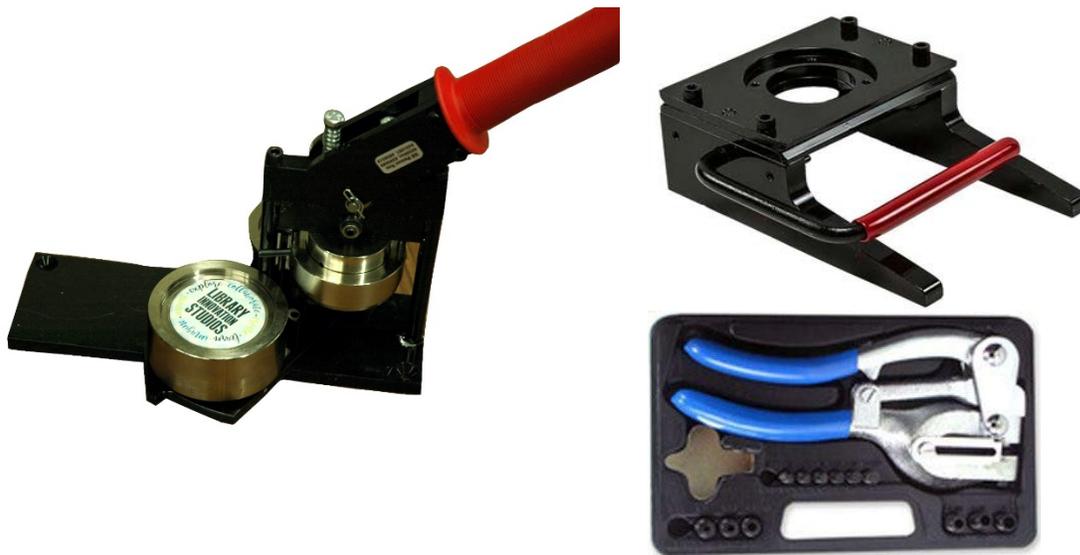




# Button Maker & Metal Punch



## Sections

1. Build-A-Button Membership to Design your Button Graphics
2. Graphic Paper Punch
3. Pin Back Button
4. Magnet Back Button
5. Mirror Back Button
6. 2-Sided Button Ornaments
7. Bottle Opener Back Button
8. Operating the Metal Punch for 2-Sided Button Ornaments

## Instructions for Using Build-A-Button Website

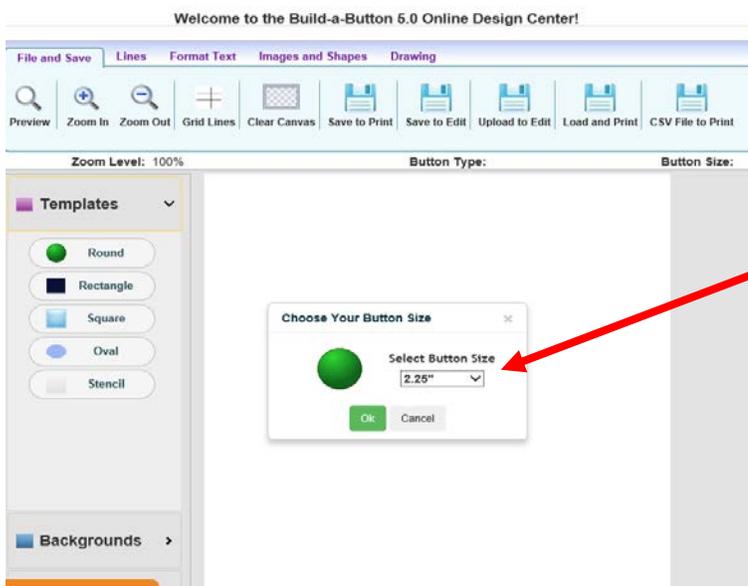
Build-a-Button 5.0 Design Center can be accessed from the four desktop computers and the 2 laptop computers through the start menu shortcuts. If you want to access this site from a non-studio computer: Please ask your Library Director how to access the Build-A-Button membership  
After login, go to "Design Center" then "Build-a-Button" then "Build-a-Button 5.0"  
If you have problems contact Chelsea Lemburg at [Chelsea.lemburg@nebraska.gov](mailto:Chelsea.lemburg@nebraska.gov)

You can also use a CorelDraw template by clicking on the shortcut below from [Americanbutton.com](http://Americanbutton.com).

[https://cdn.shopify.com/s/files/1/1272/4545/files/225\\_button\\_template\\_corel\\_drawing.cdr?532643779109137312](https://cdn.shopify.com/s/files/1/1272/4545/files/225_button_template_corel_drawing.cdr?532643779109137312)

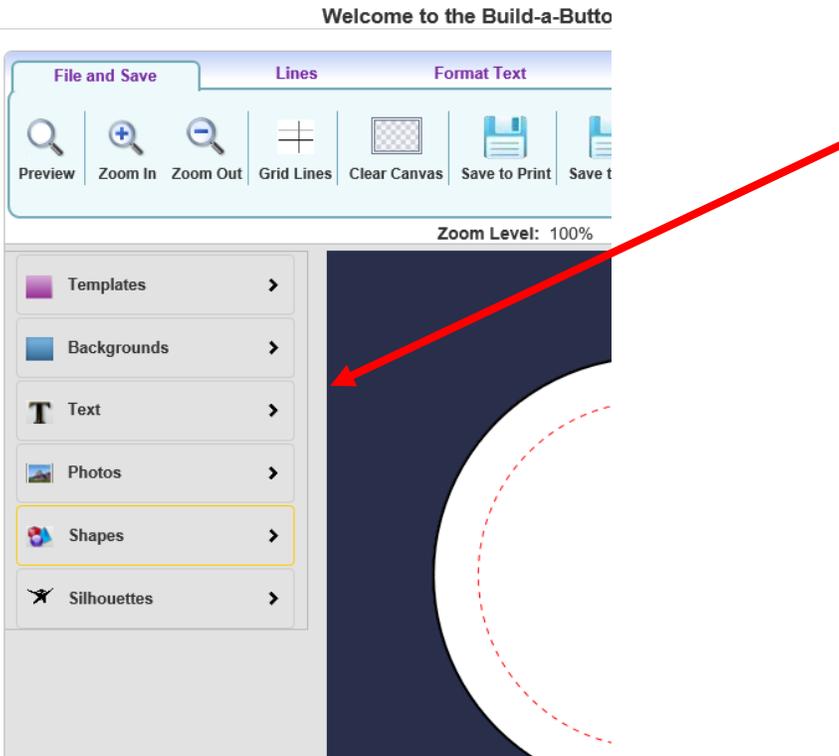
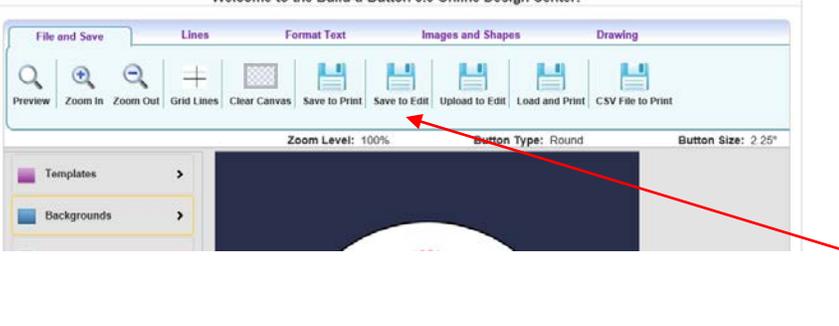
Templates for other programs are also available at <https://www.americanbuttonmachines.com/pages/button-making-templates>

Important Tips: Under File and Save there is a PREVIEW button and a CLEAR CANVAS button. It will be helpful to know where to find these.

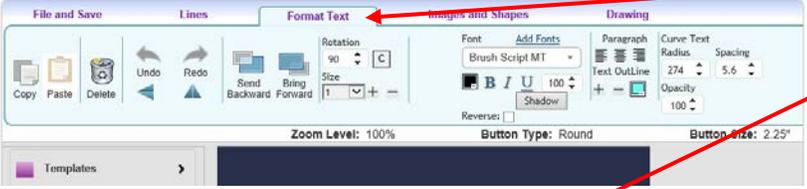
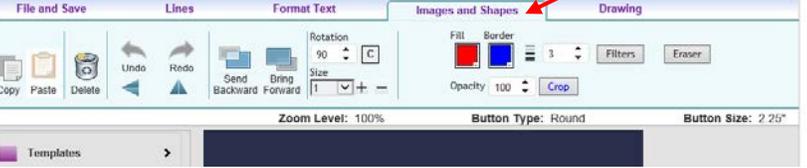
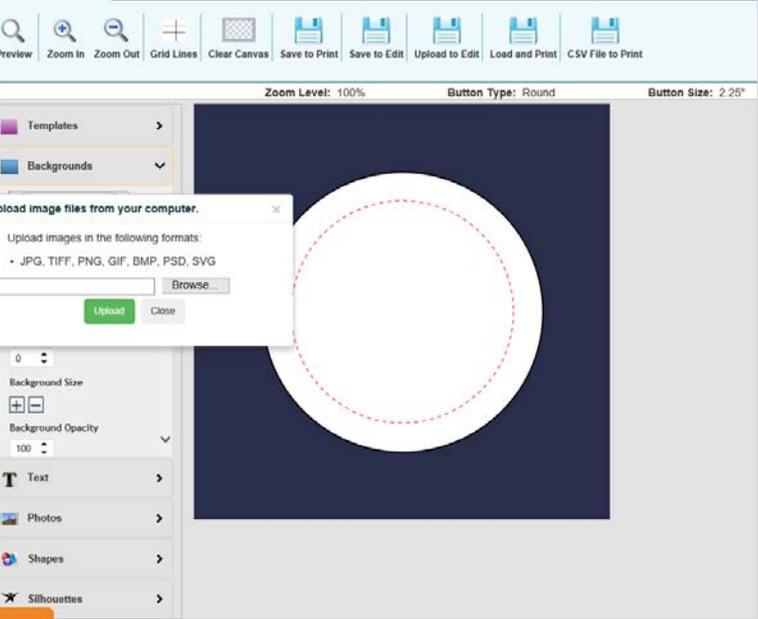


Select 2.25" Button Size  
Click OK

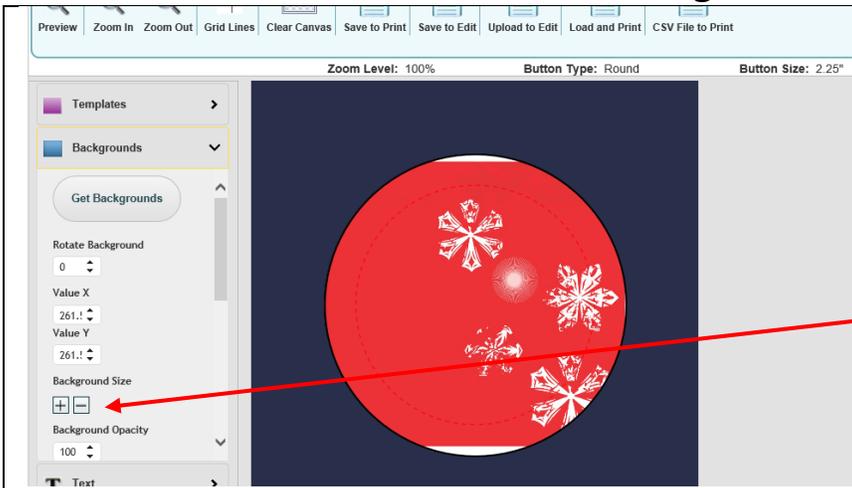
# Instructions for Using Build-A-Button Website

 <p>Welcome to the Build-a-Button</p> <p>File and Save   Lines   Format Text</p> <p>Preview   Zoom In   Zoom Out   Grid Lines   Clear Canvas   Save to Print   Save t</p> <p>Zoom Level: 100%</p> <p>Templates &gt;</p> <p>Backgrounds &gt;</p> <p>Text &gt;</p> <p>Photos &gt;</p> <p>Shapes &gt;</p> <p>Silhouettes &gt;</p>	<p>Selections on the left include:</p> <ul style="list-style-type: none"><li>Templates</li><li>Backgrounds</li><li>Text</li><li>Photos</li><li>Shapes</li><li>Silhouettes</li></ul>
 <p>Welcome to the Build-a-Button 5.0 Online Design Center!</p> <p>File and Save   Lines   Format Text   Images and Shapes   Drawing</p> <p>Preview   Zoom In   Zoom Out   Grid Lines   Clear Canvas   Save to Print   Save to Edit   Upload to Edit   Load and Print   CSV File to Print</p> <p>Zoom Level: 100%</p> <p>Button Type: Round   Button Size: 2.25"</p> <p>Templates &gt;</p> <p>Backgrounds &gt;</p>	<p>There are also menu items on the top. Here you see options for Previewing your art, Zooming in and out, adding grid lines, clearing the canvas and various options for Saving and Exporting the file.</p>
 <p>Welcome to the Build-a-Button 5.0 Online Design Center!</p> <p>File and Save   Lines   Format Text   Images and Shapes   Drawing</p> <p>Image Area   Tag Lines   Accent Ring   Single Color   Gradient Color</p> <p>Zoom Level: 100%</p> <p>Button Type: Round   Button Size: 2.25"</p> <p>Templates &gt;</p> <p>Backgrounds &gt;</p>	<p>Under the "Lines" menu are options for removing the red dotted line, creating tag lines and accent ring with options for color and size of the lines.</p>

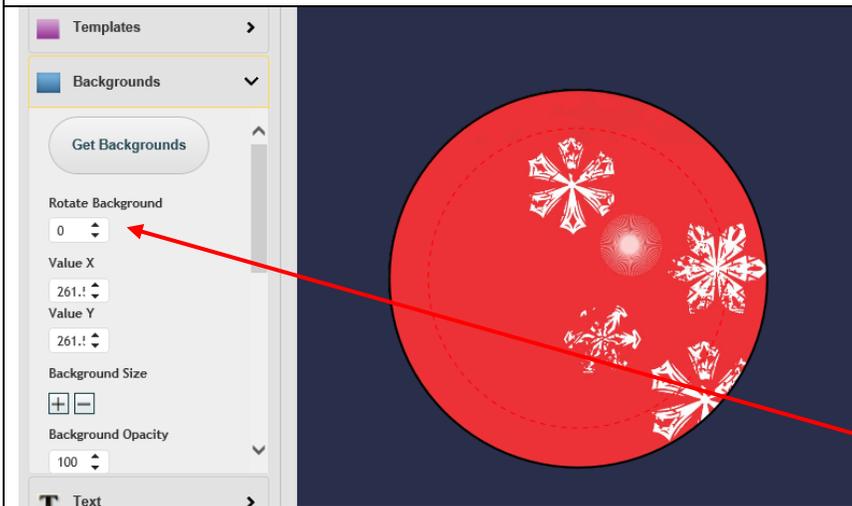
# Instructions for Using Build-A-Button Website

 <p>Welcome to the Build-a-Button 5.0 Online Design Center!</p> <p>File and Save Lines <b>Format Text</b> Images and Shapes Drawing</p> <p>Copy Paste Delete Undo Redo Send Backward Bring Forward Rotation 90 Size Font Brush Script MT Paragraph Curve Text Radius Spacing Text Outline Opacity</p> <p>Zoom Level: 100% Button Type: Round Button Size: 2.25"</p> <p>Templates &gt;</p>	<p>Options for Formatting Text</p> <p>Options for Images and Shapes.</p>
 <p>Welcome to the Build-a-Button 5.0 Online Design Center!</p> <p>File and Save Lines Format Text <b>Images and Shapes</b> Drawing</p> <p>Copy Paste Delete Undo Redo Send Backward Bring Forward Fill Border Size Opacity Filters Eraser</p> <p>Zoom Level: 100% Button Type: Round Button Size: 2.25"</p> <p>Templates &gt;</p>	<p>A Drawing tool is the last menu item. This allows freehand drawing by selecting the thickness of the line and the color.</p>
 <p>Welcome to the Build-a-Button 5.0 Online Design Center!</p> <p>File and Save Lines Format Text Images and Shapes <b>Drawing</b></p> <p>Drawing Tool Thickness Color</p> <p>Zoom Level: 100% Button Type: Round Button Size: 2.25"</p> <p>Templates &gt;</p>	
 <p>Preview Zoom In Zoom Out Grid Lines Clear Canvas Save to Print Save to Edit Upload to Edit Load and Print CSV File to Print</p> <p>Zoom Level: 100% Button Type: Round Button Size: 2.25"</p> <p>Templates &gt; Backgrounds &gt;</p> <p>Upload image files from your computer.</p> <p>Upload images in the following formats: • JPG, TIFF, PNG, GIF, BMP, PSD, SVG</p> <p>Browse... Upload Close</p> <p>Background Size Background Opacity 100</p> <p>Text &gt; Photos &gt; Shapes &gt; Silhouettes &gt;</p>	<p>It's best to put in a background first, unless you have no need for a background. Click on "Get Backgrounds" button and you may import the file through this dialog box. Click on browse and navigate to the destination of your background file. Note: there are many background in the CorelDraw clipart that could be used. Just remember that they must be exported as one of the file types listed.</p>

## Instructions for Using Build-A-Button Website



This is a background found in CorelDraw clipart that was cropped and exported as a jpg. As you can see it isn't quite big enough. To increase the size, select Background Size  plus button to increase the size of the background.

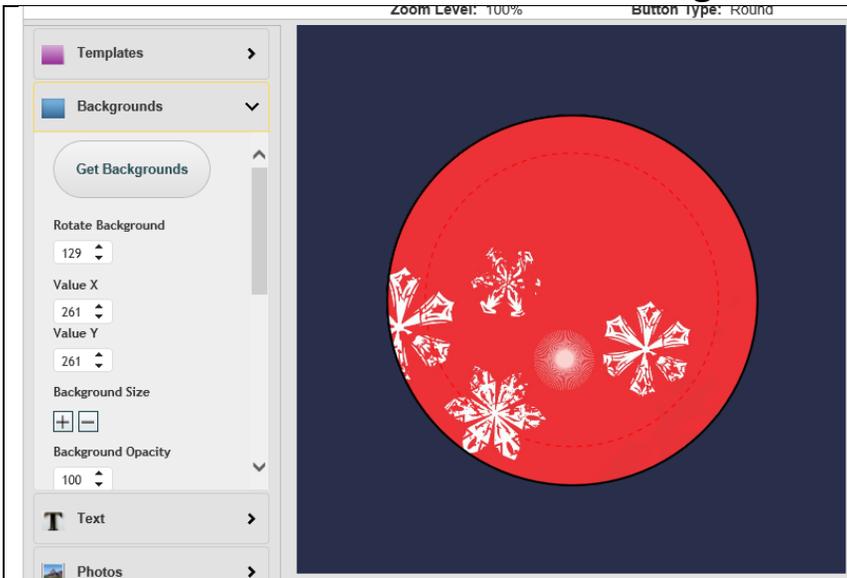


Now the background completely fills the template.

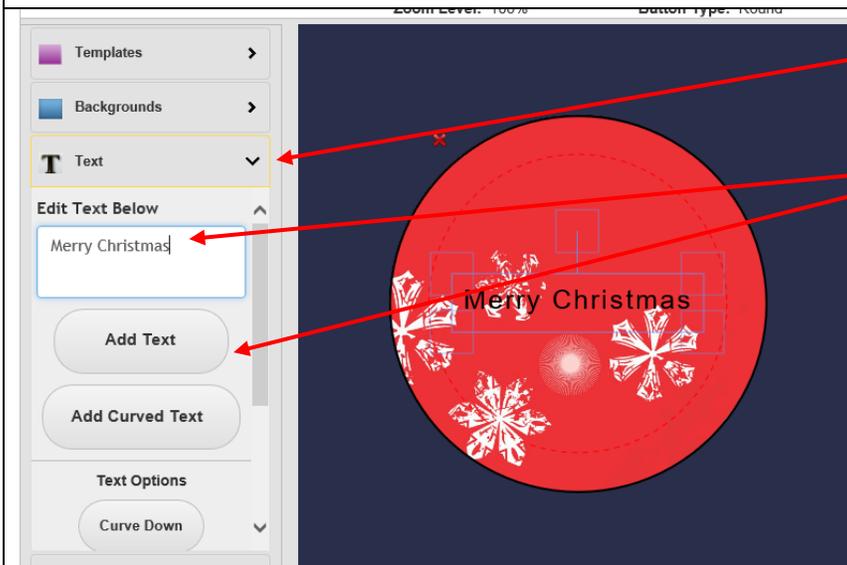
Now I want to add some text, "Merry Christmas". The problem is the artwork isn't placed the best unless I want the text across some of the snowflakes.

Rotate background will solve that.

## Instructions for Using Build-A-Button Website



By rotating to 129, the snowflakes are out of the way of the text.

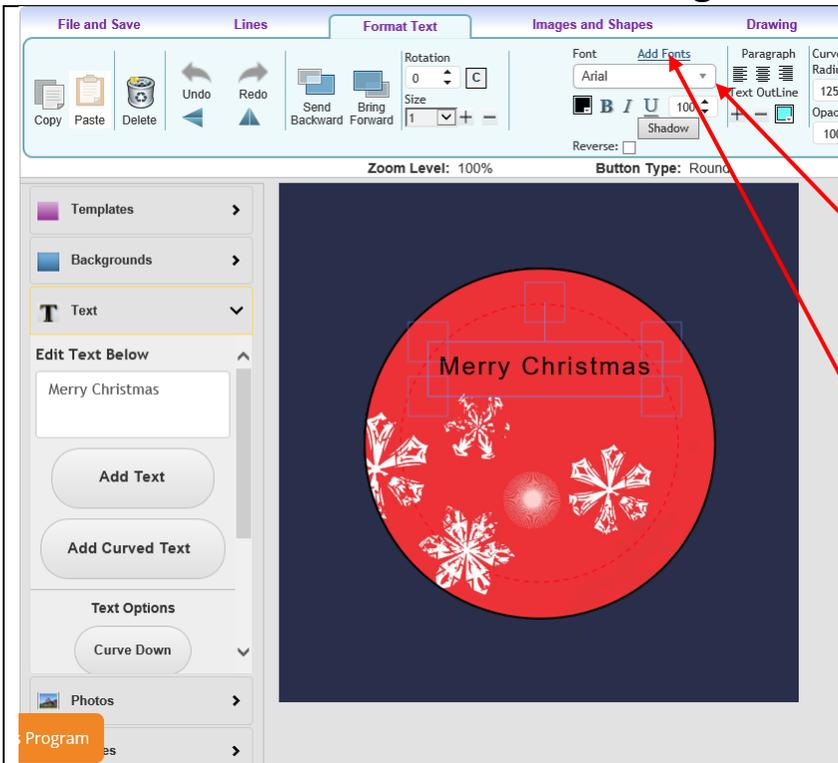


Just below the Backgrounds button is the Text button.

Click on it and then click on the "Add Text" button to type in the Merry Christmas.

The text is positioned exactly in the middle. That is not ideal.

# Instructions for Using Build-A-Button Website

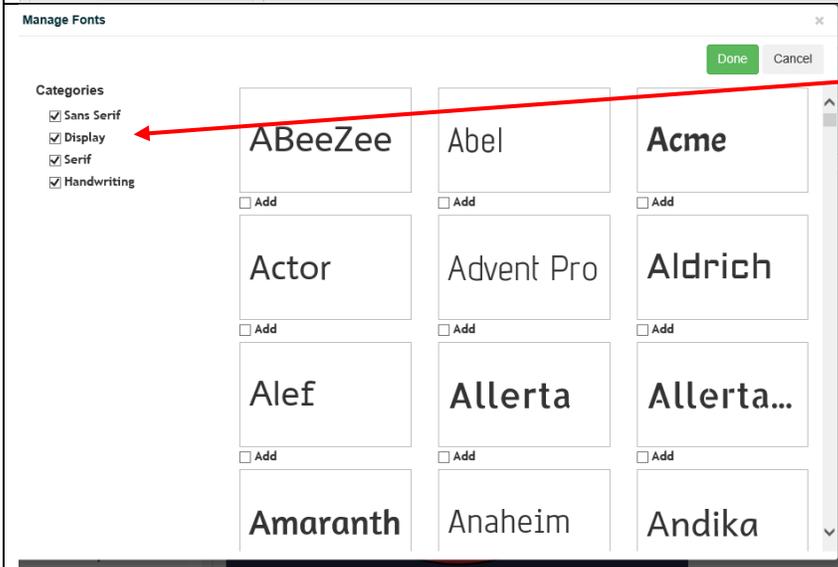


Simply click and drag the text where you want to locate it.

It could use a different font though.

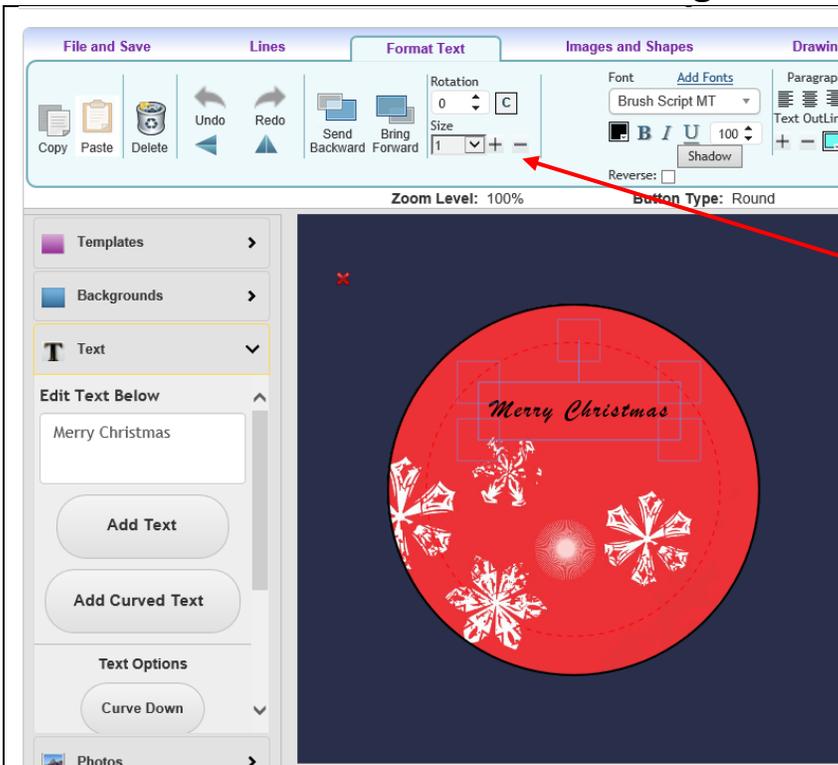
Click on the font style, located here and select the font a different font.

If that's not enough, it's possible to get more choices. Click on "Add Fonts" and there is a huge list of more fonts.



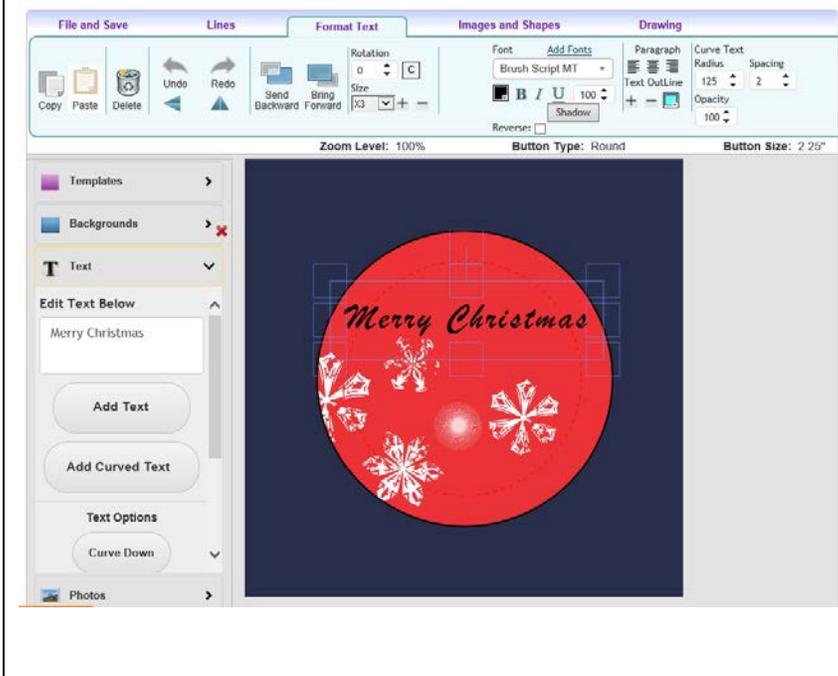
Simply scroll through the list with all categories selected or select the category that best suits the purpose.

## Instructions for Using Build-A-Button Website



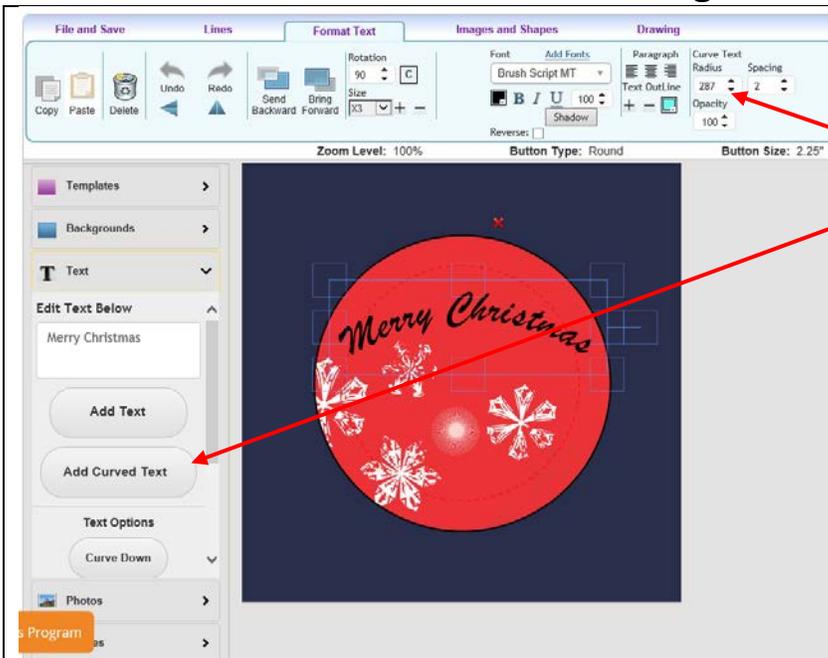
Brush Script MT seems to work well.

However it seems too small. Select "Size" and it's possible to increase or decrease.

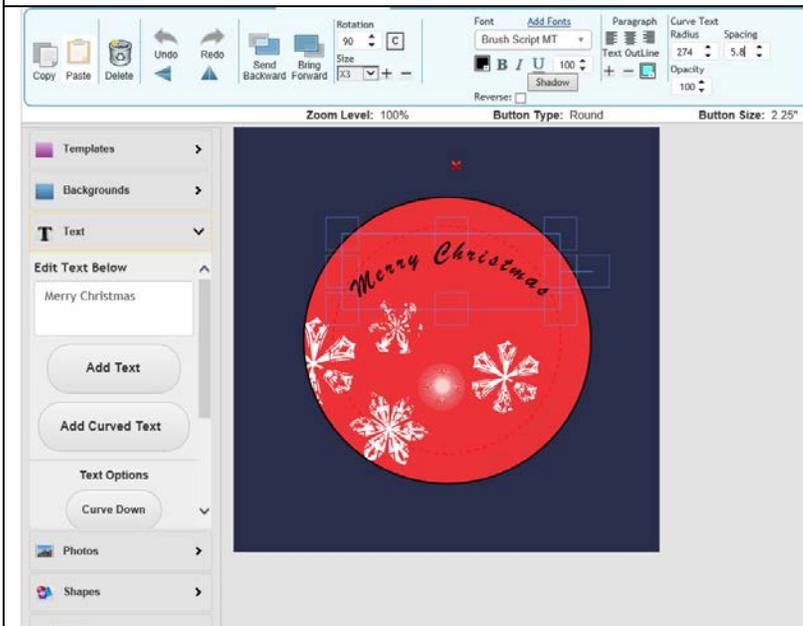


After getting to this point, it makes one wonder if curved text would be better?

## Instructions for Using Build-A-Button Website

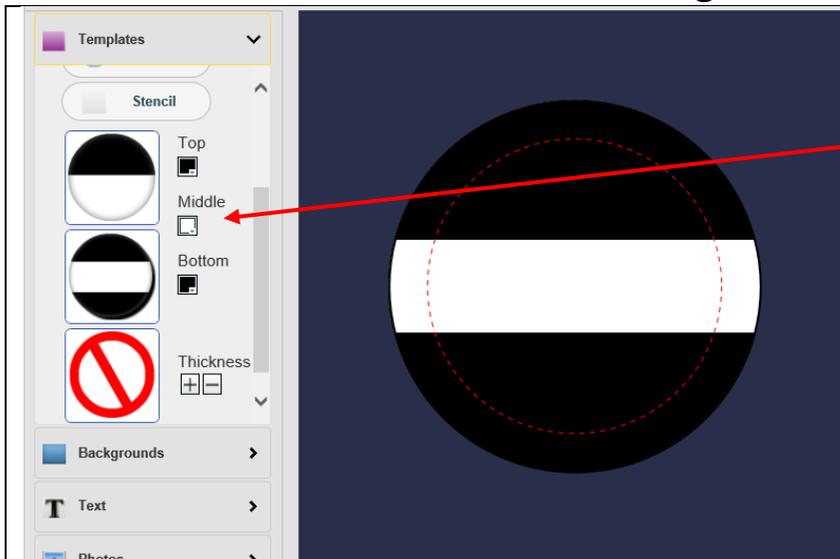


To get curved text, it was necessary to delete the old text and start over using the “Add Curved Text” button and adjusting the curve amount here. It seems you need to do this first, before deselecting to make it work.



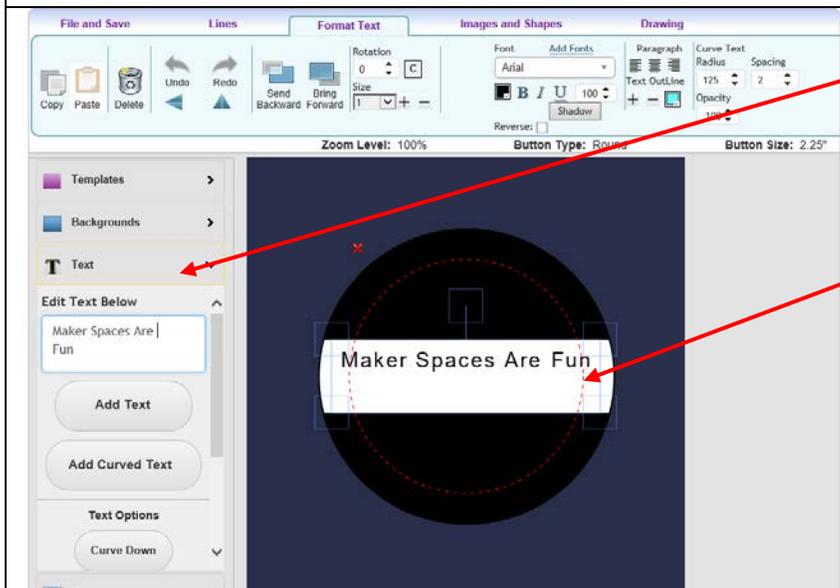
It is also possible to increase the space between each letter. This works better on some fonts than others. In this case with a Script font that is designed to look like cursive writing, the letters should touch.

## Instructions for Using Build-A-Button Website



Under “Templates” you may also select a “Stencil.” This shows the Middle Stencil.

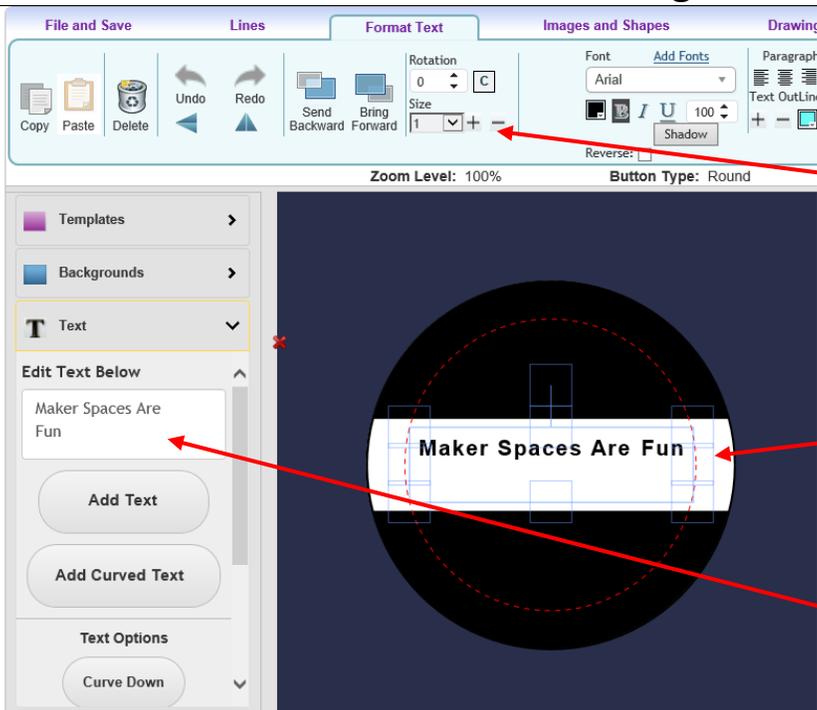
But you want to start with a photo or a background first and then add text on top of that.



Text can be added and edited under the Text menu.

In this case the text extended beyond the area indicated by the red dotted line. The red dotted line is where the paper will be folder around the button.

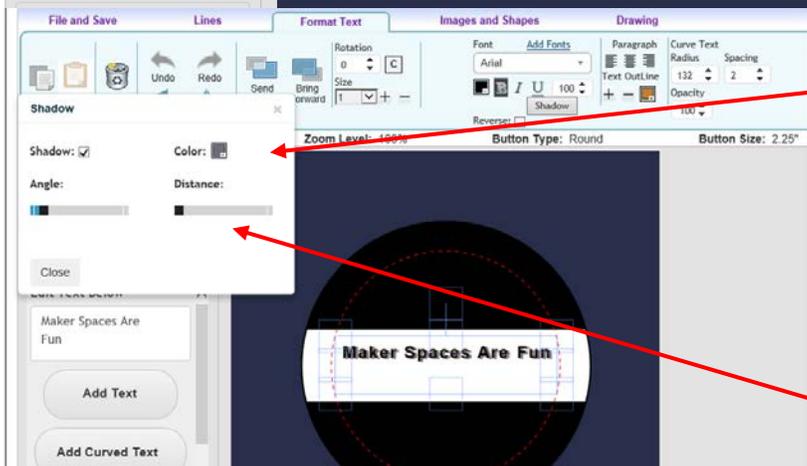
## Instructions for Using Build-A-Button Website



By using the “Size” selector, the text can be made larger or smaller by clicking on the + or -. There is a delayed reaction time from when you click to when it changes. If it doesn’t move, click on the words first.

The text is now within the red dotted line.

The text can be edited at this point using the features in the top menu.

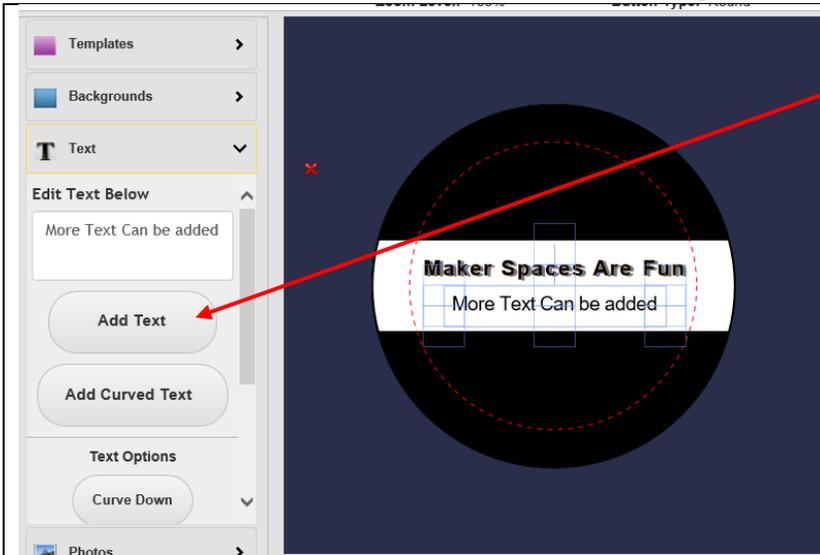


These options creates a shadow behind the text.

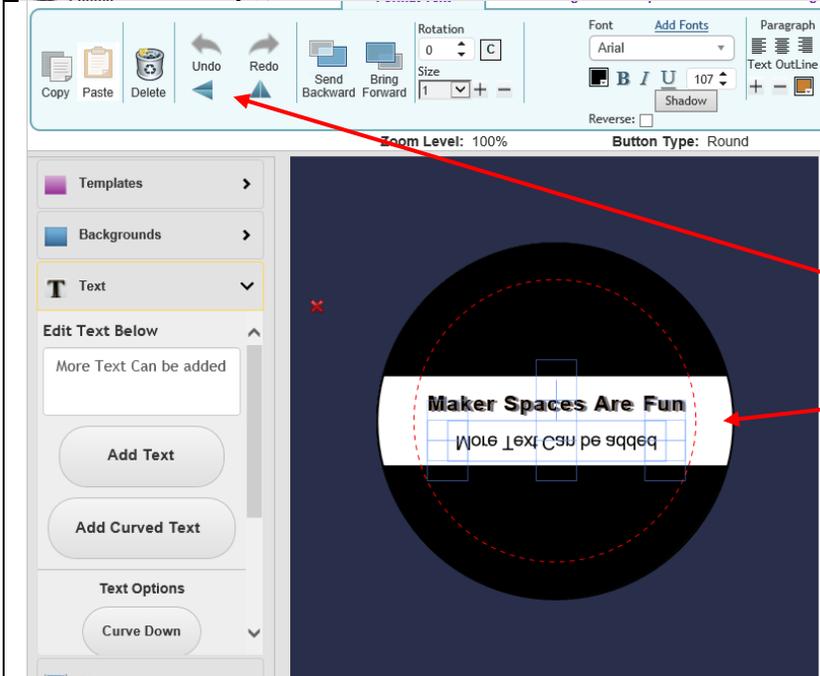
This tutorial won’t go into detail on all the options available, but the text editing must be done with the Edit Text Below window active.

By playing with the Angle and Distance sliders you can adjust how far away the shadow is from the original text.

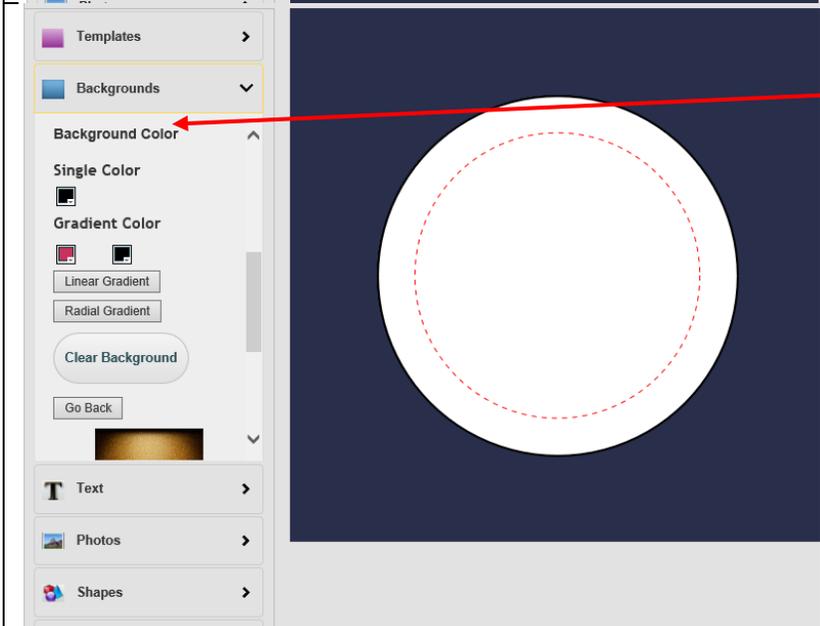
# Instructions for Using Build-A-Button Website



More text can be added using the “Add Text” Button. This may also be edited.

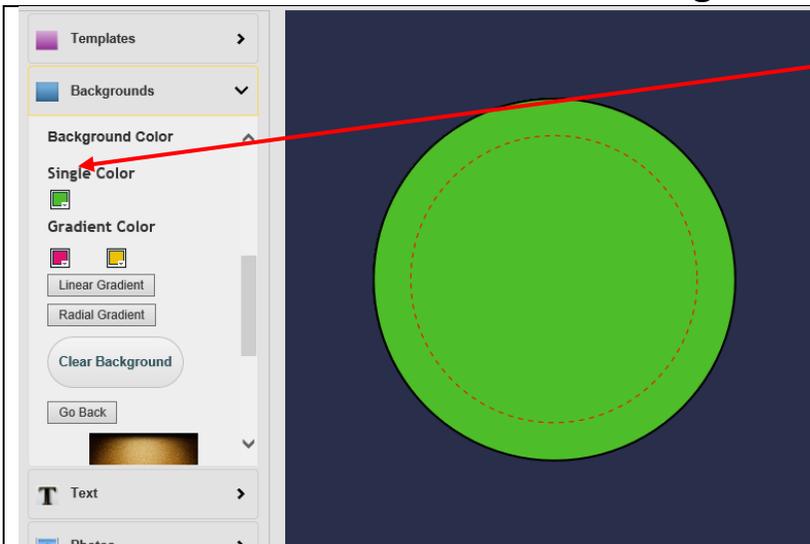


In this case the second row of text was “Flipped Vertical” by clicking on the arrowhead pointing to the left. The arrowhead pointing up is for “Flipping Horizontal.”

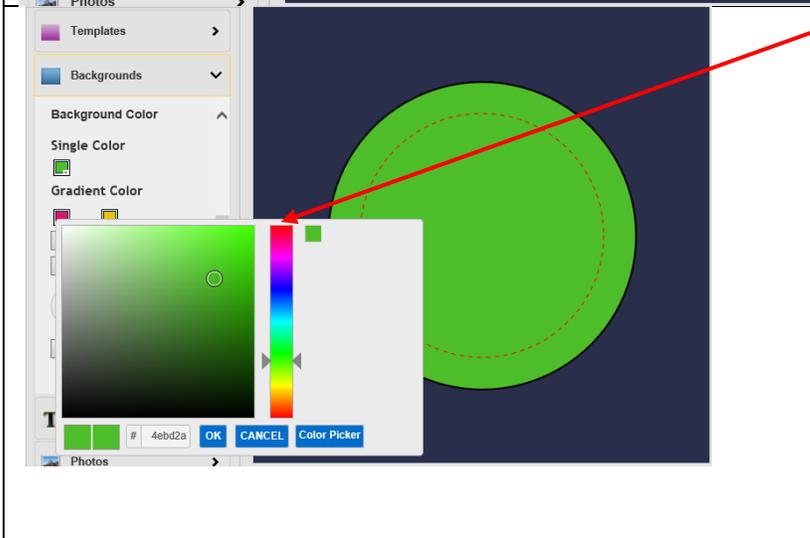


Under “Backgrounds” you may select options for color, a gradient color, either linear (top to bottom) or radial (center to outside). By clicking on the Single Color or Gradient color boxes a new color can be created as shown below.

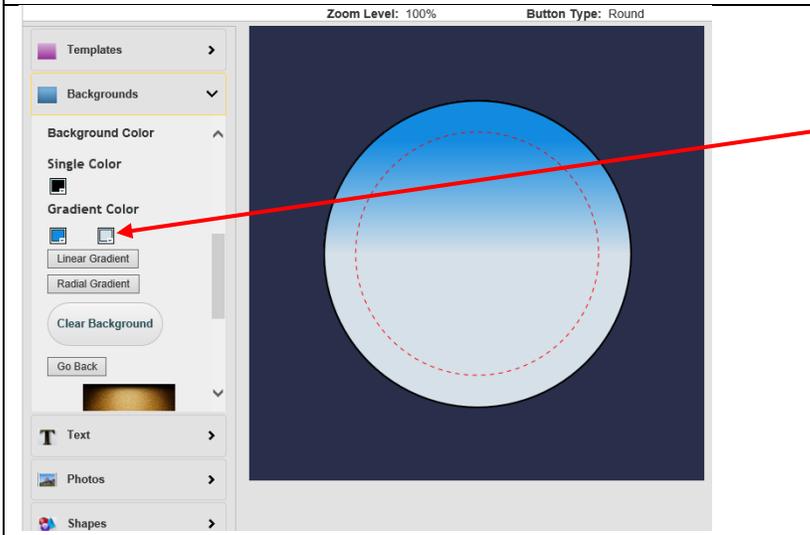
# Instructions for Using Build-A-Button Website



In this example the single color option was selected

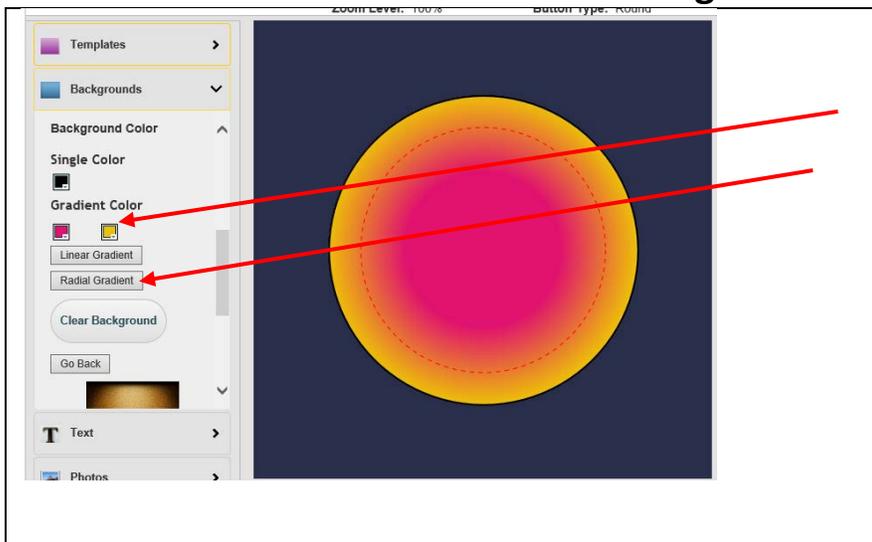
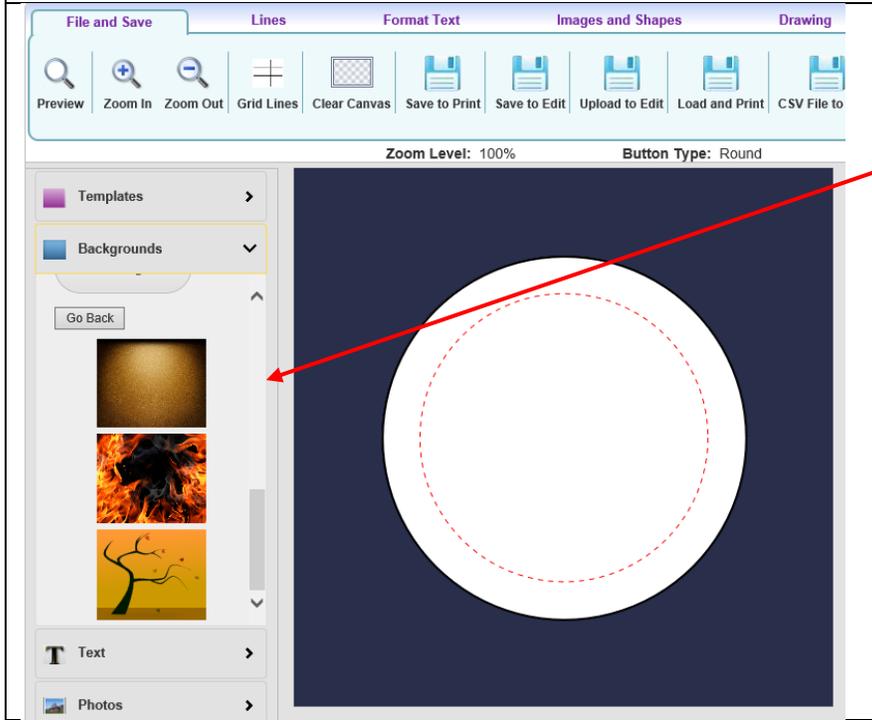
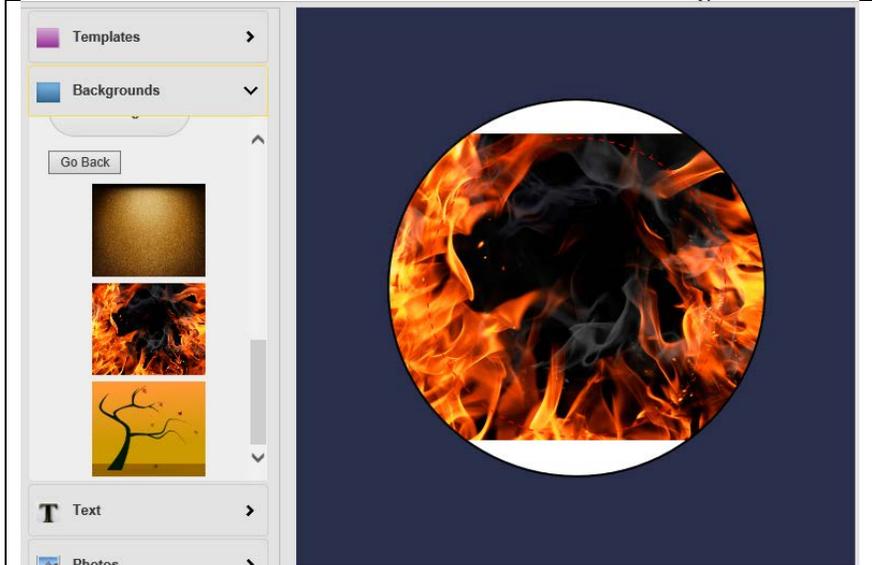


“Color Picker” screen



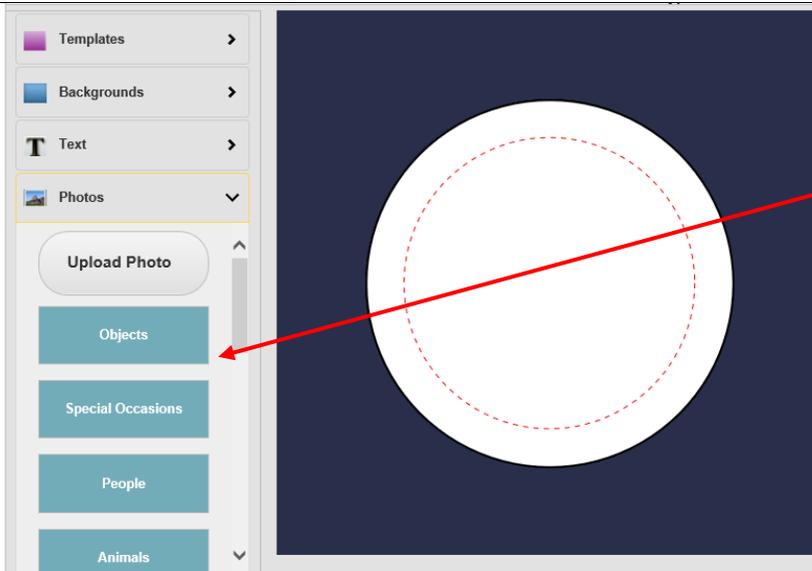
In this example the linear gradient was selected using blue and white.

## Instructions for Using Build-A-Button Website

	<p>In this example the radial gradient was selected using magenta and yellow.</p>
	<p>By scrolling down bar under “Backgrounds” you will find some backgrounds that you can select by clicking on them.</p>
	<p>As you can see, this background doesn't fully cover the entire circle as in the instance earlier. Simply scroll back up after making the selection, until you see “Background Size” and then click the plus sign until it fills the entire template or until all the art is beyond the red dotted line in the template.</p>

## Instructions for Using Build-A-Button Website

**Note: you can always go to File & Save and "Clear Graphic" to start over with your design.**

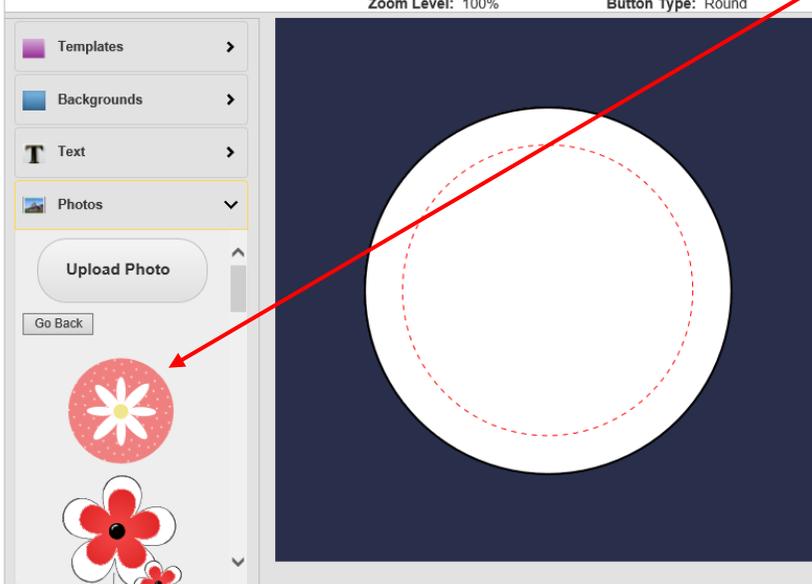


In the left hand column there is also a drop-down menu for Photos. You may select from images in several categories.

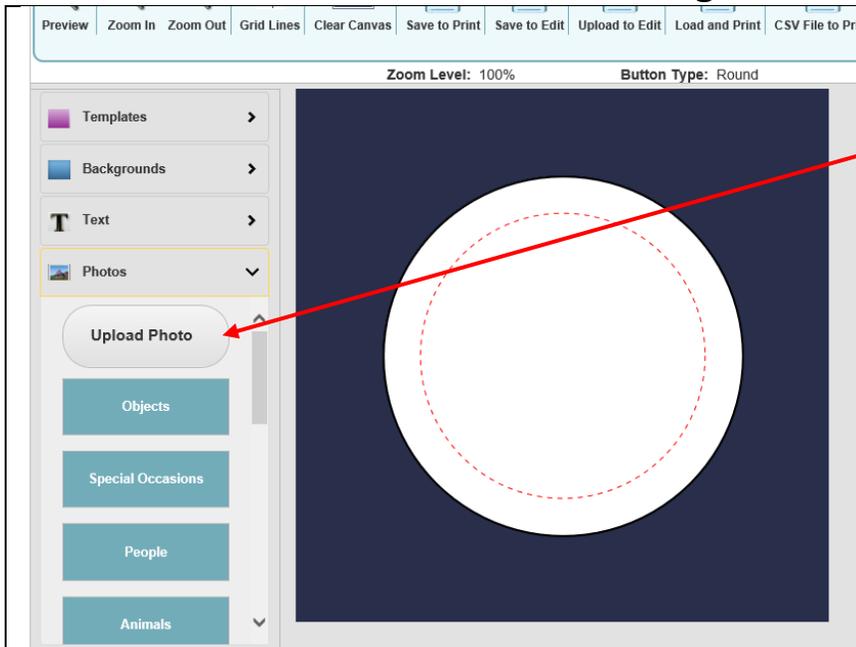
(Or you can upload your own, covered later.)



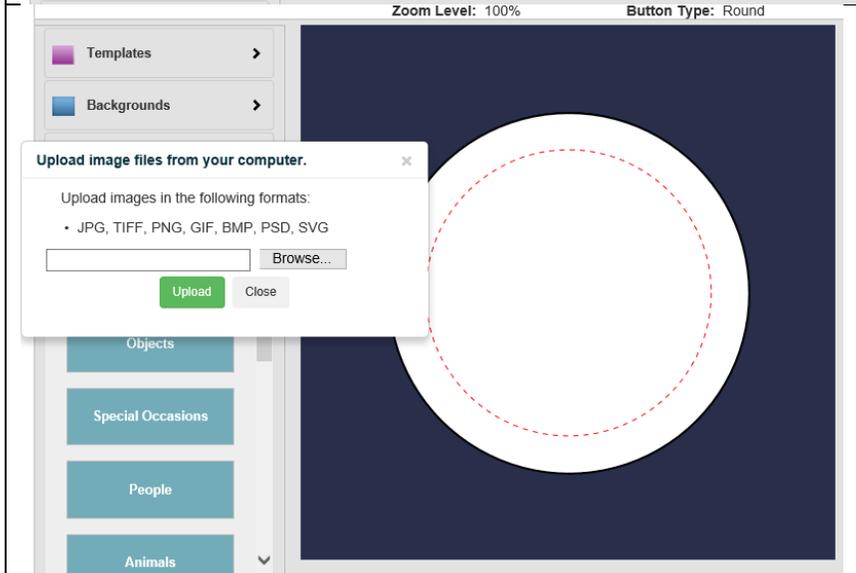
These are a couple of examples of what may be selected.



## Instructions for Using Build-A-Button Website

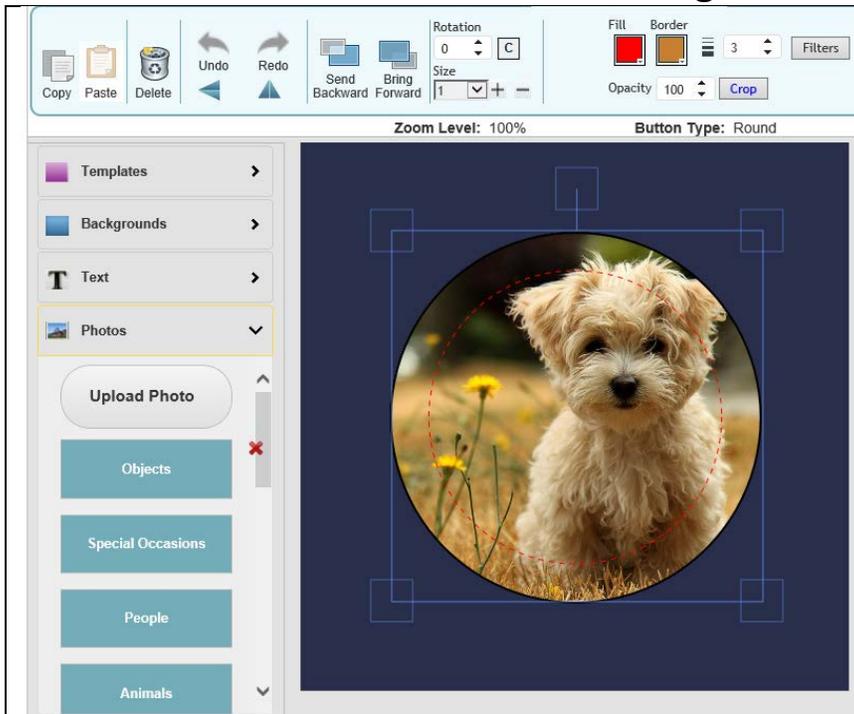


There is also an “Upload Photo” button that allows you to add your own photos.

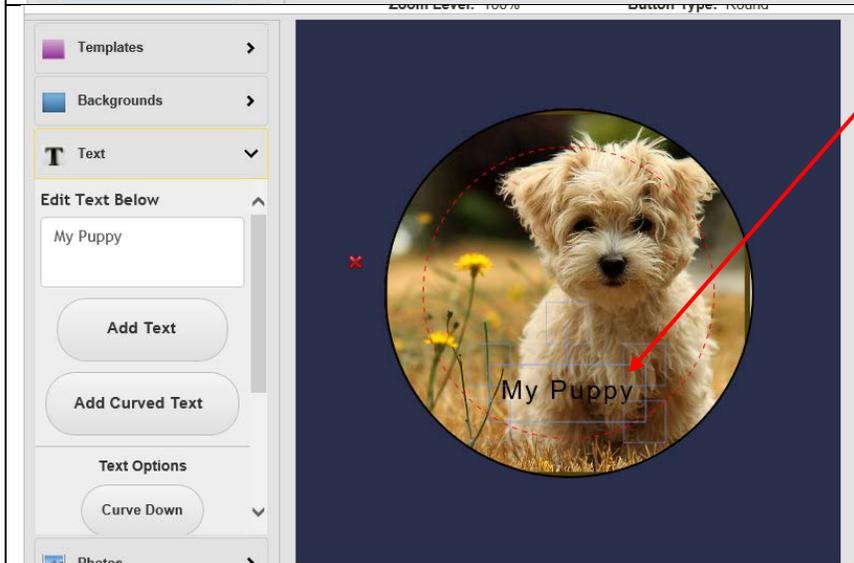


Add your photos or artwork on the computer, remembering where you filed them, then simply Browse to the location and upload the photo.

## Instructions for Using Build-A-Button Website

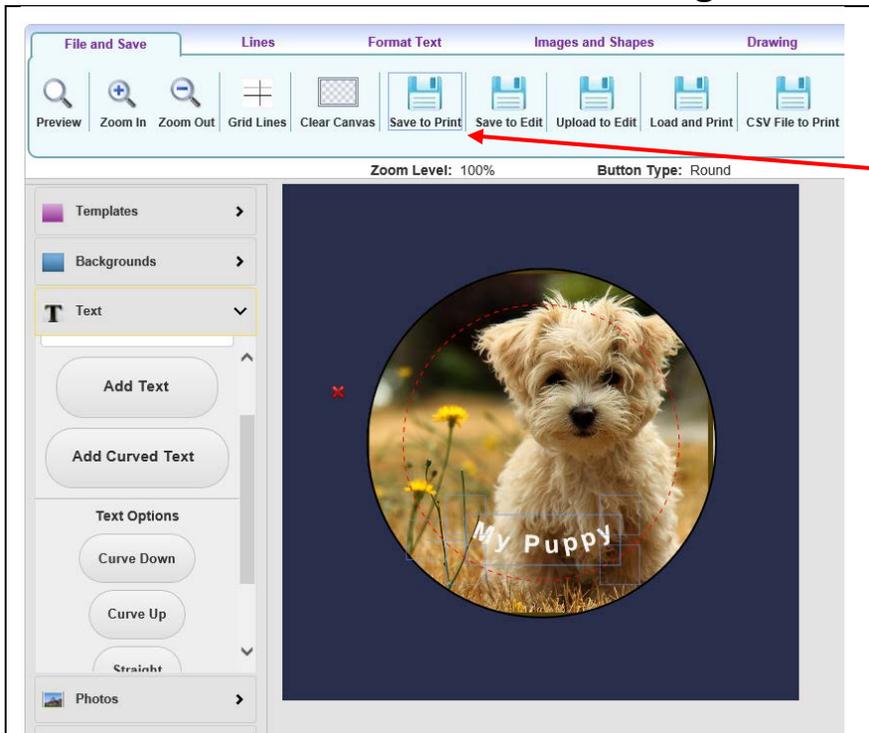


This is an example of a photo uploaded to the program. At this point you could go back and add text or edit.



In this example text was added on top of the photo

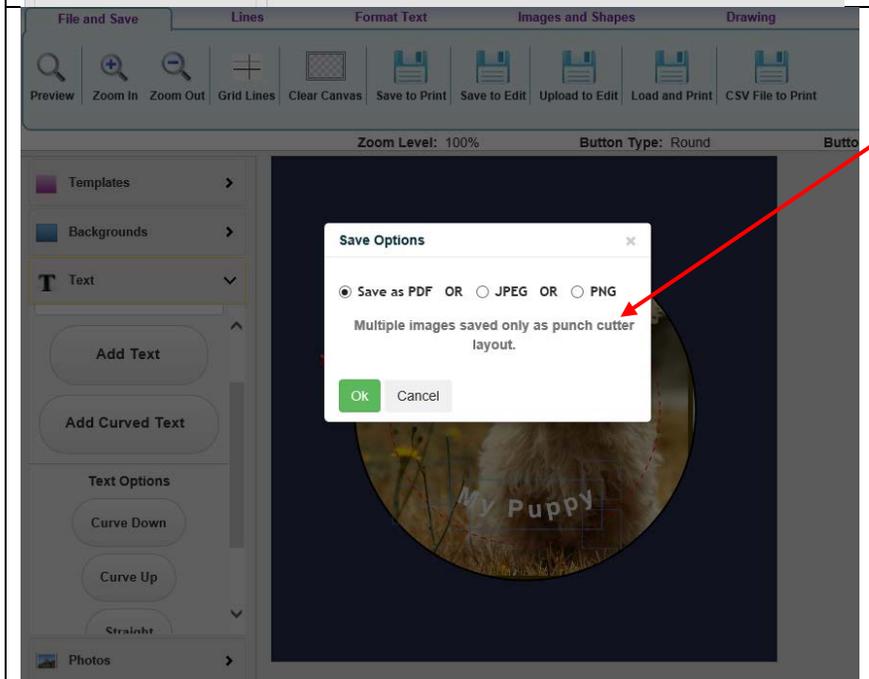
## Instructions for Using Build-A-Button Website



Now you can go to “File and Save.”  
The artwork can be saved several ways.

Save to Print  
Save to Edit  
Upload to Edit  
Load and Print

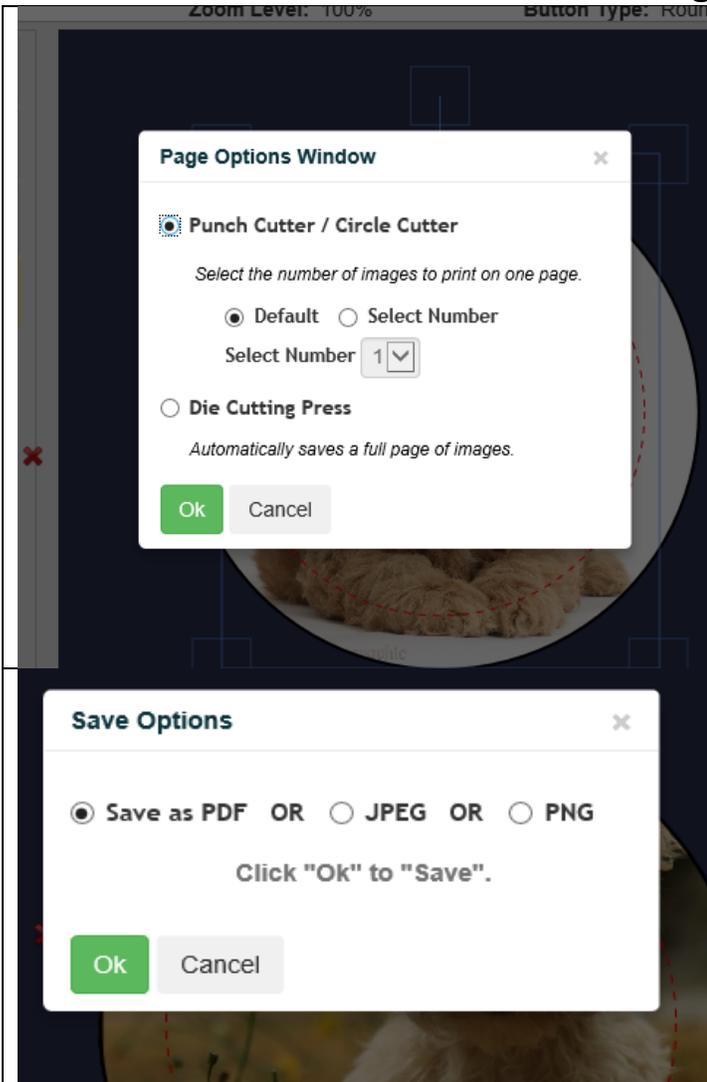
Note: In this case the puppy’s right ear was cut off by the red dotted line. So we decided to select another photo that fit the circle better so the entire puppy head will be on the button. Careful selection of a photo makes for a better button.



Selecting “load and print” results in this dialog box. Please note that it creates multiple images on one sheet that is saved only for the punch cutter.

But you can print various numbers of the graphic from 1 to 6.

## Instructions for Using Build-A-Button Website



In this case “Save to Print” was selected. Please note that when “Punch Cutter/Circle Cutter” is selected there are two options, either Default or Select Number. If Select Number is selected you must enter the number you would like to print on a page (1 – 6). In this case, default was selected which produces 6 images on a sheet. After OK is selected you must choose a Save Option as shown in the following section.

Save as PDF is selected in this case.



A full page of the repeated design is now ready to print.

The heaviest paper that will wrap around the button is 24 pounds. If you print on photo paper or use an existing photo, it is necessary to use the photo punch which is a smaller sized that prevents wrapping.

Selecting paper with a brightness of 98 or higher will produce the best results.

## Instructions for Using Build-A-Button Website



Cut into lengthwise strips (less than 4" wide) that will fit into the graphic cutter opening and adjust until the printed circle is centered perfectly in the opening.

More detailed information can be obtained about Build-a-Button by going to the [americanbutton.com /Design Center/Build-a-Button/](http://americanbutton.com/Design%20Center/Build-a-Button/) Build-a-Button FAQs and Build-a-Button Tutorials.

You can also use a paper template that can be downloaded for free from [Americanbutton.com](http://Americanbutton.com). Just go to [www.americanbuttonmachines.com](http://www.americanbuttonmachines.com) then select "Design Center", then "Free Buttonmaking Templates". Select CorelDraw if using a studio computer since that program is installed on most of them.

# Instructions for Cutting the PAPER Graphic for your 2.25" Button

**Do NOT attempt to Cut Fabric, Cardstock, Glitter paper, or Stickers/Vinyl with this Cutter**

**NEVER take apart this punch**

**To clear dust and paper remnants in the paper slot, simply slide a playing card or cardstock through**

The Graphic Cutter that is provided with the kit will cut a paper circle that is 2 5/8" in diameter. Since this button maker is 2.25" in diameter, this allows the paper to wrap around the button.

However if someone brings in a photo printed on photo paper the paper is too thick to wrap around the button. So make a button with a picture printed on photo paper the picture must be cut just shy of 2.25" in diameter. A template is included for you. We recommend you print your photo on 24 lb Bright White paper and then you can use the 2 5/8" graphic cutter. The paper is included in the Studio Kit--check at the front desk. (it is probably stored in the consumables cabinet drawer)



Start by Cutting a Graphic that was printed on 24 lb Bright White Paper (recommended)



Slide the paper (cut to slightly less than 4-inches wide) into the slot between the top two pieces of metal (about 1/4" below the top surface).



Slide the paper in until the graphic is centered within the open circle.



Push down on the Red Bar to cut the graphic.

To remove the paper strip bring the red bar up to its normal resting position which is NOT all the way up NOR all the way down.

Your paper will be stuck if the red bar is not in this in-between spot.



Once cut, you may push the paper circle out by poking your finger up from the bottom.

**WARNING: Do NOT Attempt to cut Fabric with this paper Cutter. It will get Stuck & RUIN this paper Cutter. A replacement punch costs \$160**

Remember that because the graphic wraps around the button that anything in the outer 1/4" will NOT be seen

# Instructions for Assembling a Pin-Back Button

**TIP: You may see grease on the top side of the base of the button maker--don't wipe this off. This helps to rotate your button maker with ease.**



There are FOUR parts that make up your pin-back button:

- 1) Button Domed Front
- 2) Graphic printed on paper, photo, or fabric cut into a circle
- 3) Mylar Circle
- 4) Pin Back

**TIP: Make sure you only have one mylar circle as two will be too thick. Also don't handle the mylar too much as it is easy to leave unwanted finger prints.**

## **IMPORTANT WARNING:**

**Button fronts, and other button pieces often stick together so you might insert more than one in the button maker. When this happens the button will fail and the button maker may become jammed and inoperable.**

Shallow Side or Pick up Die



Deep Side or Crimp Die

Note that the button maker has two wells or "dies" for your button parts. The deeper well or die is called the "crimp die." Let's call this the Deep Side. The shallow well or die is called the "pick up die." Let's call this the Shallow Side.



Layer into the Shallow side: **BUTTON DOMED FRONT** -- Sharp side down (dome side up).



Layer in circular **GRAPHIC DESIGN**, design side up (place top center of the design next to center column of machine)



Layer in **MYLAR CIRCLE** (Make sure you just have one)

**OVER for more Instructions**

Continued from Side One



Place into the Deep side: PIN BACK (with sharp edges side up/pin side down). The pin is closer to one side--that is the top of the button back which should be placed next to the center column of the machine and just slightly right.



TIP: Note how the TOP of the Pin Back Button is next to the TOP of the Graphic in the other side. This assures that your front of the pin will be matched with the back of the pin.



Rotate the die clockwise until the SHALLOW side with the GRAPHIC comes to rest under the upper die.



Graphic side is directly under the upper die



Pull the handle down over the black base as far as it will go, and raise it up again to its rest position. The upper die will have picked up and hidden the button front—that is what it is supposed to do.



Rotate the die counter clockwise until the DEEP Side with the Pin Back in it comes to rest under the upper die.

**Make sure when you pull down on the handle that your fingers are not under one of the silver circular dies.**



Pull the handle down over the black base as far as it will go, and raise it up again to its rest position.



Your button should be complete.



Please don't forget to put away your supplies.



**How to unjam the button maker: View the "How to unjam a button maker machine" video at: If the button maker needs maintenance, please ask the Library Director to call NLC.**

<https://www.americanbuttonmachines.com/pages/video-library>

This link is also on the Library Innovation Studio's project web pages under training videos.

# Instructions for Assembling a Magnet-Back Button

**TIP:** You may see grease on the top side of the base of the button maker--don't wipe this off. This helps to rotate your button maker with ease.



There are FIVE parts that make up your magnet-back button:

- 1) Button Domed Front
- 2) Graphic printed on paper, photo, or fabric cut into a circle
- 3) Mylar Circle
- 4) Metal Back that has dimple ("innie" on one side and "outie" on the other side)
- 5) Circular Peel-and-Stick Magnet

**TIP:** Make sure you only have one mylar circle as two will be too thick. Also don't handle the mylar too much as it is easy to leave unwanted finger prints.

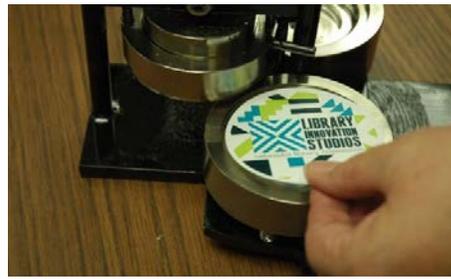
**IMPORTANT WARNING:** Button fronts, dimple metal back, other button pieces often stick together so you might insert more than one in the button maker. When this happens the button will fail and the button maker may become jammed and inoperable.



Note that the button maker has two wells or "dies" for your button parts. The deeper well or die is called the "crimp die." Let's call this the Deep Side. The shallow well or die is called the "pick up die." Let's call this the Shallow Side.



Layer into the Shallow side: **BUTTON DOMED FRONT** -- Sharp side down (dome side up).



Layer in circular **GRAPHIC DESIGN**, design side up



Layer in **MYLAR CIRCLE** (Make sure you just have one)

**OVER** for more Instructions

Continued from Side One



Place into the Deep side: METAL BACK (with sharp edges side up and "outie" side up). (The actual Magnet is put on AFTER the Button is crimped together.)



Rotate the die clockwise until the SHALLOW side with the GRAPHIC comes to rest under the upper die.



Pull the handle down over the black base as far as it will go, and raise it up again to its rest position. The upper die will have picked up and hidden the button front.

**Safety Note: Make sure when you pull down on the handle that your fingers are not under one of the silver circular dies.**



Rotate the die counter clockwise until the DEEP Side with the Metal Back in it comes to rest under the upper die.



Pull the handle down over the black base as far as it will go, and raise it up again to its rest position.



Your button now is ready for the magnet to be added.



Peel off the paper back.



Center and stick on the magnet back to the back of your button.



Please don't forget to put away your supplies.



**How to unjam the button maker: View the "How to unjam a button maker machine" video at: If the button maker needs maintenance, please ask the Library Director to call NLC.**

**<https://www.americanbuttonmachines.com/pages/video-library>**

This link is also on the Library Innovation Studio's project web pages under training videos.

# Instructions for Assembling a Mirror-Back Button

**TIP: You may see grease on the top side of the base of the button maker--don't wipe this off. This helps to rotate your button maker with ease.**



There are SIX parts that make up your mirror-back button:

- 1) Button Domed Front
- 2) Graphic printed on paper, photo, or fabric cut into a circle
- 3) Mylar Circle
- 4) Metal Hollow Ring
- 5) Round Mirror
- 6) Flat metal disk that you will bend slightly in half so it sits up about 1/4" or 1/3"

**TIP: Make sure you only have one mylar circle as two will be too thick. Also don't handle the mylar too much as it is easy to leave unwanted finger prints.**

**TIP: Make sure you don't bend the metal disk at too much of an angle. That will create pressure on the mirror and break the mirror.**

**IMPORTANT WARNING: Button fronts, Hollow rings, and other button pieces often stick together so you might insert more than one in the button maker. When this happens the button will fail and the button maker may become jammed and inoperable.**

Shallow Side or Pick up Die



Deep Side or Crimp Die

Note that the button maker has two wells or "dies" for your button parts. The deeper well or die is called the "crimp die." Let's call this the Deep Side. The shallow well or die is called the "pick up die." Let's call this the Shallow Side.



Layer into the Shallow side: BUTTON DOMED FRONT -- Sharp side down (dome side up).



Layer in circular GRAPHIC DESIGN, design side up.



Layer in MYLAR CIRCLE (Make sure you just have one)



Layer into the Deep side: Hollow metal ring (with sharp edges side up).



The next layer is the Mirror....



But make sure you put the mirror in mirror side down.

**OVER for more Instructions**

Continued from Side One



Bend the flat metal disk in half so that when you sit it on top of the mirror (centered) the folded point sits about 1/4" or slightly less above the mirror.



If you bent the metal too much so that it sits up too high it will place too much pressure on the mirror and could break the mirror. This one looks just fine.



Rotate the die clockwise until the SHALLOW SIDE with the GRAPHIC comes to rest under the upper die.



Pull the handle down over the black base as far as it will go, and raise it up again to its rest position. The upper die will have picked up and hidden the button front.



Rotate the die counter clockwise until the DEEP Side with the Mirror Back with bent disk on top comes to rest under the upper die.



Pull the handle down over the black base as far as it will go, and raise it up again to its rest position.

**Safety Hint: Make sure when you pull down on the handle that your fingers are not under one of the silver circular dies.**



Your mirror-back button is complete.



Check to make sure the mirror is not cracked (it shouldn't be).



Please don't forget to clean up after yourself and to put away any supplies.

**How to unjam the button maker: View the "How to unjam a button maker machine" video at: If the button maker needs maintenance, please ask the Library Director to call NLC.**

<https://www.americanbuttonmachines.com/pages/video-library>

This link is also on the Library Innovation Studio's project web pages under training videos.

# Assembling a Two-Sided Ornament with Button Parts

**TIP:** You may see grease on the top side of the base of the button maker--don't wipe this off. This helps to rotate your button maker with ease.



NINE parts are needed to make a Two-Sided Button Ornament:

- 1) TWO Button Domed Fronts
- 2) TWO paper Graphics or fabric cut into a circle
- 3) TWO Mylar Circles
- 4) TWO Metal Hollow Ring
- 5) One Ceramic Magnet (not the flat peel-n-stick one)
- 6) Eventually, you'll need a string or ribbon to complete your ornament (not available at the library)

**TIP:** Make sure each half only has one Mylar circle as two will be too thick. Also don't handle the Mylar too much as it is easy to leave unwanted finger prints.

**IMPORTANT WARNING:** Button fronts, Hollow rings, and other button pieces often stick together so you might insert more than one in the button maker. When this happens the button will fail and the button maker may become jammed and inoperable.



Note that the button maker has two wells or "dies" for your button parts. The deeper well or die is called the "crimp die." Let's call this the Deep Side. The shallow well or die is called the "pick up die." Let's call this the Shallow Side.

**FOR SIDE ONE OF THE ORNAMENT, FOLLOW STEPS 1 THROUGH 8 BELOW:**



**STEP 1:** Layer into Shallow side: DOMED FRONT -- Sharp side down/dome side up.



**STEP 2:** Layer in circular GRAPHIC DESIGN, design side up



**STEP 3:** Layer in MYLAR CIRCLE (Make sure you just have one)



**STEP 4:** Layer into the Deep side: Hollow metal ring (with sharp edges side up).



**STEP 5:** Rotate the die clockwise until the SHALLOW side with the GRAPHIC comes to rest under the upper die.



Don't pinch fingers under either die.

**STEP 6:** Pull the handle down over the black base as far as it will go, and raise it up again to its rest position. The upper die will have picked up and hidden the button front.

**OVER For Page 2 of Instructions**

## Continued from Side One



STEP 7: Rotate the die counter clockwise until the DEEP Side with the Hollow Ring in it comes to rest under the upper die.



STEP 8: Pull the handle down over the black base as far as it will go, and raise it up again to its rest position. Make sure your fingers are not under either die so you don't pinch your fingers.



STEP 9: Rotate the die clockwise to expose the nearly complete Side 1 of your Ornament. Remove Side One and set it aside.

### REPEAT STEPS 1 THROUGH 9 TO MAKE SIDE TWO OF YOUR ORNAMENT

After you have both sides of your Ornament "Pressed," you are ready to punch holes in each side.

Find the Metal Craft Punch Kit and the Punch instructions to punch a hole in both halves.



Using the Metal Craft Punch, select a hole size that fits your Ribbon that you will be using to hang your ornament. Punch the front of the ornament near the top of your graphic but be sure to not punch into the lipped edge you can see on the back of the button. Do this for both of the button halves using the instructions supplied with the punch.



Place the Ceramic Magnet on the back side of one of the button halves near the bottom. Your Ribbon can be strung now or later when the two halves are held together with the magnet, making sure the punched holes are lined up. (You do not glue on the magnet, the magnetic power holds it to the two halves.)



This picture shows both the front and the back of the completed ornament. If you wanted, you could use the glue gun available at the Studio to glue lace inside the ornament but peaking out around the perimeter of the circle as shown in the picture below.

**Note: Make sure you read the instructions to the Metal Craft Punch before punching your holes.**



**If the Button Maker needs maintenance, please ask the Library Director to call NLC.**

**How to unjam the button maker: View the "How to unjam a button maker machine" video at:**

<https://www.americanbuttonmachines.com/pages/video-library>

This link is also on the Library Innovation Studio's project webpages under training videos.

# Instructions for Assembling a Bottle Opener Button

**TIP:** You may see grease on the top side of the base of the button maker--don't wipe this off. This helps to rotate your button maker with ease.

**Price to Include Tax: 60 cents**

There are FIVE parts that make up your magnet-back button:

- 1) Button Domed Front
- 2) Graphic printed on paper, photo, or fabric cut into a circle
- 3) Mylar Circle
- 4) Bottle Opener Back
- 5) Key Chain Ring (attached after the button is built)

**TIP:** Make sure you only have one mylar circle as two will be too thick. Also don't handle the mylar too much as it is easy to leave unwanted finger prints.



**IMPORTANT WARNING:** Button fronts, dimple metal back, other button pieces often stick together so you might insert more than one in the button maker. When this happens the button will fail and the button maker may become jammed and inoperable.



Note that the button maker has two wells or "dies" for your button parts. The deeper well or die is called the "crimp die." Let's call this the Deep Side. The shallow well or die is called the "pick up die." Let's call this the Shallow Side.



Layer into the Shallow side: BUTTON DOMED FRONT -- Sharp side down (dome side up).



Layer in circular GRAPHIC DESIGN, design side up



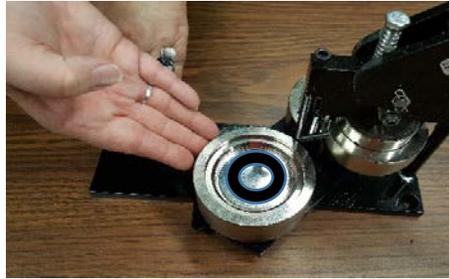
Layer in MYLAR CIRCLE (Make sure you just have one)

**OVER for more Instructions**

**Continued from Side One**



Place into the Deep side: Bottle Opener Back, with the back side pictured, UP (The Key Ring attachment is put on AFTER the Button is crimped together.)



Rotate the die clockwise until the SHALLOW side with the GRAPHIC comes to rest under the upper die.



Pull the handle down over the black base as far as it will go, and raise it up again to its rest position. The upper die will have picked up and hidden the button front.

**Safety Note: Make sure when you pull down on the handle that your fingers are not under one of the silver circular dies.**



Rotate the die counter clockwise until the DEEP Side with the Bottle Opener Back, Back side UP, comes to rest under the upper die.



Pull the handle down over the black base as far as it will go, and raise it up again to its rest position.



Your button now is ready for the optional key chair ring to be added.



After the button is built, feed in the optional key chain ring (included in price).



Please don't forget to put away your supplies. 😊

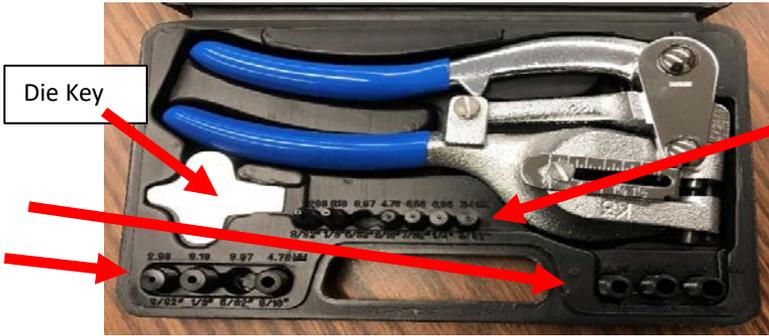
**How to unjam the button maker: View the "How to unjam a button maker machine" video at: If the button maker needs maintenance, please ask the Library Director to call NLC.**

**<https://www.americanbuttonmachines.com/pages/video-library>**

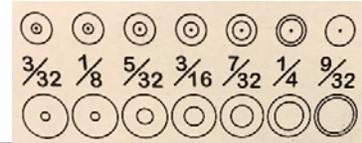
This link is also on the Library Innovation Studio's project web pages under training videos.

# Understanding Your Metal Craft Punch Kit

There are 7 Dies (stored in bottom row) that match up with the 7 Punch



Kit has 7 punch sizes (stored in the upper row) each with a matching sized die that must be paired with it when switching out size of punch.



## How to Change out the Size of Punch and its Corresponding Die:

Remove the Pivot Arm Screw with a Flat Head Screwdriver or the Die Key Provided.

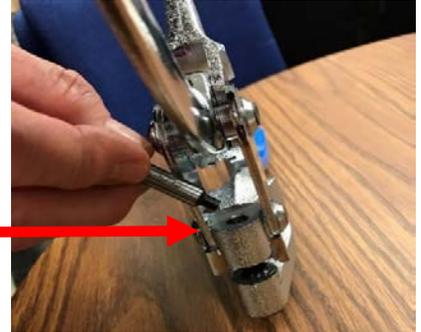


This shows where the pivot arm screw is located. Remove the screw with a flat head screwdriver or the silver die key provided in order to remove the Punch & Die that is currently in the punch so that you can replace it with the size of punch and die you wish to use.

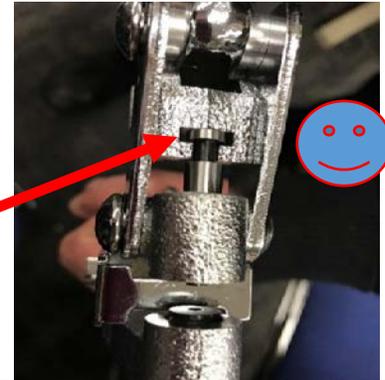


This points to the punch currently in your Craft Punch. Remove it by pulling it out.

--  
Replace the Punch with the size of Punch you need to make a hole that is right-sized for your project.



Now that the new punch is in, you see that the top head of the punch will need to fit within the hollow notched in the tool. The picture to the left shows that the Head of the punch is not in the Hollowed out space. The picture to the right shows that you have manipulated the tool so that the head fits within the hollow needed to operate the tool.



With the new punch in, switch out the die. The left picture shows the old die being screwed out. You may need to loosen the screw with the silver die key provided. Once removed, screw in the new die that matches the size of the punch you inserted. **If you are punching a flat piece of metal the die is screwed in so that the end of the die ends up flush to where the arrow is pointing in the picture at right. But when punching a button, the die end needs to be about 1/4" up so the lower die rests against the back of the button.**



Flip Over for Page 2 Instructions

## Page 2 (How to Change out the Size of Punch and its Corresponding Die, Continued):



Once both the new punch and the matching sized die is in the tool, manipulate the tool so that the hole in the metal arm is lined up with the hole in the tool bracket. Once lined up, insert the screw as shown with the head of the screw on the same side as the Throat Depth Gauge affixed on the tool. Using a screwdriver or die key, turn the screw until the head is tight against the bracket.



### How to Adjust & Use the Throat Depth Gauge so holes are same distance from metal edge.

The picture to the right shows the adjustable throat depth gauge. This is adjusted so that you can punch your holes consistently from one hole to the next. If you are only punching one hole, this feature is not too important because you can "eye" where you want your hole.



However, when punching a hole in both halves of your ornament, you want your holes the same distance in so that the holes will line up when the two halves are together. For this reason, adjust this gauge so that when you insert your button to punch it, the side of the button inserted rests against the gauge each time you punch.

### Selecting a Hole Size and determining how far in to punch your hole.

The picture shows two sizes of holes. The smallest hole you can punch and the 3rd smallest hole you can punch. The Small hole would be great for a string or thin cord. Bigger holes will be needed for thicker ribbons or cords.



Notice that one of the holes was punched too close to the outer edge causing the button to bend a little. The same sized hole punched a little further in did not bend the button. Keep in mind you won't punch a "bare" button front like the one pictured.

### How to Punch a Hole in each "Prepared" side of your Button Ornament



After your button half has been prepared in the button maker, place the top of the button front up against the throat depth gauge. With a hand on each Craft Punch blue handle, pull the two handles together until you punch through the front top of the button. Dispose of the metal hole properly.



Refer to the "Assembling an Ornament" Instructions to Prepare your button for Punching.

You should find the following video helpful in operating the Metal Craft Punch.

<https://www.youtube.com/watch?v=9O1W8W5colk>

This link is also on the Library Innovation Studio's project web pages under training videos.