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 Events module.
- **Events (Card View)** - A web page which displays Events 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 Events 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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