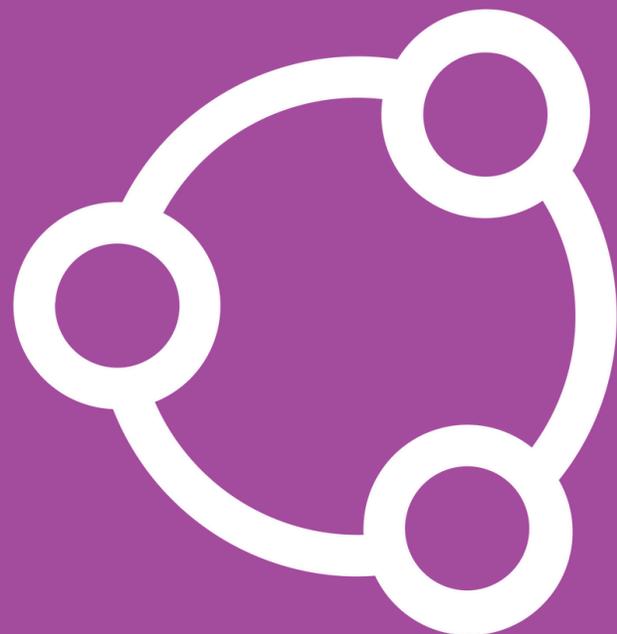# CAMROSE PUBLIC LIBRARY Makerspace

Button Makers
Patron Manual

Purchase Price through Camrose Public Library

Button Size	Individual Price	Baggie of 5 Price
1"	$0.50	$2.50
2.25" (2-1/4")	$1.00	$5.00
3"	$1.25	$6.25

These are priced to cover the cost of supplies
and to cover wear & tear on the machines.

If you would like to order your own supplies, check out these following places!

https://peoplepowerpress.org/ – This is the company we order from.
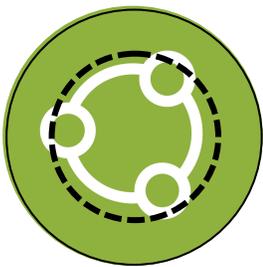https://www.sixcentpress.com/
https://www.tecre.com/

Please note: they MUST be in inches, as anything in millimeter will not fit the same. We also highly recommend that they specifically are made for Tecre brand machines.
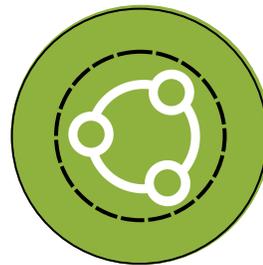
Designing a Button

All button templates have a solid outer ring and a dotted inner ring. The outer ring is the full size of the paper, and the dotted ring is where the max portion of the design should be. The space between gets wrapped around and will not be visible.

Generally, we will design a button so that, if there is a background colour, it covers the entirety of the black circle, and make sure that none of the text or images we want to see go beyond the red circle.

The image will be wrapped around the sides and will 'disappear'

The image will be fully visible.

Canva

- Create or sign onto a Canva account. You can make a free Canva account. Some tools & images are limited without payment, but it is still a very easy to use & robust program.
- Scan the QR code or go to https://bit.ly/ButtonTemplates for the button templates in Canva below.
- Make a copy of it in your Canva account by clicking "File-> Make a Copy".
- Design away, making sure to keep your design within the red circle.
- Download by clicking Share and Download. Select "PDF" (Standard or Printing, up to you!) and click Download.
- Print per the instructions on the next page.

Paper

- Head to https://www.tecre.com/button-maker-downloads.html or scan the QR code.
- Download the PDF of the size of button you would like to use
- Print using the instructions on the next page.
- Draw/collage as you want.

Printing

Print

Printer: ACA-Ricoh   [Properties]   [Advanced]   Help ⑦

Copies: 1

☐ Print in grayscale (black and white)   ☐ Save ink/toner ⑦

Pages to Print

● All   ○ Current   ○ Pages [1]

▶ More Options

Page Sizing & Handling ⑦

[Size]   [Poster]   [Multiple]   [Booklet]

○ Fit   ● Actual size

○ Shrink oversized pages   ○ Custom Scale: [100] %

☑ Choose paper source by PDF page size

☐ Print on both sides of paper

Orientation:

○ Auto   ● Portrait   ○ Landscape

Comments & Forms

[Document and Markups ▼]   [Summarize Comments]

[Page Setup...]   [Print]   [Cancel]

Document: 8.5 x 11.0in

8.5 x 11 Inches

One Inch Button Artwork Guide
Black line is Outside Cutting Diameter: 1 5/16 Inch ◻ ▭ Red line is Artwork Diameter: 7/8 Inch

[<]   [>]

Page 1 of 1

To Print Correct Size

- Click 'Actual Size' (as indicated by Yellow Star).
- If printing with color, see instructions below.

ACA-Ricoh Properties

Tabs: One Click Presets | **Basic** | Input/Output | Finishing | Layout/Edit | Text/Watermark | Cover/Chapter | Image Quality | Others

Current Setting

Document Size:
Letter (8.5" x 11")
Print On:
Same as Original Size
Reduce/Enlarge:
Fit to Paper Size

[Register Current Settings...]
[Confirm Tray Settings]
[Settings Summary]

Job Type:
[Normal Print]   [Modify]   [User Code Setting...]

Document Size:
[Letter (8.5" x 11") ▼]

Copies: (1 to 999)
[1]

Print On:
[Same as Original Size ▼]

Orientation
● Portrait
○ Landscape

[Custom Paper Size...]

Input Tray:
ⓘ [Auto Tray Select ▼]

Paper Type:
ⓘ [Plain & Recycled ▼]

Color Mode:
[Black and White ▼]
   Color
   Black and White

2 sided:
[Off ▼]

Booklet:
[Off ▼]

[◻ ◻ Off ▼] ✎

Staple:
ⓘ [Off ▼]

[Reset All Settings]   [Reset Settings in This Tab]

[OK]   [Cancel]   [Help]

Printing

To print in Colour:

- Click Properties (as indicated by green heart on first screenshot)
- In Properties, click drop down menu under 'Color Mode' (as indicated by green heart on the second screenshot) and click 'Color'.
- Click OK to return to first menu.