Sidebars

Sidebar items will always appear on the right side of the page. They are not published but are inserted into the actual page by Cascade. As such, it is a good idea to put sidebars in a folder with publishing turned off. Most folders of this sort are named _sidebars. You can create such a folder from the menu bar using New > System Folder.

Adding Sidebars to your Page

To add sidebars to your page:

1. Navigate to the page you want the sidebar(s) added to.
2. Click the Edit tab.
3. Scroll to the bottom of the screen to the box labeled Sidebar Items.
4. Click the Page Browser icon to open Cascades asset browser window.
5. Navigate to and select the sidebar item you want to add then click the Confirm button
   - Optional: To add more sidebar items, click the plus sign then repeat steps 4 and 5.
6. Note: Each sidebar items you add will have its own plus sign. Clicking a plus sign on one of the items will insert a sidebar item after that item.
   - Optional: To change the order of the items, use the up or down arrow next to the item to move it up or down in the list.
   - Optional: To remove one of the items from the list, click on the minus sign.