



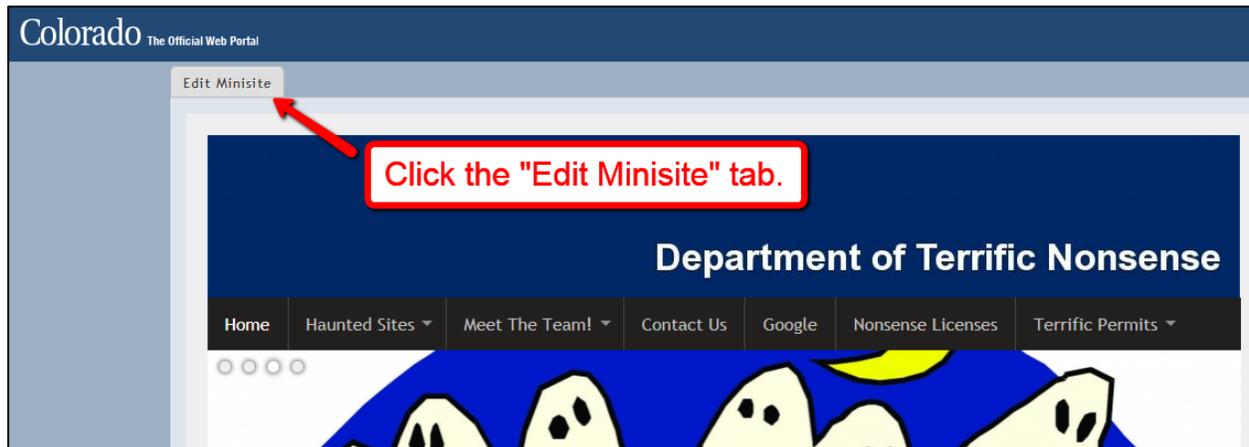
Colorado.gov
Linking businesses & citizens to government

Adding an External Link to the Top Navigation

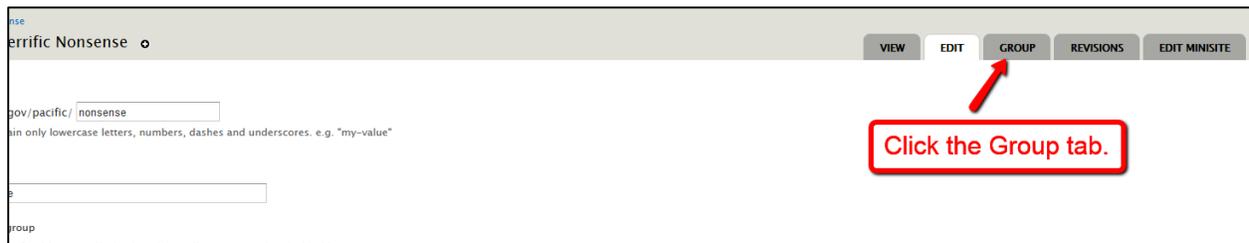
Only Minisite Administrators (MSAs) are able to add an external link to the top navigation menu in Pacific. Remember that linking between two Minisites will be done as an external link, even if those Minisites belong to the same entity.

Follow the steps below to create a menu link to an external site.

Step 1: Click the Edit Minisite Tab



Step 2: Click the Group Tab



Step 3: Click the Menu Link

Dept. of Terrific Nonsense

- ▶ [Add people](#)
Add group members.
- ▶ [Menu](#)
Manage group menus.
- ▶ [People](#)
Manage the group members.
- ▶ [Permissions \(read-only\)](#)



A red box with the text "Click the Menu link." has a red arrow pointing to the "Menu" link in the list above.

Step 4: Click "Add Link"

Dept. of Terrific Nonsense

Corresponding block that is managed on the [Blocks administration page](#).

	OPERATIONS		
Nonsense of Terrific Nonsense	list links	edit menu	add link



A red box with the text "Click 'add link'" has a red arrow pointing to the "add link" button in the table above.

Step 5: Complete the Required Information

The item you choose from the Parent link dropdown menu will determine whether your menu link is nested under another menu item.

Lower weighted items will go to the left side of the menu while heavier items will go right. For nested items that show vertically, lower weighted items will go to the top of the menu while heavier items will sink to the bottom of the menu.

Home » Dept. of Terrific Nonsense » Group » Menus » Dept. of Terrific Nonsense

Add item into menu Dept. of Terrific Nonsense

Menu link title *

The text to be used for this link in the menu.

Path *

The path for this menu link. This can be an internal Drupal path such as *node/add* or an external URL such as *http://www.example.com*.

Description

Shown when hovering over

Enabled
Menu links that are not enabled will not be listed in any menu.

Show as expanded
If selected and this menu link has children, the menu will always appear expanded.

Parent link

The maximum depth for a link and all its children is fixed at 9. Some menu links may not be available as parent links.

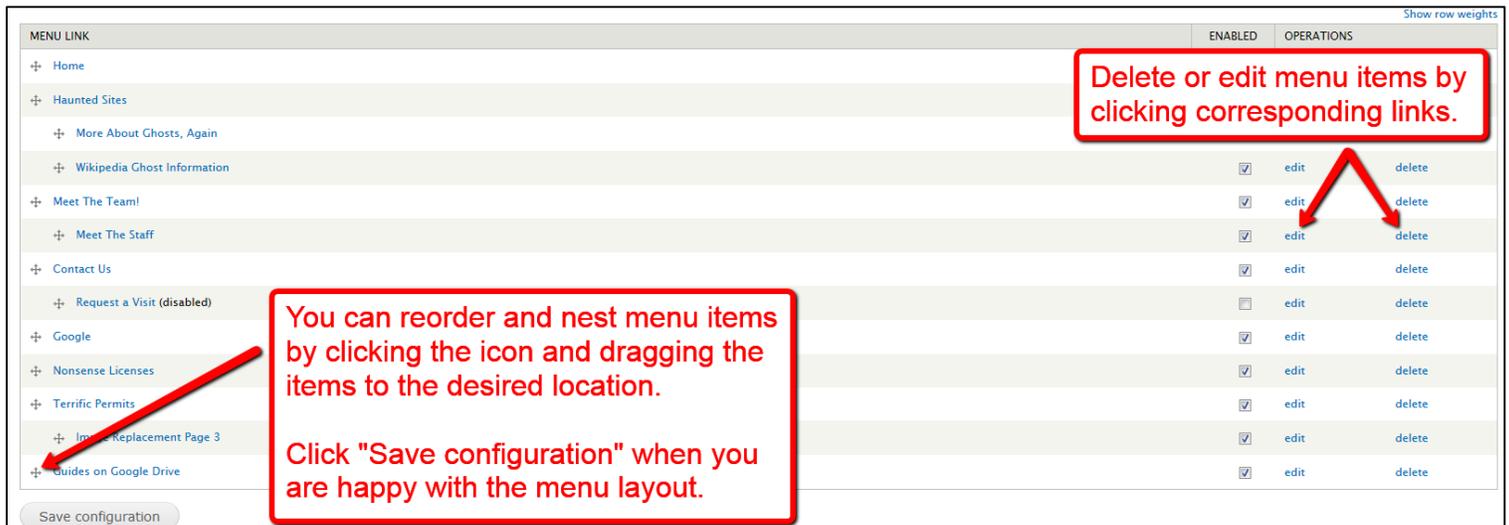
Weight

Optional. In the menu, the heavier links will sink and the lighter links will be positioned nearer the top.

Complete all required information and click the Save button.

Step 6: Make Other Edits, if Desired

You can reorder, enable, edit, or delete menu links from this screen. Learn about enabling menu items in the [Enabling Breadcrumbs without Including the Page or Webform in the Top Navigation](#) guide.

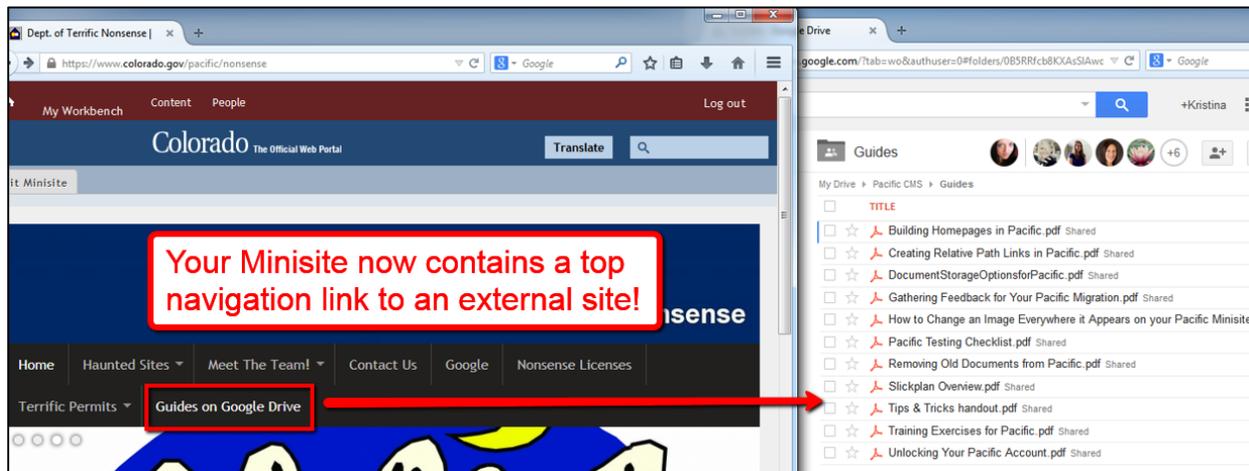


The screenshot shows a table of menu links with columns for 'ENABLED' and 'OPERATIONS'. Annotations include:

- A red box at the top right: "Delete or edit menu items by clicking corresponding links." with arrows pointing to 'edit' and 'delete' buttons.
- A red box on the left: "You can reorder and nest menu items by clicking the icon and dragging the items to the desired location." with an arrow pointing to a plus icon.
- A red box at the bottom: "Click 'Save configuration' when you are happy with the menu layout." with an arrow pointing to the 'Save configuration' button.

MENU LINK	ENABLED	OPERATIONS
+ Home		
+ Haunted Sites		
+ More About Ghosts, Again		
+ Wikipedia Ghost Information	<input checked="" type="checkbox"/>	edit delete
+ Meet The Team!	<input checked="" type="checkbox"/>	edit delete
+ Meet The Staff	<input checked="" type="checkbox"/>	edit delete
+ Contact Us	<input checked="" type="checkbox"/>	edit delete
+ Request a Visit (disabled)	<input type="checkbox"/>	edit delete
+ Google	<input checked="" type="checkbox"/>	edit delete
+ Nonsense Licenses	<input checked="" type="checkbox"/>	edit delete
+ Terrific Permits	<input checked="" type="checkbox"/>	edit delete
+ Image Replacement Page 3	<input checked="" type="checkbox"/>	edit delete
+ Guides on Google Drive	<input checked="" type="checkbox"/>	edit delete

Step 7: Test the New Link



The screenshot shows two browser windows. The left window displays the 'Dept. of Terrific Nonsense' website with a navigation menu. A red box highlights the 'Guides on Google Drive' link in the menu. The right window shows a Google Drive folder named 'Guides' containing various PDF documents. A red arrow points from the 'Guides on Google Drive' link in the website menu to the 'Guides' folder in the Drive interface.

Your Minisite now contains a top navigation link to an external site!

Stay Connected!

For more tips on preparing for your migration and information about Pacific, please visit <https://www.colorado.gov/goingpacific> or follow us on Twitter [@Coloradosipa](#) or Facebook [/Coloradosipa](#).

