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How to edit the menu

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The navigation menu appears on top of the website and on all pages. It helps visitors navigate around your website.

How to change the menu

- 1. While editing the homepage or a custom page, click on the **Menu** link on the left menu or **Edit Navigation** link from the website designer.
- 2. The Manage Home Page Menu page will appear. Here, you will see the following actions:
 - Add Menu Item This creates a new menu item.
 - View This opens a new window to the the link in the menu item.
 - **Edit** This allows you to change the menu item.
 - **Delete** This deletes the menu item or folder.
 - **Live Preview** This provides a preview of the menu on the homepage.
 - Publish Menu This makes the changes go live.

Add New Menu Item

- 1. After clicking **Add New Menu Item** (button), you will see several fields:
 - Menu Title The name of the menu item. This will be displayed in the menu on the website.
 - Tool Tip (optional) This text appears if the user hovers over top of the menu's title on the website.
 - Link type This provides a list of different types of links which can be opened.
 - Built-in Page: Built-in pages are system created pages that update automatically. The options you can choose are:
 - Home Links to the home page.
 - Bulletin List A web page with a list of bulletins.

- Contact Us A web page which a visitor can email the website contact.
- **Event Calendar** A web page which displays a calendar with events that were created within the <u>Events</u> module.
- **Events (Card View)** A web page which displays <u>Events</u> as thumbnails.
- Events List A web page which displays a list of Events.
- Photo Albums A web page that displays photo albums.
- **Search** A web page where you can perform a search for content on the website.
- Stories A web page that displays a list of Stories.
- **Custom Page** This allows you to link to a existing custom page.
- Custom URL Allows you to enter any URL or website address which will redirect visitors to that site. Be sure to include the http:// or https:// protocols in front of the website address.
- Document Allows you to select a file for download from the Documents area.
- Event Displays a drop down list of <u>Events</u> which were created by the Organization.
- Folder You can store additional sub-menu items in this folder.
- **Forms** This allows you to link to one of the existing forms.
- **Photo Album**: This activates a drop down menu, in which you may select a link to a photo album to display on the homepage menu.
- **Story** This allows you to select an existing story.
- Open in new window When the user clicks on the link, it opens in a new tab or window.
- Link Style Different display styles.
 - Regular Link The menu item looks like a normal link on the menu.
 - Primary Button Makes the menu item a button, with the primary color the theme.
 - Secondary Button Makes the menu item a button, which is colored white with the secondary color of the theme as an outline.
- 2. Click **Save** to save the changes or **Cancel** to cancel the changes.

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