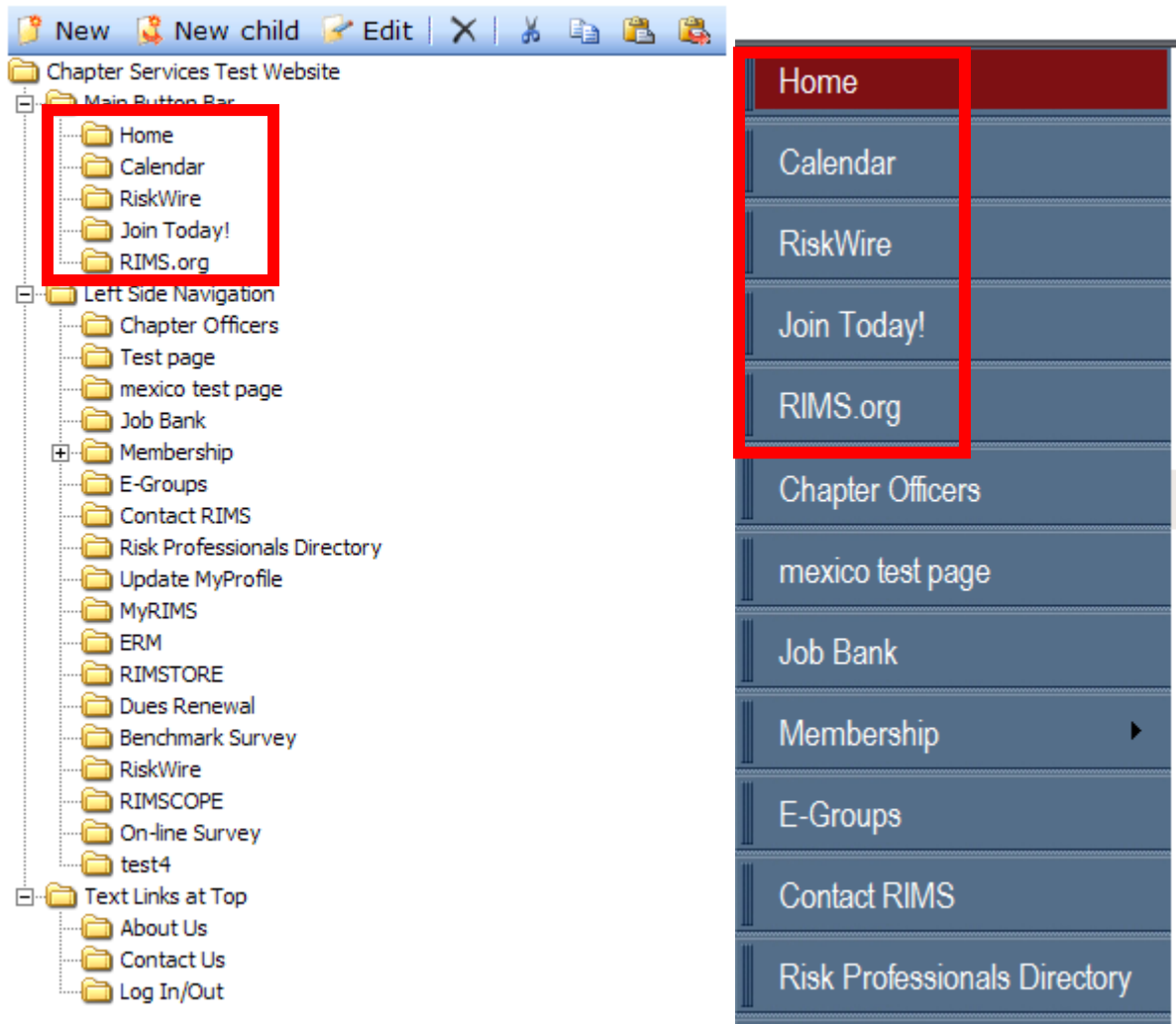


Step Three Editing Your Site: Navigation Column

- The **NAVIGATION** column contains the navigation tabs that will appear on your chapter site. As you can see below, the folders under **NAVIGATION** mimics the left side tabs of the chapter site.

Navigation



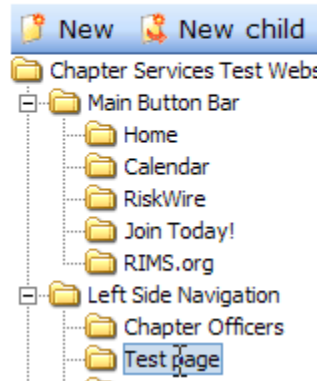
- At the top of the **NAVIGATION** column you will see an editing tool bar. Below we will cover the symbols in the navigation editing tool bar.



Step Three Editing Your Site: Navigation Column

- To highlight or select a folder always click on the name of the folder **NOT** the folder icon.

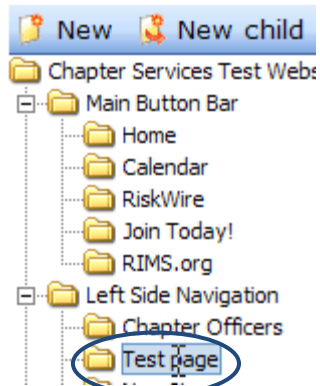
Navigation



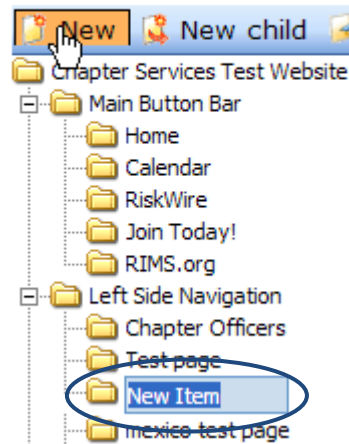
-  **New** = Click on the **NEW** tab to create a new **NAVIGATION** folder.

To create a new folder click on the name of a folder **NOT** the folder icon. Next click the NEW tab at the top of the NAVIGATION column. The new folder will appear below the highlighted folder and will be titled NEW ITEM.

Navigation



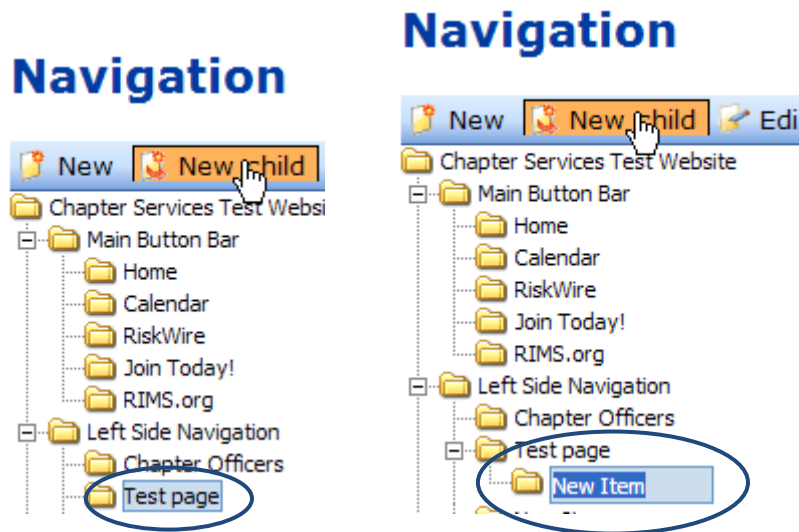
Navigation



Step Three Editing Your Site: Navigation Column

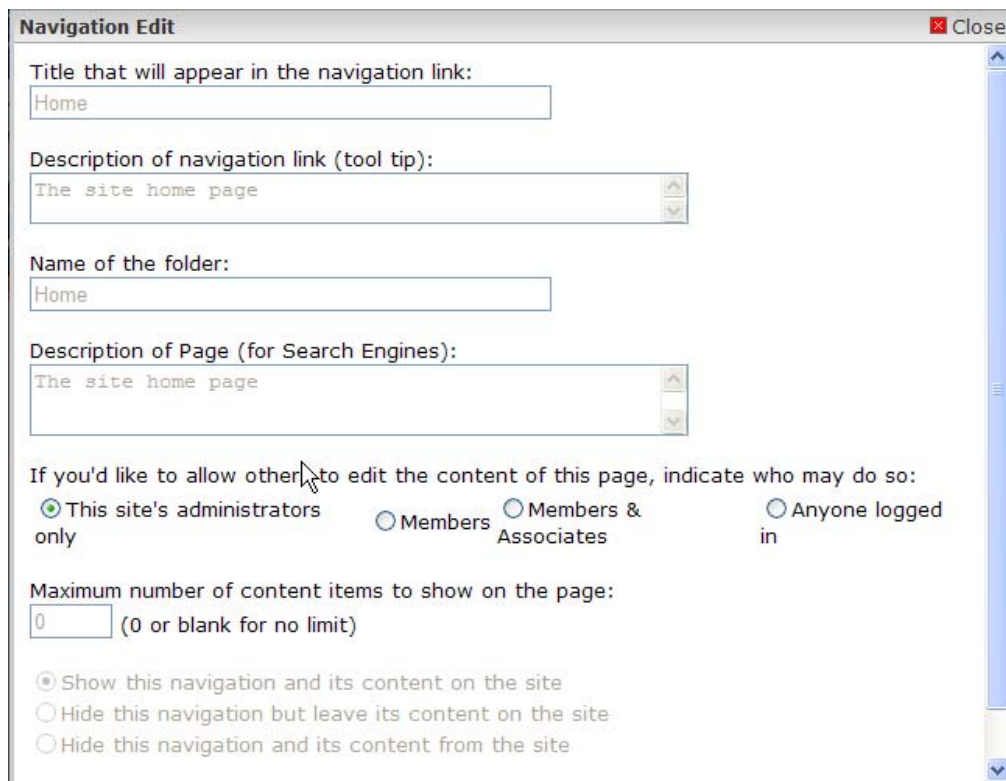
7.  **New child** = Click on **NEW CHILD** in order to create a new sub folder.

To create a new child folder click on the name of the folder in which the “child” folder will appear in. Then click the NEW CHILD tab at the top of the NAVIGATION column. Your new child folder will now appear within TEST PAGE folder and will be titled NEW ITEM.



8.  **Edit** = Will allow you to edit the properties of the **NAVIGATION** folder.


Once you click on EDIT the following screen will appear. The image below shows the default setting for all folders.



The image shows a dialog box titled "Navigation Edit" with a "Close" button in the top right corner. The dialog contains several fields and options:

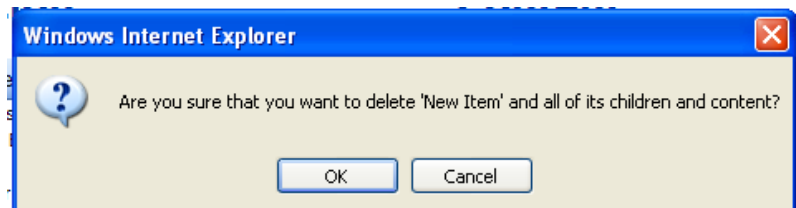
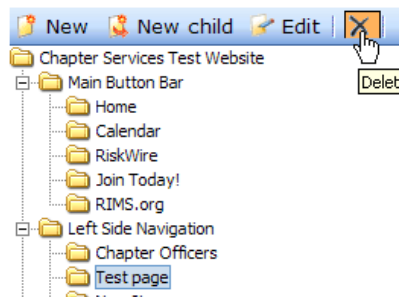
- Title that will appear in the navigation link: Home
- Description of navigation link (tool tip): The site home page
- Name of the folder: Home
- Description of Page (for Search Engines): The site home page
- If you'd like to allow other to edit the content of this page, indicate who may do so:
 - This site's administrators only
 - Members
 - Members & Associates
 - Anyone logged in
- Maximum number of content items to show on the page: 0 (0 or blank for no limit)
- Options for displaying navigation:
 - Show this navigation and its content on the site
 - Hide this navigation but leave its content on the site
 - Hide this navigation and its content from the site


Step Three Editing Your Site: Navigation Column

9.  = This is the **DELETE** tab. This tab will allow you to delete a folder and a child folder including all of its content. *Note: The HOME folder cannot be deleted. Please send requests to delete the HOME folder to chapterservices@rims.org.*

To delete a folder, click on the name of the folder that is to be deleted. Click on the DELETE icon at the top of the NAVIGATION column. You will be asked to confirm the folder you are deleting. Once you select OK, your folder will be deleted and any information contained within that folder will be lost.

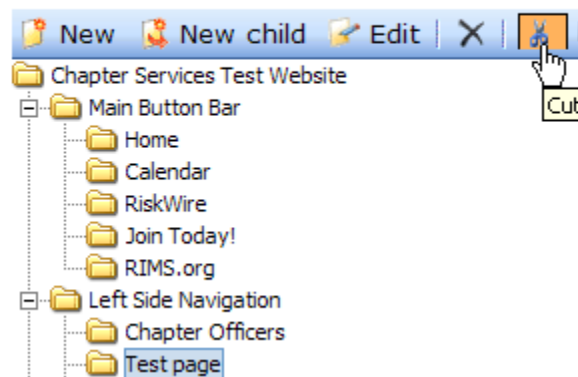
Navigation



10.  = This is the **CUT** tab. This tab will allow you to cut a folder and move it to a new location using the **PASTE** tab explained below.

To cut a folder click on the name of the folder that is to be cut. Click on the CUT icon at the top of the NAVIGATION column.

Navigation

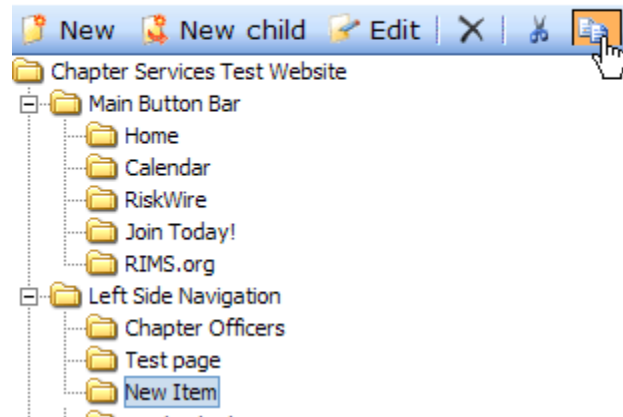



Step Three Editing Your Site: Navigation Column

11.  = This is the **COPY** tab. This tab allows you to copy a folder and its content and duplicate it in another location using the **PASTE** tab below.

To copy a folder click on the name of the folder that is to be copied. Click on the COPY icon at the top of the NAVIGATION column.

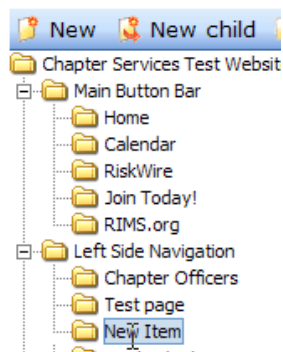
Navigation



12.  = This is the **PASTE** tab. This tab allows you to paste a copied or cut folder and its content in another location.

- a. To paste a folder click on the name of the folder that is to be cut or copied.

Navigation



- b. Click on the CUT or COPY icon at the top of the NAVIGATION column.

Cut



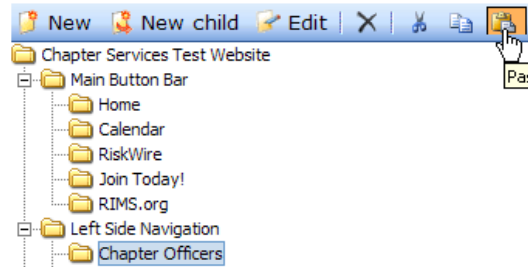
Copy



Step Three Editing Your Site: Navigation Column

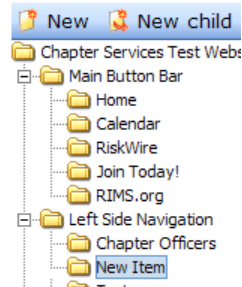
- c. Click on the name of the folder which will appear above the newly moved folder. Then click on the PASTE icon.


Navigation



- d. In the example below the NEW ITEM folder was pasted under the CHAPTER OFFICERS tab.

Navigation



13.  = This is the **PASTE CHILD** tab. This tab allows you to paste a copied or cut folder as a sub folder. To paste a folder as a child follow STEP 10 for pasting a folder. The folder that is highlighted is the folder the moved/ copied folder will be placed within.

Navigation

