The ULTIMATE PRO
Crafter's Companion

The all-in-one, compact carry-case which allows you to score, measure, trim, embellish; and create boxes, shaped card blanks, envelopes and more...

Crafter's Companion

Visit our web site: www.crafterscompanion.co.uk

Card Making

This section of the case is designed to fold all different sizes, styles and shapes of card using A4 or A5 cardstock, or variants cut from this size.

Simply place your cardstock onto the board with the shorter edge butted against the sidebar where the handle is. From here, read along the markings to determine which groove to score down.

Use the pointed edge of the scoring tool to crease the cardstock into the groove, pressing gently with the tip. Then turn over the card, fold along the creased line and run the side of the tool down the fold for a professional finish.

Basic half-fold

For this basic half-fold card, begin with a sheet of A4 cardstock and butt the shorter edge of the card against the sidebar. Score along the 'Half-fold A4' line. This gives an A5 folded card.

Turn the card over, butt the same edge against the raised butting surface and take the opposite edge over to meet it. The card will naturally fold along the crease line. To ensure the edges of your card meet perfectly, push the two edges together against the sidebar before running the edge of your scoring tool along the scored line to form your crease mark.

For an A6 size card, begin with a sheet of A5 cardstock and repeat the same process but using the 'Half-fold A5' scoreline to crease your card.

Gatefold

For a large size gatefold card, begin with standard A4 cardstock and butt the shorter edge of the card against the sidebar. Score along the 'Gatefold A4' line. Turn the cardstock through 180° then score the same line on the opposite edge.

Crease both score lines inwards to meet in the centre. Once you are happy with where the lines meet, rub the edge of the scoring tool along the crease to finalise the position.

For a smaller size gatefold use A5 cardstock and score along the 'Gatefold A5' line.

Square Cards

It's easy to create square cards with A4 cardstock using the Ultimate Pro.

For a 6" square card, perform the half-fold technique on an A4 sheet of card. Then turn the card through 90°, butt the longer edge up against the sidebar and score the 'Half-fold A4' line again. Using the paper trimmer cut off the excess waste from the sheet.

For a 5" square card use the same technique of scoring the card twice, but this time using the 5" square line. For a 4" square card, fold a sheet of A4 card into a tri-fold, cut away one of the panels and put it back onto the board with the short edge against the sidebar. Score the half-fold A4 line and crease the fold.

Tri-fold

Place the sheet of A4 cardstock against the sidebar and score along the 'Tri-fold A4' line. Turn the cardstock through 180° then score the same line on the opposite edge. Crease both score lines inwards and they will fold over the top of each other.

Once you are happy with where the lines meet, rub the edge of the scoring tool along the crease to finalise the position.

You can either leave the card as a three-fold, or alternatively cut away one of the panels for a simple bi-fold DL size card.

Slimline

For a standard slimline, take an A5 sheet of card and place the longer edge against the sidebar. Score down the 'Gatefold A4' line and crease your fold.

For a short slimline, place this card blank back onto the board opened out, with the shorter edge against the sidebar. Score the 'Half-fold A4' line and cut away the excess.

For an even shorter 'notelet' size card repeat this but with the 5" square fold line. Note: you can make matching envelopes for all of these card sizes - see page 17.

Concertina

For a four-fold concertina, begin with A4 cardstock. Score and fold both the 'Gatefold A4' and the 'Half-fold A4' lines. Then turn the card through 180° and score the 'Gatefold A4' line on the opposite edge to split the card into four equal panels. Cut away a diagonal section running from the edge of the first panel to mid-way down the end panel, as shown here.

For a three-fold concertina simply follow the instructions for a tri-fold card and cut away a diagonal panel from the end of the first panel (as shown right).

For a mini-accordion card, repeat as above, but using an A5 cardstock and scoring on lines 'Gatefold A5' and the 'Half-fold A5'.

TOP TIP

Once you have cut away the diagonal panel, you can place the card back onto the board in line with one of the decorative scoring lines. Emboss your chosen line (see page 21 for embossing tips and directions) and cut along the embossed line to give a decorative finish.
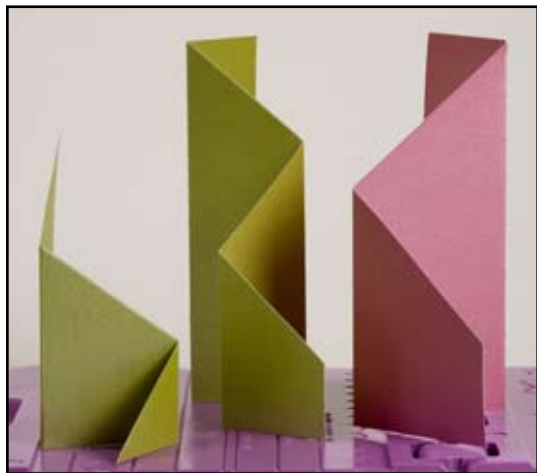
Jump-Up Cards

1. Cut a sheet of A4 card in half lengthways and position it with the short edge against the sidebar.

**2.** Score the 'Gatefold A4' and 'Half Fold A4' lines.

3. Fold in the bottom score line and butt this against the sidebar. Mark a notch at the 'Half Fold A4' line on both sides.

4. Turn the card and butt the long edge against the sidebar. Mark a notch at the top against the 'Gatefold A5' line.

5. Position the card diagonally at 45° against any groove and join the lines as shown in the diagram below.
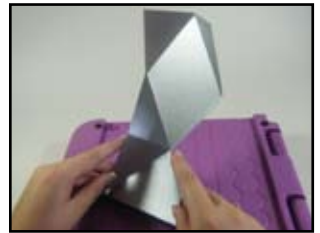

6. Crease the lines and pull the card together to form the shape shown here.

This card is aptly named as it will lie flat into a box or envelobox and once removed will jump into shape.

TOP TIP

You can easily create alternative size variants of this card by starting with a different size cardstock. The basic principle is to section the base cardstock into four panels, then mark the halfway point at the top of the card and join the lines as per the diagram.

You can create a perfect size custom shape box for your card quickly and with ease using the magic ruler box-making technique on page 14.
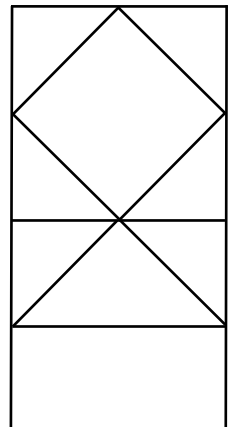
Popout Cards

1. For any shape popout you need to begin with two sheets of A4 cardstock. Fold one as a plain half-fold card and the other as a four-fold concertina card.

2. Take the concertina card, and crease down the centre line to fold the card in half. Place this card against one of the popout template shapes on the inner panel of the case.

3. Place the creased side up against the raised edges and using the scoring tool's round edge, trace the larger version of your chosen shape.

4. Now cut the inside of the shape. Apply double-sided tape to the two outer panels at the far edge and on the inside of the crease.

5. Take the half-fold card and butt the shorter edge up against the sidebar. Position the first panel of your concertina card above and against the sidebar for a neat edge.

6. Place the other edge of the card against the sidebar and position the final edge of the concertina card above it, in the same way as in step 5.

- You can also make a smaller popout card in exactly the same way, but using two sheets of A5 size cardstock. The two card blanks you'd need for this would be an A5 half-fold, and an A5 size concertina.

- On the inner panel of the case, each shape has two sizes - the larger size is for large (A5) popout cards, and the smaller size is for smaller (A6 size) popout cards.

- In addition to the embossing shapes on the inner panel, you can also use the two shapes on the outer panel of the case for both large and small popouts. Alternatively, you can also draw your own popout shape. As long as the shape is symmetrical and doesn't extend past the Gatefold scoreline then the card will work.

K-Cards

The K-Card uses the basic popout card technique, but takes it onto the next level with a half aperture protruding through the front face of the card. The large and small embossing shapes on the inner panel of the case have been designed with cards like this in mind.

1. Begin with two sheets of A4 cardstock. Fold one as a plain half-fold card and the other as a concertina card (see previous pages).

2. Place the concertina shape card against one of the shapes inside the board and ensure the centre of the shape aligns with the vertical scoreline. Emboss the shape.

3. Assemble the card as though it were a popout card, as per the instructions on the previous page.

4. Cut through half of the embossed shape (the half to the left of the crease line), ensuring that you cut through both layers of card.

5. Emboss a second version of the shape in a corresponding colour - cut this shape out just inside of the score lines.

6. Stick the cutout shape over the embossed shape on the K-card and fold it back on itself so that it protrudes from the front of the card.

TOP TIP

For more hints on dry embossing see the Embossing tutorials on pages 20 and 21.

Bow Making

Inside the storage compartment of the case you will find some long thin pegs. These are designed to be positioned within the set of holes on the outer envelope-making section of the case to enable you to easily create perfectly formed bows with the minimum of effort and in a variety of sizes, using different thicknesses of ribbon.
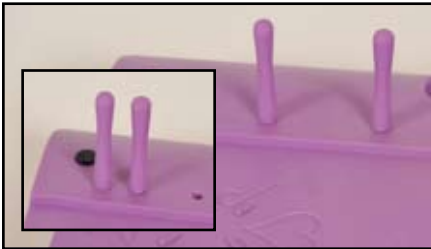
You can position these pegs at various intervals - the width of your ribbon and the desired size of bow will determine how far apart you position the pegs.

The wider the ribbon, the further apart you need the pegs.

1. Position the two pegs at your desired width apart and wrap the ribbon around these pegs.

2. Cross the left piece over the top of the right piece.

3. Take the top piece underneath and to the right of the second piece.

4. Then take this bottom piece underneath the ribbon which is between the pegs.

5. Bring it back over the top of the ribbon between the pegs.

6. Tie a knot to hold the bow in place, then slide it off the pegs.

Basic Box Technique

The box-making section of the board can be used to create boxes of all shapes and sizes using the same basic technique as outlined below.

1. Cut two sheets of card – identical in size.
Top Tip: one of these will form the box lid, one the box base. You can save on expensive decorative cardstock by using a plainer card for the base.

2. Take the card you have chosen to form the box base and place it onto the board with one edge butted up against the 'box base' sidebar.

3. Using the pointed edge of the scoring tool, score the line of your choice. Repeat on all edges of the card. Note: the lines are spaced at ½ inch intervals which represents the depth of your box.

4. In each of the corners where the scored-lines intersect, cut a small v-shaped notch. The first cut should be along one of the scored lines and the diagonal line should be cut from the excess corner piece.

5. To assemble the box, crease neatly along each of the scored lines using the edge of the scoring tool, then at each corner, tuck the flap inside the box and secure using a wet glue.

6. Make the box lid in exactly the same way using the other sheet of card, but this time butt up against the 'box lid' sidebar to score your lines.

TOP TIP
To ensure that the glue sets in the correct place when assembling your box, hold the corners together using a paperclip or peg until the glue is dry.

Shaped Boxes

Boxes with more or less than four sides are made in the same way as outlined on the previous page, but need more work at the corners to ensure a professional finish to the edge. Start with two sheets of identical size card cut to shape. It helps if all sides of the shape are equal length but this is not essential.

Triangular Boxes
(acute angles)

Score the edges of your card on the desired lines according to the instructions on the previous page. Then at each corner, where the scored lines intersect, mark a right-angle (as shown right).

For each corner, cut along one of the marked lines , score the other and cut away any excess which is not required. Crease down all of the scored lines and assemble the box in the same way as you would for a standard shape box.
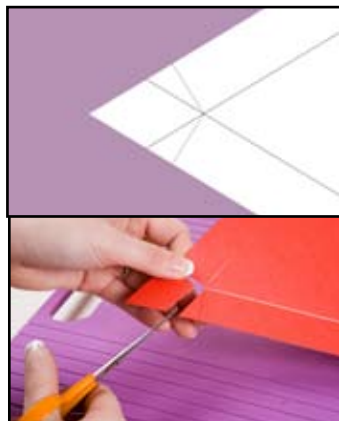
Boxes with >4 sides
(obtuse angles)

This is the same technique as for the triangular box, but the right-angle markings are in a slightly different place. Try not to score right to the end of the card with the initial score lines to avoid these appearing on the final box.

Diamond shape boxes

Using two diamond shaped pieces of card, follow the box technique outlined previously. When you mark the corner right angles, you'll find that two opposite corners will use the same technique as the triangular box, and the other two corners use the same as for a box with more than four sides.

Follow the instructions listed above for all corners taking extra care until you are more familiar with this shape box.

Acute

Obtuse   Obtuse

Acute
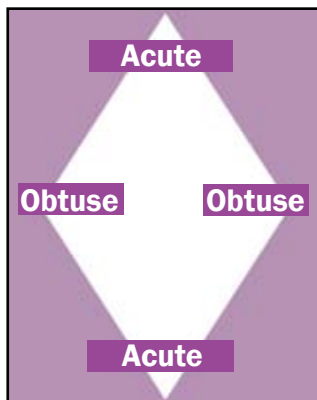
The 'Magic Ruler' Technique

If you have a specific project or item for which you want to make a box, you will need to measure your base cardstock to a specific size so that the item will fit perfectly inside. The easiest way to do this, is using the 'magic ruler' technique.

1. Begin with the item you wish to make the box for and determine what depth box you require (in a multiple of ½ inch).
Top Tip: place the item on the box-maker pressed against the 'box-base' sidebar and judge which line depth will be adequate.

2. Take an excess piece of waste cardstock. Place it against the 'box base' sidebar and score along your chosen line. Cut off this piece of card to leave yourself with a strip of card the exact depth of your box. This becomes your 'magic ruler'.

3. Place your object in the centre of your chosen cardstock. Position your magic ruler against the first side of the object leaving a small gap (⅛") between the object and the ruler. Use the outer edge of your ruler to draw a line.

4. Repeat this on all sides of the object. This will give you a template which is the same shape as your item but larger in size (how much larger will depend on the depth of your box). This technique can be used for any shape or size box.

5. Use the shape you have drawn as a template for your second sheet.
Top Tip: use the magic ruler to draw the shape on the plain card you're using for the base, then use the base as a template for the lid. Then any mistakes will only be on the plain card.

6. Follow the instructions on the previous pages to score and assemble your box.
Important: make sure that you use the same depth or number scoring line which you used to create the magic ruler.

Aperture Centres

You can also use the box-making facilities to measure and mark out aperture centres in your box. This technique can be applied to any shape or size box.

An aperture is only required for the lid of your box and the markings are made when you do the initial scoring on the 'box lid' cardstock.

Once you have scored the box lid, in addition to the standard score line (which determines the depth of box) also gently score the next line below this.

Repeat on all sides, and you will end up with a smaller shape inside your scoring line which you can cut out with a craft knife.

You can adapt this technique to measure apertures which only cover a diagonal in your box lid (known as a semi-aperture).

For a semi-aperture,mark the lines on two sides of your box, then join these lines with a diagonal line. Complete as detailed above.
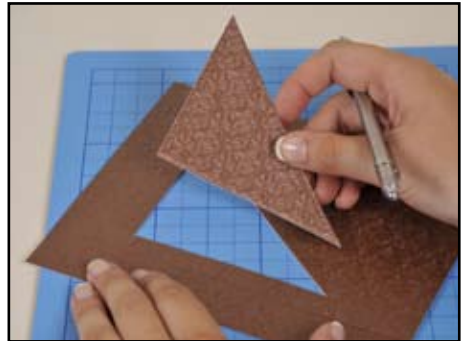
Wedge Boxes

This is an unusual shape box which is folded using a half-size sheet of A4 cardstock and scored on the card-folding section of the case.

1. Measure and cut the A4 sheet in half lengthways, then butt the shorter edge of the cardstock against the top sidebar and score on the 'Half-fold A4' line

2. Rotate the card 90° and place it on the board the other way. Using the 'Gatefold A5' line, mark a notch at the top and bottom of the card, but do not score all of the way down the line.

3. Position the card diagonally at 45° against any groove and join the notches with a scoreline as shown in the picture here.

4. Repeat this on all four corners and fold them inwards so that your box looks something like this. **Top Tip**: Run the edge of the scoring tool down the creases for a sharp edge.

5. Crease along the centre fold line to bring the top two flaps over the top of the bottom flaps to form a lid.

6. Make a hole in each of the sides of the card as shown here and thread a ribbon through the holes to hold the box together (as shown below).

You can re-create the same box in different sizes by using different size pieces of cardstock. Once you have mastered the basic technique of scoring in half and marking the half-way lines on the remaining sides, this becomes a quick and easy box to make.

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Envelope Making

For each envelope, you need to follow the simple six-step instructions below, in conjunction with the grid on the following page which gives guidance for standard envelope sizes. You can also make your own envelope sizes by following the three simple rules outlined at the bottom of the page.

1. Place your paper on the board with the corner positioned into the locator point and score down the first indicated groove.

2. Rotate the paper 180° and score the opposite corner to the one you have just scored on the same line.

3. Score the remaining 2 corners on the second indicated line according to the chart (the corners lines should cross).

4. Fold the shorter outside edges towards the centre. Apply double-sided tape to the bottom flap's edges.

5. Fold in this bottom flap and press down firmly to secure the tape.

6. To add a finishing touch you can tuck in the excess flap as shown here.

The Three Golden Rules of Envelope Making

Apply the six-step process with these principles to create custom-size envelopes:

1. Regardless of whether your final envelope needs to be square or rectangular, you must always start with a perfectly square piece of paper.

2. Always use the same lines on opposite (never adjacent) sides. The exception to this rule are square envelopes where you must use the same line for all four sides.

3. The lines in each corner of the envelope must cross in order for the envelope to have some overlap between the sides to enable you to stick it together.

Enveloboxes

As well as standard envelopes, you can also use the Ultimate Pro to make dimensional or box envelopes which we refer to as 'Enveloboxes'.

1. Place your card-blank onto the board with the corner positioned into the locator point and score the first indicated groove.

2. Drop the cardstock into the lip marked 'envelobox' and score the same line again.

3. This will give a double score line at each end. Repeat this step on all four corners (as outlined on the previous page).

4. At each corner where the lines intersect, cut out a small notch as shown here.

5. Fold in the two sides and apply double-sided tape to the bottom edges.

6. Fold the bottom up to meet the sides and ensure that you have a neat corner before removing the tape backing.

To line your envelope or envelobox

Choose a co-ordinating paper and lie this over the top of the completed envelope. trim the left and right corners to ensure the insert fits, then stick this into your envelope.

C6 envelope
To fit an A6 card (A4 folded into quarters)

Paper size **21cm x 21cm**

Use lines

C & E

C5 envelope
To fit an A5 card (A4 folded in half)

Paper size **28cm x 28cm**

Use lines

E & G

DL envelope
To fit a DL card (A4 folded into thirds)

Paper size **24.5cm x 24.5cm**

Use lines

C & G

5" square envelope
To match 5" square card from the card making board

Paper size **21cm x 21cm**

Use lines

D & D

Mini-slim envelope
To match mini-slim card from the card making board

Paper size **21cm x 21cm**

Use lines

C & F

4" square envelope
To match 4" square card from the card making board

Paper size **17cm x 17cm**

Use lines

C & C

Notelet envelope
To match notelet card from the card making board

Paper size **17cm x 17cm**

Use lines

B & D

Mini square envelope
Ideal for scrapbooking, tags or for mini-notelets

Paper size **10cm x 10cm**

Use lines

A & A

Mini oblong envelope
Ideal for scrapbooking, tags or for mini-notelets

Paper size **11cm x 11cm**

Use lines

A & B

ATC envelope
To fit an ATC card

Paper size **12cm x 12cm**

Use lines

A & B

6" square envelope
To match 6" square card from the card making board

Paper size **24.5cm x 24.5cm**

Use lines

E & E

Slimline envelope
To fit A5 folded in half lengthways

Paper size **22.5cm x 22.5cm**

Use lines

G & B

7"x 5" envelope
To fit specialised cards

Paper size **24.5cm x 24.5cm**

Use lines

F & D

7"x 4" envelope
To fit specialised cards

Paper size **24.5cm x 24.5cm**

Use lines

D & G

6"x 3" envelope
To fit specialised cards

Paper size **21cm x 21cm**

Use lines

C & F

Decorative Embossing

Embossing shapes

On the front panel of the case there are a number of decorative embossing elements. The two larger shapes are designed for making popout cards (see page 6) and the butterfly, star and heart have been designed for decorating cards and boxes.

Simply place a sheet of card face down over the shape and rub the rounded edge of the embossing tool into the channel. You can keep lifting the card slightly to see the shape underneath for easy reference. For best results, emboss onto a lightweight cardstock.

TOP TIP
Rub soap or candle wax over the back of the card before you emboss. This will help the tool glide smoothly over the card, and also, if you rub hard enough, the lines will begin to show through the card to act as a guide.

Embossing corners

The same technique can be applied with the embossing corners. These make ideal embellishments for the top flaps of envelopes, or the corners of boxes. Simply place the edge of the card against the raised upstands and emboss as detailed above.

Embossed lines

On the card-scoring section of the case you will find three basic decorative embossing lines and inside the case there are a further four detailed embossing patterns. These can be used to create decorative edges on your cards. Butt the edge of your card up against the sidebar and gently follow the line of the shape down the channel using the rounded edge of your scoring tool.

Concertina card with embossing line

See Page 7 for details on embossing decorative lines onto accordion cards to give a beautiful finish. This is a simple technique which can be applied to numerous card shapes to add depth and dimension to projects.

Intricate Embossing

The four embossing lines on the inside of the case are more intricate and are therefore slightly harder to emboss.

Try practicing on scrap card beforehand to master the technique and use your practice sheet as a visual guide on the final project.
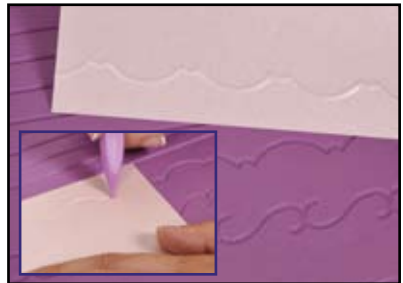
Double Embossing

1. After scoring the first line, move the card ¼" to the side and emboss the same line again.

2. Cut away the edge of the card stock - cutting just to the right of the embossed line.

3. This gives a beautiful decorative edging for card fronts as well as box lids.

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Using the Paper Trimmer

The paper trimmer needs to be assembled on the board. The component parts can be found in the storage compartment of the case. Please note that whilst the paper trimmer is clipped into place you cannot use the underside of the case, nor can you close the case.

1. Take the trimmer parts out of the storage compartment and lie them flat over the centre of the open case.

2. The ruler can fit into the case both ways and once the ruler is lined up over the hinges it will drop into place and hold there.

3. The cutting mouse is stored separately (see opposite page) and sits inside the slot in the centre of the ruler.

4. Lift the top layer of the ruler to position your card or paper underneath, then replace this top panel over the card and position it back in place.

5. On the top of the box-making panel of the board there are ruler markings in inches. The bottom panel also has centimetre measurements.

6. The cutting mouse is ergonomically designed to fit inside your hand and cut on the downward stroke as you pull the mouse towards you.

TOP TIP

As well as using the cutting mouse provided with the Ultimate Pro, you can also use any standard cutting knife in conjunction with the ruler function. Simply place the centre of your craft knife in line with the groove in the centre of the ruler and pull gently towards you.

Be careful not to press too hard or you may damage the plastic below.

The Mouse Cutter

The mouse cutter is designed to work with the ruler or as a stand alone cutter. The cutter comes with the blade concealed inside. To open it, place your thumbnail into each of the notches and push firmly down and through. To close, push the two sides together and snap shut.

The mouse is designed to house a standard Stanley blade which are available to buy from most good hardware stores. The great thing about Stanley blades is that being double-sided, they last twice as long. The blade will store in place inside the mouse. When you are ready to use it, simply pop it out and reposition it ¼" to the right with the second groove in the blade held firmly against the top notch.

The Embossing Tool

The double-ended embossing and scoring tool has been ergonomically designed for ease of use and comfort. It is an invaluable tool which you will use in all of your projects with the Ultimate Pro and is referred to throughout this booklet.

Round Embossing Head
Designed for dry embossing, this is ideal for most card scoring and embossing uses and especially good for shapes.

Pointed Bone Folder
This edge is much sharper than the rounded head making it ideal for scoring thicker cardstock or acetate.

Small Inch Ruler
The side of the tool includes a small ruler which is handy for quick and short measurements.