

Memberize's New Webpages and Menu Administration

Here are some things to know when moving to the new Webpages and Menu Administration settings on your Memberize website.

The old **Members Only menu** listed everything out on one level. The new **Members Only menu** consolidates all menu items that are NOT user created webpages into a fly out menu under "Member Links". Of course these items are determined by what options you have enabled for your website. The only items that will not be included in the "Member Links" fly out menu are "Home", "My Info", "Log Out" and any Webpages that you create and add to the menu. Notice the difference between Figure 1 and Figure 2 below. Remember that we're talking about the Members Only Menu.

Figure 1
Old Members Ony

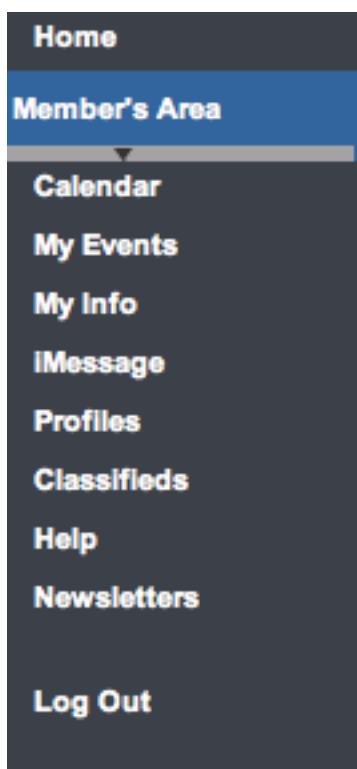
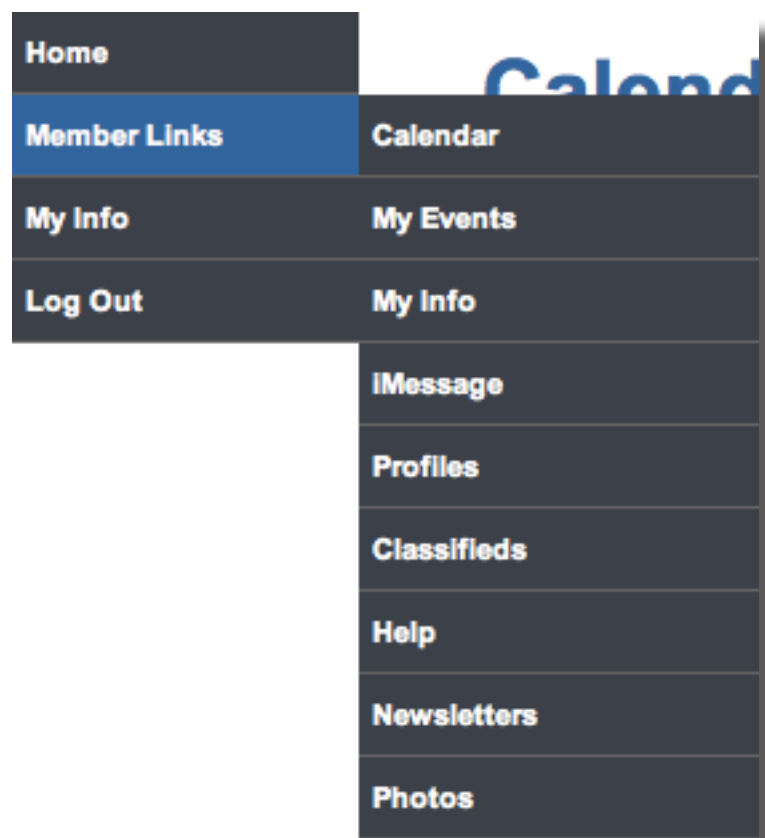


Figure 2
New Members Ony Menu



Differences between The **Old Public menu** and the **New Public menu**. Visually you may notice a slight difference in dimension of the items vertically. That goes for the Members Only menu as well. The width should not change. Some graphical elements have been changed but they are minimal. Figures 3 and 4 show the differences visually.

Figure 3
Old Public Menu

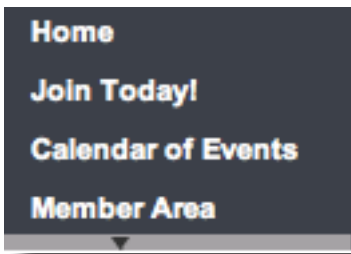
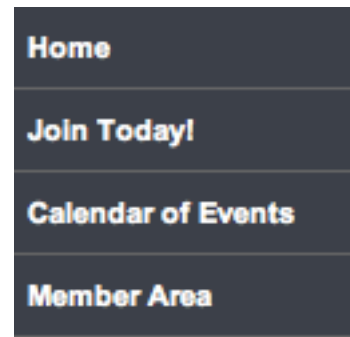


Figure 4
New Public Menu



Webpage Administration Change

The interface change in the Webpages area of your website administration has changed but not drastically. We believe it is pretty straight forward. Rather than all pages listed on one page we've broken them up into Tabs. Rather than Grouping these different types of webpages on one page you'll see the "Public Menu" tab, "Members Only Menu" tab, "Other Webpages (No Menu)" tab, "Add Webpage" tab. See Figure 5 and Figure 6 in the next pages.

Figure 5
Old Webpages Area

Web Pages

► Options ► Classifieds ► Web Pages ► Website Domain Setup

ADD WEBPAGE

PUBLIC Menu Options				
Menu Order	Title (click to preview)	Edit	Delete	Active?
↓ 1	Home	<input type="button" value="Edit"/>	(Home Page)	✓
↑↓ 2	Join Today!	<input type="button" value="Edit"/>	(System Page)	✓
↑↓ 3	Calendar of Events	<input type="button" value="Edit"/>	(System Page)	✓
MEMBERS ONLY Menu Options				
Menu Order	Title (click to preview)	Edit	Delete	Active?
No records.				
Other Webpages - Not on Menu				
	Title (click to preview)	Edit	Delete	Active?
	Not Used	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	
	Not Used	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	
	Not Used	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	
	Not Used	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	

ADD WEBPAGE

Figure 6
New Webpages Area

Public Menu Tab

Web Pages and Menus

Public Menu	Members Only Menu	Other Webpages (No Menu)	+ ADD WEBPAGE
↓	Active	<u>Home</u> Current Homepage Webpage Public Access	 
↑↓	Active	<u>Join Today!</u> System Page Public Access	 
↑	Active	<u>Calendar of Events</u> System Page Public Access	 

Members Only Menu Tab

Public Menu	Members Only Menu	Other Webpages (No Menu)	+ ADD WEBPAGE
There are no Members Only Menu Items.			

Other Webpages Tab









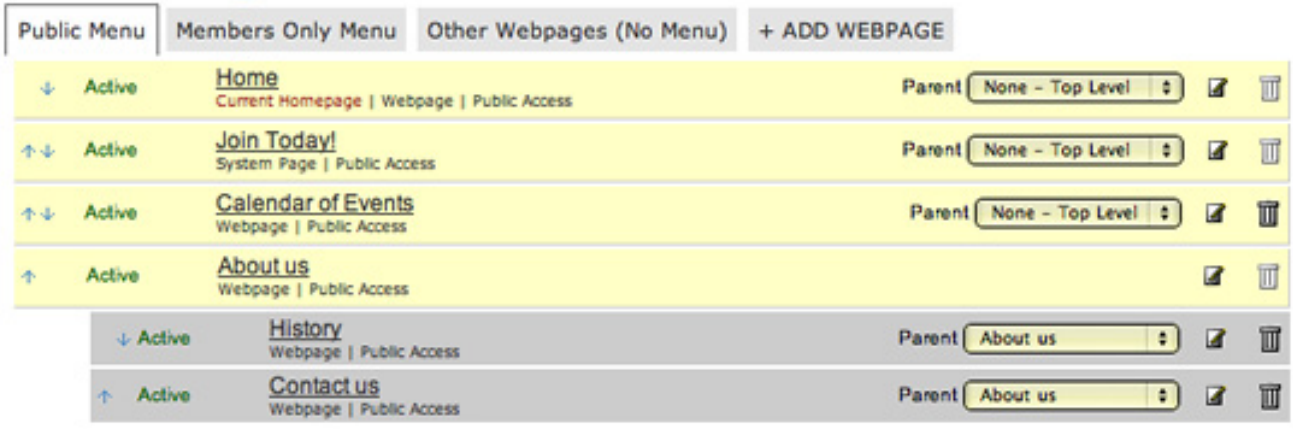
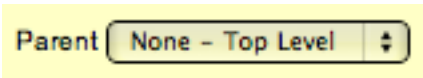
Public Menu	Members Only Menu	Other Webpages (No Menu)	+ ADD WEBPAGE
Inactive	<u>Not Used</u> Webpage Public Access	 	
Inactive	<u>Not Used</u> Webpage Public Access	 	
Inactive	<u>Not Used</u> Webpage Public Access	 	
Inactive	<u>Not Used</u> Webpage Public Access	 	

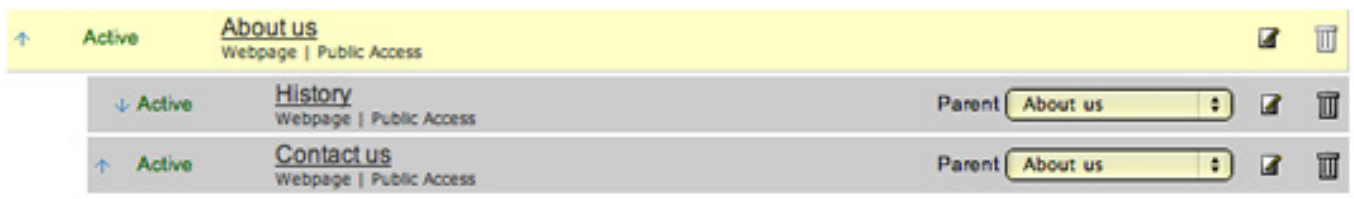
Figure 7
Menu Arrangement Options



New features such as fly out / sub menus are available in the new Webpages and Menus area. Each page in the “Public Menu” and “Members Only Menu” provide you with a “Parent” field.



This field allows you to place the webpage where you want it in relation to the menu display. Notice that if an item contains fly out / sub menu items under it you will not see the “Parent” field.



IMPORTANT NOTE: If you do not see these features than your Website Style Sheet is not setup with a new menu type. To change that navigate to your “Website Styles” area. Duplicate your “Current Live Style”. Click the “Edit” button within your duplicate. Near the bottom of the next form you’ll see “Menu Position”. For the least drastic change and if you’re coming from the old setup you should choose left vertical menu identified by the green highlight in the illustration. Click “Save and Finished”. Find your duplicated style in the list. Click “Preview” to see what it would look like. If you like it you return to the list and click “Go Live” relative to that style. Refresh your page if you do not see the change. Using one of the new menu types will open up the features in the webpages area. Next we’ll discuss the Webpage details and the changes that will now be available with your new menu.

Webpage Detail Changes

For some time now our customers have asked about creating direct links to other page or websites from the menu itself. They've also asked if they could change the Menu labels of the many modules that the Memberize system provides such as "Calendar", "Vendors", "Job Bank", etc...

Well now you can. The follow shows you how you can do that.

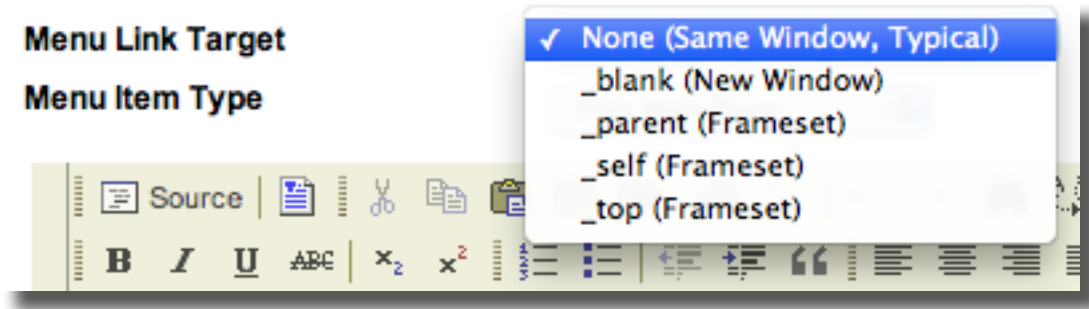
Figure 8
New Add or Edit Webpage Fields

Page Label (Required):	<input type="text" value="Contact us"/>
Page Active	<input checked="" type="checkbox"/>
Page Access (?)	<input type="text" value="Public"/>
Select Menu Bar	<input type="text" value="Public Menu"/>
Menu Link Target	<input type="text" value="None (Same Window, Typical)"/>
Menu Item Type	<input type="text" value="This Web Page"/>

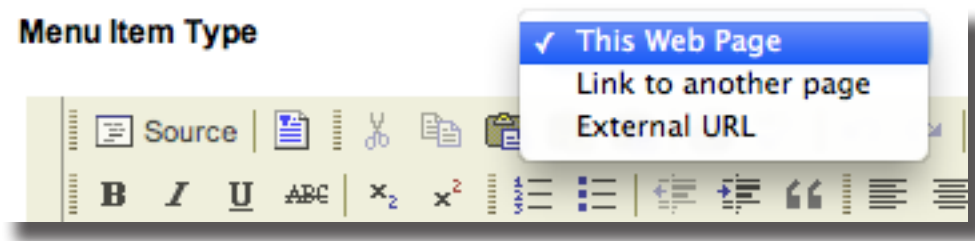
Other than the Page Title, Key Words, Page Description and the WYSIWYG Editor you are left with the above choices for your pages if they are not a "System" page like the Calendar or Classifieds to name a couple.

Two new features or fields are the "**Menu Link Target**" and the "**Menu Item Type**". We'll go over these here.

Figure 9
Menu Link Target Field

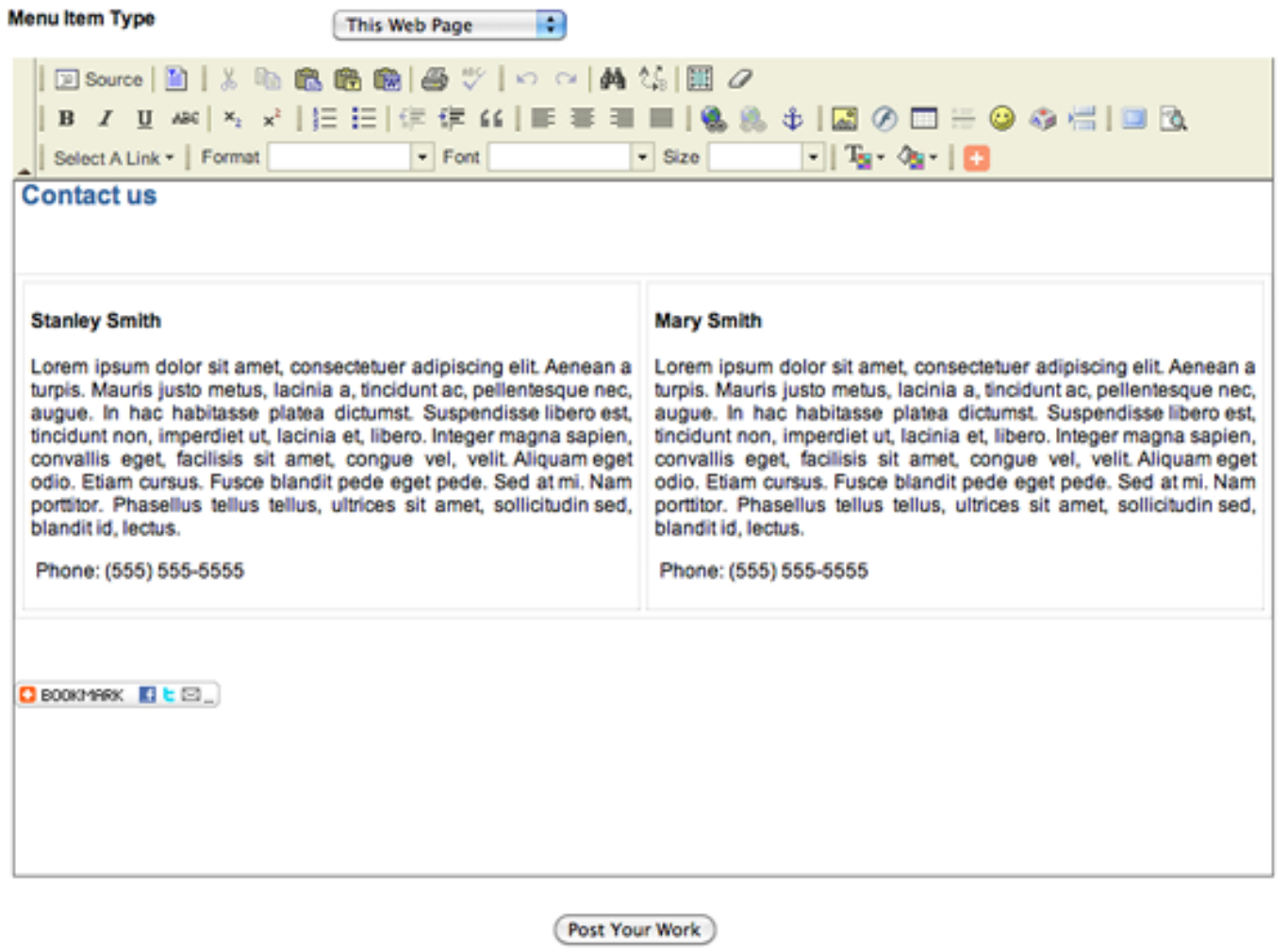


Above you see the new field called “Menu Link Target”. This dictates (at a basic level) whether a new window opens up when you click on the menu item or not. You’ll be mostly concerned with “None (Same Window)” or “_blank (New Window)”. So, to be clear, if you save the page with the “_blank (New Window)”, when a user clicks on this menu item the link target will open up in a new browser window. This is very helpful to keep people from leaving your site altogether.



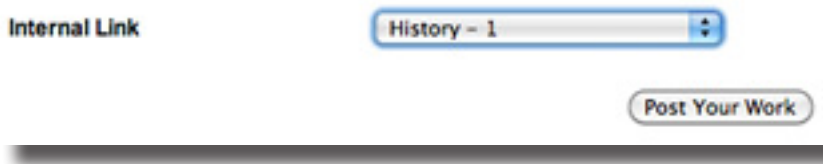
Above you see the new field called “Menu Item Type”. We’ll explain each of these next.

Figure 10
Menu Item Type - This Page



This option displays as you've always known the webpage detail screen to display. The link will take a user to THIS PAGE.

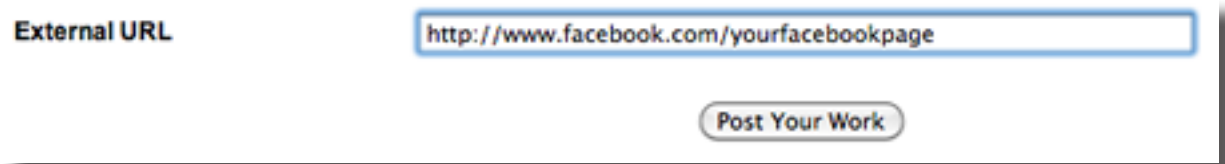
Figure 11
Menu Item Type - Internal Link



The screenshot shows a form for configuring an internal link. On the left, the text "Internal Link" is displayed. To its right is a dropdown menu with the text "History - 1" and a downward-pointing arrow. Below the dropdown menu is a button labeled "Post Your Work".

When you select this option you'll see a drop down list of all the other pages, documents, events, surveys, etc.. that you have created and you can select one to be the destination for the menu item when clicked. This opens up many new doors for content management and information architecture.

Figure 12
Menu Item Type - External Link



The screenshot shows a form for configuring an external link. On the left, the text "External URL" is displayed. To its right is a text input field containing the URL "http://www.facebook.com/yourfacebookpage". Below the input field is a button labeled "Post Your Work".

When you select this option you'll see a blank field provided so that you can easily place a website address (URL) to any website you wish. For example you might want to create a link to your Facebook page or any other Social Networking site that you may have.

IMPORTANT NOTE: You should be aware that if you have made choices for all options you will not lose any not used choices when you save. So if you've entered a lot of information in the editor and you choose to try an external link for an item and post you will not lose all the information in the editor.

Summary

This has been a quick intro to the new Webpages and Menu controls available for your Memberize website. Hopefully this will help.

Please remember that if you haven't made the change to your Website Styles (CSS) you will not see the new features mentioned. We hope you enjoy.

Thank you,
Memberize.com