



## WordPress Blog Basic Guide

This document discusses how to customize the PromoSimple header and footer menu/widget areas

# Adding Menu Items to the Top Nav Bar



To add menu items to the top right of the blog site, in the WordPress Dashboard, go to:

Appearance > Menus

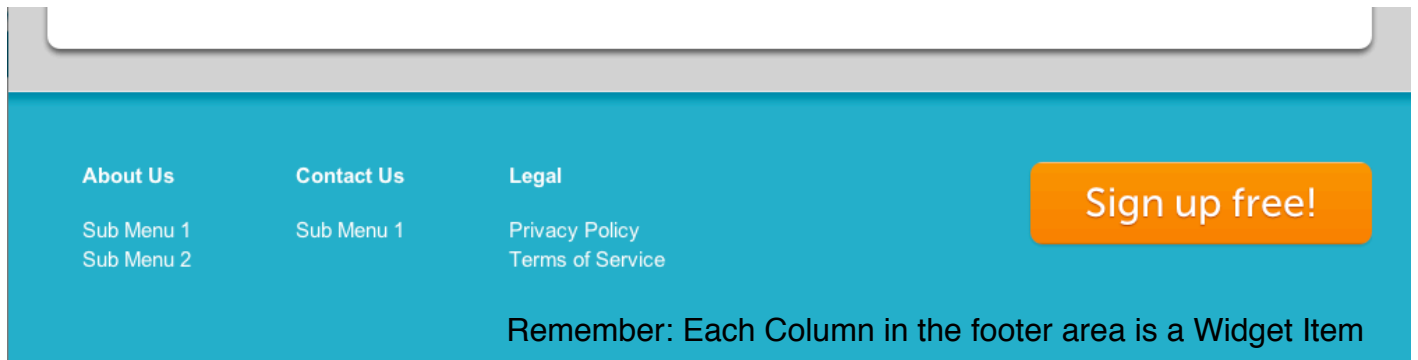
In the Menu Options Page:

A screenshot of the WordPress 'Menus' page. The left sidebar shows the 'Appearance' menu expanded to 'Menus'. The main content area is titled 'Menus' and shows the 'Default' menu selected. Under 'Theme Locations', 'Default' is selected as the 'Primary Menu'. Under 'Custom Links', there are three items: 'How It Works' (Page), 'FAQ' (Page), 'BLOG' (Custom), and 'LOGIN' (Custom). The 'Save Menu' button is visible at the bottom right. An arrow points from the text below to the 'Default' menu name in the 'Theme Locations' section.

1. Create a Menu Name (i.e. Default)
2. Add your menu items

3. Select the Menu Name in Theme Locations to set it as the Primary Menu
4. Click Save Menu Button
5. Done

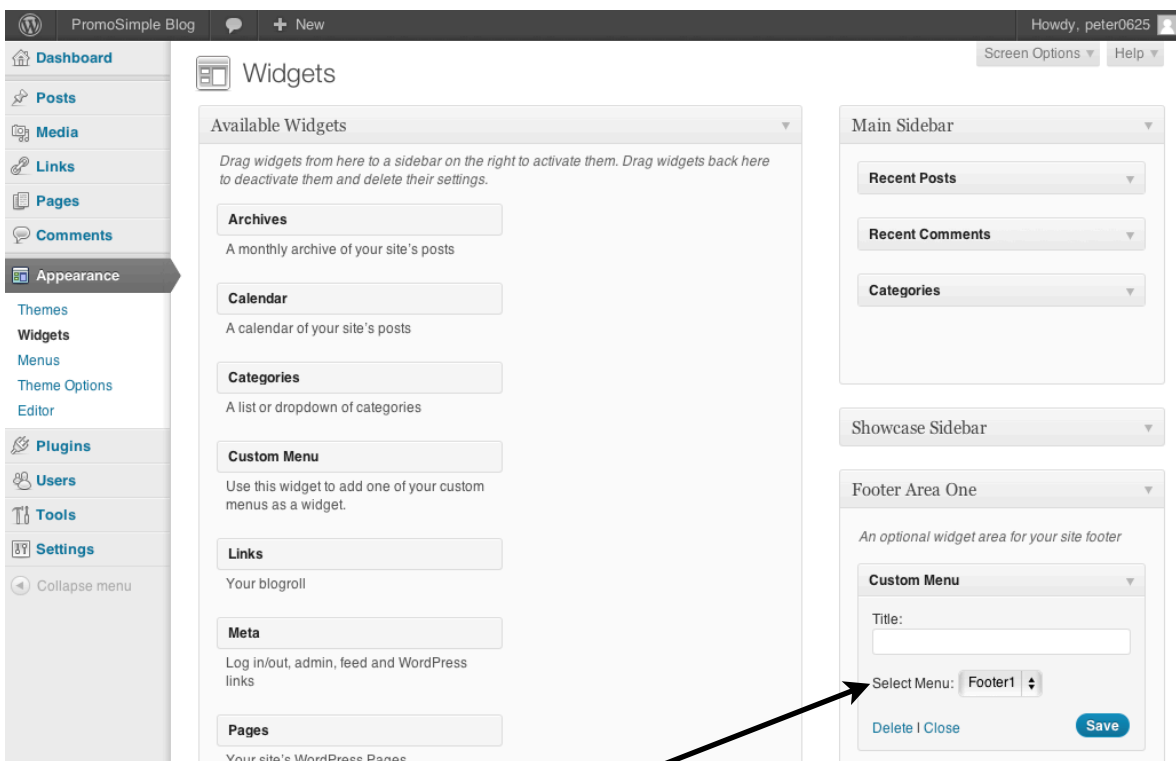
# Adding Menu Items to the Footer Bar



To add menu items (i.e. About Us Menu) to the footer of the blog site

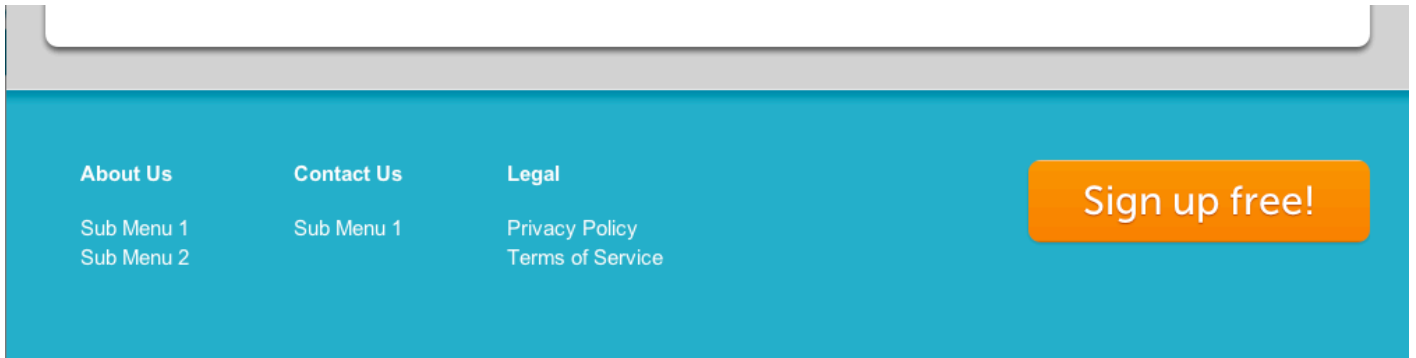
1. In the Menu Options page, add a new Menu Item (i.e. Footer1) - page 1 has an example of how to do that.
2. In the WordPress Dashboard, go to:

Appearance > Widgets



3. Drag “Custom Menu” from the list of Available Widgets to the “Footer Area One” and select the menu created in step 1 (i.e. Footer1) from the drop-down list.
4. Click Save.
5. Repeat process to add new menu set (i.e. Contact Us)

## Regarding the “Sign up free!” button



Footer Area One

An optional widget area for your site footer

Custom Menu

Title:

Select Menu: Footer1

Delete | Close Save

Text

Title:

`<a class="sign-up" href="#">Sign up free!</a>`

Automatically add paragraphs

Delete | Close Save

### Remember

To ensure that the sign up button appears in the blog site, make sure that a Text Widget is always the *last* widget in the “Footer Area One” and has html mark-up similar to the one shown below. Make sure to put in the correct href value.