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Configuring header and footer menus

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Cartzy enables you to configure the page navigation of your store efficiently by setting up header and footer menus explicitly.

- **Header:** In your Cartzy store, you can add a maximum of 9 menu items to the header.
- Footer: In the footer of your store, you can add a maximum of 10 menu items.

The menu items are linked to the other pages of your store.

Path: Store Management > Navigation

🥃 Four Star 🗸	Navigation Menus and links help your customers navigate around your online store.
🗄 Dashboard	Header Menu
The Store Management	Menu Items Link
Theme Logo	Shop Now /products
Pages	Track Order /order/tracking
Navigation Blog (Coming Soon)	Contact Us /page/contact-us 🖹 👁 🕯

Adding and saving a new menu item

To add a new menu item to the header or footer, do the following:

- 1. Add the **menu item** name in the first field.
- 2. Add the URL of the page in the **Link** field.

Internal link: If you are linking the menu item to another page of your store, you just need to add the string that appears after the domain name in the URL of your store. For

example,

- Store domain: https://mycartzy.com
- Link of the page: <u>https://mycartzy.com/products</u>
- String to be added in the Link field: /products

External link: If you are linking the menu item to any page that is external to your store website, then you need to enter the complete URL. **For example,** if you are linking a menu item to a training video on YouTube, then the URL will be: https://www.youtube.com/watch?v=P1SW3h9ex7o

3. Click the **Save** icon given next to the **Link** field.

Without saving, the changes will not be published on the store.

Navigation Menus and links help your custome	rs navigate around your onli	ne store.]	
Header Menu							
Menu Items Link Shop Now /p	2 roducts				3		
Home All Products				Order Tracking	😘 Contact Us	Sign In or Register	USD -
MY CARTZY	Q I'm mopping for				All Categories	~	₽°
\checkmark	Shop Now T	rack Order Con	tact Us Collectio	ns Products	About Us FAQs		

Hiding and unhiding a menu item

If you no longer want a menu item to appear in the header or the footer of your website, you can simply click the **eye icon** to hide it. Once, you click on it, the **eye icon** will bear a **slash** on it, and a success message will also appear in a popup notification.

Navigation Menus and links help your customers navigate around your online sto	re,
Header Menu	1
Menu Items Link	Click here to hide
Shop Now /products	
Avigation Menus and links help your customers navigate around your online sto	re. Your menu item status has been updated x successfully.
Header Menu	
Header Menu Menu Items Link	

Now if you refresh your website, you will notice that the hidden menu item no longer appears in the header/footer wherever it existed before.

Home All Products	s Order Tracking 🔹 Contact Us		Sign In or Register	USD -
MY CARTZY	All Categories	~		Å
\checkmark	Shop Now Track Order Contact Us Collections Products About Us FAQs			
Home All Products	s 📀 Order Tracking 🖸 Contact Us		Sign In or Register	USD -
MY CARTZY	After hiding the menu item All Categories	~		\mathbf{F}_{0}
	Track Order Contact Us Collections Products About Us FAQs			

Similarly, if you want to make a hidden menu item available in the header/footer, you will click on the shut-eye icon to unhide it.

Kavigatio Menus and links help you	DN r customers navigate around your online store.	
Header Menu		
Menu Items	Link	Click here to show
Shop Now	/products	🖹 🔌 🛱

□Hiding/unhiding is an efficient way of removing unwanted menu items as it allows you to restore the changes in a single click whenever needed. However, if you delete a menu item

altogether, you will have to add it again, if needed in the future.

Deleting a menu item

Deleting a menu item should always be your second option for removing a menu item from the header/footer. You should delete a menu item only when you have exhausted all of the menu item fields, and you can no longer add a new one. In this case, hiding a menu item will not help you. You will have to delete it to add a new one.

To delete a menu item, simply click the bin icon given next to the menu item fields. Upon deleting, the following will occur:

- The **menu item** label and **link** fields will become blank.
- A success message will appear in a notification popup at the top right corner of the page.

1enu Items	Link		Delete
Shop Now	/products		
-ooter Menu		Blank fields	Your menu item has been removed

The image below demonstrates the contents of the footer before and after deleting a menu item.

B	efore deleting a menu item	
PAGES		CONTACT US
Shop Now	Shipping Policy	🖀 Head Office: Street 11, Suite # 31, Newcastle,
Track Order	Terms & Conditions	
Contact Us	FAQ	🛗 Hours: Mon - Fri: 9am - 5pm est Someone will respond to you in 24-48 b
Refund & Return Policy	All Products	hours.
Privacy Policy	About Us	6 🖌 🔘
PAGES	er deleting a menu item	CONTACT US
Aft PAGES Track Order	er deleting a menu item	CONTACT US
Aft PAGES Track Order Contact Us	er deleting a menu item Terms & Conditions FAQ	CONTACT US Head Office: Street 11, Suite # 31, Newcastle
Aft PAGES Track Order Contact Us Refund & Return Policy	er deleting a menu item Terms & Conditions FAQ All Products	CONTACT US Head Office: Street 11, Suite # 31, Newcastle Hours: Mon - Fri: 9am - 5pm est Someone will respond to you in 24-48 bu
Aft PAGES Track Order Contact Us Refund & Return Policy Privacy Policy	er deleting a menu item Terms & Conditions FAQ All Products About Us	CONTACT US