# How to Create Your Button Inserts

If your design is completed and saved as an image file, then you're ready to create and print your button inserts!

Step 1: Open the file titled "Button Template_2.25"

Step 2: Click on the first blue circle. Be sure you've selected the smaller blue circle, not the larger white circle.

Step 3: Right click on the blue circle.

Step 4: Click on the pull down menu for shape fill, which appears as a pouring bucket of paint. The pull down menu appears as a grey triangle to the right of the paint bucket.
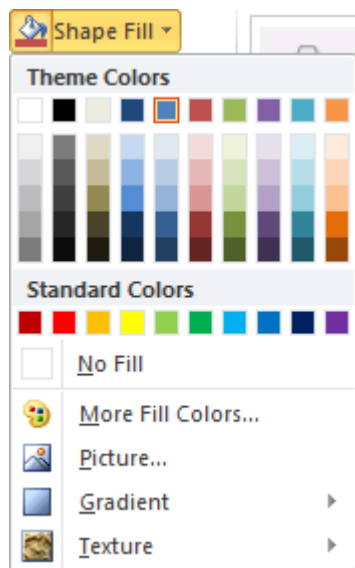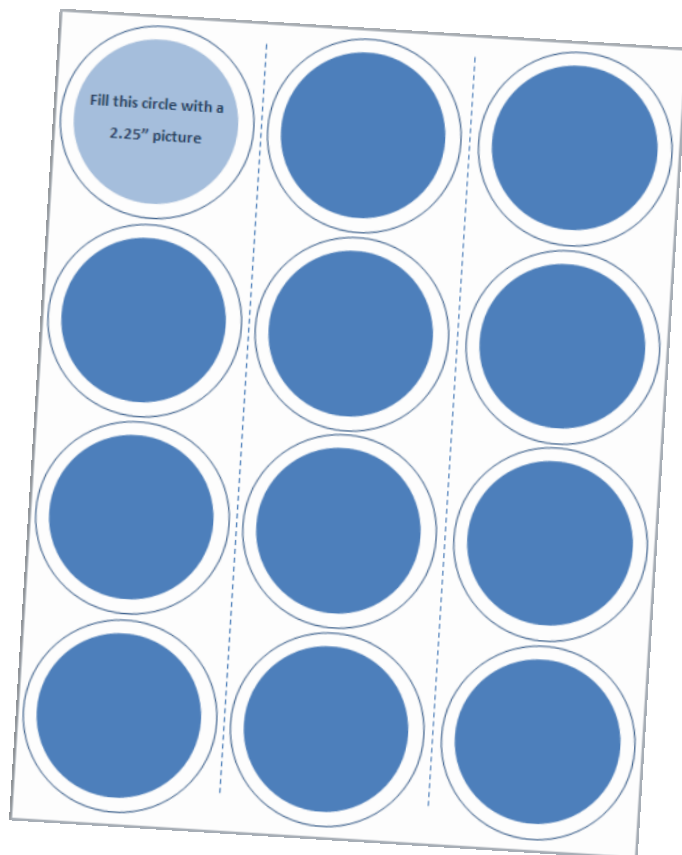
Step 5: Select "Picture" from the menu, which is below the colors.

Step 6: Browse to find your image file, select it, and click "Insert"

Step 7: Be sure the white circle still appears around your design.

Step 8: Select the next blue circle and repeat steps 2-8 again.

When you are ready to print, go to the "File" tab in the upper left hand of Word. Select "Print." If you want to print as black and white, set your quantity (if you want more than 1 page) and click "Print" again. If you want to print in color, use the drop down menu for "Printer" to select the color printer, then set your quantity and select "Print". Black and white copies are $0.10 and color copies are $0.50.