
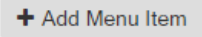



## Add a New Menu Item

To add a new menu item to your website:

1. Click on Manage -> Menu 
2. Click on  or navigate to a menu title and click on  to create a sub menu item
3. Enter the Menu Item Name and select the type of navigation as a New Page, Link, Dropdown Item, or Module.

### Add New Menu Item

**Menu Item Name:**

Choose Type of Menu Item:

**New Page**

**Link**

**Dropdown Item**

**Module**

- New Page –After adding a title, click save to have a dialog box will appear with page options. Once page options are filled out, click saved again. The browser will automatically go to the new page with a Heading 1 title.
- Link – Options to select a page that was already created, browse to the file manager, or add an external website. Choice to have the link open in a separate tab.

### Add New Menu Item

**Menu Item Name:**

Choose Type of Menu Item:

**New Page**

**Link**

**To Page**

**To File**

**To External Website**

Open Link in New Tab

**Dropdown Item**

**Module**

- Dropdown Item – Use to display a new menu title. The new title will automatically display first in the menu. You can now drag the menu title to preferred location.

- Module - Select Module and then use the dropdown menu to select a module before hitting save. Modifications can be added to the module link to add extra parameters. (e.i. Select the “Directory” dropdown and type in “QL/shopping-specialty-retail-23” in the extra parameters to have the link go to Shopping in the Directory.)
4. Click Save
  5. To reposition the item on the menu, click back to Manage > Menu. From here, you are able to drag and reposition where this item is located on the main menu. If creating multiple menu items, the Manage box can be pinned open by clicking on 