

Menu Manager

Menu Manager is a new tool that allows web authors control over their web site's navigation. It allows web authors the ability to create, edit, and delete navigation links for their web sites.

For the purposes of this document, we will use the Staging site for Menu Manager (<http://smstaging.stanford.edu/yoursitename/topnav>) so that no changes go live.

Examples for Staging:

- Site URL: <http://smstaging.stanford.edu/irt>
- Menu Manager URL: <http://smstaging.stanford.edu/irt/topnav>

Examples for use on Production:

- Site URL: <http://med.stanford.edu/irt>
- Menu Manager URL: <http://med.stanford.edu/irt/topnav>

How to Use Menu Manager

Menu Manager is incredibly easy to use and allows for drag and drop of existing links to put them in different places within the existing navigation structure. Menu Manager also allows for manually adding new links with the option of having them open in a new window.

Menu Manager gives you control over editing your site's main navigation. When you submit your changes, the menu will be immediately updated.

Note: You are limited to 3 sub-levels of navigation for your site. If you require more levels of navigation for your web site, please contact the Help Desk.

Manage Your Top Navigation Menu

In order to edit your web site, you need to type in your web site name and add the word “topnav” in the URL and then click refresh. It should look similar to the example: <http://med.stanford.edu/irt/topnav> where “irt” is replaced with your department name. This gets you to your site to edit.

The screenshot shows the Stanford Medicine Site Manager interface. At the top, there is a navigation bar with links for Getting Care, Research, Education & Training, Community, and About Us. Below this is the Stanford School of Medicine logo and the text "Site Manager". A search bar is located on the right side of the header.

The main content area is titled "Manage Your Top Navigation Menu" and includes sub-navigation for "Information Resources & Technology (IRT)". There are buttons for "Preview Menu", "Save", and "View Site". A note states: "Note: You are using the staging version of Menu Manager. Any changes you make to your menu will only be reflected on the staging version of your site."

Below the note is a form to "Add Menu Item" with fields for "Title" and "URL", and a checkbox for "Open link in new window?". An "Add" button is located to the right of the form.

At the bottom, there is a table listing the current menu items:

Title	URL	Actions
Home	http://smstaging.stanford.edu/irt/	
Request Help	http://smstaging.stanford.edu/irt/help/	
Services	http://smstaging.stanford.edu/irt/services/	
Overview	http://smstaging.stanford.edu/irt/services/	
Personal Computing	http://smstaging.stanford.edu/irt/personal_computing/	
Desktop Support	http://smstaging.stanford.edu/irt/desktop_support/	
Recommended Software	http://smstaging.stanford.edu/irt/software/	
Purchasing a Computer	http://smstaging.stanford.edu/irt/purchasing/	

Add Menu Item

To add a link to your web site's navigation, enter text in the "Title" field. Next, enter text in the "URL" field. If you wish for the link to open in a new window, be sure to check the box for "Open link in new window?". Click the green "Add" button to add the link to the navigation.

Manage Your Top Navigation Menu

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Add Menu Item

Title URL

Open link in new window?

The new link has been added to the navigation for the web site.

Title	URL	Actions
Example	http://smstaging.stanford.edu/irt/example	
Home	http://smstaging.stanford.edu/irt/	
Getting Help	http://smstaging.stanford.edu/irt/help/	
Services	http://smstaging.stanford.edu/irt/services/	

Move Navigation Link to Desired Location

All of the web site's URLs are movable. Simply click on a link and drag to the desired location.

Title	URL	Actions
Home	http://smstaging.stanford.edu/irt/	
Example	http://smstaging.stanford.edu/irt/example	
Getting Help	http://smstaging.stanford.edu/irt/help/	
Services	http://smstaging.stanford.edu/irt/services/	

Preview Link in Navigation Menu

To preview the new link in the navigation, click the red “Preview Menu” button.

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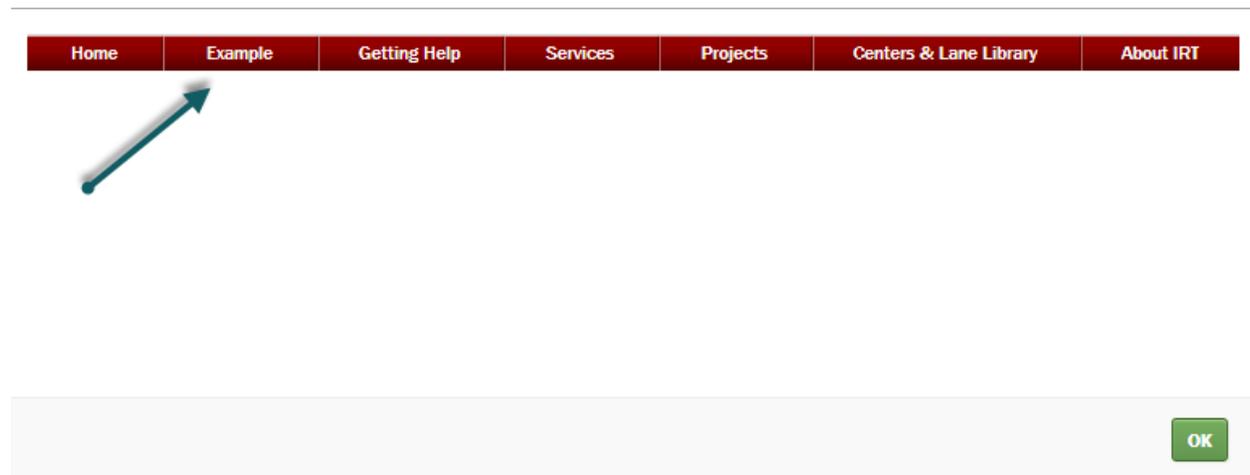
Add Menu Item

Title URL

Open link in new window? **Add**

Title	URL	Actions
Home	http://smstaging.stanford.edu/irt/	
Example	http://smstaging.stanford.edu/example	

The link is then displayed in a pop-up window showing a preview of the link in the web site’s navigation. Click the green “OK” button to close the window.



Saving Navigation Changes

If the changes made to the navigation are acceptable, click the green “Save” button to save the changes. The changes are then made to the web site’s navigation and are available to users of the site.

Manage Your Top Navigation Menu

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[Preview Menu](#) [Save](#) [View Site](#)

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You can then click the green “View Site” button to verify the changes are in production.



Editing the Existing Web Site Navigation

To edit the existing navigation links for the web site, click the edit icon.

Title	URL	Actions
Home	http://smstaging.stanford.edu/irt/	 
Example	http://smstaging.stanford.edu/irt/example	 

A pop-up window will appear. You can then edit the link, changing the title, the URL, or enabling the link to open in a new window.

Edit Menu Item

Title

Example

URL

http://smstaging.stanford.edu/irt/example

Open link in new window?

Save

Cancel

Make the necessary changes and then click the green “Save button.

Edit Menu Item

Title

Example Link for Navigation

URL

http://smstaging.stanford.edu/irt/examplelink

Open link in new window?

Save

Cancel

The changes appear in the navigation structure. You can then preview the changes as described in the previous instructions by clicking the red “Preview Menu” button at the top of the page.

Title	URL	Actions
Home	http://smstaging.stanford.edu/irt/	 
Example Link for Navigation	http://smstaging.stanford.edu/irt/examplelink	 

If the changes are acceptable, click the green “Save” button for the changes to be available on production.

Manage Your Top Navigation Menu

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[Preview Menu](#) [Save](#) [View Site](#)

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Deleting a Navigation Link

To delete a navigation link, click the red delete icon.

Title	URL	Actions
Home	http://smstaging.stanford.edu/irt/	 
Example Link for Navigation	http://smstaging.stanford.edu/irt/examplelink	 

A pop-up window appears asking to verify that you want to delete the navigation link. Click the green “Yes” button to delete the link.

Delete Menu Item

Are you sure you want to delete this menu item?

Example Link for Navigation

This will also delete all sub items.

The navigation link is then removed from the navigation structure.

Title	URL	Actions
Home	http://smstaging.stanford.edu/irt/	 
Getting Help	http://smstaging.stanford.edu/irt/help/	 
Services	http://smstaging.stanford.edu/irt/services/	 

Click the green “Save” button to save the changes to the navigation. To verify the changes have been removed, click the green “View Site” button.

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