

# SSA INSTRUCTION MANUAL

## Topic

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How to add additional links to the menu bar

## Description

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This document describes the process of adding additional items to your website's menu bar.

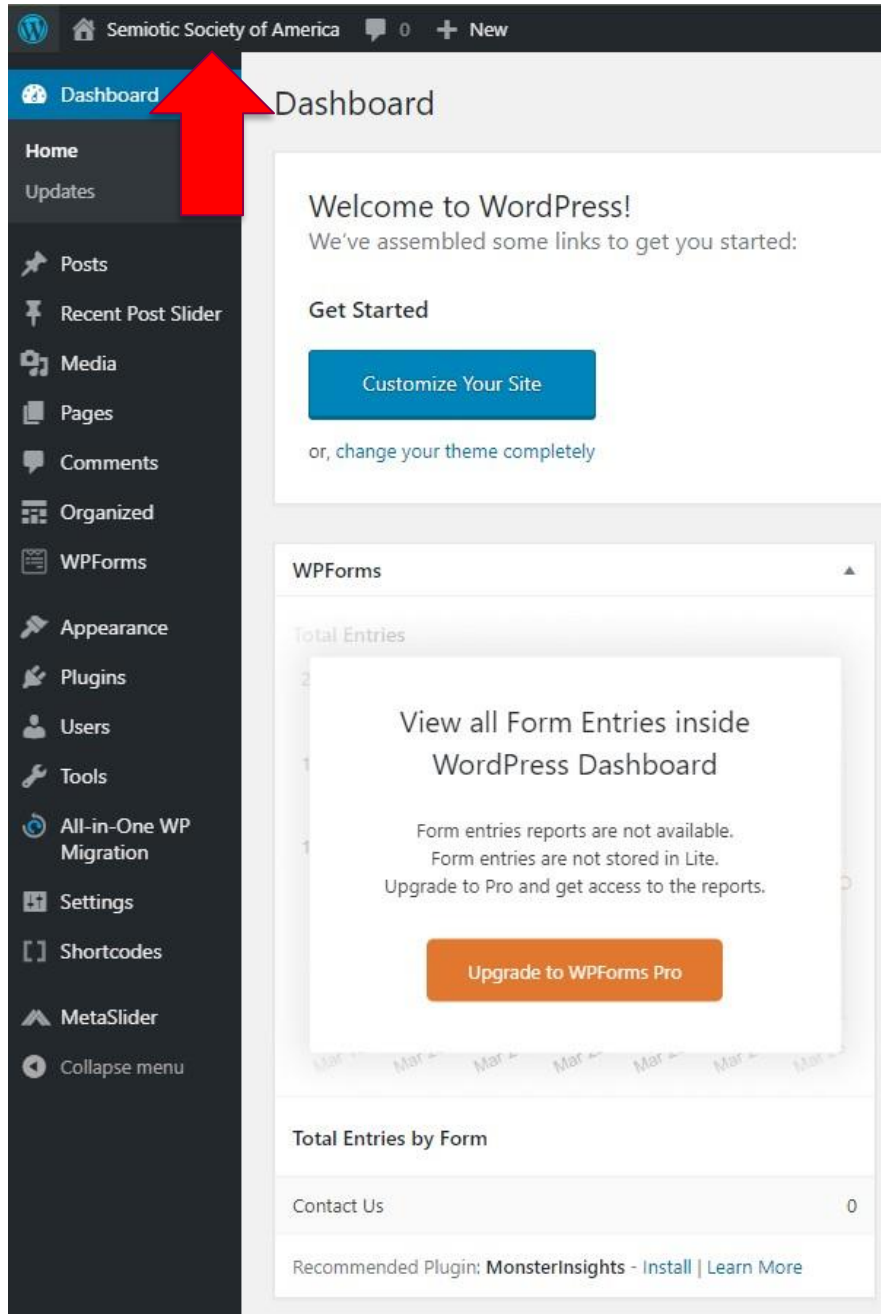
## Process

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1. From your website's dashboard, click on the name of your website, located on the left side of the gray bar at the top of the page.
2. On your website's home page, click the "Customize" link on the gray bar located on the top of the page.
3. In the newly opened customization menu, click the "Menus" button.
4. Click on the menu you would like to edit.
5. Click on the "Add Items" button, located below the list of existing menu items.
6. Select the type of item you would like to add to the page: Custom links, pages, posts, categories, or tags.
7. After clicking on an item, it will be added to the menu.
8. To change the order of menu items, click the "Reorder" link, located directly left of the "Add Items" button.
9. The arrows which will now appear next to the menu item names can be used to change the order in which they appear on the website.

# Pictures

## Step 1:



## Step 2:



The screenshot displays the WordPress admin interface for the Semiotic Society of America website. At the top, the admin bar includes the site name, a 'Customize' button, a notification icon with '0', a '+ New' button, and an 'Edit Page' button. A large red arrow points to the 'Customize' button. Below the admin bar is a decorative header with a repeating pattern of red circles and blue squares. The main content area features the 'semiotic SOCIETY OF AMERICA' logo, which includes a stylized orange 'i' with a semiotic symbol, and an illustration of a woman in a long dress kneeling and playing a harp. A light blue navigation bar contains the links: 'RECENT NEWS', 'CALL FOR PAPERS', 'SSA ANNUAL CONFERENCES', and 'SSA YEARB...'. Below this is a 'Recent News' section with a title, a teal 'SSA CONFERENCE' tag, the article title '44th SSA Conference', the author 'By Farouk Seif / December 8, 2018', a truncated text snippet 'Dear Friends and Colleagues, On behalf of the SSA Executive Board, I am pleased to confirm that our 44th SSA Conference...', a 'Read More' button, and a progress indicator consisting of seven circles, with the second one filled.

### Step 3:

The image shows a WordPress customization interface for a website titled "Semiotic Society of America". On the left, a settings menu is visible with the following items: "Active theme Personalbloggly", "Premium Edition", "Site Identity", "Posts and Pages", "Header Settings", "Menus", "Widgets", "Homepage Settings", "Additional CSS", "Footer Settings", "Background Color", "Sidebar Settings", and "Blog Feed Settings". A large red arrow points to the "Menus" option. The main preview area on the right shows a website header with a logo that says "semiotic SOCIETY OF AMERICA" and a navigation bar with "RECENT NEWS" and "CALL FOR". A black box highlights a portion of the preview area, showing a back arrow icon and the text "By F" and "C".

Step 4:

The screenshot displays a customization interface for a menu. At the top right, there is a blue button labeled "Published". Below this, a header bar contains a left arrow, the text "You are customizing Menu", a question mark icon, and a gear icon. A large red arrow points to the left edge of the interface. Below the header, the section is titled "Menu". Underneath, there is a "NavigationBar" section with the text "(Currently set to: Primary)" and a right arrow. A "Create New Menu" button is located below the navigation bar. The "Menu Location" section follows, with the text "Your theme can display menus in one location." and a "View Location" option with a right arrow.

## Steps 5-7:

The screenshot shows the WordPress Customizer interface for editing the 'NavigationBar' menu. The interface is divided into two main columns. The left column contains the menu configuration options, and the right column shows a preview of the menu items.

**Left Column (Configuration):**

- Menu Name:** NavigationBar
- Menu Items:**
  - Recent News (Page) [X]
  - Call for Papers (Custom Link) [X]
  - SSA Annual Conferences (Page) [X]
  - SSA Yearbook (Page) [X]
  - Archive (Page) [X]
  - Awards (Custom Link) [X]
    - Sebeek Fellow Award (Page) [X]
    - Roberta Kevelson Award (Page) [X]
- Actions:** Reorder, Add Items [X]
- Menu Location:** Primary (Current: NavigationBar) [checked]
- Menu Options:** Automatically add new top-level pages to this menu [unchecked]
- [Delete Menu](#)

**Right Column (Preview):**

- Search:** Search menu items...
- Custom Links:** (Empty)
- Pages:**
  - + Recent News (Page)
  - + The American Journal of Semiotics (Page)
  - + News Archive (Page)
  - + Contact Us (Page)
  - + About Us (Page)
- Buttons:** Add New Page, + Add
- Posts:** (Empty)
- Categories:** (Empty)
- Tags:** (Empty)

Two red arrows highlight specific elements: one points to the 'Add Items' button in the left column, and the other points to the 'About Us' item in the right column's 'Pages' list.

## Steps 8-9:

× Publish ⚙️

< Customizing ▸ Menus  
NavigationBar

**Menu Name**  
NavigationBar

Recent News	^	▼	<	>
Call for Papers	^	▼	<	>
SSA Annual Conferences	^	▼	<	>
SSA Yearbook	^	▼	<	>
Archive	^	▼	<	>
Awards	^	▼	<	>
Sebeok Fellow Award	^	▼	<	>
Roberta Kvelson Award	^	▼	<	>

Done + Add Items

**Menu Location**  
Here's where this menu appears. If you'd like to change that, pick another location.  
 Primary (Current: NavigationBar)

**Menu Options**  
 Automatically add new top-level pages to this menu

[Delete Menu](#)