

Pages & Menus

DOCUMENTATION · SITE MANAGEMENT

■ Overview

Your website is made up of pages — each page has a URL, a title, and content placed on it through the page builder. Menus are the navigation links that connect those pages together so visitors can find them. This guide covers how to manage both.

■ Pages

Where pages are managed

Pages are managed under **Pages** in the WordPress sidebar. This shows a list of all the pages on your site. Click any page title to open it for editing.

What a page contains

A page has two parts:

- 1 **The title** — shown in the browser tab and sometimes in the page header depending on your template
- 2 **The content** — everything visible on the page, built using the page builder

Most pages on your site use the page builder for their content rather than the default WordPress text editor. To edit the design and layout of a page, click **Edit with YooTheme** (or the equivalent builder button) when viewing the page in the admin.

Creating a new page

- 1 Go to **Pages** in the WordPress sidebar
- 2 Click **Add New**
- 3 Enter a title for the page
- 4 Click **Edit with YooTheme** to open the builder and add content
- 5 When ready, click **Publish** in the top right

✦ *New pages are not automatically added to any menu. After creating a page, you need to add it to your navigation manually — see the Menus section below.*

Page settings

On the right-hand side of the page editor, you will find a few useful settings:

- **Status** — Published (visible), Draft (hidden from the public), or Private (only admins can see it)
- **Visibility** — Public or Password Protected (visitors need a password to view the page)
- **Slug** — the URL path for the page (e.g. **/about** or **/retreat**). This is set automatically from the title but can be changed

Editing an existing page

- 1 Go to **Pages** in the WordPress sidebar
- 2 Find the page you want to edit and click its title
- 3 Click **Edit with YooTheme** to open the visual builder
- 4 Make your changes
- 5 Click **Save** or **Publish** to apply them

Changes are applied immediately to the live site when you save.

Hiding or removing a page

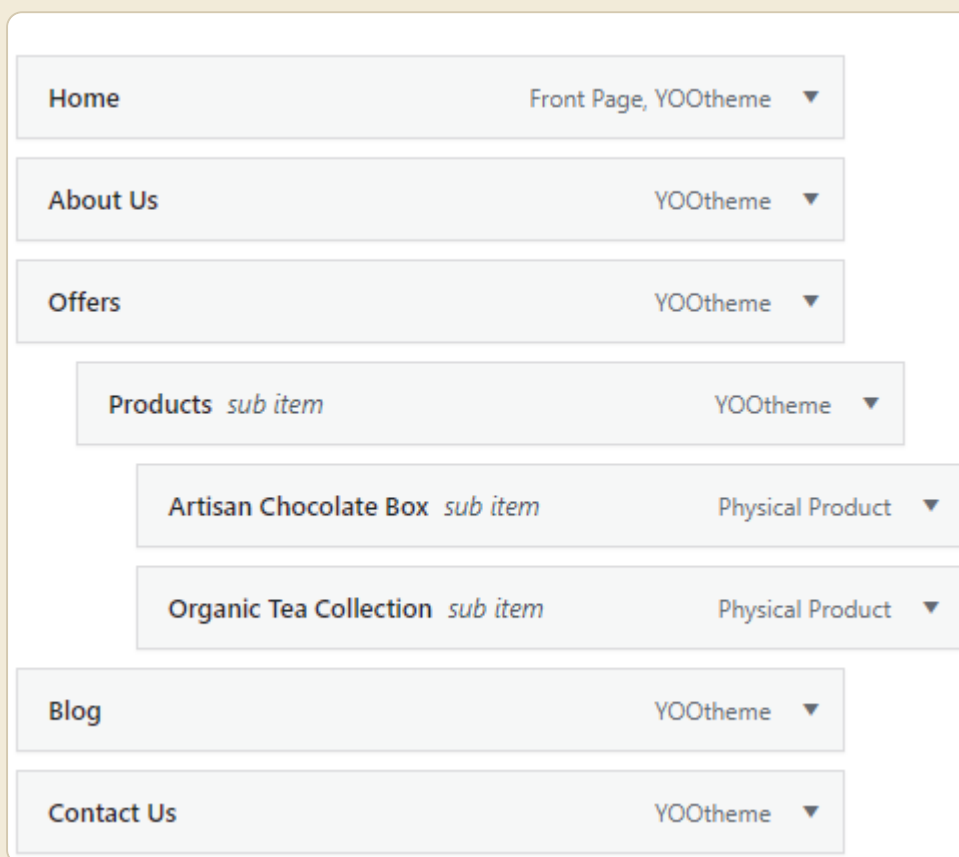
To temporarily hide a page from visitors without deleting it, change its status to **Draft**. The page remains in your admin and all its content is preserved — it just becomes invisible to the public.

To remove a page entirely, move it to the trash from the Pages list. Be careful — if the page is linked in your menus or from other pages, those links will break.

Special pages

Some pages on your site have Flowworx elements placed on them that make them functional — your checkout confirmation page, your profile page, your shop or booking page. These pages are best left as-is unless you know what you are changing. If a functional page needs restructuring, contact Creationworx.

■ Menus



Appearance → Menus, which is unchanged by Flowworx.

What menus are

Menus are the sets of navigation links that appear in your site's header, footer, or sidebar. Each link in a menu points to a page, and you control which pages appear and in what order.

Where menus are managed

Go to **Appearance** → **Menus** in the WordPress sidebar to manage your navigation menus.

✦ You may also be able to edit menus directly in the page builder through the header settings, depending on how your site is configured. Check with Creationworx if you are unsure where your navigation is managed.

Adding a page to a menu

- 1 Go to **Appearance** → **Menus**
- 2 Select the menu you want to edit from the dropdown at the top
- 3 On the left, find the page you want to add (under **Pages**)
- 4 Check the box next to it and click **Add to Menu**
- 5 The page appears in the menu list on the right — drag it to the position you want
- 6 Click **Save Menu**

Removing a page from a menu

- 1 Go to **Appearance** → **Menus**
- 2 Select the menu
- 3 Find the item you want to remove and click the arrow to expand it
- 4 Click **Remove**
- 5 Click **Save Menu**

Removing a page from a menu does not delete the page — it just removes the navigation link. The page still exists and is still accessible by anyone who has the direct URL.

Creating sub-menu items (dropdown navigation)

To create a dropdown under a menu item, drag a child item slightly to the right beneath the parent item in the menu editor. It will be indented, indicating it is a sub-item. When visitors hover over the parent link, the child links appear as a dropdown.

Keeping your navigation tidy

A clean navigation helps visitors find what they need. As a general principle:

- Only include pages in your main navigation that visitors are actively looking for
- Use a footer menu for secondary links (legal pages, contact, terms)
- If you add a new product or service page, add it to the relevant menu so it can be found