

UW Extension Websites

WordPress Guide: Adding Pages to Your Website and Main Menu

Step 1: Login to you WordPress website.

Step 2: Click “Pages” and “Add New”.

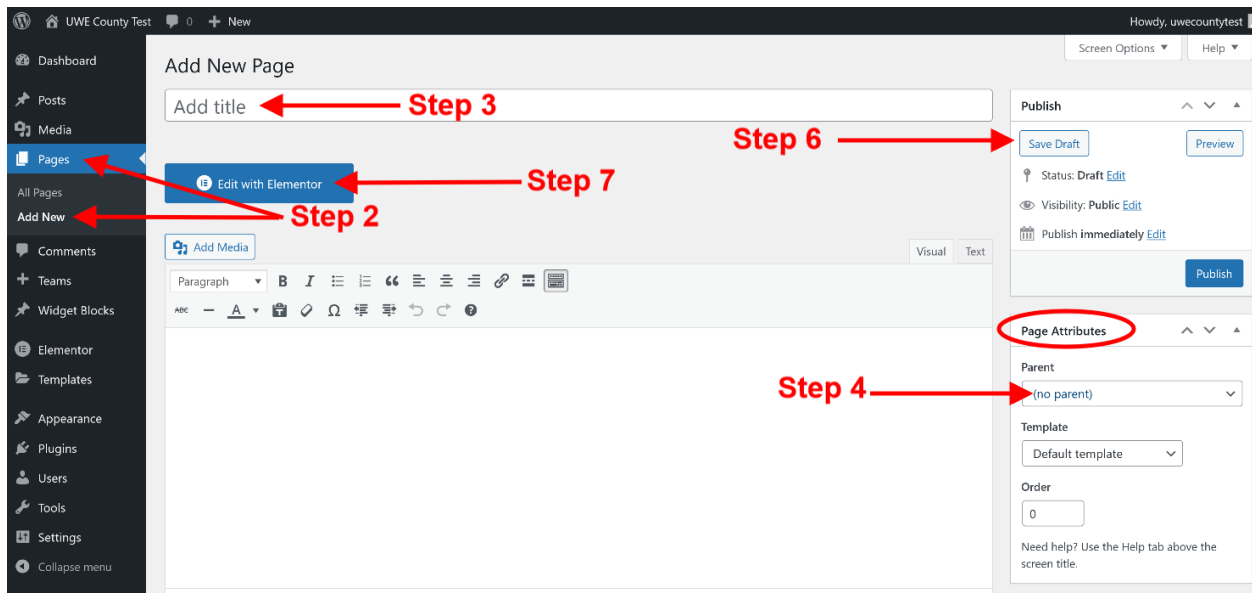
Step 3: Add “Title”.

Step 4: Go to “Page Attributes” on the right side. Under “Parent”, select the correct parent from the dropdown list. The bottom 3-column display changes depending upon the Parent. If your page is a 4-H webpage, select “4H/Youth Development”. This will result in the 4-H Educator being displayed under the “Have a Question?”.

Step 5 (optional): Set a Featured Image for the top banner.

Step 6: Click “Save Draft”.

Step 7: Click “Edit with Elementor”. Add your content. Click “Update”.



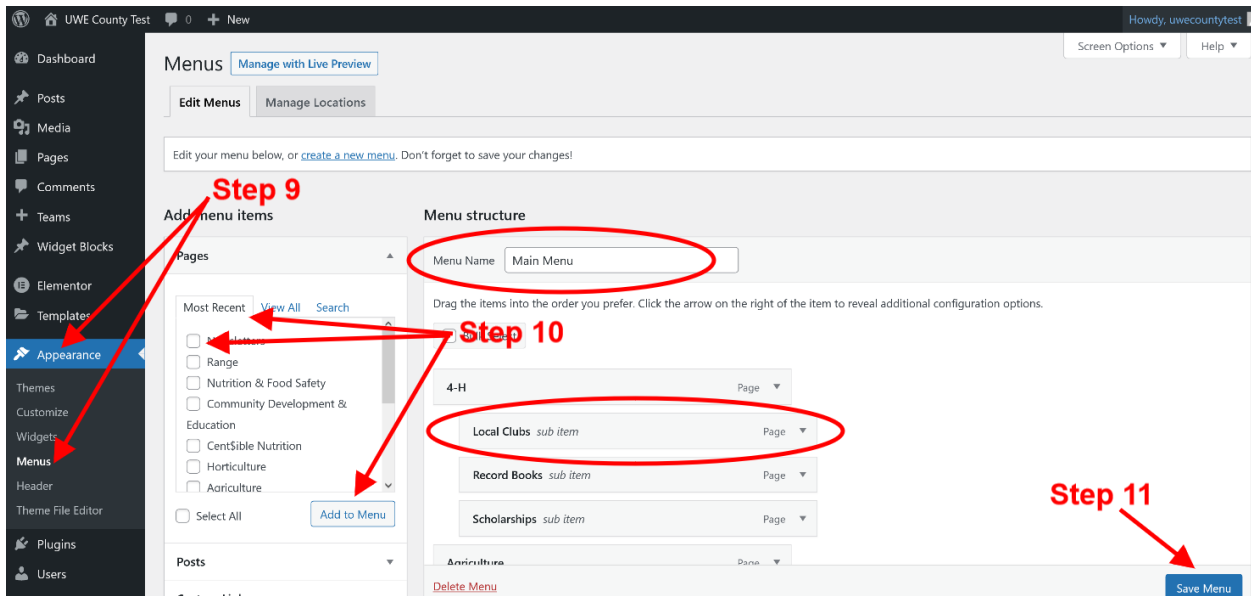
Step 8: Click “View Page” and double check:

1. 3-column display
2. Content
3. Top banner (optional)

Step 9: Add the webpage to the “Main Menu”. Click “Appearance” in the left column and click “Menus”.

Step 10: Look for your new page in “Most Recent” or “View All”. Click the box next to your new page and click the “Add to Menu”. The new page will display at the bottom of the list on the right side. You will want to drag your new page to the correct Parent page. The new page will need to be indented to the right to display as a dropdown or sub item page.

Step 11: Click “Save Menu”.



Step 12: View your website and check the new menu item is displaying correctly.