

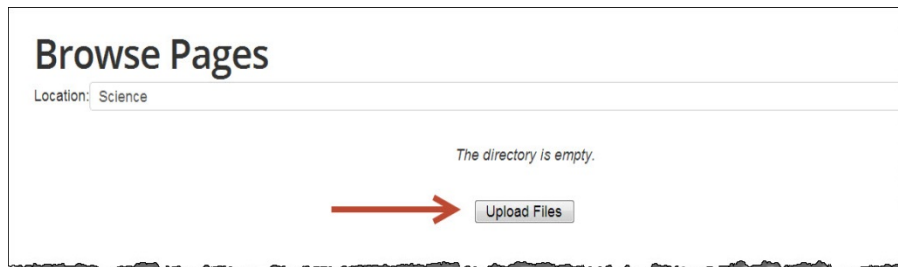
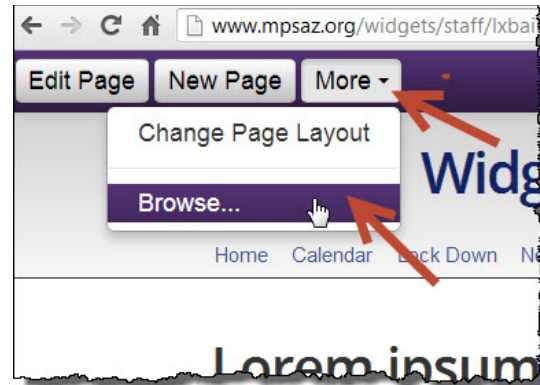
Create a Button on a Smart Page to Upload a Document



Upload Your Document to Architeck

Before you create the button, upload the document to your webpage in Architeck. Open Chrome or your web browser, navigate to your Smart Page in Architeck and log in.

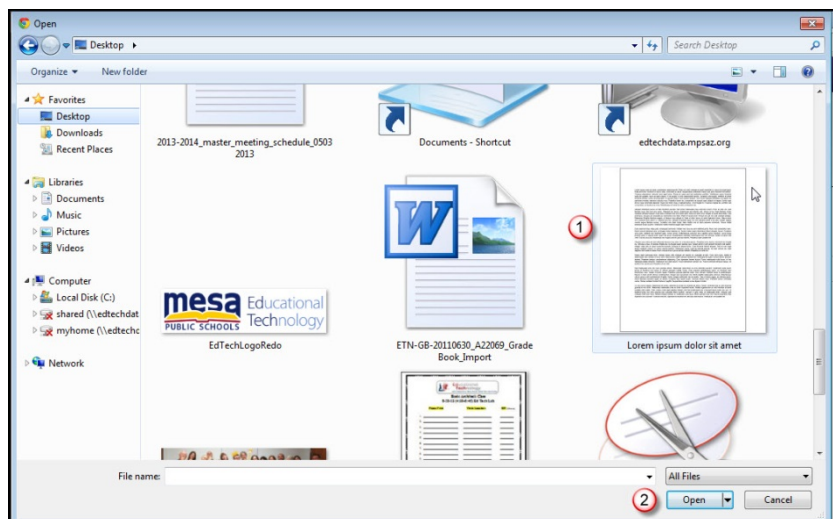
While viewing your Smart Page in Architeck, select “**More**” and then “**Browse**”.



Select “**Upload Files**”

Navigate to your document.

- (1) Click on your document.
- (2) Select “**Open**”.



The document now appears in the list.



Right-click on the title of the document.

Select **“Copy link address.”**

Select **“View Current Page”** to return to your Smart Page.

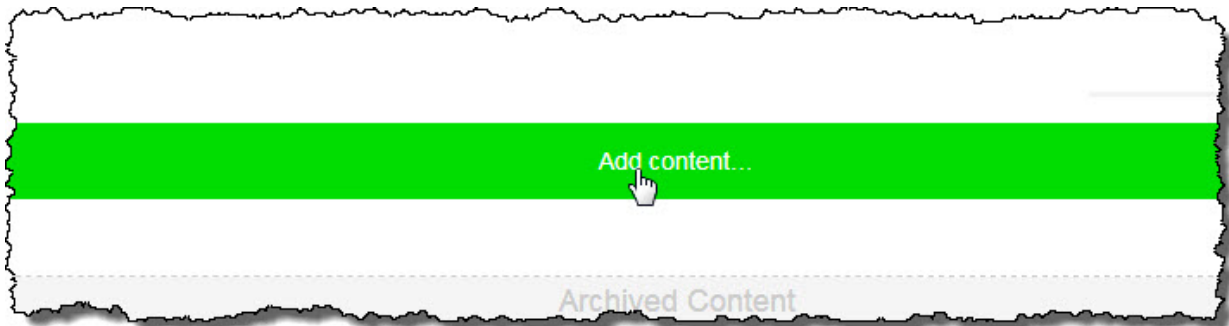


Creating Your Button to Link the Document

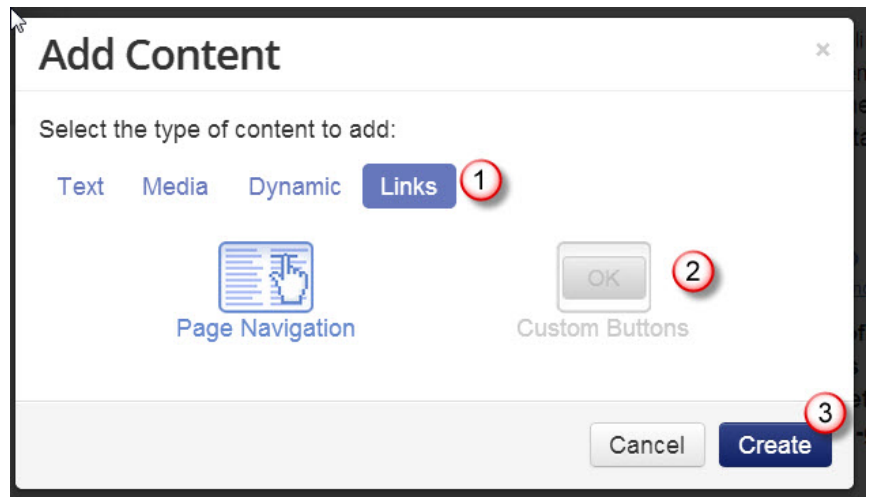


Select **“Edit Page”** from the Architeck toolbar at the top of the page.

Select an available **“Add content”** link.



- (1) Select **“Links”**
- (2) Select **“Custom Buttons”**
- (3) Select **“Create”**



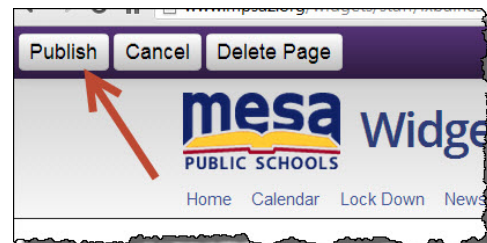
- (1) Select the Button Type
- (2) Type in the text that will appear on the button.
- (3) Paste the address (Ctrl + v) for the document you uploaded earlier.
- (4) Select “Update”.

The 'Edit Content' dialog box shows four tabs: Button 1, Button 2, Button 3, and Button 4. Under 'Button 1', there are three options for Button Type: Normal, Action, and Critical. The 'Action' option is selected. The Button Text field contains 'Information'. The Link Address field contains 'http://www.mpsaz.org/widgets/staff/lxbaines2/'. There are two optional text fields for Secondary Text. At the bottom right, there are 'Cancel' and 'Update' buttons. A red circle with the number 4 is around the 'Update' button.

Your button now appears on you Smart Page.



Select “Publish” from the Architeck toolbar at the top of the page.



Be sure and test your link!