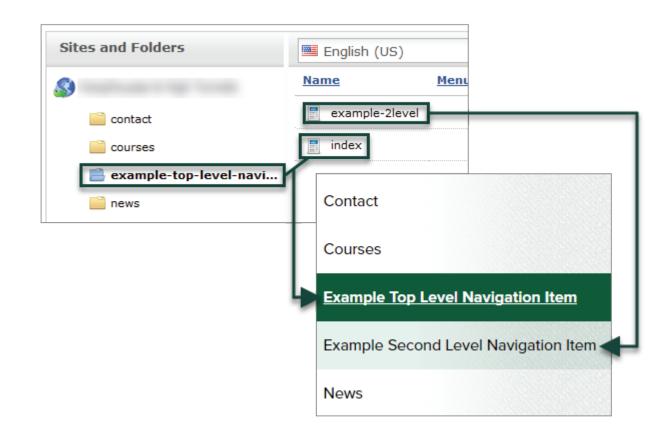
# **Creating Website Navigation** with Folders and Pages

## **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.



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### **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.

<b>Pages</b> Site Browser	Content Entry Manager				
0		Site Browser			Change Site 🔽
Sites and Folders		English (US)	•		🕂 Add New 🔻
<ul> <li>Contact</li> <li>Courses</li> <li>news</li> </ul>		Name	Menu Status	Mod.User	🕞 Folder < 2
		index 📰	💿 鱼 🚆 🚟 (en_US) Hoi	me	Page
					3 Show Archived

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.

Path To Folder:	/example-top-level-navigation
Title:	Example Top Level Navigation
Name (URL):	example-top-level-navigation
Sort Order:	0
Show on Menu:	☑ 5
Allowed File Extensions:	
	(a comma separated list, e.g. *.jpg, *.gif, *.bmp, *.png)
Default File Asset Type:	File Asset 👻
	6 🔚 Save 🕊 Cancel

## 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**.

Add HTML Page	8
Select the type of Page you wish to create: Page Asset	

- 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.

VVOIKHOW				
Step: Nothing	Title:			
Assignee: Nobody	Example Top Level Navigation			
Actions	Url:			
🖬 Save 🛛 🌀	index			
🔵 Save / Publish 🥑	Template:			
	Show on Menu:			
8	Friendly Name			

## 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.

Pages Site Browser	Content Entry Manager							
9	Site	Browser					Change Site 🔽	9
Sites and	1 Folders	📟 English	(US)		•		🛨 Add New 🔻	k
<u>8</u>		Name	Menu	Status		Mod.Use	er 🕞 Folder	
<ul> <li>contact</li> <li>courses</li> <li>example-top-level-navi</li> </ul>		index			飅 (en_US\$xample Top Level Navigation I	tem Jane Use	r 🖪 Page 🦪	1
							📑 Image or File	
							🚳 Multiple Files	
							🚍 Menu Link	
ne ne	ews						ig Show Archived	

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

Add HTML Page	e
Select the type of Page y	vu wish to create: ▼ Select 4

- 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.

WOSKIIOW	
Step: Nothing	Title:
Assignee: Nobody	5 Second Level Navigation Item
Actions	Url:
🖬 Save	6 example-2level
💮 Save / Publish 🛛 8	
💓 Cancel	Template:
	7 Standard Content Page 🔻
	Show on Menu:
	Friendly Name: