

Basics of Menus (Navigation)

In this document:

- A. Menu controls
- B. Adding a link to a menu
- C. Changing the order of the links on a menu
- D. Removing a link from a menu
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A. Menu controls

When you are logged into Tron, you will see the words "Add" and "Edit Menu" below or next to the links on your site's menu(s). When you are not logged in, these words do not appear.

Please see *How to Edit a Web Page* for the basics on logging in and editing a web page in Tron.

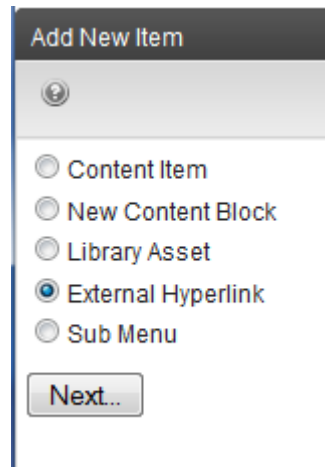
B. How do I add a link to a menu?

1. After you have logged into Tron, click on the word "Add" on the menu.



2. The add item window opens. Select **External Hyperlink** to link to another web page (whether on your school's site or another site).

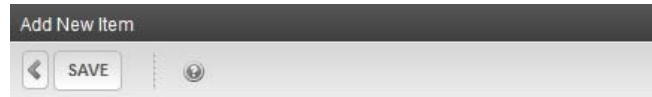
Click Next.



3. Type in the title of the link as you want it to appear on your menu.

Important: Whatever you type in for a title will appear on the menu exactly as you enter it here.

Type or paste in the web address (URL) of the page you want to link to in the "link" field.



Examples:
External Link: <http://www.ektron.com>
Root of the web site: /news/pr.aspx
Relative: pr.aspx

4. Click the Save icon.



Examples:
External Link: <http://www.ektron.com>
Root of the web site: /news/pr.aspx
Relative: pr.aspx

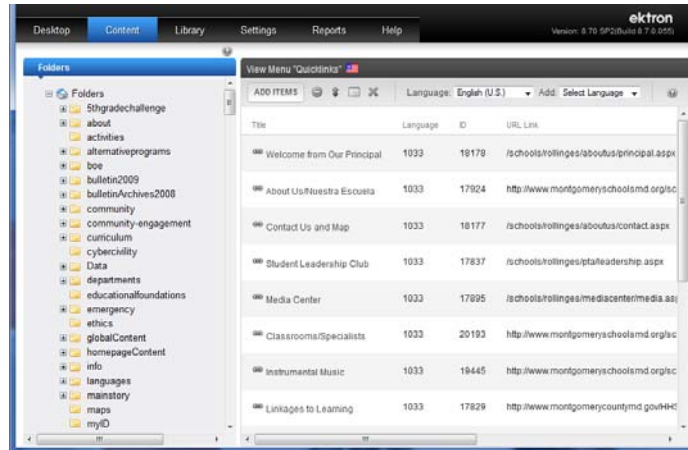
5. The item will now appear in your menu. It will automatically be added at the bottom.

C. How do I change the order of the links on my school's menu?

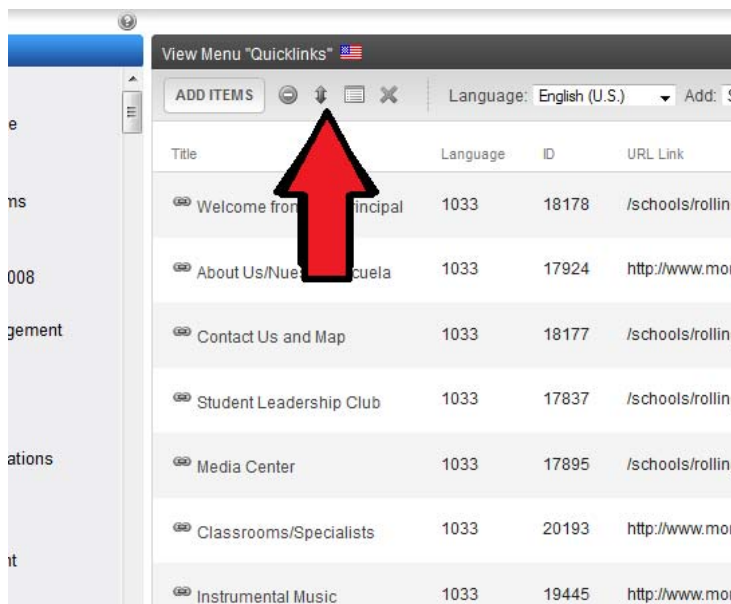
1. Click on "Edit Menu" on the menu.



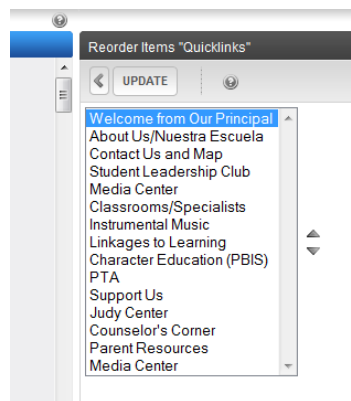
2. The menu work area will open.



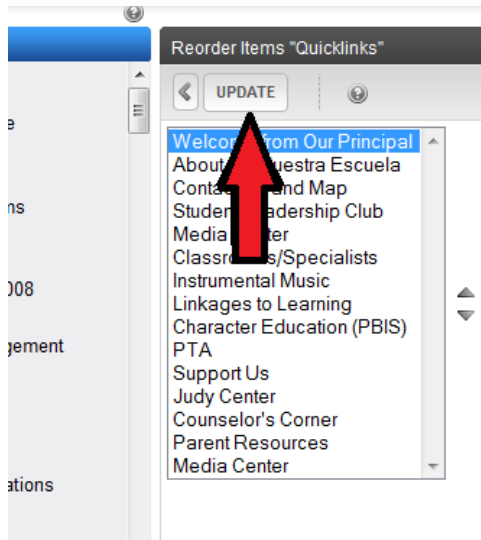
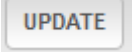
3. Click the Reorder icon.



4. Select the menu item you want to move and use the up and down arrows to place it in the desired location in the menu list.



- Click the Update icon.



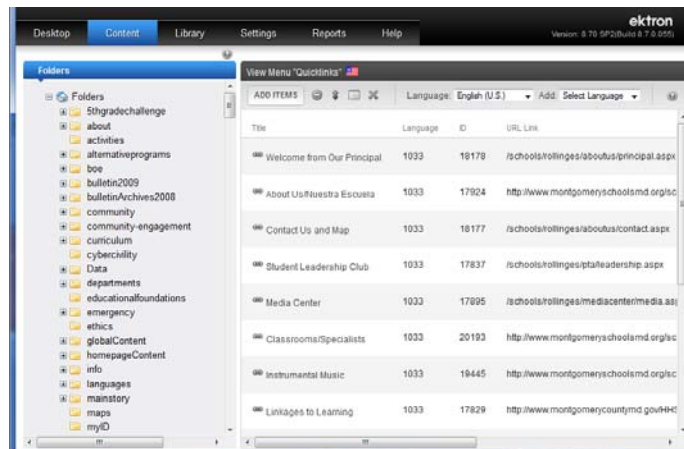
- You menu item has now been moved. Close the *menu work area* to see your web site with the updated menu.

D. How do I remove a link from my school's menu?

- Click on "Edit Menu."

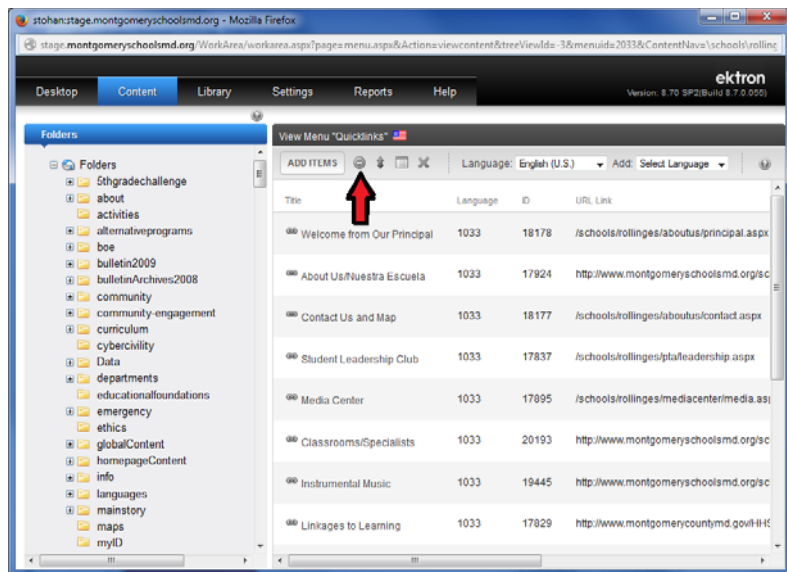


- The *menu work area* will open.

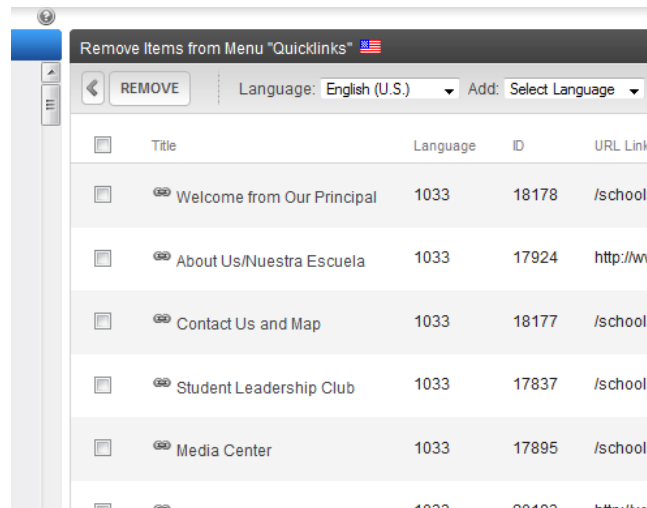


Click the Remove icon. 

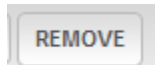
Important: Do not click the Delete icon. This will delete the entire menu.



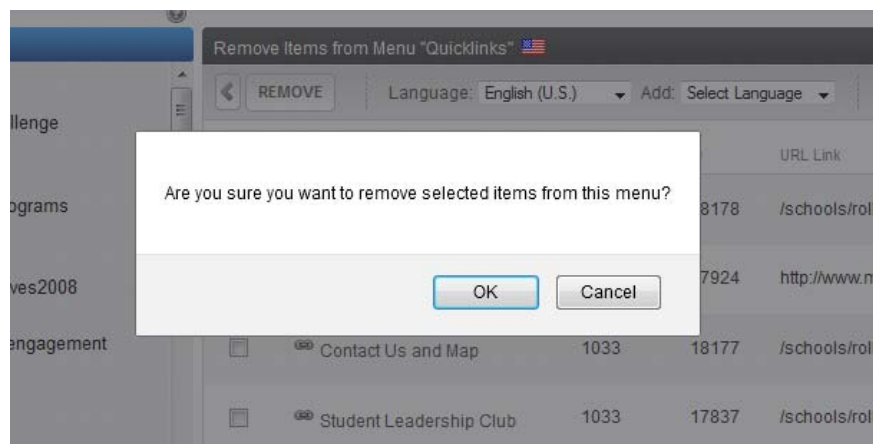
3. Check the item you want to delete.



4. Click on the remove text icon.



A warning box pops up. Click OK if you want to delete.

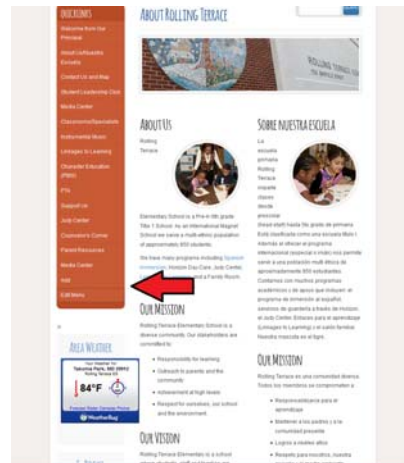


5. Close the *menu work area*

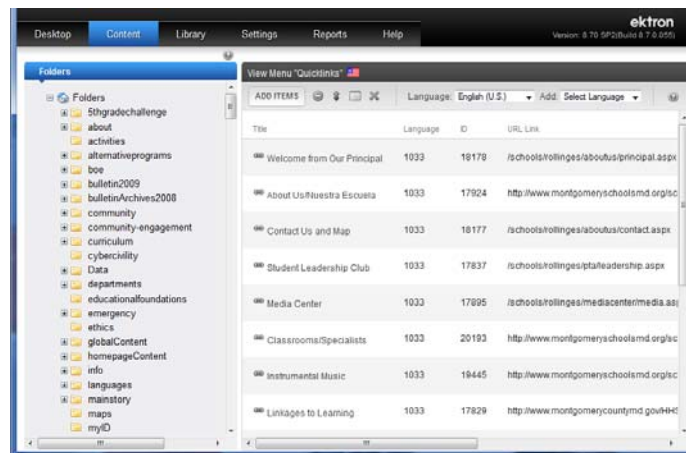
6. Your menu will be updated on your site. If not, refresh the page.

E. How do I edit a link on my school's menu?

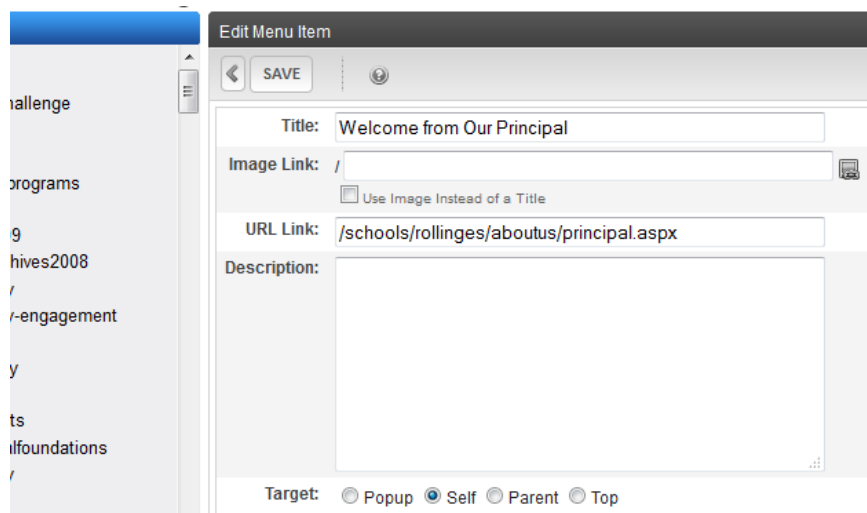
1. Click on "Edit Menu."



2. The *menu work area* will open.



3. Click the item you want to edit. The *edit menu item* pop-up will appear.



4. Type in the new title and/or URL link.

- When finished typing in changes, click the Save icon.

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Edit Menu Item

SAVE

Title: Welcome from Our Principal

Image: /

Use Image Instead of a Title

URL Link: /schools/rollinges/aboutus/principal.aspx

Description:

Target: Popup Self Parent Top

- Close the *menu work area*.
- Your menu will be updated on your site. If not, refresh the page.