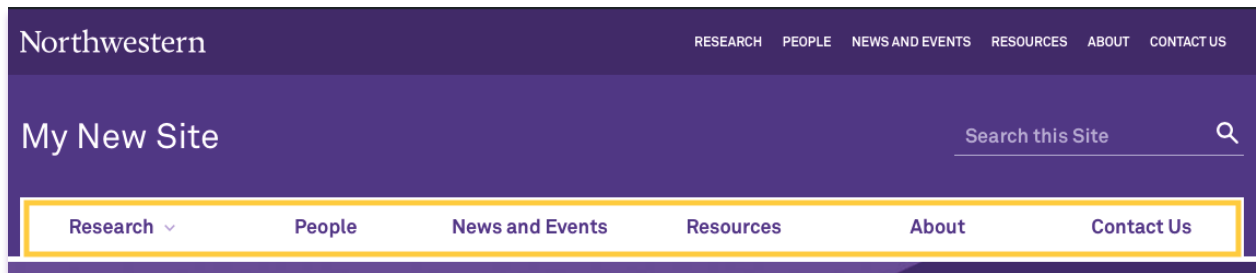


## Changing Your Menu

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.

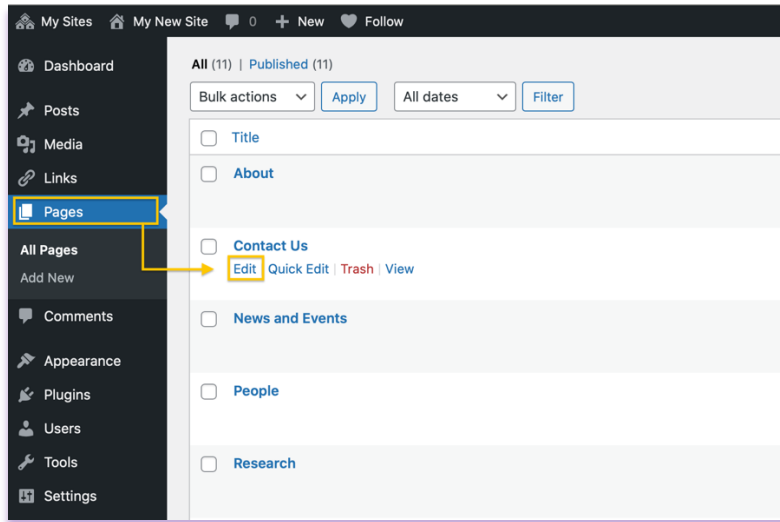


## Editing the page name

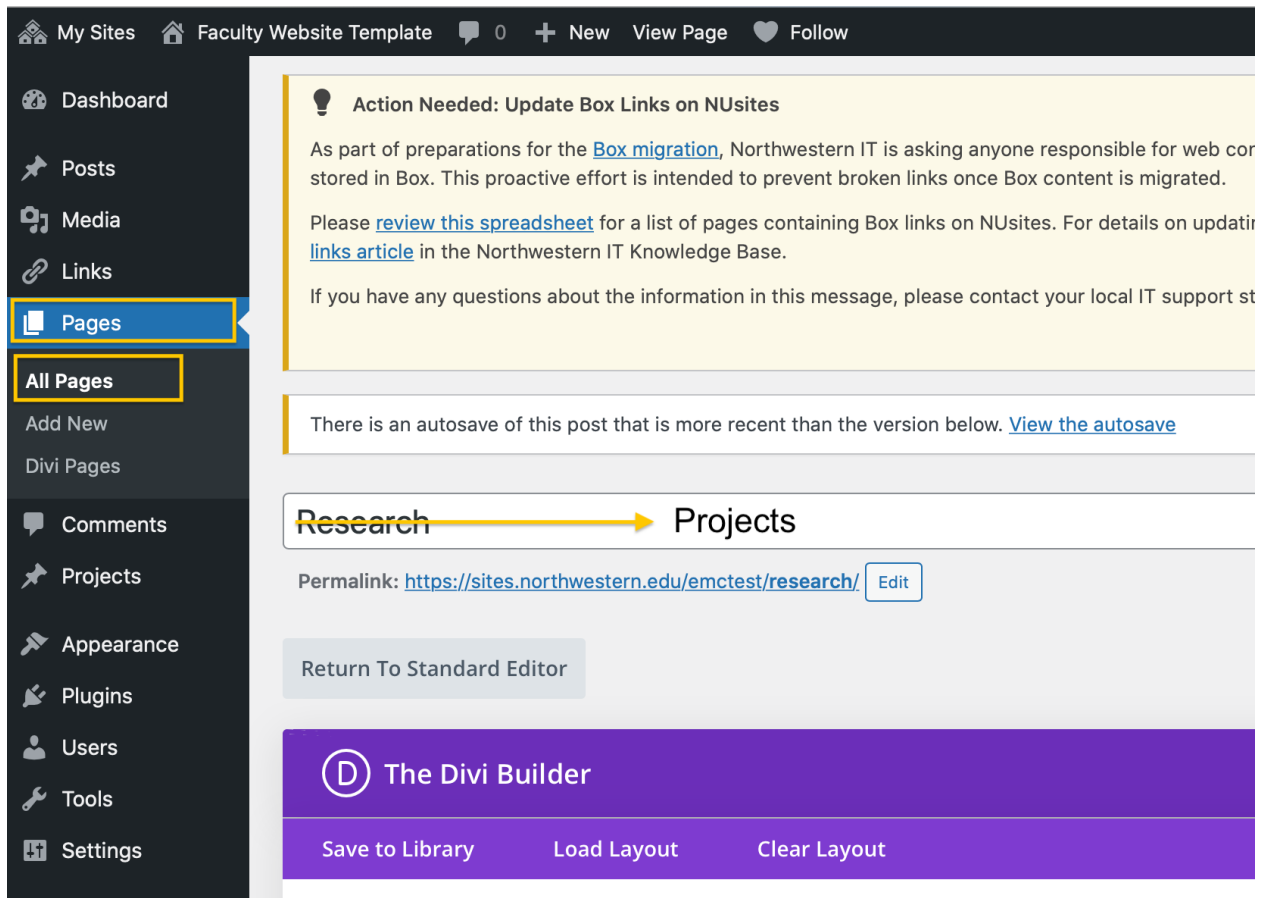
The first option is to directly edit the page you would like to change in the menu. For example, if you would like to change the “Research” page to say “Projects” instead try the following steps.

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

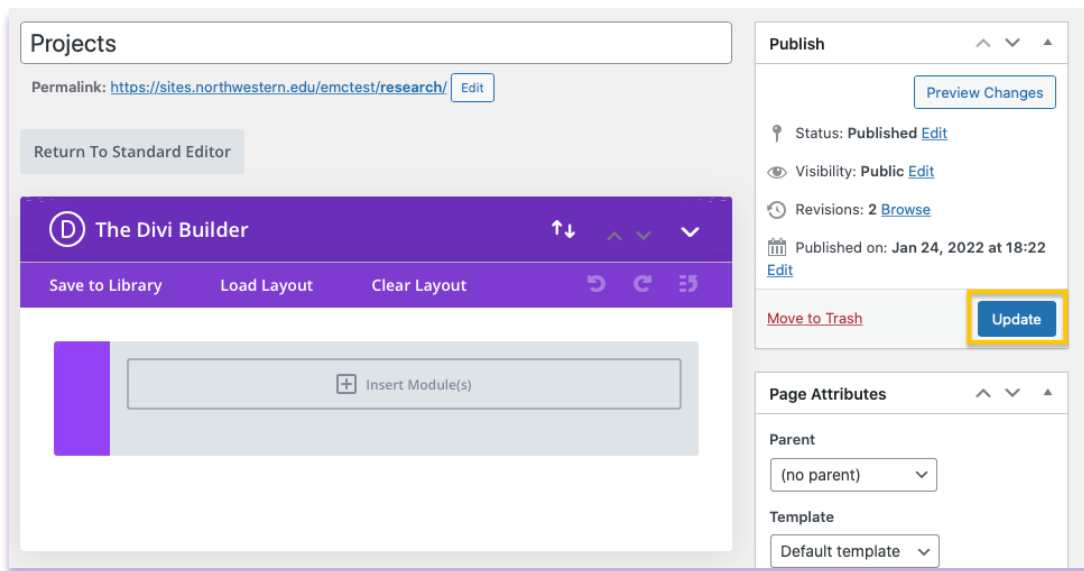
1. Click on the “Pages” option in the left-hand navigation bar.
2. Locate the page title you would like to edit in the Pages list displayed. And hover over the page title. A quick menu should appear under the page title.
3. Click the “Edit” option.



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.

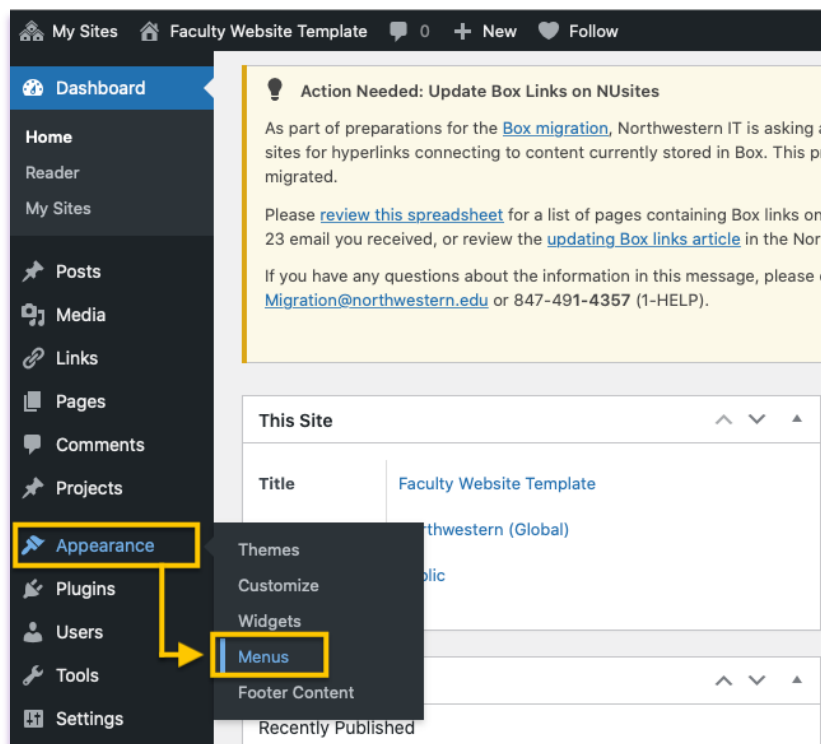


Once you have changed the page name, make sure you hit the blue “Update” button to save your changes.

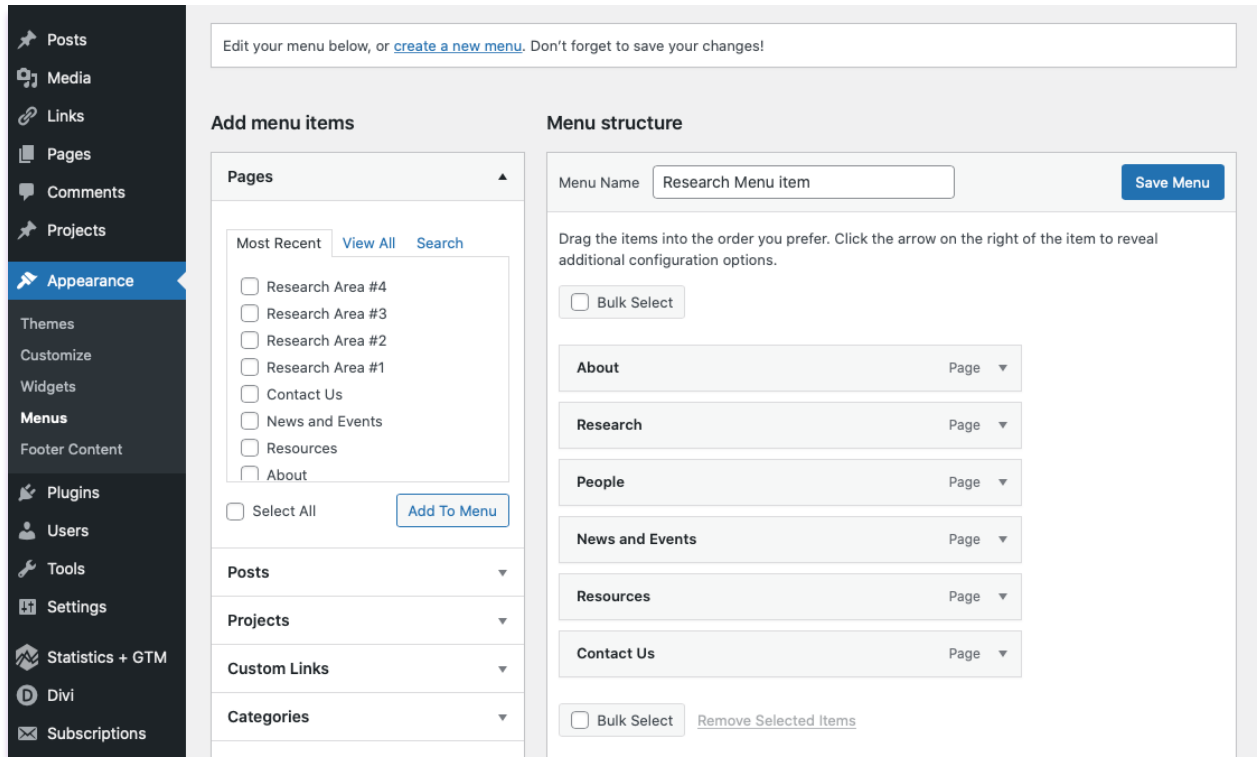


## Reordering Menu Items

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:**

Edit your menu below, or [create a new menu](#). Don't forget to save your changes!

**Add menu items**

Pages

Most Recent View All Search

- Research Area #4
- Research Area #3
- Research Area #2
- Research Area #1
- Contact Us
- News and Events
- Resources
- About

Select All [Add To Menu](#)

Posts

Projects

Custom Links

Categories

**Menu structure**

Menu Name  [Save Menu](#)

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

Bulk Select

- About Page
- Research Page
- People Page
- News and Events Page
- Resources Page
- Contact Us Page

Bulk Select [Remove Selected Items](#)

After:

Edit your menu below, or [create a new menu](#). Don't forget to save your changes!

**Add menu items**

Pages

Most Recent View All Search

- Research Area #4
- Research Area #3
- Research Area #2
- Research Area #1
- Contact Us
- News and Events
- Resources
- About

Select All [Add To Menu](#)

Posts

Projects

Custom Links

Categories

**Menu structure**

Menu Name  [Save Menu](#)

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

Bulk Select

- Research Page
- People Page
- About Page
- News and Events Page
- Resources Page
- Contact Us Page

Bulk Select [Remove Selected Items](#)

[Save Menu](#)

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

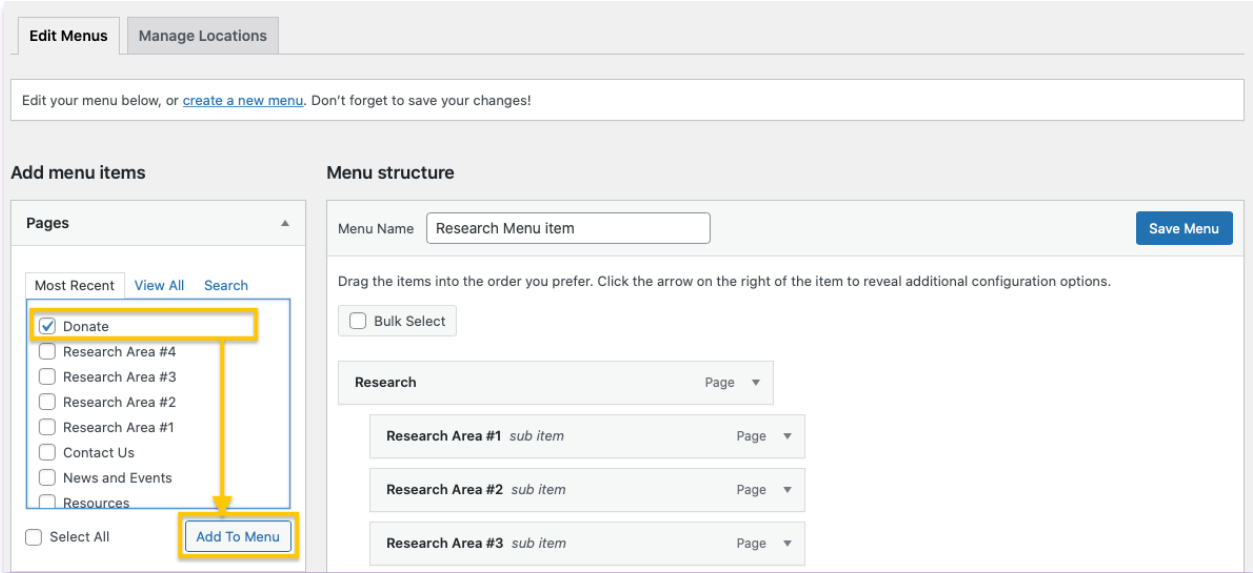
## Adding Subpages to your Menu

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.



The screenshot displays the 'Edit Menu' interface. At the top, there are tabs for 'Edit Menus' and 'Manage Locations'. Below the tabs is a text box with the instruction: 'Edit your menu below, or [create a new menu](#). Don't forget to save your changes!'. The main area is divided into two columns: 'Add menu items' and 'Menu structure'. In the 'Add menu items' column, there is a 'Pages' list with a 'Most Recent' tab selected. The list includes 'Donate' (checked), 'Research Area #4', 'Research Area #3', 'Research Area #2', 'Research Area #1', 'Contact Us', 'News and Events', and 'Resources'. A yellow box highlights the 'Add To Menu' button at the bottom of this list. In the 'Menu structure' column, the 'Menu Name' is 'Research Menu item' and there is a 'Save Menu' button. Below this, there is a 'Bulk Select' checkbox and a 'Drag the items into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.' instruction. The menu structure shows a 'Research' main item with a 'Page' dropdown, and three sub-items: 'Research Area #1 sub item', 'Research Area #2 sub item', and 'Research Area #3 sub item', each with a 'Page' dropdown.

### 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.

### Menu structure

Menu Name

Drag the items into the order you prefer. Click the arrow on the right of the options.

Bulk Select

- About Page ▾
- Research Page ▾
- Donate sub item** Page ▾
- People Page ▾
- News and Events Page ▾
- Resources Page ▾
- Contact Us Page ▾

### Step 3: Save your Menu

Make sure you hit the Save Menu button before exiting.

[Save Menu](#)

#### Add menu items

**Pages**

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

- Donate
- Research Area #4
- Research Area #3
- Research Area #2
- Research Area #1
- Contact Us
- News and Events
- Resources

Select All [Add To Menu](#)

**Posts**

**Projects**

#### Menu structure

Menu Name  [Save Menu](#)

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

Bulk Select

- Research Page ▾
  - Research Area #1 sub item Page ▾
  - Research Area #2 sub item Page ▾
  - Research Area #3 sub item Page ▾
  - Research Area #4 sub item Page ▾