

How to set up the button template using InDesign:

1. Open InDesign (purple **Id** icon on bottom task bar)
2. Click **New** and **OK**
3. Drag and drop the PDF button template size you want from the desktop onto the InDesign file and center it on the page
4. Once the template is centered on the page, unhighlight the template by clicking the mouse anywhere in the gray area outside the page (the little blue boxes should disappear from your template)
5. Drag your button images from the desktop into InDesign by dragging the image into the gray area and clicking to drop into InDesign
6. Keep the image highlighted (blue outline) and resize the image by dragging in the blue boxes at each corner
7. Once the image is resized, click **Object**, then **Fitting**, then **Fit Content to Frame**
8. To make it easier to place your image over each circle on the button template, increase the image's transparency by adjusting the **Opacity** percentage on the top toolbar
9. Once you move your image over the circle the way you want, resize as necessary, and adjust the **Opacity** to 100%
10. Repeat steps 5-9 for each new image you drop into InDesign, or simply **Copy** and **Paste** the same image and place over each circle on the template