

Space Menu

Version 22

Published 3/1/2017 01:41 AM by [Anonymous User](#) Last updated 12/1/2023 04:10 PM by [Vladana Garic](#)

The space menu includes links to content, custom tabs, and space options. You can add, edit, and remove items from the space menu. You can also reset the space menu to the system default.

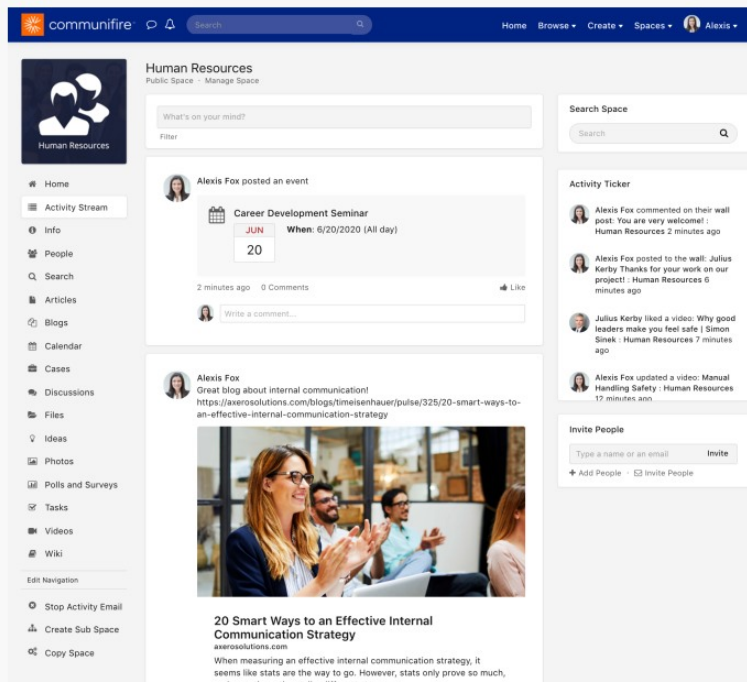


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Add Tab

1. In the header, click **Spaces** and click a space.
2. In the space menu, click **Edit navigation**.
3. Click **Add Item**.

4. A new item will appear at the top of the list. Click the edit icon.
5. Fill out the item properties:
 - Select an **Icon**. Use the search to quickly find an icon. (Optional)
 - Enter a **Tab Name**.
 - Select an **Item type** and configure the item:
 - **Link**: Enter a URL.
 - **Content List**: Select the content type.
 - **Content**: Search for content in the space. Select a content type to narrow the search.
 - **Group**: Creates a group of tabs. You can drag other tabs into the group.
 - **Show tab name**: Displays the tab name as a header.
 - **Alphabetical sorting**: Automatically alphabetizes the items in the group.
 - **Can be collapsed**: Allows the group name to collapse or expand the group of tabs.
 - **Sub menu**: Creates an expandable menu. You can drag other tabs into the sub menu.
 - **Alphabetical sorting**: Automatically alphabetizes the navigation items in the sub menu.
 - **Break**: Adds a line between tabs.
 - **Manage**: Links to [Manage Space](#) .
 - **Info**: Links to [Space Info](#)
 - **Search**: Links to [Space Search](#) .
 - **Home**: Links to the [Space Homepage](#) .
 - Check **Open in new tab** to make the link open in a new tab.
6. Click **Advanced** and configure more settings:
 - **CSS class**: Enter a CSS class to apply custom styling. (Optional)
 - **Upload image for icon**: Upload an icon file. (Optional)
7. Click **Save**.
8. Drag and drop tabs to change their order.

Edit Tab

1. In the header, click **Spaces** and click a space.
2. In the space menu, click **Edit navigation**.
3. For a tab, click the edit icon.
4. Make changes to the tab.
5. Click **Save**.

Delete Tab

Note: Deleting a space tab doesn't disable the content type. To disable content types, go to [Manage Space: Application Settings](#) instead.

1. In the header, click **Spaces** and click a space.
2. In the space menu, click **Edit navigation**.
3. For a tab, click the delete icon.
4. Click **Yes**.

Reset Space Menu

Need to start over with a space menu? Reset it to the system default.

1. In the header, click **Spaces** and click a space.
2. In the space menu, click **Edit navigation**.
3. Click **Reset**.
4. Click **Yes**.

Space Menu Editing Permission

By default, only space administrators and moderators can edit the space menu. To allow other roles to edit the space menu, go to **Manage Space > Permissions > Space** and check the **Admin View** permission for the role. Note that this will also allow the role to enter Manage Space.

Related

[How to Display the Space Menu in the Wikis Section](#)

You can display the space menu in the wiki section so people can quickly jump to other areas of the space.

[How to Hide the Leave Space Button](#)

Hide the Leave Space button in the space menu to prevent people from leaving key spaces.

tags : member