What is the Cricut?

- The Cricut is a cutting machine; It is designed for crafting; cutting paper and vinyl, scoring designs and adding text and shapes.

Materials

- The library has a small selection of cardstock and vinyl available for sale. Customers are welcome to bring in their own Cricut-compatible materials.

Getting Started

- Make sure there is 10" of space behind the Cricut.
- Open the lid on the Cricut using the 'open' button.
- Turn on power by pressing the power button.

From the Laptop

- **In-Library only**:
- Click on the Cricut Design shortcut on the desktop (white background with a green 'C').
- If you want to design from home or purchase your own Cricut designs, create your own Cricut account.
- **In-Library only**: To use the Library's Cricut Access subscription, ask the staff to log in to the Library account.
- Select the image that says New Project
    - If a message says: "project already exists" press replace. It's just an old project that didn't get deleted.
- Clicking on **Image** at the left side of the screen will bring up a menu to select images to work with. Choose from our extended collection of images and fonts, **in-library only**.
- Cricut has a small selection of free images, ones that are available through our Cricut Access subscription (indicated by this symbol), and some images that must be purchased. To narrow down the search, use **Categories** or **Filter** (top right of screen). You can **upload your own** images (.svg, .jpg, .png, .bmp, .gif, .dxf)
- When you've selected your image an insert button appears at the bottom right of the screen. You can select multiple images to insert.
- At the top of the canvas are the editing tools you can use these to change the size, add text to a design etc.
- When ready select **Make it** on the top right corner.
  Go through the steps, the software will tell you what step to do in what order.
- It will tell you what size mat you need and which colour paper you should be using. You can use any colour available to you these are just the suggestions.

- You can also choose to move images to certain mats (if for example you want a few of your images in black but it's telling you to print them on red). If you select the image three dots appear on the edge of the image. click the dots an option shows to move to another mat. if you click that all your mats appear, and you select the one you wish to move it to. You can do this multiple times as long as there is enough room on the page. You can move the images around to make sure they all fit.
- It will tell you where you place the paper on the mat.
- The cabinet below the table has all of the tools you will need.
- Steps for cutting:
  - Remove plastic cover from the cutting mat.
  - Lay appropriate paper where the picture shows. You need to press firmly to make sure it sticks well.
  - In the bottom right corner select continue.
  - Use the dial to choose your material type (ie: Cardstock).
  - New menu that shows up is where you will:
    1. Set material. Ex. Light Card stock, vinyl etc.
    2. Load the appropriate tools (blade, scoring tool and pen) and mat.
       - If you need to change tools flip open the 'A' and/or 'B' white clip and that releases the hold on the (blade, marker or scoring pen). If there is a tool already in there and you need to replace it pull it out and put the other tool you need in and clasp the white clip closed.
       - When done with pen make sure it's removed, and cap is put back on as we don't want it to dry out.
    3. Slide mat into the feeder. Follow instructions on the computer. Press flashing button with the double arrow (load and unload button).
    4. Screen changes to Go and tells you to hit the flashing Go button (the Cricut symbol).
    5. It will go through the cutting process and when done you need to press the flashing button with the double arrow again and it will release the mat.
    6. Put next colour on and repeat steps for as many pieces of paper you have.
- Some prints require assembly (glue is in the cabinet).
- When done place plastic back on the mat
- Clean up the area, making sure all supplies are back where they belong.
- Make sure the cap is firmly back on the pen.
- Close the lid.
- You can just close the Cricut Design Space, or you can go back to the image screen and delete your design.