How to Create **2.25” Button Designs**Using Microsoft Word

1. Open a Word Document
2. Go to INSERT and click on “Shapes.”
3. Select the circle and then click somewhere on the page.
4. Under the drawing tools FORMAT {Top right} tab, change the size of the circle to 2.63” for both the width and the height.
5. Make sure the circle is unselected and go back to the INSERT tab to create a second circle.
6. Make the size of the second circle 2.25” for both the width and the height.
7. With the smaller circle selected, under the drawing tools FORMAT tab, click on “Shape Fill” and select “Picture…” Choose the desired picture.
8. Still under the DRAWING TOOLS FORMAT tab, click on “Bring Forward” and choose the option “Bring to Front.”
9. Move this smaller circle in front of the first circle, trying to get the smaller circle in the center of the larger one.
10. With the smaller circle already selected, hold down Ctrl and click on the bigger circle, so that both circles are selected. Under the drawing tools format tab, click “GROUP” in the top right corner to group the two circles together.
11. Print your design and bring to the button maker.