

UAS Mosaic – Navigation

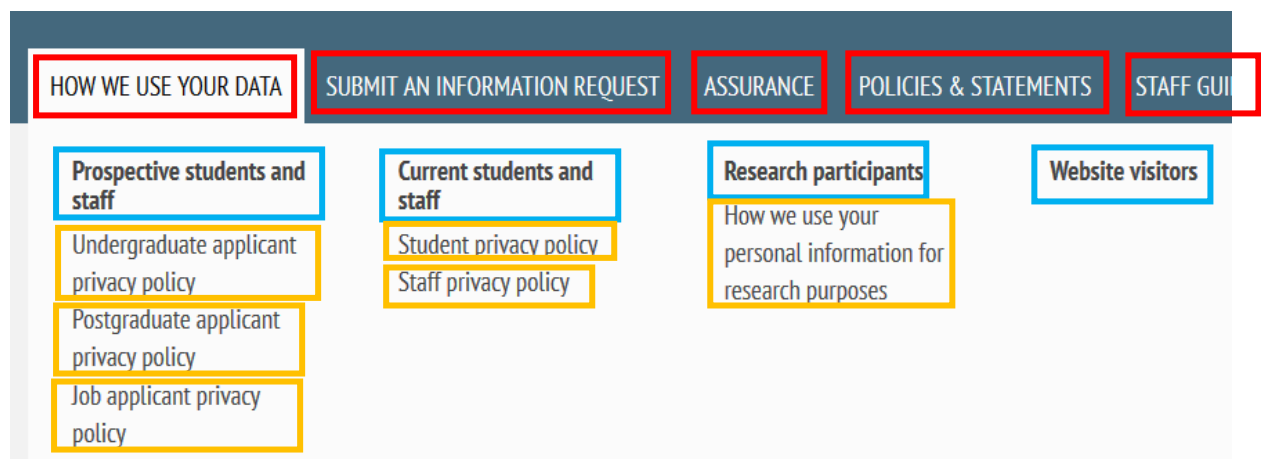
This guidance helps build your navigational structure and set up your menus.

Note: All pages should be included in your navigation – do not create any ‘orphans’.

1. Levels and menu styles

Your site is structured in levels. Level 0 is the homepage; Level 1 is the first level of pages to which you can navigate from the main menu – they are the headings you see when looking at the homepage. Within each part of level 1, are level 2 pages, and so on. You can think of this like branches of a family tree, with different generations made up of different sets of offspring from specific parents.

Your site is initially set up using a ‘mega menu’ navigation structure. When using this your main menu at the top of the page will display the first three levels of your website’s structure:



In the above screen shot:

Level 1 items are highlighted in red;

Level 2 items are highlighted in blue;

Level 3 items are highlighted in orange.

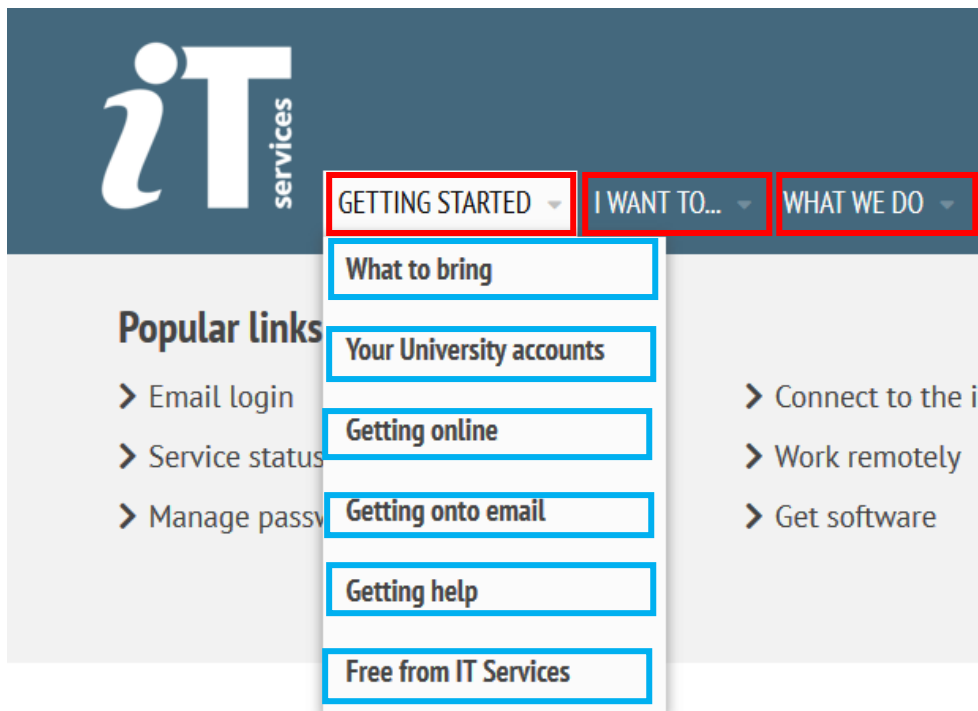
How we use your data is therefore the ‘parent’ page of the *Prospective students and staff* page, the *Current students and staff* page, etc.

The *Current students and staff* page is the ‘parent’ page of the *Student privacy policy* page and the *Staff privacy policy* page.

Website visitors does not link to any pages within this part of the information architecture, and this branch of the website’s ‘family tree’ therefore ends at this point, at level 2.

1a. Not using a mega menu

If your website does not have pages on level 3 of your architecture, then you can choose to switch to a different menu style.



This menu style displays only level 1 (red) and level 2 (blue) menu items.

The links are displayed vertically, rather than horizontally (as in the mega menu).

If you have a large number of level 2 items, and a very small number of level 3 items, you may prefer to use this menu style instead of the mega menu, and not provide direct links to level 3 pages from your main menu.

If you want to switch to this style of menu, discuss this with the project team as they will need to change the setting for you.

If you do not have level 3 menu items then you do not have to switch menu style – the mega menu is a viable option for smaller menus too.

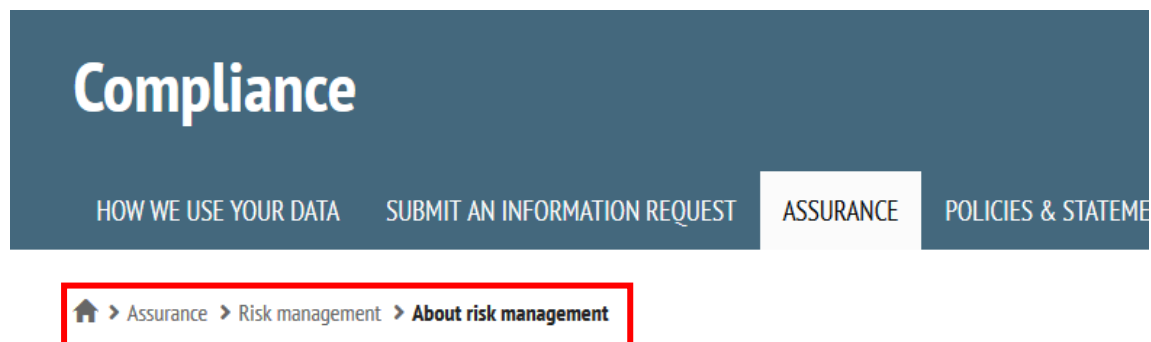
2. Navigation text

The text in your navigation titles should be entered as mixed case – i.e. a capital letter for the first word and lower case letters for all other words, with the exception of proper nouns, titles, etc.

Mosaic will automatically display the titles in upper case in level 1, but the ‘breadcrumbs’ (see below) will display as entered, hence the need to enter the title as mixed case.

3. Breadcrumbs

‘Breadcrumbs’ refers to the line of text below the menu bar. It shows where in the structure of the site the page being viewed is found, and provides a way for the user to easily navigate, or return, to higher level content.



In the above example, the 'breadcrumb' (outlined in red), shows that you are on the *About risk management* page, which is part of the *Risk management* section of the *Assurance* part of the website.

The breadcrumbs are created automatically by Mosaic from the navigation structure which you build.

The breadcrumbs will display all levels of your navigational structure – i.e. even though your menu will only show up to the first three levels, the breadcrumb can continue much further, and can be very useful in assisting users who reach level 4 (or deeper) content.

To ensure all pages of your site have an accurate breadcrumb trail put all pages of your site in to your navigational structure.

3a. Creating a breadcrumb, without creating a menu item

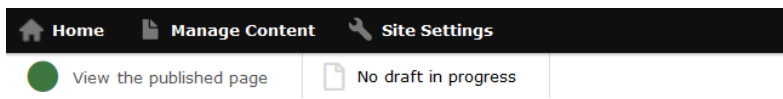
When you add a page to the navigational structure to give it a breadcrumb, it is automatically added to the menus. To stop a page from appearing in the menu, but retain its breadcrumb, go to the main menu editing page, untick the 'enabled' box next to the relevant page, and then click 'save configuration'.

Menu link	Enabled	Operations	
+ HOME	<input checked="" type="checkbox"/>	edit	delete
+ Sports classes	<input checked="" type="checkbox"/>	edit	delete
+ Injury treatment clinic	<input checked="" type="checkbox"/>	edit	delete
+ Test page (disabled)	<input type="checkbox"/>	edit	delete

4. Adding a page link to menu

To add a page to the menu:

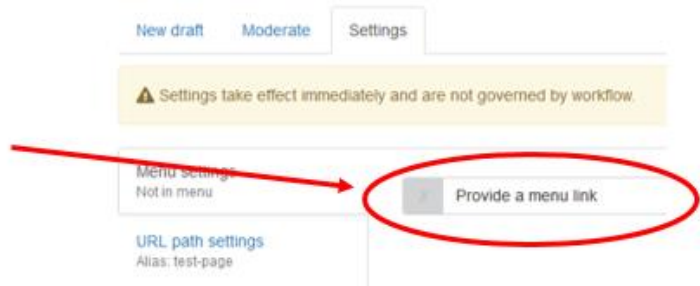
- Select the page you wish to add to the menu, go to its editing page, and select the 'settings' tab.



Settings : test page

New draft Moderate Settings

- Select the 'Menu settings' option from the left menu and check the box next to 'provide a menu link'.



- This opens a number of new fields.
 - The 'Menu link title' will default to the page name, but can be changed so that something different appears in the menu if you prefer. **Note** – ensure that it is written in mixed case characters (i.e. Capitalised first letter, and the rest in lower case)
 - The 'Parent item' field is for you to choose the menu category under which this page will appear in your website hierarchy. For it to appear as a top level menu item, you should select the site name – in the below example, Site 8 is the website name, so this will create a level 1 link.

Provide a menu link

Menu link title
Test page

Parent item
<Site 8>

Weight
0

Menu link attributes

Title



If it is to appear as a lower level item – i.e. within a menu below one of the level 1 items – select the relevant parent item. In example below, it will be placed in the 'sports classes' menu on the same level as *Injury treatment clinic*:



- The 'weight' option allows you to set where in the menu the item appears, relative to other items. Whilst it can be set and adjusted here, in large menus it can be easier to administer this in a different way – see [changing your menu](#) below.

Your menu is sorted in numerical order based on these weights with the smallest listed first – the bigger numbers 'sink' to the bottom of the displayed list. Negative numbers are smaller than positive numbers. So if you know you want this to be first then set it to the smallest number (-50); if you know you want it to be last give it the biggest number (50); if you want it to be in the middle you may know from other pages a suitable number to give it, otherwise leave it as zero and follow the instructions in [changing your menu](#) below.

- All 'Menu link attributes' can be ignored.
- Save your page.

5. Adding a link to a menu without a page

The section [Adding a page link to a menu](#) outlines how to add an existing page to a menu but you may wish to create a link in the menu for a page which will be within your site, but does not yet exist[^].

[^] - when it is subsequently created, see [Updating an existing menu item when a page is created](#)

Note: It is not good practice to have items in your menu which will never be links, or which link to external sites. Only use these steps to create temporary, place-holding, links in your menu.

- Go to manage content, select 'Site-wide content', and then from the Navigation tab click the 'Main menu' button

Content

Content All drafts Needs review Files Reusable content Shared content Site-wide content Templates

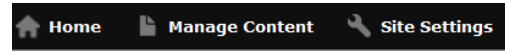
Navigation

Taxonomies

Main Menu

Manage links in the site's main menu.

- Click 'Add link' at the top of the page:



Site 8

+ Add link

- Put the text which will appear in the menu in the 'Menu link title' field.
- If you are not linking to a page at this point because it is not yet created, click the box next to 'Category header (no link)' – the compulsory 'Path' field will be removed.
- If you want to hide the item from the menu at the present time, unselect the 'Enabled' box.
- Show as expanded can remain unchecked.
- Under 'Parent link' you can select where in the menu the link will appear. For it to appear as a top level menu item, you should select the site name – in the above example, Site 8 is the website name, so this will create a level 1 link. If it is to appear as a lower level item – i.e. within a menu below one of the top level items – select the relevant parent menu item.

Administration

Menu link title *

Path *

Category header (no link)

Enabled

Show as expanded

Parent link

<Site 8>

Weight

0

Menu link attributes

Title

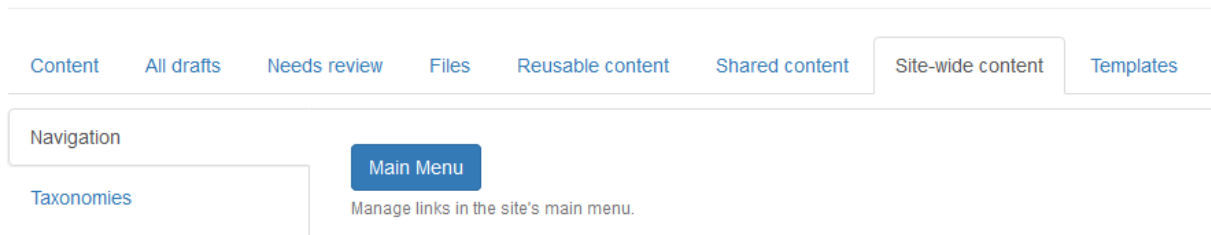
- The 'weight' option allows you to set the position of the item in the menu, relative to other items on the same level. Whilst it can be set here, in large menus it can be easier to administer this in a different way – see [changing your menu](#) below. Your menu is sorted in numerical order based on these weights with the smallest first – the bigger numbers 'sink' to the bottom of the list when they are displayed. Negative numbers are smaller than positive numbers. So if you want an item to be first set it to the smallest number (-50); if you want it to be last give it the biggest number (50); if you want it in the middle you may know from other pages a suitable number to give it, otherwise leave it as zero and follow the instructions in [changing your menu](#) below.
- All 'Menu link attributes' can be ignored.
- Click 'Save' at the foot of the page.

5a. Updating an existing menu item when a page is created

If you have created a place-holding link in the menu (see above), subsequently create the page in question, and want to make the place-holder in to a link to this page, follow these steps:

- Go to manage content, select 'Site-wide content', and then from the Navigation tab click the 'Main menu' button. This displays your menu links.

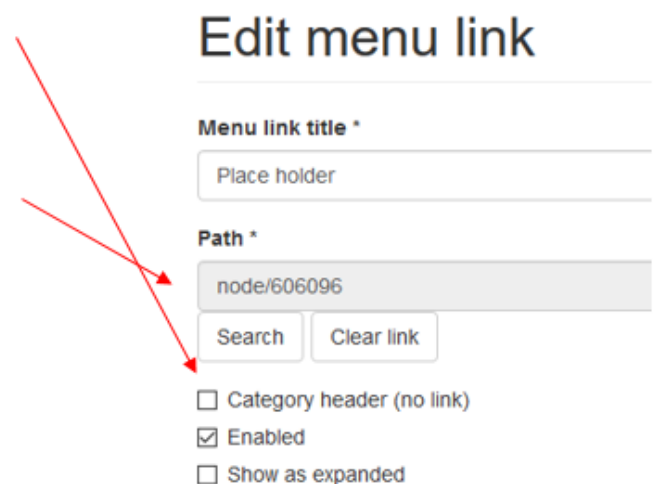
Content



- Click 'edit' next to the menu item you wish to edit.
- Uncheck the box next to 'Category header (no link)'. This will reveal the 'Path' field.
- When you click in the Path field the LinkIt dashboard will appear. In the top box start to type the title of the page to which you wish to link, and select it from the options which appear. Alternatively, insert the node reference of the page in the lower box – **Note: always use the node reference as this is the best way**

to avoid broken links if page aliases are edited in future.

- Click 'Save' at the foot of the page.

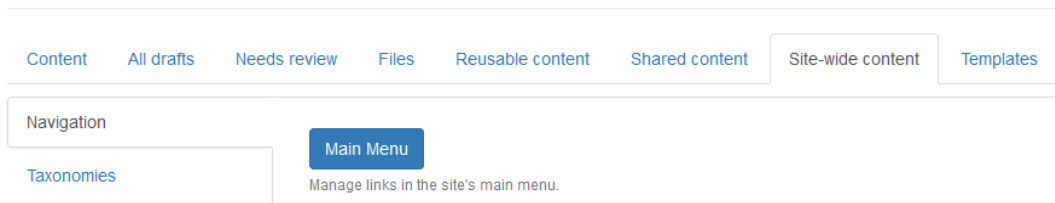


6. Changing your menu

As well as editing each page via the methods above, menus can be edited as follows:

- Go to manage content, select 'Site-wide content', and then from the Navigation tab click the 'Main menu' button

Content



This displays your menu links.

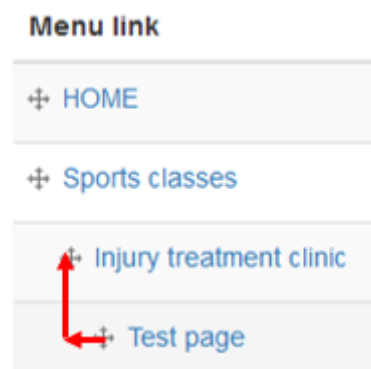
- You can use the edit and delete links to change the settings for each page in the menu – you are changing the menu settings, not the page itself.
- The ‘enabled’ tick box allows you to hide items in the menu – for example if you want to temporarily remove a link. Tick/untick the box, and then click the ‘save configuration’ button at the foot of the page. Once this has been done, *(disabled)* will appear next to the link.

Menu link	Enabled	Operations
+ HOME	<input checked="" type="checkbox"/>	edit delete
+ Sports classes	<input checked="" type="checkbox"/>	edit delete
+ Injury treatment clinic	<input checked="" type="checkbox"/>	edit delete
+ Test page (disabled)	<input type="checkbox"/>	edit delete

- The arrows next to the item allows it to be dragged to a new position in the menu. Put your cursor over the arrows, click and hold, and then drag the link. The links can be moved up and down the menu to change their position within a level, and also can be moved left and right to change their level.

In the screenshot to the right *Sports classes* is level 1, *Injury treatment clinic* is level 2 and *Test page* is level 3. This is indicated by the way *Injury treatment clinic* is a step to the right, and *Test page* is two steps to the right. Dragging *Test page* one step to the left moves it to level 2 – the same level as *Injury treatment clinic* – and dragging it up one place to be above *Injury treatment clinic* means

it will be listed first when the *Sports classes* menu is opened.



When you have finished moving things around the list, make sure you click ‘Save configuration’ at the foot of the page to save the new order of your links.

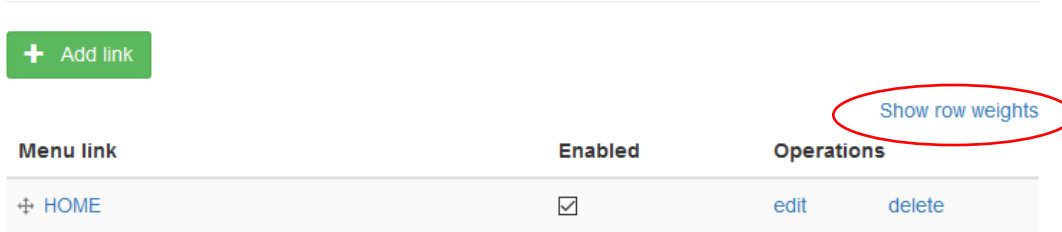
⚠ Changes made in this table will not be saved until the form is submitted.

Menu link
+ HOME
+ Sports classes
+ ⚠ Test page
+ Injury treatment clinic

Save configuration

Rather than dragging items around the list, you can also reorder them by using 'weights' (though experience suggests that dragging the items is usually easier).

- Click 'show weights' in the top right of the page to show the weights of all items:



Your menu is sorted in numerical order **within each level**, based on these weights, with the smallest first. Negative numbers are smaller than positive numbers.

In the below example, *Internal audit* has a smaller weight than *Risk management* so will be listed first within the *Assurance* menu.

Assurance	<input checked="" type="checkbox"/>	-48
Internal audit	<input checked="" type="checkbox"/>	-50
Risk management	<input checked="" type="checkbox"/>	-49

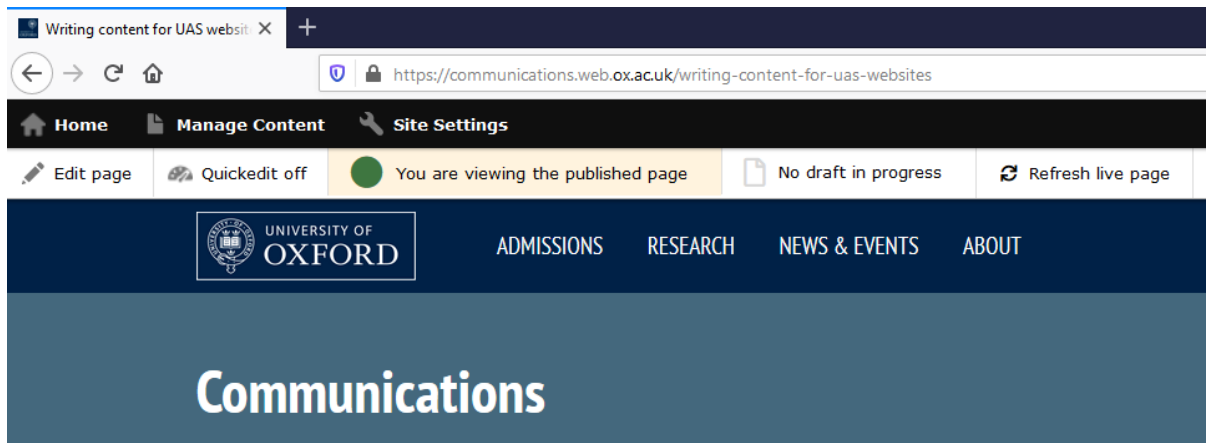
To change the order of items on a specific level, and within a specific part of the menu, assign different weights to each of them. The numbers do not need to be sequential – it only matters whether the number you assign is bigger/smaller than others assigned to other pages within the same level of the menu.

Note – to see the arrows by which you can drag items around the menu, you need to click 'Hide row weights' in the top right corner.

7. URL aliases

When a page is created it is given a unique 'node' reference. The page can then be accessed using this as the address – for example <http://communications.admin.ox.ac.uk/node/820201>. This number never changes, so when linking to the page within your site you should try to use this node reference as it will always be correct and reduces the risk of broken links.

To make the URL more meaningful, and more memorable to those who may want to visit the site, Mosaic automatically assigns an alias to this address – for example <https://communications.admin.ox.ac.uk/writing-content-for-uas-websites>. This alias then appears in the address bar for the page, and can be given to those who will be visiting the site.



This alias is taken from the original title of the page.

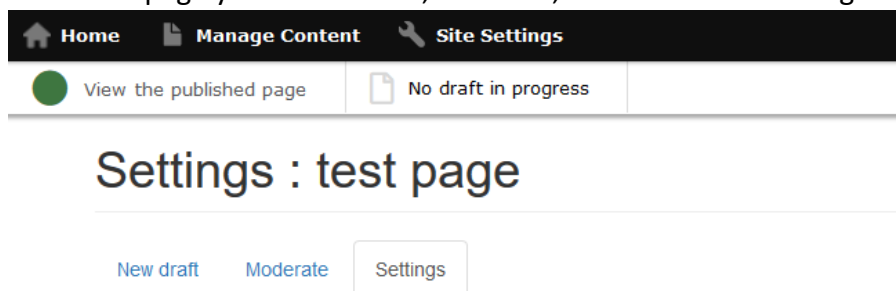
If you subsequently change the title of the page the alias will not change, so links you have given out can remain valid even if you change the content of the page.

You can, however, give additional aliases, or change the alias completely *.

Adding or changing the alias

To give an additional page alias, or to change the alias completely, follow these steps:

- Select the page you wish to edit, click edit, and select the 'settings' tab



- Select the URL path settings option from the left menu

Menu settings
Not in menu

URL path settings
Alias: original name

Access control

Authoring information
By otss0862 on 2019-03-12
16:40:56 +0000

- Type the new alias in the URL alias field, and click save. This creates an alternative alias for the page. Visitors to the page will now be able to get there via ...ox.ac.uk/original-name and ...ox.ac.uk/new-alias. The address which will be shown in the address bar, and used via menu links, will be the primary alias, which will default to the one first created, and is indicated by the blue button:

All Aliases

If you created a url alias for this page after the page was created it will have been added as an additional url. Use the options below to remove any unwanted aliases or to select your preferred url. Preferred urls are used in links and menus. Other aliases can be used only in the address bar, as bookmarks or as links from external sources.

Operations

<input checked="" type="radio"/> original-name	Edit	Delete
<input type="radio"/> new-alias	Edit	Delete

- To change the primary alias, click the button next to the alias you wish to use.
- If you want to edit or delete the alias then use the buttons next to the alias in question (see * below).

* - **NOTE 1** – deleting an alias once your site has gone live is risky, as people may try to reach your page via its old name (particularly if other sites are linking to pages using that URL). It is therefore **not recommended that aliases be deleted on live pages**.

NOTE 2 – as you cannot have the same address pointing to two different pages you cannot assign an alias which is already in use. Therefore, if you want to re-use an alias you must first remove it from the other page. In that case, create a second alias for that other page, and then delete the original alias, thereby freeing it up to be used as it no longer points to that page.

NOTE 3 – if you create a page with the same name as another, when creating the URL alias Mosaic will assign a numerical suffix to the second alias (as it cannot have the same alias linking to two different pages). You will therefore have ...ox.ac.uk/original-name and ...ox.ac.uk/original-name-0.

Assuming you wish to use the second page – with the alias that now has a suffix – it is good practice to ensure the URL aliases are changed so the user sees a unique address and one without suffixes. Note that if you delete the original page the URL alias for the second page will still retain that suffix until you change it.

8. The sidebar (left) menu

When turned on, the sidebar menu appears on the left of the page.

Compliance

HOW WE USE YOUR DATA SUBMIT AN INFORMATION REQUEST ASSURANCE POLICIES & STATEMENTS **STAFF GUIDANCE ON DATA PROTECTION**

Home > Staff guidance on data protection > Handling personal data > **Getting consent**

Handling personal data ▲

Getting consent ▼

- 🔒 The basis for processing personal data
- Compliant research
- Embedding 'Privacy by Design'
- 🔒 Data protection forms

Getting consent

Guidance on using consent as the legal basis for collecting and using personal data

The GDPR says you must have a legally acceptable way

The templates default to the left hand menu being switched off, so if you wish to use it, it must be turned on.

Only use the sidebar menu if you have menu items that sit deeper than three levels in your navigation and are therefore not visible in the mega menu.

The side menu should not be used on landing pages.

To turn it on:

- Edit the page in question, and choose the 'Details' tab.
- Uncheck the 'Hide sidebar menu' option two-thirds of the way down the page.

The image shows a form for configuring a 'Call to Action'. The form includes a 'Title' field, 'Generate link' and 'Clear link' buttons, a checkbox for 'Open URL in a New Window', a blue informational box, a 'Use Call to Action or Label?' section with 'Call to action' and 'Label' buttons, and a 'Hide sidebar menu?' checkbox which is checked and circled in red. Below this is a 'Description' field.

Call to Action
Title *

Open URL in a New Window

A label is informational text, whereas a call to action links the user elsewhere. You

Use Call to Action or Label? *

Hide sidebar menu?

Description