BUTTONWORKS ART CHECKLIST

❶ LAYOUT
- Include 1/4" to 1/2" of bleed image (beyond edge of button)
- If using a Buttonworks template, extend image to outer grey line
- Keep all important text or images within the "Safe Imprint Area"
- Templates available at www.buttonworks.com/button_templates.html

❷ DIGITAL IMAGES
- CMYK .pdf, .ai, .psd, .eps, .jpeg or .tif formats
- PDF formats are preferred, and tend to email the best
- 300 ppi/dpi resolution or larger

❸ FONTS
- Convert to outlines/curves or include ALL font files

❹ SOFTWARE
- Current or recent Mac or PC versions of the following:
- Illustrator, Photoshop, or Adobe PDF
- Freehand, QuarkXPress, Corel Draw or InDesign saved to a PDF format
- MS Word, Powerpoint or Publisher files will be recreated by Buttonworks

❺ MEDIA
- Upload files that are up to 5Mb when placing your online order
- Email files less than 10Mb to getbuttons@buttonworks.com
- Transmit files less than 100Mb via yousendit.com for free
- Save your files to a CD, and mail to our Art Department

❻ DIGITAL PRINTING
We print our buttons using a digital CMYK printing process. Your final print may appear slightly different in color from what you see on your computer monitor, since each monitor is unique and calibrated differently. RGB files will be converted to CMYK for printing. Neon and metallic inks are not available using our standard printing process.

❼ COLORS - PROCESS & PMS
If there are Pantone colors you are looking to match, please let us know. We are able to adjust our printing process to match specified Pantone Coated colors, and can match the desired shade about 90% of the time. However, the artwork must be supplied in a vector format, and color matches are not guaranteed. If it is vital to match your color, please alert our Art Department. Offset printing may be available in some cases, for an additional fee.

❽ DESIGN TIPS
- Include all linked image files, and convert any text to curves/outlines
- Remove any guides on flattened artwork, including .jpeg or .tiff images
- Any placement lines or marks will need to be removed prior to printing
- We are always happy to evaluate your design, free of charge
- Need assistance? Call our Art Department at 800-742-5354

❾ BUTTON TEMPLATE KEY
- Outer Grey Line: Extend bleed image to this line
- Red Line: Edge of button
- Blue Line: "Safe Imprint Area" - keep text within this line
- Text on Back Edge: Default is Buttonworks information
   (Your information can be used at no additional cost)

❗ NEED ASSISTANCE?
All button orders include 15 minutes of art time. We are always happy to assist you! Please call or email the Art Department.

AVAILABLE BUTTON SIZES
- ● 7/8" Round
- ● 1" Round
- ● 1.25" Round
- ● 1.5" Round
- ● 1.75" Round
- ● 2.25" Round
- ● 3" Round
- ● 3.5" Round
- ■ 1.5" Square
- ◆ 1.5" Diamond
- ■ 2" Square
- ◆ 2" Diamond
- ■ 3" Square
- ◆ 3" Diamond
- ▬ 1.75"x2.75" Horizontal Rectangle
- ▮ 2.75"x1.75" Vertical Rectangle
- ▬ 2"x3" Horizontal Rectangle
- ▮ 3"x2" Vertical Rectangle
- ▬ 2.5"x3.5" Horizontal Rectangle
- ▮ 3.5"x2.5" Vertical Rectangle
- ● 1.75"x2.75" Oval

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