

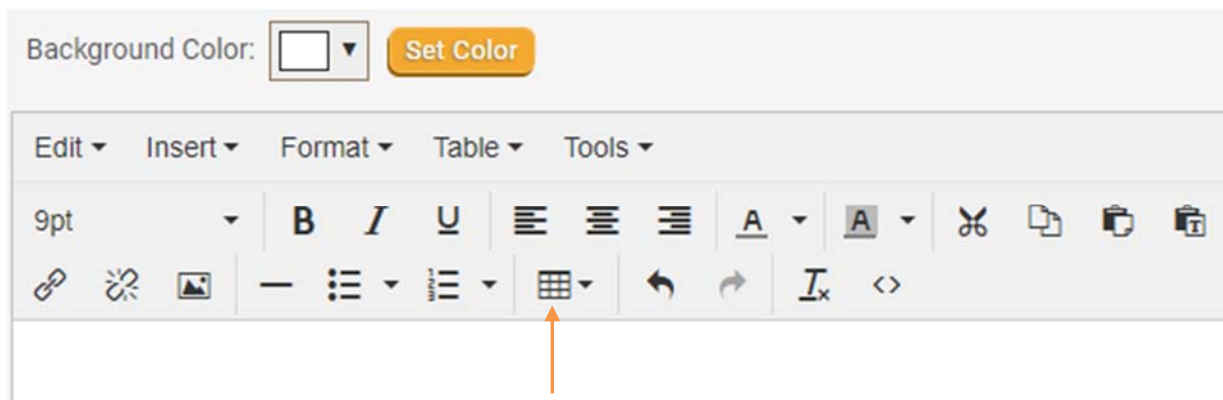


## Adding “Buttons” to your Home Page or Extra Message Pages

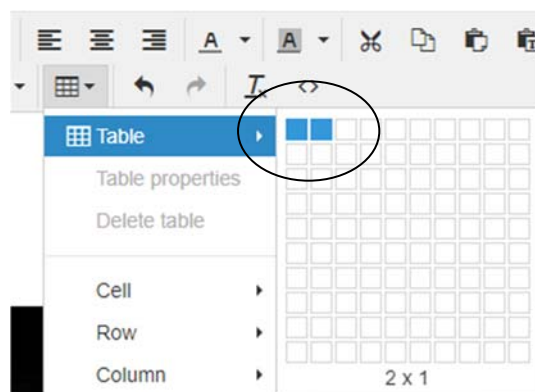
Buttons are often used as a way of organizing links to other pages, such as separate pages for each sport. This guide will explain how to create a two-button array for Softball and Baseball.



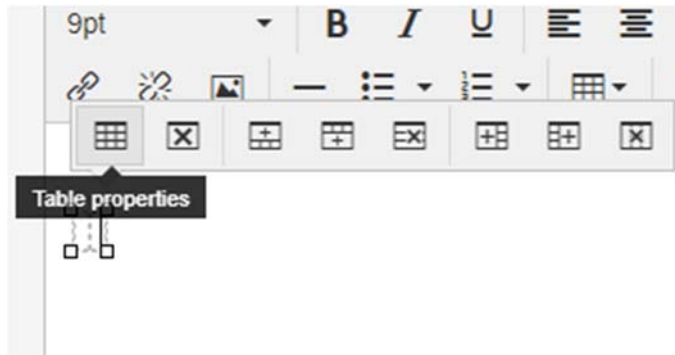
- 1 – Click on **Tools** in the top menu, then **Edit Home/Web Pages**.
- 2 – Place your cursor in the editor window where you want the buttons to appear.



- 3 – Click the **Table** icon in the icon section of the editor window.
- 4 – In the window that appears, choose the size of your table in columns and rows. In this example, select one row with two columns.



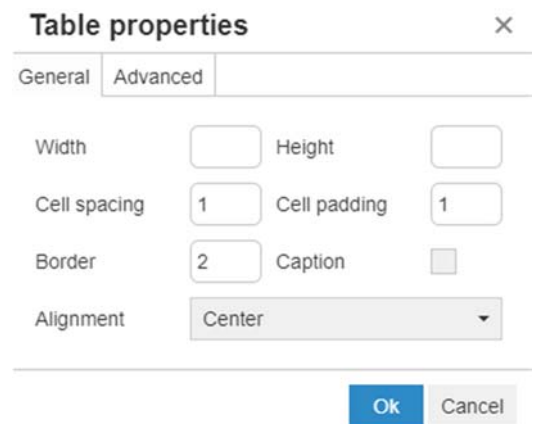
5 – Click the **Table Properties** icon



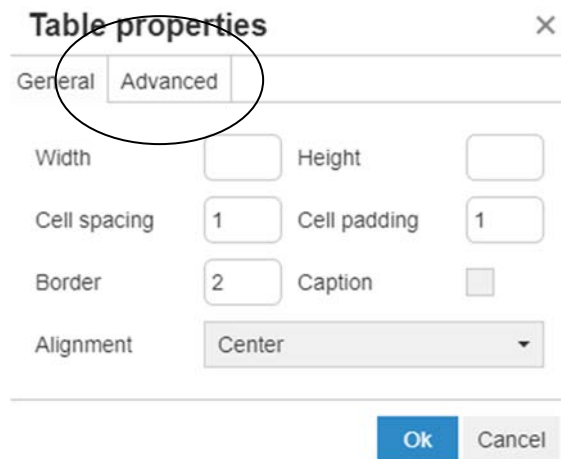
6 – Enter 1 in **Cell Spacing**, 1 in **Cell Padding**, and 2 in **Border**. Choose Center for **Alignment**.

In the **Width**, enter the total width of all buttons to be added, remembering the planned number for a single button (cell). A good width is 95. One button = 95, two buttons = 190, etc.

Enter your desired height in the **Height** box remembering this number for later (30 is a good number).

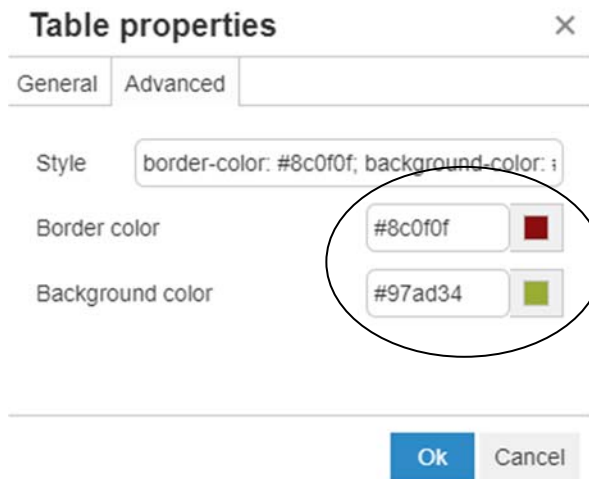


7 - Select the **Advanced** tab near the top of the window.



8 – Select a **Border Color** using the color picker or enter a color number beginning with the #.

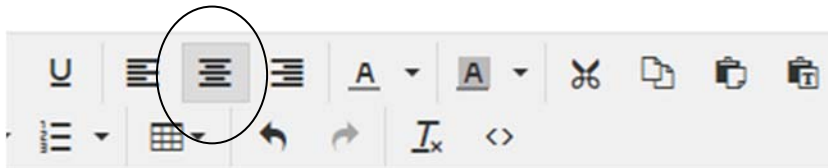
Select a **Background Color** using the color picker or enter a color number beginning with the #.



9 - Click **OK**

10 – Click **Save Message**

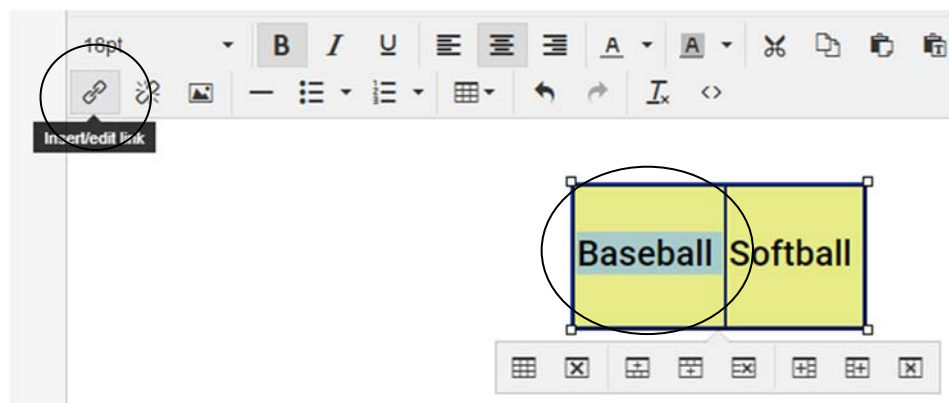
11 – Place your cursor in one of the cells. Click the **Align Center** icon. Repeat for the other cell.



12 – Click **Save Message**

13 – Place your cursor in each cell to enter the text and format as desired. When the button is done, add the link for each button. You can get additional information on editing the text by clicking the **Formatting Help** at the top of the screen.

14 – Highlight the word to be linked. Click the **Insert/edit Link** icon.



15 – Type the **URL** (web address) to jump to when the highlighted word is clicked, then click **OK**.

A screenshot of the "Insert link" dialog box. The dialog has a title bar with "Insert link" and a close button (X). It contains four input fields: "Url" with the value "https://www.quickscores.com", "Text to display" with the value "Baseball", "Title" (empty), and "Target" with a dropdown menu set to "None". At the bottom right, there are "Ok" and "Cancel" buttons. A circular callout highlights the "Url" input field.

16 – Click **Save Message** when complete.

17 – Scroll down to preview the message. Test all of the links to make sure they are working correctly.