To add a link on the horizontal menu bar of your website to the new ***Join Cochrane*** pages, two steps are required:

* To unpublish the existing ***Get Involved*** page, if any.
* To create a new menu item pointing to ***Join Cochrane*** on the menu bar.

**Note**: Make sure that by adding the ***Join Cochrane*** link, the horizontal menu bar does not extend over two lines. If this is the case, revise the list of the links by, for example, shortening their text or by removing one of them or by grouping two or more under a single section.
**Also:** **Make sure that no other pages are pointing to your old *Get Involved* page**. In case, run a search in your website, using the top right-hand search box, for example for ‘*involved*’ or ‘*get inv*’ or anything more specific.

Then, edit the page(s) pointing to your old ***Get Involved*** page and remove/update the old links.

# Unpublish existing *Get Involved* page

1. Edit the existing ***Get Involved*** page.
If you are not sure whether your site has one, from the top black admin menu, click on the ***Content*** menu to access the ***Content*** summary page.
	1. Search for a page with ***Get*** in its title.
	
	2. If the search is successful, click on the ***Edit*** link to edit the page.
	
2. Scroll down the window to get to and click on the ***Publishing options*** section: here, deselect the ***Published*** checkbox.
3. ***Save***.



# Create a new menu item for *Join Cochrane*

1. From the top black admin menu, select ***Structure > Menus > Main Menu*** to access the ***Main Menu*** summary page.
2. Click on the ***Add link*** link.
3. In the appearing form:
	1. Insert *Join Cochrane* in the ***Menu link*** ***title*** field.
	2. Insert *http://join.cochrane.org/* in the ***Path*** field.
	
	3. Scroll down and click on ***MENU LINKS ATTRIBUTES*** to expand the corresponding section.
	4. From the ***Target*** drop-down list, select *New window (\_blank)*.
	5. Scroll down to the bottom and click on ***Save***.
	
4. In case, rearrange the position of the new menu item by dragging, moving left of right and dropping the anchor that’s right before it. Then click on **Save configuration**.


More info on how to manage ***Menus*** and ***menu links*** are available in the *Admin manual* at
<http://community.cochrane.org/sites/default/files/uploads/inline-files/WebsiteAdminManual.pdf> - also available from the ***Help*** menu of the top black admin menu.

For any further assistance, email *support@cochrane.org*.