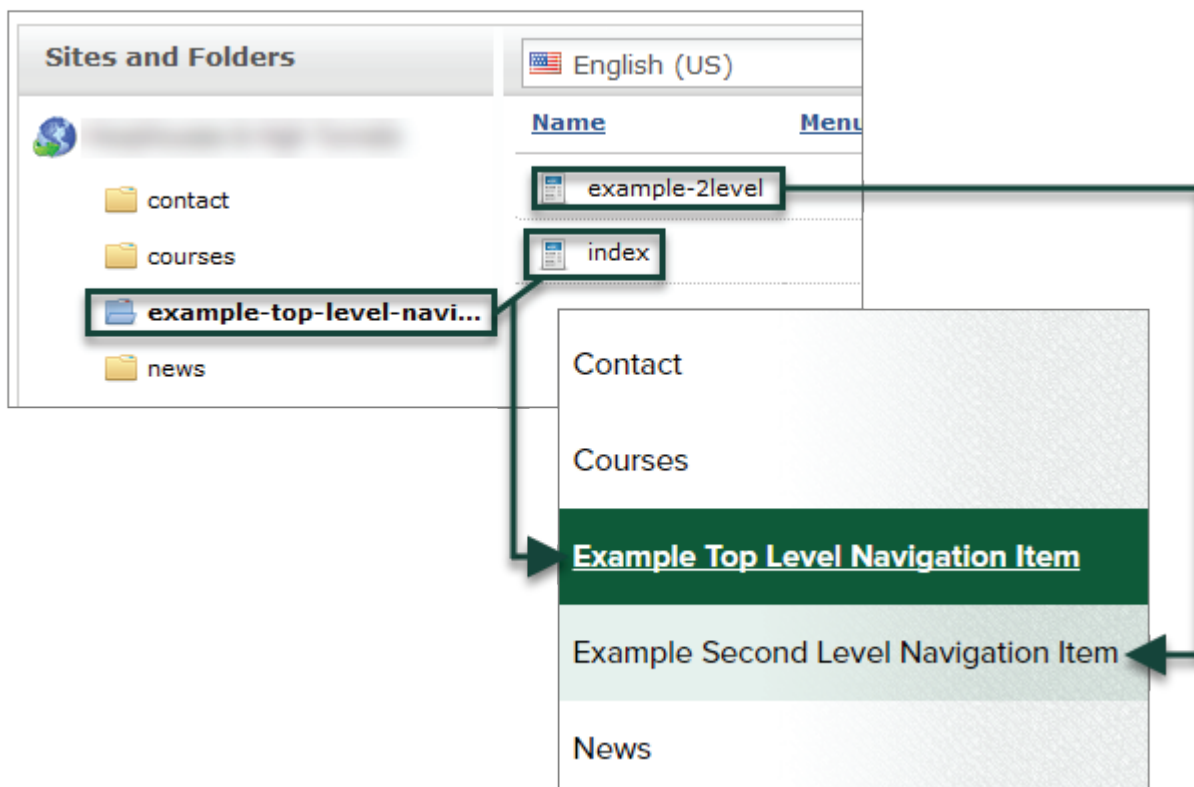


Creating Website Navigation with Folders and Pages

Navigation Summary

From within the Content Management System (CMS), a website's navigation is comprised of two different types of content, Folders and Pages:

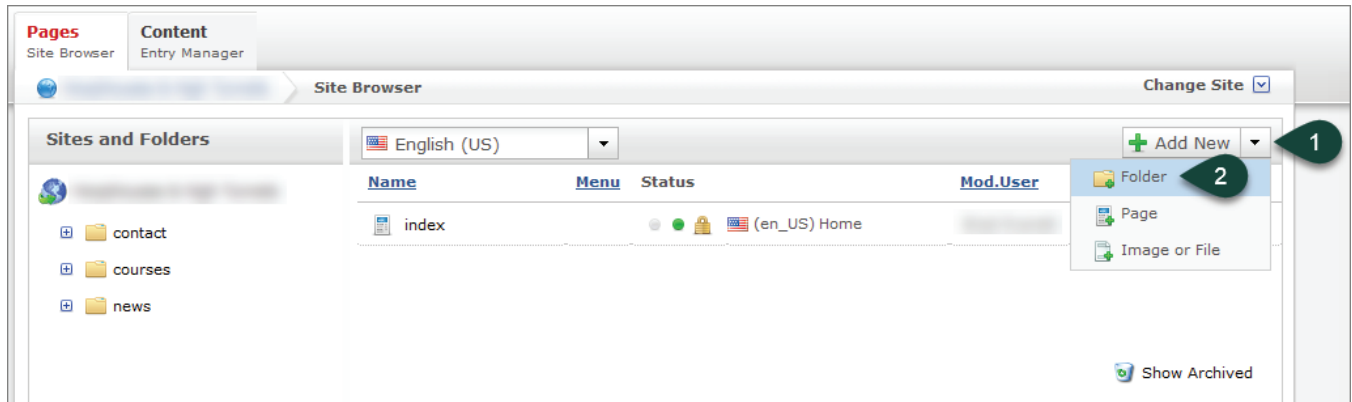
- **Top Level Navigation:** A Folder and an Index Page.
- **Second Level Navigation:** A Page within the Folder of a top level navigation item.



Creating Top Level Navigation Items

Creating the Folder for a Top Level Navigation Item

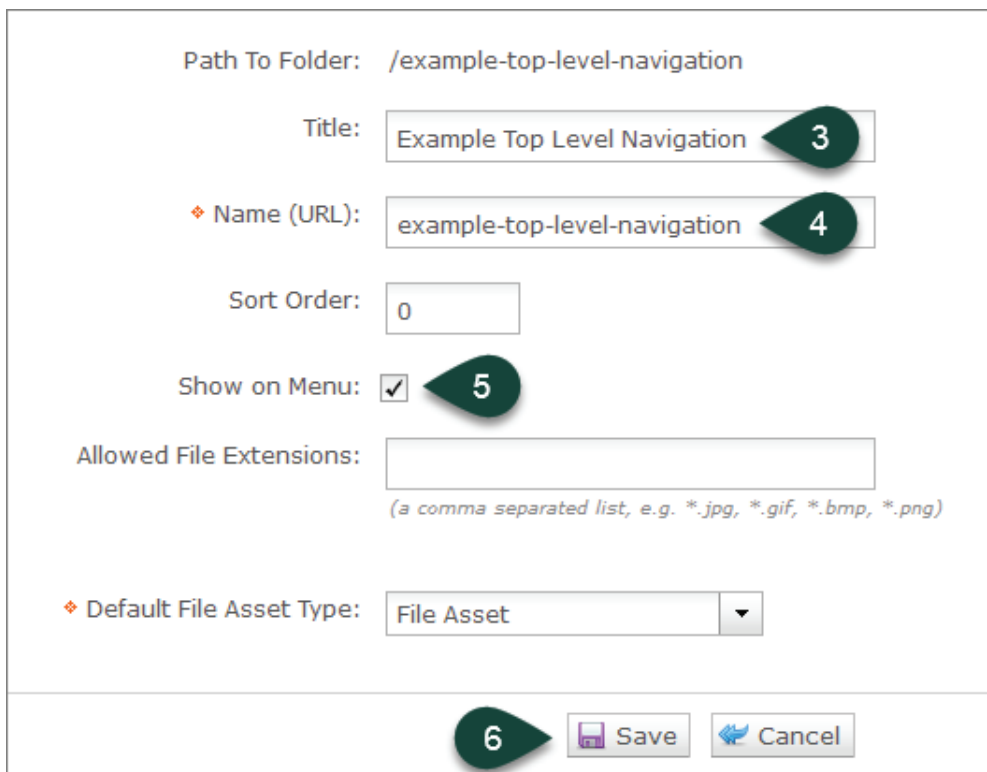
1. From the Pages Tab, select the **Drop-Down Arrow** next to the Add New button.
2. Select **Folder**.



3. Enter the **Title**. This will be the exact wording that will show up in the navigation of the website. (i.e. Home, News, etc.)

NOTE: It is recommended that you copy the Title entered as you will need to use the **EXACT** same wording when creating the associated Index Page.

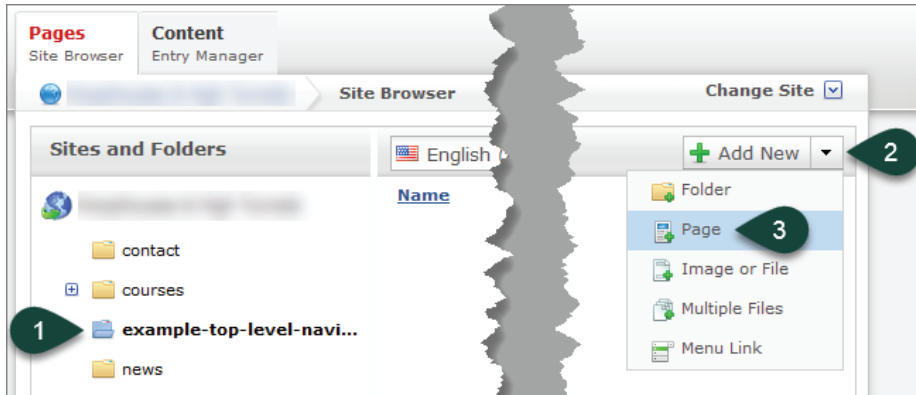
4. Edit the **URL** if necessary.
5. Select the **Checkbox for Show on Menu**.
6. Select **Save**.

A screenshot of the folder creation form. The 'Path To Folder' is '/example-top-level-navigation'. The 'Title' field contains 'Example Top Level Navigation' with callout '3'. The 'Name (URL)' field contains 'example-top-level-navigation' with callout '4'. The 'Sort Order' is '0'. The 'Show on Menu' checkbox is checked with callout '5'. The 'Allowed File Extensions' field is empty, with a note '(a comma separated list, e.g. *.jpg, *.gif, *.bmp, *.png)'. The 'Default File Asset Type' is 'File Asset'. At the bottom, there are 'Save' and 'Cancel' buttons with callout '6'.

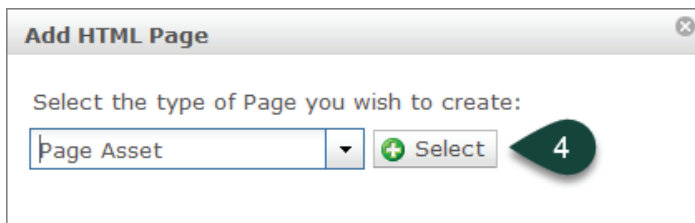
Creating Top Level Navigation Items

Creating the Index Page for a Top Level Navigation Item

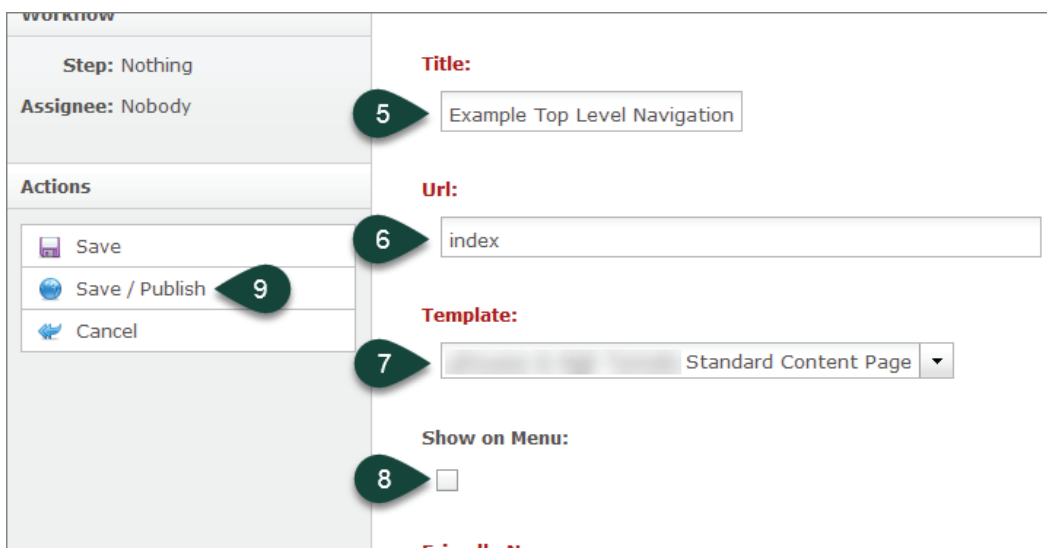
1. From the Pages Tab, select the **New Folder** created in the previous section.
2. Select the **Drop-Down Arrow** next to the Add New button.
3. Select **Page**.



4. Verify Page Asset is displayed and click the **Select Button**.



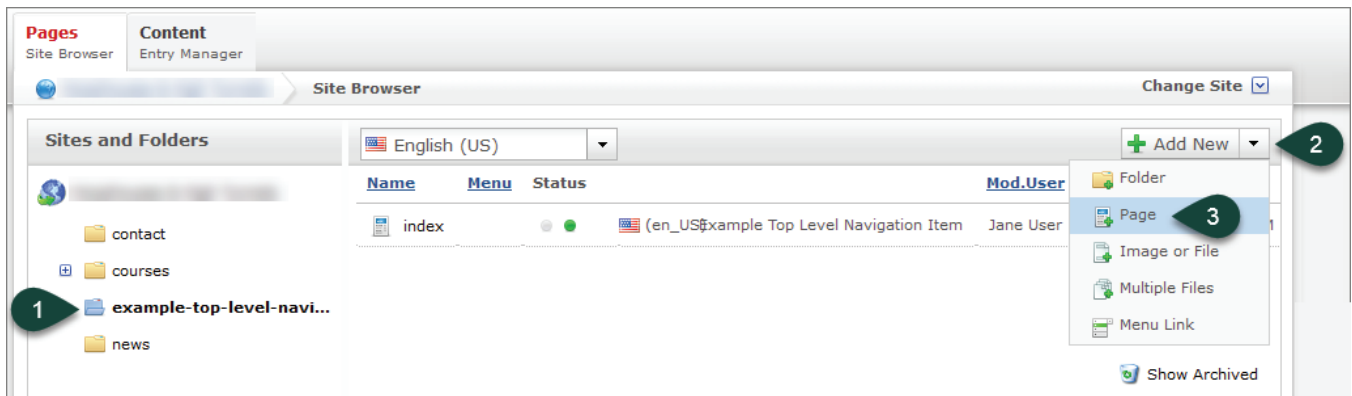
5. Paste the **EXACT Title** entered for the new folder created in the previous section.
6. Change the **URL** to “index”.
7. Select your **Standard Content Page** from the template drop-down menu.
8. **Uncheck** the box for **Show on Menu**.
9. Select **Save / Publish**.



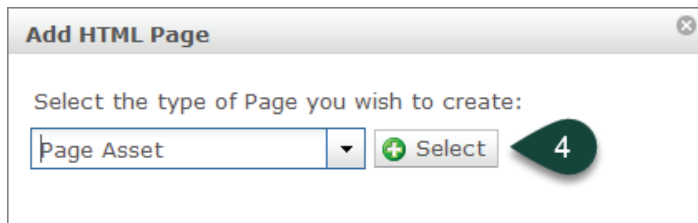
Creating Second Level Navigation Items

Creating the Page for a Second Level Navigation Item

1. Select the **Folder** that represents the top level navigation link you wish to place the second level navigation link within.
2. Select the **Drop-Down Arrow** next to the Add New button.
3. Select **Page**.



4. Verify Page Asset is displayed and click the **Select Button**.



5. Enter the **Title**. This will be the exact wording that will show up in the navigation of the website. (i.e. About, News, etc.)
6. Edit the **URL** if necessary.
7. Select your **Standard Content Page** from the template drop-down menu.
8. Select **Save / Publish**.

