HOW TO PUT A NEW MONTH ON THE PHOTOS MENU

Log in to South Cotswold Ramblers website

If the Dashboard comes up, click on Visit Site (below South Cotswold Ramblers label top left) which should take you to the Home page

Click on Customise (at top)

Menus

Main Menu

Go to the bottom of the long menu list and click on +Add Items

Column appears on the right. The page you want should appear on the list.

Click on +Whatever page you want to add to menu. It then appears right at the bottom of the menu list

Then click on Reorder.

On the label of the page you have just added, arrow up one step at a time until your page appears below 2015 (i.e.the bottom of the Photos menu) then > to the right once. Don’t click on any other labels, just the one you are moving

Then Arrow up until it is just above the previous year.

Use right arrow once to position it below the previous month.

When in the right place, click Publish at top. Wait a bit then click on X (to the right of Publish.

Click on Visit site at the top to check it is in the right place

If label isn’t in the correct format

Go back to Dashboard

Click on Appearance then Menus (or Menus and Appearance) –it doesn’t matter

On the Menu Structure scroll down to find the label on the right hand side

Click on the Down arrow

Where it says Navigation Label, alter it to show the first 3 letters of the month and the year

Save Menu right at the bottom.

Go to Visit site to check everything is working