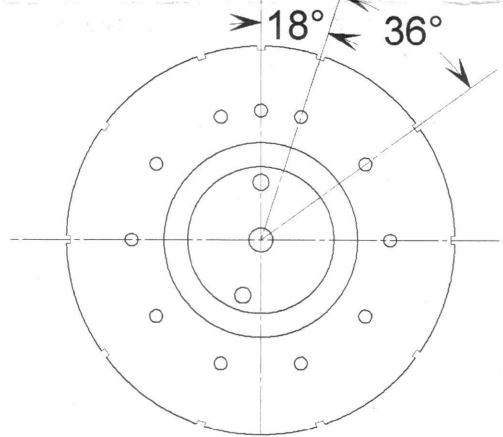
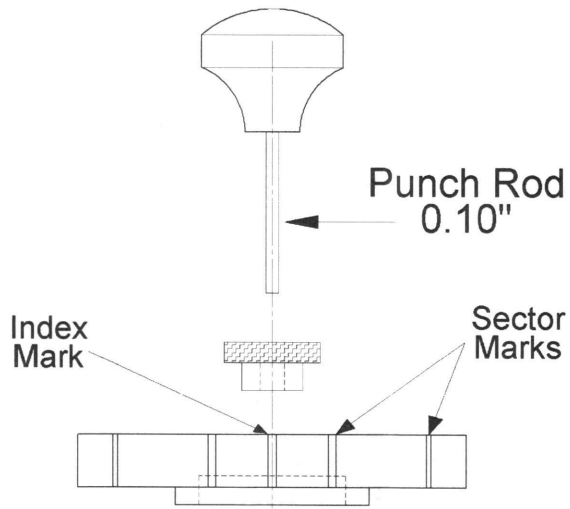


## Floppy Disk Punch Usage Instructions

The punching process works best while sitting at a table or workbench. If working on a nicely finished table, place a suitable protective material underneath the punch to protect the finished surface from damage.

1. Disassemble the punch by removing the Thumb-nut and lifting the cap off of the dowel pins in the punch base.
2. Examine the cap and note the marks on the edge. There are ten marks that align with the ten sector holes that we will be punching and an index mark that aligns with the index hole that already exists. The sector holes are evenly spaced around the disk at 36 degrees. The index hole is half way between the hole for beginning the last sector and the hole for the beginning of the first sector.
3. With your fingers inserted into the center hole of the **Soft-Sectored** floppy disk, rotate the jacketing sleeve until the index hole is centered in the jacket hole.
4. From the bottom side of the punch base, insert the punch rod into the index hole.
5. Place the floppy disk onto the base plate and with the punch rod tip through the floppy disk's index hole and center the hub ring around the punch's hub. Notice that the jacket will rotate slightly until it contacts the edges of the jacket's hole for counting the index and sector holes.
6. Align the punch cap's index hole with the punch rod and lower it onto the two dowel pins in the base.
7. As the cap closes on the disk, wiggle the disk sleeve to center its capstan hole on the center hub. When fully assembled, the sleeve should move about freely limited only by the punch rod through the sleeve's hole.
8. Secure the two halves of punch with the Thumb-nut to capture the Mylar disk on the hub ring. Verify the disk jacket still moves freely and is not caught in the hub capture of the disk.
9. The jacket should rotate slightly limited only by the punch rod contacting the edge of the jacket hole. Rotate the jacket clockwise until against the hole's edge. Make a pencil mark on the jacket aligned with the index line on the punch cap.
10. Rotate the jacket counter-clockwise until it contacts the edge of the jacket hole. Again, make a mark with your pencil aligned with the cap's index mark. These marks will allow centering the jacket hole to where we will punch the sector holes.
11. Remove the punch rod from the index hole.
12. Place the assembled punch and disk on the table or workbench.
13. Rotate the jacket until the first sector mark on the cap is centered between the two pencil marks on the jacket.
14. Insert the punch rod into the first sector hole on the punch cap until it makes contact with the Mylar disk. Press down while rotating the punch rod or give the punch rod a gentle bump down to make the hole.
15. Remove the punch rod and rotate the jacket until centered on the next sector mark and punch the hole.
16. Repeat until all ten sector holes have been punched.
17. Disassemble the punch and remove your **Hard-Sectored Disk**.

# Punch Cap



# Punch Base

