**How to use the Button Maker Microsoft Word template**

**First, find your graphics.**

Create your own design or find a file on the web. You can use personal photos, designs, and images. Look for royalty-free images and graphics on websites like:

* Freepik.com
* Pixabay.com
* Vecteezy.com

**Insert graphics into Word template on the next page.**

1. Click inner circle, directly on the line
2. On Shape Format tab, click ‘Shape Fill’
3. Click Picture
4. Insert picture file from computer.
	* To avoid pictures getting distorted, use square photos. Crop graphics BEFORE inserting.
5. Repeat for all 12 buttons

**Troubleshooting:**

If formatting shifts when printing, first print to PDF. Then print PDF version.

**Finally, cut outer circle.**After printing, cut on the outer circle line, or just inside of it. The space between the inner circle and the outer circle will not be visible once the button is made.