



# BROWN CIS IT Service Center

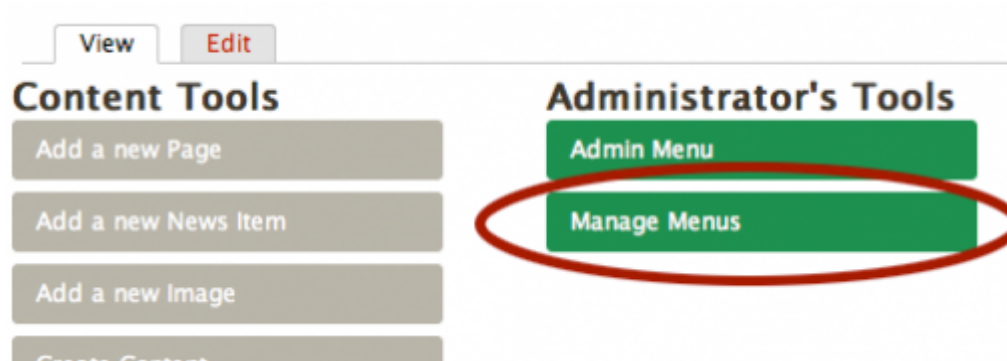
Portal > Knowledgebase > Web and Online Media > BrownSites v1 > Menus and Navigation  
> Edit the Site Navigation

## Edit the Site Navigation

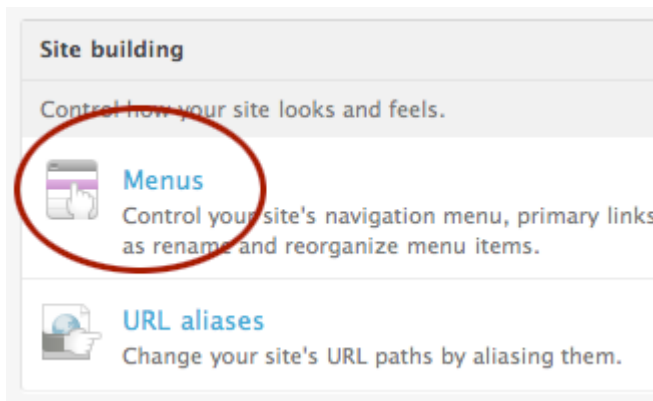
Stephanie Obodda - 2016-01-27 - 0 Comments - in Menus and Navigation

Where to manage the navigation menu

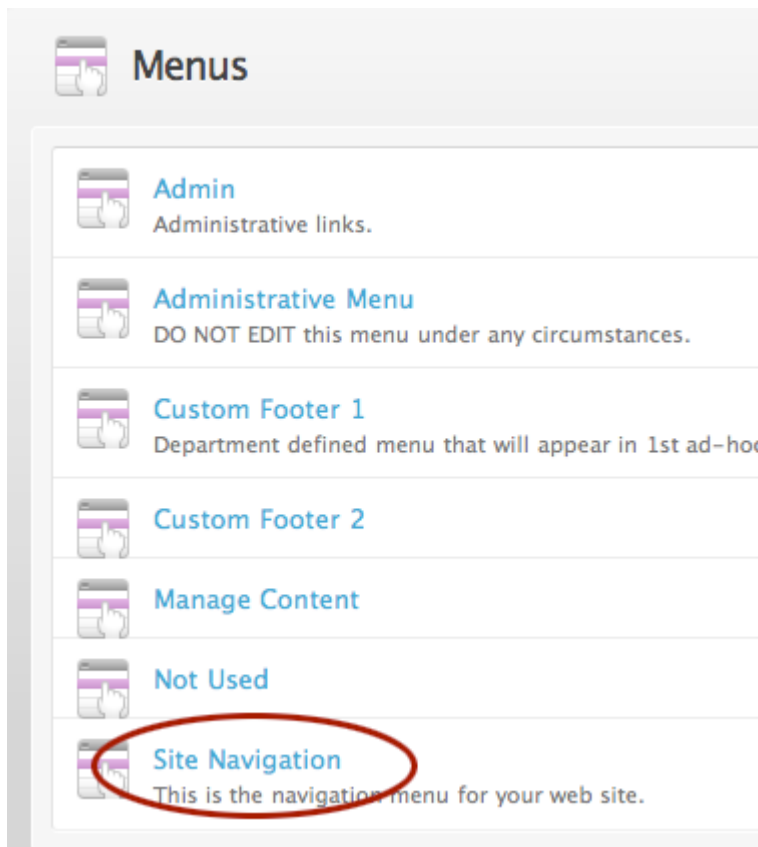
Once you're logged in, click "Manage Menus" under "Administrator's Tools."



Click on "Menus."



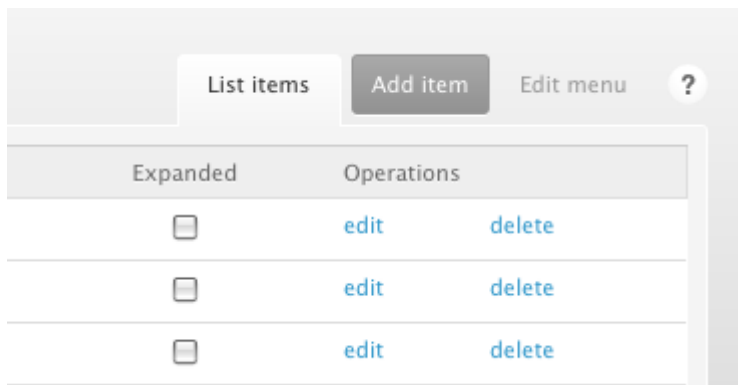
On this page, there should be a list of the various navigation menus being used on your site. Select the menu you'd like to edit. If you'd like to change the primary site navigation, select "Site Navigation."



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.

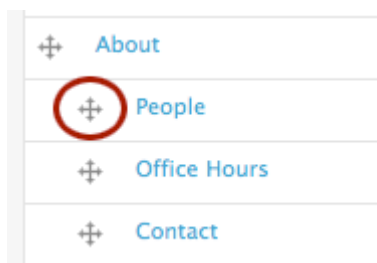
### **Note:**

### 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.

Tags

Web Services