

# Add a button

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You can add a button link to:

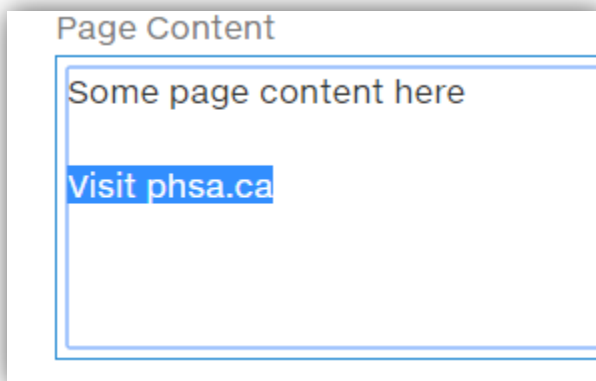
- an external website
- a document
- an internal page

**Note:** The process for adding a button styled as a link to an external website, a document or an internal page is slightly different. After step 4, skip to the instructions for the kind of link you want to add.

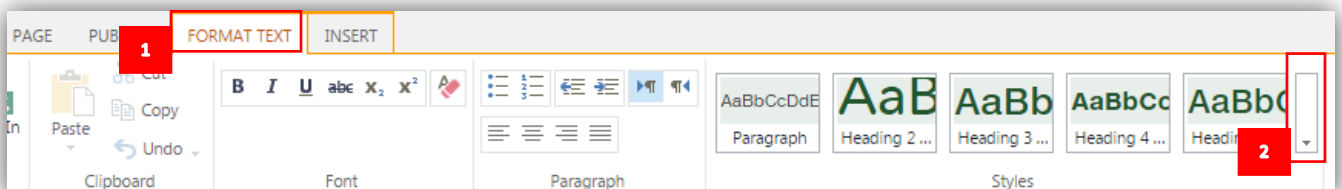
Instructions for changing a button link and removing a button link are at the end of this document.

## Apply button style

1. Position your cursor on the page where you want the button to be, type in the text that will be on the button and highlight it.



2. In the FORMAT TEXT tab on the ribbon, select the arrow in the Styles box to bring up the additional options.

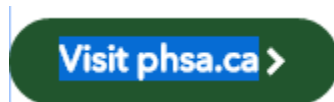


3. In the pop-up box you can select Button or Flat Button for your button style.



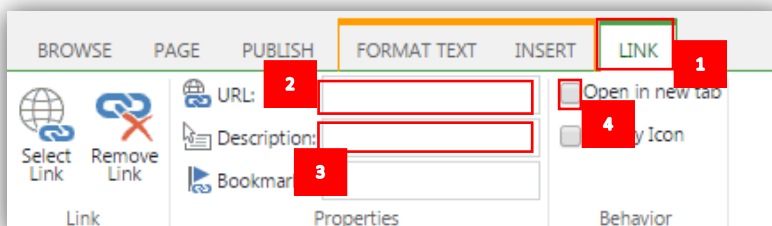
**Design tip:** Use the flat button for most things, particularly in the sidebar. Use the coloured button for big “call to action” items.

4. The button will be placed on your page with the text highlighted. The green Link tab will appear on the editing ribbon.



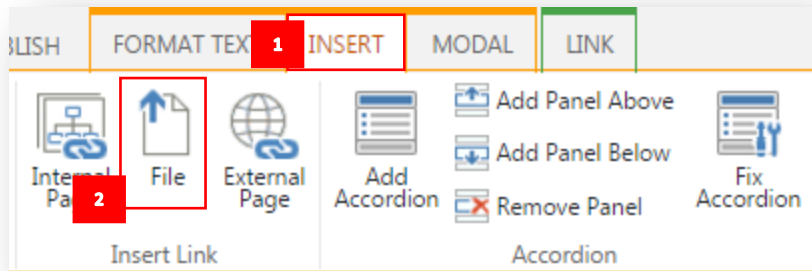
### Add an external link

5. Click the LINK tab.
6. URL – Type in the URL of the external link.
7. Description – Add a Description. This is very important for accessibility. The description is displayed when the link is hovered over and read out by text-to-speech software.
8. Check the Open in new tab box. This will ensure a new tab is opened and your page is not lost.

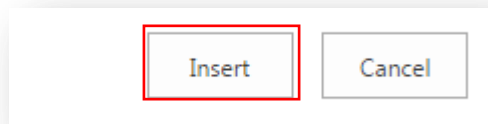


### Add a link to a document

5. Click the INSERT tab.
6. Select File. The documents library will appear.



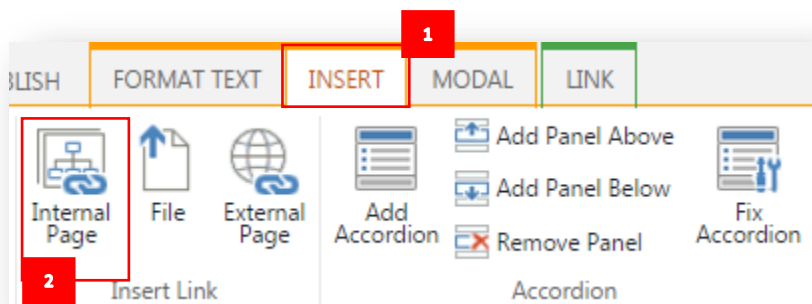
7. Find the file in the appropriate Documents library and click Insert. (If the document is not in the documents library, you will need to add it to the Sharepoint documents library. See **How-Tos: Documents.**)

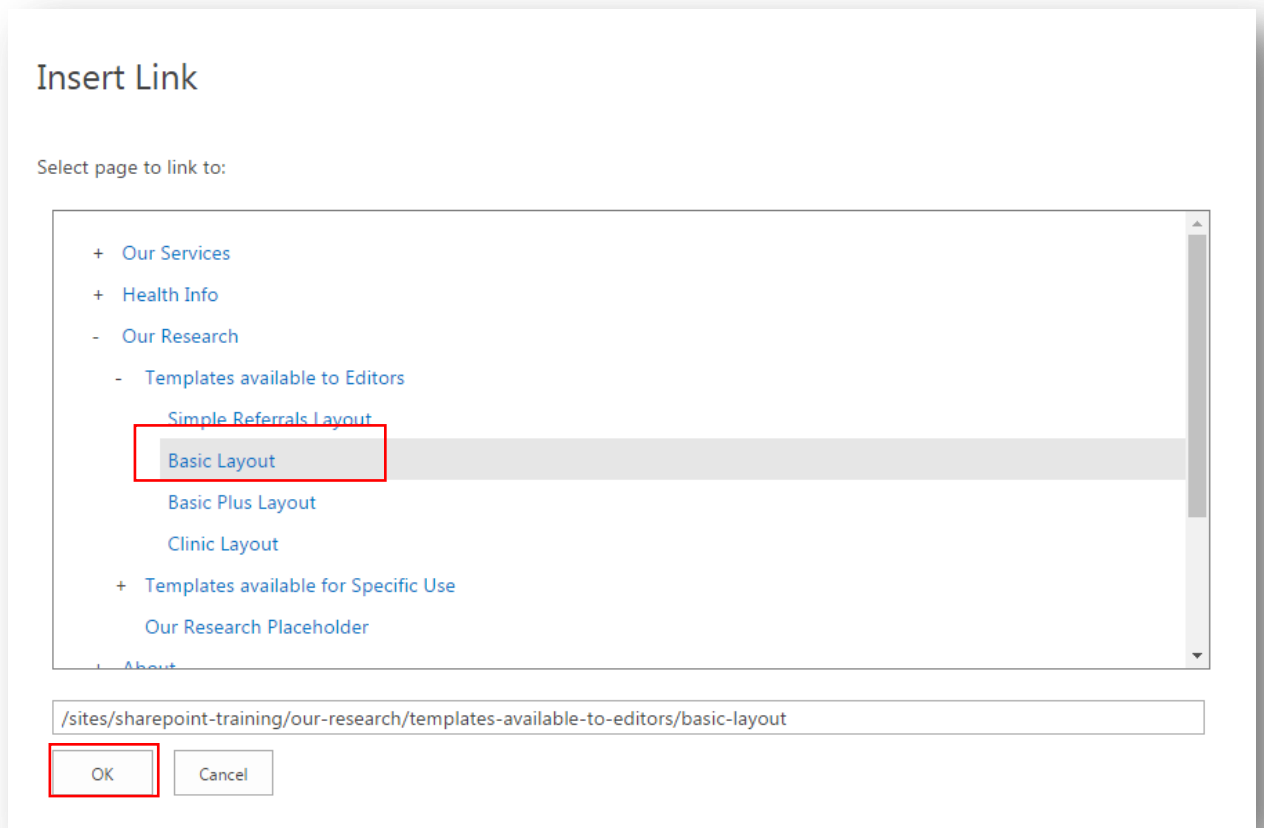


8. Click the LINK tab.
9. URL – The URL of the document will already appear in this field.
10. Description – Add a Description. This is very important for accessibility. The description is displayed when the link is hovered over and read out by text-to-speech software.
11. Check the Open in new tab box. This will ensure a new tab is opened and your page is not lost.

### Add a link to an internal page

5. Click the INSERT tab
6. Select Internal Page. The Insert Link box will appear.





7. Navigate to the page that you want to link to.
8. Click OK.

### Change a button

To change the link in a button, select the text of the button. The green Link tab will appear.

On the Link tab, click Remove link. The link will be removed but the button and text will remain. Insert a new link as desired.

### Remove a button

To remove a button, highlight the entire button and press delete.