

## Basic Scor-it-All Board Instructions...

### Attaching the Scoring Tool:

Attach the scoring tool to the board by inserting the screw, at the end of the ball chain, into the hole on the side of the board near the top. Using a small Phillips screwdriver, tighten the screw. The board can be set up for either right handed or left handed operation.

### Changing the Reversible Centering Ruler:

The centering ruler can be set up for either centimeters or inches. Using a small Phillips screwdriver, remove the two screws holding the ruler in place. **Slide the ruler out**, away from the board, and flip it over. Slide the ruler back into place and replace the screws.

### Attaching the Stop Guide:

Unscrew the thumbscrew and place the Guide in the desired position, on the centering ruler, with the thumbscrew at the top. Push down on the Stop Guide, with one hand, while tightening the thumbscrew with the other. The Stop Guide allows you to score the same measurement over and over without having to measure each piece.

### Basic Operating Procedure:

Make sure your Scor-it-All Boards is on a flat and sturdy surface. You can have the centering ruler at the top or bottom depending upon your preference. Hold the scoring tool as you would a pen or pencil. Place the tip of the tool into the cutout section of the centering ruler with the tool at an angle as shown in the photo. The groove of the tool will engage with the scoring rule. Hold the paper down with your free hand so the paper doesn't shift while you're scoring with your other hand.

**First**, press down with medium pressure then draw the tool towards you and you'll see a ridge or mountain appear in the paper. You should feel the tool glide over the paper while making the ridge. For better scoring results, we recommend applying **Perga Soft Wax** to the groove of the tool...you'll notice smoother scoring and embossing right away. Perga Soft Wax will not leave any stains or residue on your paper.

**Tip:** *ease up on your pressure at the edges of your paper so you don't tear it.*

**Scoring:** the inside of your project will be facing up, as the ridge or mountain you create will fold to the inside of the fold.

**Embossing:** the inside of your project will be facing down if you want the embossed lines to appear on the outside of your work and vice versa for them to appear on the inside.

**De-Bossing:** de-bossed lines are just the reverse side of embossed lines. Create an embossed line and turn the paper over to see the de-bossed look. Now you can create embossed and de-bossed lines right next to each other by flipping the paper back and forth.

Experiment scoring and embossing on scrap card stock until you get the feel of how much pressure is needed for different weight papers. This will also help you get the feel of getting the tool to glide consistently over the scoring rule. If the tool keeps slipping off, you may not be holding the tool perpendicular to the board or not pressing down first before you begin the score.

**To clean your Scor-it-All Board:** wipe the natural rubber surface with a clean moist sponge using WATER ONLY!

Scor-it-All will score with or against the paper grain and handle up to 24pt chipboard. It will also score thin metal, plastics, synthetic and hand-made paper, metallic coated paper and much more!

**Note:** the scoring tool cannot be used without the board and vice versa.