Bioland 2 – Adding content to the menu

Introduction

While the menus can be edited from the administration interface, sometimes it is useful to add new content item to the menu directly, during the creation. Or edit the existing item to add it to the menu. Both can be done in the same way, as part of the item editing interface.

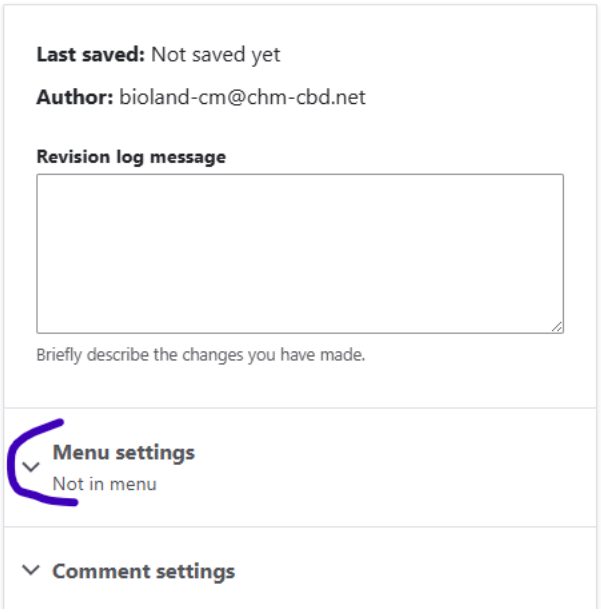
The menu editing is available to the users with Content Manager role and above. It is not available to the Contributor role.

Editing interface

The editing interface is part of the right tool bar called “Menu setting”. By default, the interface is closed and only the current status shown.

Expand the interface to see the checkbox to provide a menu link.

Once the checkbox is clicked, there are four fields. Of those, two are compulsory and the other two are optional.



Field	Explanation
Menu link title	The text that will appear in the menu (see later section for translations)
Description	Optional. Not used at the moment.
Parent link	The choice of the menu and submenu, under which the link will appear. This includes both top and bottom menus.
Weight	Optional. Allows to control the order of this item within the chosen menu. While it can be controlled from here, it is easy to use drag and drop in the main menu administration interface for this purpose.

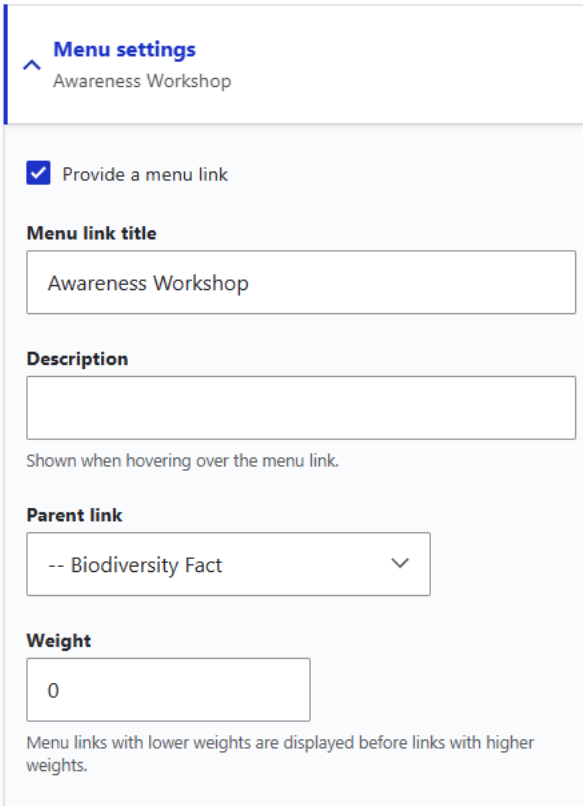
Please note that while it is technically possible to place a menu link under another menu link, such as *Footer/Quick Links/Home*, it will not display as a submenu. So, the correct location in this example would be *Footer/Quick Links*.

Similarly, when the menu has several submenus, the item needs to be added at the level of the submenu. While additional submenus are allowed, care needs to be taken to avoid visual overflow of the content.

Use Weight field or main menu admin interface to control placement of the new menu item relative to the existing one.

Finally, if the document is not published, the link to it will not appear on the menu. Therefore, the menu link can be safely setup while the document is still in the draft mode.

Notice that menus are not changed frequently and therefore are cached. Force refreshing the web page may be required to see the changes.



Menus and their visual location

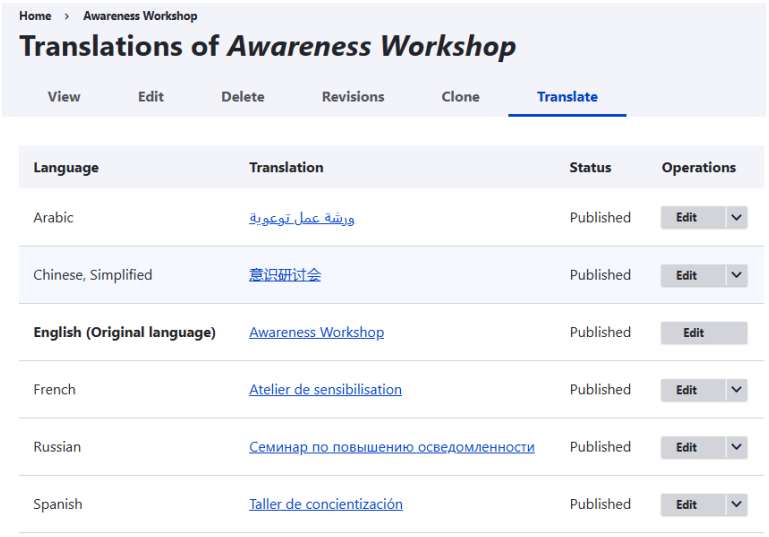
The following is the name of the menus in alphabetical order as presented by the interface and their visual location on the Bioland site.

Menu	Location
Biodiversity Facts	Top menu, 2nd
Conventions & Protocols	Top menu, 1st
Cooperation	Top menu, 4th
Footer	The bottom of the page with four-columns (submenus)
Footer Credits	Bottom-right of the page, under the footer
Implementation	Top menu, 3rd
News & Updates	Top menu, 5th
Resources	Top menu, 6th

Menu translation

Content may exist in all 6 UN languages and the content in different languages is linked together. Bioland tries to display content in the chosen language and will fall back to system language (usually English), when the translation is not available.

This applies to the menus as well. If the content is translated, but the menu link is not, the English menu text will show instead.



The solution is to translate the menu title as well. The easiest way to do it is to edit the translation of the content item. The menu editing interface will be already open with the original (English) title shown.

Copying/entering the translated title should be sufficient at this point, unless the menu title needs to be shorter.

After that the translation needs to be saved. Once saved, the menu will automatically use the new available translation for this language and original version for English.

