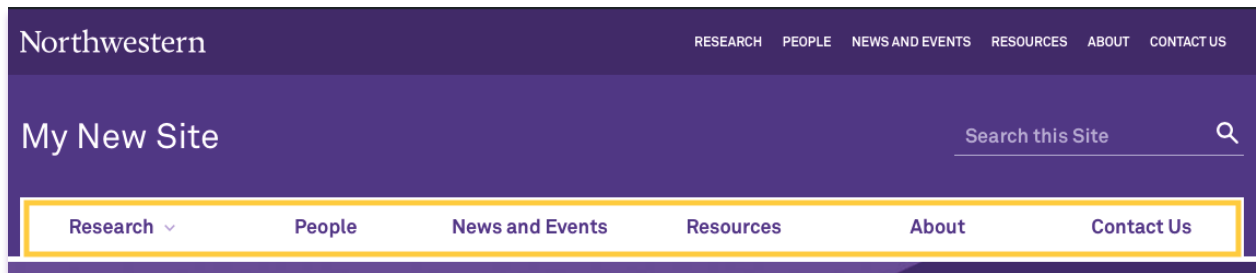# Changing Your Menu

The menu items on your website are derived from the name of the pages on your NUsite. For example, if one of the page titles is "About" then that title gets pulled into the menu.
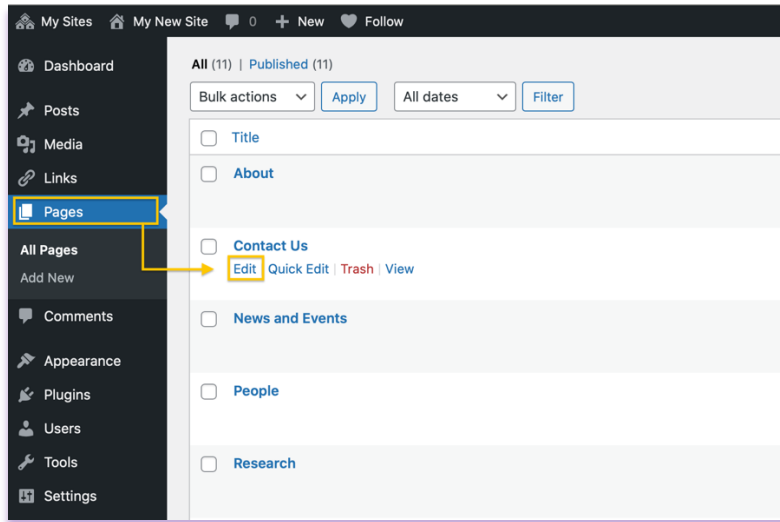


## Editing the page name

The first option is to directly edit the page you would like to change in the menu. For example, if you would like to change the "Research" page to say "Projects" instead try the following steps.

To edit your page name as in the example below please perform the following steps:

1. Click on the "Pages" option in the left-hand navigation bar.
2. Locate the page title you would like to edit in the Pages list displayed. And hover over the page title. A quick menu should appear under the page title.
3. Click the "Edit" option.

In the "Edit Page" dialog you will find the current page name in the first field. Delete the current page name and type the new name for the page here as represented in the image below.
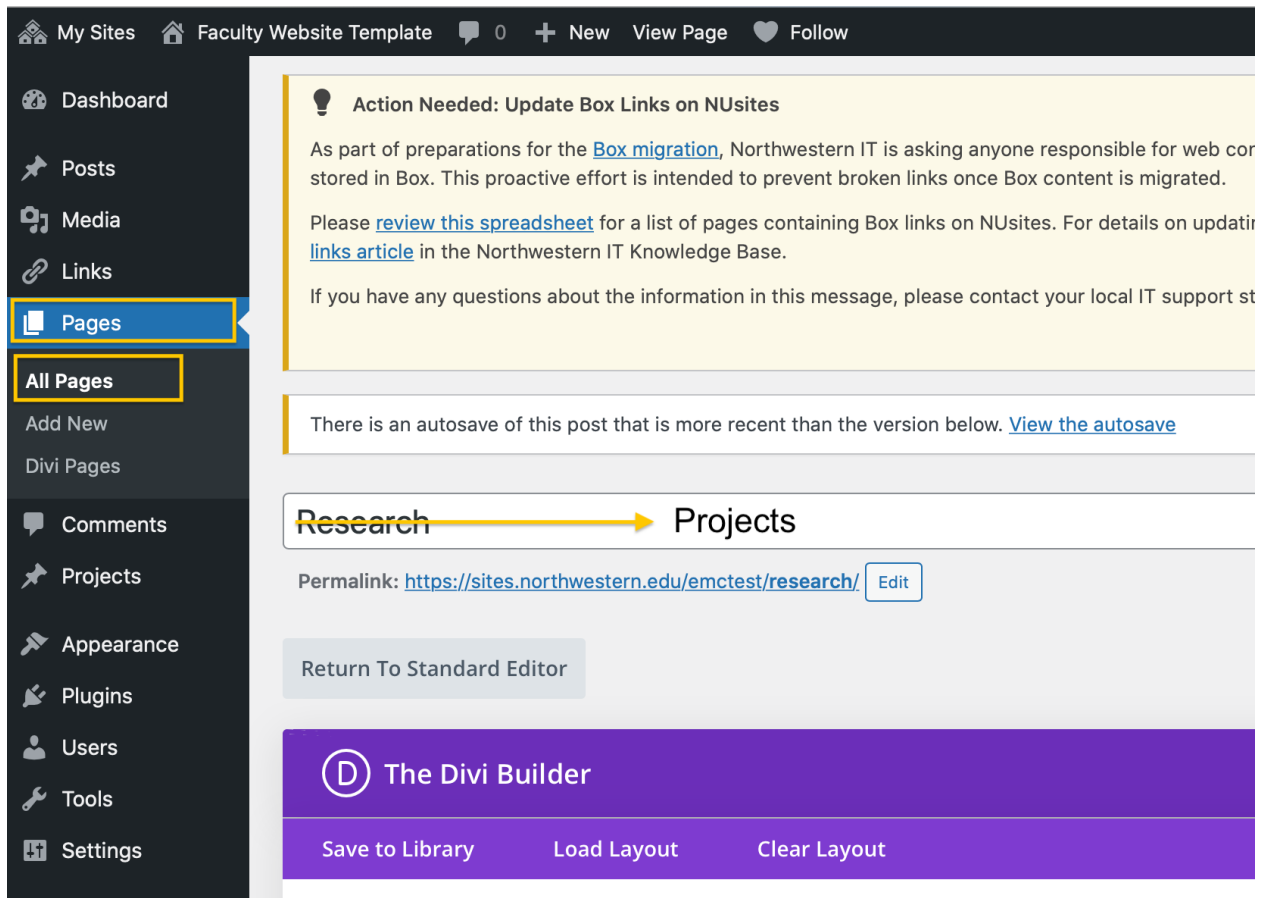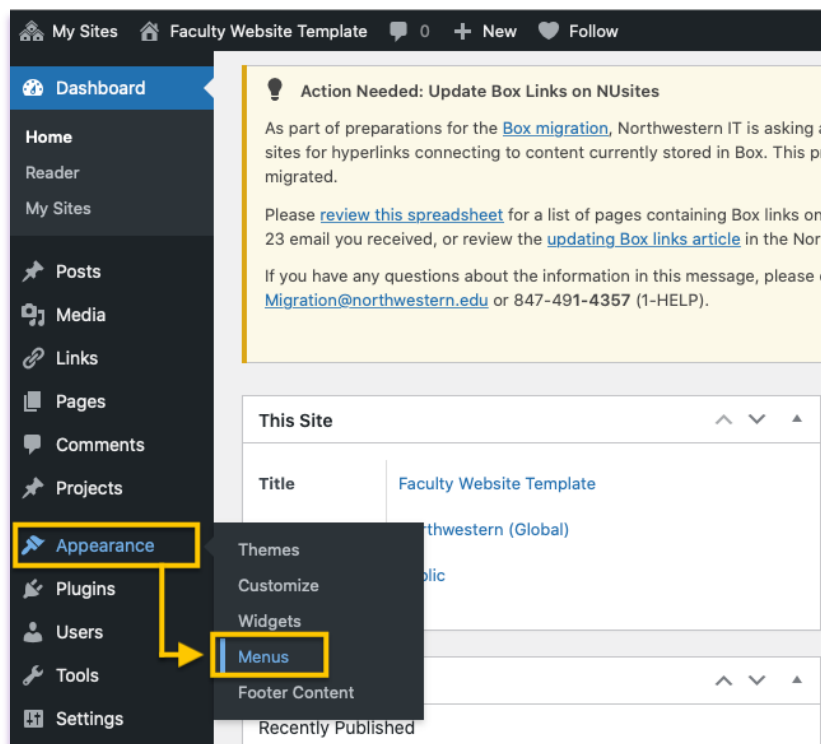
Once you have changed the page name, make sure you hit the blue "Update" button to save your changes.
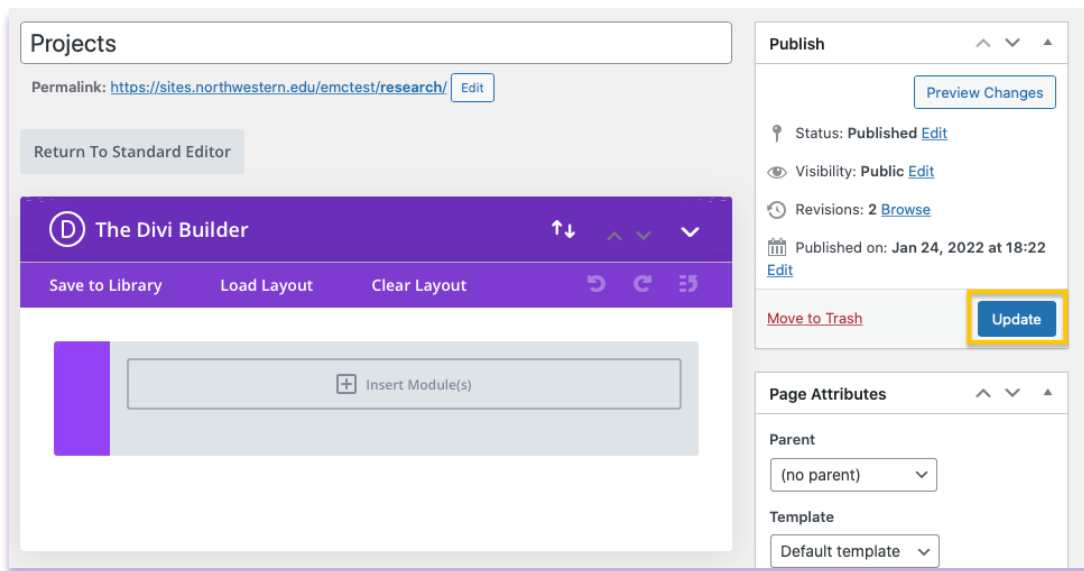


## Reordering Menu Items

To reorder the items in your menu, please go back to your site dashboard and then hover over "Appearance", and then select "Menu".

That will take you to the "Menus" screen and then you have to scroll down to the Menu Structure and select the menu item and drag and drop it into the position where you'd like it to be featured.
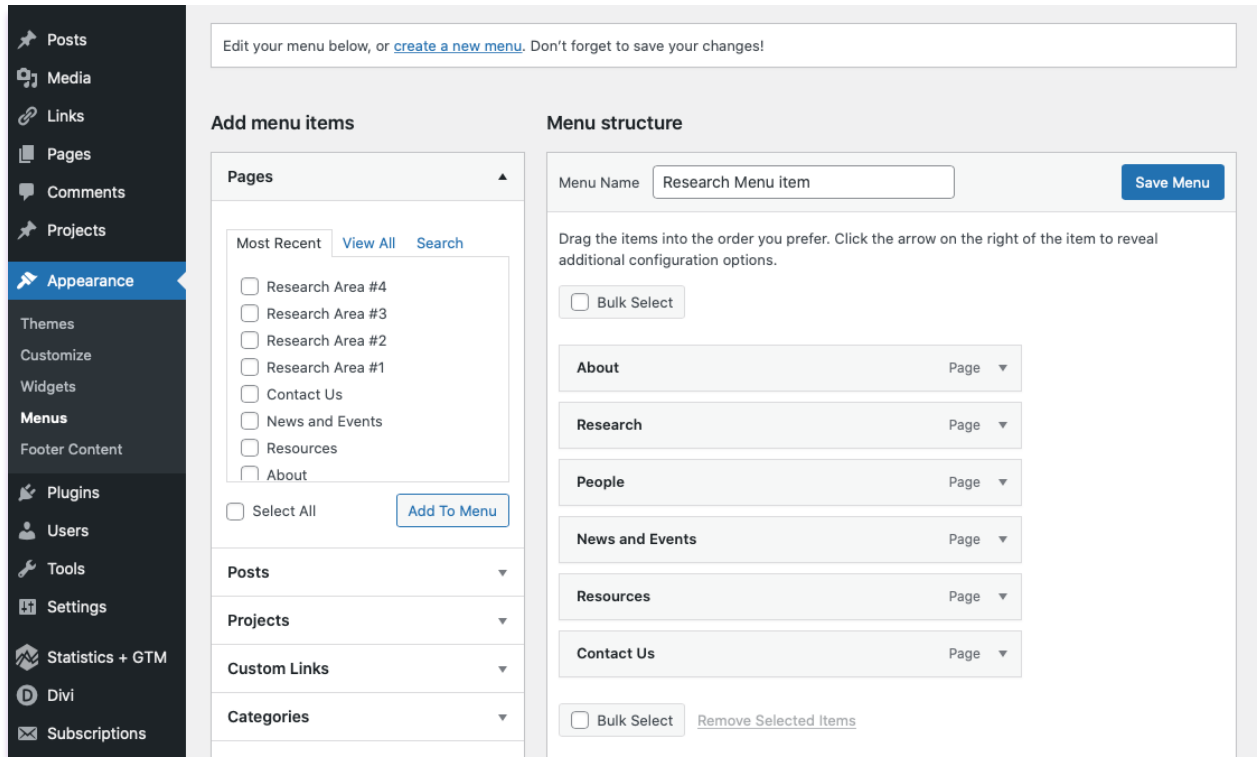


For example, if you'd like the "About" page to be the third tab in the menu, simply select the "About" tab and then drag it below the "People" item.

**Before:**

**After:**





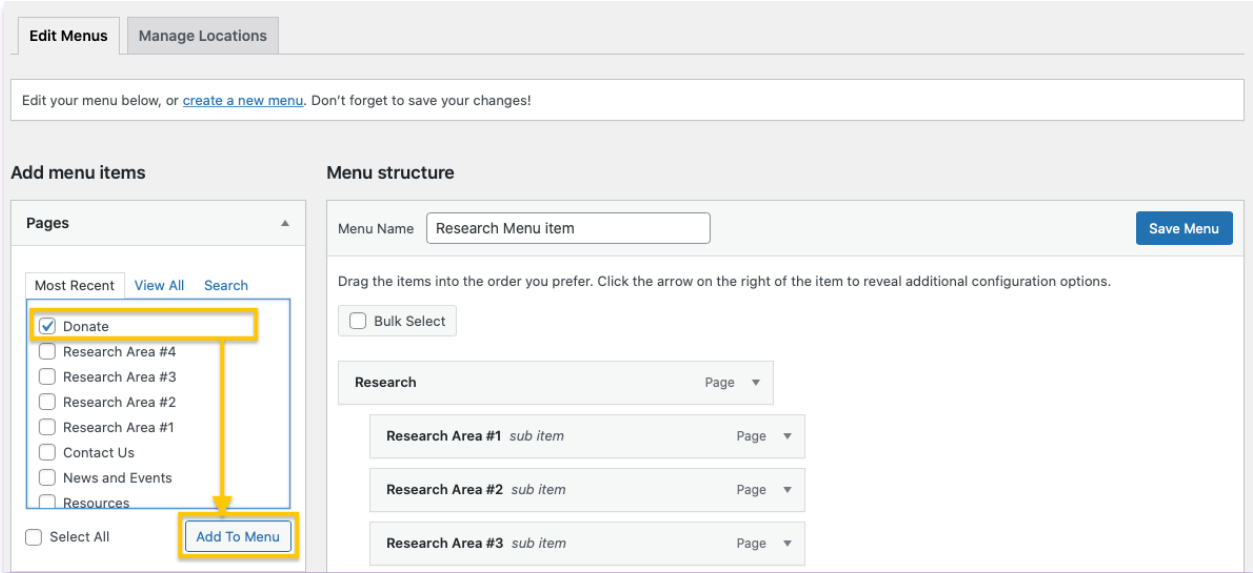*Make sure you hit the Save Menu button before exiting.*

## Adding Subpages to your Menu

If you have created additional pages that you would like to feature in the menu under one of your existing menu items, please go utilize the drag and drop feature explained in the Reordering Menu Items section of the guide (page 11).

The only difference is that you will have to add your new page to the menu and then drag it just under and to the right of the menu item you'd like it to be featured under.

### Step 1: Using the "Add to Menu" feature

Your most recent pages will show up in the left-hand column and then you have to select the checkbox and hit the "Add to Menu" button.



### Step 2: Drag and Drop the new page to your desired location

Your new page will be automatically added to the bottom of your menu structure. You will click and hold onto that item to drag it under the desired menu item.

The example below shows how the Donate page was dragged into position under the Research main menu page.

## Step 3: Save your Menu



Make sure you hit the Save Menu button before exiting.