Using Stock Images

Using Imported Images

Drawing Your Own Designs

Turning an Image into an Outline or Stick Figure

Cutting Out Multiple Printed Images

Cutting a Photo into a Shape
Using the Library of Stock Images with the Silhouette Curio Cutting Tool

1. Ask for the Silhouette Curio Cutting Tool from the New Media Assistant Desk.
2. Double click on the Silhouette Studio icon.

3. The workspace will open.

4. If the cutting mat image does not look like the one above, click on the Page Setup tool in the Studio Tools and choose Curio (cut) from the Cutting Mat dropdown. You can also set your Page Size to the size of your paper or vinyl at this time.
5. Click on the Library tab. The Library will open with a tutorial about Silhouette Cloud. We do not have a Cloud subscription. Click on the X to close the popup.

6. Click on the Recent Downloads file. Double click on the image of your choice.
7. A new document will open with your image. Wherever the image is on the mat is where on your paper it will be cut. Use the Select tool to move it to the position you want.

8. To cut the image as is, click on the Send tab. Open Tool 1 and choose your material type. Choose Cut in the Action dropdown and Ratchet Blade in the Tool dropdown. Click on Cut. The lines which will be cut will be marked in red.
9. Some images are made up of multiple parts so that they can easily be cut on different colored paper or vinyl. Set the parts you do not want cut to No Cut and the parts you do want cut to Cut. The parts that will not be cut will not have a red outline.

10. Once you have set your cutting conditions the program will show you how to set the blade. **Please note: The Library only supplies blades which can cut paper, card stock and sticky vinyl. For other materials you will need to bring your own blade.**

11. Release the blade by turning the knob of the left holder to the left. To set the blade turn the base slowly clockwise or counter clockwise until the red line is above the correct number. **DO NOT FORCE THE BLADE PAST 10 OR BELOW 0! AVOID INJURY -- DO NOT TOUCH THE EXPOSED BLADE!** Place the blade back into the left holder and turn the knob to the right to lock it in place.
12. Place one sheet of paper or vinyl on the self-adhesive top platform making sure it is straight and that there are no air bubbles. **TURN THE CUTTER OFF PRIOR TO MANUALLY ADJUSTING THE MAT POSITION.** If the paper is properly placed it will look like the image on the screen.

13. Click on Send to start cutting. **THE MAT MOVES FORWARD AND BACKWARD IN THE MACHINE. DO NOT OBSTRUCT THE FREE MOVEMENT OF THE MAT DURING THE CUTTING PROCESS.**

14. When the cut is finished carefully remove your project from the platform.

15. To cut a second copy, insert a new sheet of paper or vinyl and click Send

16. Return the Silhouette Curio to the New Media Assistant when you are finished.
Using Imported Images with the Silhouette Curio Cutting Tool

1. Ask for the Silhouette Curio Cutting Tool from the New Media Assistant Desk.
2. Double click on the Silhouette Studio icon
3. The workspace will open.
4. If the cutting mat image does not look like the one above, click on the Page Setup tool in the Studio Tools and choose Curio (cut) from the Cutting Mat dropdown. You can also set your Page Size to the size of your paper or vinyl at this time.
5. As its name implies Silhouette Studio works easiest with silhouettes, however other image can be used. It is important when choosing images that all the outside lines are connected so that the whole image detaches from the paper. While you can fix line problems in Silhouette Studio it is much easier to do so in a program such as Paint prior to uploading to Silhouette Studio.
6. Click on the Open icon. File Explorer will open. Locate and double click on your image.

7. A new document will open with your image in the upper left-hand corner. Be sure your image fits on the mat and is not outside the red cutting area. Use the Select Tool to move or resize the image if necessary.

8. To cut the image you need to trace it. Click on the Open Trace Panel button then click on Select Trace Area.
9. Select the image. The area highlighted in yellow will be the area traced for cutting. Choose either Solid Fill or Outline for the Trace Preview. If parts are missing in Solid Fill or added in Outline adjust the Threshold and Pass Filters to fine tune the trace area.

10. Click on a Trace Style. Trace means the computer will trace all the yellow highlighted areas. Trace outer edge means the computer will only trace the outer edge of the image. Trace and Detach means the computer will trace the image and then separate it from any background. The Curio will cut around the detached object. Trace and Detach can help remove a busy outline from an image you are trying to trace.
11. After you have traced your image use the Select Tool to move your original away from the tracing. Put the tracing where you want it to be cut from your paper or vinyl and click on the Send tab. Click on Cut. Click on Tool 1. The lines which will be cut will be marked in red.

12. Once you have set your cutting conditions the program will show you how to set the blade. **Please note: The Library only supplies blades which can cut paper, card stock and sticky vinyl. For other materials you will need to bring your own blade.**
13. Release the blade by turning the knob of the left holder to the left. To set the blade turn the base slowly clockwise or counter clockwise until the red line is above the correct number. **DO NOT FORCE THE BLADE PAST 10 OR BELOW 0! AVOID INJURY -- DO NOT TOUCH THE EXPOSED BLADE!** Place the blade back into the left holder and turn the knob to the right to lock it in place.

14. Place one sheet of paper or vinyl on the self-adhesive top platform making sure it is straight and that there are no air bubbles. **TURN THE CUTTER OFF PRIOR TO MANUALLY ADJUSTING THE MAT POSITION.** If the paper is properly placed it will look like the image on the screen.
15. Click on Send to start cutting. **THE MAT MOVES FORWARD AND BACKWARD IN THE MACHINE. DO NOT OBSTRUCT THE FREE MOVEMENT OF THE MAT DURING THE CUTTING PROCESS.**

16. When the cut is finished carefully remove your project from the platform.

17. To cut a second copy, insert a new sheet of paper or vinyl and click Send.

18. Return the Silhouette Curio to the New Media Assistant when you are finished.
**Draw Your Own Design for the Silhouette Curio Cutting Tool**

1. Ask for the Silhouette Curio Cutting Tool from the New Media Assistant Desk.
2. Double click on the Silhouette Studio icon.
3. The workspace will open.
4. If the cutting mat image does not look like the one above, click on the Page Setup tool in the Studio Tools and choose Curio (cut) from the Cutting Mat dropdown. You can also set your Page Size to the size of your paper or vinyl at this time.
5. Use the drawing tools to create your design. Most of the tools work as they would in a program such as Paint or Photoshop. Draw Freehand, Draw Smooth Freehand, Draw Arc, Draw Regular Polygon, and Knife are tools you may not have used before.

- **Draw Line, Shape with Straight Lines, Shape with Bezier Curves, or Arc**
- **Draw Rectangle, Rounded Rectangle, Ellipse, or Regular Polygon**
- **Draw Freehand or Smooth Freehand**
- **Add Text**
- **Sticky Note — This does not cut or print**
- **Eraser**
- **Knife**

**Draw Freehand**  **Smooth Freehand**

1. **Click at Center of Arc**
2. **Stretch Radius and Click**
3. **Drag Out Arc and Click**

**Knife Cuts Shape At Intersection**

**Resize With Handle**

**Move Slider to Change Number of Sides**

**Rotate and Resize**
6. To align two or more shapes, select the shapes, click on the Align button and choose the alignment settings you would like. Once you have aligned a shape it is a good idea to group it so you do not accidentally change its alignment. Click on the Group button in the Image tools.

7. To align text blocks click on the Transform Panel button and choose Spacing Horizontal or Vertical.
8. Use the Weld button in the Image Tools to permanently merge multiple shapes into one.

9. Click on the Modify button to find more ways to permanently merge your shapes. Make Weld is the same as the quick weld button in the Image Tools. Intersect subtracts everything except where the shapes intersect. Subtract cuts the top shapes out of the bottom shape. Crop welds the areas where three or more shapes intersect and removes non-intersecting areas. Subtract all removes each shape from the layer below it. Divide breaks the shape into pieces at each shape intersection.
10. Make merges selected shapes into one shape that the Curio will cut along all the red lines. Release separates a shape into multiple shapes. Make undoes Release and Release undoes Make. If you want your shape to have lines of different thicknesses it must remain released. Make will turn all the lines into the top shapes thickness.

11. If you are not getting the results you want with Subtract or Subtract All make sure your shapes are layered properly. To change shape order right click on the shape and choose Move Forward or Move Back to move it one step. If you are having trouble seeing the shape order, click on the Line Style Panel button and give each line a temporary thickness of at least 4. Then click on the Line Color and give each shape a different color. You will be able to see more easily what order your shapes are in. When you are finished rearranging your shapes change the line thickness back to 0.
12. Click on the Replicate Panel button to quickly duplicate your shape. Duplicate will make one copy to the right, left, above or below your original. Rows and Columns duplicates your image either two or three times in either a row to the right or a column down. Fill Page will fill your paper with the most copies of your image it can fit in rows and columns. Mirror makes a mirrored copy of your image. Rotate will duplicate and turn your object once turning it 90 degrees, twice turning each copy 60 degrees from the previous, three turning each copy 45 degrees from the previous or four times turning each copy 30 degrees from the previous.

13. The Replicate + panel lets you manually set the number of duplicates, their offset position, and rotation.
14. The Grab Handle Replicate panel lets you replicate your object as many times as you like along another shape or line.

15. A line thickness of 0 will cut your design out along all the lines. If you want your image to be cut out as a thick line, such as a frame or stick figure, thicken the lines to at least 10 prior to cutting.

16. To cut the image, click on the Send tab. Open Tool 1 and choose your material type. In the Action dropdown choose Cut and in the Tool dropdown choose Ratchet.
17. Choose how you want your drawing cut. Cut will cut along all your drawn lines. Cut Edge will cut only the outline of your shape. The Curio will cut wherever there is a red line.

18. Once you have set your cutting conditions the program will show you how to set the blade. **Please note: The Library only supplies blades which can cut paper, card stock and sticky vinyl. For other materials you will need to bring your own blade.**

19. Release the blade by turning the knob of the left holder to the left. To set the blade turn the base slowly clockwise or counter clockwise until the red line is above the correct number. **DO NOT FORCE THE BLADE PAST 10 OR BELOW 0! AVOID INJURY -- DO NOT TOUCH THE EXPOSED BLADE!** Place the blade back into the left holder and turn the knob to the right to lock it in place.
20. Place one sheet of paper or vinyl on the self-adhesive top platform making sure it is straight and that there are no air bubbles. **TURN THE CUTTER OFF PRIOR TO MANUALLY ADJUSTING THE MAT POSITION.** If the paper is properly placed it will look like the image on the screen.

![Image of paper on self-adhesive top platform]

21. Click on Send to start cutting. **THE MAT MOVES FORWARD AND BACKWARD IN THE MACHINE. DO NOT OBSTRUCT THE FREE MOVEMENT OF THE MAT DURING THE CUTTING PROCESS.**

![Image of Send button and cutting process]

22. When the cut is finished carefully remove your project from the platform.

23. To cut a second copy, insert a new sheet of paper or vinyl and click Send

24. Return the Silhouette Curio to the New Media Assistant when you are finished.
Turn an Image Into an Outline or Stick Figure with the Silhouette Curio Cutting Tool

1. Ask for the Silhouette Curio Cutting Tool from the New Media Assistant Desk.
2. Double click on the Silhouette Studio icon
3. The workspace will open.

4. If the cutting mat image does not look like the one above, click on the Page Setup tool in the Studio Tools and choose Curio (cut) from the Cutting Mat dropdown. You can also set your Page Size to the size of your paper or vinyl at this time.
5. As its name implies Silhouette Studio works best with silhouettes, however any image can be used. It is important when choosing images that inner lines do not accidentally cut your image into small parts. While you can fix line problems in Silhouette Studio it is much easier to do so in a program such as Paint prior to uploading to Silhouette Studio.

6. Click on the Open icon. File Explorer will open. Locate and double click on your image.

7. A new document will open with your image in the upper left-hand corner. Be sure your image fits on the mat and is not outside the red cutting area. Use the Select Tool to move or resize the image if necessary.

8. To cut the image you need to trace it. Click on the Open Trace Panel button then click on Select Trace Area.
9. Select the image. The area highlighted in yellow will be the area traced for cutting. Choose Solid Fill and adjust the Threshold and High Pass Filter until the lines you want to cut out are traced in yellow. Then click on Trace.

10. After you have traced your image use the Select Tool to move your original away from the tracing.

11. Select the tracing and open the Line Style panel and change the line thickness to at least 10 pts.
12. Some parts may not thicken well. To remove them click on the tracing, open the Modify panel, and click on Release. This will break your tracing into separate parts. Delete parts you don’t want in your figure by selecting them and pressing the backspace key.

13. If you want some of your figure's lines to be thinner or thicker than other lines keep your image released. If all the lines are to be the same thickness, select all the parts again and click Make. This will turn your figure back into one image again and make it easier to manipulate.

14. Put the tracing where you want it to be cut from your paper or vinyl and click on Send. Select your tracing and in Tool 1 choose your Material, Cut for the Action, and Ratchet Blade. Click on Cut Edge. Click on Tool 1. The lines which will be cut will be marked in red. If you have not chosen to turn your image back into one image some of your lines may not cut correctly. If this happens you may want to clean your image by going back to Design and Make or delete rogue lines. You will also need to select Cut Edge for each separate part individually.
15. Once you have everything set the program will show you how to set the blade. **Please note: The Library only supplies blades which can cut paper, card stock and sticky vinyl. For other materials you will need to bring your own blade.**

![Vinyl, Glossy: Cut](image)

Blade Setting 1

16. Release the blade by turning the knob of the left holder to the left. To set the blade turn the base slowly clockwise or counter-clockwise until the red line is above the correct number. **DO NOT FORCE THE BLADE PAST 10 OR BELOW 0! AVOID INJURY -- DO NOT TOUCH THE EXPOSED BLADE!** Place the blade back into the left holder and turn the knob to the right to lock it in place.

![Turn Knob Left to Unlock](image)

![Red Line Indicates Blade Setting](image)

![Turn Base](image)

17. Place one sheet of paper or vinyl on the self-adhesive top platform making sure it is straight and that there are no air bubbles. **TURN THE CUTTER OFF PRIOR TO MANUALLY ADJUSTING THE MAT POSITION.** If the paper is properly placed it will look like the image on the screen.
18. Click on Send to start cutting. **THE MAT MOVES FORWARD AND BACKWARD IN THE MACHINE. DO NOT OBSTRUCT THE FREE MOVEMENT OF THE MAT DURING THE CUTTING PROCESS.**

19. When the cut is finished carefully remove your project from the platform.

20. To cut a second copy, insert a new sheet of paper or vinyl and click Send.

21. Return the Silhouette Curio to the New Media Assistant when you are finished.
Cut Out Multiple Printed Images with the Silhouette Curio Cutting Tool

1. Ask for the Silhouette Curio Cutting Tool from the New Media Assistant Desk.
2. Double click on the Silhouette Studio icon
3. The workspace will open.
4. If the cutting mat image does not look like the one above, click on the Page Setup tool in the Studio Tools and choose Curio (cut) from the Cutting Mat dropdown. You can also set your Page Size to the size of your paper or vinyl at this time.
5. Click on the Open icon. File Explorer will open. Locate and double click on your image.

6. A new document will open with your image in the upper left-hand corner. Be sure your image fits on the mat and is not outside the red cutting area. Use the Select Tool to move or resize the image if necessary.

7. To cut the image you need to trace it. Click on the Open Trace Panel button then click on Select Trace Area.
8. Select the image. The area highlighted in yellow will be the area traced for cutting. Choose Solid Fill and adjust the Threshold and High Pass Filter until the lines you want to cut out are traced in yellow. Then click on Trace.

9. Click on the Send tab and choose Tool 1, Cut, Cut Edge, and copier paper. You should see a dark red line tracing your image. If the red line is a square around your image go back to step 4.
10. Return to the Design tab and select both your image and its outline and then click the Group button.

11. Click the Replicate Tool and replicate the image as many times as you need and that can fit on your paper. Fill page will place as many copies of your image as will fit on a page.
12. Click on the Page Setup icon and then on the Registration Marks icon. Choose Type 1 Cameo in the Style dropdown and Default in the Orientation. Your workspace will change the cut area and registration marks will be added.
13. Your image cannot be outside the red lines or covered by the gray shading. Move, and, if necessary, delete images until they fit.

14. Click on the Send to Printer button. Choose Microsoft Print to PDF and click Print. Name your document and save it to the desktop. Send your pdf to the printer. Make sure before you print that the printer is set to print the document Full Size. Collect your printouts from the patron printer. **Please note: If you wish to use paper other than standard white copier you will need to save your project as a pdf, print it elsewhere and bring the printed sheet back to the library.**
15. Click on Send and choose the type of material you will be using. The Editing section will open and give you the blade and platform settings. **Please note: The Library only supplies blades which can cut paper and card stock. For other materials you will need to bring your own blade.**

16. The Curio will be provided with a platform setting of 6. If you need to change the platform settings, turn off the cutter and slowly pull the platform forward to remove it. Carefully unsnap the locks and remove the extra platforms. Make sure the top platform is the one with the self-adhesive grid. Reinsert the platform and push it in until the small notch lines up with the front wheel.

17. To set the blade, turn the base slowly clockwise or counter clockwise until the red line is above the correct number.

18. Turn the knob on the left holder to the left. Place the blade into the left holder and turn the knob back to the right to lock in the blade. Place one sheet of your printed paper on the self-adhesive top platform making sure it is straight and that there are no air bubbles. (If the paper is not straight your images will not cut properly) If the paper is properly placed it will look like the image on the screen.
19. Click on Send. The Silhouette Curio will move the platform and blade searching for the registration marks prior to cutting. Do not obstruct the free movement of the platform or blade while it is moving. If it finds the marks it will show you a status or Ready and start cutting. If you get an error message, ask staff for assistance.

20. When the cut is finished carefully remove your project from the platform.

21. To cut a second copy, insert a new sheet of paper or vinyl and click Send.

22. Return the Silhouette Curio to the New Media Assistant when you are finished.
Cut a Photo Into a Shape with the Silhouette Curio Cutting Tool

1. Ask for the Silhouette Curio Cutting Tool from the New Media Assistant Desk.
2. Double click on the Silhouette Studio icon
3. The workspace will open.

4. If the cutting mat image does not look like the one above, click on the Page Setup tool in the Studio Tools and choose Curio (cut) from the Cutting Mat dropdown. You can also set your Page Size to the size of your paper or vinyl at this time.
5. Open the shape you want your photo to be. This can be either a Library shape, a shape you have found elsewhere, or a shape you have drawn in Silhouette. (See “Using the Library of Stock Images with the Silhouette Curio Cutting Tool”, “Using Imported Images with the Silhouette Curio Cutting Tool” and “Draw Your Own Design for the Silhouette Curio Cutting Tool”). Use the select tool to move your shape to the middle of the cutting area.

6. Click on the Send tab. Open Tool 1 and choose Copy Paper. In the Action dropdown choose Cut and in the Tool dropdown choose Ratchet Blade and Cut Edge.
7. Once you have set your cutting conditions the program will show you how to set the blade. **Please note: The Library only supplies blades which can cut paper, card stock and sticky vinyl. For other materials you will need to bring your own blade.**

8. Release the blade by turning the knob of the left holder to the left. To set the blade turn the base slowly clockwise or counter clockwise until the red line is above the correct number. **DO NOT FORCE THE BLADE PAST 10 OR BELOW 0! AVOID INJURY -- DO NOT TOUCH THE EXPOSED BLADE!** Place the blade back into the left holder and turn the knob to the right to lock it in place.

9. Place one sheet of copier paper or vinyl on the self-adhesive top platform making sure it is straight and that there are no air bubbles. **TURN THE CUTTER OFF PRIOR TO MANUALLY ADJUSTING THE MAT POSITION.** If the paper is properly placed it will look like the image on the screen.
10. Click on Send to start cutting. **THE MAT MOVES FORWARD AND BACKWARD IN THE MACHINE. DO NOT OBSTRUCT THE FREE MOVEMENT OF THE MAT DURING THE CUTTING PROCESS.**

11. When the cut is finished carefully remove the cutout and lift all but the top edge of the paper from the platform. Slide your photo underneath and position it so that the part you want to cut out is aligned with the shape you cut from the copier paper. Press the photo and the copier paper down to adhere them to the platform.

12. Click on the Cut Settings Tool and choose Tool 1, Cut Edge and Textured Cardstock and reset the cutter blade to 3.

13. Click Send to Silhouette.

14. Carefully remove the paper and your cut photo from the platform. To cut a second copy, insert a new photo and click Start.

15. Return the Silhouette Curio to the New Media Assistant when you are finished.