Refresher Guide: **Cutters**

*Use:* Score or puncture material using straight-edge, template, or freehand.

**SAFETY GUIDELINES FOR OPERATING CUTTERS:**

- Check that the blade is not dull or damaged. A dull blade is very dangerous as it can cause the user to use too much force and cut themselves instead of the materials.
- Cut on a sacrificial material such as MDF fiberboard or a “self-healing” plastic cutting mat to protect the surface below.
- Never aim the blade toward the body.
- Dispose of used blades in an appropriate “sharps” container.

**HOW TO USE:**

1. Collect Tools shown above and set up cutting area with sufficient room to move arms and piece.
2. Secure the material with a clamp or hold it down firmly with your hand. Check that your hand is not in the path of the intended cut.
3. Keep the blade vertical and run it against the cork-backed ruler while cutting.
4. Repeat cut line as necessary.
5. Retract or store the blade when not in use.