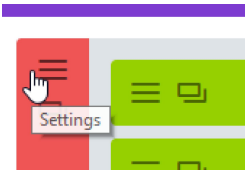


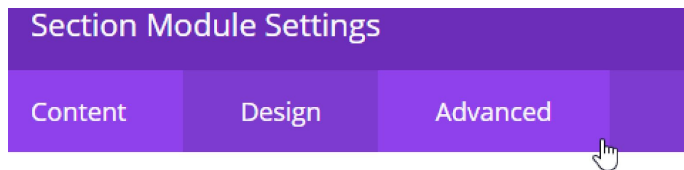
## HOW TO ADD A NEW QUICK LINKS MENU

### Step 1:

Click the Settings icon to go to section module settings



Navigate to the Advanced tab



Add a class to the column where you are adding the **Quick Links** module. In this case it's in the 1st column so we will add it on the **Column1 CSS Class** input.

paste this text [ toggle-sidenav ]

\*ignore if it is already on the class.

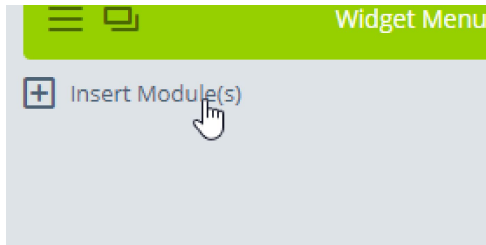
Column1 CSS  
Class:

Column2 CSS  
ID:

Column2 CSS  
Class:

**Step 2:**

Insert Module



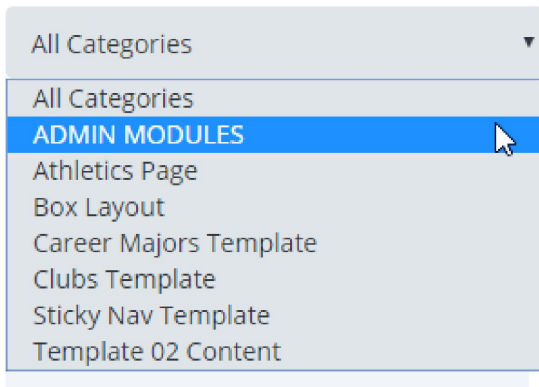
**Step 3:**

Click the add library tab



**Step 4:**

Click on the Categories dropdown button on choose **ADMIN MODULES**



### Step 5:

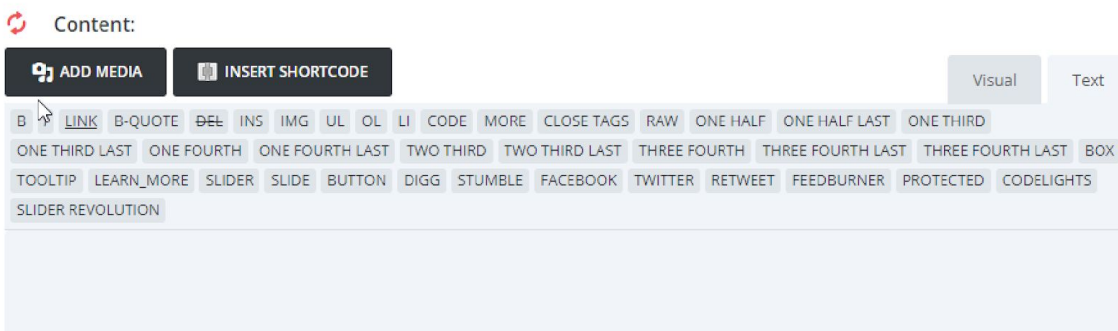
Choose the **Quick Links Side Navigation** module



### Step 6:

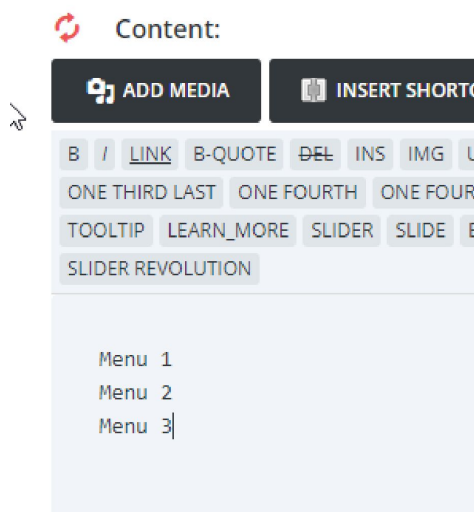
Toggle Module Settings and start adding menus.

Choose the Text tab.

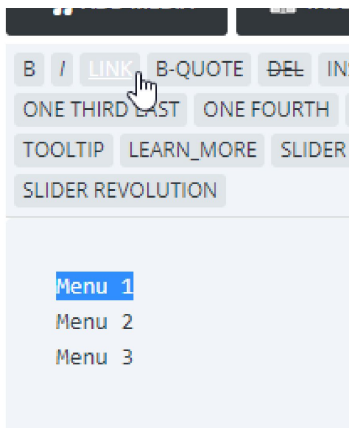


Add your menu.

Press Enter on computer to break lines. Each line will be a menu.



Highlight text then click on the **LINK** option at the top to make a hyperlink.



Put the URL / Link of the text. Then save.

Save module and preview changes to view site changes.

### Insert/edit link

*Enter the destination URL*

URL

Link Text

Open link in a new tab

Here's what it should look like.



You can also move around the modules.

Add **Spacer** module if you wish to put a margin under or top of each modules.

Follow Steps 2 to Step 4, then choose the **Spacer** module.

Update page if you are happy with the changes.

*Note: Please make sure that each line are linked to something.*

Here's what it will look like if a line of text is not hyperlinked.

