

Cricut Kit #1 Contents

- (1) Cricut Explore Air 2 machine



- (1) USB cable and AC cable for Cricut



- (1) Cutting mat with plastic cover for Cricut



- (1) black pen for Cricut (inside machine compartment)



- (1) Lab #1 laptop in carry case, including:

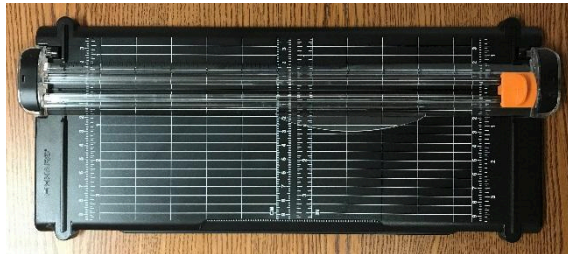
- Mouse
- Power cable



- (1) instruction/welcome booklet



- (2) Fiskars paper trimmer tools



Bag #1

- (10) clear plastic page protectors



Bag #2

- (6) pairs of assorted scissors
- (1) box of glue dots
- (6) glue tapes with caps



- (72) double-ended markers



- Assorted paper



Cricut Kit #2 Contents

- (1) Cricut Explore Air 2 machine



- (1) USB cable and AC cable for Cricut



- (1) Cutting mat with plastic cover for Cricut



- (1) black pen for Cricut (inside machine compartment)



- (1) Lab #4 laptop in carry case, including:

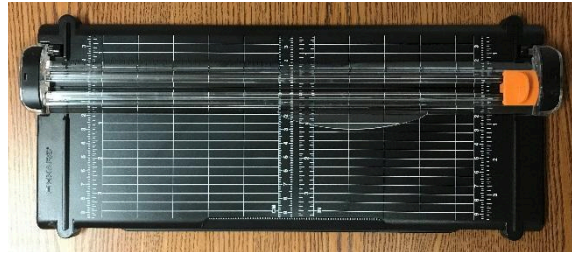
- Mouse
- Power cable



- (1) instruction/welcome booklet



- (2) Fiskars paper trimmer tools



Bag #1

- (10) clear plastic page protectors



Bag #2

- (6) pairs of assorted scissors
- (1) box of glue dots
- (6) glue tapes with caps



- (72) double-ended markers



- Assorted paper



Cricut Machine Instructions

The **Cricut machine** (Cricut, as in cricket the insect!) can be used to cut all sorts of materials, but it is often used to cut out fonts and shapes from paper that would otherwise be very difficult to create by hand. The following instructions include the setup of the machine, as well as how to use the application that helps choose fonts, designs, and more.

For any sort of reference within the app or the machine instructions, this is the ***Cricut Explore Air 2***.

Basic Functions

Power Button

Press to turn Cricut on. The machine will make noises as the blade and rollers move, so don't be alarmed!

Smart Set Dial

Depending on what material you're cutting and how heavy it is, you will need to adjust this dial as necessary. For a full explanation of settings, check out this video here:

<https://www.youtube.com/watch?v=WhugZonAzQk>

Load/Unload Button

This button has a double-ended arrow. Place your material on the adhesive mat, line it up, then press this button to load it. To take the mat out of the machine,

Depending on what material you're



press the button again and the mat will be rolled back out. More about using the mat will come later.

Cut Button

This button is a “C” with antennae. Press this to begin cutting your material.

Pause Button

Press this to pause cutting at any time.

Open Button

When not in use, the Cricut remains closed. To open, press this button and the top and bottom of the machine will slowly open. To close again, click the bottom into place first, then the top. Both are latched on the left-hand side.

Clamp A & B

Clamp A holds the pen when making projects that require writing. To use, unlock the clamp and uncap the marker, pushing down until you can't see the arrow on the marker. Close the clamp to lock in place. Repeat to remove marker. Clamp B holds the cutting blade, and does not need to be opened.



Starting Up the Cricut

Both the Cricut and the laptop must be used at the same time. Before turning on the Cricut machine, set up the laptop by going to <https://design.cricut.com/> (**Chrome only**) or by clicking the shortcut on the desktop.

It should remain signed in, but if not, use the following:

Email: srlbranchmanager@gmail.com

Password: southeastlib848

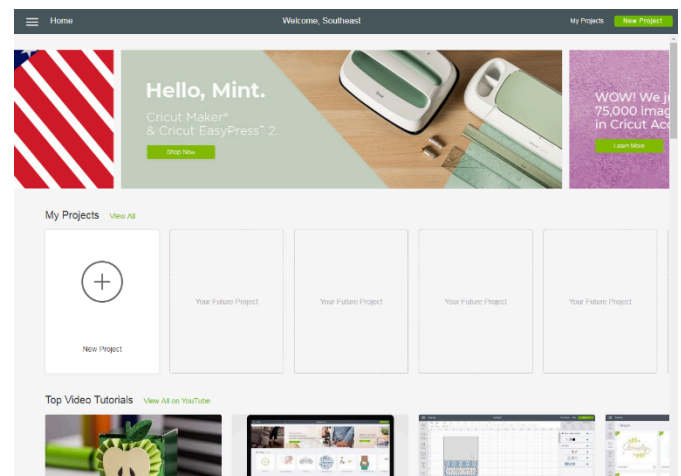
Once you are on the main page, you can focus on the machine. There are two cords to plug into the Cricut: one for power, and one to connect to the laptop. These can both be plugged into the back of the machine.



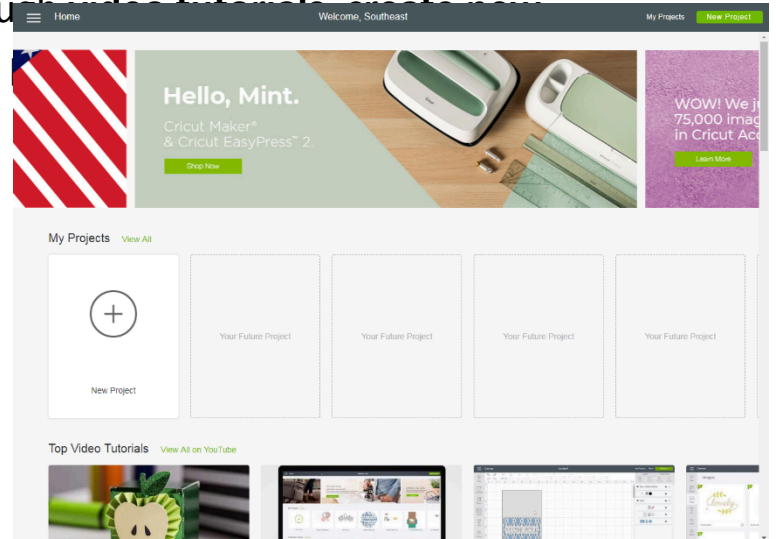
Open the Cricut (using the open button) and remove the Styrofoam near the blade. After both cords are plugged in, the Cricut can be turned on.

Using Cricut Design Space

This application is used to create the designs and fonts that can be used with the Cricut machine. You should be signed in from the previous step. Once on the **Home** page, you should see something like this:

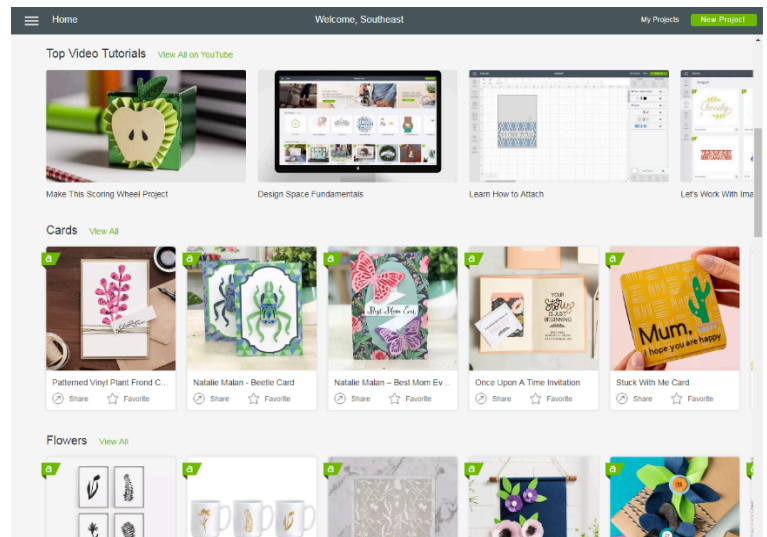


On this page, you can browse through video tutorials, create new projects, and even search through

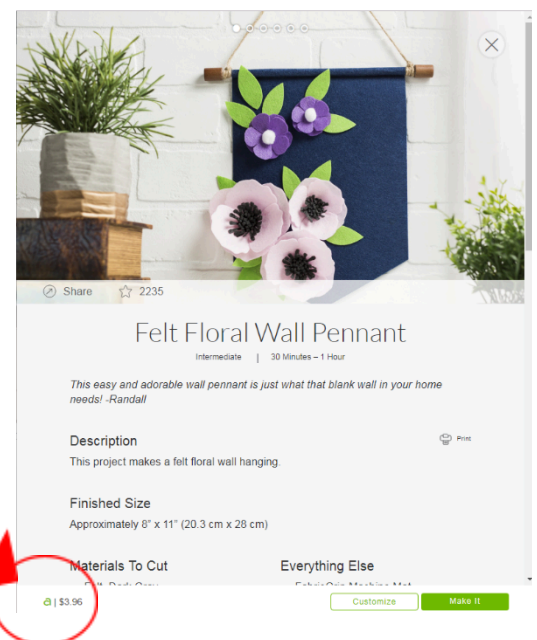


To create a new project, click either the green button at the top right, or the circle containing a plus sign in the centre of the page that says “New Project.”

When you scroll down on the home page, you can look through video tutorials (if you move your cursor over the left or right edges of that section, arrows will appear).



You can also browse through pre-made projects. **Please keep in mind that some of these projects require a fee.** When you click on the project, price will be indicated in the bottom left corner. **Free projects will show \$0.00.**

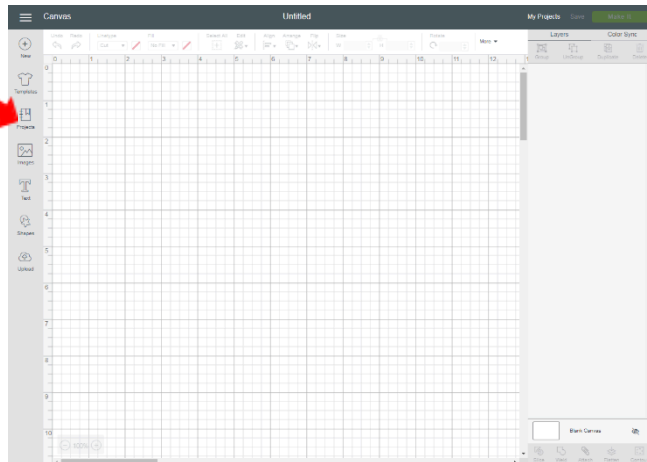


Creating a New Project

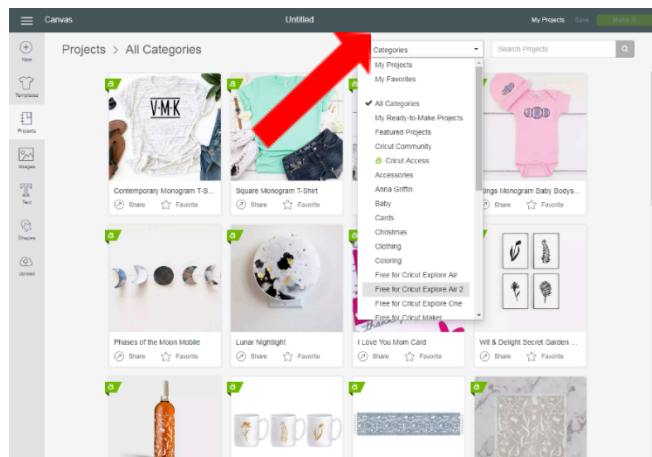
When you click “New Project,” you are taken to the **Canvas** page. From here, you can create projects from scratch or browse all pre-made projects.

To browse pre-made projects:

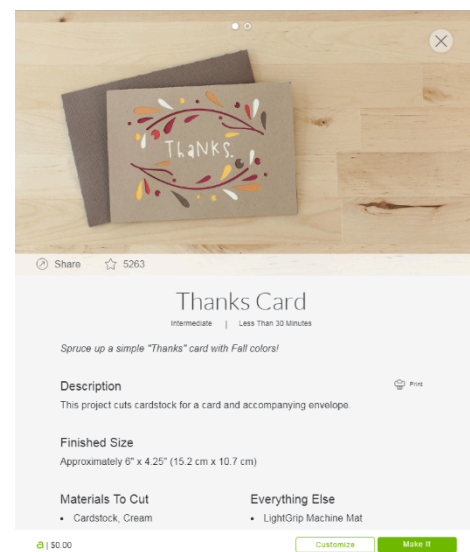
1. Click on the notebook icon labelled “Projects”



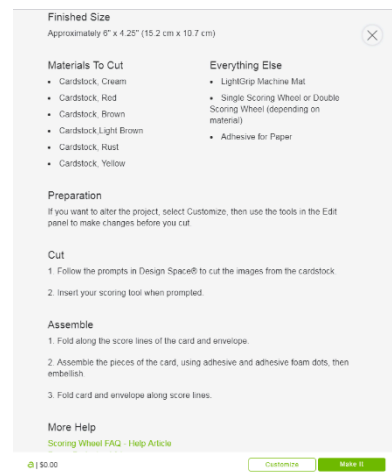
2. From here, click on the bar that says “All Categories.” Choose the option “Free for Cricut Explore Air 2.” From here, you can search specific themes if you like.



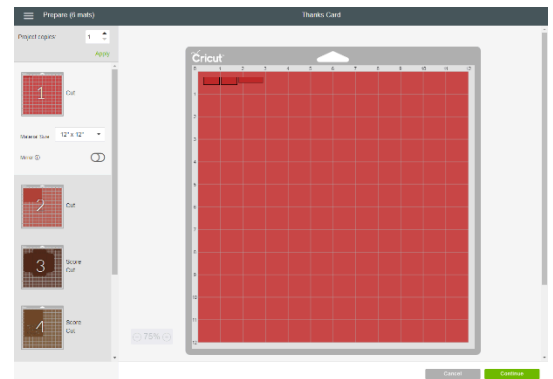
3. When you find a project you like, click on it to see more details about what is required. It will give you a description, difficulty level, and approximate project time.



4. Scroll down to see suggested materials and instructions, as well as additional help videos
- If you are ready to create the project, click “Make It.”



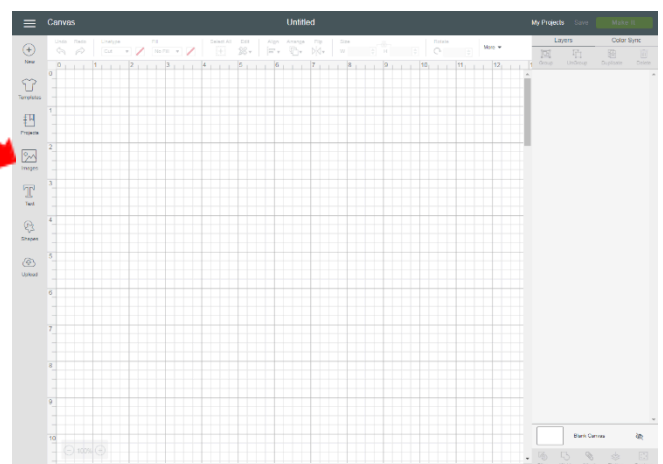
5. You will be taken to a page that shows the order your project will be cut in, and which colour of paper to use first. At this point, no settings need to be changed. You can click “Continue” and follow prompts from there.



*******Before you hit “Continue,” be sure to have your mat and paper loaded! See further on in the instructions for how to load the mat.**

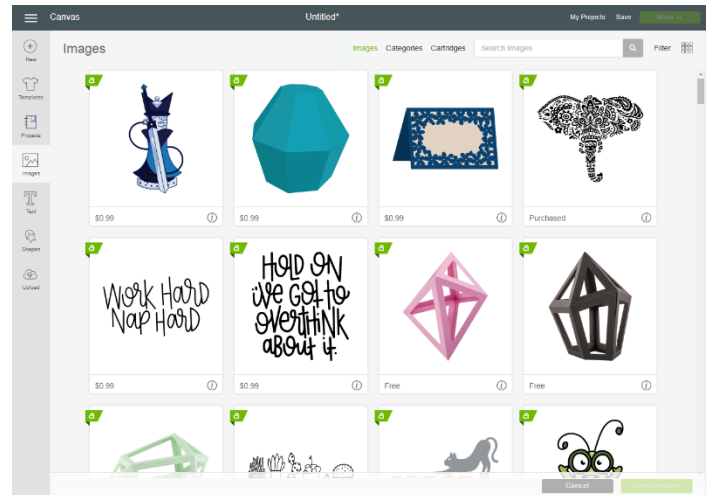
To start from scratch:

1. Click the top icon in the left hand side that says “New,” and you will be taken back to the main page of **Canvas**.
2. There are several different options that can be used in creating a design. The first one we’ll discuss is “Images.” In this category, there are three tabs, which will be discussed below.



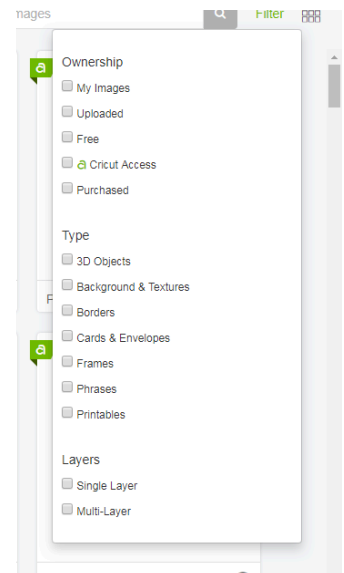
Images

These images can be used on their own, or in combination with something you are already working on (a pre-made project, for example).



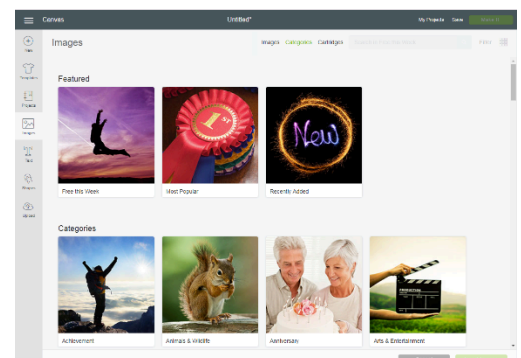
1. For our purposes, we're going to want to filter the images before anything else. Click on "Filter" on the right side of the search bar.
2. To keep our search simple, check off the box that says "Free" and you don't have to worry about paying for any images. This can also be done by clicking "My Images." This filter, however, only shows images that you already own or that came with the machine, and so more can be found by using "Free."
3. From here, you can search through and find an image you want to work with. When you find one, click on it, and then click the green "Insert Images" button on the bottom right of the page. For a short tutorial on tips for inserting images, check out this link:

<https://youtu.be/WcQyQEAdc6U>



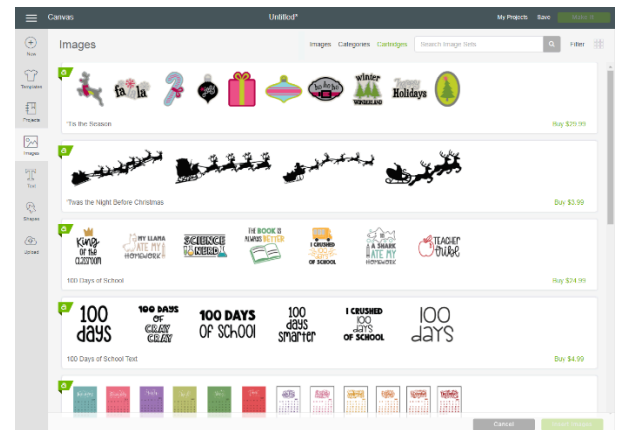
Categories

Much like the filter setting, **Categories** can help you sort through images if there is a specific type you have in mind. Search through if necessary.



Cartridges

In the original versions of the Cricut machines, cartridges could be purchased that would come with certain images or fonts. This functions in essentially the same way. You are able to look through specific cartridges if you want a series of similar images. Some images may be free, and some may require a purchase.



For more information about the cartridges and searching, check out this link: <https://youtu.be/AolkQciEEt8>

Once you have a chosen image and placed it on the canvas how you like, follow the same steps as outlined in the pre-made projects section of these instructions.

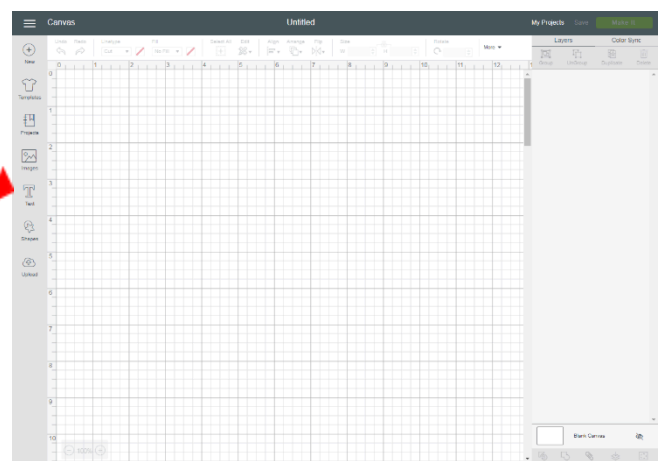
For a list of free projects and images that are included with the Cricut Machine, check out this link:

<https://d2e2oszlhwxlw.cloudfront.net/learn/pdfs/ds-free-content/C-Included-with-my-Explore-Air-2-DS3-Links.pdf>

Text

To design and cut out different fonts and phrases, follow these steps.

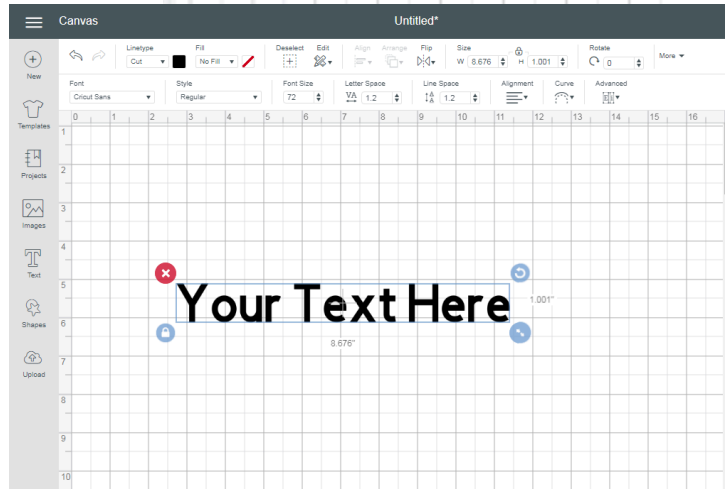
1. On the main pages of **Canvas**, click on “Text” and a text box will appear, much like it does on Word or Publisher.



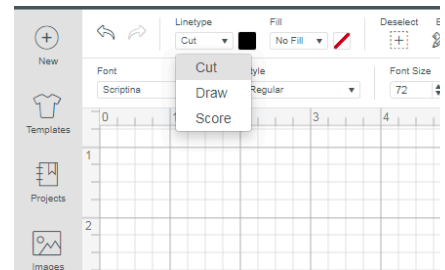
2. Begin simply by typing into the text box.



3. To change font settings, use the top toolbar as you would in Word. From here, you can change the size, font, spacing, colour, etc. The text must be selected (as shown in the image) in order to edit it.



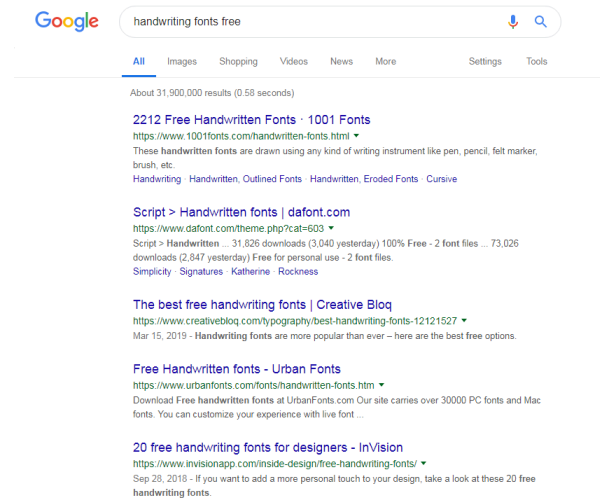
4. You have the option of choosing whether your letters are cut out or written by the machine. To do so, go to the toolbar as mentioned in the last step and click on "Linetype." Choose "Cut" to cut out, and choose "Draw" to use the pen (the pen is kept in one of the small compartments on the bottom door of the Cricut machine).



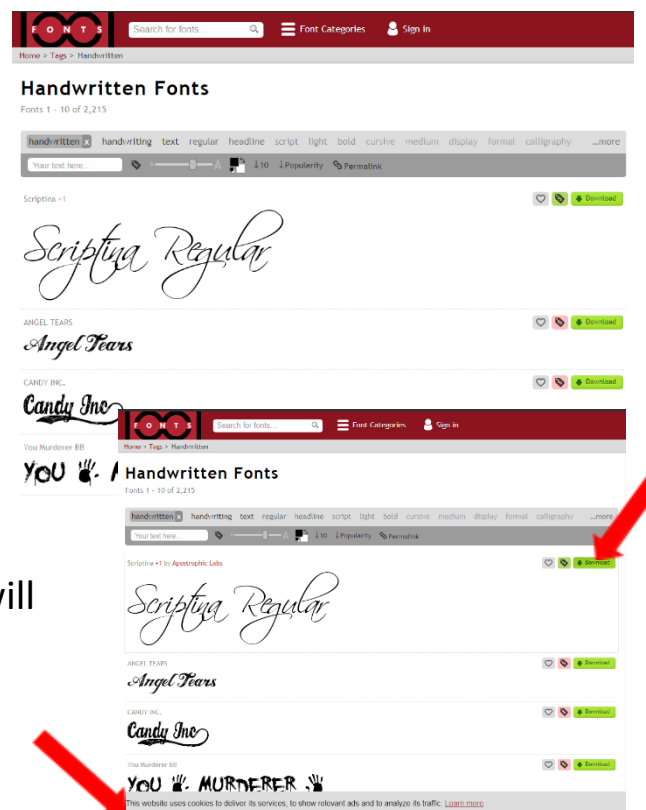
Fonts

Design space defaults to the Cricut Sans font, but you have plenty of options to change it. Many Cricut fonts are meant for purchase, but you can still use any of the fonts already installed on your computer, like Arial or Calibri (see the page about Cartridges to find a link that lists all included Cricut fonts). If you would like to add additional fonts without cost, follow these steps.

1. If you're looking for a particular font, such as a handwriting font, for example, you can download these from the internet. Simply search what type of font you are looking for (with the word "free") into Google, and several sites will pop up.
2. 1001 Fonts, dafont.com, and FontSpace are all reliable sites for fonts. Click on whichever you think will work, and browse from there.

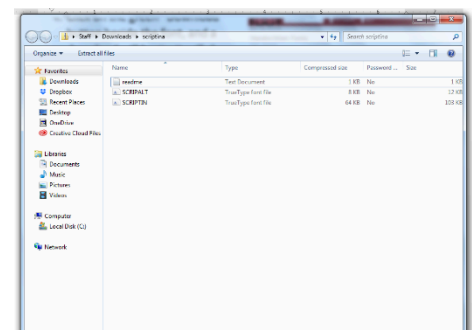


3. Once in the site (this example uses 1001 Fonts), you can choose a font that you like. **Please keep in mind that you should be looking for a font that the Cricut will be able to either cut out or write onto paper.** In this example, we will choose the first font, Scriptina.



4. Click on the "Download" button beside the font, and a download will begin. It will show up as a zip file.

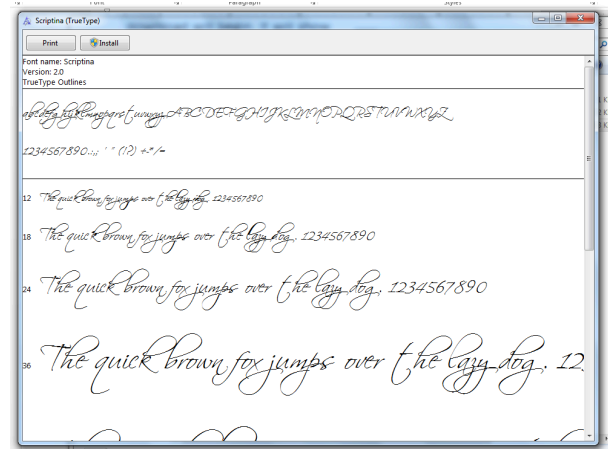
5. Click on the zip file, and a folder should open up. Sometimes a font may come with two versions (bold, italicized, etc.)



Double-click on one of the icons that has a small A in the corner, and ignore the “readme” file.

6. The window should show the full alphabet of the font, as well as how it appears in different sizes. Click on the “Install” button. Once installed, the button should be greyed out.

7. You may have to save your Cricut Design Space and re-load the page to update the fonts, but then you should be able to change to any font you install.



*****Please keep in mind that some fonts will work better than others with the writing pen (such as thin handwriting fonts).**

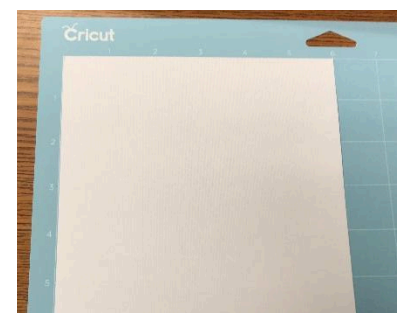
For a great tutorial series on all things Cricut Design Space, check out this video playlist here:

<https://www.youtube.com/watch?v=8FALihu5wBk&list=PLmMKNg1O7D-dhoqyQ3GnGEzADVpbao-Gv>

Cutting Out a Project

Once you are ready to create your design or pre-made project, follow these steps.

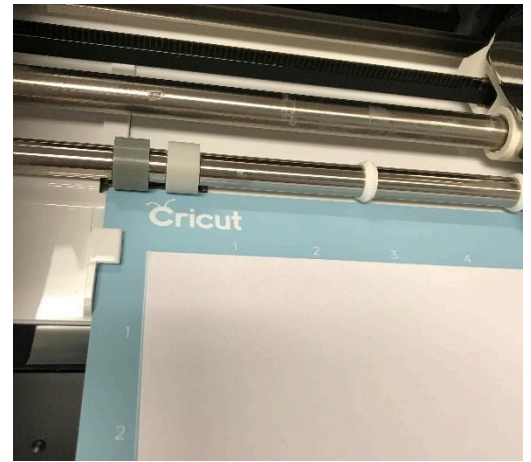
1. Cut your material to the desired size, and take out the cutting mat. The plastic layer must be removed so that



material can stick to the mat, but **must be placed back on the mat when not in use.**

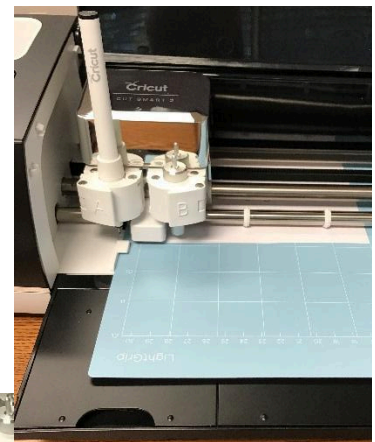
2. Keeping your material as close to the left-hand corner as possible, stick your material down and smooth it out so it will not come off during cutting. Your material should be straight so as to prevent crooked cutting/drawing.

3. Slide the mat into the machine so that the side with the material is closest to the machine. There are plastic slots on either side that will help guide the mat in. Be sure that the mat is pushed against the rollers, but not forced!

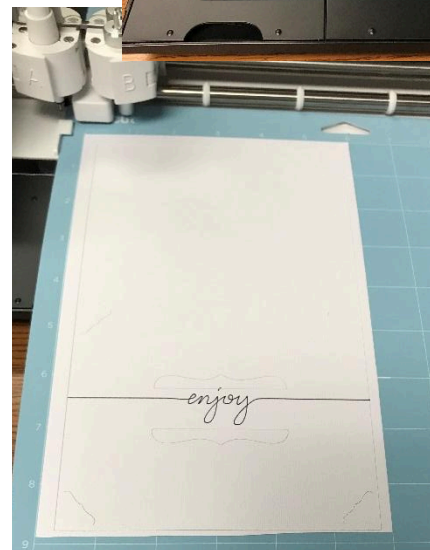


4. Press the load/unload button and the mat will load into the machine. If it doesn't seem to load, hit the button again to unload, and then line up the mat and try again.

5. Once loaded, press the cut button, and let the Cricut do its thing!



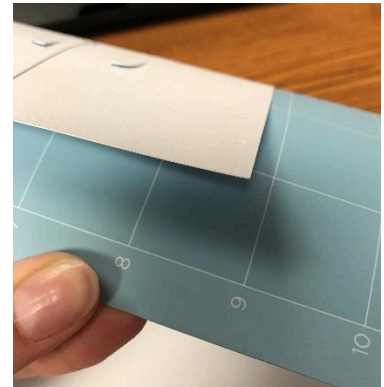
6. It can be tempting to stop the machine because it may look like it won't cut in the right area, or that it's too close to the edge, but often this is because of the angle you can see the blade from, and in the end cuts out fine. If you do find that the blade is cutting past the



paper and onto the mat, or something just doesn't seem to be moving right, press the pause button, unload the mat, and start again.

7. Once the machine finishes cutting/writing, press the unload button and the mat will come out.

8. When you remove your paper, **DO NOT peel it directly off of the mat.** This can cause the paper to curl, which isn't helpful for things like cards. Try to pull the mat away from a corner, and then you can slowly pull the two layers apart. It sounds somewhat tricky, but you will end up with the paper you started with rather than quickly peeling and ruining a project.



For any problems not touched on in these instructions, take a look at Cricut's help section on their website:

<https://help.cricut.com/hc/en-us>

Or take a look at their YouTube channel for tutorial videos:

<https://www.youtube.com/user/OfficialCricut>

Cricut Joy Instructions

The **Cricut Joy** is the newest, smallest machine from the Cricut line. It still has many of the basic functions of a regular Cricut, but has the option for cutting materials *without* a mat with its new "Smart" Materials. Cricut Joy is still able to cut regular materials using a mat, just on a smaller scale.

Basic Functions

Starting Up

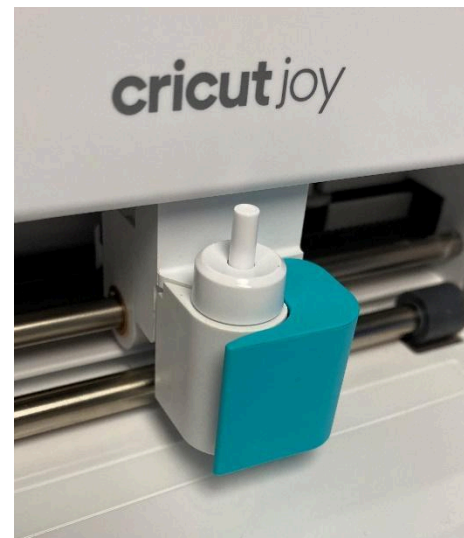
The Cricut Joy doesn't have any buttons, and runs entirely through the provided iPad for any of the cutting/drawing you do with it. To turn on the Cricut Joy, simply plug it in! A small light on the top of the Cricut Joy will glow and blink when power is on.

You'll here some noises coming from the Cricut Joy when you turn it on, and this is normal. It's calibrating the blade and rollers.

Open the front of the Circuit Joy and you're ready to cut!

Clamp

Unlike the Cricut Explore Air 2, there is only one clamp on the Cricut Joy. It will typically hold the blade, but if you would like to use one of the provided pens to draw with the Cricut, simply open the clamp, remove the blade, and put in the pen (cap off). DO NOT interchange the blade for the Cricut Joy with the blade for the Cricut Explore Air 2.



Using the Tablet

Cricut Joy runs through the Cricut Design app, already installed on your iPad. Because the Cricut Joy functions via Bluetooth, please only use the iPad for the Cricut Joy.

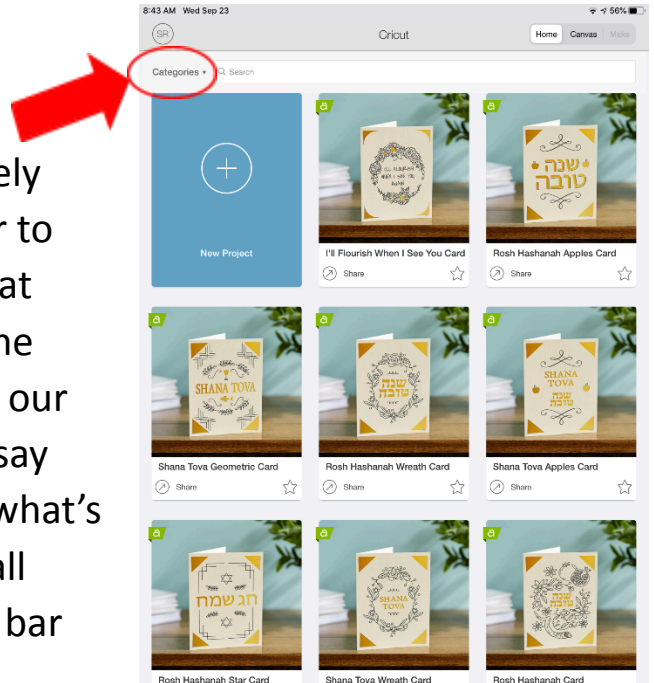
Open the Cricut Design app. It should remain signed in, but if not, use the following:

Email: srlbranchmanager@gmail.com

Password: southeastlib848

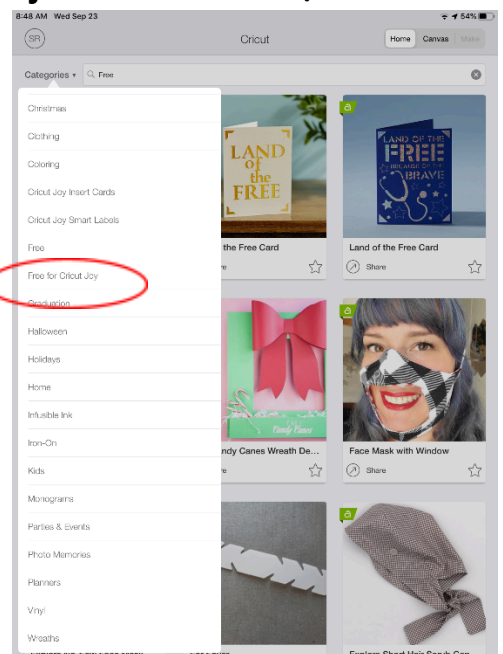
Creating from Templates

1. Once you are in the app, you will likely open on a page of templates, similar to the one you see here. To change what templates you want to see, tap on the option near the search bar, which in our case says “Categories.” Yours might say something different, depending on what’s open, but there will always be a small downward arrow next to the search bar that you can tap.



2. From the list, you can scroll through and choose different themed templates. **Please keep in mind that some of these projects require a fee.** When you click on the project, price will be indicated in the bottom left corner. **Free projects will show \$0.00.**

- We recommend using the free templates that Cricut has to offer. The easiest way to do this is to choose “Free for Cricut Joy” on the dropdown list, rather than searching through different categories for free templates.*If there is a template your branch would like to purchase, please let Morgan or Meagan know and we

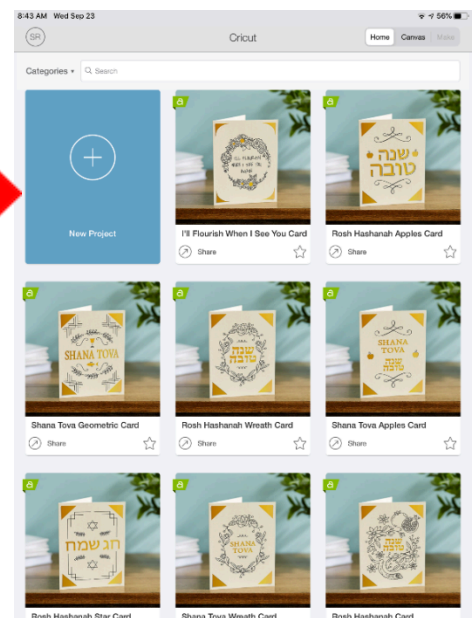


can ensure the correct branch is invoiced.

3. Once you're using a template design and you're ready to cut, the app will prompt you (more about this further on). The Cricut Joy doesn't have any buttons, so all controls will be on the tablet. You'll know that your Cricut Joy is connected to your tablet when its light on top glows steady rather than blinking.

Creating from Scratch

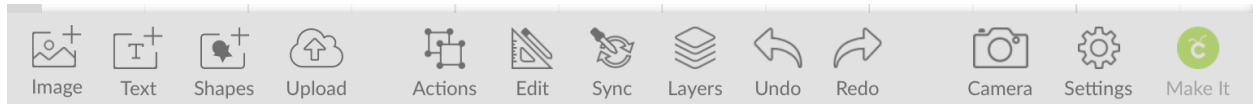
1. To make your own design, you can either tap on the blue rectangle that says "New Project" with a plus sign that you'll see at the top of your screen when browsing any of the categories; OR, In the top right corner of your screen, you'll see three options: "Home," "Canvas," and "Make." To create your own projects, tap "Canvas."



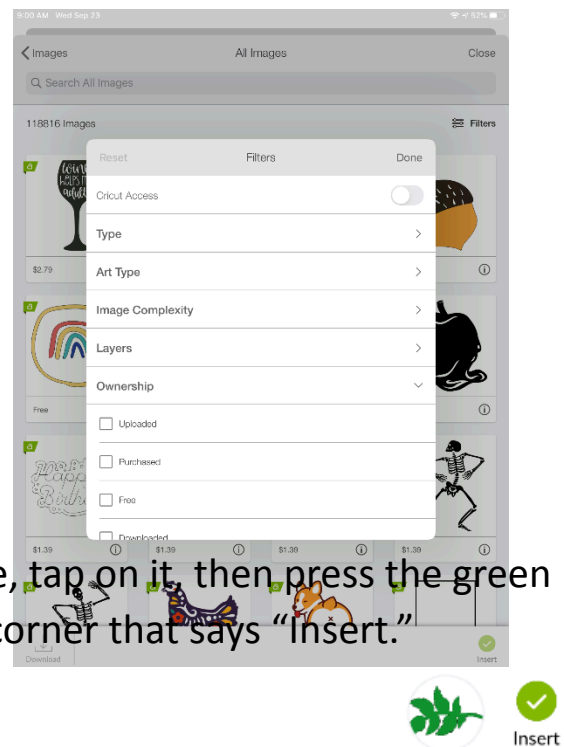
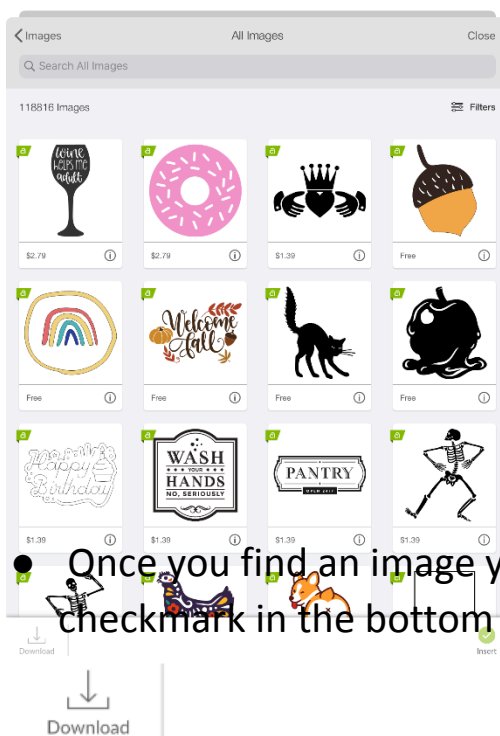
2. From here, you'll be taken to the canvas where you can create text and images to be prepared for cutting/drawing. To zoom in on the canvas, spread your fingers apart on screen as you would for zooming into a picture on a smartphone. To zoom out, pinch your fingers together on screen.
3. To move around on the canvas, you'll have to drag with two fingers instead of one.

There are several different options that can be used in creating a design. These tabs are found at the bottom of the canvas, shown here:

1. Image

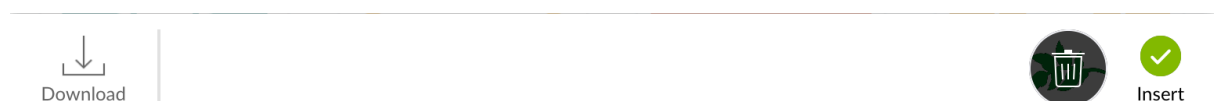


- Tap the image icon at the bottom of the screen to find different shapes and images for cutting and drawing. You'll be taken to a list of options. Choose "Browse All Images."
- You'll see many images that have a price. To only search through free images, tap "Filters," (in first image below) then tap "Ownership," then check off "Free," then tap "Done." (second image below)



- Once you find an image you like, tap on it, then press the green checkmark in the bottom right corner that says "Insert."

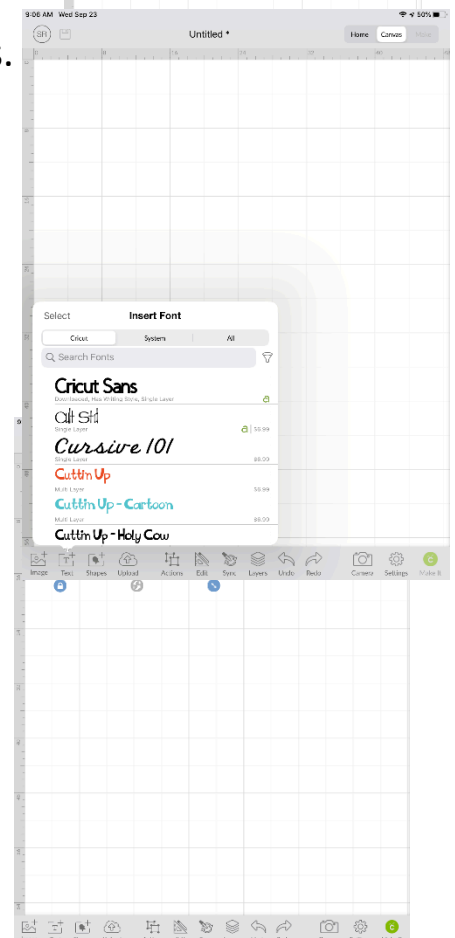
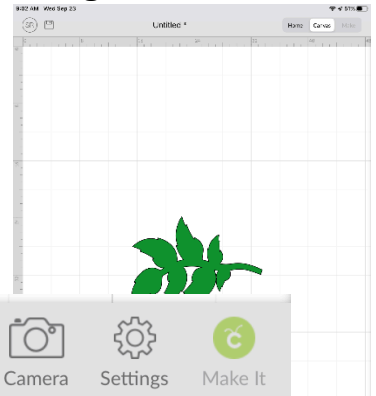
- If you chose an image that you now don't want, you can tap on its small icon in the bottom right, then tap the trash can icon that appears overtop.



- Now your image will be on the canvas. You can move it and change it as you wish. Tap on the image to rotate, resize, or delete. To move it on the canvas, simply drag the image where you want it.

2. Text

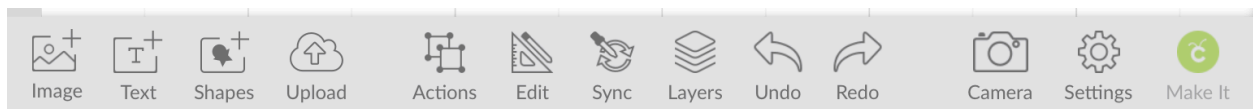
- Tap the text icon at the bottom of the screen to select different fonts.
- You'll see that many of the Cricut fonts have a price, so we recommend using fonts already on the iPad. Tap "System" to use these fonts. Instructions for how to add more fonts will be covered later in these instructions.
- Once you choose a font, a text box will show up, ready for you to type. Type what you want to say, and you'll see the words show up in the font you chose. Tap anywhere on the canvas to exit typing.
- Now your text will be on the canvas. You can move it and change it as you wish. Tap on the image to rotate, resize, or delete. To move it on the canvas, simply drag the image where you want it.



PLEASE NOTE: When resizing images/text, tap on the image/text and use the icon with two arrows (in the bottom right of your image/text)

to resize. Zooming in or out on the screen will only change the canvas size, NOT the image/text, so you may end up having a size you didn't want if you don't use the designated resizing function. You'll see the grid measurements on the canvas to indicate how large your image/text will actually be.

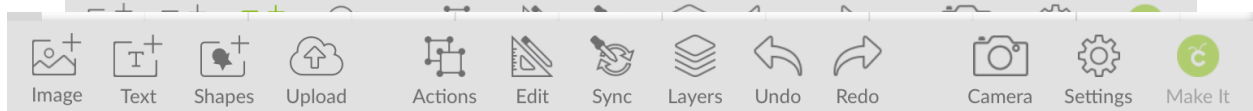
3. Shapes



- Tap the shapes icon at the bottom of the screen to select different basic shapes. Choose a shape and it will appear on the canvas.
- You can move it and change it as you wish. Tap on the image to rotate, resize, or delete. To move it on the canvas, simply drag the image where you want it.

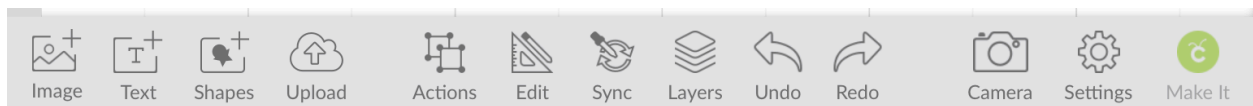


4. Upload



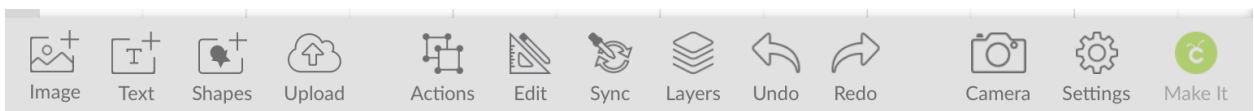
- You likely will not use the upload function unless there is a specific shape you want to take from a photo. You can't cut out a photo, only an element of it, so it's easiest to use the provided shapes and images from Cricut

5. Actions

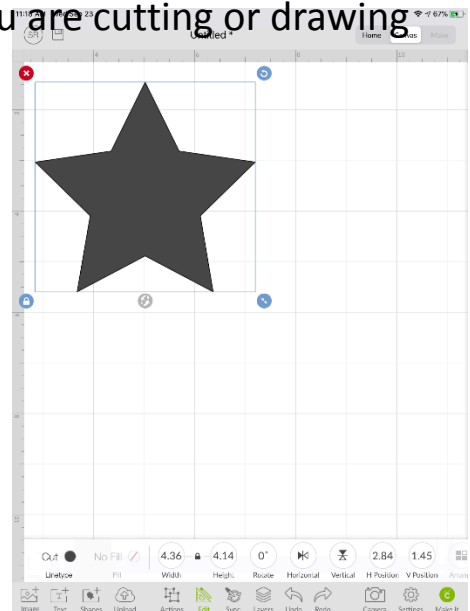


- This will bring up a menu of different tools/options. It is where you can duplicate and group together images/items, and do some more advanced editing of your images. You have to first select an image/text and *then* tap the actions icon at the bottom of the screen for the options to show up. Many of these tools you likely won't use, but feel free to play around with it!

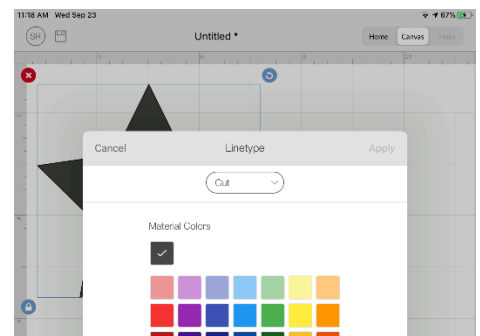
6. Edit



- This will bring up a menu of different tools/options. It is another way to rotate, move, and change the size of your image if you want to be more precise
- You have the option of choosing the colour of your image to match your material, and better visualize what it will look like. You can also choose whether you are cutting or drawing your image.
- To do this, tap on your image/text, then tap where it says “Cut” and “Linetype.”

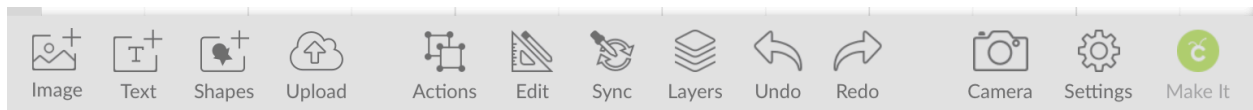


- There is an option to choose what colour you want to help visualize



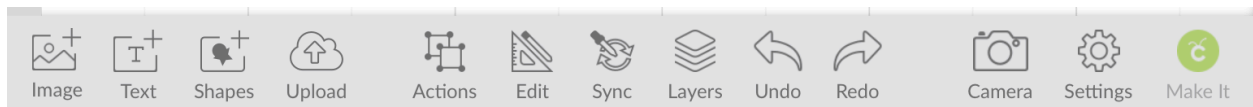
what the image will look like on your material colour, as well as a dropdown menu that says “Cut.” Tap on that dropdown menu to change from cutting to drawing if needed. When you’re finished, tap “Apply.” Follow these steps to change back from drawing to cutting.

7. Sync

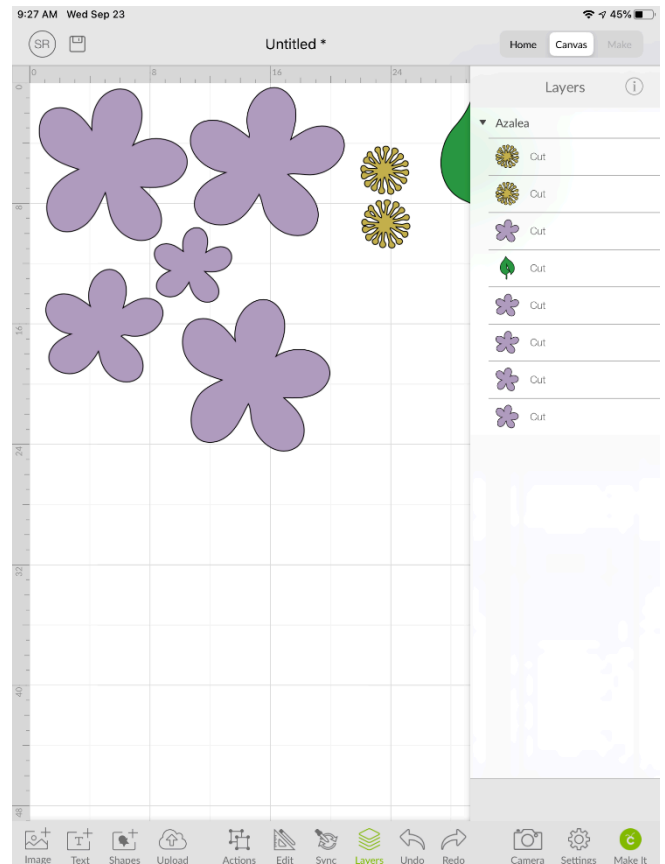


- Use this function when you have multiple layers that you’re editing to match colours. You likely won’t use this function unless you’re editing a pre-made template.

8. Layers

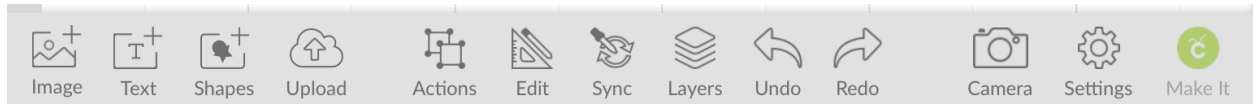


- Here is where you can see the different layers of certain images. This example is a flower image that we’ve chosen, and you can see a list of each layer on the right hand side. There are several different parts to it that have to be cut out, so layers gives us an idea of how much needs to be cut out of each colour/type of

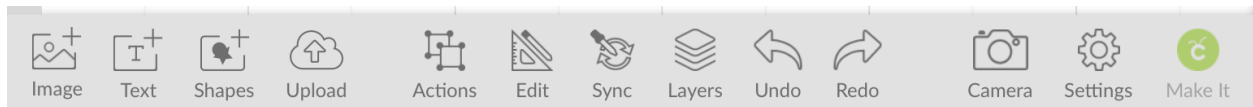


material. This won't apply to all images you use.

9. Undo & Redo are exactly what they sound like: If you want to undo an action, tap "Undo." If you want to redo an action, tap "Redo."



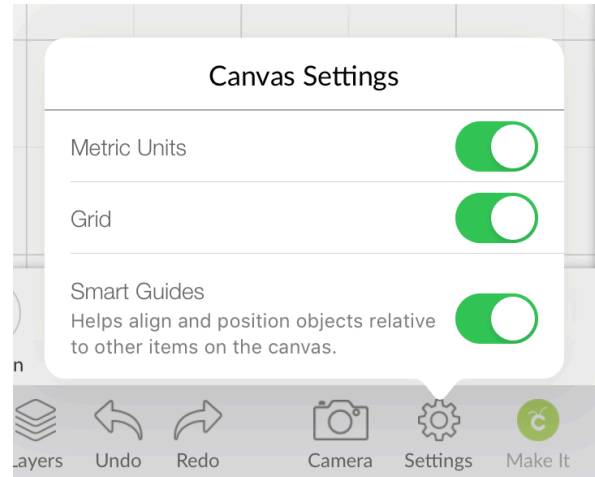
10. Camera allows you to see what your design looks like in the real world. For example, if you're creating a vinyl sticker to go on your laptop, you could see what your design looks like on the laptop in real time.



This example here shows what our star shape would look like on the Cricut Joy.

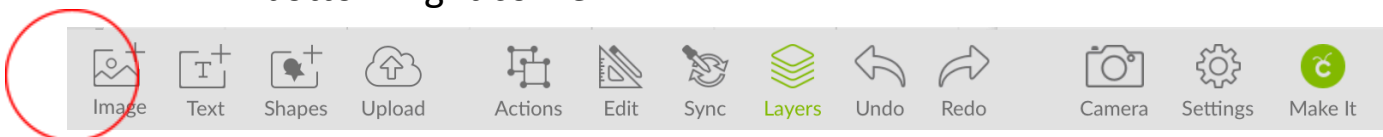


11. Settings lets you choose to use metric or imperial units, turn the grid on and off, and whether you want to use Smart Guides, which helps you line items up in relation to other images on the canvas. We recommend keeping all of the switches turned on.

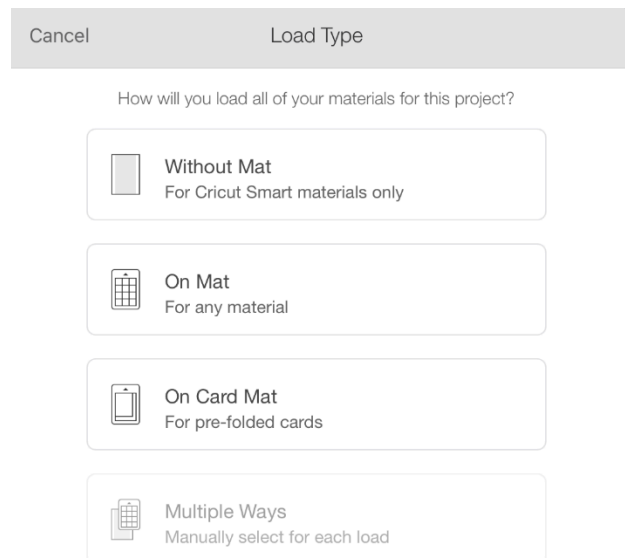


12. Make It

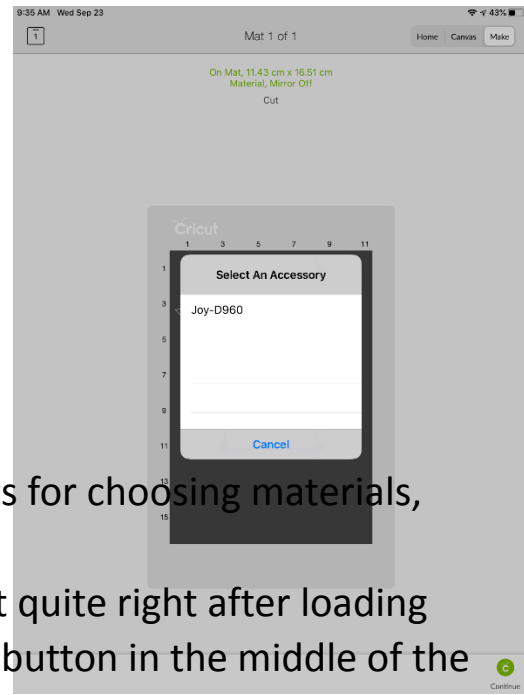
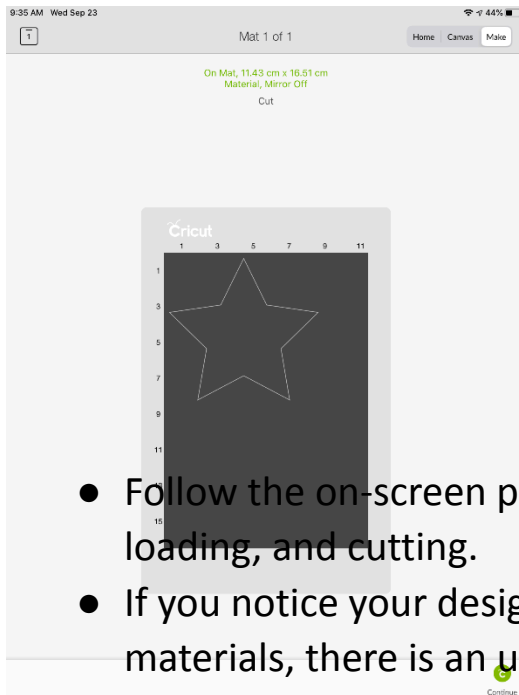
- When your design is finished, tap the Make It icon in the bottom right corner.



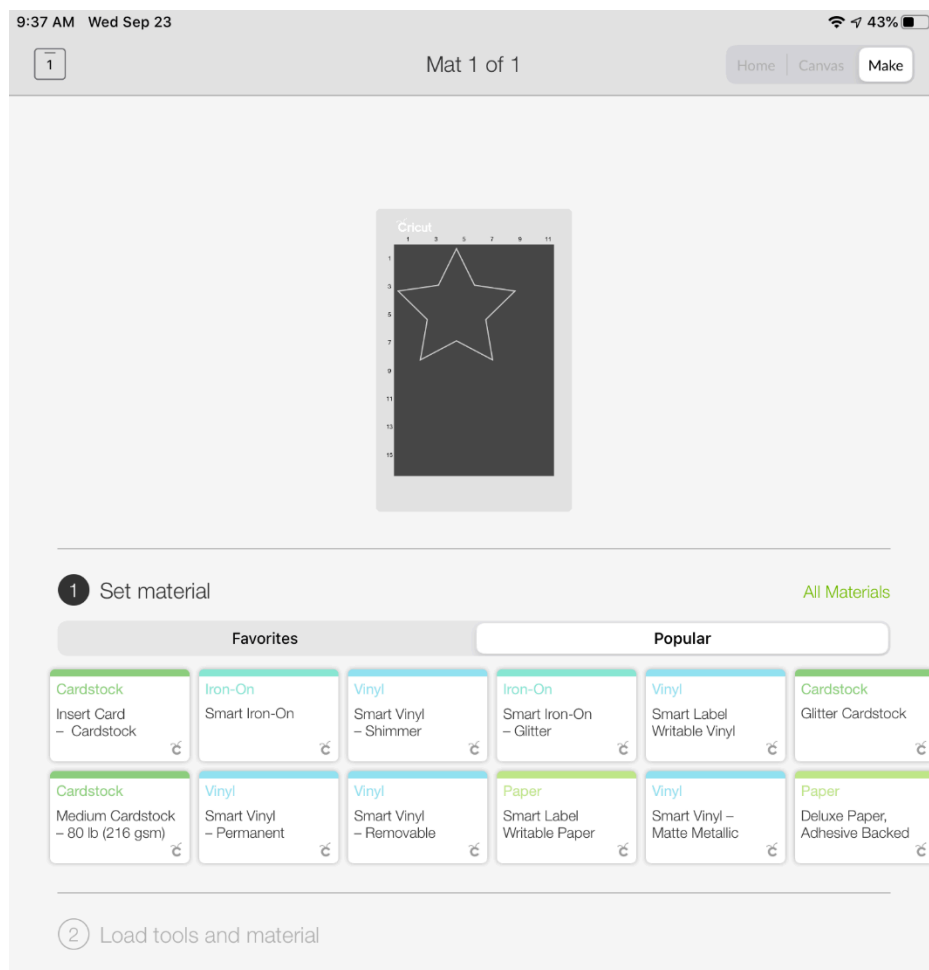
- You'll be asked to choose how you will load your materials. Unless you have Cricut Smart Materials, you will choose "On Mat." We'll go over Smart Materials further in the instructions.



- You'll see how large your image will be on the mat, and then you can tap "Continue" in the bottom right corner. Select your Cricut Joy machine. Be sure to choose your Joy machine.



- Follow the on-screen prompts for choosing materials, loading, and cutting.
- If you notice your design isn't quite right after loading materials, there is an unload button in the middle of the screen at the bottom.
- If you need to get back to your design, tap the cancel icon in the bottom left, then tap "Canvas" in the top right corner.



Smart Materials

- Smart Materials work without a cutting mat, so you can load the material directly into the Cricut Joy and begin cutting. These include Smart Vinyl, Smart Iron-On, Smart Label Writable Paper, and Smart Label Writable Vinyl.
- With Smart Materials, Cricut Joy can cut an individual, continuous shape up to 4.5 inches wide and 4 feet long, and make repeated cuts (like stars, hearts, and confetti) up to 20 feet long! For all other materials, the size of your mat would limit the size of your design.
- Smart Materials can ONLY be used with the Cricut Joy.

How do Smart Materials work?

Smart Materials come adhered to a special backer that can feed through Cricut Joy without the need for a cutting mat.

The software will prompt you when it's time to load your Smart Materials and will tell you how much you need. Once material is loaded, your machine will measure it to ensure there's enough for your project.

Cricut Joy allows 1 inch of material above your design and 0.5 inches of material below for the rollers to grip and load the material, for the sensor to sense that enough material is loaded, and to feed materials back and forth through the machine. The software takes this allowance into account when estimating the amount of Smart Materials needed for your project. To ensure you have enough Smart Materials for your design, wait to trim them until after your cut is complete.

How should I prepare Smart Materials for cutting?

Smart Materials come ready to load into your machine. If you don't use all your material in one cut, trim the excess and save for a future project. Trim the material straight across rather than at an angle if you plan to load it without a mat in the future. The loading mechanism does not engage until sensors under the guides at both sides of the machine detect the material. Materials trimmed at an angle may not engage the loading mechanism.

To use scraps of Smart Materials shorter than 4 inches or narrower than 4.5 inches, place them on a cutting mat.

For tips on working with specific Smart Materials, please visit these links:

Smart Vinyl: <https://bit.ly/32W6ffV>

Smart Iron-On: <https://bit.ly/2RRqzZD>

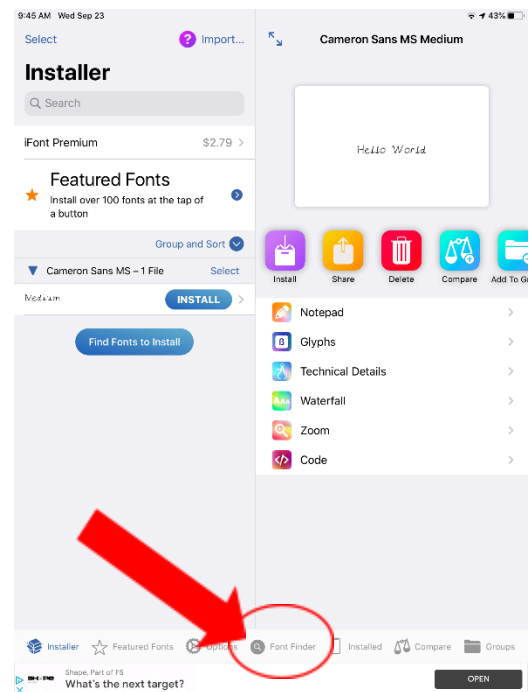
Smart Label: <https://bit.ly/2RUcQB5>

Cricut Smart Materials can be purchased at Walmart, Michaels, or from Amazon. We've included a few to get you started, but we will not provide a continuous supply of Smart Materials, as your patron's wants may differ.

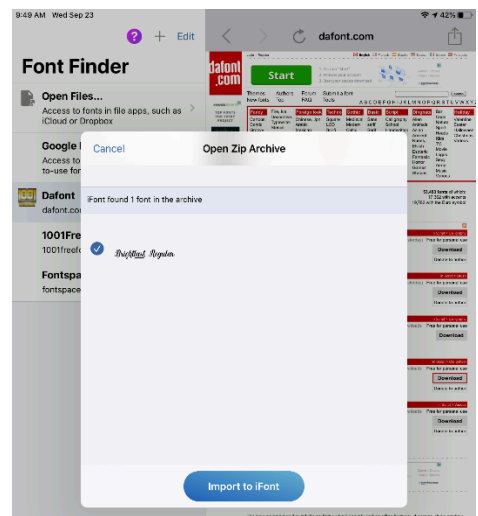
Fonts

There is a way to add additional fonts to your iPad without having to purchase them on the Cricut Design app. To do so, open the iFont app.

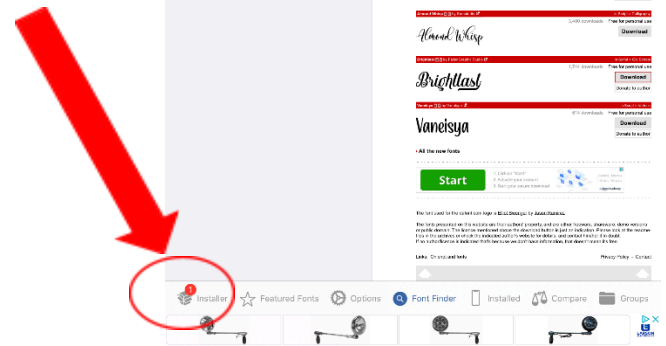
1. Tap on “Font Finder” at the bottom of the screen



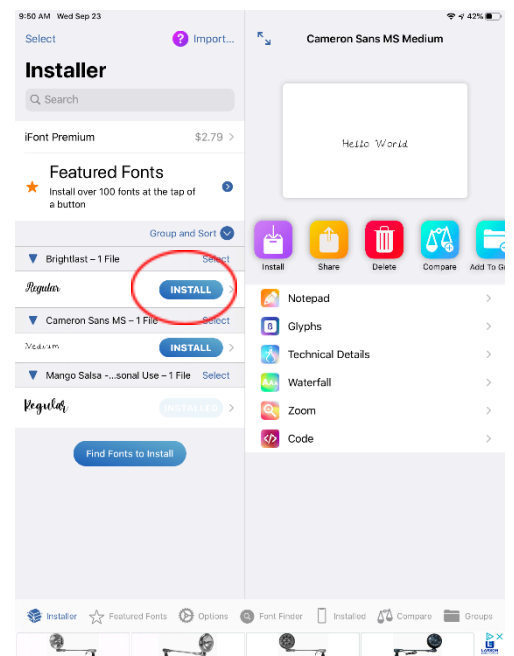
2. You'll see a few different sources for fonts. Search through to find a font that you like.
3. Once you find a font, you'll either tap “Download” or “Get,” it depends on the source. After you tap download/get, a window will pop up, and you can tap “Import to iFont.”



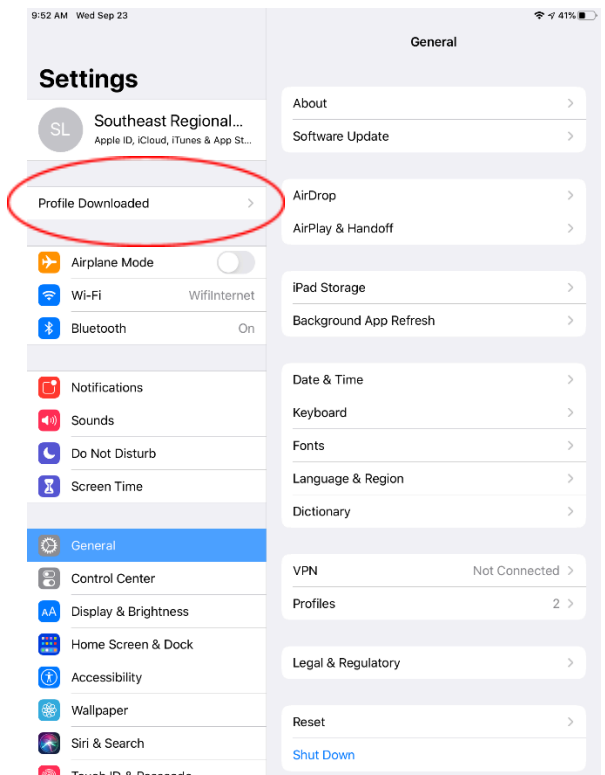
4. You should then see a red “1” icon in the installer icon at the bottom of the page. Tap the installer icon.



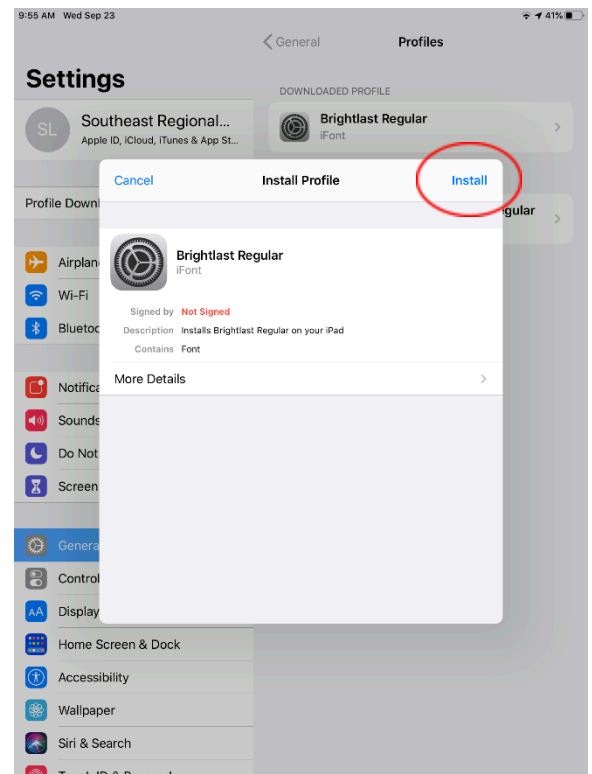
5. Next to the font you just chose, tap “Install,” then tap “Allow,” then tap “Close.” Now tap “Done” at the top of the popup window.



6. Exit the app and go back to your home screen, and head to the Settings app. You should see an option on the left hand side that says “Profile Downloaded.” Tap on it.



7. The new font you downloaded will appear in a window called “Install Profile.” You’ll need to tap “Install” three times as it pops up (even if it says “Warning,” hit the install button). Once you’ve hit the *red* Install button, you can tap Done. This font can now be searched in the Cricut Design app. If it doesn’t

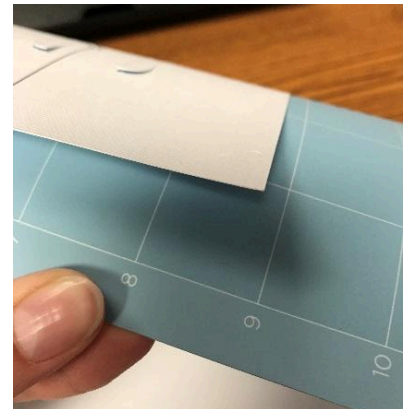


show up, close the Cricut app and try again.

Tips for Using Materials

Much of what the Cricut Joy does is similar to the Cricut Explore Air. Here are some things to keep in mind.

When you remove your paper, **DO NOT peel it directly off of the mat.** This can cause the paper to curl, which isn't helpful for things like cards. Try to pull the mat away from a corner, and then you can slowly pull the two layers apart. It sounds somewhat tricky, but you will end up with the paper you started with rather than quickly peeling and ruining a project. You can also use the provided tools in your kit to help remove materials.■



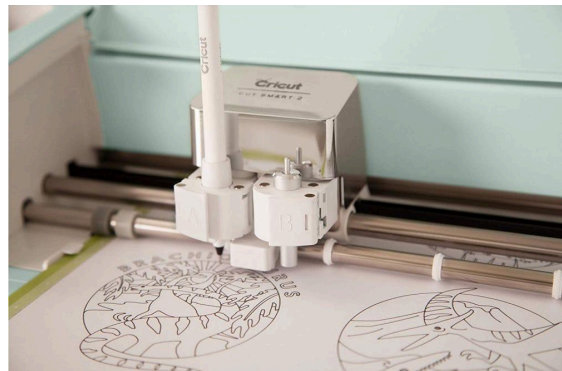
For any problems not touched on in these instructions, take a look at Cricut's help section on their website:

<https://help.cricut.com/hc/en-us>

Or take a look at their YouTube channel for tutorial videos:

<https://www.youtube.com/user/OfficialCricut>

Cricut Kit Program Suggestions



- A kit like this is a perfect opportunity to invite a member of the community to assist with or independently run a class. Look for people who may be interested in scrapbooking, card-making, or using the Cricut!
- Card-making class: perfect for upcoming holidays or birthdays. Everyone can make the same basic card and add their own touches to it. Some examples: Mother's Day, Valentine's Day, greeting cards, etc.
- Weekly tutorial program: The Cricut can do way more things than could possibly be mentioned in the instructions, and so starting from the basics, participants can work their way through more difficult projects as they go. This gives the opportunity to work with different materials, shapes, fonts, and designs.

- Weekly scrapbooking/paper crafting program: A drop-in program where participants can come in and work on projects from week to week. This could also be combined with an existing weekly craft-based program.