

# Makerspace & Digital Lab

At the MCDL Virginia Wheeler Martin Family History & Learning Center

## Holiday Head Start: Sublimation Puzzle

### Supplies Needed:

- Your Photo/Design
- Sublimation Blank Puzzle

### Supplies Provided:

- Sublimation Printer
- Heat Press

### Fees:

- Sublimation paper comes as 8.5"x11" sheets.
- Prints cost \$1.00 per sheet of sublimation paper.

### Appointment:

Call or email to schedule an appointment with the **Sublimation Printer and Heat Press**

Call: 330-722-2681

Email: [makerspace@mcdl.info](mailto:makerspace@mcdl.info)

*With an appointment help is always available!*

### Step by Step Instructions:

#### Estimated Time per Puzzle

If you email your photo/design to [makerspace@mcdl.info](mailto:makerspace@mcdl.info) in advance, use of the heat press will take about 2 minutes.

If you need to print your photo/design during your appointment, printing and pressing will take about 10 minutes.

#### Design Set Up

Step 1 – Log in/create account with Canva.com.

Step 2 – Click “Custom Size”.

Step 3 – Measure your puzzle and use those measurements as your project size.

You can make it slightly bigger to ensure your project covers the full surface of your puzzle. Make sure it does not exceed 8.5x11”.

Step 4 – Upload any digital photos you want to incorporate.

Step 5 – Personalize your image to fit your preferences!

Step 6 – When complete, click “Share.”

Step 7 – Select “Download” and download as a png or jpg.

If you created multiple pages, make sure you only download the page you want to use.

Step 8 – Open a new Word Document.

Step 9 – Select “Insert”.

Step 10 – Click “Picture” and select your image.

Step 11 – Double click your image to edit.

Make sure your image is the size you designed it. If not, adjust by entering the proper measurements for height and width.

Step 12 – Click the “Rotate Objects” tool.

Step 13 – Select “Flip Horizontal.”

Step 14 – Send this word document to [makerspace@mcdl.info](mailto:makerspace@mcdl.info) in advance of your appointment so it is printed and ready when you arrive! Or bring it with you on a flash drive.

### **Prep Your Puzzle**

Step 1 – Remove your sublimation blank puzzle from its package.

Step 2 – It is easier to flip the puzzle upside down over your image so the face of the puzzle and image are flush.

Step 3 – Use the provided heat safe tape to attach your image to your puzzle.

Step 4 – Make sure the paper is flat against the puzzle. There should be no bowing or gaps.

### **Heat Press Set Up**

Step 1 – Make sure the t-shirt attachment for the heat press is on the machine.

Step 2 – Turn on the heat press by plugging it into the wall and flipping the switch.

Step 3 – Press ‘Set’ and set your temperature to 360 F.

Step 4 – Press ‘Set’ again to set the timer to 65 seconds.

Step 5 – Swivel the top part of the press away to the left and let the heat press pre-heat.

Step 6 – Pull the bed of the heat press out towards you.

Step 7 – Place a layer of provided butcher paper on the bed of the heat press. This will protect the mat from Step 1 – sublimation ink.

Step 8 – Place your puzzle on top of the butcher paper. The back side of your sublimation paper should be facing up.

Step 9 – Place a second piece of butcher paper on top of your project. This will protect the heat press from sublimation ink.

Step 10 – Once ready, swivel the top of the press back to the start position.

Step 11 – Push the bottom half of the press back until it sits under the top.

Make sure your project will have complete coverage.

Step 12 – Press the handle all the way down to lock in place.

Step 13 – Press the down arrow to start your 65 second timer.

Step 14 – Once timer sounds, press the down arrow again to stop.

Step 15 – Lift the handle and swivel the top of the press out of your way.

Step 16 – At this point you can move your project to one of the heat safe pads.

Step 17 – Once cool, you can remove the heat safe tape to reveal your finished project!