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.