

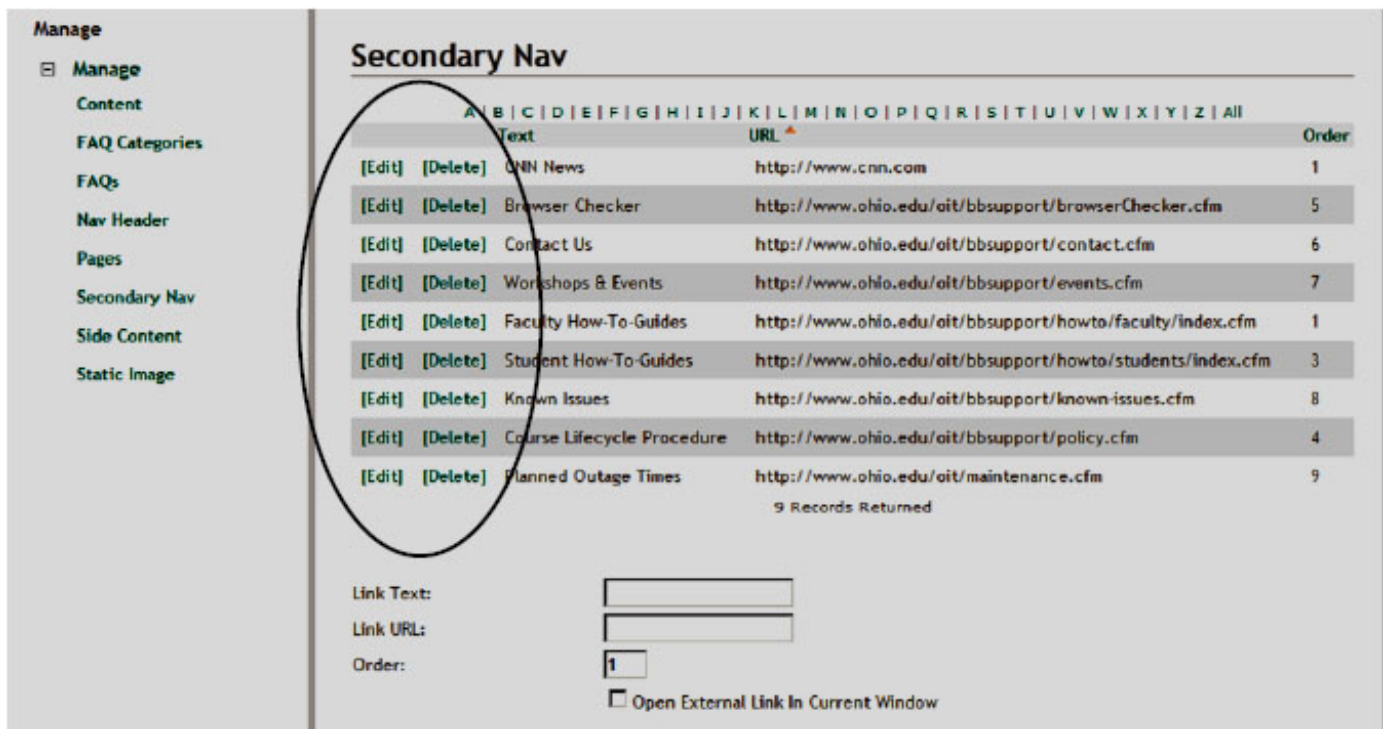
# OIT Web Services | CommonSpot Help Guide

## Guide to Navigation: List Nav

<http://www.ohio.edu/web/help/docs/navigation/list-nav-guide.cfm>

1. Enter CommonSpot and go to **Manage : Secondary Nav**.

· When the **Secondary Nav** page opens, note the **Edit** and **Delete** links (circled below) which are adjacent to each line containing Text and URL.



Secondary Nav																											
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All
	Text																								URL ▲	Order	
[Edit]	[Delete]	CNN News																						http://www.cnn.com	1		
[Edit]	[Delete]	Browser Checker																						http://www.ohio.edu/oit/bbsupport/browserChecker.cfm	5		
[Edit]	[Delete]	Contact Us																						http://www.ohio.edu/oit/bbsupport/contact.cfm	6		
[Edit]	[Delete]	Workshops & Events																						http://www.ohio.edu/oit/bbsupport/events.cfm	7		
[Edit]	[Delete]	Faculty How-To-Guides																						http://www.ohio.edu/oit/bbsupport/howto/faculty/index.cfm	1		
[Edit]	[Delete]	Student How-To-Guides																						http://www.ohio.edu/oit/bbsupport/howto/students/index.cfm	3		
[Edit]	[Delete]	Known Issues																						http://www.ohio.edu/oit/bbsupport/known-issues.cfm	8		
[Edit]	[Delete]	Course Lifecycle Procedure																						http://www.ohio.edu/oit/bbsupport/policy.cfm	4		
[Edit]	[Delete]	Planned Outage Times																						http://www.ohio.edu/oit/maintenance.cfm	9		

9 Records Returned

Link Text:

Link URL:

Order:

Open External Link In Current Window

### Edit an Existing Link

1. On the **Secondary Nav** page, click **Edit** adjacent to an existing link.

· The **Datasheet Action** window, shown below, will open.

Quick Find: [ ]

## Datasheet Action

**Link Text:**

**Link URL:**

**Order:**

**Position:**  Audience  One  
 Two  Three

Choose the position for this link. If you are not sure, leave this field blank.

**Trigger Text:**

If using the drop down or slide down render handler this field determines the text that is displayed to "trigger" or display the menu. Must be set on the first Navigation item.

**Description:**

Added text to give the link a description (will not be click-able, will normally display it underneath or to the side of the actual link).

1. In the Datasheet Action window, enter information in the **Link Text** and **Link URL** fields.
2. Enter a number in the **Order** field to specify where, among other links, this link will appear.
3. Click in the **Open External Link In Current Window** checkbox if you do not want the link to open in a new window.
4. Click **Submit** to save your changes.

### Create a New Link

1. Near the bottom of the **Secondary Nav** page, enter information in the **Link Text** and **Link URL** fields.

Manage

- Manage
  - Content
  - FAQ Categories
  - FAQs
  - Nav Header
  - Pages
  - Secondary Nav
  - Side Content
  - Static Image

## Secondary Nav

		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	All	
		Text																										URL	Order
[Edit]	[Delete]	Browser Checker																										http://www.ohio.edu/oit/bbsupport/browserChecker.cfm	5
[Edit]	[Delete]	Contact Us																										http://www.ohio.edu/oit/bbsupport/contact.cfm	6
[Edit]	[Delete]	Workshops & Events																										http://www.ohio.edu/oit/bbsupport/events.cfm	7
[Edit]	[Delete]	Faculty How-To-Guides																										http://www.ohio.edu/oit/bbsupport/howto/faculty/index.cfm	1
[Edit]	[Delete]	Student How-To-Guides																										http://www.ohio.edu/oit/bbsupport/howto/students/index.cfm	3
[Edit]	[Delete]	Known Issues																										http://www.ohio.edu/oit/bbsupport/known-issues.cfm	8
[Edit]	[Delete]	Course Lifecycle Procedure																										http://www.ohio.edu/oit/bbsupport/policy.cfm	4
[Edit]	[Delete]	Planned Outage Times																										http://www.ohio.edu/oit/maintenance.cfm	9

8 Records Returned

Link Text:

Link URL:

Order:

Open External Link In Current Window

1. Enter a number in the **Order** field to specify where, among other links, this new link will appear.
2. Click in the **Open External Link In Current Window** checkbox if you do not want the link to open in a new window.
3. Click **Submit** to add this link to the page.

### Delete a Link

1. Click **Delete** adjacent to a link.
  - The **Datasheet Action** window will open to ask for confirmation that you wish to delete the record (link).
2. Click **Yes** to delete the link.