

# cricut™



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Cricut machine can cut through a wide variety of materials including cardstock, paper, vinyl, iron-on, fabrics and textiles, just to name a few. You can even cut through items like adhesive foil, corkboard and washi tape. The Cricut can cut just about anything you would cut by hand, but with more speed and precision.

# Cricut Maker Checklist

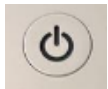
**Note:** these items are provided for use in Forge:

- **Cutting mats:** LightGrip, StandardGrip, and FabricGrip
- **Spatula:** to remove items from cutting mat
- **Hook:** to remove small pieces of vinyl
- **Scraper:** to adhere vinyl to transfer paper and the wall
- **Roller:** to adhere the material onto the mat
- **Scissor**
- **Tweezer**
- **Circuit pen:** use to draw intricate designs on your projects
- **Fine pt. Blade:** for cutting thin-medium cardstock, paper, vinyl
- **Deep pt. Blade:** for cutting thicker materials up to 1.5 mm, like foam, leather, corrugated paper
- **Rotary Blade:** for cutting delicate, soft fabric like cotton, silk, chiffon
- **Fabric Blade:** for cutting fabric like felt, denim, burlap
- **Engraving Blade:** for engraving on .5 mm aluminum, leather, kraft board
- **Foil Transfer tool:** used with foil transfer sheets to add foil effects to your projects

## Navigating the Cricut Machine

When seeing the Cricut machine for the first time it can look quite daunting, but really it quite simple to use. Most of the hard work like figuring out what blade to use and how much pressure is all calculated for you. All you have to do is load the mat and press go!

But first let get used to the machine. When opening the Cricut you'll see four buttons on the right hand side:



### On/Off

Press button to turn on/off. When using bluetooth mode it will turn blue when it connected.



### Load/Unload

This button will start flashing when it time to load and unload the mat from the cricut



### Pause

Press this button if you need to pause the print for whatever reason

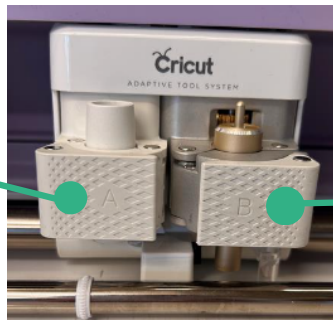


### Go

This button will flash when it time to cut out your project

In the middle of the Cricut is the housing device. This is where the cricut holds the blade and pen when it cutting/drawing on mat.

On the left side labeled A is where you can insert a pen for drawing images or writing phrases. Check to make sure the pen holder is there or else the pen will not stay.



On the right side labeled B is where you can switch out the blades. When you want to switch out a different blade just pull on the tab and carefully take out the blade that in there and insert the new one.

( When inserting a blade that has a gear on top make sure the gears align with the gears inside the housing device.) Do a test cut to insure everything is working properly.

# Navigating the Cricut Design Space

Now that you know the your way around the machine, let's open up Cricut Design space



Click *Sign in* and login to your own Cricut account or create an account. You are responsible for your own designs and any potential copyright/licensing issues











Click on New Project to start a new project or click on My Stuff to continue with a preexisting project. If you know what to make you can click Explore to browse through other makers' creations. When browsing through other maker's creations take note of the little green "A" on the top left hand corner. This means that you'll have to purchase the design in order to make it.

Once you have opened up a project, the Cricut workspace will appear. In the center will be a grid with rulers on the top and left side. This will be your workspace where all your shapes and text will be. This gridded space is NOT the size and shape of the cutting mat. ( The cutting mat is 12"x 12") Use the rulers on top and the side of the screen or type in the exact size you want under size in the top toolbar.











# Left Menu

On the left of the screen is a menu where you can create or purchase a design. Create a design using text and shapes, purchase a design under projects and images, or import an image

 <p>New</p>	<b>New</b> To create a new project at anytime	 <p>Text</p>	<b>Text</b> Insert Text
 <p>Templates</p>	<b>Templates</b> Basic Silhouette of everyday objects to help visualize your design	 <p>Phrases</p>	<b>Phrases</b> Browse through already made phrases that you can use for your project
 <p>Projects</p>	<b>Projects</b> Browse through other makers' creations	 <p>Editable Images</p>	<b>Editable Images</b> Browse through images that can be edited to your liking
 <p>Shapes</p>	<b>Shapes</b> Create a new shape (some shapes you'll have to buy in order to cut them out.)	 <p>Upload</p>	<b>Upload</b> Import your own image
 <p>Images</p>	<b>Images</b> Images available for purchase as well as your own uploaded images	 <p>Monogram</p>	<b>Monogram</b> Create a nice logo for your brand or initials (you will have to pay for this, but you can use it for inspiration)

# Layers Menu

On the Right side of the workspace is the layers and color sync menu. Here you'll see all of your object and text in order from top to bottom or by color if you select color sync.

 <p>Group/Ungroup</p>	<b>Group/Ungroup</b> Group and ungroup multiple shapes and text together	 <p>Combine</p>	<b>Combine</b> Select from a couple of options to combine two objects to make a new shape
 <p>Duplicate</p>	<b>Duplicate</b> Make a duplicate copy of the selected shape	 <p>Attach</p>	<b>Attach</b> Will attach all selected objects and hold its placement on the mat preview
 <p>Trash</p>	<b>Trash</b> Delete the selected layer	 <p>Flatten</p>	<b>Flatten</b> Flatten the selected layers into one layer
 <p>Slice</p>	<b>Slice</b> Slice two overlapping shapes to create a new shape	 <p>Contour</p>	<b>Contour</b> Hide/unhide multiple shapes within one shape

# Top Tool Bar

This the main toolbar will help you edit your objects and fonts



## Undo/ Redo

Undo or redo your last step

Operation

Basic Cut

## Operation

This will tell the cricut if you wanted the selected object to be cut, drawn, scored etc.

Select All



## Select All/Deselect

Select and deselect all objects on the workspace

Edit



## Edit

allows you to cut, paste, duplicate and copy your object

Align



## Align

Helps you align multiple objects

Arrange



## Arrange

Help you arrange your objects from front to back

Flip



## Flip

you can flip your objects either horizontally or vertically

Offset



## Offset

This will create a parallel shape around or within your objects. Useful if you want a border around your stickers

## Adjust the size, rotation and position of your object

Size

W 6.347 H 3.246

Rotate

0

Position

X 4.917 Y 2.208

The lock means that the size will adjust uniformly so click to unlock it, if you like to adjust only on of the sizes

## Font

These tools will appear when you start working with fonts

Font

Cricut Sans

## Font

Choose from the many options of fonts to use for your project

Style

Regular

## Style

many fonts comes with different styles like bold and italic

Font Size

72

## Font Size

Change the size of your font

Letter Space



0

## Letter Space

Adjust the space between the letters

Line Space



1

## Line Space

Adjust the space between the lines of letters

Alignment



## Alignment

Align your font to the left, right or center

Curve



## Curve

Type words along a curve

Warp



## Warp

Warp the shape of the font

Advanced



## Advance

more options on how to group/ungroup your text

# Cricut Maker Basic Instructions

## Creating a design to cut

First open up the cricut design space and start a new project by clicking the top right corner.

Drag and drop shapes and text from the left menu onto the workspace

The Dimensions of the design will show along the bottom and sides of the design

Click and drag in the center of the design to move it around the screen

To Adjust the size of the design click and drag the bottom right corner to your liking or type in the size box to the exact size you want

To Rotate click and drag the top right corner

*\*You can also use the top toolbar to accurately adjust the size, rotation and position the design. \**

Use the slice, combine and attach buttons in the bottom right corner to manipulate the shape of your design however you like.

## Operation

This box allows you to change what are doing with each element on your design.

- **Cut:** Complete cut through the material
- **Draw:** Pen, Foil, score, deboss, and engrave
- **Print and Cut:** Allow you to print out color designs and cut them out. You'll need a printer in order to do this function or already printed your design out.

*\*Each layer has it own operation\**

Once your design is all set and ready it time to cut it out!

# Uploading your design

If you already have a file that you bought or an image you want to use, go down to upload and click upload image and drop your file/image.

Choose from simple, moderately complex and complex. Depending on how many colors and details your file/image has will determine which option to choose.

- **Simple:** For high contrasting colors, transparent or monochrome background. If your design has 1-2 colors this option works the best.
- **Moderately Complex:** For simple details and colors with a good amount of contrast between subjects and background. Something with 3-4 colors and not too many details work the best
- **Complex:** For finer details with blends and low contrast, like portrait and illustrations will do the best with this option

Once you have selected which option would work best with your file, you will be taken to the background remover

This is where you can remove anything you don't want a part of your design like the background, either with the magic wand tool or the eraser. Click "apply & continue" once you are done

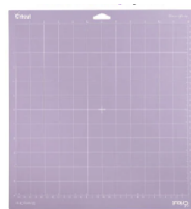
Next is the upload type for most cases you'll be choosing "cut image" ("Print then cut image" is for when you want to print out image and then cut around that image like for custom sticker. You'll need a printer in order to use this option.)

Your image will appear under recent uploads. Select it and then click add to canvas.

Once on your workspace you can adjust the design to how you want it.

## Preparing Your Mat

Before you send your design over to the machine to be cut let prepare your mat. We have four different mats to choose from:



### Light Grip Mat:

- Printer Paper
- Construction Paper
- Thin Cardstock
- Washi Tape
- Scrapbook Paper

### Standard Grip Mat:

- Cardstock
- Pattern Paper
- Textured Paper
- Vinyl
- Iron-on Vinyl
- Faux Leather
- Embossed Paper

### Strong Grip Mat:

- Thick Cardstock
- Chipboard
- Poster Board
- Leather
- Balsa wood
- Mat board
- Thin Aluminum

### Fabric Grip Mat:

- Any Fabric
- Felt
- Crepe Paper
- Denim
- Canvas
- Cotton Cloth
- Polyester Cloth

*(Going to light of stickiness will have your material lift off the mat and get stuck under the machine, while picking one that too sticky will cause some trouble with removing the material from the mat and you might end up ripping it)*

**\*Please do not use glitter materials on these mats it will shorten the life of these mats\***

Select one best for your material.

Carefully Align the material to the mat and press down the material using the roller to remove any bumps and air pockets. Now your mat is ready to go!

## Printing a design

Open the top lid of the Cricut and turn it on by pushing the power button. During this time it also suggested to move the Cricut machine away from the wall so that the mat has space to clear through.

In the software, select the green button that says *make it* in top right hand corner. This will take you to mat preview.

You will now see your design on a mat. ( This mat is accurate to the actual mat so if your design looks to big or too small go back and adjust the size.)

Here you can move your pieces around to fit the size of the paper you have.

Take note that you can't actually cut all the way to the edge of the mat so if you want to cut something that is bigger than 12" x 12" you must slice your design to fit.

If you are working with multiple colors Cricut will split all your pieces into corresponding colored mats. ( This is not the color they will be, but will be whatever color you have on the actual mat.)

Click Continue once you're happy with you placements.

The Cricut app should automatically connect to the machine if it already turned on. If you are using Bluetooth make sure you go into the Bluetooth settings on the computer and look for *maker or Maker3*. The on/off button on the machine should turn blue once it has connected.

Set the Material you want to cut. If you are not entirely sure please ask a forge staff for help.

Once you have the material selected the Cricut will tell you what blade you'll need. (Most common paper/vinyl will use fine pt blade, which is already set so you do have to worry about changing it out.)

Next is to load in your mat. To do this align the mat with the small guides near the steel rod and lightly push the mat until it flush with the rod. Then click on the flashing load button on the machine. if the mat becomes skewed when loading in simply unload the mat and realign it again.

Once loaded you can now press the flashing go button and watch your design be cut!

*\*If you start to see a problem or hear a noise like the material gathering under the blade press the pause button, unload the mat and carefully removed the stuck material or get a forge staff to come help.\**



# Vinyl

\*Be careful when choosing your vinyl some are label permanent vinyl so they stick on they are very hard to peel off, so if you want something removable use regular vinyl \*

Vinyl is similar to paper but there a backing that attached to it. Think of it as sticker paper. It follows the same steps above, but there some added steps after the design has finished cutting.

Once your design has been cut, unload the mat by pressing the load/unload button.

Carefully peel the vinyl off the mat and cut out the design and save the rest of the vinyl for future projects.

Carefully remove any vinyl that not apart of the design from the backing. you design should be what is left on the backing.

Now cut a piece of transfer paper that a little larger than your design

Peel the transfer paper off it backing and place the transfer paper sticky side down onto your vinyl design. Make sure to rub down the transfer paper onto the vinyl to ensure it sticks to the transfer paper

Now slowly peel the transfer paper off the backing the vinyl should lift off along with the transfer paper. If it does not place the transfer paper back and rub some more until it does

Now that you have your design on the transfer paper you can place it anywhere you want!

## Heat Transfer/Iron-ON

\*Take note that the material you have is labeled Iron-on or Heat Transfer Vinyl (HTV)\*

The process is mostly the same as vinyl, but before you send your design to print, make sure you you mirror you design if you have any text, by clicking the mirror button in the mat preview menu

Also setting your mat up is slightly different for Iron-ON. Place the Iron-on vinyl shiny side down, the shiny backing is heat protecting layer for when you iron on your design.

Once you design has been cut you can now weed out any vinyl that not apart of the design. It helpful to have you design up on screen so you know what should be removed. You should see a flipped version of your design leftover

## Applying the design

Preheat your base material using a household iron on cotton/linen setting for about 10-15 secs. **Make sure the steam setting is off.** If the Cricut heat press is available, please follow the heat guide that is on the main menu of the design space for the material you are using.

Place the cut and weeded design shiny side up on the pre-heated base material

Apply medium pressure with the iron for 25-30 secs and make sure you go over all the vinyl.

Flip the base material over and apply heat to the back of the design for an additional 25-30 secs.

Allow the liner to fully cool before removing. Removing the liner before it completely cools may prevent your design from completely adhering to the material

### **Caring for your Design**

- Wait 24 Hrs before washing the embellished item
- For the longest life, wash and dry the embellished item inside-out
- If areas of Iron-on material lift after washing, simply follow the complete application instructions to reapply by using a piece of parchment paper and ironing over the vinyl decal