**Introduction to the Cricut**

**Cricut Diagram**



The Cricut Maker allows for the user to create many projects, but first you must familiarize yourself with the machine.

To begin using your machine, please make sure it is plugged into an outlet and that the lid is lifted. Lifting the lid will cause the front of the machine to lower automatically.  You do not need to pull on the front of the machine to open it.

If the machine does not have power, check that the power cord is plugged into the back right side of the machine.

For button and part placement please refer to the diagram located above.

  **Power Button**:The power button turns the machine on and off and is located on the top of the machine.

**Load/Unload Mat Button:** Loads and unloads the Cricut mats.

**Go Button:** After sending a project to the Cricut, this button glows and once clicked the Cricut will start on your project.

**Pause Button:** Pauses the project, useful if the cut is going wrong and you want to save material or if the mat has been loaded slightly off center.

**Mat Guides:** The mat guides indicated where your mat should be placed. (Make sure your mat is between the two guides)

**Storage in Door:** A storage compartment that keeps the different blades that are not in use. The library is not currently using this storage space.

**Storage Cup:** Another storage compartment.

**Clamp A:** Holds Cricut Pens that can be used to draw.

**Clamp B:** Holds the Cricut Blades and other Tools.

**Slot for Mobile Device:** A slot that allows the Cricut to hold your device while working on a project.

**Cricut Diagram Quiz 1**

The Load/Unload Mat Button looks like a C

true

false

 Question 2 of 4

Clamp A is used to holds blades and other tools.

true

false

 Question 3 of 4

The power cord plugs into where on the machine.

front left

back right

back left

 Question 4 of 4

Clamp B can hold the Rotary Blade.

true

false

**Choosing the Material, Blade, and Mat**

**Picking out a material to cut or draw on is one of the first steps to using a Cricut.**

The Basics:

1. The material can be no thicker than 2.4mm if you want to cut it.
2. The material must be able to fit on the mat. Largest size being 12 by 12 inches.
3. The material must be able to stick/adhere to the mat.

Some common materials:

1. Permanent/ Semi-Permanent Vinyl
2. Iron-on Vinyl
3. Leather both real and faux
4. Cardstock
5. Fabric

Wondering if your material is alright to use with the Cricut check out this website.

<https://help.cricut.com/hc/en-us/articles/360009504773-Which-materials-can-I-cut-with-my-Cricut-Explore-and-Cricut-Maker-machine->

Contains all the materials that can be used with the Cricut and what settings to use when cutting plus the type of blade.

**Choosing the Blade**

Refer to the website linked before and use the blade for the material you are using. Keep in mind the West Point Public Library only has Knife Blades (thin, standard and deep media) and the Rotary Blade.

**Choosing the Mat**

The mat holds the material in one place while the Cricut works.

Guide to the Cricut Mats

1. Green Mat - Standard Grip:  EX: Vinyl, Iron-On, Cardstock, Thicker Paper, Textured Paper, Washi paper, Window Cling
2. Blue Mat - Light Grip:  EX:  Copy Paper, Thin Cardstock, Vellum, Construction Paper, Other Papers
3. Pink Mat - Fabric Grip: EX: Fabric, Bonded Fabric, Crepe Paper

*\*Pink Mat is only for fabrics and is used with the Rotary Blade.*

**If planning to draw a design or calligraphy make sure you only use markers from the Cricut brand or that are provided by the library.**

 **Choosing the Material, Blade, and Mat Quiz 2**

 The pink mat can only cut which type of material:

fabric

wood

vinyl

cardboard

 Question 2 of 4

You can only use Cricut markers with the Cricut.

false

true

 Question 3 of 4

You can use the Cricut to cut material of any thickness.

false

true

 Question 4 of 4

You can only cut faux leather not real leather with a Cricut.

false

true

**Prepping the Cricut**

Click on this link to watch a Video

https://www.youtube.com/watch?v=ZQcm8JsVKlw

This video has a nice overview of using the Cricut to cut and draw.  The buttons on the cricut that she is demonstrating on have different icons but are in the same places and do the same things (see Cricut Diagram section for pictures of the buttons).  The Cricut and computer at the library are already set up with Design Space and you do not need to create an account.  You may log-out of the library account and use your own account if you have a saved project you want to work on.  However, please be sure to log-out of your account as this is a public computer and the library is not responsible for any changes or charges to personal accounts that are left logged in.

Things to have done before using the Cricut:

1. Make sure the Cricut is plugged into a power source.
2. Cricut is connected the device via USB cord or wirelessly.
3. Correct blade in Clamp B.

Changing Blades and Pens

1. To change Clamp A (Pens) pull back the dark gray part of the clamp to release. Take the cap off of a Cricut marker and push the barrel into the clamp until there is a clicking noise. (Do this right before sending the job to the Cricut so the markers won't dry out) Put the clamp back in place.
2. To change Clamp B (Blades) release the dark gray clamp and take out the blade. Instead new blade and put the clamp back in place.

**How to Set up an Image to Cut and/or Draw**

**\*Before doing anything make sure that you have *Cricut Design Space* on the device you are using or have a flash-drive handy to transfer your image to a device that does.**

**Setting Up a File to Cut/Draw**

1. Find an image or design you would like to cut out. The file type must be: **SVG, PNG, JPG, DXF, GIF, or BMP** but **SVG** files work the best due to the fact that they are practically ready to cut right away! You can also find projects to cut out on *Cricut Design Space*! As well as through Etsy, Cricut blogs, or you can create your own design.
2. Once you have your image, save it onto the device or onto your flash drive.
3. Open up *Cricut Design Space*ifyou have not already.
	1. The bar across the top should say "Welcome, West" and the device name next to "My Projects" should be Cricut Maker 3.
4. In the top right corner click on **New Project**.
5. On the left side of the canvas click **Upload**.
6. Click the option that says **Upload Image**.
7. Follow the prompts from design space to select the appropriate options for your image and project.
8. Once you click the **Upload**button, it will take you to a screen featuring all of your uploaded files. Click on the design you just uploaded.
9. Then at the bottom right of the screen, click the green button that says **Add to Canvas.**
10. Your image is now on your canvas. Here you can click on the design to edit it.
11. While your design is selected, a box will appear around it. While the design is selected, you can use the delete key on your keyboard to **delete your image**. Clicking and dragging on the boxes on the corners will allow you to make your image larger or smaller.  (You can put in exact measurements at the tool bar located at the top of the canvas.) Moving the cursor out slightly from the corner will turn it into a curved line with an arrow at both ends and this can be used to **rotate your image**. There are other editing options along the top of the screen to allow you to make precise changes to your image.
12. After you have your edited image focus your attention on the tool bar located at the top of the screen. Under the section called **Operation**make sure the correct operation is selected. **Basic Cut**will just cut out the outline of the image on your canvas.  **Draw** will use the pen tool to draw designs on your canvas and then cut.  **Print then Cut** lets you print out an image and then cut around it.
13. After you have done that, you can click the green button located at the top right of the screen that says **Make It.**

**Congratulations!! You have prepared a design to cut out on the Cricut!!**

**Getting the Cricut Ready**

**Once your design is ready, you now have to prepare the Cricut.**

1. Using the information gathered in the **Choosing the Material, Blade, and Mat**Lesson choose which mat will work best with the material you have chosen.
2. Take the clear plastic sheet off of the mat (set this sheet aside as you will need to put it back on the mat when you are done) and place your material at the top left side of the grid. Make sure it sticks to the mat!! (If it isn't sticking, try a mat with a stronger grip or use painter's tape to keep it in one place on the mat.)
3. Making sure the Cricut is turned on, place the mat with your material in between the mat grips and click the **Load/Unload Mat Button.**(Refer the the **Cricut Diagram** Lesson for button placement if you can't remember.) This will load your mat into the Cricut.
4. Go back to Cricut Design Space to your design.
5. Under **Material Size**select the width and height of the material you chose. (If you are using Iron-On Vinyl make sure you click the **Mirror**option before continuing to the next step.)
6. Click the green **Continue**button when you are satisfied with your work.
7. On this next screen, make sure your Cricut is connected to your device. (At the top of this screen, select your Cricut.)
8. Under **Set Base Material** selected the type of material you are cutting or drawing on. If you do not see your material, select **Browse All Materials**
9. Once that is selected, make sure you have the correct blade and pen (if needed) put into the clamps and that your mat is loaded correctly.

**Now the Cricut is ready!!**

**Setting Up Cricut Quiz 3**

You can rotate your design on the Canvas.

false

true

 Question 2 of 4

Cricut Design Space is not needed to use the Cricut.

true

false

 Question 3 of 4

What option do you have to click on if you are using Iron-On Vinyl?

1.

 Question 4 of 4

Which file type works the best on the Cricut?

1.

**Using the Cricut**

**Sending the job to Cricut**

1. If all the previous steps were done correctly, the button on the **Go** button on the Cricut should be flashing. (The button looks like a C.)
2. Click on the button and watch the machine do the work. (If something goes wrong, click the **pause** button on the Cricut to stop it)
3. After the Cricut is done, click the **Load/Unload Mat Button.**
4. Carefully pull your material off the mat and place the plastic sheet back over it.
5. If you cut into the material, use the tools found in the storage compartment to clean up your design and to remove excess material.

**Congratulations!! You have successfully (hopefully) used the Cricut!!**

**Using the Cricut Quiz 4**

You have to unload the mat when done.

false

true

 Question 2 of 2

What button do you click if the Cricut is not working properly in the middle of a project/job?

1.

**Policy and Equipment Guidelines**

**Cricut Use Policy**

West Point Public Library’s mission is to enrich the quality of life in the community by supporting lifelong learning, stimulating a desire to read, and serving community needs. The WP Library’s Cricut is provided to inspire personal growth through experimentation, creativity, and the application of knowledge. The Cricut is provided in the spirit of community, sharing, and collaboration supporting educational, professional and personal goals and endeavors.

**Guidelines for Use**

* The WP Library’s equipment is intended for educational purposes and prototyping, not for mass production purpose and is only available for in-library use.
* The Cricut is available on a first-come, first-serve basis unless previously reserved. The Cricut can be reserved up to one week in advance. Reservations can be made over the phone.
* The Cricut is available for up to two hours at a time. However, at the discretion of library employees, patrons may stay longer if there is no demand for the equipment at the end of their reservation.
* A West Point Public Library Card is required to use the for use of this resource.
* Patrons are required to take a tutorial about the Cricut and pass the quiz with 100% success to use the Cricut. Once a patron has passed this quiz, a note will be placed on their account that they can use the Cricut.
* WP Library employees may not be able to offer in depth assistance with the Cricut. If patrons need assistance from staff they are required to make an appointment for instructional time.
* The WP Library and WP Library Staff members are not responsible for lost or damaged files or data or errors in software or hardware or charges on patron’s individual Cricut account if they fail to log out. Patrons are responsible for any charges made on the WP Library’s Cricut account.
* The WP Library will provide reusable resources such as basic blades, tools, and mats. Patrons will need to provide their own consumables such as paper, vinyl, and fabric. If patrons need a custom blade or tool, they will need to provide their own.
* Behavior in and use of the Cricut is to be in compliance with all library policies.

**Guideline Quiz 5**

I have read the policy and guidelines and understand and agree to the terms.

yes

no

 Question 2 of 2

I am 13 years old or older.

yes

no