Menus

Content in the various menus on the site is developed and edited the Menus screen. To access the Menus screen, select Appearance > Menus in the Wordpress dashboard left sidebar when logged in. The drop-down menu at the top in the Menus screen lists all the menus developed for the site. To access a menu that is setup on the site, select it in the drop-down menu and be sure to click the Select button. There are two boxes that come up - the "Add menu items" box on the left, and "Menu structure" box on the right.

Main Menu (Main Navigation)

This is the menu bar found on the Home page and all other pages. In the right "Menu items" box are listed the items that display in the menu bar. Some of these menu items have sub items below them and are indented. These sub items are the items that appear below each item in the menu bar when your mouse hovers over them while viewing a page. To move items or sub items, click and drag them right or left to indent and make them a sub item, or up or down to rearrange them in the menu bar.

The menu items and sub items are actually links that go to pages on the site. Click a down arrow to expand and see the details for each item and sub item. Some items such as "Library" are not links, but items that have sub items with the links. For example, the Library item has the "Garden Advice", "Views & Stories", and "Archives" sub items that each link to a page on the site. They show up below the Library item in the menu bar when viewing a page. Other items such as "News" are the actual links to a page.

Editing Menus

You can add or insert an item into a menu that links to a site page from the "Add menu items" box on the left. Be sure you are working in the "Pages" box and it is expanded. Use the tabs to help find the page you want, as sometimes it is difficult to locate it. Select the page that you want to link to by checking its check box, then click the Add to menu button. The item with its link and title is added to the "Menu structure" on the right side, placed by default at the bottom. Once a menu item is added, expand it to edit its label if needed - the label is what displays in the menu when viewing. Select and drag the menu item to move it to a location you want in the menu, or make it a sub item.

If you want to add a menu item that does not link to a site page, select the "Custom Links" in the "Add menu items" left box and expand it. Type in the URL, and type in a label that will display in the menu when viewed. Once added, you can edit the URL and label by expanding it in "Menu structure" on the right. To delete a menu item, expand it and select "Remove". Checking the "Open link in a new window/tab" does exactly that - while viewing the page, the link will open in a new window. Otherwise, the page will replace the page that is being viewed.

Other Menus

The Menus page in Wordpress has several menus that are set up on the site. Flowers category and Trees are temporary menus that are being tested out for use with sub items in the Stories menu in the future.

There is a "Garden Advice" menu listed for each month. These are displayed in the left sidebar when viewing any story presenting Garden Advice and are selected when adding or editing the page. We display the past six months. We edit a month's menu when stories are updated. First select the month's menu at the top of the Wordpress Menus page. Delete the past year's stories listed for that month, and add the new pages for that month by selecting them from the "Add menu items" box on the left and clicking the Add to Menu button. When finished, be sure to click the Save Menu button at the bottom of the window. The order listed is the order they will display on each page. Selecting which six menus appear in the left sidebar on a page is controlled in *Widgets* and not in the Menus page.

The "Views" menu shows up on the stories that are classified as "Views & Stories" on the site. Select this menu when editing or adding a page for this type of story. These stories are mostly opinion pieces or are unrelated to gardening problems and information. The items are arranged in reverse chronological order so the most recent stories are at the top. Any new items added to this menu will need to be dragged from the bottom of the list to the top of the list in the "Menu structure" box.