<u>Button Template Instructions</u>

The template is a Microsoft Word file. As such, it will only work if you have this program on your computer. If you do not, please feel free to use Joyner Library's computers—they are all loaded with the proper software.

As you can see, the template has two circles: one is a dashed line and the other solid. The dashed line represents what will be seen on the front of button. The solid line represents the entire piece of paper that will be included in the button. That means a couple things. Firstly, any background design should extend to the solid line as it will appear around the edge and sides of the button. Secondly, any writing (or other images) that need to be clearly seen should not extend beyond the boundaries of the dashed line. Finally, if you do not want the dashed line to appear in the finished product, you will need to format the dashed line as "send to back" or take some other action to ensure it is not seen.

The crosshairs are there to assist in cutting out the circle; do not remove these. Also, be careful not to move the position of either the crosshairs or the circles.

If you have any questions regarding the use of the Button Template, please contact the TRC by phone at 252-328-6076; email at <u>trc@ecu.edu</u>; or via chat through our website, found <u>here</u> (during applicable hours).