Open Illustrator
Click "Create New"
Click "Letter 11 x 8.5" then click Create
In the tool bar go to Ellipse Tool
Make a circle by holding down shift (so it is perfect circle) and dragging your mouse
Fill color- black
Make another cirlce inside black cirlce that is a little smaller
 Fill color- white
In the tool bar click "Line Segment Tool"
Make a vertical line that is D: .06in (a little grey box will appear while you are drawing the line that will show D:"")
Move bottom part of line to center of white circle
Make the stroke size 4
In tool bar click "Line Segment Tool"
Make a horizontal line that is D: 0.5in
Move line so that the left part of the line is in the center connected to the bottom of the vertical line
Make the stroke size 4
In the tool bar click "Text Box"
Click anywhere on the screen.
Type "12"
In tool bar click "Selection Tool"
Move "12" inside the white circle, above the vertical line.
All done!
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