

# Pazzles Creative Cutter Pro

## User Guide

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# 1 Introduction

## Welcome to Pazzles Creative Cutter!

Congratulations on your purchase of the Pazzles Creative Cutter and on your move to a more powerful and creative level of scrapbooking! With the Pazzles Creative Cutter and software, all scrapbookers can make cuts and use techniques that once were available only from professional diecutters. This computer-driven blade-cut system puts production of custom cuts in your hands, without the added costs (often totaling hundreds of dollars) for dies.

To get the most of your cutter, we recommend you spend a few moments becoming acquainted with the cutter, the Pazzles Creative Cutter software, and the supplemental Creative Cutter learning aids.

### Viewing the Creative Cutter Basics Video

The Creative Cutter Basics video provides quick and clear instructions on installing, setting up, and using the Creative Cutter. Keep it in a safe place for easy reference if you need to reinstall your product later on.

### Using This Book

Keep this manual handy as you explore the possibilities with the Pazzles Creative Cutter. We recommend that you skim through it to get an idea of what it contains and then follow the recommended reading sequence on page 2.

## Recommended Reading Sequence

**If you're very comfortable with Windows® software applications and basic printer operation**, use chapter 2 to properly install and set up the Pazzles Creative Cutter. Skim through chapter 3 and 6. To get the most from the cutter, work through the projects in chapter 4. Finally, review the contents of chapters 5, 7, and 8 to acquaint yourself with the techniques you can begin incorporating into your scrapbooking projects.

**If you're more confident in your scrapbooking skills than you are with a computer**, we recommend you carefully read chapters 2 and 3 first. Then work through all the projects in chapter 4.

- Chapter 2 will guide you through proper installation and set up of the Pazzles Creative Cutter.
- Chapter 3 provides concise instructions on starting the cutter, using the software, and making cuts.
- Chapter 4 leads you directly through your first projects! In just a few hours, you will master the techniques you'll use the most often with the Pazzles Creative Cutter.

When you are comfortable with the techniques in the early chapters of the book, begin to explore the scrapbooking techniques described in chapter 5 and beyond.

## Sharing Tips and Ideas

The folks who use the Pazzles Creative Cutter are enthusiastic, knowledgeable, and love to share tips and ideas! To join the discussions, get tips and suggestions from other scrapbookers, learn about new products, and obtain free fonts and images, visit our website at [www.pazzles.com](http://www.pazzles.com).

## Contacting Customer Support

Your Pazzles Creative Cutter comes with 35 days unlimited phone support from date of shipping (866-729-9537). Following that period, Pazzles provides one year unlimited online support from the Creative Cutter support team at [www.pazzles.com](http://www.pazzles.com). After those periods, technical support is available from 9:00 am to 3:00 pm Mountain Time Monday–Friday at a rate of \$25.00 per hour. Before you contact the support team, please complete the following steps.

### What to do Before You Contact the Pazzles Support Team

- Check your hardware. Are all cords and connectors on the cutter and your computer fully plugged in? Is the cutter connected to the computer?
- If the problem seems to occur with the software, turn off your computer and then restart it. Try the operation again.
- Read chapter 8 for troubleshooting tips.
- If the problem is with cutting, check the blade and the mat. See “Working With the Blade” on page 14.

- If the problem remains after completing these steps, contact Pazzles at [www.pazzles.com](http://www.pazzles.com). Include the following information in your e-mail:
  - Your name and (if applicable) your company name
  - Your TSID number
  - A complete description of the problem and if appropriate, the problem file as an attachment.

## Important Information About Your New Cutter

Be sure to read the notices shown in figure 1 and figure 2, which are included in the Creative Cutter package.

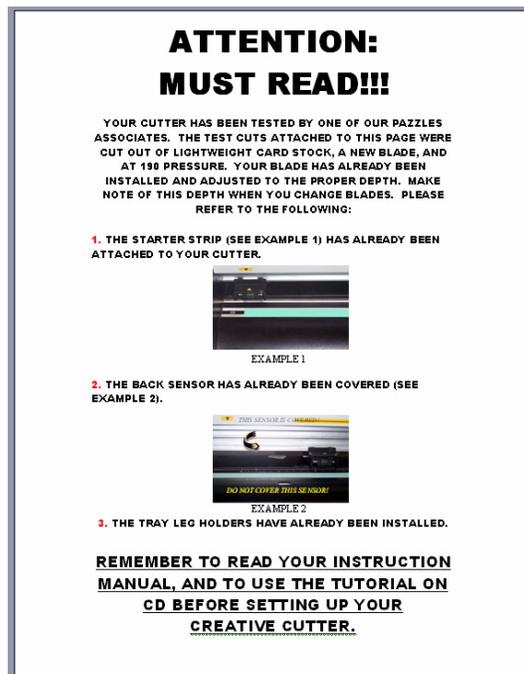


Figure 1

# Attention

## CHECK YOUR MERCHANDISE NOW!

All claims for overages and shortages must be made within ten (10) working days of receipt.

Report any **DAMAGE** to your shipment to **PAZZLES**. Save all packaging material for UPS inspection. Any claims for damaged goods must be made to UPS.



No returns will be accepted without a Return Authorization Number.

Please post this notice in Your receiving area.

Pazzles 866 729-9537 or [www.pazzles.com](http://www.pazzles.com)

Figure 2





# 2

## Installation and Setup

### Contents of the Creative Cutter Package

Before you begin to install and set-up the Creative Cutter, unpack the shipping package and verify you have all parts and pieces.

- Pazzles Creative Cutter Instruction Manual (this book)
- THE FOLLOWING CD'S ARE ALL COMBINED ON ONE CD SEE figure 3 .



**Figure 3**

- \*Creative Cutter “The Basics” Tutorial (CD)
- \*CD Set 1 (CD’s 1-5) Over 1000 Images Ready to Cut!
- \*CD Set 6 (CD’s 20, 28-31) Over 1000 Images Ready to Cut!
- \*Sampler Image CD
- \*Journaling Fonts CD
- Creative Cutter “Beyond the Basics” Tutorial (CD)
- Creative Cutter Pro Machine
- Gray Serial Cord (1)
- Black Power Cord (1)
- Red-cap blades (2) (primarily used for cutting vinyl and lighter weight papers.) May be used as an “emergency” blade for paper and cardstock.
- Blade Holder with Blade Properly Inserted (1 Blue Tipped 60 Degree Blade)
- Cutting Mat (2)
- Fabric Mat (1)
- Embossing Mat (1)
- Pazzles Creative Cutter 2005 software (CD) (1) with Training CD (1)
- Starter Strip (1) (installed on the cutter)
- Front and Back Trays
- Creative Cutter Window Cling
- Set-up Card
- Pen Tool with 2 Saukura Gel Pens
- Sample Paper Pack
- 7 Piece Tool Kit

## Installing the Software

Follow these instructions to successfully install and configure the Pazzles Creative Cutter software.

### Installing and Starting the Software

- 1 Insert the *Cutting and Design Software for the Creative Cutter* into your CD-ROM.  
The installation program should begin automatically.
- 2 To install the software, click **Install Letter 2005**.
- 3 When you are prompted to enter a password, type **pazzles**.

## Setting up the cutter

### Attach the Cutter to the Computer

- 1 Verify the cutter is placed on a sturdy, flat surface that can withstand the weight of the cutter.
- 2 Connect the power cord. See figure 4.

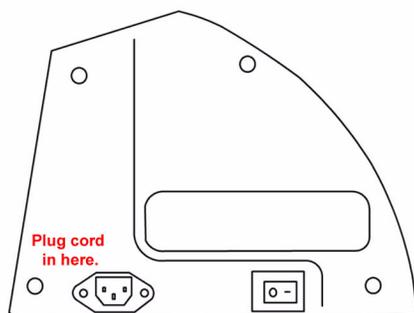
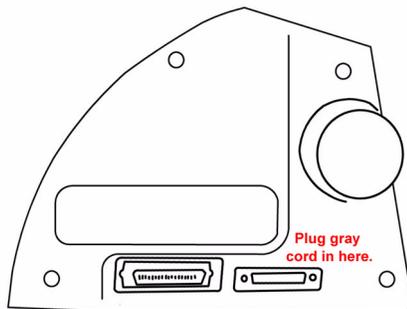


Figure 4

Connect the cutter to your computer. The large end attaches to the right side of the cutter, and the small end attaches to your computer's serial port see figure 5.



**Figure 5**



**NOTE:** If you do not have a serial port, see “What To Do If You Don’t Have a Serial Port” on page 9.

## What To Do If You Don’t Have a Serial Port

Some computers do not have a serial port or do not have one available for use with the Creative Cutter. In that case, please use the following option:

- Purchase a USB to Serial converter (under \$50) at any computer store. *DO NOT purchase a USB to Parallel converter, which is for PRINTERS only and will not work with the Creative Cutter.* Connect the adapter to your computer first, and then install the software that comes with the converter. Be sure to select a COM port when setting up the cutter driver settings. Then, complete the steps that follow.
- Although there is a parallel connection on the cutter, using the parallel connection rarely works and Pazzles does not recommend using it.

## Determine the Port the USB to Serial Was Assigned To

Complete these steps after installing the USB to Serial converter. In a store bought USB to Serial Converter, you will need to follow the manufacturer’s instructions.

- 1 Go to **Start** at the bottom-left corner of your screen and click on it.
- 2 Find **My Computer** and right-click on it. When you do, a menu opens.
- 3 Click **Manage**.
- 4 Click **Device Manager**.
- 5 Click **Ports** to view a list of ports.
- 6 From the list of ports, look for a USB Serial Port. Take note of the port number assigned to it. You will use that port number when setting up plotter codes in the program. If the number is higher than 6, you must change it. Use the “Change the Port number” procedure that follows.



Figure 6

## Change the Port Number

Use this procedure if the port number is higher than 4.

- 1 Double-click on the port to open the **Port Properties** screen.
- 2 Click the **Port Settings** tab.
- 3 Click the **Advanced** button.
- 4 Look for the **COM Port Number** window.
- 5 Click the arrow to display available ports. Ports that are unavailable are marked "In Use."
- 6 Choose an available port with a number 1,2,3, or 4 and click **OK**.
- 7 Use the number to set up plotter codes.

## Install the USB Security Key (Hardlock)

- 1 Insert the USB Key (the black key with a green light on one end that says ROCKEY2 in white lettering). See figure 7. You can find your key in the case that has your software. It is titled Cutting & Design Software for the Creative Cutter.

**Figure 7**

- 2 This key will install automatically.

**WARNING!** This key must be inserted at **ALL** times when the program is in use! This key must also be inserted into the **SAME USB** port on your computer that it was installed on originally, otherwise you will encounter an error when trying to open or operate the program!

## Setting Up the Software

- 1 Start the Creative Cutter Program by double clicking on the Creative Cutter Icon on your Desktop. See figure 8.

**Figure 8**

- 2 When the **Start Up** window (figure 9) opens, press the **ESC** key on your keyboard. The **Welcome** screen opens.

**Figure 9**

- 3 Click the left-most image on the **Welcome** screen to open the **Sign page** box.



Figure 10

- 4 In the **Page** box, type the dimensions of the size of paper you plan to cut. For now, type **12** in the **Length** and **Height** boxes, and then click **OK**. The page dimensions you typed are saved for use in the future, and the **Workspace** screen opens. See figure 10.

**WARNING!** If the Security Key is not in place, the program will shut down!

## Configuring Toolbars and Software Settings

- 1 Click the **View** menu on the Pazzles Creative Cutter screen, and then click **Toolbars**. (Toolbar selections determine the toolbars that appear when you open Pazzles Creative Cutter.)
- 2 Click each of the following options to select them: **Standard bar**, **Tools bar**, **Selection bar**, **Manipulation bar**, **Zoom bar**. The toolbars you select are marked with a checkmark.

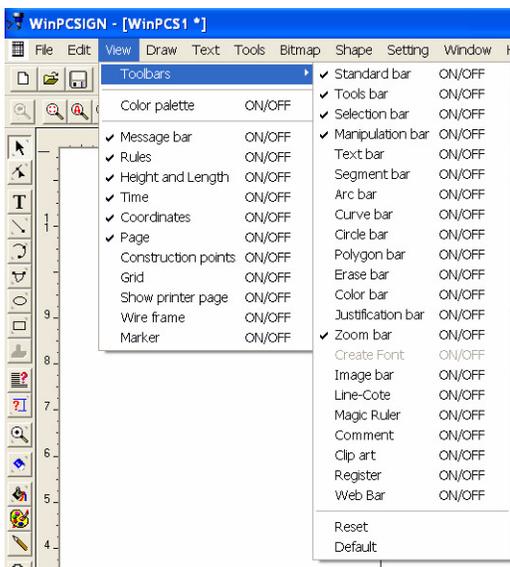


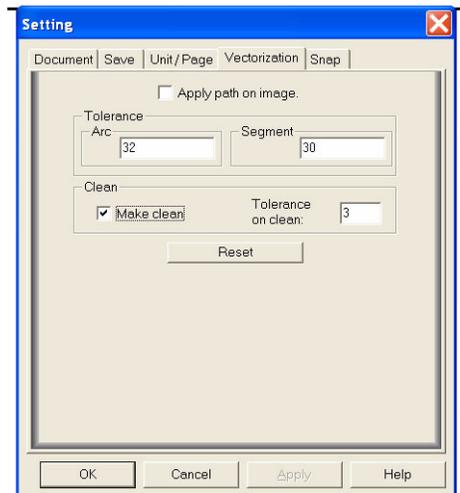
Figure 11

- 3 From the **View** menu, click **Grid** to select it. Turning on **Grid** is helpful in placing images by displaying small dots at 1-inch intervals on the Page screen.
- 4 Click the **Settings** menu, and then click **Grid** to open the **Setting** box.
- 5 In the **Setting** box, click the **Unit/Page** tab.

**6** Under **Unit of measurement**, click **inches**.

**TIP:** You can change the **Toolbar** and **Grid** settings at any time.

**7** Click the **Vectorization** tab, and then click the **Make Clean** box to check it.



**Figure 12**

Unless you reinstall the software, you should not need to make further changes to the Vectorization settings.

## Select the Plotter

- 1** Open Pazzles Creative Cutter.
- 2** Click **Settings**, and then click **Plotter Codes**. When you do, the **Setup Plotter** box opens.
- 3** Click **Add/Remove** and then select **Creative OM\_40** from the list of Active Plotters.
- 4** Click **Accept/Save**.

## Select the Port

- (Serial port) Try a test cut. (See “Determine the Port the USB to Serial Was Assigned To” on page 9.)
- (USB to Serial converter) In the **Port** box, click **COM port** and then select the one assigned (see “Determine the Port the USB to Serial Was Assigned To” on page 9). Try a test cut. (See “Determine the Port the USB to Serial Was Assigned To” on page 9.)

## Working With the Blade



**IMPORTANT:** The cutter is delivered with the blade inserted properly into the blade-holder unit.

### Characteristics of Properly Installed Blades

Take note of how far the blade is installed in the casing—a properly-installed blade is barely visible. When you replace the blade, be sure to push it in so that slightly less than 1mm (about 1/32") of the blade can be seen or felt.

Many factors affect the life of your blade.

- The weight of the paper being cut.
- The composition of the paper being cut.
- The experience of the person doing the cutting. The life of your blade will improve commensurate with the improvements to your technique that come with practice.

Proper adjustment and correct pressure will ensure you derive maximum longevity out of your blade.

### Replacing the Blade

Blades should be replaced when any of the following conditions occur:

- Cut quality suddenly gets worse.
- You must continue to increase pressure to get clean cuts.
- The corners and tight turns do not cut cleanly or are pushed in.



**NOTE:** This condition can also be caused by using too much pressure.

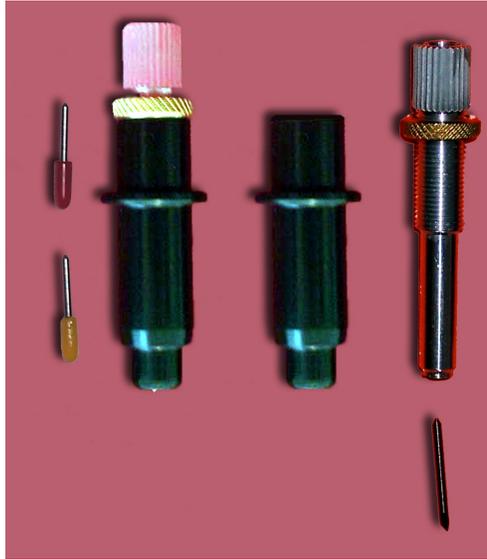
Use the following procedure when it is time to replace the blade.



**TIP:** Be sure to remove the yellow or red cap from the blade before inserting.

**1** For most common cutting tasks, choose the blade with the yellow cap. (Use the red-capped blade as a back-up blade or for vinyl and lighter weight papers)

**2** Loosen the gold washer from the blade casing and then remove the silver bladeholder from the blade casing. See figure 13 this depicts the Blade Holder together, and in pieces.



**Figure 13**

**3** Insert the blade into the silver holder as far as it will go. To avoid puncturing your skin on the blade, push the blade with your fingernail.

**4** Screw the bladeholder into the black plunger until the blade is barely visible and can barely be felt.

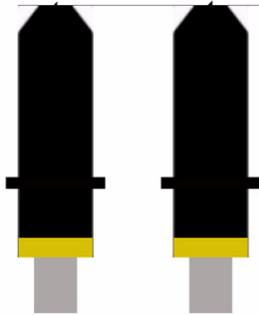
**5** Use the blade positioning guide show in Figure 14 to check the position of your blade. Place the blade next to the picture; the blade in the picture and your blade should match. Due to paper thickness and characteristics of individual machines, you may need to make minor adjustments after installing a new blade..

**6** Tighten the gold lock nut to hold the blade in place.



**TIP:** Keeping the silver bladeholder still while you tighten the gold washer can be tricky and might take some practice. See figure 14 to compare.

Blade Positioning Guide

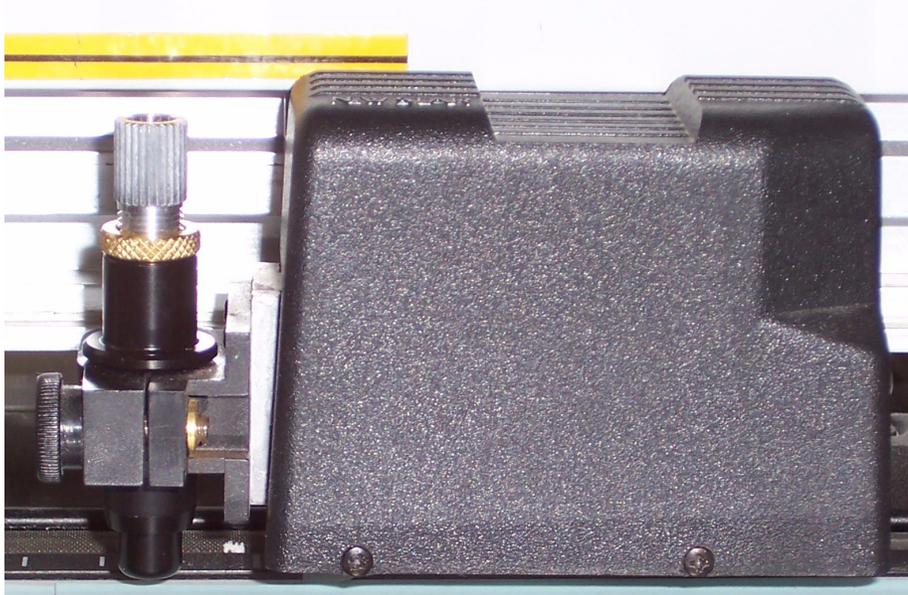


Blade should be no shorter than the figure on the left and no longer than the figure on the right.\*

\*For paper and medium weight cardstock.

**Figure 14**

**7** Loosen the thumbscrew on the blade carriage (the black box that slides on the silver rail). Insert the blade unit into the front opening of the blade carriage. See page 17, and figure 16.

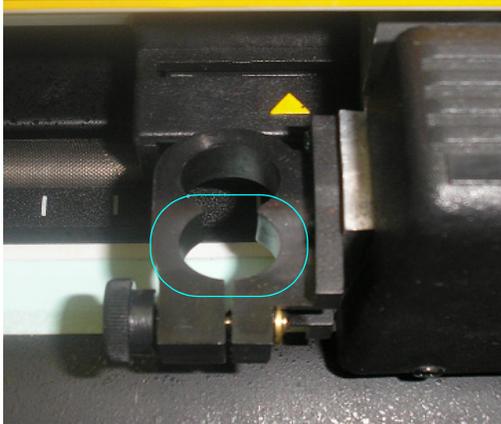


**Figure 15**

**8** While supporting the carriage with a finger, push in the bladeholder. When the blade-holder unit is inserted as far as it will go, tighten the screw.



**IMPORTANT:** Your blade holder needs to be inserted in the front hole of the blade carriage see figure 16 on page 17. Use the hole that is circled.



**Figure 16**

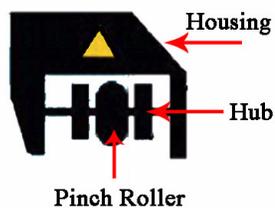
## Working With the Cutting Mat

The cutting mat helps the paper travel smoothly through the cutter. As with the blade, proper use and care of the cutting mat will increase the quality of your cuts and the life of the cutter.



**IMPORTANT:** Using a cutting mat beyond its useful life will result in poor-quality cuts. For tips on using and caring for your mat, see “Tips for Getting the Most From Your Blade and Mat” on page 20.

The two pinch rollers hold the mat place in the cutter, as shown in figure 17. Each pinch roller is composed of three parts: .



**Figure 17**

- A box-like housing that features a yellow triangle used for verifying the alignment of the pinch roller in the cutter
- Two hubs (wheel supports) on either side of the roller
- The roller, which is located between the two supports

## Pazzles Logo Mats.



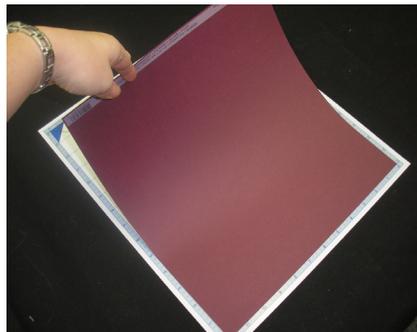
**Figure 18**

**9** Please take off your clear protective cover sheet before putting the paper on the mat. See figure 19



**Figure 19**

**10** Place your paper on the mat inside the blue border, on the sticky part of the mat. See figure 20 .



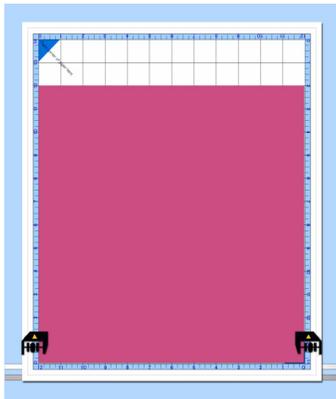
**Figure 20**

**11** Smooth your paper on the mat. See figure 21 .



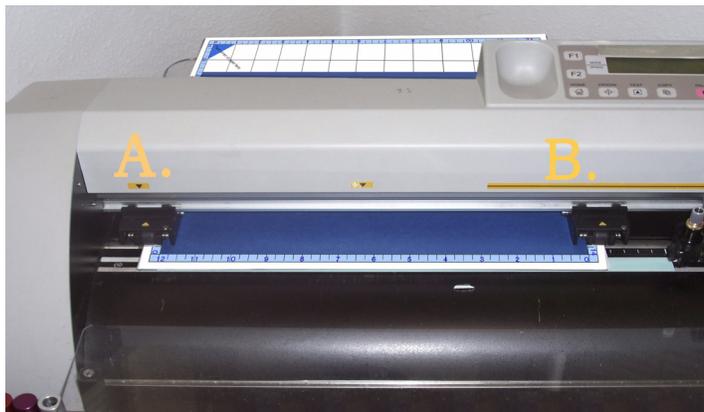
**Figure 21**

**12** See figure 22 for details on how to position your pinch rollers properly.



**Figure 22**

**13** Put mat into cutter when you are ready to cut. When inserted, the bulk of the mat should extend out the back of your cutter. See figure 23 .



**Figure 23**



**IMPORTANT:** The **left** pinch roller must always be lined up with one of the black triangle stickers (A.). The **right** pinch roller must always remain in the area of the black and yellow stripe (B.). See figure 23 on page 19.

- On the left and right sides of the paper, be sure that the inner hub (the one closest to the paper), tracks on the outside edge of the paper.
- On the front side of the mat, line up the front edge of the mat with the front edge of the cutting strip.

**14** Press **F4** watch for the size displayed on the Cutting Control Panel. True 12x12 papers should display as approximately 305-310mm. If a different number appears and exact centering of images on the page is important, remove the paper, measure it, and enter its true size on the workspace size field in the Pazzles Creative Cutter software. When the displayed size is correct, you are ready to make the cut.

## Tips for Getting the Most From Your Blade and Mat

### Caring for the Cutting Mat

When cared for properly, the adhesive on the cutting mat has a useful life of about 50-100 passes through the cutter. To get the best results from your mat, follow the care and usage guidelines.



**CAUTION:** The Pazzles Logo Mats **CANNOT** be recovered. Once they are worn out, you must replace the entire mat and throw the old one away.

- Do not over-extend the blade. You should barely be able to see or feel the blade.
- Use proper pressure when cutting.
- Store the mat flat and covered with protective sheet.



**IMPORTANT:** If you see heavy score marks in the adhesive, your blade is out too far or the pressure is too great.



**NOTE:** Humidity affects tackiness on the mat!

### Care and Usage Guidelines for Cutting Mats

- Cover the cutting mat with the clear sheet that covers the mat when you are not using it.
- Always store the cutting mat flat.
- If oil from your hands gets on the the mat, try to remove it with a lint roller or masking tape.
- Scrape bits of paper off the mat, using a scraper or old credit card.

- If lint or dust accumulates on the mat, try to remove it by patting rolled up packing tape over the mat.
- Rotate the mat as you use it. To prevent warping, alternate sides and shift the paper away from the edge.
- If a new mat's tack is too strong, pat the mat with your hands or with a piece of cardstock to dull the tack. Tack will lessen with use.
- If your pinch rollers routinely come into contact with the mat and become sticky, use UNDU adhesive remover on a toothbrush to remove the adhesive buildup.

### **How to Tell When You Need a New Mat**

- Your mat is warped, heavily scored, or won't lie flat.
- You have a new blade and your cutting quality is poor overall.
- Your design cuts fine in some places but not in others.
- Your mat no longer holds paper.



***IMPORTANT:*** Using a cutting mat beyond its useful life will result in poor-quality cuts.



# 3

## Basic Procedures for Using the Creative Cutter Pro

### Introducing the Cutting Control Panel

The Cutting Control Panel plays an important role in the success of your cutting projects. It's important you are familiar with the Cutting Control Panel and the settings you will apply to it. Refer to the information in this section as you use the cutter. See figure 24.

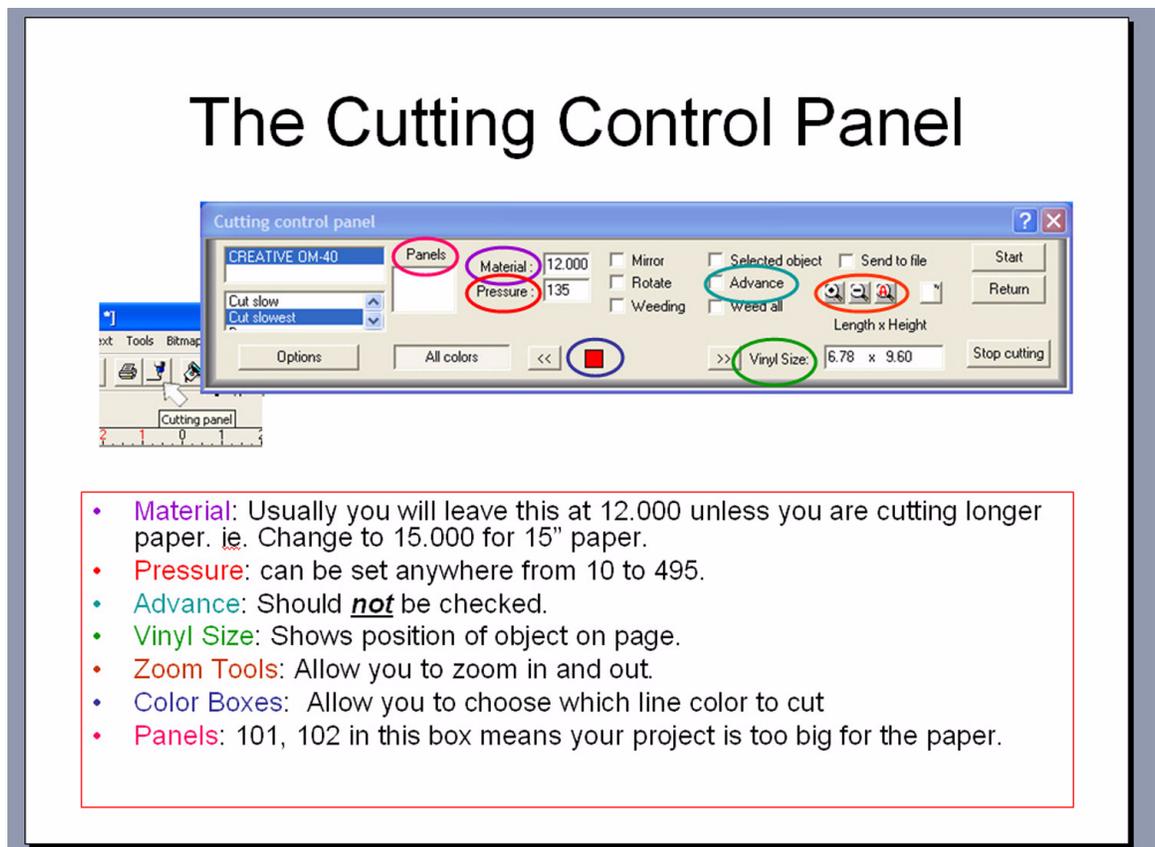


Figure 24

## **Settings for the Cutting Control Panel**

### **Material**

Usually set Material to 12.00. Change the setting if you are cutting wider paper. For example, when cutting 15" paper, change the setting to 15.00.

### **Pressure**

Set between 10 and 495.

### **Advance**

Leave clear (not checked).

### **Vinyl Size**

Shows the position of the object on the page.

### **ZoomTools**

Enables zooming in and out while within the cutting mode.

### **Color Boxes**

Enables you to select which line color to cut.

### **Panels**

If 101, 102 appears, indicates that your project is too big for the paper.

## **Starting and Using the Cutter**



***IMPORTANT:*** Before you begin, verify all software and hardware is installed and configured correctly. See chapter 2 and the previous section for details.

### **Step 1: Start the Cutter**

- 1 Turn on cutter by pressing the rocker switch on the left side of the machine.

- 2 Raise the pinch rollers by turning the black wheel on the right side of the cutter. (To locate the pinch rollers, look for the yellow triangle at the top of each roller.)



Figure 25

- 3 Position the paper horizontally on the mat with the top of the page rotated 90 degrees to the left. See figure 26.



**TIP:** Because the cutter cuts the top of the page on the left side of the machine, place the top of the paper on the left side of the mat.

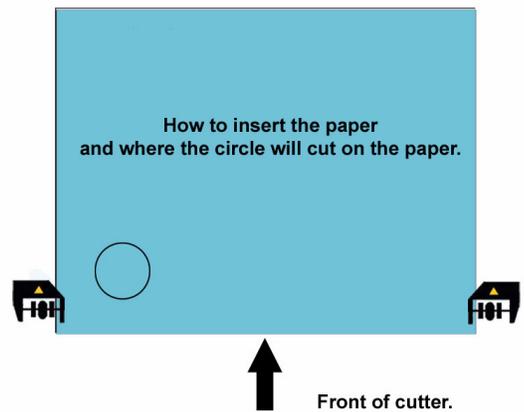
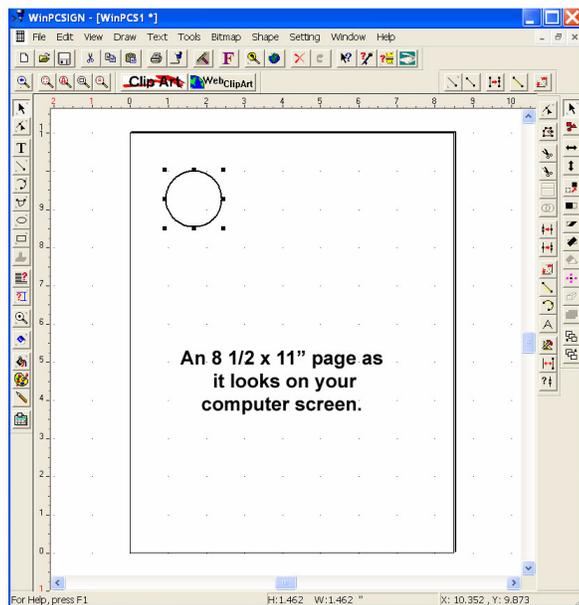


Figure 26

- 4 Insert the mat into the cutter. For detailed information, see “Pazzles Logo Mats.” on page 18.



**TIP:** If an Out of Pinch message displays on the Cutting Control Panel, check the alignment of the pinch rollers. The pinch rollers must align with a yellow arrow and the yellow bar.

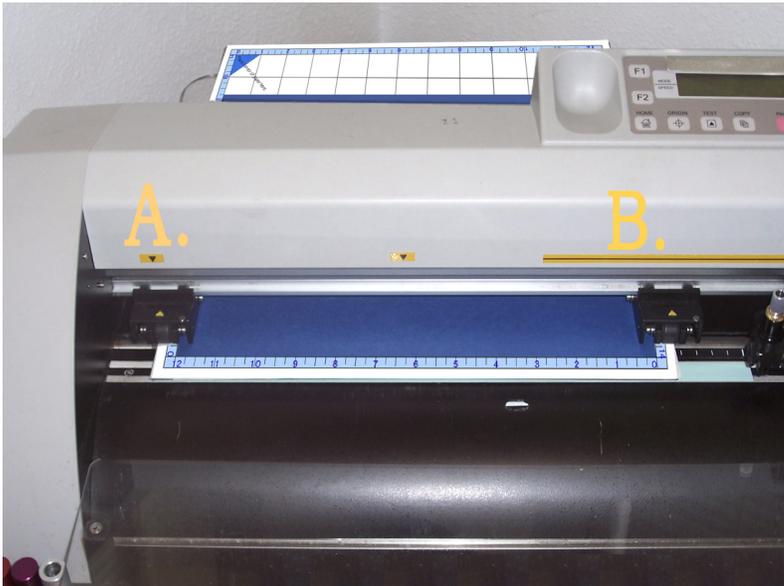


Figure 27

5 Lower the pinch rollers by turning the black knob on the right side of the machine towards you. Stop turning when the control panel displays the following message:



Figure 28

6 Press **F4** on the control panel until the panel message reads “Checking Size.” This means the cutter is measuring the width of the paper.

- Press **F1** until the control panel displays the message CUT 4, which is the paper-cutting mode.



Figure 29

## Step 2: Start the Software

- Open Pazzles Creative Cutter (see “Installing and Starting the Software” on page 8).
- Click the left-most image on the Welcome screen to open the **Sign page** box.

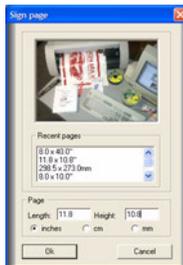


Figure 30

- Type the exact length and height of the paper you are cutting in the appropriate boxes and then click **OK**.
- On the Pazzles Creative Cutter menu, click **Draw** and then click **Circle**. When you do, the cursor changes to a plus sign.
- In the blank page on your screen, click the cursor about one inch inside and down from the upper-left corner.

- 6 Hold down the mouse and drag the cursor to draw a circle about the size of a quarter. Your screen should look similar to this:

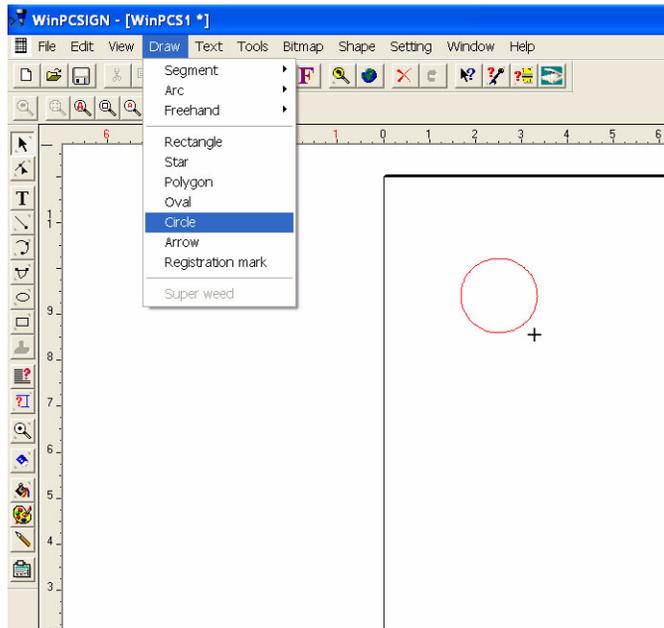


Figure 31

### Step 3: Make the Cut

- 1 Position the paper onto the mat and load it into the cutter. For test cuts, use lightweight (65 lb.) paper. For detailed instruction on loading the paper, see “Puzzles Logo Mats.” on page 18.
- 2 On the Puzzles Creative Cutter menu, click the **Cut Panel** icon to open **Cutting Control Panel** window.

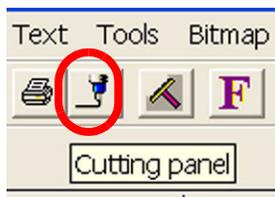


Figure 32

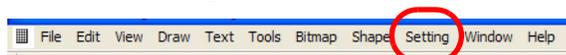
- 3 On the **Cutting Control Panel** window, make the following selections:

For this option	Make this selection	Notes
Cutting speed	Slowest	As you gain experience with the cutter, increase the cutting speed. The maximum recommended speed is MED.
Advance	Clear the box	Clear any boxes that are checked.
Pressure	145–165 (for 65 lb. paper)	See “Tips for Determining Proper Pressure” on page 30.

- 4 Verify that the wheels are lowered and that you have measured the paper (see Step 1, #4 on page 25) and are using CUT 4 mode.
- 5 On the Cutting Control Panel, click **Start** to initiate the cut. If cutting does not start, see “Setting Up the Software” on page 11.
- 6 Examine results; continue to test various pressures until the cut is satisfactory. For more information, see “Tips for Determining Proper Pressure” on page 30.

## Change the Page Size

- 1 Click **Setting** from the menu bar at the top of the screen.



- 2 From the Setting menu, click **Page**. See figure 33.

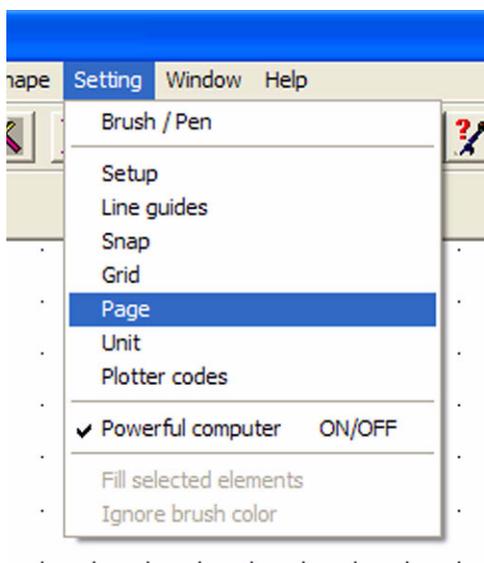


Figure 33

- 3 Change the page size. See figure 34.
- 4 Click **OK**.

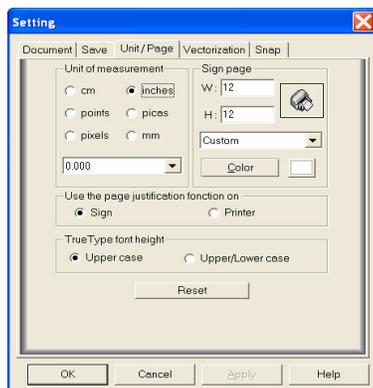


Figure 34

## Tips for Determining Proper Pressure

The way the blade is inserted in the blade holder, various types of papers, and differences in humidity and blade length can all affect the pressure required for a good cut. Although the pressure setting is usually between 100 and 350 gms, it can go as high as 495. Use these tips to determine the pressure needed for successful cutting.

- You must test for proper pressure each time you replace the blade.
- Pressure is too high if the blade deeply scores the mat or if the paper bunches up and tears.
- Pressure is too low if the paper does not cut completely.
- If you are cutting 65 lb. paper and require pressure under 135 for a good cut, it is possible that the blade is out too far. Reinsert the blade so that it is barely visible and can barely be felt, and then increase the pressure.
- Once you determine a good pressure for 65 lb. (light cardstock) paper, use that pressure as a baseline for other types of papers. For example, if a pressure of 165 works well for 65 lb. (light cardstock) try 90-110 for text-weight paper and 185-225 for heavy-weight paper.
- You will develop a “feel” for the right pressure with experience. Don’t be afraid to experiment to see what works best.



**WARNING!** While you are learning how to use the cutter, refrain from trying to cut heavy cardstocks and fibrous papers. Practice using smooth medium weight (65 lb) cardstocks and text weight papers. Keep in mind that fibrous paper will drastically shorten the life of your mat and your blade.

## Fixing Problems That Occur During Cutting



**WARNING!** If you experience a problem, do not yank the paper out and do not force the carriage to move. If necessary, turn off the cutter to remove the paper and move the carriage.



**TIP:** For more troubleshooting techniques, see “Troubleshooting Guide” on page 139.

## Canceling a Cutting Job

If something goes wrong while you are cutting, use the following procedure to cancel the cutting job and start again.

- 1 Press the **Pause** button on the Cutting Control Panel to stop the cutting job.
- 2 Simultaneously press both the **RESET** and the **ENTER** buttons on the Cutting Control Panel. When you do, the control panel screen displays “Reset cutter?”.
- 3 Click **F2** (Yes) to reset the cutter.
  - If the cutter resets, restart the cutting job. Be sure to press the **F1** button to set the cutting mode to CUT 4.
  - If the cutter does not reset, turn off the cutter, wait about 45 seconds, and turn it back on again. Then, restart the cutting job.

## **HPGL Error**

If an HPGL Error message appears, try the following procedures to clear the error and start again.

- If the error appears when you stopped the cutting process, press the **NEXT** button on the cutter.
- If pressing **NEXT** does not work, turn off the cutter, wait a few minutes, and turn it back on again.
- If the error appears after re-starting the cutter, check the pressure setting. Pressure settings cannot exceed 500.
- If the error continues to display, check all connections between the cutter and the computer.

## **Cutter Starts to Cut Poorly**

If the cutter was working fine and then seems unable to cut through paper, try these procedures:

- Increase the pressure setting. Pressure can be set as high as 495. See “Tips for Determining Proper Pressure” on page 30.
- Try reducing the pressure. Using too much pressure can cause poor cuts, especially in tight corners.
- Press down several times on the silver tip of the blade holder. Do this while the blade is inserted in the carriage. Sometimes a minuscule piece of paper or dust can keep the mechanism from moving freely.
- Re-insert the blade. Blades occasionally move a slight bit in the blade holder, and even the tiniest change can affect pressure.
- Clean the mat. Scrape off any bits of paper and remove bits of lint.
- Are the cutter platforms installed? The platforms prevent the mat from drooping which will cause poor cutting especially at the edges of the mat.
- Replace the mat. It might be warped or have too many layers of adhesive.
- Replace the blade. It might be worn from use, it might be damaged from a paper jam or from cutting heavy or unusual material, or it might be defective.



# 4

## Creative Cutter Tutorials

The four projects in this chapter provide you an opportunity to learn all the Creative Cutter techniques you'll use the most—and each project takes less than an hour to complete!

All projects assume you have already installed and set up the cutter and the cutter software. If not, return to chapters 2 and 3.

Tutorial 3 and Tutorial 4 use advanced skills and can be completed in any order after you are comfortable with the skills taught in Tutorial 1 and Tutorial 2.

### Tutorial 1: Import a Graphic File, Add a Shadow Mat, and Fill a Page With Multiple Images

#### Import the Graphic File and Open the Software Program

##### Step 1: Insert the Images CD

- 1 Insert the CD shown (figure 35) into your computer's CD-ROM drive.



Figure 35

If the window shown in figure 36 opens, click the red X to close it.



Figure 36

## Step 2: Open the Pazzles Creative Cutter Program

- 1 Double-click the icon your desktop screen. See figure 37.



Figure 37

- 2 Press the **ESC** key on your computer keyboard when you see the Welcome screen.
- 3 In the next window. Click the **Create New Document** image. See figure 38.



Figure 38

## Find and Import an Image

- 1 In your Pazzles Creative Cutter program, click on FILE on the top left corner.
- 2 From the list select IMPORT, then click on IMAGE from the list that pops out to the right.
- 3 Locate your CD drive under My Computer. To see all locations on your computer, click the arrow by the **Look in: My Computer** box. See figure 39.

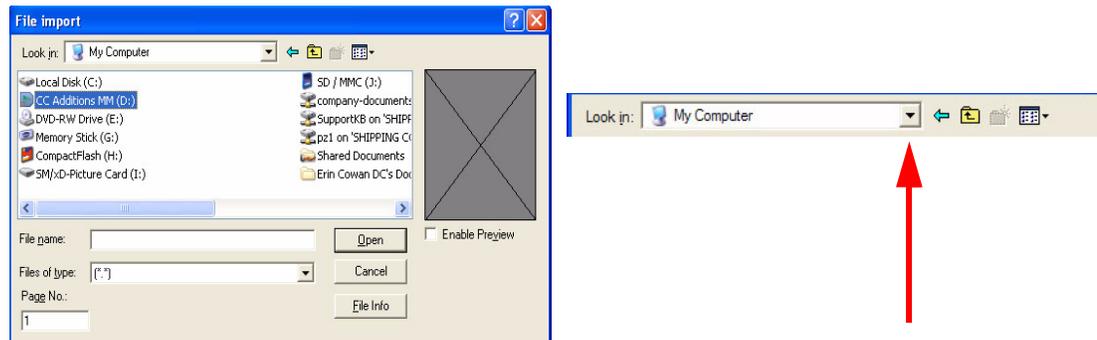


Figure 39

- 4 Double-click on the CD drive.
- 5 Double-click on the **sampleprojects05** folder. See figure 40.

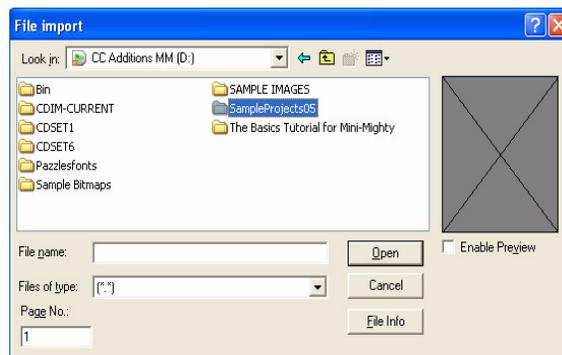


Figure 40

- 6 Select any file by clicking on it. For this project, we are using a file called Butterfly05.

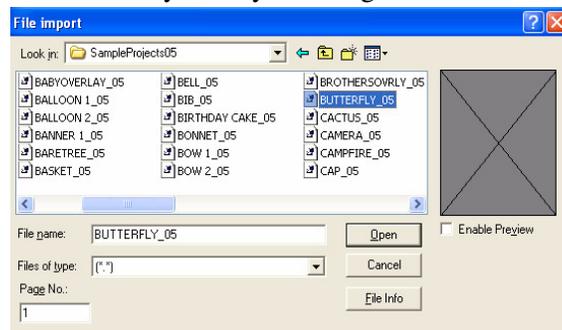


Figure 41

- 7 Click **Open**. The image you selected appears on an 12x12 page.

## Create a Shadow Mat for the Image

- 1 To apply changes to an image, you first must select the image. To do that, click **Tools** on the menu bar at the top of the screen, and then click **Select All**. See figure 42.

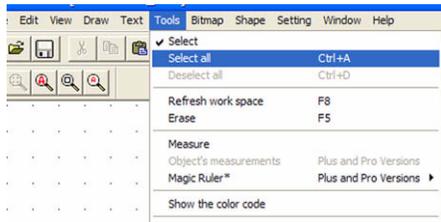


Figure 42

- 2 Small boxes surround the image to show it has been selected. Click **Tools** again and then click **Outline** to open the **Transformation** box. See figure 43.

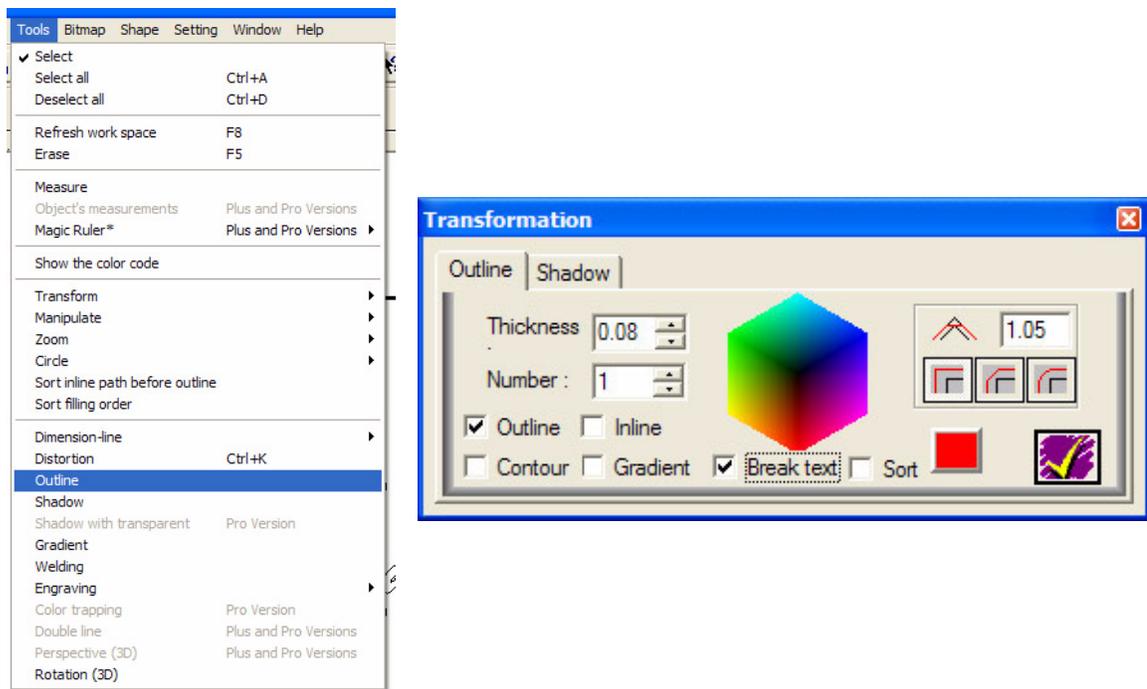


Figure 43

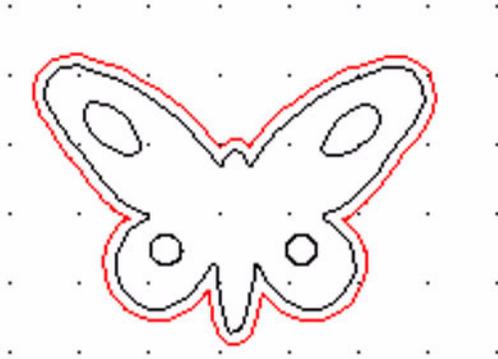
- 3 Make the following selections in the **Transformation** box:

For this setting	Enter this value	Notes
Thickness	0.08	In most cases, widths are between 0.02 and 0.10.
Number	1	The <b>Number</b> setting specifies the number of outlines. Three is the maximum possible.
Outline	Click the box to select it.	Unless you are outlining text, leave all other boxes blank. If you are outlining text, click <b>Break Text</b> .



**TIP:** To change a selection, click the **Undo** button .

**4** When you are finished making selections, click the yellow check mark at the lower-right of the **Transformation** box. As shown in figure 44, the color of the image's outline changes to the color you selected.



**Figure 44**

## **Multiply the Image and Fill the Page**

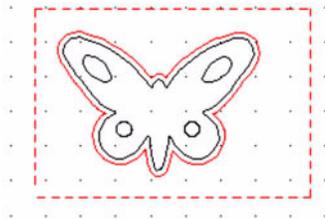
### **Step 1: Select and Position the Image**

Use the **Select Elements** tool to select both the butterfly image and its outline. .



**TIP:** **Select Elements** is the tool you will use the most.

**1** To select the image and the outline, hold down the mouse button as you drag the mouse to the right and down to create a box around the entire image. Drag a big box to be sure that the entire image can fit inside. Imagine you are throwing a net around the image to catch all the parts. See figure 45.



**Figure 45**

2 Release the mouse button. When you do, little boxes appear around the image to show it has been selected, as shown in figure 46.

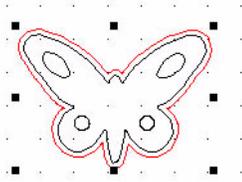


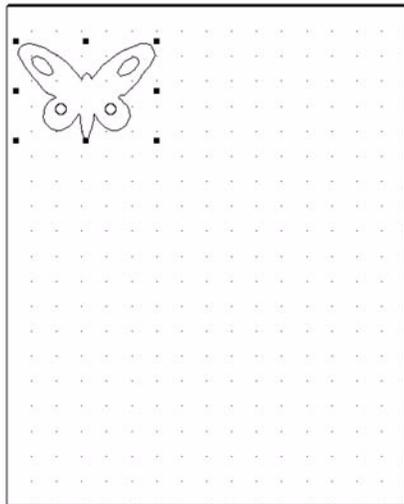
Figure 46

3 To move the image, move the mouse over it until the cursor changes to the **Move** icon, which looks like two crossed arrows. See figure 47.



Figure 47

4 Click the mouse button, hold it down, and drag the image to the location where you want to place it on the page. For this project, place it about 0.5 inch down and 0.5 inch from the left. Your page should resemble figure 48.



Click a corner box to resize the image.

Figure 48

5 Resize the image. Using the **Select Elements** tool, click one of the corner boxes. Then, hold down the mouse button and drag it in or out to resize the image.

## Step 2: Multiply the Image and Fill the Page Across

1 Make sure the image is still selected (it should be surrounded by little black boxes) If it is not selected, click **Tools** and then click **Select All** to select it.

- 2 Right-click on the screen. On the menu that opens, click **Multiply**.

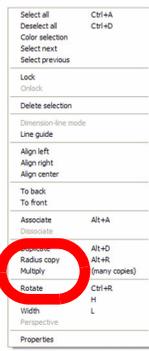


Figure 49

- 3 In the **Number** box on the **Multiply selected elements** window, type the number of copies needed to fill the page across (side-to-side).

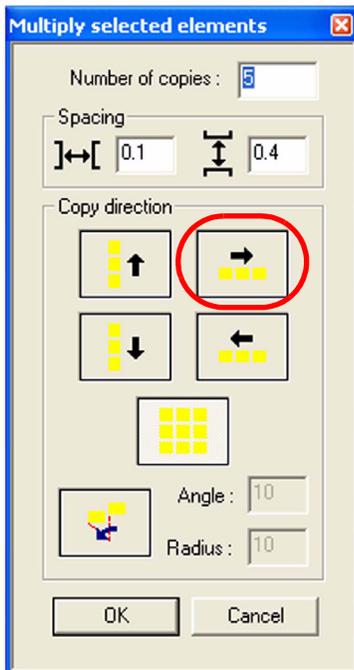


Figure 50

- 4 Set spacing values or leave the settings as-is.
- 5 For **Copy direction**, click the right-pointing arrow.
- 6 Click **OK**. The images appear across the page, as shown in figure 51.



**TIP:** If you make a mistake or must change the number of copies, click the **Undo** button .

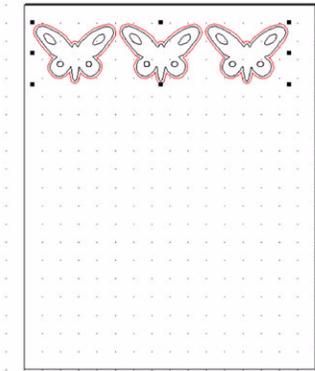


Figure 51

### Step 3: Multiply the Image and Fill the Page Down

- 1 Go to the **Tools** menu and click **Select All**. Small boxes surround the images on the page, showing that all of them are selected. (If you prefer, you can use the **Select Elements** tool to select all the images on the page. Click the tool and then use it to drag a box around all of the images.)
- 2 Right-click on the workspace and click **Multiply** on the menu that opens.
- 3 Type in the number of rows you think will be needed to fill the page.
- 4 Click the **down** arrow for **Copy direction**.

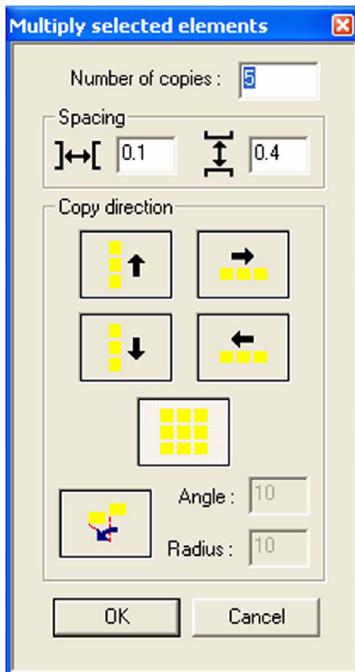
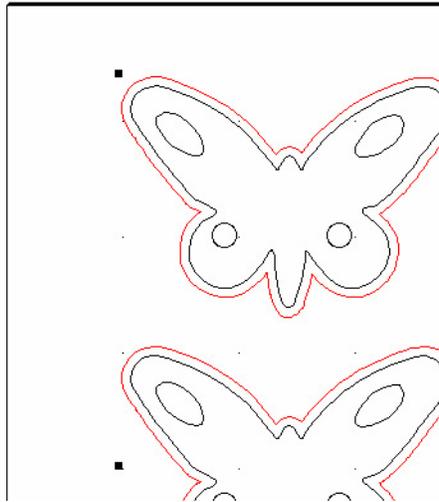


Figure 52

- 5 Click **OK** to fill the page with the image, as shown in figure 53.



**Figure 53**



**TIP:** If you have too many or not enough images, click **Undo**  and start over.

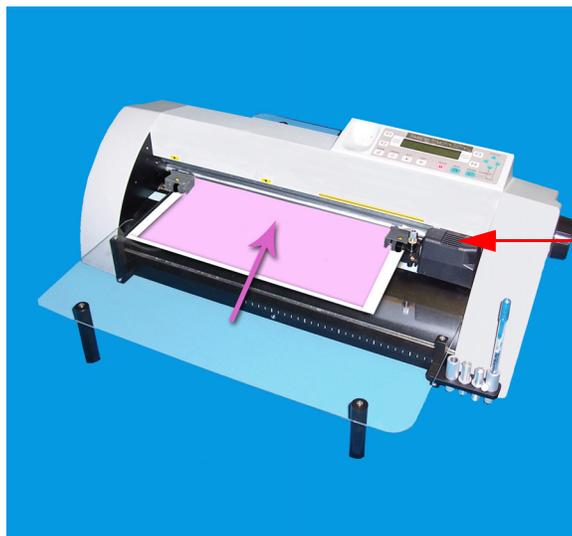
## Cut the Project

### Step 1: Prepare the Cutter and the Paper

- 1 Place a 12x12 paper on the cutting mat.
- 2 Check that the arrow on the left pinch roller is lined up under the left arrow sticker on the cutter. If it is not, do not adjust the left roller. Instead, move the paper under the roller to the proper position. See figure 54.



**TIP:** The right roller can be adjusted to any place within the area represented by the yellow and black stripe. This allows for different-sized papers.



The blade carriage can be pushed out of the way. Just slide it all the way to the right.

**Figure 54**

- 3 Verify that the front edge of the paper is 1 inch in front of the rollers. This will align the mat along the front of the green cutting strip on the cutter.
- 4 When the paper is positioned correctly, turn the black wheel, (located on the right side of the cutter) towards you. This lowers the rollers so they can hold the paper as it moves.
- 5 Turn the Creative Cutter on, using the rocker switch on the left side of the machine. Wait for the machine to initialize. It is ready when you see the screen shown in figure 55.



Figure 55

- 6 Press the **F4** button (next to the word SCRAP). The machine then measures the paper by moving across and back again.
- 7 Verify that the next screen looks like figure 56. If CUT 1 is in the upper-left corner of the window, press **F1** until you see CUT 4. The Creative Cutter is now ready to cut the project.

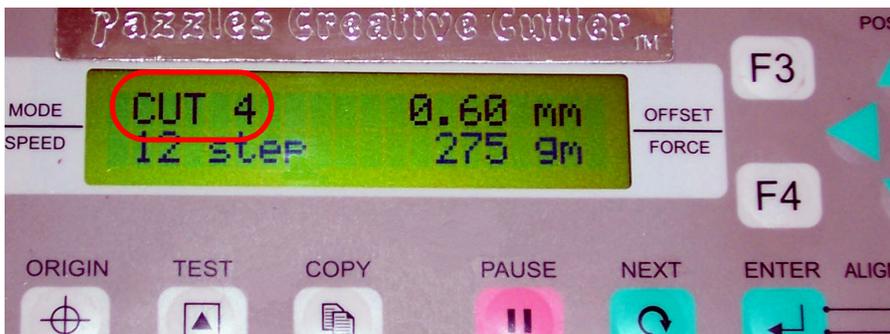


Figure 56



**TIP:** CUT 4 is the paper-cutting mode. If your cuts are not clean, check this setting.



**IMPORTANT:** Properly positioning the paper is very important. Study the instructions in the previous sections carefully to prevent cutting off the tops of your projects.

**Step 2: Make the Cut**

- 1 Open the Cutting Control Panel (figure 24 on page 23) by clicking the **Cutting Control Panel** icon. 
- 2 Make the following settings on the Cutting Control Panel.

<b>For this setting</b>	<b>Enter this value</b>	<b>Notes</b>
Speed	Slowest	Start with the slowest when first learning. Most projects will be done on slow or medium.
Panels	Leave blank	If you see 101, 201, your project is larger than 12x12.
Material	Use 12.00 for all papers that are 12" and under.	Reflects the size of your paper.
Pressure	For medium-weight cardstock, try 185.	Depends on the thickness of your paper and the blade length.  To change the pressure, highlight the number and type in the new pressure.
Advance	Leave blank.	If the box is checked, clear it.
Color Select boxes	Click the <b>black</b> box.	Selects only the black cutting lines

- 3 Press **Start** to begin cutting.
  - If the cut is good: **Hooray!**
  - If you are unhappy with the cut, insert another piece of paper, adjust the pressure up or down, and cut again.

**Pressure Adjustments**

- If the blade cuts all the way through but the stop and start points do not meet OR the paper is bunched up in the corners, the pressure is too high. Decrease it.
- If the blade does not cut through the paper, increase the pressure.



**IMPORTANT:** Do not be afraid to raise the pressure. It is perfectly acceptable to cut some cardstocks at 375.

## **Cut the Shadow Mat**

### **Step 1: Cut the Shadow Mat Pieces**

- 1** Put another piece of paper on the cutting mat for the shadow mats.
- 2** Insert the mat with paper into the cutter. See “Cut the Project” on page 41.
- 3** Open the Cutting Control Panel by clicking the **Cutting Control Panel** icon.
- 4** On the Cutting Control Panel, click the **red** box to select **Shadow/Outlines**.
- 5** For Speed, click **Slowest**.
- 6** For **Pressure**, if you are using the same weight paper, keep the pressure the same as the previous cut.
- 7** Click **Start**.

### **Step 2: Separate the Shadow Mat From the Image (Optional)**

- 1** Click the **Select Elements** tool.
- 2** Right-click on the workspace and click **Color Selection** from the menu.



**TIP:** Turn **Color Selection** off by de-selecting it in this menu.

- 3** Click directly on the outline. When you do, everything in that color is selected.
- 4** Move the arrow over the image until the arrow changes to a cross (the **Move** tool).
- 5** Click and hold down the mouse button as you drag the outline away from the image.

**Congratulations: you're done!**

## Tutorial 2: Create a Title With Connected Letters, Add a Graphic, and Create a Shadow

### Create your title

#### Step 1: Prepare the software

- 1 Open Pazzles Creative Cutter. See “Step 2: Open the Pazzles Creative Cutter Program” on page 34.
- 2 Click the **Create New Document** image. See figure 57.



Figure 57

- 3 Set up to cut a 12x12 paper.

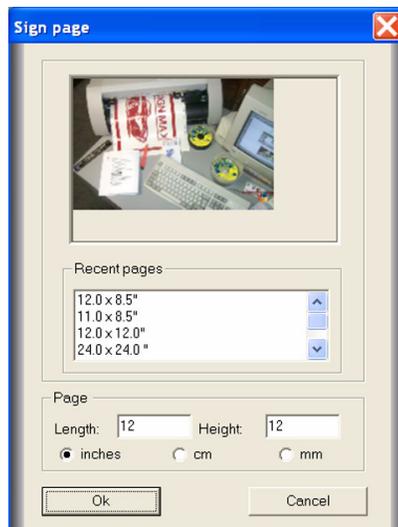


Figure 58



**TIP:** These measurements will be saved in the **Recent pages** window so that next time you can easily select this size.

4 Your workspace should look like this:

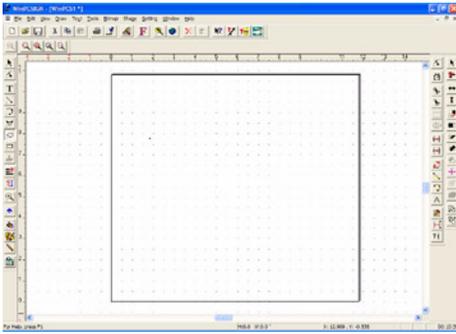


Figure 59

5 Verify you have the most-used toolbars selected. To check, click the **View** menu, and then click **Toolbars**. Select **Standard**, **Tools**, **Manipulation**, **Selection** and **Zoom**.

## Step 2: Type the Title

1 To type a word, first click on the **Text** tool .

2 The rectangle on the workspace represents the paper. Click within the rectangle to select a location, and begin typing the word. A black line appears where you clicked on the page.

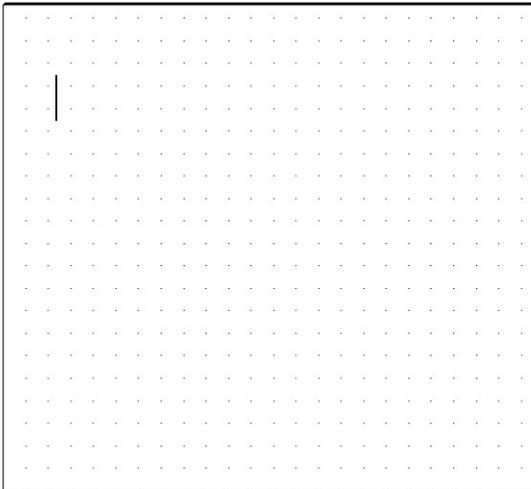


Figure 60

- 3 Type the word **Summer**.

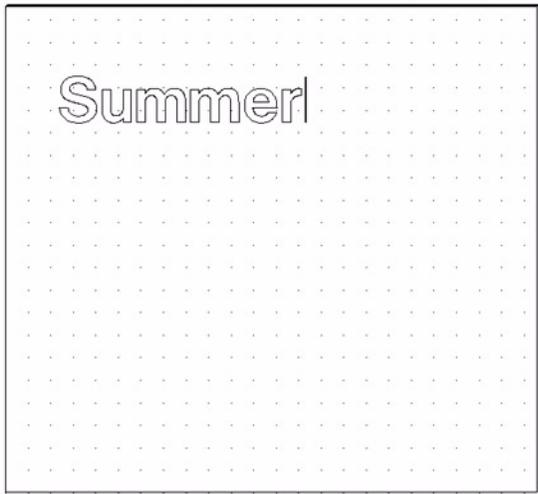


Figure 61

- 4 Click the **Select Elements** tool.  It appears as a black arrow on the screen.



**TIP:** You will use the **Select Elements** tool often to select objects and to move them.

- 5 Click the word with the **Select Elements** tool. Small black squares appear around the word to indicate that it is selected:



Figure 62



**TIP:** When you click on a typed word, the whole word is selected, not just the letter you clicked on.

- 6 Choose a different font. Start by clicking the **Font** icon. 

- 7 Click the **Cutting** button and scroll through the font choices until you find **Brush Script**.

- 8 Type **2** in the **Height** box and then click **OK**.

Figure 63



**TIP:** Click the **TrueType** button to see *all* the fonts you have installed on your computer!

### Step 3: Connect the Letters

1 To make it easier to see your work, zoom in on the word. To do that, find the **Zoom** toolbar and click the **Zoom Selected** icon. See figure 64.



Figure 64



**TIP:** Make sure your word is still selected. Click on the word with the **Select Elements** tool.

2 Click **Text** in the menu bar at the top of the screen.

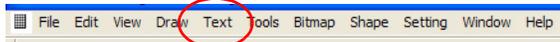


Figure 65

3 From the **Text** menu, click **Visual Text Spacing**.

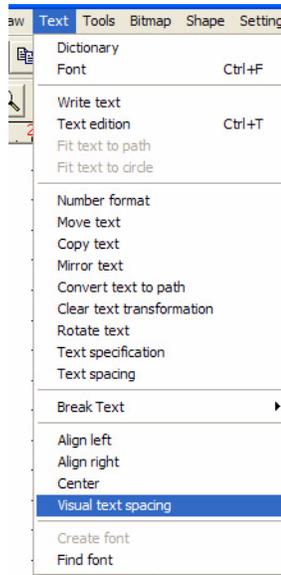


Figure 66

Note that there is an arrow pointing to the right. There are also small boxes below each letter.

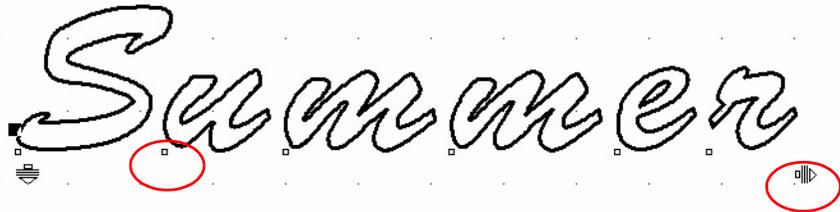
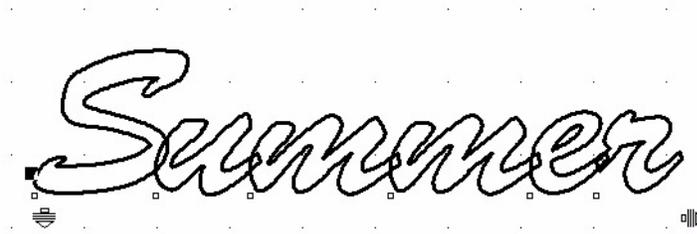


Figure 67

4 Click the arrow pointing to the right. Then, hold down the mouse button and drag the arrow to the left. Watch how the little boxes move as you drag the arrow.



Figure 68

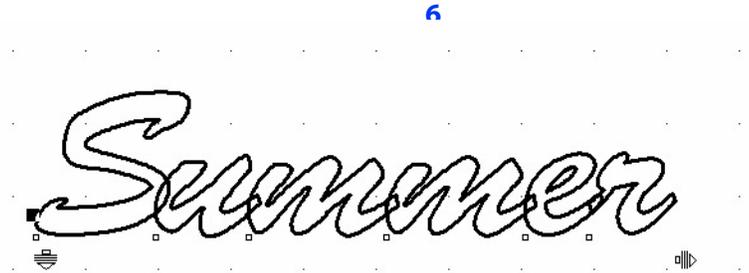


5 Release the mouse button and watch as the letters move to the location represented by the little boxes. See figure 69.

Figure 69

To weld the letters into one complete word, the letters must overlap as shown in figure 70. Continue to adjust your word by moving the arrow left or right until your word looks like the one shown.

Figure 70

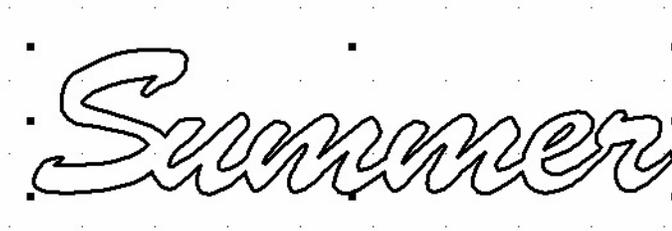
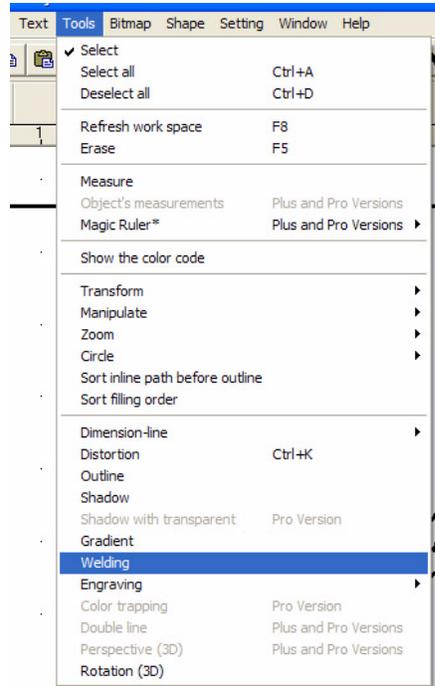


**TIP:** You can adjust individual letters by selecting the box below a letter and moving it with your mouse.

7 Click the **Select Elements** tool  and then click the word to select it.

**8** Click on **Tools** and select **Welding**.  
The overlapping letters weld together.

**Figure 71**



**Figure 72**

**Congratulations! You just made your first title!**

## Cut Your Title

### Step 1: Select the Inside and Outside Part of the Word



**TIP:** Before typed text is welded, you can select it by clicking anywhere on the word. All parts inside and out will be grouped together with one click. After you weld the word, the inside and outside parts are separate and you must select both the inside and outside parts. Be sure to select all the parts. If you don't, you will leave pieces behind when you move the word.

- 1 To select both the inside and outside parts of your word, click on the **Select Elements** tool. 
- 2 Click a spot on the workspace that is above and to the left of the word. Hold down the mouse button as you drag the mouse to the right and down to create a box around the entire word.



**TIP:** Drag a BIG box! You must drag a box big enough to fit the entire word inside. Otherwise you may not get all the parts.

Click here



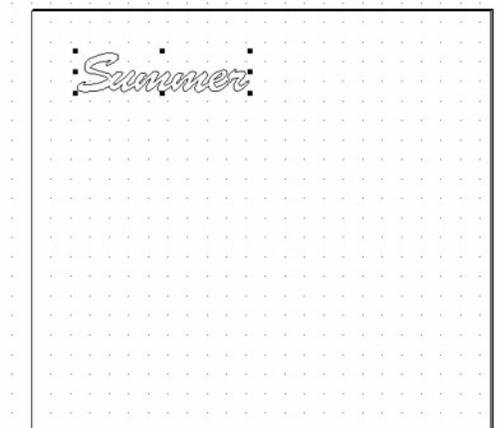
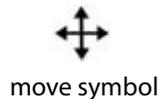
**Tip:** Think of this as throwing a net around the word to catch all the parts.



Release the mouse button and little boxes will appear around the word to indicate it is selected.

**Figure 73**

- 3 Position the word:  
To move: Move the mouse over the word until the arrow changes into a cross symbol.  
Place the word approximately 1" down from the top and 1" in from the left side of the page. Click the mouse button, hold button down, and drag the word to the proper location on the page.



**Figure 74**

4 Place a 12x12 paper on the cutting mat.

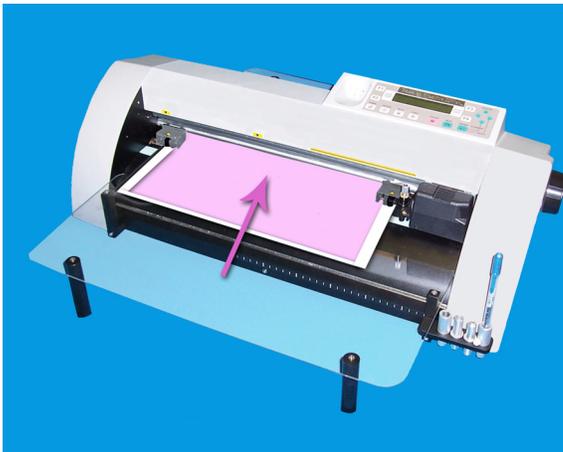
5 Insert a 12x12 paper (on mat) into the Creative Cutter. Make sure that the arrow on the left pinch roller is lined up under the left arrow sticker on the cutter.



**TIP:** You usually do not need to adjust the left roller. Move the paper under the roller to the proper position.



**TIP:** The right roller can be adjusted to anyplace within the area represented by the yellow and black stripe. This allows for different size papers.



The Blade Carriage can be pushed out of the way. Just slide it all the way to the right.

Figure 75

6 Verify that the front edge of the mat is aligned with the front of the green cutting strip.

7 Once the paper is positioned properly, turn the black wheel located on the right side of the cutter towards you. This lowers the rollers so they can hold the mat as it moves.

8 Turn the Creative Cutter on, using the rocker switch on the left side of the machine. Wait for the machine to initialize. The machine is ready when you see the screen shown in figure 76.

9 Press **F4** (next to the word SCRAP). The machine then measures the paper by moving across and back again.



Figure 76

10 The next screen should look like figure 77. If Cut 1 is in the upper-left corner of the window, press the **F1** button until you see CUT 4.



**TIP:** CUT 4 is the paper cutting mode. If your cuts aren't clean, verify that you didn't skip step 10 on page 52.



**Figure 77**

The Creative Cutter is now ready to cut the project.



**TIP:** Proper positioning of the paper is VERY important! Study these instructions carefully to prevent cutting the tops off of your projects.

## Step 2: Make the Cut

- 1 Open the Cutting Control Panel by clicking the **Cutting Control Panel** icon. 
- 2 Make the following settings on the Cutting Control Panel.

For this setting	Enter this value	Notes
Speed	Slowest	Start with the slowest when first learning. Most projects will be done on slow or medium.
Panels	Leave blank	If you see 101, 201, your project is larger than 12x12.
Material	Use 12.00 for all papers that are 12" and under.	Reflects the size of your paper.
Pressure	For medium-weight card-stock, try 185.	Depends on the thickness of your paper and the blade length.  To change the pressure, highlight the number and type in the new pressure.
Advance	Leave blank.	If the box is checked, clear it.

3 Press **Start** to begin cutting.

- **If the cut is good—Hooray!**

- If you are unhappy with the cut, close the **Cutting Control Panel** window and go back to Step 3. Move the title to another spot on the page.



**TIP:** If the blade cuts all the way through but the stop and start points don't meet OR the paper is bunched up in the corners, the pressure is too high. If the blade does not cut through the paper increase the pressure.



**TIP:** DO NOT BE AFRAID TO RAISE THE PRESSURE! It is perfectly acceptable to cut some cardstocks at 375.

## Add a Graphic to the Title

### Step 1: Prepare the Software

- 1 Close the **Cutting Control Panel** window by clicking on the red X. 
- 2 Do not close the Summer page. You will be adding a graphic to the word.
- 3 Insert the Sample Cutting Images CD into the CD-ROM drive of your computer.



Figure 78

- 4 If the window shown in figure 79 opens, click the **red X** to close it.

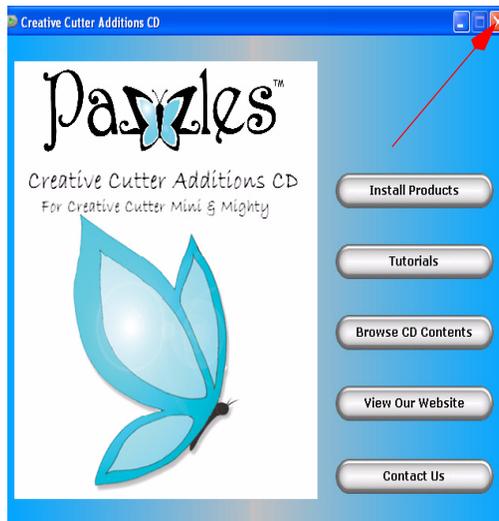


Figure 79

## Step 2: Import a Graphic

- 1 Click **File** at the upper-left corner of the menu bar at the top of the Win PCSIGN screen.

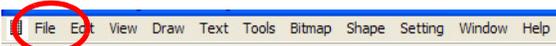


Figure 80

- 2 Click **Import** then **IMAGE**.

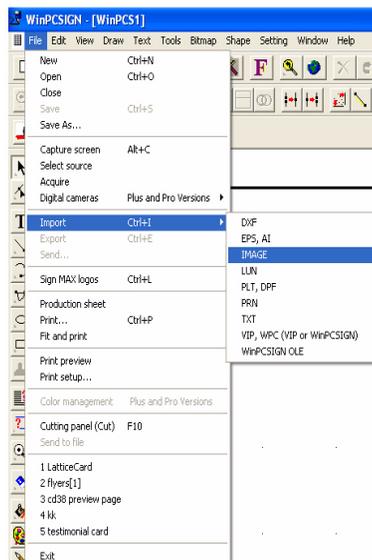
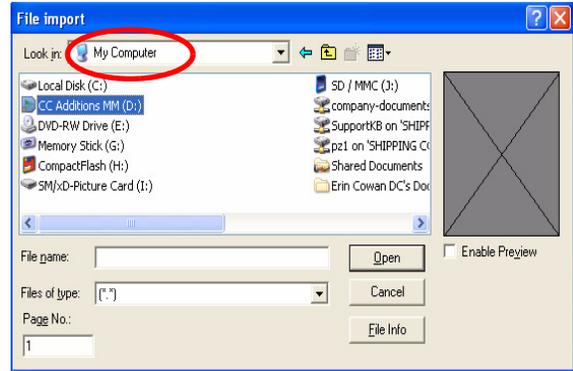


Figure 81

- Find your CD drive under MY COMPUTER.

Figure 82



**TIP:** Click on the arrow button by the window to see more locations on your computer.

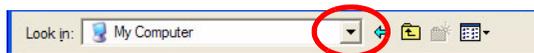
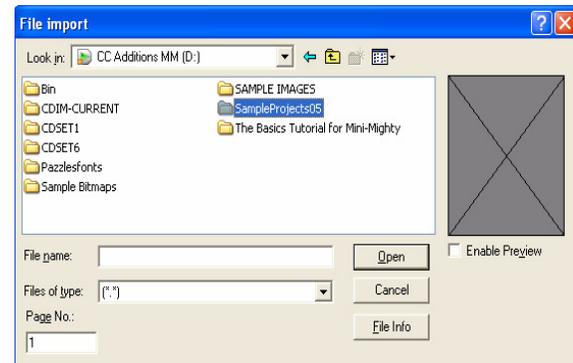


Figure 83

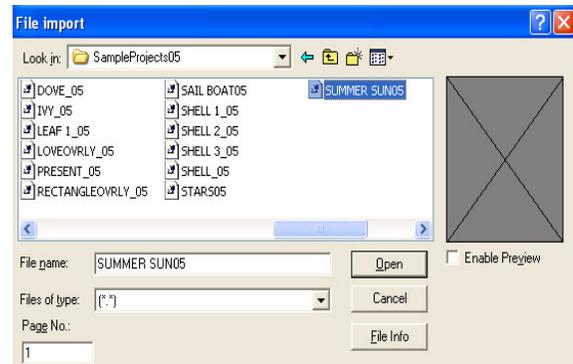
- Double-click on the CD drive.
- Double-click the **sampleprojects05** folder.

Figure 84



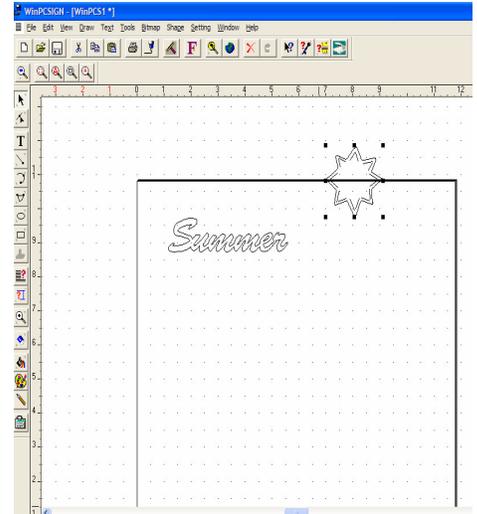
- Double-click the **Summer Sun05** file.

Figure 85



The Summer Sun image then appears on the page, as shown in figure 7.

Figure 86



### Step 3: Move and Edit the Graphic Image

7 Resize the sun if needed by clicking on a corner box. While holding the mouse button down, push in or pull out to resize the sun.

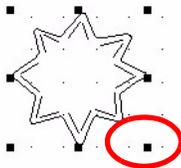


Figure 87

### Weld the Title and the Image

1 Move the summer sun image so that it overlaps the Summer title.



**TIP:** To move the image, hover over the **Select Elements** tool over the image until it changes into the **Move** tool. Click and hold the left mouse button as you drag it into place.



**NOTE:** If you leave parts behind, first click **UNDO**  to void your last action. Then drag a box around the sun to grab all the par

2 Select the *outsides only* of the sun and the title Summer. To do so, click the outline of the sun with the **Select Elements** tool. Then, while holding down the **SHIFT** key on your keyboard, click on the outside the of the title Summer.

**TIP:** ts.

3 Boxes should then surround Summer and the sun, as shown in figure 88.



Figure 88

- 4 Click **Tools** and then click **Welding** to weld the title Summer and the sun together, as shown in figure 89.

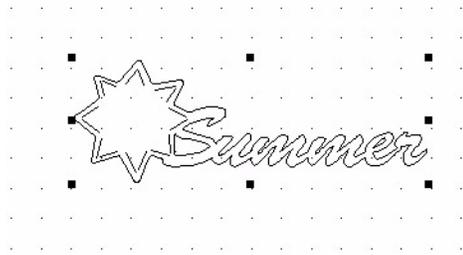


Figure 89

**Congratulations! You have just created a title with an image attached!**

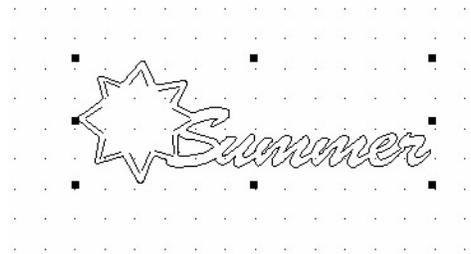
## Create a Shadow Mat for the Title (Optional)

### Step 1: Create the Shadow

- 1 Select the entire title by dragging a box around it with the **Select Elements** tool. 

Resize the title to your liking by clicking on one of the corner boxes. Hold the mouse button as you pull out to enlarge or push in to make smaller.

Figure 90



- 2 Click on the screen *away* from the title. This will *de-select* the title and the boxes will disappear.

- 3 Select the outside of the *title only* by using the **Select Elements** tool  to click on an outside line. This will allow you to create a shadow only for the outline.



**TIP:** For this project you will not create inside parts for the shadow. In future projects, if you would like to have the inside parts cut out on the shadow, select the *entire* title.

4 Go to the **Tools** menu at the top at the screen and then click **Outline**.

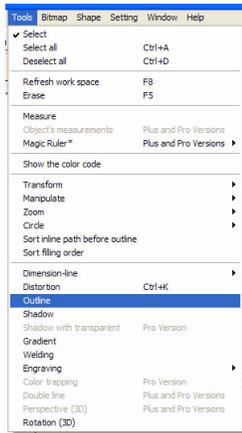


Figure 91

5 Make the following selections in the **Transformation** box (see figure 92).

For This setting	Enter This Value	Notes
Thickness	0.08	In most cases, widths are between 0.02 and 0.10.
Number	1	The Number setting specified the number of outlines. Three is the maximum possible.
Outline	Click the box to select it. Then, choose the color of the outline by clicking on the rainbow color cube.	Be sure to select <b>only</b> the outside line of the sun and the word <i>summer</i> .
Break Text	Click the box to select it.	Check this box so that you will be able to separate the title (text) from the outline.

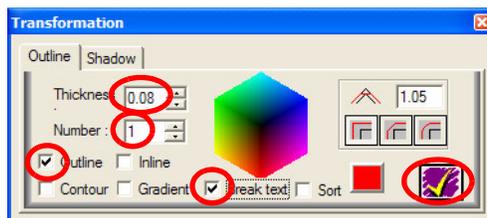


Figure 92

6 Click the yellow check mark to accept the outline.



**TIP:** If you need to undo something click the Undo tool at the top of screen. 

The Outline now appears in a different color around the title.

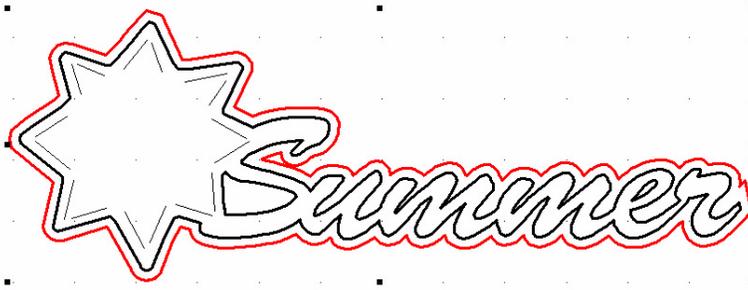


Figure 93

## Step 2: Separate and Position the Shadow

- 1 Zoom the project in to make it easier to see by clicking on the **Zoom Selected** tool.



Figure 94

- 2 Click away from the title to de-select it.
- 3 Select the red outline by clicking on it with the **Select Elements** tool. 
- 4 Move the mouse until you see the arrow change to a double cross that indicates **Move**.
- 5 Click mouse button and drag the outline away from the title.

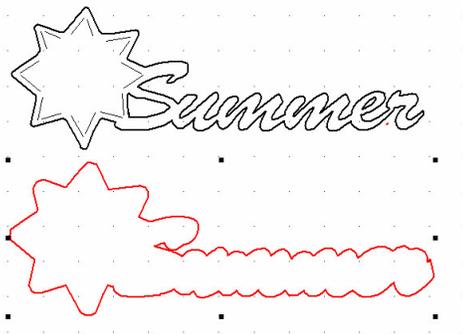


Figure 95

- 6 Position the title where you want it on the page:

Drag a box around the entire title using the **Select Elements** tool.  Then move arrow over title until you see a double cross. Click and hold mouse button down as you move the title into place.



**TIP:** Remember that you need to drag a box around the *entire* title to “grab” all the inside and outside parts.

- 7 Position the shadow below the title.
- 8 Cut your project. For instructions, see “Cut the Project” on page 41.



**TIP:** Cut the title and shadow twice using two different colors of paper. Then you will have two titles with mats.

## Tutorial 3: Prepare, Scan, and Convert a Basic Line Graph to Cutting Format

In this tutorial, you will learn how to convert a basic line drawing into cutting format to create a cutting image. The line drawing can be your own creation or one found in a coloring book, workbook, or other resource.

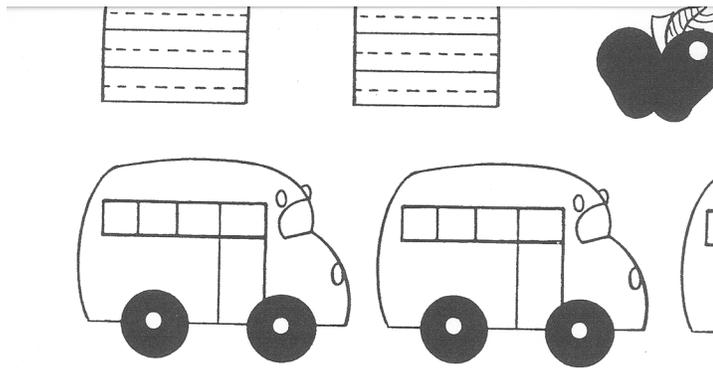


**NOTE:** Tutorial 3 and Tutorial 4 introduce advanced skills. Be sure you are comfortable with the skills introduced in Tutorial 1 and Tutorial 2 before attempting the advanced tutorials. You can complete advanced tutorials in any order.

### Prepare the Line Graphic

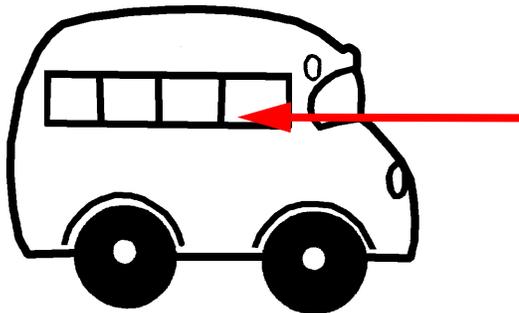
The most easily converted graphics are simple drawings with few intersecting lines.

**1** Enlarge the drawings if necessary. The drawing should be at least 3"x 3". Bigger is better! See figure 96.



**Figure 96**

**2** Use white out to erase parts of lines that are not wanted. Look in particular at any intersecting lines. Draw additional lines if desired See figure 97.



**Figure 97**



**TIP:** In some cases, it might be better to trace the drawing. Always trace if the original drawing has rough lines. Use the fine-point permanent marker such as a Zig pen.

## Scan the Drawing into Pazzles Creative Cutter

- 1 Open the Pazzles Creative Cutter program.
- 1 Double-click the icon your desktop screen. See figure 98.



Figure 98

- 2 Press the **ESC** key on your computer keyboard when you see the **Welcome** screen.
- 3 In the next window, click the **Create New Document** image at the left of the screen. See figure 99.



Figure 99

- 4 In the **Setup page** box, type **12** in both the **Length** and **Height** boxes. These settings set up the cutter to cut a 12x12 paper and reflect the actual available cutting space on the paper.



**TIP:** Be sure you have the toolbars used most often selected. Click **View** and then click **Toolbars**. Then click **Standard**, **Tools**, **Manipulation**, and **Zoom**.

- 5 The very first time you scan, you must select the scanner. Make sure you have connected your scanner to the computer and that the scanner is powered on. Click **File** and then click

**Select Source.** You might need to power on the scanner and then close and then re-open your computer. Be sure to turn the scanner on *before* turning on the computer.

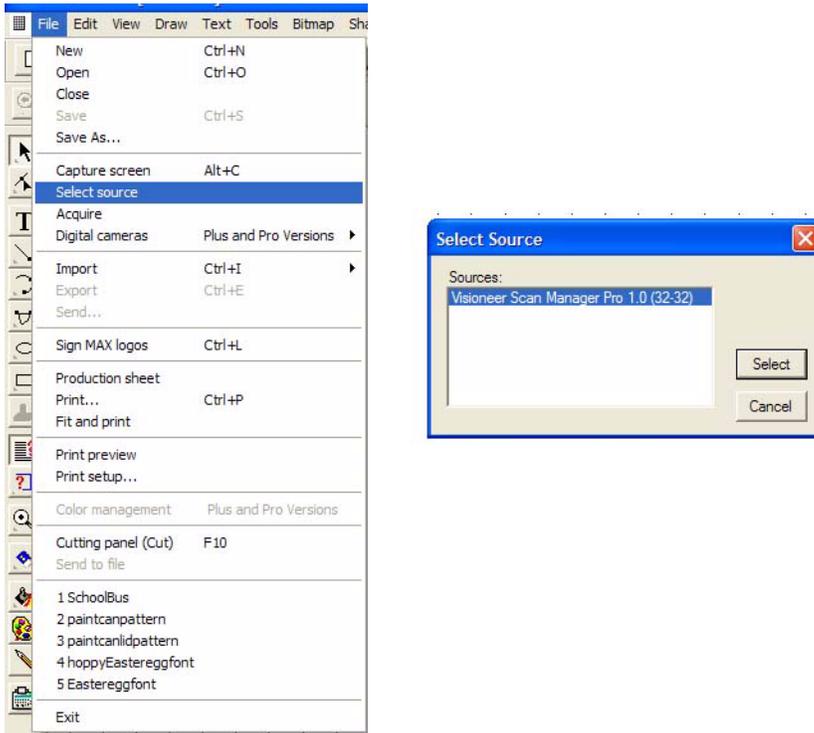


Figure 100

**6** In the **Select Source** box, highlight your scanner and click **Select**. If you have more than one scanner, be sure to select the correct one! See figure 100.

**7** To scan, click **File** and then click **Acquire** to open your scanner software.

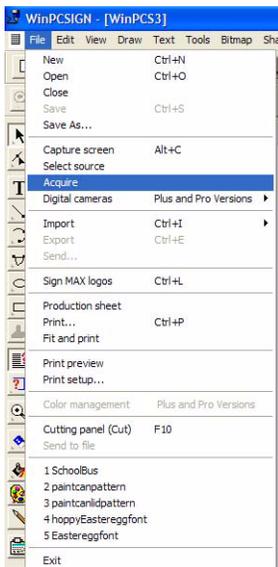
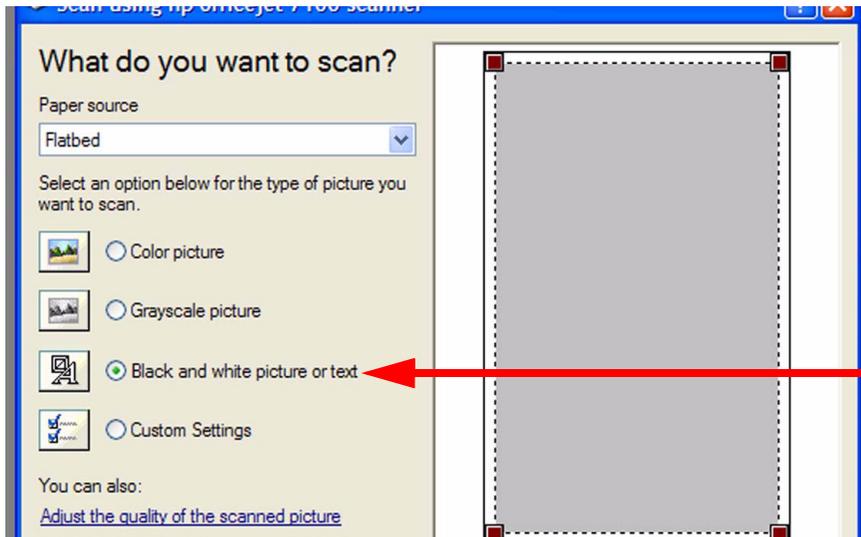


Figure 101

- 8 Scan the drawing as black and white bitmap. See figure 102.

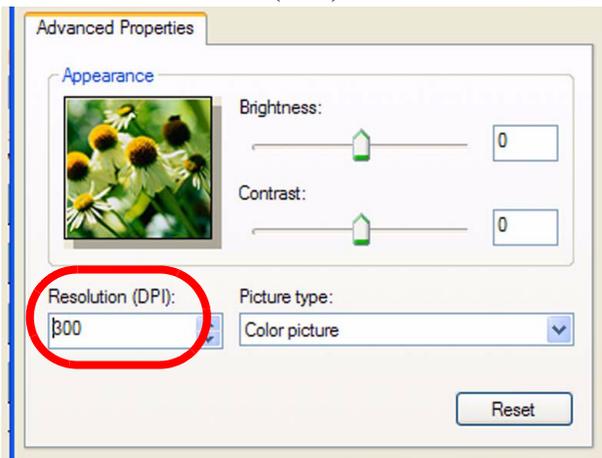


**TIP:** Your scanner software might look different from the pictures.



**Figure 102**

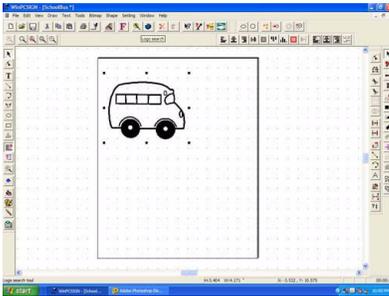
- 9 Set the resolution (DPI) to at least 250.



- 10 Scan the image.

## Convert the Scan Into Cutting Format: Vectorization

Your scanned image should be visible on the Pazzles Creative Cutter workspace, as shown in figure 103.



**Figure 103**

**1** Verify that the image is selected. If it is, it will be surrounded by small boxes. If it is not selected, click the **Select Elements** tool and select it.

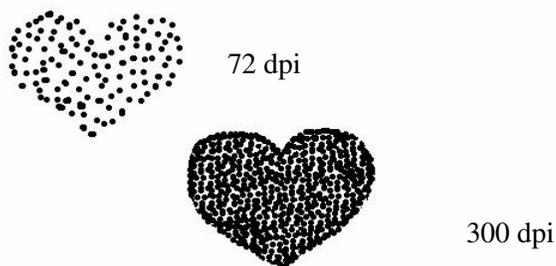
The image must be converted from pixel format (dots) to vector format (lines). This process is called *vectorizing*. Think of it as connecting the dots.



**TIP:** The smoother your lines are to begin with and the closer your dots are together, (resolution), the better the cutting image. Be sure to scan at 250-300 dpi.

Most computer graphic programs create objects with tiny dots called *pixels*. The number of pixels per inch, which is also referred to as *dots per inch (dpi)* is called the object's *resolution*. The higher the resolution, the more dots per inch. And, the higher the resolution, the more detail in the graphic.

To see the difference between an image created at 72 dpi and 300 dpi, look at figure 104. As you can see, the closer the dots are to each other (and therefore, the higher the resolution), the smoother the cutting lines and curves. For more information on working with graphics, see “Working With Graphics” on page 109.



**Figure 104**

2 On the menu bar at the top of the screen, click **Bitmap**.

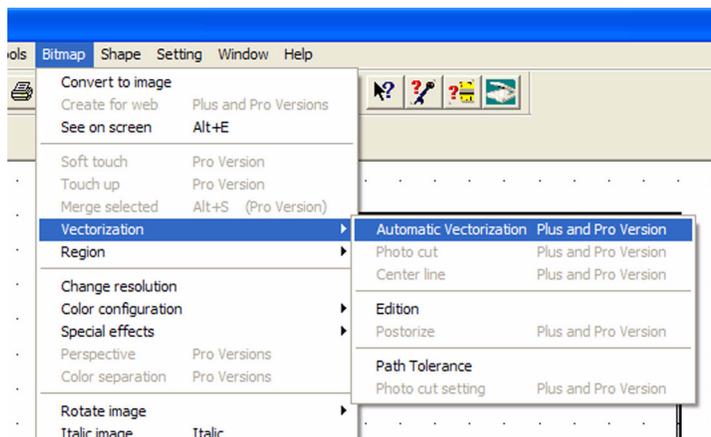


Figure 105

3 On the menu that opens, click **Vectorization**, and then click **Automatic Vectorization**. See figure 105. The **Vectorizing** tool, which looks like a magic wand, becomes available.

4 Using the Vectorizing wand, click on the image. See figure 106.

- If the **Working... box** appears, you have successfully vectorized the image, and you can go on to “Edit the Image” on page 69. The **Working... box** provides a running tally of the percentage of vectorization that is complete. See figure 106..
- If the **Working... box** does not appear, change the resolution (see “Changing the Resolution: What to Do If You Get a Message About Converting the Image to Black and White” on page 68).

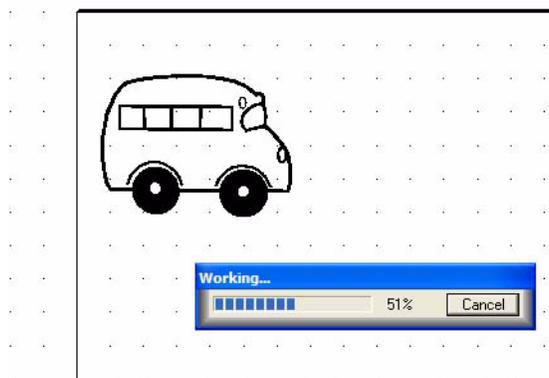


Figure 106

## Changing the Resolution: What to Do If You Get a Message About Converting the Image to Black and White

If you get a message stating that you must convert the image to black and white, it means that you did not scan in black and white bitmap. Click **OK** and complete the following steps.

- 1 Click the **Bitmap** menu and then click **Change Resolution**. The **Change Resolution** tool, which looks like a cog wheel, becomes available.
- 2 Using the **Change Resolution** tool, click on the image. When you do, the **Bitmap resolution** window opens to display information about the image. See figure 107.

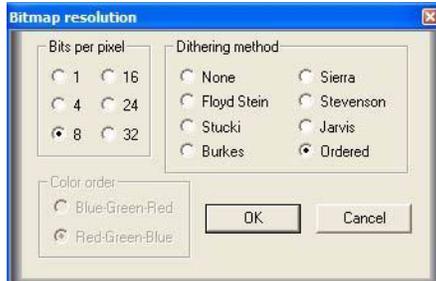


Figure 107

- 3 Working step-by-step, bring the settings down to **1** (bits per pixel) and **None** (Dithering method). Here's how to do it with the example shown in figure 108.

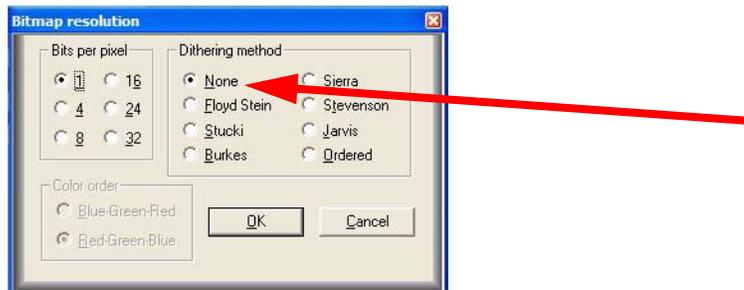


Figure 108

- 1 Click **4** and **None** and then click **OK**.
- 2 Click the image again with the vectorizing tool.
- 3 Click **1** and **None** and then click **OK**.
- 4 Repeat the procedure “Convert the Scan Into Cutting Format: Vectorization” on page 66.

## Edit the Image

- 1 Delete the original bitmap. To do so, click the **Select Elements** tool, click on the original drawing, and then press the `DELETE` key on your keyboard. The scanned image remains on your screen. See figure 109.
- 2 Delete the box that is outside the image. Click on the box line with the **Select Elements** tool and then press `DELETE` on your keyboard.

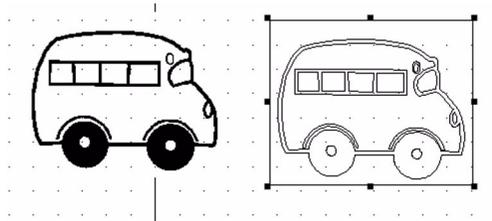


Figure 109

- 3 Delete unwanted lines. Select a line by clicking on it with the **Select Elements** tool and then press `DELETE`. See figure 110. The image on the left shows unwanted lines in red. The image on the right shows the image after the unwanted lines are deleted.



**TIP:** You can identify a line that is selected for editing because it is surrounded by black boxes.

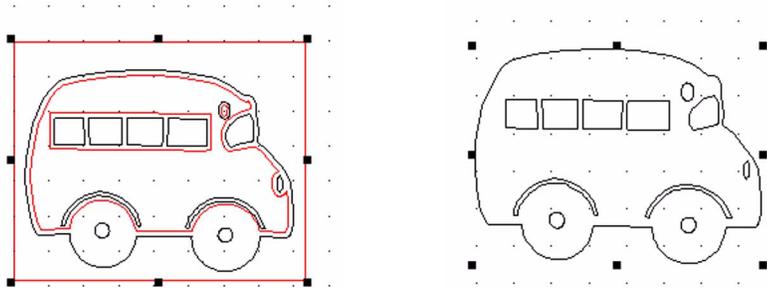


Figure 110

- 4 Move the image to the upper-right portion of the workspace.

To move the image, first select both the inside and outside of the image by clicking a spot above and to the left of the image. Then, hold down the mouse button as you drag the mouse to the right and down to create a box around the entire image. (Draw a big box to ensure you catch all parts of the image.)

When you release the mouse button, small boxes that indicate the image is selected should appear, as shown in figure 111.

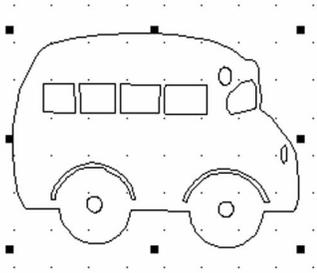


Figure 111

With the image selected, move the mouse over the image until the arrow turns into a cross symbol (the **Move** symbol). Click and hold down the mouse button as you drag the image into place on the page. Place it about one inch down and one inch in from the left side of the page, as shown in figure 112.

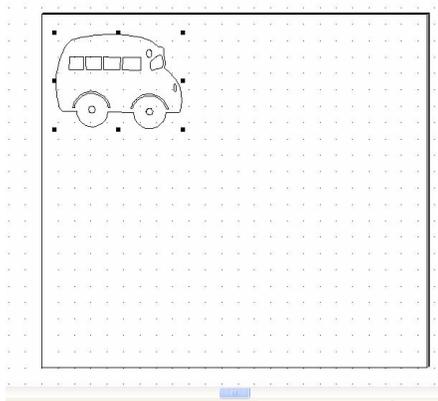


Figure 112

5 Use the **Move Point** tool to fix small bumps and flaws like the one shown in figure 113.

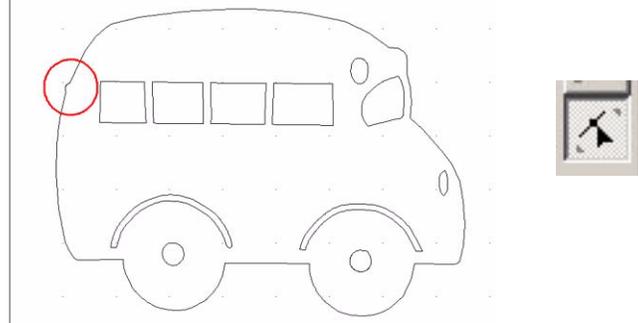


Figure 113

- Select the tool and click on the bump to grab the line.
- Hold the mouse button down and push in or pull out to fix the flaw, as shown in figure 114.

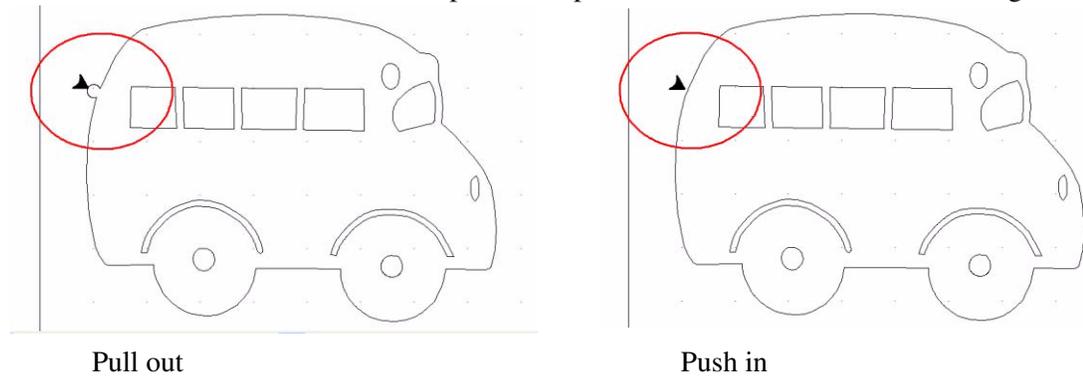


Figure 114



**TIP:** Cutting images are made of lines (segments) and points. Points are where two lines meet. If you push or pull in the middle of a line you create an arc.  If you push or pull at a point you create an angle. 

**6** Fix bumpy, rough lines, like the one shown in figure 115 with the **Line Smoothing (Replace Segment)** tool. Click the tool above the bumpy area. Then, while holding down the mouse button, drag along the line to a spot below the bumps. Release the mouse button to replace the bumpy line with a smooth one, as shown in figure 116.

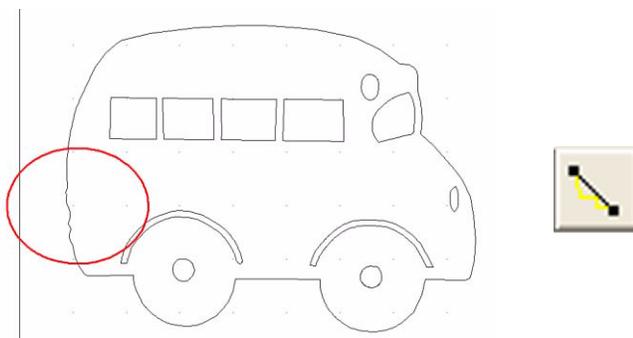


Figure 115

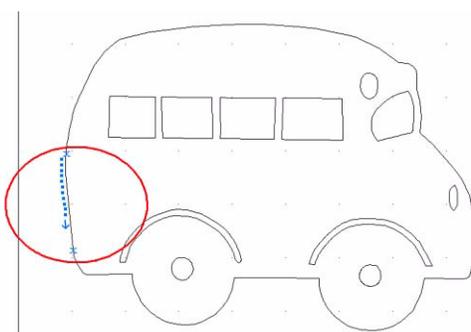


Figure 116

## **Multiply the Image, Fill the Page, and Cut the project**

- 1** Use the procedure “Multiply the Image and Fill the Page” on page 37 to create multiple copies of the image and fill the page.
- 2** Place a 12x12 paper on the cutting mat.
- 3** Insert the 12x12 paper on mat into the Creative Cutter.
- 4** Starting with step 2, follow the procedure “Cut the Project” on page 41 to cut the project.

**Congratulations! You’ve completed the tutorial!**

## Tutorial #4: Hand Vectorizing a Graphic or Photo

You can convert any drawing, graphic, or photograph to a cutting file by hand vectorization. In simple terms, hand vectorizing involves using some basic drawing tools to trace around the image. You might find that this becomes your preferred method of converting graphics!



**NOTE:** Tutorial 3 and Tutorial 4 introduce advanced skills. Be sure you are comfortable with the skills introduced in Tutorial 1 and Tutorial 2 before attempting the advanced tutorials. You can complete advanced tutorials in any order.

- 1 Open Pazzles Creative Cutter and create a blank 12x12 page.
- 2 If you are *importing* an image, use the instructions that follow. If you are *scanning* an image, go to “Trace the Graphic (Hand Vectorize)” on page 75. Be sure to verify your scanner is selected, connected to the computer, and powered on. For a review, see “Scan the Drawing into Pazzles Creative Cutter” on page 63.

### Import an Image Saved on Your Computer

- 1 Click **File** from the Pazzles Creative Cutter menu bar.



Figure 117

- 2 Click **Import** and then click **Image**. See figure 117.
- 3 In the **File Import** box, find the location of our saved graphic or picture. To view small pictures of your image files, click the **View** tool and choose **Thumbnails**. See figure 118.

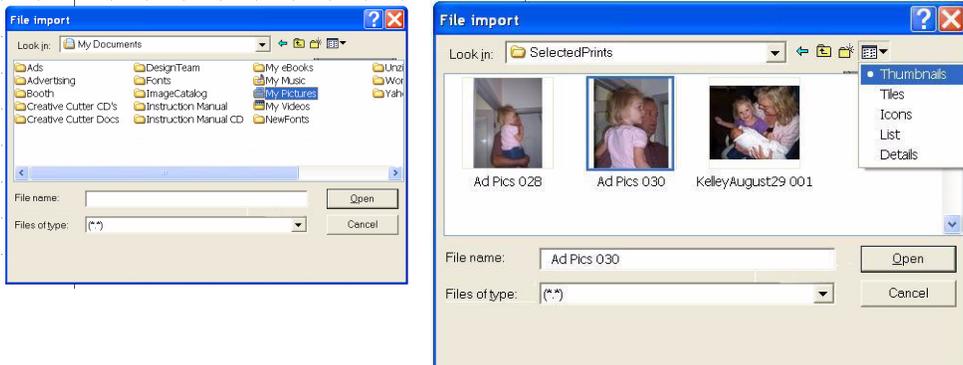


Figure 118

4 Scan the drawing as a Color Picture or Photo, at a resolution of at least 250. When you do, the image appears on the Puzzles Creative Cutter workspace, as shown in figure 119.

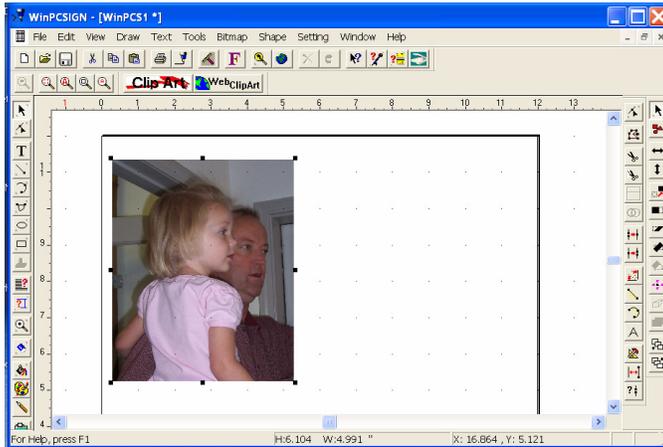


Figure 119

Resize the image to fill the screen. To do so, first click the image with the **Select Elements** tool. Click a corner handle and hold down the mouse button while you drag the picture to a larger size. See figure 120.

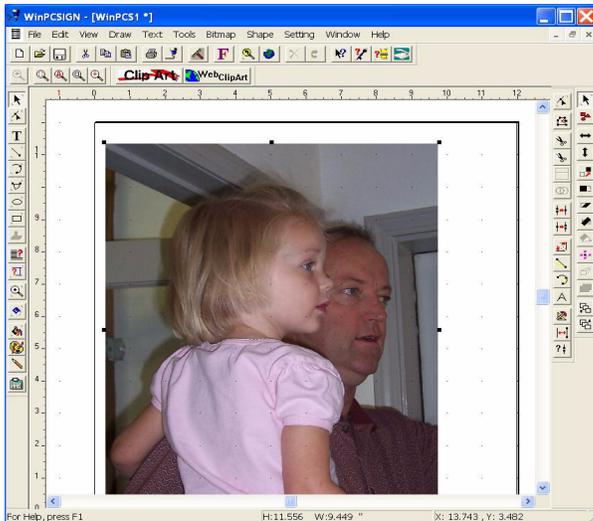


Figure 120

## Trace the Graphic (Hand Vectorize)

### Step 1: Review the Location and Uses of Tools

The tools described in the following table are those that are most-often used during hand vectorizing.

Tool	Toolbar icon	Notes
Segment from Path		As you draw a segment with this tool, it will automatically join the segment previously created. To start drawing, click and drag a line. To continue drawing lines, click on a spot further away and the line will follow.
Segment toolbar		Double click the <b>Segment from Path</b> icon to bring up the <b>Segment</b> toolbar. Use the first two buttons to trace around the image.
Segment tool		Draws independent segments. Used most often for accent lines.
Move Point tool		Shapes the lines to fit the picture.
Join Two Points tool		Joins the ends of two lines. To use, drag a small box around the ends.
Magnify tool		Zooms in on an image so you can see detail better.
Show Open Paths tool		Locates the adjoining ends of segments that have not yet been connected.

### Step 2: Set the Line Thickness and Color

- 1 Double click on the **Segment from Path** tool to open the **Segment** toolbar. See figure 121.
- 2 Click the **Segment from Path** tool.
- 3 Click the **Pen and Brush** tool to open its window. See figure 121.
- 4 Change the **Pen width** to 0.04 thickness and click **Apply**.

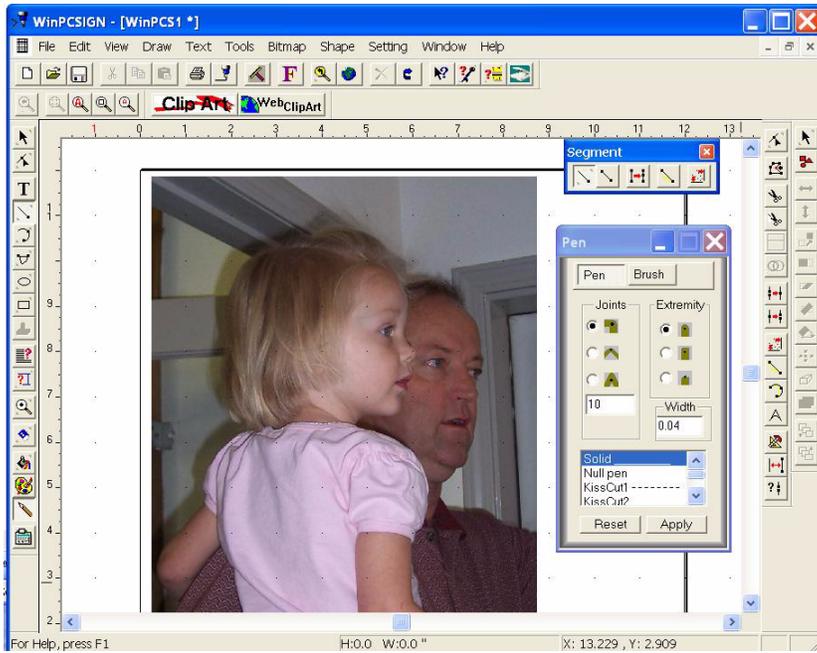


Figure 121

5 Click the **Color Palette** tool to open the **Color** window. See figure 122.

6 Right-click your mouse button on a color for the tracing line. Choose a color that will stand out from the picture, such as red or bright pink.

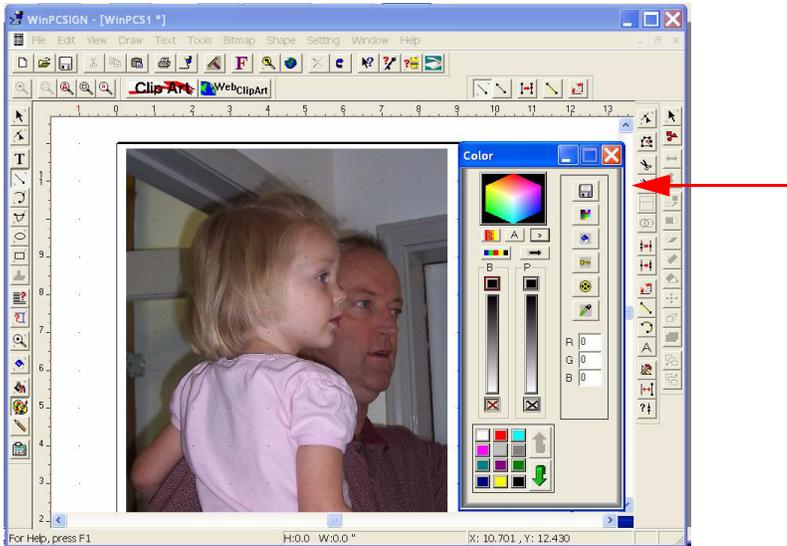


Figure 122

### Step 3: Begin Tracing the Picture

- 1 Click the **Magnify** tool and use it to enlarge a section of the picture.
- 2 Click the **Segment from Path** tool.
- 3 Click on a starting point and hold the mouse button down as you drag the starting line. See figure 123.

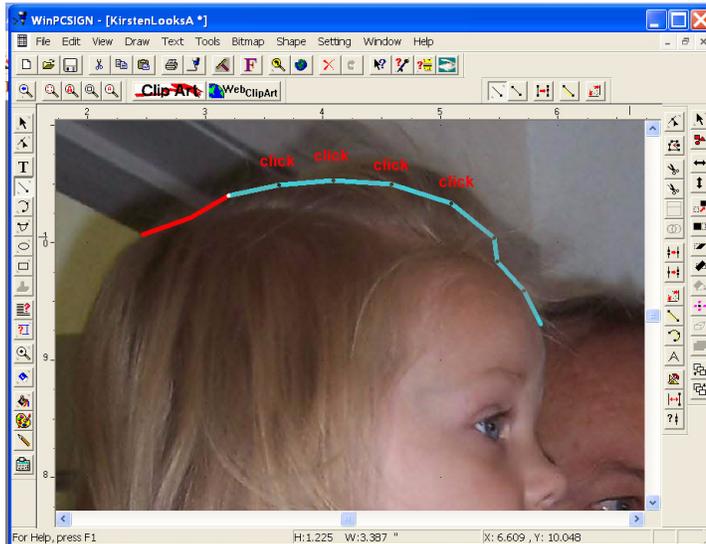


Figure 123

- 4 Continue tracing around the picture by clicking on a spot some distance away from your first line. As you click along the outline of the picture, a line fills in between the points. See figure 124.

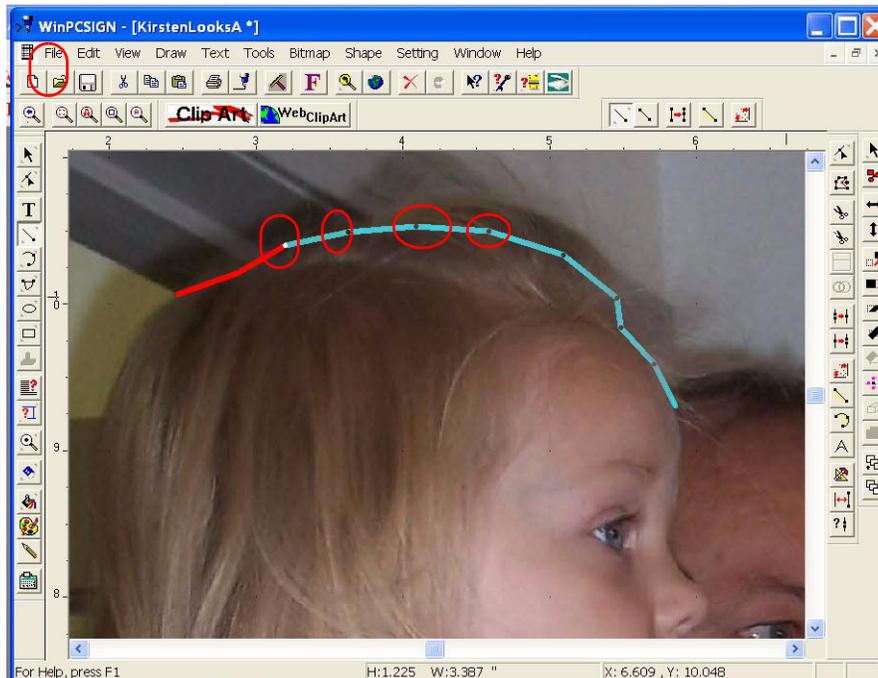


Figure 124

### Step 4: Continue tracing and refine

1 Create smaller segments around tight areas, as shown in figure 125.



2 Click the **Redraw** tool  to turn the line color to red (or whatever color you have chosen).

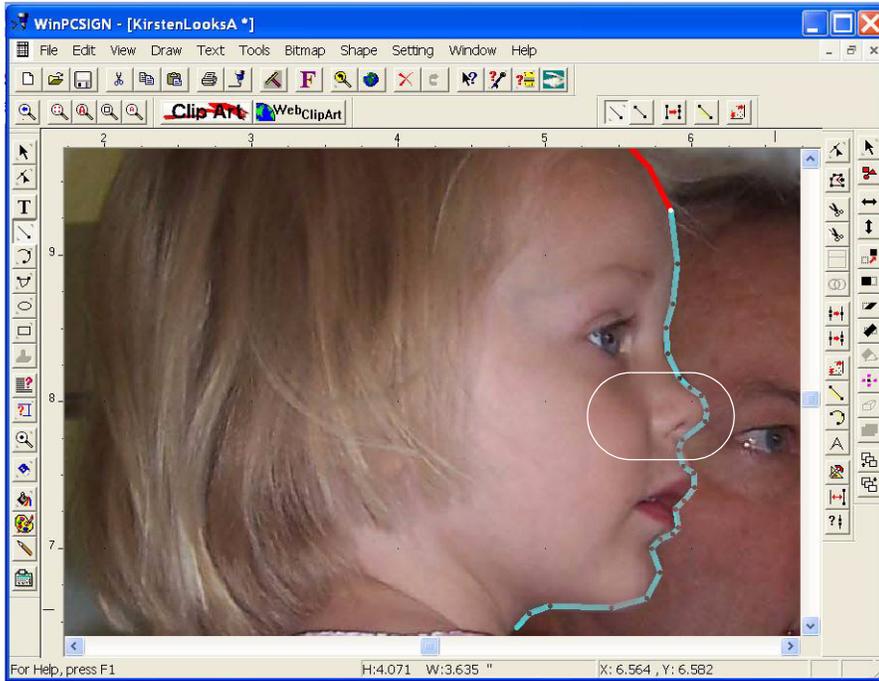


Figure 125

3 Continue tracing around the picture until you reach the starting point. The ending and beginning points should connect automatically. See figure 126.

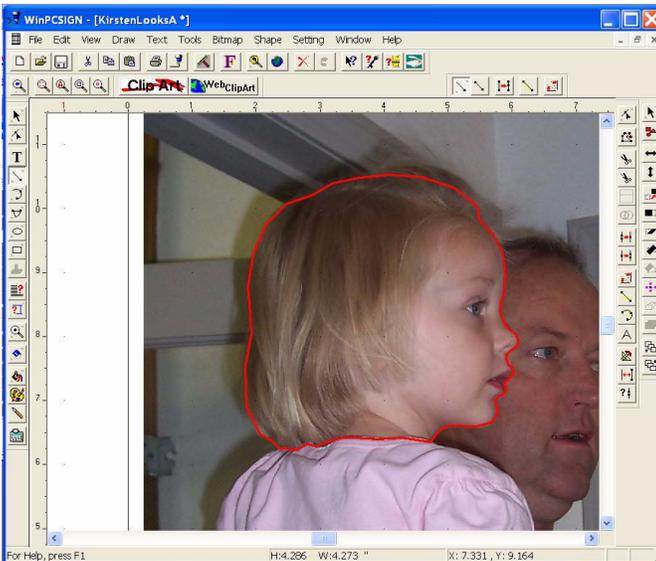
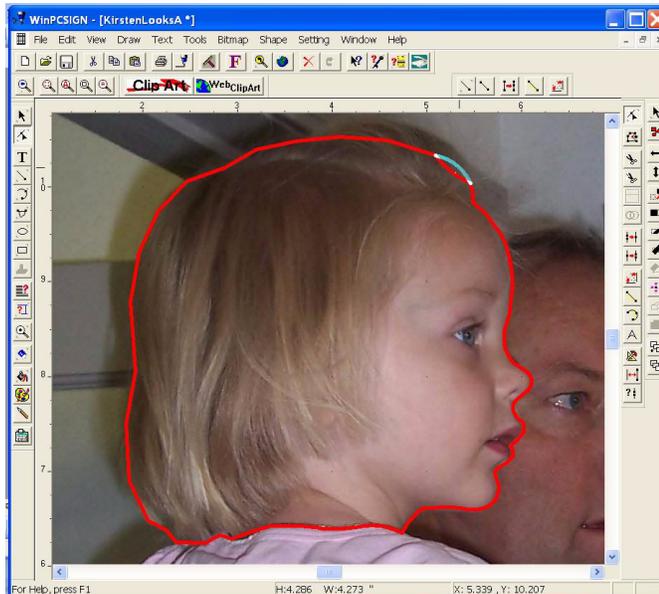


Figure 126

4 Click the **Magnify** tool to enlarge a section of the picture if necessary.

5 Click the **Move Point** tool.  You will use it to shape the lines to fit the picture. See figure 127.



**Figure 127**

6 Click on a segment that must be rounded and hold down the mouse button as you move the line in or out.

- To round the segment, click the middle of the segment.
- To resize the segment or create a point, click an end point of the segment.

7 Continue shaping the lines as needed all around the outline.

## Step 5: Outline Other Features

**1** Continue to use the **Segment from Path** tool to outline other features. Keep in mind that when using the **Segment from Path** tool, the end of the line must connect with the beginning point.

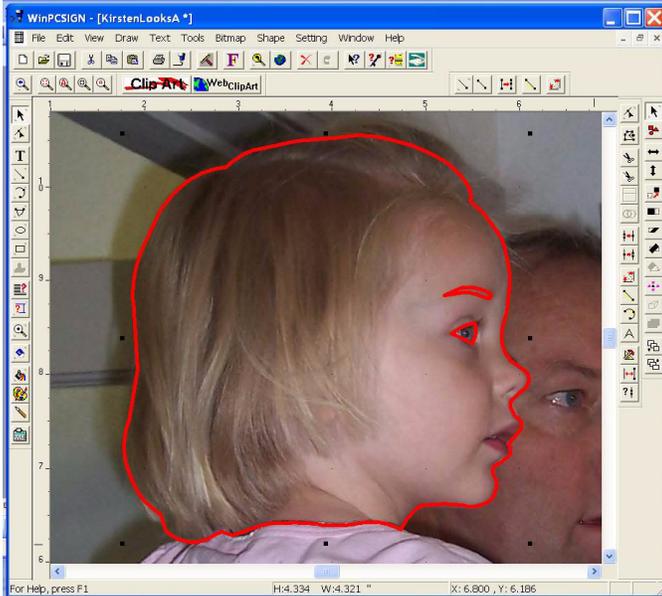


Figure 128

**2** Use the **Draw Segment** tool to add individual accent lines. These accent lines do not connect to the lines you made previously. See figure 129.



**TIP:** Remember to use the **Redraw** tool to turn the lines red, if necessary.

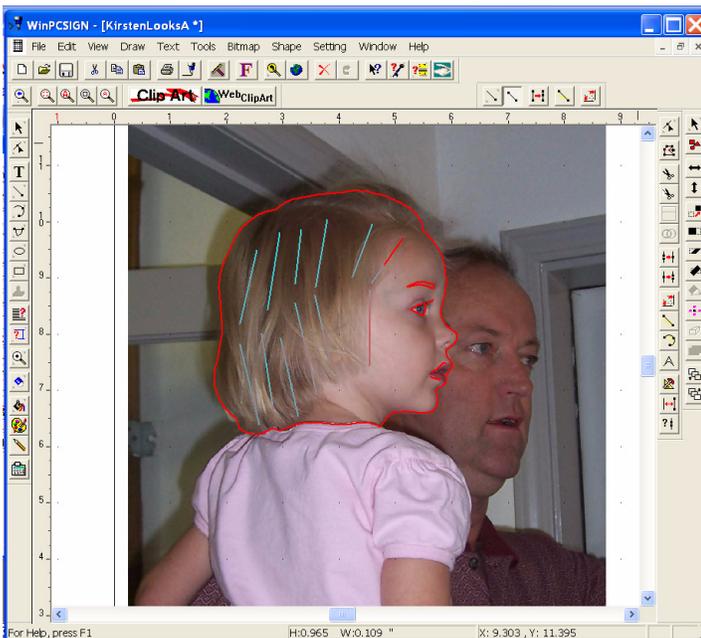
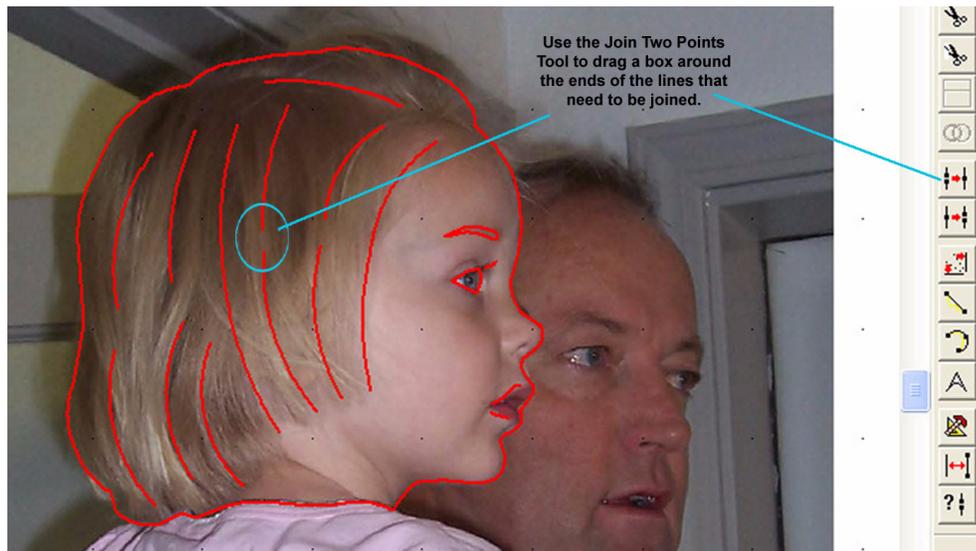


Figure 129

- 3** Use the **Move Point** tool to shape the accent lines.
  - To round the segment, click the middle of the segment.
  - To resize the segment or create a point, click an end point of the segment.
- 4** Use the **Join Two Points** tool to connect the ends of lines. Click and hold down the mouse button while dragging around the end points that need to be joined. When you release the mouse button, the ends should join together. See figure 130.



**Figure 130**

## Step 6: Check your Work

- 1 Using the **Select Elements** tool, click on the image and hold down the mouse button as you drag a box around the new outline. When you release the mouse button, all lines within the box are selected.
- 2 From the **Edit** menu, click **Copy and Paste** to make a copy of your project. The copy will assist you in seeing if any adjustments must be made. See figure 131.

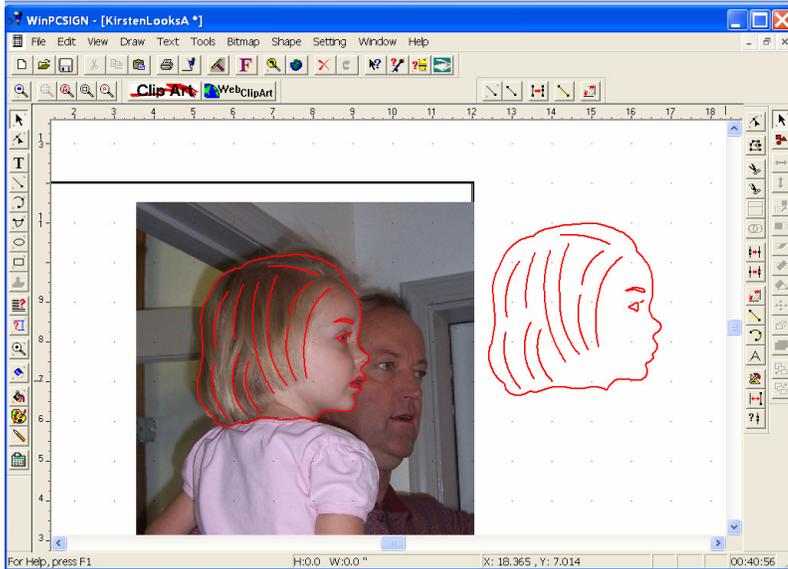


Figure 131

- 3 Make changes and adjustments as desired.
- 4 Click on the graphic (photo) portion of the screen to select the photo.



**IMPORTANT:** Do *not* drag a box around everything and do *not* use **Select All**. If you do, you will delete the entire project.

- 5 Press the **DELETE** key on your keyboard to remove the photo. When you do, only the newly created cutting image remains on the screen.

6 Click the **Show Open Paths** tool to find any end points that need to be connected. The program zooms in on all loose ends.

- Ignore the open ends you wish to leave open.
- Fix the ends you wish to close. To do so, use the **Join Two Points** tool to drag a small box around the points to connect the ends.

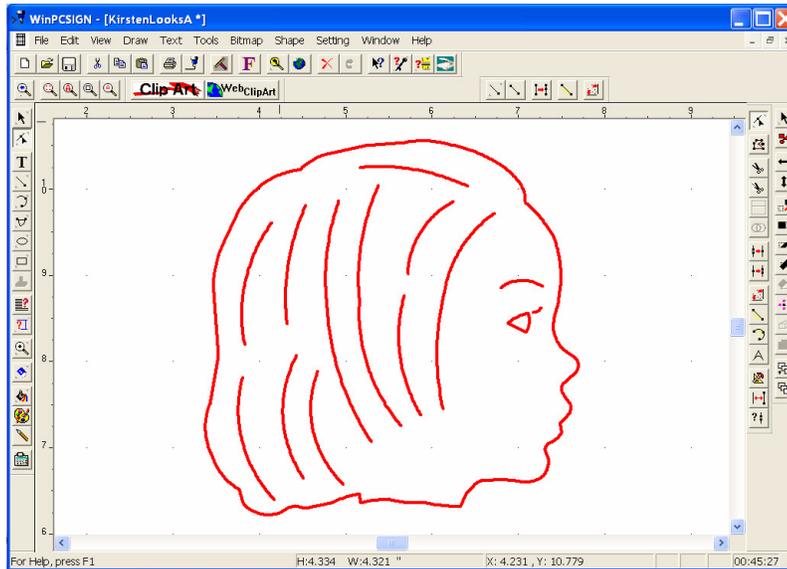


Figure 132

7 Your project is done. See figure 132. Be sure to name and save it.

**Congratulations! You completed the tutorial!**



# 5

## Manipulating Letters and Shapes

This chapter provides the information you need to add special effects to a variety of fonts and images.

### Tools Used for Manipulating Letters and Shapes

Tool	Toolbar icon	Use to...
Text tool		Write text. Click the icon, click on the screen where you want to start typing, and then type the text.
Font tool		Select a font and font size to apply to text. Puzzles Creative Cutter comes with <b>cutting</b> fonts, which are optimized for use with the Creative Cutter. You can also use TrueType fonts that are stored in your computer's Windows Fonts folder.
Select Elements		Select letters, words, objects, and parts of objects. To move, resize, or manipulate an object or word, you must first select it.  Select the text on a page for previewing how it will look in other fonts. Click the text with the <b>Select Elements</b> tool, click the <b>Text</b> menu, and then click <b>Font</b> to open the <b>Font preview</b> window.
Erase tool		Erase all or part of an image. Click on the part of the image you want to erase or drag a square around it. If you want to erase a letter or parts of a letter, convert the text to a path first.

Tool	Toolbar icon	Use to...
Undo		Reverse the last action completed.
Redo		Reverse an undo.
Zoom		Enlarge parts of the page so you can see them better. Click and drag around the image while holding down the mouse button.
Zoom toolbar		Enlarge or reduce the size of a selected object to help while editing it.
Change Color tools		Open the color palette to change the color of an outline or fill. <i>Right-click</i> on a color to change line color; <i>left-click</i> to fill with color.
Mirror/Rotate		Mirror: flip an object vertically or horizontally. Rotate: turn the selected element by the number of degrees you specify.
Move point		Select a construction point on an element and then move it in, out, up, or down. <b>Move Point</b> is helpful in smoothing out imperfections in drawings. Click the center of a segment and move in or out to create an arc.
Break and Move		Place a break in the image line and then bend or manipulate the line.
Cut Straight Line		Cut a straight line across an object to separate it into two separate parts.
Join two points		Join the ends of two lines together.
Cut Path		Cut a line into two sections.

<b>Tool</b>	<b>Toolbar icon</b>	<b>Use to...</b>
Measure	<b>Tools</b> menu	Measure the size of the project. From the <b>Tools</b> menu, click <b>Measure</b> . Then, click the project start point, hold down the mouse button, and drag the measuring line to the end point.
Drawing tools		Draw shapes. To view the drawing tools, click the rectangle.
Justify		Position objects correctly. You can justify the position of objects centered to each other, on the page, or to the left, center, or right. Click the <b>Justify</b> tool to open the <b>Justification</b> toolbar, and then click the type of justification you wish to apply.
Justification toolbar		

## Changing the Look of Images and Text

You can change the look of text and images in many different ways. The easiest is to change the font in which the text appears. More complex techniques include adding shadows, distorting text, and creating curved words and titles.

### Changing and Previewing Various Fonts

- 1 Using the **Select Elements** tool , click the text you want to change to select it.
- 2 Click the **Text** menu and then click **Font**. When you do, the **Font** box opens with a preview of the selected text in the current font.
- 3 Click the type of font you wish to use, either **True Type** or **Cutting**. (*Cutting* is recommended), and then click a font from the displayed list of available fonts. The **Preview** boxes show the text with the new font applied.
- 4 When you are satisfied with your font selection, click **OK** to close the **Font** box and apply the new font to your text.

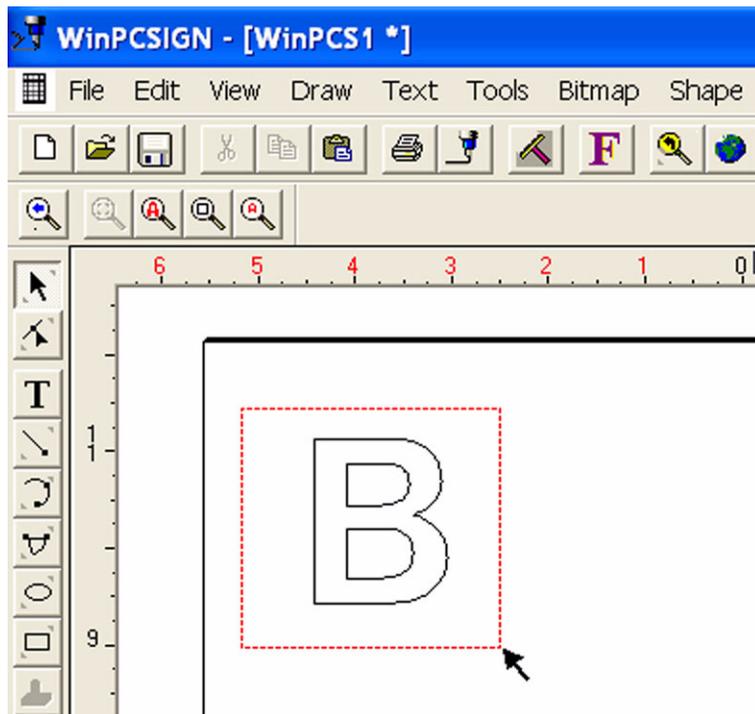
## Moving and Resizing Images

Use the **Select Elements** tool to manipulate a single element or multiple elements.

### Selecting an Object

With the **Select Elements** tool selected, click the item(s) you want to resize, move, or change. See figure 133.

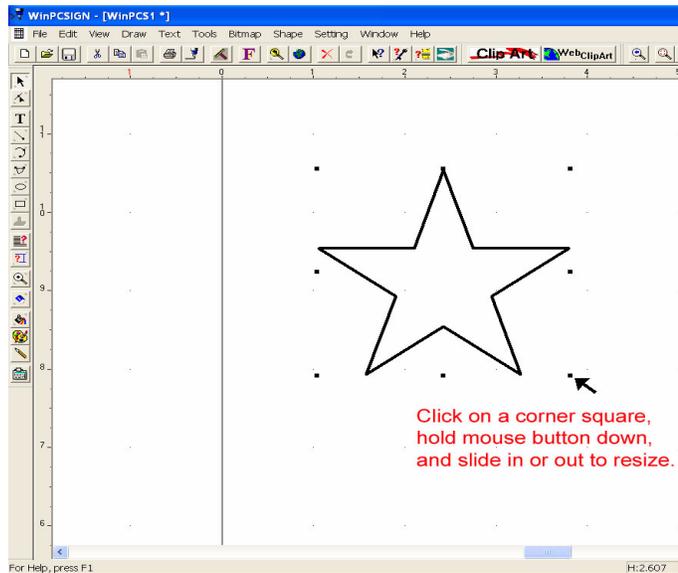
- To work with a single element, click the element.
- To work with a group of elements, drag a box around a group. See figure 133.
- To select both the inside and outside of an object, drag a box around the entire object.



**Figure 133**

## Resizing an Object

1 Select the image with the **Select Elements** tool. When you do, small black boxes appear around the image. See figure 134.



**Figure 134**

2 Click one of the small black boxes to resize the image. While holding down the mouse button, click one of the black boxes and push it in or out.

## Moving an Object

1 With an object displayed on your screen, use the **Select Elements** tool to select it. (If you prefer, you can use **Select All** from the **Tools** menu.)

2 Click directly on the center of the object and hold down the mouse button. When you do, the pointer changes to a cross (the **Move** tool).

3 While continuing to hold down the mouse button, move the object on your page.



**TIP:** Another method of moving objects is to click the center of the object, release the mouse button, and use the arrow keys on your keyboard.

## Filling a Page With an Image (Multiplying)

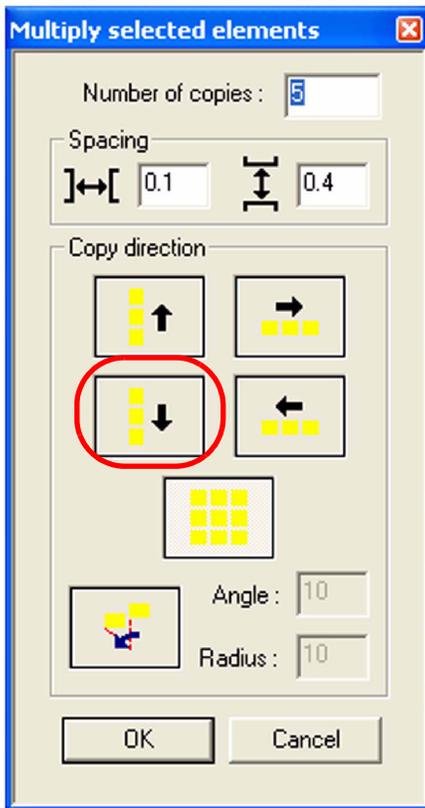
You can easily fill a page with multiple copies of the same image.

1 Click the **Select Elements** tool and use it to drag a box around the image.

2 Right-click on the workspace and click **Multiply** on the menu that opens. When you do, the **Multiply Selected Elements** box opens. See figure 135.

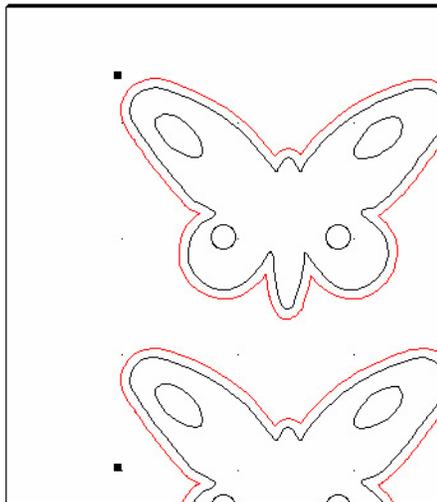
3 Type in the number of rows you think will be needed to fill the page.

- 4 In the **Copy direction** box, click the arrow for the direction you want to place the objects.



**Figure 135**

- 5 Click **OK**. The page fills with the image, as shown in figure 136.



**Figure 136**

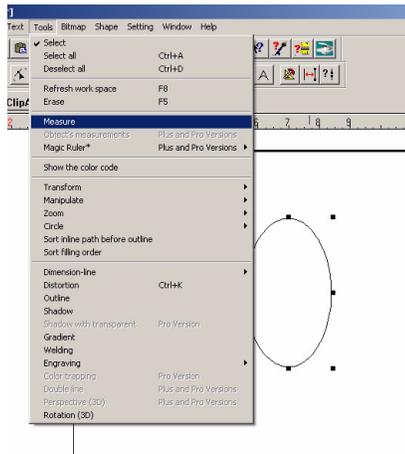


**TIP:** If you have too many or not enough images, click the **Undo** tool  and start over.

**NOTE:** You can also resize the entire group of images to fit the page. Click **Select All** and move the corner box in or out to resize.

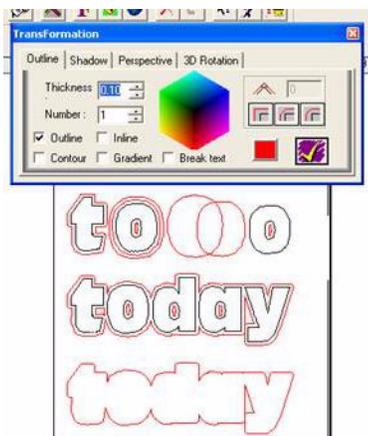
## Measuring the Size of a Project

- 1 From the **Tools** menu, click **Measure**. See figure 137.
- 2 Click the project's starting point
- 3 While holding down the mouse button, drag the measuring line to the end point. The distance is displayed at the bottom of the screen.



**Figure 137**

## Creating Outlines and Shadows



**Figure 138**

You can create an outline shadow of any letter, number, word, or shape. Use the instructions that follow.

- 1 Write a word or open an image.
- 2 Select the word or image.
  - To outline both outside and inside parts, select the whole image by dragging a box around it.
  - To create a shadow of only the outside, click on the outside line. (For text, first convert the text to a path.)

- 3 From the **Tools** menu, click **Outline**. When you do, the **Transformation** box opens.
- 4 In the **Thickness** box, type a thickness (between **0.02** and **0.15**) for the outline.
- 5 In the **Number** box, type the number of outlines you wish to apply. Do not exceed three outlines.
- 6 Click the **Outline** box to check it.
- 7 Click the color cube to choose a color for the outline.
- 8 Click the **Break text** box to check it. This allows you to separate the text from its outline.
- 9 Click the yellow check mark at the lower-right of the **Transformation** box to save and apply your outline selections. To separate the outline, see “Separating the Outline From the Word or Image” on page 92.

### **Outlining problems and solutions**

If the program aborts while you are creating an outline or shadow, any of the following issues might be causing the problem.

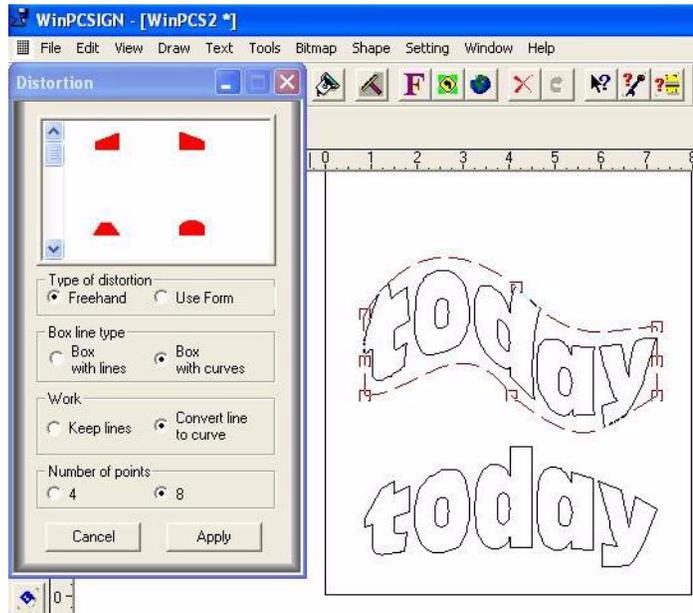
- The image or word has too many outlines. Do not exceed three outlines.
- You attempted to outline a circle. Circles cannot be outlined. Use the **Break and Move** tool to create a point on a circle.
- The image or word has open paths that need to be closed. Select your object, use the **show open path tool**. This will show a circle around the open paths. Use the **Join Two Points** tool to close the open paths by dragging a box around the two paths that need to be joined. The area highlighted by the circle. Once your open paths have been closed try outlining again.
- Your outline choice is too large for the image size.

### **Separating the Outline From the Word or Image**

- 1 With an outlined word or image displayed on your screen, right-click on the image.
- 2 On the displayed menu, click **Color Selection**.
- 3 Click any line in the color of the outline. When you do, all lines of that color are selected, and you can move them to another location on the page.

## Distorting Words Into Different Shapes

The **Distortion** tool lets you change text or objects into crazy shapes!



**Figure 139**

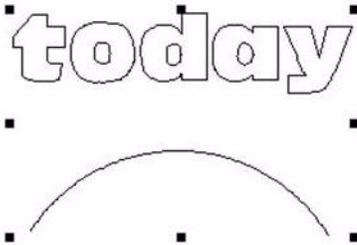
- 1 Write a word or open an image, and then use the **Select Elements** tool to select it.
- 2 On the **Tools** menu, click **Distortion**. When you do, the **Distortion** box opens.
- 3 Select the type of distortion:
  - Select **Freehand** to move the image yourself. Use the arrow tool to move points or lines. You can select 4 or 8 points (see step 5).
  - Select **Use Form** to choose a pre-designed image distortion available in the top window. Scroll up and down to see the many shapes available.
- 4 Select a **Work** option:
  - **Keep lines** is best used for shapes composed of only straight lines. Straight lines cannot be manipulated.
  - **Convert line to curve** is used to add distortion to straight lines if possible. Use Convert line to curve if the drawing has curves.
- 5 Select the number of points you wish to move, either 4 or 8.
- 6 Click **Apply** to apply your selections to the text or object.



**TIP:** Try the distortion tool with the images too!

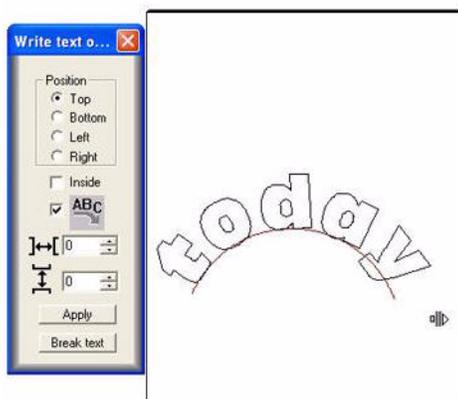
## Creating Curved Titles and Words

Use the **Fit Text to Path** option on the **Text** menu to create text that curves under or over an arc.

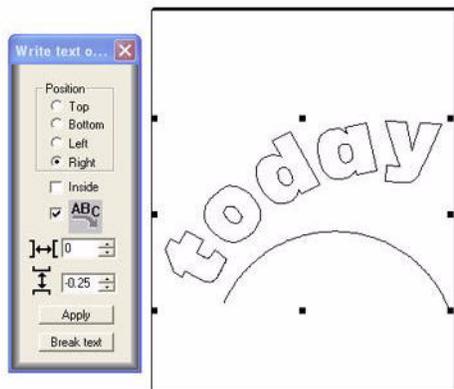


**Figure 140**

- 1 Write a word.
- 2 From the **Draw** menu, click **Arc**, **Oval**, or **Circle**.
- 3 Draw the shape you want.
  - To draw an arc, click **Arc** and then click (do not drag) at two different spots on the page. An arc appears between the areas where you clicked. If the arc is upside down, use the **Select Elements** tool to flip it over. Then, use the **Select Elements** tool to adjust the size and depth of the curve.
  - Be sure the arc is bigger than the word.
- 4 Using the **Select Elements** tool, drag a square around both the word and the arc. (If you prefer, use **Select All** under the **Tools** menu.)
- 5 From the **Text** menu, click **Fit Text to Path**.
- 6 In the **Write Text on...** box, select the location on the arc where you want to write the text: top, bottom, left, or right. See figure 141 and figure 142.



**Figure 141** Example of text curved to the top



**Figure 142** Example of text curved to right

**7** Click **Apply** to save your selections.

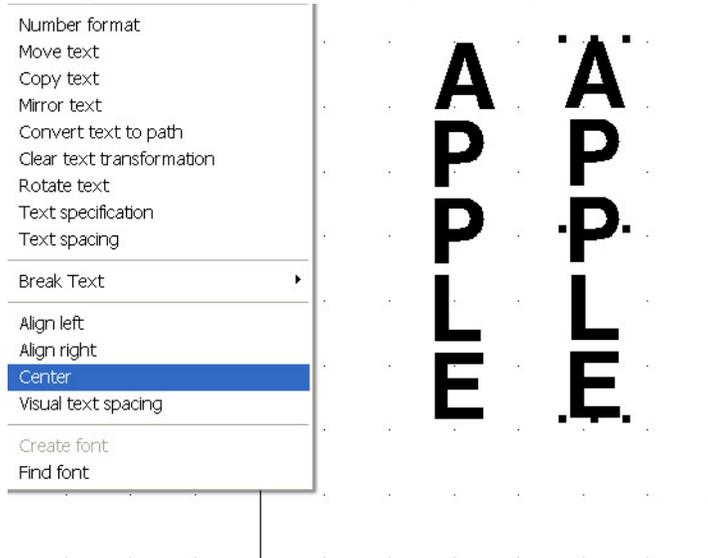


**TIP:** To separate the line from the word, click **Break text** on the **Write Text on...** box. This allows you to delete the line so the word stands alone.

## Spelling Words Vertically

This section provides two techniques for writing a word with its letters stacked vertically above the each other.

### Using the Center Technique to Spell Words Vertically

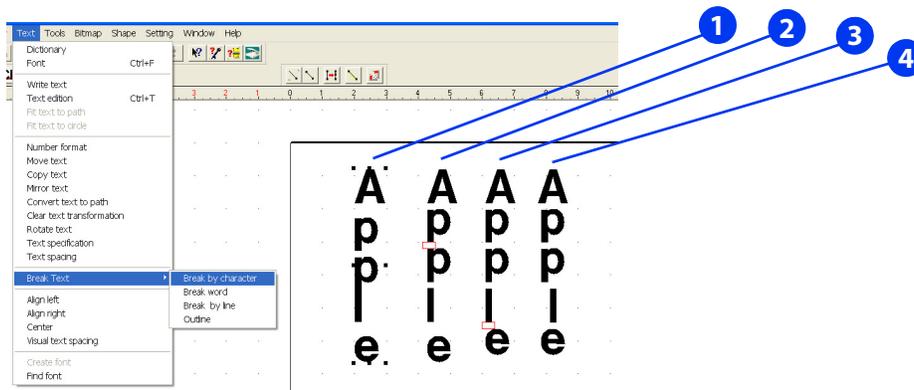


**Figure 143**

- 1 Type the word letter-by-letter in the font you prefer. Press the `ENTER` key after typing each letter to move the cursor down to the next line.
- 2 Use the **Select Elements** tool to select the word.
- 3 From the **Text** menu, click **Center**. When you do, the letters in the word line up underneath each other.

## Using the Break Text Technique to Spell Words Vertically

This technique is preferable when you have mixed upper- and lower-case letters. These letters often are not spaced evenly when typed vertically.



**Figure 144**

- 1 Type the word letter-by-letter in the font you prefer. Press the **ENTER** key after typing each letter to move the cursor down to the next line.
- 2 Use the **Select Elements** tool  to select the word.
- 3 From the **Text** menu, click **Break Text/Break by Character**. This separates the word into individual letters. See column 1 in figure 144.
- 4 Use the **Draw Rectangle** tool to create a small box in the size you want to apply as spacing between the letters.
- 5 Position the rectangle between the first two letters. Select the letter to be moved and use the arrow keys on your computer's keyboard to move the letter up or down. See column 2.
- 6 Continue using the rectangle as a spacer to help with the positioning of the letters. See column 3.
- 7 Use the **Select Elements** tool to select the entire word, and then drag a box around it. When you release the mouse button, all of the letters will be selected together.
- 8 From the **Text** menu, click **Center**. The letters in the word line up underneath each other. See column 4.

## Joining Letters Together

This section provides two methods for joining letters: by using the **Visual Text Spacing** tool with **Welding** and by using the **Welding** tool to weld a bar to the bottom of a word.

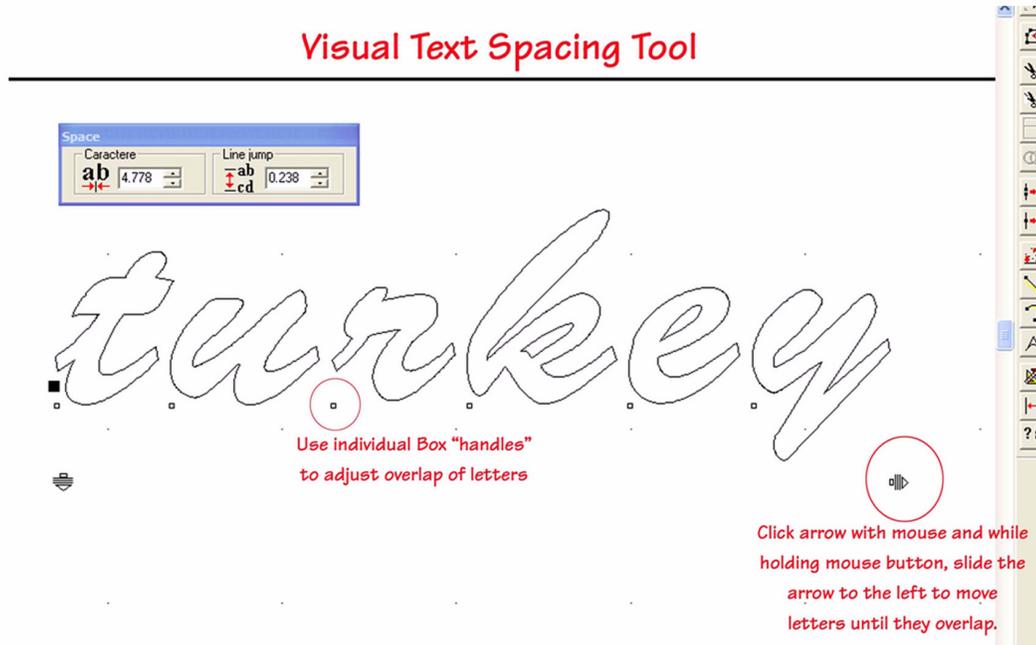
### Using Visual Text Spacing to Join Letters

- 1 Type a word in the font of your choice and then select it.
- 2 On the **Text** menu, click **Visual Text Spacing**. Visual Text Spacing places a little box under each letter and an arrow pointing to the right under the word. See figure 145.

- 3 Move letters to overlap, using the arrow tool or the little boxes.



**TIP:** If you must lengthen parts of the letters to get the proper spacing, see “How to Lengthen Letters” on page 99.

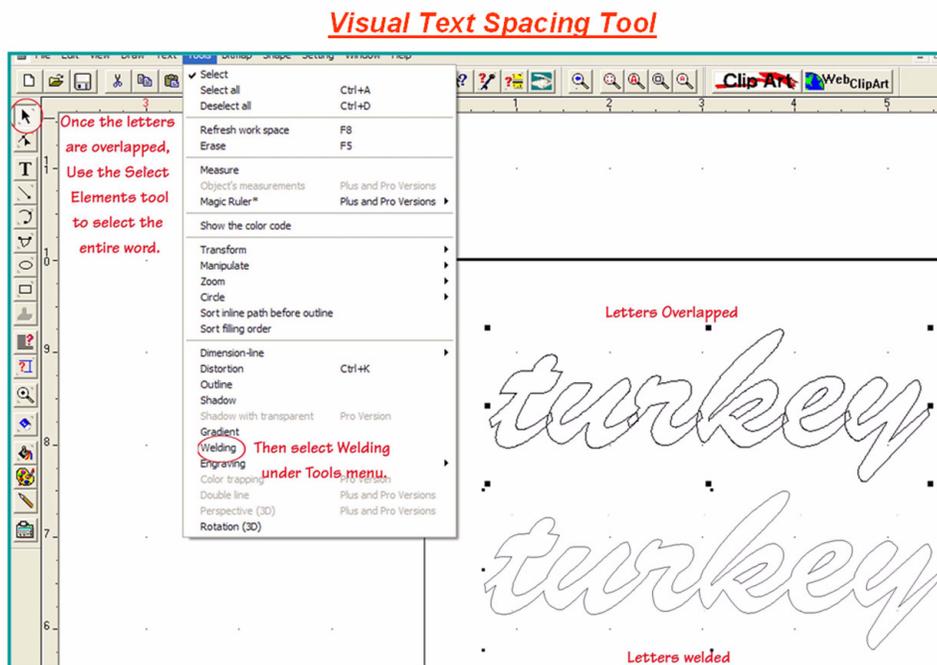


**Figure 145**

- 4 Use the **Select Elements** tool to select the word.
- 5 On the **Tools** menu, click **Welding**. When you do, the letters should join. If the letters do not join, click **Undo**, move them slightly, and try again.



**TIP:** You can fix distortions after welding by using the **Move Point** tool. See “Tips for Fixing Welding Problems” on page 101.



**Figure 146**

## How to Lengthen Letters

- If you need to lengthen letters to obtain proper overlap, use the **Move Point** tool to lengthen them. For best results, weld first and then lengthen the letters. After lengthening the letters, weld the newly overlapped letters.
- Create small rectangles to create a bridge between letters and weld together.
- If the letters have inside parts (such as an e or a B), be careful to select only the outside of the letter while welding. Click on the outside line of a letter, hold down the **SHIFT** key, and then click on the outside line of the second letter. Then, continue to weld.

### Using the Welding Tool to Join Letters With a Bar



**Figure 147**

- 1** Type a word in the font of your choice.
- 2** From the **Draw** menu, click **Rectangle** to draw a rectangle bar.
- 3** Use the **Select Elements** tool to move the bar so that it overlaps word.
- 4** Use the **Select Elements** tool to select the bar and letters together. To do so, click **Select All** under the **Tools** menu or use the **Select Elements** tool to drag a box around all the elements.
- 5** On the **Tools** menu, click **Welding**.
- 6** Smooth out rough lines. by using the **Move Point** tool or by using the **Replace By Segment** tool.

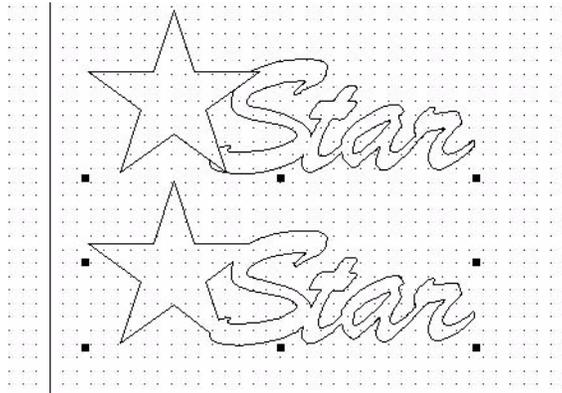


**TIP:** If some letters distort during welding, break text by character and try to weld those letters last.

## Welding Images and Words Together

Use the following procedure to weld an image and word together, as shown in figure 148.

- 1 Move the word and images together so that they overlap.
- 2 Select both objects by dragging a box around both of them.
- 3 On the **Tools** menu, click **Welding**.



**Figure 148**

## Tips for Fixing Welding Problems

- If parts of words or objects disappear, select only the outlines of each object. To select the outline, click on the first object while holding down the **SHIFT** key, and then click on the next object.
- If objects do not weld, make sure the objects are overlapping and check for open paths.

## Using Drawing Tools to Change Letters and Images

You can modify the appearance of letters and images by using Pazzles Creative Cutter drawing tools. Use the tips that follow.

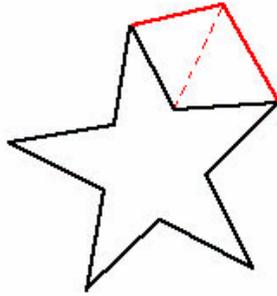
### Tips for Using Drawing Tools

- When manipulating images, click and hold down the mouse button.
- To see the image more clearly, use the **Zoom** tool to enlarge it.
- If cutting or erasing a particular area is difficult, move that part of the image to the front. To do so, go to the **Shape** menu and click **Order**.

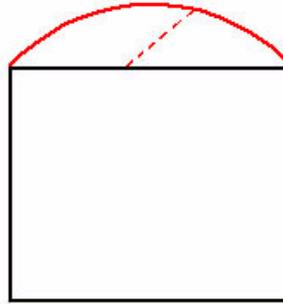
## **Move Point Tool**

The **Move Point** tool allows you to select a construction point on an element and then to move it in, out, up, or down. This is very helpful when smoothing out any imperfections in your drawing.

Click on point with Move Point tool and drag to change point.

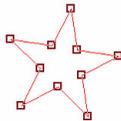


Click and drag on middle of a segment with Move Point tool to create an arc.



**Figure 149**

- Using the **Move Point** tool, click on a point in the object and then drag it.
- Click and drag the middle of a segment to create an arc. See figure 149.
- To display all joints and points, use the **Move Point** tool to drag a box around the object. Viewing all joints and points is very helpful when making precise adjustments. See figure 150.



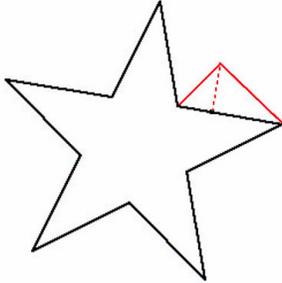
**Figure 150**

## **Fixing Scanned Images With the Move Point Tool**

Images that are scanned in often contain imperfections such as stray bumps. To fix this kind of flaw, click on the flaw with the **Move Point** tool and push or pull it into place.

## Break and Move Tool

Use the **Break and Move** tool to place a break in the image line and then bend or manipulate the line. To use it, place a point at a new location and then move the point to create a new look. See figure 151.



**Figure 151**

## Cut Path Tool

The **Cut Path** tool enables cutting out a segment of a line in an image. To use it, click two places with the **Cut Path** tool and then use the **Erase** tool to remove the cut section. See figure 152.



**Figure 152**

Alternatively, cut one spot and use the **Move Point** tool to move the ends to the location you prefer. See figure 153.



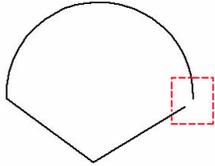
**Figure 153**

## Create Tabs to Hold a Project On the Paper

- 1 Use the **Cut Path** tool to snip two breaks in the cutting line.
- 2 With the **Erase** tool, remove the snipped segment.

## Join Two Points Tool

The **Join Two Points** tool is helpful for joining the ends of two lines. To use it, select the **Join Two Points** tool and then click and drag a box around the two ends that are to be joined.



Release the mouse button to join the points.

**Figure 154**

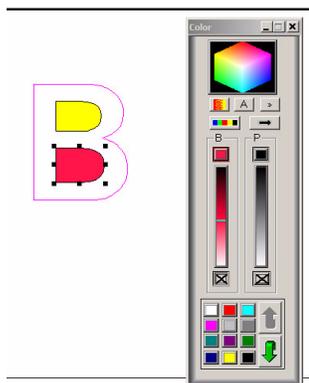
## Change Color Line Tool

There are several reasons to change the colors of lines and fills:

- Changing colors allows you to choose cut order by color.
- Changing colors can make lines more visible.
- Changing the color of lines facilitates cutting different parts of the image at different pressures.
- Changing the color of lines helps to indicate the tools used for various lines,
- Changing the fill color in an image helps you to visualize how the image will look when cut, and it facilitates printing the image on your color printer directly from Pazzles Creative Cutter. (Changing the fill color does not affect the way an image cuts.)

Use the following procedure to change colors in an image or letter:

- 1 Select the image with the **Select Elements** tool.
- 2 Click the **Change Color** icon to open the **Color** box. See figure 155.



**Figure 155**

- 3 Click the mouse on a color square.
  - To change the line color, click the right button on your mouse.
  - To change the fill color, click the left button on your mouse.
  - To lighten or darken a color, move the color bars up and down.
- 4 To remove fill color, click the **X** under the **B** box on the **Color** box.

**TIP:**

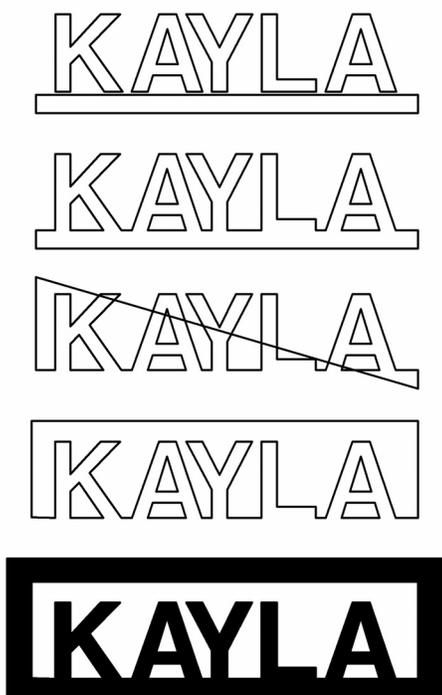
- The **B** column applies fill color with a brush.
- The **P** column applies outline color with a pen.

## Creating Words Inside a Rectangle

You can manipulate the letters in words that are enclosed in a rectangle so that they are either separated or attached.

### Creating a Word with Separated Letters

- 1 Type a word.
- 2 From the **Draw** menu, click **Rectangle**.
- 3 Draw a rectangle under the word.
- 4 Weld the word and the rectangle together. See “Welding Images and Words Together” on page 101.
- 5 Use the **Move Point** tool to drag the bottom-left corner of the bar over the top of the word.
- 6 Use the **Move Point** tool to drag the bottom-right corner over the top of the word. The word will cut from the cardstock, as shown in the final image in figure 156.



**Figure 156**

### **Creating a Word With Attached Letters**

- 1 Type a word.
- 2 From the **Draw** menu, click **Rectangle**.
- 3 Draw a rectangle under the word.
- 4 Duplicate the rectangle (use **ALT + D**) and use the arrow key to move the new rectangle straight above the word. See figure 157.
- 5 Select both rectangles and the word and weld them together. See “Welding Images and Words Together” on page 101.
- 6 Use the **Eraser** tool to erase unnecessary parts of the rectangles.
- 7 Join the ends of the bottom and top to create sides.
- 8 Draw a rectangle around the completed word.

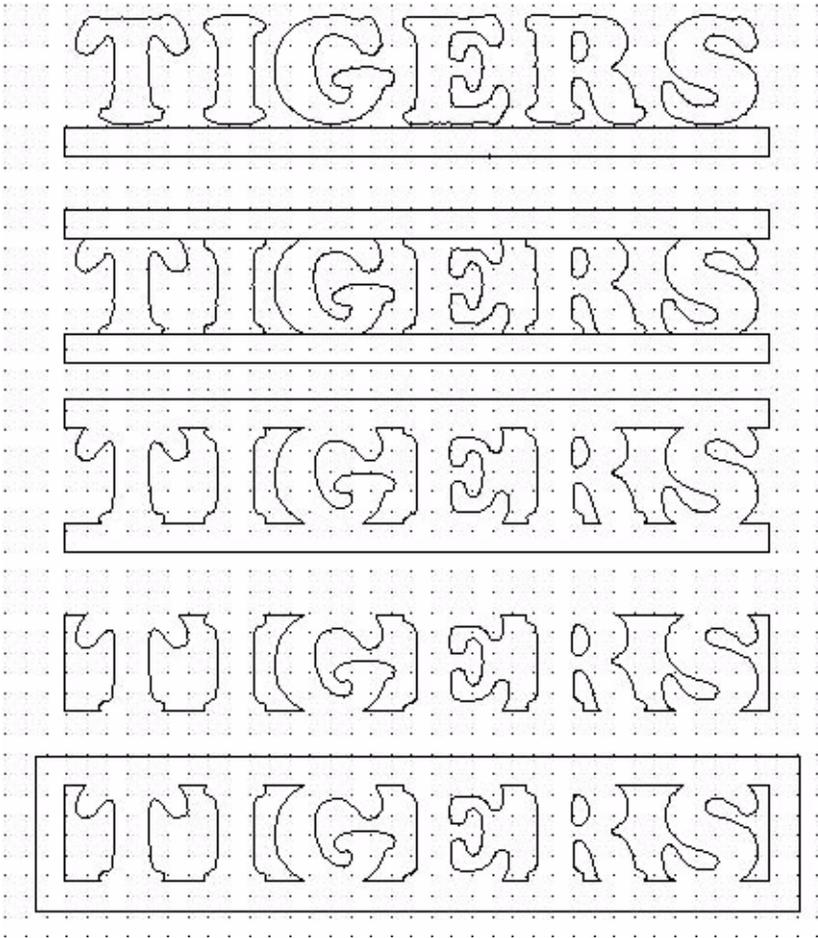


Figure 157



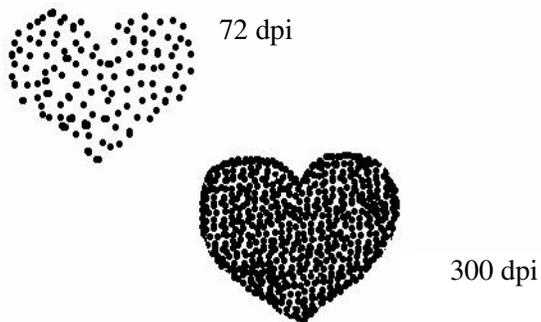
# 6

## Working With Graphics

Achieving the pages you're dreaming of sometimes means creating, scanning, or importing graphics. This chapter provides background information on computer graphics and tips and techniques for creating graphics that cut and display well. We recommend that you complete the practice project to gain experience with converting graphics (see "Practice Project: Converting and Vectorizing a Bitmap File" on page 114).

### Introduction: Pixels, Resolution, Vectors, Oh My!

Most computer graphic programs create objects with tiny dots called *pixels*. The number of pixels per inch, which is also referred to as *dots per inch (dpi)* is called the object's *resolution*. The higher the resolution, the more dots per inch. And, the higher the resolution, the more detail in the graphic. To see the difference between an image created at 72 dpi and 300 dpi, see figure 158.



**Figure 158**

Cutting the hundreds of dots that compose an image would be cumbersome and time-consuming. Therefore, you must convert the image from pixels to vectors, which are lines and curves. This process can be done with the Pazzles Creative Cutter software, which essentially connects the dots for you. The closer the dots are to each other (and therefore, the higher the resolution), the smoother the cutting lines and curves.

## Manipulating, Scanning, and Importing Graphics

### Scanning a Picture or Drawing into Pazzles Creative Cutter

- 1 Draw your design, preferably in black ink that is not too fine. It is helpful to draw it large; you can scale it down later on.
- 2 Place the image on the scanner bed. It is best if you scan one image at a time. If you want multiples of your drawing you can create copies within the program.
- 3 From the Pazzles Creative Cutter **File** menu, click **Select Source**. Your scanner model should appear in the pop up window. (If not, make sure your scanner is hooked up to the computer and turned on.) You may need to restart your computer with the scanner turned on.
- 4 Choose your scanner and click **Select**.
- 5 To scan, click **Acquire**. Be sure that the scanner properties are set to scan your project as a Black and White bitmap at a resolution of 250 dpi or higher.
- 6 Activate the scan. Your project should appear in Pazzles Creative Cutter. When it does, use the procedure “Importing and Vectorizing a Word or Graphic” on page 110 to vectorize it.

### Importing an Image or Word Created in CorelDraw or Adobe Illustrator

If you have created the design in Adobe Illustrator or CorelDraw, save it as an Adobe Illustrator 6.0 (AI) file and import into the cutting program. Be sure to convert text to lines, using vector as the conversion mode. You will not need to vectorize the image in Pazzles Creative Cutter.



**NOTE:** This type of file sometimes results in doubled-up or duplicate lines.

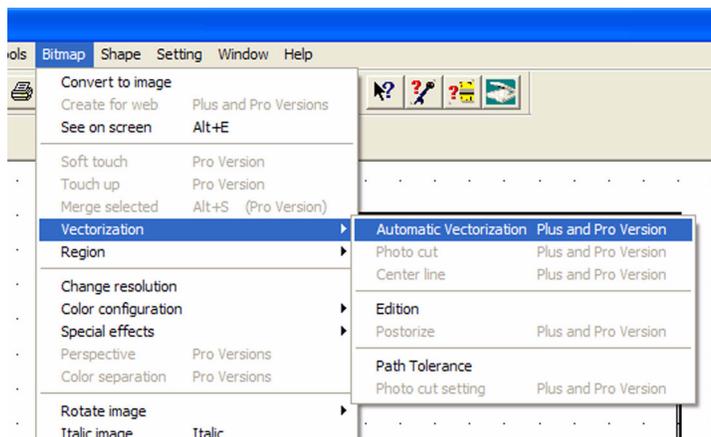
## Converting and Vectorizing Graphics

The best graphics for vectorizing are solid (filled in) and saved in *black and white bitmap (bmp)* format at 250 dpi or higher). Refer to the sections that follow to automatically vectorize images.

### Importing and Vectorizing a Word or Graphic

- 1 Save the image as a black and white bitmap (.bmp) file at a resolution of 250 or higher. Lower resolution will yield unsatisfactory results. See “Converting an Image to Black and White Before Saving as a Bitmap” on page 114.
- 2 Open a blank page in Pazzles Creative Cutter.
- 3 From the **File** menu, click **Import** and then select **Image**.
- 4 In the **File Import** box, browse to the location where the file is saved, select it, and click **OK**.
- 5 With the image still on the screen, open the Pazzles Creative Cutter **Bitmap** menu.

**6** On the **Bitmap** menu, click **Vectorization** and **Automatic Vectorization**. See figure 159.



**Figure 159**



**TIP:** For detailed information on vectorizing, see “Tutorial 3: Prepare, Scan, and Convert a Basic Line Graph to Cutting Format” on page 62.

**7** Click the image to start converting it to a vector image. Vectorizing can take a few minutes. When the image is converted, the new image appears in yellow next to the original.

**8** Use the **Select Elements** tool to select the original black and white image, and then delete it.

**9** Delete the outside square and any extra lines around the converted vector image.

**10** Use the **Select Elements** tool to drag a square around the converted vector image and then move it to the appropriate location on the page.



**TIP:** You might want to change the line color to make the image more visible.

## Tools and Tips for Cleaning Up Vectorized Images

Depending on the quality of the original image, you may have less than perfect lines after vectorizing. Use the tips that follow to fix problem areas.

### Replace a Line

Use the **Replace by a Segment** tool  to replace the line. Click and drag a line over the problem area to replace it with a smooth line.

### Replace a Rough Curved Area

Use the **Replace by an Arc** tool  to replace the rough curved area. Click at the start and at the end of the curve. (See figure 160.) You might need to use the **Move Points** tool to move the arc into place.

## Cut Away Points or Bad Areas

Use the **Cut Straight Line** tool  to cut away points or bad areas. Drag the tool the separate the unwanted area. See figure 161.

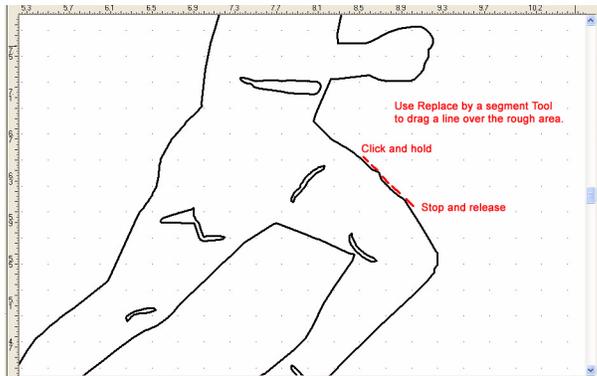


Figure 160

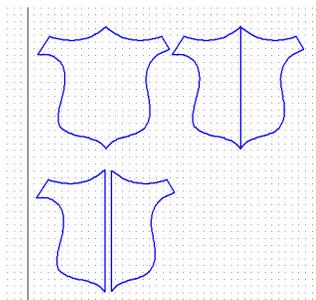
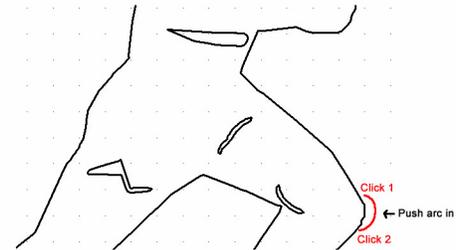


Figure 161

## Smooth a Selected Area

Use the **Simply Path** option from the **Shape** menu to smooth a selected area. Click the area several times to remove extra points.

## Convert an Uneven Circle

Use the **Convert to Circle** tool  (double click the **Oval** tool) to convert an uneven circle to a perfectly shaped circle.

## Straighten a Crooked Line

Use the **Horizontal/Vertical** tool  to straighten a crooked line horizontally or vertically.

## Eliminate Stray Lines

Use the **Move Point** and **Eraser** tools to eliminate stray lines. If stray lines appear in scanned drawings, they might be caused by stray dots in the scan, either from flaws in paper or dust on

the scanner. The program is trying to “connect the dots” for you. Use the **Move Point** tool to drag the end of the line outside of the image and then click the **Erase** tool to remove them.

### Remove Extra Lines

To remove the extra lines, select the lines and press the `DELETE` key on your keyboard. If the lines are difficult to remove, use the **Erase** tool to remove two or three pieces of the unwanted line and then select and delete the broken sections.

### Avoid Double Lines

Convert the image to a solid graphic to avoid those pesky double lines. To do so, color the image by hand (solidly!) or use a graphics program to fill in before vectorizing.

### Fixing Vectorizing in Scanned Drawings or Photographs

If you encounter problems when trying to vectorize a scanned drawing or photograph (not an outline or solid), convert images to an outline or solid image. To do so, first outline it by hand with a black pen. Then, scan at 200 dpi in black and white, or use a “paint” or graphics program to fill the image in and make it solid. Save the image as a black and white bitmap (bmp) file, vectorize, and remove any double lines after vectorizing. Alternatively, use the hand-vectorizing method described on page 114.

### Converting Low-Resolution Images

Some publishing programs (such as MS® Publisher, Printshop, and Printmaster) feature program-specific file formats. Images created in these programs often are low resolution, and you may not be able to save them in bitmap format. To remedy the issue, print the image in BEST quality, trace it, and then scan it in as a black and white bitmap. See “Manipulating, Scanning, and Importing Graphics” on page 110. Alternatively, use the hand-vectoring method on page 114.

## Converting an Image to Black and White Before Saving as a Bitmap

If you receive a message during vectorizing that you are using the wrong file format or if nothing happens when you start to vectorize an image, the image was not saved in black and white bitmap (bmp) format. Use this procedure to fix the problem.



**NOTE:** This procedure will not work if your image is in Index format.

- 1 From the **Bitmap** menu, click **Change Resolution**.
- 2 Click on the image. When you do, the **Bitmap Resolution** box opens.
- 3 Working step by step, change the **Bits Per Pixel** and **Dithering Method** selections from the current settings down to **1 bit per pixel** and **Dithering Method to None**. Do not go directly from the current setting to 1 bit per pixel and **Dithering None**; you must proceed through each option.
- 4 Proceed with vectorization. See “Importing and Vectorizing a Word or Graphic” on page 110.

## Practice Project: Converting and Vectorizing a Bitmap File

- 1 From the **File** menu, click **Import** and then click **Image**.
- 2 Locate and open Sample Bitmap 2 on the Creative Cutter CD.
- 3 On the Pazzles Creative Cutter **Bitmap** menu, click **Vectorization** and **Automatic Vectorization**.
- 4 Click on your scanned image. When you do, the program begins to convert it to a vector image. This process can take a few minutes, especially if the image is detailed.
- 5 When the vectorizing process is complete, the new image appears in yellow next to the original. (To change the color, see “Step 1: Prepare the Image and the Tools” on page 115.) You can delete the box if you wish.
- 6 Click the **Select Elements** tool, click on the black bitmap image, and click **DELETE** to remove it.
- 7 To view the vectorized image more clearly, click the **View Page** tool and click on the screen. Then, use the **Select Elements** tool to drag a square around the image and move it onto the page, if necessary. Use the **View Page** tool to enlarge the page for better viewing.

## Hand-Vectorizing An Image

You can convert any drawing, graphic, or photograph to a cutting file by hand vectorization. In simple terms, hand vectorizing involves using some basic drawing tools to trace around the image. You might find that this becomes your preferred method of converting graphics!

For more detailed information and instructions, see “Tutorial #4: Hand Vectorizing a Graphic or Photo” on page 73.

## Step 1: Prepare the Image and the Tools

1 Scan a photo or graphic into Pazzles Creative Cutter or open a graphic that is already saved on your computer. See figure 162.

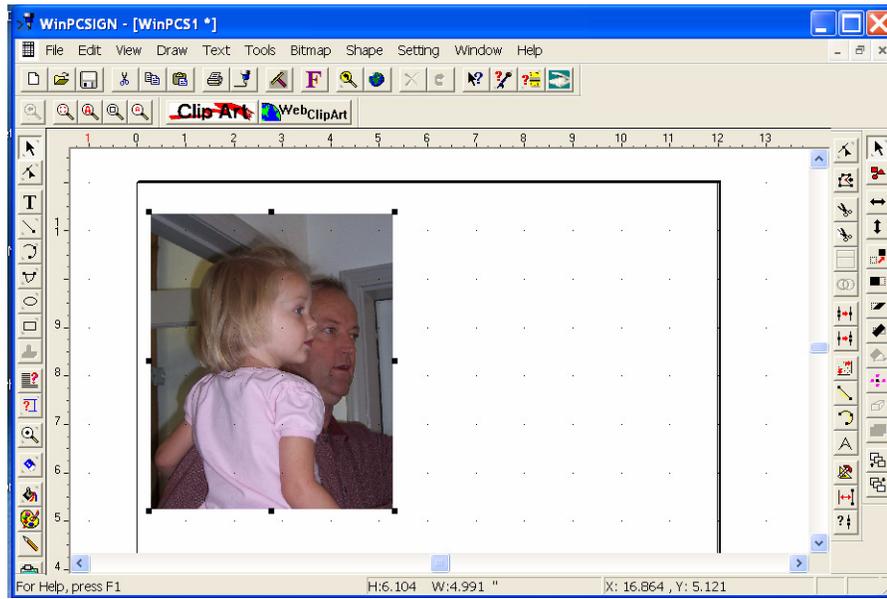


Figure 162

2 Resize the graphic to fill the screen. Using the **Select Elements** tool, click one of the image’s corner handles. While holding down the mouse button, drag the picture to a larger size.

3 Double click the **Segment** tool (located on the left side of the workspace) to open the Segment toolbar. You will use the first two tools on the toolbar.



Figure 163

4 Set the line thickness by clicking the **Pen and Brush** tool to open the **Pen** window. Change the Pen width to **0.04** or **0.05** and click **Apply**.

5 Set the line color by clicking the **Color Palette** icon to open the **Color** window. Right click on the color of your choice.

## Step 2: Trace the Image

1 Use the **Magnify** tool to enlarge a section of the picture.

2 Click the **Segment from Path** tool.

- 3 Click on a starting point and then hold the mouse button down as you drag the starting line. See figure 164.

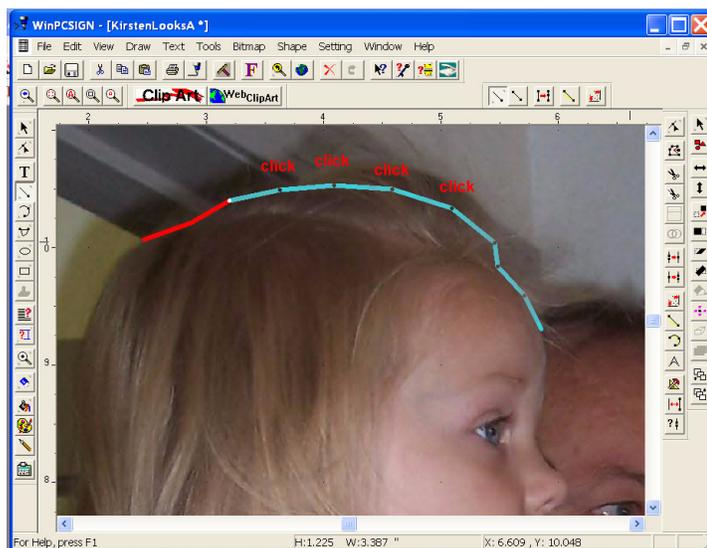
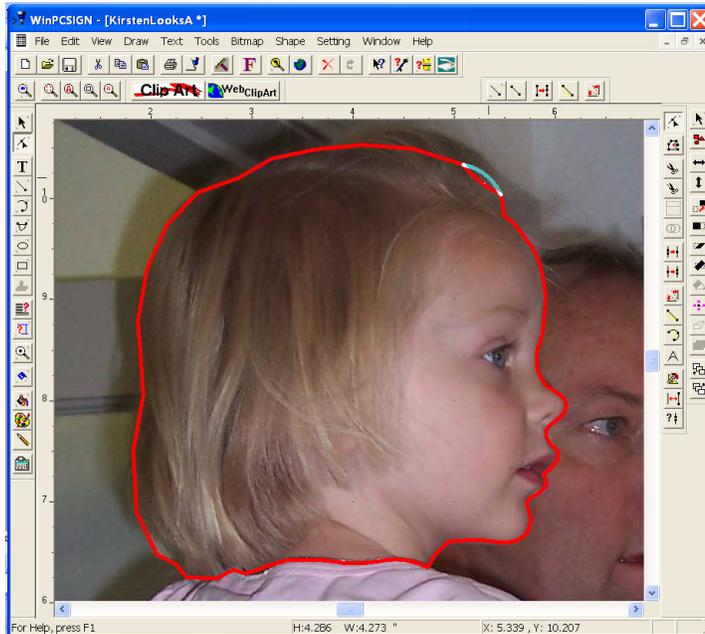


Figure 164

- 4 Continue tracing the image by clicking on a spot some distance away from your first line. As you click along the outline of the image, a line will fill in between the point.
- 5 Click the **Redraw** tool. When you do, the line colors changes to red. See figure 166.
- 6 Continue tracing around the picture until you reach the starting point. The beginning and ending points should connect automatically.

## Step 3: Shape the Lines to Fit the Image

- 1 Click the **Move Point** tool and begin to shape the lines to fit the image. See figure 165.



**Figure 165**

- To round a line, click the middle of a segment.
  - To resize a segment or to create a point, click on an end point of a segment.
- 2 Shape the lines all the way around the outline as needed.
  - 3 Use the **Segment from Path** tool to outline other features. Keep in mind that when using the **Segment from Path** tool, the end of a line must connect with the beginning point.

- 4 Use the **Draw Segment** tool to add individual accent lines. Accent lines do not connect the line made previously. See figure 166.

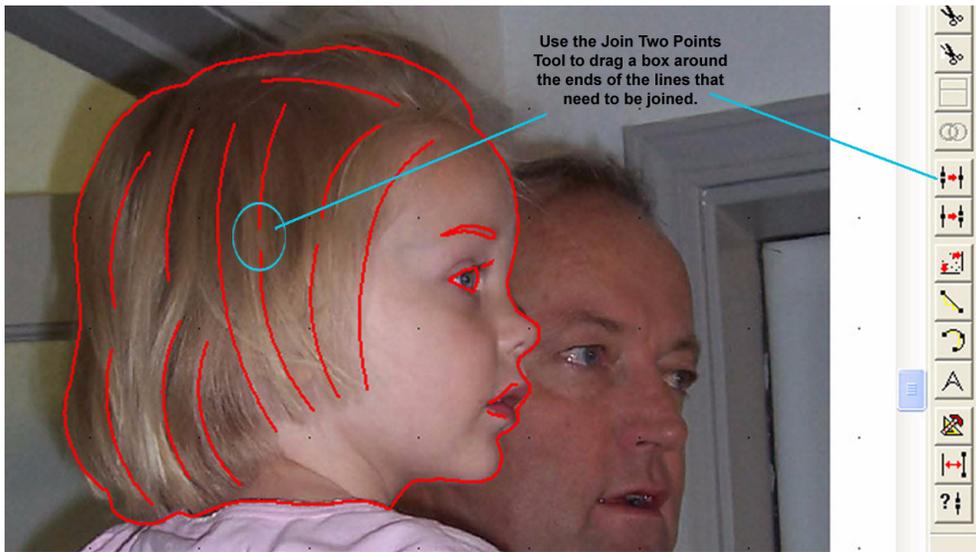


Figure 166

- 5 Use the **Move Point** tool to shape the accent lines.
- 6 Use the **Join Two Points** tool to connect the ends of lines. To do so, click and hold down the mouse button while dragging a box around the end points that need to be joined. When you release the mouse button, the ends should join.
- 7 Select the image (picture) portion of the screen and delete it. The newly created cutting image remains on the screen.
- 8 Fix any open paths. First, use the **Show Open Paths** tool to find unconnected end points. Next, use the **Join Two Points** tool to drag a small box around the points to connect the ends. See figure 167.

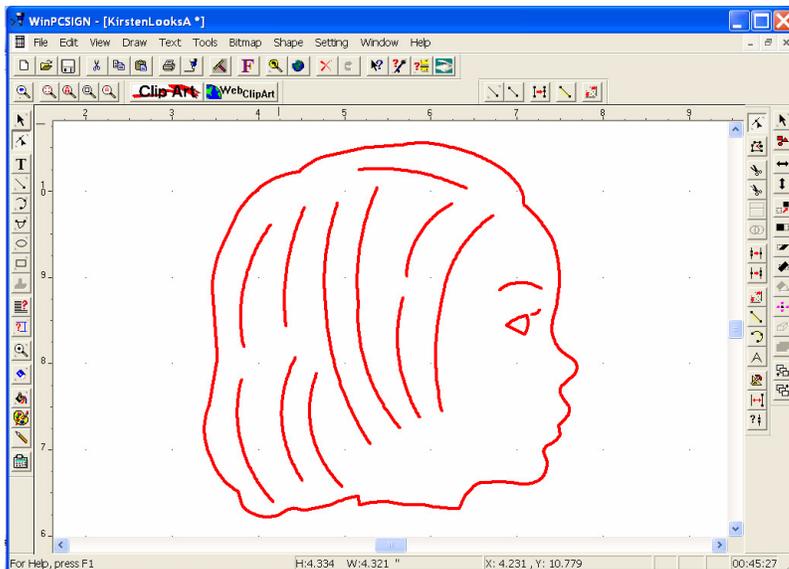


Figure 167

## Tracking Customer Data

Use the Customer option on the Edit menu to keep records of your customers' names, prices charged, and fonts and images.

### Customer- Edit Menu

Use this to keep records of customer names, prices charged, and fonts or images used.

The screenshot shows a dialog box titled "Information" with a close button (X) in the top right corner. The dialog is divided into several sections:

- Customer:** Contains a "Name" field with the placeholder text "Name of customer who ordered project", and "Tel:", "Fax:", and "E-mail:" fields.
- Location:** Contains "Address:", "City:", "Country:", and "Zip/Postal Code:" fields.
- Comments:** A text area containing the text: "Advert Font- large letters", "Tekton Font- small letters", and "Image- Butterfly from CD#1".
- Contact:** A field for contact information.
- Start date:** A date field with the value "10/03/2005".
- Completion date:** A date field.
- Delivery date:** A date field with the value "00-00-0000".
- Transport:** A field for transport information.
- Terms:** A field for terms.
- Price:** A field with the value "0.000000".
- Buttons:** "Print", "OK", and "Cancel" buttons are located at the bottom right.

Figure 168



# 7

## Specialized Cutting and Finishing Techniques

This chapter provides tips and techniques for specialized cutting requirements, including cutting on unusually sized papers, cutting on media other than paper, and applying special effects such as embossing during cutting.

### Tips for Cutting Unusual Media and Sizes



**WARNING!** When you are working with unfamiliar or heavy materials, do not leave the cutter unattended. If the cutter gets stuck in your absence, the motor could burn up. This type of mishap is not a warranted repair.

Type of Material	Notes
Vellum	Be sure it is well adhered to the mat.
Mulberry paper	Be sure it is well adhered to the mat. Try using mulberry cardstocks or sticky-back mulberry papers.
Cork	Use the thinnest roll you can find. Run it through a Xyron machine first. Use simple designs. Extend the blade out to its full length.
Magnetic sheets	Use simple designs. Extend the blade out to its full length. Cut two times.
Plastic sheets	Cutter can cut many thicknesses; some might need to be cut two or three times. Be sure it is well adhered to the mat.
Transparency plastic	Be sure it is well adhered.
Thin metal foil	Use an old blade and high pressure. Extend blade out slightly, use 100-110 pressure.
Metallic papers	Increase pressure. You may need to cut two or three times.

Type of Material	Notes
Printable canvas	Make sure it is well adhered to mat.
Paper-backed fiber/straw papers	Might require two cuts. Cut on slowest speed.
Stiff fabrics and adhesive-backed fabrics	Make sure it is well adhered to mat.

## Special Techniques for Cutting

### Moving Objects From the Front or Back When Working With Lines

Objects are placed on the page in layers that can be rearranged for easier manipulation. Use the **Move to Back/Move to Front** tool to manipulate the image on your screen. See figure 169.

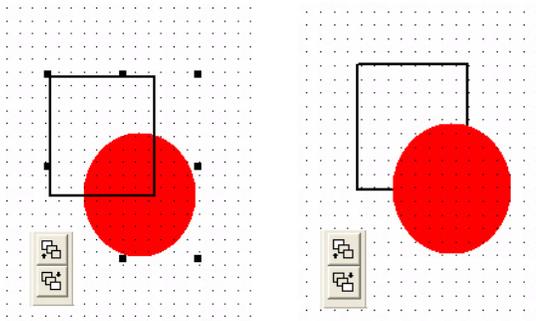


Figure 169

### Sorting the Inline Path Before Cutting

Use this procedure to prevent a letter or object from popping out of the paper during cutting.

- 1 Use the **Select Elements** tool to select the object. Be sure that all parts of the object are selected.
- 2 On the **Tools** menu, click **Sort inline path before outline**.

## Troubleshooting Problems With Inline Cutting

If a program error appears and the program shuts down while completing this procedure:

- You might have circles and ovals in the project. Create extra points with the **Break and Move** tool.
- You might have open paths. Use the **Show Open Paths** tool to find them. Use the **Join Two Points** tool to close them.

## Cutting a Project More Than Once

If your project uses heavy paper or other materials, you might need to cut two or three times. *Do not lift the rollers after the first cut!*

To make cut multiple times, use one of the following methods:

Method 1: Press **Copy** on the cutter control panel. Be sure **Advance** is *not checked* in the Cutting Control Panel.

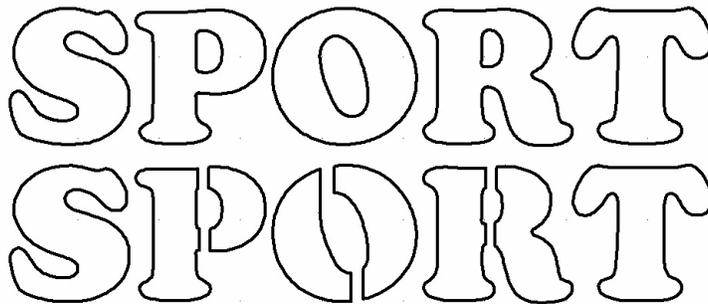
Method 2: Press **Start**.



**IMPORTANT:** It is essential that the Advance box is NOT checked and that you do NOT lift the pinch rollers!

## Creating Stencil Cuts

You can make any font into a stencil cut. See figure 170.



**Figure 170**

- 1 Type a word and select **Convert Text to Path** from the **Text** menu.
- 2 Click the **Cut Straight Line** tool and use it to cut away sections of letters.
- 3 Drag and draw two lines across the section you want to remove.
- 4 Remove unnecessary pieces by selecting the sections and deleting them. See figure 171.

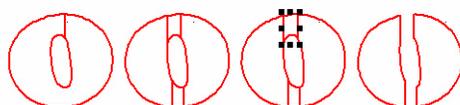


Figure 171

## Scoring Paper

If you want to *score* part of the project and *cut* another, as you would for an envelope, use the following guidelines:

- Complete the process in two separate steps.
- Be sure to change the color of the scored part of the project. (See “Change Color Line Tool” on page 104.)

## Scoring and Then Cutting an Image



**IMPORTANT:** Do not lift the pinch wheels between steps.

- 1 Select the color for scoring.
- 2 Reduce the pressure setting to a light pressure. See figure 172.
- 3 Click **Start**.
- 4 Select the color for cutting and increase the pressure.
- 5 Click **Start**.

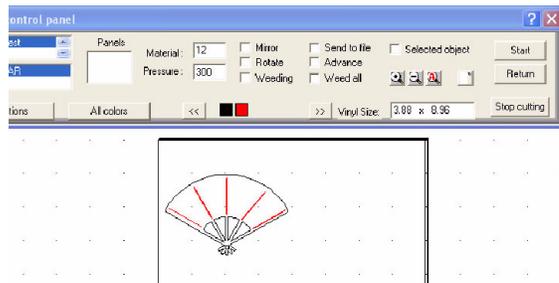


Figure 172



**TIP:** You can also use the KissCut function to create scoring. See “Converting Lines to Stitch Marks” on page 126.

## Cutting Round Corners

- 1 Draw a rectangle on the page.
- 2 Click the **Round Corner** tool.
- 3 In the **Radius** box, assign a value to apply to the corner and then click **OK**. To change this value later, double-click on the computer screen. See figure 173.

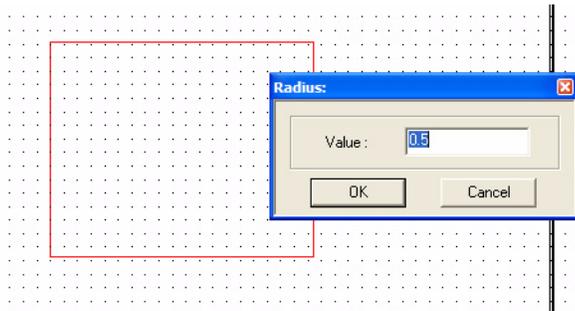


Figure 173



**TIP:** If you choose too large a radius, or a tiny segment is near the corner, you will get an error message.

- 4 Click the **Round Corner** tool on the corner you want to round. See figure 174.

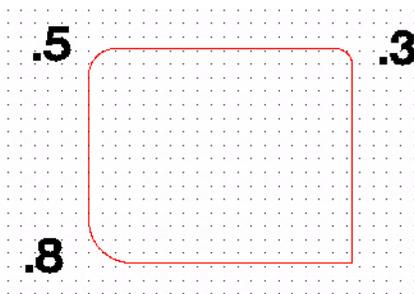
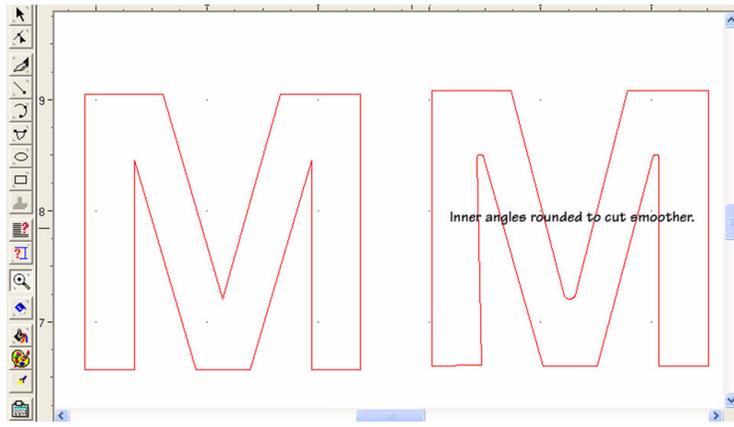


Figure 174

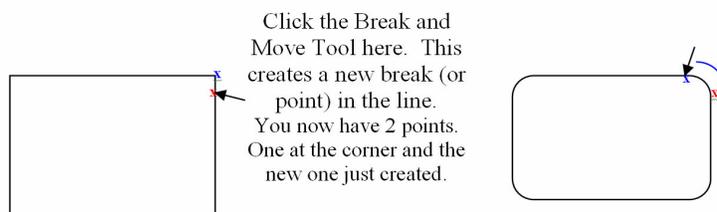
## Cutting Around Tight Corners

To get clean cuts with fonts that have tight corners and angles, use the tips that follow.

- Use the **Break and Move** tool create a new break in the line.
- Use the **Move Point** tool to move the point away from the break. Doing so creates curves instead of points. The curve is imperceptible to the eye but greatly eases cutting. See figure 175 and figure 176.



**Figure 175**



**Figure 176**

## Creating Stitch Marks

You can convert lines to stitch marks. Two lengths of stitch marks are available: KissCut1 and KissCut2.

### Converting Lines to Stitch Marks

- 1 Click the **Pencil** tool on the left toolbar to open the **Pen/Brush** window. See figure 177.
- 2 In your image, select the line to convert.
  - To apply kiss cuts to ovals and circles, use the **Break and Move** tool to create more points. Then, click on the line at four equally spaced spots.
  - To apply kiss cuts to text, first apply **Convert Text to Path** from the **Text** menu to the text.

- 3 In the **Pen/Brush** window, select KissCut1 or KissCut2 and then click **Apply**.



**TIP:** Remember to change back to a solid line before you type or draw. If you don't, your lines will continue to be KissCut style.

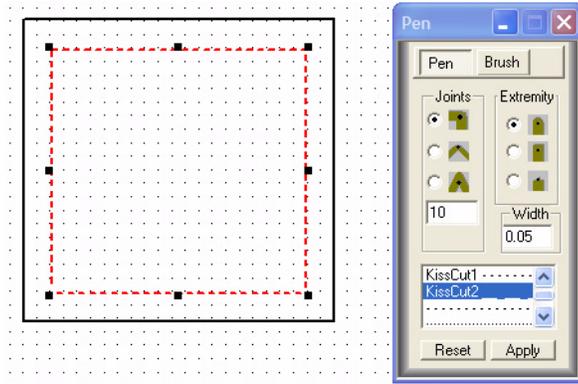


Figure 177

## Piercing With the Creative Cutter

Use the piercing tool to pierce metals, cardstock, and vellum. Piercing is a multi-step process.

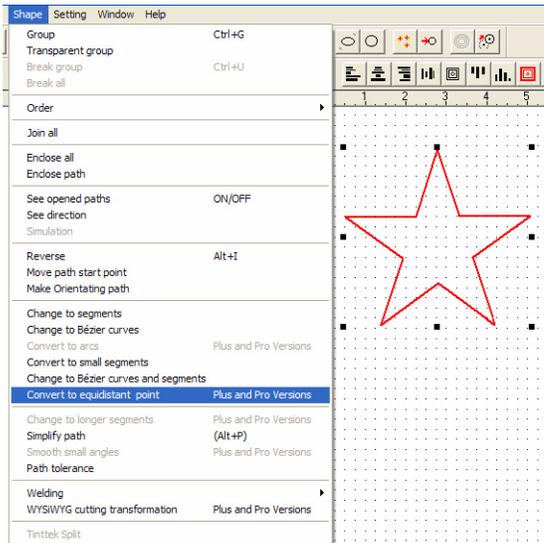
### Step 1: Insert the Piercing Tool and Set Equidistant Points



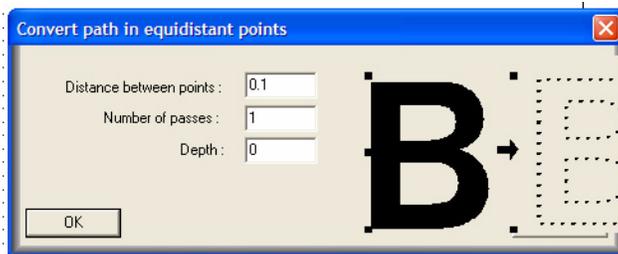
**IMPORTANT:** Do not overtighten the thumbscrew during insertion.

- 1 Insert the piercer into the cutter's carriage, using the same opening as the blade holder.
- 2 Verify that the tip is approximately 1/8" to 1/4" from the surface to be pierced.
- 3 Select the object you are going to pierce.
- 4 From the **Shape** menu, click **Convert to Equidistant Points**. See figure 178.

**5** Type the distance between points and then click **OK**. See figure 179.



**Figure 178**



**Figure 179**

## Step 2: Use the Piercing Tool

- 1** Assign piercing lines a different color from rest of project lines.
- 2** Select the lines to be pierced and convert to equidistant points. See “Step 1: Insert the Piercing Tool and Set Equidistant Points” on page 127.
- 3** Place paper, metal, or vellum paper on the velvet plush piercing mat.
- 4** Insert the project on the mat into the Creative Cutter.
- 5** Lower the pinch rollers and press **F4** to measure.
- 6** Press **F1** until you see **Pen Mode**. **Do not omit this step!**
- 7** Open Pazzles Creative Cutter and set the pressure to approximately 400.
- 8** Select the appropriate color box for points.
- 9** Click **Start** to begin piercing. If the tool drags lines, try decreasing the pressure.

### Step 3: Resume Cutting After Piercing



**IMPORTANT:** Do not lift rollers before beginning this step.

- 1 Insert the cutting blade.
- 2 Select the color for cutting line.
- 3 Change the pressure back to a normal cutting pressure.
- 4 Change the cut setting to Cut 4.
- 5 Click **Start** to cut.

## Embossing With the Creative Cutter

The Creative Cutter can emboss metal foils, vellum, and suede. It cannot emboss cardstock. Some materials require two passes to gain the effect you want. The Creative Cutter embossing kit comes with the embossing tool, two embossing tips, and one velvet embossing mat.

You can just emboss an image or you can emboss and then cut around the embossed area. Use the procedures that follow.

### Embossing an Image

- 1 Open any of the Creative Cutter images or create your design in Pazzles Creative Cutter. Because you are not cutting paper, you can choose images that have intersecting lines.
- 2 Insert the embossing mat into the Creative Cutter. Use the same procedure as when you insert a cutting mat.
- 3 Lower the pinch rollers and press **F4** to measure.
- 4 Press **F1** until you see Pen Mode. **Do not omit this step!**
- 5 On the Cutting Control Panel in Pazzles Creative Cutter, set the pressure to approximately 350 and the speed to Slowest. See figure 181.
- 6 Click **Start** to begin embossing.

## Embossing and Then Cutting Around the Embossed Area

- 1 Create the embossing design in Pazzles Creative Cutter or use one of the images on the Creative Cutter CDs.
- 2 Add an outline. Be sure to assign different colors to the outline and the embossing lines. See figure 180.

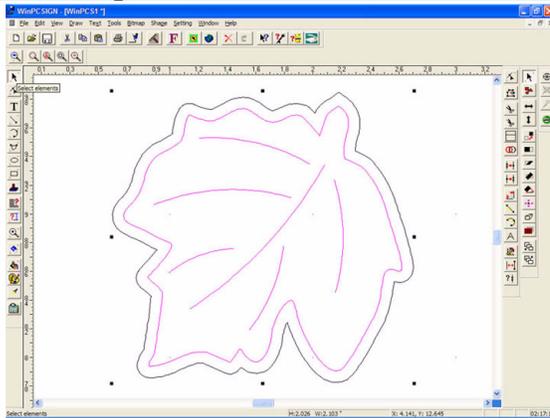


Figure 180

- 3 Insert the Embossing tool.
- 4 Place the material to be embossed on the plush embossing mat.
- 5 In the Cutting Control Panel, click the box with the embossing color. The screen display changes to show only embossing lines. See figure 181.

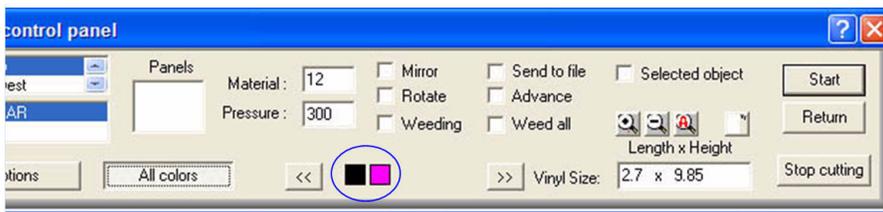


Figure 181

- 6 Verify that the **Advance** box is clear (not checked).
  - 7 Click **Start** to begin embossing.
- !! **IMPORTANT:** Do not lift the pinch rollers when embossing is complete.
- 8 Remove the embosser and insert the cutting blade.
  - 9 Click the box with the outline color. This changes the display to show only cutting lines.
  - 10 Click **Start** to begin cutting the outline.

## Engraving With the Creative Cutter

The Creative Cutter can engrave the following media:

- Metals
- Metallic cardstock
- Mirror cardstock
- Glass
- Plastic
- Wood
- Heavy cardstock (enhance the engraving with walnut ink)

You can just engrave an image or you can *engrave and then cut* around the engraved area. In addition, you can color in sections of your drawing or engravings to create a solid or textured look. Use the procedures that follow.

### Kit Contents

The Creative Cutter engraving kit comes with a silver or gold metallic mat for use when engraving on objects such as dog tags and pre-cut tags.

### Engraving an Image



**IMPORTANT:** Do not overtighten the thumbscrew during insertion.

- 1 Import any of the images on the Creative Cutter CDs or create your design in Pazzles Creative Cutter. See “Find and Import an Image” on page 35. For instructions on how to IMPORT your image. Because you are not cutting paper, you can choose images that have intersecting lines.
- 2 Place paper, foil, or wood sheet on a regular cutting mat.
- 3 Insert the project on the mat into the cutter.
- 4 Lower the pinch rollers and press **F4** to measure.
- 5 Press **F1** until you see Pen Mode. **Do not omit this step!**
- 6 On the Cutting Control Panel in Pazzles Creative Cutter, set the pressure to approximately 300.
- 7 Set speed to **slowest**.
- 8 Click **Start** to begin engraving. If the engraver drags lines, try decreasing the pressure.

## Engraving and Then Cutting Around the Engraved Image

- 1 Open any of the Creative Cutter images or create your design in Pazzles Creative Cutter.
- 2 Add an outline. Be sure to assign different colors to the outline and the engraving lines.
- 3 Insert the engraver.
- 4 In the Cutting Control Panel, click the box with the engraving color. The screen display changes to show only engraving lines. See figure 180 on page 130.
- 5 Verify that the **Advance** box is clear (not checked). See figure 181.
- 6 Click **Start** to begin engraving.

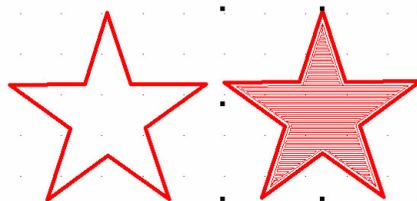
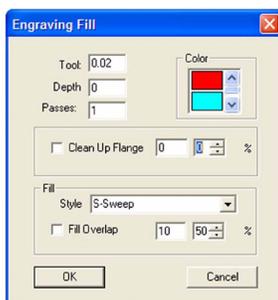


**IMPORTANT:** Do not lift the pinch rollers when engraving is complete.

- 7 Remove the engraver and insert the cutting blade.
- 8 Click the box with the outline color. This changes the display to show only cutting lines.
- 9 Click **Start** to begin cutting the outline.

## Coloring Section of Engravings

- 1 Use the **Select Elements** tool to select the part of the image to be filled in.
- 2 Under the **Tools** menu, click **Engraving** and then click **Inside**. The **Engraving Fill** window opens.
- 3 Click in the **Tools** box and type a value of **0.10** or less. For a solid fill, type **0.02**. See figure 182.
- 4 In the **Fill** box, select the type of fill you wish to apply: Sweep, Line, or Island.
- 5 Click **OK**. The selected part of the image fills with the most recently used line color. To change the color, select the lines and right-click on a color square on the **Color Palette** window.



**Figure 182**

## Engraving on a Metal Plate, Dog Tag, or Wood Tag



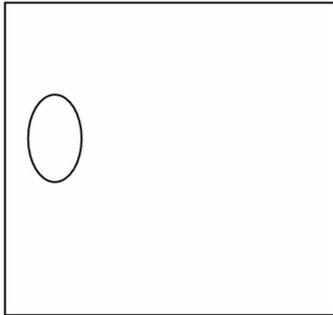
**TIP:** Practice with paper tags first.

### Step 1: Prepare the File

- 1 Scan the object or a tracing of the object's outline into Pazzles Creative Cutter. Scan at 300 dpi as a black and white bitmap.
- 2 Use automatic vectorization to convert the bitmap to cutting lines. See "Converting and Vectorizing Graphics" on page 110.
- 3 Save the resulting engraving guide as a file.

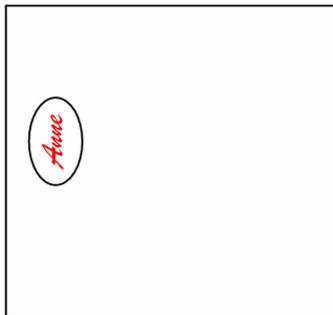
### Step 2: Prepare the Engraving Guide

- 1 Open the engraving guide in Pazzles Creative Cutter.
- 2 Place the guide image at least 3" down from the top of the page and about 1/2" the left edge.



**Figure 183**

- 3 Type or add your engraving image inside the guide.
- 4 Assign a different color to the inside design. To do so, click the **Palette** icon, click **Inside**, and right-click on a color square in the **Paint Palette** window.



**Figure 184**

### **Step 3: Engrave the Object**

- 1 Place the engraving mat (either silver or gold) in the cutter, using the same procedure as for the cutting mat. See “Working With the Cutting Mat” on page 17.
- 2 In the Cutting Control Panel, click the color square for outlining the object to be engraved.
- 3 Etch the outline into the cutting mat. **Do not lift the pinch rollers.**
- 4 Attach the engraving object over the outline, using a strong tape such as two-sided carpet tape. **Leave the pinch rollers down.**



**IMPORTANT:** Engrave on **slowest** speed. Make sure PEN MODE is selected on the cutter!

- 5 In the **Cutting Control Panel** window, select the square with the engraving color.
- 6 Click **Start** to begin engraving.

## **Using the Creative Cutter Pen Tool**

The Creative Cutter pen tool is designed to work with Sakura Gelly Roll pens.

### **Step 1: Insert the Pen Into the Holder and Into the Cutter**

- 1 To insert the pen into holder, loosen the white thumbscrew and push a Sakura Gelly pen all the way in. Note that some pens are slightly thicker than others but become easier to insert over time. If the pen is difficult to insert, try rubbing it with sandpaper to wear it down a bit.
- 2 Insert the pen holder into the carriage of the Creative Cutter, using the same opening as for the bladeholder.
- 3 Verify that the lip of the pen holder is seated flush to the opening.
- 4 Tighten the black thumbscrew to secure the pen holder in place.



**IMPORTANT:** Do not overtighten the thumbscrew.

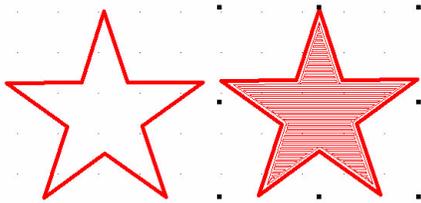
### **Step 2: Using the Pen**

- 1 Open any of the Creative Cutter images or create your design in Pazzles Creative Cutter. Because you are not cutting paper, you can choose images that have intersecting lines.
- 2 Place paper on the cutting mat and insert it into the cutter.
- 3 Lower the pinch rollers and press **F4** to measure.
- 4 Press **F1** until you see Pen Mode. **Do not omit this step.**
- 5 Open Cutting panel in Pazzles Creative Cutter and set the pressure to approximately 100.
- 6 Set the speed at **Slow** or **Medium**.
- 7 Click **Start** to begin drawing. If the pen drags lines, try decreasing the pressure.

## Filling in Sections of the Drawing

You can color in sections of your drawing to create a solid or textured look.

- 1 Use the **Select Elements** tool to choose the part of the image to fill in.
- 2 Under the **Tools** menu, click **Engraving** and choose **Inside**.
- 3 In the **Tools** box, choose a value of **0.10** or less. Use **0.02** for a solid fill.
- 4 Select the Fill style: Sweep, Line, or Island.
- 5 The Fill color will be the color most recently used for line color. To change it, select the lines and right-click on a color square in the **Color Palette** window.



**Figure 185**

## Creating a Drawing With Multiple Colors

- 1 Create the design in Pazzles Creative Cutter or use one of the Creative Cutter images.
- 2 Add an outline. Be sure to assign a different color to the outline that you will use for cutting.
- 3 Change the colors of detail lines to correspond to various pen colors.
- 4 Insert a pen into the pen holder.
- 5 In the Cutting Control Panel, click the box with the color that corresponds to the pen color. The screen display changes to show only lines of that color. See figure 180 on page 130.
- 6 Verify that the **Advance** box is clear (not checked). See figure 181.
- 7 Set the pressure to 100.
- 8 Click **Start**.

## Change the Pen Color and Cut

- 1 When the first color drawing is finished, **do not lift the pinch rollers**. Remove the pen by loosening the white thumbscrew.
- 2 Insert the next pen and repeat steps 5-8. Continue the same process for all colors.
- 3 When all color drawing is finished, **do not lift the pinch rollers**. Remove the pen holder and insert the cutting blade.
- 4 Cut the image: First, click on the box with color for outline to display only cutting lines. Reset the pressure, and then click **Start**.

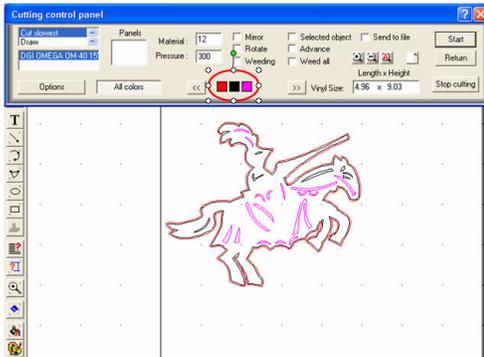


Figure 186





# 8

## Troubleshooting Guide

This chapter provides information on solving problems that have been encountered by some Creative Cutter users. Please consult this chapter before calling Support.

### Troubleshooting Tips

Issue	Possible Causes and Remedies
You want to work in Pazzles Creative Cutter while cutting	Open another Pazzles Creative Cutter. You can cut and paste between the two.
HPGL Error #1 message appears	<p>This usually is a minor error that occurred when the pinch rollers were raised before the cutting job was finished.</p> <p>Clear the memory by turning off the cutter, waiting a moment and turning it back on again. Set the machine to Cut 4 and then press the <b>Next</b> button on the cutter. Try the job again.</p> <p>If the problem persists, check all connections between the cutter and the computer.</p>
Paper End Error Appears on your LCD Screen	Your back sensor has come uncovered. If this occurs, please recover your back sensor with two strips of overlapping black electrical tape, and one strip of silver duct tape. This will ensure that no light reaches the sensor, thereby eliminating the Paper End Error.

Issue	Possible Causes and Remedies
How to uninstall and reinstall the program	<p>Step 1: Note and record the current port settings. Click <b>SETTINGS</b> and then click <b>Plotter Codes</b>.</p> <p>Step 2: Remove all Pazzles Creative Cutter registry files</p> <p>If you have saved any file within the Pazzles Creative Cutter program in the Image folder, save them in another location before beginning this procedure!</p> <ol style="list-style-type: none"> <li>1. Point to Start at the bottom-left corner of you computer screen, and click All Programs.</li> <li>2. Click <b>Pazzles Creative Cutter</b>, click <b>Tools</b>, and then click <b>Pazzles Creative Cutter Registry</b>.</li> <li>3. In the box that appears, select and delete all registry files.</li> </ol> <p>Step 3: Uninstall the Pazzles Creative Cutter program</p> <ol style="list-style-type: none"> <li>1. Open your <b>Control Panel</b> on your computer, then go to <b>Add/Remove programs</b>.</li> <li>2. Click <b>Pazzles Creative Cutter Creative Cutter 2005</b>, and then click the <b>remove</b> button to the right of it.</li> </ol> <p>Step 4: Delete the Signmax and Pazzles Creative Cutter folders</p> <ol style="list-style-type: none"> <li>1. Point to <b>Start</b> and then click <b>My Computer</b>.</li> <li>2. Select the C: drive and click the folder named <b>Program files</b>. (If you get a message about hidden folders, select to see hidden folders).</li> <li>3. In the <b>Program Files</b> folder look for a <b>Signmax</b> folder and delete it.</li> </ol> <p>Step 5: Search and delete other files</p> <ol style="list-style-type: none"> <li>1. Close all windows until you return to your Desktop screen. Then, point to Start and click Search.</li> <li>2. Select to search all files, type <b>Pazzles Creative Cutter</b> in the box, and click Search.</li> <li>3. Delete any files found.</li> <li>4. Repeat the search process, typing <b>Signmax</b> in the box. The only folder you should see is the <b>Signmax</b> folder in the Recycle Bin.</li> </ol> <p>Step 6: Reinstall the program</p> <ol style="list-style-type: none"> <li>1. Use the directions in Chapter 2.</li> <li>2. After installing, re-check the registry files. Delete any you find</li> <li>3. Restart the computer. The registry files will rebuild.</li> <li>4. In Pazzles Creative Cutter, set up the driver and port. See <b>Chapter 2</b>.</li> </ol>

Issue	Possible Causes and Remedies
HPGL Error #3 message appears	<p>Verify that all cords between the computer and the cutter are securely connected. Try cutting again.</p> <p>Check type of connection you are currently using. If you are using a parallel cord, it will be likely to be the problem. Replace with a USB to serial converter. See “What To Do If You Don’t Have a Serial Port” on page 9</p> <p>If the problem persists, uninstall and reinstall the program. Use the following procedure:</p> <p>Step 1: Note and record the current port settings. Click <b>Settings</b> and then click <b>Plotter Codes</b>.</p> <p>Step 2: Remove all Pazzles Creative Cutter registry files.</p> <ol style="list-style-type: none"> <li>1. Point to Start at the bottom-left of your computer, and click All Programs.</li> <li>2. Click <b>Pazzles Creative Cutter</b>, click <b>Tools</b>, and then click <b>Pazzles Creative Cutter Registry</b>.</li> <li>3. In the box that appears, select and delete all registry files.</li> </ol> <p>Step 3: Uninstall the Pazzles Creative Cutter program</p> <ol style="list-style-type: none"> <li>1. Point to <b>Start</b> and then click <b>All Programs</b>.</li> <li>2. Click Pazzles Creative Cutter, and then click <b>Uninstall</b>. If prompted, choose to delete all shared files.</li> </ol> <p>Step 4: Delete the <b>Signmax</b> and <b>Pazzles Creative Cutter</b> folders.</p> <ol style="list-style-type: none"> <li>1. Point to <b>Start</b> and then click <b>My Computer</b>.</li> <li>2. Select the C: drive and click the folder named <b>WINDOWS</b>. (If you get a message about hidden folders, select to see hidden files.)</li> <li>3. In the Windows folder, click the <b>Program Files</b> folder to open it. Click and delete the <b>Signmax</b> folder.</li> </ol> <p>Step 5: Search and delete other files</p> <ol style="list-style-type: none"> <li>1. Close all windows until you return to your desktop screen. Then, point to <b>Start</b> and click <b>Search</b>.</li> <li>2. Select to search all files, type <b>Pazzles Creative Cutter</b> in the box, and click <b>Search</b>.</li> <li>3. Delete any files found.</li> <li>4. Repeat the search process, typing <b>Signmax</b> in the box. The only folder you should see is the Signmax folder in the recycle bin.</li> </ol> <p>Step 6: Reinstall the program.</p> <ol style="list-style-type: none"> <li>1. Use the directions in chapter 2.</li> <li>2. After installing, re-check the registry files. Delete any you find.</li> <li>3. Restart the computer. The registry files will rebuild.</li> <li>4. In Pazzles Creative Cutter, set up the driver and port. See chapter 2.</li> </ol>

Issue	Possible Causes and Remedies
The program aborts or generates a run-time error	<p>Generally there are a few very common reasons for a runtime error. All of these are easily avoidable once you know what they are.</p> <p><b>Issue:</b> You are using software version Letter 14.0 and are trying to open files for version 2005.</p> <p><b>Solution:</b> Make sure you open the cutting file folder that says 12.0 or 14.0.</p> <p><b>Issue:</b> You are using software version Letter 2005 and are trying to open files created in an older version of the program.</p> <p><b>Solution:</b> If your files are not in a folder marked _05, they are in the old version. You must import those files into the 2005 version. See instructions on our Web site at <a href="http://www.pazzles.com">www.pazzles.com</a>.</p> <p><b>Issue:</b> You are trying to outline and you chose multiple outlines.</p> <p><b>Solution:</b> Three is the maximum safe number of outlines. After three, click on the outermost outline and do the outline function again.</p> <p><b>Issue:</b> You are trying to outline and you have chosen TOO large of an outline.</p> <p><b>Solution:</b> Reduce the size of the outline.</p> <p><b>Issue:</b> The memory in your computer is full. The program tries to remember every move you make so that you can use the Un-Do function.</p> <p><b>Solution:</b> Clean the memory by going to <b>HELP</b> and choosing <b>Clean Memory</b>, OR go to the <b>Setting</b> menu and select <b>SET UP</b>. On the <b>Document</b> page, click <b>Undo</b> and change the number of saved steps to 10 or fewer.</p> <p><b>Issue:</b> Errors occur when you have open paths. These are points next to each other that should be joined.</p> <p><b>Solution:</b> Use the <b>Show Open Paths</b> tool to find the problem. It appears on the bottom of the toolbar on the right side of the screen. It has a question mark beside a line with two dots. Then close the open paths with the Join two points tool. See “Break and Move Tool” on page 103 and “Join Two Points Tool” on page 104.</p>

Issue	Possible Causes and Remedies
The program aborts or generates a run-time error	<p><b>Issue:</b> You are using the <b>Sort Inline before Outline</b> function.</p> <p><b>Solution:</b> Check to see if you have circles or ovals made with the <b>Draw</b> tool. These objects have no beginning or end point. Apparently, this confuses the program! See “Break and Move Tool” on page 103. Create some points on them by using the <b>Break and Move</b> tool. See “Break and Move Tool” on page 103.</p> <p><b>Issue:</b> You have too many programs running in the background. They are all using memory to one degree or another. There is not enough memory to execute a function and you can get a runtime error.</p> <p><b>Solution:</b> Close background programs that are not necessary. Especially check the icons in the lower-right corner of your desktop screen. These tray icons mean that the program is running at least minimally in the background. Usually you can right click on the icon and bring up a menu that will allow you to shut them off. Common ones that seem to be default with Windows are QuickTime, AOL, Outlook Express, and some scanners and printers.</p>
Out of pinch error appears.	The arrows on the pinch rollers are not lined up correctly. See chapter 2.
Start and stop points do not meet	<p>Make sure the machine is set to CUT 4.</p> <p>Decrease pressure.</p> <p>Check the cutting mat. It might be warped or in need of cleaning. Remove small bits of lint from the mat.</p> <p>Move the cutting start point (use the <b>Shape</b> menu).</p>
Paper shoots out from under wheels	<p>The adhesive covering the back sensor is loose or is letting in light. Reapply the adhesive.</p> <p>The cutting project is beyond allowable margins. Move the project to within limits or use a larger mat.</p> <p>Project or page size is bigger than the paper size. Check the Panels box on the Cutting Control Panel. If you see 101, 202 etc. your project is larger than 12x12. If you <i>are</i> cutting paper bigger than 12x12, change the material size in the Cutting Control Panel (for example, for 15" paper, change the material to 15.000)</p> <p>You were cutting a larger page, switched to a smaller paper, and forgot to move the wheels to fit the smaller page. If this is the case, move the wheels.</p> <p>The silver rod that helps to grip and move the paper might be dirty. If so, use <i>Undo</i> SPARINGLY on a toothbrush to scrub off.</p>

Issue	Possible Causes and Remedies
Projects do not cut completely	<p>Pressure is too weak: increase it. <b>DO NOT BE AFRAID TO INCREASE THE PRESSURE TO 300+!</b></p> <p>The mat is drooping due to paper weight or humidity. Place a small box directly behind the cutter to keep the mat flat or use our Creative Cutter platforms.</p> <p>Cutting project is outside of allowable margins. Move it or check page settings.</p> <p>There is a communication error between machine and computer (often an HPGL #1 error). Restart both and check cord connections.</p>
The paper buckles	<p>The pressure is too high. Reduce it.</p> <p>The cutting speed is too high. Reduce it.</p> <p>The cutting mat needs more adhesive.</p> <p>Paper or material is hard to hold. See mat instructions for pinch roller placement.</p>
Cutting project is distorted	<p>Usually this happens only at the edge of paper at the back of the cutter. This kind of error means the paper is buckling or that the project is just outside the allowable margin. Also check to see that the mat is not bumping something near the cutter as it moves back and forth.</p>
Sharp angles do not cut well	<p>Reduce the cutting speed.</p> <p>Reduce the pressure. Setting the pressure too high pushes in the corners instead of cutting them.</p> <p>Round the corner: use the <b>Break and Move</b> tool to change the point into a curve. See “Break and Move Tool” on page 103 and “Cutting Around Tight Corners” on page 126.</p>
When cutting an object inside of another shape the shape pops out and gets caught on the cutting blade	<p>You need to change the cutting order so that the smaller inside piece is cut first.</p> <ol style="list-style-type: none"> <li>1. Select the object or project with Select Elements tool. Be sure to select all parts by dragging box around object or by choosing Select All under Tools menu.</li> <li>2. On the Tools menu, click <b>Sort Inline path before Outline</b> under Tools menu.</li> </ol>
Your project requires that you cut smaller pieces of paper	<p>You can cut smaller pieces down to about 4" in length. Be sure to place the left roller wheel under the middle arrow and the right wheel within the yellow line. Also, check the width of the paper and ensure that the rollers do not go off the back edge of the paper while cutting. See “Puzzles Logo Mats.” on page 18.</p>

Issue	Possible Causes and Remedies
You want to position the paper so that it will cut in the same place each time	<p>Be sure that the box by <b>Advance</b> in the Cutting Control Panel is NOT checked!</p> <p>Usually you will start cutting your project with the paper extending 1" in front of the wheels. This is in the middle of the gray cutting strip. You can use a permanent marker to draw some lines to help with alignment. Or, if you are using the cushioning strip, you can make your marks in it.</p>
You've lost changes to a project	<p>Save, save, save! Saving a project in Pazzles Creative Cutter is as simple as saving in any other Windows-based program. Select <b>Save</b> or <b>Save As</b> under the <b>File</b> menu. Create an appropriate folder for your projects (usually in My Documents), give your project a name, and click <b>Save</b>. Save often!</p>
You must cut the same project multiple times and you want to continue working on the computer	<p>Press the <b>F4</b> button and then press the <b>Copy</b> button on the Creative Cutter to repeatedly cut the same project. This allows you work on another project on your computer while cutting. Be sure that the Advance box in the <b>Cutting Control Panel</b> window is clear (no checkmark).</p>
You encounter problems while cutting thick materials	<p>When cutting thick materials such as wood, metal, and felt, you might need to cut two or three times to get completely through. You can set the machine to cut several times in the same place. Select the image you want to cut, being sure to select inside parts too, and right-click with the mouse. On the menu that appears, select Duplicate. This will place a copy directly on top of the original. This can be done several times if necessary.</p>
You want to cut over the same lines because the lines did not cut clearly.	<ul style="list-style-type: none"> <li>• Use the Duplicate function (see see “You encounter problems while cutting thick materials” on page 145).</li> <li>• Press the <b>Copy</b> button on the Cutter panel. Do not lift the pinch rollers and verify that Advance is not checked in the Cutting Control Panel.</li> <li>• Press Start again in the Cutting Control Panel. Do not lift the pinch rollers and verify that Advance is not checked</li> </ul>
Vectorized drawings have stray lines, double lines, or just look like a mess	<p>Use the procedures in “Tools and Tips for Cleaning Up Vectorized Images” on page 111.</p>
You want to save a project you have created	<p><b>DO NOT</b> save files in an Images folder within the cutting program!</p> <p>Save all files in <b>MY DOCUMENTS</b>. This will prevent any loss of files if you need to reinstall the program.</p> <p>To save: Go to File, Save As, Save In: My Documents/Your Folder</p>

