

To change Text Navigation

1. From the **top (Home)** directory, click the **widget** folder.
2. Click on your unit's folder and select your Text Navigation widget (when creating a new Text Navigation widget, please use "text-navigation" in the filename).
3. Click the orange **MultiEdit** button at the top of the screen.



4. Complete the Text Navigation portion of the form.

Text Navigation Options

Quantity Select the quantity to display.

Text Navigation Item 1

Order Select the order in which the text navigation item should appear.

New Tab/Window Yes Check if you want the text navigation item to open in a new window.

Name Enter the text navigation name. Character limit=20

URL Enter a full URL (for example, /lib/University.us/Link) for the text navigation to link to.

Text Navigation Item 2

Order Select the order in which the text navigation item should appear.

New Tab/Window Yes Check if you want the text navigation item to open in a new window.

5. Click **Save**.
6. From the Publish drop down menu, select which action is appropriate for your permission level/workflow (Publish, Schedule, Submit for Approval, etc.).