

# Department Navigation Additional Links

Academic, Administrative, Center, Project and Hybrid Portal sites may customize the lower section of their left-side navigation using the Department Navigation Additional Links content type.

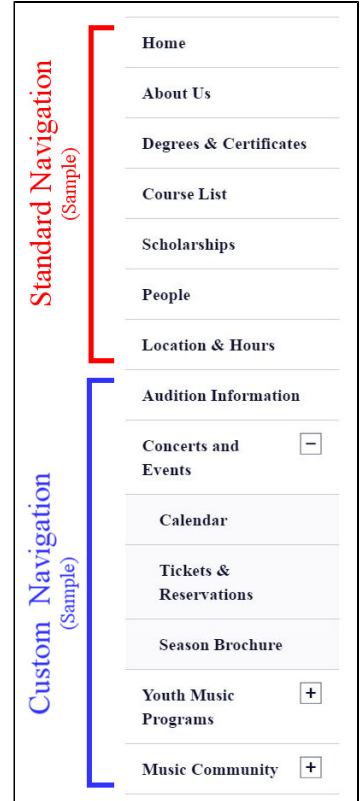
**IMPORTANT:** The Department Navigation Additional Links node is accessed from the [Content List](#) (select 'Department Additional Navigation Links' from the 'Type' filter, click Apply, click node titled "Additional Site Navigation Links")

- **Fields**
  - Add internal links
  - Add links to files
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- **The '5x5' Structure**
  - Example 1: 5 'top-level' links
  - Example 2: 25 links in groups of 5
  - Example 3: Sample combination of above

## Fields

Each group of links has two sets of fields: Primary and Secondary. Primary items are the 'top-level' or 'parent' items and Secondary are the 'children'. Any blank items will be ignored.

- **Primary Link Label:** Display text
- **Primary Link URL:** Destination
  - Use the 'Search' link to create [Internal Links](#) to currently published CMS content
  - If 1 or more Secondary Links is present, the Primary Link URL field is not used
- **Secondary Link Label:** Display text
  - This field is required if the associated URL field is not empty
- **Secondary Link URL:** Destination
  - Use the 'Search' link to create [Internal Links](#) to currently published CMS content
  - This field is required if the associated Label field is not empty



## Add internal links

Click the 'Search' link beneath or next to each 'URL' field to search for a given published node/page/event/etc.

## Add links to files

1. Upload the file using the File Browser tab of the main CMS login screen (make sure you add it to the proper folder!)
2. Double-click the uploaded file (a new tab/window will open)
3. Copy the URL from the address of the new tab/window
4. Paste that URL into the desired URL field of the "Additional Site Navigation Links" node. **Important: the URL will likely begin with "https://cms.usm.maine.edu" which is not a public-facing address. Be sure to remove the "cms." part of the address so that the URL begins with "http://usm.maine.edu".**

## Delete links

Simply clear out the relevant 'Label' and 'URL' fields

## The '5x5' Structure

Site may have a minimum of 0 additional links, a maximum of 5 groups of 5 links each, or any combination thereof. See examples below.

### Less Is More!

Putting all your links into the left-side nav can quickly become unwieldy and off-putting for end users. Wherever possible, use 'jump' pages, which also have more flexibility

## Example 1: 5 'top-level' links

- Link 1
- Link 2
- Link 3
- Link 4
- Link 5

### Example 2: 25 links in groups of 5

- Parent Label 1 (not a link)
  - Link 1
  - Link 2
  - Link 3
  - Link 4
  - Link 5
- Parent Label 2 (not a link)
  - Link 1
  - Link 2
  - Link 3
  - Link 4
  - Link 5
- Parent Label 3 (not a link)
  - Link 1
  - Link 2
  - Link 3
  - Link 4
  - Link 5
- Parent Label 4 (not a link)
  - Link 1
  - Link 2
  - Link 3
  - Link 4
  - Link 5
- Parent Label 5 (not a link)
  - Link 1
  - Link 2
  - Link 3
  - Link 4
  - Link 5

### Example 3: Sample combination of above

- Link
- Link
- Parent Label (not a link)
  - Link 1
  - Link 2
  - Link 3
  - Link 4
  - Link 5
- Parent Label (not a link)
  - Link 1
  - Link 2
  - Link 3
  - Link 4
  - Link 5
- Link