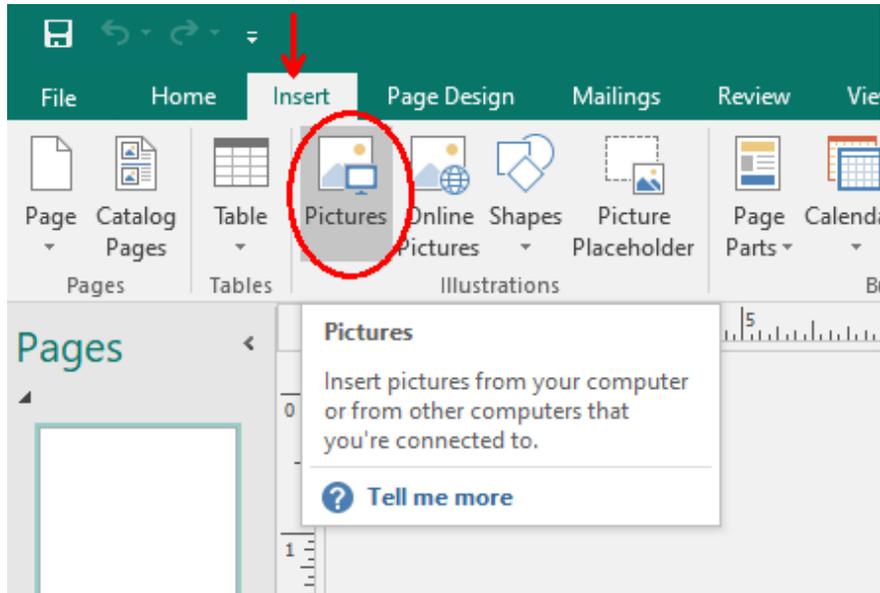
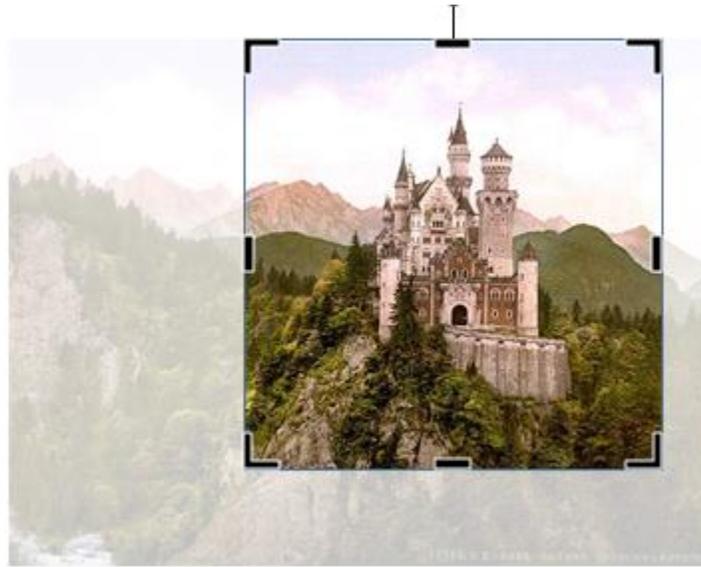


Button Maker Image Instructions

1. Place your image into a Microsoft Word or Publisher document using the **Insert -> Pictures** menu.



2. Using the **Picture Tools -> Format -> Crop** menu. Roughly crop your image to the area you like. You do this by grabbing (click & hold) the bold marks along the image edges and/or corners and dragging them. Make the image slightly larger than you want for final image.



3. Once cropped, click the image again, click the down arrow under the crop button and select **Aspect Ratio 1:1**

1 Select the Format tab

2 Select the Crop arrow

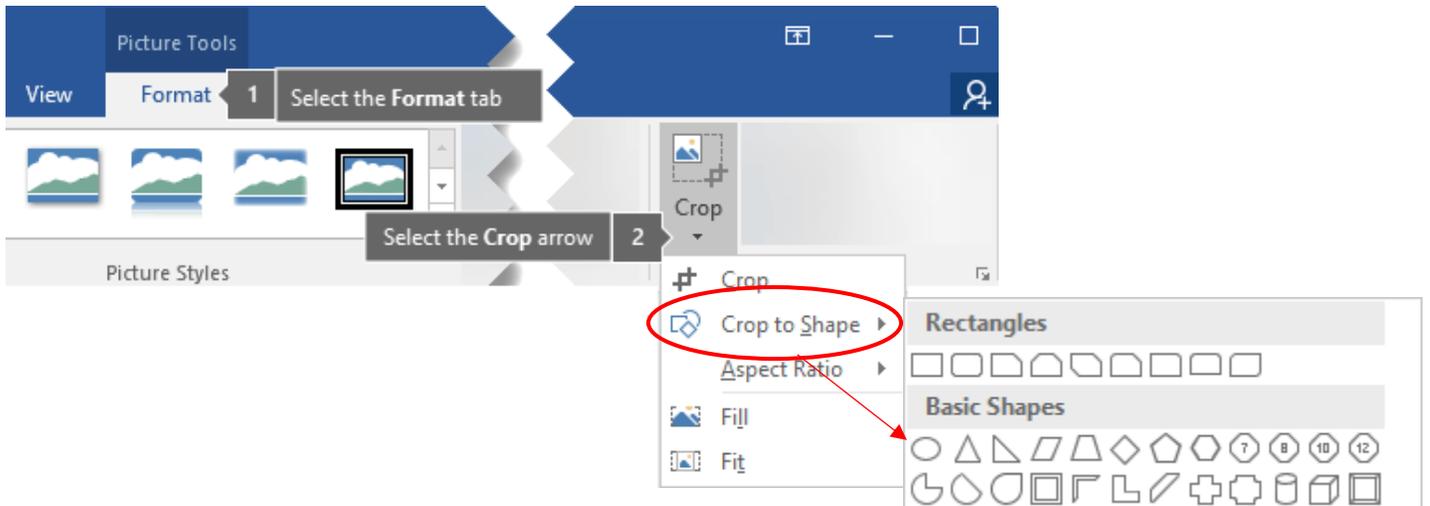
Crop

- Crop
- Crop to Shape >
- Aspect Ratio >**

| |
|------------------|
| Square |
| 1:1 |
| Portrait |
| 2:3 |
| 3:4 |
| 3:5 |
| 4:5 |
| Landscape |
| 3:2 |
| 4:3 |
| 5:3 |
| 5:4 |
| 16:9 |
| 16:10 |



4. Making sure the image is still selected, select the down arrow under the crop button and select **Crop to Shape**. Click on the circle under Basic Shapes.



5. Click the image one last time and type 2.3 into the height or width box. This will resize it to the correct size for our 2.25" buttons.

