Client (redacted) (Shopify) Store Footer Navigation Guide

What will be covered

1. Footer navigation
   - Main footer menu
   - Copyright and privacy links menu

2. Customer service page sidenav
   - setup (add/edit/delete)

Example URL: https://--YOUR-STORE-NAME--.myshopify.com/admin/menus

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Footer Quickstart Guide

NAVIGATION: - Add/Remove Nav Item:

1. Go to Online Store > Navigation in Shopify Admin
2. Find the location or nested entry you'd like your new collection to appear inside of
3. Add your new nav entry
4. Save

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Let's explore the client (redacted) footer navigation:

A. Shopify Navigation (Menu List):

You'll find a list of all current menus setup in your store here, as well as the ability to make new menus.

In the above example, we have multiple menus: Footer (main) menu, Footer (copyright) menu, Account Sidebar, Landing Page sidenav, and Main menu. For the footer we only need two of these menus, the **Footer** and **Footer (copyright) menu**.

Let's look at the footer on the live site before we dive any further into the Navigation tools.
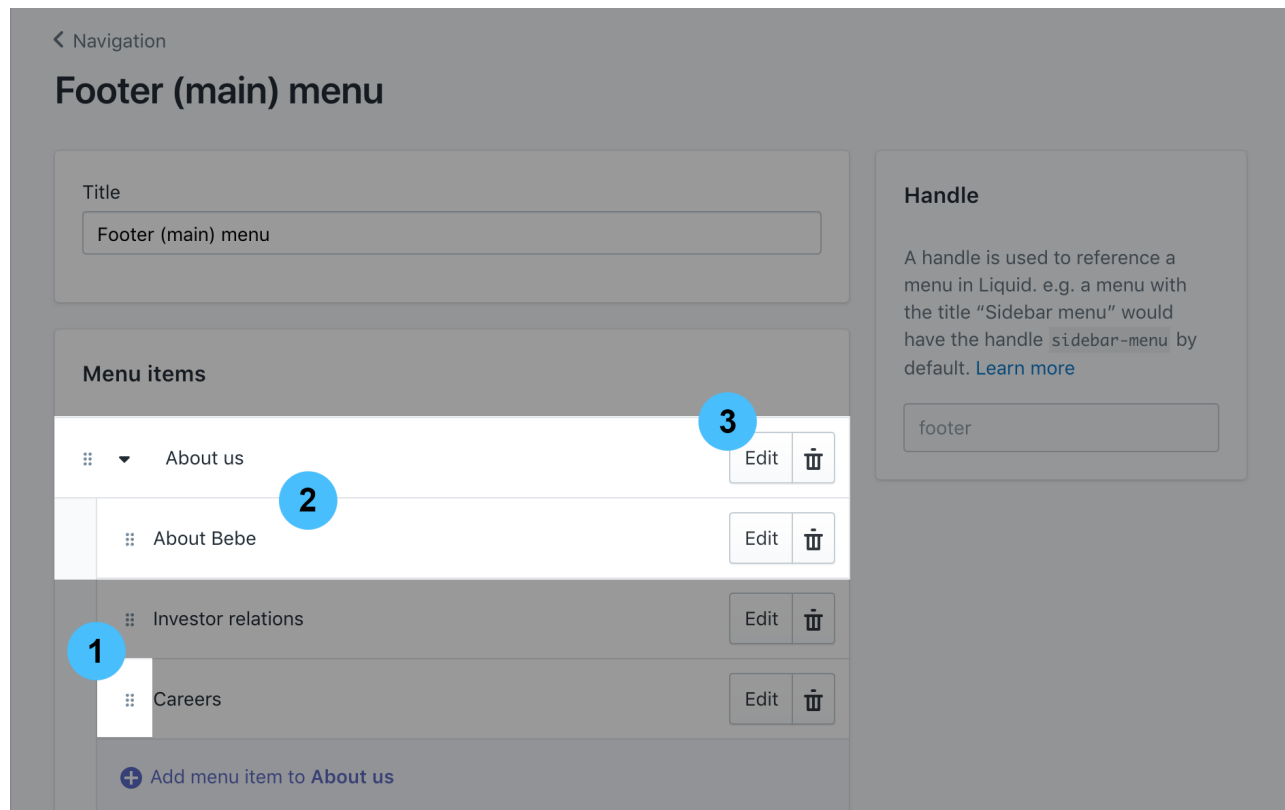
1. **Footer (main) menu**

   - primary navigation menus for the site footer element.

2. **Footer (copyright) menu**

   - called as such because of it's location directly underneath the site copyright credits.

     Let's open up *Footer (main) menu* and see how it's set up.

B. Footer Menu: About Us, Customer Service, and Quick Links

List features:

1. **DRAG + DROP ORDERING:**

   - Order reflected top to bottom
   - Menu items can be re-arranged (drag + drop) to change their order

2. **NESTING:**

   - Drag an item into another and it can be nested into a "sub-nav"
   - Up to 2 level of indentation

3. **DELETE:**

- Remove a nav entry by deleting it using the trash icon
- Menu items can be re-arranged (drag + drop) to change their order

Next: Entry Creation

C. Footer Menu: Adding New Entries (Overview)

D. Footer Menu: Adding New Entries

Next: Page linking versus External linking

E. Footer Menu: Page linking versus External linking

Menu items

About us   Edit   🗑

   About Bebe   Edit   🗑

   Investor relations   Edit   🗑

   Careers

➕ Add menu item to **About u**

Customer Service

Quick Links

➕ Add menu item

1. SEARCH FOR LINK:
- Click the "Link" input and select "Page"
  - a list of all pages available should appear.

2. LINK DESTINATION:
- Select "Pages" .

🏷 Products

📄 Pages   **2**

✏ Blogs

✏ Blog posts

Link

Search or paste a link   **1**

Cancel   Apply changes

Next: The next step is to select from the available "Pages"
which will auto-populate from those available in the Pages section of the Shopify Admin panel.

Menu items

About us — Edit / 🗑

- About Bebe — Edit / 🗑
- Investor relations — Edit / 🗑
- Careers
- ⊕ Add menu item to **About u...**

Customer Service

Quick Links

⊕ Add menu item

1. SEARCH FOR LINK:
- Click the "Link" input and select "Page"
  - a list of all pages available should appear.

2. LINK DESTINATION:
- Select "Pages", then select "About Bebe"

< Back — 24 results

404 [Content]

About Bebe

Affiliates
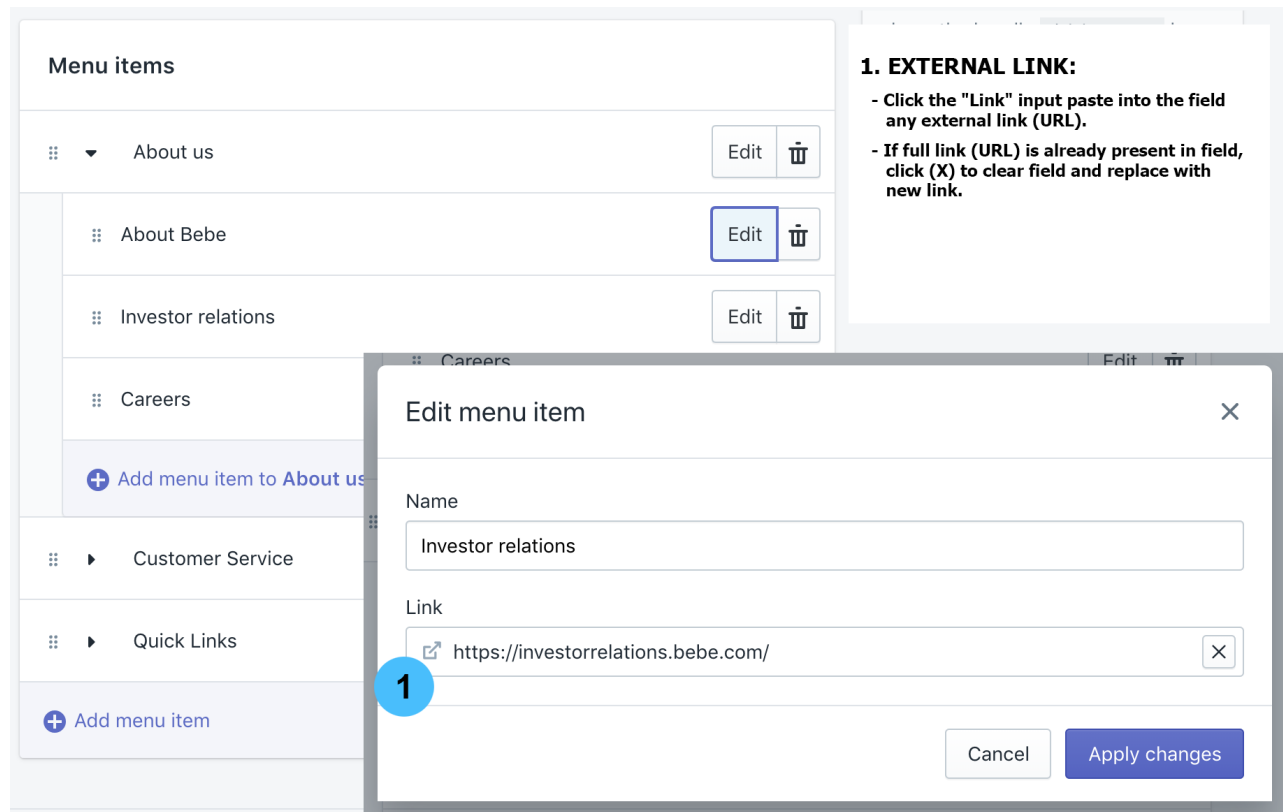
Announcement #1

Announcement #2

Apps

Link

[Search or paste a link]

Cancel — Apply changes

Now let's look at an external link example.

F. Footer Menu: External (URL) Linking:

Menu items

About us — Edit 🗑

    About Bebe — Edit 🗑

    Investor relations — Edit 🗑

    Careers

    ➕ Add menu item to **About us**

▶ Customer Service

▶ Quick Links

➕ Add menu item

1. EXTERNAL LINK:

- Click the "Link" input paste into the field any external link (URL).

- If full link (URL) is already present in field, click (X) to clear field and replace with new link.

Edit menu item ✕

Name

Investor relations

Link

🔗 https://investorrelations.bebe.com/ ✕

①

Cancel   Apply changes

Link features:

1. **EXTERNAL (URL) LINKING:**

   - Paste into the "Link" field any external URL.
     - ***EX:*** *https://--YOUR-STORE--.myshopify.com/admin/pages*

   - Click "Apply changes" to save your changes to the menu item.

     Finished: You have successfully populated the Footer (main) menu.

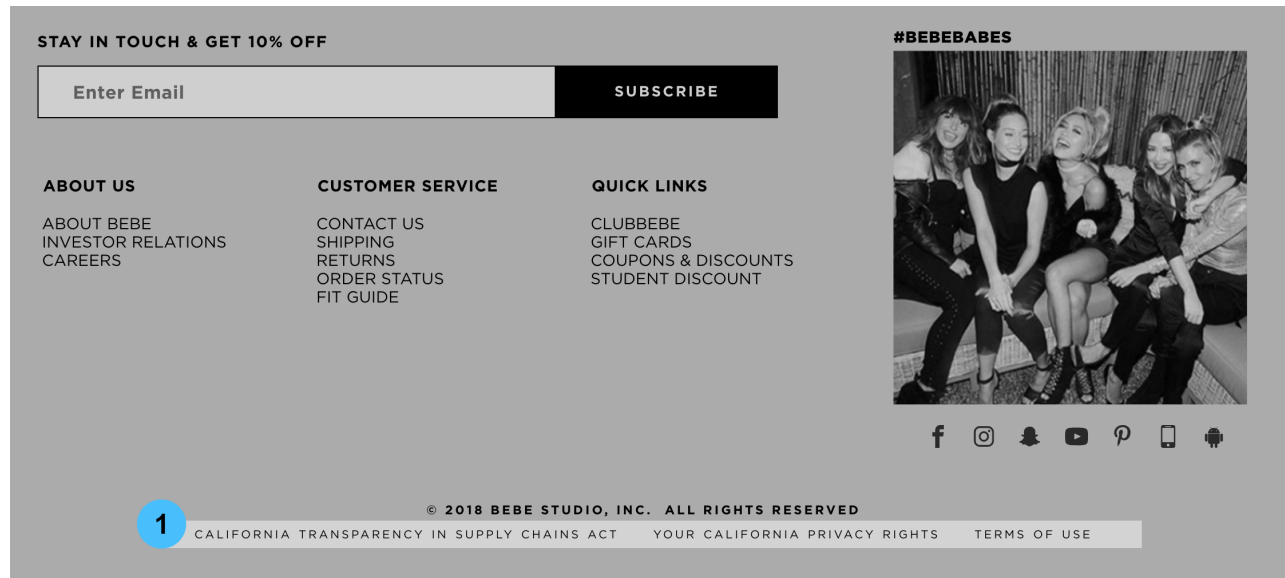   **Next:** How to populate the Footer (privacy) menu.

A. Footer (copyright) menu:

The privacy menu in the footer is largely the same configuration as the previous example except that this menu has only one level and therefore no nesting. Adding any additional links here should see them wrap and remain centered on the page.
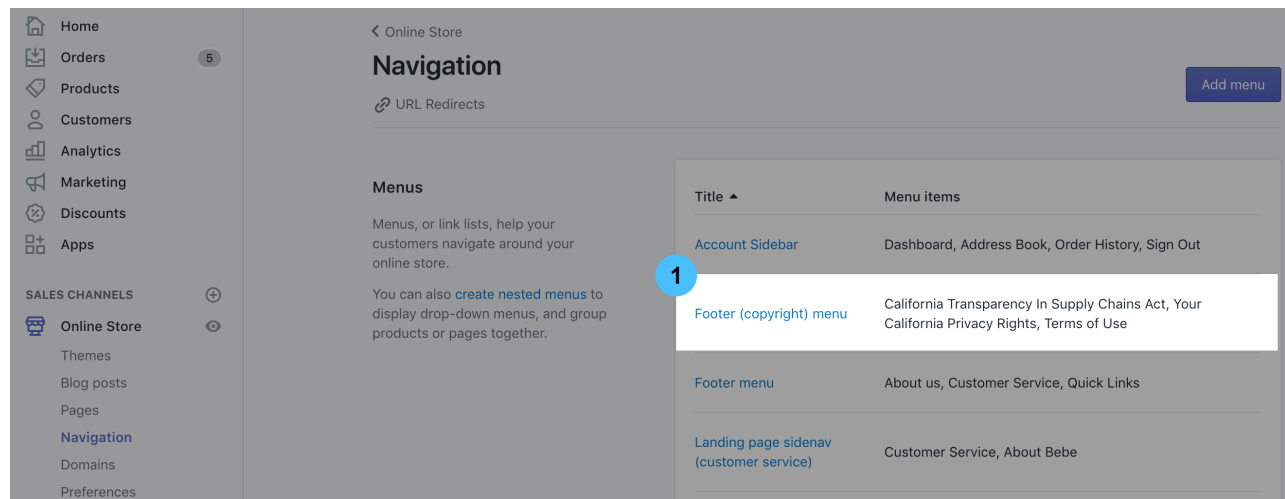
Copyright menu features:

1. One level deep, no nesting like the previous example however additional links will wrap.

Here is the footer (copyright) menu on the site.

To access the menu, navigate through the Shopify -> Navigation panel and select the appropriate menu.

Next: As before with the main footer menu, select the appropriate "Page" to link to or external URL.

Title

Footer (copyright) menu

Menu items

⠿ California Transparency In Supply Chains Act | Edit | 🗑 |

⠿ Your California Privacy Rights | Edit | 🗑 |

⠿ Terms of Use | Edit | 🗑 |

➊

➕ Add menu item

Edit menu item   ✕

Name

Terms of Use

Link

➋

📄 Terms of Use   ✕

| Cancel | Apply changes |

Finished: You have now successfully populated the footer copyright menu.