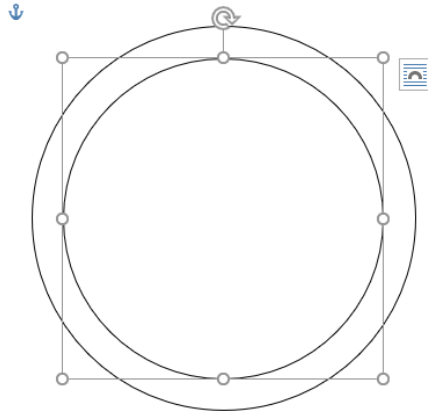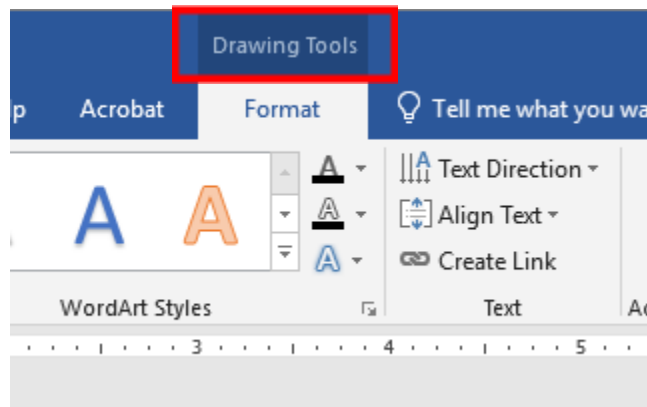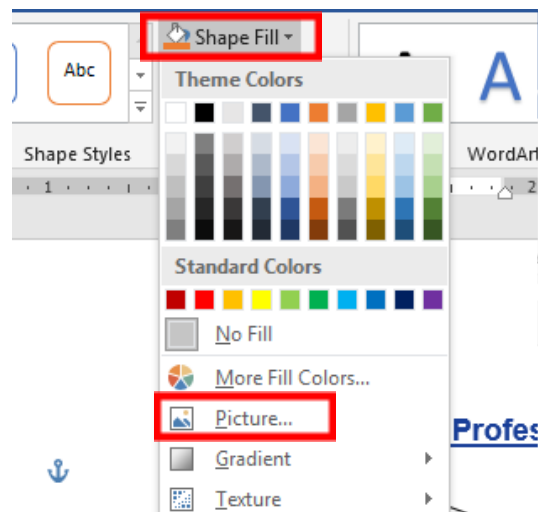# Button Graphic Instructions

1. Open the template corresponding to the button size you want to make
2. Select the inner circle of the button template
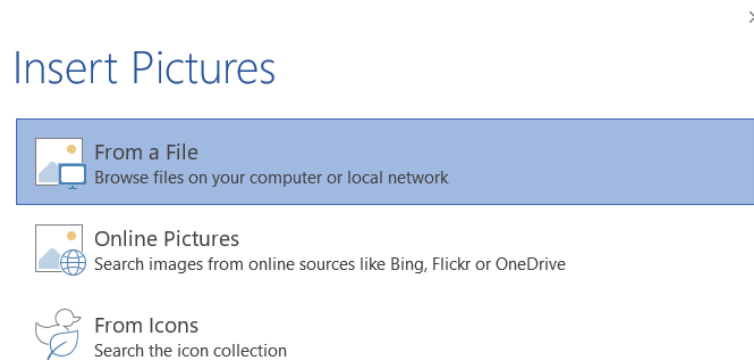

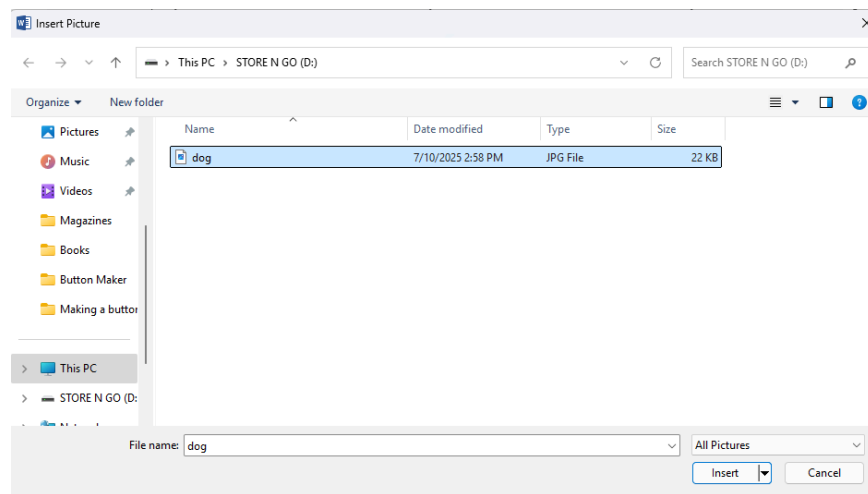3. Select **Drawing Tools** at the very top of the Word window

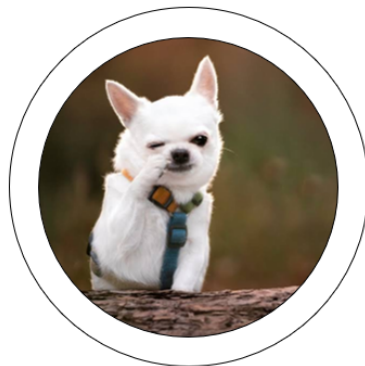4. Choose **Shape Fill**, and then **Picture…**

5. In the Insert Pictures box, choose **From a File**

6. Select the image for your button

7. Your button graphic should now be ready for printing!

When exiting the template, **DO NOT SAVE!** The templates need to remain blank for other patrons.