

## Buttons

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

- Buttons is an access privilege that can be assigned to any user by the manager
- There is no limit to the number of buttons you can put on the front page or any section, but you should be sensitive to the visual and usability aspect. You want to avoid a cluttered site which can be confusing and require excess scrolling
- Types of buttons:
  - Global – appear on front page and all sections/sub-sections
  - Regular – appear only on the designated section/sub-sections
- Style of buttons:
  - Default – button with specific name (color is coordinated with your site color scheme)
  - Custom – graphic you create

### To add a Button:

- Select “Buttons” from the left-hand side of the Central Services page
- Select “Add Button”
- Fill in the appropriate fields on the Add Button screen

**Add Button**

<b>Name:</b>	<input type="text" value="Activities"/>
<b>Priority:</b>	<input type="text" value="100"/>
<b>Type:</b>	<input type="checkbox"/> Global
<b>Availability:</b>	<input checked="" type="checkbox"/> Active
<b>Target URL:</b>	<input type="text" value="http://www.activities.com"/> ?
<b>Attach File:</b>	<input type="text"/> <input type="button" value="Browse..."/> ?
<b>Target Window:</b>	<input checked="" type="checkbox"/> Open in a new browser window
<b>Title:</b>	<input type="text" value="More Testing"/> ?
<b>Graphic:</b>	-- Default --

- Name – wording that will appear on the button
- Priority – buttons appear alphabetically by button name if the priority is left at 100 (global and regular buttons are treated the same—global buttons do not have higher priority). To specify button order, prioritize all of your buttons in the order you want them to appear. Use increments of 100 (using these increments will allow you to insert other buttons in the future without having to re-prioritize the buttons) with 100 being the highest priority
- Type – choose “Global” if the button is to appear on the front page and all sections/sub-sections. If adding a button for a specific section/sub-section, you will choose the appropriate one/ones on the screen below
- Availability - defaults to “Active” so button will appear. Uncheck this box to have the button available for future use
- Target URL – this can be the full path (<http://www.fes.org>) or a relative path (/vcalendar)
- Attach file – click on “Browse” to locate the file you want to attach to the button. Double click on the file name to attach it. The file name will appear in the Attach File window
- Target Window – defaults to open in new window (our recommendation). Uncheck this box to open in the same window
- Title – text that displays when you hover over the button (optional)
- Graphic – choose “None” to display a text link, choose “Default” to display the SOCS default button 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

- 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
- Save – click “Save” to activate a global/active button.
- If the button is for specific sections/sub-sections, you can now choose the appropriate ones

## Available Selections

- By default, a list of all sections/sub-sections appears

**Available Sections**

Select which sections to view: -- All Sections --

Check the box next to a section to assign the button to that section. ?

Assign	Section->Subsection: Sub-Subsection
<input type="checkbox"/>	Front Page
<input type="checkbox"/>	Alumni
<input type="checkbox"/>	Alumni: Alumni Foundation
<input type="checkbox"/>	Athletics
<input type="checkbox"/>	Athletics: High School
<input type="checkbox"/>	Athletics: Middle School
<input type="checkbox"/>	Community
<input type="checkbox"/>	Counselor's Corner
<input type="checkbox"/>	Counselor's Corner: College Prep

- Or you can select a specific section by using the drop-down listing

**Available Sections**

Select which sections to view: Athletics

Check the box next to a section to assign the button to that section. ?

Assign	Section->Subsection: Sub-Subsection
<input type="checkbox"/>	Athletics
<input type="checkbox"/>	Athletics: High School
<input type="checkbox"/>	Athletics: Middle School

Cancel Save

1. To assign the button to one section, check the box next to the section
2. To assign the button to multiple sections or sub-sections, use Control/Click to check as many boxes as 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 check the last selection
4. Click on "Save" to initiate the button

## View Button

You can change, delete or deactivate a button once it is on your SOCS site. To edit a button, either select a section/sub-section from the drop-down box, or search for a button by name. Click on “Edit” to make any changes or to deactivate a button.

You can also use the search feature to change/update the file to which the button links (for instance the weekly or monthly menu file). Search for the appropriate button, click on “Edit”. On the Edit Button screen, choose “Browse” to select the new file. Click on “Save Changes” when you are finished.

**Buttons**

**View Buttons**



Select which buttons to view:  
Athletics

Limit view by searching for button name:  
Search names by keyword(s):

**View/Search Results**

Found: 1 button displayed below.

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

Edit	Priority	Delete	Active	Type	Name	Display
	<input type="text" value="100"/>		<input checked="" type="checkbox"/>		Handbook	<input type="button" value="Handbook"/>