

## DNBC website: MENUS add or edit

There are several site menus in use:

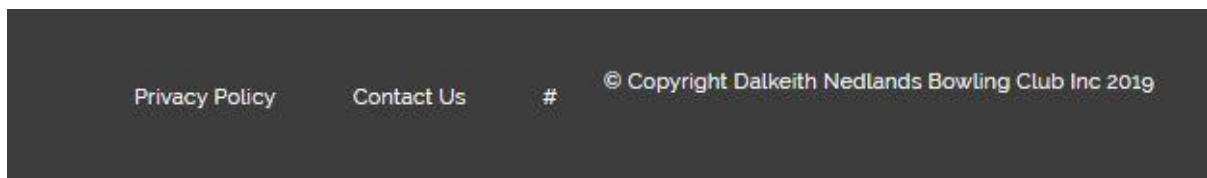
**Main Menu:** This is the strip of options close to the top of the site Home Page.



**Top Header Menu:** Shown above the main menu on the Home Page.



**Footer Menu:** Displayed right at the bottom of the Home Page.



## Main Menu – Add or Edit

The main menu items come in two types; those that link directly to a web page (such as *Member Area*, *Sponsors*, *Contact Us*, and *Historical*), and those that have a drop-list of secondary choices (such as *Contacts & Info* and *Picture Gallery*).



Drop list from *Picture Gallery* menu item. Each of these will take the user to a different picture gallery.

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The image shows a screenshot of the DNBC website administration interface. On the left, a dark sidebar contains a menu with items: Pages, Appearance, Users, Tools, and Settings. The 'Appearance' item is selected, and a sub-menu is open showing: Themes, Customise, Widgets, and Menus. A blue callout bubble points to the 'Menus' option with the text: "Go to *Appearance* then *Menus* to show the area below."

Below the sidebar, a blue callout bubble says: "Use this section to add menus."

The main content area is titled "Menu Structure" and contains a list of menu items. Each item has a dropdown menu to its right. The items are: Homepage (Page), Member Area (Custom Link), Sponsors (Page), Contacts & Info (Page), Club Contacts Listing (sub item, Page), Constitution & By-Laws (sub item, Page), Picture Gallery (Page), and The club from the a drone (sub item, Custom Link). A blue callout bubble points to the sub-items with the text: "Notice that the drop-list sub-items of a main menu are inset under the main menu item. Use drag and drop to position them. All menu items can be moved using the same method. If a main menu item is moved, any drop-list sub-items will move with it."

On the left side of the main content area, there is a section for "Most Recent" with a "View All" link and a search box. Below this is a list of pages with checkboxes: Administration & Help, Group Visits to Other Clubs, Carlton United Breweries, Galleries, Clubhouse prior to redevelopment 2015, Broadway Seafood, and DNBC 70th Anniversary. There is a "Select All" link and an "Add to Menu" button.

To add a new menu item:

1. Click *View All* to show all pages.
2. Select the page to be the target of this menu item
3. Click *Add New*.
4. The new item will be added to the end of the menu list. Use drag and drop to move it to the required position. Remember to offset the item if it is a sub-menu item.
5. Click *Save Menu* on the top or bottom right.

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Some sub-menu items seem to require a *Custom Link* (galleries for instance):

1. Click *Custom Links*
2. In the *URL* entry position, enter the address of the page or gallery (go to the editable version of the gallery to get its address).
3. In the *Link Text* entry position, enter the name of the menu item.
4. Click *Add New*.
5. The new item will be added to the end of the menu list. Use drag and drop to move it to the required position. Remember to offset the item if it is a sub-menu item.
6. Click *Save Menu* on the top or bottom right.

### Top Header and Footer Menus

The image shows the WordPress dashboard interface. A dark sidebar on the left contains navigation links: Home, My Sites, Posts, Events, Galleries, Media, Pages, Appearance, and Users. The main content area displays a 'Dashboard' header, a welcome message, and a 'Get Started' section with a 'Customise Your Site' button. Three blue callout boxes with white text point to specific elements: 'Click Dashboard' points to the top-left corner of the dashboard; 'Click Customise your site' points to the 'Customise Your Site' button; and 'Click Menus' points to the 'Menus' option in the right-hand sidebar.

The image shows the 'Menus' customization screen in WordPress. The top bar indicates 'Published' status. The main heading is 'Menus'. Below this, three menu items are listed, each with a right-pointing arrow: 'Footer Menu (Currently set to: Bottom Footer Menu)', 'Primary Menu (Currently set to: Primary Navigation)', and 'Top Header Menu (Currently set to: Top Header Menu)'. A green vertical line is visible on the right side of the screen.

The top header and footer menus are edited here in the *Customise your site* section. The main menu also but to date only the method described above has been used.

There are two items both these menus: *Contact Us* and *Privacy Policy*. More can be added by clicking *+Add Items*.

These items can be removed by item to be removed and clicking *Remove* at the bottom of the dropped section.