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 circle inside black circle 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!

Here is my email lhohe@masonlive.gmu.edu