

**Preparation**

**Inserting Blades**

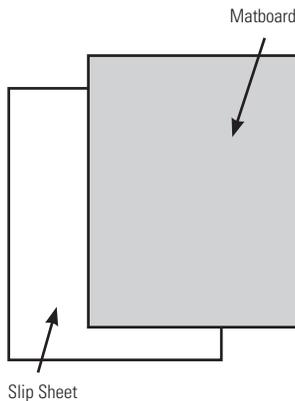
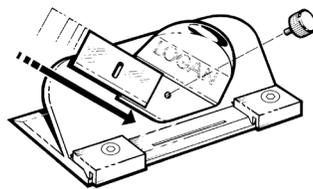
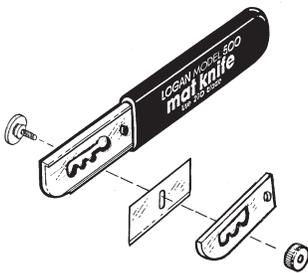
**1. Mat Knife**

Remove one blade from pack of 5. Remove nut and Cover Plate. Align blade hole over thread. Be sure sharp edge of blade is facing downward. Reassemble Cover Plate. Adjust blade to double thick, standard or safety setting. Tighten nut to lock in place.

**2. Bevel Cutter**

Remove the Blade Holding Screw from the front of the Bevel Cutter. Remove one blade from the package of 5. Slide the blade down onto the FRONT of the chrome Blade Holder, sharp edge down, until the bottom right hand corner of the blade enters into the Blade Slot and the hole in the blade lines up with the hole in the chrome Blade Holder. Replace Blade Holding Screw in hole and re-tighten.

**Caution!! Mat Cutting Blades are Sharp**



**Operation**

**Mat Knife**

**Cutting a Board to Size**

The Mat Knife is used for trimming matboard or foamboard to size for the outside dimensions. The Mat Knife has three settings: Double thick mat board/foam board (fully extended), standard (middle setting) or safety setting (fully retracted).

**1. Use a Slip Sheet**

Before cutting, be sure to use a slip sheet of scrap matboard the same size or larger than the piece you are going to cut underneath the matboard you will be cutting. The slip sheet provides a place for the blade tip to go so it won't cut into the surface you are cutting on and also helps stabilize the blade to get nice straight cuts.

**2. Measuring**

Draw pencil lines on back of matboard at desired size. Place the channel side of the rail edge along the left side of the pencil line. **Fig. 1**

**3. Precut**

Hold the rail firmly in place with your left hand. With your right hand hold the Mat Knife vertical so that the handle is at a 45 degree angle putting the tip against the Straight Edge. **Fig. 2**

If you are cutting across a sheet of matboard, simply start the blade beyond the top edge of the board and pull the Mat Knife completely through.

**4. Cutting**

Draw the Mat Knife toward you along the Straight Edge keeping constant pressure on the Straight Edge and downward pressure on the Mat Knife. **Fig. 2**

**WARNING! Be careful when knife reaches the end of the mat so that it does not "jump" toward you.**

**Operation**

**Bevel Cutter**

**Cutting a Single Mat**

**1.** Using the scale side of Straight Edge, mark the back of the mat for the exact border you want.

**2.** Place the mat face down on the Slip Sheet. Place the Straight Edge EXACTLY on the left hand border so that the outside edge of the channel is lined up along the pencil line. **Fig. 4** Make sure that the bulk of the mat is to the right hand side of the Straight Edge. Having the mat on the left side of the Straight Edge will result in a reversed bevel cut. Attach the 302 Bevel Cutter to the straight edge by fitting the black nylon guides over the raised edge of the channel. Position the Mat Cutter so that the silver indicator line lines up with the bottom intersecting pencil line. **Fig. 5**

**3.** Hold downward pressure on the Straight Edge with your left hand. Place the thumb of your right hand on the thumb divot on the retractable Blade Holder and plunge the blade into the mat.

**4.** Keeping downward pressure on the Blade Holder, slide the Bevel Cutter away from you until the silver line on it intersects with the upper pencil line. Be sure to keep even downward pressure. **Fig. 6**

**5.** Use your thumb to pull the Blade Holder back into the up position so the blade is removed from the mat. Repeat these steps for the remaining three sides. Congratulations! You have just cut your first mat.

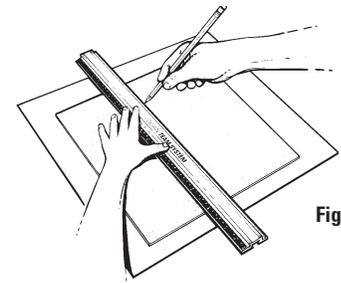


Fig. 1

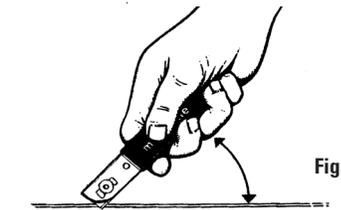


Fig. 2

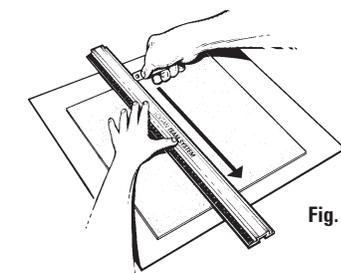


Fig. 3

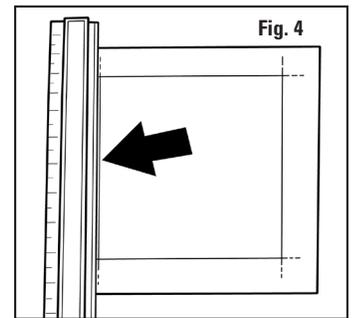


Fig. 4

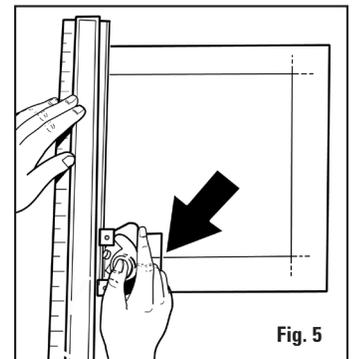


Fig. 5

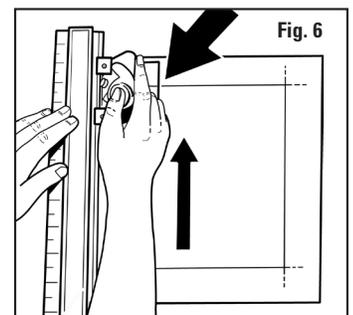


Fig. 6