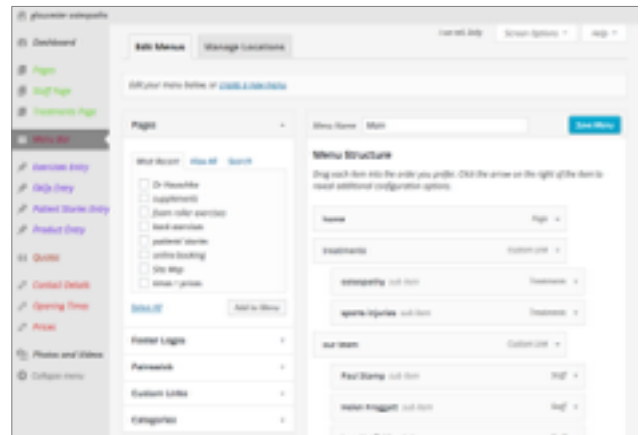




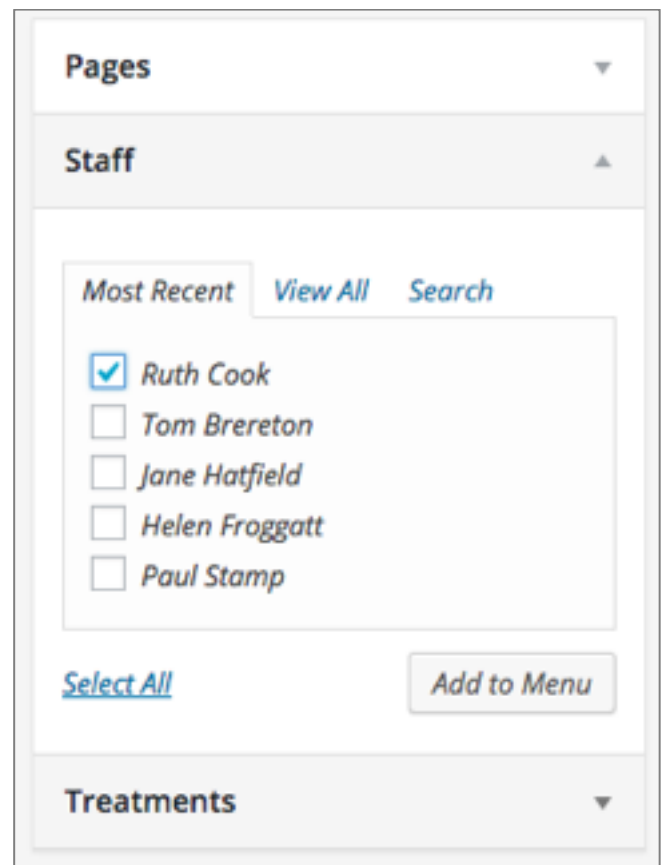
How to... Edit the Menu Bar

If you have added new pages, or if you want to rearrange the order of pages that the visitor sees in the Navigation Bar, you need to go to Navigation Menu.



To add a page to the menu, or sub-menu, click on one of the categories on the left.

If you want to add a new page for a member of staff, tick the relevant box, and click "Add to Menu".



(continued)

The new page will be at the bottom of the pages listed under Menu Structure.

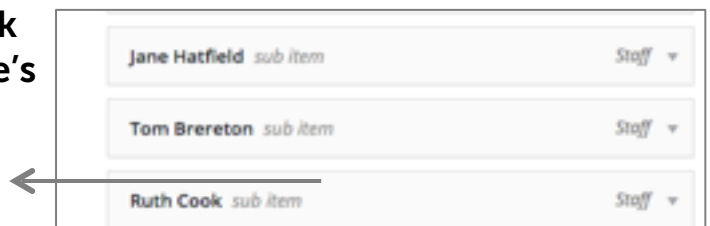
Click and drag the new page to the position you want.

If it is part of a dropdown menu, make sure that it lines up with other items in the dropdown.

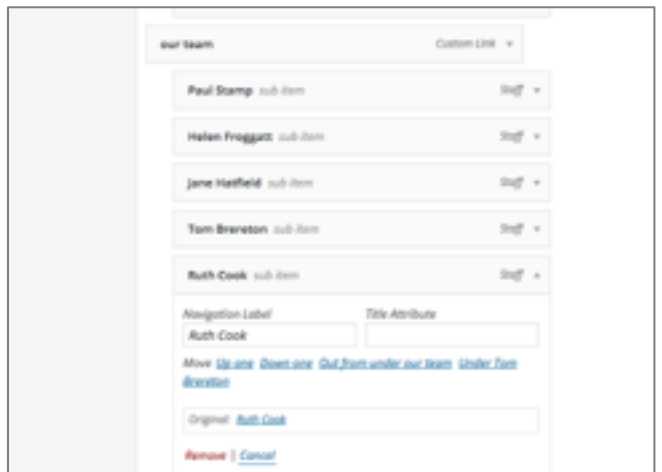
Any page can be moved this way.



To remove a page from the menu, click on small arrow to the right of the page's category – 'Staff', 'Page' or 'Treatment'.



On the dropdown menu that appears, click "Remove". (You can also change the position of pages via this dropdown menu.)



When you have finished making changes to the menu, press "Save Menu".