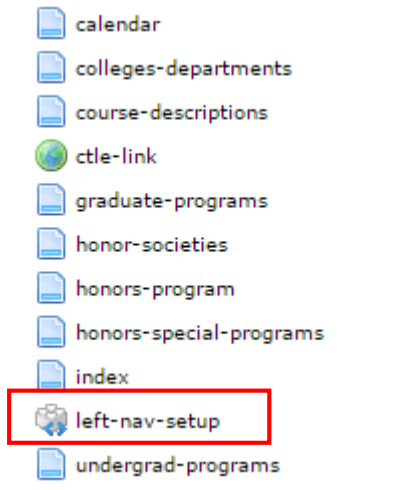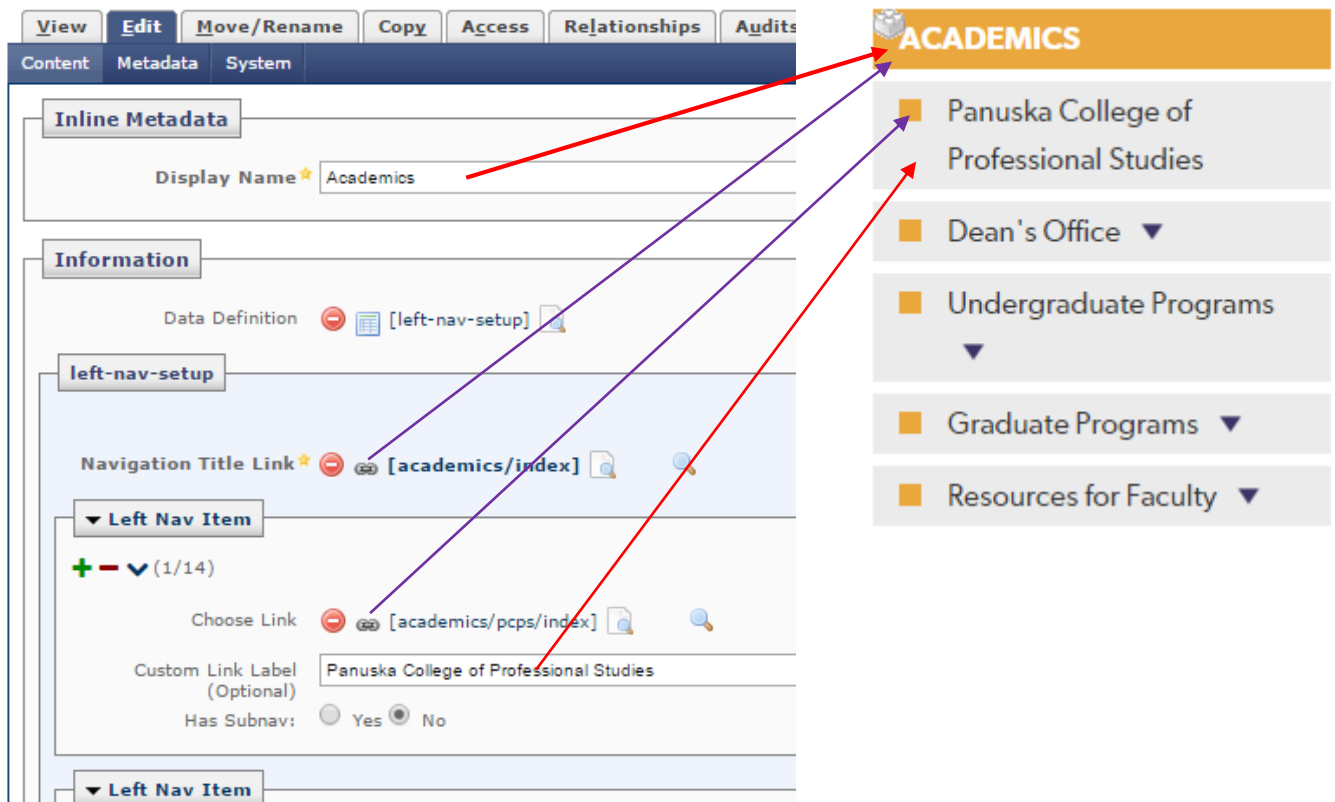# CMS Left Navigation Training

Editing the left navigation

- Log into my.scranton.edu and select the pencil icon to access the CMS system
- Under your main folders in CMS, you will find a new block called left-nav-setup. Your left navigation block will no longer reside in your assets folder.

- Double click the block you need to edit
- Select to edit the block

+ − ∨ ∧ (2/14)

Choose Link ⊖ 🔗 [academics/pcps/dean/index] 📄 🔍

Custom Link Label (Optional) Dean's Office

Has Subnav: ● Yes ○ No

▼ Left Nav Item » Sub-item

+ − ∨ (1/8)

Choose Link ⊖ 🔗 [academics/pcps/dean/mission] 📄

Custom Link Label (Optional) Mission

▶ Left Nav Item » Sub-item » Third Level Item

▼ Left Nav Item » Sub-item

+ − ∨ ∧ (2/8)

Choose Link ⊖ 🔗 [academics/pcps/dean/contact-us] 📄

Custom Link Label (Optional) Contact Us

▶ Left Nav Item » Sub-item » Third Level Item

■ Dean's Office ▲

Mission

Contact Us

Contact Departments & Programs

Students of Distinction

- Make links (see purple arrows in sample above)and add copy for links (red arrows – these will default to page name if left blank)
    - For internal links: click on the link icon and browse for the intended page
    - For external links: you will need to create these as separate items before being able to link them accordingly (see instructions below)
- Submit
- Your entire folder will need to get published for your navigation to be adjusted on your website

Creating External Links

- Click on your "external-links" folder

    - **If you do not have that folder**, please add it under your main folder by following the steps below:
    - Select your main folder where you will be creating an "external-links" folder
    - Select New > your department folder> New Folder
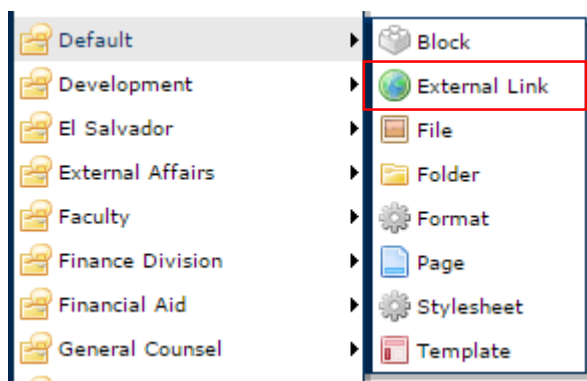   - In the System Name box, add "external-links"

    - Submit

- Select New > Default > External Link

- Complete the following information:
- System name
- Link (copy paste the link)
- Submit

(you do not need to publish these links)

New Link

Preview | Create

Content | Metadata | System

System Name ★ college-arts-and-science

Parent Folder ★ 📁 [academics/pcps/external-links] 🔍

Inline Metadata

Display Name

Title

Keywords 🏷️

Description

SEO Title

Link ★ http://www.scranton.edu/academics/cas/index.shtml

First version.