

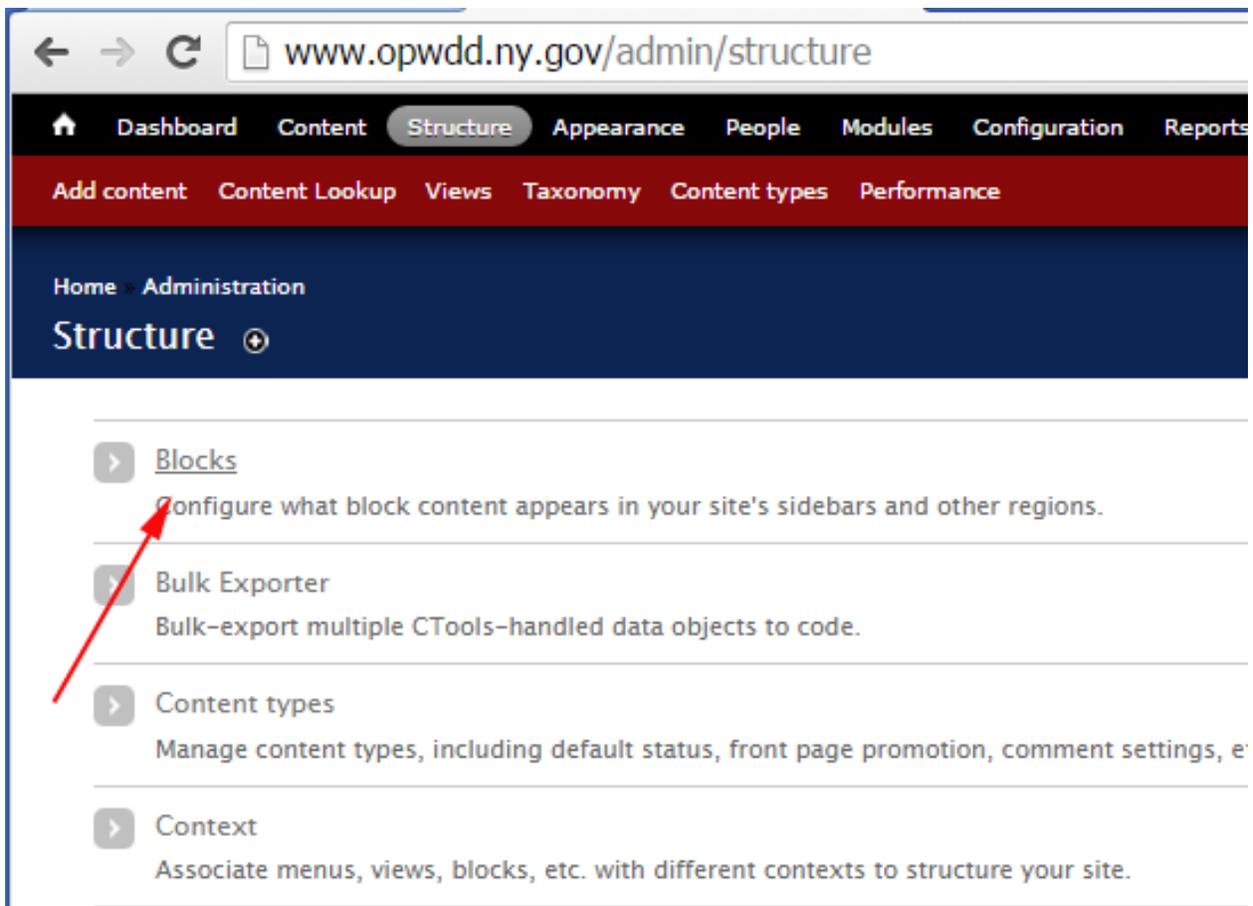
Setting up a Menu in OPWDD public Drupal site.

In order for a side menu to show up you need

1. Each page added to a Menu. If it's off the main OPWDD navigation it goes in Main Menu and will be a child of one of the main sections.
2. Each page must have a url alias set up in each page. This will work with the context to display the proper menu.
3. A menu block for your section
4. Context set up for the section

Setting up a menu block

Log into the OPWDD Drupal site and navigate to Structure/Blocks



Add a new block, select advanced options. Make sure you fill in the selections below.

Basic options **Advanced options**

**Block title**  
Faith Based Initiative  
Override the default title for the block. Use *<none>* to display no title, or leave blank to use the default block title. This field supports

**Administrative title**  
Faith Based Initiative Menu  
This title will be used administratively to identify this block. If blank, the regular title will be used.

**Menu**  
Main menu  
The preferred menus used by *<the menu selected by the page>* can be customized on the Menu block settings page.

**Starting level**  
1st level (primary)  
Blocks that start with the 1st level will always be visible. Blocks that start with the 2nd level or deeper will only be visible when through the block's starting level.

Make the starting level follow the active menu item.  
If the active menu item is deeper than the level specified above, the starting level will follow the active menu item. Otherwise, remain fixed.

**Maximum depth**  
2  
From the starting level, specify the maximum depth of the menu tree.

Expand all children of this tree.

Sort menu tree by the active menu item's trail.  
Sort each item in the active trail to the top of its level. When used on a deep or wide menu tree, the active menu item's children is reloaded.

**Fixed parent item**  
--- Faith Based Initiative  
Alter the "starting level" and "maximum depth" options to be relative to the fixed parent item. The tree of links will only contain

Setting up Context

Navigate to Structure/Context

The screenshot shows the Drupal administration interface at the URL [www.opwdd.ny.gov/admin/structure](http://www.opwdd.ny.gov/admin/structure). The top navigation bar includes links for Dashboard, Content, Structure (highlighted), Appearance, People, Modules, Configuration, Reports, and Help. Below this is a secondary navigation bar with links for Add content, Content Lookup, Views, Taxonomy, Content types, and Performance. The main content area shows a breadcrumb trail: Home > Administration > Structure. A list of structure-related options is displayed, each with a right-pointing chevron icon and a brief description:

- Blocks: Configure what block content appears in your site's sidebars and other regions.
- Bulk Exporter: Bulk-export multiple CTools-handled data objects to code.
- Content types: Manage content types, including default status, front page promotion, comment settings, etc.
- Context: Associate menus, views, blocks, etc. with different contexts to structure your site. (A red arrow points to this item)
- Custom access rulesets: Add, edit or delete custom access rulesets for use with Panels and other systems that utilize CTools co
- Custom breadcrumbs

You can Clone an existing context. Just change the Name and the Tag (The Tag is what identifies it in the Structure section and you can use that if you have several contexts that you want to group)

In order for the menu to show you need a Condition – path and a Reaction Blocks. You will change these to reflect your new section.

+ Add

**Name** ▼

The unique ID for this context.

**Tag**

Example: theme  
A tag to group this context with others.

**Description**

The description of this context definition.

Require all conditions  
If checked, all conditions must be met for this context to be active. Otherwise, the first condition that is met will activate this context.

**Conditions**  
Trigger the activation of this context

<Add a condition> ▼

---

Path

**Reactions**  
Actions to take when this context is active

<Add a reaction> ▼

---

Blocks

After you change the name and tag click on Path. You will fill in the unique identifier in your path from your URL alias. You can do more than one. Any item that has these in the url alias will display this contextual menu.

**Path**

\*employment\_for\_people\_with\_disabilities\*

\*workshoptransformationguidance

Set this context when any of the paths above match the page path. Put each path on a separate line. You can use the \* character (asterisk) as a wildcard and the ~ character (tilde) to exclude one or more paths. Use <front> for the site front page.

Next under Reactions click on blocks. If you cloned it you'll see that there is already a menu item under Sidebar first. You just need to replace that with your menu block.

**Reactions**  
Actions to take when this context is active

<Add a reaction> ▼

**Blocks**

NYS Banner	+ Add	Hide row weights
Header	+ Add	Hide row weights
Help	+ Add	Hide row weights
Highlighted	+ Add	Hide row weights
Content	+ Add	Hide row weights
Sidebar first	+ Add	Hide row weights
Employment for People with Disabilities Menu	g ▼ X	Hide row weights
Sidebar second	+ Add	Hide row weights
Footer	+ Add	Hide row weights
Social Media	+ Add	Hide row weights

- CONTEXT\_UI
- DOCUMENT
- FORWARD
- GOOGLE\_APPLIANCE
- LOGINTOBOGGAN
- MENU
- MENU\_BLOCK**
- NODE
- SEARCH
- SEARCH\_BY\_PAGE
- SHORTCUT
- SUPERFISH
- SYSTEM

Click on Menu Block. You may have trouble finding yours because there are scrollbars within scrollbars. Yours should be the last one listed since it's newest.

**Reactions**  
Actions to take when this context is active  
<Add a reaction>

**Blocks**

NYS Banner	+ Add
Header	+ Add
Help	+ Add
Highlighted	+ Add
Content	+ Add
Sidebar first	+ Add
Employment for People with Disabilities Menu	g X
Sidebar second	+ Add
Footer	+ Add
Social Media	+ Add
NYS Footer	+ Add
Dashboard (main)	+ Add
Dashboard (sidebar)	+ Add

**LOGINTOBOGGAN**

**MENU**

**MENU\_BLOCK**

- Main menu (levels 1+)
- Voting Rights Menu
- Training Materials (level 1)
- Housing Initiative Webinar/VC Menu
- Sitamap
- MFP Side Menu
- NY START Menu
- Main menu (levels 1+)
- HCBS Menu
- Cultural and Linguistic Competence Menu
- I am Able Menu
- 2014 DSPs of the Year Menu
- 2015 DSPs of The Year Menu
- Self-Direction Menu
- Camp Wilton Menu

**NODE**

**SEARCH**

**SEARCH\_BY\_PAGE**

Check your menu then click add under sidebar first.

## Reactions

Actions to take when this context is active

<Add a reaction> ▼

## Blocks

The screenshot displays the Drupal Block layout configuration interface. On the left, a list of blocks is shown, each with an 'Add' button and a 'Hide row weights' link. The blocks include: NYS Banner, Header, Help, Highlighted, Content, Sidebar first, Employment for People with Disabilities Menu (with a search input field), Sidebar second, Footer, Social Media, and NYS Footer. On the right, a tree view of the page layout is shown, with sections like LOGINTOBOGGAN, MENU, MENU\_BLOCK, NODE, SEARCH, and SEARCH\_BY\_PAGE. The MENU\_BLOCK section is expanded, showing a list of menu items with checkboxes. The 'Camp Wilton Menu' item is checked. Two red arrows point from the 'Employment for People with Disabilities Menu' block in the left pane to the 'Camp Wilton Menu' item in the right pane.

Because this was cloned you will see it under the existing menu block in sidebar first. Delete the first one and then Save.

## Reactions

Actions to take when this context is active

<Add a reaction> ▼

## Blocks

NYS Banner	+ Add
Hide row weights	
Header	+ Add
Hide row weights	
Help	+ Add
Hide row weights	
Highlighted	+ Add
Hide row weights	
Content	+ Add
Hide row weights	
Sidebar first	+ Add
Hide row weights	
Employment for People with Disabilities Menu	9 ▼ X
Camp Wilton Menu	10 ▼ X
Sidebar second	+ Add
Hide row weights	
Footer	+ Add
Hide row weights	
Social Media	+ Add
Hide row weights	
NYS Footer	+ Add
Hide row weights	
Dashboard (main)	+ Add

### LOGINTOBOGGAN

### MENU

#### MENU\_BLOCK

- How Do I (PAGE)
- Main menu (levels 1+)
- Voting Rights Menu
- Training Materials (level 1)
- Housing Initiative Webinar/VC Menu
- Sitemap
- MFP Side Menu
- NY START Menu
- Main menu (levels 1+)
- HCBS Menu
- Cultural and Linguistic Competence Menu
- I am Able Menu
- 2014 DSPs of the Year Menu
- 2015 DSPs of The Year Menu
- Self-Direction Menu

### NODE

### SEARCH

### SEARCH\_BY\_PAGE

