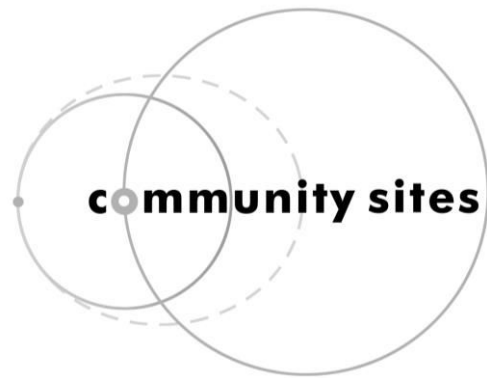


EDITING

THE MENUS



WHAT'S COVERED IN THIS TUTORIAL?

This tutorial tells you how to edit the menus on the website. Only webmasters are able to do this.

Depending on the design of your website, you may have just one menu or more than one. These might include:

The main navigation menu

All sites have this. It is the main menu below the header, listing the main sections of the site. It often includes an 'About' or 'About us' link.

The secondary header navigation menu

Many sites have this, on the header itself. It often includes a 'Contact us' link.

The footer navigation menu

Most sites have this, on the footer. It usually includes links to 'Terms of Use', 'Privacy' etc.

This tutorial covers:

1. Adding an item to a menu
2. Changing the order of items on a menu
3. Removing an item from a menu

Note that while sometimes the menu items are straightforward links to, say, a category or a post on the site, this is not always the case and we can't cover every configuration of the menu items in this handout. Menus very seldom need to change. So if you are having difficulty editing a menu, please contact support@communitysites.co.uk and we are happy to do it for you.

1: ADDING AN ITEM TO THE MAIN MENU

Note that the number of items you should add to the menus is limited by the space available.

1. From the Dashboard, select Menus > Menus.

2. You should see a screen headed **Menus**. Make sure that the *Edit menus* tab is selected. If you want to edit the main menu on your site, check that *Main Navigation* is selected as the menu to be edited.
3. You should see a list of the items on your menu. Most menu items are 'categories', as these represent the main sections of the site.
4. To add a new category, locate the pane entitled *Categories*. Within this pane, select the *View All* link to bring up a list of all the categories on your site.
5. Select the categories that you want to add by clicking the checkbox next to each category's title.
6. Click the *Add to Menu* button located at the bottom of this pane to add your selection(s) to the menu.
7. Click the *Save Menu* button once you've added all the menu items you want.

2: CHANGING THE ORDER OF ITEMS ON THE MAIN MENU

You can change the order of items on a menu by dragging and dropping.

1. Hover over an item on the menu and you can then move it up or down in the list of menu items.
2. Click the *Save Menu* button once you've finished.

3: REMOVING AN ITEM FROM THE MAIN MENU

1. Locate the menu item that you want to remove.
2. Click on the arrow icon in the top right-hand corner of the menu item/box to expand it.
3. Click on the *Remove* link. The menu item/box will be immediately removed.
4. Click the *Save Menu* button to save your changes.