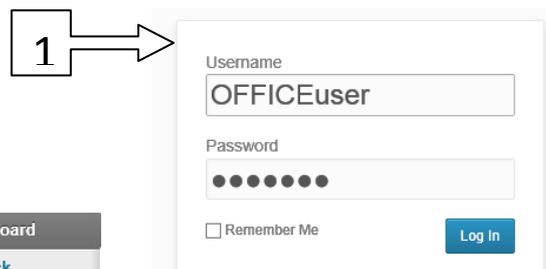


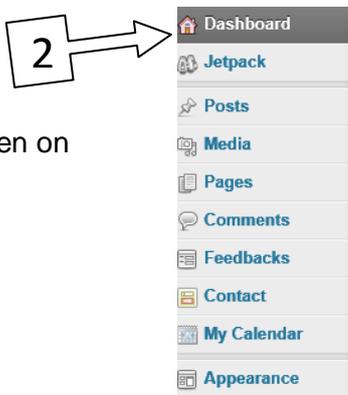
LHS Website – “How to” Guide 4

This document will take you through the simple processes that will allow you edit the navigation menus. **(THIS CAN ONLY BE CARRIED OUT BY THE OFFICE)**

1. Log into the LHS website as **OFFICEuser** at <http://custweb03.vws.ifl.net/~r35864//wp-admin/>



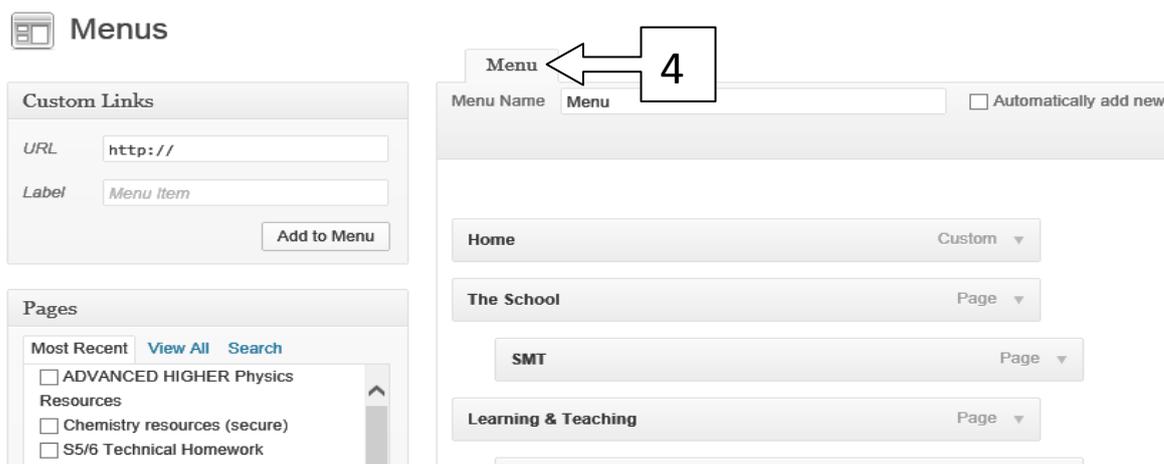
2. You will see the **Dashboard**:



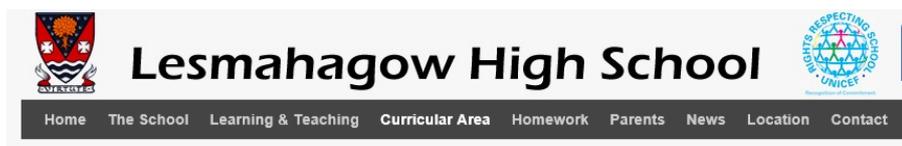
3. Click on **My Calendar** and then on **Menus**



4. The **Menus** page will be displayed:



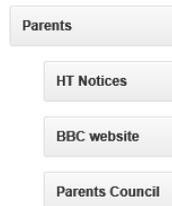
This page allows you to edit the navigation menus that appear below the top banner at the top of each webpage. The right hand **Menu** panel contains a list of menu items ordered under the title of each pull-down menu.



- A menu item can link to:
1. an external website (e.g. the BBC website)
 2. media, such as a document ,
 3. a page in the LHS website

5. LINKING TO AN EXTERNAL WEBSITE:

- Let's say you want to add a link on the **Parents** menu to the BBC website
- First visit the website you wish to link to and copy the web address (called the URL, e.g. www.BBC.co.uk).
- In the **Custom Links** panel, paste the address into the URL space and then type a short Label (e.g. BBC website), then click on **Add to Menu**.
- Next locate the Label you typed on a strip at the bottom of the right-hand **Menu** panel. Click and drag this up to below the **HT Notices** strip.
- "Slide" it slightly right to line up with the HT notices and **Parents Council** strips. This includes the link as part of the **Parents** menu:



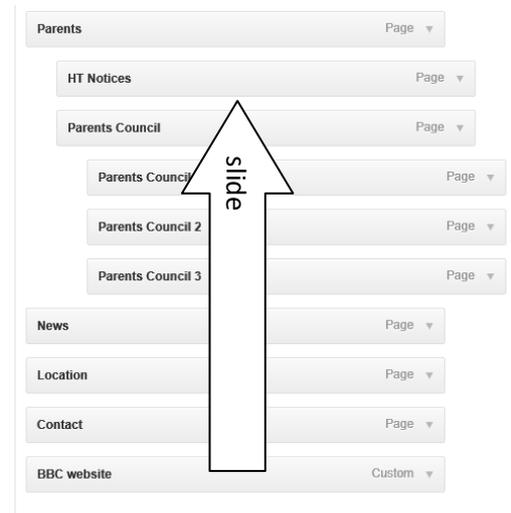
5 →

Custom Links

URL

Label

Add to Menu



- Click the Save Menu button to save the changes.

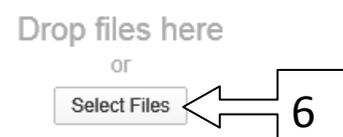


6. LINKING TO MEDIA, SUCH AS DOCUMENT:

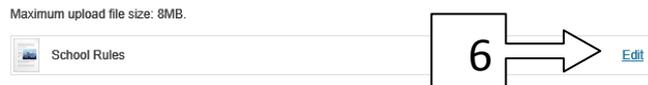
- Suppose you want to create a menu link to a media, e.g. you want to link to a document called "School Rules" from the **The School** menu. First you must upload the document to the **Media Library**. On the **Dashboard** menu, click **Media**, then **Add New**.



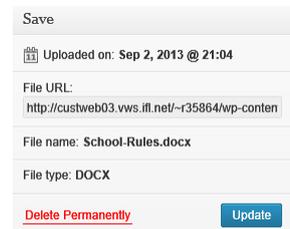
- From the **Upload Files** page click **Select Files** and browse to where you've stored the document and select (Open) the file.
- It will then be automatically uploaded into the Media Library (provided it is not larger than 8Mb)



- Next click **Edit** to open the **Edit Media** window



- Locate the **Save** panel. Copy the address listed under **File URL**. This is the address of the document you've just uploaded. It can be used in the same way as the link to the external website (as in 5 above).



- Now proceed as in the sections 4 and 5 above, first by clicking **Appearance** then **Menu** and using **Custom Links** and the right hand **Menu** Panel.
- Of course the Label for the **Custom Link** will be "**School Rules**". This will be the name of the strip that will be listed at the bottom of the right hand Menu panel. Click and drag the strip to just below the **The School** strip. Slide it slightly to the right of that strip and it will appear as a link in the **The School** menu.

- Remember to click **Save Menu**



7. LINKING TO A PAGE IN THE LHS WEBSITE:

- Suppose you wish to include a menu link in the **Science** menu to a page called **S1 Homework**. Assuming the page has already been created using **Pages/add new** it will be listed in the **Menus** page in the **Pages** panel.
- Click in the wee square beside the name of the page you wish to include, in this case, **S1 Science Homework** and then **Add to Menu**.
- The new link will now be listed at the bottom of the right hand **Menu** panel. Again it can be clicked and dragged to the desired position, i.e. below the **Science** strip.
- Again remember to click **Save Menu**.

