Scor-it-All Instructions

The Scor-it-All comes with a reversible ruler which can be set up for either inch or metric measurements. Simply choose which one you prefer and place it in position at the top of the board. Secure in place by inserting the provided screws into the pre-drilled holes and tightening with a Phillips screwdriver.

The scoring tool can be set up for either right-handed or left-handed use. Simply insert the screw, that is attached to the end of the ball chain, into a pre-drilled hole on either side of the board. Tighten with a Phillips head screwdriver. (Photo A).
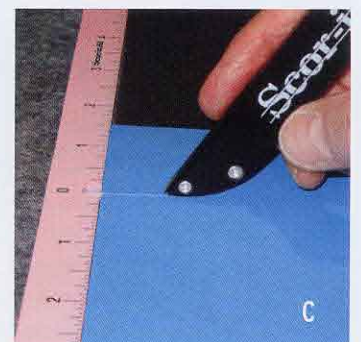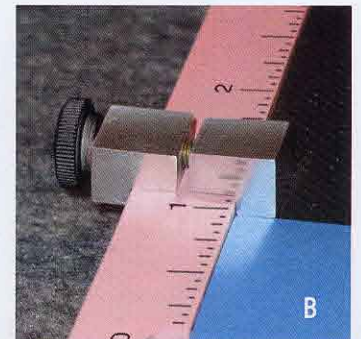
The Stop Guide is used when scoring or embossing multiple pieces of the same measurement. Attach the Stop Guide on the centering ruler, as shown in photo B, and tighten by turning the thumbscrew in a clockwise fashion.

Place Scor-it-All on a flat surface with the centering ruler either at the top or bottom, depending upon your preference.

THIS PRODUCT IS LIKE NO OTHER SCORING TOOL, SO PLEASE TAKE TIME TO LEARN HOW TO USE IT CORRECTLY.

THE RAISED RIDGE YOU CREATE, ALWAYS FOLDS TO THE INSIDE OF THE FOLD.

- **To make scores:** Place your work with the inside facing up on the board.
- **To make embossed lines:** Place your work with the outside facing up on the board.
- **To make de-bossed lines:** Place your work with the inside facing up.
- Make sure that the paper is flush against the centering ruler and Stop Guide if you are using one. (Photo B).
- Hold the scoring tool as you would a pen or pencil. Place the tip of the tool in the cutout section of the centering ruler. The groove of the tool should engage with the metal scoring rule.
- Hold the paper firmly in place with your free hand so it doesn't shift while you're scoring with the tool in your other hand. NEXT, press down with medium pressure before you start pulling the tool towards you. The tool will glide over the paper, grabbing the scoring rule as it moves and you will see the raised ridge line appear along the paper stock. (Photo C). **Once scored, fold the paper so the RAISED RIDGE is on the INSIDE of the Fold. (Diagram D and E).**
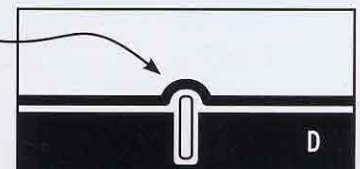
Problem Solving:

- If the scoring tool continually slips off the scoring rule, you may not be holding the tool properly or the tool is not perpendicular to the board. Another reason is that you might not be applying enough pressure - you should be able to see the ridge appear on the paper as you score or emboss.
- If you notice that the top and bottom edges of your score or embossed lines are a bit torn or ragged, ease up on your pressure in those areas.
- Experiment on scrap paper and card stock until you get the feel of how much pressure is needed to achieve a perfect score or emboss.
- **Cleaning your Scor-it-All:** wipe the natural rubber surface with a clean, moist sponge using WATER ONLY!
- Scor-it-All will score with or against the paper grain. You can score or emboss up to 24pt. chipboard, thin metals, plastics and transparencies, synthetic and handmade papers, metallic coated paper and much more!
- Note: the scoring tool cannot be used without the Scor-it-All and vice versa.

For Help and information on the complete Scor-it-All product line, please visit **www.scoritAll.com** or contact your nearest dealer.

Raised ridge made by the scoring tool and scoring blade

Inside of fold