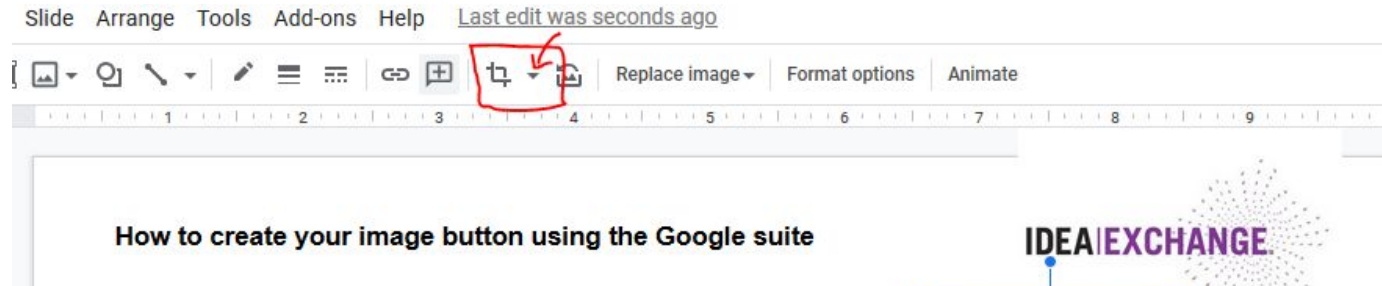


How to create your image button using the Google suite

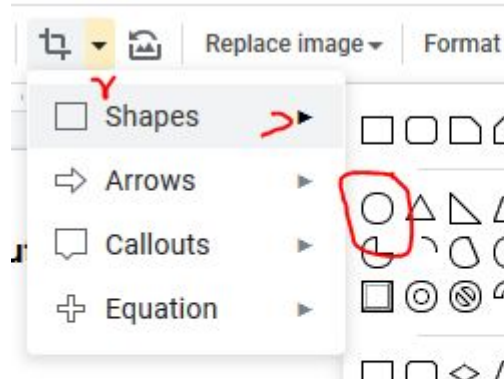
1. Open a blank **Google Presentation**
 - Not google docs
2. Click Insert > Image and select your photo
 - For best results, pick a square photo with some space around your face
 - Size image to 2.5 inches x 2.5 inches
3. Click on the image and then select the down arrow beside Crop icon from the toolbar



How to create your image button using the Google suite



4. Select 'Shapes' and click on the circle




5. The image will crop into the selected shape



How to create your image button using the Google suite

6. To adjust the size, click on the image, and change the size in the right side toolbar to:

 Format options ✕


Size & Rotation

Size

Width	Height
2.42 in	2.42 in

Width Scale Height Scale

100 %	100 %
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How to create your image button using the Google suite

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7. To send the completed button templates, click File > Email as an attachment
To oporeception@ideaexchange.org
And please make sure the pdf option is selected

Email as attachment

Send yourself a copy

oporeception@ideaexchange.org

Subject
Button Template for Google

Message

PDF ▾