How to edit your site's menus

Your site's nav bar/drop-down menus and footer are all composed of what Drupal calls menus. Here's how to manage them.

Out of the box, your menus will be set up according to your content planning spreadsheet (see: Step 1: Planning your content migration with the content spreadsheet). And in general, if you want to make a change to your drop-down menus, you'll do it by first creating the content your new menu link will point to.

But first, a quick note about menus!

Research has found repeatedly that very few people navigate websites by methodically clicking through their top-level menus—more people will likely find what they need directly from Google searches, will enter your site via links shared on social media, or will click a link offered with context within the content of your page. So your menu doesn't need to contain EVERYTHING—in fact, it shouldn't. A good way to think of the menu's role is to list the most common questions you think your users may bring to your site, and then ask yourself if the navigation menu provides a logical starting point for most users to find the answers. If your menus are too full of choices, they can actually paralyze your users with too many choices. And we don't want that!

## And now another note about the difference between Menus and Categories!

Note: Menus are similar to your site's Categories, but they are not the same. Think of your Categories as your site's behind-the-scenes table of content (every page you create must be filed under a Category). Your menu is essentially a list of shortcuts If you're adding a new Category to your site (say, a category to organize multiple pages being created for a new engagement campaign), you should use the Landing Page Wizard (linklink) which will create a menu link, category, and landing page for you all at the same time.

OK, so with that out of the way, here's instructions that cover all the reasons you may have to add things to your menu. These instructions assume a basic familiarity with the different types of pages in the system (see: A guide to all your site's Content Types)

To add a link to a single static page, article, press release, or photo gallery to your drop-down menu)

1. If the page doesn't exist yet, create it first (see: How to create a new static page or article)

2. Once the page is created, edit it and click on the "Menu & URL path settings" tab.
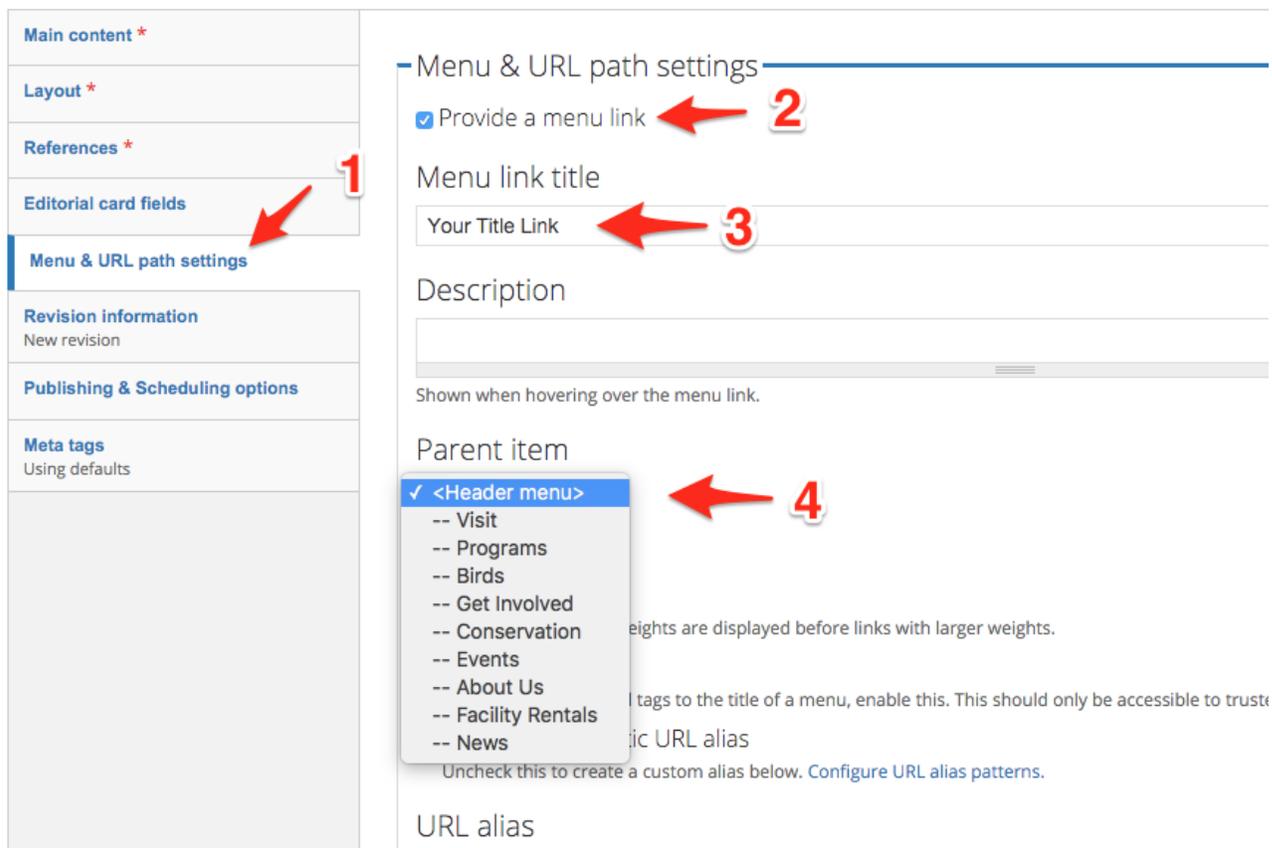
3. Click the "Provide a menu link" checkbox, and then fill out a title for your link, an optional description, and then select the link's Parent Item (the top-level menu it should appear under).
4. Save the page, and your menu item will appear.

To add or edit a link to an existing landing page to your site

1. The instructions are exactly the same as those above for articles and static pages! Edit the landing page, find the "Menu & URL path settings" tab, and edit the menu link accordingly.

To add create a link to a new landing page on your site that does not yet exist

1. The landing page wizard covers this! See: How to use the Landing Page Wizard to create a new category for content

To manually add links to or edit your main menu, utility menu, footer menu, or orange buttons:

You can always edit the menus directly, rather than editing the pages you'd like to add to the menu. This is handy for when you want to create a menu link that links to another Audubon or other external site.

1. Hover over the menu you'd like to edit while logged in as an admin. Click the Gear link that appears in the upper right of the menu itself, and click Edit Links. (You can also find the menu you want to edit in your admin bar by going to Structure -> Menu).
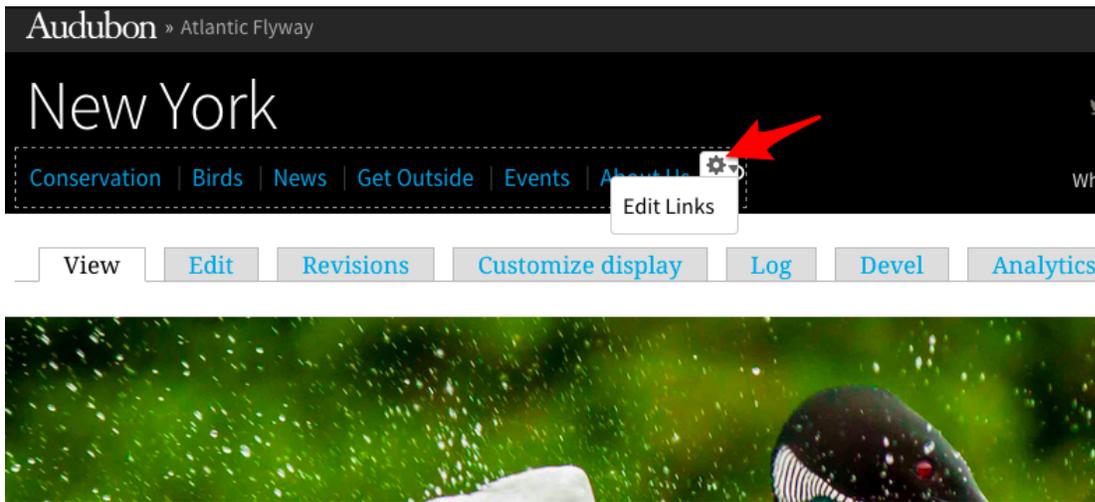
2. To edit where an existing menu link, click "Edit" next to the relevant link. Then, in the Path field, paste the path of the page you'd like to point to. You can include a full URL here, but it's easiest to just include everything that comes after the slash in the domain name. This will also ensure that the Menu link continues to work when we switch your new site from your temporary staging URL to your site's full URL.

   For example:

   To add a menu link for a page on your development site at:

   http://nydev.audubon.org/conservation/issues-and-policy

   You would copy everything after the .com/, which here would be:

   conservation/issues-and-policy

3. Take the proper path and paste it into the Path field, and save the menu item.

4. If you are adding a menu item, click the "Add link" button at the top and follow the above instructions.

To re-arrange menu items

1. While logged in to your site, hover over the menu you want to re-arrange and click Edit Links
2. Click the plus sign next to the item you want to move and drag it to its new position. Second-level dropdown links will appear indented slightly; be careful you don't accidentally drag the link in or out of its intended level.
3. Once you're done, save your changes with the button at the bottom.

See also: The difference between categories and menus

Related articles

Page:How to edit your site's menus

Page:How to edit your site's categories (not menu!)

Page:How to find and manage content (imported and newly created)

Page:How to log in to your site