

Creating a Laminated PPE Portrait



This guide is meant to provide detailed instructions on the best practices for creating reusable, disinfectable laminated PPE Portraits. This design affixes either with an alligator badge clip and/or an OPTIONAL off-the-shelf embedded steel plate that attaches to neodymium magnets Questions? Suggestions? Email paige@ppeportraits.org



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TOOLS

Laminator

Preferred model is [GBC Fusion 3000L](#). If you need to laminate with thicker steel magnet plates inside, the [Tamerica TCC160 6"](#) is preferred.

X-acto Knife

No preferred model, We used an [X-acto #2](#)

12" Steel Ruler

No preferred model. [Example](#).

Cutting Matt

No preferred model. [Example](#)

3mm Radius Corner Rounder Punch

(optional) No preferred model. [Example](#)

Note: If you don't have one, you can always trim by hand or even buff smooth with a nail file.

Badge Hole Slot Punch (optional)

No preferred model. [Example](#)

Only needed if affixing badge with a badge clip [Example](#) or with a lanyard [Example](#)

SUPPLIES

Photograph face print

Glossy or Matte prints will work equally well with the GBC Fusion Laminator.

Photograph print of the back

Below is a link to the file to upload to your preferred printing company <https://bit.ly/laminated-portrait>

Double-sided tape

No preferred type. We used "[Scotch Brand](#)"

Matte laminating pouch -"pouch"

The preferred type is Oregon Laminations "[5 Mil MATTE 4x6 Photo Laminating Pouches 4-1/4" x 6-1/4"](#)

METHOD TO AFFIX (choose one)

Alligator badge clip

[Via Amazon](#). Sold in 100 pack

Lanyard

[Via Amazon](#). Sold in 100 pack

2 sets of neodymium badge magnets

Sold in [packs of 100](#) via Amazon. (replace magnet backs with [Tecre](#) Item #1663 1 1/2" x 1 1/2" shells to meet thickness requirements of GBC Fusion 3000L)

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PREP (any order)

- *Creating/obtaining 9 x 7 cm face prints and back prints requires image file preparation before printing.* Use an Adobe Lightroom print template (or other image manipulation software program) to place two 9x7cm images on a 4x6 image canvas. You can then print these "two up" files at any standard photo printer, such as Costco or Walgreens.
- Using a straight edge ruler, cut the two portrait prints apart. This will require two cuts to get each print the proper 73cm width.
- Using a straight edge ruler, cut the two back prints apart. This will require two cuts to get each print the proper 73cm width.
- Sign your name on the back of the badge print. We find that recipients appreciate knowing who made their badge, and it emphasizes that the PPE Portrait is a special object to be valued
- Turn on LAMINATOR and set the adjustable temperature to 135c. Wait for it to heat to proper temp (yellow light to stop blinking). NOTE THIS IS THE TEMPERATURE WHEN USING A PROTECTIVE POUCH. *Only use this high temperature setting with a protective silicone coated pouch or you will destroy the laminator.*
- If you have never used a Xacto blade before, watch this [short Xacto safety video](#).

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- Use the steel edge and X-acto Knife to cut down the CARRIER to 6 1/4" on the long side (same length as lamination POUCH. Otherwise, it won't fit horizontally through the laminator. Be sure not to cut too short, or it won't protect the edge of the pouch.
 - Cut the lamination pouches in half (perpendicular to the long side) to create two 4x3 pouches.
 - **(MAGNET OPTION)** Separate the back and front of the magnet set. Put the thin silver steel plates in one pile, set aside the thick black magnets (with the pacemaker warning text.) In the later assembly steps, the thin steel plate will go INSIDE the lamination pouch. With the front and back photos.
 - **(MAGNET OPTION)** Using the long cutting edge of an X-acto Knife or other precision cutter like a safety razor blade, scrape the adhesive off of the two steel bars in the magnet sets. The adhesive makes the bars too thick to run through the laminator. Get off as much as possible, but don't worry if there is a slight amount of gummy residual. You're using the long flat edge of the knife; it doesn't have to be extremely sharp.
 - **(MAGNET OPTION)** Use the steel edge and X-acto Knife to cut out the two marked 1 3/4 x 1/2" rectangles on the back print.

PRODUCTION (images coming soon!)

1. ROUND EDGES
 - a. Use the corner rounder to round any sharp corners on lamination pouches.
 - b. Use the corner rounder to round all four corners of the portrait print.
 - c. Use the corner rounder to round all four corners of the back print.
 - d. (If you don't have a corner rounder punch, you can always trim by hand with xacto blade, scissors, or even buff smooth with a nail file.)
2. ASSEMBLE
 - a. Place the PHOTO PRINT (the face print) and the BACK PRINT (the print that says PPE Portrait Project) back to back and align them. Once aligned, press them together which will make the tape adhere to make it a single unit - "print unit."
 - b. **(MAGNET OPTION)** Place the print unit BACK PRINT up on your working surface and set the steel plates in the two BACK PRINT cut out holes. The steel plates should have their clean, hatch marked side facing up. (The "messy" side that had the adhesive should be on the print.)
 - c. Place the print unit inside a laminating pouch. Be sure that it is as far into the creased/sealed side as possible. Also, be sure it is centered along the long dimension. You want to be sure that all the sides have as much even space as possible to seal.
3. LAMINATE

MAGNET OPTION WARNING: The thick black magnets (with the pacemaker warning text) should never go through the laminator. They will get stuck and destroy the laminator.

 - a. Place the laminating pouch inside the carrier sleeve, being sure nothing is sticking out.
 - b. Place the carrier sleeve with the lamination pouch in the laminator so that the long-sealed edge of the lamination pouch goes in first. The long-sealed edge should be PARALLEL to the laminator.

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- c. When the carrier comes out the back after laminating, as quickly as possible pass the pouch back through the laminator with the sealed side of the carrier pouch going in first. As a sanity check, the long-sealed edge should now be PERPENDICULAR to the laminator.
 - d. Pass the pouch through one more time, exactly in step 7. This helps to remove any small bubbles.

4. FINAL TOUCHES

- a. **(MAGNET OPTION)** Take two thick black magnet backs that were set aside in the initial preparation phase and place them on top of the steel plates that are now embedded within the laminated PPE Portrait Badge. The magnets are so strong, they will easily move into place.
 - b. If you wish to have the option to use the badge with a badge clip or lanyard, use the “badge hole slot punch” to punch a hole ¼ of an inch from the top of the laminated badge.
5. **(MAGNET OPTION)** All that being said, Kevin, from Broken Seal Buttons, came up with the brilliant idea to use the thin nickel “shells” from the back of the square pins he makes instead of the thicker steel plates that come with the magnets. **THEY WORK FANTASTICALLY WELL!** No more bumps on the pictures or risk of extra bubbles from the unevenness.

The cost was \$14.50 for 500 pieces, enough to do 250 badges. That’s only an additional 6 cents a badge. As you can see from the second picture, I still cut out the holes on the back to give the affordance of where to attach them. Two just fit, even when I cut the picture down slightly to accommodate the punched hole for the clip or lanyard.

Tecre (<https://www.tecre.com/>) is the only game in town when it comes to button maker machines and supplies. They don’t specifically list these shells on their website, but the part number is #001663 and they are happy to take orders for the individual part. I’ve attached an invoice in case you want to try ordering some, too. I also ordered the 2” shells to use in the larger 4x6 portraits I’m doing for teachers.

A VIDEO OF THE COMPLETE PROCESS IS COMING SOON