

WISCONSIN
INTERACTIVE
NETWORK

Wisconsin Agency Content Management System

Horizontal Submenus

Version 1.0

Horizontal Submenus allow you to add a 5-7 submenu navigation items which can be added and configured at a page level.

Add a submenu to a page

1. Go to the page you would like to add the menu. Click the gear icon on the top right of the ribbon bar next to your sign-in name and click “Edit Page.”

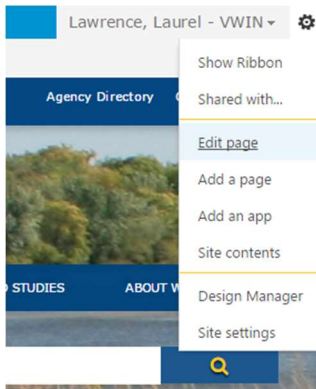


Figure 1 Edit Page

2. Place the cursor within the content area where you would like to add the menu.
3. Click on the “Insert” tab in the SharePoint ribbon and select “Reusable Content”.

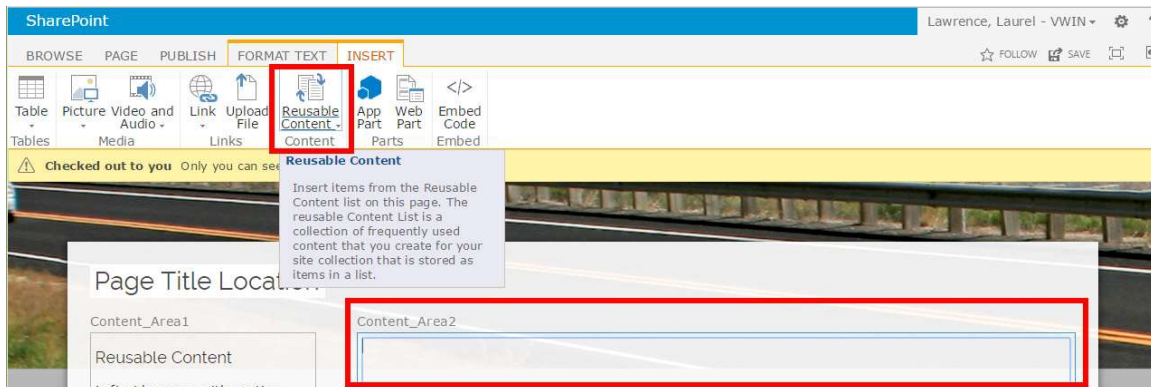


Figure 2 Selecting “Reusable Content”

4. Select “More Choices” in the dropdown menu and then select “Horizontal Submenu.” Click “OK” button at the bottom right to add menu to the page. This will add the submenu to the content area that you have selected.

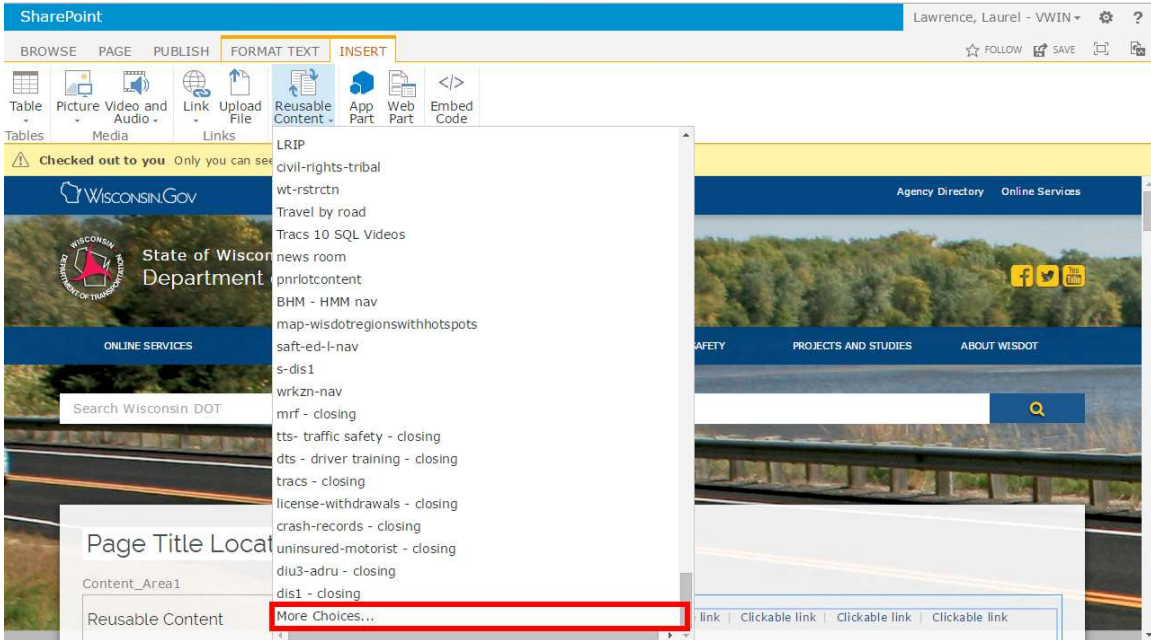


Figure 3 Selecting “More Choices...” from the Reusable Content Menu



Figure 4 Selecting “Horizontal Submenu” from Reusable Content

5. **Adding links to submenu items.** Highlight the text you would like to add a link to, then navigate to the “Insert” tab in the ribbon. Click “From Address.” Type in URL of link and click “OK.” Link will then be added to the text. Repeat for as many items as needed.

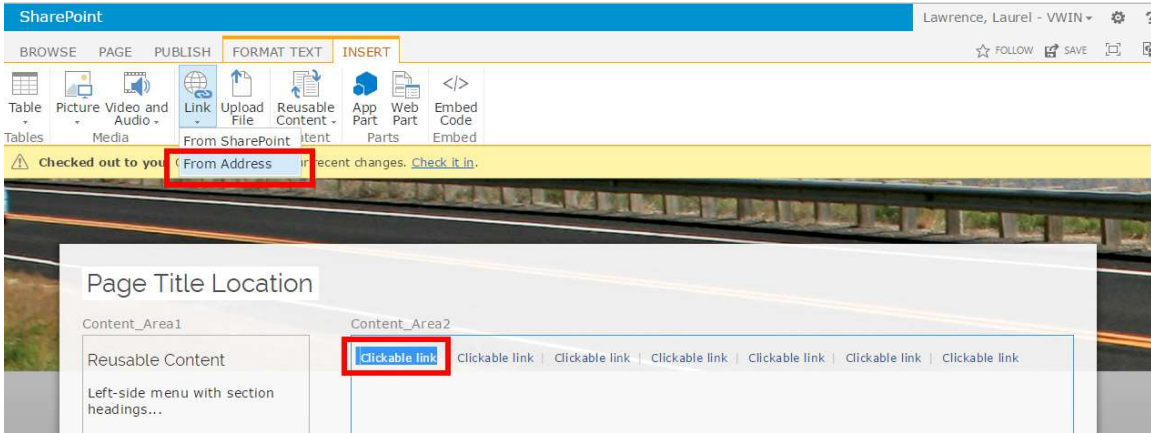


Figure 5 Adding links to submenus

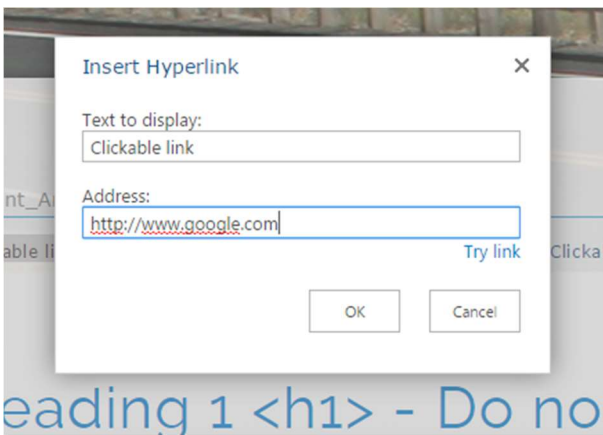


Figure 6 Inserting a link

6. Check in and submit page for approval. When page is approved, submenu will look like below.

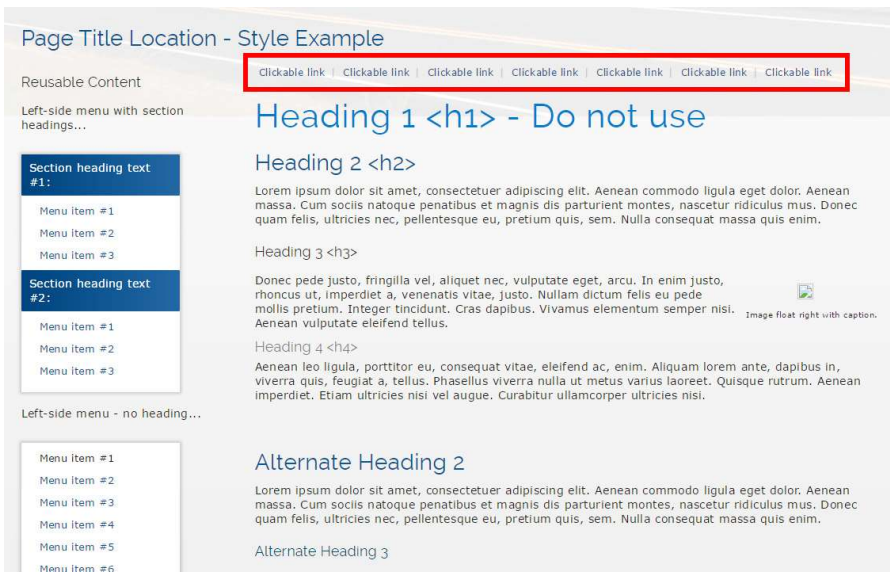


Figure 7 Final Result of Submenu