

“Prepare Your File” Job Aid

Part 1: Transfer to Adobe Illustrator

- 1) Click the “Ai” icon to open Adobe Illustrator.
- 2) Select “File” from the top menu and click “New.”
- 3) Select one of the custom preset sizes and select “Create.”
- 4) Navigate back to the “Choose a Vector File” module. Open the Google Drive link that holds multiple vector file images.
- 5) Find your chosen image. Click on the three dots that appear next to the title. Select “Download” from the menu that appears.
- 6) Open the “File Explorer” at the bottom of the screen and click “Downloads.”
- 7) The most recent download that appears will be your chosen image. Drag and drop that image onto the Adobe Illustrator artboard.

Part 2: Adobe Illustrator Adjustments

- 1) In Adobe Illustrator, ensure your image is selected by either clicking “Ctrl + a” or by using the selection tool in Adobe Illustrator
- 2) If using the selection tool, ensure the tool is active by clicking the “outline of an arrow” icon in the top left corner of the tool menu. Then click and drag on your artboard until the dotted-line box that appears surrounds your whole image and let go. You should see dotted lines appear around your image, indicating that it is selected.
- 3) Before adjusting the size of your image, ensure the aspect ratio (the ratio of height to width) is locked by clicking the aspect ratio icon next to the dimensions.
- 4) Type your desired height or width into the dimensions box. Adobe Illustrator will automatically resize the other dimension if the aspect ratio is locked.
- 5) Drag and drop your image into the bottom left corner of the artboard.
- 6) Adjust the “Fill” and “Stroke” (the outline) settings in the “Properties” tab under “Appearance.”
- 7) Select “Fill” and make it transparent by selecting the white box with a red line through it.
- 8) Adjust the “Stroke.” The default for stroke is transparent, so give it a stroke, and then make it very thin – 0.001 inches.

Part 3: Send to CutStudio

- 1) Ensure the Roland CutStudio extension is open in Adobe Illustrator. You may see it on the upper right side of your screen when you first open Adobe Illustrator.
- 2) If you don’t see it, click “Window” in the top menu bar. Select “Extensions” from the menu that appears. Then select “Roland CutStudio” from the menu that appears.
- 3) If the section with “Roland CutStudio” disappears at any time, click “Window” in the top menu bar and select “Properties” from the menu that appears.
- 4) Ensure your design is selected in Adobe Illustrator by looking at the Roland CutStudio preview box. If the image does not appear, select the design by clicking “Ctrl+a” or by using the selection tool in Adobe Illustrator.
- 5) Select the GS-24 vinyl cutter in the Roland CutStudio extension.

- 6) Open the CutStudio extension by clicking on the capital “R” icon. CutStudio will load and your design will appear on the CutStudio screen.

Part 4: Set Up in CutStudio

- 1) In CutStudio, ensure the image is selected by clicking “Ctrl +a.”
- 2) Select the checkmark next to “Keep Aspect” to ensure your image doesn’t distort.
- 3) CutStudio and the vinyl cutter will need to communicate with one another in this next step. Connect the vinyl cutter to your laptop with a USB cord.
- 4) Select “File.” From the menu that appears, select “Cutting Setup.”
- 5) In the “Cutting Setup” window, select “Roland GS-24.”