

## Artwork Guide for 37mm Circle Button Badge

We will be using your artwork to fill your order - The badges will only be as good as any artwork supplied. Remember the size of the badge will determine how much artwork will be visible and legible. Very intricate designs or too many words on small badges are not usually a good idea.

When designing your badge you must also take into account the following: The Cutline, the Bleed and the Safe/Viewing Area. The cutline is the area outlined in black, it's our guideline to cut out the badge. The Bleed is the red highlight area indicating the part between the Cutline and the edge of the badge. We do not recommend your "readable" artwork extends into the bleed area. Background pictures or colours should form part of the bleed area.

The blue outline is the Safe/Viewing area or zone where your "legible" artwork may be placed. (See fig. 1)

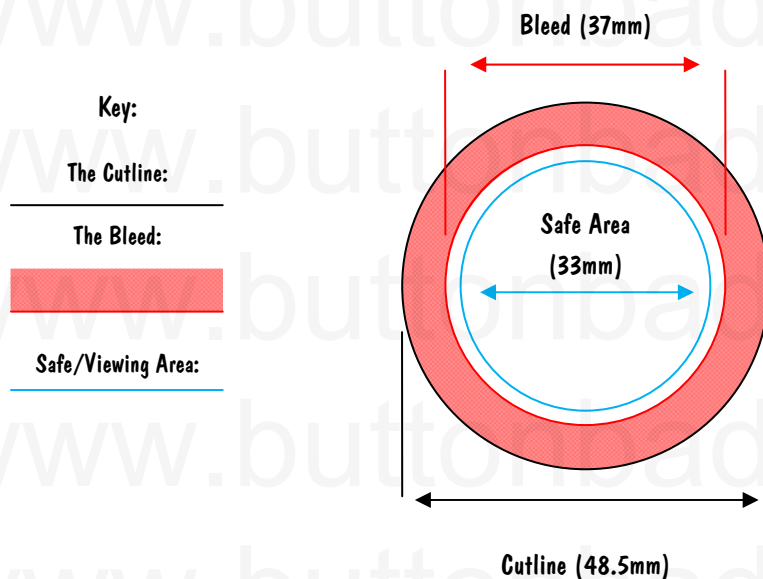


Fig. 1 Our Measurements Guideline for Rectangle Button Badge Template

### Guidelines on how to design your badge:

#### Step 1

Open up any graphics editing program and when you are prompted to set up a new page, you set the scale/measurements to the same as the Cutline provided in the above (37mm x 37mm). (See Fig. 2)

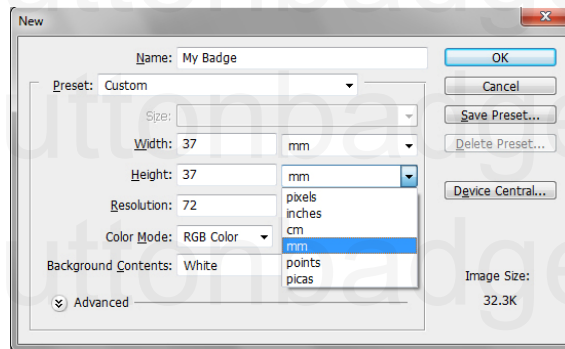


Fig. 2 Page & Dimensions Setup



## Step 2

You now select your shape selection tool (Ellipse Tool) and select the oval making tool, draw an oval that fits exactly in the stage or canvas area. I.e. The oval fills up the entire page. (See fig. 3)

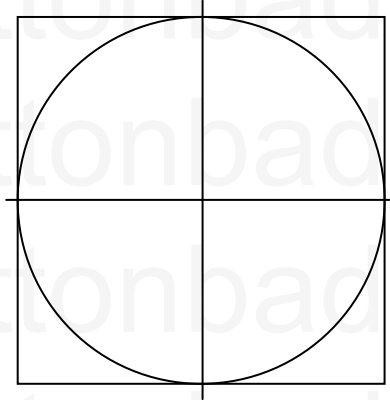


Fig. 3 Rectangle Outline Template

## Step 3

Now you make another smaller oval and go into the properties section and set its length to be 64mm and the breadth to 40mm. You must also centre the smaller oval exactly in the centre of the page, within the larger oval. Note. Use gridlines or rulers to aid you if necessary. (See fig. 4)

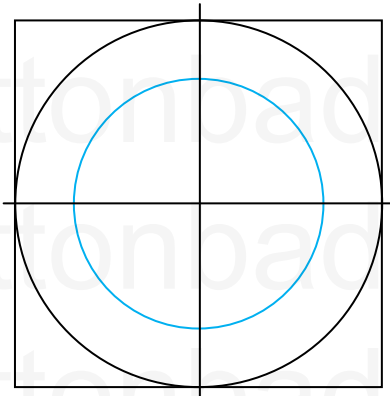


Fig. 4 Oval Safe Area Template

## Step 4

Add your viewable artwork (within the Safe Area) and your background. (See fig. 5)

**NOTE:** Artwork in image file formats requires decent resolution pictures.

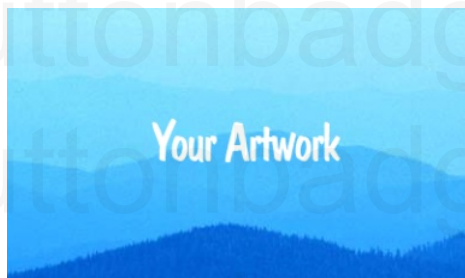


Fig. 5 Your Artwork



**Step 5**

You must position your legible artwork in the centre within the blue safe line. (See fig. 6)

If your artwork has a background you can choose to have the background right up to the black outline.

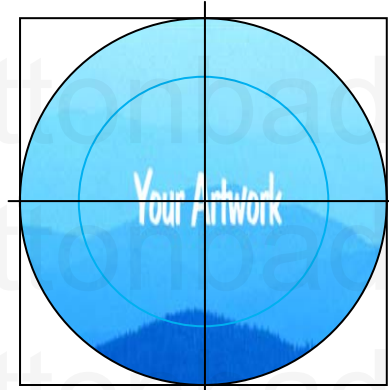


Fig. 6 Your Artwork within Template

**Step 6**

You now delete the smaller oval, (See fig. 7) and go File > Save As and changes the File Type to: Adobe PDF (See fig. 8).

Presto that is it and now you can email us the PDF and we may proceed making your badges.



Fig. 7 Your Finalised Badge

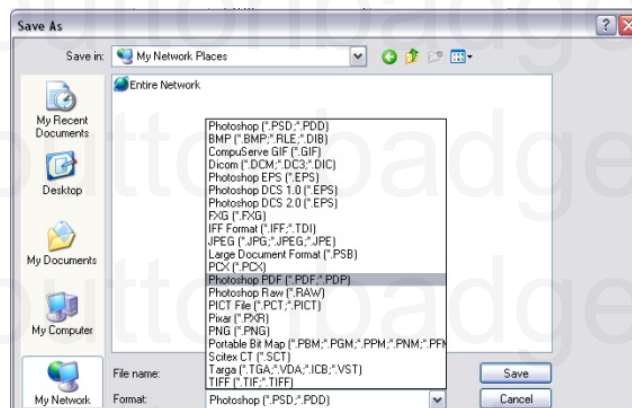


Fig. 8 Saving PDF output

