

# Making Buttons?

**Ideas:** (Any pictures that you use should be saved to your computer so that you can insert it into your button)

Take a picture and use it in your button

Take a picture of your poem and use the words on your button

Make a Wordle of your poem and add that image

Draw your button and take a picture

Create art for your button (just make sure it fits in the circle)

## Add a fill or effect to a shape in the Word template (see highlighted)

To add a fill or effect, click your shape, click **Format**, click the arrow next to **Shape Fill** or **Shape Effects**, and select a color, gradient, texture, or effect.

1. Click the shape that you want to fill. To add the same fill to multiple shapes, click the first shape, and then press and hold Ctrl while you click the other shapes.
2. On the **Format** tab, in the **Shape Styles** group, click the arrow next to **Shape Fill**.

Do one of the following:

- To add or change a fill color, click the color you want.
- To choose no color, click **No Fill**.
- To use a color that isn't one of the theme colors, click **More Fill Colors**, and then either click the color that you want on the **Standard** tab, or mix your own color on the **Custom** tab. Custom colors and colors on the **Standard** tab do not update if you later change the document theme.
- To adjust the transparency of the shape, click **More Fill Colors**. At the bottom of the **Colors** dialog box, move the **Transparency** slider, or enter a number in the box next to the slider. You can vary the percentage of transparency from 0% (fully opaque, the default setting) to 100% (fully transparent).
- To add or change a fill picture, click **Picture**, locate the folder that contains the picture that you want to use, click the picture file, and then click **Insert**.
- To add or change a fill gradient, point to **Gradient**, and then click the gradient variation that you want. To customize the gradient, click **More Gradients**, and then choose the options that you want.
- To add or change a fill texture, point to **Texture**, and then click the texture that you want. To customize the texture, click **More Textures**, and then choose the options that you want.