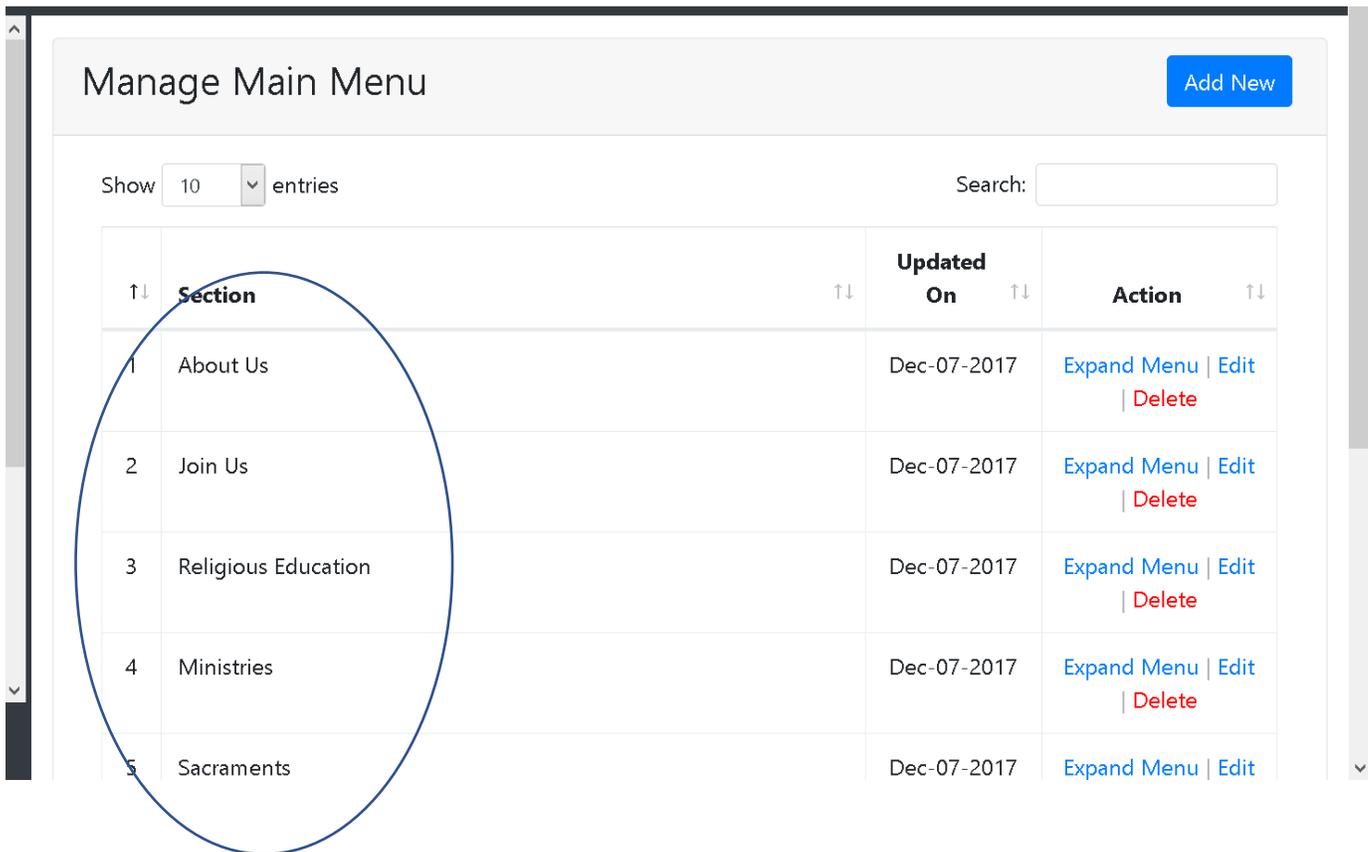


Parish Place - Working with Menus

This handout is specifically meant to teach you how to CREATE menus. It does not explain how to add content. Look for web training under the Parish Staff or SMCC staff sections of the MyDioErie portal: <https://www.eriercd.org/mydioerie-cat.php>. Watch the **Understanding Menus** video and read the handout before attempting to work with menus.

To create a level 1 menu item:

- a) Click the **Navigation & Webpages** link. The Navigation & Webpages option is used to create menu items and maintain content on those pages. Level 1 menu items appear as shown below.



The screenshot shows the 'Manage Main Menu' interface. At the top right is a blue 'Add New' button. Below it, there is a 'Show 10 entries' dropdown and a search box. The main content is a table with the following columns: 'Section', 'Updated On', and 'Action'. The 'Section' column is circled in blue. The table contains five rows of menu items.

↑↓	Section	↑↓	Updated On	↑↓	Action	↑↓
1	About Us		Dec-07-2017		Expand Menu Edit Delete	
2	Join Us		Dec-07-2017		Expand Menu Edit Delete	
3	Religious Education		Dec-07-2017		Expand Menu Edit Delete	
4	Ministries		Dec-07-2017		Expand Menu Edit Delete	
5	Sacraments		Dec-07-2017		Expand Menu Edit	

- b) Click **Add New** to create a new menu item. (Remember, content will come later. This handout details creating menu items only.)
- c) Click the **Section Name** field and type a name for the new menu item. Section Names can contain spaces.
- d) Give your page an **HTML Name**. Do not use spaces.
- e) The **Disp. Order** field will display the order for this item in the menu. You can reorder later.
- f) Click **Publish**.

The screenshot shows a form with the following fields and elements:

- Section Name***: An empty text input field.
- Html Name**: A text input field containing the value `http://slserie.org/.html`.
- Page Text**: A rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, quote, undo, redo, link, unlink, image, code, clock, eye, text color, and background color. The toolbar also shows "Paragraph", "Verdana", and "11pt". Below the toolbar is a large empty text area.
- URL**: An empty text input field.
- Disp. Order**: A dropdown menu showing the number "8".
- Publish**: A blue button with a small upward arrow.

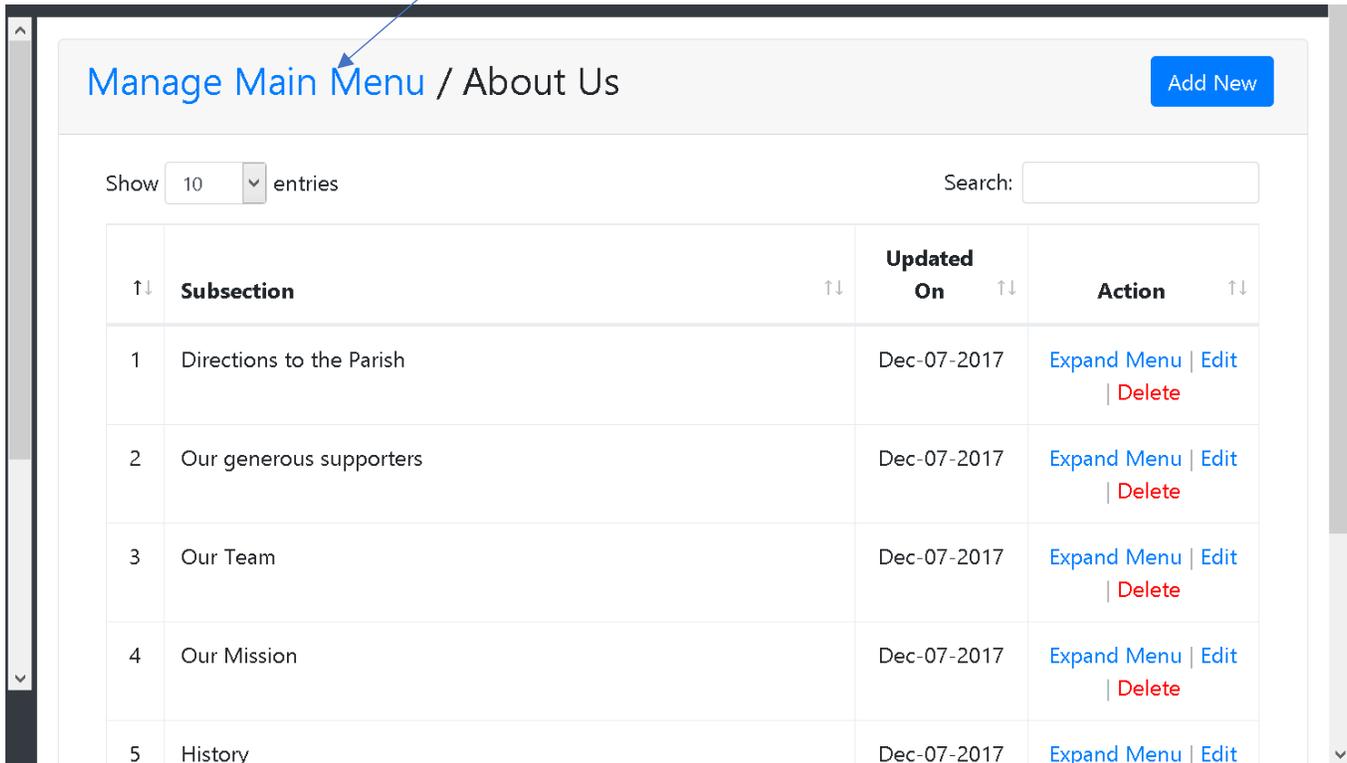
Blue arrows from the instructions above point to the "Section Name*" field, the "Html Name" field, and the "Publish" button.

Create a level 2 menu item: (Level 2 menus drop down from level 1 menus.)

1) Click the **Expand Menu** link to the right of the level 1 menu item name.

At the top of a level 2 menu, the **Manage Main Menu** link in blue can be used to navigate back to the main menu. This is a bread crumb menu, meant to help you find your way **back** to the beginning.

2) Follow the instructions in **steps b-f found above** for creating a new menu item.



The screenshot shows a web interface titled "Manage Main Menu / About Us" with an "Add New" button. Below the title, there is a "Show 10 entries" dropdown and a "Search:" input field. A table lists five menu items, each with an "Updated On" date and an "Action" column containing "Expand Menu", "Edit", and "Delete" links. A blue arrow points from the "Manage Main Menu" text in the breadcrumb to the "Expand Menu" link in the first row of the table.

↑↓	Subsection	↑↓	Updated On	↑↓	Action	↑↓
1	Directions to the Parish		Dec-07-2017		Expand Menu Edit Delete	
2	Our generous supporters		Dec-07-2017		Expand Menu Edit Delete	
3	Our Team		Dec-07-2017		Expand Menu Edit Delete	
4	Our Mission		Dec-07-2017		Expand Menu Edit Delete	
5	History		Dec-07-2017		Expand Menu Edit	

To create a level 3 menu item: Level 3 menus fly out from the side of level 2 menus.

1) Click the **Expand Menu** link to the right of the level 2 menu item name.

2) Follow the instructions in **steps b-e found above** for creating a menu item. Note level 3 menus can NOT have additional menus connected to them.

The breadcrumb menu now includes links to both the main menu AND level 2 menus.