

A Super Scrapper's Secrets for Organization!

... How to save time, money and get more done!

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CLASS INTRODUCTION:

Our philosophy for organization is simple: If you can find it, you can use it!

Our system and products were designed by scrapbookers to achieve the ultimate organization and function. If you follow this very simple system you will achieve the following results: organization of your materials at your fingertips, a higher level of page production, less waste of supplies and preservation of your sanity!

This program has three primary goals: The first goal is to show you how to get your scrap booking materials organized in a way that will allow you to find anything you want in 30 seconds or less. Once you have this system set up, you will also be able to pack up quickly and go to a crop, and enjoy the satisfaction of immediate productivity whether at home or away. Finally, you will learn how to STAY organized in every phase of your scrapbooking!

The immediate benefit you will realize from this system is that you will always know what supplies and tools you have on hand and be able to find what you want, whether it is a tool or a supply or your subject pieces.

You will be more productive and more effectively use your supplies, saving both time and money.

Your supplies will be well-protected from wear and tear, even when you travel with them.

You will finally truly be organized and spend more time getting things done and having fun!

We will accomplish these goals by introducing you to the Four Section System of organizing your materials, developed by Tiffany Spaulding of The ScrapRack.

You can apply this system using any organizational tools that you have or by using The ScrapRack.

Major Components of Organization:

1) Organizing Tools

The physical, tangible equipment that is required for storage.

2) Organizing Systems

The mental path you follow to find your stuff and techniques you use to create order.

Categorizing your supplies is instrumental to your productivity as a scrapper. If you can find what you have, you'll produce pages at record speed, and save yourself time and money.

Parts to a Scrapbook Page:

When it comes right down to it, each scrapbook page is quite simply made up of two primary parts. Your Subject Piece(s) makes up the first part of your page and will include photos, negatives, memorabilia and journaling notes. The second part of a scrapbook page includes all your supplies. Your supplies are the fun things that enhance your subject pieces and create the "art" to telling your special personal story. Your supplies include materials as well as your favorite tools.

Photo Organization Secrets:

1. Strategize: See what you have. Gather all of your photos into one place. Scavenge for them!
2. Take control in stages. Buy photo holders or containers BEFORE you sort and purge. You really can't organize your photos unless you have someplace to put them.
3. Determine what you need to organize and store your photos, whether traditional, digital or "legacy" photos. Traditional photos can be stored in shoe boxes, simple photo albums or storage pages. Digital photos can be organized on disks chronologically or by topic. Legacy photos may be odd-sized and require a larger dimension box.

Calculate How Long it Will Take to Sort Your Photos:

1. Calculate the number of years of backlog you have of photos.
2. Estimate the number of rolls of film per year.
3. Multiply by 20 minutes per roll...

For example, if you have 15 years of backlogged photos, and about 10 rolls of film per year, working at a fairly quick pace it will take you about 50 hours to sort your photos into basic organization.

This is not to discourage you, but to give you a system for planning your time. If you set aside a regular time to work on sorting your photos, eventually you will know what you have to work with and have them well-prepared to sort into holding albums.

Remember, only handle a really bad photo ONCE.

If it is blurry, or a really bad shot, discard it immediately.

If it is “just okay” store it for now. If a photo is “just okay” you may want to give it away or toss it later but don’t slow down to decide just yet.

What can you do with years and years of backlogged family photos?

Bulk Sorting: Really Big Themes:

Play Beat the Clock with yourself, spending no more than two or three hours at a time sorting your photos into broad categories. Don’t try to figure out what month a photo was taken or daydream down memory lane.

Group photos according to your first impulse. You can change your mind later, as you choose photos for specific scrapbooks.

If your photos go back more than ten years, it will be easier to sort by “Really Big Theme” rather than perfectly chronologically. You can sort by year within each theme.

Here are some ideas for “Really Big Themes”:

- By decade (50’s, 60’s, 70’s)
- By Life Stage (Childhood, teen years, college, early married)
- By Event (Holidays, picnics, vacations, reunions, weddings)
- By People (family, friends, work, your side of the family, the other side!)

Album Ideas for Really “Big Themes”:

Divide your photos into “Big Themes”, rather than trying to make chronological albums covering years and years.

Ideas for good organizational themes could be:

1. All our family Christmases
2. All our vacations
3. The different homes we lived in
4. All our family reunions
5. All our pets

Big Theme Albums go together rapidly. Each page does not need to be totally unique; in fact you want to create continuity. You can save time and money by using the same background paper or you can use coordinating papers to designate different years. Do a cover page for each year.

Big Themed scrapbooks are easy for others to enjoy, showing how places, people and fashions have changed through the years.

If you suddenly accumulate a large supply of family legacy photos, creating Big Theme albums can be an approach to making interesting scrapbooks rather than being overwhelmed by the volume of photos you have to work with and trying to verify everything by long-lost dates.

Now that you have your photos sorted into broad themes, it is time to fine tune your collection:

Quick Sort Your Photos into Categories:

Quick Sort Your Photos into Categories:		
Bad Photos	Just Okay Photos	ScrapBook Page Perfect Photos
Blurry, Ugly, No Subject, The Ceiling – those pictures that your children took without you knowing.	These pictures are okay but don't really show anything that is necessary to telling the story on your ScrapBooking page. These photos are not the best, but will be fine to pass on to the kids or have available for other projects.	These are the photos you know will be the best for your layout. They tell the story and the subject matter is clear.

Bad Photos

If you have not already purged the truly bad photos, do it now. Blurry, Ugly, No Subject, The Ceiling – those pictures that your children took without you knowing.

Just Okay Photos

These pictures are okay but don't really show anything that is necessary to telling the story on your ScrapBooking page. These photos are not the best, but will be fine to pass on to the kids or have available for other projects. Separate them into their own box.

ScrapBook Page Perfect Photos

These are the photos you know will be the best for your layout. They tell the story and the subject matter is clear. Sort them into boxes by subject.

If You Can't Throw Them Away, Give Them Away:

If you can, throw away all of the photographs that are not **ScrapBook Page Perfect**. If you must keep the “just okay” photos, store them in a separate box, away from your “perfect” storytelling photos. These photos take up space and slow down your work.

Ideas for dealing with duplicates and “just okay” photos, if you just can't throw them out:

- Send extras to family and friends.
- Keep them in a box for kids' school projects or let them make their own albums.
- Use them to make cards and collages for all occasions.
- Make bookmarks out of them.

Organize into Holding Albums:

Store photos by topic:

- Shoe Box / Photo Storage Box with brief notes to record “who, what, where, when.”
- Photo Holding Notebooks or basic Photo Albums with notes about photos.
- Spinder Holding Album: Perfect Six Pages store 4x6 photos with ease.

How to store Negatives:

1. Negative folders from Developer / Costco and Kodak
2. Check boxes
3. Clear-File Negative Storage Sheets
4. Exchange negatives with a friend or relative, for safety backup.

How to Store Memorabilia:

1. Use Large Manila Envelopes with “Hold-It's” or a three hole punch to keep in a notebook.
2. Use File folders in a filing cabinet or box labeled by topic or dates.
3. Use a Spinder Holding Album with Super Single pages to keep everything together.

Journaling: Add notes to your photos or memorabilia – “who, what, when, where” and store your notes in your holding album for later use. The sooner you write, the less you forget!

Remember to “Put Your Ice Cream In the Freezer”...

When you come home with a newly developed roll of film, or when you print out your digital photos, think of them as “ice cream.” Quickly put all photos and memorabilia into your organizing system, before you lose track of them. (Pretend they could MELT!)

No matter which tools you are using, your system will work best if you quickly file your photos and memorabilia as soon as you walk in the door. Leaving things lying around is a sure path to losing time and energy as you try to pull them back together much later.

Create a place to put your photos and memorabilia, someplace easy to get to when you come home from an event or have newly developed photos to work with.

The New World: Digital Format Storage and Organization:

One of the best tools you can use for digital photo organization is free software called Picasa. www.picasa.com

1. Delete bad shots while they are still in your camera.
2. Download the good ones to your computer and put them on an unedited disk chronologically.
3. Use a software program to sort them. Picasa is free and does a great job.
4. Choose your best shots by theme, event or topic and transfer them to an “album disk” which will be the beginning of a scrapbook.
5. Keep your CD’s in a CD album chronologically with an index.
6. Download shots from your camera daily and recharge your battery, so you don’t miss great photo opportunities.

Prepare Your Journaling: Add journaling - if you do it on the computer right now you’ll have it ready, and you can store it in a computer folder or on the disk with your photos, ready for use.

Moving from a Holding Album to a Staging Album:

Secrets of Successful Staging:

1. Decide how many photos you need to tell the story. What will keep people’s interest? What is the memory you are trying to save or convey to others?
2. How many page layouts should you use? Think in terms of two-page layouts or single pages, depending on the good shots that you have. Keep the story moving.
3. Which pictures best tell the story? How many shots do you need to move through the key parts of your story and set the mood?
4. What order shall the photos go in? Think of your scrapbook story the same way a great author keeps you reading a terrific book. Use your best photos and think about the best sequence for telling your tale.
5. Do you need to edit, crop or enlarge any of the chosen photos?

Whether traditional or digital photos, move them into a staging album. Write quick journaling notes and keep them on file with your staging album.

- Take your printed photos and sort them into two page layouts using a photo album or Perfect Six pages on spindlers. Your staged albums can also be kept in notebooks or on your ScrapRack or in a Travel Pack.
- Use manila envelopes or storage pages to position your memorabilia in your staging album in the area in which it will probably belong. Add journaling notes if you have them, or jot down whatever facts you want to remember about this story.
- Choose your background paper, matting paper and accents.
- Select the die cuts and embellishments that will compliment your photos. Think in terms of “what will help tell the story and set the mood of this scrapbook?”
- Gather coordinating details and any small items, put them in small zip lock bags and add them to your staging album. Write a note to yourself if you need anything to complete a page.
- By staging your album before you complete any pages, you will be able to get a sense of how the scrapbook is going to go together. You can store items for each page in a Super Single page, and look at your scrapbook layout in progress and make any changes.
- This saves you time by eliminating re-do’s and gives you a chance to give it a final review before you bring it all together in final form.
- You will see how the finished album is really going to look and feel. It saves a lot of regrets and reworking pages later.
- You may have several staging albums going at once. Keep a few empty staging albums ready to move your photos and memorabilia into from holding albums, when you are ready to start a new project. You can grab whatever current project you want when you are going to a crop or class, and have everything ready to work on.
- Create your title page for your scrapbook last, and do final assembly when you are satisfied with the overall effect.
- If you use a digital album disk, it can be added to the back of the finished scrapbook with “Hold it” brand CD pockets so that when someone wants a copy of a photo, you know right where it is without searching on your computer.

Staging as Organization: Three Things Move Your Story Along...

- Photos
- Artwork and design for visual flow
- Journaling

You can see how the layout of your photos tells the story. Your design of the pages sets the mood of the story and can move readers through your “book” by clearly showing them which scenes go together.

Journaling:

Your journaling also is an important element of your “story.” You can write directly on a page, but it is easier and less stressful to journal on a separate scrap of paper or tag or art cutout then adhere it to your page. You can mat your journaling, just like your photos.

There are endless solutions for producing journaling for your scrapbook, including producing it on your computer, but using your own handwriting at least some of the time leaves your own imprint on your story and can be precious to future generations.

Journaling tells the stories of your photos and memories. Use the five “W’s” of who, what, when, where and why, but you can also include favorite poems, songs and jokes!

Try different styles of journaling in different scrapbooks, to set the mood.

Consciously choose your “voice” in telling your story. Possible points of view include:

First person... “I...”

Family’s view... “We...”

To your child...”When you were three...”

About Grandma.” She always”

Imagination... “Once Upon a Time...”

How to Organize Your Supplies Using The Four Section System:

Everything you use in scrapbooking will fit into an area of the Four Section System:

Section One

Alphabets, Numbers & Punctuation

Section Two

Your Personal Scrapbooking Themes A to Z

Section Three

The Calendar Year by Month or by Four Seasons

Section Four

The Colors of the Rainbow

You will define every one of your supplies by where it belongs in the Four Section System.

All of your various scrapbooking supplies will fit into one of the four categories, including:

Your Favorite Scrapbooking Supplies:		
Beads	Fibers	Quotes
Bows	Floss	Ribbon
Brads	Glitter	Scraps
Buttons	Googly Eyes	Sequins
Corners	Jolees	Stamps
Die Cuts	Metals	Stickers
Embellishment	Page kits	Tags
Eyelets	Paper of Any Size	Twine
		Wire

Examples of how your supplies will fit into The Four Section System:

1. The Alpha-Numeric Section:

This section will include all of your supplies that represent Alphabets, Numbers and Punctuation. These items are used on almost every kind of page regardless of the style, season, event or page content.

You may have...

Alphabets, Numbers and Punctuation:		
Brads	Eyelets	Stickers
Die Cuts	Metals	Tags

2. The Themes Section:

In this section, include every topic you scrapbook about, list alphabetically, and then organized from A to Z

You may have something like these category examples, in alphabetical order:

Themes:		
Animals	Faith	Play
Anniversaries	Family	Scouts
Baby	Fishing	Sports
Bath Time	Gardening	Totem poles
Beach	Heritage	Triumphs
Birthday	Holiday	Travel
Camping	Moving	Weather
Cooking	Park	Work

3. The Calendar Year / Four Seasons Section:

Organize by the twelve months of the year or by the four seasons, whichever you prefer. You choose the “mind map” that works best for you. Do you think of your year in months or by seasons?

Organize any supplies that you have by the pattern that seems most natural to you. See our examples:

Calendar Ideas:			
January Winter, New Year's Day, Snow	February Valentine's Day, President's Weekend	March Spring, St. Pat's Day	April Easter, Passover
May Memorial Weekend	June Summer, School's Out	July 4th of July, Fishing	August Summer, Vacation, Picnics
September Back to School, Fall leaves	October Halloween	November Thanksgiving	December Christmas, Chanukah.

			New Year's Eve
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Seasonal Ideas:			
Spring Valentine's, St. Pat's, Easter	Summer Memorial Day, 4 th of July, Picnics	Fall Back to School, Fall leaves, Halloween	Winter Christmas, Chanukah, Snow

4. Colors of The Rainbow Section:

This section should contain all of your solid colored supplies as well as patterned papers that are not theme specific (plaids, dots, stripes, etc.). Remember the idea is to have everything in one place. When you need a red embellishment you don't want to dig and search, you just want to flip to red.

Colors of The Rainbow Section:		
Beads Brads Buttons Die Cuts	Embellishments Feathers Fibers Glitter	Patterned Papers Printed Papers SCRAPS Solid Papers

The Process of Getting it all Organized:

STEP ONE:

Write an Index List of your personal Themes, and alphabetize them.

Make sorting templates out of large pieces of paper to sort your materials out on before you load them into your ScrapRack or other organizer tools.

Use your index as a guide when preparing your sorting templates. Based on your index and the supplies that you have, you will have templates for supplies included in each of the following organization sections:

- Alphabet, numbers and punctuation marks
- Your themes in alphabetical order
- Twelve months or four seasons
- Colors of the rainbow plus extra colors you like to use

STEP TWO:

We have developed three systems for moving into your ScrapRack or adopting the Four Section System with your own storage tools, and which one you use depends on you. We will explain all three approaches. Choose the method that suits your personality and situation!

Three Organization Options: “All at Once,” “Don’t Look Back,” or “One Container at a Time.” For this class, when at all possible, we recommend the “All at Once” method and will start with that one.

“All At Once” Method of Moving into The Four Section System

Pick a full day that you can plan just for organizing and moving into your Four Section System. Most people can do it in one full day of concentration.

But, this method requires preparation!

The night before:

- Put together a ‘crock-pot’ meal for the next day, or just plan to order pizza.
- Make plans with a friend, babysitter or significant other to keep the kids out of the house from 8 AM to 6 PM.
- Prepare a selection of your favorite music.
- Write your index list of all the topics you scrapbook about.
- Make your paper sorting templates. Using 8 X 11 paper, create the following templates: Alphabet letters, numbers, punctuation, A-Z for alphabetizing your themes, Twelve calendar months or the four seasons, Colors of the rainbow plus

any other colors you use.

- Set up your ScrapRack or other organizational tools.
- Gather your ScrapRack storage sheets and spinders.
- Collect several large empty boxes, big enough to easily accommodate 12 X 12 supplies.
- Provide a box or garbage sack for materials you decide to discard.

STEP THREE:

Now that you've set your course - *Just do it !!!*

Pick a large space where you can sort. If working on the floor is an option for you, put your templates on the floor in the order of the Four Section System, and start sorting all of your materials onto the appropriate template sheet.

Sorting Row Layout:

Letters of the alphabet, numbers and punctuation marks – use three templates.

Alphabet A b c D E F G H I	Numbers 0 1 2 3 4 5 6 7 8 9	Punctuation Marks ! # \$ % & ! & # \$
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Your personal scrapbooking themes in alphabetical order*

A	B	C	D	E	F	G	H	I	J	K	L	...
----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	----------	------------

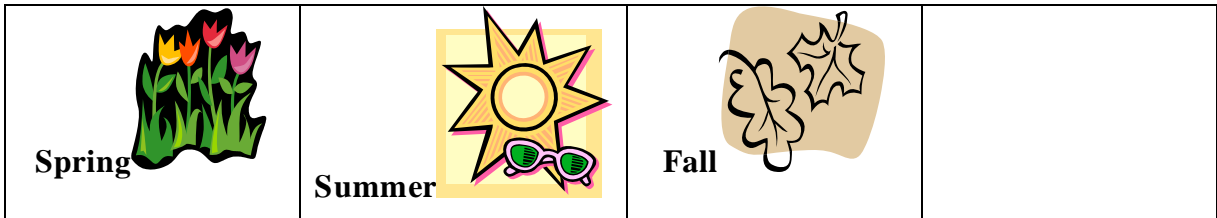
*Note: All letters of the alphabet are represented in this illustration. Only create templates for the letters that you need based on the index you've prepared.

Months

JAN	FEB	MAR	APR	MAY	JUN
JUL	AUG	SEP	OCT	NOV	DEC

OR Seasons:

			 Winter
--	--	--	--



Colors of the Rainbow:

RED	ORANGE	YELLOW	BLUE	GREEN	PURPLE
BLACK	WHITE	SILVER	GOLD	BRONZE	YOUR FAVORITE COLOR

Decide what you don't want to keep and set aside as you go. (Damaged, outdated, ugly, won't ever use it...) You can give these items to a friend, donate to a charity or sell at a deep discount.

Starting at the END of your "trail" of piles, starting with the last color in your "rainbow" section, pick up each pile in reverse order and put it in a box, putting the last pile in first and stacking one pile on top of the next.

Use the large boxes to stack your piles and hold them for detailed sorting of each section's piles as you move into your ScrapRack or other system.

Start with your LAST pile, and put it in a box first.

Go on to the next pile in order and stack it on top.

Continue until all the piles are stacked in your boxes.

When you have picked up all of your supplies, you should have the Alpha-Numeric section pile on top in your last box.

Move to your dining room table. Place the last box in a chair next to you and remove the stacks of sorting templates one at a time.

Sort each individual stack into order, and put the supplies into storage sheets using the different size pocket pages to fit your items as needed.

As you load your storage sheets onto your spinders, close and lock the spinders then place them on your base unit in the order of the Four Section System.

Organize your alphabet supplies, your numeral supplies, and your punctuation marks and put them into the first area of your Four Section System.

Organize your themed materials, put them in storage sheets by subject and then put them into your Four Section System in alphabetical order. This is your second section.

Break down your themed topics into smaller categories if you find them to be exceptionally large. Can you think of a smaller category to keep them in?

For instance, can you separate “baby” “beach” or “birthdays” into smaller categories, if yours are very large?

Organize your seasonal or months of the year supplies in order then put them in storage sheets and add them to make the third section of your Four Section System.

Go through the rainbow in color order, store all of your colored supplies in storage and pocket pages and they form the last section of your Four Section System.

You may be wondering how you can incorporate your bulky stamps and die cuts into the Four Section System... You can!

How to Fit Your Tools into the Four Section System:

To quickly find all of your stamps, die cuts, punches, special scissors, templates and things that fit best in a box or drawer, follow these steps:

Number all of them sequentially and put them in a drawer or box. It does not matter what you combine in a drawer or box, as long as each item has a number.

As you add new items to the drawer or box, use the next number in line, no matter what the item is.

Make a sample on paper of what each item does, whether it is a stamp, a die cut, a punch, etc.

Put the sample into your Four Section System in the appropriate place, whether it is an alphabet, number, punctuation mark, theme image or seasonal image.

If it is a special edge or non-seasonal design, put it in the back of your colors of the rainbow section to find when you are looking for visual accents for your page layouts. You can use many of these items with any color paper or ink.

Magazine / Idea Organization:

Part of being well organized is being able to determine what you will use and then keeping that information in a convenient and accessible place.

As most of you know my goal is to be able to put my hands on anything in my Scrapbook Supply area in 30 seconds or less. It would be impossible for me to do this with shelves of magazines no matter how many "sticky notes" were protruding from their edges.

When I get a new magazine I usually do what most of us do, I take it out of the post, and flip through it on the way into the house. After that I use it as a motivator to get the rest of the mail taken care of.

I stop at the garbage and toss out the Junk Mail, I open the bills and toss away the "filler" material, and finally I sit down at my desk and put away everything that is left.

When that is done, I get my reward....Cover to cover of the latest issue of CK, MM, SS, Once I've read through the magazine I go through a second time and pull out the pieces I want to keep. There are three major areas I'm looking for when I do this:

Layout Ideas:

These are the first things I cut out of the magazines. I put them into the appropriate section of my ScrapRack: Christmas in December, Cowboy under "C", a monochromatic in the appropriate color section.

When I'm ready to scrap that theme or event, not only do I have the layout idea right at my fingertips, it is also grouped with the appropriate papers, stickers, embellishments.

This is also handy if I am shopping for a particular theme. I have the idea and what I already own grouped together, so when I get to the scrapbook store its easy to buy the pieces I'm missing without duplication or guesswork.

Tips, Tools, and Techniques:

I love to pull new tips and "how to's" from magazines. I keep one Spinder on my ScrapRack just for these items.

When I have questions about Preservation or Design, I don't have to pull out one magazine after another searching for the answer; I just flip to that section and find the answer or inspiration I need.

These are the categories I have in my Tips, Tools, and Techniques section:

<ul style="list-style-type: none">• Chalking• Cutting Equipment• Design Theory• Digital Design	<ul style="list-style-type: none">• Lettering• Organization• Paint / Painting• Paper Piecing	<ul style="list-style-type: none">• Preservation• Resources• Stamps• Stencils
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• Journaling	• Photography	• Website
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Your sections for Tips, Tools, and Techniques will be unique to the types of products and materials you like to use. Like the Themes A-Z categories in your Four Section System, they will probably change from time to time.

Shopping List:

When I find something I know I want to buy or at least research, I pull it out and slip it into a page pocket that is labeled "Shopping List".

If there is a particular reason I want that item (maybe I have the perfect pictures already or it will fit in with an upcoming event) I put a sticky note on it so I can remember exactly why I chose it. I might also add a note that says, "Look for this in green" or "this matches our soccer uniforms".

When I go to the scrapbook store or I shop on line, it is easy to pull that section and buy what I need or want.

“Don’t Look Back” Method of Moving into The Four Section System:

- Start today, with all of your new “stuff.” Sort all of your new supplies into the categories of the Four Section System.
- Next, put your new supplies into storage pages by category. Put the storage pages onto spindlers, and then put the spindlers on your base unit in the order of the Four Section System.
- Don’t worry about incorporating your previous supplies until you begin working with them.
- As you do use them, put them away in the right spot in the Four Section System of your ScrapRack.
- As you work with themed photos, pull out all of your current materials related to that theme and store them in the Four Section System. Then, work on that page.
- You will have a fresh perspective on the materials that you have and be aware of all that you have available. Gradually, everything you have will be moved in and organized.

“One Container at A Time” Method of Moving into The Four Section System:

- Pick one container of your current supplies at a time and sort it into the Four Section System.
- Whether it is a box, binder or Tupperware, remove everything from it, sort those

- items according to the Four Section System and then place the items in storage sheets and integrate them into your ScrapRack system.
- Do one container at a time, as you find time to do it.

Traveling with your Supplies:

- Take just what you need and you will get more done.
- The ScrapRack Travel Pack makes it easy to take just what you need when you go to a crop or to scrapbook away from home.
- Simply remove the spinder that holds the theme that you will be working on from your base unit and place it in the Velcro holder in your Travel Pack.
- You can actually take up to three spinners in the Travel Pack Plus if they are not overloaded.
- You could choose to take more than one theme, or add parts of other sections, or take spinners with sets of packaged page kits or staged pages. Whatever you take with you will easily be put back in place from Travel Pack to ScrapRack.
- Use the pockets and penholders of the Travel Pack to take just what you need.
- This will keep you focused on the task at hand and keep you from feeling “overwhelmed.”

Taking it All:

If you suffer from “Linus Syndrome” and simply MUST “take it all” as many of us do! The ScrapRack WILL allow you to take everything you own quickly and easily because it folds down to almost nothing. It will store easily in a tote, box, bin or suitcase. To breakdown your loaded ScrapRack, follow these guidelines.

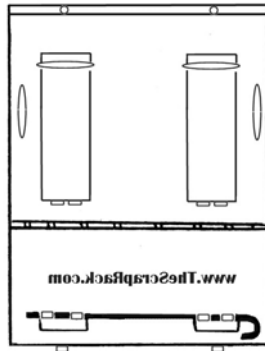
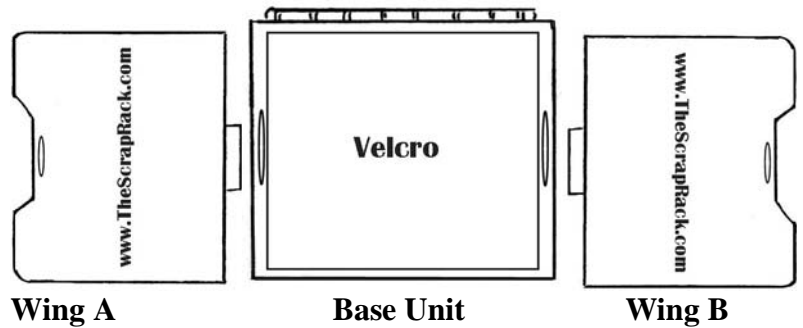
- Take each spinder off the Velcro base and place all of them into your storage or travel container.
- Remove the wings from each side and stack them in the container.
- Collapse the supports on the back of the base by removing the “shepherd’s hook” long wire and folding the base flat.
- Run the hook through the holes on the back of the base so you know where it is when you set up. (If you ever lose it, substitute a wire coat hanger.)
- Add the collapsed base to your container.
- You are now ready to store your full ScrapRack in a small space or take it with you. When you are ready to use it, putting it back together will only take minutes and everything will be in total order and ready for immediate use.

How to Assemble A ScrapRack:

1. Unpack your ScrapRack.

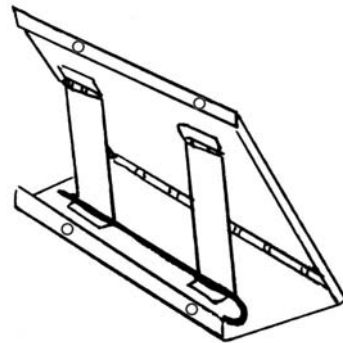
You will have 3 pieces:

- Wing A
- Base Unit
- Wing B



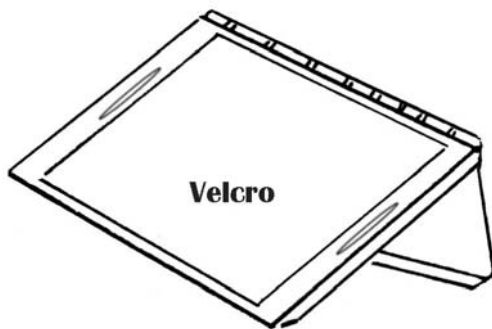
2. Open the Base Unit on a flat surface.

3. Locate and remove the silver hook. It is located under the flap.



4. Keeping the flap face down on a solid surface, tilt the base unit up creating an angle and allowing the hinged legs to drop into place on the flap.

5. Insert the silver hook to secure the legs. Rotate the hook so that it lays flat on the flap.



6. Tip the base unit into it's normal standing position, all four rubber feet on the table, Velcro surface facing you. The long hinge will be at the top of the base unit.

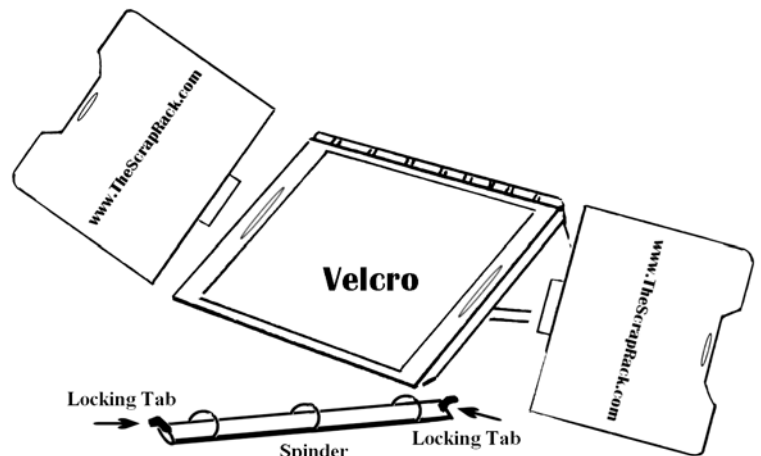
NOTE: If you think your pages are sagging check to be sure your rack is in this position.

7. Insert the wings. Wing A on the left. Wing B on the right.

CAUTION: DO NOT REMOVE spindles from the rack by pulling on the rings. Slide a flat edge (ruler/pencil) between the velcro surfaces and lift from either end.

8. Before opening a Spinder, press the locking tabs down to unlock the Spinder. Your Spinder may need to be realigned after shipment – to do this, unlock, open, and then close the Spinder.

9. Load the Spinder with storage pages, close the rings then lock the Spinder before placing the Spinder on the rack.



10. To lock the Spinder push the locking tabs up before moving your Spindlers on or off the rack.

Special Tips for Using the ScrapRack:

Adding Dividers and Tabs:

Once you get your supplies divided into the Four Section System and your storage pages sorted onto spinders and loaded onto the base unit, you will be ready to add dividers and tabs to your ScrapRack.

Dividers:

- Your dividers should be spread evenly throughout your ScrapRack. We recommend using dividers as needed to support your spinders, depending on how full they are.
- Dividers add an extra layer of protection to your supplies, add stability to your ScrapRack, and make it easier to flip from section to section.

Tabs:

- Use one of your adhesive tabs for each minor section. You will use these mainly in the Themes A-Z section, where you have organized by topic, but you can also use them in Alpha-Numeric section, the Calendar section and in your Rainbow section to help find things quickly.

Tips for Loading Storage Pages and Working with Spinders:

- Remove spinders from the base unit before adding the pages. To not damage the spinders in the process, use a blunt-edged instrument like a true butter knife to remove spinders from the base unit.
- Slip the instrument between the base Velcro and the Spinder Velcro at the top of the spinder, and then gently slide the instrument down the length of the spinder.
- The spinder will come off easily and you will extend the life of your spinders because this will reduce the stress on both the rings and the Velcro.
- When loading pages onto a spinder, lay the spinders on a flat surface.
- Load heavier or thicker items into the pockets closest to the three holes on your storage pages and towards the bottom of the pages.
- Load the Dream Dozen pages with the smallest items in your section first, followed by Fabulous Four, Perfect Six, Double X Long and finally the Supersized Single to hold your 12 X 12 papers and page kits.
- This will allow for the best visibility of your supplies as you page through your sections.
- Remember to keep whole categories together and do not mix categories on one spinder. This is very important for the “go organized” aspect of using a Travel Pack when you pick up & go with your supplies.

IMPORTANT NOTE:

Scrapbooking Is A Fashion Forward Hobby!

If you wanted to look great for an upcoming event, would you pull a fashion magazine from the mid 90's and choose an outfit? Probably not!

Scrapbooking is no different. It is chic and fashionable, always changing, always evolving.

One of the wonderful things about your scrapbook is that it will document not only your memories but also the trends and styles of the times those memories were made.

Purge your ScrapRack of outdated supplies at least once a year. Do the same with your "ideas".

Take a glance through your Tips, Tools, and Techniques section and eliminate the outdated ideas there as well. Add new, fresh ideas as you find them!

All of the techniques and ideas for the Four Section System and the ScrapRack have been developed and tested by Tiffany Spaulding for serious scrappers. Using them will help you get more done, save you time and money and will allow you to have even more fun scrapbooking!

The ScrapRack is available at www.scrapbook-creations.com.