punched out hole on your page(s). Pull down the Bind-it-All handle to complete your punching.

*NOTE: ***Punch holes along left sides of pages within book with bind-it-all using the directions listed above to ensure perfect balance and centering for the binding.*

****Pages of the same size can be punched in multiple for fast and easy punching.*

Page 1: REMEMBER ticket



1. Punch out Remember die-cut ticket from sheet.
2. Punch holes to the left of sheet as per instructions.
3. In the center of die-cut, adhere bracket frame with CHRISTMAS circle/star from the Gift Tag paper. Adhere with Pop-its for added dimension. (Optional: adhere gem in center of red star.)
4. Attach journaling words. Journaling reads: Such good memories. (Optional: adhere two clear gems along the sides of the journaling words.)

Page 2: December 25th ho,ho,ho



1. Page is bracket shaped die-cut including circle with December 25th ho,ho,ho along bottom right section of page.
2. Place photo (wreath) on 3 1/2 x 2 1/2 black cardstock and place in upper right section of bracket page. (Add gems along bottom of photo, if desired)) Use left side of page, with the lines for easier journaling.

Page 3: 4x6 page protector HAPPIEST HOLIDAYS



1. Page base is 4x6 pre-punched page protector.
Along left inner side of page protector, add 2x6 black cardstock.
2. Adhere two photos as desired.
3. Along middle right side of page, butt out 3x4 circle tag from 12 tag Christmas Notes paper: HAPPIEST HOLIDAYS circle. Adhere so that it extends beyond right side page edge.
4. Along bottom of page, adhere journaling: MEMORIES (really good memories).

Page 4: WISH LIST



1. Page base is scalloped black with white words die-cut. Place photos on 3x4 white cardstock and place in along upper section of page.
2. Cut out WISH LIST from 12 tag Christmas Notes paper. Use it to journal your WISH LIST. Adhere WISH LIST so it extends off right side of page. (Optional: add clear gems to the left and right of the title.)

Page 5: TRADITION/St. Nicholas



1. Page base is red scalloped TRADITION scalloped die-cut page. Place photo on 3 ¼ x 4 ¼ black cardstock (Santa) and staple to page along top and bottom of photo. Allow right side to remain open (a pocket). This will be OPEN to allow a tag to be placed within the right side of photo.
2. Cut out St. Nicholas 3x4 tag from 12 tag Christmas Notes paper. Place tag within right side of photo within the pocket. Use a paper clip if desired to keep the tag in the pocket.
3. Adhere journaling. Journaling reads: My heart is filled with memories. (Optional: add gems to left and right of the journaling, and to the snowflake along the top of page.)

Page 6: MERRY CHRISTMAS 4x6 Page Protector



1. Page base is 4x6 pre-punched page protector. Use 4x6 white cardstock within page pocket. Adhere photos along the right side of white cardstock.
2. Along left side of page protector, cut out Gift Tags paper, Santa in bracket and December 25th red gift tag. Adhere to middle and lower left section of page. (Mine are on the outside of the page protector). Above these tags, cut out MERRY CHRISTMAS circle from 12 tag Christmas Notes paper. (Optional: Add clear gems around circle.)
3. Adhere circle to top left of page protector. Allow half of the tag to extend beyond the top of the page. Journal within tags as desired.

Page 7: HOLIDAY TRADITIONS on green dots



1. Page base is green with white dots zig zag die-cut. Cut out 3x4 tag Christmas Note **HOLIDAY TRADITIONS** and place along lower right section of page with Pop-its. (Optional: add gems to sides of title if desired.)
2. Above the tag, adhere photo that has been matted with 2 ½ x 3 black cardstock (ornament).

Page 8: ENVELOPE "Tis the Season"(white with red dots)



1. Page base is red dots "Tis the Season" Envelope that has been scored with the Scor-It Board. See instructions on die-cut card page.
2. Cut out 3x4 tag, enjoy the season from the 12 tag Christmas Notes paper. Fill in the information with the lines and adhere vertically along the inside of envelope. Under the tag, cut out "Christmas WORDS" stamp- 4 x 1 ¾" and place below the tag. Outline with black ink or pen to help it "pop" more off the page.
3. Along the envelope flap, adhere a photo that has been backed with 3 x 3 ½ black cardstock. *** Allow the cardstock to be 3" wide and extend beyond the right side envelope flap edge. (Optional: adhere rectangular blings to the cardstock.)
4. Along the bottom of photo on the envelope flap, cut out stamped image "CHRISTMAS circle" and adhere with Pop-its. Punch holes to the left of the envelope. Inside the envelope, put your letters to Santa, or your favorite memories or extra photos. Use paper clip to help keep the envelope closed as desired.

Instructions for Punching Envelope

1. Adjust the BIA stop Guide to "C-Cover" setting.
2. Insert your scored envelope into the punching slot (short flap side down with the open side toward the BIA handle. Slide it down to the right, so it rests flat in the slot and even against the Stop Guide. Pull down the BIA handle to punch.
3. Open the punching slot on the Bind-It-All by adjusting the Stop Guide to "A-Open" setting.
4. Keeping your envelope flat in the punching slot, slide it to the right until you find the 3rd punched out hole (counting on the envelope from right to left.)
5. Adjust the stop guide to "B-Continuous" setting. You will be engaging the Stop Guide Tab into the 3rd punched out hole on your envelope. Pull handle to punch.
6. Take your envelope out of the punching slot and FLIP IT so that the open part of the envelope is now facing away from the handle. Insert back in slot.
7. Repeat steps 3-4, this time sliding to the 4th punched out hole from the right. Adjust stop guide to "B-Continuous" setting. Pull down handle to punch your 11th and last hole.

Page 9: Red with White dots



1. Page base is red with white dots zig zag die-cut page. Cut out stamped “GIFTS checklist”, and adhere to lower section of page. Use to journal within lines. (Optional: adhere clear gem to the center of Gifts circle along lower right section of page.)
2. Along top of stamp, adhere photo that has been matted with black cardstock. Add journaling that reads, “Good stuff.”

Page 10: Red with WHITE snowflakes



1. Page base is red with white snowflakes scalloped die-cut page. Along middle section of die cut adhere stamped “CHRISTMAS WORD” stamp- 2” h x width of page. Place photo (Christmas décor) on black cardstock and place above word stamp.
2. Along lower right section of photo, cut out circle stamp “HAPPIEST HOLIDAYS” and adhere to page- allowing to extend beyond right side page edge, with Pop-its.
3. Add journaling that reads: Absolutely picture-perfect, Snapshots from today. (Optional: add gems as desired.)

Page 11: Snowflake zig zag word die-cut



1. Page base is Snowflake zig zag word die-cut. Place two photos on black cardstock (vertically) and place along left side of page. (Optional: add rectangular blings between two photos as desired.)
2. Cut out 3x4 tag **DO NOT OPEN UNTIL CHRISTMAS** from 12 tag Christmas Notes paper. Staple the tag vertically along middle of page, allowing it to extend beyond right side page edge

Page 12: card from Scor-it Card



1. Adhere black cardstock along right side of card with photo along bottom of cardstock. Journaling above photo reads: So lucky that/ this is my life. So much fun.
2. Cut out Season's Greetings box from Gift Tag paper. Journaling within reads, "PHOTO LOG." (Optional: add gem to the red star.)
3. Along bottom cut out **NO PEEKING** from Gift Tags and adhere along middle of page. (Optional: add black gem to the left of the title.)

Page 12: card from Scor-it Card - CONTINUED

INSIDE OF CARD:

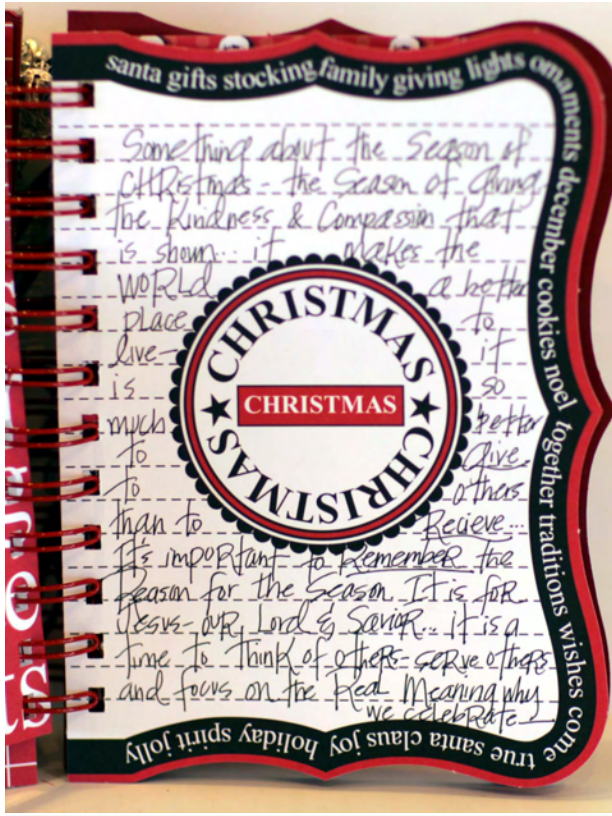
1. Cut out 3x4 THE HOLIDAY tag from the 12 tag Christmas Notes paper. Adhere along left inside page. Adhere photo on black cardstock and place on same page.
2. On right side of card, cut out and adhere HO HO HO stamp to the middle right side of page. Allow to extend beyond page edge.
3. Adhere photo (stockings) to the lower left section of page. Journaling reads: It's the small stuff in life that really matters most.



Instructions for Punching Die-cut Card

1. Adjust the BIA stop guide to “A-Open” setting.
2. Insert your die-cut card (folded side down) into the punching slot.
3. Using the arrow, estimate the center of the die-cut card. Make sure the card is lying flat in the slot. Pull down the BIA handle to punch.
4. Slide the die-cut card over to the right until you find the 2nd punched out hole (counting from right to left.)
5. Adjust the stop guide to the “B-Continuous” setting to engage the Stop Guide Tab. Pull down the handle to punch.
6. Take card out of the punching slot and FLIP IT.
7. Repeat steps 4-5. You should now have 8 holes.

Page 13: CHRISTMAS circle in Bracket



1. Page base is Christmas circle within bracket shaped die-cut page. Use the lines for journaling your Christmas memories.

Page 14: Santa ticket die-cut



1. Page base is Santa die-cut ticket page. Place photo on white cardstock. Then place on black cardstock for a double matted photo. Place along top section of die cut page.
2. Along bottom of photo cut out “Gift Tag” stamp “do not open until Christmas” and place horizontally along page. Allow the right side of stamp to extend beyond page edge.
3. Journaling reads: REMEMBER THIS... placed vertically on the upper right side of page.

INSTRUCTIONS FOR BINDING:

- 1 Adjust your Bind-It-All by turning the adjustment knob to close the wall to the size of your owire. Take the Closing Wire plastic template (for the size of your owire – 1”) and insert it into the channel. Turn the knob until the template is snug. Pull template out.
- 2 Using a wire cutter, trim the owire to the size desired...which in this case is 12 holes.
- 3 Stack your project book. Before inserting owire – take back cover and rotate it to the top of the stack.
- 4 Insert owire into punched holes; covers first, then pages.
- 5 Keeping book in a vertical position, place owire into the wire binding channel. Place the wider prongs of the owire toward the back (unmoving side of the channel.)
- 6 Make sure the owire bindings are standing flat on the base, like an inverted “C”. Try to keep pages and covers in the center of the owire while binding.
- 7 Starting on one end, close 6 rings at a time, by pulling handle down with a fairly fast motion. Keep fingers away from channel. Slide book over and repeat until all rings are closed.
- 8 Flip back book cover into place to conceal owire edge.

SIDE VIEW:



Be creative with your book! There are many extra cut-outs that can be used, along with more photos and journaling, on the backsides of pages.

*Extra items used in kit but not provided: clear, red & black gems, rectangular blings, ribbon (tie 10” on book coil), jingle bells (large and small) purchase from www.orientaltrading.com .

Photos provided by Tammy Mitchell. Website credit: www.tammymitchell.typepad.com .

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SUPPLIES INCLUDED IN THE KIT:

1 pg 12x12” Christmas Notes	TC 2915
1 pg 12x12” Gift Tags	TC 2953
1 pg Santa Claus Die-Cut	TCB 7741
1 pg Snowflake Die-Cut	TCB 7840
1pg Checklist Die-Cut	TCB 7949
1- 2pc set 5x7 Red Bracket Covers	TC 0742
1 Red Owire 1”	ZU 2672
2 pg (4x6 Page Protectors)	TC 2762
1 pg Tis The Season Die-Cut Card	TC 9349
Ranger Pop-its	RIPIS 13532
Cardstock – Black, White	
1 sheet pre-stamped Teresa Collins STAMP images	
TC-8144	TC-8243
TC-8540	TC-8441
TC-8342	TC-8649
1 sheet Journaling Words print out	

ADDITIONAL ITEMS NEEDED (But not included in kit)

Bind-It-All Machine

Scor-it Board or Bone Folder

Stapler

Paper Trimmer

Scissors

Adhesive

Pens for Journaling

Paper Clips