# THE WRITING CENTER

Creating A Menu

Creating a menu helps you organize your blog, and it helps others navigate your blog.

Menus will look different from each other and have different locations on the blog depending on the theme that you use. Some themes may allow you to use multiple menus on the same page. Try to keep your menus organized and easy to read. You can attach pages, categories, and links (including links to posts!) to a menu.
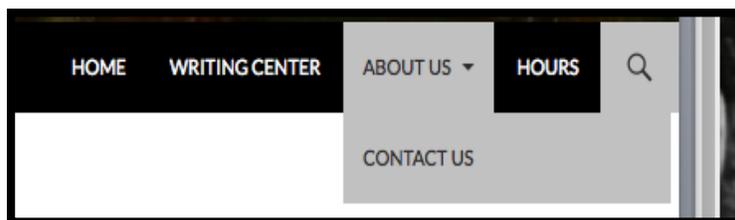

A Sample Menu

Getting to your Menu Workspace

1. Go to your **Dashboard.**

2. Hover over **Appearance.** Then click on **Menus.**

3. This is your menu workspace. From here you can enter a name for your menu (which is important if you maintain multiple menus), add content to your menu, and reorganize your menu.
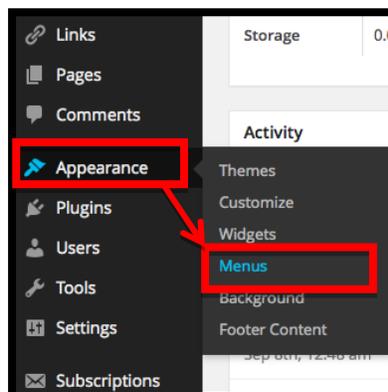
Getting to the Menu Workspace

Adding a Page or a Category to Your Menu

1. Click either **Page** or **Category**, depending on what you want to add.

2. You will see a bank with all of your pages and categories. If you many, you may need to click **Search** and find the page or category by name.

3. Click the box next to the page/category you want to add.

4. Click **Add to Menu.**

5. Your menu item will now be in the menu workspace on the right.
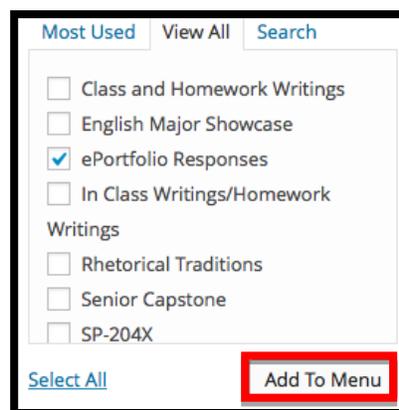
Adding a Page or Category

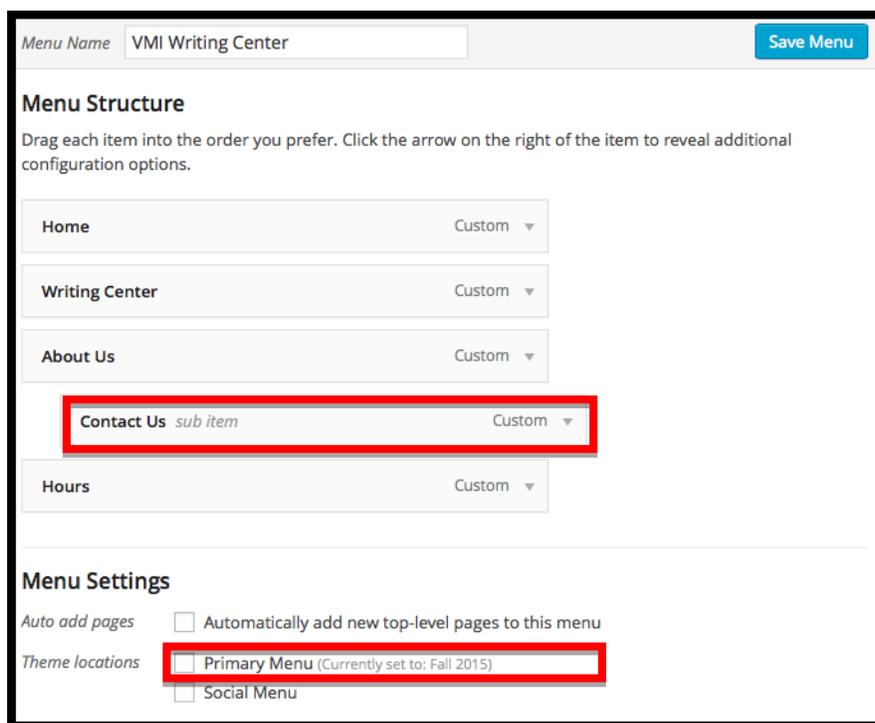**Adding a Link (internal or external) to Your Menu**

On your menu, you can link to an outside source, like another blog you are running. You can also link to a place within your own site, like the home page or a specific post.

1. To add a link to your menu, click **Links.**

2. In the text box labeled **URL,** enter the url of the website to which you're linking.

3. In the text box labeled **Link Text,** type what you want the link to appear as (ex. Home)

4. Click **Add to Menu**.

5. Your menu item will now be in the menu workspace.

Organizing Your Menu

Once you upload your menu items, it is very simple to organize them.

1. Just drag menu items around in the workspace to change the way that they are ordered.

2. To create a sub-heading on a menu item, just drag the item to the right beneath another menu item (see **Contact Us**) in the figure below.

3. To choose where your menu will be seen, check a box in theme locations. In many cases, the default menu location should be **Primary Menu**. If you are having problems getting your menu to work, this is usually what the problem is.

Organizing Your Menu