

# ePortfolio Navigation Bar Basics – Google Sites

## Overview:

Having a navigation bar is essential for your audience to discover the content within your ePortfolio. Part of designing your ePortfolio will be deciding whether to use **Horizontal Navigation** or **Sidebar (vertical)** navigation. Both types of navigation work well depending on your design and aesthetic preferences. You may also choose to use both horizontal and sidebar navigation.

## Enabling/Disabling the Navigation Bar:

- To enable the navigation bar (Horizontal Navigation and/or Sidebar) click the **More** button in the top- right corner and select **Edit Site Layout**.
  - Across the top of the page you will see buttons for **Header, Horizontal Navigation, Sidebar, and Custom Footer**. Toggle the buttons on or off for the **Horizontal Navigation** or the **Sidebar** to enable/disable the navigation of your choice.

## Sidebar:

- Once the **Sidebar** is enabled, you may edit it by hovering your cursor over the **Sidebar** until it is highlighted. Click on the highlighted area. (Make sure **Edit Site Layout** is still selected, otherwise return to **More** and select **Edit Site Layout**)
- A window will appear titled **Configure Navigation**. Here you may change the title and/or add pages to your **Sidebar**.
- Before adding any pages, first make sure to uncheck the **Automatically organize my navigation** option. (If you leave this box checked it will alphabetize the pages on your **Sidebar**).
- To add pages to the **Sidebar**, click the **Add page** link below the “Select pages to show” box.
  - This will bring you the **Select page to add** window where you may highlight the page you would like to add to your **Sidebar**, and click **OK**. (**NOTE: you must first create pages before adding them to your navigation**).
  - Once the page is added, you may change the order in which the pages are presented by using the arrows on the right-hand side of the window to move the pages up or down.
    - Use the left and right arrows to create subpages to your main navigation on the **Sidebar**
  - To delete a page from the **Sidebar**, highlight the appropriate page and click the “**X**” on the right-hand side of the window. (**NOTE: This will remove the page from your navigation, but will not delete the page from your site.**)
- You may also change the **Title** of your **Sidebar** by entering the appropriate title at the top of the window and checking the “Display title” box.
- When finished click **OK**, and click **Close** in the upper-right corner to finish editing the site layout.

### **Horizontal Navigation:**

- Once the **Horizontal Navigation** is enabled, you may edit it by hovering your cursor over the tabs until the **Horizontal Navigation** is highlighted. Click on the highlighted area. (Make sure you are still in **Edit Site Layout** mode)
- A window will appear titled **Configure Navigation**. Here you may add pages to the **Horizontal Navigation** and edit its **Style**.
- To add pages to your **Horizontal Navigation**, click the **Add page** link below the “Select pages to show” box.
  - This will bring you to the **Select page to add** window where you may highlight the page you would like to add to your **Horizontal Navigation**, and click **OK**. (**NOTE:** *you must first create the page before adding it to the navigation bar*).
  - Once a page is added, you may change the order in which pages are presented by using the arrows on the right-hand side of the window to move the pages up or down.
    - Use the left and right arrows to create subpages, which will appear as a dropdown menu from a tab on the **Horizontal Navigation**.
  - To delete a page from the **Horizontal Navigation**, highlight the appropriate page and click the “**X**” on the right-hand side of the window.
- You may also change the **Style** of your **Horizontal Navigation** from the **Configure Navigation** window. The different styles you may use include: **Boxes, Tabs, and Links**.
- When finished click **OK**, and click **Close** in the upper-right corner to finish editing the site layout.