WORKING WITH MENUS - LESSON #3

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Adding a New Post to your Website

In many cases, if your pages have been set up so that certain categories of posts are automatically added to appropriate pages of your website, you will not need to do anything other than create your new post and give it the correct category.

If you are adding a post to a page that has not been set up to automatically display posts with a particular category, you can add your post to a page as described below under Adding a New Page to the Site Menu. The only difference is that after you click on Appearance > Menus, you will select Posts in the left-hand column to see a listing of your Posts. Select the Post you wish to add and click Add to Menu. The post will appear at the bottom of the Menu Structure.

Adding a New Page to the Site Menu

A newly created page will **not** appear in your menu on the site until you add it to the menu. If you are editing in Elementor, after you are finished adding content to your page and have clicked the green Publish or Update button, click on the three horizontal lines at the top left of the Elementor Widget sidebar and click on the blue bar to "Exit to the Dashboard." In the left sidebar of the Dashboard, click on Appearance > Menus. In the Pages section, select the page you just created and click Add to Menu. **Click the blue Save Menu button** at the lower right-hand corner of the screen.

Changing the Position of a Page (or Post) in the Menu

When you add a page or post to a menu, by default, it is added as the last menu item. To move the new page or post to the location in your menu where you want it to appear, at Appearance > Menus, put your cursor on the page or post name in the Menu Structure section and drag it up to the location where you want it to appear. **Click the blue Save Menu** button at the lower right-hand corner of the screen.

Creating Sub-items in your Menu (Sub-pages)

If you want the new page or post to be a sub-item under another page (for example if you have a primary page for records and you want to make a sub-item called Archives for older records), at Appearance > Menus, put your cursor on the page or post name and drag it to the right of the primary page. You will see a dashed outline for the menu item positioned to the right of your primary page. When the new sub-page is positioned to the right and just below the primary page, let go. **Click the blue Save Menu button** at the lower right-hand corner of the screen. The new page or post will now be a sub-item, which is accessed by hovering over the down triangle to the right of the primary page in your navigation menu.