

# UW Extension Websites

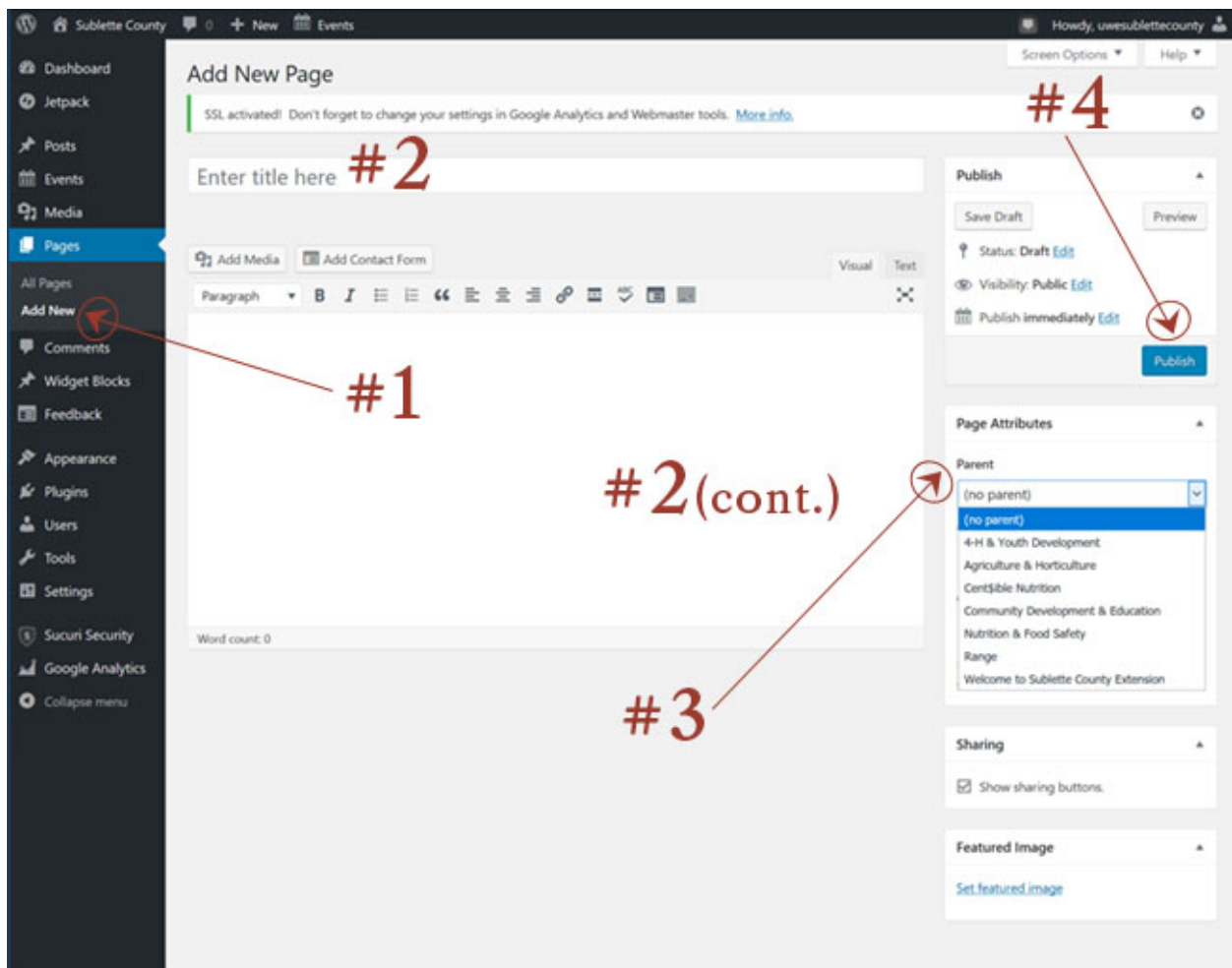
## WordPress Guide: Creating New Pages and Adding to Menus

**Step 1: Login to you WordPress website.**

**Step 2: Add a New Page:**

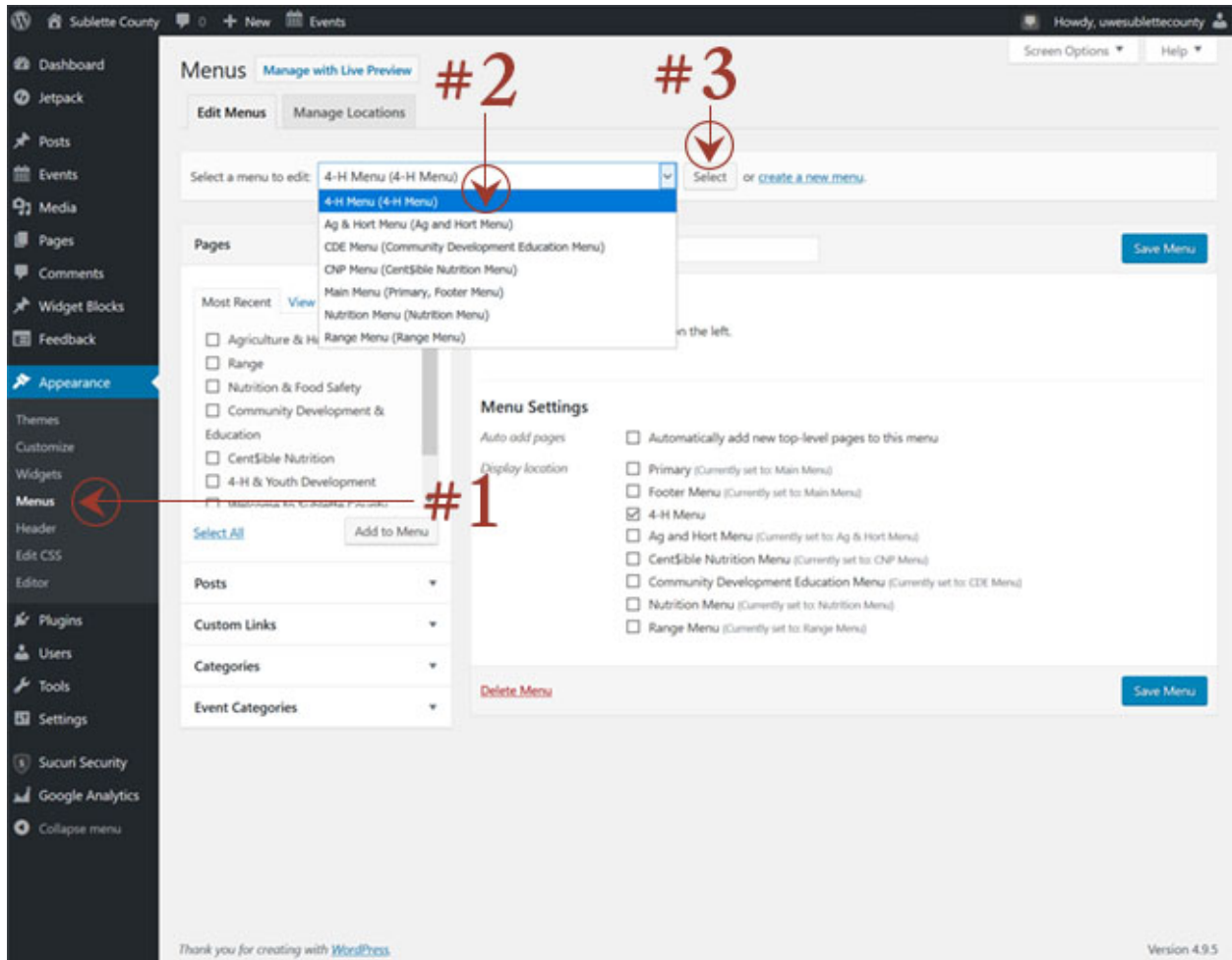
1. Click Pages > **Add New**.
2. Enter **Title** and additional content.
3. Select a **Parent**.
4. Click **Publish**.

Pages **DO NOT** automatically show up on your website or in menus. You **MUST** add them to a menu –  
**See Step 3: Adding Pages to a Menu**

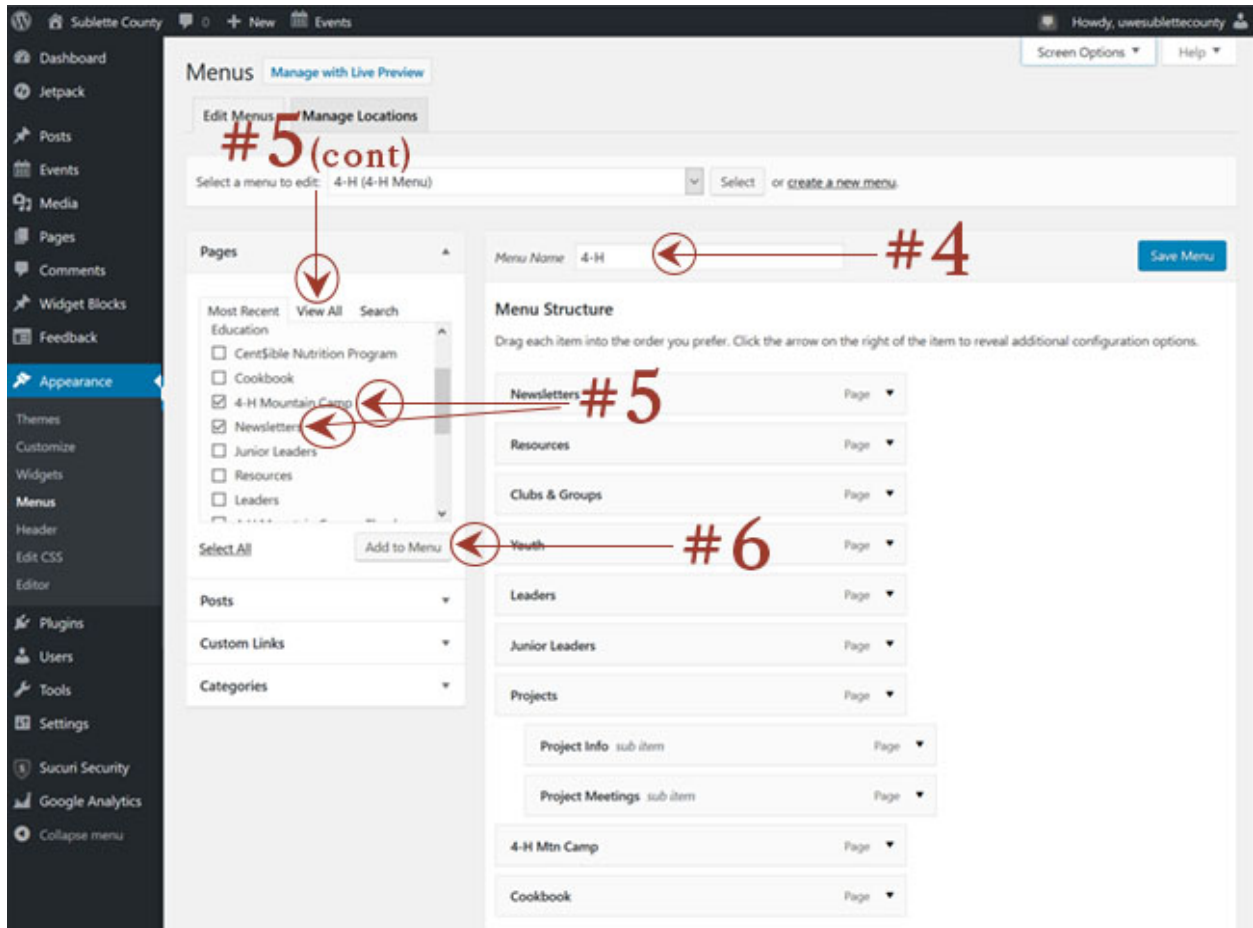


### Step 3: Adding Page(s) to a Menu:

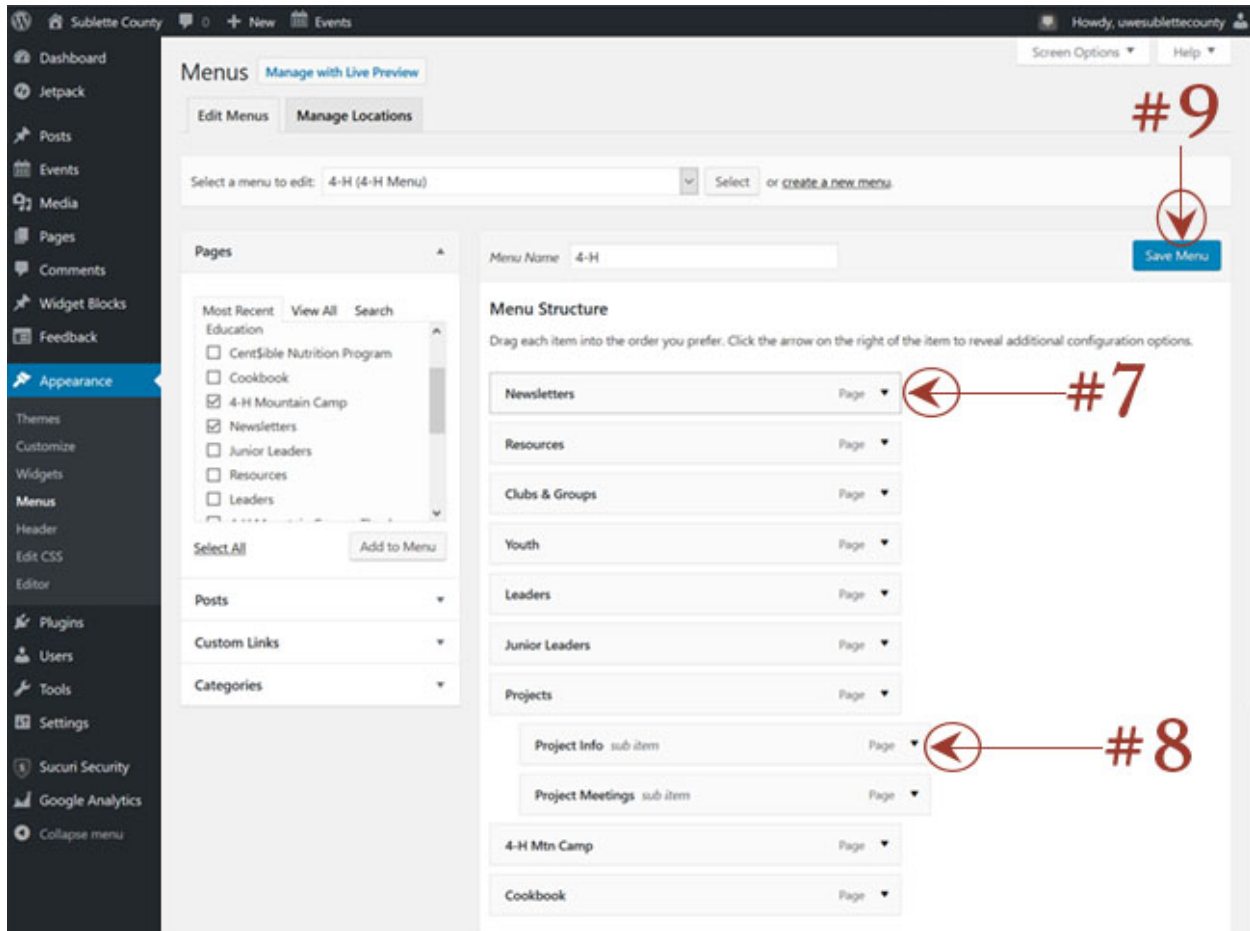
1. Click Appearance > **Menus**.
2. Select a menu to edit from the dropdown.
3. Click **Select**. (All menus have been created. You do not need to create a new menu.)



4. Check that the menu you chose is displaying in the Menu Name field.  
If it is not, repeat steps 2 and 3.
5. Check the box(es) next to all pages you would like to add. If you do not see the page you would like to add, select the tab “View All”.
6. Click **Add to Menu**.

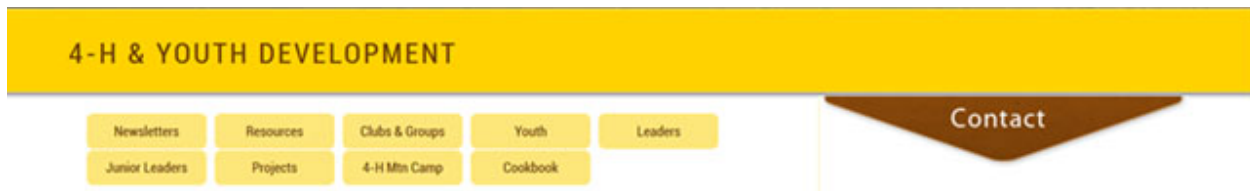


7. Drag and drop the menu items into the correct order.
8. Drag and drop submenu items slightly to the right.
9. Click **Save Menu**.



#### Step 4: Check Your Work

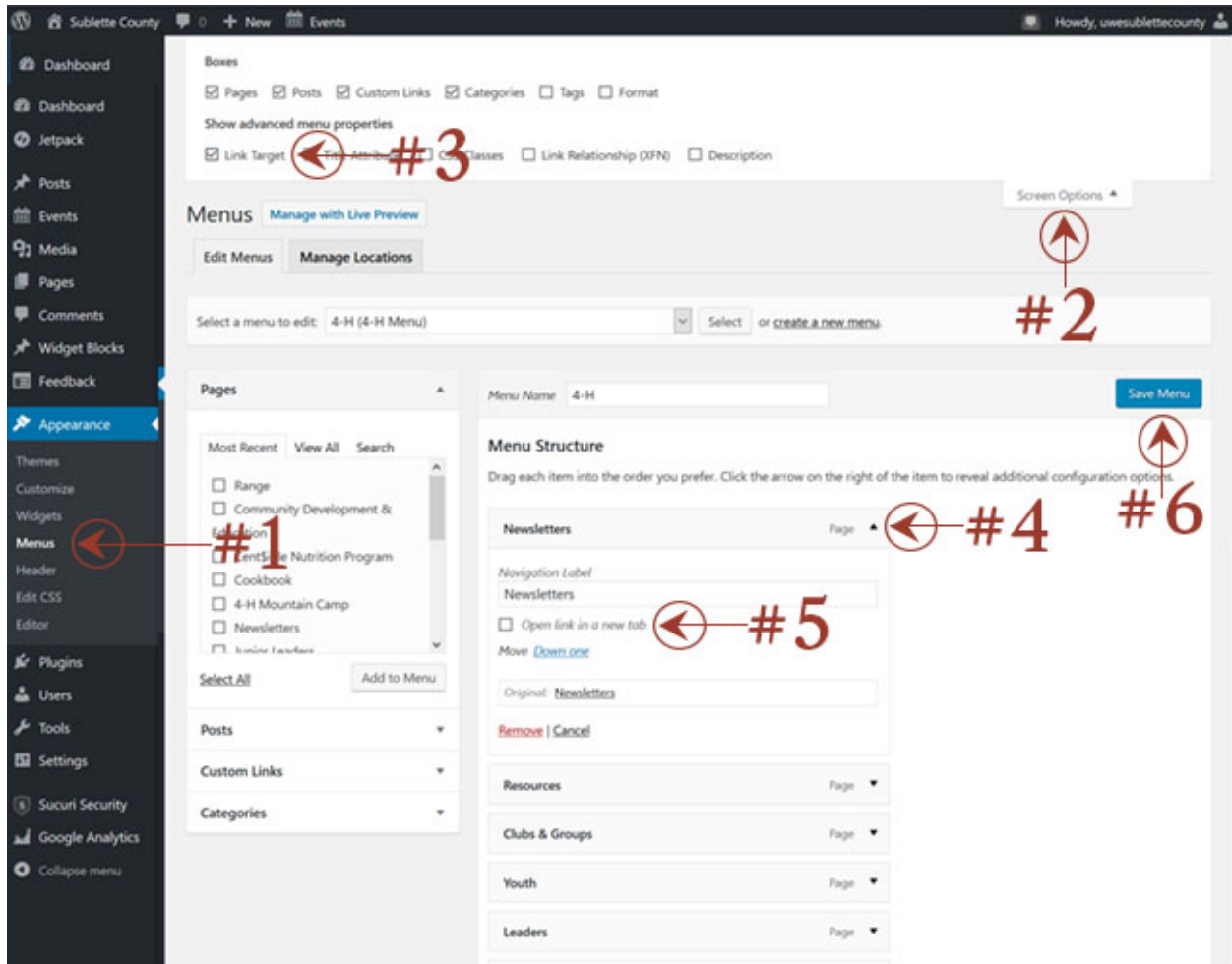
1. Go to the homepage of your UW Extension County website.
2. Click on the link for the parent page (in this example, we add pages to 4-H).
3. The menu structure and links to page(s) (see above) will appear below the parent page title in yellow buttons.
4. Click the button for your new page and check that all is working correctly.



## Step 5: Tips and Tricks

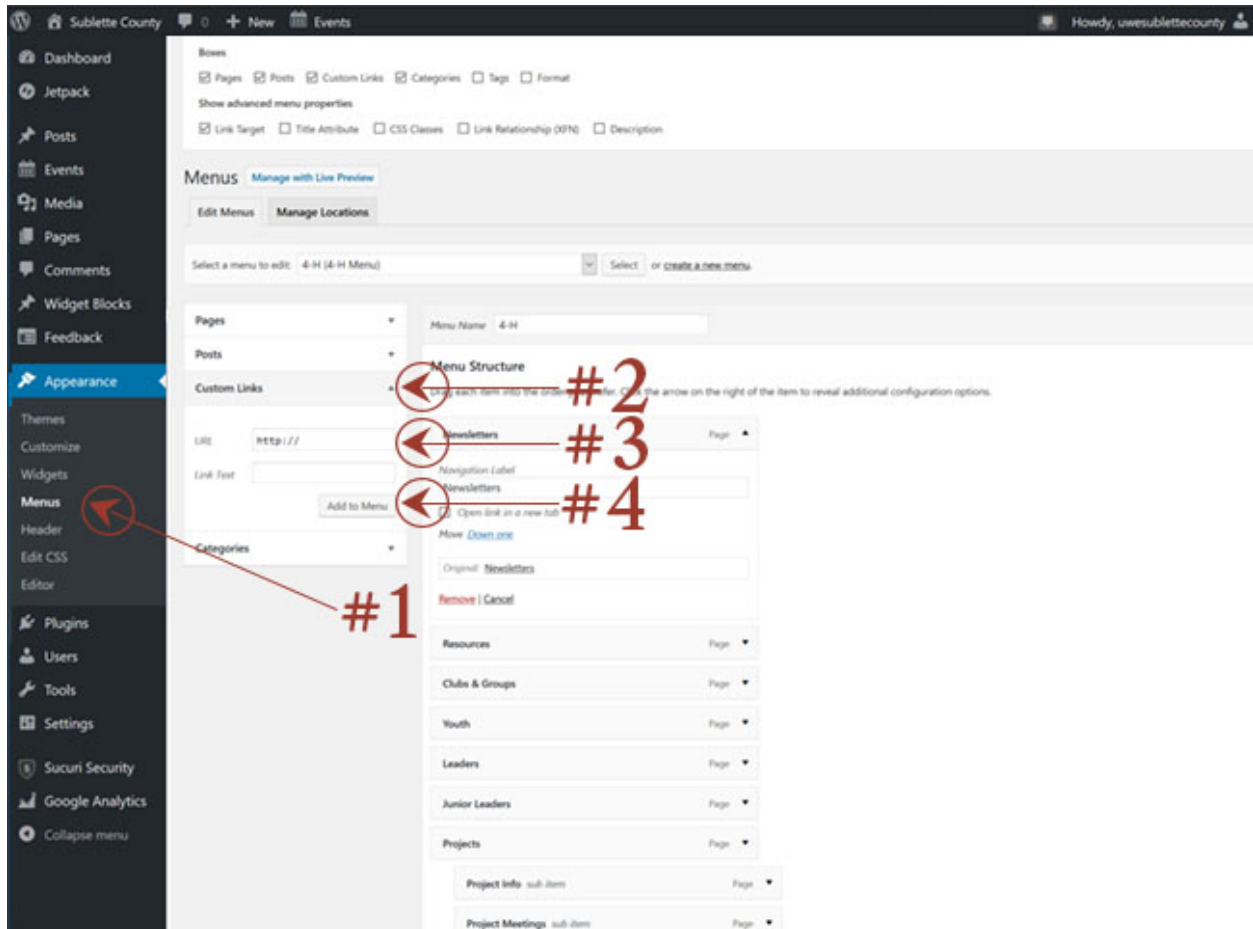
### A. I want the menu item to open in a new browser window.

1. Go to Appearance > **Menus**.
2. Click **Screen Options**.
3. Check the box next to **Link Target**.
4. Go to the Menu Item and click the **arrow**.
5. Check the box next to **Open link in a new tab**.
6. Click **Save Menu**.



**B. I want to link to an external website.**

1. Go to Appearance > **Menus**.
2. Click **Custom Links**.
3. Enter the URL and the Link Text.
4. Click **Add to Menu**.
5. Under Step 3 (above on page 4) - follow #7-9.



**Questions?**

If you have questions or issues, please, contact Ann Tanaka at [atanaka@uwyo.edu](mailto:atanaka@uwyo.edu) or (307) 766-3571.