NAVIGATION BUILDER

This tool is used to set up and maintain the navigation links for your Web site. That is, you will use this tool to add, update, delete and move pages within your site.

UNDERSTANDING THE NAVIGATION BUILDER HOME:

1) Click on the Navigation Builder link on the administration toolbar.
2) The Navigation Builder Home page will result. This page will display your current Web site map as well as allow you to update any of your current pages.

Lvl	Link Name	Page Type	Page Detail	Update	Delete	Preview
1	Home	Page	Detail	Update	N/A	Preview
1	Our Mission	Page	Detail	Update	Delete	Preview
1	Staff Profiles	Page	Detail	Update	Delete	Preview
1	Faculty Web Pages	Opener	N/A	Update	Delete	Preview
2	Mrs. Johnson	Page	Detail	Update	Delete	Preview
3	Links	Page	Detail	Update	Delete	Preview
3	Photo Gallery	Page	Detail	Update	Delete	Preview
3	Online Survey	Page	Detail	Update	Delete	Preview
2	Mr. Floyd	Page	Detail	Update	Delete	Preview
1	School News	Page	Detail	Update	Delete	Preview
1	School Calendar	Page	Detail	Update	Delete	Preview
2	Athletics Calendar	Page	Detail	Update	Delete	Preview
2	Academics Calendar	Page	Detail	Update	Delete	Preview
2	Fine Arts Calendar	Page	Detail	Update	Delete	Preview
1	Outside Links	Link	N/A	Update	Delete	Preview

3) Each column of this table has a unique function. The items below will explain these from left to right.
   a. Lvl (short for Level): 1st level links are the main links that always appear on your site. In order to view the 2nd level links, users must click on or mouse over the 1st level link above this link. The same is true of 3rd level links.
   b. Link Name: This shows how the link will appear in the navigation area. Note that these are indented so that the levels are easy to identify.
   c. Page Type: This tells whether the link goes to an Internal Web page (Page), external Web site (Link) or is used to display the sublinks in this section (Opener). This will be explained in greater detail below.
   d. Page Detail: This will bring you to the page detail for this individual page. The Main Body link will be used to the edit the content in the

main body of this page. The Right link will be used to the edit the content in the right side bar of this page.

e. Update: This will allow you to change anything about this page that relates to the navigation itself. (See Adding a Page below).

f. Delete: This will allow you to delete this individual page. You will only be able to delete this page if it is currently empty (This is to ensure that you do NOT delete a page by accident). Therefore, you may need to delete all the page detail prior to deleting the page with this link.

g. Preview: This will open the selected Web page in a new browser window. This is a convenient way to check your work and view a page as a general user will see it.

ADDING A PAGE:

1) Click Add Page at the top of the Navigation Builder Home page. This will bring up the Add Page utility.

2) Type in a Navigation Link name. This is the link itself that will appear in your left side navigation bar.

a. There may be times that you want to use a graphic link rather than a text link. (This is not recommended to novice Web site administrators.) To add a graphic link:

i. Click on the "Use Graphic Instead" check box.

ii. Click the browse buttons to upload the main graphic link and its associated rollover.

iii. The system will automatically resize the graphics if they are too large. Be sure that both graphics are the same size as each other prior to uploading.

3) Choose a Page Navigation Type.

a. Internal Web page: This option will be used for most of your links. By selecting this option, you are dictating that this link will be for a new page within your Web site.

   i. Physical File: This is the file name that will be used for this page. Each page must have a unique physical file name. If you choose a name that already exists for another page, a warning message will appear. This file name cannot have any spaces, just letters, numerals and underscores.

   ii. Page Title: This is an optional field. The text that you enter into this box will appear in the title area of this page. It is recommended that you include a title for each page.

   iii. User Side Security: By default, all new pages will be accessible to the general public. If you click on this check box, you will be able to secure this page so that it can only be viewed by Web site members with a username and password. (For more information on these users, see the Families Database Help Manual).

   iv. Banner Graphic: Each page of your Web site can have a banner graphic at the top of the page. You can use any number of banner graphics for your site. You can use this tool to select a banner graphic from the Banner Graphic library (See the Banner Graphics Help Manual) or add a new one. Unless you specify otherwise, the default Banner will be used for all new pages.

   v. Inside Banner Graphic: Each page of your Web site can have an inside banner graphic. You can use any number of inside banner graphics for your site. You can use this tool to select an inside banner graphic from the Inside Banner Graphic library (See the Inside Banner Graphics Help Manual) or add a new one. Unless you specify otherwise, the default Inside Banner will be used for all new pages.

b. Web Site link: This option will be used for linking to a specific Web site address. This could link to a Web address on some other external Web site OR it could link to a file within your Web site.

   i. Type: Decide whether clicking on this link will bring your Web site users to a new Web site window or keep them within the current window.

   ii. URL: Type in the full Web address of the desired destination. Be sure to include the http://. Also, you can save yourself some work by going to the desired address in another browser, copying the Web address out of the address bar and pasting it into this field.

c. Menu Opening link: This option allows you to use your first level links to organize or categorize your links without having to put any content on this page. When a user clicks on one of these links, the level 2 and level 3 links under this link will appear; however, the user will not actually go to a new page. (This option will be used on a very limited capacity.)

4) Choose the Navigation Link status. This will allow you to temporarily make a page inactive. When inactive, the page will still exist but it will not be part of the navigation links on the left side. This will default to "active" for all new pages.

5) Dictate the Navigation Order. Use this drop down to select where in the navigation this link will appear.

6) Select the desired Navigation level.

   a. Level 1 links are the main links on the left side.

   b. Level 2 & 3 links are the lower level links that users can get to by first clicking on a higher level link.

   c. Notice in the figure above, that lower level links are indented in on the Web site map. This makes it much easier to read the Web site map.

7) Click Add to add the new page.