



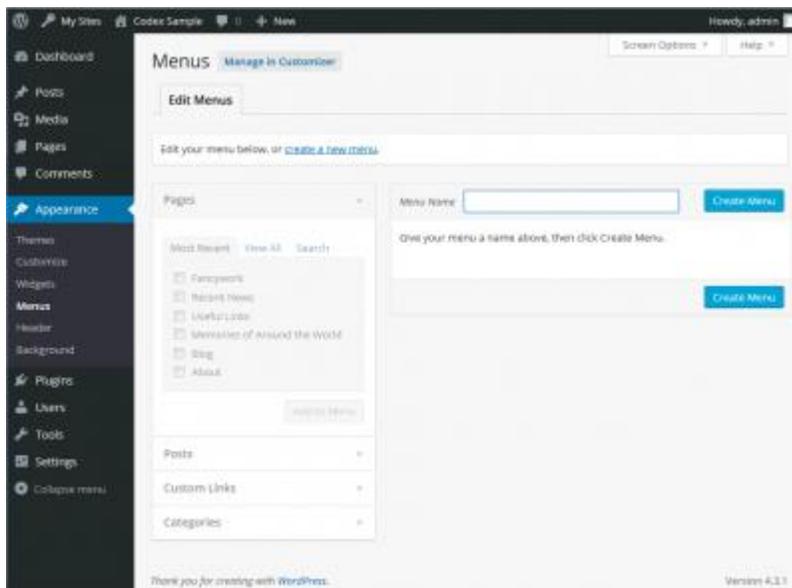
## How do I create a navigation menu for my site?

Most WordPress themes require you to create a navigation menu in order to determine the order of your pages. Pages typically need to be added to your menu in order to be visible to your readers.

### Defining a Menu

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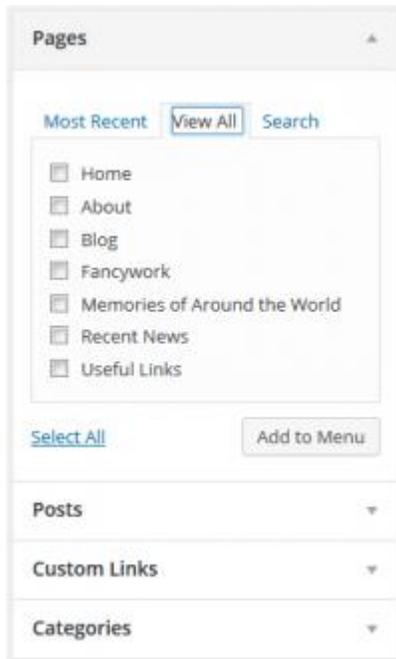
You must name a menu before you can add items to it.



1. Login to the WordPress Dashboard.
2. From the 'Appearance' menu on the left-hand side of the Dashboard, select the 'Menus' option to bring up the Menu Editor.
3. Select **Create a new menu** at the top of the page
4. Enter a name for your new menu in the Menu Name box
5. Click the **Create Menu** button.

## Adding Items to a Menu

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You can add different link types into your menu, these are split between panes left of the menu you're currently editing.

1. Locate the pane entitled **Pages**.
2. Within this pane, select the *View All* link to bring up a list of all the currently published Pages on your site.
3. Select the Pages that you want to add by clicking the checkbox next to each Page's title.
4. Click the **Add to Menu** button located at the bottom of this pane to add your selection(s) to the menu that you created in the previous step.
5. Click the **Save Menu** button once you've added all the menu items you want.

Your custom menu has now been saved.

## Creating Multi-level Menus

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When planning the structure of your menu, it helps to think of each menu item as a heading in a formal report document. In a formal report, main section headings (Level 1 headings) are the nearest to the left of the page; sub-section headings (Level 2 headings) are indented slightly further to the right; any other subordinate headings (Level 3, 4, etc) within the same section are indented even further to the right.

# WordPress Quick Tips: Creating Menus

The WordPress menu editor allows you to create multi-level menus using a simple 'drag and drop' interface. Drag menu items up or down to change their order of appearance in the menu. Drag menu items left or right in order to create sub-levels within your menu.

To make one menu item a subordinate of another, you need to position the 'child' underneath its 'parent' and then drag it slightly to the right.

1. Position the mouse over the 'child' menu item.
2. Whilst holding the left mouse button, drag it to the right.
3. Release the mouse button.
4. Repeat these steps for each sub-menu item.
5. Click the **Save Menu** button in the Menu Editor to save your changes.

## Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

Sample Page	Page ▾
Parent Page 1	Page ▾
Child Page 1	Page ▾
Child Page 2	Page ▾
Child Page 3	Page ▾
Parent Page 2	Page ▾

## Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

Sample Page	Page ▾
Parent Page 1	Page ▾
Child Page 1 sub item	Page ▾
Child Page 2 sub item	Page ▾
Child Page 3 sub item	Page ▾
Parent Page 2	Page ▾

## Adding Your Menu to Your Site

If your current theme supports custom menus, you will be able to add your new menu to one of the **Display Locations**.

1. Scroll to the bottom of the menu editor window.
2. In the section titled *Theme locations*, click the check box for the location where you want your menu to appear.

# WordPress Quick Tips: Creating Menus

3. Click **Save menu** once you've made your selection.

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## Menu Settings

*Auto add pages*  Automatically add new top-level pages to this menu

*Theme locations*  Primary Menu  
 Social Links Menu

If your current theme does not support custom menus, you will need to add your new menu via the Custom Menu widget in the [Appearance Widgets Screen](#).

Your new custom menu has now been added to your site.