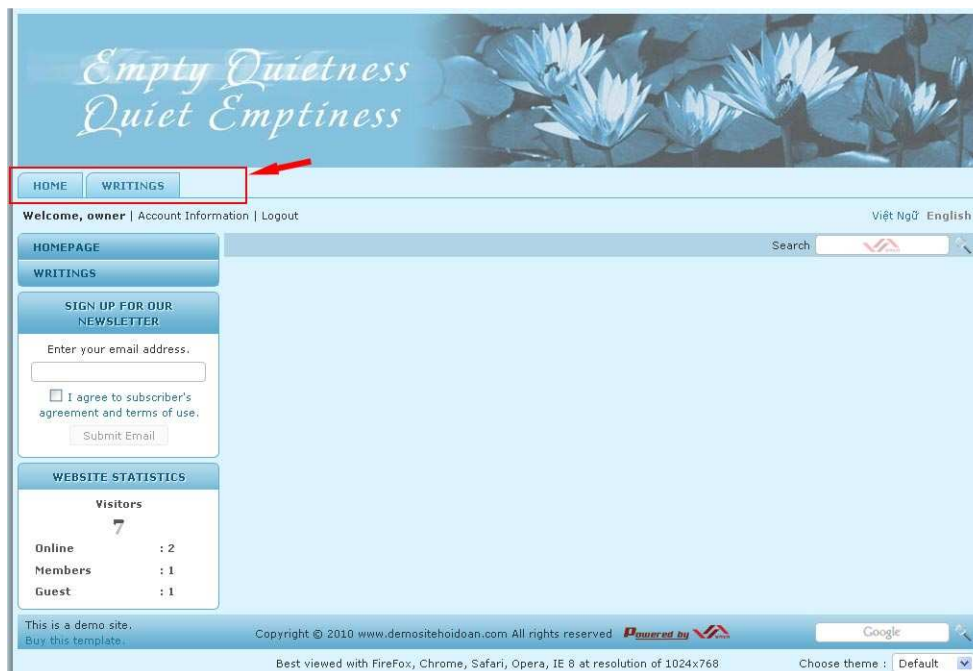# 4. To Create the Top Menu for the Website

At this moment, your website has just had a Left Menu. There is no Top Menu on the website yet.

Your website's Homepage would look like this, if you add a top menu to it.

Let's create a Top Menu for the English section.

A. Login the **Control Panel** as usual.

B. Click **"Website Manager"** on the top menu. Then select "**Categories**" in the drop down list. You may, instead, click on the **Categories icon** in the center area.
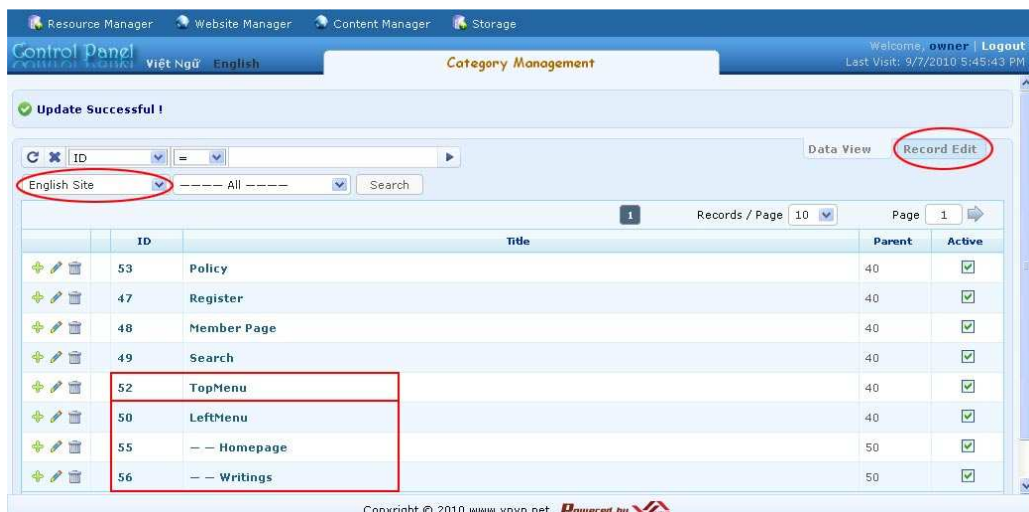

A list of existing categories will appear.

C. **Select which language site to manage.**

Before doing any managing work for your website, you need to specify which language site you want to work with. In this example, you are adding a Top Menu to the English site; you will select "**English Site**" for this box.

A list of categories of the English site will appear.

D. In this list, there already exists a category named Top Menu, but it is not shown on the website because it does not contain any "child" category. **The Top Menu needs some "child" categories so that it will show on the website.**

You will be adding 2 categories: "Homepage" and "Writings" to the Top Menu. Since these two categories already exist in the Left Menu, you will create **Linked Categories** (also called Menu Link in the program) to link them to the actual categories. When viewers click on these categories, they will be directed to the actual categories.

E. Click the "**Record Edit**" button near the upper right corner. A blank record will appear.

F. Click the "**New**" button if the record is not blank. Otherwise, go on to the next step.

G. Since you are adding a **linked category**, you need to focus on these 4 data: **Parent, Title, Menu Link** and **Content Type**.

    1. Parent. Here, you should tell which category is the parent of the new category. In this example, you should select "Top Menu" as the "parent"

of the category you are adding. Click the arrow at the end of this box and select "**Top Menu**" in the drop down list.

2. **Title.** Type the name of the new category. This name will show on the Menu. In this example, you will fill in this box with "**Homepage**.

3. **Menu Link.** In this box, you will fill the address of the actual category.

   You need to **go to your website**, copy the address, and paste it here.

   To get the address of the actual category, you go to your website, **click on existing category on the Left Menu**. In this example, you should click on "Homepage" on the Left Menu. An address will appear in the address box of the web browser.

   The address is marked in the red rectangle in the following picture. However, you only need to copy the part right after your domain name (it is marked in the blue rectangle).
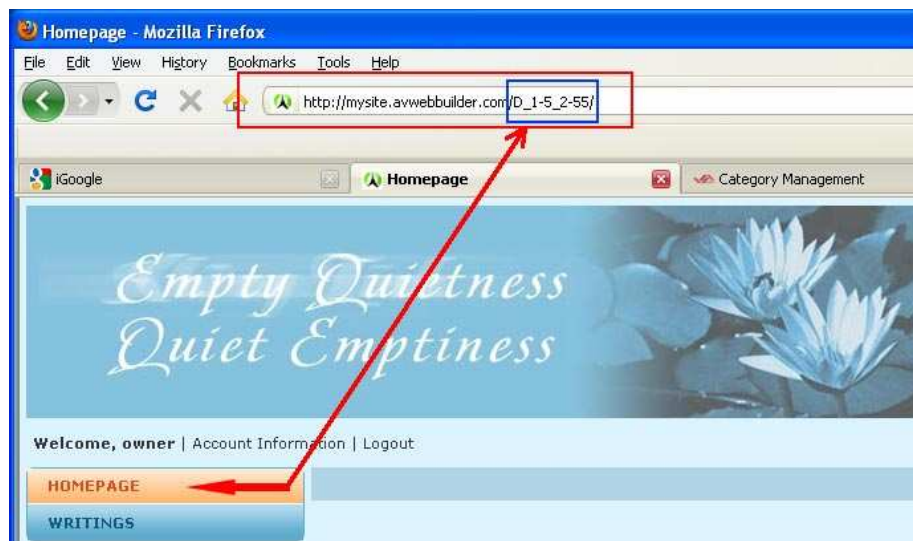
   The following picture shows more clearly the part you need to copy and paste to the "**Menu Link**" box in the record.
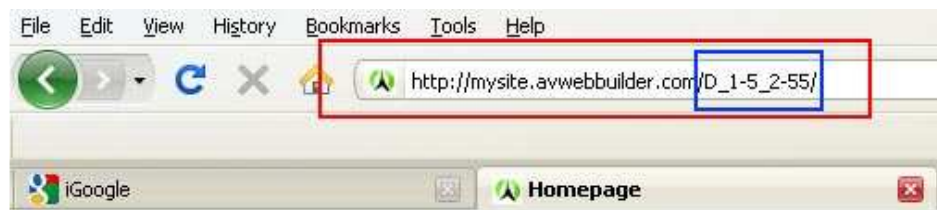
   How to copy:

(a) Highlight the part you need to copy: **Click and hold the mouse button at the starting point** of the text you want to copy. While still holding the mouse button, **move the mouse over the part of the text** to highlight it. You can now release the button. The text must still be highlighted.

(b) Hold the "Ctrl" key and hit the "C" key on your keyboard.

How to paste:

(c) Click the mouse anywhere in the "Menu Link" box.

(d) Hold the "Ctrl" key and hit the "V" key on your keyboard.

4. **Content Type.** In this table, you will select the content type for your new category. In this example, you will select "**Menu Link**". "Menu Link" is always used for linked categories.

You don't need to concern about the other data at this moment.

The record will look like the following after you have completed those 4 data.

H. Next, click the "**Add**" button at the top or bottom of the screen. The message "**Data Added Successfully!**" will appear near the upper left corner.

l. Now, go to your website and check if the Top Menu has shown up on the website. You must **refresh the web page**. Click the "**Refresh**" button of your browser, or hit the "**F5**" key on your keyboard.

You have added one category to the Top Menu.

Next, you will add one more category to the Top Menu. Let's add the category "**Writings**" to the Top Menu.
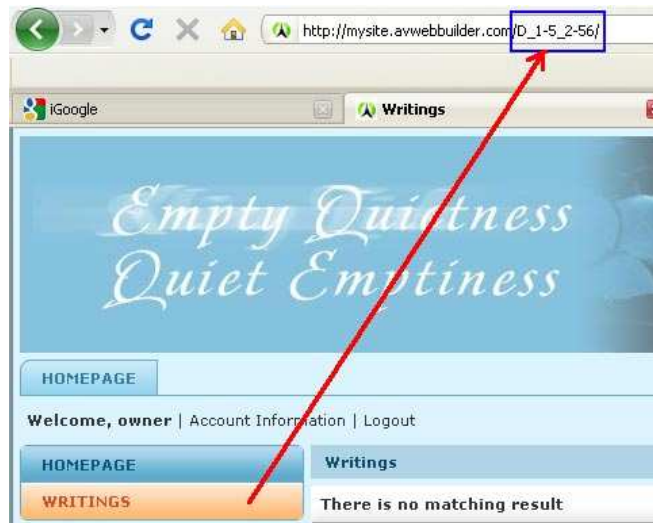
1 Go back to the Control Panel; the category record of "Homepage" is still open. Click the "**New**" button to add a new category. This time, it will be "**Writings**".

Since this category already exists in the Left Menu, you will be adding a **linked category**. You need to focus on these 4 data: **Parent, Title, Menu Link** and **Content Type**.

○ Parent. Click the arrow at the end of this box and select "**Top Menu**" in the drop down list.

○ Title. Fill in this box with "**Writings**".

○ Menu Link. In this box, you will fill the **address of the actual category**.

Go to your website. Click on "**Writings**" on the Left Menu. An address will appear in the address box of the web browser. Copy the part after the domain name. Then, paste it in this "Menu Link" box.

2 After filling in those 4 essential boxes, the record will look similar to this.

3 Click the "**Add**" button at the top or bottom of the screen. The message "**Data Added Successfully!**" will appear near the upper left corner.
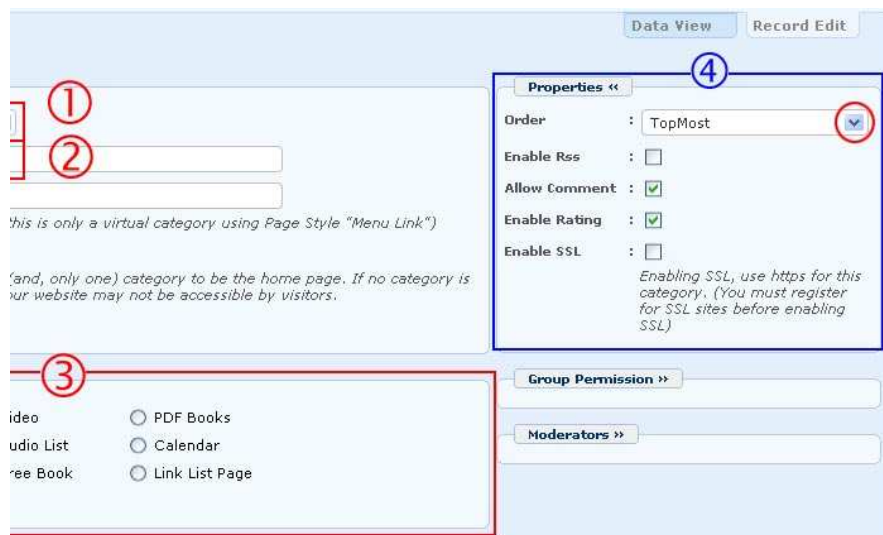
4 Go to your website and check if category "**Writings**" has been added to the Top Menu. You must **refresh the web page**. Click the "**Refresh**" button of your browser, or hit the "**F5**" key on your keyboard.


"Writings" has been added to the Top Menu, but it comes before "Homepage". That's not what you want. Let's change its order.

5 **Go back to the record** of the category **"Writings"** you have just added and change its order so that it comes after "Homepage".

Look on the right side and find the group named "**Properties**". Find the box named "**Order**". You will use this box to change the order of a category.
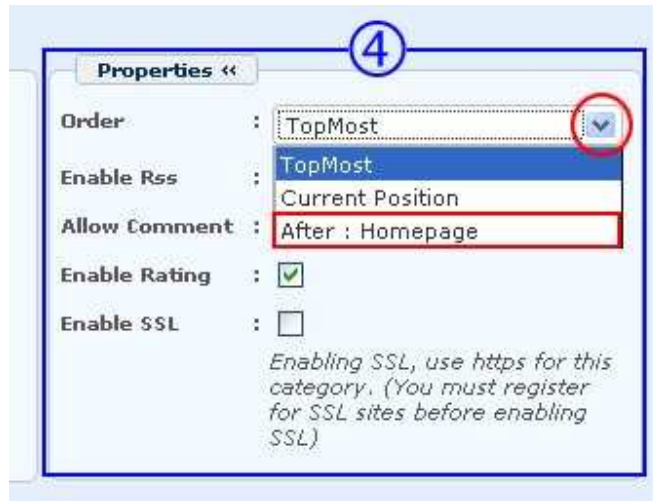
6 Click on the arrow at the end of the box; then select "**After : Homepage**" in the drop down list. The new category will come after Homepage.

7 Click the "**Update**" button at the top or bottom of the screen. The message "**Update Successful!**" will appear near upper left corner.

8 Go to your website and check if the item "Writings" is now after "Homepage". You must **refresh the web page**. Click the "**Refresh**" button of your browser, or hit the "**F5**" key on your keyboard.

You have finished adding 2 categories to the Top Menu.