



## **Microsite Tutorial: How to edit the Menu**

## How to Edit the Menu

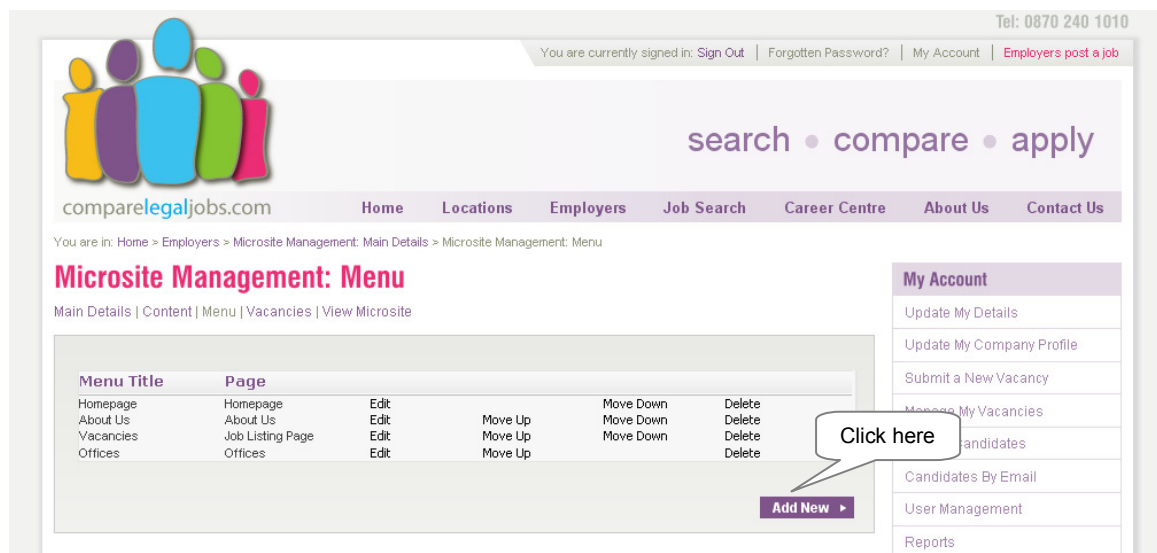
Once you have created a new page for your microsite your next task will be to create a new menu item which will link your new page(s) to the microsite.

Firstly you'll need to login to your account and select **Microsite Management** from your account page. Upon entering the microsite content screen, from the top navigation select **'Menu'**



Select 'Menu' from the menu bar at the top of the page.

Click on the 'Add New' button at the bottom of the page.



Tel: 0870 240 1010

You are currently signed in: Sign Out | Forgotten Password? | My Account | [Employers post a job](#)

comparelegaljobs.com Home Locations Employers Job Search Career Centre About Us Contact Us

You are in: Home > Employers > Microsite Management: Main Details > Microsite Management: Menu

### Microsite Management: Menu

Main Details | Content | Menu | Vacancies | View Microsite

Menu Title	Page	Edit	Move Up	Move Down	Delete
Homepage	Homepage	Edit		Move Down	Delete
About Us	About Us	Edit	Move Up	Move Down	Delete
Vacancies	Job Listing Page	Edit	Move Up	Move Down	Delete
Offices	Offices	Edit	Move Up		Delete

[Add New](#)

#### My Account

- Update My Details
- Update My Company Profile
- Submit a New Vacancy
- Manage My Vacancies
- My Candidates
- Candidates By Email
- User Management
- Reports

You can then add your new menu item by following the instructions below:

## Microsite Management: Menu

Main Details | Content | Menu | Vacancies | View Microsite

Menu Title	Page				
<input type="text"/>	Job Listing Page	Insert	Cancel		
Homepage	Homepage	Edit		Move Down	Delete
About Us	About Us	Edit	Move Up	Move Down	Delete
Vacancies	Job Listing Page	Edit	Move Up	Move Down	Delete
Offices	Offices	Edit	Move Up		Delete

Give the new menu item a title

Select which page the new menu will link to. If your page isn't in the list then please refer to the 'How to Add a New Page' guide.

Moves the menu items up or down depending on what order you wish for them to be displayed in.

Select Insert or Cancel to add or remove the new menu item

Deletes a menu item

## View your changes

This is an Example Banner

---

<ul style="list-style-type: none"> <li style="border-bottom: 1px solid gray; padding: 2px 5px;">Homepage</li> <li style="border-bottom: 1px solid gray; padding: 2px 5px;">About Us</li> <li style="border-bottom: 1px solid gray; padding: 2px 5px;">Vacancies</li> <li style="border-bottom: 1px solid gray; padding: 2px 5px;">Offices</li> </ul>	<p style="color: orange; margin: 0;"><b>Home</b></p> <p style="font-size: small; margin: 0;">Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam leo magna, euismod non mollis sit amet, luctus at nibh. Nunc erat lectus, hendrerit eget lacinia sed, euismod eget orci. Cras nulla lacus, ultricies sed porta ut, pretium sed lorem. Proin nec nibh vitae lectus ultrices malesuada in vel justo. Quisque sit amet varius mi. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Proin egestas tincidunt tortor sit amet gravida. In at libero arcu, mattis laoreet massa. Nullam rhoncus nunc sit amet lorem tempus lobortis. Donec suscipit sollicitudin tellus nec mattis. Aliquam a ligula suscipit tellus euismod porta. Morbi facilisis malesuada tellus, in vehicula purus hendrerit ut. Pellentesque in arcu vel enim rutrum pulvinar. Donec adipiscing dui interdum lorem mollis adipiscing. Aliquam augue lorem, mattis interdum pellentesque quis, adipiscing quis nulla.</p> <p style="font-size: small; margin: 0;">Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam leo magna, euismod non mollis sit amet, luctus at nibh. Nunc erat lectus, hendrerit eget lacinia sed, euismod eget orci. Cras nulla lacus, ultricies sed porta ut, pretium sed lorem. Proin nec nibh vitae lectus ultrices malesuada in vel justo. Quisque sit amet varius mi. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Proin egestas tincidunt tortor sit amet gravida. In at libero arcu, mattis laoreet massa. Nullam rhoncus nunc sit amet lorem tempus lobortis. Donec suscipit sollicitudin tellus nec mattis. Aliquam a ligula suscipit tellus euismod porta. Morbi facilisis malesuada tellus, in vehicula purus hendrerit ut. Pellentesque in arcu vel enim rutrum pulvinar. Donec adipiscing dui interdum lorem mollis adipiscing. Aliquam augue lorem, mattis interdum pellentesque quis, adipiscing quis nulla.</p>
--	--

Your Menu items are displayed here.



comparelegaljobs.com

For more information contact us on **0870 240 1010**  
or email **info@comparelegaljobs.com**