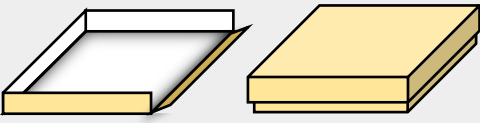


# Drop-down box w/ lid instructions



by Chloe Gise

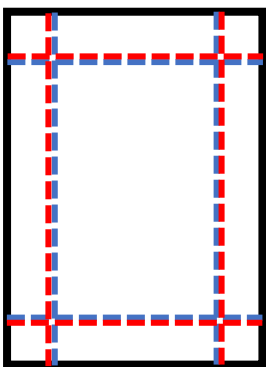
July 2020

## TRAY:

1. Mark the Height, Width, and Length of the object on a strip of paper\*.

2. On a piece of 40 pt. lignin-free paperboard, use the strip to mark measurements for the tray of the box. Define the item's placement by marking a small "X" on the top right corner of the center square. This represents the fore edge of the item.

3. Using a board creaser, crease each mark as indicated by the dotted line\*.



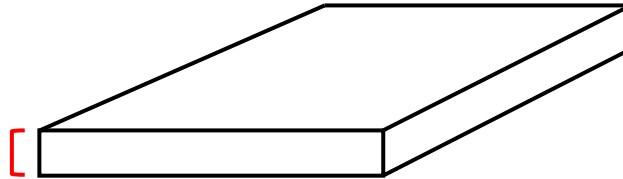
\*For an accurate fit, crease to the ends of the board. Do not crease exactly on the marks made, but slightly outside of them. This is so the interior of the box does not get smaller as you crease. For example, on the left side, crease slightly left of each mark. Repeat with the right side, creasing slightly to the right of the mark.

Measurement strip\*



Length (L)

Height (H)



Width (W)

$H + \frac{1}{4}''$

$L + \frac{1}{4}''$

$H + \frac{1}{4}''$

$H + \frac{1}{4}''$

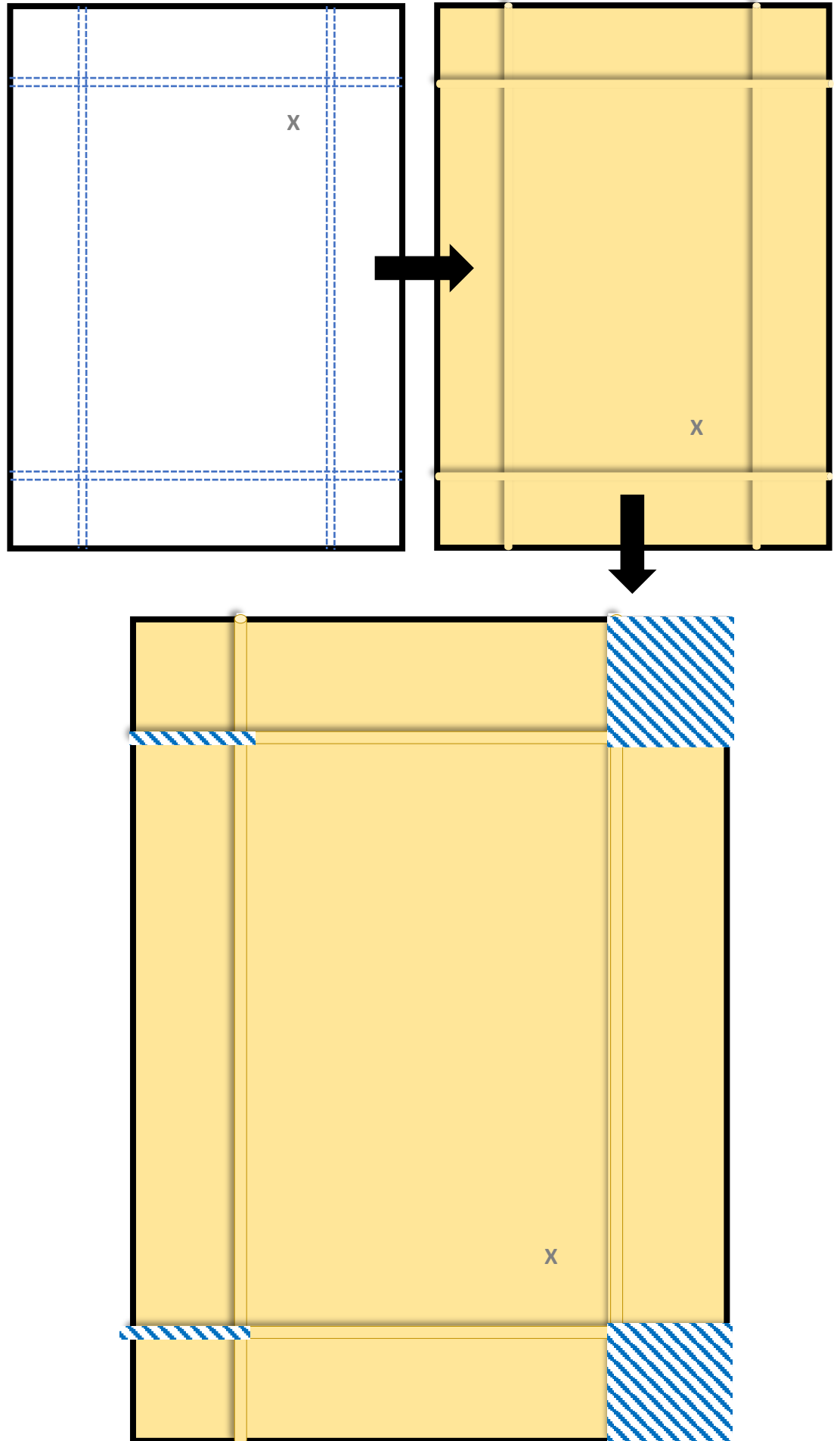
$W + \frac{1}{4}''$

$H + \frac{1}{4}''$

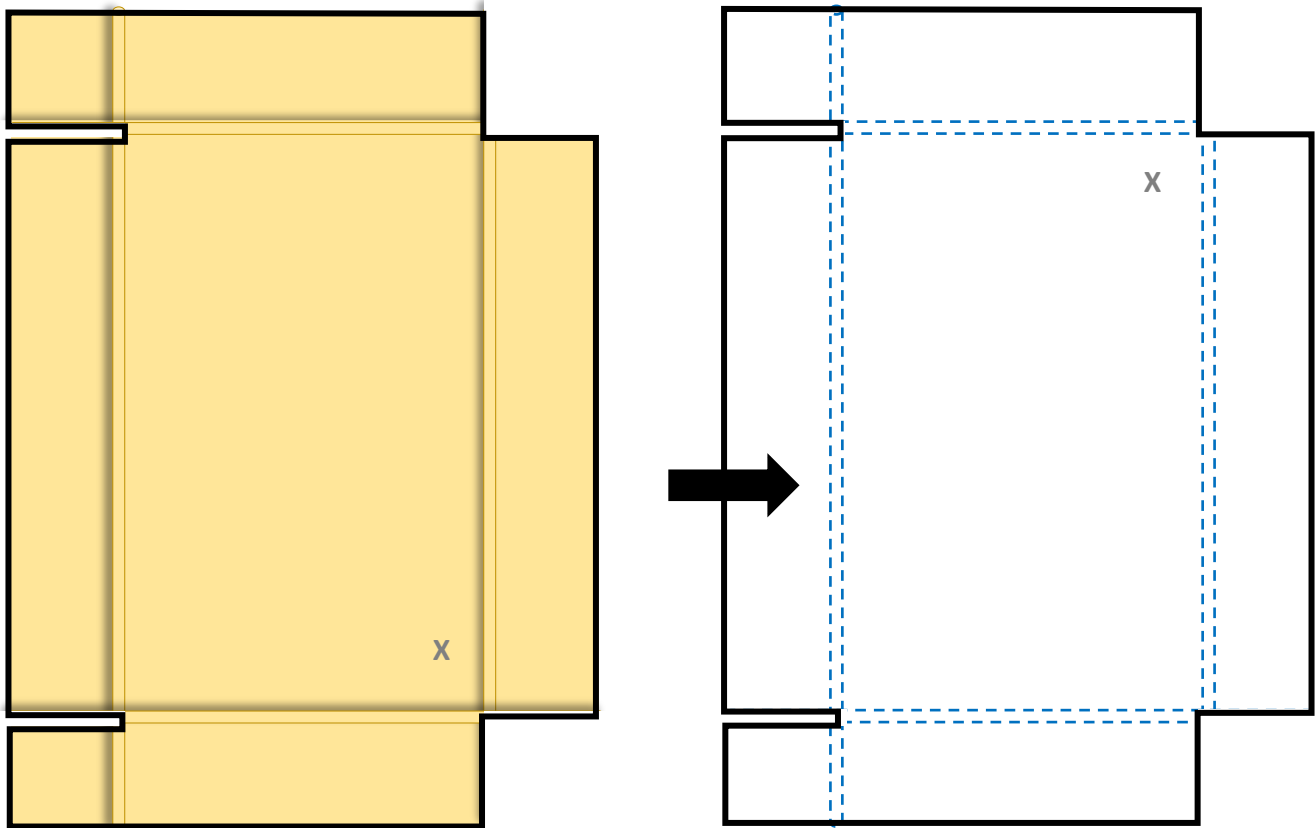
➔ **Measurements disclaimer:**  
Each object being unique, the extra space you provide (eg. these instructions add  $\frac{1}{4}''$  to allow for a small amount of space around the object in the tray and between the object and the lid) will vary depending on the fragility and housing requirements of the object.

X

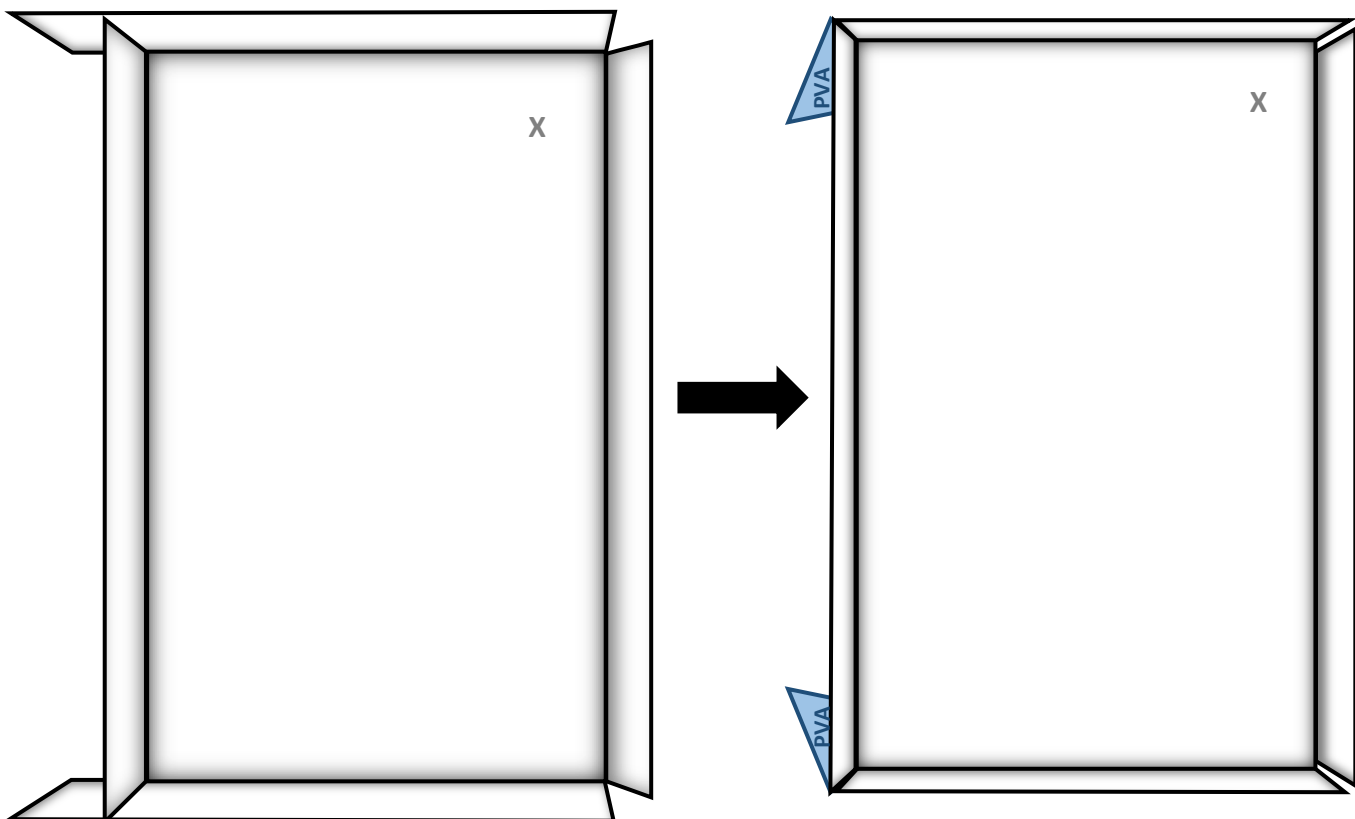
4. This represents the creased board. Turn the board over so you are looking at the hills of the crease. Cut away indicated areas.



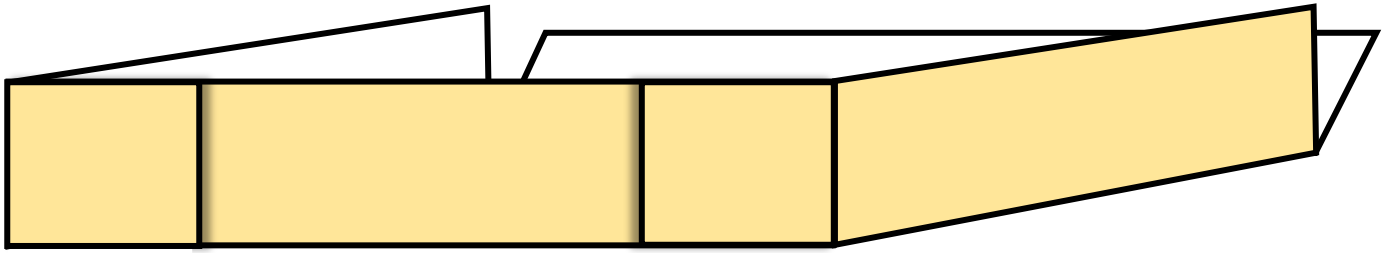
5. Turn the board back over and enhance all creases by folding to the inside. The top and bottom left tabs wrap around the top and bottom middle shapes as shown. The right side is the drop-down side.



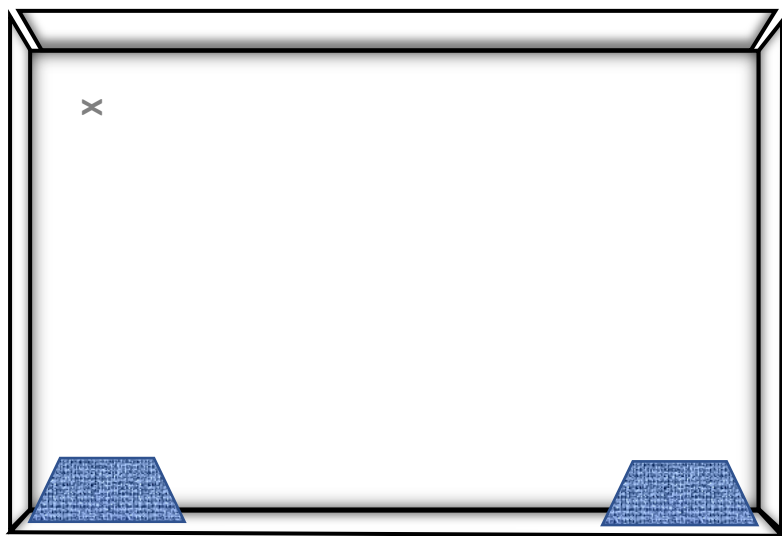
6. Apply a thin layer of **PVA** to the inside of the leftmost tabs that wrap around the left side.



7. Folded, the tray should look as shown.

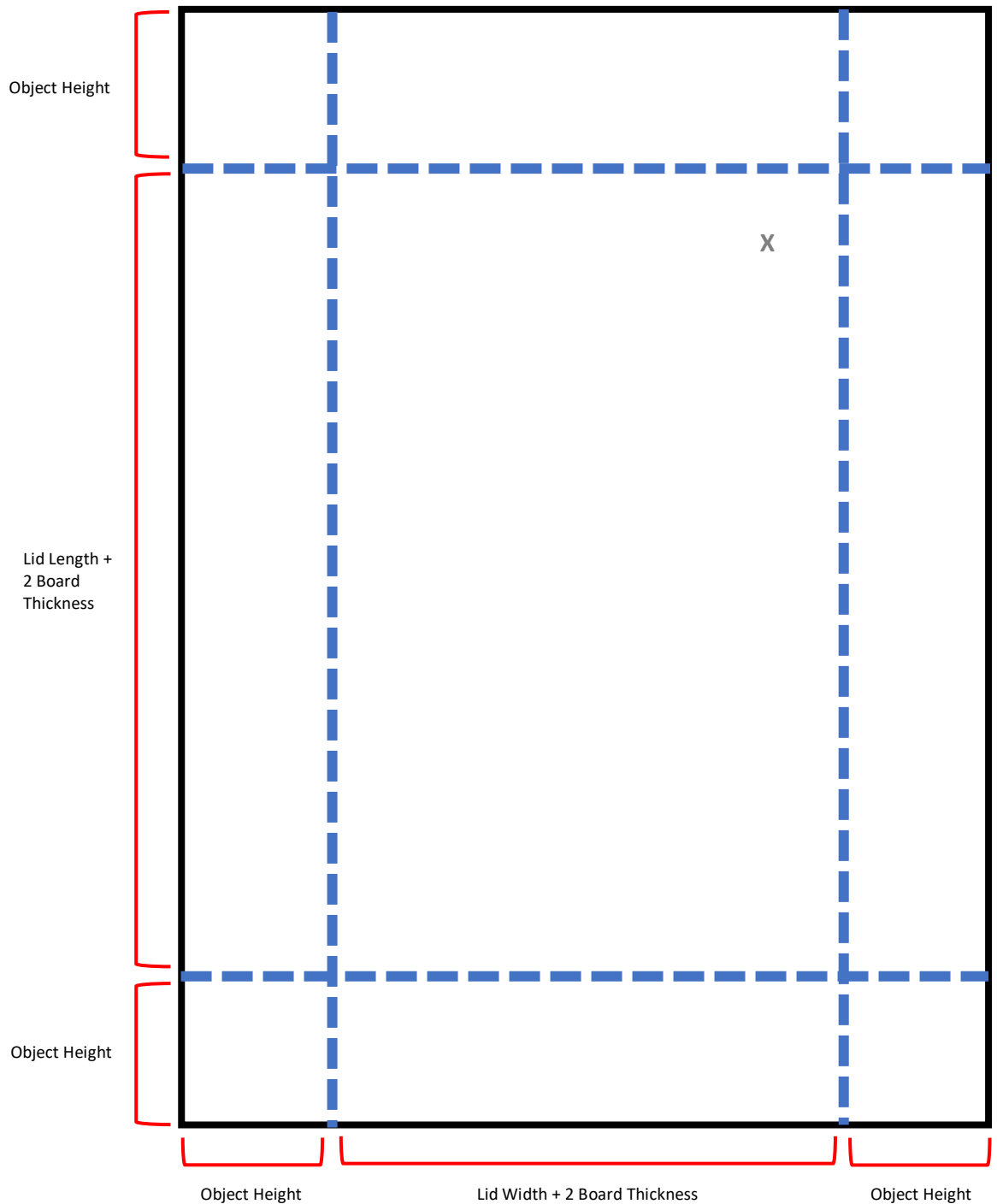
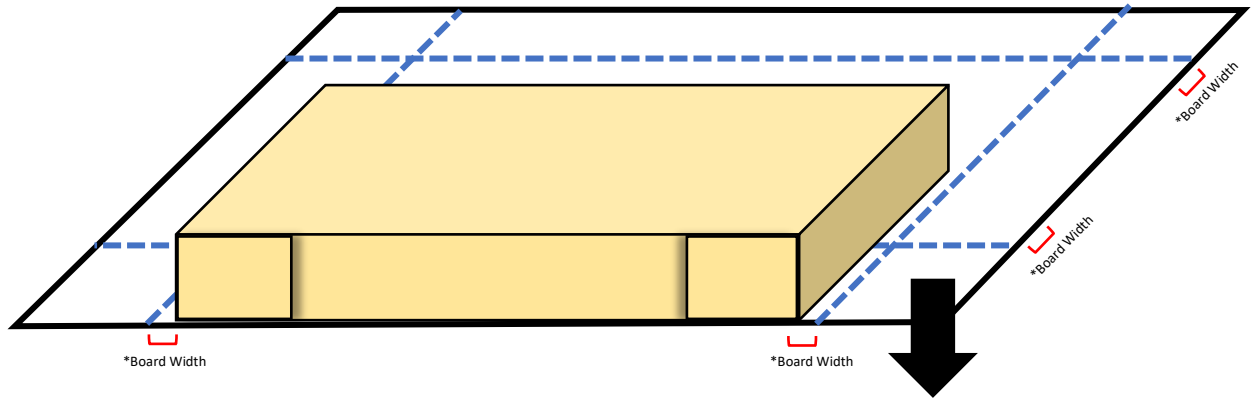


8. Stand the tray up, glued tabs down. Place weights over the glued areas. Leave to dry for 24 hours.



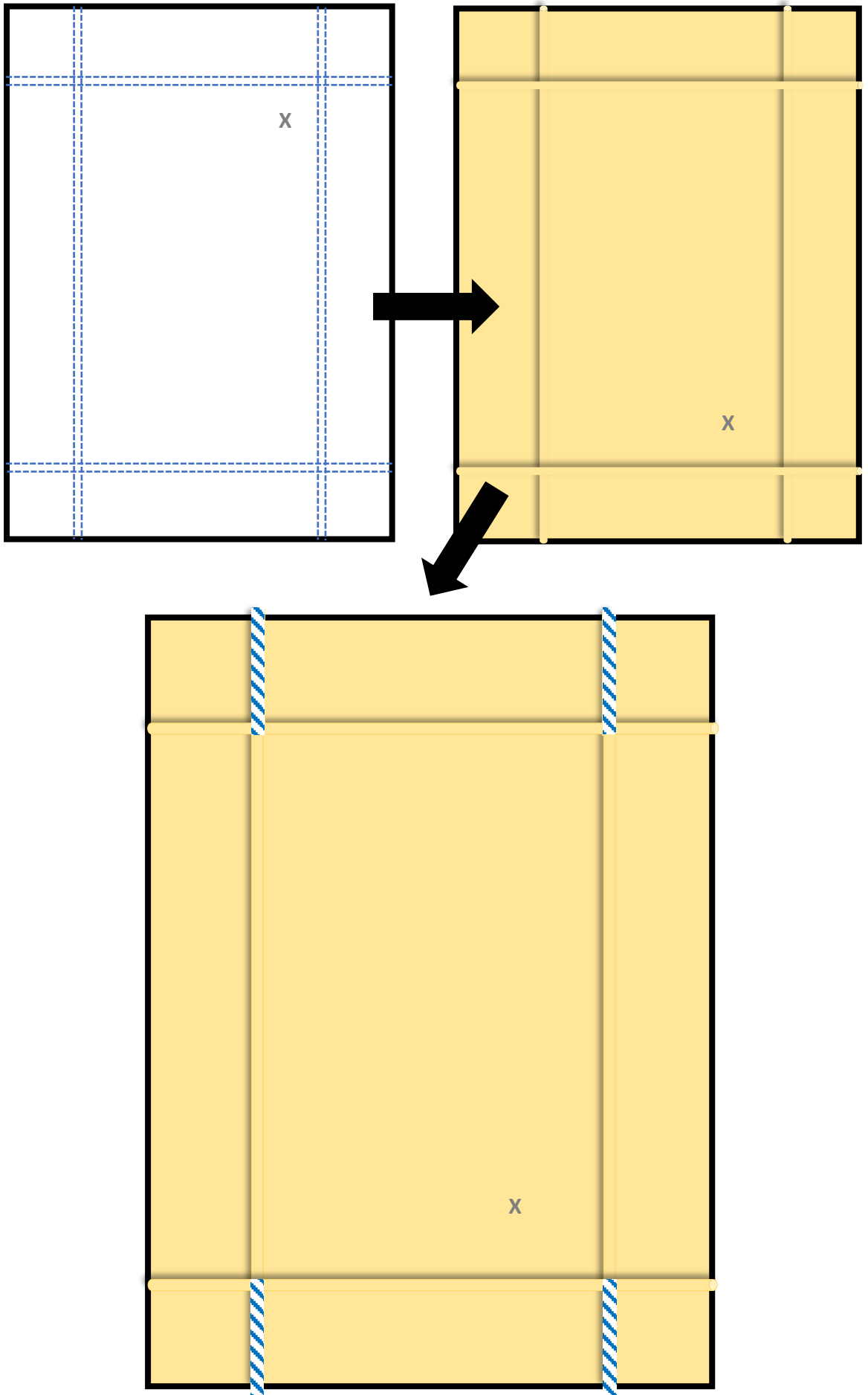
## LID:

9. On a separate piece of 40 pt. lignin-free paperboard, use the **completed tray + additional board width (as indicated\*)** to mark measurements for the **width and length** of the lid instead of the measurement strip. Use the **original height of the object** to mark the **height**. This provides the lid with a more accurate fit and becomes slightly shorter for easier opening.

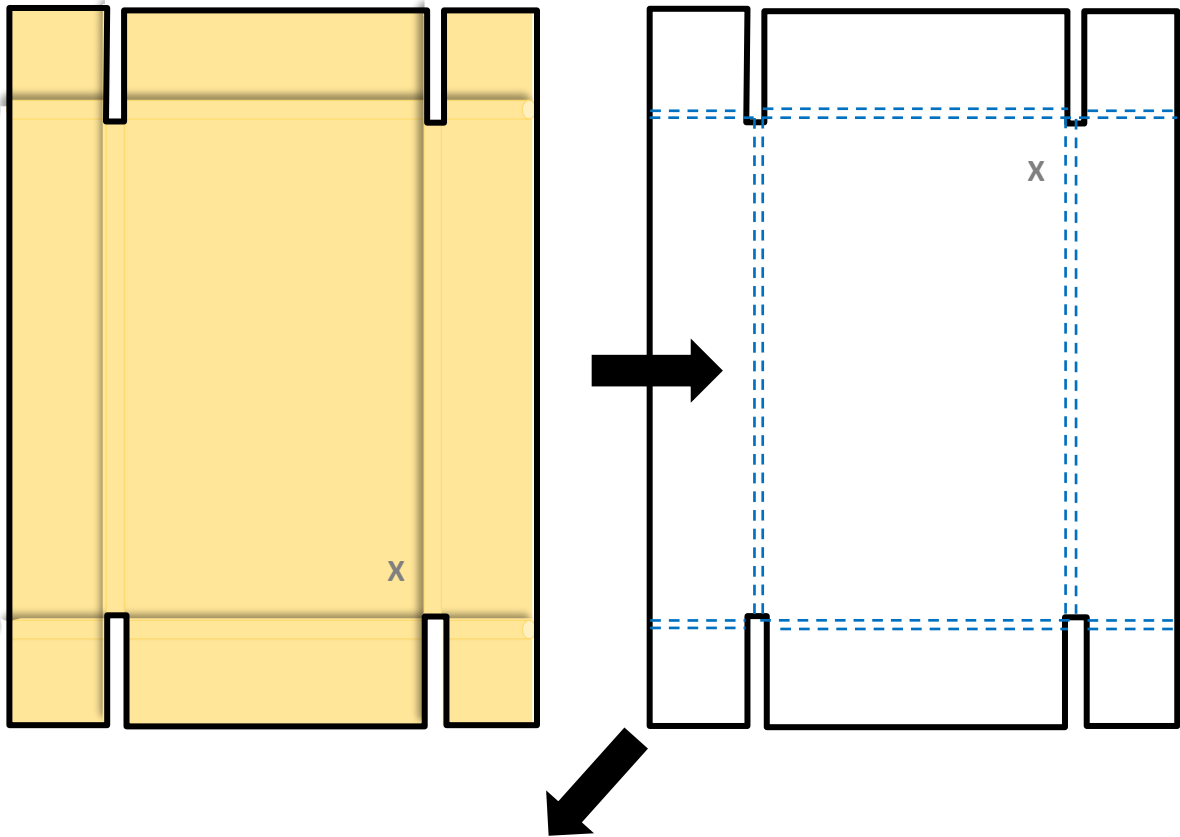


10. Using a board creaser, crease each mark as indicated by the dotted line (see step #3).

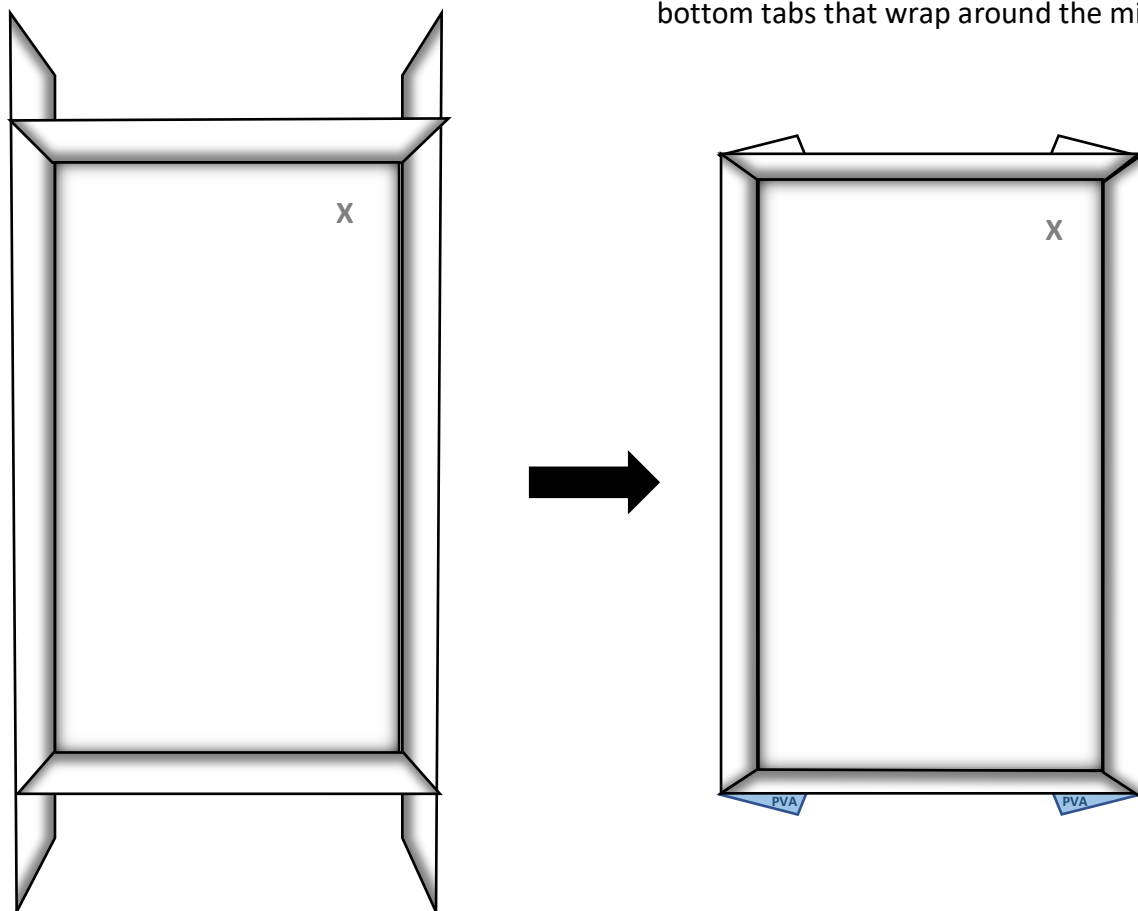
11. When creased the board will look as shown. Turn the board over and cut away the indicated areas.



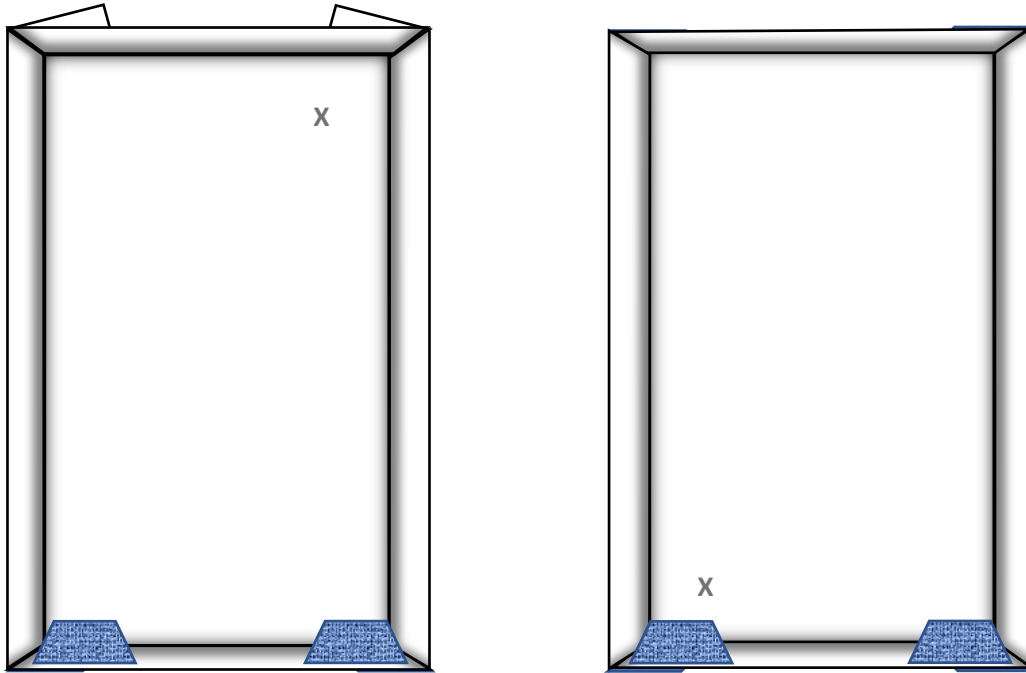
12. Turn the board back over and enhance all creases by folding to the inside. The tabs on each corner fold over the top and bottom sides.



13. Apply a thin layer of **PVA** to the inside of the bottom tabs that wrap around the middle.



14. Stand the lid up, glued tabs down. Place weights over the glued areas. Repeat the gluing process for the other set of tabs once the first set has dried for 24 hours.



15. Once the lid is dry, try putting the lid on the tray before placing your object inside to ensure a smooth fit (not too tight or loose). Place the object inside the tray oriented with the drop-down tab as desired.

