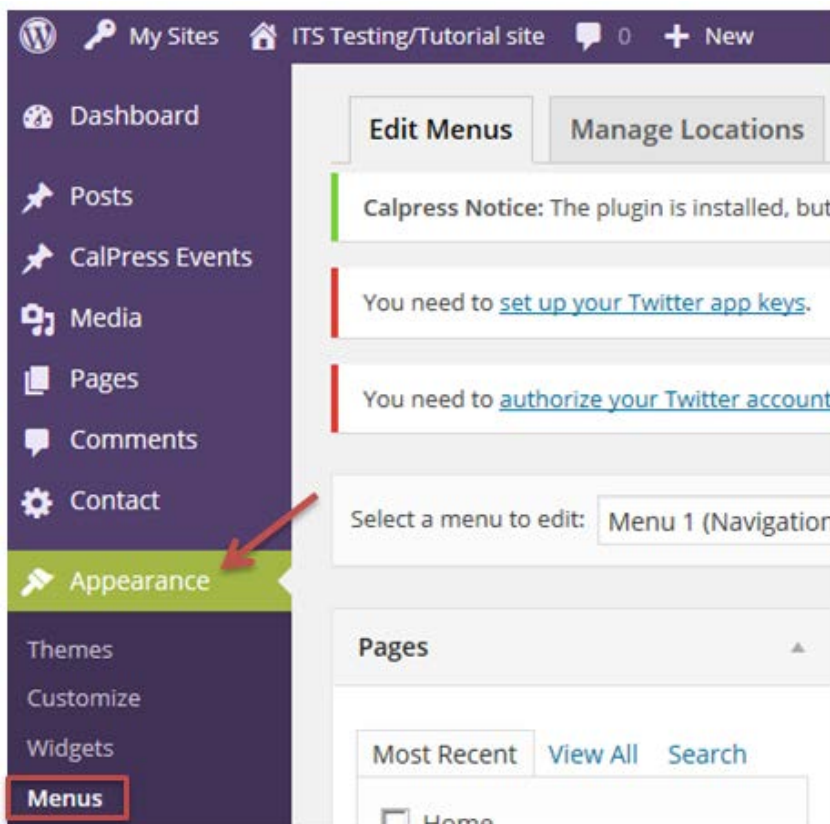


Topic: Customizing Menus

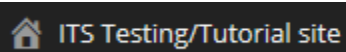
WordPress gives you the option to customize the menus on your blog to be however you want and they make it very simple.

STEP 1:

If you are on your dashboard you can find the **Menus** page under **Appearance** on the left sidebar.



If you are already within your site, you can find **Menus** by clicking on the **name of your site** at the top of the page.



STEP 2:

The first thing you would do on the menu page is to choose a menu or create a new one. **Note:** if you have already made pages on your blog site, WordPress will have already made one for you automatically.

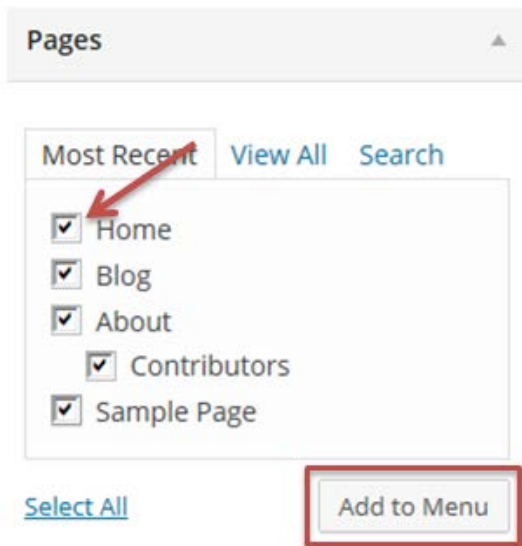
Select a menu to edit: or [create a new menu.](#)

STEP 3 (Pages):

We will just start by editing the Navigation Menu (the menu at the top of your blog) since the only difference between the two is to name your menu when you create a new one.

On the left side of the page we have three dropdowns.

- **Pages:** Pages will show you all of the pages that you have made and allow you to add them to your menu. To add them you simply checkmark the ones that you want and click **Add to Menu**.

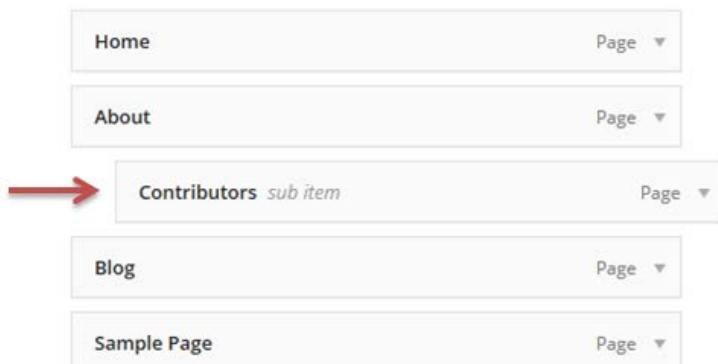


STEP 4 (Pages):

Once you have added the pages to the menu, you will see that to the right your pages will be stacked. You can drag and drop them to be in whatever order you would like. **Note:** If you have a parent child relationship between two pages, it is very important to put the child page underneath and intended to the parent page like we have here with the Contributors page.

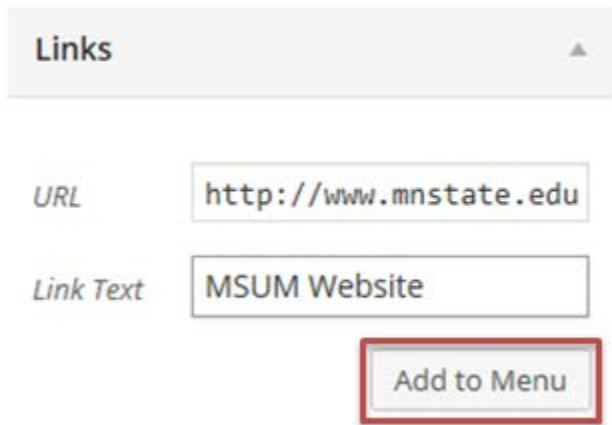
Menu Structure

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



STEP 3 (Links):

- **Links:** Links allows you to add in links to external sites outside of your blog. To show an example of this I will bring up the Sidebar Menu that we created in the **Widgets** tutorial.
 - You simply type in the URL in the first text box and then in the Line Text box you will type what you want the link to read within the menu and click **Add to Menu**.

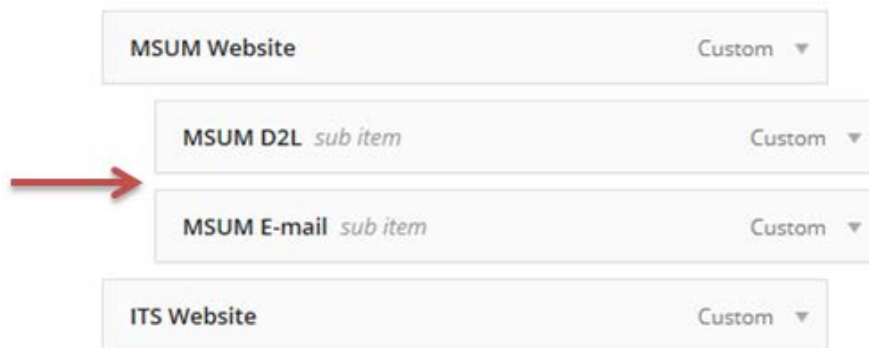


STEP 4 (Links):

The links are set up just like the pages are stacked on top of each other. You will have to indent the links you want under others like we have done here with the MSUM links.

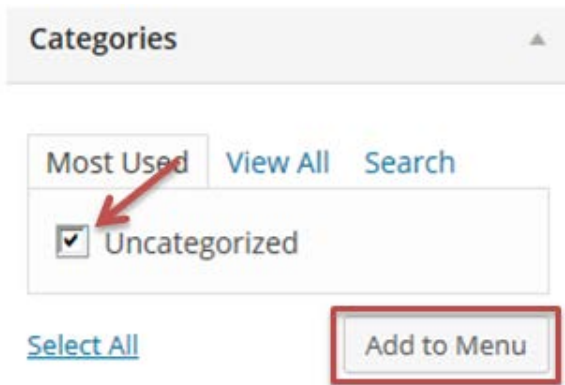
Menu Structure

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



STEP 3 (Categories):

- **Categories:** Categories allows you to set up your menu by the categories in which you put your posts in. All of the categories you have made will show up. Here we only have uncategorized because we haven't made any categories.
 - Checkmark the categories you would like to add just like with the pages and click Add to Menu.



STEP 5:

Lastly, you will see that under the Menu Structure dealing with each dropdown, there is a space called Menu Settings. There are two options of different settings you have to choose from when creating menus.

- **Auto add pages:** Checking this will automatically add pages to the menu bar after you create them.
- **Theme locations:** Checking this will not add the newly created pages automatically and you will have to come to the Menus page to add them to the menu bar.

Menu Settings

- Auto add pages* Automatically add new top-level pages to this menu
- Theme locations* Navigation Menu

For More Information

Please contact the Office of Online & Extended Learning at support@mnstate.edu or 218.477.2603 if you have questions about this material.