


DIGIMAKER 6.0



Digimaker 6.0 How to guides

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1.1 How to Add a New Menu Item

The system gives you the freedom to alter or create menu/navigation items. How a menu item is presented on your web pages depends on the design template you choose for that menu item.

Step 1: In Workspace click on **Upload image** or in the **Content submenu**, position the mouse over the **Web Site Structure** menu item. A menu will then appear. Choose **New menu item**



Figure 13-1: New menu item-Content workspace

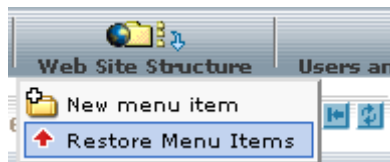


Figure 13-2: Content submenu-New menu item

Clicking the icon  next to the **Web Site Structure** element in **Content Explorer** displays a pop-up menu. Choose **New menu item**.

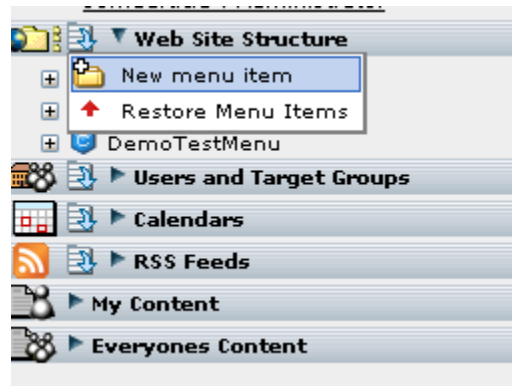


Figure 13-3: New menu item

In Web Site Structure locate the menu item that you want to create a sub-folder under, then select New menu item from the pop-up menu.

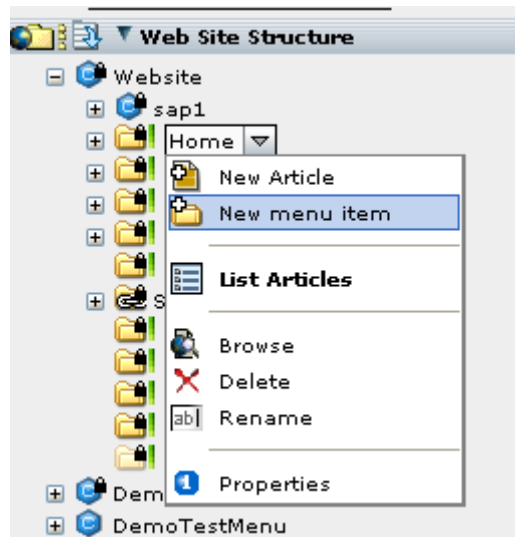


Figure 13-4: New menu item – submenu item

Step 2: The Add menu item properties window is displayed.

← Properties for Menu item 'Home'.

Properties Relations Security Extensions

General settings

Menu item name * Home

Select menu item placement * Website
Select...

Menu item language English (United Kingdom) ▼

Mouseover tooltip text Home

Meta keyword

Meta description

Alias

Picture for menu item
Select image

Menu item type

Menu item type Menu choice for articles. ▼

Move articles Articles are currently not moved.

Save Apply Cancel Delete

Figure 13-5: Properties for mainmenu item

Properties

Menu item name is the name of the navigation/menu item. This is the name users will see in the site navigation.

Select Menu item placement If you did not enter the Add new menu item workspace by choosing a menu item in Web Site Structure and then selecting Add new menu item, you will have to define where this new menu item shall be placed in the navigation structure.

Mouseover tool tip allows you to specify the text that will show when the user hovers the cursor over the menu item.

Metakeywords allows you to enter keywords that describe the article, for example: Car, Washed or Shiny. These keywords help facilitate Internet search engines such as Alta Vista or Google classify your article in their search index.

Metadescription allows you to enter a description that describes the article, for example: My car is washed and shiny. This description helps facilitate Internet search engines such as Alta Vista or Google classify your article in their search index


Alias is a unique name associated with an article. This is used by the site builders to refer to article as an alternative to the article ID (generated by default).


Picture for menu item


Here you can relate an image to the menu item. Where this image is displayed is defined in the design template.


Note! If the template does not support an image related to the menu item then no image will be shown

Menu item type allows you to define the functionality of the menu item.

 **Menu choice for articles** is a normal menu item that will be shown in site navigation on the live site.

 **Container item** contains a set of menu items groups. Example; if you have both intranet and internet in Digimaker you may have separate containers holding the Web Site Structures of each of them.

 **Invisible menu item** – an invisible menu item may contain published articles, but the menu item itself will **not** be visible in the live navigation structure.

 **URL menu item** – a menu item that contains an URL.

Note! An URL menu item cannot contain articles. You cannot place an article in a container item.

Move articles defines where the articles in this menu item shall be moved after a certain date/time. Example; you may want all articles to move to a menu item for Old articles after 10 days.

When defines when the articles in the menu item shall be moved.

Order articles in menu item by allows you to decide what criteria the articles are sorted by when they are listed. You can choose between:

Date – Newest first

Articles are sorted by date, the most recent are shown first

Date – Oldest first

Articles are sorted by date, and the oldest are shown first.

Priority 1->

Articles are sorted by priority; priorities closest to 1 are listed first.

Priority ->1

Articles are sorted by priority; priorities closest to 1 are listed last.

Design template allows you to choose what design template to use.

The design template decides which page design to use for the new menu item.

Target window allows you to define how the page is to be opened by the browser when the link is clicked. When linking to other items, either on your own website or on external websites, you need to control how those items are displayed in the browser. For example, when linking to external content it is usual to 'pop-up' a new browser window to display the item in. When users click on web links you can control the behaviour of the browser window using the *target* parameter. For more information about targets, see the **User Manual**.

Show date allows you to specify a date and time when you want the menu choice to appear in the navigation.

Expire date allows you to specify a date and time when you want the menu choice to disappear from the navigation.

Link allows you to insert the URL you want the menu item to link to.

Note! This field is only visible if you have defined you menu item as an URL menu item.

Relations

Here you can choose to relate various information and functions to a menu item. Note that this is optional and does not have to be done in order to create the menu item.

For more information, see User Manual.

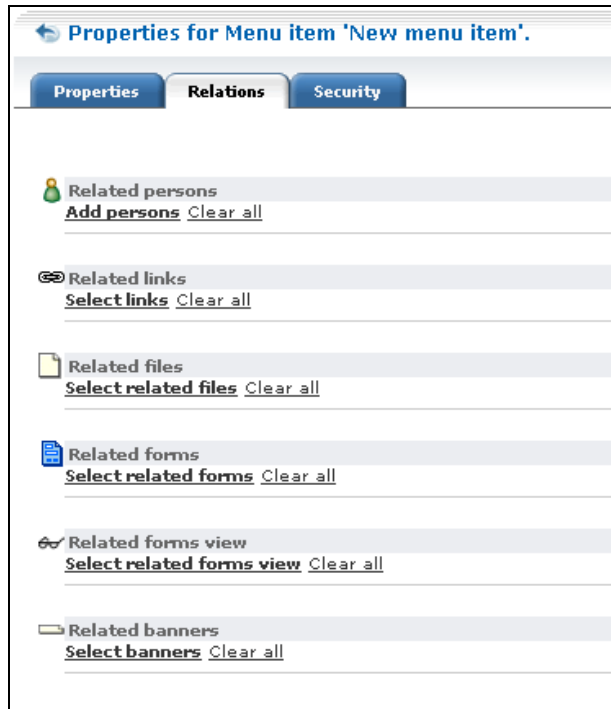


Figure 13-6: Properties for Menu Item

Security

You have the option to define what roles will have access to the menu item, and to what extent they have access, i.e. if they have access to write articles in the menu item, or just browse them.

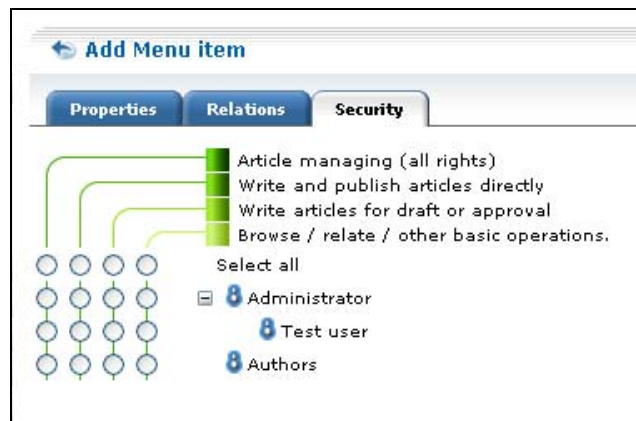



Figure 13-7: Security or Roles for Menu Item

Step 3: Select **Save** to save the menu group and go back to the previous page, or apply if you want to continue adding menu items.

Note! Selecting Apply will also save the menu item.

You will not be able to see the new menu item in **Web Site Structure** until you have refreshed the **Content Explorer**. Do so by clicking the  button at the top-right in **Content Explorer**.