dotCMS **docu**mentation **WILLIAM PATERSON UNIVERSITY**

Creating and editing navigation menus

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The navigation menu – every page has one, and this document will explore how menus are created, named, and ordered, and deployed.

Items that can appear on a menu include:
- HTML files
- PDF files
- Folders
- Links

Topics covered in this document:

I.	**Overview** of the **files and folders interface,** with emphasis on **menu order**
II.	**Designate** a file, folder, or link item to appear on the menu using **Edit**
III.	**File**: On the **Advanced Properties** tab of a file select **Show on Menu** and **Sort Order**
IV.	**Links**: The menu options appear at the bottom of the **Properties** tab of the **Edit** interface
V.	**Folder**: Menu options are available on the **Properties** tab of the **Edit** interface
VI.	**Sub-menus** are created by creating a menu within a child folder
VII.	The **Navigation Widget** is used to deploy menus on a page

I. **See below for a generic illustration of the files and folders interface**. The second column indicates which files or folders are displayed on the menu, and in what order.

The navigation widget will review a level of files and folders and will bring in all the files designated to appear in the menu.

II. **Designate a fil**e**, folder, or link item to appear on the menu**.

To edit a file, folder, or link for display on the **menu** navigate to the files and folders interface and double click the items designated for display.

III.   HTML file: On the *Advanced Properties* tab of a file select *Show on Menu* and *Sort Order*
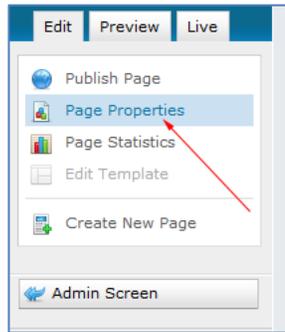
On the Edit Page, select the 1) Page Properties menu item and then 2) **Advanced Properties** tab. 3) Select the **Show on Menu** box, and 3) select the place in the menu for which the item is destined. In the example below the Menu Sort Order is 1, indicating that this file will appear on the first place in the menu.
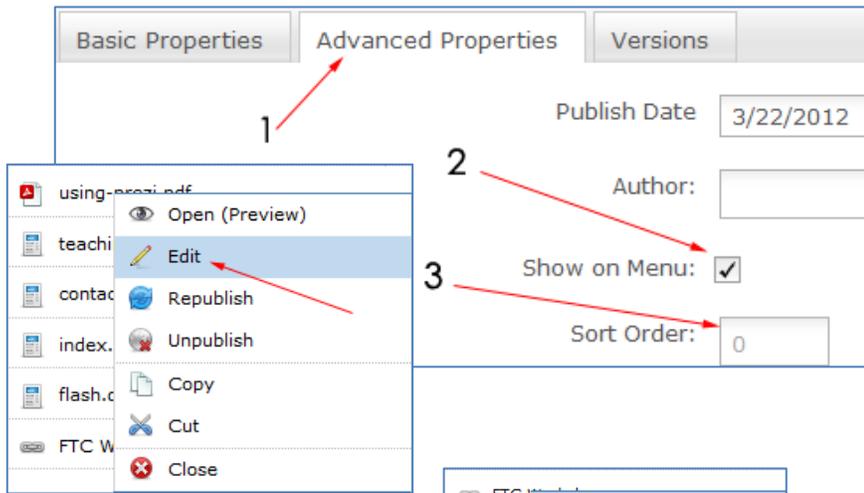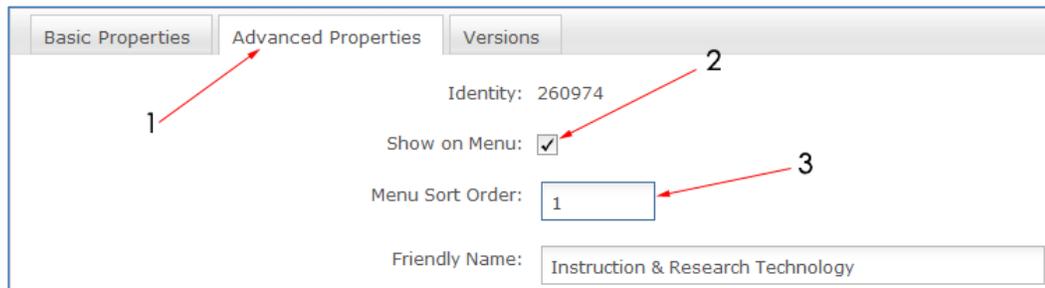
PDF file

To the left is an illustration of the **Show on Menu** and **Sort Order** options on the **Advanced Properties** tab of a PDF file.

IV.   Links

The **Show on Menu** and **Sort Order** options appear at the bottom of the **Properties** tab of the **Edit** interface for links.

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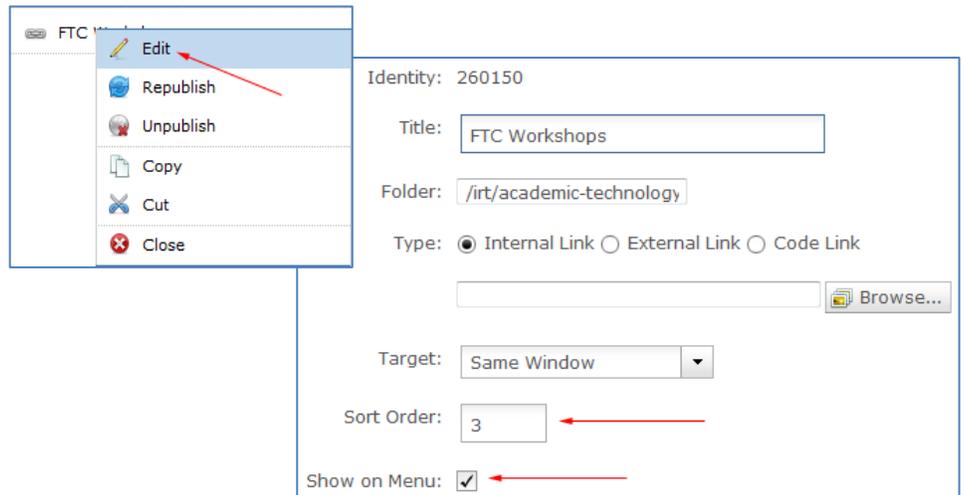
V. **Folder: The same menu options are available on the default folder interface.**

The menu interface for a folder is very similar. Select the item in question from the files and folders interface, right-click and select **Edit Folder**. The **Show on Menu** and **Sort Order** options are on the default folder edit interface.
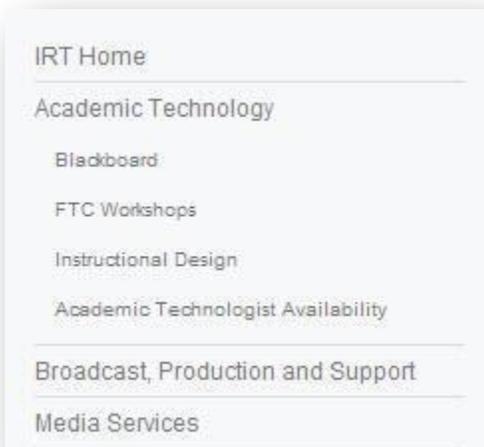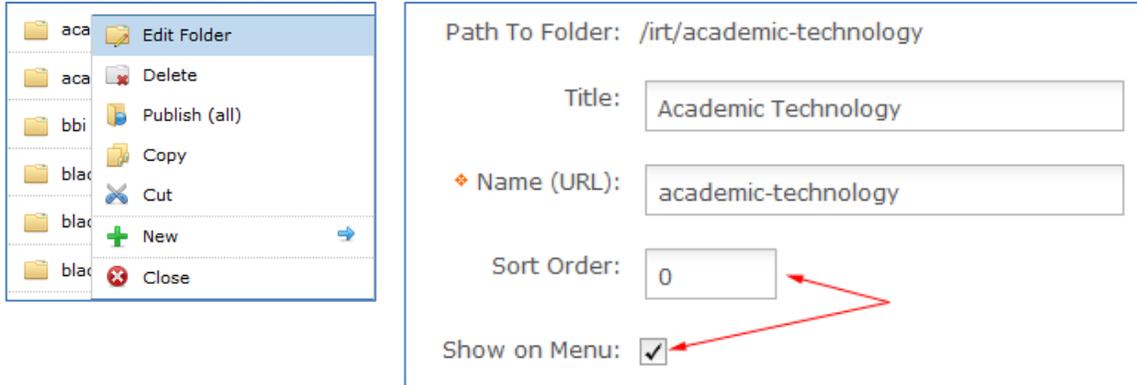
VI. Sub-menus are created by creating a menu within a **child folder** (a folder subsumed within the original one).

The illustration to the left depicts a sub-menu.

The folder for the menu above is illustrated to the right. All the ordered menu items are folders.

In order to spawn a sub-menu the **root file of the child folder must be named *index.dot*.**

VII.   The **Navigation Widget** is used to deploy menus on a page

On a newly-created page select the Add Content area in the upper left.
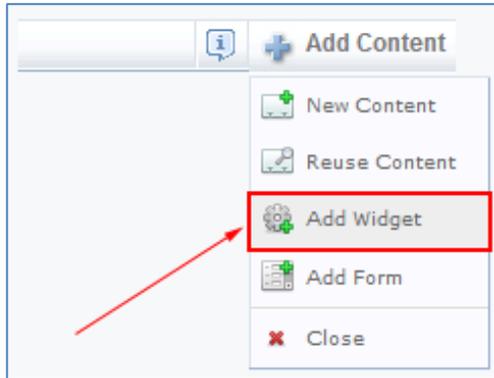
Select **Add Content**, then **Add New Widget**

From the roster of widgets select **Navigation builder.** After selecting the Navigation Builder a Search area will appear to the right of the interface. Search for the department or college in question and select the appropriate menu.
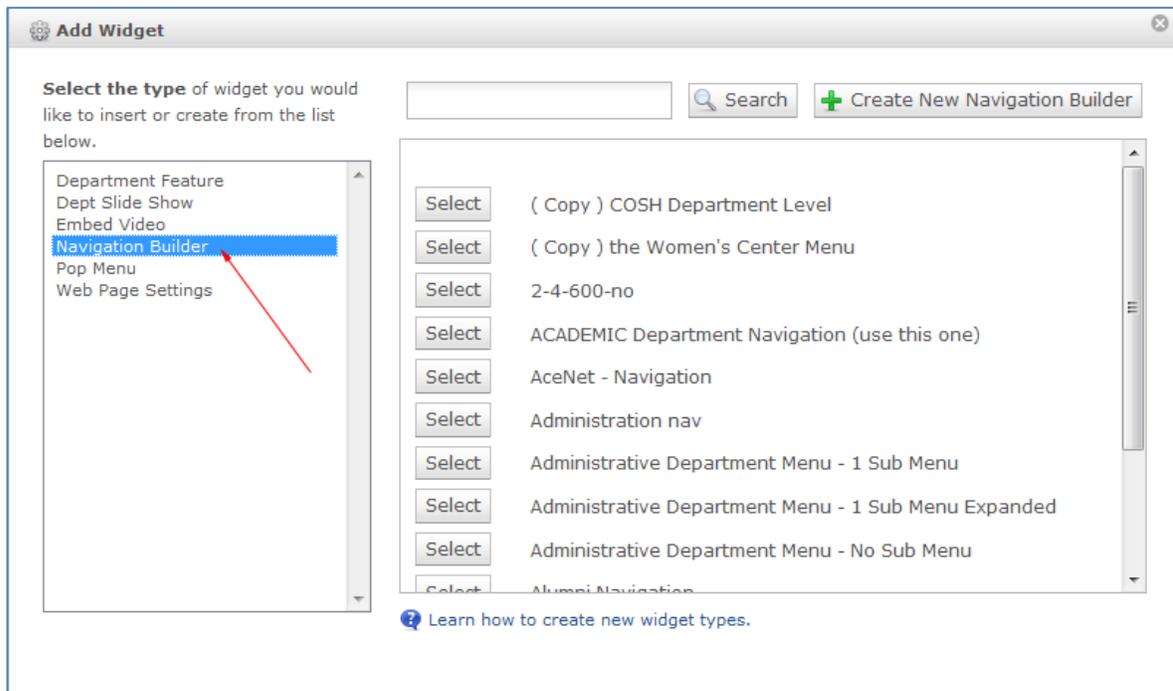
The system will scan the folder you've selected and will pull down the menu designated by following steps I-VI above.
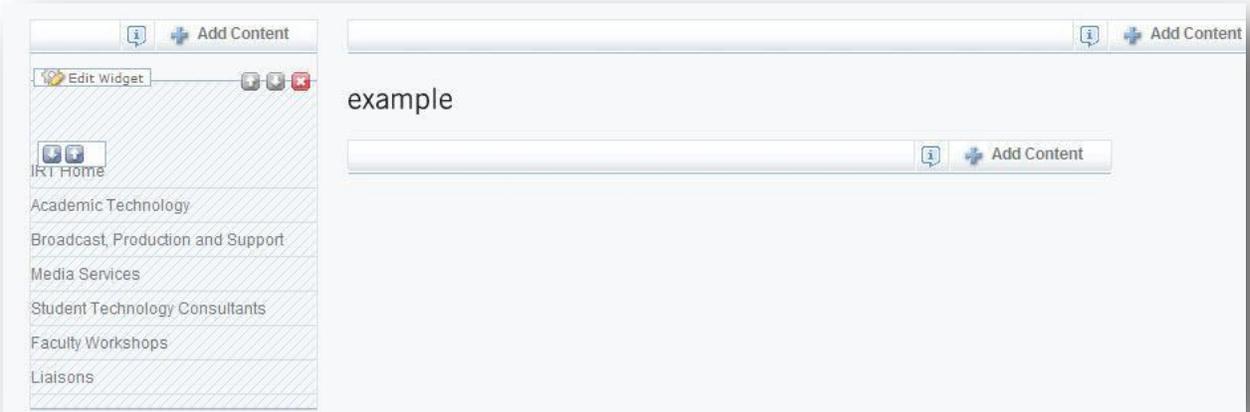
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