

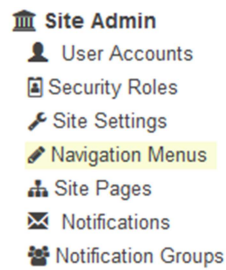
Connect 6: Navigation Menus

Navigation Menus

You are able to customize your Navigation Menu on your website with the ability to create links to site pages, external websites, and documents. You also have the ability to create links within a drop-down menu underneath a navigation label.

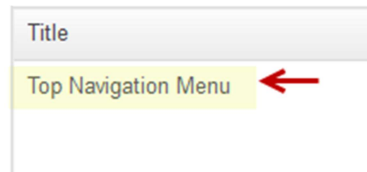
To edit a Navigation Menu:

- Select Navigation Menus in left menu 'or' the Navigation Menus icon from the Dashboard.



OR

- Select the Navigation Menu.



To add a new menu item, you will:

- Select the Add Menu Item button.
- Enter the Title of your new menu item.
- Select the Link type:
 - **Label:** The Label link type allows you to specify the title of a menu item on your navigation menu. It is not a clickable link. Once your label has been created and saved, you will be able to add menu links underneath.



Add Menu Item:

Title

Link Type

- Label**
- External Link
- Page Link

- **External Link:** The External Link type allows you to specify a title of a menu link and then link it to an external website. Once you title the menu item, you will:

- o Select External Link
- o Insert the complete External URL (Including http:// or https://)
- o Determine if you wish for the link to open in new window. (This is selected by default.)

Add Menu Item:

Title

Link Type

Label

External Link

Page Link

External URL

Open in new window

- **Page Link:** The Page Link type allows you to specify a title of a menu link by linking to a created page. To link to a created page, you will:

- o Select the Page Link drop-down menu
- o Locate your page and select
- o This will automatically insert the Page title within the Menu Item Title area. You can change the Menu Item Title at that time, if desired.
- o Determine if the page link needs to open in new window.

Add Menu Item:

Title

Link Type

Label

External Link

Page Link

Page Link

Open in new window

- You will then select Save to add the menu item.

To create links within a drop-down menu under a Navigation Label:

- Within the Edit Navigation menu, select the navigation Label you wish to create your drop-down menu under.
- You will then select the Add Menu Item.
- You will then follow the steps previously provided on adding a new menu item.

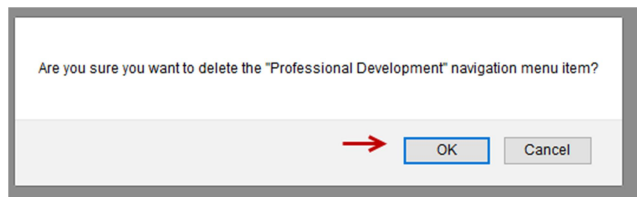
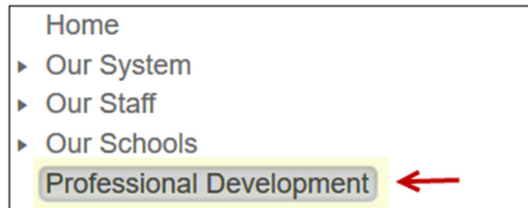
Items:   



To remove a menu item:

- Within the Edit Navigation menu, select the menu item you wish to delete.
- Select the Remove Menu Item button.
- From the resulting modal window, select OK to confirm deletion.

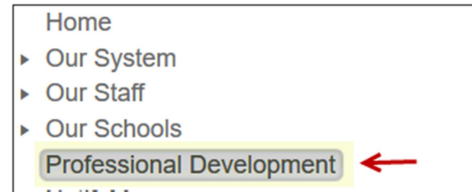
Items:   



To edit a menu item:

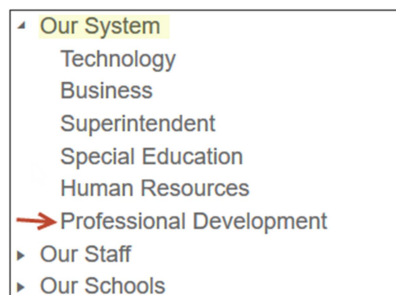
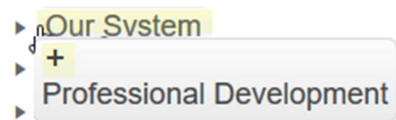
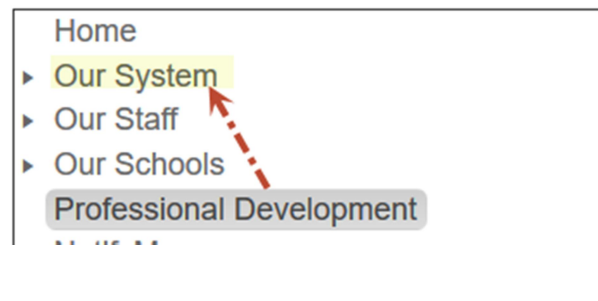
- Within the Edit Navigation menu, select the menu item you wish to edit.
- Select the Edit Menu Item button. You will then edit your menu item accordingly.

Items:   



To move a Navigation menu link to display underneath an existing menu item within a drop-down menu:

- You will select the menu link you wish to move.
- While holding the left mouse button, you will drag the link to the respective menu item.
- When you see the '+' display as you hover over the menu item where you are moving your link, you will release the left mouse button. This will move your menu link accordingly.
- Your menu link will then display within the drop-down menu underneath the respective navigation menu item.



To rearrange the order of appearance of navigation menu items:

- Select the menu link you wish to move.
- While holding the left mouse button, you will drag the link to the desired location.
- When you see the '≡' display as you hover over the new location area, you will release the left mouse button. This will move your menu link accordingly.
- Your menu link will then display within the navigation menu accordingly.

