

Using WordPress: Customizing your side menu navigation

The side menu navigation normally lists the pages on your site (not posts). It is not configured to add new pages by default, so you'll need to manually add any new pages you add to the site. You can change the order they appear, the text they use, or remove them from the menu entirely. It is also possible to have menu items that are links to other websites, posts or display posts from particular categories.

Note: You must have a user role of Editor or higher to be able to change the menu.

1. Go to *Appearance* in the left side menu and select **Menus**.
2. Your current menu items will be shown under *Menu Structure* (usually on the right) and the *Pages* section will list pages you can add to the menu (typically shown on the left).

Tip: You can check the “Automatically add new top-level pages to this menu” checkbox if you want to enable this feature. When this is selected new pages will appear at the bottom of the menu as soon as they are created and you'll need to move them where you'd like them to appear. Be aware that if you do this the public will be instantly alerted to your new page, so if your site has this enabled you'll need to have your pages ready to go as soon as they are added. Leaving this box unchecked allows you to take your time with a page before making it discoverable by adding it to the menu.

Changing the order of menu items

1. Click and drag any menu item in your *Menu Structure* section to change the order it appears.

Tip: If you drag a menu item and leave it indented to the right under another page it will make that page a sub-menu item. If you do this, please include a landing page grid on the parent page. (See Landing Page Grid instructions on how to do this.) It is not recommended to have more than 3 nested levels.

2. Click the **Save Menu** button to save all changes.

Add Pages to the menu

1. All of the pages on your site will be listed in the *Pages* section. You may need to click on the *View All* tab to see all of your pages.
2. Check the box next to the page name and click the **Add to Menu** button. Drag it where you'd like it to be.
3. Click the **Save Menu** button to save all changes.

Add Posts to the menu

1. Click on the **Posts** section in the *Pages* menu. You may need to click on the *View All* tab to see all of your posts.
2. Check the box next to the post name and click the **Add to Menu** button. Drag it where you'd like it to be.
3. Click the **Save Menu** button to save all changes.

Tip: Use this feature sparingly. If you have a need to include a lot of posts in your menu it is recommended to use the *Categories* option instead. Posts are also designed to be ephemeral in nature, so consider making a page instead for information that is important enough to be included in the navigation menu.

Add links to other websites to the menu

1. Click on the **Custom Links** section in the *Pages* menu.
2. Paste in the full URL the page in the URL box.

Tip: Use this to link to any webpage that is not a part of your actual website, including other pages on the Museum's site. Copy the URL from your browser window and paste in the full URL, being sure to include the *https://* part.

3. Enter the text you'd like the menu item to display in the *Link Text* box.
4. Click the **Add to Menu** button.
5. Click the **Save Menu** button to save all changes.

Making a Post Category a menu item

You can make one of your Post Categories a menu item. It will display the name of the Category and when clicked will show all of the posts tagged with that Category.

1. Click on the **Categories** section in the *Pages* menu.
2. Check the box next to the category you want to include in your menu. You may need to click on the *View All* tab to see all of your categories.
3. Click the **Add to Menu** button.

4. Click the **Save Menu** button to save all changes.

Removing menu items

1. Click the arrow on the right side of the menu item's box under *Menu Structure* to expand its options.

2. Click the **Remove** link.

3. Click the **Save Menu** button to save all changes.

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