

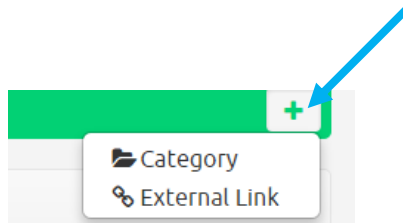
# For Website Users: Adding Categories/Links

You can add new options to the navigation bar along with re-ordering the options present by clicking on the name of the category and dragging it from left to right.

## To add a new category:

Go to your website

- Log in to an account with website editing rights and select the option to edit the website from the menu bar on your dashboard. You may need to select the double arrows to access overflow items.
- Move your cursor to the menu bar and select the visible + sign.
- Select as appropriate from the drop-down that will appear.



- Insert the name of the new category. By clicking onto the status button and activating the category it will instantly be visible for public viewing...you may wish to leave it inactive whilst you add your content.
- If you wish to edit this option later, select the 'Action' button that will be available on the far right and then 'Edit Category'. This procedure also provides the option to delete the category if no longer required.
- Once your category has been created, clicking on the title will allow you to add sub-categories, pages and links.

## To add an External Link:

- Follow the steps above only this time elect to add an External Link to another website.
- On the pop-up that appears, enter the title of the link as you would like it to appear in the website navigation bar. Then add the web address in the second field.
- Visibility of this link is controlled by the status button, clicking and making it green will activate the link and make it visible on the website.