

making BUTTONS

Button materials are available at the Service Desk for FREE.

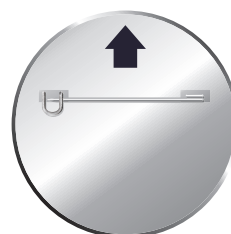
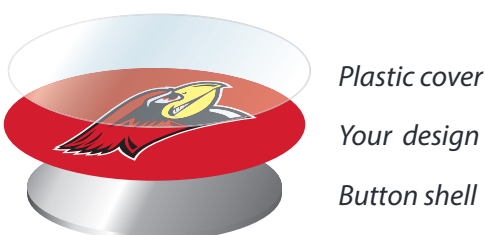
NOTE: Please make sure to use standard paper and not a heavier material as it will get stuck in the machines.

Using the circle cutter

- 1 Cut the paper with the image down to no more than 4" wide to fit in the cutter.
- 2 Line up the graphic in the visible hole.
- 3 Pull the lever down as far as it will go.
- 4 Let the lever up.
- 5 Poke the paper out through the hole.

Operating the button machine

- 1 Insert a button shell into the **SIDE A** base with the sharp edges facing downward. Then follow with the graphic, picture side up, and then the clear plastic cover. *(see illustrations below)*
- 2 Rotate the cylindrical base clockwise until it comes to rest under the press.
- 3 Pull the handle down as far as it will go, and raise it up again to its rest position. Your shell, design, and cover should all have been removed from the base.
- 4 Place a pin back into **SIDE B** with the pin side down.
- 5 Rotate the base counter clockwise until it comes to a rest under the press.
- 6 Pull the handle down as far as it will go, and raise it up again to its rest position.
- 7 Rotate die clockwise and remove the button to start again.



NOTE: Make sure the top of the pin is aligned with the top of the graphic.