

Ektron Procedures

Add Category to Site Navigation Bar

Recommendations

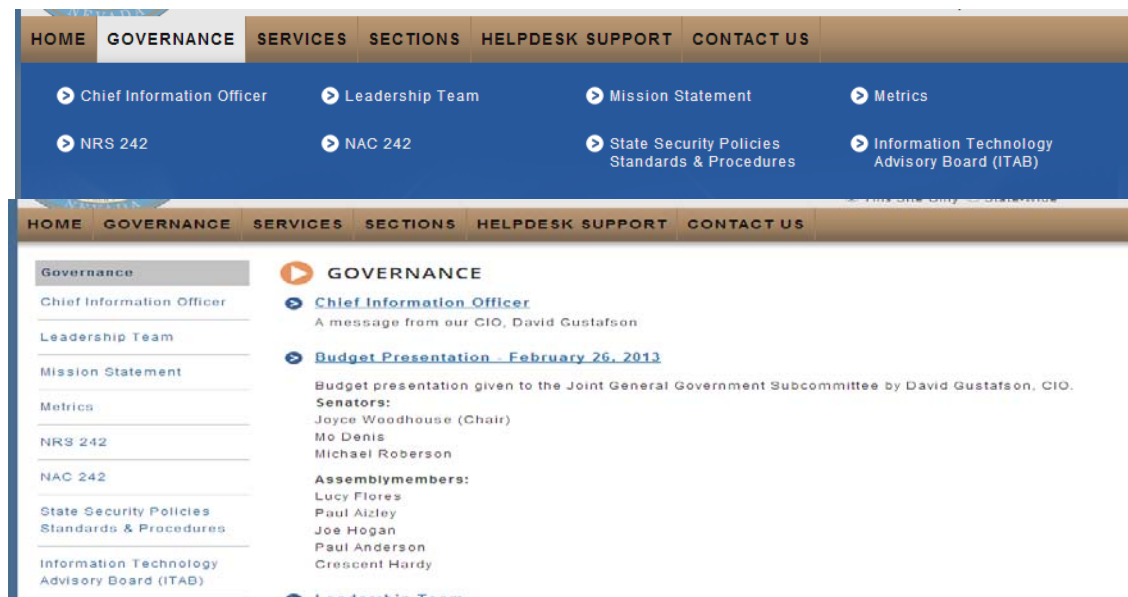
1. When building the navigation bar be sure to view the site in at least three different browsers as each may render the page and the menu items differently and you may find the navigation runs off the page in one browser while it does not in the others. The top five browsers at the time of this writing 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.

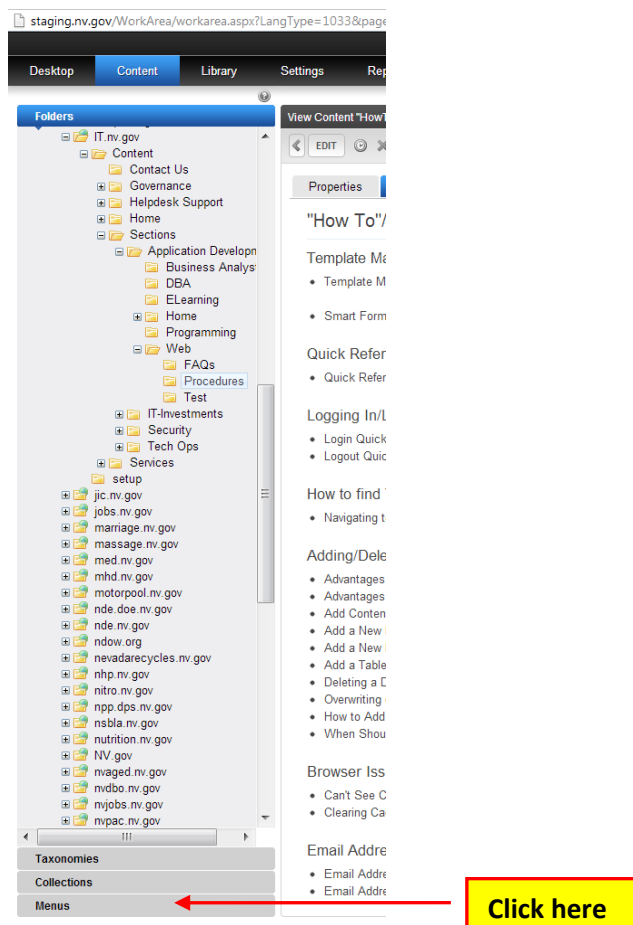
Notes

1. On the category drop-down menu you will only see the 2nd 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.



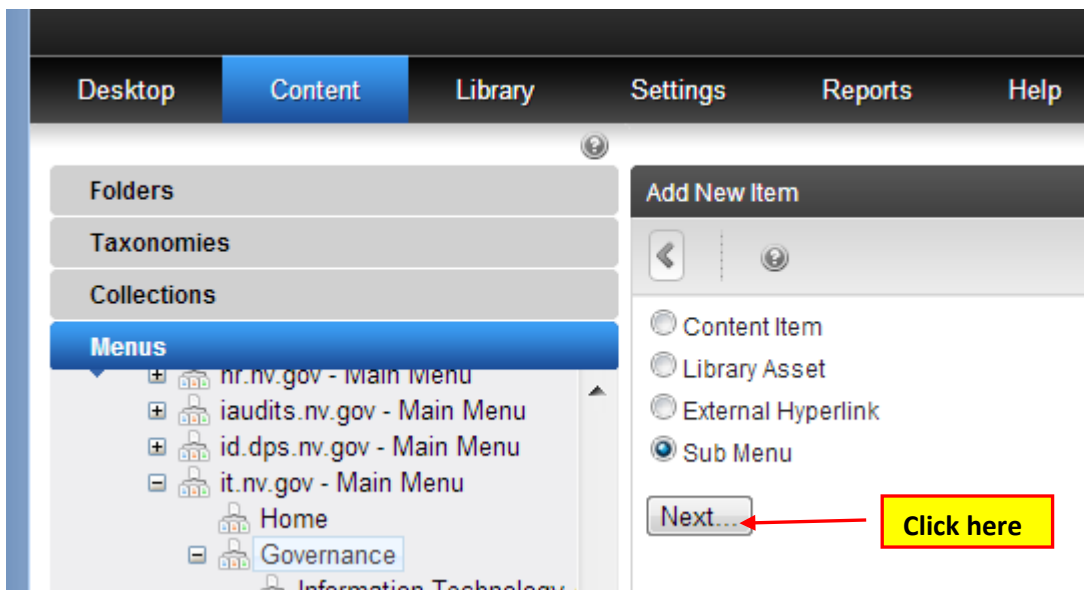
Procedure

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



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):

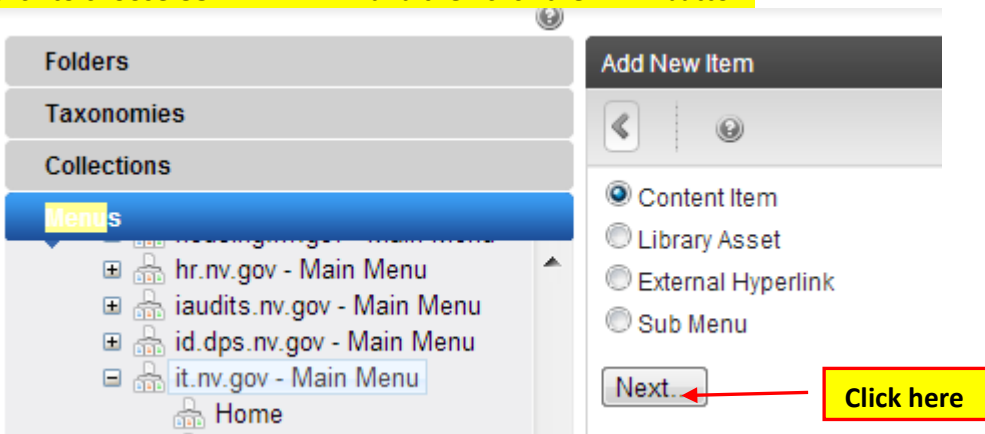
1. **Content Item** = if the item you want to add is a content block and the category will not need a drop-down menu.
2. **Library Asset** = if the item you want to add is a document or an image that has already been uploaded to the system and the category will not need a drop-down menu.
3. **External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



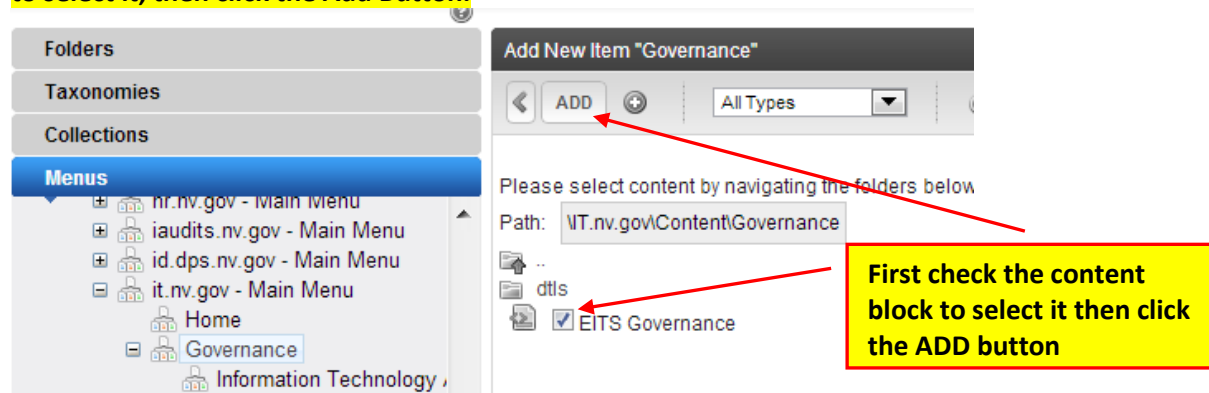
Then click NEXT.

**IF YOU CHOOSE:
CONTENT**

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

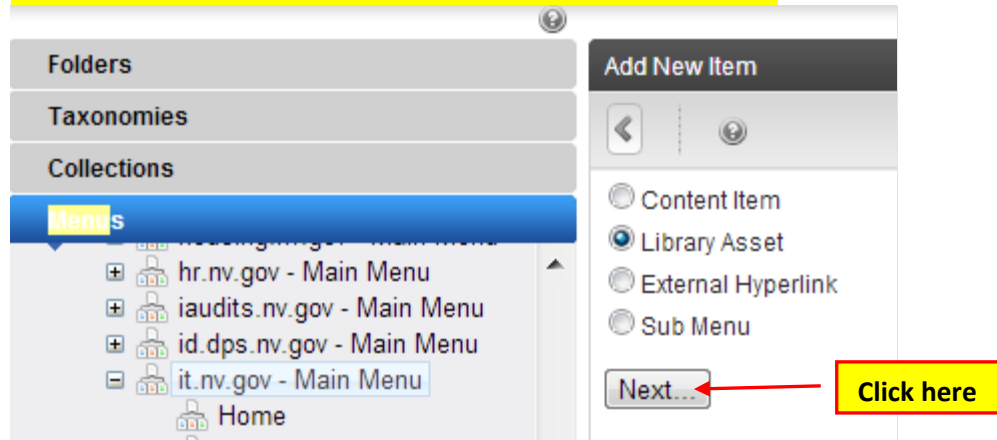


When the ADD NEW ITEM window appears navigate to the content block you wish to add and check the item to select it, then click the Add Button.



LIBRARY ASSET

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



When the window below appears enter a Title for the document or image in the Title field then click the 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.

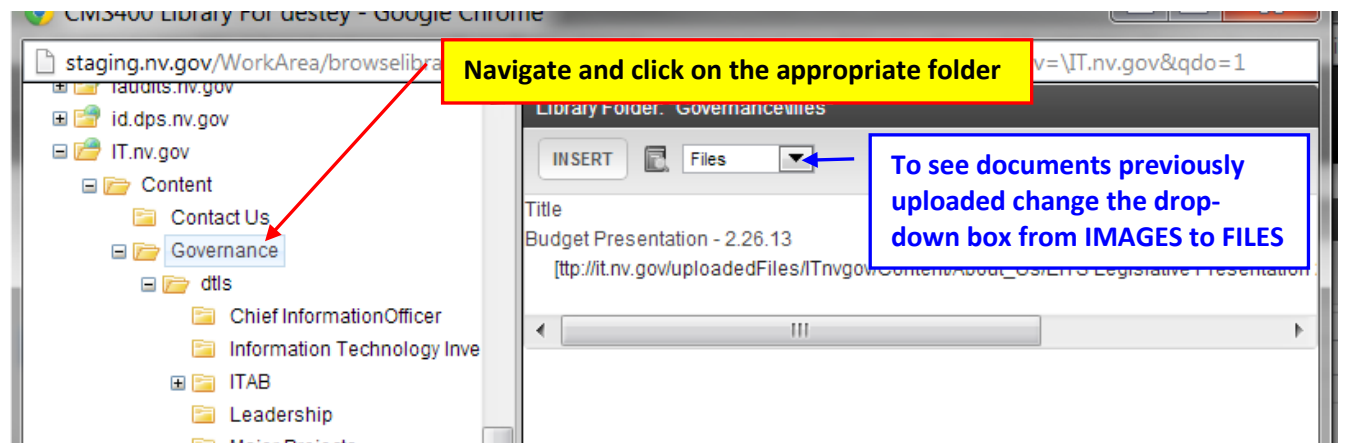
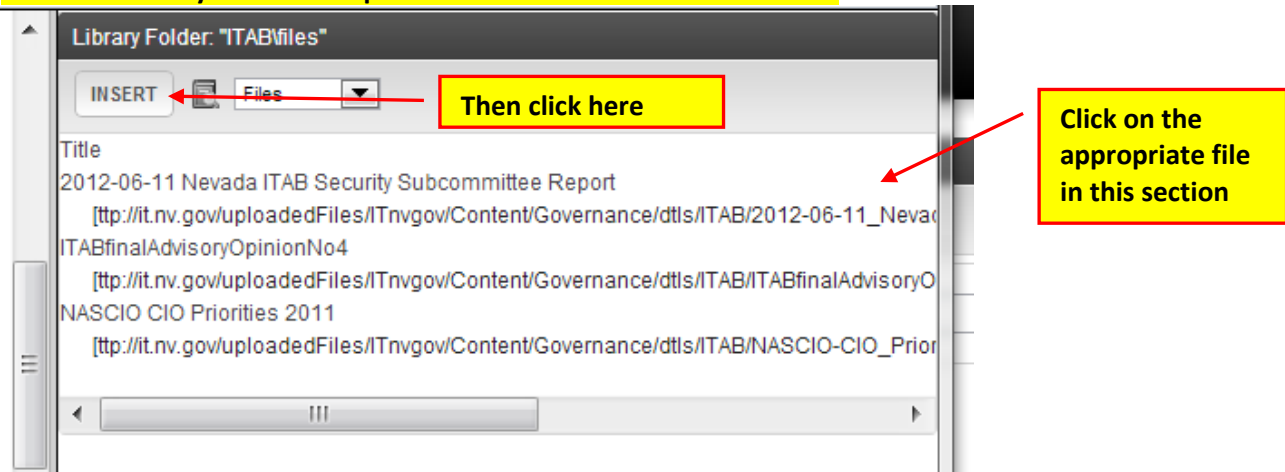


IMAGE - When the navigation window appears navigate to the folder that contains the image or document you want to upload.

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

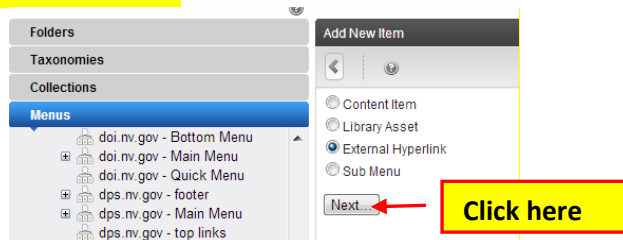
Click on the file you want to upload and then click the INSERT button.



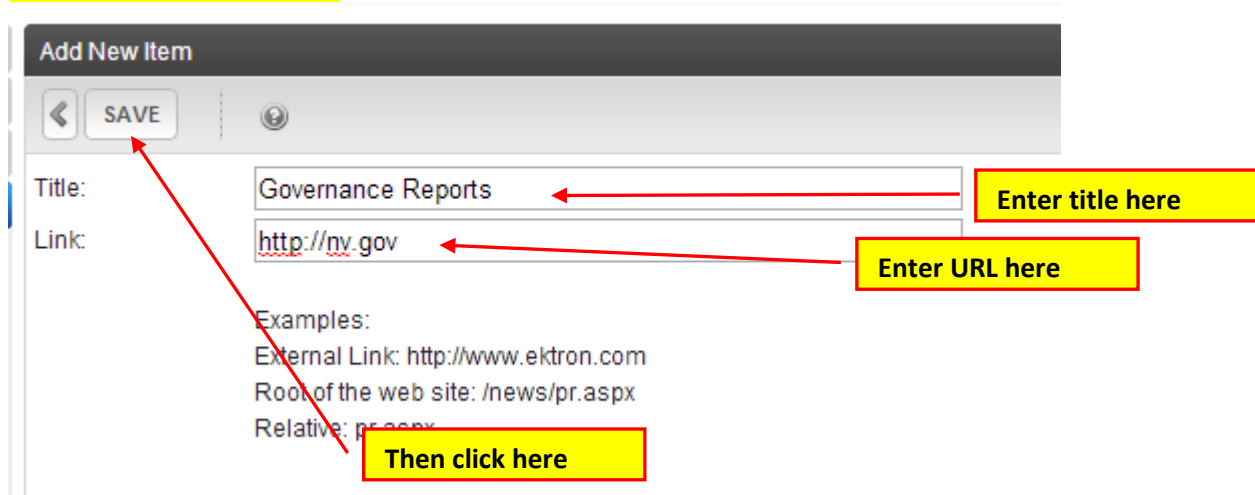
Then when you've returned to the ADD NEW ITEM window, click the SAVE button

SAVE

EXTERNAL HYPERLINK

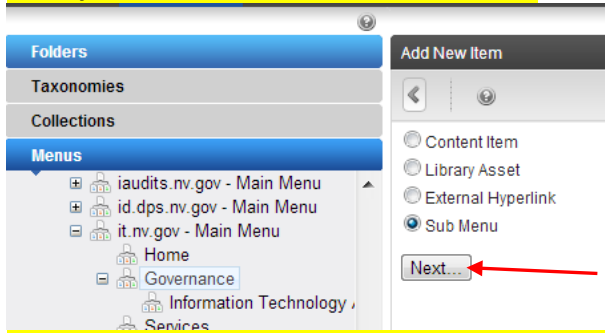


Click to choose EXTERNAL HYPERLINK and then click the NEXT button. When the ADD NEW ITEM window appears enter a Title for the hyperlink in the Title field and enter the url to the website page in the Link field, then click the SAVE button.



SUB MENU

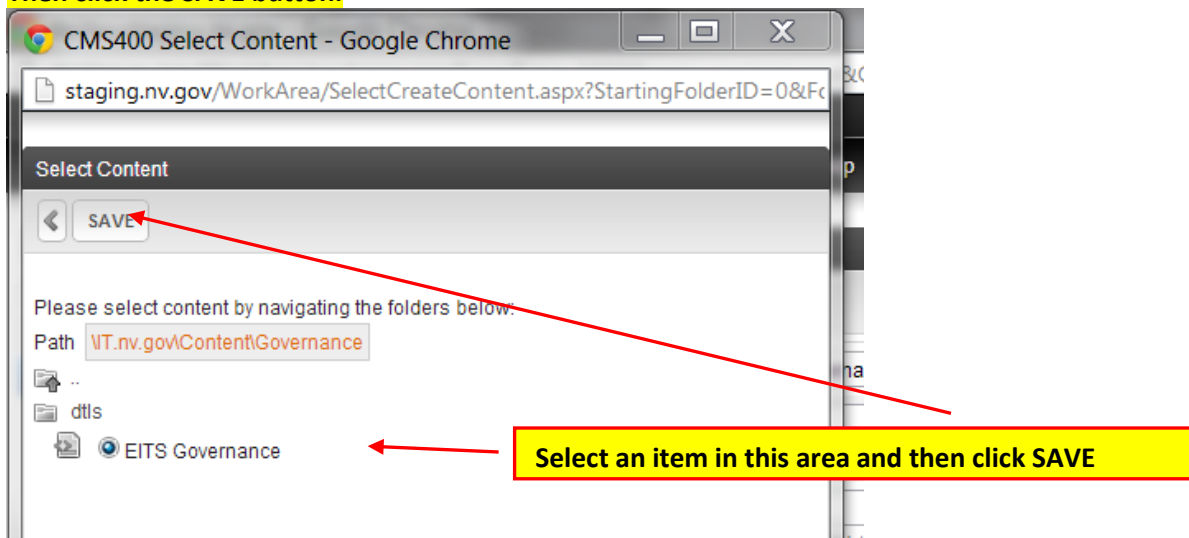
Once you've chosen SUB MENU, click NEXT.



When the Add Menu window appears enter the title you want to appear on the Navigation bar, and click the browse button to the right of URL Link field.

The 'Add Menu' form shows the 'Title' field set to 'Governance'. The 'URL Link' field has a browse button. A red arrow points to the 'Title' field with the label 'Enter title here'. Another red arrow points to the browse button with the label 'Then click here'.

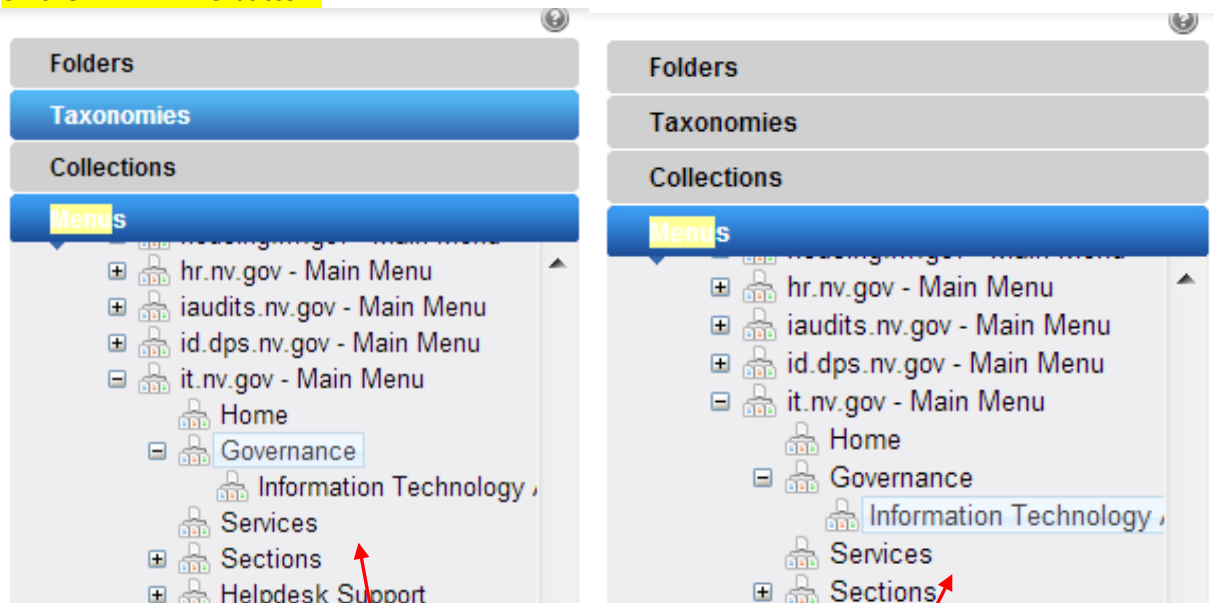
When the CMS400 Select Content window appears, navigate to the appropriate content block and click on it. Then click the SAVE button.



Repeat these steps for each new category.

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.



Click on any menu category or subcategory to add an item to its drop-down menu using the steps outlined above.