

# <sup>1</sup>CRAFT ROBO 101

## Introduction to Using the Craft Robo

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### What Can It Do? What Can It Not Do?

#### 1. Pro's

- Custom cut titles and shapes in any size up to 8" wide and 39" long.
- Utilize the enormous amount of free TTF fonts and clipart on the Internet for titles and shapes. Also draw your own!
- Mass produce designs: cut out a page filled with the same design, or a combination of multiple designs (great for swaps or school projects)
- Cut more intricate designs than what one can do by hand.
- Do Print and Cuts (refer to Craft Robo 201)

#### 2. Con's

- Cannot cut anything thicker than heavy cardstock (no chipboard)
- Not as portable as the Sizzix Sidekick or the QK or the newer "no-computer-required cutters".
- Not always an efficient use of cardstock or patterned paper
- Cannot emboss... yet.

#### 3. Thinking Outside the Box!

- See separate list of 90 ideas for using a Craft Robo

## Parts of the Craft Robo

### 1. Identifying the Parts

- Craft Robo: has both power cable and USB cable
- Power Button: also use as a “Panic Button” if things go wrong!
- Lid: can be open or shut during operation
- Cutting Strip: Important to protect but is replaceable
- Mat: Recommended that it’s always used under your media (see more info below)
- Blade Holder: Blue switch moves to left to remove blade, right to clamp blade
- Blade Caps: different colors for different uses (see below)
- Blade: Sharp and brittle: handle with care!
- O-Ring: use one when using the mat; add a second with Bazzill
- Pen Holder: use for drawing versus cutting
- Optical Eye: used to find Registration marks during Print and Cuts
- Media: the cardstock, paper, foil, vellum, etc that you cut

### 2. Selecting the Cap Color

- Pink: heavy cardstock
- Yellow: “nice” scrapbooking paper and light cardstock
- Blue: foil, vellum, computer paper
- Green Pen Holder: for writing instead of cutting: simply insert a ball-point pen

### 3. Installing/Removing the Blade

- To remove the blade from the Craft Robo, turn the blue dial about ¼ turn to the left (counter clockwise). You will feel a release.
- Pull the black top of the blade upwards and out of the holder. Be careful to not lose the O-Ring.
- Unscrew the existing cap carefully and replace with the color needed.
- Place the O-Ring(s) back on top of the blade holder. Carefully, place the blade back into the holder. Push gently until it goes in as far as it can.

- Turn the blue dial to the right (clockwise) ~1/4 turn until you hear the snap.
- A blade should last 6 months with “average” use. Thicker cardstocks will, however, dull a blade sooner. You can actually sharpen a blade by covering the mat with heavy duty aluminum foil and then cutting some basic shapes and straight lines with the blue cap on and then repeat with each of the other two cap colors and fresh sheets of foil. Watch the cutter closely as foil doesn’t always stick to the mat and you might need to abort the cut if pieces of foil come loose. Note that many users do this regularly and have great success in keeping their blades sharp!

#### 4. Using the Mat

- Always use the mat and at least one O-Ring unless you have a full 8-1/2” x 11” piece that has been Xyroned. In that case, you can skip the mat and O-Ring but be very careful about cap color and pressure setting. Personally, I still use the mat to avoid possible damaging the blade or cutting strip.
- Xyroned pieces can be taped to the mat using painter’s blue tape or masking tape.
- Cover mat when not in use to keep a clean surface.
- To clean, scrape away pieces with your fingernail, a credit card, or a Pampered Chef brown scraper. You can also use a sticky lint roller... the kind where you tear away used sheets. I found it almost impossible to roll across the surface. But you can tear off a fresh sheet, press it down and pull it up to clean the mat.
- If necessary, the mat can be cleaned with a mild dish-cleaning soap (like Dawn or Joy), warm water, and a soft brush. Allow to dry thoroughly.
- When the mat loses its stickiness, spray with Krylon Easy-Tack Repositionable Adhesive 7021. Place your mat on newspaper in a well-ventilated area. Shake the can for several minutes then spray up and down and left and right across the mat a few times for an even application. Allow to dry before using.
- You can also Xyron your mat using a wide Xyron (like the 900) and the repositionable adhesive cartridge.

## Using the ROBO Master Software: Opening GSD Files and Cutting

### 1. Launching the Software

- Locate the ROBO Master Icon on the Windows Desktop and double click.
- Holding the mouse button over any icon along the task bar will allow a popup description of the icon's function to appear.
- To open a new blank document, select File> New (or simply click on first icon on the task bar, on the left), select paper size and orientation. Gray hashed marks will appear. These are only needed for Print and Cuts. To turn off, select the Registration Marks icon on the task bar and uncheck the box next to Use Registration Marks.

### 2. Opening an Existing File

- Select File>Open (or click on second icon from left) and then browse hard drive or CD Rom drive to locate subfolder. Locate the .gsd file and select okay to open.
- If the grayed hash marks appear and it is not a print and cut file, then turn them off as described above.
- To view an entire subfolder of GSD files, select File>Thumbnail Browser and then locate the subfolder of interest.
- Thumbnail images of all the files in that folder will be shown. Double click on any image to get a larger viewing or to open it.
- If it's not the one you want, simply close that window and the thumbnail viewer will return. Note that you can have multiple files opened at once. Use the Windows function at the top to select a different one or arrange them in various configurations to view all at once. File windows can also be minimized as needed.

### 3. What do the different colored lines mean?

- In some files, lines will be in different colors. This gives you the option to cut those lines or not and to set them as solid cut lines or dashed lines. More information is provided below. Dashed lines are typically used to indicate fold lines or dimensional/shading lines.

- Different colored cutting lines allows one to keep all pieces of an image together in one file and then change which pieces are cut for any color or type of media.

#### 4. Cutting the Image (note: Operation Guide at top right is optional: on or off)

- Media: Align your media onto the mat at one end and press firmly. If you are using a Xyroned piece, then use blue tape to adhere to sides. Attach on both sides at top and bottom. Roll the mat/media into the cutter using the indented mark on the left side as a guide for the edge of the mat. Only roll the mat in far enough for the media to just go past the cutting strip.
- Cap Color: Check the cap color: pink for cardstock, yellow for paper, blue for vellum. Add a second O-Ring if cutting Bazzill.
- Output Settings: Select File:Output Settings or click on the icon with the wrench on the taskbar.
  - Click on the Cutting Settings tab and then click on the Cutline Settings button below.
  - Note the colors and what kind of line (solid or dashed) will be cut. Any of these can be “turned off” by unchecking the box before cutting. To change from solid to dashed line, click on the words and a drop down menu will appear. Then select OK.
  - Click on Output to Craft ROBO (and OK) to open the Controller window.
- Media Type: Select the media based on what material is being cut. The cap color will change and remind you what cap should be used. You can also click on Add Media and set up a new menu choice based on a particular material that you cut often. Select the appropriate pen color, speed, and thickness.
- Speed: In general, you can use the fastest or near-fastest speed with cardstock. Some intricate designs or small lettering will need a slower speed. Also, when cutting foil, use a slower speed as it often peels up from the mat and you may need to quickly cancel the cut!
- Thickness: Testing for paper thickness is the best course of action: the idea is to not wear out your blade, thus use less first. Before removing item, check to see if it’s cut through; if not, repeat cut. In general, you use 1 to 10 for very thin, 11 to 20 for paper and 21 to 30 for cardstock.
- Track Enhancing Button: leave unchecked. (you only need to “fix this” the very first time)

- Test Cut: If cutting a new material for the first time, you can use this to test cut a small square and triangle in the top right part of your media. In landscape mode, the test cut will be made in the top left corner.
- Design Orientation: Do not change this setting. Use it to remind yourself where the image will cut on your media. This is important if your mat is not covered entirely by your media.
  - In LANDSCAPE mode: a title along the bottom of the screen will cut along the left side of the media inserted into the cutter.
  - In PORTAIT mode: a title along the bottom of the screen will cut along the top of the media inserted into the cutter.... Thus, it's often better to move your images to the bottom of the screen so they will be the first thing cut from your inserted media.
- Registration Marks: Turn off Registration Marks if you're not doing a Print and Cut. To turn off, select Edit>Registration Mark Settings and then uncheck the box.
- Blade Position: only necessary for Print and Cuts.
- Select Cut. You will have one more chance to make sure you have everything ready before selecting Okay to cut.
- At any time, you have the option to stop the cut by turning off the Power Button: this is your Panic Button! After turning off the power, you can turn the cutter back and on and an option to cancel the cut will appear on your screen.
- When the cutting is completed, do not move the mat! Gently lift the media and check for a complete cut. If there are areas still uncut, then repeat cutting process without touching the roller handle. It will cut again in the same spot.
- One suggestion for those nervous about their first few cuts: Consider using the pen holder and a pencil instead. Experiment until you're comfortable with image sizing and the settings and overall operation before switching to the blade. You can't do much damage with a pencil!
- I also recommend that new users turn on the Operation Guide (top right in the Controller window). This will walk you through the steps and help you remember everything to check before cutting. On the next page is also a check list for you to detach and have posted next to your cutter, if desired.

## **Remember McCrops:**

M: Mat: do you have your cardstock/paper/vellum attached to the mat? Did you smooth it down to make sure it's well-adhered?

C: Cap color: Pink: Heavy cardstock  
Yellow: Light cardstock and scrapbooking paper  
Blue: Vellum, foil, computer paper  
2nd O-Ring – Bazzill and other textured cardstock

C: Outline Settings: Did you select File>Output Settings, then Outline Settings? Be sure to check for which colors to cut and select dashed versus solid lines, as necessary.

R: Registration Settings - ON versus OFF ? – Only needed if doing a Print and Cut

O: Orientation? (Landscape versus Portrait) – Where will it cut? Very important if you don't have media covering the entirety of the mat!

P: Paper Thickness: 1 to 30: Use the Test Cut button whenever cutting a new material for the first time!

S: Speed – slow down for detailed or small cutting

## Using the ROBO Master Software: Manipulating Images

### 1. Grouping an Image

- Turn on the Status Bar by selecting View>Status Bar. Once checked, numbers will appear at the bottom of the screen showing the sizes of objects selected and their orientation on the screen.
- Images can be grouped or ungrouped. When grouped, all parts are “connected” and will be treated as a single object when you move, copy, resize, etc.
- To group an image, hold down the mouse button and, starting well outside the image, draw a big rectangle to enclose all the individual items. Then click on the group icon at the top.
- Clicking on the Ungroup icon will ungroup the images.

### 2. Moving an Image

- While the image is highlighted, move mouse slightly until a “hand” appears over the object. You can now move the image to a different location on the screen. Note that the status bar at the bottom will indicate the location. It is based on the “red dot” that appears in one of the corners of the highlighted image.
- You can also click on the Hand icon on the task bar and then move the screen itself when zoomed in.
- Note that an image must stay within the red outline to be part of the cutting field.
- Remember the orientation:
  - + Portrait Orientation: bottom left of screen will cut at the top right on the cutter.
  - + Landscape Orientation: bottom left of screen will cut at the top left on the cutter.

If you always place your items near the bottom of the screen, then they will cut first. This will help you conserve media.

### 3. Resizing an Image

- While the image is highlighted, move mouse to one of the black circles on outside edge.
- To resize vertically only (stretch image vertically), hold down mouse button on one of the black circles on top or bottom and move up or down.
- To resize horizontally only (stretch image horizontally), hold down mouse button on one of the black circles on left or right and move left or right.
- To resize proportionally, hold down a corner to stretch the image. The ratio of the height versus the width will be maintained.
- Use the numbers on the Status Bar to size an image to exactly what you need! Also, you can select Draw>Position Settings to manually enter a width or height. To maintain the proper aspect ration, you will need to calculate the other value to enter.

### 4. Copying an Image

- While an image is highlighted, select Edit>Copy or Ctrl-C or RIGHT click on the image and select Copy to create a copy of the image.
- Immediately select Edit>Paste or Ctrl-V or RIGHT click and select Paste to paste an image on top of the original. This copy can then be moved to a different location on the screen.

### 5. Rotating an Image

- Rotating an image can be useful when you're cutting many of the same item and you wish to fit them as closely together as possible to conserve paper or cardstock.
- Click on the image and then click again in one of the corners. A circular arrow will appear. You can now hold down that corner and rotate the image.
- You can also rotate an image by specifying the number of degrees of rotation in the Draw>Position Settings window.

## Using the ROBO Master Software: Creating TTF Titles

- Select File>New to create a new blank document.
- Click on Text (3rd option down on left)
- Select the font you want from the pull-down menu. Note that all TTF fonts installed in your Windows>Fonts folder will appear. To more easily see samples of each font, click on the first font listed and the drop down menu will appear, click on the name again and it will now be highlighted in blue. Then, use the up and down arrows on your keyboard to move up or down the list and the “ABC abc” sample will now change with each font selected. Also, see notes below about using fonts you may have that are not installed in Windows.
- Check the OUTLINE on the bottom right - VERY IMPORTANT STEP... if you don't check outline you'll just be printing the text, this is what tells it to make it a CUT rather than just a label.
- Type your string on the bottom line. Don't worry so much about the font size, you can manually resize the image after it's on the screen. Optionally, you can set the height of the letters at this time.
- Click OK - you'll see your text in BLUE on the workspace.
- Drag it where you want on the screen and right click to drop it.
- Click on the corner to do a proportional resize. On the other hand, you may want to stretch the title either vertically or horizontally for effect.
- If you are repeatedly taken back to the text window to add more text, hit Cancel or click on the Text button again.
- If you wish to edit your same text, highlight the box, RIGHT click and select Text Settings. Also note that if you're letters are “spaced out” and wasting paper or cardstock, you can move them in closer by putting a negative number into the Space box.
- You can now proceed with cutting as usual.
- Note that you can add text to your screen which will not cut, but may be useful for directions to the user. Just omit clicking on Outline.

## Notes on Fonts:

- (1) Unlike most Windows applications, you can install new fonts after opening Craft Robo.
- (2) A quick way to temporarily install a font is to locate it on your hard drive using Explorer or My Computer and then double click on the file name. Your default font viewer program will open it and that particular font is now “installed” until that font viewer is closed. Create your title and cut it and then you can close the font viewer. This is a good method to use when you want to collect hundreds of fonts and not bog down your various Windows applications by having so many permanently installed.
- (3) However, even if you save your title as a .gsd file, if the font you used is not installed, your title will default to Arial (or some other basic font) upon reopening. If you think you will use the font again, create a label with the name of the font in the file to remind you which one to install.
- (4) Even though you select a font with ligatures (the letters appear connected), Craft ROBO still cuts each letter individually. In order to create a true connected-letter title, either manually trace the title within the software or use a program designed for this purpose, like Inkscape, Adobe Illustrator, or Win PC Sign. In this case, a tracing will not require that particular font to be installed.

# 90 Things You Can Make or Do with a Craft Robo!

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- 1 Window Cards
- 2 Pop Up Cards
- 3 Photo Silhouettes
- 4 Card Front Silhouettes
- 5 Overlays for Scrapbook Pages
- 6 Titles for Scrapbook Pages with Shadows
- 7 Titles Written with Gel Pens
- 8 Trace-Your-Own Die Cuts
- 9 Print and Cut Clipart
- 10 Foldup Boxes
- 11 Foldup Gift Bags
- 12 Envelopes
- 13 Borders for Scrapbook Pages
- 14 Foldup Money Cards
- 15 Foldup Matchbook Cards
- 16 Perfectly Sized Mats for Photos and Journaling
- 17 Frames for Photos
- 18 Customized Rolodex Cards
- 19 Customized Index Cards for Files
- 20 Bookmarks
- 21 Doorhangers
- 22 Jigsaw Puzzles from Photos
- 23 Library Pockets
- 24 Layered Tags
- 25 Foldup Baskets
- 26 Fans
- 27 Lacy Doilies
- 28 Mason Jar Mini-Album (or other shape!)
- 29 Gift Tags
- 30 Party Hats
- 31 TraceYour-Own Punches
- 32 Openings for Iris Folding Cards
- 33 CD Labels
- 34 CD Case Inserts
- 35 Goodie Cups
- 36 Snowflakes!
- 37 Fortune Cookies
- 38 Purse Cards
- 39 Film Strips
- 40 Cutting Cling Vinyl Shapes for Windows
- 41 Cutting Magnetic Sheets
- 42 Shaped Greeting Cards
- 43 School Projects
- 44 Personalized Monograms
- 45 Name enclosed in a Circle
- 46 Stencils for the Tops of Cakes, Cookies, Cupcakes
- 47 Covering Slide Mounts
- 48 Covering Chip Board Circles, Squares, Rectangles
- 49 Covering Chip Board letters
- 50 Layered Images (cuts on top of prints)
- 51 Shaker Boxes in any Shape
- 52 Disappearing Photo/Journal Circle
- 53 Pockets with Precut Holes
- 54 Sewing Templates
- 55 Coin Envelopes
- 56 Cutting out Journaling Shapes
- 57 Cutting Quilting Pieces
- 58 Dymo Labels Using the Negative
- 59 Cutting Inserts for Making Memories Tag Maker
- 60 Cutting Dingbat Fonts
- 61 Cutting Partial Circles for Edges on Polka Dot Patterns
- 62 Cutting Simulated Lace
- 63 Scan and Cut Rubber Stamp Designs
- 64 Photo Jigsaw Puzzles
- 65 Blocking Templates for Layouts and Cards
- 66 Dashed Lines Around Inside Edges of Die Cuts
- 67 Individual Boxed Letter Titles
- 68 Shadowboxes
- 69 Trace-Your-Own Decorative-Edged Scissors
- 70 Linked Placards to Make a Banner
- 71 Business cards
- 72 Large Letters/Numbers for Party Decorations
- 73 Cutting Sticky Vinyl Shapes for Doors
- 74 Party Centerpieces for Tables
- 75 Quilling strips
- 76 Pop-up Booklets
- 77 Mosaics
- 78 Templates for Altered Lunch Tins, Paint Cans, CD Cases
- 79 Paper dolls and Clothes
- 80 Covers for Mini-Albums
- 81 Shrinky-Dink Charms
- 82 Custom Stickers
- 83 Theme Purse and Favor Boxes
- 84 Placecards
- 85 Push-pull Greeting Cards
- 86 Suntan Tattoo Stencils
- 87 T-Shirt Painting Stencils
- 88 Personalized Name Tags
- 89 Tangrams
- 90 Customized Labels for Jars
- 91 (Let me hear from you if you have more
- 92 ideas for my list! :-)
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