



# Working with the navigator in Contensis CMS

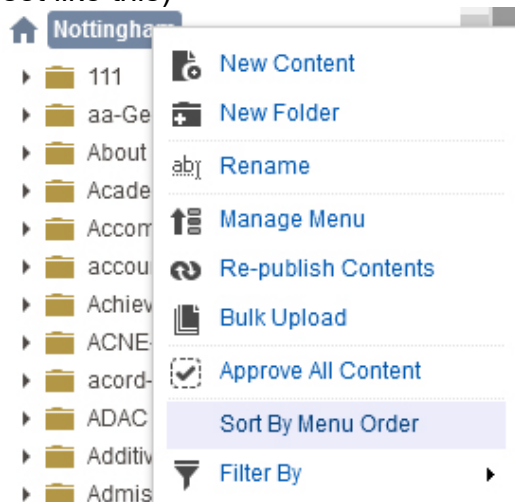
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## Sort by menu order

Initially when you create content in a folder, it will appear in alphabetical order. You can however, sort by menu order (how the pages will appear on the menu of your site).

- Click on root (Nottingham folder) and select **Sort By Menu Order** (if it isn't already set like this)





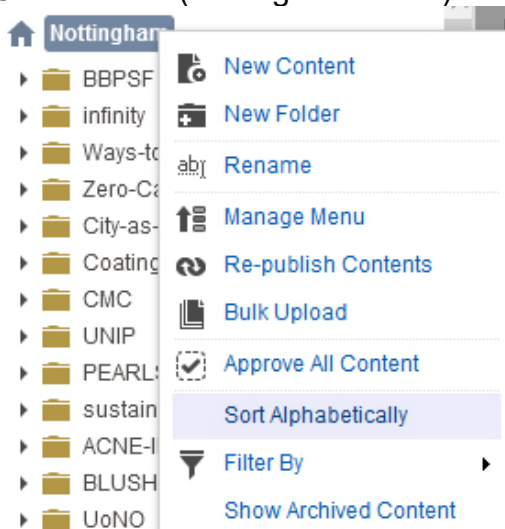
- The structure in the navigator will now appear as it does on the live (or test) website

## Sort alphabetically

You may wish to sort your navigation alphabetically. This will make it easier for you to find page that you know the name of.

If you change from menu order to alphabetically, it will not affect the order of the navigation on your actual website. It is purely to ease your use of the navigator within Contensis.

- Click on root (Nottingham folder) and select **Sort Alphabetically**

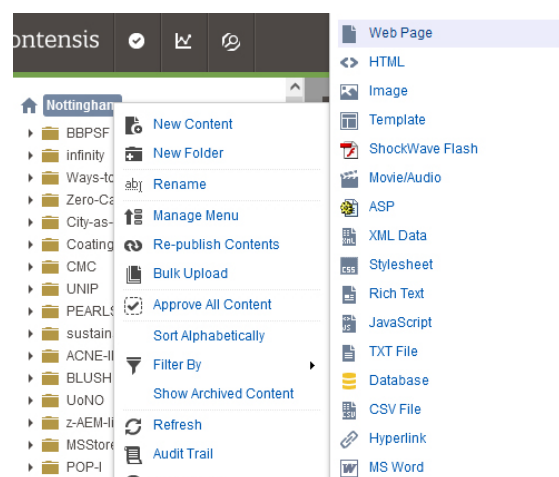


## Filters

The filter mode allows you to display a particular content type. This is useful when you have built up a vast collection of pages, documents etc, as it can become difficult to find what you want.

To use filters, do the following:

1. Click on root (Nottingham folder)



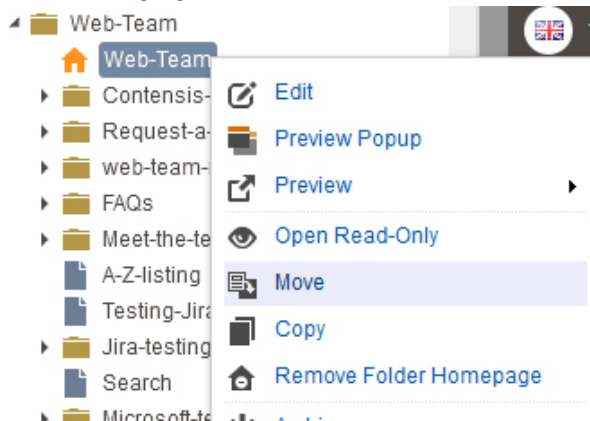


2. Select **Filter By**
3. Choose a content type

## Move pages

If you need to move the location of a page, do the following:

1. Click on the page you want to move
2. Select **Move**

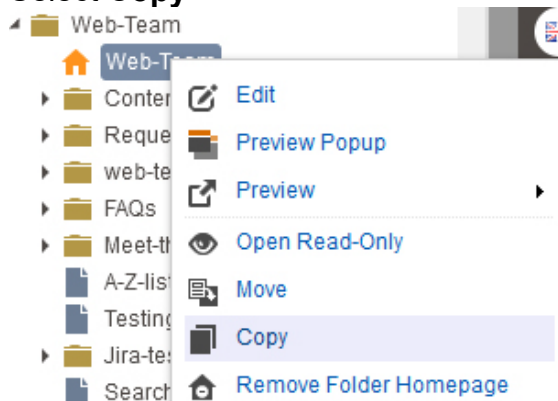


3. Find the folder you want to move it to and tick it and click **Save**

## Copy pages

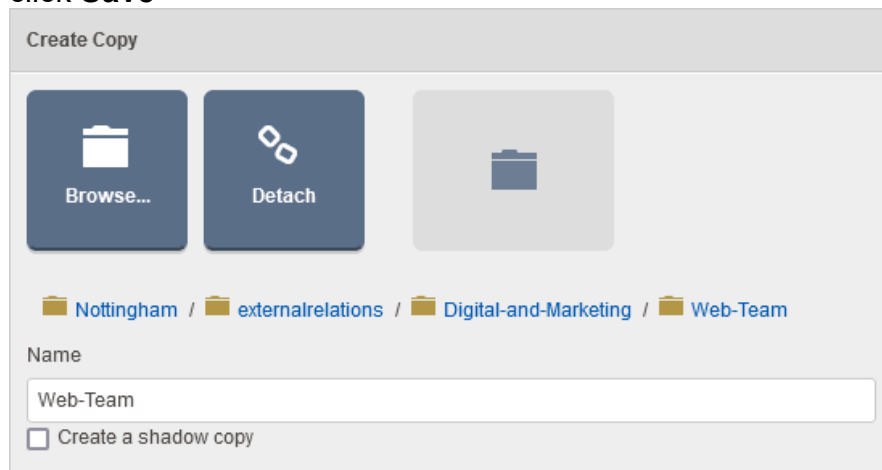
If you need to make a copy of a page, do the following:

1. Click on the page you want to copy
2. Select **Copy**





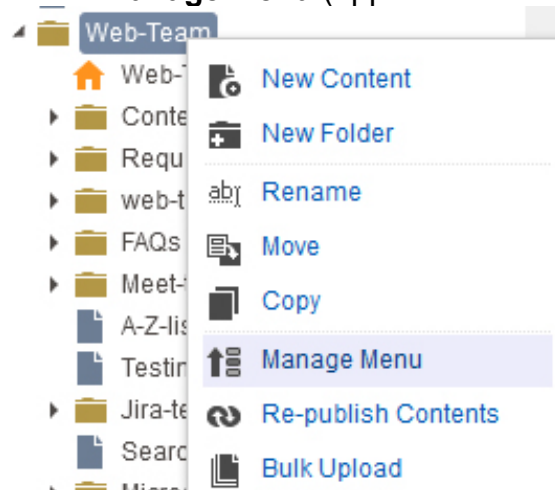
3. Browse to the folder you want to copy it into or keep it where it is, rename it, and click **Save**



## Manage menu

Should you want to change the order in which pages and folder appear in your site's menu or include/exclude from menu etc, follow these steps:

1. Click on your site's folder
2. Select **Manage Menu** (approver and admin access only)



3. Drag and drop pages as necessary and/or include/exclude items from menu etc
4. Save changes (your menu will take a while to update in preview)