



Deactivating Classic Hierarchy

For Schoolwires Sections that had hierarchy turned on previously, you will notice that Class Hierarchy has been activated in Centricity 2.

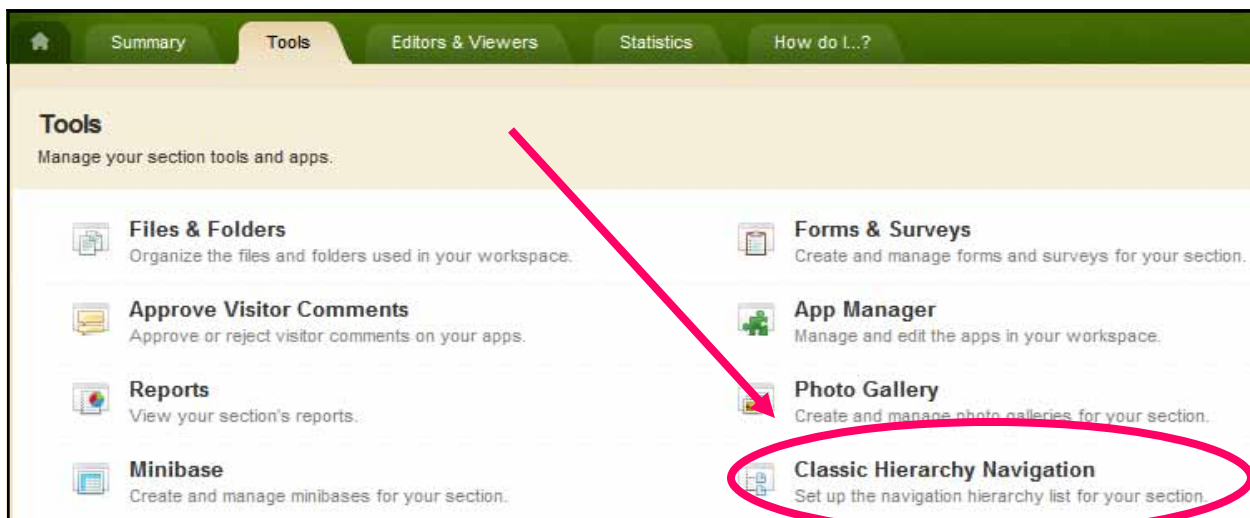
Look for “**Classic hierarchy navigation is active.**” statement on the Summary tab in Site Manager.



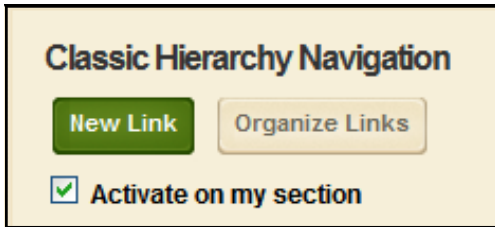
To deactivate classic hierarchy, select the **Tools** tab in Site Manager.



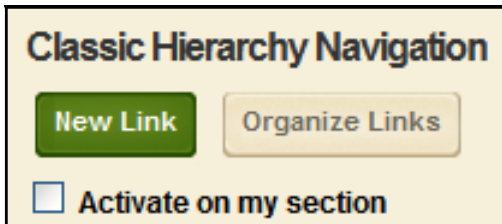
Select **Classic Hierarchy Navigation**



Notice the **Activate on my section** is checked.



Uncheck the *Activate on my section* to deactivate classic hierarchy.



Return to the **Summary Tab**.



One more adjustment must be made to all of your pages in order for them to appear on the Navigation Bar.

Click the **Actions** button next to a page and select **Set Options**.



When the *Set Options* screen appears, **uncheck** the **Hide this page from website navigation** box and click **Save**.

Page Name:
Technology Department

General Display Duration Advanced

Hide this page from website navigation.

Always show pages nested under this page.

Show a bullet image next to this page.

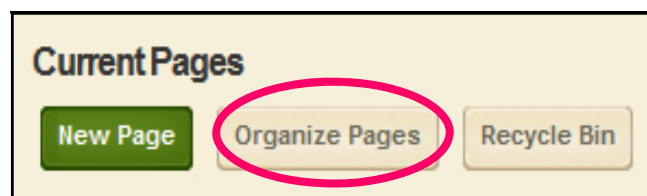
Map Page to Web Address:
When a visitor navigates to your page, they will be directed to this web address. Enter a full web address (e.g., <http://www.schoolwires.com>).

Save Cancel

Repeat this step for all the pages listed on the **Summary Tab**, whether they are active or inactive.

Inactive pages will still remain hidden from the Navigation Bar.

To sort your pages, select the **Organize Pages** buttons on the Summary Tab.




Drag and Drop pages to reorder or “nest” pages and create hierarchy.

Click and drag pages into the new order.

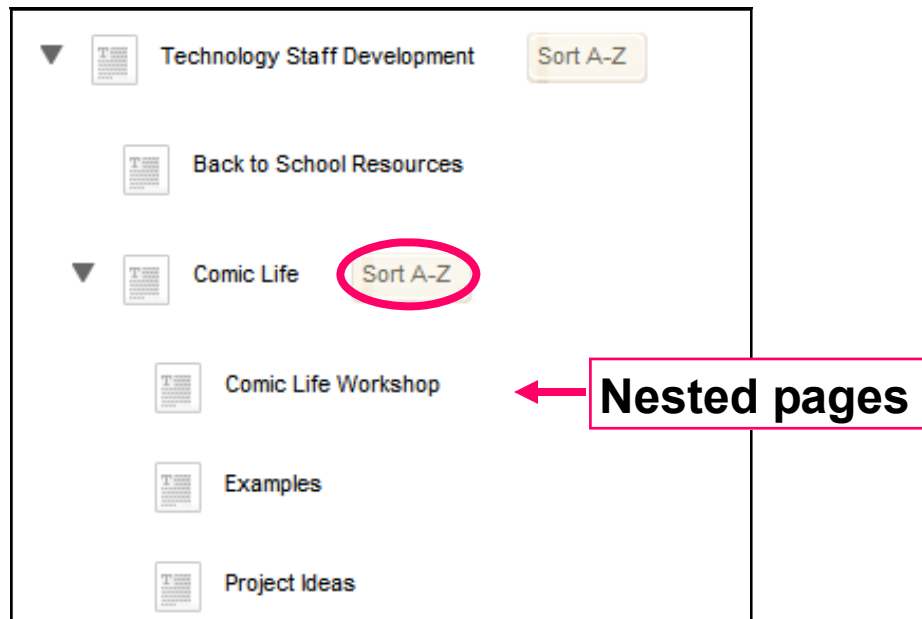
- If a green line appears between pages, the new page position will be on the same level as the pages above and below it.



- To create “nesting”, drag the page on top of the page you wish to have the page nested under. The  will appear, release your mouse and the new page position will be “nested” under that page.



Use the **Sort A-Z** button to sort “nested” pages alphabetically.



- Click **Save**.
- This will return you to the Summary Tab.

