

Creating Submenu Items

Contributed by Chris Chang
Saturday, 09 February 2008
Last Updated Saturday, 09 February 2008

The following information is for website administrators. If your primary role is authoring or editing content, then the following is something that you don't need to worry about.

Creating submenus that drop down from the top of the screen is easy.

To create submenu items:

Go to the MENU MANAGER.

Choose "Mainmenu". Click on the Menu Items button.

Alternatively, you can go to the MENU menu and choose MAINMENU

Create new menu drop down items:

Click NEW icon up top

Create a LINK-CONTENT ITEM

Click NEXT

Enter the name. This is the text that will show up in the drop down menu item. It can't be too long. Seems to be about three words limit on this field.

Select the CONTENT ITEM that this submenu item should open.

On Click, "PARENT WINDOW";

Select PARENT to be the main menu heading that the submenu item falls under. E.g., festival, teams, etc.

Click SAVE.

Then go test it at the main site.

I have added a few submenu items under the main FESTIVAL menu so you can see how it's done.

You can order the items on the menu but going to the menu items list and clicking the up and down arrows by each item.

You can nest submenu items up to 10 layers deep, though it is recommended that you limit the number of levels that a viewer must drill down.

A flash tutorial on how to do this is available here:

http://tutorials.rockettheme.com/video/menu_configuration/menu_config.v1.2.html

Chris