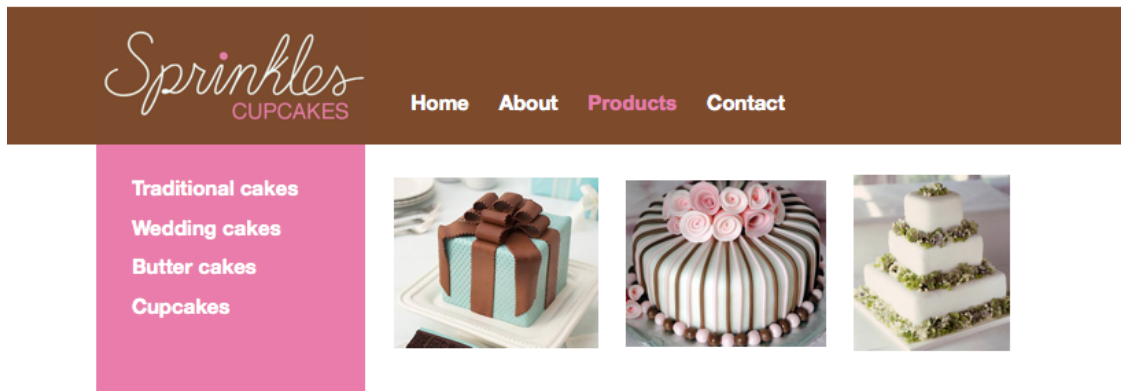


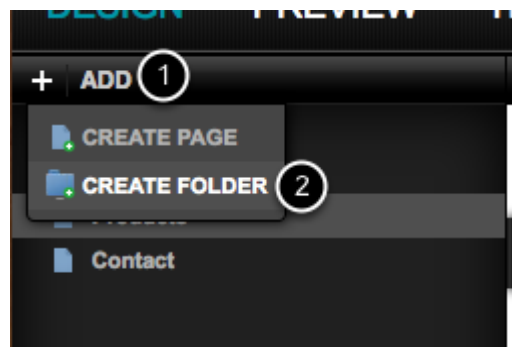
How to create a sub-navigation menu

If you have a lot pages on your site, it may be useful to add sub navigation. Sub navigation is available whenever you create a folder to contain a group of pages.



Follow the steps in this tutorial to create a sub navigation menu like the one shown here.

STEP 1: Create a folder



Select **design mode** (1). Click **ADD** (2) and select **Create a folder** (3)

New Folder

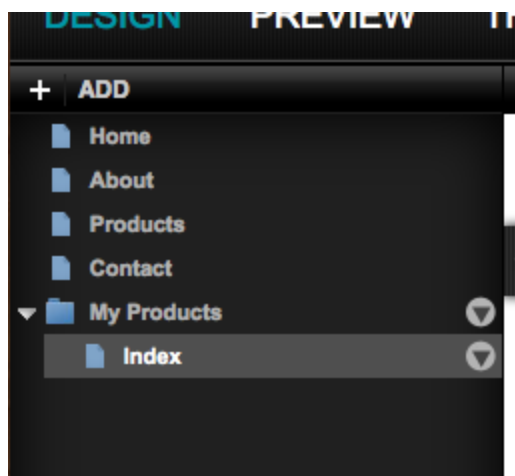
Location:
Top Level (No Folder) 1

Name:
My Products 2

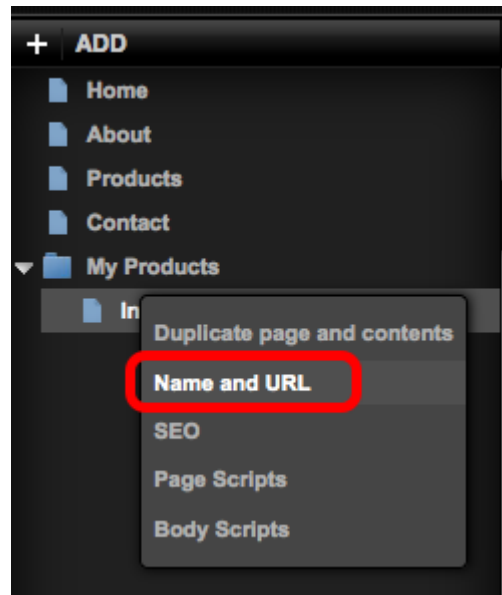
Create Folder Home Page: 3

CANCEL 4 CREATE FOLDER

1. Select Top Level
2. Give the folder a name so you can easily identify the pages it contains. This name does not appear in the navigation menu.
3. Tick this box if you want the folder to contain an index page.
4. Click **Create a folder**.



The page listing should look like this after you have added the folder.



To change the Name and URL setting for any page, click on the page setting button (1) and select Name and URL (2)

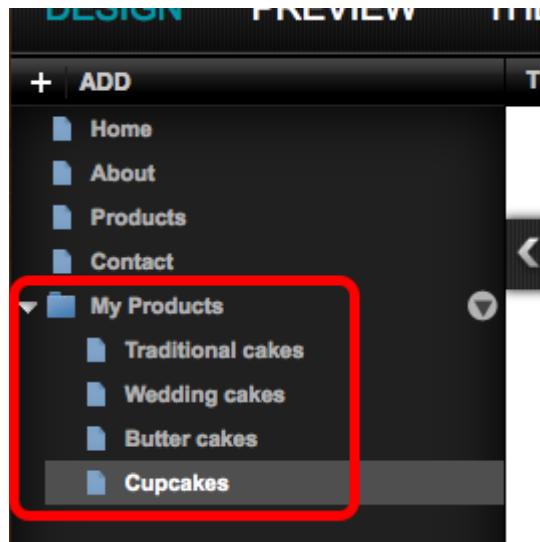
STEP 2: Add pages

The screenshot shows a 'Create page' form with the following fields and options:

- Page Title:** Text input field containing 'Wedding cakes' (marked with a circled 1).
- Page URL:** Text input field containing 'wedding-cakes'.
- URL:** Displayed as 'http://demo000044.basekit-demo.co.uk/myp...cts/wed...kes'.
- Set this page as the homepage:** A checkbox that is currently unchecked.
- Menu Title:** Text input field containing 'Wedding cakes'.
- Show in Navigation Menu:** A checked checkbox (marked with a circled 2).
- Create Page in Folder:** A dropdown menu showing 'My Products' (marked with a circled 3).
- Page Status:** A dropdown menu showing 'Active'.
- Buttons:** 'CANCEL' and 'CREATE PAGE' (marked with a circled 4).

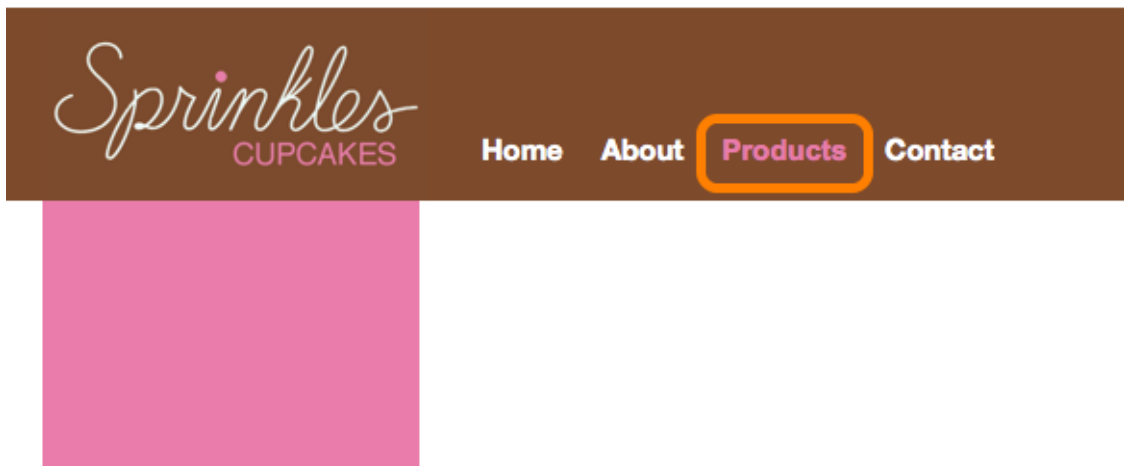
You can add as many pages as you want inside this folder. To do so, you just need to click **ADD** on the Pages column, then **Create Page** and this window will open. In this example, I am going to create a site for selling cakes.

1. I have named each page to describe the kind of cakes on the page
2. I have ticked the 'show in navigation menu' check box so this page will be included in the menu
3. In the **Create page in folder** drop down menu, I will choose the folder I created named "**My products**".
4. Click **Create page**

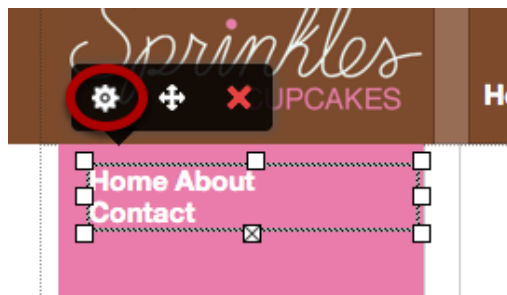


After you finish creating all the pages you'll need, it will look something like this

STEP 3: Using the navigation widget



Go to the **Products** page in the root menu



Drag and drop a **Navigation Menu** widget on that page wherever you like. By default this menu will show the same pages that you have in the root menu.

Double click on the widget , or click on the configuration icon shown in the picture above so the **Options panel** displays.



Set the configuration for you sub-navigation menu. Don't forget to select **My products** from the drop down menu so this navigation menu applies to this specific folder.

Note: If you used the Styles tab to set the root menu looks, this same style will apply to every navigation menu you add to your site.