


MODIFY THE LEFT NAVIGATION

Left navigation automatically generates from the xml files stored in a specific folder. You can create new documents in those folders, which will automatically add items to the left navigation using the text entered in the page's Description field.

To create a new item, see the steps documented on page **Error! Bookmark not defined.** for Creating a New Page.

By default, the items will appear in alphabetical order.

To change the order of the left navigation items:

1. Checkmark the file you want to order and click  .
2. In the pageListPriority field, enter the list number for the item.
3. Click OK.
4. Click Preview to view your changes.
5. Repeat for all additional items in the menu.