**Hello and welcome to the tutorial on creating submenus on your website.**

**From the home page, click ‘site update wizard’**

**From here you can add a new section or update an existing section.**

**For a new section, click the first option. You can select the type of content you would like to add from the drop down box. There are various types including Blog, News and Plain text. For this exercise I will be selecting ‘plain text’ and then will click to proceed.**

**For plain text it is a 2 step process.**

**First you will add the title and content of the submenu. Yan can free type or copy and paste and there is a formatting toolbar and spellcheck for this.**

**Once you are happy with the content click next.**

**In step 2 you will choose the location of this submenu on your website. (this displays any headings you have on your site)**

**Select and click finish.**

**Your submenu will now be updated on your menu.**