

How to Create a Link Section that Displays in the Left Side Navigation

A link section is a text link in the left side navigation that is NOT a page within your section of the website. Some people refer to the left navigation as tabs. By default, the left nav automatically displays sections marked “Shows in Navigation” that are nested inside the parent section. To add a link to a page outside your section, use the Link Section. It can be a page on the SOM website (internal/section link) or a page to an outside website, such as CNN.com (external link).

Step by Step Instructions:

1. In the Site Structure view, click the **Action button** on the same line as the parent section you want your page to appear. In the sample below, the link section would appear in the root level of the Office of Research Affairs.



2. A blank section will load with the General tab visible. Click **Mark as link section**. In the **Name** field, type or paste the **exact verbiage** you want to appear in the left navigation.

General section details

Name *

Status

Section options Mark as link section

3. Click the **Details** tab, the “tell” T4 where this link section (navigation item) should go. Select “**Section**” if you link to an internal page within the SOM website (it doesn’t have to be in your section). Select **External URL** if you want to link to an external site such as cnn.com, NIH, Pubmed, etc.

General Details

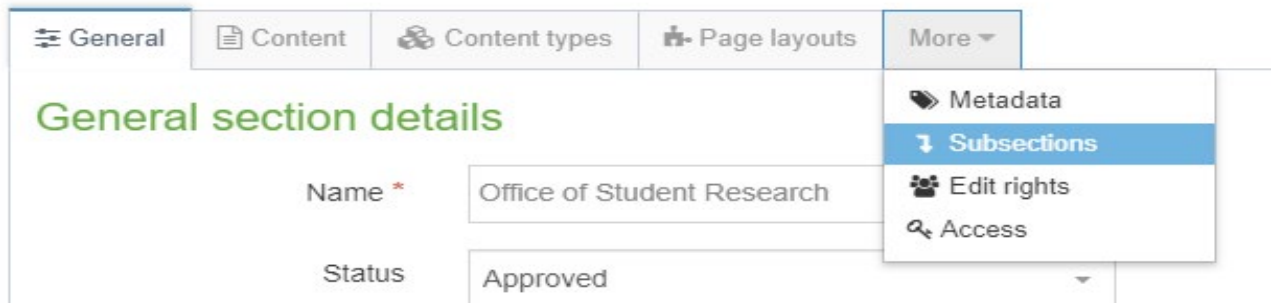
Details

Link Type Section External URL

Select Section

4. Click Save Changes
5. The page will reload with the Link Section you just added at the bottom.

- Click the parent section, then click the **More** tab, then select **Subsections**



- Use the “handlebar” to the left of the section name to drag the link section to the desired location in the navigation.
- Click save
- From the Site Structure view, click the Action button next to the parent section, then select “**Publish Branch**”



In a few minutes, the live website will show the updated left navigation. It usually takes between 1 -10 minutes.