



# User Manual

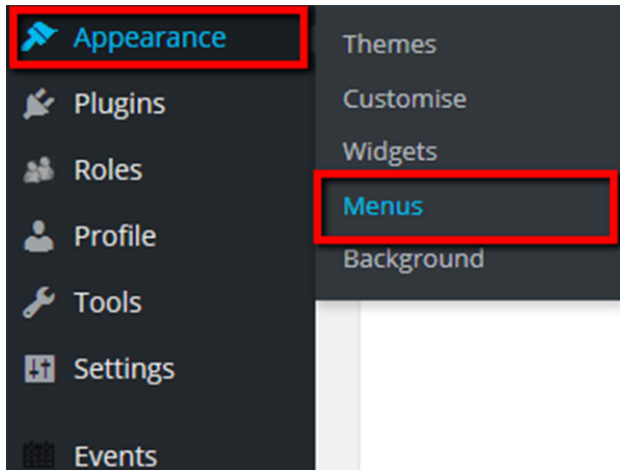
WordPress

-Managing Your Menu

## MANAGING YOUR MENU

Your website is set up so that any new pages that you create without a 'Parent' page will automatically be added to the menu. However, if you wish to rearrange the menu order or add dropdown menu items to your menu you need to follow these instructions:

1. In the sidebar menu, navigate to **'Appearance'** and then **'Menus'**

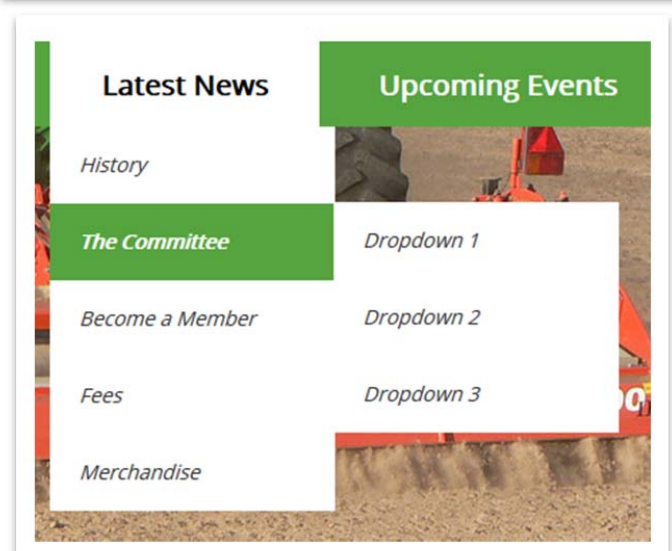
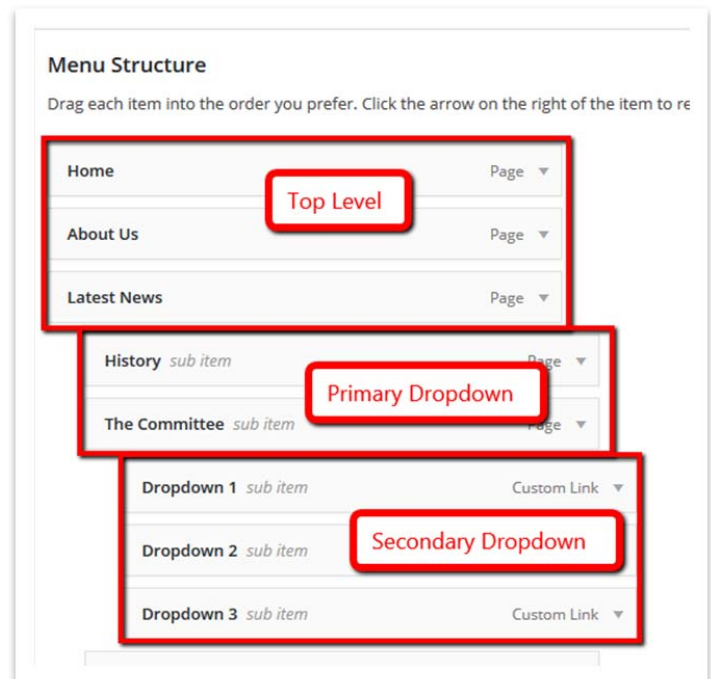


2. This will then bring up a page that shows your current menu structure:

As you will notice, the indentation indicates the various levels of the menu – the pages closest to the left hand side will appear in your menu bar which is visible on the website when you initially load the page.

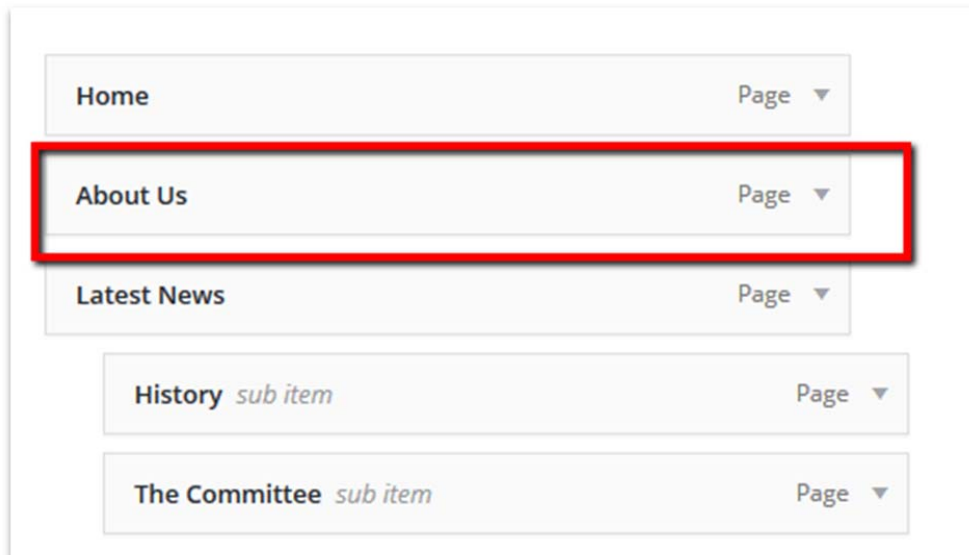
The pages slightly indented with 'sub item' written next to the page title, indicate that they are part of a dropdown menu that appears when you hover over the top level menu item that they are assigned under.

The secondary dropdown menu pages are then indented further and will appear on the website when you hover over a page listed in a dropdown.



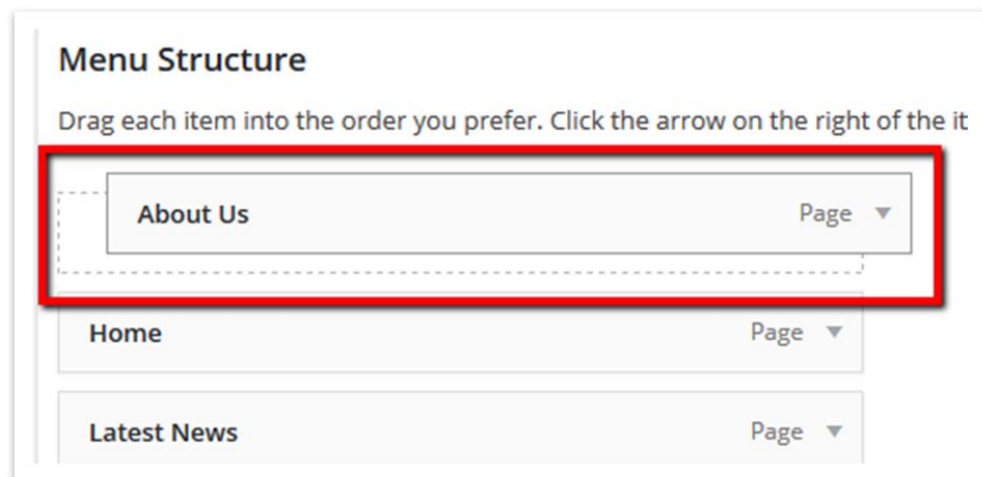
## REARRANGING CURRENT MENU ITEMS

1. To rearrange items already appearing in your menu, you simply drag and drop the pages to the required position.



A screenshot of a back-end menu editor interface. It shows a vertical list of menu items, each with a dropdown arrow on the right. The items are: Home, About Us, Latest News, History *sub item*, and The Committee *sub item*. The 'About Us' item is highlighted with a red rectangular border.

*Back-end Before:*



A screenshot of the same back-end menu editor interface, but with the 'About Us' item moved to the top position. The 'About Us' item is highlighted with a red rectangular border. Below it are 'Home' and 'Latest News'. The text 'Menu Structure' and 'Drag each item into the order you prefer. Click the arrow on the right of the it' is visible at the top of the editor.

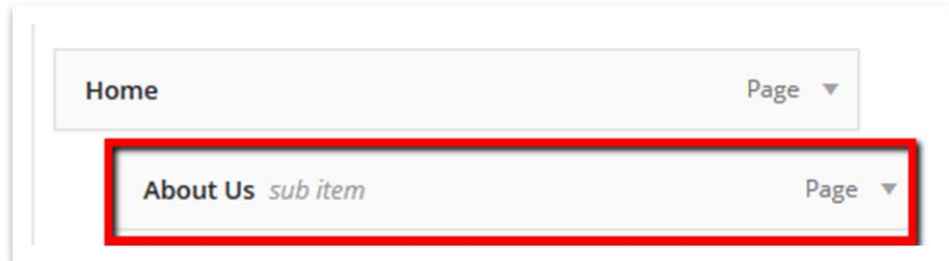
*Back-end After:*

*Front-end After:*

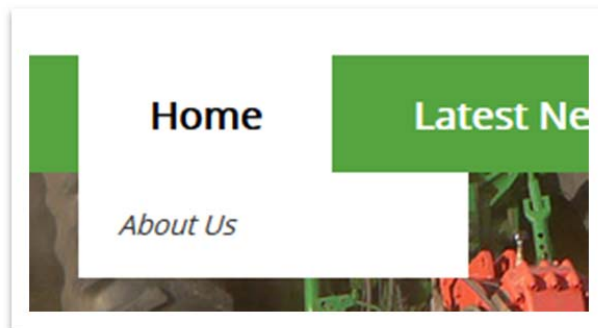


A screenshot of the front-end menu, which is a horizontal green bar with white text. The items are: About Us, Home, Latest News, Upcoming Events, and Contact Us. The 'About Us' and 'Home' items are highlighted with a red rectangular border.

2. If you drag the page across slightly it will position the page as a sub item in your menu which means that it will appear as a dropdown in your menu underneath the top level menu item you have it positioned under:

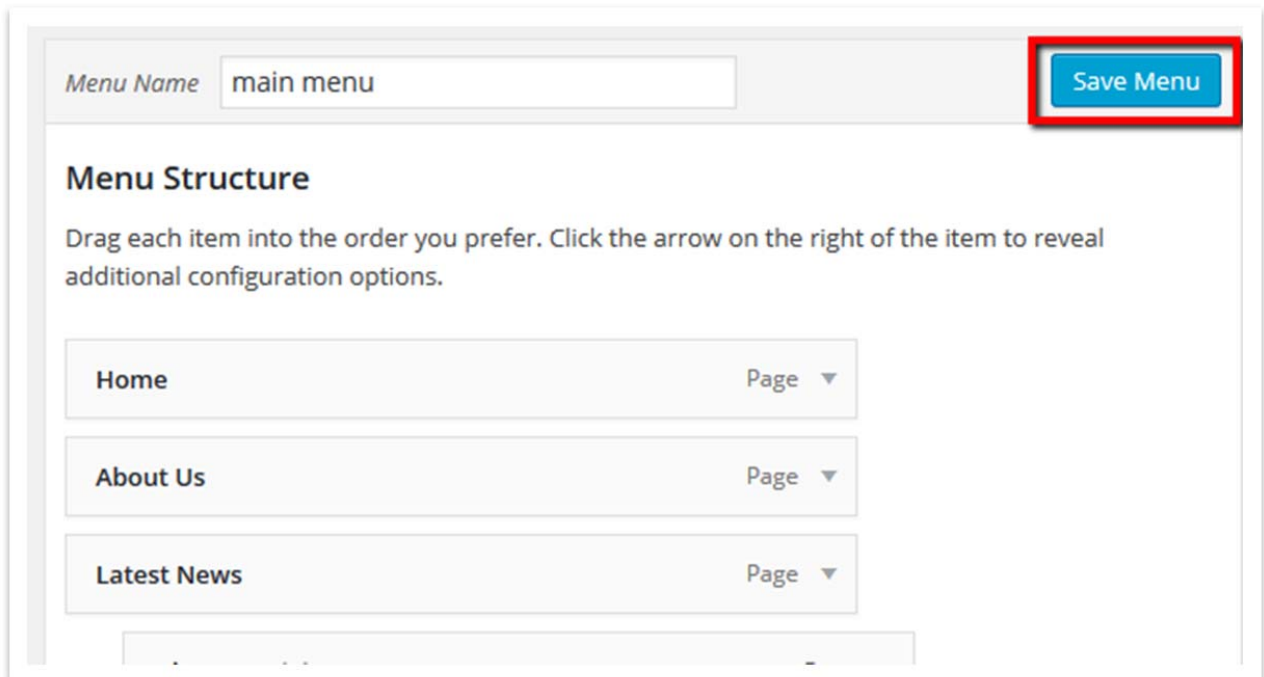


*Back-end:*



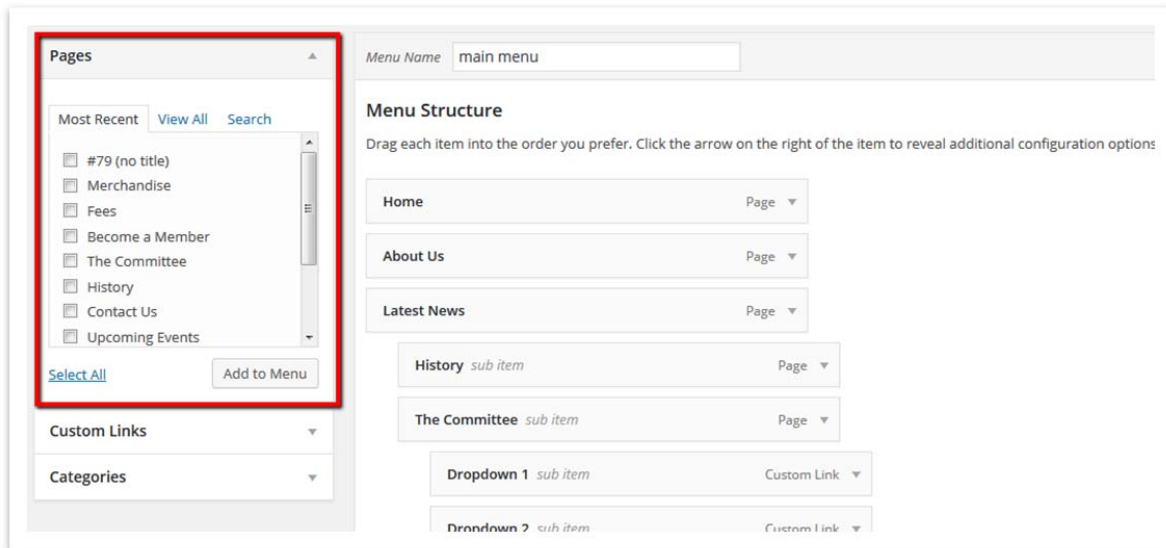
*Front-end:*

3. Once you have rearranged the menu as you would like – make sure to hit the **'Save Menu'** button on the right hand side.

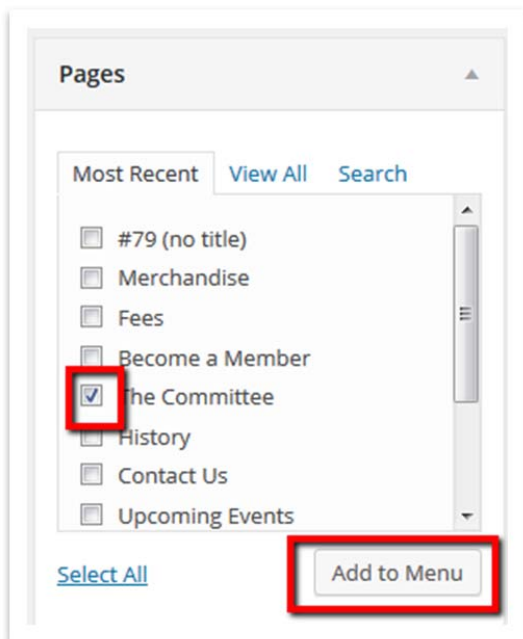


## ADDING A NEW PAGE TO THE MENU

1. To add a new page to the menu simply select the page you want to add from the list of pages on the left hand side:



2. Once you have selected the page you want to add – click **'Add to Menu'**

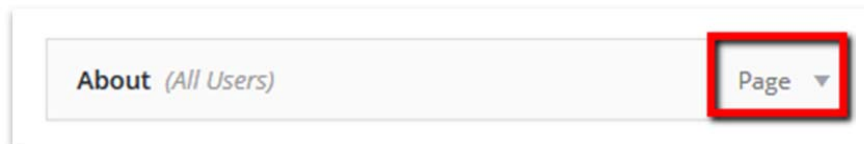


3. The page will then appear at the end of the menu, so simply drag and drop to the location that you desire.
4. Then click **'Save Menu'**.

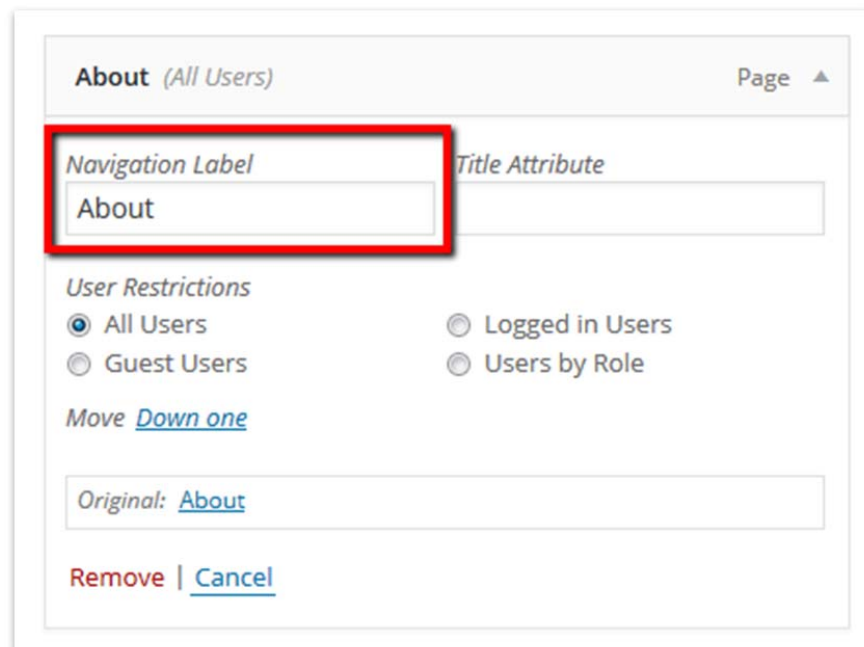
## CHANGING THE NAME OF A MENU ITEM

When you add pages to your menu item they will display the page title by default – this may be more than you wish to display on your small menu. Therefore, it is possible to change the menu label for your pages. To do this follow these instructions:

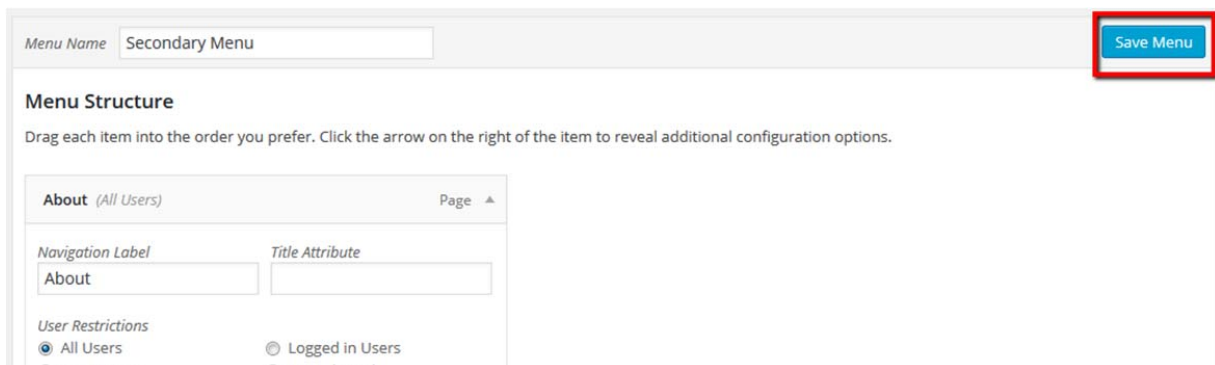
1. On your menu item, click on the arrow on the right hand side.



2. Change the 'Navigation Label' to what you want the Menu to display:



3. Then click 'Save Menu' – All done.

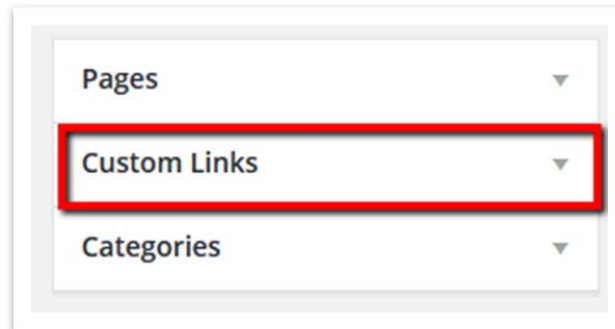


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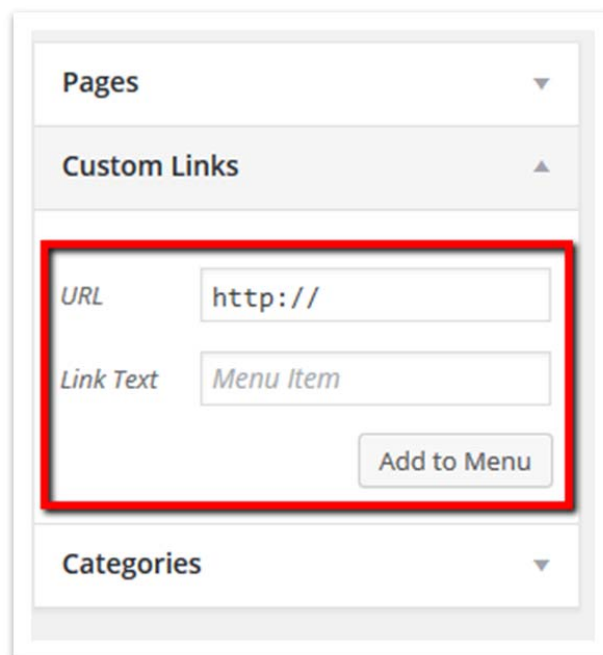
## ADDING A CUSTOM LINK TO YOUR MENU (EXTERNAL WEBSITE)

If you want to create a menu item that links to an external website automatically.

1. Select the 'Custom Links' option.



2. Type in the URL you want to link to. Then type in the Link Text which is what you want the menu item to display.

A screenshot of the 'Custom Links' form. The 'Custom Links' section is expanded, showing two input fields: 'URL' with the text 'http://' and 'Link Text' with the text 'Menu Item'. Below these fields is an 'Add to Menu' button. The entire form area is highlighted with a red rectangular border.

3. Then click Add To Menu and position where appropriate.