

PAGE DETAIL – RIGHT SIDE BAR

Once a page has been created, you can create a right side bar. A right side bar can contain upcoming events (which are pulled from the calendar) and/or headline items.

ADD A RIGHT SIDE BAR TO A PAGE:

- 1) Click on the Navigation Builder Home link on the administration toolbar to open the Navigation Builder.
- 2) Find the page to which you want to add the Right Side Bar. Click the Detail link for this page. The Page Detail page will appear.



- 3) Click the Right Side Bar link at the top of the page. The Right Side Bar tool will appear.
- 4) You can add a Right Side Text / Graphic and/or Upcoming Events to the right side of this page.
- 5) To add a Right Side Text / Graphic:
 - a. Choose the Right Side Text / Graphic from the drop-down and click the Go button.
 - b. The Add a Right Side Item screen will appear.

Add a Right Side Item

Graphic:

Your graphic must be a .jpg or .gif file
If your photo is wider than 175 pixels, it will be scaled down accordingly.
After being scaled, your photo's file size cannot be larger than 15,000 bytes.

Include an Arrow:

Text:

Source

B **I** **U** **Aa** **x₂** **x²** **☰** **☷** **☱** **☲**

☰ **☷** **☱** **☲** **☳** **☴** **☵** **☶** **☽** **☼**

☹ **☺** **☻** **☼** **☽** **☾** **☿** **♋** **♌** **♍** **♎** **♏** **♐** **♑** **♒** **♓**

Style Font

Url:
(don't forget the http://www.)

Type: Opens in New Browser Window
 Opens in Existing Browser Window

- i. **Graphic:** Use this field to include a graphic in the right side bar. Click the Browse button and locate the graphic on your computer. The system will automatically resize and optimize the graphic to fit in the right side bar.
 - ii. **Include an Arrow:** Click this check box to include an arrow in front of the Text. This can be helpful to differentiate between items in your right side bar.
 - iii. **Text:** Use this editor to enter the text that you want included in the right side bar.
 - iv. **URL:** If you want the graphic from step c above to link to a Web site, you simply enter the Web address in this field. Leave this blank if you do NOT want to create such a link. Note: a graphic in step c is required for this link to be active.
 - v. **Type:** Use this to specify if the link will open a new window.
- c. Click the Submit Right Side Item button at the bottom of the page.
- 6) To add Upcoming Events:
- a. Choose the Upcoming Events from the drop-down and click the Go button.
 - b. The Add Upcoming Events screen will appear.

Add Upcoming Events

Header Text:

Show the next days worth of events.

Calendar Categories:

- Academics
- Athletics
- Fine Arts

- i. Header Text: Use this to create the desired heading for the upcoming events. This will be defaulted to Upcoming Events but you can change this to whatever you want.
 - ii. Show the next...days worth of events. You can use this to specify the number of days to be displayed. If you select 7, then the upcoming events will show 7 days of events starting with today's date as the first day. Once a day has passed, these events will automatically drop off the list.
 - iii. Calendar Categories: Check the categories of events that you want to display.
- c. Click the Add button at the bottom of the page.
- 7) You can have more than one item to a right side bar. For example, a page could contain an Upcoming Events list and several Right Side Text items.

UPDATE A RIGHT SIDE BAR:

- 1) Repeat steps 1-3 from above.
- 2) Click the Update link next associated with the desired Right Side item.
- 3) Make the desired edits and click the Update link at the bottom of the page.

The screenshot shows a website's right side bar. On the left is a navigation menu with links: Home, Our Mission, Staff Profiles, Faculty Web Pages, School News, School Calendar, and Outside Links. The main content area is titled "Our Mission Statement" and contains text about the church's beliefs and mission. Below this is an "Upcoming Events" section with a list of events: March 11 - Friday, Event #4, 01:00 PM - Youth Group Meeting; March 14 - Monday, 01:00 PM - Youth Group Meeting; and March 18 - Friday, Event #4, 01:00 PM - Youth Group Meeting. A banner image at the top shows a group of people in a room, with a "Main Banner" label.

Created with Right Side Text / Graphic Tool:
Right Side Graphic
Right Side Text

Created with the Upcoming Events Tool