Workspace Button Making Directions & Template

Create a design using the template – We don't provide design services for buttons so please use the size requirements listed below.
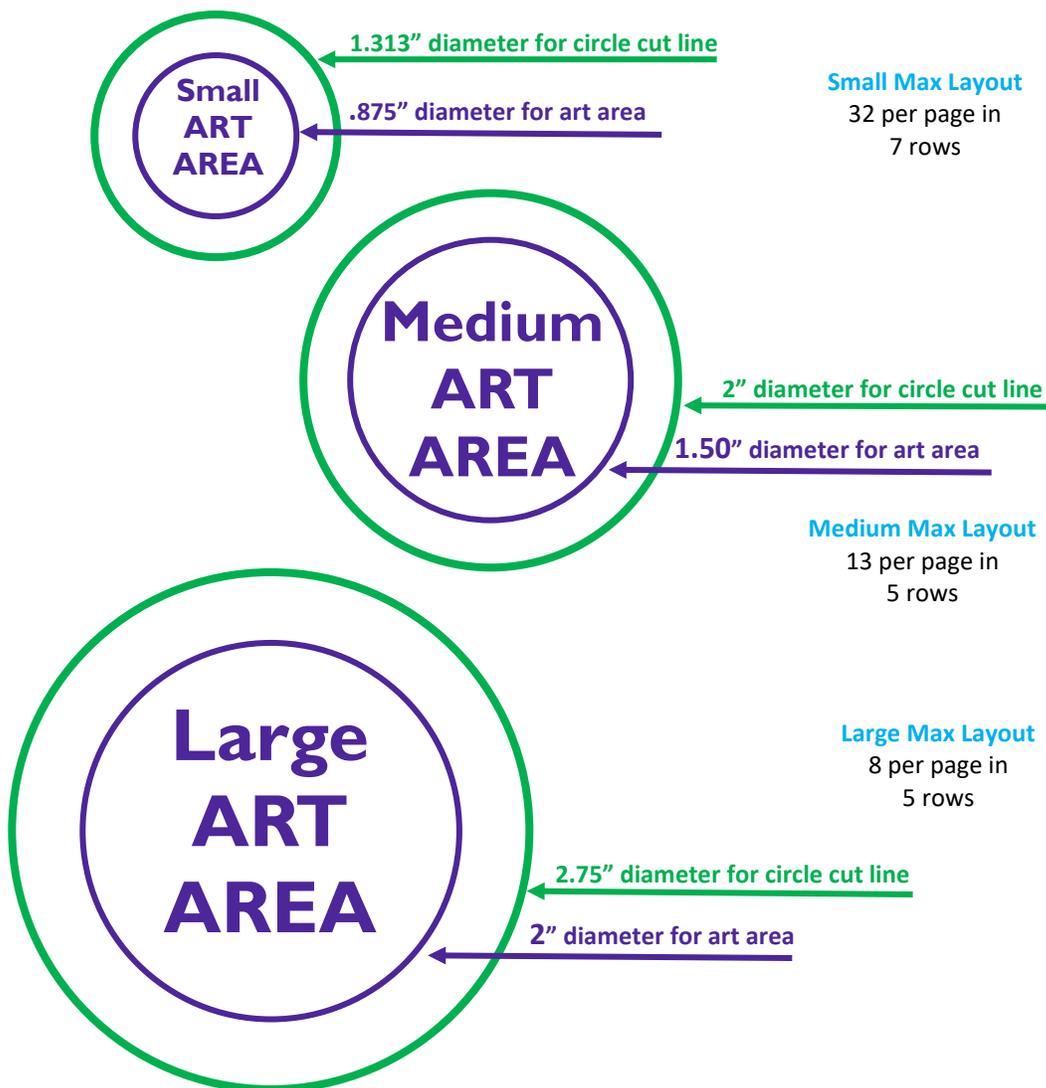
Start your layout - When making a page of button designs, first fit the maximum number of **CIRCLE CUT LINES** on the page. The **CIRCLE CUT LINES** is what The Workspace will use as a cutting guide, and it is larger than the **ART AREA**. **CIRCLE CUT LINES** should not touch or overlap. See layout examples below.

Insert your design – Your button's design should be within the **ART AREA** shown on the template below. Anything outside of the **ART AREA** will be folded over in the button making process and won't show. It is a great idea to "bleed" the background color past the art area.

Erase ART AREA outline – If you leave an outline around the **ART AREA** on your final version it will show on your buttons.

Double check – If you would like someone to review your designs before they are printed to be sure they will work, e-mail workspace@iastate.edu.

Print – We don't provide printing as part of the button cost. Bring in a few more button designs than you plan have made in case we have any that don't turn out. Be sure to use a lightweight paper when printing/copying. Heavy paper won't work in our machines.

1.313" diameter for circle cut line

Small ART AREA

.875" diameter for art area

Small Max Layout
32 per page in
7 rows

Medium ART AREA

2" diameter for circle cut line

1.50" diameter for art area

Medium Max Layout
13 per page in
5 rows

Large ART AREA

Large Max Layout
8 per page in
5 rows

2.75" diameter for circle cut line

2" diameter for art area