

## Mega Menu: Global Navigation Web Part

The Mega Menu provides simple navigation to key categories and sub categories of content within your site. Best practices suggest that no more than 7 main categories should be created, ideally with an even number of subcategories for consistency.

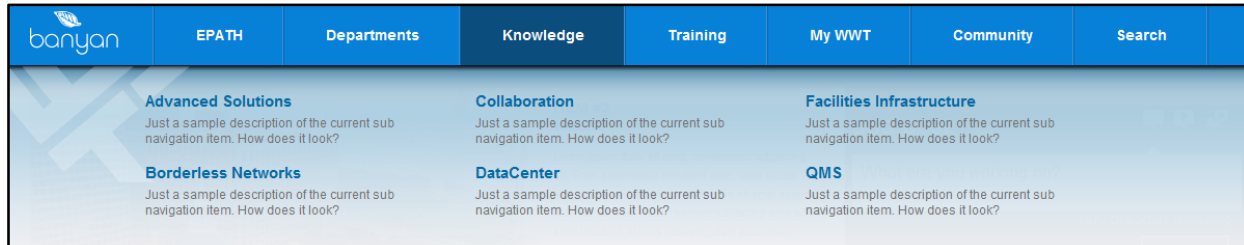


Figure 1

It is important to note that any changes made to the global navigation will impact all areas across your site, as this feature is baked into the master page. Before attempting to edit or add an item to the global navigation, it is important that the URLs where users will be directed upon clicking the item are already determined.

Note that main navigation categories will be displayed across the bar, while sub navigational categories are items that are only shown as the user opens the mega menu.

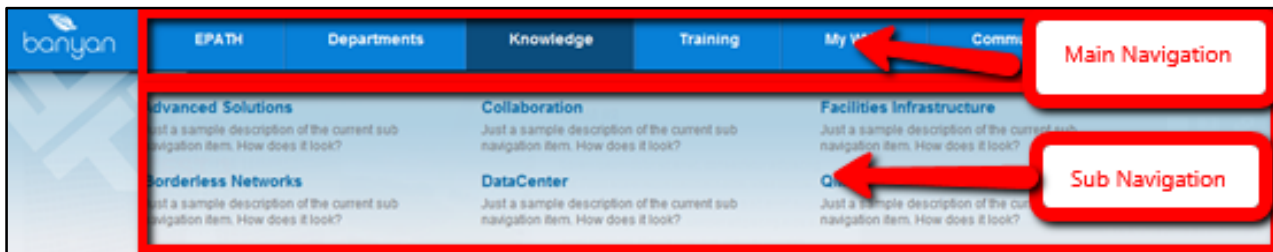


Figure 2

### To Add or Edit a New Item

To add or edit an item in the global navigation, you will need to perform the following actions:

1. From the Site Actions menu in the ribbon, navigate to View All Site Content.

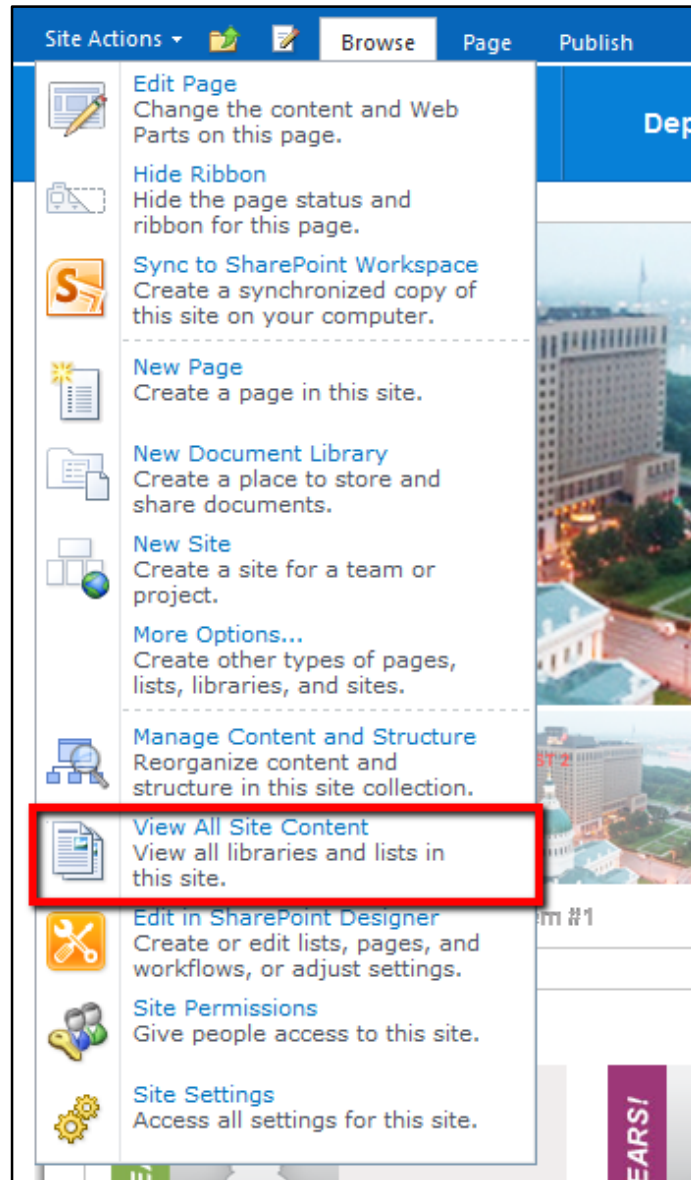


Figure 3

2. From All Site Content screen, select the Top Navigation list.

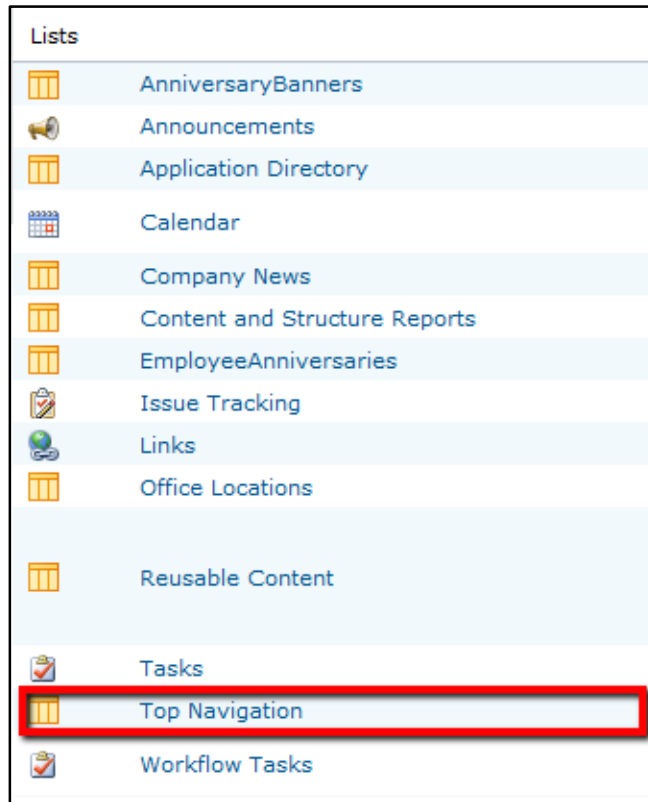


Figure 4

- The Top Navigation list contains the fields to configure each main and sub navigational item:

The screenshot shows a configuration window titled "Top Navigation - Knowledge". The window has a ribbon with the "Edit" tab selected. The ribbon contains four groups: "Commit" (Save, Cancel), "Clipboard" (Paste, Copy), "Actions" (Delete Item, Attach File), and "Spelling" (Spelling). The main area of the window contains the following fields:

Title *	Knowledge
ChildLinkUrl	/pages/collaboration.aspx
Level2Description	Just a sample description of the current sub navigation item. How does it look? 2nd level description
Level2Icon	
NavBackgroundHexColor *	transparent For example, use "#000000" format
NavOrder *	3
ParentLinkUrl *	/pages/knowledge.aspx
SubNavOrder	2
TitleLevel2	Collaboration Second Level Title

At the bottom of the window, there is version information: "Version: 1.0", "Created at 11/11/2012 9:10 AM by Tyler Bockler", and "Last modified at 11/11/2012 9:10 AM by Tyler Bockler". There are also "Save" and "Cancel" buttons.

Figure 5

These fields are described in more detail below:

- **Title:** This mandatory field should contain the text which will display in the mega menu for the main navigational item, even if this list entry is for a sub navigational item.
- **ChildLinkURL:** This is field should only be populated for sub navigational items. The field should be populated with the URL where users will be directed to upon selecting this item.
- **Level2Description:** This is the descriptive text which will display only for sub navigational items in the mega menu drop down.
- **Level2Icon:** This is the image which will display only for sub navigational items in the mega menu drop down.
- **NavBackgroundHexColor:** As a default, please leave this field populated as 'transparent' so that the color will remain consistent with the rest of the header/ribbon area in the master page.
- **NavOrder:** This mandatory field must contain the numerical value which orders the main navigational items, even if this list entry is for a sub navigational item.
- **ParentLinkUrl:** This mandatory field should contain the URL for the main navigational item, even if this list entry is for a sub navigational item.
- **SubNavOrder:** For sub navigational items, this field will determine the order displayed in the drop down pane. The order goes from left to right, filling the top row, then the bottom.
- **TitleLevel2:** For sub navigational items, this is the text which will display as a title in the mega menu drop down.

## To Delete an Item

To delete an item from the global navigation, you will need to perform the following actions:

1. From the Site Actions menu in the ribbon, navigate to View All Site Content.

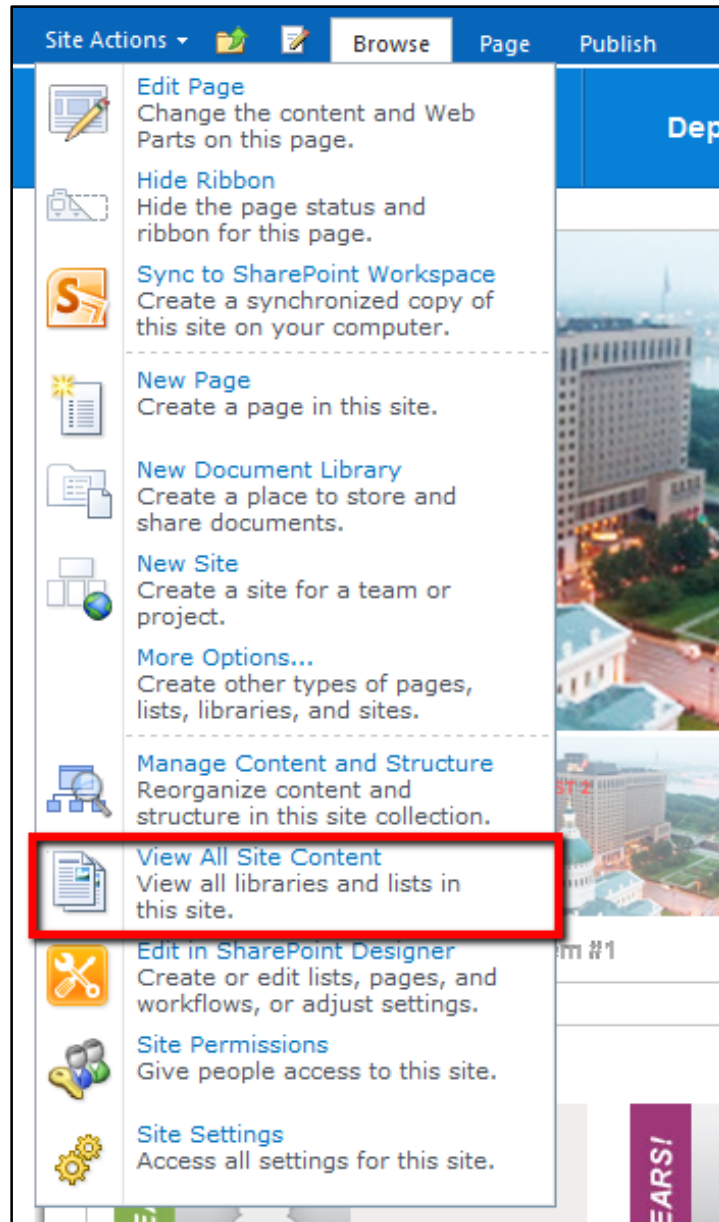


Figure 6

2. From All Site Content screen, select the Top Navigation list.

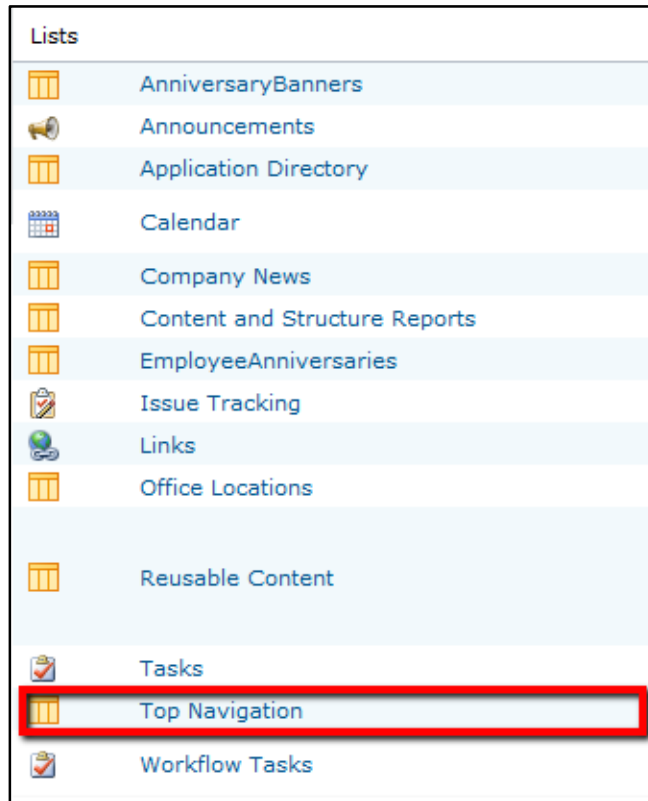


Figure 7

## Mega Menu Web Part User Guide

- From the list, select the item(s) you wish to delete and click the Delete Item button from within the ribbon.

	Edit	NavOrder	SubNavOrder	Title	TitleLevel2	Level2Description	NavBackgroundHexColor	ParentLinkUrl	ChildLinkUrl
Site Pages	<input checked="" type="checkbox"/>	2	1	Departments	Departments	Just a sample description of the current sub navigation item. How does it look?	transparent	/pages/departments.aspx	
Lists	<input type="checkbox"/>	3	1	Knowledge	Advanced Solutions	Just a sample description of the current sub navigation item. How does it look?	transparent	/pages/knowledge.aspx	/pages/advanc
Tasks	<input checked="" type="checkbox"/>	4	1	Training	Training	Just a sample description of the current sub navigation item. How does it look?	transparent	/pages/training.aspx	
Office Locations	<input checked="" type="checkbox"/>	5	1	My WWT	My WWT	Just a sample description of the current sub navigation item. How does it look?	transparent	http://mywwt.synbeta.com/default.aspx	
WWT Issue Tracking	<input type="checkbox"/>	1	1	EPATH	EPATH	Just a sample description of the	transparent	/pages/epath.aspx	

Figure 8



- Alternatively, from within the Item Properties screen, press the Delete Item button.

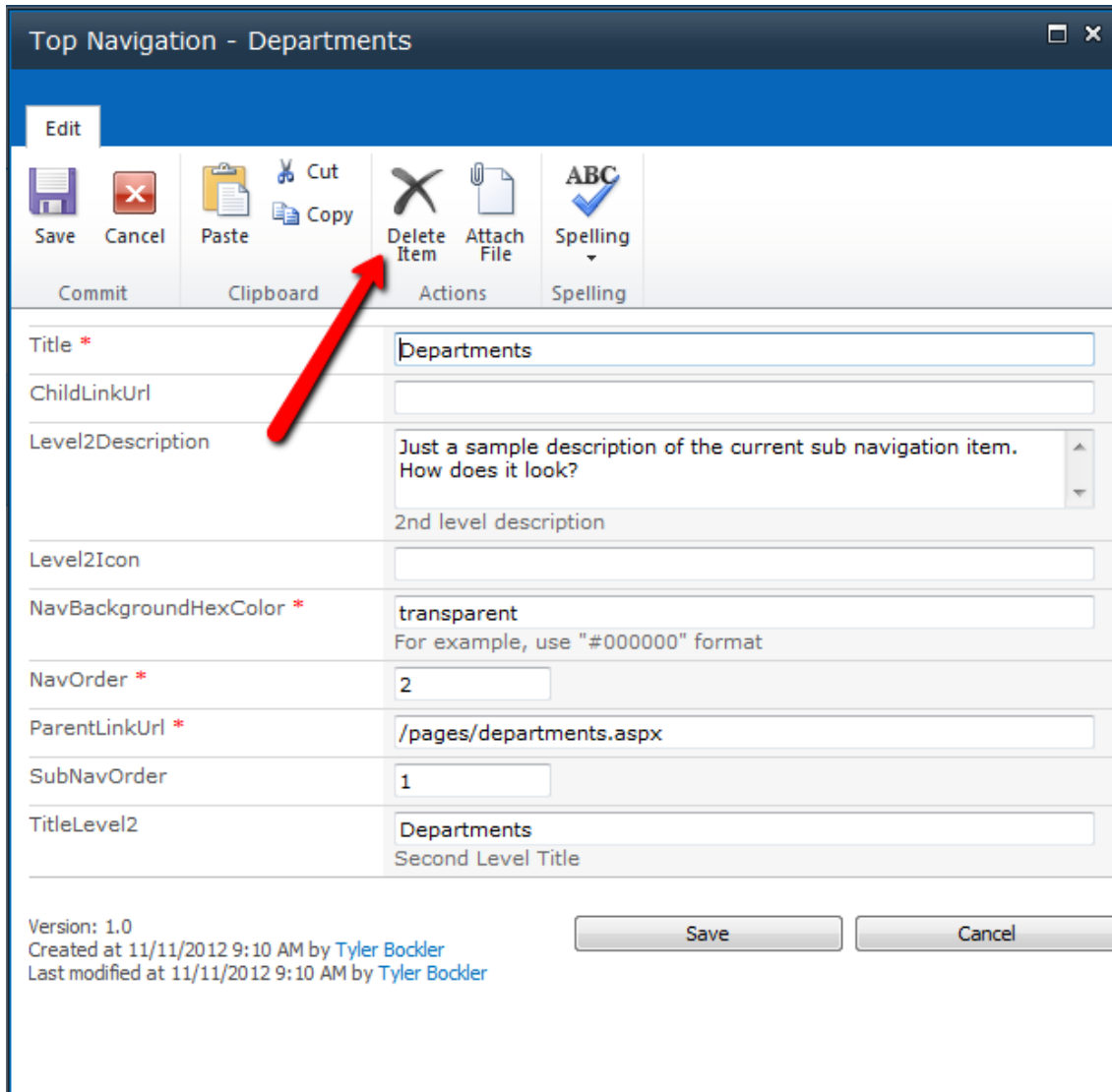


Figure 9