Circle Cutter Instructions

1. Place the clear plastic cutting board on a smooth, flat surface. Put the design to be cut on the cutting board.

2. Using the inside edge of the cutter as a guide, center the cutter over the design.

**STOP** - If you are making photo buttons, the photograph must be cut to the same size as the front shell. See “Reversing The Cutting Blade” below.

3. With one hand, hold the outer edge of the cutter firmly to the cutting board. Applying moderate pressure downward on the handle, rotate the cutter handle once to cut the design.

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**Changing Blades**

**CAUTION** Use extreme caution when handling cutter blades. Even the dull ones can cause personal injury.

**NOTE** When changing the blade, you need only remove the cutting arm assembly from the cutter body. See Diagram 1 if you need assistance in locating and replacing other components.

1. To replace a worn blade, first remove the screw and cutting arm assembly from the cutter (see Diagram 1).

2. Remove clip holding the blade and washers to the arm. Remove the washers and old blade (see Diagram 2). (The position of the washers shown in the diagrams are for illustration purposes only. Your cutter may have the washers in a different position. Make a note of their positions on your cutter.)

3. Replace with a new blade making sure the washers are placed back on the arm in the same position in which they were removed.

4. Replace the cutting arm assembly making sure that the blade and black knob are on the same side of the cutter.

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**Reversing The Cutting Blade**

When cutting photographs, it is necessary to reverse the blade so it will cut the picture the same size as the front shell. Follow these steps to reverse the blade.

1. Disassemble the cutting arm assembly as shown above in Diagrams 2. Reverse the blade as shown in Diagram 3 and replace on cutting arm.

2. Be sure to replace all washers in the same positions from which they were removed.

3. Replace the cutting arm assembly making sure that the blade and black knob are on the same side of the cutter.