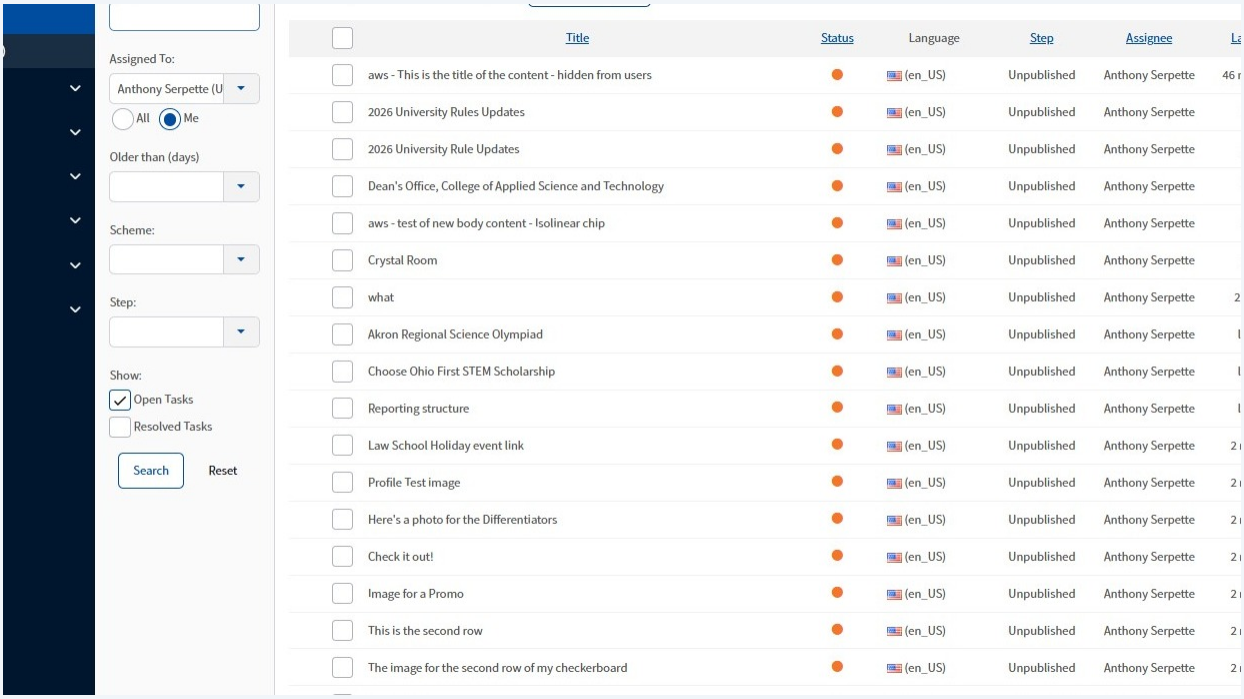
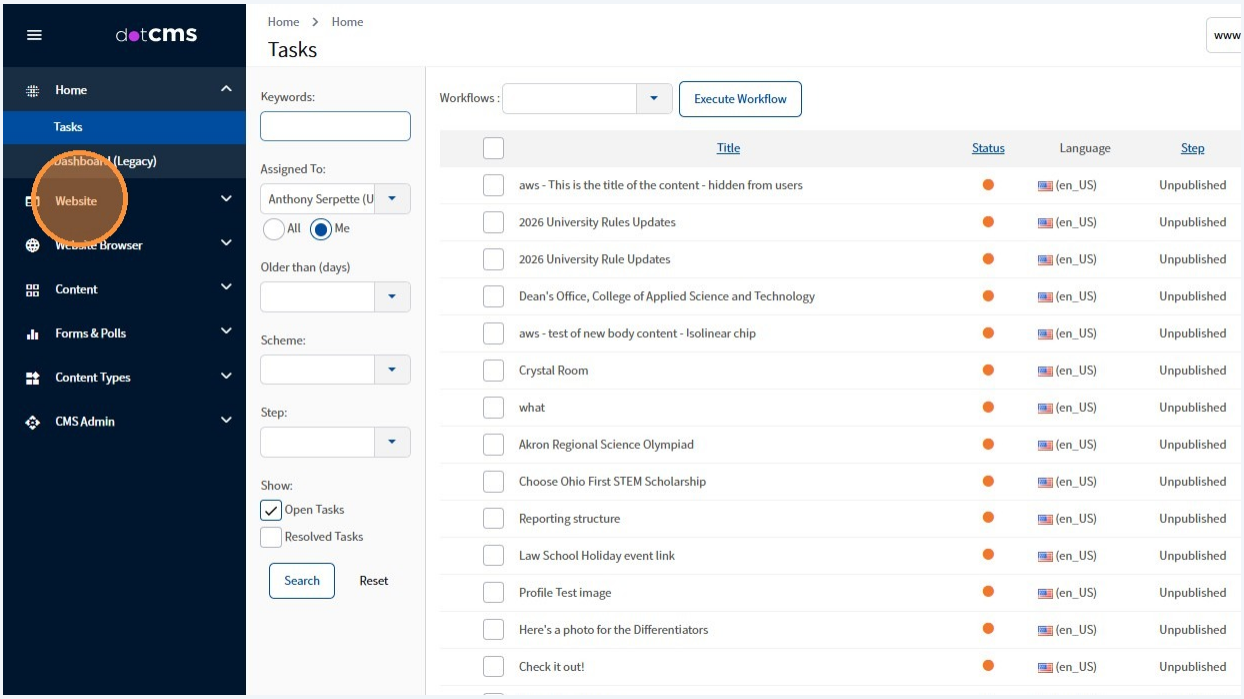
Edit the left-hand menu

The left-hand menu on General pages is managed by updating the files and folders to add, remove, or reorder menu entries.

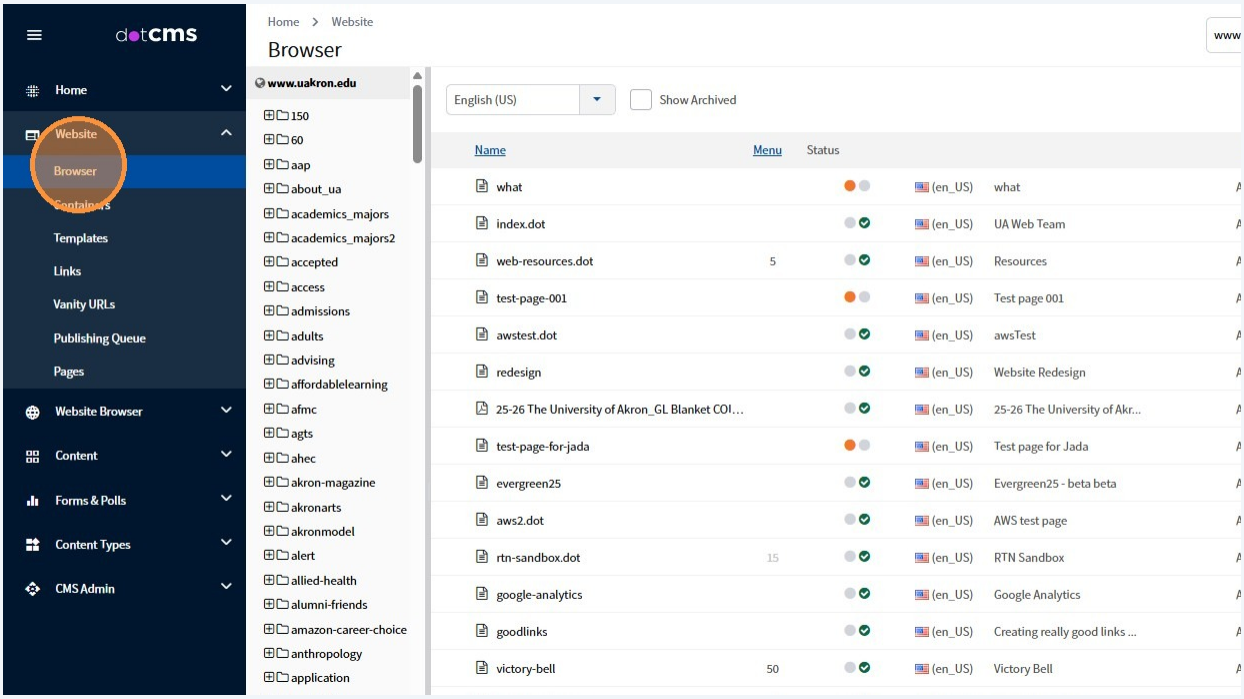
1 Navigate to https://www.uakron.edu/c Log in with your UA credentials.



2 Click "Website"

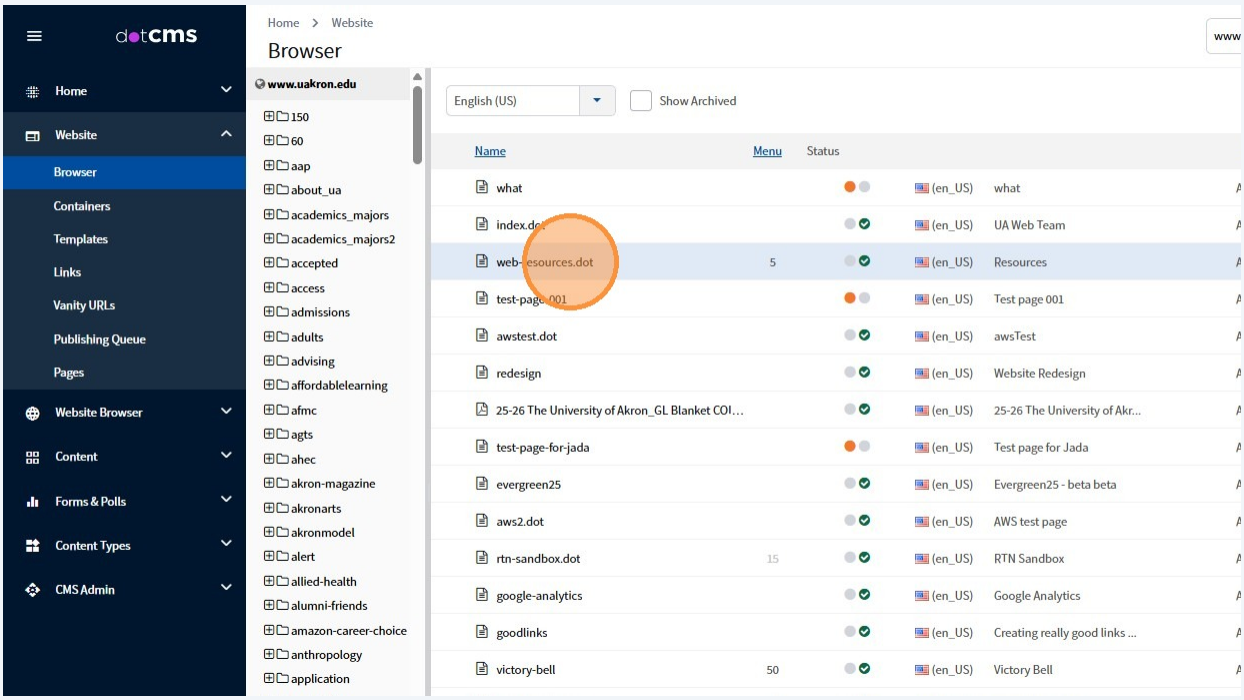


3 Click "Browser" and navigate to your folder



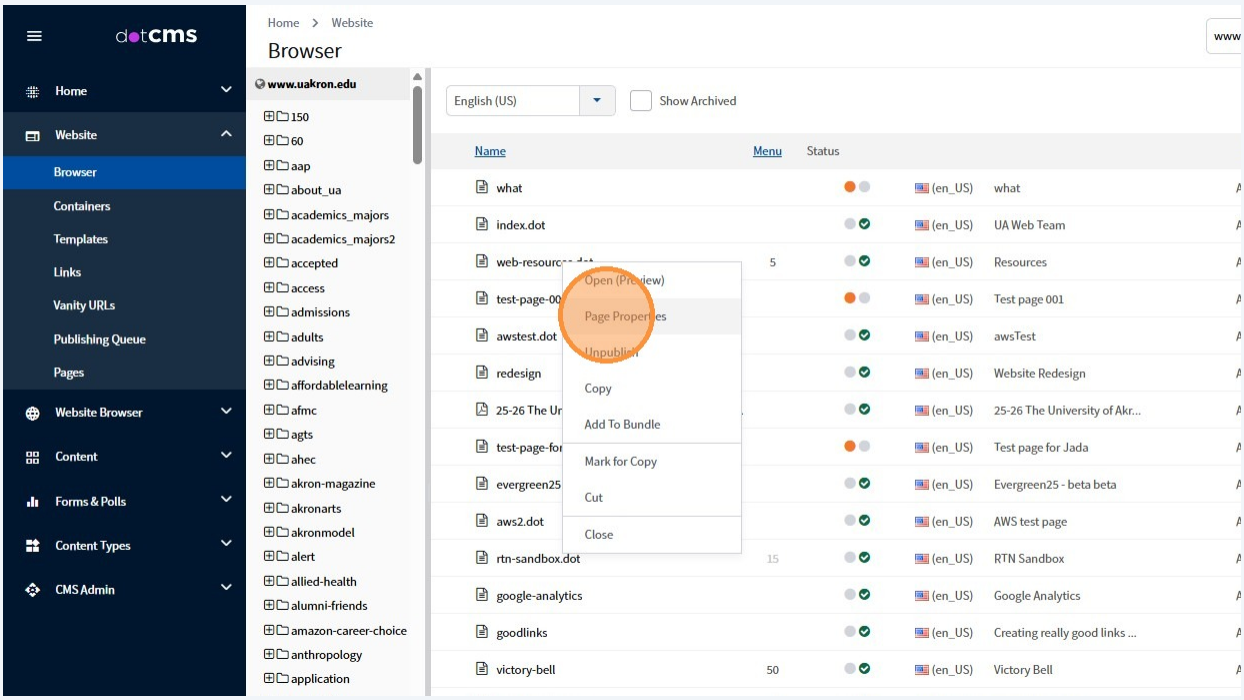
4

The list of files in your folder shows the status of the pages (published vs. unpublished or archived) and the Menu column will have a number if the page is currently on the left-hand menu.

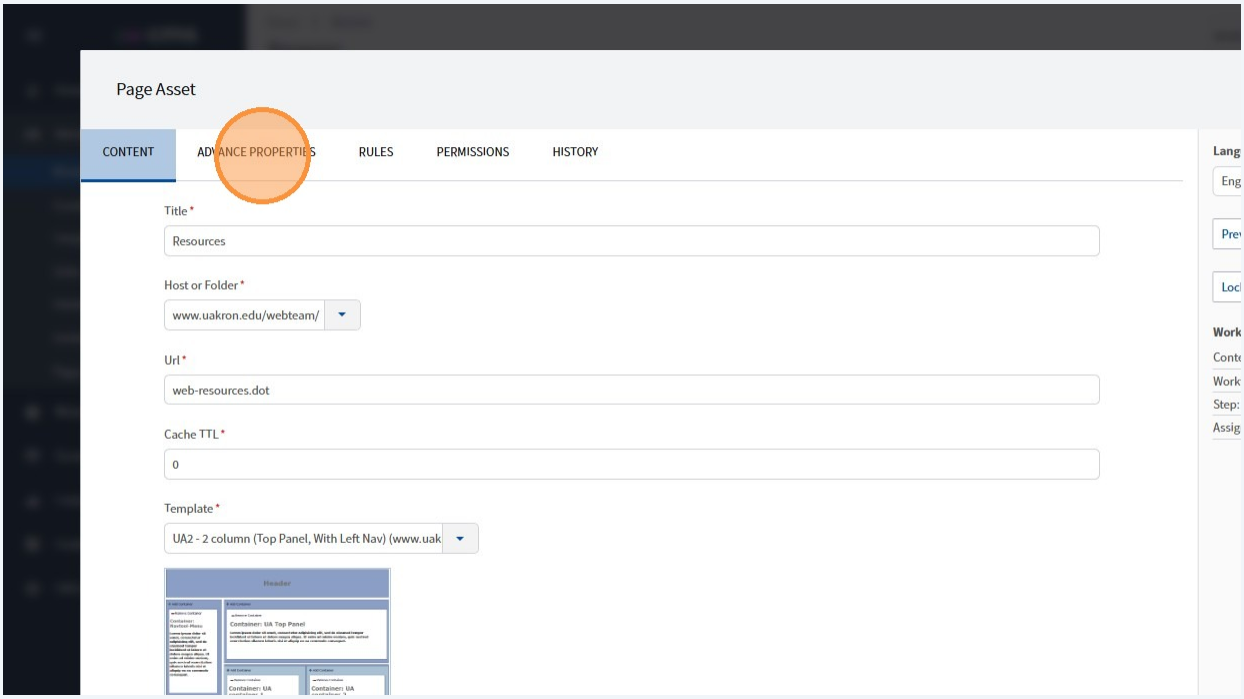


5

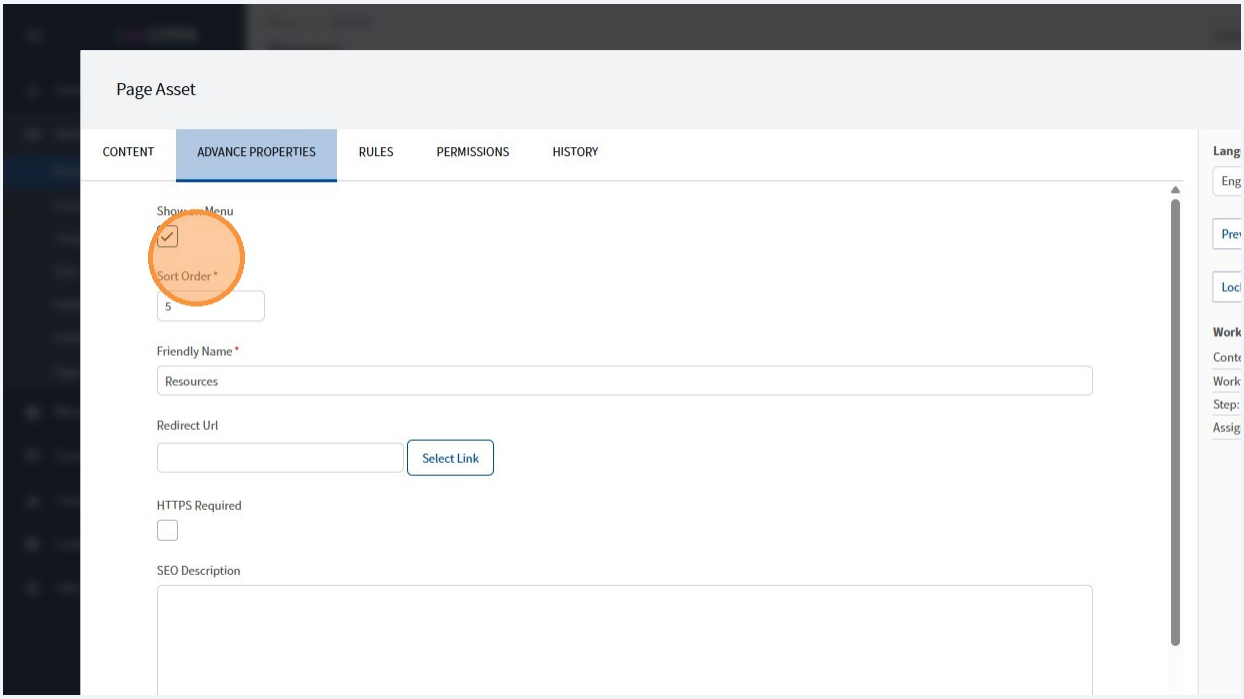
To add, remove, or change the order of a page in the menu, right-click the filename and choose Page Properties.



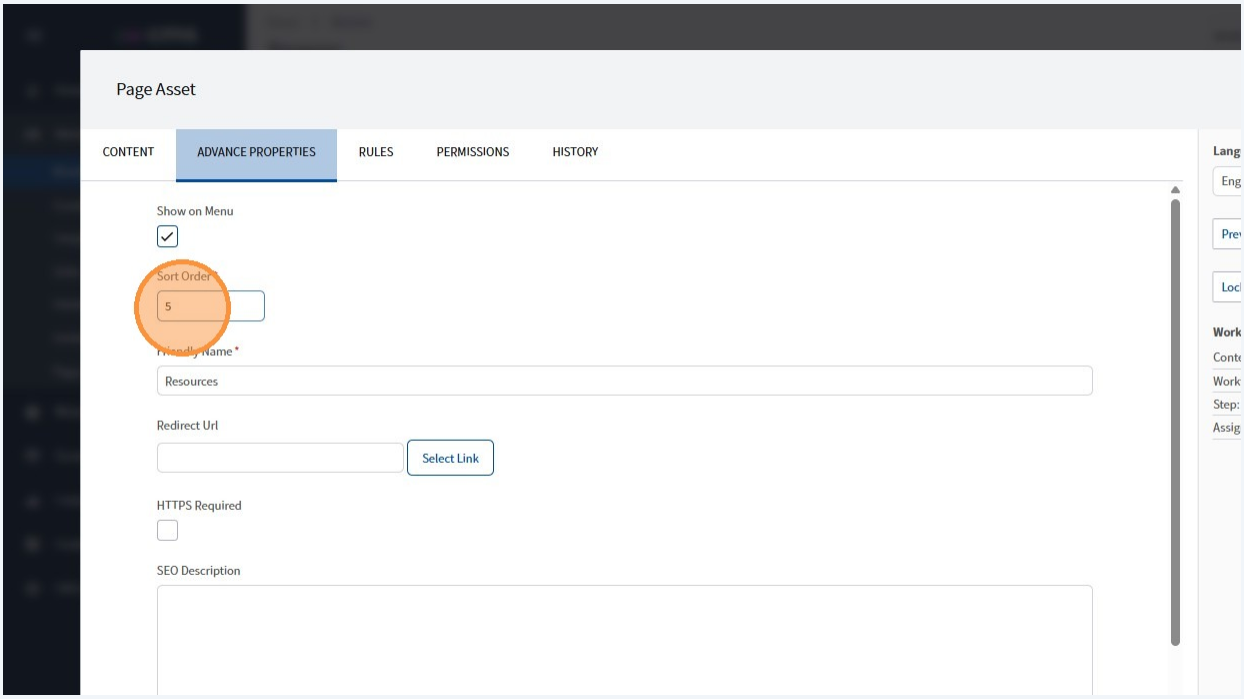
6 Click the "Advance Properties" tab.



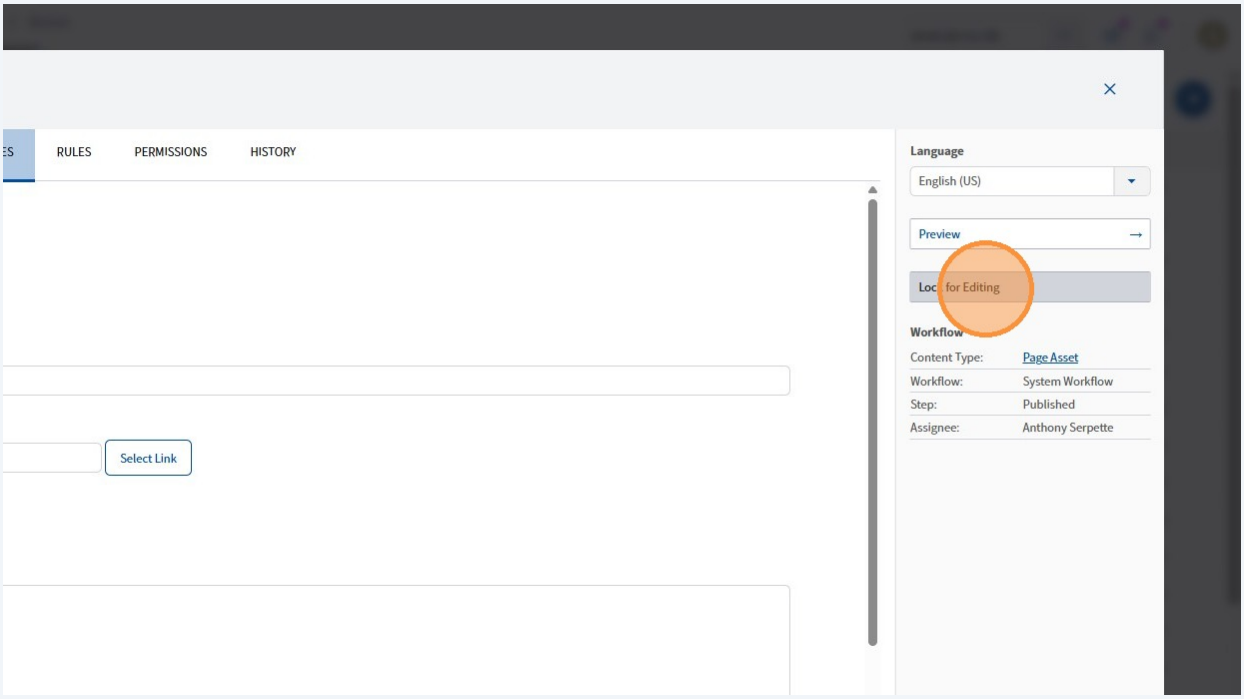
7 The Show on Menu checkbox will add or remove a page from the left-hand menu.



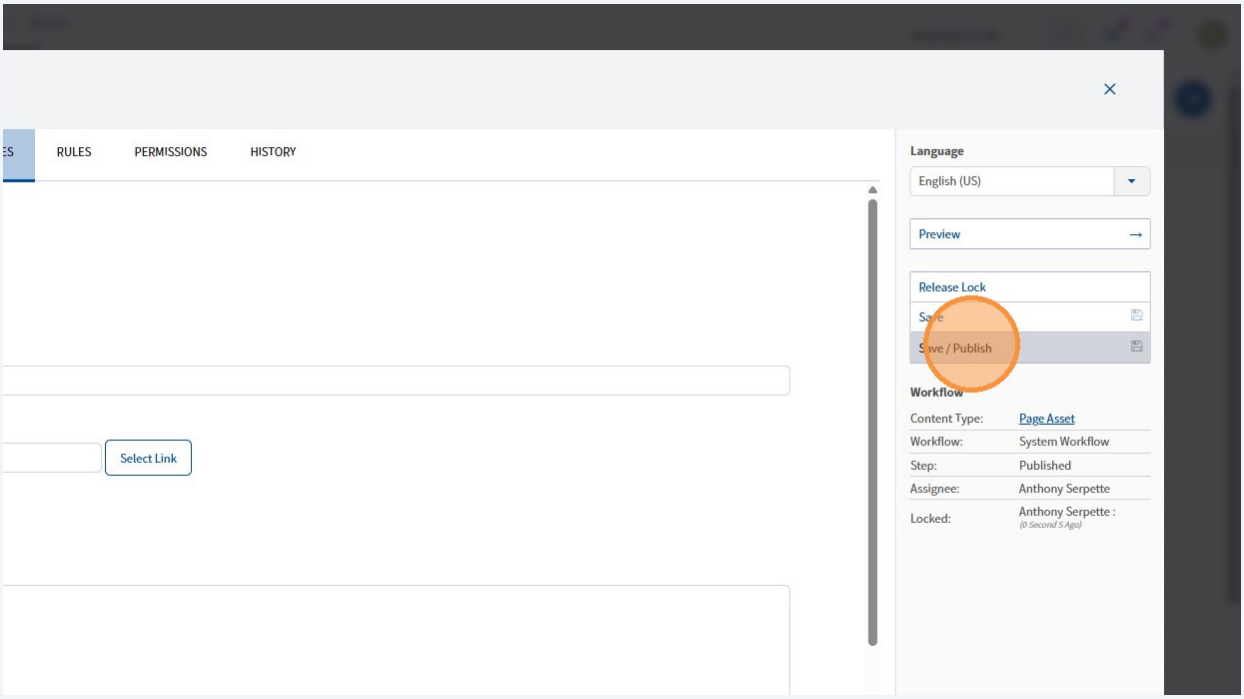
8 The Sort Order is a number the determines the placement of the page on the menu.



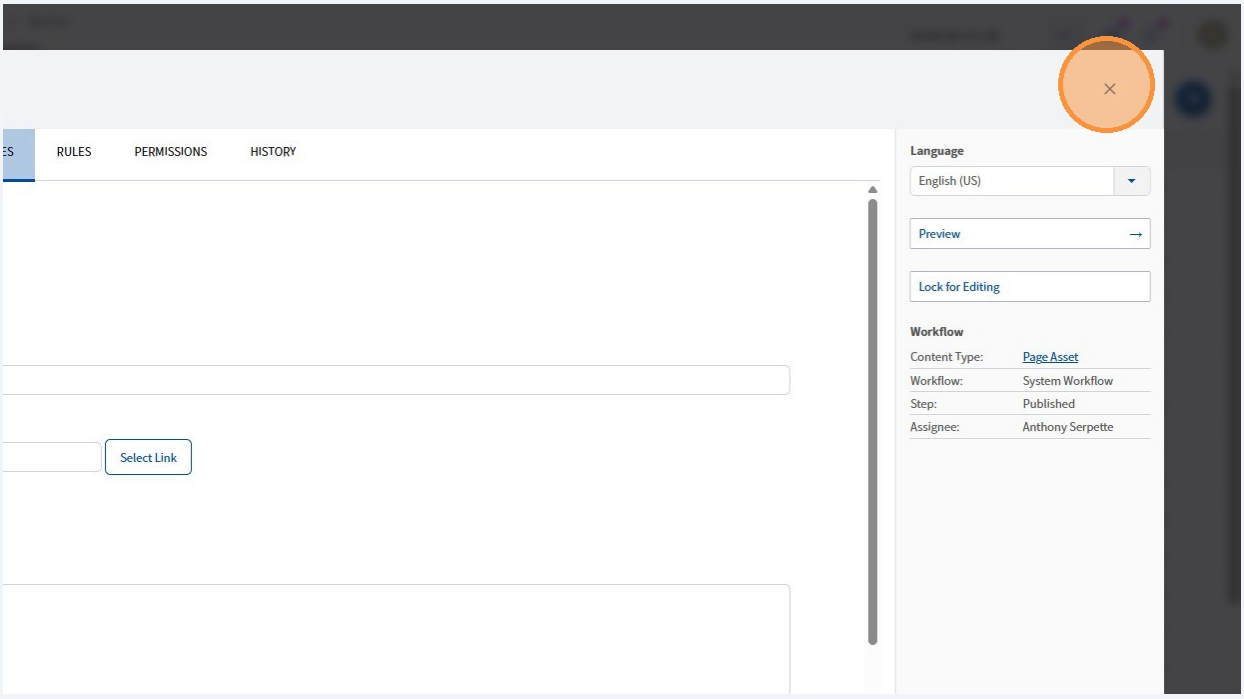
9 To update this, click "Lock for Editing"



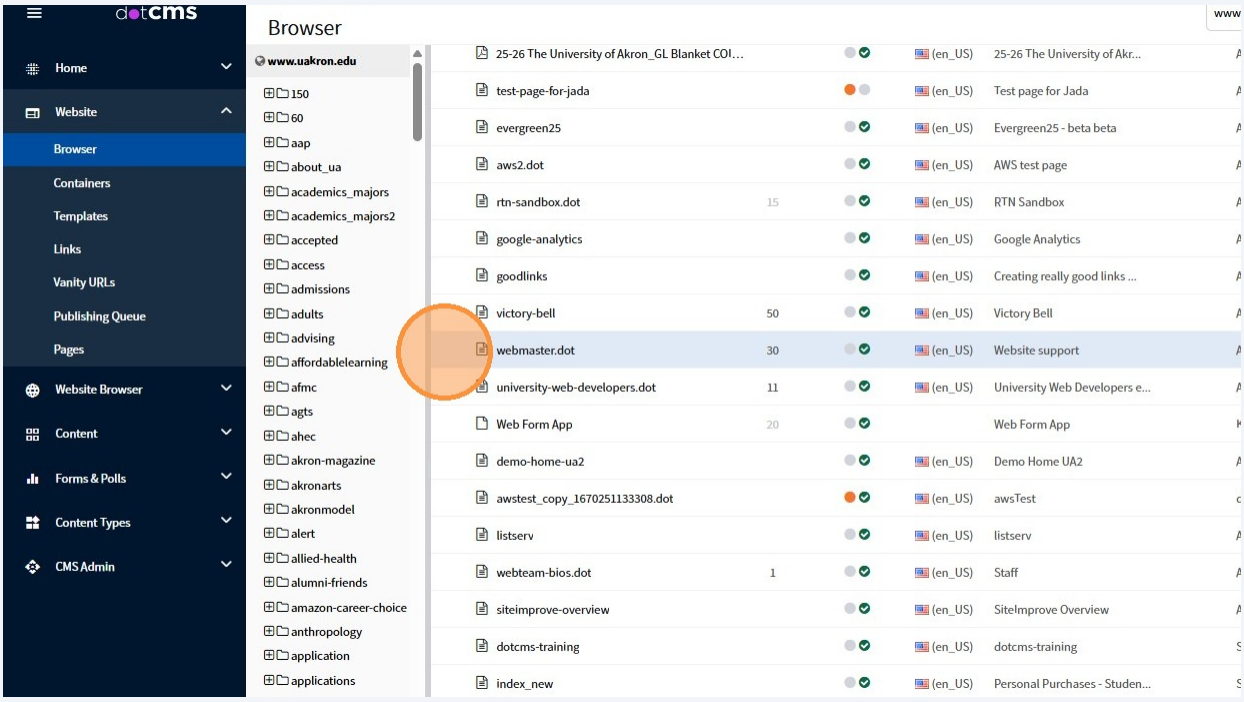
10 Click "Save / Publish" to make the changes live.



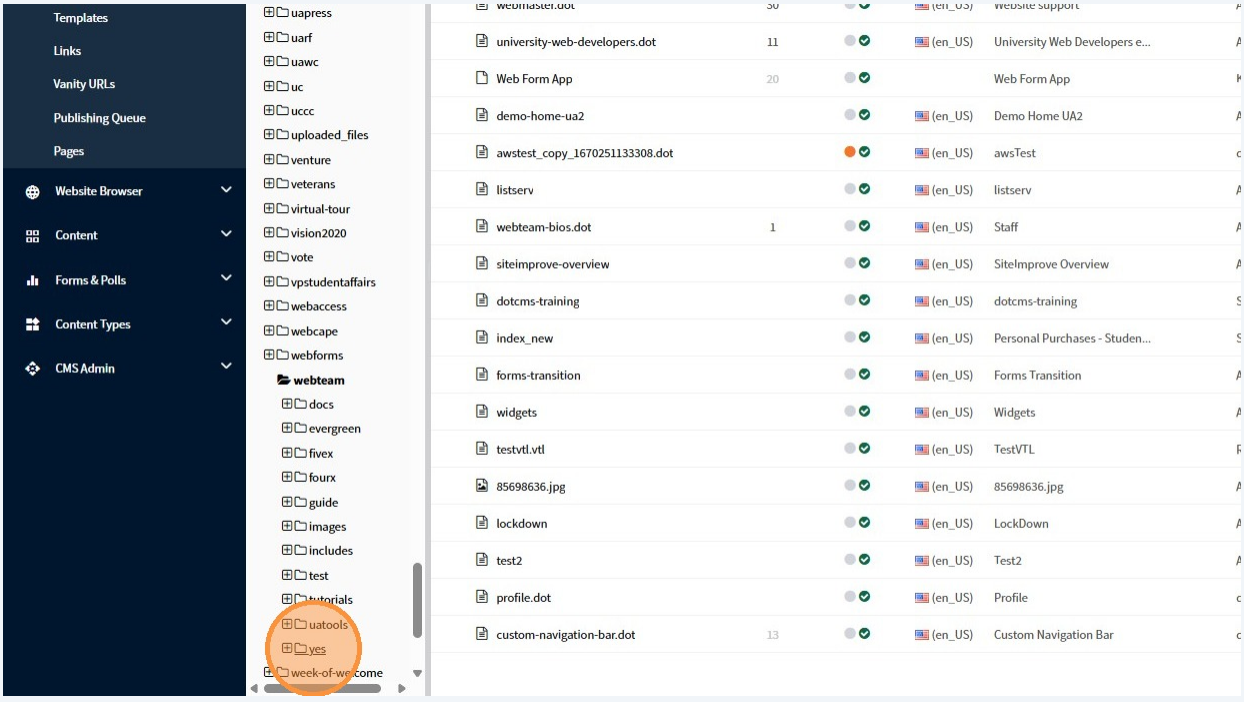
11 Click the "x" to close the window.



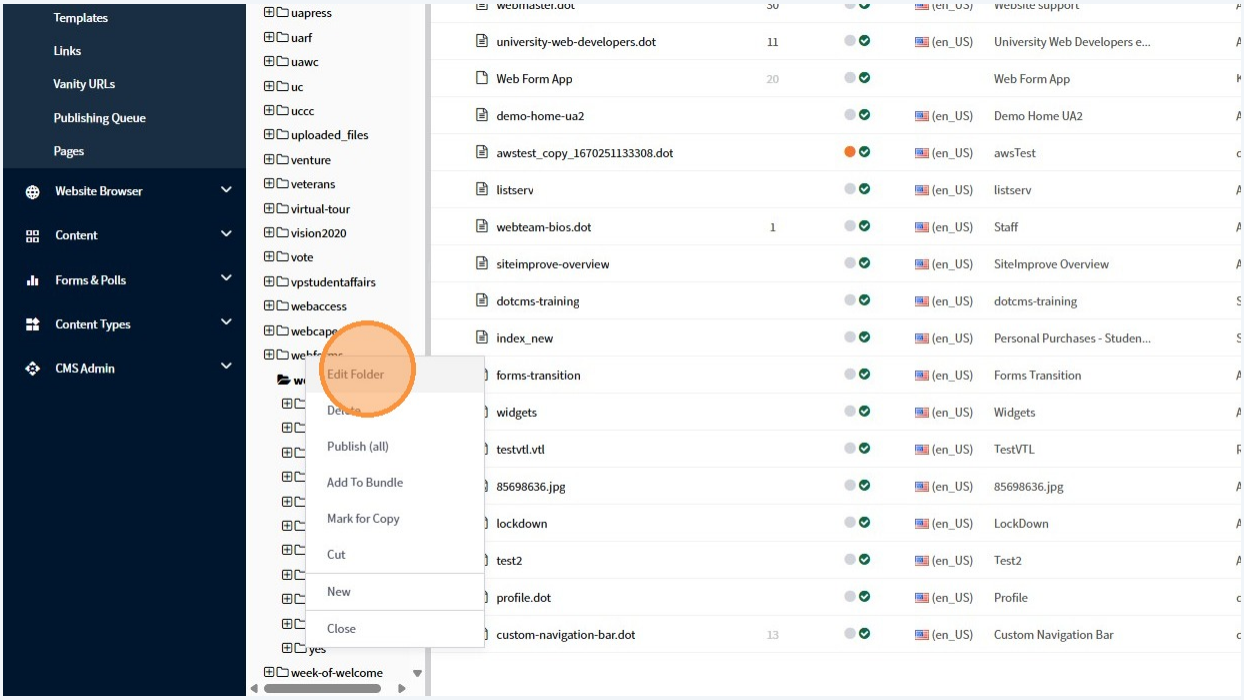
12 In some cases, you can leave "gaps" in the numbering to make it easier to insert pages in the middle of the menu later on - rather than having to do extensive reordering.



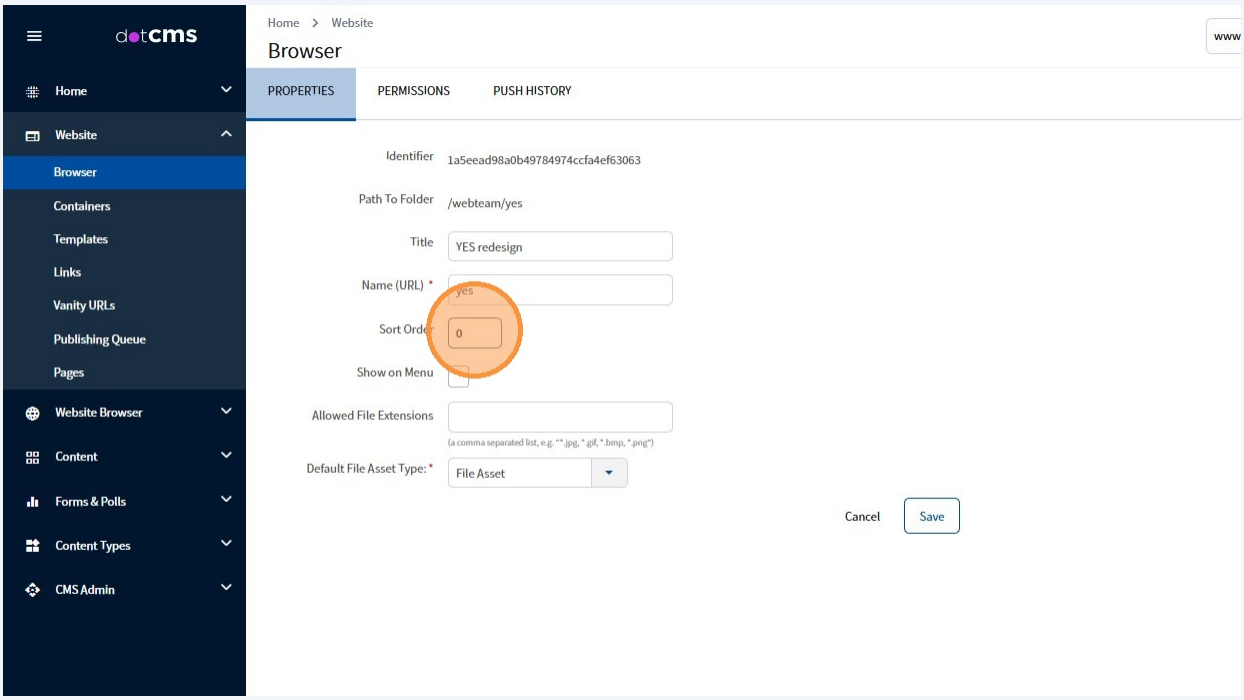
13 To add a folder to the menu, right-click on the folder name.



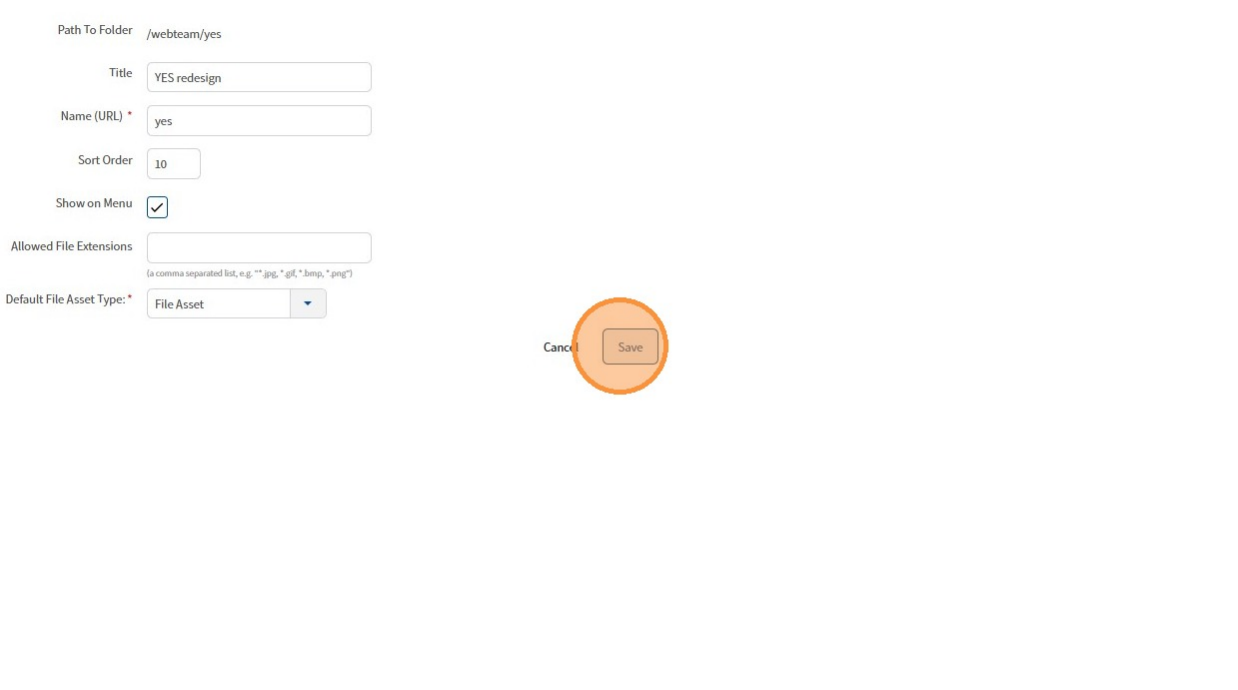
14 From the menu, click "Edit Folder"



15 As with the pages, you'll see options to set the Sort Order and select Show on Menu.



16 Click "Save" to apply your changes.



By default, adding a Folder to the left-hand menu will make the Title of the folder visible. If a user clicks that folder title in the menu, they will be taken to the main page for that folder. In dotCMS, this is the index.dot page in that folder.

A folder must be added to the menu before any pages in that folder can be added. Pages in a subfolder set to show on the menu will be indented.