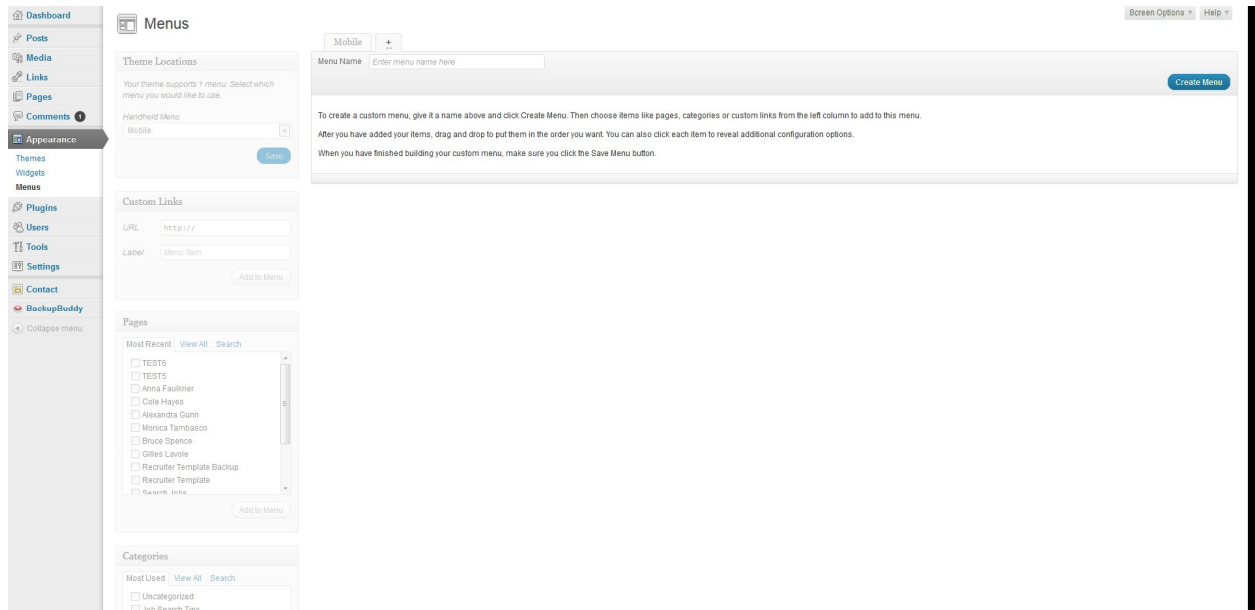


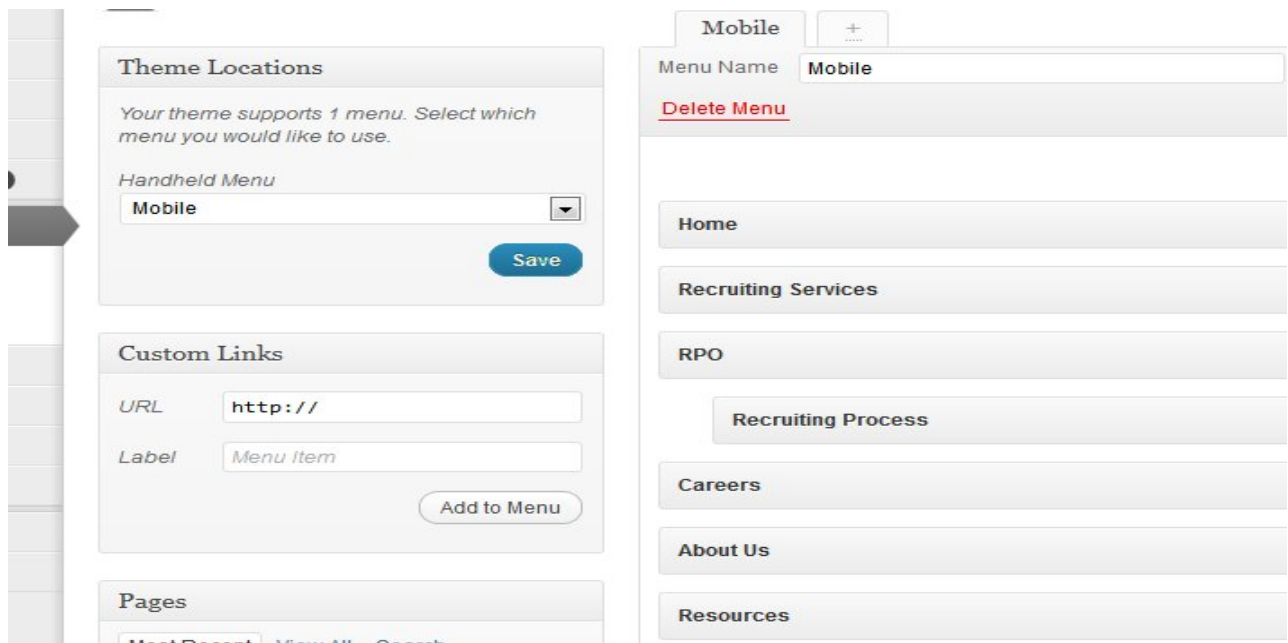
## Updating the Mobile Menu

After entering your login information, select Appearance>Menus from the main navigation on the left:



If a mobile menu does not exist, you will need to create a custom menu. Enter a name for the menu in the field provided at the top of the page. All menus will create a tab at the top of the page.

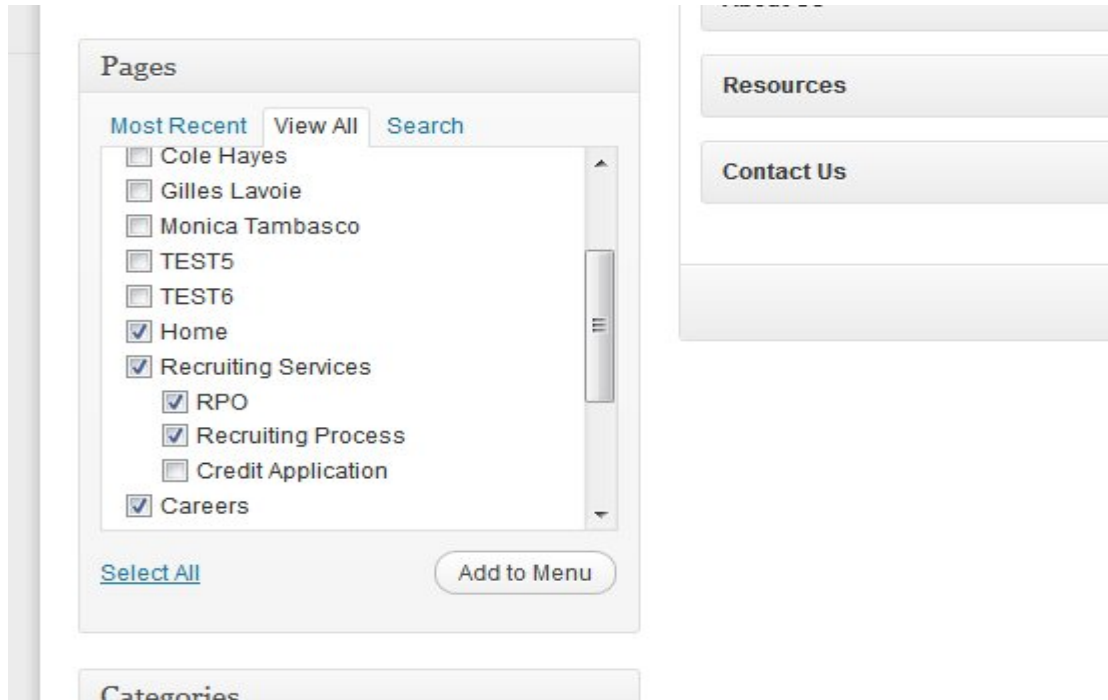
You can select which menu you would like for the mobile version of the side in the upper left corner, Theme Locations>Handheld Menu – select from the drop down menu.



## Adding Items to the Menu

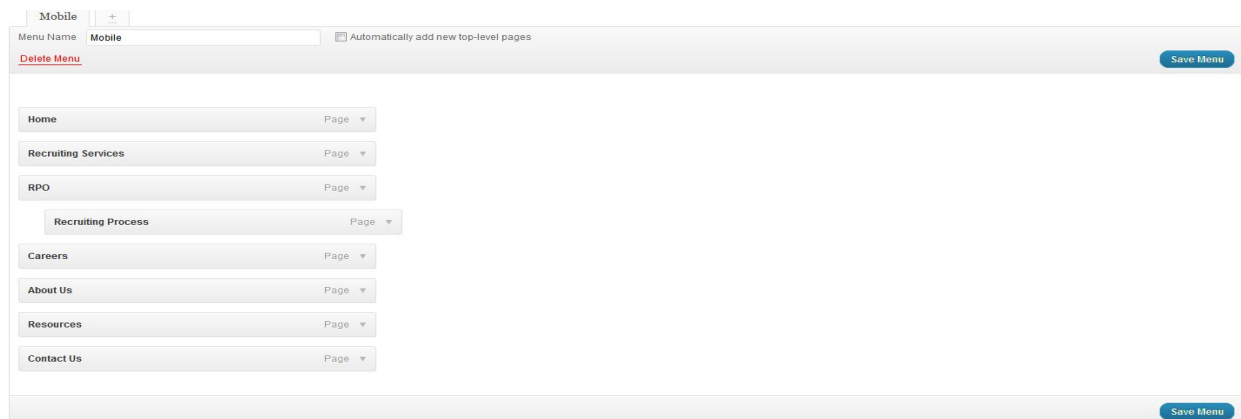
To add items to the menu, check the items that you want to appear in that menu under the Pages tab. Use the View All tab to ensure that you are able to access all pages on your site.

After checking the pages you want, select the Add to Menu button. The pages will appear on the right side of the screen.



## Editing Menu Items

To Create Subnavigation items, simply click on the item in the Menu, move and drop to the right. Make sure to select the Save Menu button to ensure changes have been saved.



## Deleting Menu Items

To delete a page from the menu, select the arrow to open that page item. Select Remove. Make sure to select the Save Menu button to ensure changes have been saved.

Delete Menu



Home Page ▾	
Navigation Label	Title Attribute
<input type="text" value="Home"/>	<input type="text"/>
Original: <a href="#">Home</a>	
<a href="#">Remove</a>   <a href="#">Cancel</a>	

Recruiting Services Page ▾
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RPO Page ▾
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Recruiting Process Page ▾
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Careers Page ▾
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About Us Page ▾
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Resources Page ▾
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Contact Us Page ▾
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