

How to

## Edit your navigation menu

Prerequisites: Read or watch *How to log in*.

This lesson will teach you how to change the navigation menus on your website.

1. Log into your website (as shown in the lesson *How to log in*).
2. On the left sidebar of the administrative dashboard, hover your cursor over the *Appearance* option and click *Menus* from the dropdown menu.
3. If you have multiple menus on your website, you will be able to select the menu you would like to edit from the dropdown menu below the *Edit Menus* and *Manage Locations* tabs at the top of the screen. If you cannot find this option, your main menu should already be loaded into the *Menu Structure* section in the middle of the screen, and you can ignore this step.
4. Depending on what you want to do, follow the appropriate instructions:

### **Add a link to the menu**

Directly to the left of the *Menu Structure* section in the middle of your page, you will see several sections entitled *Pages*, *Posts*, *Projects*, *Custom Links*, and *Categories*. If you want to add a page from your website onto the menu, select *Pages* and then click the blue *View All* tab above the pages list. Then, check the box next to any page you would like to add to your menu. After you have made your selection(s), click the gray *Add to Menu* button below this list.

You can also insert a custom link by clicking "Custom Links" and inserting a link that begins with *http://* like *http://www.example.com*. This option is helpful when you want to link to a website that is different from the one you are currently editing - say, a parent company's website, a partner, or a different website that you own. For instance, a real estate developer may own several properties, each of which have their own website. Each of the property websites may use Custom Links to point back to the main real estate developer's website.

### **Edit, rename, or remove a link in the menu**

Find the link you would like to edit, rename, or remove in the *Menu Structure* section in the middle of the page. Click the gray down arrow on the right of its container.

Then, you can edit the text that appears as the link (labeled "Navigation Label") or you can click the red Remove link to remove that item from the menu.

### **Reorder a link in your menu**

Find the link you would like to reorder in the *Menu Structure* section in the middle of the page. Click and drag a menu item to reorder it.

Additionally, to create a submenu item (in other words, a menu item that appears in a dropdown menu when you hover over its parent option), drag a menu item underneath its "parent" and to the right. It will *indent* and be referenced by your website as a "submenu" item.

5. Once you are finished, scroll to the top of the page and click the blue *Save Menu* button on the right to save your changes.

### **Additional Notes**

*Simplicity* Remember - when you are working with menus, keep them simple and as minimal as possible. For instance, "About" is often better link than "About Our Company" just because it takes up less screen space and still conveys the same information.

A customer who visits a site with nine or ten menu options will have little attention span to stay and try to find the information they came for. Therefore, if you have lots of menu items, it's best to organize them in submenus so the customer will only see the information when they hover over the menu item.