Workspace Button Making Directions & Template

Create a design using the template – We don’t provide design services for buttons so please use the size requirements listed below.

Start your layout - When making a page of button designs, first fit the maximum number of CIRCLE CUT LINES on the page. The CIRCLE CUT LINES is what The Workspace will use as a cutting guide, and it is larger than the ART AREA. CIRCLE CUT LINES should not touch or overlap. See layout examples below.

Insert your design – Your button’s design should be within the ART AREA shown on the template below. Anything outside of the ART AREA will be folded over in the button making process and won’t show. It is a great idea to “bleed” the background color past the art area.

Erase ART AREA outline – If you leave an outline around the ART AREA on your final version it will show on your buttons.

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.

Print – We don’t provide printing as part of the button cost. Bring in a few more button designs than you plan have made in case we have any that don’t turn out. Be sure to use a lightweight paper when printing/copying. Heavy paper won’t work in our machines.

[Diagram showing small, medium, and large ART AREA with corresponding diameter and layout information]