

CHANGING YOUR NAVIGATION

If you've added new pages but they aren't where you want them in your navigation, you can move them around using the Pages tab.

For rearranging and grouping your navigation, we're going to rely mainly on "Add sub-link" and the crosshairs at the far right of each Page. The other options in the Pages tab can be useful too.

Rename: You can change how a page title displays in your navigation. For example, if the title of the page is long, but you would like a shorter version of it in your navigation, you can rename it here.

Hide: Choosing "hide" will remove the Page from your navigation on the site, but keep it in the Pages tab for easy access. **Hiding a page does not hide it from search engines or users who know the url.**

Remove: Removing a link from Pages will remove it from your navigation and the Pages tab. You will still be able to find it under File Browser. **Removing a page from the navigation does not delete the page. Removing a page does not remove it from search engines or users who know the url.**

The screenshot shows the 'Pages' tab in the LiveWhale interface. The main heading is 'College Relations'. Below it, there are options for 'Directory', 'ID', and 'Edit navigation details'. A 'View navigation' dropdown is set to 'College Relations'. A yellow banner indicates 'Pages and navigations in LiveWhale'. A blue button says 'Add a top-level page or link'. Below this is a list of navigation items with actions: 'What We Do', 'Meet the Staff', 'Newsroom', 'For Faculty and Staff', 'Services & Requests', 'Guidelines & Policies', and 'LiveWhale CMS'. Each item has 'Rename', 'Hide', 'Remove', and 'Add sub-link' options. The 'Add sub-link' option for 'Guidelines & Policies' and the crosshair icon for 'LiveWhale CMS' are circled in red.

| Page Name | View page | Rename | Hide | Remove | Add sub-link |
|-----------------------|---------------------------|--------|------|--------|------------------------------|
| What We Do | View page | | | | Add sub-link |
| Meet the Staff | View page | | | | Add sub-link |
| Newsroom | View page | | | | Add sub-link |
| For Faculty and Staff | View page | | | | Add sub-link |
| Services & Requests | View page | | | | Add sub-link |
| Guidelines & Policies | View page | | | | Add sub-link |
| LiveWhale CMS | View page | | | | Add sub-link |

Adding a sub-link to a main navigation page will allow you to build a hierarchy in your navigation. You can either choose to create a new page or find an existing page in your site—a great option if you want to get rid of some of those main navigation items by grouping them under other items.

| | | | | |
|---|--------|------|--------|----------------|
| Guidelines & Policies <small>View page</small> | Rename | Hide | Remove | Add sub-link ↕ |
| Home Page Guidelines <small>View page</small> | Rename | Hide | Remove | Add sub-link ↕ |
| Editorial Style Guide <small>View page</small> | Rename | Hide | Remove | Add sub-link ↕ |
| Stationery Policy <small>View page</small> | Rename | Hide | Remove | Add sub-link ↕ |
| Social Media <small>View page</small> | Rename | Hide | Remove | Add sub-link ↕ |
| Media Guidelines <small>View page</small> | Rename | Hide | Remove | Add sub-link ↕ |

or [create a new page](#) or [cancel](#)

The crosshairs at the far end of each link allow you to drag the link around in the navigation. In the example below, I dragged LiveWhale CMS up from the bottom to the second position.

You cannot drag main navigation into sub-navigation, nor can you drag sub-navigation out to main navigation. Links will only move within their current level of the hierarchy.

College Relations

Pages and navigations in LiveWhale

Your changes to this page have not been saved.

[Save These Changes](#)

Directory: </offices/college-relations-and-marketing/>
[Edit Home Page](#)

ID: 7 [Edit navigation details](#)

View navigation: [College Relations](#) or [create a new one](#)

[Collapse all](#) [Expand all](#)

[Add a top-level page or link](#)

| | | | | |
|---|--------|------|--------|----------------|
| What We Do <small>View page</small> | Rename | Hide | Remove | Add sub-link ↕ |
| LiveWhale CMS <small>View page</small> | Rename | Hide | Remove | Add sub-link ↕ |
| Meet the Staff <small>View page</small> | Rename | Hide | Remove | Add sub-link ↕ |
| Newsroom <small>View page</small> | Rename | Hide | Remove | Add sub-link ↕ |
| For Faculty and Staff <small>View page</small> | Rename | Hide | Remove | Add sub-link ↕ |
| Services & Requests <small>View page</small> | Rename | Hide | Remove | Add sub-link ↕ |
| Guidelines & Policies <small>View page</small> | Rename | Hide | Remove | Add sub-link ↕ |