

# Creating Buttons as Links/Hyperlinks

Last updated 8/26/19

# What component should I use?



Text Window component!



Keep your buttons in a separate text window component than your text.

General Settings Window #1 Content Move Content Move Page

View Page Delete Page Copy Page Add Window WAVE Page

## Window 1 Content

Delete Window

Add Page Component

Text Window

buttons

☐ Cannot be deleted

12 columns (12/12)

Edit Delete

# Types of “Buttons”

## Images

Training Resources:

---



CMS Website



eSVShare App



Instant Connect

## Bar (table)



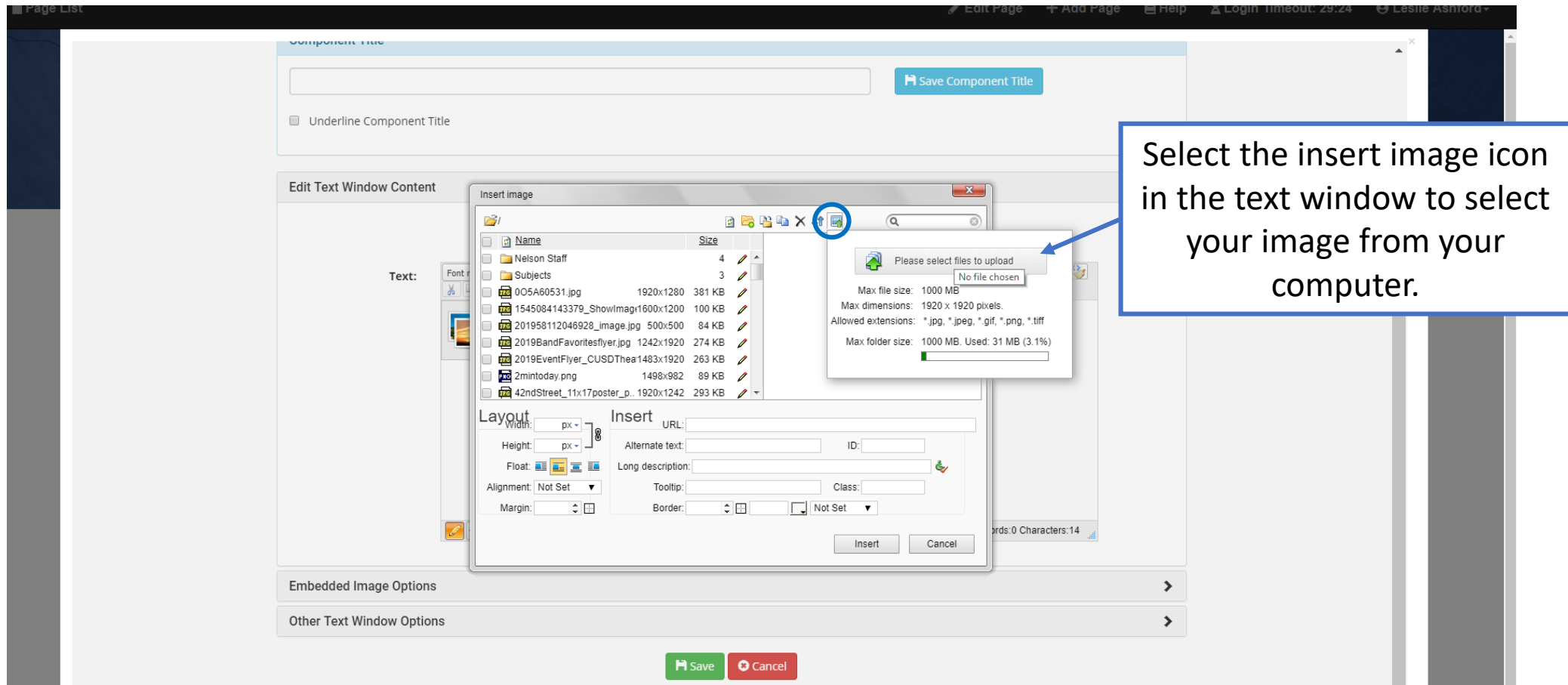
Check out the August 2019 issue of CUSD Today where you'll find stories about the start of school.

Have a story or something happening at your school or around the district? [Submit a story!](#)

[CUSD Today page >>](#)

# Image Buttons

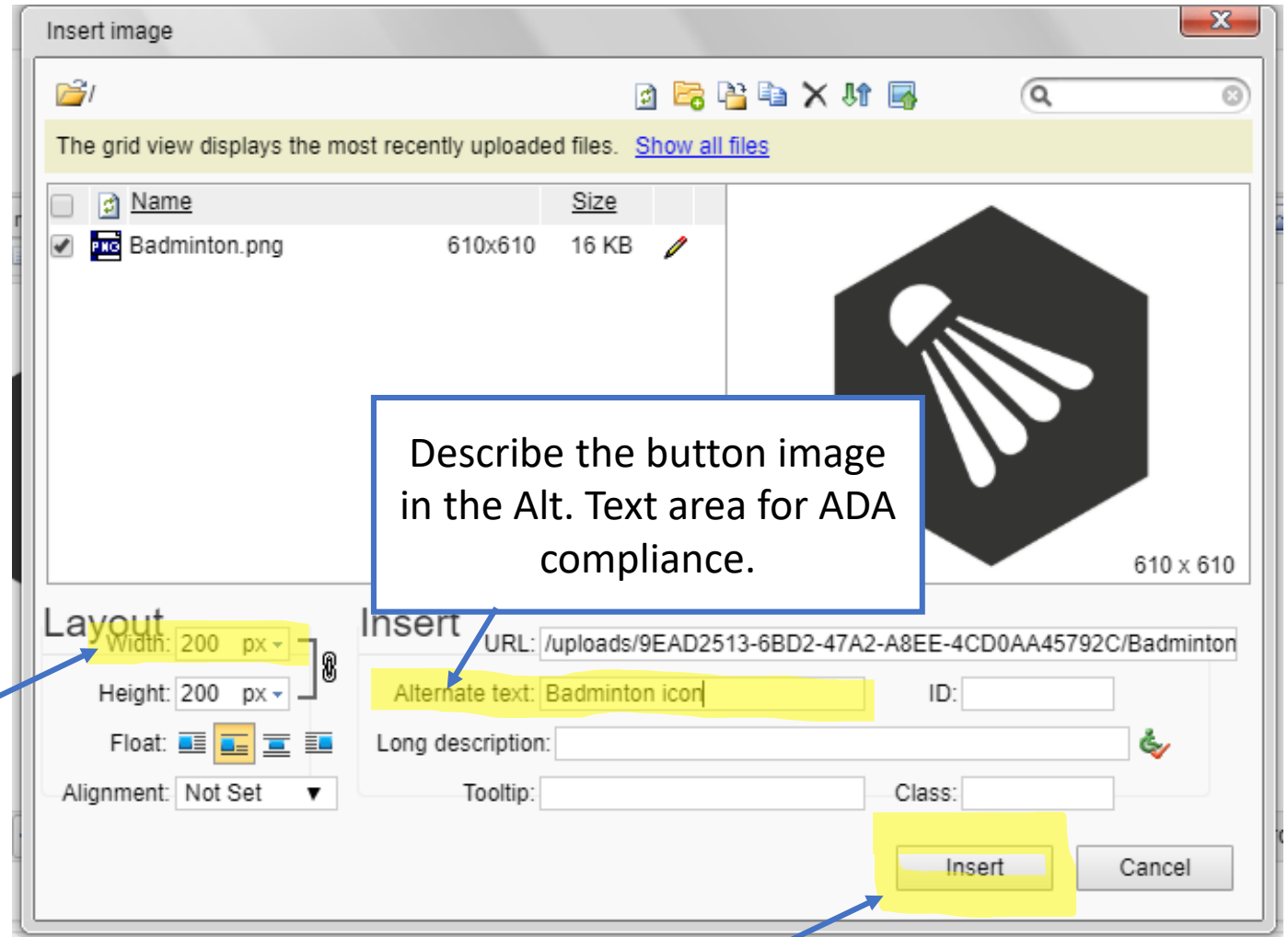
- Have your image (jpg) saved on your computer



# Button Dimensions

Change the Width (the Height will auto adjust)

- 100 – 200 px = thumbnail button size
- 400 px = about half the webpage width
- 600-800 = about full page width



# Linking Your Button

Click the Link chain icon to hyperlink your image. *Click the actual link, not arrow.*

Select your image.  
You will know it has been selected when an orange box is around the image.

Paste the URL link of the page or website you want your button to lead to.

Link

Link Common Styles

URL: <https://www.cusd.com> Browse...

Type: [https://](#) Target: New window

ID: Class:

Access Key: Tab Index:

Cursor: Not Set Color:

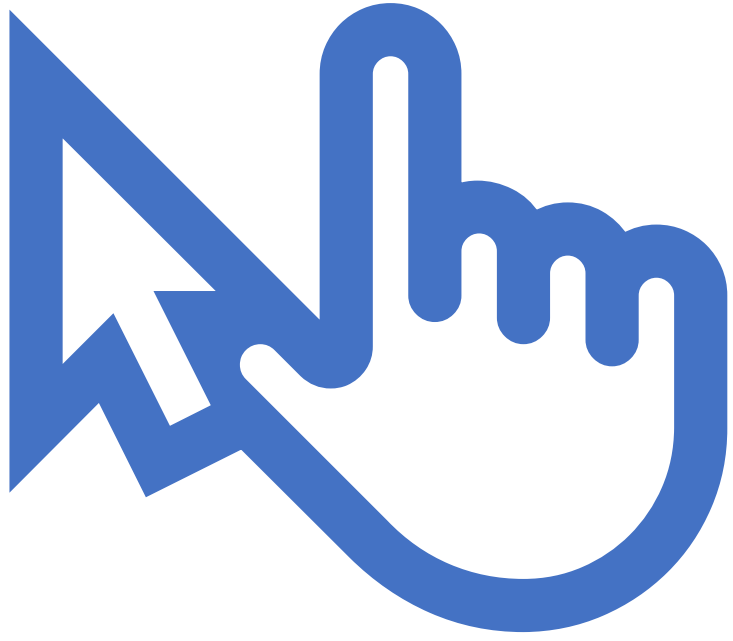
Link Text: LEAVE BLANK

Tooltip:

Select a named anchor in the current page

OK Cancel

Change ONLY if users will leave your website altogether. Otherwise, leave as is.

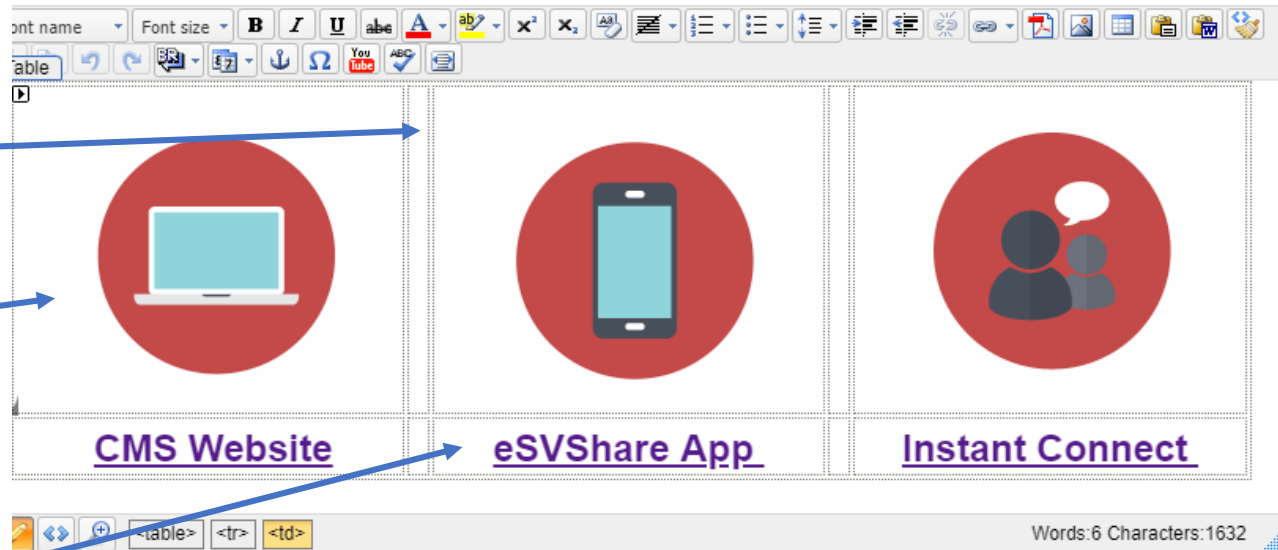


# Now your button is linked!

To edit the link, simply click the image once to get the orange box and click the link icon again.

## To place your image buttons on a grid (ex: 3 buttons side by side)

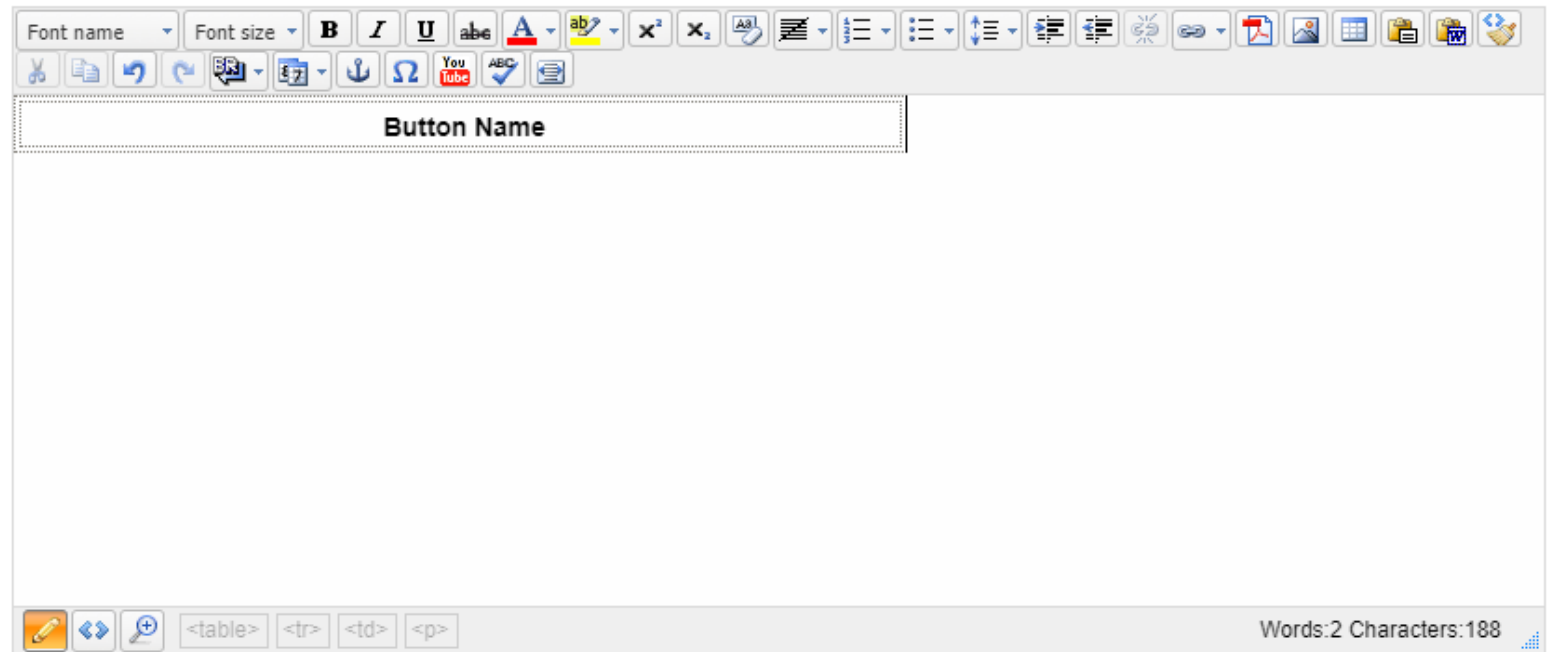
- In your text window component, insert a table.
- To place 3 side by side, add 5 columns so that there is one column in between each image.
- Insert your image using the image icon in the text window to place the image inside the table.
- Link each image to make it a button.
- If the button would also benefit from having words, add them in a row below and hyperlink them as well.





# To create a “bar” button:

- Insert a table with only 1 row/column
- Type the text you want displayed
- Center the text, make it bold, enlarge the font size, etc.



# To create a “bar” button:

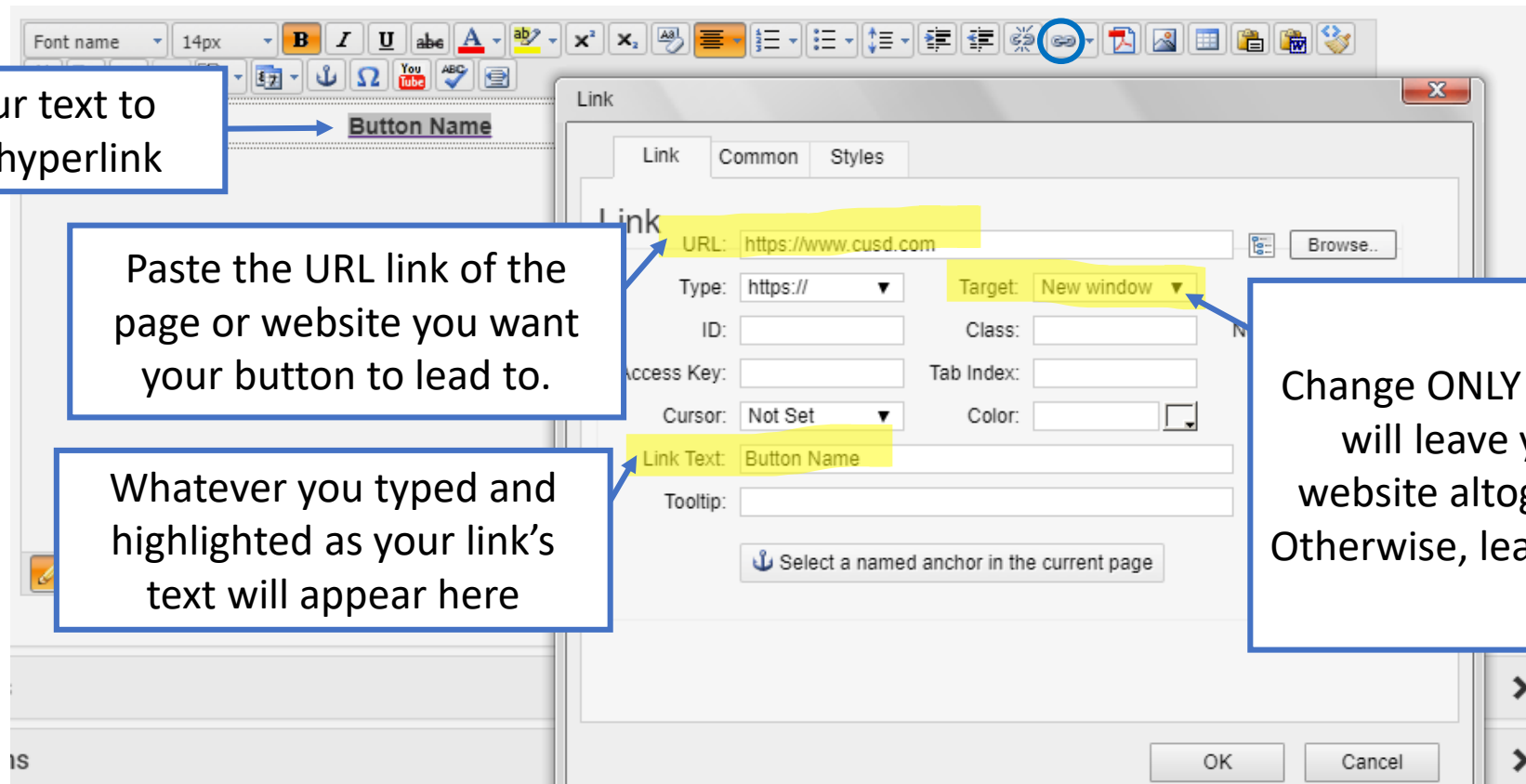
Click the Link chain icon to hyperlink your image. *Click the actual link, not arrow.*

Highlight your text to become the hyperlink

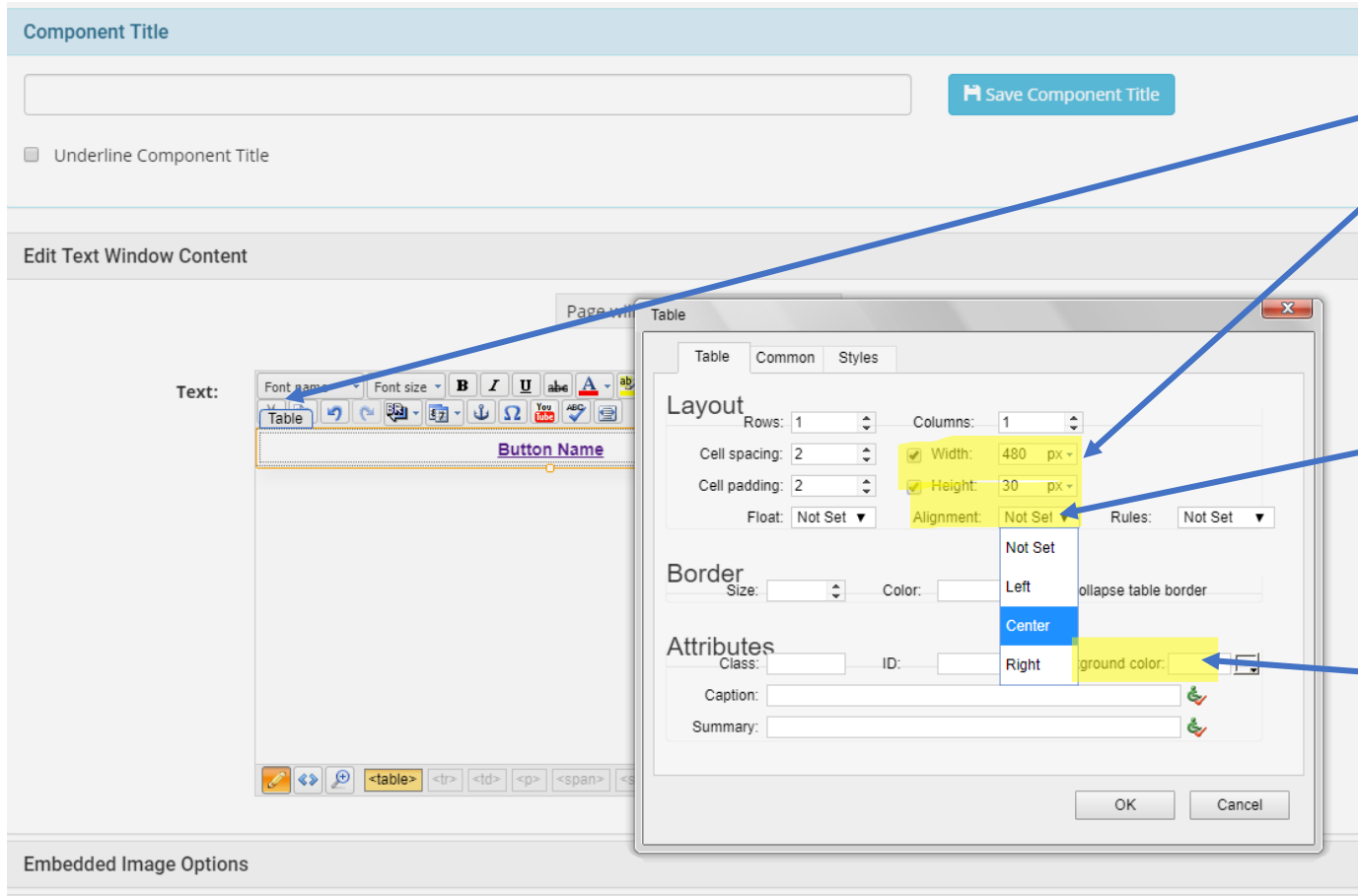
Paste the URL link of the page or website you want your button to lead to.

Whatever you typed and highlighted as your link's text will appear here

Change ONLY if users will leave your website altogether. Otherwise, leave as is.



# Edit the table's appearance



- Double click the “Table” Tab
- Change the height to the px of your choosing (around 30-50 px)
- Change the width if necessary (how long your bar will extend across the page’s width; remember, a full webpage = 800px)
- To center the bar on the webpage, change the Alignment.
- To change the color of the bar, change the background color.
- \*\*\* Hyperlinks are changed to Blue Text. Make sure your link text is visible against your bar color or change your text color to white.