Log Into Topaz

Enter your CUA user name and password, then click “Continue”
Select a Site

Select the site to be modified and click “Go”
Menus

Click “Menus”
Left Navigation Menu

Click “Edit”
Left Navigation Menu

1. Name the menu item
2. Click “Browse Current Site” to select link
Browse

Double click the location or file
Left Navigation Menu

1. Select how the item will open
2. Select location for menu item
3. Add text that will appear when a user’s mouse moves over the menu item
4. Click “Add Menu Item”
The new menu item appears
Left Navigation Menu

Items with a white background are submenu items

Items with a blue background are main menu items
Left Navigation Menu

To remove a menu item, check the box and click “Update Menu”

Click the arrow to change to a main or submenu item

Drag and Drop to change menu item location
Left Navigation Menu

Click Browse to change the link destination, then click Update Menu.

Change the name of the menu item, then click Update Menu.
Left Navigation Menu
Left Navigation Menu

Example Site

Click to view changes
View the Changes
Top Menu

Click “Edit”
Top Menu

1. Name the menu item

2. Click “Browse Current Site” to select link
Top Menu

Double click the location or file
Top Menu

1. Select how the item will open
2. Select location for menu item
3. Add text that will appear when a user’s mouse moves over the menu item
4. Click “Add Menu Item”
Top Menu

The Top Menu has the same options and features as the Left Menu.
Top Menu

Click to return to the File Explorer
Click to view changes
View the Changes

For more information contact Rosalia Webb at webba@cua.edu