UUHonolulu Menu Management
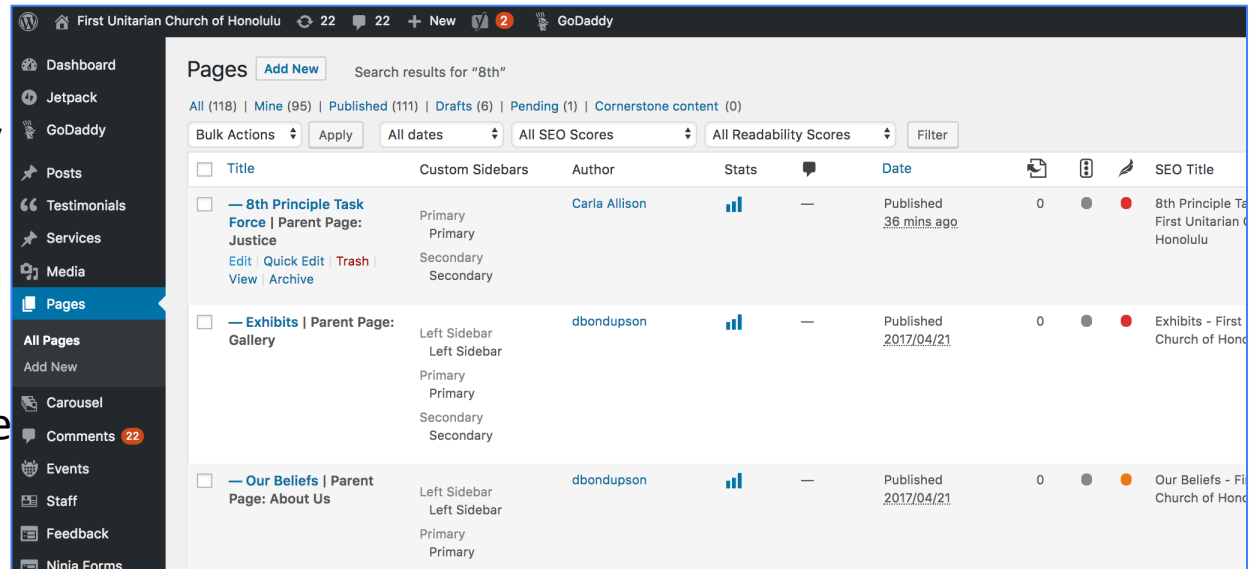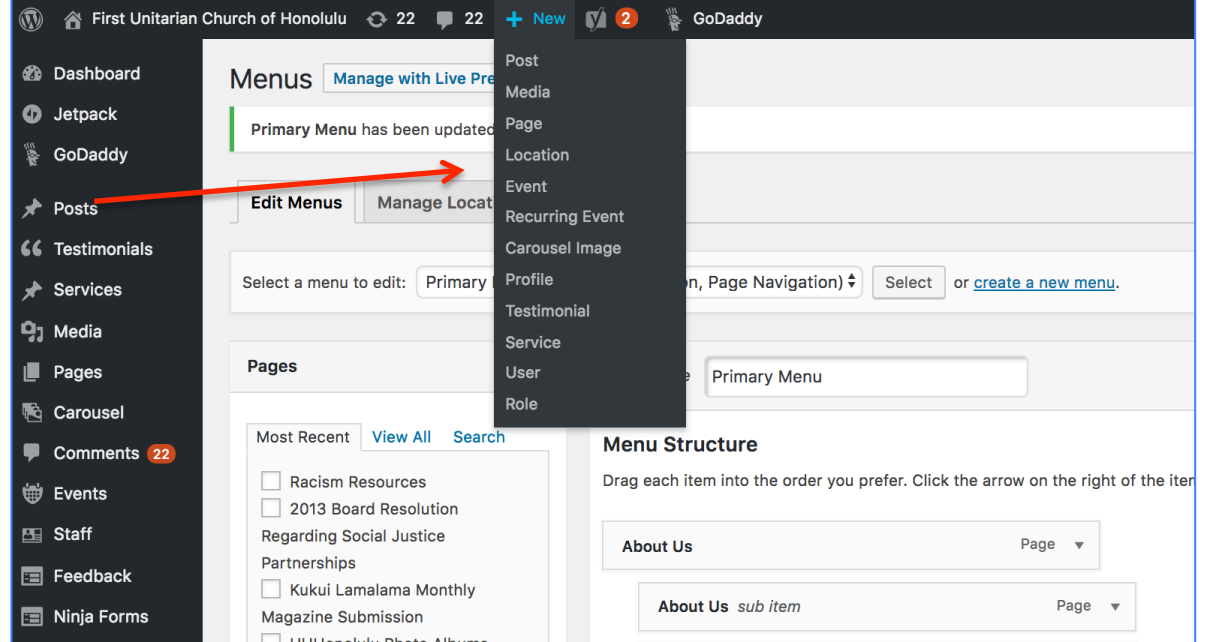## How to Add Pages and Change Menus

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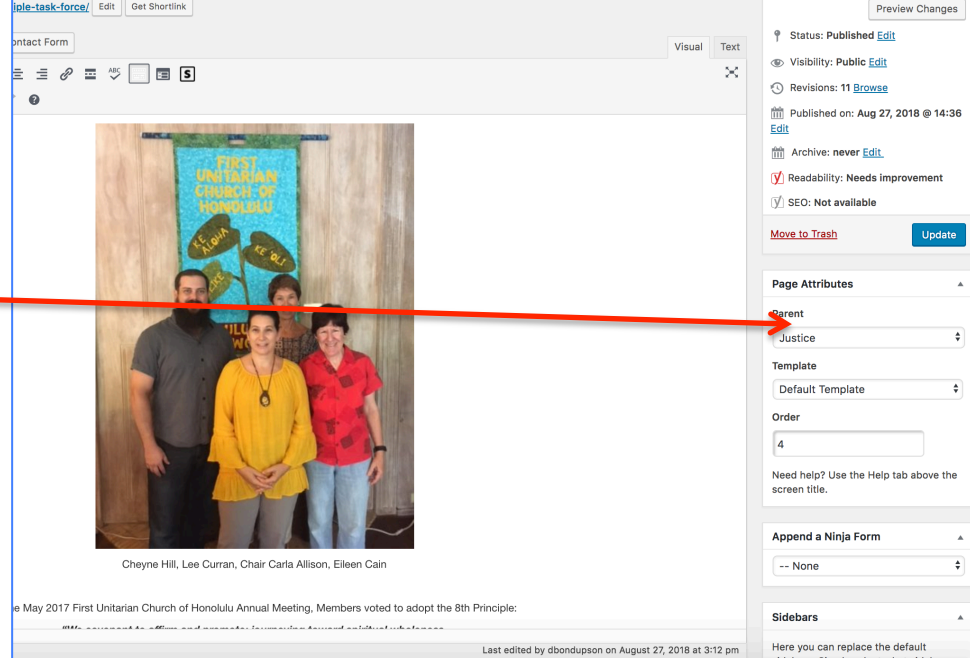1A) Click "New" on the top nav bar and Choose "Page" and create your new page.

OR…

1B) If the page already exists but you want to change where it shows up on the menu, Click "Pages" on the left nav bar.
Put part of the title in the search box and find your page. Click on the title and edit your page by adding the "Parent" and # it should appear in the drop down Under that Parent page.
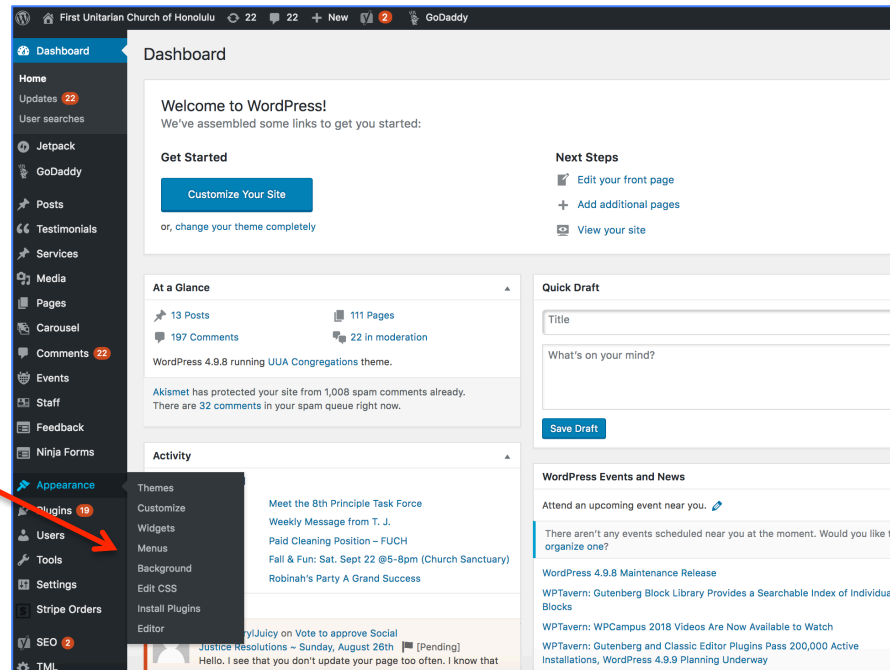
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2) On your page, look at the far right in the middle and see "Page Attributes" Under that see "Parent." Choose the parent/tab you want your page to appear under. Enter the # of where in the drop down list it should appear.
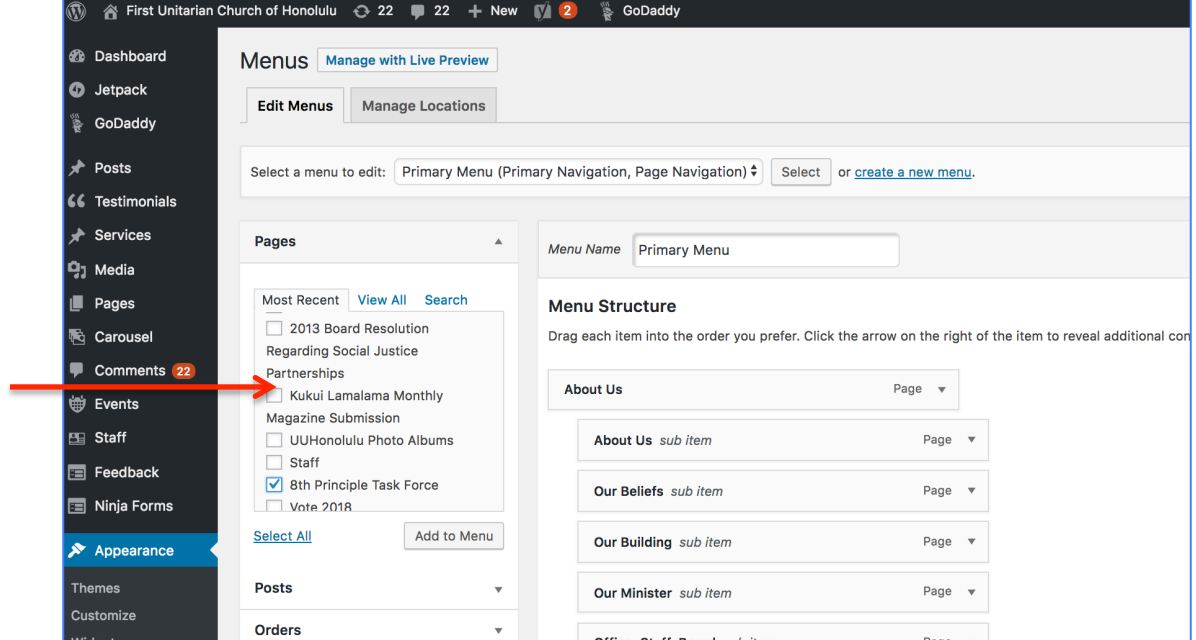
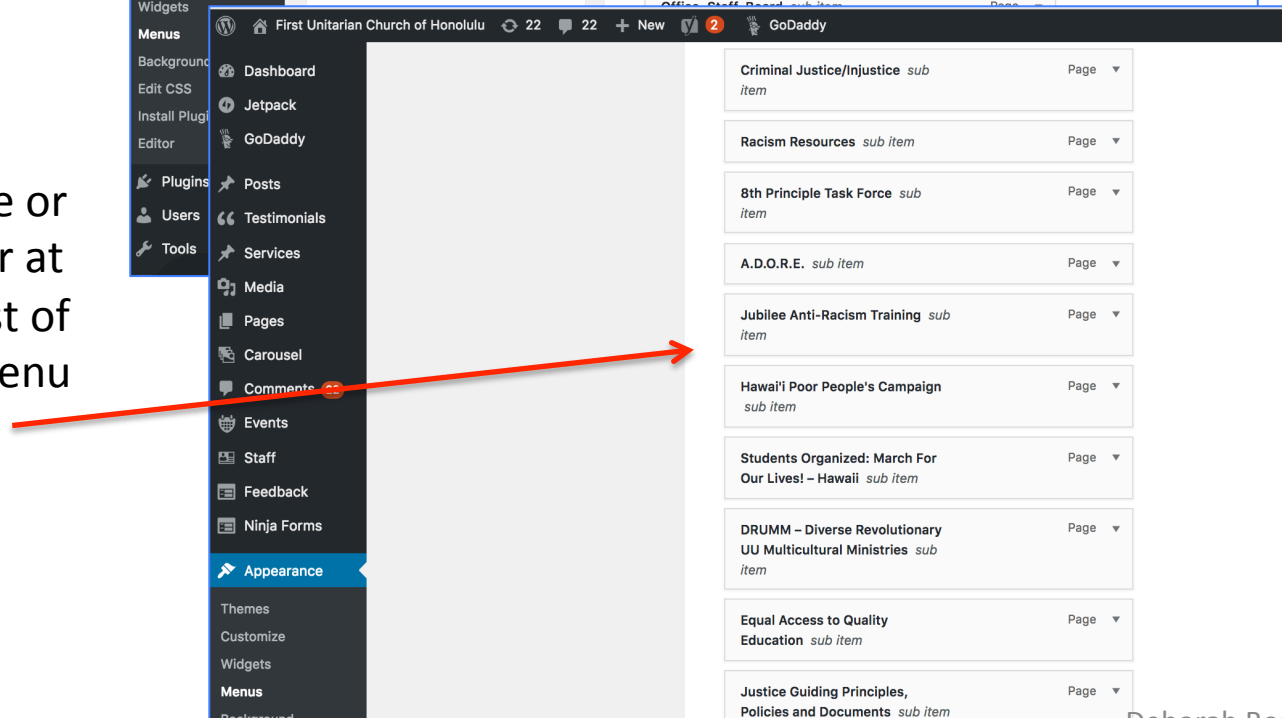3) Go to "Appearance" on the left nav bar

Click "Menus"

Cheyne Hill, Lee Curran, Chair Carla Allison, Eileen Cain
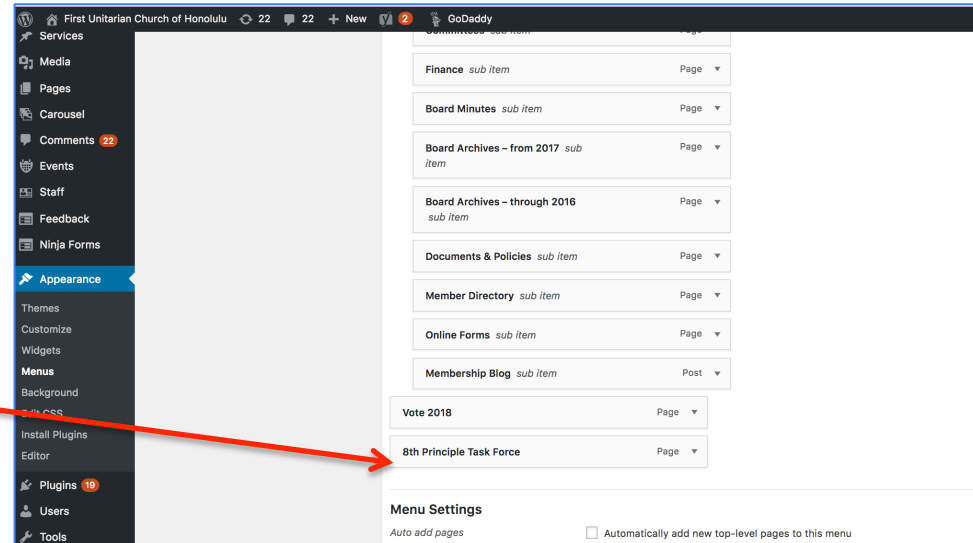
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4) On the Menu page, Go to the "Pages" list on the upper left. See the list of pages, scroll down until you find the name of the page you just made
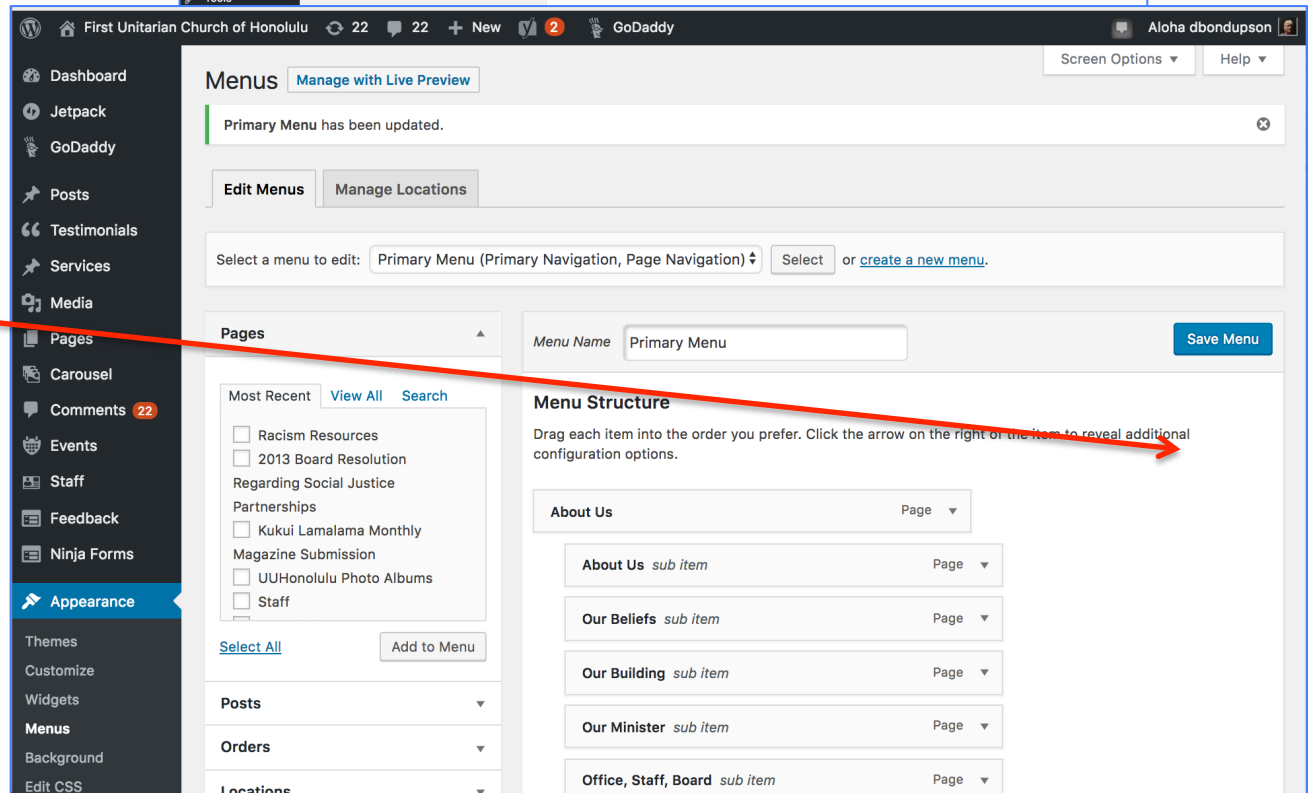
5) Your new page or pages will appear at the end of the list of pages on the "Menu Structure" page

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6) Put your cursor on the block with your page title on it. Slide it along the list to drop it in the place you want it. (I know---fabulously Easy!)

7) When your page is in the right position on the Menu– Be sure to "SAVE"

All done!
Go to the Homepage
Refresh your browser
See if all is as
You Wish!