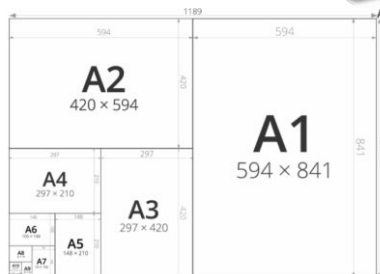


Material classifications

Papers 	Papers are made from wood pulp. Their density is measured by their weight, in grams per square metre (gsm). The lower the gsm, the thinner the paper will be. Papers have a GSM of less the 220
Boards 	Board is categorised by weight as well as thickness; the weight is measured, like paper, in grams per square metre (gsm), boards are above 220gsm. The thickness is measured in microns. One micron is 1/1,000th of a mm.



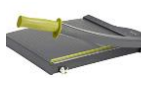
Sizes



Materials and their properties/ uses

Papers—Cartridge, Tracing paper, layout paper	
Cartridge paper 	Properties- Heavier weight, good quality paper, opaque Uses- Writing , Sketching, good for pencils, pastels, charcoals
Tracing paper 	Properties- High transparency, Uses- For seeing an image underneath and allowing you to trace it.
Layout paper 	Properties- Lightweight, thin, cheap, smooth surface, good transparency Uses- Graphic drawings, animations, used to show different layers on drawings
Boards— Corrugated card	
Corrugated card 	Properties- lightweight, structural strength (flutes) gives protective qualities. Uses- packaging in the transportation of products

Processes, Tools and equipment

	Craft knife- Tool used to cut paper and cards, the blade is retractable and can be snapped off when blunt.
	Safety Rule- Use as a straight edge to cut along, the gully protects fingers.
	Cutting Matt- Used as a surface to cut on to protect desks.
	Scissors- Tool used to cut papers and thin card.
	Paper cutter/ trimmer- Tool used to cut straight edges on larger sheets of papers and cards. Cutter works along a track.
	Paper Guillotine- Tool used to cut straight edges on larger sheets of papers and cards. The blade raises and lowers.
	Masking tape- Used to mask of areas when painting and temporarily attaching papers.
	Double sided tape- Used for mounting different materials on top of each other.
	Sellotape- used for joining, attaching and mending paper based materials.
	Glue gun- Used to melt and apply adhesive to materials when modelling.