

A decorative graphic on the left side of the page, consisting of a network of white lines and circles on a blue gradient background, resembling a circuit board or data flow diagram.

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.

The image shows a screenshot of a content management system interface. On the left, a sidebar menu is visible with a tree structure of folders and files. The 'accounting' folder under the 'programs' folder is highlighted. On the right, the main content area shows a form for editing a page. The 'detail_page' section has a 'Sidebar' field with a dropdown menu. The 'accounting' option is selected, and a tooltip shows the file path: 'SMSU: /_sidebars/academics/programs/accounting'. The 'Main Content' section has a menu with options: Edit, Format, Insert, Table, View, Tools.

Accounting

Keywords

SMSU, Southwest Minnesota State Ur

Description *

The primary objective of the Accounti

detail_page

Add a sidebar?

Yes No

Sidebar *

Choose a sidebar

accounting

SMSU: /_sidebars/academics/programs/acco...

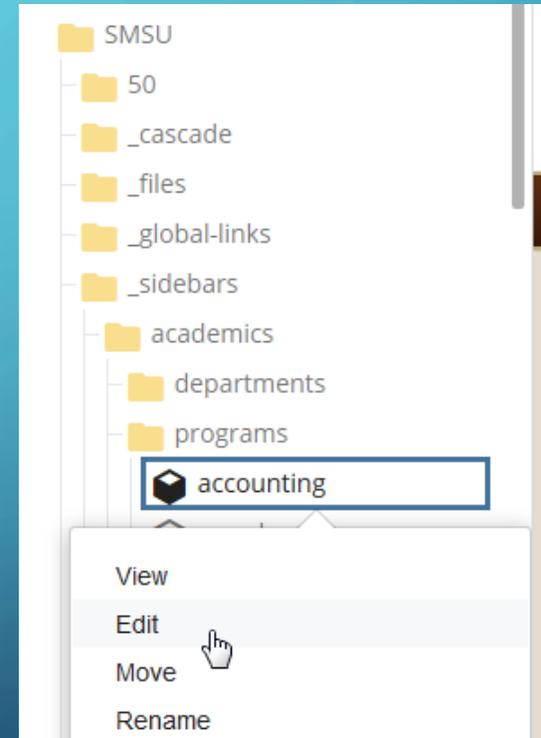
SMSU: /_sidebars/academics/programs/accounting

Main Content

Edit Format Insert Table View Tools

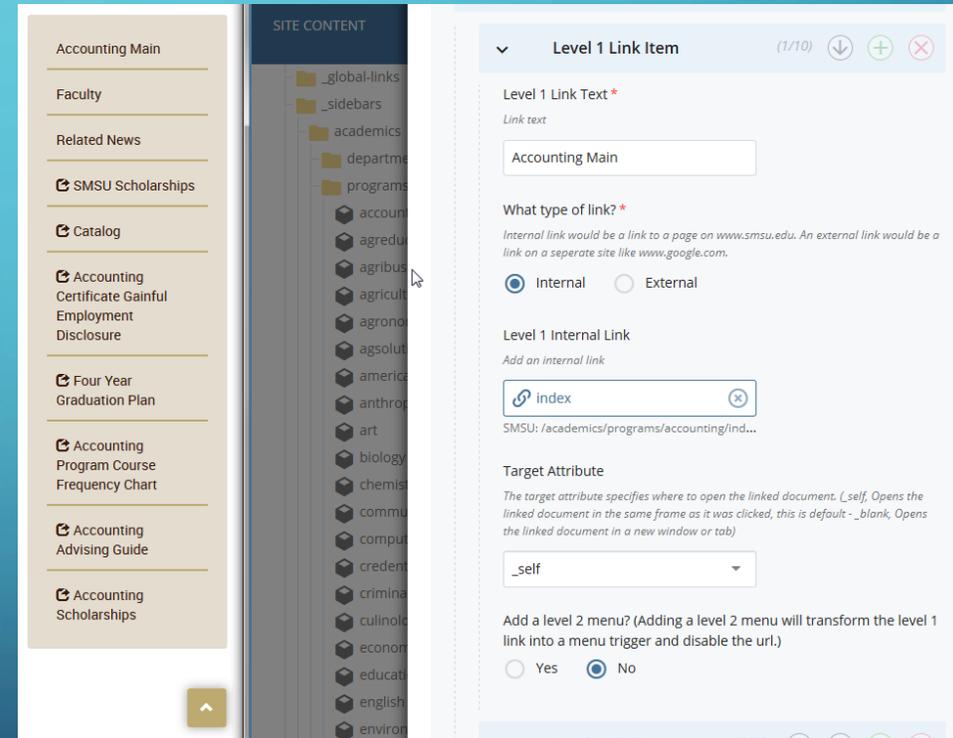
NAVIGATE TO THE SIDEBAR ASSET

- Right click on the sidebar asset
- Click “Edit”



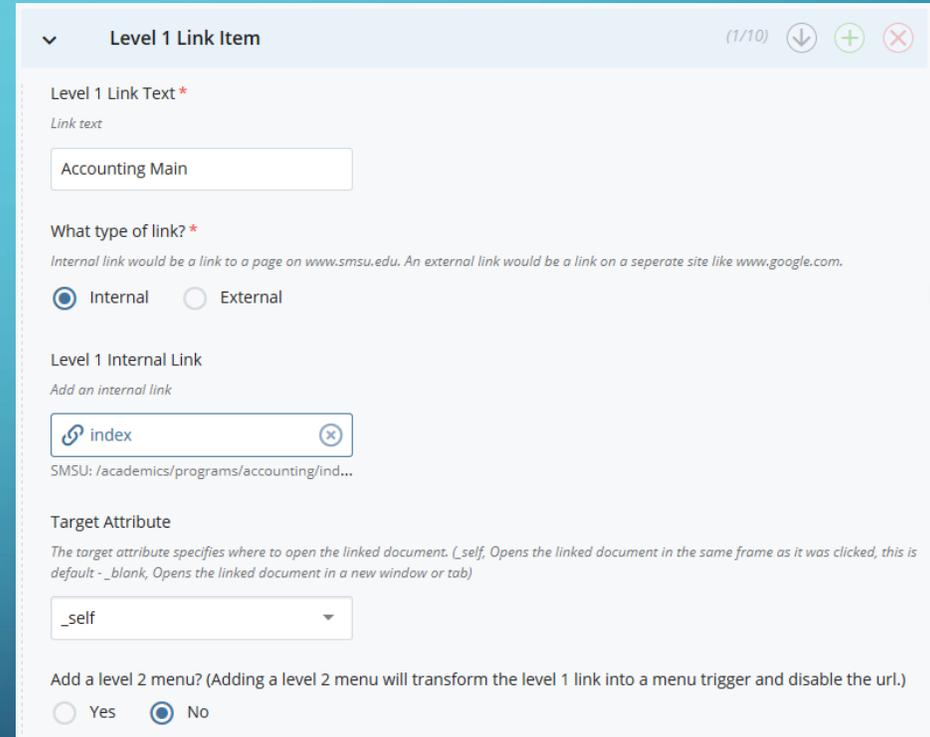
SIDEBAR EDIT SCREEN OVERVIEW

- Each “Level 1 Link Item” corresponds with regular link in the sidebar
- 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 showing "_self".
- Add a level 2 menu?**: Radio buttons for "Yes" and "No" (selected).

REORDER, ADD, AND DELETE LINKS

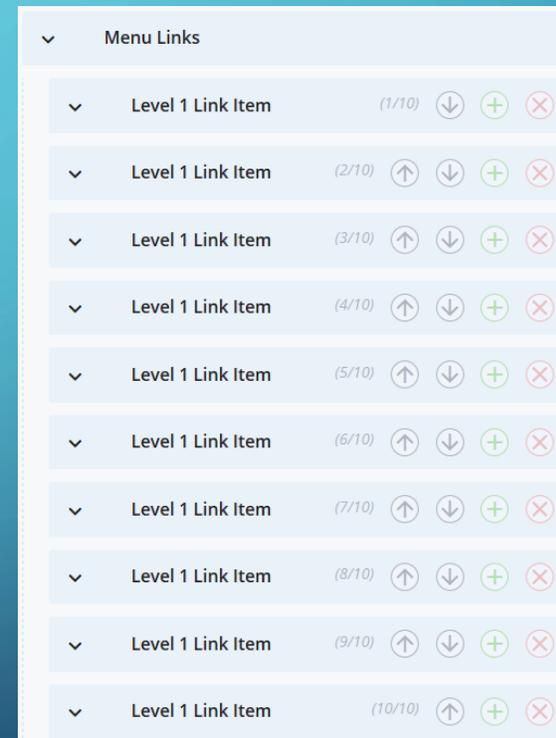
- You can reorder the links in the sidebar by using the up and down arrow buttons to the right of the blue section



- 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



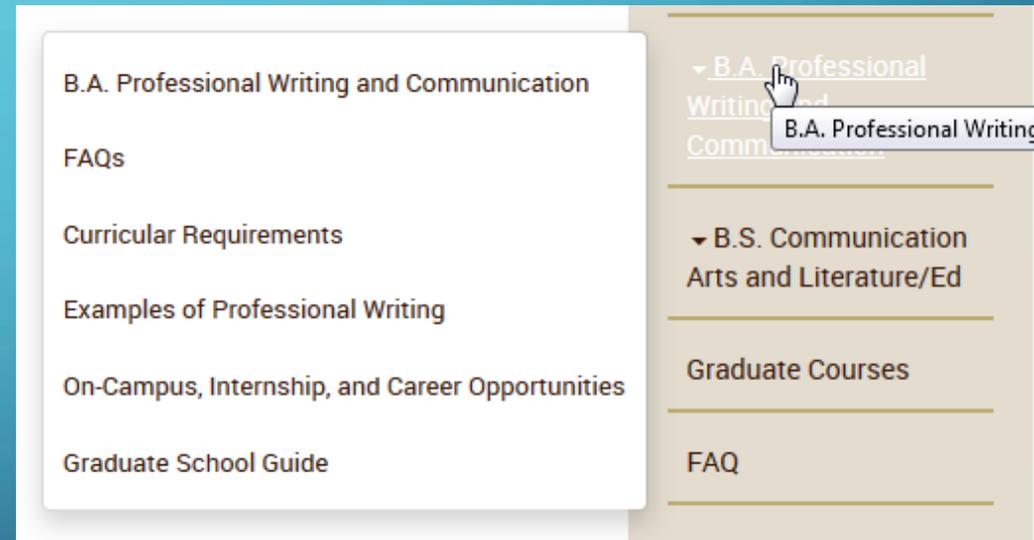
- Fill out the link text
- Ignore the next 3 level 1 link options
- Select “Yes” to “Add a level 2 menu?”

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

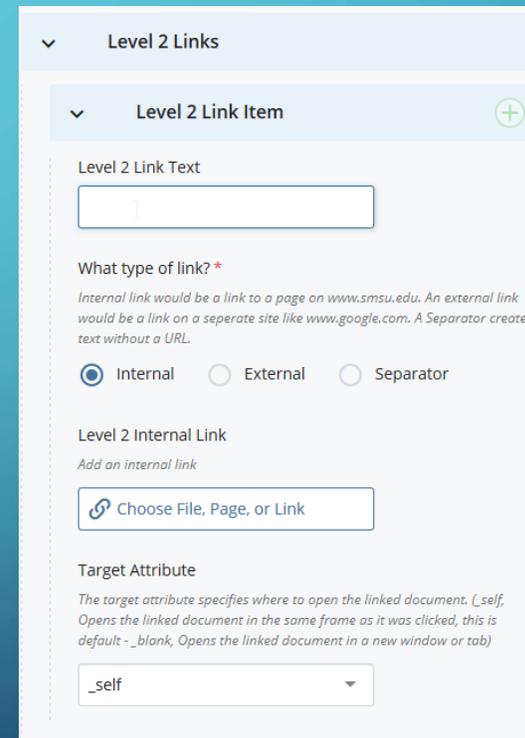
▼ Level 2 Links

▼ Level 2 Link Item +



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

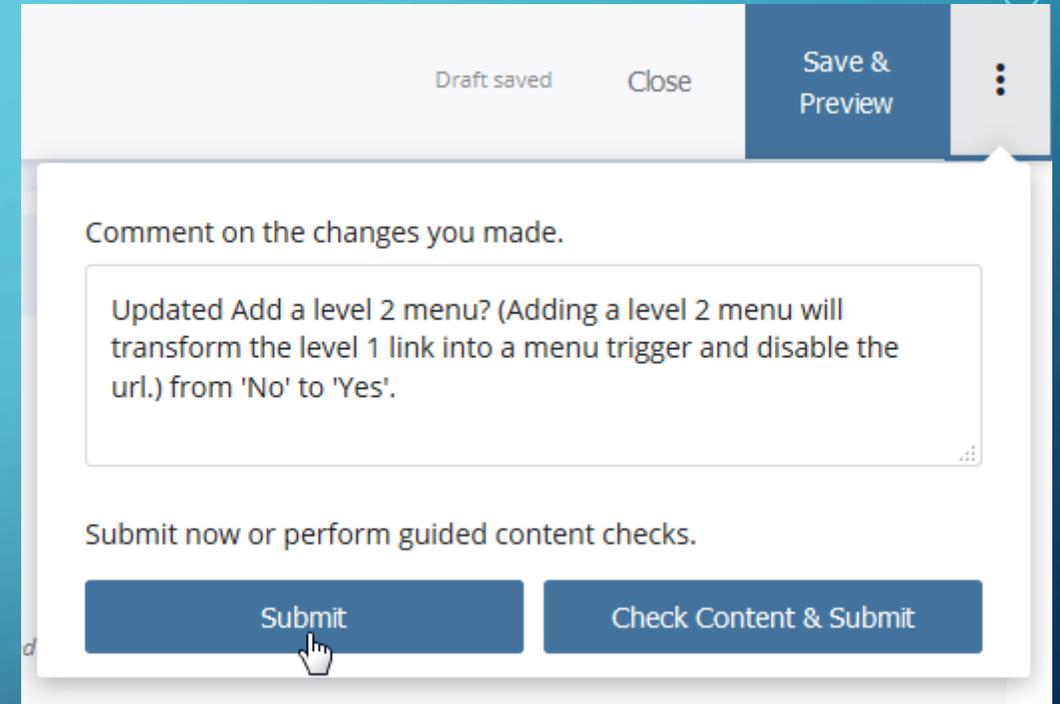


The image shows a screenshot of a 'Level 2 Links' configuration form. The form is titled 'Level 2 Links' and has a dropdown arrow on the left. Below the title is a section 'Level 2 Link Item' with a plus sign icon on the right. The form contains the following fields and options:

- Level 2 Link Text:** A text input field.
- What type of link? ***: A radio button selection with three options: Internal, External, and Separator. Below the radio buttons is a small text description: "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."
- Level 2 Internal Link:** A section with the text "Add an internal link" and a button labeled "Choose File, Page, or Link".
- Target Attribute:** A dropdown menu with the value "_self" selected. Below the dropdown is a small text description: "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)".

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

