

Group pages under one menu item

Make a menu heading that opens a list of pages, such as Services with Haircuts, Color and Treatments underneath.

When one menu gets long, tuck related pages under a single heading. A "Services" heading that opens to your individual services keeps the menu short and easy to read.

Make a folder

1. Log in to your site editor.
2. In the side panel, click **Pages**.
3. Click **Add Page**, then choose **Navigation folder**.
4. Name the folder, then click **Add Page**.

The folder shows in your page list with a folder icon, so you can tell it from a page.

Put pages inside it

1. In the **Pages** panel, drag a page to the spot right below the folder, shifting it a little to the right.
2. Repeat for each page that belongs in the group.
3. Publish. If you don't see a **Publish** button, tell us and we'll publish it for you.

On the live site, the folder name is in the menu, and its pages open underneath it.

Rename, hide or delete a folder

Use the settings icon beside the folder. Choose **Rename**, hide it in the navigation, or **Delete**. Hiding or deleting a folder hides or deletes everything inside it, so move the pages out first if you want to keep them.

Good to know

- A folder is a heading, not a page. Clicking it doesn't open anything, and it has no web address, password or search settings of its own.
- Your menu can go three levels deep. A folder can hold pages and other folders, but a folder can't sit on the third level.
- Folders don't work with every phone menu layout. Check the phone view before you publish: Change the menu on phones.
- Want a heading that opens a big panel of links and pictures? See Add a large drop-down menu.
- If your menu is a hand-made list, set up its folders in the menu's own settings instead: Change the links in your menu.

Need a hand?

Email hello@zossoz.com with your business name and how you'd like the pages grouped, and we'll take care of it. We reply within one business day. See Request a change.

Related guides: Change the links in your menu · Rename or reorder your pages · Add a large drop-down menu · Change the menu on phones

More guides: the Zossoz Help Center · Questions? Email hello@zossoz.com