

# Grouping Posts/Pages/Links by Custom Menu

(eg. Writers or Literature Circles)

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If you wish to organize your groups so that they only display in one area widget, you can use the Custom Menu option.

This type of grouping hierarchy requires that you use the CUSTOM MENU widget to organize and not CATEGORIES widget. (\*You must remove the CATEGORIES widget from your PRIMARY/SECONDARY WIDGET AREA – go to Appearance > Widgets. Drag it to the Inactive box.)

In your **DASHBOARD**, you will be working between **POSTS** – Categories and **APPEARANCE** – Widgets, Menus

1. Open **Posts > Categories**

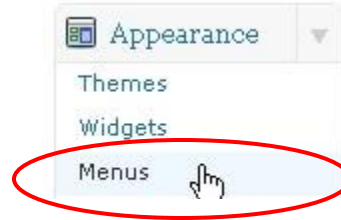


2. In this example, I've grouped all of my students under one overarching category (Writers) so they show up as one group. To do this, in **Add New Category** > type in "Writers". In **Parent** > select **None**.

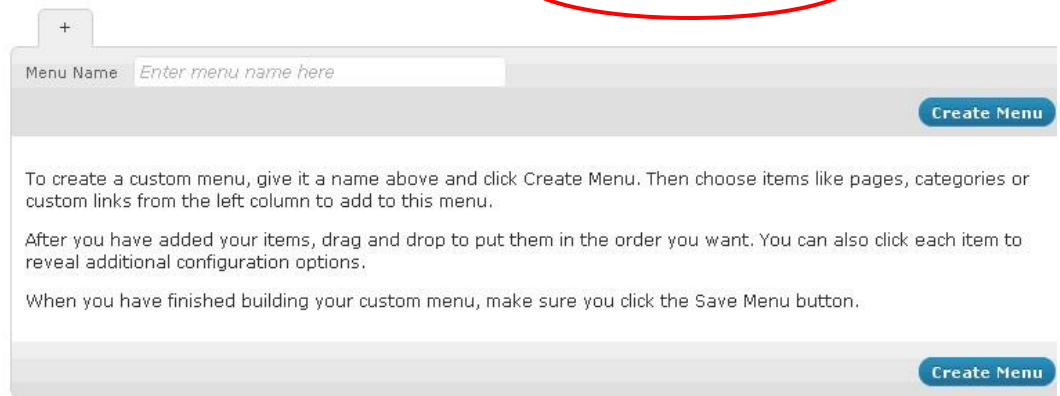
3. To add students, type in **Name**. In **Parent** > select Writers. (eg. 'Tigger' will be organized in the Writers list.)



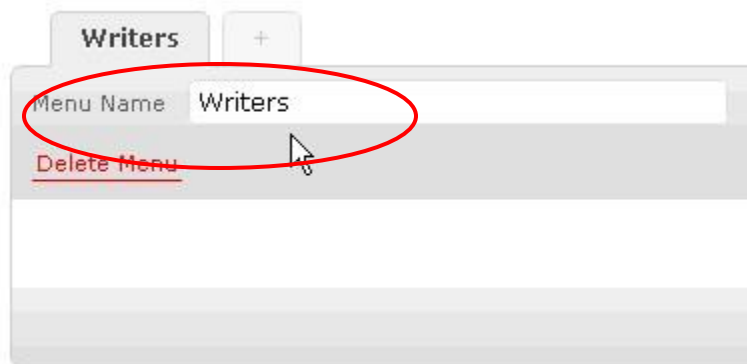
4. Open **Appearance > Menus**



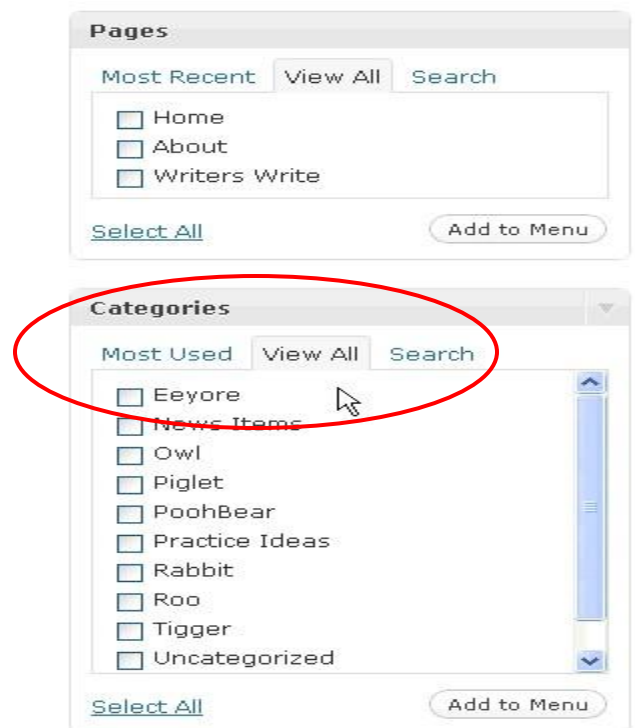
The Menu will look like this.



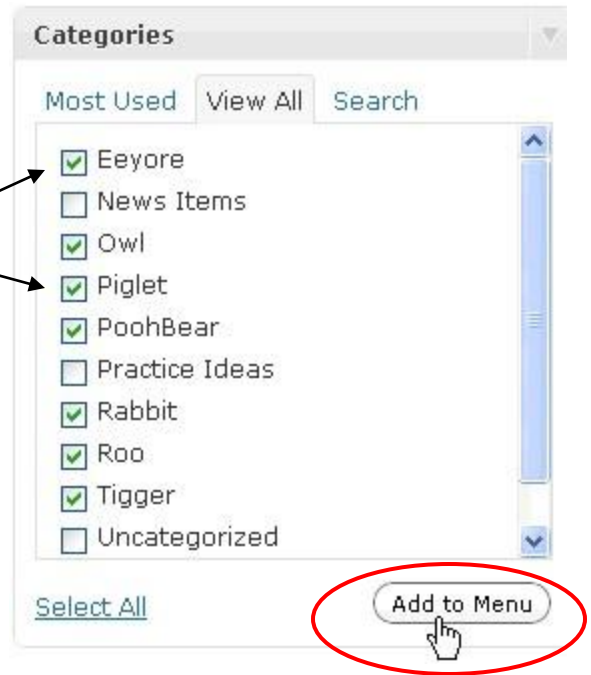
5. Record a Menu Name (eg. Writers)



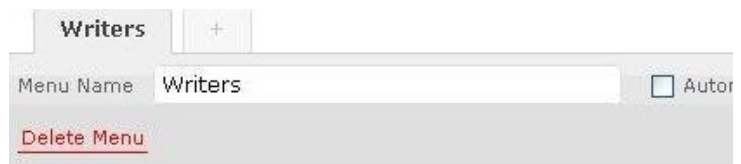
6. In the left hand side, locate **Categories**. Click **View All** to see your full list of categories.



7. Select the items you wish to be a part of the Menu (Writers).
8. Click **Add to Menu**.

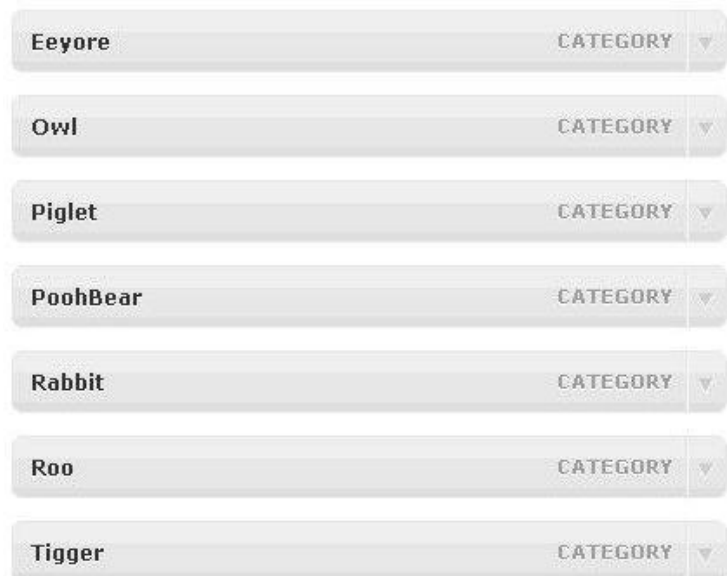


9. Your list will automatically pop in the new menu.

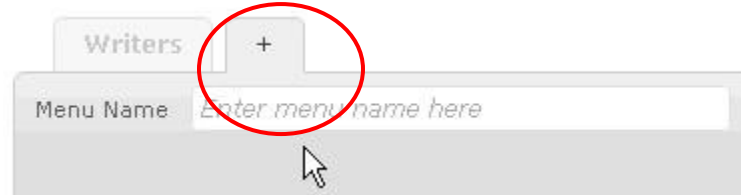


10. Click **Save Menu**.

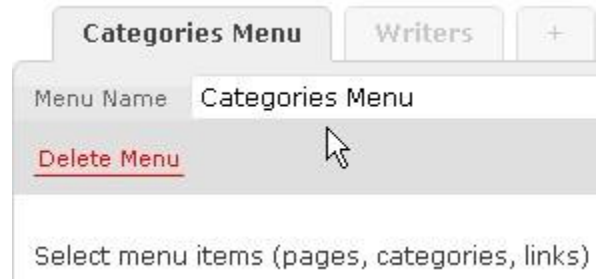
(\*Note that it is listed in alphabetical order. You can change that order by dragging the item to create a new order.)



11. Now, create another Menu for your other categories by clicking on the **+** symbol.

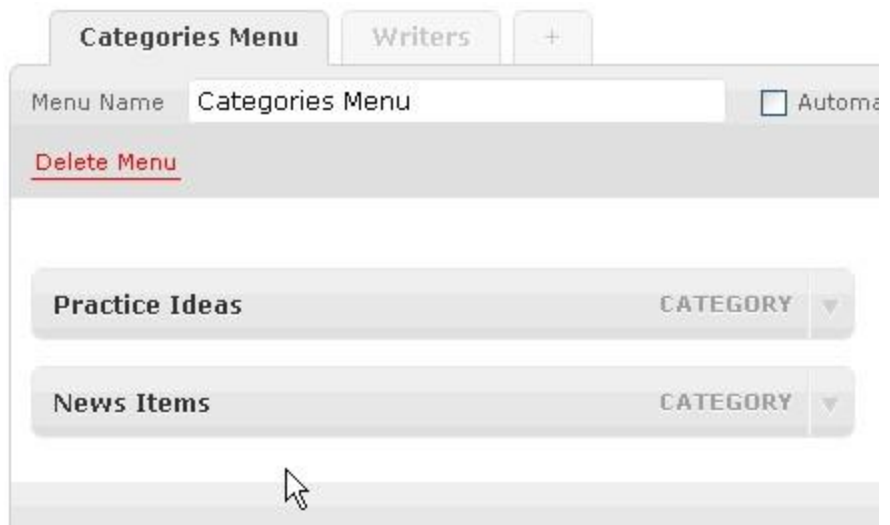


12. Record a new Menu Name.  
(Eg. I've chosen Categories Menu but you can type any name you wish.)



13. Select the items you wish to be a part of the Menu from the **Categories View All** list.

14. Click **Add to Menu**.



15. Your new menu should look something like this.

16. Organize the order (default will be alphabetical.)

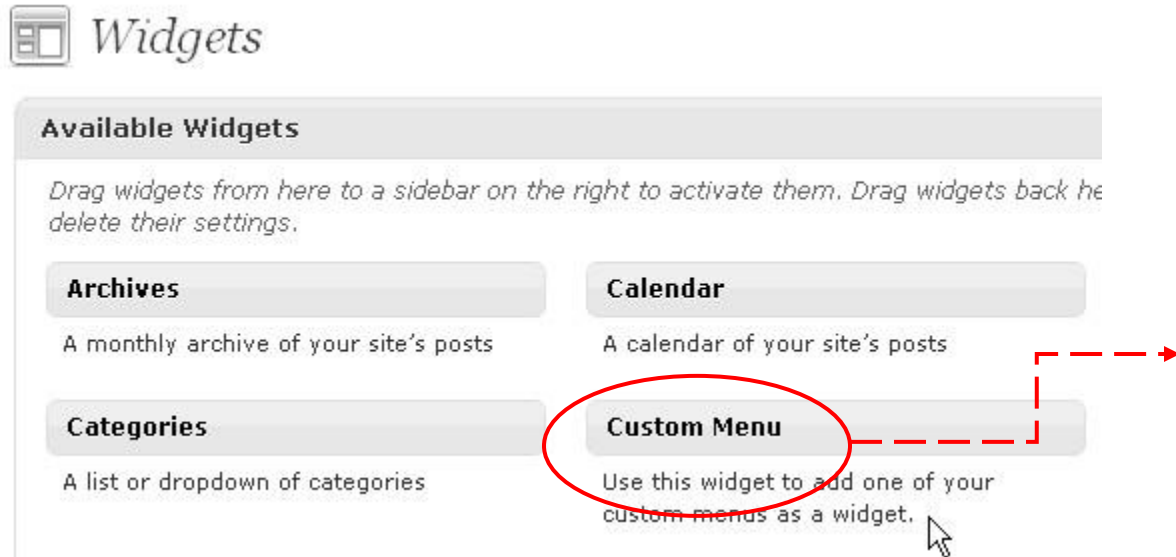
17. Click **Save Menu**.

**Almost there!** 😊

18. To make your new menus display on the blog, go to **Appearance > Widgets**.



19. Locate the Custom Menu widget and drag to your Primary or Secondary widget Area.



20. Record a **Title** that describes this grouping.

21. Use the *drop down arrow* to select a Menu to connect the menu with the title of this widget.

22. Click **Save**.

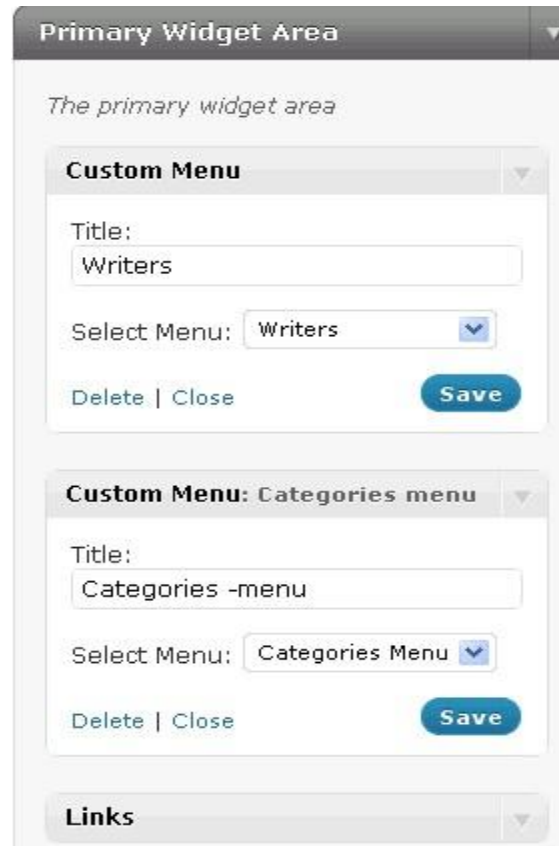


23. Return to the **Widget Area** and drag another **Custom Menu** widget into the **Primary Widget Area**.

24. Add **Title** and **Select Menu**.

25. Click **Save**.

26. Organize the order of the widgets by dragging them up/down.



When a written post is categorized, it will now display on the blog in separate groupings.

