Left Menu Documentation – How to edit an existing Left Navigation.

You must use Google Chrome to edit your left navigation. Some versions do not allow skipping between parent links to insert a new one. If this is your case, please email your change request to webchanges@farmingdale.edu.

1. Login to OU Campus from www.farmingdale.edu (index page). You’ll get an error message; please disregard and on the blue navigation bar click on “Content.”
2. Navigate to “includes” directory, then to “custom_navs” (/includes/custom_navs)

Navigate to includes/custom_navs

3. Locate the left navigation file for your department and open it. Click “Edit” then click on

1. Click "Edit" button to open page in edit mode

2. Click “Left Nav” button to edit links
4. To insert/delete a link to “children links,” highlight the row where you want to add a new row. On the Table Toolbar (third row, see appendix), select icon to insert or delete a row. Mouse over for icon name to appear.

5. To add a new “parent link,” Place mouse at the end of the character for the last child/parent link where you want to insert new “parent link” and click on it, so it’s blinking at the last character.
6. On your keyboard (see image below), click on the right arrow once and then press Enter. This will make a space between the two tables.
7. To add a new table with a parent and children links, you need to add it as a snippet.
   a. Click on “Insert Predefined Snippet Content.”
   b. Under Category, select “Left Nav Items.”
   c. Under Snippet, select “Single List Group.” This will insert a table containing a parent and children links.

1. Click on "Insert Predefined Snippet Content"
2. Under Category, select "Left Nav Items"
3. Under Snippet, select "Single List Group." This will insert a table with a parent link and children links.
4. Click "Insert"
8. Now you can add/delete children links. To delete the whole table, you select the complete table and click delete (Mac), or right-click and select “Delete table” (PC).

9. When done, save and publish.
Left Navigation – How to create a new Left Navigation

1. Login to OU Campus from www.farmingdale.edu (index page). You’ll get an error message; please disregard and on the blue navigation bar click on “Content.”

Click on the Content tab to get a listing of all files

Disregard this error message

{"error":"You do not have the proper permissions to read this page.","code":"ACCESS_DENIED"}
2. Navigate to “includes” directory, then to “custom_navs” (/includes/custom_navs)

3. Once in /includes/custom_navs, you create a new left navigation using the “Left Nav” template.
   a. Click arrow next to “New”
   b. Select template “Left Nav”
4. Enter the name for your left navigation. Name MUST start with “left-” and then the name of your area/department, or related name to your site. Name must be lowercase, no spaces, and use dashes to separate words (i.e. left-applied-economics).

**Left Nav**

![Left Nav Form](image)

**Enter name for your left navigation. Name MUST start with left- and then the name of your area/department (or related name to your site). Name must be lowercase, no spaces, and use dashes to separate words.**

5. Your left navigation file has been created. Make sure it resides in `/includes/custom_navs`. Click on “Left Nav” button to edit the file.

![Left Nav Button](image)

**Your new left menu has been created. Click on "Left Nav" button to open in edit mode.**
6. By default, the file comes with 5 sets of parent and children links for you to customize. Add/delete links according to pages 3, 4, 5, and 6.

7. When done, save and publish.

**Important**
Once you have your left navigation saved and published, please contact webchanges@farmingdale.edu so we can link your left navigation to your directory. Please provide the name for your left navigation and the path to your directory.
Please note that all links in your left navigation must contain published pages with real content. Published pages with content like “Under Construction” are not acceptable.

**Please note...**
Some newer Google Chrome versions don’t allow inserting a new set of links in between links. If this is this case, you must use the HTML icon from the toolbar to move links around behind doors using source code.
How to insert a set of Parent/children links and move them around using the HTML icon

1. Place cursor at the end of all links

- Transfer Credit Evaluation
  - Forms
  - Staff
  - Visit Us
  - Transfer Services Home

- ITEM 4
  - Subitem 1
  - Subitem 2
  - Subitem 3

- ITEM 5
  - Subitem 1
  - Subitem 2
  - Subitem 3

Place cursor at the end of the last set of links
2. Click on “Snippets” icon

Click on "Snippets" icon
3. On Category, select “Left Nav Items;” on Snippet, select “Single List Group;” and then click “Insert.”

1. Select "Left Nav Items"

2. Select "Single List Group"

3. Click "Insert"
4. This will place the snippet at the end of the last link:

This places the snippet at the end of the last link

5. The top link is the “Parent link” and those below are “Children links.” All parent links must be in UPPERCASE and children links use Proper Case. If a parent link has children, you link pages from the children links. If no children, you do the link directly from the parent link.

Parent link

Children links
6. To add/delete rows on children links, use the “Delete Row” icon.

Use icons for:
- Insert Row Before
- Insert Row After or
- Delete Row
7. Once you’re done with all your links, now you can move them up. Click on the “HTML” icon to view the page’s source code.
8. The HTML source code appears:
9. All set of links (parent with children links or parent links) begin with `<table class="nav-transform">` and end with `</table>`.
   Parent links are located in the `<thead>` and `</thead>` section.
   Children links are located in the `<tbody>` and `</tbody>` section, each one inside of `<tr><td>` and `</td></tr>`.

```html
<table class="nav-transform">
<thead>
<tr><th>PARENT LINK</th></tr>
</thead>
<tbody>
<tr><td><a href="#">Children Link 1</a></td></tr>
<tr><td><a href="#">Children Link 2</a></td></tr>
<tr><td><a href="#">Children Link 3</a></td></tr>
</tbody>
</table>
```

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All set of links (parent with children links or parent links) begin with `<table class="nav-transform">` and end with `</table>`.
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Parent links are located in the `<thead>` and `</thead>` section.
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Children links are located in the `<tbody>` and `</tbody>` section, each one inside of `<tr><td>` and `</td></tr>`. 
10. a) Locate where you want to add your parent/children links. In the example, it will be placed between ITEM 4 and ITEM 5.

b) Select your table with your parent/children links, beginning with `<table class="nav-transform">` and ending with `</table>`. Cut the code using ctrl-x from your keyboard.
11. In the HTML source code, locate the end of table for ITEM 4 and the beginning of table for ITEM 5 and click enter to make a space.
12. Paste the code (ctrl-v from your keyboard). Code will paste between ITEM 4 and ITEM 5. Then click “Update.”
13. The new Parent/Children links are now located between ITEM 4 and ITEM 5. For every new link, go to Snippets, insert the one for Left Nav Items, add/delete rows as you need and do the linking. Once done, click on the HTML icon and repeat the above.

14. Once you’re done, save and publish your left navigation file.

If you experience any difficulties, email webchanges@farmingdale.edu or call extension 2529.