

Moving Around the Virtual “Town Square” (*Cheeks Family Website*)

At the top of each primary webpage, with the exception of the first page (*home page*), there is a consistent set of menu and submenu tabs. Each menu or submenu tab will allow you to move around (*navigate*) the "town square" (*website*) as you wish by displaying a webpage of choice.

In addition, there are secondary webpages that do not have menu and submenu tabs but will have a **Close Window** button that when selected, will close the secondary webpage and return to the previous page.

Navigating with a touchscreen -including mobile phone screens

Your finger or a pointing device (*pen*) is used like a cursor and mouse/rollerball combined. A menu tab is selected by a tap with your finger or pointing device (*pen*).

If the selected (“*tapped*”) menu tab has a downward pointing triangle (*caret*) ▼ next to the menu tab name, the menu tab has submenu tabs. The “*tapped*” menu tab will be highlighted and a dropdown menu will immediately be displayed with the submenu tab options. A “*tap*” on the desired submenu tab will cause the webpage, associated with the submenu tab, to be displayed.

If the selected (“*tapped*”) menu tab does not have caret next to the menu tab name, the webpage associated with the menu tab will immediately be displayed. Only two of the menu tabs, **Home** and **Contact Support**, do not have submenu options.

While the selected webpage is displayed, the menu tab that you initially “*tapped*” will be outlined. And if you “*tap*” that menu tab again, the dropdown menu will appear again if the menu tab included submenu tabs. At that point, the submenu tab that you selected will be italicized and gray in color that indicating your current selection and webpage being viewed. That italicized, gray submenu will not respond to a “*tap*” because you are already there 😊.

Both of the highlights, outlined menu tab and italicized, gray submenu tab, provide visual cues of what you currently selected and are viewing. When a different menu tab is “*tapped*” to display a different webpage, the initially “*tapped*” menu/submenu tabs are no longer highlighted and the newly “*tapped*” menu/submenu tabs are then highlighted.

Note: *If a menu tab has submenu tabs, you must “tap” on the highlighted submenu tab not the highlighted menu tab to “go somewhere” in the virtual “Town Square” (display a webpage).*