

### Lesson 2

Besides the country communication Home page, there are three other menu pages and a series of links on the right sidebar. In this lesson, you will learn how to:

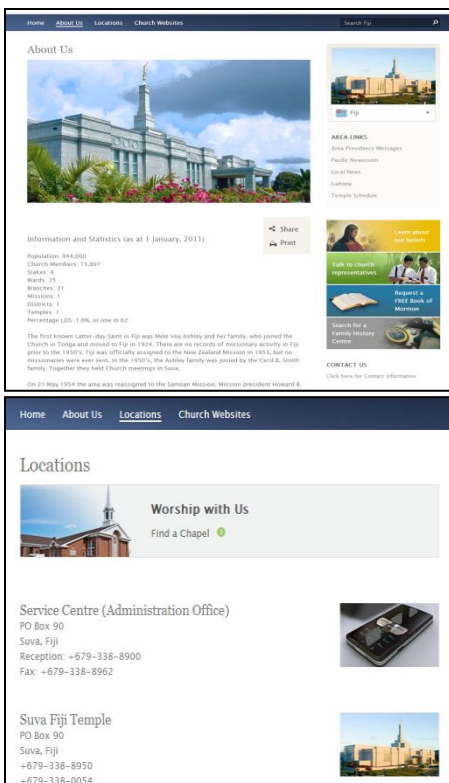
- Add content to menu pages.
- Add right sidebar links.
- Edit metadata on menu pages.

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### Understanding Menu Pages and Metadata

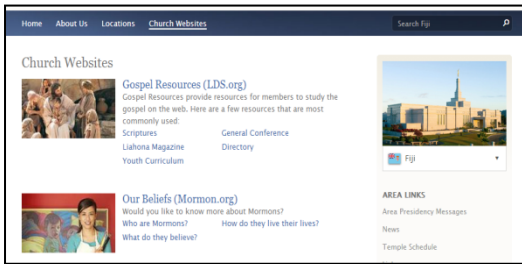
Besides the Home page, there are three other pages accessible from the top menu.



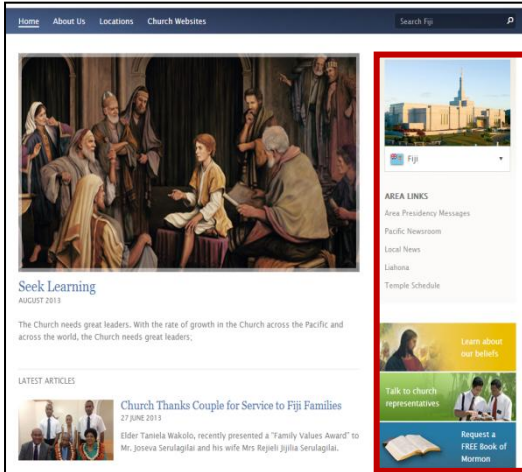
On the About Us page, you can include history, statistics, or other information about your area or country. The About Us page is set up like an article with a picture and text.

On the Locations page, you can list addresses and contact information for meetinghouses, administration offices, temples, mission offices, or other important places. The top picture can link to a special meetinghouse locator that shows the meetinghouses within an area or country.

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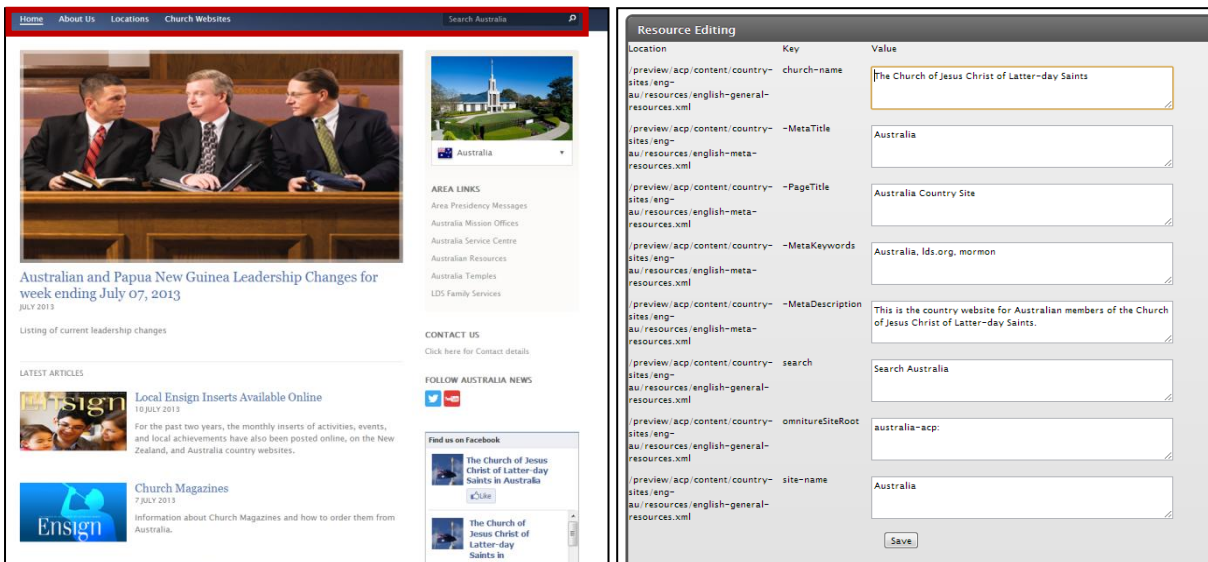


The Church Websites page provides links to other Church websites as well as sublinks to specific content found on the global LDS.org website or on LDS.org language pages.



On each menu page, the right sidebar provides links to area information, area news, resources for sharing the gospel, contact information, and Church-sponsored social media pages, as well as to other country communication pages within the area and other Church sites.

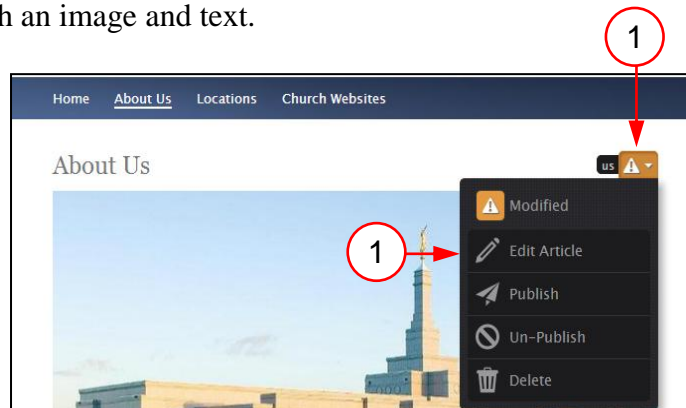
For each page, titles and terms, such as Print and Search, can be edited in hidden metadata fields. Metadata is information about data. On LDS Publisher, hidden metadata fields may contain information that could appear in a browser search, such as on Google, or terms that appear over several pages, such as the Search field at the top right.



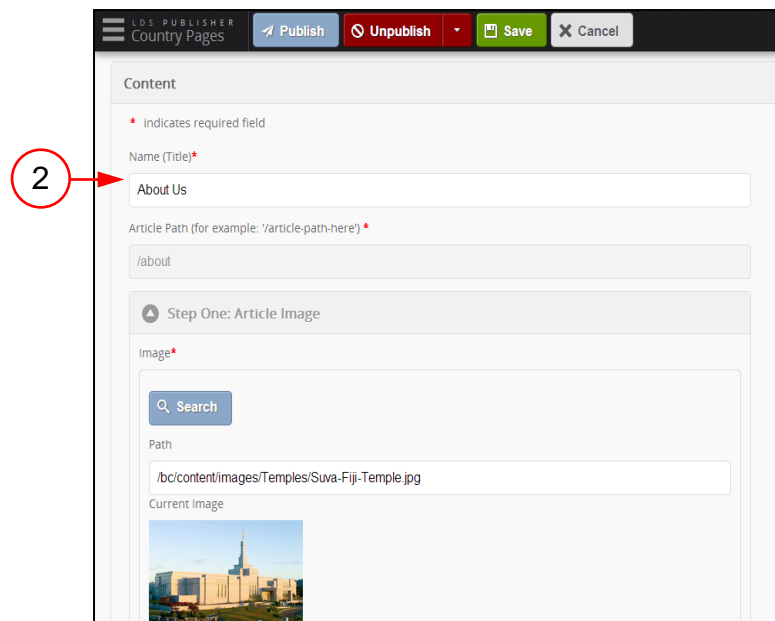
### Adding Content to the About Us Page

The About Us page is set up like an article with an image and text.

1. At the top, click the **Edit** button to open the menu, and select **Edit Article**.



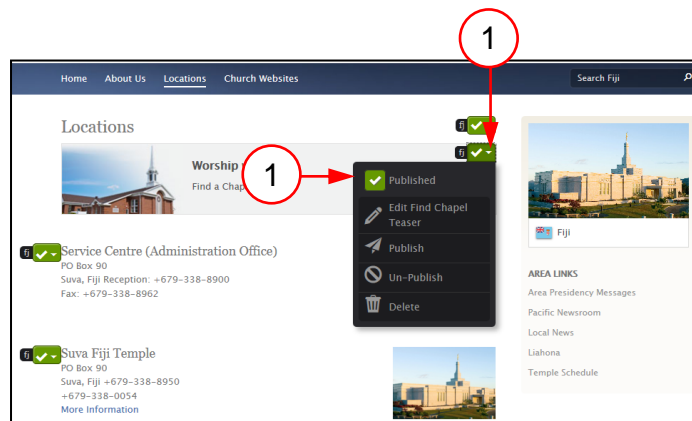
2. Edit, save, and publish the article using LDS Publisher as you learned in lesson 1.



### Adding Content to the Locations Page

The Locations page has two sections: the Find a Chapel teaser and the locations below it.

1. To edit the Find a Chapel teaser (the section at the top with the meetinghouse picture), click the **Edit** button to open the menu, and select **Edit Find Chapel Teaser**.



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2. Edit the title, if needed, that displays in this section.

3. Add the link. Contact the support group for the meetinghouse URL for your country.

4. Click **Search** to find and replace the image with a meetinghouse from your location, if desired.

5. Edit the text that appears under the title, if needed.

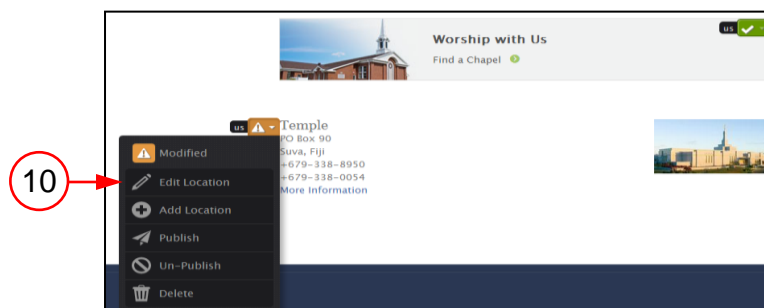
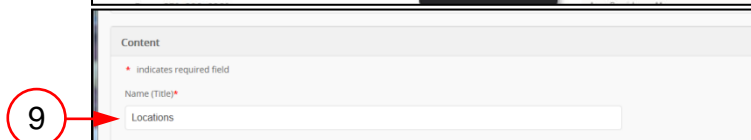
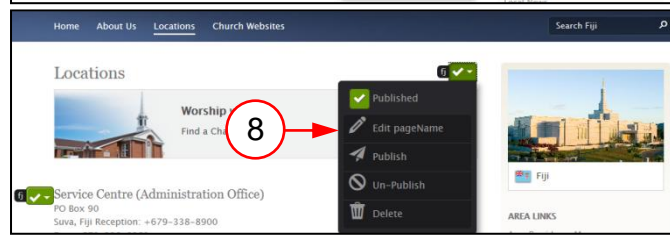
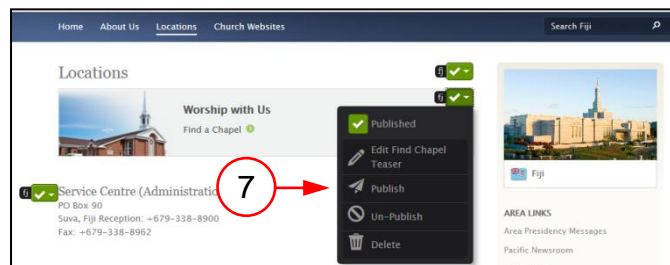
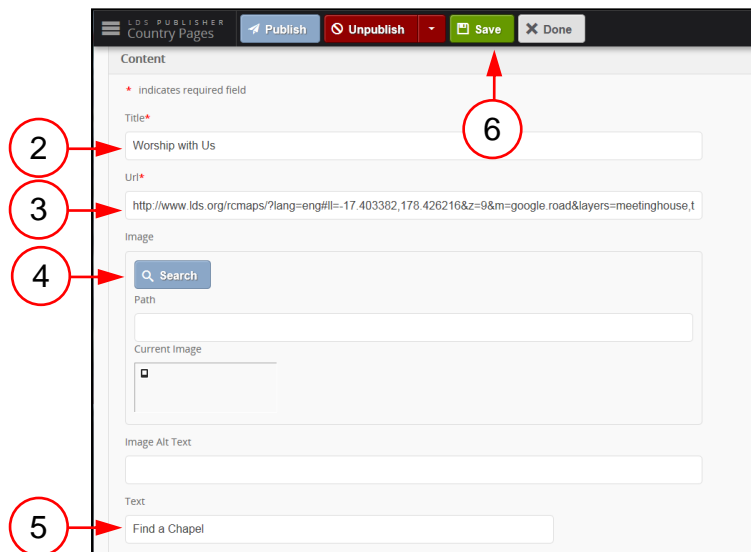
6. Click **Save**. Then click **Done**.

7. Click the **Edit** button to open the menu, and select **Publish**. The Find a Chapel teaser will appear on the live website.

8. To edit the title on this page, click the top **Edit** button to open the menu, and select **Edit pageName**.

9. Edit the name, and click **Save**. Then click **Done**. To publish this change, click the **Edit** button to open the menu, and select **Publish**.

10. To edit the Locations section, click the **Edit** button to open the menu, and select **Edit Location**.



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11. Enter a title for this location.

12. Enter the address.

13. Enter the telephone number.

14. Enter a fax number, if desired.

15. Enter a description for this location or include a link to more information, if desired.

16. Add a sequence number for this location, such as 1, 2, or 3. The sequence number will determine the order that this location appears on the Locations page.

17. Click **Search** to add an image.

18. Enter the appropriate information in the Alt Text field for the image. The alt text displays if the image link stops working.

19. At the top, click **Save**. Then click **Done**.

20. When the Locations page has received Intellectual Property and Correlation approval, click the **Edit** button to open the menu, and click **Publish**.

21. To add another location, click the **Edit** button to open the menu, and

The image consists of three vertically stacked screenshots of a web application interface, illustrating the steps to add a location. The top screenshot shows the 'Content' form with fields for Name (Title), Street Address, City/Locality, State/Region, Telephone, and Fax. Red callouts 11 through 14 point to the input fields for Name, Address, Telephone, and Fax respectively. The middle screenshot shows the 'Description' field with a rich text editor, a 'Sequence' field, a 'Photograph Path' field with a search button, and a 'Photograph Alt Text' field. Red callouts 15 through 19 point to the description field, the search button, the path field, and the alt text field respectively. The bottom screenshot shows the 'Locations' page with a menu open over the 'Temple' entry. Red callouts 20 and 21 point to the 'Edit' button and the 'Publish' option in the menu respectively.

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select **Add Location**.

### Adding Links to the Church Websites Page

The Church Websites page contains a series of links.

1. To edit a website group, click the **Edit** button to open the menu, and select **Edit Church Site**.

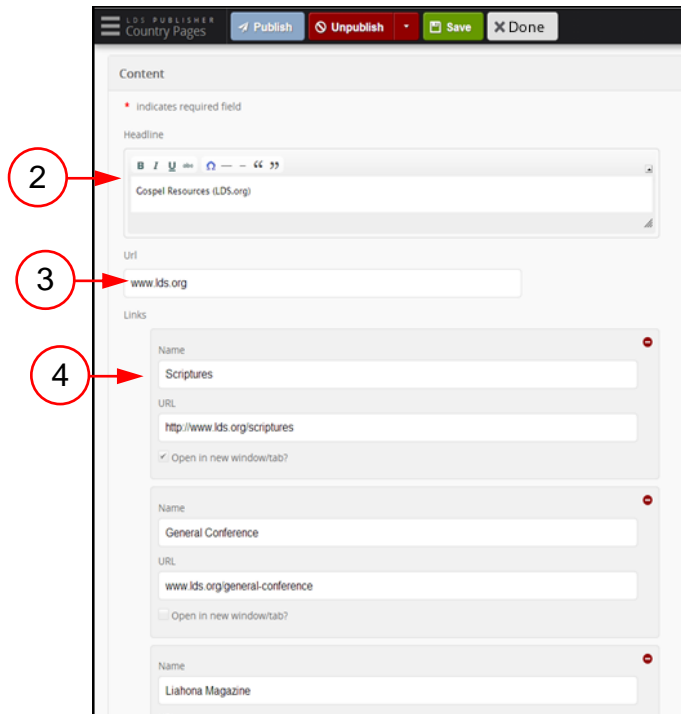


2. Edit the headline.

3. Edit the main URL.

4. Edit the sublink names and their URLs. If you want the link to open in a new browser window, click the Open in new window/tab? check box below the URL.

**Note:** To add a new sublink, at the bottom of the list, click **Add**.



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5. Edit the sequence number for the Church website, such as 1, 2 or 3. The sequence number will determine the order in which this website appears on the Church Websites page.

6. Edit the teaser image by clicking **Search**.

7. Enter the appropriate information in the Alt Text field for the image. Screen readers use the alt text for disabled users.

8. Edit the description of the website in the Text box.

9. When you are finished, click **Save**. Then click **Done**.

10. When the Church Website has received Intellectual Property and Correlation approval, click the **Edit** button to open the menu, and click **Publish**.

11. To add another Church website, click the Edit button to open the menu, and select **Add Church Site**.

12. Similar to the Locations page, you can edit the page name by clicking the top **Edit** button to open the menu, and then selecting **Edit pageName**.

The first screenshot shows the 'Country Pages' editor. At the top, there are buttons for 'Publish', 'Unpublish', 'Save', and 'Done'. A red arrow labeled '9' points to the 'Save' button. Below, there is a 'Sequence\*' field with the value '1' and a red arrow labeled '5' pointing to it. A 'Teaser image' section contains a 'Search' button (red arrow '6'), a 'Path' field with the value '/bc/content/images/Church Sites/img-lds.jpg', and a 'Current image' preview. Below that is a 'Teaser image Alt Text' field with the value 'Gospel Library resources' and a red arrow labeled '7'. A 'Text' field contains a rich text editor with the text 'Gospel Resources provide resources for members to study the gospel on the web. Here are a few resources that are most commonly used:' and a red arrow labeled '8' pointing to it.

The second screenshot shows the 'Church Websites' list. A context menu is open over the 'Gospel Resources (LDS.org)' entry. The menu options are: 'Published' (checked), 'Edit Church Site', 'Add Church Site', 'Publish', 'Un-Publish', and 'Delete'. A red arrow labeled '10' points to the 'Publish' option, and another red arrow labeled '11' points to the 'Add Church Site' option.

The third screenshot shows the 'Church Websites' list. A context menu is open over the 'Gospel Resources (LDS.org)' entry. The menu options are: 'Published' (checked), 'Edit pageName', 'Publish', 'Un-Publish', and 'Delete'. A red arrow labeled '12' points to the 'Edit pageName' option.

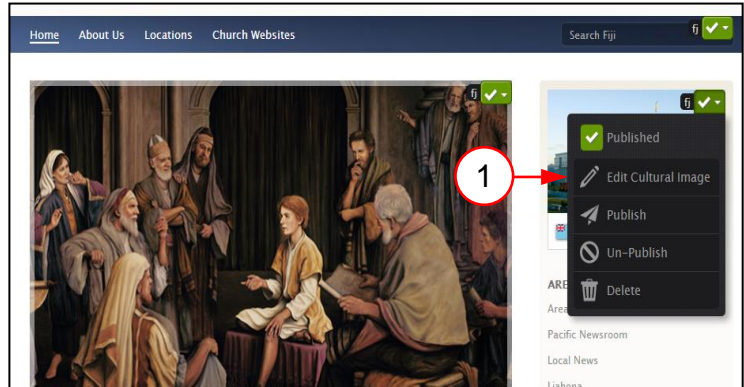
### Editing Links on the Right Sidebar

The right sidebar appears on all menu pages. Edit the sidebar from the Home page. If there are options that do not apply for your country, you can delete them.

### Cultural Image

1. To edit the cultural image at the top of the right sidebar, click the **Edit** button next to the image to open the menu, and click **Edit Cultural Image**.

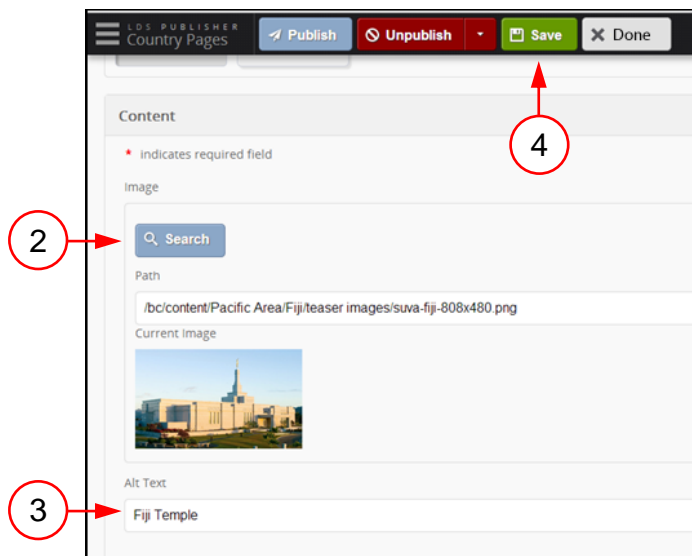
*Note:* The cultural image should be an image that represents the country. It could be a temple, a map, or other image members would readily recognize.



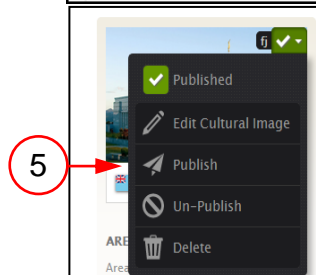
2. Click **Search** to select an image.

3. Enter the appropriate information in the Alt Text field for the image. Screen readers use the alt text for disabled users.

4. Click **Save**. Then click **Done**.



5. When the image has received Intellectual Property and Correlation approval, click the **Edit** button to open the menu, and click **Publish**.





### Country Selector

6. Click the **Edit** button next to the country selector to open the menu, and select **Edit Country Selector**.

The country selector is for areas that cover more than one country and provides links to the other country sites.

7. Click the **Add Existing** button.

8. Type in the name of a country, and click the **Search** button. Select the country, and then click **Done**.

To add another country, click **Add Existing** again, and repeat the process described above.

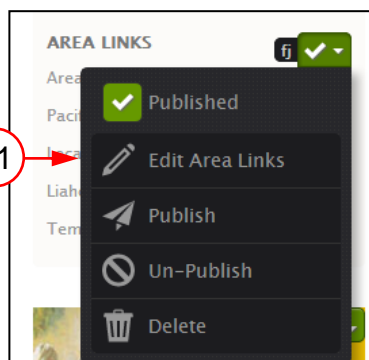
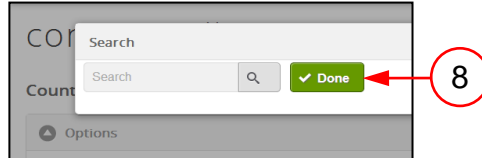
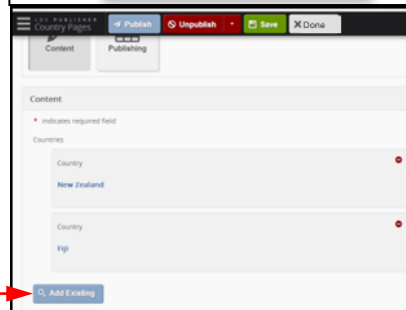
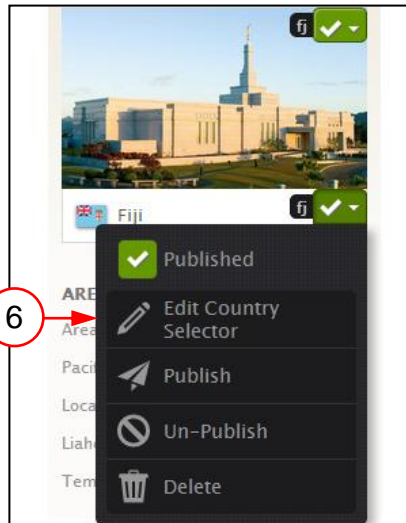
*Note:* You can add only countries that currently have country communication pages.

9. Click **Save**. Then click **Done**.

10. When you are ready to make the content live, click the **Edit** button to open the menu, and select **Publish**.

### Area Links

11. To edit the Area Links information, click the **Edit** button to open the menu, and select **Edit Area Links**.



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12. Edit the name for this section, if needed.

13. Edit the titles and URLs of any of the links as needed. If you want the link to open in a new browser window, click the **Open on new page** check box below the URL.

**Note:** To add a link, at the bottom of the list of links, click **Add**.

14. Click **Save**. Then click **Done**.

15. When you are ready to make the content live, click the **Edit** button to open the menu, and select **Publish**.

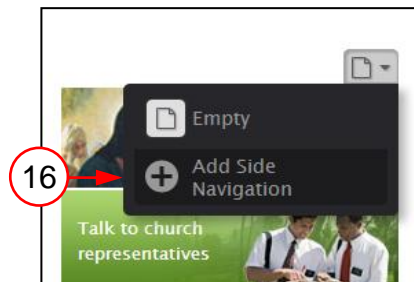
12

13

### Side Navigation

You can add your own set of links, similar to area links. You can also repeat these links on other pages.

16. Click the **Edit** button to open the menu, and select **Add Side Navigation**.



17. Enter a menu title. For the Menu id, enter the title in all lowercase letters, with dashes between the words.

18. To add links, click **Add**.

17

18

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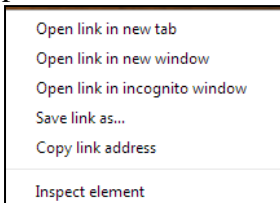
19. Leave the type as “Link,” and add the link text and URL. If you want the link to open in a new page, click the **Open on new page** check box below the URL.

20. To add another link, click **Add**. Then add the information needed.

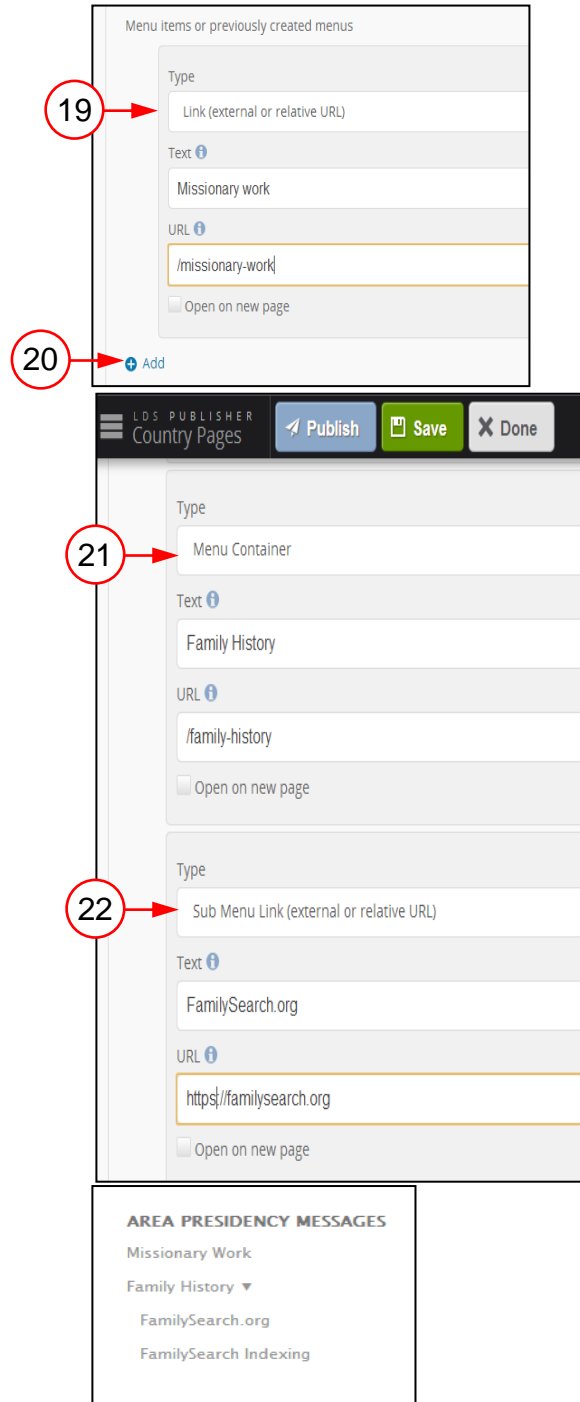
21. You can create a link menu with a submenu. For the type, select **Menu Container**. Then add the link text and URL.

22. For the submenu, under Type, select **Sub Menu Link**. Then add the link text and URL.

**Note:** To quickly copy the URL for a page, right-click anywhere on the page to open the menu, and select **Copy link address**. You can then paste it in the URL field.



**Note:** Menus with submenu links appear with a drop-down arrow.



The image shows a sequence of four screenshots from the LDS Publisher interface, illustrating the steps to create a menu with a submenu. The screenshots are annotated with red circles and numbers 19, 20, 21, and 22.

- 19:** Shows the 'Menu items or previously created menus' editor. The 'Type' is set to 'Link (external or relative URL)'. The 'Text' field contains 'Missionary work' and the 'URL' field contains '/missionary-work'. The 'Open on new page' checkbox is unchecked.
- 20:** Shows the 'Add' button (a blue plus sign) at the bottom of the editor.
- 21:** Shows the 'Menu Container' selected in the 'Type' dropdown. The 'Text' field contains 'Family History' and the 'URL' field contains '/family-history'. The 'Open on new page' checkbox is unchecked.
- 22:** Shows the 'Sub Menu Link (external or relative URL)' selected in the 'Type' dropdown. The 'Text' field contains 'FamilySearch.org' and the 'URL' field contains 'https://familysearch.org'. The 'Open on new page' checkbox is unchecked.

Below the screenshots is a preview of the resulting menu structure:

```
AREA PRESIDENCY MESSAGES
Missionary Work
Family History ▾
  FamilySearch.org
  FamilySearch Indexing
```

23. To copy a menu you have previously created to another page, after selecting **Add Side Navigation**, click **Add**. Then under the Type, select the menu you previously created. You do not need to fill in any other fields.

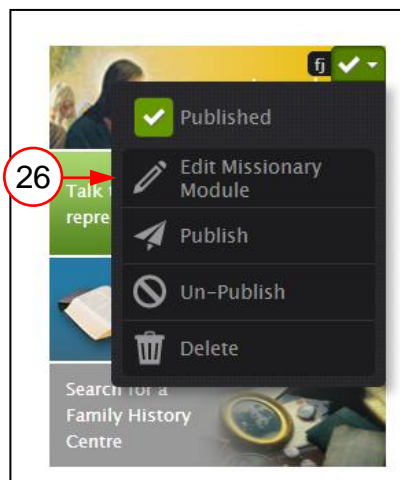
24. Click **Save**. Then click **Done**.

25. When you are satisfied with the side navigation menu, click the **Edit** button to open the menu, and click **Publish**.



### Missionary Module

26. To edit the Missionary Module, click the **Edit** button to open the menu, and select **Edit Missionary Module**.



27. Click the **Class** drop-down list, and select whether the text should be on the right side or the left.

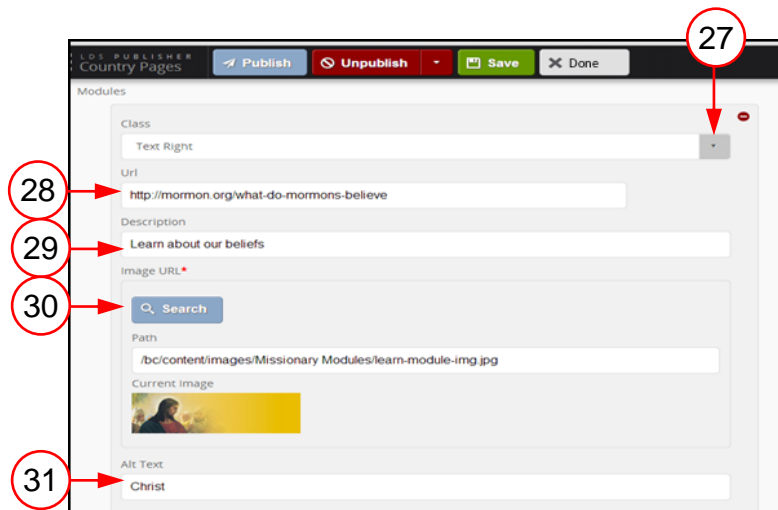
28. Enter the URL.

29. Enter a short description as the link text.

30. Click **Search** to add an image.

31. Enter the appropriate information in the Alt Text field for the image. Screen readers use the alt text for disabled users.

**Note:** To add another link, at the bottom of the Modules section, click **Add**.

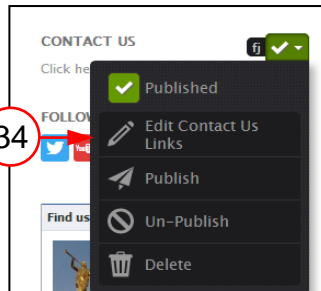


32. Click **Save**. Then click **Done**.

33. When the Missionary Module has received Intellectual Property and Correlation approval, click the **Edit** button to open the menu, and click **Publish**.

### Contact Us

34. To edit the Contact Us link, click the **Edit** button to open the menu, and select **Edit Contact Us Links**.



35. Edit the name of the section, if needed.

36. To add a link, click **Add**.

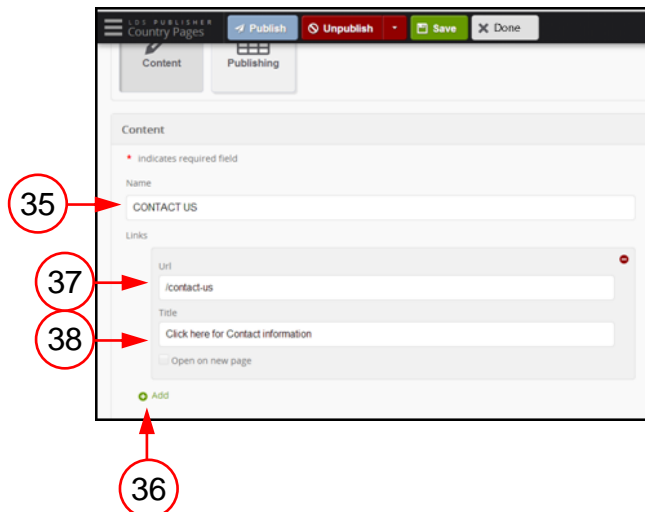
37. Enter the URL. You can create a page with contact information, or you can link to the Locations page, where you can include contact information for administrative offices.

**Note:** To link to an internal website page, use a relative path, such as /contact-us.

38. Enter the link title. If you want the link to open in a new browser window, click the Open on new page check box below the title.

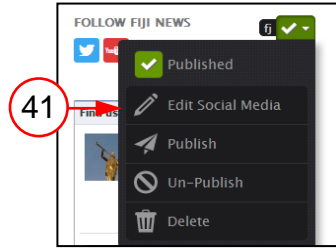
39. Click **Save**. Then click **Done**.

40. When you are ready to make the content live, click the **Edit** button to open the menu, and click **Publish**.



### Social Media

41. To edit the social media section, click the **Edit** button to open the menu, and select **Edit Social Media**.

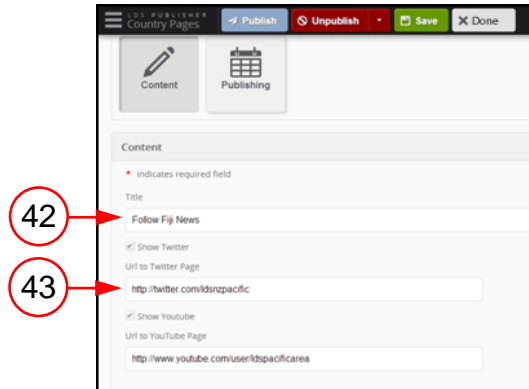


42. Edit the title, if needed.

43. Click the check boxes to show Twitter or YouTube pages. Then enter the URLs for each, as appropriate.

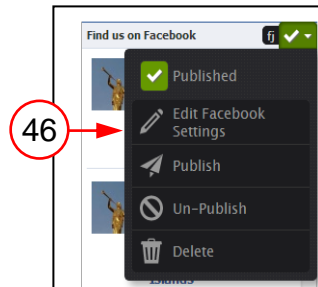
44. Click **Save**. Then click **Done**.

45. When you are ready to make the content live, click the **Edit** button to open the menu, and select **Publish**.



### Facebook

46. This Facebook link is for a local, area-sponsored Facebook page for your area or country within your area. To edit this link, click the **Edit** button to open the menu, and select **Edit Facebook Settings**.

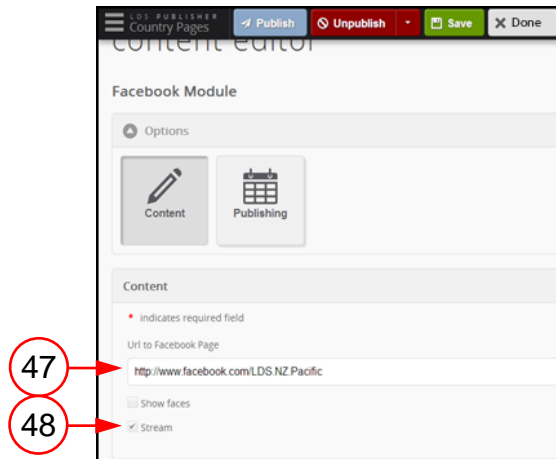


47. Enter the URL for the local Facebook page.

48. Click the check boxes below the URL if you want to show faces or stream content.

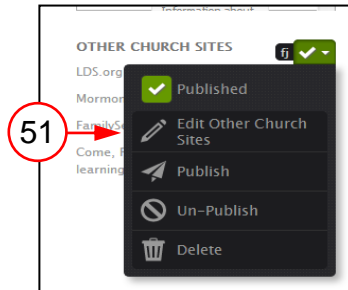
49. Click **Save**. Then click **Done**.

50. When you are ready to make the content live, click the **Edit** button to open the menu, and select **Publish**.



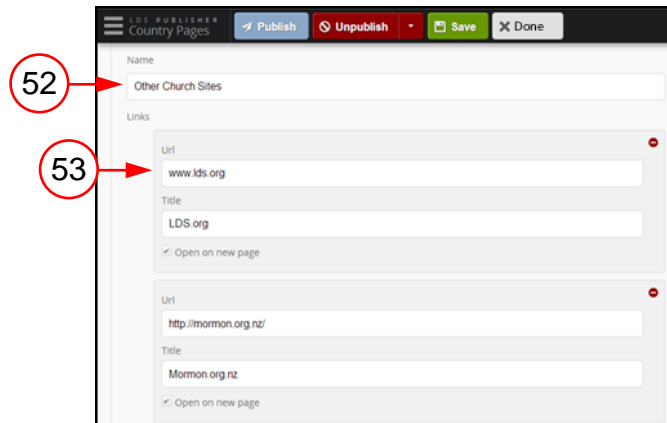
### Other Church Sites

51. To edit links to other Church websites, click the **Edit** button to open the menu, and select **Edit Other Church Sites**.



52. Edit the name, if needed.

53. Edit the URL and the title of the link. If you want the link to open in a new browser window, click the Open on new page check box below the URL.



**Note:** To add another link, at the bottom of the Links section, click **Add**.

54. Click **Save**. Then click **Done**.

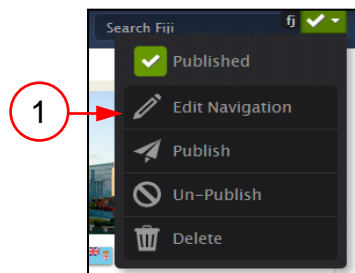
55. When you are ready to make the content live, click the **Edit** button to open the menu, and select **Publish**.

### Editing Metadata

Each country communication page has metadata, including articles. You may need to open and fix the metadata on every page.

#### Metadata—Main Menu

1. The Home page has the metadata for the top menu navigation. On the Home page next to the Search box, click the **Edit** button to open the menu, and select **Edit Navigation**.



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2. Edit the menu link titles, if needed.

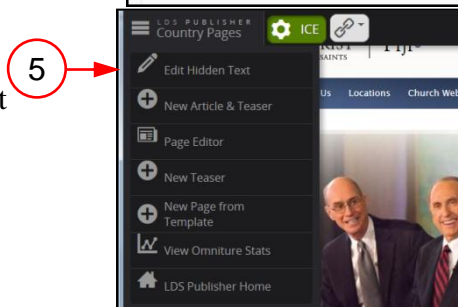
3. Click **Save**. Then click **Done**.

4. When you are ready to make the content live, click the **Edit** button to open the menu, and click **Publish**.

Link Title	URL
Home	/
About Us	/about
Locations	/locations
Church Websites	/church-sites

### Metadata—Pages

5. On the Home page, click the top left corner to open the menu, and select **Edit Hidden Text**.



6. Fill out the following fields:

- church-name: The official name of the Church. This applies to all pages.
- -MetaTitle: Use the title of the article or page.
- -PageTitle: Use the title of the article or page.
- -MetaKeywords: Add words that describe the content of the page.
- -MetaDescription: Add a short sentence describing the article or page. This description displays on a Google search result.
- search: Add the default text that displays in the search field. This appears on all pages.
- site-name: List the country or area. This applies to all pages.

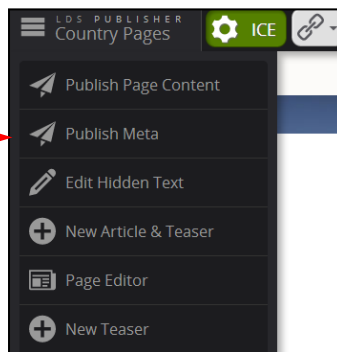
Location	Key	Value
/preview/acp/content/country-sites/eng-fj/resources/english-general-resources.xml	church-name	The Church of Jesus Christ of Latter-day Saints
/preview/acp/content/country-sites/eng-fj/resources/english-meta-resources.xml	-MetaTitle	Fiji
/preview/acp/content/country-sites/eng-fj/resources/english-meta-resources.xml	-PageTitle	Fiji Country Site
/preview/acp/content/country-sites/eng-fj/resources/english-meta-resources.xml	-MetaKeywords	Fiji, lds.org, mormon
/preview/acp/content/country-sites/eng-fj/resources/english-meta-resources.xml	-MetaDescription	This is the country website for Fijian members of the Church of Jesus Christ of Latter-day Saints.
/preview/acp/content/country-sites/eng-fj/resources/english-general-resources.xml	search	Search Fiji
/preview/acp/content/country-sites/eng-fj/resources/english-general-resources.xml	site-name	Fiji

7. Click **Save**.



8. When you are ready to make the changes live, click the top left corner to open the menu, and select **Publish Meta**.

8



**Note:** You will need to edit the hidden text and publish the metadata for every menu and article page.

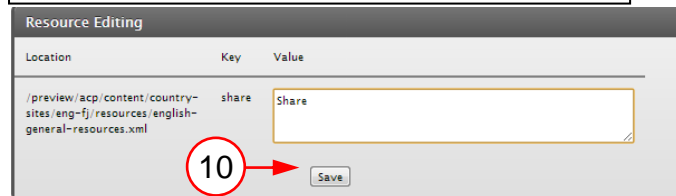
### Metadata—Blue Edit Buttons

9. Article pages have options to “Share,” “Print,” or “Download” page content. Click the blue edit button (⊕) to edit the text for these options, if needed. Each option must be edited one at a time.

10. Make the desired text changes, and then click **Save**.



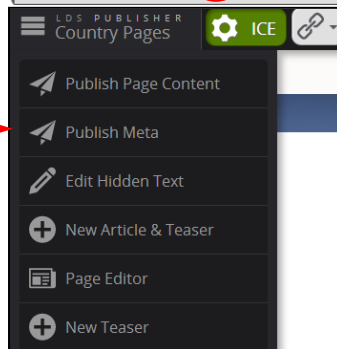
9



10

11. To publish the changes, click the top left corner to open the menu, and select **Publish Meta**.

11



**Note:** This option publishes metadata for a page as well as the text changed by clicking the blue edit buttons.

## Lesson 2: Menu Pages and Links

The blue edit buttons also appear on other pages.

Home About Us Locations Church Websites

**Locations**

**Worship with Us**  
Find a Chapel

**Service Centre (Administration Office)**  
PO Box 90  
Suva, Fiji  
Reception: +679-338-8900  
Fax: +679-338-8962

Home About Us Locations Church Websites

**Church Websites**

**Gospel Resources (LD)**  
Gospel Resources provide re  
gospel on the web. Here are  
commonly used:  
Scriptures  
Liahona Magazine  
Youth Curriculum

About Us



Information and Statistics (as at 1 January, 2011)

Population: 944,000  
Church Members: 15,897  
Stakes: 4  
Wards: 25

Share  
Print

**Elevating Education for South Pacific Youth**  
18 JULY 2012

The International Teacher Education Program (ITEP) was organized in 1997 to assist and encourage teachers working in The Church of Jesus Christ of Latter-day Saints' school system to improve their teaching skills.

Archive

## Lesson 2: Menu Pages and Links

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**Note:** The edit buttons change color to indicate the status of the content.

- Green is for content that is published and available on the live website.
- Yellow indicates existing content that has been modified but not yet published.
- Red indicates new content that has been saved but not yet published.

