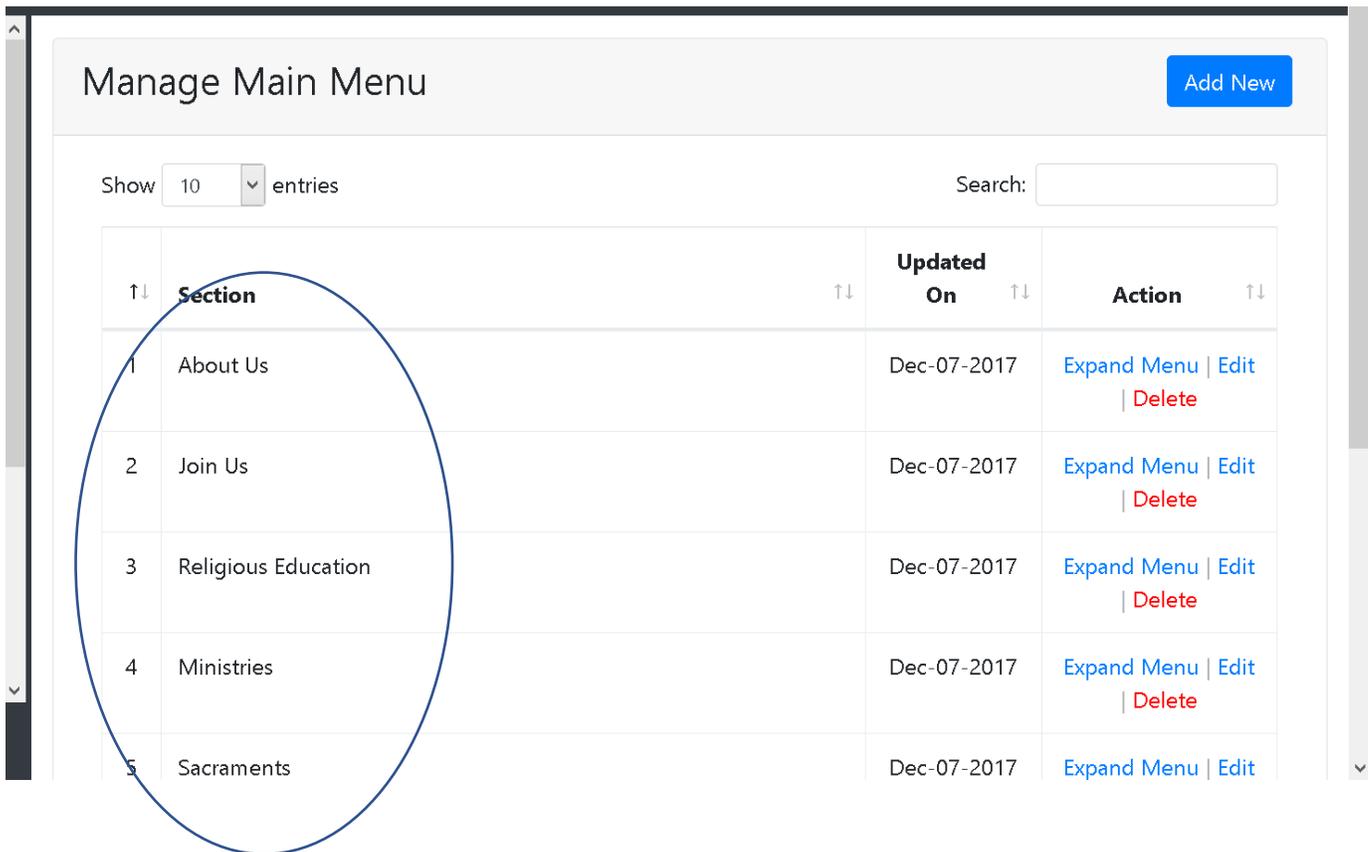


Parish Place - Working with Menus

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.eriecd.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 the title, 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 web page creation interface. At the top, there are two input fields: "Section Name*" and "Html Name". The "Html Name" field contains the text "http://slserie.org/html". Below these fields is a "Page Text" area with a rich text editor toolbar. The toolbar includes options for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, video, code, undo, redo, link, unlink, and text color. Below the text editor is a "URL" input field. At the bottom left, there is a "Disp. Order" dropdown menu with the number "8" selected. At the bottom right, there is a blue "Publish" button with a small upward arrow.

Section Name*

Html Name

http://slserie.org/html

Page Text

B I U S Paragraph Verdana 11pt

URL

Disp. Order

8

Publish

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.

Manage Main Menu / About Us Add New

Show 10 entries Search:

↑↓	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.