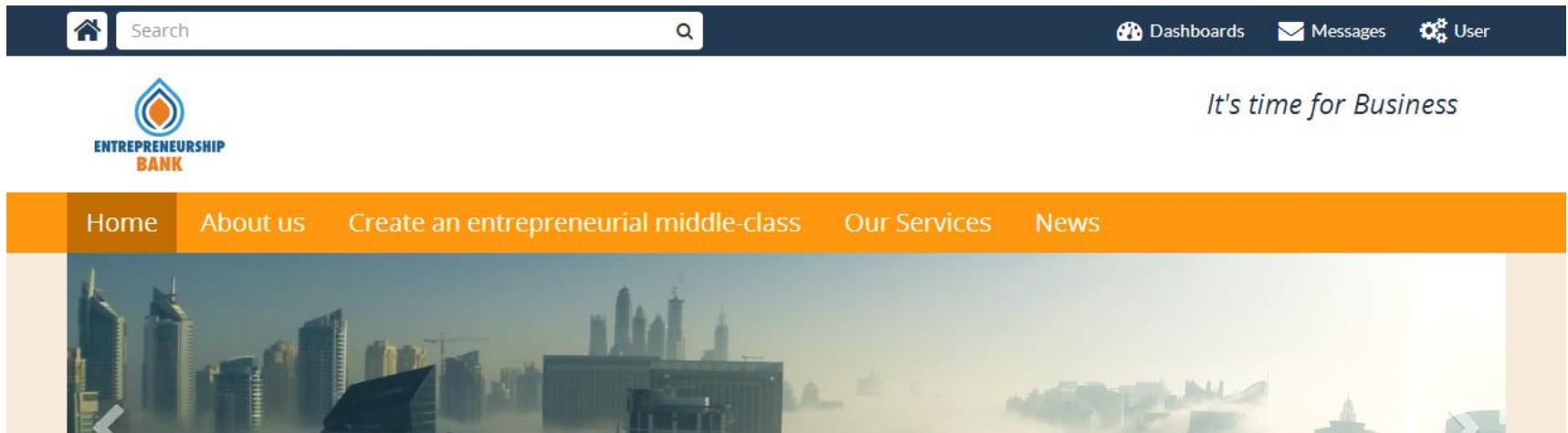


3. Create a Menu

The primary tool to navigate within a portal is a menu. A menu highlights specific areas of interest within a portal.



The menu items in this portal are: Home, About us, Create an entrepreneurial middle-class, Our services and News.

To create a menu go to {Appearance} > {Menus} in the dashboard. Select {Create a new menu}, enter a name for the menu and save by selecting {Create Menu}.

The screenshot displays the bidX dashboard interface. On the left sidebar, the 'Appearance' menu item is highlighted in blue, and the 'Menus' sub-menu is also highlighted. The main content area shows the 'Create a new menu' form. The form includes a dropdown menu for selecting a menu to edit, a 'Select' button, and a link to 'create a new menu'. Below this, there is a 'Menu Name' input field with the placeholder text 'Enter menu name here' and a 'Create Menu' button. A message below the input field reads 'Give your menu a name above, then click Create Menu.' Another 'Create Menu' button is located at the bottom right of the form. Yellow arrows point to the 'Appearance' menu item, the 'create a new menu' link, and the 'Create Menu' button.

This menu is called “Entrepreneurship Bank Menu”.

The screenshot displays the bidX admin interface for editing a menu. The top navigation bar shows 'business + New' and the user 'administrator@customer.bidx.net (groupowner)'. The left sidebar contains various menu items, with 'Appearance' selected. The main content area has two tabs: 'Edit Menu' (active) and 'Manage Locations'. Below the tabs, there's a dropdown menu to select a menu to edit, currently set to 'Entrepreneurship Bank Menu', with a 'Select' button and a link to 'create a new menu'. The 'Menu Name' field is also set to 'Entrepreneurship Bank Menu' and has a 'Save Menu' button. The 'Menu Structure' section includes a note to 'Add menu items from the column on the left'. The 'Menu Settings' section, highlighted with an orange border, contains three options: 'Auto add pages' (unchecked), 'Theme locations' with 'Primary Navigation' (checked) and 'Primary navigation for a non-logged in user' (checked). A 'Delete Menu' link and another 'Save Menu' button are at the bottom.

- If Auto add pages is checked then all new pages will be added to the menu automatically.
- If Primary navigation and Primary navigation for a non-logged in user are checked, then logged in members will have the same view as non-logged in members

Select {Pages} > {View All} in the dashboard. Tick the pages you would like to show in the menu and select {Add to Menu}. Because "Our Services" has been made parent page of "Online services" and "Offline services", these pages appear underneath each other and can be easily selected.

The screenshot displays the bidX dashboard's 'Edit Menus' interface. On the left, a sidebar menu includes 'Pages' and 'Appearance'. The 'Pages' section is highlighted with a yellow border, showing a list of pages with checkboxes. The 'Our Services' parent page is checked, and its sub-pages, 'Online services' and 'Offline services', are also checked. The 'Add to Menu' button is visible at the bottom of the list. The right side of the interface shows the 'Menu Structure' and 'Menu Settings' sections.

Pages

Most Recent View All Search

- Home
- Our Services
 - Online services
 - Offline services
- Privacy
- Register as entrepreneur
- Register as investor
- Register as member
- Register as mentor

[Select All](#) [Add to Menu](#)

Menu Name Entrepreneurship Bank Menu [Save Menu](#)

Menu Structure

Add menu items from the column on the left.

Menu Settings

Auto add pages Automatically add new top-level pages to this menu

Theme locations Primary Navigation (Currently set to: Menu)
 Primary navigation for a non-logged in user (Currently set to: Menu)

[Delete Menu](#) [Save Menu](#)

The selected pages move right into the menu structure. More pages can be added. Order items by dragging them into the right position.

The screenshot displays the bidX menu creation interface. On the left, a 'Pages' panel lists various site pages with checkboxes for selection. A yellow arrow points from the 'Home' checkbox to the 'Home' item in the 'Menu Structure' panel on the right. The 'Menu Structure' panel shows a vertical list of menu items: 'Home', 'Our Services', 'Online services', and 'Offline services', each with a 'Page' dropdown menu. Below this, the 'Menu Settings' section includes options for 'Auto add pages' (unchecked), 'Theme locations' (checked for 'Primary Navigation' and 'Primary navigation for a non-logged in user'), and a 'Delete Menu' link. A 'Save Menu' button is located at the top right and bottom right of the interface.

A dropdown of menu items is created by adding a link. Click on {Links}. Place a hashtag instead of a URL and choose a text for the menu item. Then select [Add to Menu].

The screenshot shows the bidX user interface for creating a menu. On the left is a dark sidebar with navigation options: News And Events, Competitions, Appearance (highlighted), Customize, Widgets, Menus, Monitoring, Connect, Invite members, Getting Started, Support, and Group Settings. The main content area is divided into several sections:

- Navigation:** A vertical list of categories: Pages, Competitions, News And Events, **Links** (highlighted with a yellow border), and Categories.
- Link Configuration:** A form within the 'Links' section with fields for 'URL' (containing '#'), 'Link Text' (containing 'Services'), and an 'Add to Menu' button.
- Menu Name:** A text input field containing 'Entrepreneurship Bank Menu' and a 'Save Menu' button.
- Menu Structure:** A section with the instruction: 'Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.' It contains a list of menu items:
 - Home (Page)
 - Our Services sub item (Page)
 - Online services sub item (Page)
 - Offline services sub item (Page)
- Menu Settings:** A section at the bottom, currently empty.

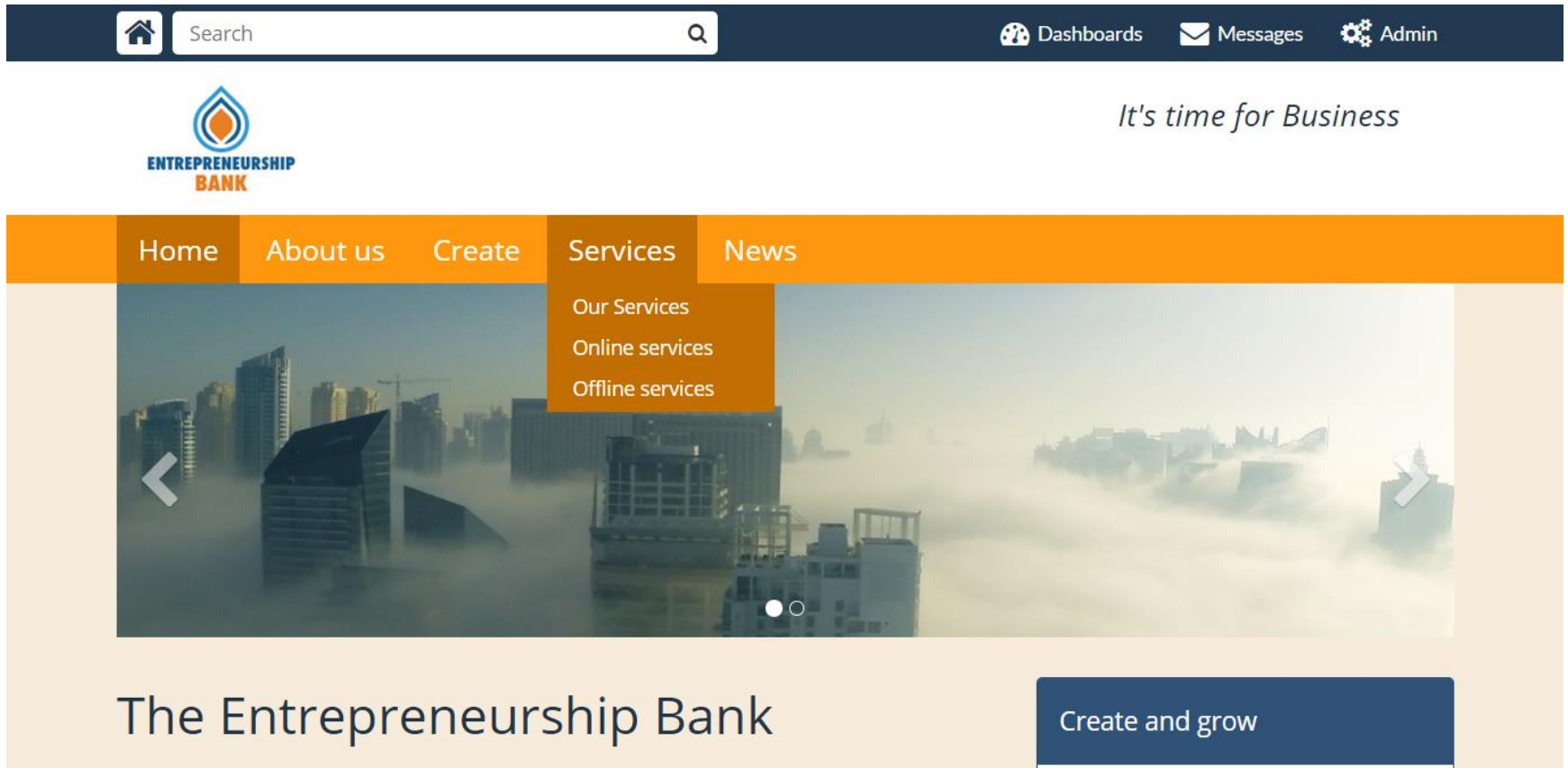
The menu item is added to the bottom of the list.

The screenshot displays a web interface for creating a menu. On the left, there is a sidebar with a list of categories: Pages, Competitions, News And Events, Links, and Categories. The 'Links' category is selected, and its configuration options are visible: URL (http://), Link Text (Menu Item), and an 'Add to Menu' button. A yellow arrow points from the 'Add to Menu' button to the 'Services' item in the main menu structure. The main area shows the 'Menu Name' as 'Entrepreneurship Bank Menu' and a 'Save Menu' button. Below this, the 'Menu Structure' section contains a list of items: Home (Page), Our Services (Page), Online services (Page), Offline services (Page), and Services (Custom). Each item has a dropdown arrow on its right side.

The items can now be dragged into the right position. Dragging items one place to the right will make them appear in a dropdown.

The screenshot displays a web interface for creating a menu. On the left, there is a sidebar with a list of categories: Pages, Competitions, News And Events, Links, and Categories. The 'Links' category is selected, showing a form with fields for 'URL' (containing 'http://'), 'Link Text' (containing 'Menu Item'), and an 'Add to Menu' button. On the right, the 'Menu Name' is 'Entrepreneurship Bank Menu' with a 'Save Menu' button. Below this is the 'Menu Structure' section, which contains a list of menu items. The items are: 'Home' (Page), 'Services' (Custom), 'Our Services sub item' (Page), 'Online services sub item' (Page), and 'Offline services sub item' (Page). Three yellow arrows point to the right side of the 'Our Services', 'Online services', and 'Offline services' items, indicating they can be dragged to the right to create a dropdown menu.

A dropdown in the menu looks like this on the site:



Change menu items by expanding the sub-window (1).

Select {Out from under Services} to remove the item from the dropdown (2).

Select {Remove} to remove the item from the menu (3).

Menu Name: Entrepreneurship Bank Menu Save Menu

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

- Home Page ▼
- Services Custom ▼
 - Our Services *sub item* Page ▼
 - Online services *sub item* Page ▼
 - Offline services *sub item* Page ▲ 1
 - Navigation Label: Offline services
 - Title Attribute:
 - Move: [Up one](#) **Out from under Services** [Under Online services](#) 2
 - Original: [Offline services](#)
 - Remove** | [Cancel](#) 3

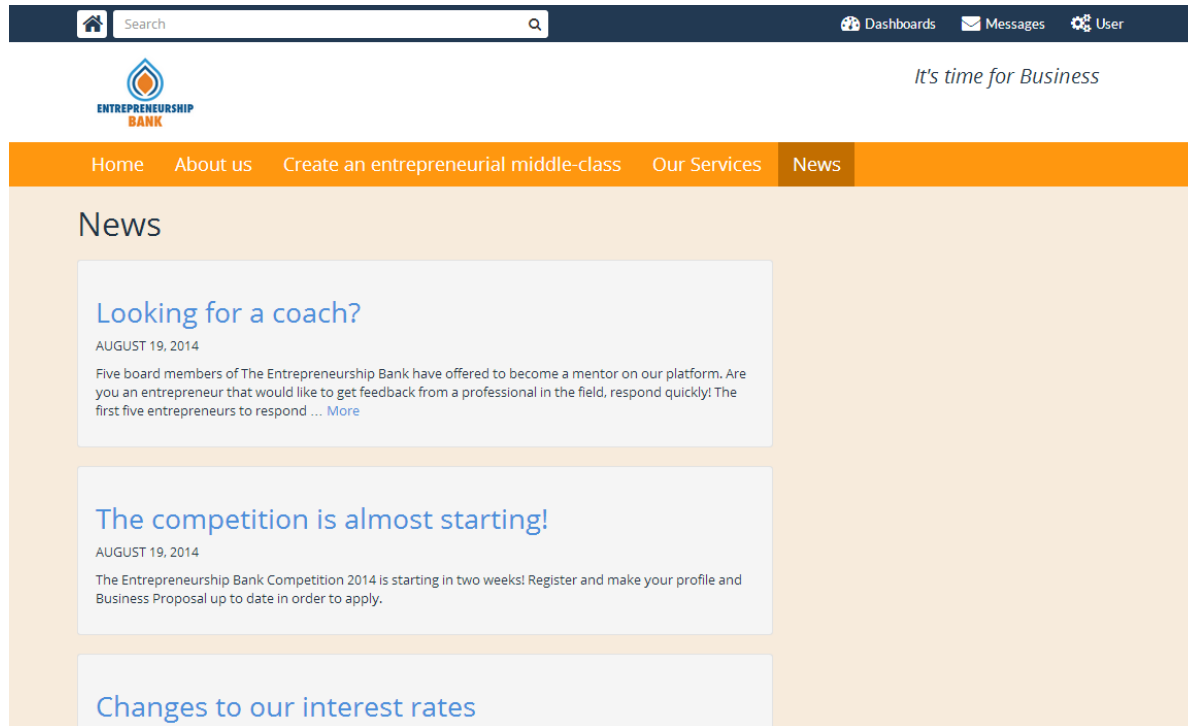
Posts can easily be added to a menu if they have been categorized. Select {Categories}, select a category (in this case “News”) and select {Add to Menu}.

The screenshot displays the bidX admin interface for managing menus. The top navigation bar includes a home icon, the text "business + New", and the user information "administrator@customer.bidx.net (groupowner)". Below the navigation bar, there are tabs for "Edit Menus" and "Manage Locations". A dropdown menu is set to "Entrepreneurship Bank Menu" with a "Select" button and a link to "create a new menu".

The main content area is divided into two columns. The left column contains a list of menu categories: Pages, Competitions, Judges, Links, and Categories. The "Categories" section is highlighted with an orange border and contains a sub-section with "Most Used", "View All", and "Search" options. Underneath, there are checkboxes for "Uncategorized" (unchecked) and "News" (checked). At the bottom of this section are "Select All" and "Add to Menu" buttons. An orange arrow points from the "Add to Menu" button to the "News" category in the right column.

The right column shows the "Menu Name" as "Entrepreneurship Bank Menu" with a "Save Menu" button. Below this is the "Menu Structure" section, which includes instructions: "Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options." The structure lists several items: "Home" (Page), "Our Services" (Page), "Online services" (sub item, Page), and "Offline services" (sub item, Page). At the bottom, the "News" category is listed as a "Category" with a dropdown arrow.

The selected category becomes the title of the menu item. The connected posts are placed underneath each other in chronological order by the date they are created.



The screenshot displays the Entrepreneurship Bank website interface. At the top, there is a dark blue navigation bar with a search field, a home icon, and links for Dashboards, Messages, and User. Below this is the Entrepreneurship Bank logo and the tagline "It's time for Business". An orange navigation bar contains the menu items: Home, About us, Create an entrepreneurial middle-class, Our Services, and News. The News section is active, showing three news items in chronological order:

- Looking for a coach?**
AUGUST 19, 2014
Five board members of The Entrepreneurship Bank have offered to become a mentor on our platform. Are you an entrepreneur that would like to get feedback from a professional in the field, respond quickly! The first five entrepreneurs to respond ... [More](#)
- The competition is almost starting!**
AUGUST 19, 2014
The Entrepreneurship Bank Competition 2014 is starting in two weeks! Register and make your profile and Business Proposal up to date in order to apply.
- Changes to our interest rates**