Adding Buttons

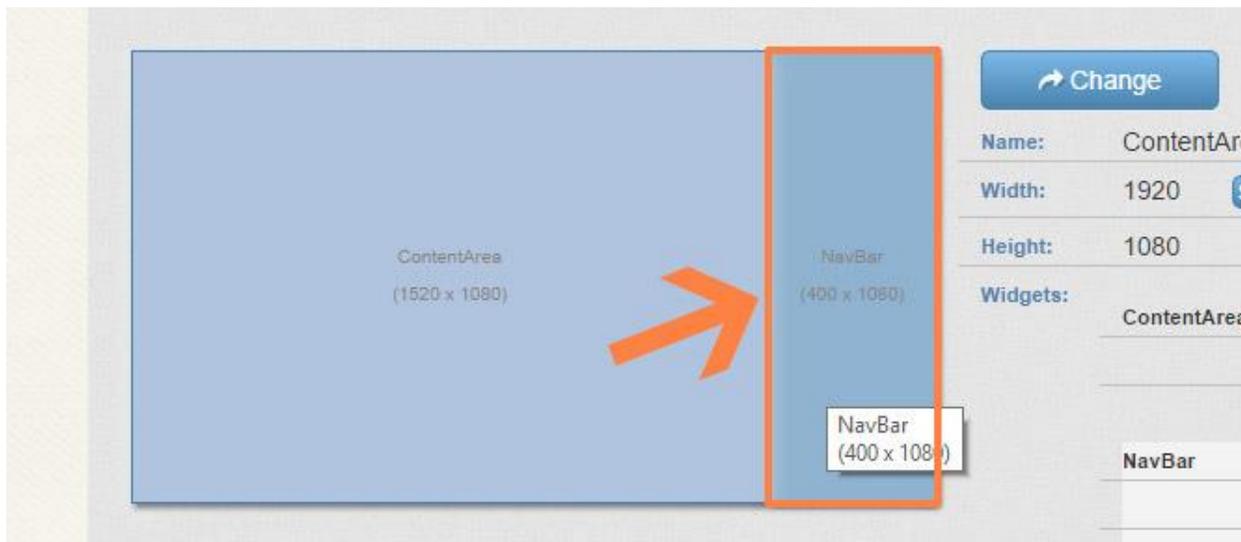## Adding video, image and custom content buttons

Before you begin, make sure you have uploaded your media (images or video) to your online library. You can access your online library from the content tab. For additional help on uploading content please refer to the uploading media document.

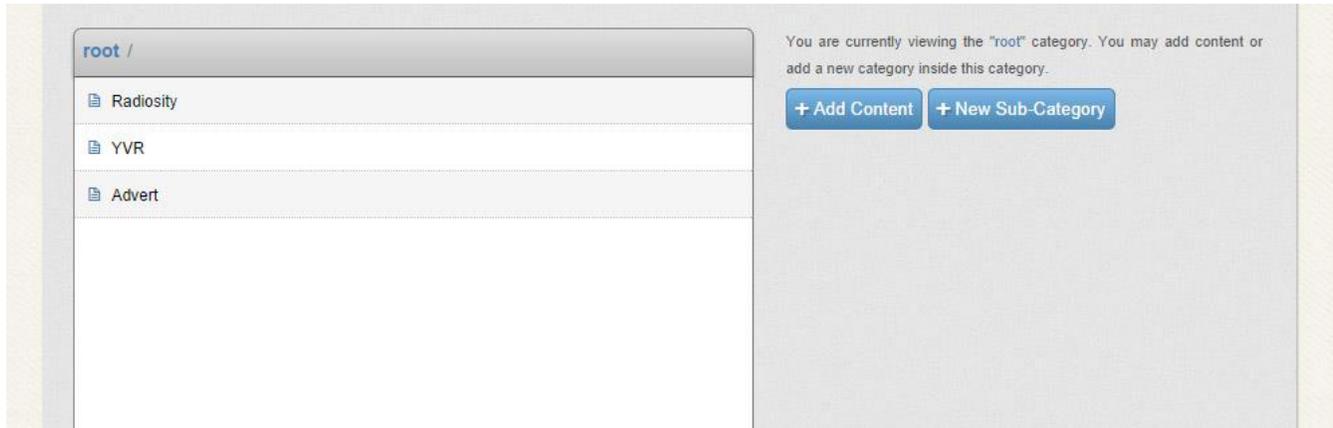After uploading your content, navigate to the Template tab.

Select the Navigation Area

From the template layout preview, find the navigation area "NavBar" that you would like to add/edit buttons to. Click on the NavBar area to dropdown additional tools for adding and editing your buttons.
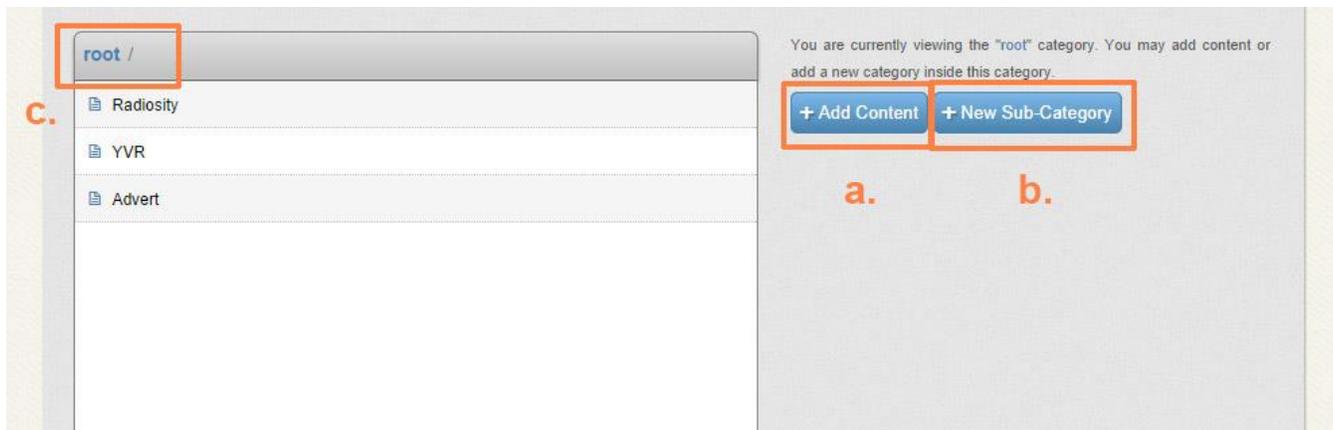
Setting Options

After clicking the Navigation Menu Area, the options panel will load below. Scroll down to view all the options available. There are options for changing the style, font, color and layout of your buttons. These settings only need to be set once, scroll past these settings until you reach the bottom windows that allows you to create your buttons.
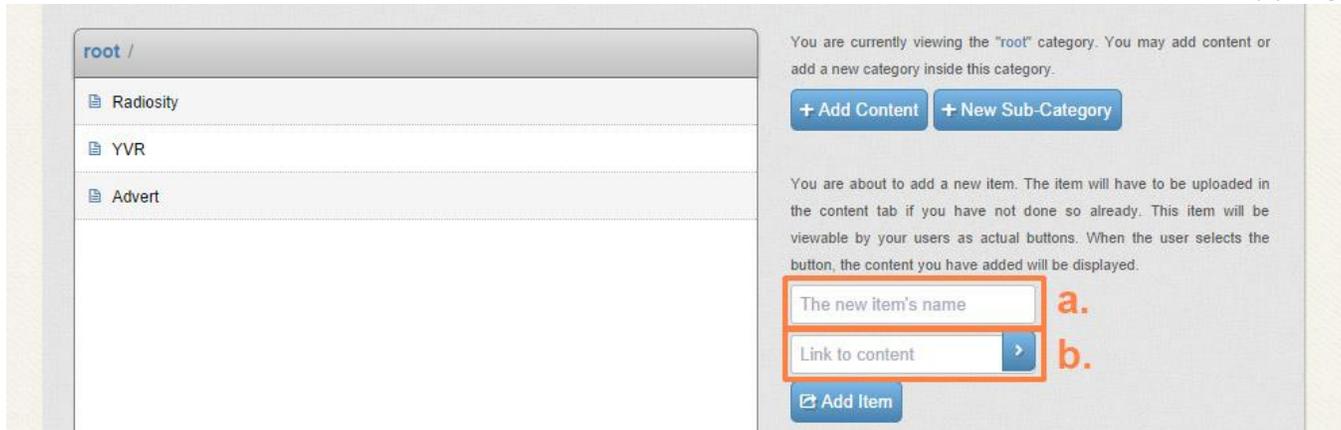

Creating Buttons

There are two ways to create a button. You can click the "+Add Content" (a.) or the "+ New Sub-Category" (b.) button. Clicking on either button will add a new button to your current directory specified in the top left of the grid view area (c.).
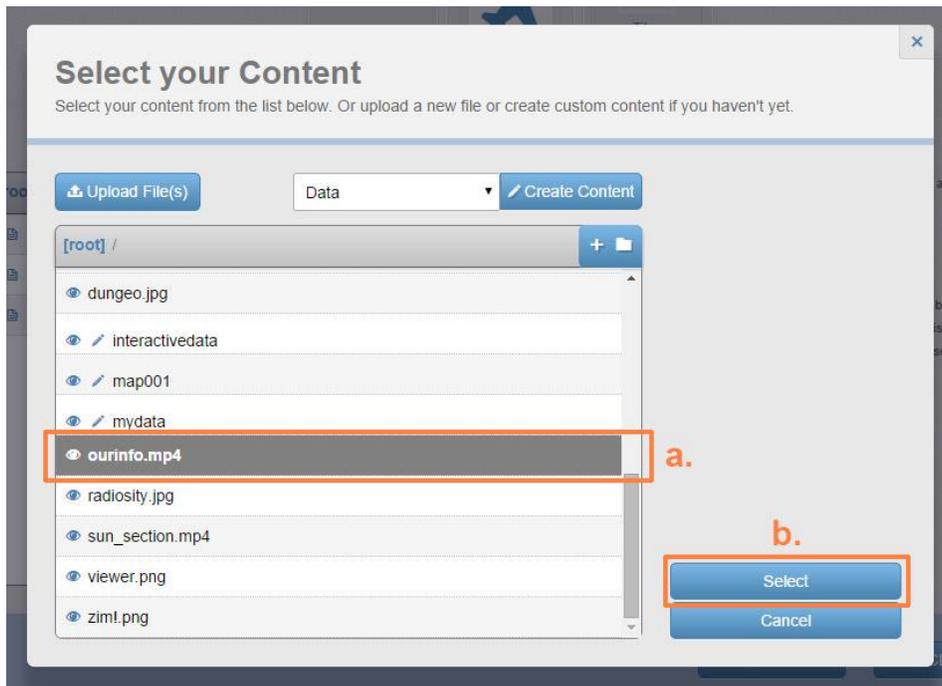

Clicking on "+Add Content"(a.) will create a button to display content from your online library. If you would like to create a button to view an image or video you have uploaded, use this button. Clicking on "+New Sub-Category" will create a folder type button to the current directory.
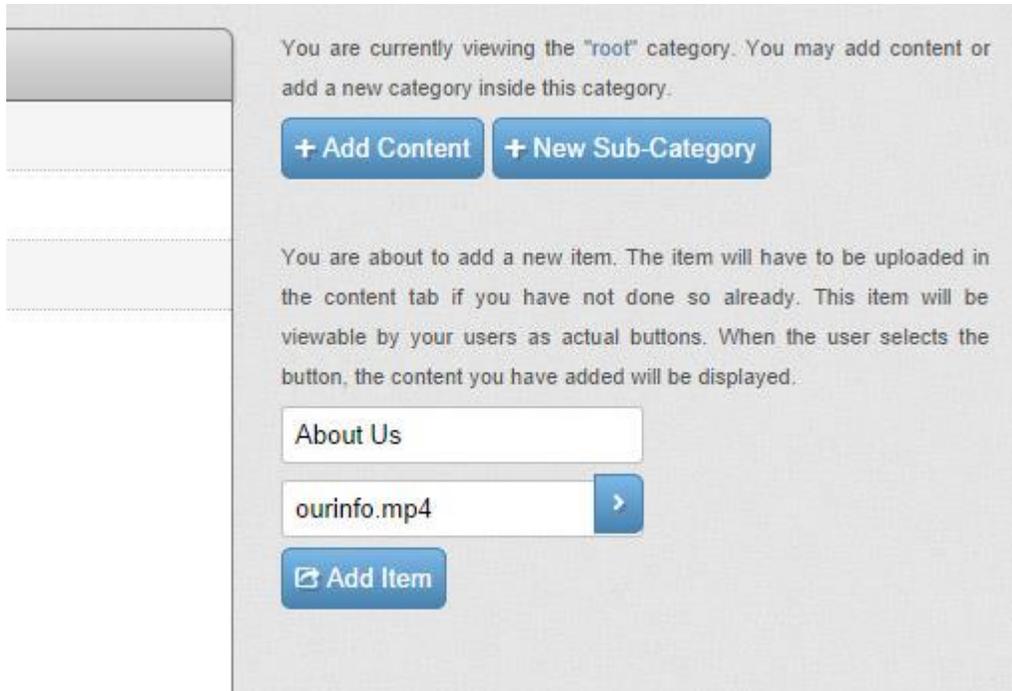
Adding content

One way to add your media and make it accessible on your screen is to create a button that the user can press to access that content on demand. To create this button, click on "+Add Content". Two input areas will appear in the space below the button (a., b.).

The first input area (a.) is the name of the button and the label that will be displayed on the button. For example, if you uploaded a video explaining more about yourself (ourinfo.mp4), inputting "About Us" in the first input area will create a new button labeled "About Us". The button now has a name, however the uploaded video is still not attached to the button. To do this, select the second input area (b.). A content library dialog box will pop up and allow you to select your desired file (ourinfo.mp4).

Navigate to the content you have uploaded to your library - in this case, ourinfo.mp4 - and click on it to highlight it, then click the "Select" button (b.) to attach it to the button. After clicking Select, you will be returned to the previous page and will notice that the second input field now has been populated with the selected content (ourinfo.mp4).
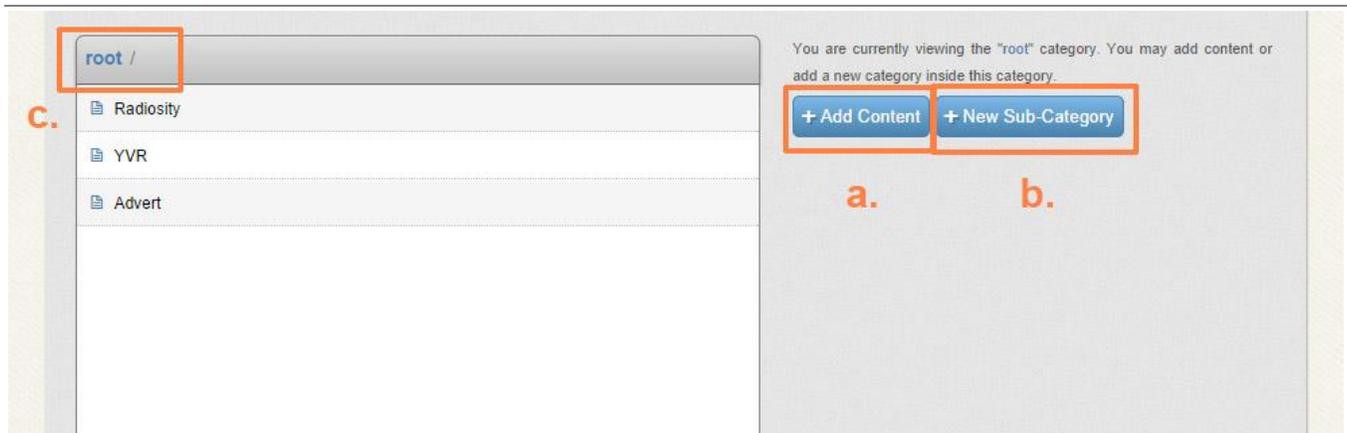
Click on the "Add Item" button to add the new button to the current directory, the 'root' directory in this case. A button labelled "About Us" will be added to the top level for users to touch. When they select it, your ourinfo.mp4 video will be shown to the user.
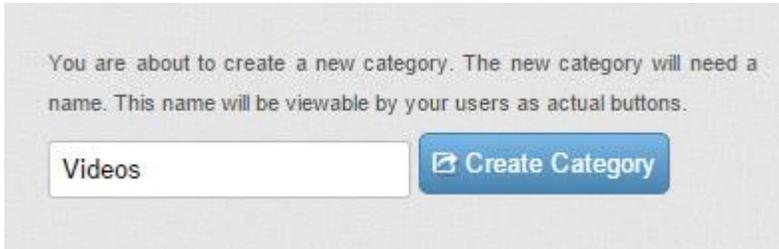

Scroll down and click the Save button to save your changes and navigate to the preview tab to view and test your new button.

Adding Folders (Categories)

Adding many buttons may become confusing and overwhelm your user. It is often better to have 4 categories each containing 5 buttons rather than 20 buttons presented to the user at once. To accomplish this you can create a folder or category by clicking on the "+ New Sub-Category" (b.) button. Instead of creating a button that displays content (such as a video or image) creating a new sub category will create a button that will show sub-buttons when clicked, similar to the folder structure on a computer.

You are about to create a new category. The new category will need a name. This name will be viewable by your users as actual buttons.

Videos   ☑ Create Category

Clicking on the "+New Sub-Category" button will dropdown a new input field. Enter the name of a new folder which will be displayed in the current directory, in this case we will create a button called "Videos" which will contain our media and click "Create Category"

root /

📄 Radiosity

📄 YVR

📄 Advert

📁 Videos

You will notice a new item in the current directory list – Videos – that also has a folder icon beside it. This means the Video item is a category that can contain other items. Click on it to go inside the Videos folder.

root / Videos   a.

• ← ..

You are currently viewing the "Videos" category. You may add content, add a new category inside this category, add an icon, or remove this category.

+ Add Content   + New Sub-Category

50 x 50   Add an icon   ☐ No Icon   b.

🗑 Remove Folder

After entering the Videos folder, you will notice the directory will have changed (a.), now any new media or additional folders you add will be added to the current Videos folder. You will also notice a few options for the current folder appear below the two add buttons (b.). These will allow you to specify an icon for the current Videos folder and also a button for removing the Videos folder.

We'll add two videos (mp4) and two new subcategories to this Videos folder. Note that the options for adding media and folders will appear below the folder icon options area.

Scroll down and remember to save any changes you make.