



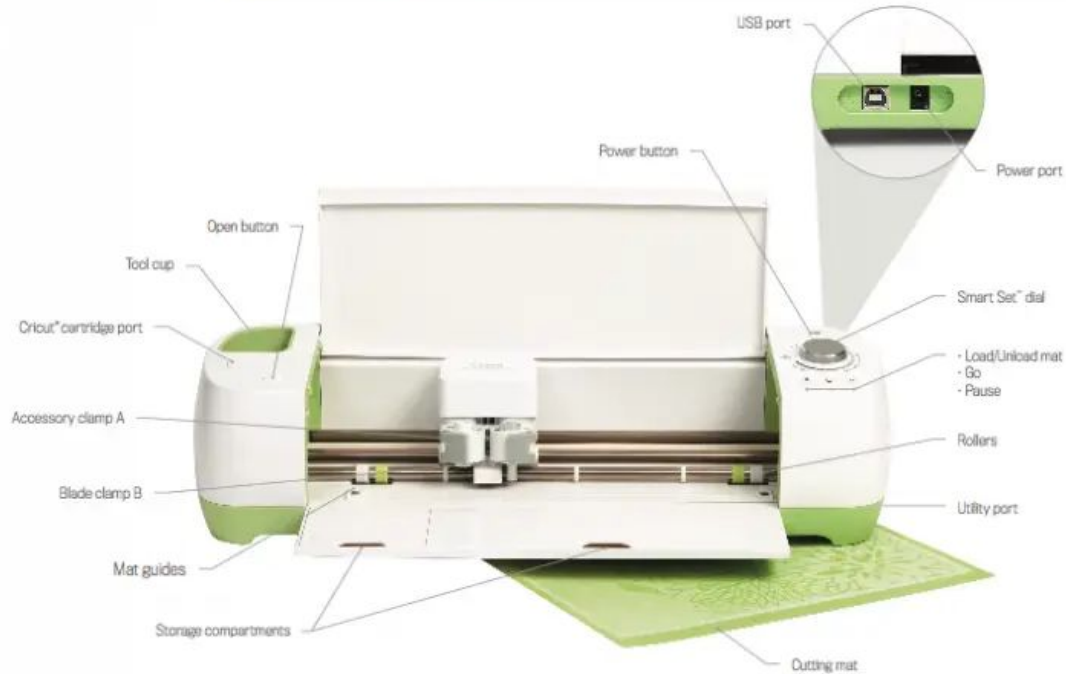
WLPL MakerSpace Training: Cricut Explore Air 2



Safety Rules for the Cricut Explore Air 2

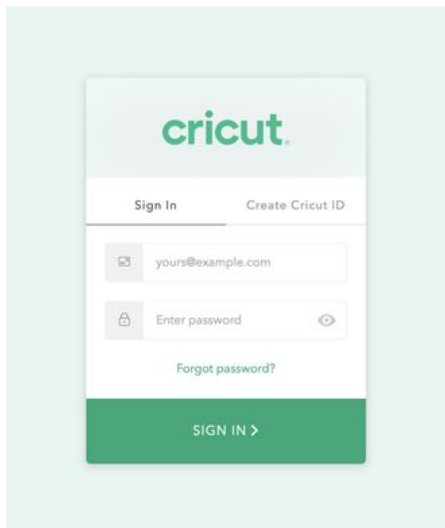
- SHOCK HAZARD — BE ADVISED: Operating the Cricut cutting Machine in a manner not prescribed in the enclosed instructions, or in other official Cricut® materials, may result in serious injury.
- This Product is intended for indoor use in dry locations only. Do not use in or near water.
- DO NOT place your fingers or other objects in the Cricut cutting Machine while connected to electrical power, or while the Machine is powered on or during cutting operations. Rapid movements of the cutting carriage during operation may cause bodily injury and/or damage the Machine.
- The Machine is intended to be operated by an adult, users under 12 must be accompanied by an adult.
- Make sure your work space has sufficient space in the front and back of the Machine to allow the cutting mat to move through the cutting Machine.
- Use only tools and materials provided by West Lincoln Public Library. Specific authorization must be obtained from West Lincoln Public Library staff to use tools or materials not supplied by West Lincoln Public Library.

Get to Know the Cricut Explore Air 2



1. The **Cricut Explore Air 2** is designed to be simple and efficient, with minimal buttons and two clamps. The above visual guide will help you understand all of its features and become comfortable identifying its parts.

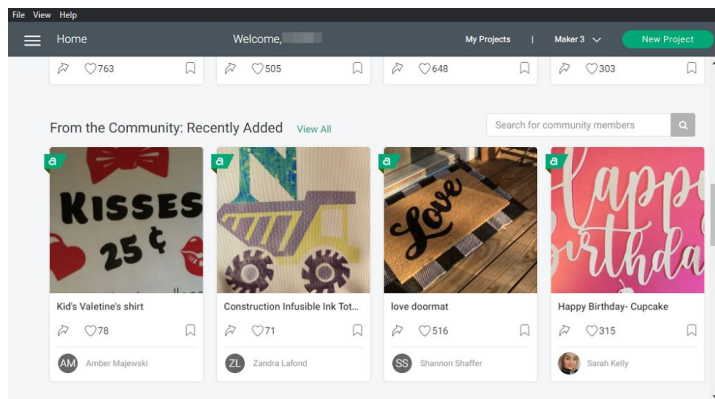
Starting a Project



2. To begin a project with Cricut, open the **Cricut Design Space** program. Make sure you're signed into the library's account. See a staff member if there are any issues logging in.

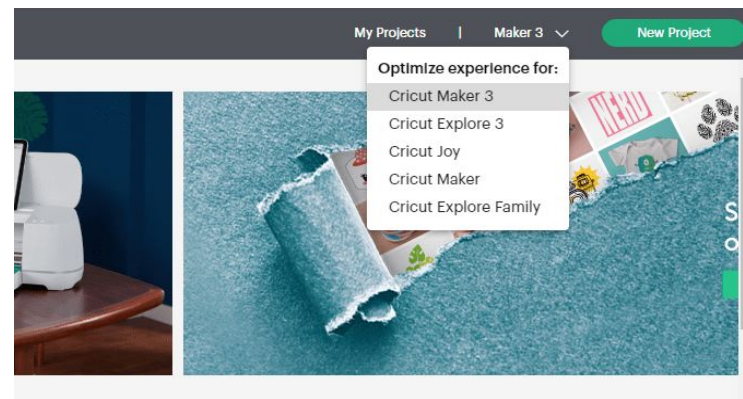
All West Lincoln Public Library laptops have **Cricut Design Space** installed and all data/projects are synced across all devices *so long as you remained logged in*, allowing you to access all designs anytime, anywhere.

Cricut Design Space



3. After logging in, Cricut will take you to the **Cricut Image Library**.

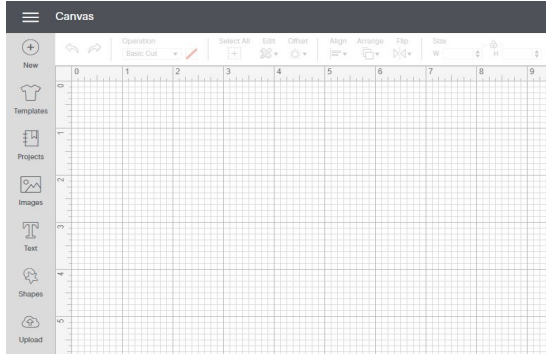
Here, you can search thousands of images, pre-designed projects, and fonts.



4. In the top-right corner of the menu, select **Optimize experience for:** and click on **Cricut Explore Family**. Do ***not*** select Cricut Explore 3, as that is a different model of machine.

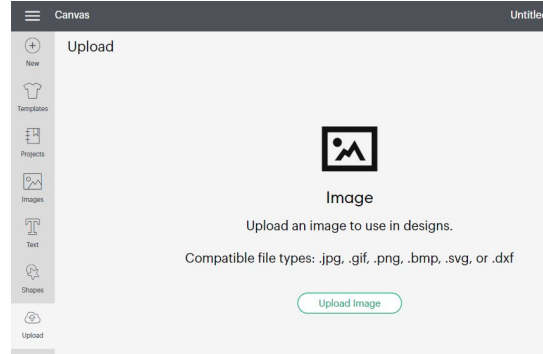
Then, click on **New Project** to begin a new design, or click **My Projects** (it might say **"My Stuff"** depending on the version of Cricut you are running) to choose a previously saved project and pick up where you left off.

Canvas



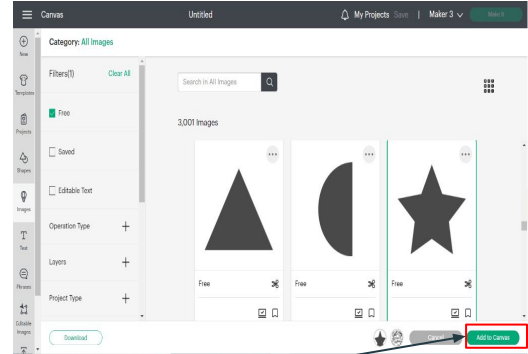
5. Whether you're starting a new project or carrying on with a previous one, the main workspace used for Cricut Design Space is called **Canvas**.

You can browse **Canvas** for templates, projects, images, text and shapes using the left hand search bar. We are hoping to get a paid subscription next year to unlock new resources, but for now we are using strictly free image and sticker results.



6. You can also add your own images and artwork, using **Upload**. File types must be: **SVG, PNG, JPG, DXF, GIF** or **BMP**.

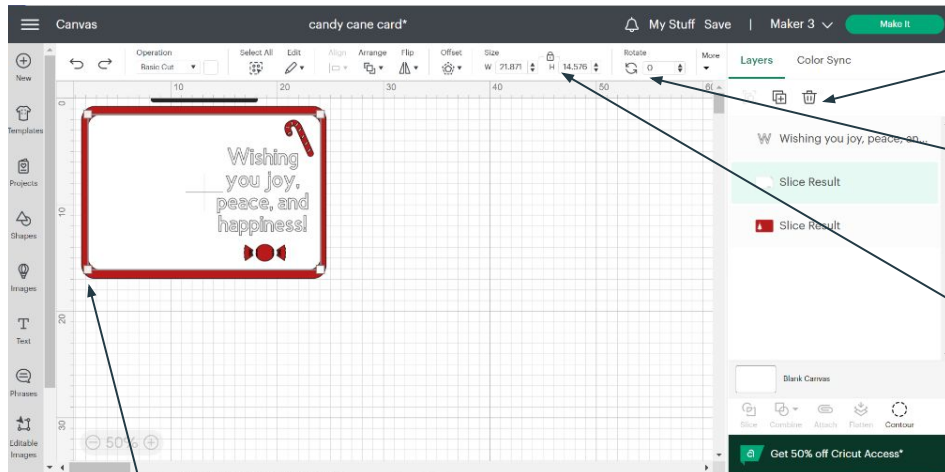
SVG files work the best since it does not use pixels and can be scaled to whatever size you like without losing resolution quality. Another benefit is that SVG files are small in size making them easy to store or send electronically.



7. After finding an image using the **Cricut Image Library** or uploading one of your own, you can press the green **Add to Canvas** button.

This will bring the image to your Canvas workspace where you can edit it however you like.

Editing on Canvas



8. While your design is selected, four white squares will form a box around it.

9. When you have a layer selected, the **trash can** icon at the top right can be clicked to delete it.

10. You can also rotate your image by using either the **Rotate** button on the toolbar, or by dragging your mouse a little past the white squares until you see a **curved arrow** icon appear.

11. The **padlock** button on the toolbar at the top of the screen sits above the size measurement box. Click on it to lock and unlock your design. Once locked, your design cannot be edited until you click to unlock it. It also allows you to change the size presets for your shapes so that they are no longer locked into scale.

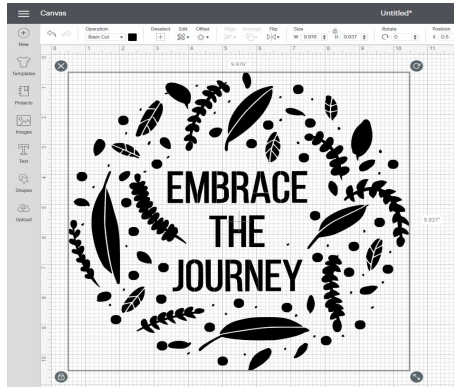
12. Clicking and dragging one of the squares around your selected image creates a **dual arrow** icon and allows you to shrink or enlarge it.

Toolbar in Canvas

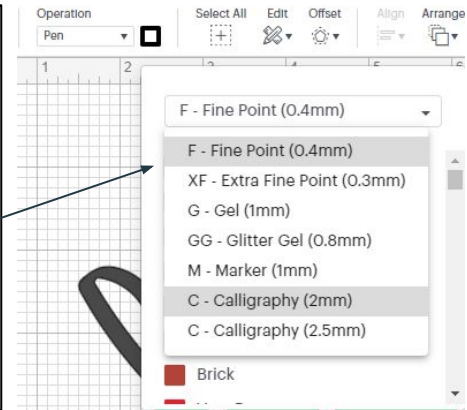


13. The toolbar at the top of the screen has several functions, such as a spot for exact measurements to be entered, along with the undo and redo arrows.

14. The toolbar also allows you to select the **Operation**. This will instruct the Cricut machine to use the **Basic Cut** function or the **Draw** function. The image shown is using the **Basic Cut** function, so all of the black areas are what will be cut out when it is sent to the Cricut.



15. The **Draw** function creates an outline of the design element. When using the **Draw** function, the 0.4 mm black pen will be automatically selected. To change this, click on the coloured square under the **Operation** section of the toolbar. Using the drop-down menu, select the size and type of pen you'd like to use.



Layers in Canvas

Once you have a variety of objects in your Canvas, you can then use the **Layers** bar on the bottom right hand side to organize them.



16. Slice allows you to cut out a shape. To do this, arrange your layers so the shape you would like cut out is on top, with the object you want to cut into is below it. Select both shapes and **Slice**. This will result in the original shape, the cutout, and the result of the cut. Only two design elements can be selected at once.



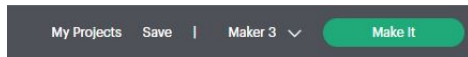
17. Weld attaches shapes together to create a new shape. Using this to group a shape and image or text will not work. Shapes do not have to be overlapping to be welded together. A good use of weld would be attaching cursive letters together.



18. Attach combines elements. For instance, if you are cutting out a shape with a drawing or writing on it, or need a score line, you will need to attach these to each other for an easy cut operation. Attach groups various elements, but they are still separate pieces. Shapes do not have to be overlapping to be attached.

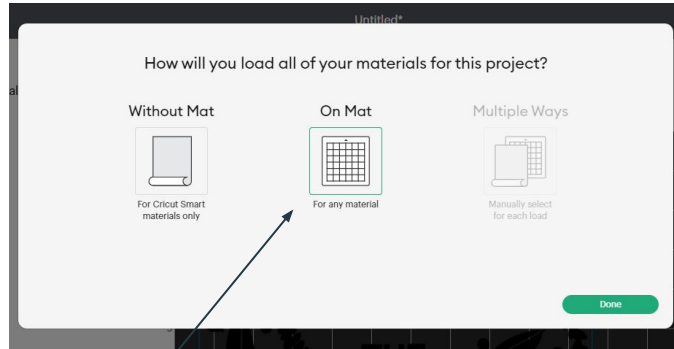


19. Flatten is used for multilayered projects that would be used with the **Print Then Cut** function. This would flatten all the layers into a single printable image. This requires the use of an inkjet printer, which is currently not available at the library.



20. Once you are finished designing and setting the **Operations**, click the green button at the top right of the screen to Make It.

Cricut Explore Air 2 Mats & Materials



21. Based on your design, choose which level of sticky mat to hold your material in place. Then select **On Mat** when asked how you will load your materials. Certain Cricut brand resources marketed as **Smart Materials** - vinyl, iron-on, and cardstock - do not require a mat when cutting. Double check which materials you are using, and ensure they are Smart brand before selecting **Without Mat**. For the Cricut Explore Air 2, the thickest material the device can cut is 2 mm.



LightGrip Mat:

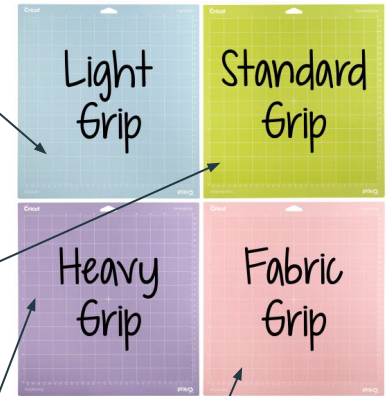
- Printer paper
- Thin cardstock
- Vellum
- Construction paper
- Vinyl

StandardGrip Mat:

- Cardstock
- Pattern paper
- Embossed cardstock
- Iron-on
- Vinyl

HeavyGrip Mat:

- Thick cardstock
- Magnet material
- Basswood
- Poster board
- Leather

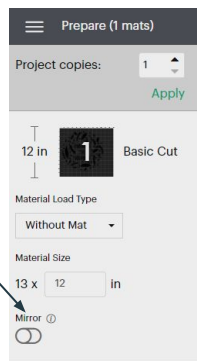
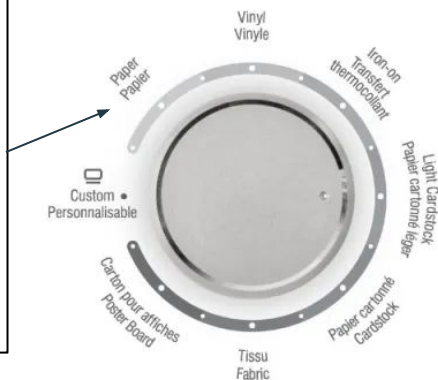


Pair the **Rotary Blade** with the **pink FabricGrip mat**. Cricut designed the FabricGrip Mat to be stronger and denser than the other styles of cutting mats so they can withstand the cutting pressure associated with using the Rotary Blade.

Cutting with Cricut Explore Air 2

22. On the **Cricut Design Space**, under Material Size, select the width and height of the material you selected. You will also need to select the type of material you will be using by setting the dial on your machine.

Tip: If you are using Iron-On materials, make sure you click the **Mirror** option.

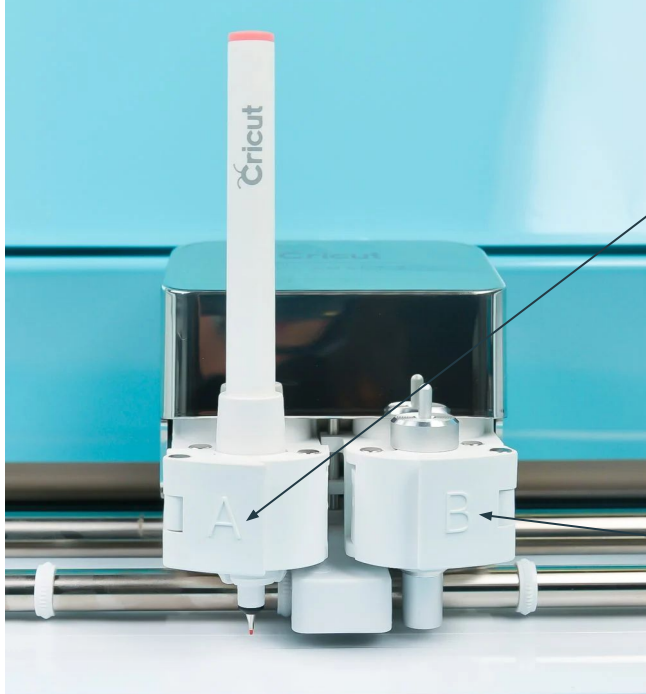


23. Check you have the correct blade and pen loaded into the clamps for your project. The blade will be automatically selected by Design Space based on the material you have selected.

24. Then, in the bottom right-hand corner, click the green **Continue** button when you are ready to send the project to the Cricut machine. You can also **Cancel** to continue editing the design.



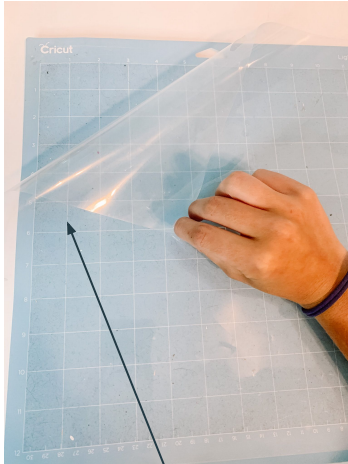
Loading Pens and/or Changing Blades



25. Clamp A is for loading and securing writing tools, such as pens and markers. Insert an uncapped pen into Clamp A. Hold the bottom of the tool holder as you insert the pen, and push down on the pen until it clicks. Make sure your pen is snapped into the housing—it won't draw unless you hear that click! To release the pen, pull the lever labelled "A" to open the clamp.

26. Clamp B is for loading and securing blades. Pull the lever labelled "B" to open the clamp and remove the blade, then load the new one. A built-in magnet will hold the blade in place while you do this. Then push the lever securely closed.

Cutting with Cricut Explore Air 2



27. Remove the clear plastic protective sheet from the mat and place your material at the top left side of the grid. **Do not throw this plastic away!** We need it to maintain the stickiness of the cutting mat.

28. Place the mat with your material on it facing upwards between the mat guides and press the flashing **Load/Unload Mat** button. This will start the loading process and pull the mat into the Cricut machine.



29. The “C” button on the machine should be flashing. Press it to start the design and watch the magic happen! Then the **Load/Unload Mat** button will flash again. Press it to release the project.

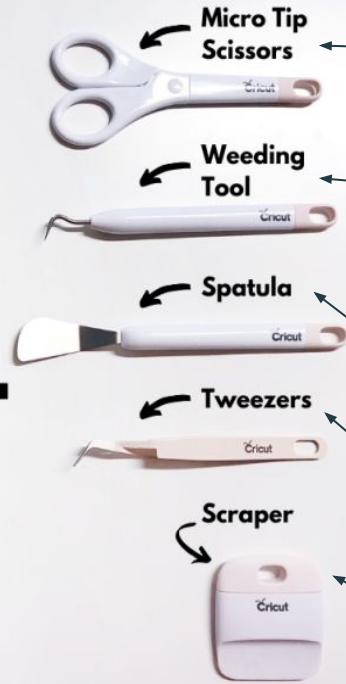
30. After the project is finished cutting, you can use Cricut tools to remove any negative pieces and then peel the project away from the cutting mat.

Note: the Cricut machines must have open space behind them to pull the cutting mat through properly, similar to a laminator. If there are obstructions, the mat will bunch up and the cut will be interrupted/damaged.

Cricut Tools

Cricut BASIC TOOL KIT Beginner's Guide

LELABURRIS.COM



Cricut Scissors have hardened stainless steel blades for durability and smooth, even cuts. The micro-tip blade gives you greater precision on all materials. A removable cover protects the blades.

Cricut Weeder is for removing negative pieces around a cut image. When working with iron-on or vinyl images, it helps you precisely remove everything that isn't part of your design from the cutting mat. It's also great for poking out tiny pieces from a cut image.

Cricut Spatula precisely lifts images from the Cricut cutting mat, preventing intricate images from tearing or curling. The angled head of the spatula allows it to slide underneath the material with ease.

Cricut Tweezers lift and secure in one step with their reverse grip design - squeeze the handle together to open, and release pressure to clamp together. Smooth interior points help prevent tearing your materials.

Cricut Scraper is custom designed to clean unwanted scraps from the Cricut cutting mats, contributing to a longer lasting mat. It can also be used to smooth materials onto the mat or burnish materials such as vinyl to remove air bubbles or wrinkles.

Cricut EasyPress



The **Cricut EasyPress** is a useful tool that acts as a wide, flat iron to use with iron-on vinyl for fabric. It combines the speed of a heat press with the convenience of an iron, so you get fast and foolproof heat-transfer results that last, even after repeated washes! You can use a Cricut EasyPress to iron designs onto shirts, bags, pillows, banners, shoes, hats, blankets, and much more. You can use this [website](#) to determine temperatures based on materials and fabrics for projects.

Power Button: this one turns the machine on and off. When you turn the EasyPress 2 on, it will revert to the last settings used.

Temperature Button: To set a temperature, simply press this button and use the + or – to get to your desired temperature. Hold this button down and you can change between Fahrenheit and Celsius.

Timer Button: This button works just like the temperature button. Press down and use the + or – to change the timer.

Plus and minus Buttons: These buttons are used to set the temperature and time.

Cricut Blades

Fine-Point Blades: These are best used for finer designs on softer materials, and comes in 3 variations:

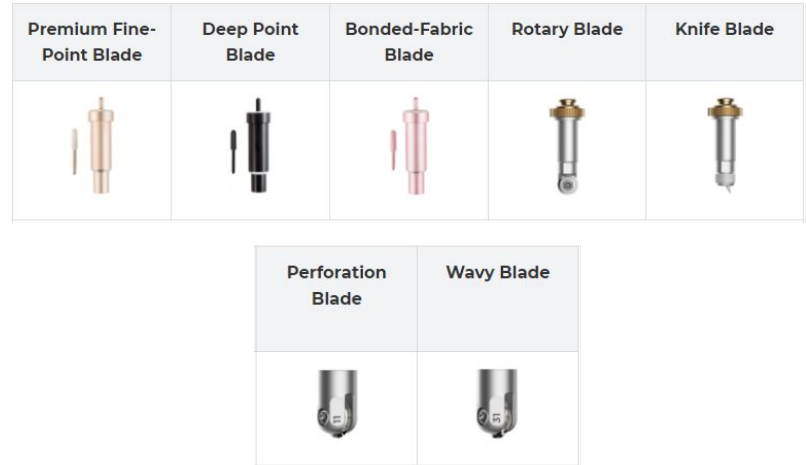
- Premium Fine-Point (**Gold**): Works best on paper, cardstock, poster board, vinyl, and iron-on.
- Deep Point (**Black**) – Works best with magnet, chipboard, stamp material, thick cardstock, stiffened felt, foam sheets, and cardboard
- Bonded-Fabric (**Pink**) – Works best with bonded fabrics or fabrics with an iron-on backer

Rotary Blade: This is best used for sewing projects and is recommended for soft fabrics like cotton, fleece, denim, or felt.

Knife Blade: This is best used for deep cuts on hard materials with a thickness of up to 2.4 mm such as balsa wood, chipboard, matboard, and tooled leather.

Perforation Blade: This is used to make perforating lines that can be ripped easier later, and works best on paper, acetate, cardstock, and more.

Wavy Blade: This is used to make wavy edges in paper and thin cardboard.



Cricut Accessories

Scoring Wheels: These are used to create creases that make folding materials a lot easier, and it comes in two variants:

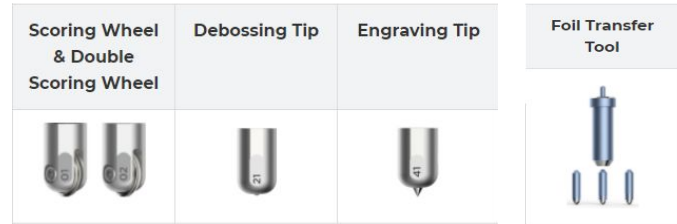
- **Single Scoring Wheel:** Works best on softer materials like crepe paper or light cardstock.
- **Double Scoring Wheel:** Works best on softer materials like poster board or cardboard.

Debossing Tip: This is used to create detailed stamped designs that works best on paper, craft foam, leather, poster board, and more.

Engraving Tip: This is used to engrave texts and designs onto materials and works best with paper, thin cardboard, and leathers.

Foil Transfer Tool: This is used to add a foil finish with *Foil Transfer Sheets*.

Pens and Markers: These are used for designing and drawing shapes on your work materials.



Material Costs for Cricut Explore Air 2

Coloured Cardstock: \$0.25

Permanent Vinyl: \$0.50 for ½ sheet or \$1.00 for a full sheet (12x12")

Felt: \$0.50 for ½ sheet or \$1.00 for a full sheet (12x12")

Sticker Paper (Matte): \$1.50 for a full sheet (8x11.5")

T-shirts: \$1.50

Mugs: \$1.50

Iron-on Vinyl: \$0.75 for ½ sheet or \$1.50 for a full sheet (12x12")

Sticker Paper (Glossy): \$1.75 for a full sheet (8x11.5")

Self-Adhesive Laminate sheets: \$2.00 for a full sheet (9x12")

Materials and colours are subject to availability. If you require a specific material or colour for your project, we recommend calling ahead to check if we have it in stock. You are also welcome to bring in your own materials, pending staff approval.

You don't have to use Cricut branded materials with the Cricut machines. As long as you don't exceed the values for the thickest material the Cricut Explore Air 2 can cut (2mm), almost anything can work.

Scrap Materials: *Free. Any leftover scrap materials from previous projects are first come, first serve and specific colours are subject to availability.

Cricut General Information

The following slides contain the procedures and policies for the Cricut Explore Air 2:

1. Patrons must pay at the time of submission. No cutting is to be started without payment.
2. Staff must be present in the building when the machine is running, due to it being a fire hazard.
3. Patrons may bring their own supplies and equipment subject to staff approval for use with the Cricut machines. They do not need to be Cricut brand materials to work.
No edible materials can be used with the Cricut machines.
4. Access to and use of the MakerSpace is a privilege, and violations of MakerSpace policy could result in access being revoked.
5. No persons under the age of 12 are allowed to use the Cricut machines unsupervised.
6. It is the responsibility of the patron to tidy up their work area after using the MakerSpace equipment. If you do not know where something goes, please ask a staff member.
7. Designs and projects may be subject to staff approval.
8. Patrons may be responsible for damage related costs regarding misuse of the MakerSpace equipment.
9. Patrons are limited to a maximum of 2 hours per day when using the Cricut machines.

Congratulations, you've finished the training tutorial!

Now you can move onto the [Certification Quiz](#) by clicking the link below. Please complete the quiz with a score of 100% to gain unsupervised access to the Cricut Explore Air 2. You can attempt this quiz as many times as necessary to achieve a perfect score.

<https://forms.gle/LTG4gA1XBGk7KiGt6>