

SQUARING THE RULE

Squaring the rule will require the following tools to complete the task:

Small hammer

Piece of plastic or rubber material to act as a BLOCK

Sheet of A4 size (or similar size) paper or card

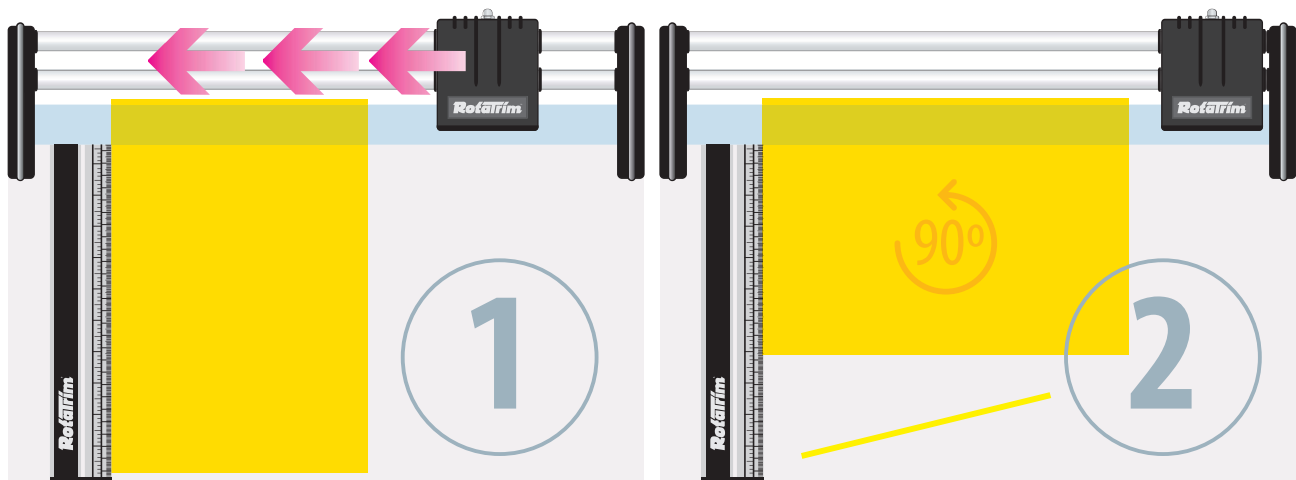
STEP 1

Take the piece of paper or card and place the left edge against the rule of the trimmer. Gently slide the paper or card underneath the plastic clampstrip to just beyond the cutting edge, whilst keeping the left hand edge tight against the rule. Cut the paper or card from right to left.

(see diagram 1)

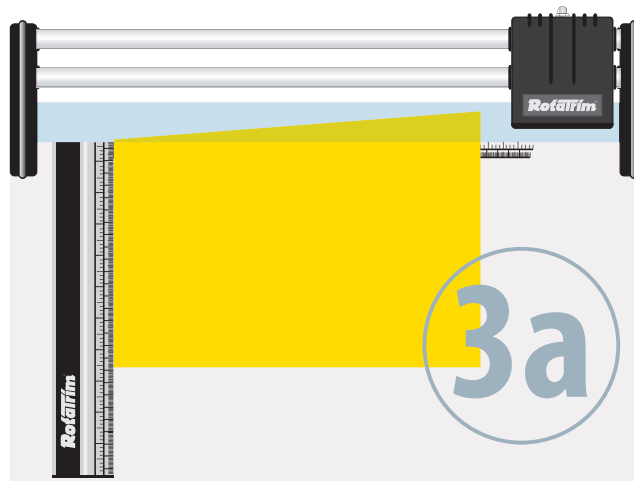
STEP 2

Rotate the paper or card anti-clockwise 90° (see diagram 2), which will then line up the cut edge against the rule. Repeat the cut in STEP 1 and continue to repeat until all four sides have been trimmed. This will have the effect of quadrupling any inaccuracies in the rule angle.

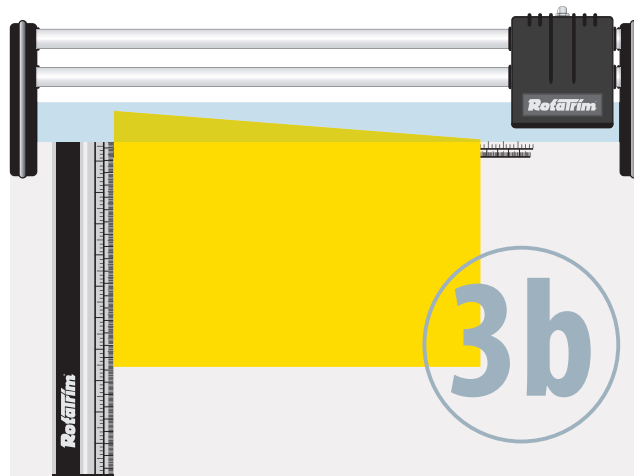


STEP 3

Keeping tight against the rule, move the paper or card to the cut edge, if the rule is aligned correctly then the edge of the paper or card will follow the line of the flatblade perfectly. If it does not match the flatblade, then the rule will need to be calibrated.



- a) If the edge of the paper or card resembles the 'exaggerated' line in *diagram 3a*, then go to *STEP 4*.

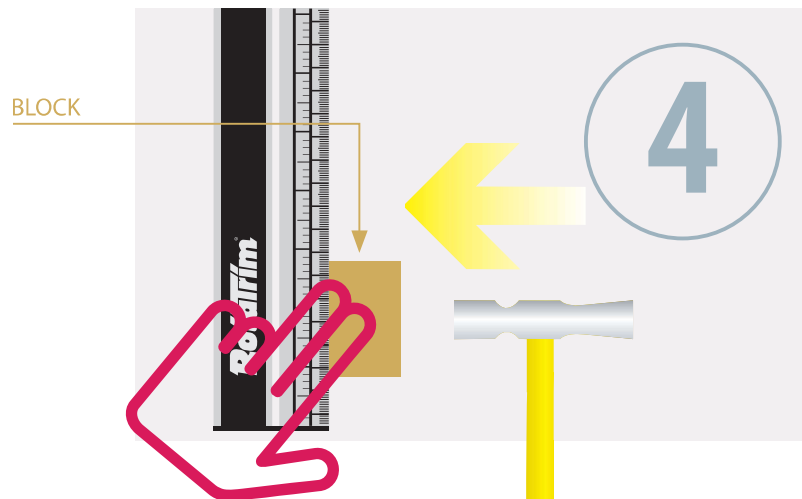


- b) If the edge of the paper or card resembles the 'exaggerated' line in *diagram 3b*, then go to *STEP 5*.

*Squaring the Rule (cont)***STEP 4**

Take the hammer and block and gently tap the bottom *inside* of the rule a few times (see diagram 4).

Repeat *STEPS 1, 2 and 3* and check the result. Repeat the process until the edge of the paper or card follows the line of the flatblade perfectly.

**STEP 5**

Take the hammer and block and gently tap the bottom *outside* of the rule (see diagram 5).

Repeat *STEPS 1, 2 and 3* and check the result. Repeat the process until the edge of the paper or card follows the line of the flatblade perfectly.

