



Information Technology Services

Understanding the Navigation Menu

Purpose: To understand how the left navigation works and how to edit it.

Below you will see the ITS website. Notice the folders. These folders contain other folders and files.

<input type="checkbox"/>	<input type="checkbox"/>	Name ^	Status	Modified	Options	Staging	Production
<input type="checkbox"/>		_nav.inc	1.8K		5/13/16 1:55 PM		
<input type="checkbox"/>		_props.pcf	815B		4/20/16 3:55 PM		
<input type="checkbox"/>		community		4/20/16 4:22 PM			
<input type="checkbox"/>		computer-labs		4/20/16 4:23 PM			
<input type="checkbox"/>		documents		5/13/16 2:06 PM			
<input type="checkbox"/>		images		5/17/16 3:44 PM			
<input type="checkbox"/>		index.pcf	10.7K		4/20/16 3:56 PM		
<input type="checkbox"/>		printing		4/20/16 5:43 PM			
<input type="checkbox"/>		staff		4/20/16 5:43 PM			
<input type="checkbox"/>		students		4/20/16 5:43 PM			
<input type="checkbox"/>		test.pcf	10.5K		5/13/16 2:28 PM		
<input type="checkbox"/>		wireless-access		4/20/16 5:43 PM			

- You must do 2 things to create a navigation item in a new page or section.

Choose tags to be added to the page. These can be updated later.

File Configuration

Add Navigation Item

Check "Yes" to add navigation

Specify if a link to this page should be added to the navigation. Note that both files need to be published after creation.

Page Configuration

Layout Columns

Select Two Column Layout


Please choose the layout you would like the page to display as. This can be changed after page creation.

Let's take a look at how it works.

- When you create a new section a new navigation menu is created

administration-departments › information-technology-services + New Upload Filter Advanced Search

<input type="checkbox"/>	<input type="checkbox"/>	Name ^	Status	Modified	Options	Staging	Production
<input type="checkbox"/>	<input type="checkbox"/>	_nav.inc	787B	5/18/16 3:22 PM			
<input type="checkbox"/>	<input type="checkbox"/>	_props.pcf	815B	4/20/16 3:55 PM			
<input type="checkbox"/>	<input type="checkbox"/>	alerts-outages.pcf	10.5K	5/18/16 3:09 PM			
<input type="checkbox"/>	<input type="checkbox"/>	community		5/18/16 3:23 PM			
<input type="checkbox"/>	<input type="checkbox"/>	computer-labs		4/20/16 4:23 PM			
<input type="checkbox"/>	<input type="checkbox"/>	documents		5/13/16 2:06 PM			
<input type="checkbox"/>	<input type="checkbox"/>	images		5/17/16 3:44 PM			
<input type="checkbox"/>	<input type="checkbox"/>	index.pcf	10.7K	4/20/16 3:56 PM			
<input type="checkbox"/>	<input type="checkbox"/>	mobile-app.pcf	10.5K	5/18/16 3:21 PM			
<input type="checkbox"/>	<input type="checkbox"/>	printing New Section		5/18/16 3:20 PM	Edit Publish File		
<input type="checkbox"/>	<input type="checkbox"/>	staff		5/18/16 2:59 PM			
<input type="checkbox"/>	<input type="checkbox"/>	students		4/20/16 5:43 PM			
<input type="checkbox"/>	<input type="checkbox"/>	technical-support.pcf	10.5K	5/18/16 3:14 PM			
<input type="checkbox"/>	<input type="checkbox"/>	wireless-access		4/20/16 5:43 PM			



GULF COAST STATE COLLEGE › ADMINISTRATION AND DEPARTMENTS › INFORMATION TECHNOLOGY SERVICES › PRINTING


PRINTING New Navigation Edit Main Content

This is an automatically generated index file.

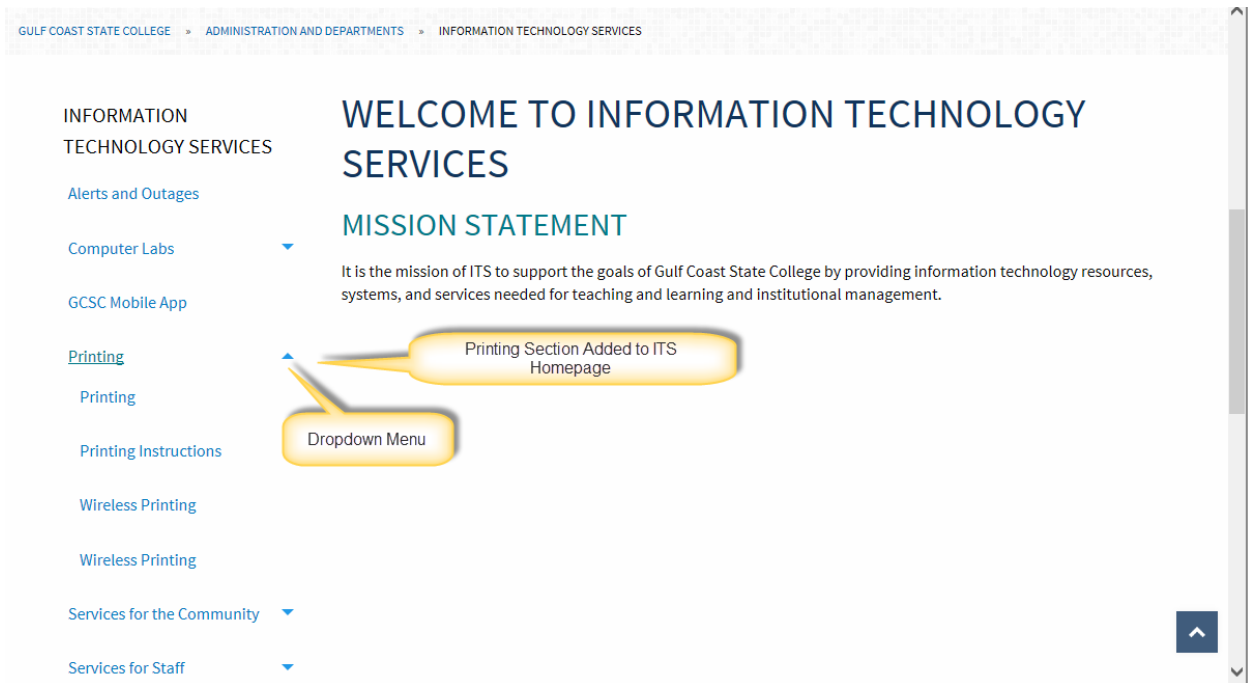
[Printing Instructions](#)

[Wireless Printing](#)

[Wireless Printing](#)



- Since the new navigation is part of the ITS website, the new printing navigation becomes part of the home page navigation and everything in that new section is displayed in a dropdown menu.

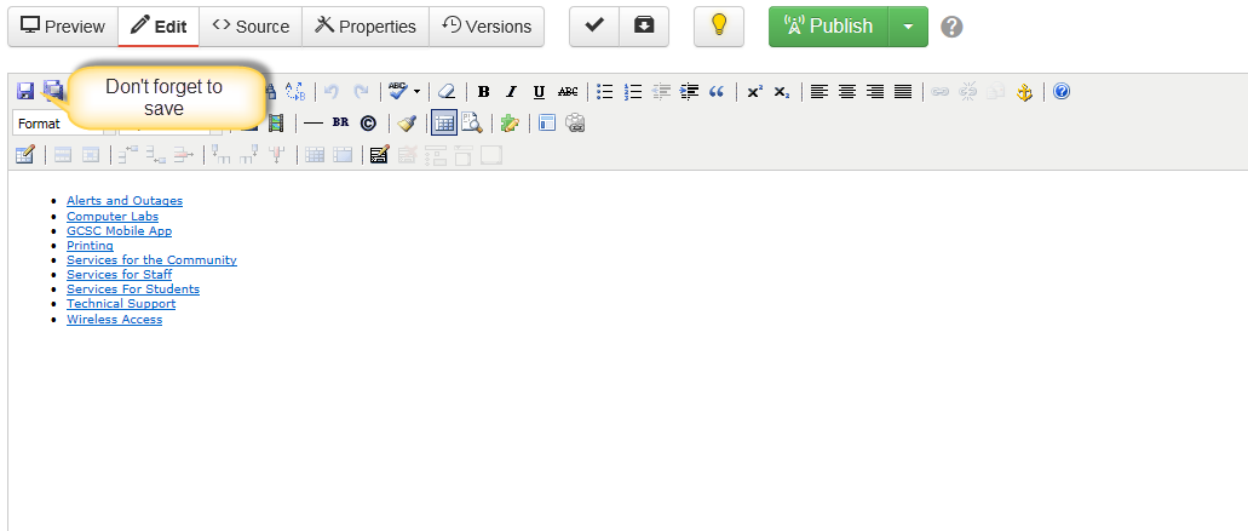


Let's take a look how to edit the navigation menu.

- Find the `_nav.inc` file under Content

	Name ^	Status	Modified	Options	Staging	Production
<input type="checkbox"/>	<code>_nav.inc</code> Navigation Menu	787B		5/18/16 3:22 PM		
<input type="checkbox"/>	<code>_props.pcf</code>	815B		4/20/16 3:55 PM		
<input type="checkbox"/>	<code>alerts-outages.pcf</code>	10.5K		5/18/16 3:09 PM		
<input type="checkbox"/>	<code>community</code>			5/18/16 3:23 PM		
<input type="checkbox"/>	<code>computer-labs</code>			4/20/16 4:23 PM		
<input type="checkbox"/>	<code>documents</code>			5/13/16 2:06 PM		
<input type="checkbox"/>	<code>images</code>			5/17/16 3:44 PM		
<input type="checkbox"/>	<code>index.pcf</code>	10.8K		5/23/16 9:14 AM		
<input type="checkbox"/>	<code>mobile-app.pcf</code>	10.5K		5/18/16 3:21 PM		
<input type="checkbox"/>	<code>printing</code>			5/18/16 3:20 PM		
<input type="checkbox"/>	<code>staff</code>			5/18/16 2:59 PM		
<input type="checkbox"/>	<code>students</code>			4/20/16 5:43 PM		
<input type="checkbox"/>	<code>technical-support.pcf</code>	10.5K		5/18/16 3:14 PM		
<input type="checkbox"/>	<code>wireless-access</code>			4/20/16 5:43 PM		

- You can create links to pdf's, change the name of a menu item and alphabetize the menu items here.



- Changes will not be visible until documents is approved and published.