

Trimming and Scoring by Hand Using Trim Marks / Crop Marks

If you haven't hand-scored and trimmed printed items such as note cards using trim/crop marks before, here are the basic instructions.

You will need

- Straight edge/ruler (steel is best).
- Xacto knife, razor blade, or similar cutting tool.
- Fresh sharp blades for cutting tool
- Bone folder, or a similarly firm and narrow object, like a butter knife (not the serrated edge) or an old fashioned Bic pen cap.
- Self-healing cutting mat, chipboard, or cardboard to cut on.

Scoring

1. Line your straight edge/ruler up with the score marks so that the score marks are against the right edge if right-handed, or the left edge if left-handed, and hold it firmly in place.
2. Score a line from one mark to the other by drawing your scoring tool along the straight edge while pressing firmly. *Do this before cutting.*

Trimming

1. Always use a sharp blade. Replace your blade as it begins to dull for the best results.
2. Align your ruler with the set of trim marks on one side of the card so that the ruler protects your card from being cut, with the trim marks against the right edge of the ruler if right-handed, or the left edge if left-handed, and hold it firmly in place.
3. Place your blade at the outer end of the far trim mark and cut to the outer end of the near trim mark, making a *slit* in the paper, but *not cutting beyond the trim marks.*
4. Repeat steps 2 + 3 for each side of the card. It is advisable to cut the short sides first, followed by long sides.
5. When the last cut has been made you will be able to lift the paper and the trimmed card will be left on the cutting mat.