

Card Buildings : Instructions

Equipment

Metal ruler, sharp modelling knife (preferably with a new blade), cutting mat or a flat piece of scrap card, small(ish) paint brush (for applying glue). A pair of small flat pliers can also be useful to press the glued edges together – fingers can be a bit big for the job on such small models.
You will also need glue and I recommend PVA/white glue but most craft glues will work fine.

Hints and Tips

- Using a knife as sharp as you can get it is important. Not only is a sharp knife safer than a blunt one but it cuts more accurately and makes scoring for folds easier too.
- Only cut out the parts for the buildings you are working on – small bits of card get lost easily, they are easier to find if you haven't cut them off the sheet.
- Do the scoring for folds BEFORE cutting out the model. Working on these small models while they are on the sheet is easier than after they have been cut out.
- Scoring the card before folding does make for a more accurate fold BUT it can also leave a white edge where the surface of the card is scored. Scoring folds that won't show (such as the roof tabs) should always be done but I leave it to you whether to score folds on the printed surface (such as corners of buildings or roof ridges). If you can fold accurately without scoring then do so, otherwise score very lightly.
- Scoring should always be done with the point of a knife lightly pulled along the fold line with virtually no pressure on the knife.
- Where a cut ends up against uncut or scored card always cut AWAY from the uncut end – even if both ends need this done. Use the point of the knife nearly vertical at these points so that you cut as close to the join as possible. This will avoid any awkward overlaps at the folds.
- Use a metal ruler for cutting and scoring. Experienced card modellers often cut free-hand but you need a steady hand and a good eye to avoid errors.
- Use a brush to apply the glue – it allows greater accuracy and reduces the risk of putting too much glue on the tabs. Excess glue can be removed with the tip of the brush without damaging the model.

General Instructions

- 1) Score all the folds (but read the hints & tips) and then cut the model out.
- 2) Fold all the sides of the building but do NOT fold the tabs for the roof yet. Note the folds marked with an arrowed line – these should be folded with the printed side INWARDS. If you did not score these folds, fold over a clean edge, such as a thin steel ruler.
- 3) Carefully crease the folds you have just made by laying the building on a flat surface and folding each corner so that the edges of the base tabs line up before gently creasing the fold with a fingernail.
- 4) Form the building into shape and check that it fits together correctly.
- 5) Use a brush to put glue sparingly on the grey side tab and put the cut edge into the first fold on the opposite side of the building then press the tab onto the rear of the wall. On larger buildings you can put the wall flat and press the tab down carefully (making sure that it doesn't slip out of position) with a finger or lolly stick. On smaller buildings a pair of flat-nosed pliers can be used to gently press together the sides. If any glue squeezes out, remove it with the glue brush immediately. You need to work fairly quickly here as the PVA will bond the two paper surfaces quite quickly and mistakes can't be easily rectified once that happens.
- 6) Carefully form the building into shape and leave to dry for 20-30 minutes.
- 7) Cut out the roof and fold it down the ridge roughly to the angle of the gable. If you want to avoid the white card on the underside of the roof showing then use a felt marker pen to darken the edges of the back of the roof before folding.
- 8) Once the walls are dry fold the roof tabs inward to approximately the correct positions to meet the roof when it is put on.
- 9) Glue the roof tabs and immediately put the roof in position over them, adjusting so that it fits correctly over the gables with about the same overhang at each end of the building. Hold the roof in place and turn the building over so that you can gently press the roof tabs down from inside the building – I find the end of the glue brush is good for this.

Sheet B001 Medieval/Renaissance Timber Framed A : Instructions for specific Buildings

All buildings on this sheet have a rectangular floor-plan so are simple to build using the general instructions and hints and tips overleaf. Take care to use the correct roof for each building group – as labelled on the sheet.

Lean To's : These can be attached to the gable end of the single storey cottages by either their rear edge or the side (the one with no door). Attach to the completed cottage with a little glue, making sure that the floor levels are consistent. Add the roof AFTER gluing the lean-to onto the cottage. Put a little bead of glue along the INSIDE edges of the lean to so the bead just shows over the top of the wall. Carefully place the roof and position it so that one edge is flush with the cottage wall and with roughly equal overlap on the lean-to walls.

Alternatively these can be small, stand-alone outhouses

Smoke Vents : These are optional. You should attach these AFTER the roof has been stuck on the building.

Cut the small grey pieces and fold along the white line to fit over the ridge. Put a little glue on the unprinted side and stick over the ridge – allow to dry for a few minutes. Cut the vent cover and fold along the centre. Stick this centrally over the grey piece so that it appears slightly raised from the roof.

Sheet B002 Medieval/Renaissance Stone & Half-timbered : Instructions for specific Buildings

All buildings on this sheet have a rectangular floor-plan so are simple to build using the general instructions and hints and tips overleaf. Take care to use the correct roof for each building/group of buildings – as labelled on the sheet.

Chimneys : Small items such as these are best scored on all folds before cutting out. Fold the grey tab inside the chimney and use a matchstick to press the glued joint flat. Leave to dry before doing the top. Gently pinch the top of the chimney so that it has a curve (but not a sharp fold) and then put a small dot of glue on the tab for the top of the chimney. Insert the tab inside and press into place from underneath with a matchstick.

Once the chimney is dry put a dot of glue inside the chimney at the two points where it will rest on the ridge and a small bead, again inside the chimney, on the lowest edge. Carefully position on the ridge and hold down for a minute, until it holds in place.

Outhouses : These go with the stone long houses (F & G). Build the walls as usual and attach their gable to the gable end of the completed long house before adding their roof.

Sheet B003 Medieval/Renaissance Church & Manor : Instructions for specific Buildings

Church

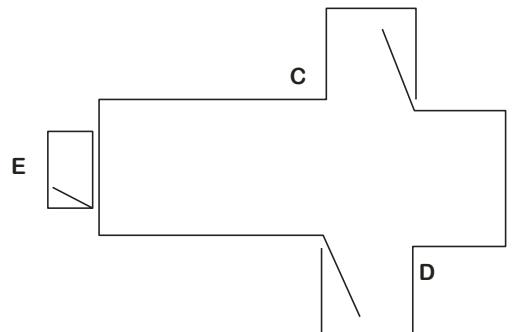
The main body of the church is in two pieces (C & D) with an optional porch (E), the diagram shows how the pieces fit together. Cut D & C out and bend the walls roughly into shape first – note that some walls fold INWARDS. Put glue on ONE of the wall tabs and stick in place, making sure to keep the bottom edges level. Once this is dry glue and stick the other wall tab.

The roof tabs on the long axis of the church are different to other buildings – to provide some extra rigidity to this long building. Gently fold all the roof tabs roughly into position – the darker grey end of the larger tabs go UNDER the opposite tab. Stick these large tabs first, one at a time – the two lighter grey tab edges should meet at the ridge of the roof.

Once these are dry cut out the main roof – notice the white cut-outs, these must be removed. Fold the roof to shape and glue the large grey tabs and stick the roof in place on top of them. Note that the cut-outs go over the side chapel walls. Leave to dry thoroughly.

Attaching the side roofs can be a bit difficult so take care. Cut the roofs and bend to shape. Put a thin bead of glue INSIDE the roof along the darker grey edges – I find the easiest way to do this is to ‘wipe’ a brush along the underside of the edge. Now add glue to the roof tabs on one side chapel. Position the roof so that it joins the main roof at the ridge with approximately equal amounts of the dark grey leading showing on either side and gently press the roof onto the roof tabs on the end wall. Leave to dry and then do the other side roof.

Assemble the porch walls and leave to dry. Attach the porch centrally as shown in the diagram and leave to dry before adding its roof.



Manor

The Manor House has a main building in stone and a solar block in brick & timber – assembled as shown in the diagram. Build the two walls separately and stick them together BEFORE adding either roof. If you wish to make these as two separate buildings then please make sure that you read the notes below on the roofs.

Main building : When cutting this building out take care not to fold the end wall where the gable meets the tower and to cut the line that separates the back of the chimney from the wall. There are notes on the sheet to remind you. It is advisable to score the folds for the walls on this building, particularly the tower and chimney. Once cut out fold roughly to shape, taking particular care with the inward folds on the tower and chimney.

Stick the chimney first and leave to dry.

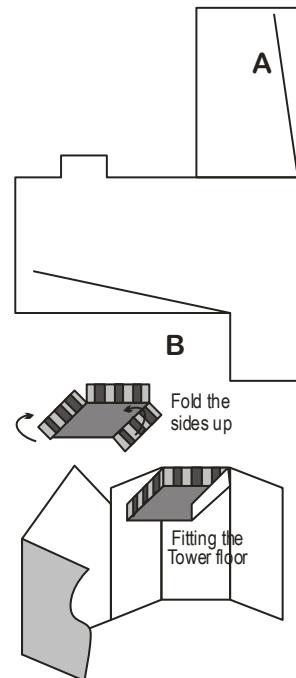
Cut out the tower floor (score the folds along the lines marked first) and fold the printed side of the walls INWARDS, as shown in the diagram. Put a little glue on the middle wall of the tower floor and stick INSIDE the tower as shown in the diagram. Now fold the chimney top down and glue the tab before inserting inside the chimney, use a matchstick to push the tab down from inside the chimney.

Glue the other two walls and fold the tower into contact with them.

Once this is dry glue the large wall tab and stick in place.

Cutting out the roofs : If you plan to make these as two separate buildings then DO NOT cut the lines marked X & Y – these should only be cut if you intend to assemble these as a single model. The two light grey areas should be removed in either case. The smaller of these goes over the chimney.

Adding Roofs (when assembled as one model) : Stick the solar block (A) into place against the wall of the main building as shown in the diagram and leave to dry. Fold all the roof tabs on both buildings. Stick the roof onto the main building first – making sure to line up the cut-outs with the chimney, tower & the solar block gable correctly. Once dry the Solar roof can be attached – the cut ends going at the junction with the main building.



Sheet B100 : Fences, Walls & Roads

To make a straight length of wall : Score the chosen wall down the centreline before cutting out the whole wall section. Measure the length required from one end and cut to length. Fold along the score, carefully crease the fold and stick the two sides together. If the lower edge is uneven you can trim it straight after it has dried.

To join walls made in this way : fix the first section to the baseboard with a thin bead of glue along the bottom edge – hold in place for a short while until the glue becomes tacky enough to hold it upright, then straighten it so it is vertical. Leave to dry. Make the next section and glue as for the first but add a small bead of glue along the end where it is to join the first piece. Carefully butt the second piece to the first and remove any excess glue with a damp brush.

Alternatively a wall with corners can be made in one piece. On the wall at the top right of the sheet a small (1mm wide) slot is marked on one side of the wall – this will be the inside of the corner. Score a line across both sides of the wall where the corner is to be – do this before assembly. Now cut a similar slot on one side only. Do this for each corner in the wall section you want. Fold the wall over as for a straight wall and glue as above. Once stuck you can easily bend the wall where the slots were cut, if any white card shows at the join, pencil shading will disguise it quite well.

Gates : Score along the centreline marked and cut out. Fold over and stick the two sides together firmly. Fix the length of wall to the base first and then put beads of glue along the bottom of the gate and the edge of the wall it will go against. Stick the gate in place and attach the wall on its other side once it has dried.

Roads : Cut to the desired length and stick to the baseboard, smooth down with a dry cloth or handkerchief.

Instructions for specific Buildings – ECW Village

(A&B) The red-brick chimney goes with B and the stone one with A. Both chimneys are very narrow so it is advisable to score all the verticals on these. Being so small, these can be quite difficult to fold up and glue – try using a matchstick to press the glued edge in place. If you don't feel up to it then having no chimney isn't a disaster. The chimney should be glued to the end gable. See also the instructions below for fitting the cottage roofs (buildings G-J) so that they fit around the chimney.

(C) The roof should be positioned so that it only projects at the door end. This allows the tower (D) to be attached later.

(D) As with the chimneys, accurate folding is essential so scoring the folds may be advisable here.

Use a felt tip to darken the top 5mm of the back of the tower piece. Cut out and fold the

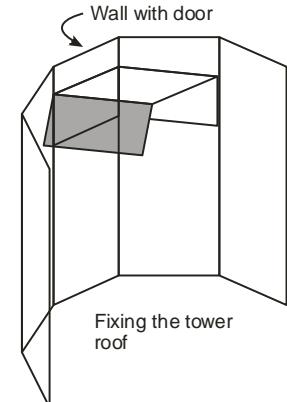
tower roof (E) before gluing the tower together as this needs to be fitted inside the tower.

Glue the middle tab of the tower roof (the one with the white X) and position carefully on the back of the door wall of the tower, about 3mm below the top. Make sure that the other walls will fold in to contact the other 2 tabs and that the roof is level with the top of the tower.

Leave this to dry for about 20 minutes.

Glue the two other tabs on the tower roof and fold the walls onto the tabs, again making sure that the tower roof is level with the top of the tower walls. Leave to dry before finally gluing the tab on the tower wall and fitting this inside the final tower wall.

It is best to leave gluing the tower to the nave of the church until they are to be fixed to their base. This way you ensure that the floors are level.



(F) Note that one of the wall folds on this building is inwards (marked with arrow on the fold line). Once the building is folded up it should make a 'T' shape, if it doesn't then it is probably that fold that has been done wrong.

Once the walls are folded, glued and the glue has dried, shape the building into its proper shape by flexing the corners gently.

Fitting the main roof : The white piece should be cut out of the long roof (RF) – this slot goes over the downstroke of the 'T' and should help to give the building its correct shape. Care must be taken not to 'pinch' the main body of the building when attaching the roof, check to make sure that the front and back walls are parallel before pressing the roof tabs down. Leave the main roof to dry before attaching the second roof.

Fitting the second roof : There are no tabs on the edges where the two roofs meet – this is not an error. Fold the roof to the correct angle to fit over the gable – make the angle a bit sharper than it needs to be. Before you glue the tabs on the gable run a thin bead of glue INSIDE the folded roof along the edge that will contact the main roof. Carefully place the roof over the gable and the lower the other end so that it contacts the main roof with the ridges touching. Gently press the roof into contact with the main roof and hold it in place until the glue has set a little and will hold in place.

The small red-brick chimney is for building G. Once made it can be fixed on the ridge of the roof by putting a little glue INSIDE it and placing it over the ridge. This is quite a fiddly piece to make and less experienced modellers may prefer to ignore it. Extra chimneys are included so you can either have two chimneys per building or treat them as spares to practice on.

(G-J) : Cottages. These can have one of the smaller chimneys and/or a lean-to added. If the chimney is placed at the gable end then the roof will need to have a small cut-out to go around it. The easiest way to do this is to glue on the chimney (in the middle of the gable end) and/or lean to before adding the roof – add the lean-to roof as well as this can be fiddly to do with the cottage roof on.

Make a small cut along the ridgeline of the roof about 2-3mm deep and then a cut down each slope about the same length.

Try the roof over the chimney and judge how much of the cut strip needs to be removed to fit around the chimney – then cut those bits off before gluing the roof in place.

Base tabs & fixing buildings to bases

Base tabs have been included on all buildings in this set for those modellers who prefer to use their own bases, rather than those provided. If you intend to use the printed bases then I advise the removal of the tabs before construction,

Once the building is made and dry and you have its base ready then put a blob of PVA into each corner of the bottom and a few small blobs on each edge – all INSIDE the building. Now place the building in position on the base and those blobs of glue will run down to hold the building firmly on its base. I'd advise leaving to dry for a hour before handling if using PVA.

Making the bases

Cut around the textured bases on sheet C leaving a small strip of white card around the printed area. Spread glue on the back of this and stick onto a sheet of thicker card (mount board is ideal), smoothing out from the centre to remove any bubbles. Put a flat weight on top of this and leave to dry before cutting into the sizes you require. There are 3 60x60 bases in the top row (for the Church, the Manor and another plain one) and the bottom row can be either 60x60 or 60x30 – there are thin lines to show where to cut the 30mm sizes.

Making the 'enclosures'

To make the enclosure bases for the buildings to sit inside you will need a thick card square at least 65mm (70mm may be easier to work with) on a side and 40mm by 65-70mm for the smaller bases. Either use brown/green card for these or paint them before assembling the walls & fences.

The idea is to have a terrain piece with one or more buildings that can be removed to make space for troop bases that are occupying the buildings. Each enclosure has a wall/fence or redoubt (fence one side, grass the other) on each side and these can be stuck on separately or linked together for greater rigidity.

If doing the walls as separate pieces score, cut and fold the walls to shape - with the fixing tab folded toward the printed side. Glue the inside of the walls and press firmly together. Put on a flat surface and run a fingernail down the inside of the crease between the wall and the tab so that it stands upright.

Glue the pieces on one at a time using the sides of the base and the diagonal cuts on the tabs to align them correctly.

To link the walls : Score then cut out the 'walls' and fold them into shape – with the fixing tab folded toward the printed side. Now make a set of corner 'hinges' as shown in the diagram and lightly glue them inside the upright part of two of the four walls. Once the glue on those has dried a little, glue the two wall sides together and leave to dry.

Now put glue on the inside of one of the remaining walls and carefully insert the hinge piece from the walls you just made between the glued sides at each end so that the edges meet to form the enclosure corners. Repeat for the 4th wall once dry.

You should then have a complete and rigid surround which can be glued onto the base by the tabs.

