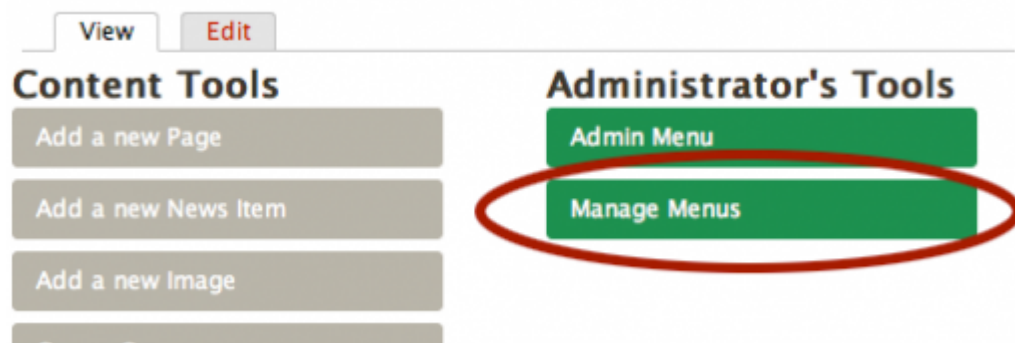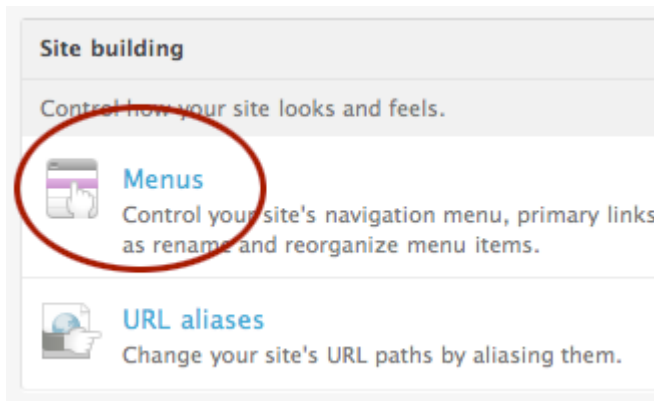## Edit the Site Navigation

Stephanie Obodda - 2016-01-27 - Comments (0) - Menus and Navigation
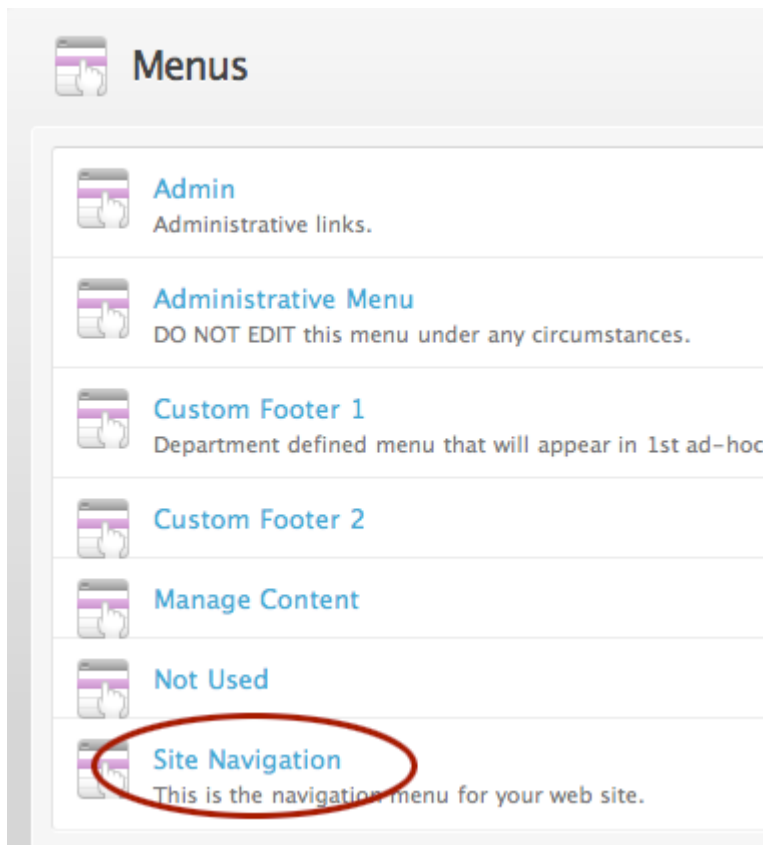
Where to manage the navigation menu

Once you're logged in, click "Manage Menus" under "Administrator's Tools."
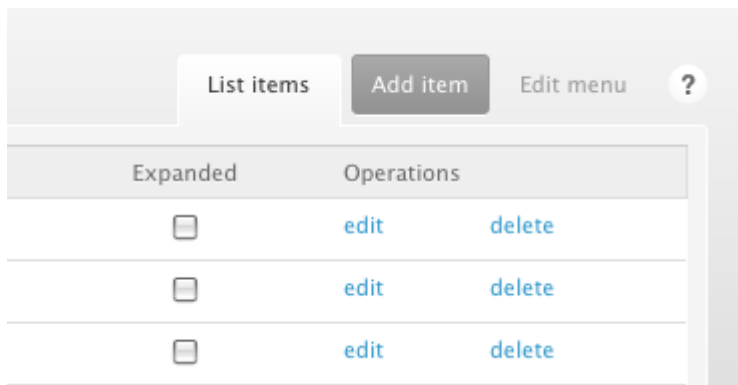

Click on "Menus."

On this page, there should be a list of the various navigation menus being used on your site. Select the menu you'd like to edit. If you'd like to change the primary site navigation, select "Site Navigation."

Ways to manage menus

Add menu links to outside pages

1. On the upper right of the menu management page, find the tab that reads "Add item".

1. The next screen will ask for the URL of the page your are linking to.
2. If you don't have the URL on hand, open up another browser window or tab, find the page you are linking to, and then use the URL.
3. Fill the title field with the text to display in the menu. A link to the homepage might have the title "Home".

Note: To add a link to a page on your own BrownSite to the menu, it's best to do it while editing that page.

Edit menu links
From this page you can edit individual menu items by clicking the their respective "edit" links.

Delete menu links
Similarly, you may delete individual menu items by clicking on the individual "delete" links.
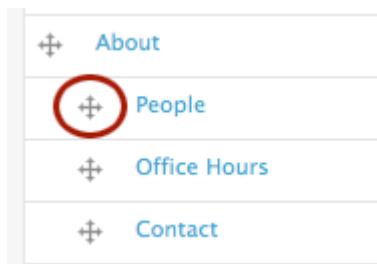**Note:**

Enable and disable menu links
Unchecking "enabled" for a menu item will hide that menu item from view; disabling a menu item is preferable to deleting them if you might use that menu item in the future.

Reorganize menu links
You may reorganize menu items by clicking on the crosshair near their names and dragging them to their new position. If you drag an item to the right, it will appear indented and become a child of the menu item above it.

After reorganizing your menu items, you must click "Save configuration" at the bottom of the page to save.

Expand menu links
To permanently expand a menu item (i.e., to always display its child items), click the "Expanded" checkbox.
After expanding a menu item you must click "Save configuration" at the bottom of the page to save.