

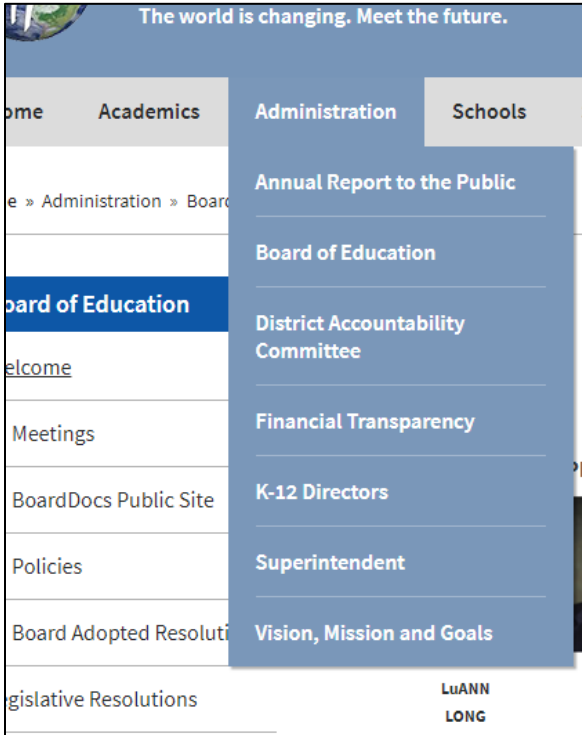
HOW NAVIGATION WORKS



This is your Channel Bar

Underneath each channel you have SECTIONS

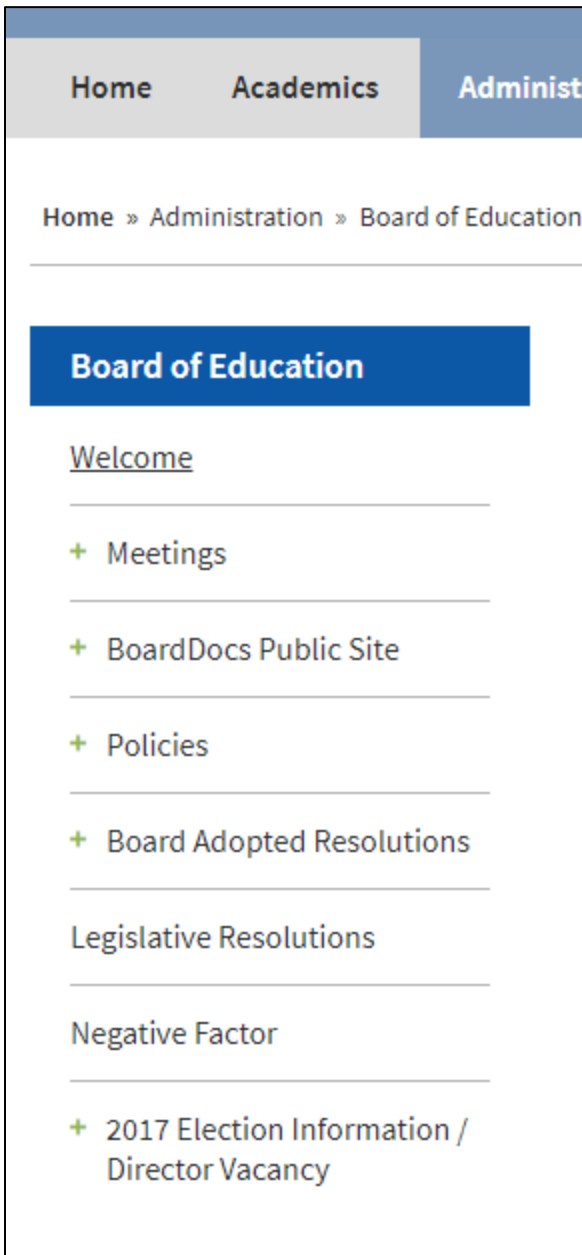
Those Sections appear in the drop down under the Channel.



There must be at least 2 Sections under the Channel for the drop down to appear.

If you have not activated a homepage for your Channel, clicking the Channel name will take you to the first section.

The pages inside each section appear on the left navigation of your section pages.



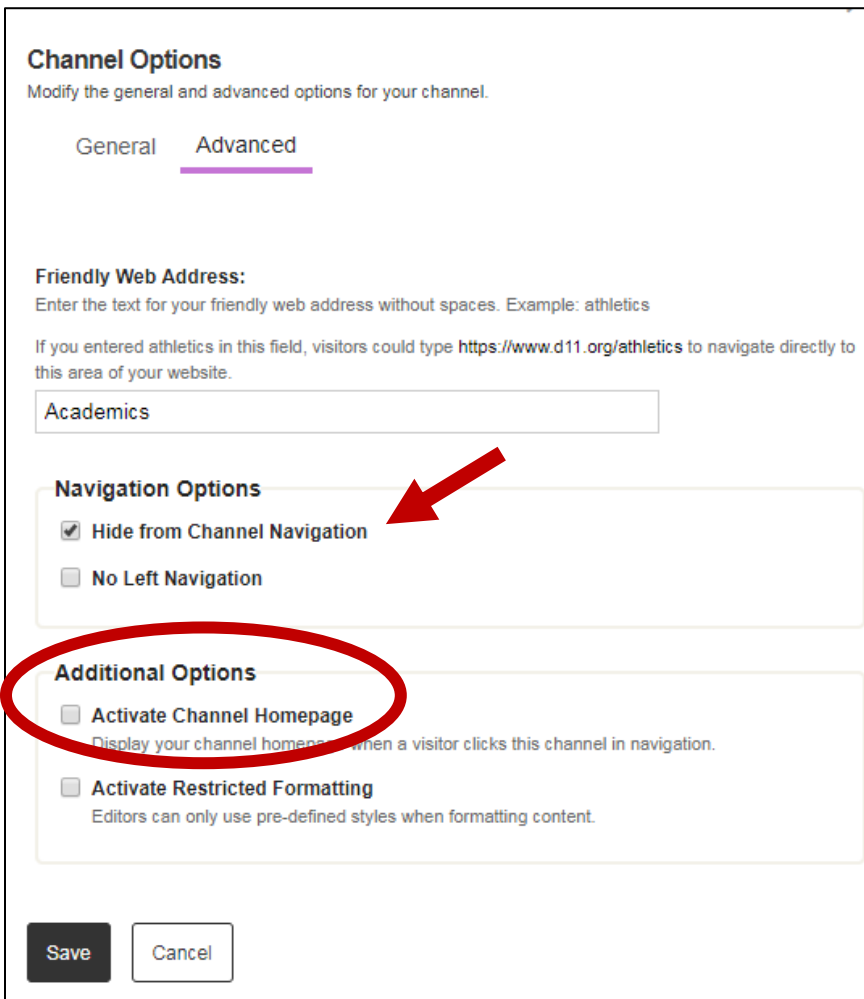
The screenshot shows a navigation menu with three tabs: Home, Academics, and Administ. Below the tabs is a breadcrumb trail: Home » Administration » Board of Education. A blue header bar contains the text "Board of Education". Below this, there is a "Welcome" link. A list of items follows, each with a green plus sign icon: Meetings, BoardDocs Public Site, Policies, Board Adopted Resolutions, Legislative Resolutions, Negative Factor, and 2017 Election Information / Director Vacancy.

Inside site manager you can organize these pages as you'd like. You can even nest them so that an expand (+) and collapse (-) icon will appear.

If you do not want a Channel to appear in the Channel Bar, go to the Channel tab in your site manage, click Options

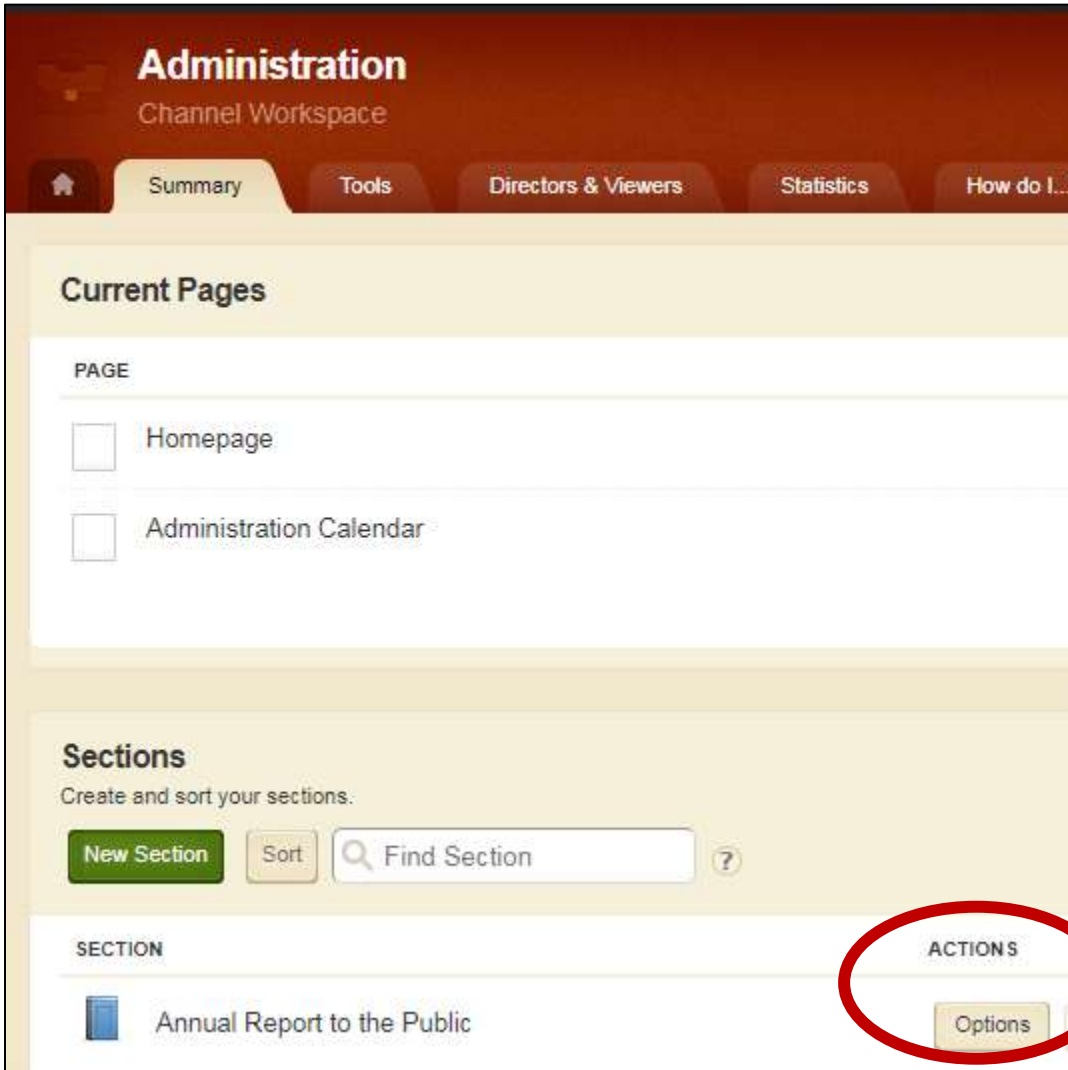


On the Advanced tab, check "Hide from Channel Navigation".

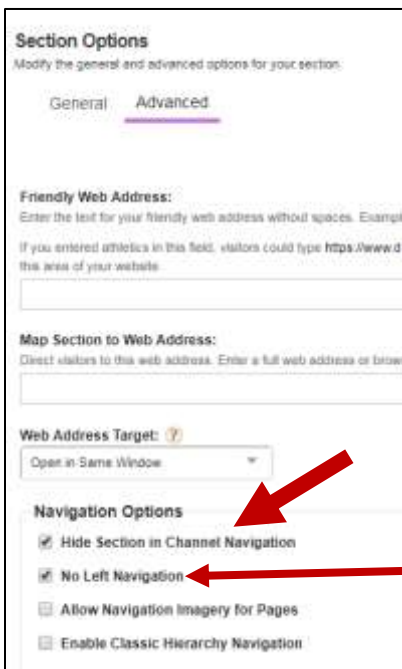


This is also where you will find the option to "Activate Channel Homepage". This means when a user clicks the Channel name they will go to this homepage and not to the 1st Section under that Channel.

If you do not want a Section to appear in the drop down under your Channel, Click the **OPTIONS** button next to the Section in your Channel Workspace.

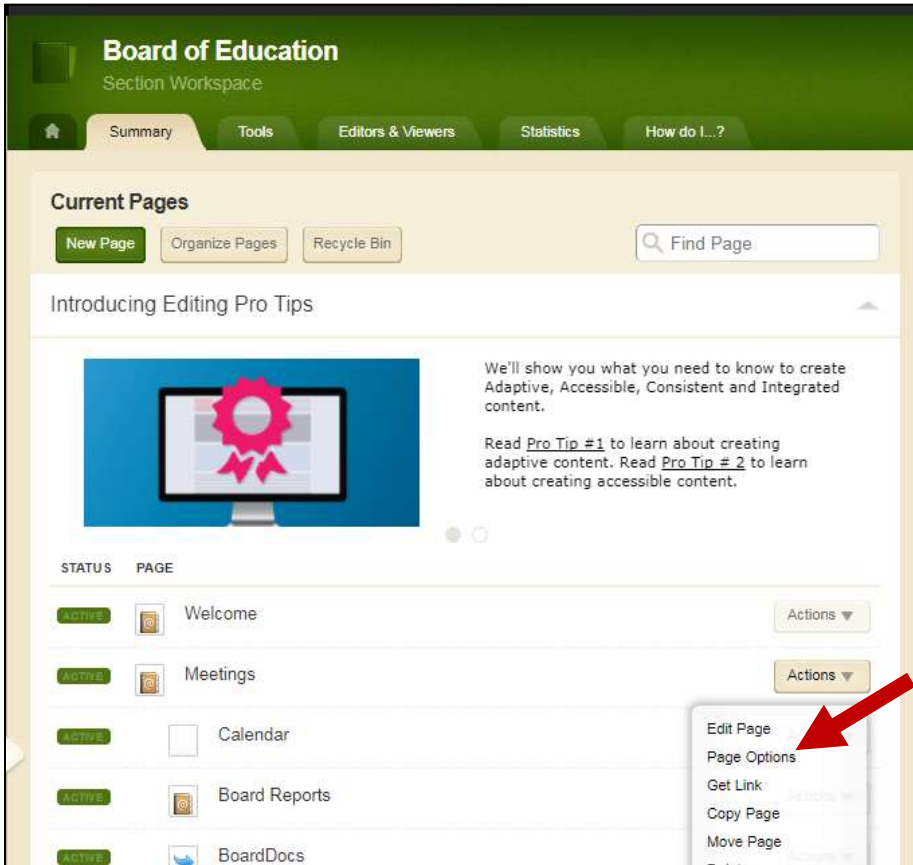


On the **Advanced Tab**, check “Hide Section from Channel Navigation”.



If you do not want the left navigation to appear on all the pages inside this section check the “No Left Navigation” box.

If you do not want a particular page to show up on the left navigation of all pages inside that section, click the Actions drop down next to the page in your Section Workspace and then click PAGE OPTIONS.



On the General tab, check “Hide this page from website navigation”.

