

## HOW TO USE THE TOOLKIT

### Step one

Please start by looking carefully at the numbered samples.

There is more than one sample of some materials illustrating its potential characteristics. Look at samples with the same number and note the similarities and differences between them.

Match up the numbered samples with the numbered descriptions of the materials and read about their characteristics.

Familiarise yourself with each of the materials by considering it in relation to these questions:

- What colour can it be?
- Can it be opaque, translucent and / or transparent?
- Can it be matt, shiny and / or has it a high gloss?
- Is it associated with any particular texture or patterning?
- Can it be rigid and / or flexible?
- What does it feel like – sticky, waxy, soft, hard?
- Does it smell and if so, what of?
- Does it sound tinny when tapped?

The process by which an object is made can have implications for its material. You may therefore like to familiarise yourself with the manufacturing processes used to make the objects in this toolkit by reading part 4.

### Step two

Select an object and consider it in relation to the samples, the questions above and also in relation to the following, noting down your thoughts:

- Has it any identifying marks?
- When might it have been made?
- How could it have been made?
- Does it present any sort of degradation or damage and if so what does it tell you about the material?

Do your best to identify its material and process of manufacture. Then find the sheet illustrating the object. Check that you have looked at the parts of the object picked out in the details and considered what they might tell you. Add to your thoughts if you wish. Then compare your answers with the information on the back of the sheet. The sheet will tell you if there are other artefacts made of the same material in the tool kit. If there are, you may like to try to spot them and look at how they differ.

### Step Three

Continue the process with as many artefacts as you wish.