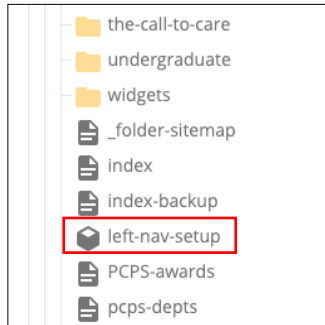



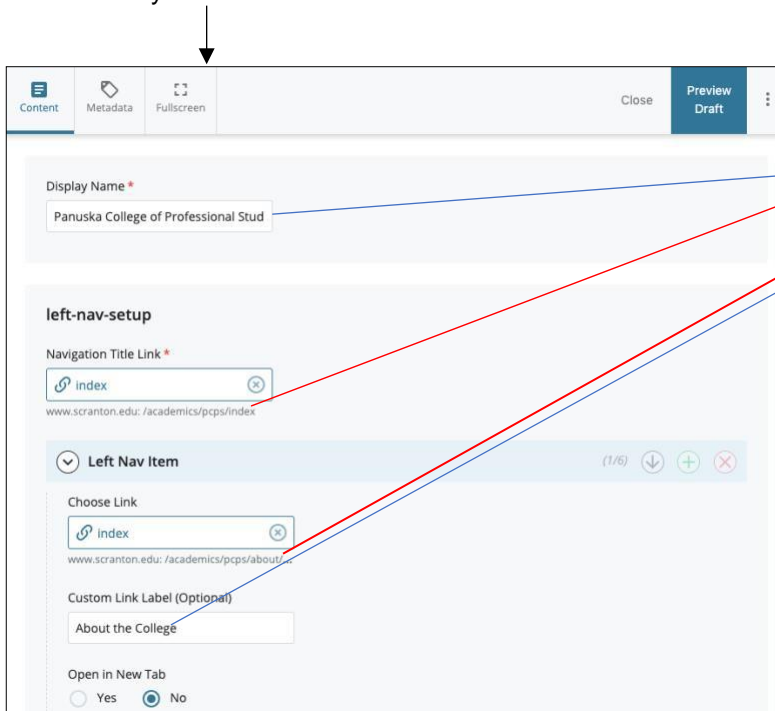
Editing the Left Navigation Bar and Creating External Links

- Under your office/department's **main** folder (also known as the “parent” folder) in CMS, you should see a block called left-nav-setup. This is your left navigation bar.

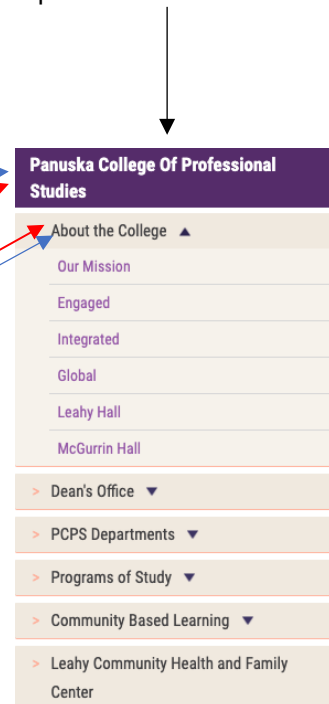


- To make changes to the left navigation bar, you'll need to open it. Hover your cursor over the words “left-nav-setup” and click on it.
- Then click the Edit” icon  at the top right of your screen.

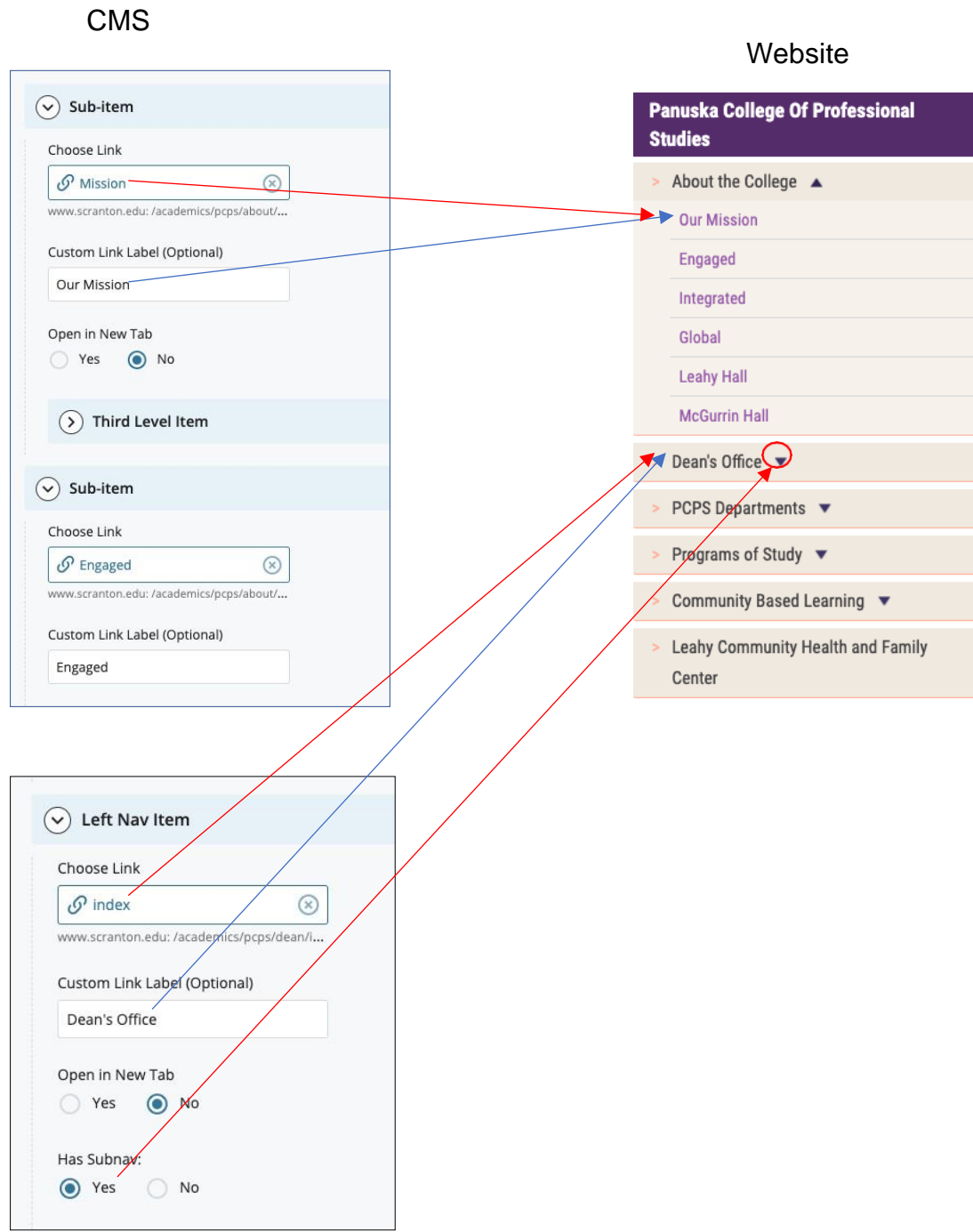
This is what you see in the CMS:



It corresponds to this on the website:

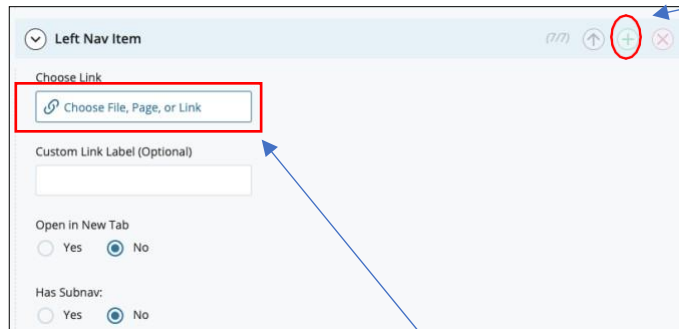


- The purple bar at the top is called the **Display Name**. It should link to your index page (homepage).
- The tan bars below it are a list of categories.
- Each tan bar is known as a “**Left Nav Item**” in the CMS. It can link to another page on your department website, to another department within the university, to a catalog page, or to a PDF document (such as a student handbook).
- Some of the tan bars contain black arrows. That signals a drop-down menu of “**Sub-items**” that are pages that relate to the category.



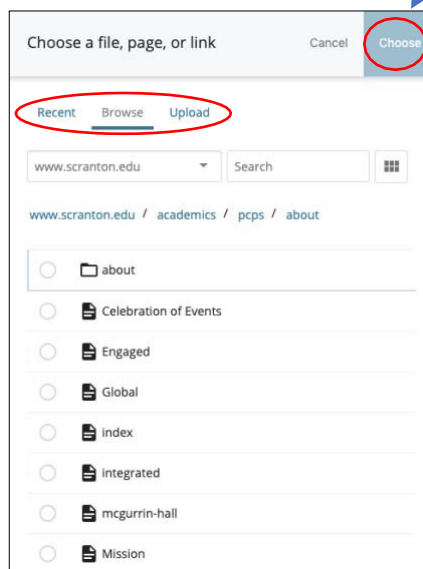
To add another category in your left-navigation bar:

- Go to one of the Left Nav Items on the edit screen and click the green “+” sign.



The screenshot shows the 'Left Nav Item' configuration interface. At the top right, there are three icons: a refresh icon, an up arrow, and a green plus sign. A red circle highlights the plus sign, with a blue arrow pointing from it to the 'Choose File, Page, or Link' button in the 'Choose Link' section. Below this button is a text input field for 'Custom Link Label (Optional)'. Further down are two radio button options: 'Open in New Tab' (Yes/No) and 'Has Subnav:' (Yes/No).

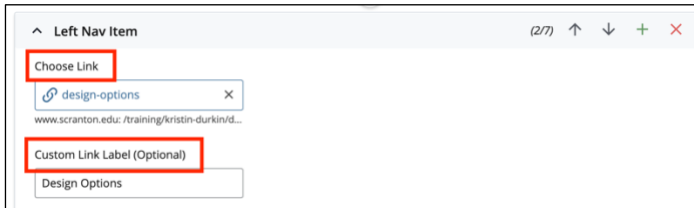
- Click the box that says “**Choose File, Page, or Link**” – that will open up a menu on the right side of your screen, where you can browse through various pages in your folders and links to other pages. (You can also upload a new link, but that is rarely done.) Select a page or link from the list and click the “Choose” button.



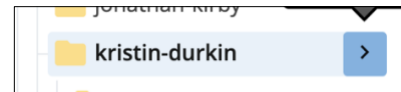
The screenshot shows a modal dialog titled 'Choose a file, page, or link'. It has 'Cancel' and 'Choose' buttons at the top right. The 'Choose' button is circled in red, with a blue arrow pointing from it to the 'Choose' button in the top screenshot. Below the buttons are three tabs: 'Recent', 'Browse', and 'Upload', which are also circled in red. The 'Browse' tab is active, showing a search bar with 'www.scranton.edu' and a search button. Below the search bar is a breadcrumb trail: 'www.scranton.edu / academics / pcps / about'. A list of items follows, each with a radio button and a document icon: 'about', 'Celebration of Events', 'Engaged', 'Global', 'index', 'integrated', 'mcgurrin-hall', and 'Mission'.

- Enter a name in the Custom Link Label field (see top picture on this page). **This name will be what appears in the left navigation bar when you see it on the website.**
- Click “Preview Draft” and then click “Submit.”

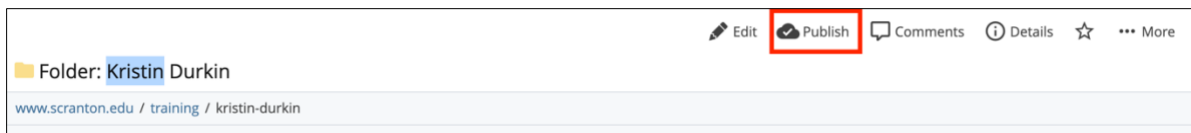
- **To apply any changes you have just made in your left navigation bar to all the pages on your department website, you will need to re-publish your entire department (parent) folder.** (The left-nav-setup block does not have a publish button. You can't publish a block by itself, that's why you need to publish the entire folder.)



- To do this, go to the asset tree on the left side of the screen.
- Hover your cursor over the folder name until a right arrow (>) appears.



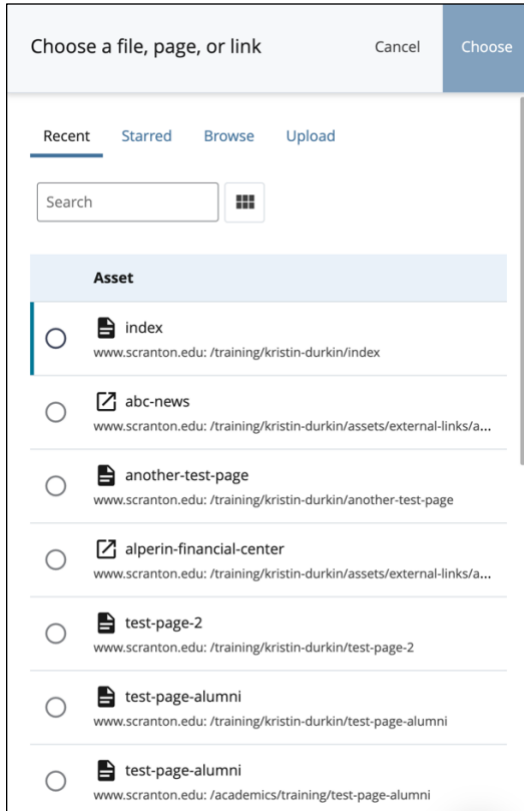
- Click on the arrow to open up the entire parent folder in the main portion of your screen, and then click the "Publish" icon.



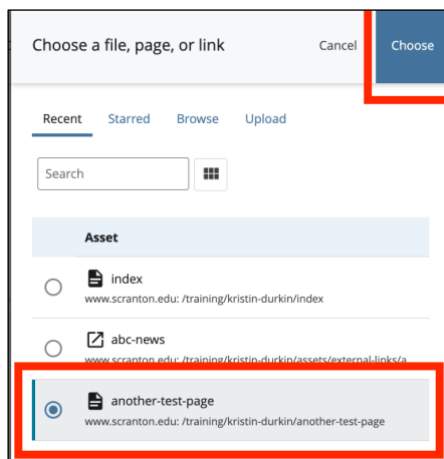
Other Changes You Can Make To Your Left Navigation Bar

Replacing an Item in the Left Navigation Bar:

- Open your left-nav-setup block to edit, and scroll down to the Left Nav Item that you want to change.
- In the "Choose Link" field of that item, click on the "x" to delete the old page or link, and also delete whatever is in the "Custom Link Label" field.
- Then click on "Choose Link" again, and a menu will appear on the right side of your screen. (See picture on next page)



- You may see the page or link you want under the “Recent” category.
- If you don’t see it under “Recent,” click on “Browse.” You should see your parent folder and subfolders.
 - Find the page or link in one of your folders. Click on the circle next to it, and then click “Choose” in the blue square.



- That menu box will close, and you’ll see the page or link entered in the “Choose Link” field. Enter a name in the “Custom Link Label” field. (Reminder: This is what will appear in the tan bar on the live website.) Then click “Preview Draft” and then click “Submit.”

- The replacement has been added to your left navigation successfully.
 - **Again, the change will not appear on any of your pages until you re-publish your entire parent folder.**
-

Creating an external link:

- Click on your “external-links” folder in the asset tree. (If you don’t have one, you can create one. Make sure you put it in your “assets” folder.)
- Then open another browser tab and find the website / webpage for which you want to create a link. **Copy the URL.**
- Go back to the CMS tab, and in the blue ribbon at top of screen, click “Add Content.”
- In drop-down menu, select “Default,” then select “External Link.” Some users may not need to select “Default” first. You may see “External Link “ toward the bottom of your menu.
- The box below will pop up. Enter a name the “Link Name” field, using lowercase letters and hyphens instead of spaces between words. In the “Display Name” field, enter the same name.

Link Name *

Placement Folder *

external links

www.scranton.edu:/academics/ksom/mgt...

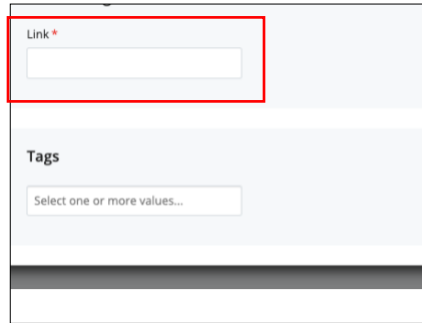
Display Name

Title

Keywords

Description


- Scroll down further to the “Link” field and paste in the URL that you copied.:



The screenshot shows a form with a 'Link' field highlighted by a red box. Below the 'Link' field is a 'Tags' section with a dropdown menu that says 'Select one or more values...'. The form is set against a light blue background.

- Then click “Preview Draft” and then click “Submit.”
- The new link will appear in your external links folder in the asset tree on the left.
- **NOTE: Even though the link is for a website/page either outside of the University or outside of your department, it is now considered an “internal” link because it exists in one of your folders.**

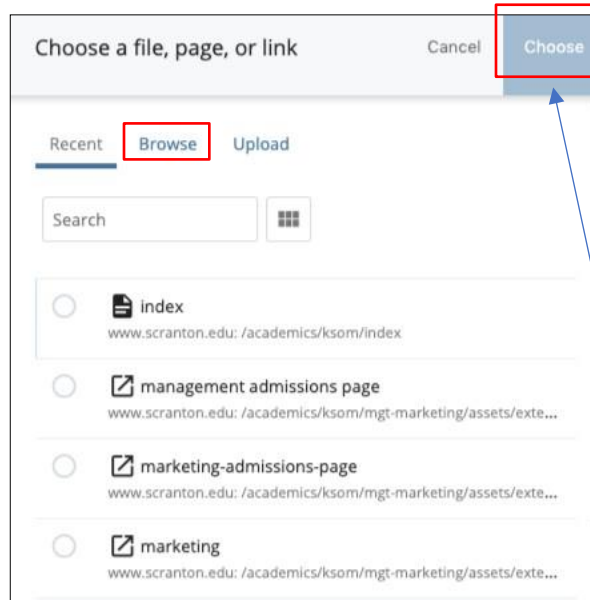
Adding an external link to the left navigation bar:

- Go to the asset tree and click on the left-nav-setup block in your parent folder. Then click the edit icon  Edit in the upper right area of the screen.
- Scroll down to the first Left Nav Item, and click the “+” sign to add a new item.
- In the field for the *new* Left Nav Item, click within the “Choose File, Page or Link” box.

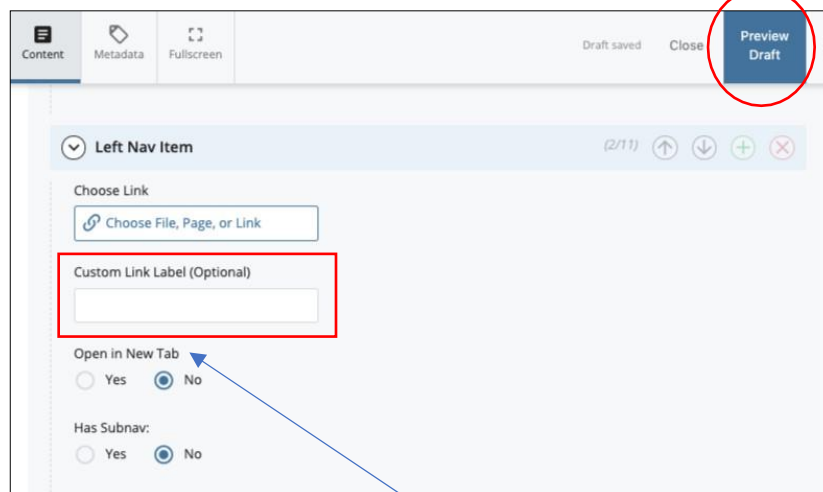


The screenshot shows a configuration box for a 'Left Nav Item'. The box has a title bar with a dropdown arrow, the text 'Left Nav Item', and a status indicator '(2/1)'. Below the title bar is a 'Choose Link' section with a button that says 'Choose File, Page, or Link'. The button is highlighted by a red box.

- Then click “Browse” to find the link you just created. (See picture on next page)



- When you have found the link and selected it, click “Choose” in the top right.
- Below the “Choose Link” field is the “Custom Link Label” field. Whatever you type in here is what will appear in the left-nav bar on your webpage. By default, the system will pull the display name of the link. If you want to override that, enter a different name.



- Below “Custom Link Label” is “Open in New Tab.” Choose “yes.” (For internal links, you would choose “No”.)
- Click “Preview Draft” in the upper right corner and then click “Submit.”
- In the asset tree on the left, right-click on your parent folder and then click “publish.” This action will publish the changes you have made to your left navigation bar.

