# Creating and Adjusting WordPress Menus

The WordPress menu system is intended to make creating and maintaining your website's menus simple. This document describes how to add and remove menu items.
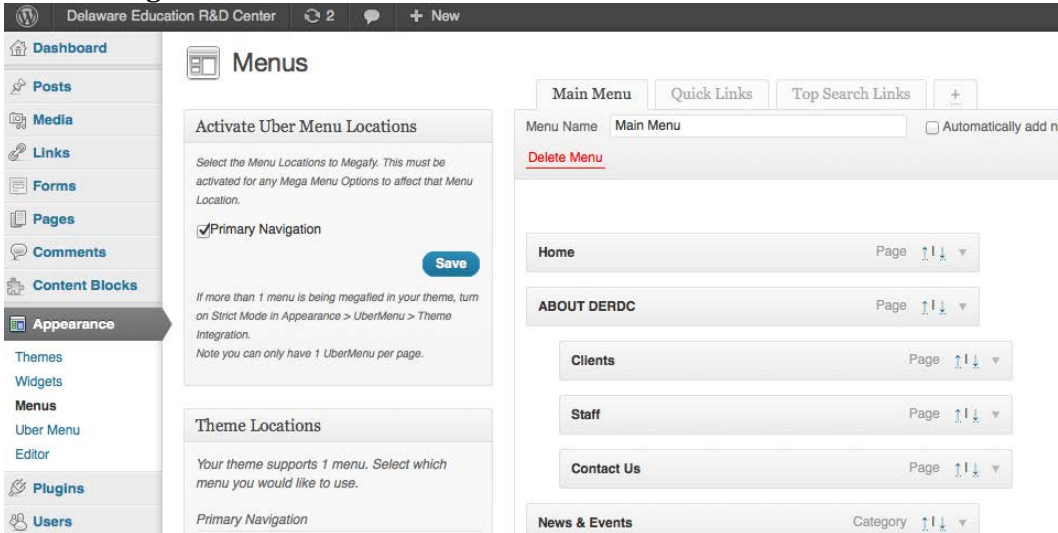
Creating a Menu

1. Log in to your WordPress Dashboard.

2. Once you are there, hover over the Appearance item in the left hand menu.
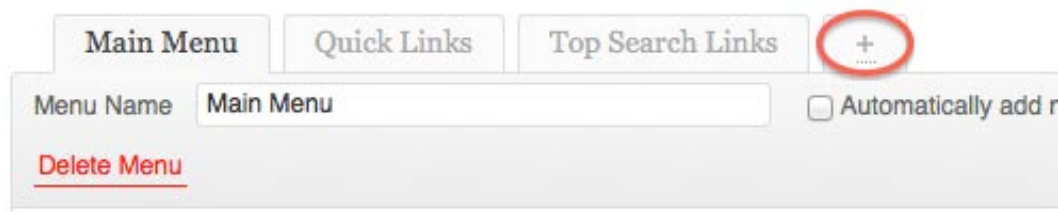

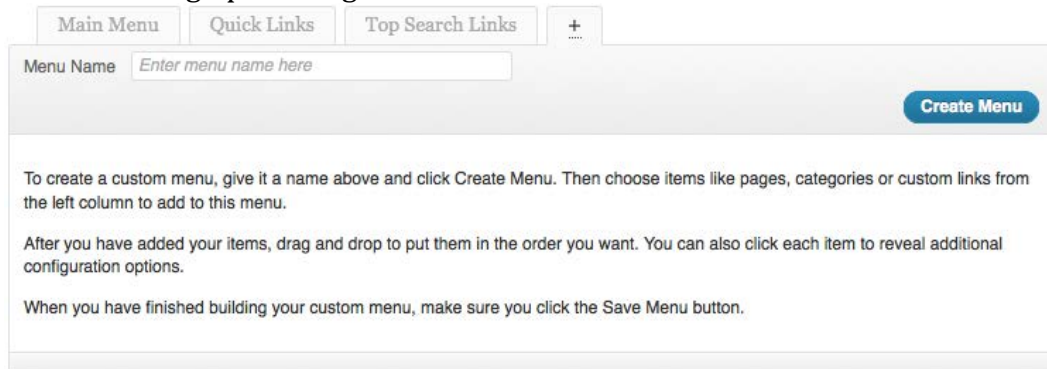3. On the menu that pops up, click on the Menu item that appears.
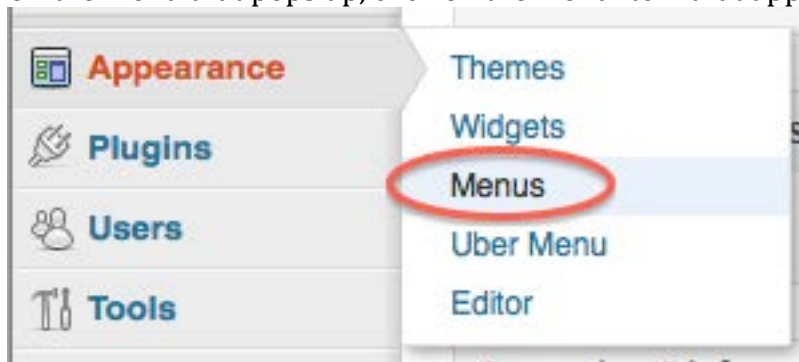
4. The menu page that opens is divided into two halves. The left half allows you to add items to the current menu. The right hand side allows you to remove or rearrange menu items.

5. In the right hand side, click on the "+" tab to add a new menu.

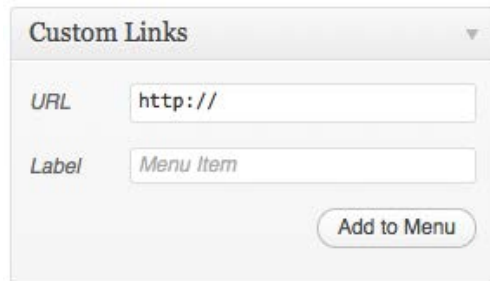6. This will bring up a dialog to create a menu.

7. Enter a name in the "Menu Name" textbox.

8. Click on the "Create Menu" button to make the menu.

9. This will add another tab to the list of menus.

Add Items to a Menu

1. Navigate to the menu dialog as described in steps 1 – 4 above if you are not already there.

2. Choose the menu you would like to edit from the tabs in the right hand side of the menu page.

3. You will see the menu laid out in a hierarchical format.
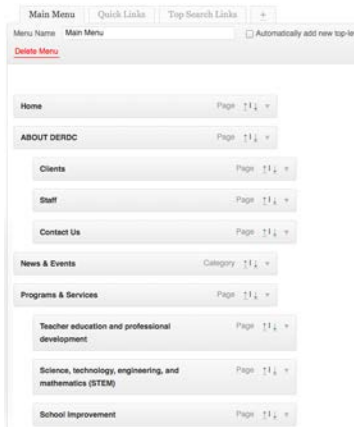
4. On the left hand side of the page, you will see various panels for adding items. You can add links to external sites, pages, or categories.

5. To add external pages, use the Custom Links panel.

6. Enter the location of the website in the URL box.

7. Enter the text you want to appear in the menu inside the Label box.

8. Click the Add to Menu button.

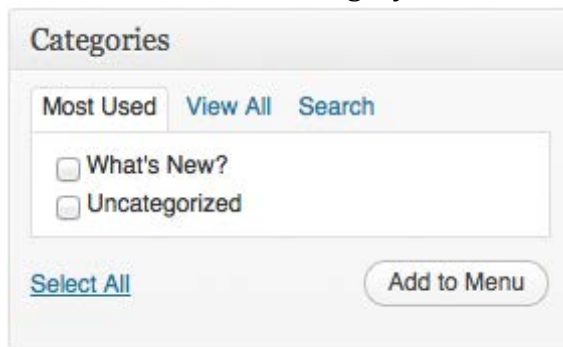9. To add a current page, use the Pages panel.
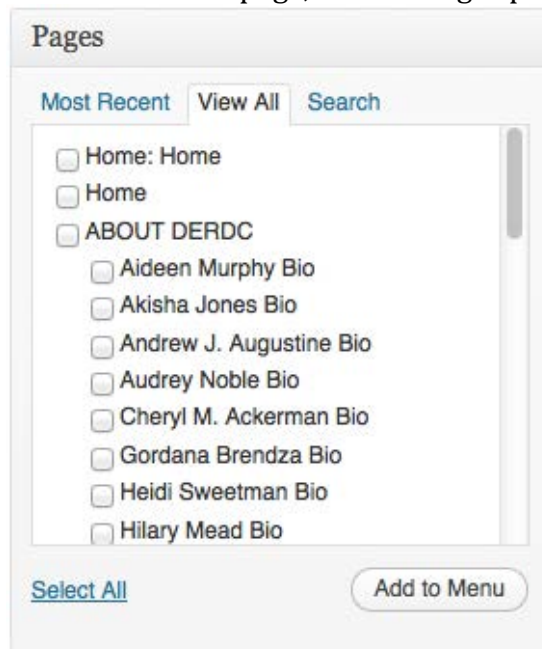
10. Click on the View All tab to get a list of all the pages in your site.

11. Click on the selection box next to each item you wish to add to the menu.

12. When all the items are selected, click on the Add to Menu button.

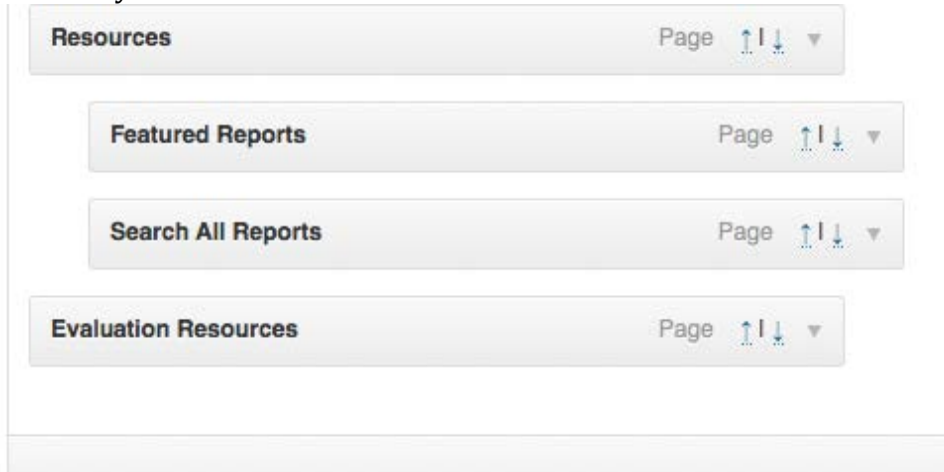13. To add a link to Post category, use the Categories panel.

14. Click on the View All tab to get a list of all available Post categories.

15. Click on the selection box next to each item you wish to add to the menu.

16. When all the items are selected, click on the Add to Menu button.

17. When you add the items, they will appear at the very bottom of the menu hierarchy.

18. You can click on item and drag it into the proper place.

19. As you drag an item, a dotted outline will appear where the menu item will be dropped in the hierarchy.
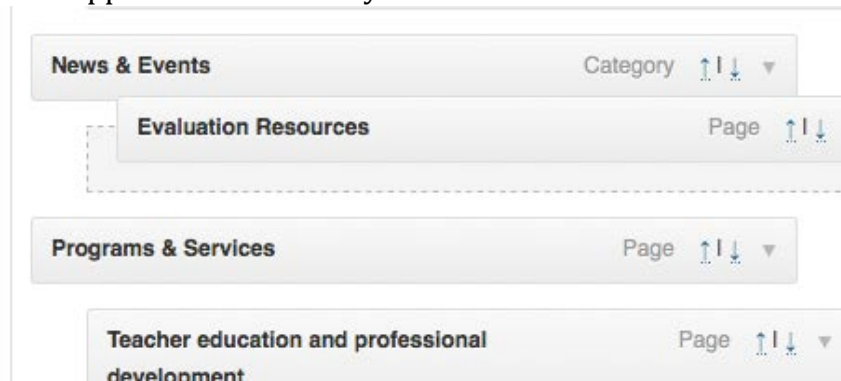
20. The indent of the menu item indicates its position within the hierarchy.
    a. Non-indented items will appear at the top level of a menu.
    b. A single indent indicates the item falls one level below the item the first out-dented item above it.
    c. Subsequent indents indicate further submenus.
    d. Two items that have the same indent level appear at the same sublevel.

21. When all of the your items are added and in position click on the Save Menu button that appears at the Top or Bottom of the menu editing pane.

Deleting Menu Items

1. To delete an item, navigate to the menu page of the Dashboard as described in steps 1 – 4 of the Creating a Menu section.

2. In the menu panel on the right hand side of the page, click on the tab corresponding to the menu you wish to edit.
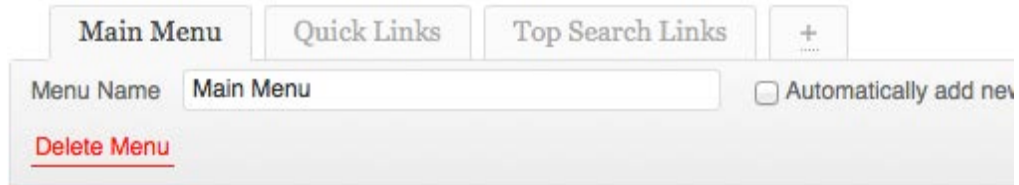
3. Scroll down the list of menu items in the menu until you find the menu item you are looking for.

4. Click the upside down triangle icon that appears to the right of the item names.

5. The menu item will expand to show the options for this item.
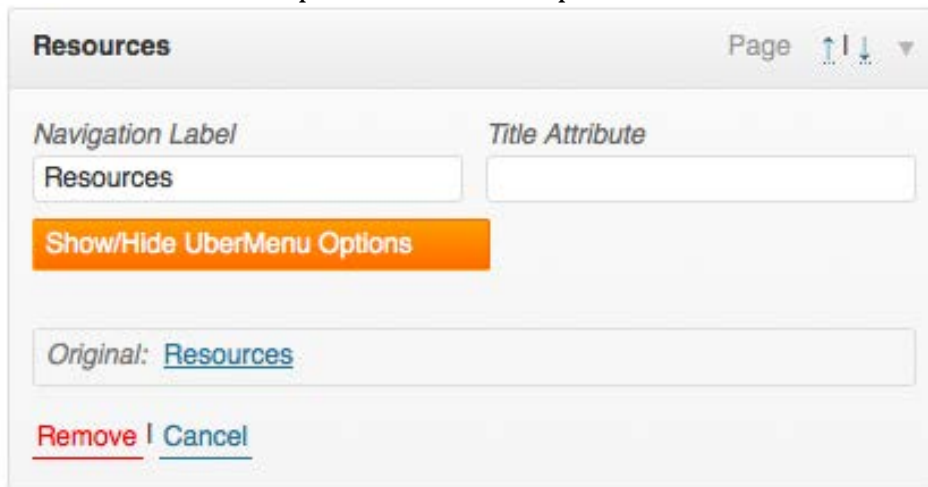
6. Click on the Remove link in the bottom left of the menu item to get rid of the item. The menu item will be removed immediately and cannot be undone. You will have to re-add the item if it is mistakenly removed.