This tutorial will show you how to create a menu tree in the Right Navigation bar.

Please complete the "Basic Website Creation" tutorials before viewing this "Menu Tree" tutorial.

When viewing this tutorial, be aware of the following:

1. For best results, maximize your screen.
2. Use the playback control at the top of the slide to pause the movie at any time.
3. At times, you may need to scroll the screen up and down (or side to side) in order to see the entire slide.
4. When you see a "next" button, the movie will pause until you press it.

In this tutorial, we will create part of the "Alumni Links" menu that you see here.

The first menu heading that we will create will be "Awards".

Mission Statement
The mission of the Adams State College Alumni Association Board of Directors is to reach out to the current alumni, future alumni, and the community in order to cultivate loyalty, pride, and commitment to Adams State College.

Director of Alumni Relations
Lori Lazaro, '83, '02
llazaro@adams.edu
Under that we will create the "Outstanding Alumni" heading.
Alumni Association

Mission Statement

The mission of the Adams State College Alumni Association Board of Directors is to reach out to the current alumni, future alumni, and the community in order to cultivate loyalty, pride, and commitment to Adams State College.

Director of Alumni Relations

Lori Lakes, '91, '01
llakes@adams.edu

And under that we will create the headings "2005" and "2004"
Outstanding Alumnus for 2005

There are many things Charlotte Bobicki is known for. Standing on the sidelines of life is not one of them. Few people have made the impact in the San Luis Valley like Bobicki. Through her work in education, both as a teacher and administrator, and her two-term service as Alamosa County Commissioner, Bobicki has had a remarkable influence on the Valley and its people.

Adams State College will honor Bobicki as its 2005 Outstanding Alumna during the college’s homecoming Autumn at Adams festivities.

“Charlotte Bobicki is the personification of our motto, great stories begin here,” said Lori Laske, director of alumni relations for Adams State. “We are proud to honor her and all of her accomplishments.”

Bobicki received her bachelor’s degree from Adams State in 1958. By outward appearances, the college was quite different when Bobicki graduated. Adams State enrolled about 300 students, compared with more than 2,000 today.

“The student union was an old army barracks building,” Bobicki said. “It was one of those old army housed.” When Bobicki was a junior, the college opened its new student union building, what is now the Art Building, complete with a ballroom where Snook Gallery is now housed.
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If the definition of a lady is a well-mannered and consistence woman with high standards, then Rosalie Martinez is the epitome. She is the first in her family to complete a degree in higher education, and the first woman to serve on the Adams State College Cabinet. Her commitment to her husband, family, businesses, and the community are inspirational. Anyone contemplating returning to college or starting their education later in life can look to her for a role model.

Her success as a businesswoman, her philanthropic nature, and involvement at Adams State College made her a clear choice for the 2004 Outstanding Alumnus. She says, "Receiving..."
Here's an outline to help visualize what we need to do to create this part of the "Alumni Links" menu.

Note that the menu will need three layers:

1. Awards
2. Outstanding Alumni
3. Years 2005 and 2004

This means that we will need to create three "menu tree" elements in Bricolage (shown in green).

Each "menu tree" element needs a "menu heading - link" element for EACH entry in its particular layer (shown in pink).

This means that we will create a total of 4 "menu headings" for this particular menu: a "menu heading" for Awards, a "menu heading" for Outstanding Alumni, and a "menu heading" for EACH year an Outstanding Alumni award has been given. In this case, it will be for 2005 and 2004.
Ok, let's get started in Bricolage.

For this tutorial, I've already created my web pages as well as a right nav page to link those pages. For information on how to do this, see the "Basic Website Creation" tutorials.

(Remember, always create your pages before you create your navigation!)

We're in the "Right Nav" or "Secondary Nav" page, and I've just added a Header element entitled "Alumni Links..."

Now let's start creating the menu tree.

If your menu is layered (as ours will be) always begin by adding a "Menu Tree" element.
http://bricolage  Story Profile  Mozilla Firefox

Slide 9 - Slide 9

Captivate
Friday, July 08, 2005
Good. Now we're in the "Element Profile" for the menu tree we just created. Let's continue and add a "Menu Heading - Link" to give the tree a title.

The title will be: "Awards"
Note: Any menu heading that will link to another menu tree will NOT have a url.

In this case, "Awards" will link to "Outstanding Alumni."

Therefore, we will leave the url blank.
Now insert a "tooltip"
Good. Now let's go down to the next level underneath "Awards" and add a menu tree element for "Outstanding Alumni".
Element "Menu Heading - Link" saved.

1. **STORY INFORMATION**
   - ID: 1971
   - Title: Clone of Clone of Right Nav - Alumni
   - Story Type: Secondary Nav
   - First Published:
   - Last Published:
   - URL: /alumni/right_nav

2. **MENU TREE**
   - Name: Menu Heading - Link
   - Title: Event Awards
   - Content: Menu Heading - Link
   - Position: 1
   - Delete
   - Reorder
   - Delete

Add Element
- Menu Heading - Link
- Menu Heading - Link
- Event Highlight Box

Edit
- Save
- Save and Stay
- Cancel

Done
Once again, we need to label this new menu tree with a heading. Add a "Menu Heading - Link" element.
Title it "Outstanding Alumni"

Don't forget the dash! Second level menu headings always have a dash in front of them.
### Story Information

**ID:** 1551  
**Title:** Clone of Clone of Right Nav - Alumni  
**Story Type:** Secondary Nav  
**First Published:**  
**Last Published:**

### Menu Heading - Link

<table>
<thead>
<tr>
<th>Name</th>
<th>Content</th>
<th>Position</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>title</td>
<td>- Outstanding Alumni</td>
<td>1</td>
<td>✓</td>
</tr>
<tr>
<td>url</td>
<td><a href="http://example.com/animation">http://example.com/animation</a></td>
<td>2</td>
<td>✓</td>
</tr>
<tr>
<td>tools</td>
<td><img src="image.png" alt="Image" /></td>
<td>3</td>
<td>✓</td>
</tr>
</tbody>
</table>

- **Done**
Once again, this menu heading will link to another menu so it will NOT have a url.

"Outstanding Alumni" will link to "2005" and "2004"

Therefore, we will leave the url blank.
Good! Now we're ready for the last level, a menu tree for "2005" and "2004"
Element "Menu Tree" saved.

1. STORY INFORMATION
   - ID: 2001
   - Title: Clone of Clone of Right Nav - Alumni
   - Story Type: Secondary Nav
   - First Published: 
   - Last Published: 
   - URL: /alumni/right

2. MENU TREE
   - Name: Menu Heading
   - Content: Edit
   - Position: 1
   - Delete

Save  Save and Stay

Delete this Element

http://bricolage/workflow/profile/story/container/edit.html#
Now that we have a "Menu Tree" for the "2005" and "2004" level, let's add two "Menu Heading - Links."

One will be for "2005" and the other will be for "2004"
### Story Information
- **ID:** 1951
- **Title:** Clone of Clone of Right Nav - Alumni
- **Story Type:** Secondary Nav
- **Elements:**
  - First Published: [URL](/alumni/right.nav)
  - Last Published: [URL](/alumni/right.nav)

### Menu Heading - Link
<table>
<thead>
<tr>
<th>Name</th>
<th>Content</th>
<th>Position</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>title</td>
<td><a href="http://">URL</a></td>
<td>1</td>
<td>✔️</td>
</tr>
<tr>
<td>url</td>
<td><a href="http://">URL</a></td>
<td>2</td>
<td>✔️</td>
</tr>
<tr>
<td>tooltip</td>
<td><a href="http://">URL</a></td>
<td>3</td>
<td>✔️</td>
</tr>
</tbody>
</table>

This "Menu Heading - Link" will be for "2005"
### Element Profile

**STORY INFORMATION**
- **ID:** 1951
- **Title:** Clone of Clone of Right Nav - Alumni
  - **Story Type:** Secondary Nav
- **First Published:**
- **Last Published:**
- **URL:** http://alumni/right.nav

### Menu Heading - Link

<table>
<thead>
<tr>
<th>Name</th>
<th>Content</th>
<th>Position</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>title</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>url</td>
<td>http://?</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>tooltip</td>
<td></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Actions:**
- Save
- Save and Stay

**Delete this Element**

**Cancel**
2005 is at the base of our menu tree. This means it will link to a page instead of linking to another level in the menu.

Go ahead and put the address of the page here.

(remember, this tutorial assumes you’ve already created your web pages)
### Element Profile

**1. STORY INFORMATION**
- **ID:** 1551
- **Title:** Clone of Clone of Right Nav - Alumni
- **Story Type:** Secondary Nav
- **First Published:**
- **Last Published:**
- **URI:** alumni/right_nav

### Menu Heading - Link

<table>
<thead>
<tr>
<th>Name</th>
<th>Content</th>
<th>Position</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>title</td>
<td>2005</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>url</td>
<td>alumni/right_nav</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>toplink</td>
<td>[895 x 720](X:0; Y:0)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Delete this Element**

**Save**  **Save and Stay**  **Cancel**
Good. Now let's add a tooltip for this menu heading.
Captivate
Friday, July 08, 2005

Slide 36 - Slide 36

http://bricolage - Element Profile - Mozilla Firefox

BRICOLAGE

WORKFLOW

MY WORKSPACE

AgA
AGA IMAGES
AGA EDUCATION
AGA MEDIA
ADMIN
ADMIN MEDIA
AE
AE MEDIA
ALUMNI

Actions

New Story
New Alias
Find Stories
Active Stories

Decks
Alumni deck
alumni deck

ALUMNI MEDIA

ASC CARES
ASC CARES MEDIA
BUSINESS
BUSINESS MEDIA
CAMPUS
ADMINISTRATION
COMPUTING
COMPUTING MEDIA
COUNCILED
COUNCILED MEDIA
DEVELOPMENT
DEVELOPMENT MEDIA
ETC
ETC MEDIA

Done

Element Profile

Workflow | Profile | Story | Element | "Main Tree" | "Menu Tree" | "Nav Tree" | Menu Heading - Link

1. STORY INFORMATION
ID: 1951
Title: Clone of Clone of Right Nav - Alumni
Story Type: Secondary Nav
First Published:
Last Published:
URL: /alumni/right_nav

2. MENU HEADING - LINK

<table>
<thead>
<tr>
<th>Name</th>
<th>Content</th>
<th>Position</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>title</td>
<td>2005</td>
<td></td>
<td></td>
</tr>
<tr>
<td>url</td>
<td>2005/alumni_awards_2005.php</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

click "Save" when finished.
Element "Menu Heading - Link" saved.

1 STORY INFORMATION
ID: 1951
Title: Clone of Clone of Right Nav - Alumni
Story Type: Secondary Nav
Element: 
First Published: 
Last Published: 
URL: /alumni/right.nav

2 MENU TREE
Name: Menu Heading - Link
Content: 2005
Position: 1
Delete: 

Now let's add the "Menu Heading - Link" for "2004"
### Element Profile

**Title:** Clone of Clone of Right Nav - Alumni  
**Story Type:** Secondary Nav  
**ID:** 1951  
**First Published:**  
**Last Published:**  
**URL:** /alumni/right-nav

<table>
<thead>
<tr>
<th>Name</th>
<th>Content</th>
<th>Position</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>title</td>
<td>Highlight Box</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>url</td>
<td>http://</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>tooltip</td>
<td></td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

---

### Actions
- Save
- Save and Stay
- Delete this Element
- Cancel

---

### Bricolage Workflow

**My Workspace**
- A&G  
- A&G Images  
- Academics  
- Academic Media  
- Admissions  
- Admission Media  
- AE  
- AE Media  
- Alumni

**Alumni Media**
- ASC CARES  
- ASC CARES Media  
- Business  
- Business Media  
- Campus Administration  
- Computing  
- Computing Media  
- Counselored  
- Counselored Media  
- Development  
- Development Media  
- E&L  
- E&L Media
Good! We're finished with this particular menu tree.

For your own Right Navigation pages, you can add as many "menu trees" and "menu heading links" as you like.

Just remember these tips:

1. If your menu is layered (like the one we just created) always start with a "Menu Tree" element.

2. Every Menu Tree element needs to be labeled. Every time you create a menu tree element, therefore, add at least one "Menu Heading Link" to it (depending on how many headings you have in that particular layer).
Let's quickly go back to our outline:

- Awards
- Outstanding Alumni
- Years 2005 and 2004

So we created three "menu tree" elements (shown in green):

- Each "menu tree" element needed a "menu heading - link" element for EACH entry in its particular layer (shown in pink).

So we created a total of 4 "menu headings" for this particular menu: a "menu heading" for Awards, a "menu heading" for Outstanding Alumni, and a "menu heading" for EACH year an Outstanding Alumni award had been given. In this case, it was for 2005 and 2004.
Element "Menu Heading - Link" saved.

<table>
<thead>
<tr>
<th>STORY INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID: 1951</td>
</tr>
<tr>
<td>Title: Clone of Clone of Right Nav - Alumni</td>
</tr>
<tr>
<td>Story Type: Secondary Nav</td>
</tr>
<tr>
<td>First Published:</td>
</tr>
<tr>
<td>Last Published:</td>
</tr>
<tr>
<td>URL: /alumni/right.nav</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MENU TREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Menu Heading - Link</td>
</tr>
<tr>
<td>Content: title: 2005</td>
</tr>
<tr>
<td>Position: 1</td>
</tr>
<tr>
<td>Delete: [ ]</td>
</tr>
<tr>
<td>Name: Menu Heading - Link</td>
</tr>
<tr>
<td>Content: title: 2004</td>
</tr>
<tr>
<td>Position: 2</td>
</tr>
<tr>
<td>Delete: [ ]</td>
</tr>
</tbody>
</table>

Now we need to get back to the main page of our Right Nav. We'll do that by clicking "Save" several times until we're there.

Click "Save" again
Element "Menu Tree" saved.

1. **STORY INFORMATION**
   - **ID:** 1151
   - **Title:** Clone of Clone of Right Nav - Alumni
   - **Type:** Secondary Nav
   - **Published:**
     - First Published:
     - Last Published:
   - **URL:** alumni/right.nav

2. **MENU TREE**

<table>
<thead>
<tr>
<th>Name</th>
<th>Content</th>
<th>Position</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Menu Heading: Edit</td>
<td>- Outstanding Alumni</td>
<td>1</td>
<td>[ ]</td>
</tr>
<tr>
<td>Menu Tree: Edit</td>
<td>or: Bulk Edit</td>
<td>2</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

   **Add Element:** Menu Heading - Link
   **Bulk Edit:** - Super Bulk Edit -

   - Delete this Element

---

This image shows a screenshot of a user interface for managing elements in a content management system. The interface includes a workflow section, an element profile, and a menu tree section. The element profile displays information about the element, including its ID, title, type, and publication history. The menu tree section shows the structure of the menu, with options for editing and managing the element's content.
Element "Menu Tree" saved.

1. STORY INFORMATION
   - ID: 1951
   - Title: Clone of Clone of Right Nav - Alumni
   - Story Type: Secondary Nav
   - First Published: [Empty]
   - Last Published: [Empty]
   - URL: /alumni/right.nav

2. MENU TREE

   Name | Content | Position | Delete
   ---- | ------- | -------- | ----
   Menu Heading | Edit | 1 | √
   Menu Tree | Edit | 2 | 

- Add Element | Menu Heading-Link | Bulk Edit | Super Bulk Edit |

- Save | Save and Stay |

Click Save one last time.
Element "Menu Tree" saved.

Now let's preview the Right Nav to update the test server.
Writing files to "PHP" Output Channel

Distributing files.
Alumni Links...

Remember, the menu tree is a javascript, so it won't show up here.

(But we still need to preview the Right Nav in order to keep the Test Server updated)
Here's a way to see what the Right Nav looks like.

Select Active Stories

(be sure you've saved your work before you do this!)
Writing files to "XHTML" Output Channel.

Distributing files.
Here's the Right Nav. Let's check our work—select Awards.
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