

RMU Google Sites guide to
editing left nav items

version 1.11.08.13



important information before you begin

what you can do vs. when to contact information technology

This guide is written to instruct you on how to change **existing** left navigation links. If, for instance, the title of your page is to change or you removed a page **but** are replacing it with another, you can use this guide to update an existing left navigation link.

If you are looking to **add a new** left navigation link or **remove an existing** left navigation link, please contact the IT Web Team at webchanges@rmu.edu. These two steps require HTML knowledge to complete. If you have prior knowledge and would like to learn how to do this, please contact the IT Web Team to schedule a training session, as they are not outlined in this guide.

why you can not copy and paste left navigation links

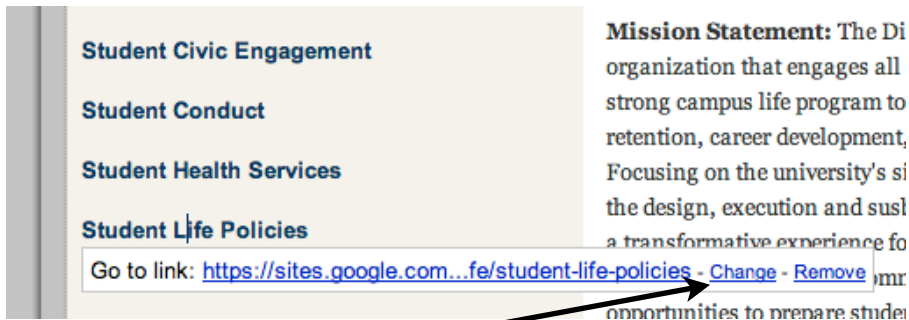
The structure of the left navigation is different than the main content area for your Google Site. The left navigation is set up using HTML code that is not provided with one of Google's options in the editing bar.

The only way that a left navigation link can be added or removed properly is to modify the HTML code that is behind the page. Please **do not** copy and paste existing links into the left navigation area, as this can cause a structure breakdown for the left navigation.

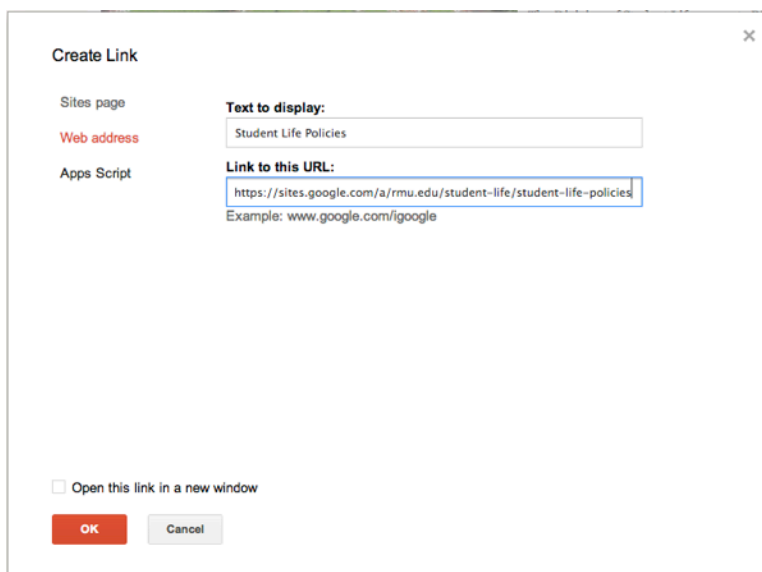
This document assumes that you know how to access the editing mode for your Google Site. For additional assistance, please contact the IT Web Team or the RMU Help Desk.

editing left nav items

1. While in editing mode for your Google Site, click on the link in the left nav that you want to change. The link editing bar will appear below the link.



2. Click on the **Change** option. The editing box will appear.

A screenshot of the "Create Link" dialog box in Google Site editor. The dialog has a title bar with a close button (X). On the left, there are three radio buttons: "Sites page", "Web address", and "Apps Script". The "Web address" option is selected. In the center, there are two text input fields. The first is labeled "Text to display:" and contains the text "Student Life Policies". The second is labeled "Link to this URL:" and contains the URL "https://sites.google.com/a/rmu.edu/student-life/student-life-policies". Below the second field, there is an example: "Example: www.google.com/google". At the bottom left, there is a checkbox labeled "Open this link in a new window" which is unchecked. At the bottom, there are two buttons: "OK" and "Cancel".

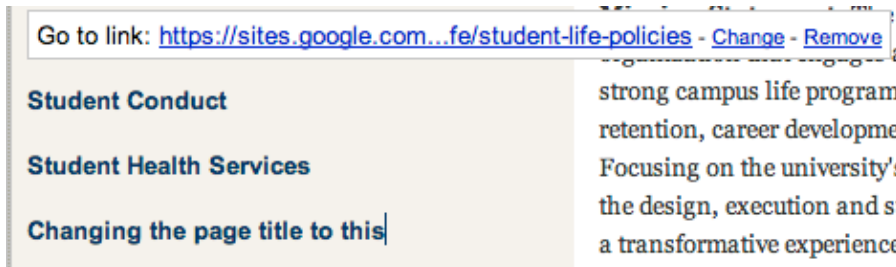
3. From here, you have several options:

- You can type in the new name of the page within the **Text to display** area.
- You can add a new URL for the link to go to by adding it to the **Link to this URL** text box.
- You can link to a new page within the site by clicking on **Sites page** on the left side and navigating to the page that you want to change it to.

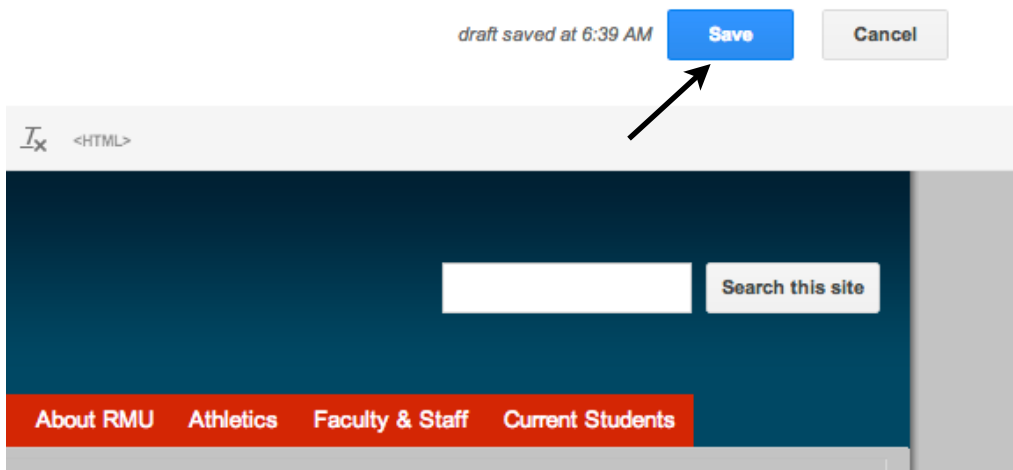
4. Once you have made the changes to the link, you can click on the **OK** button at the bottom of the editing box.



5. You should see that your changes have been added to this link.



6. Press the **Save** button on the page to ensure that the change to this link is published.



7. You will have to repeat steps 1 through 6 on **all pages** that this link appears in the left navigation.