

- Log into the computer and click on the VCarve pro 1.5 icon to access the layout portion of your project.
- Click on create new file. Once you have done that it will ask you for the dimensions of your board on the left hand side of the screen. Put in 8" for width (x) 8" for height (y) and $\frac{3}{4}$ for the thickness (z). Press okay when you are finished.
- Save this on your h drive please. You have to save it on the h drive because we need to access this file from a different computer
 - To do so, Click on file (top left corner), save as,
 - for destination choose this pc,
 - then scroll down to your user name (this is your h drive)
 - make up a name and save it here.
- Look on the internet and select an image that you would like to use, copy the image and paste it on the rectangle you were given by the software. Once you have done that select the chicken icon to trace the image press preview and apply and close once it is traced.
- Save your file
- Now hit save as and save the file with a different name or a number 2 after it so you have 2 copies of the work you have done.
- **STOP HERE.** The next steps can only be done on the 1 computer that the cnc machine is attached to. This can be done quickly at a later date.
- You will now head to the top right corner of the page and click toolpaths select profile tool path. Make sure you have the outline of the image selected and the original picture you traced is deleted so only the outlines are showing.
 - Choose the quick engrave icon (which looks like a capital T)
 - Depth / pressure -type in 0.125
 - Select tool-V-Bit (60.0 - $\frac{1}{4}$ ")
 - Go down to the bottom and select save toolpaths.

- Save it in your h drive (ask how to get there if you do not know)
 You can not save it to this computer as you have to be able to
 open your file from the computer connected to the cnc machine.
- Once you have done that there will be a calculate button on the bottom of your screen
 click it.
- You will get a screen that shows a preview of your project getting cut out. Hit the play
 button to watch the process make sure everything looks like what you want it to look like.
- Once you have completed that press close at the bottom of the box on the right hand
 side it will bring you back to the screen you started on your gonna wanna select the save
 icon which is the last little icon ith the box. You're going to make sure to select tool paths
 on the screen that comes up once you have pressed the save icon. Then press save
 toolpaths and save them to a file where you won't lose them.