

## DNBC website: MENUS add or edit

There are several site menus in use:

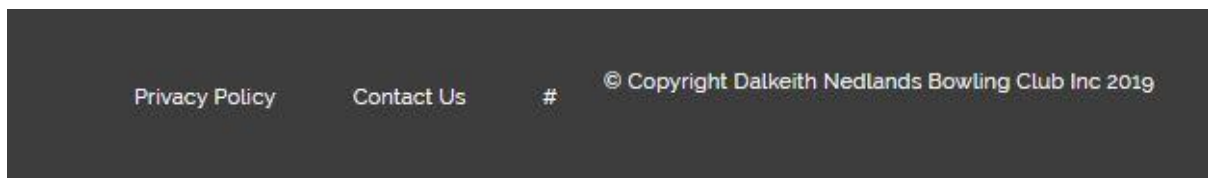
**Main Menu:** This is the strip of options close to the top of the site Home Page.



**Top Header Menu:** Shown above the main menu on the Home Page.



**Footer Menu:** Displayed right at the bottom of the Home Page.



## Main Menu – Add or Edit

The main menu items come in two types; those that link directly to a web page (such as *Member Area*, *Sponsors*, *Contact Us*, and *Historical*), and those that have a drop-list of secondary choices (such as *Picture Gallery*).



Drop list from *Picture Gallery* menu item. Each of these will take the user to a different picture gallery.

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Go to *Appearance* then *Menus* to show the area below.

Use this section to add menus.

Notice that the drop-list sub-items of a main menu are inset under the main menu item. Use drag and drop to position them.

All menu items can be moved using the same method. If a main menu item is moved, any drop-list sub-items will move with it.

The screenshot shows the 'Appearance' menu with 'Menus' selected. Below, the 'Menu Structure' editor displays a list of menu items with their target types (Page or Custom Link) and sub-items. The sub-items are indented under their parent items.

To add a new menu item:

1. Click *View All* to show all pages.
2. Select the page to be the target of this menu item
3. Click *Add New*.
4. The new item will be added to the end of the menu list. Use drag and drop to move it to the required position. Remember to offset the item if it is a sub-menu item.
5. Click *Save Menu* on the top or bottom right.

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Some sub-menu items seem to require a *Custom Link* (galleries for instance):

1. Click *Custom Links*
2. In the *URL* entry position, enter the address of the page or gallery (go to the editable version of the gallery to get its address).
3. In the *Link Text* entry position, enter the name of the menu item.
4. Click *Add New*.
5. The new item will be added to the end of the menu list. Use drag and drop to move it to the required position. Remember to offset the item if it is a sub-menu item.
6. Click *Save Menu* on the top or bottom right.

### Top Header and Footer Menus

The image shows a screenshot of the WordPress dashboard. A dark sidebar on the left contains navigation links: Home, My Sites, Posts, Events, Galleries, Media, Pages, Appearance, and Users. The main content area shows a 'Dashboard' header, a welcome message, and a 'Get Started' section with a 'Customise Your Site' button. Three blue callout boxes with white text point to specific elements: 'Click Dashboard' points to the 'Dashboard' header, 'Click Customise your site' points to the 'Customise Your Site' button, and 'Click Menus' points to the 'Menus' option in the 'Appearance' section of the sidebar.

The image shows a screenshot of the 'Menus' section in the WordPress Customizer. The title bar at the top says 'You are customising Menus'. Below the title bar, there are three menu items listed: 'Footer Menu (Currently set to: Bottom Footer Menu)', 'Primary Menu (Currently set to: Primary Navigation)', and 'Top Header Menu (Currently set to: Top Header Menu)'. Each item has a right-pointing chevron icon.

The top header and footer menus are edited here in the *Customise your site* section. The main menu also but to date only the method described above has been used.

There are two items both these menus: *Contact Us* and *Privacy Policy*. More can be added by clicking *+Add Items*.

These items can be removed by item to be removed and clicking *Remove* at the bottom of the dropped section.