

## Adding Buttons to Pages

Create any new Buttons you need first by following this [guide](#).

Also make sure you have permission to edit the Pages you want to place Buttons on before starting.

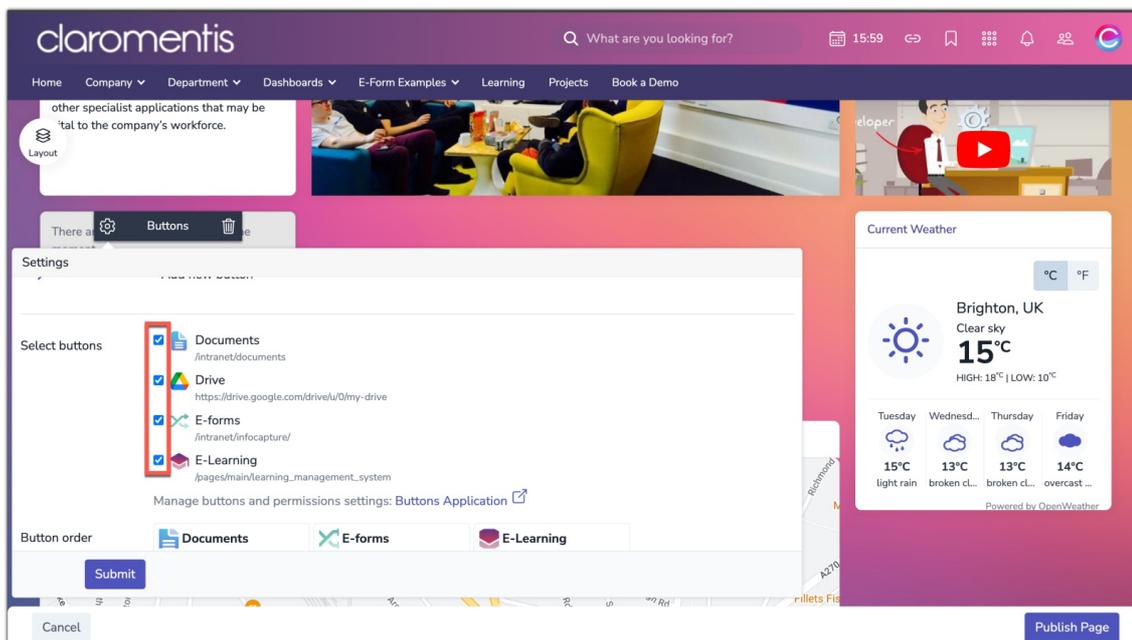
An [Application Administrator](#) of Pages on your site can update this for you.

## Adding Buttons to a Page

1. Edit the Page and add a Button component.

Its settings will list all current Buttons on your site.

2. Check the box next to each Button you want to appear in this set:



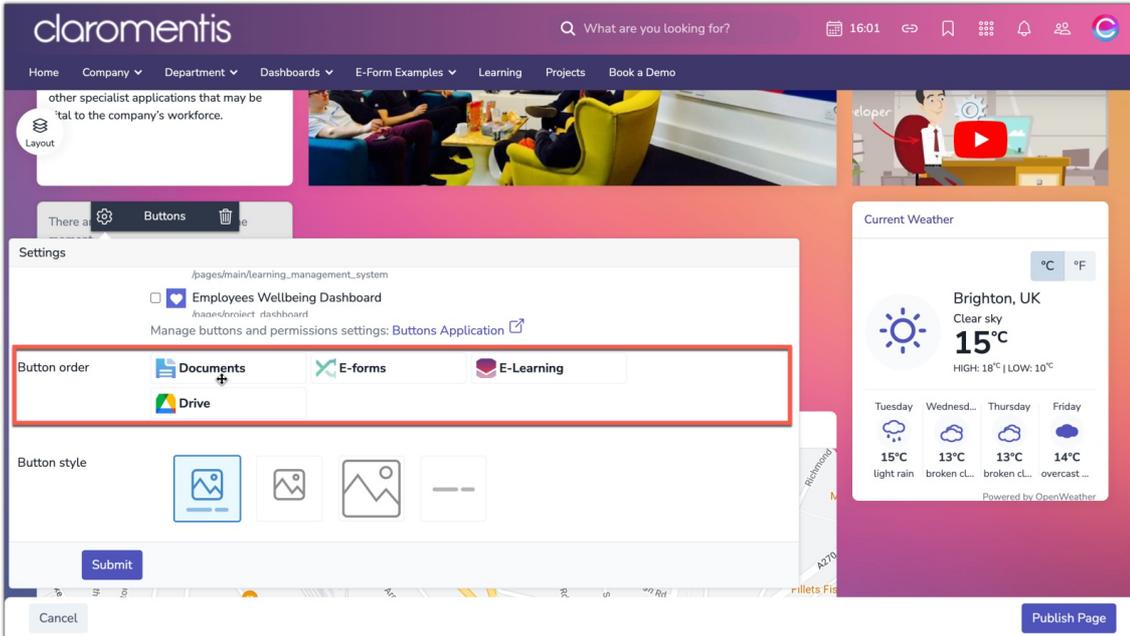
It is possible to have only one Button selected and freely place this individually on the page, or select two or more Buttons to appear next to each

other in a set.

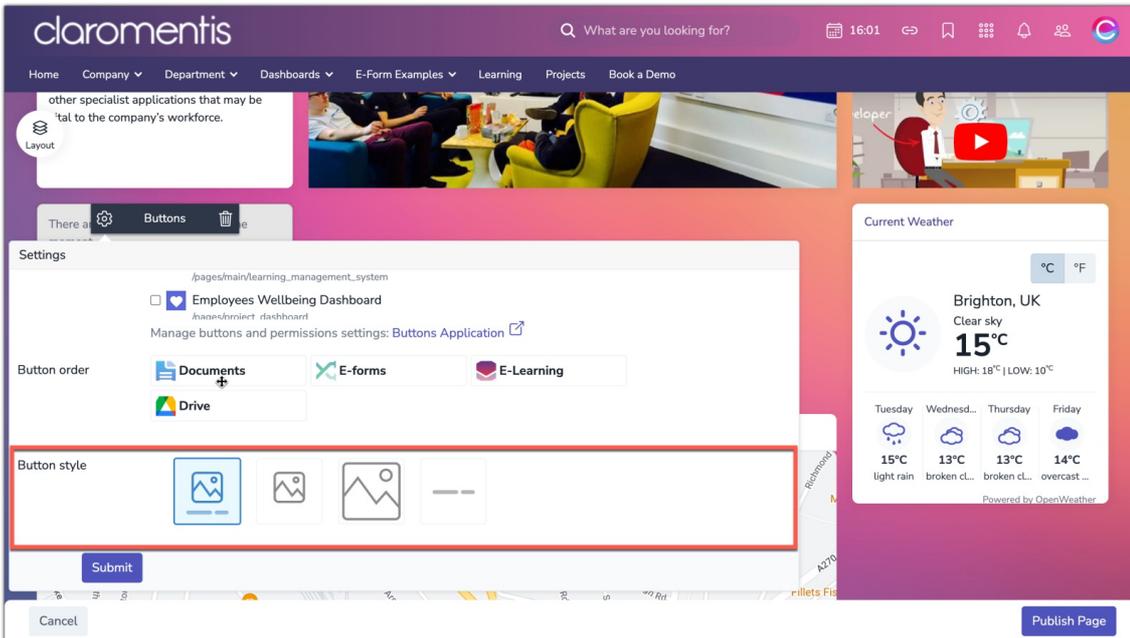
Add a new Button component per set of one or more Buttons.

This flexibility allows you to configure and place Buttons independently or in sets that make sense for your company.

3. If placing two or more Buttons, change their order by dragging and dropping them:



4. Next, choose how the Button(s) should appear:



#### Button style:

- Image and title
- Only image (reduced size) and no title
- Only image (enlarged) and no title
- Only title

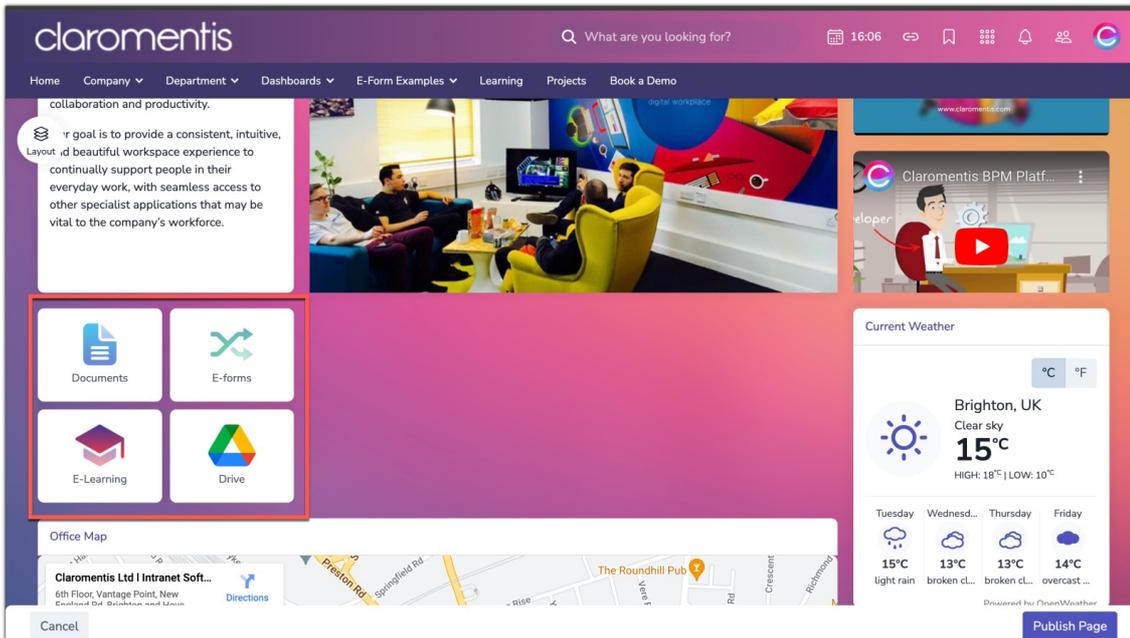
The best choice here will depend on the Buttons you have grouped together and whether the icon or image against them indicates what they are.

e.g. If a well-known logo for an external program is used, it may not be necessary to also show the title of the Button alongside it.

However, if you have included this Button in a set with others where the logo does not indicate what it is so a title is needed, then you may consider splitting the set in two so you can apply different style options to each but still have them on the same page.

Play around with different combinations of Buttons and styles to get the best fit for your Page as well as fulfil the needs of your users.

5. Click 'submit' in the component to place the Buttons on the Page with your chosen styling:



6. Still in edit mode, resize the Buttons component to your liking. Also, experiment with the component's position on the Page to get the overall best fit.

See more information about optimising Button sets in our [FAQ](#).

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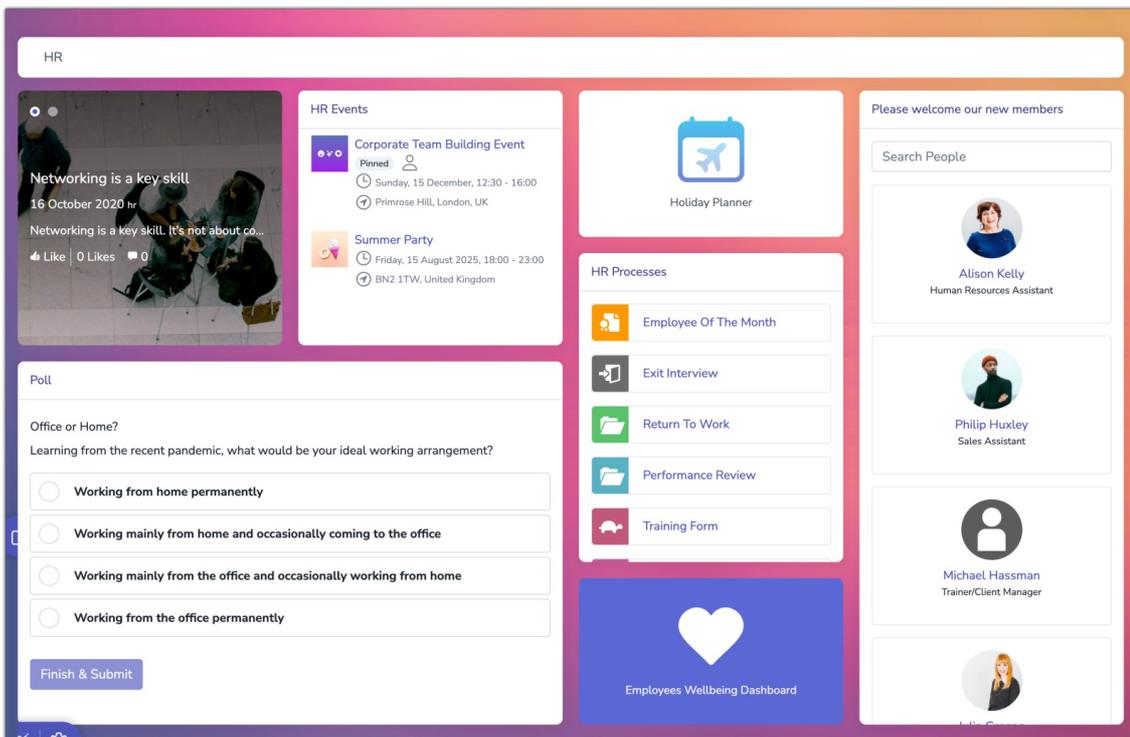
7. Toggle the different Style options in the component to choose the best option too.

Repeat this (and step 6) for every Button component you have placed on the Page to optimise it for your audience, when you are ready click 'publish page' to save all your changes.

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9. Users with access to the Page the Buttons are on will now see these when they look at the Page.

10. Remember an alternative is to add Buttons to a Page individually (one per component) as you can have these in separate locations, resize them differently and apply separate styling to each:



## Viewing experience

If multiple buttons are placed on a page and a user only has permission to view some of these, only those they have permission to view will be shown, with those they don't hidden.

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Please download the file. video/mp4

**Please note** - If a user has no permission to any button showing in a set, they will see a white box instead.

To avoid this, consider placing the Button where only the users included in its permissions can access it.

## Can everyone follow my Button link?

Ensure the users who can see the Buttons you have placed on Pages also have permission to view the content at the URL destination.

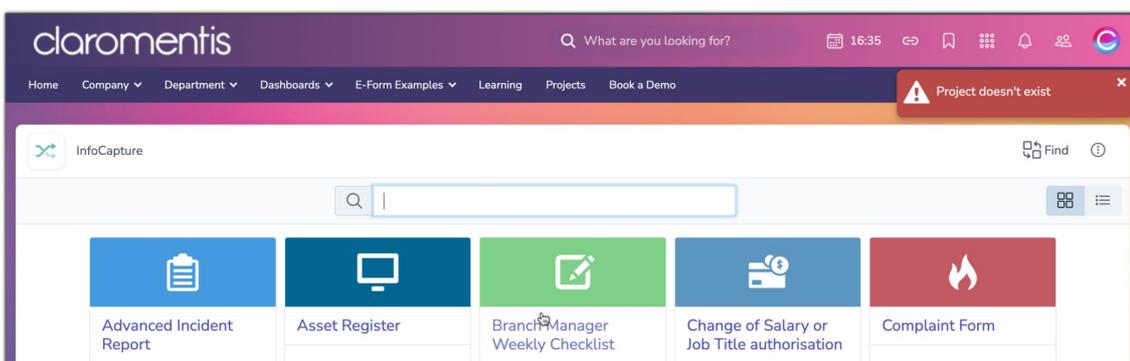
If this is external e.g. the Button links to a website outside of the Intranet, they may be prompted for log in, but the viewing rights are controlled by that website owner.

If this is internal, e.g. the Button links to an Intranet application or area, does the user have the correct permissions for this content to load?

### For example

I have created a Button that links to an Infocapture form so that users can submit a new ticket from their departmental page.

However, users have reported that they get the following error instead of seeing the form when clicking the Button:



This is because I did not check that all users who could see and click on the Button also had the correct permissions to the content at its destination - the solution is to give them view rights to my form so they can submit from the Button as I intended.

**To avoid Button errors for internal links, always make sure the users you are giving access to the Button also have permission to the Intranet content at its destination!**

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Created on 7 May 2024 by [Hannah Door](#). Last modified on 12 November 2025

Tags: [buttons](#), [pages](#), [v9](#), [link](#), [url](#)