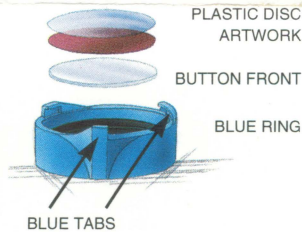


HOW TO MAKE BUTTONS

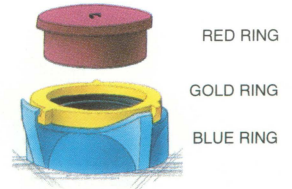
Six Easy Steps to Professional Buttons with Your **HAND PRESS** or **BENCH PRESS**



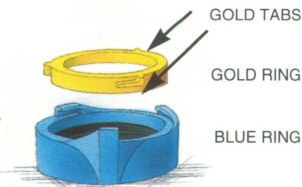
1 Start by putting the blue ring on a flat surface. Make sure its blue tabs are facing up. Place the plain button front into the blue ring with the sharp edge down. Next goes your artwork, face-up, with the plastic disc on top. Make sure the top of your artwork is centered under the blue tab marked "TOP."



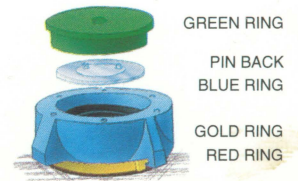
4 Place the red ring on top of the artwork which is now held inside the gold ring. Again, while standing, place your hands over the red ring in the same manner described in Step 3. Push straight down on the red ring firmly, until its downward movement stops. **DO NOT** remove the red ring.



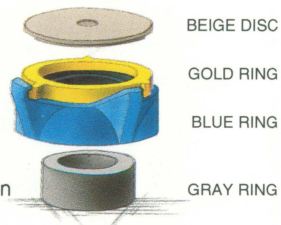
2 Keeping the blue ring on a flat surface, place the gold ring on the blue ring and turn it so the gold tabs fit under the blue tabs — **DO NOT TIGHTEN THE TABS TOGETHER**. The tabs must fit together loosely. If the tabs are tightened together it will cause the plastic disc to pull to one side resulting in an unsatisfactory button.



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 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.



3 Place the beige disc on the gold ring. With the beige disc, gold and blue rings together, lift them up and place them **OVER** the gray ring. Push straight down with both hands, firmly applying even pressure on the assembly until it "snaps" down onto your work surface. This may be easier in 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.



6 Firmly hold the assembly together 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**. Also, the blue tab with the word "TOP" must be facing outward when the assembly is in your press.



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!



Next, lift the assembly off the gray ring and place it back on the work surface. Set the gray ring and beige disc aside. Leave the gold and blue rings together.

If you have followed the directions carefully, you should be able to make a perfect button. If your plastic did not seal on one edge of the button, please refer to Step 3. If you feel you have done everything correctly and still get unsatisfactory results, please call our Customer Service Department at 1-800-223-4103. Our representatives will be more than happy to help you. Hours: Mon. - Sat. 7 am - 8 pm ; Sun. 11:30 am - 8 pm - Central Time.

CUT-A-CIRCLE OPERATING INSTRUCTIONS

For best results, always cut on a flat surface using the cutting mat provided. If for some reason your mat is not available, cut on a layer of thick cardboard or posterboard. Never cut directly on wood, glass, or plastic. Proper care will insure you of a longer cutting-blade life.

OPERATION:

Center the Cut-A-Circle over the paper to be cut. The image seen through it is what will be seen on the face of your finished badge. Use this as your guide when you position the Cut-A-Circle over the paper.

Press down on the outer black ring while cutting. Hold the handle on the clear ring between your thumb and forefinger and rotate ring. Be sure the blade makes one full revolution before lifting the Cut-A-Circle.

DEPTH ADJUSTMENT:

You can adjust the depth of the cutting blade by turning the white Depth Adjustment Knob - clockwise for thin paper, counter-clockwise for thicker paper.

IMPORTANT: Adjust the blade deep enough to cut through the *paper only*. Setting the blade too deep will cause "drag" which makes cutting more difficult and dulls the blade.

TO ADJUST CIRCLE SIZE:

To change the circle size, move the blade cartridge from one slot to the other slot:

- To cut full size photos or paper, place the blade in Slot #1.
- For thicker material and Polaroid photos, use Slot #2. When cut, this size will fit only the face of the button (it will not crimp around the edge). We suggest you place the tissue from your plastic discs directly under your photo as a backing so the bare metal of the badge front does not show on your completed button.

TO CHANGE BLADES:

Line up the notch on the Depth Adjustment Knob with the lip on the Blade Cartridge. Pull the old cartridge up and out and insert new cartridge. The blades are sharp, so exercise caution when handling.

TOP VIEW

