Creating a Main Menu

Menu Builder administrators can create, edit and manage the **main menu**.

The main menu is a crucial area of navigation for users and an additional way for your administrators to provide them with useful links they need to perform tasks or are being promoted.

Administrators and editors should be confident in making changes to the menu to keep it up to date and relevant.

Multiple menus can be created as they can suit different purposes, but only one can be set to appear at a time (and per theme)
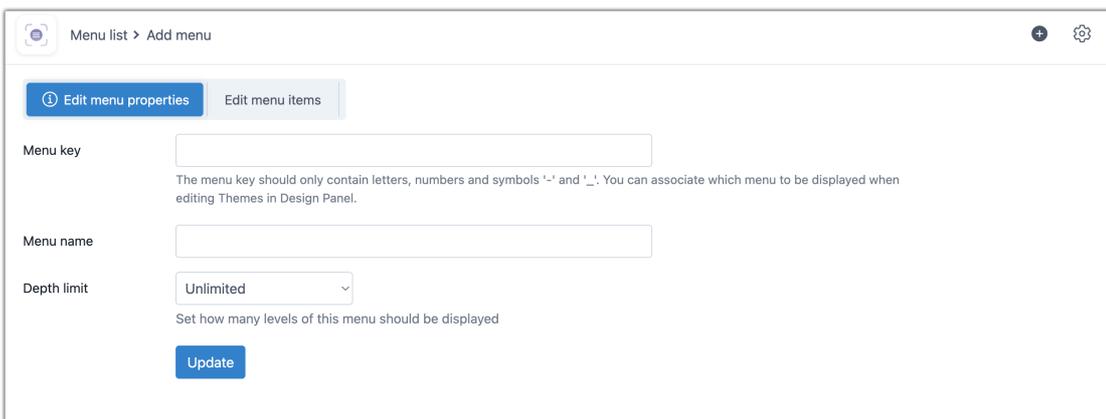
Creating a menu

Menu Builder administrators can create menus, and will create the first one ever on your site during onboarding.

A new menu can be created in **Applications > Menu Builder** at any time by an administrator:
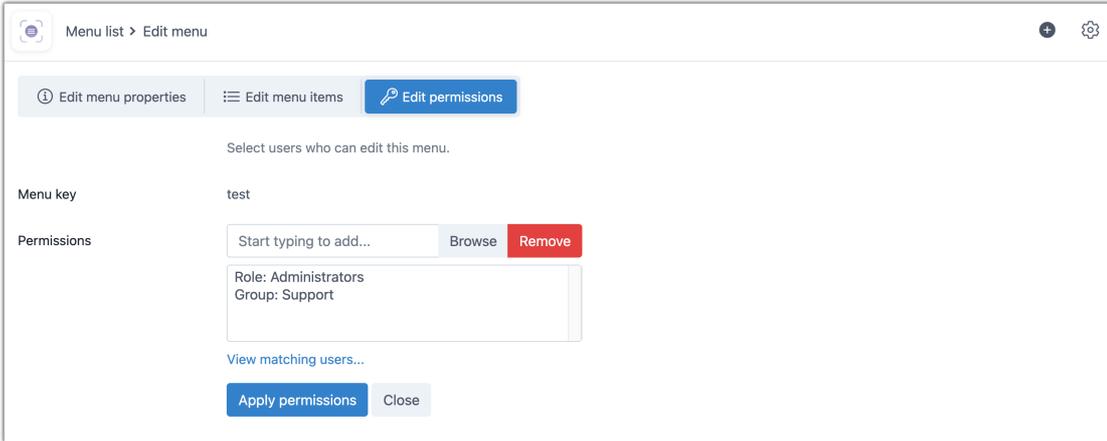
Fill out the properties on the next screen:

- **Menu key:** Used to distinguish the menu in the database
- **Menu name:** Name of the menu for administrators to distinguish, if more than one exist in the system
- **Depth limit:** Number of levels (sub-menu items) the menu can display

Click **Update** to create the menu.

Now you are ready to add items to the menu.

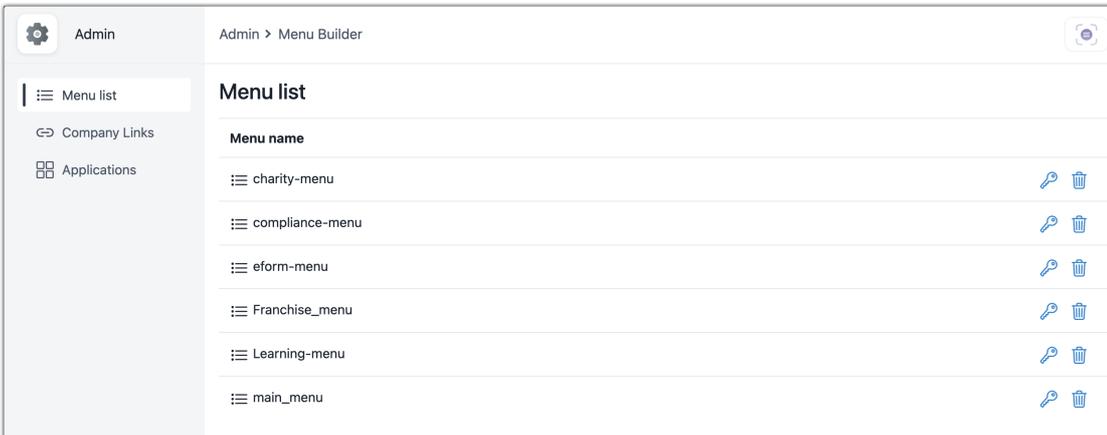Make sure to update which other Users, Roles, or Groups you wish to be able to edit the menu:

Please note: Users with edit permission can add, edit, and delete items in that menu, so ensure they are trusted/appropriate users.
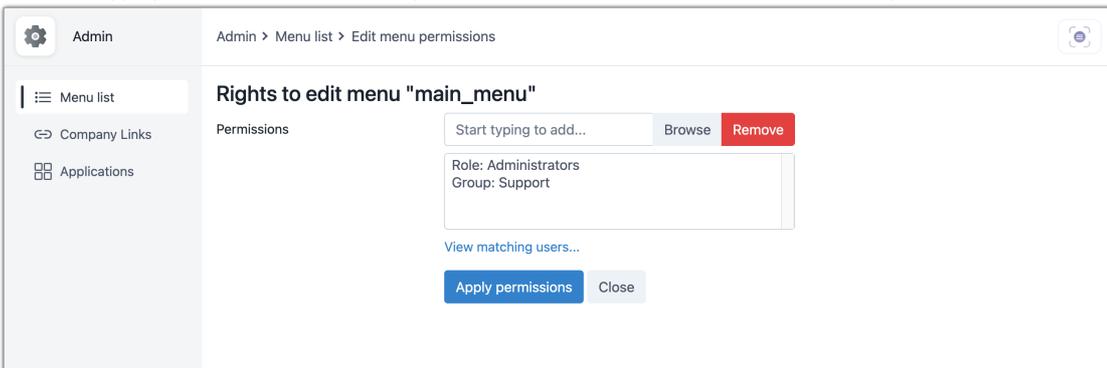
Updating who can edit the menu

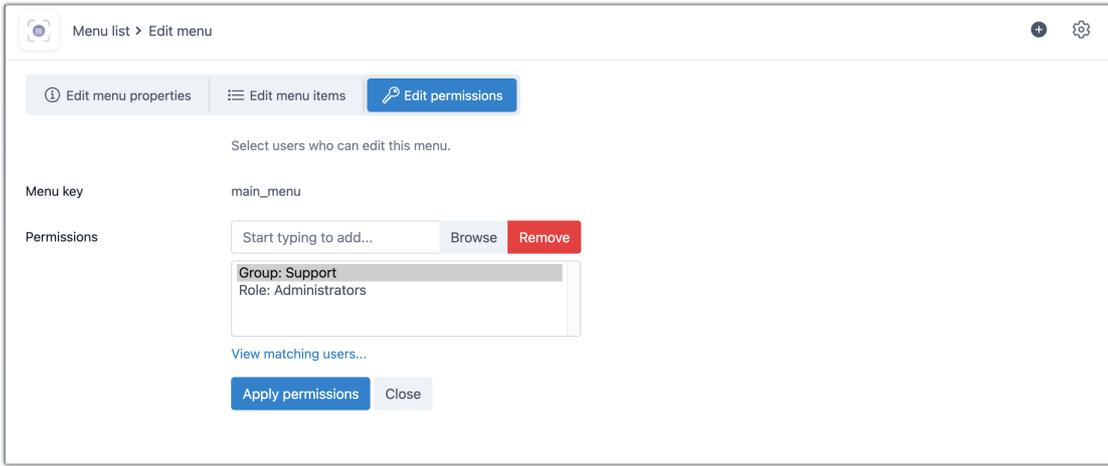After a menu is created, there are two ways to update who can edit it.

1. By Menu Builder administrators from **Admin > Menu Builder> Menu List**. using the key symbol:

Ensure all appropriate Users, Roles, or Groups who will need to edit a menu are entered into its permission box, and this is saved.
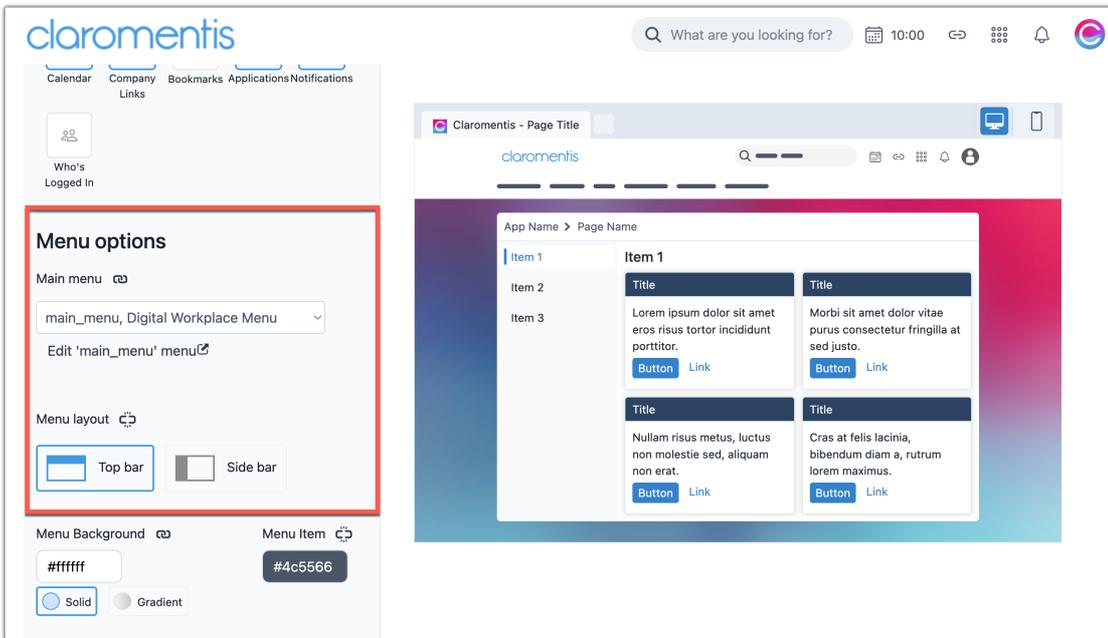
2. Any user with **Edit** rights can already update the menu permissions from the front-end:

Setting a menu to appear

An application administrator of the Design panel can edit which menu appears in which theme.

They can also choose their configuration and whether this appears on the side or the top, as shown in the video:

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Please download the file: video/mp4