

Hello everyone, my name is Nora Wesselmann, and I am the Missouri Ploud Project Coordinator here at the Missouri State Library.

In this video I am going to walk you through how to create navigation items, sub menus, and pages to hold your website's content.

To edit the navigation bar and its menus, you will need to go to the Root Folder.

There are multiple ways to get there. One is through the Admin Menu, where you can select Root Folder Contents, or you can click on the Contents tab on the green editing bar.

The Root Folder holds the structure of the website. The top folders hold important information that makes your website run correctly, while everything under the Location and Hours forms the navigation bar.

Here we have the How do I... and Services, these coordinate with that is on the navigation bar.

To create a new navigation item, go to the Add New drop down on the green editing bar and click the Folder option.

The Title is what will show up on the menu.

Summaries are what will show up in the grey box when you hover your mouse over the menu item. It is also what screen readers will read out to user with visual difficulties.

Then click save and you should have a new navigation item.

When your first create anything new, it will always set it as private. You can then publish it once you are ready for your patrons to see it.

It will always put your new item at the end of the list.

Since new items automatically go to the bottom you can rearranging the menu order by going back to the contents, and back up to the root folder. You can then click and drag these washboard dots to move it to a different spot on the navigation, and then refreshing your website to see the change.

Now that we have the navigation item, let's create a drop-down menu.

In the folder you just made, use the Add New button on the green bar to add another folder, only this time it will make a drop down menu.

Fill out the form the same you would for a main folder and click save.

We should now have a drop-down menu. And again, it made it as private so make sure you publish it if you want your patrons to see it.

Now we need to make the page that will hold the actual content in the menu.

In the sub-folder, click the Add New again, but this time choose a page.

I often match the title of the page with the menu.

The summary this time shows up at the top of the page and is good to summarize what you have on the page.

To finally add your content, scroll down to the Text box and type in, or paste, the text you want on the page, add any pictures and links you want, and click save and it will give you a preview of your page.

One final step is to tell the menu to show the page. Click the drop-down menu where you want the page, and click the Display on the green bar to "Select a Content Item as Default. It should automatically select the page in the folder so you will just have to click save.

So now when you click on the menu, it should display the page.

Once your page is ready to go, make sure the page and folders are all published.

Now that you have made pages and menu items, there are times you need to delete them or move them around.

Deleting items is fairly simple. In the Root Folder Contents, find the item you want to delete, click the checkbox next to its name, and scroll down to the red delete button.

If you accidentally delete something you did not mean to, stop and contact the Enfold help system, they can undo up to 10 actions. That means if you delete something, then do ten more changes on the website, they can no longer undo the deletion, just the ten changes.

All you have to do is fill out this support form and send the request and they should get back to you within twenty-four hours.

Moving items has a few more steps than deleting them. For this example, we have our summer reading here under the Services menu, but we want it under the calendar and news.

We find the item in the Root Folder Contents, click the checkbox next to the name, and scroll down to click the "Cut" button.

When you cut and move a folder, it will move all the contents inside as well.

Then go to where you want the item, under the calendar and news menu, and click the "Paste" button. This will move the folder from Services to Calendar.

This is especially useful for moving images to the images folder if they were accidentally uploaded to a menu folder instead.

That is all I have to show you in this video. I hope you found this presentation helpful. I have my contact information here as well as Janet Caruthers who works with me on this project. If you have any questions or want any more information feel free to reach out to either one of us. Thank you for watching, and have a great rest of your day.