Poquoson Public Library

Step-by-Step Sublimation Cheat Sheet

1. Turn on the Heat Press
   a. Set Temperature (Based on material being pressed)
      i. OK - P1 – up or down to correct temperature OK
      ii. P2 – Time in Seconds you would like to press your project OK

2. LOG IN To Creative Studio Computer and CREATE YOUR DESIGN
   a. Locate My Sawgrass
   b. Patrons will need to use the library account or create an account if they want to use SawGrass
      i. Libraries account information
         1. Log in: Library@poquoson-va.gov
         2. PW: Pplibrary1!
   c. OR Design in Canva or another Program chosen by patron

3. Once My Sawgrass is open and logged in
   a. Click the purple Design button on the top left corner
   b. You can choose what product you will be using, or click "Open Custom Canvas" on the bottom.
   c. Change the design area size or click "Start Designing" on the top.
   d. Create your design and print.

4. A window will open to let you proof your design by downloading or print file.
   a. After clicking "Print File" (this make take a minute) a pop-up block will appear.
   b. Click - always allow My Sawgrass to open.
   c. Print Utility will open.
      i. Change printer to Sawgrass SG500 (NOT COPY1)
      ii. If asked to choose ink, click Sublijet Ink.
      iii. Make sure Mirror is selected before printing.
      iv. Print your image.

5. Place Image on item you are sublimating
   a. Secure with Heat Tape on all sides
   b. Slide paper between layers (if cloth)
   c. Cover with parchment or butcher paper

6. Carefully place in heat press and pull handle down.

7. Carefully Remove Project and allow to cool slightly prior to removing paper
   a. Please discard all paper waste in trash bin.