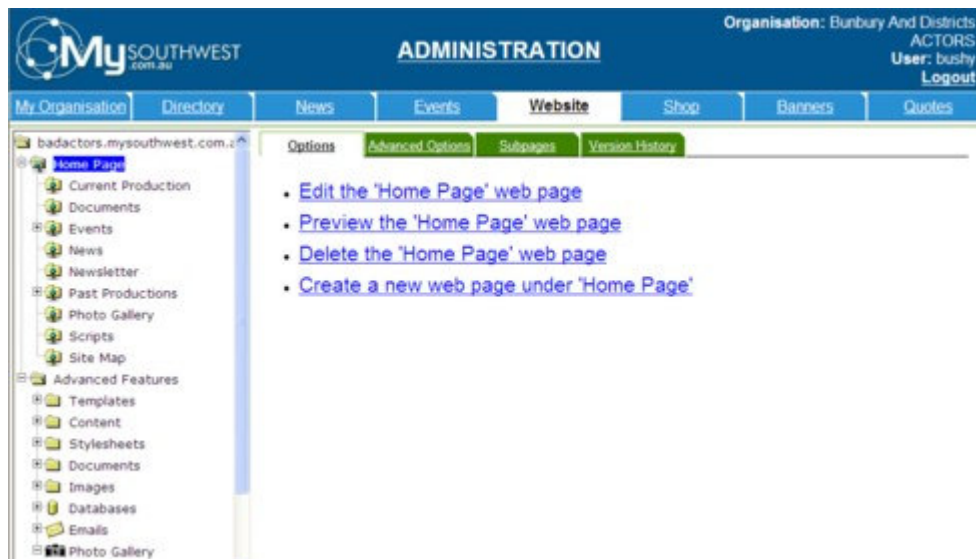
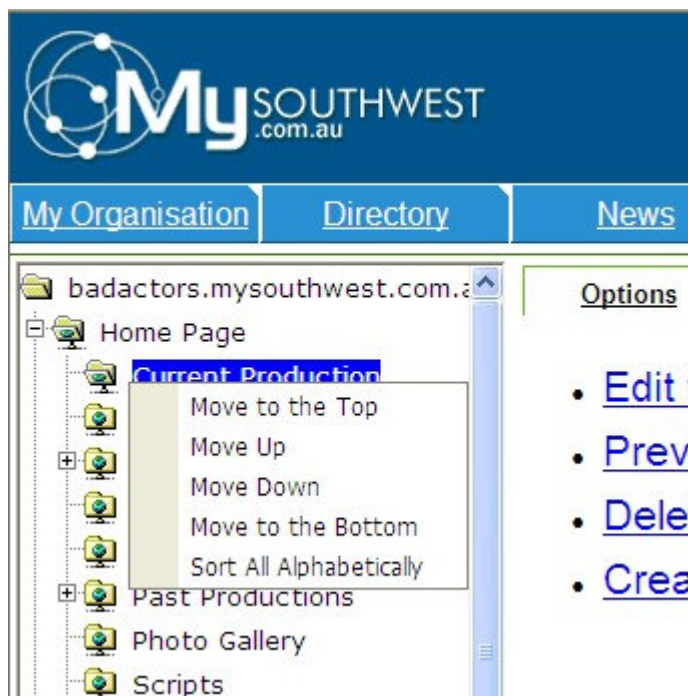


# Fact Sheet 30 - Menu Manipulation

To rearrange the order of your pages as they are displayed in the main menu, click into the main website tab of the administration console.



Click onto a page name in the left hand window with the left hand mouse button. Click on the right hand mouse button. A new window will pop-up.



You will now be able to move the item up, down, to the top, to the bottom or arrange the whole list in alphabetical order.

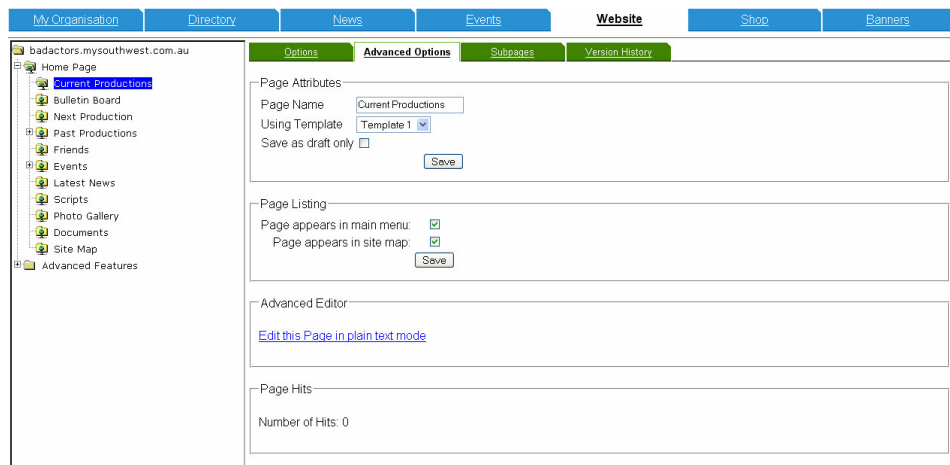
# Fact Sheet 30 - Menu Manipulation



To remove some pages that you do not intend to use, rename the page or hide some of the pages you do not want anyone to see, click on the page name in the left hand side of the screen. In the right hand side click on advanced options.



# Fact Sheet 30 - Menu Manipulation



From this screen you can rename the file by typing in a new Page name. You can also elect to show or hide the page in the menu or site map by clicking or clearing the little tick in the box next to 'Page appears in main menu'.

Even though you may choose to hide the page from the menu, it will still be shown on the left hand side of the administration window. It is only the menu that appears on the actual web page that will have the pages hidden.

**PLEASE NOTE: The Events Page and the Photo Gallery must remain with those titles. Changing their names will prevent automatic updates from working correctly.**

To hide a page, click in the box next to 'page appears in main menu' and click the save button next to that section.

If you wish to hide a page from the menu then you should be aware that it will still appear in the Site Map unless you hide it from there also.

When finished open a new browser window and view your actual website. The menu should fully reflect any changes made.