Creating a Menu

Currently your Tiki has a single menu (shown in the Menu module). For anonymous (if you modified the module earlier) and registered visitors, they'll see:

Notice that even though you earlier gave Anonymous users read-only permission to all the features, there are no menu options for those features. For registered users, there are quite a lot of options — many are hidden inside of folders, plus there's a lot of redundancy.

Let's build a new menu to present a "cleaner" structure that will be visible to all visitors.

**TIP**

You can watch a short video that demonstrates this procedure.

**NOTE**

In addition to creating a navigation menu using the procedure described in this section, Tiki has a Page menu module that can create a menu from a wiki page. See Creating a Menu from a Wiki Page for more information.

1. Log in as the admin.

2. From the Main menu, select Admin > Menus.

   **TIP**

   You can also access the Admin Menus page by clicking the Menu button in the Quick Admin area.

The Admin Menus lists the current menus. Currently, there's only one: the default menu.

**TIP**

By default, Tiki includes the complete Application menu (ID 42). Rather than modifying that menu (and possibly removing items that you, as the administrator will need), you should create a new menu or use the Clone option to copy the menu.

If you accidentally modify this default menu, use the Reset button on Admin: Menu page to reset the menu.

3. Use the + Create/Edit Menu tab to create a new menu. Here, you can create a new menu:
4. In the Create New Menu area, enter the following information in each field:
   
   - **Name**: Enter the name of your new menu. This name is used internally by Tiki and visible only to the administrator.
   
   - **Description**: Enter a detailed description of the menu.

   Leave the other fields as their default options.

5. Click **Save**. Tiki saves the information and reloads the screen. The Menus area now shows your new menu.

Now that you have an (empty) menu, you can add options to it.

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