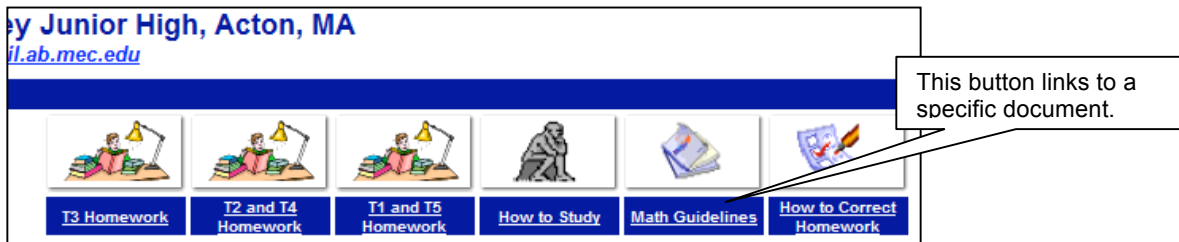




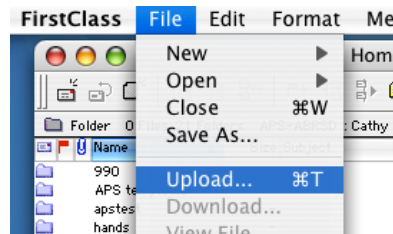
# Home Page Construction Kit (HCK3): Adding a Button That Links To A Document

When you add a button to your home page, visitors who click on the button can be directed to a document that you have copied into your Home Page or Web Publishing folder.

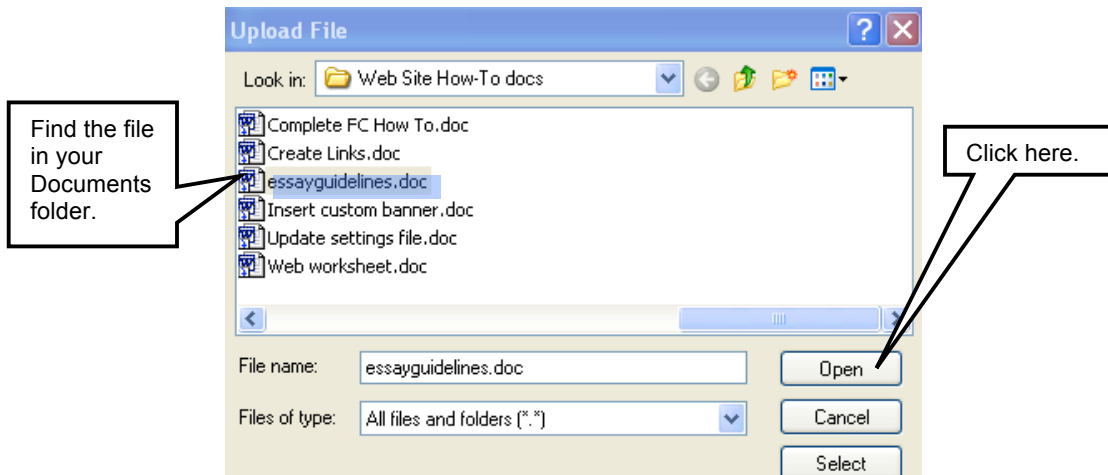


## Uploading To Your Home Page Folder

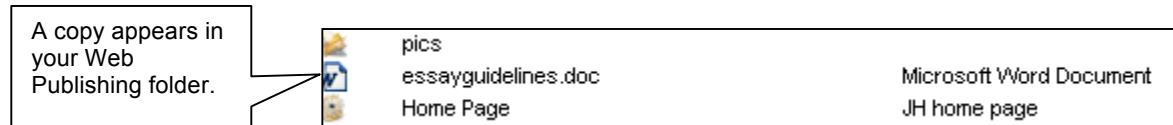
Open First Class and open your Home Page/Web Publishing folder.  
Go to File>Upload



Navigate to the document that you want visitors to access from your web site.  
Select the file and click Open.

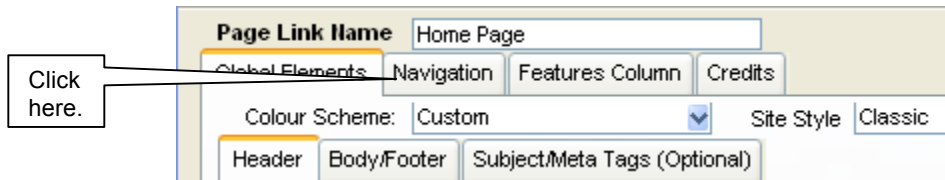


A copy of the document is uploaded into your Home Page/Web Publishing folder.

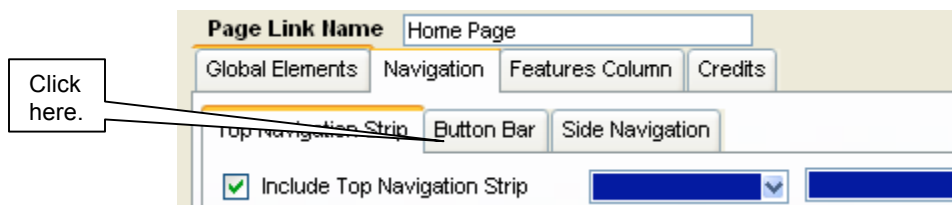


## Adding a Button to Your Home Page

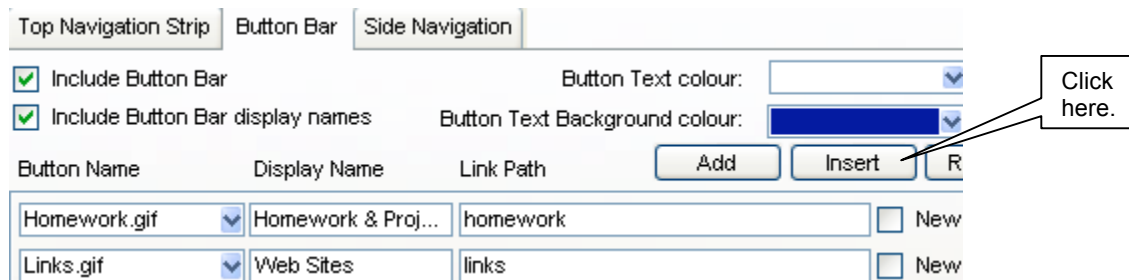
Open your Home Page document and click on the Navigation tab at the top.























Click on the Button Bar tab.



Click on the Insert button.



Use the list below to choose the name of the image that will appear on your button:

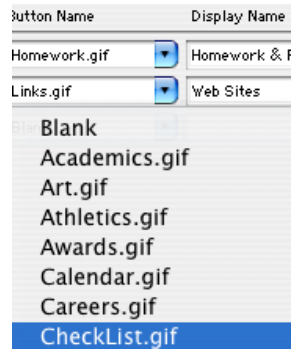
Academics.gif		Art.gif		Policies.gif		Projects.gif	
Athletics.gif		Awards.gif		Questions.gif		Recycle.gif	
Calendar.gif		Careers.gif		Registration.gif		Resources.gif	
CheckList.gif		Clubs.gif		School.gif		School2.gif	
Contacts.gif		CourseSelection.gif		Sciences.gif		SpecialEvent.gif	
Dates.gif		Drama.gif		Staff.gif		Students.gif	
Emergency.gif		Empty .gif		Supplies.gif		Teacher.gif	
FAQ.gif		FieldTrip.gif		UnderConstruction.gif		Volunteers.gif	
Fundraising.gif		Gallery.gif		Hours.gif		Ideas.gif	
Graduation.gif		Handbook.gif		Info.gif		Library.gif	
Handbook2.gif		History.gif		Links.gif		Location.gif	
Home.gif		Homework.gif		Mathematics.gif		Multiculturalism.gif	
Hours.gif		Ideas.gif		Music.gif		New.gif	
				<a href="#">News.gif</a>		News2.gif	
				Notices.gif		Parents.gif	

Click on the arrow in the Button Name column.

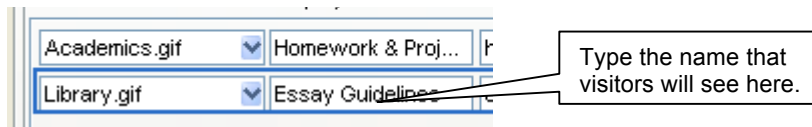
Button Name	Display Name	Li
Homework.gif	Homework & Proj...	h
Links.gif	Web Sites	m
Blank		

Click here.

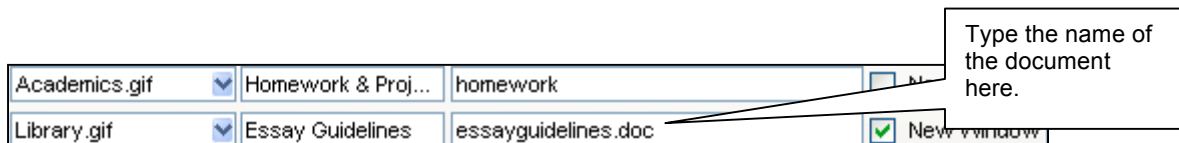
Click on the name of the image that you have chosen from the list above.



Click in the Display Name box and type the name as it will appear on the button. This is the name on the button that visitors will see when they visit your web site.



Click in the Link Path box and type the name of the document that this button will link to. It must match the name of the document **exactly**, including capital letter, spaces, etc. Be sure to add the file extension, i.e. .doc, .exe, .htm, etc.



Close your Home Page document (save changes if the question pops up).

Open your internet browser, Internet Explorer or Safari.  
Click on the new button.



A dialog box appears and directs visitors to click Open to view the document.

