

MENUS:

From here you can modify your menus. You can add or delete menu items & change your menu item's values.

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MENU TREE:

This is a listing of the menu items you currently manage. If a menu item has a triangle next to it, then it contains menu items under it. This list is in tree format. If you click on a menu item it will display any items under it. You have one Main Menu and will have a menu for each of your [Microsites](#). Your Microsite menus are independent of the Main Menu.

The following icons may appear next to the menu items:



Indicates that this is the site the menu items are located on and that the site is currently online.



Indicates that this is the site the menu items are located on and that the site is currently offline.



Indicates that this is the site the menu items are located on and that the site is currently under construction.



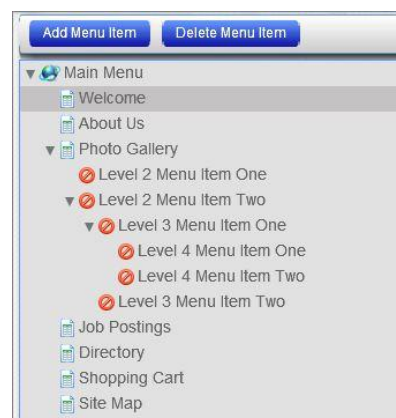
Indicates that this is an enabled menu item.



Indicates that this is a disabled menu item.

A menu item with no icon next to it indicates that the menu item is enabled but has no web page assigned to it.

If you wish to add a menu item to the main menu of a site, just click on the Main Menu item and then click on the Add button. If you wish to add a menu item underneath another menu item, just click on the menu item you want to add the new menu item under and then click on the Add button. You can rearrange menu items by clicking on them and then, while holding the left mouse button down, drag the menu item to the location you desire and release. This will rearrange the menu items.



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MENU ITEM DETAIL:

This section is where you add or modify the menu item values. It contains the following values:

ENABLED:

A checkbox that allows you to enable/disable the menu item. If the enabled item is not checked, the menu item will NOT show up in the menu.

GROUP HEADING ITEM:

Element allows you to group your menu items within your menu. This will designate this entry as a group heading and not just a normal menu item. You can still elect to have the group heading link to a webpage or not.

NOTE: Not all templates allow for Group Heading menu items.

GROUP HEADING FONT:

Since this is a Group Heading item, you have the option to choose a font color and size to highlight the group heading item. If you leave the Use Default checkbox checked, the group heading will remain the same font size and color as the other menu items.

GROUP HEADING/MENU ITEM TITLE:

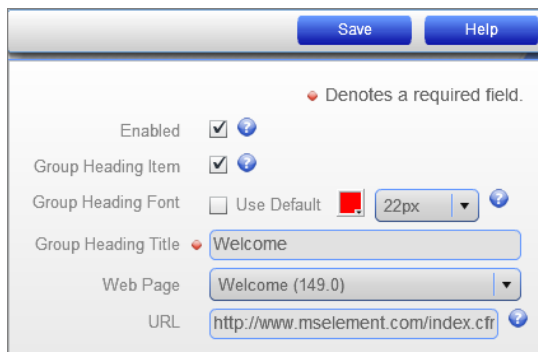
This is the title of the menu item or group heading. This is what will be displayed in the menu.

WEB PAGE:

This is a dropdown list of all the available pages within your website and all the microsites contained within your website. You can select from this list or you can manually enter a web page's URL in the URL field below.

URL:

You can select an already created web page from the Web Page dropdown list above or enter a specific URL here. You can enter any URL you wish, even a URL to an outside website.



The screenshot shows a configuration window with a title bar containing 'Save' and 'Help' buttons. Below the title bar, there is a legend: a red dot followed by the text 'Denotes a required field.' The configuration fields are as follows:

- Enabled:** A checked checkbox with a help icon.
- Group Heading Item:** A checked checkbox with a help icon.
- Group Heading Font:** An unchecked checkbox labeled 'Use Default' with a red square icon, followed by a font size dropdown menu set to '22px' and a help icon.
- Group Heading Title:** A text input field containing 'Welcome', with a red dot to its left indicating it is a required field and a help icon to its right.
- Web Page:** A dropdown menu with 'Welcome (149.0)' selected and a help icon to its right.
- URL:** A text input field containing 'http://www.mselement.com/index.cfr' and a help icon to its right.

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