

# OIT Web Services | CommonSpot Help Guide

## Guide to Navigation: List Nav

<http://www.ohio.edu>

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.

### 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.

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.

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.

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