The Mines Content Management System (CMS) is a web-based application that allows web site owners and administrators to update pages, add images, and upload documents without any prior web development experience. This tutorial explains how to manipulate your site’s navigation elements.

This tutorial assumes that you have an understanding of basic CMS operation and concepts. If you do not have a CMS account, don’t know how to navigate to your work area, check out pages, or approve changes, refer to the Content Management Basics tutorial.

**NAVIGATION CONCEPTS**

The CMS automatically builds and updates navigation for Inside.Mines.edu, and for sub-sites hosted underneath Inside.Mines. When site users click on top-level navigation items, they are presented with expanded sub-navigation options, and can dig even deeper into a specific area of the site by clicking on sub-nav elements, which then expose new sub-sub-nav options.

The navigation structure on Inside.Mines.edu essentially illustrates the parent-child relationship of CMS directories, a concept that is more easily understood when presented in context:

This image highlights the navigation structure the user sees on the Registrar’s Bulletins page. Note how sub-nav items continually decrease in size and increase indentation to indicate their parent-child relationship to the user.
This structure is a direct reflection of the directory structure in the CMS, as illustrated at left. CMS users with access to the Academic Affairs portion of Inside.Mines can log in, navigate to their home directory, and make changes to the Academic Affairs site. If they wish, they can add a new directory in the CMS, which will in turn appear on the live site as a navigation element.

**ADDING A NEW NAVIGATION ELEMENT**

If you’d like to add a new navigation element to your section of Inside.Mines, do the following:

1. Log in to the CMS and navigate to the directory you’d like to create the navigation element in.
2. At the top of the CMS screen, you should see a series of breadcrumb-like elements that describe the path to the current directory. Click the “Create Sub-folder” link under the breadcrumb that represents the directory you’d like to add the nav element to. **If you don’t see this option, you don’t have the required privileges.**
3. You should now be on the “Folder Options” page. Click the “Content” link to create a default content directory.
4. Specify the new folder’s display name (this will appear on the live site as the new navigation element’s name, so pick something concise). Change the Default Template to “Inside - Content (Sidebar) Template.” Leave all other fields unchanged and click “submit.”

5. Your new folder has been created, and you can now create pages within it. Note that until a directory contains an approved page, it will not appear on the live site, so be sure to create a placeholder page right away.

HIDING NAVIGATION ELEMENTS

On occasion, site owners will want to add a new section to their web site (along with a corresponding navigation element), but need time to develop the content without allowing site visitors access to the “under construction” section. The CMS enables users to hide navigation elements from view. Pages within hidden elements are still accessible if site visitors know the direct URL.

To hide a navigation element:

1. Log in to the CMS and navigate to the directory that corresponds to the navigation element you’d like to hide.
2. Click the “Edit Folder Properties” link under the directory breadcrumb. This opens the “Basic Options” page.
3. Scroll down the “Basic Options” page and find the “Show Folder in Navigation” checkbox. Uncheck the box and click the “Change Basic Information” button below.

Check the “Show Folder in Navigation” box, then click the “Change Basic Information” button.

That’s it. The corresponding navigation element should be hidden from site visitors. To display the element, just re-check the box and click the “Change Basic Information” button again.