

How to Add Menu Items

The screenshot shows the Joomla! administrator interface. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', 'Help', and 'SP Page Builder'. The left sidebar shows 'Control Panel' and various categories like 'CONTENT', 'STRUCTURE', 'USERS', 'CONFIGURATION', 'EXTENSIONS', and 'MAINTENANCE'. The main content area displays a list of menu items with columns for Status, Title, Menu, Home, Access, Language, and ID. A 'New' button is visible in the top left of the main content area.

Status	Title	Menu	Home	Access	Language	ID
<input type="checkbox"/>	<input checked="" type="checkbox"/> Who We Are (Alias: who-we-are-submenu) SP Page Builder » Page	About Us Sub Menu	<input type="checkbox"/>	Public	All	269
<input type="checkbox"/>	<input checked="" type="checkbox"/> Energy (Alias: energy-submenu) SP Page Builder » Page	Services Sub Menu	<input type="checkbox"/>	Public	All	173
<input type="checkbox"/>	<input checked="" type="checkbox"/> High Speed Network (Alias: getfiber-submenu) SP Page Builder » Page	Services Sub Menu	<input type="checkbox"/>	Public	All	174
<input type="checkbox"/>	<input checked="" type="checkbox"/> Landlord Services (Alias: landlord-services-submenu) SP Page Builder » Page	Services Sub Menu	<input type="checkbox"/>	Public	All	175
<input type="checkbox"/>	<input checked="" type="checkbox"/> New Construction (Alias: new-construction-services) SP Page Builder » Page	Services Sub Menu	<input type="checkbox"/>	Public	All	176
<input type="checkbox"/>	<input checked="" type="checkbox"/> Irrigation (Alias: irrigation-services-submenu) SP Page Builder » Page	Services Sub Menu	<input type="checkbox"/>	Public	All	177
<input type="checkbox"/>	<input checked="" type="checkbox"/> Surplus Auctions (Alias: surplus-auctions-submenu) SP Page Builder » Page	Services Sub Menu	<input type="checkbox"/>	Public	All	259
<input type="checkbox"/>	<input checked="" type="checkbox"/> Large Customer Care (Alias: large-customer-care-main) SP Page Builder » Page	Services	<input type="checkbox"/>	Public	All	309

Where:

https://www.grantpud.org/administrator/index.php?option=com_menus&view=items&menutype=

Also accessible in the Back-End Editor under Menu > All Menu Items

Overview:

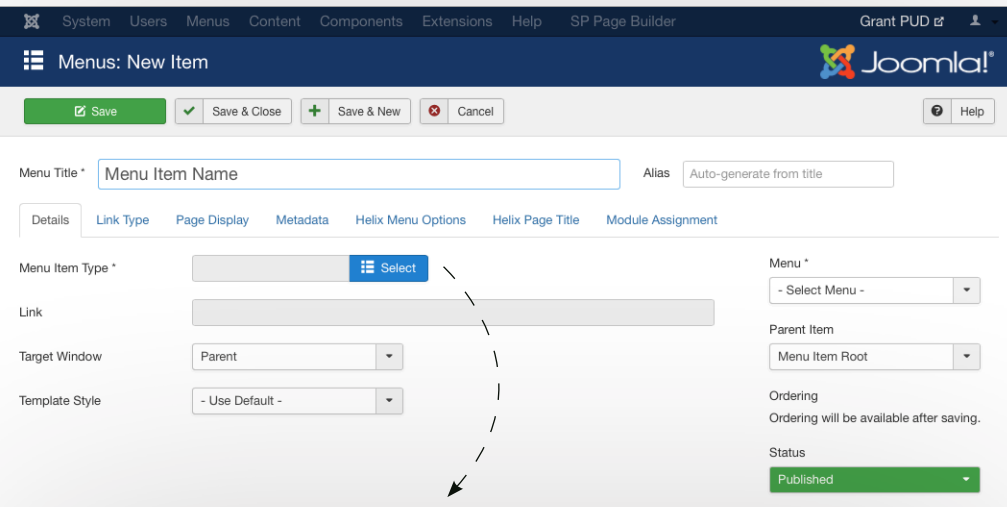
To create a menu item after building a new page, simply go to the link above or go to Menu > All Menu Items in the back-end editor.

Details:

Once you click on All Menu Items you'll see a list of all links on the site.

To create a new menu item, click "New" in the left hand corner.

How to Add Menu Items



System Users Menus Content Components Extensions Help SP Page Builder Grant PUD

Menus: New Item Joomla!

Save Save & Close Save & New Cancel Help

Menu Title * Menu Item Name Alias Auto-generate from title

Details Link Type Page Display Metadata Helix Menu Options Helix Page Title Module Assignment

Menu Item Type * [Select]

Menu * - Select Menu -

Link []

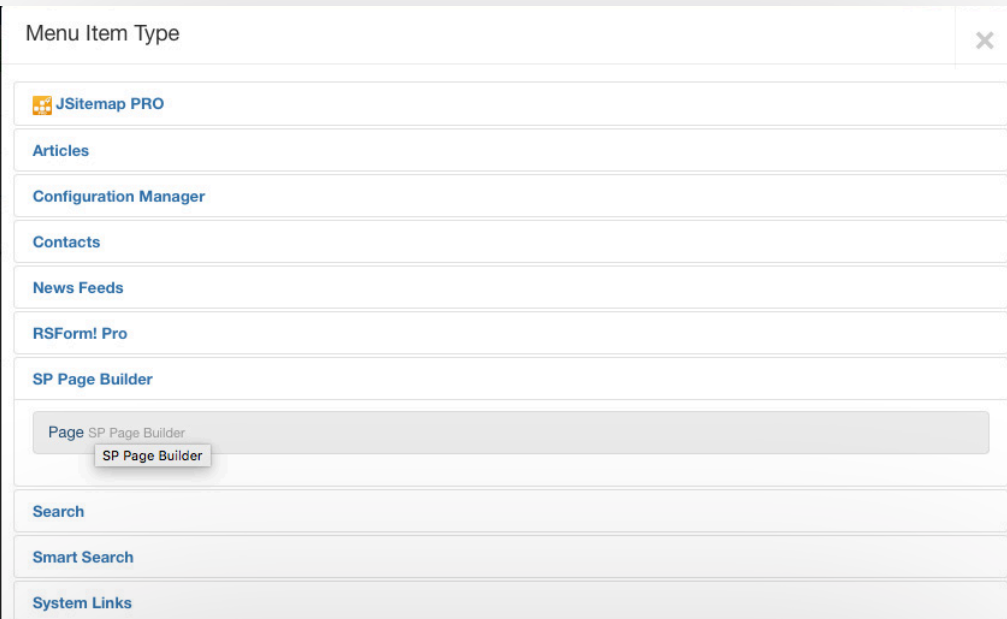
Parent Item Menu Item Root

Target Window Parent

Ordering Ordering will be available after saving.

Template Style - Use Default -

Status Published



Menu Item Type

JSitemap PRO

Articles

Configuration Manager

Contacts

News Feeds

RSForm! Pro

SP Page Builder

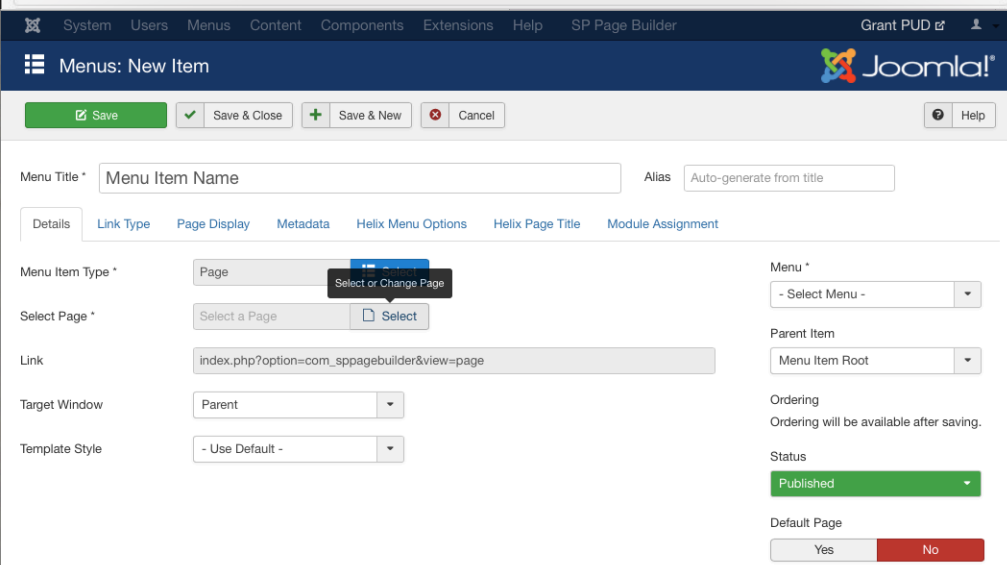
Page SP Page Builder

SP Page Builder

Search

Smart Search

System Links



System Users Menus Content Components Extensions Help SP Page Builder Grant PUD

Menus: New Item Joomla!

Save Save & Close Save & New Cancel Help

Menu Title * Menu Item Name Alias Auto-generate from title

Details Link Type Page Display Metadata Helix Menu Options Helix Page Title Module Assignment

Menu Item Type * Page

Menu * - Select Menu -

Select Page * Select a Page [Select]

Link index.php?option=com_sppagebuilder&view=page

Parent Item Menu Item Root

Target Window Parent

Ordering Ordering will be available after saving.

Template Style - Use Default -

Status Published

Default Page Yes No

Add A New Menu Item

When adding a new menu item, add the name of the menu item in the Title text field.

The “Alias” field to the right of it, will allow you to enter a custom url “slug”. For example, under Services, we have a High Speed Network page but the slug is “GetFiber” so that the url is grantpud.org/getfiber for marketing purposes.

Menu Item Type

Next hit “Select” next to Menu Item Type and select SP Page Builder, and Page underneath that.

Select Page

After you’ve selected SP Page Builder as the Menu Item Type, it’ll ask you to select the page.

Hit “Select” then from the modal, find and click on the new page you want to add.

How to Add Menu Items

The screenshot shows the Joomla! administrator interface for adding a new menu item. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', 'Help', and 'SP Page Builder'. The current page is 'Grant PUD'.

The 'Menus: New Item' form is displayed with the following fields:

- Menu Title:** Menu Item Name
- Alias:** Auto-generate from title
- Menu Item Type:** Page
- Select Page:** About Us: About Us Page
- Link:** index.php?option=com_sppagebuilder&view=page
- Target Window:** Parent
- Template Style:** - Use Default -

A 'Menu *' dropdown menu is open, showing a list of submenus: About Us, About Us Sub Menus, Billing & Payments, Billing & Payments Sub Menus, Careers Sub Menus, Energy Sub Menus, Environment Sub Menus, Hidden Menu, and Key Projects Sub Menus. Dashed lines indicate the mapping from the 'Menu *' dropdown to the 'About Us' column in the website preview below.

The website preview shows the Grant PUD logo and navigation menu. The 'ABOUT US' column contains the following items:

- Who We Are
- What We Do
- Careers
- The Wanapum
- Community
- Environment
- Electrical Safety
- News & Media
- Investors

The 'BILLING & PAYMENTS' column contains:

- Pay Your Bill
- Ways to Pay
- Rates & Fees
- Ways to Save
- About Your Bill

The 'SUPPORT' column contains:

- Outages
- Start/Stop Service
- Contact Us
- Locations
- FAQs

The 'ABOUT US' page is shown below, with the title 'ABOUT US' in large white letters. The navigation bar includes 'About Us', 'Who We Are', 'What We Do', 'Careers', 'The Wanapum', and 'More'.

Menu pulldown

Next, you'll need to specify which menu you want to add this item to.

In the Menu pulldown, you'll see every submenu on the site, labeled with "Submenus" in its name.

The items that don't have "Submenus" in their name, refer to the global nav.

For example, the About Us in the pulldown above refers to the About Us column in the global nav shown here.

The About Us Sub Menus in the pulldown above refers to the Sub Menu that appears on the About Us pages.



Menu pulldown

Next, you'll need to specify which menu you want to add this item to.

In the Menu pulldown, you'll see every submenu on the site, labeled with "Submenus" in its name.

The items that don't have Submenus in their name, refer to the global nav.

For example, the About Us in the pulldown above refers to the About Us column in the global nav shown here.

The About Us Sub Menus in the pulldown above refers to the Sub Menu that appears on the About Us pages.

All other options on the New Item page can be left as default.

Then hit Save to finish.