



Your handy guide to

MASS PRODUCING CARDS

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STEP 1

Make a Plan

- Start creating
- Step back and consider:
 - Are there too many layers?
 - Is this too complicated?
 - Will I have enough time?
 - Do I have enough materials?

Don't forget to design the envelopes if you plan to decoreate these too

STEP 2

Cut Layers

- Start with computer paper to determine the most efficient way to cut your card stock.
- Cut all the layers.
- Organize each layer using trays, bags or boxes to keep each one separate.

*"Measure twice, cut once"
Double check before you make
your final cuts*

STEP 3

Own Your Art

- Take ownership of your artwork by stamping, signing or labeling the back of each card base.
- Be sure to restack these layering in the same direction to make assembly easier later.

You can design labels for free at www.avery.com

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STEP 4

Score and Fold

- Score the card bases.
- Burnish the score lines.
- Fold the cards.
- Score any remaining layers and fold where stamping not necessary.

If a layer needs to be stamped before you can score and fold leave it flat at this point.

STEP 5

Planning Part Two

The next four major steps are:

- Stamp Layers
- Die Cut Layers
- Fussy Cutting
- Punching

Consider your design and what order you want to complete these tasks.

Once your next plan is made you can find more tips for each of these four major steps.

STEP 5A

Stamp Layers

- Do your best, but don't stress over the little blemishes – those just give your card character
- Consider having a Tombow Sand Eraser handy if you really need to correct

Keep your stamp cleaner fresh and nearby to clean stamps as you use them

STEP 5B

Die Cut Layers

- Cut for efficiency of sending through machine. This may be multiple narrow and long strips of card stock.
- Be prepared with some extra supplies in case of mistakes you can't correct.

If stamping after die cutting, consider making a template for use with a stamp posting tool.

STEP 5C

Fussy Cutting

- Be sure to use sharp pointed scissors.
- Consider setting a timer and only doing a limited amount at one time to save your hands.
- Try to cut using long continuous cuts.

This might be a step that you start and then come back to later due to hand fatigue.

STEP 5D

Punching

- Stamp your images for maximum punching efficiency. Consider the orientation of your punch when stamping.
- Be sure to stamp near the edge of your card stock to make punching easier.

This might be a step that you start and then come back to later due to hand fatigue.

STEP 5E

Die Embossing

- Consider marking the outside of your embossing folder with a permanent marker to help line up your layers.
- Run each layer through your die cutting machine to finish this step.
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This step is a great filler step when you need a break from stamping and cutting.

STEP 6

Adhesive & Assembly

- Consider ease of use and economy when deciding what adhesive to use for each layer.
- If you need to carefully line up layers liquid adhesive is best.
- this step.

This step may require more space to allow layers to dry before stacking and storing.

STEP 7

Accessories

- Ribbon
 - use a Bow Maker
 - make all bows/knots and store on Glue Dot roll
- Adhesive Backed
- Non-Adhesive
 - use Liquid Glue

Keep a Take Your Pick Tool handy with all accessories.

STEP 8

Envelopes

- Stamp on flap of envelope
- Stamp on lower front left corner of envelope
- Dry emboss flap of envelope
- Add decorative paper to the flap of envelope with liquid glue.

While this is a wonderful addition to your art work, consider time and materials before committing to this.

Resources

- [Tombow Sand Eraser](#)
- [10 Second Bow Maker](#)
- [Stampin' Up! Store](#)

Some of these resources may be affiliate links; this does not change the price you pay, but does help my business.

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