

Drupal Advanced - How to add a page to a menu:

By default, when you create a new page, it does not assign it to a menu or a program. This is something you have to set. As a result, it does not have a sidebar navigation and does not have a breadcrumb navigation

Example with no menu: Will only show the three general links to Admin Memos Webinars and Web Applications. Only contain a link to "Home" in breadcrumb navigation

Dashboard Content Structure People Configuration Reports Help

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✓ Saved 0 nodesymlinks. Deleted 0 nodesymlinks.
Basic page (panelized) *Drupal Documentation & Resources* has been updated.

Workbench Access: *Communications*

Drupal Documentation & Resources

Home

View Edit Revisions Panelizer

Drupal is the web content management platform we use to maintain dese.mo.gov effective 4/28/14

Drupal Maintenance Window
The Drupal environment will undergo maintenance the **1st and 3rd Tuesday of the month from 5-8 a.m.** - during this

Administrative Memos

Webinars

Web Applications

Editorial Section
Communications
• **Clone content**

Here's an example of when you do have the page assigned to a menu: The page will include a sidebar navigation menu with the page highlighted in the menu. The breadcrumb navigation will indicate what page or pages it is associated with.

Home Menu Shortcuts Lainie

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Drupal How-to's:

- **General Drupal How-To**

Includes such information as:

Web Commun. & Training

- Adobe Acrobat Resources
- **Drupal Documentation & Resources**
- Frequently Asked Questions
- Wordpress Documentation & Resources

Administrative Memos

Webinars

Web Applications

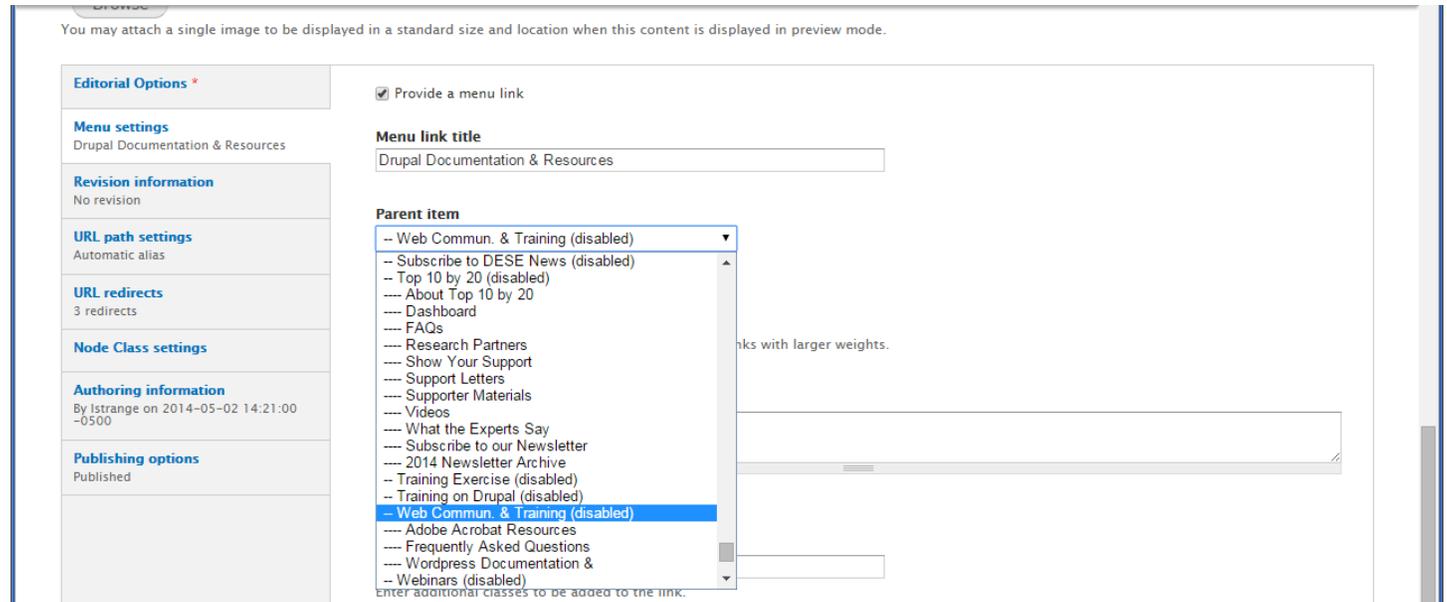
To assign a menu to a page:

In Edit mode, locate Menu settings and click Provide a menu link. Type in a Menu link title. Many times this will be the same as the title you put at the top, but if you have a long Title at top, consider shortening it to fit nicely in the menu area. Then under Parent item, locate the menu you want to assign it to (in this case, I'm using our Web Communications and Training page, but as you'll see when you scroll down the list, you'll see various office and program areas. Locate the appropriate one and hit save. It will now be assigned.

SPECIAL NOTE: Do **NOT** assign a page to the menu **<Main menu>** - this will assign it to the main top blue menu. This menu is already established with the current menu links.

Reorder your sidebar menu items

Typically, we order our menu items A-Z, so when a page is added, it may



The screenshot shows a configuration page for a menu item. On the left, there are several sections: 'Editorial Options' (with a checked 'Provide a menu link' checkbox), 'Menu settings' (with 'Menu link title' set to 'Drupal Documentation & Resources'), 'Revision information' (No revision), 'URL path settings' (Automatic alias), 'URL redirects' (3 redirects), 'Node Class settings', 'Authoring information' (By Istrange on 2014-05-02 14:21:00 -0500), and 'Publishing options' (Published). The 'Parent item' dropdown menu is open, showing a list of menu items. The item 'Web Commun. & Training (disabled)' is selected. The list includes items like 'Subscribe to DESE News (disabled)', 'Top 10 by 20 (disabled)', 'About Top 10 by 20', 'Dashboard', 'FAQs', 'Research Partners', 'Show Your Support', 'Support Letters', 'Supporter Materials', 'Videos', 'What the Experts Say', 'Subscribe to our Newsletter', '2014 Newsletter Archive', 'Training Exercise (disabled)', 'Training on Drupal (disabled)', 'Web Commun. & Training (disabled)', 'Adobe Acrobat Resources', 'Frequently Asked Questions', 'Wordpress Documentation &', and 'Webinars (disabled)'. A text box below the dropdown says 'Enter additional classes to be added to the link.'

not add it in the proper order.

To fix:

From top menu, select structure → Menus → Main Menu → Edit Menu (this is where we manage sidebar menus)

Locate the office or program you associated your page with. Sometimes it's easier to Ctrl + F to locate it.

Expand show children to see menu links. Click and drag the links up or down in the list to set correct order. When you change/move one, you'll notice a star after it. Go to bottom and click Save configuration.

How to add a page an office or program area but NOT have it show up in the sidebar menu.

Many times you may have a page that you want associated with a program (for example, Special Education First Steps has a page called Assistive Technology that is part of their program pages, but is not in their menu) A page like this is usually linked into one of the sidebar pages, etc. Pages are also disabled from sidebar menus because of our rule of having a max of 12 menu items per office or program area for optimal navigation usability.

Once you have done the above steps to add a page to a sidebar menu, you will do the following steps to disable it from showing up in the sidebar menu but remain part of that program's information.

Structure → Menus → Main Menu → Edit Menu

Locate the office and/or Office and then program you associated the page with. Expand via Show Children and locate the page name.

There is an "Enabled" checkbox column. Uncheck this box. This will remove it from the menu, but retain it as part of the program pages.

Home Menu Shortcuts Lainie			
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MENU LINK	ENABLED	OPERATIONS	
+ News and Updates (disabled)	<input type="checkbox"/>	edit	delete
+ DESE Messages	<input checked="" type="checkbox"/>	edit	delete
+ Advocacy Disability Education Resources (disabled)	<input type="checkbox"/>	edit	delete
+ Data, Budgets & Reports	<input checked="" type="checkbox"/>	edit	delete
+ Dev. Assessment of Young Children (DAYC) Training	<input checked="" type="checkbox"/>	edit	delete
+ Early Intervention Teams	<input checked="" type="checkbox"/>	edit	delete
+ Eligibility	<input checked="" type="checkbox"/>	edit	delete
+ First Steps Provider Matrix	<input checked="" type="checkbox"/>	edit	delete
+ For Parents	<input checked="" type="checkbox"/>	edit	delete
+ For Providers	<input checked="" type="checkbox"/>	edit	delete
+ For SPOE Directors	<input checked="" type="checkbox"/>	edit	delete
+ Practice Manual	<input checked="" type="checkbox"/>	edit	delete
+ Rules & Regulations	<input checked="" type="checkbox"/>	edit	delete
+ Assistive Technology (disabled)	<input type="checkbox"/>	edit	delete
+ Belief Statements (disabled)	<input type="checkbox"/>	edit	delete

Click save configuration.