

How to set up *Hierarchy List* Navigation in your section

1. *Hierarchy* has to be enabled for a *section* by your Site or Subsite Director.
2. Create all of the *pages* you want to include in your *section*. (Note: you can still add *pages* to your list at a later date. If you do create them they will only be visible on the website if you have added them to your *Hierarchy List*.)

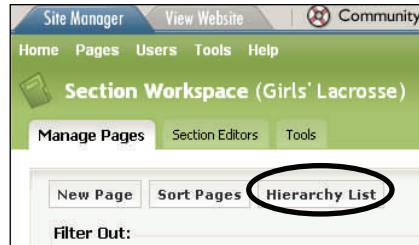


Figure 1

3. Click on the *Hierarchy List* button at the top of the *Section Workspace*, under the *Manage Pages* tab. (See figure 1)
4. Click on the *Add Link* button (Figure 2). A window like the one in Figure 3 will show.
5. Begin organizing the *pages* in your *Hierarchy List* by adding links.

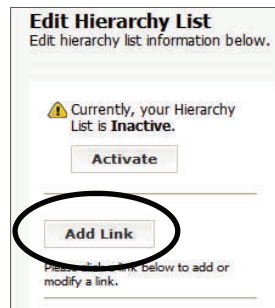


Figure 2

- a. Select the *page* you want to appear as your first link from the drop-down menu (see figure 3).
- b. Click on the *Select URL* button and the URL will automatically be placed in the URL field.
- c. Choose whether you want the *page* to open in a new window or in the same window by specifying in the *Target* field.
- d. Click on the *Save* button.

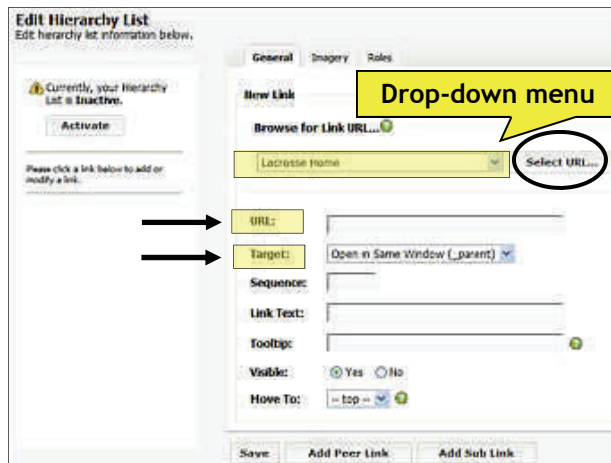


Figure 3

6. Continue adding new links to your *Hierarchy List*. If you would like the next *page* to appear at the same level as the first link, click *Add Peer Link* before selecting the next *page*. If you would like the next *page* to appear underneath the first link, click *Add Sub Link* (See Figure 4). (Note that if you have chosen *Add Sub Link*, the *Move To* field should list the *page* under which you want to add your new *page*.)

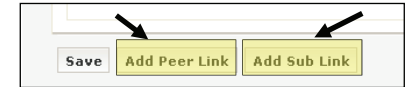


Figure 4

- a. After clicking *Add Peer Link* or *Add Sub Link*, select the desired *page* from the drop-down menu.
 - b. Follow the same steps as 5b and 5c.
 - c. Click on the *Save* button.
7. Once you are through adding new links, activate the *Hierarchy List* by clicking on the *Activate* button (see Figure 5).

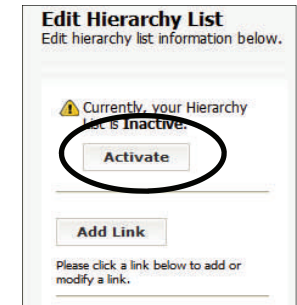


Figure 5

How to edit your *Hierarchy List*

1. Click on the *Hierarchy List* button in the *Section Workspace* in order to access your *Hierarchy List* for editing.
2. You will need to either click on the *Add Link* button or one of the existing links to continue (see Figure 6).
3. If you click on one of the existing pages, you will need to click *Add Peer Link* or *Add Sub Link* first before you add a new *page* to your list.
4. If you click on the *Add Link* button then you will continue by selecting a new *page* from the drop-down menu.

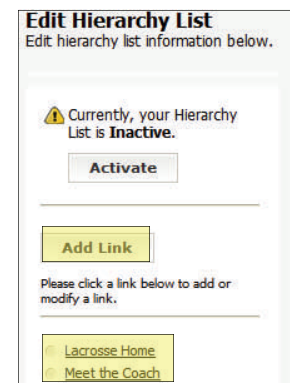
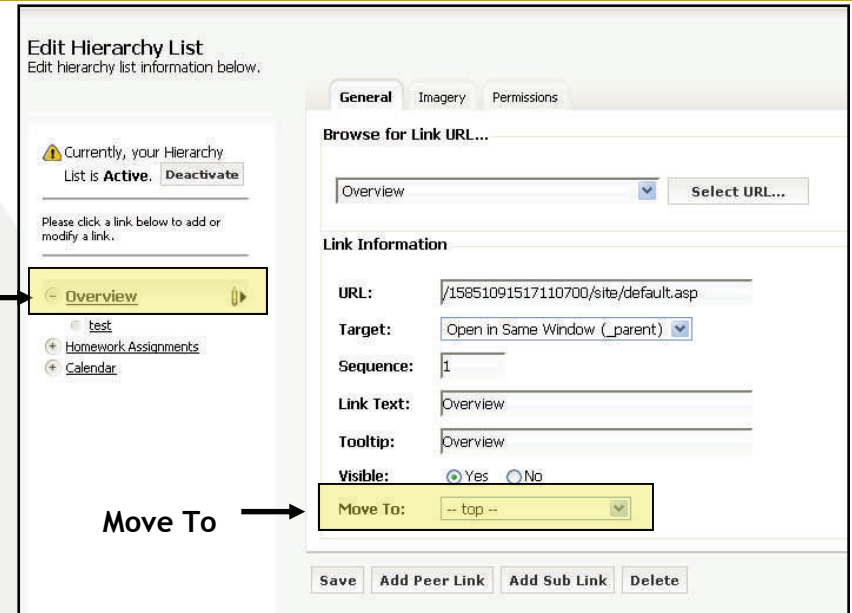


Figure 6

TIPS

- You can tell which *page* you have currently selected in your *Hierarchy List* when the name is highlighted and the pencil icon appears.
- Any changes you make when a *page* is selected will be made relative to that *page*. You should therefore note which *page* is highlighted when deciding to add a *Peer Link* (at the same level) or *Sub Link* (level below).
- You can change the sequence (order) within the level in which the *page* is listed by changing the number of the sequence.
- You can move a *page* to another location even after you have created the link. For example, if you placed a *page* below one *page* and you want to move it to another, simply change the *page* listing in the *Move To* field and save.
- Remember that you can add *pages* to your *section* at a later date, but the *page* will only appear to your visitor if you have created a link for it.

Page highlighted



Edit Hierarchy List
Edit hierarchy list information below.

Currently, your Hierarchy List is **Active**. [Deactivate](#)

Please click a link below to add or modify a link.

General Imagery Permissions

Browse for Link URL...

Overview [Select URL...](#)

Link Information

URL:

Target:

Sequence:

Link Text:

Tooltip:

Visible: Yes No

Move To:

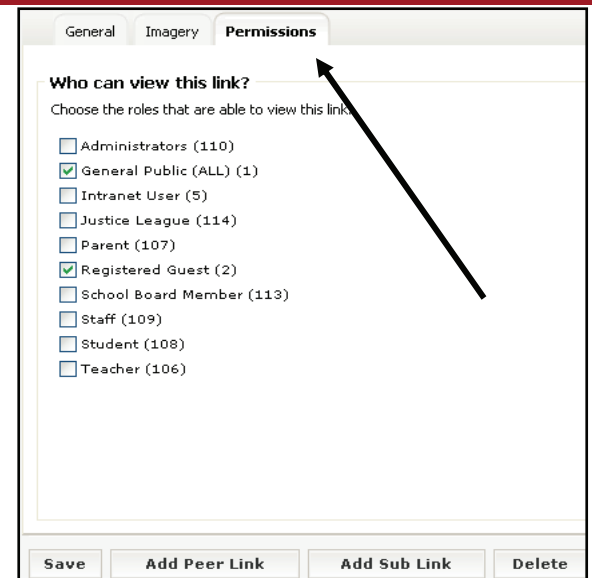
[Save](#) [Add Peer Link](#) [Add Sub Link](#) [Delete](#)

 How to use a *Hierarchy List* to link to an external website or other *page* on your site, but outside of your *section*.

- Instead of selecting a *page* from the drop-down list, type in the URL of the website you want to link to into the URL field. (For example, for the Weather Channel, you would type: <http://www.weather.com>)
- In the *Target* field, choose whether you want the *page* to open in a new window or in the same window—> for an external link, you probably want it to open in a new window.
- Type the text you would like to appear for the link into the *Link Text* and *Tooltip* fields.

How to control who sees a page link in a Hierarchy List

- In the *Hierarchy List* window, click on the *Permissions* tab.
- Select the roles which you would like to be able to see the link.



General Imagery **Permissions**

Who can view this link?
Choose the roles that are able to view this link.

Administrators (110)

General Public (ALL) (1)

Intranet User (5)

Justice League (114)

Parent (107)

Registered Guest (2)

School Board Member (113)

Staff (109)

Student (108)

Teacher (106)

[Save](#) [Add Peer Link](#) [Add Sub Link](#) [Delete](#)