

CREATING NAVIGATION BUTTONS FOR YOUR WEBPAGE

With these instructions, you'll be able to easily create your own navigation buttons for your website! From basic design to more elaborate creations—it's your choice.

Plan on spending about 30 minutes creating a basic navigation button, but depending on how elaborate you want your button to be, you can spend more time.

These instructions use:

PC with Windows OS; Microsoft Image Composer 1.5

Starting the Imaging Program

1. Double click the **MS Image Composer** icon on the desktop.



Creating the Shape of Your Button

2. Click the **Shapes** button on the left vertical toolbar.

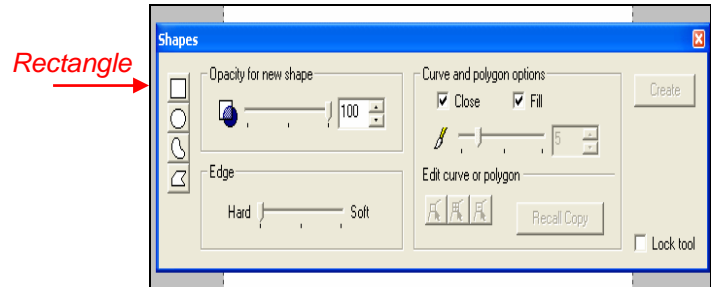


CREATING NAVIGATION BUTTONS FOR YOUR WEBSITE

A **Shapes** window will open.

On the left side of the window, there is a group of 4 shapes.

3. Click the **rectangle** shape.



4. Move the cursor to the **center** of the **white area**.
5. Click and drag the cursor towards the **lower right corner** until you get the size and shape you want.
6. Click the red **X** box to close the **Shapes** window.

Coloring Your Button

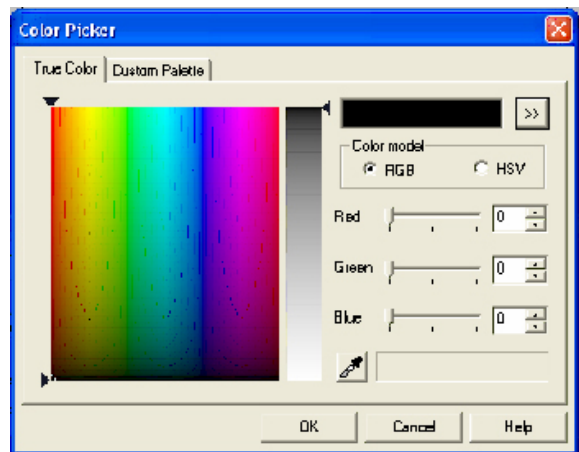
You can color your navigation button from the broad spectrum of colors this program offers. The colors are located in the **Color Swatch**, on the same vertical toolbar as the **Shapes** button.

1. Click the **Color Swatch** button on the left vertical toolbar.



The **Color Picker** window opens.

2. Click on the **color** you want from either the **Custom Palette** tab, or the **True Color** tab, and click **OK**.



CREATING NAVIGATION BUTTONS FOR YOUR WEBPAGE

3. Click on the **Paint** button.
Your shape will now be the color you chose.

A **Paint** window opens.
Because you are done coloring, you do not need this window.

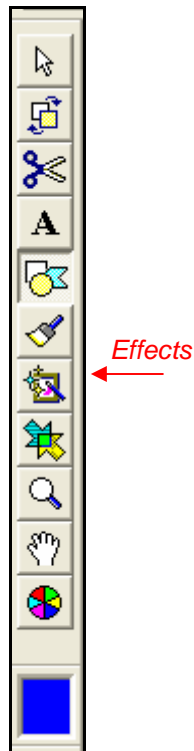


4. Click the red **X** box on the **Paint** window to close it.

Adding Effects to Your Button

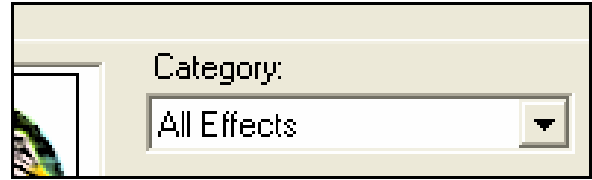
1. Click the **Effects** button.

An **Effects** window opens.

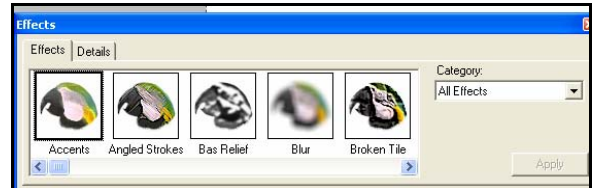


CREATING NAVIGATION BUTTONS FOR YOUR WEBPAGE

2. Select **All Effects** in the Category textbox.



3. Review your **Effects options** by scrolling the sliding toolbar.



4. Click on your **desired effect**.
5. Click the **Apply** button.
If you want more than one effect, repeat steps 2 through 5.
6. Click the red **X** box to close the **Effects** window.

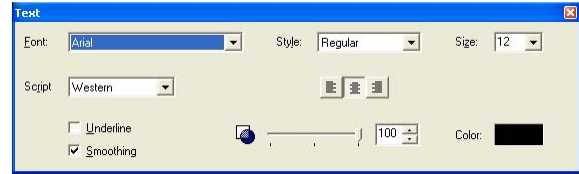
Adding Text to your Button

1. Click the **Text** button.
A **Text** window will appear.



CREATING NAVIGATION BUTTONS FOR YOUR WEBPAGE

2. Choose your **Font, Style, and Size.**

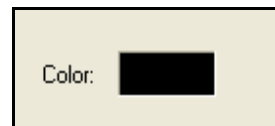


3. Select the middle **Align Center** box.

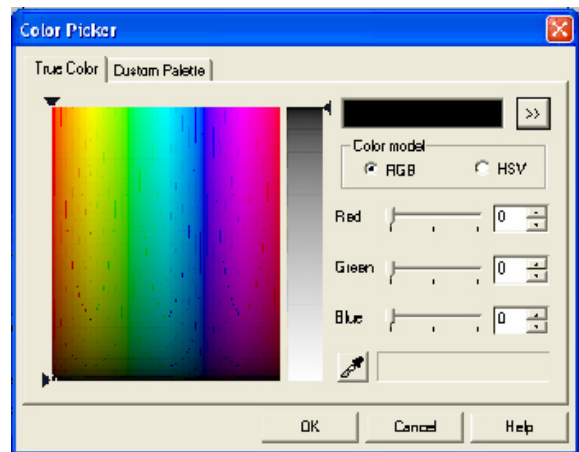


If you want your text a **different color than black**, follow the next step. Otherwise, skip to **Step 6**.

4. Click on the **black box** next to Color.



The **Color Picker** window appears.



5. Click on the color you want from either the **Custom Palette** tab or the **True Color** tab.

6. Click **OK**.

7. Click anywhere on the **white area**.

A Textbox appears.

8. **Type** your desired text.

CREATING NAVIGATION BUTTONS FOR YOUR WEBPAGE

9. Move the mouse cursor to the **textbox border**.

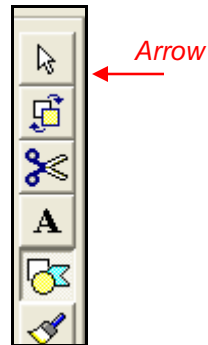
Make sure the arrow changes to an **arrowed cross**.



10. Click and drag your textbox over your button.

11. Click the **Arrow** button.

Small arrows will appear on the border of the textbox.



12. Resize your textbox by **clicking** on any of the arrows on the border **and dragging** to your desired size.
13. Click on the **white area** to deselect your button and text.

Trimming the Canvas

The white area will be added to your navigation button if you do not remove it. Removing this excess is called trimming the canvas.

This is the last step before saving your button! You are almost finished!

1. Click and drag the **gridlines** to **all edges** of your navigation button.

Be sure to move both **horizontal** and **vertical** gridlines.

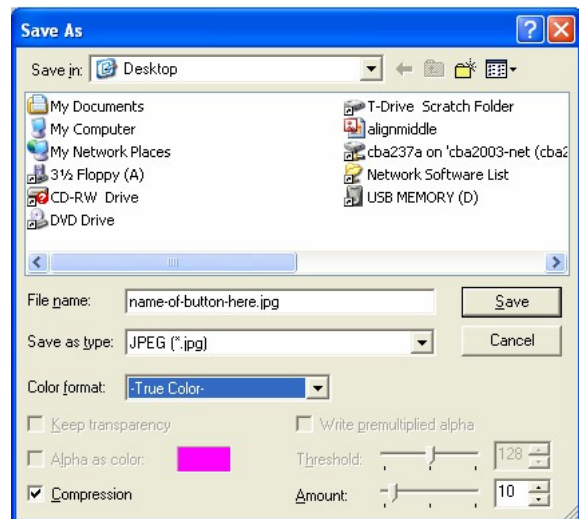


2. Make sure there is **no white area** next to your button.

Saving Your Navigation Button

Because this graphic will be used on the Web, we will save it as a **JPEG** file.

1. Click **File** and **Save As**.
2. Make sure **Desktop** is in the **Save In** window.



3. Think of a name for your file and type it in the **File Name** window.
4. Go to the **Save as Type** dropdown window.

5. Select **JPEG**.
6. Click **Save**.

The **File Format Limitation** window will appear.

7. Click **OK**.

Reviewing Your Fantastic Masterpiece

Before you upload your navigation button, you want to make sure you like it.

1. Click **File** and select **Exit**.
2. Find your file on the **Desktop** and double click to open it.

What you see is how your navigation button will look on your webpage.

If you need to make changes to your button, follow the steps in “**Editing Your Navigation Button**”.

If **no editing is necessary**, congratulations! This navigation button is **ready to upload** to your webpage.



Editing Your Navigation Button

1. Click **File** and **Exit**.
2. Re-open the **MS Image Composer** software.
3. Go to **File** and **Open**.
4. Select **Desktop**.
5. Find your file and open it.
6. Repeat necessary steps to edit your button.
7. **Save** and **review** your button according to the “**Saving Your Navigation Button**” steps and “**Reviewing Your Fantastic Masterpiece**” steps.

