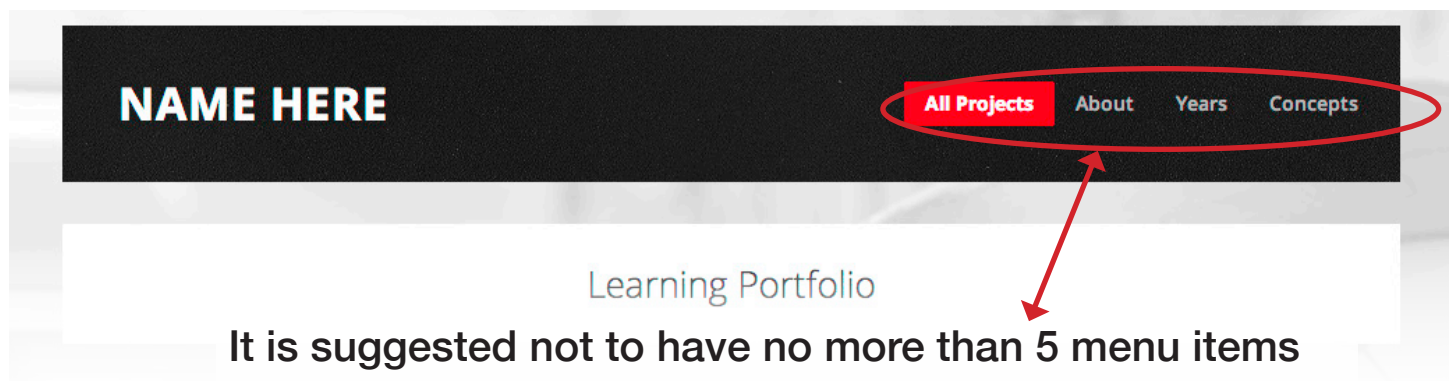


# Working With Menu Items

WordPress menus items are made from links, pages, categories, tags and additional functionality that builds your site. Have fun with the language you use in the menu, though make sure it's clear to the user where they should click. Though you may want to keep the suggested terms for ease-of-use, feel free to play and experiment and even find an appropriate metaphor to help users navigate through your work!

Getting to know the menu:



### Menu Structure

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

- All Projects Custom ▾
- About Page ▾
- Years Custom ▾
  - Year One *sub item* Category ▾
- Concepts Custom ▾
  - Time *sub item* Category ▾
  - Materiality *sub item* Category ▾
  - Image *sub item* Category ▾
  - Motion *sub item* Tag ▾

Launching your portfolio, the menu will be populated with the following menu items: **All Projects**, **About**, **Years** and **Concepts**. The names can be changed but it is suggested to follow the logic.

### Menu Settings

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

Theme locations  Main

## Menu Structure

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

Functions as “Home” link.

Links to “About” page.

This is a **non-clickable** top level menu item. “Year One” is a category to group your portfolio by year.

This is a **non-clickable** top level menu item. The sub menu are categories and tags to group your portfolio by discipline.

## Menu Settings

Auto add pages

Automatically add new top-level pages to this menu

Theme locations

Main

Click the triangle to edit the name of the menu.

Under “Navigation Label” you can alter the menu’s name.

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

URL  To make a new **non-clickable** top level heading for active sub menus, place this code in the URL field.

Link Text  Next to "Link Text" you can place the menu's name.

Categories

Tags

Format

Navigation Label

[Move Down one](#)

[Remove](#) | [Cancel](#)

Follow these steps to make changes to your menu.

## Step 1

Comments

Appearance Themes

Plugins Customize

Users Widgets

Tools **Menu**

Settings Footer Content

Forums Background

Subscriptions

Collapse menu

Recently Published See 3 more...

Embed SoundCloud

Embed Media

**To edit the menu choose "Menus" underneath "Appearance" from the Dashboard.**

for Updates May 2, 2014

updates have been applied to all

CampusPress networks: Bug fixes to New Blog Templates involving copying of tags and categories Bug fix to domain mapping for improved SSL support Update of text on the My Sites page for improved user experience

**Apr 10, 2014 - WordPress 3.8.2 Core Upgrade** April 10, 2014

All CampusPress networks are now upgraded to WordPress 3.8.2. This was a security update with no user interface change or new features. Learn more about 3.8.2 here. In addition, the Jetpack plugin was upgraded to 2.9.3.

**Mar 28, 2014 - Symbaloo Plugin, Theme Updates** March 28, 2014

The following changes have been made to all CampusPress networks: New Symbaloo Plugin - Plugin makes it easy to embed

## Step 2

Portfolio menu items created from your content.

The screenshot displays the WordPress menu editor for 'Menu 1'. On the left, the 'Pages' section is highlighted with a red box, containing a list of pages with checkboxes. The 'Menu Structure' section in the center shows a list of menu items: 'All Projects', 'About', 'Years', and 'Concepts'. Below 'Years' are sub-items: 'Year One', 'Time', 'Materiality', 'Image', and 'Motion'. The 'Menu Settings' section at the bottom has 'Automatic' unchecked and 'Main' checked. On the right, two visual representations of the menu are shown: a horizontal navigation bar with 'All Projects' highlighted in red, and a vertical drop-down menu for 'Concepts' with sub-items 'Time', 'Materiality', 'Image', 'Motion', and 'Image'.

Top level menu items.

Sub menu items appear in drop down menu.

## Step 3

The screenshot shows the 'Pages' section of the menu editor. The 'About' page is selected with a checked checkbox. A red circle highlights the 'About' checkbox, and another red circle highlights the 'Add to Menu' button. A red arrow points from the 'Add to Menu' button to the 'About' checkbox. The 'Menu Structure' section on the right shows the 'All Projects' and 'Years' items.

To add a top level menu item based on a page such as "About", check "About" from "Pages" section and click "Add to Menu".

## Step 4

Most Recent View All Search

- Richard Diebenkorn
- Full Width Page
- Page with Sidebar
- About
- Sample Page

Select All **Add to Menu**

Posts

Links

Categories

Tags

Format

menu structure

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

Years Custom

Year One *sub item* Category

Concepts Custom

Time *sub item* Category

Materiality *sub item* Category

Image *sub item* Category

Motion *sub item* Tag

About Page

The "About" page is added to your menu. To change the order, click the menu item and move it up or down.

## Step 5

Links

Categories

Most Used View All Search

- Year One
- Uncategorized
- Materiality
- Year 1
- Time
- Fashion
- Image

Select All **Add to Menu**

Tags

Format

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

All Projects Custom

About Page

Years Custom

Time *sub item* Category

Materiality *sub item* Category

Image *sub item* Category

Motion *sub item* Tag

A menu item can be created from "Categories". To make it a sub menu check the category such as "Image" and click "Add to Menu".

## Step 6

The category is added to the menu. To make it a sub menu of “Concepts”, indent the category name.

Most Used View All Search

Year One

Materiality

Year 1

Time

Fashion

Image

Select All Add to Menu

Tags

Format

About Page

Year One sub item Category

Concepts Custom

Time sub item Category

Materiality sub item Category

Image sub item Category

Motion sub item Tag

Image Category

Menu Settings

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

Theme locations  Main

Delete Menu

## Step 7

Save Menu

t of the item to reveal additional configuration options.

After you have made your edits, don't forget to click “Save Menu” located to the upper right of the page.

ry

## Step 8

