

## Button Making

There are several problems that have been encountered while dealing with the making of buttons. It is very important to know that while designing the buttons, there must be extra blank space around the design because the button design will wrap around the actual button top. There must also be space in between each button design so that you do not cut into other designs when making the buttons. The diameter of the cutter found in the PR room is 2 6/8 in, which means the designs of the buttons must match that diameter or there must be equal space in between each design to make the diameter equal to that of the cutter. It is very important to keep the blade of the cutter sharp, and you must make sure not to cut into any tables or the floor. Make sure to have a piece of cardboard or a cutting board between the paper and the surface. The more expensive and quicker button maker, also known as the large automatic one, is believed to be missing a step, however is not missing a step. The crank must be pressed down slowly. If it is cranked fast, it will mess up. Also, we must make sure that there are not multiple button tops stuck inside each other, for it will also mess up the button. Here are step by step instructions on how to make a button using the large crank:

1. Check to see if the crank is switched to the 1 position found near the foot of the front of the crank. If it is not, switch it.
2. Load the pin-back into the crank, with the pin facing down and the pinback being centered.
3. Load the top into the crank, with the sharp edge facing down. Make sure there is not a second top stuck inside the top you place into the crank.
4. Load the artwork, facing straight up and centered with the crank, just how the pin-back was facing.
5. Load the plastic slide on top of the artwork. Make sure you do not move the artwork because it is already centered.
6. Crank the crank down in the 1 position slowly. Lift the crank. Do not touch any part of the button, or the button will not press correctly.
7. Switch the crank to the 2 position.
8. Crank down again on the 2 position slowly. Lift back up.
9. Using the switch on the side of the crank, lift the artwork and remove from crank.
10. Enjoy your new button.