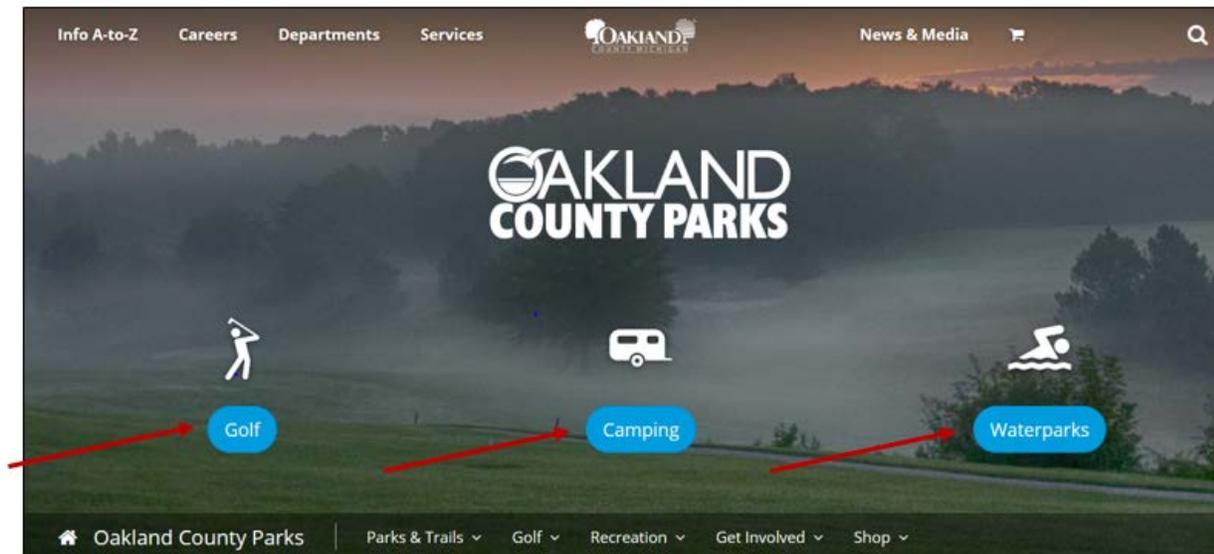


# SharePoint Training Manual – CTAs

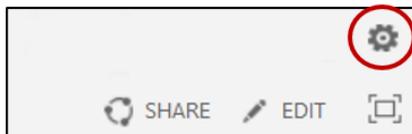
## CTAs

Create or edit a Call to Action (CTA) button appearing on the Header Image

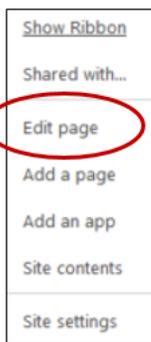
CTAs are buttons that highlight featured topics or areas on a site (red arrows on image below).



1. Click on the Gear Button drop-down menu located at the top right hand side of the page.

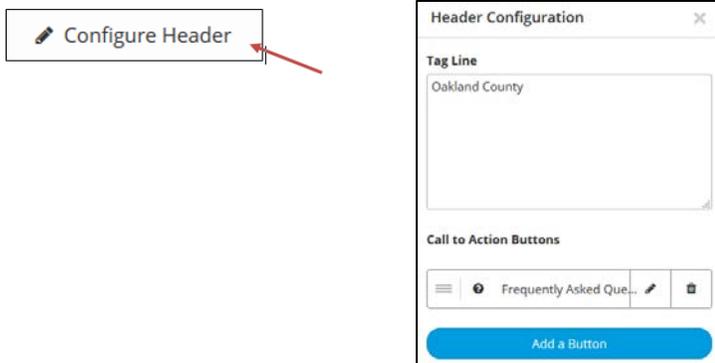


2. Select **Edit Page** from the drop-down menu.



3. Click on the **Configure Header** button (overlying header image).  
The Header Configuration popup will appear.

# SharePoint Training Manual – CTAs



Field	Options	Description
Tag Line	Open field	This field will contain the title that overlays the header image.
Call to Action Buttons	Button Table	Click <b>Add a Button</b> to <b>create new</b> CTAs. Click <b>pencil icon</b> to <b>edit</b> existing CTA. Click <b>garbage can</b> icon to <b>delete</b> CTA.
X	Save/Close	Close popup and save updates.

4. Click **Add a Button** for a new CTA. The **Edit Item** popup will appear.

5. Complete all fields necessary to create the new CTA.

# SharePoint Training Manual – CTAs

6. Click **X** to save/close both popup windows.

Field	Options	Description
<b>Button Label (required)</b>	Open field	This field will contain the title (overlays the header image).
<b>Button Link (required)</b>	URL	Enter the url link for this CTA.
<b>Open link in new window</b>	Checkbox	Check this box to open <b>Button Link</b> in a new window.
<b>Button Icon (required)</b>	Dropdown	Select the icon that will appear above the CTA button. Note: The Button Icon OR the Button Image is required.
<b>Button Image (required)</b>	Open field	This field will contain the path to the image that will appear above the CTA button. Note: The Button Icon OR the Button Image is required. The Button Image field overrides the Button Icon field.
<b>X</b>	Save/Close	Close popup and save updates. New Button will appear in table on Header Configuration popup.

Example of completed CTA:

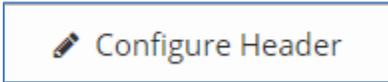


## SharePoint Training Manual – CTAs

### *Reorder the CTAs appearing on the Header Image*

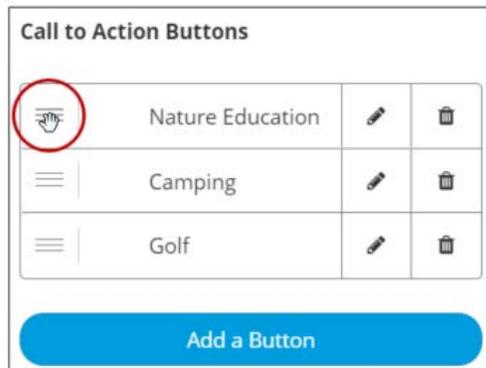
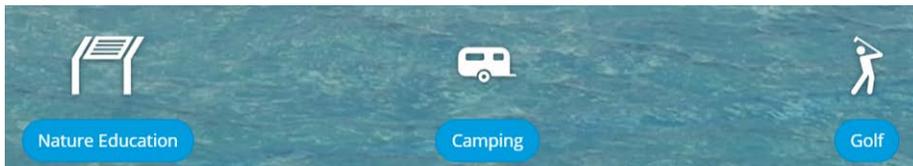
CTAs will appear on the Header Image in the order they were created (left to right). If it is necessary to change the order, navigate to the page that contains the CTAs.

1. Edit the page and click on the Configure Header button (appears on the Header Image under the Global navigation). The Header Configuration slide out will appear on the right side of the page.



2. The list of CTA buttons will appear in a table under Call to Action Buttons section. The left most column displays a triple line menu icon (displayed as ☰). Place the cursor over this icon and it changes to an open hand shape. Drag the open hand up or down to physically move the order of the CTA buttons in the table.

Prior to changes:



When ordering is complete, click the X on the top right to close the window. The CTAs will appear in the updated order on the Header Image.

After changes:

