



Fine Mineral Bases
11 Progress Street
Edison, NJ 08820

**PLEASE READ THE INSTRUCTIONS FROM BEGINNING TO END BEFORE
STARTING THE IMPRESSION PROCESS.**

Determining the size of the base and where to make the impression

1. When determining the size of the base, it is important to make sure you hold your specimen and the printed Base Guide so they are both facing you.
2. Each square area on the Base Guide represents a base's dimensions. The thinner lines on the Base Guide represent the base's bevel (the top slanted edge).
3. In order to judge which size base will fit best, hold your specimen above the Base Guide as if the specimen were being displayed on a base that size. Choose which size base looks best.
4. If your specimen sits on any of the thinner lines on the Base Guide, your specimen will sit on the beveled area in the actual base. You can choose to leave it or go to the next size base. If your specimen sits on any of the solid lines, you **MUST** choose a larger base.
5. Sizes are not limited to those shown on the Base Guide. Bases in an array of sizes are available in ½" increments.
6. **NOTE:** You **must** fill in the base length and width on the label found on the top of the each kit's box.

Making the impression

7. Now that you have chosen which size base to use, remove the lid of the kit. At all times, the kit should be on a hard, flat surface and the front of the kit should face you. The front of the kit is labeled FRONT on the kit.
8. **AVOID** touching the foam in the kit. Unnecessarily touching the foam can make impressions on the foam that can also be cut onto the final base for your specimen. **THE FOAM IS VERY SENSITIVE.** If you make an accidental impression on the foam, draw an 'X' through the mark. This will tell us you made an error and do not want the marked area to be cut into your final base.
9. The lines on the foam represent the same size bases as on the Base Guide without the thinner lines which mark the beveled areas. These lines are the exact overall size of the base.
10. Hold your specimen above the base size you have chosen.
11. Position the specimen the way it should be displayed on the base.
12. Determine how deep you want your specimen to sit in the base.
13. With even pressure and in one motion, press your specimen straight down into the foam to the desired depth leaving the specimen resting in the foam. Never allow the specimen to enter the foam on an angle. Always insert and remove the specimen either straight down or straight up.
14. **NOTE:** While specimen is resting in the foam, do not attempt to readjust its position in the foam.
15. If you wish to make the specimen sit deeper in the foam, you may apply even pressure and gently press the specimen further downward. Be sure to move downward only. Movement in any other direction will result in an un-usable impression.
16. Be sure that you have pressed the specimen deep enough into the foam so it will stay in place without being supported by your hand. If you feel your specimen will not stay in place without being supported by your hand, you will have to do one of two things:
 - a. Press the specimen deeper in the foam until it will remain in place, so long as you do not bury any portion of your display area. If pressing the specimen deeper will hide a display area, then your specimen needs supports. A support is a custom cut cylindrical acrylic piece that provides extra support to tall or heavy mineral specimens.

- b. **SUPPORTS:** A hole is created within the acrylic base so the support can fit in it and support the mineral from behind. When deciding the size and location of a support, use a pen to visualize how the support will serve its purpose. Once you have determined that you need a support and where it will be located, use the point of the pen to make an impression where the support will be placed.
 - i. On the **kit label**, you must indicate how tall the support(s) needs to be in order to make contact with the back of the specimen, as well as circle the thickness of the support(s). If your base is larger than 2"x2"x1" and no more than 6"x6"x1", then a 3/8" thick support should be sufficient. Bases that are 2"x2"x1" or smaller should use a 1/4" thick support. Larger bases requiring supports should usually choose a 1/2" thick support. 3/4" thick supports are seldom used and should be selected in situations where the mineral is very large and heavy.
 - ii. **NOTE:** If this is the first time you are making an impression that requires a support, please contact us at 732-318-6760 and speak to one of our consultants for assistance.
17. Take a photo of your specimen resting in the foam. Digital photos are preferred and can be emailed to info@fineminaralbases.com. Please include the kit number in the subject line of your email. The kit number is located in the bottom right corner of the kit label.

Removing your specimen from the foam and finishing the kit

****You may need to enlist the help of someone to remove the specimen**

18. Use your thumb to hold one of the front corners of the kit while you are removing your specimen from the foam. This will ensure the specimen will be removed cleanly from the foam. Don't worry about leaving a small impression on the front corner of the foam.
19. Grasp your specimen with one hand and lift it straight up and out of the foam in one motion.
20. Once your mineral has been removed from the foam, do not attempt to improve your impression by re-inserting the mineral in the same impression. If changes need to be made, a new impression needs to be done.
21. **ENGRAVING:** If you would like your base engraved, complete the engraving information on the kit label. While the lid is off the kit, write exactly what information you want engraved on the base. The base engraving will be done **exactly** as printed on the sticker. Fine Mineral Bases is not responsible for any engraving errors resulting from incorrect information you have supplied. The following are some helpful engraving guidelines –
 - a. Line 1 typically consists of the mineral name. Approximately 5 characters fit per 1" of the base.
 - b. Lines 2 & 3 are typically used for locality information. Approximately 7 characters fit per 1" of the base.
22. **NOTE:** Make sure all the fields on the kit label have been completed.
23. Place the lid on the kit.

Shipping and returning the kit

24. Please fill out the **Credit Card Authorization Form** located within your kit or [download a PDF](#) and return with your kit. This is required for first time customers only. We will store your credit card on file and process payment when the base is shipped to you.
25. Send your impressed kit to -

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26. Pricing for bases up to 9"x9"x1" can be found online at www.fineminaralbases.com/pricing. If you require a custom base and would like a quote before we begin work on your base, please let us know when returning your kit.

YOUR SATISFACTION IS GUARANTEED!

Fine Mineral Bases - Base Guide

