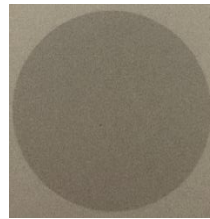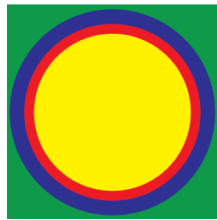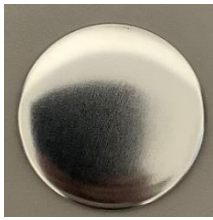**BARRINGTON AREA LIBRARY**

Prepare Artwork

1) Please use standard 20-24lb copy paper for your artwork. For design assistance, use the [measurements for the artwork](#) or a [pre-designed AI template](#).

2) If using the pre-designed template, open the .ai template, click File > Place > Select your artwork > Click to drop the artwork into the document.

3) Move your artwork and expand or contract your image so it fits in the yellow and red parts of the circle. Holding shift while making your image larger or smaller will maintain aspect ratio. Click outside the document to place the image.

4) To make sure your artwork will line up as anticipated, you can temporarily reduce the opacity by clicking on the image > Window in the top menu > Properties > and drop the opacity from 100% so you can see through to the lower layers. **Don't forget to increase the opacity before printing.**

5) Print and cut along the outside of the green lines.

6) Insert your artwork between the two top plates of the hole-punch and press down on the handle.

Shell	Artwork	Mylar	Pinback

Button Pressing

1) Start with the pick-up die on the open side of the button maker, and the crimp die beneath the upper die. Rotate counter-clockwise, if needed.
2) Insert a shell into the pick-up die with the sharp edge facing downward. Place your artwork on top of the shell, then place one clear mylar circle on the top of the artwork.
3) Rotate the die clockwise until it locks into place under the upper die.
4) Press the handle down as far as it will go, and raise it up again to its rest position.
5) Place a pinback into the crimp die with the pin facing downward as shown above.
6) Rotate the crimp die counter clockwise until it locks into place under the upper die.
7) Press the handle down as far as it will go, and raise it up again to its rest position.
8) Rotate the crimp die clockwise and remove your pin.