

Photo Resizing and Printing for Button Makers

1. Have teens send their photos to the PLMVKC MakerSpace Email: makeRSpaceplmvkc@gmail.com
2. Log in and save the photo to the MS laptop under pictures
3. Open Microsoft Publisher
4. You can now insert the photo in 2 different ways

Option #1: Making a Filled Circle

1. Click insert and choose the circle shape under shapes.
2. Right click on the shape and choose format sizes.

For a large button, you want to resize your circle to 2.25 Height and 2.25 Width. For a small button, you want to resize your circle to 1.25 Height and 1.25 Width.

4. Right click on the circle again and select Format Shape. Under the Colors and Lines tabs, select Fill Effects and then select Photo. You will then select your photo to fill in the circle shape.

Sometimes an image will become distorted or you may want to cut out some of the background, so using a filled circle may not be your best option.

Option #2: Sizing a Photo

1. Click Insert and insert your photo
2. Use the corner drag options to resize your photo. Or, right click on your photo and format the size in the same way you would a filled circle above.
3. If you want to make sure your picture will fit the shape, you can insert a circle shape, size it to the appropriate size, and use it to see what parts of your picture fit into the appropriate size.

You can then send your photo to the printer and finish making your button using the button maker instructions.

