

## Make a New Page and Add It to the Navigation

Stephanie Obodda - 2016-01-27 - Comments (0) - Menus and Navigation

How to make a new page and add it to the navigation

1. [Log in.](#)
2. Click on the wrench in the upper left corner of the page.
3. Under the "Create Content" tab, select "Page."
4. Title the page.
5. Insert the page's content in the body.
6. Set any other configuration options on the page.
7. At the bottom, find the "Menu Settings" area. Click on the tab if the "Menu Settings" aren't already displayed.
8. Enter a "Menu Title" to be the text that will link to the new page.
9. Choose a "Parent Item." This will select where the menu link gets inserted into the navigation hierarchy.
10. Ignore "Weight."



The screenshot shows the 'Menu Settings' configuration panel for a page titled 'Concentration Info'. The panel is divided into two main sections: a left sidebar with various settings and a main configuration area on the right.

**Menu Settings**  
Concentration Info

**URL Path Settings**  
Automatic alias

**Related Files**  
0 files

**Related Media**  
0 media files

**Related Links**  
0 links

**Revision Information**

**Workflow State**  
draft

**Publishing Options**  
Published

**Menu link title:**  
Concentration Info  
The link text corresponding to this item that should appear in the menu. Leave blank if you do not wish to add this post to the menu.

**Parent item:**  
-- Undergraduate  
The maximum depth for an item and all its children is fixed at 9. Some menu items may not be available as parents if selecting them would exceed this limit.

**Weight:**  
0  
Optional. In the menu, the heavier items will sink and the lighter items will be positioned nearer the top.

Save Preview

If you'd like to reorder the menu items after adding one to the navigation, see [Edit the Site Navigation.](#)