



# BROWN CIS IT Service Center

Portal > Knowledgebase > Web and Online Media > BrownSites v1 > Menus and Navigation  
> Make a New Page and Add It to the Navigation

## Make a New Page and Add It to the Navigation

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

How to make a new page and add it to the navigation

1. [Log in.](#)
2. Click on the wrench in the upper left corner of the page.
3. Under the "Create Content" tab, select "Page."
4. Title the page.
5. Insert the page's content in the body.
6. Set any other configuration options on the page.
7. At the bottom, find the "Menu Settings" area. Click on the tab if the "Menu Settings" aren't already displayed.
8. Enter a "Menu Title" to be the text that will link to the new page.
9. Choose a "Parent Item." This will select where the menu link gets inserted into the navigation hierarchy.
10. Ignore "Weight."

<b>Menu Settings</b> Concentration Info	<b>Menu link title:</b> <input type="text" value="Concentration Info"/> The link text corresponding to this item that should appear in the menu. Leave blank if you do not wish to add this post to the menu.
<b>URL Path Settings</b> Automatic alias	<b>Parent item:</b> <input type="text" value="-- Undergraduate --"/> The maximum depth for an item and all its children is fixed at 9. Some menu items may not be available as parents if selecting them would exceed this limit.
<b>Related Files</b> 0 files	<b>Weight:</b> <input type="text" value="0"/> Optional. In the menu, the heavier items will sink and the lighter items will be positioned nearer the top.
<b>Related Media</b> 0 media files	
<b>Related Links</b> 0 links	
<b>Revision Information</b>	
<b>Workflow State</b> draft	
<b>Publishing Options</b> Published	

If you'd like to reorder the menu items after adding one to the navigation, see [Edit the Site Navigation.](#)

Tags

Web Services