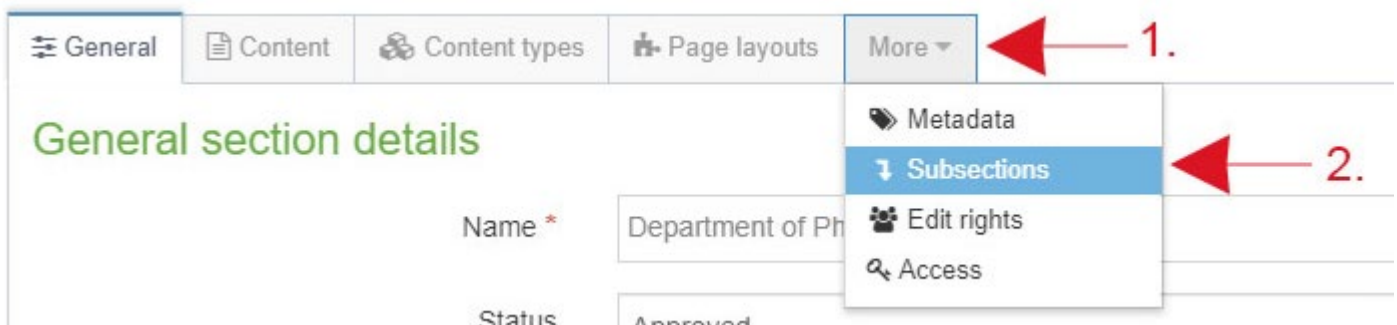# How to Create a Page and Manage Left Side Navigation

1. **Click the Actions button** on the Section (parent) where you want the new page (child) to be located inside. Then, select **Create Section**. In the example below, the new page would appear in the top level in the Department of Physiology.

2. A blank section with the General tab open will open. **Enter the page title**, then **check or uncheck Shows in Navigation**. If Shows in navigation is unchecked, the page will not appear in the left navigation. If it is checked, it will appear inside the Section of the Actions button you selected. By default, the new page will display as the last page of the Section (the bottom). When done, **click the blue Save Changes button** at the bottom of the page. You must first save the page before you can add content.

3. If you want to move the new page from the bottom of the navigation to somewhere else in the navigation, click the click the same Actions button you selected in step 1 (the parent). Then choose **Edit Section**. The Section will open with the General tab open by default. Mouse over the **More** tab, then click **Subsections**.

4. The order subsections appear in T4 are how they will appear in the left navigation. The new page we just created will appear at the bottom. **Click and drag** the "handlebar" to the left of the name of the new Section. Drag the new page where you want it to reside.

Display [All v] records — 1. Change to All   Filter: [   ]

Order	Name	Last modified	Actions	🔒	☐
✛	Physiology Home	July 21, 2017 2:51 PM	⚙ Actions ▾	↑	☐
✛	Graduate Training	November 13, 2015 7:39 PM	⚙ Actions ▾	↑	☐
✛	Faculty	November 23, 2015 1:42 PM	⚙ Actions ▾	↑	☐
✛	HH 520 Room Calendar	November 20, 2018 3:29 PM	⚙ Actions ▾	↑	☐
✛	Core Facilities	November 13, 2015 7:39 PM	⚙ Actions ▾	↑	☐
✛	Administrative Staff	July 21, 2017 1:57 PM	⚙ Actions ▾	↑	☐
✛	Student Research Seminar Series	November 15, 2017 1:18 PM	⚙ Actions ▾	↑	☐
✛	Current Buzz	November 13, 2015 7:39 PM	⚙ Actions ▾	↑	☐
✛	Glaser Prize in Imaging	May 10, 2018 12:39 PM	⚙ Actions ▾	↑	☐
✛	Videos	April 3, 2019 9:34 AM	⚙ Actions ▾	↑	☐
✛	Contact Us	January 31, 2017 10:34 AM	⚙ Actions ▾	↑	☐
✛	sidebar	January 8, 2016 11:54 AM	⚙ Actions ▾	↑	☐
✛	Config	March 23, 2016 9:28 AM	⚙ Actions ▾	↑	☐
✛	MAPPSS Virtual Seminars	December 21, 2020 10:50 AM	⚙ Actions ▾	↑	☐

Showing 1 to 14 of 14 entries   2. Use "handbar" to click and drag to new location higher in list.   < 1 >

3. Click Save Changes

🗑 Delete   ↺ Cancel   💾 Save changes

5. **Publish the Branch.**

    Note: Since the left navigation changed and the left navigation appears on every page, every page needs to be published. The branch is the entire site/section. Publishing the branch is publishing every page.