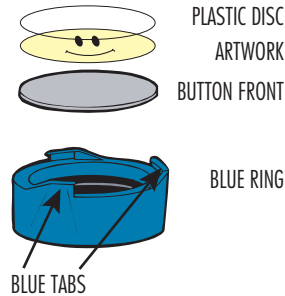


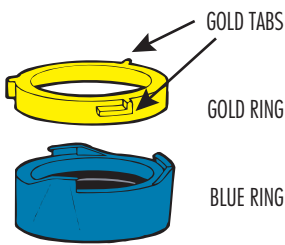
# HOW TO MAKE BUTTONS

## Six Easy Steps to Professional Buttons with Your **HAND PRESS**

**1** Start by placing the blue ring on a flat surface. Make sure its blue tabs are facing up. Place the plain button front into the blue ring with the sharp edge down. Next place your artwork, face-up, with the plastic disc on top. Make sure the top of your artwork is centered under the blue tab marked "TOP".

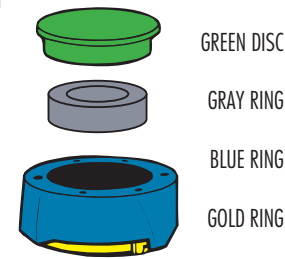


**2** Keeping the blue ring on a flat surface, place the gold ring on the blue ring. Turn the gold ring until its tabs fit gently under the blue tabs.



*DO NOT USE EXCESSIVE FORCE TO TIGHTEN TABS TOGETHER. If the tabs are too tight, the plastic disc can be pulled to one side, resulting in an unsatisfactory button.*

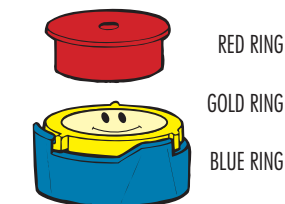
**3** Turn the blue and gold assembly face down on a flat surface. Put the gray ring inside the blue ring. Then put the green ring on top of the gray ring. Place hand over hand and while applying even pressure, press down on the green ring until it "snaps" and the downward movement stops. This step may be easier from a standing position.



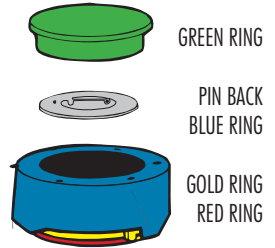
*IT IS VERY IMPORTANT THAT THE ASSEMBLY GO DOWN OVER THE GRAY RING IN ONE EVEN "SNAP". If you hear two snaps when pushing the assembly down this means the assembly was not pushed evenly and the plastic disc may pull to one side, resulting in an unsatisfactory button.*

Pick up the assembly and remove the green and gray rings. Leave the gold and blue rings together.

**4** Place the blue and gold assembly on a flat surface with your artwork facing up. Place the red ring on top of the artwork. Again, while standing, place your hands over the red ring in the same manner described in Step 3. Push straight down on the red ring firmly, until its downward movement stops. DO NOT remove the red ring.

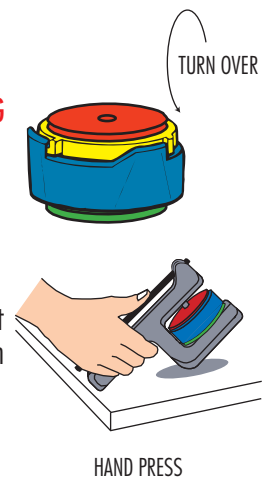


**5** Pick the assembly up with one hand, making sure to hold the assembly firmly together. Turn the assembly over and place the pin-back part (sharp edge down) inside the blue ring. **MAKE SURE THE PIN IS CLOSED.** Line the pin up with the grooves in the back of the blue ring. Be sure the pin-back is not tucked inside the paper and plastic. Insert the green ring into the blue ring, on top of the pin-back part.



**6** Firmly hold the assembly together, turn it over and place it in your press **WITH THE RED RING ON TOP.** You may have to squeeze the assembly slightly to fit it in the press.

**Make sure the pressure pin on the press aligns with the circular depression in the center of the RED RING.** Squeeze your press firmly (you may find it easier to squeeze the hand press by placing it on a flat surface as shown). Remove assembly from press and remove your finished button!



*NOTE: Magnet-back and adhesive-back badgess are made the same as pin-back badges - simply substitute a flat-back part for the pin-back part.*

*The most common problem is that customers cannot get the plastic cover to seal all the way around the badge. This is caused by uneven pressure applied when pressing down on the die set during steps 3 & 4.*

