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.

NAVIGATE TO THE SIDEBAR ASSET

- Right click on the sidebar asset

- Click "Edit"
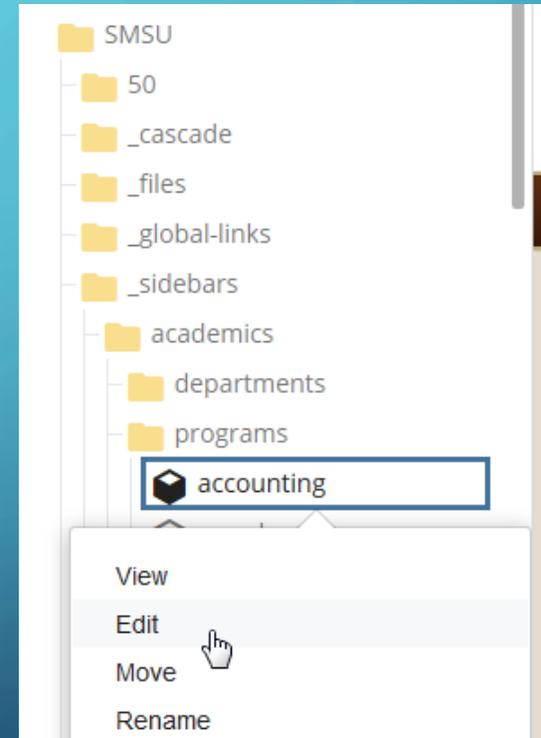
SIDEBAR EDIT SCREEN OVERVIEW

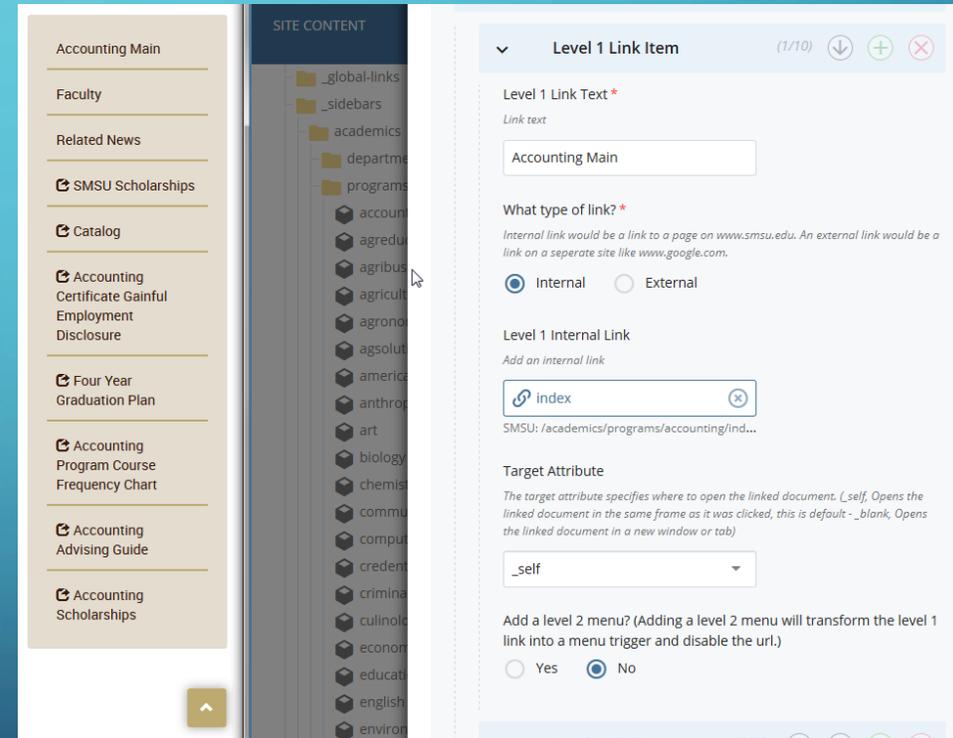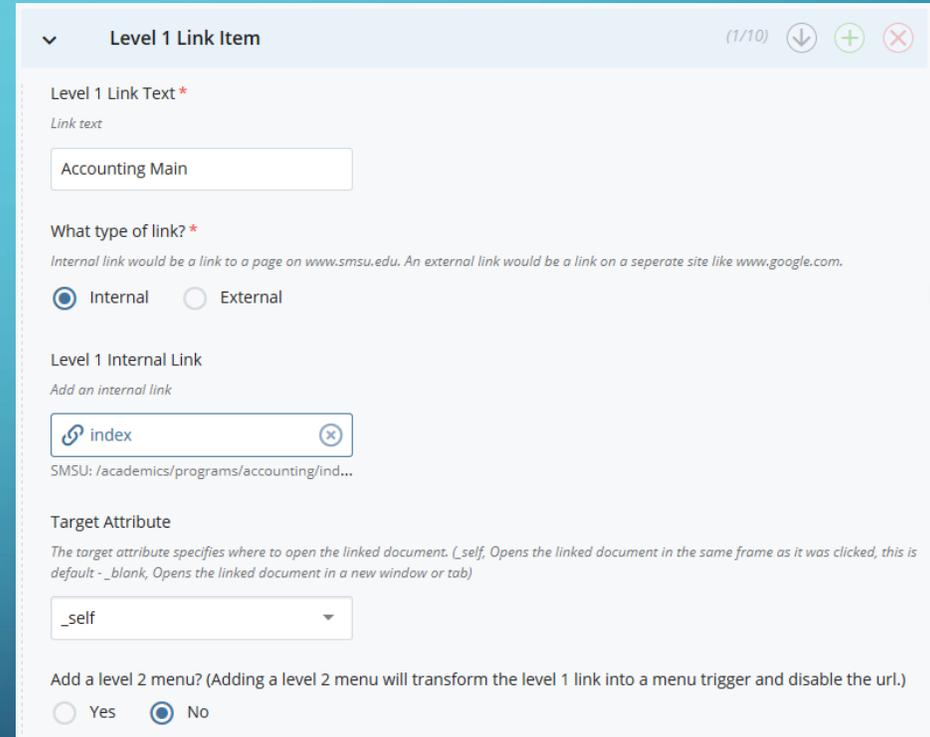- Each "Level 1 Link Item" corresponds with regular link in the sidebar

- Ie. 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 seperate 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*

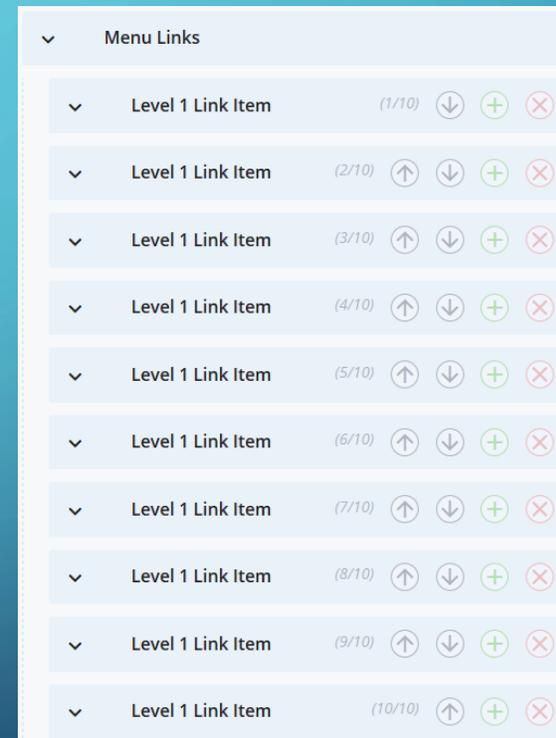# REORDER, ADD, AND DELETE LINKS

- 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
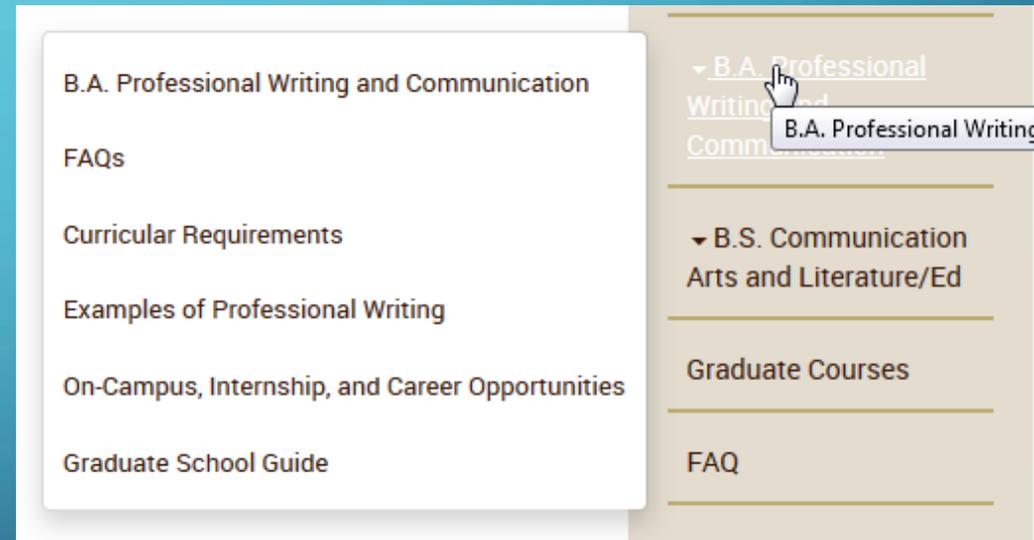
TO CREATE A DROPDOWN MENU

- 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?"
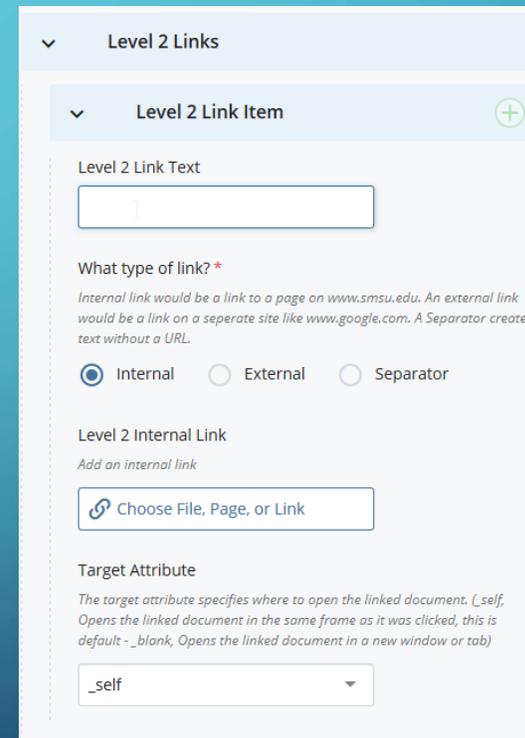
TO CREATE A DROPDOWN MENU (CONT.)

- 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
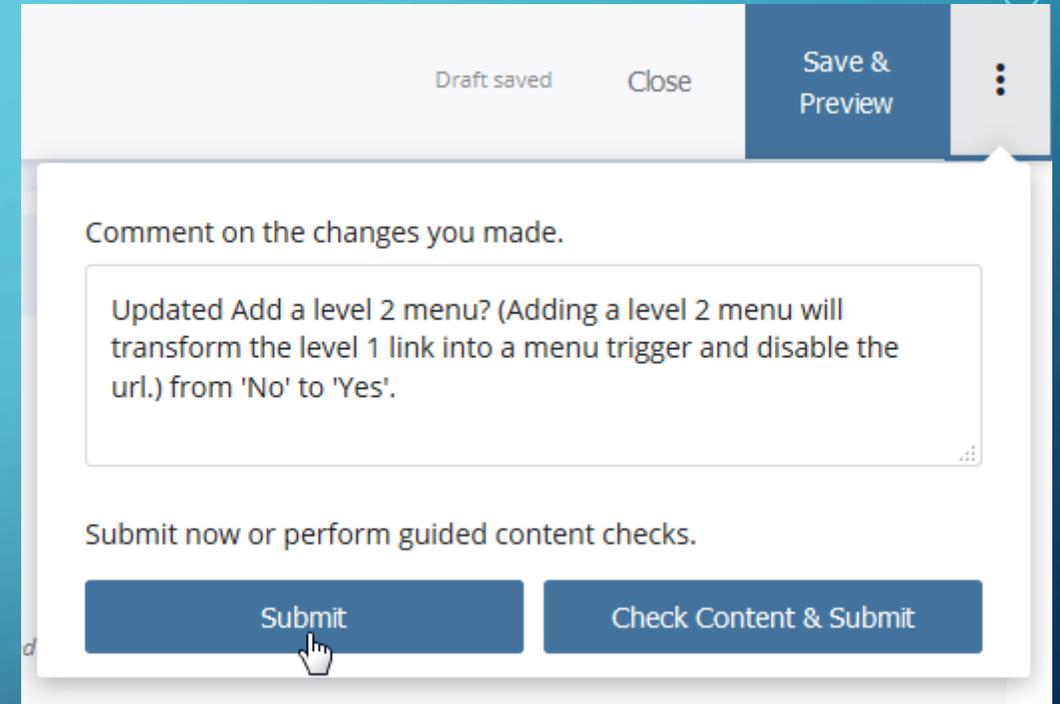
SUBMIT THE SIDEBAR

- 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

- Right click on it

- Click "Publish"

- Follow the publish prompts

- This will publish the entire folder