## **Ektron Procedures**

# Add Category to Site Navigation Bar

## Recommendations

- 1. When building the navigation bar be sure to view the site in at least three different browsers as each may render the page and the menu items differently and you may find the navigation runs off the page in one browser while it does not in the others. The top five browsers at the time of this writing are:
  - a. Google Chrome
  - b. Mozilla Firefox
  - c. Internet Explorer
  - d. Opera
  - e. Safari (main browser installed on Mac computers)

source: http://internet-browser-review.toptenreviews.com/

2. It is recommended that websites be organized so they have a maximum of 4 tiers and 3 tiers is preferred.

#### Notes

- 1. On the category drop-down menu you will only see the 2<sup>nd</sup> tier menu items.
- 2. If you have too many items in a category drop-down they will not all appear in the drop-down area.
- 3. In order to have left navigation show on the left side of a page, the page must be included in the menu items.
- 4. If you have too many tiers the navigation will not appear on the left even though the items have been added to the menu.



## Procedure

To add a category to the site navigation bar, click the MENU tab at the bottom of the workarea.

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Navigate to the menu you wish to add an item to and click on the ADD ITEMS button. When the ADD NEW ITEM window appears select one of the following (if in doubt choose SUB MENU):

- 1. Content Item = if the item you want to add is a content block and the category will not need a drop-down menu.
- 2. Library Asset = if the item you want to add is a document or an image that has already been uploaded to the system and the category will not need a drop-down menu.
- 3. External Hyperlink = if the item you want to add resides on a different website and the category will not need a drop-down menu.
- 4. Sub Menu = if the category you want to add will need a drop-down menu

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#### Then click NEXT.

### IF YOU CHOOSE:

#### **CONTENT**

## Click to choose CONTENT ITEM and then click the NEXT button.

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#### When the ADD NEW ITEM window appears navigate to the content block you wish to add and check the item to select it, then click the Add Button.



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### BROWSE LIBRARY.

Add New Item						
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Title:	Governance	-	Enter title here	Г	Then click here	 Browse Library

Navigate to the folder that contains the image or document you want to upload. To see documents previously uploaded change the drop-down box from IMAGES to FILES.

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IMAGE - When the navigation window appears navigate to the folder that contains the image or document you want to upload.

**DOCUMENT** - To upload a document change the drop-down box from IMAGES to FILES then navigate to the document you want to upload.



### <mark>SUB MENU</mark>

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# Add Category drop-down item to site navigation

Repeat the steps above as if you were adding a new category, but choose the appropriate sub-category before clicking on the ADD ITEMS button.

