



TotallyTiffany™



GO10-9: Wood Mounted Stamp Organization

Welcome to GO10, Class 9 – Time to turn your piles of wood mounted stamps into a library of easy to access images.

Things you'll need:

- ✓ Wood mounted stamps
- ✓ Storage Tool – I used the Single Sided and the Double Sided Stamp, Store and Go bags as well as the Stamp Suitcase.
- ✓ Paper
- ✓ Ink
- ✓ Stamp Cleaner
- ✓ Label Maker
- ✓ Marker
- ✓ Cataloging materials
- ✓ Access to a copy machine - optional

Wood mounted stamps (woodies) are so much fun to work with but they are a real pain to store. If you put them into a tub or box you have to dig through them to find what you need (if you can remember where it is). Storing them in drawers often times creates layers of stamps to look through. Clamshell type containers hold only small numbers of stamps and are difficult to store due to size variations. With all these challenges in mind, the one solution to them all is simply incorporating them into your 4 section system using either representation (if you're a Gottalittle) or adding them to you catalog (if you're a Gottalot.)

How many wood stamps do you have and how likely are you to purchase more?

Everyone should follow the steps in green font.

If you have less than 100 woodies and you're not addicted to them – use the representation method – blue font.

If you love stamping and you plan to grow your collection, you'll want use the catalog method – orange font.

Tip – read this full article before you begin, you don't want to miss out on the helpful Tips at the end. 😊

Step 1 – Gather

Gather all of your woodies together.



Step 2 – Consider consolidation

If they are stored in a variety of different containers consider consolidating them down into one or two easy to see, easy to access, easy to store containers. I used our Stamp, Store and Go Bags (both double and single sided) and our Stamp Suitcase. This allowed me to create a “library” of stamps.



Single Sided Stamp, Store and Go



Double Sided Stamp, Store and Go



Stamp Suitcase

When thinking about consolidation, think about maximizing your space – the goal is to fill the space from left to right, top to bottom, and back to front.

Step 3 – Number each stamp



Once your stamps are in the containers you'll use for storing them, number each stamp – use a marker or a label maker.

Step 4 – Create an impression

Create an impression of each stamp on a piece of paper. Number the impression with the same number as the stamp. If the stamp will work in more than one section of your 4 section system, make multiple impressions and number them all with the number of the stamp. In this example I made 3 impressions of each star. They will go into 3 categories: 4th of July, Star shapes, and Celebrations.



Step 4 – Create a Catalog

If you haven't created a catalog in a previous lesson, you'll want to do that now. Your catalog can be made of 8.5"x11" paper or 12x12 paper – whichever you prefer. I like 12x12 because I can get more impressions on each sheet. You'll also need to decide if you're going to put ALL of your "tools" into one catalog, or if you're going to create separate catalogs for each type of product – woodies, unmounted acrylics, cricut cartridges, dies....etc. I would strongly recommend putting everything together in one catalog. If you collect a particular brand of product, like Stampin Up –

and you think it will be beneficial to catalog those separately – you should include them in your “all” catalog and then in a separate Stamp’in Up catalog.

Step 5 – Add the impressions to your 4 section system

Go through your 4 section system and add the impressions into each section where they belong.



Step 5 – Add impressions to your catalog

Working through your stamps add an impression of each stamp and its number directly to your catalog sheets. Remember to add the image to the catalog sheets in multiple categories where appropriate.

Tips –

Make a photo copy of the stamps in the containers. This will make it easy to replace them later.



As you're working through a container, stand the stamps you've cataloged up on their ends so you know you've already cataloged them. When all the stamps in the container are standing up on their ends you'll know cataloged everything. You can lay them back down and move on the next step.



Step 6 – label your storage containers.

Regardless of the containers you've chosen, you'll need to label them with the numbers of the stamps contained within. If your last container has space available for more stamps, only label it using the starting number in that container. Once it's full you can add the last number.

Step 7 – Put your containers away so you can easily see the labels and remove the containers from the shelf, drawer or tote.



Step 8 – Adding new stamps

When you acquire a new stamp, simply label the stamp with next number, and follow the steps above. Once you've created and filed the impressions (gottalittles) or added the stamp to your catalog (gottalots) – you can add it to the last container on your shelf and change the label on that container to reflect the number of the new stamp. There is no need to try and keep stamps grouped together by Theme, Event, or Holiday; because your catalog/impressions are going to guide you quickly and easily to the stamp you need by number.

TIPS

Tip – If you use a label maker to create the numbers, the white background of the label will make it easier to see the number on the stamp.

Tip – When using a label maker, instead of printing out each number individually, type in the number, add a couple of spaces, then type in the next number, a couple of spaces, next number...etc. This will use up far less label tape and be considerably faster. You'll need to cut the numbers apart as you stick them on woodies, but it's pretty easy.

Tip – Add your initials, name and/or phone number to each stamp as you handle it.

Step 9 – Your Organized Only space

With the addition of your Woodies, you've got Paper, Stickers, Embellishments, Un-mounted Stamps, Dies, Embossing Folders, and more all in one easy to access area. WOW!!! You're so organized.

Your space is starting to fill up,
Top to Bottom
Left to Right and
Back to Front
I LOVE it!

Step 10 – Watch for your next GO-10 Email!

Thanks for participating in Go-10. Remember if you want to connect with other Go-10 or Get Organized Challenge participants, you can join them on FB by searching: 2011GetOrganizedChallenge Group – [Or just click here.](#)

[Need the perfect Totally-Tiffany products for organizing your stamps? – click here.](#)

