

## GENERAL BUILDING INSTRUCTIONS

**Read these instructions first, and then follow the individual building instructions for each model.**

- 1 Use a sharp knife and metal ruler for cutting out. It is possible to use sharp scissors, but a knife will give a much cleaner cut. A length of masking tape fixed to the underside of the ruler can help to prevent slipping.
- 2 Scoring should be carried out using a blunt tool, such as a rounded kitchen knife. Scored lines should be folded and, if necessary, well creased with a flat tool, such as a plastic ruler. Do not use a metal ruler for creasing, as this will damage the card. Alternatively, card can be scored with a sharp knife, which will give sharper corners but may result in white card showing along the fold. Whichever method is used, it is advisable to practice scoring and folding on a spare area of card before building.
- 3 Score and cut as close to the printed lines as possible. Score lines are usually marked with arrows at one or both ends. Use these arrows as guides. Green arrows indicate lines to be folded downwards (a 'hill' fold). Red arrows indicate lines to be folded upwards (a 'valley' fold). Blue arrows indicate special instructions, such as optional cutting lines.
- 4 It is easiest if scoring is done on the printed side of the card prior to cutting out. However, for most parts, it is possible to score on the reverse side. To do this, turn over the part after cutting out and insert it back into the hole from which it came, and then score the unprinted side using the arrows as a guide (almost all parts are symmetrical).
- 5 Avoid scuffing or scratching the surface of the card whilst scoring and cutting. If possible, use a ruler with rounded corners and protect the rest of the card with a piece of clean paper.
- 6 When folding, especially long narrow parts, fold against a flat surface or the edge of a ruler.
- 7 Tabs are usually provided at edges to be glued. Tabs are generally the same colour as adjacent surfaces, so that exposed areas will not show.
- 8 Carry out a 'dry run' before commencing construction by folding and fitting parts without gluing. Check for a good fit and that tabs and other folds are correct.
- 9 Follow the individual instructions for each model. In most cases the order of construction is important and should be followed.
- 10 Apply glue to tabs and other parts to be joined. Do not use contact adhesive, as some adjustment may be required when fitting parts together. It is usually best to apply glue with a fine paintbrush, as this allows for more accurate application. Do not use too much glue, as this may cause the card to buckle. A thin layer applied to one side is generally sufficient.
- 11 Ensure that glued parts are fitted together accurately. Make sure that parts are properly aligned and that walls are vertical and floors and roofs are level.
- 12 Avoid getting adhesive on external surfaces. Remove excess carefully with a cotton bud or the corner of a

paper tissue. Use a glue that is clear when it dries (PVA for example), so that any excess will not show. Never use 'super glue' products, as the fitting together of parts will almost certainly result in adhesive becoming stuck to the fingers.

- 13 Press glued parts together until sufficiently set. If possible, press against a flat surface using the edge of a ruler, or the clean end of a paintbrush. Use tweezers to position small parts. Allow glue to dry thoroughly before further construction.
- 14 Do not force parts together. If necessary, trim parts as required to ensure a good fit.
- 15 Do not attempt to glue too many parts at once. Take your time over construction and be patient.
- 16 The white edges of card that may show when the model is finished can be carefully coloured with an appropriate colouring pencil, acrylic or watercolour marker or paint. If possible this should be done prior to construction. If edges become slightly damaged during construction, or begin to delaminate, 'paint' a little glue along the edge to stabilise it.
- 17 For some models, two copies of small or intricate parts are provided as a safeguard against errors.
- 18 Some models include optional parts that can be omitted, to allow some variation of the basic design, or to allow a smaller version to be made. For this reason, some parts may have surface details (such as windows) that are obscured by the fitting of optional parts. Internal floors and other hidden parts are also sometimes included, to increase the rigidity of the structure and to help achieve the correct shape.
- 19 An alternative building method is to remove tabs where visible surfaces meet (for example, at a corner between two walls) and, instead, to join the parts using a separate piece of card glued behind them and covering the inside of the join. This method helps to minimise exposed card edges and can result in a neater fit between parts.
- 20 Constructed models may be protected with a thin coat of varnish. This will give some degree of protection from handling and moisture, and will add strength. However, no amount of varnish will make a model fully waterproof. Apply varnish to an inconspicuous area first, in order to test the colour fastness of the printed surface.

### WARNING

**Sharp knives can be dangerous. Keep knives away from children. Always cut card away from the fingers. Cover the knife blade when not in use. Use a metal rule, or similar edge, when cutting and scoring. Hold the ruler firmly, with fingers well away from the area to be cut. Use a cutting mat or other suitable surface. Always work in a well-lit area.**

**These models are not toys and are not suitable for children under the age of 12 years.**