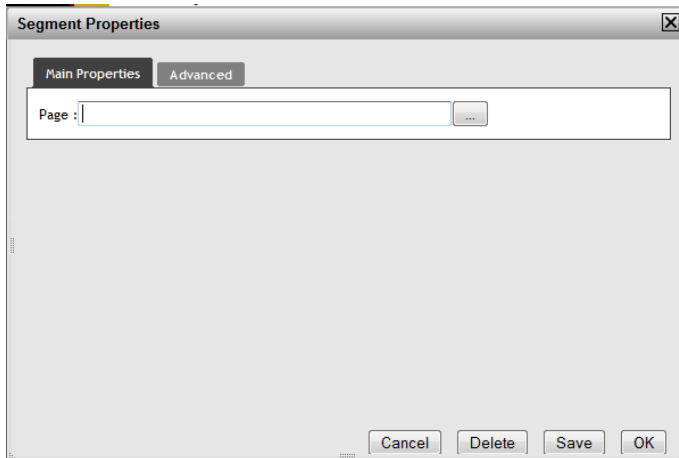


Getting Started

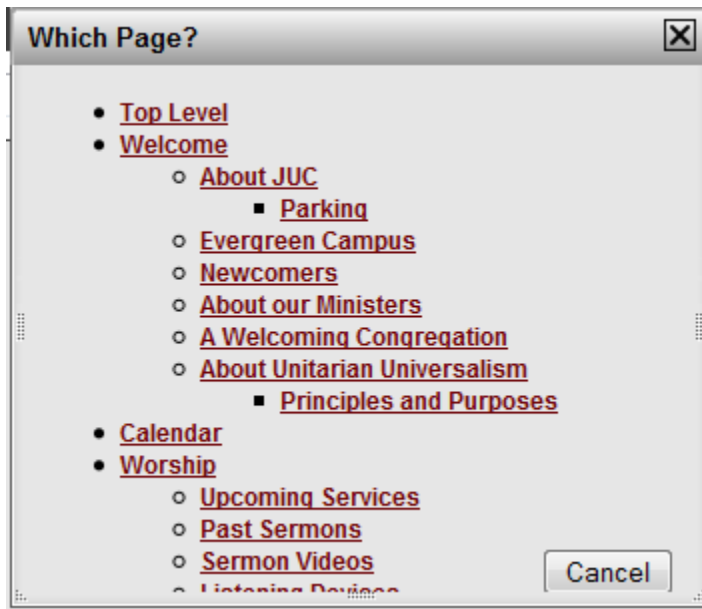
To begin, log into the site and navigate to a page where you have edit permissions. Select Edit Page and then select the Add Segment Link.

Sub-Navigation

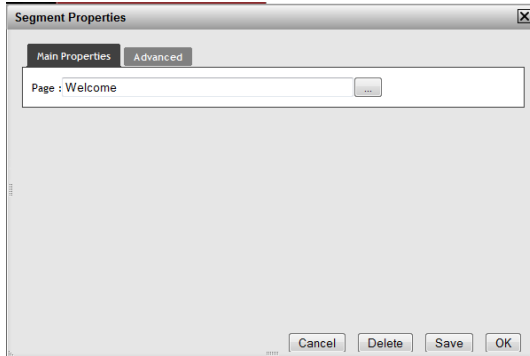
1. Instead of selecting OK for the text segment type, use the drop-down to select Sub-Navigation. This will bring up a different version of the Segment Properties window.



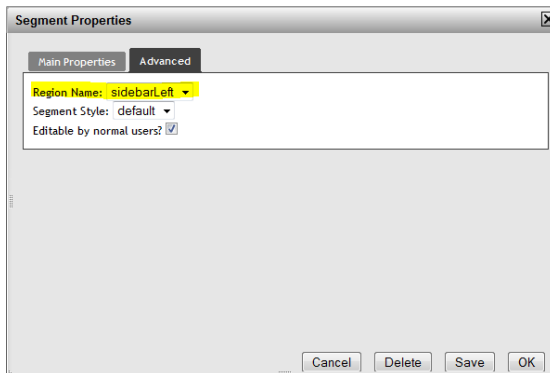
2. Select the button with the ellipse[...] and then select the link of the page that is the parent of the menu you wish to create. In this example, we want a sub-navigation menu with all the links that are below the Welcome page. Therefore in this screen, we are selecting the Welcome page.



3. In the previous screen, you may need to extend the page by pulling on the center of the bottom of the box. When the box is blank, press the X in the top right corner. The selected page should now be visible in the Segment Properties.



4. To place the sub-navigation segment in the sidebar region, select the tab called advanced in the Segment Properties dialogue box and choose the region you want from the drop-down.



5. The Subnavigation Segment is now visible on the page.



The best reason to use a sub-navigation segment instead of links to other pages is that this segment type will always be consistent with your security settings for pages. If a user is logged into the site but does not have read privileges for a page, a link will give that user an error. With the sub-navigation segment, the user will not be presented any navigation links for which they do not have permissions.