

# ONE INCH ROUND

4016 SE Division St. #A, Portland, OR 97202 • (503) 233-8003 • [info@oneinchround.com](mailto:info@oneinchround.com)

## How To Use Our Illustrator Template

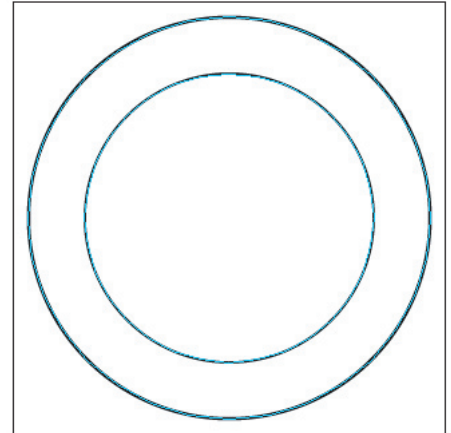
### Template Basics:

**Image Area** - This is the inside circle of the template. Anything inside this circle will print on the face of your buttons.

**Bleed / Wrap Around Area** - The area between the inside and outside circles is the “bleed” area which will wrap around the side edges of your button. Artwork containing solid colors or patterns other than white should extend to the edge of this outside circle.

For more on this •^^^ the example in the *Importance of Bleed* section of the **Art Guidelines** page on One Inch Round.com

<http://www.oneinchround.com/æwork>



### Using the Layers Palette:

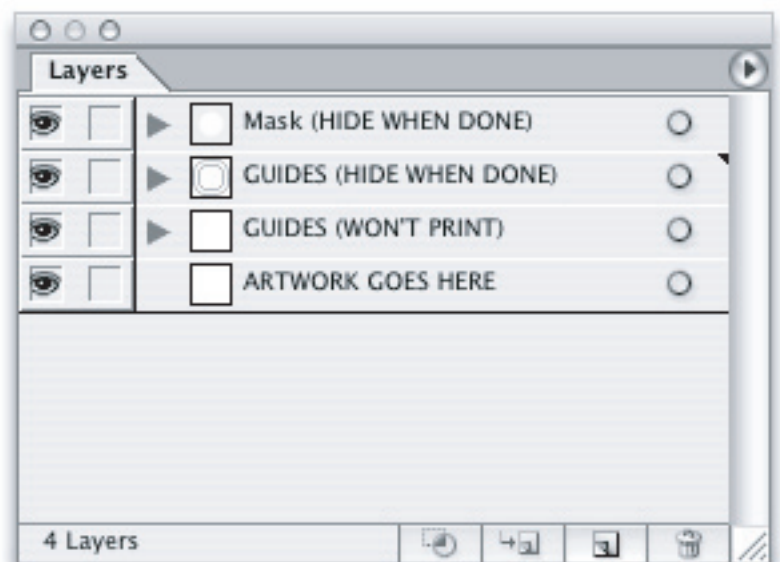
There are 4 layers in the One Inch Round templates to help you crop and size your designs properly so your buttons come out the way you intended. For those of you not familiar with using Layers in Illustrator you can use the “Eyeball” icon to turn the visibility of the Layer’s contents off and on. If you do not see the Layers menu on your screen hit the “**F7**” key, or go to the “**Window**” menu and check on “**Layers**”.

**Mask** - This layer provides a white mask over your art when the eyeball is checked on so you can see what will show on the live “image area” of your finished buttons

**Guides (Hide When Done)** - The inside ring is the “image area” and is what will appear on the face of your buttons. The outside ring is the “bleed” area which is what will wrap around the sides of your buttons. **IMPORTANT!** These guides are made of Paths and will print if you don’t turn them off.

**Guides (won’t print)** - These guides are paths that have been converted to actual Guides. They will preview on screen but will not print. You may not be able to see these guides depending on the version of Illustrator you are using.

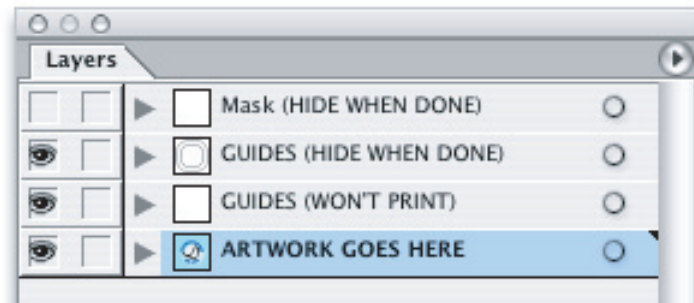
**ARTWORK GOES HERE** - Design and place your artwork on this layer.



## Step 1. Create Your Artwork.

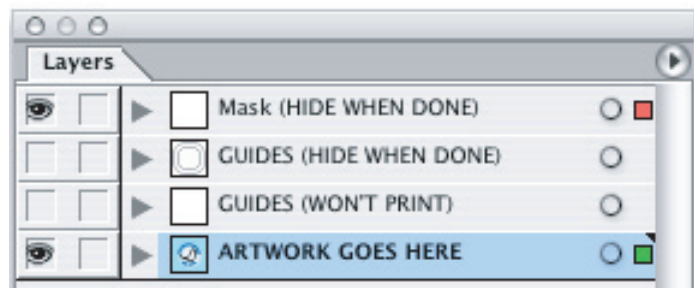
When you create or place your design on the layer named **ARTWORK GOES HERE** your file will look something like this. Notice how the background color we have chosen extends to the edge of the outside Bleed circle. This will ensure your art will wrap neatly around the edges of the buttons.

**IMPORTANT:** Do not use pixel images with a resolution lower than 300dpi in your template! Be sure all placed images are in CMYK color mode.



## Step 2. Check Your Cropping.

By clicking the eyeball icon to turn ON the **Mask** Layer you can see what will appear on the face of your finished buttons.

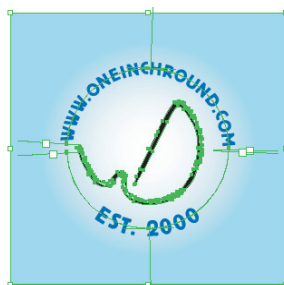


## Step 3 Select All and Outline Text.

Using the "Create Outlines" command in Illustrator will convert any fonts contained in your document to "Paths" so that your design will look right, even if we don't have the font you used to create any text in your design.

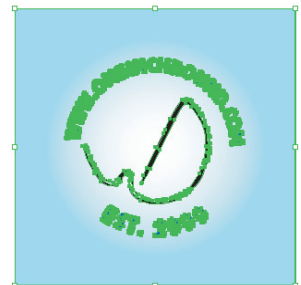
From the Select menu.  
**Select > Select All**

You will see all the paths in your artwork selected including text paths.



From the Type menu.  
**Type > Create Outlines**

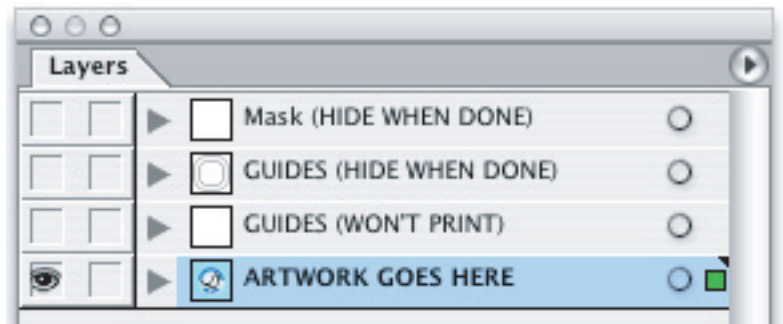
All the text in your file will become outlined as a "path". You will know you did this correctly when you see the edges of each character highlighted.



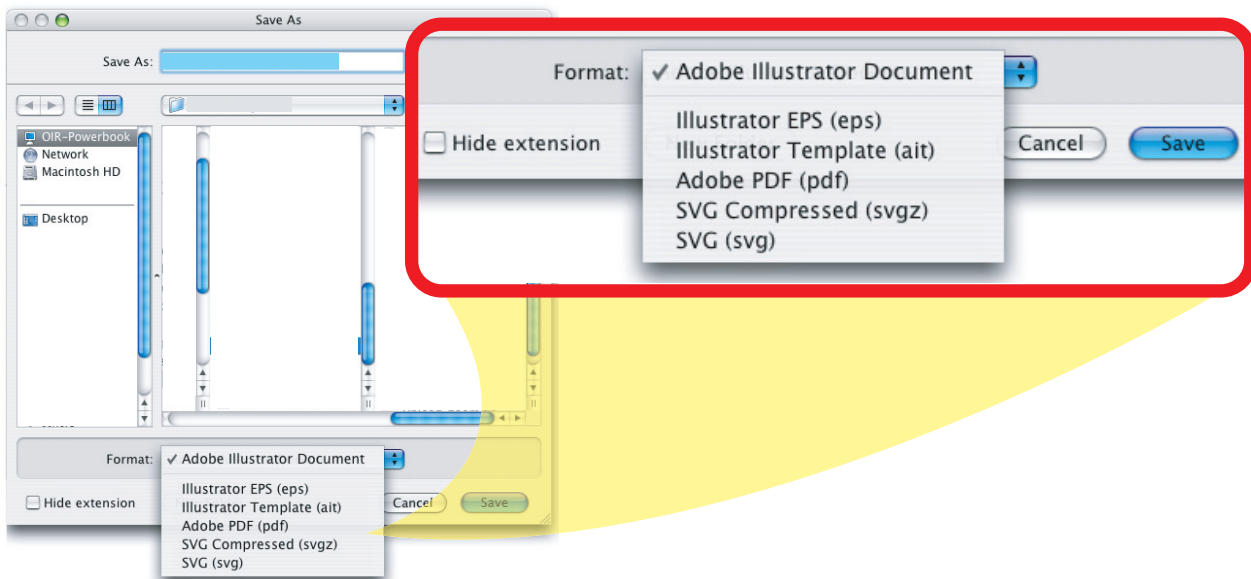
**Helpful Tip:** To save yourself any headaches, it's a good idea to save a copy of your work at this point while all your text is still type. That way if you find any typo's you will be able go back and correct them. Once you use the "Create Outlines" command your type can no longer be edited.

## Step 4 Saving your file.

At this point your text is outlined, you've checked your cropping, and you're ready to save. Turn off all the layers except the **ARTWORK GOES HERE** layer.



Save your file as an Adobe PDF or EPS file. Please save your files to be compatible with Illustrator Version CS. Use a descriptive and relative name for your file. Please don't name your file "Button.pdf".



## You're finished! Submit your artwork.

Now that you have a properly prepared file(s), Follow the instructions in your Order Confirmation Summary to submit your artwork. Thank you for taking the time to prepare your artwork properly. We hope you found this PDF to be helpful.

*For help or questions about submitting your artwork beyond the scope of this PDF call 561-441-4444 during our normal business hours.*

**One Inch Round Inc. | M-F 9am - 5pm**