**1, 2, 3 Guide to Using Web Banners and Buttons**

1. Save image to your computer.
2. Insert image into email signature, web page, or other online document. (See these guides for creating email signatures in [MS Office](https://support.office.com/en-us/article/Create-and-add-an-e-mail-message-signature-Outlook-2007-0a81de87-0e98-4fc2-b724-bc2bec7a39ae?ui=en-US&rs=en-US&ad=US) or [Apple](https://support.apple.com/kb/PH19144?locale=en_US&viewlocale=en_US).)
3. Right click image, choose “hyperlink,” add <http://www.shotsforschool.org/> as the address, and select “OK.” (You may need to follow different steps for other applications.)

**Your web banner is ready!**



