Mura CMS
(Content Management System)

Content Manager Guide
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Welcome to Mura Content Management System (CMS) Training. Mura CMS is designed to make it
easier and faster for people to build and update websites.

Attending this class means you have been designated as a CONTENT Manager for your department.
You have been assigned edit permissions for the areas of the CTC website that you will be responsible
for maintaining. You can view all other areas, but you will not be able to edit them.

Your Points of Contact for web issues are the CTC Webmasters, Sue Payne (ext 1400) and Erica
Stemmons-White (ext 1470). Contact the webmasters for technical and procedural issues with Mura.

OK, let’s get started.

1. LOGGING IN

Open your preferred web browser (I’m using Mozilla Firefox for this lesson) and type
www.ctcd.edu/admin in the URL address field and press the Enter key.

This will open the CTCD Mura Login page (Figure 1.1).

Type your first name and last name with a space between in the Username field.
Example: Employee Training

Type your first initial and last name with no spaces followed by an underscore and CTCD.
Example: etraining_ctcd

Click the Login button or press the Enter key.

The Mura Dashboard opens and shows you website activity. We won’t be doing any work on the
Dashboard so we will move on.
We will be doing most of our work in the Site Manager.

Click the **Site Manager button** on the **Mura Toolbar** Figure 1.2).

This will open the Site Manager page.

## 2. Site Manager

Here you see the Architectural View of the CTCD website. You can see that all individual pages build off of the Home page (Figure 2.1).

Let me take a few minutes to go over some of the particulars here in the Site Manager.
We start on the left side of the screen where you will see the Menu button (arrows in Figure 2.2). Every object here in the Architectural View has a menu button.

![Figure 2.2](image)

For most of us the only option available from this main view is the Zoom option, as seen in Figure 2.2. The Zoom button will focus in on a specific object (folder, page, etc.) removing unrelated objects from view. This makes working in Mura a little less confusing.

The next item is the Expand/Collapse button (pointer and arrow in Figure 2.3).

![Figure 2.3](image)

The buttons that look like right-pointing triangles are Expand buttons and the buttons that look like down-pointing triangles are Collapse buttons. If you click an Expand button it will open the next level below that object.

**Click the Expand button beside the Students.**

Now you can see (Figure 2.4) the next level in the architecture where many of the objects have Expand buttons themselves. Notice the Expand button beside Students is now a Collapse button.

![Figure 2.4](image)
OK, next is the Object Icon (arrows in Figure 2.5).

In Figure 2.5 the Object Icons indicate that we have some Folders (first, second, fifth, and tenth), a few Pages (third, fourth, sixth, seventh, and ninth), and one Link (eighth). When I use the term “Object” I’m talking about the folders, pages, links, etc., not just the icons.

Next we have the Title of the object (arrows in Figure 2.6).

In the middle of the page you see the Objects, Display, Template, and Nav. Objects are not accessible to most users and neither are Templates. Display and Nav, however, are.
The Display options dictate whether or not an object is available for viewing to web surfers. If there is a Check Mark in the Display column the page will be visible to web surfers (Figure 2.7).

If there is a “no” symbol in the Display column the page will not be visible to web surfers (Figure 2.8).

The Updated column is pretty self-explanatory – it shows when the page was last updated.

The last column is a series of tool buttons (Figure 2.9).

The first button is the Edit button. This button will be grayed out unless the webmaster has given you permissions to edit the content. Clicking this button on objects that you have edit permissions will open the Edit Content page, we will see that page a little later on in the lesson.

The second button is the View button. You can view any object in the CTCD architecture. Clicking this button will open that object in a new browser tab. When in this Mura View of an object you are presented with an additional toolbar at the top of the window (Figure 2.10). We will look at this toolbar and how you can use it later in the lesson.
The third button is the Version History button. Clicking this button will show you when that particular object was updated and who made the update. You can re-publish a previous version of a web object using the edit button in the Version History (Figure 2.11). We will see this later as well.

![Version History](image)

The fourth button is the Permissions button and will not be available to you.

The last button is the Delete button. If you need to delete an object from your architecture you click the Delete button. When you click this button Mura will open an Alert dialog box (Figure 2.12) warning you that deleting this object will also delete all content nested beneath it. Click Yes if you are sure you want to delete the object, or click No if you do not want to delete the object. YOU CANNOT UN-DELETE, OR REVERT TO, A DELETED OBJECT! Once it is deleted it is gone.

![Alert](image)

OK, let’s do some web editing.

### 3. ADDING CONTENT (Pages, Folders, etc.)

First you need to Figure out where in the CTCI Architecture your web page(s) is located. I know my page is under Faculty & Staff so I will zoom in on that (Figure 3.1).

![Figure 3.1](image)
Continue this process until you find the area where you have edit Permissions. You will know because the Edit button will not be grayed out and when you hover your mouse over it the pointer will change to the pointing finger (Figure 3.2).

Hover your mouse over the **Menu button**.

Click the **+ Add Content** option (Figure 3.3).

This opens the Select Content Type dialog box.

Click the **Folder button** (Figure 3.4).
You should now be looking at the Edit Content page (Figure 3.5). The top of this page is the same with any of the options in Figure 3.4 except for Quick Upload, which will open a window where you can drag and drop files to upload.

![Figure 3.5](image)

If at this point you decide you want a page or link instead of a folder you can click the drop-down menu button under Type and select a different object (Figure 3.6).

![Figure 3.6](image)

We won’t be changing this object, but I wanted you to know you can change it without canceling the current operation.

Click in the **Title field** and type, **Test Folder** (Figure 3.7). The Title field is a mandatory field.

![Figure 3.7](image)
If you would like to add an image to your title you can do so by clicking the Browse button (Figure 3.8) and navigating to the saved image on your computer. Once you find the image, double click to assign it to the folder. We won’t be doing this, but I thought you might like to know.

![Figure 3.8]

Scroll down so you can see the **Summary field** (Figure 3.9).

![Figure 3.9]

The summary field is a brief summary of the content on the page. If you are creating a folder, like we are, the summary may be displayed along with other pieces of information in the folder.

Click in the **Summary field** and type, **This Folder Contains Test Pages** (Figure 3.10).

![Figure 3.10]
Let’s take a look at the tools available here in the Summary and Content fields.

Top row from left (Figure 3.11):

- **Source** – opens the HTML source code in the edit field. Not used for our purposes.
- **Cut** – cuts selected text or image from edit area.
- **Copy** – copy selected text or image from edit area.
- **Paste** – paste copied/cut text of image.
- **Paste Plain Text** – paste copied/cut text as plain unformatted text.
- **Paste from Word** – paste copied/cut text maintaining Word formatting.
- **Print** – print field content.
- **Spell Check** – check spelling in field.
- **Undo**
- **Redo**
- **Find** – used to find specific text.
- **Replace** – replace specified text.
- **Remove Format** – removes formatting from selected text.
- **Text Direction Left to Right** – aligns text to the left margin.
- **Text Direction Right to Left** – aligns text to the right margin.

Middle row from left (Figure 3.12):

- **Bold** – **bold**
- **Italic** – **italic**
- **Underline** – **underline**
- **Strike Through** – **strike through**
- **Subscript** – **subscript**
- **Superscript** – **superscript**
- **Numbered List**
• Bulleted List
• Decrease Indent – moves indented text closer to the left margin.
• Increase Indent – moves line one tab stop to the right.
• Block Quote – applies block quote HTML format to line (indents).
• Create Div Container – HTML code, not used for our purposes.
• Align Left – aligns text to the left margin.
• Center – centers text on the page.
• Align Right – aligns text to the right margin.
• Align Justified – aligns text to left and right margins.
• Link – used to link to an external web page or object in User Assets.
• Unlink – used to break a previously established link.
• Anchor – not used for our purposes.

Bottom row from left (Figure 3.13):

- Image – click to insert image from User Assets of other web site.
- Flash – insert flash video directly into web page.
- Media – embed video and sound files.
- Google Map Point – enter an address and Mura will insert a Google map for the address.
- Table – insert table.
- Insert Horizontal Line – inserts a horizontal divider line across the page.
- Insert Special Character – insert non-keyboard characters.
- Insert Page Break for Printing.
- Add Internal Link – used to link to other pages within the CTCD web site.
- Insert Component – not used for our purposes.
- Templates – not used for our purposes.
- Insert Mura Tag – not used for our purposes.
- Formatting Styles – used to add specific formatting styles to selected text.
- Paragraph Format – Applies specific font formatting for Headings.

The toolbars are the same for both the Summary and Content areas. Most of us will only use a few of
the buttons on the toolbars. Since very few will do any work with images, and even fewer will work with videos, we will not use each of the toolbar buttons during this class.

We are going to call this folder finished for now.

Scroll down to the **bottom of the page** where you will see four buttons.

1. The first button, Save Draft, will save a copy of your folder.

2. The second button, Save Draft & Preview, will save a copy and open a preview of the folder in a new browser tab.

3. The third button, Save to Change Set, we won’t be using.

4. The fourth button, Publish, is used to publish your finished page to the website for all the world to see.

Click the Save **Draft & Preview** button and have a look at the folder (Figure 3.14).

![Figure 3.14](image1)

In the top center of the preview is a Preview Mode toolbar. Using this toolbar you can see what your folder looks like on a tablet or on a mobile phone.

Click the **second button** to see what it looks like on a tablet in portrait.

Click the **third button** to see what it looks like on a tablet in landscape.

Click the **fourth button** to see what it looks like on a mobile phone in portrait (Figure 3.15).

![Figure 3.15](image2)
Click the **last button** to see what it looks like on a mobile phone in landscape.

Click the **Close button** in the upper right corner of the preview window (Figure 3.16).

![Figure 3.16](image)

This will return you to the Edit Content window.

**We are finished here so scroll down and click the Publish button.**

Since you saved a draft you will get a message telling you that all drafts will be removed when you publish.

Click the **OK button** (Figure 3.17) and you will be returned to the **Site Manager**.

![Figure 3.17](image)

Here you can see the Test Folder has been added (Figure 3.18) and is nested under the HR Mura Training Sandbox.

![Figure 3.18](image)
Now let’s add a page.

Point to the **Menu button** beside your **Top Level** and click on **+Add Content**.

Click the **Page button** (Figure 3.19).

![Select Content Type](image)

*Figure 3.19*

Again you will be taken to the Edit Content page.

Click in the **Title field** and type, **Test Page**.

Click in the **Summary field** and type, **Test Page Summary**.

Click in the **Content field** and type, **Welcome to my Test Page**.

Click-and-drag to select the sentence you just typed.

Click the **Paragraph Format button** and select the **Heading 1 option** (Figure 3.20).

![Content Format](image)

*Figure 3.20*
Next we will add a photo to the page.

4. WORKING WITH IMAGES

Click the Image button. It’s the first one on the bottom toolbar (Figure 4.1).

This will open the Image Properties dialog box.

Click the Browse Server button (Figure 4.2).

You should now be looking at the CKFinder window where you will see the User Asset Image Folders. Here you will navigate to where your images have been uploaded. All image files need to be stored in a sub-folder in the Image folder. Each department should have a folder where you can upload your images. We will discuss uploading images and documents later in the lesson.
Click the **Expand button** to the left of the **HR folder** (Figure 4.3).

![Figure 4.3](image1.png)

Click the **Expand button** to the left of the **Training folder**.

Now click the **Photos folder** to access the image files I have uploaded (Figure 4.4).

![Figure 4.4](image2.png)

Double-click the **BNSF1.jpg thumbnail**.
Mura Adds the image to the Preview pane of the Image Properties dialog box, but the image is way too big (640 x 480 pixels). If we left this image at this size it would look like Figure 4.5 on the actual web page.

So, we are going to reduce the image size.

Click in the **Width field** and change the value to **300** (Figure 4.6).

When you changed the Width, the Height automatically changed. That’s because the aspect ratio is locked, as indicated by the lock icon (arrow in Figure 4.6).

Click the **Lock Ratio button** to **Unlock** the **Ratio** (Figure 4.7).
Click in the **Height field** and change the value to **50**.

Notice how the image is now out of proportion (Figure 4.8).

Click the **Lock Ratio button** to lock the aspect ratio and you will see the image return to the previous 300 x 225 pixel setting.

Click in the **Border field** and type, **2**.

This will add a 2 pixel border to the image.

You can also add horizontal and vertical space around the image using the Hspace and Vspace fields. These can be used to help position your image on the web page. You also have a Left and Right Alignment option for images.

Click the **OK button** on the **Image Properties dialog box**.

Your Content field should look similar to Figure 4.9.
Scroll down and click the **Publish button** (Figure 4.10).

![Figure 4.10](image)

Click the **View button** for the **Test Page** you just published (Figure 4.11).

![Figure 4.11](image)

Here you can see what the Title 1 paragraph format looks like (Figure 4.12). Not quite what I was looking for so let’s make a *quick change* to the page.

![Figure 4.12](image)

Point to the **Edit button** on the **Mura toolbar** (Figure 4.13).

![Figure 4.13](image)

Click the **Quick Edit option** (Figure 4.14).

![Figure 4.14](image)

NOTE: Clicking the Full Edit option will open another occurrence of the Site Manager page.
Now when you point to the TITLE or BODY you will see the section tag displayed (Figure 4.15). These are the areas where you can perform Quick Edits.

Click-and-drag to select **WELCOME TO MY TEST PAGE.**

Click the **Paragraph Format button** and select the **Heading 2 option** (Figure 4.16).
Point to the **Save button** and click the **Publish option** (Figure 4.17).

![Figure 4.17](image)

If it looks like your changes didn’t stick, press the F5 Function key to refresh the view.

Click the **Mura CMS – Site Manger browser tab** (Figure 4.18).

![Figure 4.18](image)

With all that in mind, let’s have a look at adding links.

### 5. ADDING LINKS

Point to the **Menu button** to the left of the base page and click **+Add Content option**.

Click the **Link button** (Figure 5.1).

![Figure 5.1](image)

Click in the **Title field** and type, **Test Link to Google Docs**.

We don’t need to enter anything in the Summary area this time.
Click in the **URL (Including ‘http://’) field** and type, `http://www.google.com/docs` (Figure 5.2).

![Figure 5.2](image)

Click the **publish button** and you will see the link (Figure 5.3) in the architecture.

![Figure 5.3](image)

Click the **View button** for the top level (mine is HR Mura Training Sandbox).

Look at the left-hand navigation pane and you should see the Test Page, Test Folder, and the Test Link to Google Docs (Figure 5.4).

![Figure 5.4](image)

Click the Test Link to Google Docs to test it.

This link will open in the same browser window as the CTCD page. It should open in its own browser tab (new window). Let’s fix this.

Click the **Test Link to Google Docs** (Figure 5.5).

![Figure 5.5](image)
Click the **Publishing button** on the left (Figure 5.6).

![Publishing button](Figure 5.6)

Click the **Open in New Browser Window check box** (Figure 5.7) to place a check in the box.

![Open in New Browser Window check box](Figure 5.7)

Click the **Basic button** on the left.

Scroll down and click the **Publish button**.

Click the **View button** for the **top level**.

Scroll down if needed and click the **Test Link to Google Docs link**.

You should now have three open tabs in the browser (Figure 5.8).

![Three open tabs](Figure 5.8)

Click the **Close button** on the Google Docs tab.

Click the **Mura CMS – Site Manger tab**.
Now let’s look at adding a link to a page.

Click the **Test Page edit button** (Figure 5.9)

When adding a link to a page, do not use a, “Click Here”, or “Click the Link” text string as your link. The CTC Webmaster has directed us to use the link, or object, name as the link as you will see in the next exercise.

Scroll down and click in the **Content area**.

Click to position the **Insertion line** after the line of text (Arrow in Figure 5.10) and press the **Enter key**.

Type, **Visit the BNSF website**.

Click-and-drag to **select the text** (Figure 5.11).
Click the **Link button** (Figure 5.12).

In the **Link dialog box**, click in the **URL field** and type, **www.bnsf.com** (Figure 5.13).

![Figure 5.13](image)

To set this link to open in a new window, click the **Target tab** (pointer in Figure 5.13).

Click the drop-down button under **Target** and select **New Window (_blank)** (Figure 5.14).

![Figure 5.14](image)

Click the **OK button**.
Scroll down and click the **Publish button**.

Click the **View button** and test your link.

Your browser should open the BNSF website in a new browser tab.

Close the **BNSF tab** and click the **Mura CMA – Site Manager tab**.

You can link to a document or image that you have uploaded to your User Assets using the Link button. Instead of typing a URL you click the Browse Server button.

If you want to change a link destination you should unlink, and then link to the new destination.

Click-and-drag to **select the link text** and then click the **Unlink button** (Figure 5.15)

![Figure 5.15](image1)

Click the **Link button** and then click the **Browse Server button** (Figure 5.16).

![Figure 5.16](image2)
Click the **Expand button** beside the **Faculty & Staff folder**.

Click the **Employee Training folder**.

Double-click the **Leadership Cloud.pdf file**.

Click the **Target tab** and set the **Target** to **New Window (_blank)**.

Click the **OK button** in the **Link dialog box**.

Scroll down and click the **Publish button**.

Click the **View button** for the **Test Page**.

Click the **Visit the BNSF website** link to test the new path.

The Leadership Cloud PDF should open in a new browser window (Figure 5.17).
6. ADDING INTERNAL LINKS

Internal links are links to other pages within the CTCD website. Adding these links are a little bit different.

Click on the **Mura CMS – Site Manager tab**.

Click the **Test Page Edit button** (or click the Test Page name).

Click the right of the train image and press the **Enter key**.

Type, **Online Training Request Form**.

Click-and-drag to select the text and click the **Add Internal Link button** (Figure 6.1).

![Figure 6.1](image)

In the **Select Link dialog box** click in the **Keyword Search field** and then type, **training request** (Figure 6.2).

![Figure 6.2](image)

Click the **Search button** (pointer in Figure 6.2).
Click-and-drag the **Resize handle**, in the bottom right corner, to the right (Figure 6.3)

![Figure 6.3]

This will open the dialog box so you can see more of the paths (Figure 6.4).

![Figure 6.4]

Find the path you want to use. If you don’t see the correct path you may need to refine or expand your search.

Click the **Radio button** beside the last path (Figure 6.5).

![Figure 6.5]

Click the **OK button**.
Since this is opening a form it should be set to open in a new page. However, that was not an option in the steps we just took. So we have to do a little work around.

Click the **Link button** to open the **Link dialog box**.

Click the **Target tab** and select **New Window (_blank)** from the **drop-down menu**.

Click the **OK button**.

Scroll down and click the **Publish button**.

Click the **Test Page – Central Texas Co... tab** and press the **F5 function key** to refresh the view.

Click your new **link** to test it.

The Training Request Form (Figure 6.6) should open in a new browser window.

![Figure 6.6](image)

Close the **Training Request Form – C... tab**.

Click the **Mura CMS – Site Manager tab**.
7. UPLOADING FILES TO YOUR PAGE

If you want a file to appear in the navigation tree instead of just being a link from a page or folder you can upload the file directly in the website architecture.

Point to the Menu button to the left of your top level, mine is the HR Mura Training Sandbox.

Click the + Add Content option and then click the file button (Figure 7.1).

Click in the Title field and type, Test Document 1.

In the Select File to Upload area click the Browse button (Figure 7.2).

Navigate to the location of the file on your computer. For this exercise click the HR Training folder and then double click the Training Documents folder.

Then double-click the Bldg 106.pdf file.

Click the Publish button.

Here you should see your document in the architecture (Figure 7.3).
Click the **View button** for the **top level** (again, mine is HR Mura Training Sandbox).

You should see the Test Document 1 listed in the left-hand navigation pane (Figure 7.4).

![Figure 7.4](image)

Click the **Test Document 1 link** to test it.

Since we didn’t change the Publishing attributes the link opens in the same browser window.

The only drawback to adding a file in this manner is Mura may not show all levels in the Navigation pane.

Click the **Mura CMS – Site Manager tab**.

Point to the **Menu button** beside **Test Page** and select **+Add Content**.

Click the **File button** in the **Select Content dialog box**.

Click in the **Title field** and type, **Test Document 2**.

Click the **Publishing button** and click the **Open in New Browser check box**.

Click the **Basic button**.

Click the **Browse button** and navigate back to the **Training Documents folder**.

Double click the **Alt-Codes.pdf file** and then click the **Publish button**.

Here you can see we have gone a level below Test Document 1 (Figure 7.5).

![Figure 7.5](image)
Click the **View button** for the **Test Page**.

Now when you scroll down, if you look at the Navigation menu you will notice Test Document 2 is not there.

If you want an object to show up on the Navigation menu you will have to do more configuring.

Click on the **Mura CMS – Site Manager tab**.

Click the **Test Page name** to open it in the **Edit Content page**.

Click the **Layout & Objects button** on the left (Figure 7.6).

Click the drop-down button under **Content Objects** and select **Navigation** (Figure 7.7).

In the **Navigation list** select **Folder Navigation**.

Click the **Add button** beside the **Left Column Content Object field** (Figure 7.8).
Click the **Start New Cascade radio button** under **Inheritance Rules** (Figure 7.9).

![Figure 7.9]

Scroll down and click the **Publish button**.

Click the **View button** for your **top level page** and then click the **Test Page** link on the **Navigation pane**.

Now you will see a new Navigation pane open and your Test Document 2 should be listed (Figure 7.10).

![Figure 7.10]

Click the **Mura CMS – Site Manager tab**.

**8. UPLOADING FILES TO USER ASSETS**

User Assets is an area where we can store, access, and link to documents, images, and other media we need for our web pages.

You have already seen the User Assets area; that’s where we found the Train image and the Leadership Cloud PDF. The difference here is I will show you how to upload your documents and images into your User Assets.

Point to the **Modules button** on the **Mura Toolbar**.

Click the **File Manager option** (Figure 8.1).
This will open the User Assets page, which should look familiar.

**IMPORTANT NOTE:** Never upload files to the File or Image root directory!!!

**ANOTHER IMPORTANT NOTE:** Upload documents in the File sub-directories and upload images in the Image sub-directories.

When you get time, have a look around the User Assets and find out where you should upload your documents and images. Nearly every department has a folder under each of the two main folders.

For this training we will all work from the same folder. The process of uploading files is the same for images and documents so we will only go through uploading a document.

Click the **Expand button** beside File.

Click the **Expand button** beside the **Faculty & Staff folder**.

Click the **Expand button** beside the **Employee Training folder**.

Click the **Training Uploads folder** (Figure 8.2).

![Figure 8.2](image)

Click the **Upload button** and navigate to where your files are saved. For this exercise the file we want is in the **Documents folder** on your computer.

Double-click the **ALT-Codes.pdf** file (Figure 8.3).

![Figure 8.3](image)
You will see a brief glimpse of the progress bar and then the file will appear in the folder (Figure 8.4).

![Figure 8.4](image)

You can link to any file in the User Assets folders using the Link button and then click the Browse Server button.

If you have an updated file that you need to upload you will need to delete the original file first. Then upload the updated file using the same name as the original. If you use a different name you will have to reconfigure all links to the document.

Let's delete the file we uploaded earlier.

Right-click the Alt-Codes.pdf file icon and select Delete (Figure 8.5).

![Figure 8.5](image)

Click OK in the Confirmation dialog box (Figure 8.6).

If after you have added objects to your site you decide they need to be in a different order they can be easily rearranged. We will move the Test Folder up in the architecture.

Click on the **Site Manager button** on the **Mura toolbar**.

Position your mouse pointer in the blank area to the right of **Test Folder** (Figure 9.1).

![Figure 9.1](image)

The mouse pointer will change to crossed arrows and the shaded background will change colors.

Click-and-drag the selection up above **Test Document 1** (Figure 9.2).

![Figure 9.2](image)

Click the **Update button** (Figure 9.3) to accept the move.

![Figure 9.3](image)
10. CHANGING DISPLAY AND NAV PROPERTIES

We will start with changing the Display properties.

Click the **Check mark** in the **Display column** to the right of **Test Document 1**.

Click the **drop-down button** and select **No** (Figure 10.1).

![Figure 10.1]

Click the **Submit button** (Figure 10.2).

![Figure 10.2]

The Test Document 1 is no longer visible to people on the internet (Figure 10.3).

![Figure 10.3]

Setting the Nav property to No simply removes it from the Navigation pane, but there are other ways to find objects, such as links and searches.

You will also notice in Figure 10.1 that you can set an object’s display properties based on Start and Stop Dates. These may be good for information that is only available during a specific semester.

11. DELETING UNWANTED OBJECTS

The last area we need to explore is deleting unwanted objects. This is an easy process, but don’t get too comfortable with it. It’s easy to accidentally delete something you didn’t intend to delete.
We will delete all five of the objects we added.

Click the **Delete button** to the right of the **Test Folder** (Figure 11.1).

![Figure 10.1]

In the **Alert dialog box** click the **Yes button** (Figure 11.2).

![Figure 11.2]

Repeat this process for the Test Document 1 and Test Link to Google Docs.

Notice in Figure 11.2 the alert states, “Deleting Test Folder will also delete all content nested beneath it.” This means when we delete the Test Page, Test Document 2 will be deleted at the same time.

Figure 11.3 shows the architecture before deleting Test Page.

![Figure 11.3]

Click the **Delete button** to the right of **Test Page**.

Click **Yes** in the **Alert dialog box**.

As seen in Figure 11.4, both the test Page and Test Document 2 have been deleted.

![Figure 11.4]