Using the Vinyl Cutter at MacEwan University

1. **Selecting an image**
   1. To find an image online, select a search word and add the words "silhouette" or "decal." For example, "bear decal" "tree silhouette." Try to find an image that looks like it would work as a sticker.
   2. Save the image to the computer, or a memory stick. You can select any type of image file.

2. **Preparing the image for printing**
   1. Open Silhouette Studio software. Click on file, open, and select the image you want to print.
   2. Re-size the image to the size you want to print. You can print more than one vinyl sticker per page if you would like.
   3. The library has 12X12 and 12X24 size vinyl. You can change the size on the right hand side of your screen, under "Cutting Mat."
   4. Once your image is properly sized you need to turn your image into a printable file, by using the trace function. Click on Panels, then click on Trace. This will bring up the Trace window. Click on "select Trace Area." Trace your image. The area that will print should appear in yellow. If you're satisfied with your sticker, click on Trace at the bottom of the Trace window. Then select "Send" in the top right-hand corner of the screen.

3. **Printing the Vinyl**
   1. Select the size and color of vinyl you want to use. Stick the vinyl face up to the sticky side of the plastic grid, ensuring the paper is lined up.
   2. Line up your grid with the blue line on the left side of the printer. Select "load" on the screen of the printer.
   3. Once your vinyl is loaded, in the Silhouette Software, hit the blue "Send" button at the bottom of the screen.
   4. The printer will cut the vinyl. Once it is finished press "unload" on the printer screen.

4. **Preparing the Vinyl**
   1. Weeding is the process in which you remove the excess vinyl around the design.
   2. Use one of the knives to remove the excess vinyl that is not part of your design. Be sure to remove inner parts that are not part of the design as well.
   3. Once you're done "weeding" you should be left with only your design.
   4. Cut a piece of transfer paper that is larger than the vinyl decal.
   5. Carefully lay the transfer paper onto the vinyl. Use the roller to ensure the vinyl is firmly stuck to the transfer paper.

5. **Applying the Vinyl**
   1. Once you're ready to apply your vinyl to a surface (wall, laptop, etc.) you need to remove the backing.
   2. Starting from the corner, slowly peel the transfer paper up, bringing the vinyl with it.
   3. The vinyl should now be separated from the vinyl backing and the sticky side of the vinyl should be exposed.
   4. Position the vinyl on the surface. Using a roller, credit card, or other flat surface burnish the vinyl onto the surface through the transfer paper.
   5. Starting with one corner, slowly peel away the transfer paper, ensuring the vinyl design stays on the surface and doesn't come away with the transfer paper.