

# Steps for printing with a handcut stencil

## Preparation

1. Make sure that the screen is properly blocked out.
2. Cut 25 sheets of paper to print on.
3. Cut out around the comprehensive with scissors, then tape the comprehensive to the center of one of the sheets that were cut to be printed on.

## Printing

1. Place the screen, fabric side down, into the clamps on the counter and tighten the screws firmly.
2. Tape the cut sheet with the comprehensive on it to a ruler.
3. Align the comprehensive with the stencil on the screen.
4. Without moving the sheet of paper and ruler, lift the screen and place a piece of the thin masking tape against, not on the paper, but immediately beside the paper with comprehensive on it.
5. Repeat for at least one other edge of the sheet of cut paper.
6. The sheet of paper with the comprehensive on it may now be taken off of the ruler, and the ruler put back where it belongs.
7. Select the desired color of 5500 series ink from the shelf.
8. Open the ink can with a can opener.
9. Stir the ink briefly with a spatula.
10. Remove ink from the can and apply it to the screen, just above the stencil.
11. Lift the screen, place one of the remaining 24 sheets of paper into the tape guides, and lower the screen.
12. While holding the squeegee straight up, not laying at an angle, drag the ink over the stencil.
13. Lift the screen, remove the print from the screen and place it on the rack to dry.
14. Repeat steps 1 through 13 for the remaining sheets.

## Cleanup

1. Gather all the remaining ink and scoop it back into the can with either the squeegee or spatula.
2. Clean the lip of the ink can if any ink was allowed to gather there.
3. Using the hammer, lightly hammer the lid into the lip by hitting the edges (not the middle) of the lid.
4. Put the ink can back on the shelf that it was found on.
5. Obtain some newspaper, a plastic squirt bottle, and some paper towels.
6. If finished with the stencil, remove the block out paper from the screen before proceeding.
7. Lift the screen, place newspaper under the stencil, and lower the screen.
8. Apply some solvent from the squirt to the stencil and begin cleaning the stencil with the paper towels.
9. Clean the screen until the areas of the stencil where ink comes through are see-through. If another color of ink will be applied to the same stencil, remove all evidence of the color that is being cleaned.
10. Put the screen away.
11. Place newspaper under the squeegee and spatula, apply solvent, and remove ink with paper towels.
12. Once all ink is removed, put the tools away.
13. Clean any remaining ink off the table with solvent and paper towels.
14. Pour some solvent onto a paper towel, and clean hands as much as possible.
15. Put solvent away and throw away any remaining paper towels; return clean newspaper.
16. Rinse hands with water and pour a small amount of powdered soap into them.
17. Rub hands together to break up the ink as much as possible.
18. Repeat if necessary.
19. Wash soap out of sink and dry hands.