

HOW TO WordPress

The answer's inside



HowTo: WordPress 4

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Written by:
Ric Shreves

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Water&Stone Digital Pte, Ltd.
P.O. Box 180
Singapore, Singapore
918146

www.waterandstone.com
contactus@waterandstone.com

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How to use this text

This is, as the name implies, a How To book. It is not a book of theory, or of strategy, or even of in-depth explanation. It is a book focused solely on helping you quickly and easily execute common tasks in the WordPress CMS. This book explains, step-by-step, how to perform those common tasks. The content is task-focused and each HowTo is designed to contain all the information you need to complete a task.

My goal in creating this was to provide a resource for WordPress site owners, for webmasters, and for developers who aren't WordPress regulars. In the course of writing and lecturing about WordPress over the years, I have seen people struggle with the same basic tasks over and over, and I know that a site owner who infrequently visits the admin system of their site is likely to have forgotten where exactly to go to perform a particular action. This book, then, is designed to meet that need. The purpose is to save you time and effort and to reduce your frustration with completing common tasks.

So, put this text where you can find it. The next time you get blocked by a task in your WordPress CMS, grab it, search it and I bet you you will find that the answer's inside.

Conventions used in this text

- 1. Text formatted like this is a Step; part of our step-by-step instructions.**

[Text formatted like this (note the brackets!) is a WordPress-generated response to user's actions.]

Text formatted like this is screen text, that is, text that you will see on the screen inside WordPress.

Text formatted like this is file names or code.

Figure references look like this: (See, Figure 1.01-1)

Chapter 7 Managing Menus

HowTos in this Chapter

- 7.01 Access the Menu Manager**
- 7.02 Create a new Menu**
- 7.03 Edit an existing Menu**
- 7.04 Delete a Menu**
- 7.05 Create a new Menu Item**
- 7.06 Edit an existing Menu Item**
- 7.07 Control Item Navigation Label & Title Attribute**
- 7.08 Re-order Menu Items**
- 7.09 Delete a Menu Item**
- 7.10 Add a home link to a Menu**

Introduction

The Menus in WordPress are the containers that hold the navigational elements of your website. Users navigate their way through your website using the Menu Items located on the Menus. WordPress provides a dedicated interface for managing Menus and their Items. In this chapter, I detail a number of HowTos that cover all the essential tasks associated with Menu management.

HowTo 7.01 Access the Menu Manager

All of the Menus (and the Menu Items) in your site are organized into an interface called the Menu Manager. The Menu Manager works like a dashboard, displaying a summary listing of all your Menus and the Items on those Menus. Using the controls on the Menu Manager, you can add, delete, and edit your Menus and their related Menu Items. In this HowTo I explain how to access the Menu Manager in your WordPress admin system.

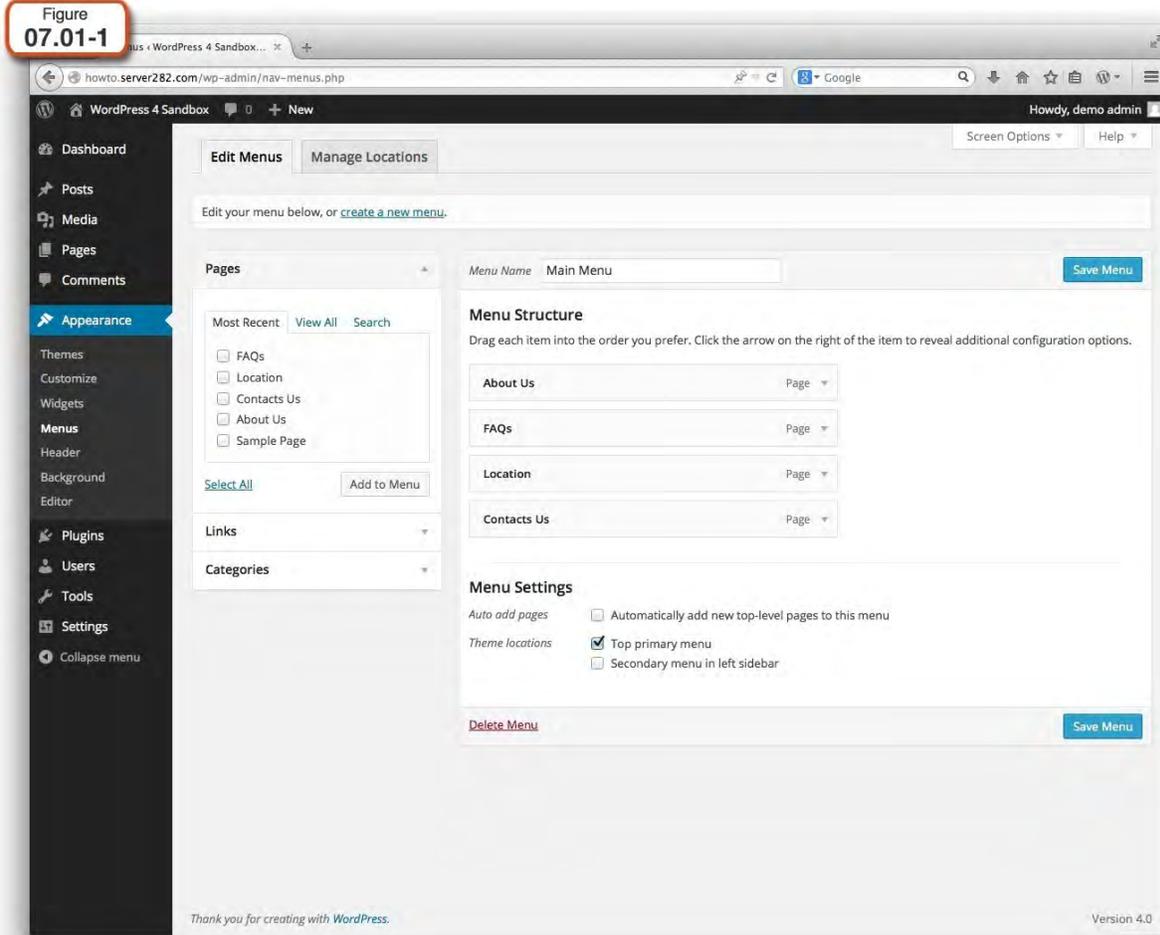
Step-By-Step

1. Log in to your WordPress Dashboard.
2. Move your mouse over the **Appearance** link in the left column admin menu.

[The Appearance menu pops open.]

3. Click the **Menus** option on the menu at your left.

[The Menu Manager loads in your browser.] (See, Figure 07.01-1)



Learn More Online

- ◆ The WordPress Codex page on the Menu User Guide: http://codex.wordpress.org/WordPress_Menu_User_Guide

HowTo 7.02 Create a new Menu

In WordPress, a Menu is really a container -- a container holding Menu Items. It's the Items that people click on when they navigate through your site. Your site may have only one, or more Menus. It really depends on the Theme, and on the choices you make as the site administrator. You must, however, have Menus to hold your Menu Items. In this HowTo I look at how to create a new Menu for your site.

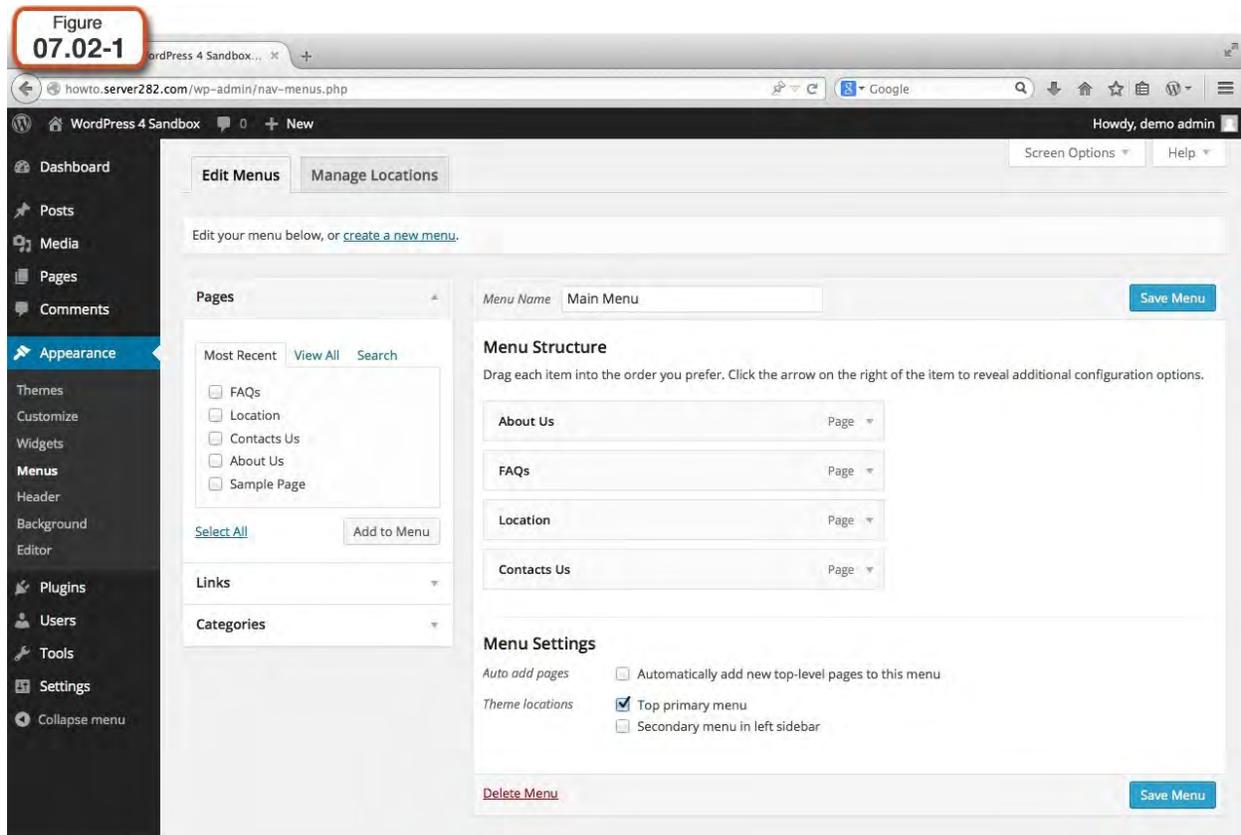
Step-By-Step

1. Log in to your WordPress Dashboard.
2. Move your mouse over the **Appearance** link in the left column admin menu.

[The Appearance menu pops open.]

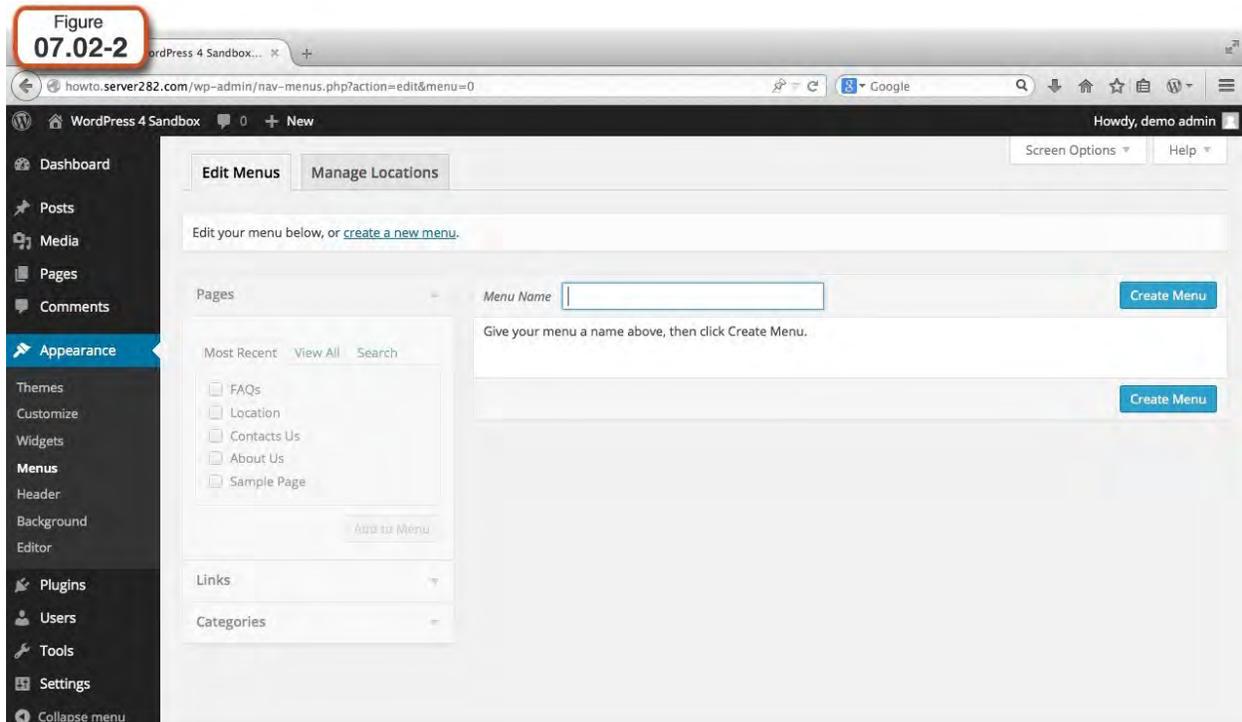
3. Click the **Menus** option on the menu at your left.

[The Menu Manager loads in your browser.] (See, Figure 07.02-1)



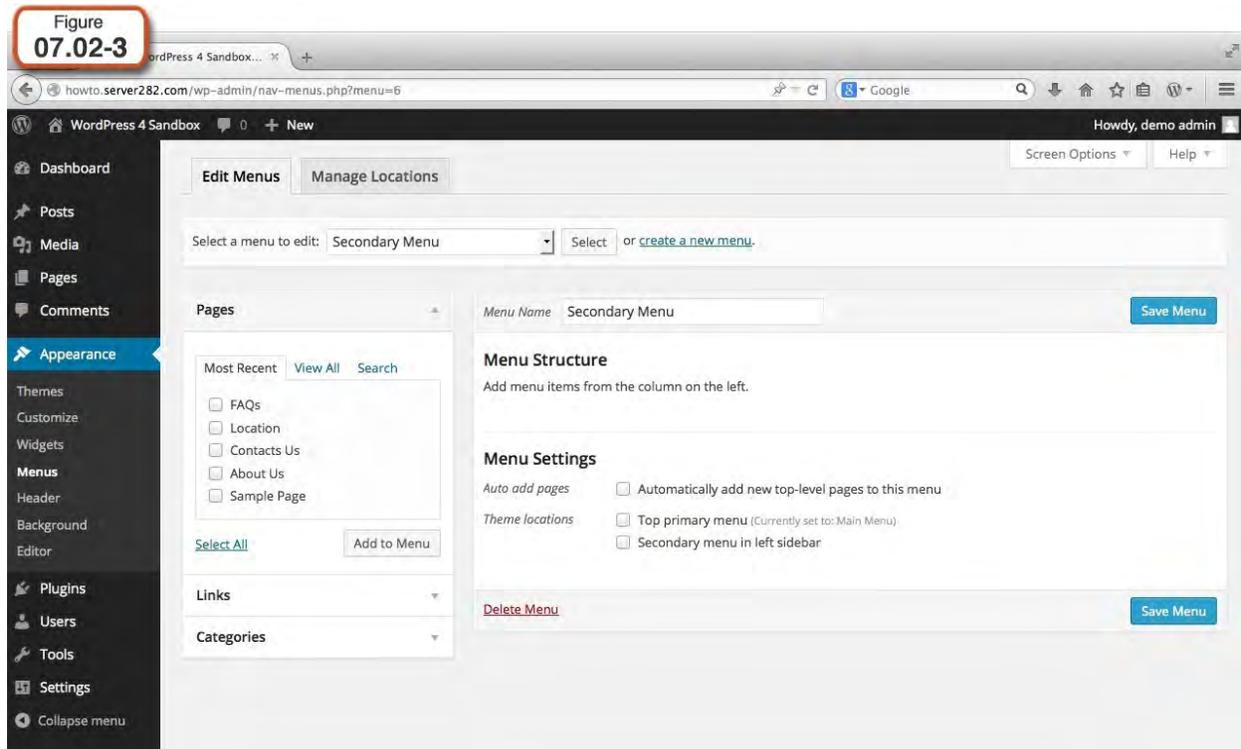
4. To add a new menu, click the link labeled **create a new menu**.

[A new page loads in your browser.] (See, Figure 07.02-2)



5. In the box labeled **Menu Name**, type a name for your new Menu. Note that this does not show to site visitors, it is used only to identify the menu in the administration system, so choose a name you find to be helpful in identifying the menu.
6. Click the **Create Menu** button.

[The system creates the new menu and opens it for editing.] (See, Figure 07.02-3)



Tips & Warnings

- ◆ Menu can be re-named after creation.
- ◆ Menus are, essentially, invisible organizational units to the site visitors; for site visitors, it's all about the Menu Items.
- ◆ Many themes support the assignment of Menus to multiple locations on the page. You need to assign a Menu to a position (or place it inside a Widget Area) for it to be visible to site visitors. To assign a Menu to one of the Theme's Menu locations, use the **Manage Locations** tab in the Menu Manger. Otherwise, you can use widgets to place any of the Menus inside of any of the widget areas. Managing Widgets is covered in *Chapter 8, Working with Widgets*

Learn More Online

- ◆ The WordPress Codex page on Menus: http://codex.wordpress.org/WordPress_Menu_User_Guide

HowTo 7.03 Edit an existing Menu

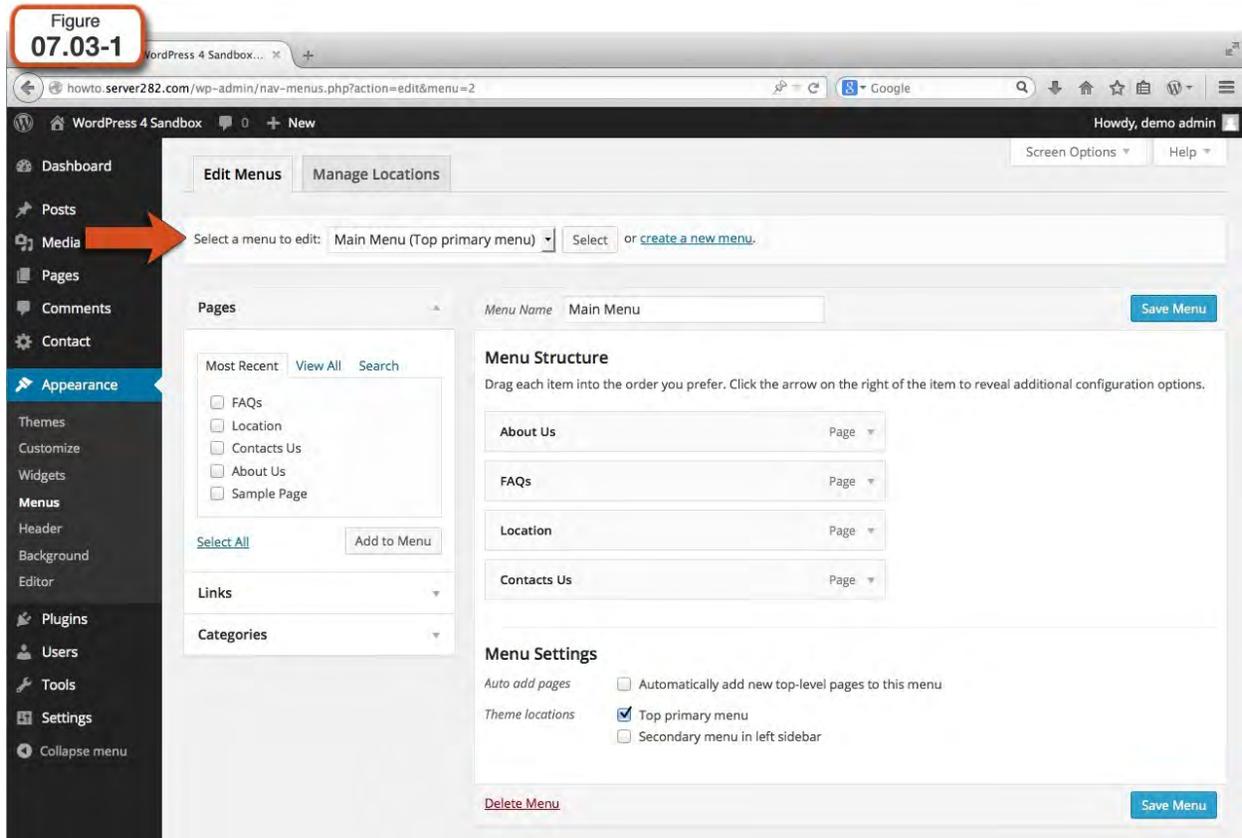
Menus are edited via the Menu Manager. There are very few elements of a Menu that are editable (essentially just the name of the Menu and its position in the Theme, if any). The process is very easy. Just follow the steps below.

Note that this How To is about editing Menus — not the items on the Menus. Editing Menu items is covered in HowTo 7.06, Edit an Existing Menu Item.

Step-By-Step

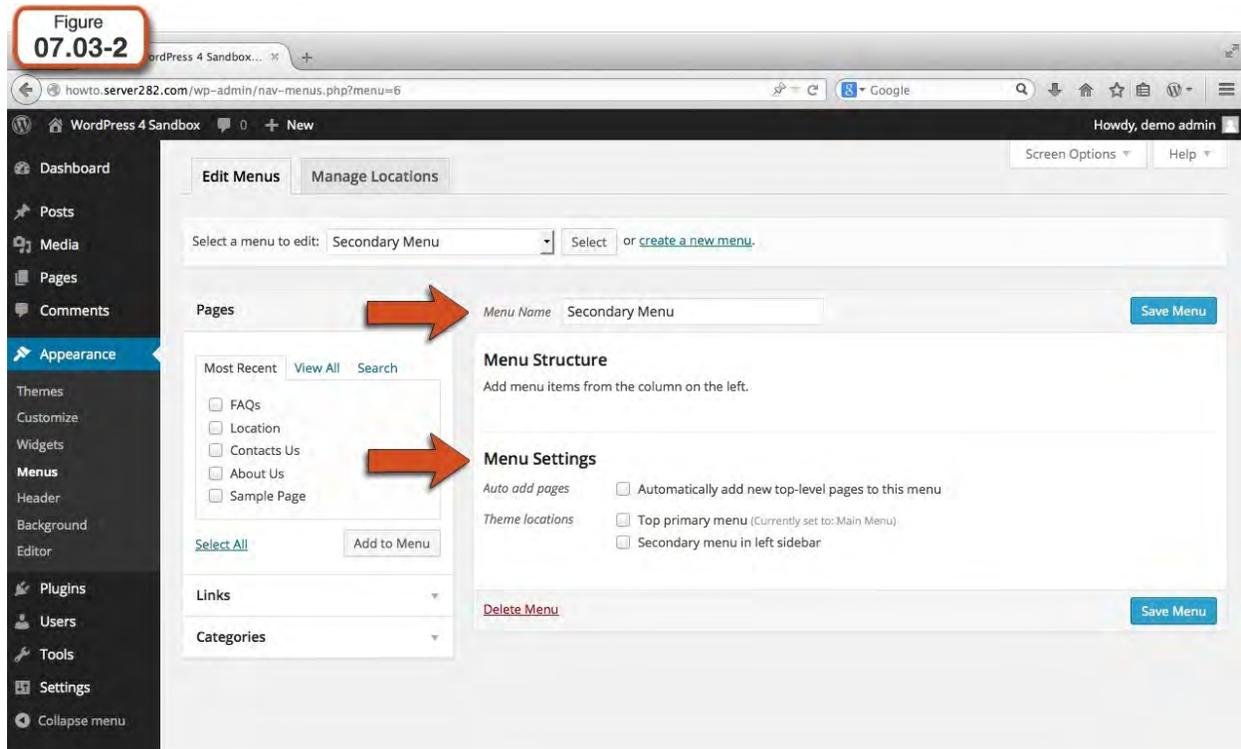
1. Log in to your WordPress Dashboard.
2. Move your mouse over the [Appearance](#) link in the left column admin menu.
3. Click the [Menus](#) option on the menu at your left.

[The Menu Manager loads in your browser.] (See, Figure 07.03-1)



4. If the Menu you wish to edit is not visible, use the combo box at the top, labeled **Select a menu to edit:** Select the name of the menu from the list and click the **Select** button.

[The chosen Menu will load in your browser.] (See, Figure 07.03-2)



5. Make the changes you want. Note that the only things you can actually edit are the **Menu Name** and the choices under the heading **Menu Settings**.

6. Click the **Save Menu** button.

[The system saves the changes and displays a confirmation message.]

Tips & Warnings

- ◆ Depending on the Theme you are using, you may have the option to edit multiple Menus (top menu, footer menu, etc.).

Learn More Online

- ◆ The WordPress Codex page on the Menu User Guide: http://codex.wordpress.org/WordPress_Menu_User_Guide

HowTo 7.04 Delete a Menu

Menu deletion is done from within the Menu Manager. WordPress makes it very easy to delete a menu; the steps below show you how to do it.

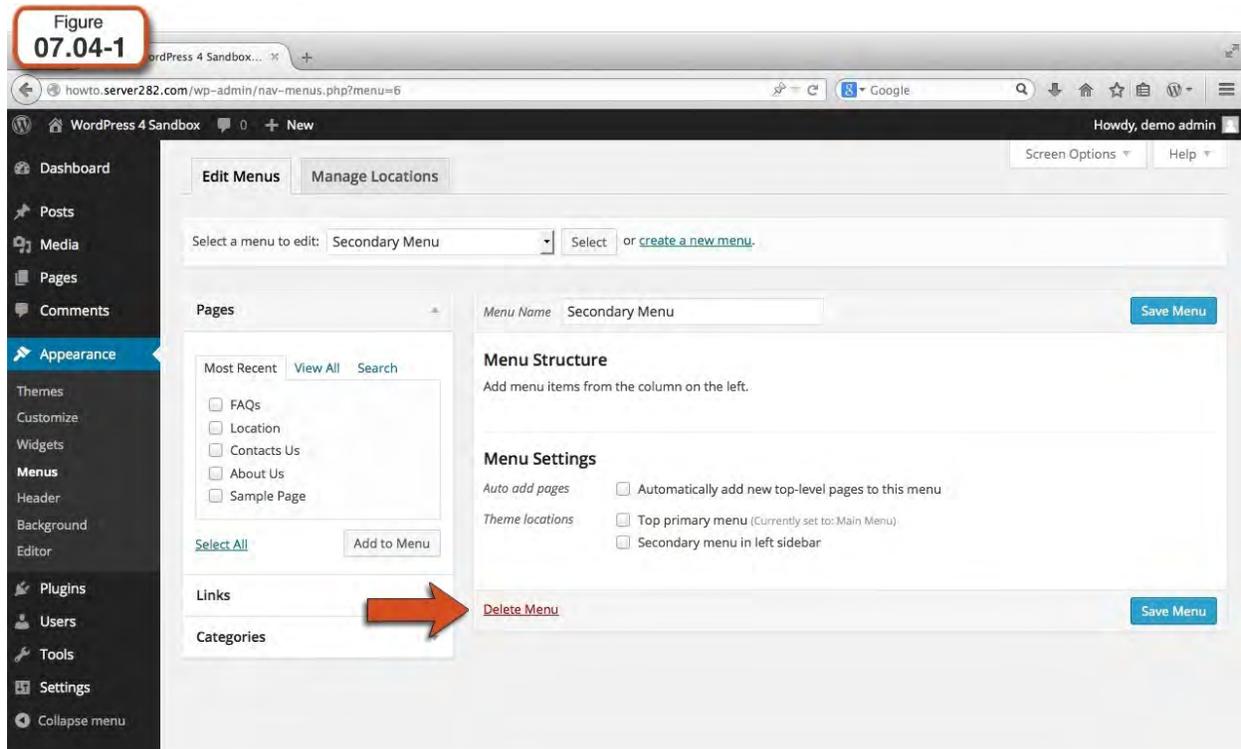
Step-By-Step

1. Log in to your WordPress Dashboard.
2. Move your mouse over the **Appearance** link in the left column admin menu.
3. Click the **Menus** option on the menu at your left.

[The Menu Manager loads in your browser.]

4. If the Menu you wish to edit is not visible, use the combo box at the top, labeled **Select a menu to edit**: Select the name of the menu from the list and click the **Select** button.

[The chosen Menu will load in your browser.] (See, Figure 07.04-1)



5. Click the **Delete Menu** link (see, Figure 07.04-1, above).

[A confirmation popup appears.]

6. To confirm deletion, click **OK**.

[The menu is deleted and a confirmation message appears.]

Tips & Warnings

- ◆ Once a Menu deleted it is gone -- it cannot be restored.
- ◆ Note: If the Menu contains Menu Items, they will be deleted as well!

Learn More Online

- ◆ The WordPress Codex page on the Menu User Guide: http://codex.wordpress.org/WordPress_Menu_User_Guide

HowTo 7.05 Create a new Menu Item

Menu Items are your site's navigational links — the links site visitors use to move around the site. Menu Items are intimately associated with Menus; you have to assign Menu Items to Menus for those Items to be visible to site visitors.

Menu Items are created from within the Menu Manager. The system tries to make it easy for you, by offering shortcuts to all the various internal pages, posts and categories. You can also add custom links easily. In the example below, I show both how to create a Menu Item that links to an existing page and how to create a Menu Item that links to a link of your own choosing.

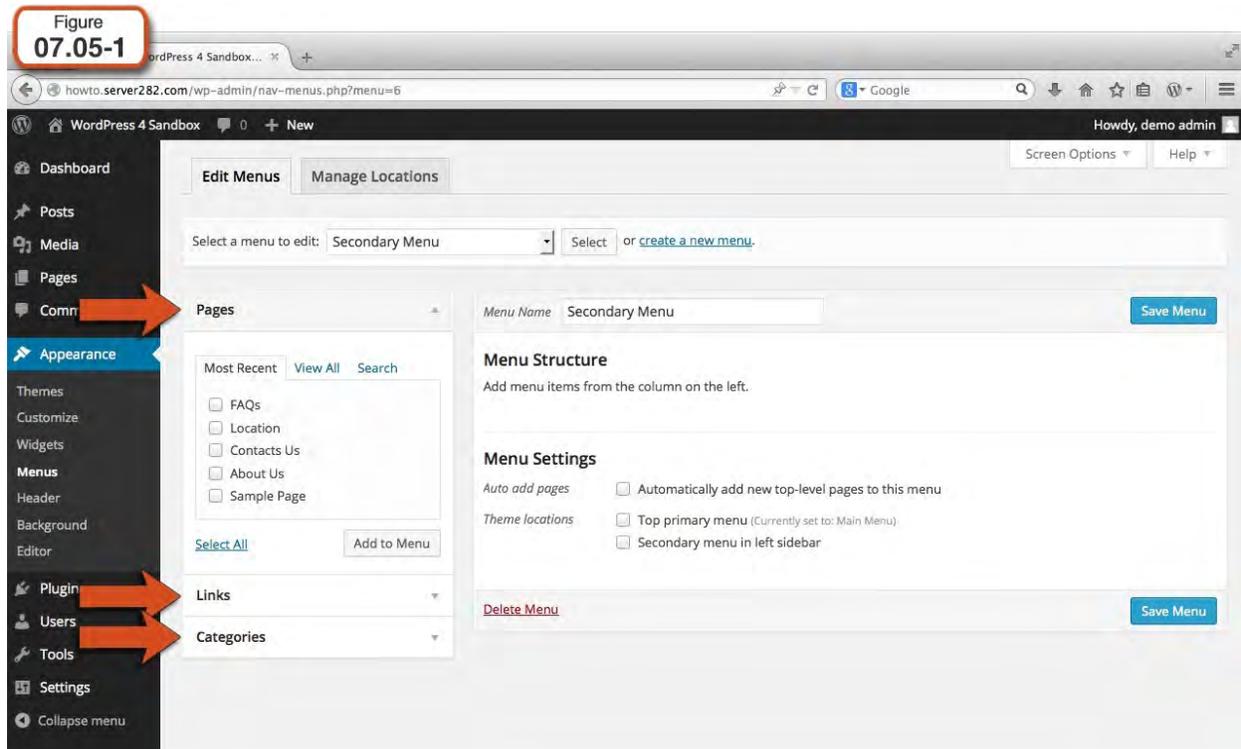
Step-By-Step

1. Log in to your WordPress Dashboard.
2. Move your mouse over the **Appearance** link in the left column admin menu.
3. Click the **Menus** option on the menu at your left.

[The Menu Manager loads in your browser.]

4. If the Menu you wish to edit is not visible, use the combo box at the top, labeled **Select a menu to edit**: Select the name of the menu from the list and click the **Select** button.

[The chosen Menu will load in your browser.] (See, Figure 07.05-1)



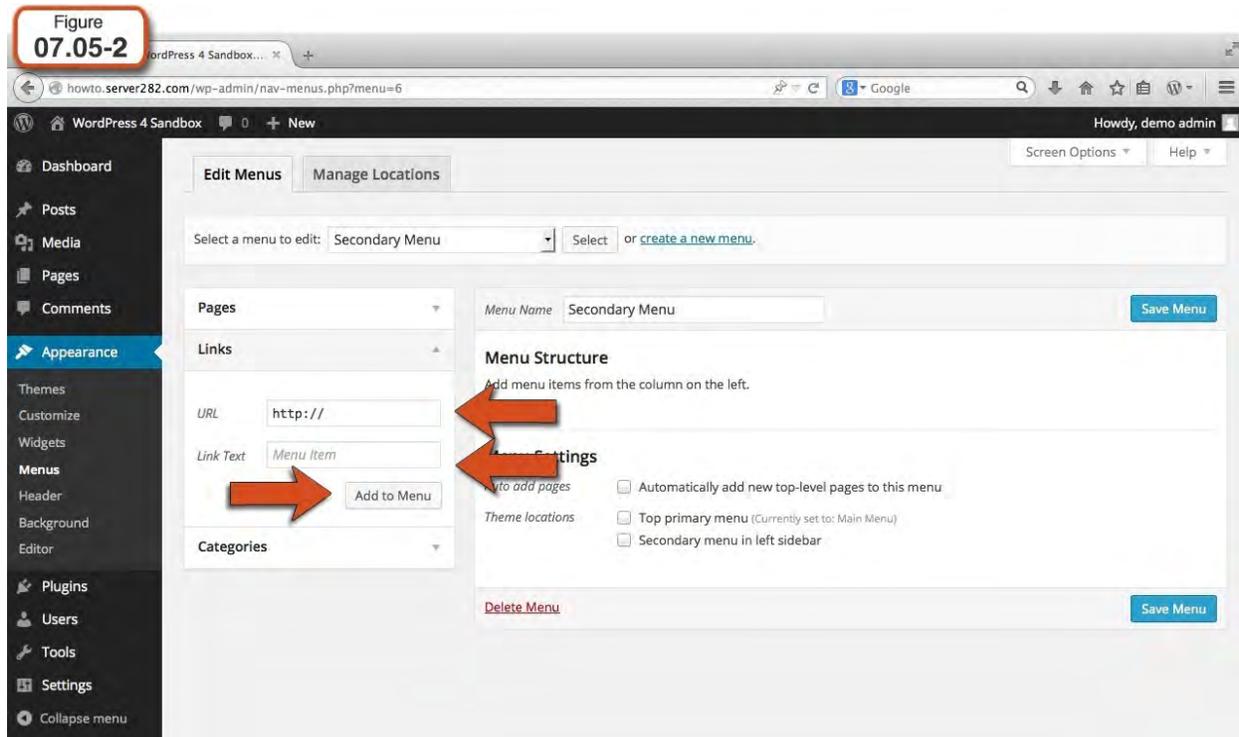
5. The left column of the Menu Manager contains the shortcuts that allow you to easily add new Menu Items. As you can see from the arrows, the columns is divided into three sections: **Pages**, **Links** and **Categories**.

6. To create a Menu Item that links to an existing Page or Post: From the box marked **Pages**, select items by clicking in the box next to the names of the items. If you don't see your item on the list, use the **View All** or **Search** tabs, then click the **Add to Menu** button.

[The system adds the link to the Menu.] (See, Figure 07.05-1, above.)

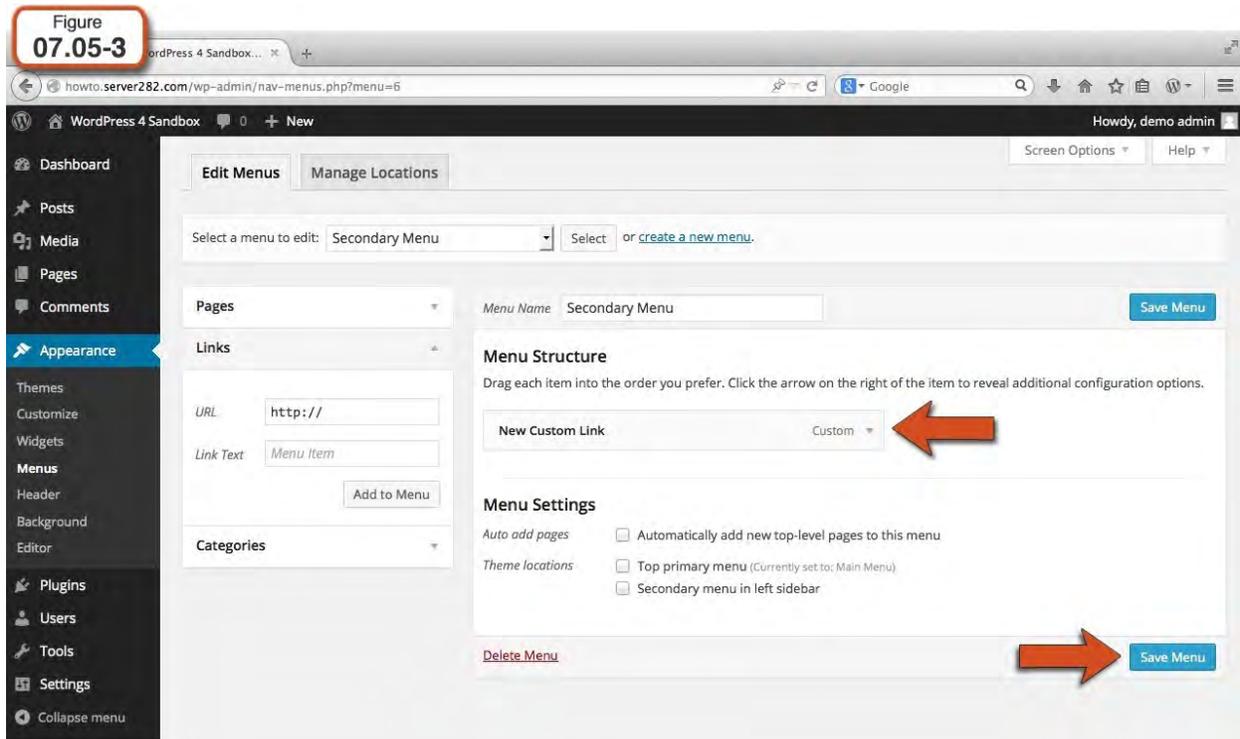
7. To create a Menu Item that links to an external URL or other custom link: Click the box marked **Links**.

[The Links pane open.] (See, Figure 07.05-2)



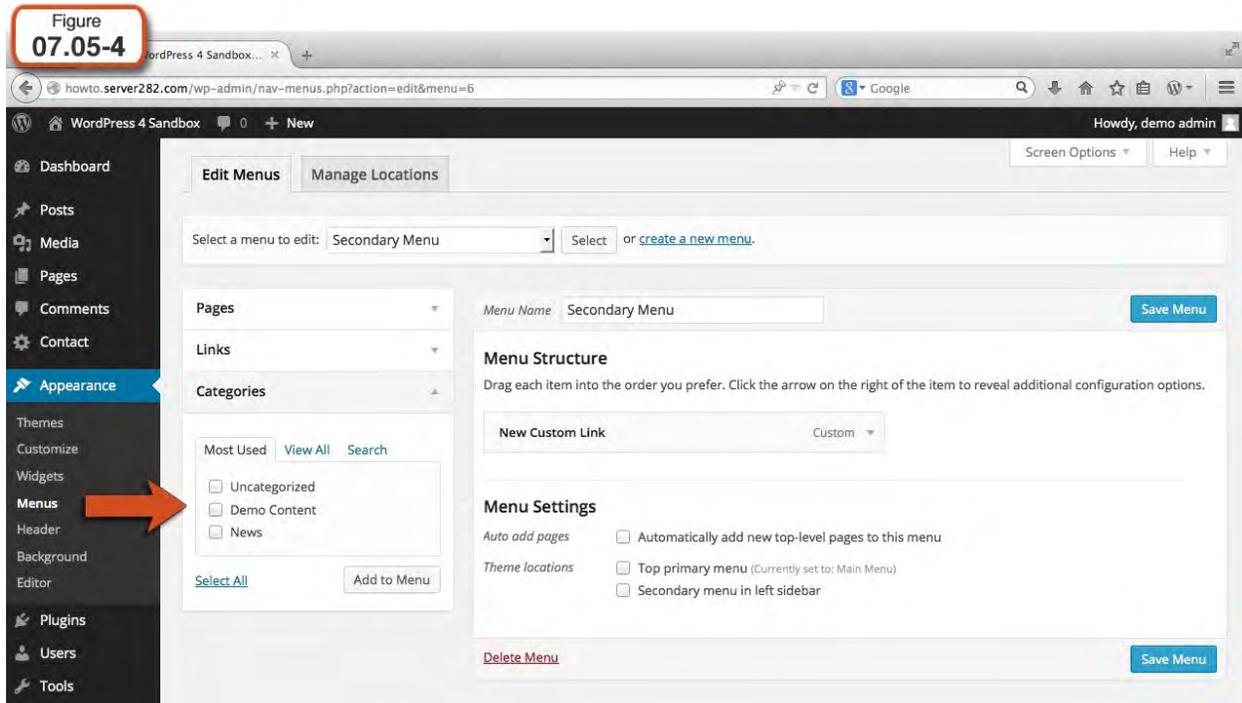
- A. In the **URL** field, type the address of the page you wish to link to.
- B. In the **Link Text** field, type the label you want to appear as the Menu Item (this is what people visiting the site will see).
- C. Click the **Add to Menu** button.

[The system adds the link to the Menu.] (See, Figure 07.05-3)



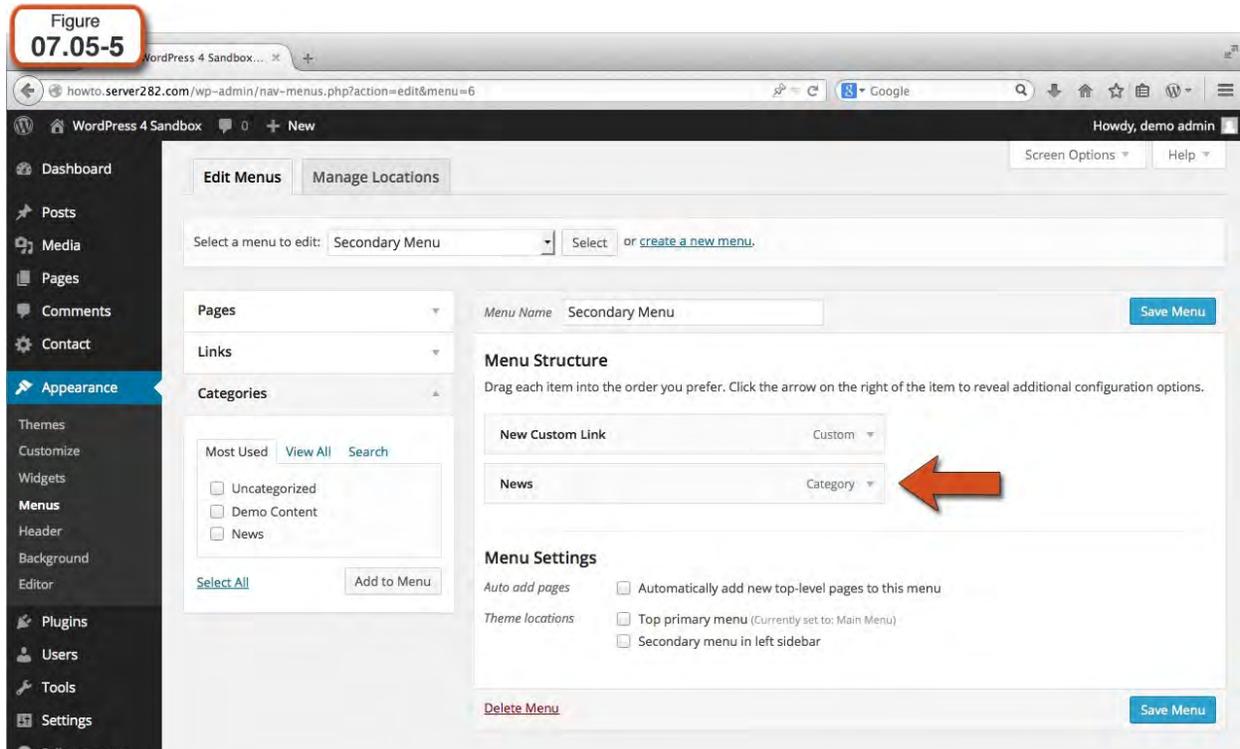
8. To create a Menu Item that links to Category of Posts: Click the box marked **Categories**.

[The Categories pane open.] (See, Figure 07.05-4)



- A. Select the Categories you desire by clicking in the box next to the name.
- B. Click the **Add to Menu** button.

[The system adds the link to the Menu.] (See, Figure 07.05-5)



9. When you are finished adding Menu Items, Click the Save Menu button.

[The system saves the changes to the Menu.]

Tips & Warnings

- ◆ The default **Links** view shows only the most recent items. Click the **View All** tab to see a list of all items, or use the **Search** tab to locate the item you need.
- ◆ Note that the **Category** tab will only display Categories that contain published Posts.
- ◆ Read *HowTo 7.10, Add a home link to a Menu*, to learn how to add a link to your site's home page to one or more Menus.

Learn More Online

- The WordPress Codex page on the Menu User Guide: http://codex.wordpress.org/WordPress_Menu_User_Guide

HowTo 7.06 Edit an existing Menu Item

Editing an existing Menu Item is quick and easy, though there is very little you can actually edit — just the Navigation Label, the Title Attribute, and the ordering of the Item on the Menu. Editing Menu Items occurs from within the Menu Manager; here's how to do it.

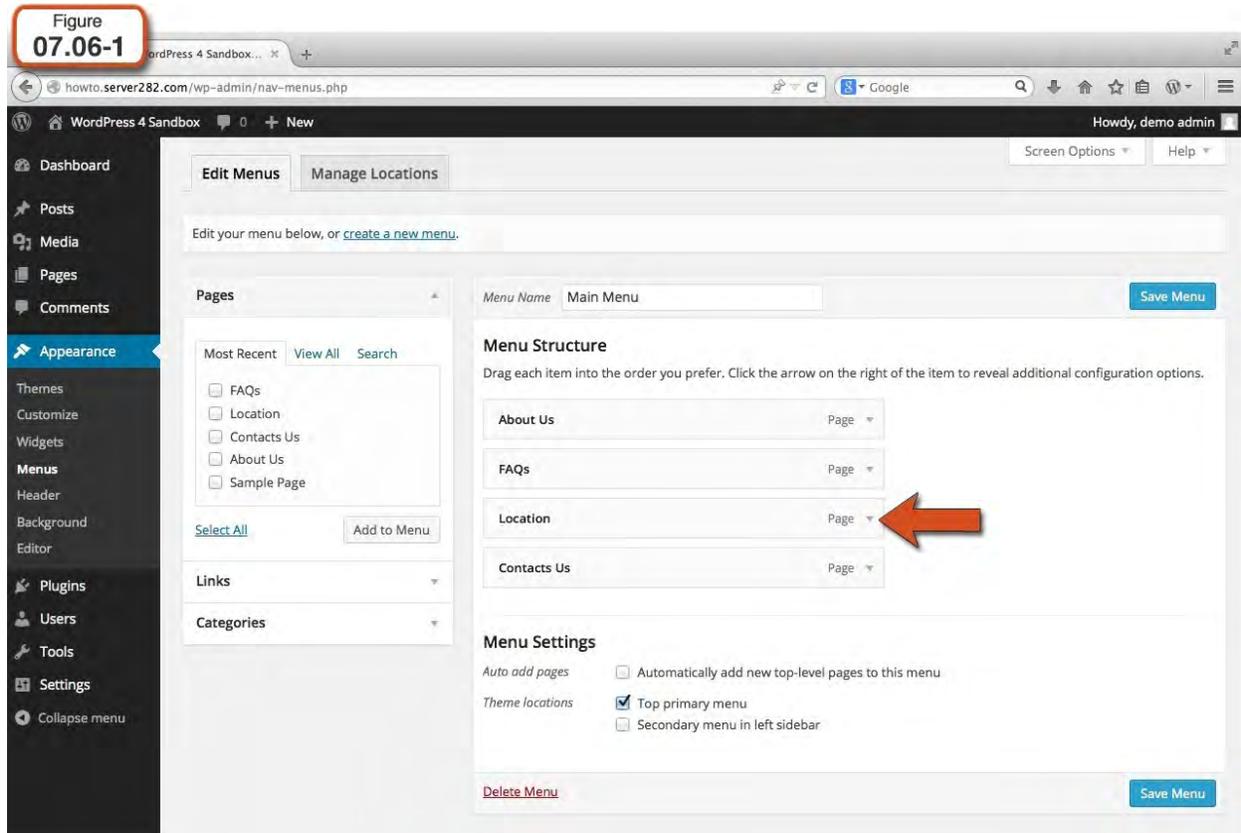
Step-By-Step

1. Log in to your WordPress Dashboard.
2. Move your mouse over the **Appearance** link in the left column admin menu.
3. Click the **Menus** option on the menu at your left.

[The Menu Manager loads in your browser.]

4. If the Menu you wish to edit is not visible, use the combo box at the top, labeled **Select a menu to edit**: Select the name of the menu from the list and click the **Select** button.

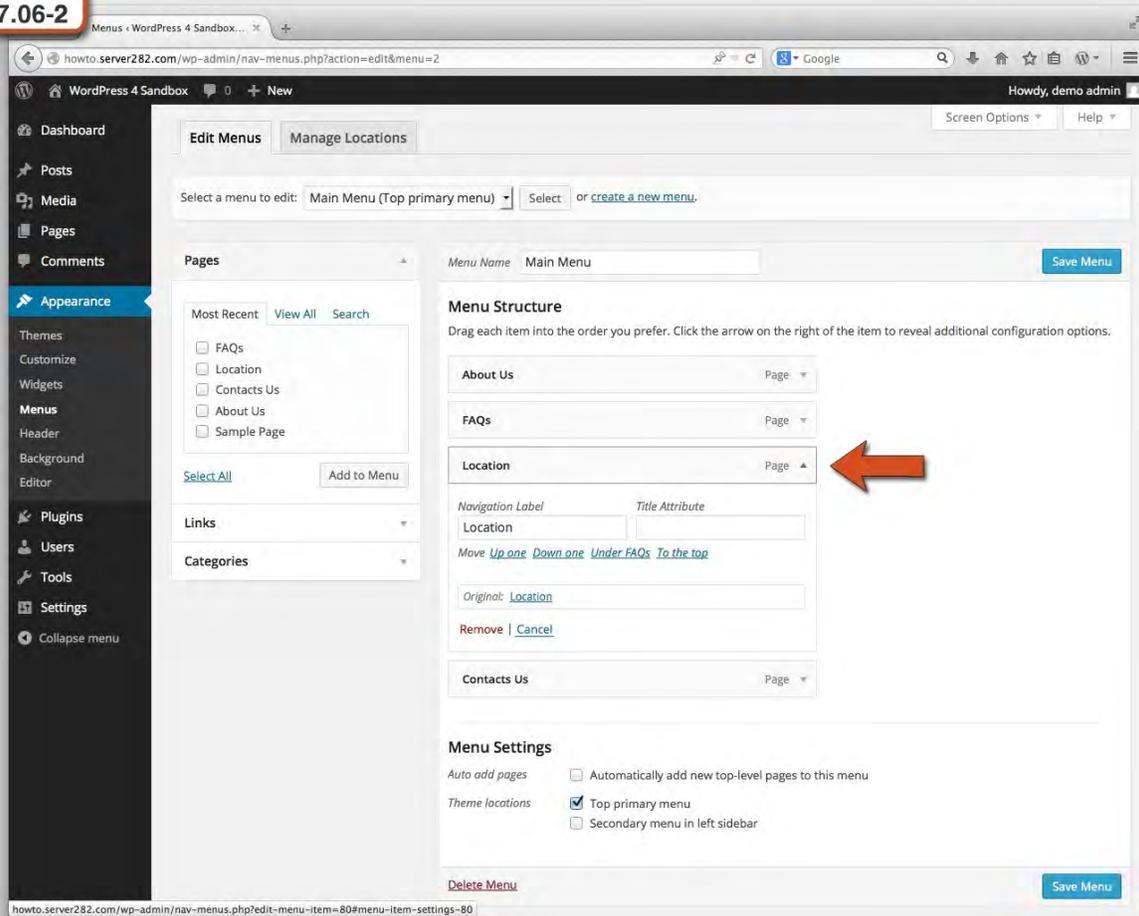
[The chosen Menu will load in your browser.] (See, Figure 07.06-1)



5. Find the Menu Item you wish to edit and click the triangle shaped icon.

[The Menu Item's editing pane will open.] (See, Figure 07.06-2)

Figure
07.06-2



6. Alter the **Navigation Label** and/or the **Title Attribute**.

7. Click the **Save Menu** button.

[The system saves the changes to the Menu.]

Tips & Warnings

- ◆ See the next HowTo for a further discussion of the implications of the Navigation Label and the Title Attribute

Learn More Online

- ◆ The WordPress Codex page on Menus: <http://codex.wordpress.org/>

[WordPress Menu User Guide](#)

HowTo 7.07 Control item Navigation Label & Title Attributes

Menu Items include a Navigation Label and a Title Attribute. The Navigation Label is the text shown to site visitors; it's what they click on. The Title Attribute is hidden from view until the user moves their mouse over the item and hovers briefly. Both can be edited.

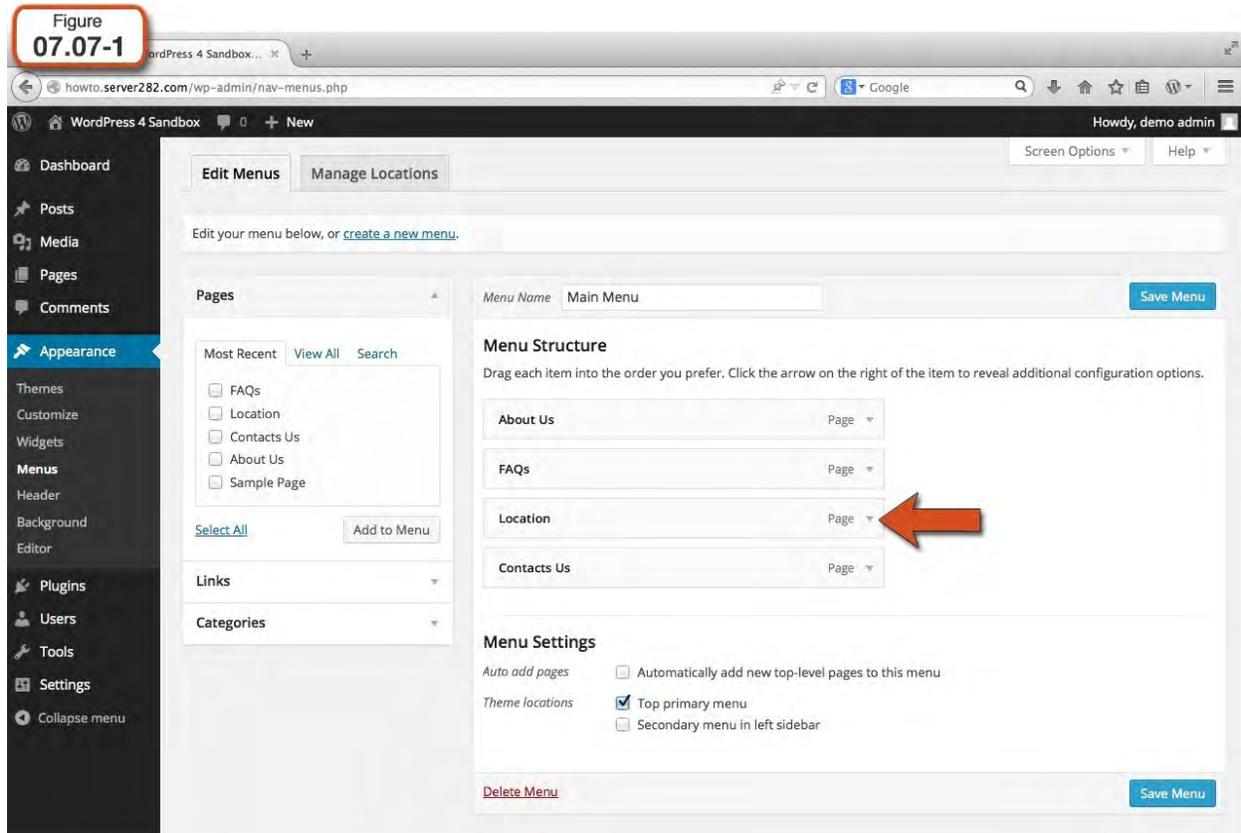
Step-By-Step

1. Log in to your WordPress Dashboard.
2. Move your mouse over the **Appearance** link in the left column admin menu.
3. Click the **Menus** option on the menu at your left.

[The Menu Manager loads in your browser.]

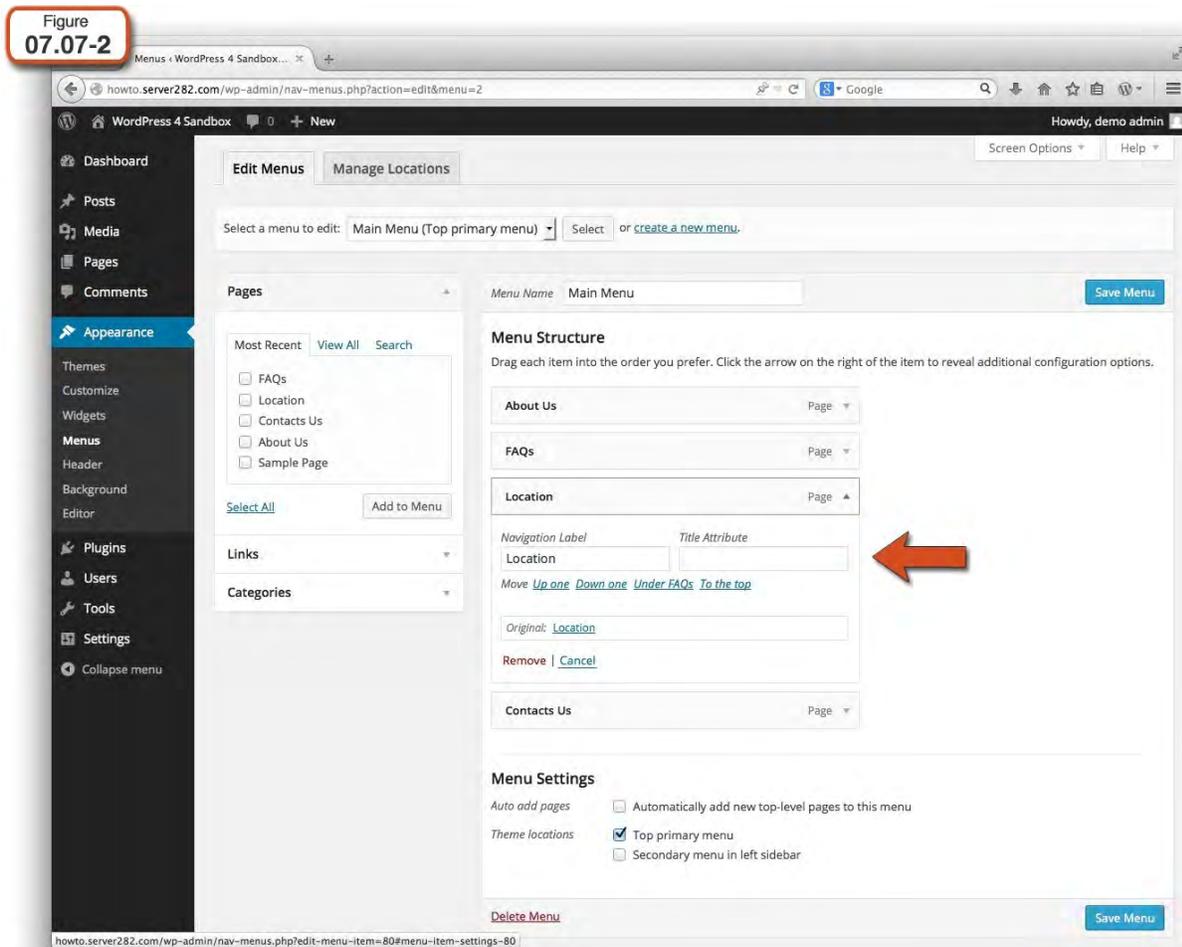
4. If the Menu you wish to edit is not visible, use the combo box at the top, labeled **Select a menu to edit:** Select the name of the menu from the list and click the **Select** button.

[The chosen Menu will load in your browser.] (See, Figure 07.07-1)



5. Find the menu item you wish to edit and click the triangle shaped icon.

[The Menu Item's editing pane will open.] (See, Figure 07.07-2)



6. Alter the **Navigation Label** and/or the **Title Attribute**.

7. Click the **Save Menu** button.

[The system saves the changes to the Menu.]

Tips & Warnings

- ◆ Your choice for the navigation label needs to be sensible for visitors.
- ◆ Both the navigation label and the title attribute have SEO and website accessibility implications.

Learn More Online

- ◆ The WordPress Codex page on the Menu User Guide: http://codex.wordpress.org/WordPress_Menu_User_Guide

HowTo 7.08 Reorder Menu Items

The WordPress Menu Manager supports drag and drop for reordering Menu Items. Not only can you change the order, but you can demote one item to appear below another item, thereby creating a drop-down menu for your site visitors.

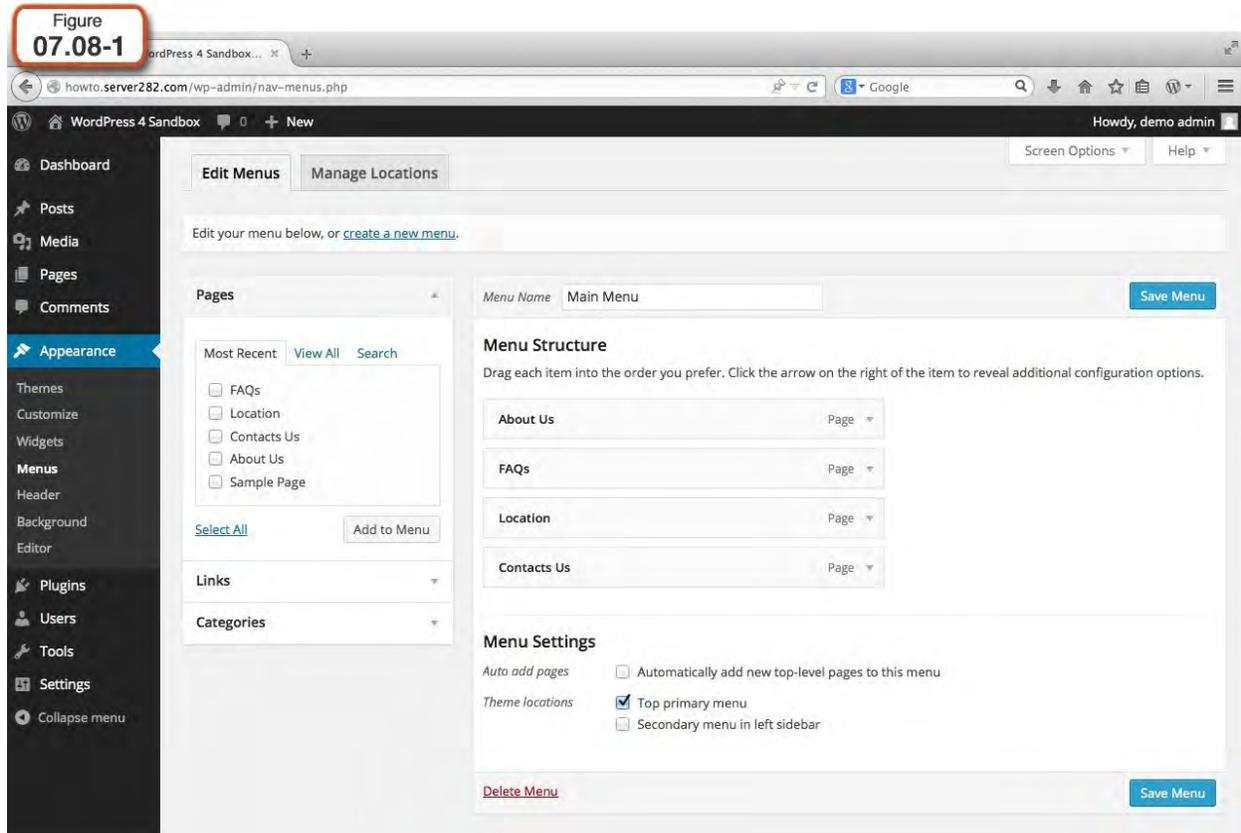
Step-By-Step

1. Log in to your WordPress Dashboard.
2. Move your mouse over the **Appearance** link in the left column admin menu.
3. Click the **Menus** option on the menu at your left.

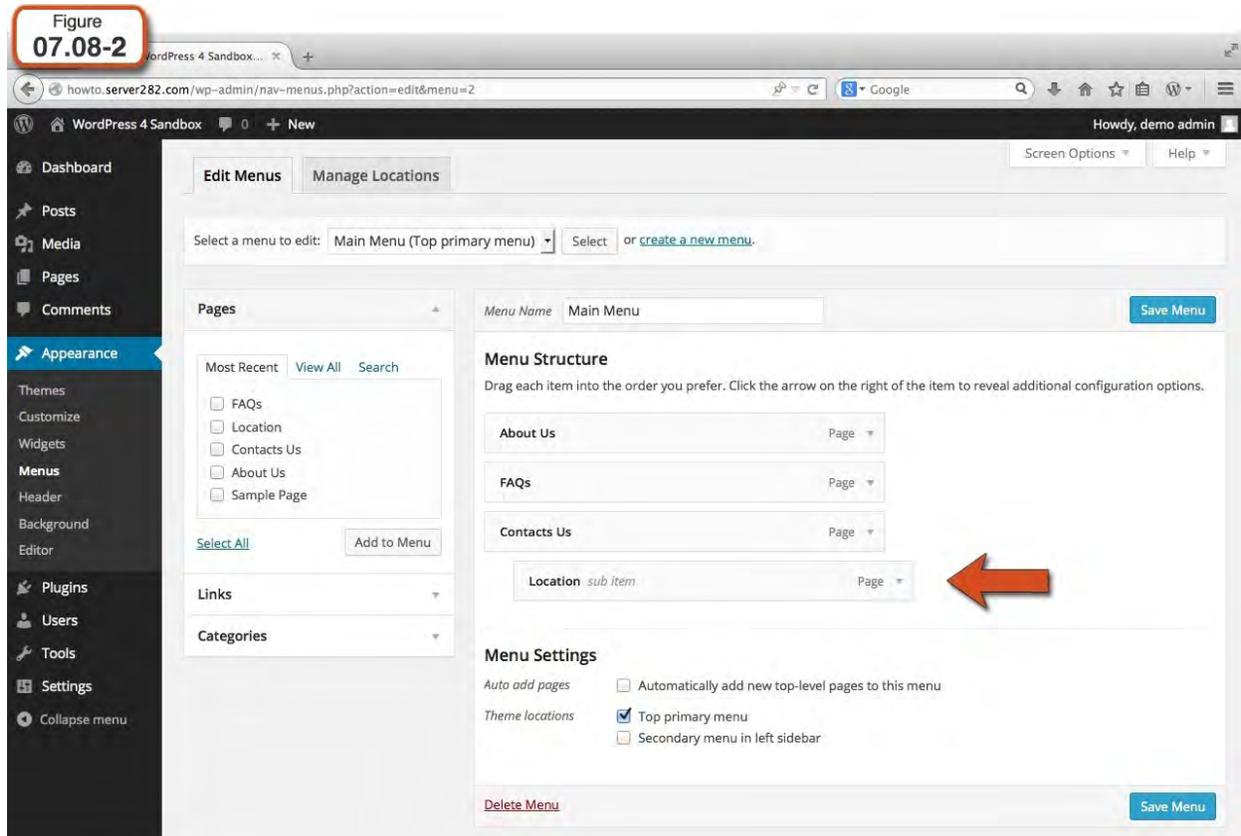
[The Menu Manager loads in your browser.]

4. If the Menu you wish to edit is not visible, use the combo box at the top, labeled **Select a menu to edit**: Select the name of the menu from the list and click the **Select** button.

[The chosen Menu will load in your browser.] (See, Figure 07.08-1)



5. Find the Menu Item you wish to move. Click on the Menu Item's title bar and drag the item to where you want it to appear on the list. If you want to demote the item to be a sub-menu choice, then move it slightly to the right underneath the item you wish to be the parent menu item. When you have the item where you want it, release the mouse. (See, Figure 07.08-2)



6. Click the **Save Menu** button.

[The system saves the changes to the Menu.]

Tips & Warnings

- ◆ Note that support for drop-down menus depends on your theme.
- ◆ If your Theme supports it, you can create more than one level of Menu Items by demoting Menu Items, as discussed above.

Learn More Online

- The WordPress Codex page on the Menu User Guide: http://codex.wordpress.org/WordPress_Menu_User_Guide

HowTo 7.09 Delete a Menu Item

Menu Items are deleted by editing the Menu Item in the Menu Manager. It's fast and easy, as explained in the following HowTo.

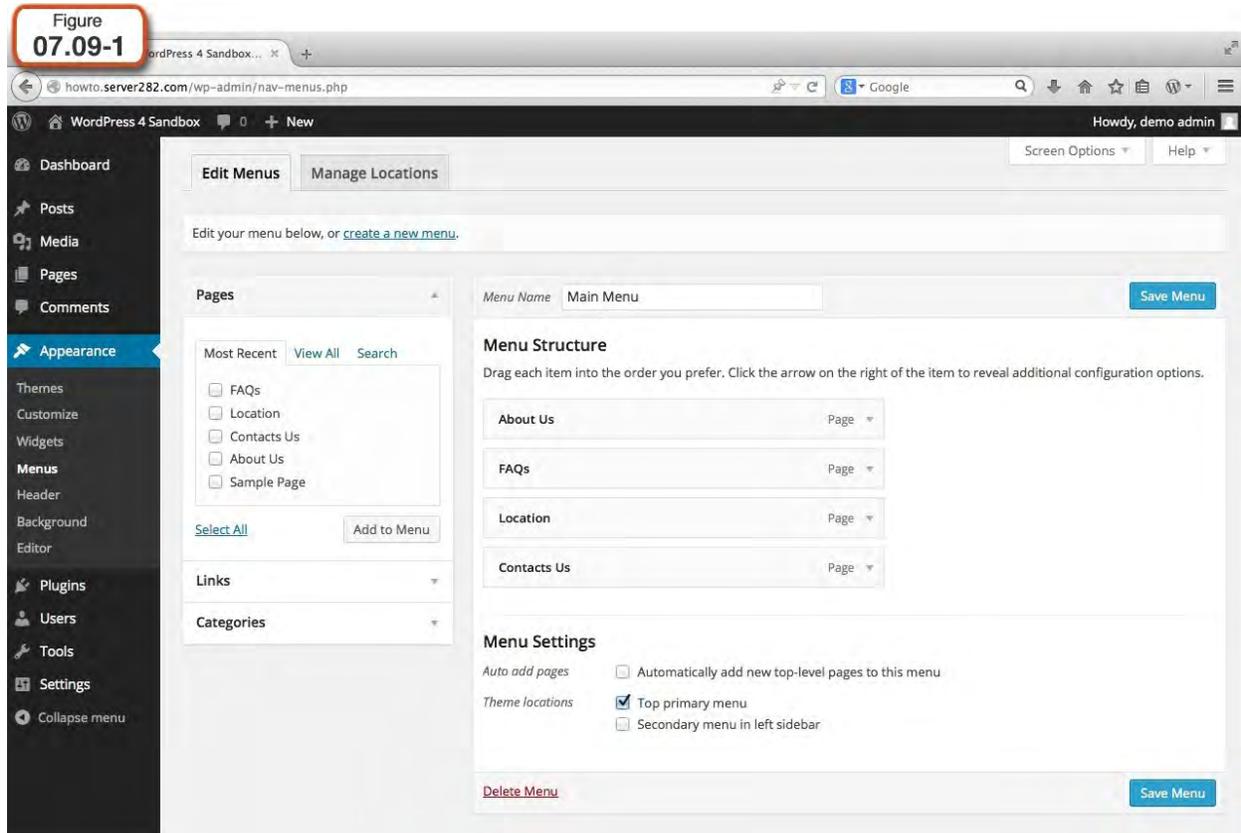
Step-By-Step

1. Log in to your WordPress Dashboard.
2. Move your mouse over the **Appearance** link in the left column admin menu.
3. Click the **Menus** option on the menu at your left.

[The Menu Manager loads in your browser.]

4. If the Menu you wish to edit is not visible, use the combo box at the top, labeled **Select a menu to edit**: Select the name of the menu from the list and click the **Select** button.

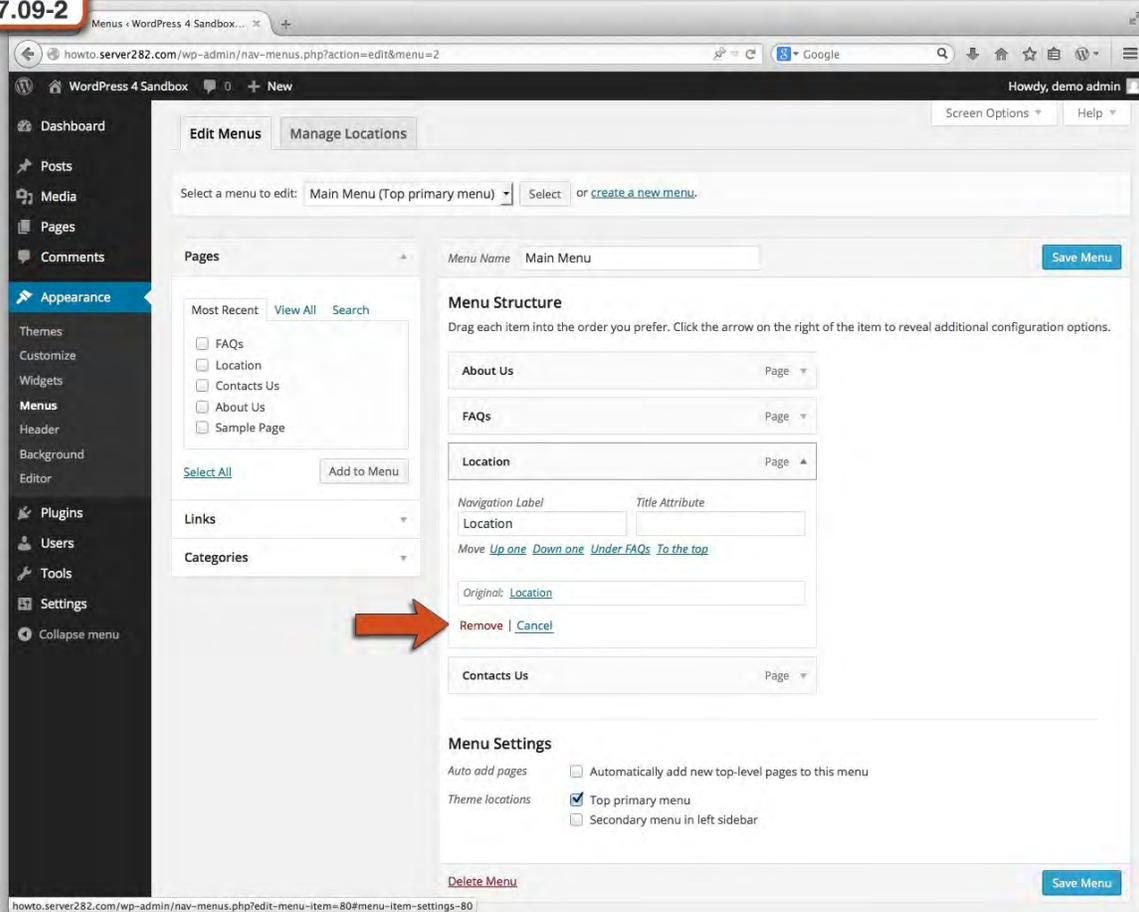
[The chosen Menu will load in your browser.] (See, Figure 07.09-1)



5. Find the menu item you wish to edit and click the triangle shaped icon.

[The Menu Item's editing pane will open.] (See, Figure 07.09-2)

Figure
07.09-2



6. Click the [Remove](#) link.

[The system immediately removes the Menu Item.]

7. Click the [Save Menu](#) button.

[The system saves the changes to the Menu.]

Tips & Warnings

- ◆ Note that there is no confirmation dialogue prior to Menu Item deletion, however, if you don't want to save the changes, simply reload the page without clicking the Save Menu button.
- ◆ Deleting a Menu Item has no impact on any of the site's content items; you are simply removing the link on the Menu, not deleting actual content.

Learn More Online

- ◆ The WordPress Codex page on the Menu User Guide: http://codex.wordpress.org/WordPress_Menu_User_Guide

HowTo 7.10 Add a home link to a Menu

One of the most commonly used custom Menu Items is the Home link. Basically, a Home link is simply a Menu Item that, when clicked, takes the site visitor back to the front page of your WordPress site. Some themes will include a Home link, most do not and you have to create one yourself. Here's how to do it.

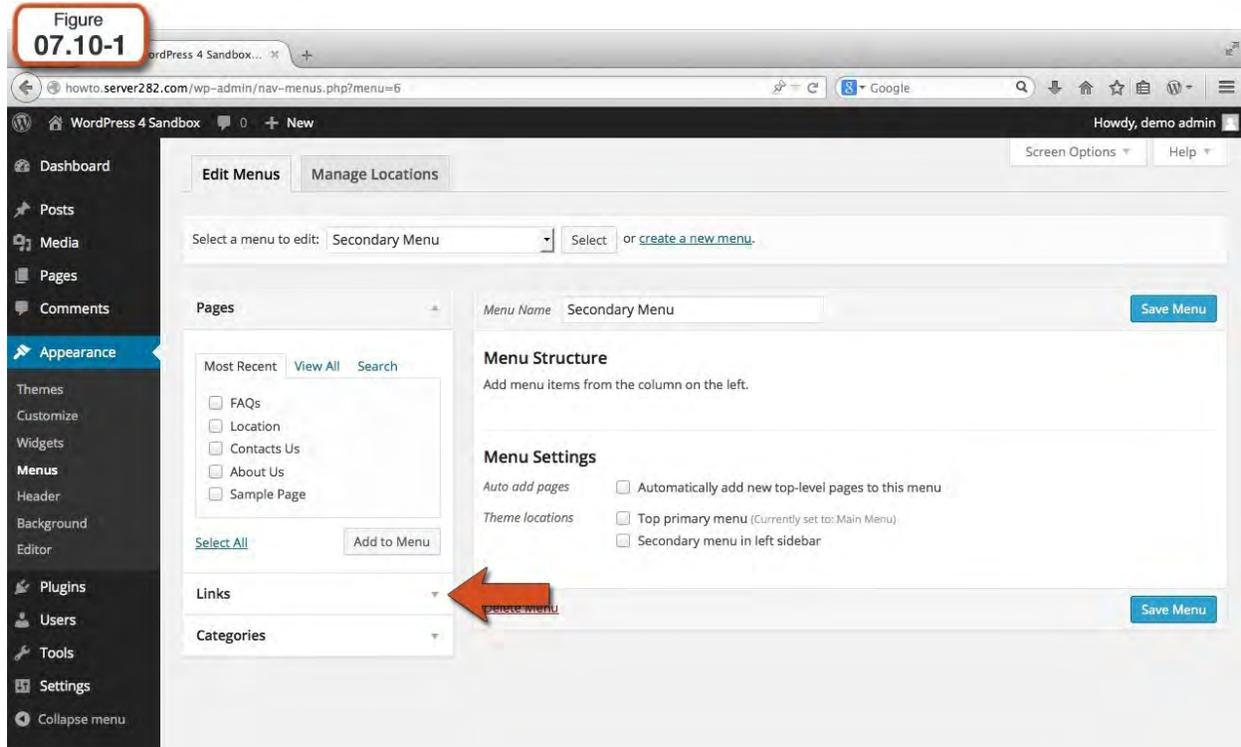
Step-By-Step

1. Log in to your WordPress Dashboard.
2. Move your mouse over the **Appearance** link in the left column admin menu.
3. Click the **Menus** option on the menu at your left.

[The Menu Manager loads in your browser.]

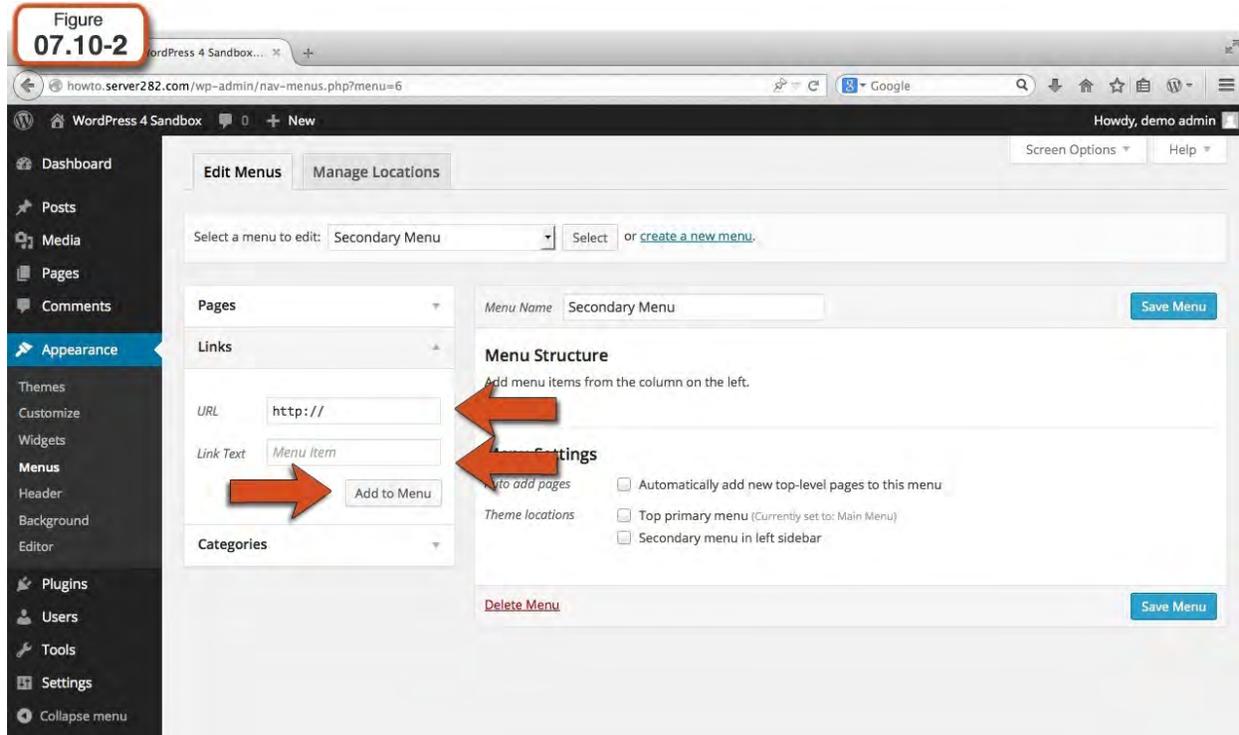
4. If the Menu you wish to edit is not visible, use the combo box at the top, labeled **Select a menu to edit**: Select the name of the menu from the list and click the Select button.

[The chosen Menu will load in your browser.] (See, Figure 07.10-1)



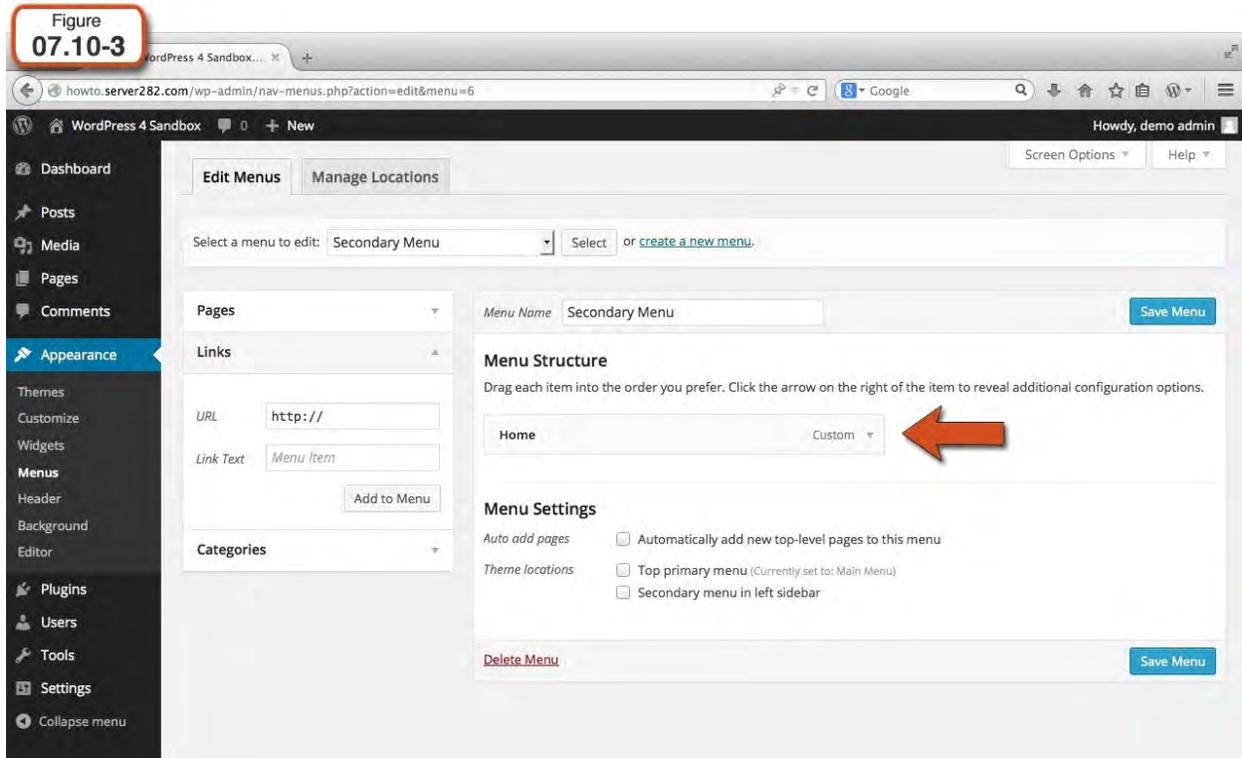
5. Find the box in the left column of the Menu Manager marked **Links**. Click the triangle icon.

[The Links pane folds open.] (See, Figure 07.10-2)



6. In the **URL** field, type the address of your site's home page.
7. In the **Link Text** field, type the label you want to appear as the Menu Item (this is what people visiting the site will see). Typically, you will type "Home."
8. Click the **Add to Menu** button

[The link will now appear as a Menu Item.] (See, Figure 07.10-3)



9. Click the **Save Menu** button.

[The system saves the changes to the Menu.]

Tips & Warnings

- ◆ If you have multiple Menus and you want to Home link to appear on multiple Menus, simply repeat this process, selecting a different Menu for the destination of the Menu Item.

Learn More Online

- ◆ The WordPress Codex page on the Menu User Guide: http://codex.wordpress.org/WordPress_Menu_User_Guide