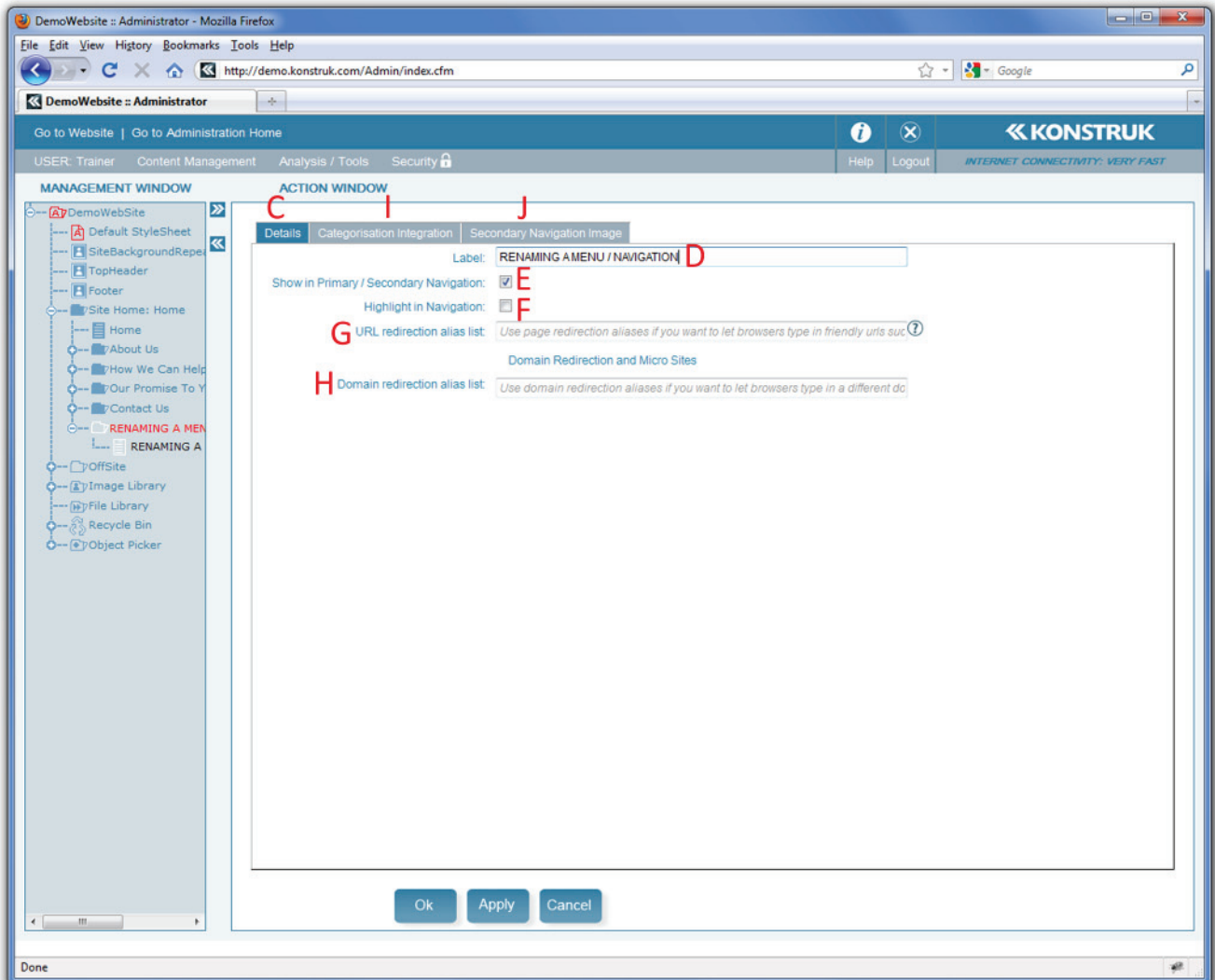


Figure 12.



Understanding the Folder Functionality

- *Renaming a menu / navigation*
- *Highlighting a menu / navigation*
- *Specifying a URL quick link (redirection alias)*
- *Domain redirection alias*
- *Adding an image to the menu / navigation*

- Ensure that your Folder is in draft view and select the folder that you wish to alter
- Select the Edit Button
- This will take you directly to the Details tab of the Folder
- This is the Label that was originally given to the folder when you created your Folder and Page. This is what you will over type to change the name of the menu / navigation on your website. It will also change the folder in the Administration Tree - but not the Page.
- In some instances you may not wish to have the page seen in your website menu, you can turn this off by un-ticking this box. The most likely time this would happen is when you have an off-site page and it is linked to or has a URL redirection direct link.
- If you have a 'specials' page or similar that you wish to draw the user's eye to, you may select this tick and it will bold the menu.
- If you wish to give a specific address to a client, normally for an newsletter or in an email, you can complete this box with your desired quick link key word and it will be added to the end of your domain name. i.e. www.konstrukassist.co.nz/training
- If you have purchased a second domain name and wish it to be pointed to this specific page on the 'primary' domain then you need to enter the full URL into this box. e.g. you may be a printing company that has the main address of www.printing.co.nz and this specific page is about printing calendars, so you have purchased a secondary domain of www.calendars.co.nz and wish anyone that enters that domain to be taken directly to this page, then insert it into the "Domain redirection alias list".
- The Categorisation Integration tab is only used if you have an Online Shop and will generally be set up by your developer
- In some instances you may wish to add an image to a folder to draw attention to the specific page on your website, or you may have image icons that you use for your clients to identify with your pages. These can be uploaded to the Secondary Navigation Image tab in the same way you would normally add an image.
 - NB/ be aware not to break the website template by making the image too big.