

Padding Notepads

1. Remove the padding press, the backboard, and the press board from the cabinet labeled padding press.

2. Attach the backboard to the padding press so that the bottom fits securely into the groove at the bottom of the press. The pins on the top of the padding press should go through the holes on the top edge of the backboard.

3. Jog the paper so that all of the edges are even.

4. Place the paper stack (including the backing) into the padding press. Be sure to push the entire stack, with the edge that should be glued, against the backboard, and either the left or right side.

5. Place a separate stack of paper on the opposite side to keep the pressure even.

6. Then place the press board on top of the paper, about a half an inch from the back board.

7. Loosen the thumbscrews on the outside of the padding press and lower the clamps onto the press board. With the clamps now on the press board, retighten the same thumbscrews on the outside of the press. Now tighten the screws on the inside of the



Step 2

Steps 4, 5, & 6



padding press.



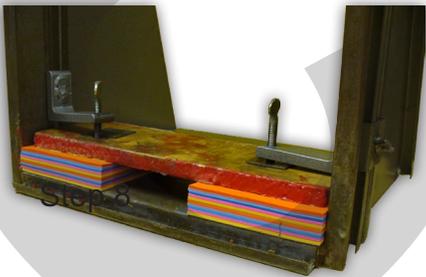
Step 7

8. Spin the padding press so that the back board is directly in front of you and remove the back board. The backboard can now be put away.

9. In the cabinet labeled padding supplies you will find a jar of pink cement (which will dry red) and a jar of white padding cement (which will dry clear) and a brush. Grab whichever color you prefer and the brush.

10. Dip the brush into the cement and brush the cement onto the notepad. Don't worrying about getting cement on the edges of the press or the top sheet. It's better to lose the top sheet because theirs glue on it than to lose the top ten sheets because they weren't glued.

11. After applying a thick, but not running or dripping coat, allow the padding cement to dry for 5 minutes. Then give the notepads a second coat. Wait another five minutes and then



Step 9

apply a third and final coat.

12. Wash the brush out with warm water, put the lid on the cement and return both to the padding supplies cabinet.

13. Allow the cement to dry overnight before removing the notepads from the padding press.

Removing & Trimming Pads

1. From the top drawer under the paper cutter, obtain the knife.

2. Place the knife just below the mat board and cut the notepad loose from the padding press. Pulling it off without cutting could tear the binding.

3. Place the notepad into the paper cutter, being sure to push the pad back against the fence.

4. When looking at the cutting table, there is a white plastic strip where the blade will drop. The score in the plastic marks where the paper will be cut. Turn the adjustment wheel (black wheel in front of cutter) until around 1/16" is beyond the score.

5. Lock the adjustment wheel by tightening the thumb screw below the wheel.

6. At the same time, push both green buttons to cut the paper. ****DO NOT hold down the buttons after the paper has been cut**** If the paper cutter is squeeling, release the buttons immediately.

7. Cut the other two edges the same way. **DO NOT** cut the glued edge!



Step 4

Score in Plastic