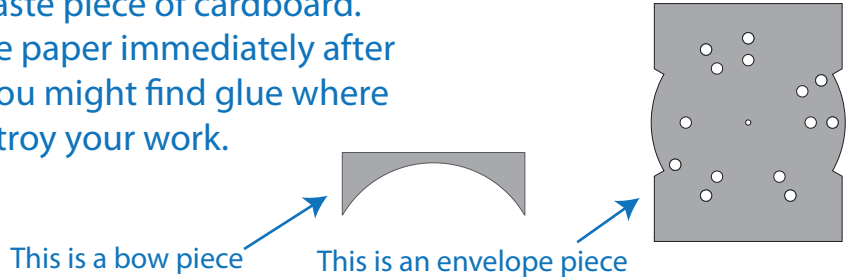


## Important for the construction and a proper result:

- Use a craft knife or a scalpel and a cutting mat for the cutting. If you don't have a cutting mat, use thick cardboard. For the straight lines, use a straight edge (a steel ruler, if you have one).

- For the gluing process: Lay a sheet of paper under the bow pieces. Spread the glue evenly and completely with a waste piece of cardboard.

**Very important:** throw away the paper immediately after spreading the glue. Otherwise you might find glue where it doesn't belong: this could destroy your work.



## Do it step by step:

1. Print out the sheets with the tool pieces (big tool: 4 sheets and small tool: 2 sheets).

*Important:* Use thick cardboard (e.g., that you would use for business cards).

*Recommendation:* Go to a copyshop: their machines are able to print on cardboard and produce a better quality than simple household printers.

Do not use thick, shiny photo paper: it is harder to glue and looks good only for pictures.

When you cut out the 28 holes for the note names, make sure that you cut the inside edge of the ring to leave a frame for the note names (see Picture 1).

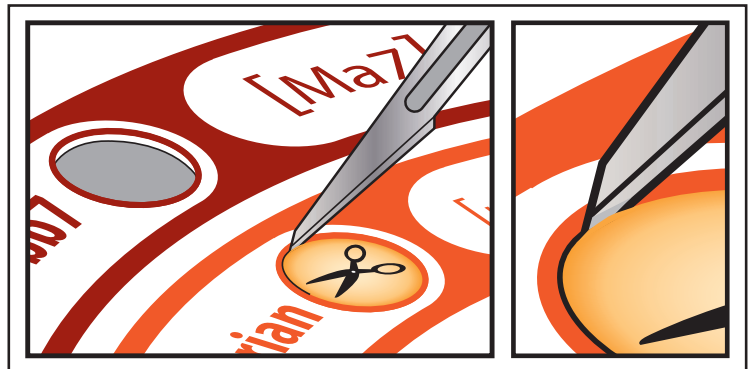
*Note:* To make it look better, you may colour the rim with a felt-tipped pen that has the same colour as the ring. Try it first on a piece of waste cardboard to see

how it will look, because the rim absorbs much more colour than the cardboard surface. Be careful: to avoid accidents, lay the envelope piece on the table (with a sheet of paper underneath) and draw the pen softly (without much pressure) around the rim (see Picture 2).

Of course, the colouring is not necessary: the tool will also work without a coloured rim! To create a hole for the book screw (on four pieces), use the thin grey guideline in the centre. This is for a common book screw with an inner width of 5 mm (see Picture 3).

Obtain a book screw with a height of 2 mm (these are the smallest ones). In case the book screw is too high and the layers of cardboard too thin, there are two ring washers, that could be cut out on the envelope piece page.

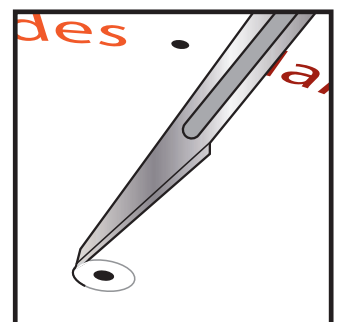
Picture 1



Picture 2



Picture 3



2. Glue two bow pieces together. Since there are four bow pieces, you will end up with two complete bow pieces.
  3. Glue the two pieces from step two on the backside of one of the envelope pieces (the piece with holes in it).
  4. Take the female part of the book screw and put everything together as shown in Picture 4.
- DON'T glue the inner discs together. Glue is not necessary to prevent sliding between the two discs. Without glue, it is also possible to move the discs individually, and this might sometimes be necessary.
5. Close the book screw und adjust the envelope pieces so that there are holes in the twelve o'clock position each time you flip the tool over. In other words, when you flip the tool, the 'Mode family name' should always be on top.
  6. Lift the top part (the envelope piece without the glued bows) and spread glue on a bow (at first only on one side). Be careful: use a piece of cardboard for spreading. Then press it together and put weight on it. After that, do the same process with the other end.
  7. To punch a hole here, go to a shop that sells belts and ask them to punch a 4 mm hole (on the final product, of course!).

Picture 4

