

Cricut Basics

Inspiration Station: Geauga County Public Library's Maker Space Instructions

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A Cricut Maker is a DIY machine for cutting over 300 materials including varying types of cardstocks, vinyl, and fabric for many different projects. It can also write and draw with different pens. The library has a Cricut Explore Air 2 and Cricut Maker 3 available at certain branches.

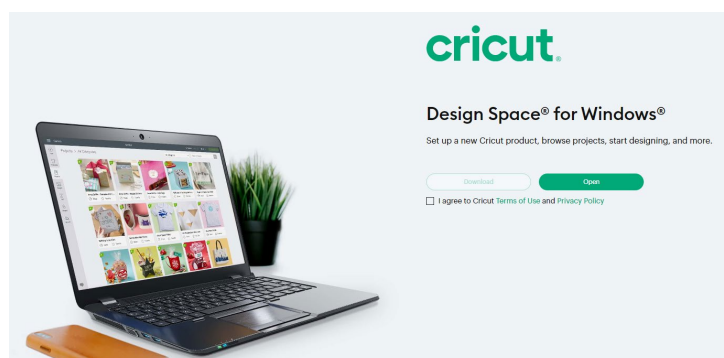
Cricut Design Space

Geauga County Public Library requires patrons to make their own **free** Cricut Design Space account. This is the software used to create designs and access the Cricut. It works with both the Explore Air 2 and the Maker 3. Patrons make their own account to access their designs at home and at the library simply by logging in. Their designs will be private within their account as they will be logged out when they leave the library.

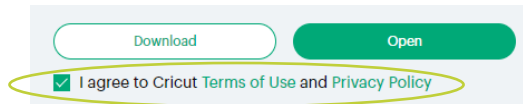
Download Cricut Design Space

Cricut Design Space is free software you can put on your personal computer, tablet, or smartphone to access outside the library.

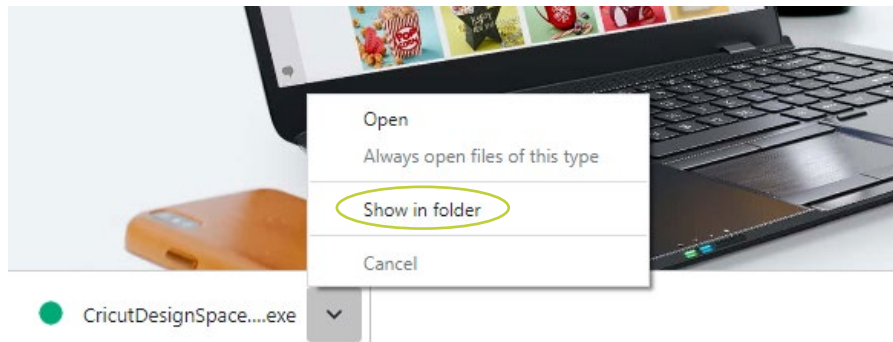
1. Open your preferred browser such as Firefox, Chrome, or Safari.
2. Go to the website: <https://design.cricut.com/#/>



3. Check the box next to "I agree to Cricut Terms of Use and Privacy Policy"
 - a. You can click the links to read the terms and policies before continuing.



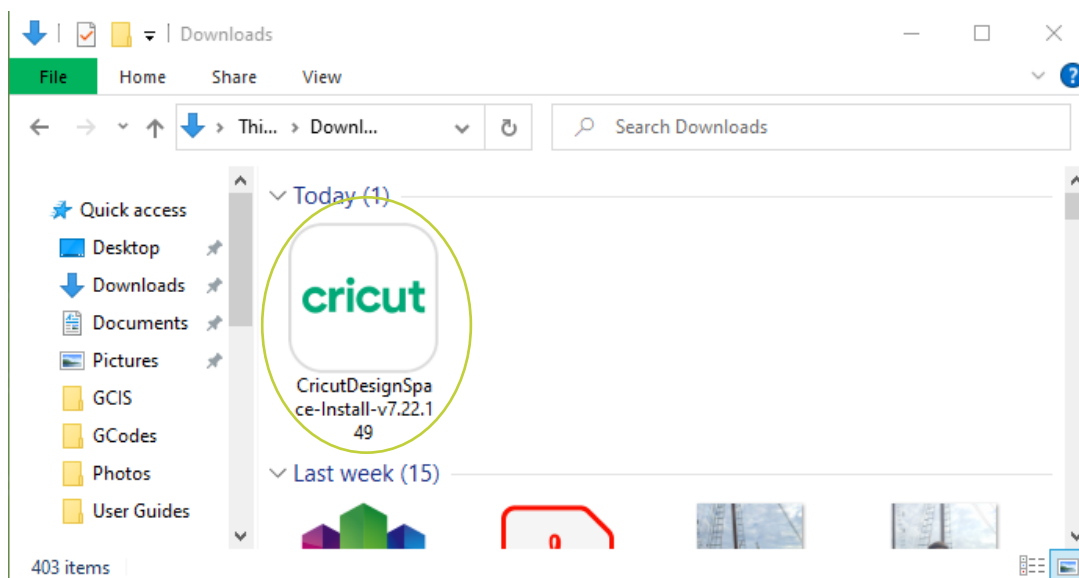
4. Click "Download"
 - a. The software will immediately download to your device.
 - b. This may take some time, wait until the software is fully downloaded.
5. *This may look different depending on your computer and browser*
 - a. Access the downloaded file and click "Show in folder"



- b. **OR** Go to your Downloads folder on your computer (on Windows computers, click the File Explorer icon, for Mac click on the Finder icon).

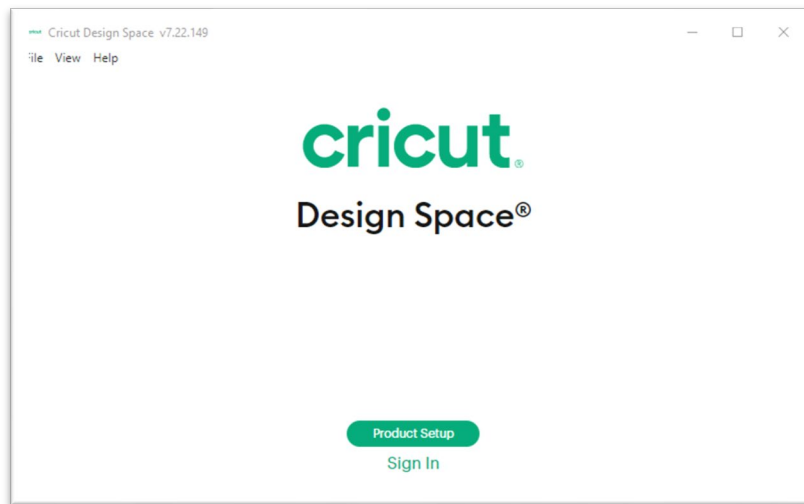


6. Double-click on the Cricut Design Space file. The software will install automatically and open.



Create a Free Design Space Account

1. Click "Sign In"



2. Click "Create Cricut ID"

- a. Fill out your information. Make sure to click the box next to the Terms of Use agreement.
 - b. Click "Create Cricut ID"
3. You can now log into your account on your own device or at the library. You will need your email and password.

Create a New Project

This can be done in advance and the project saved until plugged into the Cricut.

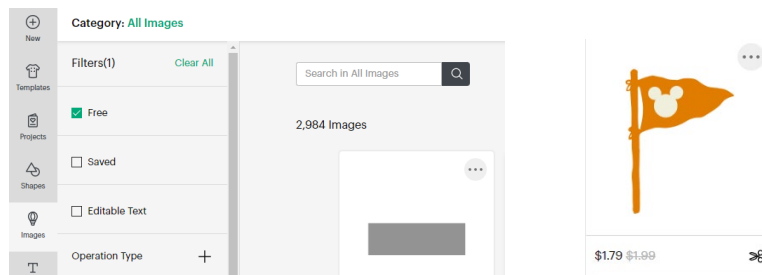
1. Open the Cricut Design Space software. This is already downloaded on all Makerspace computers.



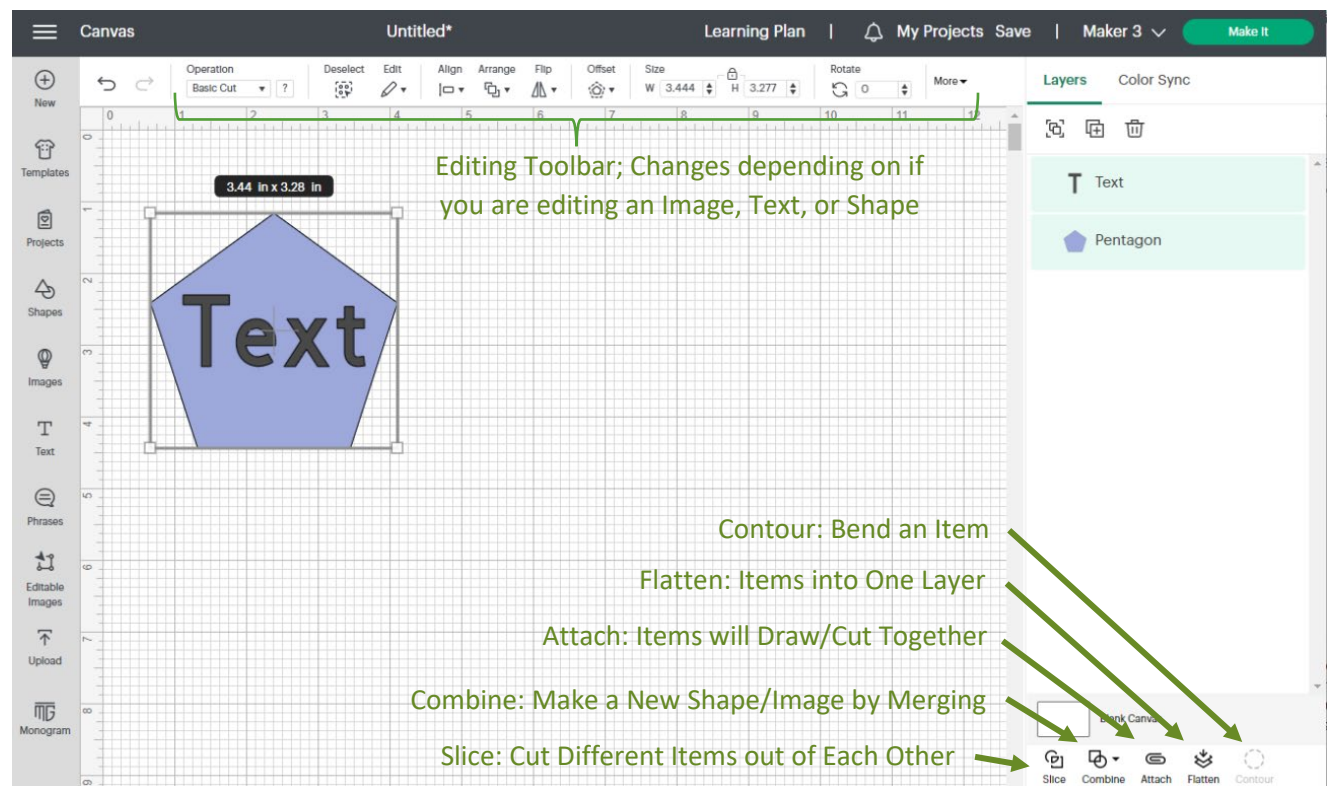
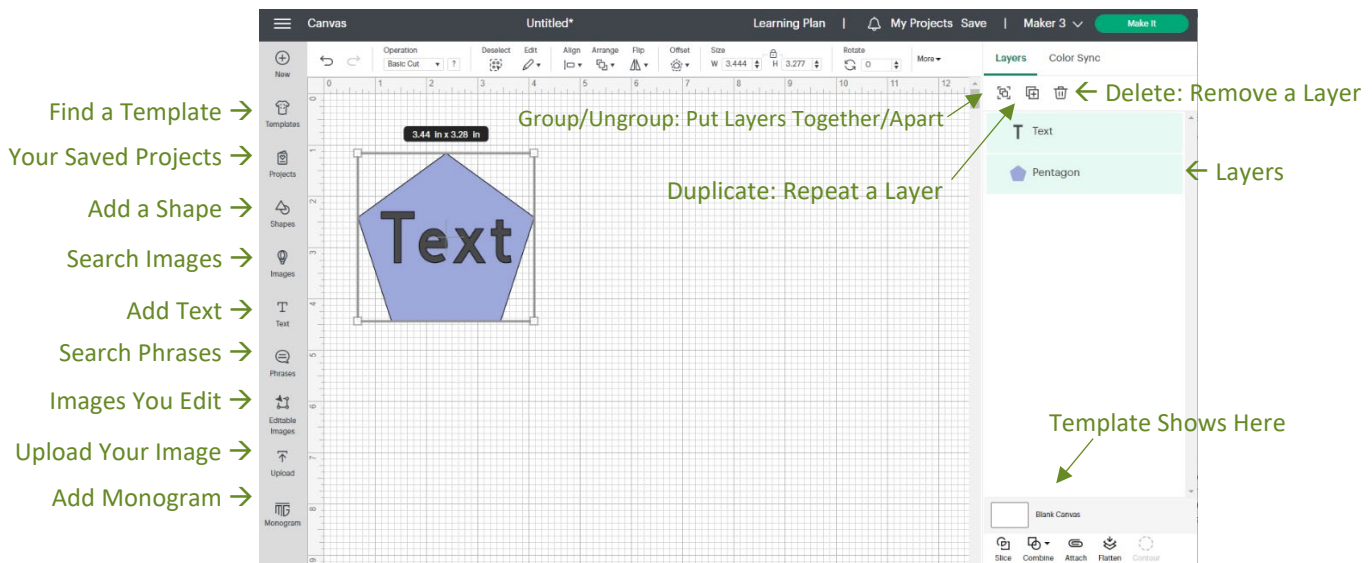
2. Choose "New Project"



- a. Make sure the machine is set to either Maker 3 or Cricut Explore Family as those are the two machines available for GCPL. Choose the one you plan on using.
3. Use the Workspace to design your project. It's best to play around with the features and explore what you can create.
 - a. Templates: Find templates for different projects from banners, cards, to different surfaces. Check here first to see if any are helpful
 - b. Projects: Already created projects by Cricut and the Cricut Community.
 - c. Shapes: Add certain shapes. If not here, search for a shape in "images"
 - d. Image: Upload images to make your design.
 - e. Text: Add text to your project, you can edit font, size and color
 - f. Phrases: Search phrases created by Cricut for sayings and designs to fit specific events or themes
 - g. Upload: Upload your own image from your computer. You can upload files you save from the internet. Compatible files: JPG, GIF, PNG, BMP, SVG, or DXF
 - h. Monogram: Add the desired initials and choose a style to cut the monogram design.
 4. NOTICE: Some images, fonts, projects, and designs are only available through purchase. When using the free account, avoid anything that shows a price. It is not included.
 - a. You can check the box next to Free when searching designs to only look at free options.



← Example: This image costs \$1.79



5. Once happy with your design:
 - a. Save it by clicking Save in the top right corner and adding a file name.



- b. You are ready to make your design!

Turn on Machine

You can design without the Cricut Maker. When ready to cut out your design, hook up the laptop to the machine.

1. Make sure the machine is plugged into a power plug.



2. Push the open button if not already open.



3. Make sure the Cricut is plugged into the computer with the USB port.

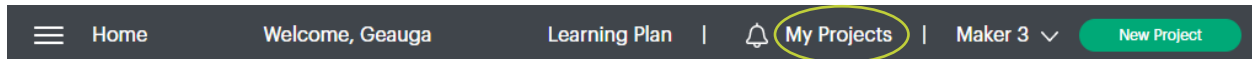


4. Push the Power button on the top of the machine.

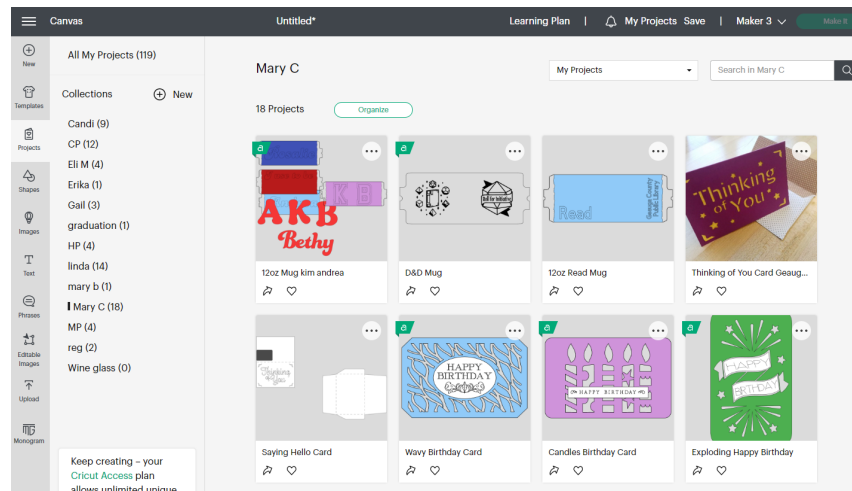


Cut the Design

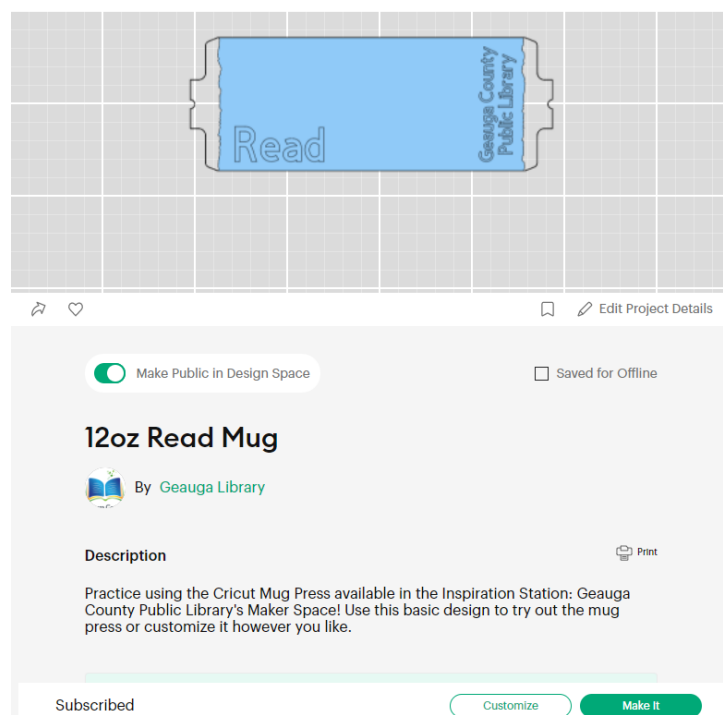
1. Open Cricut Design Space on the desktop if not already open and log into your account.
2. Open your saved project.
 - a. Go to “My Projects”



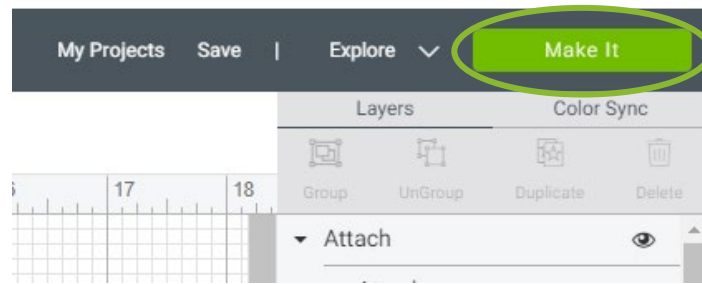
- b. Click on the project you want to make.



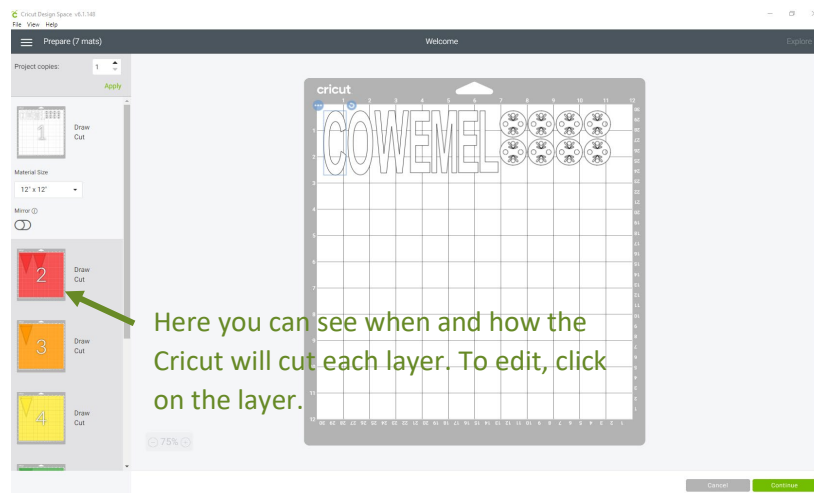
- c. Click on “Customize” at the bottom to make more changes.
- d. Click on “Make It” if you don’t need to make any changes.



- Click "Make It" in the top right corner

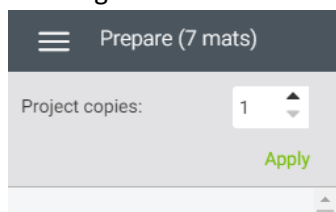


- Check the Print with the Print Preview.



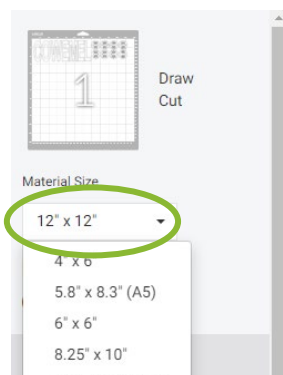
Here you can make sure you have the right supplies. You can also:

- Change the number of copies you want to make.

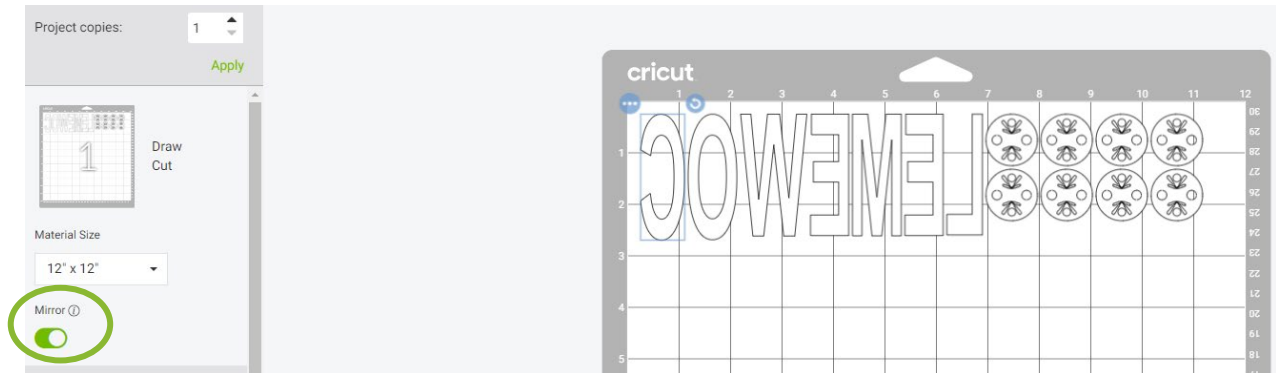


Click the arrow to change the amount, or type in the amount desired. Then click **Apply**.

- Change the size of the material. The library's mats are 12x12 inches, so that is the largest size we currently offer.

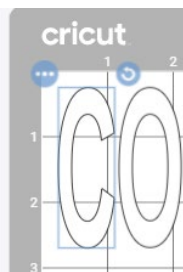


- c. Mirror the image if you are adhering something to glass so need the image flipped. This is mainly for vinyl stickers or Iron-on/heat transfer vinyl to be adhered to fabric such as garments, bags, etc.



Note how all the letters are now backwards with the Mirror option turned on.

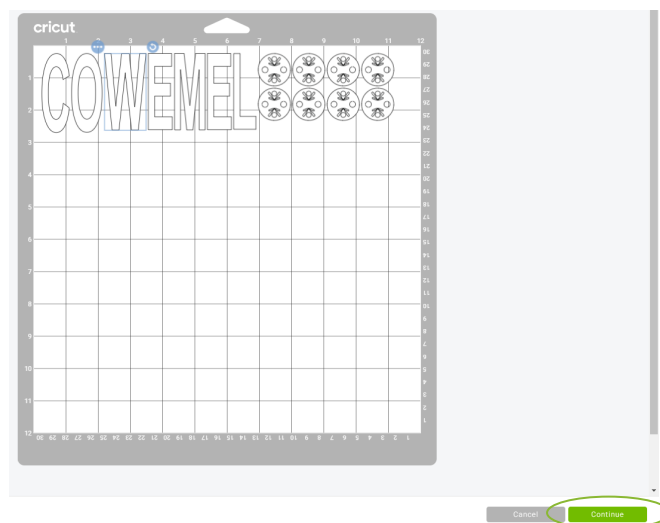
- d. Move the items in each cut or draw. This is particularly helpful if you are using a scrap piece of paper.



The 3 dots (...) lead to moving the "C" or hiding it and not cutting it. The circular arrow in the top right corner of the "C" will rotate it.

To choose a different item, click on it and the same options will appear.

5. When satisfied with how the Cricut will cut the materials, click **Continue** in the bottom right corner.
- If you want to make any changes or edits, click "Cancel" and it will go back to the workspace.



6. Follow the prompt.

a. Prepare the mat.

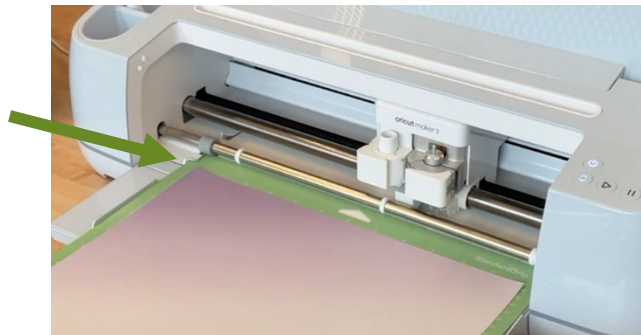


- i. If cutting multiple sheets of material, check to see what the order is and choose the proper material.
- ii. If the material is thick or fabric, make sure you use the correct mat with stronger grip or specific for fabric.
- iii. Line up the top right corner of the material on the mat.
- iv. Firmly press the material into place. The better attached the material, the better the cut.

b. Check the tools

- i. The blade stays in the right side of the machine. The left side can hold a pen. If writing, make sure to add the pen before the maker performs that process.
- ii. Press the tool into the holder, until it locks. Then close the clasp to hold it in place.

c. Feed the mat into the machine



- i. Place the mat under the notches and against the rubber wheels. Press the blinking button to feed the mat into the machine.
 - ii. The **Feed** button has the double arrows on it.
- d. Press **Go (The button with the Cricut logo)** or **the triangle**.
- i. When the machine is ready (might take a few seconds), press the flashing button



7. Remove the mat from the machine

- a. Once finished, press the blinking feed button to release the mat.
 - b. The maker will now move to the next cut, if the project involves more than one.
 - i. *Suggested:* if you have more than one mat (the library has plenty of each kind available), you can prepare the second mat and immediately feed it in. While the second mat cuts, weed the first. This can save time.
8. **Weeding** = removing the excess material and removing the project from the mat. You do not need the machine for this and can step away to a nearby table. Bright lighting makes weeding easier.

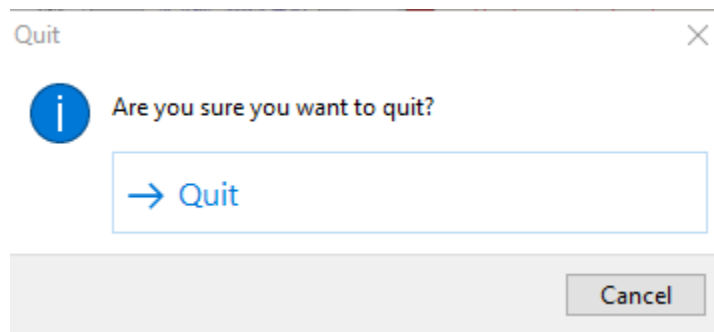
Finished Cut
Before Weeding



After Weeding



- a. If using only one mat, the mat must be completely clean before preparing the mat for the next cut.
 - b. Use the tools to help remove the material. Avoid scratching the mat as much as possible.
 - c. Bend the mat to help pop the material off. If you bend the material, it will come off bent. The flatter you can keep the material, the better.
 - d. Once the mat is clean again, repeat steps 2-5 until the project is finished.
9. When done with the cutting process, click **Finish**
10. You can now exit Cricut Design Space.
- a. Click **Quit**.



11. Turn off the Cricut, carefully close the lid, and unplug it from the computer.
12. Log out of the computer.
13. Assemble the finished product.

Cricut Mug Press Basics

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The Cricut Mug Press allows you to create a design with the Cricut that you can then transfer on to a sublimation-compatible mug.

What You Need

To make a mug, you will need:

- Cricut Maker 3
- Cricut Mug Press
- Free Cricut Design Space Account
- Sublimation compatible mug
- Infusible ink transfer sheet
- Heat-safe tape (optional)

See the Cricut written tutorial to learn more about creating a Cricut Design Space account and using the Cricut Maker 3.

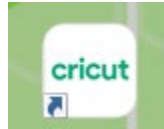
Mug Specifications

Cricut has their own brand of mugs to use with the mug press, but you do not need to use the Cricut product. Here are the specifications if buying a different brand:

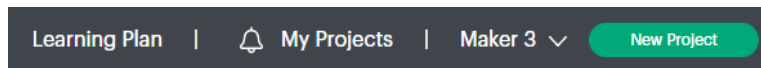
- Poly-coated and sublimation-compatible
- Capacity of 10-16 oz. (295-450 mL)
- Drinkware with smooth, straight pressing area only; avoid curves, bevels, and textures
- Diameter between 3.2-3.4 in. (82-86 mm)
- Maximum height of 4.72 in (120 mm)

Creating a Mug Design

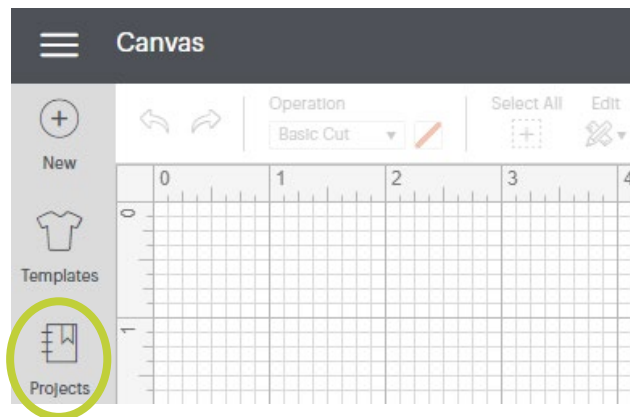
1. Open Cricut Design Space



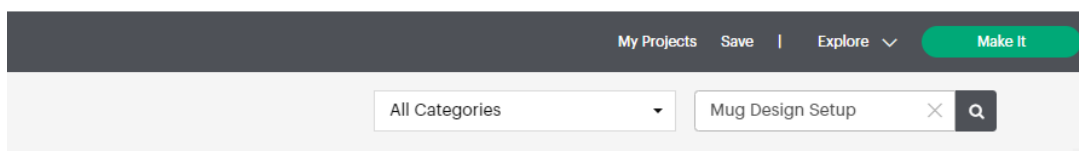
2. Click on "New Project"



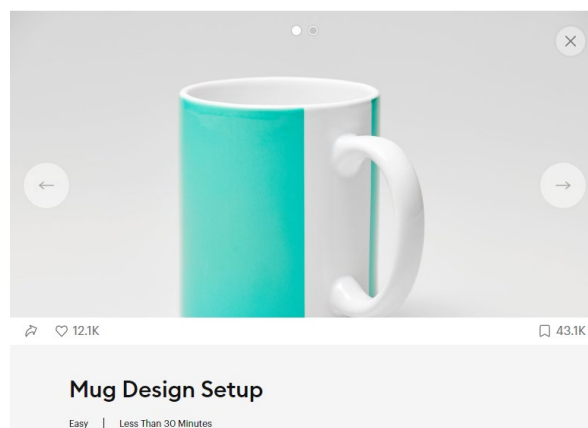
3. Click on "Projects" on the left-hand side.



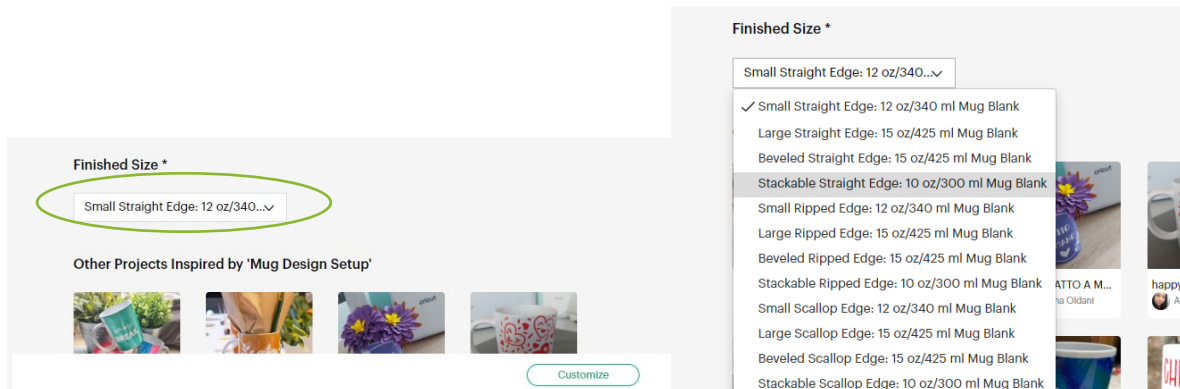
- a. In the search bar, type "Mug Design Setup"



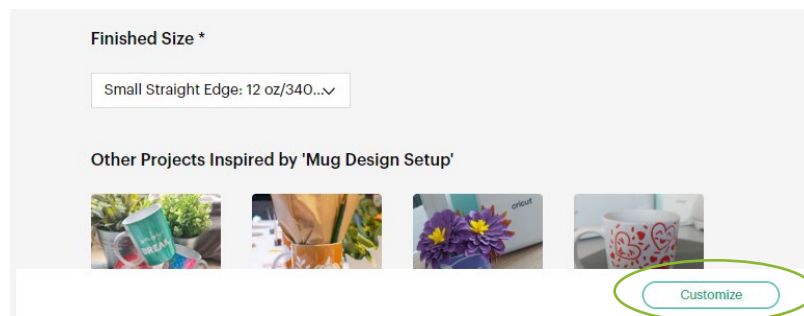
- i. Choose the template you prefer. "**Mug Design Setup**" or "Drawn Mug Design Setup" are recommended as they are both free to use.



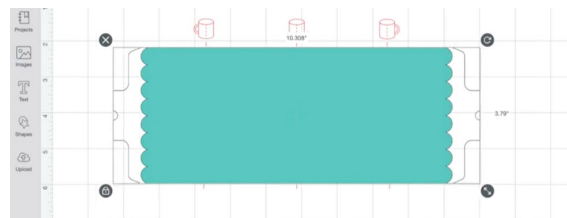
- ii. Mug Design Setup has 20 different options to choose from. Choose which one fits your project.



- b. Click “Customize” at the bottom



4. The Template will appear on the Canvas



- a. Note: There is a layer that is called “Hide This Layer Before Cutting.” This layer is simply a guide to help place your design in the proper place on the mug. Make sure to follow directions and hide this layer when ready.
5. Create your design on the template. For more information, reference the Cricut tutorial.



Cutting Your Design

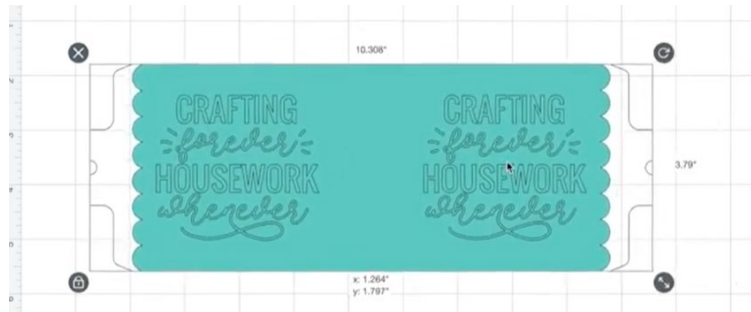
1. Choose all the layers of your design and the two parts of the template that are called “Mug Wrap. Hold the SHIFT button as you click to choose more than one.



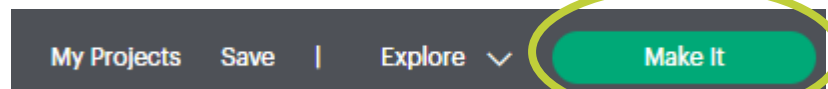
- a. Click “Attach.” This will make sure all layers chosen will cut through the one piece of infusible ink material.



- b. Click on the eye to hide the pink layer as suggested.



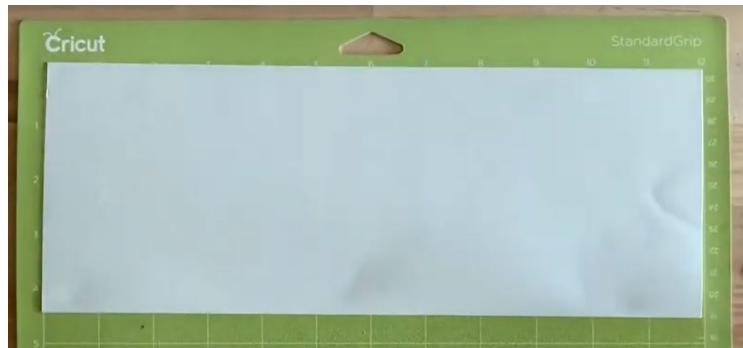
2. Click “Make It”



3. Click on “Mirror” to flip your design. This is necessary when placing it on the mug.



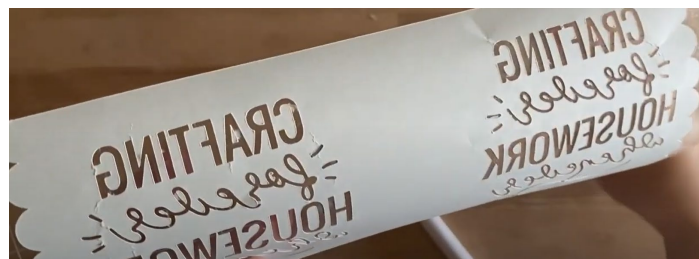
4. Turn on the Cricut Maker 3. Make sure it is plugged in.
 - a. Plug the power cord into a socket.
 - b. Plug the USB drive into the computer
 - c. Press the Power button.
5. Click "Continue"
6. Set up the mat with the transfer tape-side down (the shiny side). The matte side is the paper.



7. Wait until the Cricut is connected.
8. Choose the material: if it is not listed, search for **Infusible Ink Transfer**.
9. Feed the mat into the machine by pressing the "Feed" button, which is blinking.



10. Press "Go" which is the Cricut Logo button (it blinks when ready)
11. The Cricut will cut the design.
12. Weed your design.
 - a. Remove all the material you do not want on the mug.
 - b. What you remove will be white. The paper will turn the color.



Using the Mug Press

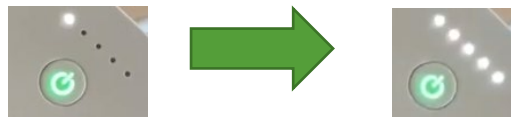
1. Wrap the design around the mug.



- a. Make sure both sides are at least $\frac{1}{2}$ inch (13 mm) from either side of the handle as that area will not be pressed.
 - b. Keep the design tight against the mug and get rid of air bubbles or kinks.
2. Add heat-resistant tape along the top and bottom of the mug if desired to press the edges against the mug.
 3. Turn on the mug press by pressing the Power button and wait until the power button turns from yellow to green.



- a. Once green, the mug press is heated to the proper temperature (200°C or 392°F).
 - b. CAREFUL!! The mug press is hot!
4. Lift the handle on the mug press if pressed down.
 5. Place the mug in the press, making sure the entire design is covered by the press. Any part sticking out will not be pressed.
 6. Press the handle down.
 7. Wait for the press to beep and all five white lights to turn on. It should take around **6 minutes** depending on the environment around the mug press.



8. Lift the handle and carefully remove the mug by the handle.
 - a. CAREFUL!! The mug is very hot!
9. Place the mug on a heat-resistant surface and wait for it to be completely cool (at least 15 minutes).
 - a. If finished with the mug press, turn it off by pressing the Power button.
10. Peel off the design and reveal your finished mug!