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EK Tools 54-00102

EK Tools Standard Scoring Board 54-00102 Instruction Manual

MODEL: 54-00102

Brand: EK Tools

Introduction

The EK Tools Standard Scoring Board is designed to help crafters create flawless, crisp lines for various paper projects. This versatile tool is ideal for card making, scrapbooking, invitations, and custom envelopes, ensuring precise folds every time. Crafted with high-quality materials, it provides accurate measurements and scoring lines, making your crafting process efficient and professional.

What's in the Box

- Scoring Board
- Scoring Tool (Bone Folder)
- Alignment Triangle (Envelope Guide)

Setup

1. **Unpack Components:** Carefully remove the scoring board, scoring tool (bone folder), and alignment triangle from the packaging.
2. **Familiarize with the Board:** Observe the measurement guides along the top and left edges of the scoring board. These are marked in inches and fractions of an inch to assist with precise alignment.
3. **Store Tools:** The scoring tool can be stored in the designated slot at the top of the board. The triangular alignment guide fits into a molded area on the back of the board for convenient storage.



Image: The EK Tools Standard Scoring Board, showcasing the main board, the yellow scoring tool, and the triangular envelope guide.

Operating Instructions

Basic Scoring for Cards and Straight Folds

1. **Position Paper:** Place your paper (e.g., cardstock) on the scoring board, aligning one edge firmly against the left or top ruler.
2. **Identify Score Line:** Locate the desired score line on the board's grid.
3. **Score Paper:** Use the rounded, duller end of the yellow scoring tool (bone folder). Gently glide it along the

chosen score line with even pressure. For thicker paper, it is recommended to make multiple light passes rather than one heavy pass to prevent tearing. You may also score from both sides of the paper for a deeper crease.

4. **Crease Fold:** Remove the paper from the board, fold it along the scored line, and use the flat edge of the bone folder to firmly press down and create a crisp, professional crease.

Your browser does not support the video tag.

Video: Demonstrates the basic scoring process for creating crisp folds on cardstock using the EK Tools Scoring Board and bone folder.

Your browser does not support the video tag.

Video: A user demonstrates scoring multiple cards, highlighting the efficiency and precision of the scoring board for small businesses.

Creating Envelopes

1. **Consult Envelope Guide:** Flip the scoring board over. The back features a printed guide with measurements and instructions for creating various envelope sizes.
2. **Position Paper Diagonally:** Place your square paper diagonally on the board, aligning one corner with the triangular alignment guide.
3. **Score First Line:** Using the scoring tool, make a score line according to the measurements provided in the guide for your desired envelope size.
4. **Rotate and Repeat:** Rotate the paper 90 degrees clockwise, align the next corner with the guide, and score again. Repeat this process for all four sides.
5. **Fold and Assemble:** Fold the scored lines inward to form the envelope. You may trim any excess paper from the corners if desired to reduce bulk. Apply adhesive to the overlapping flaps to secure the envelope.



Image: A user demonstrates the process of scoring paper diagonally on the board to create an envelope, using the yellow scoring tool.

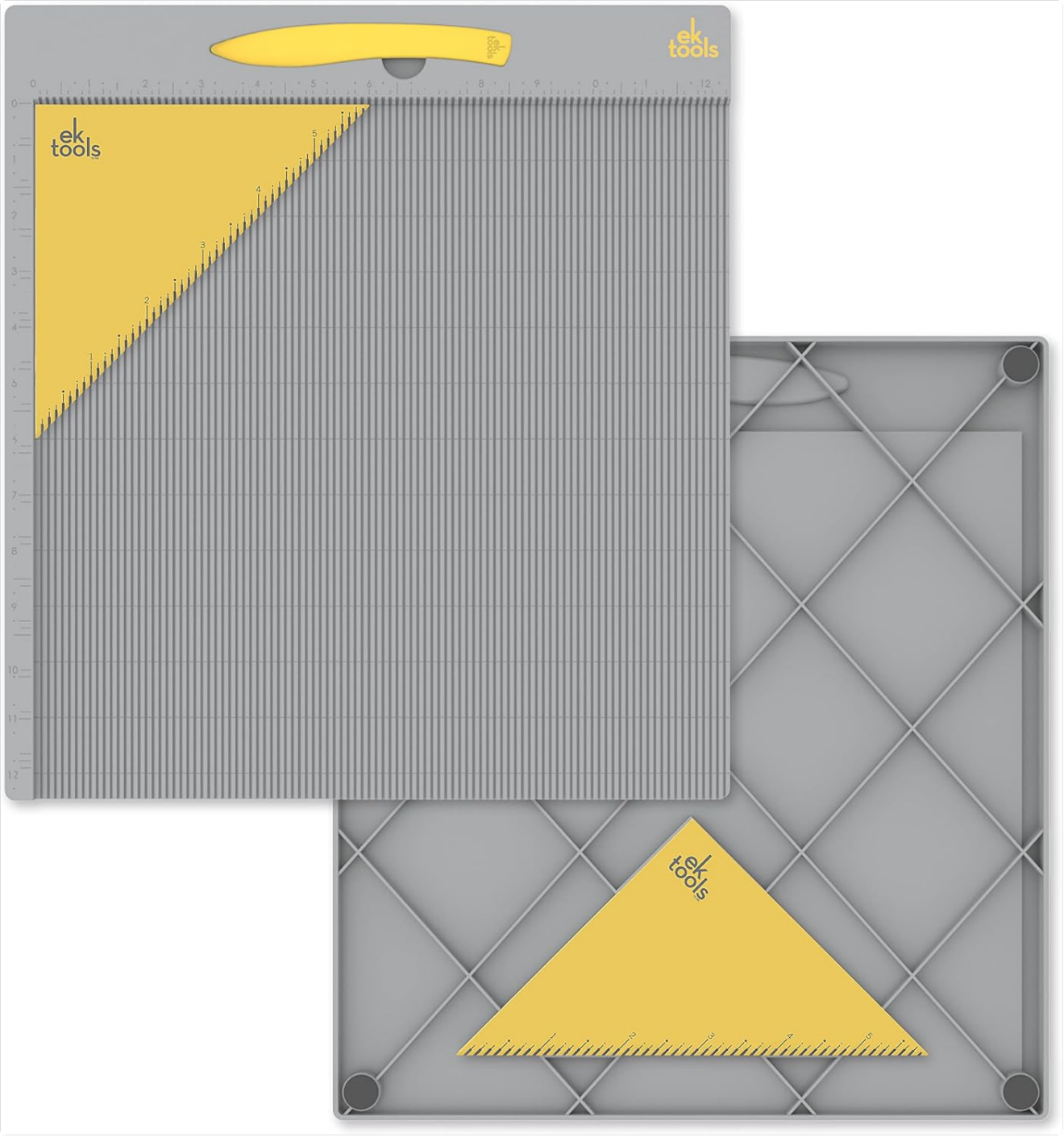


Image: The reverse side of the scoring board, featuring printed guides and measurements for creating various card and envelope sizes.

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Video: A wedding stationer reviews the scoring board, demonstrating its use for creating precise folds in paper for invitations and other stationery.

Maintenance

- **Cleaning:** Wipe the scoring board with a soft, damp cloth to remove any paper dust or debris. Avoid using harsh chemicals or abrasive cleaners, as these may damage the surface or fade the markings.
- **Storage:** Store the scoring tool and alignment triangle in their designated slots on the board to prevent loss and keep them readily accessible. Store the board flat in a cool, dry place to prevent warping.

Troubleshooting

- **Paper Tearing During Scoring:** If your paper tears while scoring, ensure you are using the rounded, duller end of the bone folder. Apply lighter pressure and make multiple passes over the score line, especially with thicker or more delicate paper.
- **Uneven Folds:** Ensure your paper is perfectly aligned against the ruler or the triangular guide before scoring. After scoring, firmly press the fold with the flat edge of the bone folder to achieve a crisp, straight crease.

Specifications

Product Dimensions	0.63 x 14 x 16.5 inches
Item Model Number	54-00102
Item Weight	8 ounces
Manufacturer	EK Tools
Date First Available	August 29, 2017

Warranty and Support

For any questions regarding product warranty, returns, or technical support, please refer to the contact information provided on your product packaging or visit the official EK Tools website. Customer service representatives are available to assist you with any inquiries.

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