

Understanding the Menus

At first glance the site has one menu: the main navigation, but in reality the site has NINE menus...

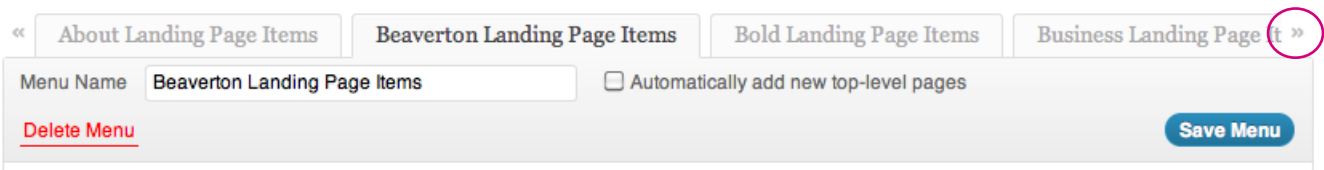
1. Main Navigation or Header Menu which are the drop down menus at the top.
2. Footer Menu that holds all the items present in the footer.
3. About Land Page Items which is what is seen in first two columns of the About Landing Page.
4. Beaverton Landing Page Items which is what is seen in first two columns of the Beaverton Landing Page.
5. Bold Landing Page Items which is what is seen in first two columns of the Bold Landing Page.
6. Business Landing Page Items which is what is seen in first two columns of the Business Landing Page.
7. Events Landing Page Items which is what is seen in first two columns of the Events Landing Page.
8. Other Landing Page Items which is what is seen in first two columns of the Other Landing Page.
9. Site Map Menu which controls all the pages that can be see on the Site Map page.

Each menu is an important display of the pages within the site and should be carefully maintained when pages are added or subtracted from the site.

The menus can be found under “Appearance” in the Dashboard menu and you **MUST** be logged in as an administrator to view this part of the CMS.

Once you are looking at the menu page you’ll be able to access each menu and make changes. When you’re viewing this page there is one important thing that you do **NOT** want to alter, which is the “Theme Locations”, this is controlling where each menu is located in the site’s skeleton and does need to be altered.

Along the top of the page is the listing of each menu to toggle through. Use the arrows at either end to scroll through the nine menus and select the one you’re looking for.



How are the pages organized?

Every page on the site exists as a child of one of the sections of the site (Bold, Business, Events, etc.) and a page should always appear under its parent in the appropriate menus.

For example, the Coffee Connection page is a child of the Events section, so if you’re looking for that page in the menus you will find it under the Events Landing Page Items, Header Menu, Footer Menu and Site Map under Events. Anytime new pages are added to the site, that page’s parent section and that page should be filed accordingly in the menus.

Landing Page Item Menus

These menus control the items that display on the landing pages. All the main page of the section should show in the left column, but you can also add pages from other sections in the “Related Info” column. When you’re viewing a menu within the CMS you can distinguish these items because they are indented on the page. If you click, hold and drag an item you’ll see how things can be indented. This usually indicates a parent/child relationship, but in this case it just means they appear in the “Related Info” column on that landing page. You can edit these items in a menu just like any other.