



SUB 3100
 Simon Fraser University
 8888 University Drive
 Burnaby, BC V5A 1S6
 sfss.ca

Student Centre Button Maker Guidelines

Rental and Usage

The button maker provided by the Simon Fraser Student Society (SFSS) remains the property of the SFSS and must be maintained in its original condition. In the event of any damages or loss, the initial deposit will not be refunded and your group may be asked to cover the cost of repair or replacement.

Button makers are limited and granted on a first come first serve basis. It is advised that requests be made a minimum of 5 business days prior to use. Groups can request rentals a maximum of 1 month in advance.

All rental requests must be emailed to studentcentre@sfss.ca with the following information:

- Group name
- Reason for use
- Date(s) of usage
- Time of return
- Type of booking
- Amount of buttons needed

The Student Centre (SUB 3115) is open from Monday to Friday 10:00am - 4:00pm. The button maker must be returned by 4:00pm the same day it was borrowed for a day booking, or by 4:00pm the next business day for an overnight booking. A refundable deposit must be paid.

Booking Types and Deposits/Costs

Day Booking	Overnight Booking	With Buttons
\$40 Deposit	\$80 Deposit	\$0.20/ per button (plus tax)

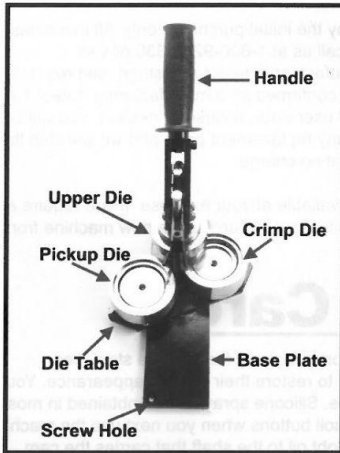
Groups can order a maximum of 200 buttons per rental.

Eligibility

Button makers are available to be borrowed by SFSS clubs, student unions, and constituency groups. Any group that is provided a button maker agrees to follow the SFSS Student Centre Button Maker Guidelines. Failure to follow the guidelines will result in loss of future usage privileges.

button makers

Instructions .net

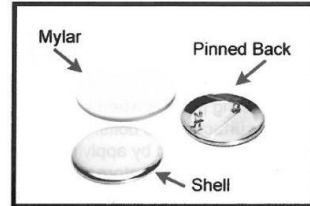


Get to know your button machine:

Position your button maker as shown in the photo to the left. Take a moment to identify the important parts on your machine. Notice that the Die Table rotates back and forth. When the die table is perpendicular to the base plate, the Crimp Die is on the right side, the Pickup Die is on the left side. When the Die Table is aligned with the Base Plate, you can pull the handle down.

Familiarize yourself with the button supplies:

The Shell is the curved round piece that makes the general shape of the button. The Pinned Back comes with a clasp pin pre-inserted into the back. The Mylar is the thin plastic cover that protects your graphic and gives the finished product a shiny and professional finish.



Get your graphics ready:

Before you can make a button you'll need to design, print and cut out your button graphics. If you need help designing buttons, please visit www.ButtonMakers.net for helpful downloads, videos, software, and tips.

Make a button:



Figure A

1. Position the Die Table so that the Pickup Die is facing you.
2. Insert the Shell into the Pickup Die smooth side up.
3. Insert your graphic on top of the Shell, right side up. Make sure any text is in a straight, readable position.
4. Insert the Mylar on top of the Graphic.
5. Rotate the Die Table around so that the Pickup Die is under the Upper Die and the empty Crimp Die is closest to you.
6. Insert the Pinned Back into the Crimp Die pin side down, positioned as shown in Figure C.
7. Pull the handle all the way down, toward you.
8. Lift the handle back up until it is in its upright resting position.
9. Rotate the Die Table around so that the Crimp Die is under the Upper Die.
10. Pull the handle all the way down toward you again.
11. Lift the handle all the way back up.
12. Rotate the Die Table around to reveal your finished button.



Figure B

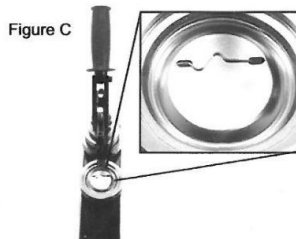


Figure C

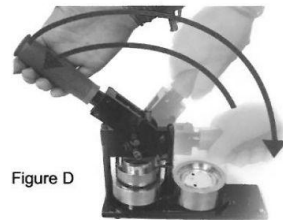


Figure D

How to Use Button Maker:

<https://www.youtube.com/watch?v=WI36m5SwVss>

How to Use Graphic Punch:

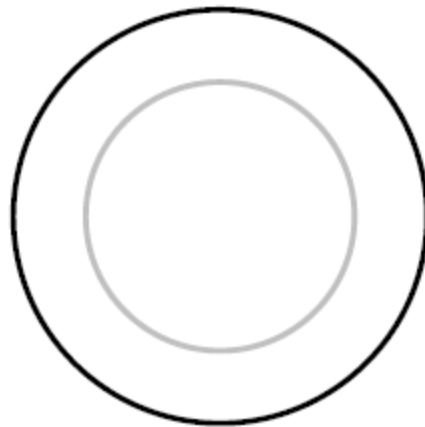
<https://www.youtube.com/watch?v=6scflZXUVE>

Button Template

This template is for reference when printing and designing your own buttons.

The button format below is shown to scale, this is the exact size of buttons available for order.

The design must fit within the inner grey line to appear on your button.



How to Design Button on Photoshop:

<https://www.youtube.com/watch?v=2vyQnKjiC2c>

How to Design Button on PhotoPea (Free):

<https://www.youtube.com/watch?v=qrU6VdpRkDA&t=2s>