WORDPRESS

Categories and Menus

User manual and Quick Guide

Categories

Some units require you to blog extensivley as part of your assessment. Therefore it is important to ensure you set your blog up so that your work can be found easily. To do this, you will need to establish categories and custom menus.

Categories allow you to tag your content according to user defined language. You are able to create as many categories as you want to help manage your content however, some unit convenors will provide you with key categories they want you to use in order to easily navigate your content.

Custom menus allow you to create your own navigation bar as part of your blog. It helps your assessor find your assessable blog posts. This quick guide will show you how to create categories and custom navigation menus.

Categories are easy to create and manage. Be default, all content, unless catagorised by the user, will be 'uncategorized' by WordPress. Therefore it is important to create appropriate categories so that your content is easily found by your audiences.

Follow these instructions to create your categories.

Login to your WordPress blog and click 'posts' from the left navigation panel. Click categories from the posts menu

Posts
All Posts
Add New
Categories
Tags

You will be directed to a page that allows you to create your own categories. Here you need to name the category and slug. You can leave the slug field blank, as WordPress will associate it with the category by default. Feel free to create parent categories, however, there sometimes it is not needed.

Click "Add New Category" once you have finished adding your category details.

Categories

Add New Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent

None

Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.
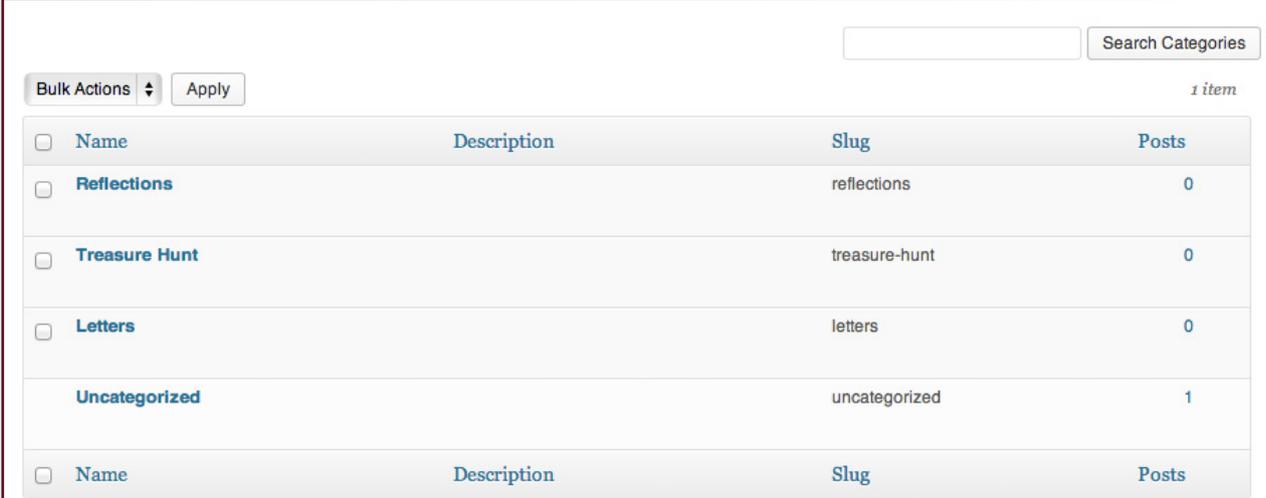
Description

The description is not prominent by default; however, some themes may show it.

Add New Category

Once you have clicked 'add new category' you'll notice that it appears on the in a list to the right side of the screen as seen below:

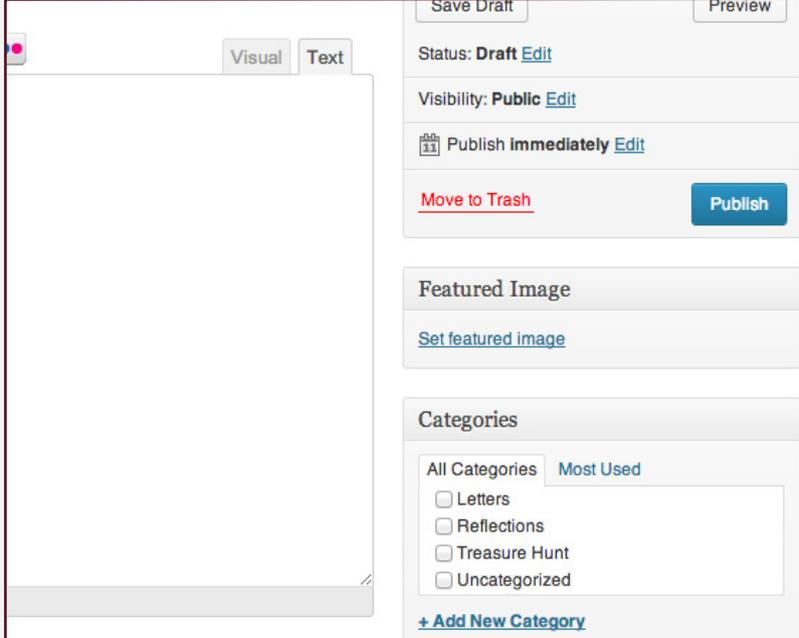|	Name	Description	Slug	Posts
☐	**Reflections**		reflections	0
☐	**Treasure Hunt**		treasure-hunt	0
☐	**Letters**		letters	0
	Uncategorized		uncategorized	1
☐	Name	Description	Slug	Posts

Search Categories

Bulk Actions ⇕ Apply

1 item

Once you have created your categories, you will be able to catagorise you content accordingly. To do this, go to 'posts' and click 'Add New'.

Posts

All Posts
Add New
Categories
Tags

Once you have written your content, just tick the category you want to assign your post before publishing.

NB: More than one category can be assigned to one post.

Save Draft   Preview

Visual   Text

Status: **Draft** Edit

Visibility: **Public** Edit

Publish **Immediately** Edit

Move to Trash   **Publish**

Featured Image

Set featured image

Categories

All Categories   Most Used
☐ Letters
☐ Reflections
☐ Treasure Hunt
☐ Uncategorized

+ Add New Category

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Menus

Menus are a great way of organising your content and information. They allow you to group multiple categories, pages, and custom links as a means of navigating your content. WordPress allows you to create custom menus that can be used as your navigation bar. Follow the instructions below to see how to create custom menus for your blog.

Login into your WordPress blog and click "Appearance" then "Menus" from the left navigation column. You will be taken to a page similar to below. You will need to click the little "+" sign and give your menu a title.
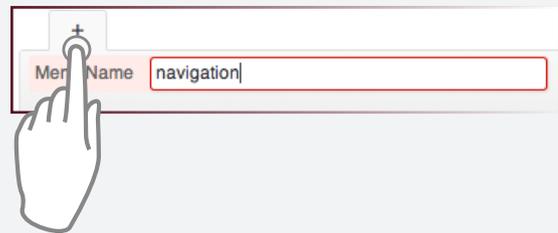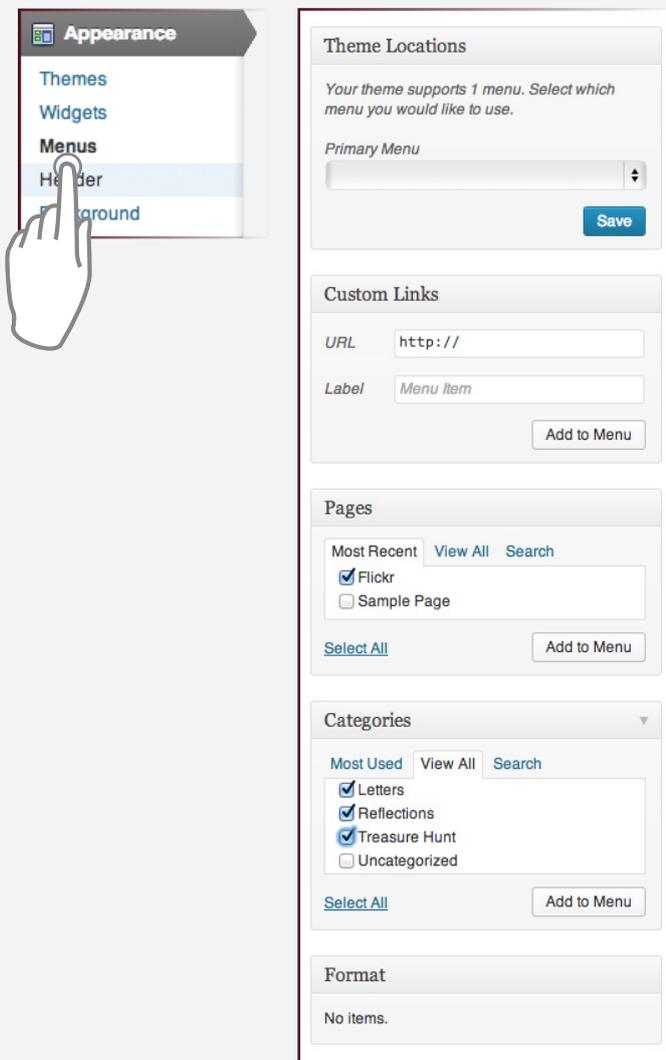
Once you give your menu a title click

Create Menu

From there you will be able to customise your menu with custom links, pages and categories. To add items to your menu, just check the appropriate tick box and click 'Add to Menu'.

You can add as many items to a menu as you like, however, bare in mind that all items in the menu will be displayed in your navigation bar.

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Once you have added all the categories, pages and custom URLs you want to your menu, you will be able to set the information architecture. To do this, just drag and drop objects as you see fit. When you are happy with the structure of information, just click 'save menu'.

NB: It is possible to create drop down menus this way by indenting content underneath another category. This is also a drag and drop process and is a visual process.
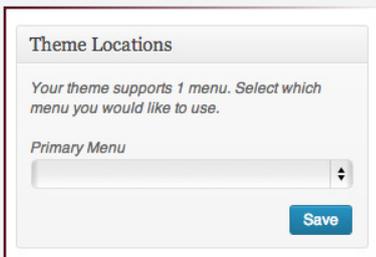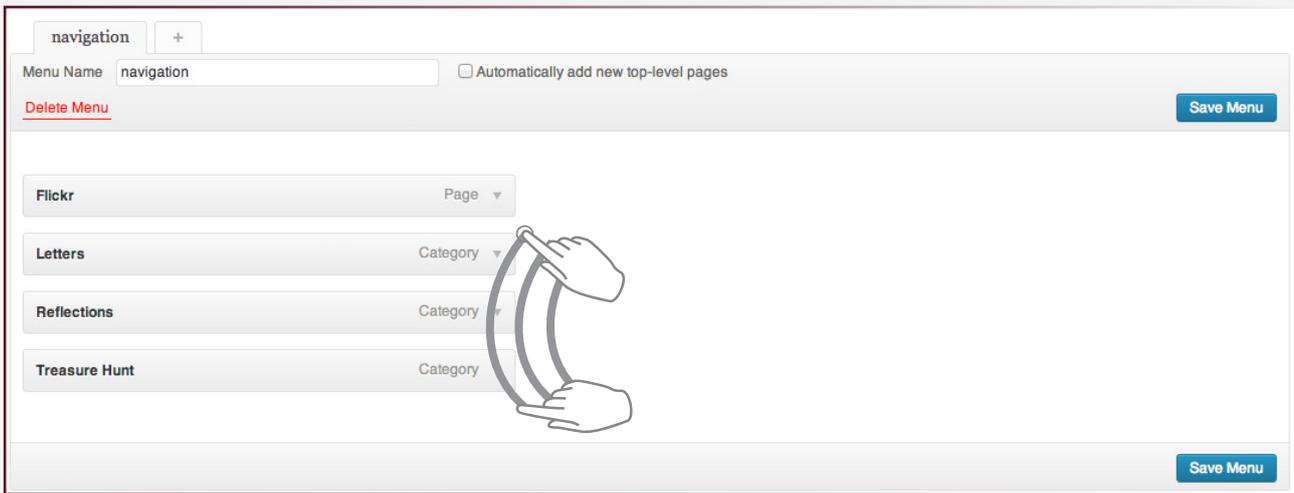
Be sure to assign your new menu as your primary menu and click save.

If done correctly, your site should look similar to below. To double check, click 'view site' from the very top navigation bar of your WordPress dashboard.