

What the Bind-it-All A, B, C and D Punch Settings Mean

By Jessica Guthrie

As I'm sure you've seen, there are four punch settings on the Bind-it-All. Each of them described in writing on the side of the machine, by the black, sliding stop guide:

A - Open

B - Continuous

C - Cover

D - Inner Pages

Let's go over them one at a time:

Open: I also like to call this setting "A for Artistic," because this setting allows you to punch and bind odd things or in odd ways. When it is set on Open, the Bind-it-All's punching slot is completely clear on either end. You can punch right in the middle of a 12 x 12 piece of chipboard with no problem. Punch CDs and vinyl record albums in this setting, as well. Anything that needs to hang over both sides of the machine to be punched properly should be punched on the "A" setting.

Continuous: This setting is the one that makes it possible to create the longest wire-bound book on record – or anything that needs to be bound longer than 4 inches. Make your first punch on one end with either the C or D setting (Photo 1), depending on whether or not you are punching the cover or the inner pages (read below for more details on C and D). Once the first punch is made, remove your item and set the Bind-it-All on the B setting. There is a small, "Bind-it-All hole"-sized rectangular tab in the back of the stop guide slide. Place the tab in to the second to the last hole you just punched in your item (Photos 2 and 3). Making sure your item is flat on the bottom of the Bind-it-All punching slot, punch the next set of holes. Continue through the length of your item until you are about 2-3 inches from the end.

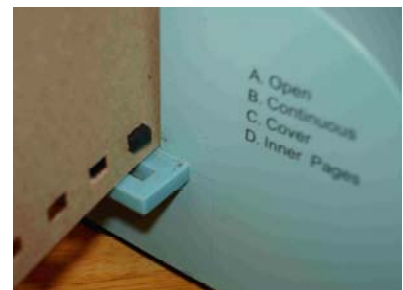
Now is the time for some thinking. And some test run-throughs on some scrap paper until you get the hang of it. Because the Bind-it-All was designed to be so universal in its use, there has to be a small amount of customization and planning on your part when you make a larger-sized item.



1



2



3

To punch holes in the end of your item without punching the edge to make an odd half-hole notch, take your item and, using the painted rectangles on the top of the Bind-it-All that shows where the holes will be punched, estimate where you want the holes to end (Photo 4). Set the Bind-it-All on the A (Open) setting and, keeping the already-punched holes and the rectangles in alignment, slide your item into the punching slot. The space where you want the last hole to be should be aligned with the last hole painted on the top of the machine, furthest from the stop guide. You should also try to have the same amount of unpunched edge on both ends. For example, if a half inch was on one end before the first hole was punched, you should try to do the same at the end, so the project doesn't look unbalanced (Photo 5). Slide the stop guide to the "B" setting, so the "Bind-it-All hole"-sized rectangular tab slides into the closest hole. Punch.



4



5

Don't be frustrated if your first tests don't work out quite the way you planned. Try again. Testing on scraps is very important so you don't ruin an important project.

Cover: As with many books, albums and journals, some of the projects you work on may have a slightly larger covers than inner pages, so the inner pages are protected from wear and tear. The "C" setting starts the punches so that there is a bit of a lip to hang over the inner pages with the book is closed. When punching in this setting, make sure the item is flat against the bottom of the punching slot, and all the way against the stop guide. This is the setting I recommend using if both your cover and inner pages are the exact same size.

Inner Pages: When the Bind-it-All is set on "D", the sliding stop guide inserts a small tab into the punching slot so the inner page punches start slightly closer to the edge of the paper than the cover's punches – that way the inner pages are centered perfectly along the cover's spine and there is an equal amount of chipboard cover on both sides when the book is closed. When punching in this setting, make sure the item is flat against the bottom of the punching slot, and all the way against the stop guide.