

ŌTOROHANGA DISTRICT  
**LIBRARIES**  
NGĀ WHARE PUKAPUKA O  
TE ROHE O ŌTOROHANGA

# MAKERSPACE GUIDE

## ALOND GALAXY 4N BADGE MACHINE



## SETTING UP:

A successful badge starts with good artwork. This can be either a picture from a digital camera or graphics drawn by hand, computer, or even simple text.

Our badge maker makes 37mm or 58mm sized badges. The size of the badge indicates the visible proportion of the artwork. You should plan to have the important messages or images located within the circle slightly smaller than the nominal diameter of the badge you are making.

## TO MAKE A BADGE, YOU NEED

- A badge press
- Badge components (upper shell, backing and mylar sheet)
- Circle Cutter
- Artwork



### START WITH THE ART:

- Assemble all your equipment, components and artwork and have them easily accessible.
- Cut your artwork to the appropriate diameter. We have a circle cutting tool if required.

### WHAT SIZE DOES MY ARTWORK NEED TO BE?

Badge Size	Visible Diameter	Bleed Diameter	Circle Cut
37 mm	35 mm	42 mm	48 mm
58 mm	56 mm	63 mm	70 mm

**Badge Size** – Approximates the outer diameter of the badge

**Visible Diameter** – The area of the badge that is clearly seen by a person standing in front of the wearer. It is intended as a guide to bound your central image or message so that it does not wrap around the edge of the badge.

**Bleed Diameter** – The recommended diameter for your design’s background to extend to so that when the image wraps around the back of your badge, it appears continuous. This is a minimum guide.

**Circle Cut** – The maximum size that your artwork can be to fit into the size of the badge. This allows for the paper to tuck underneath the badge’s backing component.

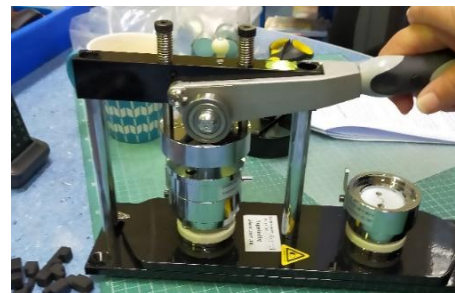
**Note:** Keeping the background plain and simple will help focus the intent of the badge. A text or logo will be more difficult to see if you have a busy background.

# PRESSING YOUR BADGE

- Rotate the swing-plate to expose the “A” die.
- Insert the upper shell first, make sure the edges of the dome are facing down and slip into the grooves in Die A.
- Next lay down your art work printed side up
- Finally place a clear Mylar disk on top.



- Next, rotate the swing-plate to expose the “B” die. This die carries the badge back.
- Inset the pin back with the pin facing DOWN (ensuring the pin is closed/locked). To ensure you will produce a consistent badge, we suggest orientating the pin east-west, matching the orientation of your image.
- With the “A” die under the upper die, firmly grip the handle and press down firmly until the dies meet and you will feel a slightly higher resistance point. At this point, press a little firmer and you will ‘feel’ the top components being compressed into the upper die under the pressure of the springs.



**NOTE:** Firm pressure does NOT mean pressing until you go red in the face.

- Once the springs are fully compressed and the die has reached the extent of travel, there is no need to continue pressing down. The badge components should now be held in the upper die, partially compressed and ready to accept the backing component.
- Now fully swing the Swing Plate until the “B” die is fully under the upper die (the Swing Plate will hit its ‘end-stop’ when fully located). Again, press the handle down and keep pressing until the end has been reached. Release the handle slowly and your completed badge should now be in the die.

- Never attempt to reuse a dome, artwork or mylar sheet if they have been previously used – these will almost always fail.

