

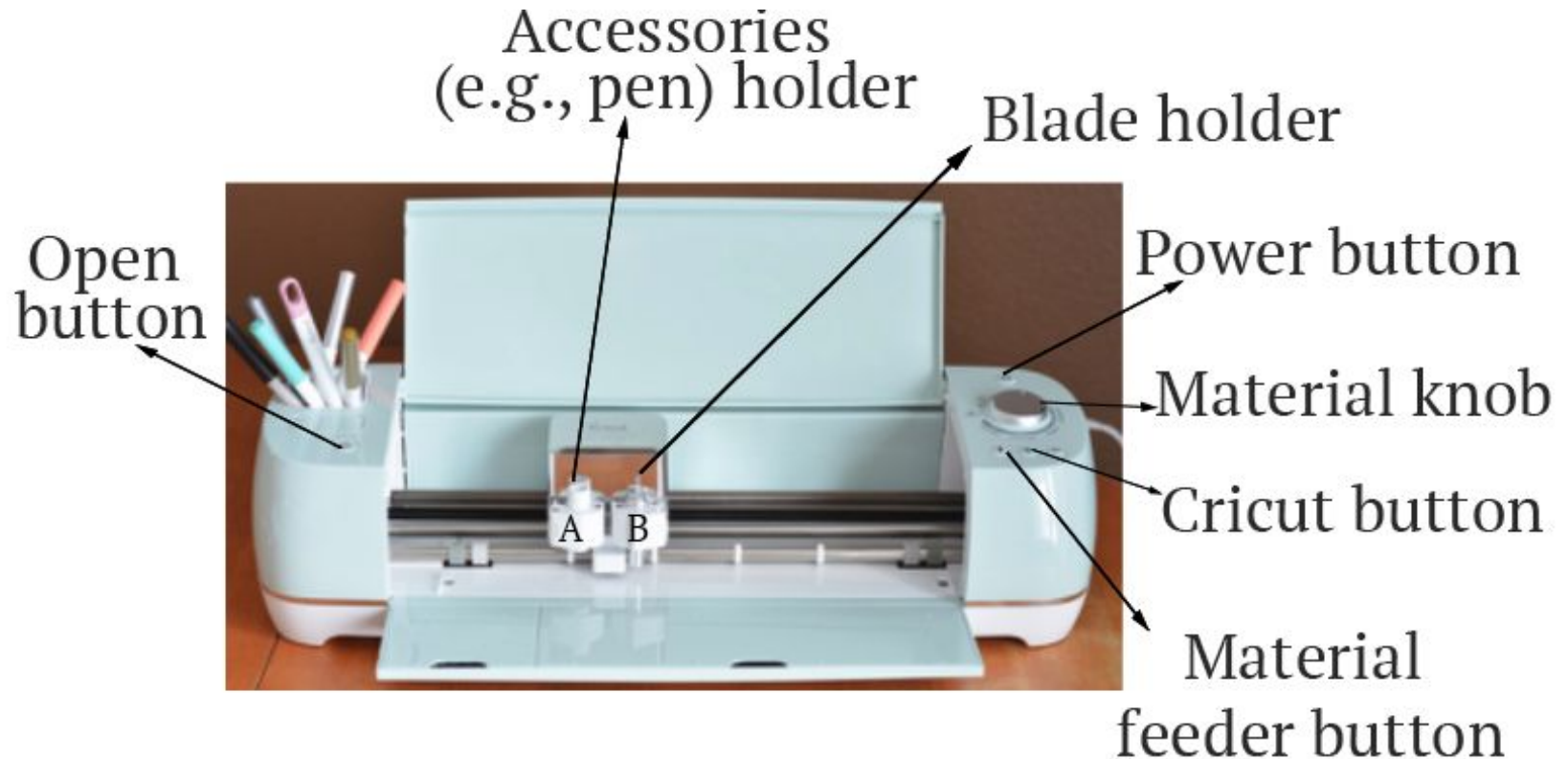


Happy
April

CRICUT STANDARD OPERATING PROCEDURE

Section 1 –
Design a
Greeting Card

Before you start:



Materials you will need:

cardstock, paper, cutting mat, and your silver pen. If you still have the protective film on your cutting mat remove it now and set it aside for later. It should be kept for protecting the surface while you're not using it.

Design on 'Cricut Design Space':

Step 1: Click Text Button

Once you click the text button it will automatically start using the standard text, Cricut Sans. You can then click on the linetype drop down and change to draw.

Step 2: Choosing Font

Now that your font is in draw mode you will notice it outlines the lettering in Cricut Sans. If you don't want that look and want more of a "written" look you will need to change the font. Click the font drop down menu.

Printing Setup (operating on both computer & Cricut machine)

- Load the cardstock on to the cutting mat. With the textured side facing up, line it up vertically on the mat. It should be lined up on the top left corner, just under the Cricut logo.
- Load the mat into the machine. Insert the mat in line with the mat guides, here's a picture to see what it should look like. Keep the mat pressing firmly against the rollers while pressing the “load/unload” button on the top right of the machine. The icon looks like a set of double-arrows.

- Insert the silver pen.
 - Open accessory clamp A. Take off the pen cap and place it tip-down into the housing until the arrow on the pen disappears. Go ahead and close the clamp. Tip: place the cap on the end of the pen while cutting so you don't lose it.
- Check the design on the mat preview screen. Press go.
- Set the dial on your machine to cardstock. The “C” button on the machine should be flashing. Press it to start the design and watch the magic happen!

Removing the design from the print-out

- Unload the mat. Once the project is finished press the load/unload button and remove the pen. I usually keep mine in the accessory compartment, but there's also the handy bin on the left of the machine if you'd rather have easy access.
- Place the cutting mat face down on a clean surface and curl the edge of it up toward you. The material should peel away from the mat, and as you pull it off just keep curling the mat up to make this a bit easier.

Want to make some flowers
on your greeting card? Refer
to **Cricut SOP - section II**