

**Calendar Book**  
**Design by Claire Hampton**  
**CHA Project Summer 2008**



**Materials:**

- |    |  |   |
|----|--|---|
| 12 | 4" x 12" sheets of double sided cardstock    | Clearsnap Catseye inks                                      |
| 12 | 2" x 4" sheets of cardstock (pockets)        | Ranger Black Archival Ink                                   |
| 4  | 4" x 8" sheets of acetate (dividers)         |   |
| 12 | 2" x 2" white cardstock (For monthly tabs)   |   |
| 12 | 4" x 4.5" white cardstock (for calendars)    |   |
| 2  | 8.25" x 4.5" chipboard (front & back covers) | 1/3 sheet white cardstock (to stamp sayings and sentiments) |
| 12 | scalloped circles                            | 5/8 inch Bind-It-All wire (6 legs)                          |
| 12 | Small tags                                   | Lengths of ribbon   |
| 12 | ATC cards                                    |   |
| 12 | Large black eyelets (for scalloped circles)  | <u>Hampton Stamps:</u>                                      |
| 4  | Prima paper flowers                          | Fleurdy Stripe CH4943                                       |
| 4  | Punched flowers from colored cardstock       | Best Work CH4914  |
| 4  | Black small brads (for flower centers)       | Embrace CH4918  |
|    | Assorted flatback gems                       | Fleurdy CH4922  |
|    | Glitter Glue                                 | Road To Success CH4947                                      |
|    |  | PostScript Calendar CS4383                                  |

**Thanks to our manufacturing partners for their generous donation of materials for the class:**

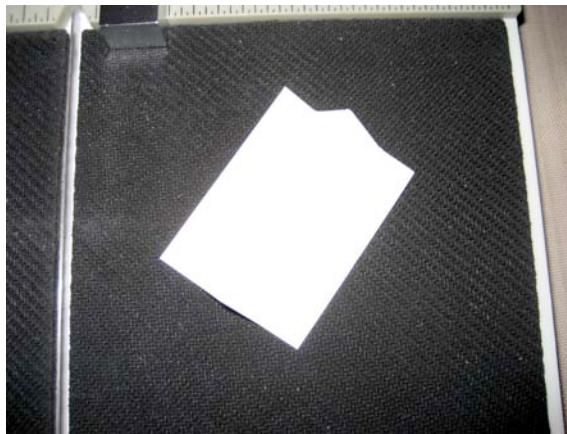
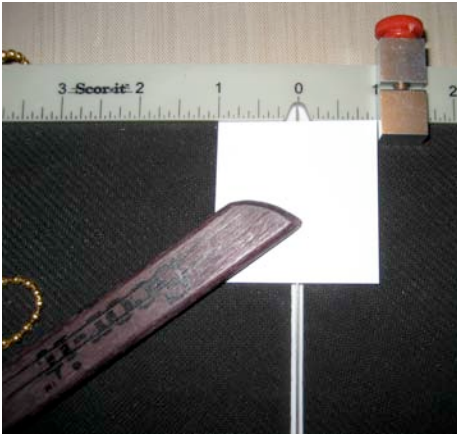
- Clearsnap – Catseye size inks
- Ranger – Black Archival inkpads
- Tsukinekko – Markers and Memento Dewdrop inks
- Saunders – UHU glue sticks and glue runners
- American Tag – Small tags, eyelets
- Luxe Paper Company – double sided cardstock
- Scor-It – Scor-It boards for class use

## Instructions:

- With the Scor-It, set the guide at 4 inches, and score a line **4 inches** from the **right side of each of your 4" x 12" pieces of patterned cardstock**. Fold toward center and use a bone folder to completely crease. (Place paper face down (the side you prefer face up in the book) to score.) Repeat for all 12 pages.



- Using the Scor-It again, set the guide for 1" and score each of the 12 white tabs down the middle. Set guide for 3/8" and score down each right & left sides for the offset of the tabs where they will be joined at the top of the fold of the calendar page. (Properly folded, it looks like a small tent.)



- Stamp the months and some decoration from the available stamps on each monthly tab. When dry, use your double sided tape and adhere at the top of the fold of each page. **You may choose to line them up across the width of the book to your liking.** (If you want to line them up so that all twelve march across the 4" width, you will need to do some mathematical thinking!) To get all twelve to gradually move across the width, each tag will be affixed with a tiny advance of about 1/6". Or you can have stacks of 3 months or stacks of four months that advance across the page with wider advances.



- Adhere the 2" x 4" pockets with double sided tape on the bottom of the folded part of your page. **Remember, you only need adhesive on 3 sides!** Do this for all 12 pages.



- Using the available stamps, decorate the monthly pages as much or as little as you would like. Also color all edges with available inks to soften the look of each page.
- Take your white 4.0" x 4.5" pages and stamp the monthly calendar 12 times **being certain that the width is the longer side!** Add decorative stamping if you so desire at this time. **Before adhering calendar sheets to the pages, check that all of your pages are the same width and line up evenly. You may want to trim off the left side slightly! Using a ruler, adhere the calendar page in the middle of the 8" (or slightly less) portion of the page.**



- **\*\*Optional:** You may now use a corner rounder to round the outer edges of foldover part of each page.
- When your book pages are completely done and decorated, you are ready to proceed to the Chipboard Covers. **Note that they are longer and wider than your pages!** **If the tabs stick out too far beyond**

**the chipboard covers for your taste, trim your pages a little bit more on the left with the guillotine cutters.**

- Using the Direct To Paper method, color your chipboard covers (white side) with the Clearsnap Catseye Inks. When dry, do additional stamping with the Archival Black.
- Next, stamp the sentiment stamps on white cardstock, cut out into irregular oval shapes; then color the edges to soften the look, and adhere to the cover with either the glue stick or the double sided tape.
- Affix ribbon piece to front cover (about 1/2" from edge), wrapping around to the backside. Next, cover brown side of chipboard with another piece of patterned cardstock. Cover brown side of back cover with patterned cardstock. You are now ready to punch your covers and pages with the BindItAll system. **Use the centerline method. Punch each cover separately, and the pages two by two.**
- Thread your BindItAll wire comb through all holes (be sure to first flip the back cover over on top of the front cover!!!). Close using the BindItAll machine set to 5/8" setting. (The Hampton staff will help you with this to keep things moving.)
- Take a Prima flower, and a punched paper flower. Make center hole with a pin or a needle tool in the punched flower. Using your small black brads, thread the Prima flower onto the black brad, and then the punched paper flower onto the brad. Flatten the brad legs onto the back and glue onto your cover near the ribbon or wherever pleases you.
- You have 12 scalloped circles with a 1/2" hole already punched. Using the Crop-A-Dials, affix the black large eyelets into the holes. Note: The Crop-A-Dials are already set to the proper settings. Do not change! (The Hampton staff will help you with this to keep things moving.)
- Decorate your scalloped circles, tags, and ATC cards if you have time and place randomly in the pockets of your book! They are to note special dates during the year.
- You have been given 2 bottles of Hampton Art's Glitter Glue. Since this takes awhile to dry, it is preferable to use this later.