

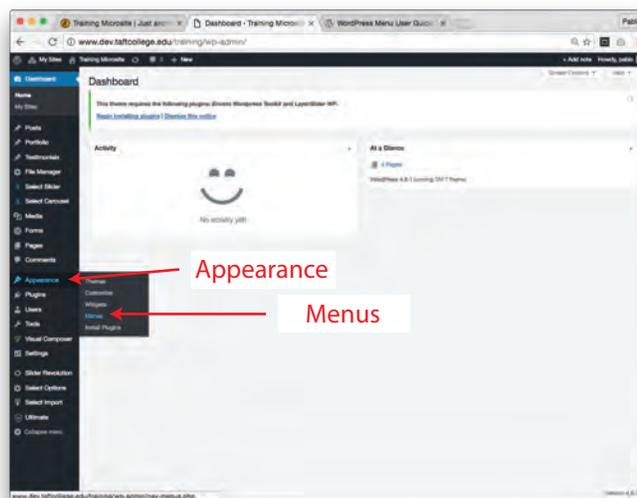
STEPS TO UPDATE A MENU

You will need to update a menu to reflect your changes to pages on your site. Even though you have created or deleted pages from Wordpress does not automatically mean that your menu will display such changes.

To update a menu, please follow these steps:

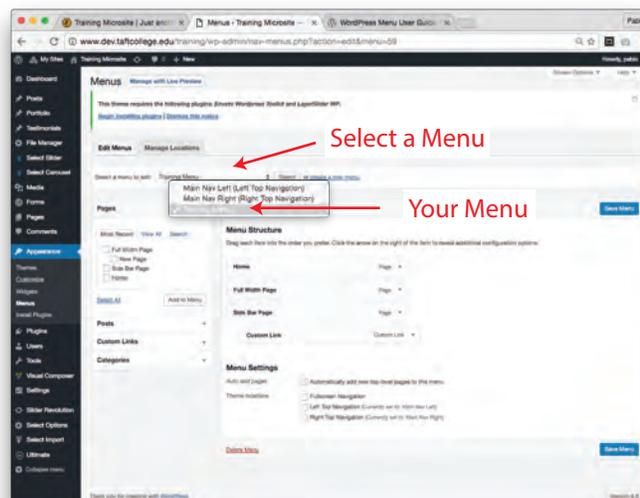
1

Hover over the Appearance tab in the WordPress Dashboard Navigation menu and click on Menu



2

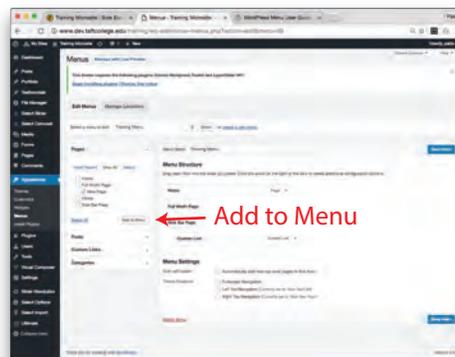
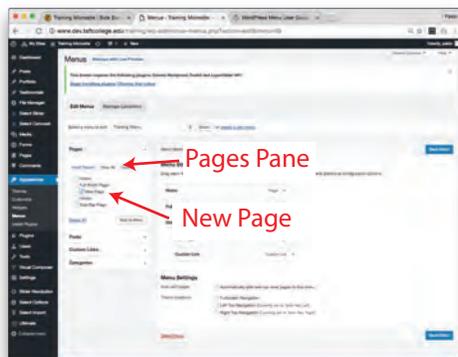
Only select your menu from the Select a menu to edit dropdown.



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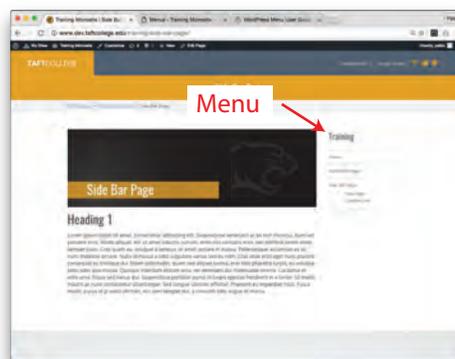
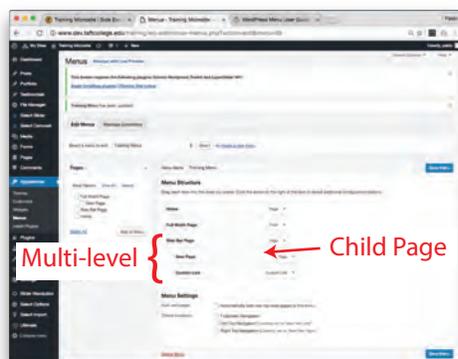
3

Locate the pane entitled Pages. Within this pane, select the View All link to bring up a list of all the currently published Pages on your site. Select the Pages that you want to add by clicking the checkbox next to each Page's title. Click the Add to Menu button located at the bottom of this pane to add your selection(s).



4

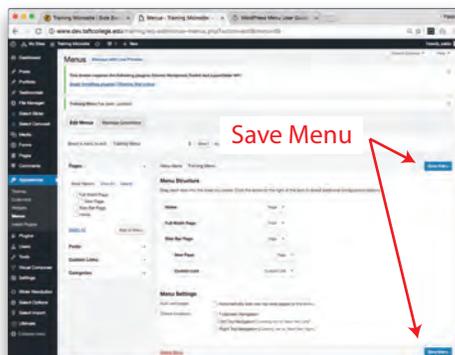
Once your page has been added to the menu, you can create multi-levels. To do create multi-levels, position the mouse over the 'child' page, whilst holding the left mouse button, drag it to the right and underneath the 'parent' page. Release the mouse button.



STEPS TO UPDATE A MENU

6

Click Save Menu



How To Delete A Menu Item

6

Locate the menu item that you want to remove in the menu editor window
Click on the arrow icon in the top right-hand corner of the menu item/box to expand it. Click on the Remove link. The menu item/box will be immediately removed. Click the Save Menu button to save your changes.

