This is an beta website by <u>Inclusive Bytes CIC</u>, The aim is to create one location for digital resources in Oldham.



- <u>Home</u>
- <u>Tutorials</u>
- Events
- Resources
- Hubs

How do I create a menu and enabling it in Divi

- 1. Navigate to https://yourwebdomain.co.uk/wp-admin/
- 2. Click "Appearance"

ob	uales			
*	Posts		Your site has a critical issue that should be addressed as soon as possible to improve its performance and security.	Title
	Media	Should be improved	Take a look at the 3 items on the Site	Content
	Pages		Health screen.	What's on your mind?
۲	Comments			
*	Projects	At a Glance	~ ~ *	
*	Appearance	Themes	<u>Divi</u> theme.	Save Draft
J	Plugins	Widgets		WordPress Events and News
-	Users		~ × +	
s	Tools	Menus		Attend an upcoming event near you. 오
UT.	Settings	Theme file editor	No activity yet!	AI for WordPress Zoom
D	Divi			12th 7pm Meetup • Online
0	Collapse menu			Want more events? Help organise the ne

3. Click "Menus"

Pages Comments		Elastica del Sectore del Constructor del Const
🖈 Projects		and the second se
🔊 Appearance 🖌		
Themes		
Customise		+//////////////////////////////////////
Widgets		2717111111
Menus	Active: Divi Customise	Twenty Twenty-Four
Background		
Theme file editor		
🖌 Plugins		
👗 Users		
🖋 Tools		
II Settings		

4. Click the "Menu Name" field.

Ienus Manage with Live Preview Edit Menus			
Create your first menu below.			
dd menu items	Menu structure		
Pages 🔺	Menu Name		
Most Recent View All Search	Give your menu a name, then clic	k Create Menu.	
 This is my New Page — Divi Christmas — Divi 	Menu Settings		
Home — Divi	Auto add pages	 Automatically add new top-level pages to th 	
Select all Add to Menu	Display location	Primary Menu Secondary Menu Footer Menu	
Porte *			

- 5. Type "Main Menu"
- 6. Click this button.

Christmas — D	livi	Menu Settings	
Home — Divi		Auto add pages	Automatically add new top-level pa
Select all	Add to Menu	Display location	Primary MenuSecondary MenuFooter Menu
Posts Custom Links	v v	Create Menu	
Categories	Ŧ		

7. Click the "Home - Divi" field.

CommentsProjects	Add menu items	Menu structure	
🔊 Appearance	Pages 🔺	Menu Name Main Menu	
Themes Customise Widgets	Most Recent View All Search	Add menu items from the column on th	e left.
Menus Background Theme file editor	Christmas — Divi Home — Divi	Menu Settings Auto add pages	Automatica
🖌 Plugins	Select all Add to Menu	Display location	Primary Me Secondary Eooter Mer
👗 Users 🎤 Tools	Posts •		
5 Settings	Categories	Save Menu Delete Menu	
Divi Divi			

8. Click the "This is my New Page - Divi" field.



9. Click this button.

The Projects	Auu menu items	menu suucture
🔊 Appearance	Pages 🔺	Menu Name Main Menu
Themes Customise Widgets Menus Background Theme file editor	Most Recent View All Search Image This is my New Page — Divi Christmas — Divi Home — Divi Select all	Add menu items from the column on the left. Menu Settings Auto add pages Display location Primary Me
🕹 Users	Posts 💌	Footer Mer
Tools Settings	Custom Links 🔻	Save Menu Delete Menu
 Divi Collapse menu 	Categories *	

10. Click "Home"

Pages 🔺	Menu Name Main Menu	
Most Recent View All Search	Drag the items into the order you pre	efer. Click the arrow on the right of the item to
Home — Divi	This is my New Page	Page 🔻
Select all Add to Menu	Home	Page 🔻
Posts 🔹	Bulk select	
Custom Links 🔹		
Categories 🔹	Menu Settings	
	Display location	Primary Menu Secondary Menu

11. Click this button.

Select all	Add to Menu	This is my New Page	Page 🔻
Posts	×	Bulk select	
Custom Links	•		
Categories	*	Menu Settings Auto add pages Display location	 Automatically add new top-leve Primary Menu Secondary Menu Footer Menu
		Save Menu Delete Menu	
hank you for creating with	WordPress.		

12. Click "Manage Locations"

🚯 者 Your Web Doma	in ቐ 0 🕂 New			
🚳 Dashboard	Manage with Live Preview			
🖈 Posts	Main Menu has been updated.			
9] Media				
📕 Pages	Edit Menus Manage Locations			
🏴 Comments	Comments			
🖈 Projects	Edit your menu below, or <u>create a new menu</u> . D	o not forget to save your changes!		
🔊 Appearance	Add menu items	Menu structure		
Themes				
Customise	Pages	Menu Name Main Menu		
Widgets	· · · · · · · · · · · · · · · · · · ·			
Menus	Most Recent View All Search	Drag the items into the order you prefer. Click the arrow on the		
Background	This is my New Page — Divi	Bulk select		
Theme file editor	Christmas — Divi			

13. Click this dropdown.

Manage with Live Preview		
Manage Locations		
upports 3 menus. Select which menu app	ears in each location.	
cation	Assigned Menu	
enu	— Select a Menu — V Use new menu	
Menu	— Select a Menu — 🗸 Use new menu	
u	— Select a Menu — 🗸 Use new menu	

14. Click this button.

H Media	Your theme supports 3 menus. Select which menu appears in each location.		
📕 Pages	Theme Location	Assigned Menu	
Comments	Primary Menu	Main Menu V Use new menu	
	Secondary Menu	— Select a Menu — 🗸 Use new menu	
Themes	Footer Menu	— Select a Menu — 🗙 Use new menu	
Customise	Save Changes		
Widgets Menus			
Background			
Plugins			
🛓 Users			
🗲 Tools			
5 Settings			

15. Click "Your Web Domain"

1	A Your Web Domain	9 0 + New		
83	Visit Site	Manage with Live Preview		
*	Posts	Menu locations updated.		
91	Media			
	Pages	es Edit Menus Manage Locations		
	Comments	Your theme supports 3 menus. Select which menu appears in eacl	h location.	
≯	Projects	Theme Location	Assigned Menu	
*	Appearance	Primary Menu	Main Menu 🗸 Edit Use new menu	
The	emes			
Cus	stomise	Secondary Menu	- Select a Menu - V Use new menu	
Wie	dgets	Footer Menu	— Select a Menu — 🗸 Use new menu	
Me	nus			
Bac	kground	Save Changes		
The	eme file editor			

16. Click "Enable Visual Builder"



17. Click here.

0212 123 45 67	Edit Header Template	f
		Rea
	Hello!	

18. Click here.



19. Click here.



20. Click "Menu"



- 21. Click here.
- 22. Click "Exit Visual Builder"



23. Click "Save & Exit"

You Have Unsaved Changes

Your page contains changes that have not been saved. If you close the builder without saving, these changes will be lost. If you would like to leave the builder and save all changes, please select **Save & Exit**. If you would like to discard all recent changes, choose **Discard & Exit**.

Discard & Exit

Save & Exit

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igner with a mission to transform <u>I experiences</u> into visually stunnin and user-friendlu iourneus.

Made with the help and support of Inclusive Bytes CIC

Training | Reporting