

# Workspace Button Making Directions & Template

**Create a design** – The Workspace has the machine and parts to make buttons but it is up to you to make the design.

**Use the template** – Use the size requirements listed on the template. Sometimes the template shrinks when printed so to be accurate use the dimensions indicated below.

**Start your layout** - When making a page of button designs, first fit the maximum number of circles you can on the page using the “circle cut line”. The “circle cut line” is what we will use to guide us to cut out the button and must be printed on the final design. It is larger than the art area space. Circle cut lines should not touch or overlap.

**Insert your design** – Your button design should be within the art area shown on the template. Anything outside of the art area will be folded under in the button making process. You can extend the background color past the art area if you want any element of the design to wrap around the edge of the finished button.

**Erase art area guide line** – If you leave a border-line around the art area on your final version it will show on your buttons. We strongly recommend removing the art area guide line.

**Double check** – If you would like someone to review your designs before they are printed to be sure they will work, e-mail [workspace@iastate.edu](mailto:workspace@iastate.edu).

**Photocopy** – Bring in a few more button designs than you plan to make. Be sure to use a lightweight paper when printing/copying! Heavy paper won't work in our machines.

**Make an appointment** – This isn't required, but recommended. Give The Workspace a call (294.0970) and we can either reserve a machine for you or make the buttons for you.

**Let us help you** – We have many tips for producing good finished buttons. If you are confused about any of the directions please contact us – we would be happy to assist!

