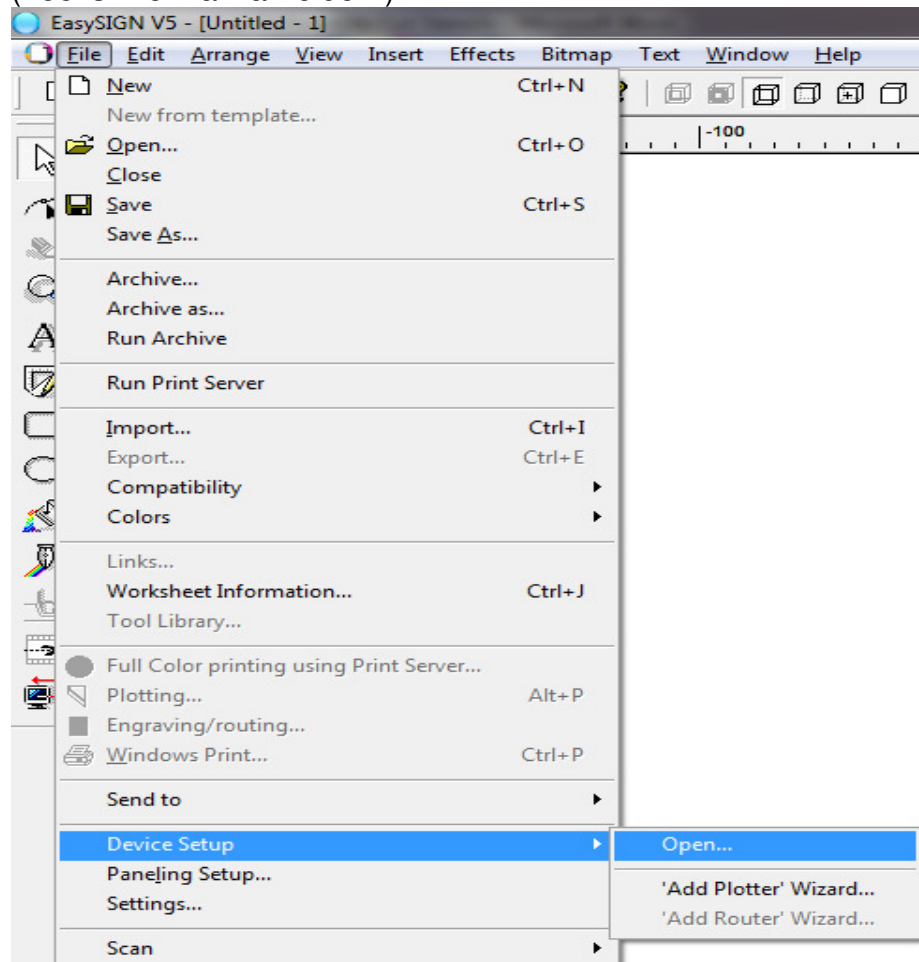


Set Up within Stencil Works Software.

We need to set up the correct settings to be used with the Polyethylene Stencil material and Oilboard Stencil material. Please see below. Please call us anytime there is a question about what settings are needed when cutting. Thank you.

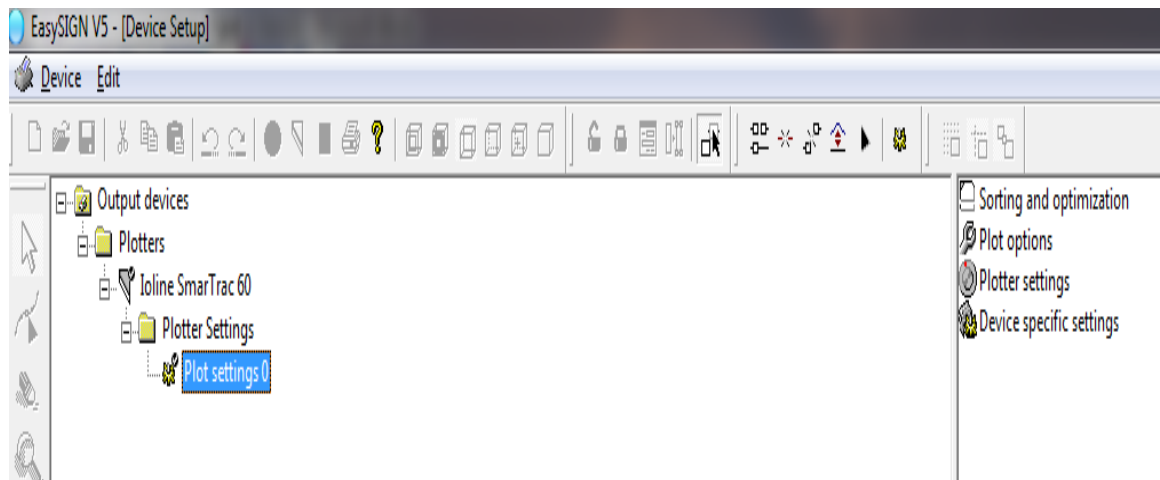
Click on **File**, go to **Device Setup/Open/** Select **Plotters folder** (Looks like Manila Folder)



Then select **Plotter Settings Folder**.

Then select **Plot Settings**, Now select “**Plotter Settings** the 3rd item down in list under Plot Options. Please make sure all boxes in **Plotter Settings** are marked with a check mark.

Note: The Plotter Settings section is not used.

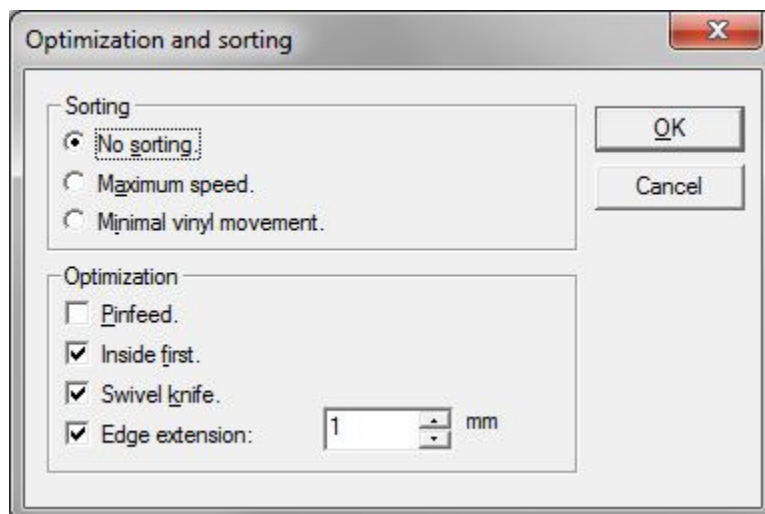


Now go to **Sorting and Optimization** two items up from Plotter Settings.

Sorting and optimization.

Click on **No Sorting** for polyethylene or decal material or “**Minimal Vinyl Movement**” for oilboard cutting.

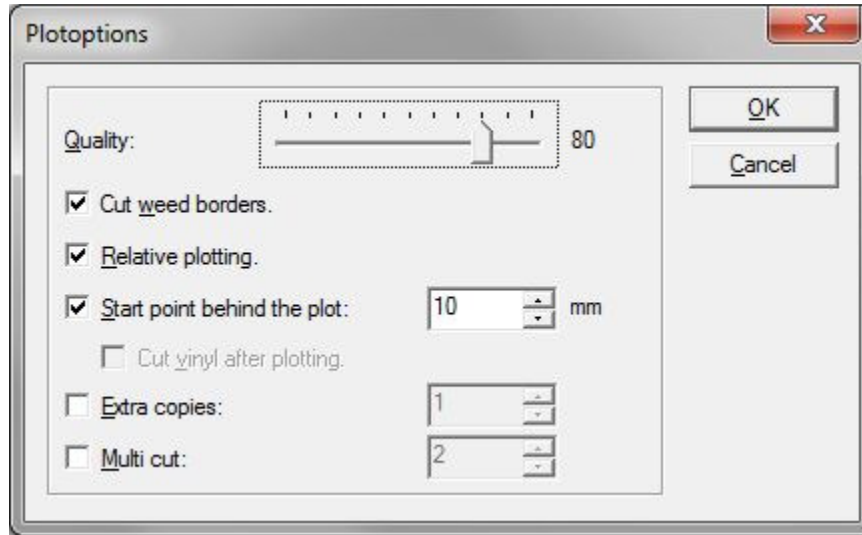
Also click on “**Inside first**” and “**Swivel knife**”.



Edge Extension can be used if needed. This is normally used when letters are not completely cut.

Now **Click OK**

Now select **Plot options** – click **Cut weed borders** and **Relative plotting** also check **Start point behind the plot**. Leave the other items UNCHECKED. Then click **OK** .



Now click OK

Now select the **Device Specific Settings tab**

Note: The Device Specific Settings tab is the Control Center. This is important please read about the Control Center. This controls all the settings for the blades and how the machine cuts.

Control Center (Device Specific Settings)

Ioline plotter settings

☐ Ignore force knob on plotter.

Normal outline settings

Acceleration: 0.7 g's

Min blade Force: 50 g.

Max blade Force: 500 g.

Pounce line settings

Acceleration: 0.7 g's

Min blade Force: 50 g.

Max blade Force: 300 g.

Pouncing length: 50 mills. = 1.27 mm

Space length: 600 mills. = 15.24 mm

Cut-through line settings

Acceleration: 0.7 g's

Min blade Force: 400 g.

Max blade Force: 400 g.

Cut-through length: 2000 mills. = 50.80 mm

Space length: 60 mills. = 1.52 mm

Delay

Up: 50 ms.

Down: 50 ms.

Blade

Overcut: 7 mills. = 0.18 mm

Blade Steering Arc

Minimum Angle: 60 deg.

Blade Offset: 17 mills. = 0.43 mm

Scale

X-Axis: 100 %

Y-Axis: 100 %

OK

Cancel

About...

Please note: When switching stencil materials and blades you will need to change the Minimum Angle and Blade Offset. If you are cutting the Polyethylene Stencil material the overcut may need to be less (2) when cutting small characters like 1/4". When cutting the oilboard the overcut may need to be a little more(10).

When using a 45 degree blade the Minimum Angle is 60 and Blade Offset is 17

When using a 60 degree blade the Minimum Angle is 15 and Blade Offset is 47

Please note: The blades are very sharp be careful when installing into the blade holder. Please note the black foot just screws on enough so that you can feel the blade when you run your finger across it. It should not stick out any more than 1/16th on an inch. If you screw the black foot all the way on it will cut bad. **This is a Common Mistake.** Note: There is a picture in the Stencil Machine Set Up Guide and information how to install and adjust the blade.

Control Center Set up

***Please see the attached picture of the control center to locate within the Stencil Works Program. It is under the **DEVICE SPECIFIC SETTINGS** tab.

Now that your software is installed we need to install the settings needed to cut either the Easy Cut Polyethylene Stencil material or the Oilboard.

The Easy Cut material (Polyethylene) and decal vinyl both use the 45 degree blades. Please see the settings to be used in the Control center.

Control Center Setup cut parameters for “Normal Cutline Settings”

“Normal Cutline Settings” If using the 45° blade with:

- Easy-Cut polyethylene stencil material
- Decal vinyl material

Measurements Units:	ENGLISH
Force Knob:	Box should be unchecked for normal stencil cutting.
Scale:	X-100% Y-100%
Auto Loop:	Unused
Pounce & Tag board Cut:	See in Stencil Works
Acceleration:	1.0
Delays:	Up 50 Down 50
Force:	Min. 50 Max 500
Blade Overcut:	2
Blade Offset:	17
Minimum Angle:	60

Please note: With these settings the speed knob on the machine should be at 10 o'clock and the Force knob at 12 O'clock for polyethylene and less force for decal vinyl.

“Normal Cutline Settings” If using the 60° blade with:

- Easy Cut Polyethylene (for small characters)
- Oilboard, Magnetic Vinyl ,Mylar .004” & .007” thick

Measurements Units:	ENGLISH
Force Knob:	Box should be unchecked for normal stencil cutting.
Scale:	X-100% Y-100%
Auto Loop:	Unused
Pounce & Tag board Cut:	See in Stencil Works
Acceleration:	0.7
Delays:	Up 50 Down 50
Force:	Min. 50 Max 500
Blade Overcut:	5-10 (less for Polyethylene)
Blade Offset:	47
Minimum Angle:	15

Please note: With these settings the speed knob on the machine should be at 8 o'clock and the Force knob at 2 O'clock for oilboard, mylar and magnetic.

Please note as the blade wears you will need to increase the force knob on the machine. The replacement 45 degree and 60 degree blades are available and in stock. Thanks!

IMPORTANT: If you have the 60 degree blade in the blade holder and you are using the 45 degree blade settings you will get very strange looking cuts and also if you have a 45 degree blade in the blade holder and are using the 60degree settings the cuts will not be good. A common mistake!

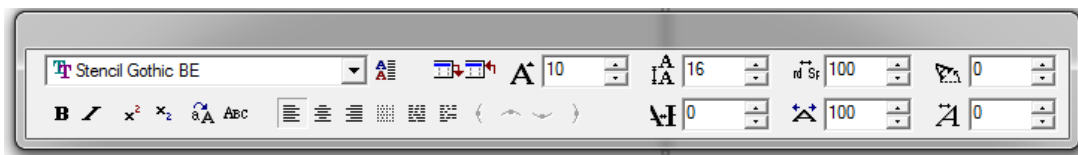
Once your Control Center Settings are installed click OK Now X out (close) that box and you will be back at your work area. Now lets pick your Stencil Font.

Set Up to Cut Stencils

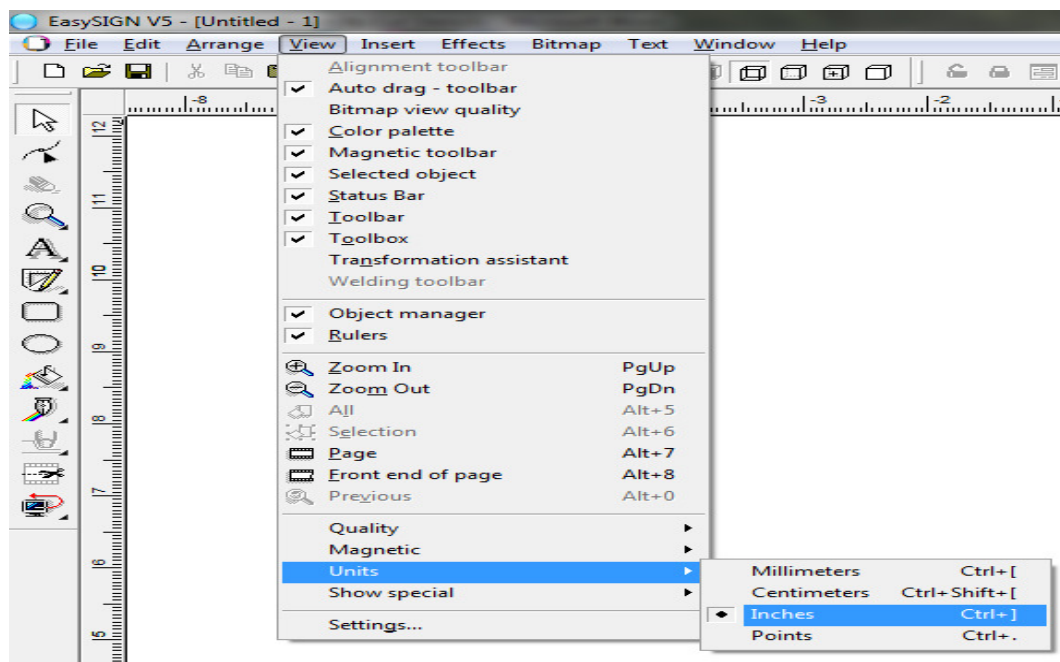
Stencil Fonts must be already loaded.

Open your Stencil software. There will be a toolbar on the left. Click the **Black A**. Then click the **Black A** (left side) again. Now do the following steps:

1. In the Font box above, click the arrow and find the **Stencil Gothic BE** Stencil Font. Move your pointer to the right of the Font box until you see a box with a red down arrow (two items over). Save Settings and Default box.
2. **Save settings as default box** & click. Now you have locked in your font. You can change it later if you want to.
3. The same is done with the character height.

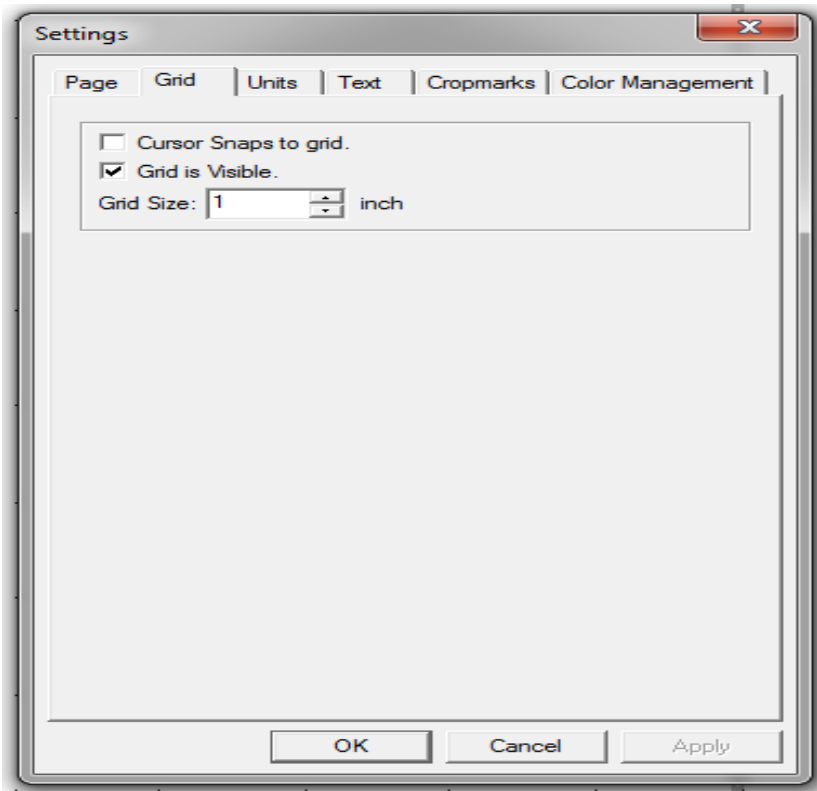


4. Now go to **View** at the top. Pick the **Units** tab towards the bottom. Then Check **Inches**.



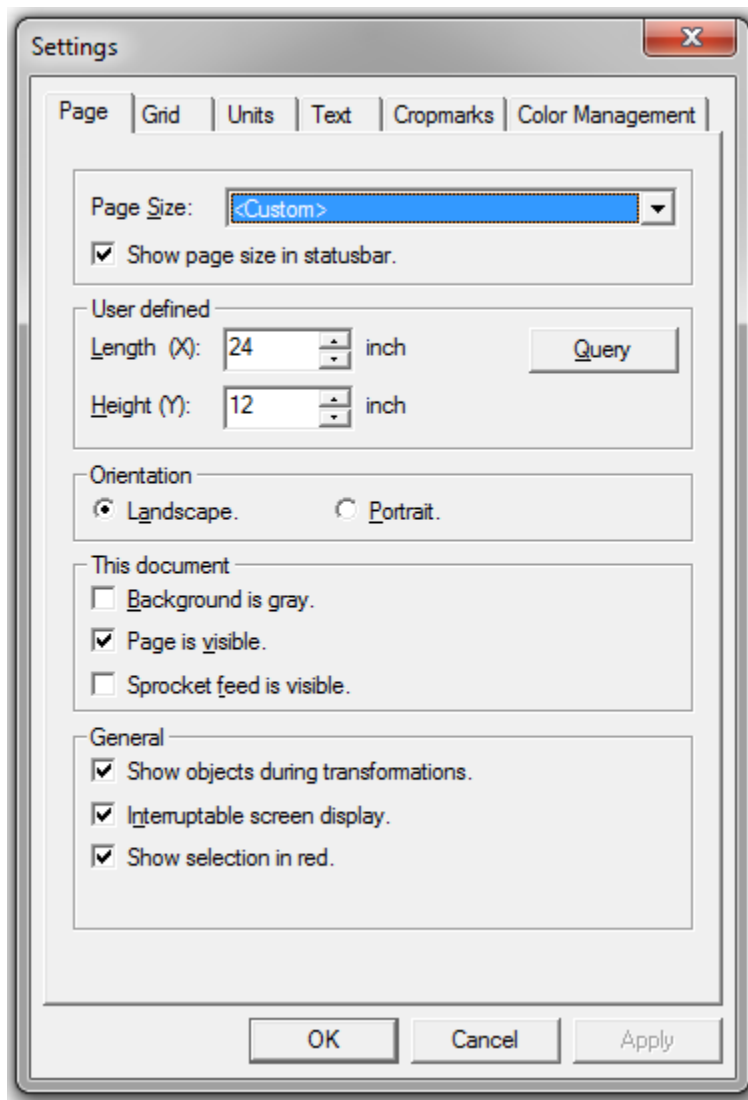
Now your unit of measure is **inches**.

5. Still under **View/Settings** pick the **Grid** tab. Check **Grid is Visible**. Grid size 1". Click Apply.

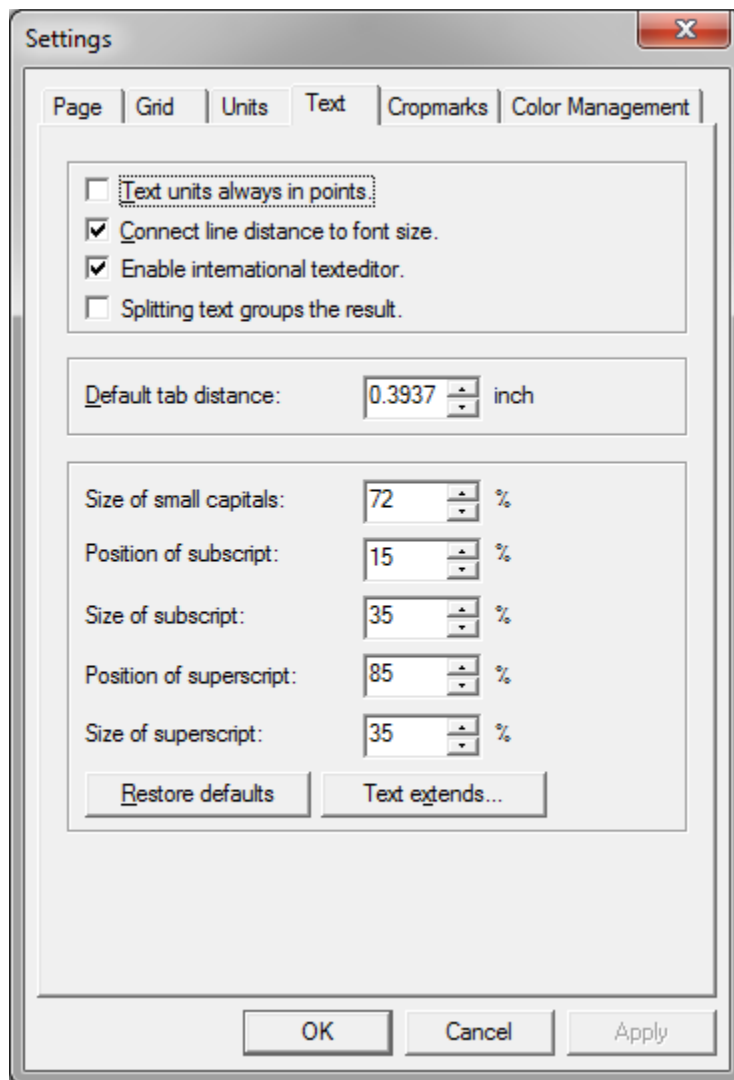


6. Still under **View/Settings**, do the following:
- Under the **Page** tab, click <**Custom**>
 - Check **Show page size in status bar**
 - Under **User defined**,
change to **24" Length & 12" Height**
 - Under **Orientation**, pick **Landscape**
 - Under **This document**, check **Page is visible**. Make sure **Sprocket Feed is visible** is unchecked
 - Under **General**, click all 4 items

Click Apply



7. Still under **View/Settings**, pick the **Text** tab.
- Check **Connect line distance to font size** & **Enable international text editor**. Uncheck the other two boxes if checked. Click **Apply** and **Ok**.

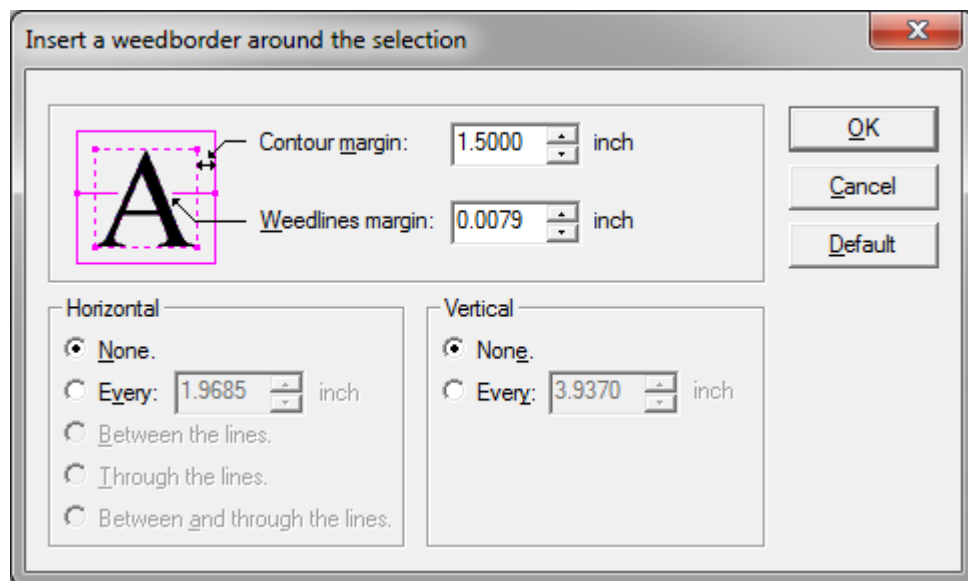
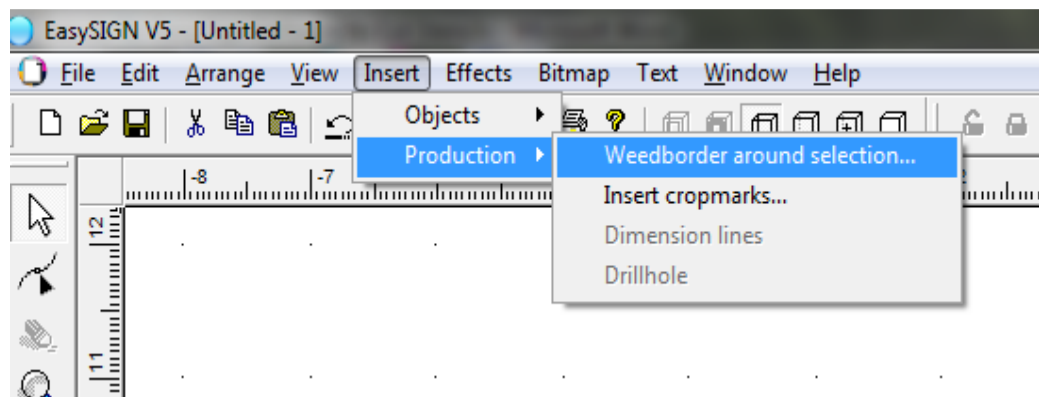


You are finished in the View Tab. **Click Apply and the OK**

*Setting up the Stencil Weed Border (overspray margin)

This is for the polyethylene, mylar, magnetic and decal materials. This is not used with the Oilboard.

- Click on the black **A** on the tools bar, then click the black A again (not the red A) and move your mouse to the center of the work area box. Now click your left mouse button. You will have a vertical line. Type in the word **STENCIL.**
- Go to **Insert** at the top. Select **Production/Weedborder...**
A box opens. Enter your **Contour Margins** of your preferred border size. For now, put in 1.5". Then click **Ok**, and you will have a 1.5" border around your text. You can change to whatever size you want.



Click OK

Note: Now your WEED Border is Set up. Now with your mouse go to the **outside** of the upper left corner of your Weed Border, press your left mouse button and draw a box around the Weed Border and the Text. This will group them together and they will be ready to be cut.

Now review the
sheets marked **Stencil Tutorial** you are ready to
start cutting stencils!

Install Stencil Fonts, Install Easy Sign Stencil Works Software, Set up Machine Driver and USB Port.

*Install the Stencil Fonts CD

Load the Stencil Font CD into the CD Rom on your computer. Go to **My Computer** and select the CD Drive and open. Go to **Edit/Organize** and select **Copy**. Minimize this screen. Go to **Start**. Select **Control Panel** and select **Fonts**. Go to **Edit/Organize** and select **Paste**. The Stencil Fonts will be loaded.

*Now load the EasySIGN Stencil Works Software

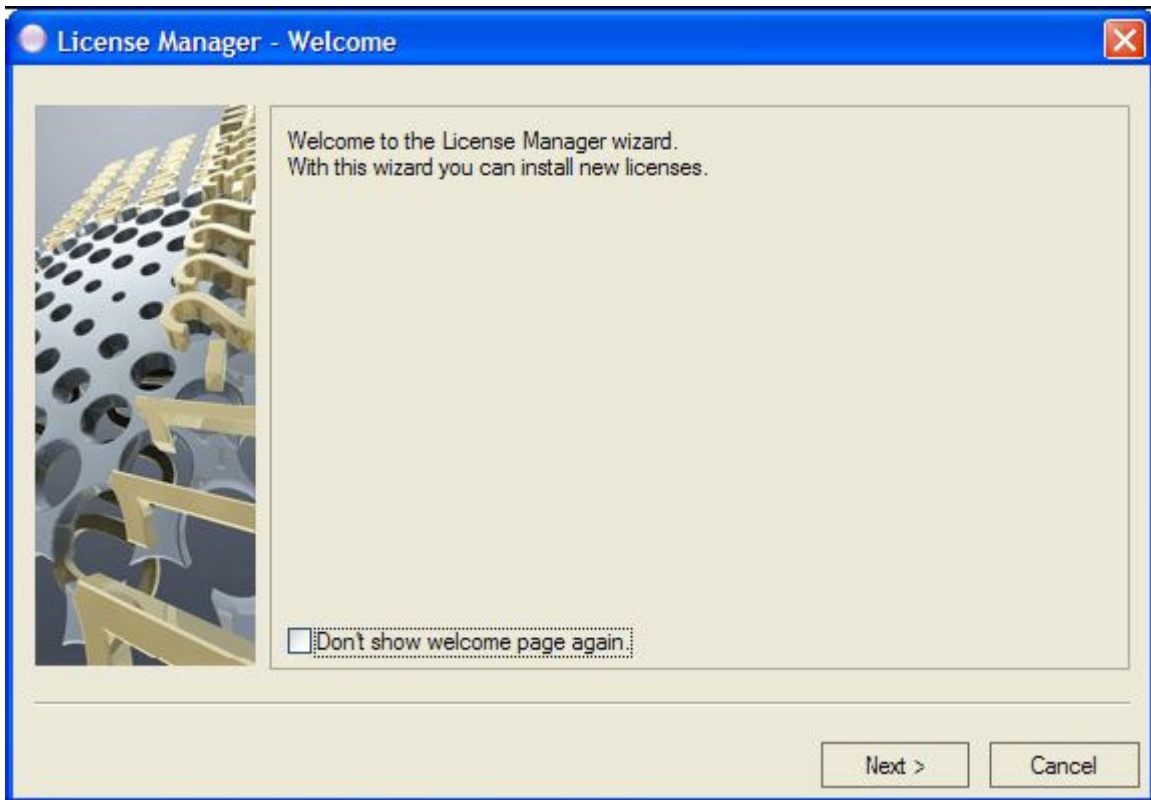
When you have loaded the EasySIGN Stencil Works software, please reboot your PC. When your PC has restarted, make sure your computer is connected to the internet. Now install the dongle.

Important: Make sure your dongle is connected to your PC. Your dongle looks like this and normally goes to a USB port in the front of your computer:

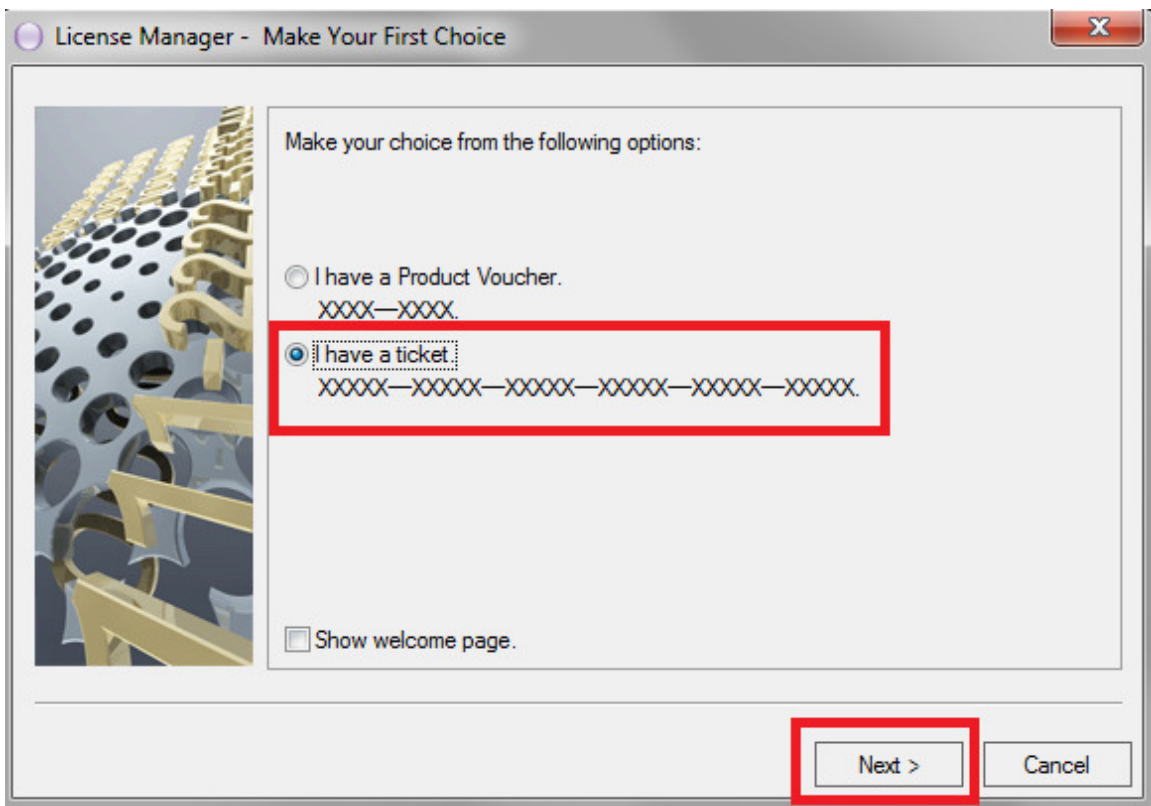


Now open your EasySIGN software.

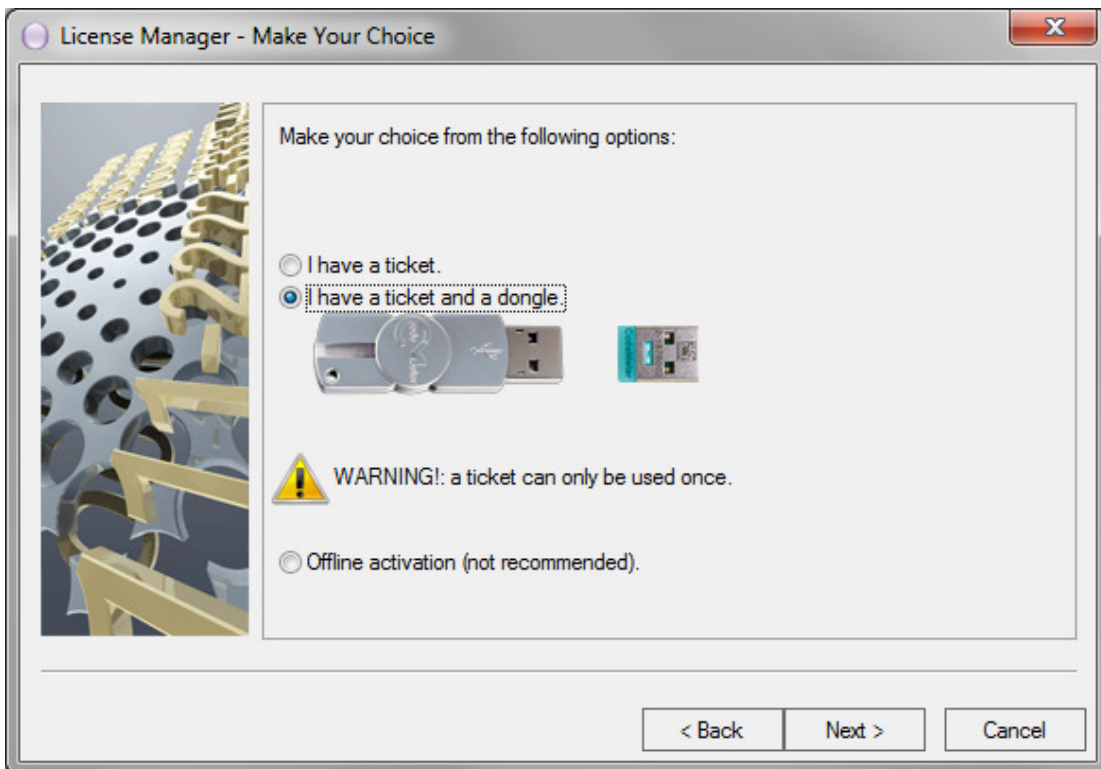
The following license manager will appear:



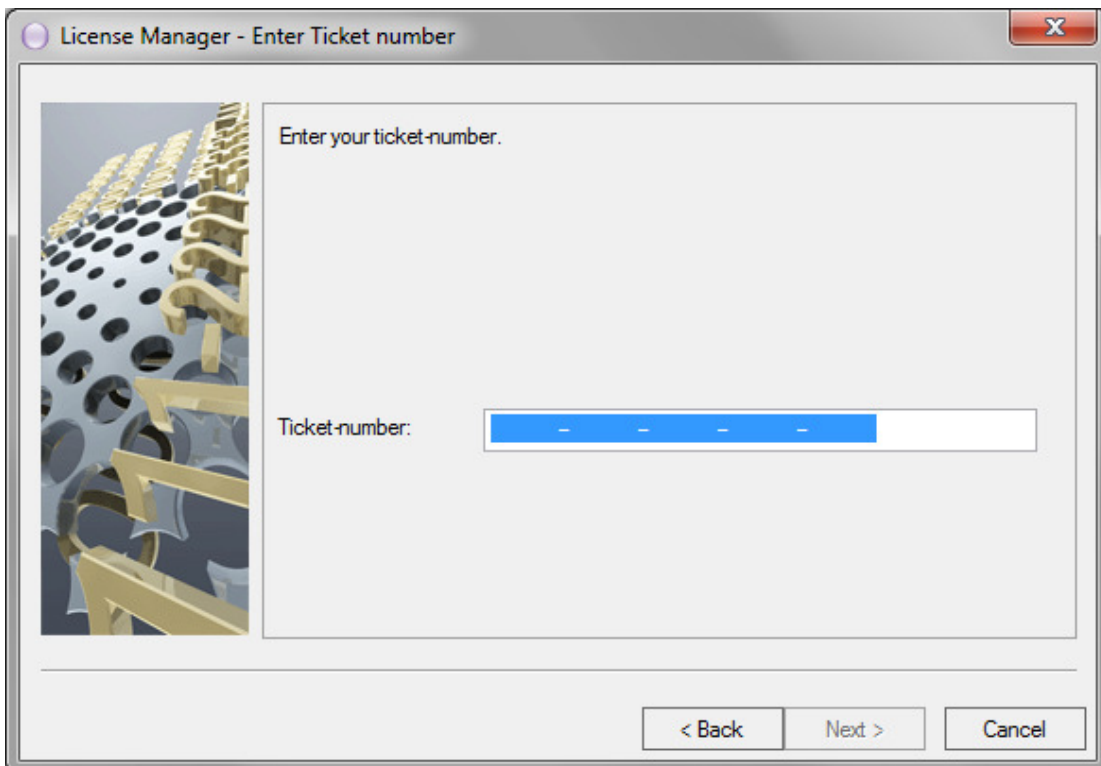
Press "**Next**" in order to start the activation process.



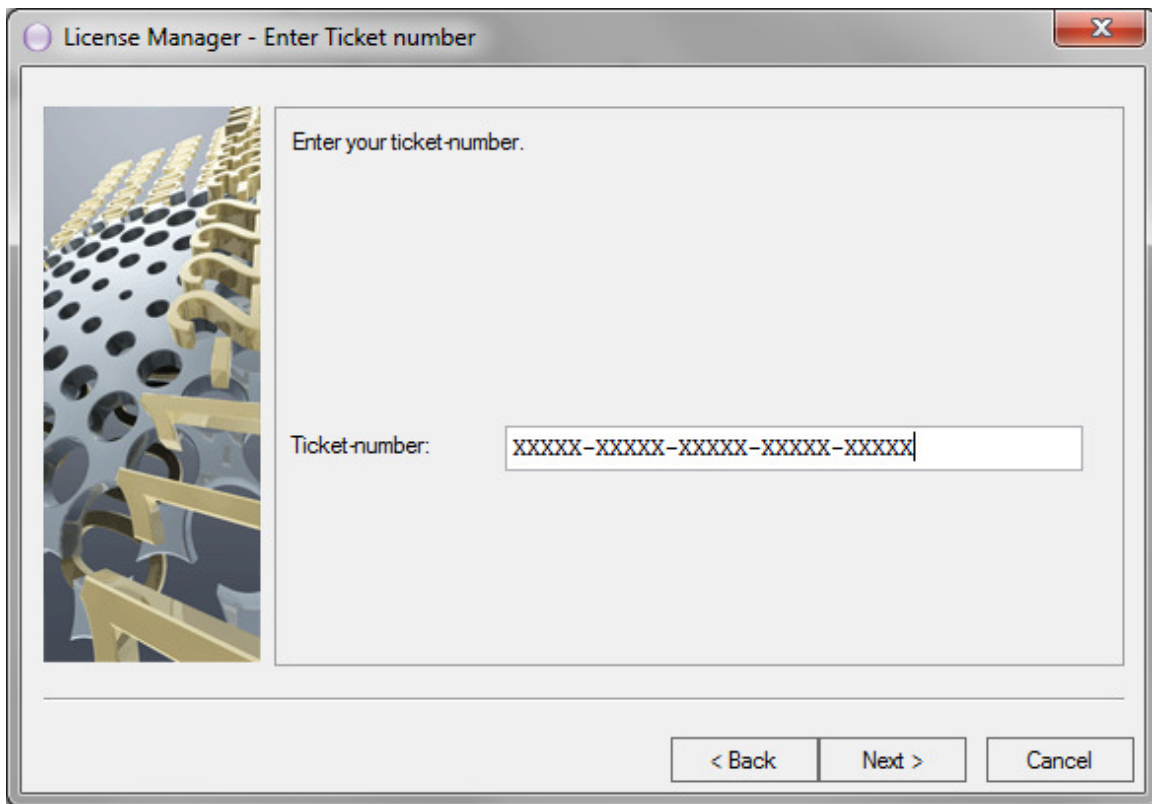
Select "I have a ticket" and click on "**Next**".
The following menu will show up:



Select "**I have a ticket and a dongle**" and click on **next**
Now you will be requested to enter the ticket number:

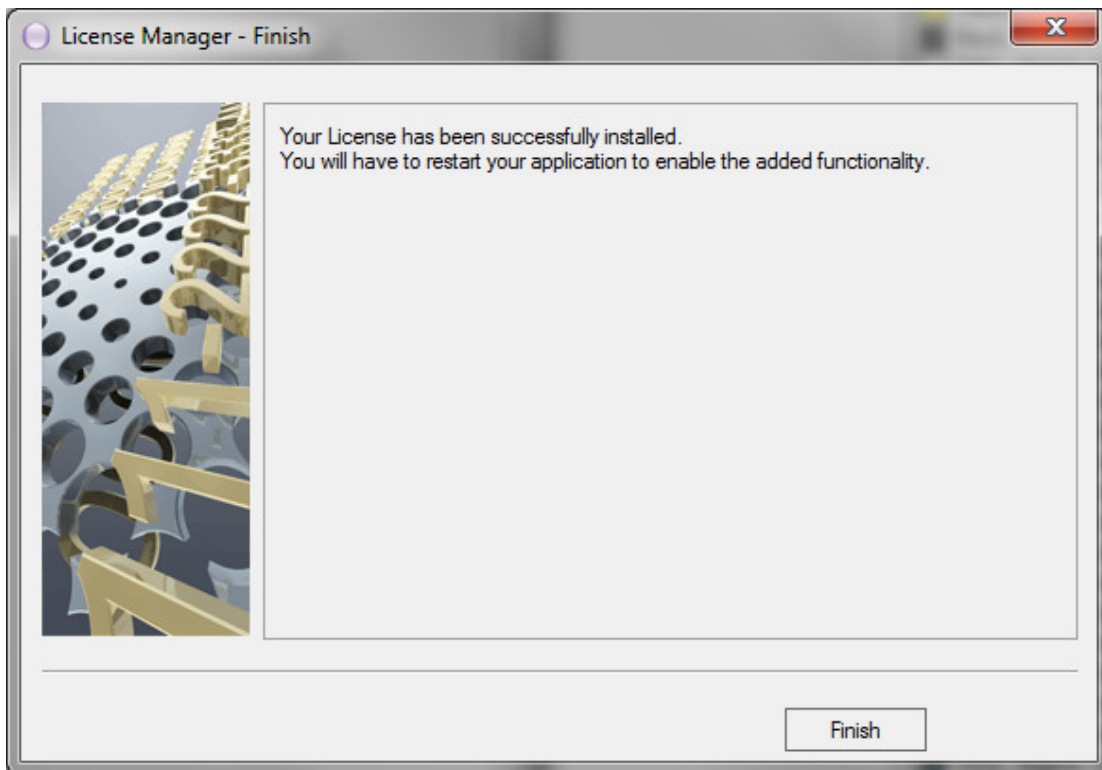


Please enter the ticket number found on the inside cover of the black software box.



Once you have verified that the ticket has been entered correctly.
Press **next** to continue.

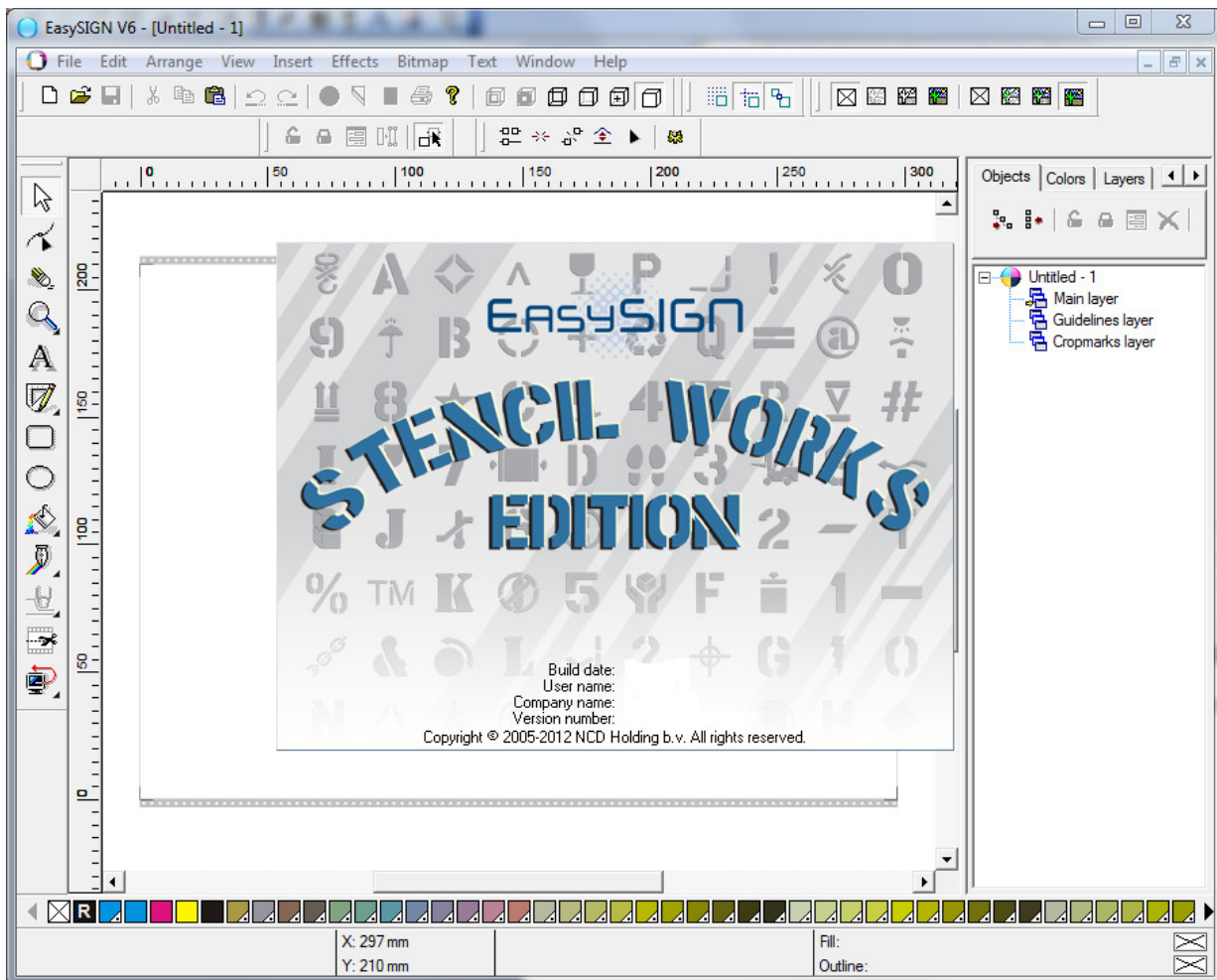
The installation of a new license can take a while, so please be patient. After a short while this dialog comes up:



Upon success you will see the above depicted message.

Press "finish" to leave the License Manager. Your activation has been completed.

When you restart EasySIGN your newly added Stencil Works license will be activated.

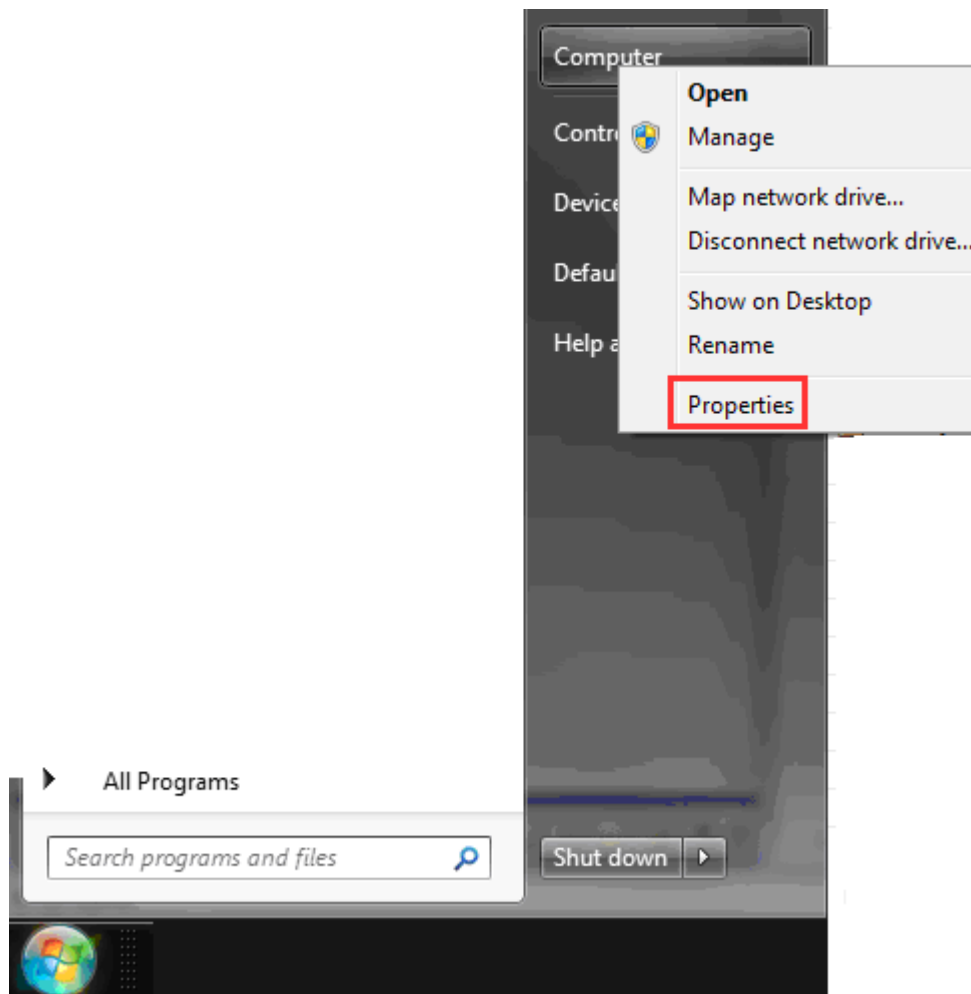


***Stencil Cutter Driver Set Up**

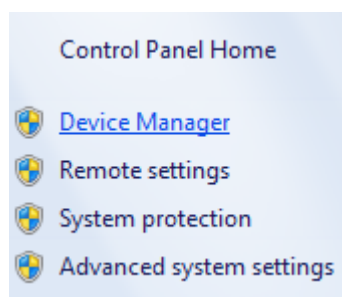
Please follow these instructions:

Install the USB Cable from the Stencil machine into the Computer. Please plug the Stencil Machine to a wall outlet or surge protector and turn the machine on. Please push the Set/Origin button in the middle of the key Pad. The Led light should be green.

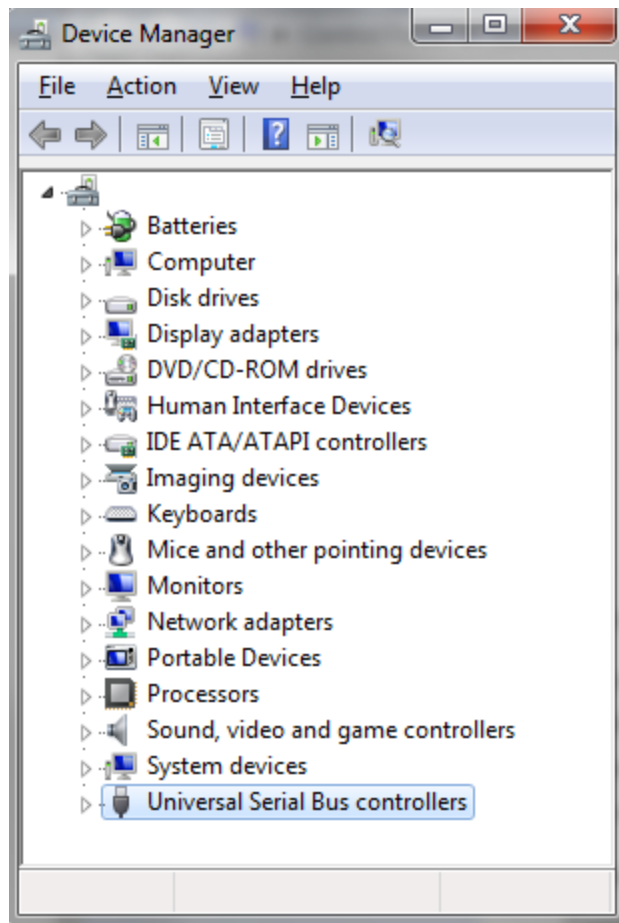
Please click the Start button on your Computer Desk top, with your mouse right click on Computer and then left click on Properties.



The top left click on Device manager.

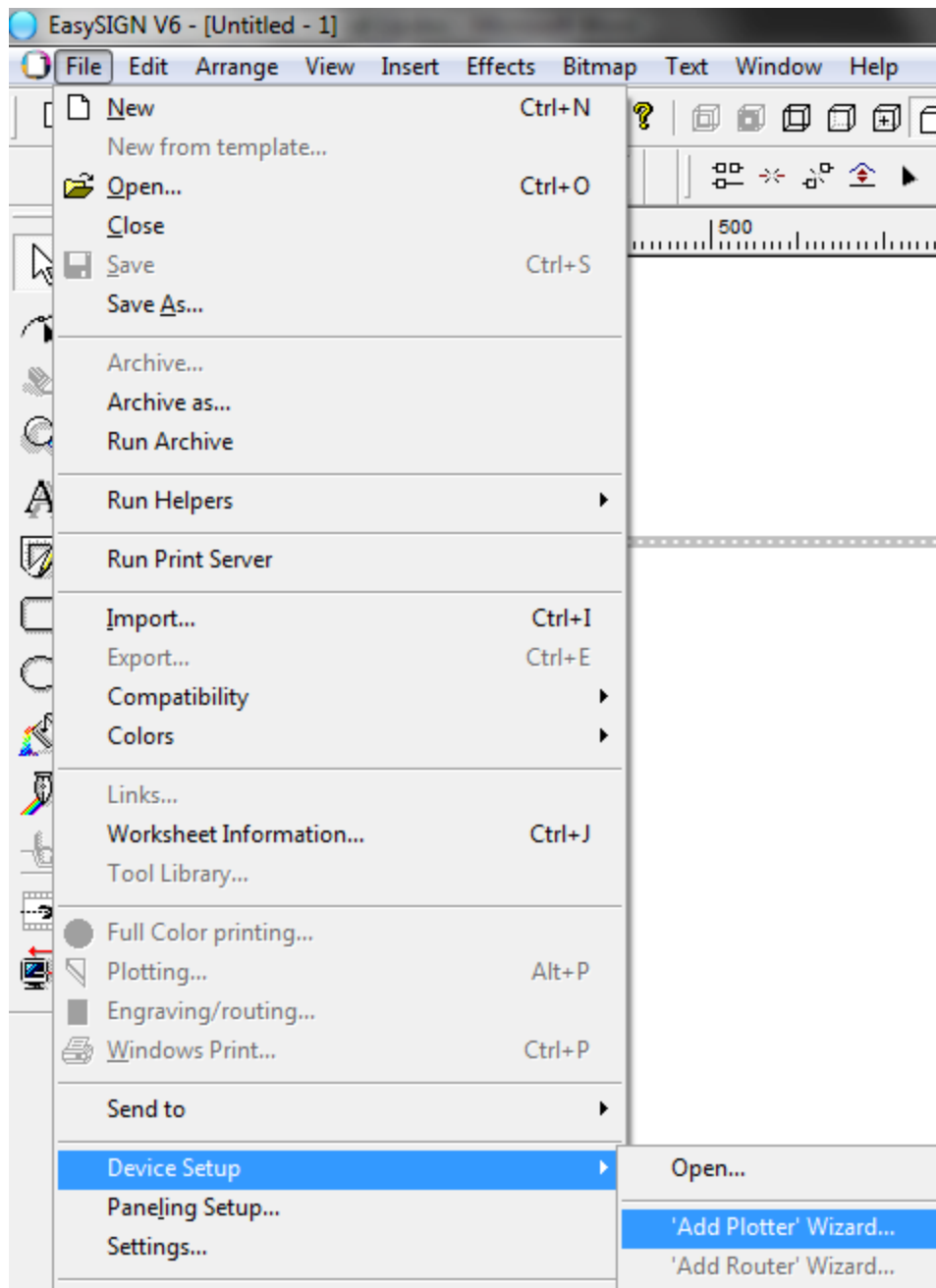


Go down to Ports and double click.

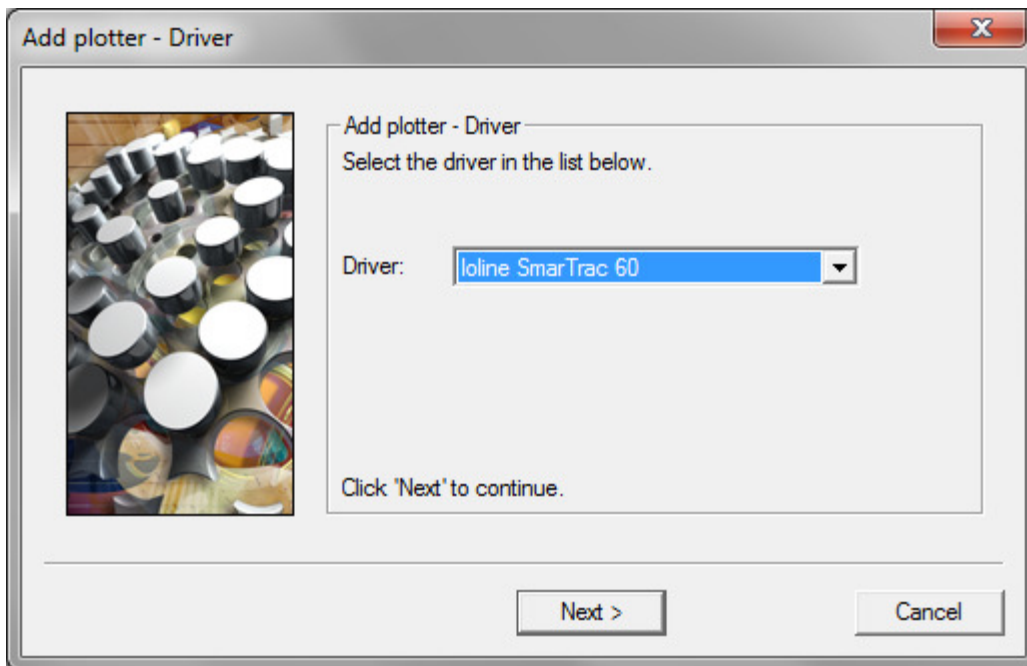


You should see a Port that says USB Serial Port (Com 1,2,3 or 4)
What ever number is says between 1-4 is the Com Port you will
need when setting up the Stencil Machine Driver (Ioline Smar Trac
60). My Com Port #Com_____ (Please note the stencil
machine must be turned on and the Set/Origin selected so there is
a green LED.)

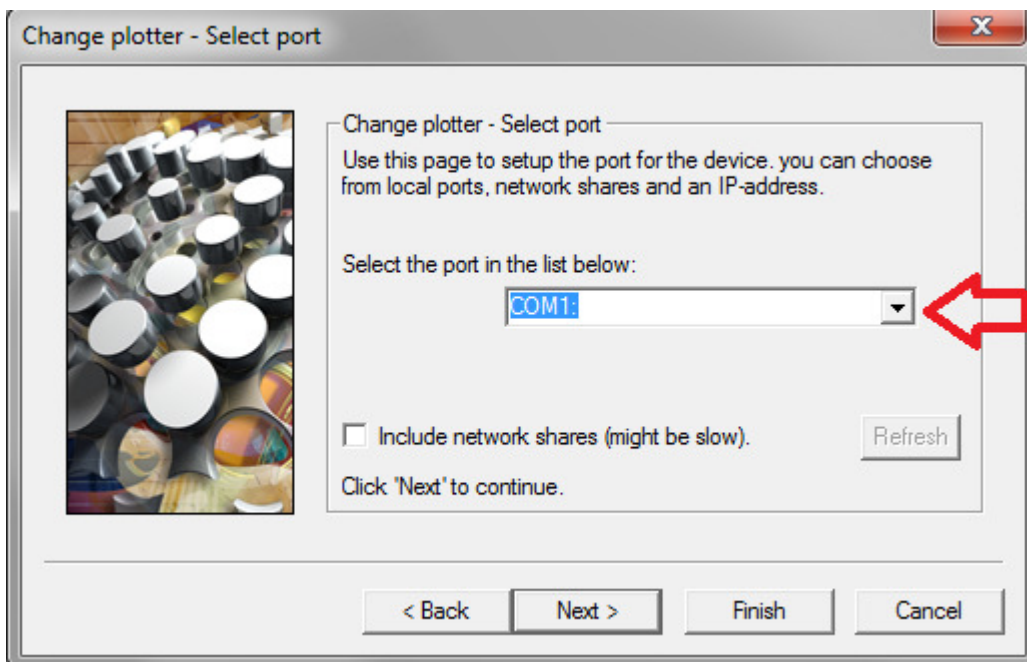
Go back to Easy Sign Stencil Works software and click on File, go
down to Device Set Up, click on Add Plotter Wizard.



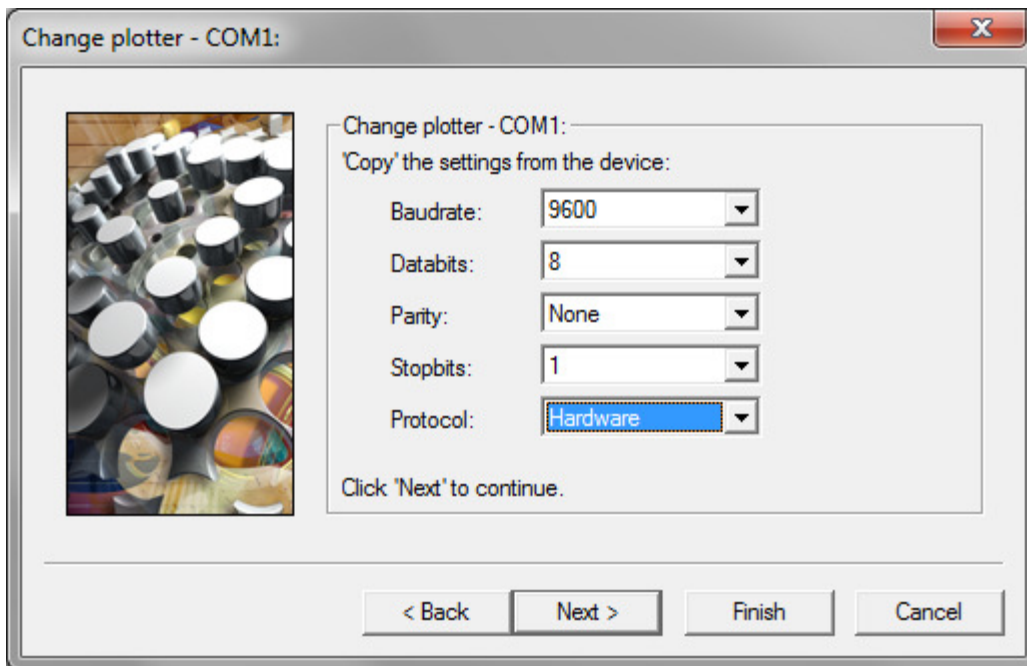
Now Select the **Ioline SmarTrac 60** Driver. Then click Next. There will be a long selection of machine drivers they are in alphabetical order.



Now click the arrow to the right of the Comport box :

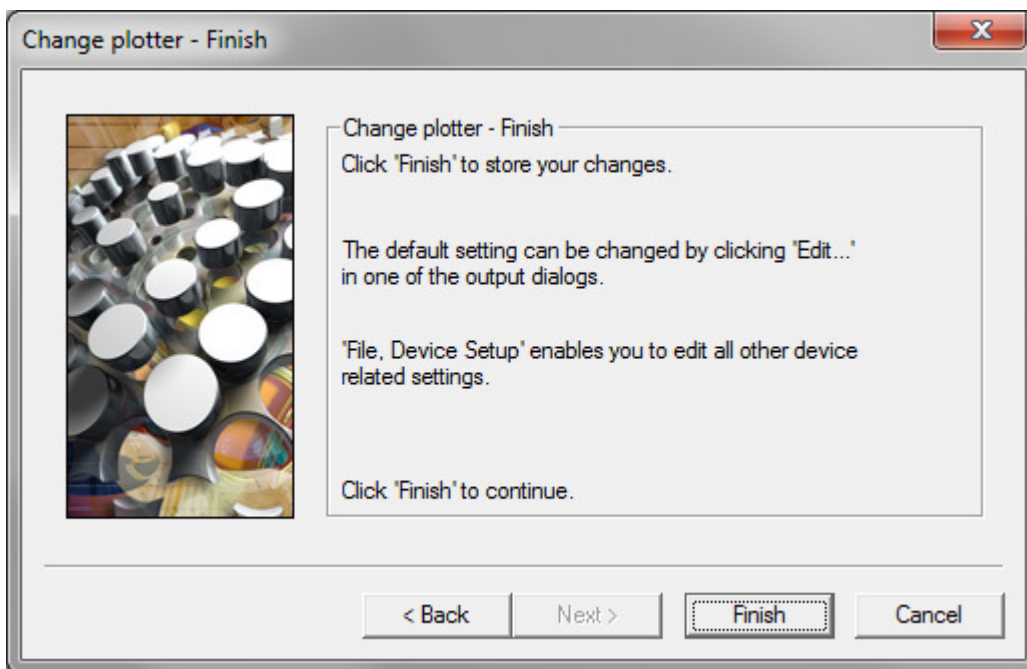


and select the **port number** that you wrote down earlier either Com 1,2,3 or 4.
Then click Next. Now you will see the settings for your Com Port:



Make sure the Baud Rate is 9600, Databits 8, Parity None, Stopbits 1 and the Protocol: Hardware and click next.

Then click Finish:



Now the Software and Stencil machine should be able to communicate.
Thank you.

Now proceed to the next step: **The Set Up within Stencil Works Software Instructions**

Stencil Works Cutting Tutorial

After your Stencil Works software is installed, and your plotter and computer are communicating, make sure the proper settings are set by referring to the set up pages. Lets review some of the settings.

If you are cutting the **Polyethylene white material** you should be using a 45 degree blade. In the Control center (Device Specific Settings) you should have the blade offset at 17 and the min. angle at 60. On the machine key pad the speed knob should be at 10 O'clock and the Force knob should be at 11-12 O'clock. If you are cutting Decal Material you will have less blade force 8-9 O'clock.

If you are cutting the **Oilboard Stencil material** you should be using a 60 degree blade. In the Control center (Device Specific Settings) you should have the blade offset at 47 and the min. angle at 15. On the machine key pad the speed knob should be at 8 O'clock and the Force knob should be at 1- 2 O'clock. If you are cutting Mylar (more) or Magnetic (less) you will have more or less blade force.

Adjusting the Blade and Blade Holder. When installing the blade into the blade holder you unscrew the black foot on the blade holder. You install the blade into the blade holder make sure it is all the way in. Then you screw on the black foot just enough to make sure that the blade is barely showing (normally no more than 1/16th of an inch. A common mistake is to screw the foot all the way on and have over 1/8" of blade showing, this will cause bad cuts!

***To make a simple stencil**

1. **Type in text:** On the left side of your screen, there is a toolbar. Click on the Black **A**, and move your arrow to the next Black **A** and click. Now take your mouse and move to the center of your work area and **Click** you will see a curser line. Type in some text, such as the word, TEST. Your cursor will be at the end of your line of text. To:

2. **Highlight text:** Left Click on your cursor, and hold it down and swipe back over your text. This will highlight your text to allow you to edit your text, including size, font and spelling. Another toolbox now appears in the upper portion of your screen. This is your text toolbar.

3. **Edit text:** This is in the text toolbar area.

- **Change font:** Click on the drop-down arrow and select the font that you want to use for your stencil. (We are going to choose Stencil Gothic BD).

- **Change text height:** There is an **A** in the text toolbox. Click in the box next to that A and enter your chosen character size. (We'll use 2" characters). Then press Enter on your keyboard. This will change your character size to the size that you've just entered.

Go back to the toolbar on the left-hand side of the screen and click on the arrow at the top. You are now out of the text editing mode.

4. **Selecting objects:** Make a box around what you want selected by clicking on the screen and holding down while swiping diagonally over the object. Anything that is selected will be surrounded by “handles” and the lines of your text or image will turn red. You may use the handles to manipulate the image horizontally or vertically by dragging one of those handles.

5. **Add a border:** With your text selected, go to the menu at the top, click on **Insert**. It brings up 2 options. Choose the **Production** option, and then **Weedborder around selection**. A window will pop up. In the **Contour margin box**, enter the number of inches you want around your text or object. (We will go with 3” around the text). Then click Ok. You now have a weed border around your text and you have made your stencil on the screen!

6. **Move stencil:** Select your stencil on the screen. Move it to the work area by clicking on the stencil and holding down on the mouse while moving your object. In order to cut your stencil, it must be within the work area rectangle that was established in the set up manual. (Note: If you need to change the work area size so that it surrounds your stencil text or image, you may do so. Please see Set Up for EasySign Software, Step #4).

7. **To Rotate:** Select your object. In the toolbox at the top of your screen, there is a box with a circular arrow next to it. To rotate 90-degrees, type 90 in that box and hit Enter on your keyboard. (You may have to move your stencil to within the work area again.)

8. **To Cut:** Make sure your Ioline SmarTrac 60 is loaded and set up for cutting the material that you want to cut. (Refer to the chart for blade usage and settings in your Set Up Manual). Press the red **Set Origin** button on the machine. Select your object on screen. Click on the knife blade on the top toolbar. A new window comes up. Select your device (Ioline SmarTrac 60) by the drop down arrow. Make sure Selection only is checked. Then click Plot.

9. Now your stencil should be cut. If you have any questions, please call us anytime between 9:00 a.m. and 5:00 p.m. CST at 618.234.5077. Ask for tech support. We can help!