

# documentation



## **Creating and editing navigation menus**

#### IRT Home

Academic Technology

Broadcast, Production and Support

Media Services

Student Technology Consultants

Faculty Workshops

Liaisons

The navigation menu – every page has one, and this document will explore how menus are created, named, and ordered, and deployed.

Items that can appear on a menu include:

- HTML files
- PDF files
- Folders
- Links

#### Topics covered in this document:

- I. **Overview** of the **files and folders interface**, with emphasis on **menu order**
- II. **Designate** a file, folder, or link item to appear on the menu using **Edit**
- III. File: On the Advanced Properties tab of a file select Show on Menu and Sort Order
- IV. Links: The menu options appear at the bottom of the Properties tab of the Edit interface
- V. Folder: Menu options are available on the Properties tab of the Edit interface
- VI. Sub-menus are created by creating a menu within a child folder
- VII. The Navigation Widget is used to deploy menus on a page

I. See below for a generic illustration of the files and folders interface. The second column indicates which files or folders are displayed on the menu, and in what order.

📔 request-forms	5				
📄 student-blackboard-support	4 👞				
📔 resources-students			M	enu Order	
student-technology-consultants	3 🗡				
🚞 stc	5				
index.dot		•	≙	Instruction & Research Technology	Robert Harris
contact-us.dot		۲		Contact Us	Housen Maratouk
practice-page.dot	11	•		Practice Page	Craig Marcone
bb-upgrade.dot		9	≙	Bb-upgrade	Housen Maratouk
📄 cirt.dot		0		Center for Instruction & Research Tech.	Jaehyun Kim
academics-edit-page.dot		0		Academics Edit Page -do not publish page	Yuri Marder
📄 harris.dot		9		Harris Directory of Services	Robert Harris

The navigation widget will review a level of files and folders and will bring in all the files designated to appear in the menu.

#### II. Designate a file, folder, or link item to appear on the menu.

To edit a file, folder, or link for display on the **menu** navigate to the files and folders interface and double click the items designated for display.

📄 request-forms	5			
📄 student-blackboard-support	4			
iresources-students				
student-technology-consultants	3			
📄 stc	5			
index.dot	۲	≜	Instruction & Research Technology	Robert Harris
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#### III. HTML file: On the Advanced Properties tab of a file select Show on Menu and Sort Order



#### V. Folder: The same menu options are available on the default folder interface.

The menu interface for a folder is very similar. Select the item in question from the files and folders interface, right-click and select **Edit Folder**. The **Show on Menu** and **Sort Order** options are on the default folder edit interface.



The folder for the menu above is illustrated to the right. All the ordered menu items are folders.

In order to spawn a sub-menu the root file of the child folder must be named *index.dot*.

Name	Menu	Sta	tus	Description
academic-technologist-avail	4			
a blackboard	1			
a ftc-workshops	2			
instructional-design	3			
iaison				
a request-forms	5			
flash.dot		0	3	flash
index.dot		Θ	B	index
template-1col.dot		0	3	cirt

### VII. The Navigation Widget is used to deploy menus on a page

On a newly-created page select the Add Content area in the upper left.

🔋 🍦 Add Content	Į.	👍 Add Content
	example	
X	(i)	\mu Add Content



From the roster of widgets select **Navigation builder.** After selecting the Navigation Builder a Search area will appear to the right of the interface. Search for the department or college in question and select the appropriate menu.

Select the type of widget you would ike to insert or create from the list below.	🔍 Search 🕂 Create New Navigation E	uilder
Department Feature Dept Slide Show Embed Video Navigation Builder Pop Menu Web Page Settings	Select( Copy ) COSH Department LevelSelect( Copy ) the Women's Center MenuSelect2-4-600-noSelectACADEMIC Department Navigation (use this one)SelectACENET - NavigationSelectAdministration navSelectAdministrative Department Menu - 1 Sub MenuSelectAdministrative Department Menu - 1 Sub Menu ExpandedSelectAdministrative Department Menu - No Sub MenuSelectAdministrative Department Menu - No Sub MenuSelectAdministrative Department Menu - No Sub Menu	E

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The system will scan the folder you've selected and will pull down the menu designated by following steps I-VI above.

🧃 🍦 Add Content	I)	🐳 Add Content
🎲 Edit Widget	example	
RI Home	🧃 🎍 Add Content	
Academic Technology		
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