CRICUT POLICIES + INSTRUCTIONS

Who is allowed to use the DAL Cricut Explore Machines?

- Only students in Architectural Representation: Abstraction, Architectural Representation: Perception, Architectural Design II, Special Topics, and Design Futures are eligible to use the DAL Cricut Explore Machines.

What is the maximum number of hours per week that students are permitted to use the DAL Cricuts?

- Students in approved courses have unlimited access to the DAL Cricuts.

More about Cricut Design Space

- Cricut Design Space is the program that’s used to design your work in 2D. Cricut gives you unlimited access to fonts, images, and patterns; you can also use fonts installed on the computer or upload images, patterns, and photos.

INSTRUCTIONS FOR SELECTING YOUR MATERIALS

Currently, B+C|A has a regular blade and a deep-cut blade for the Cricuts. The materials you can use differ depending on the blade you use; attempting to cut materials that are incompatible with the blade you are using will break the machine. Please carefully review this page before cutting your material: http://help.cricut.com/help/cricut-explore-materials-settings. Our department owns Cricut Explore machines. This page provides a detailed list of approved materials, as well as blade type, cutting mat, and pressure setting instructions for each material.

INSTRUCTIONS FOR USING THE CRICUT

- **LOG INTO** one of the four DAL computers that is linked to a Cricut Explore Machine (they are labeled as Cricut 1, 2, 3 or 4)
- **CLICK** the Cricut icon on the computer desktop which will direct you to the Cricut Design Space log in. Create your own account using your personal email.
- **PREP** the cutting mat by removing the protective cover and setting it aside (**do NOT lose this**—it is necessary for protecting the mat’s adhesive finish). The adhesive should be facing upward.
- **ALIGN** your materials to the grid starting at the top left corner. Double check that your material is not larger then the max size of the adhesive mat.
- Smooth your material down using the scrape tool; try to avoid wrinkles, bubbles, creases, gaps, etc.
- **POSITION** the mat underneath the mat guides. Keep them pushed firmly against the rollers while pressing the ‘Load/Unload’ button (double arrows) on the top right of the machine.
- **REVIEW** the image positioning on the computer using the ‘Make it’. Make sure the material on the mat is positioned correctly for the cut. **CLICK ‘Go’**.
- **LOAD** the mat, **SET** the dial to the corresponding material, and **PRESS “C”** (which should be flashing and is the “Go” button).
**SPECIAL TOOLS**

B+CJA has the following additional tools available: replacement regular blades (red tip), deep-cut blade (blue tip), Cricut pens, scoring stylus, and tools for removing your material from the adhesive mat or handling small pieces, as well as housing and adapters for those tools. B+CJA also has 3 types of adhesive mats available (LightGrip, StandardGrip, and StrongGrip.)

If you are installing the deep-cut blade, the Cricut pen, or the scoring stylus into the machine, please ask the TA for assistance.

Regular blades must be used with a silver housing, and the deep-cut blade must be used with the black housing.

**Replacing regular blades:**

- **UNLOCK** the clamp and remove the silver blade housing from the machine.
- **PUSH** gently the pin on the top of the housing and carefully **PULL** out the blade from the bottom.
- **REMOVE** the protective cover from the new blade (regular blades come with red protective covers.)
- **INSERT** the shaft of the new blade into the housing. The magnet will hold the new blade in place.
- **INSERT** the blade housing back into the machine – drop the housing in the clamp and lock it.

**Installing a deep-cut blade:**

- **ASK** your TA for assistance.
- **REMOVE** the blue protective cover from the deep-cut blade and **INSERT** the shaft of the blade into the black housing (the deep-cut blade may already be in the black housing). The magnet in the housing will hold the blade in place.
- **UNLOCK** the clamp and remove the silver regular blade housing from the machine.
- **INSERT** the deep-cut blade housing into the machine – drop the housing in the clamp and lock it.

**Installing scoring stylus or pen:**

- **UNLOCK** the clamp and **REMOVE** the blade housing from the machine.
- **INSERT** the accessory adapter into the machine – drop the adapter in the clamp and lock it.
- **INSERT** the stylus or pen into the adapter.

**RELEASE** the mat by pressing the 'Unload' button once the machine has finished the project.

**REMOVE** the adhesive mat by gently bending the top edge until the material releases. Turn the mat over (adhesive + material side down) onto a flat surface. Keep the material flat while curling the adhesive away.

**Need more help?** Many tutorials are available online at help.cricut.com/video-tutorials or you can find out more at help.cricut.com.
Other tools:

**Spatula:** for cleanly lifting pieces from the mat.

**Weeder:** for precise work.

**Scraper:** for easily cleaning the mat or applying designs.

**Tweezers:** for holding small details.