

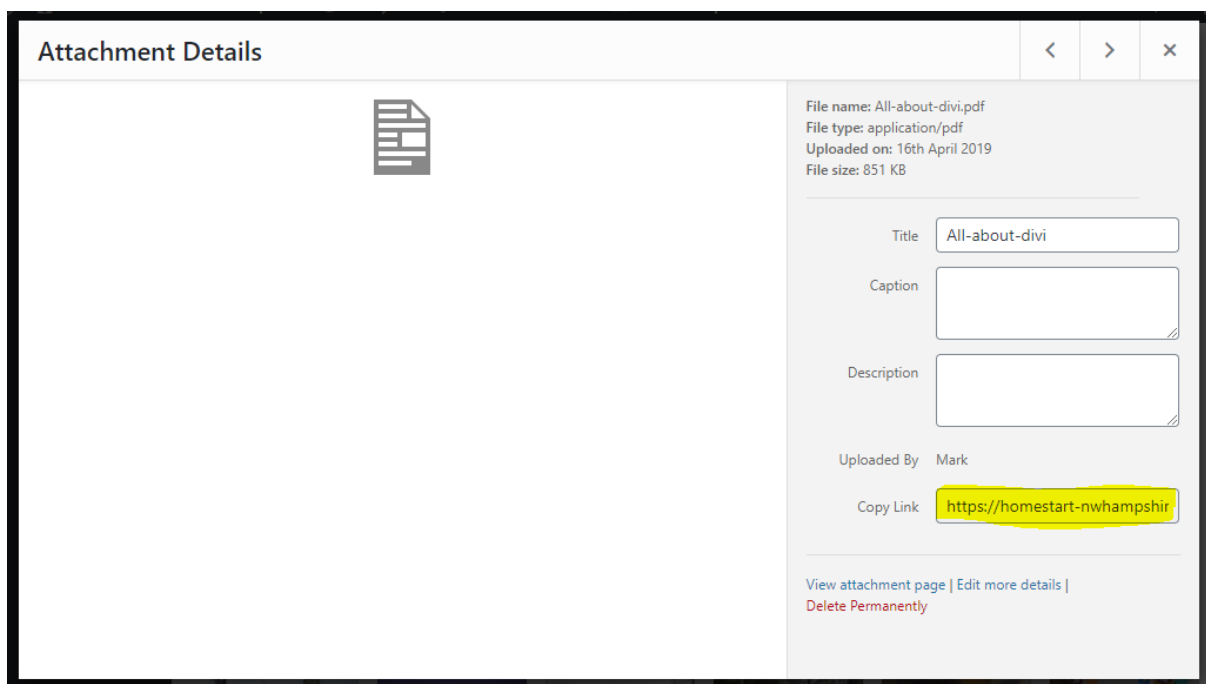
How to assign a document to a button

Before you start make sure you have your document to hand. If there is no reason why anyone would need to edit the document, save it locally with the original file in PDF format. If you do this and attach it to the website then anyone can read it and print it. If you save it as MS Word for example, the only people that can read it will be people with MS Word on their computers.

Log into your website

After you have logged in, copy the URL for your website and open a second browser window. This means you have two browser windows open at the same time on your website. Once the site loads navigate to the media library in this window. Go to Add Media and upload your document to the Media Library.

After it has loaded you need to copy the URL (web address) for the document. You can find that by clicking on the document thumbnail in the image library. It will open in a separate screen with more information present. Look for the address of the document. (see below)



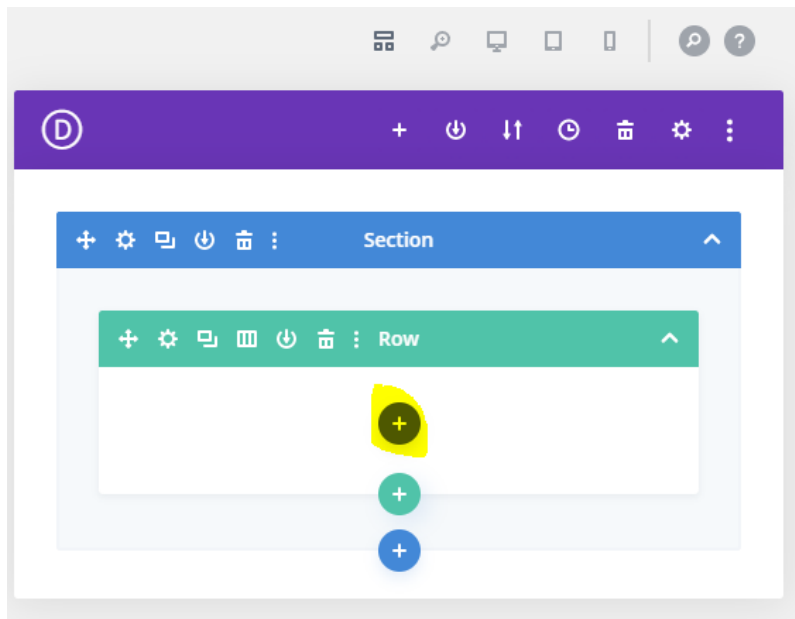
Carefully copy the whole URL from the highlighted section above.

This address points to where your document is stored.

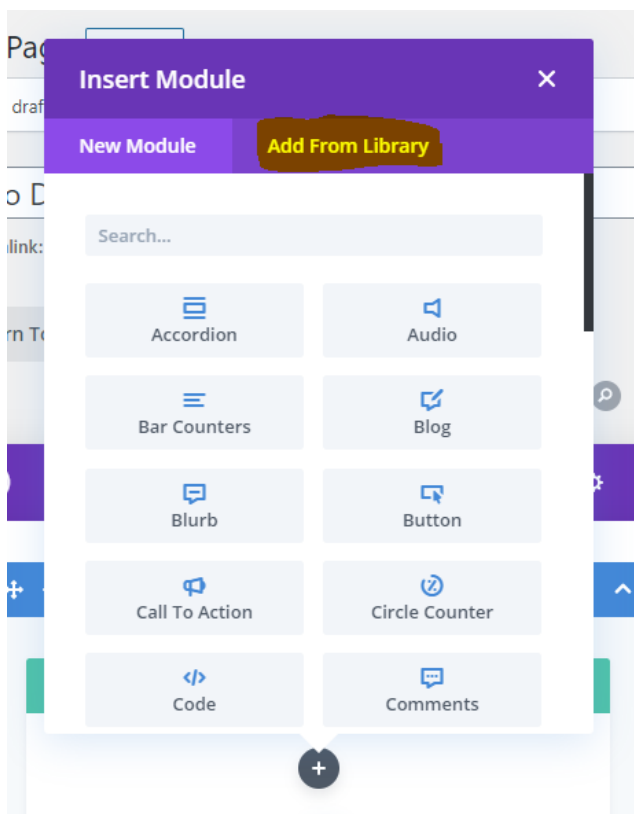
Next switch to the other browser window.

Use this window to navigate to the page where you want to add a button.

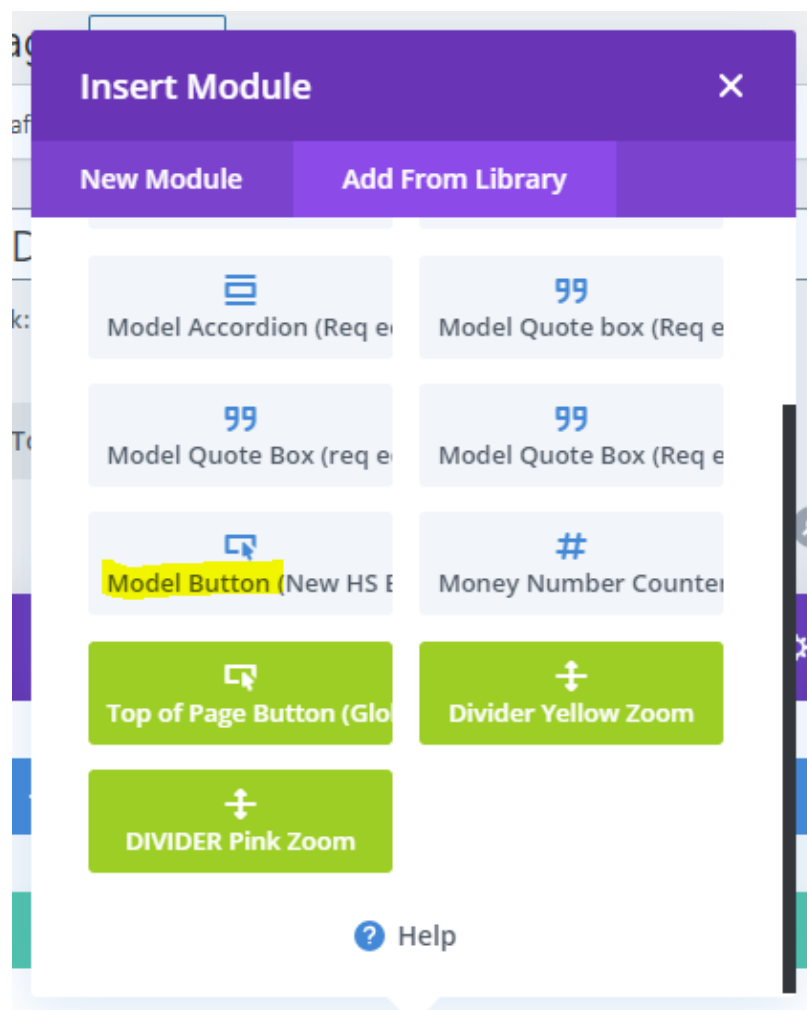
There are buttons in the library of your website which are pre-formatted. To use one locate where you want to insert one in an existing row. Then click on the black circle with a plus in it.



Then click on Insert module

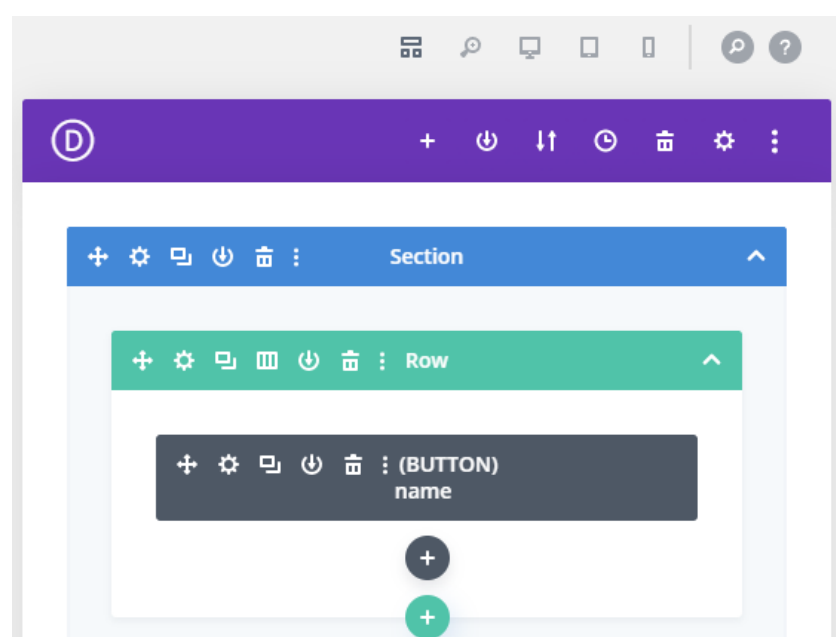


Now choose add from library



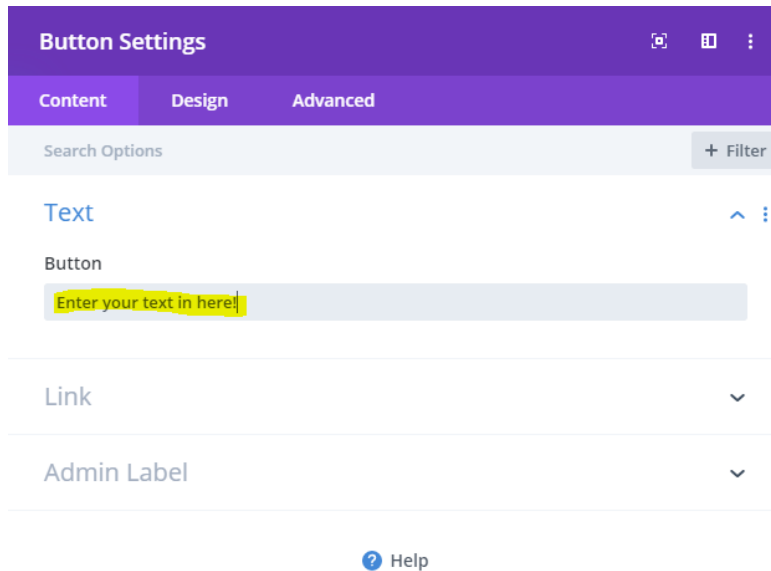
You will find many formatted elements in your website. What you are looking for is one called Model Button. This is a pre-formatted button in the same colour scheme as your website.

Click on it to insert it.



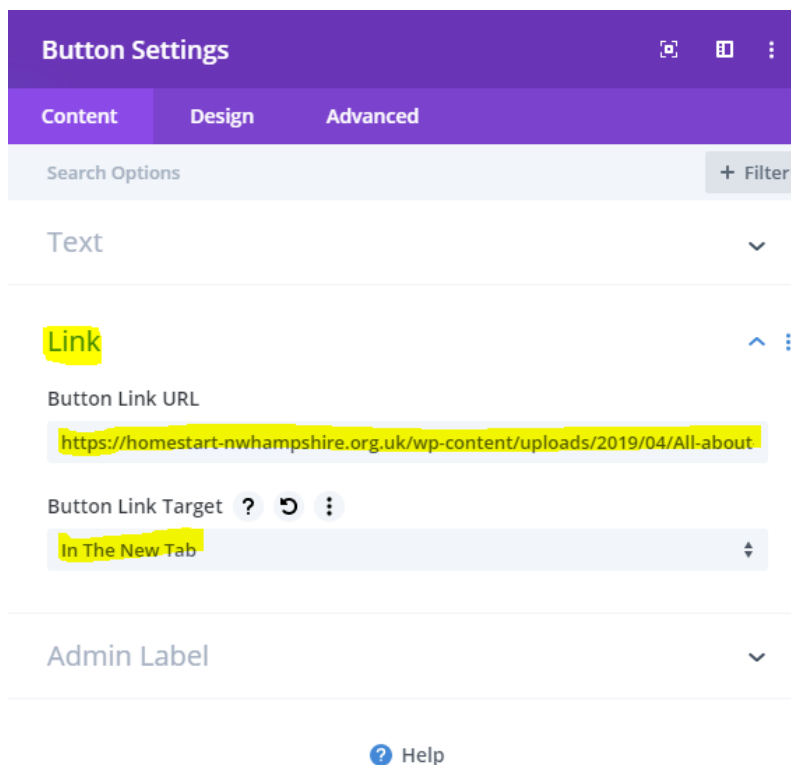
Next click on the Cog symbol on the Button to open the settings for it.

It will open with the Text for the Button open. Add your text into the space provided. This is the text the user sees on the button.



The screenshot shows the 'Button Settings' dialog with the 'Content' tab selected. The 'Text' field is highlighted with a yellow background and contains the placeholder text 'Enter your text in here'. Below the text field are 'Link' and 'Admin Label' sections, each with a dropdown arrow. A 'Search Options' bar and a '+ Filter' button are at the top. A 'Help' link is at the bottom.

Once you have added your text in, you now need to paste the URL of the destination document into the space for the LINK.



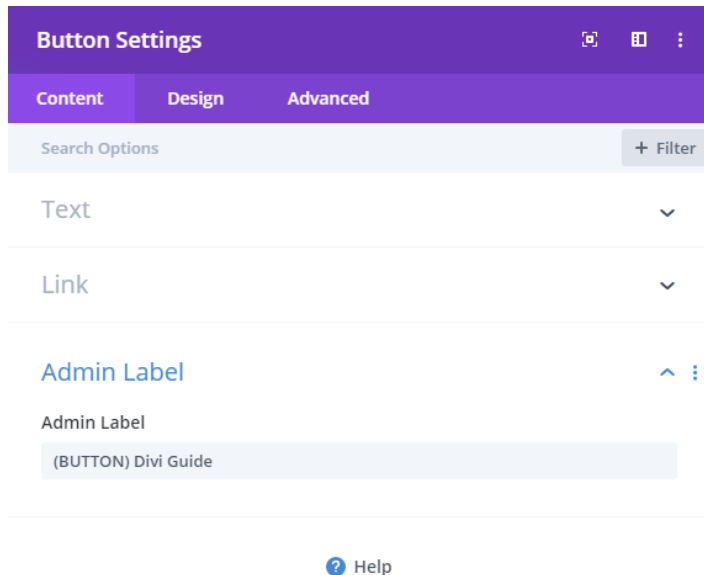
The screenshot shows the 'Button Settings' dialog with the 'Content' tab selected. The 'Link' field is highlighted with a yellow background and contains the URL 'https://homestart-nwhampshire.org.uk/wp-content/uploads/2019/04/All-about'. Below the link field is the 'Button Link Target' dropdown, which is also highlighted with a yellow background and set to 'In The New Tab'. The 'Text' field is now collapsed. The 'Admin Label' section is at the bottom. A 'Search Options' bar and a '+ Filter' button are at the top. A 'Help' link is at the bottom.

Paste the URL into the space for the Button Link URL

If you are going to connect the button to a PDF file choose the option for Button Link Target: In The New Tab.

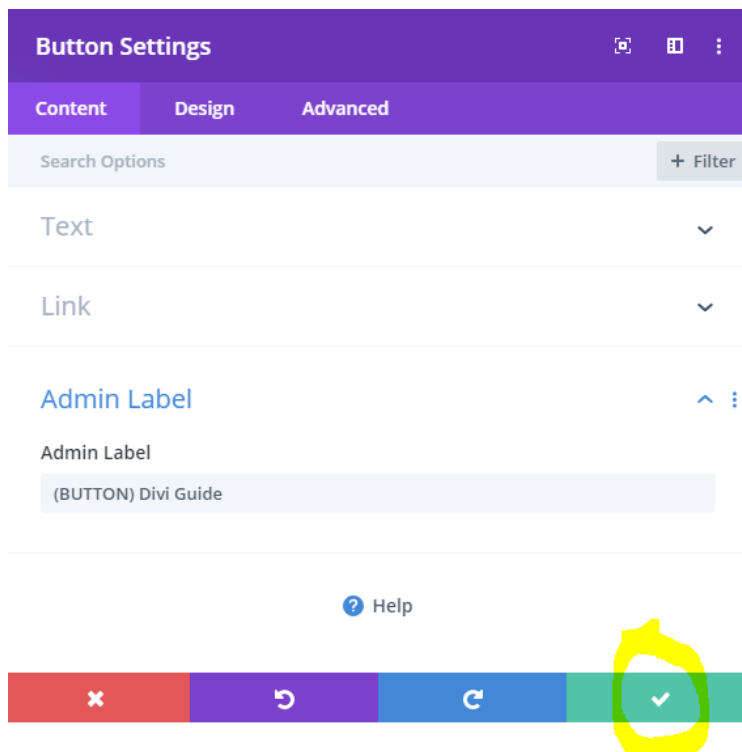
If your document is a Word or Excel document, you do not need to do that. Choose instead “In the same window” option. If does not matter if your forget to do that.

It is also advisable for future editing to copy the text you put in under TEXT at the top of the form (in my case it was Divi Guide. I will past that into the Admin label along with the text Button. This means I will be able to locate it in the future.



The screenshot shows the 'Button Settings' form with the 'Content' tab selected. The form has three tabs: 'Content', 'Design', and 'Advanced'. Below the tabs is a 'Search Options' section with a '+ Filter' button. The main content area has three sections: 'Text' with a dropdown arrow, 'Link' with a dropdown arrow, and 'Admin Label' with an expand/collapse arrow and a list icon. Under 'Admin Label', there is a text input field containing '(BUTTON) Divi Guide'. At the bottom of the form is a 'Help' link with a question mark icon.

Last thing you need to do is click on the turquoise tick at the bottom of the button settings form.



This screenshot is identical to the one above, showing the 'Button Settings' form with the 'Content' tab. At the bottom of the form, there is a horizontal bar with four colored buttons: a red button with a white 'x', a purple button with a white circular arrow, a blue button with a white circular arrow, and a green button with a white checkmark. The green button with the checkmark is circled in yellow.

Next Update or Publish your page. Finally check it, to make sure it does what it is supposed to do. If it does not go back and check the steps you took to locate and assign the document.