

# How to Create the Site Header and Main Navigation (Content Editor)

## Introduction

The CT Site Header and Main Navigation (aka Main Menu) are global components that are displayed throughout the entire website.

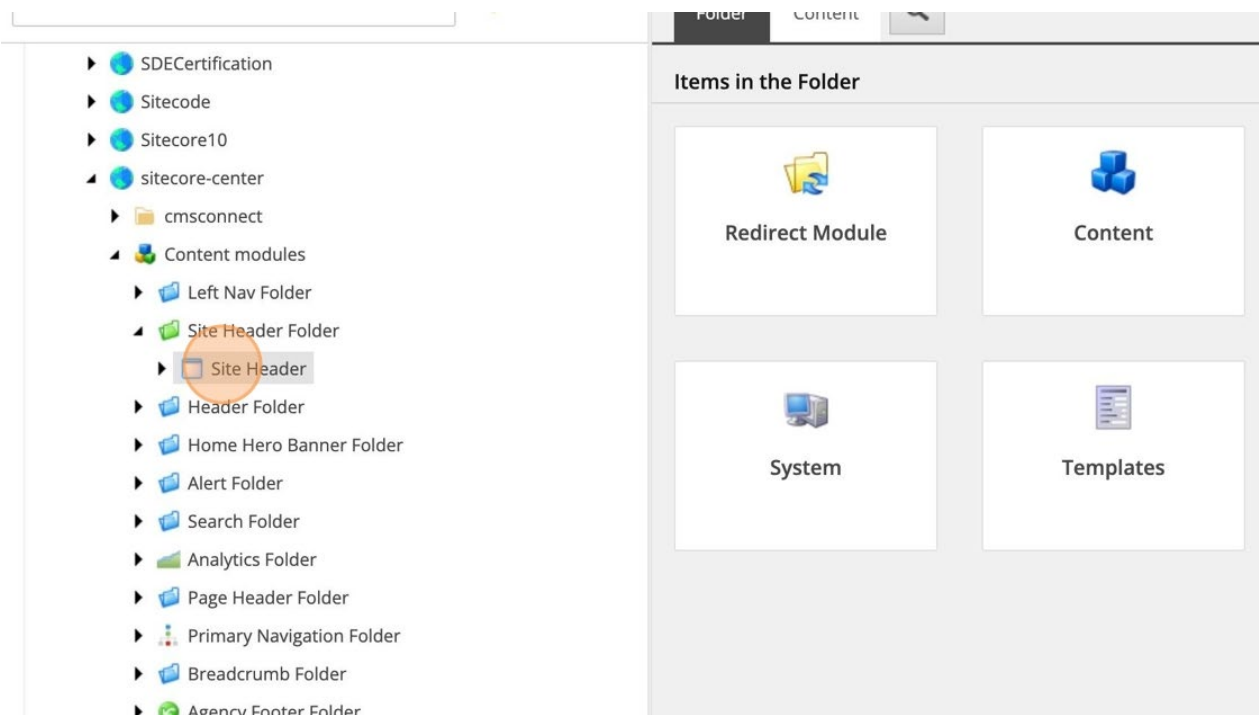
The standard CT Site Header is made up of the following parts: The CT logo, Agency Name, an optional Agency Tag Line, the Main Navigation Links, and social media linkable icons.

The Main Navigation is the primary website navigation bar within the site header that's positioned at the top of every website. It links to the most important website pages and appears prominently at the top of the homepage and other pages. Main Navigation helps users to quickly find what they're most likely to want, with minimal searching and clicks.

In this lesson, you will be shown examples of the hierarchical structure within the navigation. You will learn how to create Main Navigation Level 1 links, Level 2 links, and Level 3 links; also known as the main navigation, sub-navigation and topics level.

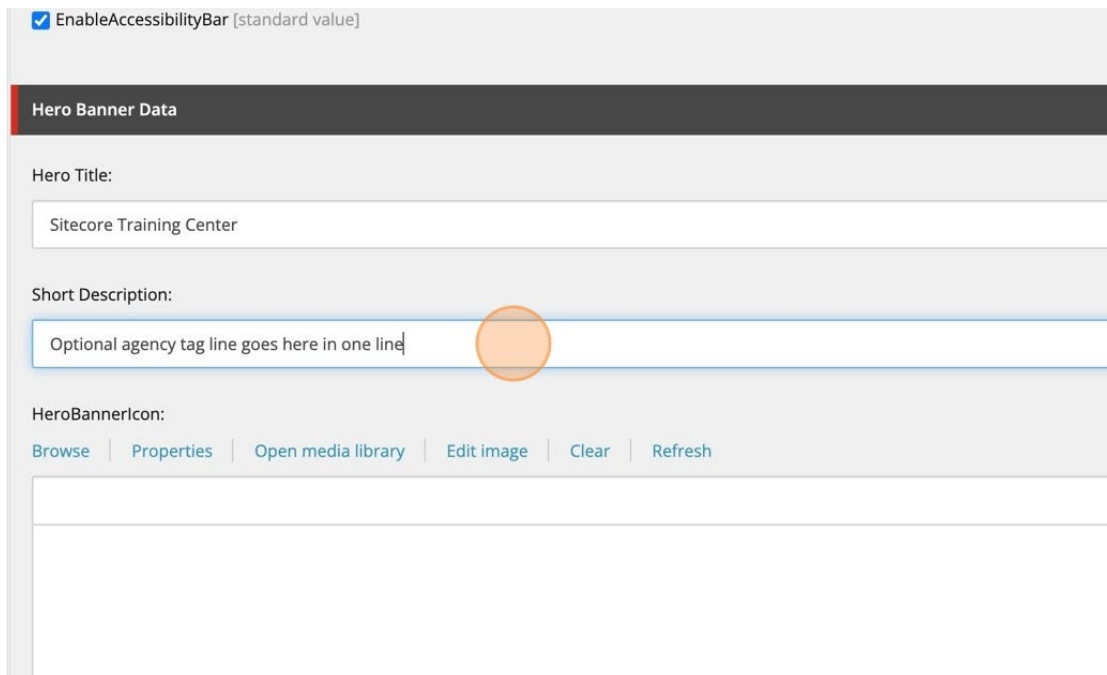
## Step 1

Locate the "Content Modules" box and expand it. Content Modules are made up of components that will be used throughout the entire site and not to only one specific Child page. Locate the "Site Header Folder", expand it, and then click on the "Site Header" component.



## Step 2

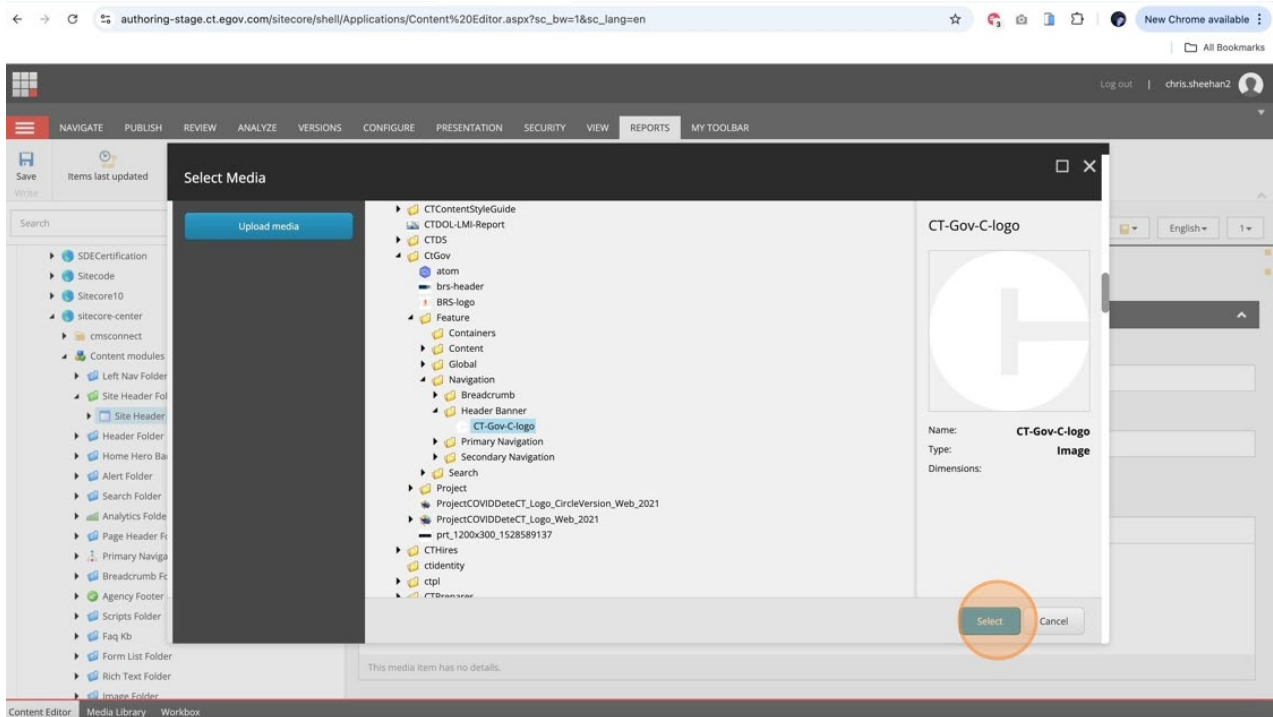
In the right panel of the Site Header component, locate the “Hero Title”, this where the name of the Agency goes. First, fill in the name of the agency. Next, in the “Short Description” field, you have the option to add the tag line that is associated with the agency.



The screenshot shows the configuration panel for the Site Header component. At the top, there is a checkbox labeled "EnableAccessibilityBar" with the value "[standard value]". Below this is a section titled "Hero Banner Data". Under "Hero Title:", a text input field contains "Sitecore Training Center". Under "Short Description:", a text input field contains "Optional agency tag line goes here in one line", with an orange circle highlighting the text. Below the text fields is a "HeroBannerIcon:" section with buttons for "Browse", "Properties", "Open media library", "Edit image", "Clear", and "Refresh".

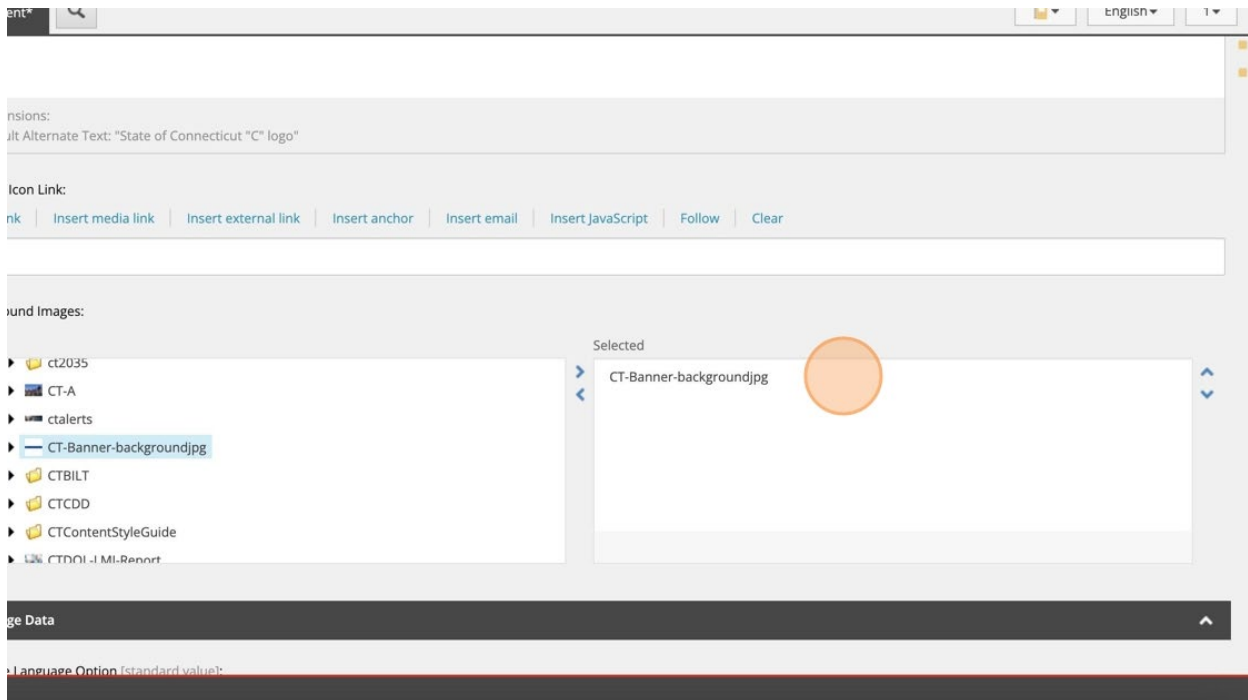
## Step 3

Next, go to the "Hero Banner Icon" field, click on “Browse” and navigate through the Media Folder until you locate the CT logo “C” as demonstrated below and click “Select”.



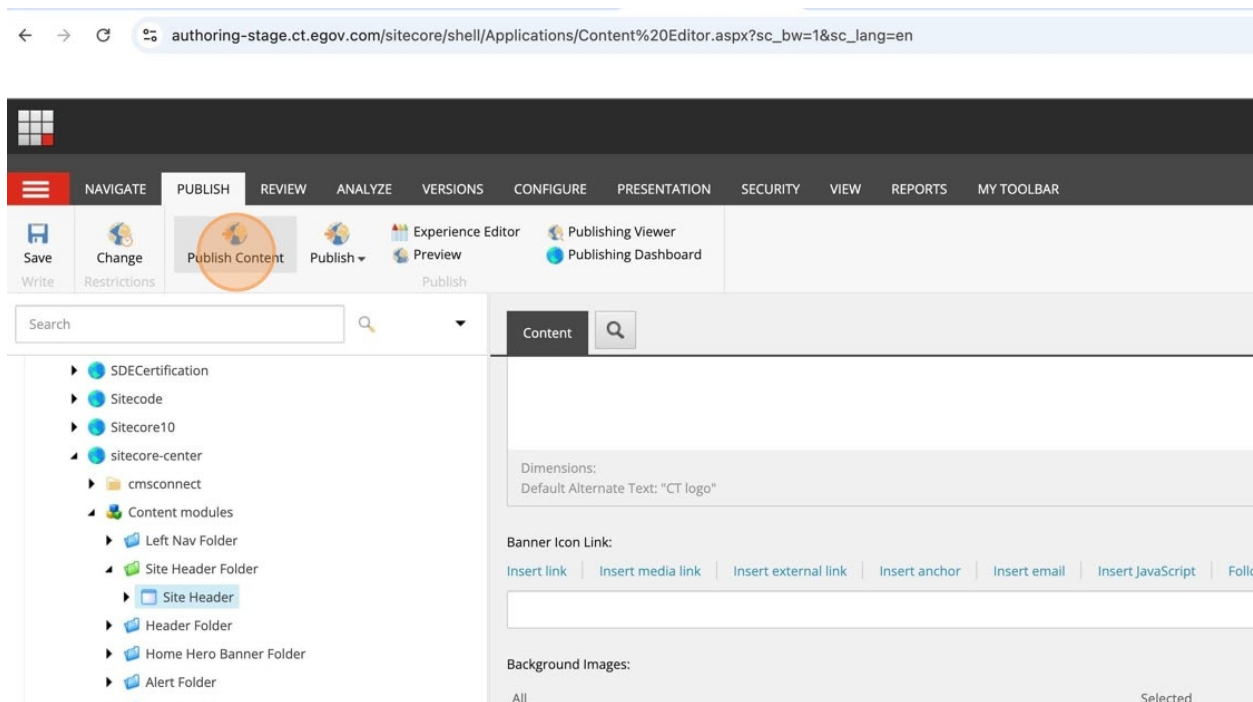
## Step 4

Next, go to the Background Images section and drop down the Media folder to locate the “CT Banner Background” image as shown below. Using the right blue arrow in between the “All” and “Selected” panels, click it to move the image into the “Selected” area.



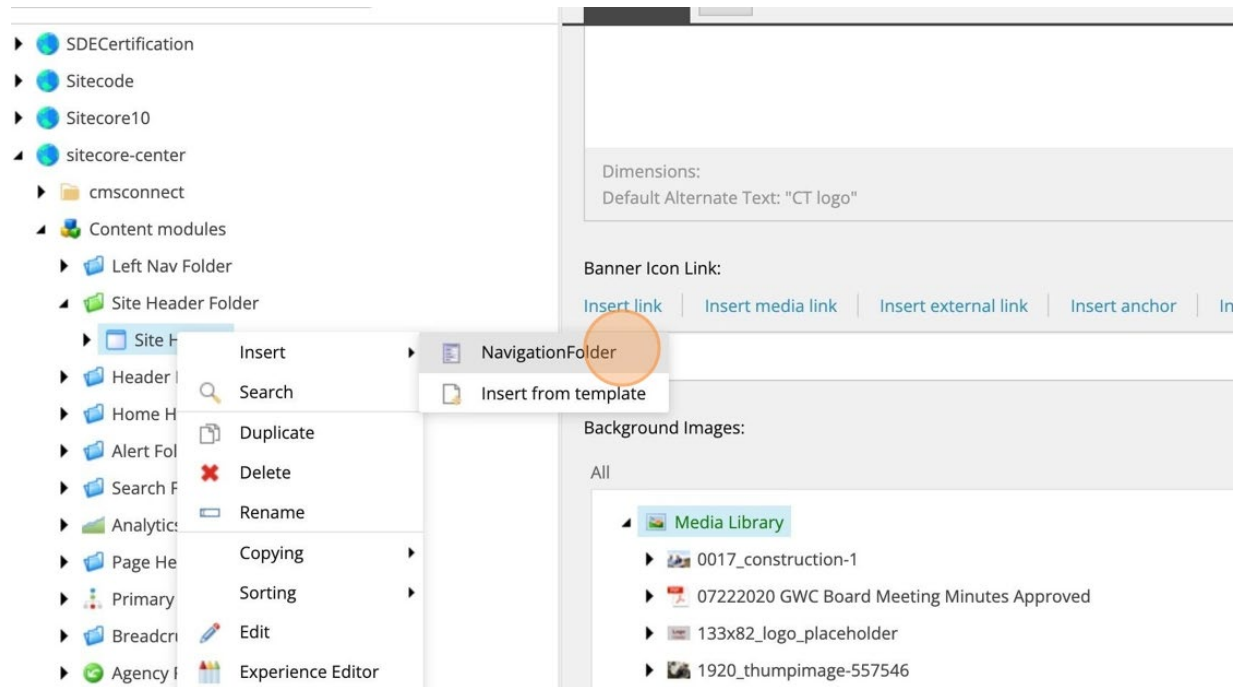
## Step 5

Now it's time to save your work on the Site Header. Click on the “Save” icon and then inside the “Publish” tab, click “Publish Content”. The Site Header component is now set up and ready.



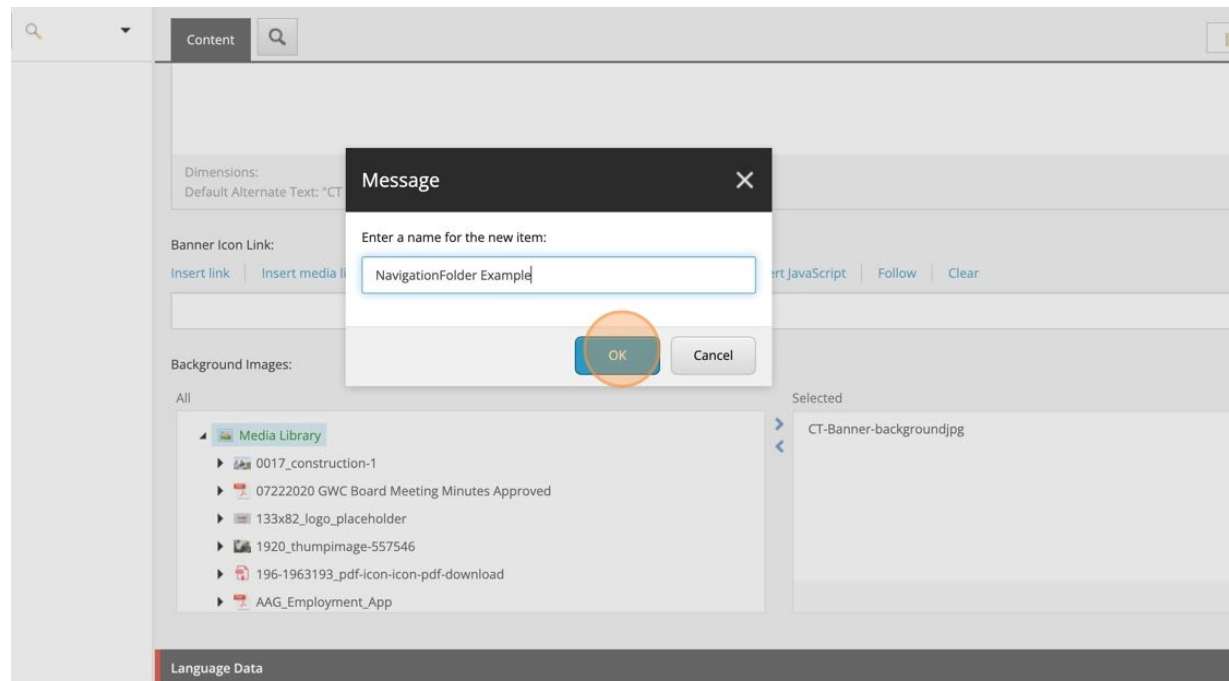
## Step 6

Next, it's time to set up the Main Navigation. Click on the Site Header component and right click it. Click "Insert" and then click "Navigation Folder".



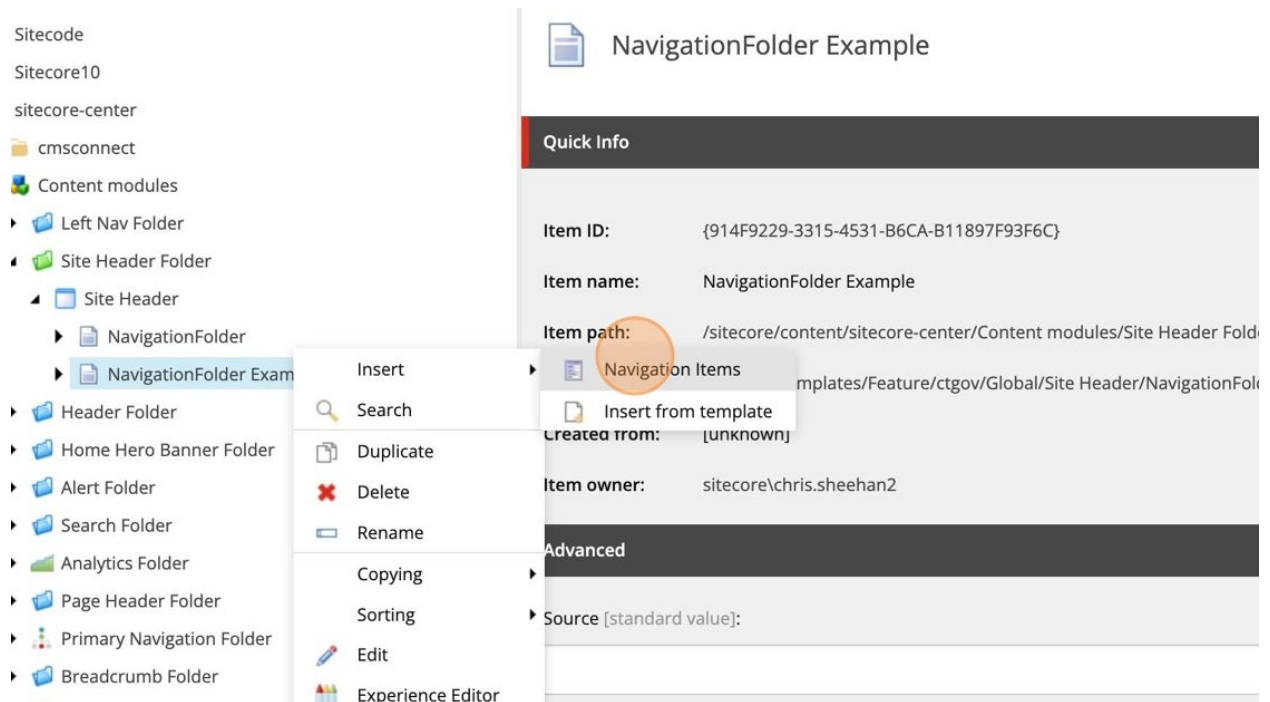
## Step 7

The component name should be standardized at "NavigationFolder". You should leave it with this name for any site you build a Main Navigation for, but only for this lesson will we add "Example" to the end of the name. Click "OK".

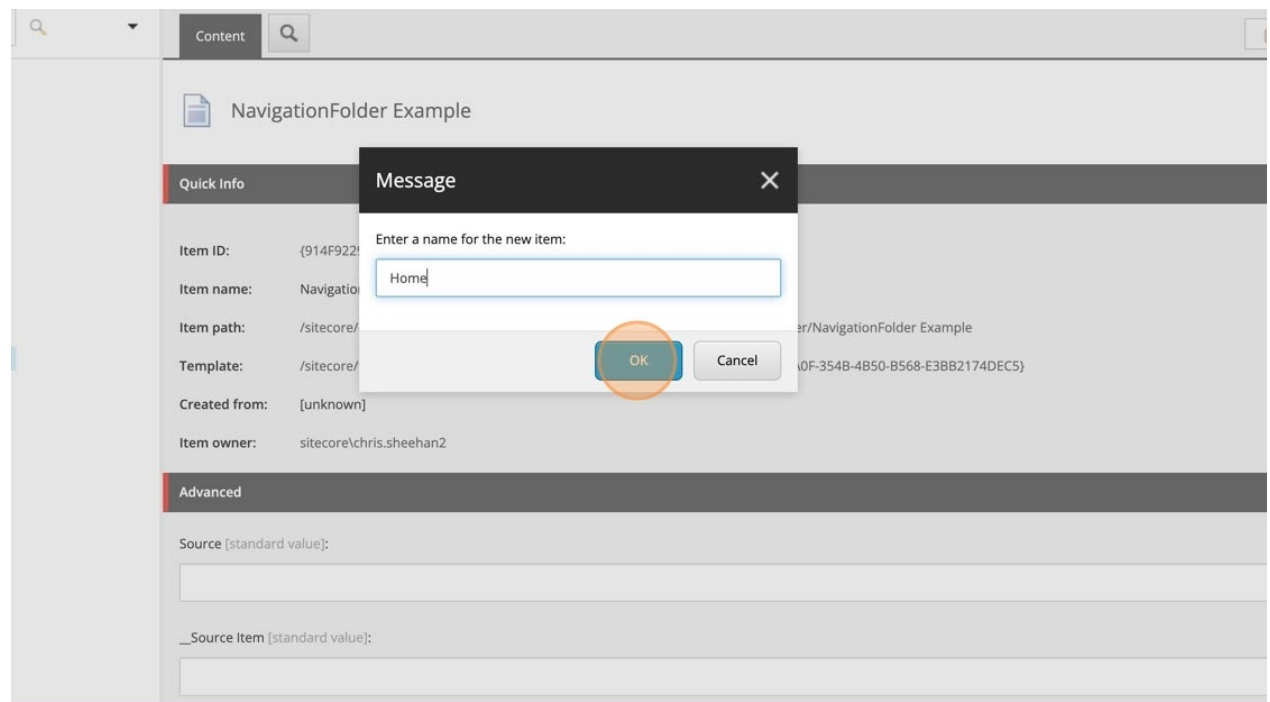


## Step 8

Within the Navigation Folder, you will need to create the first link. This link will be part of the Main Navigation Level 1. So, right click the “NavigationFolder” component, click “Insert” then click “Navigation Items”.

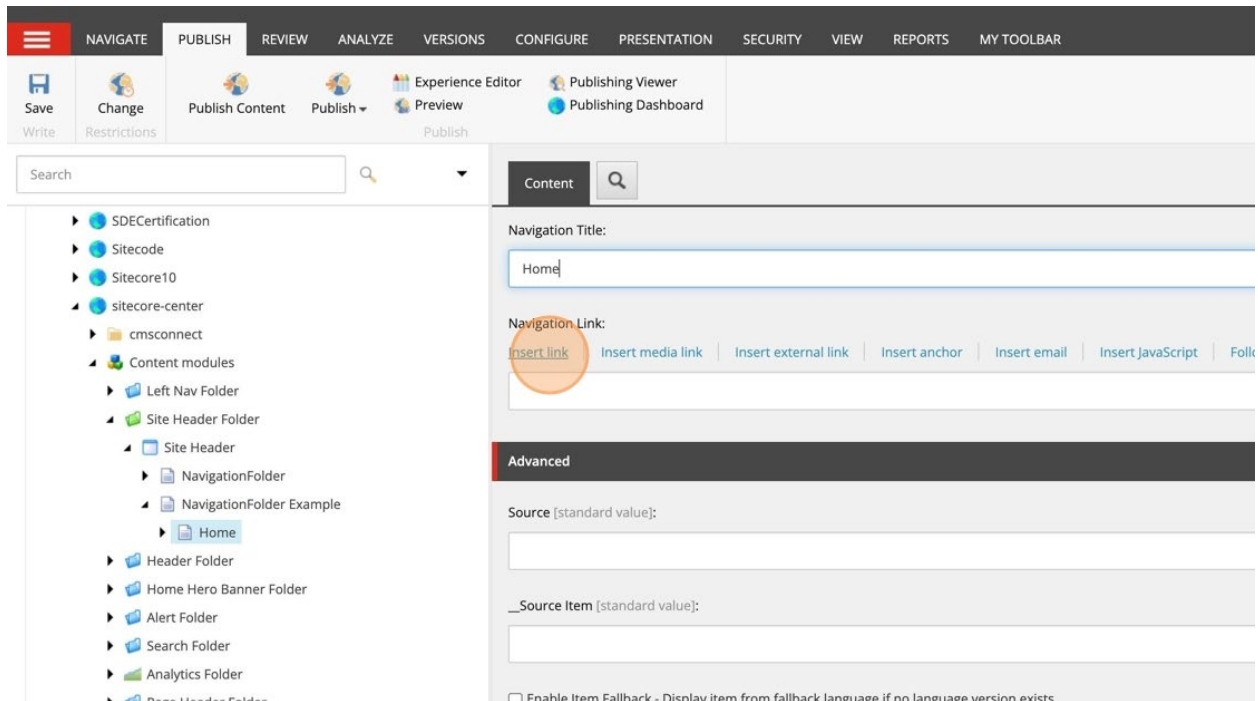


Every time you create a first link for a Ct.gov website, it will always be for the Homepage. So, for this first link of the Main Navigation, always name it “Home”, then Click “OK”. All the other links that will be in the Main Navigation will have its own unique name and will link to its respective page, although it will follow this same process.



## Step 9

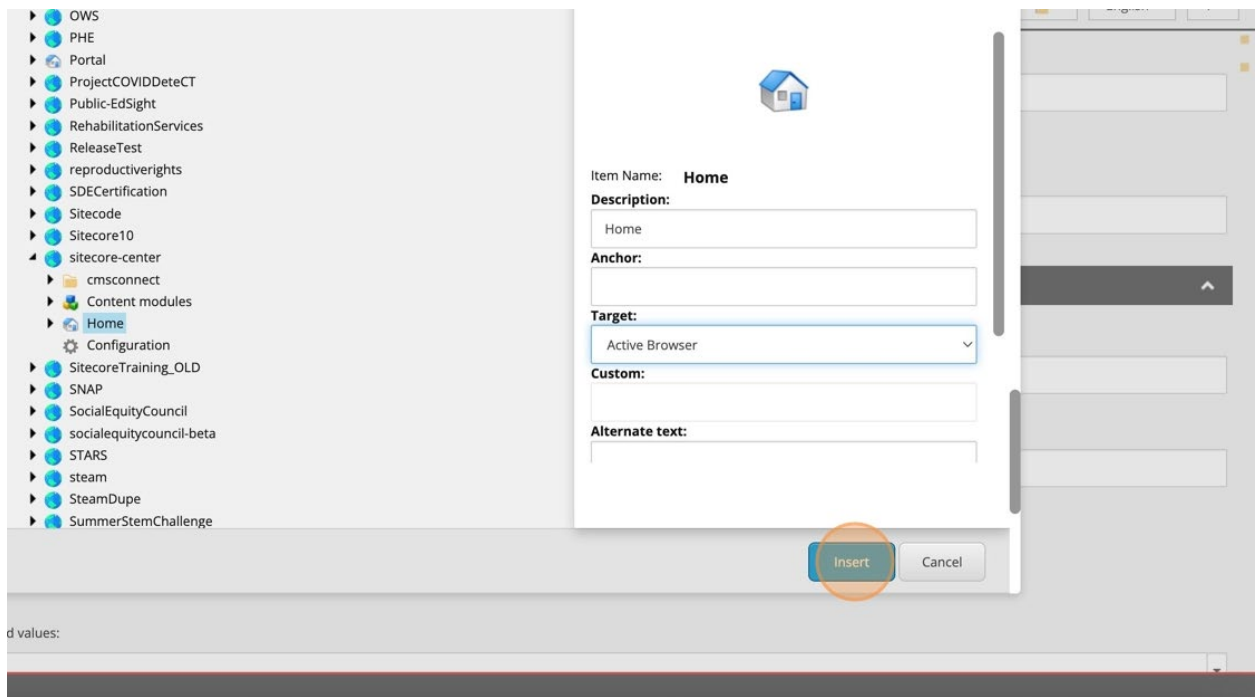
Next, go to the “Navigation Link” field and click “Insert link”.



The screenshot shows the Sitecore user interface. At the top, there is a navigation bar with tabs: NAVIGATE, PUBLISH, REVIEW, ANALYZE, VERSIONS, CONFIGURE, PRESENTATION, SECURITY, VIEW, REPORTS, and MY TOOLBAR. Below this is a toolbar with icons for Save, Change, Publish Content, Publish, Experience Editor, Publishing Viewer, and Publishing Dashboard. A search bar is located on the left side of the main content area. The main content area is divided into two panes. The left pane shows a tree view of the site structure, with 'Home' selected under 'NavigationFolder Example'. The right pane is titled 'Content' and contains the 'Navigation Link' configuration. The 'Navigation Title' field is set to 'Home'. The 'Navigation Link' field has a dropdown menu open, showing options: 'Insert link', 'Insert media link', 'Insert external link', 'Insert anchor', 'Insert email', 'Insert JavaScript', and 'Follow'. The 'Insert link' option is highlighted with an orange circle. Below the 'Navigation Link' field is an 'Advanced' section with fields for 'Source [standard value]:' and 'Source Item [standard value]:'. At the bottom of the 'Advanced' section, there is a checkbox labeled 'Enable Item Fallback - Display item from fallback language if no language version exists'.

Locate the Homepage of the site, add a Description (name) for the link, click “Active Browser” from the dropdown and then click the “Insert” button.

Follow this same step for all other internal pages that need to be linked within the site in Sitecore. For main nav links that need to be linked to external pages not associated with the site, click “New Browser” from the dropdown before clicking the “Insert” button. This will open that link in a new browser tab.



The screenshot shows the Sitecore configuration dialog for the 'Home' link. The dialog is titled 'Home' and has a house icon. It contains the following fields: 'Item Name: Home', 'Description: Home', 'Anchor:', 'Target: Active Browser', 'Custom:', and 'Alternate text:'. The 'Target' dropdown menu is set to 'Active Browser'. At the bottom of the dialog, there are 'Insert' and 'Cancel' buttons. The 'Insert' button is highlighted with an orange circle. The background shows the Sitecore navigation tree with 'Home' selected.

## Step 10

Proceed to click the “Save” icon to save your work for this link. Next, in the “Publish” tab, click “Publish Content”. The link has been successfully created.

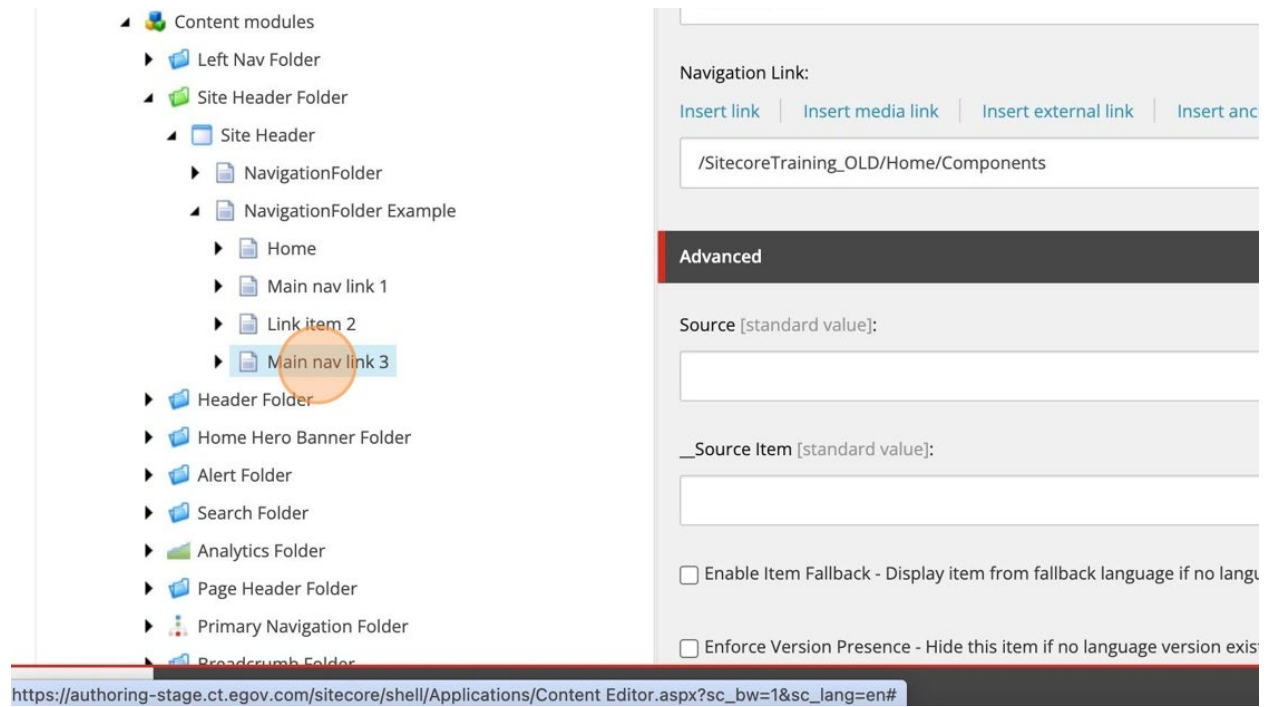
The screenshot shows the Sitecore Content Editor interface. The browser address bar displays the URL: `authoring-stage.ct.egov.com/sitecore/shell/Applications/Content%20Editor.aspx?sc_bw=1&sc_lang=en`. The top navigation bar includes tabs for NAVIGATE, PUBLISH, REVIEW, ANALYZE, VERSIONS, CONFIGURE, PRESENTATION, SECURITY, VIEW, REPORTS, and MY TOOLBAR. The PUBLISH tab is active, showing icons for Save, Change, Publish Content, Publish, Experience Editor, Publishing Viewer, and Publishing Dashboard. The 'Publish Content' icon is circled in orange. Below the navigation bar is a search field and a 'Content' search button. The left sidebar shows a tree view of the site structure, with 'Home' selected under 'NavigationFolder Example'. The right pane displays the 'Navigation Data' configuration for the selected item, including 'Enable Navigation' (checked), 'Navigation Title' (Home), and 'Navigation Link' (/sitecore-center/Home).

## Step 11

For this lesson, follow steps 8-10 to create the second, third and fourth links of the Main Nav level 1.

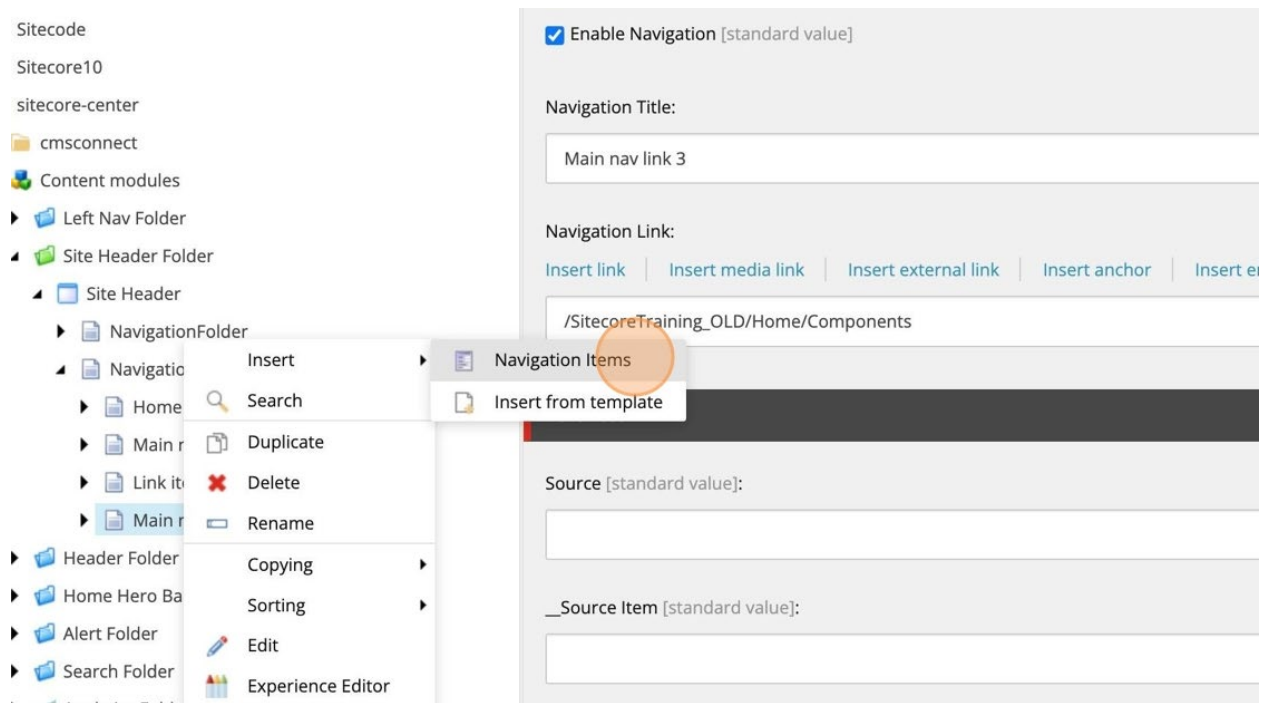
The screenshot shows the Sitecore Content Editor interface. The left sidebar displays a tree view of the site structure, with 'Home' selected under 'NavigationFolder Example'. A context menu is open over the 'Home' item, showing options like Insert, Search, Duplicate, Delete, Rename, Copying, Sorting, Edit, and Experience Editor. The 'Insert' option is selected, and a sub-menu is open showing 'Navigation Items' and 'Insert from template'. The 'Insert from template' option is circled in orange. The right pane displays the 'Advanced' configuration for the selected item, including 'Source', '\_Source Item', 'Enable Item Fallback', and 'Standard values'.

Once you have reached this point, your Main Nav Level 1 should resemble the example below. Now we will begin introducing Level 2 links into the navigation structure. Select the Level 1 link that requires Level 2 (sub-nav) links.



## Step 12

Right click the link, click "Insert" and select "Navigation Items" from the options given. Follow steps 8-10 for each Level 2 link you will create within this Level 1 item.





## Step 13

Follow steps 8-10 for all the sub-nav links that you would like to insert within the main nav link. For these instructions, we will be placing 2 sub-nav links into the “Main nav link 3”. Once this step is complete, your Level 1 and Level 2 structure should resemble the example provided below. Now click on the “NavigationFolder Example”.

The screenshot shows the Sitecore navigation tree on the left and a configuration panel on the right. In the navigation tree, the 'NavigationFolder Example' folder is highlighted with an orange circle. The configuration panel on the right includes fields for 'Source [standard value]:', '\_\_Source Item [standard value]:', and checkboxes for 'Enable Item Fallback' and 'Enforce Version Presence'. There are also sections for 'Standard values:' and 'Tracking:' with links for 'Profiles', 'Goals', and 'Attributes'.

## Step 14

Inside the “NavigationFolder Example” insert a new Level 1 link named “Link item 4”. Inside that nav link, insert a Level 2 link and name it “Navigation level 2 link 1”. Inside this new Level 2 link, create a Level 3 link and name it “Navigation 1 level three”. Follow steps 8-10 to create this link and all the other links that you will create within this Level 2 item.

The screenshot shows the Sitecore navigation tree on the left and a configuration panel on the right. In the navigation tree, the 'Navigation level 2 link 1' folder is highlighted with an orange circle, and a context menu is open over it. The context menu options include 'Insert', 'Search', 'Duplicate', 'Delete', 'Rename', 'Copying', 'Sorting', 'Edit', and 'Experience Editor'. The configuration panel on the right shows the 'Enable Navigation [standard value]' checkbox checked, and the 'Navigation Title' field containing 'Navigation level 2 link 1'. The 'Navigation Link' field contains the URL '/SitecoreTraining\_OLD/Home/Link List ChildPage Test 01'. There are also fields for 'Source [standard value]:' and '\_\_Source Item [standard value]:'.

## Step 15

After you have created all the Level 3 links, your Main Navigation structure should resemble the example provided below.

As you can see, starting with the “NavigationFolder Example”, and working your way down, the Main Navigation structure collapses indenting to the right for every Level 1, Level 2 and Level 3 items that we inserted into the Main Navigation.

In this last part, click the “NavigationFolder Example” component, click “Save” and “Publish Content” to complete the Main Navigation in the Sitecore Content Editor.

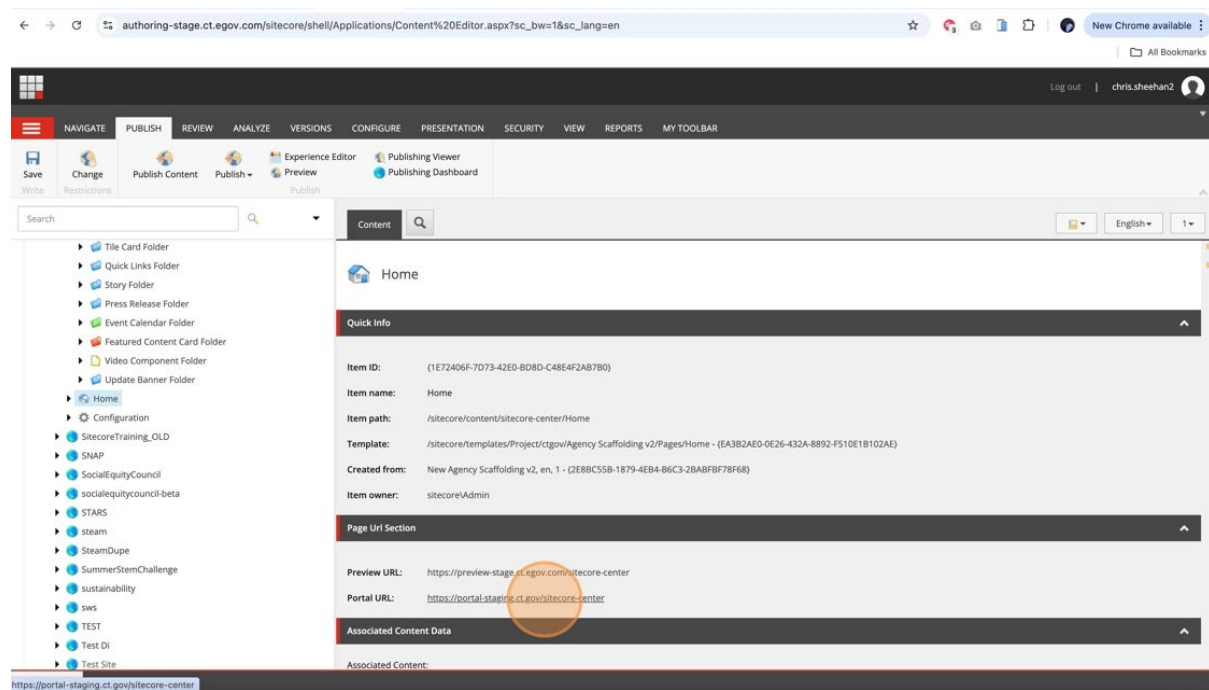
The screenshot shows the Sitecore Content Editor interface. On the left, a tree view displays the site structure. The 'NavigationFolder Example' folder is selected and highlighted with a blue circle. The right-hand panel shows the 'Content' editor for this folder, with fields for 'Source', '\_Source Item', and checkboxes for 'Enable Item Fallback' and 'Enforce Version Presence'. The 'Tracking' section includes links for 'Profiles', 'Goals', and 'Attributes'.

## Step 16

Finally, exit the “Content Modules” section of the website, and navigate to the Homepage. Click on it.

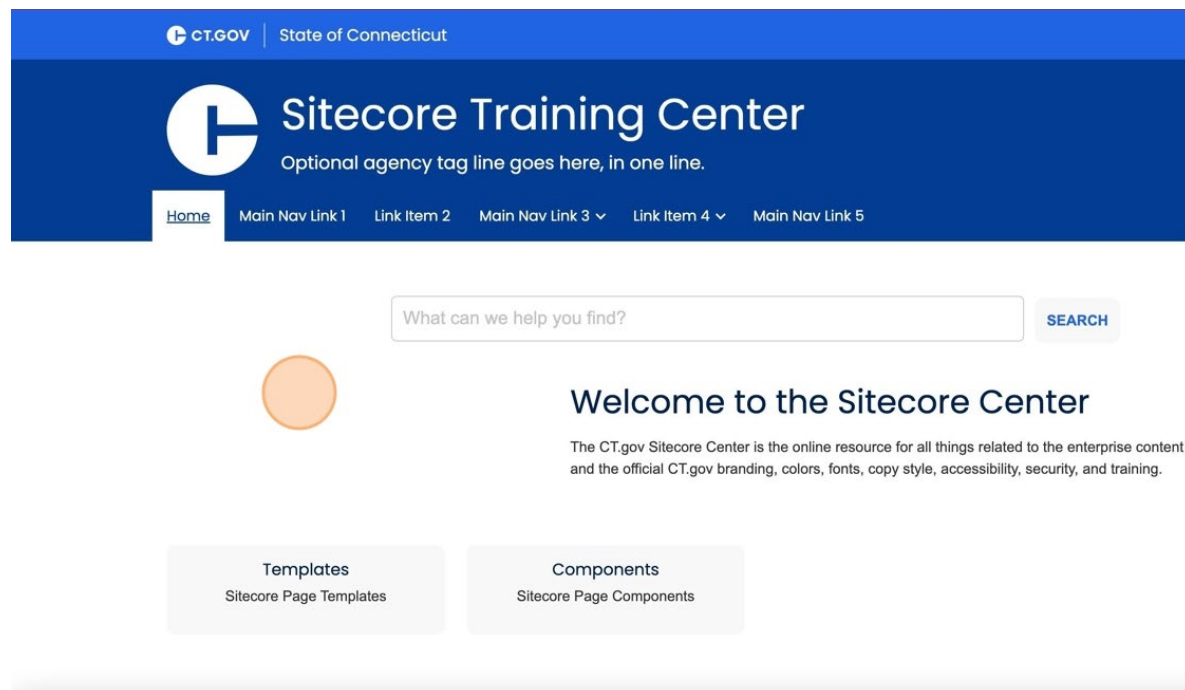
The screenshot shows the Sitecore Content Editor interface. On the left, a tree view displays the site structure. The 'Home' folder is selected and highlighted with a blue circle. The right-hand panel shows the 'Content' editor for this folder, with fields for 'Item ID', 'Item name', 'Item path', 'Template', 'Created from', and 'Item owner'. The 'Advanced' section is visible, showing fields for 'Source' and '\_Source Item'.

Next, in the right panel, locate the “Portal URL” field. This is the link to the front end of the Homepage of the site where we will be able to see and verify that the Main Navigation has been built correctly. Click the link and wait for the new browser tab to load.



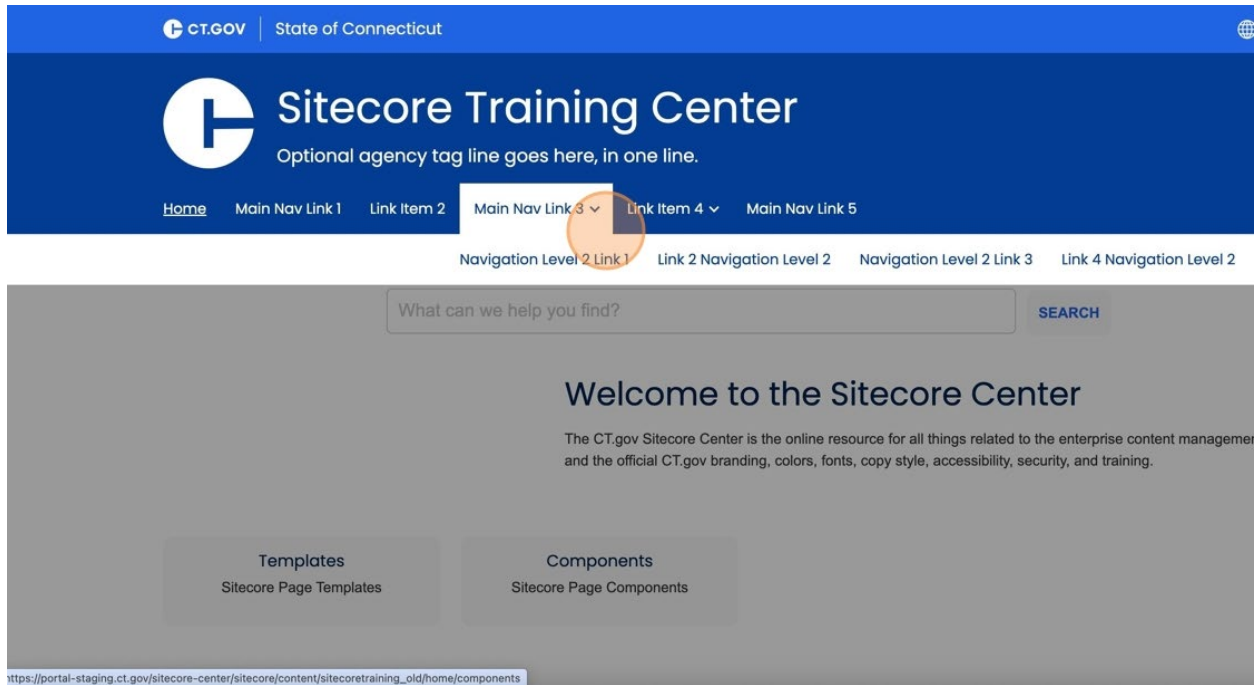
## Step 17

Once the front end of the site has loaded, you can verify if the Site Header and First Level of the Main Navigation is displaying and functioning properly. In this example, we can see that within the Site Header the CT logo is in place, the same can be said about the Agency name, the tag line, and the background blue image. The First Level of the Main Navigation is also working and displaying as it has been set up in the Content Editor.



## Step 18

Next, we also must check that the Level 2 part of the Main Navigation is displaying and functioning correctly as well. Your second level menu should resemble the example provided below.



## Step 19

Finally, we also have to make sure that the Level 3 part of the Main Navigation is displaying and functioning properly as well. Your third level menu should resemble the example provided below.

