

Haunted Mansion Desk Set Series, No. 1: Business Card Stand Papercraft—License Agreement

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Haunted Mansion
DESK SET SERIES
BUSINESS CARD STAND
No. 1



Read This Before Printing Anything!

Model Specs:

- Difficulty Level: 4/10
- Width: 5.44", Height: 9.5", Depth: 3.75"
- 9 Full-color pieces.

Required Tools & Materials:

- *Adobe® Reader®* (A free download from [Adobe®](http://adobe.com).)
- Color Printer
- Card Stock
- Glue
- Scissors
- Craft/Hobby Knife (These are very sharp and can cause serious injury! Use with extreme caution, and keep out of reach of children.)

Do not feel limited by these tool guidelines. Feel free to use alternative and/or additional tools.

Printing Guidelines:

When printing with *Adobe® Reader®*, it is important to use proper print settings¹ for correct alignment and scaling. This applies to both the instructions and model parts.

In the Print settings dialog box, set **Size Option** to **Actual Size**, and set **Orientation** to **Auto Portrait/Landscape**. Unless you are an experienced modeler, you should print on 8 ½ by 11 (U.S. Letter) sheets, and should not change the recommended print settings.

¹If you are using an earlier version of *Adobe® Reader®*, the settings may appear differently. You can download the current version of the software for free from their website.

Printing These Instructions:

When printing these instructions, you can print on both sides of the sheets to save paper. You can also print in black & white to save color ink/toner, although some visual information may become harder to understand. Some people prefer not to print, referencing the instructions from their computer monitor directly.

Printing Model Parts:

Keep in mind that you will most likely make mistakes. If there are any pages that you feel you would make a mistake, you can print extra sheets out now. Or, you can save paper and ink/toner by printing only when you actually make a mistake.



Adobe® Reader® has a handy Snapshot tool² that will let you print a selected area of a page. This is great if you only need to re-print a single model piece or a section of a page. Click on the **Snapshot Tool Icon** at the top of the screen (a photo camera inside a dotted box –OR– go to **Edit** in the menu at the top of the screen, and select **Take a Snapshot**. Use your mouse to drag a rectangular box around the area that you want to print. A message may pop-up to tell you that the selected area has been copied (click **OK**). Print the document like you normally would.

Be aware that you cannot select multiple areas. This generally produces wasted paper.

²If you are using an earlier version of *Adobe® Reader®*, the settings may appear differently. You can download the current version of the software for free from their website.

Troubleshooting Files:

On rare occasions, a page will inexplicably print at a slightly larger/smaller size. Hold two or more sheets to a light source, and compare both the position and sizes of the registration marks. It is best to test all of the sheets before assembly.

One common error is that your version of *Adobe® Reader®* is out-of-date. Please visit the *Adobe®* website and download the latest version of the software. This typically solves most users' file problems.

Construction Guidelines

Read these instructions, familiarize yourself with the parts, and study the illustrations to know what/where to cut/fold.

Symbols

These symbols are essential to putting the model together. Follow them unless otherwise instructed by the instructions.



Cut Line

Cut out the parts on the solid black line.



Fold Line

Fold on dashed lines.



Slot Cut

Cut a slot along the line from the tips of the arrows.

1. Scoring

Use a scoring tool—something pointy with a dull tip (dried-out ball-tip pen, embossing stylus, et al)—or the backside of your craft knife to place a crease along the fold lines. The score will make folding along the lines much easier and cleaner.

2. Cutting

Cutting mats give you a clean, smooth surface to cut on, and they protect your table, desk, or other work surface from cuts and abrasions.

The best and most widely used type of mat is one that is self-healing. That is, it has a rubber-like surface that immediately seals cuts, maintaining a smooth surface that will last for many years to come. Maintaining a smooth cutting surface is very important.

Self-healing cutting mats come in many sizes and price ranges. Large ones are an investment and can get expensive quickly.



As an alternative, you can use thick pieces of solid cardboard, like chipboard. Or, you can scavenge the cardboard backings of notepads, drawing pads, etcetera.



Cardboard does not heal itself, so you will eventually begin to cut out deep gouges that will affect your cutting. Flip the cardboard over to use the other side, and have other boards ready for use.

Cardboard will also dull the blade of your craft knife very quickly. Have extra blades handy.



DO NOT use corrugated cardboard (what mailing boxes are made of) as a cutting surface! You will make mistakes, and your cuts will not be clean and even.

A good craft/hobby knife is essential—*X-Acto* is a popular brand. Use one with replaceable blades, and have extra blades handy for when it dulls or breaks.

Before cutting out a piece, make sure to cut out any slots. These are indicated in the instructions as a reminder.

As a general rule, you should cut out interior pieces (windows, empty spaces, etc.) first. They're easier to cut, and delicate areas are less prone to tearing.

3. Gluing

Before gluing, always dry-fit the pieces to ensure they fit properly. If fitting a tab seems too tight, you can use your craft knife to slightly widen the slot beyond the arrow tips. Be careful not to widen too much.

You do not need a lot of glue, and you do not need to cover the entirety of the tabs. Often, a very thin layer or a tiny dot of glue is all that you need. Too much, and the paper will become soggy, and could tear easily.



LASERJET PRINTER USERS: Toner is too smooth for glue to adhere properly. Pieces can easily pop off with little force.

Use your craft knife to gently scrape off some toner and rough up the area where glue will be applied. This will ensure a strong bond.

For tight spaces, you can apply the glue with the tip of a toothpick.

When you glue two pieces together that have many tabs, do not try to glue them all at once. This will give you better-fitting parts. For large single tabs, glue the tab in sections for a better fit.



Misaligned parts may be carefully pulled apart (if the glue is still wet) or cut away. If you tear/cut some tabs, you can make new ones from scrap paper and apply them like band-aids.

Hold parts together until the glue sets enough to hold on its own.

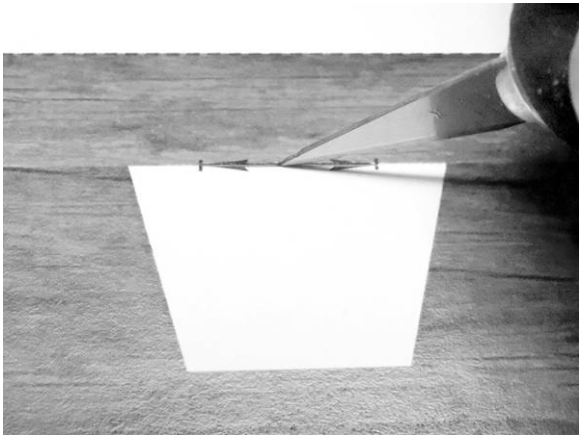


While some parts dry, feel free to read ahead and pre-assemble upcoming parts. It's an efficient use of your time. Just don't get too far ahead, or you risk running into assembly difficulties/conflicts.

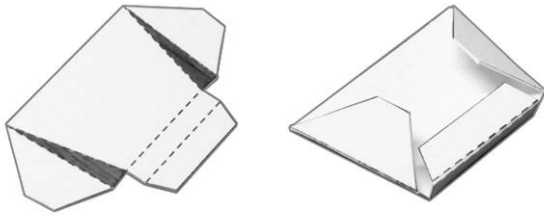


Some model builders like to use either colored permanent ink markers or watercolor paint to color the piece edges as they build. This helps to hide the white edge of the cut paper and gives the model a more finished look.

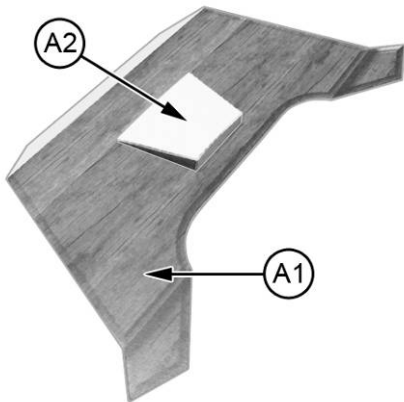
Be sure to use **permanent** markers, or the ink may run and bleed when it comes into contact with glue.



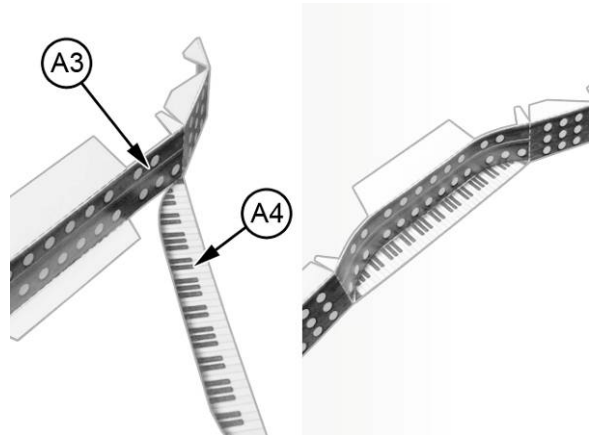
1. Cut the slot on piece A1.



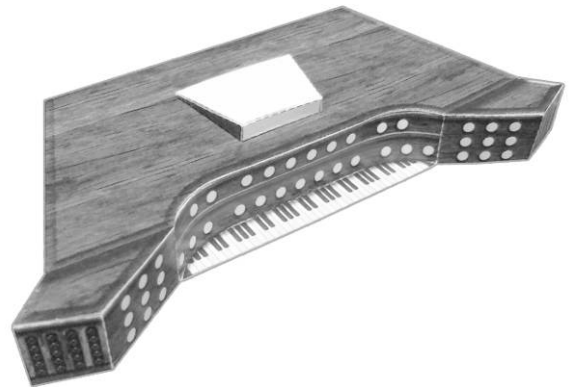
2. Flip piece A2 facedown and fold as shown. Make sure that the printed side is on the outside



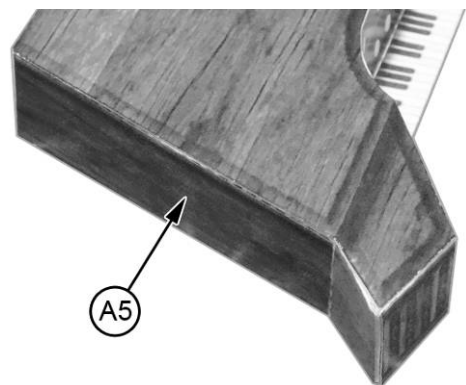
3. Glue piece A2 to piece A1 as shown. Be careful not to glue closed to slot on piece A1.



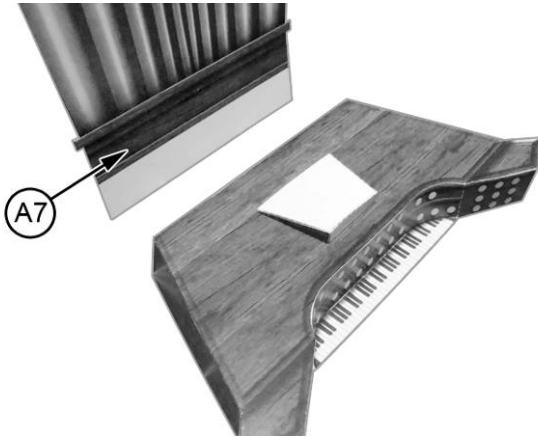
4. Glue one end of piece A4 to one of the small tabs on piece A3 as shown. Let dry for a strong bond.
5. Glue the other end of piece A4 to the other small tab on piece A3, and glue to the large tab as well. This will require some careful curling of piece A3 as shown.



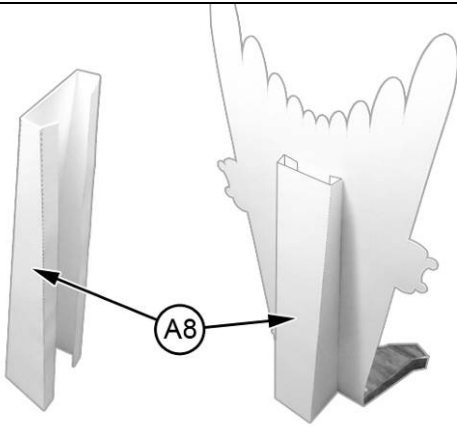
6. Glue the keyboard assembly to piece A1 as shown.



7. Glue piece A5 to the organ assembly as shown. Repeat on the other side with piece A6.

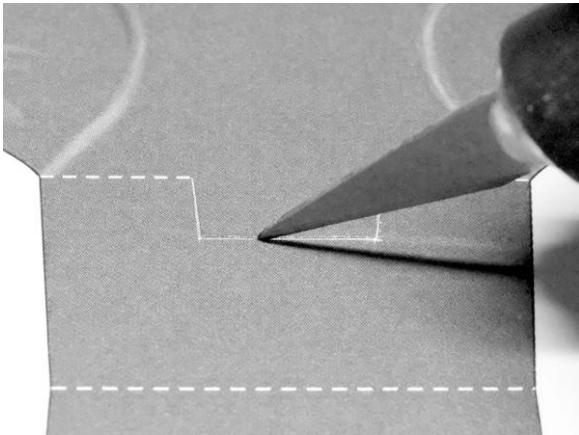


8. Glue the organ assembly to the white area on piece A7.



9. Fold piece A8 as shown.

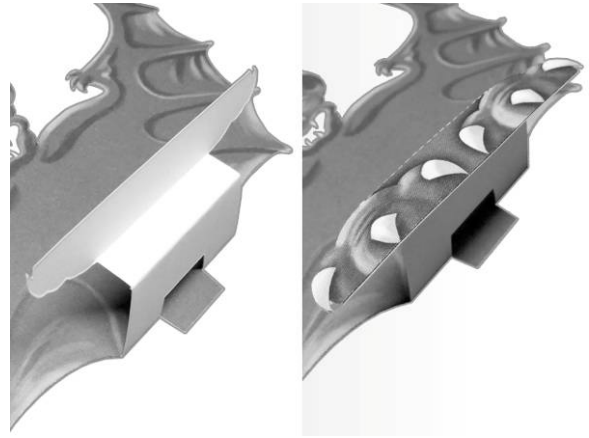
10. Glue piece A8 to the back of piece A7. This will provide support for the organ pipes and keep the stand from tipping backward.



11. Cut out the tab on piece A9 as shown.

ASSEMBLY TIP:

Cutting out the bat's eyes, mouth, and claws is optional. But, it is recommended that you do it BEFORE you cut the piece out.



12. Fold piece A9 as shown (left side of illustration).

13. Fold and glue down the feet on piece A9 as shown (right side of illustration).



14. Insert the tab on piece A9 through the slot on the top of the organ assembly. This may take some wiggling.

15. Glue down the base & feet of piece A9 to piece A2.

Congratulations; you've completed the papercraft!