



## Menu Location

The menu location is visible under the banner - or on the left or right of the page. For most websites we would recommend the menu to be under the banner and on the left.

To locate the menu go to:-

Management \ Site Appearance \ Content Layout

Side Bar Position is the top item on this menu where you make a selection.

## Menu Design

Menus have items in a list which contains links to web pages and these should be ordered to make the user task of finding relevant information as easy as possible. It is often easier to think in terms of relevant headings and sections within headings.

To use the Menu Manager you will need to have the correct permissions.

Navigate to the Management tab and select Menu Management



## Menu Management

This will take you to the Menu Management, Add Top Menu page shown below:

### Menu Management

[Add Top Menu](#)

Home Register Events members Trading

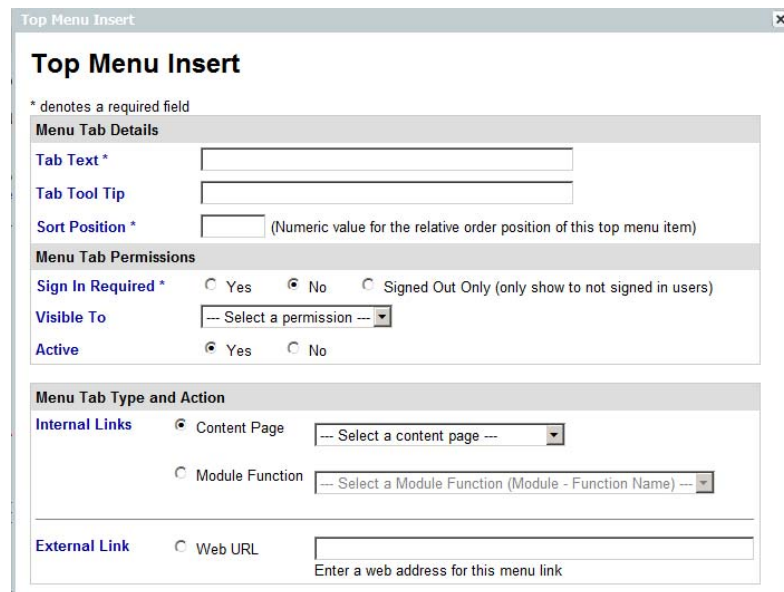
[Edit Tab](#) [Delete Tab](#) [Add Menu Item](#) Home (sort = 1)

Action	Sort Order	Menu Item	Access By	Active	Menu Type	Group Menu
	10	Introduction	All	Yes	CMSPage	Yes
	11	Our Old Friends	All	Yes	CMSPage	Yes
	12	Social Capital	All	Yes	CMSPage	Yes
	13	Connecting Communities		Yes	WebAddress	Yes



## Add Top Menu

This is used to add an item to the menu bar, click Add Top Menu



The screenshot shows a web form titled "Top Menu Insert" with the following sections:

- Menu Tab Details:** Includes fields for "Tab Text \*", "Tab Tool Tip", and "Sort Position \*" (with a note: "(Numeric value for the relative order position of this top menu item)").
- Menu Tab Permissions:** Includes "Sign In Required \*" with radio buttons for "Yes", "No", and "Signed Out Only (only show to not signed in users)"; a "Visible To" dropdown menu; and an "Active" checkbox with "Yes" and "No" options.
- Menu Tab Type and Action:** Includes "Internal Links" with radio buttons for "Content Page" (selected) and "Module Function", each with a corresponding dropdown menu; and "External Link" with a radio button for "Web URL" and a text input field with the placeholder "Enter a web address for this menu link".

## Menu Tab Details

- **Tab Text**  
The name of the menu tab
- **Tab Tool Tip**  
A tab tool tip is essential for the navigation information for search engines and for screen readers for the blind.
- **Sort Position**  
This defines the position left to right on the tool bar and this can be changed at any time. Consider leaving a gap in the number range to make the changing of the order easier.

## Menu Tab Permissions

- **Sign-In Required**
  - Yes Only display to logged-in users
  - No Display to any visitor to the site
  - Signed Out Only Only display to site visitors that have not logged-in. For example, this would be the case in order to register on a site. There would be no need to register if you already have a log-in.
- **Visible To**  
If your site visitor has to be logged-in, then this would be the permission of the logged in visitor only. If the menu was to be visible to Members only, then the Full Member would be selected here.
- **Active**  
Some pages are used for only a short time at different times of the year and by using this setting you can retain the page and make it visible when it's ready or again later.



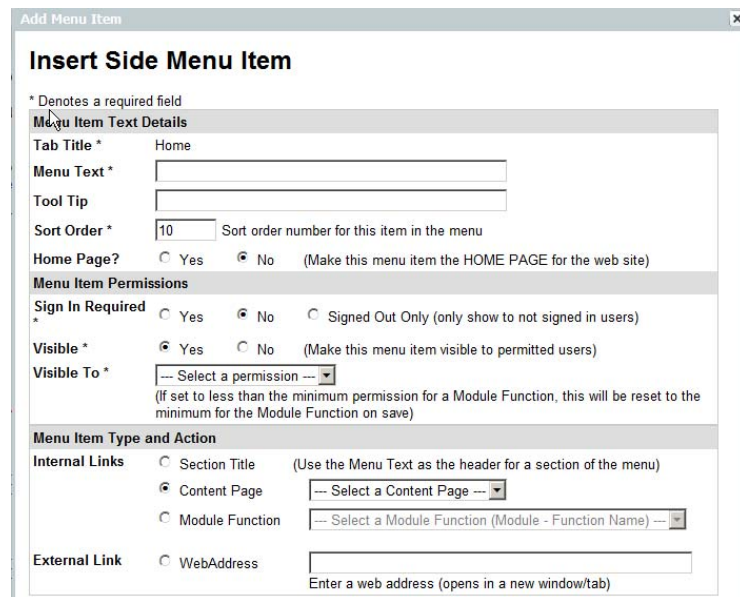
## Menu Tab Type and Action

- Content Page  
Select the content from the content page list
- Module Function  
Select the module from the function list, such as Calendar.
- External Link  
Enter the URL of a web page, which will be opened in a new window.



## Add Menu Item

This will add entries to the menu,



The screenshot shows a web form titled "Add Menu Item" with a sub-header "Insert Side Menu Item". The form is divided into several sections:

- Menu Item Text Details:** Includes fields for "Tab Title" (set to "Home"), "Menu Text", "Tool Tip", and "Sort Order" (set to "10"). A note states: "Sort order number for this item in the menu".
- Home Page?:** Radio buttons for "Yes" and "No" (selected). Note: "(Make this menu item the HOME PAGE for the web site)".
- Menu Item Permissions:** Includes "Sign In Required" (radio buttons for "Yes", "No" (selected), and "Signed Out Only (only show to not signed in users)"), "Visible" (radio buttons for "Yes" (selected) and "No"), and "Visible To" (a dropdown menu set to "... Select a permission ..."). Note: "(If set to less than the minimum permission for a Module Function, this will be reset to the minimum for the Module Function on save)".
- Menu Item Type and Action:** Includes "Internal Links" (radio buttons for "Section Title (Use the Menu Text as the header for a section of the menu)", "Content Page" (selected), and "Module Function") with corresponding dropdown menus, and "External Link" (radio button for "WebAddress" with a text input field). Note: "Enter a web address (opens in a new window/tab)".

## Menu Item Text Details

- Menu Text  
Entry for the Menu
- Tool Tip  
For navigation and screen readers
- Sort Order  
The Vertical position of the menu item

## Menu Item Permissions

These modify the permissions of the overall menu. If a menu tab is visible to the public then you can modify the permissions for selected menu items - otherwise it's the same as for the page.

## Menu Item Type and Action

This is the same as for the top level items, except for the Section Title. The Section Title is to break up the vertical menu with a sub heading and this is the section title. It has NO content or permissions that affect other content. If you wish to select a section that is only visible to members, then all content has to have a similar permission setting.

In this example the Tab Title is Home followed by Content and the **Reference Pages** is a Section Heading for the links to Content on other websites.

**HOME**  
[Introduction](#)  
[Our Old Friends](#)  
[Social Capital](#)

**REFERENCE PAGES**  
[Connecting Communities](#)