



Pickering
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Cricut Explore Air 2

What is a Cricut?



The Cricut Explore Air 2 can cut over 100 different materials. These materials include paper, cardstock, felt, fabric, vinyl, leather, and more. The Cricut Explore Air 2 can also be used for drawing and scoring.

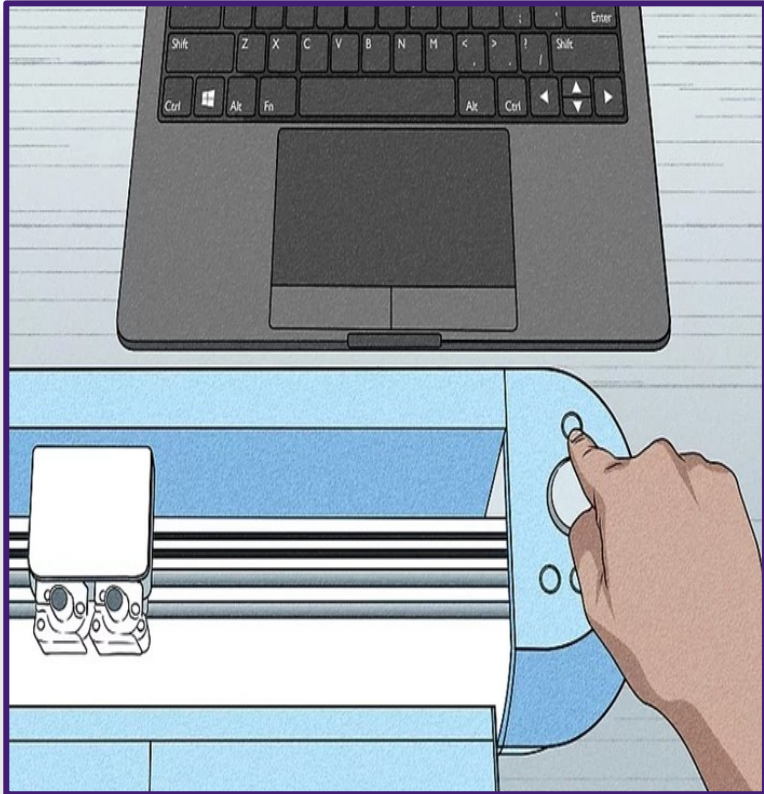
Using the Cricut Design Space App, you can create designs on a laptop, tablet, or mobile device by connecting via Bluetooth.

Before using the Cricut Explore Air 2, you must sign the current Pickering Public Library Maker Space waiver.

Cricut Safety Rules

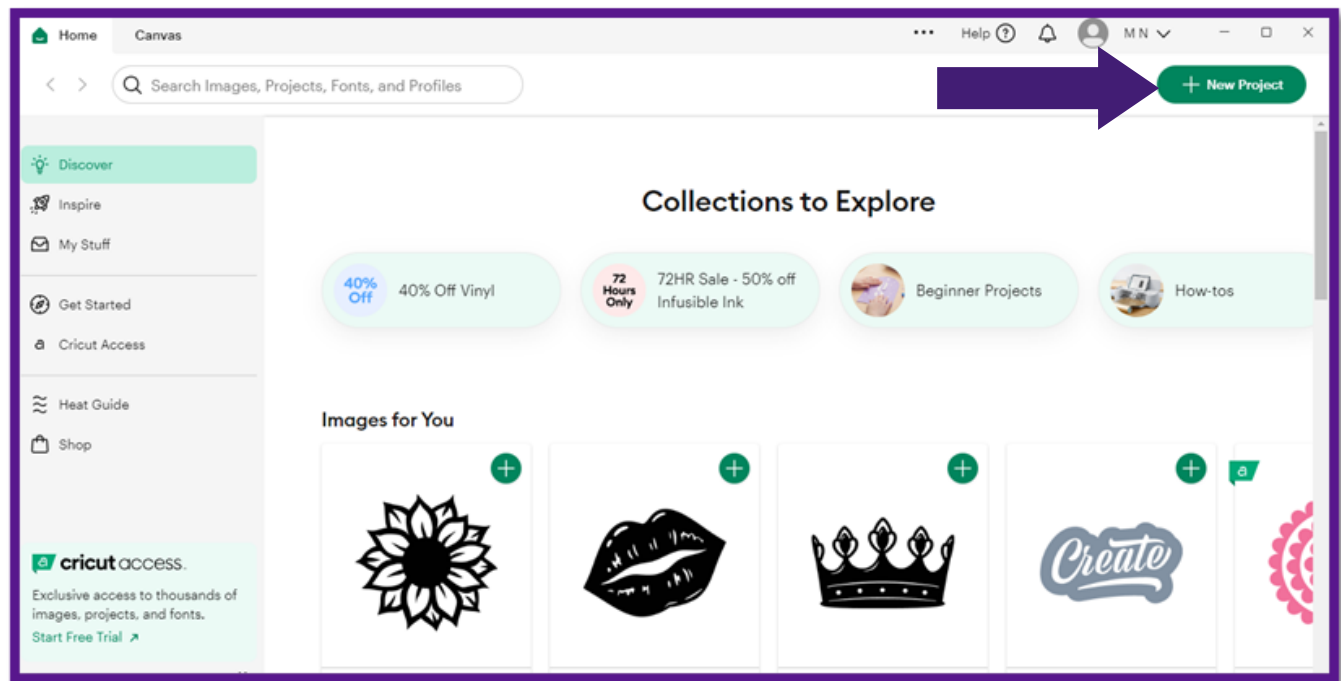
1. Make sure your workspace has sufficient space (at least 10 inches) in front of and behind the Cricut Explore Air 2 machine, to allow the cutting mat to move through the cutting machine.
2. **SHOCK HAZARD – Please Be Advised:** Operating the Cricut Explore Air 2 machine in a manner not described by the enclosed instructions, may result in injury. Please use caution when operating the machine.
3. This Cricut is intended for indoor use in dry locations only. Do not use near water.
4. **DO NOT** place your fingers or other objects in the Cricut machine while turned on, plugged in, or during cutting operations. Rapid movements of the cutting carriage during operation may cause bodily harm.

Set Up the Cricut Explore Air 2



1. Remove the Cricut machine from the purple carrying case.
2. Set up the machine on a flat surface and ensure that there is enough space (at least 10 inches) in front and behind the machine for the cutting mat to pass through.
3. Plug the power cable into the back of the machine and plug it into a power socket.
4. You will need to plug the USB cable into the Cricut machine and into the laptop.

Using the Cricut Design Space App



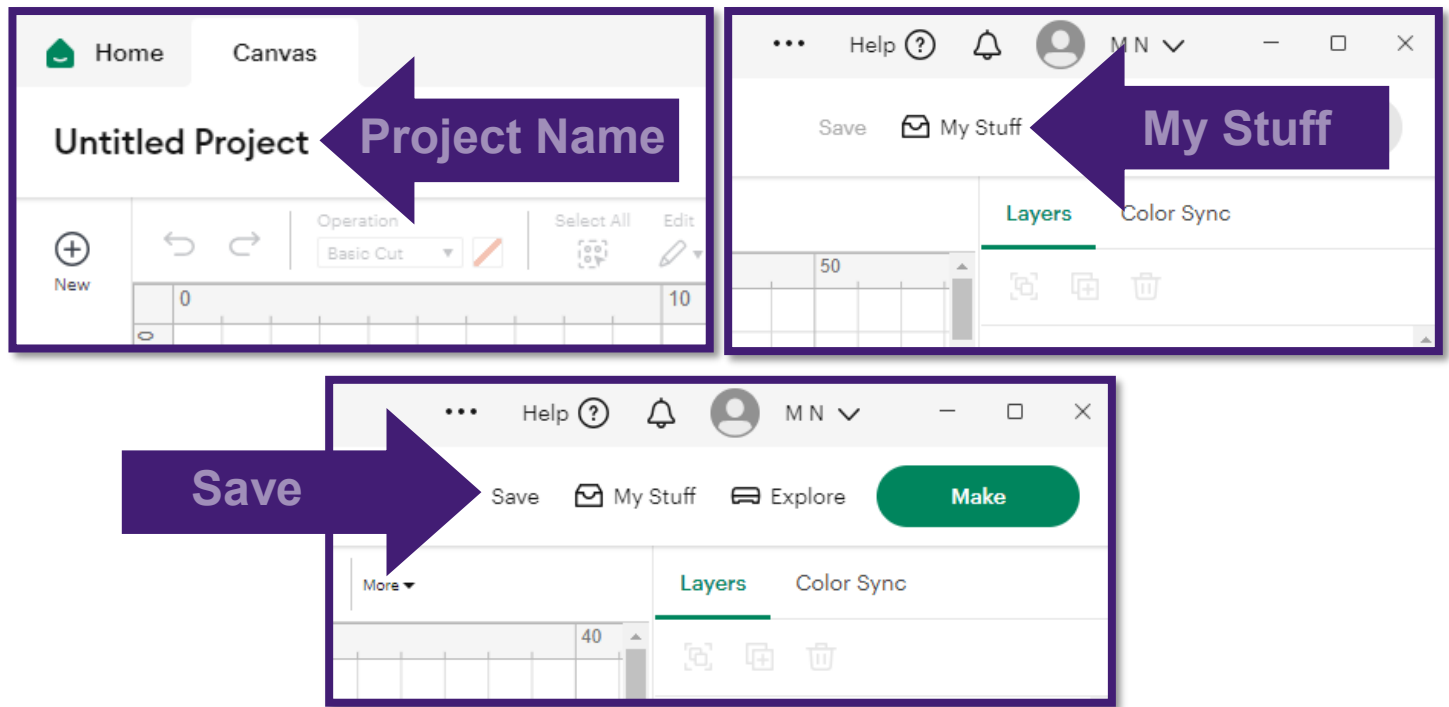
After you sign in with the Pickering Public Library Cricut ID, you can access the Cricut Design Space App on PC or any mobile device. On your device, download the app from the app store. On your laptop, you can download the Design Space App from the Cricut website.

<https://design.cricut.com>

Once you have logged into the app, select the Cricut Explore Air 2 as your machine. Now you will click 'New Project' in the upper right corner. This will open a brand-new canvas for you to create your design on.



Cricut Design Space App

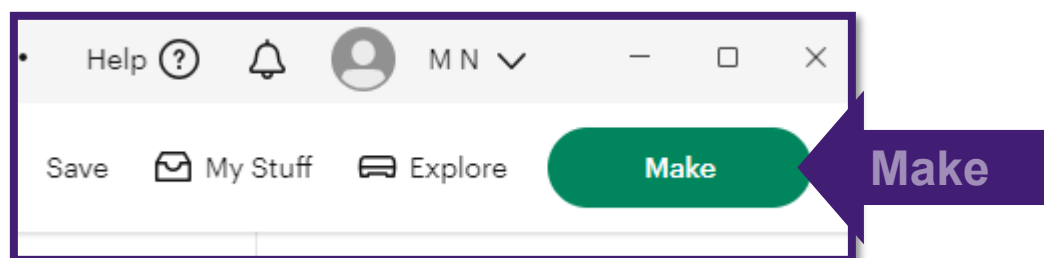
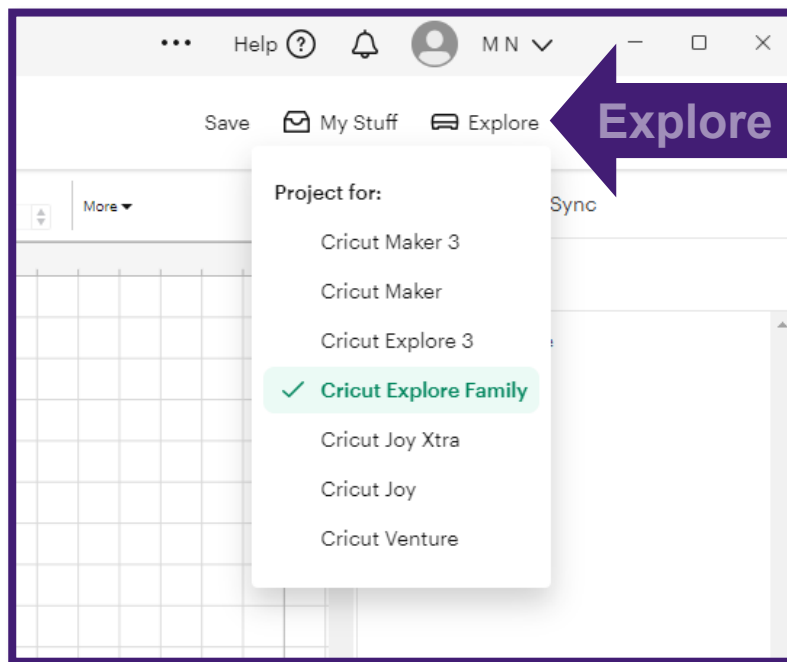


The top panel in the Design Space App is for editing and arranging elements on the canvas. This panel is divided into two sub-panels.

The first panel allows you to save, name, and cut your project. The second panel allows you to edit and move items in the canvas area.

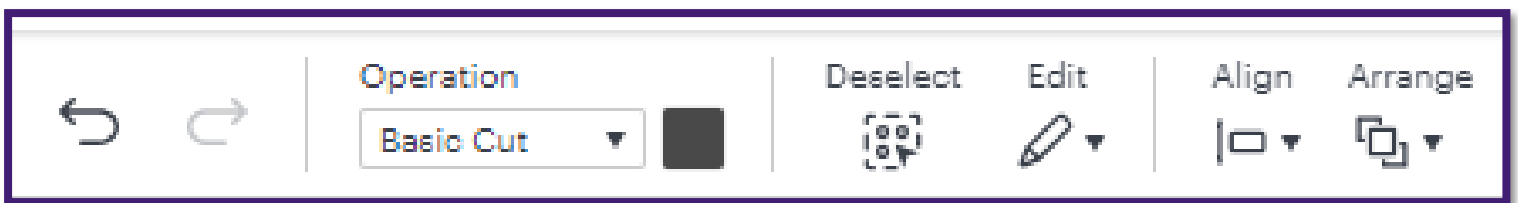
- **Project Name** – In the top left hand corner. all projects default to an “Untitled” title. You can rename your project after you have placed at least one element onto the canvas area.
- **My Stuff** – In the top right hand corner, this option will redirect you to a library of projects that you have already created and saved.
- **Save** – In the top right hand corner, this option will become available after you have placed at least one element onto the canvas area. Don’t forget to save your project every time you add a new element to the canvas.

Cricut Design Space App



- **Explore**— In the top right hand corner, each Cricut machine will have various options and operations it can perform. Since we are using the Cricut Explore Air 2, you will select “Cricut Explore Family.”
- **Make** – In the top right hand corner, when you have completed editing your project and are ready to cut, click ‘Make.’

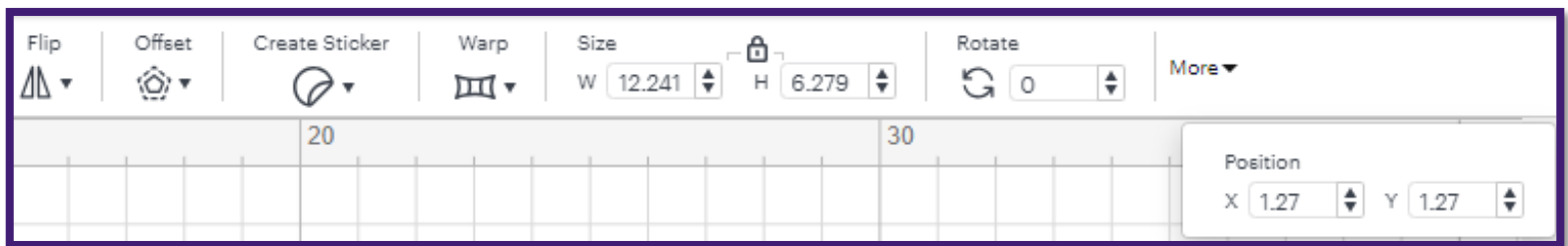
Editing Menu (Top Panel)



The editing menu allows you to alter, arrange, and organize fonts and images onto the canvas.

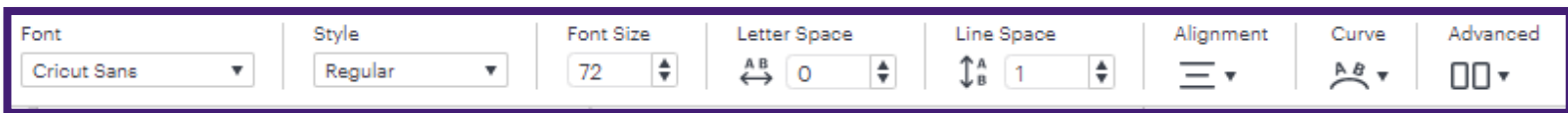
- **Undo & Redo** – Click undo to reverse the last edit you made. Click redo when you accidentally deleted something from the canvas.
- **Operation** – This allows you to see which tools and blades you have selected.
- **Deselect** - Click deselect to toggle between unclicking or clicking on elements in your project.
- **Edit** - Gives you options to cut, copy, paste, duplicate, or delete your selection.
- **Align** – This option allows you to align all of your designs. It is activated when you have selected two elements on the canvas.
- **Arrange** – When adding multiple elements to your canvas, the new elements you add will always be in front of everything. Use the arrange option to arrange your elements customized to your preference.

Editing Menu (Top Panel)



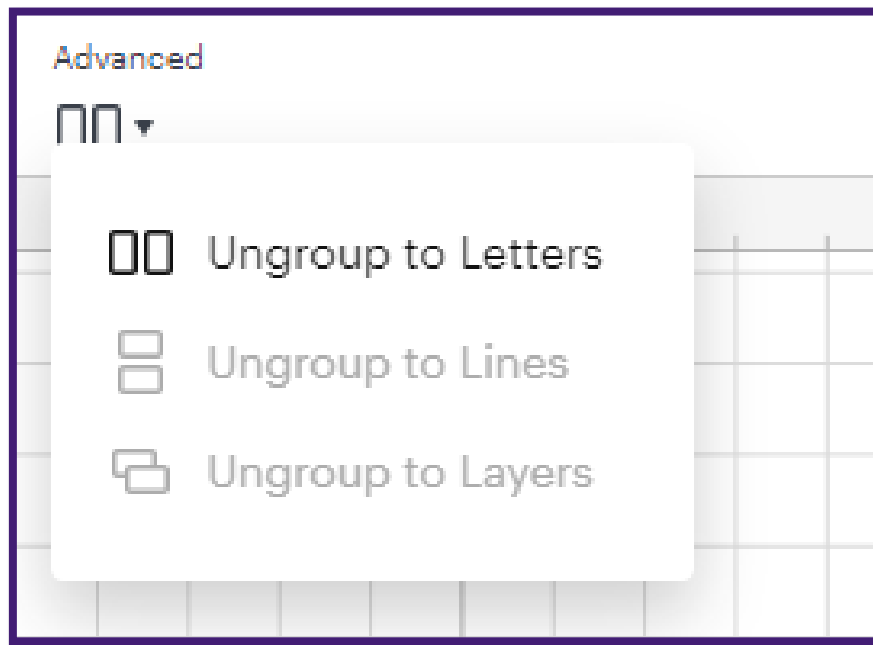
- **Flip** - Allows you to reflect your design horizontally or vertically.
- **Offset** – This option allows you to create a proportional outline inside and outside of text and images.
- **Create Sticker** - Cannot be accessed. Requires a subscription to ‘Cricut Access.’
- **Warp** - Cannot be accessed. Requires a subscription to ‘Cricut Access.’
- **Size** – This option allows you to modify and customize the size of your project. The little lock symbol keeps the proportions of your image locked even while the size of the image is edited.
- **Rotate** – Allows you to change the orientation of your design.
- **More → Position** – This option shows you where your items are located on the canvas area. You can move design elements on the canvas using this option.

Font Editing Menu (Top Panel)



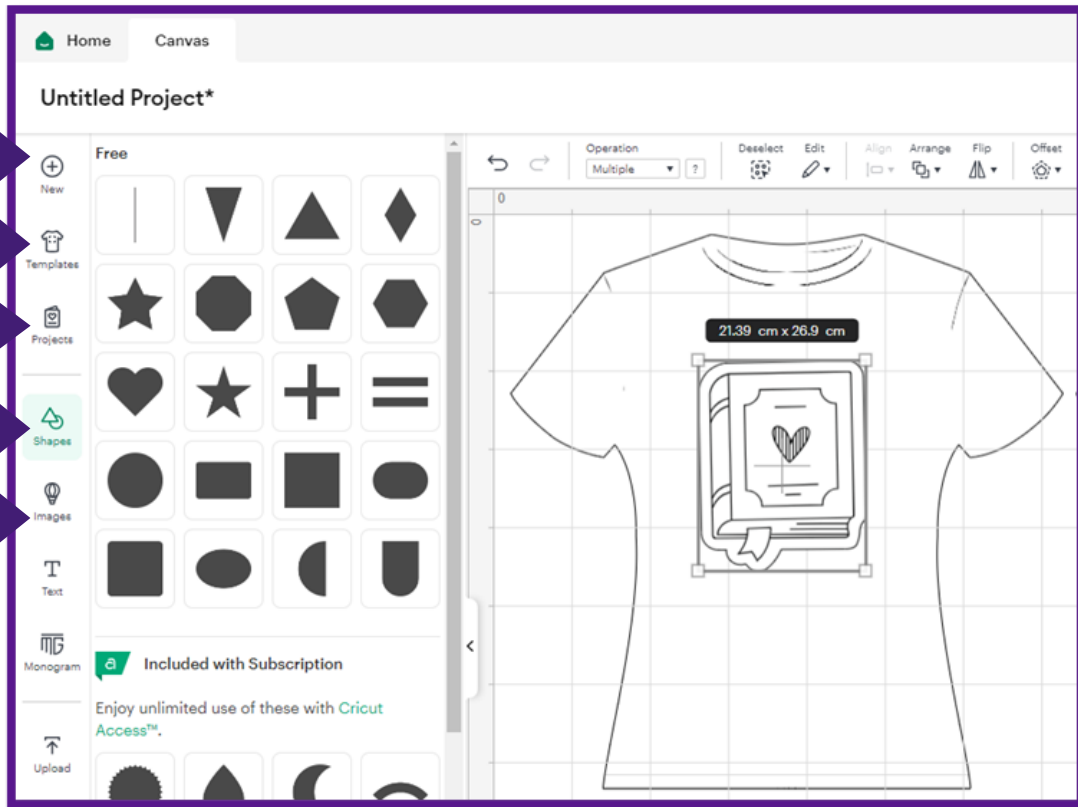
- **Font Size, Letter & Line Space:**
 - ⇒ **Font Size** – Here you can edit the size of your font.
 - ⇒ **Letter Space** – This option allows you to reduce or increase the space between letters.
- **Line Space** – This option will increase or decrease the space between lines of text.
- **Alignment** – Here you can find alignment options for text paragraphs.
- **Curve** – This option allows you to curve your text. When you move the slider to the left, it will curve your text upwards. When you move the slide to the right, it will curve your text inwards.

Editing Menu (Top Panel)



- **Advanced:**
 - ⇒ **Ungroup to Letters** – This option allows you to separate each letter into a single layer. Use this option if you have plans to modify every character.
 - ⇒ **Ungroup to Lines** – This option allows you to separate a paragraph on individual lines.
 - ⇒ **Ungroup to Layers** – This option is available for multi-layer fonts. These kinds of fonts are not available in our Maker Space, as they are only accessible by purchasing a subscription to 'Cricut Access.'

Canvas Categories (Left Panel)



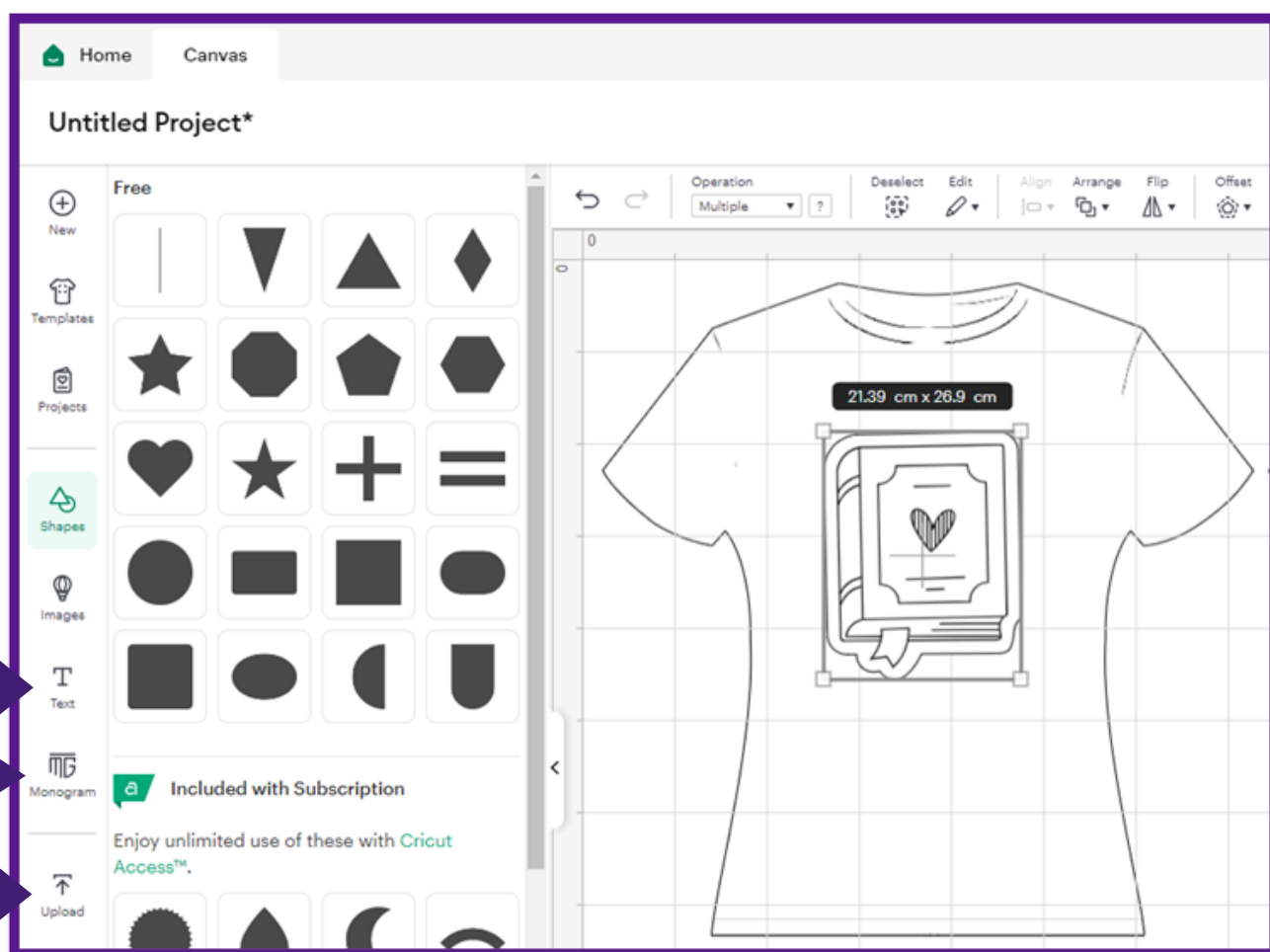
In the Cricut Design Space App, you will see categories on the left side of the canvas:

- **New** – Create a new project in the canvas area.
- **Templates** – A selection of templates you can use as a base to help you get started.
- **Projects** – Pre-existing projects that are ready to cut.
- **Shapes** – Basic shapes you can incorporate into your project.
- **Images** – A database of images to be searched and used for your Cricut projects.



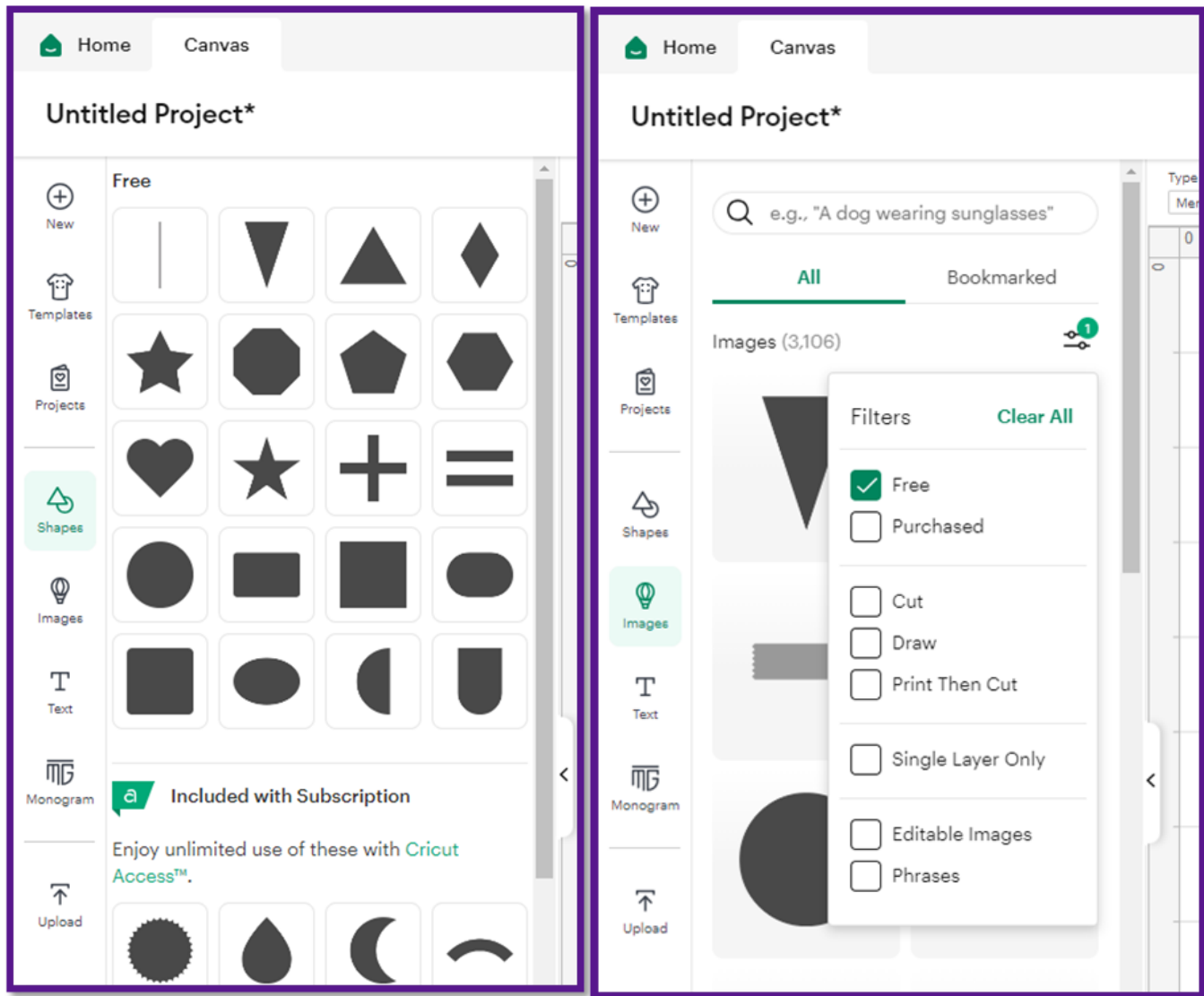
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Canvas Categories (Left Panel)



- **Text** – Add wording to your project.
- **Monogram/Phrases** – Insert quotes into your project. This cannot be accessed in our Maker Space, as it requires a 'Cricut Access' subscription.
- **Upload** – Add an external image that is saved to your device.

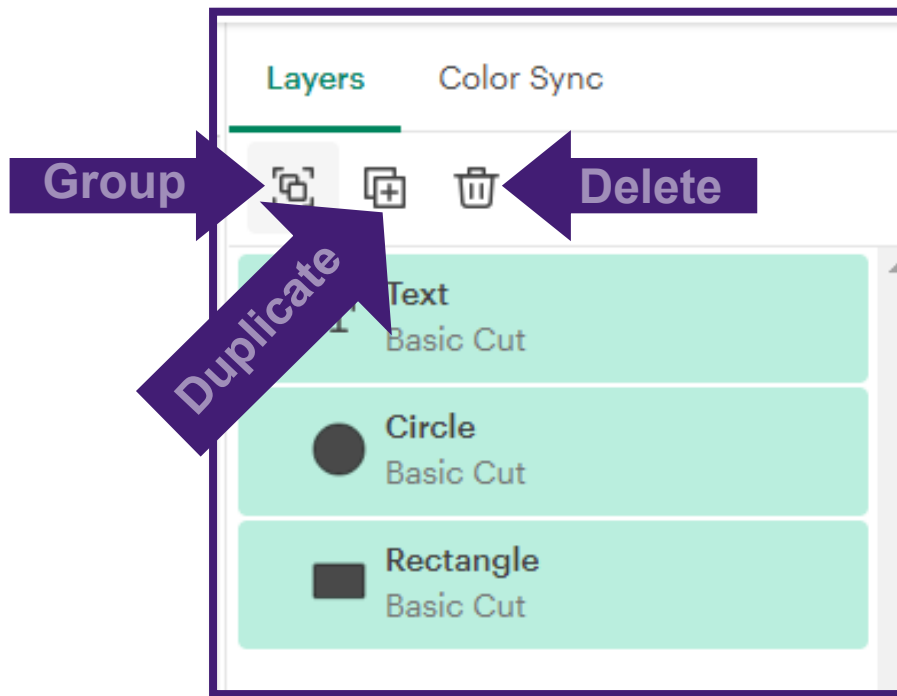
Canvas Categories (Left Panel)



You can create your own design or use a pre-existing design as a template. Use the filters to find free designs available to use.



Layers (Right Panel)

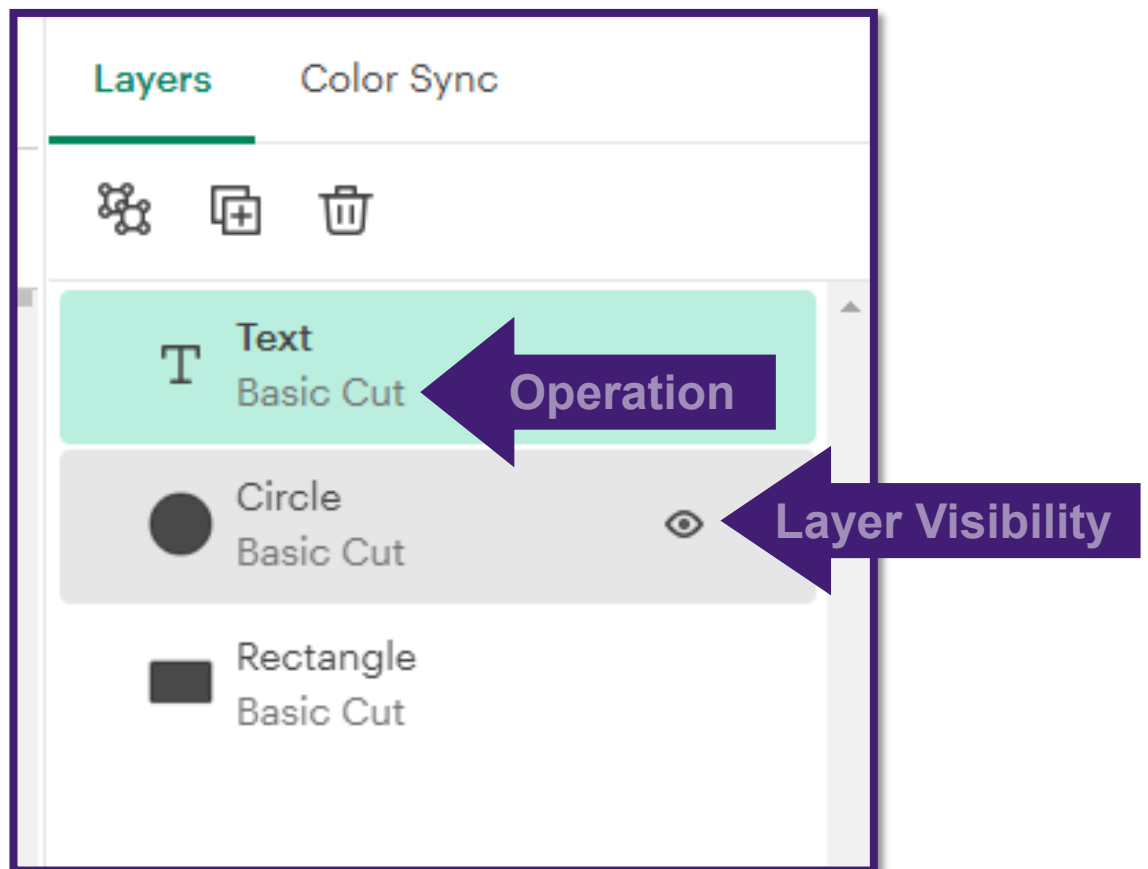


On the right hand side of the Cricut Design Space, “Layers” represent every single element that is part of the design on the canvas. This includes shapes, images, text, etc. Depending on how complex your project is, you’ll have different types of layers that will make up your project.

- **Group, Ungroup, Duplicate, & Delete:**

- ⇒ **Group** – Use this option to group layers together.
- ⇒ **Ungroup** – Use this option to ungroup any currently grouped layers. This option is used when you need to edit a particular element or layer from the group.
- ⇒ **Duplicate** – This option multiplies any layers you have selected on the layers panel or canvas.
- ⇒ **Delete** – Use this option to remove any elements you have selected on the layers panel or canvas.

Layers (Right Panel)



- **Operation** – Every design item on the layers panel will show which operation you have selected (basic cut, wavy, perforate, pen, foil, score, deboss, engrave, and standard print then cut).
- **Layer Visibility** – The eye icon that appears on each layer represents the visibility of the layer. Clicking the eye icon will hide that layer.

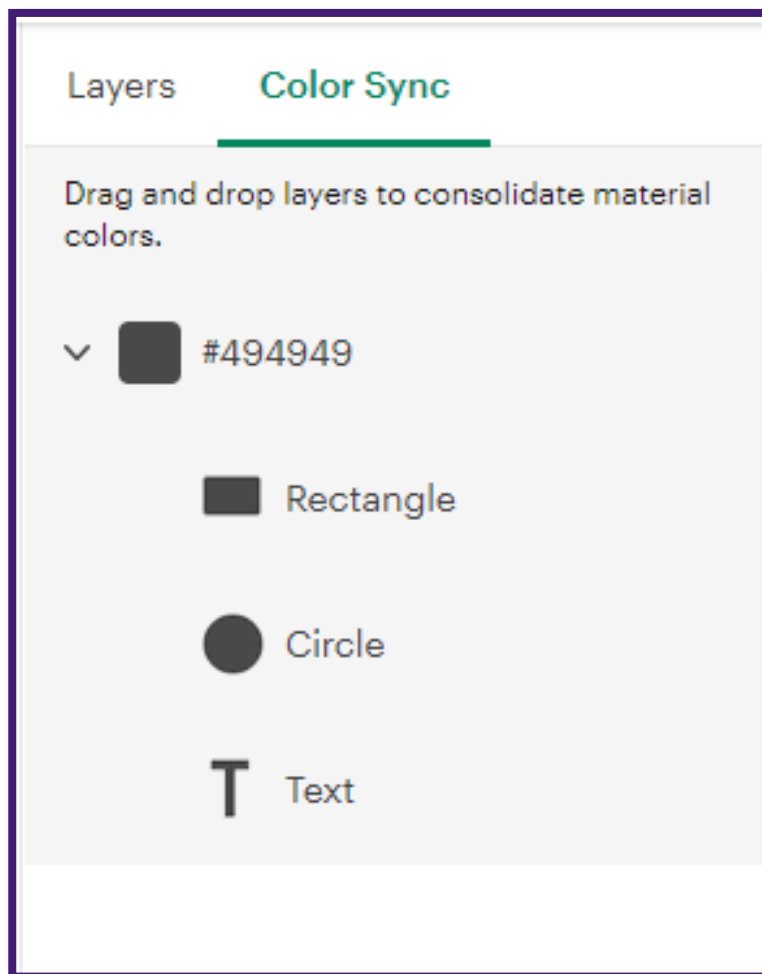
Layers (Right Panel)



- **Slice, Combine, Attach, Flatten, and Contour:**

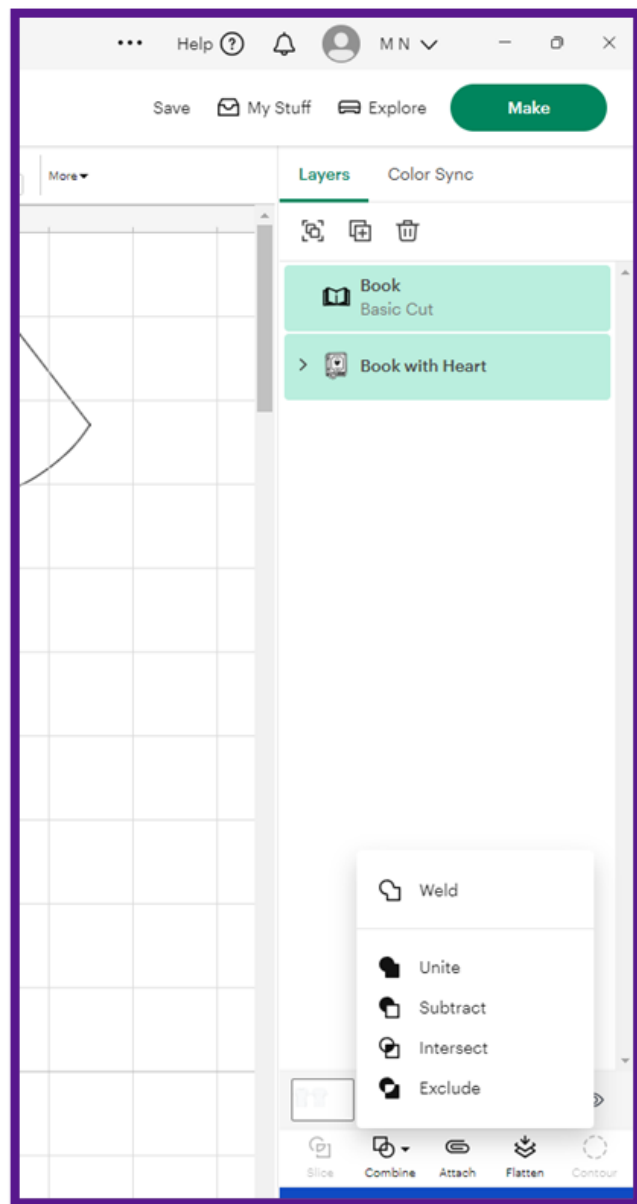
- ⇒ **Slice** – Use this option to cut out shapes, text, and other elements, from different designs. After selecting both shapes, click ‘Slice.’ Both shapes are cut out from each other and the results can be separated.
- ⇒ **Combine** – Use this option to combine two or more shapes into one. Welding two shapes creates one new shape. The colour of the shape is determined by the layer in the back.
- ⇒ **Attach** – This option is similar to grouping layers but is more powerful. When shapes are attached together, the attachment will remain in place when the design is sent to be cut.
- ⇒ **Flatten** – This option is extra support for the ‘Print then Cut’ tool.
- ⇒ **Contour** – Use this option to hide unwanted pieces of a design. This option is activated when a shape or design has elements that can be left out.

Layers (Right Panel)



- **Colour Sync** – Use this option to sync colours to use fewer materials. Every colour on your canvas represents a different material colour. To change colours, drag and drop an object onto the layer of your desired colour.

Before Sending Your Design to the Cricut



- **Make sure to “Weld” your design prior to cutting because if you don’t, the image will separate when you cut, into a number of different pieces.**

Sending Your Design to the Cricut

Save



My Stuff



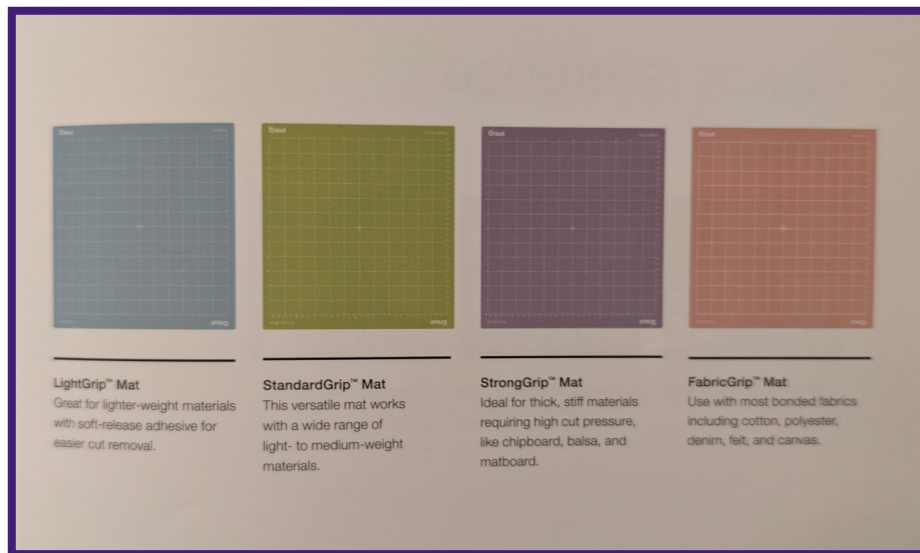
Explore

Make

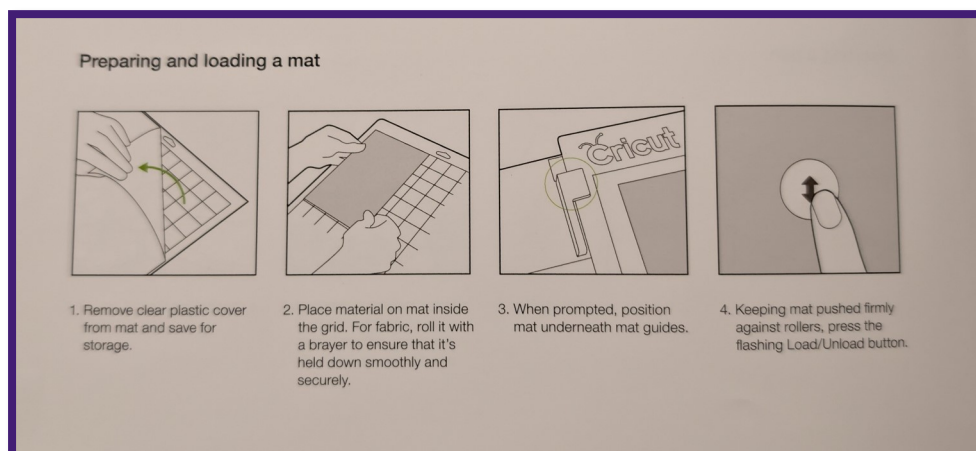


After you've confirmed the size/dimensions of your project, select the material you will be using on the machine dial, and click the green 'Make It' button on the upper right corner of the design app.

How to load materials into the Cricut



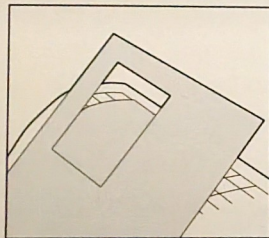
- Select the cutting mat you will use for your project and remove the protective film.
- ****Please Note* Do NOT throw out the protective film, as it is placed back onto the cutting mat after use.***
- Place your material to be cut on your chosen mat and press firmly to ensure it sticks to the mat. Your material to be cut should be placed in the top left corner of the mat. Place the mat onto the machine, and press the feed button.



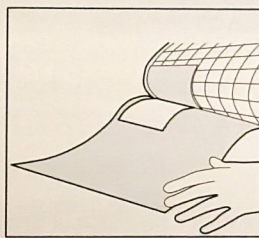
Remove your finished project from the Cricut



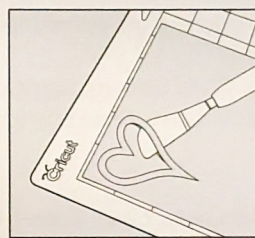
Removing paper or cardstock from the mat (while avoiding curling)



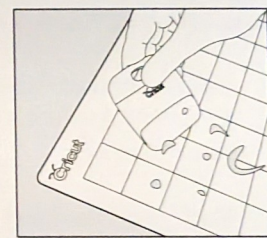
1. Gently bend mat until one edge of the material releases.



2. Hold material on a flat surface and slowly pull mat away.



3. Use spatula to remove finished cuts.



4. Use scraper to remove leftover bits of material.

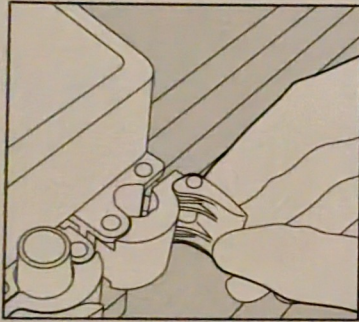
- When the Cricut machine has completed cutting your project, press the flashing 'Feed Arrow' to remove the mat from the machine.
- Remove the material from the mat (use weeding tools and scraper if necessary).

Adding Transfer Tape to a Sign Vinyl Project

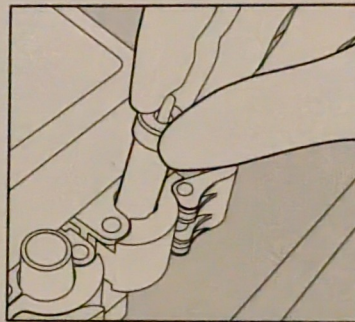
- If your project was cut onto sign vinyl, use transfer tape to transfer your design to an object. Prep your object with rubbing alcohol, to ensure that the vinyl sticks to the object.
- Before applying the transfer tape, be sure to remove parts of the design you don't wish to transfer, by weeding with a tool.
- Cut a piece of transfer tape slightly larger than your design. Remove the backing from the transfer tape. Line up the sticky side down on top of the design and gently press down.
- Use the scraper tool to press the transfer tape onto your project to ensure it has a good grip. Slowly lift the design off of the vinyl backing on one corner. Clean your object with rubbing alcohol. Line up your design on the object and slowly press down from one side to the other. Use the scraper tool to ensure the vinyl has a good grip on the object, and also to remove bubbles. Remove the transfer tape slowly.

Changing Blades on the Cricut

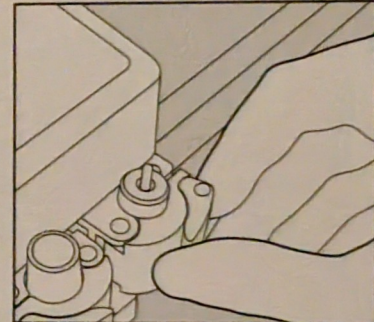
Changing blades



1. Open Clamp B and remove blade housing.



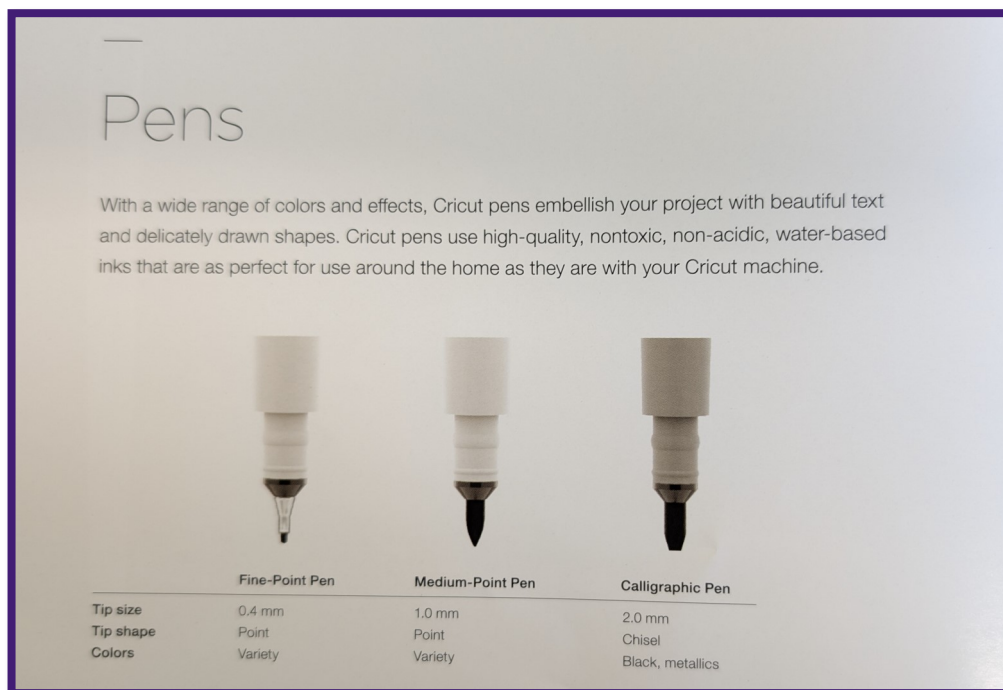
2. Place blade housing in Clamp B, ensuring that housing is seated on the top surface of the clamp.



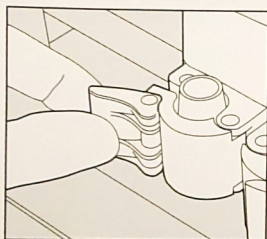
3. Close the clamp.



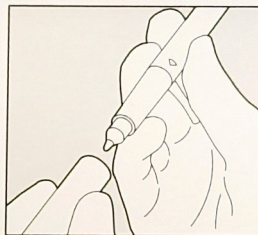
Inserting a Pen in the Cricut



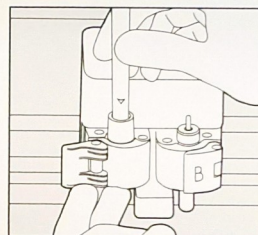
Inserting a pen



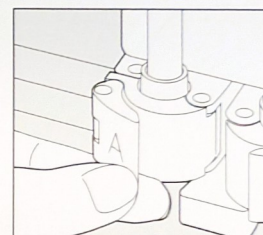
1. Open clamp A.



2. Remove cap from pen.



3. Hold Clamp A up with fingers while pushing pen down into clamp until arrow on pen disappears.



4. Close the clamp.