

# OIT Web Services | CommonSpot Help Guide

## Guide to Navigation: Flyout Nav

<http://www.ohio.edu>

**Top Level** items appear without hovering the mouse over them:

**Second Level** items "fly out" to the right when the mouse is hovered over a Top Level item:

### Enter a New Top-Level Link

1. Enter CommonSpot and go to **Manage : Navigation**
2. Click **New Top Level Link**, circled below.
3. Enter information in the **Level 1 Menu Link Text** and **Level 1 Menu Link URL** fields, as shown below.
4. Click **Submit** to save your changes. (Or, if you have a **Publish Menus** link, please see Step 5.)  
· Your new **Level 1 Menu Link** will appear in the **Menus As Currently Exist:** list, as shown next.
5. **(Optional)** If your **Manage** page contains a **Publish Menus** link near the **New Second Level** link (as shown below), you must click the **Publish Menus** link to push the changes to the site.
6. **(Optional (cont.))** When prompted, click the **Publish Now** button, as shown below.

### Enter a New Second-Level Link

1. Enter CommonSpot and go to **Manage : Navigation**.
2. Click **New Second Level Link**, as shown below.
3. Select the **Parent** of this second level link from the **Parent Level** drop-down list, as shown below.
4. Enter text in the **Level 2 Menu Link Text** field and the **Level 2 Menu Link URL** field, circled below.
5. Click the **Submit** button. (Or, if you have a **Publish Menus** link, please see Step 6.)
6. **(Optional)** If your **Manage** page contains a **Publish Menus** link near the **New Second Level** link (as shown below), you must click the **Publish Menus** link to push the changes to the site.

7.(Optional (cont.)) When prompted, click the **Publish Now** button, as shown below.

### **Edit a Link**

1.Roll your mouse pointer over the **Edit (E)** buttons in the **Menus As Currently Exist:** list, shown below.

·In instances where only the top level link exists, the **Top Level** link name will be highlighted, as shown next.

·In instances where the top level link contains second level links, the second level links will appear to the right, as shown below.

2.Click the **Edit (E)** button for the **top level link** (left column) or **second level link** (right column) you wish to edit. Instructions for editing each of these links follow.

#### **Edit a Top Level link**

1.Enter text for the link in the **Level 1 Menu Link Text** field. (See image below.)

2.Enter the URL for the link in the **Level 1 Menu Link URL**.

3.Click the **Submit** button.

#### **Edit a Second Level link**

1.Use the **Parent Level** drop-down list to select a parent level. (see image below)

2.Enter text for the link in the **Level 2 Menu Link Text** field

3.Enter the URL that will open when the link is clicked in the **Level 2 Menu Link URL** field.

4.Click the **Submit** button.

3.(Optional) If your **Manage** page contains a **Publish Menus** link near the **New Second Level** link (as shown below), you must click the **Publish Menus** link to push the changes to the site.

4.(Optional (cont.)) When prompted, click the **Publish Now** button, as shown below.

### **Delete a Link**

1.In the **Menus As Currently Exist** list, click the **D** (delete) button adjacent to the link you wish to delete, as shown below.

·**Please note the following caution, which is displayed under the list:** "If you are trying to delete a link, remember that you may have to scroll to the top of the page to see the button to complete this action."

·After pressing **D** to delete, your screen might not react in any way. But, a prompt will be waiting for you at the top of the page (circled below).

2.Scroll up on the page to find the "Do you wish to delete this menu item?" prompt.

3.Click **Continue** if you wish to proceed with the deletion.

4.**(Optional)** If your **Manage** page contains a **Publish Menus** link near the **New Second Level** link (as shown below), you must click the **Publish Menus** link to push the changes to the site.

5.**(Optional (cont.))** When prompted, click the **Publish Now** button, as shown below.

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