

CHANGE THE RIGHT SIDEBAR ITEM


The right sidebar can be populated with a testimonial, video or topic document. By default, the sidebar will display the link to the Centennial Halls video.

To set the sidebar story for a page, you will first have to look up the item's "name".

Look up an asset's housing-sidebar name

1. Navigate to the folder that stores the item you want to display in the sidebar.




2. Check the file and click .
3. Note the exact name of the document in the housing-sidebar field.
4. Click Cancel to close the Metadata box.

Assign an item to the right sidebar

1. Select the file or folder.



2. Click .
3. Enter the asset name in the housing-sidebar field.
4. Click OK.
5. Preview the page.
6. Approve the asset.