

## Buttons Guide Table of Contents

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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:
  - Global: appear on front page and all sections/sub-sections.
  - Regular: appear only on the designated section/sub-sections.
- Style of buttons/quick links:
  - Default: button/link with specific name (color is coordinated with your site color scheme).
  - Custom: graphic you create.
  - 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.

### Add Quick Link

Name

Quick Link Name

Target URL

Quick Link URL

Title

Quick Link Title

Attach File (128M file size limit)

Upload File

Browse

Graphic

-- None --

Type: ☐ Global      Status: ☒ Active      ☒ Open in a new tab/window

Quick Link Preview

Preview    Save    Cancel

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

Graphic

-- Custom --

Custom Graphic (20MB file size limit)

Upload Image Browse

Custom Graphic Filename

- **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.

Quick Link Assignment

Section Filter

— All Sections —

Check the box next to a section to assign the quick link to that section.

Assign	Section Name (1st-level 2nd-level>>3rd-level)
<input type="checkbox"/>	Front Page (Home)
<input type="checkbox"/>	Central Elementary
<input type="checkbox"/>	Central Elementary North Platte UG
<input type="checkbox"/>	Demos
<input type="checkbox"/>	Demos Secondary Schools
<input type="checkbox"/>	Demos Secondary Schools>>Cheese, Susie
<input type="checkbox"/>	Demos Secondary Schools>>Faculty Pages
<input type="checkbox"/>	Demos Secondary Schools>>North Intermediate

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.

The screenshot shows the 'Quick Links' management interface. It features a 'Display Filter Options' section with a 'Clear Filter' button. Below this, there are search and filter controls: a text input for 'Search for a button' (placeholder: '...by entering the name here'), a dropdown for 'Section' (current value: '— All Sections —'), radio buttons for 'Type' (Global, Front Page), and radio buttons for 'Status' (All, Active, Inactive). At the bottom, there are buttons for 'Add Link', 'Alphabetize', 'Save', and 'Cancel'.

**Found:** 10 buttons

**Type:** **G** Global **F** Front Page (Blank) Section

Reorder	Edit	Delete	Active	Type	Name	Display Preview
			<input checked="" type="checkbox"/>	<b>F</b>	Button	Button
			<input checked="" type="checkbox"/>	<b>G</b>	Google	Google
			<input type="checkbox"/>		North Intermediate Calendar	North Intermediate Calendar