Editing Sub Navigation (Drop Down Menu)
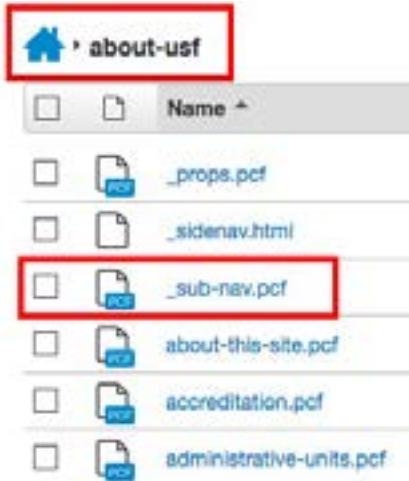
For sites created **AFTER** August 15, 2016 (for sites created BEFORE August 15, 2016, please contact your CMS liaison to enable the sub navigation file).

1. Within the folder of the section you want to edit, check out "_sub-nav.pcf". Then click on Properties. This will bring up a MultiEdit form.

2. Select the number of items that you would like to display from the "Number of Links" drop down menu. There should be no more than 12 items. Complete the Link Text and Link URL fields for each item.

3. Click **Save**.

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