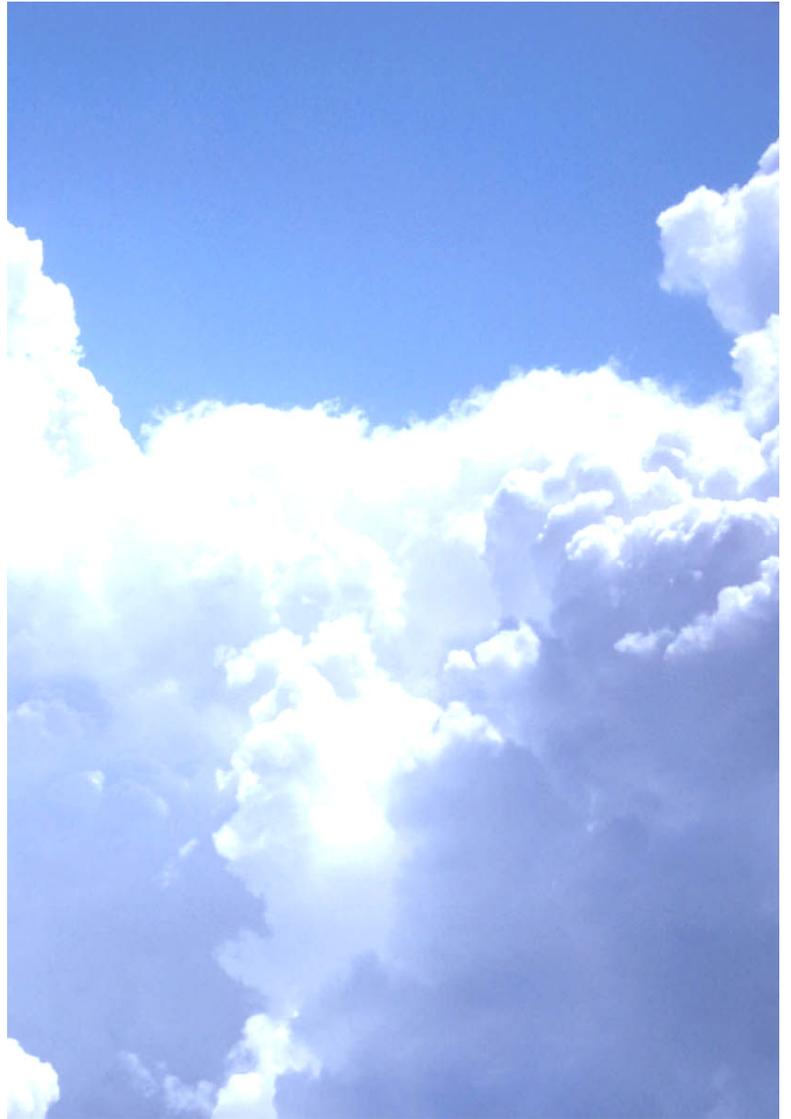


**Creating a Menu Item
In Joomla 1.5**



Getting Additional Help

You may find many answers at Dreamscape Multimedia's online Support Area, where you will find:

- a knowledgebase for answers to common questions,
- the ability to submit a support ticket, and
- your Client Area, for updating your account and billing information.

To gain access to the Client Area, go to: <http://www.dreamscapemultimedia.com/hosting/>

You may also call us directly at (517) 394-3000. Select option 2 for Support.

Logging into the Joomla admin area

In this tutorial, we assume the domain we use is your_domain_name.com and Joomla's admin panel is at:

`http://your_domain_name.com/administrator`



Please, make sure to change your_domain_name.com to the real domain name of your website, when following this tutorial.

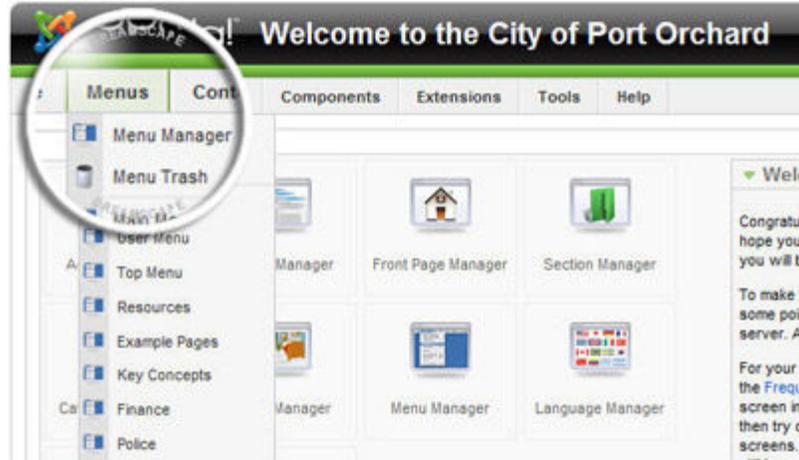
Please, enter your login information in the Joomla! Administration Login screen:

A screenshot of the Joomla! Administration Login interface. The page has a white background with a blue header "Joomla! Administration Login". Below the header, there is a text prompt: "Use a valid username and password to gain access to the Administrator Back-end." and a link "Return to site Home Page". On the left side, there is a large, detailed illustration of a silver padlock. On the right side, there is a login form with three input fields: "Username", "Password", and "Language" (a dropdown menu set to "Default"). Below the "Language" field is a "Login" button with a green arrow icon.

(Joomla 1.5 admin interface)

Step 1

First, move your mouse above the [**Menus**] tab in the navigation bar. You will be presented with a list of the available menus for the website. See image below.

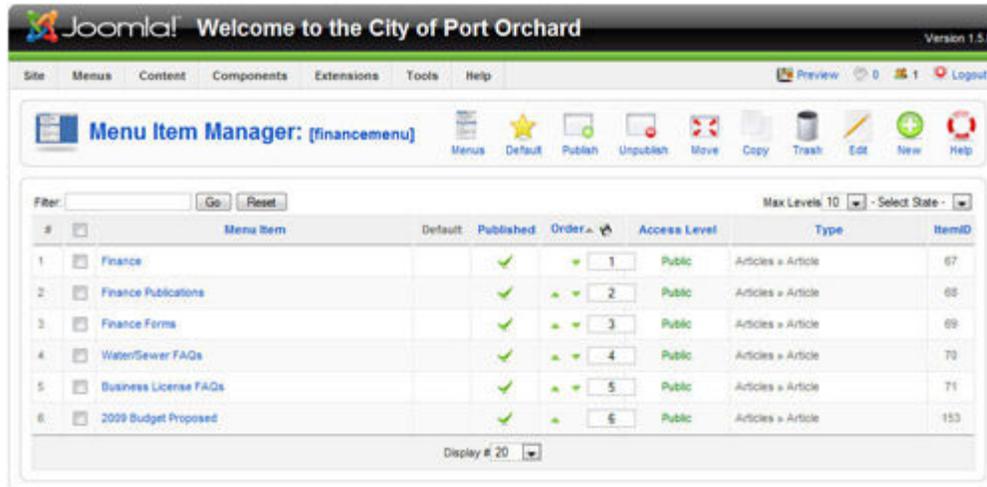


The [**Menu Manager**] link allows you to create an additional menu, but we need to add to link to an existing menu. For example purposes we will use the [**Finance**] menu.

Step 2

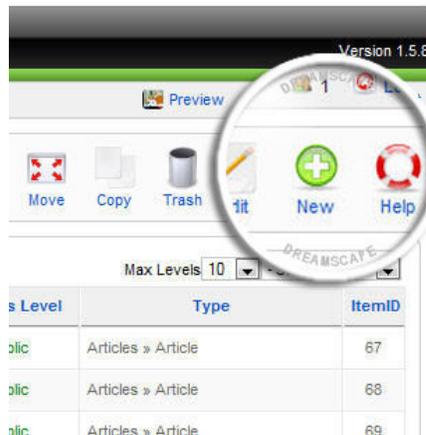
Click [**Finance**] from the drop down menu.

The Finance menu will load onto the page, displaying a list of Menu items. See image below.



Step 3

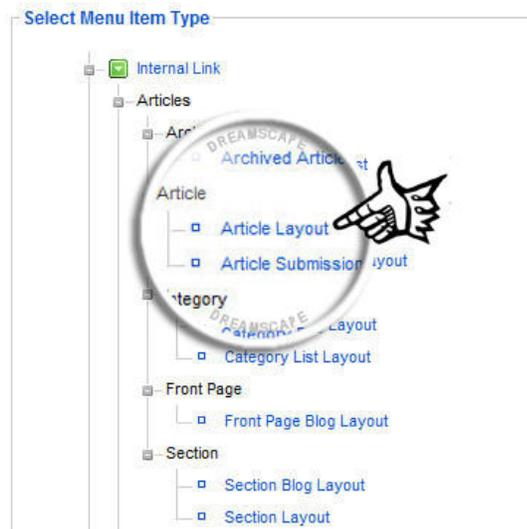
Click [**New**] to add another Menu Item to the Menu. See image.



Step 4

A menu will appear with several links. Click the link named [**Articles**]. The Articles menu will expand, and present you with several more choices.

Next, we want to choose the [**Article Layout**] option. See image.

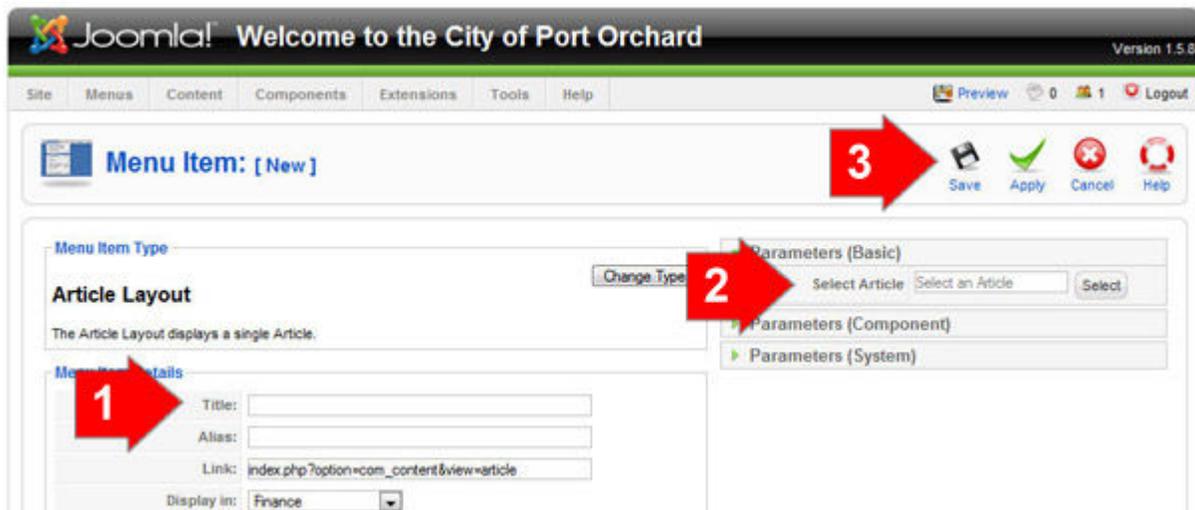


Step 5

The Menu Item page should now be visible on your screen.

Although there are many options and configurations that can be done, there are only three steps needed to create the new Menu Item.

1. Create the title of the Menu Item.
2. Choose which article it will link to.
3. Save the Menu Item.



So first, enter the title to the Menu Item. This text will be used as the name of the visible link on the menu.

Next, click the [**Select**] button, on the right of [**Select Article**]. A pop up menu will appear. See image below.

Menu Item: [New]

Filter:

#	Title	Access Level	ID	Section	Category	Date
1	Under Construction	Public	119			14.11.08
2	Contacts	Public	91			03.10.08
3	Disclaimer	Public	90			03.10.08
4	Business	Public	117	Business	Business	06.11.08
5	Terms of Use	Public	45	Municipal	Legal	24.09.08
6	Finance	Public	47	Municipal	Finance	24.09.08
7	City Clerk	Public	48	Municipal	City Clerk	28.09.08
8	Public Works	Public	49	Municipal	Public Works	28.09.08
9	Planning	Public	50	Municipal	Planning	28.09.08
10	Police Links	Public	70	Municipal	Police	02.10.08
11	Jackson Park	Public	113	Municipal	Parks	10.10.08
12	Boards / Committees / Commissions	Public	115	Municipal	Mayor & Council	10.10.08

Order: New Menu Items default to the last position. Orders can be changed.

This will list all of the available articles to choose from. To quickly locate your article you can use the sort links that are highlighted in blue.

TIP: If you recently created your article, click [**Date**] to sort the articles based on their creation date. Your recent edition should be at, or near, the top of the list.

After selecting the article, the pop up menu will disappear and the [**Select Article**] field should contain the name of your chosen article.

Finally, the last step is to save your changes. This is done by clicking [**Save**] in the tool bar. Or, if you need to disregard your changes, click [**Cancel**].

Once saved, the new Menu Item will appear as a link to your article on the Menu.