

# Client (redacted) (Shopify) Store Footer Navigation Guide

## What will be covered

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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
- ////////////////////////////////////

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.

shopifyplus

Search

BO Branded Online  
bebe-prod

Home

Orders 5

Products

Customers

Analytics

Marketing

Discounts

Apps

SALES CHANNELS

Online Store

Themes

Blog posts

Pages

Navigation

Domains

Preferences

Online Store

Navigation

URL Redirects

Add menu

Menus

Menus, or link lists, help your customers navigate around your online store.

You can also [create nested menus](#) to display drop-down menus, and group products or pages together.

Title ▲	Menu items
Account Sidebar	Dashboard, Address Book, Order History, Sign Out
Customer Service page Sidenav	Customer Service, About Bebe
Footer (copyright) menu	California Transparency In Supply Chains Act, Your California Privacy Rights, Terms of Use
Footer (main) menu	About us, Customer Service, Quick Links
Main menu	New, Dresses, Jumpsuits, Tops, Bottoms (+ 5 others)

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.

STAY IN TOUCH & GET 10% OFF

Enter Email

SUBSCRIBE

ABOUT US

ABOUT BEBE  
INVESTOR RELATIONS  
CAREERS

CUSTOMER SERVICE

CONTACT US  
SHIPPING  
RETURNS  
ORDER STATUS  
FIT GUIDE

QUICK LINKS

CLUBBEBE  
GIFT CARDS  
COUPONS & DISCOUNTS  
STUDENT DISCOUNT

#BEBEBABES

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TERMS OF USE

## 1. Footer (main) menu

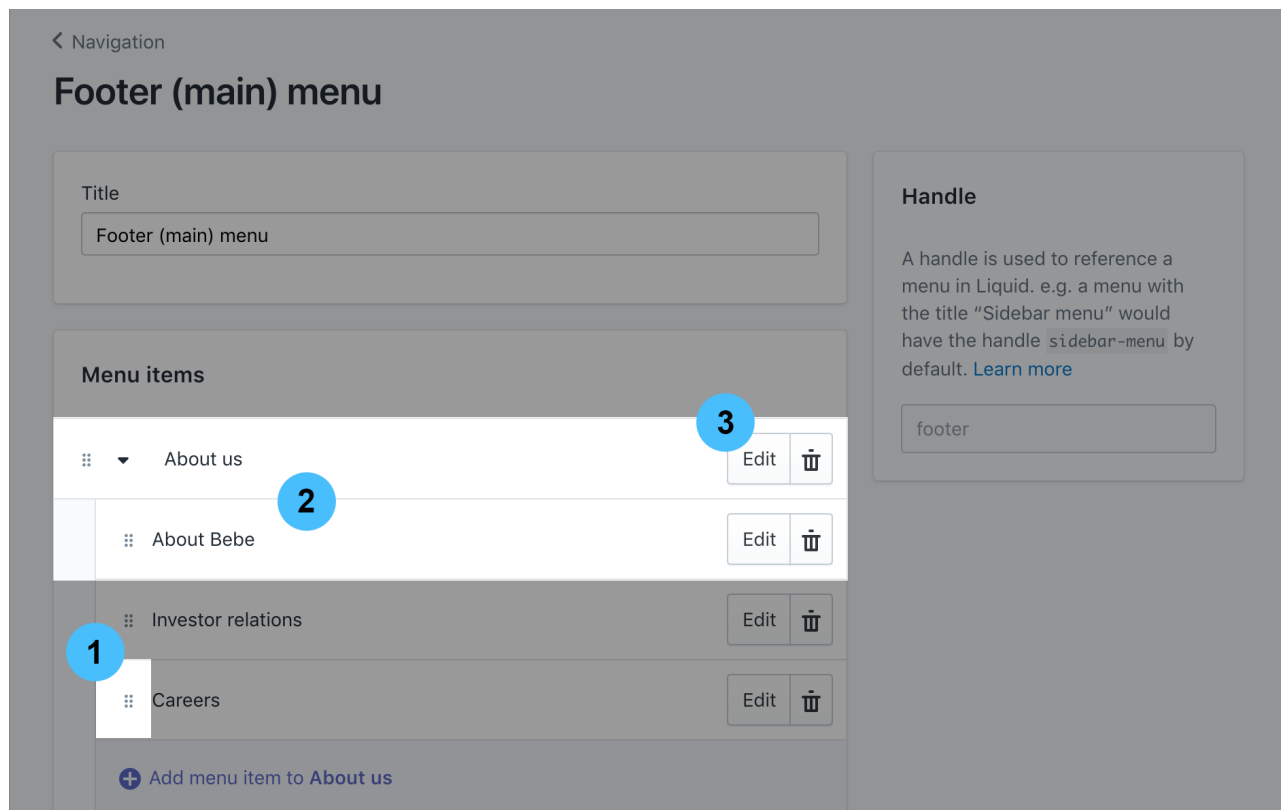
- primary navigation menus for the site footer element.

## 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)

The screenshot displays the 'Menu items' management interface. A list of menu items is shown, including 'About us', 'About Bebe', 'Investor relations', and 'Careers'. Each item has an 'Edit' button and a trash icon. A blue circle with the number '1' highlights the 'Edit' button for 'About Bebe'. A large blue arrow points from this button to the 'Edit menu item' modal. The modal has a title bar with a close button. It contains two input fields: 'Name' (with a blue circle and number '2' highlighting it) and 'Link'. The 'Name' field contains 'About Bebe'. The 'Link' field contains 'About Bebe' with a dropdown icon and a close button. At the bottom of the modal are 'Cancel' and 'Apply changes' buttons. To the right of the modal, there are two numbered instructions: '1. EDIT ENTRY:' and '2. LINK DESTINATION:'. The first instruction says to click the edit button to modify an existing entry and that menu items can be re-arranged. The second instruction says to click the 'Link' input and select 'Page', and that a list of all pages available should appear. An example says 'EX: Setup "About Bebe" Page link.'

**1. EDIT ENTRY:**

- Click the edit button to modify an existing entry.
- Menu items can be re-arranged (drag + drop) to change their order

**2. LINK DESTINATION:**

- Click the "Link" input and select "Page"
- a list of all pages available should appear.

EX: Setup "About Bebe" Page link.

## D. Footer Menu: Adding New Entries

The image you are requesting does not exist or is no longer available.

imgur.com

**Next:** Page linking versus External linking

## E. Footer Menu: Page linking versus External linking

The screenshot shows the 'Menu items' section of the Shopify admin interface. A list of menu items is displayed, including 'About us', 'About Bebe', 'Investor relations', 'Careers', 'Customer Service', and 'Quick Links'. A modal window is open for editing a menu item, showing a list of link types: 'Products', 'Pages', 'Blogs', and 'Blog posts'. A blue arrow points to the 'Pages' option, which is highlighted. Below the list is a search bar labeled 'Link' with the placeholder text 'Search or paste a link'. The modal also includes 'Cancel' and 'Apply changes' buttons. On the right side of the modal, there are two numbered instructions: '1. SEARCH FOR LINK: - Click the "Link" input and select "Page" - a list of all pages available should appear.' and '2. LINK DESTINATION: - Select "Pages".'

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

**2. LINK DESTINATION:**  
- Select "Pages" .

**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

⋮ About Bebe

⋮ Investor relations

⋮ 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

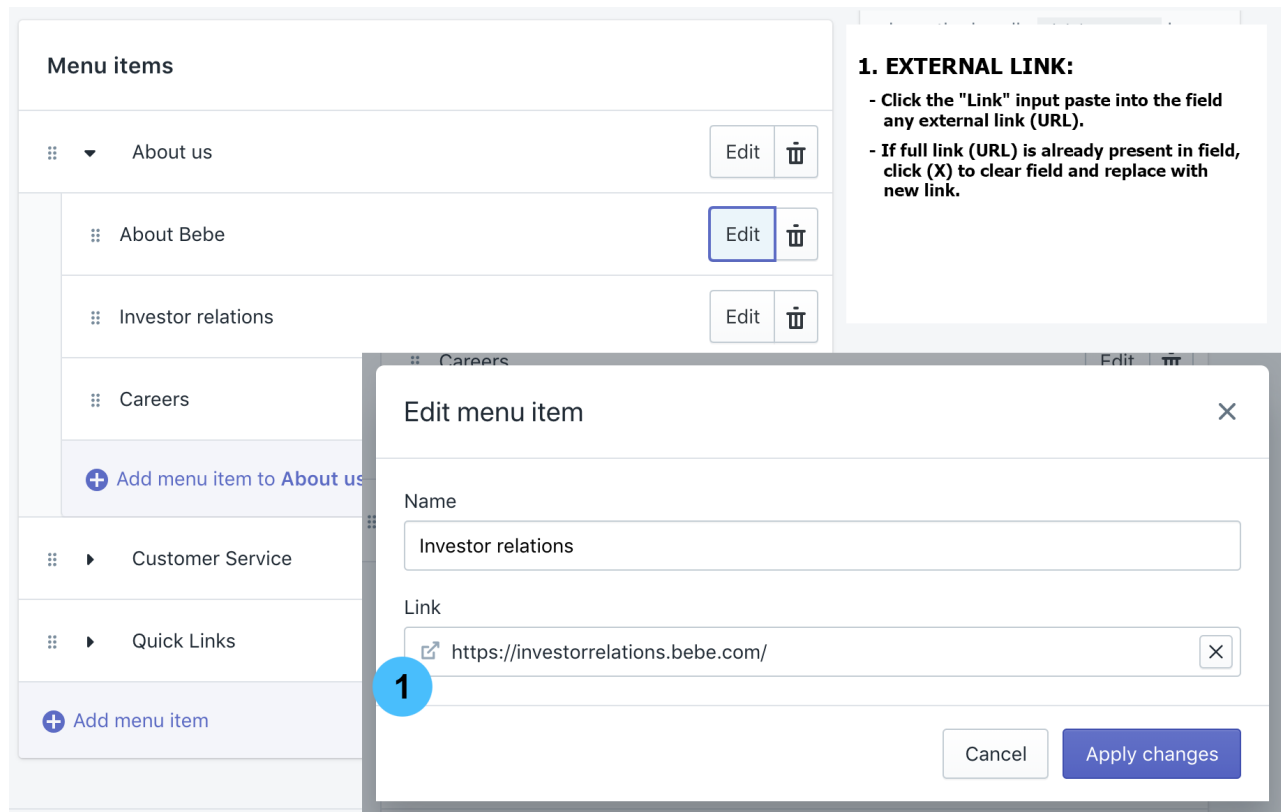
1

Cancel

Apply changes

Now let's look at an external link example.

## F. Footer Menu: External (URL) Linking:



## Link features:

### 1. EXTERNAL (URL) LINKING:

- Paste into the "Link" field any external URL.
  - **EX:** <https://--YOUR-STORE-NAME--.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.

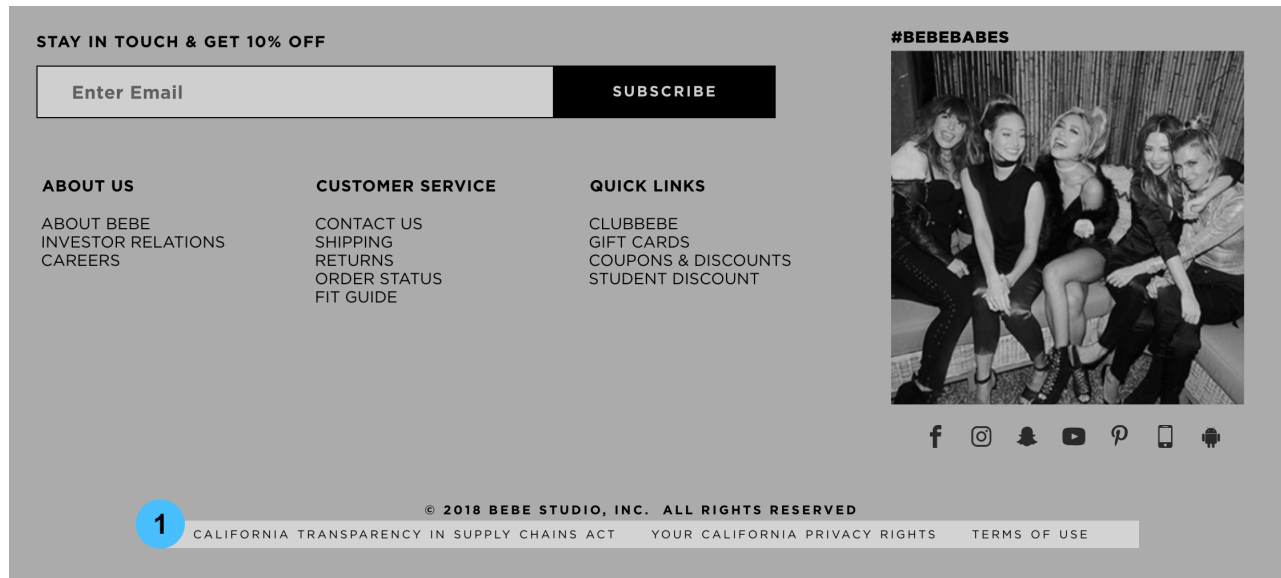
## A. Footer (copyright) menu:

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.

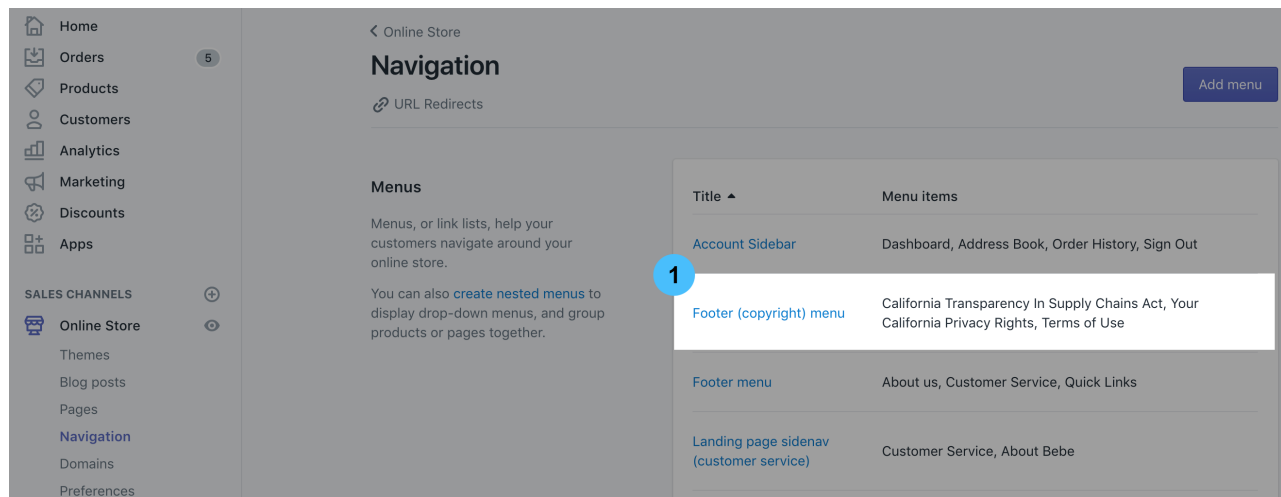
### Copyright menu features:

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

+ Add menu item

**1. EDIT ENTRY:**

- Click the edit button to modify an existing entry.

- Menu items can be re-arranged (drag + drop) to change their order.

**2. LINK DESTINATION:**

- Click the "Link" input and select "Page"

- a list of all pages available should appear.

- Select "Terms of Use"

**EX: Set up "Terms of Use" Page link.**

Edit menu item

Name

Terms of Use

Link

Terms of Use

2

Cancel

Apply changes

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