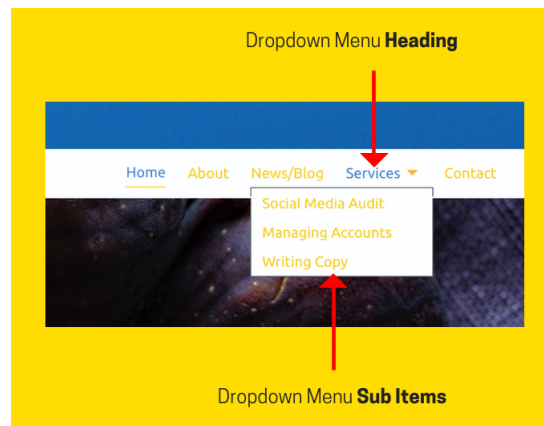


“How To....” Guide for your Flat White Website



Adding a Dropdown Menu

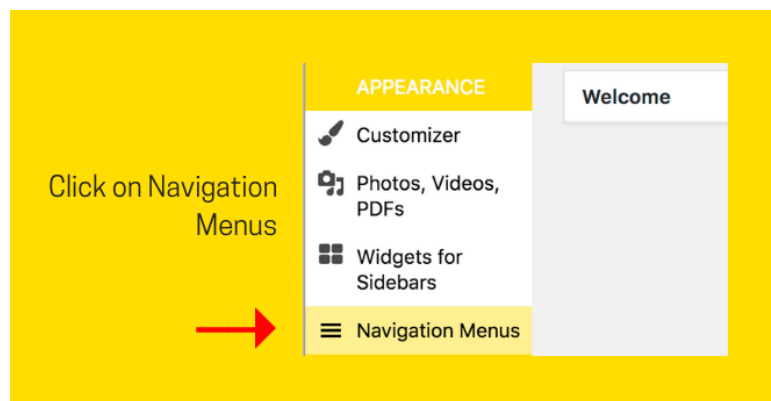
If you have a range of services, you can add these to your Main Menu all under one main Heading, with each service as a Sub Item:



Adding the Dropdown Menu Heading

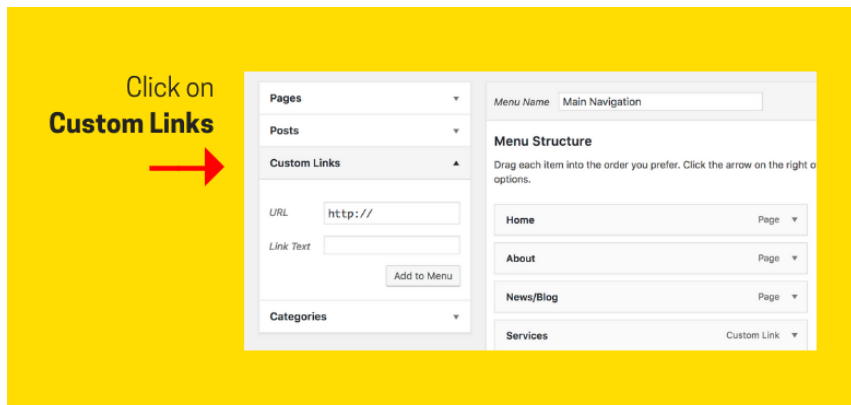
The Heading for the Dropdown Menu doesn't link to a page. You therefore need to add it to your Menu in a slightly different way.

In your WordPress dashboard, go to Navigation Menus:

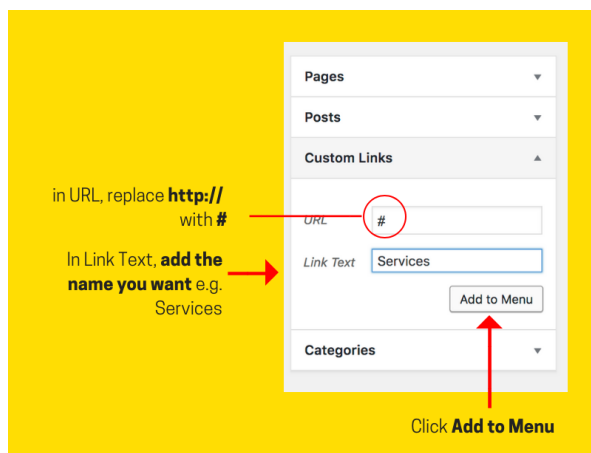


Click on “**Custom Links**”.



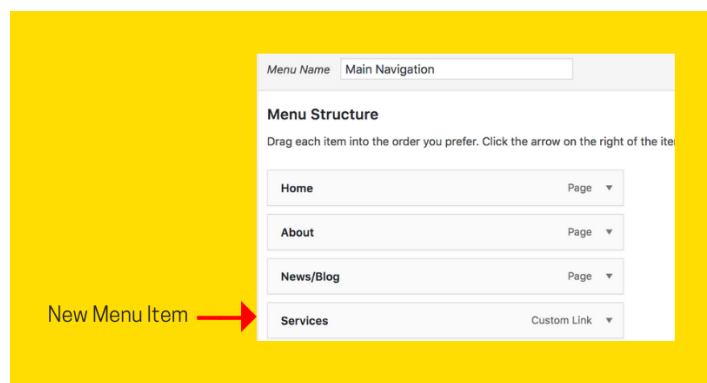


In the box marked URL, replace “**http://**” with “**#**”. In the box marked Link Text, add the name you want e.g. Services, Offers, etc – this is what will appear in your Menu.



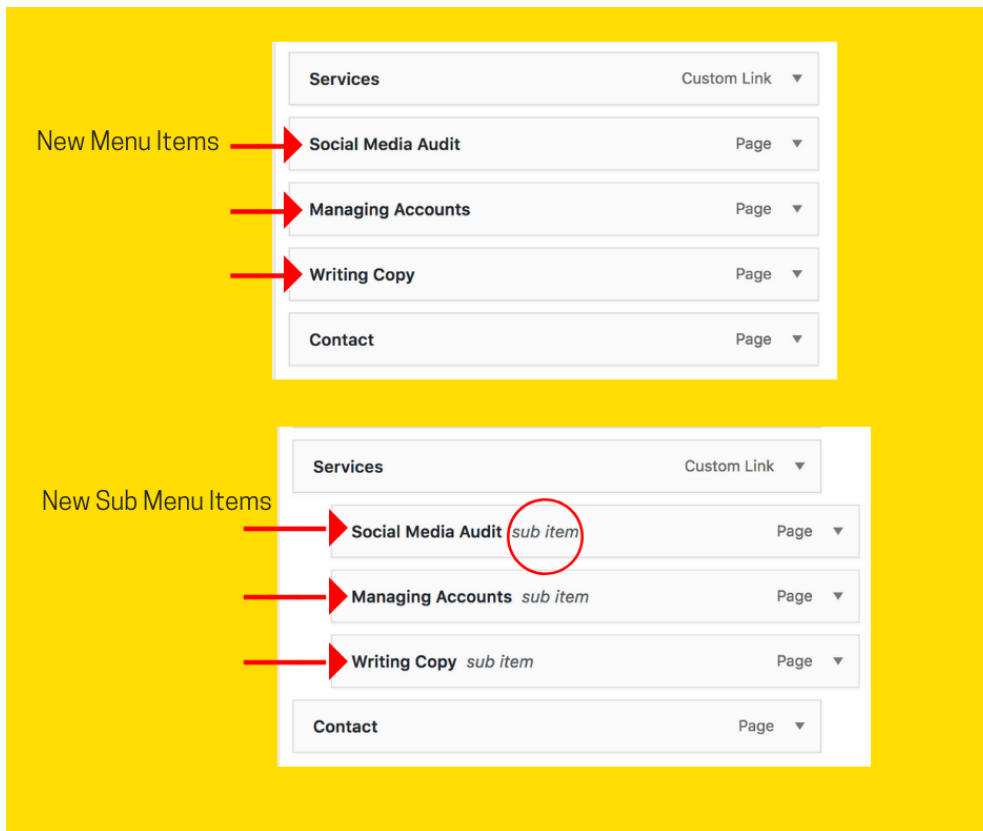
When you have made all your changes, click “Add to Menu”.

You will now see a new item in your Main Navigation – here, it is Services. As you can see, it is a Custom Link, not a Page. When you click on this, any pages that are added as sub-items to this Custom Link will be revealed.



Adding items to your Dropdown Menu Heading

To add Sub Items to your new Dropdown Menu heading, add the pages you want below your new heading – in this case, Social Media Audit, Managing Accounts and Writing Copy.



To make these pages into sub items, drag each page to the right. You will now see that these are marked as “sub-items”.

When you have made all your changes, click “Save Menu”.

