

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.

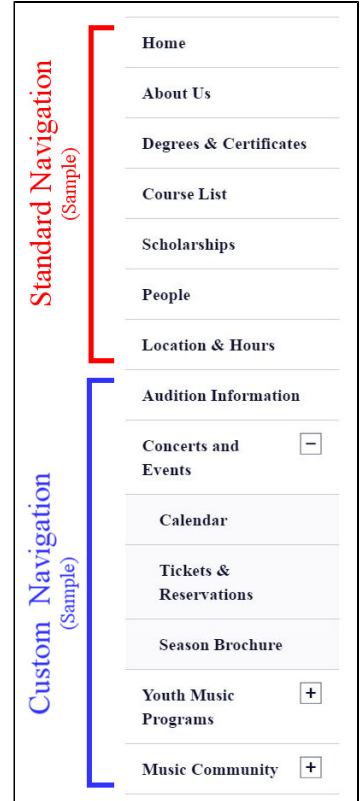
IMPORTANT: The Department Navigation Additional Links node is accessed from the [Content List](#) (select 'Department Additional Navigation Links' from the 'Type' filter, click Apply, click node titled "Additional Site Navigation Links")

- **Fields**
 - Add internal links
 - Add links to files
 - Delete links
- **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