

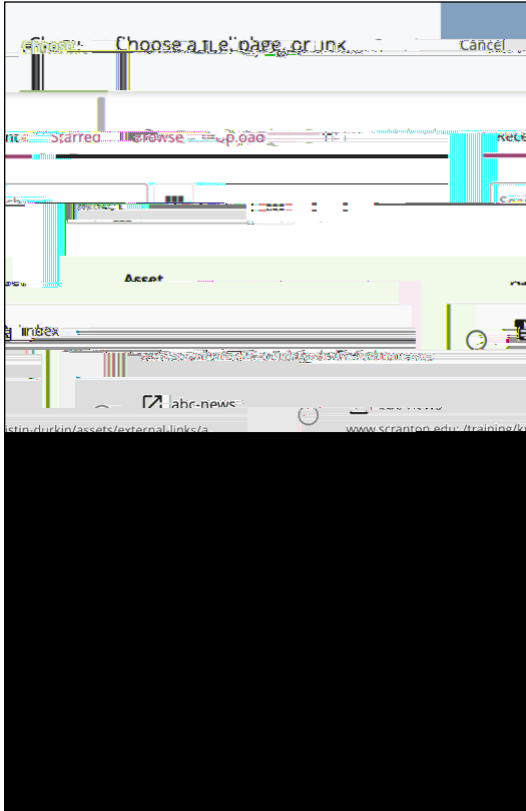
January 2022

Editing the Left Navigation Bar

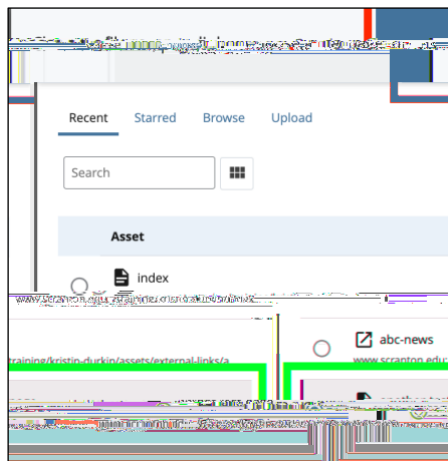
- The purple bar at the top is called the **Display Name**. It should link to your index page (homepage).
- The tan bars below it are a list of categories.
- Each tan bar is known as a "**Left Nav Item**" in the CMS. It can link to another page on your department website, to another department within 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-

- **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.)

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- 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.”

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

- 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.



- 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

