**WordPress with JAWS for Windows**

**Class Four**

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# Introduction

Parent is a commonly used technical term. A “Parent” is a container that holds other items.

For example:

* A folder is parent to a subfolder
* A page is a parent to other pages
* A menu is a parent of submenu items

Parent pages organize pages in a hierarchy for easy navigation and access.

The website menu shows linked items on all website pages. We’ll discuss adding, editing, and managing the primary menu.

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# Parent Pages

Organize pages under other pages.

Website pages can have a hierarchy.

For example: A website sells a variety of widgets. A page lists all widgets with links to pages that describe each widget.

The pages are:

* Widget Page
  + Red widget
  + Blue widget
  + Yellow widget
  + Green widget

The Widget Page is the parent of the specific widget pages.

To assign a parent page during page creation:

* Create and save the parent page before creating the child pages
* This ensures the parent page is available for selection in the Page settings
* Add child page links to the parent page.

You can assign a parent page in the Page settings side bar or in Quick Edit.

## The Page Settings Side Bar

The Page Settings side bar is on the right side of the window.

Add a parent page in the Page Settings side bar:

* Open a page in edit mode
  + Ensure no blocks are open or active
  + The Virtual Cursor should be active
* Navigate to the Page Settings side bar
* Select a parent page in the Parent Page combo box

The parent page is assigned when the page is published or saved as a draft.

## Quick Edit

Assign a parent page in the Page Quick Edit controls.

To assign a parent page:

Open the Dashboard

* Open “All Pages”
* Select a page and activate “Quick Edit”
* Navigate to the Parent combo box
* Select a parent page
* Save the changes

The focused page is listed beneath the parent page in the page hierarchy.

You can assign parent pages at any time. Assigning parent pages keeps your site organized.

# Menus

Menus can be added to any static page website. WordPress sites can have one or more menus on a site.

Menus can display primary pages automatically, or you can configure them to include specific pages, posts, or external links.

Configure menus in the Dashboard “Menus” page.

To open the “Menus” page:

* Open the Dashboard
* Open “Menus”

Use the “Main Content” skip link to focus on the Content Area.

## The Menu Page Layout

The Menu page opens in the Content Area.

It is split into two sections:

* Add Menu Items
* Menu Structure

The sections are labeled with Heading level 2 text. The controls for each are beneath the related Heading.

Let’s name, add items to, and manage a primary menu.

## Name a Menu

WordPress doesn’t have a default menu. Configure and add a primary menu on this page. The “Menu Name” edit box is the first control beneath the “Menu Structure” heading.

To name the new menu:

* Focus on the “Menu Name” edit box
* Name the menu

You can add more menus as your site develops. Give this menu a name that indicates it is the primary menu. Use a name like “Main” or “Primary.”

Let’s add and manage menu items.

## The Menu Meta Block

The WordPress menu can show links to pages, posts, and external sites.

The “Pages” panel is in a Meta Block beneath the “Add Menu Items” heading.

The Meta Block contains several panels. Each panel is labeled with Heading Level 3 text. Activate a panel heading to open or close the related panel.

The panels include:

* Pages
* Posts
* Custom Links
* Categories

To open a panel:

* Navigate to Heading Level 3 text
* Activate a panel heading

By default, the “Pages” panel is open.

Let’s discuss linking to pages and posts in the “Pages” panel.

### The Pages Panel

The Pages panel has controls through which you can add, or search for, pages and posts.

Three links enable tabs and a list of checkboxes is at the bottom.

Three links enable tabs that locate and add menu items:

* Most Recent
* All
* Search

Let’s explore how to locate and add menu pages.

Most Recent:

The “Most Recent” tab shows the recently accessed pages. The pages are listed in a list block with checkboxes.

Navigate the checkboxes and toggle pages to add them to the primary menu.

Unchecked pages are not added.

Activate “Add to Menu” and the changes are saved.

The View All tab:

The “View All” tab places the Home and blog pages at the top. All other pages follow in alphabetical order. Child pages are listed beneath their parent pages.

Navigate the checkboxes and toggle the pages to show in the primary menu.

Unchecked pages are not shown in the menu.

Activate “Add to Menu” and the changes are saved.

Search Pages:

WordPress sites can include hundreds or even thousands of pages. As your website grows, searching for a specific page becomes more efficient than navigating long lists.

To search for a page:

* Activate the “Search” tab
* Focus is placed on a “Search” edit box
* Type a search string
* Page search result checkboxes propagate beneath the search edit box

Navigate the checkboxes and toggle the pages to show in the primary menu.

Unchecked pages are not shown in the menu.

Activate “Add to Menu” and the changes are saved.

### The Posts Panel

The “Posts” panel includes the same controls as the “Pages” panel. This panel shows posts.

Navigate to:

* Most Recent
* All
* Search

Add posts the same way you add pages.

### Custom Link

Link to an external website using the “Custom Link” panel. You can link to your YouTube channel, highlight a parent company site, reference partner content, or add any external site to the primary menu.

To add an external link:

* Navigate heading level 3 text and open the “Custom Link” panel
* Focus is on the “URL” edit box
* Type a website:
  + <https://www.blind.training>
* Type the link text in the next edit box:
  + ATI
* Activate “Add to Menu” and the external link is added to the menu

These links are added to the primary menu and shown on every website page.

Activate “Add to Menu” and the changes are saved.

### Categories

Posts can be categorized. Link to post categories using the “Categories” panel.

This panel includes the same controls as the “Pages” and “Posts” panels.

Navigate to:

* Most Recent
* All
* Search

Add categories the same as pages or posts.

Activate “Add to Menu” and the changes are saved.

## Add All Pages

Add all website pages to the primary menu with a checkbox at the bottom of the Meta Bock.

To add links to all pages:

* Toggle “Select All”
* All website pages are selected

Activate “Add to Menu” and the changes are saved.

## Organize Menu Links

Organize menus beneath the “Menu Structure” heading level 3 text.

You accessed the “Menu Name” edit box to name the menu. Menu items are in a list beneath the Menu Name edit boxes.

Navigate list items with JAWS list item Navigation Quick Keys.

To edit a menu item, open the edit panel:

* Select a menu item
* Navigate once to the “Edit” button
* Activate the button to open the “Edit” panel

The panel opens. Fine-tune the menu items name and location.

Important: To navigate menu items, use List Item Navigation Quick Keys. Unless focus is in an edit panel, TAB and SHIFT-TAB navigate out of the list.

Configure the following

* Navigation Label: The menu text
* Menu Parent: The item is in a submenu of the parent
* Menu Order: Select the menu location order

A variety of movement links are in the edit panel. Basic links are initially available followed by more as criteria is met:

* Move Down One: Move the item below the next item
* Move Up One: Move the item above the previous menu item
* Under (item name):
  + Make the page a sub item of the previous page
  + For example:
    - A main menu page is “Widgets”
    - Red, green, yellow, and blue widgets are all submenu pages of the primary page
    - Activate this link to move the page
    - The page is moved and focus is placed on the page link
* Out from Under (item name):
  + If an item is a sub item of another, move it up one menu level
* Remove: Remove the item from the menu
* Cancel: Cancel all changes

Toggle the page edit button to close the edit panel.

Select an item, open the Edit panel, and edit menu items to suit your needs.

Use the menu controls to move each item

Activate “Create Menu.” The menu is created and is live.

Return to this page to modify the menu.

# Conclusion

Parent pages organize pages in a hierarchy in the “All Pages” table and Menu selection list. Create as many parent pages as needed to organize the website.

The Menu is on every website page. Add and organize menus and menu items in the Dashboard.

The WordPress menu provides the primary website navigation. Customize the menu to meet the needs of your site.

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