<u>Mugo FAQs – How to Set Up Your Menu Structure</u>

If you'd rather watch a video, head over to the "Mugo Training Videos" folder in the "Mugo Training" folder in Teams, where my video "Drop-in Mugo 2 – Menu Structure" goes over these points. Here is a brief overview to get you started:

By menu structure, I mean all the information along the top of your site, such as "About Us" or "Programs & Events." These top level headers are called "Main Menu Items" in Mugo. The areas below them (e.g. "Your Library" or "Our Partners") are called "Columns." And anything you create within a column (e.g. "Town History" or "FAQs") are called "Sub Menu Items."
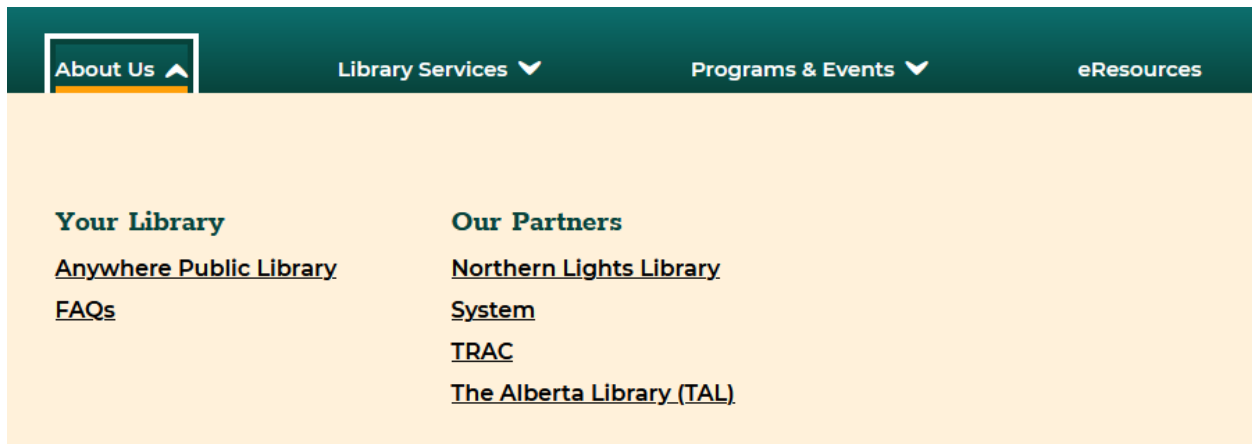
Although you create these pages and folders in Content Structure, you must mirror those efforts in the Menu Structure so the public can access the content you've created. The two are not automatically connected. It is like you've made the page in Content Structure, and then you must go and create the link in Menu Structure that takes the public to it.

Before we go further into that topic, you might wonder why sometimes you'll create a general page in Content Structure, and you *can* see it on the front-end – or sometimes, you'll create it, and you have no idea where it is.

If you've created a general page within a folder that is already connected to the Menu Structure (e.g. in "About Us"), you can see that new general page along the left-hand side of the public webpage when you click into that area. You don't have to get involved with Menu Structure to update this area, as it works automatically.

For example, you might have a "Your Library" sub-folder there, with a "Town History" general page. If you added a "Staff & Board" general page to that "Your Library" sub-folder, it would show up there too.

About Us   ✕

Your Library
    Town History
    FAQs
    Anywhere Public Library
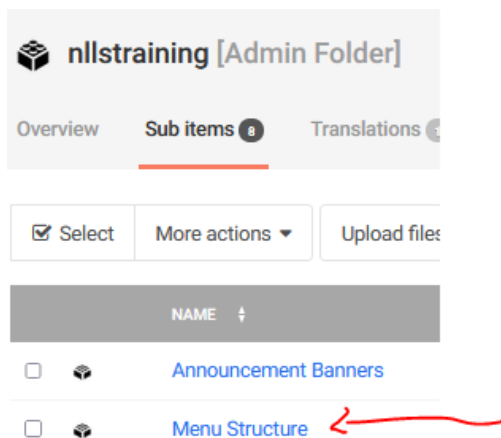   **History**
        Mission & Vision
Our Partners
    Northern Lights Library System

As a side note, you can also see the folders and pages in the Content Structure along the top of the webpage with something that looks like: "Home >> About Us >> Your Library", etc. These are ways in which what you create in the Content Structure shows up on the front-end.

However, if you make a general page that is not in a folder *already connected* to the Menu Structure, and if you take no steps to connect it to Menu Structure, it will not be publicly findable.

So, how do we edit the Menu Structure?

To edit this area, go to the back-end, navigate to Media Library, and click on your library name. Click on "Menu Structure".

nllstraining [Admin Folder]

Overview   **Sub items** 8   Translations

☑ Select   More actions ▼   Upload files

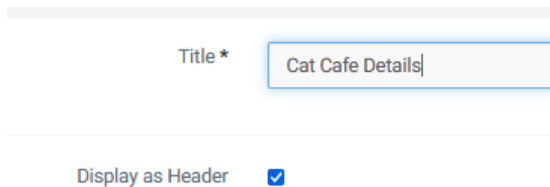|		NAME ↕
☐	◈	Announcement Banners
☐	◈	Menu Structure

You'll start off at the Main Menu Item level with areas like "About Us", and then you can click further down into Columns and Sub Menu Items. At each level, create new options through the blue "Create new subitem" button.

Let's make an example from scratch, starting at the Main Menu Item level. If you were looking to add a new column to an existing Main Menu Item, or looking to add a new Sub
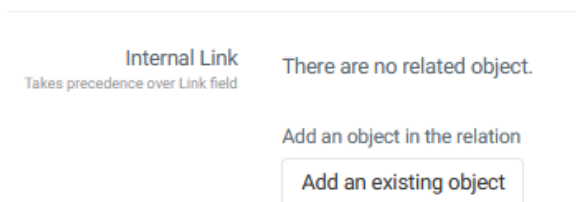
Menu Item to an existing column, simply click through to the appropriate area to take that step.

1. Click on the blue "Create new subitem" button, and select "Main Menu Item." Give it an appropriate title. You could link it to an existing page (e.g. "eResources"), but more often, it is more like a folder (e.g. "About Us"). Click "Send for publishing".
2. Within the new area, create a new column. The name of the column will not show up on the front-end of the site – you could follow Mugo's lead in naming these "Column 1", etc.
3. Within that column, you have to create a header. Create a Sub Menu Item, and check off the "Display as Header" button. Click "Send for Publishing".

4. Now we will create a Sub Menu Item that links to the general page that you've created over in content structure. Once you've given it the appropriate title (and, unlike the column name, this title is what the public sees in the menu), click the "Add an existing object" button in the Internal Link area.

5. Click the radio button beside the appropriate general page, click "Select", and then click "Send for Publishing".

Congratulations, you've added something to the menu structure!

One final note to make is that this process is also true in reverse - if you delete a general page that is connected to the Menu Structure, you'll have to go over into the menu structure to remove that Sub Menu Item -- if you don't, the text of its name will remain there, but it won't be clickable (a dead link).