

Haunted Mansion Desk Set Series, No. 2: Toothpick Dispenser Papercraft—License Agreement

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Haunted Mansion
DESK SET SERIES

TOOTHPICK DISPENSER

Nº 2

Read This Before Printing Anything!

Model Specs:

- Difficulty Level: 5/10
- Width: 2.81", Height: 4.5", Depth: 4.13"
- 25 Full-color pieces.

Required Tools & Materials:

- *Adobe® Reader®* (A free download from [Adobe®](http://adobe.com).)
- Color Printer
- Card Stock
- Glue
- Scissors
- Rounded Toothpicks
- 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.

Optional Tools & Materials:

- Weights (see [Step 5](#))

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.

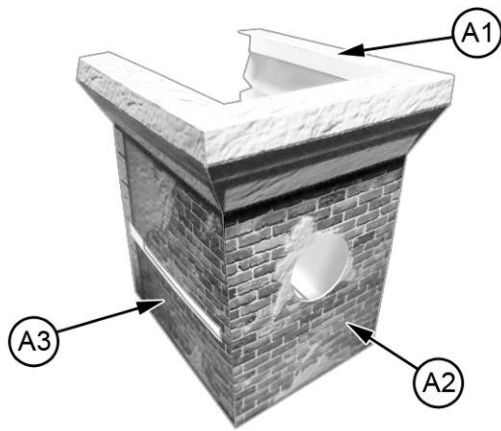


While some parts dry, feel free to read ahead and pre-assemble upcoming parts. It's an efficient use of your time. Just don't get too far ahead, or you risk running into assembly difficulties/conflicts.

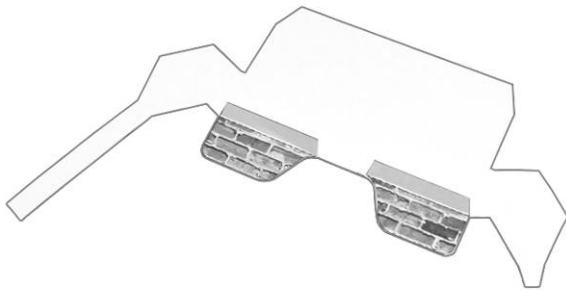


Some model builders like to use either colored permanent ink markers or watercolor paint to color the piece edges as they build. This helps to hide the white edge of the cut paper and gives the model a more finished look.

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



1. Assemble pieces A1-A3 together as shown. Don't forget to cut out the holes on pieces A2 & A3.



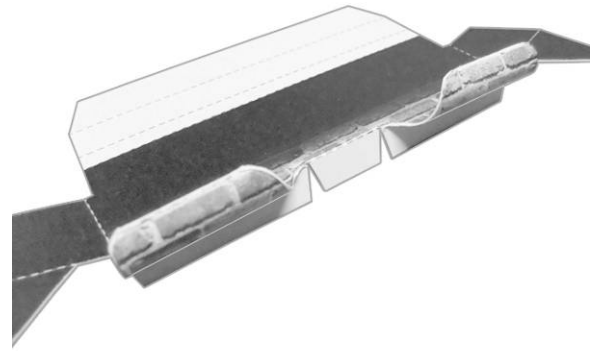
2. Cut out piece B1. With the printed side facing down, fold back and glue the bricks as shown.

ASSEMBLY TIP:

The next step is easiest if you use a fair amount of glue to soften the card stock.



DO NOT glue down the tabs. They should point upward.

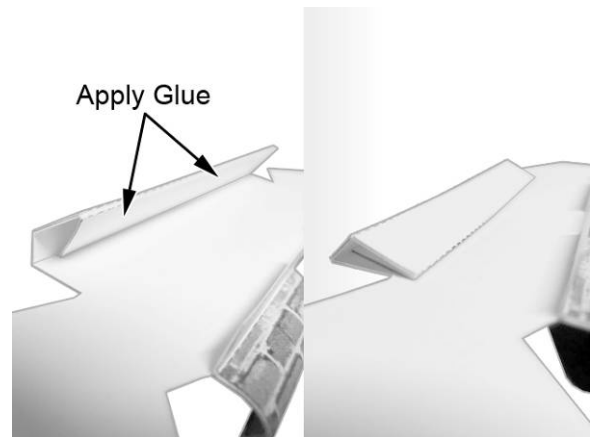


3. Flip piece B1 over and use a small rod, dowel, or any other cylindrical object to gently curve the ends of the brick as shown. This will catch the toothpicks when they are dispensed.

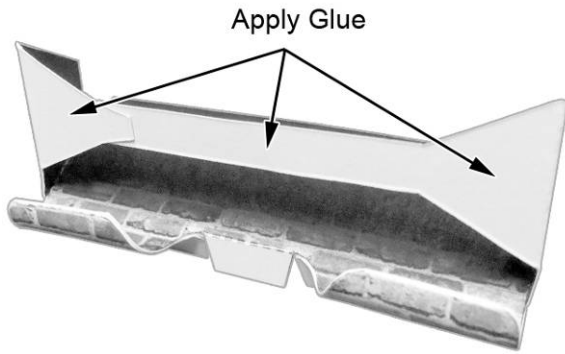
ASSEMBLY TIP:

After curving the bricks, let the glue dry a little, and they will keep their curved shape.

4. Fold down the middle flap between the bricks as shown to create a row of three catcher tabs.



5. Turn piece B1 facedown again, and fold the edge opposite of the bricks as shown. Apply a small amount of glue to keep the edge down, creating a tight, triangular tube. This will make a straight, strong edge.



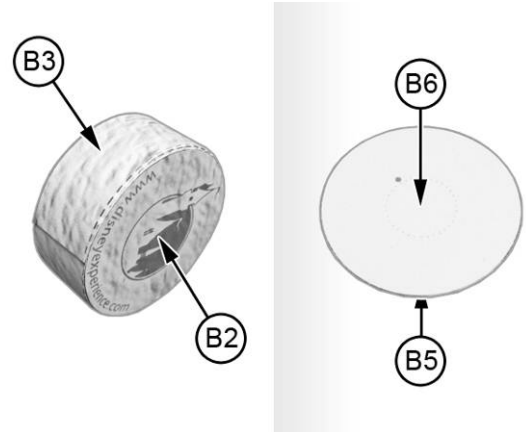
6. Finish folding and gluing the sides of piece B1 as shown to complete the catcher assembly.
7. Apply glue to the area shown and quickly move to the next step.



8. Position the catcher assembly as shown, gluing it to the inside of piece A3.
9. Glue the three catcher tabs to the inside of piece A3 to finish securing the catcher assembly.

SECTION ASSEMBLY TIP:

For the assembly of the dispenser's moving parts, try to both cut and glue the pieces as precisely as possible. The better alignment that you do will make the dispenser operate smoothly and accurately.

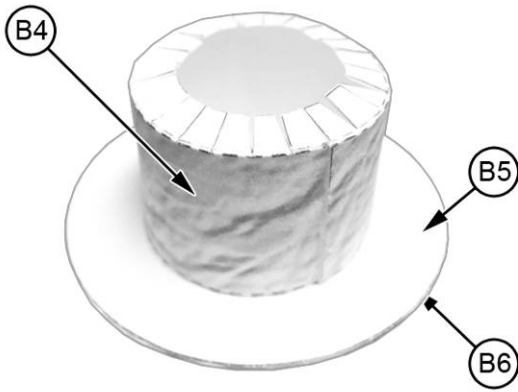


10. Roll and glue piece B3 to itself, and then glue it to piece B2 as shown to create the knob.
11. Glue pieces B5 & B6 together as shown. Be sure that the printed sides are facing outward.
12. Cut out the holes in pieces B9 & B10, then glue together. Be sure that the printed sides are facing outward.

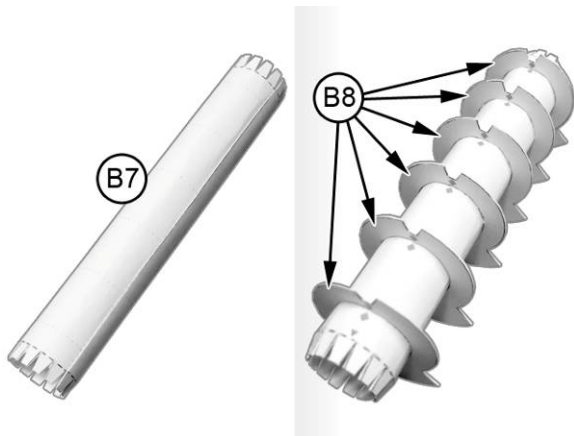


Let the two discs dry completely (12-24 hrs.), placing them under flat, heavy objects. They will come out strong and flat.

After the drying period, there may still be slight warping. Gently bend them as flat as possible before moving to the next step. Perfectly flat discs will ensure a smooth operation of the moving components later on.



13. Roll and glue piece B4 to itself, then glue to piece B5 as shown.

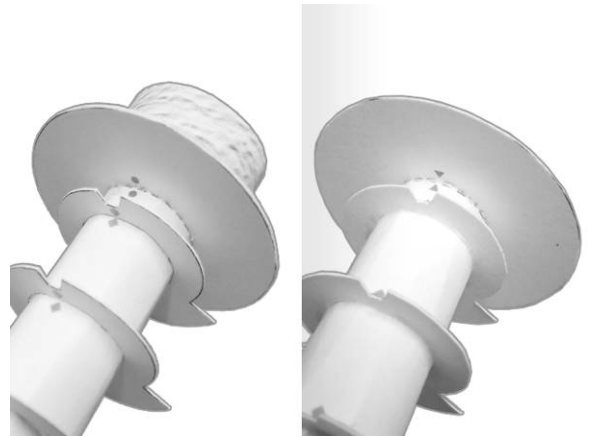


14. Roll and glue piece B7 as shown to create the main cylinder.

15. Cut out pieces B8. One at a time, slide the pieces over the main cylinder. Align them with the dotted lines and match up the orange diamonds as shown. Glue them into place and let them dry.

ASSEMBLY TIP:

Make sure that the diamonds are facing each other, otherwise the dispenser will not work properly.



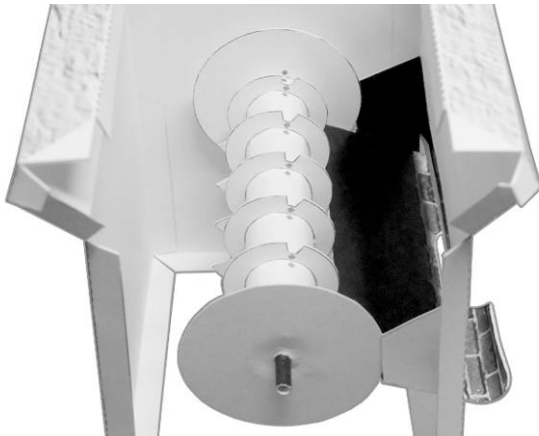
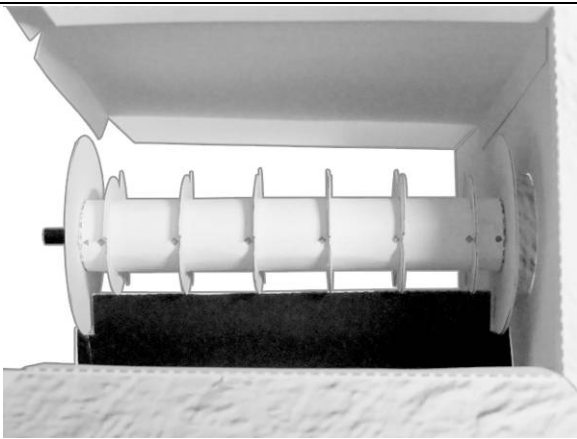
16. Glue the two discs to the ends of the main cylinder as shown. Be sure to match up the blue circles and the red triangles.



17. Roll and glue piece B11. This piece is small, so be patient.

18. Glue piece B11 into the small hole in the end of the cylinder assembly as shown, inserting it up to where the black and white areas meet.

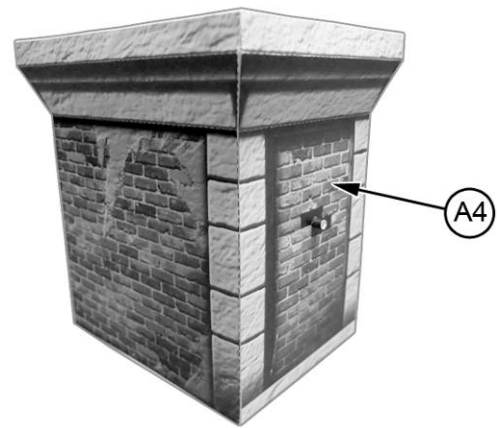
19. Examine and straighten piece B11 as much as you can. Rotate and view it from many angles. Set it aside to completely dry (12-24hrs.) for a strong connection. Not letting it dry will result in bending and misalignment.



20. Carefully insert the cylinder assembly as shown. You may have to gently bend parts. Note that the large discs fit within notches on the catcher assembly.



21. Glue the knob to the end of the cylinder assembly that sticks out from the back of the dispenser. Center the knob as best as you can.



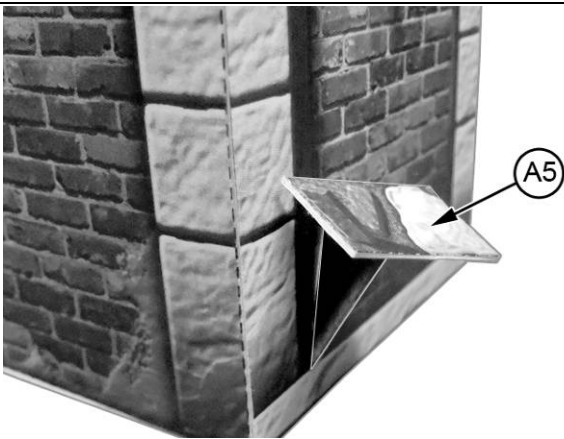
22. Cut out the small hole, and cut the slit on piece A4.
23. Assemble piece A4 to the rest of the dispenser as shown, poking the cylinder assembly through the hole.



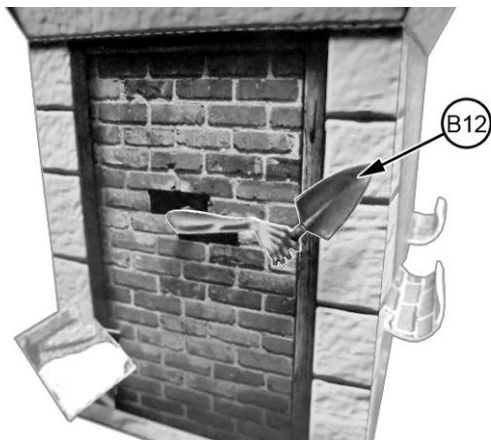
The finished dispenser is lightweight. If you prefer to have it weighted down when you dispense toothpicks, this would be a good time to add weights to the bottom.



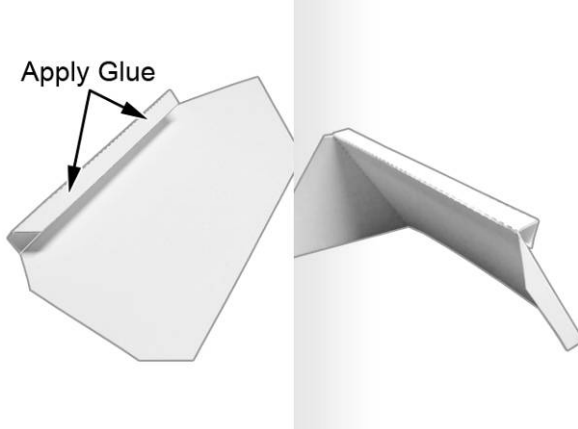
24. Assemble piece A5 as shown. It should be glued into one solid piece.



25. Insert and glue piece A5 into the slot on piece A4 as shown.



26. Turn the dispenser's knob clockwise until it stops (the orange diamonds on the cylinder assembly should be pointing straight up). Glue piece B12 to the end of the black stem as shown, making sure that the arm is horizontal.



27. With pieces A6 & A7 facing down, fold and glue the long edge as shown to create a tight, triangular tube (much like in [Step 5](#)).


28. Finish folding pieces A6 & A7 as shown with the printed sides facing inward.



29. Glue pieces A6 & A7 to create the hopper assembly.



30. Glue the hopper assembly to the tabs inside the top of the dispenser as shown.

 Note that the printed red lines and text do not appear in the image above. They should appear inside your hopper assembly.



31. Assemble piece A8 to create the lid.



32. Fill the dispenser with rounded toothpicks, making sure not to fill past the red line. Place the lid on top.



Note that the printed red lines and text do not appear in the image above. They should appear inside your hopper assembly.

33. Turn the knob back and forth to dispense toothpicks. Occasionally, the toothpicks will get stuck, requiring a gentle tap to loosen. But, the toothpick dispenser should work nine times out of ten.

Congratulations; you've completed the papercraft!