

FRONTSTEPS®

WordPress Themes

How-to

Beginner's Guide

Editing your navigation menu



WORDPRESS



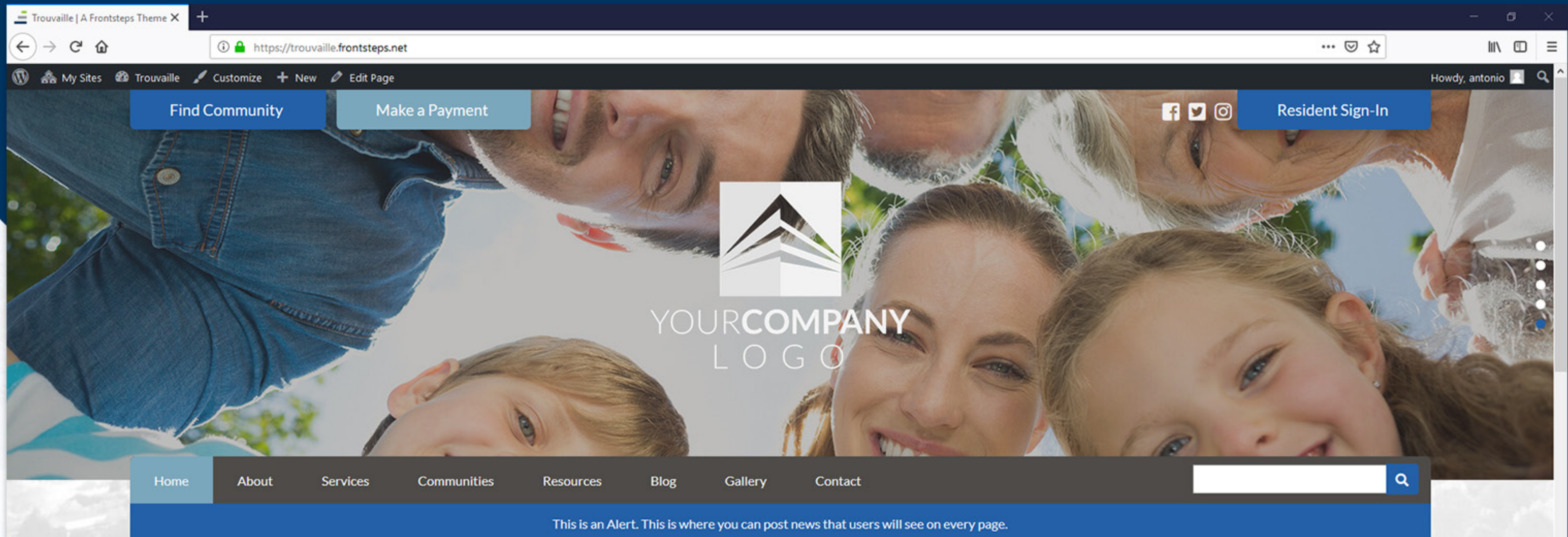
Step

1

There are **two options** to edit your website's menu.

Option #1 - The admin bar.

Option #2 - The customize menu.



Step

1

Option #1

Go the **admin bar** and select **Menus**.

Trouville | A Frontsteps Theme X

https://trouville.frontsteps.net

My Sites Trouville Customize + New Edit Page

Dashboard
Widgets
Menus

Community Make a Payment


Resident Sign-In

YOURCOMPANY LOGO

Home About Services Communities Resources Blog Gallery Contact

This is an Alert. This is where you can post news that users will see on every page.

+ Edit Page



Welcome to Your Online Community

We've put our association online to provide you with more convenience and a wealth of website services and opportunities to share ideas and information; get news and announcements; access an online resource center for important association documents and forms; join discussion forums; utilize the member directory; and much more. We're excited about offering website association services and consider it a valuable amenity for the Trouville community. For an overview of the service and a few ideas as to how it can help save you time and get you connected with your community, simply click [Sign-In](#) to access and explore Trouville's website services today.

[Learn More](#)

https://trouville.frontsteps.net/wp-admin/nav-menus.php

Step

2

Once on the **Menus** page, you will be greeted with the following. Next we will explain how each section operates.

The screenshot shows the WordPress 'Menus' page in the admin dashboard. The browser address bar indicates the URL is `https://trouville.frontsteps.net/wp-admin/nav-menus.php`. The page title is 'Menus' and it includes a 'Manage with Live Preview' button. Below the title are 'Edit Menus' and 'Manage Locations' tabs. A dropdown menu is set to 'Primary Menu (Primary Menu)' with a 'Select' button and a note to 'create a new menu' if needed. The main content area is divided into two columns: 'Add menu items' and 'Menu structure'. The 'Add menu items' column has sections for 'Pages', 'Posts', 'Communities', 'Custom Links', and 'Categories'. The 'Pages' section is expanded, showing a list of pages with checkboxes: Site Map, Contact, Blog, Gallery, Resources, Services, About, and Home. There are 'Select All' and 'Add to Menu' buttons. The 'Menu structure' column shows a list of menu items: Home (Page), About (Page), Services (Page), Communities (Custom Link), Resources (Page), Blog (Page), Gallery (Page), and Contact (Page). A 'Save Menu' button is at the top right of this section. Below the menu structure is the 'Menu Settings' section, which includes 'Auto add pages' (unchecked) and 'Display location' (checked for 'Primary Menu', unchecked for 'Footer Menu').

Step

2

Edit Menu allows you to select the menu that you want to edit.

Menus [Manage with Live Preview](#)

Edit Menu [Manage Locations](#)

Select a menu to edit: Primary Menu (Primary Menu) [Select](#) or [create a new menu](#). Don't forget to save your changes!

Add menu items

Pages

Most Recent [View All](#) [Search](#)

- Site Map
- Contact
- Blog
- Gallery
- Resources
- Services
- About
- Home

[Select All](#) [Add to Menu](#)

Posts

Communities

Custom Links

Categories

Menu structure

Menu Name:

Drag each item into the order you prefer. Click the arrow on the right.

- Home Page
- About Page
- Services Page
- Communities Custom Link
- Resources Page
- Blog Page
- Gallery Page
- Contact Page

Menu Settings

Auto add pages Automatically add new top-level pages to this menu

Display location Primary Menu Footer Menu (Currently set to: Footer Menu)

[Save Menu](#)

Please Note: You must click **Select** before it updates to display the menu.

Step 2

Add menu items allows you to select the menu item type that you want to like add.

Menus [Manage with Live Preview](#)

[Edit Menus](#) [Manage Locations](#)

Select a menu to edit: Primary Menu (Primary Menu) [Select](#) or [create a new menu](#). Don't forget to save your changes!

Add menu items

Pages ▲

Most Recent [View All](#) [Search](#)

- Site Map
- Contact
- Blog
- Gallery
- Resources
- Services
- About
- Home

[Select All](#) [Add to Menu](#)

Posts ▼

Communities ▼

Custom Links ▼

Categories ▼

Menu structure

Menu Name [Save Menu](#)

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

- Home Page ▼
- About Page ▼
- Services Page ▼
- Communities Custom Link ▼
- Resources Page ▼
- Blog Page ▼
- Gallery Page ▼
- Contact Page ▼

Menu Settings

Auto add pages Automatically add new top-level pages to this menu

Display location Primary Menu Footer Menu (Currently set to: Footer Menu)

Step

2

Menu structure allows you to drag-and-drop to reorder, edit or remove menu items.

The screenshot shows the WordPress 'Menus' admin interface. The 'Menu structure' section is highlighted with a green box. It contains a list of menu items with their configuration options. The 'Services' item is indented under the 'About' item, indicating it is a dropdown item. A blue box highlights the 'Services sub item' and a callout box points to it with the text: 'Example: Indented menu items are dropdown items of the menu above.'

Menus [Manage with Live Preview](#)

[Edit Menus](#) [Manage Locations](#)

Select a menu to edit: Primary Menu (Primary Menu) [Select](#) or [create a new menu](#). Don't forget to save your changes!

Add menu items

Pages

Most Recent [View All](#) [Search](#)

- Site Map
- Contact
- Blog
- Gallery
- Resources
- Services
- About
- Home

[Select All](#) [Add to Menu](#)

Posts

Communities

Custom Links

Categories

Menu structure

Menu Name [Save Menu](#)

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

- Home Page ▾
- About Page ▾
 - Services *sub item* Page ▾
- Communities Custom Link ▾
- Resources Page ▾
- Blog Page ▾
- Gallery Page ▾
- Contact Page ▾

Menu Settings

Auto add pages Automatically add new top-level pages to this menu

Display location Primary Menu Footer Menu (Currently set to: Footer Menu)

Example: Indented menu items are dropdown items of the menu above.

Step 2

Menu Settings allows you to choose which **location** the menu will be **displayed**.

The screenshot shows the WordPress admin interface for managing menus. The 'Menu Settings' section is highlighted with a green box. It includes the following options:

- Auto add pages:** Automatically add new top-level pages to this menu
- Display location:** Primary Menu, Footer Menu (Currently set to: Footer Menu)

Step

2

Please note: All changes must be saved to be visible.

Menus [Manage with Live Preview](#)

[Edit Menus](#) [Manage Locations](#)

Select a menu to edit: Primary Menu (Primary Menu) [Select](#) or [create a new menu](#). Don't forget to save your changes!

Add menu items

Pages

Most Recent [View All](#) [Search](#)

- Site Map
- Contact
- Blog
- Gallery
- Resources
- Services
- About
- Home

[Select All](#) [Add to Menu](#)

Posts

Communities

Custom Links

Categories

Menu structure

Menu Name:

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

- Home Page
- About Page
- Services *sub item* Page
- Communities Custom Link
- Resources Page
- Blog Page
- Gallery Page
- Contact Page

Menu Settings

Auto add pages Automatically add new top-level pages to this menu

Display location Primary Menu Footer Menu (Currently set to: Footer Menu)

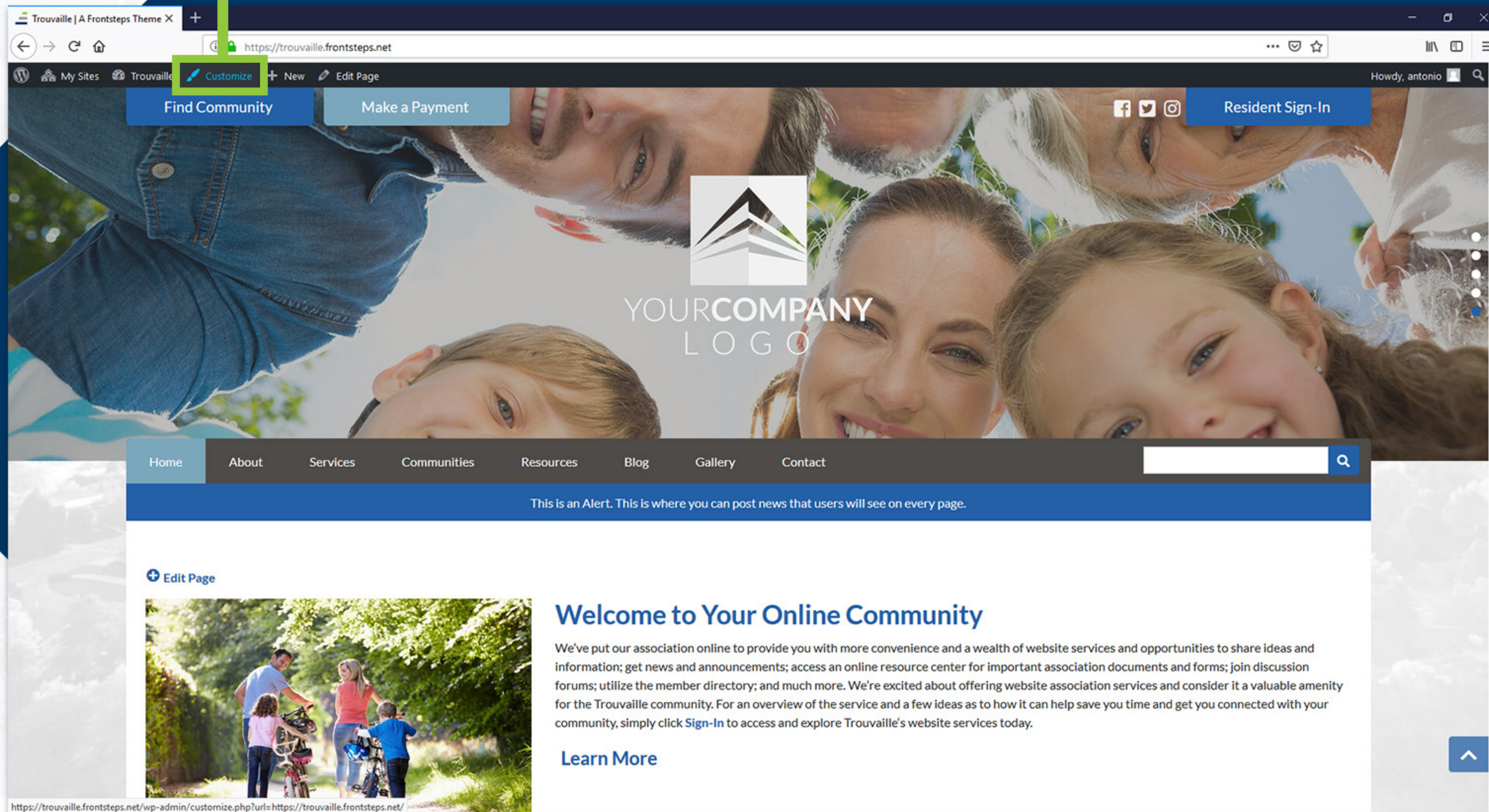
[Save Menu](#)

Step

1

Option #2

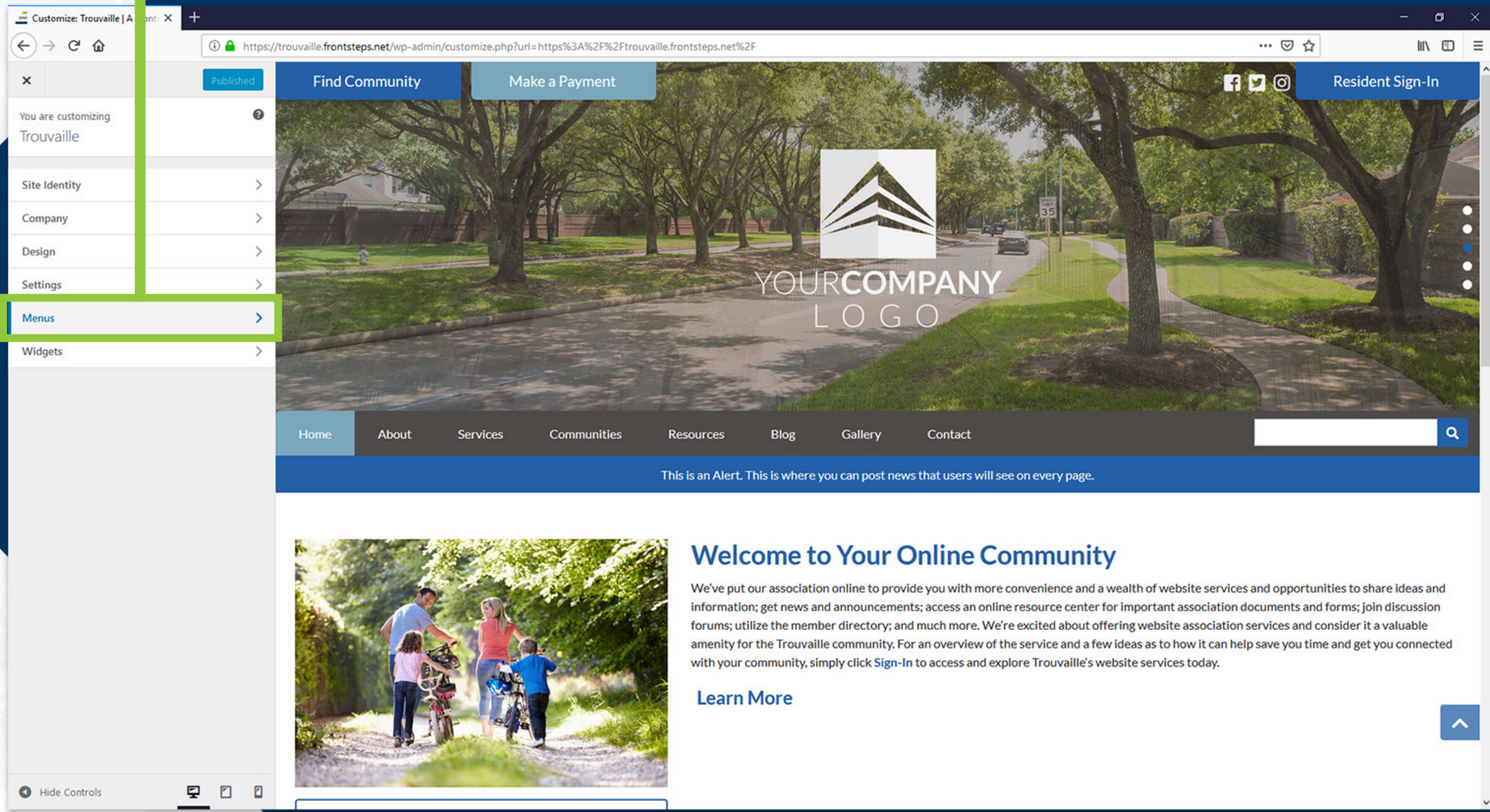
Go the **admin bar** and select **Customize**.



Step

2

You will now be within the visual Customizer menu. From here select the **Menus** option.



Step 3

Next we will **select** the menu you would like to edit. (Example: Primary Menu)

The screenshot shows the WordPress Customizer interface for a website titled 'Trouville'. The 'Menus' section is highlighted with a green box, showing two menu locations: 'Footer Menu' (Currently set to: Footer Menu) and 'Primary Menu' (Currently set to: Primary Menu). Below the menu list is a 'Create New Menu' button. The 'Menu Locations' section indicates that the theme can display menus in 2 locations, with a 'View All Locations' link. The background shows a website preview with a navigation menu containing 'Home', 'About', 'Services', 'Communities', 'Resources', 'Blog', 'Gallery', and 'Contact'. There is also a 'Resident Sign-In' button in the top right corner. The main content area features a large image of a modern building with the text 'YOUR COMPANY LOGO' overlaid. Below the image is a blue banner with the text 'This is an Alert. This is where you can post news that users will see on every page.' and a 'Learn More' link.

Step

4

Here you can + add items, reorder and edit your menu items.

Customize: Trouville | A... X +

https://trouville.frontsteps.net/wp-admin/customize.php?url=https%3A%2F%2Ftrouville.frontsteps.net%2F

Published Find Community Make a Payment Resident Sign-In

Customizing > Menu
Primary Menu

Menu Name	
Primary Menu	
Home	Page ▾
About	Page ▾
Services	Page ▾
Communities	Custom Link ▾
Resources	Page ▾
Blog	Page ▾
Gallery	Page ▾
Contact	Page ▾

Reorder + Add Items

Menu Locations
Here's where this menu appears. If you'd like to change that, pick another location.

Primary Menu (Current: Primary Menu)

Footer Menu (Current: Footer Menu)

Menu Options

Automatically add new top-level pages to this menu

Delete Menu

Hide Controls

YOURCOMPANY LOGO

Home About Services Communities Resources Blog Gallery Contact

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Learn More

COMPLETE

Once you have made your changes, they must be **published** before they will become **visible**.

The screenshot shows the WordPress Customizer interface for a website. On the left, the 'Customizing > Menus > Primary Menu' panel is open, displaying a list of menu items: Home, About, Services, Communities, Resources, Blog, Gallery, and Contact. The 'Publish' button at the top of this panel is highlighted with a green box. A green line points from this button to the text above. The main preview area shows a website header with a navigation menu and a main content area with a 'Welcome to Your Online Community' section.

Menu Name: Primary Menu

Item	Type
Home	Page
About	Page
Services	Page
Communities	Custom Link
Resources	Page
Blog	Page
Gallery	Page
Contact	Page

Menu Locations: Primary Menu (Current: Primary Menu), Footer Menu (Current: Footer Menu)

Menu Options: Automatically add new top-level pages to this menu

Menu Locations: Primary Menu (Current: Primary Menu), Footer Menu (Current: Footer Menu)

Menu Options: Automatically add new top-level pages to this menu

Navigation: Home, About, Communities, Resources, Blog, Gallery, Contact

Alert: This is an Alert. This is where you can post news that users will see on every page.

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[Learn More](#)



You have reached the
end of this tutorial.