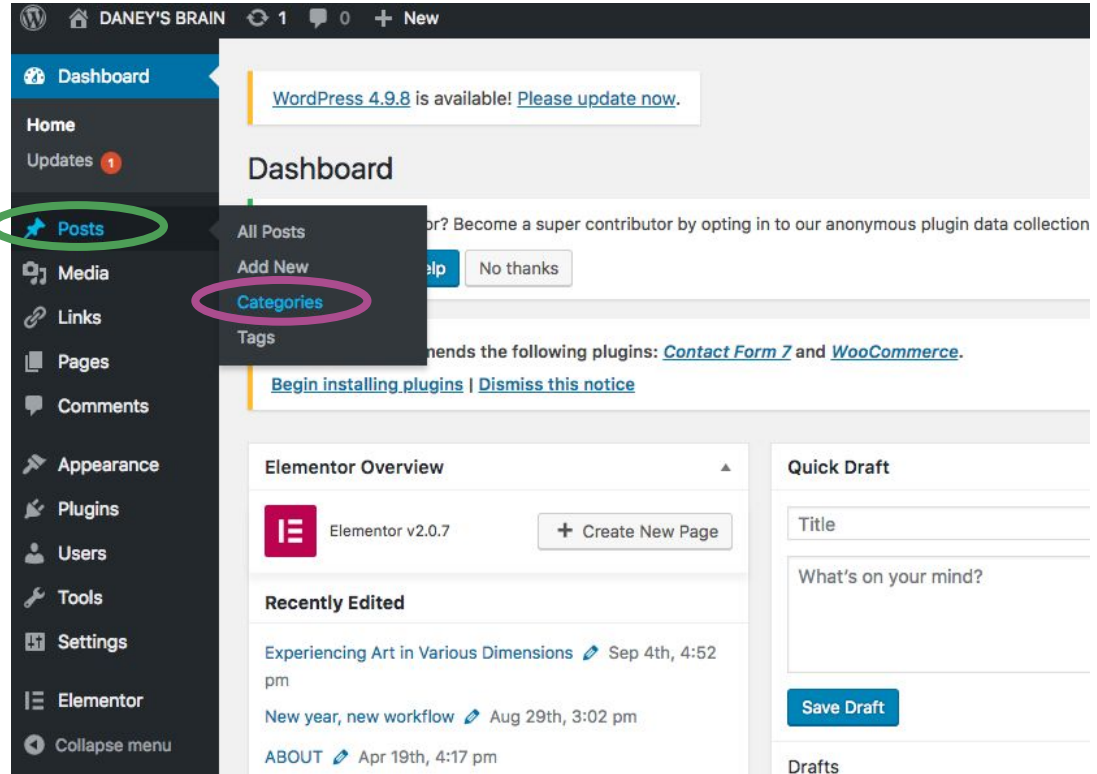# Creating Your Process Log in Wordpress

A CDVL Tutorial

Part One: Categories

The Categories Page

From your Wordpress dashboard, hover over the "Posts" button and select "Categories" from the dropdown menu.

Making a Parent Category

If you have process logs for more than one class, you'll want to make a "Parent Category" for all of them. Make a category named "Process", and make sure its Parent is listed as "None".

(If you only need one process log, you can skip this step!)

Categories

Love using Elementor? Become a super contributor by opting in to our anonymous plugin

Sure! I'd love to help   No thanks

This theme recommends the following plugins: *Contact Form 7* and *WooCommerce*.
Begin installing plugins | **Dismiss this notice**

Add New Category

Name

Process

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent

None

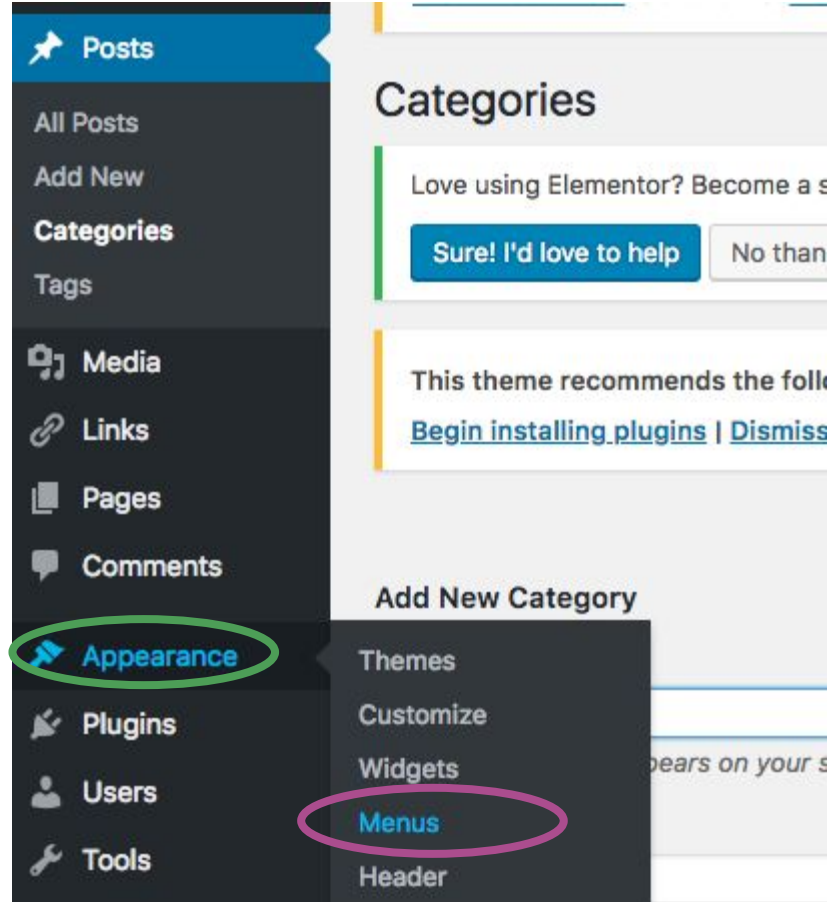*Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.*

Description

You don't need a description, but you can add one if you want.

The description is not prominent by default; however, some themes may show it.

Add New Category

Making a Child Category

Make a new category, but this time name it after the class the process log is for, and choose "Process" as the parent category.

(If you skipped the last step, keep the parent category as "None")

Add New Category

Name

3D Thinking 2018

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent

✓ None
Process
Art
Doodles

n have a hierarchy. You might have a Jazz category, and under ies for Bebop and Big Band. Totally optional.
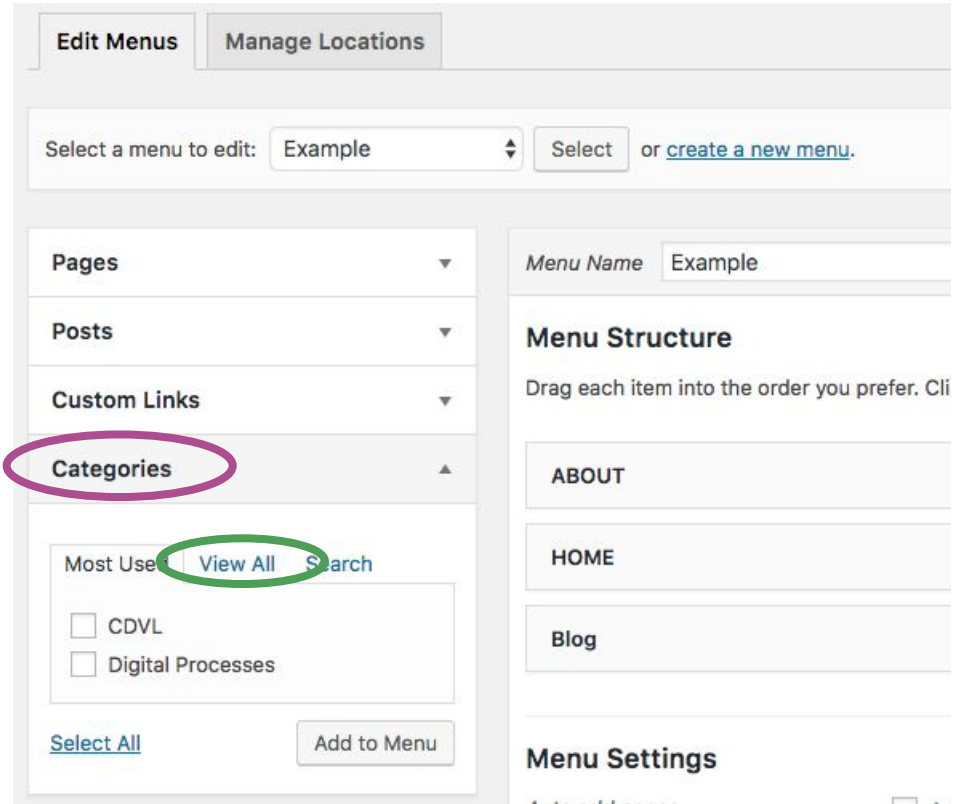
Part Two: Menu Items

The Menus Page

Find the Appearance button on the sidebar, and click "Menus" on the dropdown list.

Add Categories to Menu

Choose "Categories" from the list on the right side of the menu editor. If the categories you made don't show up right away, click the "View All" tab and check there.

Selecting Categories

Check the box next to the category or categories you just made, then click "Add to Menu".

Organizing the Menu

You can click and drag menu items to change the order in which they appear. Since your class category is a child category of "Process", drag it below and to the right, so that it becomes a sub item.

Menu Name | Example

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

ABOUT	Page ▼
HOME	Page ▼
Blog	Page ▼
Process	Category ▼
3D Thinking 2018	Category ▼

Menu Settings

Auto add pages ☐ Automatically add new top-level pages to this menu

Theme locations ☐ Primary Menu (Currently set to: Main)

Saving the Menu

Menu Settings

Auto add pages ☐ Automatically add new top-level pages to this menu

Theme locations ☑ Primary Menu (Currently set to: Main)

Delete Menu   Save Menu

At the bottom of the Menu Editor, check the box next to "Primary Menu" and then click "Save Menu". You're done!