

## How to edit the menu

David H. - 2023-01-12 - Website Designer

The navigation menu appears on top of the website and on all pages. It helps visitors navigate around your website.

### How to change the menu

1. While editing the homepage or a custom page, click on the **Menu** link on the left menu or **Edit Navigation** link from the website designer.
2. The Manage Home Page Menu page will appear. Here, you will see the following actions:
  - **Add Menu Item** - This creates a [new menu item](#).
  - **View** - This opens a new window to the the link in the menu item.
  - **Edit** - This allows you to change the menu item.
  - **Delete** - This deletes the menu item or folder.
  - **Live Preview** - This provides a preview of the menu on the homepage.
  - **Publish Menu** - This makes the changes go live.

### Add New Menu Item

1. After clicking **Add New Menu Item** (button), you will see several fields:
  - **Menu Title** - The name of the menu item. This will be displayed in the menu on the website.
  - **Tool Tip** (optional) - This text appears if the user hovers over top of the menu's title on the website.
  - **Link type** - This provides a list of different types of links which can be opened.
    - **Built-in Page**: Built-in pages are system created pages that update automatically. The options you can choose are:
      - **Home** - Links to the home page.
      - **Bulletin List** - A web page with a list of bulletins.

- **Contact Us** - A web page which a visitor can email the website contact.
  - **Event Calendar** - A web page which displays a calendar with events that were created within the [Events](#) module.
  - **Events (Card View)** - A web page which displays [Events](#) as thumbnails.
  - **Events List** - A web page which displays a list of [Events](#).
  - **Photo Albums** - A web page that displays photo albums.
  - **Search** - A web page where you can perform a search for content on the website.
  - **Stories** - A web page that displays a list of Stories.
- **Custom Page** - This allows you to link to a existing custom page.
  - **Custom URL** - Allows you to enter any URL or website address which will redirect visitors to that site. Be sure to include the http:// or https:// protocols in front of the website address.
  - **Document** - Allows you to select a file for download from the [Documents](#) area.
  - **Event** - Displays a drop down list of [Events](#) which were created by the Organization.
  - **Folder** - You can store additional sub-menu items in this folder.
  - **Forms** - This allows you to link to one of the existing forms.
  - **Photo Album**: This activates a drop down menu, in which you may select a link to a photo album to display on the homepage menu.
  - **Story** - This allows you to select an existing story.
- **Open in new window** - When the user clicks on the link, it opens in a new tab or window.
  - **Link Style** - Different display styles.
    - **Regular Link** - The menu item looks like a normal link on the menu.
    - **Primary Button** - Makes the menu item a button, with the primary color the theme.
    - **Secondary Button** - Makes the menu item a button, which is colored white with the secondary color of the theme as an outline.

2. Click **Save** to save the changes or **Cancel** to cancel the changes.

## Related Content

- [How to update the homepage](#)
- [How to alias a domain name with MemberNova](#)
- [How to view the documents library](#)