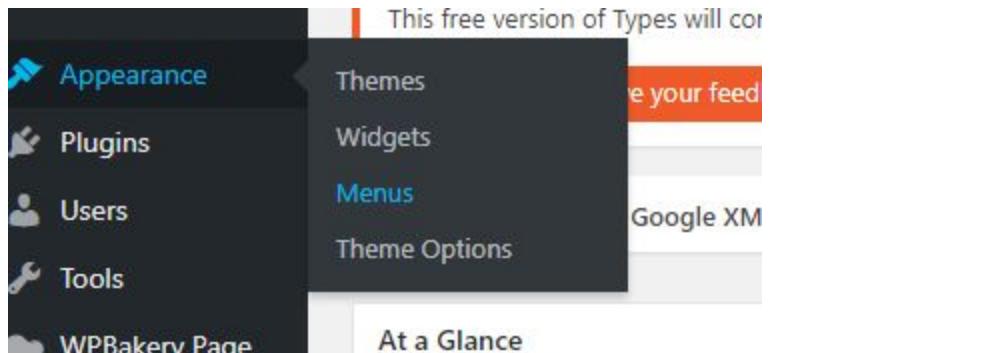


## Site Menu Stepper

Create and update your website's main menu.

- 1 To add pages to your menu or adjust the current menu. Go to Appearance>Menus.



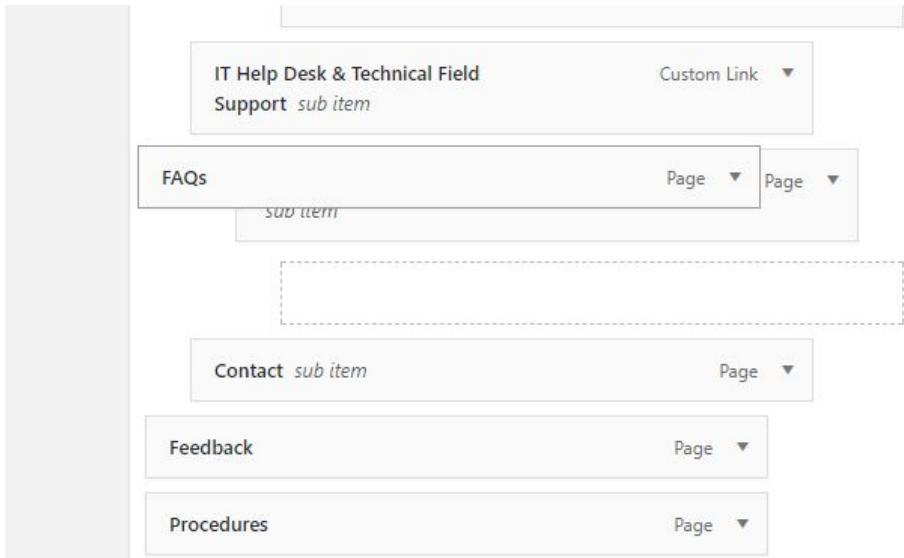
- 2 Select the new pages you would like to add to your main menu, and click 'Add to Menu'.

A screenshot of the 'Pages' section in the 'Add to Menu' dialog. It shows a list of pages: Calendar, Feedback, Procedures, FAQs, Forms, Services, and Student Information System (SIS). The 'Feedback', 'Procedures', 'FAQs', and 'Forms' checkboxes are checked. Below the list are 'Select All' and 'Add to Menu' buttons. To the right, the 'Menu Structure' section shows the current menu items: Home, Forms, Test sub item, and Services. The 'Main Menu' is selected.

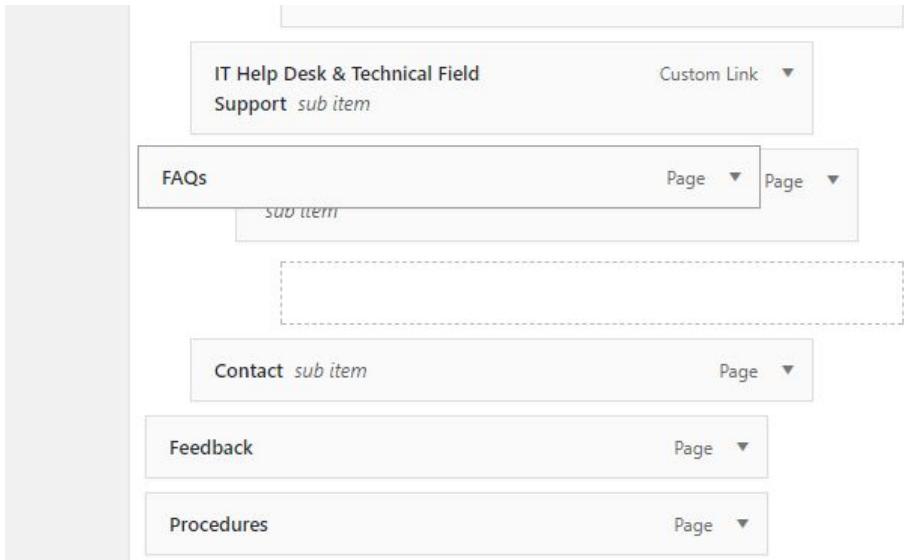
- 3 Your new menu items will be placed at the bottom of the current list.

A screenshot of the 'Menu Structure' section in the WordPress dashboard after adding new items. The menu now includes: Home, Forms, Test sub item, Services, Resources sub item, IT Help Desk &amp; Technical Field Support sub item, Student Information System (SIS) sub item, Contact sub item, Feedback, Procedures, and FAQs.

- 4 Drag and drop the menu items where you want them.



- 5 If creating a sub-page, indent the page under the main menu item.



- 6 \*Optional- If you need to change the menu label or delete the menu item use the small triangle drop down.

Deleting the menu item is not deleting the page.

A modal dialog box is open, showing the configuration for the "FAQs" menu item. The title of the dialog is "FAQs sub item".

**Navigation Label:** The input field contains the text "FAQs".

**Move Up one** **Down one** **Out from under IT Help Desk & Technical Field Support**

**Original:** [FAQs](#)

[Remove](#) | [Cancel](#)

- 7 Save the menu by selecting the blue 'Save Menu' button at the top of the page.

