Top Navigation

The top navigation is the menu bar located at the top of the page as indicated in the image below.

The Top Navigation Menu will be located on most pages throughout the Porthole. The Top Navigation Menu allows you to modify your profile page, add applications to pages that you have access to, create new pages, and to maximize the working area of the PortHole.

Top Navigation Items

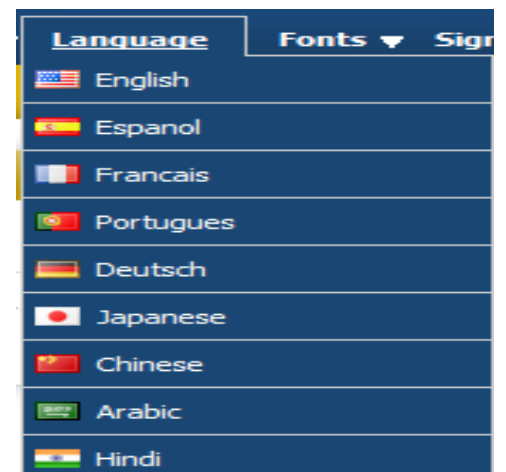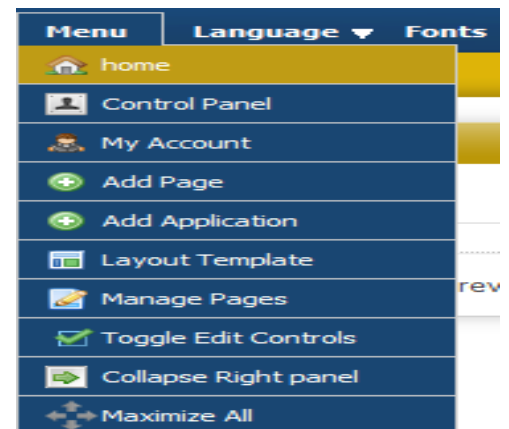The Top Navigation Menu is broken down into seven headers,

1. Menu
2. Language
3. Fonts
4. Sign Out
5. Search
6. Help
7. Top Navigation Minimize.

- **Menu**

Menu is a drop down list that gives you access to modify your account, manage your pages, add applications to pages your pages, add additional pages, and change the layout of your pages for example. We will take a deeper look into this menu and the categories associated with this menu in the coming guides.
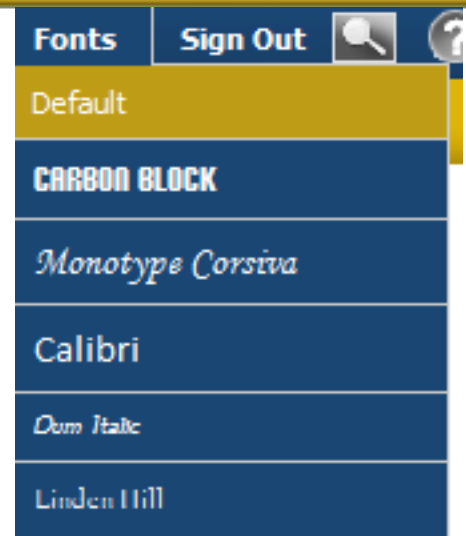
- **Language**

Language is a drop down list that allows you to change the default language on the page.

- **Fonts**

Like the Language drop down list, this allows you to further customize the look of Your Porthole.

- **Signout**

The Sign Out button logs you out of the Porthole. This is a very important link on any page. Since The Porthole features Single Sign-ons such as PeopleSoft and Outlook, **PLEASE DO NOT FORGET** to Sign Out. You would not leave yourself logged into your bank account!
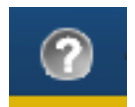
- **Search**

The Search button, when selected expands to a search bar that is typically seen on web pages.   The search button offers a number of options that will explained in better detail in later guides.

- **Help**

The Help icon, is where guides and how-to information and contact links to the web team will be found.

- **Top Navigation Minimize**

This will allow you to minimize the top navigation to allow the users more workable area in The Porthole main window. Once the area is minimized the user is then presented with a new icon to maximize the Top Navigation area.