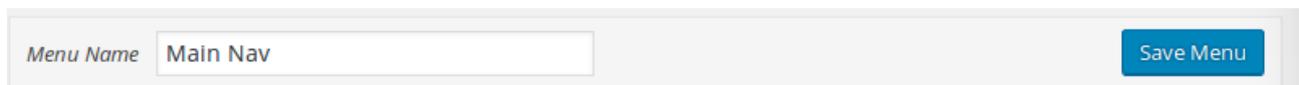


Creating Pages and Posts

For the example site at topfireplaces.net I will create 6 pages, one of which will contain posts. The Menu structure will look like this:

Page Name	Subpage	Rank	Type
Home		Front	Page
Reviews			Post
What to look for			Page
	Design		Page
	Space		Page
	Cost		Page
	Gas vs Wood		Page
Retrofitting			Page
Outlook			Page
News			Page

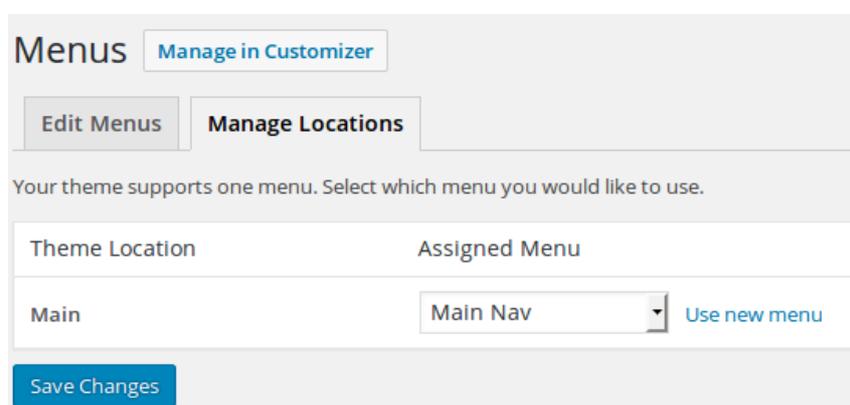
Go to Appearance → Menus and create a new Menu by entering the menu name and clicking 'Save Menu'.



The screenshot shows the 'Menu Name' field with the text 'Main Nav' entered. To the right of the field is a blue button labeled 'Save Menu'.

At the moment, there is a default menu which is populated by any content that has been created. For instance, if a page or post has been created, it will appear as a menu item. As we want to be able to manage the way the menu appears, we need the menu we've just created to be the Primary menu.

Still in Menus, click the 'Manage Locations' tab and select the menu you've just created to be the main menu. Click 'Save Changes'.

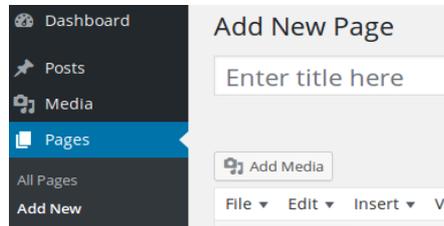


The screenshot shows the 'Manage Locations' tab selected. Below the tabs, there is a message: 'Your theme supports one menu. Select which menu you would like to use.' Below this, there is a table with two columns: 'Theme Location' and 'Assigned Menu'. The 'Theme Location' is set to 'Main' and the 'Assigned Menu' is set to 'Main Nav'. There is a 'Use new menu' link next to the dropdown. At the bottom, there is a blue button labeled 'Save Changes'.

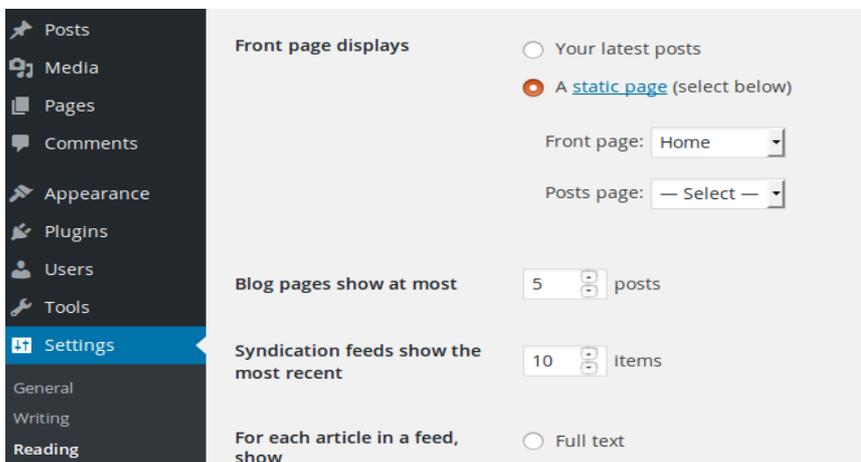
Go back into 'Edit Menus'. You can see that under Menu Structure it gives the direction of 'Add menu items from the column on the left.' As yet there aren't really any items in the column on the left. To create the items in the column we need to create Pages and Posts. So we'll do that next.

This a relatively straightforward process in Wordpress. We'll work our way down the table above. To get started log in to your dashboard and go to Pages. To start with we'll create a 'static page' for the home link.

Go into Pages → Add New and create a page with 'Home' as the title. Click Publish.



Now we want to assign the 'Home' page as the front page. To do the we go into Settings → Reading, then click the 'A static page' radio button and select 'Home' from the dropdown select list. Click 'Save Changes'.



If we go to 'Visit Site', we can see that the 'Home' page has been added to the front page but there are no menu links enabling the user to navigate to it. Let's add a link.



We can add a menu link in a number of ways, we can add an item as a Page, Post, Custom Link or Category. The image below is taken from Menus → Edit Menus.



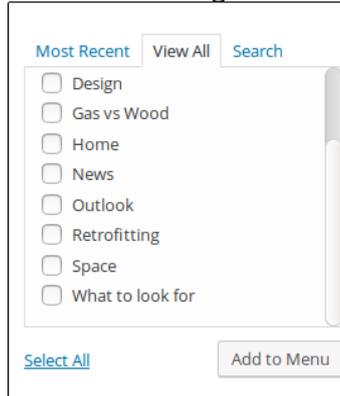
To add the 'Home' link to the menu, check the 'Home' page and click 'Add to Menu', then 'Save

Menu'. The 'Home' link has now appeared on the site.

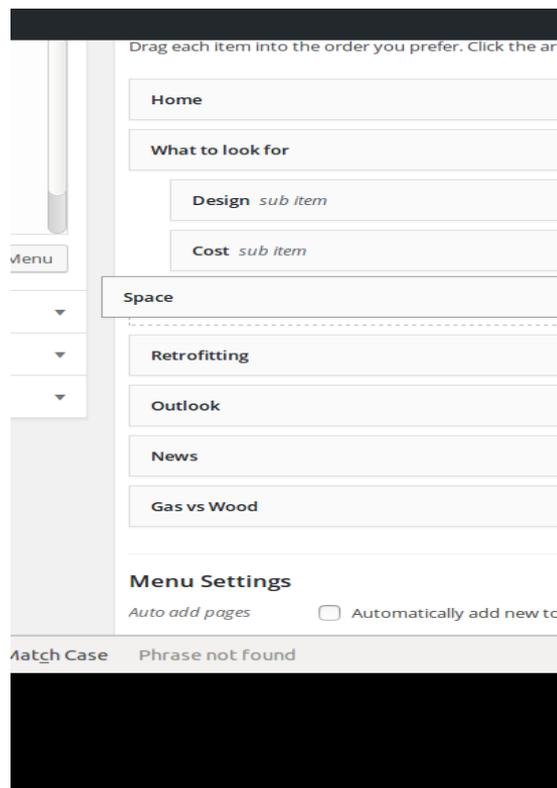


Now that we know what we're doing, let's quickly build out the rest of the pages and links. Go back into Pages add all those of 'Page' type, including the sub-pages.

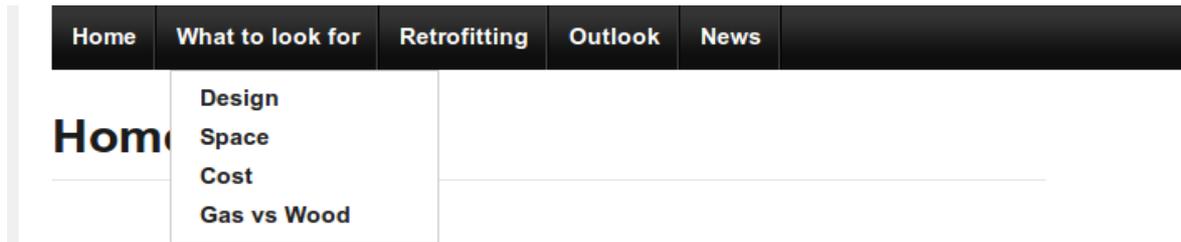
If we head back into Menus, it should look something like this:



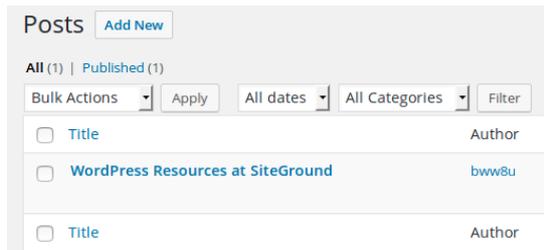
Click 'Select All' and deselect 'Home', then 'Add to Menu'. While we're here, we should reorder the items so as they appear as per the menu in the table above. Hover over an item and you can see the mouse pointer changes into a little grabbing hand icon. Click on the menu item and hold the mouse button down to drag the menu item to the correct position. Looking at the image below, notice that the 'Design', 'Cost' and 'Space' menu items are indented. This will create a submenu or 'dropdown' link. Do this, then click 'Save Menu'.



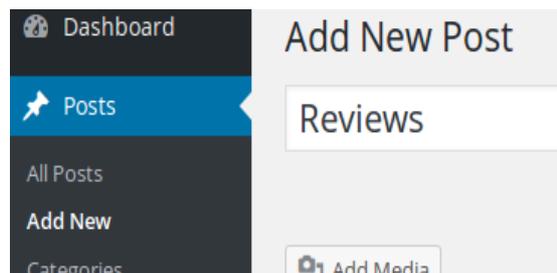
Voila! An updated menu.



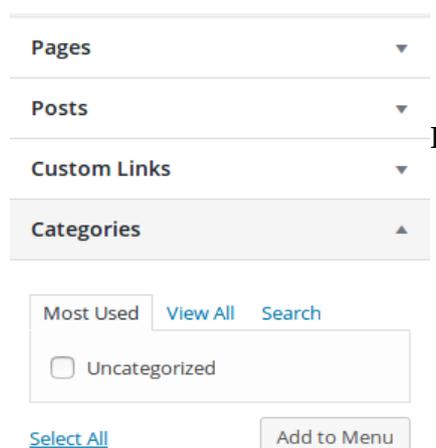
Finally we'll add the Post type. Go to Posts → Add New.



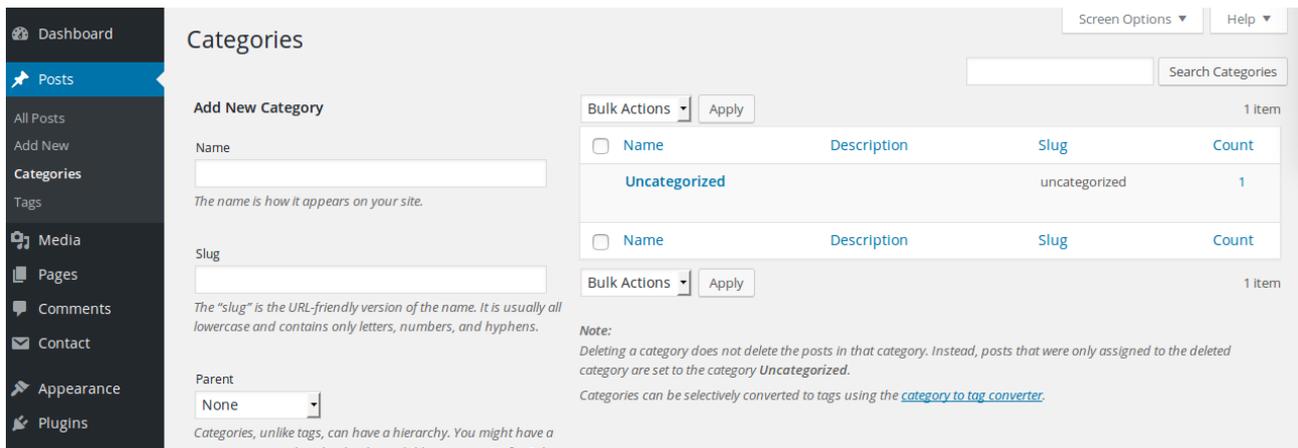
This site was created on Siteground and comes with a small amount of pre-populated content, which I'll delete by hovering over the Post title and click 'Trash'. That will leave no posts showing. Click the 'Add New' button to create a new Post and enter a title. There's no need to enter any content at this point. Click Publish.



Go back into Appearance → Menus and click on the Categories tab

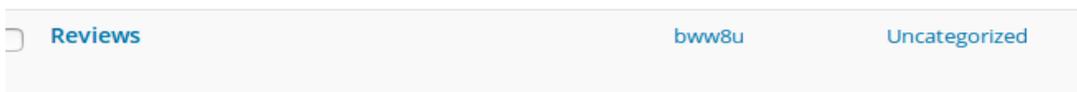


In the above image there is only one category available, 'Uncategorized' which doesn't represent 'Reviews' very well. Go into Posts → Categories to add a new category.

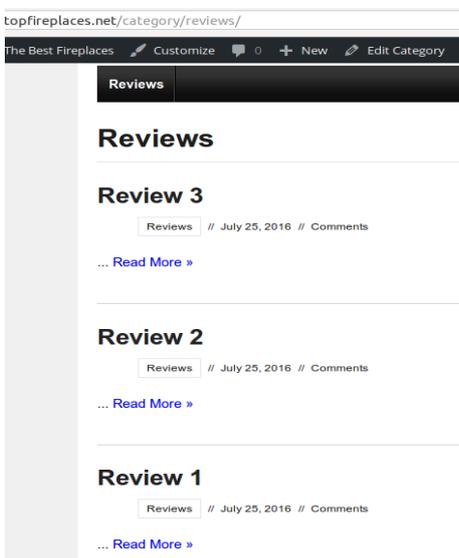
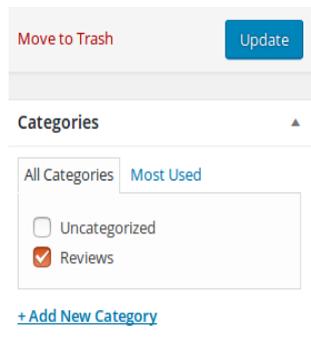


Create a new Category by entering a Name and Slug. The slug refers to the URL which will appear in the address bar, eg topfireplaces.net/reviews/. The Parent at this point is None, but in the future you may choose to organise your categories in some way, for instance there may be a category for gas fire reviews and one for wood fires, in which case the parent category would be reviews, and the sub-categories would be wood-fires or gas-fires. Click 'Add New Category'.

If we go back into Posts we can see that our post is currently 'Uncategorised'. Click on the Post title.



On the right hand side, you'll see a 'Categories' widget with 'Uncategorized' checked. Uncheck it and check 'Reviews' (or whatever you named the category just created), then click 'Update'.



Now we can hop back into menus, and add our newly created category to the main menu by checking the Category then clicking 'Add to Menu'. The menu will then be added to the right hand side under 'Menu Structure'. Click 'Save Menu'. Now when we navigate to the front of the site, we can see that the 'Reviews' link has appeared on the menu bar. Clicking on it will take you to a page where all reviews saved under the 'Reviews' category are listed. If you have a look at the url we're currently at: topfireplaces.net/category/reviews/.