



HOW TO EDIT A SIDEBAR MENU

BY: SMSU WEB SERVICES

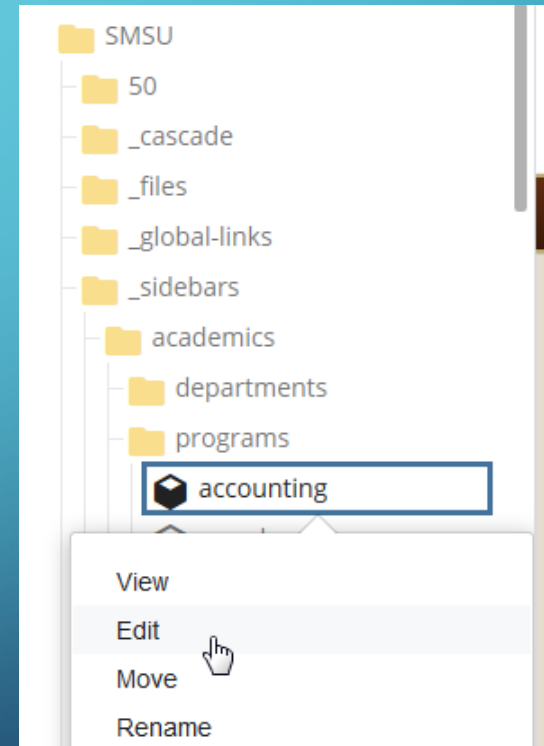
LOCATE WHERE THE SIDEBAR ASSET IS LOCATED

- Navigate to a page which loads the sidebar you want to update and click edit.
- Scroll down to where you choose the sidebar, you will see a file path underneath the sidebar chooser field and hover your cursor over it. This is the path to where the sidebar asset is located.
- Once you see the path to take to get to the sidebar close the edit window by clicking close at the top of the edit window (next to the save & preview button) and continue to the next slide.

The screenshot displays a CMS interface with a sidebar asset selection process. On the left, a file explorer shows a tree structure of folders and files. The 'accounting' folder under 'programs' is selected, and its file path is highlighted: `SMSU: /_sidebars/academics/programs/accounting`. On the right, the 'Accounting' sidebar configuration panel is visible. It includes a 'Keywords' field with the text 'SMSU, Southwest Minnesota State Ur', a 'Description' field with the text 'The primary objective of the Accounti', and a 'detail_page' section. The 'Add a sidebar?' section has 'Yes' selected. The 'Sidebar' section shows 'accounting' selected in a dropdown menu, with its file path `SMSU: /_sidebars/academics/programs/acco...` displayed below it. A mouse cursor is hovering over the file path. At the bottom, a menu bar contains 'Edit', 'Format', 'Insert', 'Table', 'View', and 'Tools'.

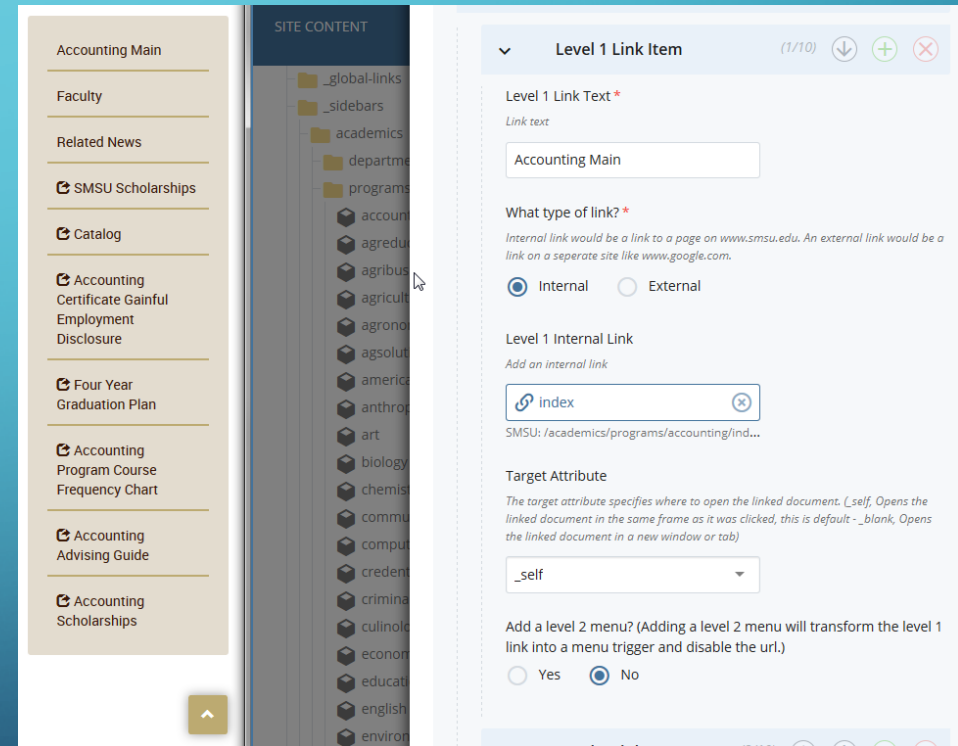
NAVIGATE TO THE SIDEBAR ASSET

- Navigate to the sidebar asset that you found from the previous slide in the left "Site Content" folder tree
- Right click on the sidebar asset
- Click "Edit"



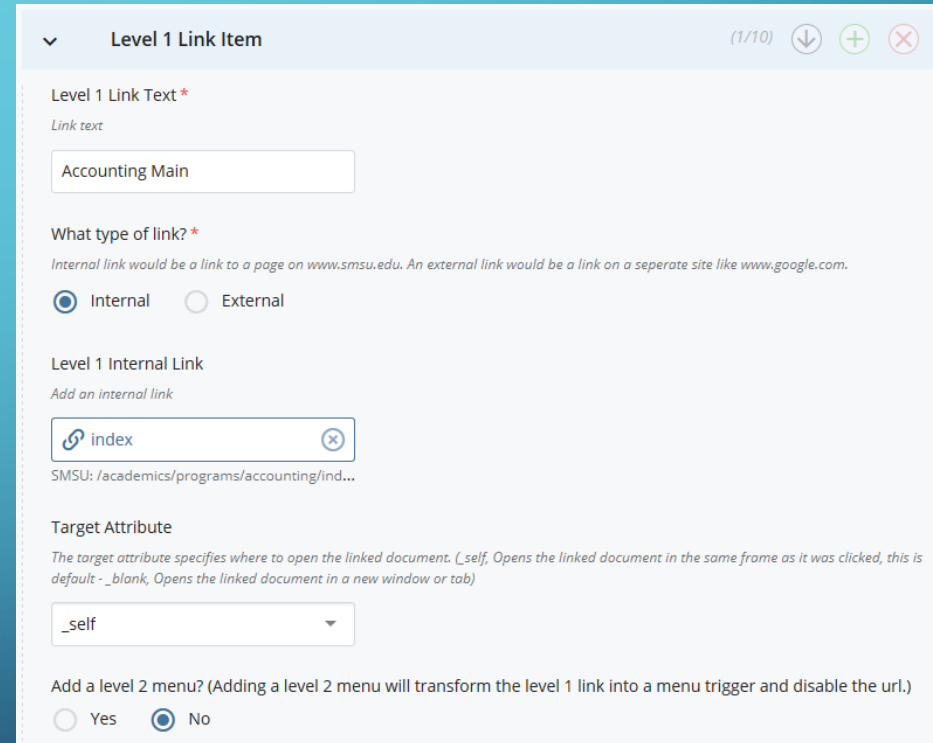
SIDEBAR EDIT SCREEN OVERVIEW

- Each “Level 1 Link Item” corresponds with regular link in the sidebar
- I.e. The first link in this image is “Accounting Main”
- Clicking on the blue area where it says “Level 1 Link Item” expands and collapses the options for that individual link



SIDEBAR EDIT SCREEN

- Link Text field displays the text that shows for the link
- Type of link can be internal or external (level 2 links can be a separator)
An internal link would be a link to a page on www.smsu.edu.
An external link would be a link on a separate site like www.google.com.
A Separator creates text without a URL.
- The **target attribute** specifies where to open the linked document. (`_self`, Opens the linked document in the same frame as it was clicked, this is default - `_blank`, Opens the linked document in a new window or tab)
- Add a level 2 menu creates a dropdown menu with an additional group of links



The screenshot shows a window titled "Level 1 Link Item" with a close button and a refresh button. The form contains the following fields and options:

- Level 1 Link Text ***: A text input field containing "Accounting Main".
- What type of link? ***: Radio buttons for "Internal" (selected) and "External".
- Level 1 Internal Link**: A text input field containing "index" with a link icon and a clear button. Below it, the URL "SMSU: /academics/programs/accounting/ind..." is visible.
- Target Attribute**: A dropdown menu with "_self" selected. Below it, a note explains the target attribute options.
- Add a level 2 menu?**: Radio buttons for "Yes" and "No" (selected).

REORDER, ADD, AND DELETE LINKS

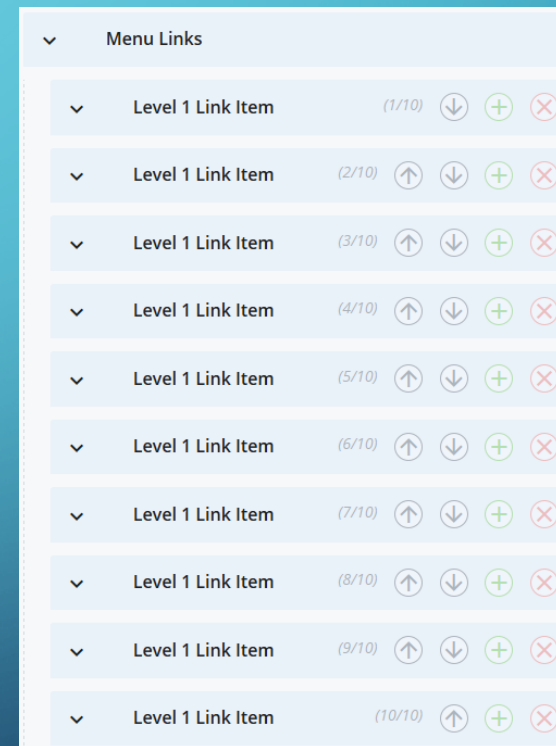
- You can reorder the links in the sidebar by using the up and down arrow buttons to the right of the blue section



- To add a link click the green plus button



- To delete a link click the red X button



TO CREATE A DROPDOWN MENU

- Create a new link
- Fill out the link text
- Ignore the next 3 level 1 link options
- Select “Yes” to “Add a level 2 menu?”



Add a level 2 menu? (Adding a level 2 menu will transform the level 1 link into a menu trigger and disable the url.)

Yes No

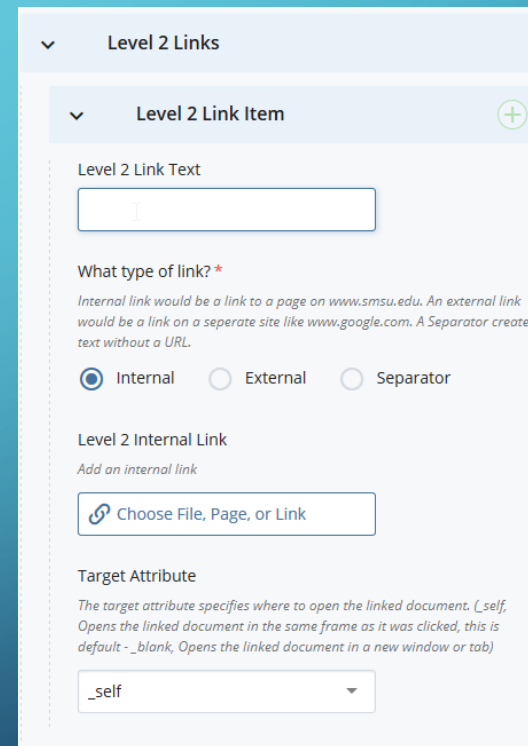
Level 2 Links

Level 2 Link Item

The screenshot shows a navigation menu on a website. A dropdown menu is open for the 'B.A. Professional Writing and Communication' link. The dropdown contains the following items: 'FAQs', 'Curricular Requirements', 'Examples of Professional Writing', 'On-Campus, Internship, and Career Opportunities', and 'Graduate School Guide'. The main menu also shows other options like 'B.S. Communication Arts and Literature/Ed', 'Graduate Courses', and 'FAQ'.

TO CREATE A DROPDOWN MENU (CONT.)

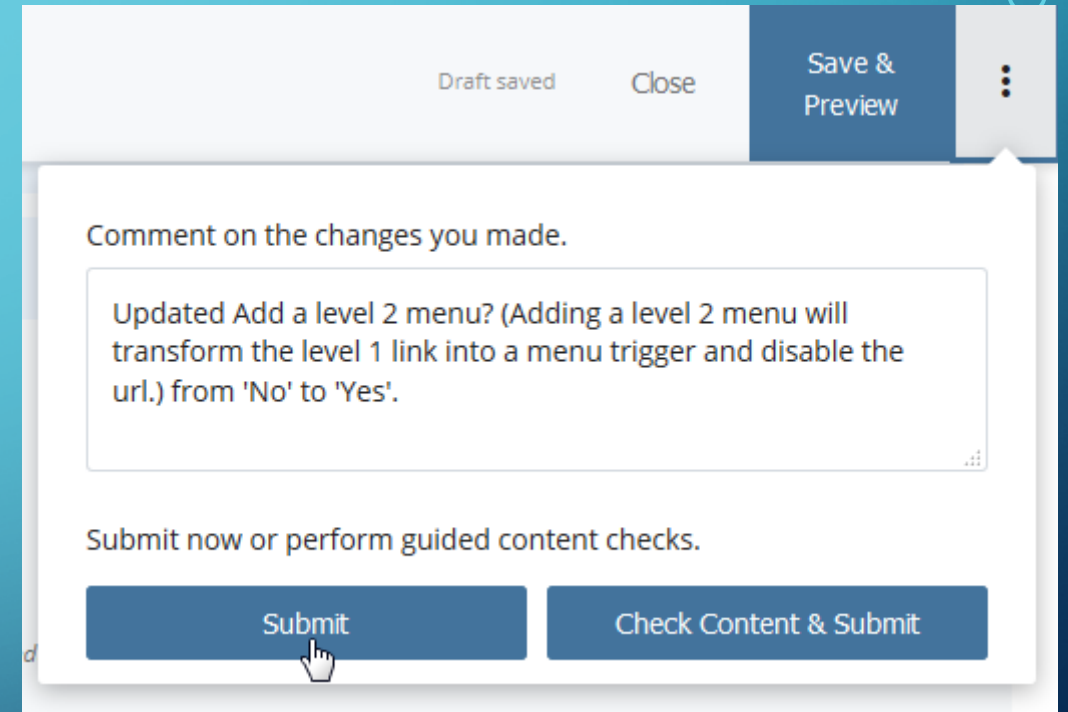
- Create Level 2 links as you normally would with the level 1 links
- **Tip:** A separator type will and a non-linked heading that can help separate the links into sections



The image shows a screenshot of a "Level 2 Links" configuration form. The form is titled "Level 2 Links" and has a "Level 2 Link Item" section. The "Level 2 Link Text" field is empty. The "What type of link?*" section has three radio buttons: "Internal" (selected), "External", and "Separator". The "Level 2 Internal Link" section has a "Choose File, Page, or Link" button. The "Target Attribute" section has a dropdown menu with "_self" selected.

SUBMIT THE SIDEBAR

- Click the vertical 3 dot button to the right of the “Save & Preview” button
- Click submit
- Note: You do not publish the sidebar by itself. In order to update all of your pages with your new sidebar version you will have to publish all of the pages. (This is easy)



REPUBLISH ALL OF THE PAGES THAT INCLUDE THE UPDATED SIDEBAR

- Navigate in the folder tree to the folder that contains the pages with the sidebar you just edited
(You may want to collapse the "_sidebars" folder)
- Right click on it
- Click "Publish"
- Follow the publish prompts
- This will publish the entire folder with your updated changes to the sidebar

