



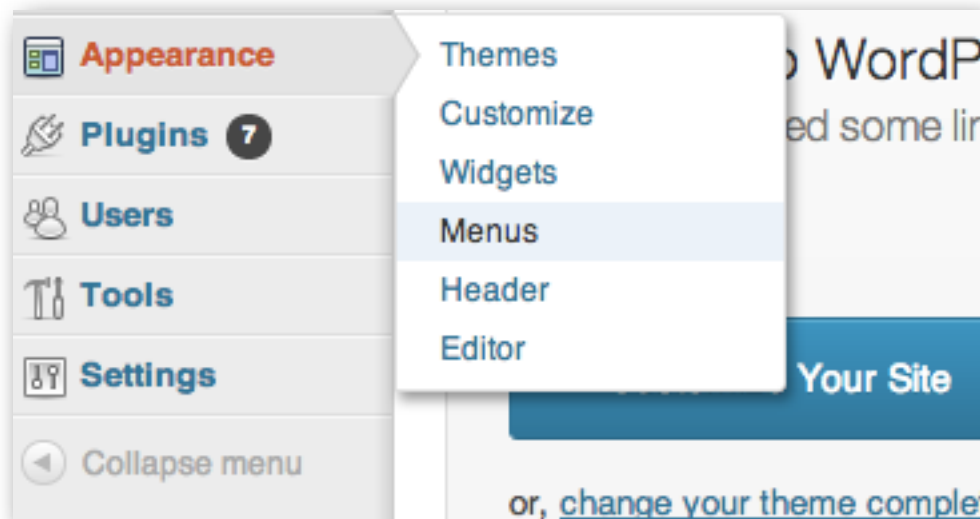
APOGEE  
*design systems*

**Apogee Design Support Center**

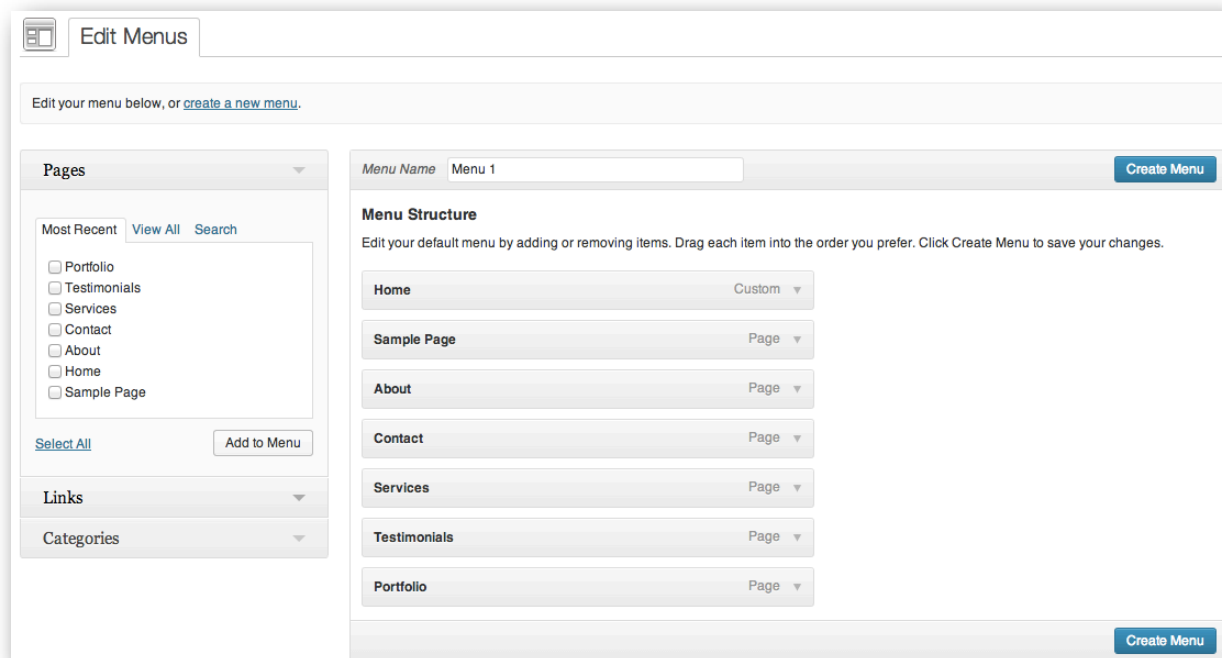
**User Manual:** *Manage Menus*

# Manage Menus

1. Navigate to Appearance > Menu



2. This is the main Menu screen. From here, you can create a new menu, add pages, links and categories to an existing menu, or change between menus.



3. To create a new menu, type the name of your menu into the field shown below and click 'Create Menu'.

Menu Name  [Create Menu](#)

Give your menu a name above, then click Create Menu.

[Create Menu](#)

4. Next select the pages, categories, and links you would like to add and click 'Add to Menu'.

Pages

Most Recent [View All](#) [Search](#)

- Portfolio
- Testimonials
- Services
- Contact
- About
- Home
- Sample Page

[Select All](#) [Add to Menu](#)

Links

Categories

Pages

Links

Categories

Most Used [View All](#) [Search](#)

- Uncategorized
- Example
- Test
- Sample

[Select All](#) [Add to Menu](#)

Pages

Links

URL

Link Text

[Add to Menu](#)

Categories

5. You will see the pages show up on the right side of the screen. Click 'Create Menu' or 'Save Menu' to finish.

The screenshot displays a CMS interface for configuring a menu. On the left, a sidebar contains a 'Pages' section with a list of items: Portfolio, Testimonials, Services, Contact, About, Home, and Sample Page. Below this list are 'Select All' and 'Add to Menu' buttons. The main area is titled 'Menu Name' with the value 'Footer Menu' and a 'Save Menu' button. Under 'Menu Structure', there is a list of menu items: 'Home' (Page), 'Services' (Page), 'Sample sub item' (Category), 'Portfolio' (Page), 'About' (Page), 'Testimonials sub item' (Page), and 'Contact' (Page). Below this is the 'Menu Settings' section, which includes 'Auto add pages' (with an unchecked checkbox for 'Automatically add new top-level pages to this menu') and 'Theme locations' (with an unchecked checkbox for 'Navigation Menu'). At the bottom of the main area are 'Delete Menu' and 'Save Menu' buttons.