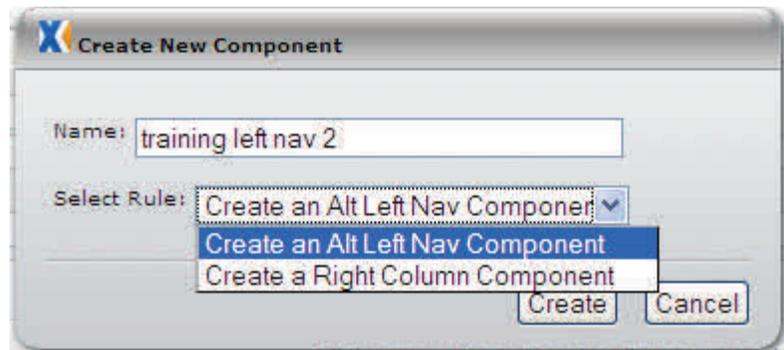


# SUNY Oswego Components In Ingeniux

**Component**—Contains content that can be reused in multiple pages of the site.

## Create a New Component

1. Click on the training folder to select it.
2. Click on the New button at the top of the page.
3. Choose Component.

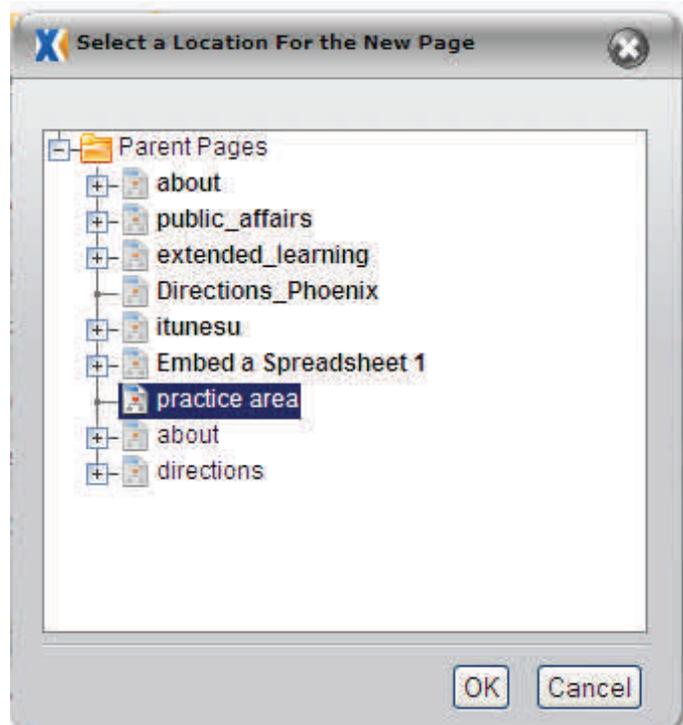


1. Name the component. We suggest you use your account name as part of the component's name.
2. Right now there are two types of components you can create:

Create an Alt Left Nav Component  
or  
Create a Right Column Component

During training we will use  
the **practice area** account.

1. Choose the location to save the component.  
It will be created on a level below the node you choose.
2. Click OK.
3. Left click, hold and drag the component into a folder to 'hide' it from the left navigation.
4. Edit the component. (see next page)



**Components must be placed on a page in order to preview them.**

# Left Navigation Component

**Page Properties**

Page Name: training left nav  
ID: x8936

Schema: Alternate Left Navigation  
Assigned To: Patricia Macneill

**Parent Node Link [Required]**

Internal Link  External Link  Document Link

Page: training2

ID: x8934

**AltLeft Navigation [Required]**

Type: Children Order: down Start Page: x8934

Max Nodes: Max Depth: 3

The title of this page will appear as the top link in the left navigation.

XID numbers need to be placed in both areas

**Max Nodes**  
Controls the number of nodes shown in navigation. Files, components and folders are counted — although folders and components do not appear in the navigation list when viewed in a browser.

**Max Depth**  
Number of levels shown in the navigation  
One, two or three levels can be shown.

**Hiding nodes from the navigation list**

1. First click and drag nodes you don't want to appear in the navigation down to the bottom of the list.
2. Count the number of nodes you want users to see.
3. Edit the 'Max Nodes' of the left navigation to show the number of nodes you want in the navigation.

Alternatively you can 'hide' pages from the left nav by placing them inside a folder.

# Right Column Components

**These components are edited just like the body copy.**

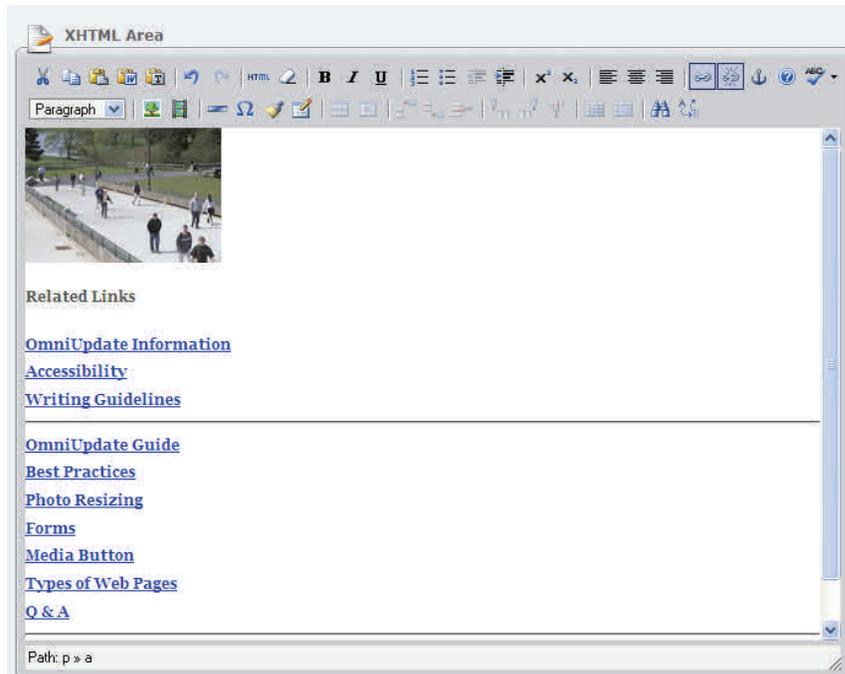
Links, images and plain text can be added to this component.

Images width should be no larger than 160 px.

## Inserting the component

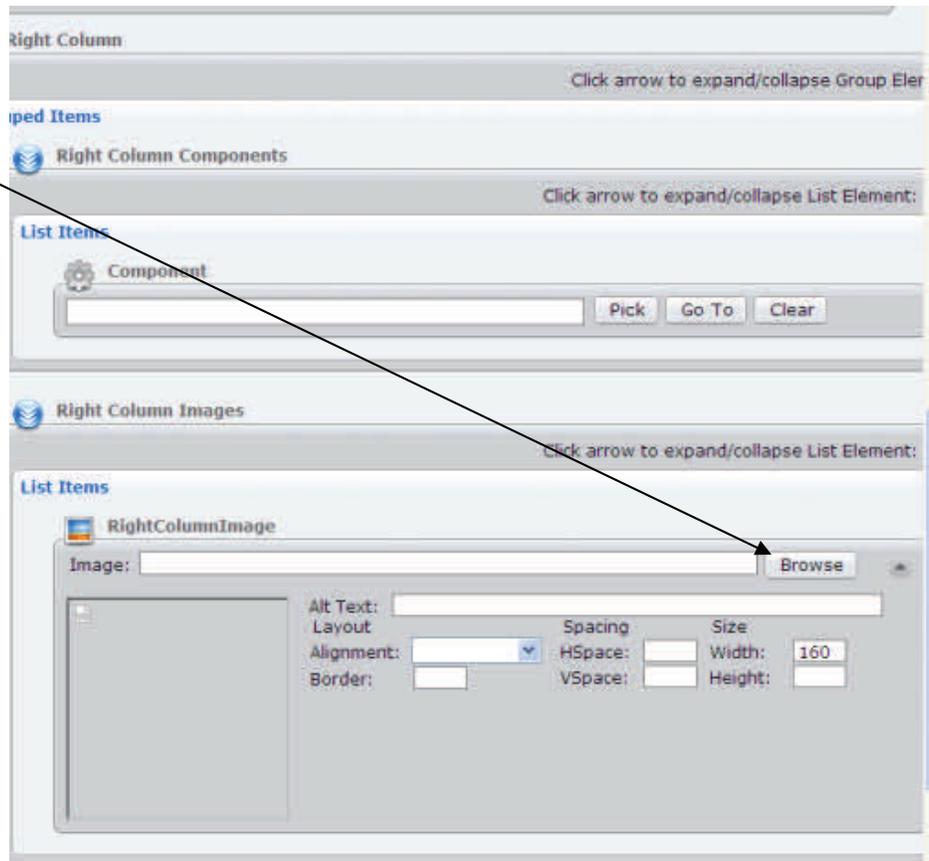
Use the click, hold and drag method to insert a component onto a page.

See page 12 of [Getting Started with Ingeniux](#) (PDF).



**Images can be added to a right column without inserting a component.**

Expand the right column area. Browse for and insert the image. Be sure to include alt text (description for accessibility purposes),



# User Components

Right column components that can be used by anyone are located in the **User Components** folder at the bottom of the Site Tree.

You can place these components on pages, but you cannot edit them.

- YouTube Components include videos from SUNY Oswego's YouTube channel. They open in a 'lightbox'
- SUNY Oswego News will show the latest news release in that category.

