

# Setting Up Site Menus

**Create@USQ User Guide**

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University of  
**Southern  
Queensland**

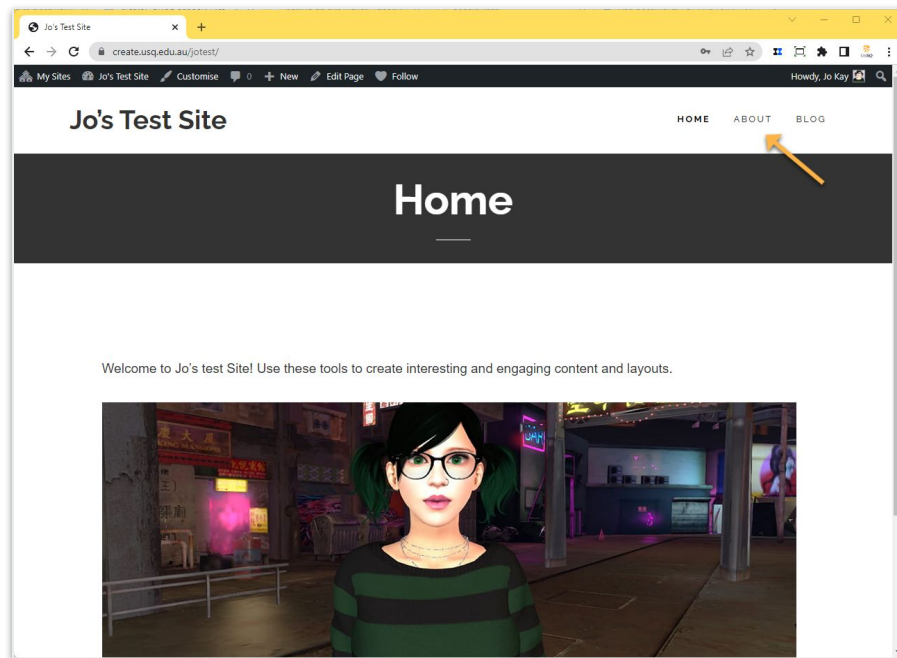


# Site Menus

Most themes support **custom menus** which allow you to add bespoke navigation to your site.

This allows you to:

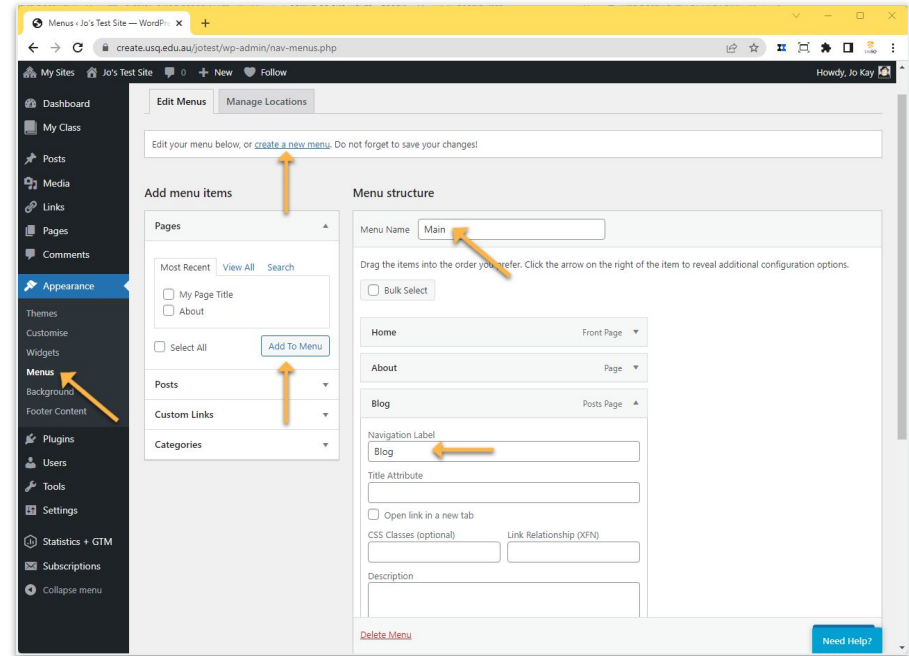
- Re-arrange, add, and remove items from the menu bar at the top of your pages
- Change the order of links in your menu
- Create nested sub-menus of links (sometimes known as 'drop down' menus)
- Organize posts on your blog using post categories.
- Add custom links to another website in your navigation menu – eg. your social media pages or another personal website.
- Create a custom menu for your sidebar.



# Creating Menus

To create a new menu:

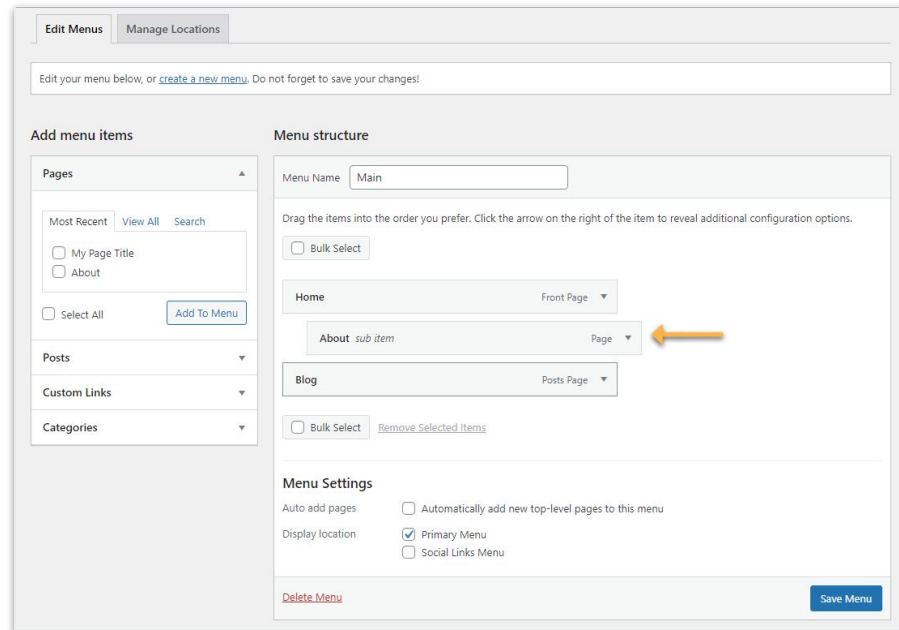
1. Rollover the **Appearance button** in your Create@UniSQ Site **Dashboard** and choose **Menus**.
2. Give your menu a name – eg. Navigation Menu, and click the **Create Menu button**.
3. Use the Menu tools to populate your menu with links to **posts** and **pages**, **categories** and **custom links**.
4. Click on each menu item to customise the text as required - succinct menu names are more effective.



## Ordering Menus

Customise the **order** you would like your links to appear in your menu by **dragging and dropping** the items into the correct structure or hierarchy.

Menu items that are indented under another item will appear as a sub-menu under that tab i.e. you create sub-menus or 'drop down' style menus by dragging the individual menu items to the right to 'nest' them under a parent item.



The screenshot displays the WordPress 'Edit Menu' interface. At the top, there are tabs for 'Edit Menu' and 'Manage Locations'. Below the tabs is a warning message: 'Edit your menu below, or [create a new menu](#). Do not forget to save your changes!'. The interface is divided into two main sections: 'Add menu items' and 'Menu structure'.

**Add menu items:** This section contains several categories with expandable lists:

- Pages:** Includes 'Most Recent', 'View All', and 'Search' buttons. The list contains 'My Page Title' and 'About', both with checkboxes.
- Posts:** Includes a 'Select All' checkbox and an 'Add To Menu' button.
- Custom Links:** A dropdown menu.
- Categories:** A dropdown menu.

**Menu structure:** This section shows the current menu configuration for 'Main':

- Menu Name:** 'Main' (text input field).
- Instructions:** 'Drag the items into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.'
- Items:**
  - Home:** A menu item with a 'Front Page' dropdown.
  - About:** A menu item with a 'Page' dropdown. An orange arrow points to this dropdown.
  - Blog:** A menu item with a 'Posts Page' dropdown.
- Actions:** 'Bulk Select' and 'Remove Selected Items' buttons.

**Menu Settings:**

- Auto add pages:**  Automatically add new top-level pages to this menu
- Display location:**  Primary Menu,  Social Links Menu

At the bottom, there are links for 'Delete Menu' and a 'Save Menu' button.

## Navigation Menus

Most themes support a custom menu which is displayed in the header area of your blog (your main navigation area).

Additionally, some themes support multiple custom menus that can appear in different places on your site (eg. footer menus).

To select which menu to use for your primary navigation, use the Menu Settings > Display Location options.

Note: The Auto-Add Pages settings automatically adds all new pages to your menu. This can be useful if you are creating lots of resources for example, but use this setting carefully!

### Menu Settings

Auto add pages	<input type="checkbox"/> Automatically add new top-level pages to this menu
Display location	<input checked="" type="checkbox"/> Primary Menu <input type="checkbox"/> Social Links Menu

## Using Menu Widgets in Sidebars

In most themes, menus can be added to your site sidebar or footer areas using the Custom Navigation Widget.

Go to **Appearance > Widgets** to experiment with these settings.

