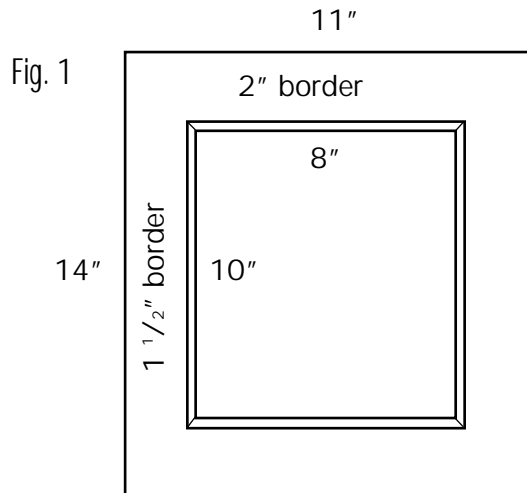


Marking the Mat

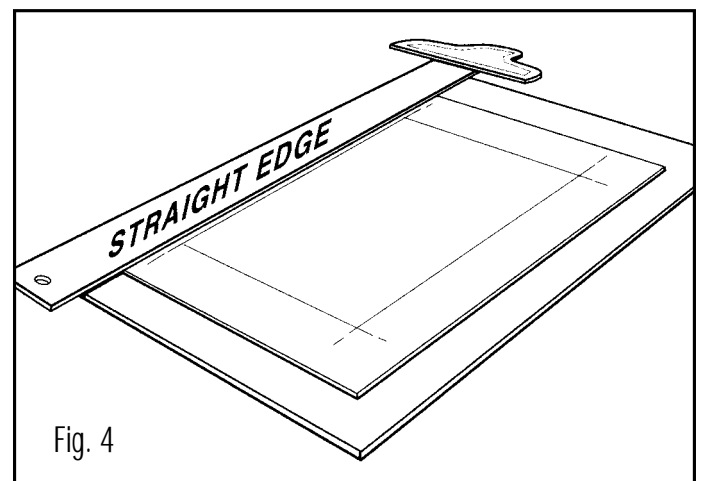
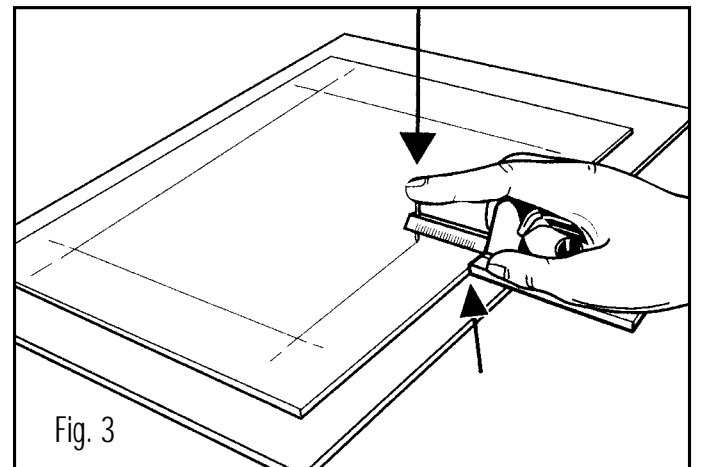
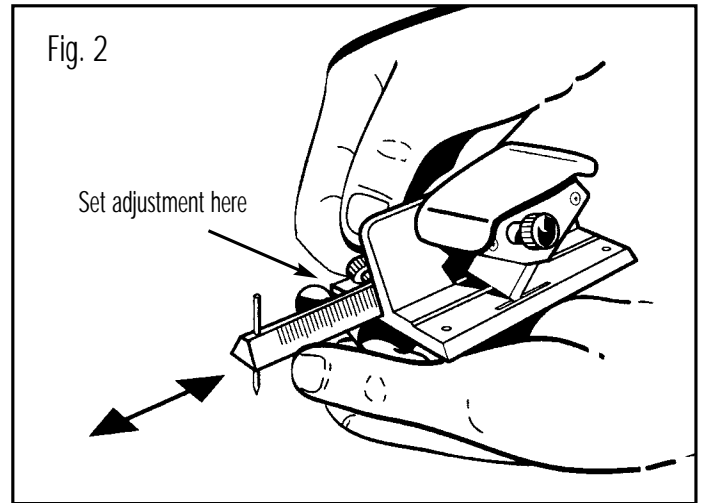
- 1 Determine the border sizes needed for your mat. (see example below. Fig.1)



$$11" - 8" = 3" \div 2 = 1 \frac{1}{2}" \text{ border}$$

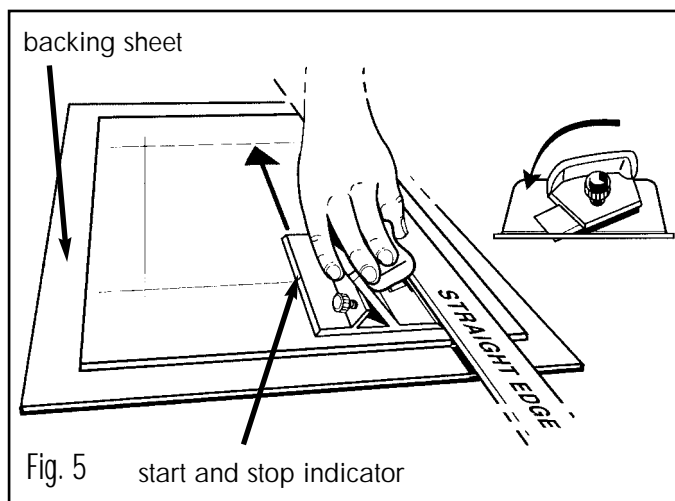
$$14" - 10" = 4" \div 2 = 2" \text{ border}$$

- 2 If using the model #4000 first set the marker bar out to the proper border width adjustment. Align the scale setting needed with the edge of the cutting head base and tighten the screw. Fig. 2.
- 3 Place your matboard color side down on a backing sheet (piece of scrap matboard).
- 4 Mark border lines by placing the edge of the cutter against the edge of the matboard and with slight pressure on the lead, slide the cutter down the matboard edge to mark a border line. Repeat this for all four sides. Fig. 3.
- 5 If using the model #3000 mark the mat borders by using a T-Square and ruler. Fig. 4.



Cutting the Mat

- 1 When the mat is fully marked, align the straight edge along the lines as shown.
- 2 Place the cutting head on the matboard so that the start and stop indicator lines up with the far pencil line.
- 3 Rotate the blade holder down to insert the blade and keeping pressure down and against the straight edge, pull the cutting head towards you. Fig. 5
- 4 Stop when the start and stop indicator lines up with the line closest to you. Repeat for remaining three sides to complete the mat.



HELPFUL HINTS

Use a backing sheet

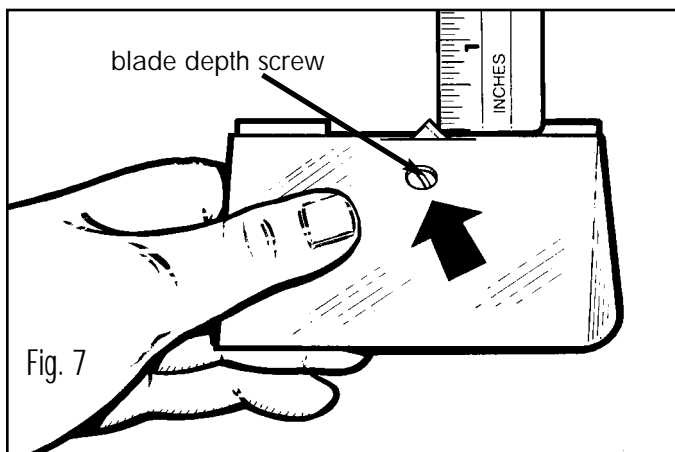
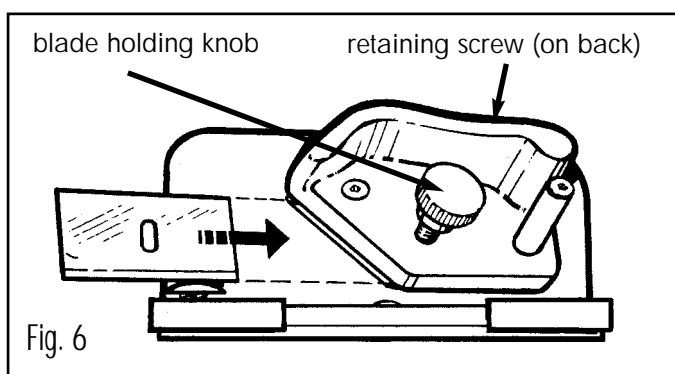
Always use a backing sheet under the mat you are cutting to protect your table top and provide the best cutting results. A backing sheet is a scrap piece of matboard at least as large as the mat you are cutting.

Blade Changing

Change the blade often to get best cuts. To change the blade first loosen the retaining screw to a flush position. Rotate the blade holder all the way up. Loosen the blade holding knob, pull the blade out and reverse or replace. Retighten the blade knob first, tilt the blade holder down allowing the tip of the blade to enter the blade slot and re-tighten the retaining screw on the back of the cutting head. Fig. 6

Adjusting Blade Depth

Hooks and curves in your cut or overcuts at the corners are most often caused by excess blade depth. Always have just enough blade depth to barely cut through the matboard and just score the backing sheet underneath. To adjust the blade depth find the adjustment screw on the bottom of the cutting head. Turn clockwise to decrease depth, counter-clockwise to increase depth. Approx 1/8" of blade showing is sufficient for standard thickness matboard. Fig. 7



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