



CREATING

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CLICKABLE BUTTONS

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with eSchoolView

WHAT IS A  
BUTTON?



# WHAT IS A BUTTON?

- Clickable icons that take users to another page
- Can be **images** or a **bar with text**
- Should represent the content of the page to which you are linking
- Added in a separate Text Window Component



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

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# HOW TO CREATE AN IMAGE BUTTON



1. Have the image you want to use as a button saved on your computer as a JPG.

a. Make sure image represents the page to which you are taking users.

b. Consider using Canva to create custom buttons.

2. In the Text Window where you want to add the button, click the image icon and click in the "Drop Image" box.

a. If you are adding multiple icons, use a table to evenly display buttons.

3. Select the image for your button.

4. The image will appear in the Text Window.

The image is a composite of three screenshots illustrating the process of adding a button to a text window.   
1. The top screenshot shows a Windows File Explorer window titled "Edit Text Window Content" with the "Open" dialog box open. The "resources" folder is selected, and the file "cw - smartphone apps" is highlighted. A red circle with the number "2" is around the file icon.   
2. The middle screenshot shows the "Text Window" editor interface. A "Drop image (or click)" box is highlighted with a red circle and the number "2". A red circle with the number "3" is around the "Image" icon in the toolbar.   
3. The bottom screenshot shows the final layout of three buttons in a table: "CMS Website" (with a laptop icon), "eSVShare App" (with a smartphone icon), and "Instant Connect" (with a group of people icon). A red circle with the number "4" is around the "CMS Website" button.   
The text window interface includes a "TW Title:" field, a "Text:" field, and a character count of "Characters : 64".

5. Click on image to bring up Image Edit menu.

6. Make **required** edits to image:

- a. **Edit link:** click pencil icon, enter URL that button should link to, click "Update"
- b. Check "Open in New Tab" box if URL takes user outside cusd.com or your school website
- c. **Add Alt. Text:** click text icon, add description of image, click "Update".

**Required for ADA compliance.**

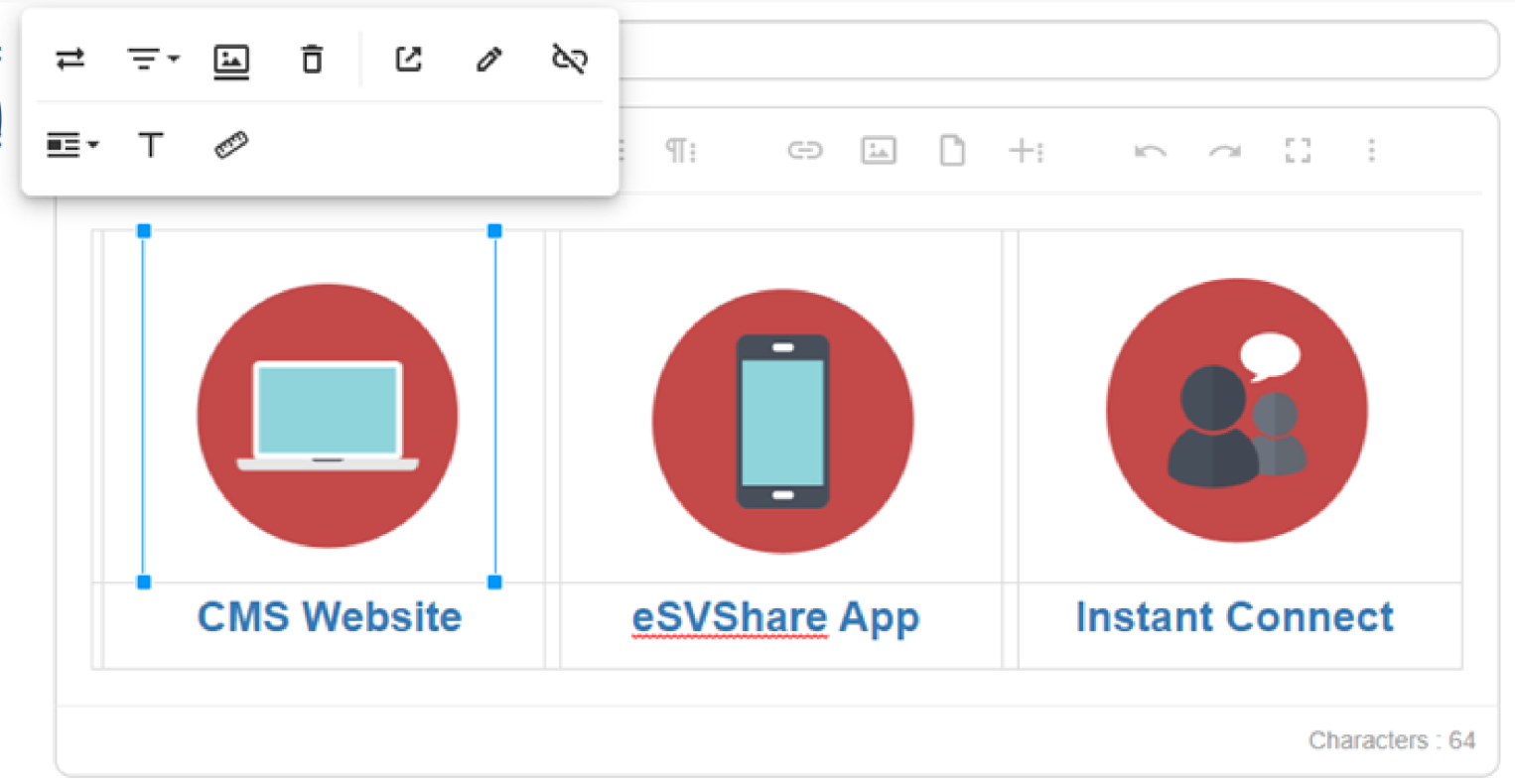
7. Make **optional** edits to image:

- a. **Adjust Size:** click ruler icon, adjust size as you wish (keeping the ratio the same so the image doesn't distort). Click "Update".
- b. **Adjust Alignment:** click align icon, select left, middle or right align.

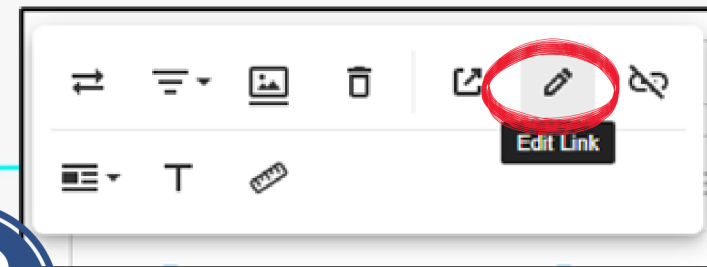
8. Repeat steps 5-7 for all buttons.

9. Click "Save".

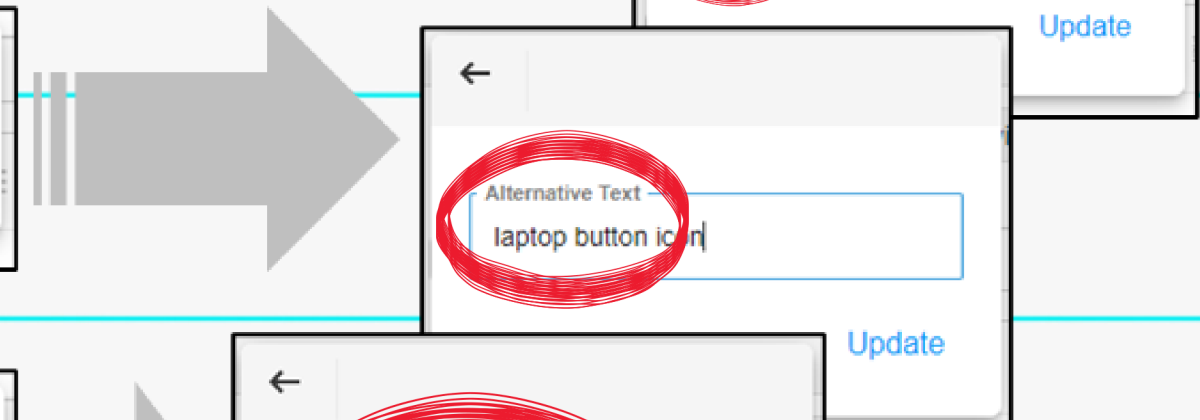
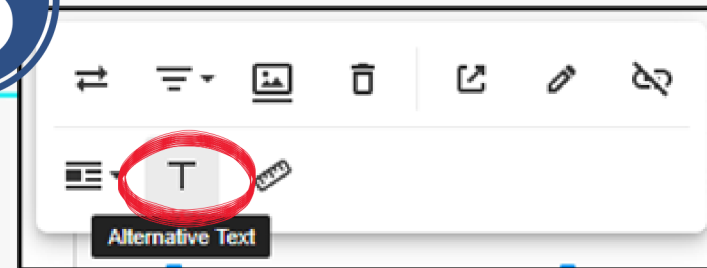
5



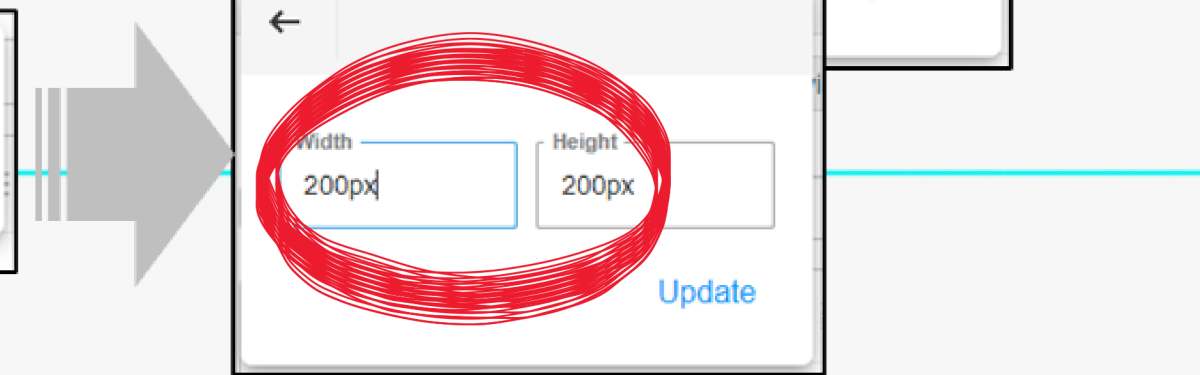
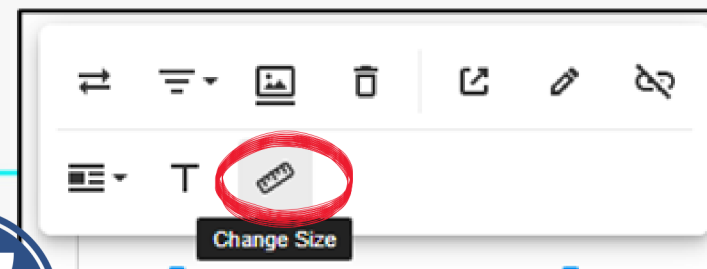
6



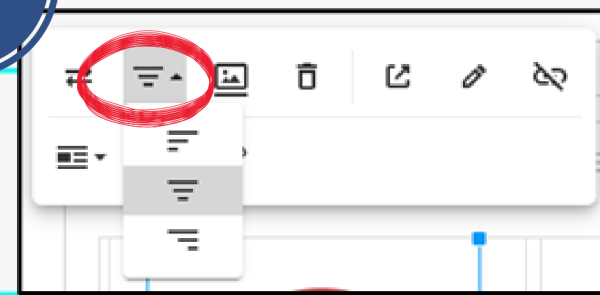
7



7

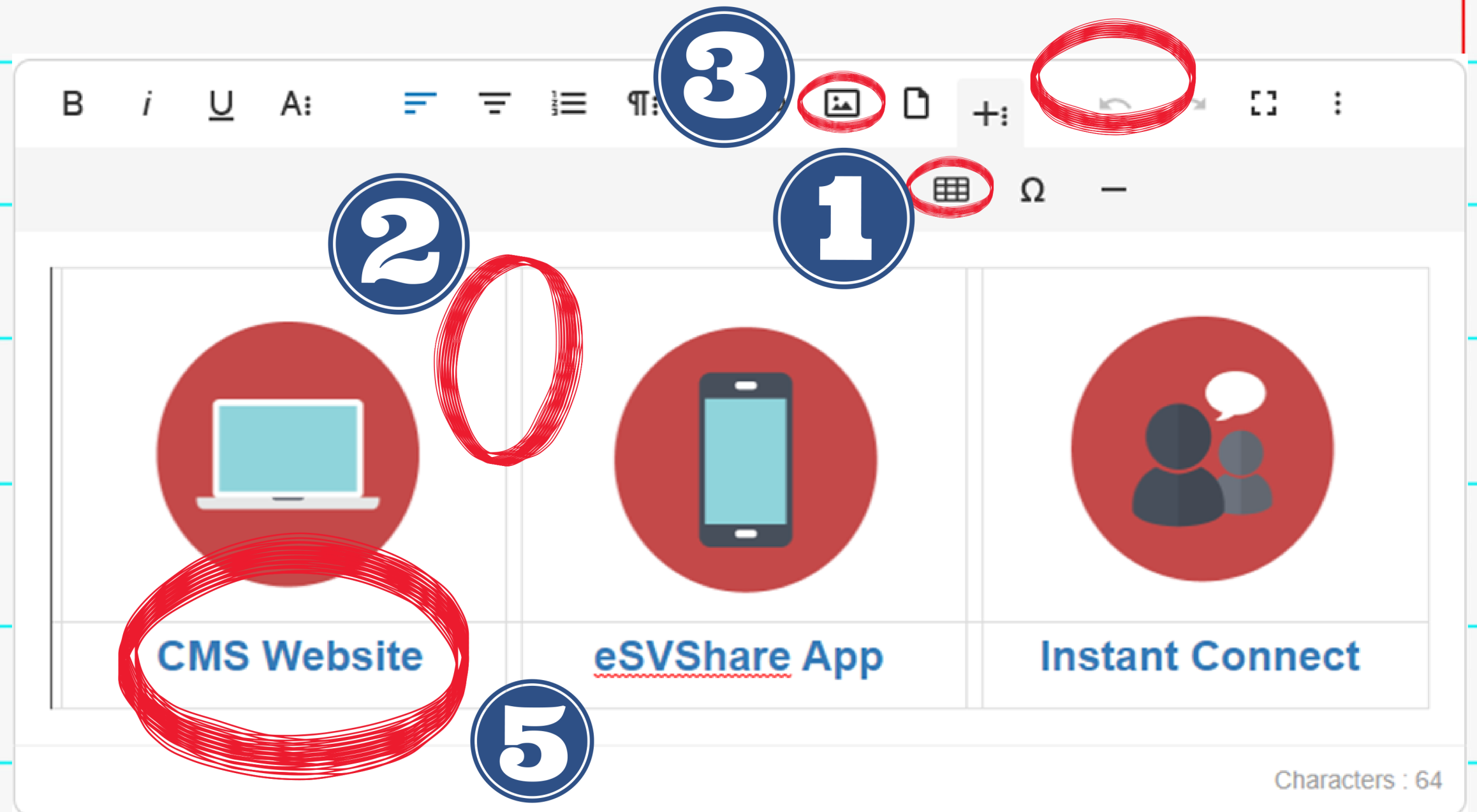


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## Placing Multiple Buttons Side-By-Side:

1. Insert a table.
2. For 3 buttons side-by-side, add 5 columns so there is a column between each image (for spacing)
  - a. Minimize width of separator columns
3. Insert your image using the image icon in the Text Window to place the image inside the table.
4. Link each image to make it a button.
5. If the button would also benefit from having words, add them in a row below and hyperlink them as well.

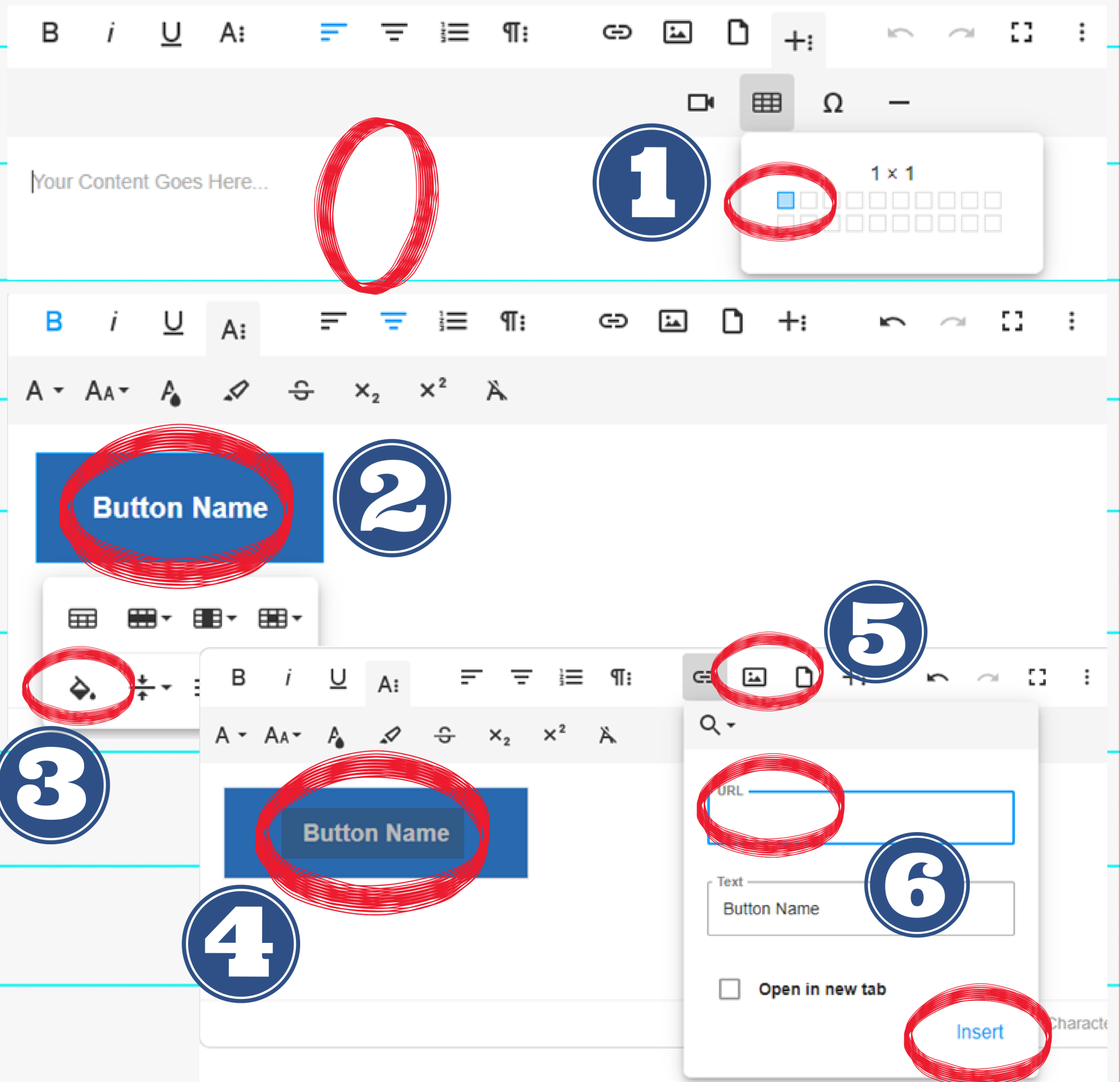


# HOW TO CREATE A BAR BUTTON





1. In a Text Window Component, insert a table with only 1 row/column.
2. Type the text you want displayed.
3. Format your button the way you want it.
  - a. Center text, make it bold, change color, etc.
  - b. Remember that hyperlinks will turn blue after being clicked, so make sure the cell color works with blue text.
4. Highlight your text within the table to hyperlink.
5. Click the link icon.
6. Enter the URL and click "Insert".
  - a. If users will go to a website outside of yours, check the "Open in New Tab" box.
7. Click "Save".



HAVE QUESTIONS?  
LET ME KNOW!



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