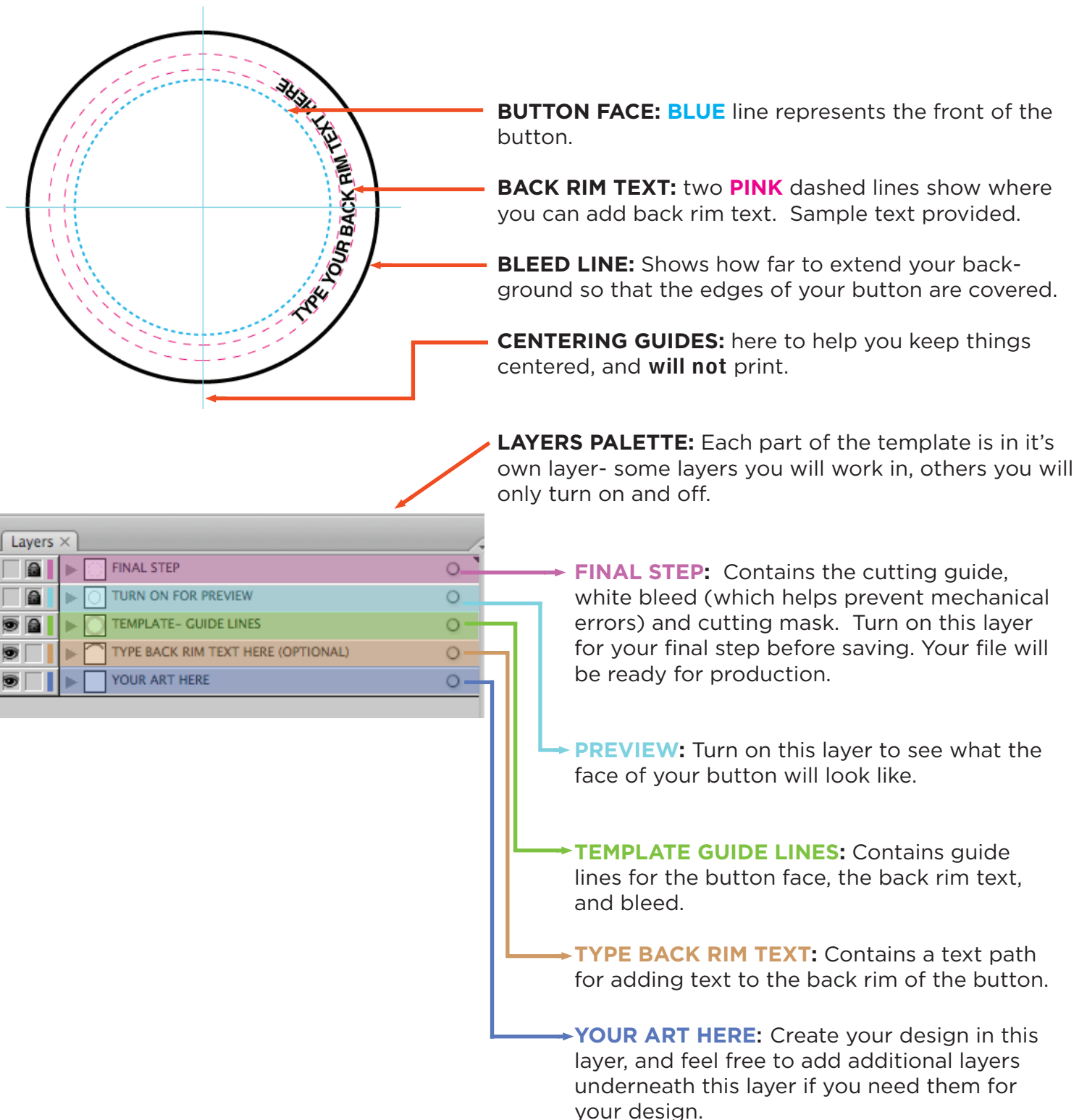


# Busy Beaver Button Co.

3279 W. Armitage Ave. Chicago, IL 60647 - 773.645.3359 - www.busybeaver.net

## How To Use The Illustrator Template

### PART ONE: ANATOMY OF A BUTTON TEMPLATE



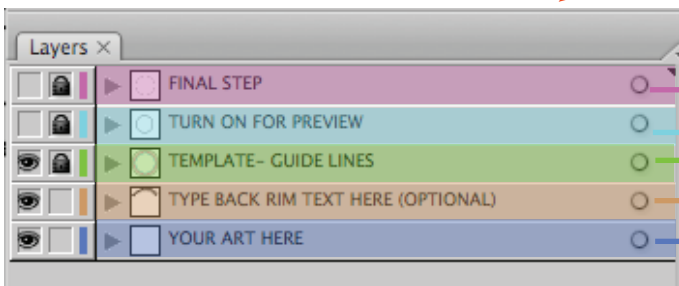
**BUTTON FACE:** BLUE line represents the front of the button.

**BACK RIM TEXT:** two PINK dashed lines show where you can add back rim text. Sample text provided.

**BLEED LINE:** Shows how far to extend your background so that the edges of your button are covered.

**CENTERING GUIDES:** here to help you keep things centered, and **will not** print.

**LAYERS PALETTE:** Each part of the template is in its own layer- some layers you will work in, others you will only turn on and off.



**FINAL STEP:** Contains the cutting guide, white bleed (which helps prevent mechanical errors) and cutting mask. Turn on this layer for your final step before saving. Your file will be ready for production.

**PREVIEW:** Turn on this layer to see what the face of your button will look like.

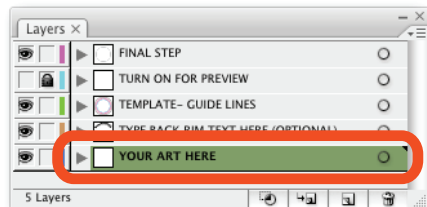
**TEMPLATE GUIDE LINES:** Contains guide lines for the button face, the back rim text, and bleed.

**TYPE BACK RIM TEXT:** Contains a text path for adding text to the back rim of the button.

**YOUR ART HERE:** Create your design in this layer, and feel free to add additional layers underneath this layer if you need them for your design.

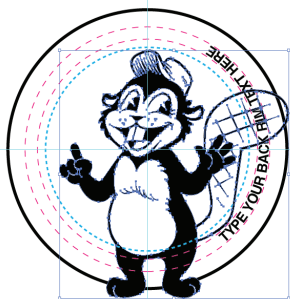
# PART TWO: SIX EASY STEPS TO THE PERFECT ARTWORK FILE

## STEP 1: BUTTON FACE & BLEED

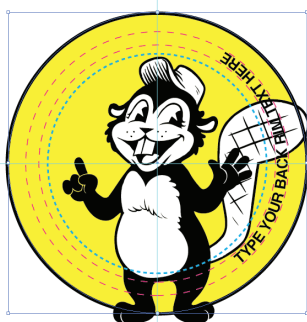
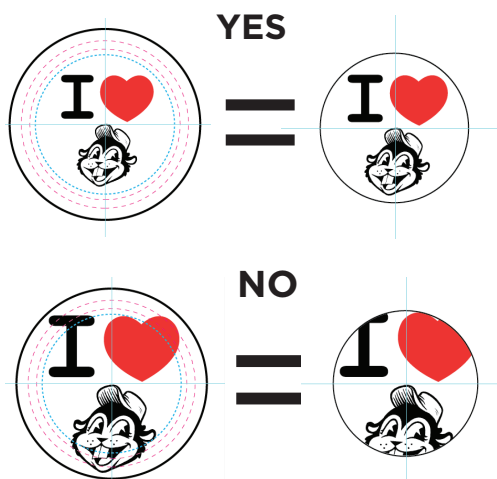


- ➔ Open the template in Adobe Illustrator, and click on the “YOUR ART HERE” layer to select it as your working layer. You will create your design, or place your pre made design in this layer.

**Tip:** if you do not see your layers palette go **WINDOW** and down to **LAYERS (F7)**



- ➔ Make sure you keep what you want on the button face inside the **BLUE** (inner most) dashed circle.



- ➔ If you have a background that is anything but white, extend the background to the **BLACK** bleed line. This includes patterns and photos.

**Tip:** if using a large image, resize first in Photoshop. Likewise, if you are using a small part of a larger image, crop down in Photoshop before bringing it into the illustrator template. This will make your final file smaller and easier to upload.

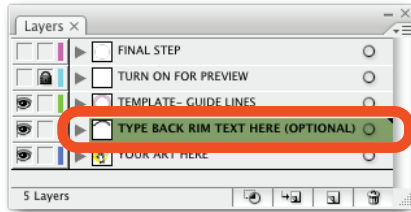
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## STEP 2: ADD BACK RIM TEXT (OPTIONAL)



Back Rim Text prints on the back edge of your button. This is a great spot to add contact information, a web address, the date of an event, etc.



- ➔ Click on the “TYPE BACK RIM TEXT HERE” layer to select it as your working layer.



- ➔ Select the Type tool from the tool bar in Illustrator and double click on the text path.

- ➔ Replace “TYPE YOUR BACK RIM TEXT HERE” with your back text.

**Tip:** In the template we’ve provided you with the optimal font type and size for back rim text. Feel free to change the font, but remember bold simple fonts work best. Do Not use thin or intricate fonts, like scripts, as they will make your back rim text illegible

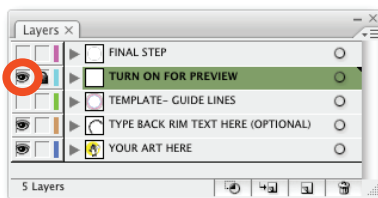
Use a color that contrasts with your background.

- ➔ Make sure your text is between the **PINK** dashed lines.



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## STEP 3: PREVIEW YOUR BUTTON



- ➔ Click the layer “TURN ON FOR PREVIEW” to proof your button design. You will see how the front of your button looks and everything else is masked out. This is a good way to double check that you have designed the button as you intended.

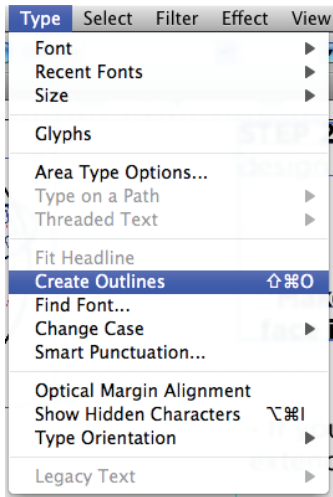
The black line around your design defines the edge of the button face. It will not print as part of your final design.

- ➔ Once everything looks correct, turn off the preview layer and proceed to STEP 4.



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## STEP 4: OUTLINE ALL TEXT



➔ Create outlines out of your text.

This turns your text into an object, and will ensure your text looks correct on your button.

➔ Select all the text in your file, then go to: TYPE and down to CREATE OUTLINES

UNOUTLINED



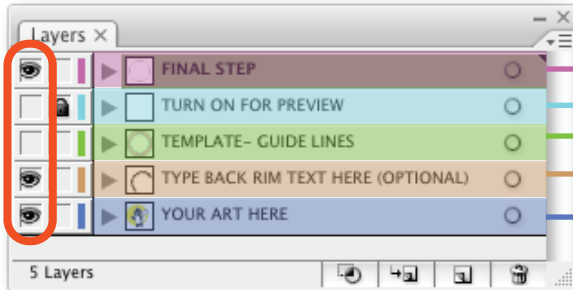
OUTLINED



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## STEP 5: FINAL STEP

Your layers palette should look like this:



➔ **FINAL STEP: ON**

➔ **TURN ON FOR PREVIEW: OFF**

➔ **TEMPLATE GUIDE LINES: OFF**

➔ **TYPE BACK RIM TEXT:**

- if you added back rim text keep the layer **ON**

- if you **did not** add back rim text, turn the layer **OFF**

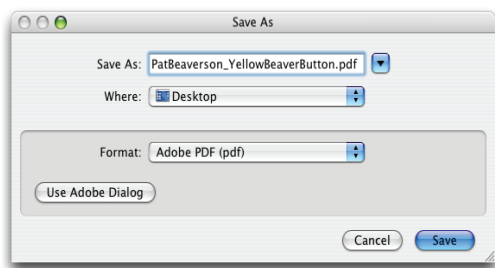
➔ **YOUR ART HERE: ON**

**DESIGN READY FOR PRODUCTION:**



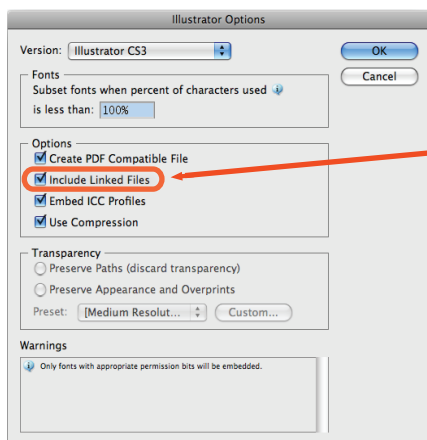
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## STEP 6: SAVE YOUR FILE



- ➔ From the top menu bar  
- FILE > SAVE AS
- Name your file descriptively  
A good file name : YOURNAME\_BUTTONDESCRIPTION.pdf  
**DO NOT** name your file: button.pdf or busybeavertemplate.pdf  
**DO NOT** use special characters: .,\*&! #@\$()^?/;+={ } [ ] \ ` ~ |

**Save your file as a .pdf only.**



Check the “Include linked files” box if you have placed any images into the design.

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## PART THREE : DOUBLE CHECK

- Button is designed so that the face of the button fits inside the blue dashed line and the background bleeds to the solid black line (Step 1)
- If Back Text is added, a bold simple font was used and stays within the pink guides (Step 2)
- Fonts are outlined (Step 4)
- Correct layers are turned on and off (Step 5)
- All linked files are included (Step 6)
- File name defines your project and contains no special characters other than an underscore (Step 6)

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## PART FOUR : UPLOAD

Once you properly saved your design file, you're ready to place your order!

Head to **www.busybeaver.net** and use the online order form.  
Upload your artwork when prompted to do so on the order form.



If you have any additional questions please visit:  
**www.busybeaver.net**  
or give us a call: 773.645.3359 M-F, 9am - 5pm CST