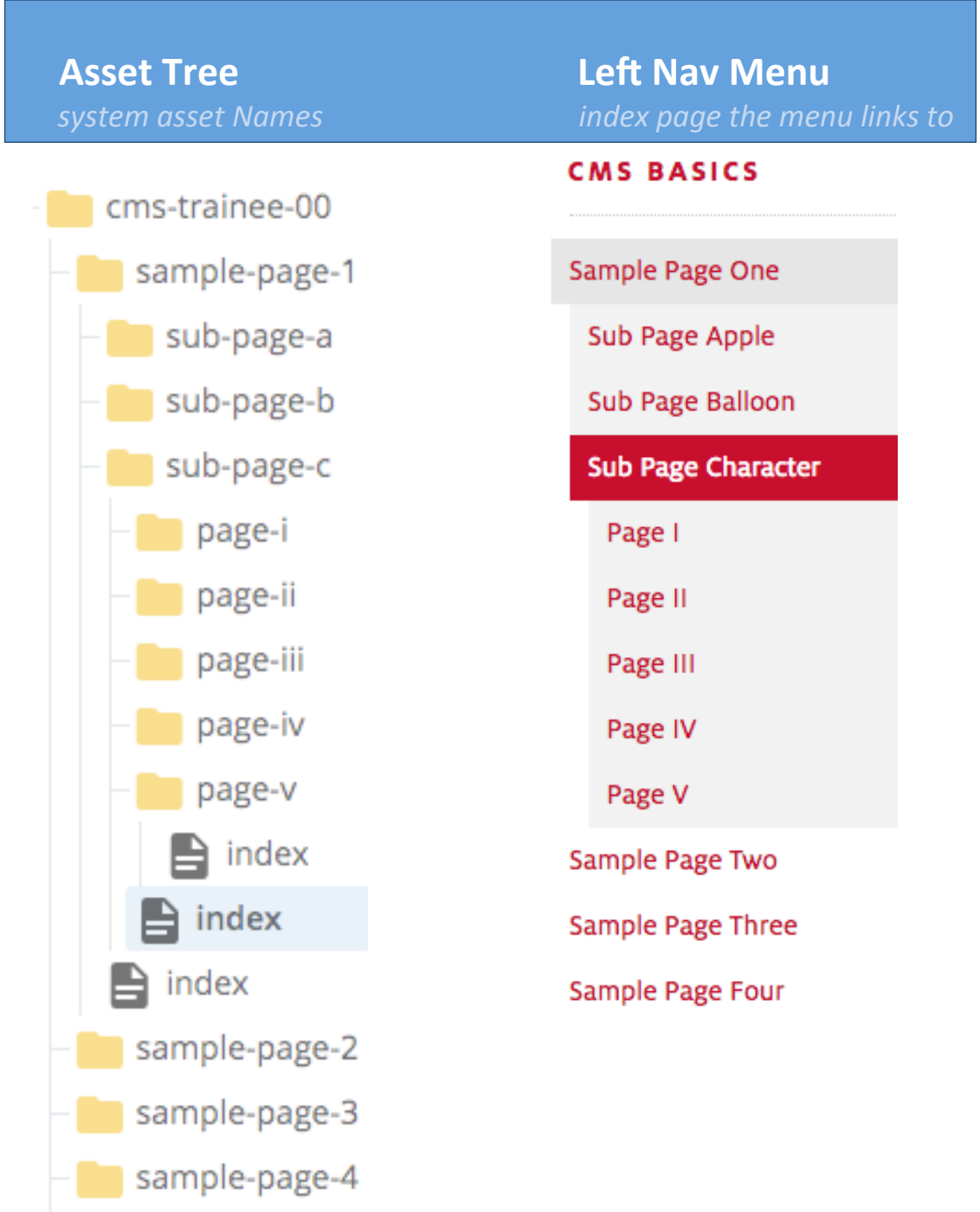


Reading the asset tree against the Left Nav (*Left Navigation Menu*)

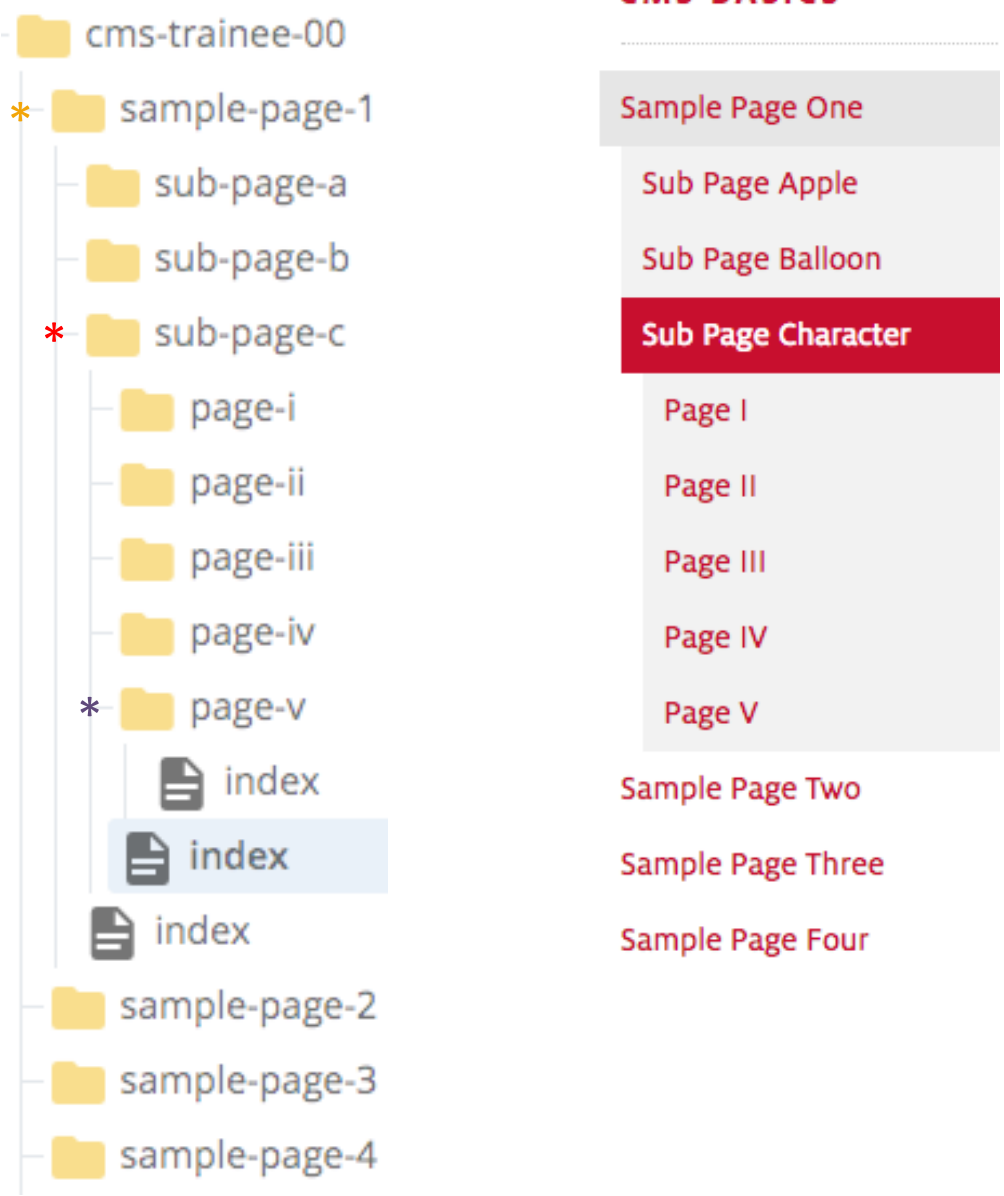
The indentations are parallel, and indicate child-parent relationships.

The items nested underneath an item represent its children.

The item highlighted in red in the Left Nav represents the current page being displayed to your site visitor.

Asset Tree
system asset Names

Left Nav Menu
index page the menu links to

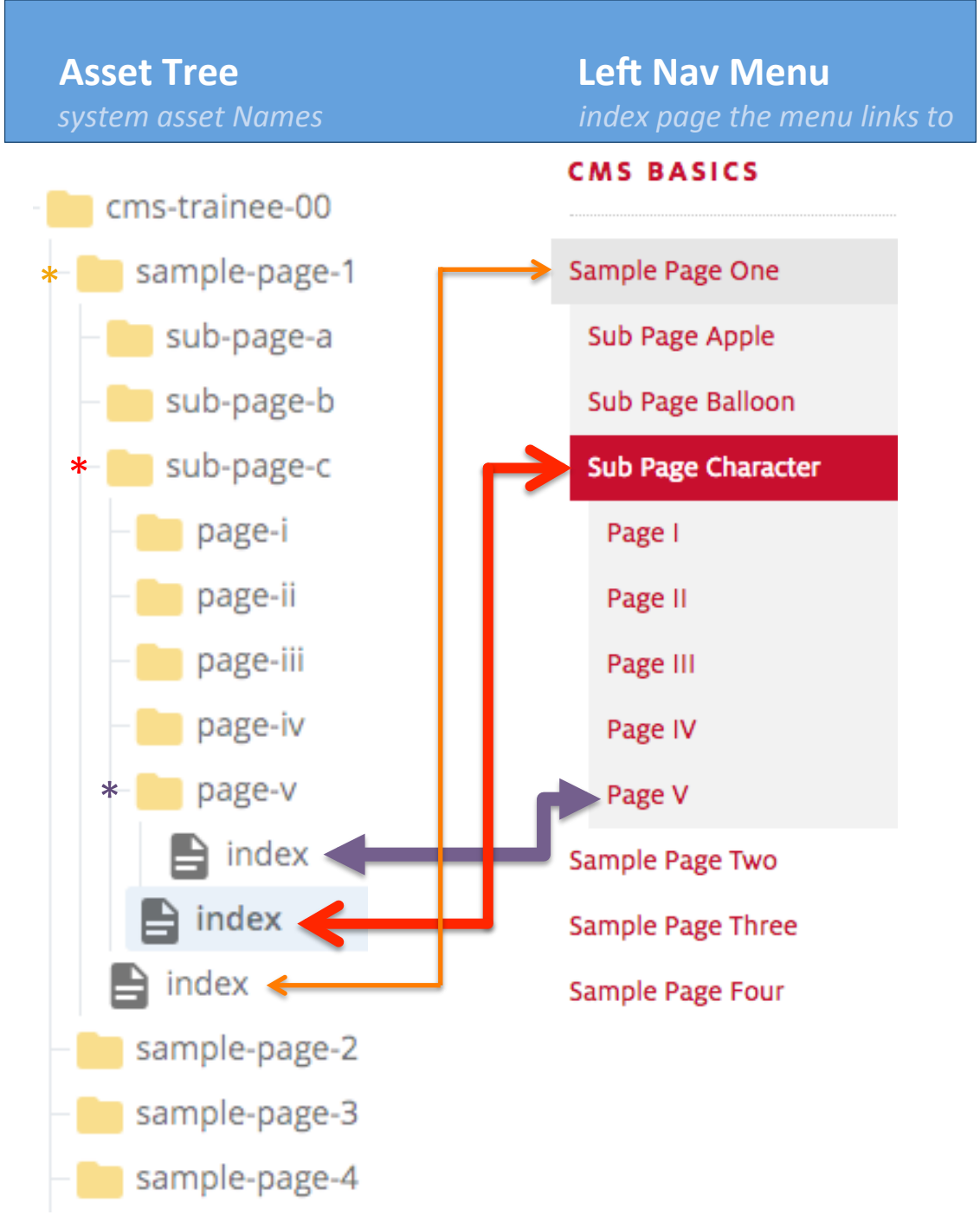


Reading the asset tree against the Left Nav (*Left Navigation Menu*)

Leader-lines *** in the asset tree indicate peers.

A folder's immediate *child page (for which the system name is always called 'index')* exists on a peer-level with any immediate *child folders* within that same parent folder.

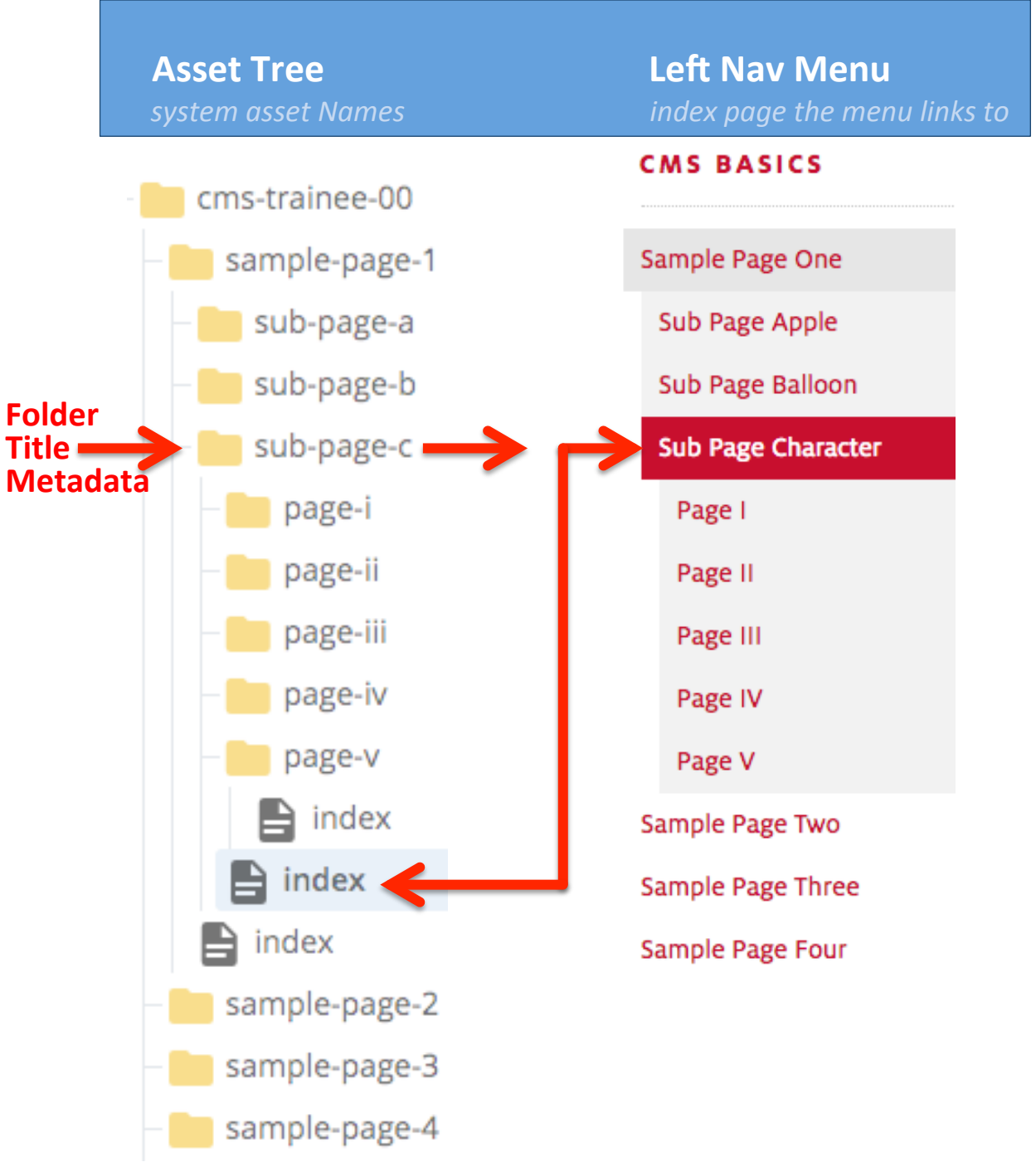
Folders will always order above all other assets – so a *page* may actually appear quite a ways down the tree from its actual parent folder.



Reading the asset tree against the Left Nav (*Left Navigation Menu*)

In the asset tree, a child page is the one slightly *tucked under* its parent folder
(not the one whose left edge *aligns* with it).

So, depending on how you open folders in the asset tree, you might often see pages visually close to each other which actually belong to folders nested at a different levels.



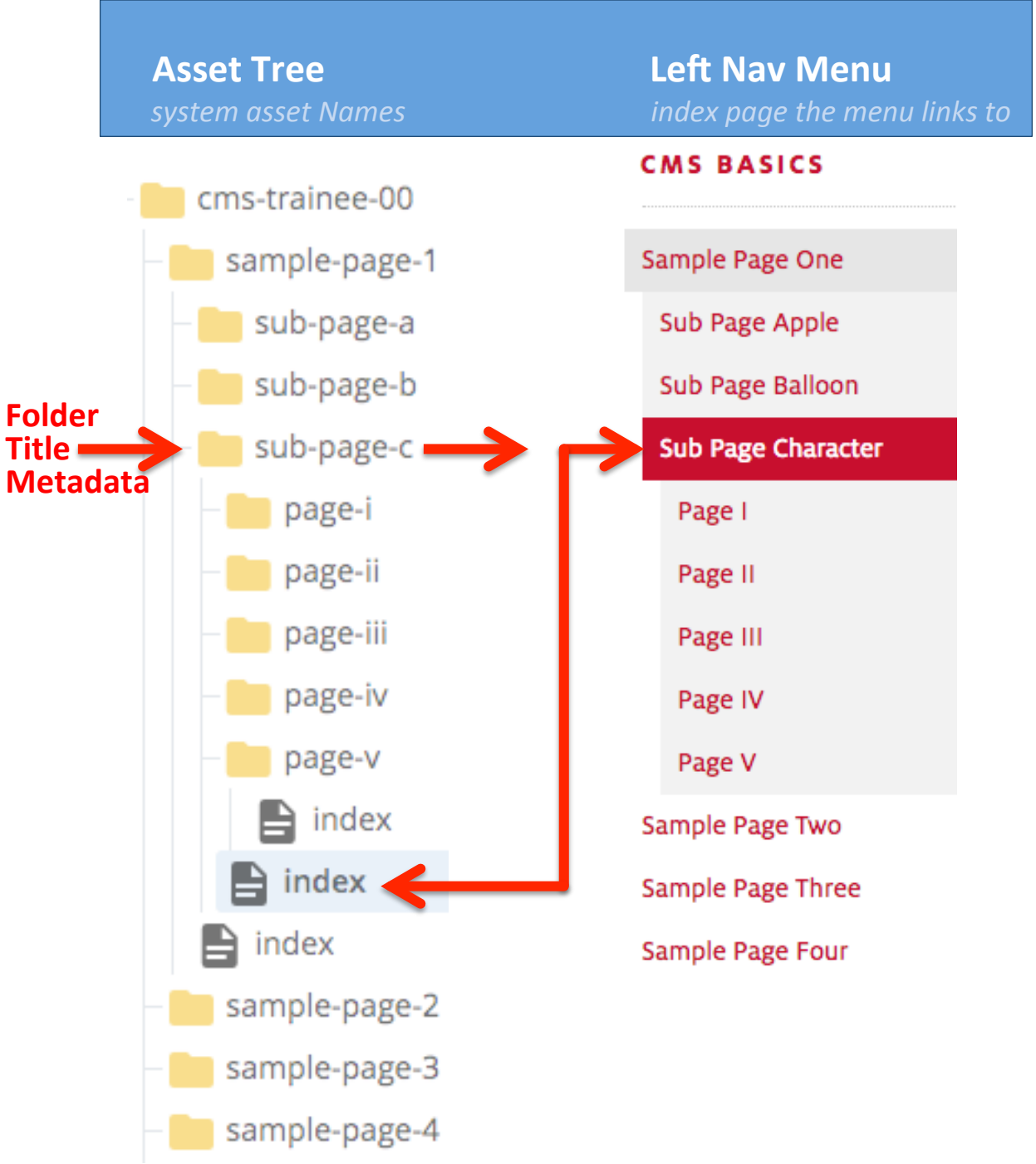
Reading the asset tree against the Left Nav (*Left Navigation Menu*)

Each line of text in a page's Left Nav Menu represents a **partnership** between the page asset and its parent folder asset.

The text comes from the folder's Metadata Title. The page provides a place for the text and links to appear.

Using system information and folder Metadata, the CMS dynamically builds Left Nav Menu links.

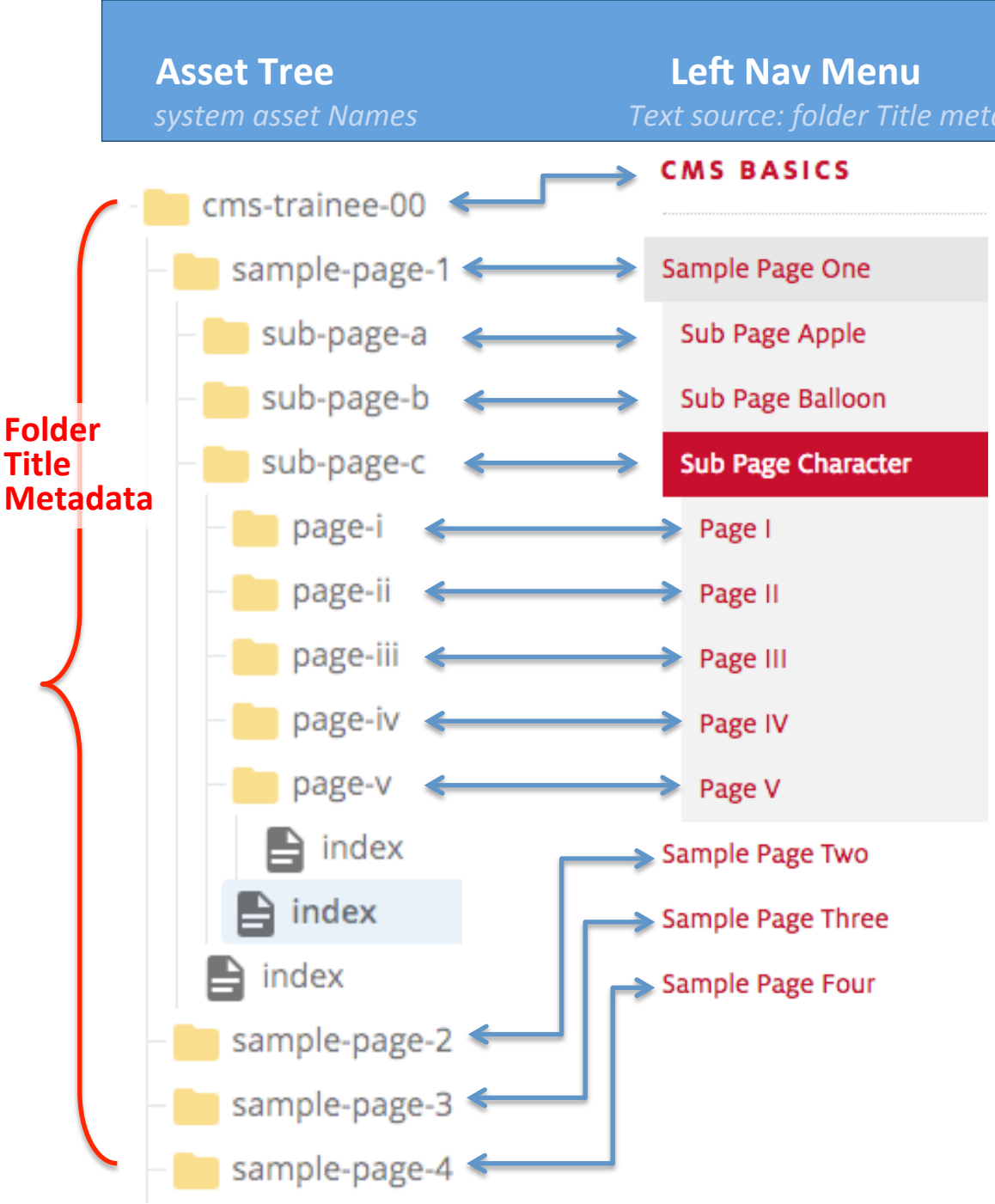
The items which get included in the menu for any particular page are based on where that child page exists within your site's structure.



Reading the asset tree against the Left Nav (*Left Navigation Menu*)

For any selected item in the Left Nav, its child items (*if any*) will display, and its peers will be 'collapsed'.

The Left Nav does not display 'grandchildren' for any selected item; although peers and ancestors persist.



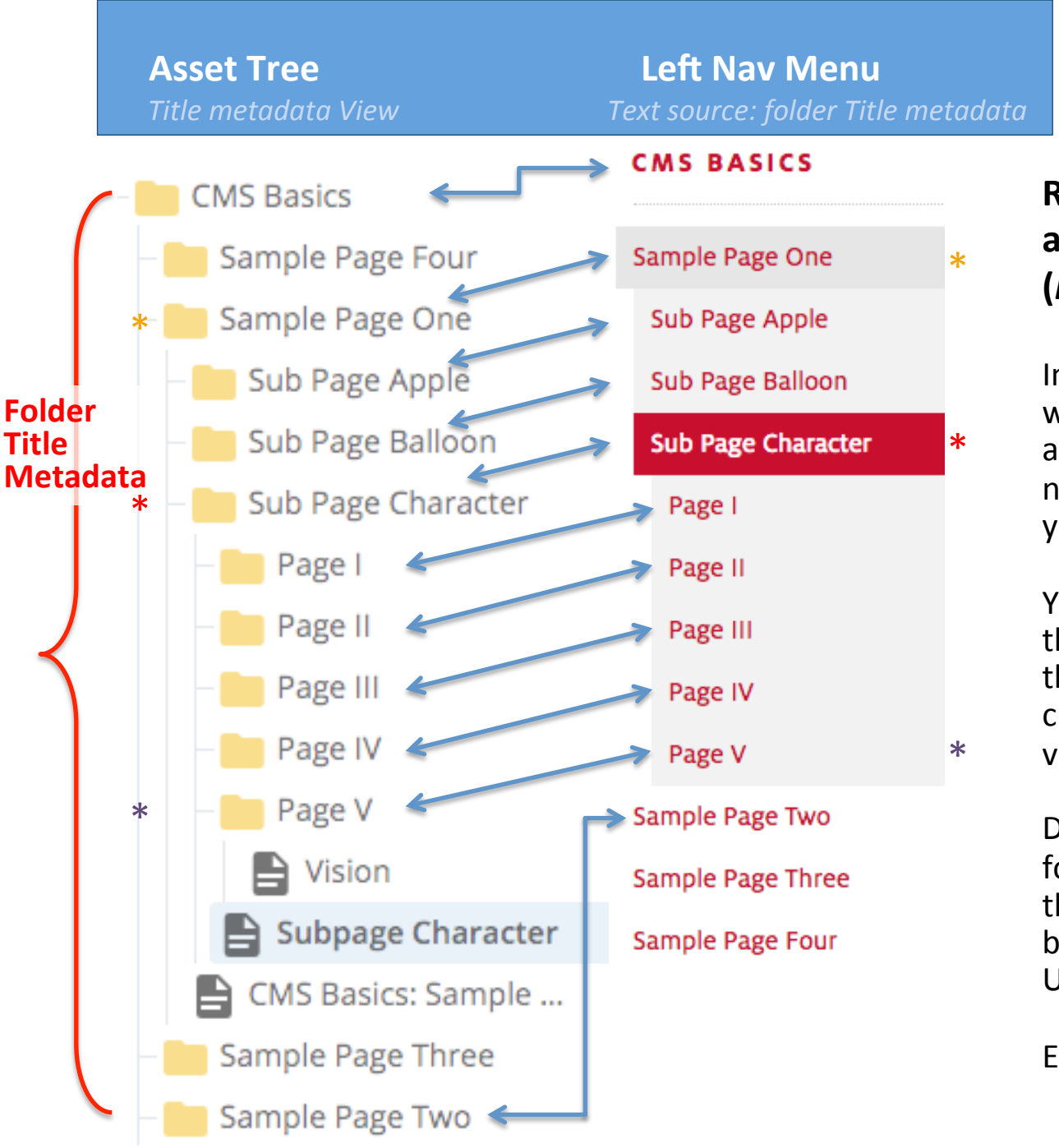
Reading the asset tree against the Left Nav (*Left Navigation Menu*)

Every item in a Left Nav Menu represents a parent folder's Title *Metadata*.

The asset tree can be viewed alternately using system names or metadata, depending on your Cascade User settings.

This and previous slides have shown an example asset tree using the System Name View.

The next slide shows the same example asset tree, except using the Title View.



Reading the asset tree against the Left Nav (*Left Navigation Menu*)

In Metadata Title View, you will see that the text which appears in your Left Nav Menu now matches the text for your folders in the asset tree.

You might also notice that the displayed *order* of the asset tree can visually change according to which view you choose.

Depending on what works best for you, you can easily switch the view back and forth by simply changing your User Settings.

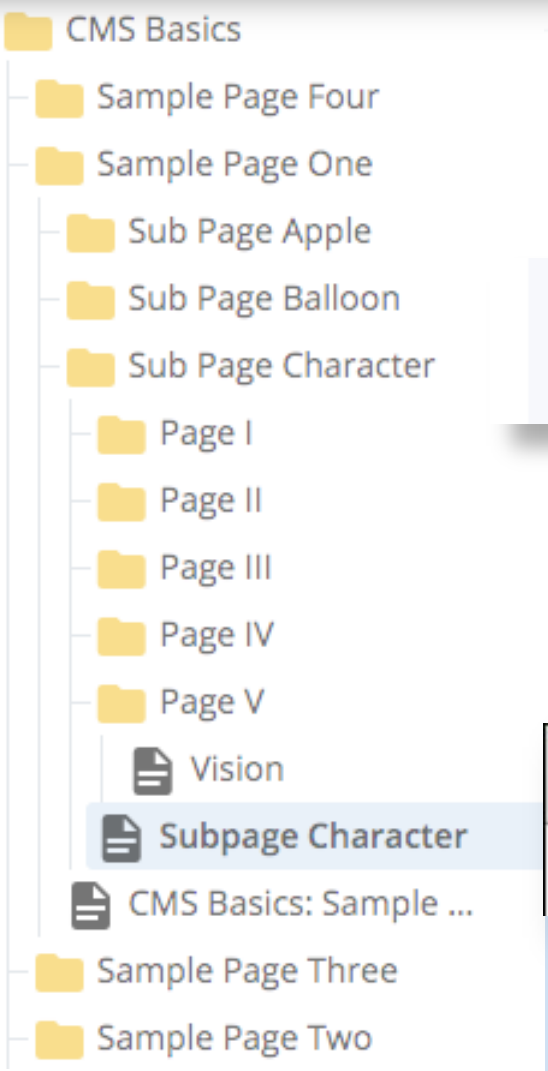
Each view has its advantages.

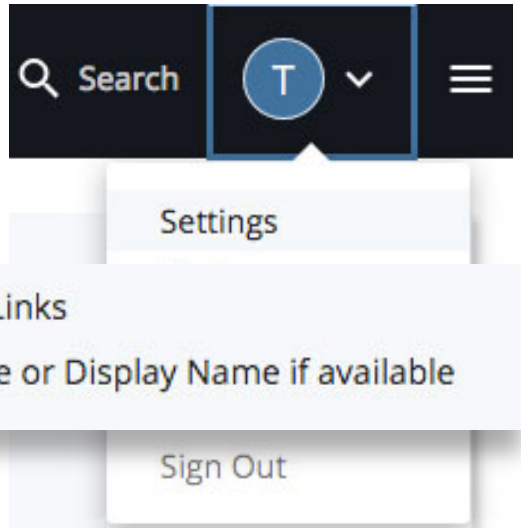
TITLE VIEW: **Folders** in asset tree show same text as the Left Nav Menu and Breadcrumbs

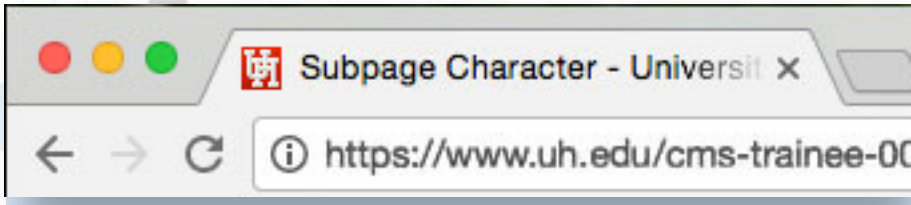
UH Home › CMS Basics › Sample Page One › Sub Page Character

CMS BASICS

- Sample Page One
  - Sub Page Apple
  - Sub Page Balloon
  - Sub Page Character
    - Page I
    - Page II
    - Page III
    - Page IV
    - Page V
- Sample Page Two
- Sample Page Three
- Sample Page Four







Pages in asset tree show same text as your site visitors will see in their browser tab.

SYSTEM NAME VIEW: asset tree shows same text as the web address and files on the server

Settings

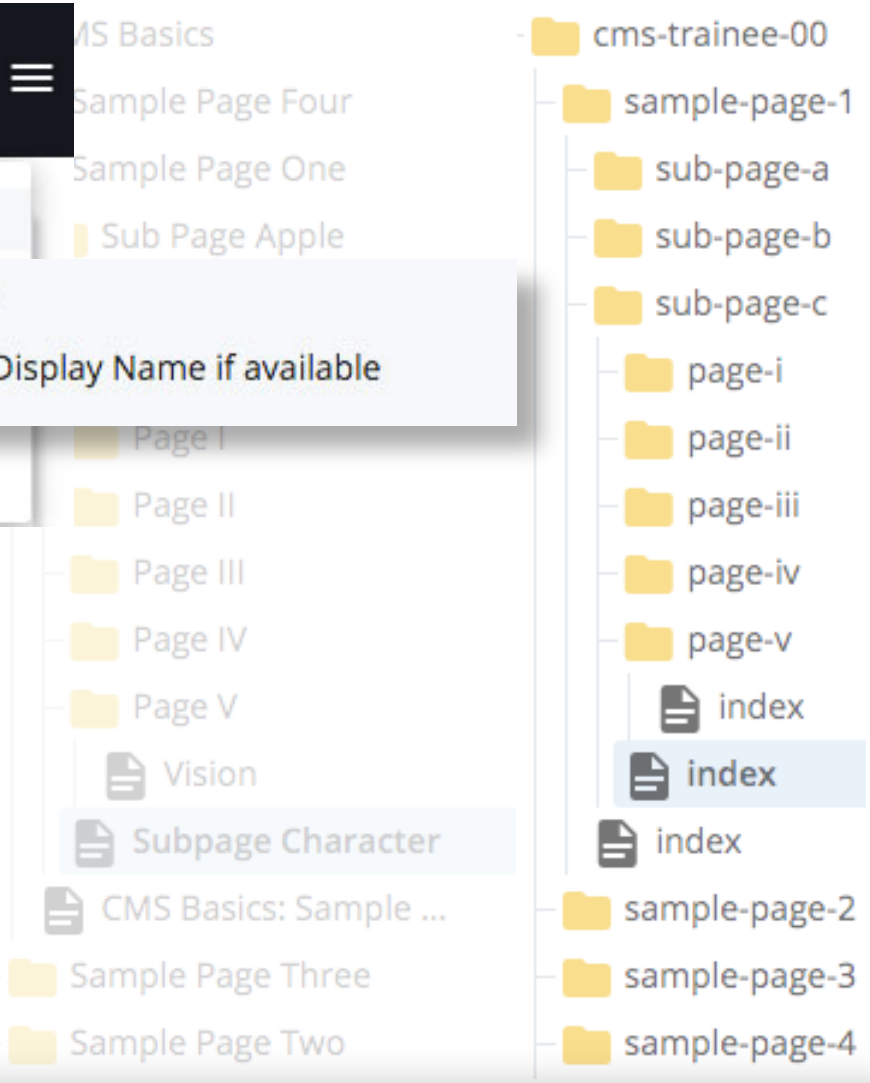
Appearance of Asset Links

Show asset's Title or Display Name if available

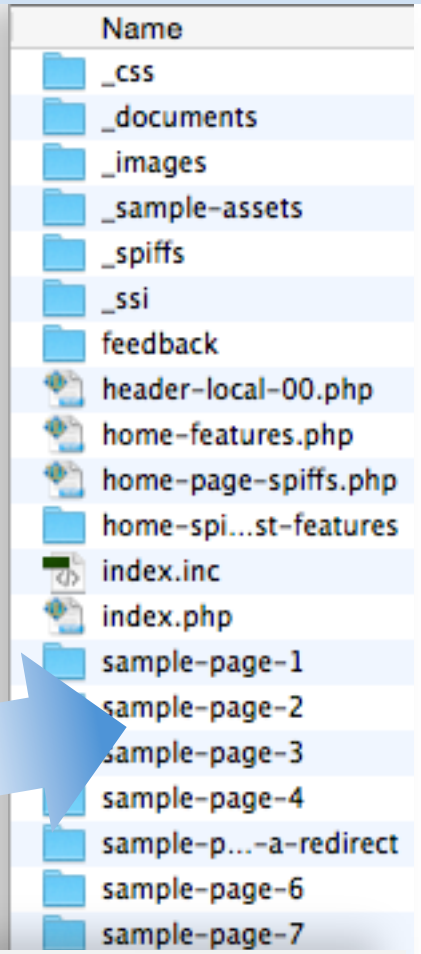
Sign Out

*When editing an asset's **system name**, always follow UH server file naming conventions:*

- *use all lower-case*
- *no spaces*
- *separate words with dashes*

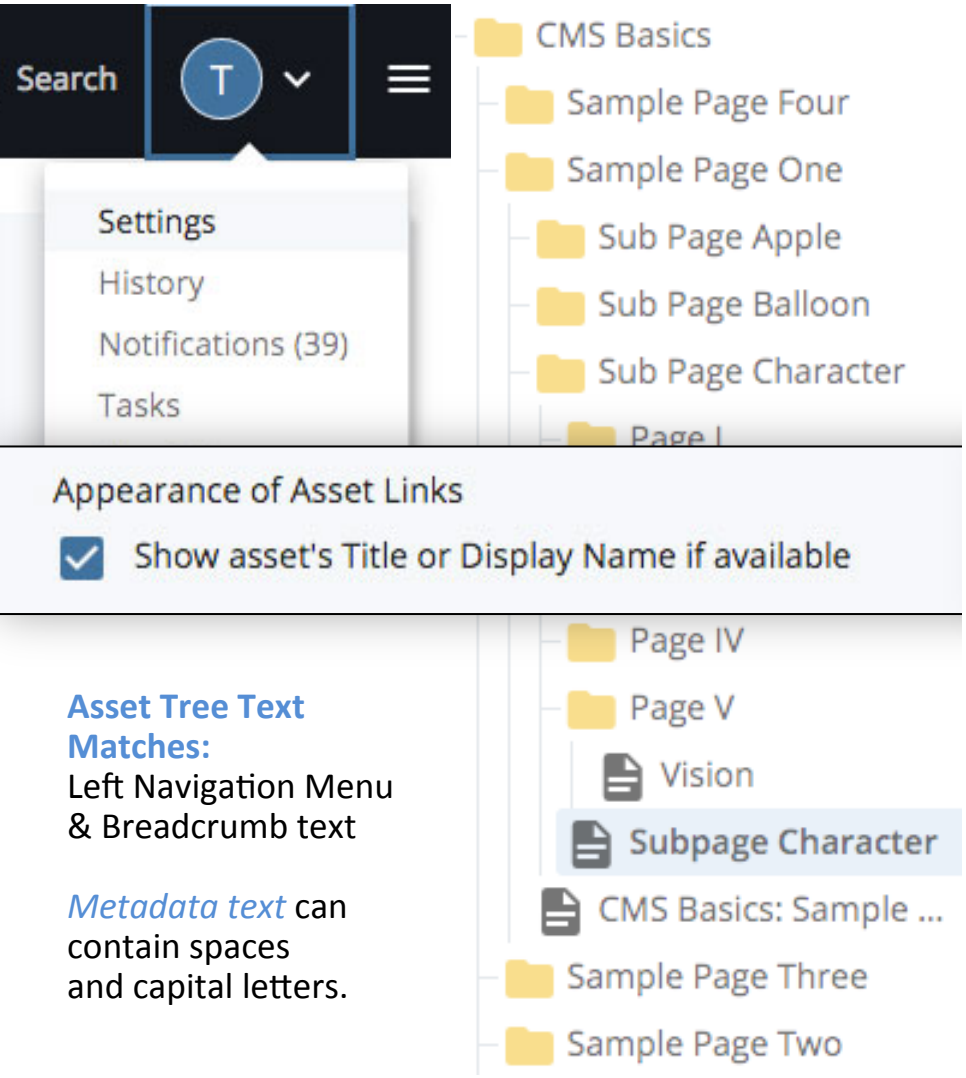


CMS Publisher uses System Names when it Writes to the Server.



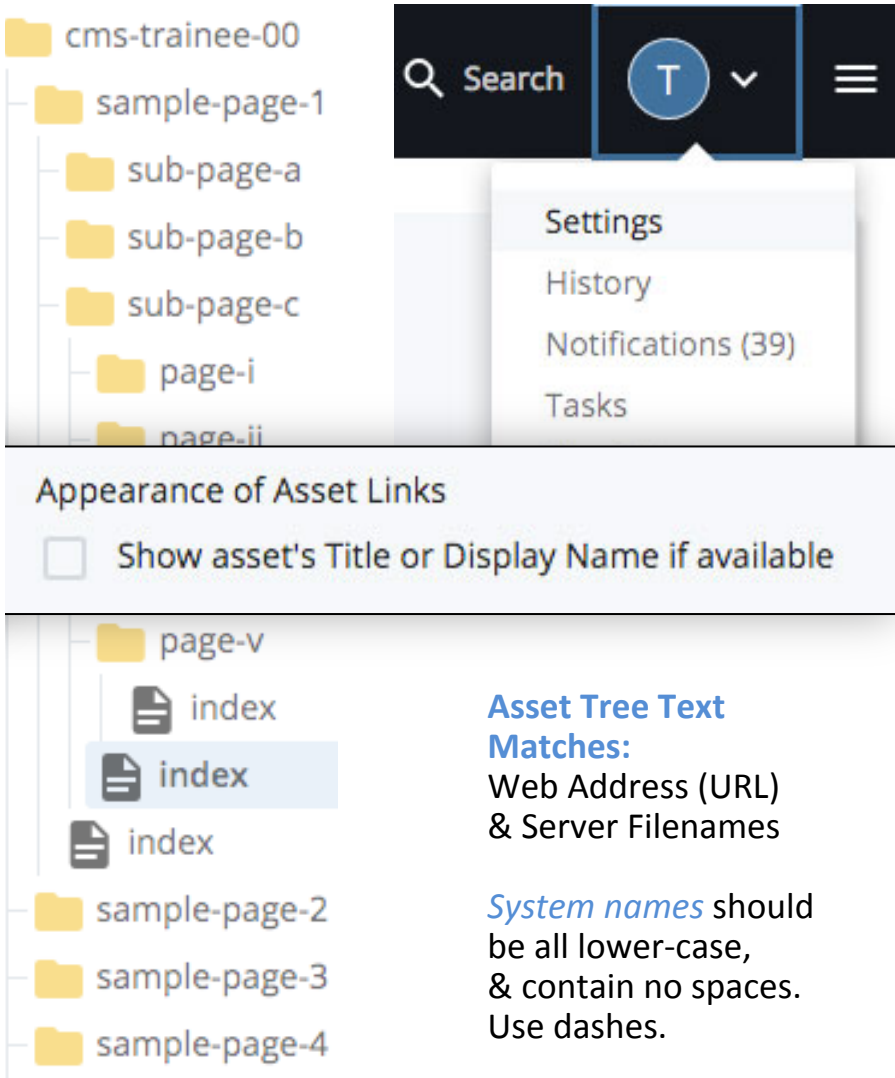
TITLE (Metadata) VIEW *vs* SYSTEM NAME VIEW

Choose the View that Works for You!



Asset Tree Text Matches:
Left Navigation Menu
& Breadcrumb text

Metadata text can contain spaces and capital letters.



Asset Tree Text Matches:
Web Address (URL)
& Server Filenames

System names should be all lower-case, & contain no spaces. Use dashes.