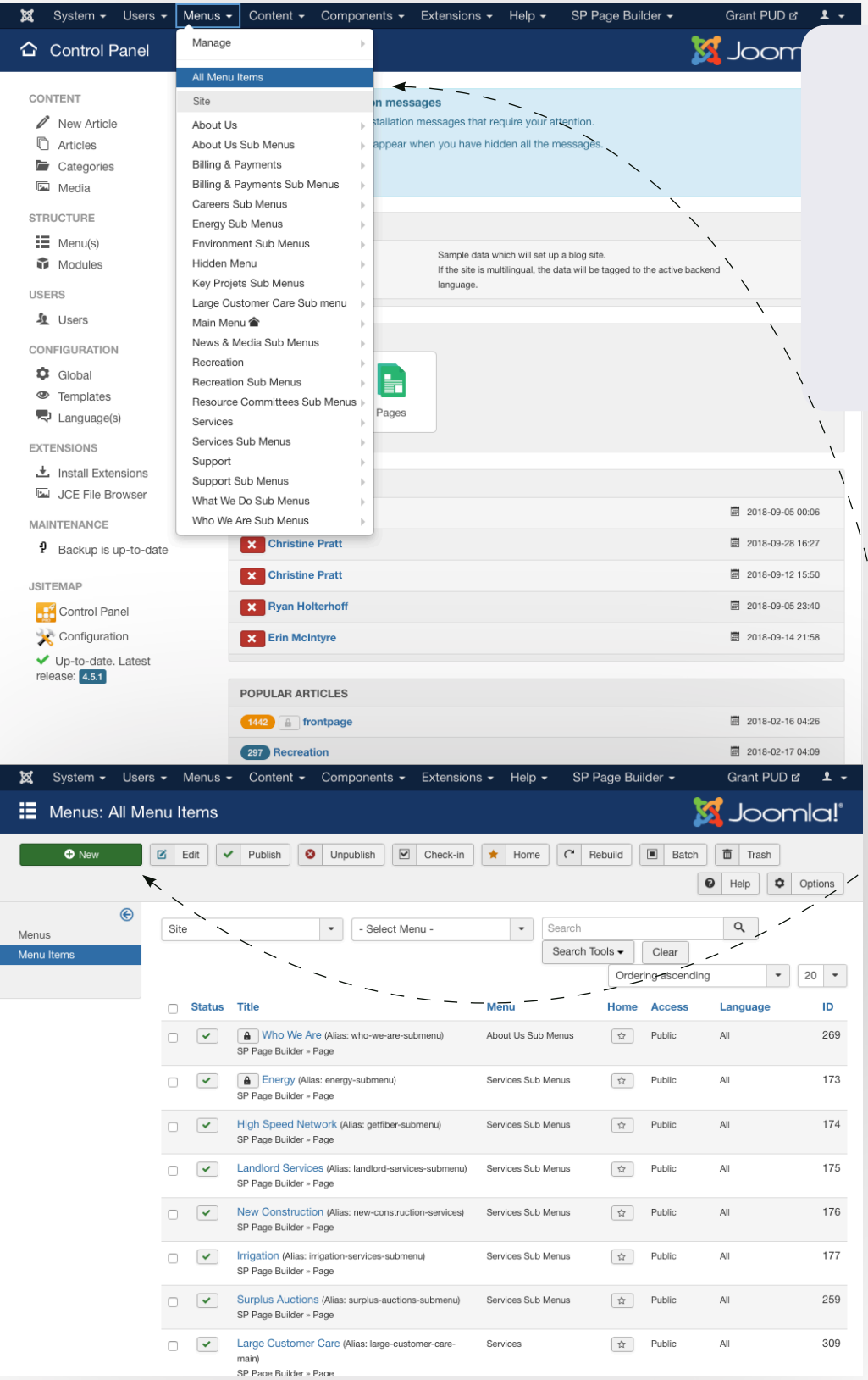
# How to Add Menu Items




## 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 Menus > 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.

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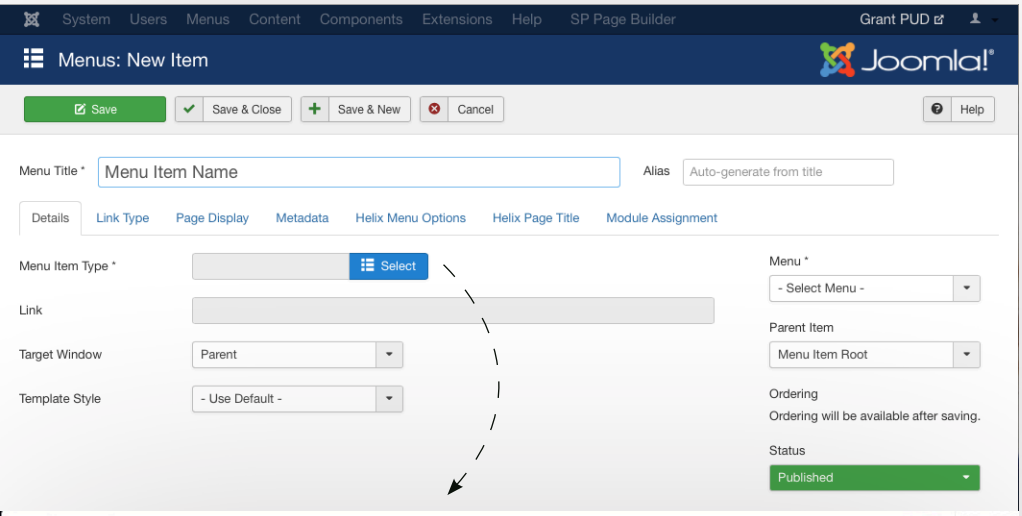
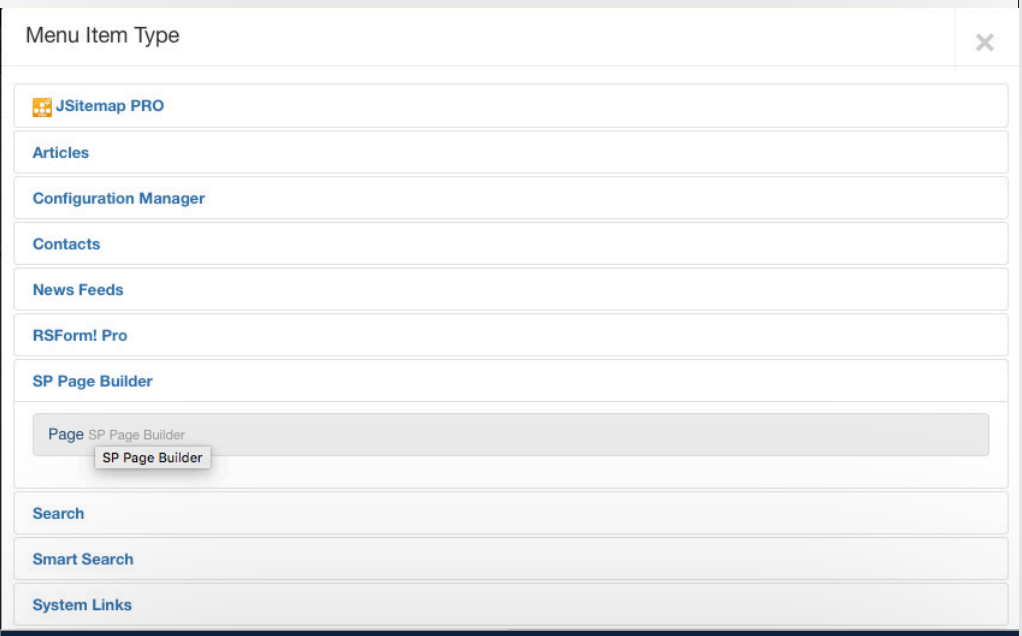



## Add A New Menu Item

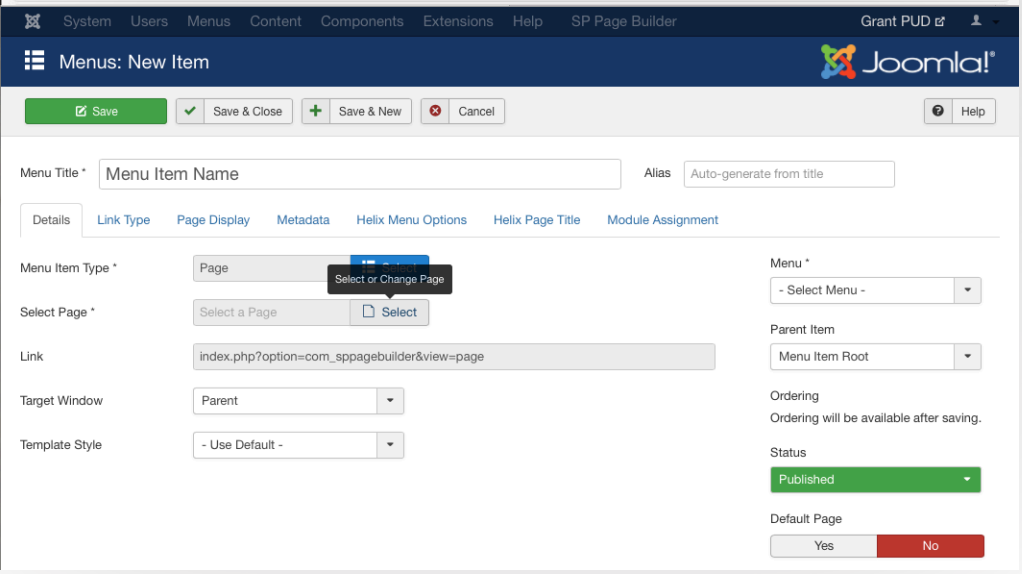
When adding a new menu item, add the name of the menu item in the Title text field.

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.

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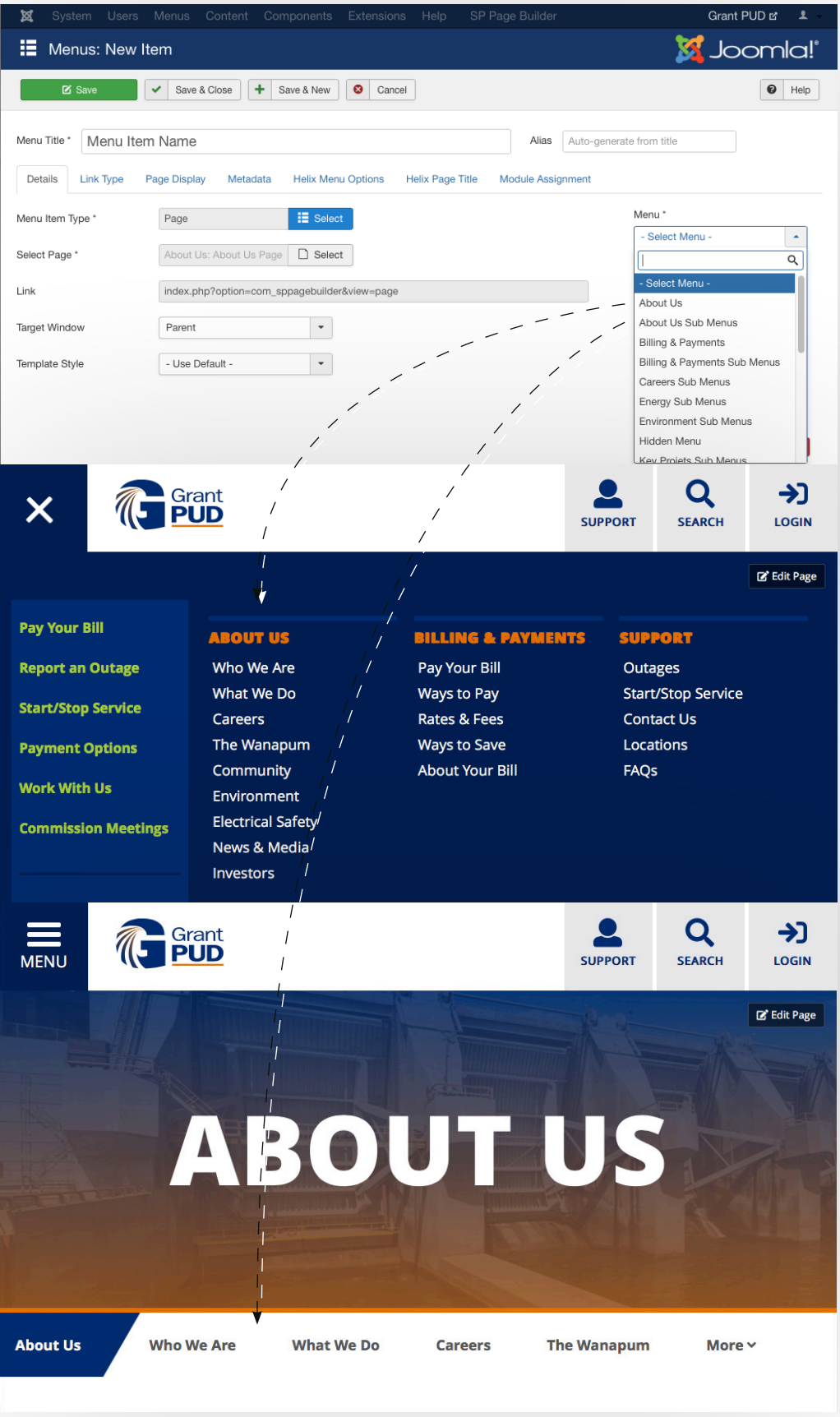



## Menu pulldown

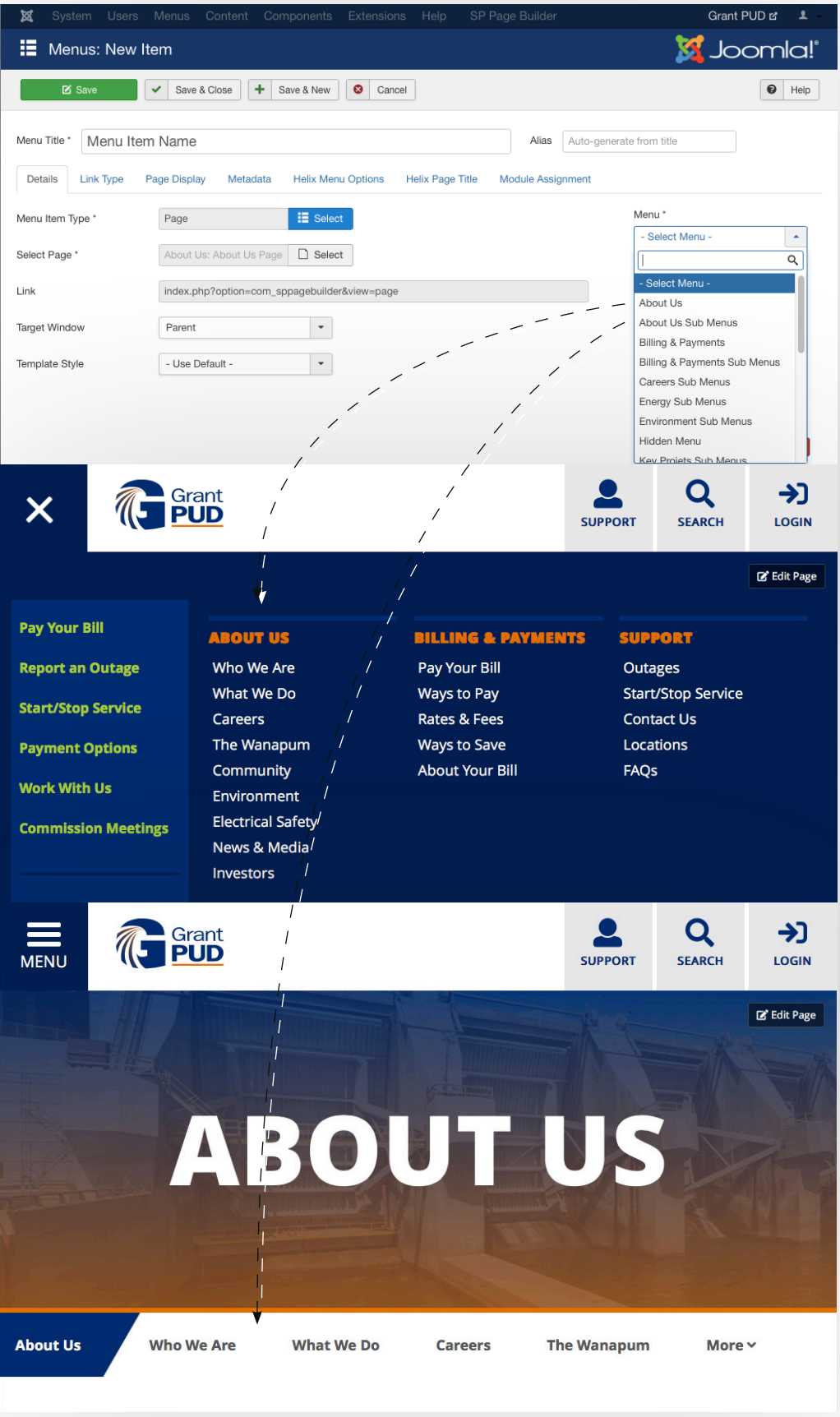
Next, you'll need to specific which menu you want to add this item to.

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

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

Then hit Save to finish.