CarriArt *ArtCase* User Guide

Introduction

Welcome to CarriArt *ArtCase*! Please read through the guidance below to gain familiarity with the layout of the product, and to understand how to use *ArtCase* when transporting and storing artwork.

Overview

CarriArt *ArtCase* consists of two main components – the carrier and the holders. The holders are used within the carrier to keep artwork in place.



The base of the carrier is surrounded by raised edges along the front (which accommodates the carrying handle), sides and back. When the carrier is closed the raised edges along the sides and the outer parts of the front edge of the lid fit inside the base. The flap which extends from the middle of the front edge of the lid wraps over the handle and then onto the base, where it is held in place by two hook & loop fasteners.

When *ArtCase* is in use, artwork rests flat on the base panel of the carrier surrounded by the holders, which fix the artwork in place. The tongue on the base of each holder fits under the artwork, with the angled edges of the

holder projecting over the artwork. The design of the holders ensures that virtually no contact is made with the surface of the artwork.

The self-adhesive foam pads on the underside of the holders keep them in position, and in combination with the angled edges of the holders prevent movement of the artwork. In addition the upper surface of the holders rest against the lid of the carrier when the lid is closed, improving rigidity. The holders allow *ArtCase* to sustain significant knocks while continuing to hold artwork in place – for example if *ArtCase* is accidentally dropped.



The size and angle of the holders permit artwork of varying depths to be accommodated, up to approximately 40mm in depth (around 1½"). This allows *ArtCase* to be used for both unframed and framed artwork. The holders also allow shapes other than rectangles or squares to be carried – for example irregular shapes and ovals.

ArtCase A2 accommodates artwork up to ISO A2 in size (594x420mm, 23x17"), *ArtCase A3* up to ISO A3 (420x297mm, 17x12"). In each case the carrier allows for space around the artwork to fit and remove the holders.

ArtCase optionally comes with a shoulder strap. The strap can be removed by unclipping the hooks which link the strap to the D-rings. The length of the strap can be varied using the adjustable glide.

Using *ArtCase*

When using *ArtCase* we recommend placing artwork towards the back of the carrier as this has two advantages. Firstly this helps to ensure the artwork remains in place if *ArtCase* is knocked when being carried. Secondly the carrier is less likely to topple over when stood upright. However, it is perfectly possible to transport artwork when it is placed in the middle of the carrier.

There are a number of different ways of both placing artwork into *ArtCase* and removing it. One way of achieving each is described below.

Packing Artwork

Please note that the following guidance and image refer to transporting a single piece of rectangular artwork. When packing two or more pieces of artwork, or artwork of a different shape, adjust the positioning to reflect the size and shape of the pieces.



1. Stick the first of the four holders on to the base, close to the back of the carrier, approximately half-way along. Press the holder down lightly to ensure it is fixed in place.
2. Lay the artwork over the tongue of the first holder so that the holder lies roughly in the middle of one side of the artwork. Rest the edge or the artwork gently against the angled edges of the holder.
3. Position the remaining holders around the artwork, placing one at the mid-point of each side. Carefully lift the artwork slightly and slide the tongue under the artwork until the angled edges of the holder are just in contact with the edge of the artwork.

4. Ensure the artwork is held in place by tipping the carrier. When correctly positioned the holders stop the artwork from moving relative to the carrier.

Removing Artwork

1. Remove two adjacent holders. A holder is best detached by lightly grasping the lower rear section between thumb and forefinger and then gently prising the holder away from the base of the carrier.
2. Slide a finger under the artwork and then carefully slide it away from the remaining two holders, lifting it away from the base of the carrier at the same time.

Hints and Tips

- Minimise the gap between the artwork and the holders. Gaps allow the artwork to move while in transit, which in turn may cause the outside edges of the artwork to rub against the angled edges of the holders. If the gap is sufficiently large then it is possible for the artwork to come loose, with the risk of more extensive damage.
- When placing the artwork be careful to leave a space between the back of the holder and the side of the carrier. This ensures there is room to accommodate the sides of the lid where they fit inside the base of the carrier.
- *ArtCase* is best suited to transporting and storing artwork on a rigid background. Take care when using the holders with paper and thin card to ensure artwork stays in place.
- Stick the holders back onto the carrier when not in use to prevent the self-adhesive pads picking up anything that may affect their ability to stick (eg dust, sand).

Self-adhesive Foam Pads

Although re-usable, the self-adhesive foam pads which attach the holders to the carrier have a limited lifecycle. In test conditions the pads allowed the holders to be repositioned around ten times before they started to

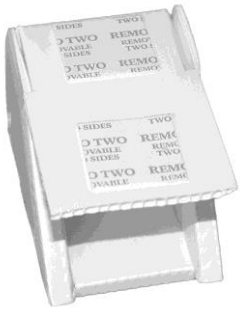
deteriorate. In everyday use it is possible the pads will need to be replaced more frequently. Agents such as sand, water and dust will cause the pads to become less adhesive, making the holders more likely to slip.

The pads carry the same adhesive on each side, so there is a possibility when removing the holders that the pad may stick to the carrier rather the holder. If this occurs carefully peel the pad away from the carrier and re-attach it to the underside of the holder.

If in doubt about the state of the self-adhesive pads, then replace them (as covered in the 'Changing the Self-adhesive Foam Pads' section below).

Changing the Self-adhesive Foam Pads

When replacing the self-adhesive foam pads we recommend proceeding as follows:



1. Peel both of the existing self-adhesive pads from the base of the holder. Typically it is easier to lift a corner of each pad first.
2. Clean the base of the holder to remove any grease or dust that may have accumulated. A damp cloth may help, but ensure the surface is fully dry before proceeding.
3. Peel a replacement pad off the sheet of pads, retaining the printed covering on the upper side of the pad. Be careful to minimise contact with the sticky surface of the pad.
4. Locate the pad towards the back (the solid end) of the underside of the holder. Pinch the attached pad between thumb and forefinger to ensure it is firmly in place.
5. Peel another replacement pad off the sheet, retaining the printed covering on the upper side of the pad. Be careful to minimise contact with the sticky surface of the pad.

6. Locate the second pad towards the front (the open end) of the underside of the holder. Pinch the attached pad between thumb and forefinger to ensure it is firmly in place.
7. When ready to use the holder, peel off the printed covering on both pads, taking care to minimise accidental contact with the exposed sticky surface.

Hints and Tips

- Keep the exposed pads away from materials that will adversely affect their adhesive properties (for example, carpet, sand, dust, clothing). Ideally stick them back onto the carrier when not in use (after first ensuring the surface of the carrier is clean!).
- To provide stability and to ensure the holders stay in place, each holder requires two self-adhesive pads – one at each end of the underside.
- The pads are easier to separate if the sheet on which they are supplied is first folded back along the cuts between the pads.

Pad Specification

The self-adhesive pads we supply with *ArtCase* are carefully chosen as they adhere well to the plastic sheeting from which the carrier and holders are made, while being easy to remove when they need to be replaced.

As the pads are a consumable we supply a minimum of two sets with each *ArtCase*. Further supplies are available via retailers (where stocked) or the CarriArt web site.

Please note that other self-adhesive foam pads, such as those commonly sold in craft shops, may stick to the holders and carrier but are likely to prove difficult to remove! The use of self-adhesive pads other than those supplied by CarriArt may impact on the warranty.

Handling & Maintenance

Cleaning

ArtCase is both durable and easy to clean. To ensure the self-adhesive pads on the holders bond well with the carrier, wipe the base of the carrier with a damp cloth to remove any dust or dirt. Ensure the surface is dry before re-attaching the holders.

Most art materials including acrylic and oil paint can be easily wiped off the carrier and holders when the paint is still wet. Use a little washing-up liquid where necessary, then rinse and dry. Take care when removing dried-on paint not to damage the surface of the carrier or holders.

Strap Attachments

The strap attachments (where fitted) are fixed to the carrier using binder screws. With prolonged use the screws may become loose, leading to the strap attachments coming away from the carrier.

We recommend checking the tightness of the screws every three months or so to ensure they are not loose. The binder screws can be tightened either by hand or by the slot in the top of each end of the fitting using a screw-driver.

Warnings

As it is possible that sharp edges may arise during the manufacturing process, we advise caution when handling the carrier and holders.

ArtCase is not a toy and is not designed to be handled by young or very young children.

Recycling

The carrier and holders are manufactured from corrugated polypropylene. When no longer required, *ArtCase* can be disposed of via a local plastic recycling bin or centre.

Support

Warranty

CarriArt products are guaranteed against manufacturing defects for one year from the date of purchase. To claim under this warranty please contact us via one of the methods shown under the 'Contact Details' section below providing proof of purchase.

Where possible we will try to help outside of the warranty period, so please contact us with any questions, either now or in the future.

Questions & Feedback

The CarriArt website (www.carriart.co.uk) carries a Frequently Asked Questions section which we update as new queries arise.

We welcome feedback on CarriArt products and suggestions for improvements. Please contact us with experiences of using *ArtCase*.

Contact Details

Please email us with questions or feedback at: support@carriart.co.uk.

Alternatively we can be contacted via post at:

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Intellectual Property

All designs and materials © 2013-16 Doug Smith trading as CarriArt.

Patent applied for the design of the holders, 2013.

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