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Martha Stewart 42-05002

Martha Stewart Crafts Scoring Board and Envelope Tool Instruction Manual

Model: 42-05002

1. PRODUCT OVERVIEW

The Martha Stewart Crafts Scoring Board and Envelope Tool is designed to help you create flawless, crisp score lines for various paper crafting projects. This versatile tool is ideal for making invitations, envelopes, gift boxes, and cards with precision.

Key features include:

- Integrated envelope guide with a convenient storage slot.
- Includes a bone folder for crisp folds.
- Storage compartment for the bone folder and other small tools.
- Measures 14 by 13 inches, providing ample workspace.
- Features measurement guides along the top and side up to 12-1/2 inches in 1/8-inch increments, with grooves every 1/8-inch for detailed scoring.



Figure 1: Martha Stewart Crafts Scoring Board and Envelope Tool, showing the main board, envelope guide, and bone folder.

2. SETUP

The Martha Stewart Crafts Scoring Board requires minimal setup. Simply place the board on a flat, stable surface. Ensure adequate lighting for precise measurements and scoring.

2.1 Components

- Scoring Board: The main surface with grooves and measurement rails.
- Bone Folder: A tool used for creating score lines and creasing folds.
- Envelope Guide: A triangular tool with measurement markings for creating various envelope sizes.



Figure 2: The scoring board with its included bone folder and triangular envelope guide.

2.2 Storing Tools

The scoring board features a storage compartment at the top for the bone folder and other small crafting tools. The envelope guide also has a dedicated storage slot on the board.

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Video 1: Overview of Martha Stewart Crafts Scoring Board. This video demonstrates the features of the scoring board, including the storage compartments for the bone folder and envelope guide.

3. OPERATING INSTRUCTIONS

The scoring board allows for precise scoring of various paper types. Always ensure your paper is cut to the correct dimensions before scoring.

3.1 General Scoring Technique

1. Place your cardstock on the scoring board with the long edge flush against the top measurement rail and the short edge flush against the side measurement rail.
2. Identify the desired score line using the measurement guides.
3. Hold the paper firmly with one hand.
4. With the other hand, hold the bone folder at a 45-degree angle.
5. Starting at the groove on the top measurement rail, run the bone folder down to the bottom edge of your paper, pressing firmly but not excessively to avoid cutting through the paper.
6. Fold the cardstock along the scored line, ensuring the bump of the score is on the outside of the fold.
7. To further secure the fold, run one edge of the bone folder smoothly across the fold.



Figure 3: Demonstrating the scoring technique on the board with a piece of paper and the bone folder.

3.2 Making Cards

The quick reference guide located in the top compartment provides standard card measurements for various folds.

3.2.1 Simple Folded Card (A2 Size)

To make a 5.5 inch by 4.25 inch (A2) folded card, start with an 8.5 inch by 5.5 inch piece of cardstock. Score and fold at 4.25 inches using the general scoring technique.

3.2.2 Gatefold Card (A2 Size)

For an A2 gatefold card, use an 8.5 inch by 5.5 inch piece of cardstock. Score the paper twice: once at the 2-1/8 inch mark and again at the 6-3/8 inch mark. Fold the cardstock along both score lines with the bumps on the outside of the fold.

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Video 2: Create Cards With the Scoring Board. This video demonstrates how to create both simple folded cards and gatefold cards using the scoring board.

4. MAKING ENVELOPES

The included envelope guide simplifies the process of creating custom envelopes.

1. Place the envelope guide in the upper left-hand corner of the scoring board. The triangle should fit snugly in the first groove and flush against both the top and side measurement rails.
2. For a standard A2 envelope, start with an 8.5 inch square piece of paper.
3. Place your paper on the scoring board, flush against the edge of the envelope guide triangle, with the left corner of the cardstock touching the side measurement rail.
4. Refer to the envelope guide for 'A line' and 'B line' scores. For an A2 envelope, score 'A lines' at 3 inches and 'B lines' at 3-5/8 inches.
5. Score the first 'A line' at the 3-inch mark.
6. Turn the paper 90 degrees clockwise and make the first 'B line' score at the 3-5/8 inch mark.
7. Turn the paper 90 degrees clockwise again and make the second 'A line' score at the 3-inch mark.
8. Turn the paper 90 degrees clockwise one final time and make the second 'B line' score at the 3-5/8 inch mark.
9. Once all four scores are made, use scissors to cut out the four small triangles in between each of the scores.
10. Fold all flaps inward toward the score lines.
11. Using double-sided tape or adhesive, seal the edges together to form the envelope.
12. Place your card inside and seal the final flap.



Figure 4: Close-up view of the envelope guide, showing measurement lines and instructions.

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Video 3: Create Envelopes With the Scoring Board. This video demonstrates the step-by-step process of creating an envelope using the scoring board and guide.

5. MAKING BOXES

The scoring board can also be used to create custom gift boxes.

5.1 Box Base (4x4x2 inches)

1. Start with an 8-inch square piece of cardstock for the base.
2. Place the cardstock on the scoring board, ensuring the top and left edges are flush against both the top and side measurement rails.
3. Refer to the quick reference guide for 'Score for Base' column. Score the cardstock at the 2-inch mark and then again at the 6-inch mark.
4. Turn the cardstock 90 degrees and repeat the scoring at the 2-inch and 6-inch marks.
5. Fold the cardstock along all scored lines.
6. Cut along the score marks on two opposite ends to create flaps.
7. Fold the flaps inward and up.
8. Use double-sided tape or adhesive to secure the flaps, forming the box base.

5.2 Box Lid (4x4x2 inches)

1. Use a second 8-inch square piece of cardstock for the lid.
2. Place the cardstock on the scoring board. Ensure the paper is flush with the top measurement rail. On the left side, align the paper with the 1/16-inch mark (the arrow printed on the board between the 0 mark and the first 1/8-inch mark). This slight adjustment provides clearance for the lid to fit snugly over the base.
3. Refer to the quick reference guide for 'Score for Lid' column. Score the cardstock at the 2-inch mark and again at the 6-1/8 inch mark.
4. Turn the cardstock 90 degrees and again align it with the top rail and the 1/16-inch mark. Score at both the 2-inch mark and the 6-1/8 inch mark.
5. Fold the cardstock along all scored lines.
6. Cut along the score marks on two opposite ends and fold the flaps inward and up.
7. Use double-sided tape or adhesive to finish the top of the box.
8. Complete the box by placing the lid over the base.

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Video 4: Create a Box With the Scoring Board. This video demonstrates how to create a custom box, including both the base and the lid, using the scoring board.

6. MAINTENANCE

To ensure the longevity and optimal performance of your Martha Stewart Crafts Scoring Board:

- Clean the board regularly with a soft, dry cloth to remove any paper dust or debris.
- Avoid using abrasive cleaners or solvents, as these may damage the plastic surface or measurement markings.
- Store the board in a flat position to prevent warping.
- Keep the bone folder and envelope guide stored in their designated compartments to prevent loss or

damage.

7. TROUBLESHOOTING

If you encounter issues while using your scoring board, consider the following:

- **Uneven Scores:** Ensure the paper is flush against both measurement rails and held firmly during scoring. Apply consistent pressure with the bone folder.
- **Paper Tearing:** Reduce pressure when scoring, especially with thinner paper. Make multiple light passes instead of one heavy pass. Ensure the bone folder is held at the correct 45-degree angle.
- **Difficulty Folding:** Re-score the line with light pressure. Use the bone folder to firmly crease the fold after bending the paper.
- **Envelope/Box Not Fitting:** Double-check your paper dimensions against the quick reference guides. Ensure precise alignment on the board before scoring. For box lids, confirm the 1/16-inch offset was applied correctly.

8. SPECIFICATIONS

Feature	Detail
Product Dimensions	13.7 x 16.4 x 0.6 inches
Item Model Number	42-05002
Item Weight	1.6 pounds
Manufacturer	EKS
Measurement Increments	1/8-inch grooves

9. WARRANTY AND SUPPORT

For warranty information or product support, please refer to the manufacturer's official website or contact their customer service department. Keep your purchase receipt for any warranty claims.