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:

<table>
<thead>
<tr>
<th>Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
</tr>
<tr>
<td>Search</td>
</tr>
<tr>
<td>Wiki</td>
</tr>
<tr>
<td>Articles</td>
</tr>
<tr>
<td>Blogs</td>
</tr>
<tr>
<td>Forums</td>
</tr>
<tr>
<td>File Galleries</td>
</tr>
</tbody>
</table>

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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