



Innovation Lab Cricut Stickers Training Guide

What is a Cricut Machine:

A Cricut is a cutting machine that can cut a wide variety of materials for your craft projects like paper, vinyl, HTV (heat transfer vinyl) and cardstock. Some Cricut machines can even cut thin wood, leather, fabric and more.

How Cricut machines work:

You can connect a Cricut to your computer wirelessly via Bluetooth, create or download designs onto your computer, and then send them to your Cricut for cutting. Cricut has software called Design Space (available for Windows, MAC, tablet & iOs and Android smart phone) that allows you to create and import designs to cut with your machine. The Cricut houses a tiny blade (or rotary cutter, or pen, or scoring tool) inside. Once you have a design ready to cut in Design Space, you can fasten your desired material onto the cutting mat. Then, send your design from your computer to your Cricut wirelessly, and then load your material into your machine. With the press of a button, your project will begin cutting.

Creating Sticker Sheets

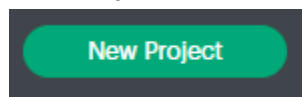
Use the [Cricut Design Space software](#), vinyl sticker paper and the Cricut machine to create stickers for any student, staff member or campus organization. The cost is \$1 per page, regardless of the number of stickers.

1. Prepare Sticker files

Save any image as a jpg or png file. The higher quality the image file, the better the finished stickers will look.

2. Prepare file(s) using Cricut Design Space ([download if needed](#))

- a. Open Cricut Design Space software. Sign in or create an account. The Innovation Lab has a computer with Design Space pre-loaded.
- b. Select 'New Project' in the upper right hand corner



- c. In the lower left, select 'Upload', then 'Upload Image'



- d. Drag and drop the file or browse to upload file
- e. You'll see a preview of your image. On the right, under select image type, choose 'Complex' and press 'Continue'



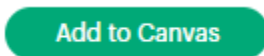
Complex

Fine detail, blended colors, or low contrast between subject and background. This image is more challenging to work with.

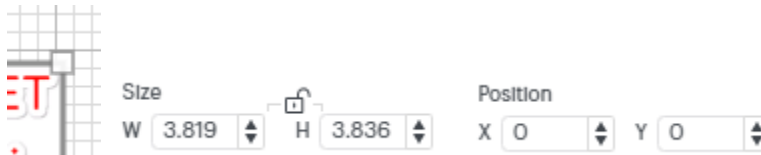
- f. On the next screen, choose 'Apply & Continue'
- g. On select upload type screen, choose 'Print Then Cut Image', then 'Upload'



- h. You will see your upload on the recent uploads page. Select your upload, and click on the 'Add to Canvas' in the lower right.



- i. Adjust the image size by clicking on the white box on the border of the image and dragging to resize. Adjust the position by clicking on the image and dragging on the canvas. Size and position can also be adjusted by inputting values on the top menu bar in the appropriate fields.



- j. Duplicate image by pressing Ctrl + D.

***Cricut will automatically rearrange your items when sending to the printer. You may need to resize images to keep the print to a set number of pages.

4. Send your design to the printer (Must use Innovation Lab printer)

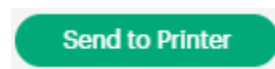
- a. Click on the 'Make It' button in the upper right corner and Continue.



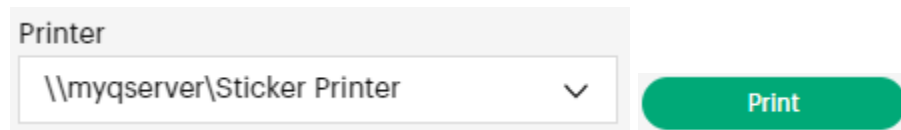
- b. View the preview image then click **Continue**



- c. Load vinyl sticker paper face up (shiny side up) into the printer next to the Cricut printer. Press the **Send to Printer** button. Press **Print** on the following screen.



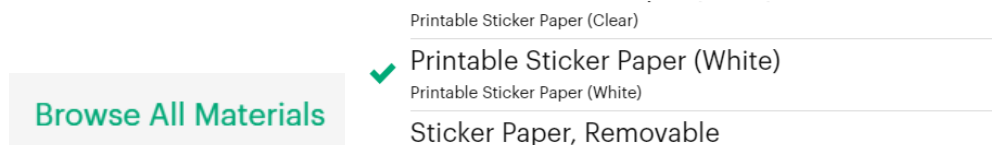
- d. Select \\myqserver\Sticker Printer as the printer. Press Print.



- e. Retrieve the printed pages from the printer.

5. Cut using the Cricut machine (Must be in Innovation Lab)

- a. Affix your printed sticker sheet to a Cricut mat. Align the upper left corner of the printed sheet with the top left corner on the grid on the Cricut mat. Be careful to affix the sheet with the edges matching the edge lines of the printed grid.
- b. The computer should connect to the 'Maker' on bluetooth. If not connected via bluetooth use the usb cable attached to the Cricut.
- c. Select 'Browse' when asked to select material. Search for 'sticker paper' and select.



- d. On the cricut machine, press the load button, then the start button. Buttons will flash to give indication that they are ready.

