

## Creating sub-menus within the left hand navigation menu

To add a page/folder to the left-hand menu under another folder (already exists on the menu):

- 1) Make sure that page/folder is in the folder that you want it to appear under.
- 2) Right-click on the page/folder, select "Edit".
- 3) *For a page:* Choose the tab "Advance Properties". Select "Show on menu".  
*For a folder:* Select "Show on menu".
- 4) Click "Save/Publish".
- 5) The page/folder should now appear on the menu, under the correct folder.