1) Cut paper to be used to 4” - 4.5” wide using paper cutter or scissors. 

**USE ONLY:** Copy paper, construction paper, card stock

2) Choose letter/shape die block to be used.

3) Align paper on **FOAM SIDE** of die block.

4) Place paper and die block **FOAM SIDE DOWN** into the Ellison machine.

5) Lever handle down and up 2 - 3 times to ensure a clean cut.

6) Return handle to upright position.

7) Carefully pull paper and die block from the Ellison machine.

8) Your cut-out will be on the bottom side of the foam.

9) Repeat steps 2 - 8 as needed for remaining shapes / letters.

10) When finished, return all die blocks to their storage racks.

**Important Notes:**

- The Ellison can cut multiple pieces of paper at one time. Recommend no more than 5. Handle may need to be pushed a few additional times.

- Letters/shapes vary in size; check paper alignment **BEFORE** cutting.

- Some letters/shapes come in pieces. Make sure you do not discard any necessary pieces (i.e. the dot for an i or a ?)