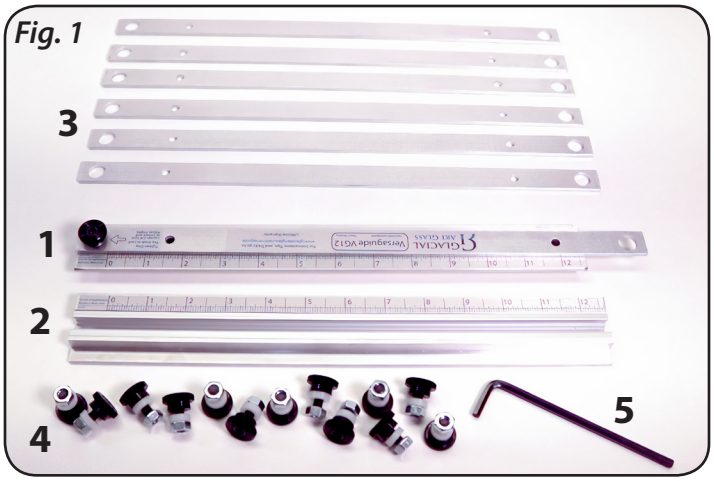
Versaguide Tutorial: Getting Started

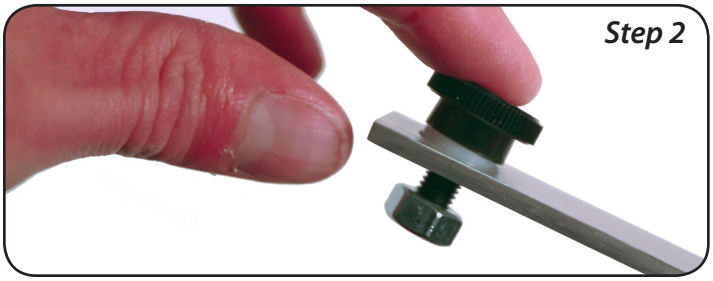
The Versaguide is not like other cutting systems - you should not need to move the glass or Versaguide after each score. Most movements will be after several scores, and will involve moving the Versaguide a bit. The glass can usually stay put until you need to rotate it, or when you are ready to break out many pieces after scoring. The straightedges are guides for your scoring tool. **We recommend watching our video tutorials at:** www.glacialartglass.com/pages/versaguide-instructions

Assembling Your Versaguide

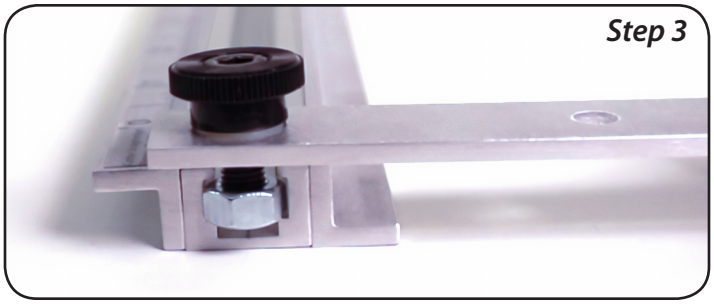
The Versaguide comes standard with (Fig. 1):
(1). Bottom Rail with Lock Bar Straightedge
(2). Top Rail
(3). 6 Straightedges
(4). 13 Knob Assemblies
(5). Hex Key/Allen Wrench
• Plastic Protractor (not pictured)
• Instruction Packet (not pictured)



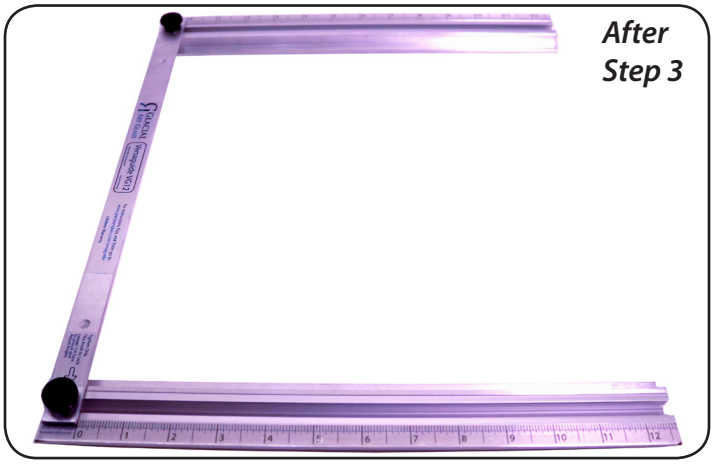
Step 1:
Unwrap all components from the packing materials and unfold Lock Bar straightedge from bottom rail. This will be your first, leftmost straightedge. The Lock Knob in the lower left corner comes pre-attached.



Step 2:
Place a knob assembly in the large hole at the top of the Lock Bar straightedge.



Step 3:
Slide the knob assembly into the left side of the top rail (the end closest to the 0).



Note:
If you have trouble fitting the knob assembly into the rail channel, you may need to loosen the nut slightly or rotate it so that the flat sides of the hexagonal nut are parallel to the channel walls.

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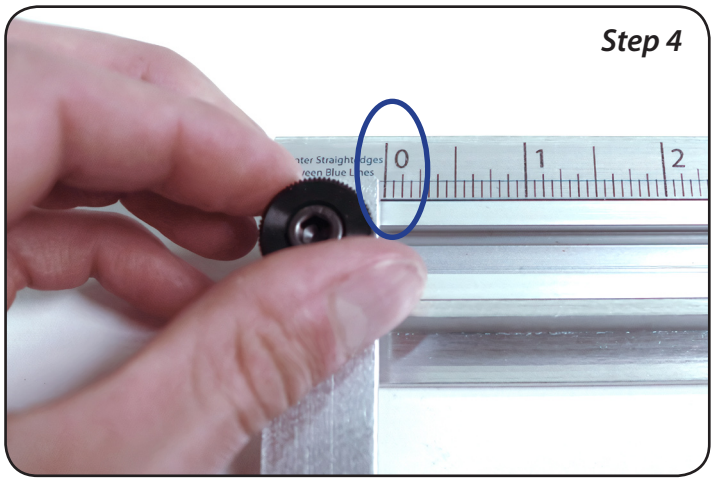
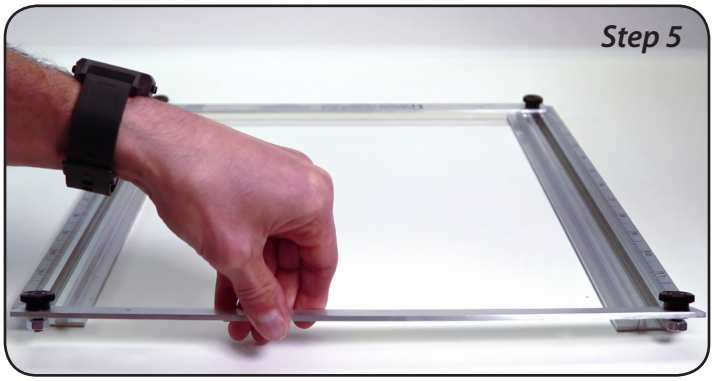
Step 4:
Line the right edge of the Lock Bar straightedge up with the left side of 0 on top rail ruler and gently hand-tighten the knob until it is securely attached. (The bottom knob of the Lock Bar straightedge comes pre-assembled and positioned. If it is out of position, simply re-align as with other straightedges).

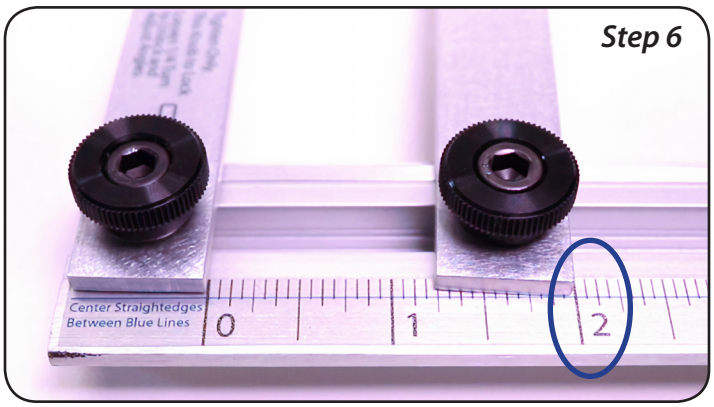
Note:
The hex key is only used on the Lock Knob in the lower left corner when adjusting the angle. Always hand-tighten other knobs.



Step 5:
Take another straightedge and insert knob assemblies into the large holes at the top and bottom. Slide the knob assemblies into the rails.

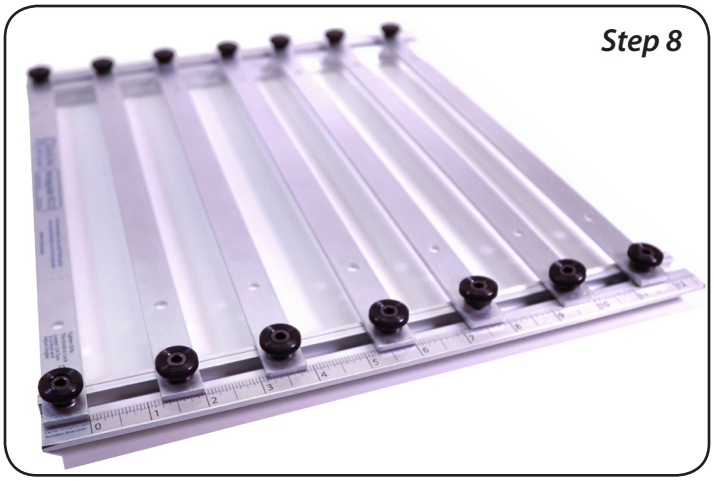


Step 6:
Position the straightedges with their right edges aligned to ruler marks at your preferred increment on the top and bottom rails. We recommend starting at 2" for learning purposes.



Step 7:
Square the Lock Bar straightedge (the first, or leftmost, straightedge) to the bottom rail with a T-quare or protractor. Then hold down firmly while tightening the Lock Knob with the hex key. See page 8 for more details on setting angles.

Step 8:
Repeat with the additional straightedges and knob assemblies. We recomend starting with the right side of each straightedge aligned to 2 inch increments, starting with 2", 4", 6", and so on... Finally, gently hand- tighten the knobs.



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Offsetting and the Zero Mark

The scoring wheel on your scoring tool will be offset slightly from the straightedges, due to the width between the edge of the scoring tool and the center of the scoring wheel. Because of this, it is important to offset the glass to the same width. The **Zero Mark** is a reference point that you can create to quickly offset your glass when working with the Versaguide at 90 degrees. You can align the Zero Mark to the edge of a piece of glass (most common), to a previously scored line, or beside a rough edge that you'd like to trim away. It is not strictly necessary to create a Zero Mark. At any time you can simply hold your scoring tool against a straightedge to find your offset.

Note: If you will be using multiple scoring tools with varying widths, you can create several Zero Marks, and highlight with different colored markers to color code for different scoring tools. You can also apply white tape or label paper to cover old marks and make new ones.

Creating a Zero Mark

Step 1:

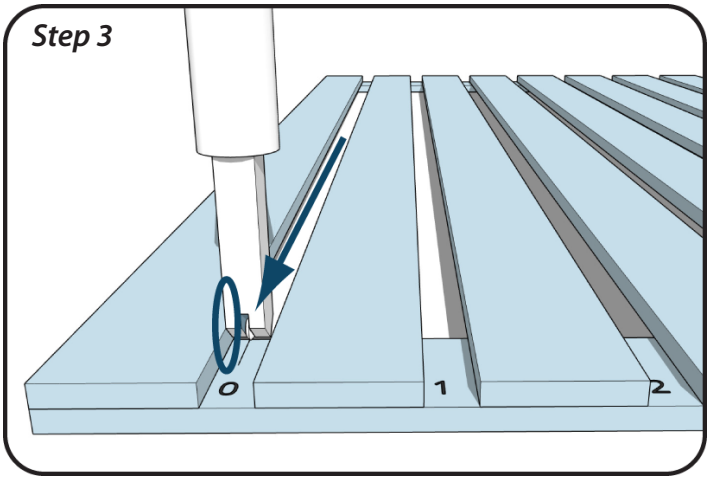
Before you begin, make sure the leftmost straightedge is aligned with its right edge at zero on both top and bottom rulers. Ensure it is set and locked at 90 degrees. See page 8 for more details on setting angles.

Step 2:

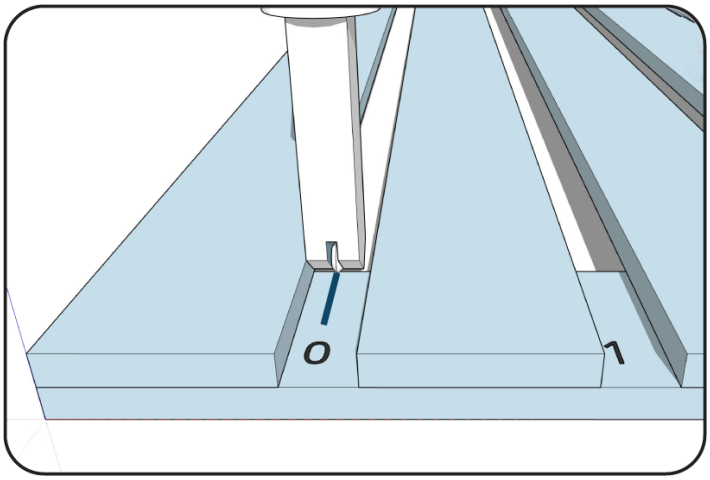
Orient your Versaguide so that the zero is at the **bottom left** (nearest you). If you are left handed, please see the section on left-handed use in the advanced section on page 10 below.

Step 3:

Use your glass scoring tool to mark a Zero Mark by pressing the tool against the first straightedge and running it down toward you, making sure not to tilt the tool to either side. This will create a notch or depression in the bottom rail and will now be your **Zero Mark**. You can darken this mark with a fine marker. You will only need to do this once, unless you later use a different scoring tool with a different width head.



Make a Zero Mark by pressing your scoring tool into the bottom edge of guide. Darken with pen or extra fine marker. See page 7 for left-handed use.



If right handed, hold flush against the right side of straightedges (the left side of slots). See page 7 for left-handed use.

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Scoring Glass

It is recommended to thoroughly understand how to use the Versaguide at 90 degrees before moving on to other angles. This will teach you the basics of use, and how to cut strips, rectangles, and squares. The following illustrations are simplified to help you learn the basics.

Step 1:

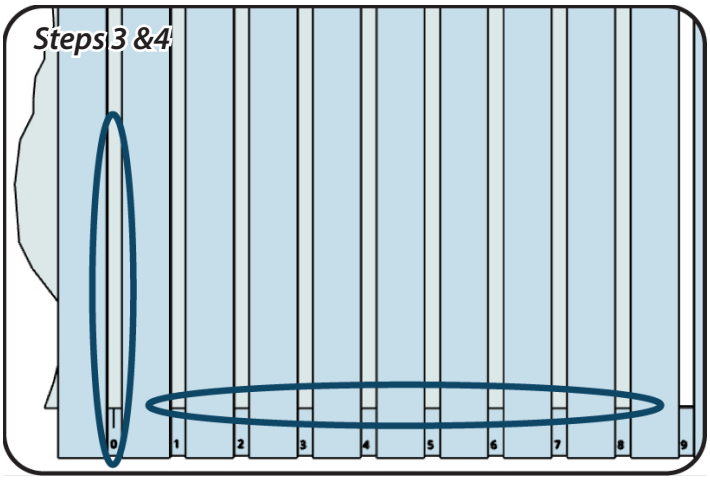
For best results, put the glass on a mat surface that does not allow slippage. We recommend a 3mm PVC yoga mat cut to your preferred size, at least a few inches larger than your Versaguide. Use the Rubber Fingers accessory to help hold the glass if working on a slippery surface.

Step 2:

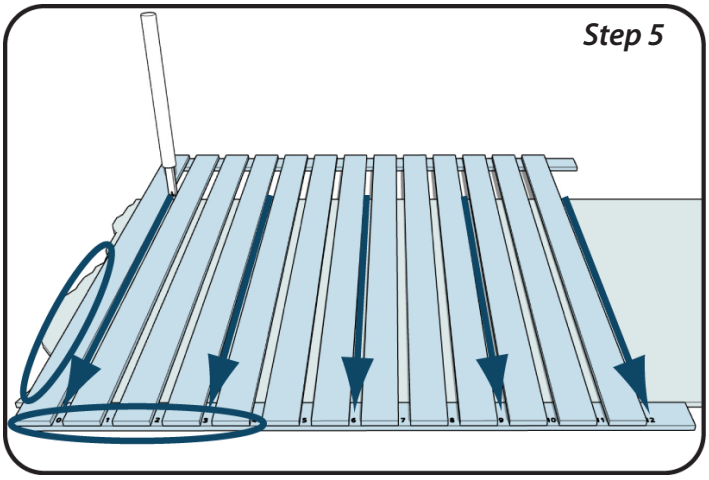
Orient a flat edge of the glass toward you - for now, all scores made with the Versaguide will be 90 degrees, or perpendicular, to the edge that is oriented toward you.

Step 3:

Place the Versaguide over the glass, ensuring that both the top and bottom rails of the Versaguide are flat against the mat surface, and that the Versaguide is flush against the bottom edge of the glass, with no gap anywhere between the glass and the Versaguide.



Place glass on non-slip surface. Yoga mats work well. Arrange one straight edge of glass at bottom facing you.



Align Zero Mark at bottom left corner. Any glass to the left will be trimmed away. Press guide flush against edge.

Step 4:

If left side is straight, line up your Zero Mark with the bottom left corner of the glass. If the left edge of the glass is not straight or not square, you can line up your Zero Mark slightly to the right of the bottom left corner of the glass, so that you can score along the leftmost straightedge, to trim and square the uneven edge.

Step 5:

Find your desired increments and run the scoring tool along the right side of the straightedges on the guide, firmly holding the Versaguide down and using standard practice good technique for scoring with a straightedge. Slight leftward pressure should be sufficient to keep the tool against each edge. **Very Important: Be sure not to lean the scoring tool to either side**. Keep your wrist steady and pull the tool toward yourself by moving your arm, not your wrist.

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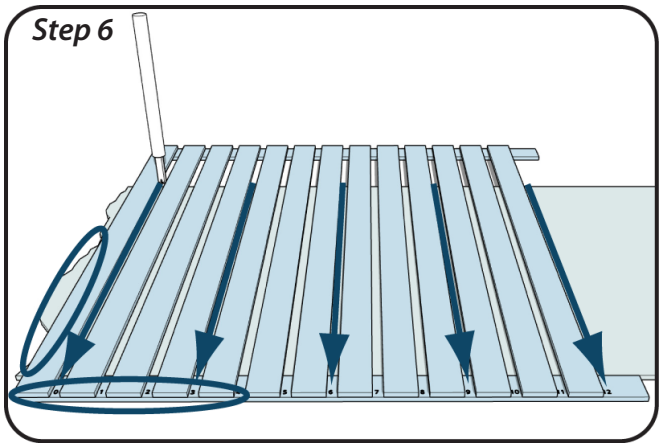
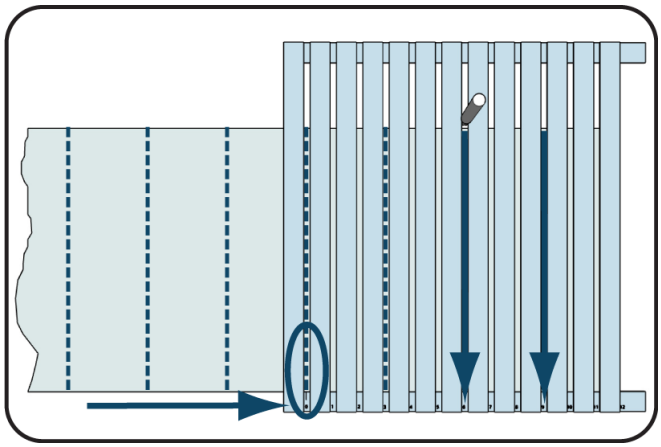
Step 6:
Scores should be parallel to one another and run from the top down completely past the bottom edge of the glass. It is normal for the cutter wheel to also run partly over the bottom edge of the Versaguide as you are finishing each score. Cut longer glass by sliding the Versaguide to align the Zero Mark to a line you have already scored. Now continue scoring at any additional measurements.



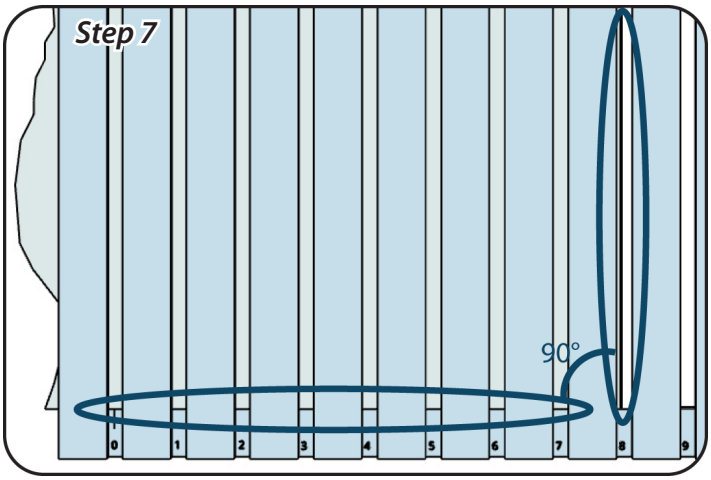
Hold left hand at bottom and left sides of Versaguide. Press and hold firmly. Score at desired measurements (e.g. every three inches).



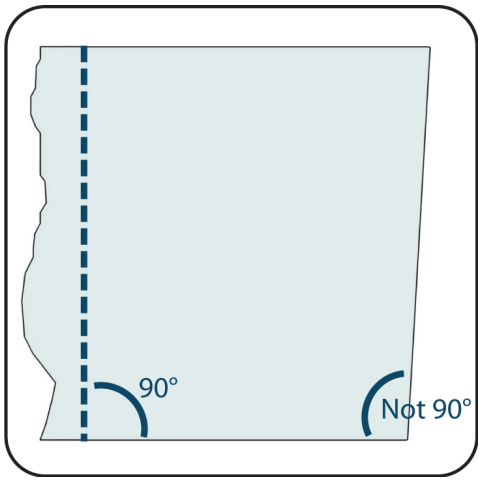
Slide Versaguide toward the right and align Zero Mark with score lines, then continue scoring.

Step 7:
To cut squares or rectangles, rotate your glass 90 degrees and repeat. Align left bottom corner with Zero Mark.

Important:
If you first score perpendicular to one side, then turn the glass and use a side that is **not** square (perpendicular/90 degrees) to the first side, then your scores will also not be perpendicular, or square, to the first set of scores, and your resulting squares and rectangles will not be truly square. Manufacturers regularly ship glass that **appears** to be, but is **not truly square**. Use the Versaguide locked at 90 degrees or a T-square to check squareness before cutting. If the sides are not square, you can make them square by trimming one side. Then turn the glass so that the new side is facing you, and score as before, along desired measurements.



Check that one side is square before rotating the glass. The bottom and at least one side should be flush and even



If neither side is square, trim one side to make square before rotating

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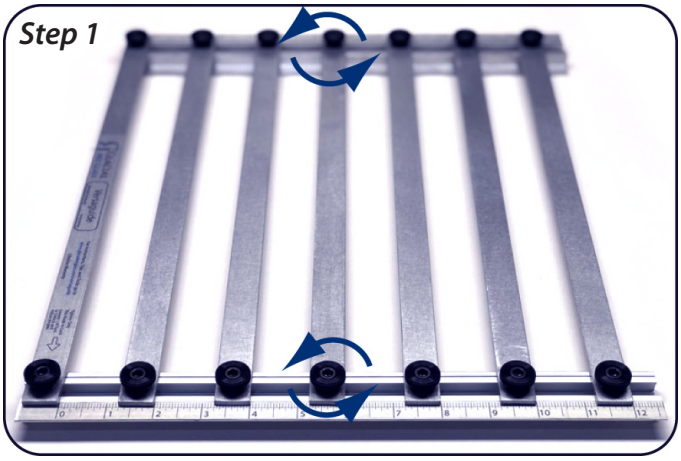
Adjusting the Positions of Individual Straightedges

Starting from the left side of the Versaguide, the Lock Bar straightedge (the one with a label) is meant to always be set to 0 at top and bottom. The bottom knob on this straightedge has a special washer that allows angle locking, which is necessary for the Versaguide to function. All other straightedges can be moved. Their knobs can lock position on the rail, but will always freely rotate, and cannot lock the Versaguide angle.

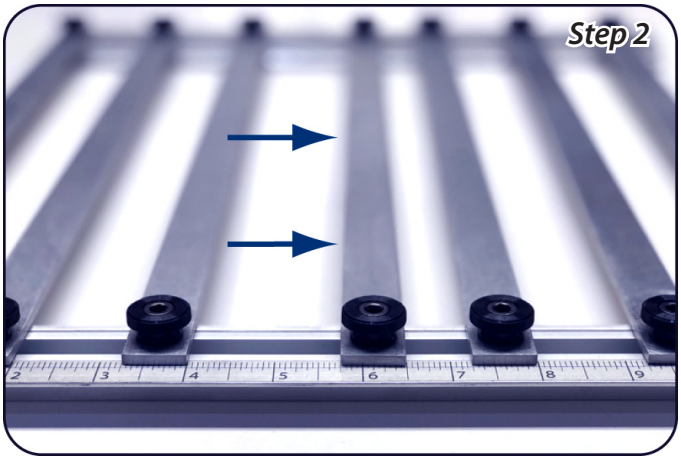
Important: The included hex key is only needed for the Lock Knob (bottom knob on Lock Bar straightedge). The hex key is not generally needed to tighten any other knob.

Step 1:
Loosen the knobs at the top and bottom of the straightedge(s) you want to reposition.

Step 2:
Glide the straightedge so that its right edge is aligned with the ruler markings at your desired increment. Hold firmly and tighten first one, then the other knob on both the top and bottom.



Adjust position of straightedges by gently loosening knobs at either end.



Glide straightedge to desired increment using the rulers on top and bottom rails.

Do not overtighten, or it will be more difficult to loosen for your next adjustment.

Note: For optimal precision, ensure each straightedge is centered between the horizontal guidelines on the top and bottom rulers (Figures 1 & 2 on page 7). Straightedges may have small variations in length, but if each one is centered relative to the two blue guidelines, then they will rotate in a way that keeps them parallel to one another when adjusting angles.

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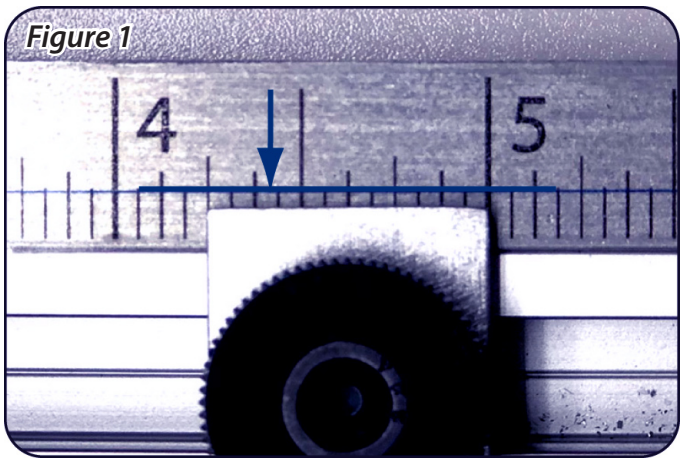
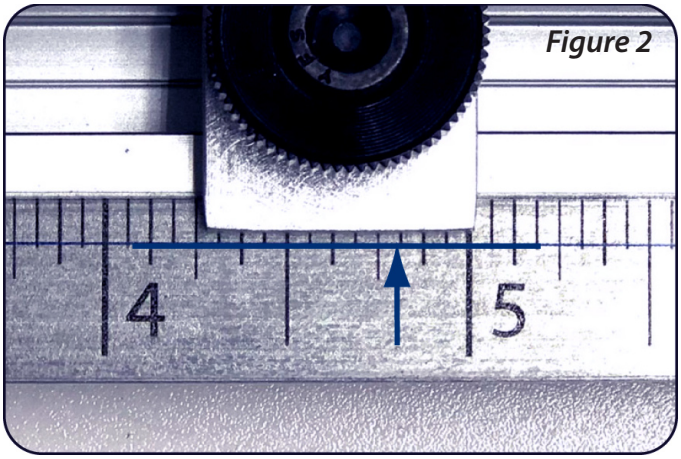


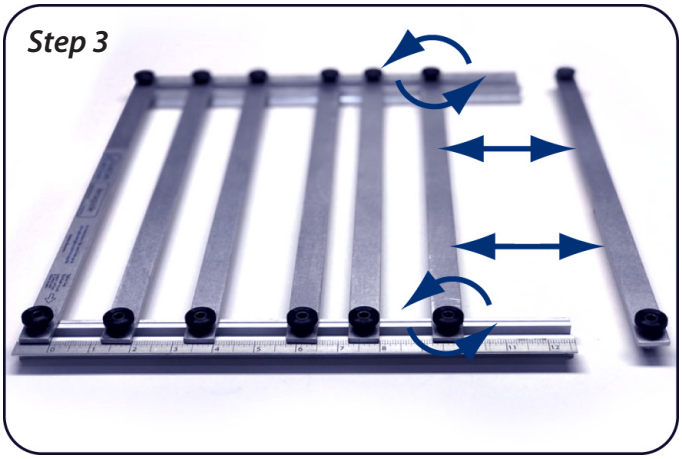


Center straightedges vertically between the blue guidelines on the top and bottom rulers

Step 3:
Add or remove straightedges by loosening both knobs and sliding on or off the rails. You do not need to completely unscrew the nut from the knobs to remove the straightedges.

If you want to remove a straightedge that is boxed in by other straightedges, it is possible to completely unscrew the knob from the nut and remove the straightedge by lifting up. The nut will remain inside the rail and may be removed later, or simply left in place.

Take care to keep the knob and washer, and remember how the washer is set inside the straightedge. The straightedge can then be re-attached as needed later.



Add or remove straightedges by loosening both knobs and sliding on or off the ends of the rails.

You can also completely remove straightedges. Be sure to reattach with washer in the same location.

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Setting the Angle

The knob at the bottom left is the Lock Knob. The Lock Knob lets you adjust the angle of all the Versaguide straightedges at once. It is **easiest and most accurate to set straightedge increments while the Versaguide is at 90 degrees**, and then to adjust to another angle afterward.

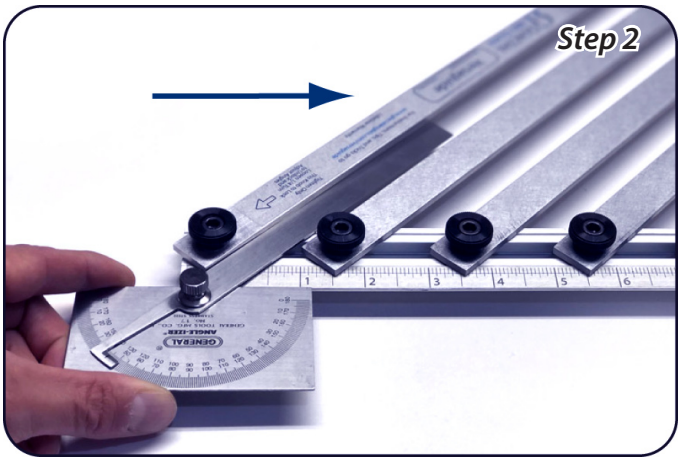
Step 1:

Use the provided hex key to slightly loosen the Lock Knob, only about ¼ to ½ turn counterclockwise, to unlock the Versaguide. Avoid over-loosening, as the Lock Bar straightedge may slip and need readjusting.

Step 2:

Set your protractor to the desired angle. Place the protractor base flush against the bottom edge of the bottom rail and adjust the Versaguide so that one side of a straightedge meets flush with the protractor or T-square arm. We recommend first rotating the Versaguide to a close angle, then gently and slowly adjusting until the straightedge makes flush contact with the protractor arm.

Loosen Lock Knob 1/4

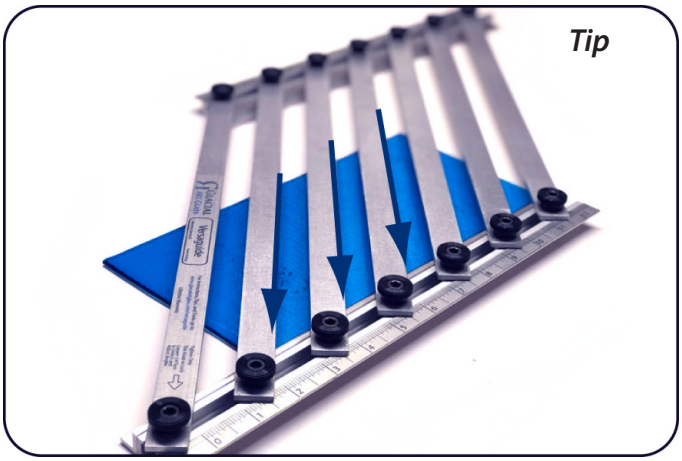


Rotate until aligned flush with protractor

Step 3:

Use the hex key to gently tighten the Lock Knob until snug. Hold down firmly to keep the Versaguide angle from changing while tightening the knob. **Do not overtighten**, as this will damage the rail. When locked, the Versaguide should resist moderate rotational pressure, so that the angle is maintained when pressing your scoring tool against the straightedges while scoring.

Hold firmly and use hex key to Re-tighten Lock Knob. DO NOT OVERTIGHTEN.



For improved precision, rotate glass and Versaguide so that straightedges run perpendicular to you when scoring.

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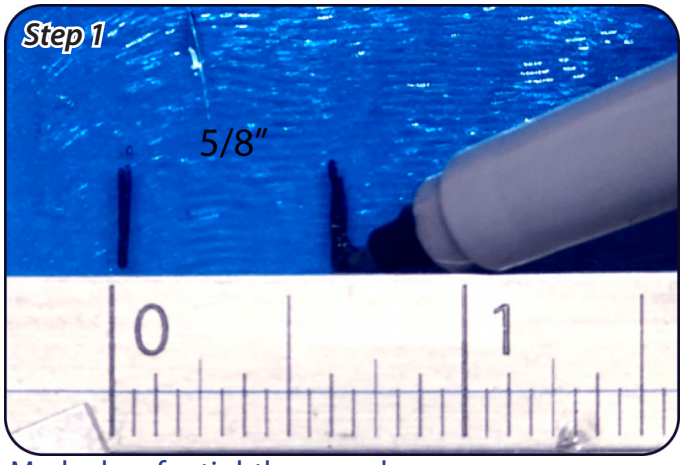
Acute Angles and Tightly Spaced Scores

For very acute angles, thin strips, and small shapes, it may be necessary to multiply your desired increment spacing to allow adequate room for the width of the straightedges. In these cases, follow this process for making tightly spaced scores. Two examples are discussed below: 1/4 inch strips and 5/8 inch strips.

Step 1:
Using a fine tipped marker, mark the glass at your desired increment. If you plan to trim some off the left side, also mark a 0 point (in example pictured below, at 0 and 5/8-inches). You may need more marks, depending on how tightly spaced your scores will be, and thus how many multiples of the increments your spacing will be. For example, if scoring 1/4 inch strips with straightedges positioned every 1 inch, you would make 3 marks, one each at 1/4, 1/2, and 3/4 inches.

Step 2:
Space each straightedge on the Versaguide to twice (or another larger multiple if necessary) the desired increment. To continue our examples, if you want 5/8 inch wide strips, set your straightedges to 1 1/4-inches apart. If you want 1/4 inch strips, set your straightedges at 1 inch apart.
Note: It is best to set straightedge increments while Versaguide is at 90 degrees, and then to adjust the angle afterward.



Mark glass for tightly spaced scores

Place straightedges at a multiple of that spacing

Step 3:
Align the Versaguide Zero Mark at the corner of your glass, or at where you marked the intended 0 point if you are trimming some from the left side. Score the glass at each straightedge.

Step 4:
Slide the Versaguide to align your Zero Mark to your second mark on the glass (5/8-inches in our pictured example, or 1/4th inch for 1/4th inch strips). Score the glass at each straightedge. The scores you make now will fill in the desired increment pattern. Repeat to score additional marks if needed for example, starting at the 1/2 inch and 3/4 inch marks for 14/th inch strips.

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Step 5: Scoring wider pieces of glass using the above method:
To extend the scoring along a wider piece of glass without stopping to break a score and mark your glass again, align the Zero Mark to your last score, and score along each straightedge. Repeat the process using the second to last score and so on until all desired increments have been scored.

Left-Handed Scoring Tips

Method #1 (Recomended):
Shift all the straightedges to the right and align their left sides to marks on the ruler. This might feel more intuitive because you are running your tool along the same side of the straightedge as you are aligning to the ruler marks. The downside is that you would be losing an inch of useful rail on the left side.

Method #2:
First use your scoring tool to create a mark on the left side of the first straightedge (instead of the right side). Align your glass so that the bottom left corner (or the first place you'd like to score, if you plan to trim a bit from the left side) is aligned with that mark. You'll want to continue to align the right side of the straightedges to points on the rulers. The downside is that you will be running the scoring tool along the opposite side of the straightedge from where it aligns with the ruler numbers, which might be less intuitive at first.

Method #3:
Rotate the Versaguide 180 degrees and reverse everything stated in the instructions. The top bar will be used for the bottom bar, the ruler numbers will go from right to left, the Zero Mark will be at bottom right, and you can easily work from right to left. The downside to this alternative is that the numbers will appear upside down.

Limited Lifetime Warranty

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This warranty does not cover accessories, scoring wheels, imprinting, color finishes, labels, or cleaning.

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60° Cheat Sheet - Cut Equilateral Triangles, Hexagons, and Diamonds!

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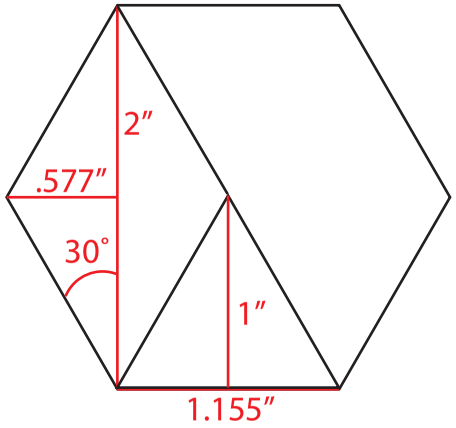
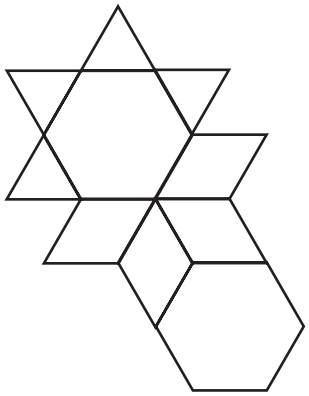
The example hexagon and diamond are each 2″ tall.
The equilateral triangle is 1″ tall.
All sides of all shapes are 1.155″ long.



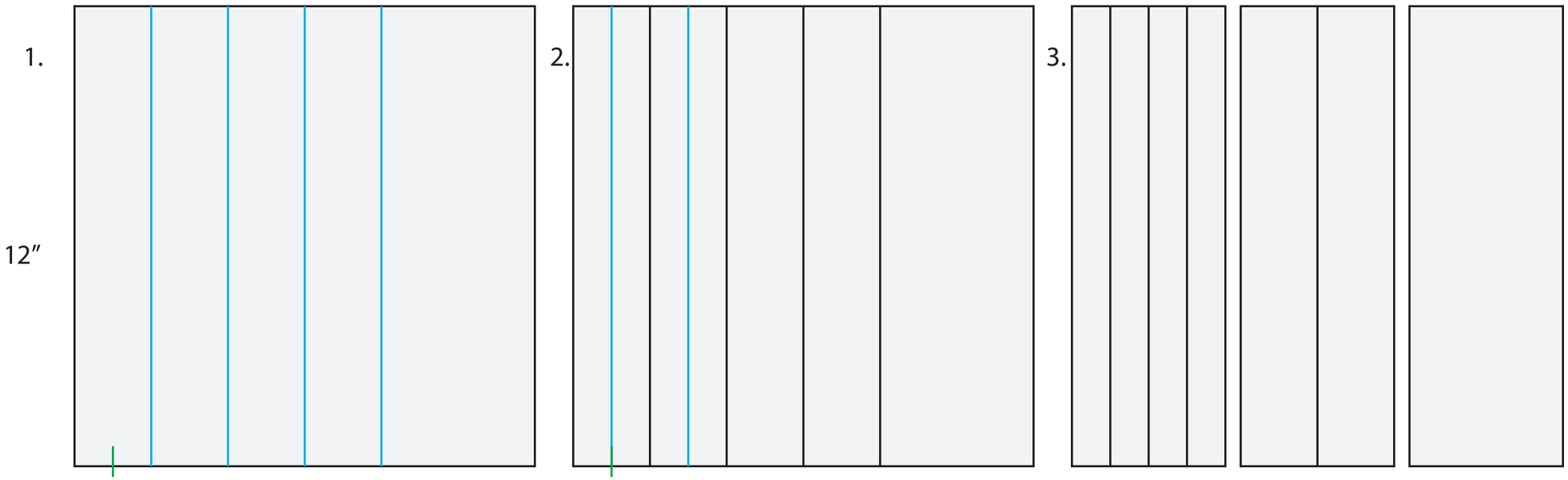


These three shapes play well together!

Space every 2 inches and score as shown.

Align Zero Mark to mark at bottom and score as shown.

Break twice to create three 4″ pieces.

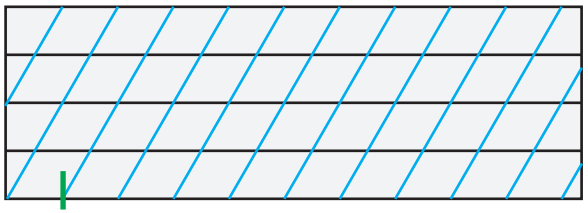


1.155″ side lengths for 1″ tall equilateral triangles, and 2″ tall diamonds and hexagons.
Set Straightedges to every other mark - 2.31″ apart

Print with 100% sizing, and trim margins with scissors. Hold against straightedges to set.

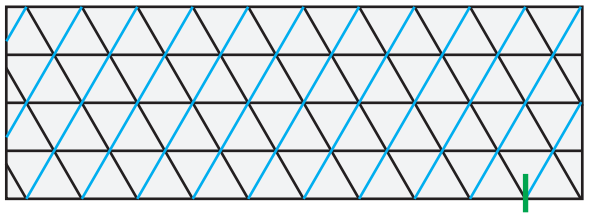
60° Diamonds OR Equilateral Triangles

1. Space every 2.31 inches. Angle to 60°.
2. Score from corner, then score from mark.



Mark at 1.155″ with ruler and pen.

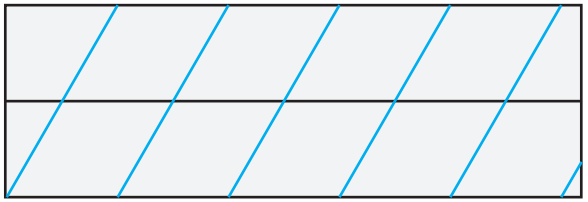
3. Flip and score from bottom right corner. Then score from mark.



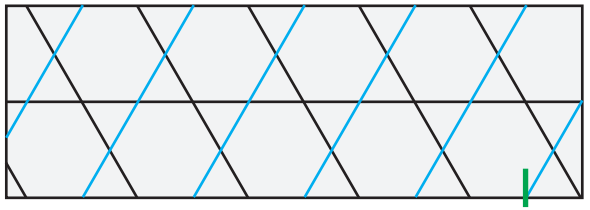
Mark at 1.155″

Hexagons

1. Score from corner.



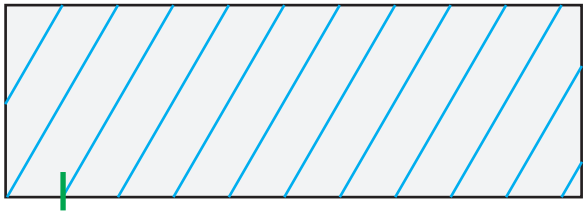
2. Flip and score from mark.



Mark at 1.155″

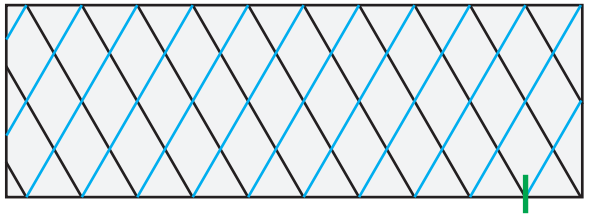
Diamonds (Any width or Angle)

1. Score from corner, then score from mark.



Mark at 1.155″

2. Flip and score from bottom right corner. Then score from mark.



Mark at 1.155″

1.733″ sides for 1.5″ tall equilateral triangles, and 3″ tall diamonds and hexagons.