

## Re-ordering the menu

The menu can be reordered in two ways. The first and simplest way is to 'drop and drag' the items. The second is the 'keyboard reordering' function.

### Drop and Drag

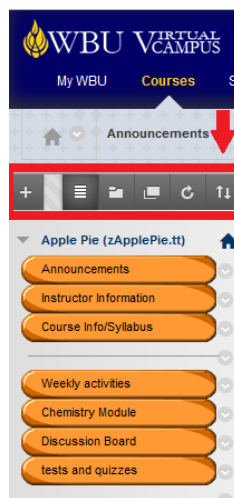
- Mouse over the menu item you wish to move.
- To the left an up/down arrow will appear
- Mouse over to the up/down arrow and a 4-way icon associated with your mouse will appear.
- Click and hold this icon over the up/down arrow and drag the menu item to the new location
- Release the mouse click and the menu item will drop into place



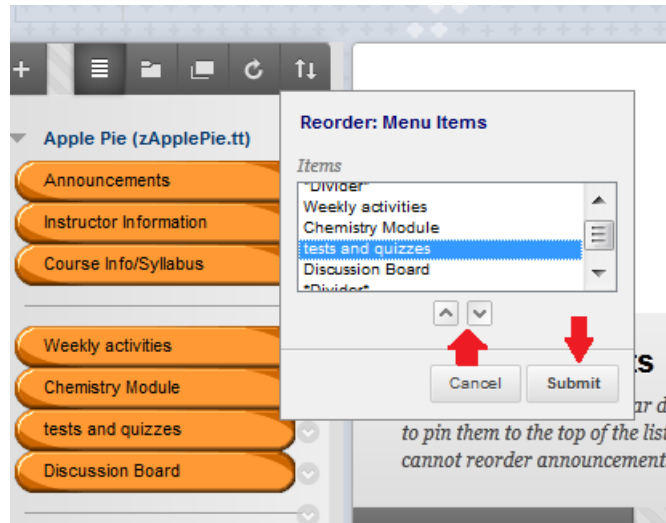
Item has been moved.

### Keyboard reordering

- On the course menu (in edit mode) look above the course name to find the 'edit' buttons for the Course menu
- Click on the icon with the up/down arrow



- A box will appear with the menu items. Click on the item you wish to move, and using the up or down arrow place the item in the proper location.



- Click submit
- Menu items are reordered