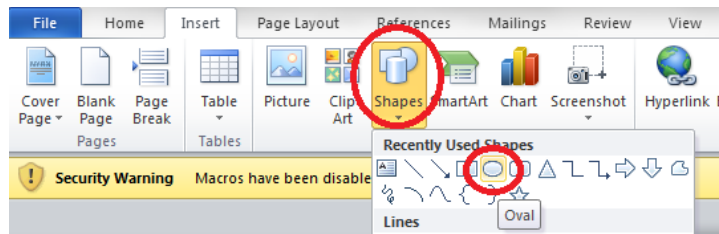


## How to Build a Round Button in Microsoft Word (2010):

- Open Microsoft Word Document
- Select the “Insert Tab”

-Click on the Shapes icon and select the oval shape as shown below:



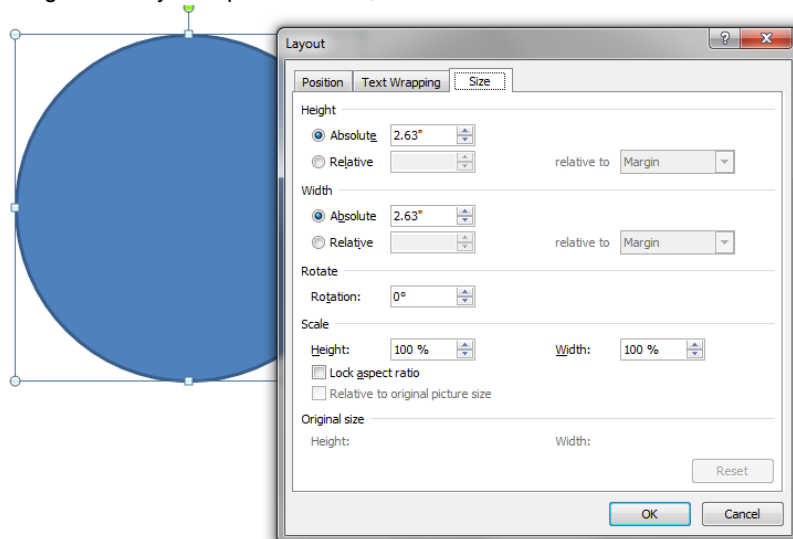
-Draw a round circle. You then want to size it appropriately.

### Sizing:

-You want to find the “Live area for graphic” size for your button. This can be found in Tecre’s catalog or on the website under “Resources” and “Instructions and Layouts.” For purposes of this demonstration, we are going to pretend we are making a 2-1/4” button whose live area for graphic happens to be 2.063”.

-You can adjust your circle to the live graphic area size either on the far right side of the toolbar under the “Drawing Tools” tab **OR** you can right click on your image and select “More Layout Options” and then move to the “Size” tab in that screen pop up. \*\*\*Remember that the Drawing Tools tab only appears in the toolbar when you have your object selected\*\*\*

-Enter the Height and Width dimensions of the live graphic area (2.063” for 2-1/4” buttons). If you are sizing in the Layout Options screen, click “ok”.



\*\*\*note: This may default to the nearest hundredth of an inch, the dimensions should be close enough to work for these purposes.

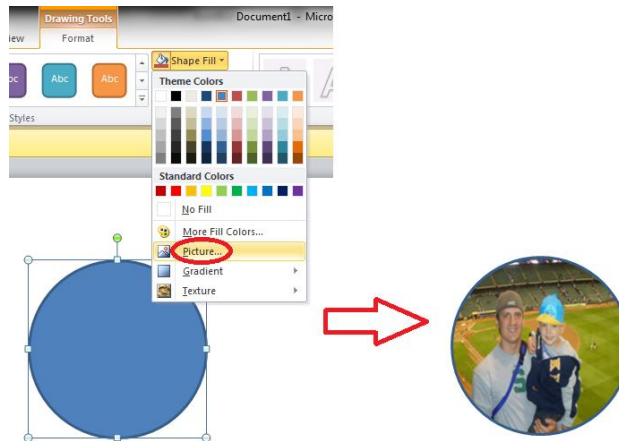
•When you select your image you have drawn, a “Drawing Tools” tab will appear on your toolbar. You will have many options for your button.

-**Shape Fill:** Change the color of your shape, or if you prefer white you may select “no fill”. Under the Shape Fill selection you will also have gradient, texture, and even pattern options.

-**Insert Text or WordArt** through the Insert Tab. Remember to right click and select “wrap text→through” and also “send to back” or “bring to front” when this is necessary. \*If you are adding an image or graphic to your button, you may want to do the next steps first, adding your text last.\*

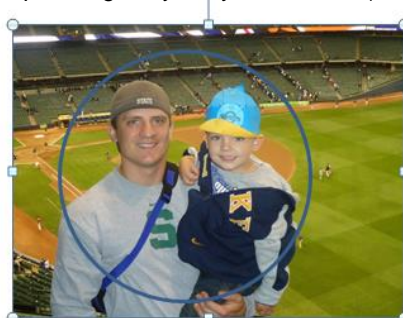
**Inserting a picture:** There are two ways to do this. Option #2 will allow you to better size your photo to fit your button.

**Option #1:** If you select your image and then click on the Drawing Tools tab, you will be able to select “Shape Fill”. Under this you will see an option to insert a picture. This will insert it right to your round shape BUT keep in mind that this might not be sized appropriately. You are limited doing it this way because you cannot adjust the picture size. Keep in mind also that this circle you drew is only the size of the face button. If there is white around the circle, then you will see a white rim on the back of the button in the portion that wraps around.



**Option #2:** If you click on the “Insert” tab in the Toolbar, you can click on “Picture” and then browse for your photo. Inserting the photo separately will help you size it appropriately and move it over your drawn circle. Remember to right click on both the circle you drew and the picture you imported and select “wrap text→ through” to not cause problems with the two images merging. Also keep in mind that you can right click on your image and select “bring to front” or “send to back” if necessary.

-Important Note: Remember the circle you drew is the live area for the graphic. This means whatever you put within this circle is what will be appearing on the face of your button. To get this to size appropriately, it would be fine for your photo to go beyond the outline of the circle you drew. The portion outside the outline will just end up crimped into the back of the button. In fact, if you don't want a white line around the edge of the button, then you must let your picture go beyond your outline. (See Below)



**Adding the cut line:** Once your image is sized to your liking, you will add the cut line.

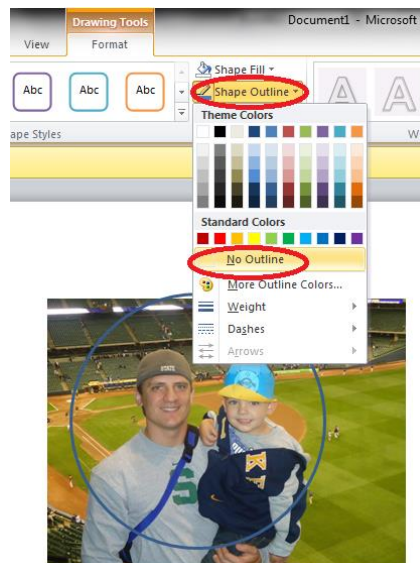
-For a 2-1/4" button, the cut line will be 2.625". If you do not know the cut line for your graphic, you may find it in Tecre's Catalog or on Tecre's website under "Resources" and then by clicking on "Instructions & Layouts."

-Follow the circle drawing instructions outlined in the beginning, and then proceed with sizing your circle to 2.625" either on the right side of the Drawing Tools tab or by right clicking on your image and adjusting the size under "More Layout Options".

-Oftentimes your circle will have a fill color. You can remove this by selecting "Shape Fill" under the Drawings Tool tab and then selecting "No Fill".



-Now that you have your cut line in place, you may delete the live area for graphic outline. This was only put in place to help you visualize what portion of the picture will actually be on the face of the button. This line can be removed by selecting it and then clicking on the down arrow by "Shape Outline" in the Drawing Tools Tab. Select "No Outline."



You are now ready to print your picture and make your button! Happy Button Making!