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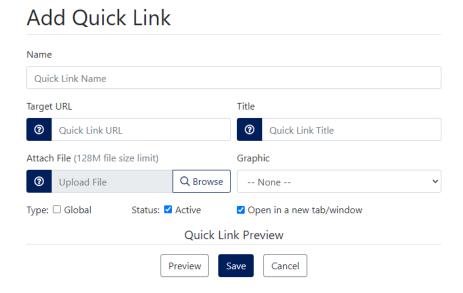
Buttons/Quick Links

Buttons/Quick Links provide links to additional pages like the lunch menu (you can upload the file when you create the button/link), the activities calendar or even a SOCS article. They can also link to sites like a grade book, the community library or other public sites. You can place buttons/quick links on the front page or on any section or sub-section. The location of the buttons or quick links depends on your SOCS template.

- Buttons/Quick Links is an access privilege that any user can be assigned.
- You should be sensitive to both the visual and usability aspects. You want to avoid a cluttered site which can be confusing and require excess scrolling.
- Types of buttons/quick links:
 - o Global: appear on front page and all sections/sub-sections.
 - o Regular: appear only on the designated section/sub-sections.
- Style of buttons/quick links:
 - o Default: button/link with specific name (color is coordinated with your site color scheme).
 - o Custom: graphic you create.
 - o None: text link.

To Add a Button/Quick Link

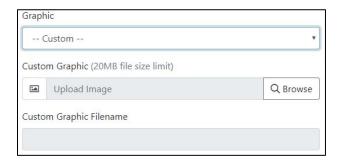
- 1. Select Extras, Buttons / Quick Links from the SOCS Toolbar.
- 2. Select Add Link.
- 3. Fill in the appropriate fields on the Add Quick Link screen.



- Name: wording that will appear on the button.
- **Target URL**: this is where you go when you select the button/quick link. This can be the full path (http://socsdemo.socs.net/vcalendar/) or a relative path (/vcalendar).
- **Title**: text that displays when you hover over the button/link (optional).
- Attach file: select **Browse** to locate the file you want to attach to the button/quick link. Double click on the file name to attach it. The file name will appear in the Attach File window.
- **Graphic**: choose **None** to display a text link, choose **Default** to display the SOCS default button/quick link for your template, or choose **Custom** to browse for a custom graphic (must be .jpg or .gif). Double click on the selected graphic file to insert it.
 - Note: If you design your own graphic, the width should not exceed 120 pixels and the height should be between 40 and 90 pixels.

Graphic (cont'd):

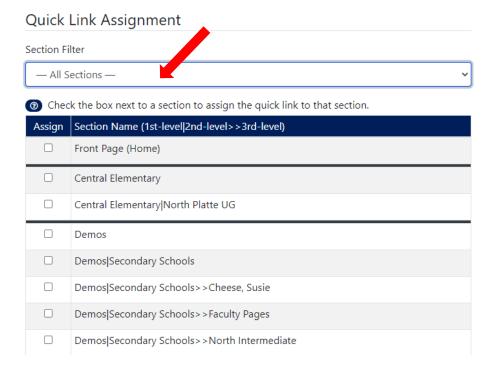
o *Note*: L17, L16, L11, L10 and L9 templates display only text links.



- **Type**: choose **Global** if the button/quick link is to appear on the front page and all sections/sub-sections. If adding a button/quick link for a specific section/sub-section, you will choose the appropriate one/ones on the screen below.
- **Status**: defaults to **Active** so buttons/quick links will appear. Uncheck this box to have the button/quick link available for future use.
- **Open in a new tab/window**: defaults to open in new window (our recommendation). Uncheck this box to open in the same window.
- **Preview:** will display button or text link you have created, and you can click on it to see that it works.
- Cancel: information will not be saved.

Available Selections

If the button/quick link is for specific sections/sub-sections, you can now choose the appropriate ones. By default, a list of all sections/sub-sections appears or you can select a specific section by using the drop-down listing.



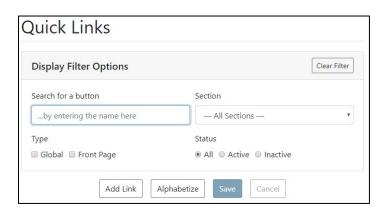
- 1. To assign the button/quick link to one section, select the box next to the section.
- 2. To assign the button/quick link to multiple sections or sub-sections, select the box next to each section you wish.
- 3. To choose all sub-sections within a section or to select many consecutive sections/sub-sections, check the first selection and use Shift/Click to select the last selection.
- 4. Select Save.

View Button / Quick Links

You can reorder, change, delete or deactivate a button/quick link once it is on your SOCS site. To reorder buttons or quick links on your SOCS site, select **Reorder** and drag your button/quick link to its desired location in the list. To edit a button/quick link, either select a section/sub-section from the drop-down box, or search for a button/quick link by name. Select **Edit** to make any changes. You can also select the **Delete** icon or unselect the **Active** box to deactivate a button/quick link.

You can alphabetize the buttons/quick links within a particular section/sub-section or within all sections. By default, a list of all buttons/quick links on your SOCS site will appear, or you can choose a specific section/sub-section by using the drop-down listing to display all buttons located within that section/sub-section. To alphabetize your buttons/quick links, select **Alphabetize**. Your buttons/quick links will now appear in alphabetical order. If you would like your buttons/quick links to appear in this order on your SOCS site, select **Save** when you are finished.

You can use the search feature to change/update the file to which the button/quick link links (for instance, the weekly or monthly menu file). Search for the appropriate button/quick link by the button/quick link name, section/sub-section, type (global/front page) or status (all/active/inactive). Once the desired button/quick link is located, select **Edit**. On the Edit Quick Link screen, choose **Browse** to select the new file. Select **Save** when you are finished.



Found: 10 buttons

