

Altering the Navigation/Site Map

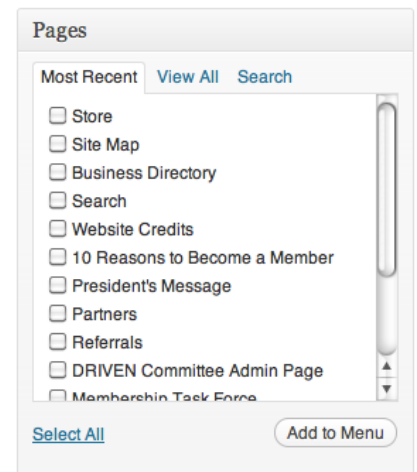
Please refer to “Understanding the Menus” for an overview of this concept. First things first, you must be logged in as an administrator to alter the site’s navigation and the page you are adding must be published as a child of an existing section (Bold, Business, Events, etc.), it can also be a child of another page, but this is not required.

Go to Appearance > Menus from within the Dashboard.

Whether you’re adding/subtracting or altering the name of a page within the navigation your change must be made under ALL pertinent menus, usually Header, Footer, Site Map, and corresponding landing page menu.

For example, we will add a “Recycling” page as a child of the Beaverton Section of the site. The page is made and published and we want to add it to the navigation.

1. Start with the Beaverton Landing Page Items.
2. On the left you’ll see a box labeled “Pages”. From within this box used the options present to find your newly created “Recycling” page. Check the box next to it and select “Add to Menu”. This will add your page to the bottom of the menu you are viewing.
3. You can now click, hold and drag the box labeled “Recycling” up the page into the order you want it with the other items. As you click and drag you’ll see the other items move to accommodate your actions, simply release your mouse button to drop the item in place. You can always move it again if you don’t get it in the desired spot.
4. Once your item is in place you can click the Save button, toward the bottom right corner.



This process should be repeated within the Footer, Header and Site Map menus.

If you need to REMOVE an item from a menu, simply find the item, click the down arrow and then select “Remove”.

